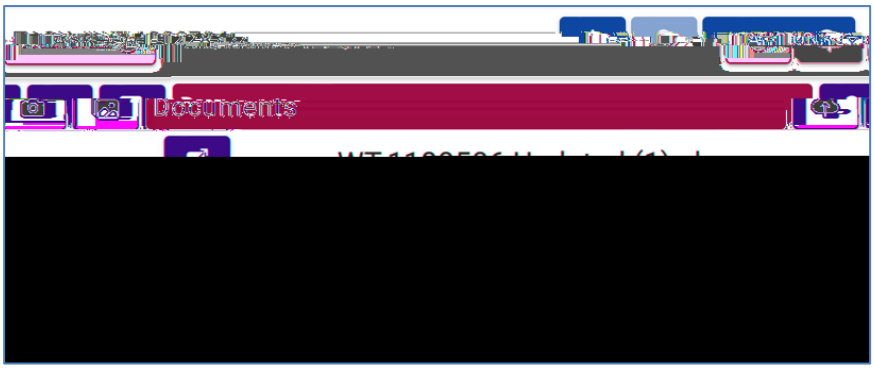
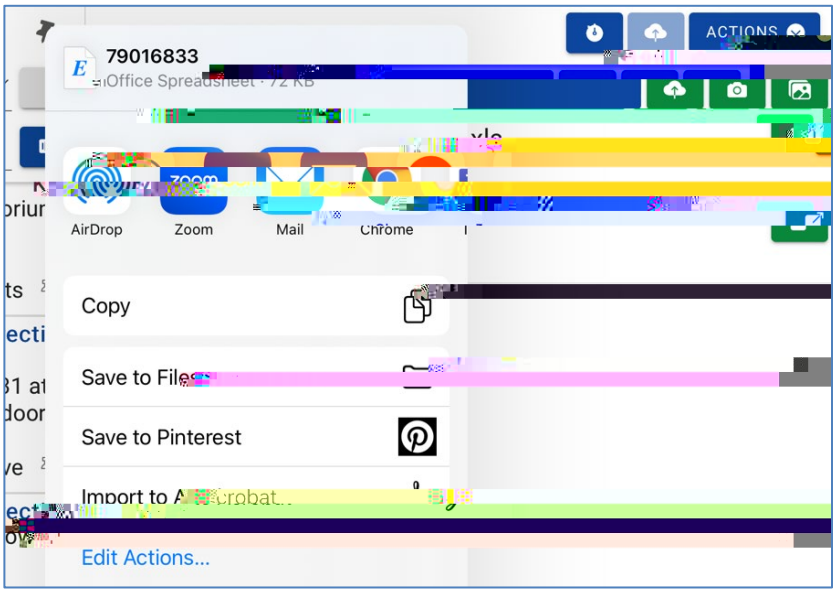
O&M TECHNICIANS & SUPERVISORS

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.


Documents


ACTIONS
79016833
AirDrop
Zoom
Mail
Chrome
Copy
Save to Files
Save to Pinterest
Edit Actions...

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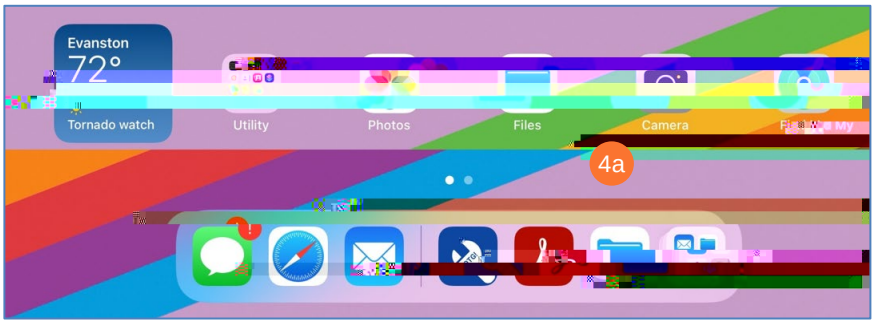
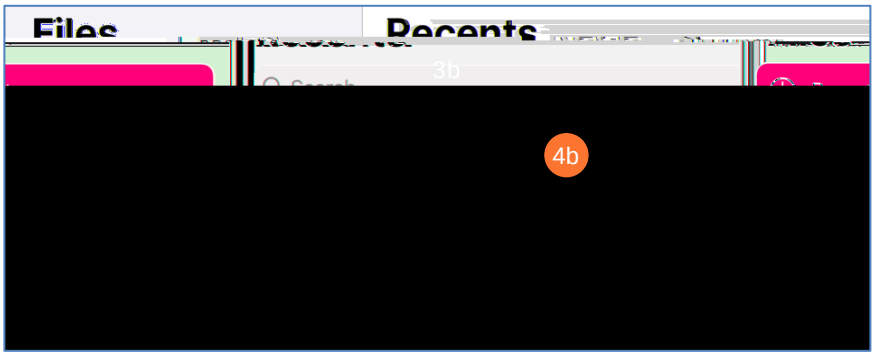
WORK TASKS: ACCESS AND ADD PHOTOS AND DOCUMENTS

