

Online Faculty System

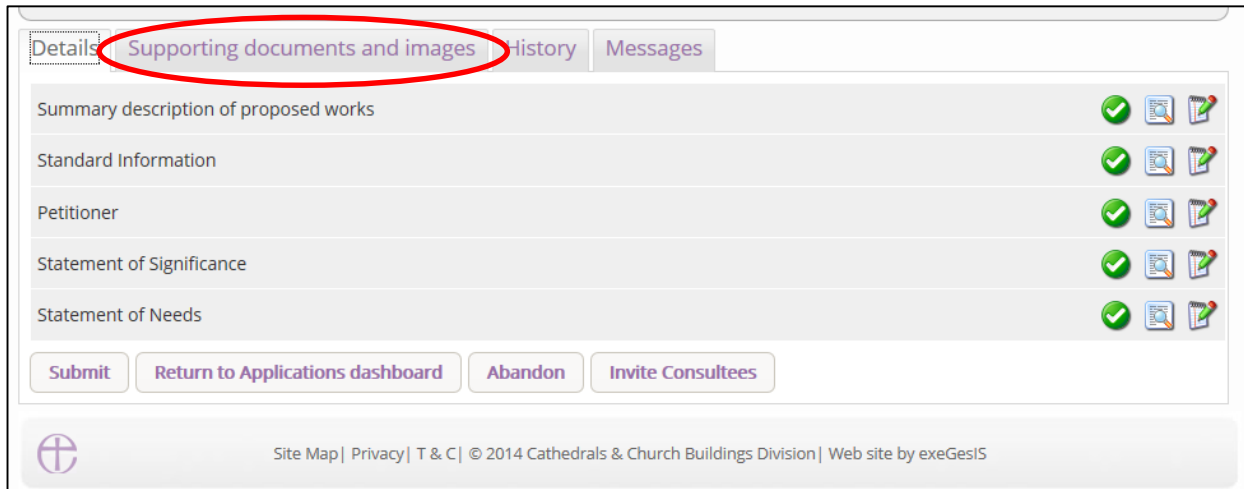
HOW TO ATTACH SUPPORTING DOCUMENTS AND IMAGES

JULIE PATENAUDE

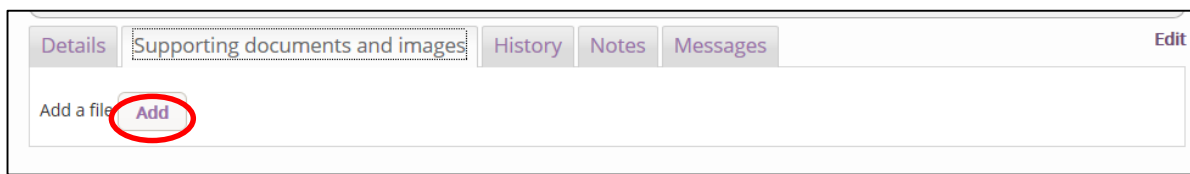
Attaching Documents

If you need to attach documents to support your proposal:

