Can I manage my customers files?

In the contractor portal, find your customer and click on their name to configure their details. The files are visible at the bottom. You can use the customer file functionality to store information about your customer. For example, you may wish to store irrigation drawings so that you can refer to them at a later date.

Adding a File

To **add a file**, click on the plus button in the file section at bottom of details and select the file you want to upload.

Renaming a File

To rename a file, click on the menu next to the file name and choose **Rename**.

Deleting a File

To delete a file, click on the menu next to the file name and choose **Delete**.