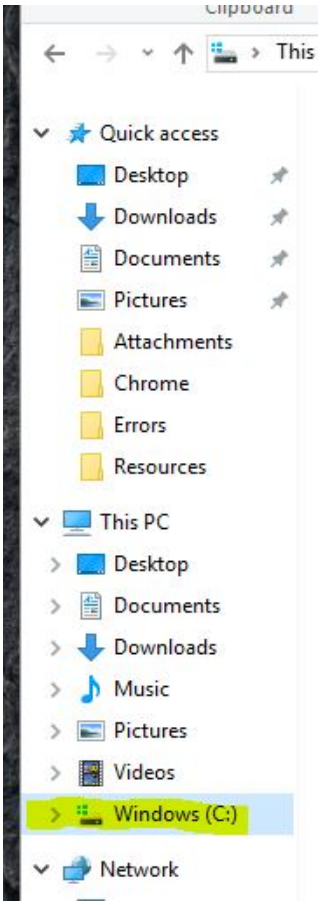
Easy way to add Attachment File to for SM documents and attachments:

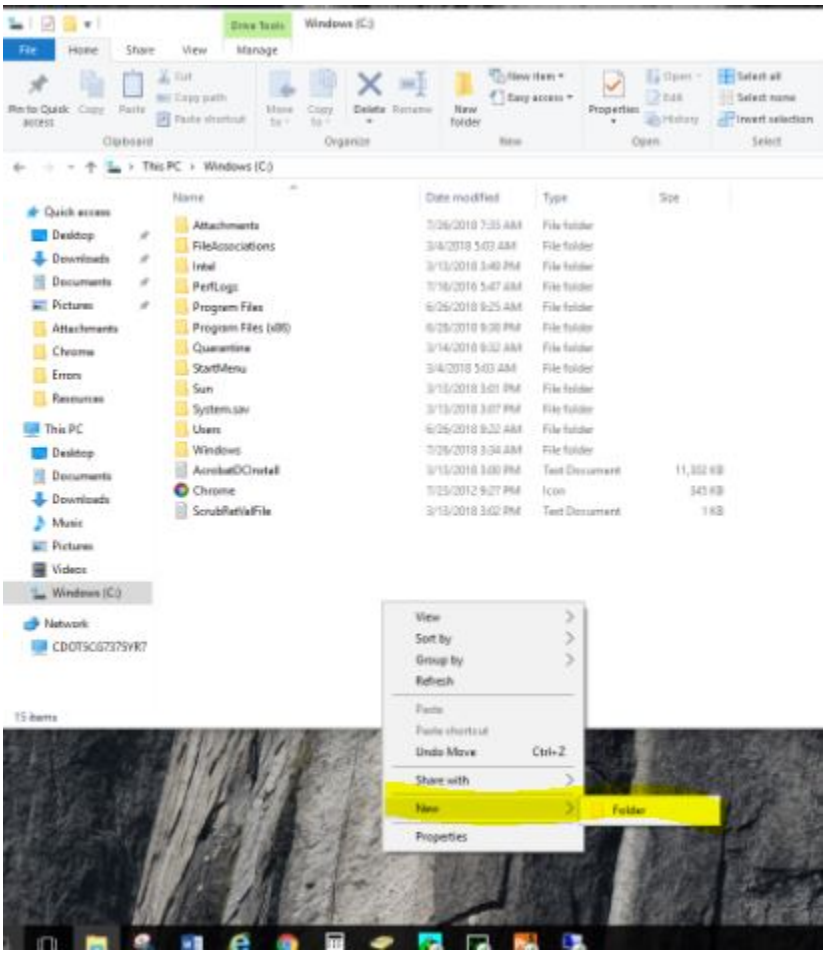
1. Adding a temp/ attachment file to your C: drive

Open your file explorer, it looks like this:

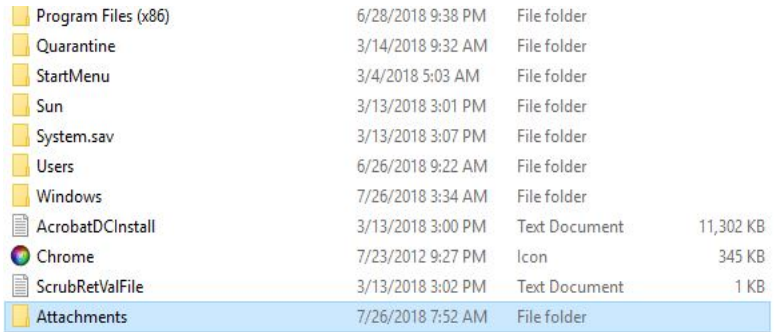
Click on the Windows C: in the list under **This PC**



