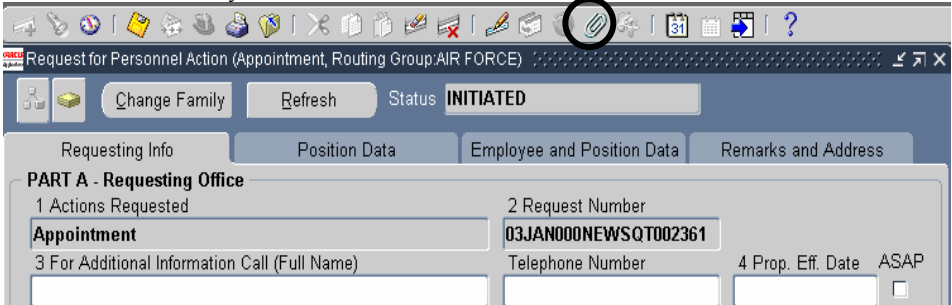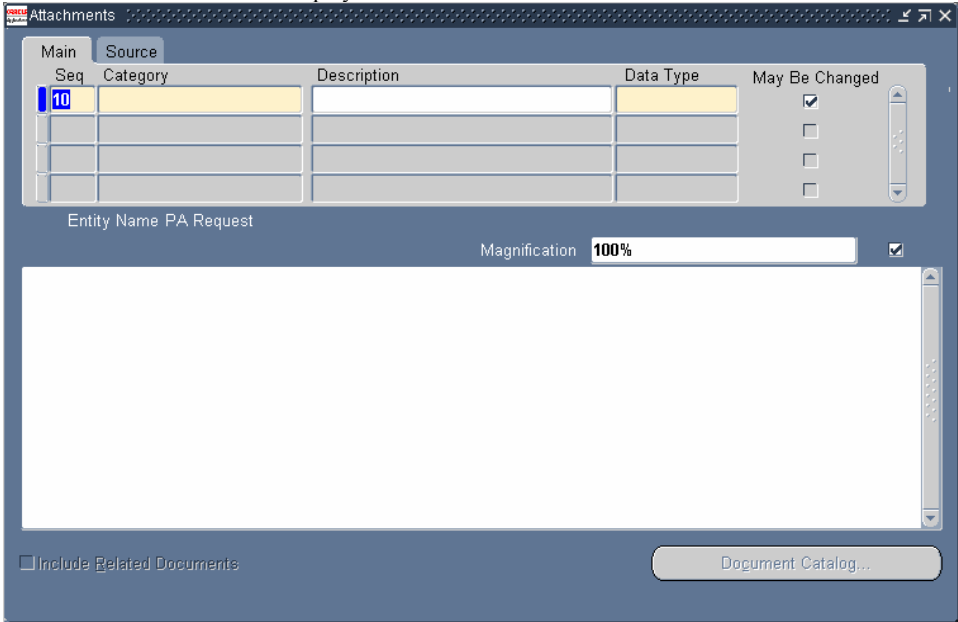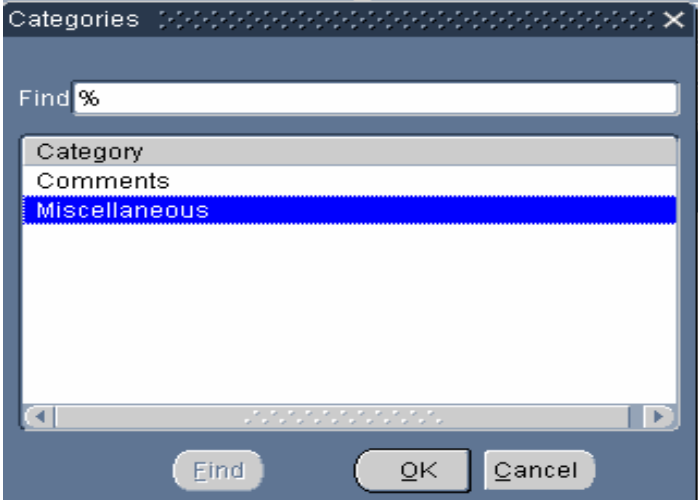# Attaching a Document to the RPA in 11i

Purpose   This handout shows how to attach Word documents, spreadsheets, or other computer files (including lengthy comments) to a Request for Personnel Action (RPA), how to view and/or print an attached document, and how to delete an attachment.

