

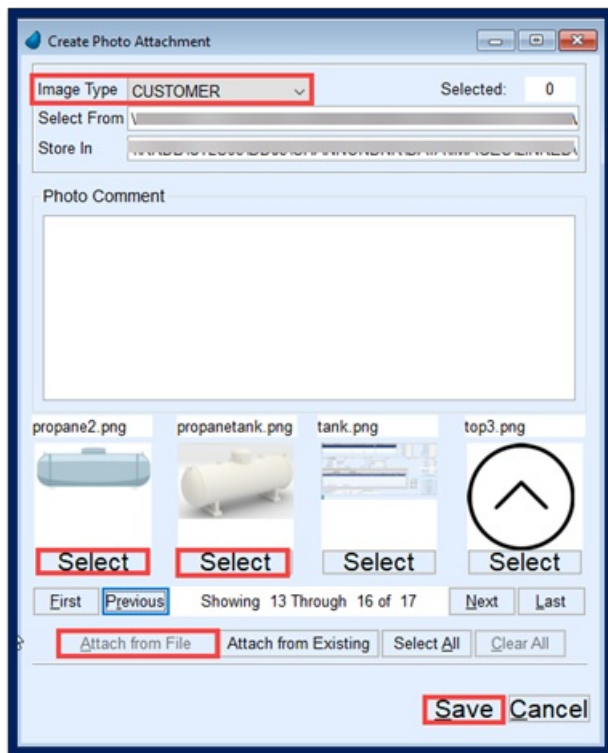
EnergyImage - Attach New Images to Customer Account

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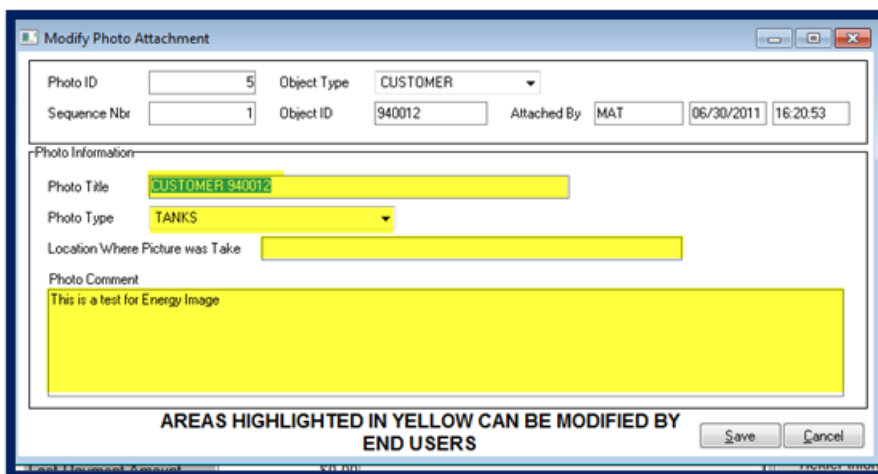
1. Navigate to the *Customer Maintenance* screen.
2. Select the customer account.
3. Select **Energy-Image**.

The screenshot shows the EnergyImage Customer Maintenance interface. At the top, there is a table with columns: Div, Customer Number, Bill To Name, Address, and Phone. Below this, there are tabs for Accounts Receivable, Address & Information, Budget Information, and Landlord Tank Rent. The main area contains various fields for account details, including Credit Limit, Current Balance, 30 Day Balance, 60 Day Balance, 90 Day Balance, Total Balance, Call In History, Last Payment Date, Last Payment Amount, Last Statement Balance, Last Statement Date, Alternate ID #, Status, Date, Inactive Reason Code, Turned Over To Collection, Number Of Tanks, Total Balance all Accts, Sales YTD All Tanks, Gallons Used YTD All Tanks, and Safety Info Received Date. On the right side, there is a vertical menu with options: Tank Info, Credit Information, Appliances, Contract Gas, History Inquiry, Purged Inquiry, Tank Readings, Efficiency, Payment Arrangement, Tickler Information, Meter/RTM Information, Print Information, Print Label, Work Orders, and Energy-Image. The Energy-Image option is highlighted with a red 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*.



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

