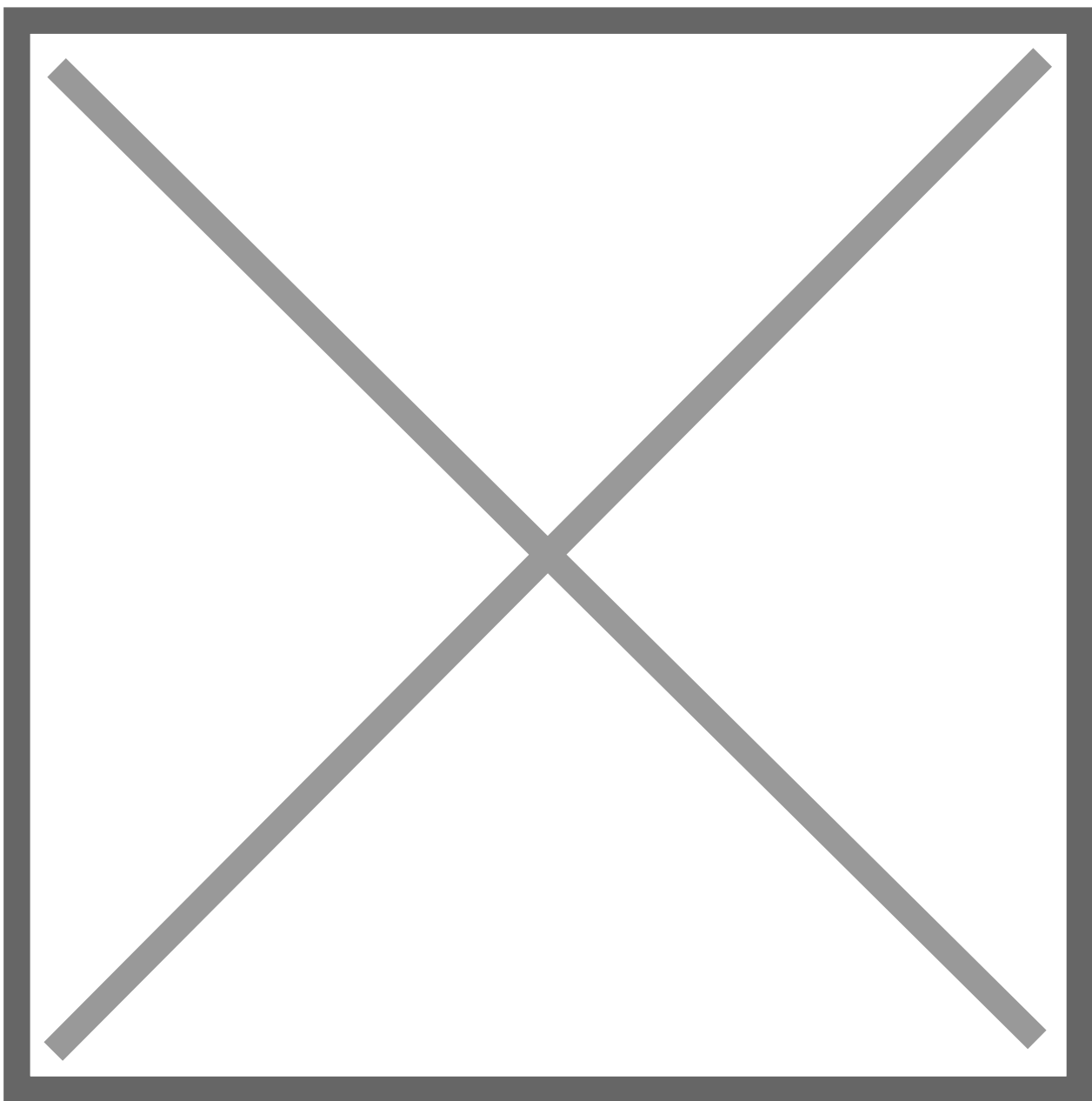


Attachment and Linkit (hyper links)

Attachment Grid Access

The system allows for attachments and hyperlinks to be added to documents.

Everywhere in the system, there is either a button or paper clip symbol on the grid.



The grid will display a paper clip which will have different colours indicating whether there is an attachment or hyperlink or both

Paper clip Grey	No attachments or hyper-links
Paper clip red	attachments present
Paper clip green	hyper-links present
Paper clip blue	both attachments and hyper-links present

Attachment Button

The attachment button can be found across the system where there is a clipboard access.

It allows you to add additional information on a window that you are currently working on in the form of an attachment.

