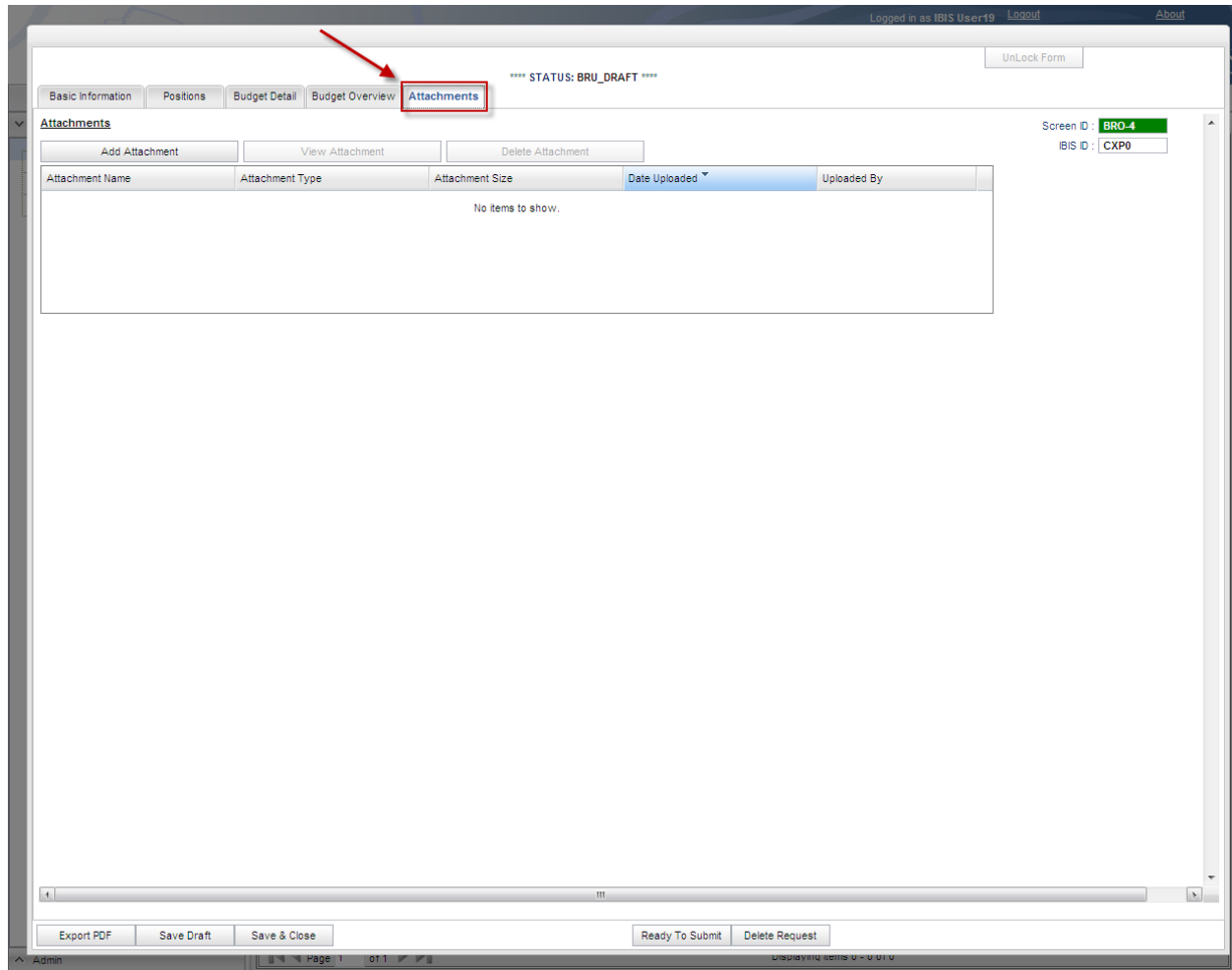# INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)
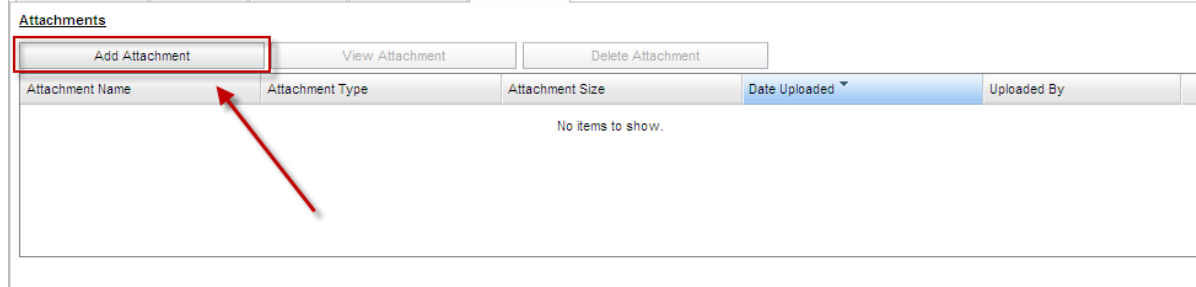# USER GUIDE

