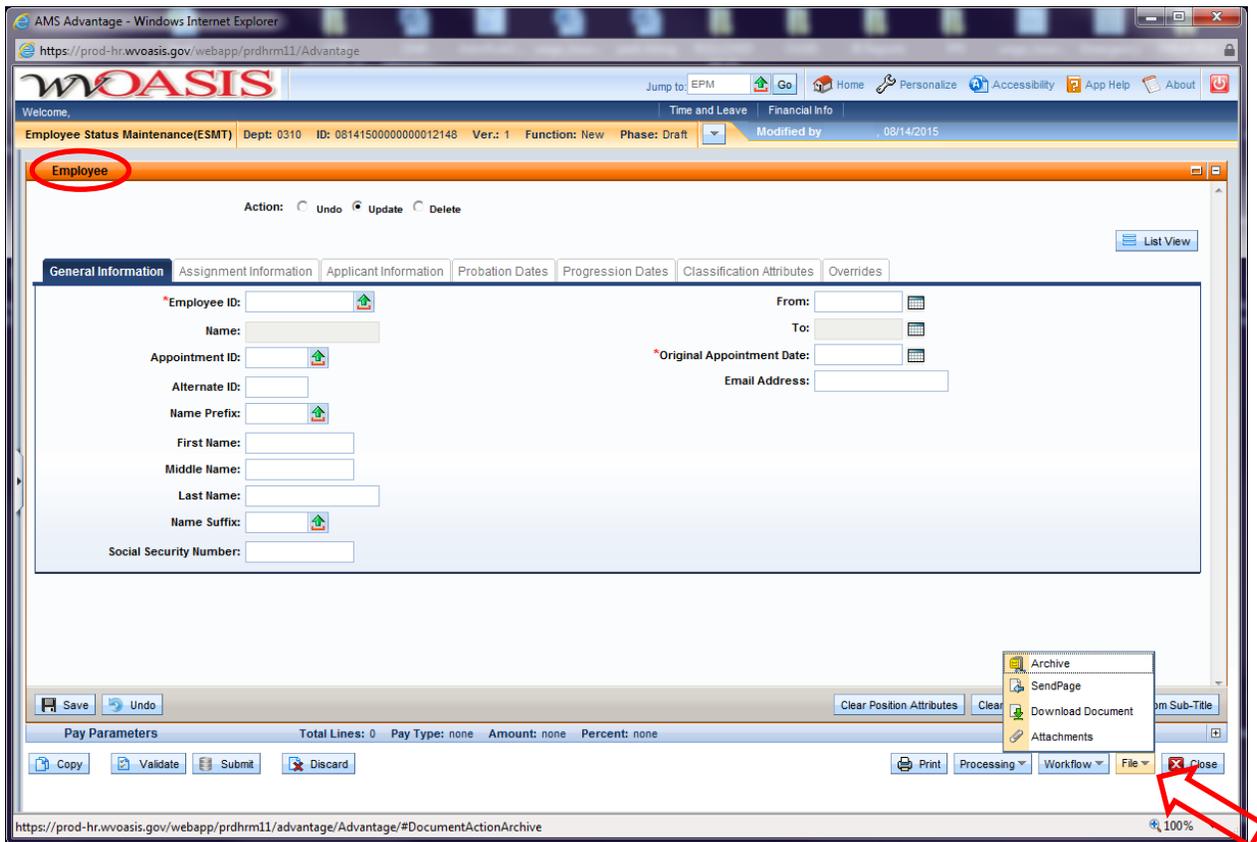
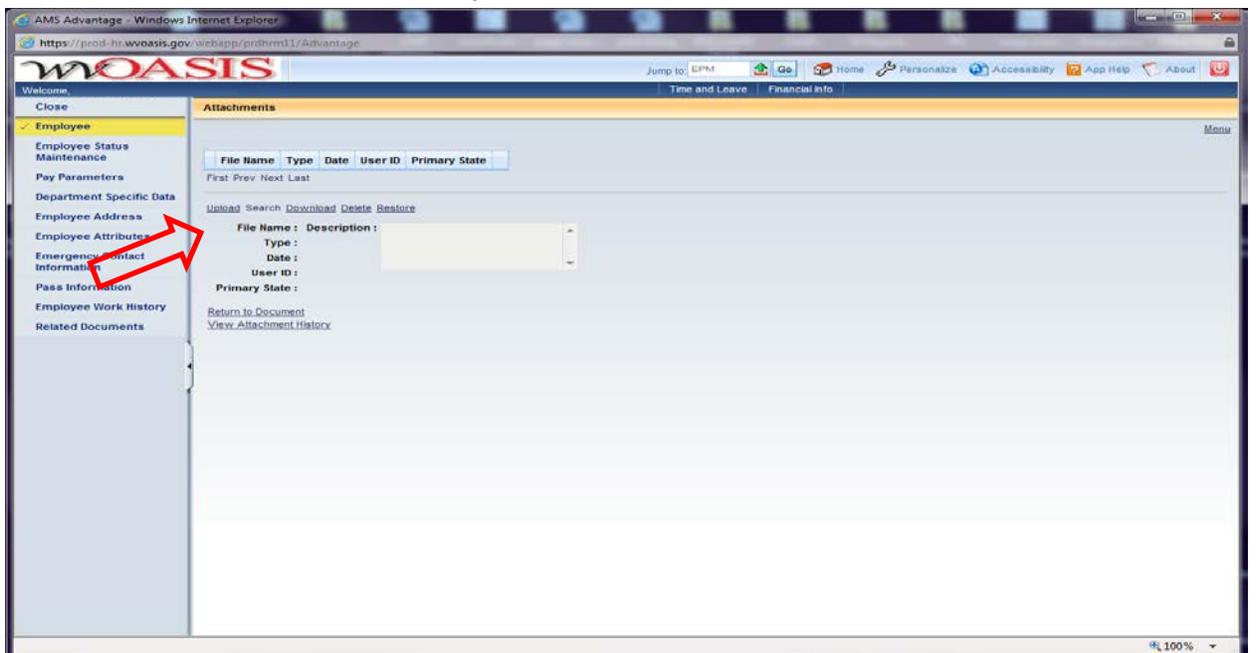


