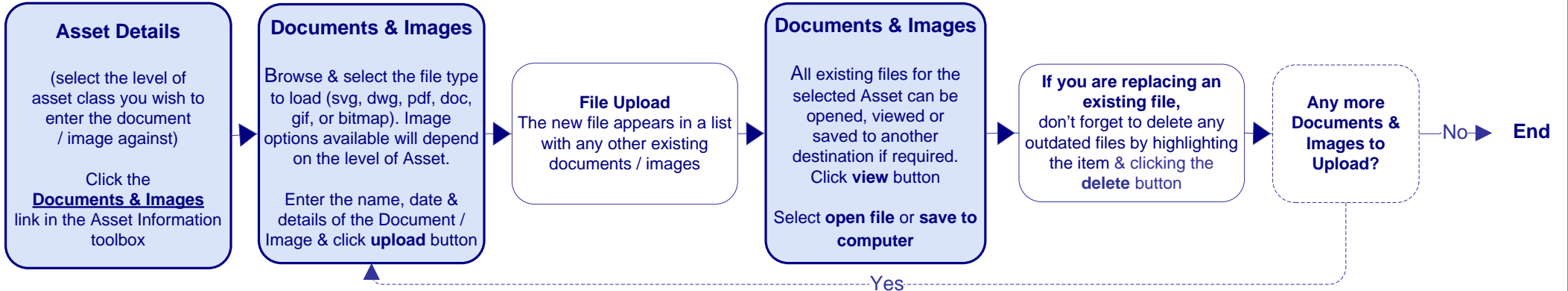


Documents & Images

Start



Tips

Any helpful, up-to-date Documents & Images which support Strategic Management of that Asset can be loaded.

Check any file size limitations of documents & images, before loading.
 Documents < 10MB
 Logos <= 100pixels

Tips

Print or Save multiple documents using Print/Save multiple documents for a site.

Select files to be printed/saved from the left list and place them in the To Print/Save list using the > & >> arrows.
 Remove items from the Print/Save list using the < & << arrows.

Click print or save when ready.

Tips

When loading an Image such as the Site's logo, every related Asset Detail page will be customised with that logo. Ensure the image is within the suggested size of <=100 pixels, so that the image fits within in the port]e[co toolbox

Tips

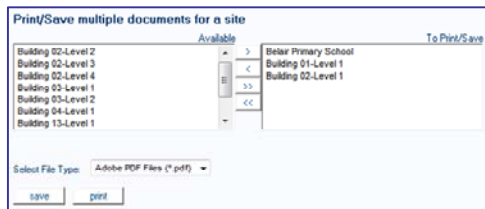
Upload Plans at the correct level in the Asset Hierarchy. Load Site Plans (at the Site level) & Load Building Plans (at the corresponding Floor level).

As the Plan Name appears in drop down lists, **name all plans carefully for easy identification.**

All plans are listed from the Site level
Site plans and all Level plans are listed from the Building level
Site plans and the current level plans are listed at the Floor level



Upload an Official Site Image

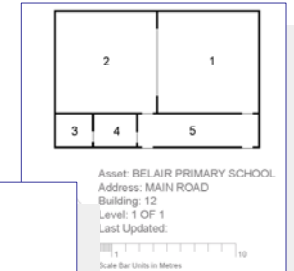


Print/Save multiple documents

Upload a Site's Logo



Upload a Floor Level Plan



Upload a Site Plan

