

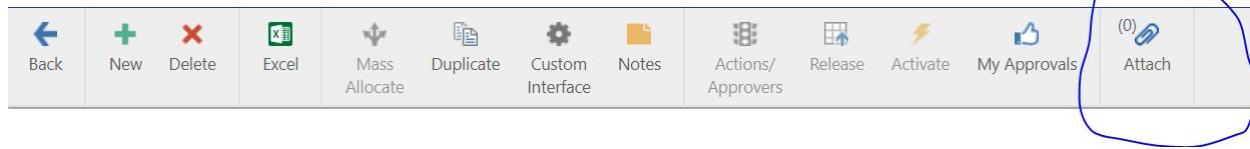
# MUNIS ATTACH to TCM

*Hampton City Schools Cheat Sheet*

## USE CHROME WEB BROWSER ONLY


TCM is a separate Server that stores all of the Documents in PDF form so that you can attach and or retrieve at any time by opening a record.

The **ATTACH** function is available from the Ribbon in all entry screens.



Click ATTACH. This opens TCM (Tyler Content Manager)

The type of form attachment will display on the list.

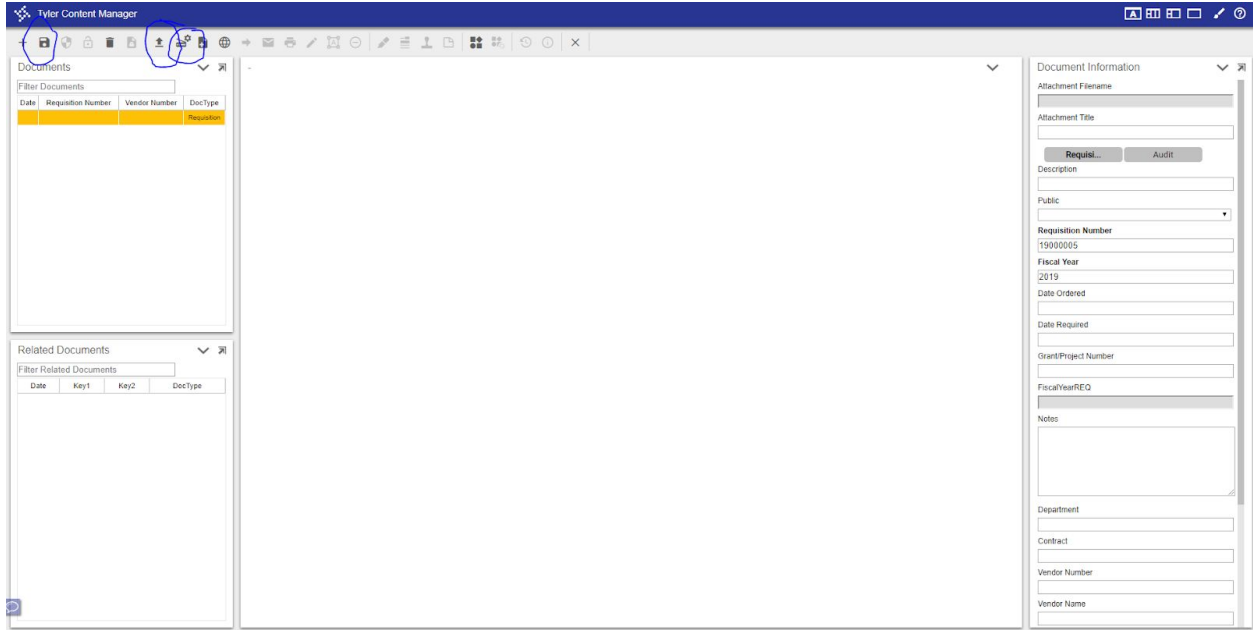
Defined Mappings  ×

Attached Documents		
Mapping Name	Description	Count
Requisition Attachment	Requisition Attachment	0

Associated Documents		
Mapping Name	Description	Count

If the mapping name is blue, single click to open. If black, double click to open.

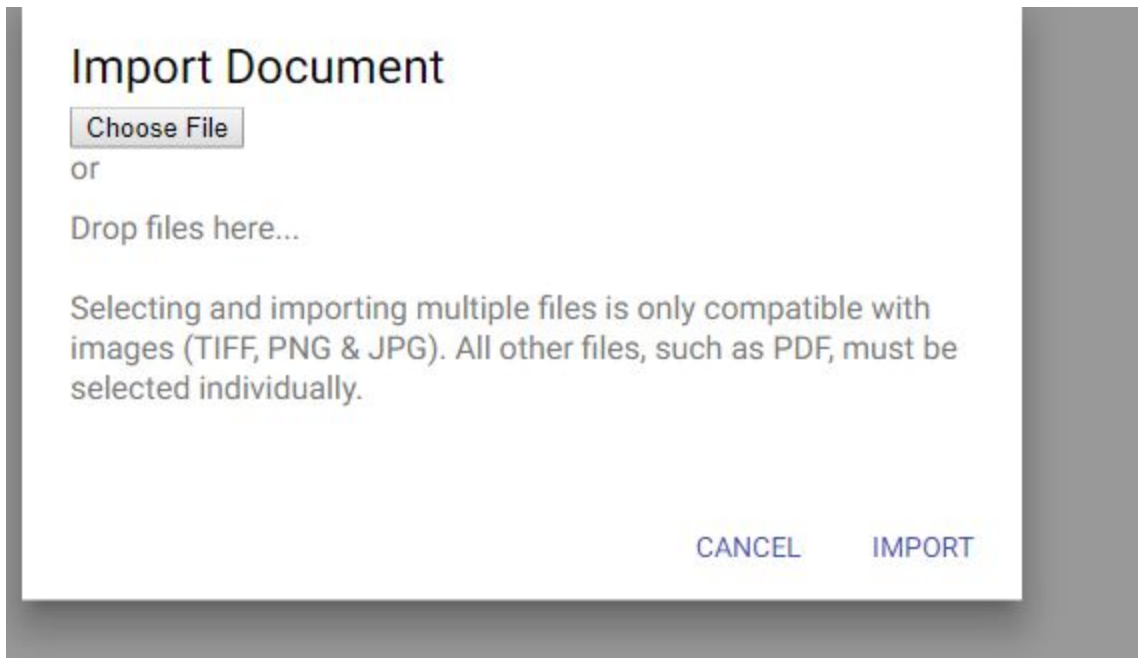


From the ribbon Select the “+” to add a new document.

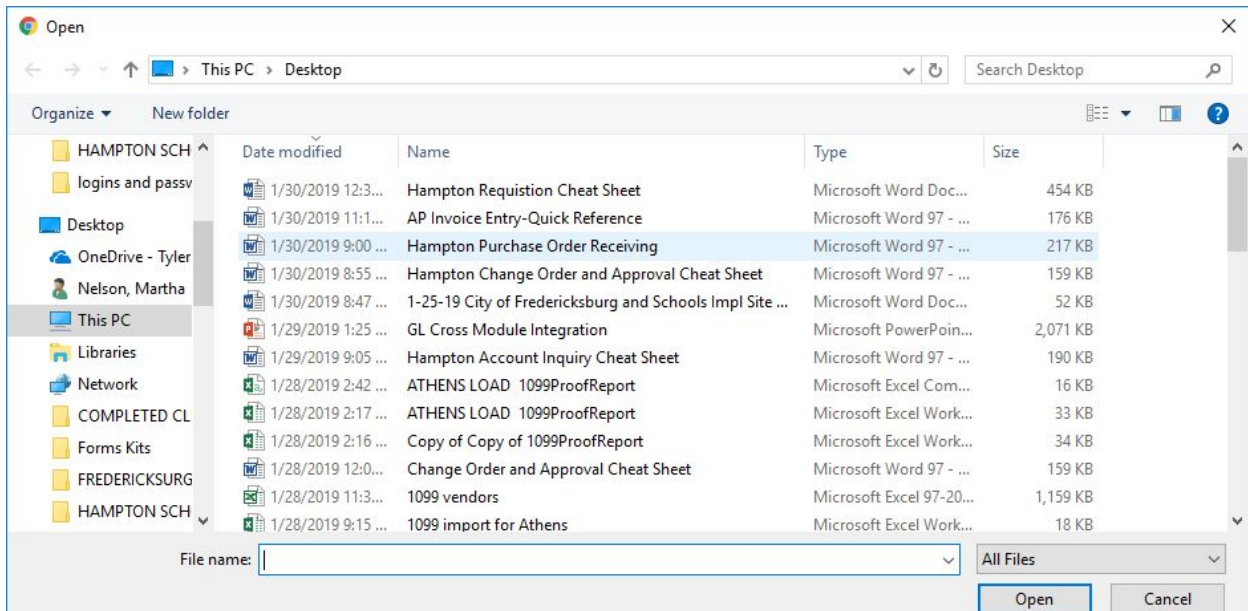
From the ribbon select the UP ARROW to attach a file saved on your computer.

