

# Job Documents

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Existing Documents and Scanned Documents may be attached to a Job record. When documents are attached to a Job, they are stored in the Job documents folder on the Customer Explorer. To add a document to a job, follow the instructions below.

1. Open the Job record where a document will be attached.
2. Once the Job record is open, select the Tools toolbar, then select the Documents button on the Tools toolbar. Position your mouse in the white area to the right, right-click and select either the Add Existing Document or Scan New Document option. Depending on which option is selected, follow the link below for further instructions.

- If selecting the Add Existing Document option, continue by following the instructions for [Adding General Documents](#) steps 2 through 5.

Once the document has been uploaded, it will be displayed in the Job Documents list [within the Job record] and in the Job Documents folder within the Customer Explorer.

- If selecting the Scan New Document option, continue by following the instructions for [Scanning General Documents](#) steps 2 through 6.

Once the document has been uploaded, it will be displayed in the Job Documents list [within the Job record] and in the Job Documents folder within the Customer Explorer.

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