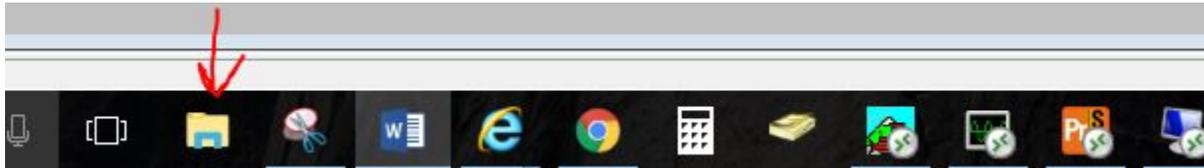


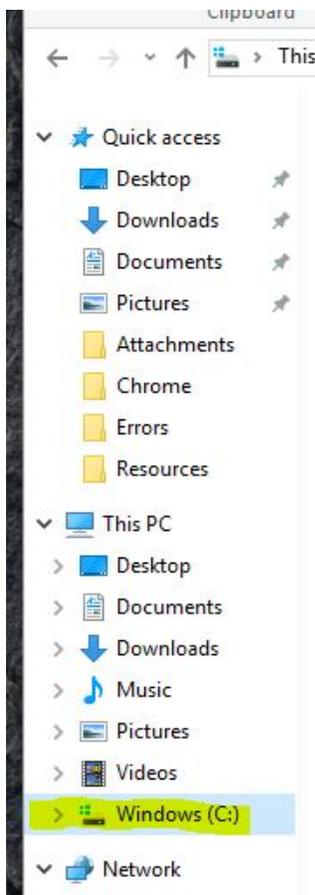
Easy way to add Attachment File to for SM documents and attachments:

1. Adding a temp/ attachment file to your C: drive

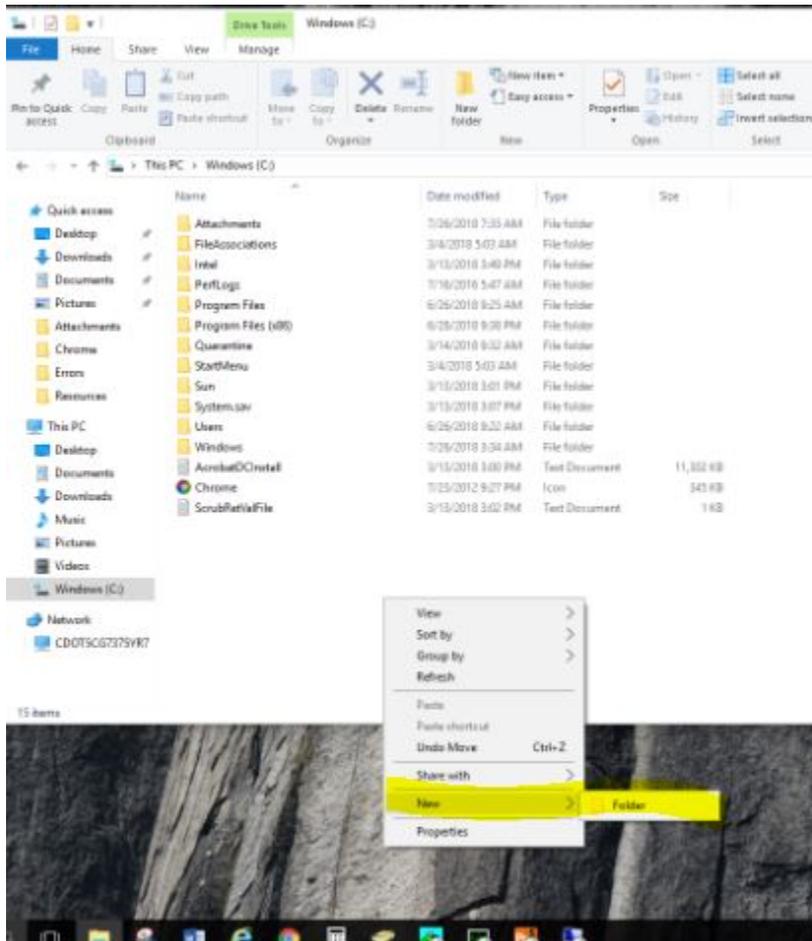
Open your file explorer, it looks like this:



Click on the Windows C: in the list under **This PC**



In the window that opens up, right click the mouse and then hover the mouse over 'new' and click on 'folder'.

