



Document Attachments

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Document Attachments

The Document Attachments feature allows you to view, upload, and delete documents.

[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.presentationml.presentation |
| .tif | image/tiff |
| .tiff | image/tiff |
| .txt | text/plain |
| .xls | application/vnd.ms-excel |
| .xlsx | application/vnd.openxmlformats-officedocument.spreadsheetml.sheet |

Notes:

- There is a 10MB maximum upload size.
- All changes made in the Document Options window are saved when you close the window. You do not have to click Save after you close the dialog box.


Upload or view documents:

Under **Document List**:

| Field | Description |
|--------------------|---|
| Application | Displays the application name (EmployeePortal). |
| Folder | Displays the appropriate folder based on the request type (Travel). |

Under **Document Upload**:

| Field | Description |
|------------------------------|--|
| 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 | Select the type of document you are uploading (Travel Documents). |
| Description | Type an optional description of the document. |

| Field | Description |
|-------------|---|
| Upload File | <p>Click to upload the file.</p> <ul style="list-style-type: none">• 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.• Click the link under Type to open the uploaded document.• Click  to delete the document from the record. You are prompted to confirm that you want to delete the document. |



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