1. Go to the application's case file
2. Click on **Supporting Documents and Images**



3. Click **Add**

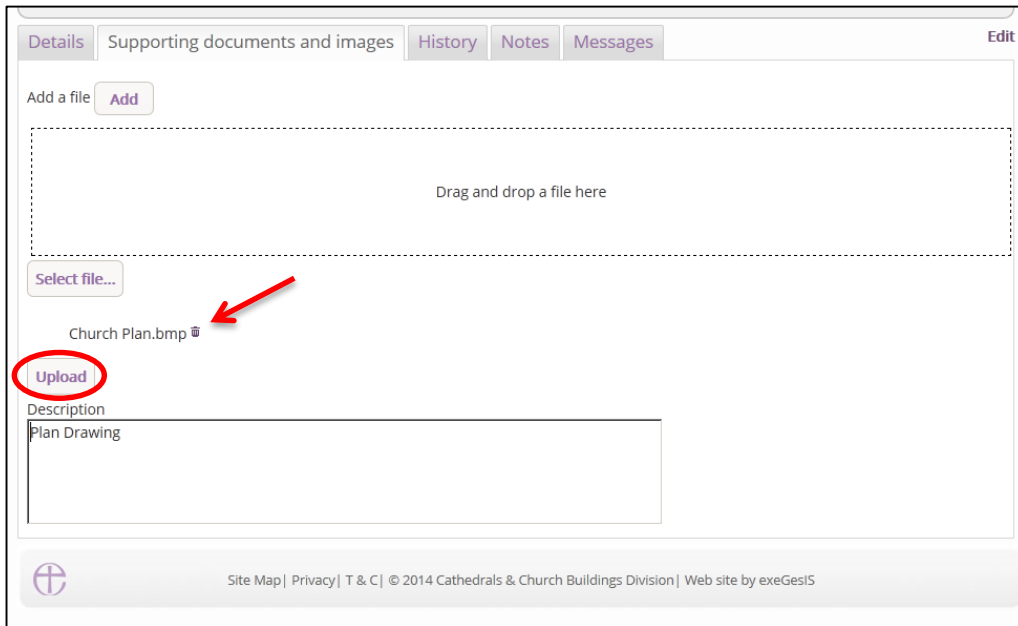


Option 1

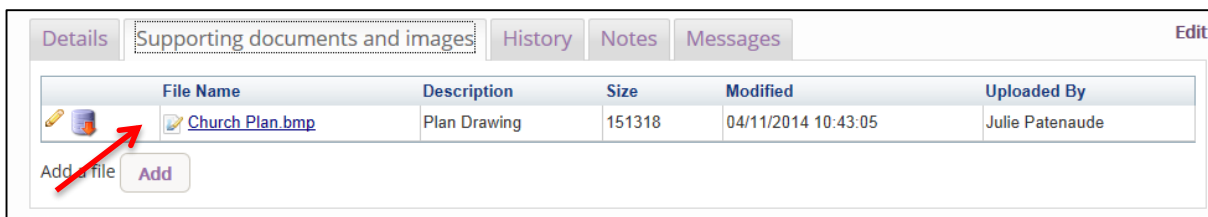
4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)



6. Notice that the file has uploaded (you can delete it by click on the trash can next to it)
7. Click **Upload**



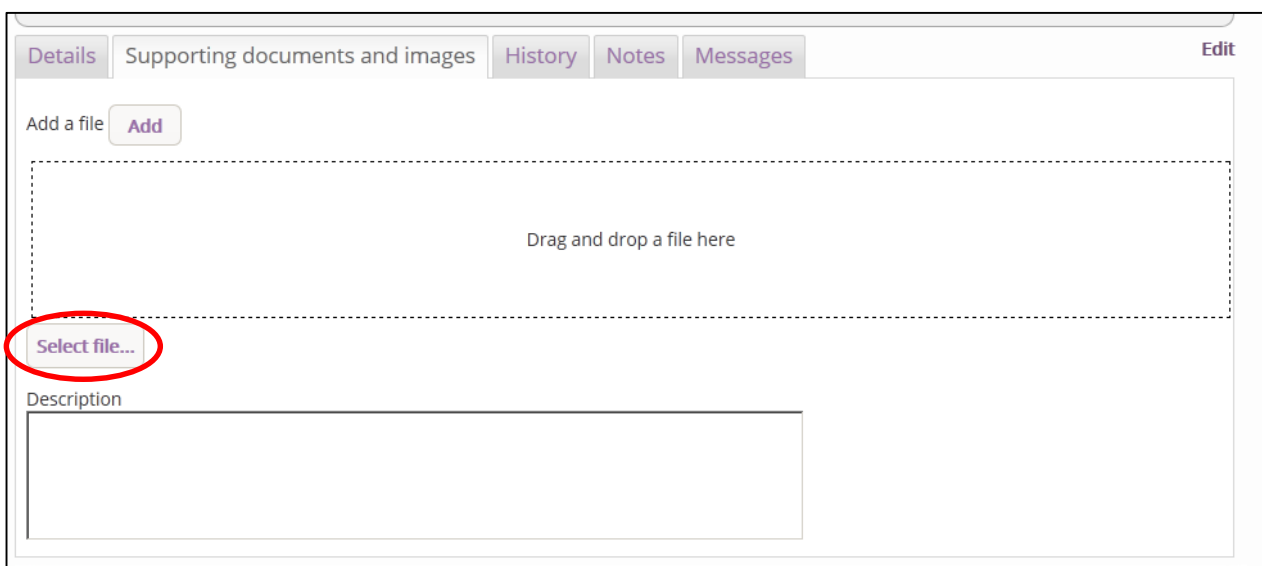
8. The file has successfully attached.



