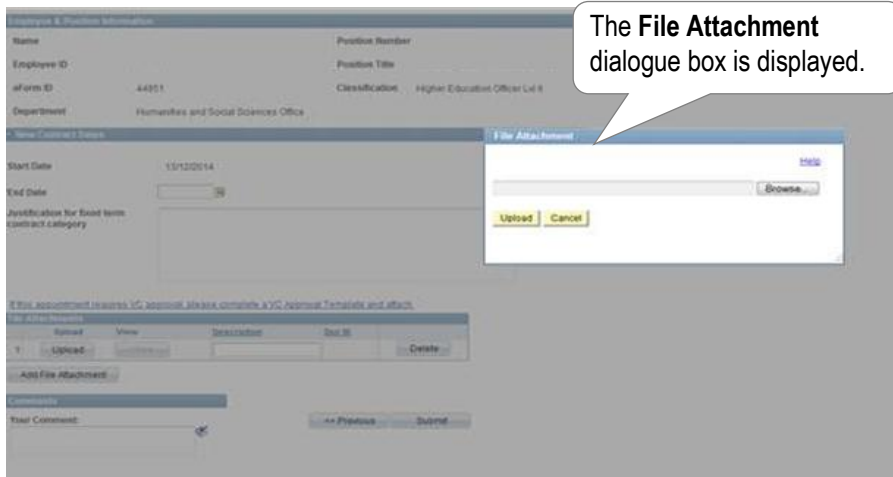
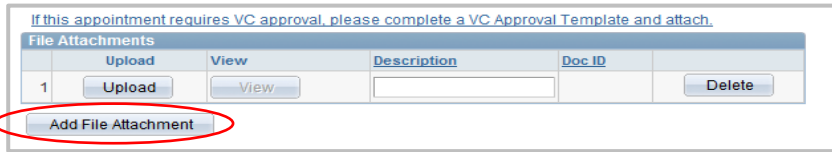


CRAFT – File Attachment – Uploading a document

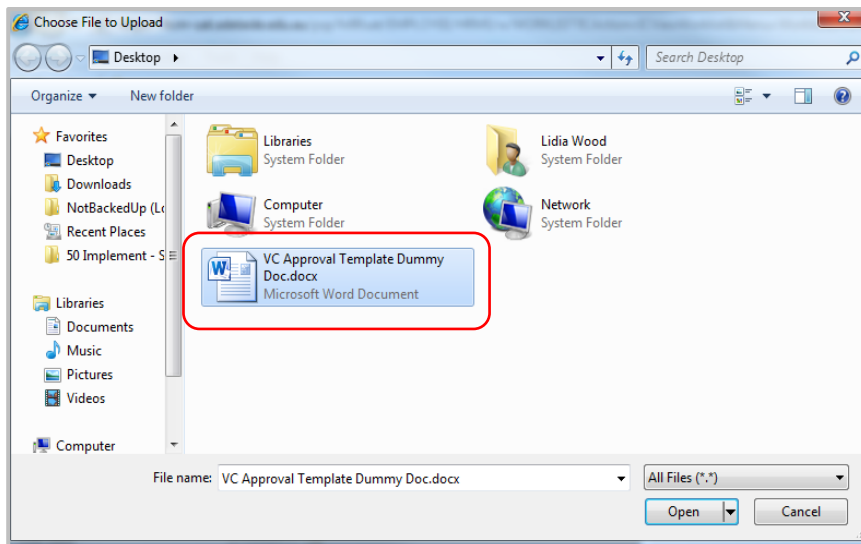
Attach a Document:

1. Navigate to the **File Attachments** dialogue box.
 2. Click on **Add File Attachment**.
 3. Click on **Browse**.
- Alternative: double-click on the file.**
4. Navigate to the **location of the file you want to upload**.
 5. Select the file to be attached.
 6. Click **Open**.



Important Note

- Once a document is uploaded it **cannot be** deleted.
- Attached documents are available for view by School Contacts and Contract Approvers, throughout the approval process.
- Attached documents are **not** able to be viewed by the Contract Acceptor.

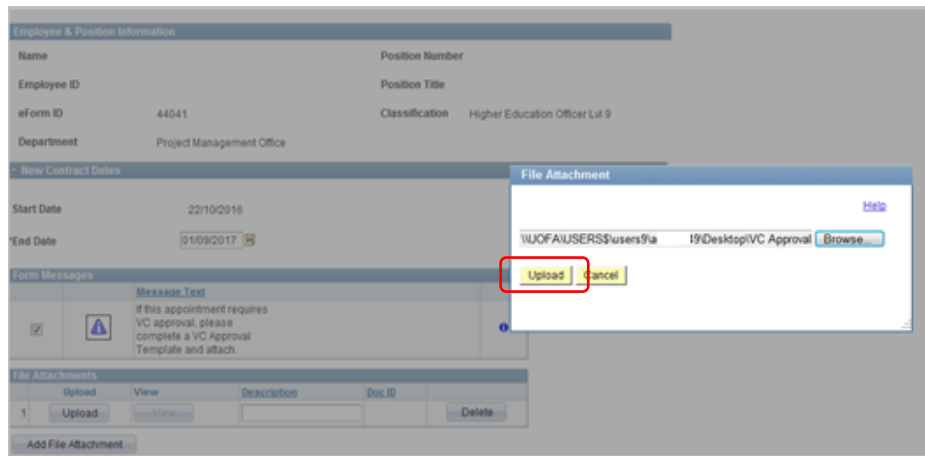


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Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

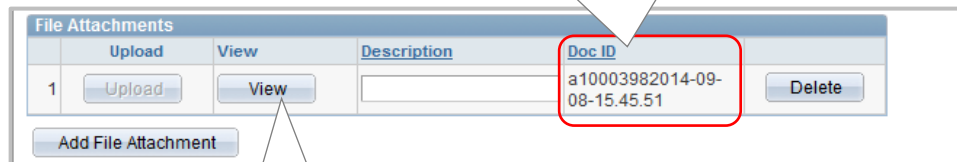
CRAFT Contract Renewal Quick Reference Card

(continued)



7. The file name and path to the selected file is now displayed.
8. Click **Upload**.
9. The selected document is uploaded and attached to the Contract.
10. It is given a **Doc ID** number.
11. The attached document may be viewed by clicking on the **View** button.

Once uploaded the document is attached to the Contract and is given an IDoc ID number



The document can be viewed by clicking on the **View** button.

Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the [online enquiry form](#) or view [CRAFT FAQs](#).

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