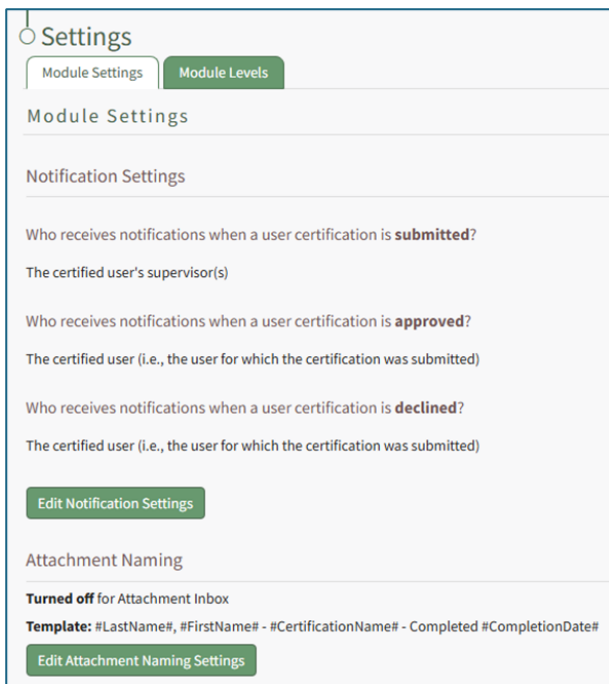


Edit Attachment Naming Settings for the People Module

When the Attachment Naming Settings are turned on for the Attachment Inbox, KAStrack will require that every uploaded attachment be named according to a designated template within this section for organizational purposes.

To edit the attachment naming settings, open the Module Settings Tab on the Settings Page in the People Module from the Main Menu.



The screenshot shows the 'Settings' page with two tabs: 'Module Settings' (active) and 'Module Levels'. Under 'Module Settings', there are sections for 'Notification Settings' and 'Attachment Naming'. The 'Attachment Naming' section shows a toggle switch that is 'Turned off' for the 'Attachment Inbox'. Below the toggle, a template is displayed: '#LastName#, #FirstName# - #CertificationName# - Completed #CompletionDate#'. An 'Edit Attachment Naming Settings' button is located at the bottom of this section.

Settings

Module Settings Module Levels

Module Settings

Notification Settings

Who receives notifications when a user certification is **submitted**?

The certified user's supervisor(s)

Who receives notifications when a user certification is **approved**?

The certified user (i.e., the user for which the certification was submitted)

Who receives notifications when a user certification is **declined**?

The certified user (i.e., the user for which the certification was submitted)

Edit Notification Settings

Attachment Naming

Turned off for Attachment Inbox

Template: #LastName#, #FirstName# - #CertificationName# - Completed #CompletionDate#

Edit Attachment Naming Settings

Select "Edit Attachment Naming Settings" to access the Edit Attachment Naming Settings Page.

Settings

Module Settings Module Levels

Edit Attachment Naming Settings

Turn on/off for Attachment Inbox * ☐ On ☒ Off

Template

[Reset to default template](#)

Template options include:
#FirstName#, #LastName#, #Username#, #CertificationName#, #ExpirationDate#, #CompletionDate#

Save Cancel

Selecting “On” will require that all attachments be named in a specific way, customized by the Attachment Naming Template.

The default template for Attachment Naming Settings is: Last Name, First Name, Certification Name – Completed, Completion Date

Template options include: #FirstName# , #LastName# , #Username# , #CertificationName# , #ExpirationsDate” , and “Completion Date#. These template options will fill data into the Attachment’s name based on the User Certification the Attachment is being associate with.

Customize the Naming Template to user preferences using the before/after hashtag and comma separated value format to establish recognizable computer language variables.

Select “Save” to update the Attachment Naming Settings or “Cancel” go back to the Module Settings tab on the Settings Page.

Revision #3

Created 2025-12-07 17:54:44 UTC by Mitzi Orkus

Updated 2026-01-26 18:21:56 UTC by Mitzi Orkus