

Add Attachments Using the Data View Tool

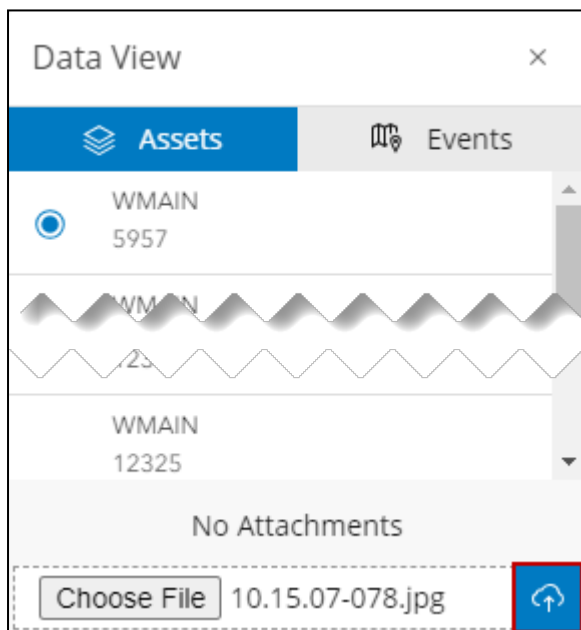
The **Data View** tool is used to attach and view files on assets, and can be added directly to work activities (also known as events), projects, or contracts.

To Assets

1. Click **Data View** on the map toolbar.
2. Select assets on the map.
3. Click **Assets**.

The **Assets** tab populates with the selected assets.

4. From the list, select the asset you want to add attachments to. The first asset in the list is selected by default.
5. Click **Choose File**.



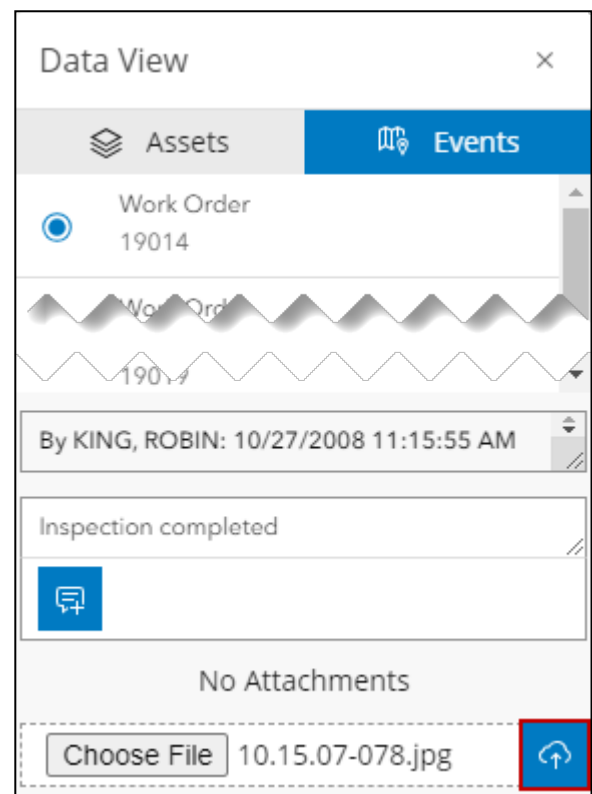
6. Navigate to the file to be attached and select it.
7. Click the upload icon.

To Events

1. Click **Data View** on the map toolbar.
2. Select events on the map.
3. Click **Events**.

The **Events** tab populates with any comments and/or attachments associated to the selected work activity, project, contract, or the first item listed.

4. From the list, select the event you want to add attachments to.
5. Click **Choose File**.



6. Navigate to the file to be attached and select it.
7. Click the upload icon.

Once the attachment is uploaded, it is visible in the **Attachments** list for the selected work activity, project, or contract. Attachments can be removed from the work activity on the **Attachments** panel.