Review activity and govern attachments

Trace parent access, upload scan state, downloads, and activity visibility.

https://docs.qintoravacloud.com/guides/record-collaboration/

Add evidence to a record

1. Open the saved parent record and confirm its identity. Use **Activity & attachments** when the record provides that surface. Choose the correct activity audience before posting.
2. Select a supported file and wait for the application to report its upload status. Confirm the attachment appears against the intended parent.
3. Check scan state before using or sharing it. Files awaiting scan or quarantined by the scanner require the tenant's authorized review process.
4. Verify the file is accessible to the intended role and withheld from users who lack access to the parent record.

Investigate a scan or activity issue

Open **Activity & attachment governance** for the authorized operations view. Record the attachment ID, parent type, scan state, timestamps and observed error. Check whether the request reached storage, whether scan work was queued and whether the scanner wrote a terminal result. For missing activity, verify audience and parent record scope. If you need to retry an upload, confirm that the original attempt did not already create a usable attachment.