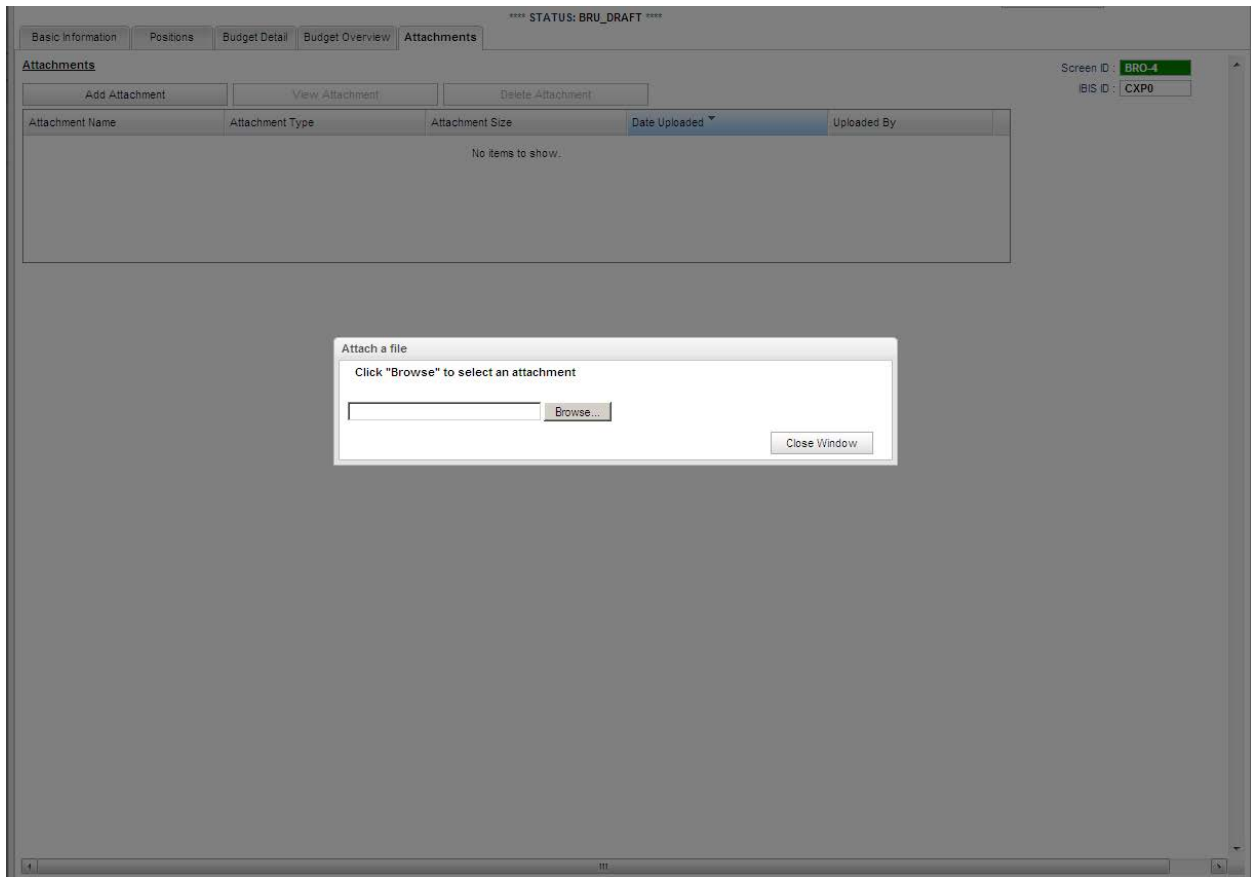# ATTACHMENTS

ADDING & MANAGING ATTACHMENTS

Many IBIS forms have an Attachments tab as highlighted in the screenshot below. Click on the tab to bring it to the forefront.
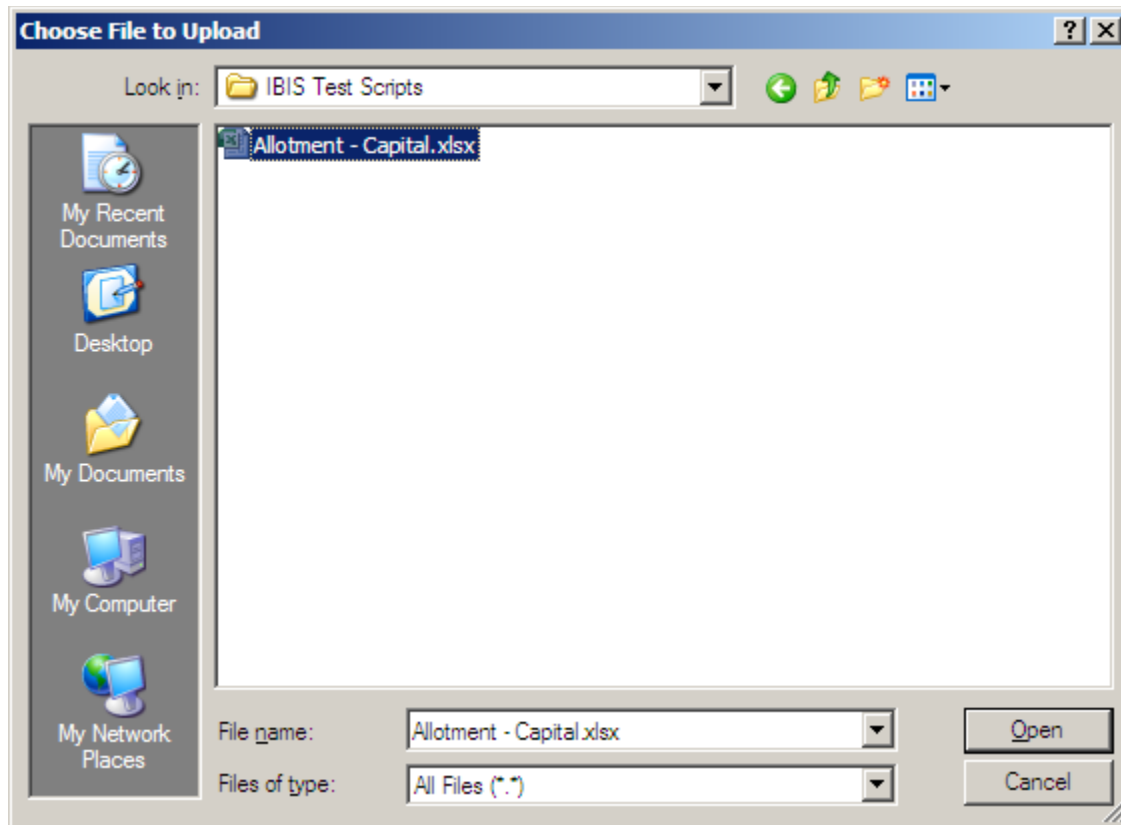

In the Attachments section, click on the Add Attachment button highlighted below.
