

Knowledge Base



[Gojee Knowledge Base](#) / [Upload Attachments](#)

Upload Attachments










Last updated on May 13th, 2023

Introduction to Attachments

The Upload Attachments section allows you to upload attachments either to a job or to an inventory item. This can be useful if you wish to attach documentation, pictures of the client site, scanned receipts, or other information that can help you stay organized.

To get started, navigate to the Upload Attachments section from [the dashboard](#):

What would you like to do today?

 <p>Add, view and edit your Inventory, Assets and Templates (Assemblies).</p> <p>Inventory & Assets</p>	 <p>Add, view and edit your Staff and Professions. Track or record time for your employees, view and manage Timesheets and Schedule your staff.</p> <p>HR Management</p>	 <p>Add, view and edit Jobs & Projects. Review profitability in real time, track usage of inventory, staff and assets on your jobs and more.</p> <p>Jobs & Projects</p>
 <p>Add, view and edit your Customer contact information, and synchronise it with Xero.</p> <p>Customers</p>	 <p>Add, view and edit Suppliers contact information, and synchronise it with Xero.</p> <p>Suppliers</p>	 <p>Add, view and manage Invoices for your customers.</p> <p>Invoicing</p>
 <p>Run a range of reports to view insights into your business operations.</p> <p>Reports & Insights</p>	 <p>Upload attachments onto your Jobs and Inventory items.</p> <p>Upload Attachments</p>	 <p>Export a range of information from Gojee.</p> <p>Export Data</p>

You will be directed to select one of the below options:

- Add Attachments to Jobs
- Add Attachments to Inventory

Add an Attachment to a Job

To add an attachment to a Job:

- Click “Add Attachments to Jobs”

Dashboard > System Feature

Upload Attachments

[Add Attachments to Jobs](#)
[Add Attachments to Inventory](#)

[Back](#)

- You will be asked to select which job to upload the attachment to:

Please select a job to proceed ×

Select Job

- J00004 - Bayside Club
- J00003 - Bayside Club
- J00002 - Bayside Club
- J00001 - City Limousines

- Once you make your selection and click Proceed, you will be redirected to the Attachment section of the job edit page:

Jobs > Job 101457 > Edit Job Feedback

Edit Customer Job

Total Job Price: \$29.48
Includes a discount of: \$0.00
Total Job Cost: \$24.83
Net Markup %: 18.73
Amounts shown are tax exclusive

Job Settings Customer Job Details Bill of Materials Comments **Attachments**

Select File No file selected.

Name	Content Type	Size	Creation Time	Uploaded By
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[Save & Issue Quote](#) [Save & Exit](#) [Complete](#) [Cancel & Exit](#)

- Click the Select File button, and choose the attachment you'd like to associate with the job from your file browser.

Jobs > Job 101457 > Edit Job Feedback

Edit Customer Job

Total Job Price: \$29.48
Includes a discount of: \$0.00
Total Job Cost: \$24.83
Net Markup %: 18.73
Amounts shown are tax exclusive

Job Settings Customer Job Details Bill of Materials Comments **Attachments**

[Select File](#) Picture94.png **Upload File**

Name	Content Type	Size	Creation Time	Uploaded By
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[Save & Issue Quote](#) [Save & Exit](#) [Complete](#) [Cancel & Exit](#)

- Once you've selected a file, click on the Upload File button. The file will be shown in the list:

Jobs > Job 101457 > Edit Job Feedback

Edit Customer Job

Total Job Price: \$29.48
Includes a discount of: \$0.00
Total Job Cost: \$24.83
Net Markup %: 18.73
Amounts shown are tax exclusive

Job Settings Customer Job Details Bill of Materials Comments **Attachments**

[Select File](#) No file selected.

Name	Content Type	Size	Creation Time	Uploaded By
Picture94.png	image/png	0.05 MB	20 Sep 2023, 16:17	Delete

[Save & Issue Quote](#) [Save & Exit](#) [Complete](#) [Cancel & Exit](#)

Add Attachment to Inventory

The process to add an attachment to an inventory item is much the same as adding an attachment to a job:

- Click "Add Attachments to Inventory"

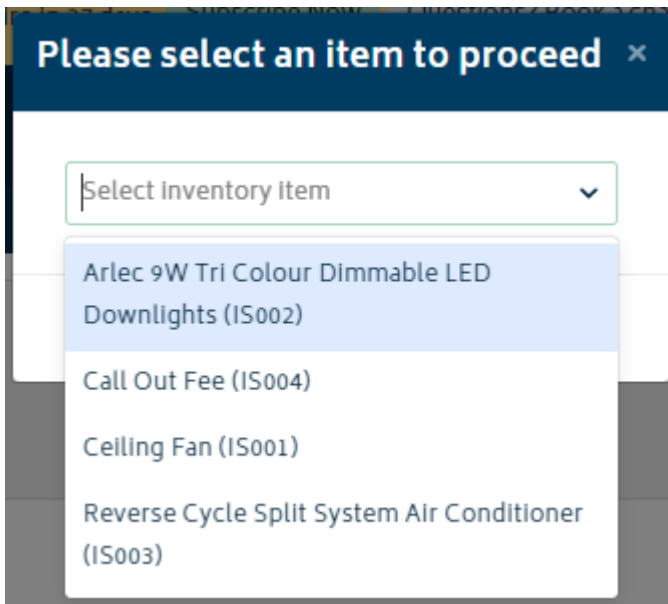
Dashboard > System Feature

Upload Attachments

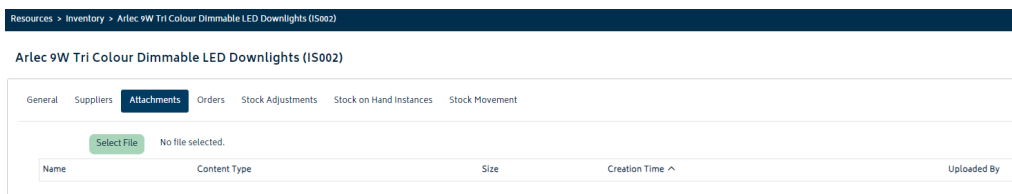
[Add Attachments to Jobs](#) [Add Attachments to Inventory](#)

[Back](#)

- You will be asked to select which item to upload the attachment to:



- Once the item is selected and you click Proceed, you will be redirected to the inventory tab of the item page:



- Follow the same process as detailed in the job attachments section above to select and upload your attachment.
- Once complete, your attachment will be shown in the list.

Size Limitations

For both jobs and inventory, the maximum filesize for uploads is presently 100Mb.

Next: [Back to Knowledge Base](#).

FAQ

[List of FAQs](#)