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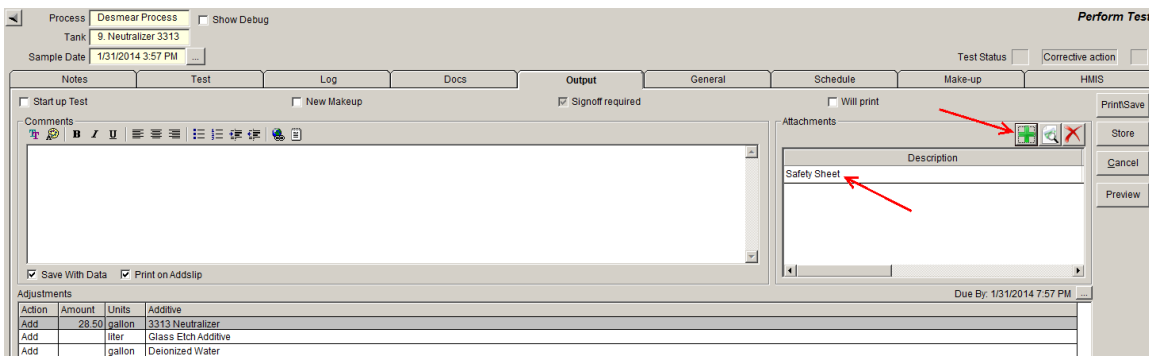
Attachments To Tests

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.
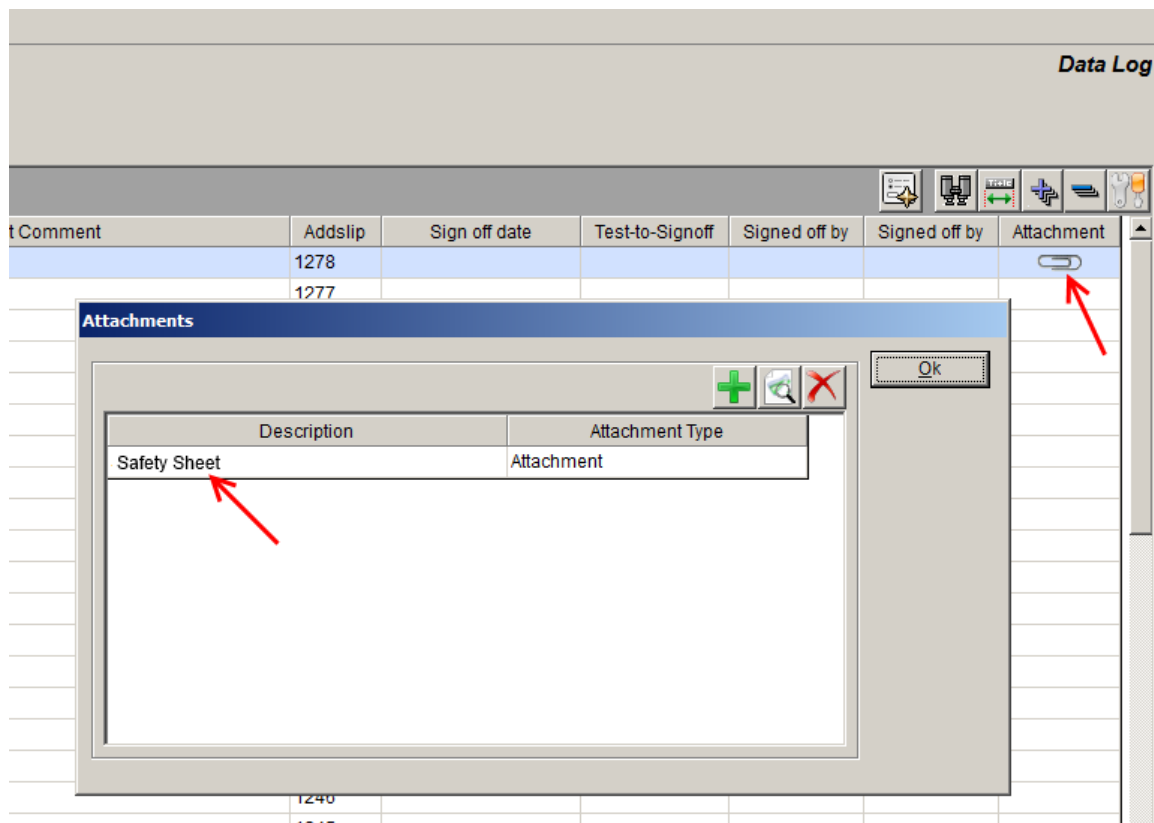

Figure 1: The Output Tab

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".

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.
2. 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.

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