Client Attachment Edit Screen

Updated on February 2017

Home > Client Management (Search Client) > Attachment > Add

Business Purpose:

The **Attachment Edit** page allows the user to upload attachments to SMIS sorted into different Document Categories for a particular Client.

How to:

1. From the **Attachment List** screen, click the action button.

2. Select a **Document Category** from the dropdown.

3. Click the action button to upload the attachment to SMIS.

Important Notes:

1. The maximum size of each attachment is 2 megabytes.