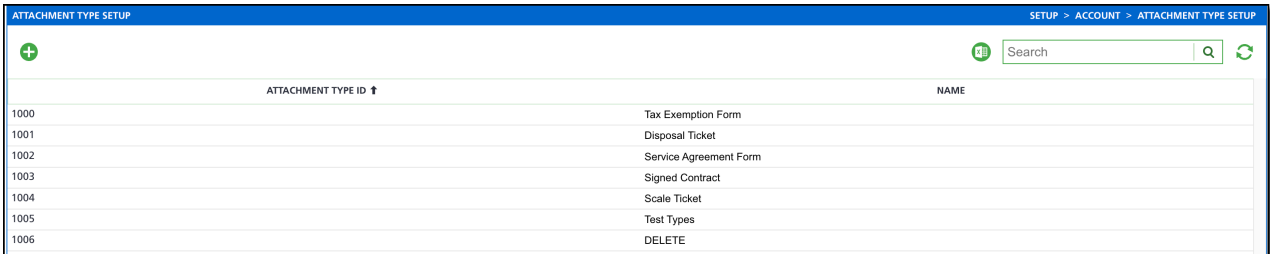


Attachment Type Setup

Last Modified on 04/14/2026 11:55 am 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.



The screenshot shows the 'ATTACHMENT TYPE SETUP' interface. At the top, there is a search bar and a refresh icon. Below is a table with two columns: 'ATTACHMENT TYPE ID' and 'NAME'. The table contains the following data:

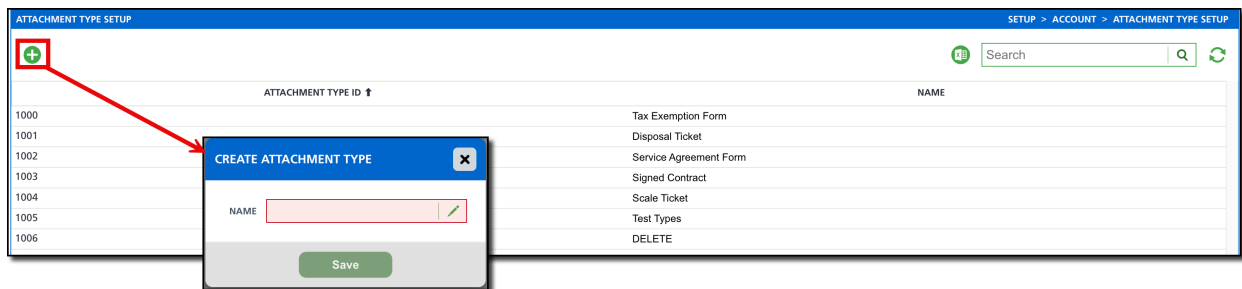
ATTACHMENT TYPE ID	NAME
1000	Tax Exemption Form
1001	Disposal Ticket
1002	Service Agreement Form
1003	Signed Contract
1004	Scale Ticket
1005	Test Types
1006	DELETE

Field Descriptions

Field	Description
Attachment Type ID	System provided unique identifier for an Attachment Type.
Name	User defined name that is descriptive of the type of attachment group.

Add an Attachment Type

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

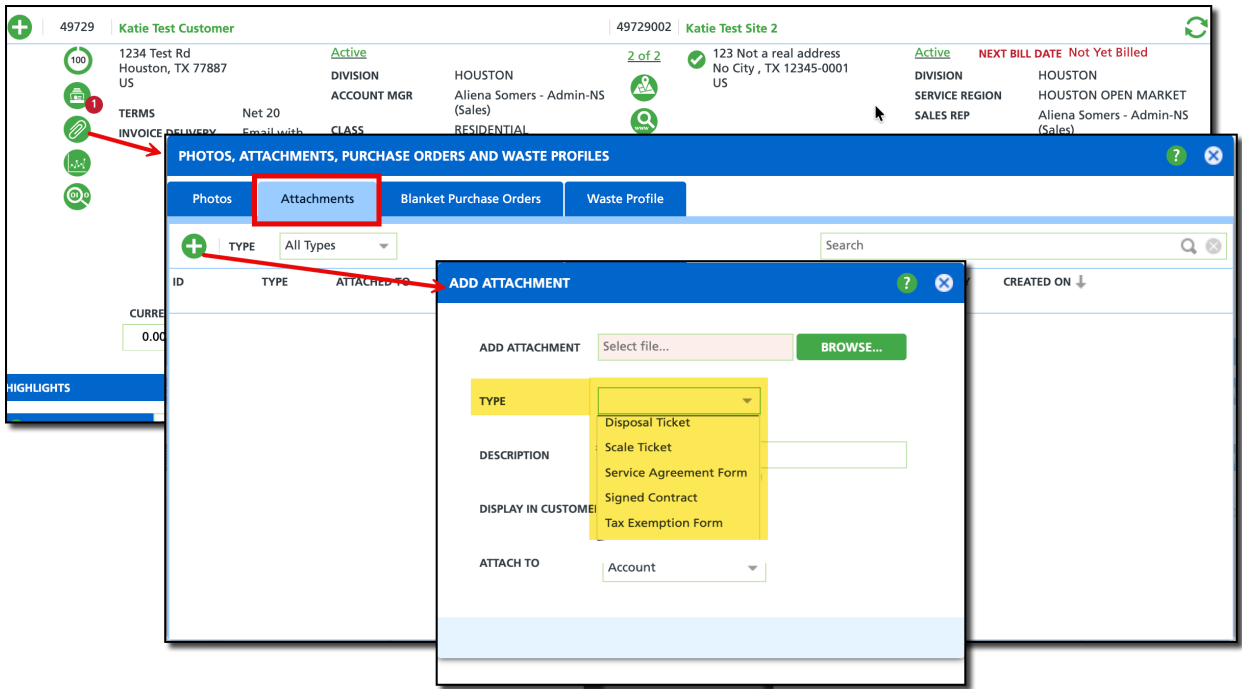


1. Click the **green +** icon to display the *Create Attachment Type* editor.
2. Enter a descriptive **Name**.
3. Click **Save** when finished.

Note: Attachment Types can not be deleted or made inactive.

Application of Attachment Type

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.



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](#)