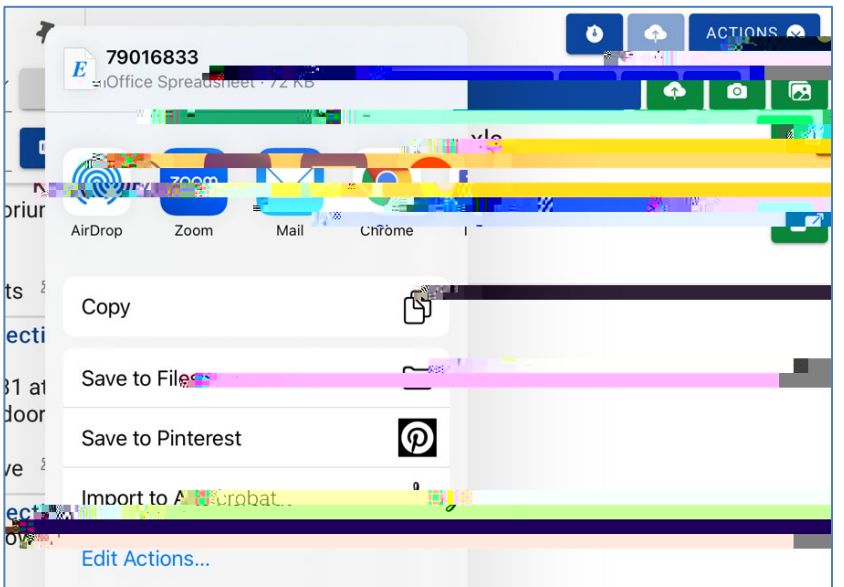
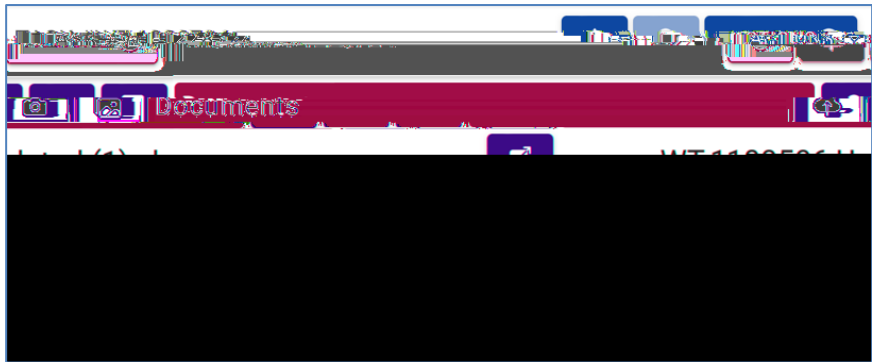


## O&M TECHNICIANS & SUPERVISORS

### WORK TASKS: ACCESS AND ADD PHOTOS AND DOCUMENTS



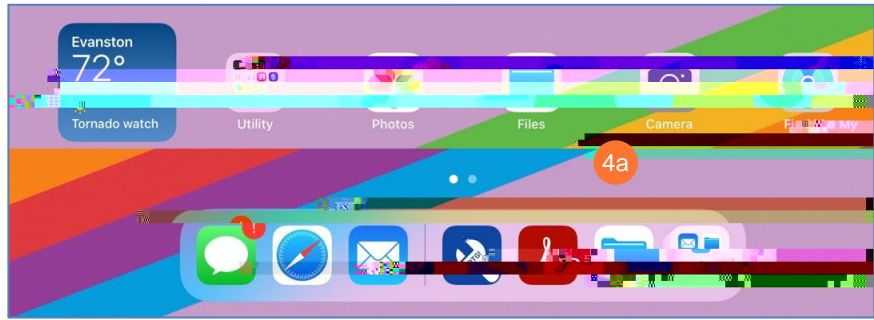
Upon tapping, you will be able to view the [Photos and Documents](#) associated with the selected [Work Task](#).



