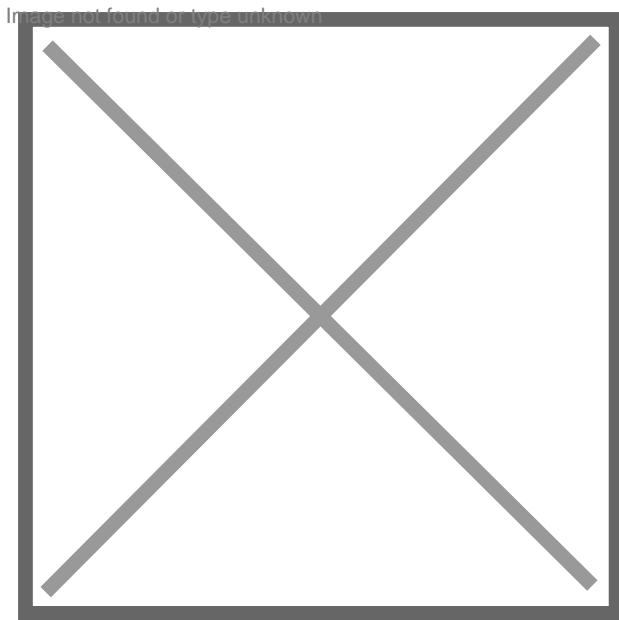


# How to add a photo or invoice to Sherpa desk Work Order

How to add a photo or invoice to Sherpa desk Work Order

1.  
Find the work order you want to attach a photo or invoice to.
2.  
Click in box that has click or drag files here to attach:
  - a.  
If using a phone or ipad this will allow you to take the photo



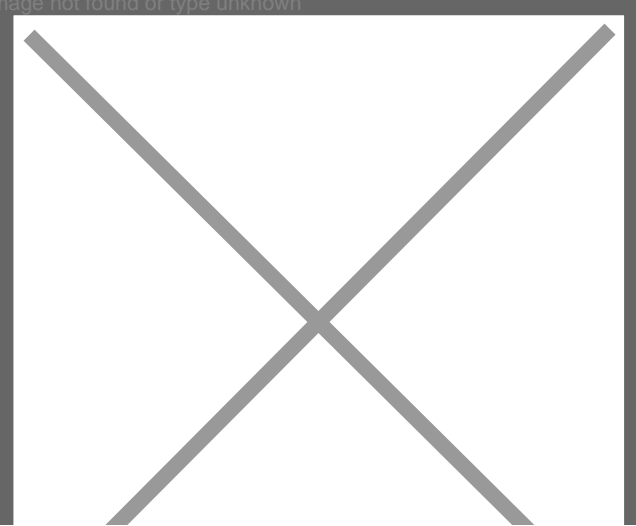
Select Use Photo if it shows the damage if not choose retake

Image not found or type unknown



Once check is there (black if on ipad)

Image not found or type unknown



Move to check 3.

b.

If using laptop you will have to take photo and save it so you can find it.  
Select file and click Open

Image not found or type unknown

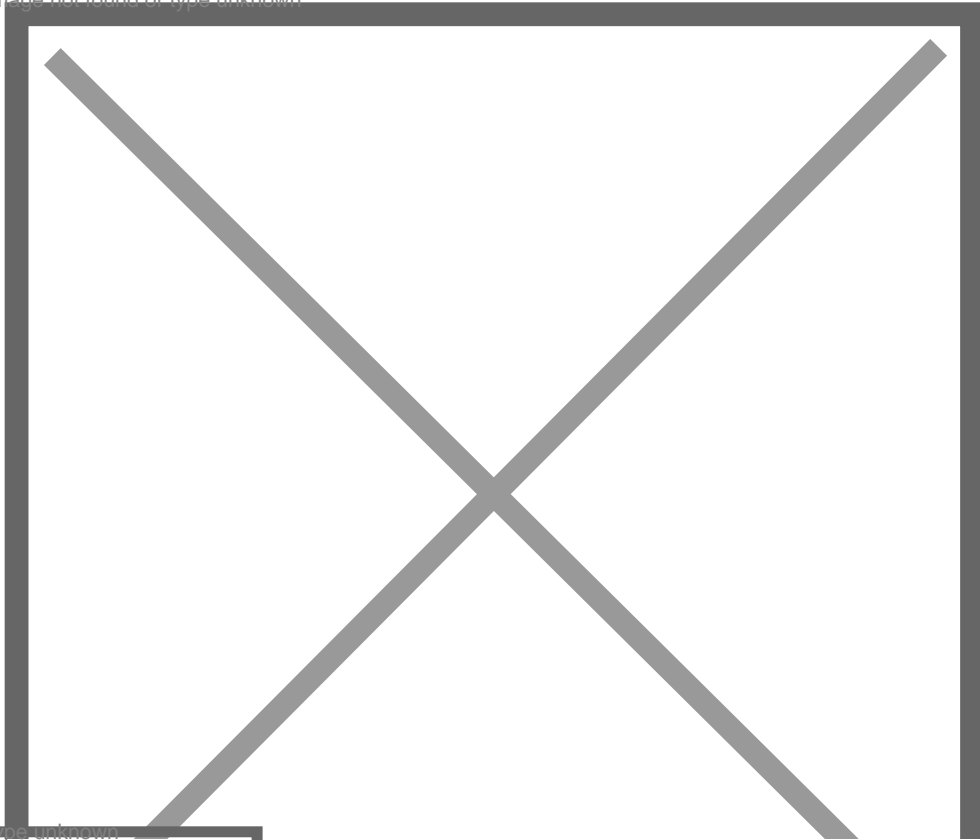
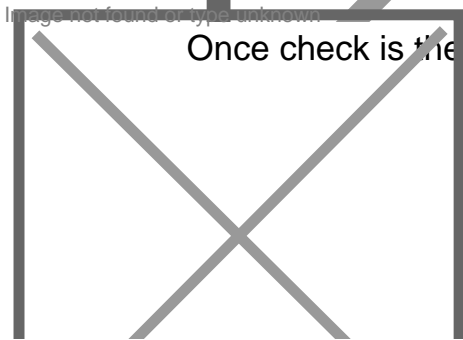


