Attachments

The **Attachment** tool allows System Administrators to easily manage the files that have been attached to Relationship Profiles across the Platform. At the top of this tool you will see how many attachments are currently being stored within the Platform as well as the amount of space you are using. The search box allows you to search for files based on the Attachment Name, Attachment Type, or Description fields.

The table of information within the Attachment tool displays the **Attachment Name**, **Attachment Type**, **Description**, **File Type**, **File Size**, **Last Modified Author**, and **Last Modified Date**. There are four actions that can be done with each individual attachment from the **Actions** drop down menu. You have the ability to **delete** the attachment, **download** the attachment, and **edit or view** the attachments properties.