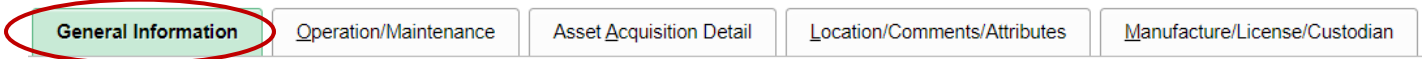
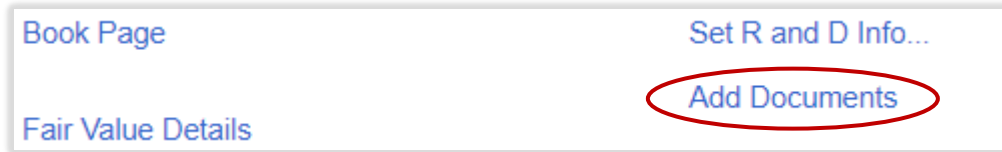


How to Upload Pictures and Other Attachments

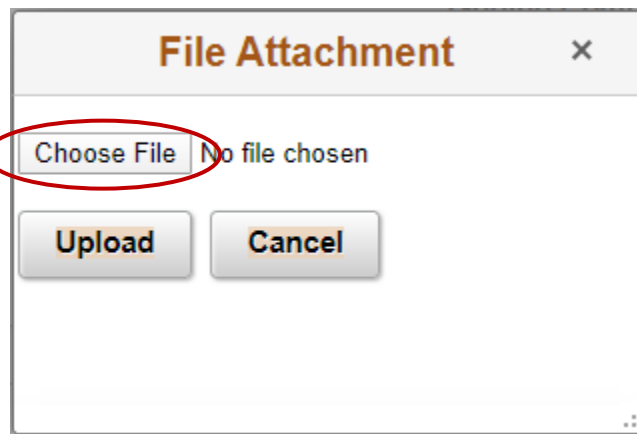
1. Click the **General Information** tab



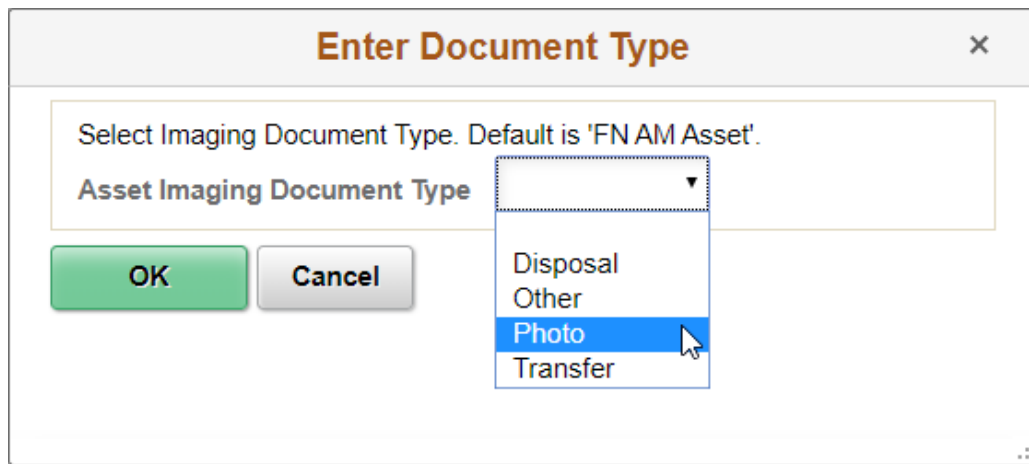
2. Click the **Add Documents** link towards the bottom of the page



3. Click **Choose File** in the **File Attachment** pop-up



4. Follow the prompts to upload each photo. When prompted to select a document type, choose **Photo**.
 - a. You can select this from the dropdown menu or simply type P and press enter.



5. Repeat as needed
6. Click **Save** at the bottom left corner of the screen

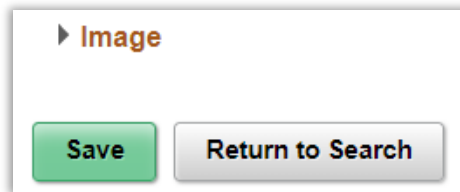



To Upload Overview Picture of an Item

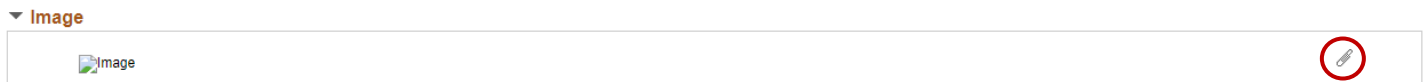
1. Click the **Location/Comments/Attributes** tab



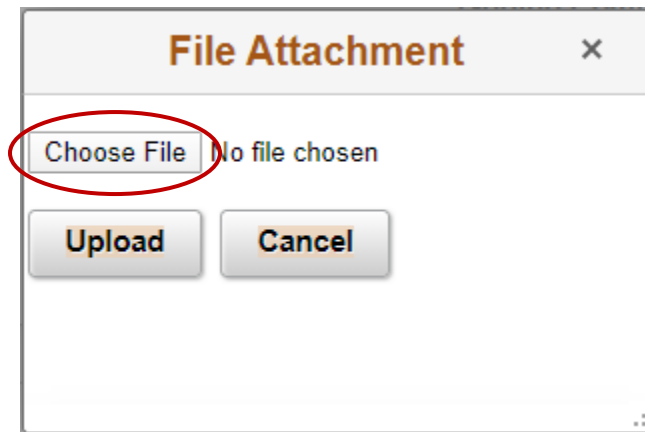
2. Scroll down to the **Image** section, click the triangle icon to the left of Image header to expand the section



3. Click the  icon on the top right corner of this section



4. Click **Choose File** in the **File Attachment** pop-up



5. Select your image file then click **Upload**
6. The image will appear within the image section (**Note:** only one photo can be uploaded here)
7. Click **Save** at the bottom left corner of the screen

