

# Add Attachments - Employee

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**Description:** In this topic, the user will learn how to add attachments. The most common place to add an attachment is at clock out in the mobile app. Employees use this feature to take a picture to include in the visit. Another place **where** an attachment can be added in the mobile app is the messaging module.

**Role Required:** Employee (base user)

**Permission Required:** N/A

## Mobile App

1. When arrived at the Add Attachment option, click **Add Attachment**.
2. A system alert will display the following, "Allow DCI EVV to take pictures and record video?"
  - i. Click **Don't Allow** to cancel adding an attachment
  - a. The response options are: While using the app, Only this time, Don't allow
  - b. Select **While using the app** or **Only this time**
3. The device camera will open
4. Click the **Camera** icon to take the picture
  - a. Click the **Check** icon to accept the picture
  - b. Click the **Refresh** icon to retake the picture
  - c. Click the **X** icon to delete the picture
5. Click **Confirm** to validate the picture
6. Continue to clock out

## Add an Attachment at Time Entry through the Web Portal

1. Click the blue **Add Entry** button on the dashboard to open the form wizard
2. Locate the Attachment field at the bottom of the form
3. Click the **Add Attachment** link
4. Double-click the file to be attached or select it and click **Open**
  - a. Only one attachment can be uploaded
5. The upload is now complete, and the file will display below the Attachment field.
  - a. Click the blue **Minus (-)** sign to remove the attachment
6. Click **Save** and **Yes** to confirm

## Related articles

- [Messaging Module - Navigation - Mobile App](#)
- [Add Attachments - Super User, Supervisor, Employer](#)
- [Add Attachments - Employee](#)
- [Manage Attachments](#)