

# Part Documents

Last Modified on 01/09/2023 2:58 pm EST

Existing Documents and Scanned Documents may be attached to an Inventory Part. To add a document to a Part, follow the instructions below.

1. Open the Part where a document will be attached.
2. Once the Part record is open, select the Documents option from the Part tree.
3. Right-click on the Documents option; two options are available: Add Existing Document and Scan New Document. Depending on which option is selected, follow the link below for step by step instructions.

- If selecting the Add Existing Document option, continue by following the instructions for [Adding General Documents](#) steps 2 through 5.
- If selecting the Scan New Document option, continue by following the instructions for [Scanning General Documents](#) steps 2 through 6.

Once a document has been scanned in or uploaded, it will be displayed in the Part Documents list within the Part Explorer.

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