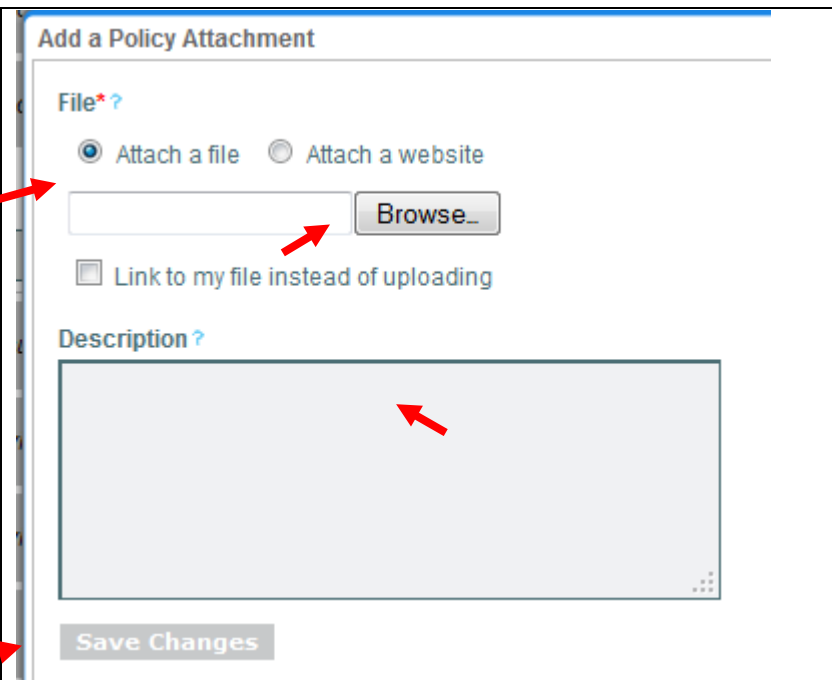
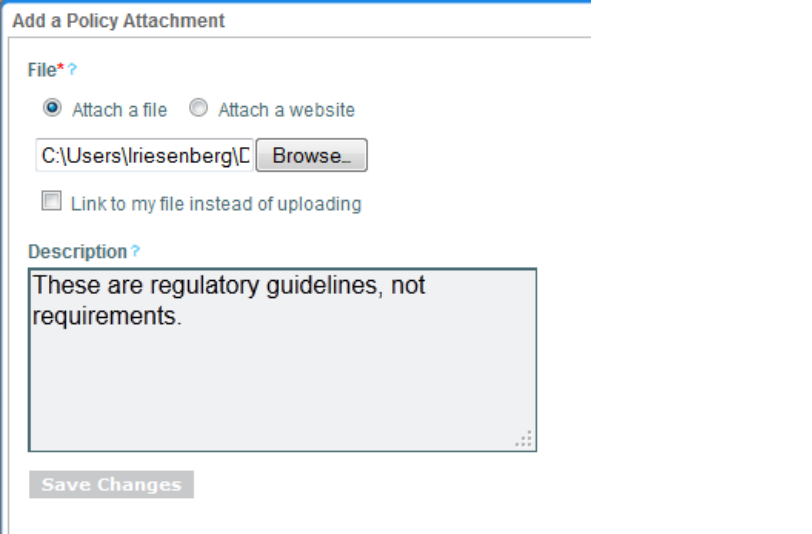



Policy – Attachments		
Step	Action	
1.	<p>Navigate to the List Tab.</p> <p>Select the Site you want to work in (Core Lab in this example).</p> <p>Select Edit for the Sample Submission Policy.</p>	
2.	<p>Select the Attachments color bar to expand.</p>	
3.	<p>Here you have the opportunity to attach documents that would support building this policy.</p> <p>To attach a document, select New.</p>	

<p>4. In the Add a Policy Attachment window, you may attach a file, link to the file, or provide a link to a website.</p> <p>If you'd like to <u>attach a file</u>, Select Attach a file. Select Browse and select the file you want to use.</p> <p>If you'd like to <u>link to a file</u> instead of uploading: Select Browse and select the file you want to link. Select the box Link to my file instead of uploading.</p> <p>Enter a Description of the file if you'd like. The description will show in the main table of the Attachments color bar. You may use this to help provide information on your attachment.</p> <p>For this example, we will attach a file.</p> <p>Select Save Changes.</p>	
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5.	Select Save Changes .	
6.	<p>You may add more documents by selecting New.</p> <p>You may remove this document by selecting Remove.</p>	
7.	Select Save .	