

Attach files and images to items on your checklists

TimeForge's [task management solution](#) allows you to rank, comment on, and upload files to a task that has been [created in the system](#). Our file upload feature helps managers as well as employees keep track of activities they complete or work on throughout the day. This can be especially useful for documenting things like liquid spills, broken equipment, or other hazards, especially if you operate in an industry or area that requires visual documentation of workplace hazards.

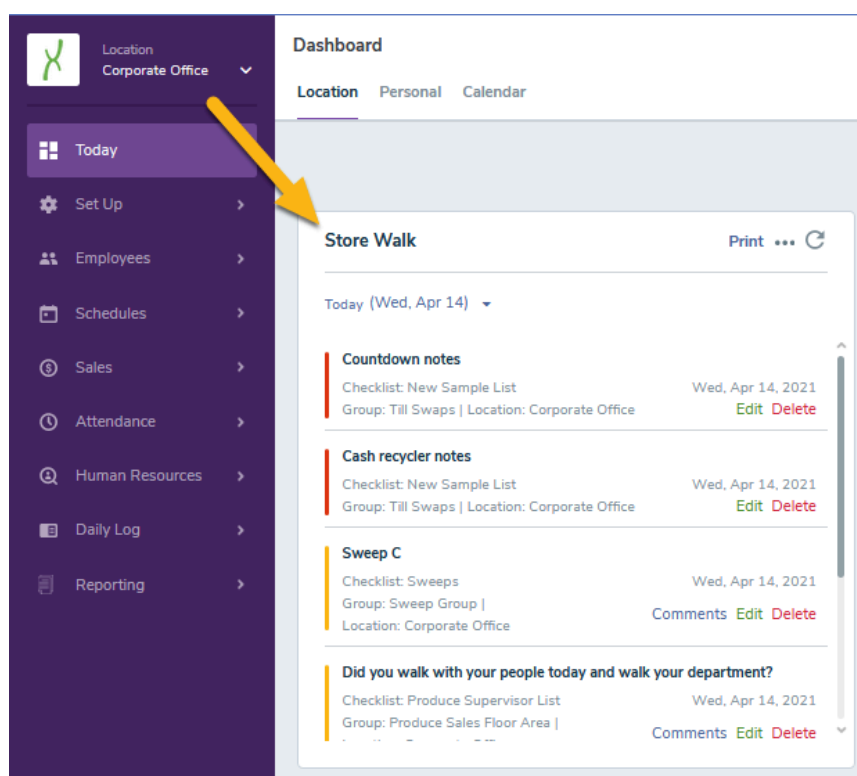
This guide outlines how you can use the file upload feature to share images and documents for any tasks.

Access the "Store Walk" widget on your dashboard

You can find the "Store Walk" widget on the Today page.

If you are an **employee**, you can find the widget under the **Personal** tab.

If you are a **manager** or supervisor, you can find the widget under the **Location** tab.

