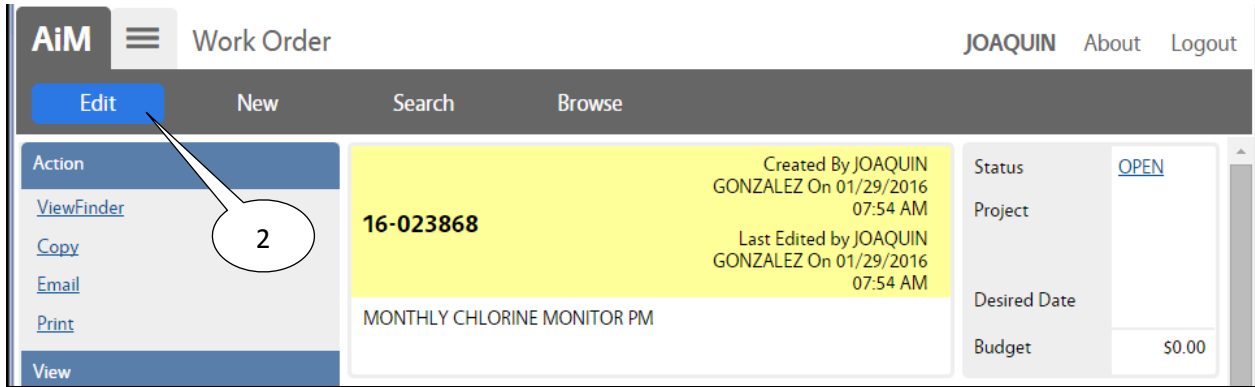
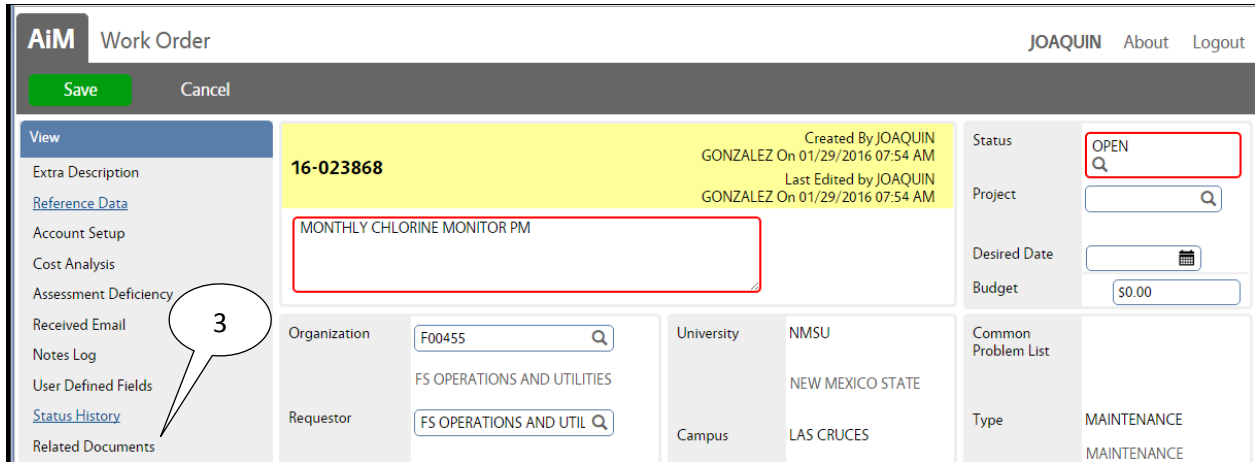


