



Document Attachments

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Document Attachments

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

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages. If a document is attached, the **Documents** button displays a paperclip icon.

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

Application	Folder	Document Type
Grants and Projects	Budget	Other
Grants and Projects	NOGA	Other
Grants and Projects	Reimburse	Other

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 to which you are currently logged on (Grants and Projects).

Field	Description
Folder	Displays the appropriate folder based on the request type (Budget or Reimburse).

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. 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. <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.

Other Functions and Features:

Type	Click the link in the Type column to download the file to your PC to view it.
Choose File	Click again to add another document, and repeat the steps for uploading a 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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