

## Document Attachments

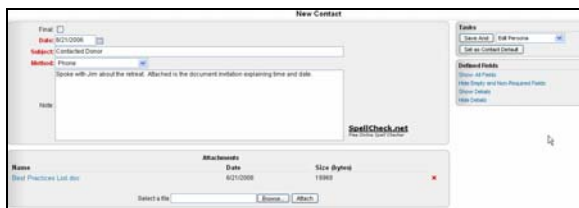
### What is it?

Expand your ability to store, send, and retrieve documents from within eTapestry with our Document Attachment Facilities. This function allows you to insert pictures on an account's home page, or attach files to an email or to a journal entry where the document is stored and maintained by eTapestry for easy reference.

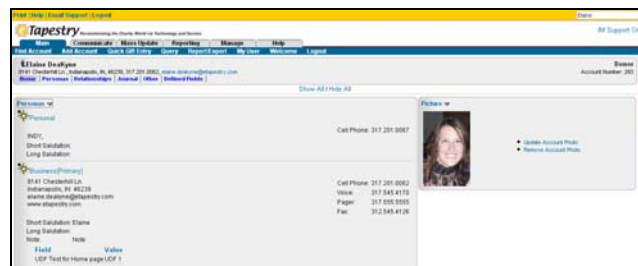
### How does it work?

Imagine you are preparing for a board meeting and you need to send minutes and an agenda to the board members. You go to eTapestry and select your pre-set query for board members where you send a mass email that includes the documents for minutes and agenda. The email and files are then automatically recorded in the member's journal where they can be referenced as needed.

Or maybe you are working with a donor on a planned gift and need to keep the file of legal documents for easy access. Simply create a contact record for the donor in eTapestry and attach the necessary documents.



*Documents can be easily attached to an email and sent. A complete copy of the email, along with the attachment is stored by eTapestry where it can be retrieved as needed.*



*Insert a picture on the home page of an account for easy reference.*

You can also store pictures within an account's home page. This is perfect when working with members, volunteers, major donors, and board members. The standard Document Attachment module lets you store up to 2000 pictures in your database.

Document Attachment Facilities are ideal for organizations that plan to use the eTapestry mass email functionality as a key tool for communicating with Donors. It is also ideal if you would like to keep key files or documents relating to individual donor records as part of their history.

### Summary

Keep track of your documents, without using disk space or managing files. Document attachment can be used for emails, or for individual journal entries.

Monthly charges for Document Attachment are 10% of the eTapestry base system fee (\$10 minimum). This provides for up to 10 MB of file storage on eTapestry's servers as well as 10 MB of emailed data transmission per month. Additional data storage of documents beyond 10 MB is charged at \$10/10 MB per month.

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