Accessing the RPA   You can attach a document or note to an RPA that you are creating, or to an RPA that has already been created and is in your inbox.

Attaching a Document   Follow these steps to attach a document to an RPA:

Step	Action
1	While the RPA to which you want to attach a document is open on your screen, click the Attachments button on your toolbar.
2	The **Attachment** Window is displayed:

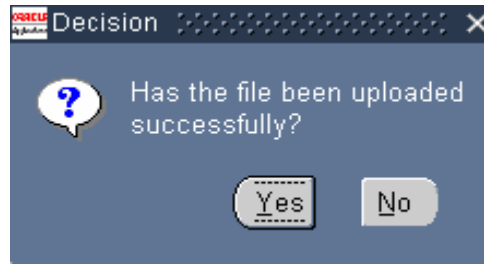| 3	Click the **Category** data field. Click the LOV at the end of the data field and when the Category LOV displays type a percent % in the find data field and click the Find button. Select either Comments or Miscellaneous:
	Categories ✕ Find % Category Comments **Miscellaneous** ◄ ···· ► Find OK Cancel • *Comments* allows you to enter text and save it with the RPA. This is similar to using the notepad, but using Comments does not have the 2000-character size limitation of the notepad. • *Miscellaneous* is used to attach an existing document or create a new document from another application such as Microsoft Word, Excel, etc. Select the appropriate category, click **<OK>** to populate the **Category** data field.
4	Type a description of the information to be attached in the **Description** data field by typing something that descriptive, short, and understandable to users, e.g., "Job description" or "Org chart."

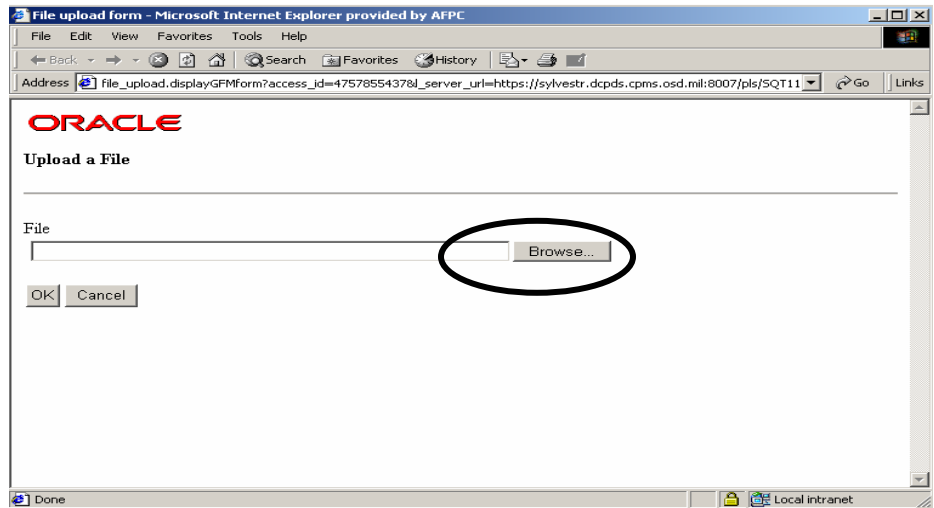| 5	Click the ***Data Type* data field**. Then click the LOV button on the toolbar for a listing of data types that can be attached. Click the data type you want and click **<OK>**. The most commonly used data types are:
	- Document Reference-allows you to attach documents that furnish information to support a business object or action on the business object from the Document Index database. - File – allows you to attach a Word document, spreadsheet, etc., to the RPA. - Long Text – allows you to type free-form comments similar to using the notepad, but without the 2000-character limitation of the notepad. - Short Text – allows you to type free-form comments similar to the notepad. Also like the notepad, Short Text has a 2000-character limitation. - Web Page –is a URL reference that you can view with your Web browser. You must define your Web browser to view a Web page attachment

Datatypes ✕

Find %

Datatype
Document Reference
File
Long Text
Short Text
Web Page

Find   OK   Cancel
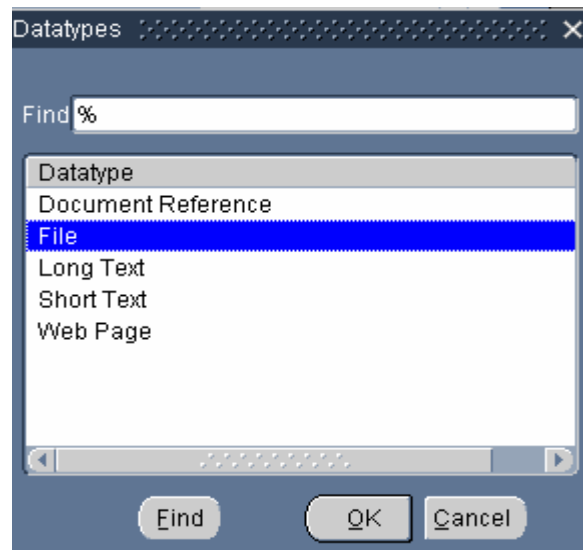
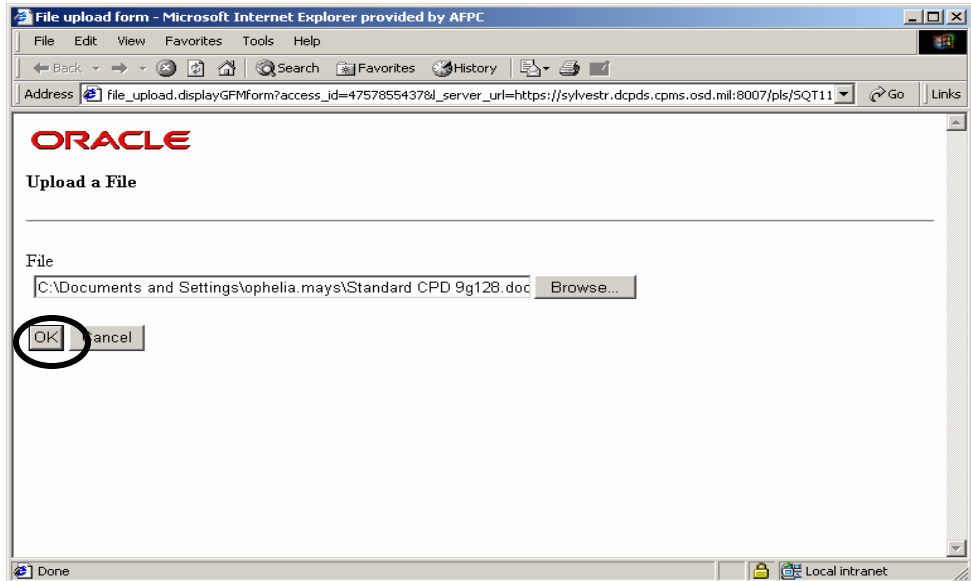|	
6	After you select the **data type** the following decision window will display**: Select "No".**
	The following window browser will display:
7.	**Click** the **browse** button to locate the file that needs to be attached.
8	The ***Browse*** button is available so that you can use it to select the drive, directory, and file you will insert as an attachment. Browse through your file system the same way you do in other Windows applications to locate and select the file you want to attach. **Click the Open button.**
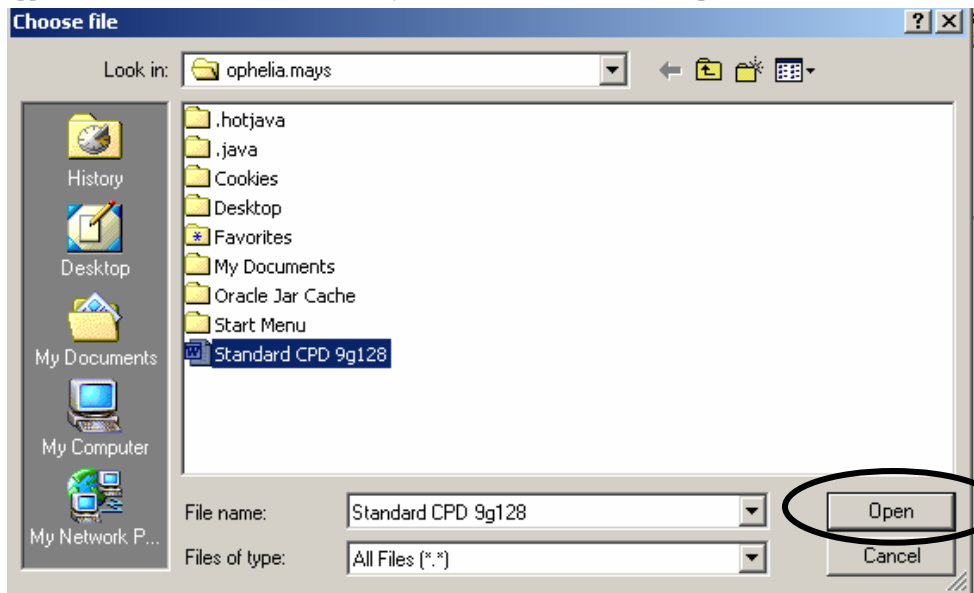
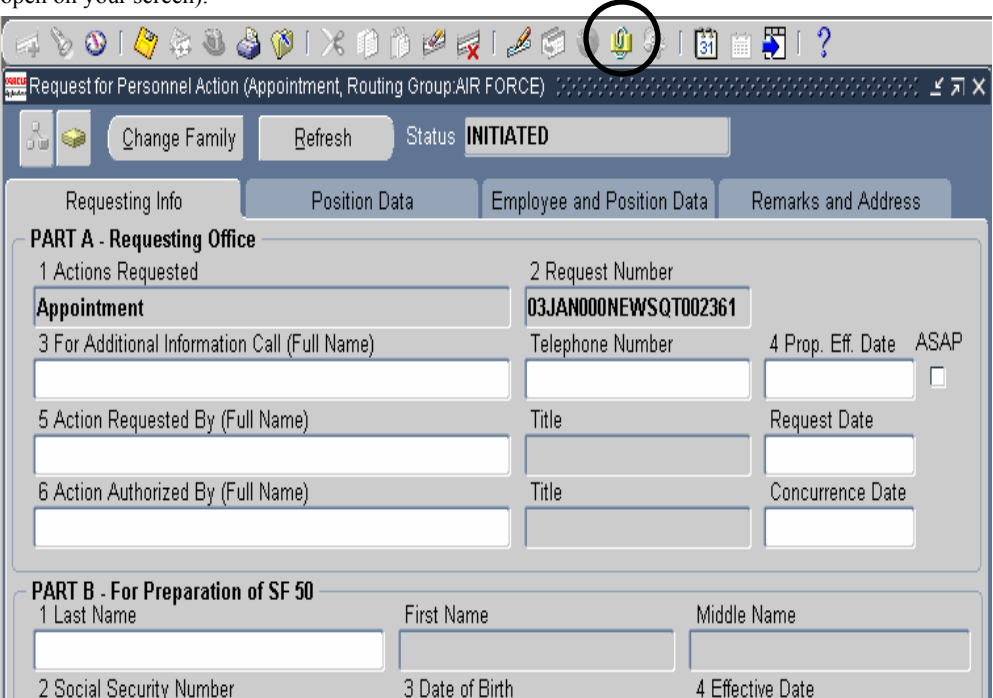| 9	The file you select will display in the File area. Click the OK button.
10	The following notice will display: Close the web browser and return to the Attachment form and click the **Yes** button on the Decision window to indicate file upload is complete.
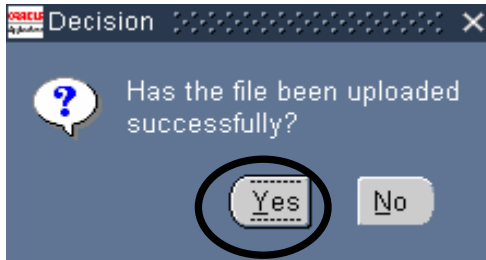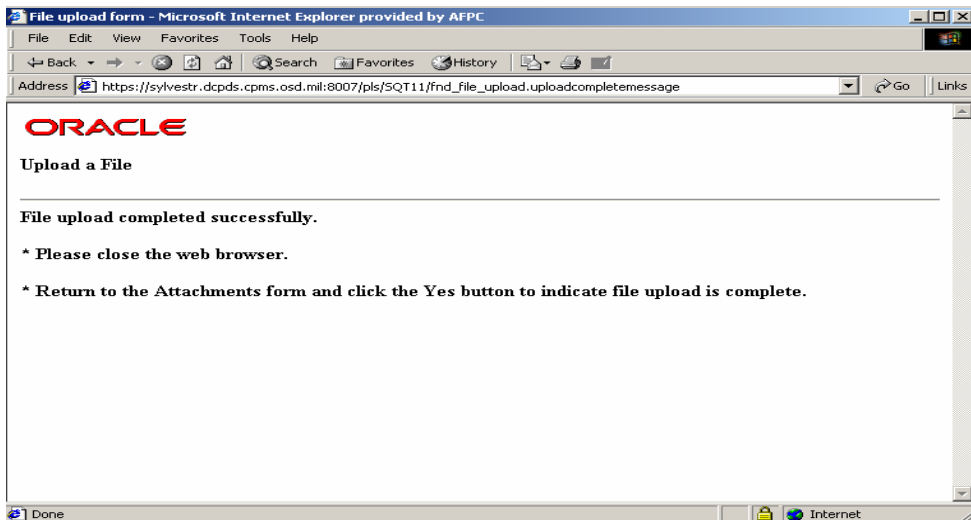
Step	Action
11 ![save icon]	**Click the** Save **button on the Toolbar to save the attachment information.**
12	Close the window and return to the RPA,

