Add Photos, Attachments, Purchase Orders and Waste Profiles to Accounts

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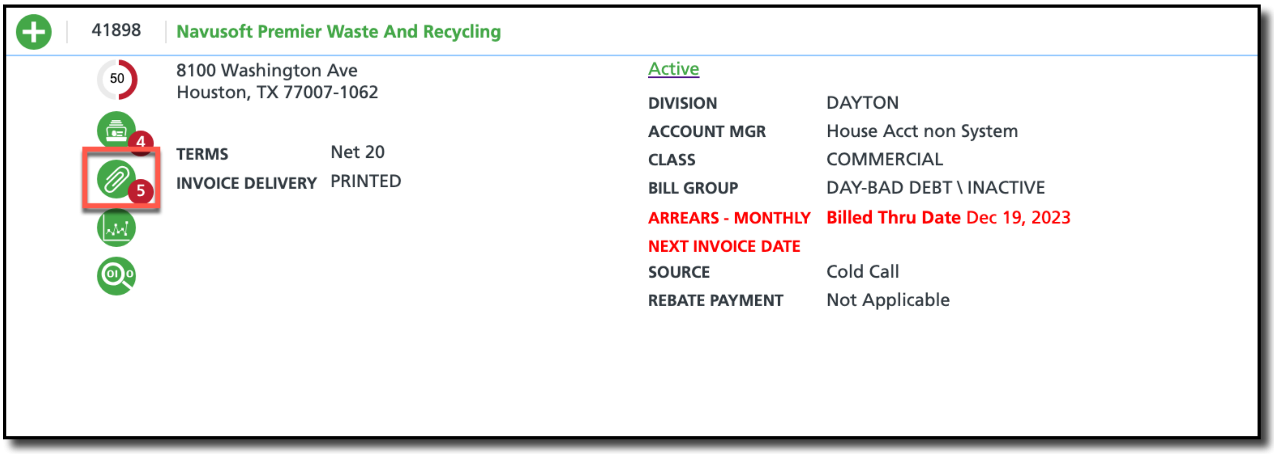
Pathway: *Accounts > Search > Accounts*

From the Accounts screen, use the attachments icon to add photos, attachments, purchase orders, and waste profiles. Items added here are linked at the account level and can be accessed from any site view.



Permissions

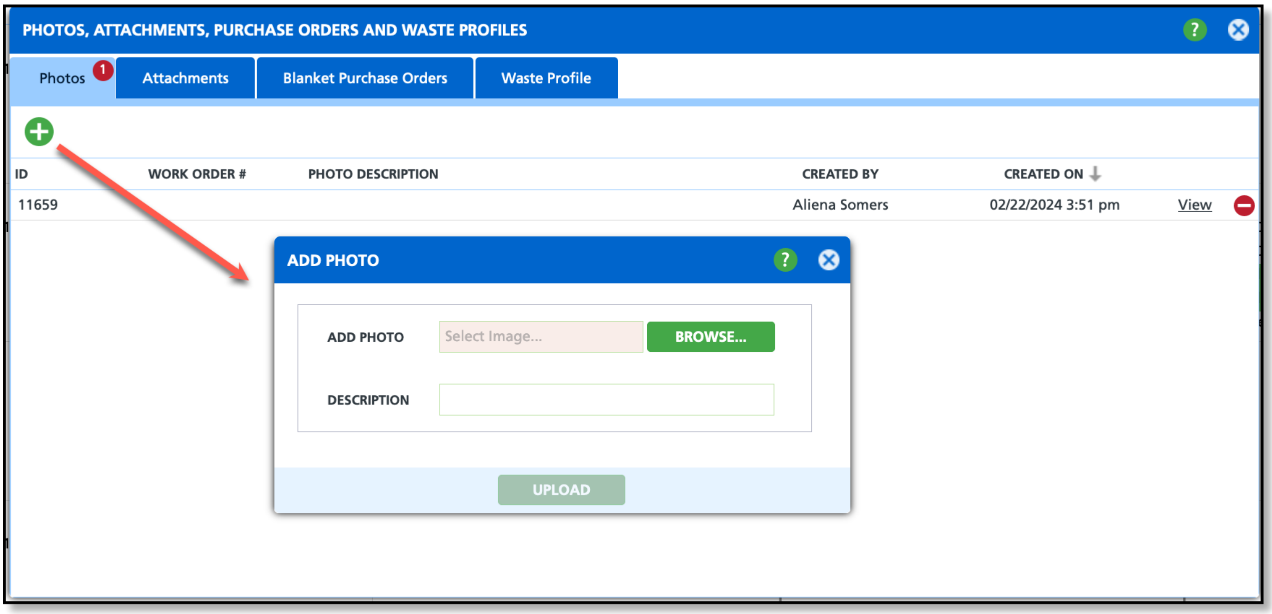
The following permissions are necessary to access and use the Photos, Attachments, Purchase Orders and Waste Profiles screen:

Permission ID	Permission Name
5	View Account
6	View Site

Add Photo

Add a photo to a site, and review photos attached to a work order in the photos tab.

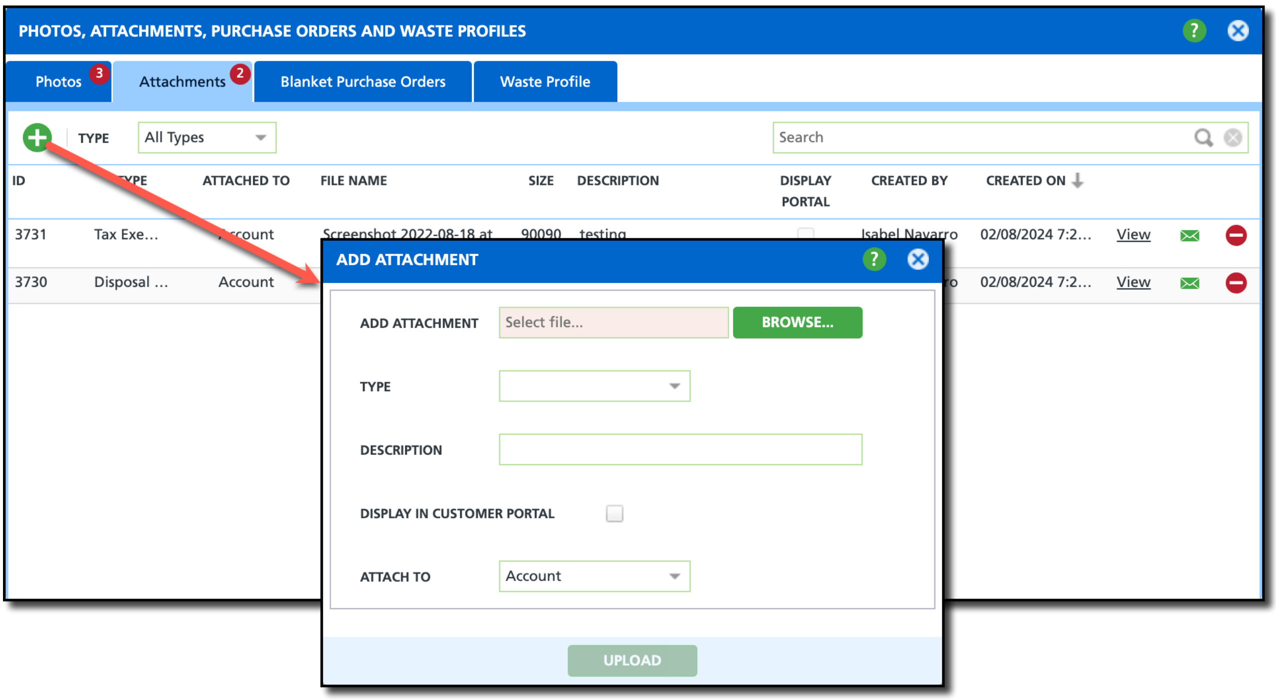
Upon Upload: Hover over 'View' for a preview of the photo. Select 'View' to open the photo attachment.