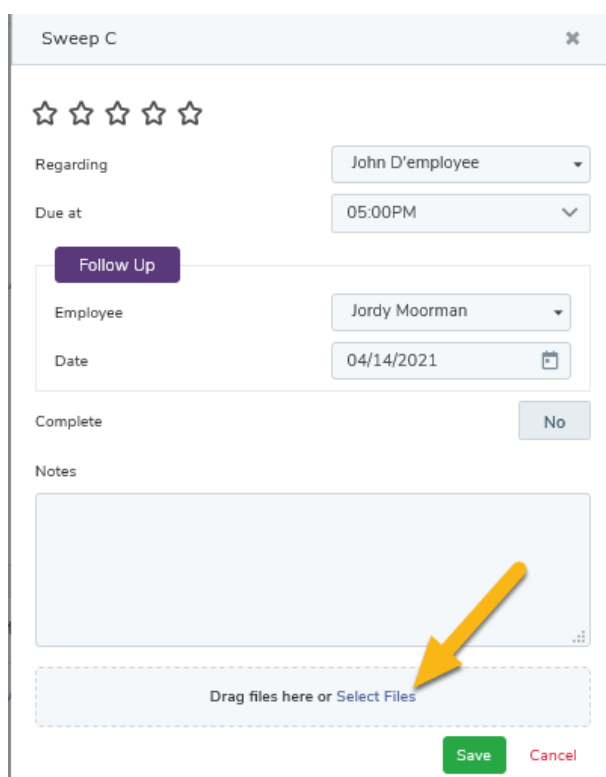


💡 Managers/supervisors can access individual tasks by navigating to the Daily Log tab and selecting Checklist.

Click the tasks you want to edit

Click **Edit** on an item that you would like to upload a document or image to. A pop-up will appear for that task.

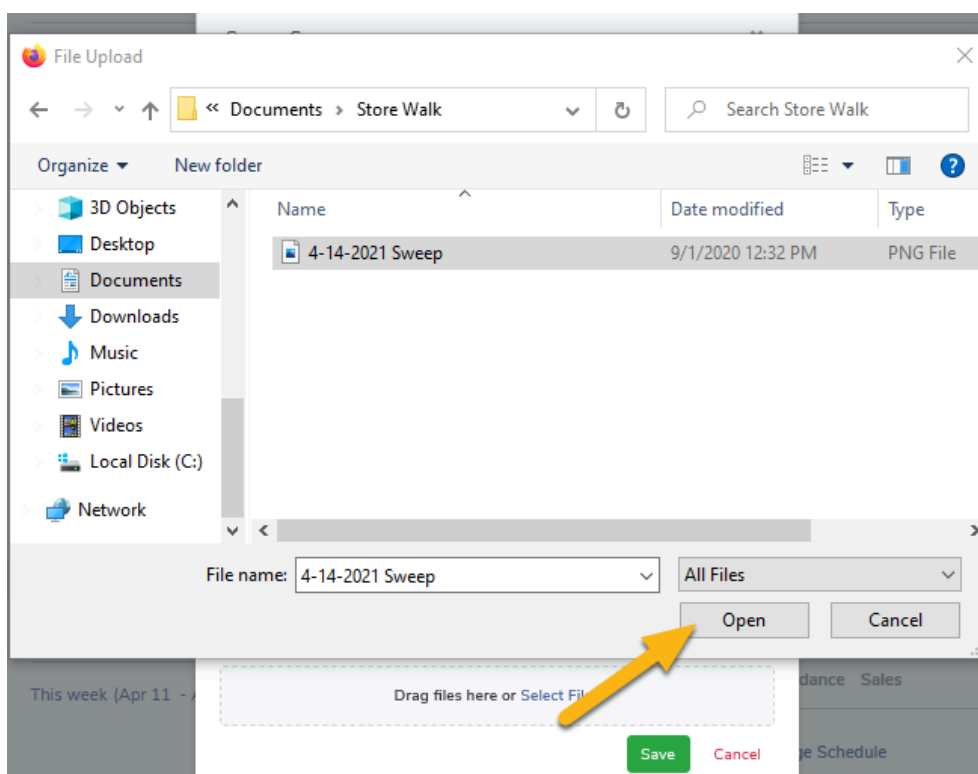
At the bottom of the pop-up, you'll see an area that says 'Drag files here or Select Files.' You can click 'Select Files' to choose one on your device.



The screenshot shows a task edit pop-up titled 'Sweep C'. It features a five-star rating system, a 'Regarding' dropdown menu set to 'John D'employee', and a 'Due at' dropdown menu set to '05:00PM'. Below these is a 'Follow Up' section with an 'Employee' dropdown menu set to 'Jordy Moorman' and a 'Date' field set to '04/14/2021'. A 'Complete' section has a 'No' button. A large text area for 'Notes' is present, with a yellow arrow pointing to a dashed box at the bottom containing the text 'Drag files here or Select Files'. At the very bottom are 'Save' and 'Cancel' buttons.