**In the window that opens up, right click the mouse and then hover the mouse over ‘new’ and click on ‘folder’.**

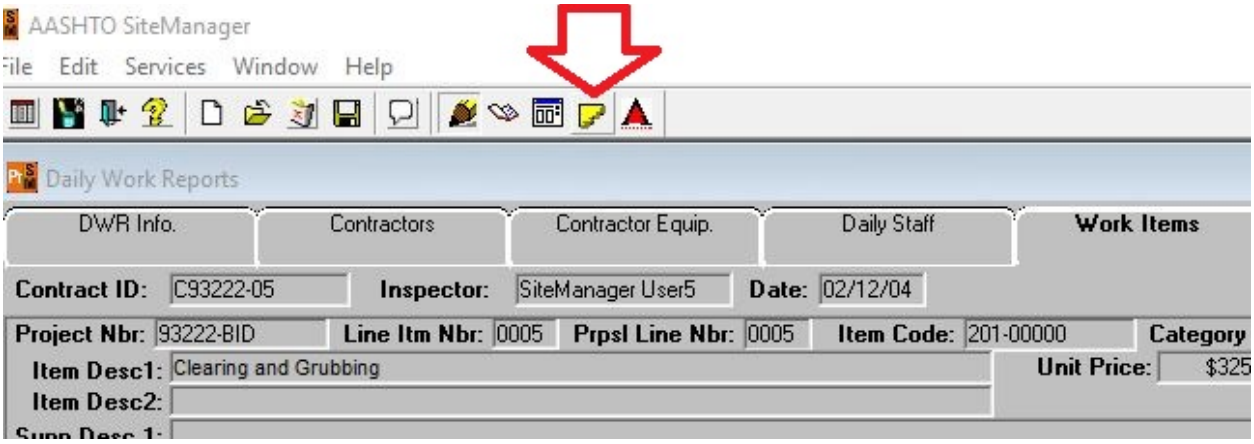



**Name the new file:  I named it Attachments**

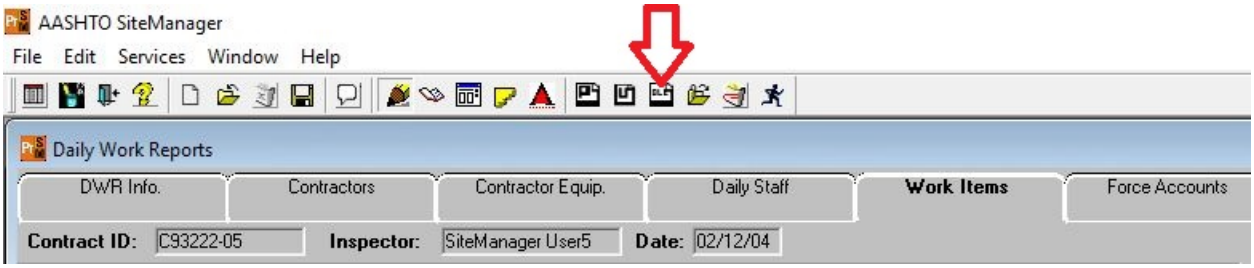


