

Adding Attachments

Click on the service module tab where you want to add the attachment. Click on Attachments tab. Click Add Attachment.

Application Enrollment Family Services Health Immunizations Disability Mental Health Education Attendance PIR

Events Requirements Health Information Attachments (0)

Health

Add Attachment

Service Area	Attachment Type	Description	Date Added	Added By
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Browse to select specific file from File Folder. Click Open.

Select Attachment Type (Select a document category for Type. List is alphabetical).

Enter Description (Short key word description about the document. Do not repeat Attachment Type. See example below of a completed record for an attachment. You want to see from the Attachment Type and Description what the document is without needing to open the file. Also, you want to be able to easily identify and open a file that you need).

Enter Notes.

Click Save.

Add Attachment

File to Attach (20MB Max) [Browse](#) OESD Stacked Color.jpg

Service Area Health

Attachment Type

Description

Notes

Time-Saving Tips

Save and Add Another Save Cancel

Saved attachments appear as below.

- **Quality Check:** Highlight the document you added, click View to open the attachment. Make sure the entire document has attached completely and is legible. Also, make sure the document is attached to the correct participant record. This quality check is extremely important.
- Click Edit Details if you need to add or correct information about the attachment.
- Click View anytime you need to print, download or email a document.
- Click Delete to delete an attachment that did not load/attach properly or to correct a mistake.

Events Requirements Health Information Attachments (1)

Health

Add Attachment Edit Details View Delete

Service Area	Attachment Type	Description	Date Added	Added By	File Name	Size
Health	Medical Records	Physical 5/25/20	8/6/2020	Sandeno, Karen	OESD Stacked C...	549,590