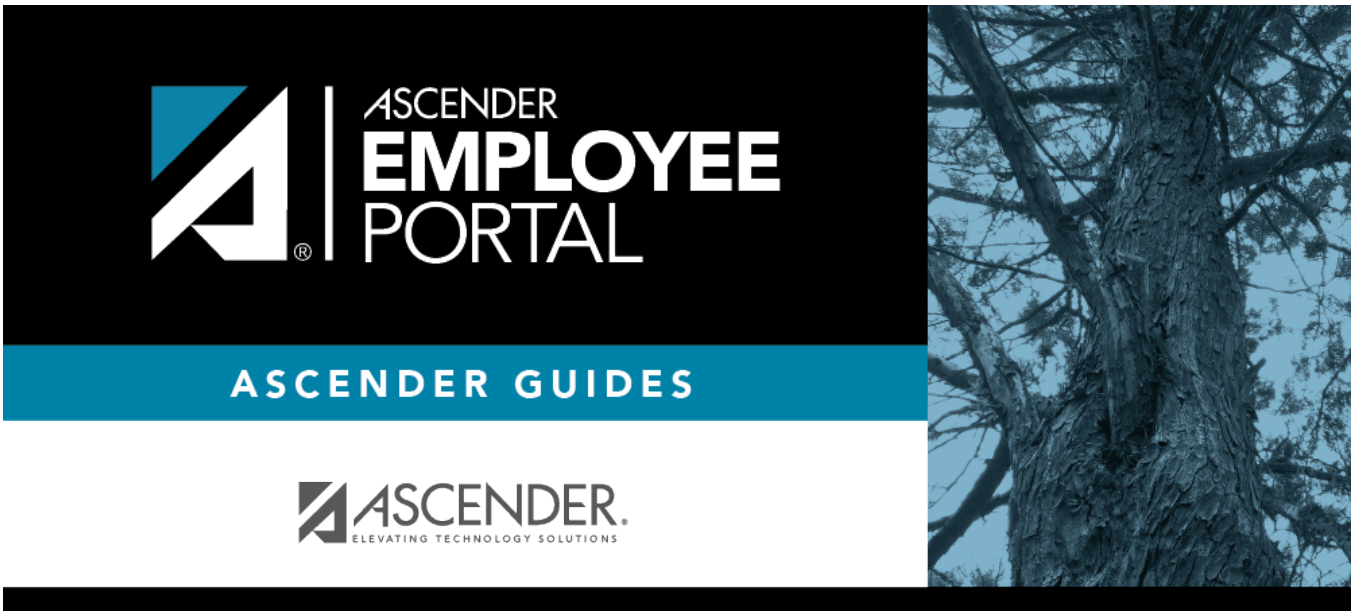



# Document Attachments

# Table of Contents

**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). |

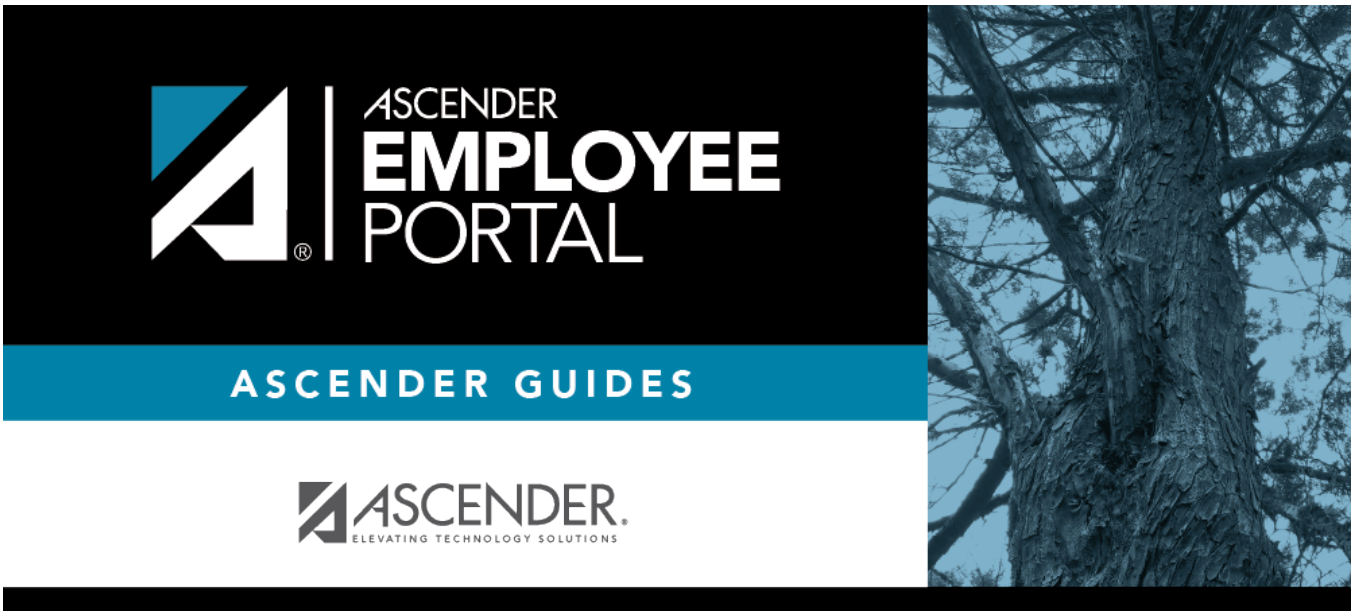
Under **Document Upload:**

| 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.<br>•<br>The document is listed in the **Document List** section.<br>•<br>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.<br>•<br>Click the link under **Type** to open the uploaded document.<br>•<br>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 |
| --- |
| |


ASCENDER
EMPLOYEE
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover