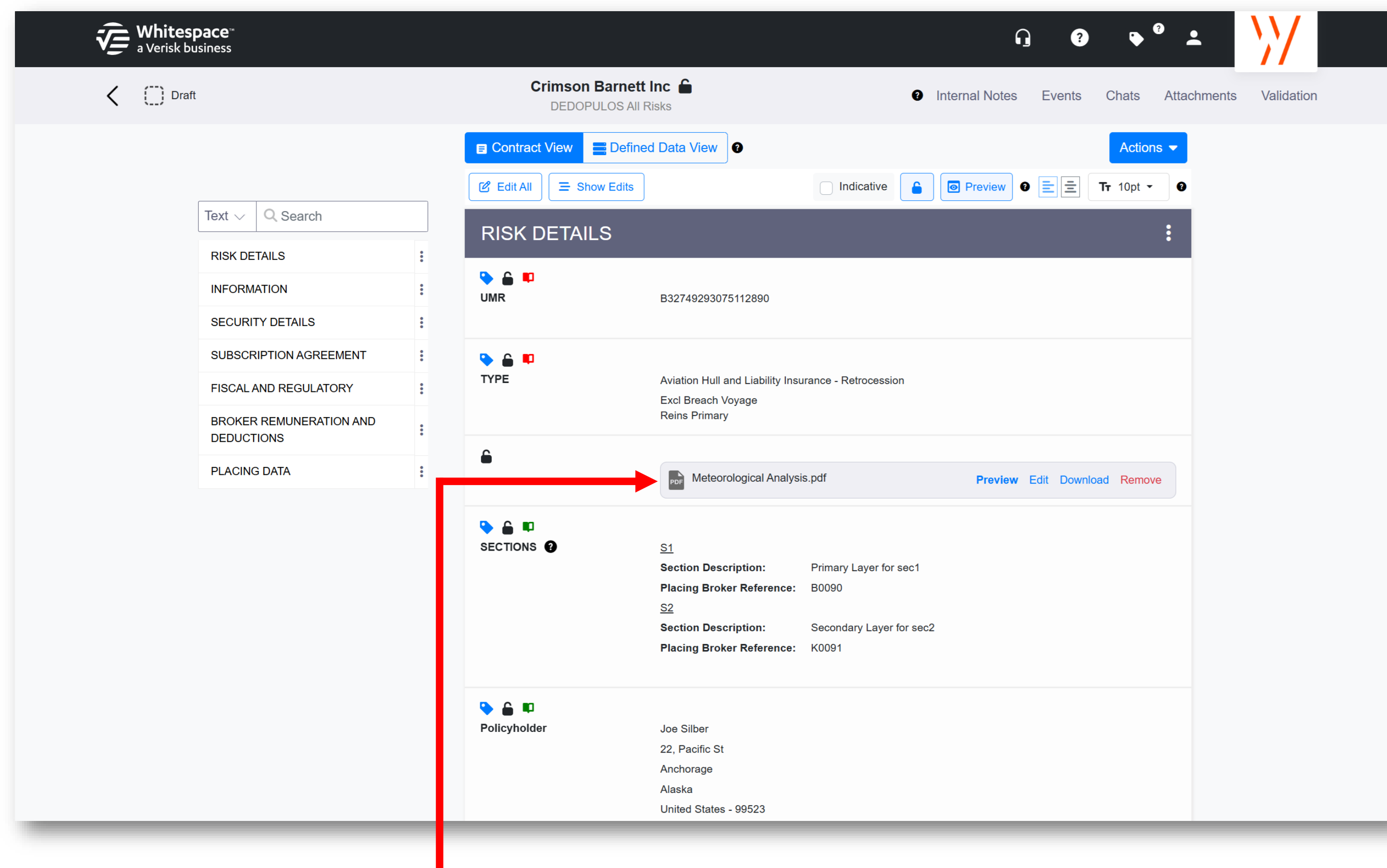


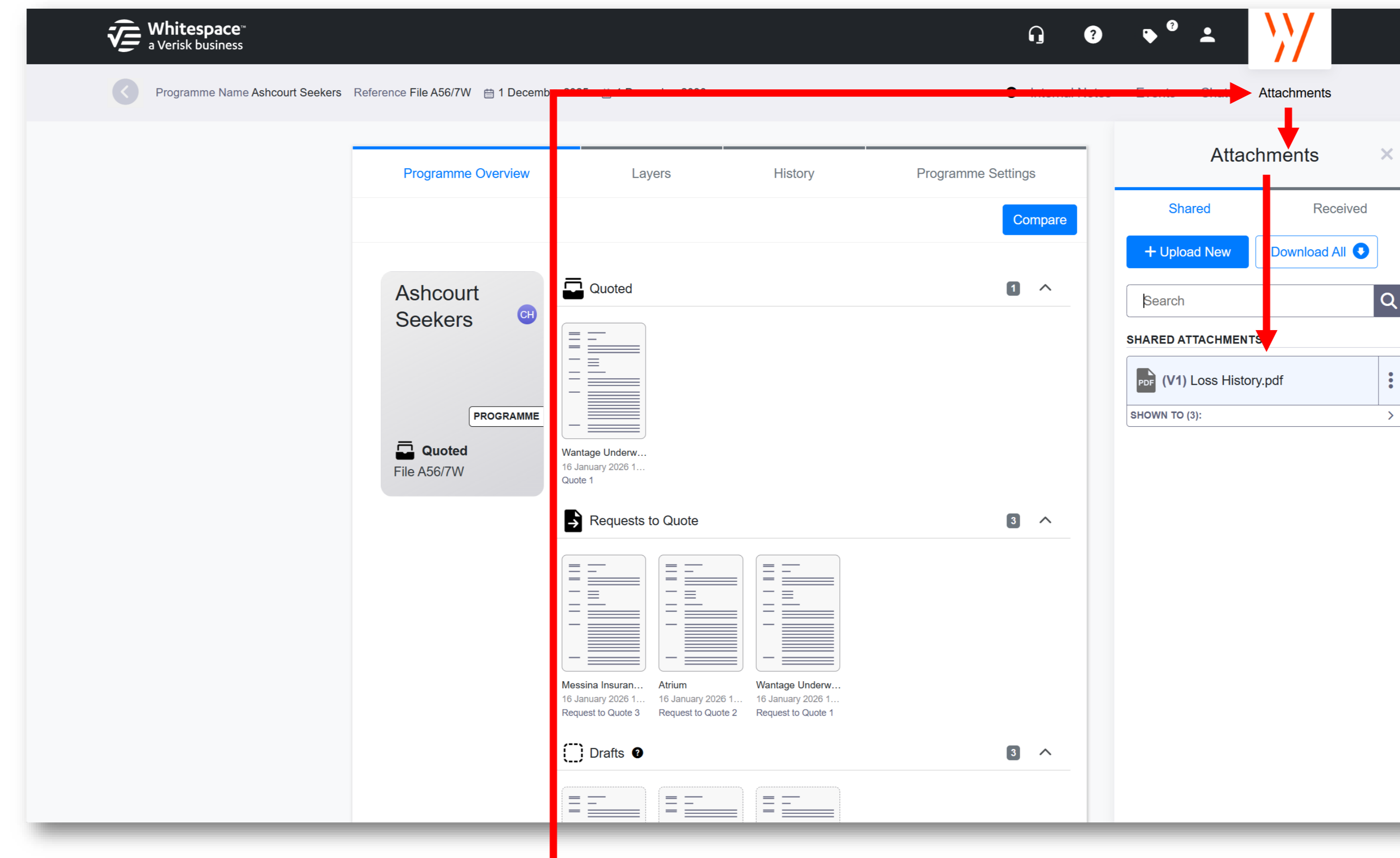
Managing and Showing Programme Attachments

1.



