

# SUPPORT DOCUMENT

Item Images



***palladium***  
Accounting

The logo for Palladium Accounting features the word "palladium" in a bold, italicized, black sans-serif font. A small blue dot is positioned above the letter "i". Below "palladium", the word "Accounting" is written in a smaller, blue, sans-serif font. A thin, light blue diagonal line extends from the bottom left of the "palladium" text towards the bottom right of the "Accounting" text.

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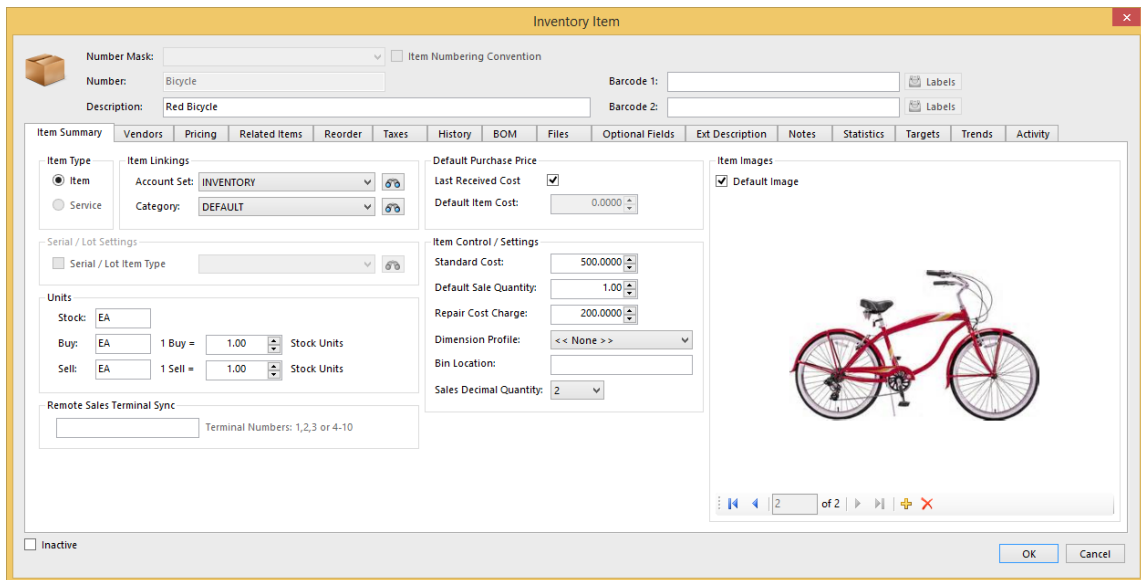
## Use for the Feature

The ability to use Item images within Palladium not only enables the sales consultant to offer a more professional service to their customer, but also gives the business a more professional approach to its printed sales and purchase documents.

## Setup

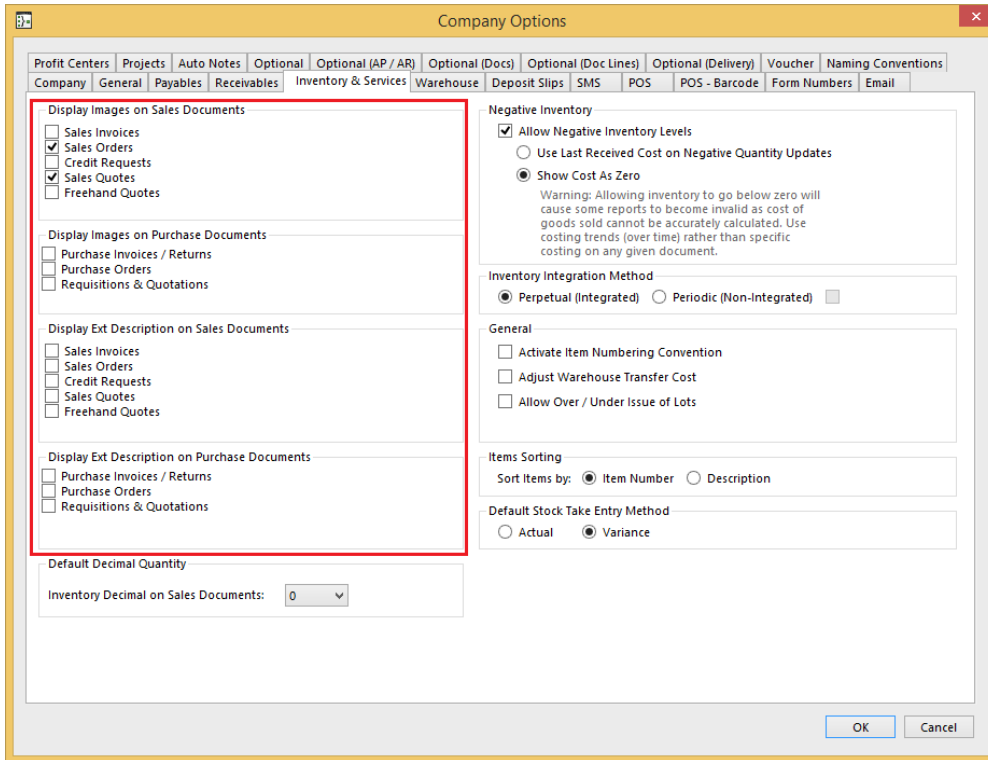
### Adding Images

You can add one or more image to your Inventory Items through the Inventory Maintenance function below.



