## Attaching a Document to a Pending in WinCap

\*\*\*Attach only ONE copy of pertinent documents to the Pending request.\*\*\*

Click on your Windows Start Icon at the bottom left of your desktop.



Click on "Computer" to open your Computer.



Double click on the "C" drive to open.



Create New Folder and label it "WinCap Pendings"

Organize 🔻 🔭 Open Include in library 🔻 S	hare with 🔻 🛛 Burn 🛛 New folder				9==	•	6
	Name  Name  Apps  Adell  Drivers  Intel  V Wincap Pendings  PerfLogs  Program Files  Program Files Users Users	Date modified 7/10/2014 1:51 PM 7/9/2014 2:07 PM 11/11/2013 7:23 PM 6/26/2014 7:50 AM 1018 1:02 PM 1/09 211:20 PM 1/15/2015 9:20 AM 1/19/2018 8:55 AM 6/17/2016 8:53 AM	Type File folder File folder File folder File folder File folder File folder File folder File folder	Size			
	Windows	2/13/2018 10:22 AM 2/14/2018 8:04 AM	File folder				

Close out of there. You only need to do this ONCE to set it up.

Scan backup to email and save the file to the "WinCap Pendings" file on the "C" Drive. You may name the back-up files as you like but make sure that you will understand the reference when you have to find the document again to attach to the Pending or for any other reason you may need to reference.



Create your pending in WinCap as you would normally. Before submitting/approving, check "External Attachment then click on the "Paperclip" button. Then check "External Attachment"

Purchase Req	uisition [Add	ToBeAssgn	i]				2	<
P. 2018 - ToBeA	0. # .ssgnd 📑	Other Referen	nce Description			Entry In Prog P.0 Date	ress · 02/14/2018 <u>- :</u> e	
Information	Line Items	P.O. Text	Budget Distr.	Fixed Assets	Vendor Addr	Vendor Notes	Attachment	
Vendor Fund Requestor Location Department End User		Q Blank Q Multiple Fu Q Blank Q Blank Q Blank Q Blank	nds			Blanket Confirming Print Original External Attach Recurring Issue & Pay Manual	nment	
Contact	s		2	Shipping A Address IE Mamaroner 1000 West Mamaroner Contact	Idress ck Union Free Scho Boston Post Road ck, NY 10543	Dol District	very	

Click on the "Paperclip" button at the bottom right of the "Attachment" tab.

Purchase Requisition [Add ToBeAssgnd]	_	u×
P.O. # Other Reference Description	Entry In Progress P.O. 02/14/20 Date	18 <u>-</u>
Information Line Items P.O. Text Budget Distr. Fixed Assets Vendor Add	Vendor Notes Attachme	int
Description	File Name 📥	
	×	
0 🖌 🖨 🕞 🗟 🖘 📸 Comments	-	-
		-

Ignore the "Destination" field, you do not have that.

Drop down and select the "V" Drive for Input. Yours may say "V:\(ClientC)".

Import Attachment	_	
Input File Specifications		
Destination		
Purchase Order		
Select drive for input	Directory Path	
V:\ (System)	WINCAP PENDINGS	Q
Q:\ (Vhd-f-adminfiles)	aracters including the extension)	
R:\		Q
S:\(Wincap)	-	
T:\ (Vhd-f-adminfiles)		Л
U:\ \/\\ (Sustem)	_	_
Z:\ Whd-h-huildingshares)	<b>v</b>	
Print with Uriginal PU		
I Import All Files in Directo	ory Path with Selected File Type(s)	
Delete File(s) after Impor	rt	
Comments related to attach	ment	
	4	-
		2
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04		

"Directory Path" click on the looking glass and select the "WinCap Pendings" file as the Directory.



"Name of Import File" click on the next looking glass and choose your saved file to attach to the Pending.

Choose a file	to be attached.					×
Look in:	🔑 Wincap Pend	ings	•	G 🖻 🛤	• •	
Recent Places Desktop Libraries Computer	Name A PND-02609		<b>-</b>   Date 1/16	modified /	• Type Adobe	Acrobat
	•					▶
	Import			•	] [	Import
	Files of type:	Bitmap		<b>•</b>	]	Cancel
						Code Page

"Input File Type" drop down and choose correct file type. If you are attaching a scanned document it will always be PDF. If you saved from an email it may be a different format so please choose the correct one.

📓 Import Attachment 📃	١×
TInput File Specifications	
Destination	
Purchase Order	
Select drive for input Directory Path	- 1
V:\ (System) VINCAP PENDINGS	<u>Q</u>
Name of import file (limited to 40 characters including the extension)	- 1
PND-02609.PDF	2
Input File Type	
Adobe Acrobat (PDF)	
Bitmap	
JPEG Word Decument	
Excel File	
Adobe Acrobat (PDF)	
All File Types	
Comments related to attachment	
	1
2	
<u> </u>	

Check the "Print with Original PO" box.

📓 Import Attachment
Input File Specifications
Destination
Purchase Order
Select drive for input Directory Path
V:\[System] V:\[System] [V:\[System] [V:\[Sy
Name of import file (limited to 40 characters including the extension) PND-02609.PDF
Input File Type
Adobe Acrobat (PDF)
Description
PND-02609.PDF
🔽 Print with Original PO
Import All Files in Directory Path with Selected File Type(s)
Delete File(s) after Import
Comments related to attachment
×
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Click "OK".

You will get a notification that says "1 File(s) have been read in and saved." Click "OK".

Go back to your "Line Item" screen and click "Approve" to submit pending.