How to Add Attachments

Follow the instructions on the **Attachments tab** for uploading your documents.

1. Drag and drop *documents* into the **dialog window**, *or*

2. Browse your *system* to upload the file from a network location.

The **Document Type** drop-down menu displays.

3. Select the *document type* from the **Document Type drop-down menu**.

4. Enter *your comments* into the **Comment field** (optional for all document types except **"Other"***).*

5. Select *Next.* The **Preview & Submit tab** displays.

Note: ERA 2.0 automatically attaches the following metadata to the uploaded document:

- *File Name*

- *Uploaded By*

- *Uploaded Date*

- *File Size*

- *Status (initial status will be "In-Progress")*

In the **Preview & Submit tab,**

6. Confirm that *your document* was uploaded.

7. Click the *Attachments tab.*

8. Confirm that *the status of the document* is shown as *Complete.*

File Name: DAA032820220015 Support Documentation.pdf
Uploaded By: Mary Smith
Uploaded Date: 08/26/2022 12:54 PM
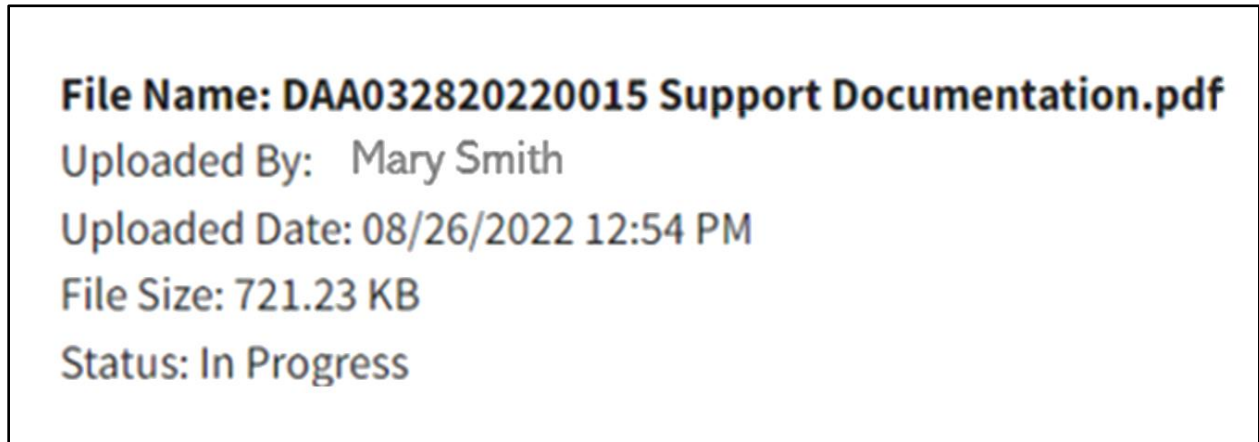File Size: 721.23 KB
Status: In Progress

Figure 1 Attachments Feature Status Notification

** You can upload and access attachments for the records schedule until it is sent forward for approval. After the records schedule has been forwarded for approval, only your agency's Appraisal Archivist can upload any additional attachments to the schedule.