PROCEDURE FOR SAVING RELATED DOCUMENTS

Open item you want to attach to work order

Click Save As

Click desktop.

Type a file name to identify the document.

Click Save.

Go into FMAX

Find the WO in which you wish to save the document in.

Click on Edit

In the work order header Select View: Click on drop down choose Related Documents
Click on **Add New Document**

**Description**: Create a brief description of the document.

**Title**: create brief title identifying the document.

Click on magnify box by flag box, **Flag**: choose General and Double Click

**Load file** click on **Browse** Choose desktop and click the file name to load
That will put the file name in the load file section

Click the Attatch button at the end of the load file line

Then it will show up in the View line

Then click Save

Then click Done the Green Flag

Add notes in the work order extra description indicationg the file you have attached is in the related documents section.

Then click Save

After you have saved the item to the WO there is no need to save it on your desk top, you can right click on the icon and delete it.