If you have a TWAIN compliant scanner attached to your computer, you can contact the IT Department to set your scanner up, then you will be able to select the SCAN button from the ribbon and scan your documents into Munis.

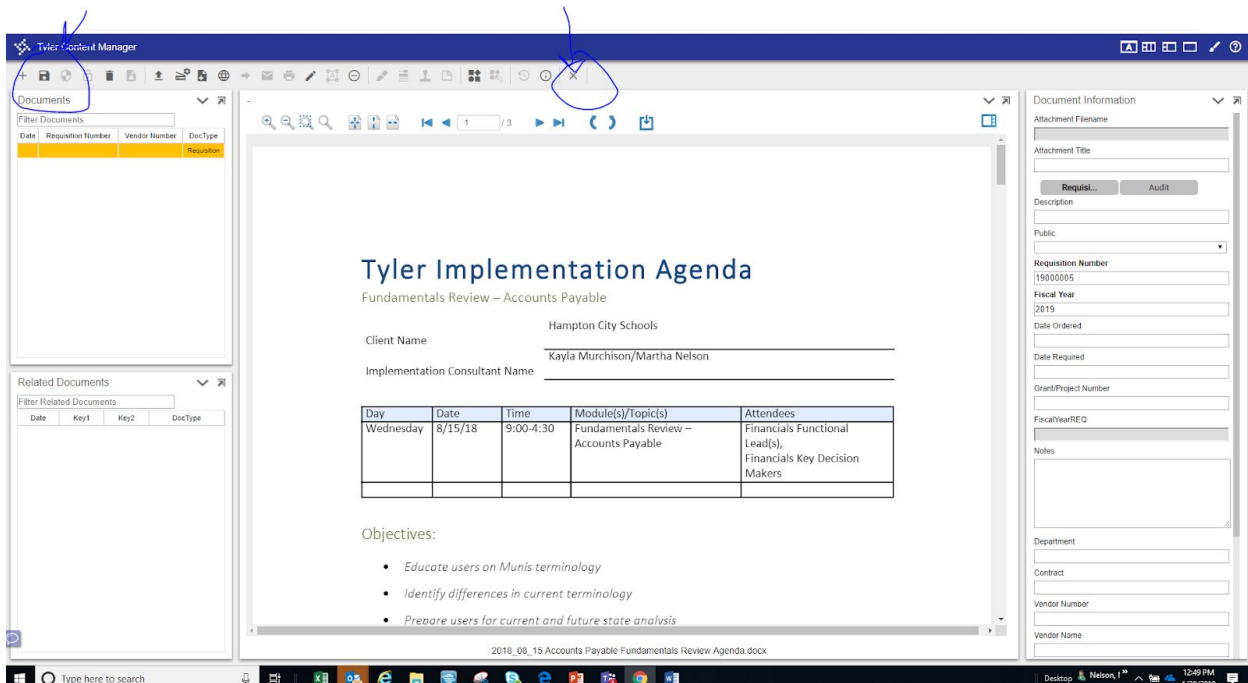
If importing from a stored document from your computer, the following BOX appears:



Select **Choose File** and it will open a Browser to find your document.



