



## **REPLACING A FILE**

1. Navigate to the Fit Eval Attachments Tab. Click **R** below the file.

Overview • Attach	Attachments Change Tr ments	acking 60		
Sort	Attachment No	Description	Attached By	Date Attached
	ATTACHMENT		KALLIE DURANT	2021-05-04 10:14:50

2. The File Upload window will appear. Click the "+" to add a file **OR** use the drag and drop feature following the steps listed above in OPTION 1: DRAG AND DROP or OPTION 2: CLICK + TO ADD FILES.

File Upload		×
		Allowed File Types
	Drag & Drop or click 💿 to add files.	
	Drop files here	

3. Once the file has finished uploading, click **Save** in the upper right hand corner. The new image will now show.

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Sort	Attachment No	Description	Attached By	Date Attached	
	ATTACHMENT		KALLIE DURANT	2021-05-04 10:31:57	

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