Adding an Attachment to an Existing Asset
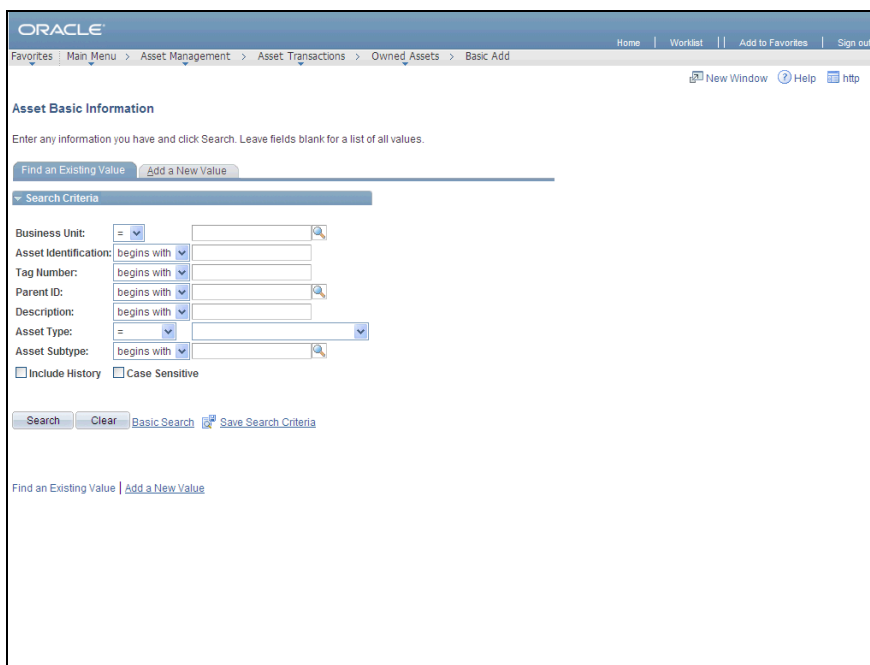## Created on 2/19/2013 2:16:00 PM

Table of Contents
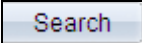
Adding an Attachment to an Existing Asset

Use the **Attachments (0)** link on the **General Information** page to add attachments to an asset.

Procedure

Navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add

Step	Action
1.	Use the **Asset Basic Add Find an Existing Value** page to locate the asset to which an attachment will be added. Enter **AESM1** into the **Business Unit** field.
2.	Enter **1027** into the **Asset Identification** field.
3.	Click the **Search** button.
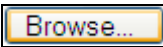
Step	Action
4.	Click the **Attachments (0)** link to add an attachment to the asset. Attachments (0)

Step	Action
5.	Click the **Add Attachment** button. Add Attachment
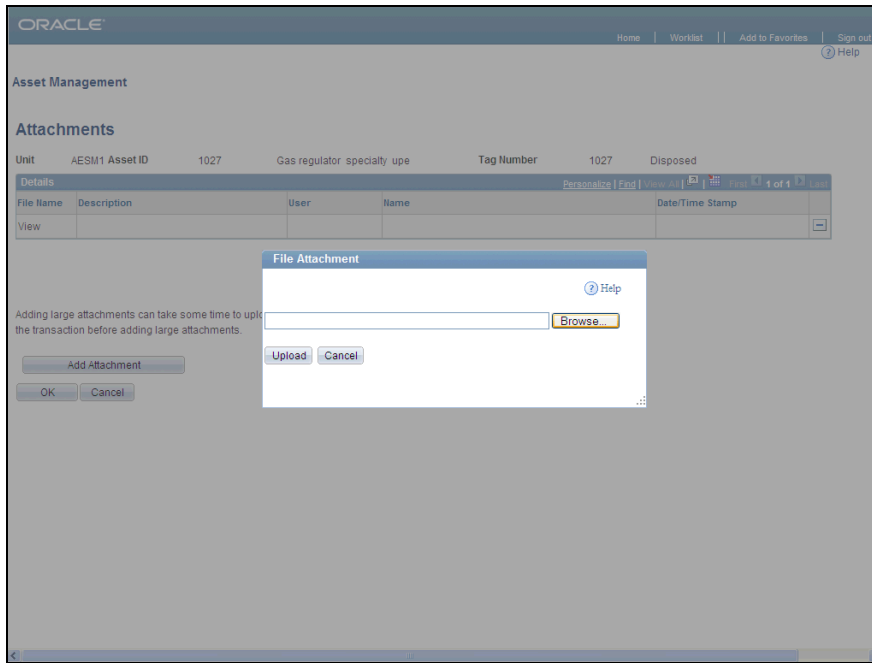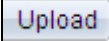
Step	Action
6.	Click the **Browse...** button to locate the file to be attached. Browse...
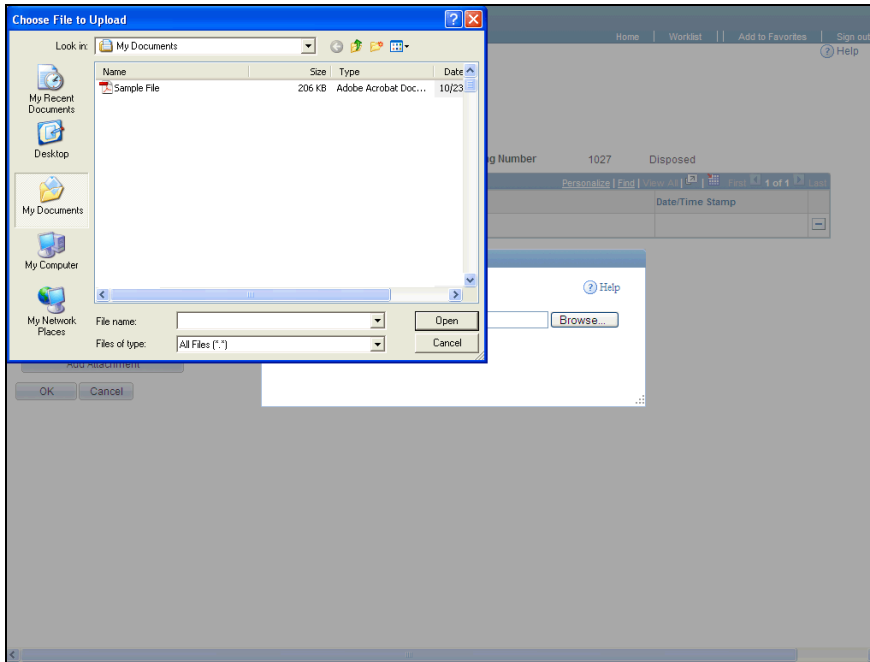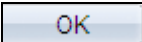
Step	Action
7.	Click the **Sample File** list item.
8.	Click the **Open** button.
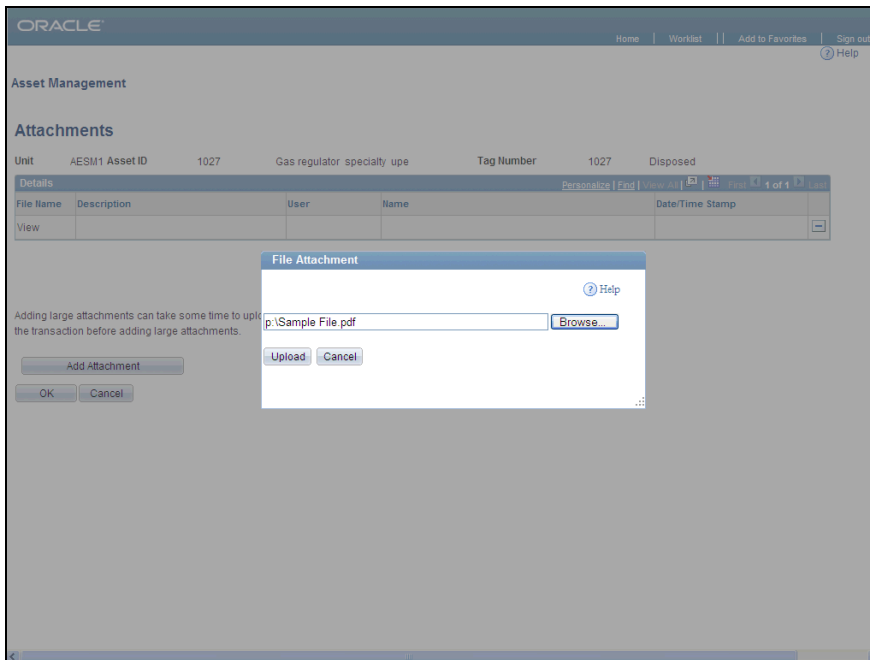
Step	Action
9.	Click the **Upload** button. Upload
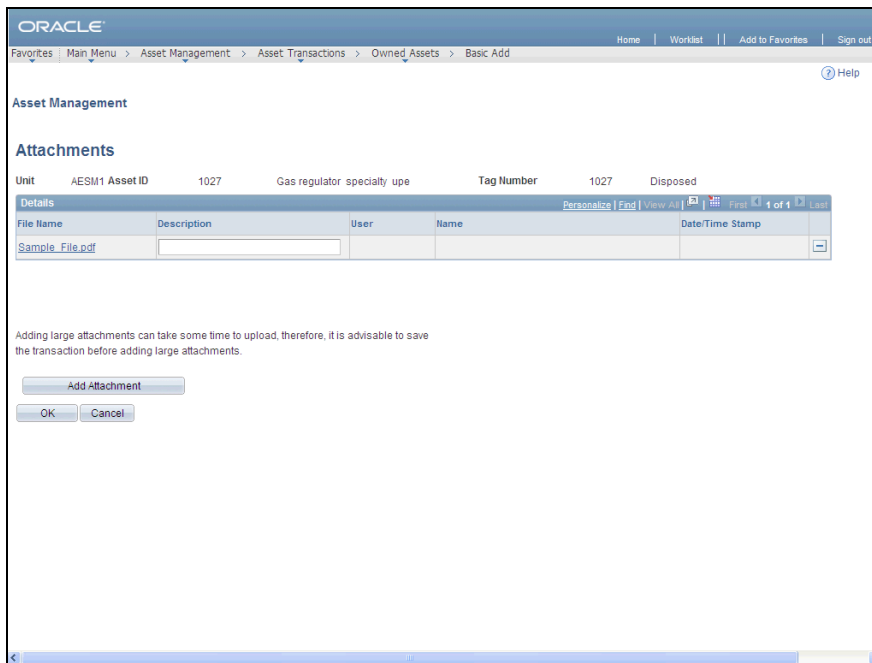
Step	Action
10.	Enter **Sample File** into the **Description** field.
11.	Click the **Add Attachment** button to upload additional files for this asset. Assets can have multiple attachments. The same file cannot be attached to an asset twice.
12.	Click the **OK** button. OK

Step	Action
13.	The **Attachments (1)** link now indicates that one file has been attached to the asset.
14.	**End of Procedure.**