# Add or Delete an Attachment on a Project

Use these instructions to attach or delete a free form note on a project. An attachment may document requirements or information that is unique to a project.

**Prerequisites**

- You must have one of the following responsibilities to add or delete an attachment on a project:
    - ORG Account Establishment Specialist
    - ORG Account Establishment Specialist with Budget Approval
    - ORG Account Establishment Administrator
- The project must exist in the Oracle business system.
- The Project Number must be known.

**To add another attachment to a project:**

1. Navigate to **Projects > Find Projects,** click **Open** to open the **Find Projects** form.

    **Note:** The toolbar attachment icon, a picture of a paper clip, indicates the attachment feature is enabled. The icon displays as a paper clip holding a paper when the current record has at least one attachment.
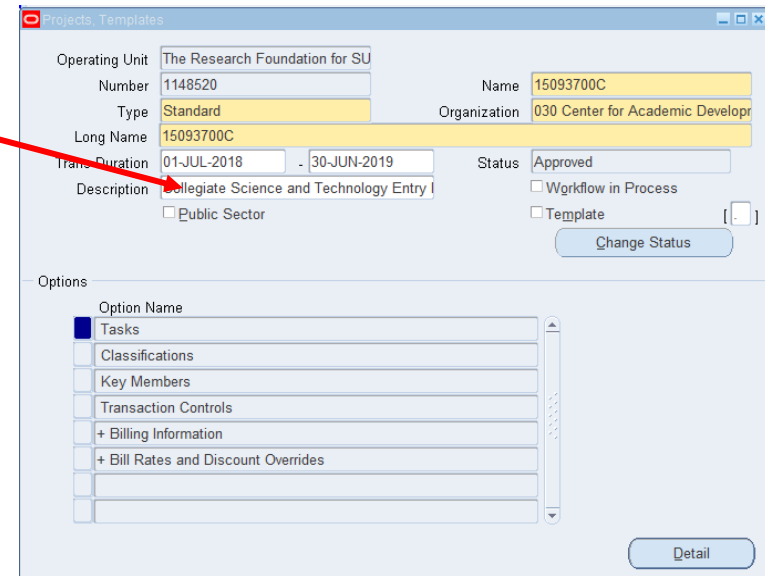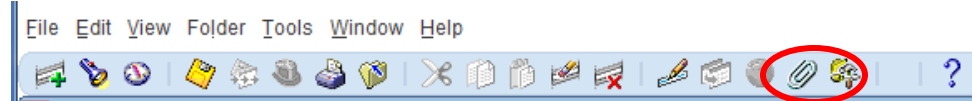
2. If a project already has an attachment, open the existing the attachment and add to it. Multiple attachments to a project can be accomplished in the same **Attachments** form.
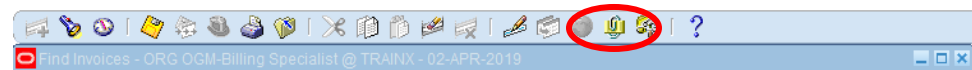
Attachments are printed when the report, **RF Project Abstract**, is printed for a project.

3.     Enter the **Project Number**, click **Open**.

4.     Click in any field above the Options region. This step ensures that the attachments are tied to the selected project.

5.     Perform one of the following steps:

- If the Project has an existing attachment, the icon appears as a paper clip holding paper.  **Note**: If a record already has an attachment, you can open the existing attachment and add to it. Multiple attachments to a Project should be accomplished in the same Attachments form.

- Click the **Attachments** paper clip icon on the toolbar to open the Attachments form.

- Click in the **next available line** of the multi-line attachment block.

- Enter the following fields:

  **Category**.  Choose **Miscellaneous** from the List of Values.

  **Description**. Enter the **award number** associated with the **Project** abstract notes. The award number entered in this field determines project notes that will print on the abstract.

  **Data Type**.  Choose from File, Short Note, Long Note, Web Page.  **Note:** When the **May Be Changed** check box is checked, the attachment may be edited by other users.

6. Enter the text of your attachment in the document block.

7. Select **File > Save**.

**To attach a new file, select File in the Data Type field. A new Browser window displays.**

1. Click **Browse** to find and select the file. **Note**: A message will appear at the bottom of the window indicating your file was uploaded successfully.
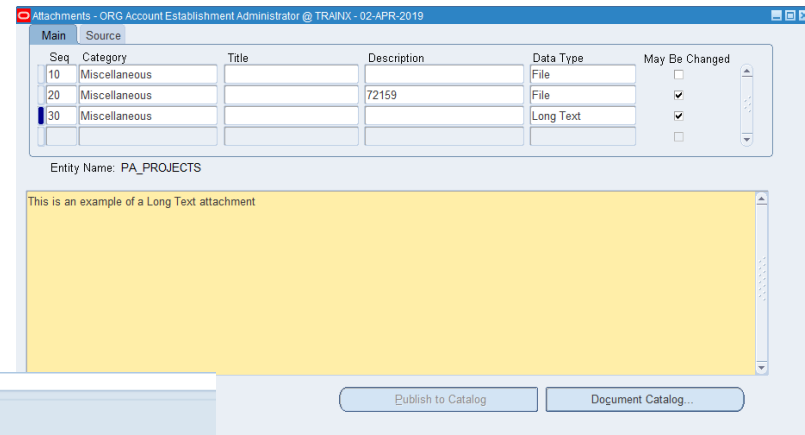
2. Select **File > Save**.

**To Delete an existing attachment, click on the sequence number of the attachment to delete.**

1. Select **Edit > Delete Record**.

2. Click **OK** on the Decision Window delete both the document and the attachment.

3. Select File **> Save** to save your changes.