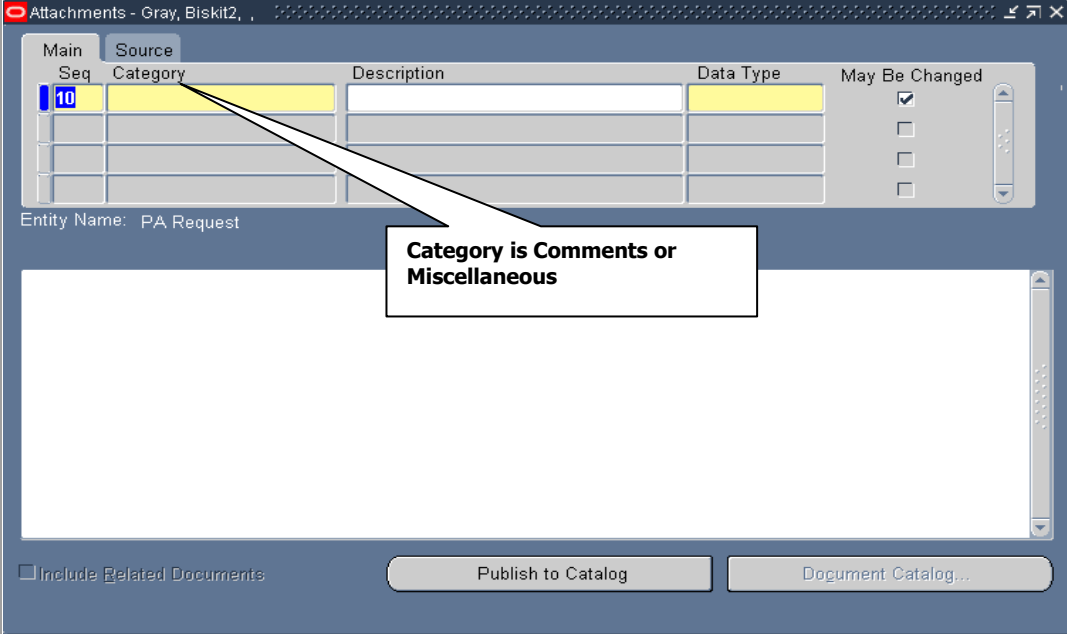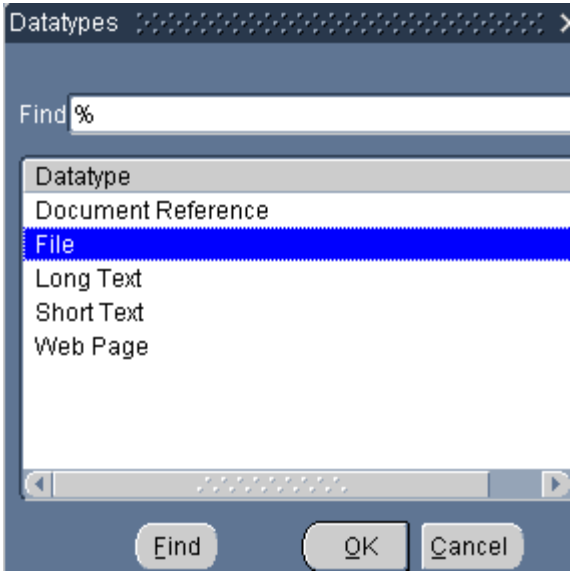someone else created and sent to you). Use the processes in this section to attach a document to an RPA once you have opened it. To view an attachment to an RPA that you have received, see *Viewing and Printing an Attachment*.
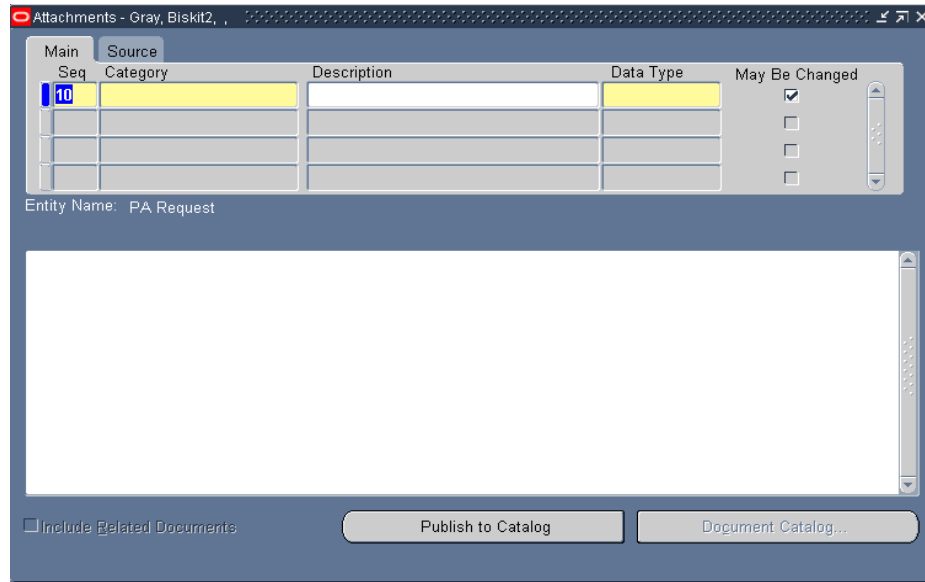
Step for Attaching a Document or Comment

