

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.

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.



Uploading a new file will replace the currently attached one.

Attach File:

Choose File

No file chosen

[Supported File Types](#)

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.

Attachment

frontier_cpr.png



4. Confirm the deletion.