How to add an attachment to a work activity, task or item.

under **Attachments**

1. Press the button.
2. Select the file that is required to be attached.
3. Enter a **description** (optional).
4. Select the viewing status.

If this activity has images, documents or files that need to be attached, press the button to attach the file.

Please Note:

use when the attached file is to be viewed by all staff of Iconic Productions.

use with the attached file is only meant to be seen by you. This is not recommended and cannot be changed. It is always recommended to have it as public because only staff with permissions in the Project can view the activities.

Â

Attached files:

5. Press the

Unique solution ID: #1517
Author: n/a
Last update: 27-Apr-2020 07:27

© 2026 Nikolas Harrington <support@iconic.productions> | 18-Nov-2026 09:05
URL: https://staff.iconic.productions/KB/content/0cat=68/518/en/how-to-add-an-attachment-to-a-work-activity-task-or-item.html