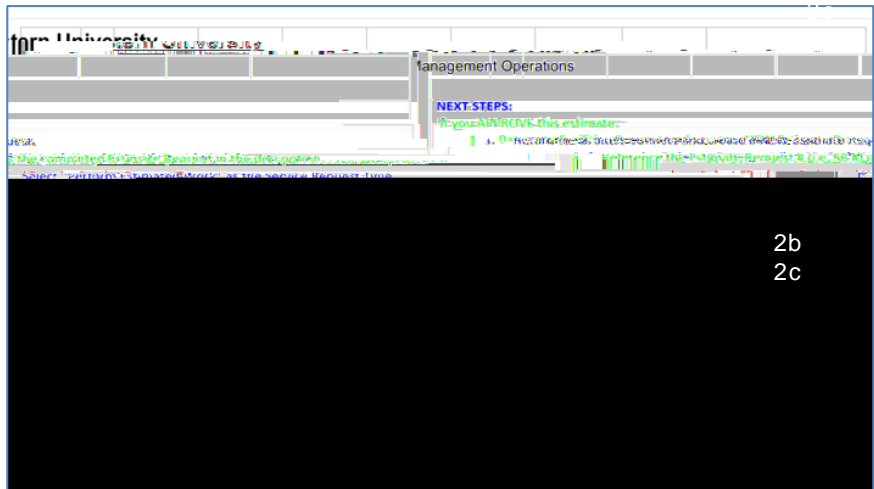
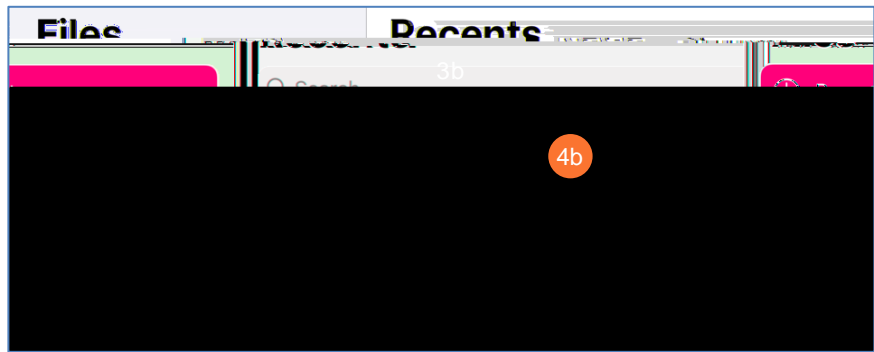
### O&M TECHNICIANS & SUPERVISORS WORK TASKS: ACCESS AND ADD PHOTOS AND DOCUMENTS