1. Select the **Paperclip icon** from the Accounts screen.
2. Select the **Photos** tab.
3. Select the **green '+' icon** from the upper left corner. The 'Add Photo' popup window will display.
4. Select **Browse** from the Add Photo popup.
5. Search and select the photo you would like to upload to the account.
6. Select **Upload** when finished.

Add Attachment

Add any necessary files and documents needed to be included for site information, such as tax exemption forms, disposal forms and more.

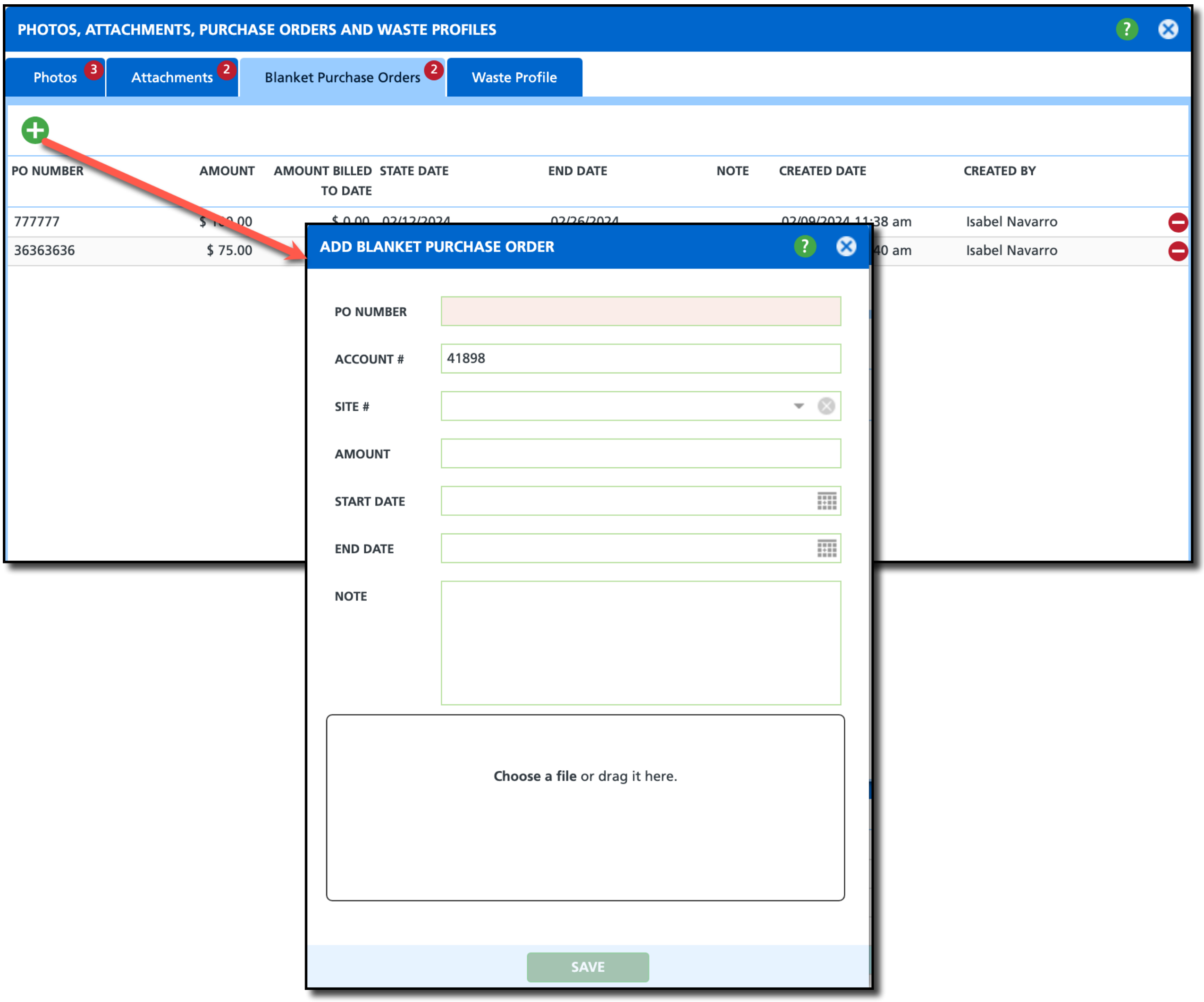


1. Select the **Paperclip** icon from the Accounts screen.
2. Select the **Attachments** tab.
3. Select the **green '+' icon** from the upper left corner. An Add Attachment popup window will display.
4. Select **Browse** from the Add Attachment popup.

5. Search and select the attachment you would like to upload to the account.
6. Select the **Type** of attachment. *Optional.*
7. Enter a **Description** for the attachment. *Optional.*
8. Select **Display in Customer Portal** and the customer will have access to the attachment in their portal account. *Optional.*
9. Select where the attachment will display. Options include: Account or Site.

Add Blanket Purchase Order

Create a Blanket Purchase Order for an account to bill recurring services, manual charges and on call orders to. Blanket Purchase Orders can be limited to a specific site under the account, or be made available to all sites. After a Blanket PO has been created, the option to delete will be unavailable if any records are linked to it. Use the Blanket PO Management tool under the Accounts module to review and manage all Blanket PO's for all accounts.



Add a Blanket Purchase Order

In the *Add Blanket Purchase Order* popup editor, only the PO Number is a required field. Complete all additional fields based on the signed contractual agreement for the PO. A Blanket PO can only be deleted if there are no records linked to it.

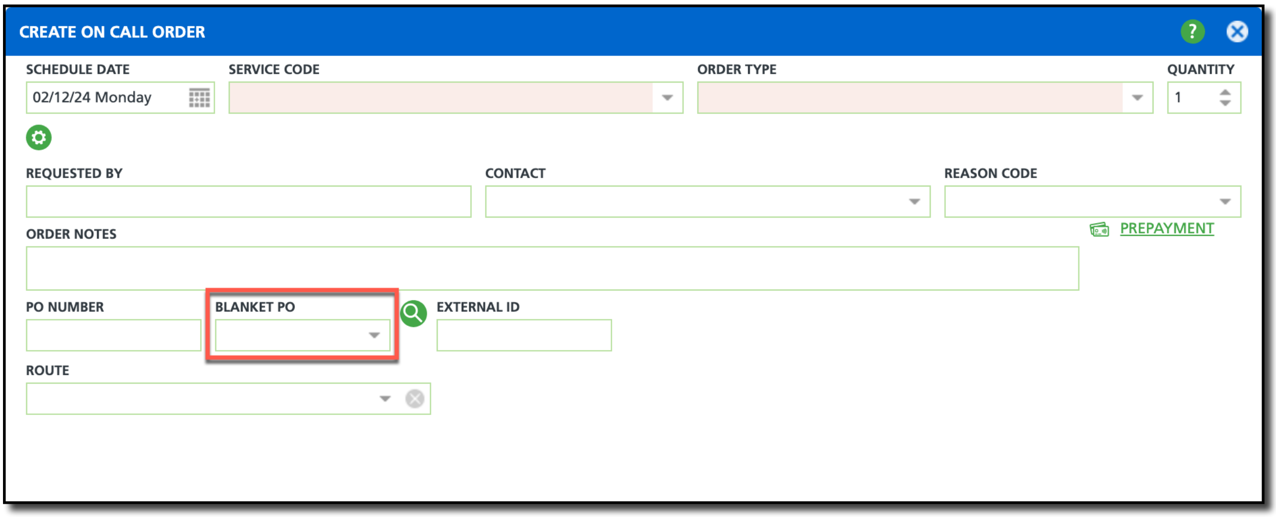
1. Select the **Attachments icon** from the Account screen to access the Blanket Purchase Orders tab.

