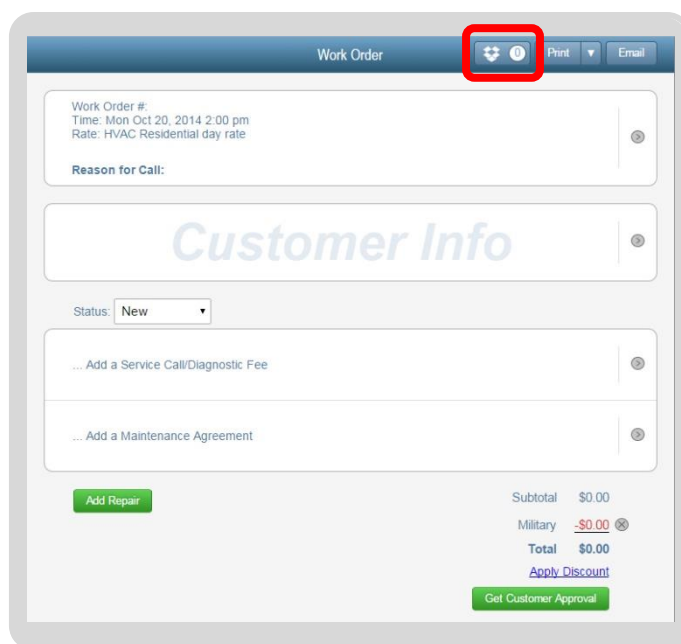


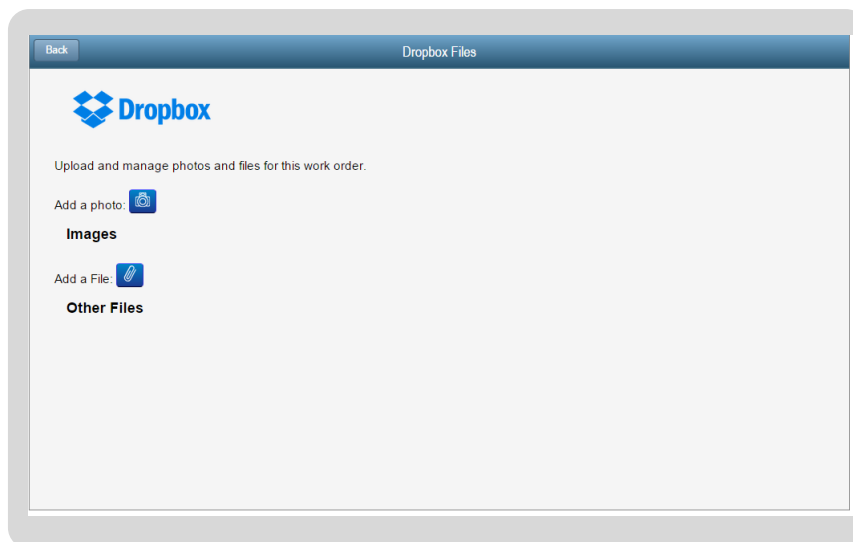
How To: Add a photo of file to your work order using Dropbox

Now that your Coolfront account is integrated with Dropbox, you can upload files and photos to a specific work order.

1. In your work order, select the blue Dropbox button in the top right corner, next to the Print button



2. Select either the Add a photo or Add a file button



3. Take a picture or browse your device and select the file or photo you want to upload
4. Give the file or photo a filename *(optional)*
5. Select Upload to add to work order

What happens now?

After uploading your file or photo, it will now be connected and accessible to that specific work order.

Double-check that it's there by looking at the notification in the Dropbox button when you return to the work order. If something is attached, the number will reflect it. Photo and file attachments are for your company's internal use only. Homeowners will not be able to view any attachments to their work order.

