Attaching Documents and Photos in PeopleSoft Asset Management – All Roles



From the **Asset Information** page, you can attach and store documents along with a current photo related to the equipment record. Photos are displayed in equipment searches. Only one photo can be attached at a time. A new photo will replace the current photo.

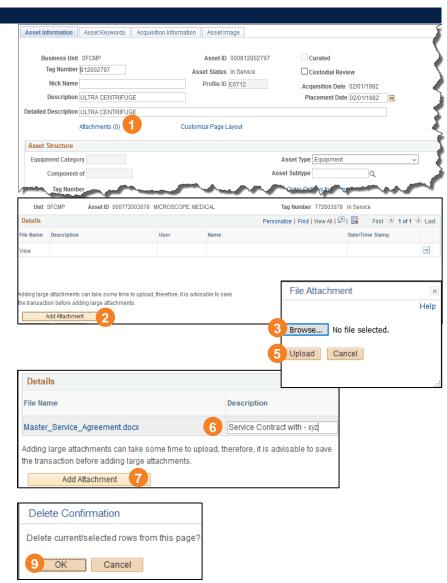
Navigate to the Asset Information page via the WorkCenter and click on a pending transaction for custodial review or curation. If you do not have any pending transactions, navigate to the WorkCenter **Links** section and select the **Asset Information** link under **Manage Assets**. Search for an existing asset by entering the applicable search criteria to open an equipment record.

Attaching and Deleting Documents

1 From the Asset Information page, click the **Attachments** hyperlink. The number in parentheses indicates the number of documents currently attached to the record.

- 2 The Attachments window displays. Click Add Attachment.
- The File Attachment window displays. Click Browse.
- The File Upload window displays (not shown). Search for and select the applicable file and click Open. The name of the file will appear in the File Attachment window.
- 6 Click Upload.
- 6 Upon returning to the Attachment window, enter a sensible **Description** for the content being attached in the **Details** section.
- Click **Add Attachment**. The attachment number is updated to reflect the number of attachments for the equipment record.

 Attachments (1)
- (Not shown) To delete an attachment **repeat step** 1 and **select** the minus sign () at the end of the row for the attachment you want to delete.
- The **Delete Confirmation** window displays. Click **OK** to remove the document from the equipment record. Click **OK** again to return to the **Asset Information** page.



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Setting and Replacing an Equipment Photo

For a simple way to prepare a photo for attachment to the equipment record:

- Take a photo of the equipment using a cell phone or other device.
- Email the photo to your work email.
- Save the photo to an easy to locate folder to attach to the PeopleSoft equipment record.

To add the image to the equipment record:

1 From the Asset Information page, click the **Asset Image** tab. The Image attachment window displays.

- Click the paperclip icon.
- The File Attachment window displays. Click Browse.
- 4 The File Upload window displays (not shown). Search for and select the applicable photo and click **Open**. The name of the file will appear in the **File Attachment** window.
- Click Upload.
- The Image of the equipment record is displayed. Click **Save** (not shown). The image for the equipment record is saved and will be visible in equipment searches.

To replace the current image, repeat steps 1 - 6

To delete an image from the equipment record click the Trash Can Icon (a) in the image window and click **Save**. The image is removed immediately from the equipment record.

