Documents & Images

File Upload

The new file appears in a list

with any other existing

documents / images

Start

Asset Details

(select the level of asset class you wish to enter the document / image against)

Click the

<u>Documents & Images</u>

link in the Asset Information
toolbox

Documents & Images

Browse & select the file type to load (svg, dwg, pdf, doc, gif, or bitmap). Image options available will depend on the level of Asset.

Enter the name, date & details of the Document / Image & click **upload** button

Documents & Images

All existing files for the selected Asset can be opened, viewed or saved to another destination if required.

Click view button

Select open file or save to computer

·Yes-

If you are replacing an existing file,

don't forget to delete any outdated files by highlighting the item & clicking the delete button

Any more Documents & Images to Upload?

No**→ End**

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



Upload an Official Site Image

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.



Print/Save multiple documents

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

Upload a Site's Logo



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 a Site Plan



Upload a Floor Level Plan

2 1
3 4 5
Assat: BELAIR PRIMARY SCHOOL Address: MAIN ROAD

Address: MAIN ROAD
Building: 12
Level: 1 OF 1
Last Updated: