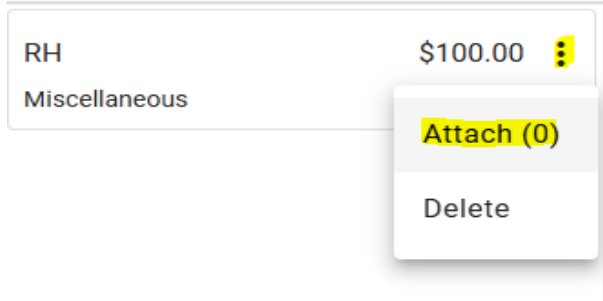


## ATTACHING BACKUP TO TYLER CASHIERING TRANSACTION:

There are two ways to do this:

### 1) Receipt Entry Screen

- Once a transaction has been added to the cart, click the ellipsis and select Attach. From here you can upload any document saved on your computer.



### 2) Virtual Tape Screen

- If you have already completed the transaction and did not add the attachment, you can select virtual tape above your cart. This will show you a list of all transactions taken in your batch for the day. Find the transaction you are adding an attachment to, click the ellipsis and select Attach. From here you can upload any document saved on your computer.

