



In Core-CT 9.1 users can attach documents to an asset using the **Attachments (0)** hyperlink on the **General Information** page in **Basic Add**.

Most common file types can be uploaded as attachments, e.g.,

- Microsoft Word documents (doc, docx)
- Microsoft Excel files (ppt, pptx)
- PDF files
- Image files (jpeg, png, etc.)
- Text files (txt)

An asset can have multiple attachments.

### Navigation

Asset Management > Asset Transactions > Owned Assets > Basic Add

### Steps

1. Navigate to the **General Information** of the asset.

The screenshot displays the 'General Information' tab for an asset. The asset details are as follows:

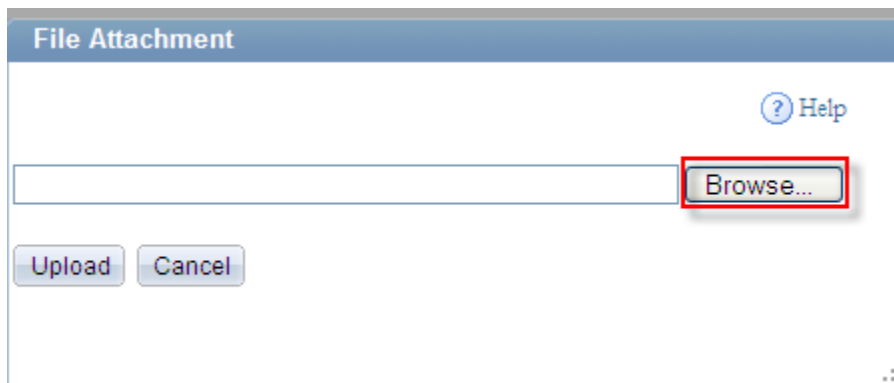
Field	Value
Unit	AESM1
Asset ID	10000
Monitor	Monitor
Tag	10000
Disposition	Disposed
Description	Monitor
Short Desc	Monitor
CAP #	
Seq #	
Taggable Asset	<input checked="" type="checkbox"/>
Tag Number	10000
Asset Class	
Asset Type	Equipment
Asset Subtype	
Asset Status	Disposed
Acquisition Date	07/01/1995
Placement Date	06/09/2009
Collateral Asset	
Acquisition Code	Purchased
FERC Code	
Financing Code	
Fair Value	0.000
Appraisal Date	
Replacement Cost	
Last Update	
Index Name	
Subindex Name	
Parent/Child	None
Parent ID	
Threshold ID	
Profile ID	1EQUIPMENT
Federally Funded Asset?	<input type="checkbox"/>
Region Code	
Capitalized Asset	<input type="checkbox"/>
New Asset	<input checked="" type="checkbox"/>
Available For Use	<input type="checkbox"/>
In Physical Use	<input type="checkbox"/>
Composite Asset	<input type="checkbox"/>
Composite Asset ID	

At the bottom right of the form, there is a red-bordered button labeled "Attachments (0)".

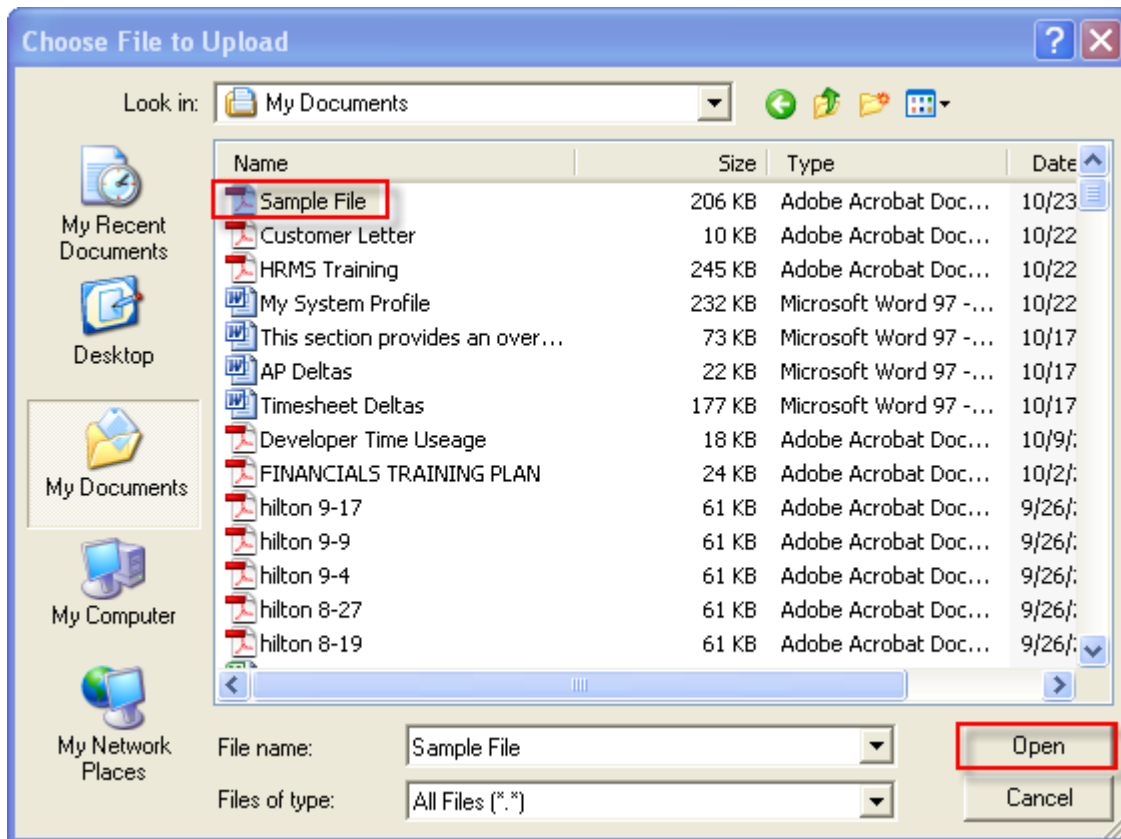
2. Click the **Attachments (0)** link. The number in parentheses indicates the number of documents attached to the asset.
3. The **Attachments** page displays.



4. Click the **Add Attachment** button.
5. The **File Attachment** dialog box displays.

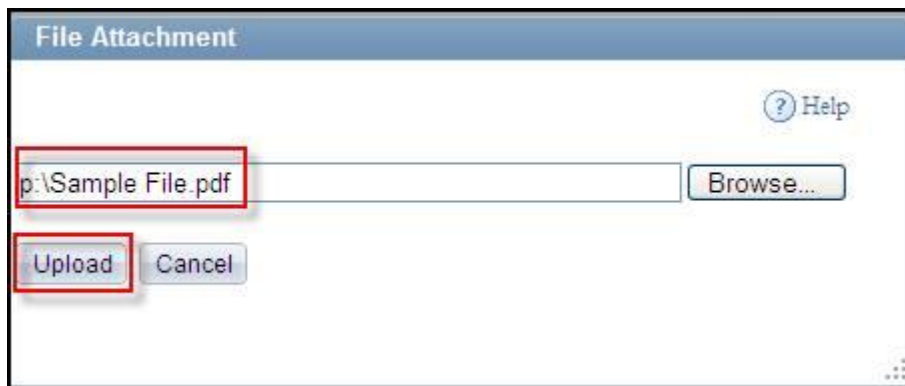


6. Click the **Browse...** button to search for the file to upload.
7. The **Choose File to Upload** dialog box displays.



8. Select the file to upload and click the **Open** button.

9. The name of the selected file displays in the **File Attachment** dialog box.



10. Click the **Upload** button.

11. The **Attachments** page displays with the file name of the selected file displayed in the **File Name** field of the **Details** grid.

Asset Management

### Attachments

Unit AESM1 Asset ID 10000 Monitor Tag Number 10000 Disposed

Details Personalize | Find | View All | Find | 1 of 1 | List

File Name	Description	User	Name	Date/Time Stamp
Sample_File.pdf				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

12. Enter a description of the uploaded file in the **Description** field.

Asset Management

### Attachments

Unit AESM1 Asset ID 10000 Monitor Tag Number 10000 Disposed

Details Personalize | Find | View All | Find | 1 of 1 | List

File Name	Description	User	Name	Date/Time Stamp
Sample_File.pdf	Sample File for Training			

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

13. Click the **OK** button to return to the General Information page. Click the **Cancel** button to discard the attachment (To add an additional attachment click the **Add Attachment** button and repeat steps 4-13).

14. The **General Information** page displays. The **Attachments (1)** link now indicates that one document has been attached to the asset.

Unit: AESM1    Asset ID: 10000    Monitor    Tag: 10000    Disposed

Asset Information

Description:	Monitor	Short Desc:	Monitor	
CAP #:	<input type="text"/>	Seq #:	<input type="text"/>	
<input checked="" type="checkbox"/> Taggable Asset	Tag Number: 10000			
Asset Class:	<input type="text"/>			
Asset Type:	Equipment	Region Code:	<input type="text"/>	
Asset Subtype:	<input type="text"/>	<input type="checkbox"/> Capitalized Asset		
*Asset Status:	Disposed	<input checked="" type="checkbox"/> New Asset		
Acquisition Date:	07/01/1995	<input type="checkbox"/> Available For Use		
Placement Date:	06/09/2008	<input type="checkbox"/> In Physical Use		
Collateral Asset:	<input type="text"/>	<input type="checkbox"/> Composite Asset		
*Acquisition Code:	Purchased	Composite Asset ID:	<input type="text"/>	
FERC Code:	<input type="text"/>			
Financing Code:	<input type="text"/>			
Fair Value:	0.00 USD	Appraisal Date:	<input type="text"/>	
Replacement Cost:	<input type="text"/>	Last Update:	<input type="text"/>	
Index Name:	<input type="text"/>			
Subindex Name:	<input type="text"/>			
Parent/Child:	None	Parent ID:	<input type="text"/>	
Threshold ID:	<input type="text"/>			
Profile ID:	1EQUIPMENT			
	<input type="checkbox"/> Federally Funded Asset?			

[Book Page](#)

[Set R. and D. Info...](#)

Attachments (1)

[Fair Value Details](#)