

Attachments

Asset Panda allows you to add attachments to your actions. These attachments can come in the form of:


- Images
- Videos
- Voice Notes
- Documents

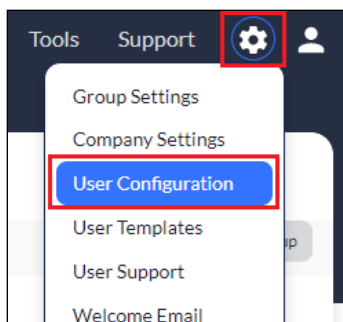
NOTE: There is a 55MB size limit for audio file attachments.

Enable attachments at the individual user level

First things first when it comes to attachments. They must first be enabled. Keep in mind that some of this is going to be dependent on individual, user permissions.

To set at the individual, user level:

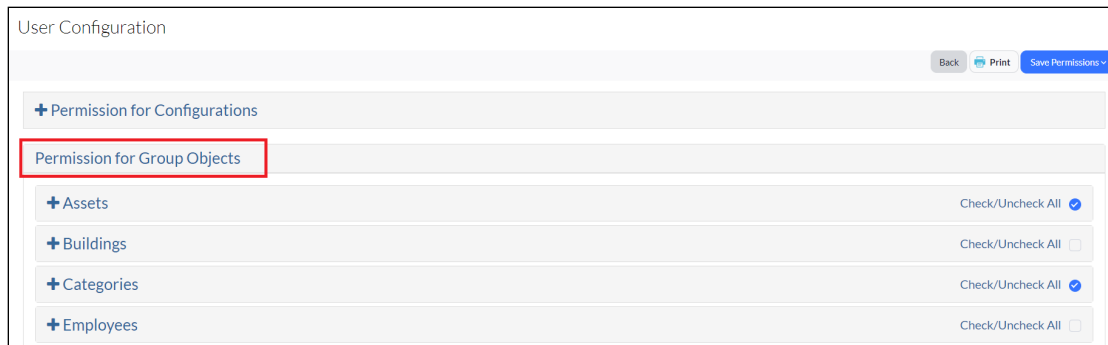
1. Click your settings  icon, and then select **User Configuration**.



2. Click **Edit user permission** next to the user of which you wish to grant attachment permissions.

Users							Create new user	Import users	User list
<input type="text"/>							Filter View		
							Total Users: 2		
<input type="checkbox"/>	Login	User Name	Company Admin	User Template	Status	Last Login	Edit		
<input type="checkbox"/>	ewilkins@assetpanda.com	Evin Wilkins	Yes	-	Active	11/18/2021 10:20 AM	Edit user permission		
<input type="checkbox"/>	testaccount@test.com	Ima Test	Yes	Super User	Active	Not Logged In yet	Edit user permission		

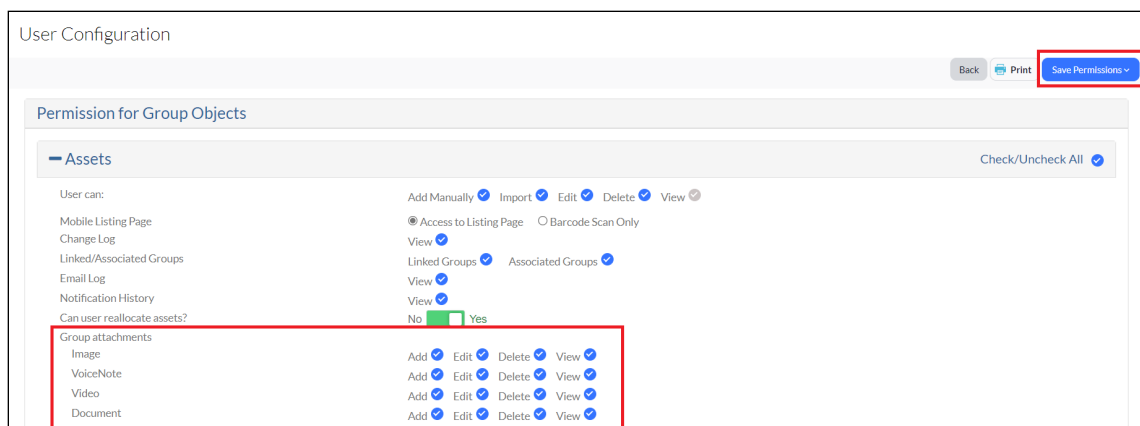
3. Scroll down to the **Permission for Group Objects** section.



The screenshot shows the 'User Configuration' page. At the top right are buttons for 'Back', 'Print', and 'Save Permissions'. Below these is a list of permission categories: '+ Permission for Configurations', 'Permission for Group Objects' (highlighted with a red box), '+ Assets', '+ Buildings', '+ Categories', and '+ Employees'. Each category has a 'Check/Uncheck All' button with a checkbox.

4. Click the **+** next to the group you wish to grant attachments permissions. This opens several different, available permissions.

5. Scroll down to the **Group attachments** section and click the attachments permissions you wish to add.



The screenshot shows the 'User Configuration' page with the 'Permission for Group Objects' section expanded. The 'Assets' group is selected, and the 'Group attachments' section is highlighted with a red box. This section lists permissions for 'Image', 'VoiceNote', 'Video', and 'Document'. Each permission has 'Add', 'Edit', 'Delete', and 'View' options, each with a blue checkmark icon. The 'Can user reallocate assets?' toggle is set to 'Yes'.

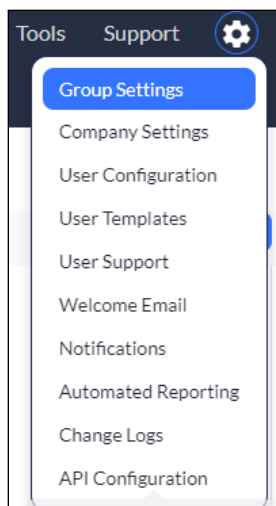
6. Repeat this for each group in which you intend to provide the specific user with attachment permissions, and then click **Save Permissions**.

Enable attachments at the group level

You can also enable or disable attachment permissions at the group level.

To do this:

1. Click to select your settings  icon, and then select **Group Settings**.



2. Click the **Edit** link for the group in which you wish to enable your attachments.

Groups		
Name	Show in submenu	
Assets	<input checked="" type="checkbox"/>	Edit Status Field Actions Notifications List Fields Incoming Email Reservations
Buildings	<input checked="" type="checkbox"/>	Edit Status Field Actions Notifications List Fields Incoming Email Reservations Delete
Categories	<input checked="" type="checkbox"/>	Edit Status Field Actions Notifications List Fields Incoming Email Reservations Delete

3. Scroll down to the **Allowed Attachment Types** settings, and then select the attachments you wish to enable. (You can select all or just the ones you need.)

 A screenshot of a web form titled 'Editing Groups and their Fields'. The form is for editing the 'Assets' group. It includes various settings like 'Filter fields by', 'Filter fields by status', 'Show in submenu', 'Include attachments in replication', and 'Is a people group?'. At the bottom, the 'Allowed Attachment Types' section is highlighted with a red box, showing four checked options: 'Images', 'Voice notes', 'Videos', and 'Documents'. Other options like 'Require Comment when deleting objects' and 'Save GPS coordinates when saved from mobile' are also checked. The form has a 'Save' button at the top right and 'Add New Field' and 'Delete Selected' buttons at the bottom right.

4. Click **Save**.

Now that we've gotten permissions out of the way, we can jump into the how to of using these attachments. Shall we?

See our Related Topics below to learn more about how to use attachments!

Related Topics