IST — Information Services & Technology

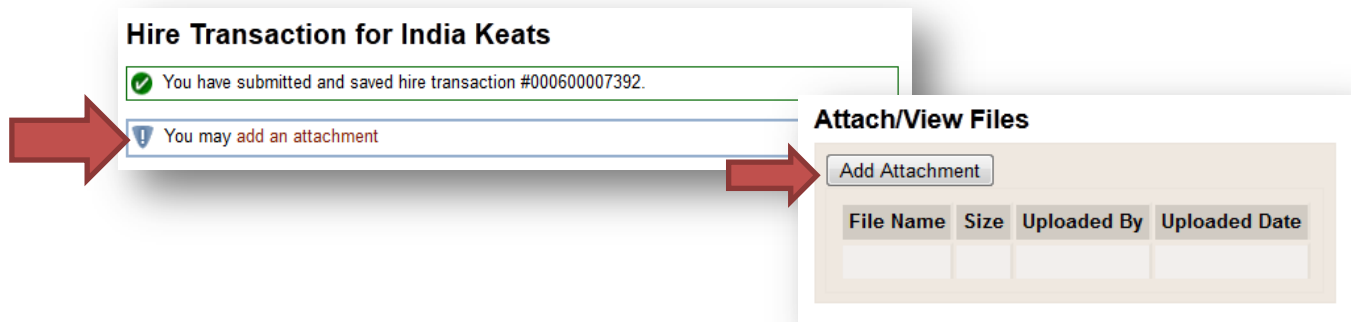MIT — Massachusetts Institute of Technology

DOCUMENT ATTACHMENTS

ATTACHING A DOCUMENT TO A TRANSACTION

Documents may be attached to a transaction when the transaction is created, and also after it has been created and until it is either processed by the Service Center or rejected.
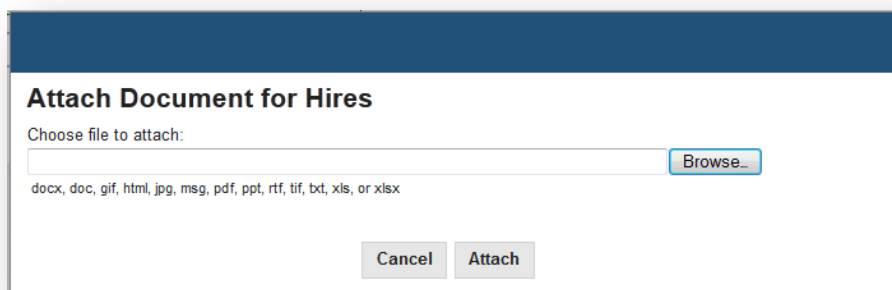
1. For new transactions you create, there will be a message below the confirmation message: click the link to **add an attachment**.
    OR
    If this is an existing transaction, open it to the details view. Near the bottom, below the details of the transaction, click the **Add Attachment** button

Hire Transaction for India Keats

✅ You have submitted and saved hire transaction #000600007392.

⚠️ You may add an attachment

Attach/View Files

Add Attachment

File Name	Size	Uploaded By	Uploaded Date

2. **Browse** to locate the file you wish to attach. When the file you want is listed in the attachment field (shown below), click the **Attach** button.

Attach Document for Hires

Choose file to attach:

[   ] Browse…

docx, doc, gif, html, jpg, msg, pdf, ppt, rtf, tif, txt, xls, or xlsx

Cancel   Attach

3. To add more attachments, repeat steps 1 and 2. If you open the attachment window in error, click **Cancel**.

VIEWING OR DELETING ATTACHED FILES

Attached files may only be viewed by authorized system users, and those with SAP access to employee information. Files attached to a transaction may be deleted as long as the transaction has not yet been processed. Transactions that are rejected automatically have all attached files deleted.

Attach/View Files

[Add Attachment]

	File Name ⇕	Size ⇕	Uploaded By ⇕	Uploaded Date ▾
🗑	IKeats_CV.docx			

Opening IKeats_CV.docx

You have chosen to open

📄 **IKeats_CV.docx**

which is a: Microsoft Word Document
from: https://insidemit-apps-dev.mit.edu

What should Firefox do with this file?

◉ Open with   Microsoft Word (default) ▾

○ Save File

☐ Do this automatically for files like this from now on.

[OK]   [Cancel]

To view an attached file:

1. Open the transaction, either from your Inbox or from a search.
2. In the **Attach/View Files** area, click on any File Name that you wish to view.
3. Depending on the file type, the attached file may launch another application (e.g., Word or Excel), or the attachment may open in your web browser.
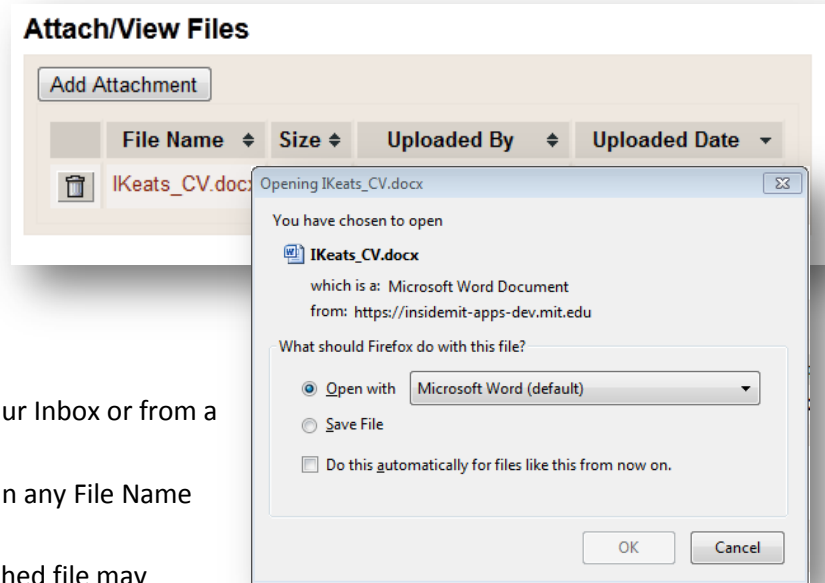
To delete an attached file:

1. Open the transaction from your HR Inbox. *Note: You cannot delete attachments from transactions you have opened from a search, only those you have opened from your HR Inbox.*
2. In the **Attach/View Files** area, click the trashcan icon next to the file you wish to delete.

SEARCHING FOR TRANSACTIONS WITH ATTACHMENTS

Tip: If you are an approver, your Inbox contains a paperclip column at the far right, which will indicate whether there are attachments to the transaction.

1. From the Employees tab in SAPweb, select **View a Transaction**. This will open the search page shown at right.
2. Check the box at the bottom next to **With Attachments**. Enter other search criteria as desired.
3. Click the **Search** button.

Search for a Transaction

Enter the search criteria for the transaction(s) you want to find. You can enter a single value or a range of values.

Employee Name	First / Last
Employee MIT ID	
Department Name	Choose a Department ▾
Transaction Type	Choose an Action ▾
Submission Date	2/29/12 to 3/29/12
Effective Date	mm/dd/yyyy to mm/dd/yyyy
Status	Select one ▾
Transaction #	
With Attachments	☐ ⬅

[Search]