## 2. Adding an attachment from daily work reports

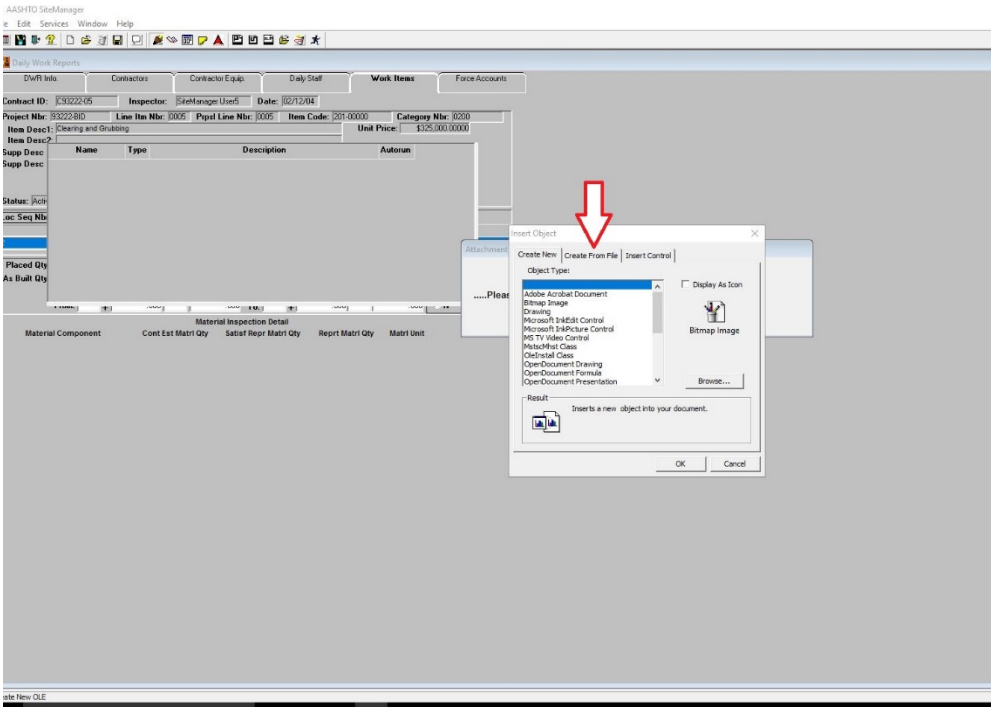
### Click on the attach icon



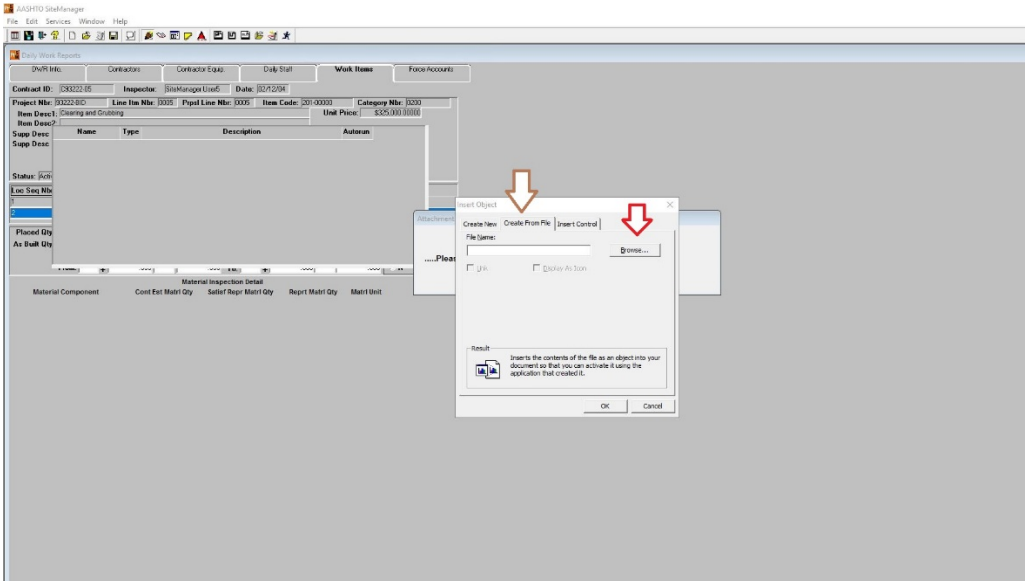

### Click on New OLE icon




### Click on the “create from file’ tab

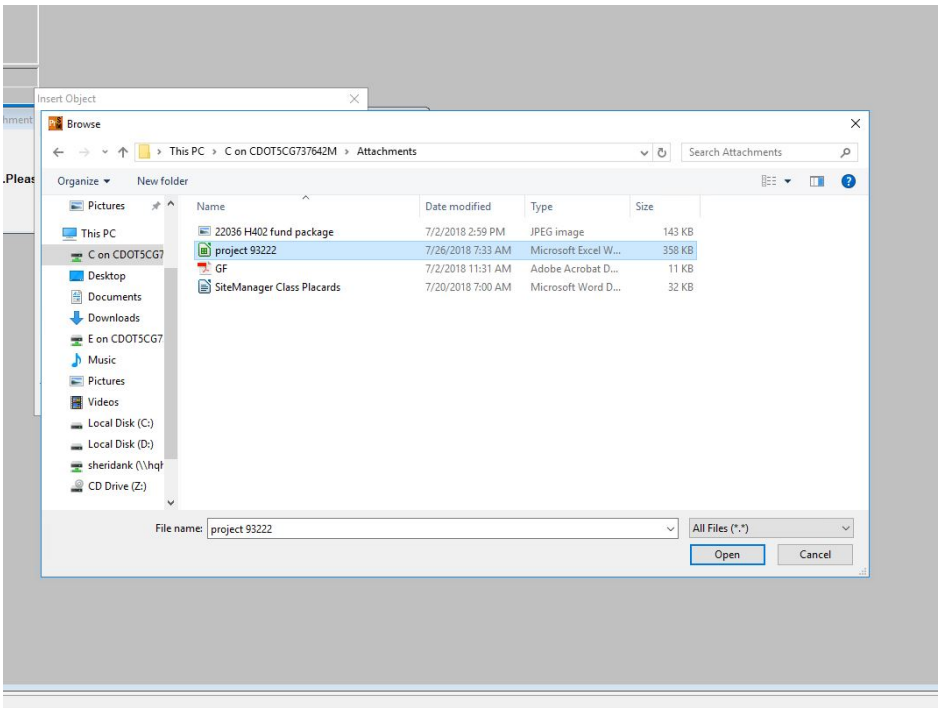