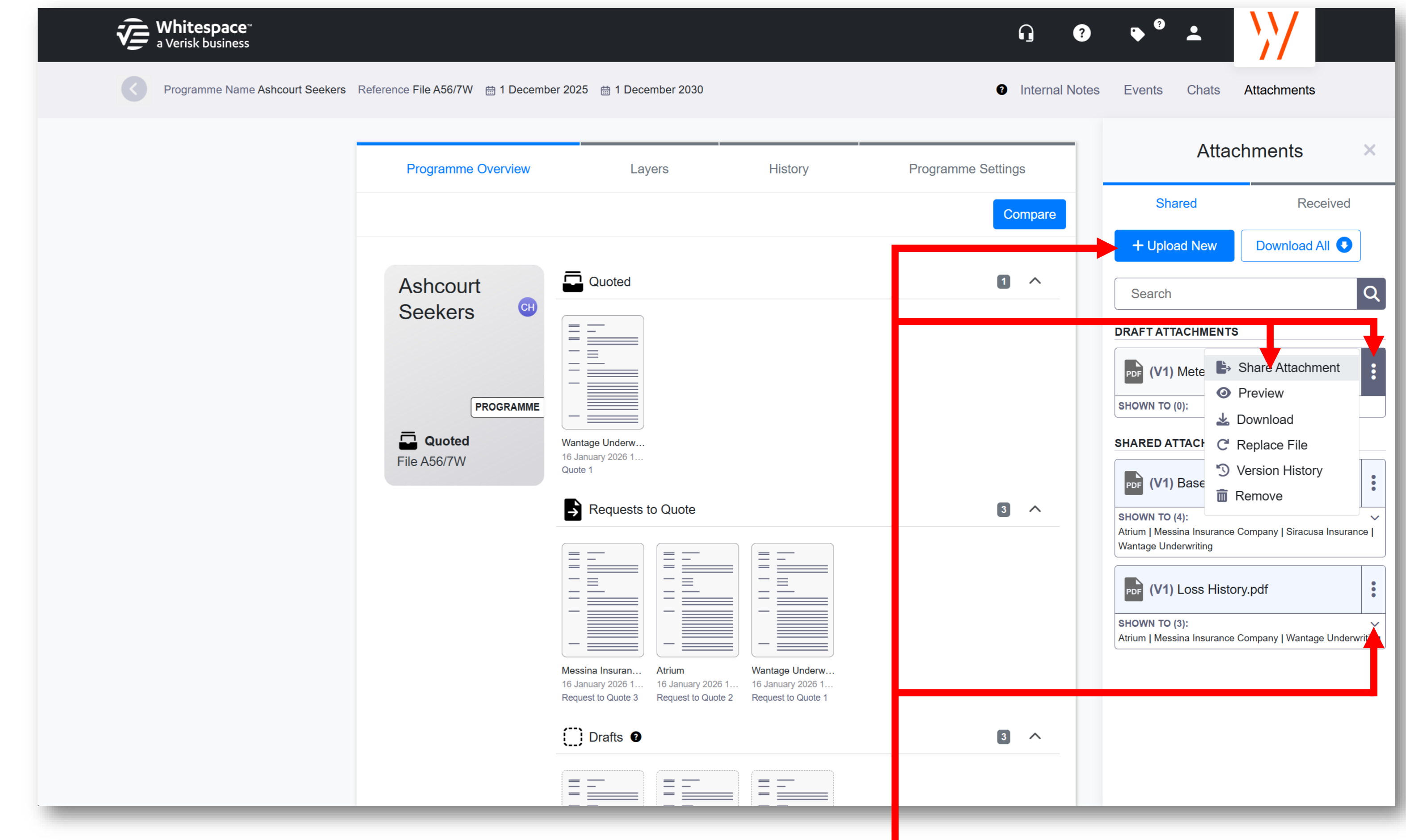
Although layers cannot have attachments, and all programme attachments are held under the programme contract, this does **not** include inline attachments that form part of a contract. Inline attachments are absolutely fine to include in layer contracts.

2.



