

MAINTENANCE OPERATIONS STANDARD PRACTICE

Work Order Standard **Operating Practice**

INSTRUCTION NUMBER: 75-0024

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)

e Branch Service D	ocument	is > Work Order Findings Folders by Name > ☆ Kraig Keener -	_		
				Updated	Size
ළු Share	3.		Ø	Feb 28, 2018 by Jason Aubel	6 Files
Gn0825 Ownload な Favorite Move or Copy 総 Settings ・・・ More Actions			Ø	Mar 2, 2018 by Shawn Diamond	5 Files
		Manage Collaborators		1. Right click on folder &/or sing	le attachment
	•	Shared Link for Gn 2486	×	2. Select: (Share)	
				3. Select: (Get Shared Link).	
2 Integrations	•	Shared Link	⊁	4. Select: (Copy)	
		Email Shared Link			
		Enter names or email addresses.			
		Close			
	 ⊘ Share ➡ Download ☆ Favorite ⑤ Move or Copy ⑧ Settings … More Actions 	 ⊘ Share → Download ☆ Favorite @ @ @ @ @ Move or Copy @ Settings … More Actions 	 Share Cet Shared Link Download Arvorite Invite Collaborators Manage Collaborators Move or Copy Settings Shared Link for Gn 2486 Shared Link Shared Link Integrations Email Shared Link Enter names or email addresses. 	 Share Download Favorite More or Copy Settings More Actions Integrations Shared Link for Gn 2486 Integrations Shared Link Integrations Shared Link Email Shared Link Email Shared Link Enter names or email addresses. 	Updated Share Download Cet Shared Link Convertie Manage Collaborators Manage Collaborators Manage Collaborators Manage Collaborators Manage Collaborators Shared Link for Gn 2486 Shared Link for Gn 2486 Shared Link for Gn 2486 Shared Link for Gn 2486 Mare Actions More







MAINTENANCE OPERATIONS STANDARD PRACTICE

Work Order Standard Operating Practice INSTRUCTION NUMBER: 75-0024

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

NOTE: pictures, videos, &/or document attachments can only be added to emaint. 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.