**Click on browse**

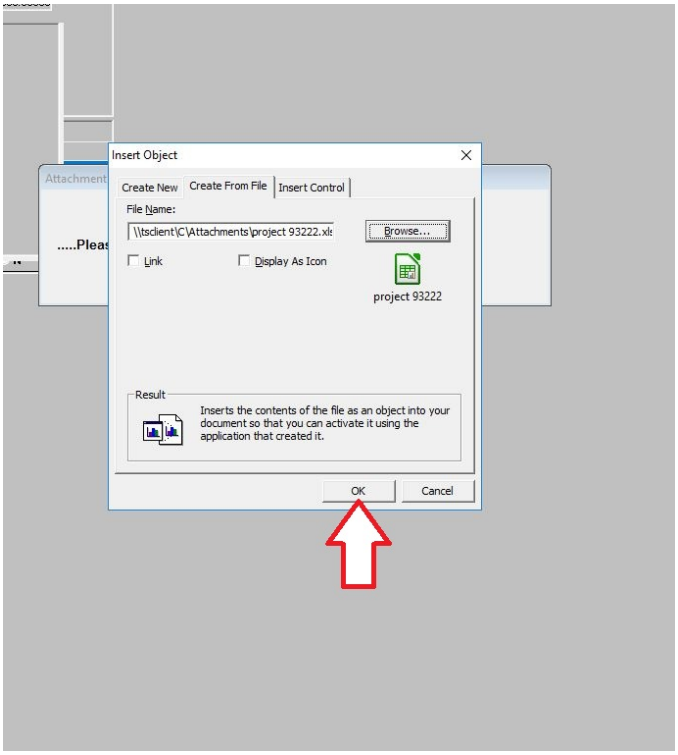



**Choose file:**

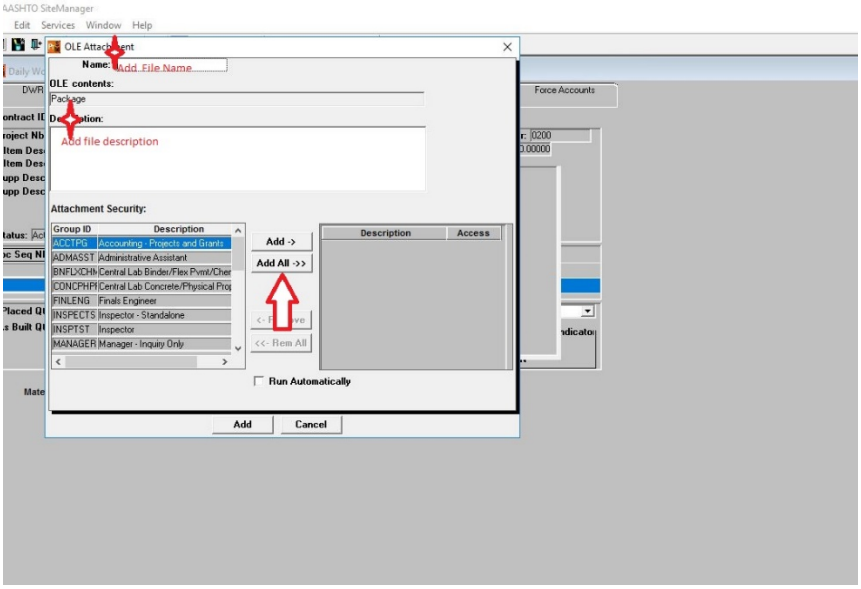
1. **Select C on CDOT5CG7….**
2. **Select file (I named mine Attachments)**
3. **Select document to attach**



