
Client Attachment Screen

Updated on August 2016

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Business Purpose:

The **Attachment** page displays a tabular listing of the client's attachment records for all programs the user has access to.

How to:

1. For each attachment record, the **File Name**, **Category**, **Last updated Provider** and **Last Update Date** are displayed. The two left most columns without header contains the action buttons for the **Delete** and **Replace** functions respectively.
2. Each of the column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading. (For example, when you click on the **Last Updated Date**, the attachment records are then sorted in ascending order, with the oldest **Last Updated Date** first.)
3. The **Delete** action button can be clicked to delete the client's attachment from SMIS. A pop-up window will appear for the user to confirm the deletion by clicking on OK.
4. The **Replace** action button can be clicked to replace the client's attachment with another.

Important Notes:

1. The total number of records is shown at the bottom of every page.
2. The  **Add** action button can be used to create new attachments.