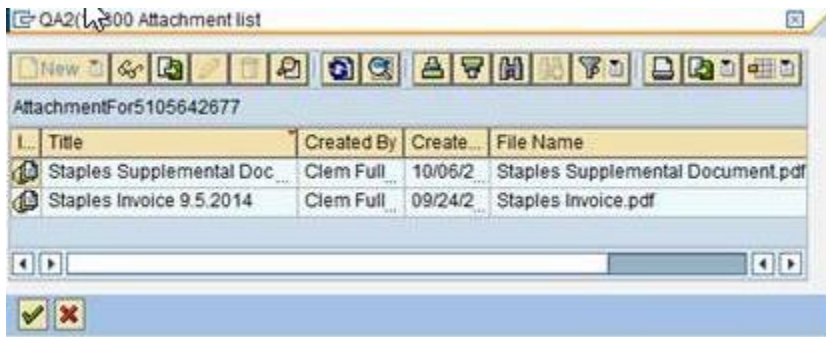


IRIS workflow automatically informs departmental approvers and reviewers if attachments are available for certain IRIS transactions:

- invoices, with or without a purchase order
- travel requests and expense reports
- internal transfers
- miscellaneous reimbursements
- credit memos

If any of these IRIS transactions have only one attachment, the attachment will automatically display when the user executes the work items. Be aware that the attachment will launch with the user’s default internet browser, and the behavior can be impacted by various browser settings.

If more than one attachment exists for these transaction types, the user will be presented with a list such as this:



The user can then select the attachments to view them individually.

**Tip:** Make sure to allow pop-ups in your default browser to view attachments.

- allow irisweb.tennessee.edu if using the IRIS Portal Inbox
- allow sdb.tennessee.edu if using the Desktop SAPGui Inbox

If you have questions please visit the IRIS Help Website or submit a TDX ticket on the OIT Website.

