

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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