



Alloc8 User Guide

Microsoft OneDrive Integration for Attachments

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Overview

Upload files and images directly from your Microsoft OneDrive account through all 'Add attachments' areas in Alloc8. This includes;

- Individual Job
- Companies
- Equipment
- Branch

Attach Files from OneDrive

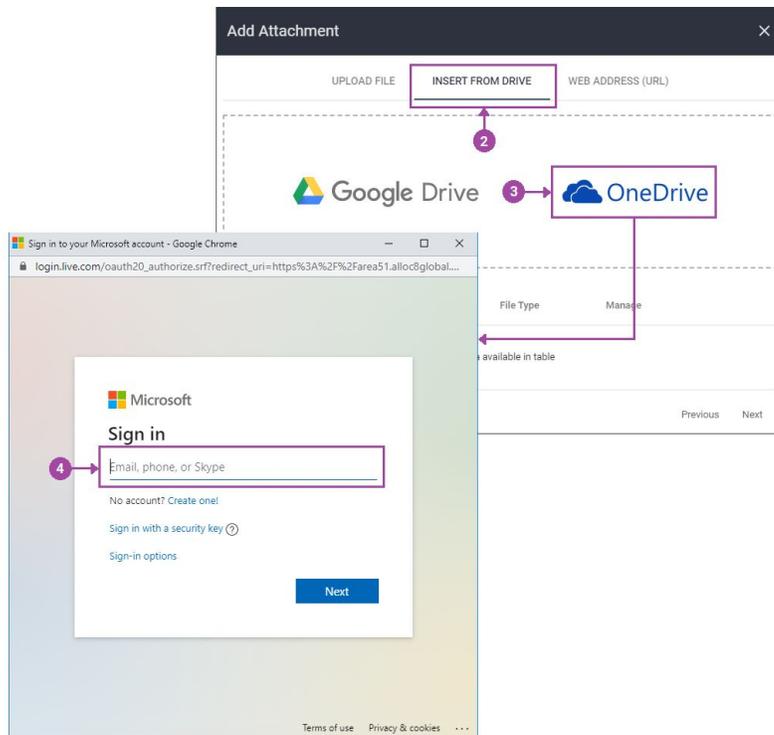
To attach files from your Microsoft OneDrive

1. Navigate to any of the areas where you want to attach your files and click the **Add Attachment** button or icon.



2. Click **Insert From Drive** tab from the **Add Attachment** modal.
3. Click **OneDrive**. This will open a new window for OneDrive.

- If this is your first time attaching files from OneDrive, you will be asked to provide your Microsoft Account login credentials. Click the **Sign-in** button once all login details are provided.



- On the same window, you will be redirected to your OneDrive. Here you will be able to attach your files or images. Click the **Open** button after selecting your files to automatically upload it in Alloc8.

Supported File Types

Here are the list of file types that you can attach from OneDrive:

	File Type
Document	.pdf
Image	.jpg, .jpeg, .png
Folder	Not allowed