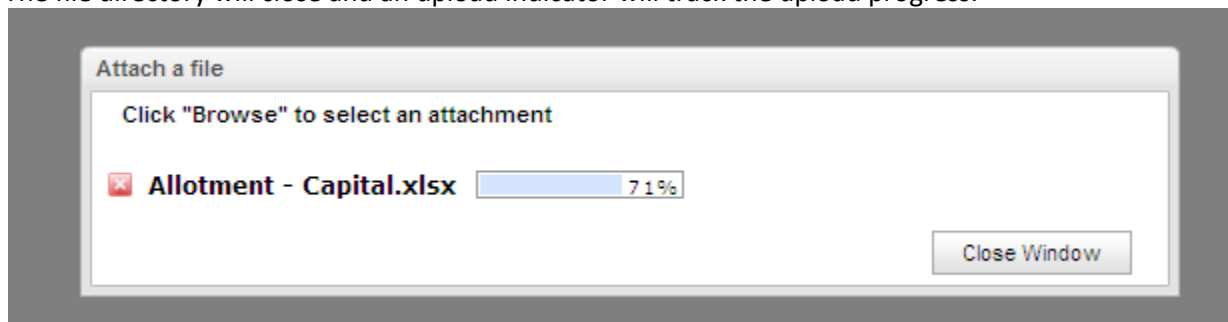
You will see an Attach a File window open. Click browse to select a file to be attached.

You will see a file directory window open. Select a file to be attached and click Open.

The file directory will close and an upload indicator will track the upload progress.

