

## **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)

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2 Integrations	•	Shared Link	⊁	4. Select: (Copy)	
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Work Order Standard Operating Practice INSTRUCTION NUMBER: 75-0024

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**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.