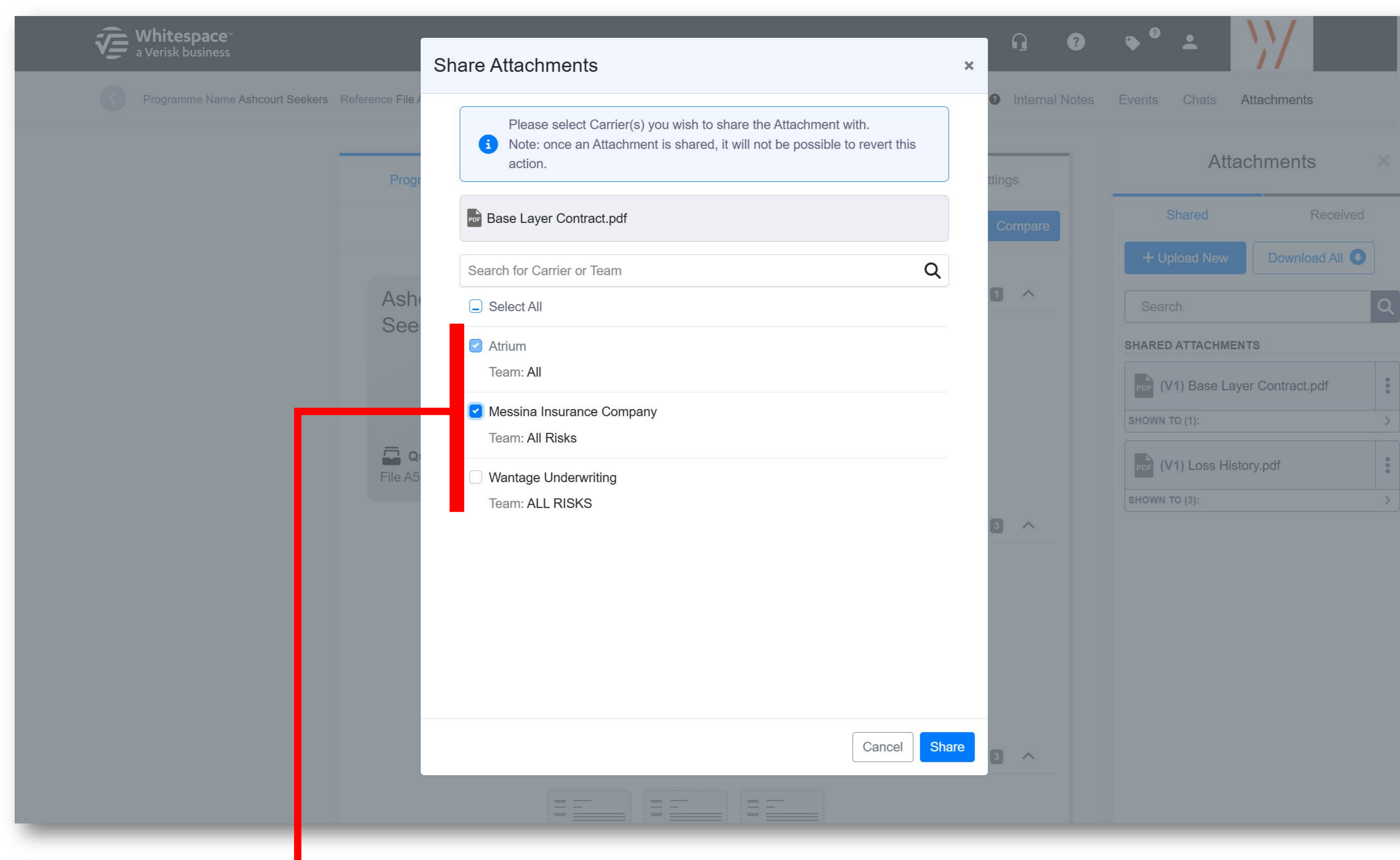
From the 'Programme Overview' screen, click on the 'Attachments' tab label towards the top right of the screen to open the 'Attachments' panel. All attachments linked to the programme are listed there.

3.



