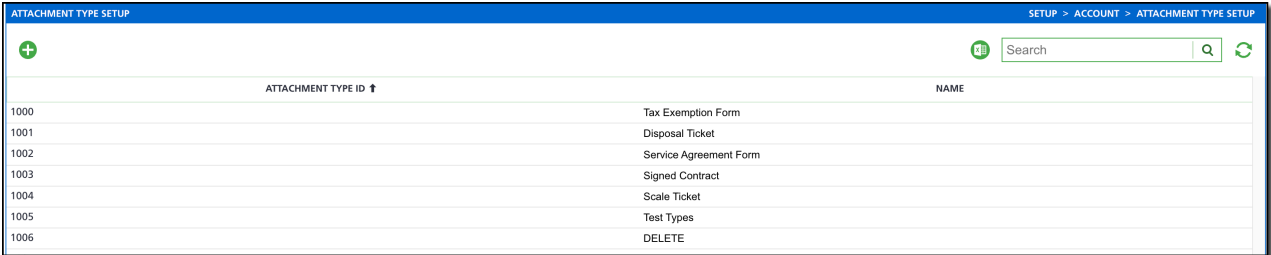


Attachment Type Setup

Last Modified on 04/10/2026 1:48 pm PDT

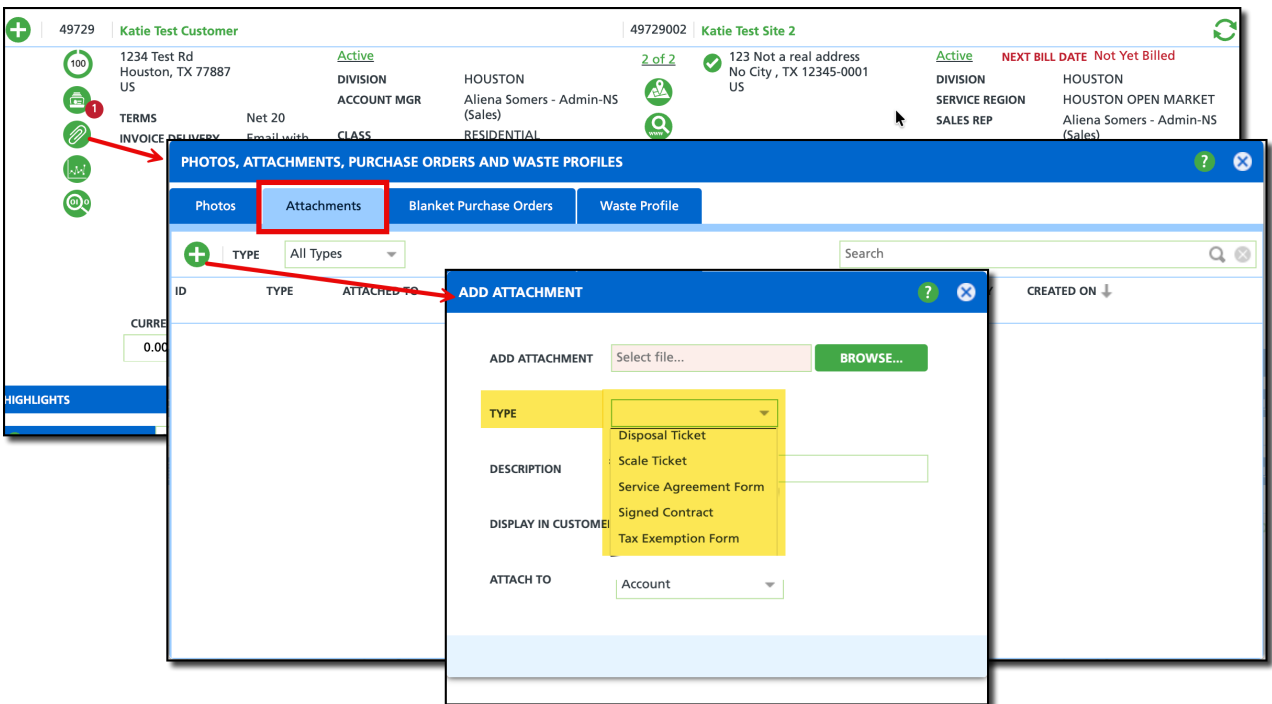
Pathway: Setup > Account > Attachment Type

Attachment Type Setup provides a way to categorize and organize different types of files uploaded to an account or site.



ATTACHMENT TYPE ID	NAME
1000	Tax Exemption Form
1001	Disposal Ticket
1002	Service Agreement Form
1003	Signed Contract
1004	Scale Ticket
1005	Test Types
1006	DELETE

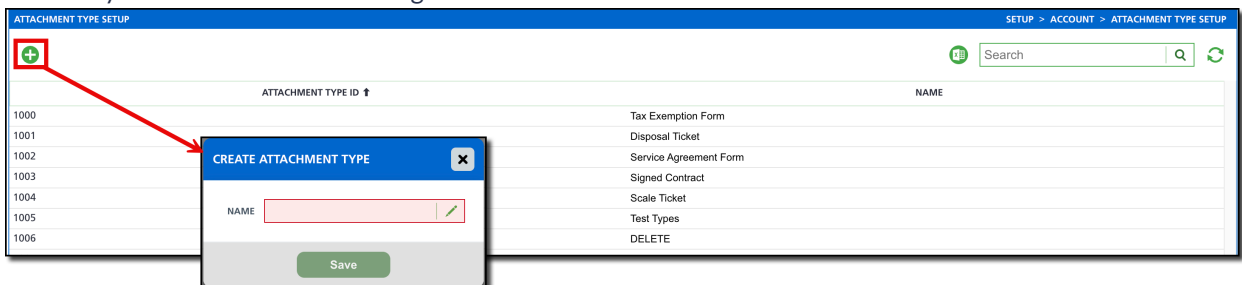
The Attachment Type is utilized when adding an Attachment associated with an Account via the Attachments tab of the Photos, Attachments, Purchase Orders, and Waste Profiles screen (paperclip icon) on the Account screen.



The screenshot shows the Account screen for 'Katie Test Customer' and 'Katie Test Site 2'. The 'Attachments' tab is selected. The 'ADD ATTACHMENT' dialog is open, showing a 'BROWSE...' button and a dropdown menu for 'TYPE' with options: Disposal Ticket, Scale Ticket, Service Agreement Form, Signed Contract, and Tax Exemption Form. The 'ATTACH TO' dropdown is set to 'Account'.

Add an Attachment Type

To add an Attachment Type, use the following steps. Once created and active, the Attachment Type will be available anytime an attachment is being added.



The screenshot shows the Attachment Type Setup screen with the 'CREATE ATTACHMENT TYPE' dialog open. The dialog has a 'NAME' input field and a 'Save' button. A red arrow points from the '+' icon in the top left corner of the Attachment Type Setup screen to the 'CREATE ATTACHMENT TYPE' dialog.

1. Click the + to display the Add Attachment Type editor.
2. Enter a **Name**.
3. Click **Save** when finished.

Permissions

The following permission is required to view, add and edit the Attachment Type Setup screen:

Permission ID	Permission Name
23	Setup \ Account

Related Articles

[Add Photos, Attachments, Purchase Orders and Waste Profiles to Accounts](#)