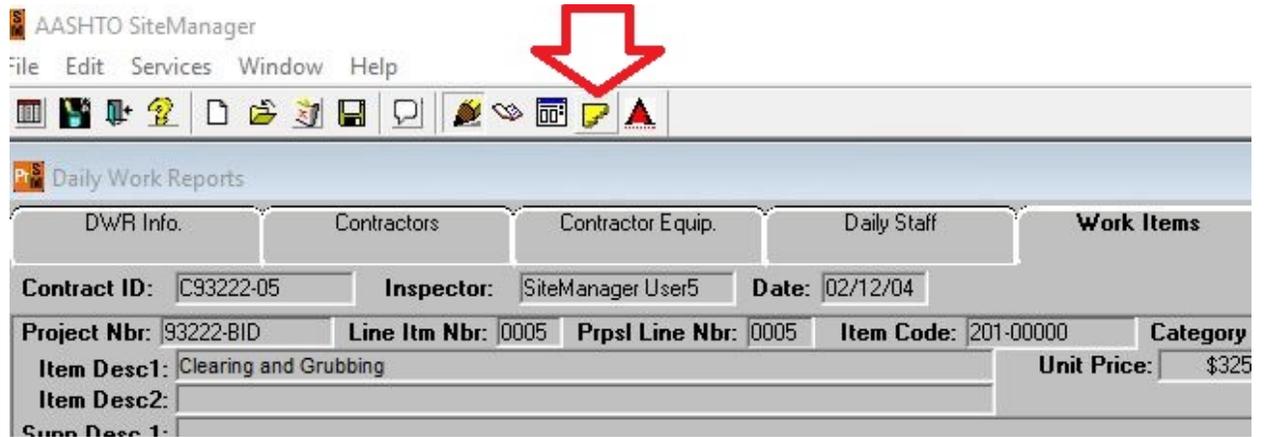


Name the new file: I named it Attachments

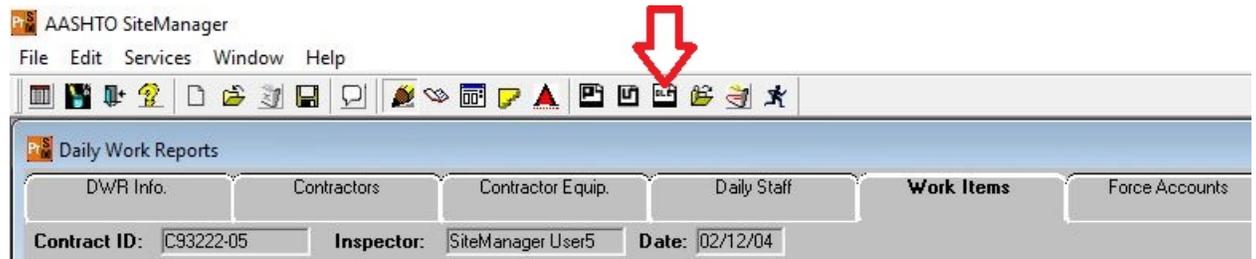
Name	Date modified	Type	Size
Program Files (x86)	6/28/2018 9:38 PM	File folder	
Quarantine	3/14/2018 9:32 AM	File folder	
StartMenu	3/4/2018 5:03 AM	File folder	
Sun	3/13/2018 3:01 PM	File folder	
System.sav	3/13/2018 3:07 PM	File folder	
Users	6/26/2018 9:22 AM	File folder	
Windows	7/26/2018 3:34 AM	File folder	
AcrobatDCInstall	3/13/2018 3:00 PM	Text Document	11,302 KB
Chrome	7/23/2012 9:27 PM	Icon	345 KB
ScrubRetValFile	3/13/2018 3:02 PM	Text Document	1 KB
Attachments	7/26/2018 7:52 AM	File folder	

