

Installation and Upgrade Guide

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Before you begin

You must have the **Jira System Administrators** [global permission](#) before you can carry out the instructions on this page.

Installing Automated Attachments

To install the Automated Attachments plugin, take the following steps:

1. Log in as a user with the **Jira Administrators** [global permission](#).
2. Click the admin drop-down and choose Atlassian Marketplace and the Manage add-ons screen loads.
i Tip: Use a [Keyboard Shortcut](#) instead: **g** then **g** and start typing **manage...**
3. If your Jira server is connected to the Internet you can click **Find new add-ons** from the left-hand side of the page and locate Automated Attachments via search.
The appropriate add-on version appears in the search results.
Otherwise, please download Automated Attachments directly from the marketplace to your computer and click **Upload plugin** from the right-hand side of the page.
4. Click **Try free** to begin a new trial or **Buy now** to purchase a license for Automated Attachments.
You're prompted to log into [MyAtlassian](#). Automated Attachments begins to download.
5. Enter your information and click **Generate license** when redirected to MyAtlassian.
6. Click **Apply license**.
If you're using an older version of UPM, you can copy and paste the license into your Jira instance.

Updating Automated Attachments

Follow the same steps as above for Installing our add-on, since the old add-on version is removed from the file system, as says in the Jira documentation on [Updating Add-ons](#).

Disabling Automated Attachments

1. Log in as a user with the **Jira Administrators** [global permission](#).
2. Choose the **cog icon** at top right of the screen, then choose **add-ons**, select **Manage add-ons** (left tabs).
i Tip: Use a [Keyboard Shortcut](#) instead: **g** then **g** and start typing **manage...**
3. Expand Automated Attachments in the User-installed Add-ons.
4. Click the **Disable** button.

i See further information for Jira documentation on [Disabling and Enabling add-ons](#).

Uninstall Automated Attachments

1. Log in as a user with the **Jira Administrators** [global permission](#).
2. Choose the **cog icon** at top right of the screen, then choose **add-ons**, select **Manage add-ons** (left tabs).
i Tip: Use a [Keyboard Shortcut](#) instead: **g** then **g** and start typing **manage...**
3. Expand Automated Attachments in the User-installed Add-ons.
4. Click the **Uninstall** button.

Upgrade your Jira version



If you are upgrading your version of Jira, your current version of Automated Attachments may not be compatible with the new Jira version. In this case follow these steps:

1. Uninstall Automated Attachments as described above;
2. Upgrade your Jira version;
3. Install a new compatible version of the Automated Attachments plugin.