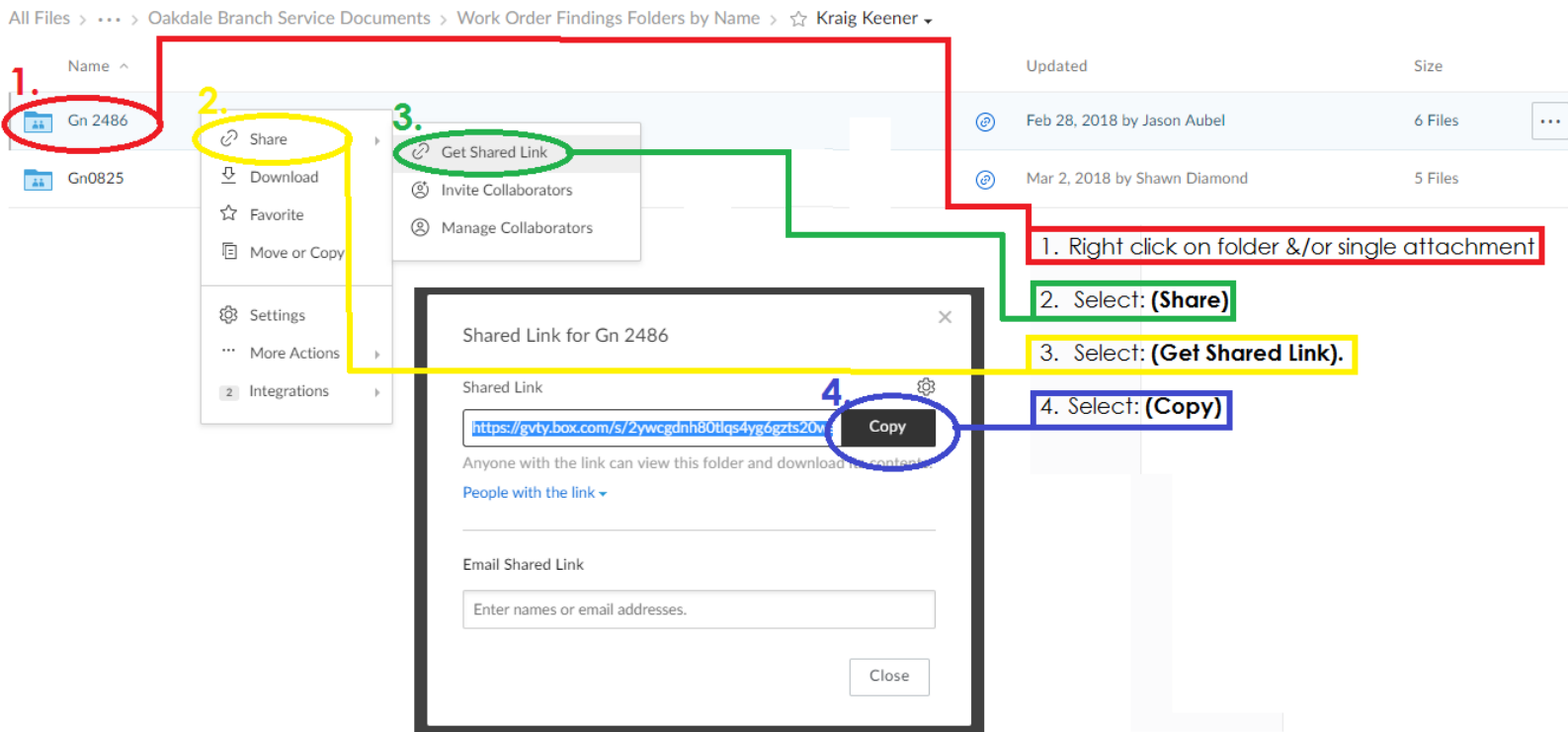


How to Add Picture, Video, &/or Document Attachments to a Work Order

Before pictures, videos, &/or documents can be attached to a work order, they must first be uploaded into BOX. Please follow the outlined steps below:

1. Upload all applicable pictures, videos, &/or document attachments into your assigned BOX folder.
2. Right click on the desired folder &/or single attachment
3. Select: **(Share)**, and then Select: **(Get Shared Link)**. The weblink will then appear in a new screen with the option to select copy.
4. Select: **(Copy)**



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NOTE: pictures, videos, &/or document attachments can only be added to email work orders during the creation &/or editing process.

5. In eMaint. Locate the additional information section of your work order and right click on the (weblink) data field box.
6. Paste the copied weblink address of your uploaded BOX picture, video, &/or document attachment.
7. Click (SAVE CHANGES) in the upper left hand corner of the work order.
8. Review the completed work order to verify the link is working.

