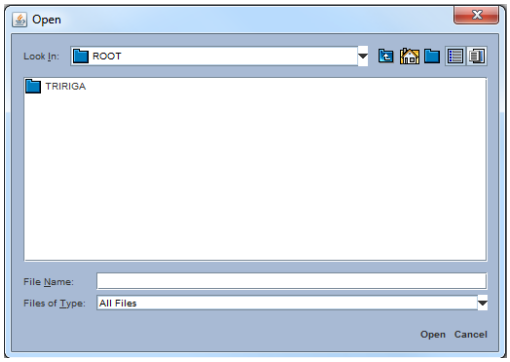
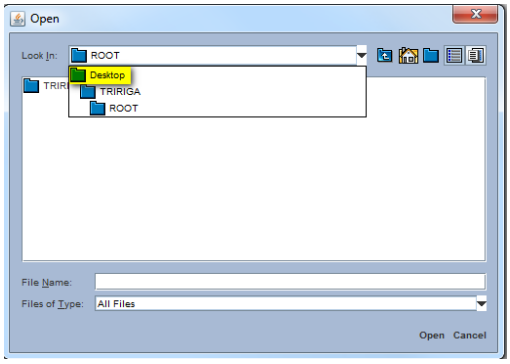
How to Attach a Document to a Service Request

Attaching a Document

Documents can be attached to Active Service Requests by the Submitter, Coordinator, Service Manager or Technician.

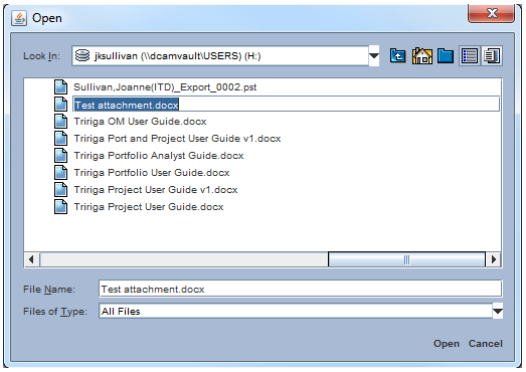
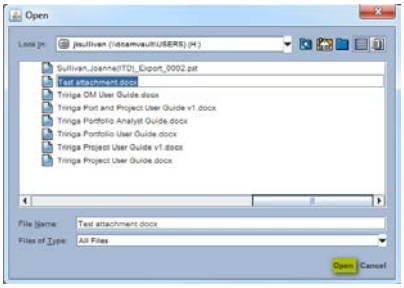
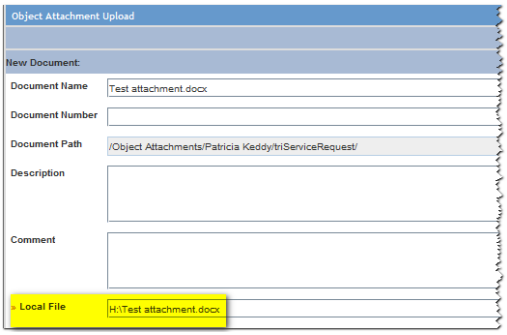
Follow the steps below to attach a document to a Service Request, after:

Accessing and Logging into CAMIS (page **Error! Bookmark not defined.**)
Locating the Service Request on which the document is being attached

Step	Action	Result
1	From the Service Request main page, expand the + in the Related Documents portlet 	The portlet will open:
2	Click the Upload link	The Object attachment Upload page will display:
3	Click the Browse... link to browse your computer files for the document to be attached	The Open window will display: 
4	Click the drop down menu of the ***Look In*** field	The drop down menu will display: 

How to Attach a Document to a Service Request, continued

How to Attach a Document to a Service Request,cont.:

Step	Action	Result
5	Select the Desktop option	
6	Navigate to where the document is saved NOTE If you have not saved the document to either your desktop or a folder, you must do so prior to attaching it to the Service Request	
7	Highlight the document to be attached	
8	Click the Open link 	The document location and name will display in the ***Local File*** field: 
9	Click the Upload link	The document will be attached and displayed in the Related Documents portlet: