

My Cabinet (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

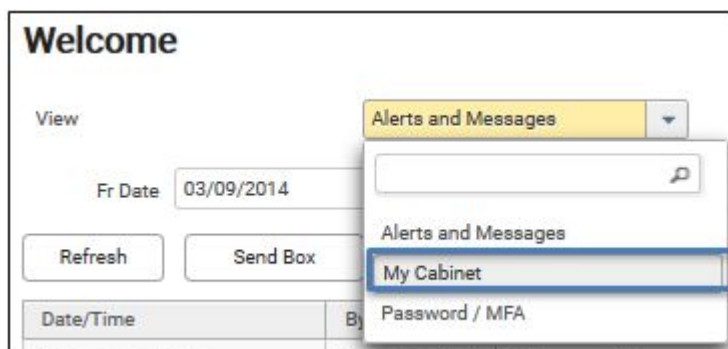
This document shows the procedure on attaching documents in My Cabinet in CS Lucas system.

WHY IS THIS IMPORTANT?

This allows you to attach any documents in the system for record keeping purposes. This way the documents attached are kept in the system and can be easily traced.

PROCEDURE

1. Login to CS Lucas system with your user id and password. The Welcome screen displays.
2. From the Welcome screen, click on the dropdown in View field.



3. Select My Cabinet from the dropdown.

Welcome

View My Cabinet

Category Date Range dd/mm/yyyy dd/mm/yyyy

Refresh Delete

Filename	Description	Category	Date/Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records found.

1-4 <- > 50

Description

Category

Archive Browse... No file selected.

4. Type in the description of the document on the Description field.
5. Category can be created by typing it in the Category field but this is optional. This allows the document attached to be categorised.
6. Click Browse/ Choose File to browse for the document to attach.

Welcome

View My Cabinet

Category Date Range dd/mm/yyyy dd/mm/yyyy

Refresh Delete

Filename	Description	Category	Date/Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records found.

1-4 <- > 50

Description

Category

Archive Browse... Attachment1.pdf

7. Click Archive to save.

Welcome

View My Cabinet

Category Date Range dd/mm/yyyy dd/mm/yyyy

Refresh Delete

	Filename	Description	Category	Date/Time
<input type="checkbox"/>	Attachment1.pdf	Citibank Letter 20190918	Letter from Banl	28-Nov-19 1:56 PM

1 50

Description

Category

Archive Browse... No file selected.

8. To view the document attached, click on the filename of the document saved.

9. To delete the document attached, tick the checkbox beside the filename of the document and click Delete.

FREQUENTLY ASKED QUESTIONS

FAQ01. What are the file format types that can be uploaded?

File format supported by CS Lucas are as follows: doc, docx, xls, xlsx, ppt, pptx, txt, jpeg, png, bmp, gif, tif, tiff, pdf.

FAQ02. Is there a limit on the file size that can be uploaded?

File size limit is 10MB for each file attachment.

RELATED INFORMATION

[Welcome](#)

CHANGE HISTORY

Date	By	Changes
18-Sep-2017	Clarissa	Created.
28-Nov-2019	Lyra	Updated Screenshots.