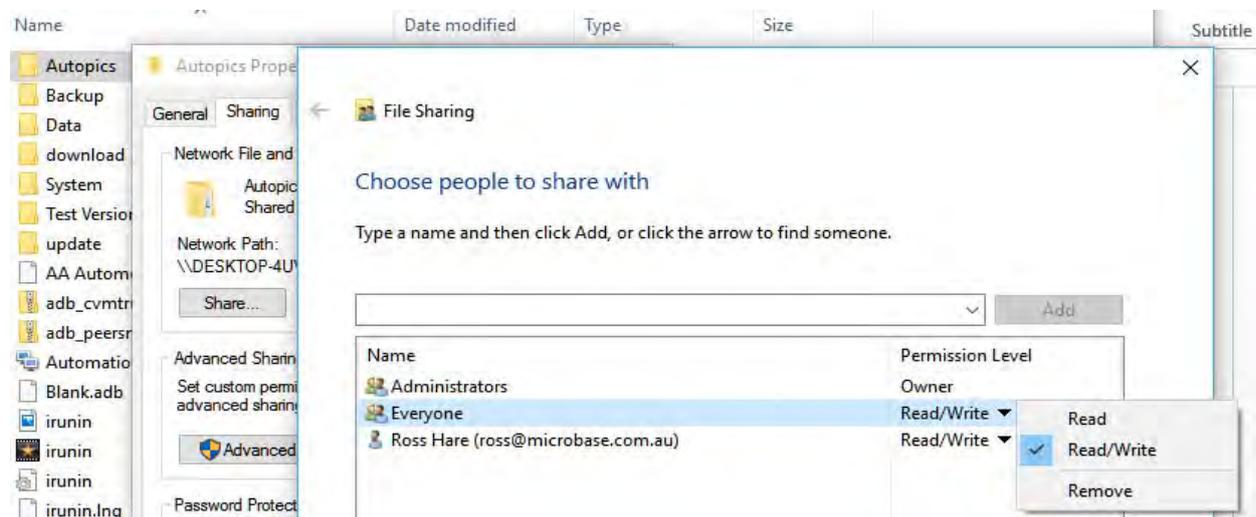


Changes To Storage Of Photos, Files & Roadworthy Certificate From The Job Card:

Overview: In line with our new remote offering we have made changes to the methods used to save photos, files and store certificate records for those location that perform roadworthy checks. The change now includes the ability to save photos in both Jpeg and png formats plus we have extended the file formats that can be attached to a job to include PDF's, Word documents and Excel spreadsheets. The following instructions are split into two sections, firstly for users running a local database and secondly users who are accessing their data from our web server.

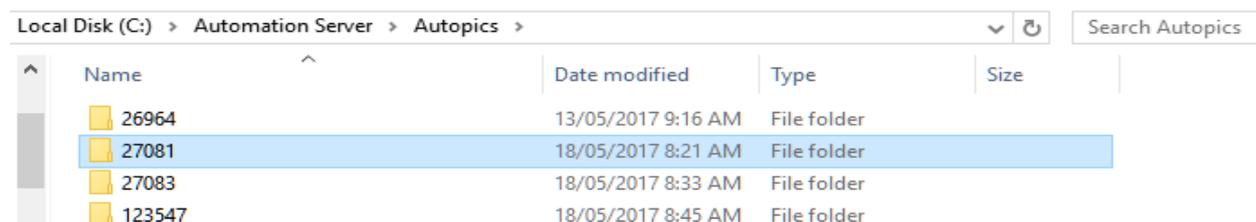
Local Database: Sites accessing a local server still save their photos and documents in the Autopics folder which is a sub-folder of Automation Server. If you wish this folder to be accessed across the network you must setup file sharing by using Windows/File explorer opening the Automation Server folder then pointing at the Autopics folder right hand mouse click and select properties, in properties select the sharing tab, select the share option, from the file sharing screen select or type in the blank field Everyone, select add, Everyone is now added to the list, next click on the read option over on the right, select Read/Write from the drop down list, select Share, a confirmation message will display. Once you have shared the folder all users are able to view and save photos and files regardless of which terminal they are using.



Sharing The Autopics Folder From The Automation Server Folder

Running a local server requires you to place your photos and files into the sub folders created in Autopics by accessing the new file option from the job card. The sub folder can be named in two ways depending on how you want to file your photos and documents. On selecting the file option (Camera Button) you are presented with two choices to name your Autopics sub-folder, firstly use the job number (default) and secondly for those that wish to file by certificate number you have a second option.

