

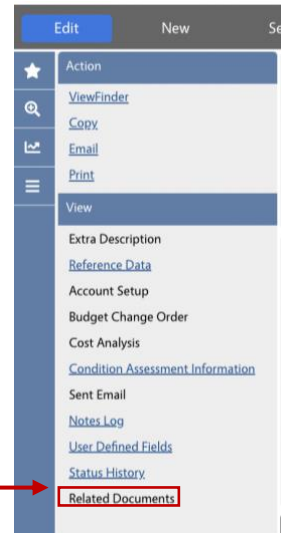
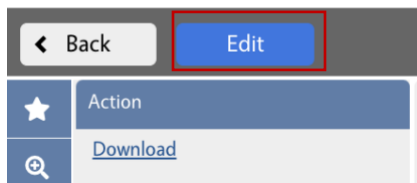
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ATTACHING RELATED DOCUMENTS

Related Documents for Work Orders and Phases

1. To attach to the **Work Order**, click **Related Documents** on the Work Order screen
To attach to a **Phase**, click **Related Documents** on the Phase screen
2. Click **Edit**

AiM Related Documents



3. Click **Add**



4. Click **Choose Files** and select the file you are uploading to the Work Order or Phase

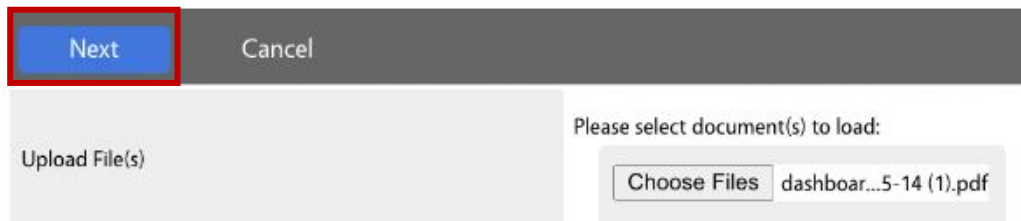
AiM New Document



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5. Click **Next**

AiM New Document



Next Cancel

Upload File(s)

Please select document(s) to load:

Choose Files dashboard...5-14 (1).pdf

6. Type in the Title of the file and click the **magnifying glass** in the Type field

AiM New Document



Next Cancel

Upload File(s)

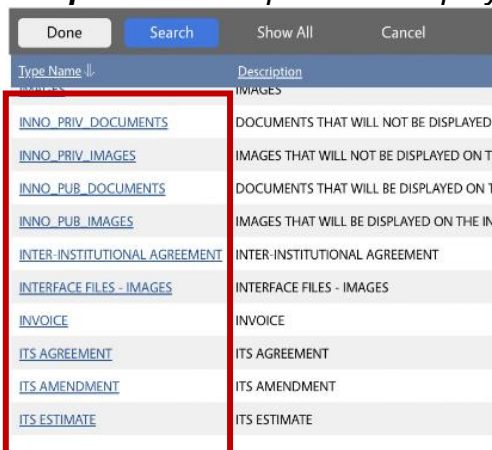
Add Meta Data

Title

Type

7. From the list, select the appropriate document type

Tip: You can expand the display and navigate through the list at the bottom of the page



Type Name	Description
INNO_PRIV_DOCUMENTS	DOCUMENTS THAT WILL NOT BE DISPLAYED
INNO_PRIV_IMAGES	IMAGES THAT WILL NOT BE DISPLAYED ON TI
INNO_PUB_DOCUMENTS	DOCUMENTS THAT WILL BE DISPLAYED ON T
INNO_PUB_IMAGES	IMAGES THAT WILL BE DISPLAYED ON THE IN
INTER-INSTITUTIONAL AGREEMENT	INTER-INSTITUTIONAL AGREEMENT
INTERFACE FILES - IMAGES	INTERFACE FILES - IMAGES
INVOICE	INVOICE
ITS AGREEMENT	ITS AGREEMENT
ITS AMENDMENT	ITS AMENDMENT
ITS ESTIMATE	ITS ESTIMATE

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8. Click **Next**

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Next Cancel

Upload File(s)

Add Meta Data

Title Example

Type ITS Agreement

9. Click **Next** again. Permissions do not need to be set.

AiM New Document



Next Cancel

Upload File(s)

Permissions

Role	Description
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10. Click **Save**

AiM Related Documents



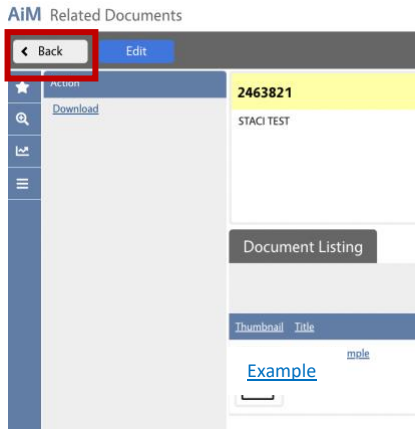
Save Cancel

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STACI TEST

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11. Document appears in Document Listing. Click **Back** to return to the Work Order or Phase



Note:

Related documents can be viewed by clicking on the **Related Documents** link in the left navigation from the **Work Order** or **Phase** screens.