#### DIRECTIONS

**4** Navigate to your iPad home page:



Tap on the File Name to open

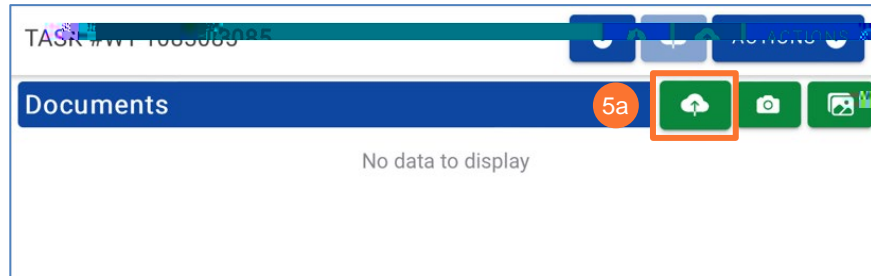


### O&M TECHNICIANS & SUPERVISORS WORK TASKS: ACCESS AND ADD PHOTOS AND DOCUMENTS

#### DIRECTIONS

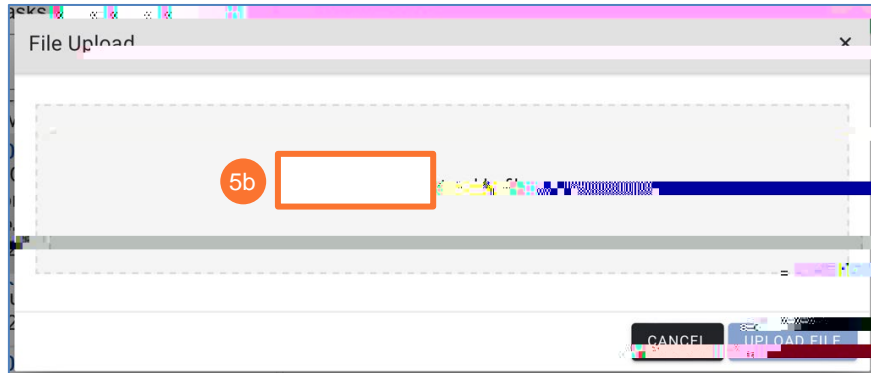
**5** If you wish to **ADD** or **Upload** a photo or document, there are three ways to do so.

Tap the **Upload** button to add a new file

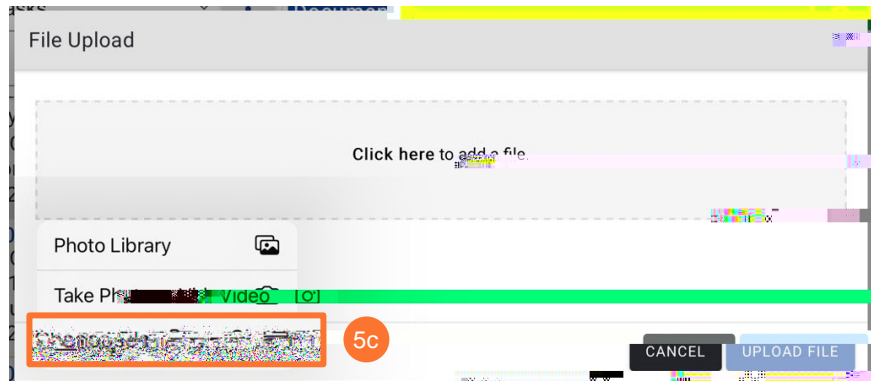


Upon tapping, the **File Upload** pop-up will appear.

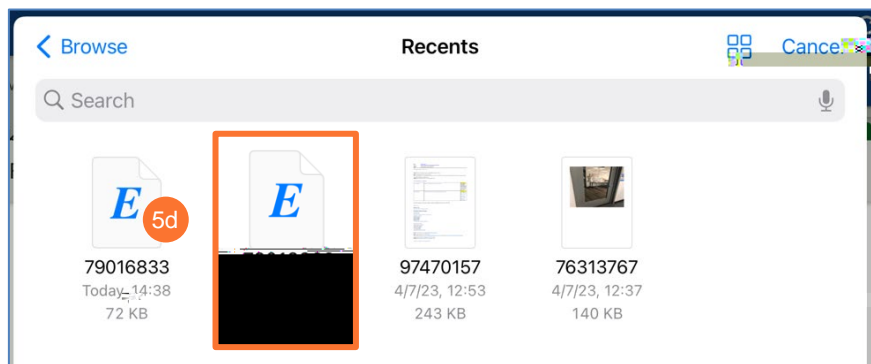
Tap the **Click here** option in the grey box.



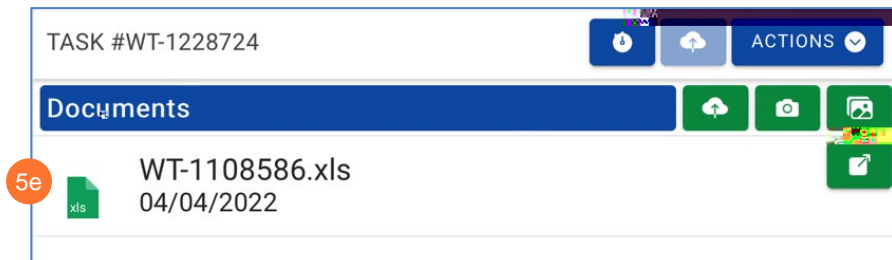
Select the **Choose File** option



Select the **file name**



The file will automatically appear on the documents tab



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WORK TASKS: ACCESS AND ADD PHOTOS AND DOC9 Tw 0.8dQ10.943