## ATTACHING BACKUP DOCUMENTATION TO AN ESMT

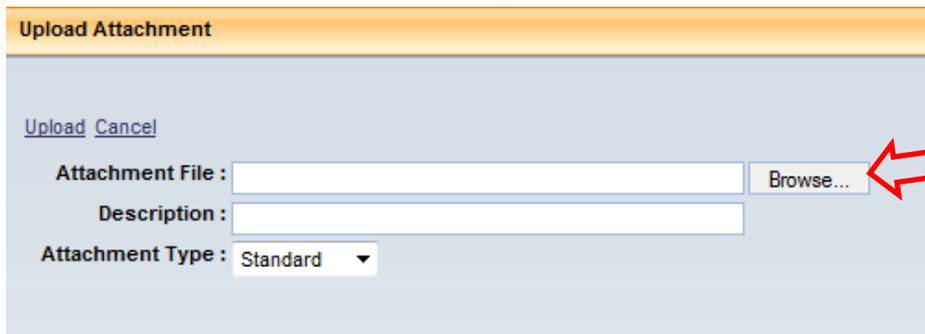
1) On the "Employee " screen of the ESMT click "File" in the lower left corner. Then click "Attachments".



2) On the "Attachments" screen click upload.



3) Then click “Browse...”, choose the file you wish to attach and click “Open”.



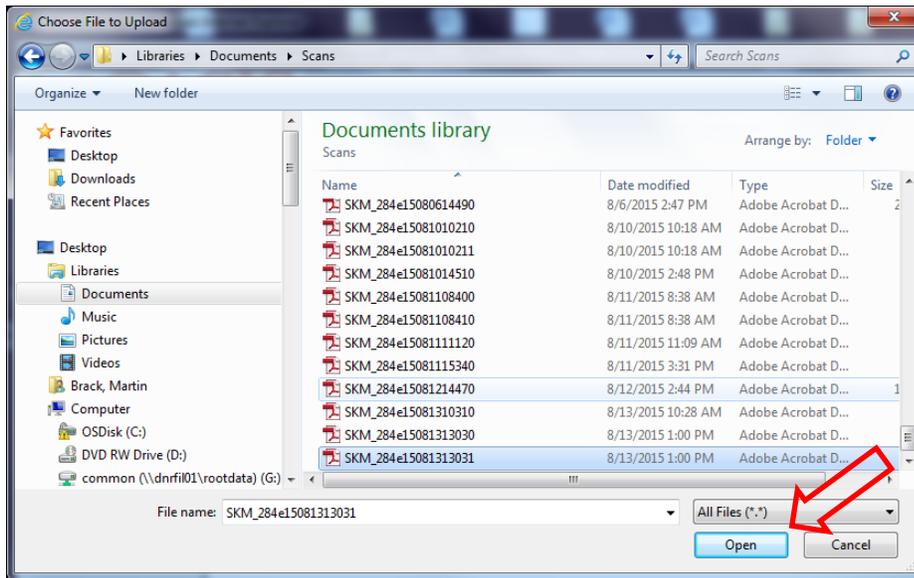
**Upload Attachment**

[Upload](#) [Cancel](#)

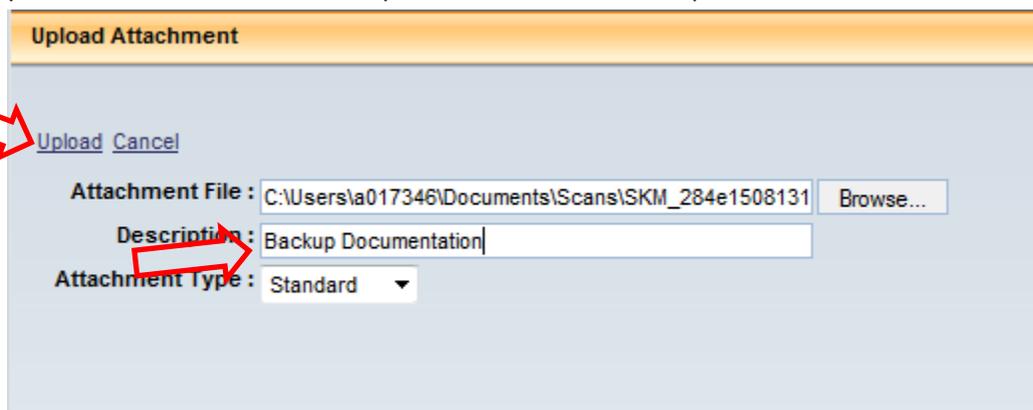
**Attachment File :**  **Browse...**

**Description :**

**Attachment Type :** Standard



4) The “Upload Attachment” screen will show the file you selected. You may then add a description of your attached file in the “Description” field. Then click “Upload”.



**Upload Attachment**

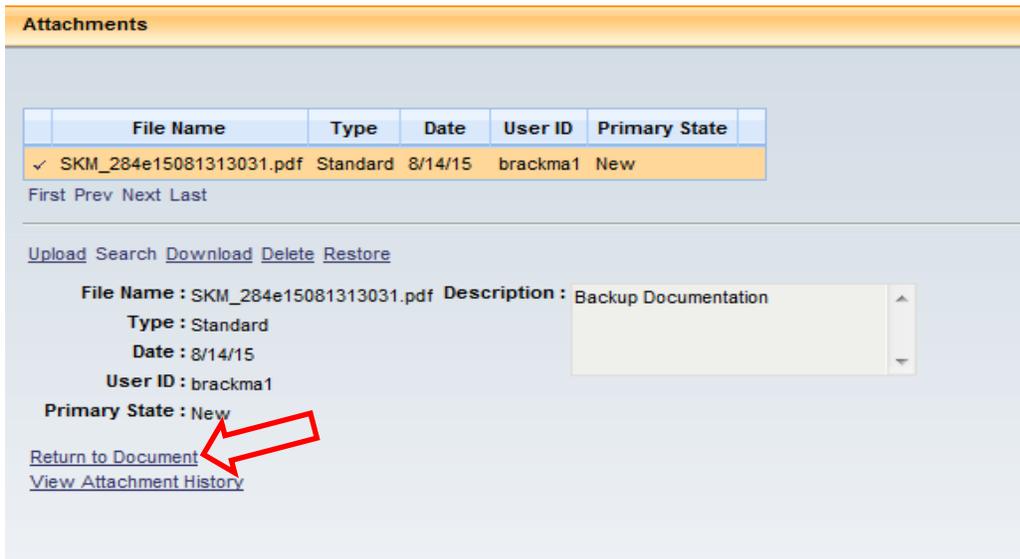
[Upload](#) [Cancel](#)

