

Training Record Attachments



Each training record can have only one supporting document attached to it.

Add an Attachment

1. [Create a Training Record](#) .
2. Select the name of the training record to open the edit page.
3. Select **Choose File** at the bottom of the page. There is a list of supported files available on this page.
4. Save.

Bulk Upload Multiple Attachments

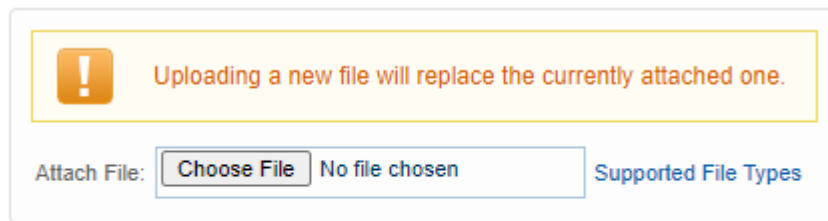
You can pre-upload training record attachments in bulk via your FTP account, and then attach the uploaded files to one individual's training records with the Manage FTP Tool.

1. Open a user's account.
2. Navigate to [Supplemental Training](#) .
3. Select **Add Attachment** for any training item without an attachment.
4. Choose the **Manage FTP** option and then **Upload**. See [FTP File Upload](#) for more details.
5. Select the file then **Transfer File**.
6. Close the modal window and select **Back to Previous Page** from the options menu.

Replace an Attachment

You can upload a new file to replace the attachment associated to a training record.

1. [Navigate to Training Records](#) . Both options allow file replacement.
2. Select the name of the training record to open the edit page.
3. Select **Choose File** at the bottom of the page. There is a list of supported files available on this page.



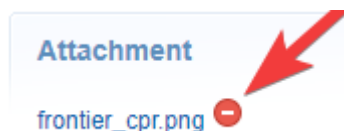
[Save](#) or [Cancel](#)

4. Save.

Delete an Attachment

You can delete the attachment associated to the training record without impacting the training record.

1. [Navigate to Training Records](#) . Both options allow file deletion.
2. Select the name of the training record to open the edit page.
3. Select the **Delete** icon at the bottom of the page under Attachment.



4. Confirm the deletion.