

How to Attach Documents in Acalog

1. After logging in, **Select catalog**; “Working Guam Community College 2014-2015 Catalog”
2. Click “**Version Auditing**”
3. Click “**My Alerts**”
4. Click “**Courses or Programs**”
5. **Locate your Audit Event**. If it does not appear click on “**Show All Audit Events Alerts**” button, then **locate your Audit Event** (e.g. CUL200)
6. Click on “**Edit Item**”
7. Click on “**Attachments**”
8. Click on “**Browse**”
9. Locate & select your file, then click “**Open**”.
10. Click on “**Upload Attachment**”

NOTE: If an editor has already entered the Response Requested screen, the editor must exit and go to My Alerts (Step #3).

The screenshot shows the Acalog ACMS™ Publisher interface. The left sidebar contains navigation options, with 'Version Auditing' circled in red. The main content area shows the 'My Alerts' section for the 'Working Guam Community College 2014-2015 Catalog'. A table lists audit events for different categories. The 'Courses' tab is selected and circled in red. Below the table, a button labeled 'Show All Audit Event Alerts' is circled in red. The table shows one event: 'HS 208 - Managing Service in Food & Beverage Operations' with a 'Response Requested' status. A red arrow points to this status. Below this, a button labeled 'Show Only Audit Event Alerts that Still Require a Response from Me' is circled in red. The table now shows three events: 'CUL 180 - Garde Manger', 'CUL 200 - Baking I: Breads and Baking', and 'CUL 220 - Baking II: Patisserie', all with 'Response Complete' status. A red arrow points to the 'Edit Item' link for the 'CUL 220' event.

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