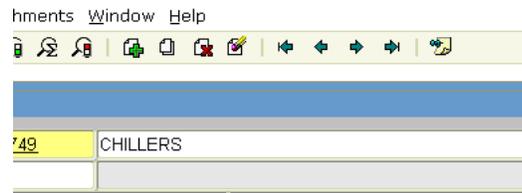


Documents of various types can be attached to many objects in FAMIS, such as work orders, purchase requests, buildings, rooms or equipment.

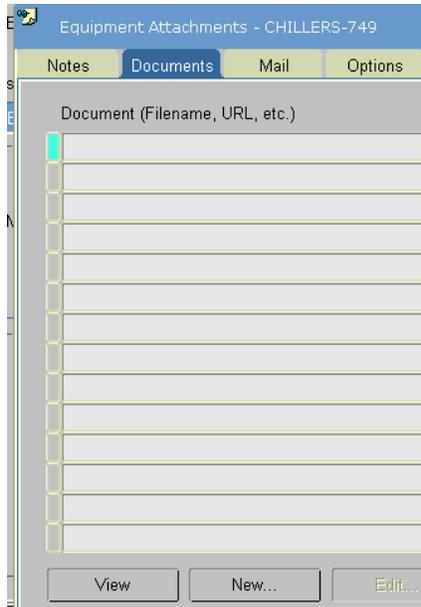
Open the form and query the selected object.

Select the note icon on the right of the icon bar at the top -



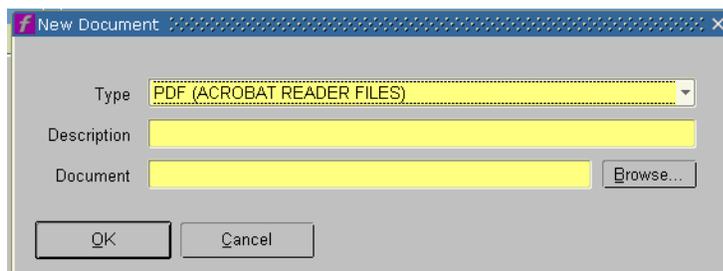
Which opens the Attachments window.

From there you can attach documents, create notes or send email, all of which remain connected to the object in the database.



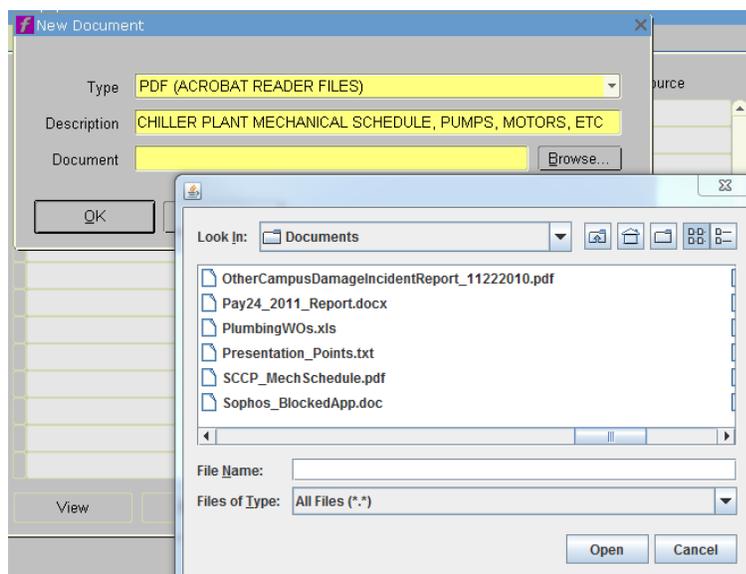
To attach a document, select the Document tab and the New button

Then select a Type from the list. Options include pdf files, web pages, images and others.



All Microsoft Office documents, Word, Excel etc. use the MSWORD type.