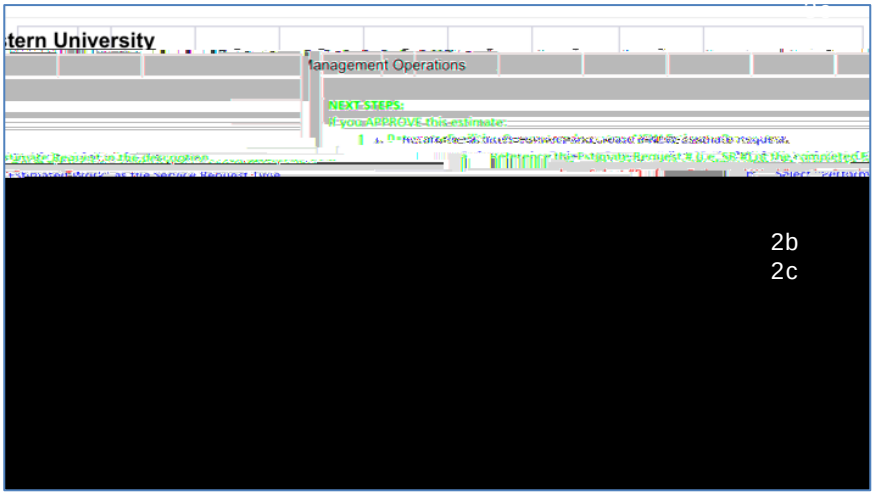
DIRECTIONS

4 Navigate to your iPad home page:



Tap on the File Name to open





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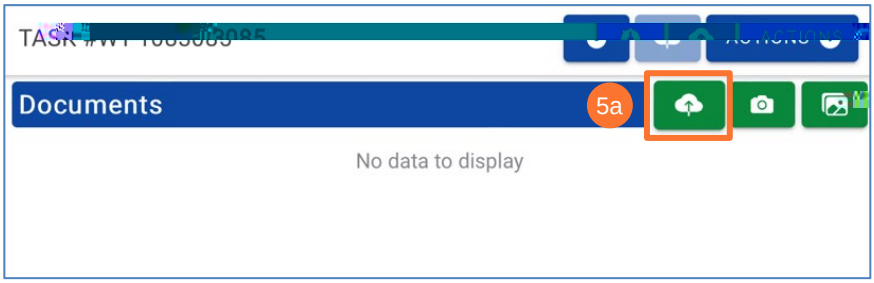
WORK TASKS: ACCESS AND ADD PHOTOS AND DOCUMENTS

