

Adding Attachments

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

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Step 1 — Adding Attachments

ique Shop Mgmt Om SHBOARD	nrique East 🕶	a a	ick 🕒 New iote Ticket	Dally Report	nates > Estimate 0-3677 ;	Customers > Bruce. Ways	Helo owner@cmrique •
POINTMENTS			WARNINGS		Print 💊	Service Tag 🚔 Email	SMS 🔽 Schedule
STOMERS KETS	Estimate 0-3582	1				Created: 06/20	v2018
ECLOCK	CUSTOMER	VEHICLE				FEES 0	
	Bruce Wayne	2015 MINI COOPER S		Appointment:		Parts	\$0.00
RTS/LABOR	123 Main Deriver CO 80256	WMWXU3C57F2B59249		Mileage: Market Source:	/ 0 Existing Customer	Labor	\$0.00
PORTS	Phone Number(s)	qqo415 / CO Vehicle History		Sub Market Source:	-	Subtotal	\$0.00
MINISTRATION	(886) 432-2100	QuickChart		Customer PO: Tax Exempt Number:		Misc. Charges 🗸	\$0.00
				Service Adv:	-	TOTAL	\$0.00
NFIGURATION	support@omnique.com			Default Tech: Estimated Comp:	-	Ticket Deposit	\$0.00
			Estimated Comp: Location: Ticket Type: Customer P			Remaining	\$0.00
	PARTS & LABOR						SUBTOTAL: \$0.00
	Part #	Qty: 1	+ (QuickParts Quick	kParts Ordering		
• 😥		D DORS TECHS	DISCOUNTS	WARRANTY	COMMENTS	EXTRA	DECLINED
8 Circle Industries d Technologies	Bulk Actions						
of Use Privacy tatement	Number Description			Qty	Parts Labor	Other	Subtotal Actions

• Click on **Attachments**.

Step 2 — Adding Attachments

			Gui Qui	ek 🚹 New 📼 Dail Ticket 📼 Rep	son		
							Estimates > Estimate (
TICKET DETAILS	COMMENTS	ATTACHMENTS	ERRORS 3	WARNINGS ()	Print	Service Tag 🔛 Email	SMS 🔽 Sch
Customer Attac	hments						
Document Atta	chments						
Ticket Attachm	ents						
_							
Add Attachment							
1							
	Customer Attac Document Attac	Customer Attachments Document Attachments Ticket Attachments No Results Found.	Customer Attachments Document Attachments Ticket Attachments Ne Results Found	Customer Attachments Document Attachments Ticket Attachments Ne Results Found	Customer Attachments Document Attachments Ticket Attachments Ne Results Found	Customer Attachments Document Attachments Ticket Attachments Ne Results Found.	TICKET DET TAL & COMMENTS O ATTACHMENTS O ERRICAS O WARNINGS O

• Click Add Attachment.

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Step 3 — Adding Attachments

nique East -	Cuick Prove Ticket Daily Report	Estimates > Estimate 0-3677 > Cu	Click Browse to choose file.
Back			 Enter a description (if applicable).
Attachment			Olick Save.
File Browse		Save	

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