

# 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.

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121 attachments / 22.52 MB of space used

Search

Attachment Name	Attachment Type	File Type	Last Modified By	Last Modified Date
beautiful-uncle-rico-quotes-1-uncle-rico-678-w-887.jpg	Entity 5074462	JPG	Jordan Stoltz	03/18/2024
testing1.jpg	Entity 5074462	JPG	Jordan Stoltz	02/18/2024
prchar-one.jpg	Entity 5012819	JPG	Jordan Stoltz	02/18/2024
testing2.jpg	Entity 5012819	JPG	Jordan Stoltz	02/18/2024
jarrett_marius.jpg	Entity 5099545	JPG	Demo Talent Management	02/18/2024
MaryGreeneProfile.jpg	Entity 5036211	JPG	Demo Talent Management	02/18/2024
MaryGreeneProfile.jpg	Entity 5036211	JPG	Demo Talent Management	02/18/2024
bluebird.jpg	Entity 100016	JPG	Demo Talent Management	02/18/2024
MaryGreeneProfile.jpg	Entity 5074462	JPG	Demo Talent Management	02/18/2024
firstProfile.jpg	Entity 4223133	JPG	Demo Talent Management	02/18/2024
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