This can be additional documentation, for example, contracts, invoices from suppliers or documentation regarding a stock/ inventory item.

Edit Debtor

Attachment
Memo
Create Reminder
Debtor Enquiry
View Attachments
Functions
Standard
Alerts
Close

Code : 1008
Debtor Name : ACE Traders
Outstanding Balance: 26 394.9400

Details
Address
Contacts
Account Details
Gen Details
Statutory
Info
Custom Fields
Activity
Ti

Code: 1008
Name: ACE Traders
Trading As:
Commission: Company
Contacts:
Company Registration No: 456
VAT No.: 123
Website:
Customs Client No (CCN):
Print Statement:
Active:
Sync To Mobile:

Short Name:
Email Statement:
Is Head Office:
Enforce Commission Rep.:
Debtor Image:

Division: Installation
Region: Pretoria
Status: Shipping Complete
Category: Private
Linked Brands List: 40,ROOF,SHOP,50,BZ,
Linked Head Office: ABC007,

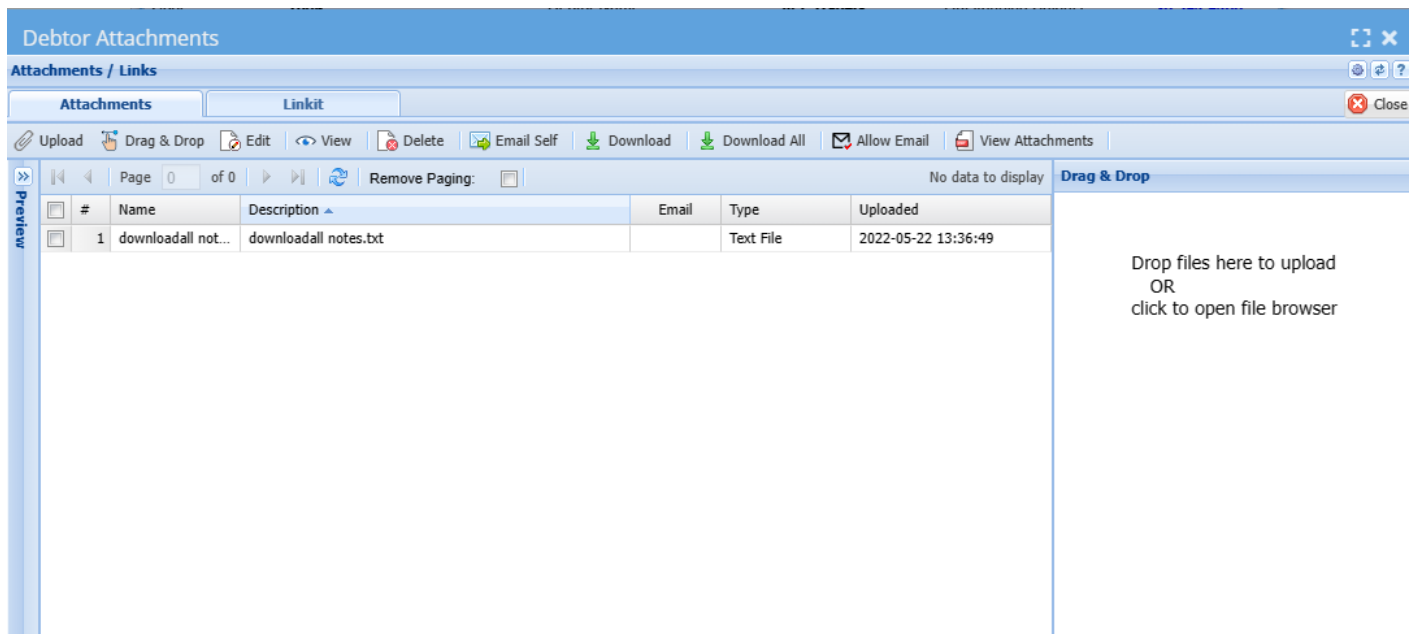
Acc Manager: Arlecia van Rooyen
Billing Group: 30 Day Account
Partner:
Debtor Type: Debtor

Save and New
Save and Close
Save
Close

Attachment

After clicking the attachment on the grid or on a specific window on the system it will take you to the window below.

This is where you will be able to add an actual attachment or a hyperlink

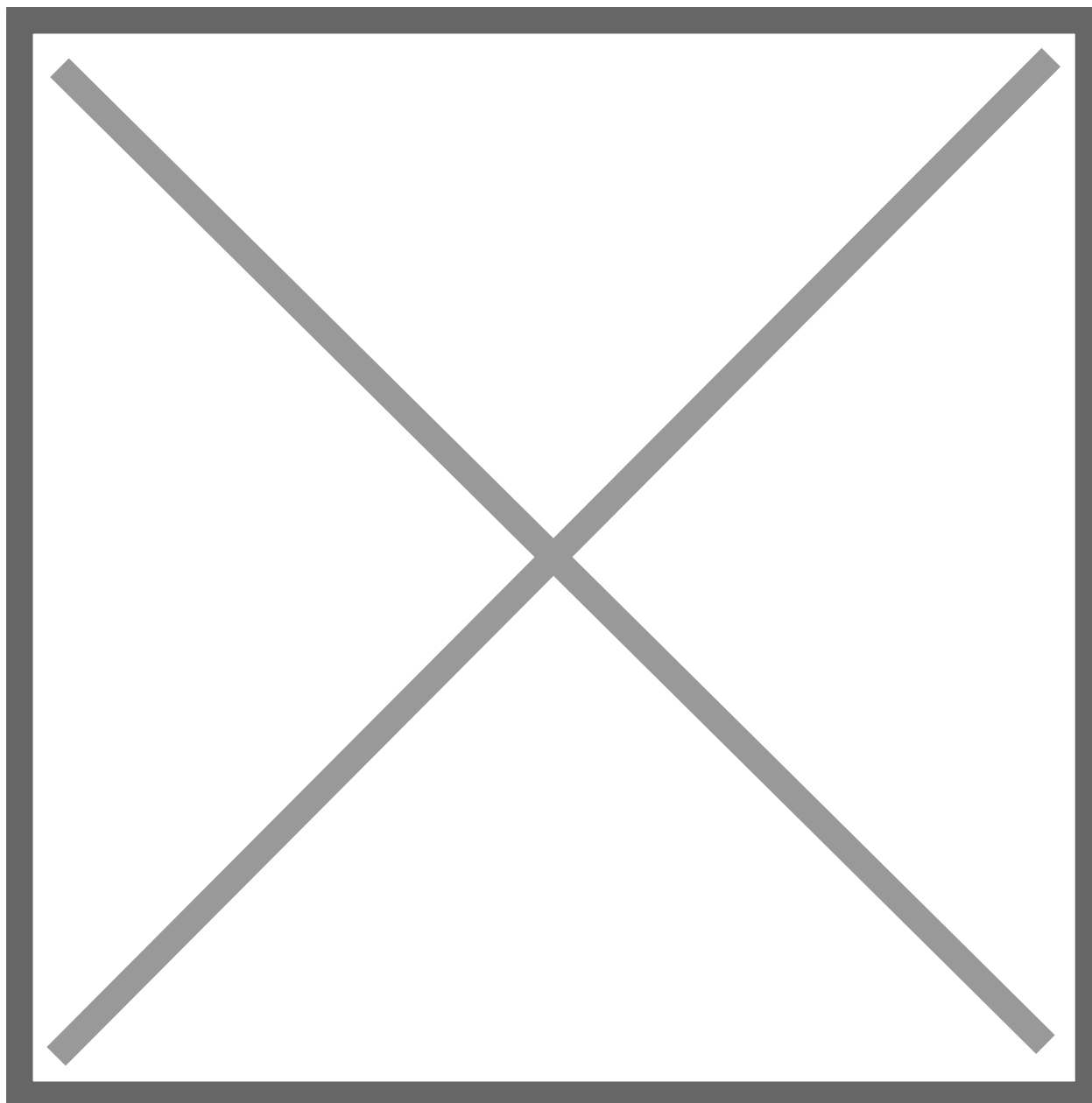


Upload	This allows you to load an image by selecting it from your computer
Drag & Drop	This function allows you to drag and drop an image where it is saved or directly from outlook
Edit	This allows you to edit image name, description or file type
View	You can click view to view an attachment
Delete	This button allows you to delete an attachment id you no longer need to see it
Email Self	This will email the attachment directly to your outlook
Download	This allows you to download the image directly to your computer
Download All	If they are multiple attachments to load you can click on download all
Allow Email	This button allows you to put a flag on the attachment to allow email or not allow email
View Attachment	View Attachment shows a preview of the attachment

Linkit (hyper-links)

This allows you to add a hyperlink to across the system.

This can be links to more information on the debtor/ customer, Creditor/Supplier or Inventory/ Stock Item or any other document accross the system



Revision #7

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