Follow these steps to get started with the attachment process:

Step	Action
1	While the RPA to which you want to attach a document is open on your screen, click the Attachments icon (the paperclip) on your toolbar.
2	The **Attachment** Window is displayed:
3	Click the *Category* data field. Type in the letter "C" or "M" depending on whether you are going to type in some comments ("C"), or attach a file ("M" -- Miscellaneous). You can also select one of these using the LOV button. o Comments allows you to enter text and save it with the RPA. This is similar to using the notepad, but using Comments does not have the 2000-character size limitation of the notepad. o Miscellaneous is used to attach an existing document from another application such as Microsoft Word, Excel, etc.
4	Type a description of the information to be attached in the *Description* data field

	by typing something descriptive, short, specific, and understandable to users, e.g., "Job description PD0314," "Org Chart Trng Div," etc.

5	Click the *Data Type* data field. Then click the LOV button for a listing of data types that can be attached. Click the data type you want and click **\<OK\>**. The most commonly used data types are:
	
	    o File – allows you to attach a Word document, spreadsheet, etc., to the RPA. When you select this, an Upload File window will open. Continue at *Attaching a File*, below.
	    o Long Text – allows you to type free-form comments similar to using the notepad, but without the 2000-character limitation of the notepad. Continue at *Adding a Comment*, below.
	    o Short Text – allows you to type free-form comments similar to the notepad.
	
	Also like the notepad, Short Text has a 2000-character limitation. Continue at *Adding a Comment*, below.
	
	Datatypes
	
	Find %
	
	Datatype
	Document Reference
	File
	Long Text
	Short Text
	Web Page
	
	Find OK Cancel

Adding a Comment (Long or Short Text)

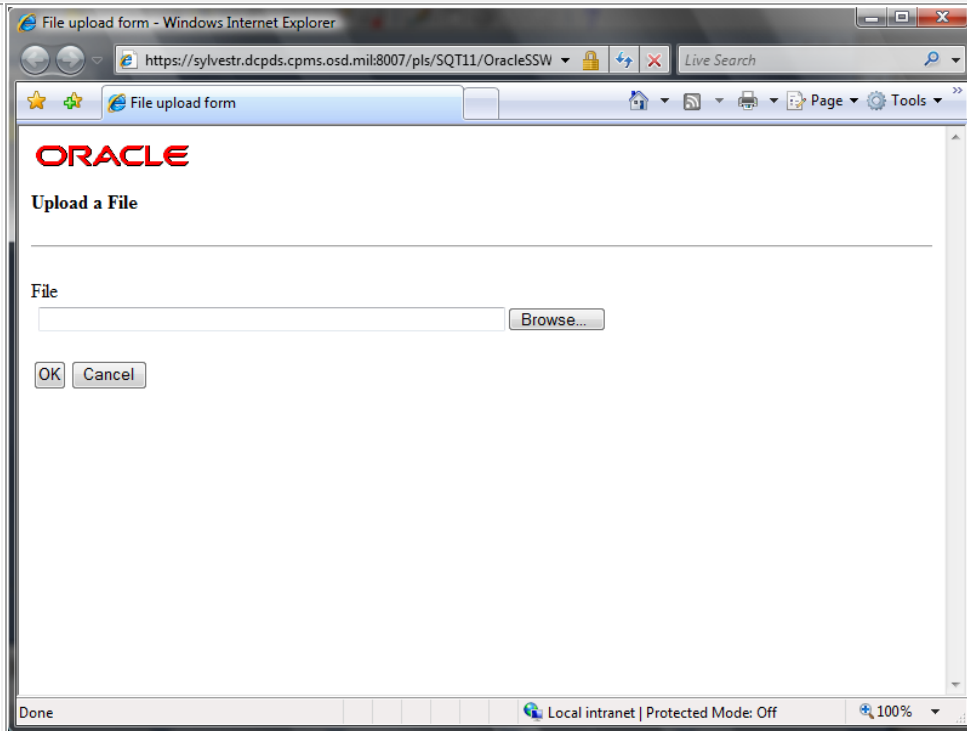Click in the large white area and type your comments:

When you are done typing the comments, click the **Save** button on the toolbar to save the attachment information. You can then close the attachment window to return to the RPA, or add another attachment if desired.
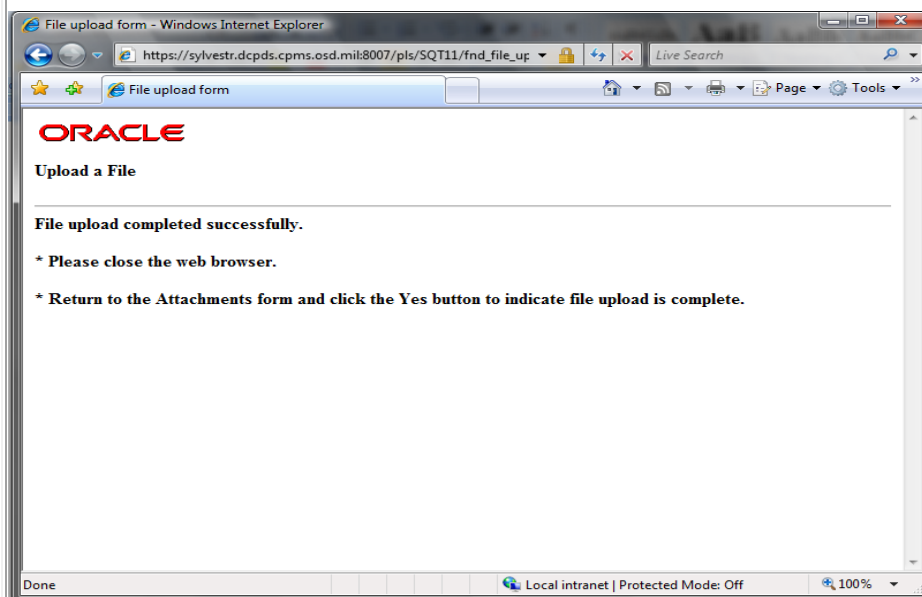
Attaching a File

Follow these instructions to attach a file (Word document, Excel spreadsheet, or other computer file):

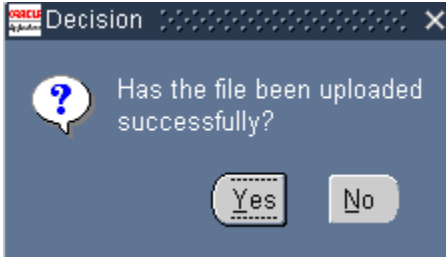| Step	Action
1	When you select "File" as the "Data Type" in step 5 above, a **File Upload** window displays:

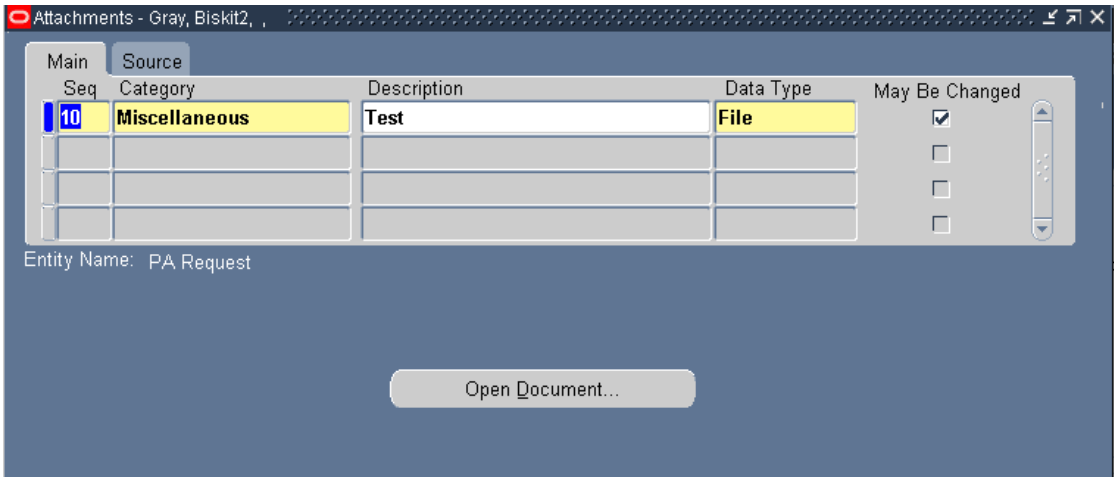| 2	Click the <**Browse**> button and find the file that you want to attach. You will have access to the same drives and folders that you normally access from your workstation. After you have selected the file, click the <**OK**> button on the **File Upload** window.
3	Once the file has been uploaded, the following message displays:
4	Close the window to return to the Attachment window, and click the <**Yes**> button on

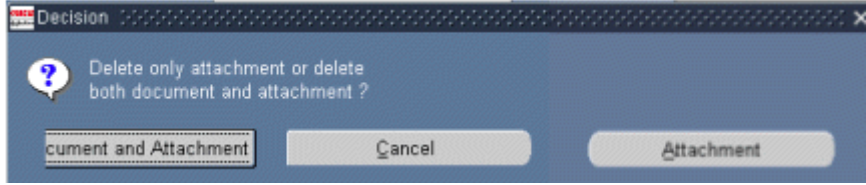|	the decision window:
	Decision window showing the question "Has the file been uploaded successfully?" with **Yes** and **No** buttons.
5	Click the **Save** button on the toolbar to save the attachment information. You can then close the **Attachment** window to return to the RPA, or add another attachment if desired.

Viewing and Printing an Attachment

Follow the steps below to view or print an attachment to an RPA.

Step	Action
1	To view the attachment(s) to an RPA, click the Attachment icon on the Toolbar (the RPA must be open on your screen). **Note**: You can tell if there is an attachment to an RPA or any other personnel document by the "paper" in the paper clip Attachment button on the Toolbar.
2	The **Attachments** Window is displayed. Click on the line containing the attachment you want to view or print (if there is more than one item). o For a file, click the <**Open Document**> button. The file will open in a separate browser window where you can view or print it. o Comments will display automatically when you select a "Comment" item. Attachments window titled "Attachments - Gray, Biskit2, ," with Main and Source tabs. Columns: Seq, Category, Description, Data Type, May Be Changed. Row: 10, Miscellaneous, Test, File, checked. Entity Name: PA Request. Button: Open Document...

3	When you are done, close the **Attachment** window to return to the RPA.

Deleting an Attachment

To delete an attachment to an RPA, follow these steps:

Step	Action
1	Click the Attachment button on the Toolbar (the RPA must be open on your screen). **Note**: You can tell if there is an attachment to an RPA or any other personnel document by the "paper" in the paper clip Attachment button on the Toolbar.
2	The **Attachments** Window is displayed. Use your scroll bar to locate and click on the item you want to delete (if there is more than one item).
3	Click the **Delete Record** button on the toolbar.
4	The following message is displayed. Click the appropriate button. o *Attachment* means that you are "un-attaching" the document from the RPA, but the document itself will still exist. Note: documents attached to RPAs in DCPDS are saved (stored) on the DCPDS server. When you use the delete "Attachment" option, the document will still be using space on the server. o *Document and Attachment* means that you are both un-attaching the document and deleting it. This option will remove the document from the DCPDS server and should normally be used.
5	Click the <**Save**> icon on the toolbar to save your changes to the **Attachment** Window.