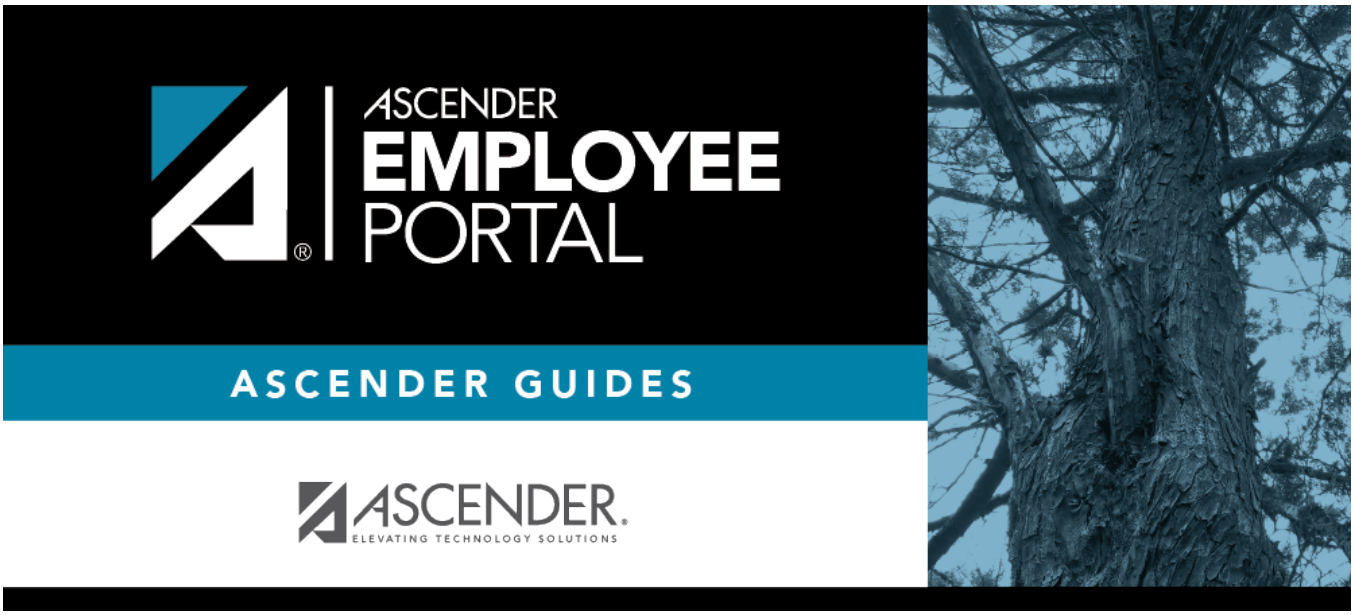


Document Attachments

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Document Attachments 1

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

List of document types by application and folder

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).

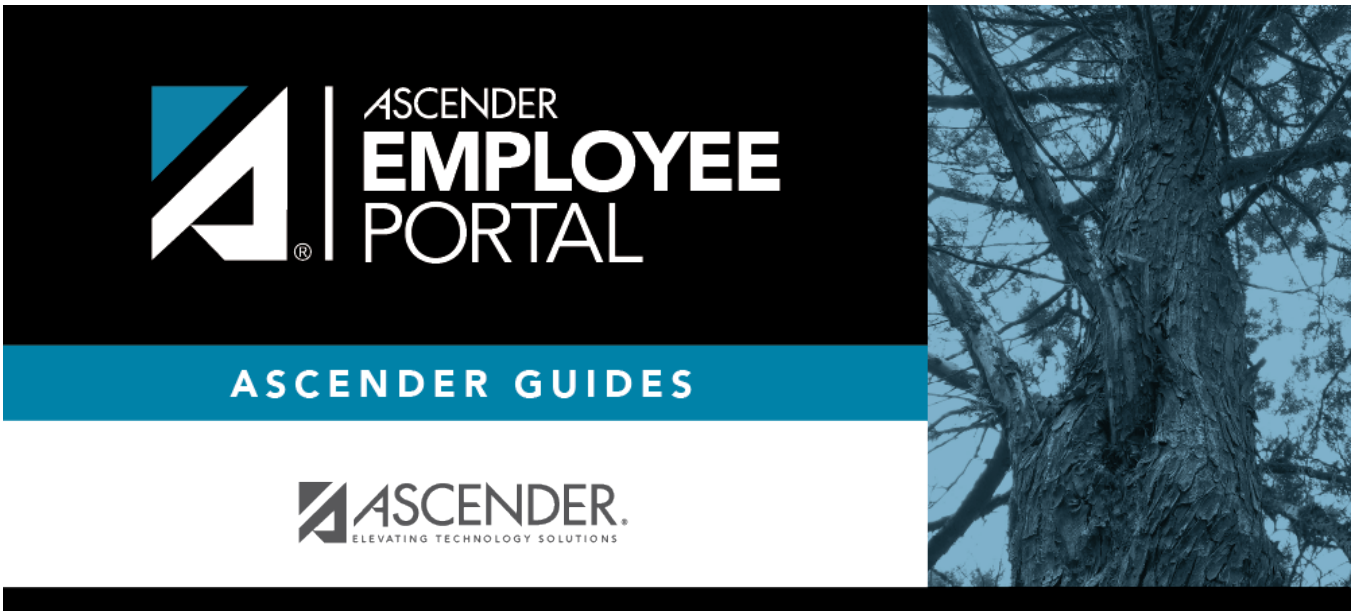
Under **Document Upload:**

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	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. • 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.

Other Functions and Features:

Type
Choose File



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