

The Attachments Tab

The *Attachments* tab allows the project owner to add external (i.e. non-Partek Flow) files to a project (for instance, spreadsheets, word documents, manuscripts). To attach a file, go to the **Attachments** tab (Figure 1). **Choose File** button invokes the file browser showing the directory structure of the local computer. Select the file that you want to attach and then click on the **Upload attachment** button. For security reasons, Partek Flow will not allow you to add an executable file.

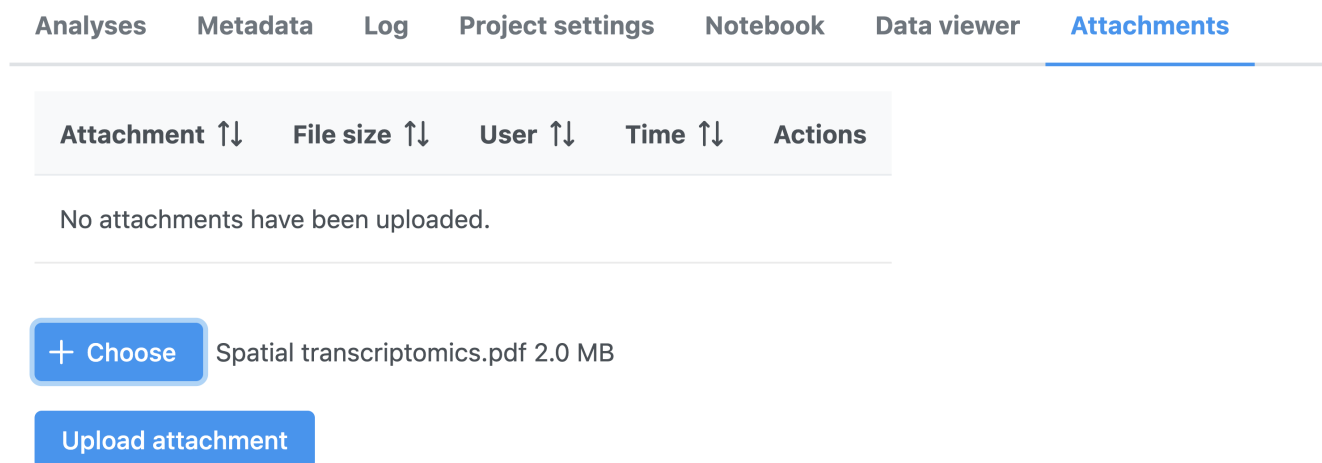


Figure 1. Adding an attachment to a project

All added files will be listed in the table under the *Attachments* tab (Figure 2). The tab will also display file sizes, the user name of the person who uploaded the file and the time it was uploaded. Note that uploaded files will count towards the total size of the project, and thus, if available, to the disk quota of the project owner.

To remove a file, click the  icon. To download the attachment, click the  icon.

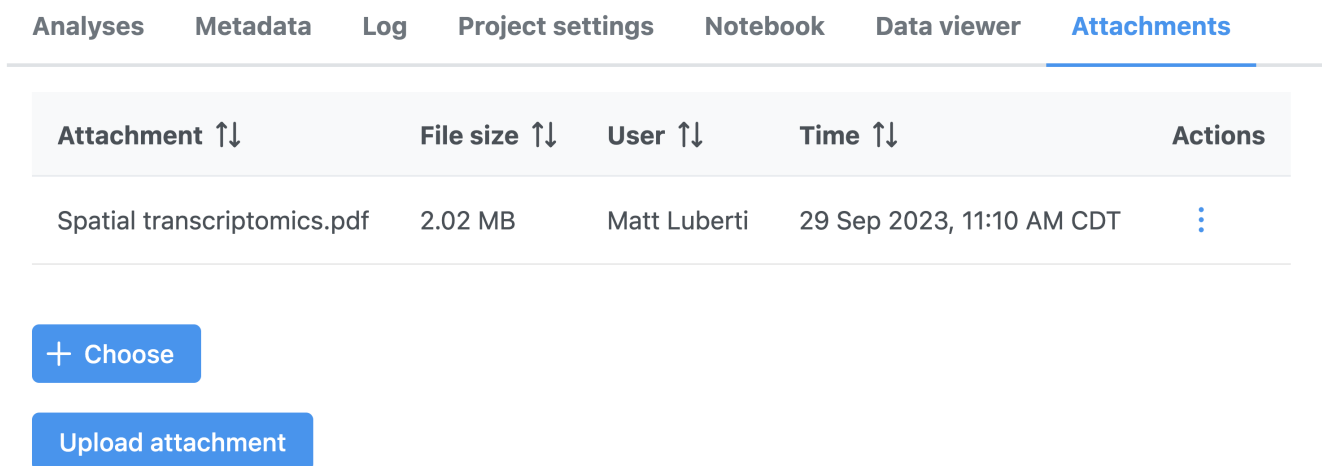


Figure 2. Attached files listed under the Attachments button (the image is just an illustration). To remove a file, use the red cross button

Additional Assistance

If you need additional assistance, please visit [our support page](#) to submit a help ticket or find phone numbers for regional support.



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