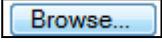
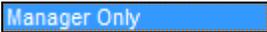




TM-06.2 CABQ - Adding Attachments to Performance Document

Step	Action
1.	Navigate to the employee's performance document. When the performance document is displayed: Click the Minimize Performance Process button. 
2.	Click the TAB Format link to view all sections.
3.	Click on any tab and then scroll to the bottom of that tab to access the attachment functionality. <i>Note: If you are using the Long Format instead of the Tab Format you will scroll to the very bottom of the form before you see the attachment area.</i>
4.	There is one attachment already added to this document. To add another attachment: Click the Add Attachment [+] button. 
5.	The Browse window appears so you can search for the document that you want to upload. Click the Browse button. 
6.	When you locate the document: Click the Document . <i>Note: Single or Double click depending on your mouse set-up.</i>
7.	Click the Upload button. 
8.	The document should now show under the Attachment File Name column. Now add a description of the document.
9.	Enter the desired information into the Description field. For this exercise, enter " Training Certificate ".
10.	Next choose the Attachment Audience . This will control who can see this document. There are two options: 1. Employee and Manager 2. Manager Only Click the Employee and Manager list item for this exercise. 



Step	Action
11.	On the Attachments second line there is a previously uploaded document that is missing information.
12.	Enter the desired information into the Description field. Enter " Statistics on Cases ".
13.	This time the Attachment Audience should be the Manager Only. Click the Manager Only list item. 
14.	After adding attachment you may change your mind or realize that you uploaded the wrong document. You can remove it from the performance document. Press Enter to continue.
15.	At the far right end of each attachment row there is a small trash can. This is the icon that you will use to delete an attachment. Click the " Delete row 2 " trash can button. 
16.	A warning message will display to give you a chance to cancel the request. If you want to proceed: Click the OK button. 
17.	The attachment has been removed.
18.	Click the Save button. 
19.	Congratulations! You successfully completed the Adding Attachments (Evaluating Manager Only) course. End of Procedure.