



## Attach Photos, Documents and Files

Key Express User Tip – How to attach photos, documents, files.

1. You have the ability to attach photos anytime you see the option below on Key Express. You will see this option on the following screens.

- Warranty Claims
- Unlisted Parts Order
- Pre-Authorizations

On this screen simply click 'Browse'

### Repair photos / Sublet invoices

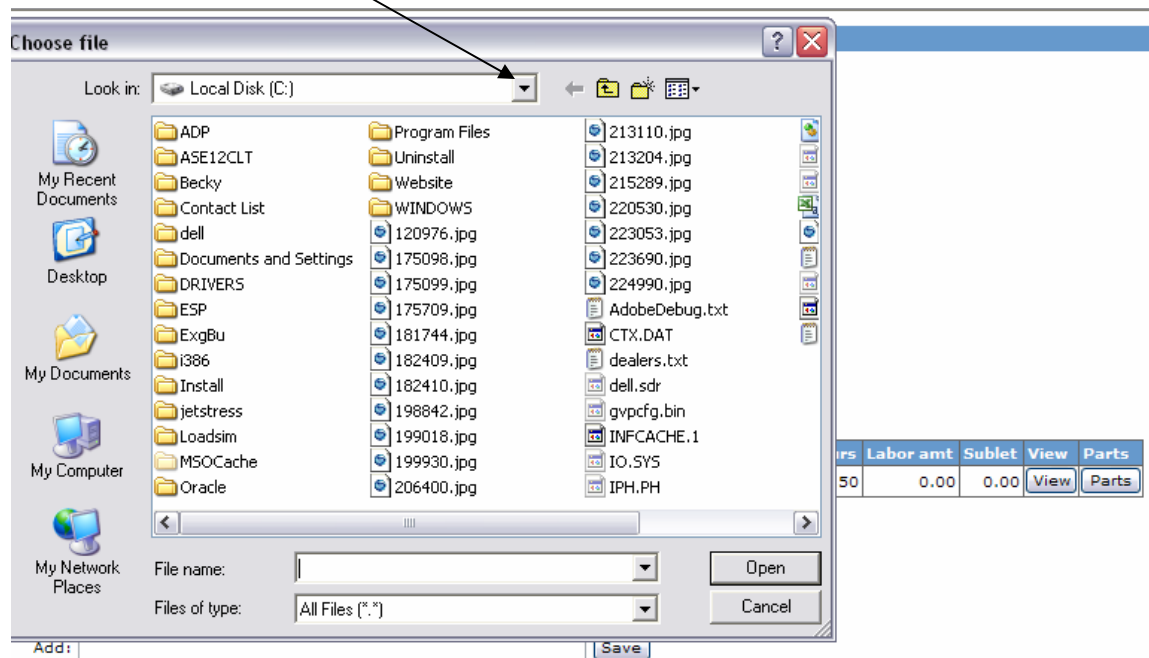
Attach file:

Browse...

*Recommended image size of 1024 x 768, please keep under 1Mb*

Attached files: 459627  
473760

2. After you click 'Browse', this screen will appear. Here you will want to search your PC for the proper location of the file, document, photo you want to add. To search your PC simply click on the pull down in the 'Look In'



Add:  Save

Note:

### Repair photos / Sublet invoices

Attach file:

Browse...

*Recommended image size of 1024 x 768, please keep under 1Mb*

Attached files:

☐ I certify that I have performed these repairs in accordance with Keystone warranty policies. As an authorized dealer representative, I further certify our dealership has the signature of this retail customer for this claim work on file