**Attachment File :** C:\Users\la017346\Documents\Scans\SKM\_284e15081313031 **Browse...**

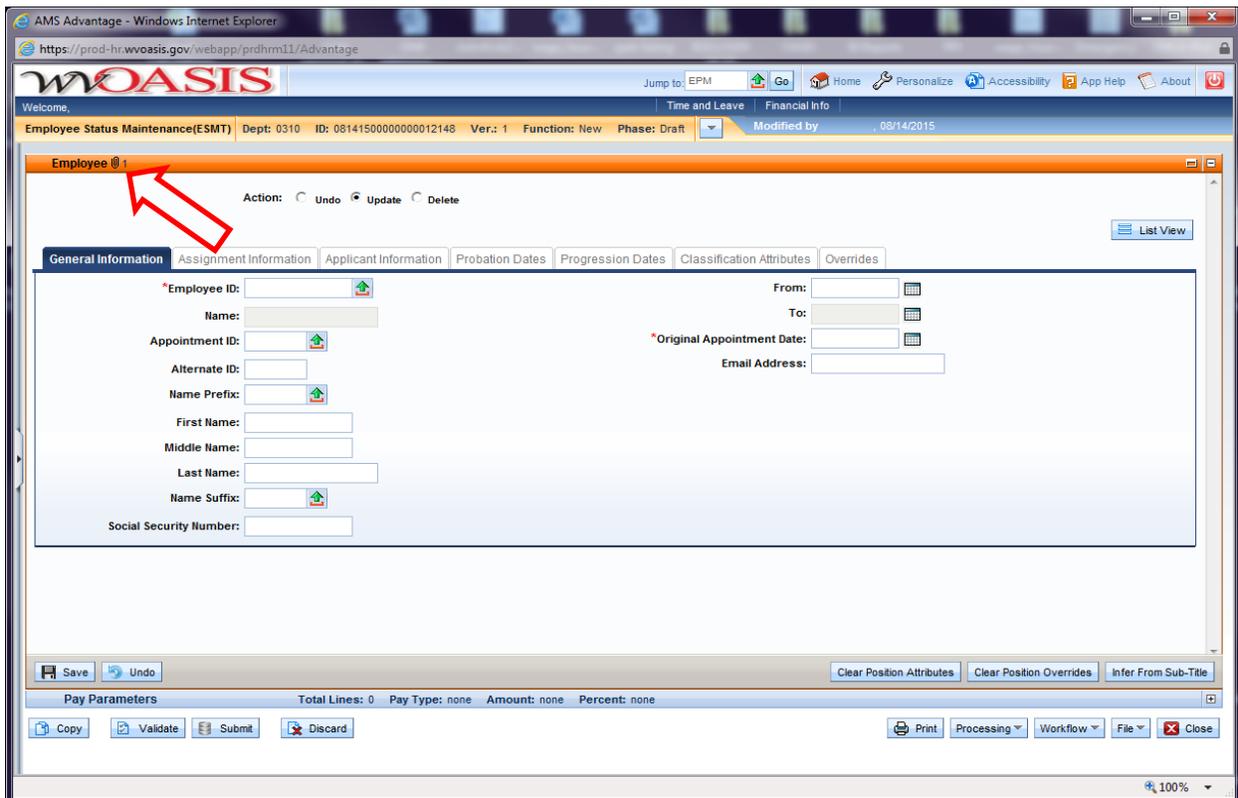
**Description :** Backup Documentation

**Attachment Type :** Standard

5) You will then be back on the “Attachments” screen and it will show your uploaded file and the description that you may have added. Click “Return to Document”.



6) That will bring you back to your ESMT document. You will now see a paperclip icon next to “Employee” in the upper left of the screen letting you know there is an attachment to this document.



Note: Files can only be attached to documents in “Draft” phase. Once the document is submitted, files can no longer be attached. If additional attachments must be made the document it will have to be rejected back to the originator and edited.