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

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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

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avorites Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add	
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ind an Existing Value Add a New Value	

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.

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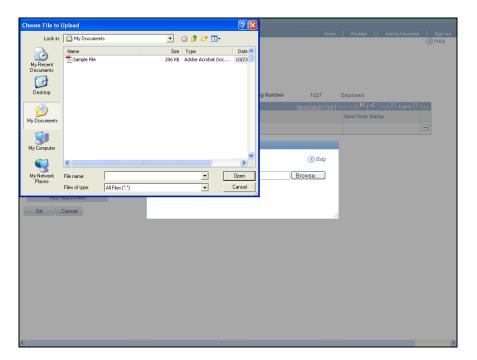
Step	Action
4.	Click the Attachments (0) link to add an attachment to the asset.
	Attachments (0)

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Step	Action
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	Add Attachment

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Step	Action
6.	Click the Browse button to locate the file to be attached.



Step	Action
7.	Click the Sample File list item.
8.	Click the Open button.

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Step	Action
9.	Click the Upload button.
	Upload

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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.

	: Management > Asset Tran	sactions > Owr	ned Assets > Basic	: Add	Home	Worklist Add to	Favorites S	iign out
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Step	Action
13.	The Attachments (1) link now indicates that one file has been attached to the asset.
14.	
	End of Procedure.