Viewing and printing an attachment

Follow the steps below to view or print an attachment to an RPA.

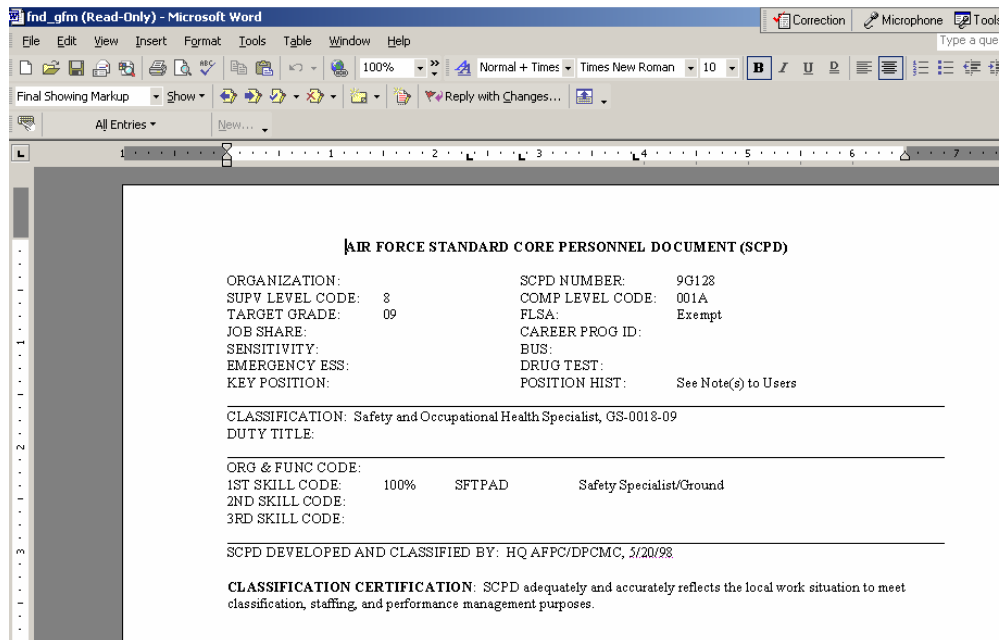| Step	Action
1	To view the attachment(s) to an RPA, click the **Attachment button** on the Toolbar (the RPA must be open on your screen). **Note**: You can tell if there is an attachment to an RPA or any other personnel document by the "paper" in the paper clip Attachment button on the Toolbar.

