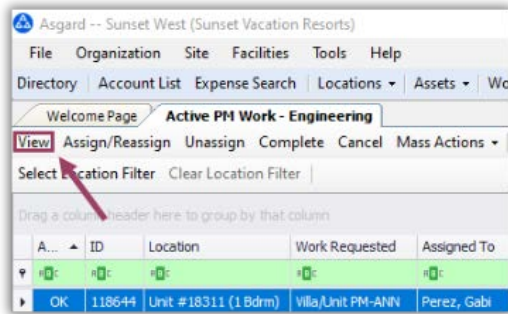
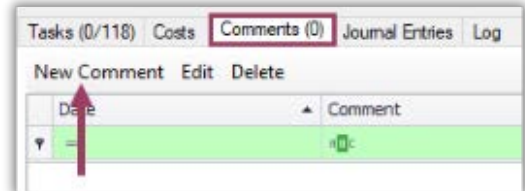


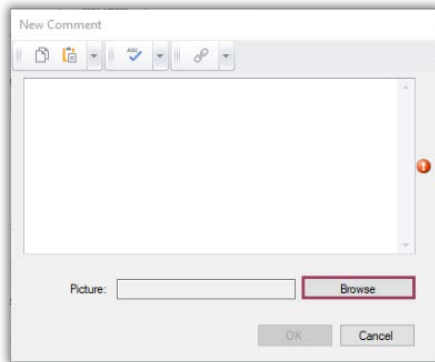
**Step 1:** Highlight the work order you would like to add to add a photo to and click **View**.



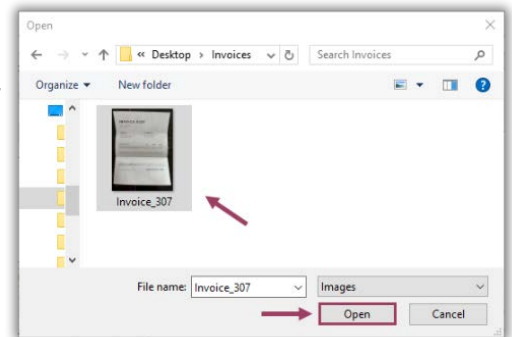
Click the **Comments** tab above the task list, then click **New Comment**.



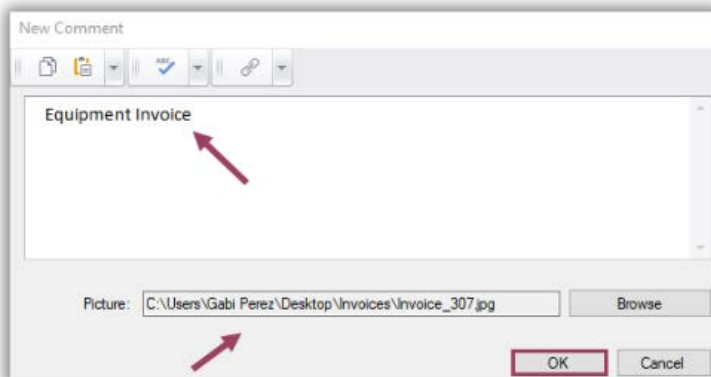
**Step 2:** Make sure that the photo is saved to your computer. Click **Browse** to locate the photo within your files.



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

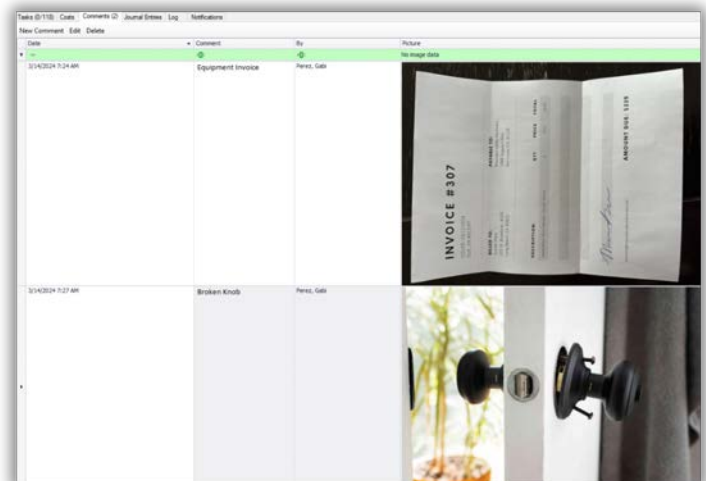


**Step 4:** After adding your photo, you *must include a comment*. Once the photo and comment are attached, click **OK**. The comment/photo will be date and time stamped and records the user who attached it to the work order.



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

Add as many photos/jpgs as needed, including pictures of documents, to a work order.



Adding Word Docs/PDFs is in our development queue for future enhancement.