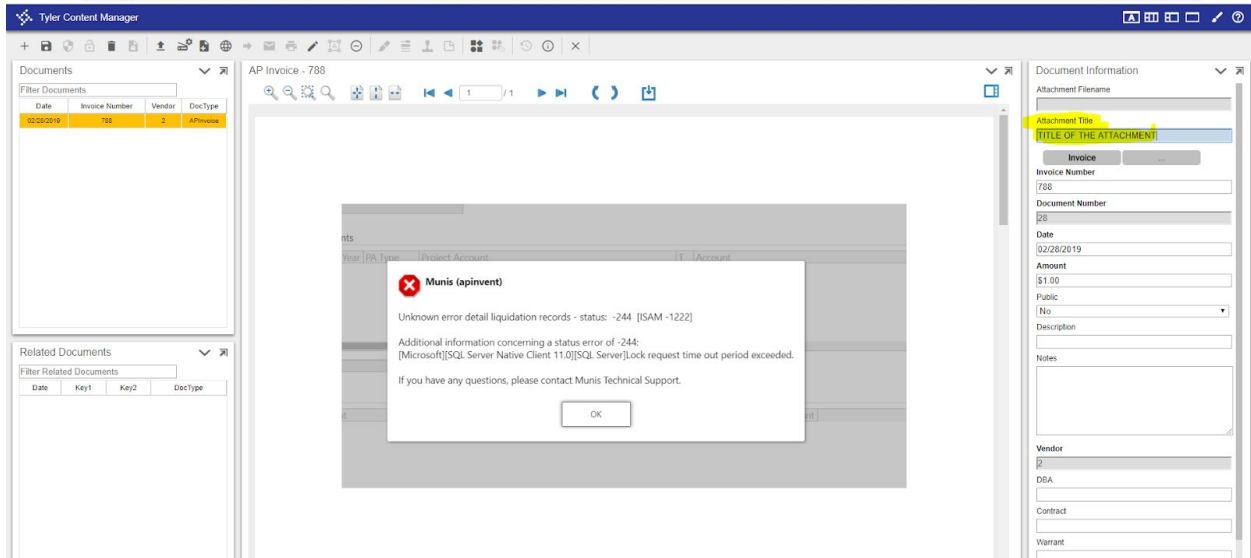
Select the File and Click **OPEN** at lower right hand side.



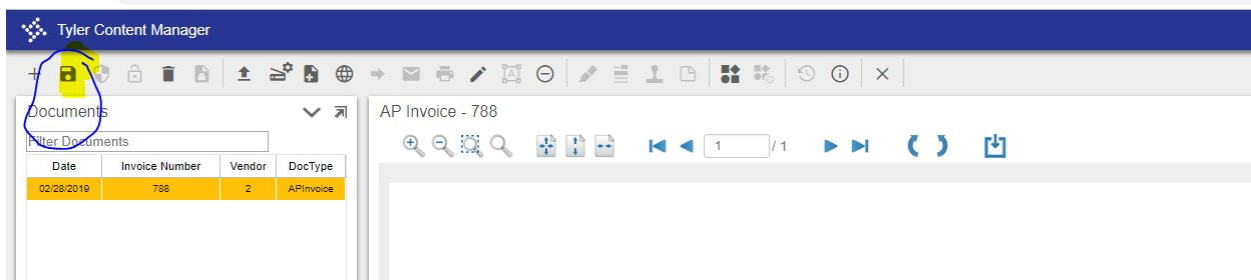
Select **IMPORT**.

When loaded, the attachment will appear on the screen. If this is not the correct attachment, you can close the TCM tab at the top of the screen and start over. Please note that once you save the attachment you will not be able to delete it. If you attach and save an incorrect document by mistake, please contact the Accounts Payable office to delete your attachment.

After the document has loaded, enter a description of the attachment in **Attachment Title** to the right of the screen. Please make sure the description matches what is being attached.



SELECT the SAVE button on the top left of the ribbon.



Then close using the "X" on the screen at the end of the ribbon. On some programs it is also necessary to close the Defined Mappings screen using the "X" at the top of the box.

Tyler Content Manager

Documents

Filter Documents

Date	Invoice Number	Vendor	DocType
02/28/2019	788	2	APInvoice

AP Invoice - 788

1 / 1

