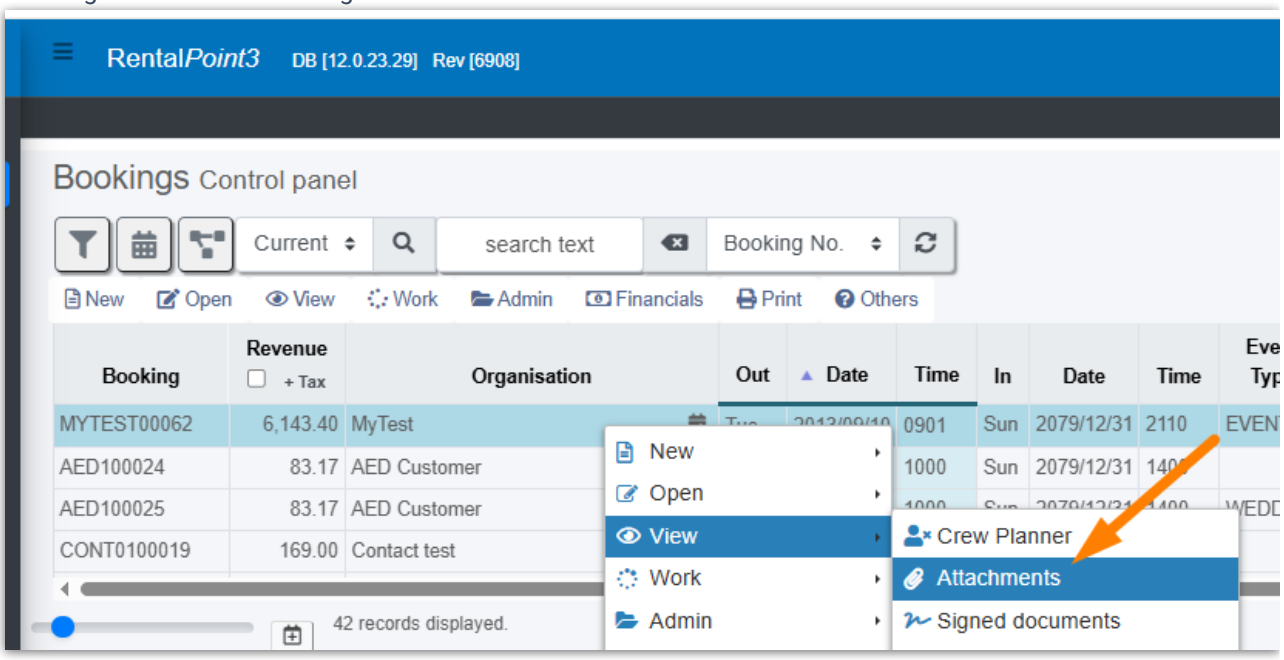
Documents attached to a booking

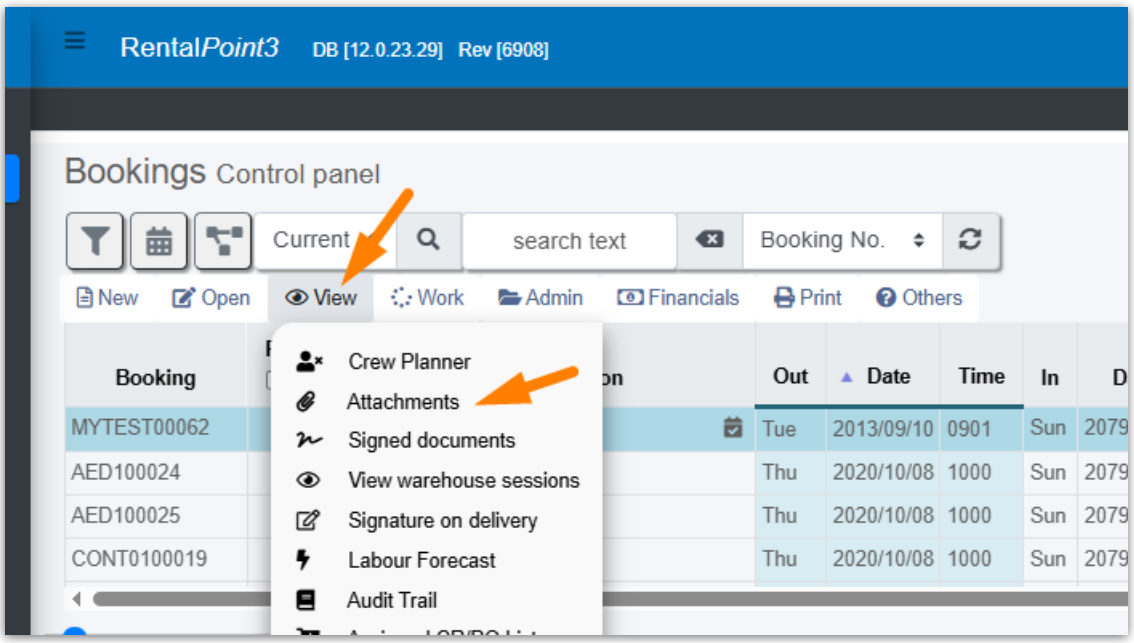
Last Modified on 15/05/2025 9:49 am EDT

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



Or access from the top menu



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

From here you can:

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

