

Subject:	Digital Pictures for Claims
Procedure No.	R 0201-0712 (Procedure information created by Mike Radinsky – Risk Manager)
Distribution:	All Employees
Date:	August 15, 2012
Company Wide Implementation Date:	July 20, 2012 (Risk Management Implemented through Manager’s Meetings)
Replaces Procedure:	R 0201-0205, Dated, February 10, 2005, Company Wide Date, February 27, 2005, Digital Camera installations, late 2004 early January 2005
Other References:	Procedure No. R-0101-0104, Vehicle Incident Reports and Claims Set Up
Purpose	<p>To Communicate:</p> <ul style="list-style-type: none"> • Basic Operations of the Digital Camera • Moving Pictures to the Desktop • Renaming Pictures • Loading Pictures to the Claims Management “Images” Screen • Loss Prevention Steps for Securing the Digital Camera • Technical Support

Prior to uploading photos, create a new folder on your desktop to contain them:

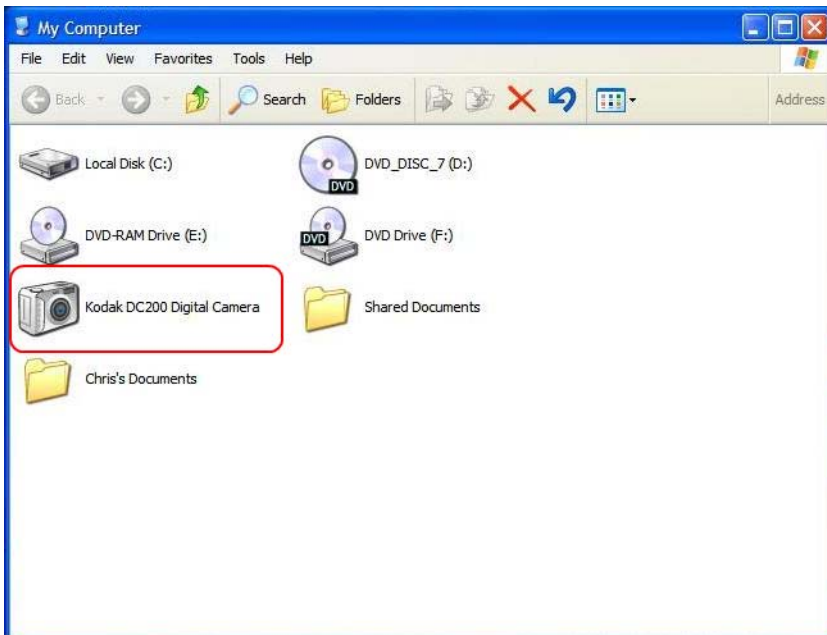
- A. Go to the location on the desktop where you want to create a new folder.
- B. Right-click a blank area on the desktop or in the folder window, point to **New**, and then click **Folder**.
- C. Type a name (NEW PHOTOS) for the new folder, and then press ENTER.

To upload photos:

