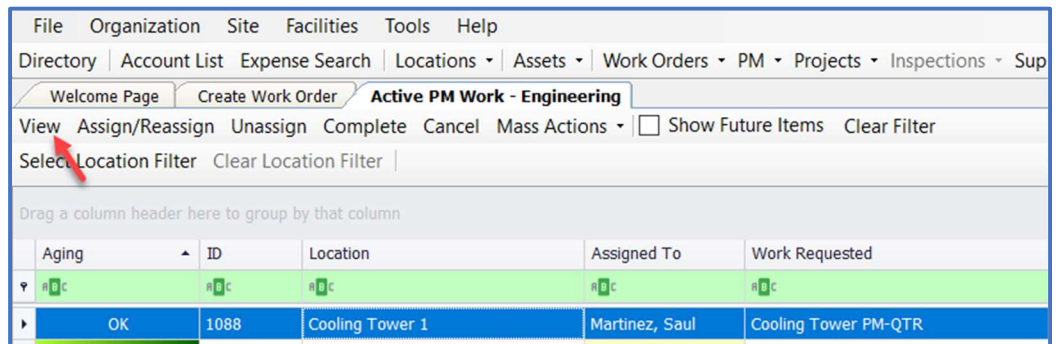
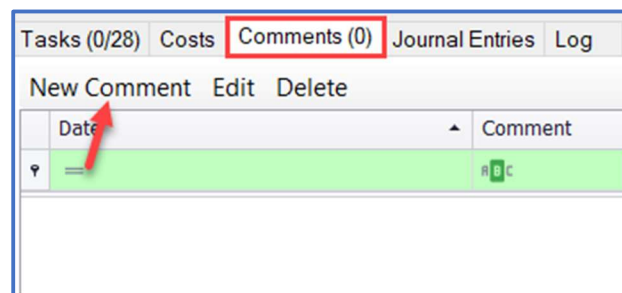


Adding Invoice/Photo to a PM Work Order in the Desktop

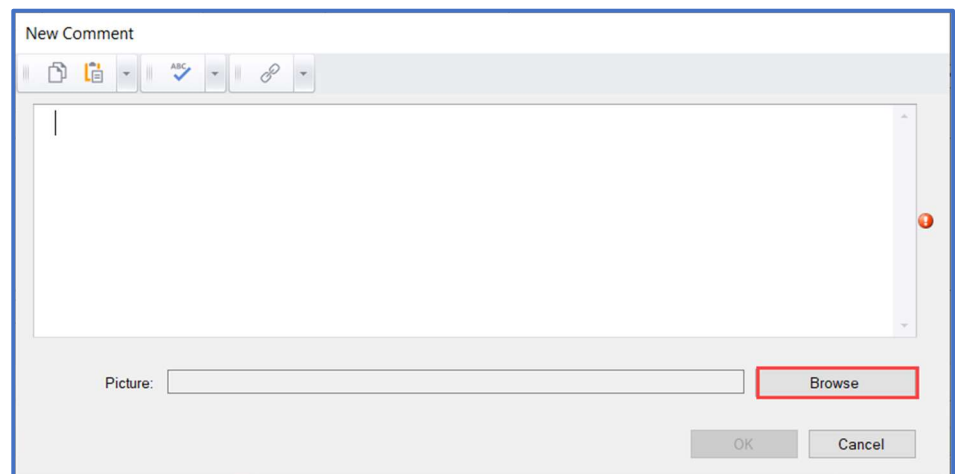
Step 1: Highlight the PM you would like to add to add an Invoice photo to and click **View**



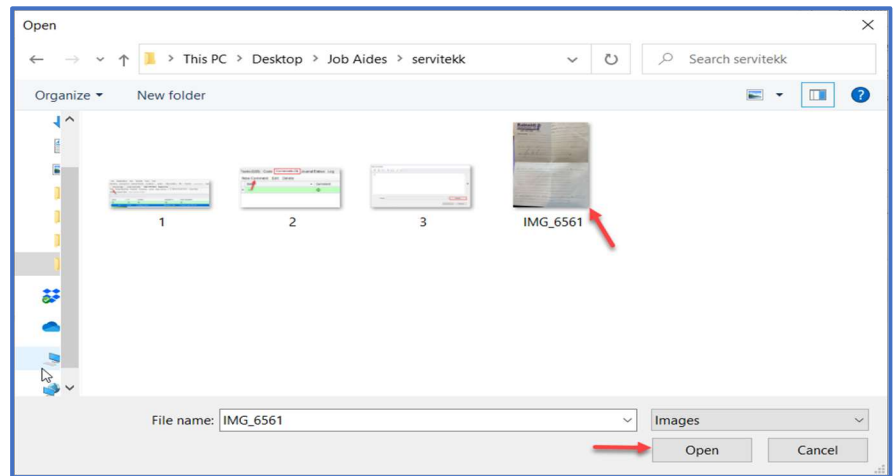
Click the Comments tab above the task list, then click 'New Comment'



