

# How to attach a photo/document in 1to1 Plus

## How to attach photo/document in 1to1 Plus

1. Make sure you have already taken a photo of the damage and know where to find it on your device. This is to ensure you are attaching the correct photo of damage to the correct student/staff
2. Search for user by name or UID Number in search bar  
  
GdTykMn215aDdT3DhgU3mYEHBCWD\_HVC
3. Make sure information is correct and click on their name (not the device assigned to them)

7BCL6QEBy6\_T21ZOFMnVJlfaKJTibx0Dje2TE9bGpNk

4. Find and Click on +Related Files

OOs4tuhLP5jZ9wN9bxV\_tMbr

5. Click Choose File. This will open up the box for you to find your photo. Click the photo you want and click OK.

Jnub-luVkkZeOUxiDINiKR3o9abi2KPbTBu\_auFob-t9Jtlwu-o2mqyl771hg0JNPNU

6.

The file will show and to attach you must click Upload

xuVONfFFnZY4YB2LX7vFzulxHyHsuxwmy5-aHfQG\_a6o\_12PdSx-mc-015cQLNf

7.

Once it is uploaded you will see this.

8. Click Save (in upper right corner and lower left corner Green Button)

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Revision #1

Created 2024-05-06 11:40:09 UTC by Lisa Cartner

Updated 2024-05-06 11:40:34 UTC by Lisa Cartner