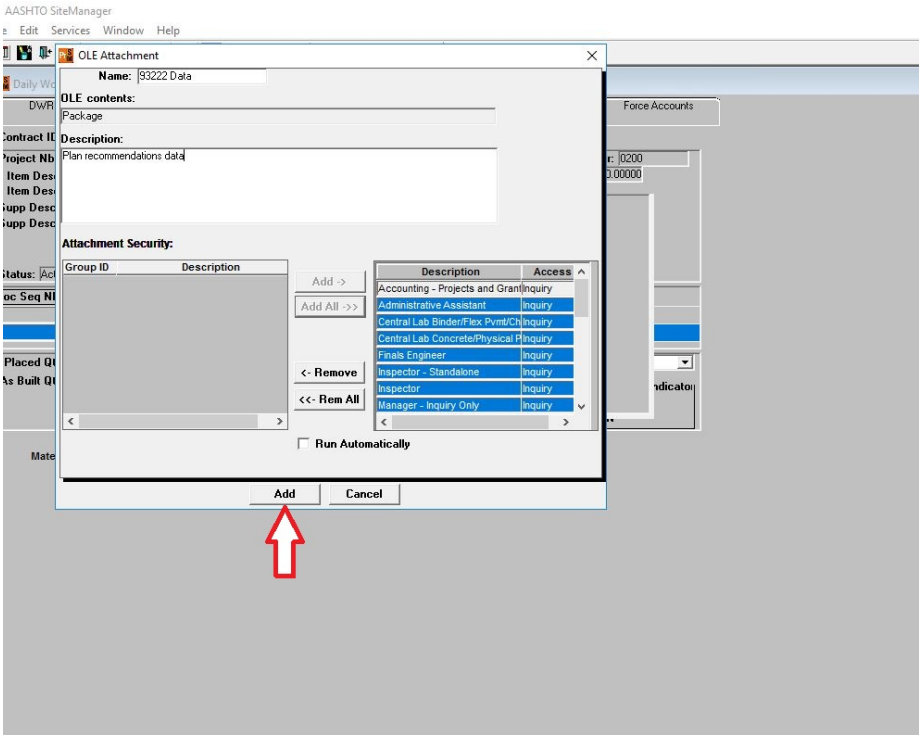
**Click on OK**

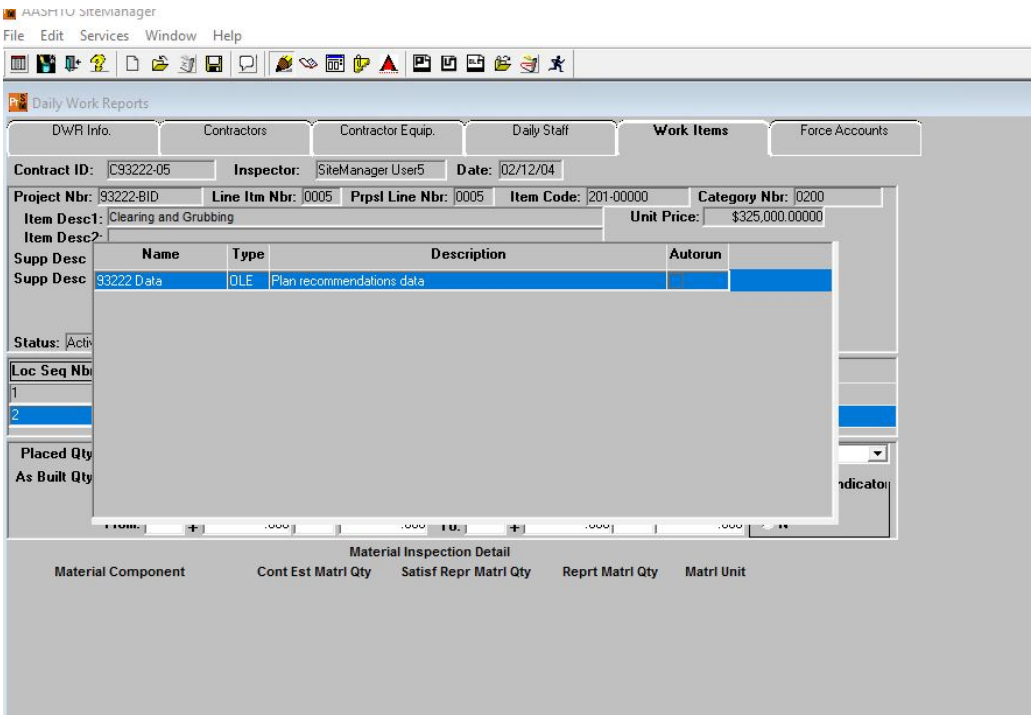



1. **Name file**
2. **Provide description of file**
3. **Click “Add All” under Attachment Security**



**Click “Add” on the bottom of the screen**




**If you have successfully attached a document to SM, you will see a screen like this:**