Upload Order Documents

Certain orders may come in with a need for documentation to be attached.

Add a New Document

1. In these cases we would go to the Order page via the sidebar navigation, and clicking Orders.
2. Then find the order that requires documents and click the **Eye icon** on the far right of the order.
3. On the Order page, scroll down to the bottom and find the block named **Files**
4. Upload any files required here using the **Upload File** button

View Documents

In the same place (the order page), at the bottom in the **Files** block, click the eye icon for any of the attached documents.

Deleted Documents

Again, in the **Files** block. This time click the red bin icon to remove the document. This will ask if you're sure before doing so.

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