

Adding File Attachments

1. Click the **File Attachments** folder to attach documents or spreadsheets that contain information pertaining to this employee. File attachments can be stored by category. Example, if you had a scanned copy of an employee's resume, you could attach it to the category labeled "PreEmployment".
2. Use the drop-down to choose the **category** under which the attachments falls (i.e., General, Evaluation, Medical, Transcripts, etc.).

Employee Details

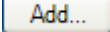
Personal Information Professional Information Appointment Information Task Lists File Attachments Custom Fields nVision Online

Select a File Attachment Category

Category: Payroll

Name	Type	Comment	Current W4

Open Add... Delete Scan

3. Click **Add**  to specify the location of the attachment to be linked to this employee. Use the Browse button to find the location and name of the file.

Add Attachment

Attachment:

C:\Ann Apple W4 Form.pdf

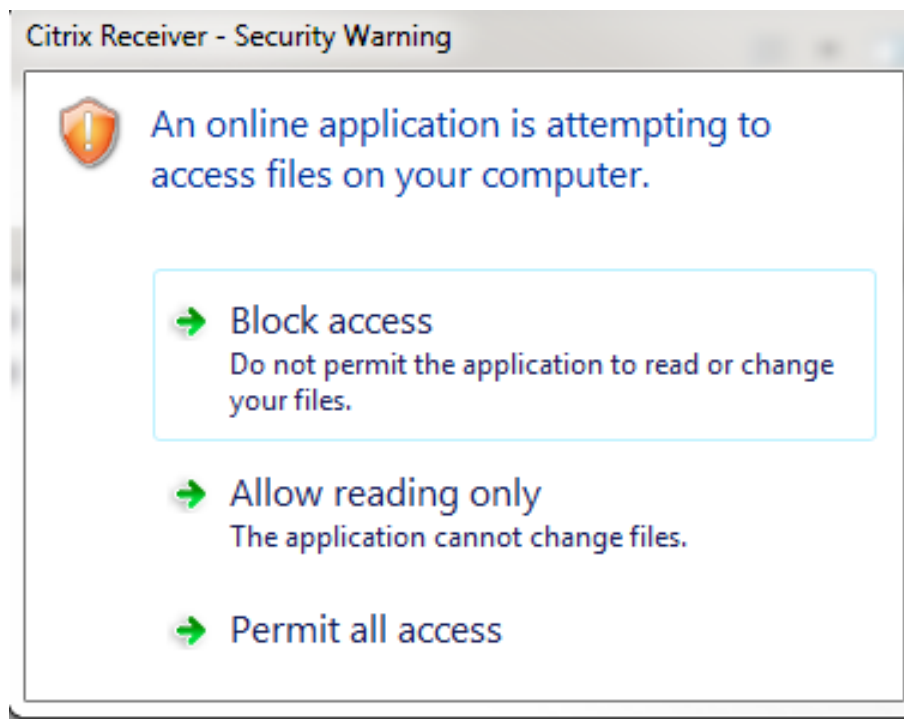
Browse...

Comment:

