



# Adding and Deleting Attachments

UNIVERSITY OF  
**CALGARY**


## Quick Reference Guide

### Adding and Deleting Attachments

**Purpose:** Attaching documents is required for many tasks such as creating a pre-award applications. In order for a Pre-award/Application record to proceed through the approval stage, a copy of the application must be uploaded.

**Audience:** All roles.

#### To upload a document:

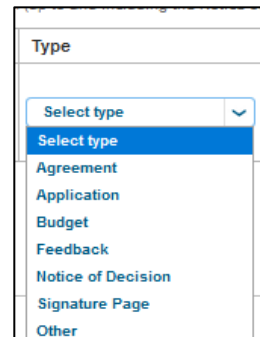
1. Click the **Folder**  icon in the **Letters of Support** or **Documents** section to upload documents (e.g., approvals, budgets, application documents, etc.).

**NOTE: Documents that have been added to a record can only be deleted for records that have a status of In Preparation.**


2. Select a file to upload and click **Open** in the *File Explorer* window. The **File Type** and document **Name** display in the **Letters of Support** section.



**NOTE: After saving the Pre-award record, the document upload date displays in the Uploaded on field.**

3. Enter a file description (e.g., signed approvals) into the **Description** field.
4. For files uploaded in the **Documents** section, use the drop down list to indicate the type of document it is (e.g., application, agreement, signature page, etc.).
5. Click **Save**.



#### To delete a document:

1. Click  icon beside the document you want to delete.
2. Click **Save**.

<b>Documents</b>					
To streamline the processing of your application, it is strongly recommended that you attach a <u>complete and final</u> copy of the application you intend to submit to the agency here, as well as any supporting documentation required for university review and approval.					
Other documents regarding this application (up to and including the Notice of Decision) will also be added here as they are received.					
	File name	Type	Description	Uploaded on	
	Sample NOD letter.docx	Notice of Decision 		2020/03/18	