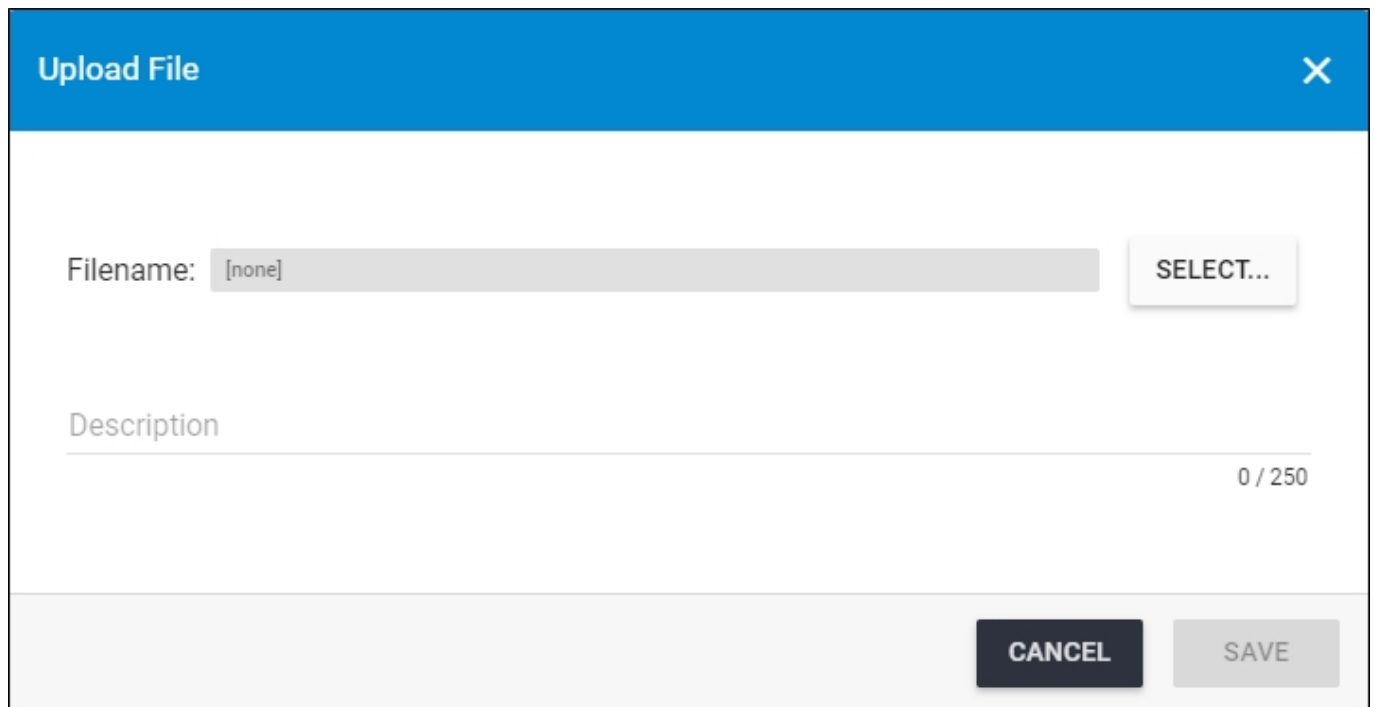


Add order file

To add a file related to the order, follow these steps:

1. Go to Files tab then click the **Add** button, the following window appears:

The image shows a modal dialog box titled "Upload File" with a blue header bar containing a close button (X). The main area is white and contains a "Filename:" label followed by a text input field with the placeholder "[none]". To the right of this field is a "SELECT..." button. Below the filename field is a "Description" label followed by a larger text input field. To the right of the description field is a character count "0 / 250". At the bottom right of the dialog are two buttons: "CANCEL" and "SAVE".

Upload File

Filename: [none] SELECT...

Description 0 / 250

CANCEL SAVE

2. Click **Select** to browse for the file you want to upload,
3. Select the file then click **Open**, the name of the file you selected appears in its field as shown in the below example:

Upload File

Filename: Order Details.xlsx

SELECT...

Description

0 / 250

CANCEL

SAVE

4. Enter a description, if you want,
5. Click **Save**, the progress for uploading the file is displayed. The file is added to the list.