Image not found or type unknown



Once check is there (green on desktop)

Skip to Step 3.

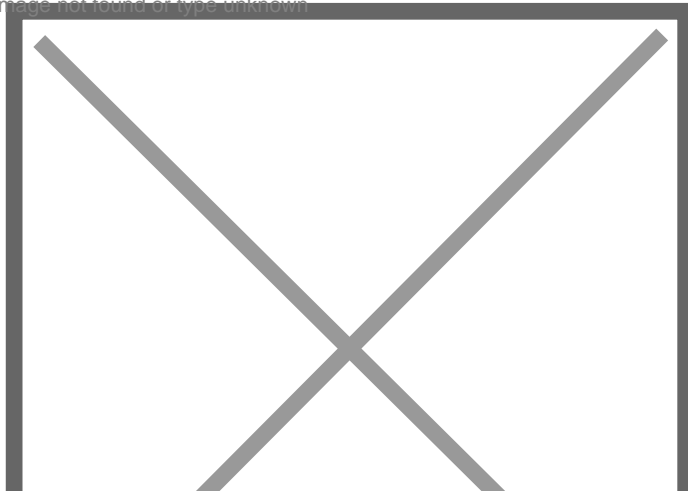
3.

Once you see the green check click Add Response and Update

a.

You will see the photo in work order now.

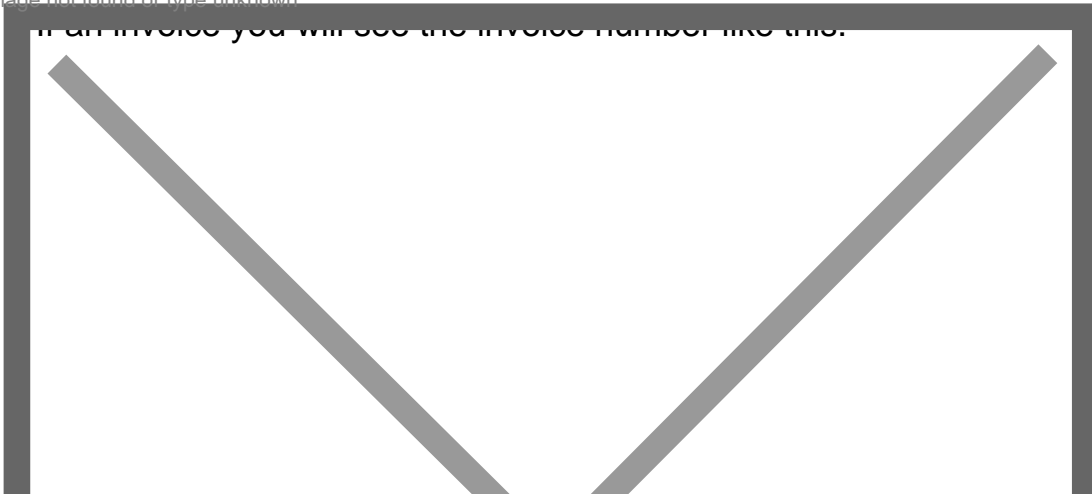
Image not found or type unknown



b.

Image not found or type unknown

if an invoice you will see the invoice number like this.



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Revision #1

Created 6 May 2024 12:38:33 by Lisa Cartner

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