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Optimize Fleet Productivity

Adding Inventory Pictures (JPEGs) to CFAWin

CFAWin allows you to store JPEG files and view them within the Inventory Table Screen
- The * located after CFAWin* refers to the version of CFA being used.
- Any document that can be scanned or saved as a .jpg file can be saved for viewing in CFAWin (i.e. bills of sale, auction documents, accident reports, diagrams, etc.)

I. Add Inventory Pictures into CFAWin*:
 1. *Exit out of CFAWin**
 2. *Copy the .jpg file(s)*
     i. Select the .jpg file(s)
     ii. Right-click -> Copy
 3. *Navigate to the PICTURE folder*
     i. The folder location is specified on the JPEGs tab in the Inventory Table
 4. *Paste the .jpg file(s)*
     i. Right-click in the PICTURE folder -> Paste
 5. *Rename the file(s) using the following convention:*

     INV_###_FileDescription.jpg

     If you have different pictures for the same item located in different stockrooms use the following convention:

     INV_###_SS_FileDescription.jpg

     ❖ INV = Denotes inventory
     ❖ ### = Part number as listed in inventory table
     ❖ SS = Stockroom location
     ❖ FileDescription = Additional user-defined description (not required)

     Example: INV_10w30_01_Oil1quart.jpg

II. View Inventory Pictures in CFAWin*:
 1. *Start CFAWin**
 2. *Access the Inventory Table screen*
 3. *Select the Inventory record with newly added .jpg*
     i. Select the JPEGs tab at the bottom of the screen
     ii. Select the .jpg file name in the lower left-hand window to view the picture in the right-hand window if more than one picture saved