

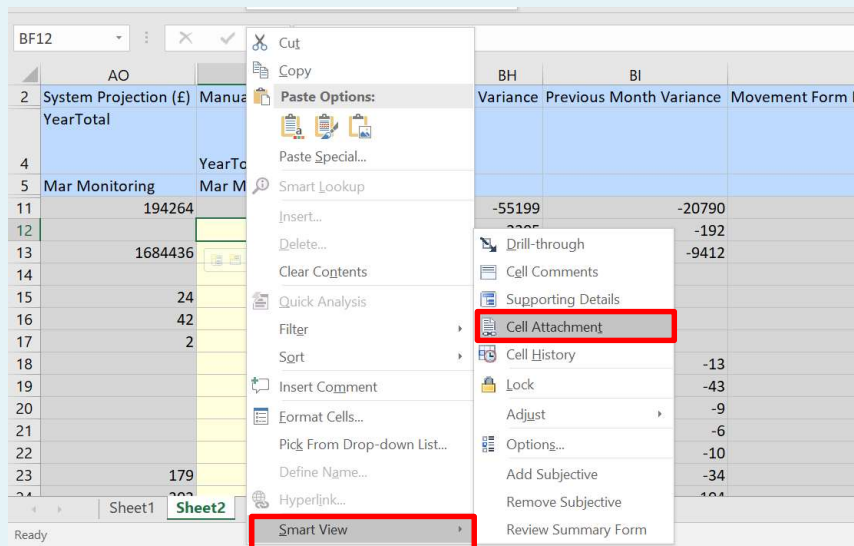
Add or Delete Attachment (Ad-hoc)

1

Ad-Hoc- Adding Attachments

1. Once you are in the relevant ad-hoc form **select** the cell you wish to add an **attachment** too.

2. **Right Click** into the cell and a menu will appear. Click **Smart View-Cell Attachments**

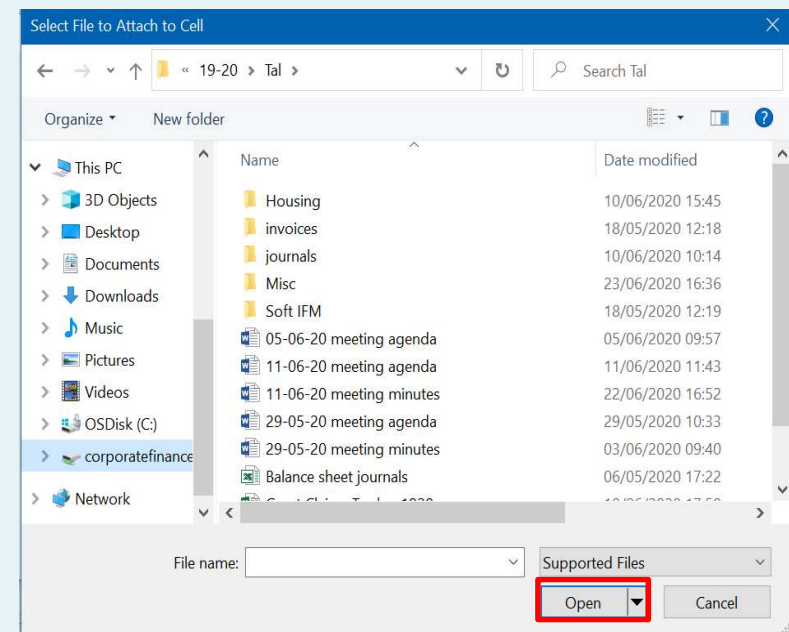


3. The pop up below will appear, click **Attach- File** , a browse document pop up will appear allowing you to choose the file you want to attach.

2



4. Select the **File** you want to attach and click **Open**.

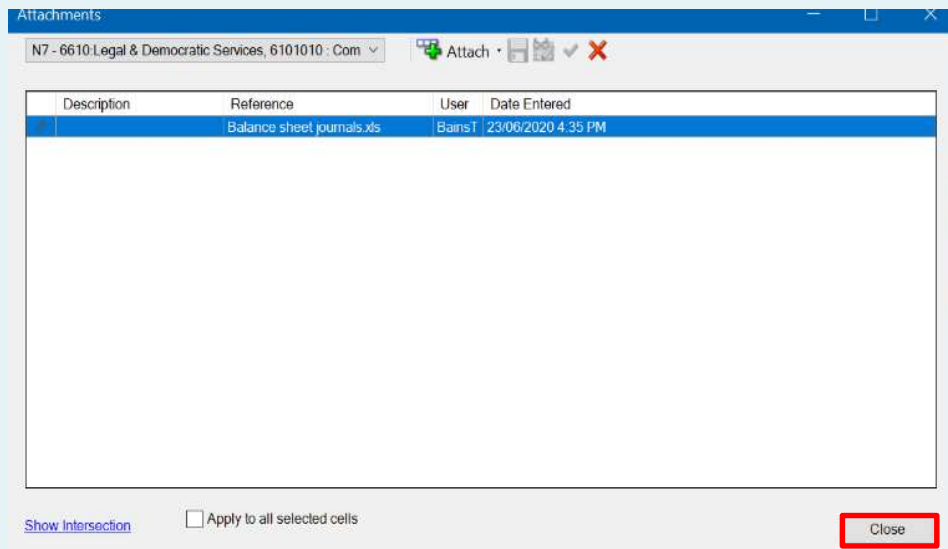


Add or Delete Attachment (Ad-hoc)

