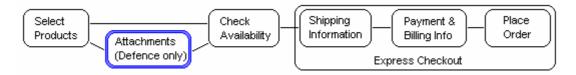| | Geoscience Australia Online Store: User Guide OM05
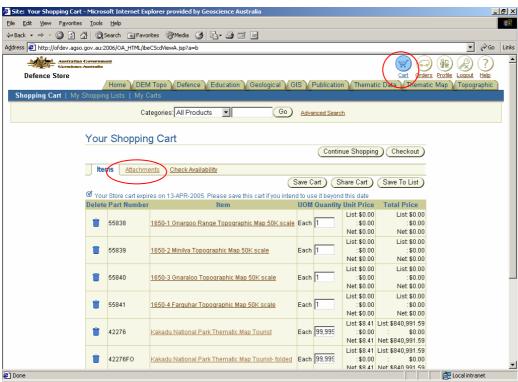
Attach a Document (Defence) |
|---|---|

These notes provide instructions for Defence customers on how to attach documents to shopping carts while using the GA Online Store application. This includes the Defence Imagery and Geospatial Organisation.
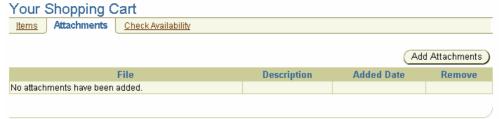
This feature is only available to Defence shopping carts or orders. That is users who have had the GA_DEFENCE_USER_ROLE and/or the GA_DEFENCE_BUS_USER_ROLE roles assigned to them.
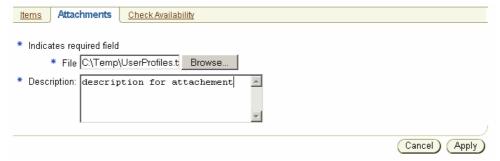

Click on the 'Cart' icon in the top right hand corner. This will show the current shopping cart items.

Click the 'Attachments' link. This link will only be displayed if the user has the correct Defence role.

Click on 'Add Attachments' button.

1. Manually **enter** in the file name including the path OR **click** on the 'Browse …' button.

   The 'Browse …' button shows a generic folder selection option to choose the file from the file system. **Select** the file to be attached.
2. **Enter** a description for the attached file.
3. **Click** on the 'Apply' button.

Any number of attachments may be added to the shopping cart.

To remove an attachment **click** on the 'trashcan' icon under the 'Remove' heading.

To view the contents of the attachment **click** on the file name link under the 'File' heading.

Once an order is placed attachments may not be added or removed.