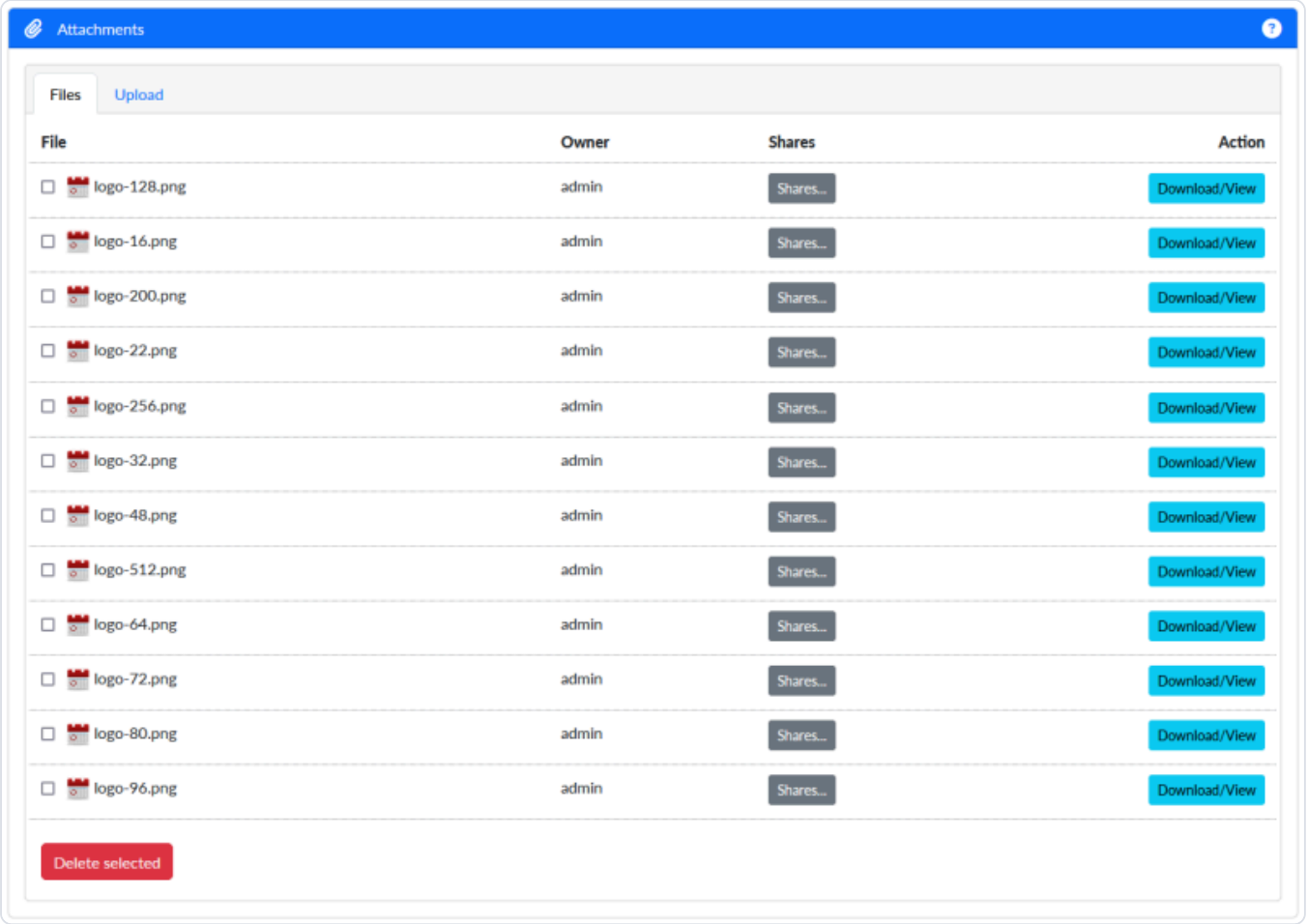
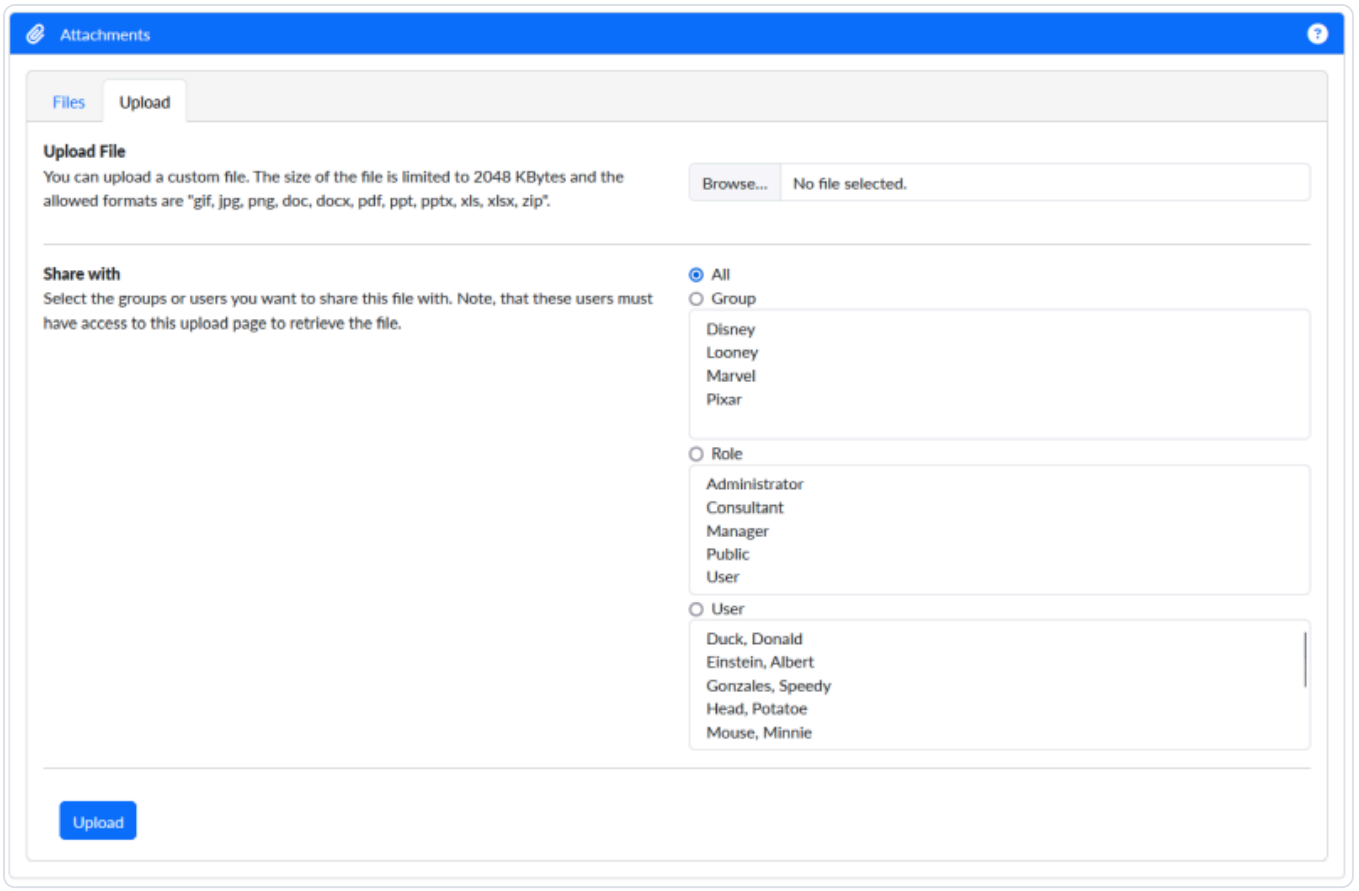
Attachments

The attachments page offers the option to upload files and share them with users or groups.



Use the Upload tab to add new attachments. You can select with whom you want to share the file.



Buttons

Files Tab

Button	Function
Shares...	Expands/collapses the shares listbox. *Note: Unselecting the owner/uploader of an attachment will have no effect. The owner/uploader will always have access to his files.*
Download/View	Downloads/views the attachment file. Right-clight to use your browser's download feature.
Update	Updates the shares as selected. Available to the attachment owner and admin only.
Clear	Deletes all shares. Available to the attachment owner and admin only.

Upload Tab

Button	Function
Browse	Browse for local files to upload
Upload	Press/click to upload the selected file
Delete Selected	Deletes the selected file/s from the server. Available to the attachment owner and admin only.

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