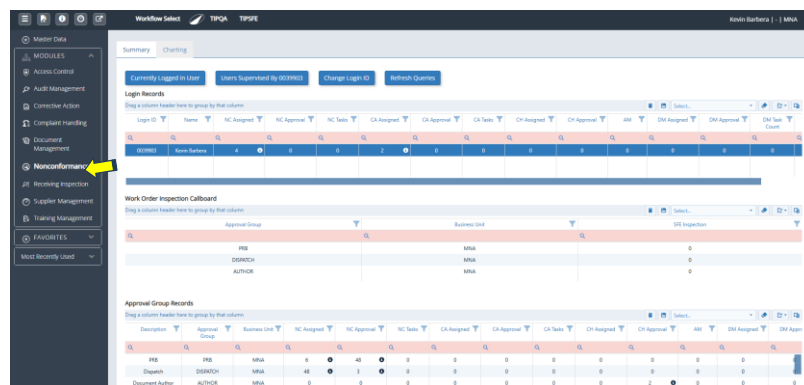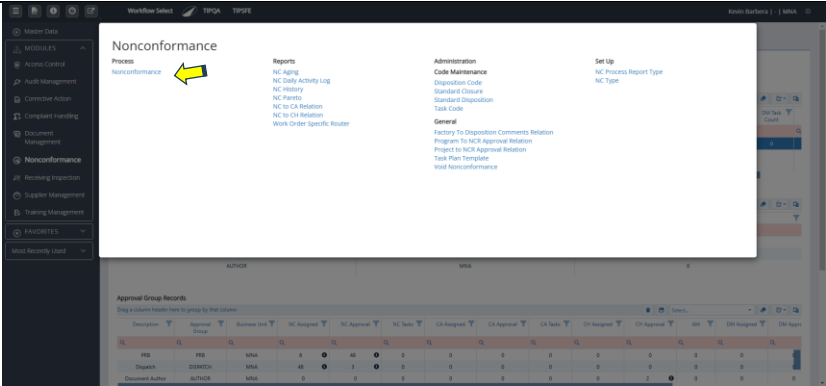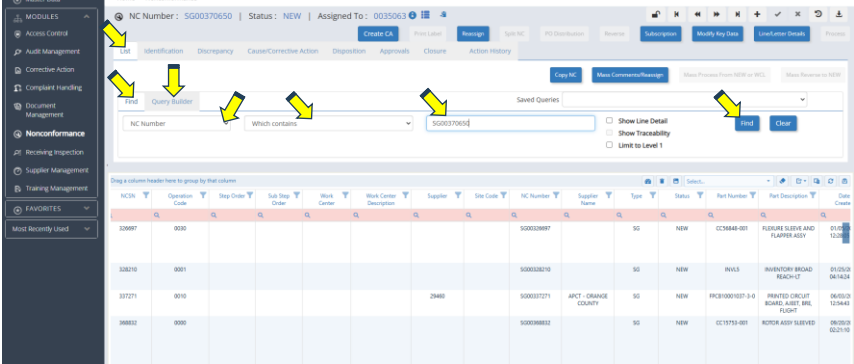# TIPQA - Adding Attachments SWI

