

# Facilities Ancillary Services Best Practice

## How to Upload a Document to the Work Order System

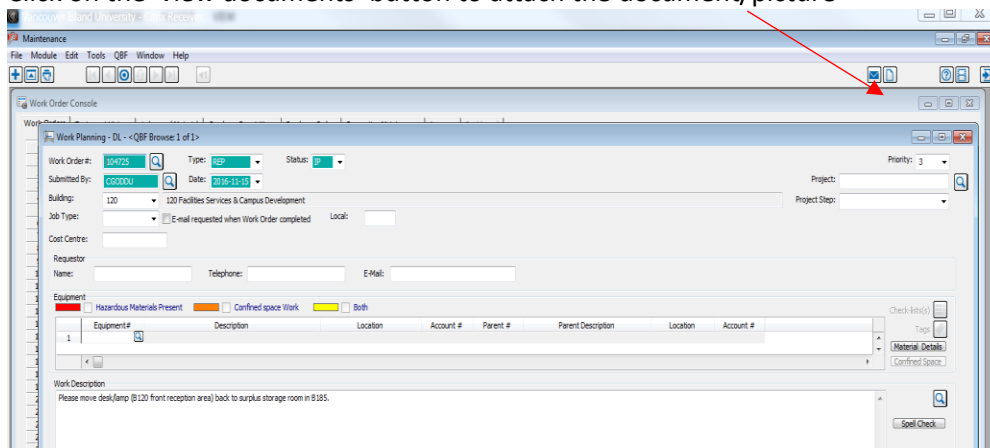
### INTRODUCTION (Purpose and Importance)

The purpose of this best practice is provide instructions on how to add a document to the Work Order system.

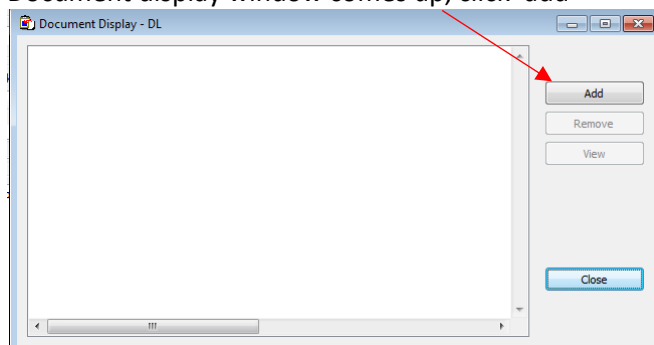
**Attachments can be added to the work order planning screen and the work order completion screen**

On page 1, after information is entered

Click on the 'view documents' button to attach the document/picture



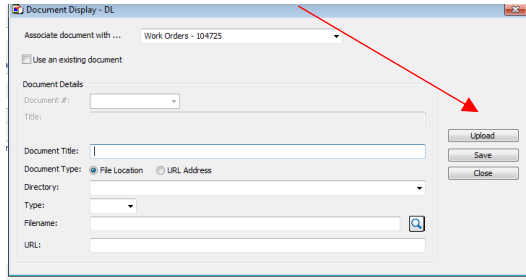
Document display window comes up, click 'add'



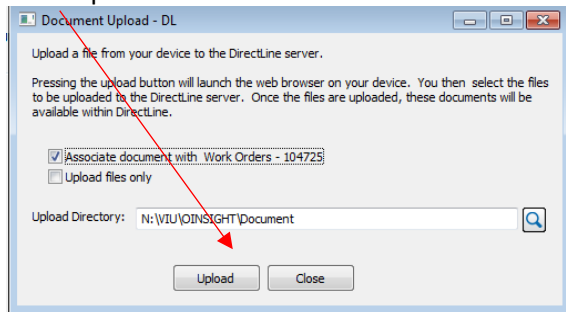
Document Display window appears

Click 'upload' to choose your document/picture to attach

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The Document Upload window appears  
Click 'upload' to load document



The file Upload window appears  
Click 'browse' to choose your document

**Direct Line File Upload**

Please select the file to upload to the Direct Line server.  
These files are to be associated with 'Work Orders - 104725'.

