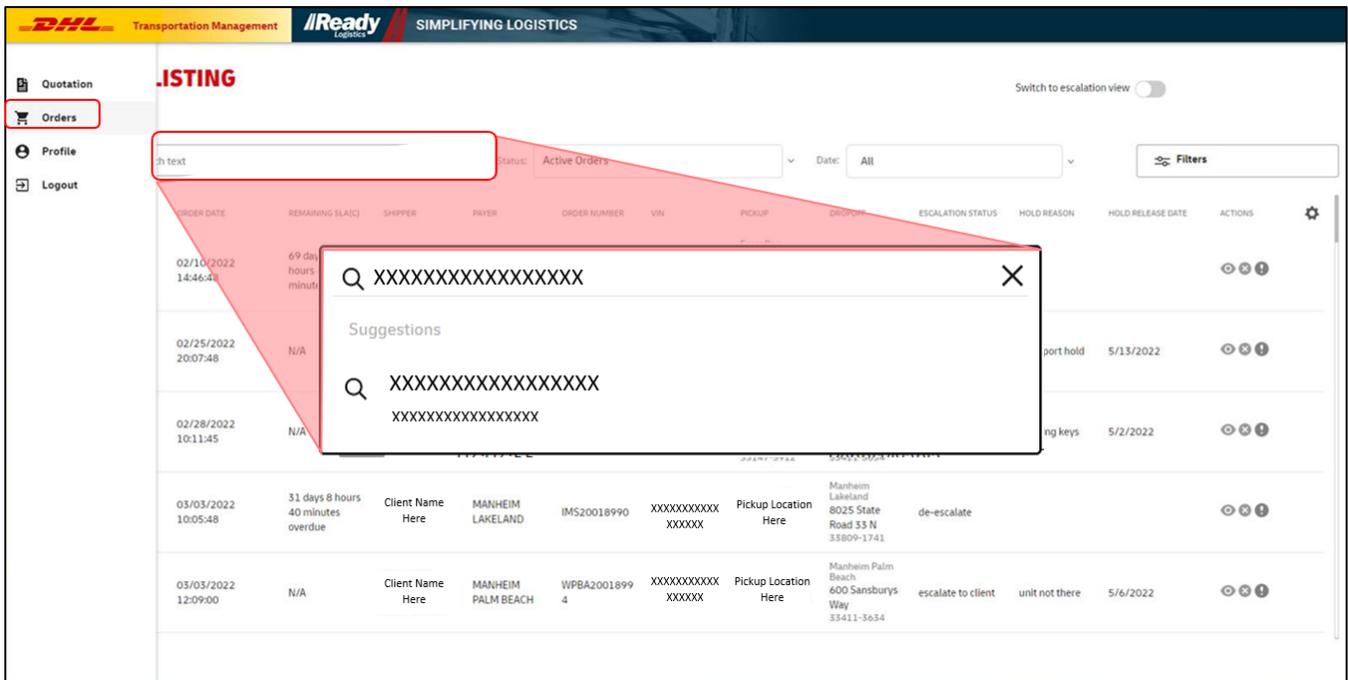


Adding Attachments to Orders

Order Listing Tab

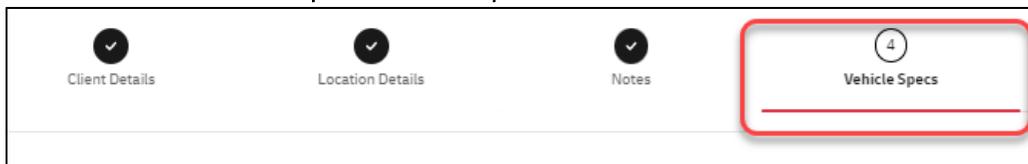
1. Use the Search field to enter in the VIN number needing an attachment



2. Select the order by clicking anywhere on the row



3. Once in the record move to Step 4 - Vehicle Specs



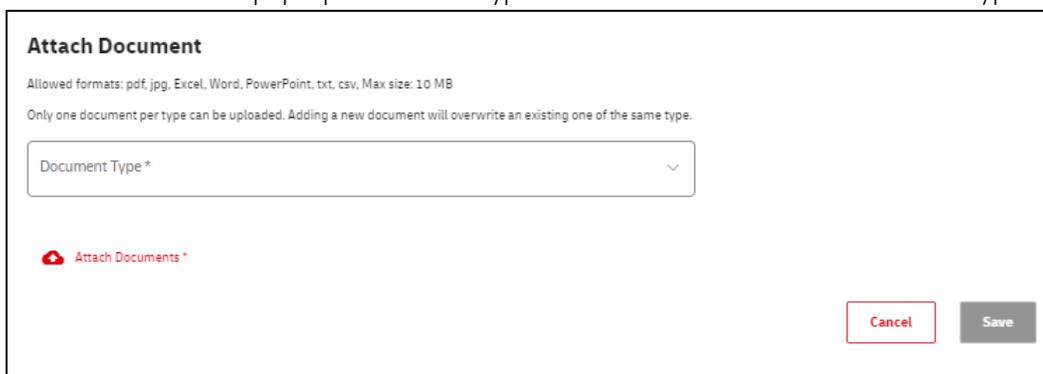
4. Proceed down to the Document Requirements section



5. Select the 'Upload' link



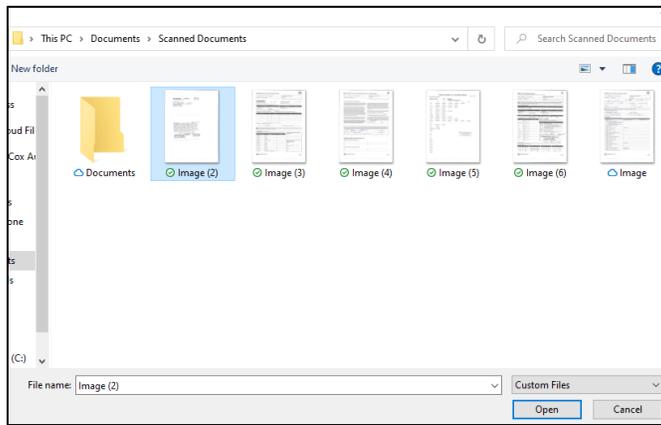
6. In the Attach Document pop-up choose the type of attachment from the 'Document Type' dropdown



7. Select the 'Attach Documents' link



8. Choose document to upload from local files and select 'Open'



9. Select the 'Save' button to attach the document to the order

A screenshot of a web-based 'Attach Document' dialog box. At the top, it says 'Attach Document' and lists allowed formats: pdf, jpg, Excel, Word, PowerPoint, txt, csv, with a maximum size of 10 MB. Below this, it states 'Only one document per type can be uploaded. Adding a new document will overwrite an existing one of the same type.' There is a dropdown menu for 'Document Type' with 'Vehicle Release' selected. Underneath, there is a red cloud icon and the text 'Attach Documents *' followed by 'Image (2).jpg'. At the bottom right, there are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted in red.

- Only one attachment per Document Type can be attached
- If a duplicate Document Type is attached, document being uploaded will override the previous attachment
- Types of attachments allowed:
 - PDF
 - JPG
 - Excel
 - Word
 - PowerPoint
 - Txt
 - Csv
- 10 MB Max for attachments allowed