

EnergyImage - Attach New Images to Customer Account

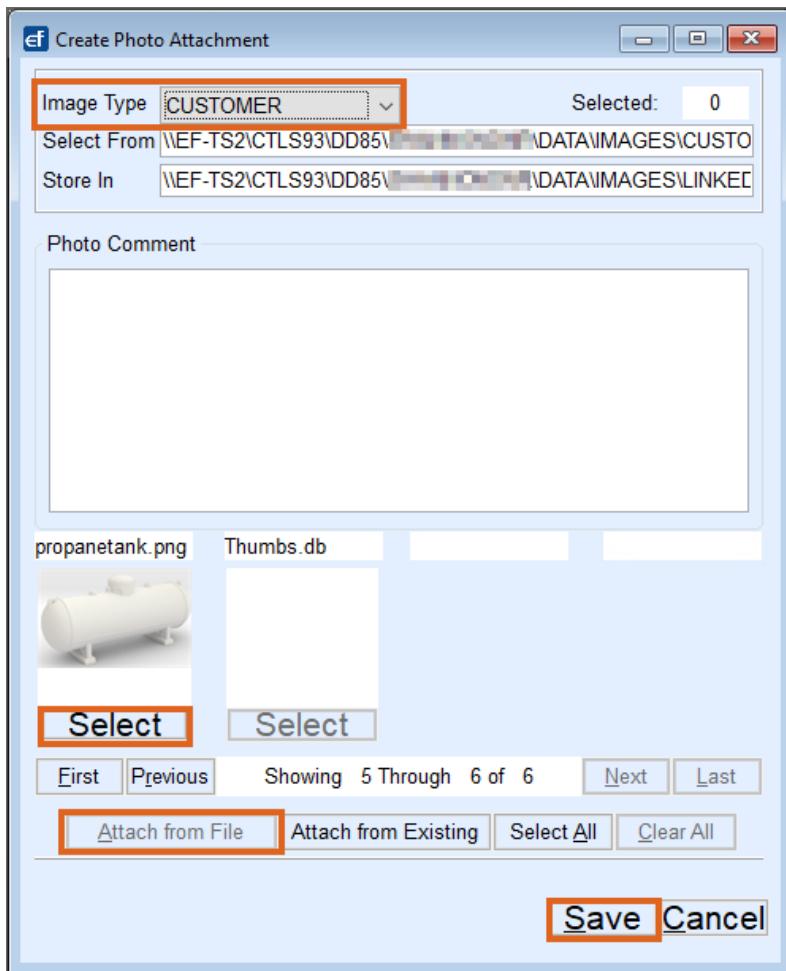
Last Modified on 12/29/2025 3:45 pm EST

1. Navigate to the *Customer Maintenance* screen.
2. Select the customer account.
3. Select **Energy-Image**.

The screenshot shows the Customer Maintenance screen with the following details:

- Customer List:** A table showing customer information with columns: Div, Customer Number, Name, Address, and Phone. One row is selected for customer 100007.
- Budget Information Tab:** Active. It includes:
 - Credit Limit: \$0.00
 - Status: Active
 - Current Balance: \$205.92
 - 30 Day Balance: \$0.00
 - 60 Day Balance: \$0.00
 - 90 Day Balance: \$19,340.37
 - Total Balance: \$19,546.29
 - Call In History and Alt Cust Credits sections.
 - Last Payment Date: 09/05/24
 - Last Payment Amount: \$300.00
 - Last Statement Balance: \$10,488.64
 - Last Statement Date: 07/31/18
 - Bill To: 100007
 - COD section.
 - Automatic Payment Type, Tax Exemptions, User Defined, Tank Address, and Tank Prices buttons.
 - Service Orders, Proposals, Invoices, and Service Locations buttons.
- Right Sidebar:** A list of options with the "Energy-Image" option highlighted in an orange box.

4. Select **Create**. If this is the first time adding an image the *Create Photo Attachment* screen automatically will appear, then select the *Image Type* from the drop-down.



- The *Image Type* is typically named the same as the shortcut folders described [here](#).

5. Select **Attach from File** to attach an image.
6. Images (thumbnails) will appear. Select **Next/Last** or **First/Previous** to review the images.
7. Choose **Select** under the image to be attached. Multiple images can be attached by choosing **Select** under each desired image.
8. Select **Save** when image selection is finished. This will return to the *EnergyImage* screen.
9. Select **Modify** to rename the *Photo Title* and add a *Photo Comment*.

ef Modify Photo Attachment

Photo ID	19	Object Type	CUSTOMER
Sequence#	10	Object ID	100007
		Attached By	LAURA.BEJ
		12/29/2025	14:41:16

Photo Information

Photo Title: CUSTOMER 100007

Photo Type: CUSTOMER

Location Where Picture was Taken:

Photo Comment:

Comment:

Save **Cancel**

10. Enlarge the photo for review, Print, or Delete the photo.

- o If **Delete** is selected, a prompt will appear asking if the image should be moved back to its original folder, allowing it to be reattached to another account.