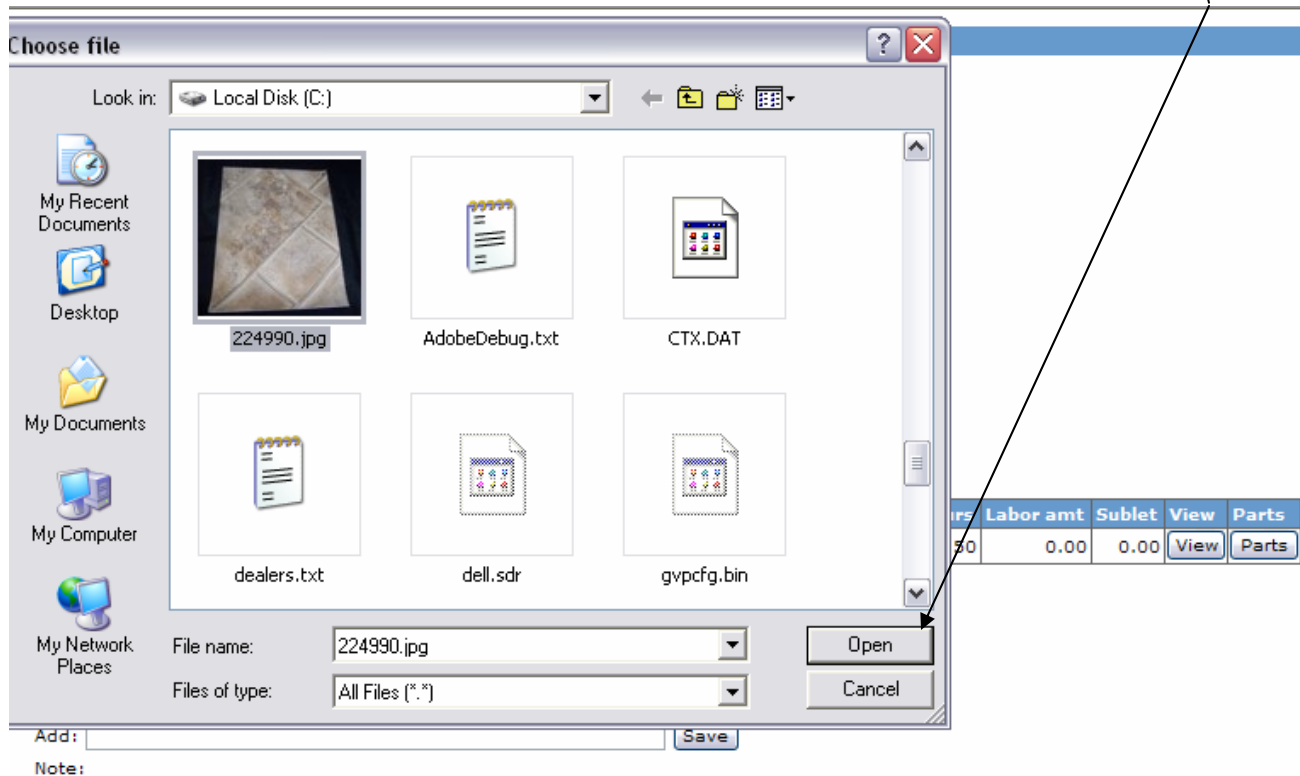
Save

Submit for approval

Check for Issues

3. After you locate the file, image, document, click on the item and click Open'.

**IMPORTANT NOTE:** *You can only attach one file, document, image at a time.*



#### Repair photos / Sublet invoices

Attach file:

*Recommended image size of 1024 x 768, please keep under 1Mb*

Attached files:

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4. Once you have clicked 'Open' you will need to click 'Save' to actually attach the file. To make sure you have clicked 'Save' and the file did indeed attach, view the 'Attached Files'. Key Express will convert each individual file into a file name based on our filing system. Each file will have a numeric name.

**IMPORTANT NOTE:** *You can only attach one file, image, document at a time. If you have multiple files, images, or documents, simply repeat steps 1-4. Please note, you can only add one file total to an unlisted part order.*

Edit Claim

Claim information

Claim: C0369927  
Status: Draft  
Pre-authorized: PA00338396  
Repairing dealer: 999999  
Dealer name: Keystone RV Company  
Reference no.: test  
Repair start date: 10/16/2007  
Repair end date: 10/16/2007  
PDI/Stock repair: ☐

Edit claim header

Unit information

VIN: 4YDT3102071532975  
Owner:  
Make: Sprinter  
Model: ST310KBS07  
Model year: 2007  
Retail sale date:  
Sold no warranty reg.: ☐  
Warranty status: Not Registered

Labor operations

Claim was preauthorized - only limited labor changes allowed.

Line	Operation	Description	Qty	Submitted	Calculated hours	Labor amt	Sublet	View	Parts
1	2102309B	Wall - Hung Glass Front or R	1	5.5	5.50	0.00	0.00	View	Parts

Parts

✖

✓

Labor line

Quantity

Item number

Name

Price each

Total markup

Total price

Freight

Notes

Add:  Save

Note:

Repair photos / Sublet invoices

Attach file:  Cr:\175099.jpg Browse

Attached files: 527020

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Save Submit for approval Check for Issues