


### ***Importing Related Documents***

1.	Click the <b>Open Dashboard</b> icon next to the Contract or Contract Request.
2.	In the Document Dashboard, select <b>Related Documents</b> icon.
3.	Use either the Import Related or Drag and Drop functionality
	<i>Import Related:</i> <ol style="list-style-type: none"><li>a. Click the <b>Import Related</b> link.</li><li>b. Click the <b>Add Files</b> command button.</li><li>c. Browse to the file to be imported.</li><li>d. Select the file to import.</li><li>e. Click the <b>OK</b> command button.</li><li>f. Click the <b>Next</b> command button.</li><li>g. Select <b>Attachment</b> as the Relationship.</li><li>h. Select <b>Attachment</b> as the Type.</li><li>i. Complete <i>ALL</i> fields.</li><li>j. Click the <b>Finish</b> command button.</li></ol>
	<i>Drag and Drop:</i> <ol style="list-style-type: none"><li>a. Locate the document or email to be imported.</li><li>b. Click and hold down the mouse button.</li><li>c. “Drag” the icon into the Related Documents window.</li><li>d. When the cursor icon displays  release the mouse button to “Drop” the related document into the system.</li><li>e. Select <b>Attachment</b> as the relationship.</li><li>f. Select <b>Attachment</b> as the type.</li><li>g. Complete <i>ALL</i> fields.</li><li>h. Click the <b>Finish</b> command button.</li></ol>
	Note: If drag and drop fails, ensure 1) the screen resolution is set to 100% and 2) that you are using Internet Explorer.