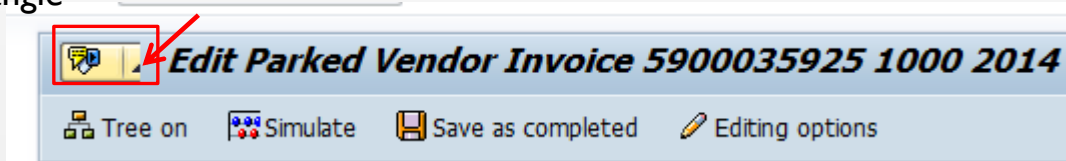


Quick Tips

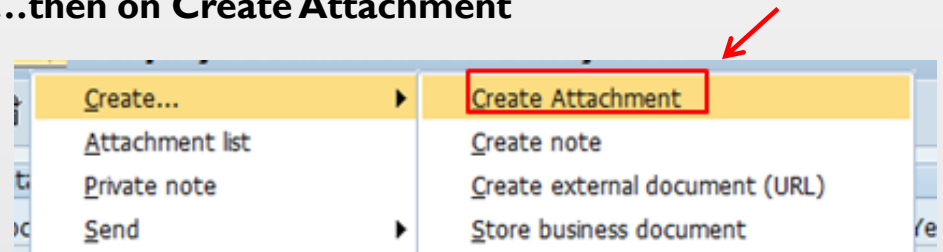
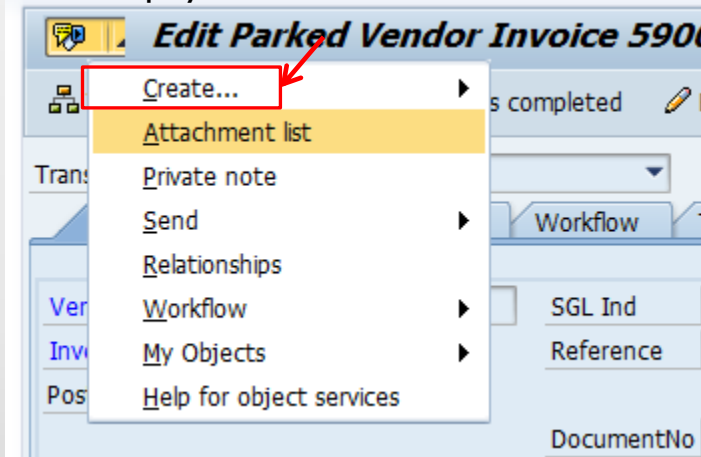
Add Attachments for P-Card/T-Card/Toshiba/Fuel



- ▶ Log into SAP using CITRIX and LAUSD Single Sign-on (Download and Instructions found at <http://pcard.lausd.net>)
- ▶ Follow previous instructions to access items on Universal Work List (UWL), to add an attachment click on the half triangle



- ▶ SAP will display a list of actions. Click on **Create...then on Create Attachment**

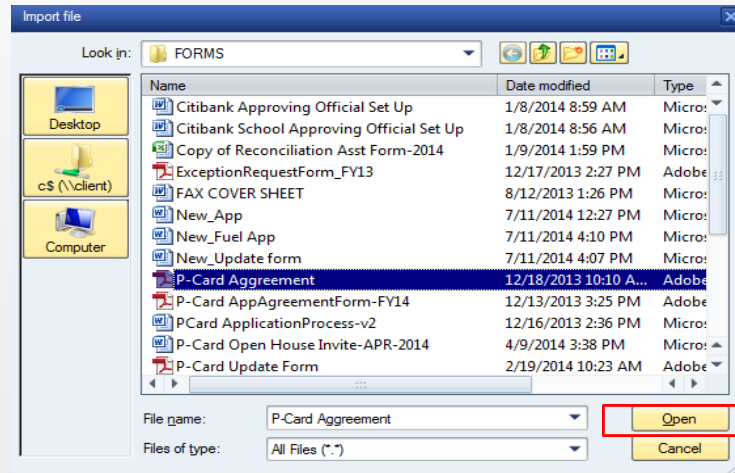


Quick Tips

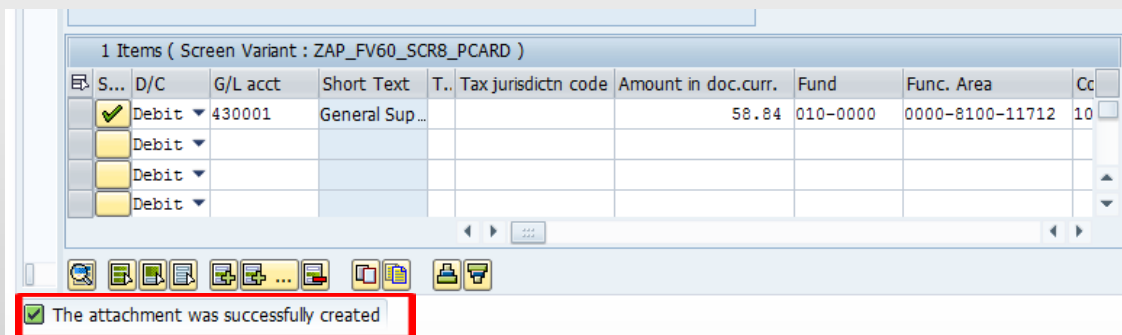
Add Attachments for P-Card/T-Card/Toshiba/Fuel



- ▶ SAP will prompt an Import File box. Upload your scanned document using the “Open” button, one you click and highlight your document(receipts), click “Open” again.



- ▶ The bottom of the page will display when the attachment is successfully created...

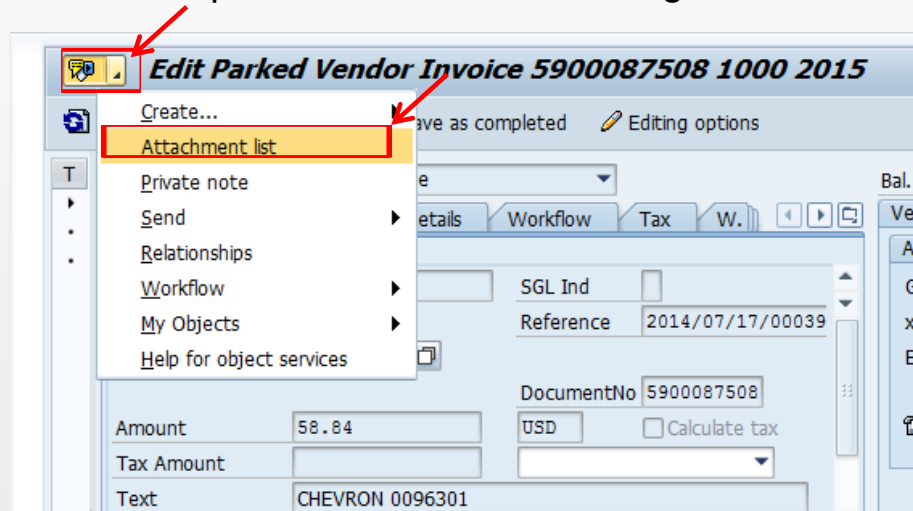


Quick Tips

Add Attachments for P-Card/T-Card/Toshiba/Fuel



- ▶ If the wrong document is uploaded, click on the half triangle and then the Attachment list...



- ▶ A box will open up with your attachment(s), highlight the attachment you wish to delete by clicking on it and then click on the trashcan icon. The attachment should then disappear.

