![SUNY RF logo]

Modify Standard or Template Attachments

Use these instructions to modify an existing standard or template attachment.

Prerequisites

- You must have the **ORG Standard Attachments** responsibility to modify standard or template attachments.
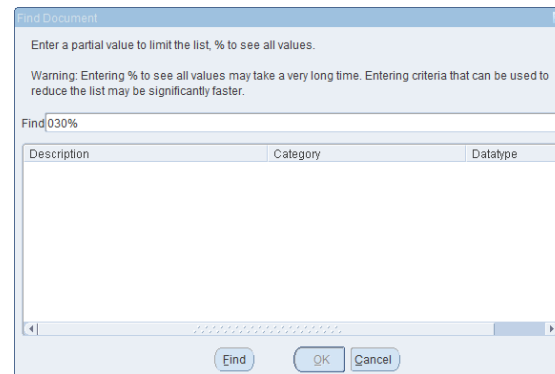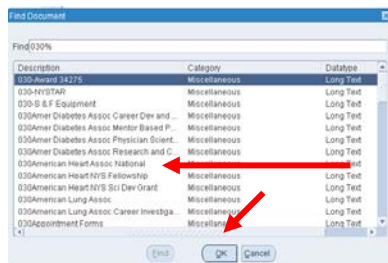- A standard attachment must exist in the Oracle application.

To modify standard or template attachments:

1. Navigate to **ORG Standard Attachments** to open the **Documents - Standard Attachments** window.
2. Click **View, Find** from the Menu, enter a partial value in the Find field, Find Document form, click **Find.**
3. Select from the List of Values, click **OK**.
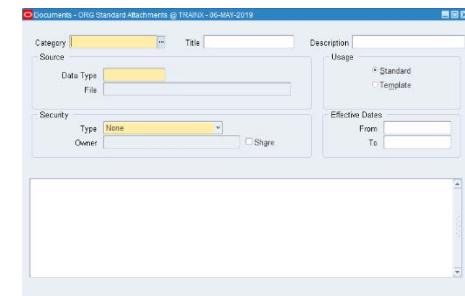
4. **View/edit** the document in the **Document** block.
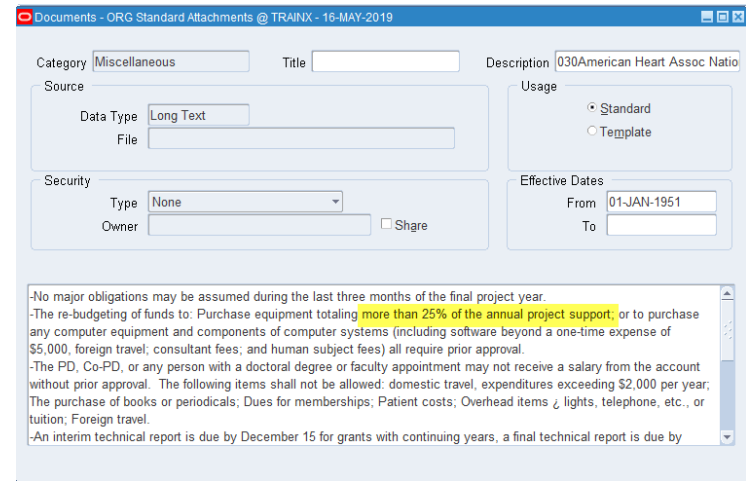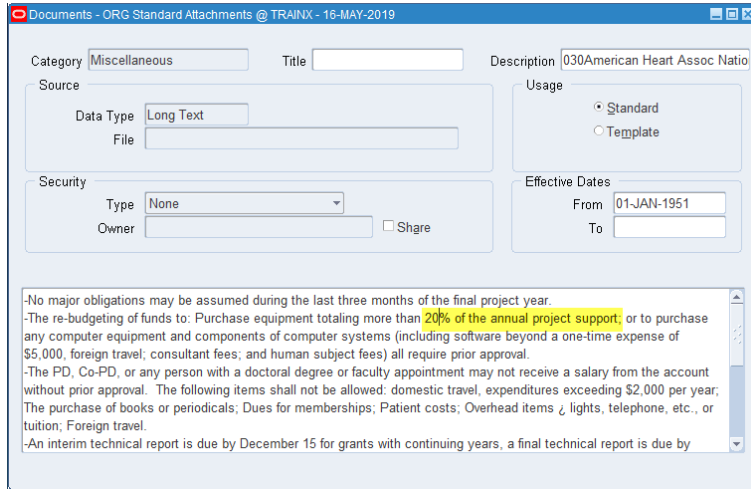
5. Edit or review the following fields:

   Description.   **Note**: Any change made to a **standard attachment**, used to attach non-editable recurring notes to an award, automatically updates any awards/projects to which it is added. Any change made to a **template attachment**, used to attach editable recurring notes to an award, does not automatically update any awards/projects to which it is added.

   Effective Dates – From. The start date of the attachment.

   Effective Dates – To. The end date of the attachment

6. Select **File > Save**.
7. Select **File > Close Form**.