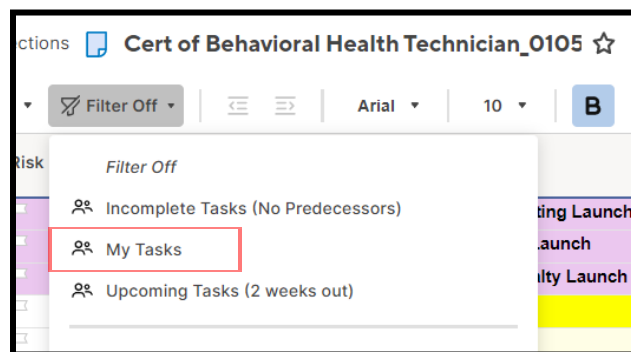


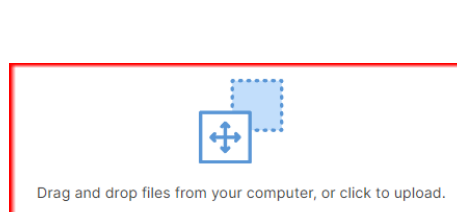
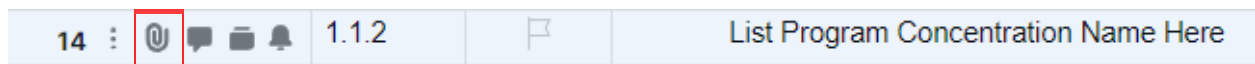
Smartsheet Training | Uploading Documents

Step 1: Locate the sheet you need to update. All our active program launch sheets can be found in [this folder](#) 📁.

Step 2: Filter the sheet to locate tasks that are assigned to you. At the top of any sheet, select the “Filter Off” button and then click “My Tasks” - you will now only see tasks assigned to **YOU!**



Step 3: To attach a file, simply select the “📎” icon next to the row/task you need to add an attachment to and then upload your document within the uploader.



Congrats 🎉! You have successfully attached your document to the task - ensuring that tasks have attachments helps us keep information in one source of truth and makes it easier for people to get their work done.