SWIFT
Statewide Integrated Financial Tools

QUICK REFERENCE GUIDE

Adding Comments & Attachments (SS)

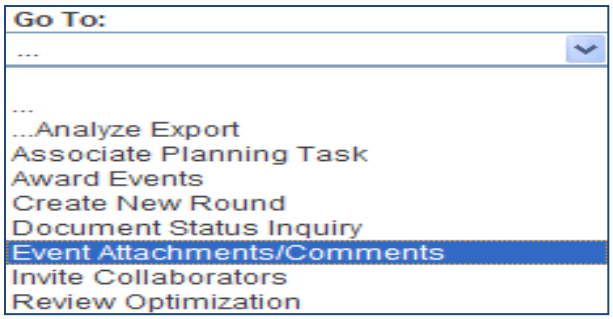
Dec. 15, 2011

Adding Comments and Attachments to an Event Prior to Award Completion

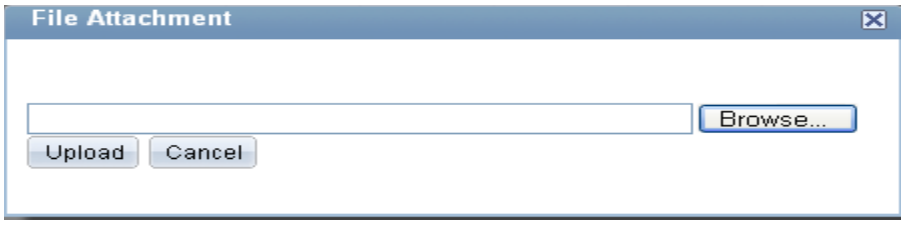
NOTE: You are unable to alter an event after the award has been completed.

Occasionally comments and/or attachments may need to be added to an event after the event end date and time has passed but prior to when an award has been completed. This is done through the Go To drop down menu located on the Analyze Total page of the Event.

1. **Navigate to:** Sourcing, Maintain Events, Event Workbench.
2. Enter Event Search criteria to find event you wish to analyze.
3. Select the Analyze Event Icon link.
4. Click the Go To drop down menu and highlight the Event Comments and Attachments hyperlink.



5. Add any comments in the comment section of the page.
6. Click the Add Attachment button to open the File Attachment page.
7. Click the Browse button to take you to where you have stored your Document.



8. Double click the attachment to enter it onto the browse field.

9. Click upload button to add the attachment to the Event Comments and Attachments page.

10. Click desired check boxes associated with the new attachment.
11. Click OK button at bottom of page to save changes made and return to Analyze Total page.
12. Click Save button.