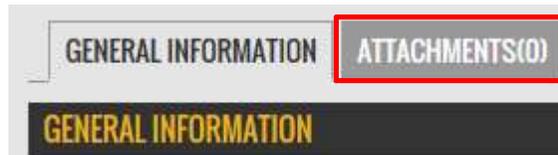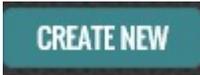# Adding a Photo Attachment to a Service Job in ServiceBench

Below are the steps to add an attachment to a Service Job in ServiceBench. Once a photo is attached to a Service Job, it will be viewable immediately in the Attachments tab by both CCHS and the Service Partner.

On the website

1. With the Service Job open, click on the Attachments tab at the top of the Service Job.

2. From the Attachments tab, click on the button in the lower left-hand corner of the page.
3. Next, click on the "Browse…" button:

    This will open a directory for you to select the file you wish to attach.

4. Click on the file name you wish to attach. Files are attached the same way you would attach a file to an email.
5. Once attached, enter a comment to describe what is in the picture.

    Click in the lower left-hand corner of the Service Job.

6. If the attachment was added successfully, you will see at the top of the page.

Note: Only one file at a time may be attached in ServiceBench. Multiple photos/files will require repeating the above steps to select/attach each file.

In the Mobile App

Technicians using the **ServiceBench Mobile Application** can use the Photo function located in the bottom menu of the Service Job. Using the mobile application will automatically attach the photo; there is no requirement to do this via the ServiceBench website.