

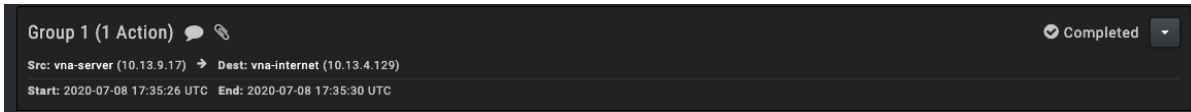


ADD NOTES AND ATTACHMENTS TO JOBS

To provide additional context to a Job, you can add notes or upload files in the Job Results page. To view a Job's notes and attachments, you must belong to a User Group with Jobs - View permission. To add notes and attachments, edit notes, download attachments, or delete notes and attachments, you must belong to a User Group with Jobs - Edit permission.

Notes and attachments can be added at both the Group level and the Action level in the Job Results page. Icons display at the Group or Action level when a note () or attachment () is added to that level.



(<https://dyzz9obi78pm5.cloudfront.net/app/image/id/62880ba6445d5e3e714b3bea/n/job-with-annotation-labels.png>)

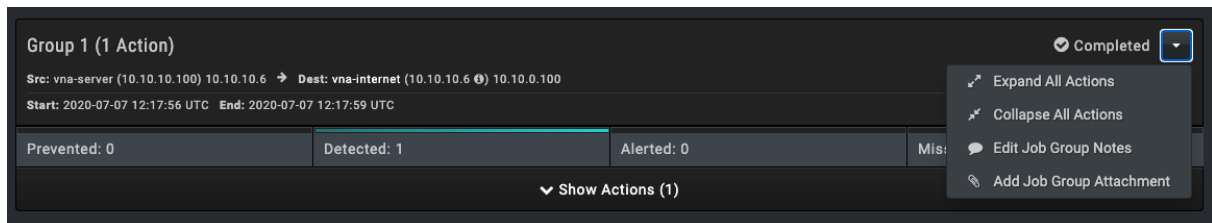
A Job with both a note and an attachment added to the Group level in Job Results

Job Notes

Plain text and Markdown are supported for notes.