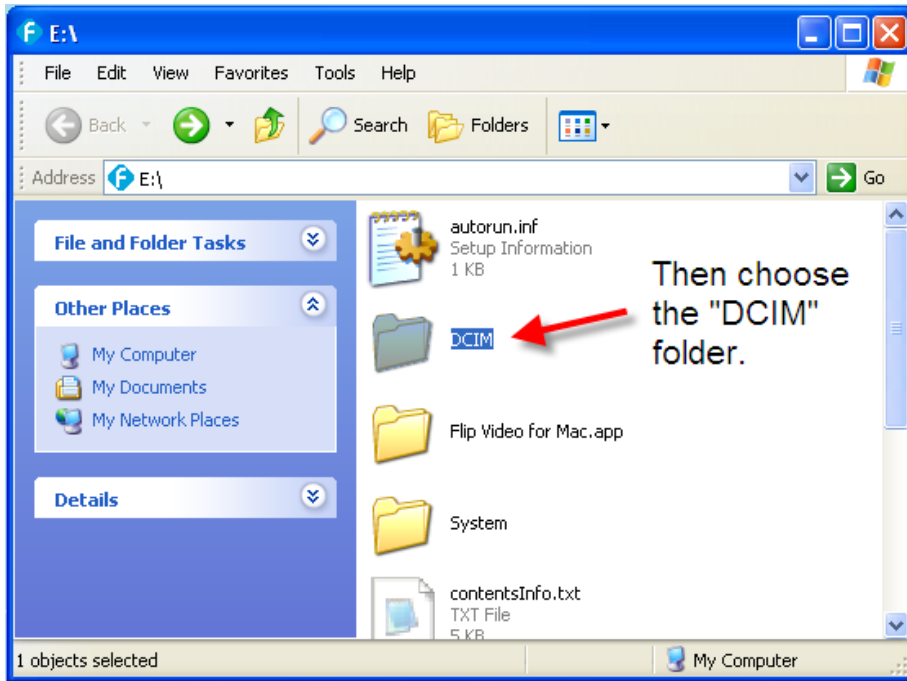
- 1. Plug camera into USB port of the computer
- 2. Turn on the camera
- 3. Click the Start Button, bottom left of the screen



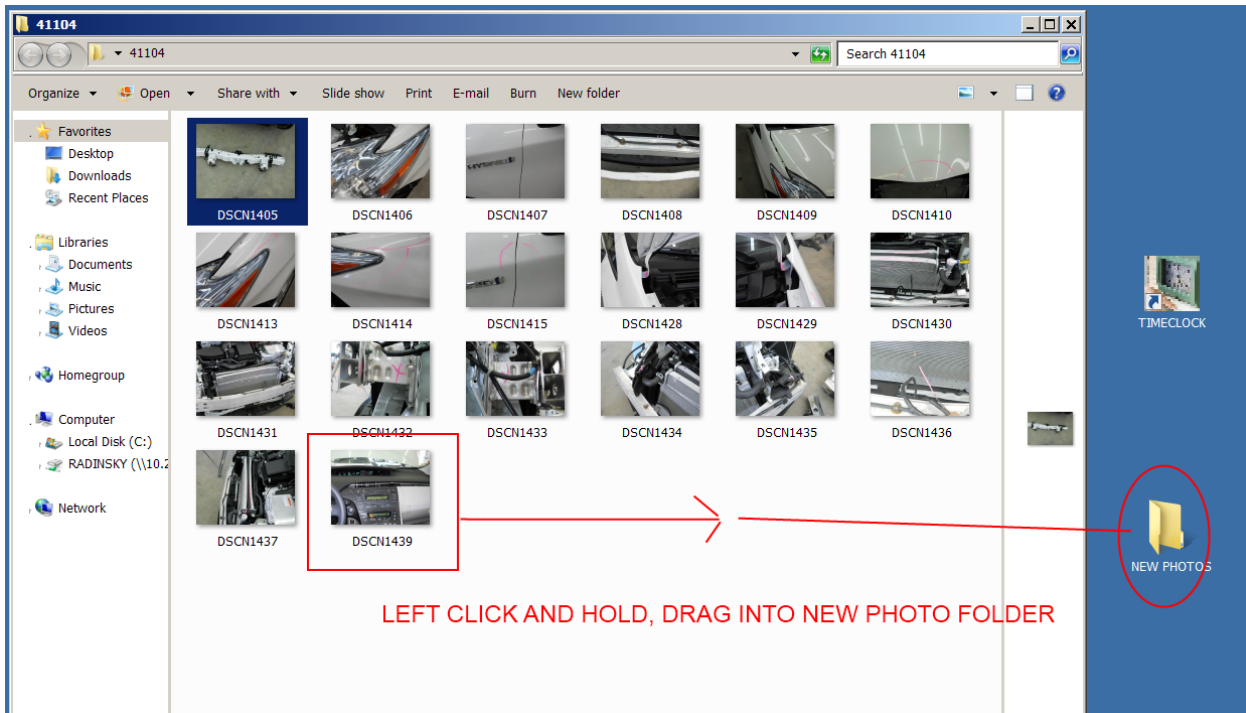
- 4. Click “My Computer”
- 5. Double click the icon for your camera



