

Adding Attachments to an FSM Work Order

Summary

This Job Aid covers:

[Adding Photographs](#)

[Uploading Attachments](#)

This Job Aid supports the **Fulfillment and Retail Dealer Technician** audiences.

Adding Photographs

Follow these steps to add photographs to a work order in FSM.

1. Launch FSM through your browser.
2. Type the username and password, and click Login.

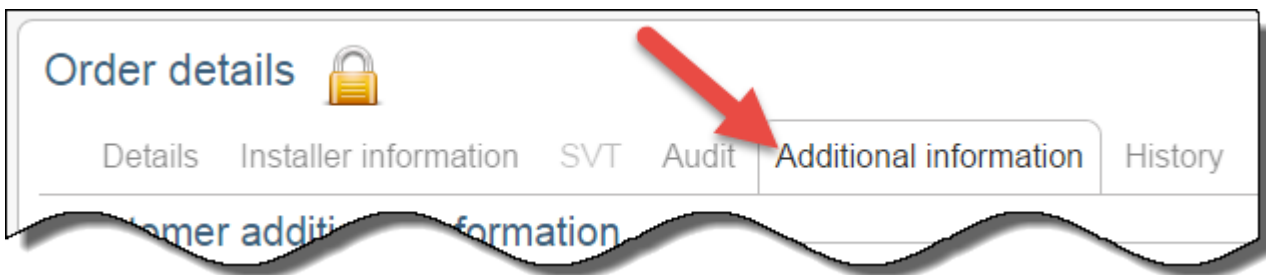
Use the username and password that matches the work order's sales channel.

1. From the FSM menu, select **Browse Orders**.
2. Use **one of these methods** to locate the work order
 - FSM ID number
 - Service Agreement number (40XXXXXXX)
 - Customer phone number

1. Click **Search** at the bottom of the page.
2. In the search results list, locate the desired work order, and click the **FSM ID** link.

FSM ID	External order ID	Additional Order id	Order Status	Order Type	Order state	Created date	Open escalation
15684838							
15682758							
15680564							
15680236							
15680220							

1. When the work order opens, click the **Additional Information** tab.




Uploading Attachments







FSM supports uploading several different file types, which are all called attachments. Follow these steps to add photographs to the work order.

1. Scroll to the bottom of the page, and locate the **Attachments** section.
2. Click the **Upload** button. If an image has been selected in error, click the blue null sign next to the image, or click the Cancel button to end the upload entirely.

Attachments

Browse... Upload Cancel






	InstallationBonded_pass.jpg	64.48 KB	
	Metal_Building_grounding.png	70.04 KB	
	WrongGroundCableGauge_fail.png	349.95 KB	

