

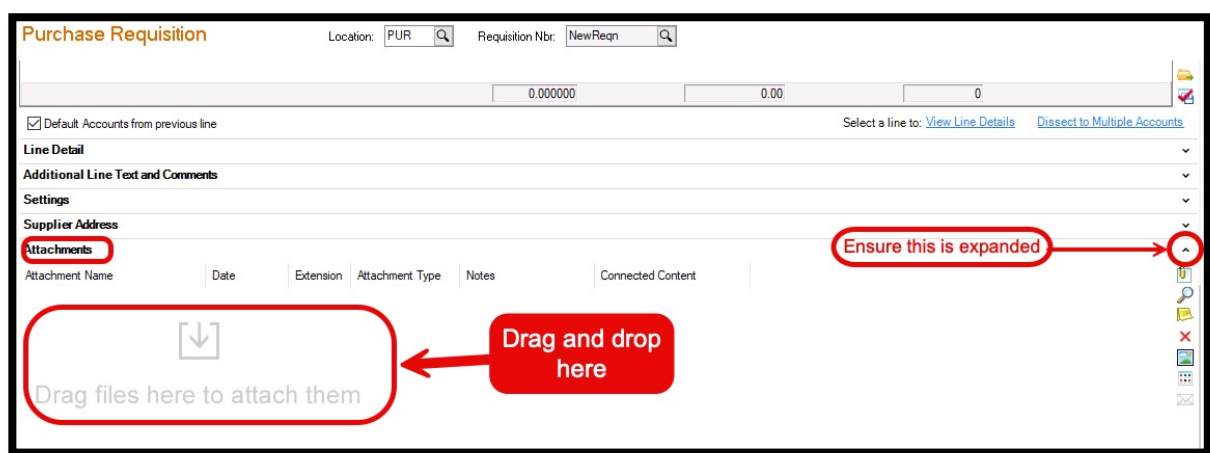
Handling Procedure 3 – Attaching Files in Ci-Cloud

Users can attach supporting documents directly within data entry screens such as **Purchase Requisitions**. This can be done using two methods: **Drag & Drop** or **Upload to PC**.

⚠ **Important: Optimise File Sizes Before Uploading**

When attaching files to Ci-Cloud, remember that each file is uploaded over the internet and stored in the cloud. To save **bandwidth** and **server storage**, we strongly recommend compressing PDF files using online tools before uploading.

Option 1: Drag and Drop files:

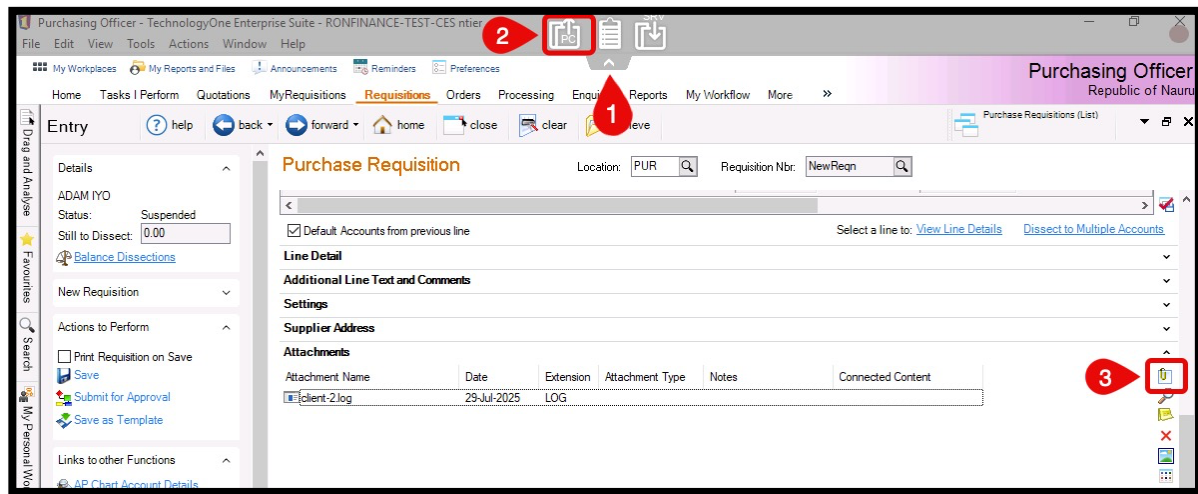


1. On the Purchase Requisition screen (or similar), ensure the Attachment section is expanded.
2. You will see the message: 'Drag files here to attach them'.
3. From your local computer, drag the desired file(s) directly into this section.
4. Wait for the file to fully upload, you'll see it appear on the screen before continuing.

💡 **Tip:** This is a quick and intuitive method for attaching files.

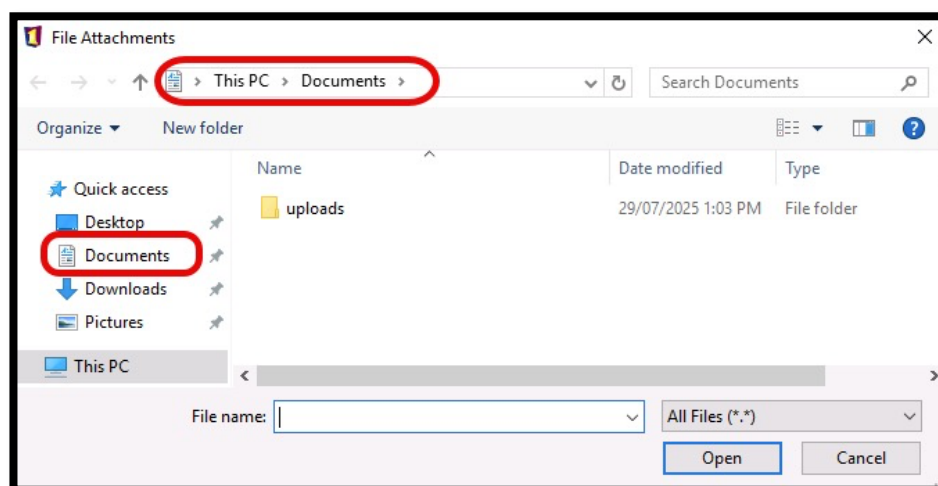
Option 2: Upload via 'Upload to PC' Function:

You can also use the top browser toolbar to manage file transfers between your local computer and the Ci-Cloud environment.



Steps:

1. At the top-middle of your browser window, click the drop-down menu to reveal three options:
 - **Upload to PC** – Transfers a file from your local machine to Ci-Cloud
 - **Clipboard** – Use for copying/pasting text or values
 - **Download from Server** – Transfers a file from Ci-Cloud to your local machine
2. All uploaded files are saved on the Ci-Cloud virtual desktop under:



From there, you can browse and attach these files to your transactions.