

How to View Attachments 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”**
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. EN110)
6. Click on **“View Attachments”**
7. **Select your Attachment**

A screenshot of the Acalog ACMS™ Publisher interface. The top navigation bar includes 'My Alerts', 'My Events', 'All Events', and 'Configuration & Tools'. The left sidebar contains various navigation options, with 'Version Auditing' circled in red and labeled '2'. The main content area shows 'My Alerts' for the selected catalog. A table summarizes audit events across different categories: Custom Pages, Hierarchy Items, Programs, Shared Cores, and Courses. The 'Courses' sub-tab is circled in red and labeled '4'. A 'Show All Audit Event Alerts' button is visible below the table.

The 'My Alerts' section displays 'Audit Event Alerts'. A message states: 'Only audit event alerts that require a response are shown. Click the button below to show all audit event alerts.' A button labeled 'Show All Audit Event Alerts' is present. A red arrow labeled '5a' points to this button.

The 'Audit Events' table shows one entry: 'HS 208 - Managing Service in Food & Beverage Operations'. The 'Responses' column indicates 'Response Requested'. A red arrow labeled '5b' points to the 'View Attachments' link.

The 'My Alerts' section displays 'Audit Event Alerts'. A message states: 'All audit event alerts are shown. Click the button below to show only audit event alerts that still require a response from you'. A button labeled 'Show Only Audit Event Alerts that Still Require a Response from Me' is present. A red arrow labeled '5c' points to this button.

The 'Audit Events' table shows two entries: 'EMS 103 - Emergency Medical Technician (EMT)' and 'EN 110 - Freshman Composition'. The 'Responses' column for 'EN 110' indicates 'Response Complete'. A red arrow labeled '6' points to the 'View Attachments' link for 'EN 110'.

The 'Attachments for: EN 110 - Freshman Composition (3)' window displays a table of attachments. A red arrow labeled '7' points to the table.

| Filename | Filesize | Upload Date | Uploaded By |
|---|----------|---------------------|-----------------|
| EN 110_course guide_Oct 21 2013.doc | 174.50KB | 2013-11-17 20:44:12 | Patrick Clymer |
| EN110_Registrar_approval_2013-11-07_727am.pdf | 85.27KB | 2013-11-06 23:00:54 | Johanna Camacho |
| EN110_ISR_201380_4_apvl.pdf | 241.16KB | 2013-11-03 23:09:56 | Johanna Camacho |
| EN110_ISR_2012-01-03.pdf | 1.26MB | 2013-11-03 18:32:19 | Johanna Camacho |

View the [attachment log](#) to see a history of attachment events for this audit item.