1. The uploaded images look like this:

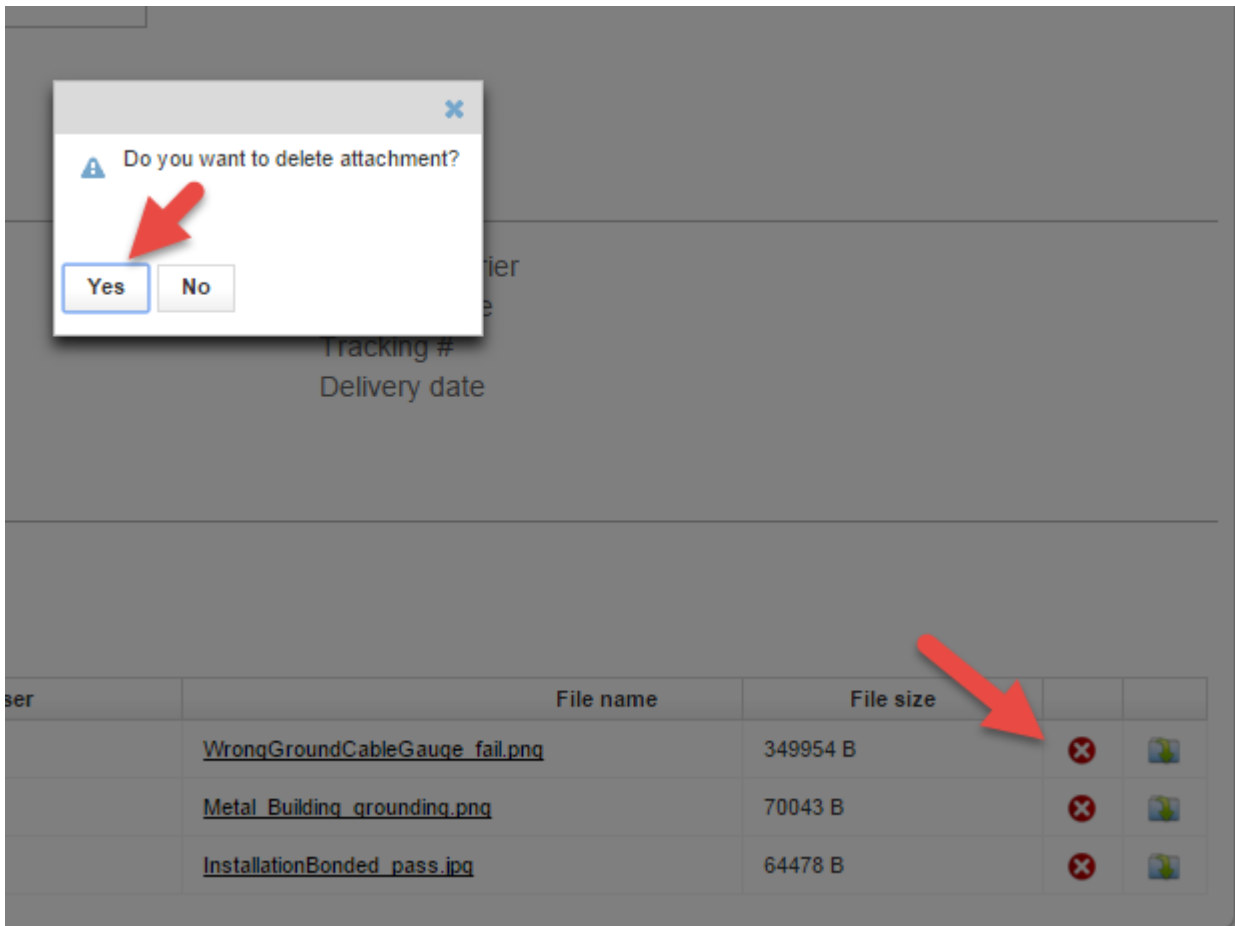
Attachments

Browse... Upload Cancel

Added new attachment

Add Date	Add User	File name	File size		
11/21/2014 01:29:58 PM MST	Malette Karen	WrongGroundCableGauge_fail.png	349954 B		
11/21/2014 01:29:58 PM MST	Malette Karen	Metal_Building_grounding.png	70043 B		
11/21/2014 01:29:58 PM MST	Malette Karen	InstallationBonded_pass.jpg	64478 B		

1. To delete images uploaded in error, click the red circle/"X" icon. Then click "Yes" to confirm.



1. Click the **Browse** button. (Step 1 in the image below)
2. In the Open dialog, **locate the photographs** on the hard drive. (Step 2 in the image below)
3. Click the **file name (photograph)**. To select multiple photographs, hold down the CTRL key and click the additional photographs. (Step 3 in the image below)
4. When all photographs are selected, click **Open**. (Step 4 in the image below)

Order details

Refresh

Details Installer information SVT Audit **Additional information** History

Customer additional information

Driving directions

Contact phone number

Shipping location

Address line 1
Address line 2
City
State
ZIP+4

Attachments

Browse... Upload

The image shows a Windows Explorer window titled "Open" with the address bar set to "Current Projects > 0-Images > Grounding > Examples". The window displays a grid of image thumbnails. Red callouts are placed over the interface: callout '2' is over the address bar, callout '3' is over the "InstallationBonded_pass" thumbnail, and callout '4' is over the file name field at the bottom. The file name field contains the text: "Metal_Building_grounding" "WrongGroundCableGauge_fail" "Installation". The "Open" button is visible at the bottom right of the window.