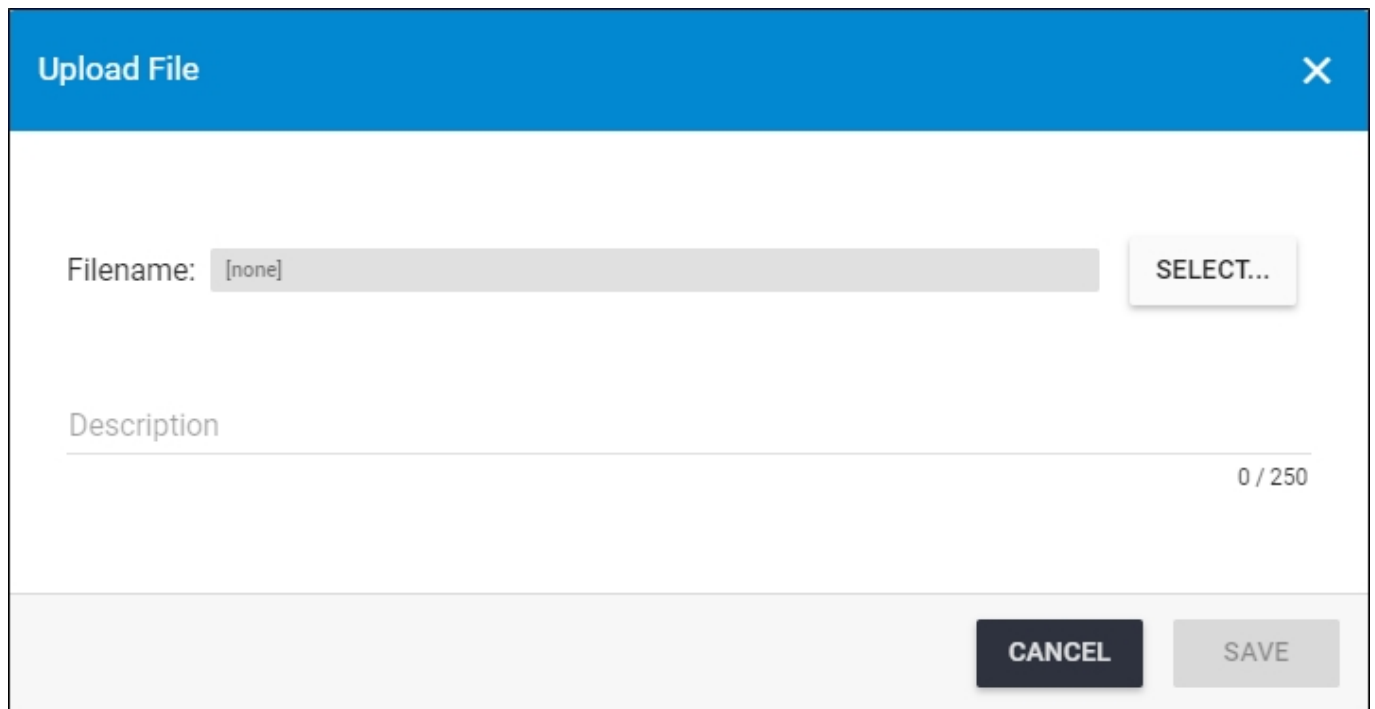


Add order file

To add a file related to the order, follow these steps:

1. Go to Files tab then click the **Add** button, the following window appears:



The image shows a modal dialog box titled "Upload File" with a blue header bar and a close button (X) in the top right corner. The main content area is white and contains two input fields. The first field is labeled "Filename:" and has a text input with the placeholder "[none]". To the right of this field is a button labeled "SELECT...". Below the filename field is a text area labeled "Description" with a character count "0 / 250" on the right side. At the bottom of the dialog, there are two buttons: "CANCEL" and "SAVE".

2. Click **Select** to browse for the file you want to upload,
3. Select the file then click **Open**, the name of the file you selected appears in its field as shown in the below example:

Upload File

Filename: Order Details.xlsx

SELECT...

Description

0 / 250

CANCEL

SAVE

4. Enter a description, if you want,
5. Click **Save**, the progress for uploading the file is displayed. The file is added to the list.