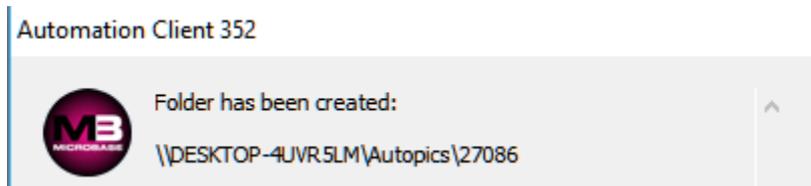
If you wish to file by job number simply select OK (F12) a folder will be created in C:\Automation Server\Autopics with a title of the job card number. Any photos or files saved in that folder are accessible from the job card with the corresponding job number.



Viewing sub folders from C:\Automation Server\Autopics.

Photos and files you wish to save against a job are simply placed into the corresponding folder.

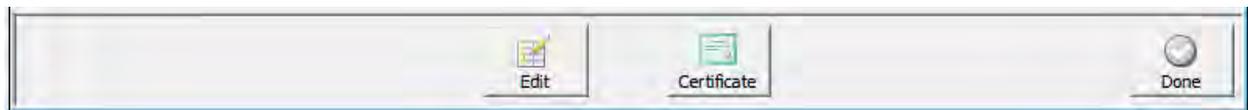
For your reference a screen message will inform you where the folder resides



Screen Prompt Identifying The Folder attached To The Job Card

The second option allows you to enter a **certificate number** in the free typing field, the entry will also populate the certificate form. Obviously if you use a certificate number as the folder name to be created then photos and files will need to be saved to that location.

Adding Photos & Files: There are three options at the bottom of the file window, to add a file click on the edit option, your folder will open allowing you to navigate your PC, copy and paste files to the designated location.



Options Available From The File Window

Once you have placed your file in the Autopics folder you will be able to access them from the job card.

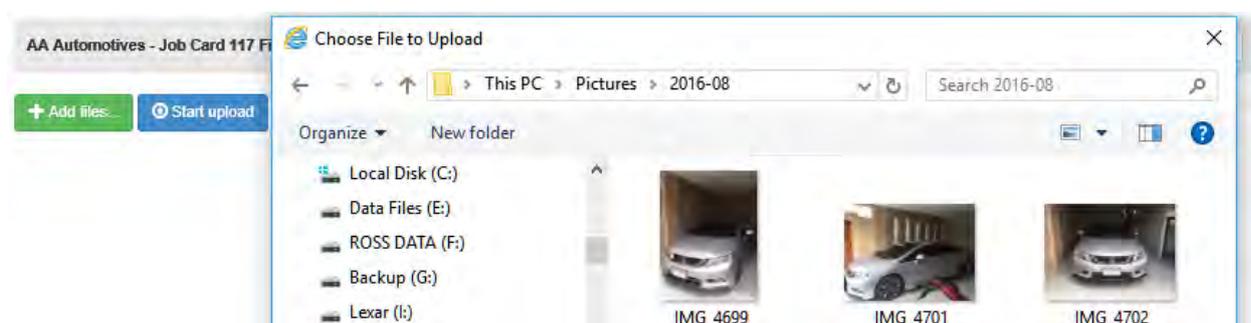
Note: If you still have the file window open from the job card while adding files you must select **Done** and then re-open the window to view the photos and files.

Remote Database: The process is very similar to accessing a local database, with the exception of the user having to create a folder on the remote server to store files, in the case of remote 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.



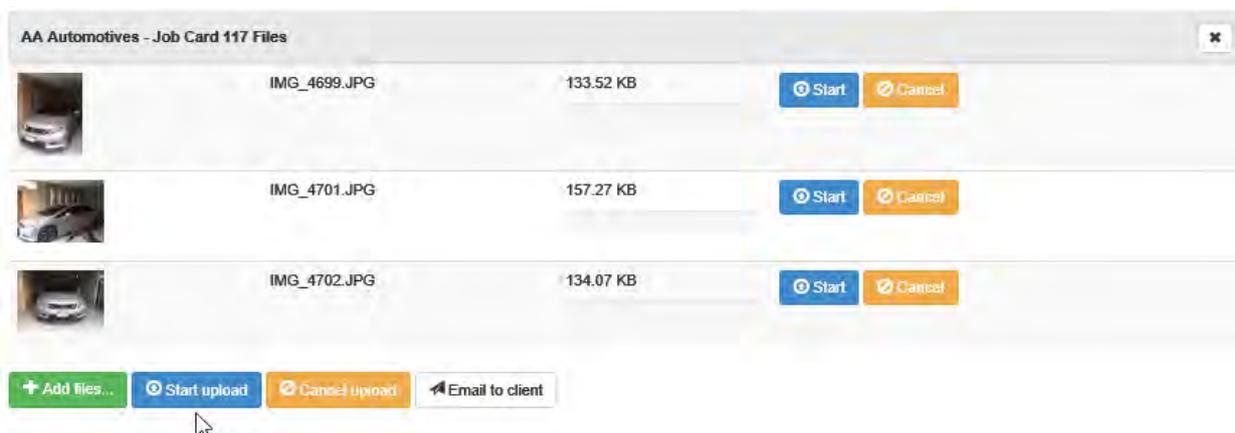
Options Available From Automation Online Photos Upload

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 move 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

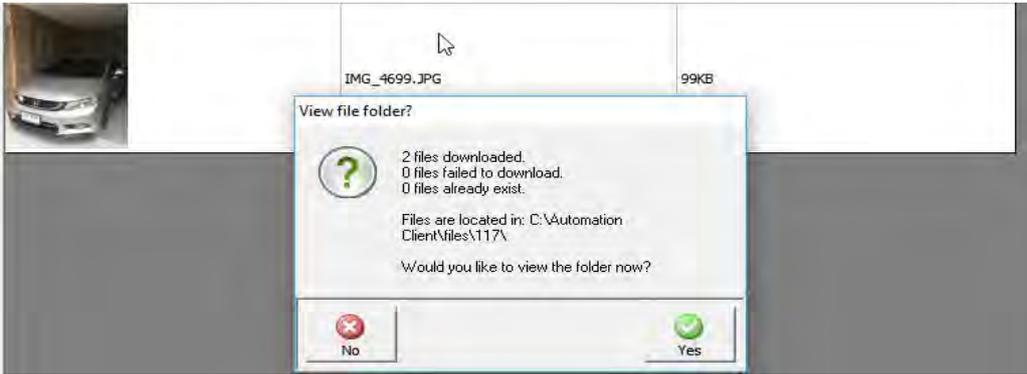
When the files have uploaded you will see a similar screen that has extra options, the ability to select a photo or document for emailing and a delete function against each individual entry. To delete an entry simply select the delete option.



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).

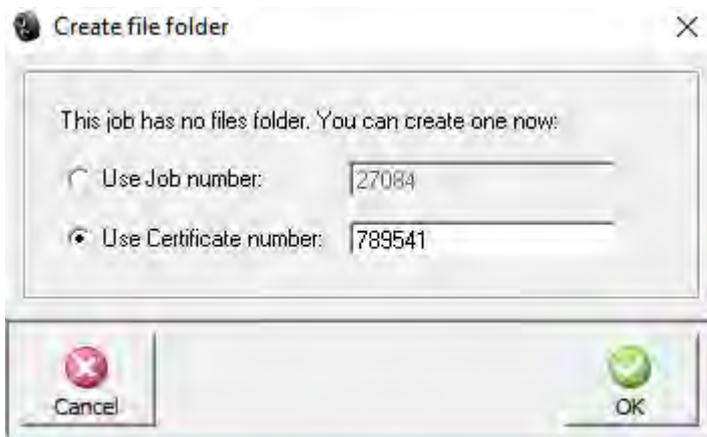
Downloading From Remote Server: Using a remote database allows you to download selected files and store them locally according to job or certificate number. To download a single file or multiples perform the following. Open the job card, click on the files icon (if files are present you will see a red 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

Roadworthy Certificates

Local database: If you wish to record a roadworthy using a certificate number, click on the file option from a new job card, you are presented with an option to save files by job or certificate number, enter the number in the free typing field. The entry will populate the certificate number in the certificate screen.



Entering The Certificate Number

To open the certificate, select the certificate option, the standard check form will be in view displaying the number you entered, during this process you have also created a folder named by certificate number in the C:\Automation Client\Files folder this is where you will need to save photos and files locally.

Remote Database: Open a new job card for the roadworthy you wish to perform, select the files option, from the files form, select certificate the certificate form will display, type the certificate number into the available field and save using OK (F12). You can now reopen the certificate at any time from the job card via the files option.



Certificate Option Is Available From The Files Selection

Note: Once a certificate is created a red exclamation mark is visible on the certificate option, to upload / download photos and files reference the notes according to your server type.

Diary:

Additional Ability to re-order position of jobs on the diary screen by dragging & dropping.

Existing ability to organise jobs is by Client name, Rego No and Job No.