2	The **Attachments** Window is displayed. Use your scroll bar to locate and click on the block next to the item you want to view and/ or print (if there is more than one item). Click the Open Document Button and the attachment will be displayed for viewing or printing.
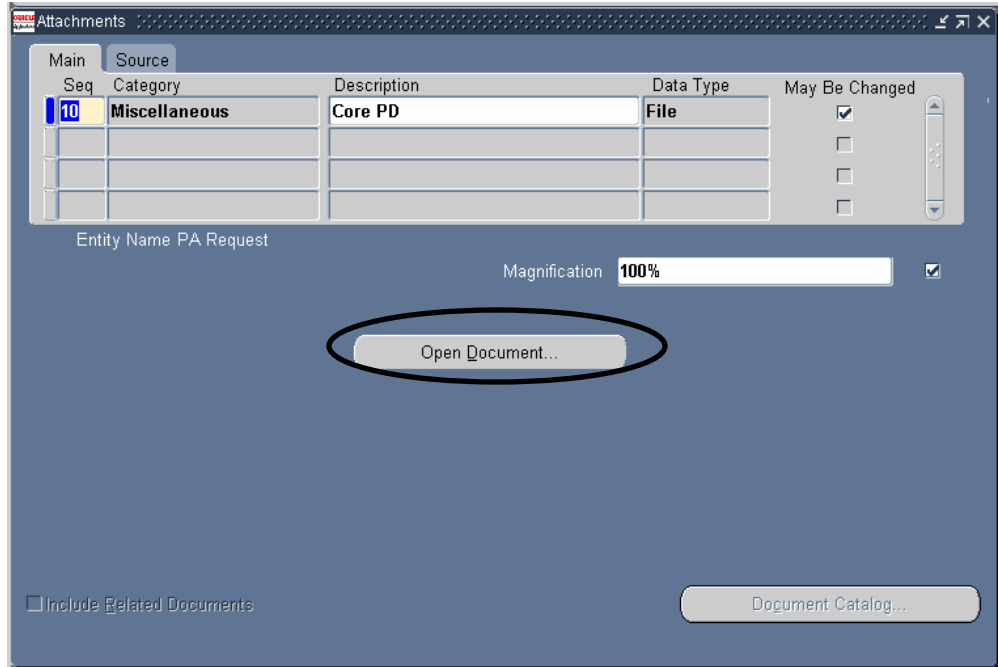
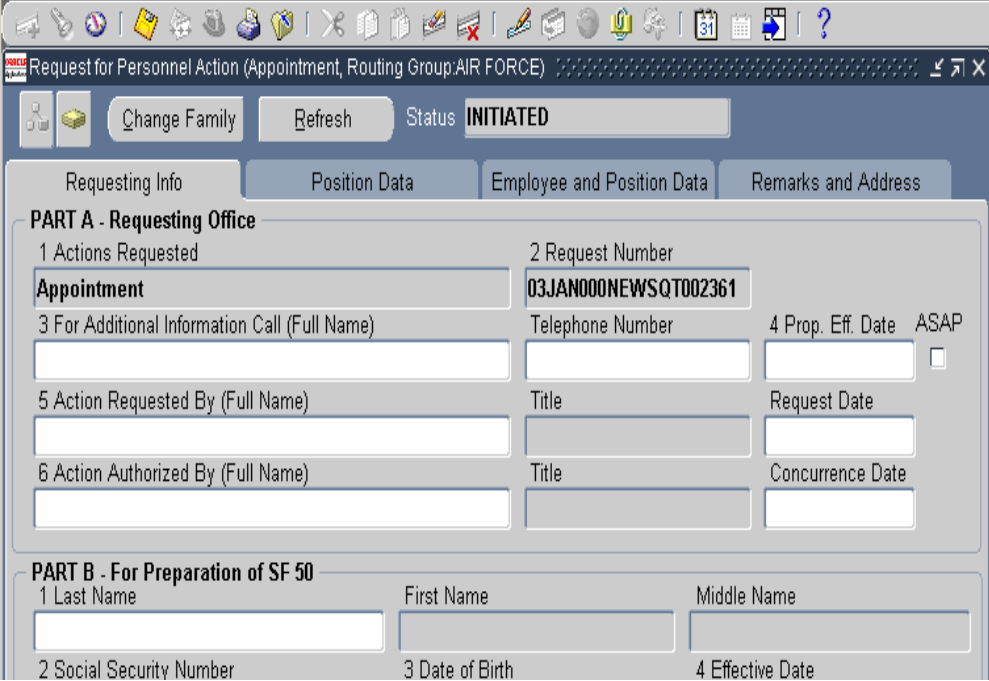| 3	The file Download window will display. Select "**Open** this file from it's current location" and the file will display for viewing or printing.
	File Download

You have chosen to download a file from this location.

fnd_gfm.doc from sylvestr.dcpds.cpms.osd.mil

What would you like to do with this file?

