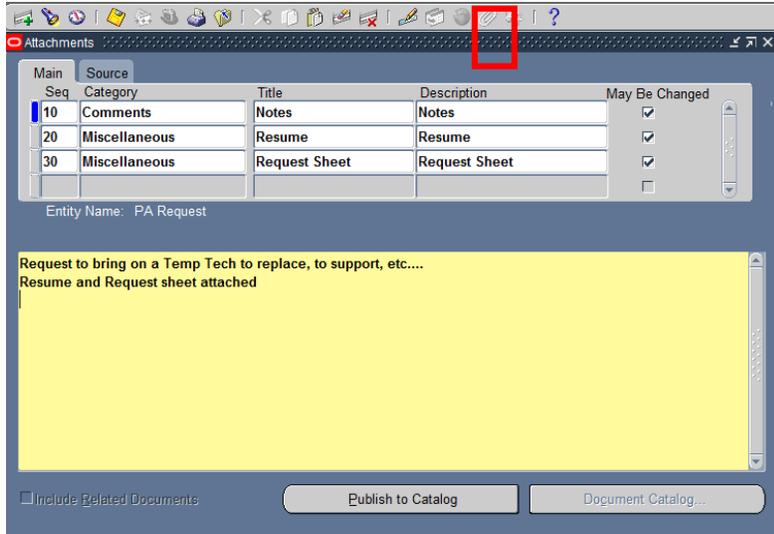


Attaching document(s) to the Request

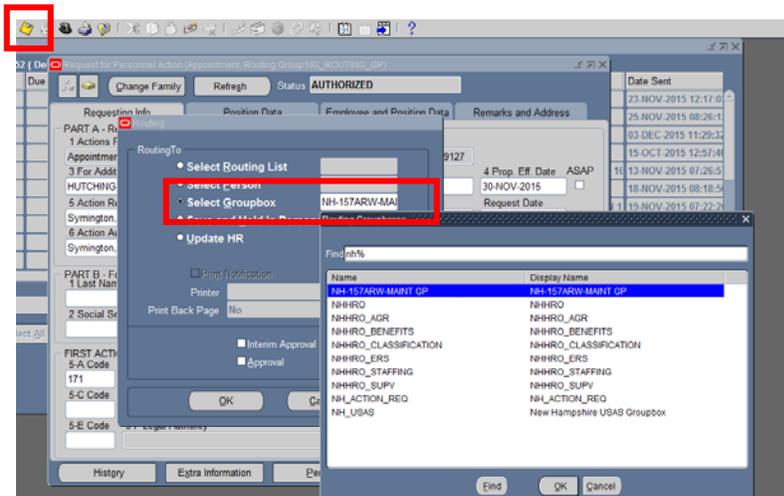
Use for attaching appropriate documents for the request being submitted (ie., orders, resume, etc)



Click on the paperclip on the top row of icons

Click in the Category Box on the first row (10) and enter the word **Comments**, next type “Notes” and “Notes” again. Next, enter the comments you wish to make – those to the left are just a sample. Next Tab over to the Data Type column and Enter “Short Text”.

To attach any required documents, click in the Category box in the next row down. Type **Misc**, put in the title and description. Tab over to the Data Type column and enter “**File**” which will prompt you to insert a document on a separate page (sometimes it opens behind other pages, look for CMF Upload Page if it doesn’t appear). Browse for the file, Click “**Submit**” and then Close Window. From there, select “**Yes**” for the pop-up “Has the file been uploaded successfully?”



To save your action for other individuals to approve, follow the same process however save the action to your Directorates Groupbox. To **Save** the action for HRO to process, first click on the **Disk** on the top row of icons, answer **Yes** to Routing the Personnel Action. Click in the “**Select Groupbox**” button, type **NH**, and select the “**NH-REQ FOR PERS ACT**” and click “**OK**”.

The action has now been requested for HRO processing.

