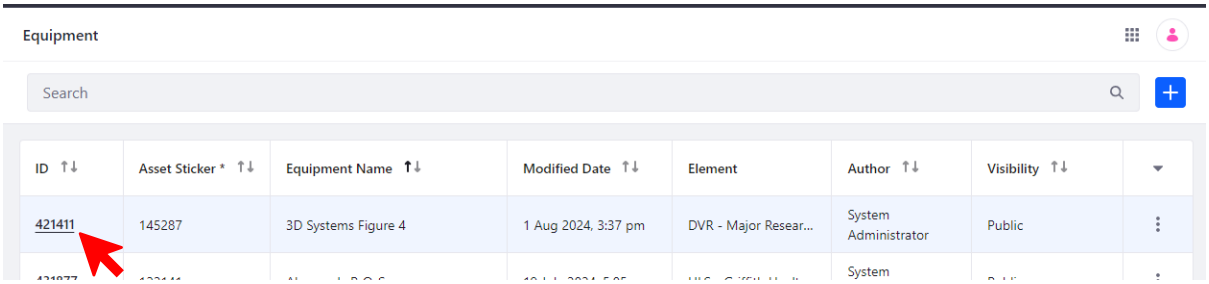
Upload and Associate an Image to Equipment in the RI Portal

Once an image has been correctly created using Canva, it can be uploaded to the RI Portal and associated with a piece of equipment.

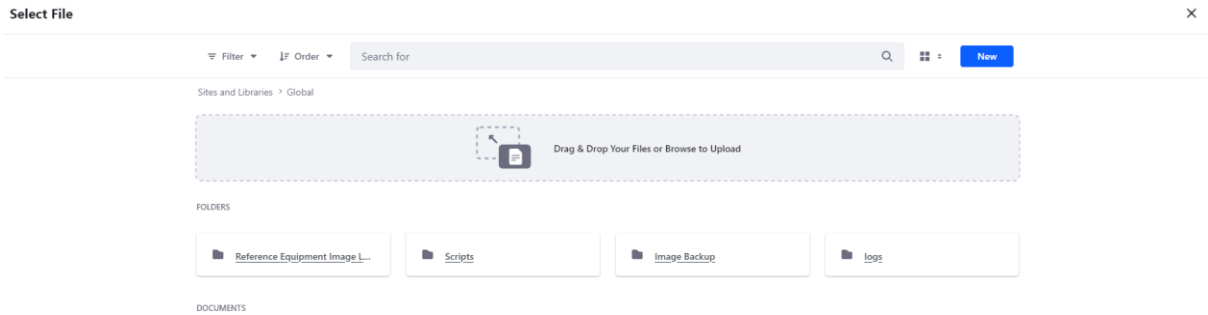
1. From the Liferay Applications (bento box) menu, select Control Panel→ OBJECT → Equipment

2. Search for the equipment to be updated and select the ID to open the Equipment editing window



3. In the Equipment editing window, scroll down to the ATTACHMENTS section and click on the Select File button to bring up the Select File dialogue box

4. Using the **Drag & Drop Your Files or Browse to Upload** section, either drag and drop the file into the section, or click in the section and browse to the file to be uploaded



5. A preview of the image will appear; if the image is correct, click the Add button at the top of the preview screen.

6. Scroll to the bottom of the Equipment editing window and click Save - the file has now been uploaded to the equipment.