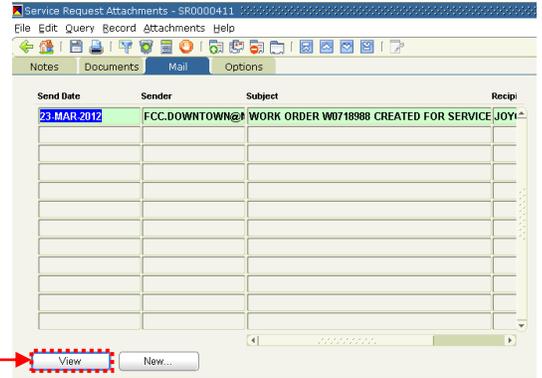
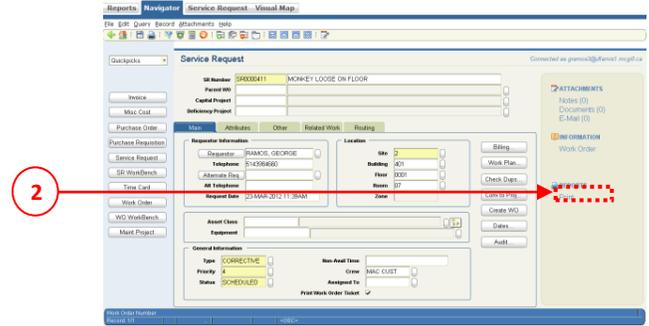


### View a FAMIS Document Attachment

When you open something in FAMIS, such as a Service Request or Work Order, you can attach documents to it. These document attachments will be viewable by anyone who opens the SR or WO in the future.

- 1) Open a Service Request or Work Order
- 2) Click the “Document” link on the far right-side of your screen.
- 3) Click on the document you want to view
- 4) Click the “View” button
- 5) When finished, click the “Cancel” button



### Attach a Document in FAMIS

- 1) Open a Service Request or Work Order
- 2) Click the “Document” link on the far right-side of your screen.
- 3) Click the “New” button
- 4) Select “DOCUMENT (DIFFERENT DOCUMENT TYPES)” from the “Type” pull-down list
- 5) Enter a Description of the document
- 6) Click the “Browse” button and browse to the file you want to attach. Please note:
  - a. You may only browse to network drives and folders that are mapped to your McGill computer. Make sure the file you want to upload is located in your local C: drive or another mapped drive.
  - b. Filenames must be very short, and cannot contain any special characters (e.g., é, &, @, â, etc.) The path and filename cannot be more than 25 characters.
  - c. Remember that the user never sees the file name, they only ever see the Description you enter in step (5) above.
- 7) Click the “OK” button, or click “Cancel” to return to the previous screen.