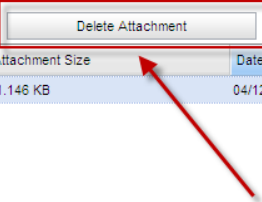Once the upload is complete, you will see the file appear in the attachment list.

To delete an attachment, select an attachment in the list, which will make the file become highlighted. Click the Delete button.

This will remove the attachment from the list.

Attach as many files as needed to support the request.

To view attachments, select a file in the attachments list and click the View Attachment button (or double click on the selected file).

You will see the File Download window. Clicking the Open button will open the document. The save button will allow you to Save the document outside the IBIS system. Clicking the Cancel button will cancel the View Attachment request, close the File Download window and return you to the Attachments tab.
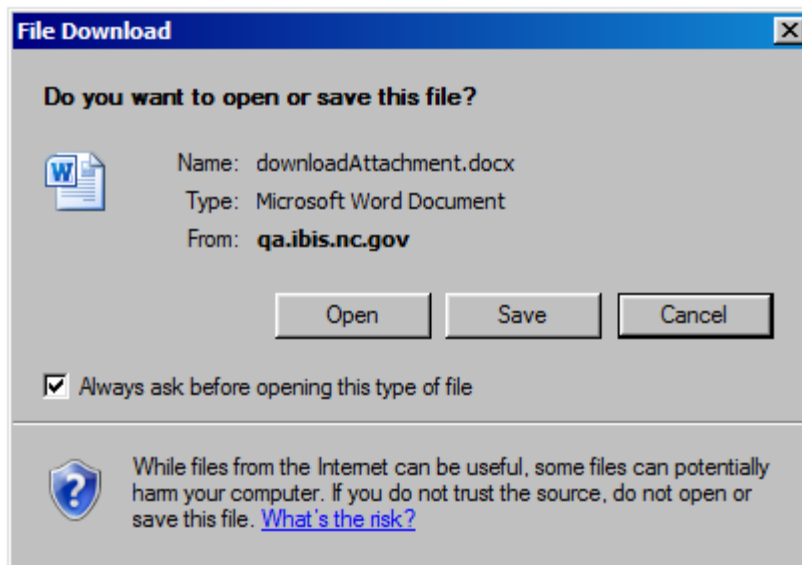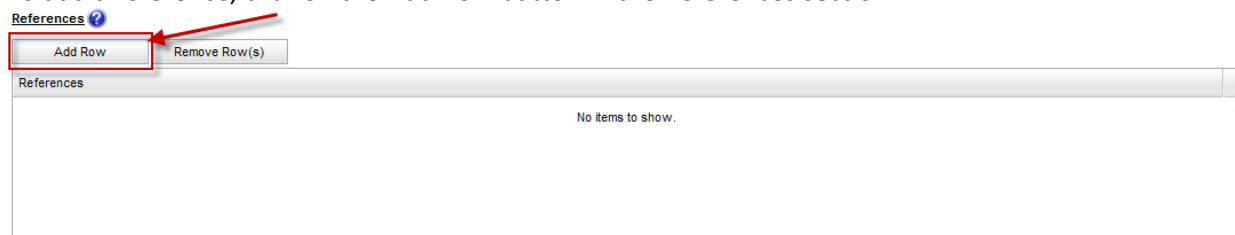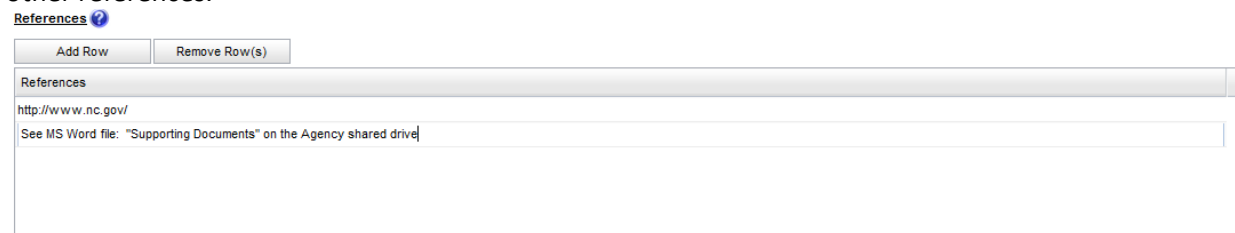
References

