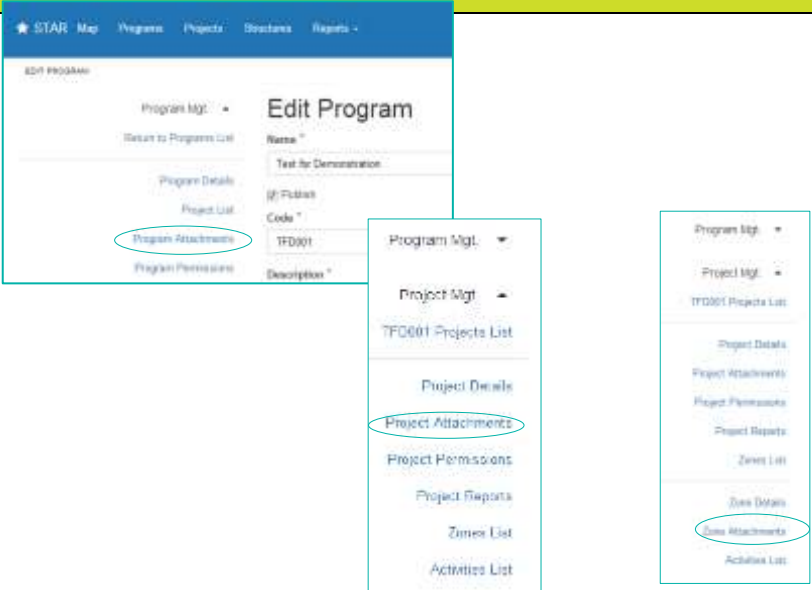
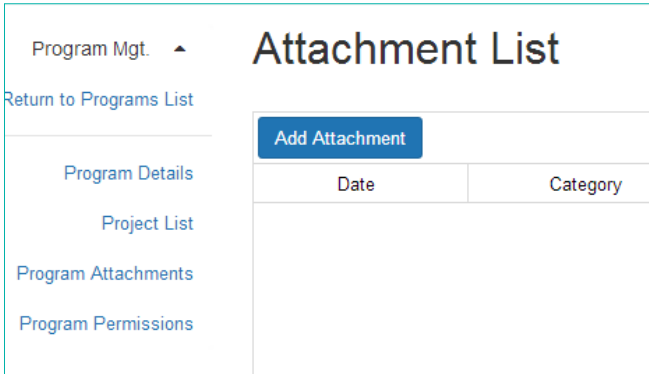


Spatial Temporal Activity Recorder (STAR)

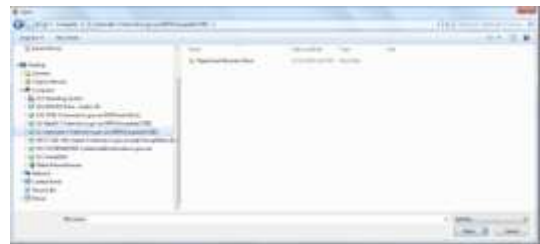
How to add an access attachments

Attachments	
<p>Attachments may be added to a program, project, zone or activity either when creating or editing these entities.</p> <p>Attachments are documents, photos or other records.</p> <p>Important Note:</p> <p>Documents or records that contain private information may only be uploaded as attachments when they are password protected to prevent viewing by unintended audiences.</p> <p>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.</p>	
<p>The Attachment List page displays with an Add Attachment button.</p>	

How to add an access attachments

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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