The Attachments Tab

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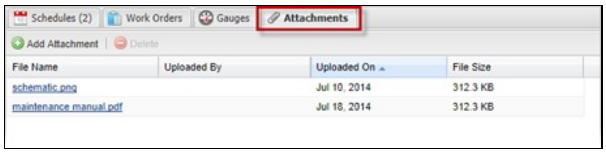
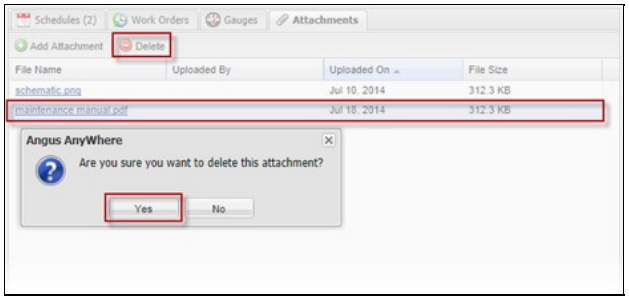
Note:

- Each attachment can be up to 10MB in size. Files which exceed this size limit cannot be uploaded.

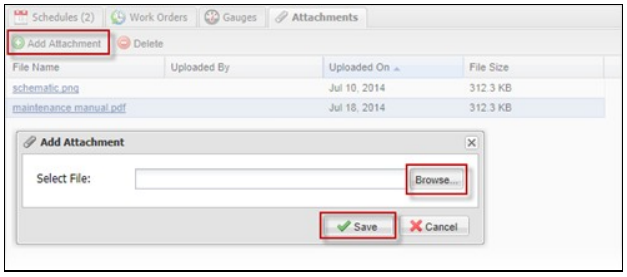
The Attachments tab displays a list of any files (such as MS Word documents, pictures or PDF files) associated with the equipment. Attachments are included on scheduled work orders.



- Click on a file name to download it; if the file is in a format which can be displayed within a web browser, then it will be displayed in a separate browser window.
- Users can remove an attachment by selecting an attachment and clicking **Delete**. In the confirmation window that opens, click **Yes**.



- Users can upload an attachment by clicking **Add Attachment**.



  - In the window that opens, click **Browse…**
  - Select the file to upload in the file selection window that is displayed and click **Open**.
  - In the Add Attachment window, click **Save** to complete the process.