

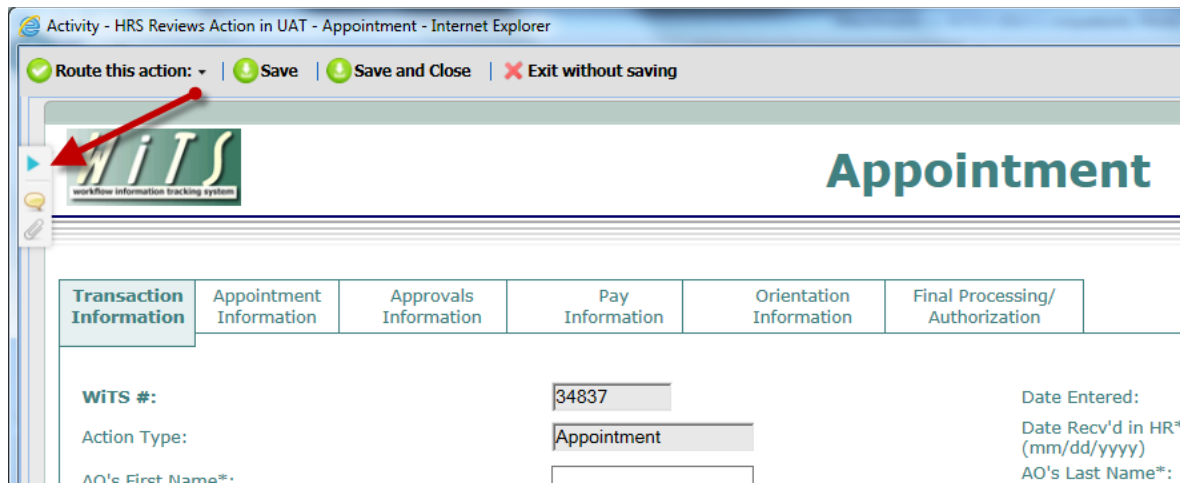


# ATTACHMENTS IN WiTS

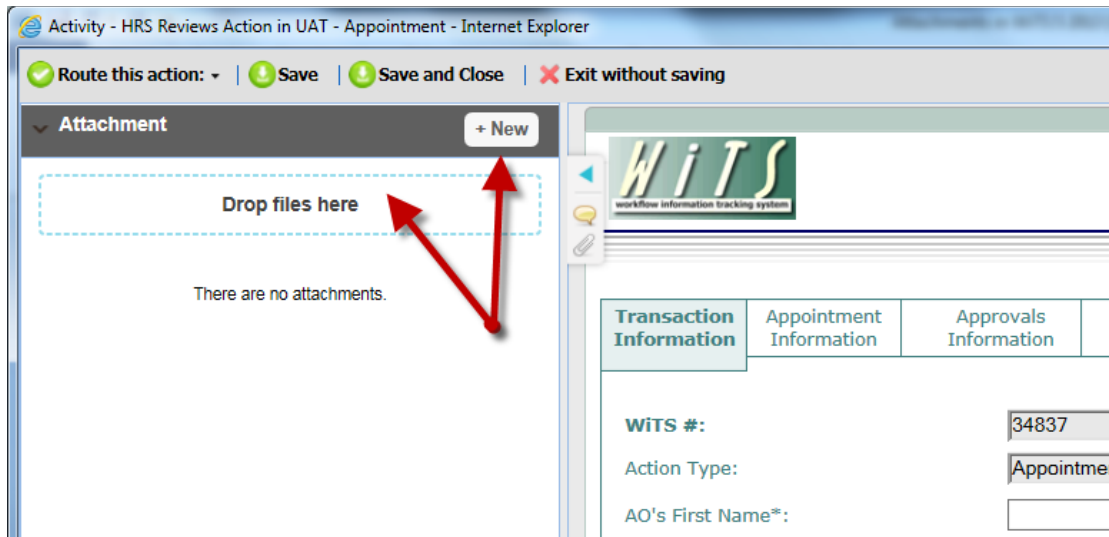
Documents of any type (Word, Excel, PowerPoint, PDF, etc.) can be easily attached to WiTS actions. There is no size limit for attached files in WiTS; however, it is recommended that the total size of all files you attach to an action be under 80MB (most commonly attached documents tend to be less than 1MB).

