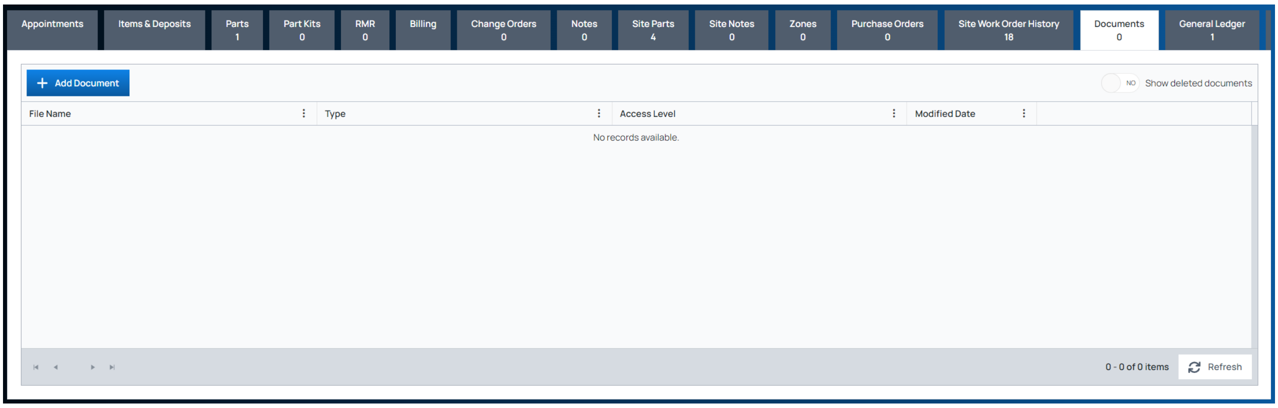
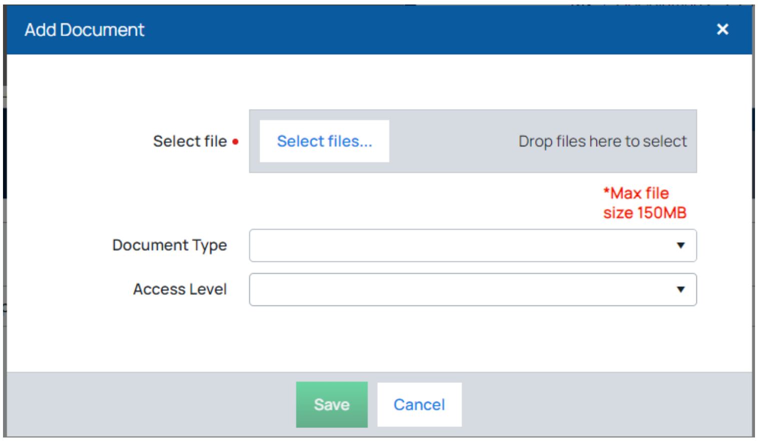
Add Documents to a Work Order

Last Modified on 03/04/2024 4:47 pm EST

To add documents to a work order, open the work order from the customer record or Accounts Receivable > Work Orders.

Once the work order is displayed, click on the Documents tab, and then click the **Add Document** button.





There are two methods for uploading a document:

- Click the Select Files button; the Windows File Explorer opens for you to select one or multiple documents from the same folder.
- With the Windows File Explorer open to the location of the document(s), drag and drop the file(s) into the gray box to the right of the Select Files button. You can select multiple documents at the same time.

Once uploaded, the documents appear in the grid area.