

Solution Note A-03 - Safety Documentation

How to integrate safety documents into your production plans with Touchplan Image Attach

Problem Statement

Planning for safety is a top priority when it comes to our construction projects. Many safety related documents are produced and referenced before work starts to ensure the proper precautions are being taken. These documents are not usually kept in the same place as the plan, which means we need to open additional programs.

Solution

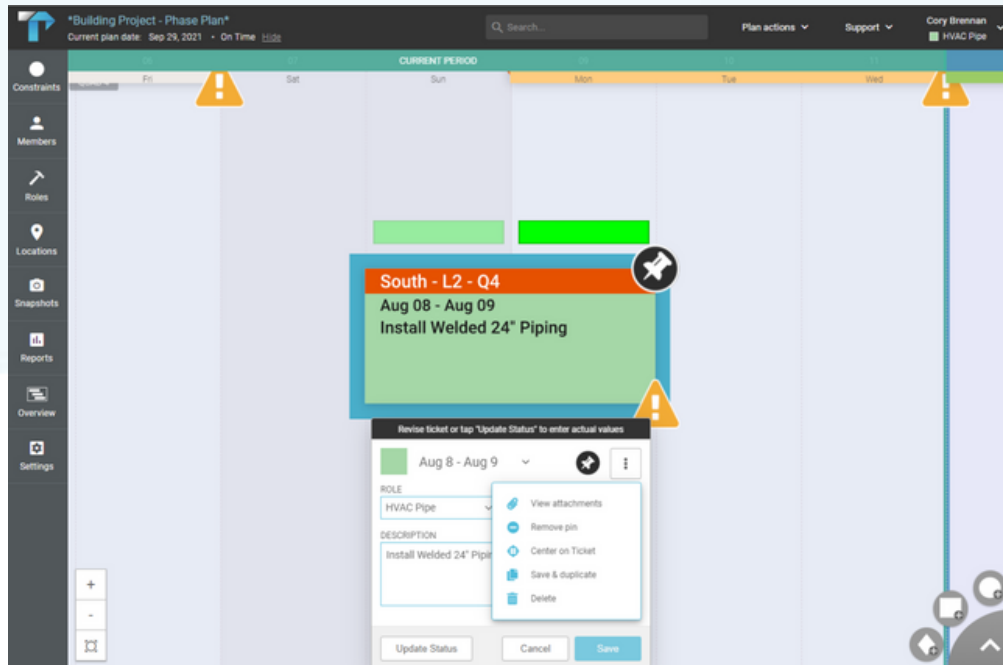
When permits or other safety documentation are issued, an image can be attached to the activity for reference whenever it is needed. Whether using a laptop in the office or mobile device out on site, the attached document can be viewed right on the ticket with just a few clicks.

Related Materials

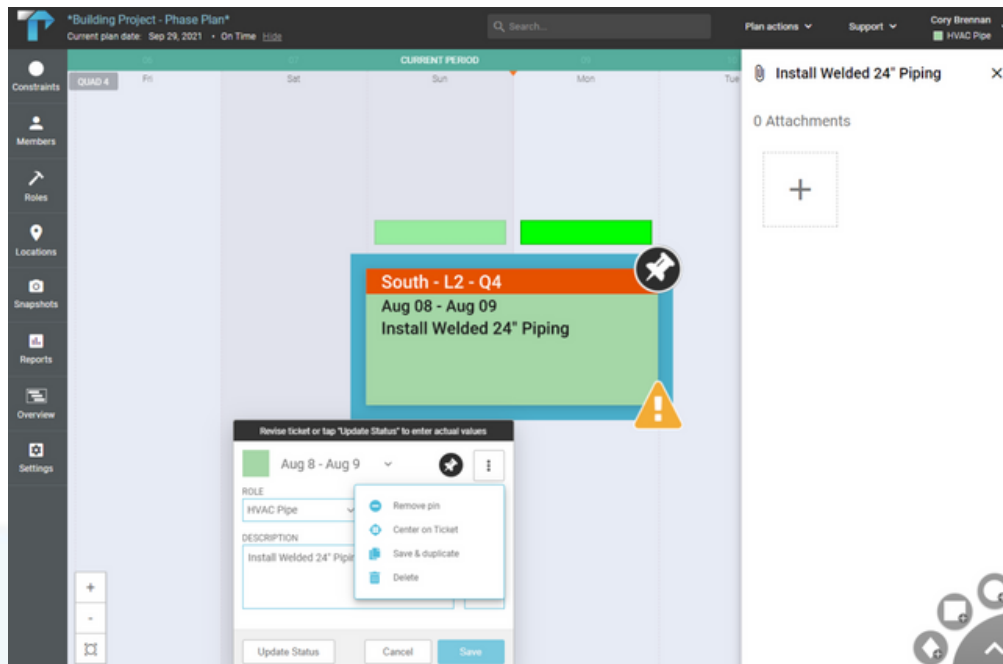
Object	Link	Description
Video	Planned Activities	Attaching Safety Documentation to Touchplan Tickets
FAQ	Use Image Attach	How to Use Image Attach

Step-by-step instructions

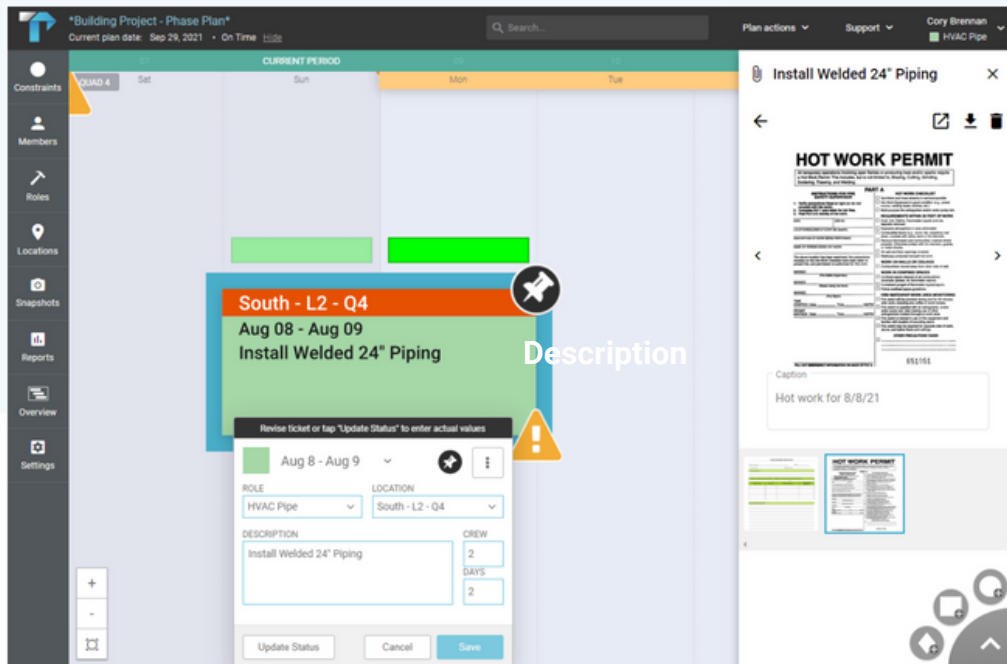
1. Click on a ticket that is in the planning area.
2. Select the ticket's overflow menu by clicking on the three dot ticket overflow menu.



3. Click on 'View attachments'



4. Click on the “+” to add a new attachment.
5. Select the file to attach to the ticket.
 - a. Supported file types are .jpg, .jpeg, .png, .heif, .heic, .webp, .tiff



6. In order to add documents outside of these file types, convert the documents into a supported file type or take a screenshot.

Help is available

For help with Image Attach, visit the FAQ here:

[Attach Images to Touchplan Tickets | Touchplan.io Help Center](#)

For live help, click on the “Support” drop down in the top right corner of your planning screen and click the “Live Chat” button. This will connect you to a CS representative who will be able to answer any questions that you may have.

Issues, concerns, defects in this note?

We welcome any feedback you may have on this note to help us continually improve our materials and provide the best support that we can to our customers.

Please send any comments, suggestions, or reports of errors to the CS Live Chat