## Using Images on Printed Documents

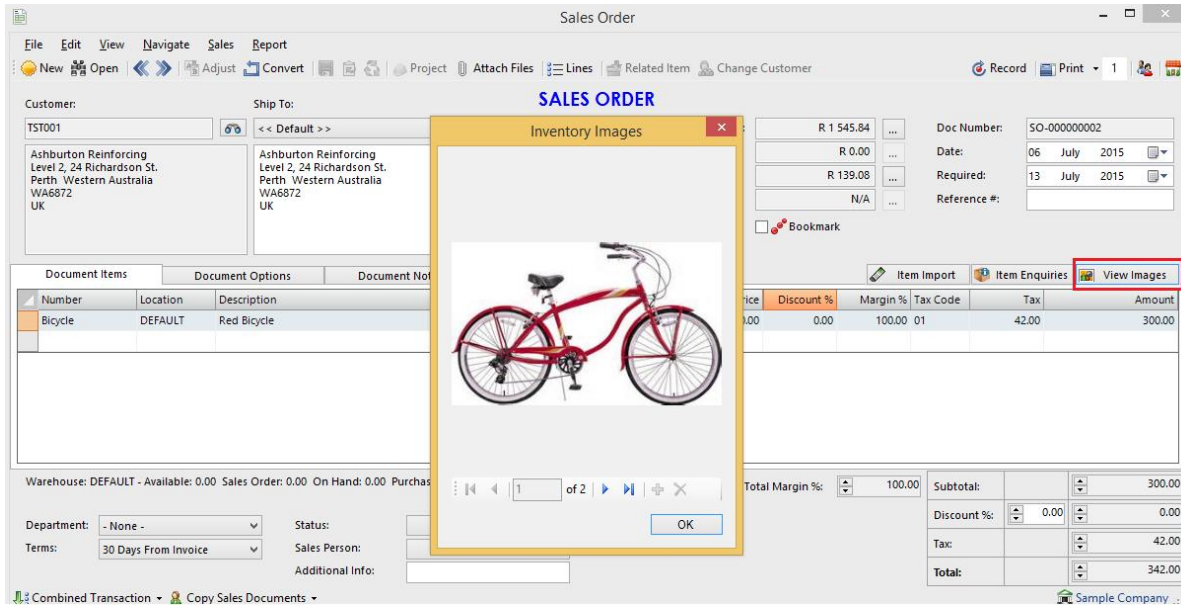
To insert the images on the printed Documents go to the Control Panel >> Company Options >> Inventory and Services, and select the documents on which you would like for the Images to be printed.



## Processing

### Processing Documents

To view the images on the Processing Documents, simply select the item and then the View Images button below, with the ability to scroll through all item images.



### Printed Documents

All you do now is to print or email the selected document and the image will appear in the required space accordingly as seen below.

<p><b>Sample Company</b>                  121 Lake View Road                  Cnr Lake View &amp; Hubbard Streets                  Johannesburg Gauteng1201                  Ph: 011-000-0000 Fax: 011-222-2222                  Email: sample@company.co.za                  Reg: 1900/122/1223 VAT: 122235900</p>	<p><b>Sales Order</b></p> <p>Number: SO-000000002                  Date: 2015-07-06                  Page: 1                  Reference: 13 July 2015                  Required: 13 July 2015                  Account: TST001</p>																											
<p><b>Sold To:</b>                  Ashburton Reinforcing                  Level 2, 24 Richardson St.                  Perth Western Australia                  WA6872                  UK</p>	<p><b>Ship To:</b>                  Ashburton Reinforcing                  Level 2, 24 Richardson St.                  Perth Western Australia                  WA6872                  UK</p>																											
30 Days From Invoice																												
<b>Customer VAT:</b>	<b>Sales Person:</b>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Line</th> <th style="width: 15%;">Item</th> <th style="width: 30%;">Description</th> <th style="width: 10%;">Quantity</th> <th style="width: 5%;">Unit</th> <th style="width: 10%;">Unit Price</th> <th style="width: 5%;">Discount</th> <th style="width: 5%;">VAT</th> <th style="width: 10%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Bicycle</td> <td>Red Bicycle</td> <td style="text-align: center;">1</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">300.00</td> <td style="text-align: center;">0.00</td> <td style="text-align: right;">42.00</td> <td style="text-align: right;">300.00</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;"> </td> <td colspan="6"></td> </tr> </tbody> </table>		Line	Item	Description	Quantity	Unit	Unit Price	Discount	VAT	Total	1	Bicycle	Red Bicycle	1	EA	300.00	0.00	42.00	300.00									
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