New Form 03082018

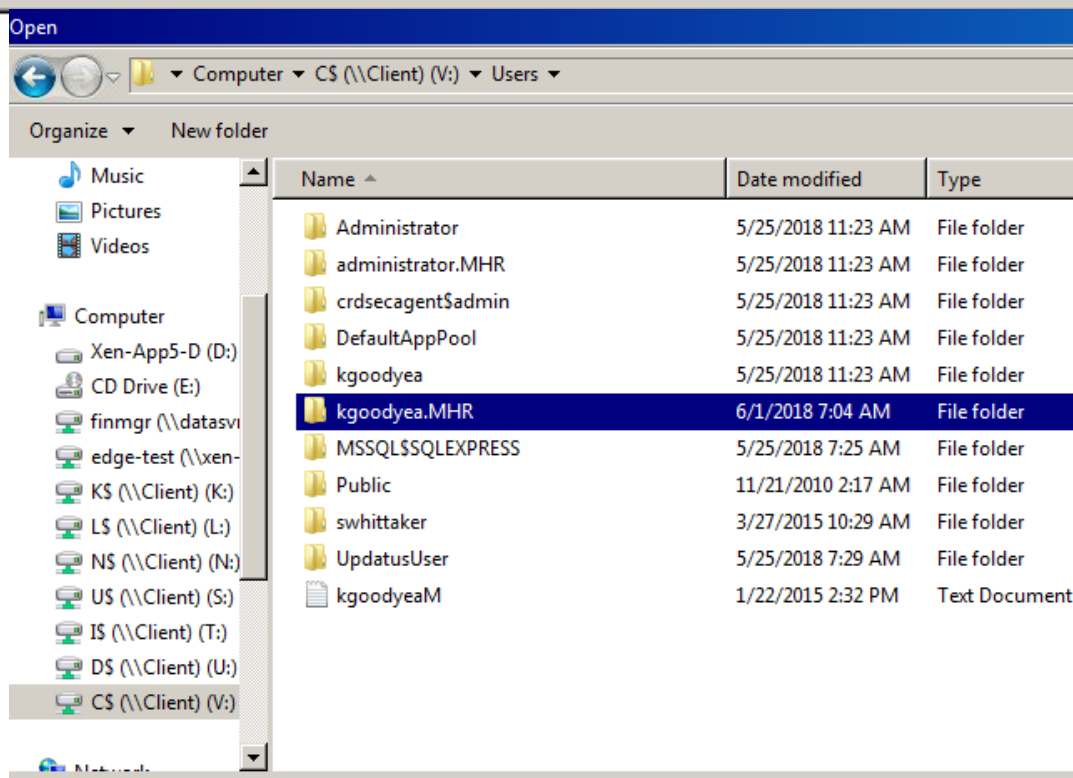
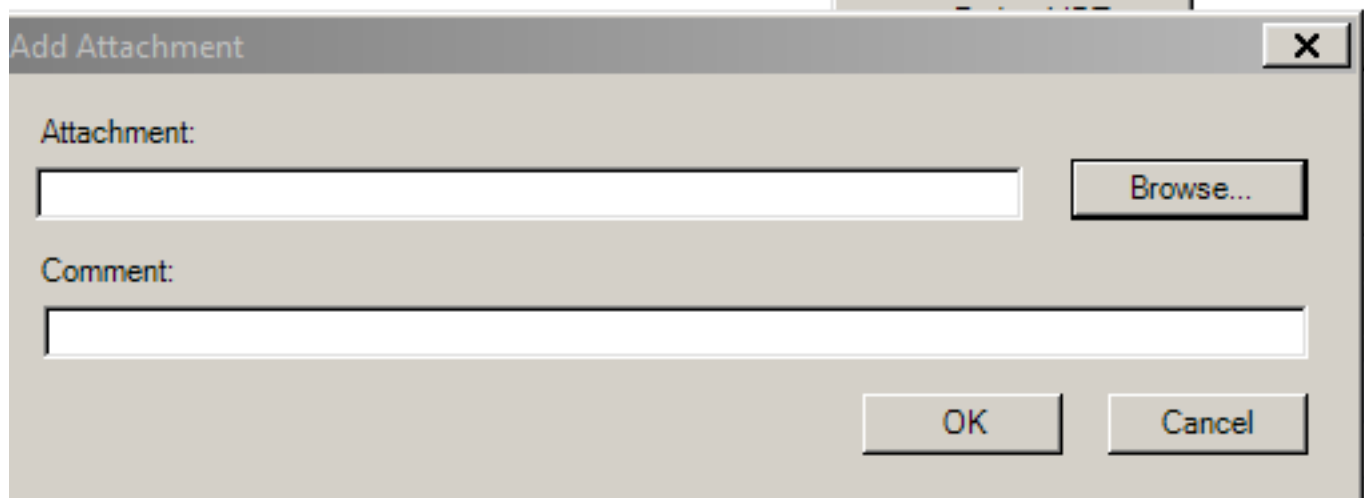
OK Cancel

Enter any Comments as needed. Click **OK**.



Choose Permit
all Access

Click on
Browse



Choose C\$ on
V

If attaching a W4 form, check the box that indicates that this is the most current W4 form for the employee.

The selected file is attached to the employee record.

Employee Details

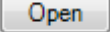

Personal Information Professional Information Appointment Information Task Lists File Attachments Custom Fields nVision Online

Select a File Attachment Category

Category: Payroll

Name	Size	Type	Comment	Current W4
Ann Apple W4 Form.pdf	126820	Payroll	New Form 03082018	<input checked="" type="checkbox"/>

Open Add... Delete Scan

Highlight the file name and click  to view the contents of the file. Highlight the file name and click  if you no longer want this file to be linked to the employee.

4. Save the record or continue to add more employee information.