
PartsWatch How To Include Images on an Invoice Document Version R1.0

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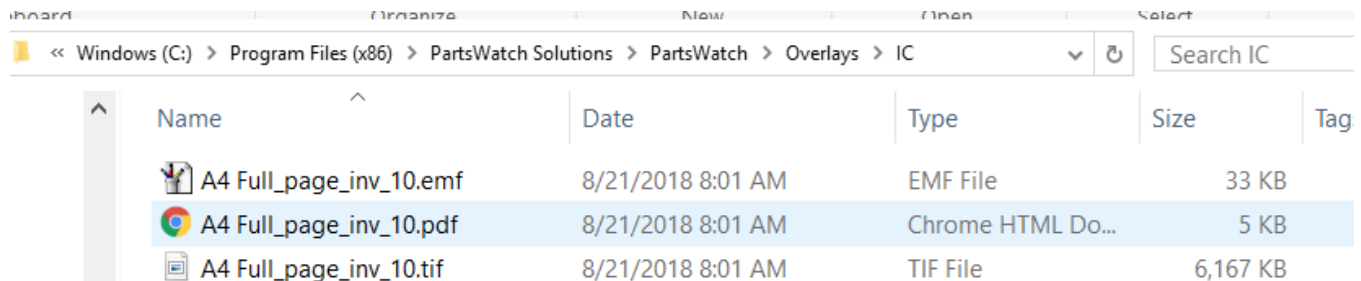
PROCESS TO ADD IMAGES TO AN INVOICE

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

Note: 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 of where PartsWatch is installed and where the subfolder called IC is located. 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.



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.

How to Include Images on an Invoice

PWS PartsWatch

Invoice / Sales Control

DOCUMENT NAME	SELECTED FORM	EXTRA COPIES	OVERLAY
INVOICE FORM	PW Full Pg Invoice w/Pics	0	USE ☐
INVOICE EMAIL/FAX FORM	PW Half Pg Invoice	0	USE ☐
CASH SLIP FORM	PW Cash Slip	0	USE ☐
PACK FORM	PW Half Pg Invoice	0	USE ☐
PICK FORM	PW Half Pg Invoice	0	USE ☐
DEPOSIT FORM	PW Half Pg Invoice	0	USE ☐
QUOTE FORM	PW Half Pg Invoice	0	USE ☐
RESERVE FORM	PW Half Pg Invoice	0	USE ☐
ROA FORM	PW Half Pg Invoice	0	USE ☐
PACK VALIDATION FORM	SELECT	0	USE ☐
NON CASH RESERVE SOURCE FORM	PW Half Pg Invoice	0	USE ☐

FORMS OPTIONS

INVOICE PRINT MESSAGES	
ZERO SELL QTY ITEMS ON INVOICE ☐	ZERO SELL QTY ITEMS ON PICK ☒
LOST SALES ON INVOICE ☐	LOST SALES ON PICK ☐
PRINT SALE DATE INFO ON INV/SLIP ☒	RETURNS ON PICK ☐
ALT/SUPERCEDE ON INVOICE ☒	ALT/SUPERCEDE ON PICK ☒
BACK ORDERS ON INVOICE ☒	BACK ORDERS ON PICK ☐

Buttons: SYSTEM INFO, STORE INFO, NEWS SETUP, STORE SCHEDULE, EMPLOYEE SETUP, USER SECURITY, INVOICE OPTIONS, AR OPTIONS, CLOSE SCHEDULE, TAX RATE SETUP, GROUP SETUP, CAT. VENDORS, CAT. NIF SETUP, CURRENCY EXCH

Footer: F1 HELP, F2 MENU, F3 RETAIL CUST, F4 COMM CUST, F5 EDIT, F6 CATALOG, F7 NEW INVOICE, F8 PART ENTRY, F9 UPDATE, F10 SHELF SRCING, F11 WINDOWS, F12 INTERCHANGE

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.

FORM OPTIONS for PW Full Pg Invoice w/Pics (604)

STORE OPTIONS | ACCOUNT OPTIONS | PARTS OPTIONS | PICK FORM OPTIONS | OTHER OPTIONS | PICTURES

LOGO ON INVOICE FORM	☐
BAR CODE ON INVOICE FORM	☐
STORE NAME ON INVOICE FORM	☒
STORE ADDRESS LINE 1 ON INVOICE FORM	☒
STORE ADDRESS LINE 2 ON INVOICE FORM	☒
CITY, STATE AND ZIP ON INVOICE FORM	☒
EMAIL ADDRESS ON INVOICE FORM	☒
WEB ADDRESS ON INVOICE FORM	☒
PHONE ONLY ON INVOICE FORM	☐
PHONE AND FAX ON INVOICE FORM	☒

Buttons: OK, CANCEL

How to Include Images on an Invoice

PWS PartsWatch

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.

FORM OPTIONS for PW Full Pg Invoice w/Pics (604)

STORE OPTIONS | ACCOUNT OPTIONS | PARTS OPTIONS | PICK FORM OPTIONS | OTHER OPTIONS | **PICTURES**

Name of optional Pictures to print on the form.

	VIEW	ACTIVE ☐
	VIEW	ACTIVE ☐
	VIEW	ACTIVE ☐
	VIEW	ACTIVE ☐
	VIEW	ACTIVE ☐

OK CANCEL

Begin to enter up to five image filenames of those that you had put into the application's overlay folder.

Note: These image filenames need to be manually typed in, and must contain the .JPG file type at the end of the filename.

Note: 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.

How to Include Images on an Invoice

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FORM OPTIONS for PW Full Pg Invoice w/Pics (604)		
STORE OPTIONS ACCOUNT OPTIONS PARTS OPTIONS PICK FORM OPTIONS OTHER OPTIONS PICTURES		
Name of optional Pictures to print on the form.		
SHIP.JPG	VIEW	ACTIVE ☒
SHIP2.JPG	VIEW	ACTIVE ☐
SHIP3.JPG	VIEW	ACTIVE ☐
	VIEW	ACTIVE ☐
	VIEW	ACTIVE ☐

OK CANCEL

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 is typed in incorrectly in the field in PartsWatch, nothing will display. Once clicked, the VIEW button turns the just clicked VIEW button 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.

How to Include Images on an Invoice

PWS PartsWatch



Note: 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.

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



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When the HIDE button is clicked, 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.

FORM OPTIONS for PW Full Pg Invoice w/Pics (604)					
STORE OPTIONS	ACCOUNT OPTIONS	PARTS OPTIONS	PICK FORM OPTIONS	OTHER OPTIONS	PICTURES
Name of optional Pictures to print on the form.					
	VIEW	ACTIVE			
	VIEW	ACTIVE			
	VIEW	ACTIVE			
	VIEW	ACTIVE			
SHIP.JPG	VIEW	ACTIVE x			

OK CANCEL

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

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.

How to Include Images on an Invoice

PWS PartsWatch

									
								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 no longer print 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.

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.