*How To Attach A Document In Alio*

1. *Enter your requisition into alio*
2. *Scan your document – Click on “File”-Save As-PDF*
3. *Find the alioarchive “M” drive and click on it (This drive is set-up for alio documents only)*
4. *Find the PO-DOCS folder and click on it*
5. *Find the FileName field (bottom of screen) and name this file the requisition #*
6. *Save*
7. *Go back into alio and find your requisition*
8. *On the “Order Header” screen click on “Documents”*
9. *The documents screen will come up – Click on “Attach”*
10. *Choose the M drive*
11. *Open the folder PO-Docs*
12. *Find your scanned document (it will have the requisition number as the name) and double click on it*
13. *This will put it into the “Filename” field*
14. *Fill in the “description” (example- Bid from Demco)*
15. *Save*