

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

Last Modified on 03/03/2025 10:44 am PST

Pathway: [Accounts](#) > [Search](#) > [Accounts](#)

From the Account Details section of the Customer Service screen, click the attachments icon to add photos, documents, purchase orders, and waste profiles. The red item number alert displays a dynamic count based on the items available for the current site.

41898 | Navusoft Premier Waste And Recycling

8100 Washington Ave
Houston, TX 77007-1062

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4

5

TERMS Net 20

INVOICE DELIVERY PRINTED

Active

DIVISION DAYTON

ACCOUNT MGR House Acct non System

CLASS COMMERCIAL

BILL GROUP DAY-BAD DEBT \ INACTIVE

ARREARS - MONTHLY Billed Thru Date Dec 19, 2023

NEXT INVOICE DATE

SOURCE Cold Call

REBATE PAYMENT Not Applicable

Permissions

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

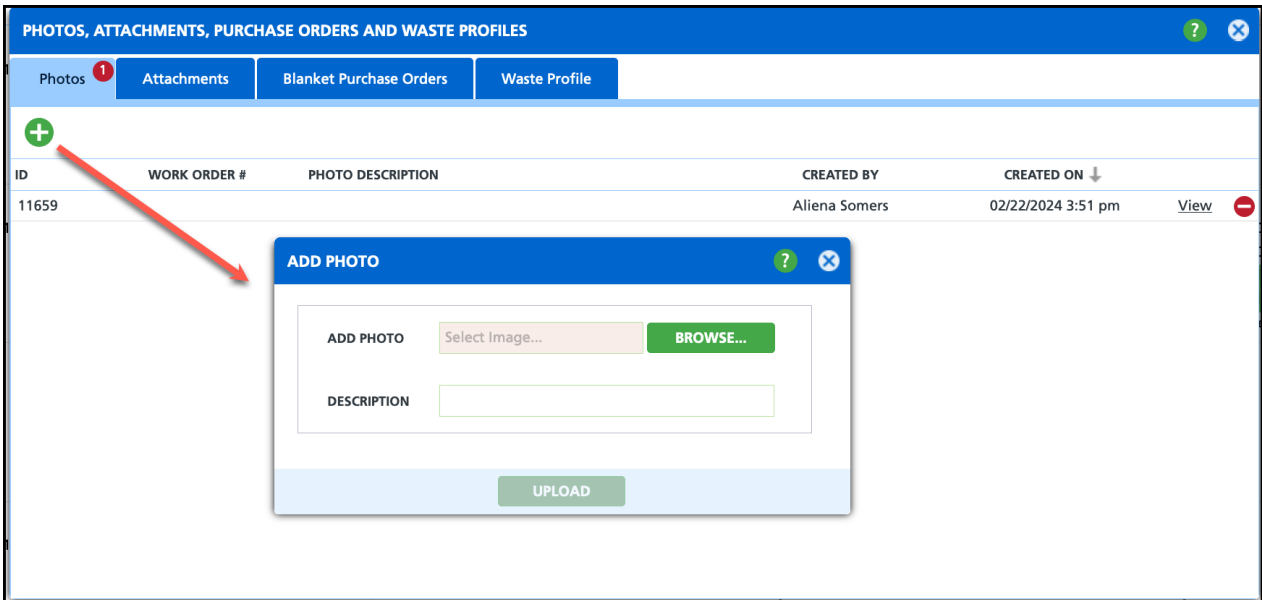
Permission ID	Permission Name
5	View Account
6	View Site
32	Add Photo to Site Detail
33	Delete Photo from Site Detail
54	View Attachment
55	Edit Attachment
56	Delete Attachment
358	Edit "Display in Customer Portal" Setting on Attachments

Add Photo

Add photos to a site and view attached images in the work order's photos tab. Photos are specific to each site and are accessible based on the site currently displayed.



