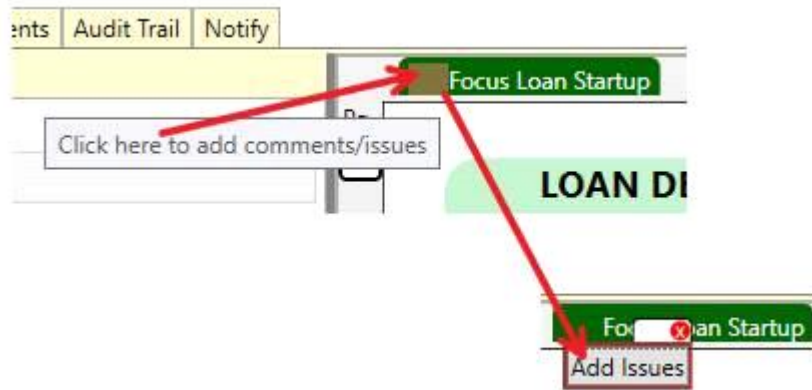


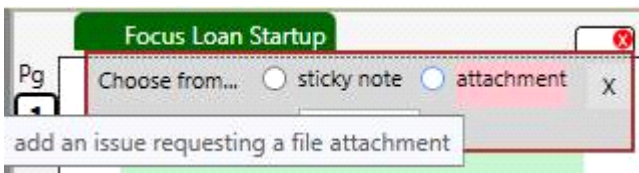
# Attach a File

To attach a file, you will create an issue on any form. If the file is related to a form in your list, I suggest putting the issue on that form. For example, if you are attaching an appraisal and you have an appraisal request in your list, you may want to add the issue to that form. Otherwise, you can create issues for all attachments on the same form, such as the Focus Loan Startup form.

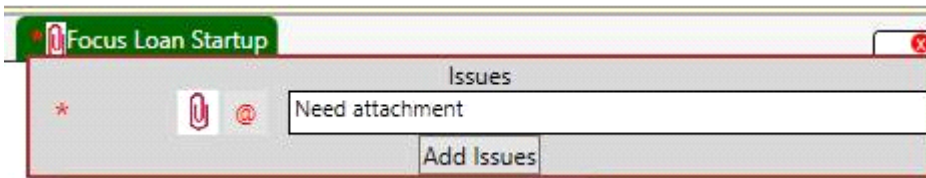
To create an Attachment Issue, click just to the left of the form name, on the green tab above the form, and select 'Add Issues'.



Then select 'attachment'.

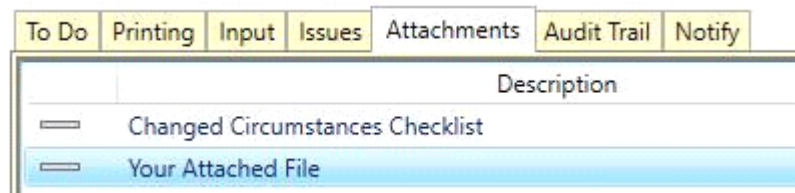


You will then click on the 'red' paperclip, locate the file you want to attach in your file browser, and double-click to select it.



In this window you can also change the description "Need attachment", if desired.

Once the file is attached you can access it in the future under the Attachments tab.



Once the Issue has been created and exists; you will also be able to refer to the "Issues" tab on future files, in order to click on the paper clip icon and browse / select a file.

