# **My Cabinet**

See previous W5 version guide

#### **PURPOSE**

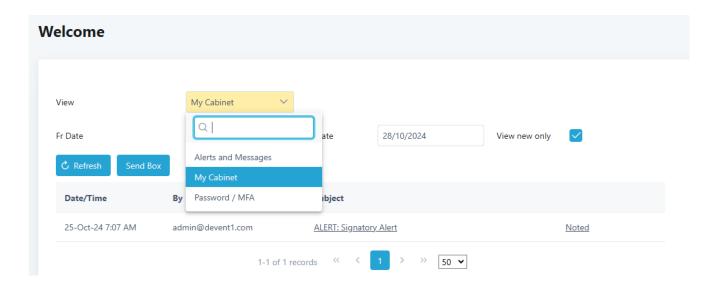
This document shows the procedure on attaching documents in My Cabinet in CS Lucas system.

### **WHY IS THIS IMPORTANT?**

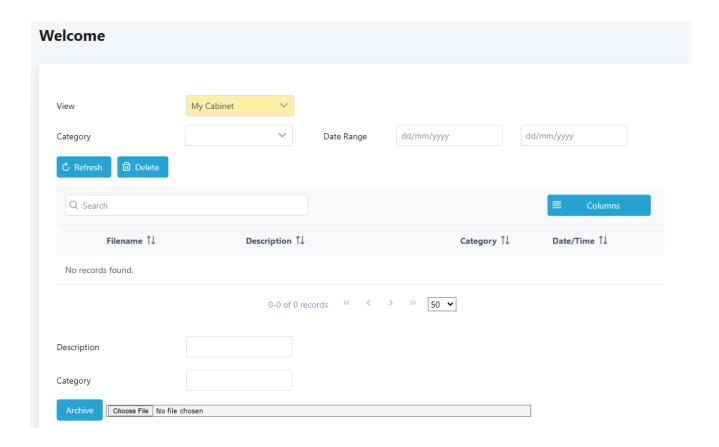
This allows you to attach any documents in the system for record keeping purposes. This way the documents attached are kept in the system and can be easily traced.

#### **PROCEDURE**

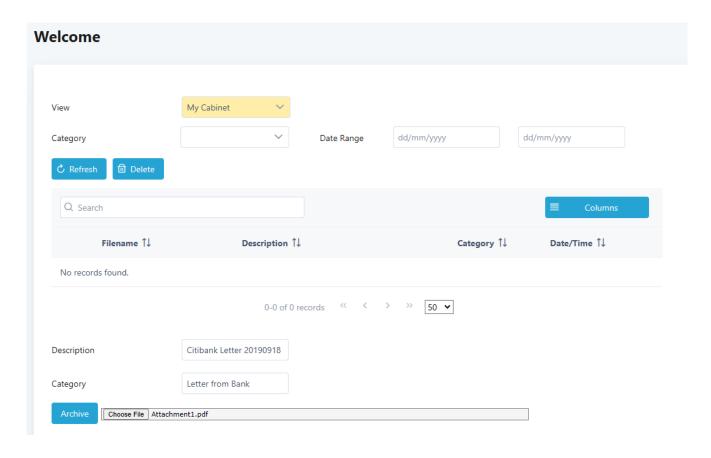
- 1. Login to CS Lucas system with your user id and password. The Welcome screen displays.
- 2. From the Welcome screen, click on the dropdown in View field.



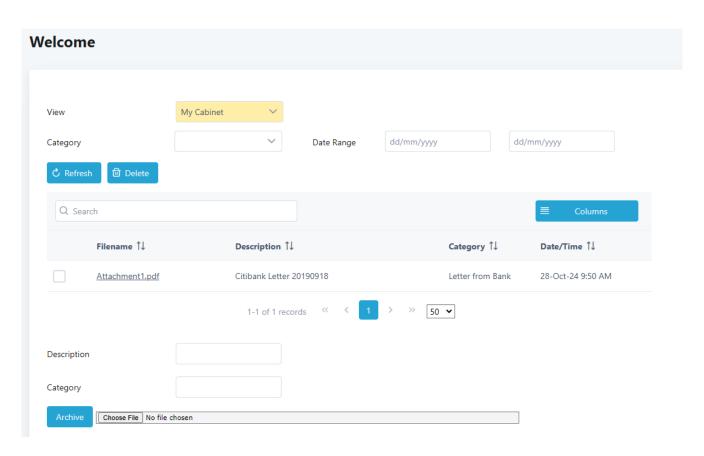
3. Select My Cabinet from the dropdown.



- 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.



7. Click Archive to save.



- 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, xslx, 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	Ву	Changes
18-Sep-2017	Clarissa	Created.
28-Nov-2019	Lуга	Updated screenshots.
28-Oct-2024	TS	Updated to W6 instructions and screenshots.