

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 displays the 'Customer Maintenance' screen in EnergyImage. At the top, a table lists customer accounts. Below this, the 'Accounts Receivable' tab is active, showing financial data for customer ADAMS, ANSEL (100007). The 'Credit Limit' is \$0.00, and the 'Status' is 'Active'. Financial summary shows a 'Total Balance' of \$19,546.29. A 'Call In History' section shows the last payment on 09/05/24 for \$300.00. A right-hand sidebar contains various links, with 'Energy-Image' highlighted in orange. At the bottom, there are buttons for 'Automatic Payment Type', 'Tax Exemptions', 'User Defined', 'Tank Address', 'Tank Prices', 'Service Orders', 'Proposals', 'Invoices', and 'Service Locations'.

Div	Customer Number	Name	Address	Phone
1	100007	ADAMS, ANSEL	345 PRODUCTION DRIVE	(317) 999-4444
1	100006	ALLISON, JENNY	8855 SHOWME DRIVE	(800) 783-6560
1	10088	BILLINGSLEY, PETER	123 SOUTHPORT ROAD	(317) 555-1212
1	100005	BROCK, MICHAEL	123 ANYWHERE ST	(317) 555-1212
2	444	DO, SHANNON	88 FREEWAY LANE	(317) 555-1212
1	10089	DOE, JANE	123 MAIN STREET	(231) 723-5555

☐ Include Inactive Customers

Accounts Receivable | Address & Information | Budget Information | Landlord Tank Rent

Credit Limit: \$0.00 | Status: Active | Date: 00/00/00

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 | Alt Cust Credits

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

Automatic Payment Type | Tax Exemptions | User Defined | Tank Address | Tank Prices

Service Orders | Proposals | Invoices | Service Locations

Tank Info | Safety Form | Appliances | Contract Gas | History Inquiry | Purged Inquiry | Tank Readings | Efficiency | Payment Arrangement | Tickler Information | Meter/RTM Information | Payment Methods | Print Label | Work Orders | **Energy-Image**

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.

ef Create Photo Attachment

Image Type: CUSTOMER Selected: 0

Select From: \\EF-TS2\CTLS93\DD85\... \DATA\IMAGES\CUSTO

Store In: \\EF-TS2\CTLS93\DD85\... \DATA\IMAGES\LINKED

Photo Comment

propanetank.png Thumbs.db

Select Select

First Previous Showing 5 Through 6 of 6 Next Last

Attach from File Attach from Existing Select All Clear All

Save Cancel

- 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 Take

Photo Comment

Comment

Save Cancel

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.

Confirmation Prompt

?

The Link to the photo that was just deleted was the last Link,
Would you like to move the photo back to the selectable
directory?

Yes No