### Attaching Related Documents

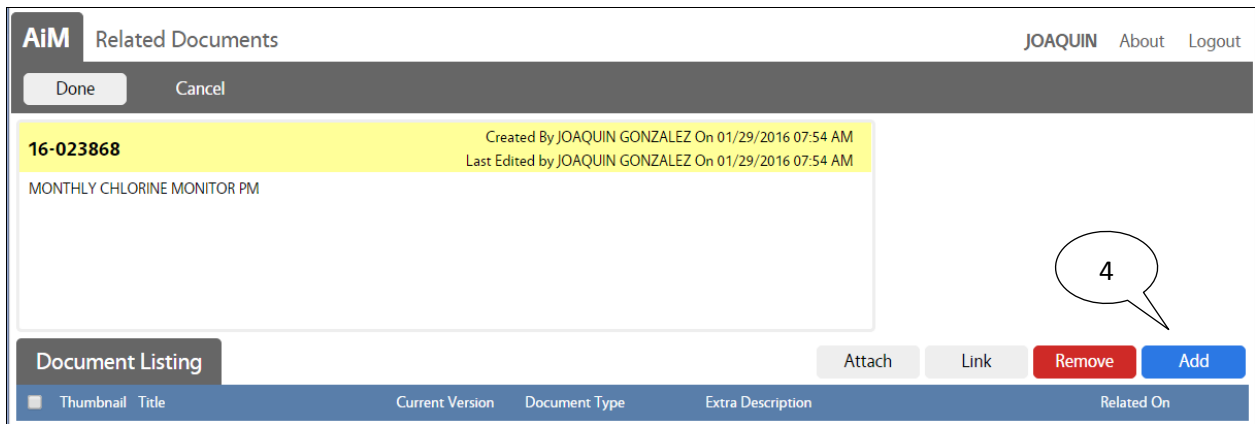
1. Navigate to the work order or phase for which the related document needs to be attached.



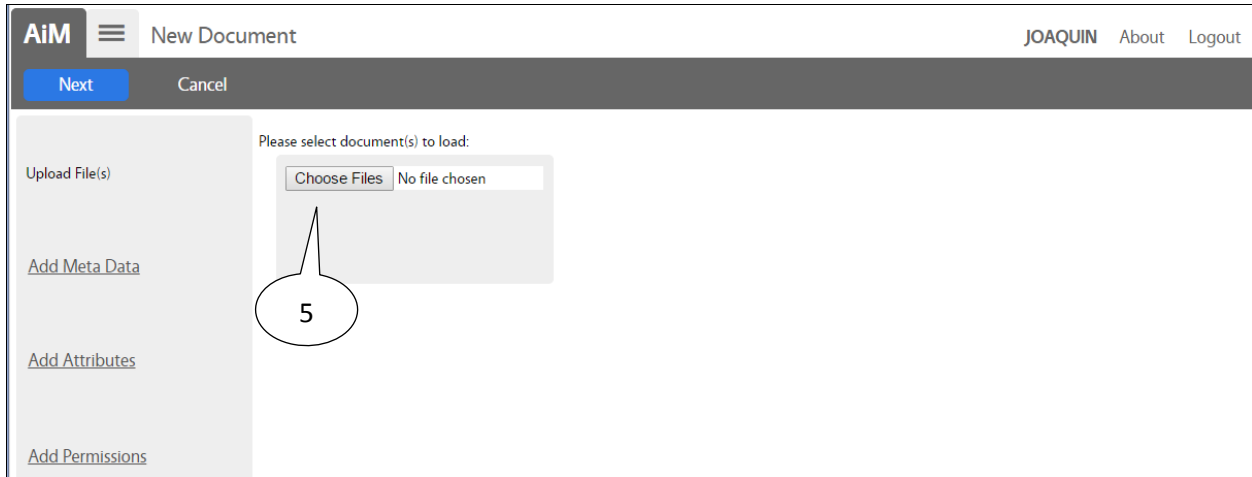
2. Select the **Edit** button.



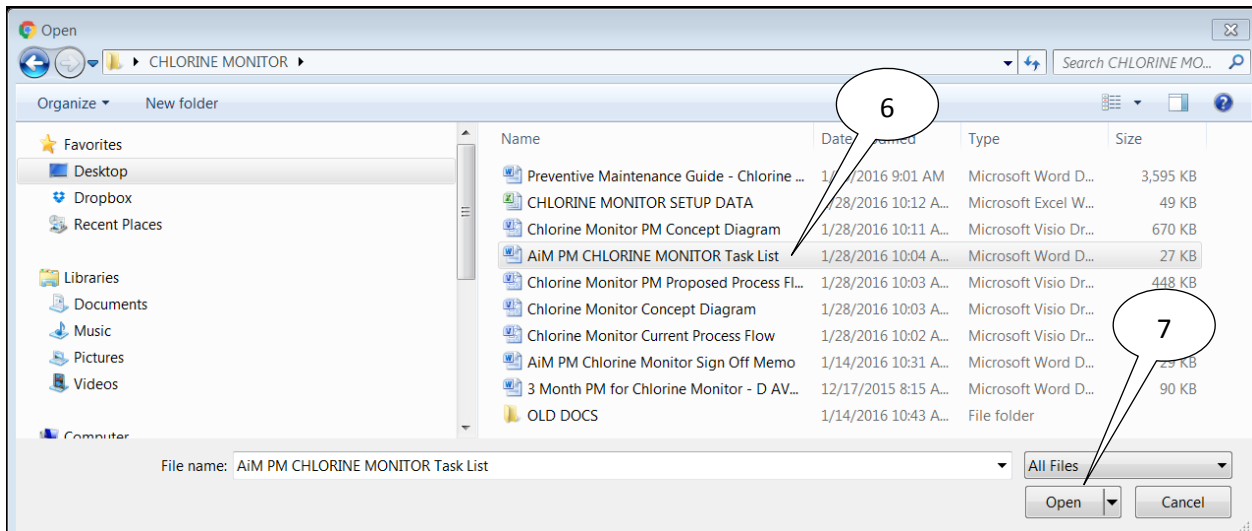
3. Select **Related Documents** from the **View** menu.



4. Click the **Add** button.

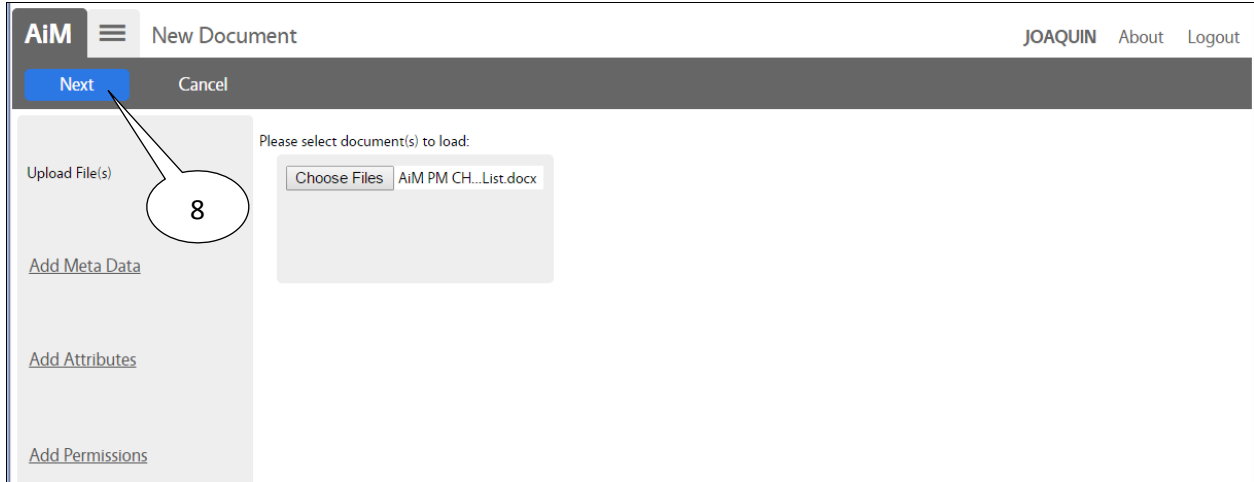


## 5. Select **Choose Files**.

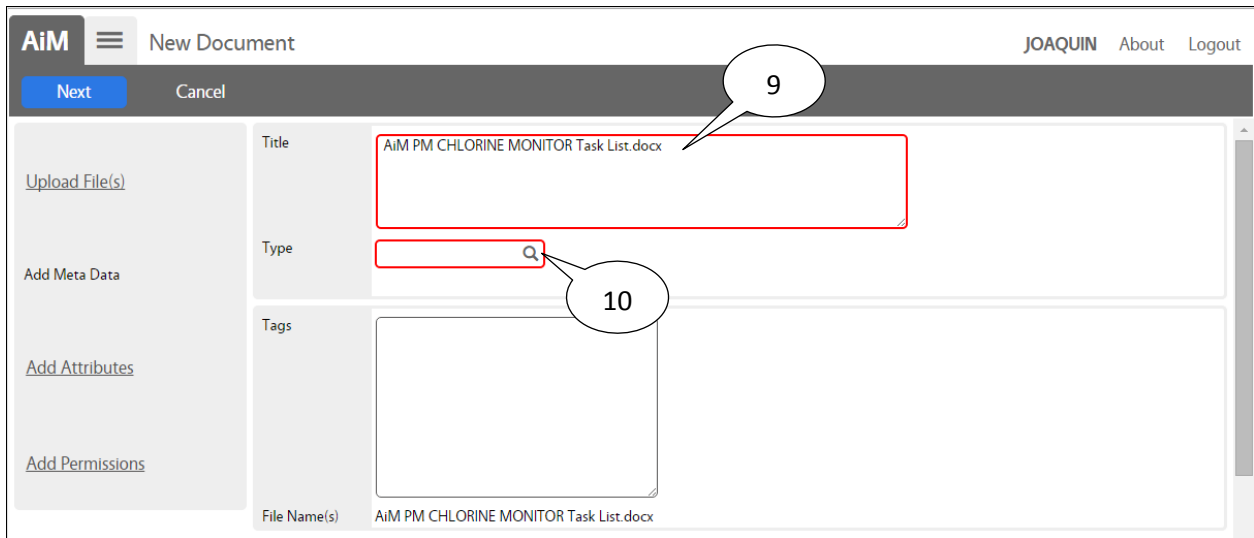


## 6. Navigate to the file which is to be uploaded and select it.

## 7. Select **Open**.

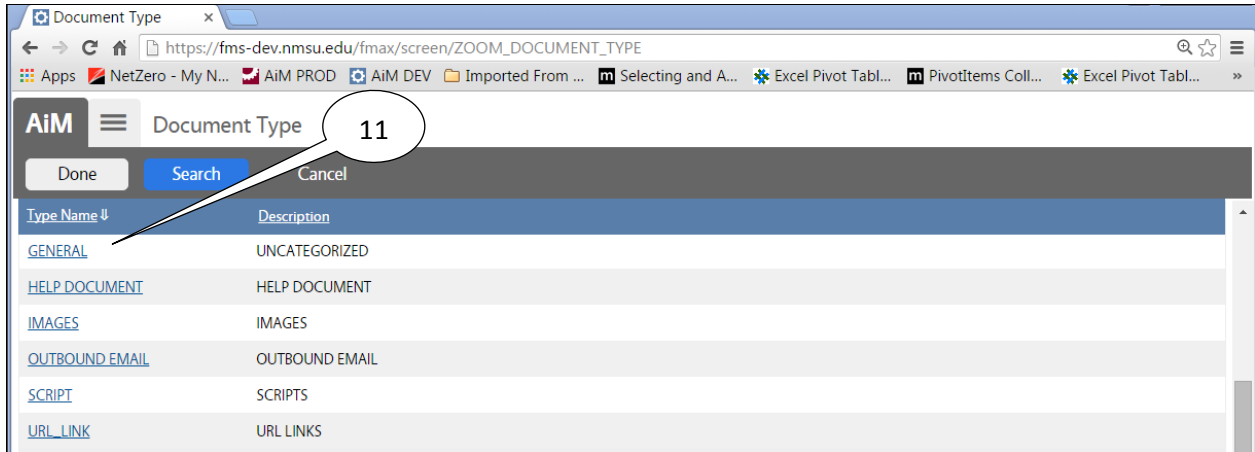


8. Click the **Next** button.

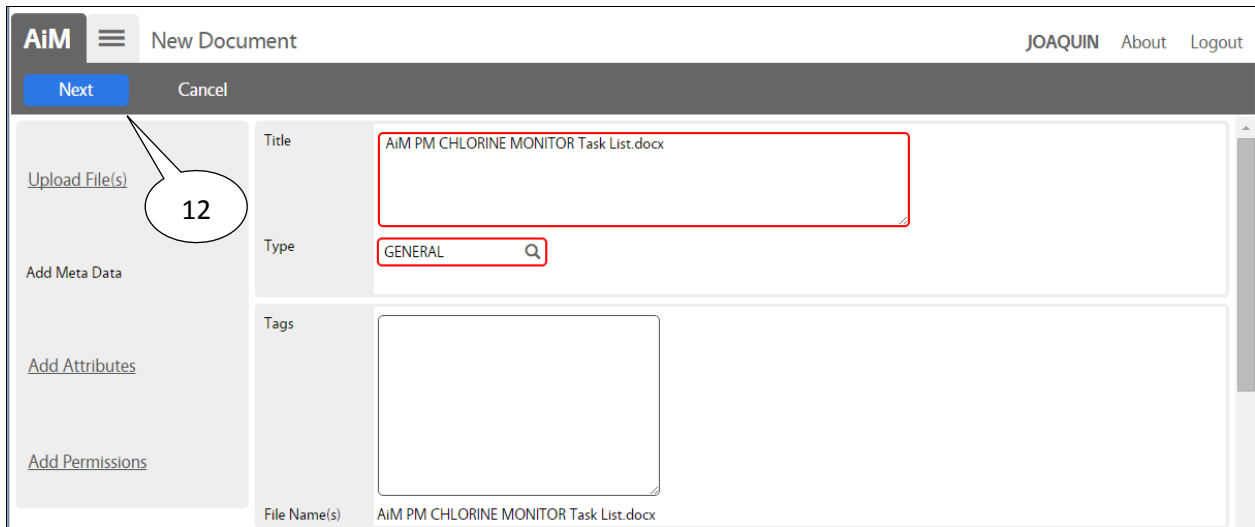


9. Enter **Title** if it needs to be different than the file name.

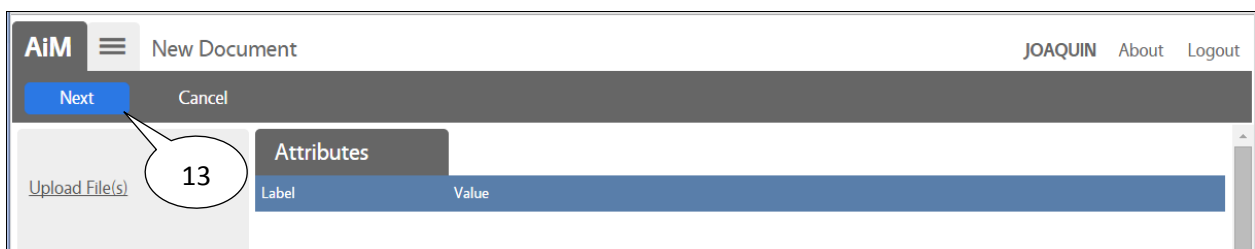
10. Select the **Search**  icon.



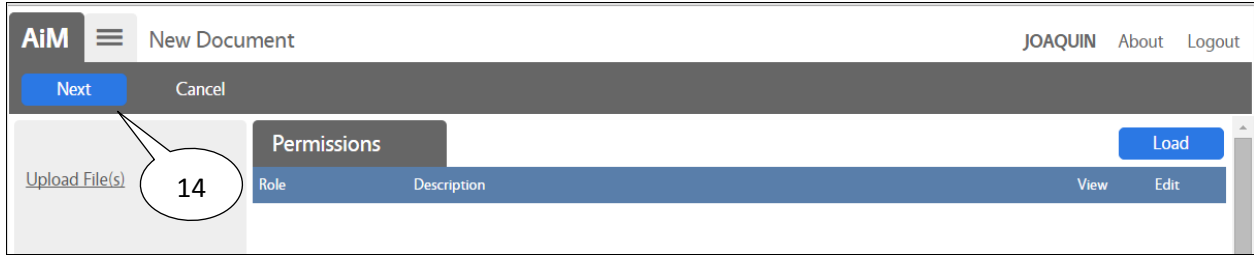
11. Select the **GENERAL** link.



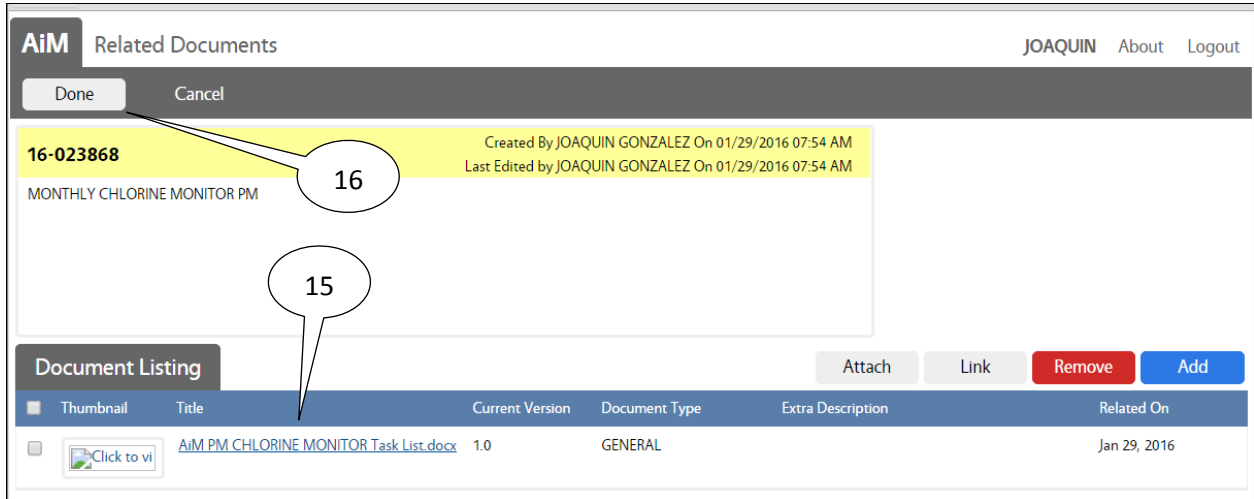
12. Click the **Next** button.



13. Click the **Next** button.

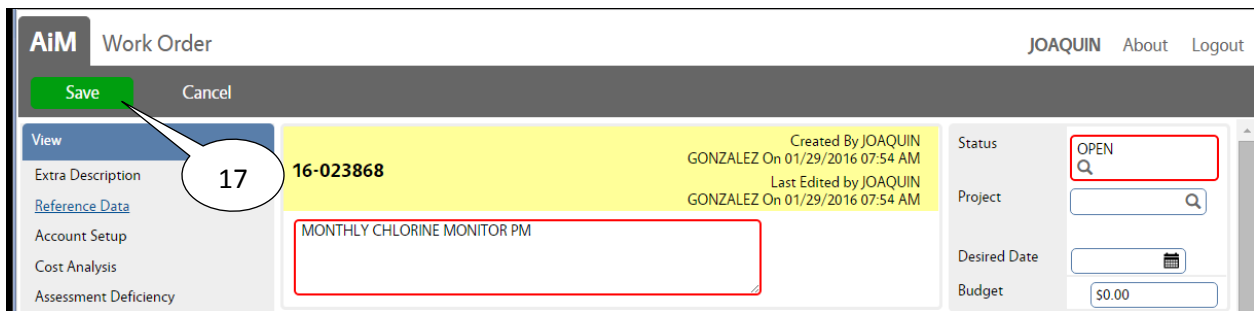


14. Click the **Next** button.



15. The file will now appear in the **Document Listing** pane.

16. Click the **Done** button.



17. Click the **Save** button.