



Documents & Images

1. File Types

The Documents & Images link in the Asset Information Toolbox enables Users to access a range of additional data stored in port]e[co.

To display a table of available documents click on the 'Documents & Images' link.

The screenshot shows a software interface with a sidebar menu on the left and a main content area. The sidebar menu includes options like 'Asset Information', 'Asset Details', 'Add Asset', 'Edit Asset', 'Child Assets List', 'Child Asset Hierarchy', 'Lifecycle Cost & Performance', 'Performance Assets', 'Works Management', 'Filter Works Management', 'Add Works Cost', 'GCRC Values & Valuations', 'Valuations History', 'Hazardous Materials', 'Documents & Images' (highlighted with a red box), 'View Selected Document or Image', 'Land Parcels & Centroids', 'Edit Land Parcels & Centroids', 'Relocate Asset', 'Dispose Asset', and 'Delete Asset'. The main content area displays a table titled 'Documents & Images' for the asset 'MURRAY BRIDGE 12 Elizabeth Street (F) > 12 Elizabeth Street Murray Bridge'. The table has columns for File Name, Uploaded, Description, File Type, Effective Date, and Author Name.

File Name	Uploaded	Description	File Type	Effective Date	Author Name
→ 36737.dwg	02/04/2005 01:24 PM	Murray Bridge Rem Residence - 20	AutoCAD File	01/01/2000	
→ 36737.pdf	19/10/2006 09:12 AM	Murray Bridge Rem Residence - 20	Documents	01/01/2000	
→ 36737.svg	02/04/2005 01:43 PM	Murray Bridge Rem Residence - 20	SVG File	01/01/2000	
→ 36737-01-1.dwg	02/04/2005 01:24 PM	Building 01-Level 1	AutoCAD File	01/01/2000	
→ 36737-01-1.pdf	19/10/2006 09:12 AM	Building 01-Level 1	Documents	01/01/2000	
→ 36737-01-1.svg	02/04/2005 01:43 PM	Building 01-Level 1	SVG File	01/01/2000	

The most common files stored in this table are SAMIS plans. The site plan and each individual building plan for all buildings are available.

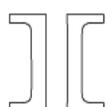
Other documents relating to specific Site information can also be stored in 'Documents & Images'. Examples include Environmental Reports and/or project images or relevant detailed reports.

Documents and/or Images can be stored using a range of different file formats.

i.e.: Documents - PDF, XML, DOC, Images - GIF, JPG, and BMP

Site and Building Plans are presented in port]e[co in three different formats:

- NNNNN.dwg (*Auto CAD*) is an AutoCAD file for architectural purposes.
- NNNNN.pdf (*Adobe Acrobat*) is an Adobe file format for printing.
- NNNNN.svg (*Scalable Vector Graphics*) is an SVG diagram providing interaction between the plan and the asset register data.





2. View Files

To view a selected plan/file, click on the required file in the document table.

(Large sites may have multiple pages to the document table, navigate through the available pages to locate your required file.)

File Name ▲	Uploaded	Description	File Type	Effective Date	Author Name
→ 37420.dwg	02/04/2005 01:25 PM	Tanunda Rem Residence	AutoCAD File	01/01/2000	
→ 37420.pdf	19/10/2006 09:12 AM	Tanunda Rem Residence	Documents	01/01/2000	
→ 37420.svg	02/04/2005 01:44 PM	Tanunda Rem Residence	SVG File	01/01/2000	
→ 37420-01-1.dwg	02/04/2005 01:25 PM	Building 01-Level 1	AutoCAD File	01/01/2000	
→ 37420-01-1.pdf	19/10/2006 09:12 AM	Building 01-Level 1	Documents	01/01/2000	
→ 37420-01-1.svg	02/04/2005 01:44 PM	Building 01-Level 1	SVG File	01/01/2000	

File Name	37420.pdf
Description	Tanunda Rem Residence
File Type	Documents
Effective Date	01/01/2000
Author Name	
Person Cataloguing Image	
File Format	PDF
File Size	57 KB
Notes	

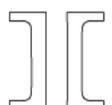
view file delete file

The system will display a file details box and display options buttons to 'view' or 'delete' the selected file.

NOTE: Only authorised Users will have access to enable the 'delete' button.

Click on the 'view file' button to open the requested plan/file and follow the system prompts to open.

