IW32 Attaching Supporting Documents
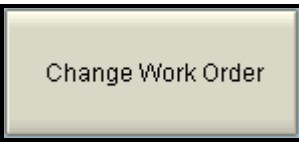
IRIS
Integrated Resource
Information System

Process: This process is used to attach supporting documents for a work order. Documentation can include quotes, warranties, certificates of insurance, drawings, etc.

Role: Plant Maintenance User	**Frequency:** When needed

BEGINNING STEPS	
Click on the **Change Work Order** button	Change Work Order

CHANGE ORDER: INITIAL SCREEN	
Enter the work order number into the **Order** field	Order 807000000437
Click on the **Components** button located on the **Application Toolbar**	Components

CHANGE CORRECTIVE: COMPONENT OVERVIEW	
Click on the right side of the **Services for Objects** icon	
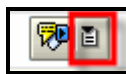
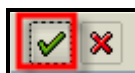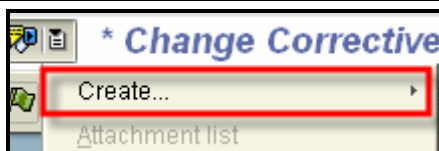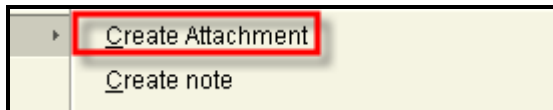| CHOOSE AN OBJECT	
Click on the **Select** icon to the left of **Maintenance Order**	Object type Object name Maintenance order 807000000437 Maint. Notification 000010000469
Click on the **Continue** icon	✓ ✗

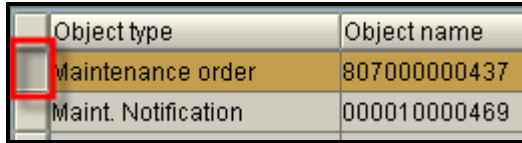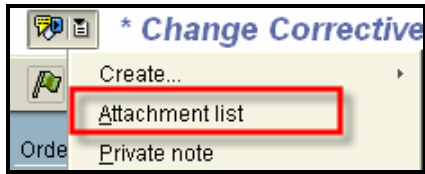| CHANGE CORRECTIVE: COMPONENT OVERVIEW	
Roll your mouse over the menu selection **Create**	* Change Corrective Create... ▶ Attachment list
In the menu that appears, select **Create Attachment**	▶ Create Attachment Create note
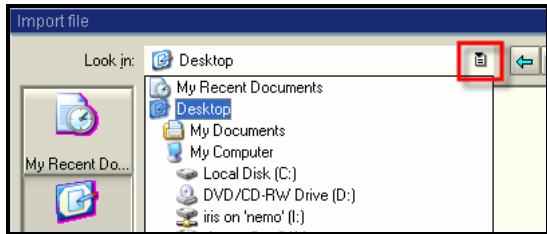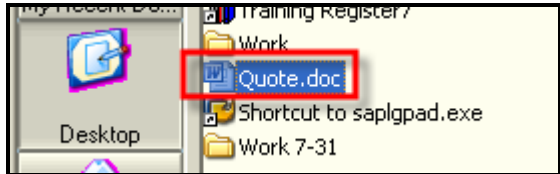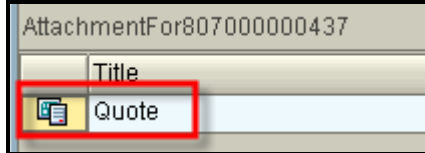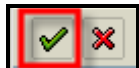
IMPORT FILE	
When the import window appears, use the **Look in:** field to find your document	
To select your file, double-click on it	

CHANGE CORRECTIVE: COMPONENT OVERVIEW	
To view the attachment, click on the right side of the **Services for Objects** icon	

CHOOSE AN OBJECT	
Click on the **Select** icon to the left of **Maintenance Order**	
Click on the **Continue** icon	

CHANGE CORRECTIVE: COMPONENT OVERVIEW	
Click on **Attachment List**	

SERVICE: ATTACHMENT LIST	
To select the document, double-click on the document	
To close the attachment list window, click on the **Continue** icon	

CHANGE CORRECTIVE: COMPONENT OVERVIEW	
Click on the **Back** button to return to leave the transaction	