

# ReADY- Add a Document to a Work Request

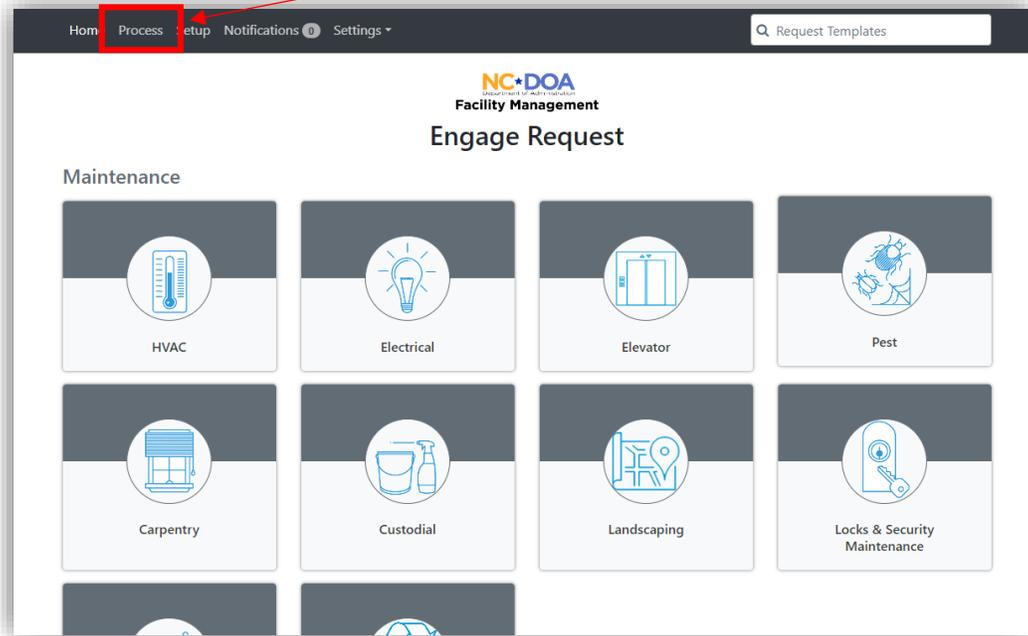
END USER TRAINING GUIDE

October 30, 2023

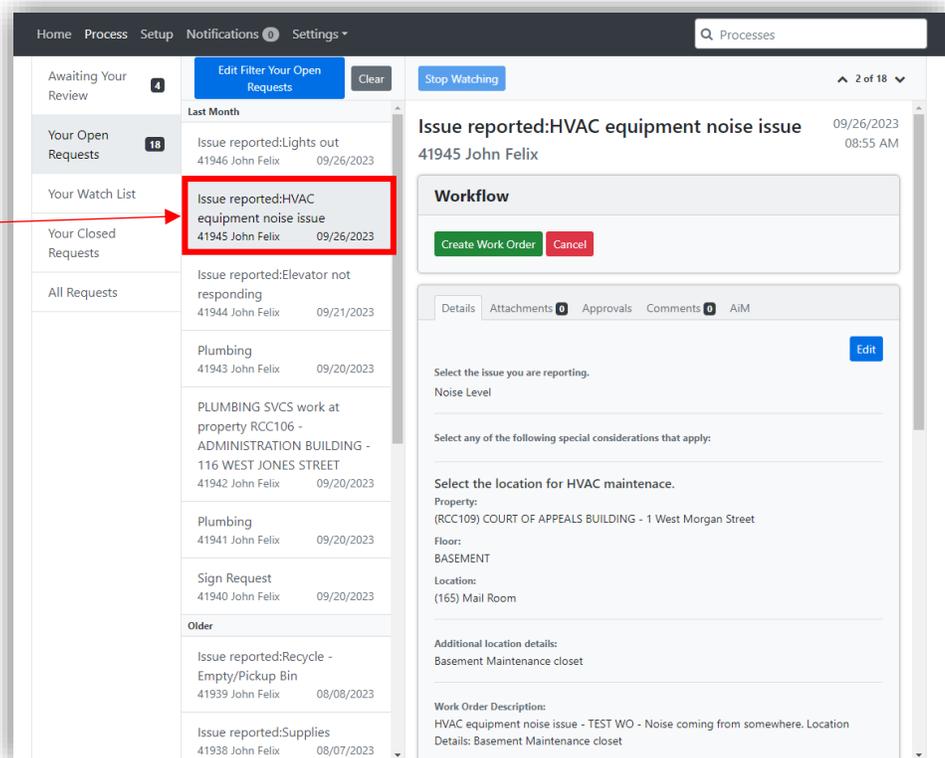


## Add a Document

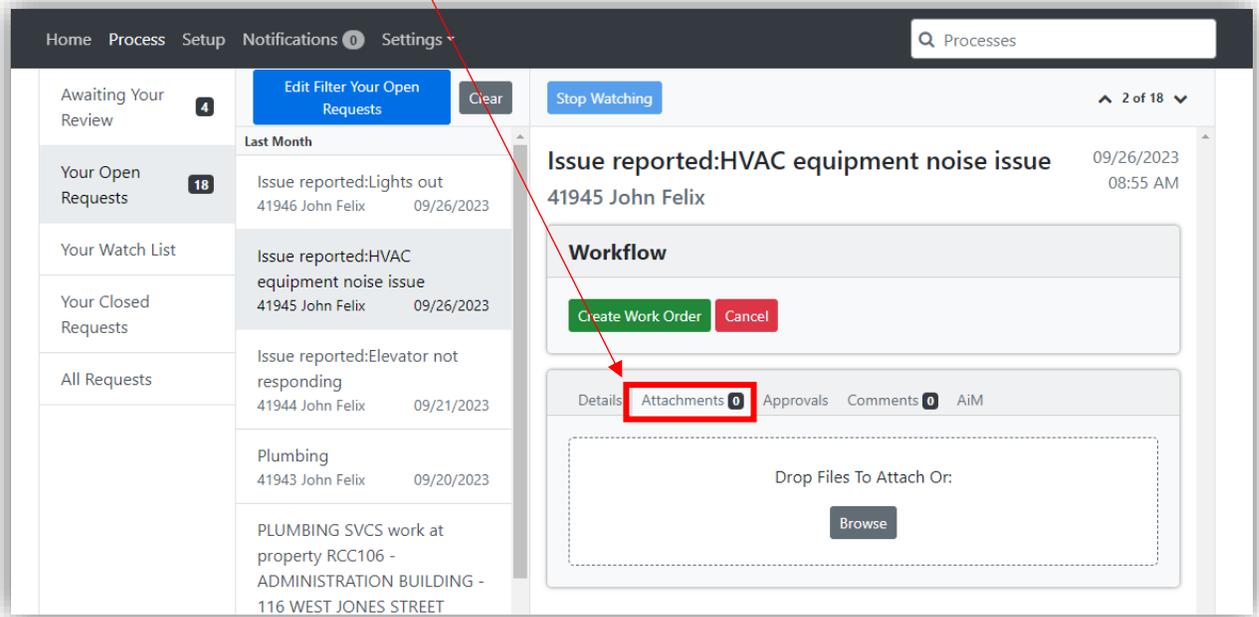
- 1) From the Home screen, **Click the Process** (*ReADY tool bar*)



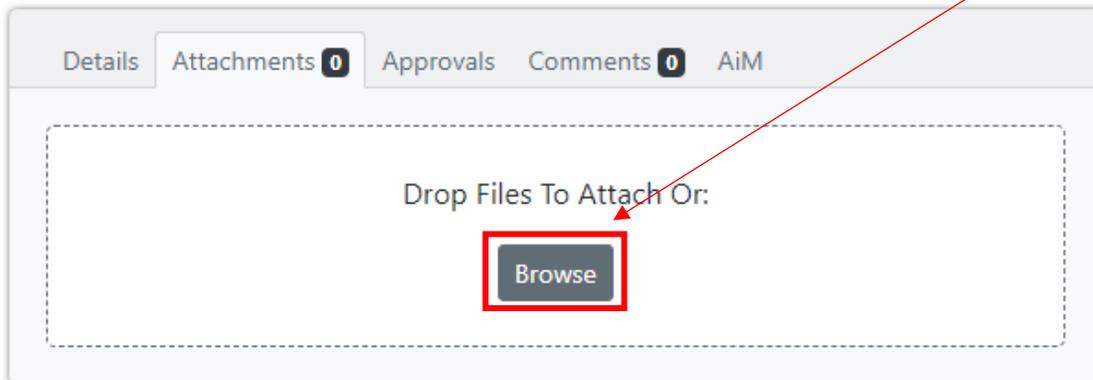
- 2) **Click** on your open requests and select the request that you would like to add an attachment to.



