

My Cabinet

[See previous W5 version guide](#)

PURPOSE

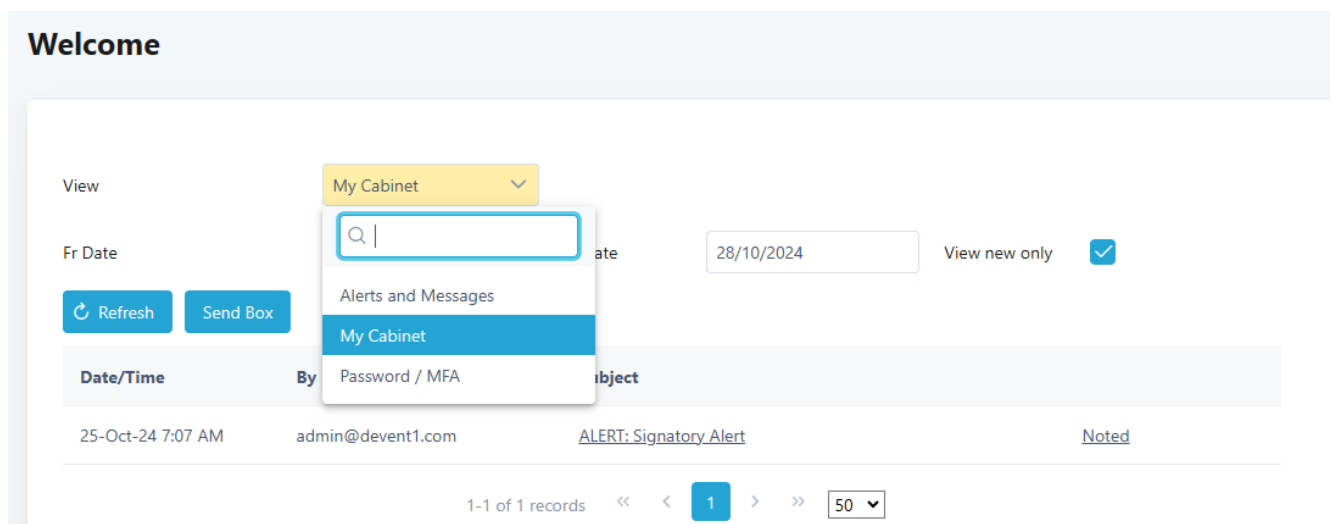
This document shows the procedure on attaching documents in My Cabinet in CS Lucas system.

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

Search

Columns

Filename ↑↓	Description ↑↓	Category ↑↓	Date/Time ↑↓
No records found.			

0-0 of 0 records

<<<>>>

50

Description

Category

Archive

Choose File

No file chosen

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

🔍 Search

☰ Columns

Filename ↑↓

Description ↑↓

Category ↑↓

Date/Time ↑↓

No records found.

0-0 of 0 records « < > » 50 ▼

Description Citibank Letter 20190918

Category Letter from Bank

Archive

Choose File Attachment1.pdf

7. Click Archive to save.

Welcome

View My Cabinet ▼

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

↻ Refresh 🗑 Delete

🔍 Search

☰ Columns

Filename ↑↓

Description ↑↓

Category ↑↓

Date/Time ↑↓

<input type="checkbox"/>	Attachment1.pdf	Citibank Letter 20190918	Letter from Bank	28-Oct-24 9:50 AM
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1-1 of 1 records « < 1 > » 50 ▼

Description

Category

Archive

Choose File No file chosen

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.
28-Oct-2024	TS	Updated to W6 instructions and screenshots.