





**Question:** How Do I attach a check image or document to a Gift Detail?

**Answer:** Use the Crimson **Gift Attachment** or **Batch Attachment** Features to store Check images, Donation Forms, or other related gift level documents in Crimson.

### Gift Attachment

Take the following steps to add an attachment to a single gift:

1. Find the existing gift and open the gift details.
2. Click the  button at the footer of the screen.
3. The **Attachment** window will open. Click the  button to upload a file from your computer.
4. Select the Document you would like to upload from your computer. **NOTE:** Attachments must not exceed 4MB.
5. A popup will appear asking you to name the document. Ex: Check 1002.
6. Click .
7. The document will automatically save. Repeat as needed.
  - o Click on the hyperlinked file name to download the document.
  - o Click  to delete the attachment.