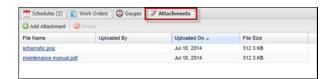
## The Attachments Tab

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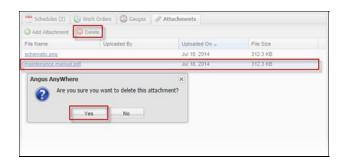
## Note:

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

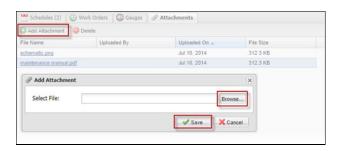
The Attachments tab displays a list of any files (such as MS Word documents, pictures or PDF files) associated with the equipment. Attachments are included on scheduled work orders.



- 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.