12.2 – Document Attachment Icon

Currently in the Document Search results a user must click in to a document to determine if there are attachments.

With 12.2, a paperclip icon appears beside the document number on the results page to indicate there are attachments associated with the document. Clicking on the icon will open the document and take the user directly to the attachments tab. The icon is available for all requisitions, purchase orders and invoices that have attachments.

Click on the paperclip and it will take you to the Attachment tab of the document.