

How to Guides

Add attachments to your Review/Check In

Step 1: Click on 'Options' on the top of the review/check in and then click 'Attachments'

Step 2: Click 'Choose file' in the pop up window, select the appropriate attachment(s) and then click 'Save'

Note:

- You can upload 3 attachments (inclusive of you & your manager).
- The file size limit is 1 MB.
- The file type can be: ppt, pptx, doc, docx, pdf, jpg, jpeg, jpe, png, txt, gif, zip, xls, xlsx, csv, psd, bmp, rtf, msg, xml, saz.
- To download an attachment, click the attachment name.
- To remove an attachment, click the Remove icon

