

EnergyImage User Guide - Introduction

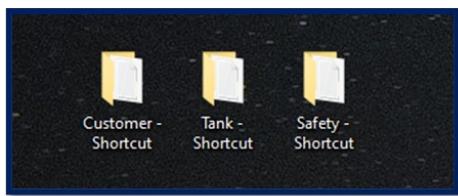
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EnergyImage allows for the ability to attach various photo types (.jpg, .tif, .png, .bmp, PDF, etc.) to customer accounts in Energy Force. To attach PDF images, Adobe Reader must be installed on the computer. File names for images and PDFs cannot exceed 56 characters and file names must be unique to avoid overwriting files.

Examples of images that are beneficial to attach to customer accounts in Energy Force consist of tank installations, tank repairs, safety documentation, and signed contracts. There is no limit to the number of images that can be attached to a single account.

During the installation phase of EnergyImage, identify the image types (tanks, contracts, safety information) that will be attached to customer accounts. An Energy Force representative will create folder shortcuts on the computer's desktop to easily transfer images to each folder type. Either select and drag images to the folders, copy and paste, or scan directly to the folder location.



When an image is attached to a customer account in Energy Force, the original image is moved to a linked folder. Moving the image to the linked folder allows for two functions:

1. Removes attached images out of the folders, thus making it easier to find and attach new images.
2. Once moved to the linked folder, EnergyImage will allow the option to **Choose from Existing** to attach an image to more than one account.

Example: If there is a standard document sent to the customer base, only to place it in the image folder once, then attach it to a customer account. Once attached to the first account, select **Choose from Existing** to attach to any other customer as applicable.