Add Attachments - Super User, Supervisor, Employer

Description: In this topic, the user will learn how to add attachments. Attachments may be added to many different functions and profiles in the system.

Role Required: Super User, Supervisor, Employer

Permission Required: Varies

Add Attachment to System Element through the Web Portal

1. From the page where the attachment is to be added, click **Actions.**
2. Select **New Attachment** from the drop-down menu
3. Add a name for the attachment
4. In the Attachment field, click the **Choose File** button.
5. Double-click the file to be attached or select it and click **Open**
   a. Only one attachment can be uploaded
6. The upload is now complete, and the file will display below the Attachment field.
   a. Click the blue **Minus (-)** sign to remove the attachment
7. Click **Save** and **Yes** to confirm

Related articles

- Messaging Module - Navigation - Mobile App
- Mobile App - Employee - Manage Unverified Entries
- Add Attachments - Super User, Supervisor, Employer
- Add Attachments - Employee
- Manage Attachments