◉ Open this file from its current location
○ Save this file to disk

☑ Always ask before opening this type of file

[OK] [Cancel] [More Info]

fnd_gfm (Read-Only) - Microsoft Word

AIR FORCE STANDARD CORE PERSONNEL DOCUMENT (SCPD)

ORGANIZATION: SCPD NUMBER: 9G128
SUPV LEVEL CODE: 8   COMP LEVEL CODE: 001A
TARGET GRADE: 09   FLSA: Exempt
JOB SHARE: CAREER PROG ID:
SENSITIVITY: BUS:
EMERGENCY ESS: DRUG TEST:
KEY POSITION: POSITION HIST: See Note(s) to Users

CLASSIFICATION: Safety and Occupational Health Specialist, GS-0018-09
DUTY TITLE:

ORG & FUNC CODE:
1ST SKILL CODE: 100%   SFTPAD   Safety Specialist/Ground
2ND SKILL CODE:
3RD SKILL CODE:

SCPD DEVELOPED AND CLASSIFIED BY: HQ AFPC/DPCMC, 5/20/98

CLASSIFICATION CERTIFICATION: SCPD adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes. |
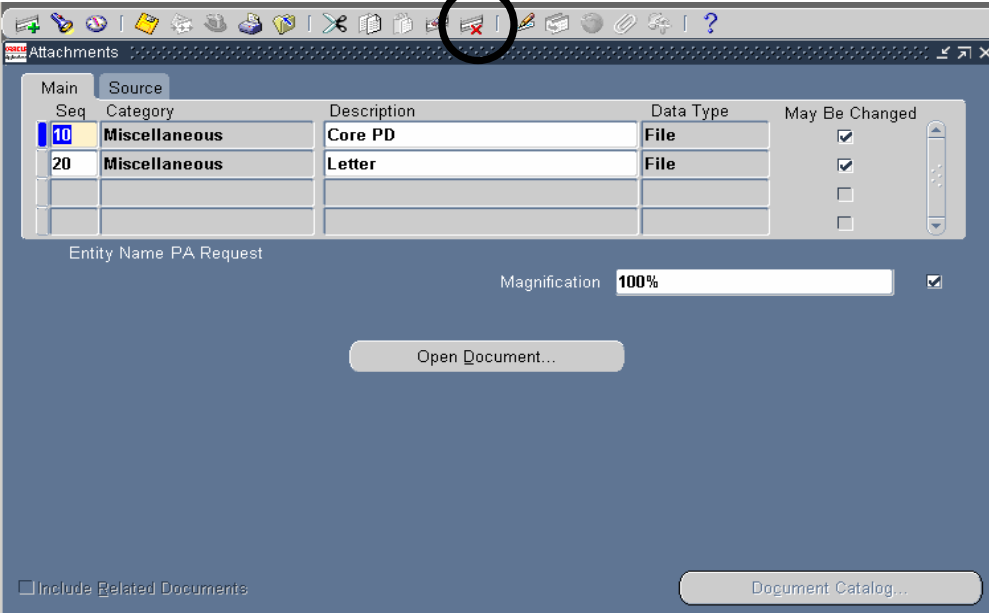| 4 | To print, click **File..** then click **Print or use the printer icon** on the menu bar, |
| 5 | To close the document, click **File** on the Menu Bar. Select **Close** to return to the **Attachments Window**. |

Delete an Attachment   To delete an attachment to an RPA, follow these steps:

Step	Action
1	Click the **Attachment button** on the Toolbar (the RPA must be open on your screen). **Note**: You can tell if there is an attachment to an RPA or any other personnel document by the "paper" in the paper clip Attachment button on the Toolbar.
2	The **Attachments** Window is displayed. Use your scroll bar to locate and click on the block next to the item you want to delete (if there is more than one item).

3	Click the **Delete Record** button on the Toolbar.

4	The following message is displayed. Click the appropriate button.
	Decision X
	? Delete only attachment or delete both document and attachment ?
	Document and Attachment Cancel Attachment
	Attachment means that you are "un-attaching" the document from the RPA, but the document itself will still exist. Note: documents attached to RPAs in modern DCPDS are saved (stored) on the modern DCPDS UNIX server at AFPC. When you use the delete "Attachment" option, the document will still be using space on the UNIX server.
	Document and Attachment means that you are both un-attaching the document and deleting it. [This option will remove the document from the modern DCPDS UNIX server.]

5	Click the save button save your changes to the **Attachment** Window. If you exit the window the following(normally click the <**Save**> button).
	Forms X
	Do you want to save the changes you have made?
	Yes No Cancel