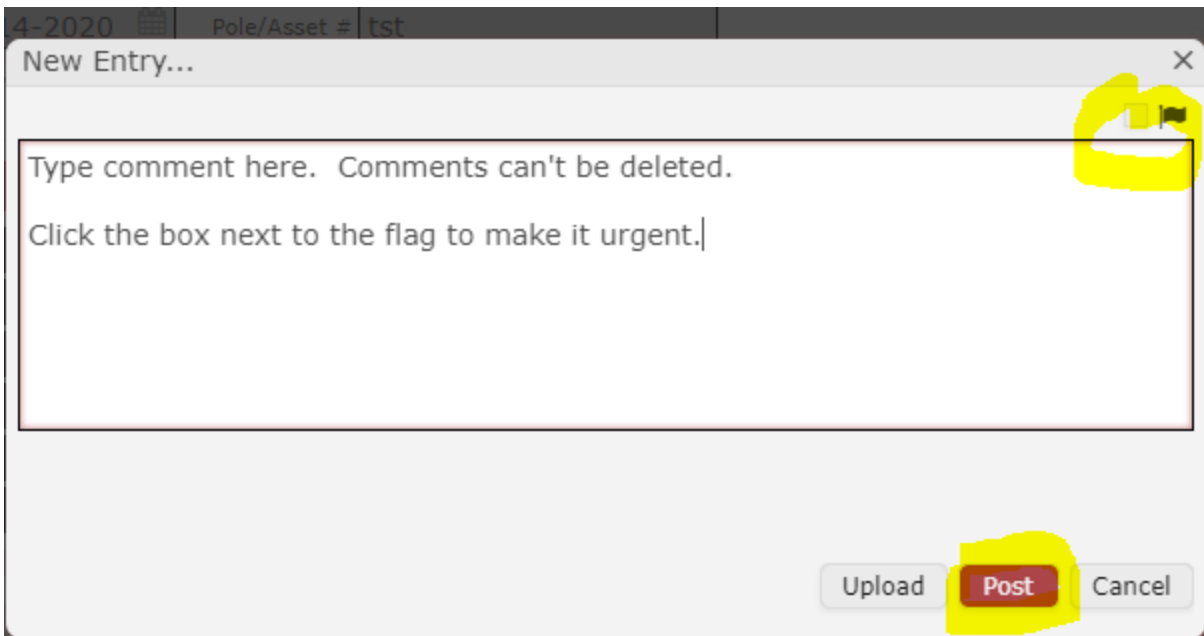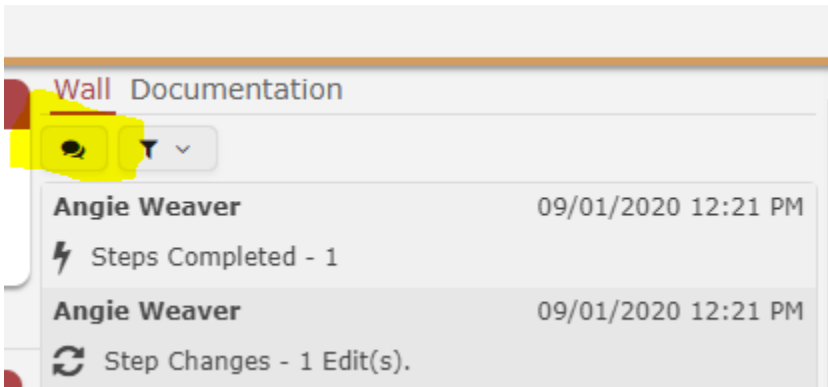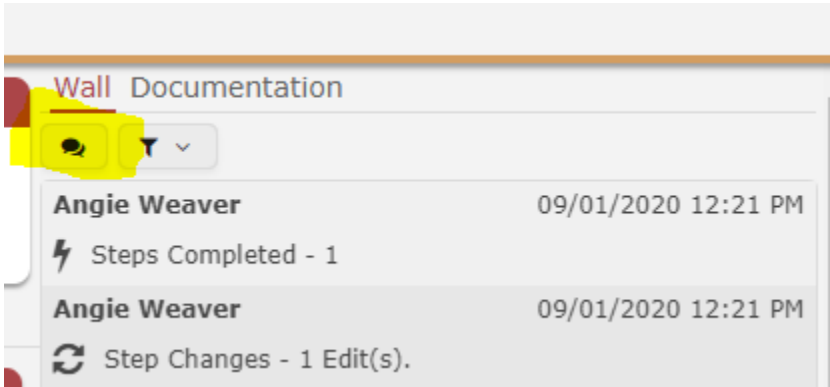# Adding a Comment or File Attachment

To add a comment, click on the 'New Entry' icon located under the Wall.
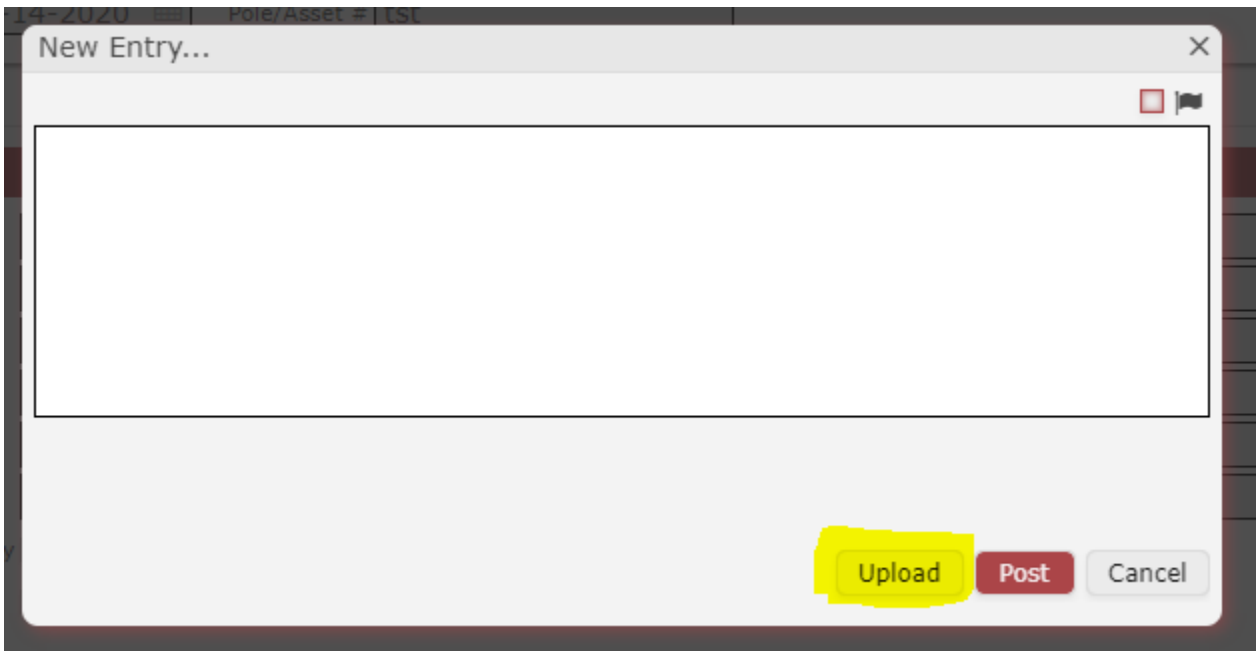

Click Post.

To add a File Attachment to the wall, click the 'New Entry' icon under the wall.

Click the Upload icon.

This will go to Windows Explorer to locate the file. Select one or multiple files to add to the ticket.

Each individual file cannot exceed 6 MB in size.