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| **Spatial Temporal Activity Recorder (STAR)** |
| **How to add an access attachments** |

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| Attachments |  |
| Attachments may be added to a program, project, zone or activity either when creating or editing these entities.  Attachments are documents, photos or other records.  Important Note:  Documents or records that contain private information may only be uploaded as attachments when they are password protected to prevent viewing by unintended audiences.  Select (Program, Project, Zone or Activity) Attachments from the Quick menu on the left of the screen from the page the attachment is relevant to. |  |
| The Attachment List page displays with an Add Attachment button. |  |
| Clicking the Add Attachment button displays the Add Attachment page.  Clicking the Select Files box takes a user to file manager from where the attachment may be sourced |  |
| Two mandatory fields must be filled in before the attachment may be uploaded: Category and Title. A suite of categories is provided for selecting from the drop-down list. |  |

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