

Section 9: How to Add an Attachment

Applicable Roles:

- 1. Materials Regional Coordinators
- 2. District Materials Supervisor & Office Coordinator
- 3. Project Engineer - Supervisor
- 4. Project Inspector
- 5. Industry Lab Access DXX

9-1 ADD ATTACHMENT

First, you must create a sample record. To do this, see Section 1. “How to Start Sample Records”

From the Sample Record Screen, Click the Action Menu.

Next, Click “Attachments”

The screenshot shows the 'Sample Record Summary' interface. On the left, there's a sidebar with tabs like 'General', 'Mix Design Information', 'Sources/Facilities', 'Destination Lab', 'Contract', 'Tests', 'Test Results', and 'Sample Verification'. The main area displays fields for 'Lab Reference Number' (M4233180), 'Sample ID' (LMill20250723073431), 'Material Code - Name' (401.002.001.03), and 'Field Technician'. On the right, there's a 'Created By' field (V012468@wv.gov), 'Sample Date' (10/11/2025), 'Sample Status' (QA - Similar Failed), and 'Sample Type' (QA). An 'Actions' menu is open, showing options like 'Add New', 'Copy', 'Tasks', 'Authorize', 'Split Sample Record...', 'Unauthorize', 'Views', 'Attachments (1)', 'Issue', and 'Links'. A red arrow points to the 'Attachments (1)' option.

You can ignore any existing attachments.

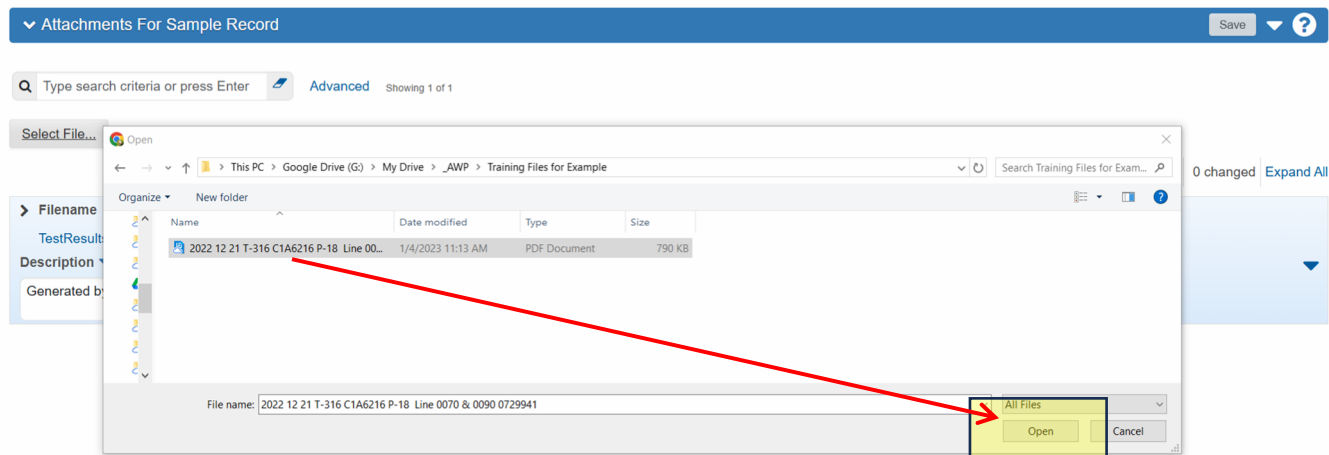
Click “Select File”

The screenshot shows the 'Attachments Overview' interface. At the top, there's a search bar with the text 'Type search criteria or press Enter' and a 'Select File...' button. Below the search bar, there's a table with columns: 'Filename', 'Historical Report', 'Size (kb)', and 'Additional Roles Count'. The table contains one row with the filename 'TestResultsReport.pdf', 'Yes' for 'Historical Report', '67' for 'Size (kb)', and '0' for 'Additional Roles Count'. Below the table, there's a description field with the text 'Generated by Test Results Report on 07/23/2025 08:35:55'.

Be sure to follow the standard naming convention with your files (as if you were sending them via email.)

Choose your file, and then click “open”

Attachments Overview



Finally, click “Save”. If you don’t click, save, this won’t save and you’ll have to start over.

