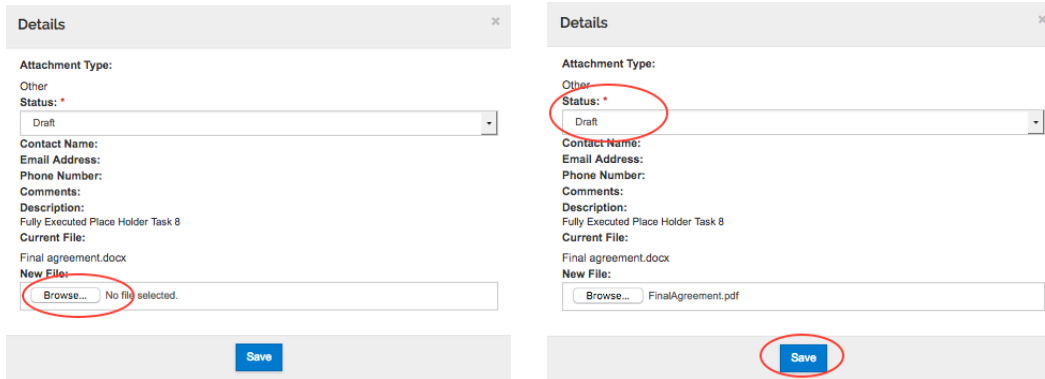**Update Attachments During Routing**

While the proposal is being routed for approval, you may swap out and update attachments.
In the proposal:

- Open Attachments Section
- For the attachment to be changed, click Details at the right side of the attachment line

- Click Browse, select the updated file, and click Save

- Be sure the status is Final for all attachments. Change it in Details or on the attachment line.

	File	Type *	Status *	Description	Uploaded By	Posted Timestamp	Actions
1	FinalAgreement.pdf	Other	Final	Fully Executed Place Holder Task 8	Simons, Janet B.	04/25/2018 03:55 PM	Details
2	TaskOrder_8.pdf	Other	Final	Unsigned Task Order 8	Simons, Janet B.	04/25/2018 01:29 PM	Details

- Note that the Description, if entered, cannot be edited.