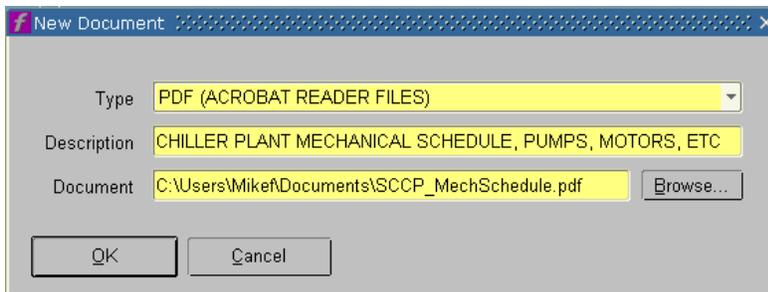
Like all FAMIS forms, all yellow fields are required. Enter a Description, then use the Browse button to select the document



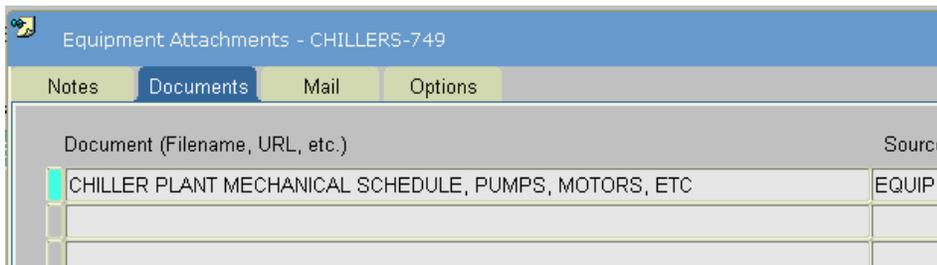
You can use the Files of Type selection to filter the choices. Select the file, then the Open button.

The document name should not be too long, 30 characters or less.

Names with Spaces may not work. Best to re-name and eliminate any spaces.



Next the OK button, and after a brief delay, the Documents menu will appear.



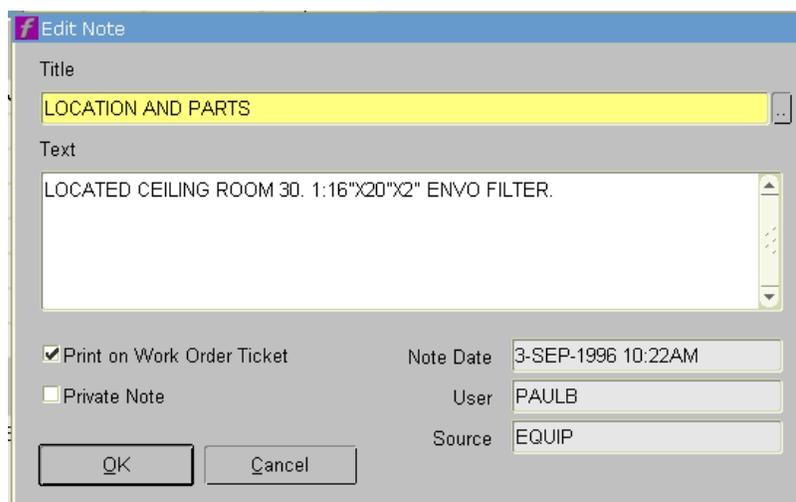
To confirm that the document was saved correctly, select it and then the View button on the bottom of the form.

Once that has been done, the original can be saved or moved. The attached document has been copied to the application server with a unique number attached to ensure there will be no duplicate titles, like this -

[https://appweb.uidaho.edu:7782/attachdoc/SCCP\\_MechSchedule-1608.pdf](https://appweb.uidaho.edu:7782/attachdoc/SCCP_MechSchedule-1608.pdf)

There is not currently a way of printing documents automatically on the work order ticket. You can create a note that will print automatically, referring users to existing documents or anything else.

Use the Print on Work Order Ticket check box



**Change History**

<b>Date</b>	<b>Description</b>	<b>Changed By</b>
16 May 12	Document Created	MikeF
1 Jun 12	Update Document Name info	MikeF