

## Displaying Images Setup and Use

Images can be added to STRATA Master and displayed as required.

They can be attached to user profiles for managers, owners corporations to be displayed in STRATA Master and on the Owner and Executive Portals as well as attached to Repairs & Maintenance jobs recorded and issued from STRATA Master.

### Configure | Users

- To add an image of a manager, a user with the required security setting must place the screen in edit mode and click on Click here to add photo.
- Browse to the location of the saved image, select the image and click save.
- The image will then be displayed in the User profile screen and can be displayed on the Owner and Executive Portal.

File size limits: The photo must be a jpeg, 100px width by 150px height and no greater than 200kb in size.

### Owners Corporation

- To add an image of an Owners Corporation, a user with the required security setting must place the screen in edit mode and click on Click here to add photo.
- Browse to the location of the saved image, select the image and click save.
- The image will then be displayed in the general tab of the Owners Corporation screen and can be displayed on the Owner and Executive Portal.

File size limits: The photo must be a jpeg, maximum 600x800px or 800x600px and no greater than 1,000kb in size.

### Repairs and Maintenance

- Create your Owners Corporation diary entry, with a brief subject and then save it to record an R&M number.
- To add image(s) click on Click here to add photo, and browse to the location of the saved image, select the image and click save.
- For each image saved for the job, you must also record a description.
- When the image(s) are saved in the job, they can then be included in the Quote request, and/or the Work Order request.
- You may choose to attach the image(s) to the job, but not include them in the quote or work order issued to the creditor. This is done on the Quote and/or Work Order tab as appropriate.
- Based on the selection made on screen the image may be displayed on the Quote request, Work Order.
- Where the Repairs & Maintenance is displayed on the Owner and Executive Portal, the images may also be shown.

## Extra Information and Considerations

### Where are the manager images saved

A folder named \\Strata\Documents\ManagerImages is automatically created. When an image is saved for a manager a copy of the image is saved in this folder.

### Where are the Owners Corporation & Repairs and Maintenance images saved

A folder named \\Strata\Documents\ is automatically created. When an image is saved for an Owners Corporation a copy of the image is saved in the plan's folder.

### Backing up images

When completing a backup of STRATA Master the default setting is to include images in the backup. This must also be completed when the document management system is set to fileSMART.

### Portal activation

Select Display managers details on the Customisation tab of the Configuration Tool to show the following details from the User Configuration in STRATA Master:

- Managers name
- Email address
- Image

The image of the Owners Corporation is displayed on both the Portfolio tab on the portals.

02/02/2016 10:42 am AEDT