6. Double click the DCIM folder (contains your photos)



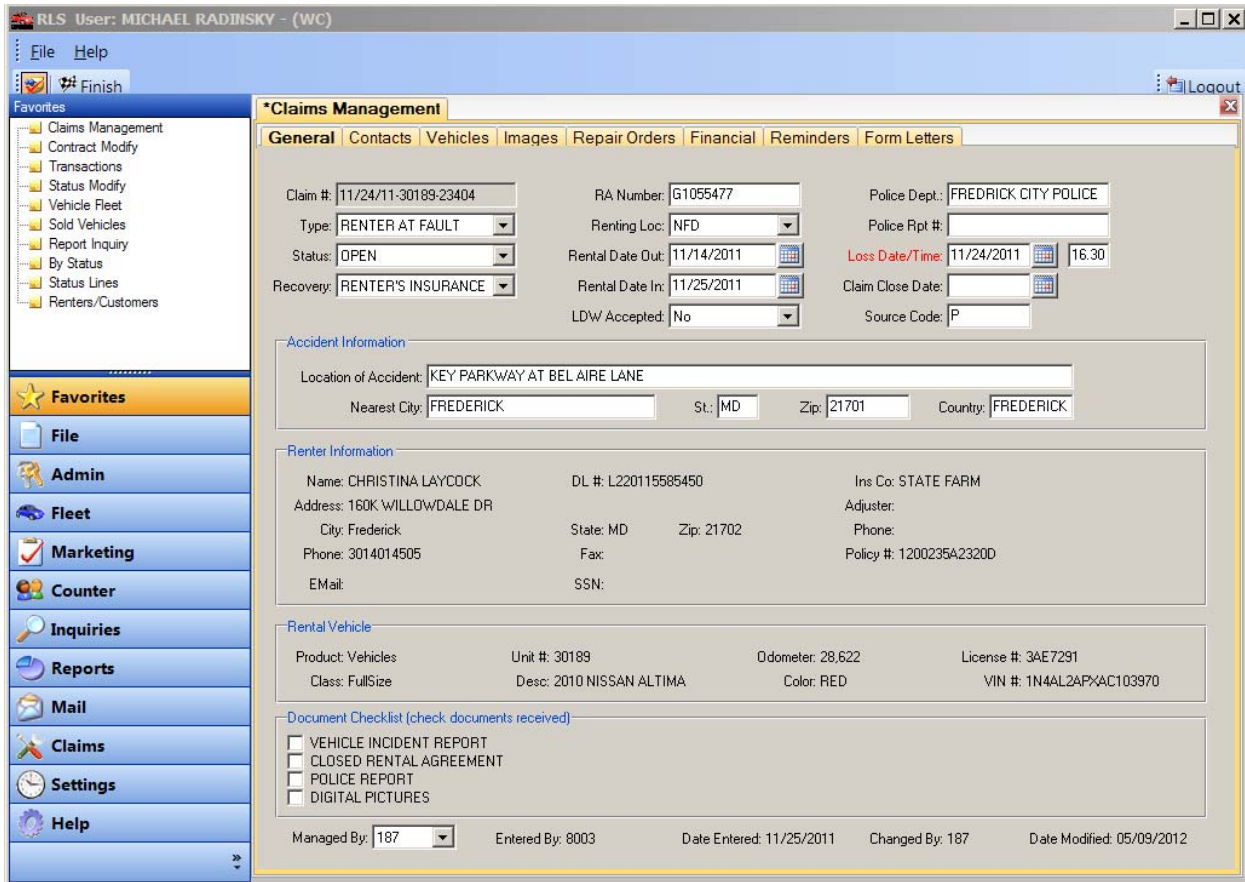
7. Drag and drop photos into the new folder file you've set up on the desktop.



