

Performance Appraisals Add an Attachment Process

Add an Attachment Process

Attachments are added in the final step of create new appraisal process.

Create the appraisal and complete/review each page until you reach the **Give Final Ratings: Review** page

page with the Submit button – do NOT click the Submit button until all attachments are added

Scroll to the bottom of the page to the **Additional Information** section.

The screenshot shows a web application interface for reviewing an appraisal. At the top, the page title is "Give Final Ratings: Review". Below the title, there are buttons for "Cancel", "Printable Page", "Back", and "Submit". The "Submit" button is highlighted with a red box. To the right of the buttons, there is a table of information:

Employee Number	20045461
Department	G_Human Resources
Position	G.0110.00028.001.Senior Human Resources Analyst

Below the table, there is a section titled "Additional Information". Under this section, there is an "Attachments" area with an "Add" button. A blue arrow points from a text box "Click once on the Add button to start the add process" to the "Add" button. Another blue arrow points from a text box "Scroll down to the Additional Information Section" to the "Additional Information" section header. At the bottom of the page, there are buttons for "Cancel", "Printable Page", "Back", and "Submit". A tip at the bottom reads: "TIP : To help both employees and approvers, supporting documentation can be attached here."

Add an Attachment Process

Click once on the **Add** button to start the process

A new window will open:

- Do NOT change the default add field: Desktop File/Text/URL

Attachment Summary Information:

- Key in a descriptive title in the Title field
- Description is not required – you can add brief description if needed

Define Attachment section:

- Do NOT change the default Type – button should be set at File
- Do NOT use the URL or Text fields. Information will not transfer.

Click once on the Browse button and navigate to the document (one at a time)

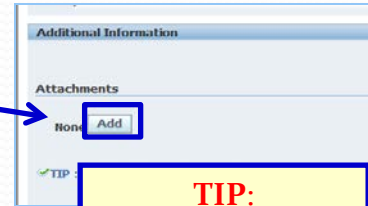
- Double click on the document and the file path and document name appear in the File field

Click once on the Add Another button if you want to add multiple attachments.
Follow steps above for each additional attachment.

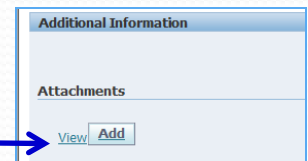
Click once on the Apply button when you have added all attachments.

Confirmation appears at the top of the page.

Click on View to see the attachments.



TIP:
If attachment window does NOT open, press the F5 key and then click on the Add button



Add an Attachment Process

Main Appraiser Review > Give Final Ratings: Main Appraiser > Give Final Ratings: Review >

Add Attachment

Cancel Add Another **Apply**

Add Desktop File/ Text/ URL **Do NOT change the default Add field**

Attachment Summary Information

Title Higgins FY13 Comments **Key in a descriptive title in the Title field**

Description **Not Required – Can add a brief description if needed to assist approvers or employee.**

Category Miscellaneous

Define Attachment

Do NOT change the default File Type

Type File URL Text

Z:\Class and Comp\Oracle Performance Appraisals\R12 (Browse... **Click once on the Browse button
Navigate to the document (attachment) one at a time
Double Click on the document
The file path and document name appear in the File field**

Do NOT key information here – it will not transfer through the process.

Click Add Another button to add more than one attachment

Cancel Add Another **Apply**

Diagnostics Home Logout Preferences Help

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Click Apply button when all attachments are added. Get confirmation at top of screen.



Add an Attachment Process

From the View button...

Main Appraiser Review > Give Final Ratings: Main Appraiser > Give Final Ratings: Review >

Attachments

Search

Note that the search is case insensitive

Title

Show More Search Options

← Can add additional attachments – no limit on the number of attachments

Title	Type	Description	Last Updated By	Last Updated	Update	Delete
Goals Higgins FY13 ← Can view all added attachments Can view attachments by clicking on Title hyperlink	File		TAT02	28-Jan-2013		
Comments Higgins FY13				28-Jan-2013		

[Return to Give Final Ratings: Review](#) ← Click here to return to appraisal and to submit it for approvals

← Click the delete icon to remove an attachment.

Diagnostics Home Logout Preferences Help

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Do NOT use the update pencil in the Update column if you need to change the title of the document also. The attached file will change but not the file title. Delete the file and use the "Add Attachment" button.

Additional Resources

- **Special Assistance with Appraisals:**

- Becky Simulcik: 501-4783

- **Technical Assistance:**

- Terri Higgins: 501-5241
- Tammy Parsley: 501-7544
- Kim Downer: 501-7513

- **Online Resources available via:**

<http://employees.henrico.us/info/supervisors/performance-appraisal/>

Competencies – Definitions, Behavioral Anchors, Additional Information about Competencies

HR Performance Appraisal Web Site for the following:

Training Presentation (PowerPoint); Work flow diagrams and Things to Remember (training tips and points) and other appraisal-related materials

County Rules and Regulations

Questions Anyone?

Please contact Human Resources
if we can assist you with the appraisal process
501-5241 or 501-7544 or 501-7513