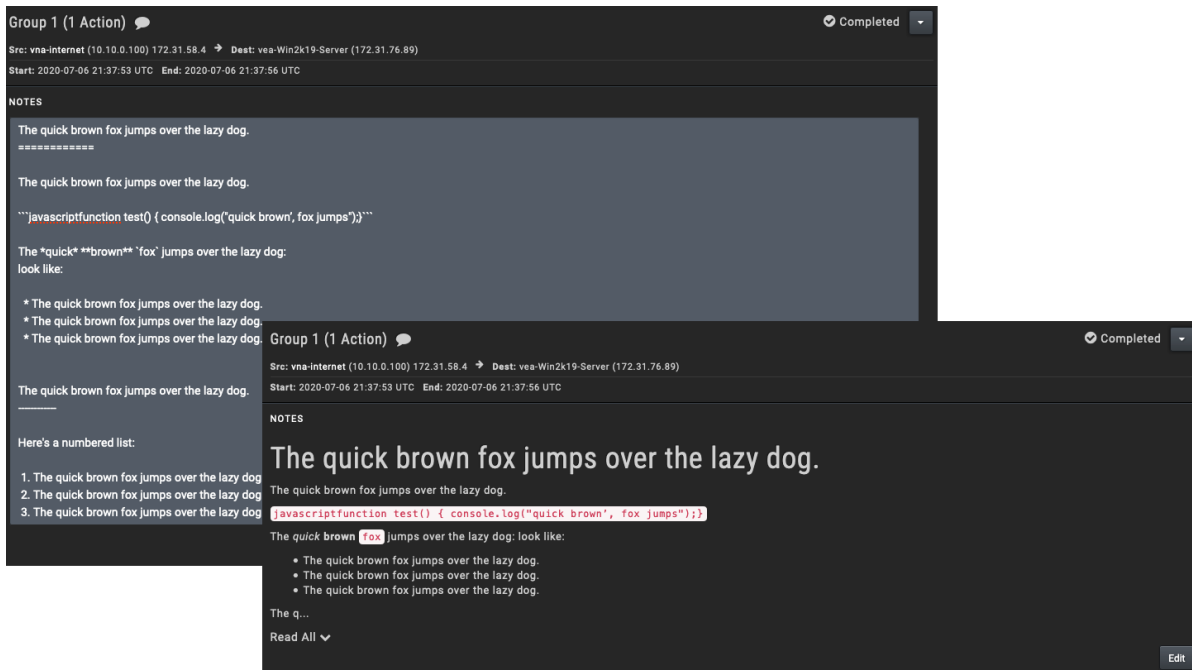
Add Job Group or Action notes

1. Open a Job from the **Jobs Status** page.
2. At the Job Group or Job Action level, expand the menu.
3. Click **Edit Job Group Notes** or **Edit Job Action Notes**.



Adding notes at the Job Group level

4. Enter text in the field that appears.
5. Click **Save**.



A Job Group note written in Markdown



To improve the readability of Job Results, notes longer than 400 characters are automatically truncated. You can expand or minimize longer notes by clicking Read All / Read Less below the note's contents. When a note is truncated, HTML tags are shown in plain text.

Edit or Delete notes

1. Open a Job from the **Jobs Status** page.
2. Locate the notes and click the **Edit** button.
3. You can:
 - Make changes and click **Save**.
 - Click **Delete**.

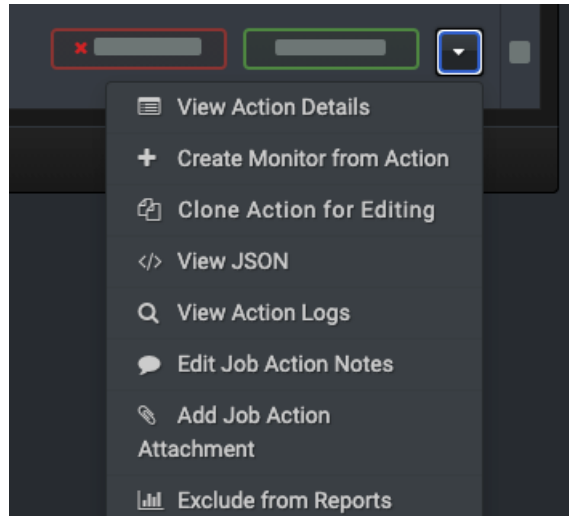
Job Attachments

You can upload image (.jpg, .gif, .png, .bmp), text (.txt, .log), compressed (.zip), and select Microsoft Office (.docx, .pptx, .xlsx) files. You can also download attachments from Job Results.

There is no limit on attachment file sizes. However, attaching large files may cause the Director's storage space to fill quickly. Verify you have enough storage before uploading a large attachment.

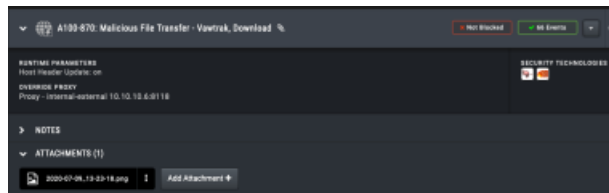
Add Job attachments

1. Open a Job from the **Jobs Status** page.
2. At the Job Group or Job Action level, expand the right-hand menu.
3. Click **Add Job Action Attachment** or **Add Job Group Attachment**.



Adding attachments at the Job Action level

4. Click **Browse** and select a file from your local file explorer.
5. Click **Add** to upload the attachment. Depending on your selection, attachments appear in the Group header or Action details section.



(<https://dyzz9obi78pm5.cloudfront.net/app/image/id/62880b9f445d5e3e714b3bb9/n/job-results-action-attachment.png>)

An attachment at the Job Action level

Download Job attachments

1. Open a Job from the **Jobs Status** page.
2. Scroll down to the Job Group or Job Action level and locate any attachments.
3. Click the vertical ellipses next to an attachment's name.
4. Select **Download**.

Delete Job attachments

1. Open a Job from the **Jobs Status** page.
2. Scroll down to the Job Group or Job Action level and locate any attachments.
3. Click the vertical ellipses next to an attachment's name.
4. Select **Delete**.
5. Select **Delete** in the window that appears.