Attachments: How to attach a document in Workday

TASKS WITHIN THIS JOB AID

Attach documents in different scenarios Attach documents using the drag and drop method

PROCEDURE

Step 1	Scan and save your documents on your computer	
Step 2	Login to Workday	
Note Step 3	Documents can be attached: In the business process In the documents section under Personal tab Under Attachment Tab Attaching documents in different scenarios: Then 	
	In the Attachment Tab View Profile > Overview > Certification Tab	 Click on Select Files to add a new document Improve Report Lines Interference Improve Report Lines Interference Click on Upload to add more document(s) Click on in icon to remove a document Click Add, enter required fields Click Attachments (Drop or select files) Submit
		Continued



	In the document section under Personal Tab (Note: For HR use only). • From View Personal tab>Add	/ Profile, click on tab>Documents
	Overview J Personal Information	Job Contact Personal IDs Documents Additional Data
	bbA	
	Click on U document	pload to add more (s)
	Click on document	icon to remove a
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Step 4	Choose File to Upload Window displays. Browse through your computer's folders and click to select the files you wish to attach. Multiple files can be selected by holding the CTRL key while clicking on each file. You may need to click on <i>a</i> icon to expand the folders to find	
	your file.	
	Choose File to Upload	
	Organize New folder	
	✓ ★ Favorites ■ Desktop ▶ Downloads ♥ Recent Places	
	 Ibraries Documents Music ■ Pictures Wideos 	
	 ▲ Image: Computer ▷ ▲ Local Disk (C:) ▷ Trainer (\FS-Home4\users) (H:) ▷ A departments (\\bcedu) (P:) ▷ A combination (\FS-CW1) (S:) ▷ A communities (\\bcedu) (U:) 	
Step 5	Click the Open or Choose File to attach the file	



Step 6	Once the document is attached, you may need to enter a comment or		
	document category from the prompt eq menu in Workday		
	Contacts.xlsx		
Step 7	Review all attachments and click Submit/Ok or another similar button to attach the file(s) in Workday		
Drag and Drop Method			
Note	Select one or more files and folders by using the drag-and drop method		
Step 1	Select the document on your computer by clicking on it. Multiple files can be selected by holding the CTRL key while clicking on each file.		
Step 2	With the left mouse button held down, move the mouse to Drop files here box		
Step 3	Release the left button on your mouse		
	Documents library Index: 2 locations Date modified Type Nome Date modified Type Adde Library 13008152 PMA Hier folder Windows Library 1300852 PMA Hier folder Windows Library 1300852 PMA Hier folder Windows Library 1300852 PMA Hier folder Windows Library 11000315 HA Hier folder Windows Library 1100000000		
	Picture: www.microsoft.com		

