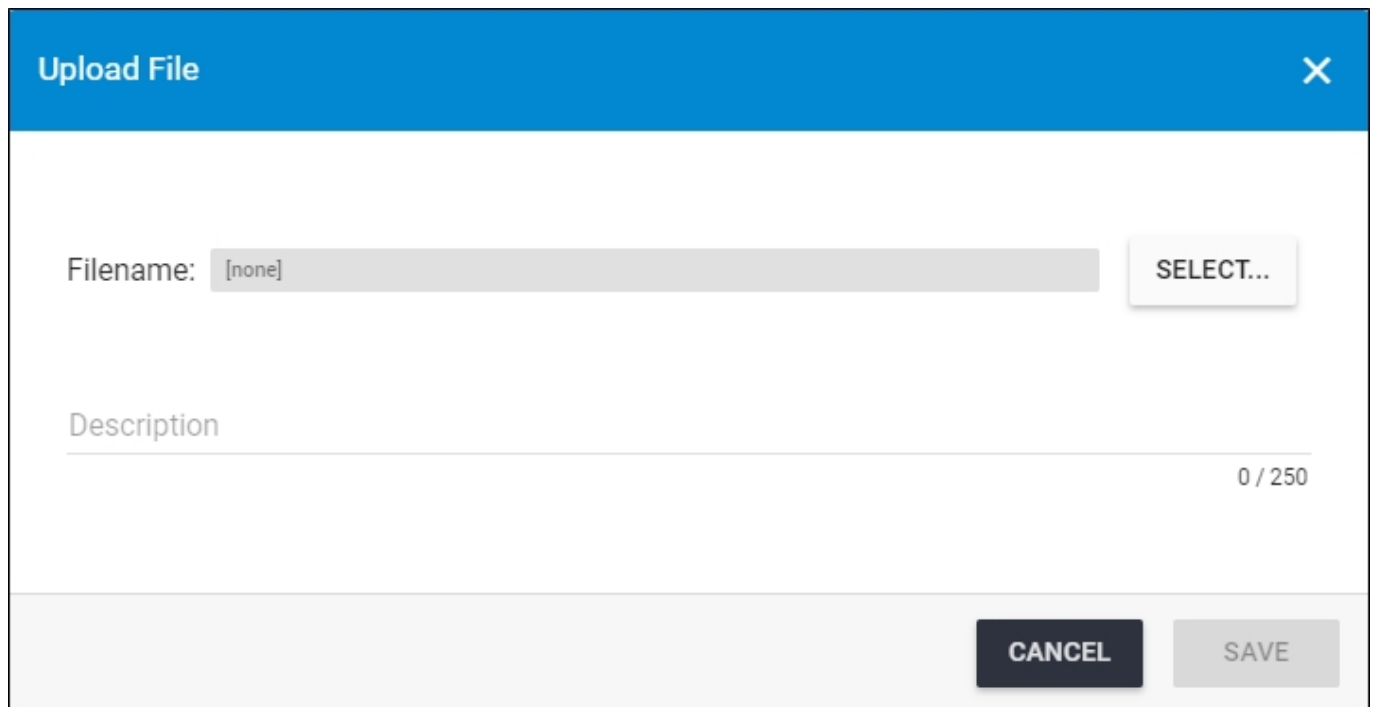


Add order file

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 screenshot shows a dialog box titled "Upload File" with a blue header bar and a close button (X) in the top right corner. The main area contains a "Filename:" label followed by a text input field containing "[none]" and a "SELECT.." button. Below this is a "Description" label followed by a text input field with a character count "0 / 250" on the right. At the bottom right, 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:

Description

0 / 250

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.