

Adding Attachments to Requisitions

You can now add documents to a requisition in a similar manner to adding attachments to an email.

How to add an attachment to RSS Requisitions:

When you log into Lawson RSS (Shopping) you will see a new button on the Profile page (First screen of a new req).

1
Click the View/Upload Documents button to add an attachment.

The screenshot shows a requisition profile page with tabs for 'Basic', 'Detail Profile', 'Drop Ship', 'Accounting', 'User Fields', and 'Comments'. The 'Basic' tab is active, displaying fields for Requester (MUSER59), Order (1524374), Creation Date (02/26/2010), Requisition Status (Draft), Reference Number, Requisition Description, Company (0001 MEMORIAL HEALTHCARE SYSTEM), Requesting Location (95540 MSS - PURCHASING - MIRAMAR), Requested Delivery Date, Priority (Normal), and Deliver To (Kat x765488). At the bottom, a 'View/Upload Documents' button is highlighted with a red arrow.

2
The "Attach It" pop up appears.

The 'Attach It' dialog box is shown with the following information: Company : 1, Requisition : 1524374, and a Title field. There is a 'Browse...' button, an 'Upload' button, and a 'Close' button. Below the buttons, it says 'No Attachments (Refresh)' and provides instructions: 'Click Browse to find the attachment (file type Adobe PDF only), and then click Upload. Repeat until finished, and then click Close'. A 'Help' link is also present. The URL at the bottom is http://lawdv1.mhs.net:81/FileUpload/mainModalDialog.html?fd1=18f.

3
The "Title" field is optional.
Click on Browse to add the attachment.

This close-up shows the 'Title:' label followed by an empty text input field and a 'Browse...' button.

4
Attach a file as you would attach it to an email.
(Select the file then click Open.)

The 'Choose file' dialog box shows the 'Look in' field set to 'My Documents'. A list of files and folders is displayed, with '2nd Qtr 2009 MasterBidList' selected. The 'File name' field contains '2nd Qtr 2009 MasterBidList' and the 'Files of type' is set to 'All Files (*.*)'. The 'Open' button is highlighted.

5
Click on Upload to attach to the requisition.

The dialog box shows the 'Browse...' button with the path 'C:\Documents and Settings\kvila\My Docum'. Below it, the 'Upload' button is highlighted with a mouse cursor. The text 'No Attachments (Refresh)' and instructions are visible at the bottom.

After a moment, the screen will display the attachments.

6

The dialog box now displays a list of attachments. The first attachment is '1-1524374-100226140632-zz.xls'. There are 'Open' and 'Delete' buttons next to it. The 'Upload' and 'Close' buttons are also visible at the top.

To return to the requisition, Click Close.
To add another attachment, Click Browse.
To delete an attachment, Click Delete.
To check on the attachment, Click Open.