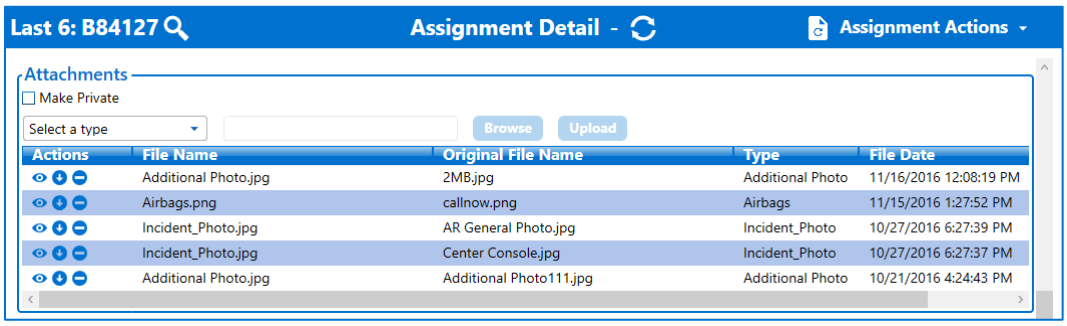
RC Office Reference Document – Attachments

How to Manage Attachments

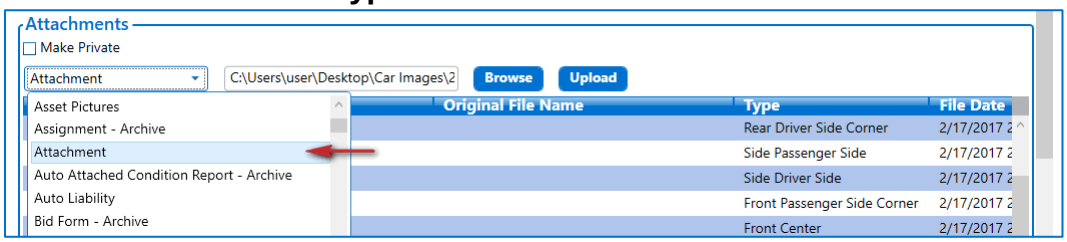
Each RC Office assignment has an **Attachments** section. This field provides access to images and documentation that have been posted to the assignments. Users can not only view and download previously posted attachments, upload additional images and documents, or remove an attachment.



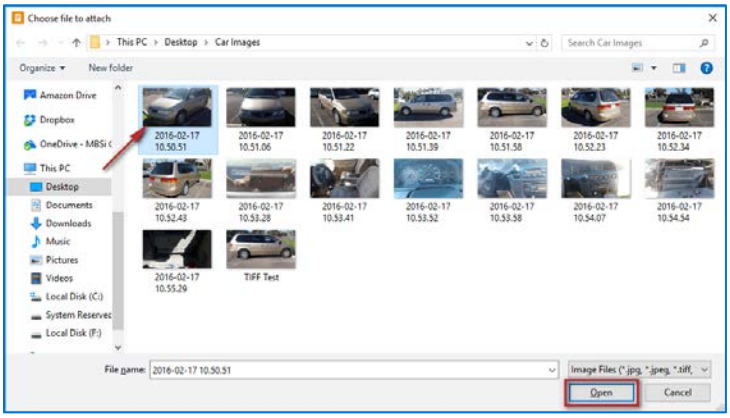
Uploading an Attachment

To upload an attachment:

1. Determine if the attachment will be public or private (optional).
    a. If the attachment will be private select the **Make Private** checkbox.
2. Select an **Attachment Type**.



3. Click **Browse**.
    a. On the **Choose file to attach** dialogue, select the image from the local drive and click **Open**.



4. Click **Upload**.

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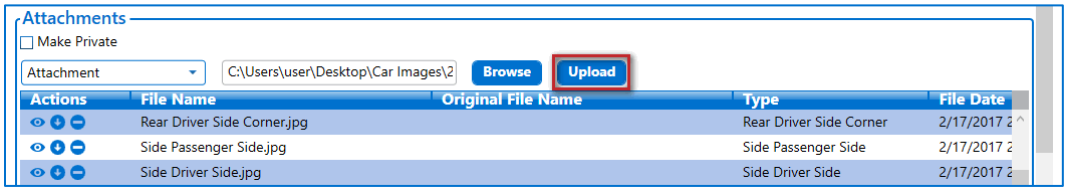
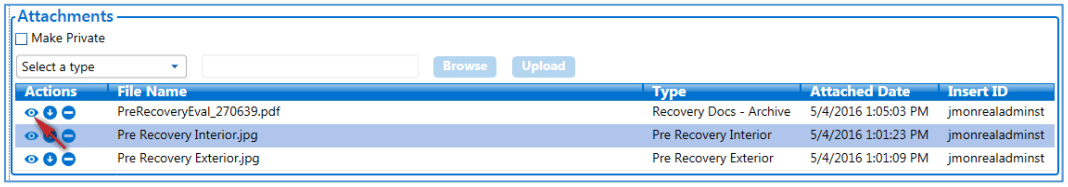
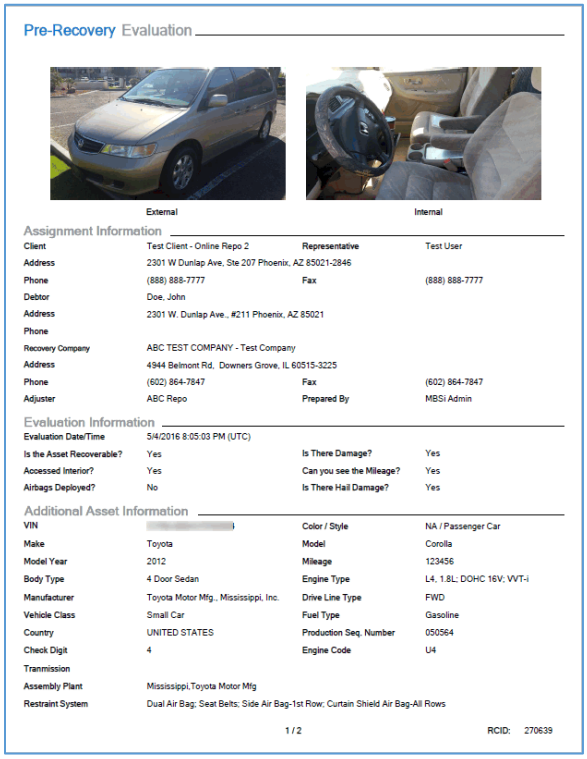


Viewing Attachments

A **View Attachments** button has been added to the **Actions** column.



When clicked, the attachment for the line item in question will display. This provides users with the ability to view attachments without having to download them.



Downloading Attachments

To download an attachment:

1. Click the **Download Attachments** button on the **Attachment** grid.

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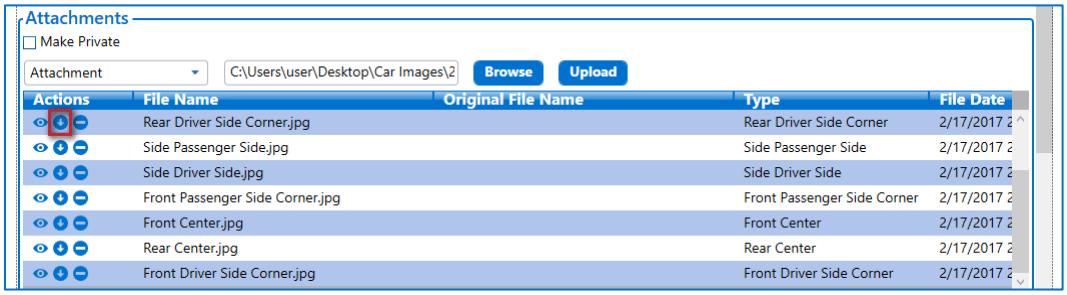
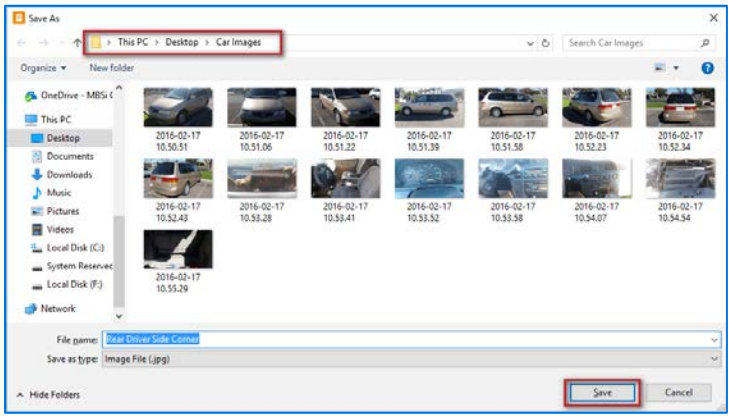


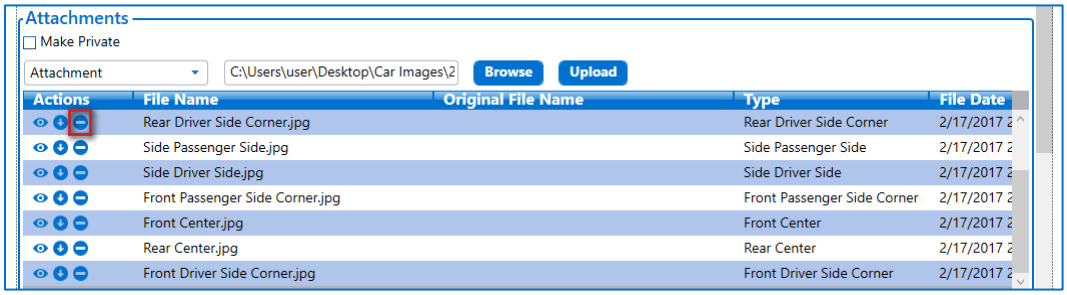
2. Select the location to save the attachment on the local drive and click **Save**.



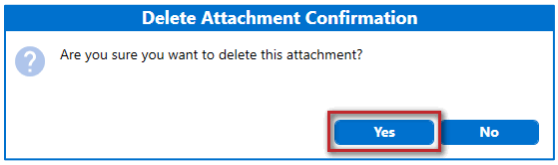
Deleting Attachments

To delete an attachment:

1. Click the **Remove Attachment** button on the **Attachment** grid.



2. A confirmation dialogue will display. Click **Yes** to delete.



Reference Videos

For a video demonstration of the Attachments functionality click here.

RCOffice

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