Remember to use the Visual Assist 🔍 to search for information.

To	Do This
Enter Line or Text Attachments	## Navigation Start these instructions from the Order Detail window. ## Steps 1. Enter the **order number** in the Order number field and the **order type** if not defaulted and Click **Find**. 2. Click in the box to the left of the line and click **Select**. 3. Click **OK**. 4. Choose the desired grid row and click in box to the left. 5. Click **Row, Line Attachments.** 6. Click on **Text** twice. 7. In Text 1, double click on "Text 1" and type in "Blank". If you choose to enter your notes on this attachment, they will print out on the purchase order. 8. In Text 2, double click on "Text 2" and type in "Comments". If you want your attachment to be seen internally, enter your comments in this attachment. 9. Click in the blank area of the window in the open "Comments" attachment. Type in the date, your comments, additional notes and/or description and your first initial and last name. Text attachments DO NOT have spell check. 10. Click **Save.** 11. If a file attachment is necessary, follow directions 1 through 6. 12. Click on **File.** 13. Choose **Select Local File.** 14. Click **Browse.** 15. Browse for the file that you want to attach. This can be a Word (.doc), Excel (.xls) or a PDF (.pdf) file. 16. Choose the file and click **Open.** 17. Click **Add** 18. Click **Save**