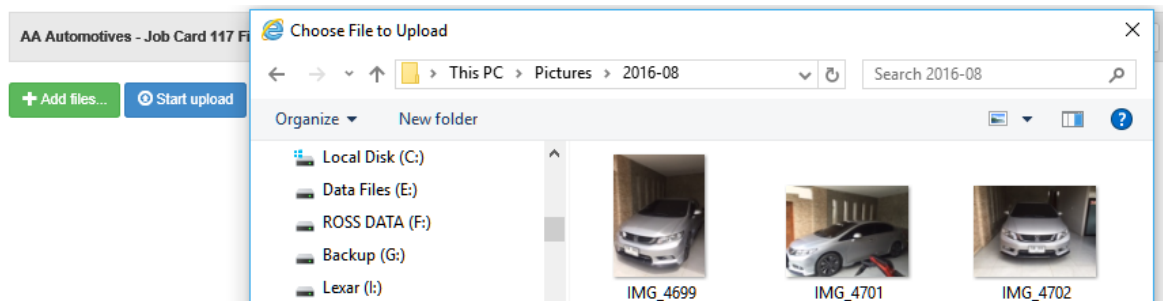# Storage Of Photos, Files & Roadworthy Certificate from The Job Card

Online Database: Select the file option (Camera Button) from the job card, from the display click on edit you are taken to the Automation Online Photos upload page here you will see the options in the screen below.
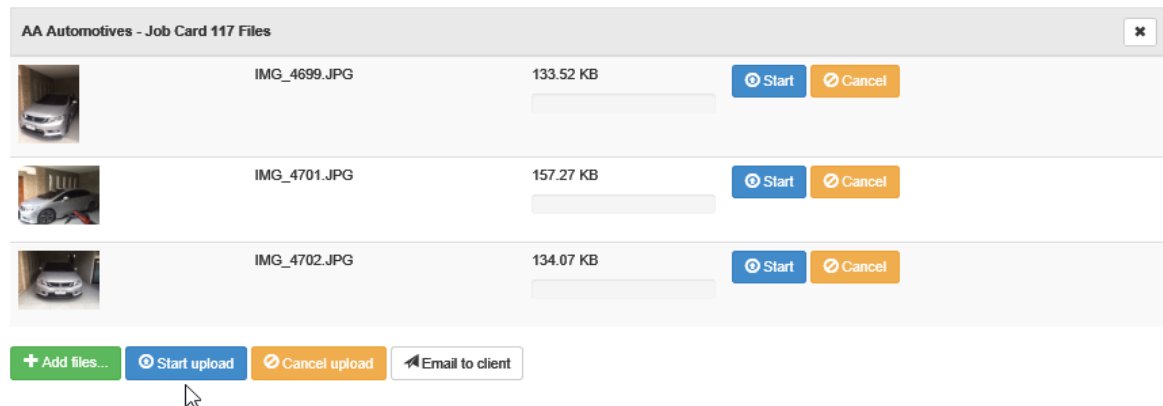

Options Available From Automation Online Photos Upload

To add photos or files, select the add files option you are now able to navigate your PC and select files for upload.

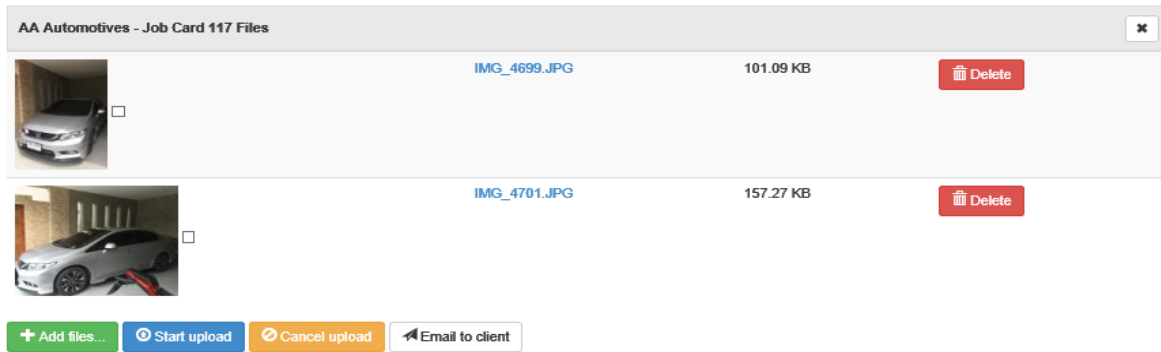Selecting photos & Files For Remote Database Users

Once you have made your selection click OK (F12) you can now see a list of your photos and files including thumbnails. You next need to select upload to copy the files from your local machine to the web database, as these are uploaded you can see progress bars, if you wish to only upload individual photos or files click on the start option adjacent to the thumbnail and file name.

Uploading Files To The Remote Server

When the files have uploaded you will see a similar screen that has extra options, the ability to select a photo or document for emailing and a delete function against each individual entry. To delete an entry simply select the delete option.
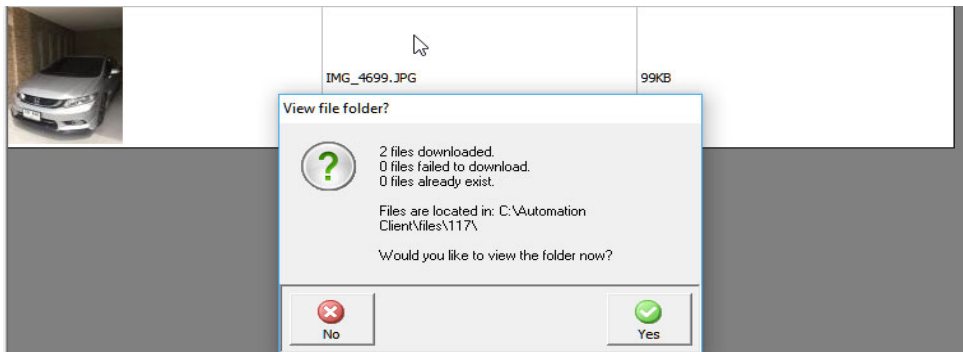
Viewing Files From The Remote Server

Emailing From the Remote Server: To Email files and text to a client point and click on the checkbox located next to the thumbnail, next select email to client, type the text you wish to send. The client will receive the email displaying the files, your text and contact details that can be used to contact you either via phone SMS or email (we include your email address in the body of the email).

Downloading From Remote Server: Using a remote database allows you to download selected files and store them locally according to job or certificate number. To download a single file or multiples perform the following. Open the job card, click on the files icon (if files are present, you will see a red exclamation mark on the icon), from the file display select download the files will be saved on your local drive in C:\Automation Client\Files, the name of the folder will be the job number or the certificate number (if you created one). A message will show you the path, giving you an option to view the folder.

Downloading Files From Remote To Local