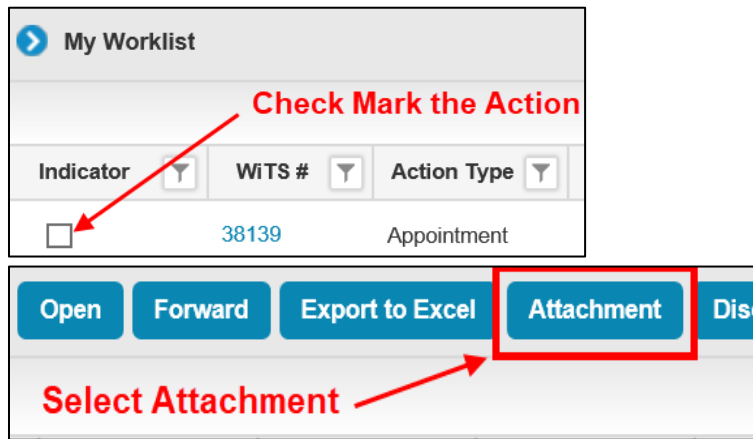


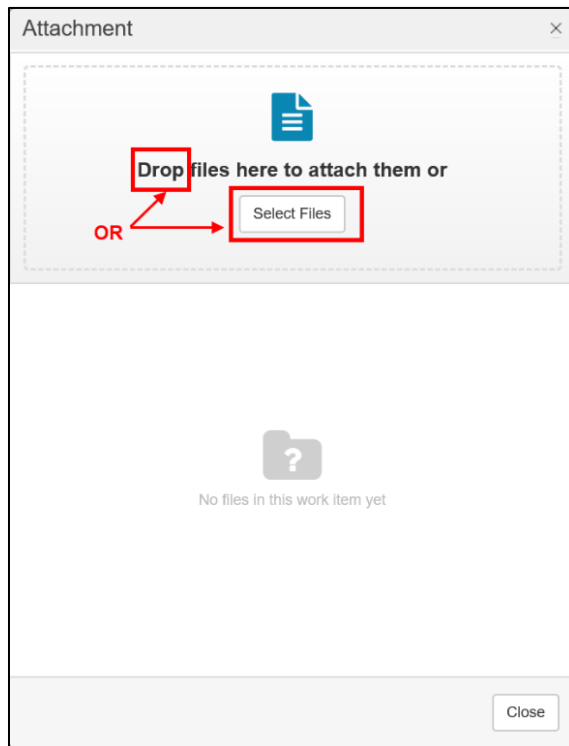
QRG: How to Add and Delete Attachments

1.



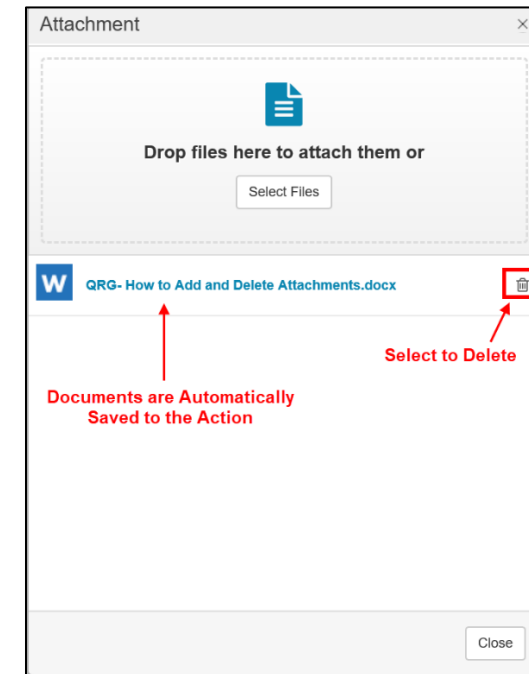
Check mark the box next to the action and select 'Attachment' from the action list menu.

2.



3.

You may 'Drag and Drop' your files individually onto the Attachment pop up box, OR you may click 'Select Files' to upload from your drive.



Documents are automatically saved when uploaded or dropped. To delete an attachment, select the trash icon next to each attachment.