

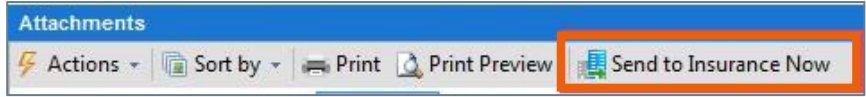
Add Attachments

Overview

This document describes adding additional attachments to a locked or closed workfile.

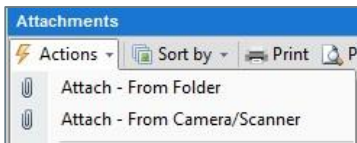
Locked Estimate - Send Attachments

To send additional attachments to an **Insurance Company** after the **Estimate** has been locked without creating a supplement, follow the steps below:

Step	Action
1	Open the appropriate Workfile .
2	Open the Attachments tab.
3	Click the appropriate attachment .
4	Click Send to Insurance Now . 
5	The attachment is communicated to the Insurance Company .

Closed Workfile - Add Attachments

To add additional attachments to a closed **Workfile**, such as invoices or credits, follow the steps below:

Step	Action
1	Open the closed Workfile .
2	Open the Attachments tab.
3	Select Actions > Attach From Folder or Attach From Camera/Scanner . 
4	Select the attachment(s) to add.
5	Save the Workfile . 