Adding and Deleting Attachments

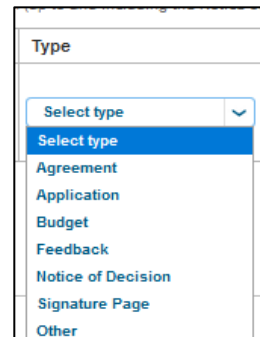|	
Purpose:	Attaching documents is required for many tasks such as creating a pre-award applications. In order for a Pre-award/Application record to proceed through the approval stage, a copy of the application must be uploaded.
Audience:	All roles.

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**.