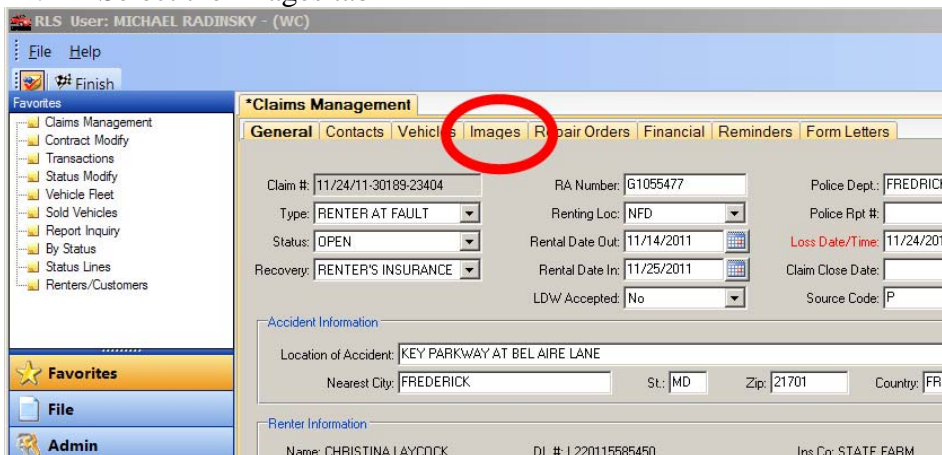
8. After dragging all appropriate photos, open "NEW PHOTOS" folder

9. Rename photos with claim number, i.e. 31231-24224A, 31231-24224B, etc.

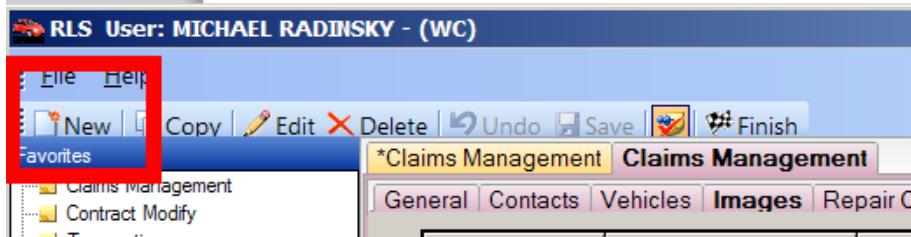
10. Open Claim File in RentWorks for the appropriate claim.



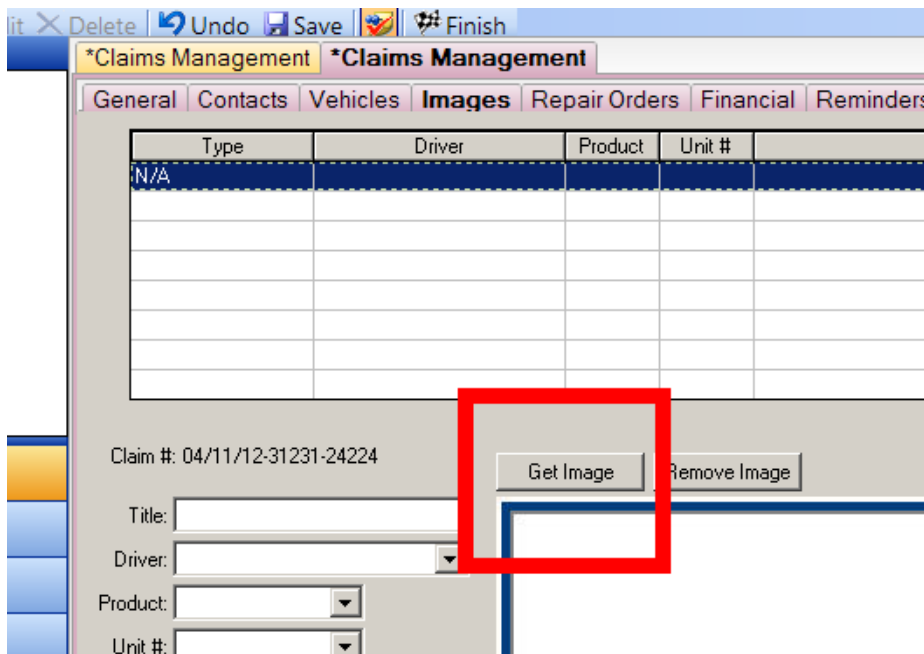
11. Select the Images tab



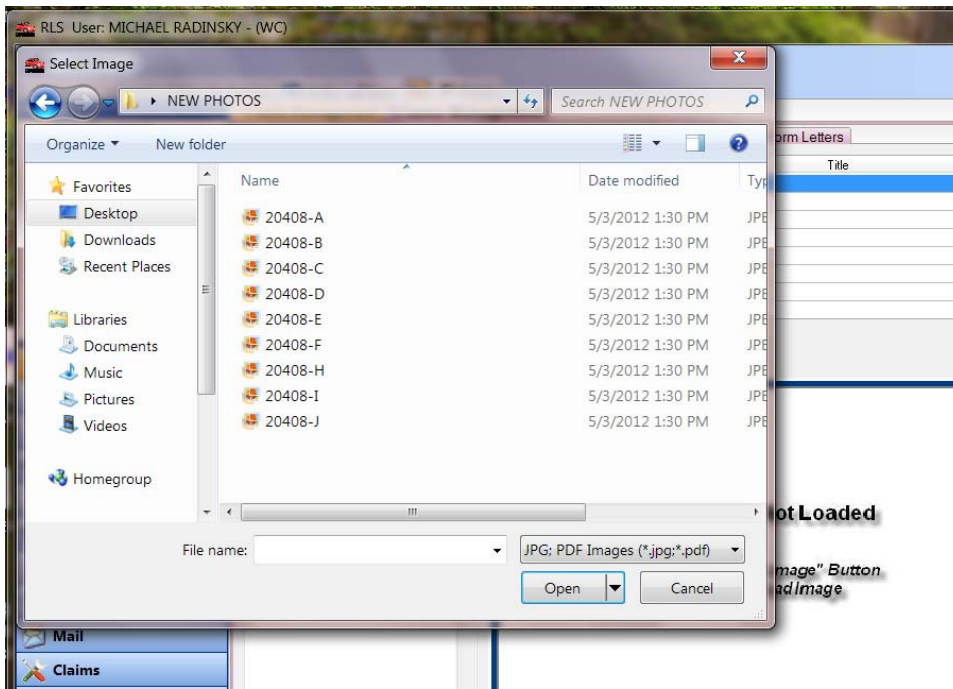
12. Click "New"