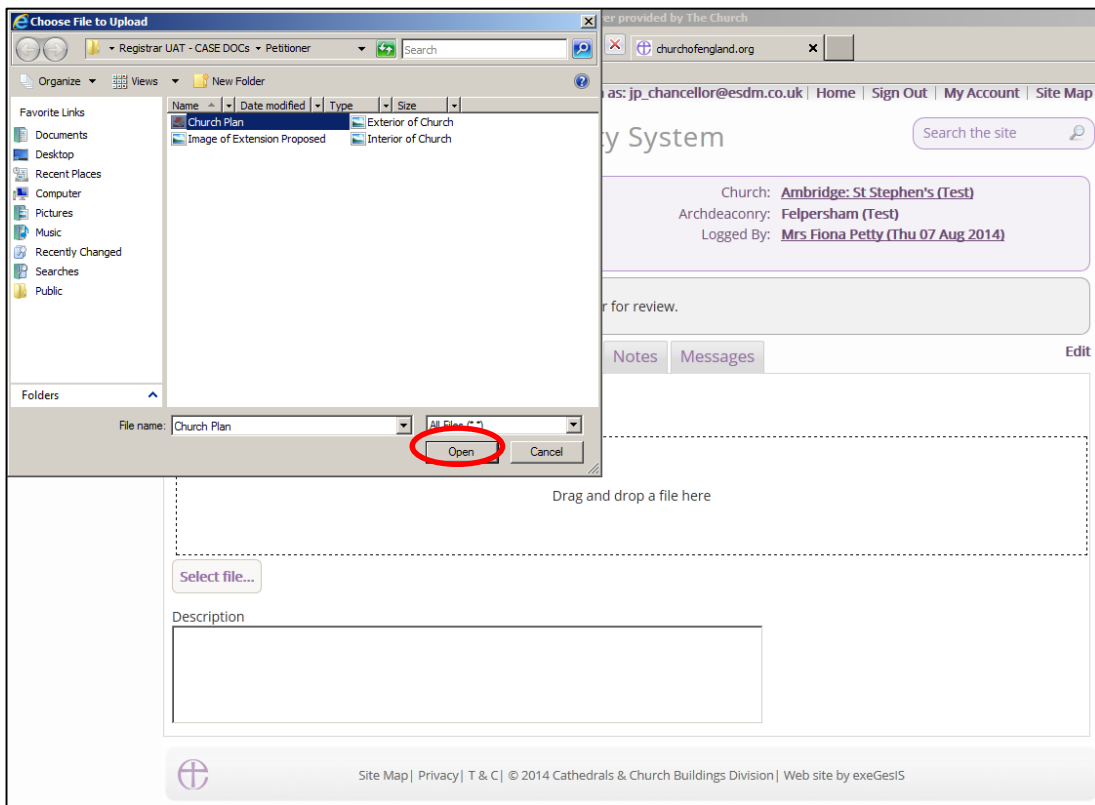
9. To add a second document – click add – and repeat the process.

Option 2

10. You can also choose to upload a file by **locating** it on your computer. Click **Select file...**

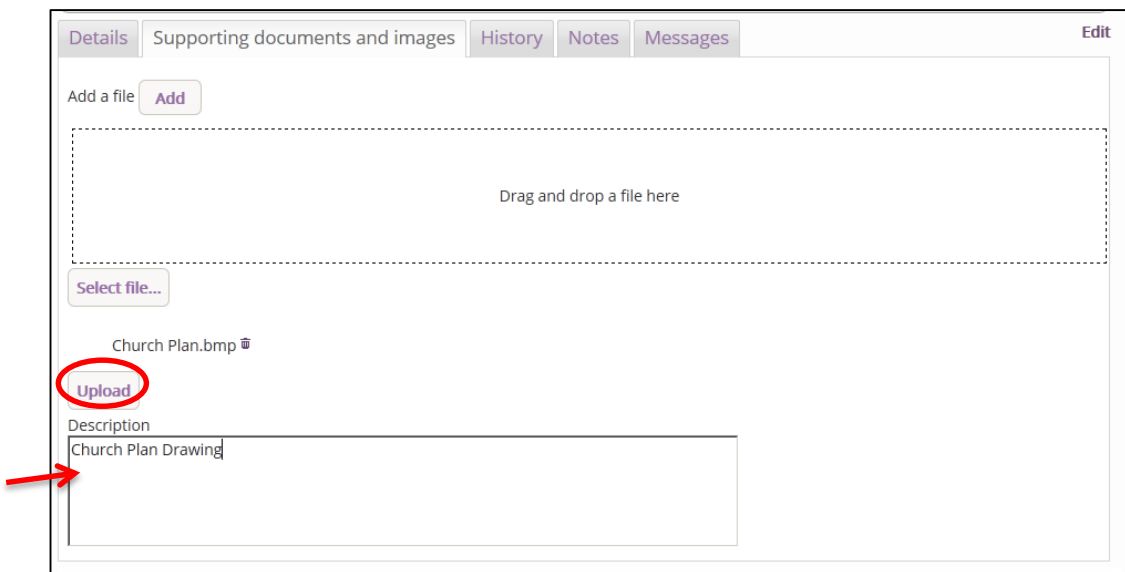


11. **Locate** the file on your computer. **Select** it. Click **Open**.

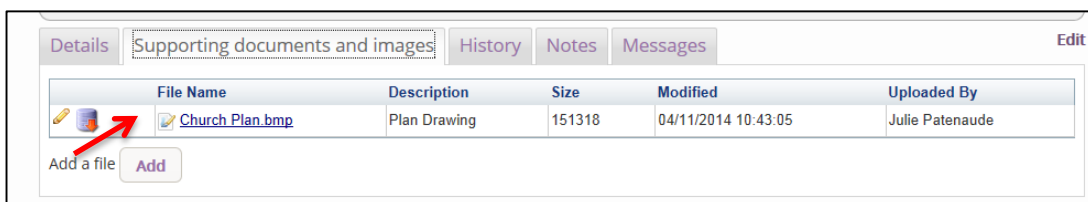


12. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)

13. Click **Upload**



14. The file has successfully attached



15. To add a second file – Click **Add** – and repeat the process