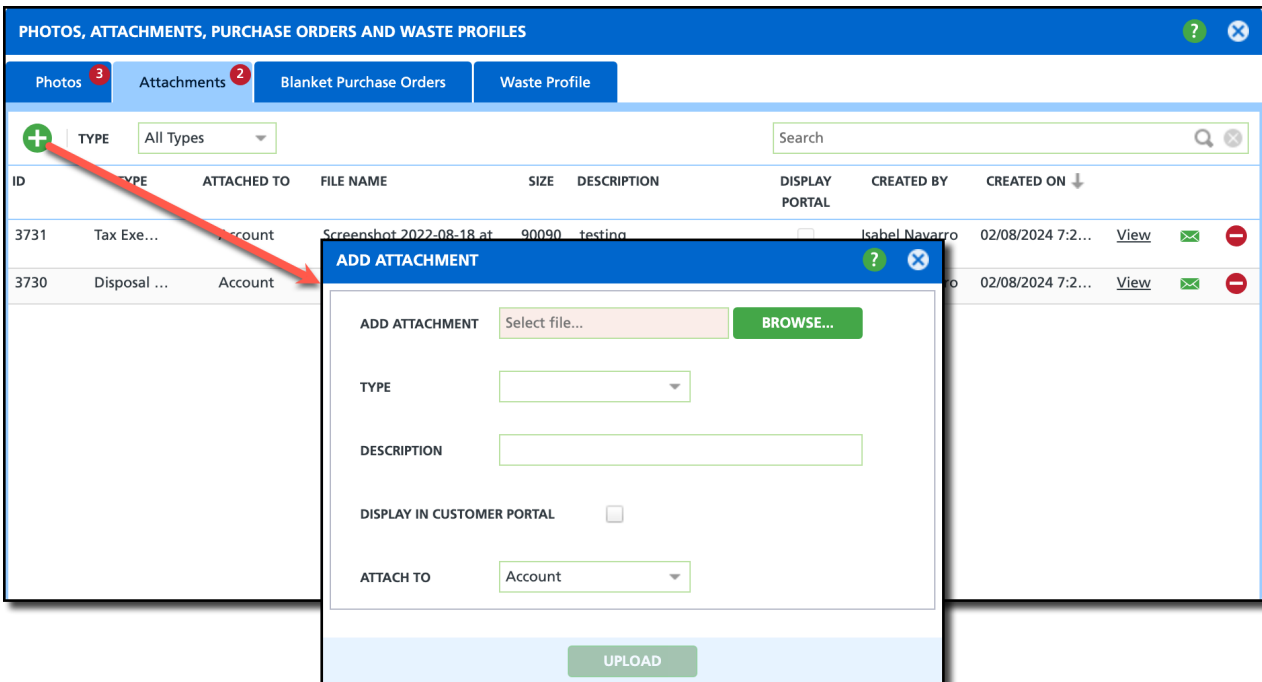
Upon Upload: Hover over 'View' for a preview of the photo. Select 'View' to open the photo attachment.



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

Easily attach necessary files and documents, such as tax exemption forms and disposal records, to a site or account. When added at the account level, these attachments are visible across all associated sites.



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.

The screenshot displays a software interface with a table of purchase orders and a modal window for adding a new blanket purchase order. The table has columns for PO NUMBER, AMOUNT, AMOUNT BILLED TO DATE, STATE DATE, END DATE, NOTE, CREATED DATE, and CREATED BY. Two rows are visible: one with PO NUMBER 777777 and AMOUNT \$ 1,000.00, and another with PO NUMBER 36363636 and AMOUNT \$ 75.00. A red arrow points from a green plus icon in the top left of the table to the 'ADD BLANKET PURCHASE ORDER' modal window. The modal window contains fields for PO NUMBER, ACCOUNT # (41898), SITE #, AMOUNT, START DATE, END DATE, and NOTE. Below these fields is a file upload area with the text 'Choose a file or drag it here.' and a 'SAVE' button at the bottom.

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:

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

The screenshot shows a web form titled "CREATE ON CALL ORDER". The form has a blue header bar with a question mark icon and a close button. Below the header, there are several input fields and dropdown menus. The fields are: "SCHEDULE DATE" (02/12/24 Monday), "SERVICE CODE", "ORDER TYPE", and "QUANTITY" (1). Below these are "REQUESTED BY", "CONTACT", and "REASON CODE". There is an "ORDER NOTES" section with a "PREPAYMENT" button. At the bottom, there are "PO NUMBER", "BLANKET PO" (highlighted with a red box), "EXTERNAL ID", and "ROUTE" fields. The "BLANKET PO" field is a dropdown menu.

Add Waste Profile

Continue to [Waste Profile Setup](#) link for more information.

PHOTOS, ATTACHMENTS, PURCHASE ORDERS AND WASTE PROFILES

Photos ³ Attachments ² Blanket Purchase Orders Waste Profile

+ ? X

SITE ID	SITE NAME	PROFILE NAME	START DATE	END DATE
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ADD WASTE PROFILE ? X

SITE Navusoft - Demo

NAME

START DATE

END DATE

NOTE

ADD ATTACHMENT

SAVE

Related Articles

[Blanket Purchase Order Management](#)
[Waste Profile Setup](#)
