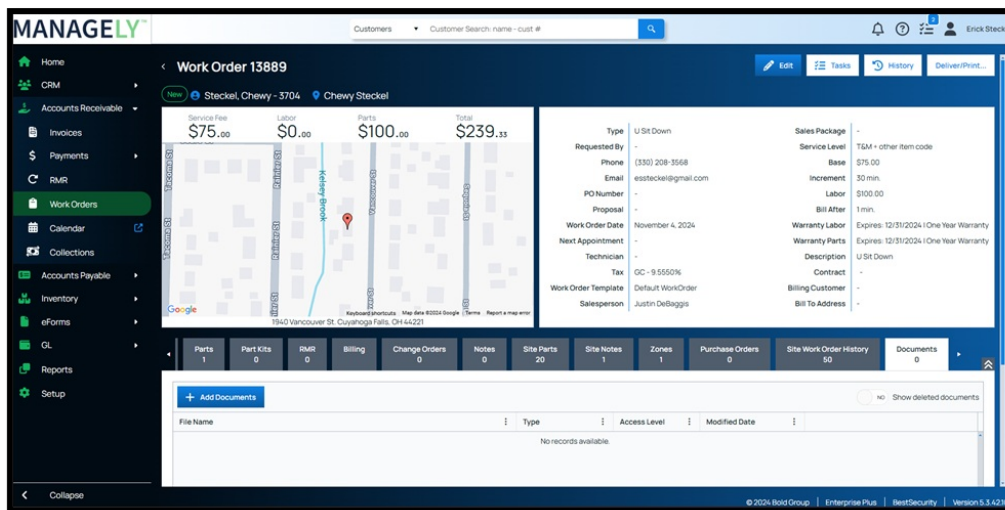


# How to attach a document to a work order that customers can see (Managely)

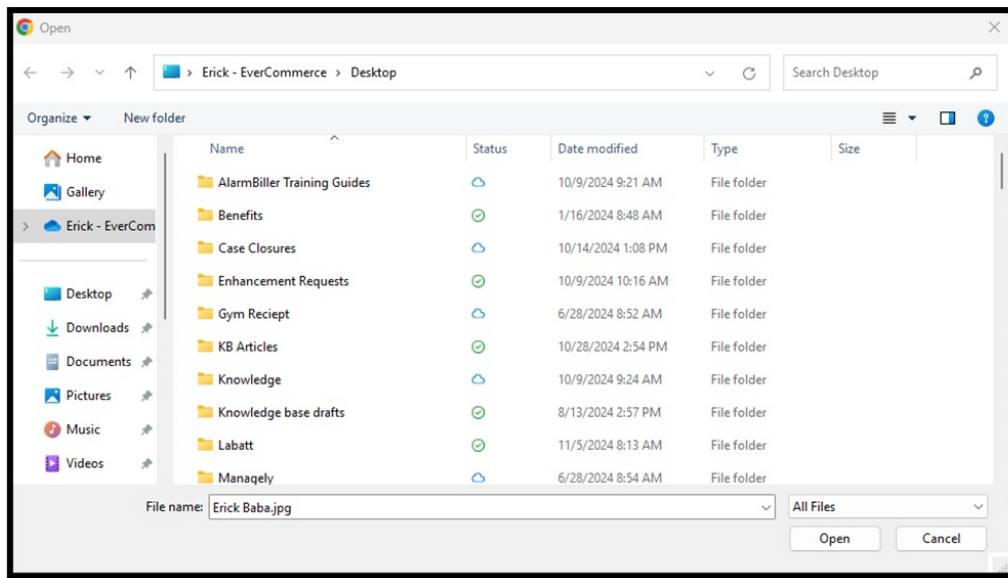
11/11/2024 3:11 pm EST

Managely allows Dealers to add documents to a work order and gives the ability to be set that document as Dealer (internal) or Customer (external) facing. Follow these steps below to add a document to a work order

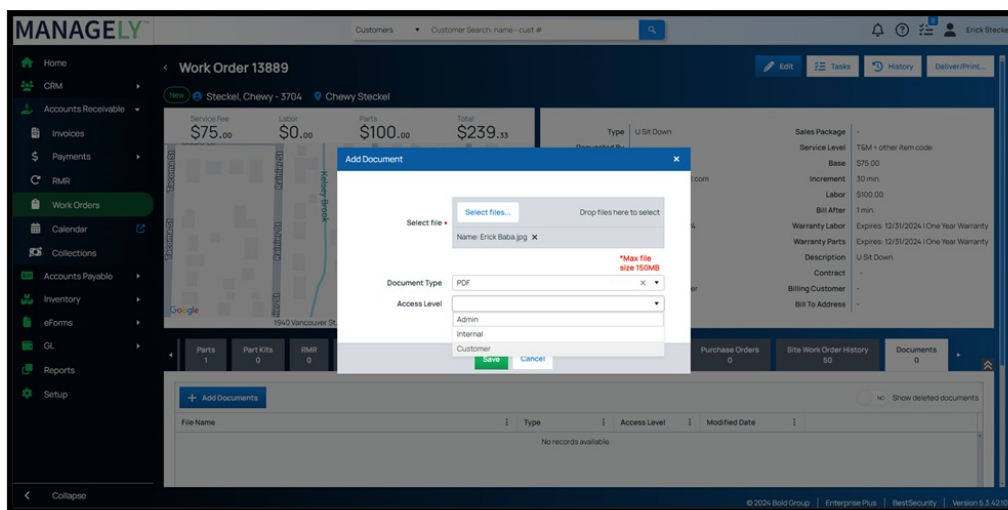
1. Go into the work order in question, click on the Documents tab and then click on the + Add Documents button



2. Select the desired file and then click Open



3. You can select a Document Type (not required) select Customer in the Access Level drop down and then push the save button



4. When you email the customer the work order, the document you saved will be added as an attachment

