

Adding Images, Documents, Photos, or Clipboard Contents



You can add any of these 4 graphic objects to “Images” in Agreements, Customers, Inspections, and Locations. In many cases a picture is worth a 1000 words! Store contracts, letters, inspection photos, and more. Wow!

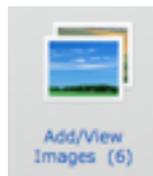
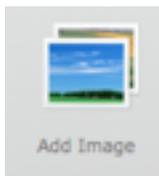
Image Types Supported

PestaRoo supports several major image formats:

- 1) Any graphic object you can copy to your computer’s clipboard
- 2) Photos
- 3) Screen shots
- 4) Actual files of nearly any type, for example, Word docs or spreadsheets.

Destinations

Agency Info, Agent Info, Agreement Info, Customer Info, Equipment Info, Inspection Info, and Location Info, Product Info, ScanSet Info, Staff Info, Supplier Info, Vehicle Info all include a button to give you access to an Images portal. If you have no images stored so far, the button will look like the one on the left.

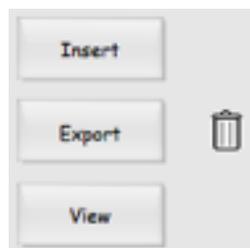


If you have one or more images already stored, the button graphic will look like the one on the right.

Clicking on one of these buttons will put you into a New Window portal where you can work with images.

Files and Docs

It is important to understand the difference between files or docs and clipboard contents. These two things are handled differently by PestaRoo. Files and Docs will actually pre-exist on your desktop or in a folder, and are represented by an icon. Excel files, Word Docs, “Letter to Mom”, Photos, and Photoshop files are all examples of Files and Docs. By the way, “Files” and “Docs” are merely two different names for the exact same thing. The important detail is that Files and Docs exist somewhere on your computer and are represented by an icon. Any of these (almost) can be “inserted” into your PestaRoo images.



To bring in a file or doc, click “Insert” in the portal slot where you want the file to land. This will take you to an open dialog box where you can select the file or doc you want. Once you find it, and then click “open”, the file is copied into PestaRoo. When complete, you will see the icon and name in the **image** field. So, how can you get it back out? Use the “Export” button. As it comes back out, it will land on your desktop. Can you open it from within PestaRoo? Normally no. But, by exporting it to, say, your

desktop, you can then open it, make changes, and then put it back in PestaRoo, perhaps in the same record (slot) or perhaps in a new record if you want to keep multiple copies.

Clipboard Contents

Clipboard Contents are not files. It is merely what is in your clipboard after you select something in a piece of software and then copy it. Whatever you copied is in your clipboard in one of several formats. PestaRoo's Image fields accept most of these clipboard formats by directly allowing pasting into the **image** field. Here are the steps:

- Copy whatever you want in using the program of your choice.
- Go to the image portal record you want (ex. Customers) and click into the first available **image** field.
- Paste.

Now you have the image in place where you can access it anytime.

Viewing and Printing

Images that you have pasted into the image portal can be Viewed or Printed, with the buttons of the same name.

Examples

Here are some examples of how you might want to use this image feature:

- You could copy a map of trap placements from any common drawing program, and then paste that image or map into the Agreement or Location. This would allow you to print it at any time (say, before a new trap checking session)
- Your legal Agreement Contract for a pest control service may be written in Word. You could insert that document directly into the customer record for permanent storage with easy retrieval. Note that a copy of the document is ac-

tually stored within PestaRoo, so if the original is lost, PestaRoo's copy will always be intact.

- Spreadsheets of projected costs to a prospective customer.
- Letters to customers.
- Letters from customers or suppliers. (After converting to pdf format via a scanner)
- Photos of termite damage at a house you inspected.
- Photos of a customer or property
- Maps to difficult locations, or confusing apartment arrangements.

Remote Access

Since your images are actually stored inside PestaRoo, you can remotely access ANY of your images from anywhere, say, at home, or while on a business trip.

Using PestaRoo to store all your images is a very powerful way to boost the efficiency of your operation.