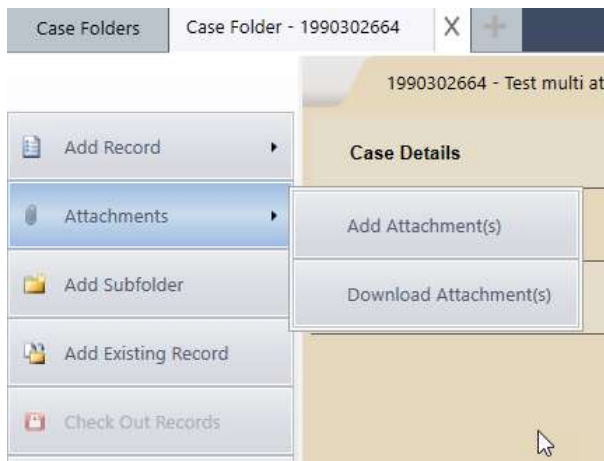
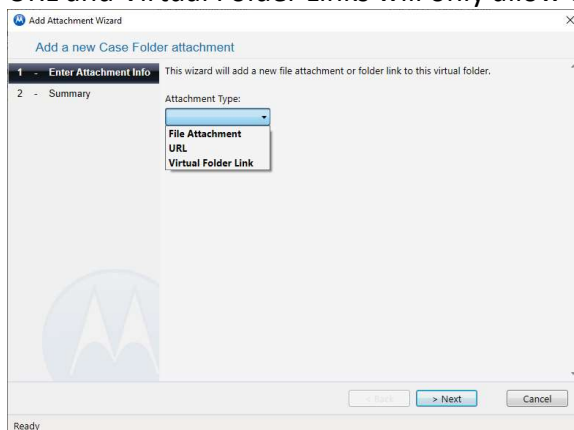


Attaching Multiple Files to a Case Folder

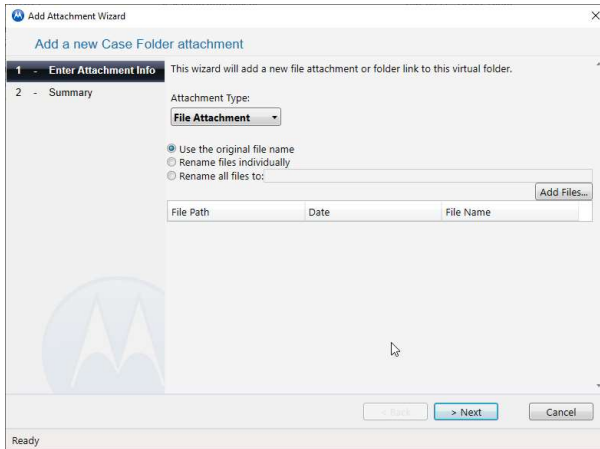
1. Premier 1 can attach multiple files in one action within a case folder. The files do not have to be of the same type.
2. If you are only attaching a single file, it can be saved within the main case folder. Skip to step 4.
3. If you are attaching multiple files, it is recommended that a subfolder be created to avoid the main case folder becoming cluttered. To create a subfolder within a case folder, click on “Add Subfolder” on the left side of the screen. Name the folder, click “Next” and “Finish.” The subfolder will appear in the case folder. Open the subfolder to begin adding attachments.
4. Click “Attachments” and then “Add Attachment(s)” on the left side of the screen.



5. File Attachment is the only option that will allow multiple selections in the same action. URL and Virtual Folder Links will only allow one file at a time.



6. Choose “File Attachment” from the drop down menu. The Add Attachment Wizard will open and offer three options for the naming or renaming of files. Choose which option best suits the files being attached.



7. Click on “Add Files” to locate the files to attach on your computer. Select the file(s) and then click “Next.” A summary box will open allowing you to verify the correct files are being attached. If changes are needed, click “Back” to return to the wizard and make the necessary changes. If the files are correct, click “Finish.”
8. The files will now appear in the folder you selected to place them in.

If you have any questions regarding the system, please contact the SRMS staff at:

(517) 335-SRMS (7767)

MSPSRMS@MICHIGAN.GOV