# 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**

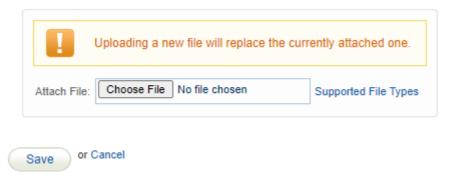
You can pre-upload training record attachments in bulk via your FTP account, and then attach the uploaded files to one individual's training records with the Manage FTP Tool.

- 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.



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.