

HELPFUL HINTS

- A request must be saved in order for the **Attachments** button to appear.
- Choose up to 10 files to attach to the request.
- For best results, scan images in black & white with a resolution of 300 DPI or lower.
- Accepted formats: .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload.
- 5 MB limit per file.

An attachment can be added to a travel request by clicking on **Attachments** and selecting *Attach Documents* from the dropdown menu.

The screenshot shows a web form titled "Request 9YUC". At the top right, there are buttons for "Cancel", "Save", "Attachments", "Print / Email", "Delete Request", and "Submit Request". The "Attachments" button is highlighted with a red box, and a dropdown menu is open below it, showing "Check Documents" and "Attach Documents" (highlighted with a red box). The form fields include:

- Request/Trip Name: Atlanta, GA
- Request/Trip Business Start Date: 10/20/2020
- Request/Trip Business End Date: 10/24/2020
- Request/Trip Purpose: Conference Participant
- Destination City: Atlanta, Georgia
- Destination Country: UNITED STATES
- Trip Type: Domestic
- Does this trip contain personal travel?: No
- Personal Dates of Travel: (empty)
- Are any costs funded by an external entity?: Yes
- Identify external entity & describe covered costs: Georgia State University - all travel costs
- Cost Object Type: (CC) Cost Center
- Cost Object: (2105010001) Dean Arts & Sciences
- User Defined: (empty)
- Personnel Area: Test-UNL
- Employee ID: ctraveler2
- Reason/Business Purpose: Presenting three sessions at conference hosted by Georgia State University.
- Comments To/From Approvers/Processors: (empty)

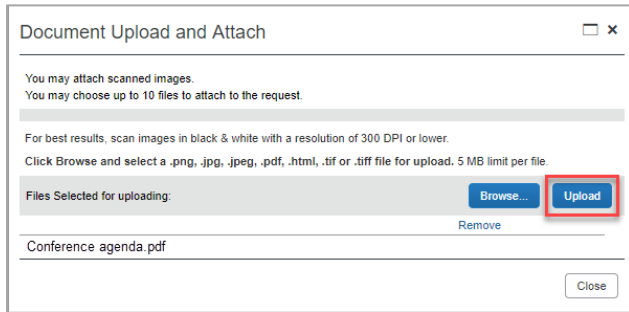
Click on *Browse*. Locate the file and click on *Open*.

The screenshot shows a dialog box titled "Document Upload and Attach". It contains the following text:

- You may attach scanned images.
- You may choose up to 10 files to attach to the request.
- For best results, scan images in black & white with a resolution of 300 DPI or lower.
- Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

 Below the text, there is a section for "Files Selected for uploading:" which currently shows "No files selected". There are two buttons: "Browse..." (highlighted with a red box) and "Upload". A "Close" button is located at the bottom right of the dialog.

Be sure to click on **Upload**.

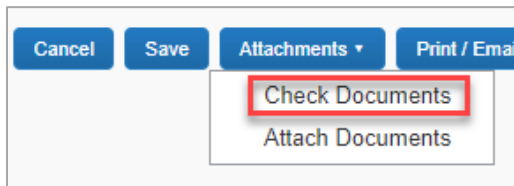


The document is now attached. Click on **Close**.



To verify the attachment:

- Saved/un-submitted request: select *Check Documents* from the dropdown menu. The attachment will preview in a new browser window.



- Submitted/approved request: select *View Documents in a new window* from the dropdown menu. The attachment will preview in a new browser window.

