

Google Chrome RQC MHC adding documents

When creating a new Requisitions you will not see the image link until you add an item to the Requisition

RQC

Find / Shop ▾ Inquire Profile

Basic Detail Profile Accounting User Fields Comments Procedure Requisition Lines

Requester **bakerk** Ken Baker

Requisition

Creation Date

Requisition Status

Reference Number

Requisition Description

Requesting Company **9000 University Hospital**

Requesting Location **CEBL** Clin Engin Brian Lukowski 403U

Requested Delivery mm/dd/yyyy

Date

Priority

Deliver To

Commodity Code

Total Quantity: 0
Total Cost: 0.00 USD
Number of Lines: 0

Click Image on the Basic or Accounting Tab

RQC Requisition: 1220661

Find / Shop ▾ Inquire Profile

Basic Detail Profile Accounting User Fields Comments Procedure Requisition Lines

Requester **bakerk** Ken Baker

Requisition **1220661**

Creation Date **06/21/2021**

Requisition Status **Unreleased**

Reference Number

Requisition Description

Requesting Company **9000 University Hospital** USD

Requesting Location **CEBL** Clin Engin Brian Lukowski 403U

Requested Delivery mm/dd/yyyy

Date

Priority

Deliver To

Commodity Code

[Upload Image](#)

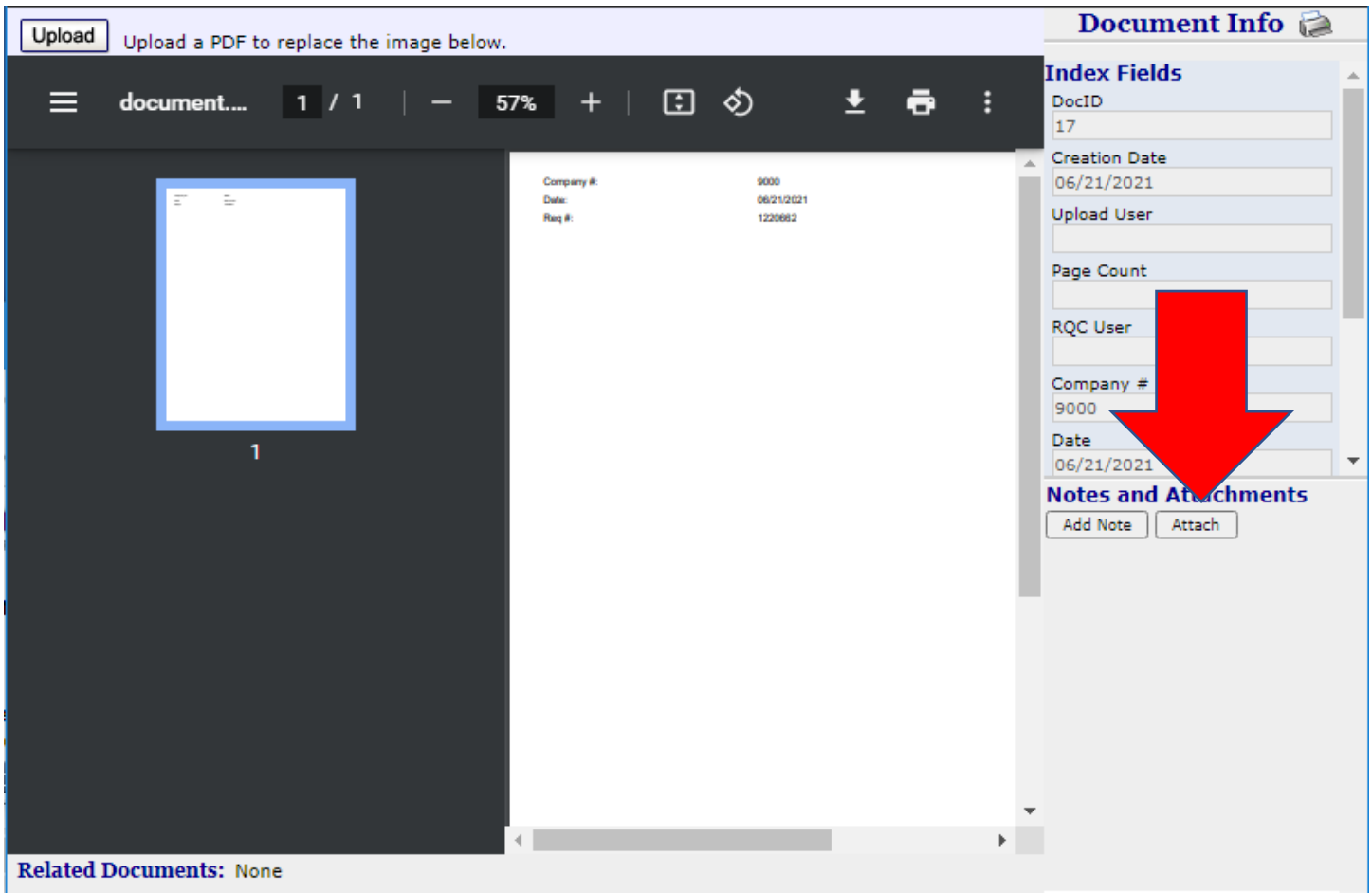
Item	Quantity	Cost
<input type="button" value="trash"/> TEST MHC-1 Testing a special for MHC RQC	1.00 EA	100.000 USD 100.000

