

How to add multiple files to a Work Order

- On Windows 7 machines:
 1. Start Windows Explorer. Usually, you will find a yellow folder icon on the toolbar on the bottom of your screen. Click on this icon. If you don't see a yellow folder icon, then click on the Start icon at the bottom left of your screen, and then type "Windows Explorer" (don't type the double quotes) into the textbox that says "Search programs and files".
 2. Navigate to the folder that contains the files you want to place into your zip file.
 3. Point your cursor to a position in the Windows Explorer windows so that the cursor is **not** pointing to anything
 4. Right-click your mouse. Select **New...** and then "Compressed (zip) file". A new zip icon or file will appear, depending on how you are viewing your folder
 5. Select a file by left-clicking your mouse, then drag it into the zip file. Repeat this process for each file that you want to include in the zip file.
 6. Go the to the work order page, click on Choose File, and then Navigate to the folder that contains the zip file you want.
- Alternatively, you can attach the files into an email and send it to helpdesk@lsc.edu