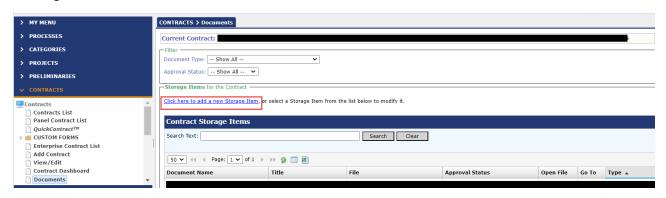# Document Storage QRG

## Communication/Document Creation

This QRG covers how to attach a document and record correspondence against a PACMan Project and Contract.
Note: Follow same procedure for Projects.
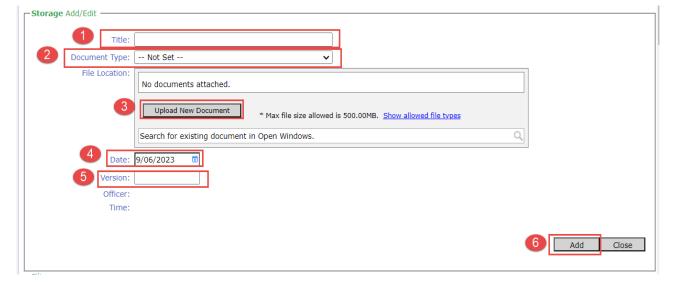
## Attaching a Document to a Contract

1. Ensure a contract is selected from the **Contracts > Contracts List** screen.
2. Navigate to the **Contracts > Document** screen.



3. Select the **Click here to add a new Storage Item** hyperlink. The **Storage Add/ Edit** screen appears.

## To upload a new document;

1. Enter the document Title.
2. Select the document type from the Document Type dropdown list.
3. Click in the Upload New Doucment Button
   o This will take you to your drives to select your document
4. The Date field automatically populates with todays date
5. If required, enter the version number of the document in the Version field.
6. Click on the Add button

The new document record displays on the **Storage Items for the Contract** list. The **Document Name** and the **Title** of the document are prepopulated with the document title and the **File** column displays the name of the document.

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**Storage Items** for the Contract

Click here to add a new Storage Item, or select a Storage Item from the list below to modify it.

**Contract Storage Items**

Search Text: [                    ]  [ Search ]  [ Clear ]

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| Document Name | Title | File | Approval Status | Open File | Go To | Type | Date ▾ |
|---|---|---|---|---|---|---|---|
| Request for Information | Request for Information | Drawings.docx | New Document | 📋 | ➡ | Fees and Rates | 09/06/2023 |

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