2. Adding an attachment from daily work reports

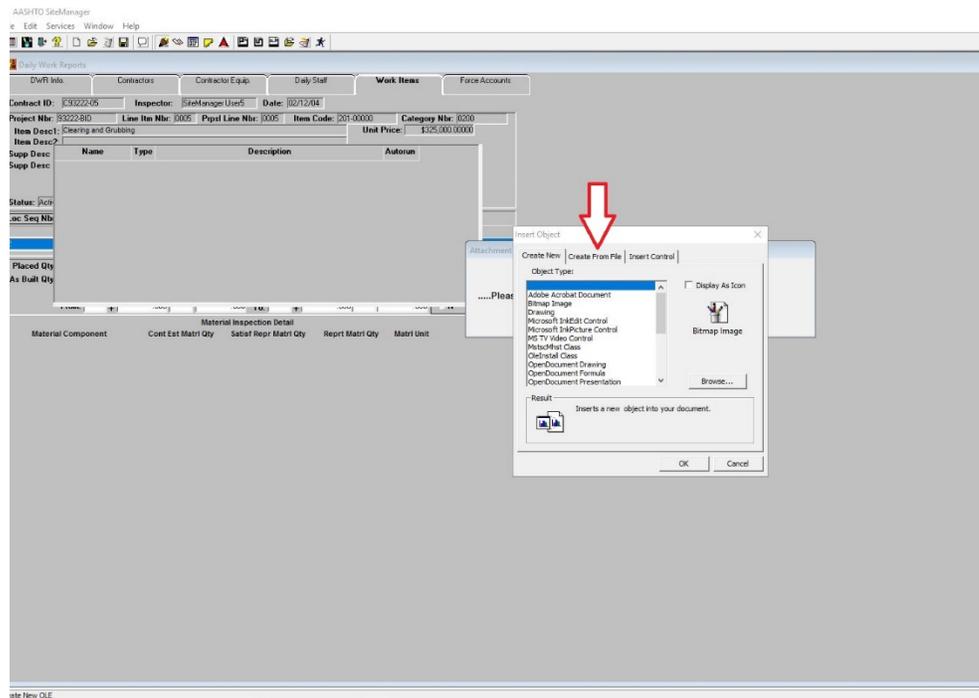
Click on the attach icon



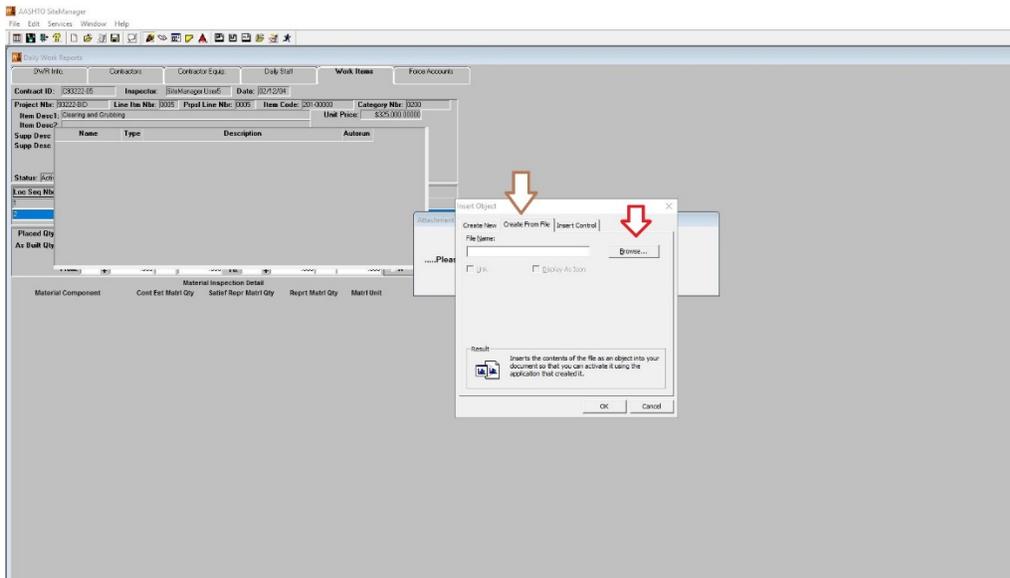
Click on New OLE icon



Click on the "create from file" tab

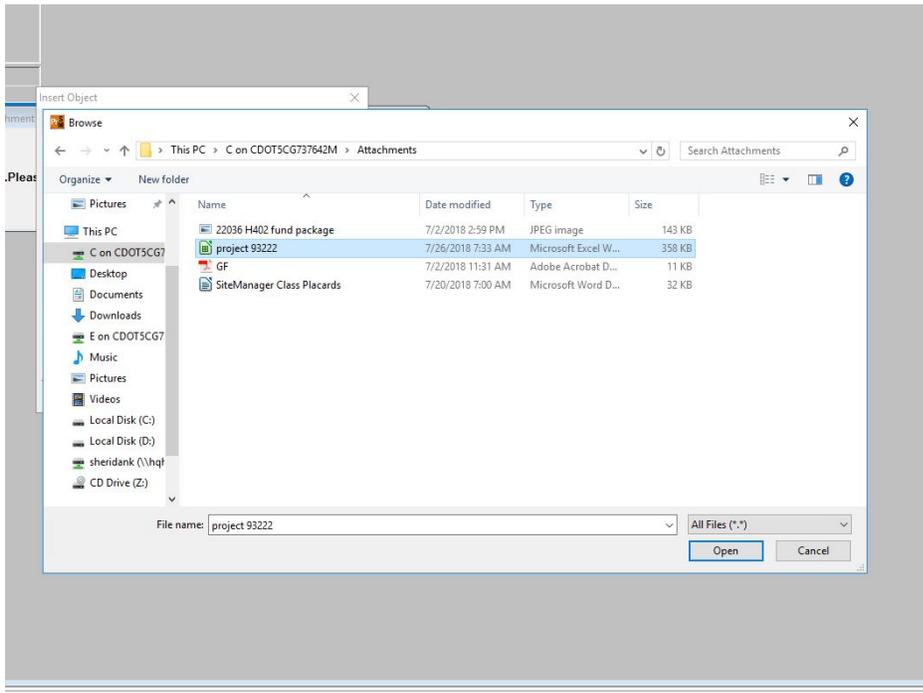


Click on browse

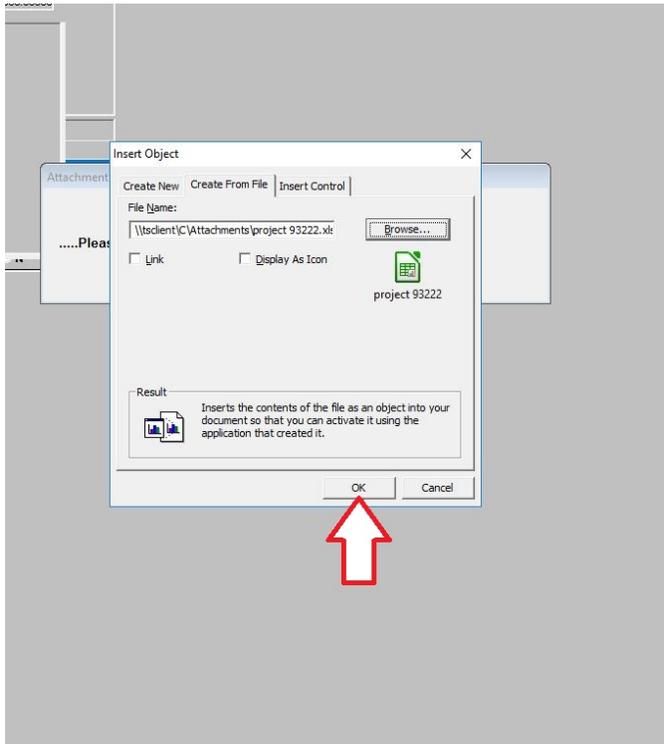


Choose file:

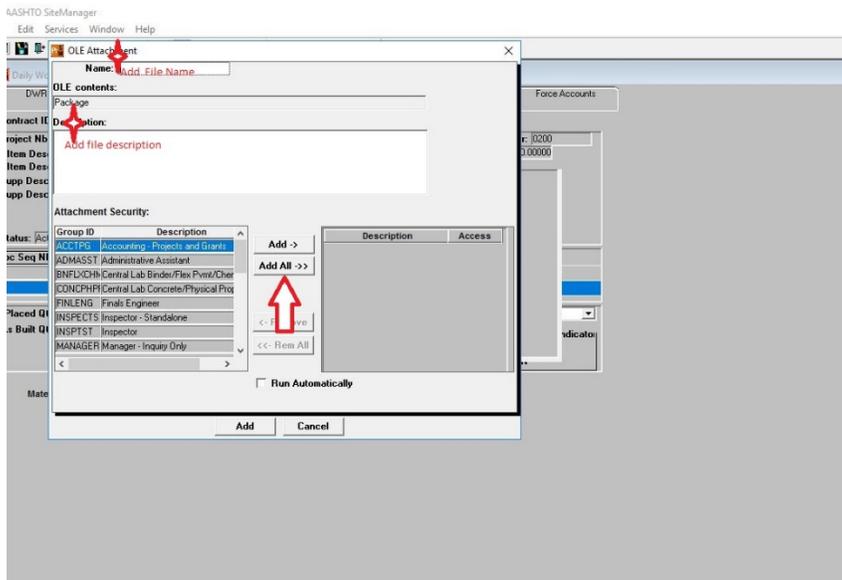
1. Select C on CDOT5CG7....
2. Select file (I named mine Attachments)
3. Select document to attach



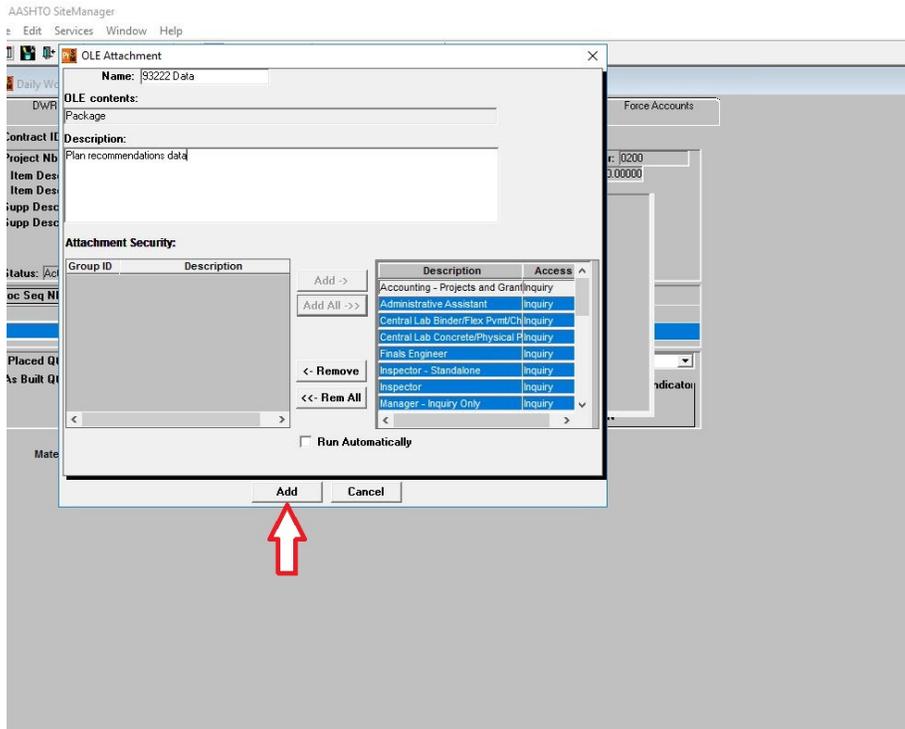
Click on OK



1. Name file
2. Provide description of file
3. Click "Add All" under Attachment Security



Click "Add" on the bottom of the screen



If you have successfully attached a document to SM, you will see a screen like this:

