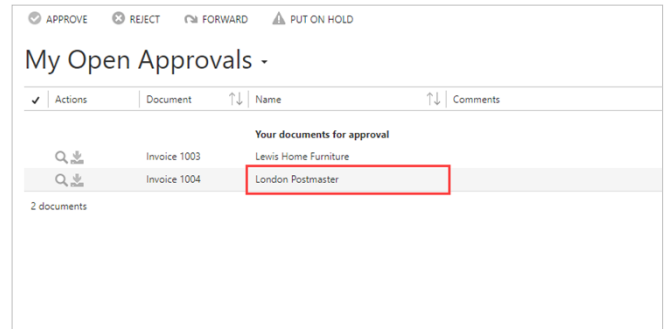
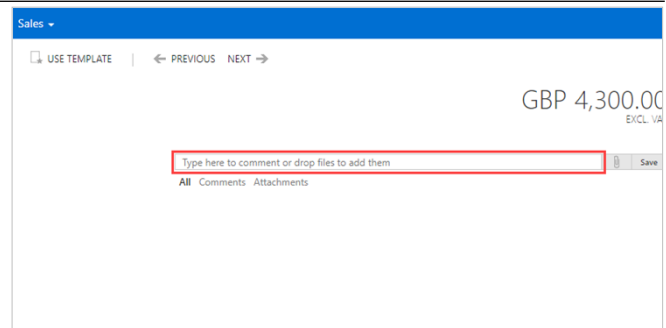


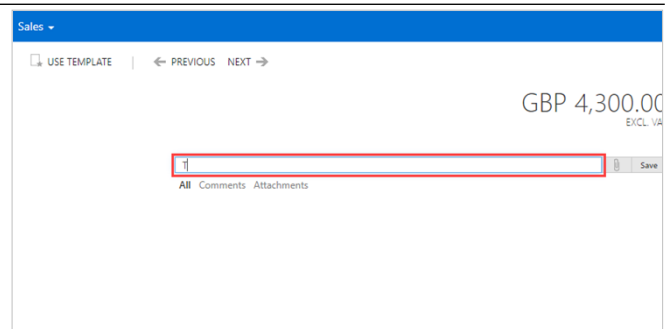
When you handle documents in the Continia Web Approval Portal, you can add comments and documents. Let's have a look at how it works. To open the document page, select the invoice from "**London Postmaster**".



Adding a comment to a document awaiting your approval is quite simple. Place the cursor in the field for "**comments and files**".

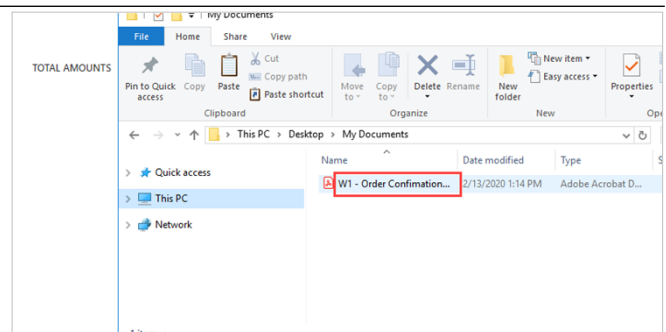


Type in a comment.
Press "Enter" to save the comment.

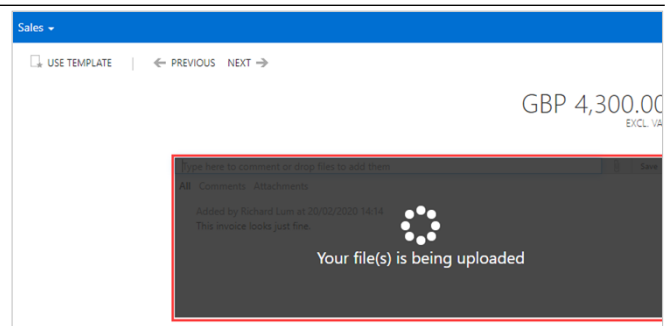


Adding further documents during the approval process is an easy way to include important details like spreadsheets, contracts, and photos.

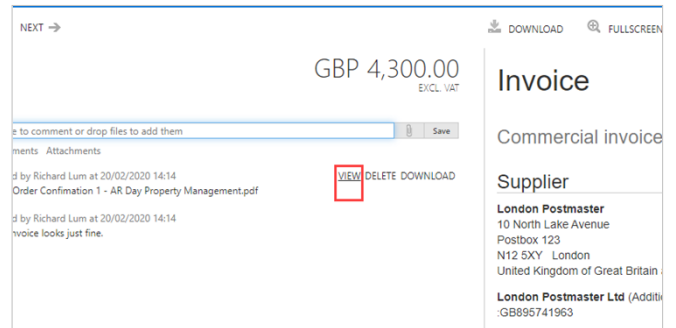
To add any type of attachment, simply locate and select the document you want to add to the invoice. Hold the "**left mouse**" button and drag the file to the comment/file field.



Drag the file to the Approval Portal. When hovering over the field for comments and files, release the "**left mouse**" button to attach the file to the invoice. Besides dragging the attachments to the approval portal, you can also add documents by selecting the paperclip, placed to the right of the comments and file box. Using the paperclip, you can easily browse through your documents using the File Explorer.



If the added file is a PDF, you can view the content of the file by selecting the action "**View**". This action is placed on the right side.



Next →

GBP 4,300.00
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Invoice

Commercial invoice

Supplier

London Postmaster
10 North Lake Avenue
Postbox 123
N12 5XY London
United Kingdom of Great Britain
London Postmaster Ltd (Addit
:GB895741963

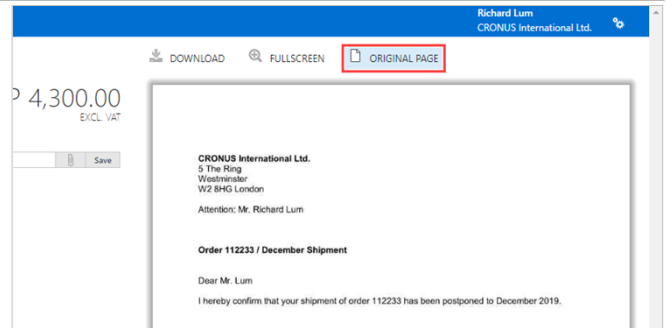
to comment or drop files to add them Save

ments Attachments

d by Richard Lum at 20/02/2020 14:14
Order Confirmation 1 - AR Day Property Management.pdf **VIEW** DELETE DOWNLOAD

d by Richard Lum at 20/02/2020 14:14
voice looks just fine.

To return to the original invoice image, select the action "**Original Page**" above the image on the right-hand side of the page.



Richard Lum
CRONUS International Ltd.

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Save

CRONUS International Ltd.
5 The Ring
Westminster
W2 8HG London

Attention: Mr. Richard Lum

Order 112233 / December Shipment

Dear Mr. Lum

I hereby confirm that your shipment of order 112233 has been postponed to December 2019.