Imaging Management System

Setup

Table on Contents
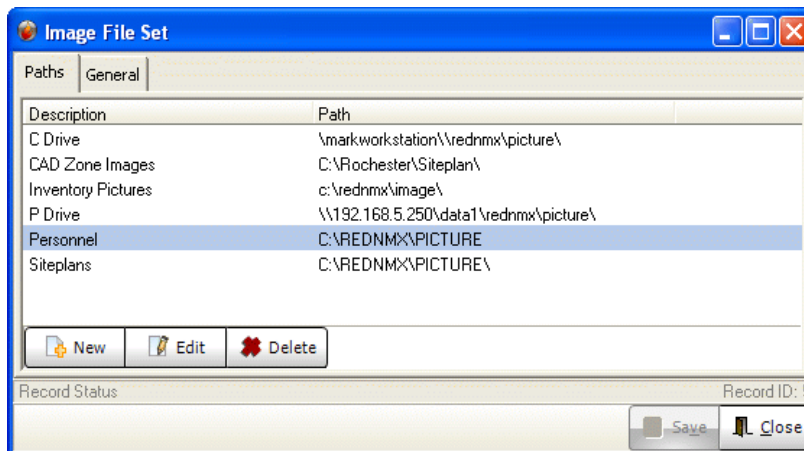
Introduction

Document Imaging Icon

This user manual describes how to setup the Imaging Management System. The Document Imaging Icon is found within the Auxiliary set of modules, in the Miscellaneous section of the tool bar.

The Imaging Management System utilizes Blob fields for image storage. There are two modes of operation.

1.   **Image Loading.** In order to load images into the database, you need access to the storage directory on the computer that contains the image files.

2.   **Image Viewing.** In order to view images, you need the ability to run the RedNMX System.

Initial Imaging System Directory Setup

Access the Imaging System setup module by pressing the down arrow next to the imaging icon. Enter the image paths in the table browse by pressing the **New** button at the bottom of the Image File Set window.
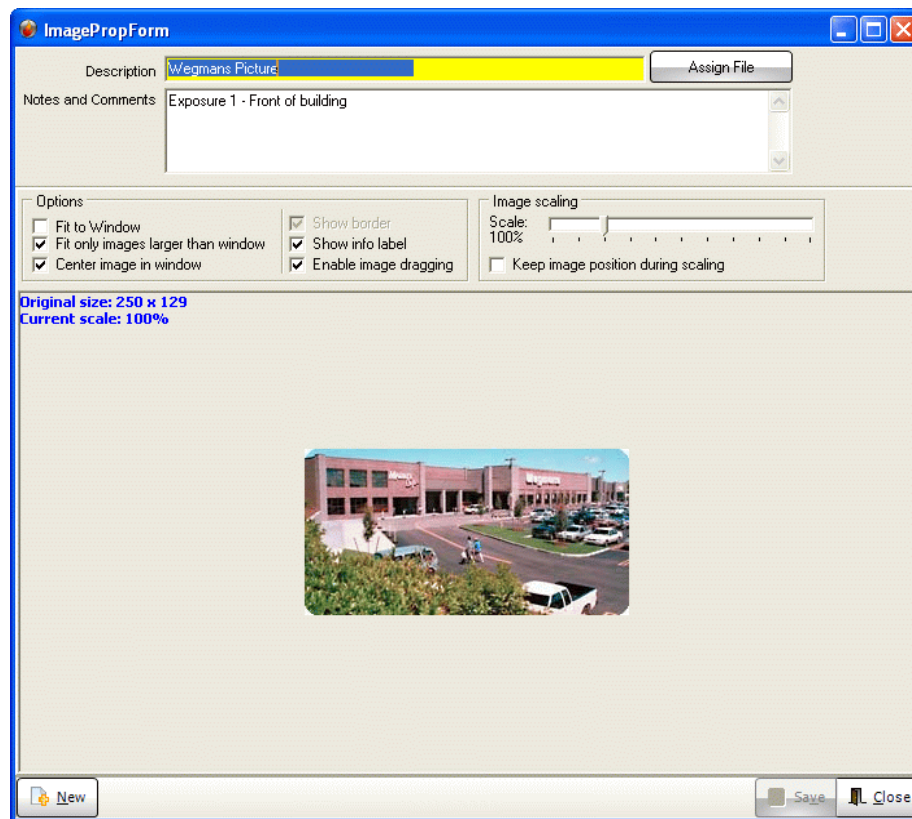

The following fields are entered:

Field Name	Description	Example
Description	Description of the Path.	Inventory Pictures
Path	Path where the images are stored. Include the slashes as illustrated in the example.	c:\rednmx\image\

Once the path or paths for the various images have been created, click on the General tab. Specify the default paths for personnel and address pictures by selecting a path from the drop down list.

Loading Image Files

The imaging system supports JPG files. JPG files are the most efficient file format available and are supported by all image editing software. This example loads a file into the imaging system, which then gets attached to an address as a site plan.

Follow these steps to load an image files:

1. Save the JPG file to the storage directory.

2. Access the image module by pressing the image icon. This brings up a list of the images stored in the database.

3. Press the **New** button. This brings up the Image File screen.

4. Enter a description in the field.

5. Select the path where the JPG file is currently stored.

6. Press the **Select File** button. This will bring up the file dialog box where the JPG file is stored. Select the file to load into the database.

7. Enter the Primary Table. This field determines where the image is going to be used.

8. Enter a brief narrative to better describe the image for use in the site plan or incident reporting system.

9. Save the file. Exit the Document Imaging module.

10. From within the Property Module, access the address to which you want to attach a site plan. Edit the address.

11. Select the **Siteplans** tab. Press the **New** button.

12. Enter A description of the image.

13. Click **Assign File,** select the desired image from the list, click **Open**.

14. Type in any Notes and Comments desired.

15. Click Save.

16. Repeat steps for additional images for this property or other properties.