

# Upload Files to An Action

Files cannot be uploaded through the Edit Action Modal.

To upload a file to an action, click on an action title opening the individual action's summary page.

Organize Monthly Financial Summaries Wed Dec 17th 2025

Actions > Annual Financial Reconciliation > Organize Monthly Financial Summaries

In Annual Financial Reconciliation

Action created by Mitzi Orkus (morkus) on Tue Dec 16th 2025

Status: Open

Assigned To: morkus

Approver(s): Unassigned

Interested Parties: Unassigned

Files Drag and drop or click for advanced options

No files have been uploaded

Actions Taken / Comments

Mitzi Orkus / Tue Dec 16th 2025 at 2:05 PM

Mitzi Orkus (morkus) was assigned

Add a comment

Add

Clicking on the upload icon to the right of the Files Section header opens the Upload File modal.

Upload File for Organize Monthly Financial Summaries

Note: Max file size is 524MB

Choose Files No file chosen

Title

Revision

1

Revision Date

Dec 16 2025

Document is public

Document is a 360° photo

Document Owner(s)

Mitzi Orkus (user morkus)

Cancel

Select the file to be uploaded to the action by clicking the “Choose Files” button and selecting the desired file. Create a Title for the file or click "Use Filename", change the revision number, revision date if needed, and select the checkbox if the document is to be public or if it is a 360-degree photo. Edit document owners if needed.

Select “Save” and the file will now show on the individual action page.

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Revision #2

Created 2026-01-08 20:22:14 UTC by Mitzi Orkus

Updated 2026-02-20 21:12:40 UTC by Mitzi Orkus