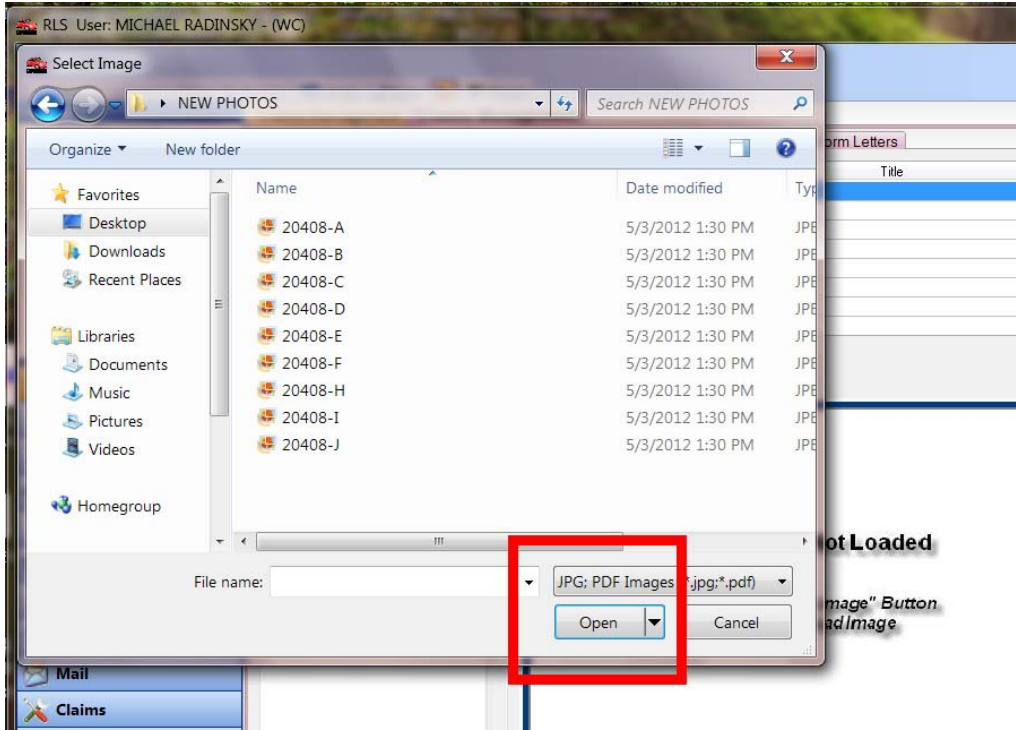
13. Click Get Image



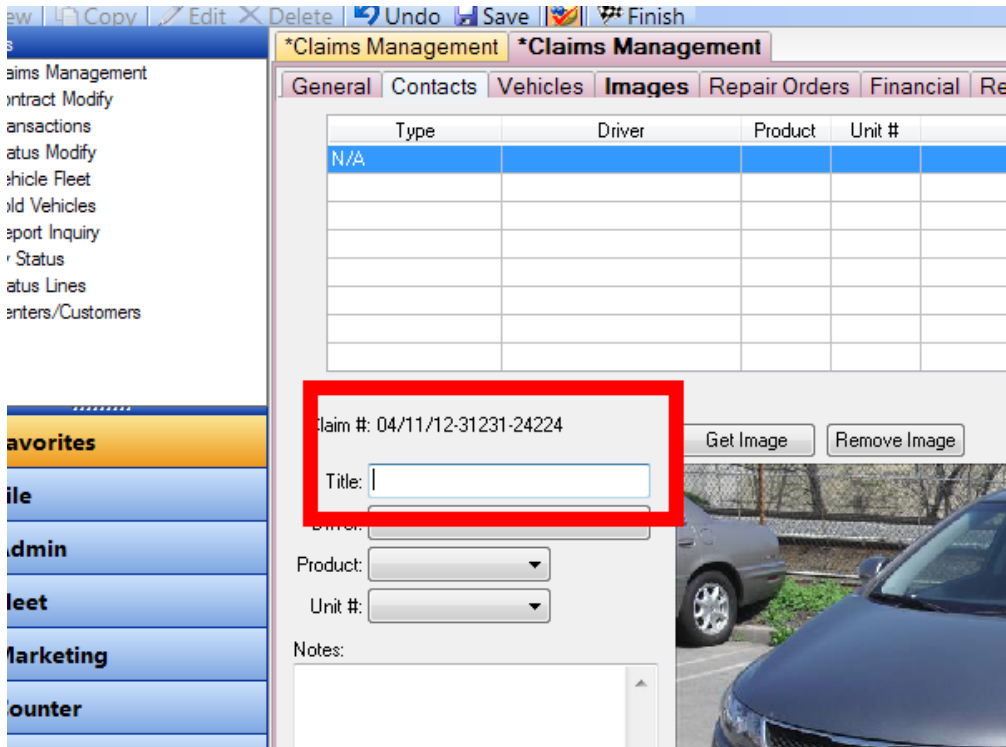
14. The "Select Image" window will open. Use the dropdown to locate the New Photos folder.