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STANDARD WORK – PROCESS INSTRUCTION SHEET			
TITLE	**TIPQA Adding Attachments**	**DEPARTMENT**	**All**
PROCESS	**Adding Attachments in TIPQA**	**TEAM COMPOSITION**	
DATE	20250408	Barbera, Kevin / Benedict, Dudley / Buchwald, Wade / Feder, Darren / Howell, Mathew / Lobaugh, Timothy	
REV	1.0		
AUTHOR	Kevin Barbera		
BASIC PROCESS DESCRIPTION	This document illustrates the detailed instructions that must be followed to add an attachment in TIPQA. This function can be done in multiple areas of TIPQA. For photographs and videos, there are two ways of attaching these file types and both will be covered in this document. **<u>Do not attach Export Restricted documents.</u>** If you are unsure if a document is export restricted, see your supervisor for guidance. If there is a possibility that an attachment may have information in it that may be "Proprietary", check the appropriate setting.		
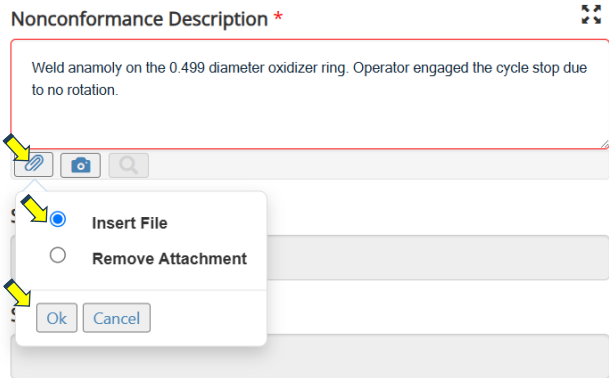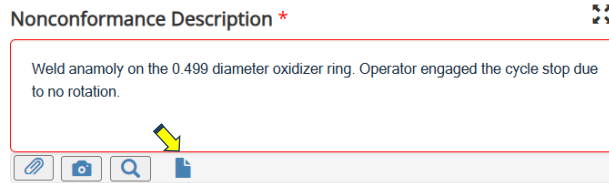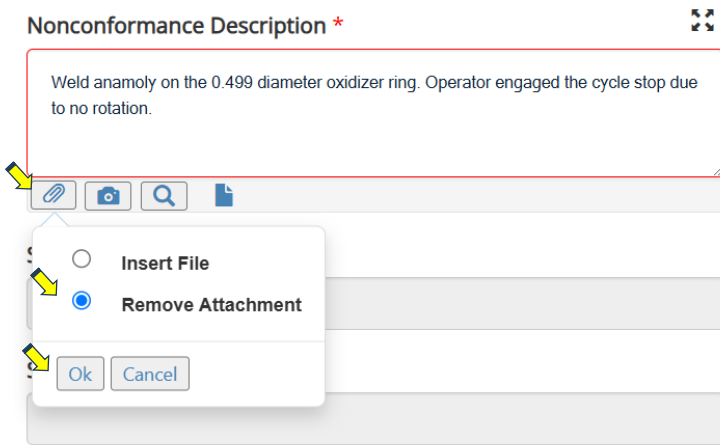
STEP #	STEP DESCRIPTION	IMAGE / INSTRUCTIONS	FUNCTION
1	Open TIPQA	Open the TIPQA software. 	User
2	Open the applicable module	Select the applicable module from the MODULES section. For this example, we will be using the Nonconformance module. 	User
3	Launch the program	Select applicable Process Name from the selection screen to launch the program	User
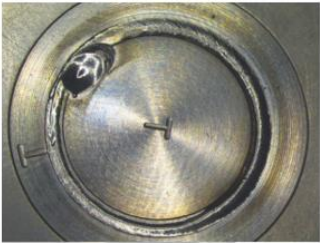
4	Query the applicable task	From the current module tab, query the applicable sequence number You have various parameters to search using the dropdowns available. If you wish to search using multiple variables, create a custom query using the QUERY BUILDER tab. After you have defined your search parameters, press the FIND button.	User
5	Attachment Submenu Information	Navigate towards a task that has the Submenu shown below, this is where attachments can be added, deleted and displayed. • The Paperclip icon is used to add/delete attachments ○ See Step 6 for adding an attachment ○ See Step 7 for deleting an attachment • The Camera icon is used to capture photographs or videos to store directly into the TIPQA item you are working on (i.e. a discrepant items current condition) ○ See Step 8 for taking live photographs/videos • The Magnifying Glass Icon is used to view the attachments stored on the TIPQA item you are viewing ○ See Step 9 for how to view attachments 	User

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6	Adding an attachment	1. Click the Paperclip icon 2. Click "Insert File" 3. Click "Ok" 4. Select the desired file from File Explorer and Click "OK" 5. For each document added, the 📄 icon will now appear	User
7	Deleting an attachment	1. Click the Paperclip icon 2. Click "Remove Attachment" 3. Click on the document you wish to remove 4. Click on "Ok"	User

Nonconformance Description *

Weld anamoly on the 0.499 diameter oxidizer ring. Operator engaged the cycle stop due to no rotation.

File Name	Proprietary
SG00371132 Weld Defect.JPG	N

Ok   Cancel

5. For each document deleted, the 📄 icon will now disappear

| 8 | Capturing live photographs / videos | 1. Click on the 📷 icon
2. From the Pop-up, Select applicable Camera
3. Create a File Name
4. Hit the 📷 icon to capture an image OR Hit the ⊙ icon to record/stop recording a video
5. Click "Ok" to attach this file

Capture Image or Video

Preview

Captured

Filename
SG00371132 Weld Issue
Select Camera
OV01A

⊙ 📷 Ok Cancel

For each document added, the 📄 icon will now appear | User |

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SWI-1810 20250408
This document does not contain Technical Data or Technology as defined in the ITAR Part 120.10 or EAR Part 772

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9	Viewing attachments	There are two ways to view an attachment 1. Click on the 🔍 icon then select the file name (will download directly to your computer) 2. Click on the 📄 icon (will download directly to your computer) Nonconformance Description * Weld anamoly on the 0.499 diameter oxidizer ring. Operator engaged the cycle stop due to no rotation. 📎 📷 🔍 📄 Split to NC File Name Proprietary SG00371132 Weld Defect.JPG N	User
	COMPLETE		

Revision History

Revision Number	Date of Change	Description of Change
Original	20250114	Initial Release
1.0	20250408	Updated Login screen image & General formatting