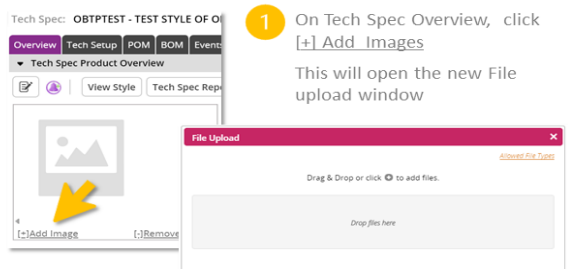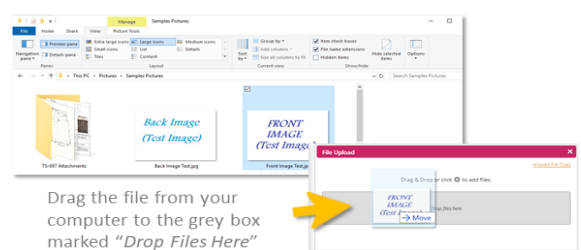Looking for an easier way to **Upload Attachments** in the Tech Spec?

Save Time & Clicks by using the drag & drop feature. Follow the steps below:

**1** On Tech Spec Overview, click [+] Add Images

This will open the new File upload window

2 Open File Explorer on your computer.

Drag the file from your computer to the grey box marked *"Drop Files Here"*

3 Wait for it to reach 100% and you will see the image displayed in the box to show you the file uploaded successfully
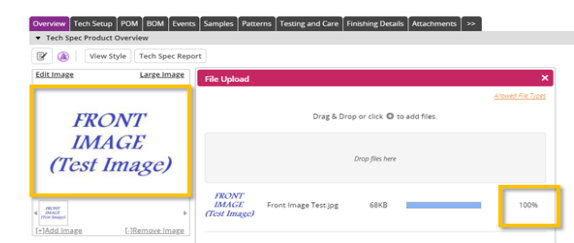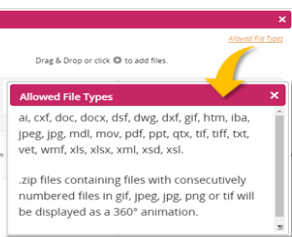

Upload multiple images at one time by selecting more than 1 on your computer & drag it over
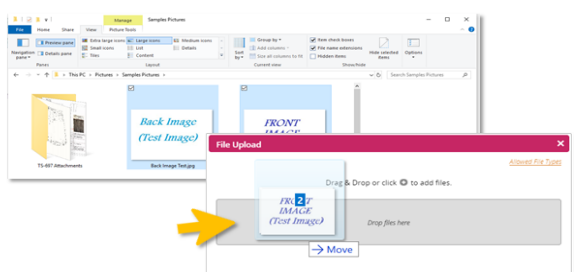

Dos and Don'ts for Uploading Attachments

✅ **DO** check the file format to make sure it's compatible with Tradestone.

If you need a reminder, **Allowed File Types** are available on File Upload pop up window.

Allowed File Types

ai, cxf, doc, docx, dsf, dwg, dxf, gif, htm, iba, jpeg, jpg, mdl, mov, pdf, ppt, qtx, tif, tiff, txt, vet, wmf, xls, xlsx, xml, xsd, xsl.

.zip files containing files with consecutively numbered files in gif, jpeg, jpg, png or tif will be displayed as a 360° animation.

⚠️ **DON'T** include special characters in your file name. This includes characters that are normally accepted when saving the file name (such as . ! &). If you have an issue uploading, try renaming the file without any characters.

✅ **DO** try the Drag & Drop Feature in the **Tech Setup** as well. Click 'More Actions' and 'Upload' to see the new File Upload box.
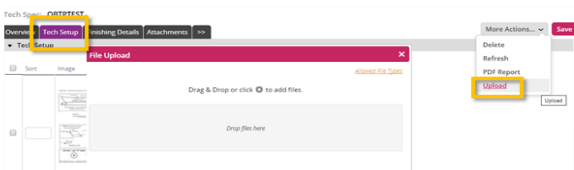
⚠️ **DON'T** upload files that are too large. Whenever possible, try to reduce your file size.

✅ **DO** upload multiple Images at a time to save upload time.

✅ **DO** click into the Attachment Tab to re-order your images if needed

Tradestone updates you want to know...

We are in IT Freeze *Reminder

System changes are locked down from October through the end of the year.

All change requests/minor issues can be submitted and will be worked on in our test environments but will not be available until early 2021.

Feel free to report all issues and change requests to the team during scheduled touchbases and we will add to our list to work on.

Please call out any Critical issue and we will work to address those immediately.

Any questions or issues, please reach out to **Tradestonesupport@urbanout.com** or create a ticket through the helpdesk at **help.urbn.com**.

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