

Add an Attachment Type

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Permissions

You will require the following permissions:



















- Administrative Settings
- System Options

Add Attachment Type

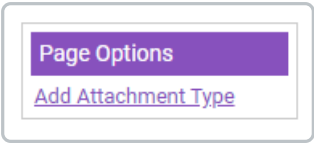
1. Navigate from the **Home** page to **Administrative Settings | System Options | Attachment Types**. A list of existing attachment types will be displayed.

Note: Click  to delete an existing attachment type or  to archive.

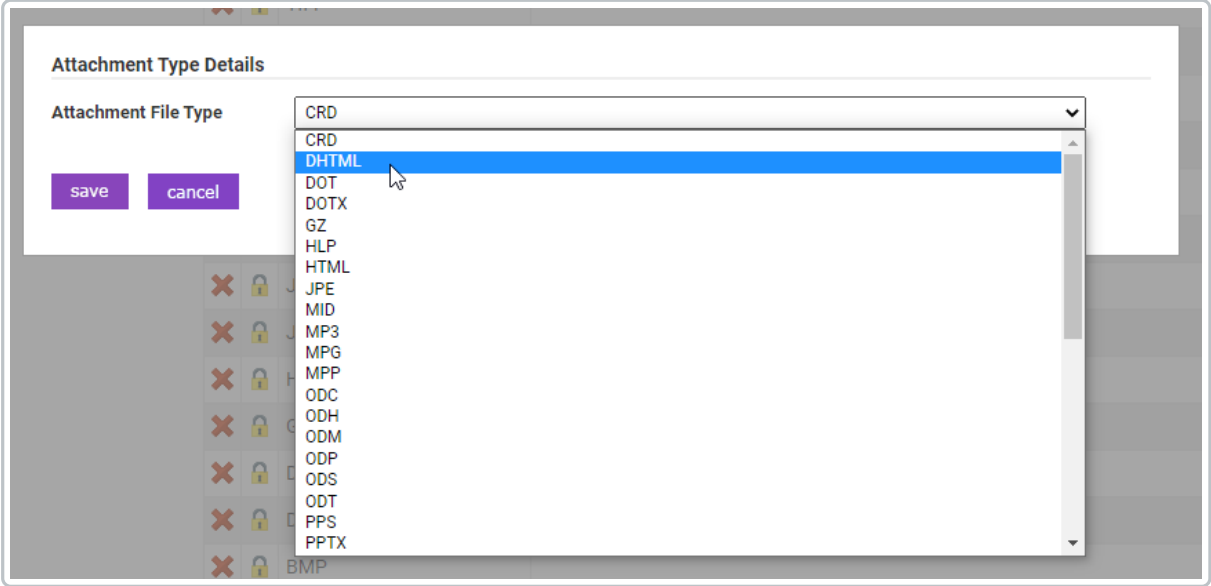
Attachment Types

		File extension ▼	Description
		ZIP	
		XLSX	
		XLS	
		TXT	
		TIFF	
		TIF	
		RTF	
		PPT	
		PNG	
		PDF	This is for anything that can be viewed in a PDF viewer
		JPG	
		JPEG	
		HTM	
		GIF	
		DOCX	
		DOC	
		BMP	

2. From the Page Options menu, click **Add Attachment Type** to open the Attachment Type Details window.



3. Select an **Attachment File Type** from the drop-down list.





4. Click **Save** to confirm.

Note: If the attachment type you require is not on the list, follow the steps below to add a custom attachment type. You will need to get your IT Department to provide you with the mime header for the type you wish to attach.

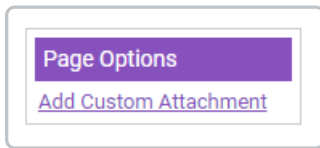
Add Custom Attachment Type

1. Navigate from the **Home** page to **Administrative Settings | System Options | Custom Attachment Types**. A list of existing custom attachment types will be displayed.

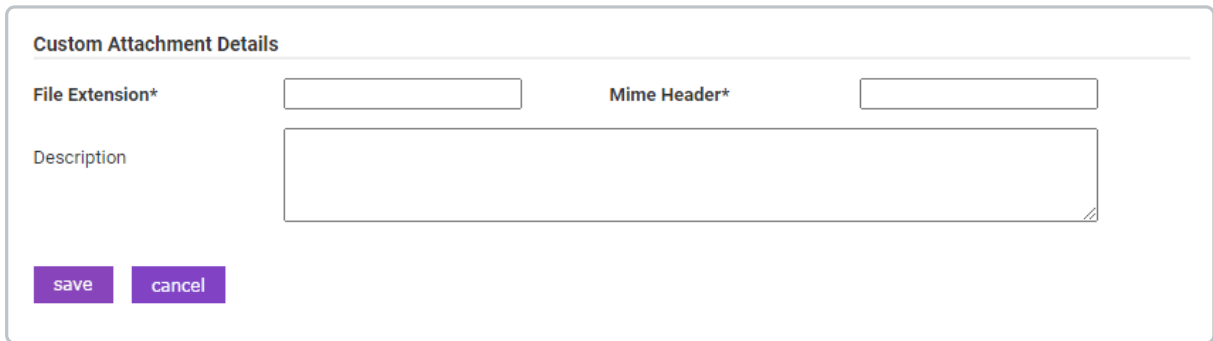
Note: Click  to modify an existing custom attachment type or  to delete.



2. From the Page Options menu, click **Add Custom Attachment**.



3. Complete the Custom Attachment Details:

A screenshot of a form titled "Custom Attachment Details". It contains three input fields: "File Extension*" (a text box), "Mime Header*" (a text box), and "Description" (a larger text area). At the bottom, there are two buttons: "save" and "cancel".

Field	Description
File Extension*	Enter the file extension for the custom attachment type.
Mime Header*	Enter the mime header for the custom attachment type.
Description	If required, enter additional text to describe the purpose of the custom attachment.

4. Click **Save** to confirm or **Cancel** to discard and return to the Custom Attachment Types window.
