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Document Attachments 1

Document Attachments

The Document Attachments feature allows you to view, upload, and download documents by application, folder, and document type.

Document Attachment-enabled pages

Page	Folder	Type	Notes
Core Questions	COREQUESTIONS	Attachment	**Only Super Admin users**: When adding or editing a core question, select *Attachment* or *Attachment read/agree* in the **Form Type Element** drop-down field and click **Save**. Then, click **Edit** to upload a document to the question. During the application process, when the applicant views the core question, any documents that were attached to that question can be viewed and downloaded but cannot be edited or deleted.
Profile	PROFILE	Resume	Any documents uploaded to your profile will be available in your list of uploaded documents when you apply for a job posting. During the application process, you have the option to use your existing uploaded documents or you can delete and upload new document(s).
Application	APPLICATION	Resume	Any documents uploaded to your profile will be available in your list of uploaded documents when you apply for a job posting. During the application process, you have the option to use your existing uploaded documents or you can delete and upload new document(s).
Search Applicant	COREQUESTIONS PROFILE APPLICATION	Attachments Resume Resume	Any documents that were attached to a job application can be viewed and downloaded but cannot be edited or deleted.

List of permissible file types

File Extension	Document Type
.doc	application/msword
.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document
.gif	image/gif
.jpeg	image/jpeg
.jpg	image/jpeg
.pdf	application/pdf
.png	image/png
.pps	application/vnd.ms-powerpoint
.ppt	application/vnd.ms-powerpoint
.pptx	application/vnd.openxmlformats-officedocument.presentationalml.presentation
.tif	image/tiff
.tiff	image/tiff

File Extension	Document Type
.txt	text/plain
.xls	application/vnd.ms-excel
.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

Note: There is a 10MB maximum upload size.

Upload or view documents:

Under **Document List**:

Field	Description
Application	The application you are currently logged on to is displayed (i.e., CareerPortal).
Folder	The folder in which the document exists or is uploaded.

Existing documents are displayed according to specified criteria.

Under **Document Upload**:

Select File to Upload	Click **Choose File**. Locate and select the document on your computer or network. The file name is displayed next to Choose File.
Select Type	The type of document you are uploading is displayed. The list varies according to your selection in the **Folder** field.
Description	Type an optional description of the document.
Upload File	Click to upload the file. • The document is listed in the Document List section. • The date-time stamp and user ID display the date and time the document was uploaded and the user ID of the user who uploaded the document.

Other Functions and Features:

Type	Click the link in the Type column to download the file to your computer to view it.
Choose File	

Edit (general:document_attachments_choose_file) Trashcan Icon Click to delete the document from the record. You are prompted to confirm that you want to delete the document.

Edit (general:document_attachments_delete_document)

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