


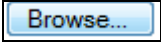








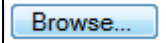



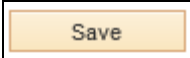









TM-07.2 CABQ - How to Attach Documents to Your Person Profile

Step	Action
1.	For quick access to My Current Profile: Click the My Current Profile link. 
2.	Instructions for updating Person Profiles are listed at the top of the page.
3.	Click the Add/Maintain Attachments link. 
4.	The first time you access this page you will see there are no attachments listed on your profile. The next few steps walk you through how to add your first attachment.
5.	In the blank Description box, type a brief description of the attachment you will be uploading.
6.	Click the Add button. 
7.	Click the Browse button to look for your supporting document. 
8.	Browse to locate and choose the document. You will double-click on the document to attach it for upload.
9.	After you have chosen the document - Click on the Upload button. 
10.	If you want to double check to make sure you have uploaded the correct document: Click the View button. 
11.	After viewing and verifying that you do have the correct document you will close the view window. Click the Close Window [X] on the pop-up window. 
12.	If you find that you have uploaded the wrong document you can Delete it at this point. Use the Delete button that is located to the right of the View button. Then start the attachment process over again.



Step	Action
13.	If you do have the correct document you will continue the Save process. Click the Save button. 
14.	Click the Close Tab button [x] located in the tab. 
15.	To add additional documents in the future: Click the Add/Maintain Attachments link. 
16.	Click the Add a new row [+] button. 
17.	Enter the Description of the document in the Description field.
18.	Click the Add button. 
19.	Click the Browse button to locate your document. 
20.	Locate your document then double-click on the document to upload.
21.	Click the Upload button. 
22.	Click the Save button. 
23.	Click the Close Window [X] to close the pop-up window. 
24.	When you are finished with your current updates: Click the Save button. 
25.	Click the Submit button to route your submissions to your manager for approval. 
26.	You can see that the document has been routed to your manager for approval. <i>The document will only be added to your profile after receiving manager approval.</i> Click the OK button. 



Step	Action
27.	OPTIONAL: The status of pending documents can be viewed under the Approvals area. Click the 1 item(s) pending approval object. 
28.	After viewing the status you can return to your previous page. Click the Return to Previous Page link. 
29.	Click the Home link. 
30.	You have completed the steps to upload supporting documents. Your document will be visible on your profile after the manager review and approval step is completed.
31.	Congratulations! You successfully completed the How to Attach Documents to Your Person Profile course. End of Procedure.