

Step-by-Step Guide

Compressing files for attachment



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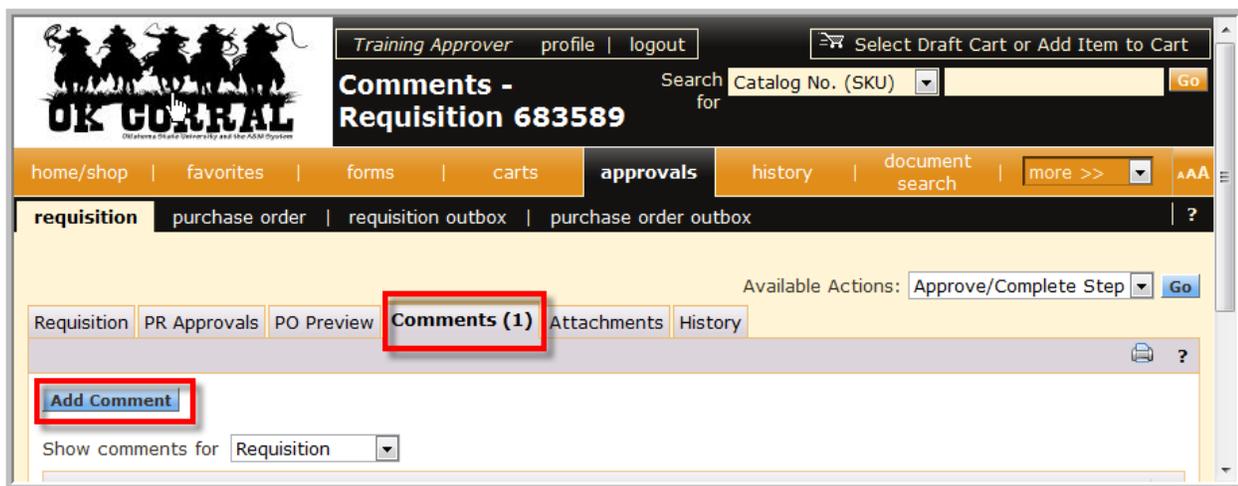
- ✓ Compressing files
- ✓ Attaching files

This guide demonstrates how to compress files and attach purchase requisitions, purchase orders, and invoices. Compressed files take up less storage space and can be uploaded to OKCorral more quickly than uncompressed files. You can work with compressed files and folders in the same way you work with uncompressed files and folders. You can also combine several files into a single compressed file, making it easier to share a group of files.

- ▲ Attachments provide a way for requesters to communicate additional details, specifications, scanned invoices, and other information to persons involved in the process.
- ▲ Attachments are visible to the shopper, requester and all approvers.

Procedure

1. Locate the file or folder you want to compress.
 - Windows users –
 - i. Right-click the file or folder, point to Send To, and click Compressed (zipped) Folder.
 - ii. A new file is created for attachment to an OKCorral item.
 - Apple users –
 - i. Right (or CTRL)-click the file or folder and select Compress.
 - ii. A new file is created for attachment to an OKCorral item.
2. Access your requisition.
 - If you are an approver, select **approvals** ⇒ **My PR Approvals**. Click on the requisition name to open the requisition.
 - If you are a requestor, select your shopping cart by clicking **carts** ⇒ **draft carts** (or **my requisitions**). Open the document and click the **Proceed to Checkout** button.
3. Click on the **Comments** tab and click the **Add Comment** button.



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The **Add Comment** overlay window displays. From this window, you can determine who will be notified via email of the comment and attach one or more supporting documents.

- Optional: Click the checkboxes for the users that you would like notified of the comment via email.
 - For example, if you are an approver, you might like to notify the requestor of a question.
 - If you are a requestor responding to a question, you may want to email the approver and your boss.
- Optional: Click the **add email recipient...** link to find other OK Corral users to email.
- Optional: To attach a document, select the **Attachment Type** and click **Browse** to search for the attachment.
- Click the **Add Comment** button to save the comment.

Add Comment ? X

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

Training Approver (Approver) <dj_mckee@bellsouth.net>
 Roger Requestor (Requestor) <dj_mckee@bellsouth.net>
[add email recipient...](#)

I will approve after the product demo.

962 characters remaining [expand](#) | [clear](#)

Attach file to this document (optional):

Attachment Type: File

File Name:

File: [Browse...](#)

[Add Comment](#) [Cancel](#)

- ▲ The appropriate parties will be emailed.
- ▲ Once the comment has been saved, the number of comments for the PR will display in parenthesis on the comments tab and the attachments will be available for display in the Attachments tab.
- ▲ A history can be found in the **Comments**, **Attachments**, and **History** tabs.

You have successfully attached a compressed file to your document.