## TO ATTACH A FILE:

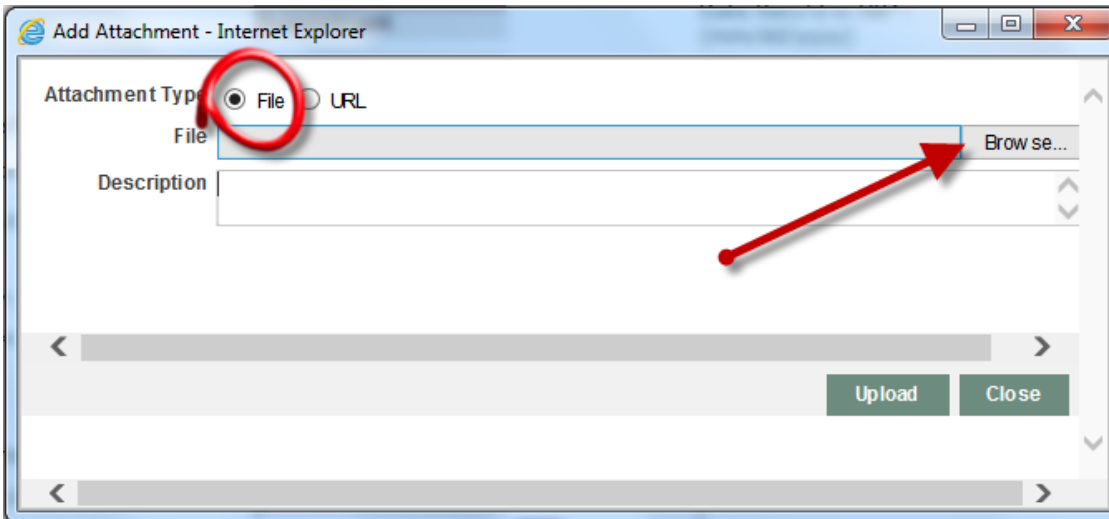
1. From within the workitem, click on the arrow button on the left side of the form to expand the attachment window:



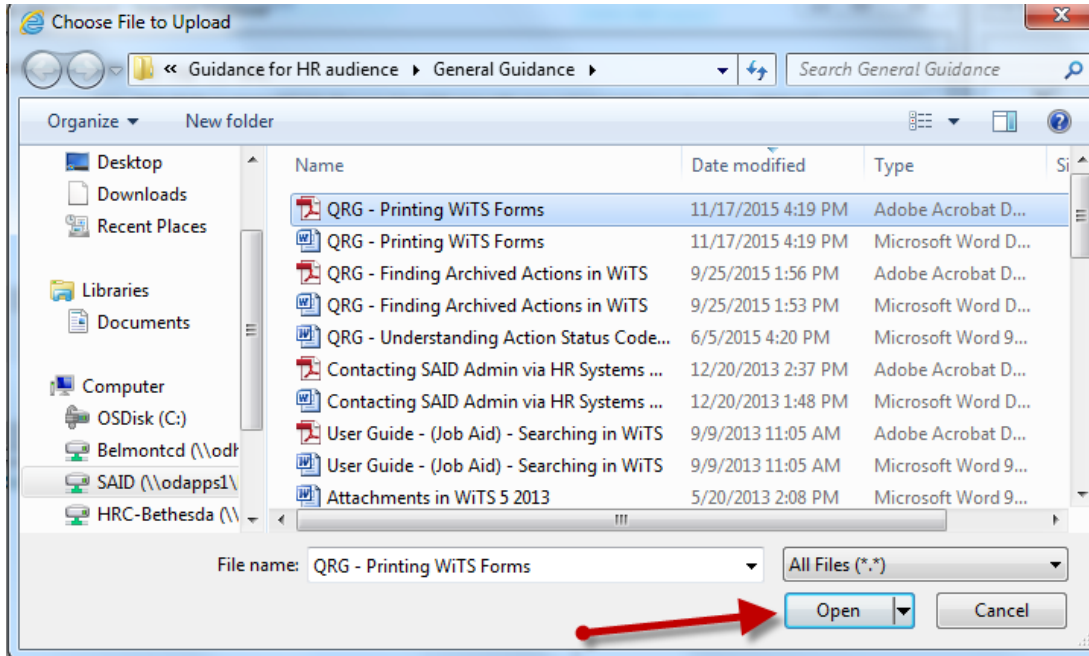
2. Click on the *New* button to add attachments, or, if you are using Internet Explorer 11 (IE11), you can drag/drop attachments from your desktop to the *Drop files here* box:



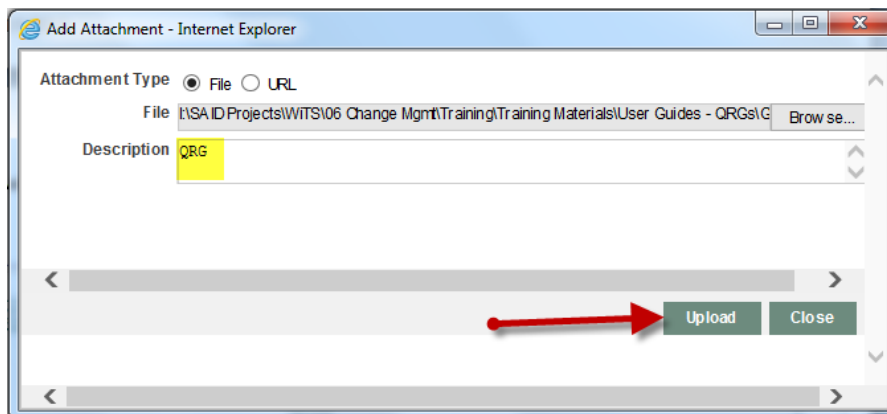
3. If you use the *New* button to add attachments, select the *File* radio button, then click *Browse*:



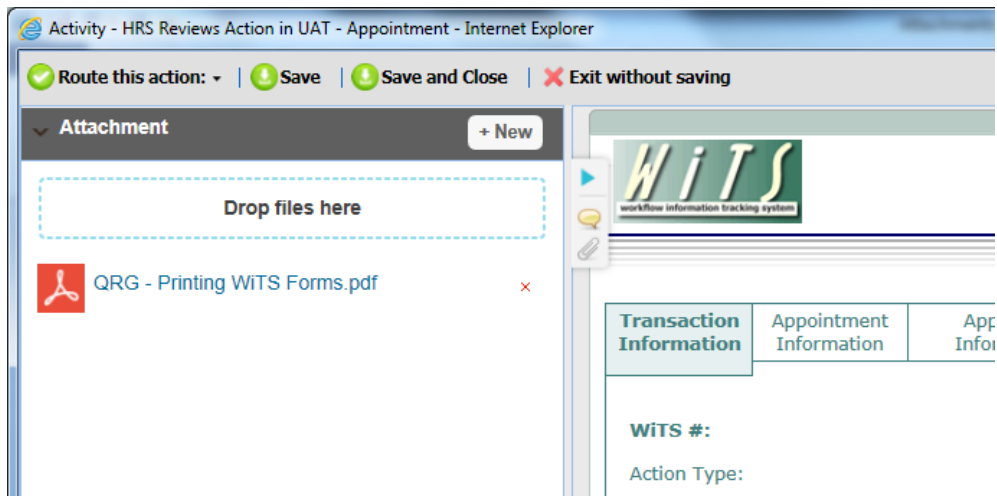
4. Locate the file you wish to attach by highlighting it, then click *Open*:



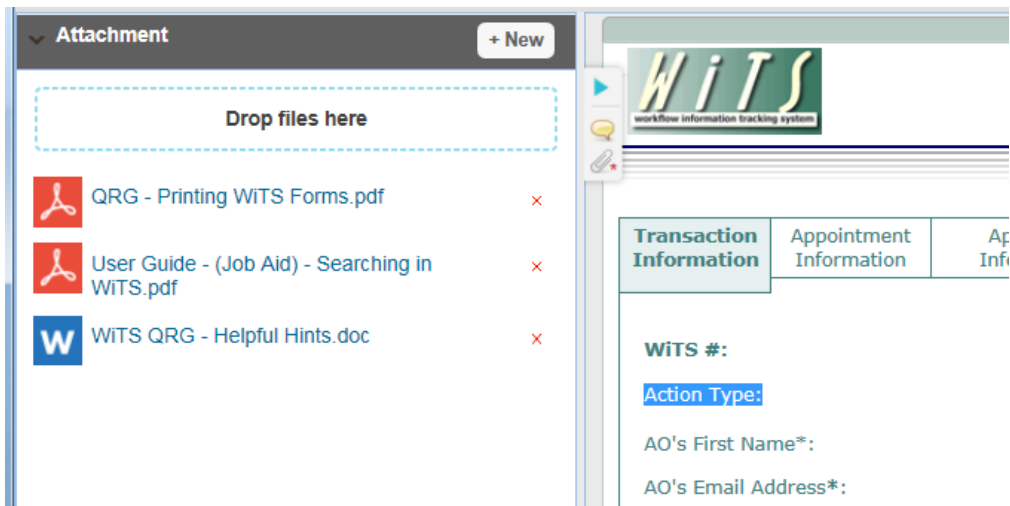
5. If you wish, add details about the file in the *Description* box, then click *Upload*:



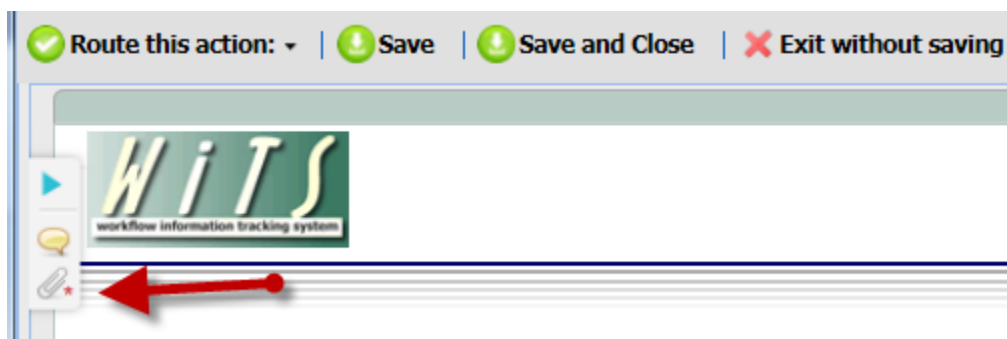
6. The file will now appear in the attachment window:



7. You can repeat this process to attach as many files as you need:



8. Actions with attachment(s) will have an asterisk beside of the paper clip icon when first opening the workitem:



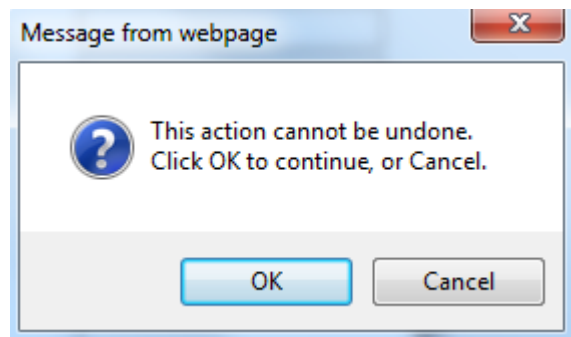
**Note: Attached files will remain with the workitem as it moves through the subsequent activities in the process and will be retrievable even after the item is completed and archived.**

## TO DELETE AN ATTACHMENT:

1. From the attachment window, click on the X next to the file you wish to remove:




2. A pop-up message will appear asking you to confirm that you want to delete the attachment. Click on **OK** to delete the attachment. If you no longer wish to delete the attachment, click **Cancel**.



3. Once you click **OK**, your attachment will no longer appear in the attachment window:

Drop files here

-  QRG - Printing WiTS Forms.pdf ×
-  User Guide - (Job Aid) - Searching in WiTS.pdf ×



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**Transaction Information**

Appointment Information

**WiTS #:**

Action Type:

AO's First Name\*:

AO's Email Address\*: