

Attach a Documents Module File to a System Message

To attach a documents module file to a system message, open the Send Communications Page in the Communications Module from the Main Menu.

Send Communication

To *Sending to 3 people in total.* TEMPLATES

Southeastern Bank of Western North Dakota Security Officer

SHOW ADVANCED OPTIONS

Subject

Summer Fridays - Casual Dress Policy

Message

Don't forget that tomorrow kicks off our summer dress code policy. Enjoy your casual attire tomorrow. Don't forget to reference the dress code policy if you have any questions.

All communications sent via KAStrack are logged.

Attachments

UPLOAD FILES ATTACH DOCUMENTS

RESET SEND

Click the "Attach Documents" button on the bottom left-hand side of the page opening the Attach Documents Modal.

Attach documents

Select a document

15FTNS-03_A.pdf X

CLOSE

Choose the file you wish to attach to the system message from the dropdown menu. It will automatically attach it to the bottom of the Send Communication page. Click the "Close" button on the modal to return to the Send Communications Page.

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Attach documents

Select a document

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CLOSE

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Attachments

UPLOAD FILES ATTACH DOCUMENTS

Name	Store in Documents	Require Acknowledgement	Require Acknowledgement at Login
15FTNS-03_A.pdf	Stored	<input type="checkbox"/>	<input type="checkbox"/>

RESET SEND

Checkboxes to the right of the attachment allow you to require acknowledgement of the attached file from the Documents Module, or to require acknowledgement of the attached file immediately when the message recipients login to the system next.

Name	Store in Documents	Require Acknowledgement	Require Acknowledgement at Login
15FTNS-03_A.pdf	Stored	<input type="checkbox"/>	<input type="checkbox"/>

After make the appropriate selections, click "Send" on the bottom right-hand side of the page to send the system message.

Revision #2

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