Documents attached to a booking

Last Modified on 15/05/2025 9:49 am EDT

When documents are produced for a booking, they are automatically attached for later reference. To view documents attached to a booking OR to attach new documents, first highlight the booking on the booking grid

Then right click on the booking to access the view menu

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Or access from the top menu

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Click the arrow to the left of the yellow folder you would like to expand

From here you can:

	Download an attached document
8	Remove link to attachment (the file will not be deleted)
	Email an attached document
+ Attach	Attach any document (to <i>replace</i> an existing attachment, use the same filename. The existing attachment will be overwritten)

Attachments for MYTEST00062	×
Quotes and Other Documents MYTEST-00062Q-V001.docx MYTEST-00062Q-V002.docx	
	+ Attach Email ×