DIRECTIONS

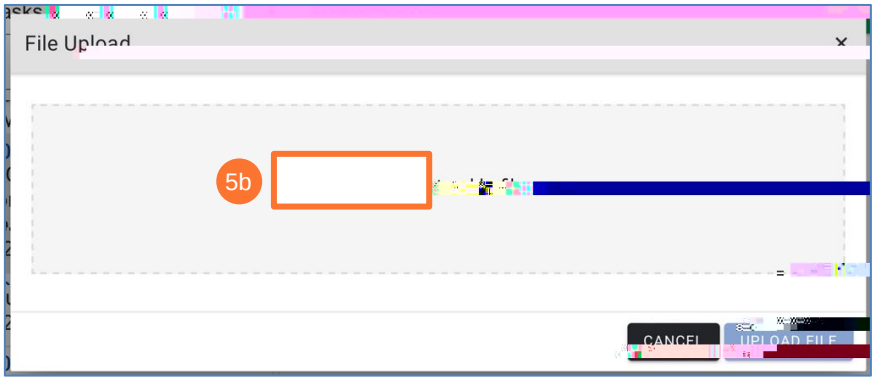
5 If you wish to ADD or Upload a photo or document, there are three ways to do so.

Tap the Upload button to add a new file

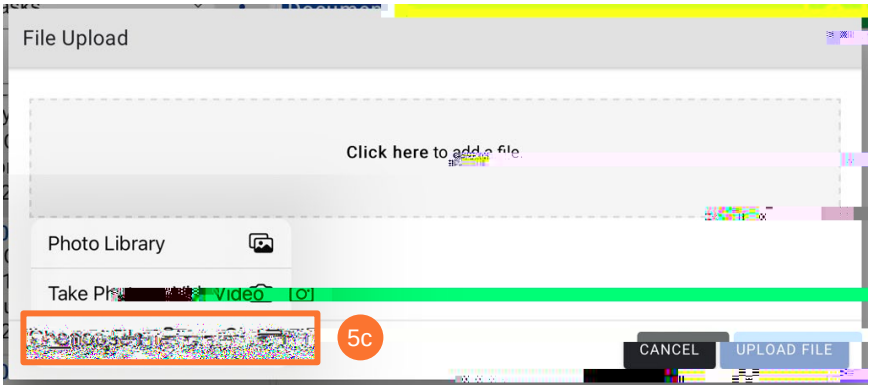


Upon tapping, the File Upload pop-up will appear.

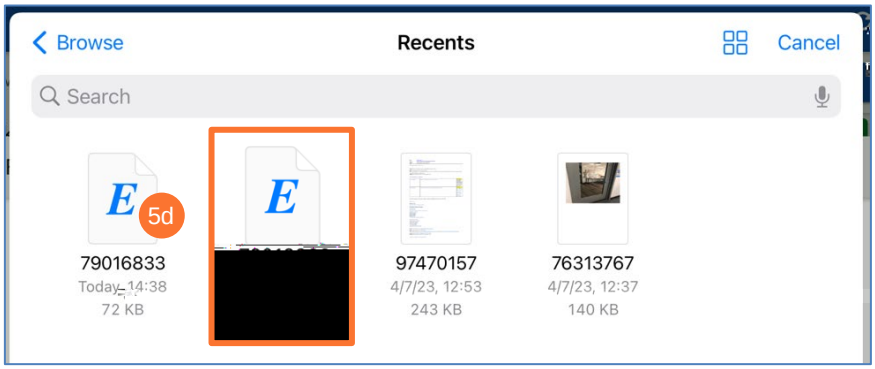
Tap the Click here option in the grey box.



