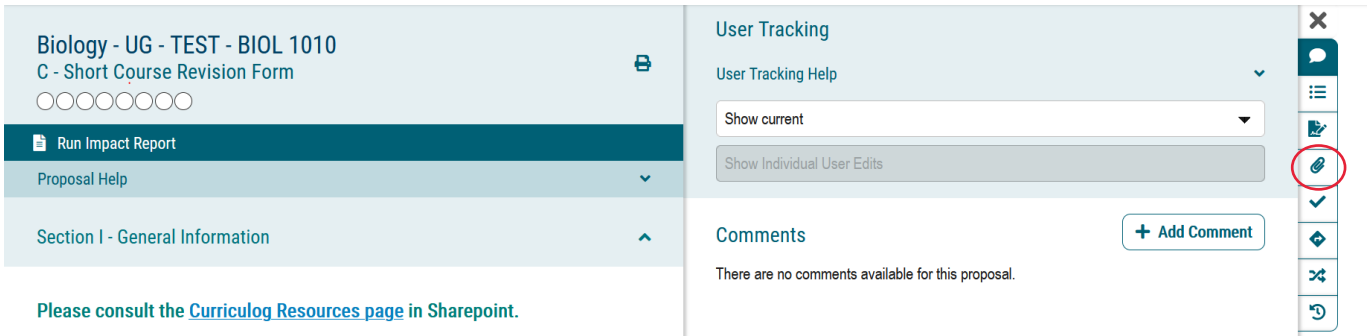


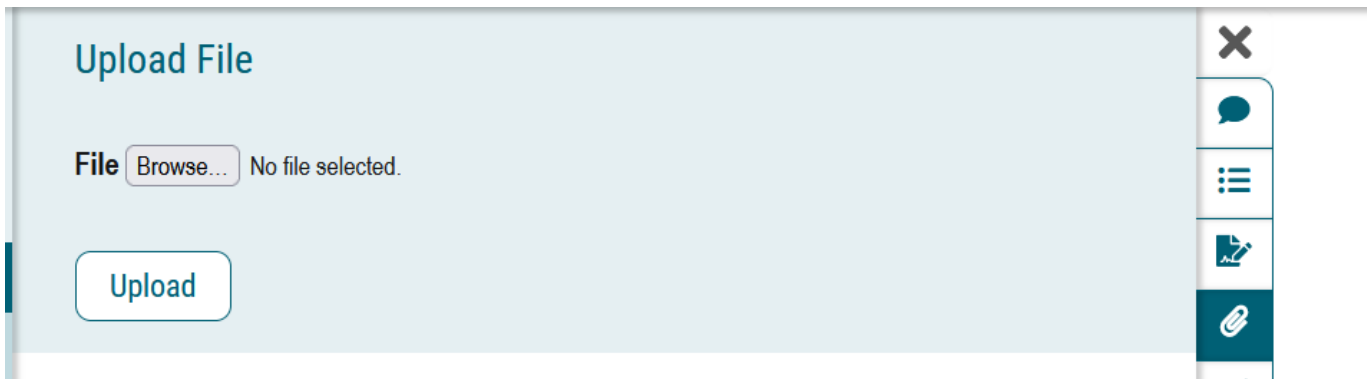
## ATTACHING A FILE TO A PROPOSAL

Almost all curriculum packages require files to be attached to the proposal forms. To attach a file to your proposal, navigate to the toolbox bar in the right pane of any proposal form. Click on the paper clip icon to access the Files section of the form.



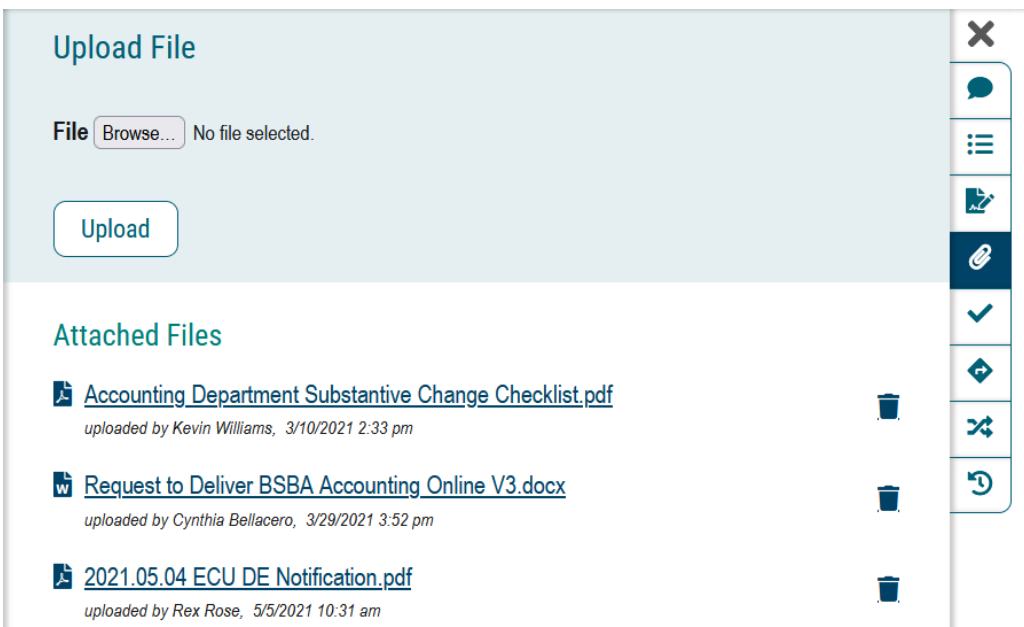
The screenshot shows a proposal form for 'Biology - UG - TEST - BIOL 1010 C - Short Course Revision Form'. The left pane contains navigation options like 'Run Impact Report', 'Proposal Help', and 'Section I - General Information'. The right pane has a 'User Tracking' section with a 'Show current' dropdown and a 'Show Individual User Edits' button. Below that is a 'Comments' section with an '+ Add Comment' button. A vertical toolbox on the far right contains several icons, with the paper clip icon (representing 'Files') circled in red.

Click **Browse** for the file you would like to attach, then click **Upload**.



The 'Upload File' dialog box is shown. It features a 'File' label, a 'Browse...' button, and the text 'No file selected.' Below this is an 'Upload' button. The right-hand toolbox is visible, with the paper clip icon highlighted.

You should see your file name appear under the Attached Files section.



The 'Attached Files' section is displayed below the 'Upload File' dialog. It lists three files with their names, uploaders, and dates: 'Accounting Department Substantive Change Checklist.pdf' (uploaded by Kevin Williams, 3/10/2021 2:33 pm), 'Request to Deliver BSBA Accounting Online V3.docx' (uploaded by Cynthia Bellacero, 3/29/2021 3:52 pm), and '2021.05.04 ECU DE Notification.pdf' (uploaded by Rex Rose, 5/5/2021 10:31 am). Each file entry includes a trash can icon for deletion. The right-hand toolbox is also visible, with the paper clip icon highlighted.