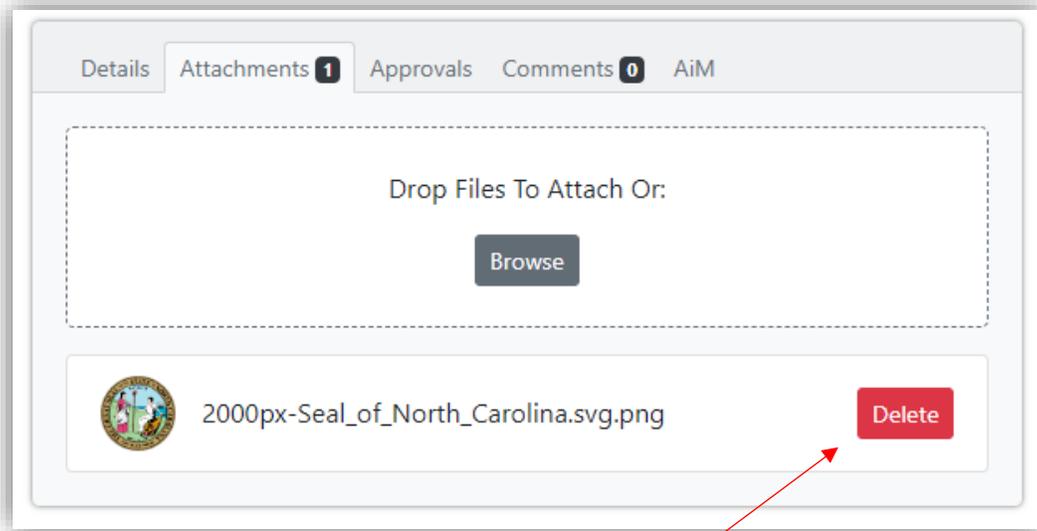
3) **Select** the "Attachments" tab.



4) Here, you can **drag and drop** files or photos related to the request. You can also **click** "Browse" to select the file from your computer files.



- 5) Each file added will be previewed below. These files can be seen and downloaded by anyone who has View/Edit privilege to the request.



- 6) Files can be removed from the request by **clicking** the "Delete" icon.
- 7) Process is complete.