



## 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.presentationml.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
<b>Application</b>	Displays the application name (EmployeePortal).
<b>Folder</b>	Displays the appropriate folder based on the request type (Travel).

Under **Document Upload:**

Field	Description
<b>Select File to Upload</b>	Click <b>Choose File</b> . Locate and select the document on your computer or network. The file name is displayed next to <b>Choose File</b> .
<b>Select Type</b>	Select the type of document you are uploading (Travel Documents).
<b>Description</b>	Type an optional description of the document.

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



## Back Cover