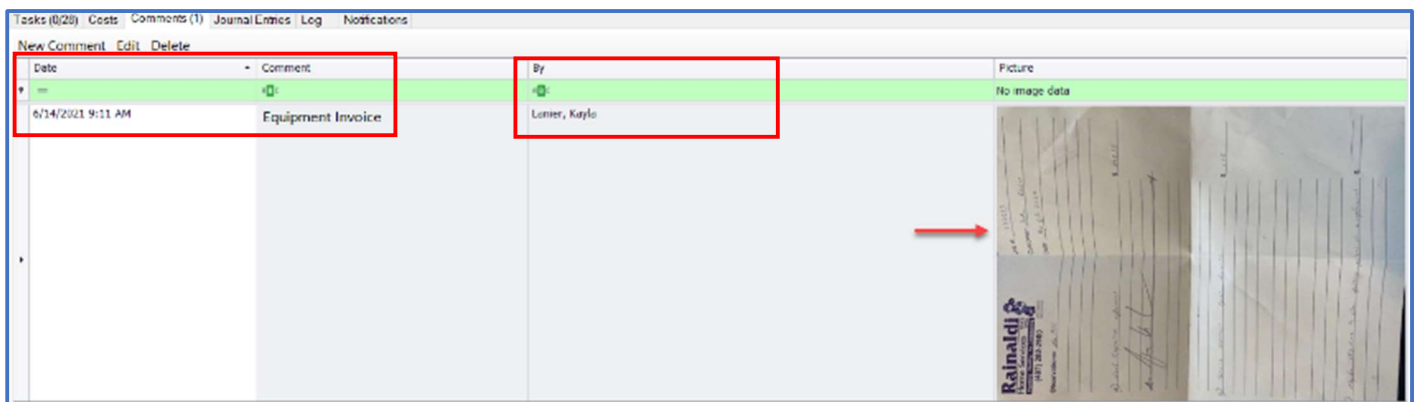
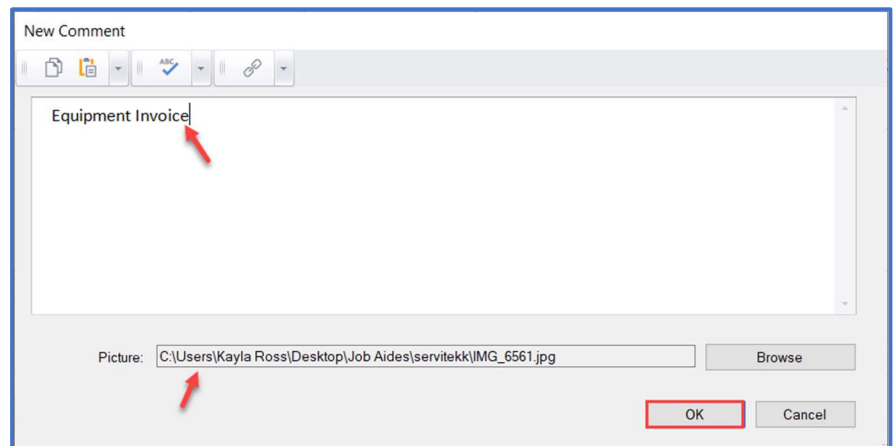
Step 2: Make sure that the photo is saved to your computer. Click 'Browse' to locate the photo within your files.



Step 3: When the file window opens, select the desired photo and click 'Open'



Step 4: Once your photo has been added, you *must add a comment*. After photo and comment are attached, click 'OK.' The comment/photo will be date and time stamped and records the user who attached it to the work order.



You can add as many photos/jpg images to a work order as needed. Remember to take a photo of your invoice and then save it to your computer before trying to add it to the work order. Actual documents can't be added at this time but is in our development queue for future enhancement.



The easiest way to add a photo to a work order is using the **Comment** button on your mobile device!