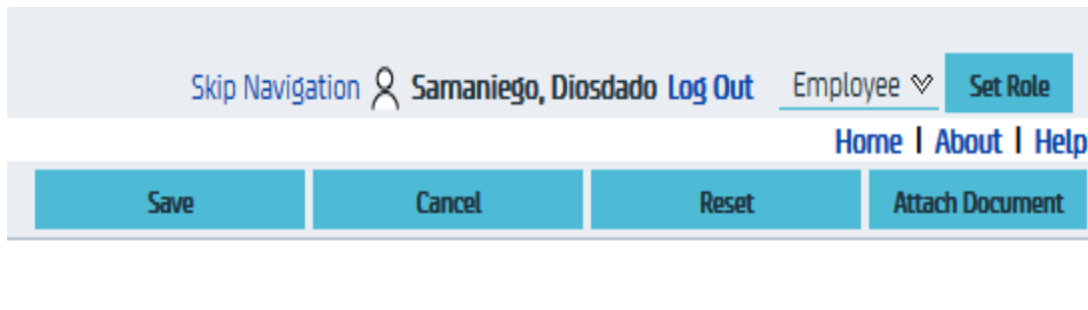


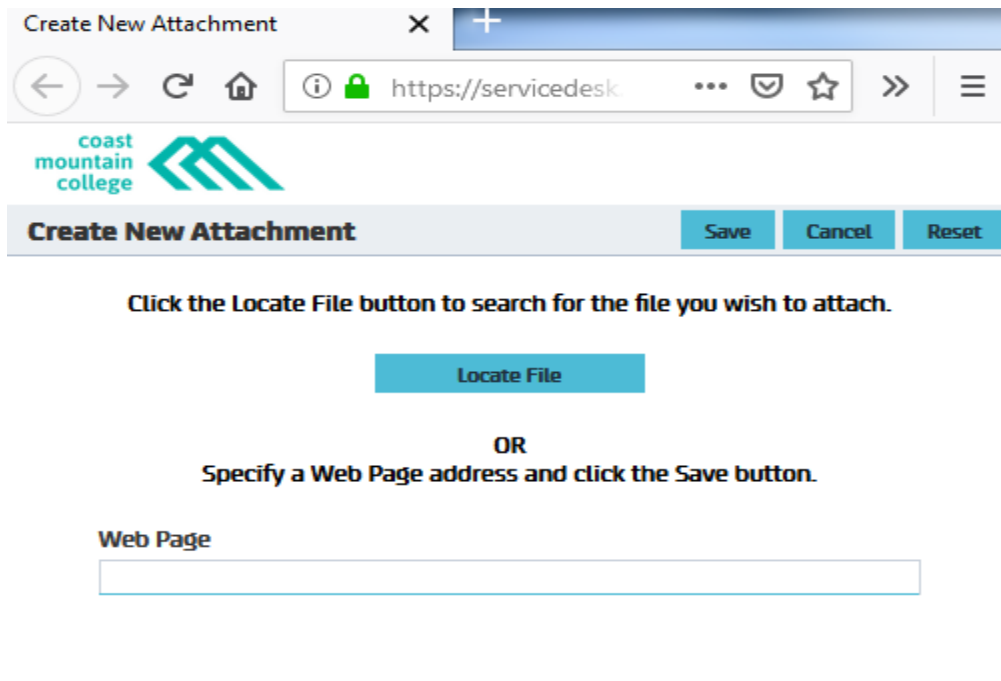
## Save attachment in service desk ticket

When creating a new ticket you can add an attachment. Located top right of screen

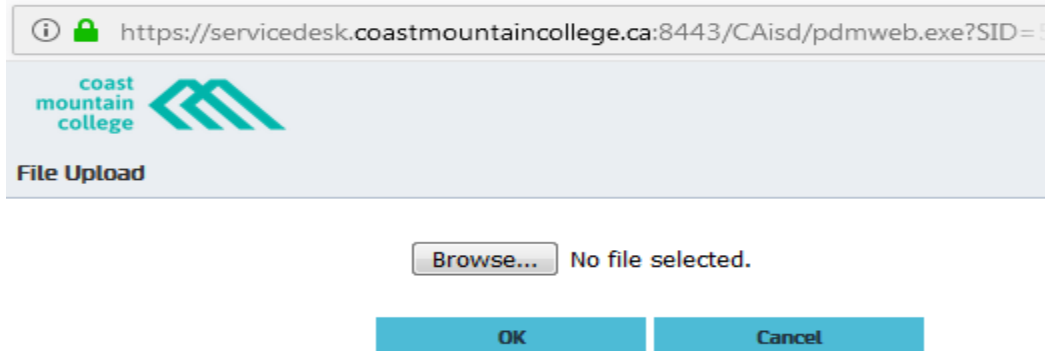
Click on Attach Document Button (pictured below)



Click the Locate File button (pictured below)

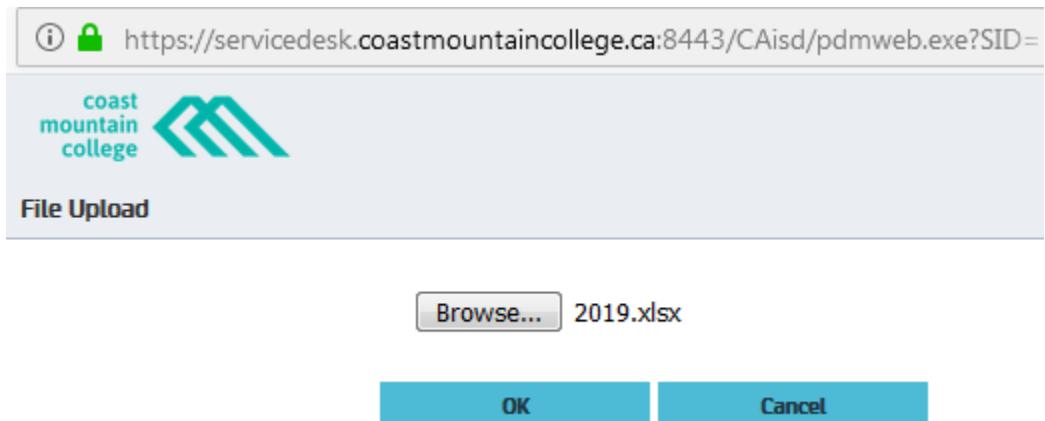




Click the browse button to locate the file (pictured below)



Locate the file and click the open button

Click the OK button (pictured below)



  <https://servicedesk.coastmountaincollege.ca:8443/CAisd/pdmweb.exe?OP=>



**Status**

Upload Successful - attachment will be shown after save

Confirmation: Upload Successful – attachment will be shown after save

Click the Save and Close button to continue to create the service desk ticket.

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