How to attach a file

[For computers and tablets]
1. Click and select the folder where the file is stored.
2. Click the file you want to attach.

[For smartphones] (The screen differs depending on the model, etc.)

* Precautions when taking pictures of documents
◎ Please take a picture of the document from the top so that the entire document can be clearly seen.
○ Please make sure that it is not reflected by light and cannot be seen by shadow.
○ Be careful not to blur the text on the document due to camera shake.
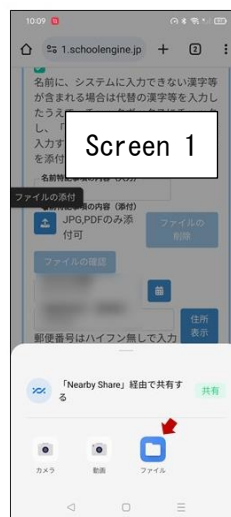○ Please take a picture as straight as possible.
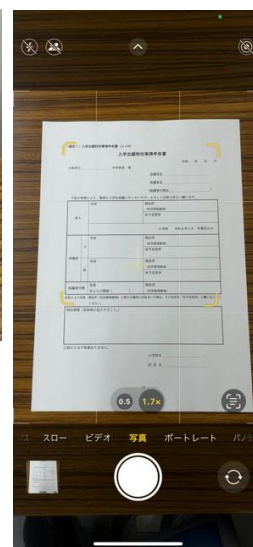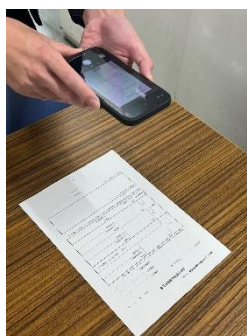
Android:
<To attach the document photographed with the camera>
  1. [Screen 1] Click and select "File."
  2. [Screen 2] Select "Image" or "Photo" and select a photo taken using the camera app.
<To attach a file stored on your phone>
  1. [Screen 1] Click and select "File".
  2. [Screen 2] Select the location where the recently added files are stored.
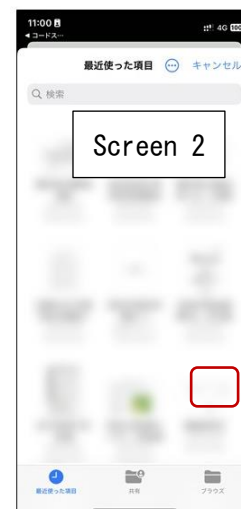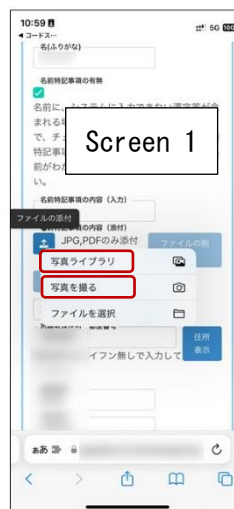 3. [Screen 2] Select the file you want to attach.

iPhone:

<To attach the document photographed with the camera>

1. [Screen 1] Click 🔼 and select "Photo Library."
2. Select a photo taken using the camera app.

<To attach a file stored on your phone>

1. [Screen 1] Click 🔼 and select "Choose File."
2. [Screen 2] On the "Browse" screen, select the location where the file is stored.
3. [Screen 2] Select the file you want to attach.

After attaching the file, you can check the contents of the attached file with the check file button.

You can delete the attached file with the delete file button.