3

5. Your file is now attached to the cell. Click **Close** to get back to forecasting sheet.

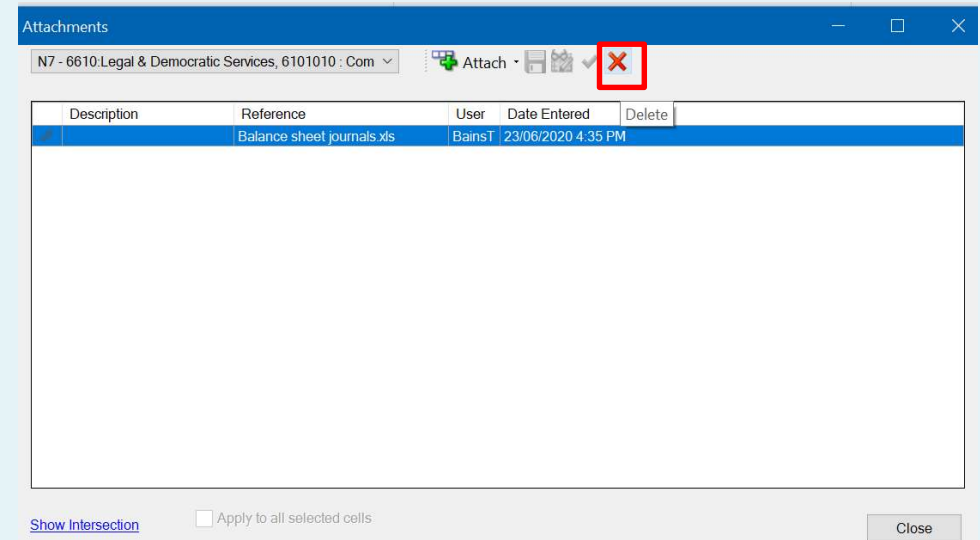
The cell you have added an attachment to, will have a read outline around it.



4

Removing Attachments

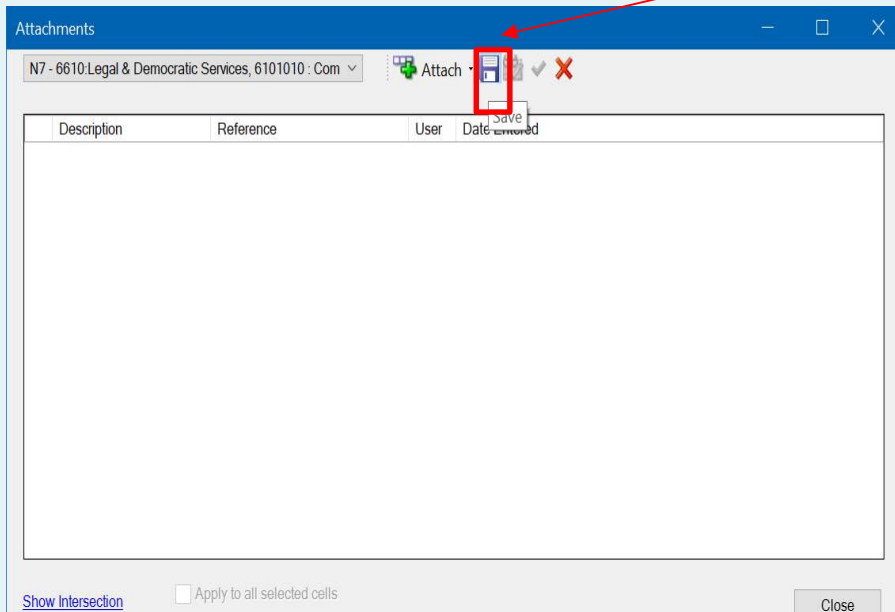
1. To delete the attachment, select the cell you wish to remove the attachment from.
2. The attachment pop up will appear with the attached files. Select the **File** you want to delete and click the **red 'X'**



Add or Delete Attachment (Ad-hoc)

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3. The file will be removed. You must save the changes by clicking the **Save** Icon.



4. Click **Close** to go back to the forecasting form.

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Further Support If you have any further queries, please contact the **One Source helpdesk** on **01922 654320**.