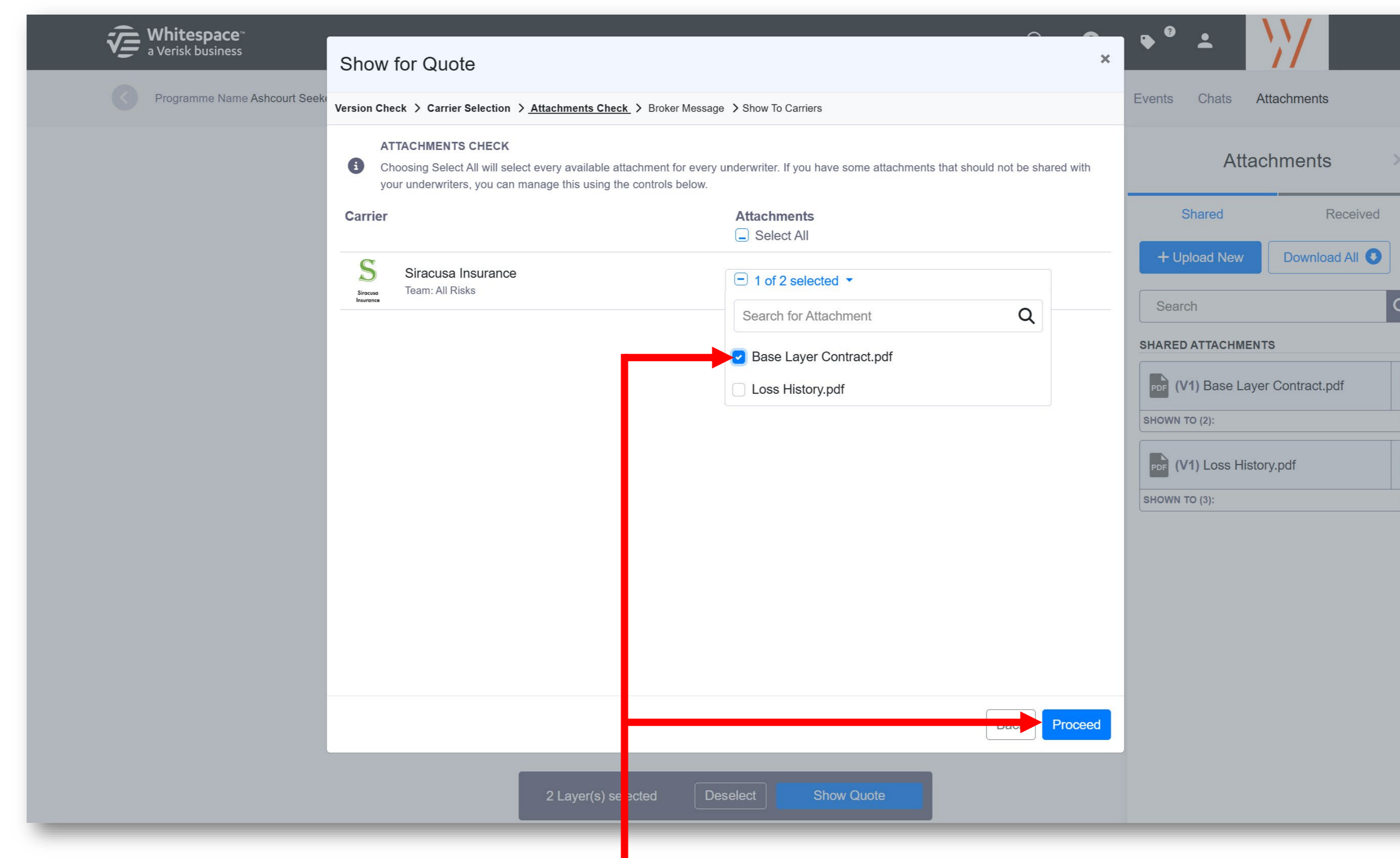
From the 'Attachments' panel, you can click '+ Upload New' to add attachments, use an attachment's 'three dot' icon to share it with one or more participants, and click the '>' arrow at the bottom right of an attachment's box to see who it has been shared with.

4.



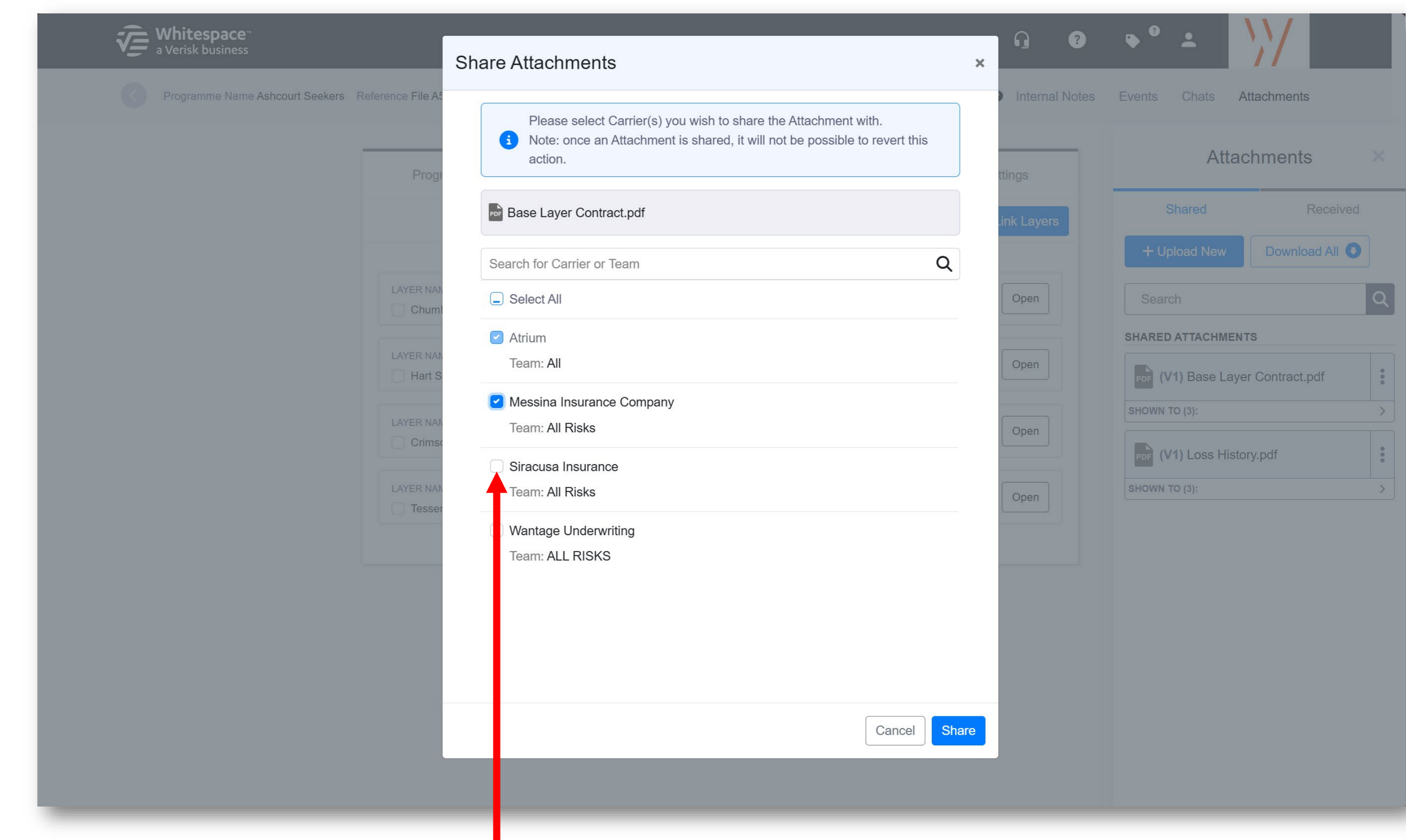
Using the 'Share Attachment' action, attachments can be shared with any participant on any layer linked to the programme. Participants who have already seen the current version of the attachment are greyed out.

5.



Alternatively, any or all attachments can be shared when showing a layer, at any stage, using either the 'Layers' tab or from the layer's Contract View screen 'Actions' button, or when showing the programme. Select the attachments to share and click 'Proceed'.

6.



Once a new participant has been shown the programme contract or a linked layer, they are then eligible to share other attachments with as necessary.