

## How to upload evidence to an existing action step

1. Log in to iobservation
2. Go to growth tab
3. Click on Plans
4. Click view on your existing plan
5. Scroll down to find the existing action step
6. Click on the add "attachments"
7. Click on Browse
8. Click two times to select your file
9. Click on save attachments
10. Click on Add Comments
11. Type in your comment
12. Click save comment