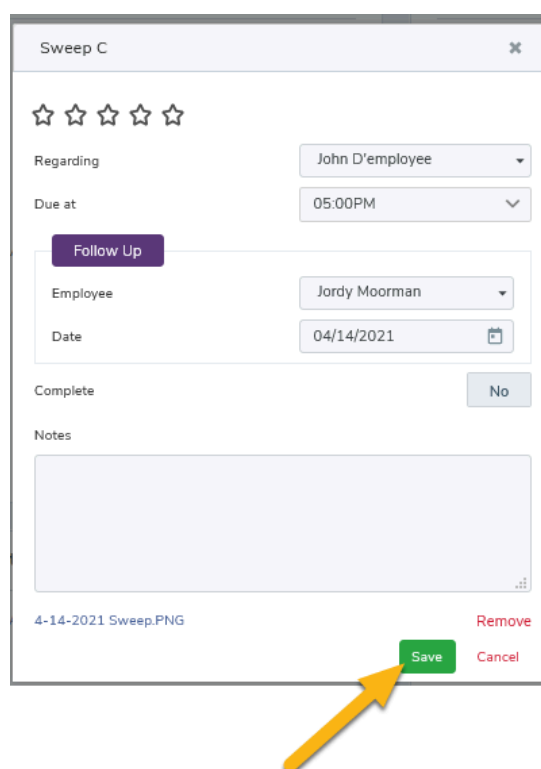
Select file and upload

Navigate to the location you have your image/document saved and select to Open the file.



Save your changes

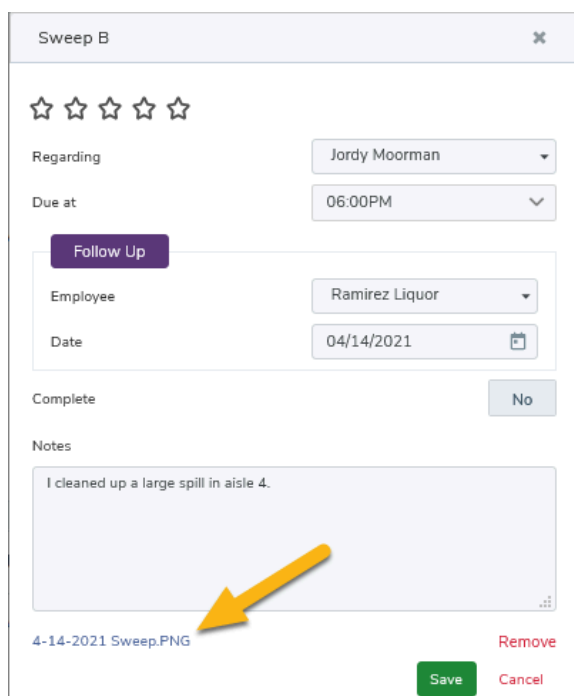
Once you have selected the file you wanted to upload and added in any comments, click the **Save** button to update your task.



💡 If you selected the wrong file, you can click the Remove option and upload the correct file.

View attached documents and images

Documents or images that are attached to an item will appear at the bottom of the item next. Simply clicking on the document or image's name will open it for you to view.



The screenshot shows a checklist item titled "Sweep B". It includes a five-star rating, a "Regarding" dropdown set to "Jordy Moorman", and a "Due at" dropdown set to "06:00PM". Below these is a "Follow Up" section with an "Employee" dropdown set to "Ramirez Liquor" and a "Date" field set to "04/14/2021". There is a "Complete" section with a "No" button. A "Notes" section contains the text "I cleaned up a large spill in aisle 4." Below the notes, an attached image is shown with the filename "4-14-2021 Sweep.PNG". A yellow arrow points to this filename. To the right of the filename are "Remove" and "Cancel" links. At the bottom of the form are "Save" and "Cancel" buttons.