

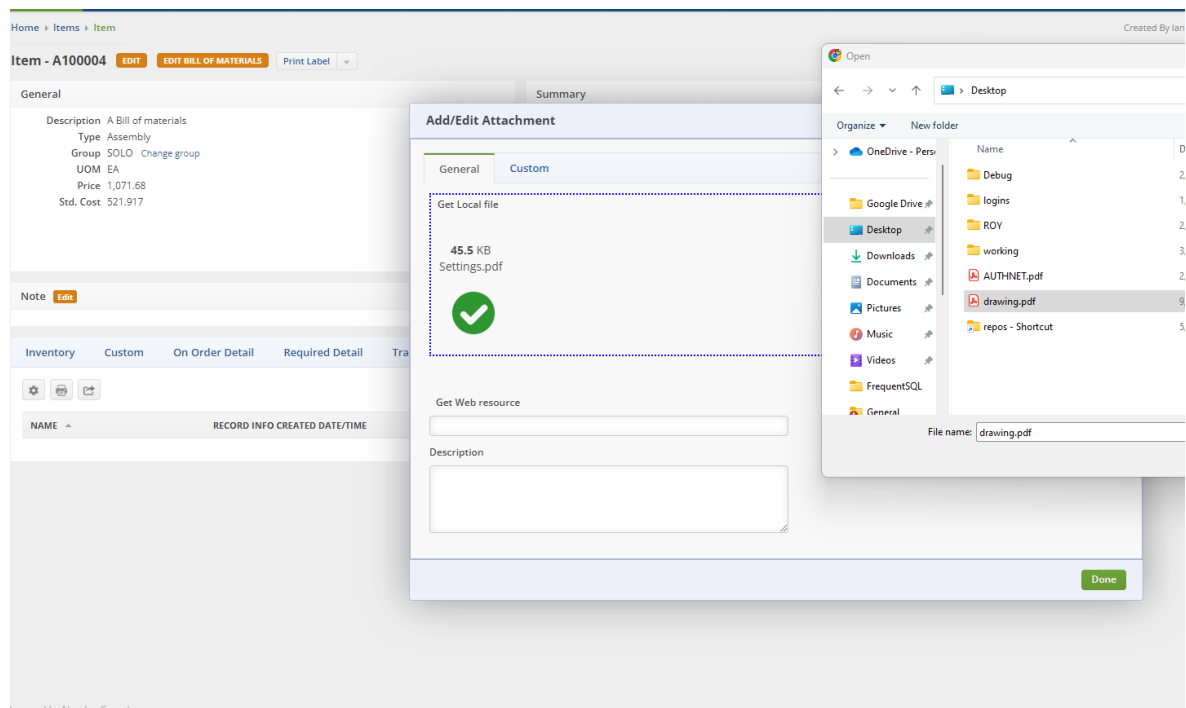
Adding Attachments

Last Modified on 03/02/2023 11:42 am EST

Attachments are any document or images that you would like to associate with a given entity or transaction.

On the [details page](#) of most records types, you will see a tab for Attachments. An attachment could be a file or a web resource (e.g. a drop box).

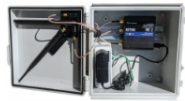
To add an attachment, navigate to the attachments tab and click Add+



- Clicking on the empty panel, will open your file dialog where you can drag and drop multiple images. Wait until the image icon turns green.
- Alternatively, you can input a url in the web resource
- Click Save

Item - A10004 [EDIT](#) [EDIT BILL OF MATERIALS](#) [Print Label](#)

General		Summary	
Description	A Bill of materials	Available	189.00
Type	Assembly	Required	6.00
Group	SOLO Change group	Net Available	183.00
UOM	EA	On hand	200.00
Price	1,071.68	Committed	11.00
Std. Cost	521.917	In Transit	0.00
		On order	1,628.00 ETA-1/8/2019
		Can make	123.00



Note [Edit](#)

Inventory Custom On Order Detail Required Detail Transactions Vendors Related Items Customer Aliases Item Image **Attachments** Barcodes

Alias Cart Mapping

[Add](#)

NAME	RECORD INFO CREATED DATE/TIME	RECORD INFO CREATED BY	DESCRIPTION	ACTIONS
Settings.pdf	3/2/2023 11:33 AM	Ian Benollet		Download Delete
drawing.pdf	3/2/2023 11:38 AM	Ian Benollet		Download Delete

Total Records: 2

Click the hyperlink under the name column to download the image.

You can access this download when sending emails for transactions on which the item is references.

OrderTime Search [All Orders Demo](#) [Logout](#)

[Home](#) [Sales](#) [Purchasing](#) [Production](#) [Rentals](#) [Repairs](#) [Warehouse](#) [Reports](#)

Sales > Sales Orders > Sale Order Created By Ian Benollet 3/2/2023 10:37 AM Modified By Ian Benollet 3/2/2023 10:37 AM

Sales Order - 10080 [TRANSFER](#) [ALLOCATE](#) [Create PDF](#) [Export](#) [Print Label](#) Status: [Approved](#)

General	
No.	10080
Client	68 Proteus
Date	3/2/2023
Promise Date	3/2/2023
Customer PO	5235256
Contact	

Send Email

Source:

File	Size
Settings.pdf	45545 KB
drawing.pdf	564047 KB

[Done](#) [Cancel](#)

TYPE	SUBJECT	CLOSED DATE	DESCRIPTION	ASSIGNED TO	ACTIONS
					Send Email Add Log

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