



Add Attachments to the Asset(s) on a Conversation

1. From a Conversation, click the **Assets** tab (e.g., **Poles**), then **Select All Assets (Poles)**.

NOTE: You aren't required to perform these steps on all assets. The system will assume no construction needed for any assets with No **Work Type** selected.

2. With the asset(s) selected, from the **Take Action** menu, click the **Add Attachments to asset(s)** option.
3. You can now fill in the form with the details of the attachments. Make sure to select the **Attachment Type** from the drop-down.
4. Once you've filled out the form with as much detail as possible, click **Save**.

NOTE: It is up to you and your attachers to discuss what information to include.