

Manage Attachments

Description: Documents can be attached to any object in DCI, including but not limited to funding sources, cost centers, programs, employees, clients, and entries. All users can add attachments to objects if their role(s)/permission(s) allow them to view the details of the object.

*Please note: Attachments are limited to 15 MB. Like all information in DCI, attachments cannot be deleted or removed from the system. If an attachment was added by mistake or is no longer needed, use the archive feature. Only super users and the user who created the attachment will be permitted to archive and unarchive an attachment.

Role Required: Employee (base user)

Permission Required: N/A

1. Open the **Details Page** of the object to manage attachments
2. Click the **Attachments** tab below the object details to view existing attachments
3. Use the search filters to narrow the search results
4. The status filter defaults to Active but can be updated to Archived or Both (active and archived).
 - a. **To download an attachment**
 - i. For a single attachment, click on the **down arrow icon** under the Download column
 1. Archived documents cannot be downloaded
 - ii. For multiple attachments, either click the **checkbox in the header row** to select all documents or click the **checkbox** next to specific documents to download.
 1. Downloading multiple attachments is only available for employee and client profiles
 - iii. Click the blue **Download Selected Attachments** button
 1. When prompted, click **Yes** to download attachments, or **Cancel** to return to the attachment details.
 - a. By clicking Yes, the attachments will be downloaded as a .zip file to the computer
 - b. **To archive an attachment**
 - i. Click the checkbox on the attachment row and click the blue **Archive Selected Attachments** button
 - ii. Click **Yes** to confirm or No to cancel
 - c. **To unarchive an attachment (Super Users only)**
 - i. Open the attachment details page by clicking on the row of the archived attachment
 - ii. Click **Actions**
 - iii. Select **Unarchive Attachment** from the drop-down menu
 - d. **To add a new attachment**
 - i. Click **Actions**
 - ii. Select **New Attachment** from the drop-down menu

Related articles

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