Section 9: How to Add an Attachment

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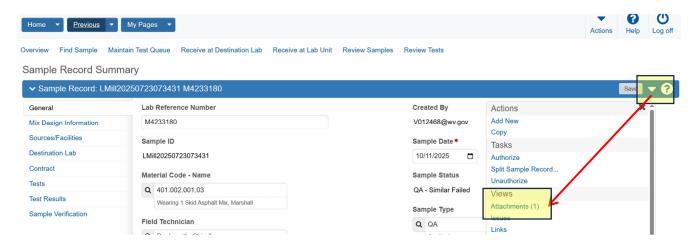1. Materials Regional Coordinators
2. District Materials Supervisor & Office Coordinator
3. Project Engineer - Supervisor
4. Project Inspector
5. Industry Lab Access DXX

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"

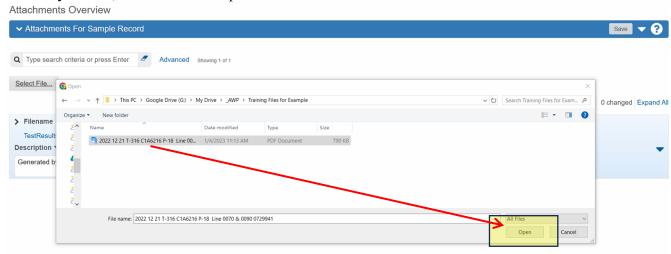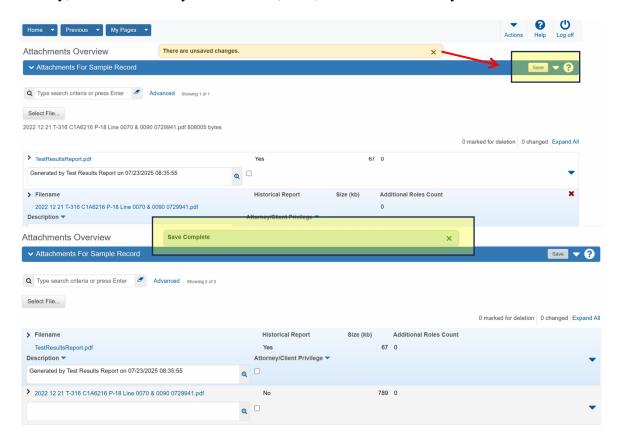You can ignore any existing attachments.

Click "Select File"

AWP Questions:
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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.

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