

# Instructions for Attaching Documents to a Report in SLEIS

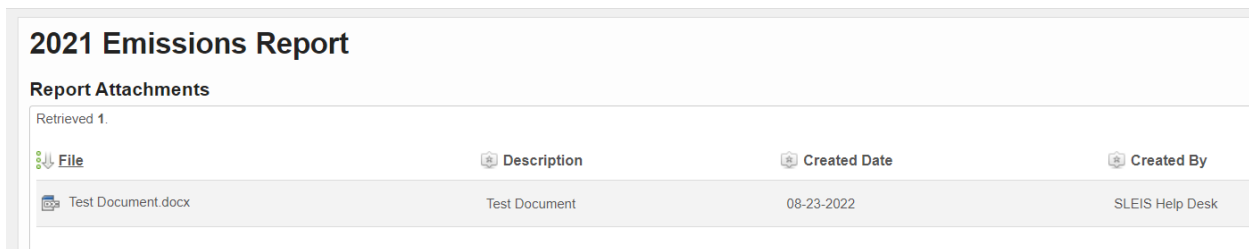
## Introduction

The “Report Attachments” button allows users to attach supporting documentation to their emissions inventory submittal. Examples might include but are not limited to painting calculators, safety data sheets (SDS), stack test reports, and small unit exemption (SUE) justification documents. Information located in this button is similar to what was included on the former INV-5 form. Please make sure the attachments are up-to-date and accurately reflect the current report.

## Main Screen List

This list contains all documents attached to the report. To attach a document to the report, click the “Add” button in the lower right corner of the screen. To download an attachment, click the “Download” button on the far right side of the document. To edit the document’s description, click the “Edit” button next to the “Download” button.

The image below shows an example of the “Report Attachments” screen.

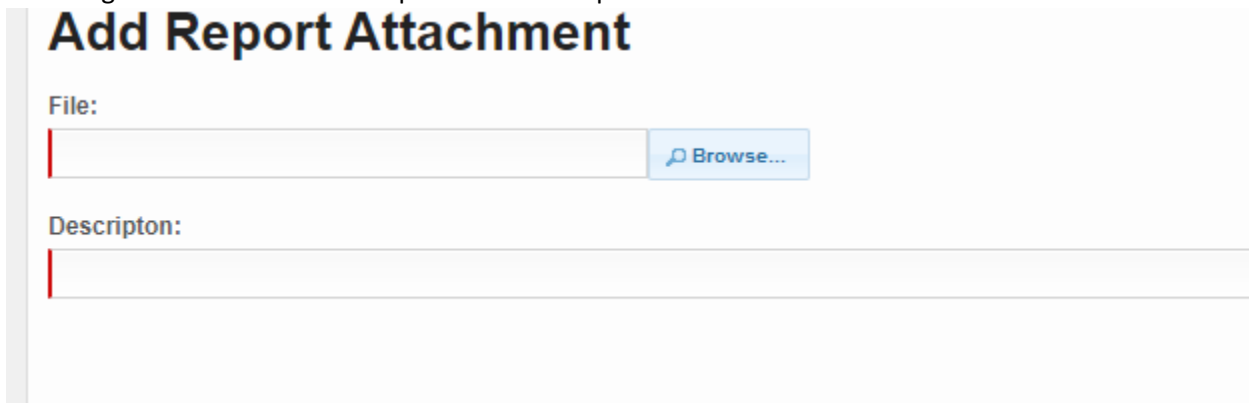


File	Description	Created Date	Created By
Test Document.docx	Test Document	08-23-2022	SLEIS Help Desk

## Add Report Attachment Screen

This screen shows how to attach documents to the report. To add a document to a report, click the “Browse” button and a window will pop up. Browse your computer to locate the file you want to attach and click “Open”. Then enter a description of the document in the field labeled “Description.” Click the save button to complete the report attachment process.

The image below shows an example of the add report attachment screen.



### Add Report Attachment

File:

Description:

## Conclusion

The “Report Attachment” button allows users to attach supporting documentation to an emissions inventory submittal in SLEIS. This information should be kept up-to-date as often as possible. Any questions regarding the information should be directed to a member of the Air Quality Bureau’s Emission Inventory Section using the SLEIS Help Desk e-mail address: [sleis@dnr.iowa.gov](mailto:sleis@dnr.iowa.gov).