

## Section 9: How to Add an Attachment

Applicable Roles:

1. Materials Regional Coordinators
2. District Materials Supervisor & Office Coordinator
3. Project Engineer - Supervisor
4. Project Inspector
5. Industry Lab Access DXX

### 9-1 ADD ATTACHMENT

**First, you must create a sample record. To do this, see Section 1. “How to Start Sample Records”**

From the Sample Record Screen, Click the Action Menu.

Next, Click “Attachments”

The screenshot shows the 'Sample Record Summary' interface. At the top, there are navigation tabs: Home, Previous, and My Pages. On the right, there are buttons for Actions, Help, and Log off. Below these are links for Overview, Find Sample, Maintain Test Queue, Receive at Destination Lab, Receive at Lab Unit, Review Samples, and Review Tests. The main content area is titled 'Sample Record Summary' and shows a dropdown for 'Sample Record: LMill20250723073431 M4233180'. A 'Save' button and a help icon are visible. The interface is divided into several sections: 'General' (Lab Reference Number: M4233180), 'Sources/Facilities' (Destination Lab: LMill20250723073431), 'Contract', 'Tests' (Material Code - Name: 401.002.001.03, Wearing 1 Skid Asphalt Mix, Marshall), 'Test Results', and 'Sample Verification' (Field Technician). On the right, there are fields for 'Created By' (V012468@wv.gov), 'Sample Date' (10/11/2025), 'Sample Status' (QA - Similar Failed), and 'Sample Type' (QA). An 'Actions' menu is open, showing options: Add New, Copy, Tasks, Authorize, Split Sample Record..., Unauthorize, Views, Attachments (1) (highlighted with a red box and a red arrow), Issue, and Links.

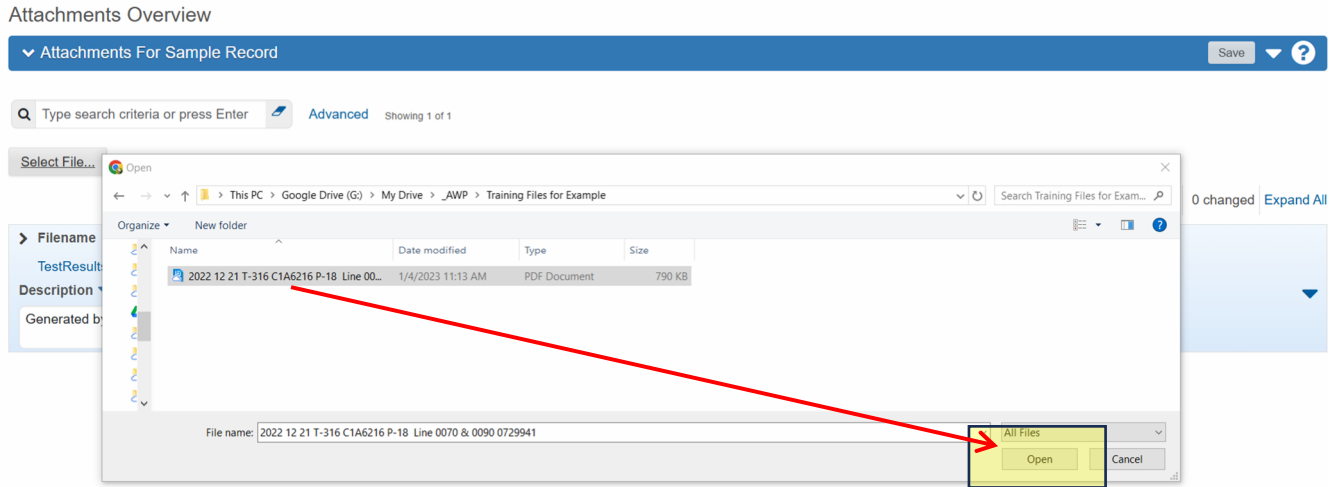
You can ignore any existing attachments.

Click “Select File”

The screenshot shows the 'Attachments Overview' interface. At the top, there is a dropdown for 'Attachments For Sample Record' and a 'Save' button. Below this is a search bar with the text 'Type search criteria or press Enter' and a search icon. A 'Select File...' button is highlighted with a yellow box. Below the search bar, there is a table with columns: Filename, Historical Report, Size (kb), and Additional Roles Count. The table contains one entry: 'TestResultsReport.pdf' with a size of 67 kb and 0 additional roles. Below the table, there is a description field with the text 'Generated by Test Results Report on 07/23/2025 08:35:55' and a search icon. At the bottom right, there are statistics: '0 marked for deletion', '0 changed', and 'Expand All'.

Be sure to follow the standard naming convention with your files (as if you were sending them via email.)

Choose your file, and then click “open”



Finally, click “Save”. If you don’t click, save, this won’t save and you’ll have to start over.