A References section exists on the Worksheet II form. It is a specific area of the Attachments/References tab that allows you to enter web links or file names that may contain supporting information for referral.
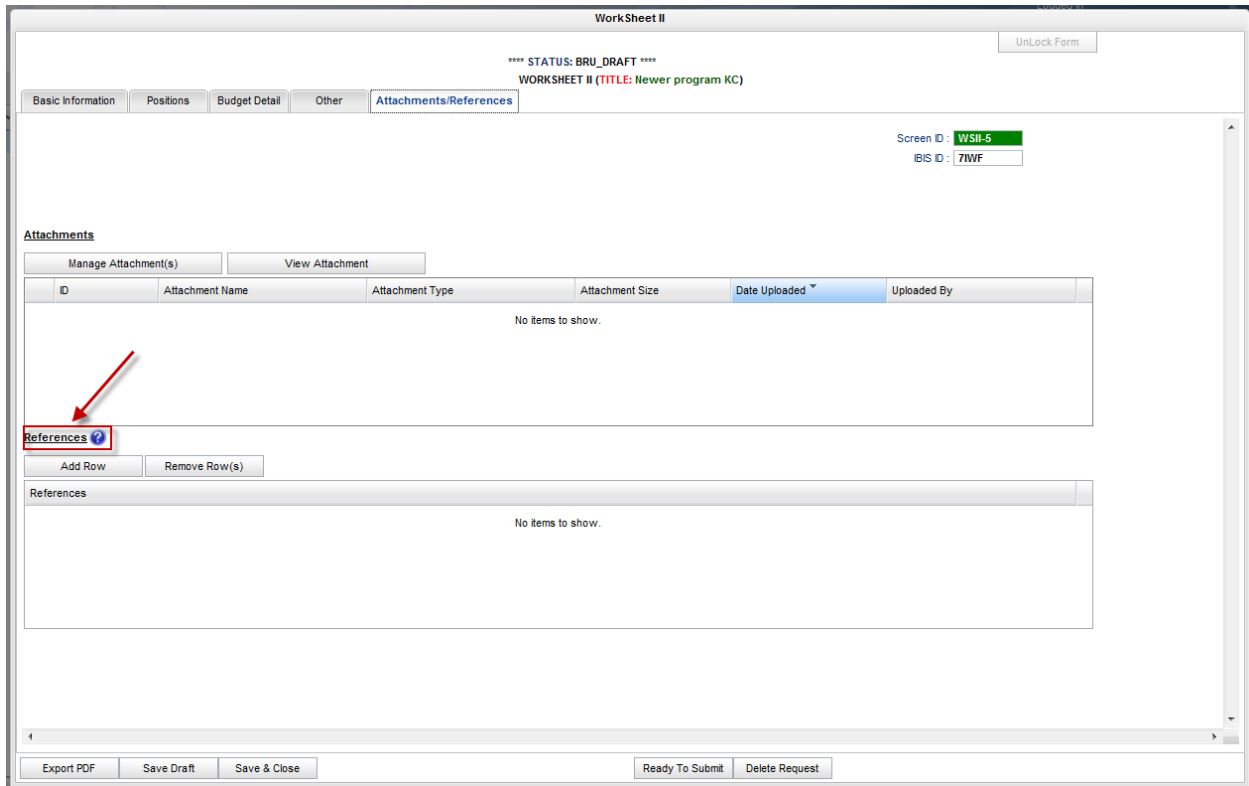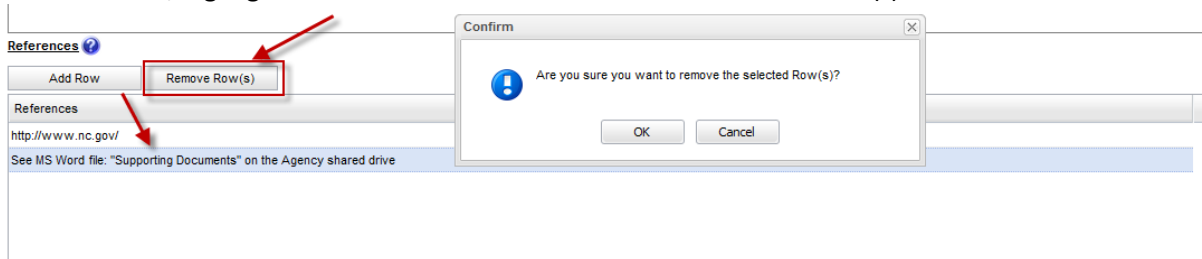

To add a reference, click on the Add Row button in the References section.

A blank row will appear in the References list box where you may type in or paste in URLs, file names, or other references.

Add as many rows/references as appropriate to support the Worksheet II you are developing. To remove a row, highlight the row to be deleted and click the Remove Row(s) button.

A Confirm message box will appear. To cancel the deletion, click the Cancel button. To remove the reference, click the OK button. The Confirm message box will disappear, and the line will be deleted.