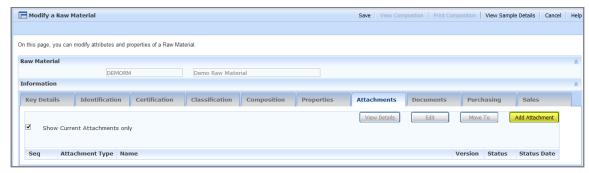


Adding Attachments



Adding Attachments



Add a New Attachmer	ent	Save Cancel Help
On this page you can add a nev	ew Attachment.	
Add a New Attachment		
Item	DEMORM Demo Raw Material	
Attachment Type	•	
Name	a	
Description	1	
File	Browse No file selected.	

Modify a Raw Material	Save View Composition Print Co	omposition View Sa	mple Details Cancel He		
On this page, you can modify attributes and properties of a Raw Mat	erial.				
Raw Material				*	
DEMORM	Demo Raw Material				
Information				2	
Key Details Identification Certification	Classification Composition Properties	Attachments Documents	Purchasing	Sales	
View Details Edit Move To Add Attachment Show Current Attachments only					
Seq Attachment Type Name			Version Status	s Status Date	
1 SDS <u>CLP Annex I SDS</u>			1 Curren	ot 01/13/2015	

Attachments are documents or files, produced outside of Formpak, which can be uploaded to Formpak. Please note you must have at least one attachment type available.

To add an attachment, open the Raw Material or Formulation in 'Modify a Raw Material' or 'Modify a Formulation'

Select the 'Attachments' tab

Click the 'Add Attachment' button

Select the Attachment Type from the drop down box

Enter your chosen name for the uploaded file

Click the 'Browse' button, locate the file to attach and click 'Open'

Click the 'Save' button to save the attachment

The attachment will now appear in the 'Attachment' tab

Click the 'Save' button to save the changes to the raw material or formulation

To open an attachment click on the name of the file.





Frequently Asked Questions

What can I add attachments to?

Attached to the following:

- Companies (Customer, Supplier, TO)
- Items (Raw Material Formulations)
- Projects
- Tasks
- Jobs

Can attachments be updated or deleted?

To update an attachment select the attachment, click the 'Edit' button then click 'Browse' and upload the new attachment. To delete the attachment, click the 'Edit' button then click 'Delete'

How do I attach a company logo so it appears on a document? Company logos can be added to a TO.

These articles on our Support Centre will help with the process:

Adding a Company Logo to a TO

Adding TO details to a Document





- Formpak has a built in Help Centre. Click the 'Help' button to access.
- You can add new attachment types using 'Add a New Attachment Type'
- To edit existing attachment types use 'Modify an Attachment Type'
- Attachments are organised using 'Attachment Type'
- When adding an attachment, you can include a description to provide more details about the attachment
- The 'View Details' button allows you to view the details of an attachment such as the user who attached it and the date it was added.
- When attaching a logo to a TO the file needs to be a PNG format and no bigger than 600 px (w) x 200 px (h).