Total Quantity: 1.00
Total Cost: 100.00 USD
Number of Lines: 1

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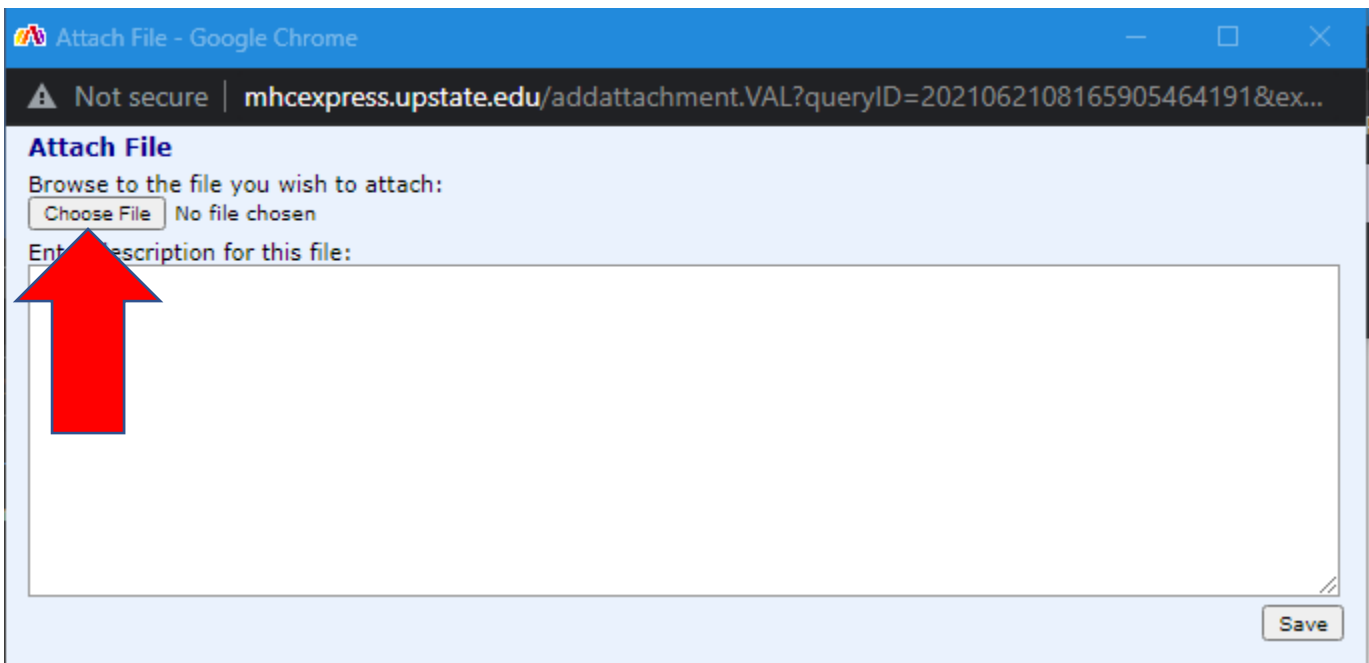
To add a document (any file type) click Attach

To add a typed note click Add Note



The screenshot shows a document viewer interface. At the top left, there is an 'Upload' button and the text 'Upload a PDF to replace the image below.' Below this is a toolbar with a menu icon, the text 'document...', page indicators '1 / 1', zoom controls (minus, 57%, plus), and icons for full screen, refresh, download, and print. The main area displays a document page with a blue border and the number '1' below it. To the right, there is a sidebar with 'Document Info' and 'Notes and Attachments' sections. The 'Document Info' section includes fields for DocID (17), Creation Date (06/21/2021), Upload User, Page Count, RQC User, Company # (9000), and Date (06/21/2021). A large red arrow points down from the 'Notes and Attachments' section towards the 'Attach' button. The 'Notes and Attachments' section contains 'Add Note' and 'Attach' buttons. At the bottom left, it says 'Related Documents: None'.

Click choose file and browse to file location



The screenshot shows a 'Attach File' dialog box in Google Chrome. The title bar reads 'Attach File - Google Chrome'. The address bar shows 'Not secure | mhcxpress.upstate.edu/addattachment.VAL?queryID=2021062108165905464191&ex...'. The main content area has the heading 'Attach File' and the text 'Browse to the file you wish to attach:'. Below this is a 'Choose File' button and the text 'No file chosen'. There is also a text input field for 'Enter description for this file:'. A large red arrow points up to the 'Choose File' button. At the bottom right, there is a 'Save' button.

Google Chrome RQC MHC adding documents

Type in a description of the file and click Save

Attach File - Google Chrome

Not secure | mhcxpress.upstate.edu/addattachment.VAL?queryID=2021062108165905464191&ex...

Attach File

Browse to the file you wish to attach:

Choose File 7110260 Pur...ry - PO20.pdf

Enter description for this file:

Testing for MHC RQC NB 6-21-2021

Save

You can see the file is attached to the Requisition

Upload Upload a PDF to replace the image below.

document... 1 / 1 | - 57% +

Company #: 9000
Date: 06/21/2021
Req #: 1220662

Document Info

Index Fields

DocID: 17
Creation Date: 06/21/2021
Upload User:
Page Count:
RQC User:
Company #: 9000
Date: 06/21/2021

Notes and Attachments

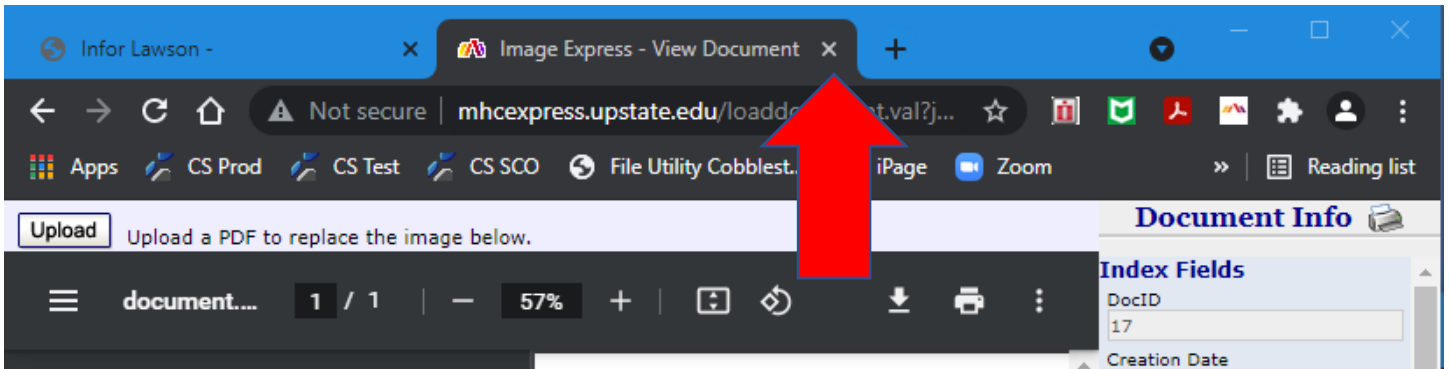
Add Note View All

sectest02
6/21/2021 8:31:07 AM
7110260 Purchase Order Entry - PO20.pdf

Related Documents: None

Google Chrome RQC MHC adding documents

Click the X on the tab to close the Attachments window and return to the Requisition



Complete and Release the Requisition

