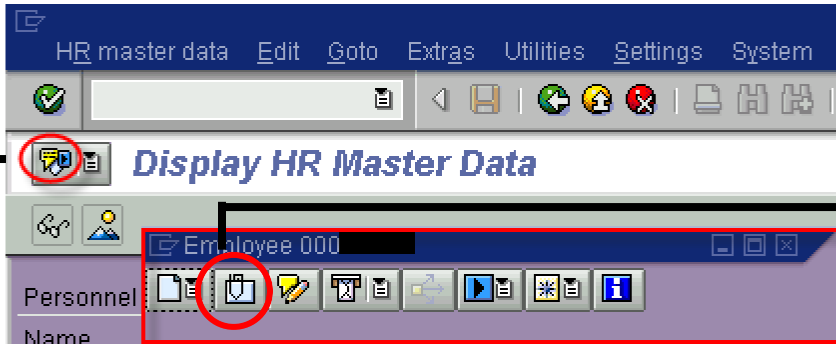
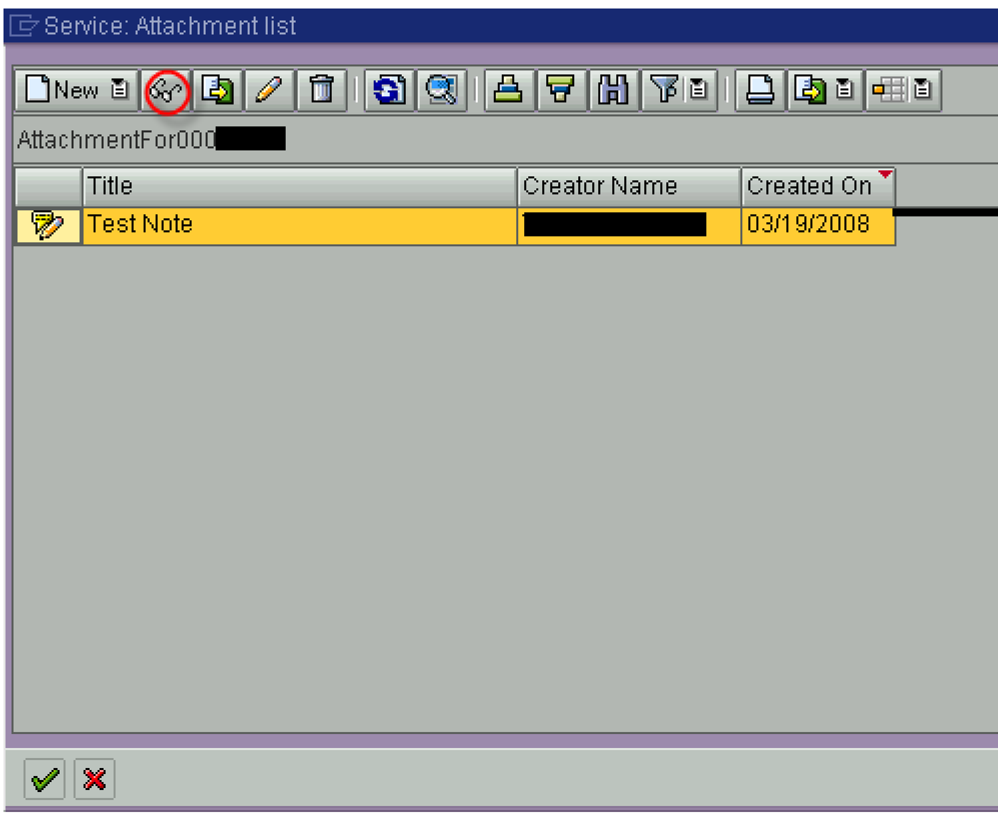
To view notes and attachments in SAP:

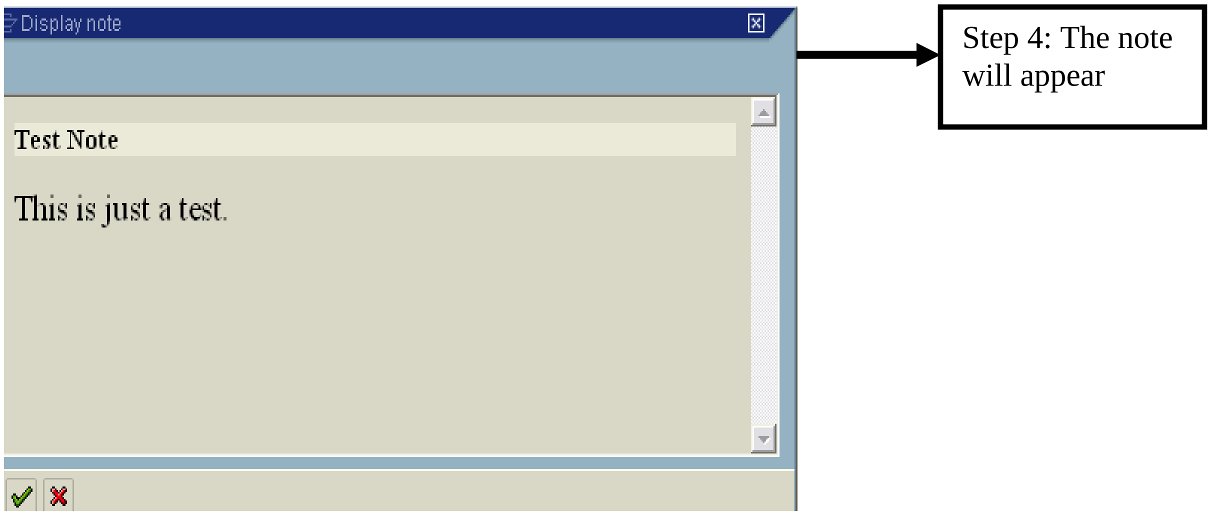


Step 1: Click on the call out icon

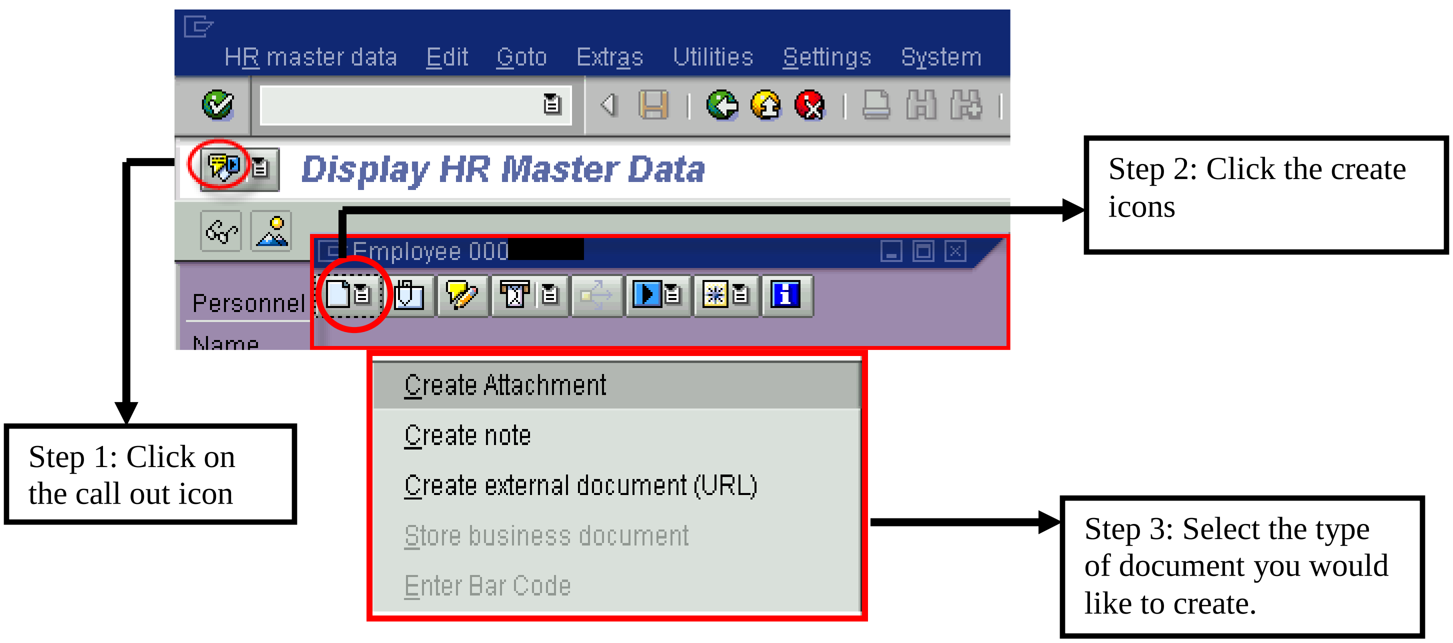
Step 2: Click on the attachment list icon.
Note: If this icon is grayed out this means no notes exist for that employee

