**Personal Attachment**

# Using Sage EasyPay Enterprise

**Document Version: 10.6.9**

**For Sage EasyPay Enterprise 10.6.9**



**Sage Software Asia Pte Ltd**

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http://www.sageeasypay.com/

# How To Upload A Personal Attachment

Having an attachment feature allows the storage of personal details. It lets you upload a range of files with no limit to the file size. These files that you attach are merely copied from the folder onto the file indicated as a storage path. You will need to setup a storage path in EPE Control before your upload is successful.

Go to **Core: Personnel Details > Attachment Tab**

When you access this feature for the first time, you will come across this warning message.



You will then need to go to **EPE Control: Modules > Attachment Storage Configuration**
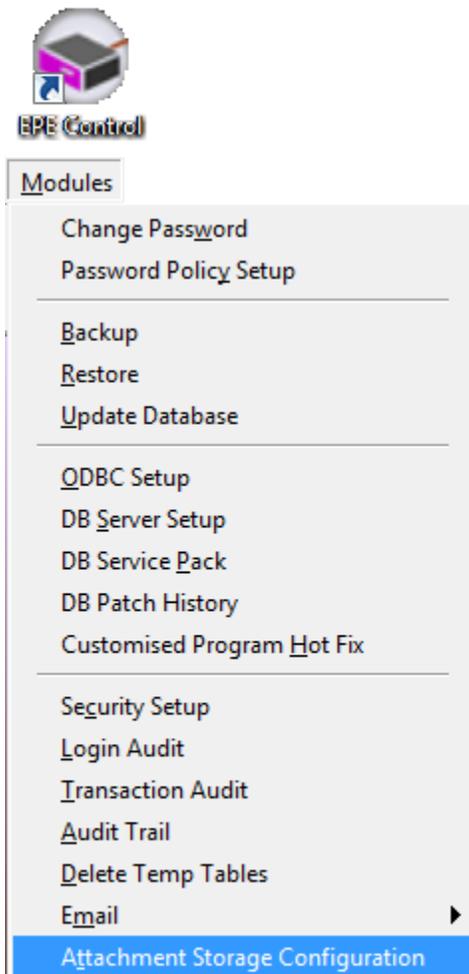
Log in to Sage EasyPay using the particular DSN you want to upload the attachment to.



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| Data Source Name | EPESample2 | | GO |
| --- | --- | --- | --- |
| User ID | EPETest | | EXIT |
| Password | ********* | | |



Clicking on **Browse** lets you locate where you want your uploaded attachments to be stored. If you want to store the files in a particular folder, ensure that you create a new folder in windows explorer first before browsing for it.

After doing so, click on the **Save** button.

Re-login to Sage EasyPay with the same DSN and go to the Attachment tab in the Core Module.

**Do this**

1. Core: Modules > Personnel Details > Attachment tab
2. To create an attachment, click on **New**.
3. **Browse** the storage path.
4. Give a brief description of what is in the file
5. Choose which category the file belongs to. If there isn't a suitable category, choose Others.



After doing so, click on the **Save** button.

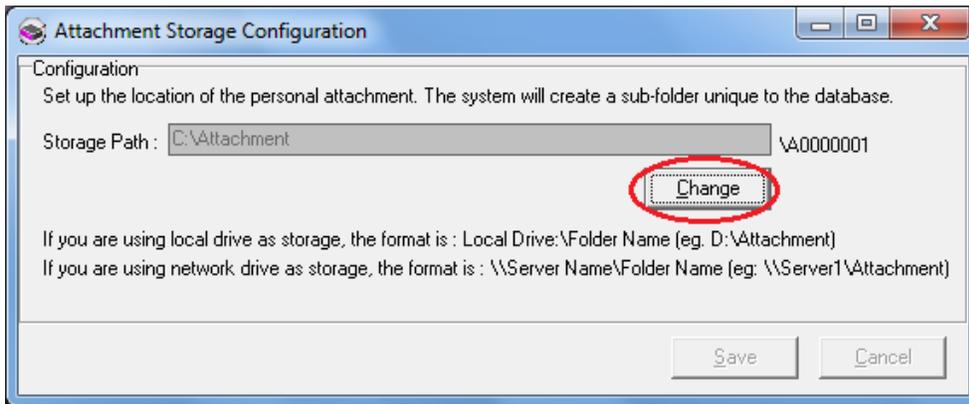You can upload as many attachments as possible. A list will appear on the right panel.

