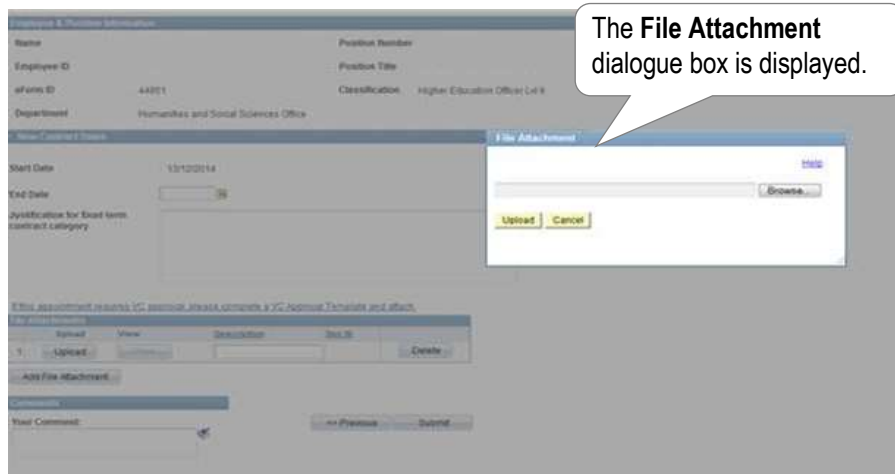
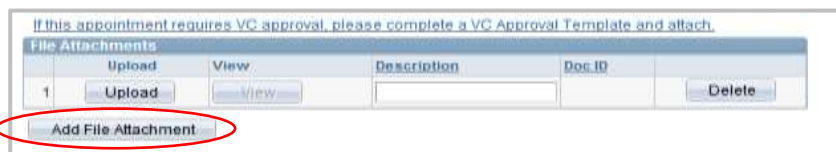


## HR eForms – File Attachment – Uploading a document

### Attach a Document:

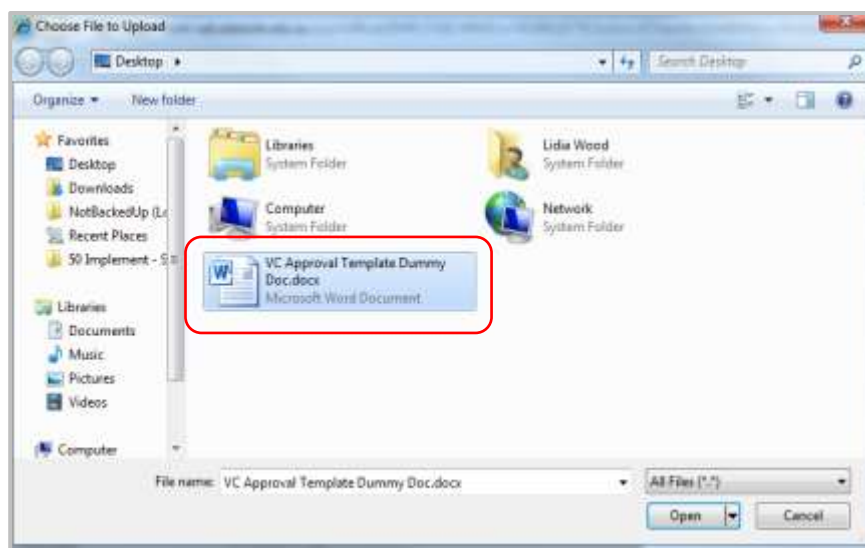
1. Navigate to the **File Attachments** dialogue box.
2. Click on **Add File Attachment**.
3. Click on **Browse**.

- 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.

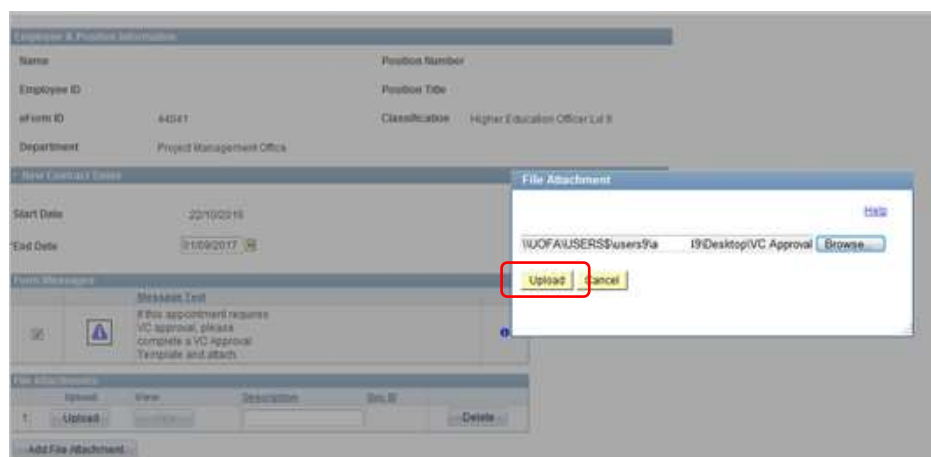


(continued)

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

## HR eForms – How to upload a Document

(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

File Attachments				
	Upload	View	Description	Doc ID
1	Upload	View		a10003982014-09-08-15.45.51
Delete				

Add File Attachment

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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