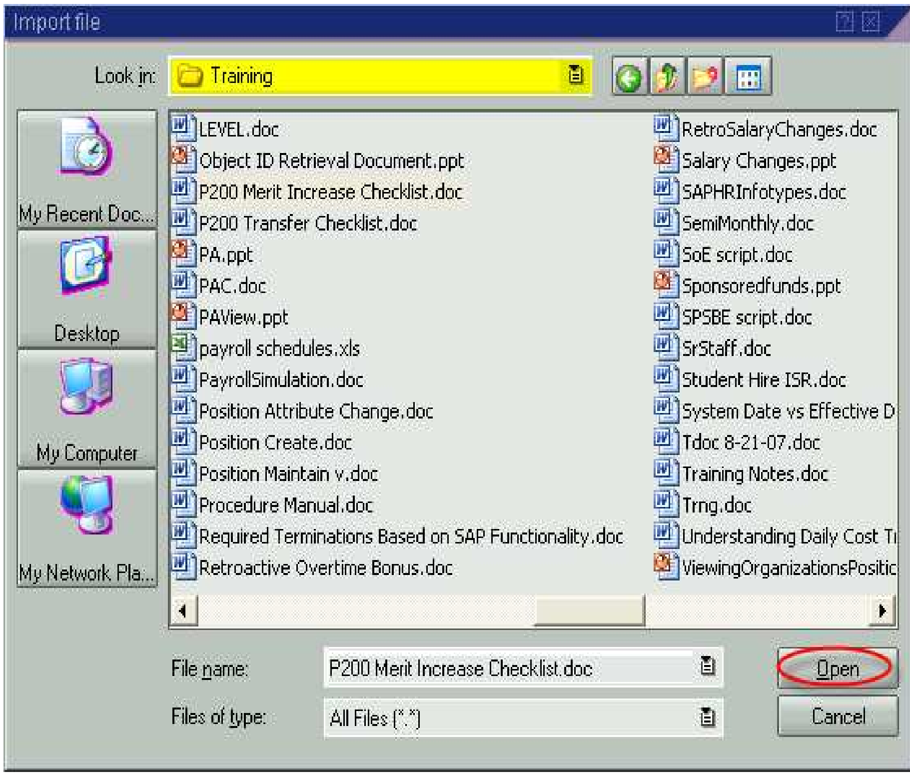


Step 3: Double click or select and click the view icon to display the contents of any note present on an employee's record.



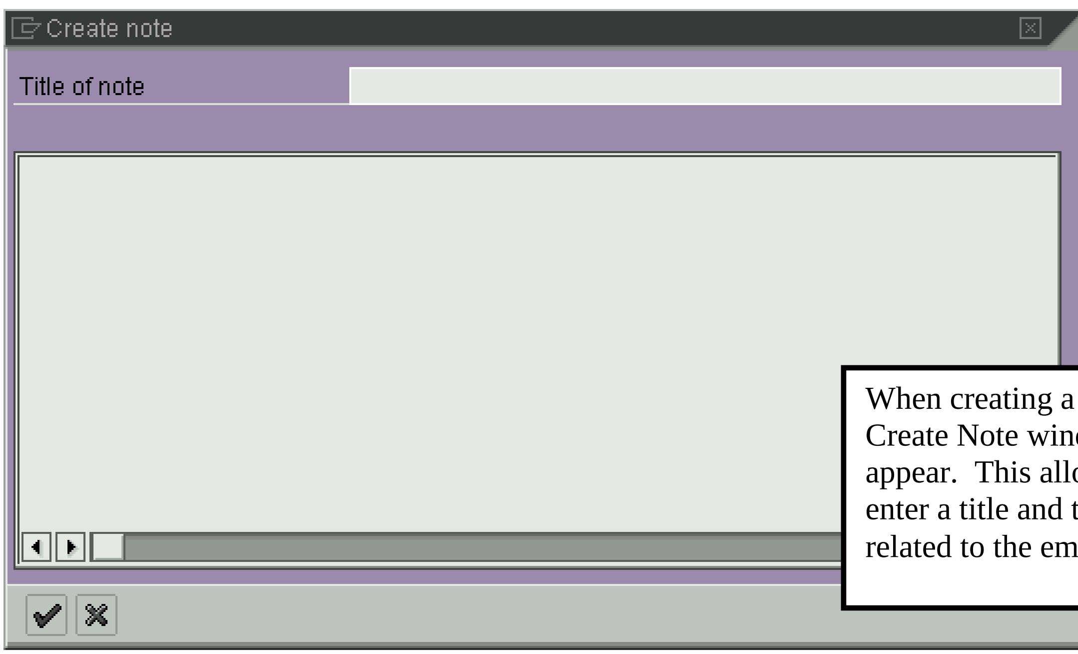
To create a note a note or attachment:





When creating an attachment, the Import File window will appear. Select the directory and file name you would like to attach to an employee's record. Then select open.

The file is now attached. The title of the document will serve as the attachment title.



When creating a note the Create Note window will appear. This allows you to enter a title and type notes related to the employee.

When creating an URL, the Create link to Web page window will appear. Insert a title and type the web address in the address field.

After you have created a document you can edit it using the toolbar. You will only be able to edit a document that you have created. You will not be able to edit documents created by others.

 The pencil icon is used to change the contents of a note

 The trash icon is used to delete a note, attachment or URL

 The print icon is used to print a note or attachment