2. Select the **Blanket Purchase Orders** tab from the pop up editor.
3. Click on the **green '+' icon.**
4. Enter a **PO Number.**
5. Select a **Site #** if the purchase order is site specific. Leave blank and the purchase order will be available for all sites belonging to the account.
6. Enter an **Amount.** Leave blank if the amount will not be capped.
7. Enter the **Start** and **End Dates** the blanket purchase order is active and available. Leave blank if dates do not apply.
8. Enter any **Notes** regarding the purchase order (optional).
9. Upload the purchase order (optional) by selecting within the 'Choose a file or drag it here' box.
10. Click **Save** when finished.

Assign a Blanket Purchase Order

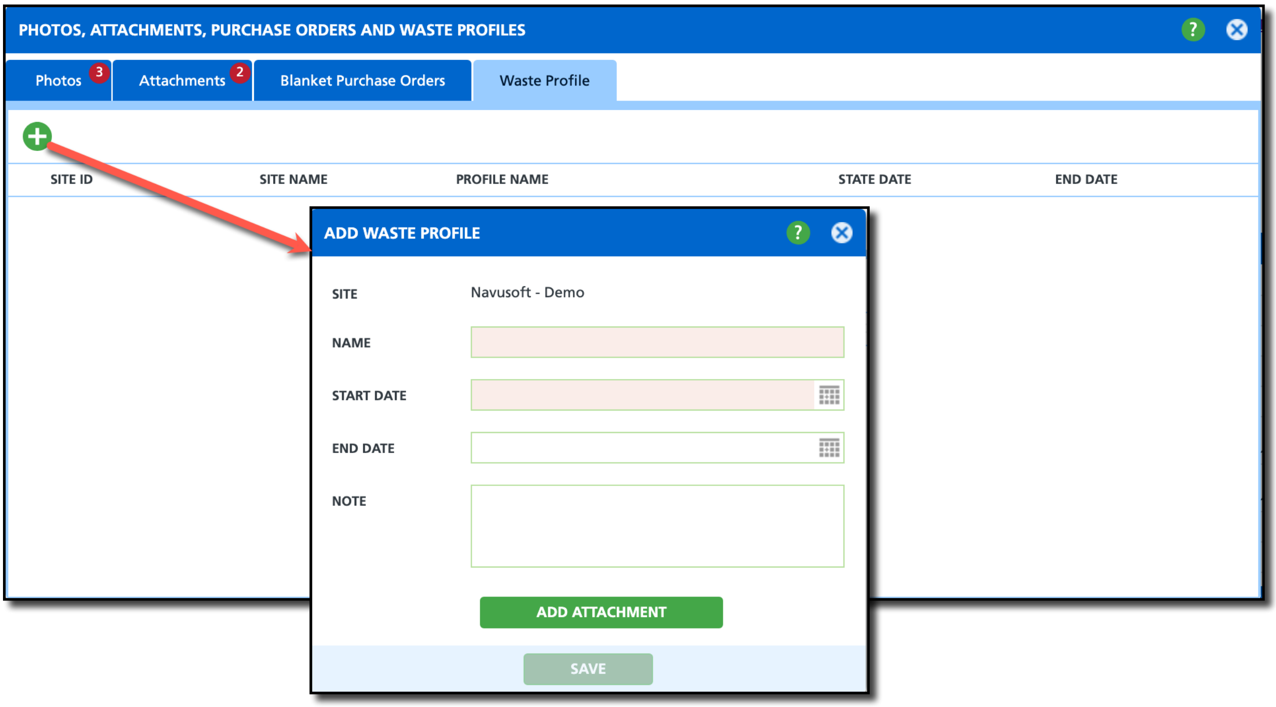
The Blanket PO drop down field has been added to the following locations:

- New and Existing Services
- On Call Orders
- Manual Charges



Add Waste Profile

Continue to Waste Profile Setup link for more information.



Related Articles

Blanket Purchase Order Management

Waste Profile Setup