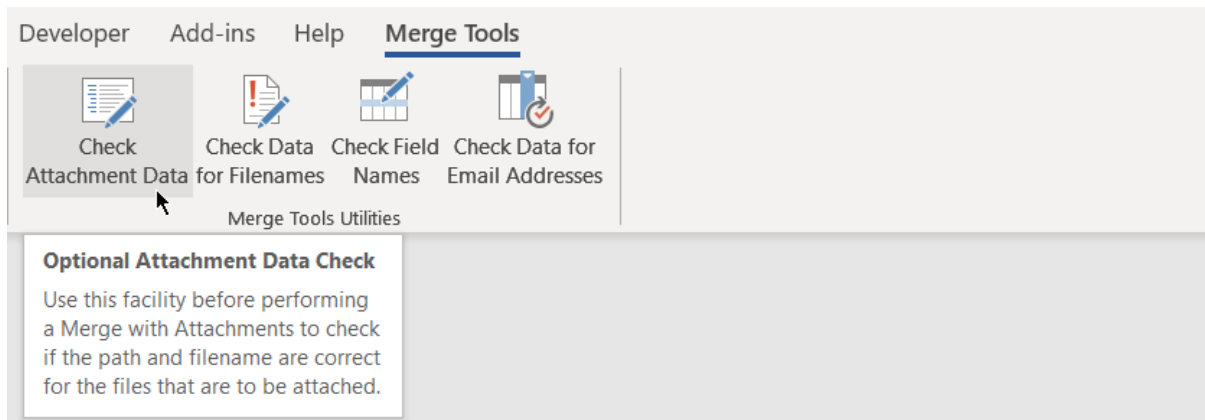
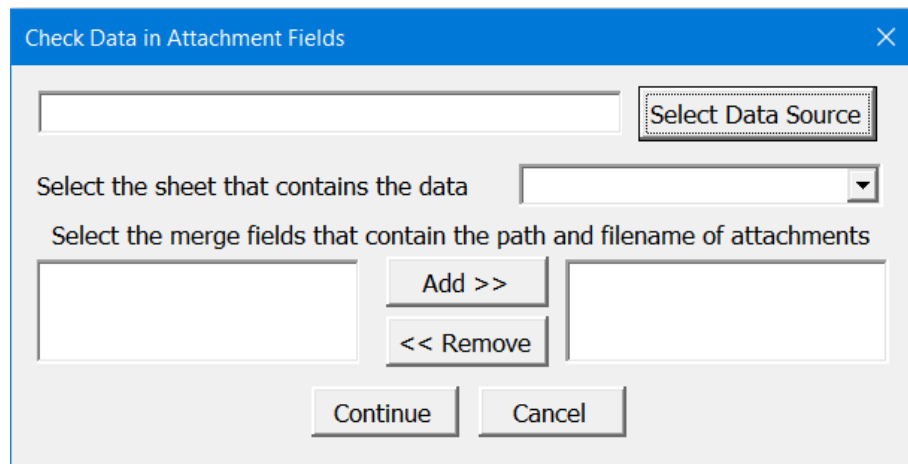


Using the Check Attachment Data Facility

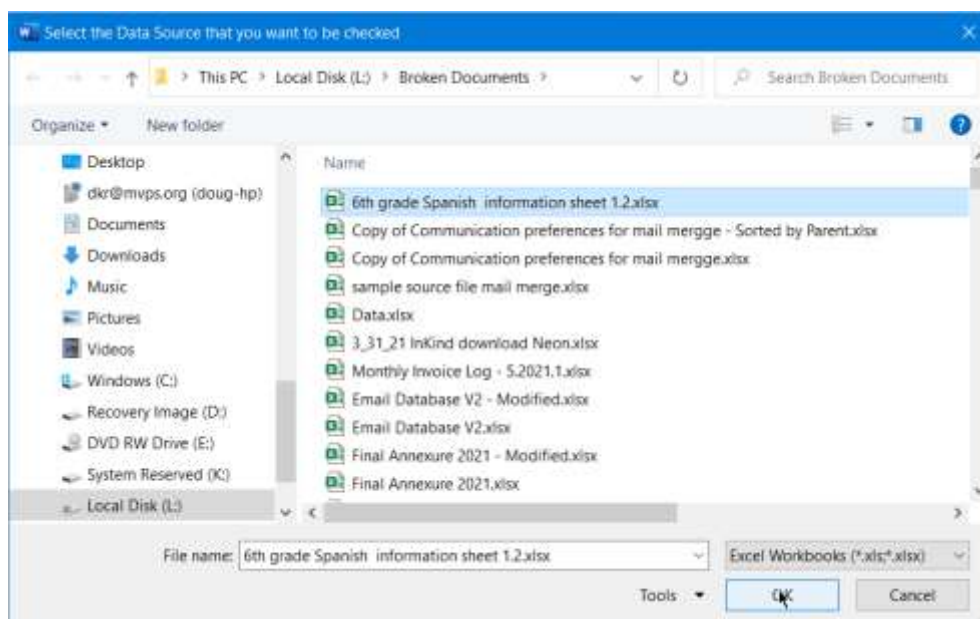


The Check Attachment Data facility can be used to check the data in the data source for all of the files that are to be attached using either the Merge with Attachments facility or the Many to One Merge facility.

When the Check Attachment Data button is used, the following dialog will appear:



When the Select Data Source button is used, a Dialog will open in which the data source can be selected



Then, the sheet in the workbook that contains the data must be selected from the Select the sheet that contains the data drop down,

and, then from the list box on the left hand side, the field or fields that contain the attachments must be selected and added to the list box on the right-hand side.

Then, shortly after the Continue button is used, if any of the files do not exist, a table will appear that lists the record number, the field and the data in that field for the file that does not exist.

Record Number	Field	File Path\Name
1	Attachments	C:\Users\mreyes010\OneDrive--Socorro- <u>ISD</u> \Desktop\New folder\acosta, Emilio.pdf
2	Attachments	C:\Users\mreyes010\OneDrive--Socorro- <u>ISD</u> \Desktop\New folder\Adame-Guerrero, Brittany.pdf
3	Attachments	C:\Users\mreyes010\OneDrive--Socorro- <u>ISD</u> \Desktop\New