

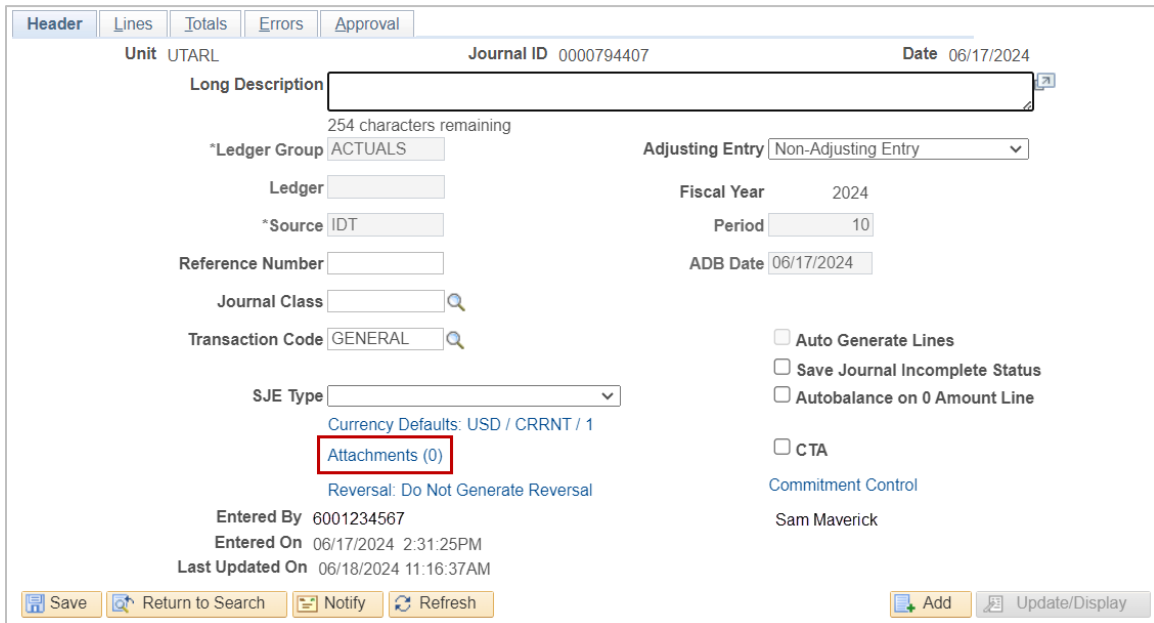
Attach a Document to a Journal Job Aid

The purpose of this job aid is to explain how to add an attachment to an existing Journal.

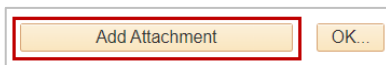
1. Find the desired Journal to add an attachment to.

Note: See *Find an Existing Journal Job Aid*.

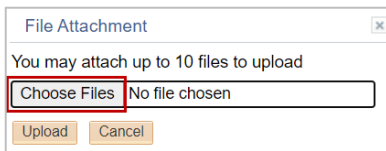
2. Click the blue **Attachments** link.



3. Click **Add Attachment**.

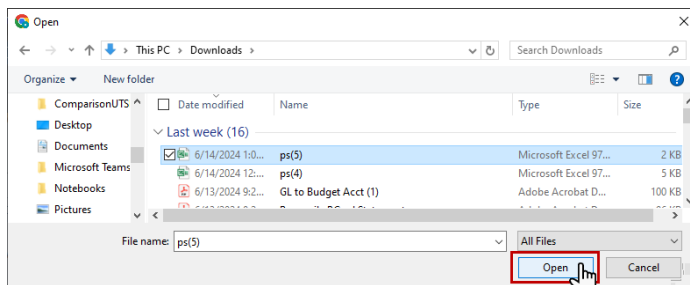


4. Click **Choose File**.

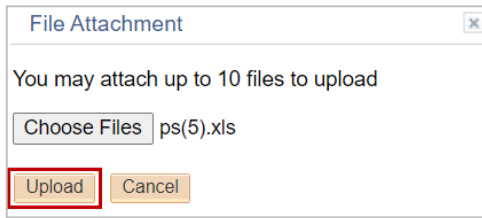


5. Locate and select the file to attach.

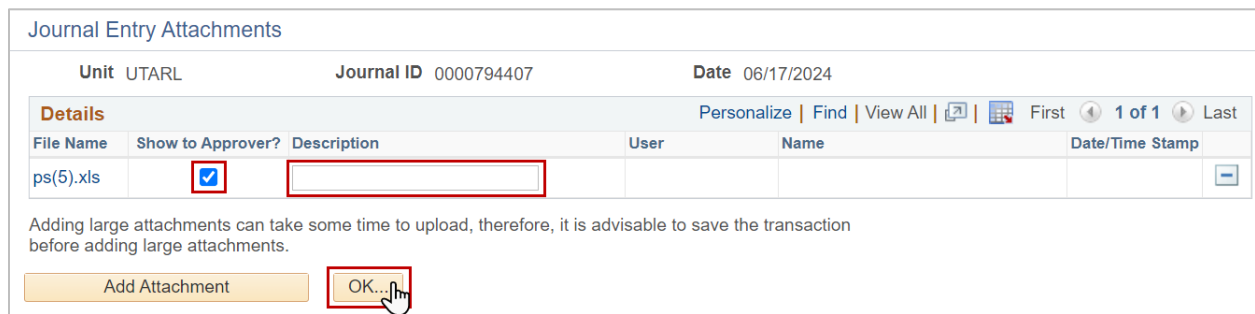
6. Click the **Open**.



- Click the **Upload**. The attachment is added.

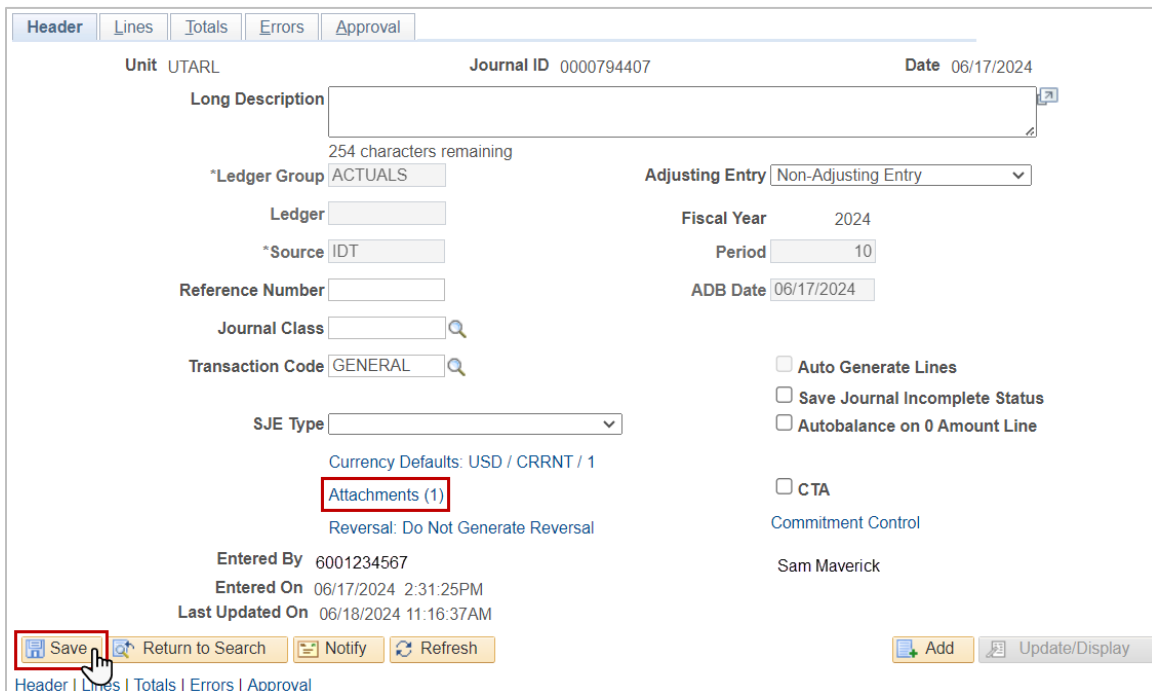


- Uncheck the checkbox if the attachment will not be shared with the approver. The default is checked.
- Add a **Description** if desire.
- Click **OK**, if no other attachments need to be added. Alternatively, click **Add Attachment** and repeat the steps above to add additional attachments.



The Attachment displays the number of attachments added to the Journal.

- Click **Save**.



- Continue processing the Journal from the Lines tab.