

Adding Attachments

Attachments are used to track documentation for a project. Attachments can be entered in any screen, but there are certain places that attachments should be placed to show up on certain reports. In the DWR Acceptance Actions, it will be on the Test Row or in a sample record, it will be on the General Tab. These are the 2 places that will allow attachments to be shown on the materials checklist and other reports.

Adding a Photo Attachment to a DWR

1. Open the DWR the photo is to be attached to.
2. Click on the notes tab.
3. Select the new button.
4. Add a Note.
 - a) Example: Pictures due to pipe collapse at station 30+16 RT.
5. Save.
6. Click on the blue down arrow on the Row.
7. Select the blue Attachments hyperlink.
8. Select the file to upload.
 - a) If there are multiple attachments needed, they will have to be uploaded one at a time.
9. Save.

ID	Creator	Created Date	Last Modified By	Last Modified Date
1	state\U3863	03/02/2021 8:02:52 AM	state\U3863	03/02/2021 8:02:52 AM

Adding a Certification for a Material Acceptance Action

Only items that have been chosen from the Work Items tab will show acceptance records. Make sure that the correct material set was chosen in the Work Item.

1. Click on the Acceptance Records tab inside the DWR.
2. Click on the > on the material set to expand
 - a. Up by the Line Numb, upper left corner
3. Click on the down arrow on the test row the certification needs to be attached to
 - a. This needs to be on the test row or it will not show on the Materials Checklist
4. Click the add attachments link.
5. Select the file to be attached.
6. Save.

Item ID	Item Description	Project ID	Category ID	Sequence Num
620011105	WORDS AND SYMBOLS-WH1	9028052000A	0002	1
Material acceptance Act		1	0.000	2
Material Set: Waterborne-Type 1 Beads				
714.04.00.01 - Waterborne				
GAL	1.00000	0.00000	7.00000	0.00000
Material				
714.08.00.01 - Reflective C				
Material Units				
GAL	1.00000	0.00000	7.00000	0.00000

Adding an attachment to a sample record

Concrete admixtures, Electrical checklist items and Pipe certs should be attached here. Batch tickets for concrete can be added here for extra documentation. All other certifications should be attached to the acceptance record in a DWR. Do **not** add attachments in the agency view templates or on the test row. It puts them on a global level not a project level.

1. Navigate to the Sample Record link under the Materials or Construction Component.
2. Enter in the sample ID in the search box.
 - o At least 3 words or 3 letters will need to be entered for the system to start to filter.
3. Open the sample record by clicking on the sample record ID in the Results location
4. In the General Tab, click on the drop-down arrow on the component row.
5. Select the attachments link.
6. Upload the attachment needed.
7. Click Save

