



Adding Attachments

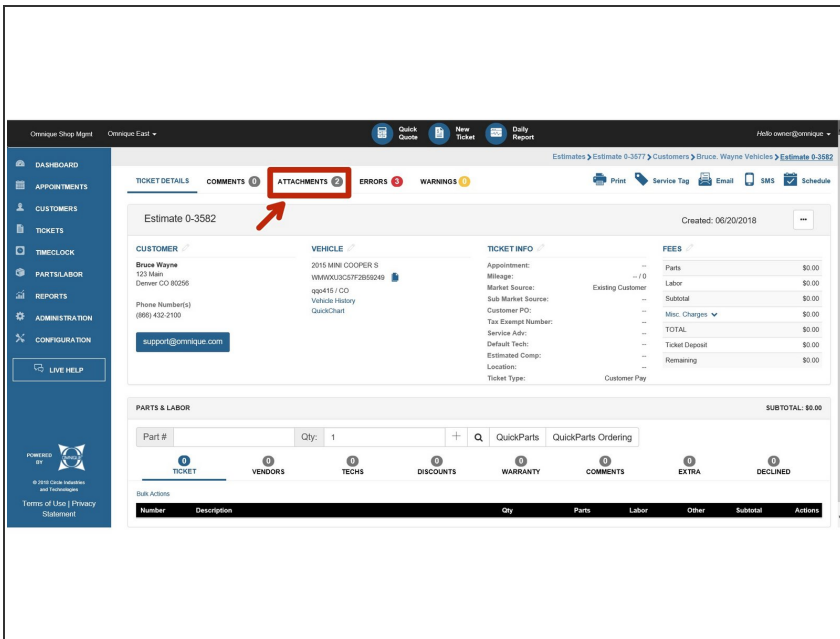
The following guide illustrates how to add attachments, such as pictures or documents, to an existing ticket.

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ATTACHMENTS

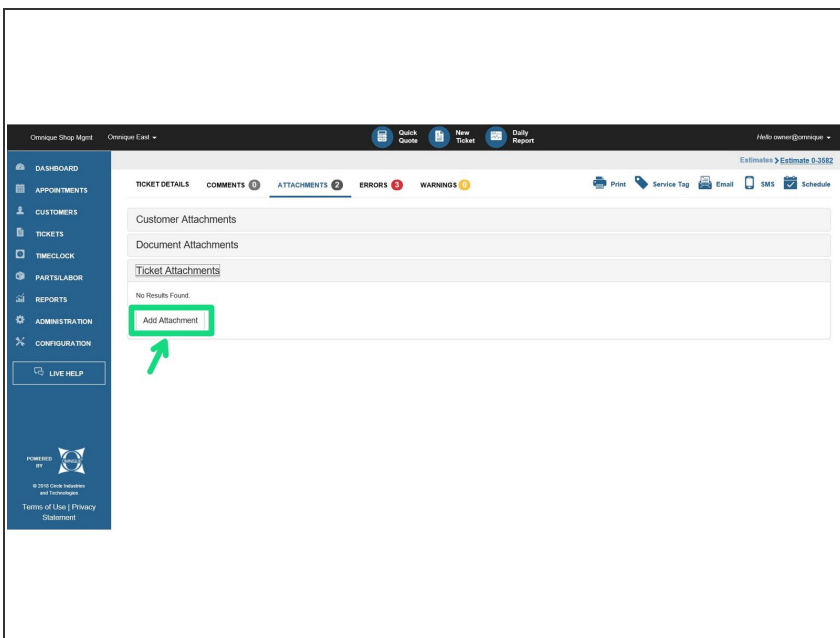
Step 1 — Adding Attachments

- Click on **Attachments**.



Step 2 — Adding Attachments

- Click **Add Attachment**.



Step 3 — Adding Attachments

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Quick Quote New Ticket Daily Report

Estimates > Estimate 0-3577 > Cu

TICKET DETAILS COMMENTS 0 ATTACHMENTS 2 ERRORS 3 WARNINGS 0

Print Set

Back

Attachment

File

Description

Save

- Click **Browse** to choose file.
- Enter a description (if applicable).
- Click **Save**.