

# IMAGING & FILE LINKING

Enertia imaging and file linking is incorporated throughout the entire suite of applications.

Images are supported for all master files and the transaction systems. Images that are linked are available through all of the online inquiries, including the Financial Inquiry and Management Inquiry with drill-down functionality.

The Enertia Image attribute can be associated to any property, lease, contract, business associate, or other entity type. In effect the images can be related to any master file you define in the database established on your specific needs, assets, and business relationships.

When capturing related images, files, or folders for entities, the Enertia Image interface allows instantaneous viewing from anywhere. An example includes images and files being linked to an ownership transfer. Scanned division orders and related images, documents, or other files can be reviewed in context of the effective date chain of title changes for an ownership deck.

## | FEATURES & BENEFITS |

- Scan images into folders and relate manually, move to store files permanently when the link is completed
- Images available from all transaction inquiries to include property, vendor, account, or date inquiry filter
- Drill-down for any set of transaction results within Financial Inquiry and Management Inquiry and review images immediately
- Image inquiry feature enables filtering for any image by transaction or master file creating an index for all images
- Export all related images to a folder for any transaction or image inquiry and create a detailed data Excel with hyperlink to the images - zip the results if distributing
- Enertia Image attributes are available immediately from anywhere in the system including the Enertia Map
- Link existing folders, currently maintained, and access entire structure in Windows Explorer
- Scan images for AP transactions into folders and auto-relate via scheduler
- Link existing images directly to a transaction or as an entity master file image

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## | HIGHLIGHTS |

- Images available from all transactions
- Drill-down from financial and management inquiries
- Image filtering by transaction of master file
- Export images to Excel
- System wide availability of image attributes
- View all image folders in Windows Explorer
- Directly link images to transaction or master file



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