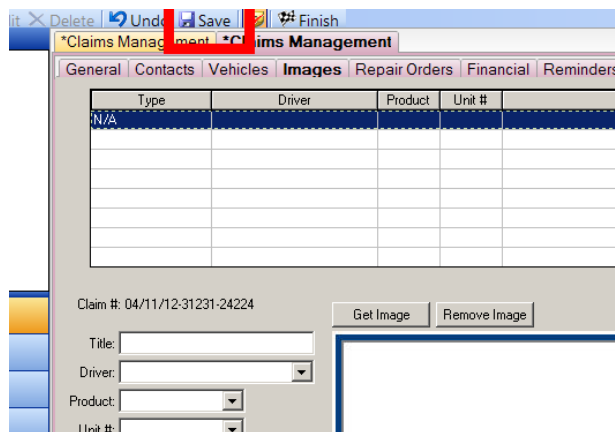
15. Select a photo to be imported to claim
16. Click open



17. Type in photo title in "Title" field, i.e. 31231-24224A

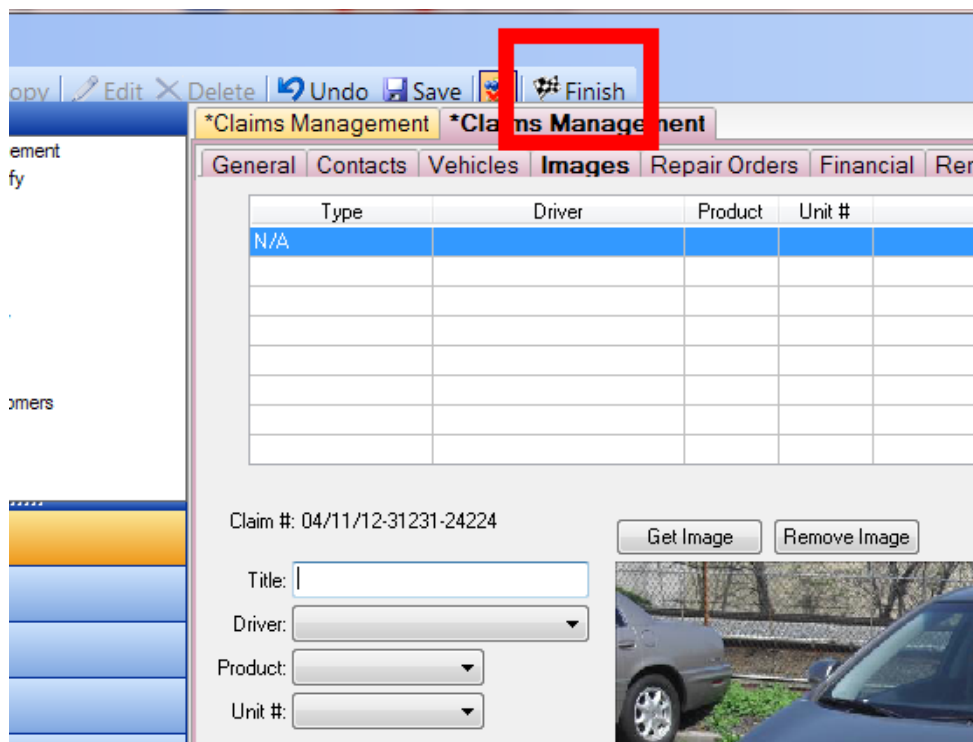


18. Click "Save"



19. Each photo must be added individually, and each titled. Repeat from step 13 to add additional photos.

20. Click Finish to save claim! If you fail to click finish, none of your photos will show up in the claim!



Loss Prevention Steps for Securing Digital Cameras

1. Each store has been issued a Digital Camera for business use and safekeeping
2. Cameras are to be kept in a designated secured area for employee use
3. The store (collectively with its staff) will incur the cost to replace any missing, stolen, lost or broken cameras

Technical Support

- If you are unable to Upload Digital Pictures to the Server or you have any other problem between the Digital Camera and RentWorks, contact your Manager, Chris Barber in the IT Department, or your Risk Manger.