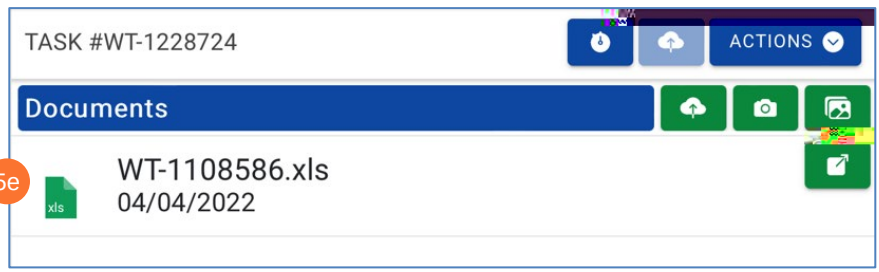
Select the Choose File option



Select the file name



The file will automatically appear on the documents tab



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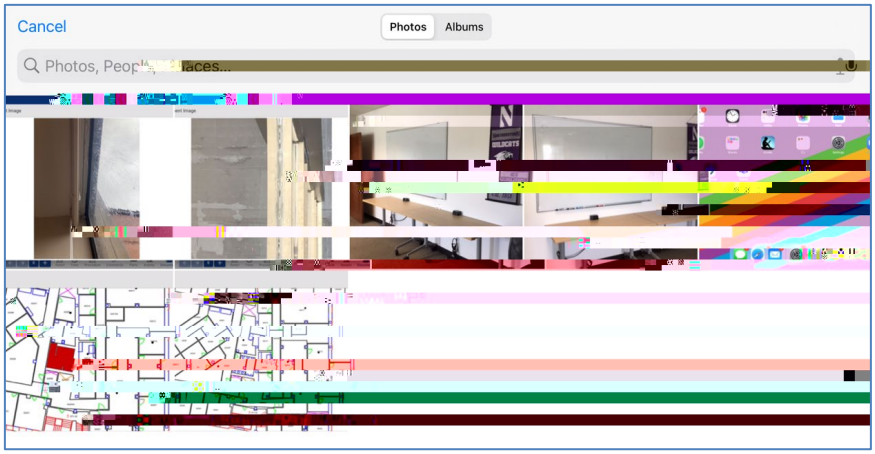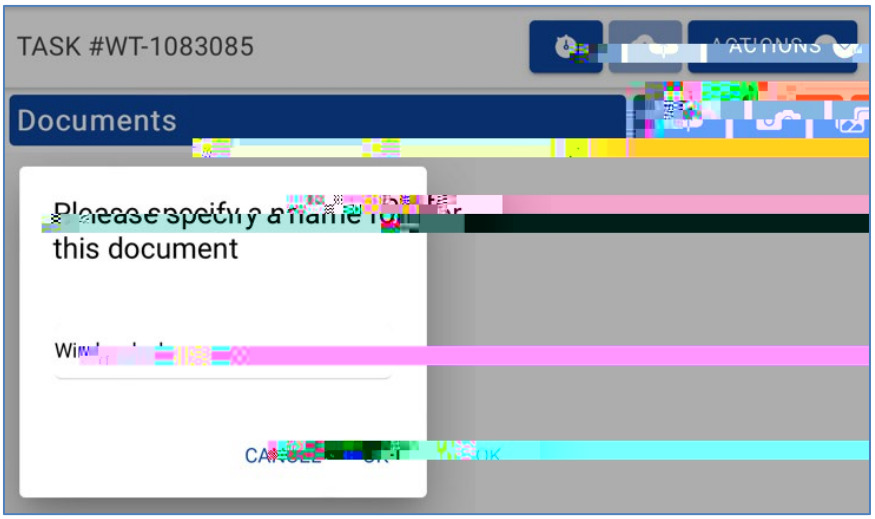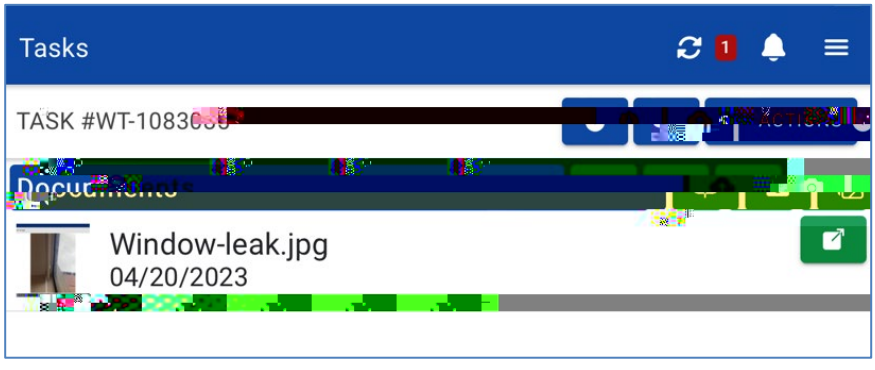
WORK TASKS: ACCESS AND ADD PHOTOS AND DOC9 Tw 0.8dQl0.943