**Resolver.**
A KROLL BUSINESS

# Attach a File or Image

## To attach a file or image to a dispatch:

1. In the **Dispatches** panel, double-click the dispatch or click to select the dispatch, then click **Details**.

2. Click **Attachments**.

3. Drag and drop the files into the panel or click **Select Files from your computer** to locate and upload the attachments from your computer.



Drag files here

- or -

Select Files from your computer
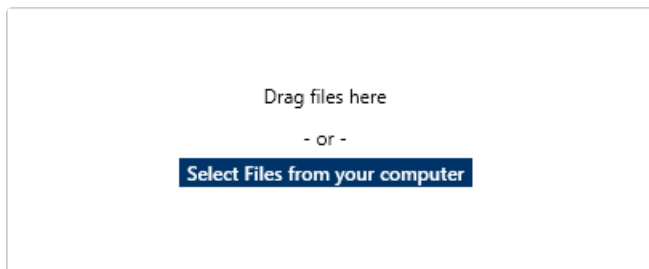
*Drag and drop files or open them manually to upload them in Attachments.*

> ✓ When an attachment has been successfully uploaded, the thumbnail preview window will turn green.

> *i* Only image attachments will display a thumbnail preview.

4. **Optional:** Enter an alternate name for the document in the text field next to the file's extension.



| Stolen Property Policy | .docx | 6.42MB |
| Description | | |

100 %

*An uploaded file's name and description fields.*

5. **Optional:** Enter a description for the attachment in the **Description** field.