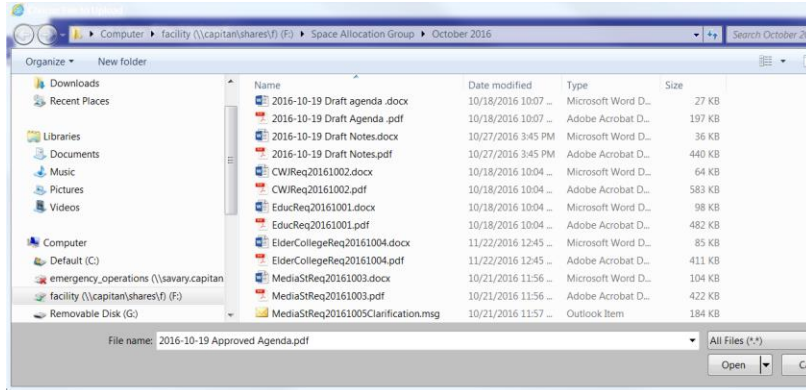
The maximum upload file size is 2MB.  
Please enter a short description/title of the contents of the file.

FileName

Title:

Click 'open' to add the document

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The filename of your document will appear in the window  
Click 'upload'

**Direct Line File Upload**

Please select the file to upload to the Direct Line server.  
These files are to be associated with 'Work Orders - 104725'.

The maximum upload file size is 2MB.  
Please enter a short description/title of the contents of the file.

FileName:

Title:

[file size = 0.19 MB]

Your document will show that it is uploaded

**Direct Line File Upload**

Please select the file to upload to the Direct Line server.  
These files are to be associated with 'Work Orders - 104725'.

The maximum upload file size is 2MB.  
Please enter a short description/title of the contents of the file.

FileName:

Title:

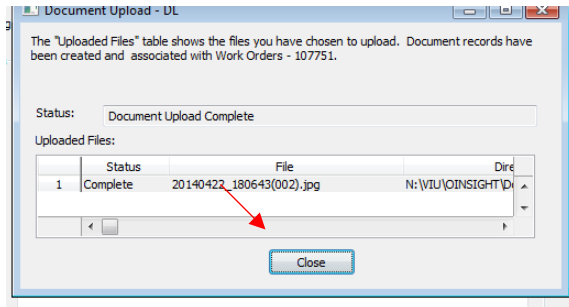
**Uploaded files**

2016-10-19 Approved Agenda.pdf

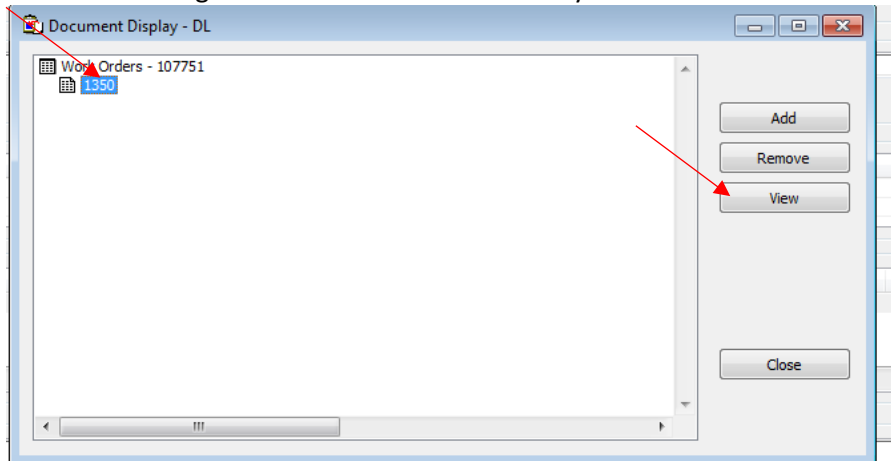
Now click 'close'

The document upload window will appear.  
Click close.

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Click on the 4 digit # and then click view to verify that document is attached.



Your image will appear.

Click close and save. Once you close out and go back into the work order you will see that the document is attached.