## View Button

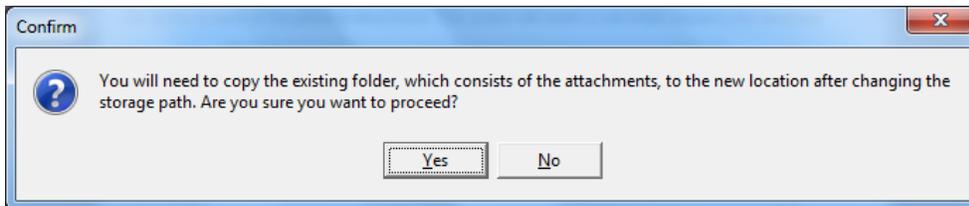This function lets you view the attachment directly from Sage EasyPay.

## Export Button

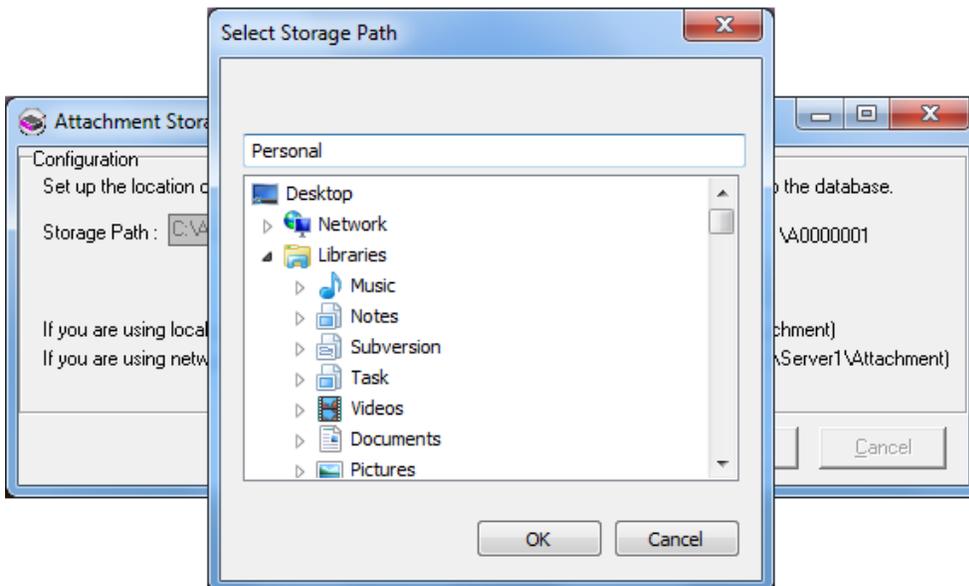Enables exporting of the file, in its original format.
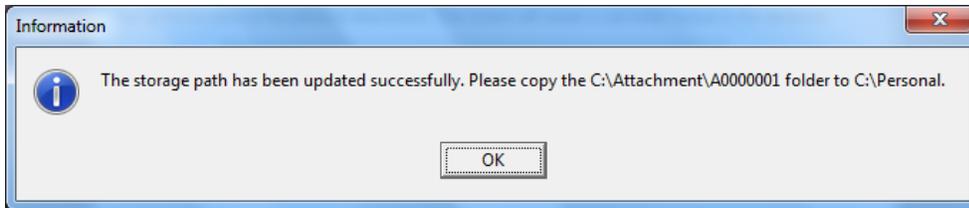
# Changing The Storage Path



Click on the **Change** button.



You will need to copy the folder which contains the attachments, to the new storage path. You can do so after creating a new location. Click the **Yes** button to proceed.



**Browse** for the new location then **Save** it.

Information      x

The storage path has been updated successfully. Please copy the C:\Attachment\A0000001 folder to C:\Personal.

OK

A new storage path has been created. Remember to copy the folder with the attachments to the new location.

Click the **OK** button.