Files can be associated (i.e. "attached") to several areas of TrueChem.

Attachments To Tests

Attachments can be made to Tests by going to the Data Log and right mouse clicking on a row – and then selecting the Attachments menu item. The resulting screen allows the user to Add, View, and Remove attachments for that Test. This capability is also provided on the Perform Test > Output Tab when the Test is saved. Note that the Attachments column in the Data Log indicates that a row has an attachment by displaying a paperclip image.

Attachments To Addslips

Attachments can be made to Addslips by going to the Addslip Log and right mouse clicking on a row – and then selecting the Attachments menu item. The resulting screen allows the user to Add, View, and Remove attachments for that Addslip. This capability is also provided on the Addslip Signoff screen. Note that the Attachments column in the Addslip Log indicates that a row has an attachment by displaying a paperclip image.

Attachments To Exceptions

Attachments can be made to Exceptions by going to the Exception Log and right mouse clicking on a row - and then selecting the Attachments menu item. The resulting screen allows the user to Add, View, and Remove attachments for that Exception. This capability is also provided on the Exception Signoff screen. Note that the Attachments column in the Exception Log indicates that a row has an attachment by displaying a paperclip image.

-		Desmear 9. Neutrali		g						Pe	rform Test
	Sample Date								Test Status	Corrective a	action
	Notes	Y	Test	Log	Docs	Output	General	Schedule	Make-up	Ŭ HN	lis
Г	Start up Test			🕅 New Makeup		I∉ Signoff required		🖂 Will print			Print/Save
	Comments							Attachments			
	Ър В.	∕⊔∣≣	三日 日 日 (年 (年	8. 🗉						<u>X 2 4 -</u>	Store
							*		Description		Cancel
								Safety Sheet			
								· · ·			Preview
							T				
	Save With D	ata 🔽 P	rint on Addslip							Þ	
A	djustments								Due By: 1/31/20	14 7:57 PM	
		Units	Additive								
		50 gallon	3313 Neutralizer								
	Add	liter	Glass Etch Additive								
14	Add	gallon	Deionized Water								

Figure 1: The Output Tab

Clicking the green "+" button on the Output tab (see Figure 1) allows the user to attach a file to the test. In this example, the user gave the attachment the description of "Safety Sheet".

TrueLogic's: Attachments

Add Attachment		
Attachment Type Attachment Description Safety Sheet		<u>O</u> k <u>C</u> ancel
File path/URL		<u>H</u> elp
C:\MSDS\SafetySheet001.xls	e	
Copy file to a shared location Link to file location		
		A
1		<u> </u>

Figure 2: Add Attachment

When the green "+" button is clicked on the Output tab, the window in Figure 2 is displayed. The user can select the file to attach, give it a description, and choose between two methods of attachment:

- 1. A *copy* of the file selected by the user is used as the attachment. This copy is automatically placed in a shared folder, guaranteeing access to the file by other TrueChem users. The original file is left in place and is not used by the Attachment system.
- The file selected by the user is used as the attachment a copy of the file is NOT placed in a shared folder. Thus, depending on the physical location of the file, other TrueChem users may not have access to it and may not be able to view it.

								Data L	Data Log		
-	_	_	_	-	_	_			7		
t Comment		Addslip	Sign off d	late	Test-to-Signoff	Signed off by	Signed off by	Attachment			
		1278						ŋ			
		1277									
Att	tachments										
							<u>O</u> k	`			
					-	F 🗹 👗	<u></u>				
[De	scription			Attachment Type						
	Safety Sheet			Attachment							
	R							L			
		1240									
		4045	-	~ -	ha Data La						

Figure 3: The Data Log

After the test in Figure 1 has been saved, a paperclip icon will be shown on that test's row in the Data Log (see Figure 3). Right mouse clicking on that row and selecting the "Attachments" menu item allows the user to add more attachments to the test, or view & remove existing attachments.

If you have any questions or need any help, please contact technical support at 1-800-448-2548 ext. 202