

Go – Picture Attachments

Add a Photo to a Work Order Phase

(Based on Version 12.1)

Technicians can add pictures within the work phase, which updates AiM and allows Supervisors/Managers to view.

- 1) From the Work Queue, Open a Work Order Phase
- 2) Tap the **Documents** Tab.
- 3) Tap the **Plus Sign**.

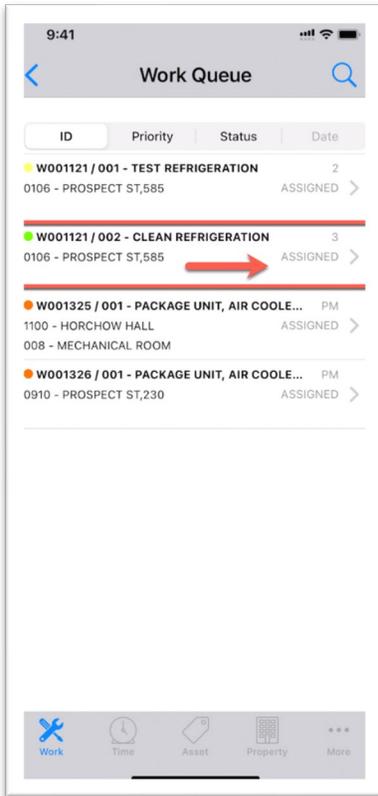
Note: You can only add a photo or other document to the current Work Phase.

- 4) Add the Related Document
 - a. Take a Photo with the Camera

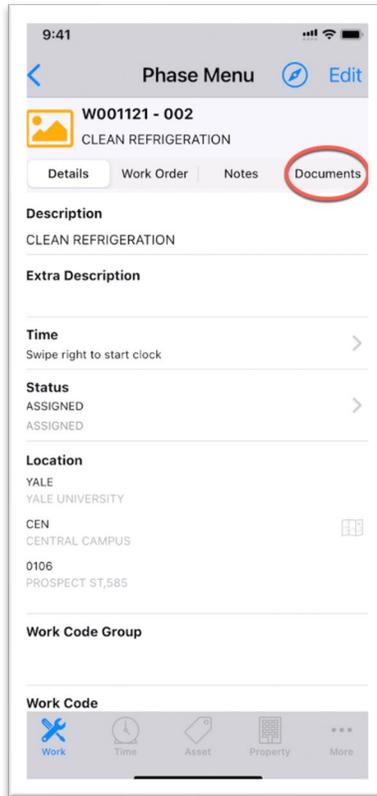
Note: photos taken while using the Go Wm app are not stored in the Photo Library.

- b. Select a Photo from the Photo Library
- 5) Adjust and use the photo.
- 6) Add a Title, Tags, and a Description to the Photo.
Type or speak the comments and notes.
- 7) Tap **Save**.
- 8) From the Phase Menu, tap the **Back arrow** pointing to the left.

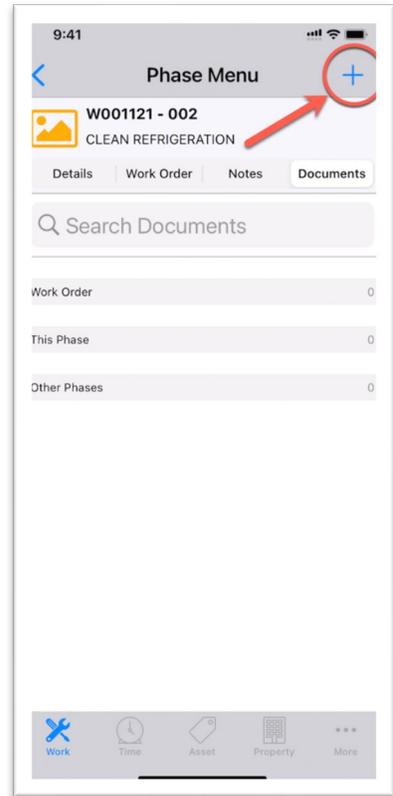
Open a Work Order Phase



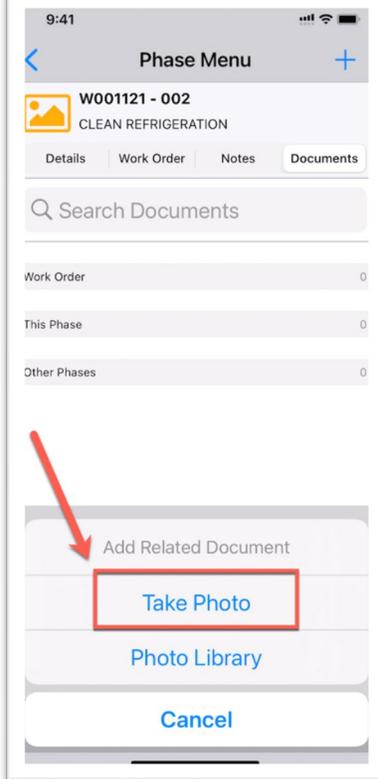
Tap the Documents Tab



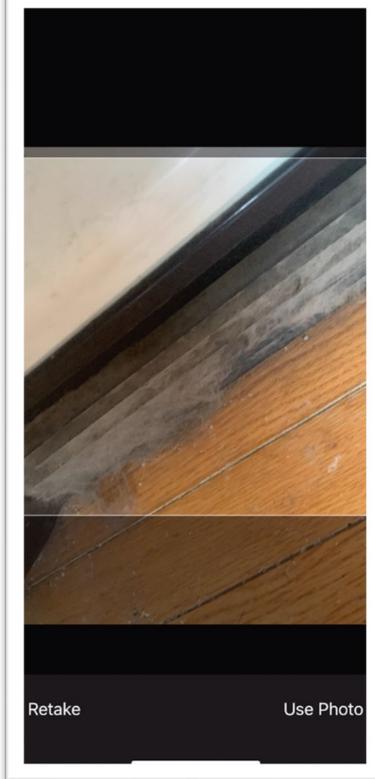
Tap the **Plus Sign**



Take a photo.



Use the photo



Add a Title, Tags, and a Description. Tap Save.

