

PartsWatch How To Include Images on an Invoice Document Version R1.2

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PROCESS TO ADD IMAGES TO AN INVOICE

In order to print any picture on an invoice, the picture.jpg file must exist in the application's CustomAssets folder on the PC.

The picture.jpg file must exist in the application's Overlay IC folder on every PC that prints invoices.

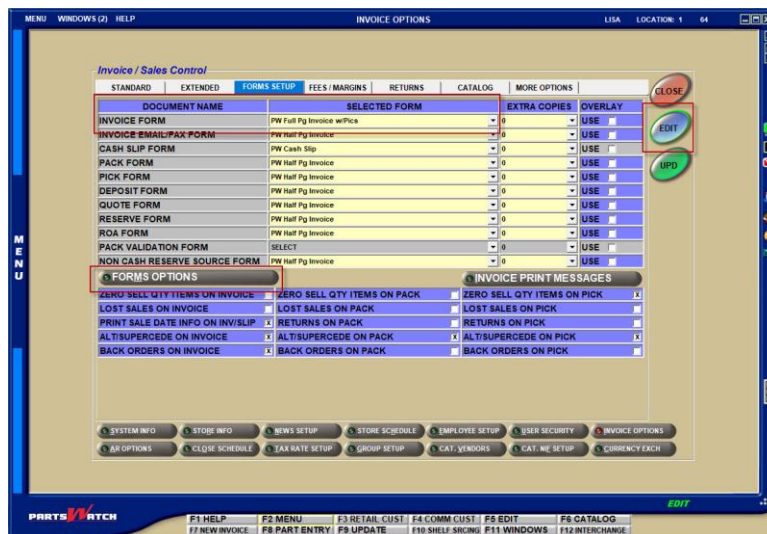
Below is the standard location on the desktop where the PartsWatch installer creates the subfolder called CustomAssets. You can add any number of picture.jpg files in this subfolder, but only five pictures can be accessed from the PartsWatch application at any one time.

Note: There might be many other files in the subfolder.

C:\ProgramData\PartsWatch\CustomAssets

Next, on the Controls, Store, Invoice Options, INVOICE OPTIONS screen, navigate to the FORMS SETUP tab by clicking the tab at the top of the screen.

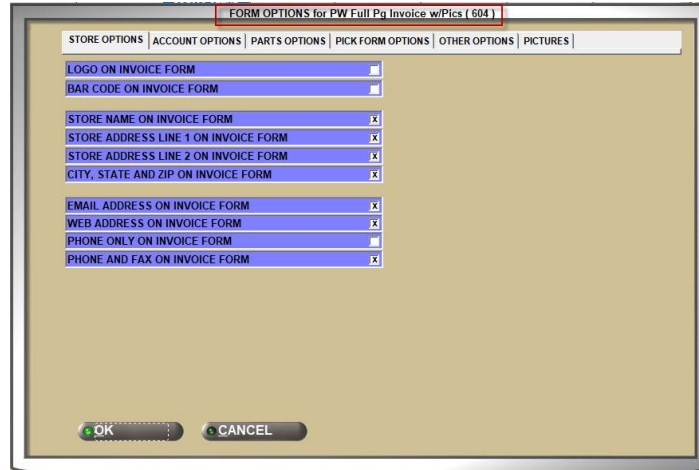
Select the form named "PW Full Pg Invoice w/Pics" from the INVOICE FORM drop-down.



Note: You will need to click the EDIT button on the right side of the screen to make changes to the INVOICE FORM drop-down.

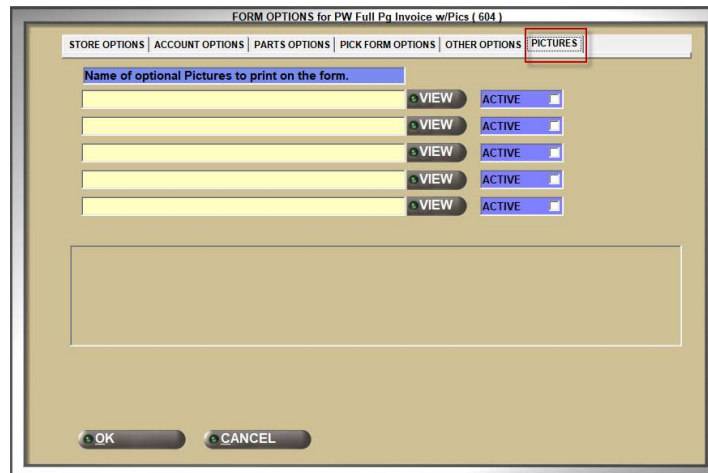
Click the FORMS OPTIONS button.

When the pop-up opens, double-check the pop-up's title bar, it should read: "FORM OPTIONS for PW Full Pg Invoice w/Pics (604)". Below is an example of the just opened pop-up.



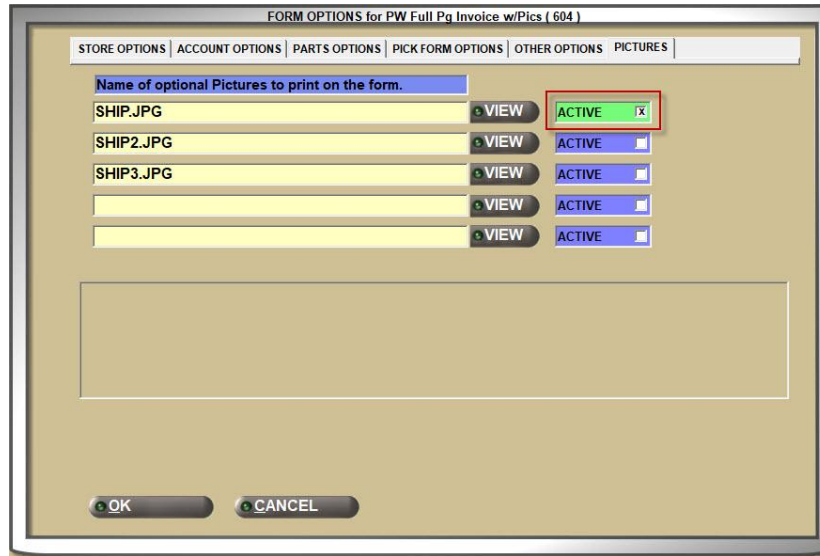
If the title bar reads the proper form, you are ready to add images to an invoice.

There are several tabs that change the settings on the selected form. Click the PICTURES tab.



You can enter up to five image filenames of those that you had put into the application's overlay folder. Each filename you enter must contain the .JPG file type at the end of the filename.

The image filenames entered must exactly match the image filename in the application's Overlay folder, PartsWatch does not perform any validation of the image filenames entered.



All of the image filenames have a VIEW button next to them. Clicking the VIEW button will display the image preview in the box below the five rows, and can be used to validate that the filename entered matches the filename in the application’s Overlay folder.

If the file does not exist in the application’s Overlays folder, or the filename was entered incorrectly, nothing will display. Once clicked, the VIEW button toggles into a HIDE button.

This is helpful to check to see if the image is the desired image for printing on the invoice. See an example below of a previewed image; and how it would appear on a printed invoice.



The image, consisting of the ship and a white background, is left justified at the top of the preview box. This shows what position and size the image will print at the bottom of the invoice. To change the image’s orientation, use graphical editing software to edit the size and composition of the image. More white space was added to the image below to force the image to be centered.

There is no “one size fits all” for the size of the image, so some experimentation is needed to get the image in the right position and sizing. When the image takes up the entire box in the application, the

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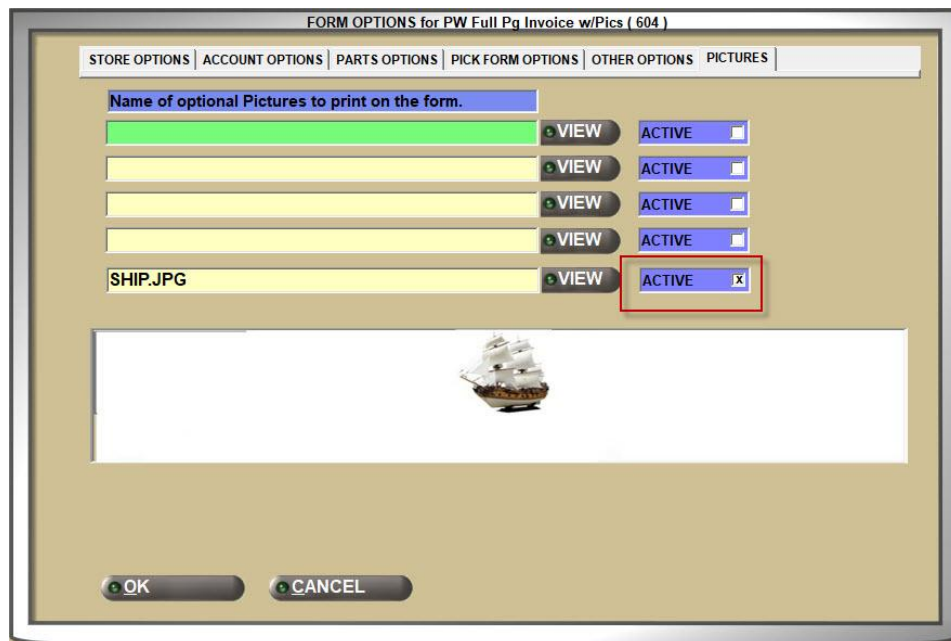
image will print on the invoice with the dimensions 7 IN x 1.25 IN. These are the largest dimensions your image can have.



When you click the HIDE button, the image preview that was displaying in the box below the five rows disappears, and the HIDE button toggles back into a VIEW button.

All of the image filenames also have an ACTIVE checkbox next to them. To include one of the five images on an invoice, check the ACTIVE checkbox in that image's row.

When the ACTIVE checkbox is checked, that image will print on all invoices printed in the store.




Note: When one image's ACTIVE checkbox is checked, all other ACTIVE checkboxes will automatically be unchecked. Only one image can be ACTIVE at a time.

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PWS PartsWatch

See the example below of a printed invoice that had the ACTIVE checkbox checked on an image that is in the application's overlay folder.

	
	PARTS 10.00
	CORE 0.00
	FREIGHT 0.00
	LABOR 0.00
	FEES 0.00
	TAX 0.65
	TOTAL 10.65
PW Form 604	CHARGE

To stop printing that image on all invoices printed in the store, uncheck the ACTIVE checkbox for that image, and it will no longer print on the invoices in the store. The other store PC desktops may have to Clear Cache or log out and log back in first.

To save the changes made in the FORMS OPTIONS pop-up, click OK. TO discard the changes made in the FORMS OPTIONS pop-up, click CANCEL.

Once returned to the INVOICE OPTIONS screen, click UPD to save any changes made to the screen, including the changes made in the FORMS OPTIONS pop-up.