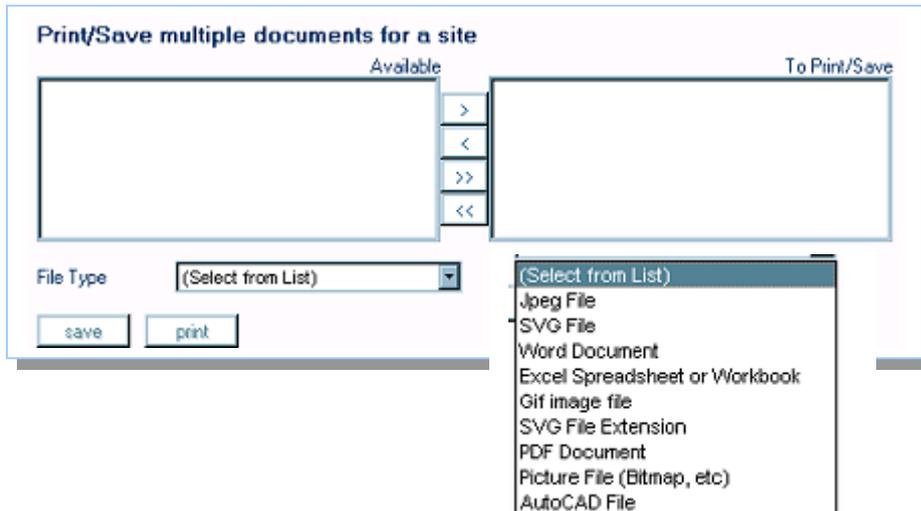
(Any ad-blocker software should be disabled when opening plans; this may cause delays and/or additional prompts to opening files).





3. Print/Save Multiple Documents

From the Documents & Images screen Users can Print or Save multiple documents, files or plans by using the **'Print/Save multiple documents for a site'** feature.



Users can select the desired file from the 'File Type' pick-list to group multiple files in the 'Available' box. Once the required files are displayed in the 'Available' box users can select files/plans and move them to the 'To Print/Save' box.

Click to highlight the 'Available' files and use the navigation arrows to move them to the 'To Print/Save' box as follows:



Single Navigation Arrows

Click on the required file and use the single arrows to move each plan to the 'To Print/Save' box.

Alternatively: Hold the 'Shift' key down, click to select a group of files.
Hold the 'Ctrl' key down, to pick individual files.

Then use the single arrows to move the selection across to the 'To Print/Save' box.

NOTE: Plans can be returned to the 'Available' box by selecting and clicking on the return arrow.



Double Navigation Arrows

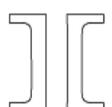
Use the double arrows to move *all* files to the 'To Print/Save' box.

NOTE: Plans can be returned to the 'Available' box by selecting and clicking on the return arrow/s.

Once the selected files have been moved into the 'To Print/Save' box, click on the 'save' button and follow the PC prompts to save in an appropriate location.

or

Click on the 'print' button to send all of the selected files to the users local printer.

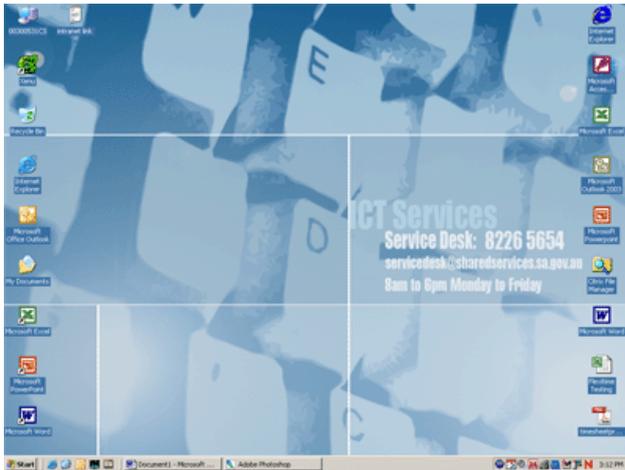




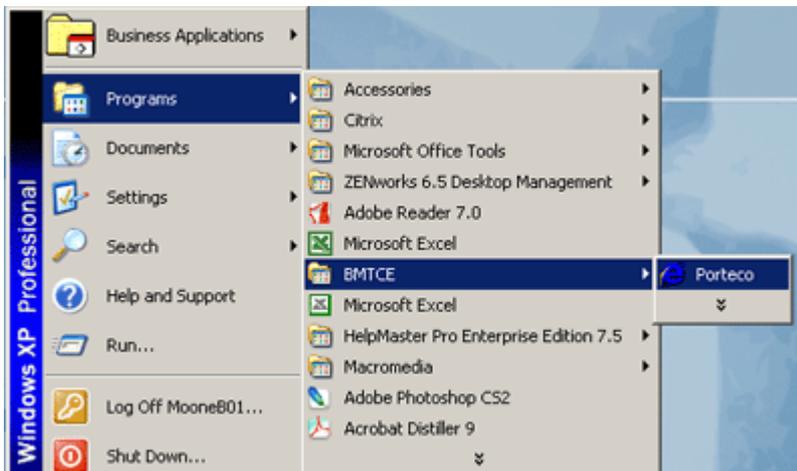
4. Using Citrix from Remote Locations

Some remote users have had problems using the Documents and Images print feature, using Citrix. So Business Systems have added a login icon for Citrix users.

Here are some instructions to help you connect to SAMIS via Citrix from remote offices.



1. Click on the **Start Menu** on your office PC.



2. Select **Programs**

3. Select **BMTCE**

4. Click on **Porte]e[co** to launch login screen.

This login will load necessary printing services to enable Documents and Images Services to function correctly.

If you have issues accessing SAMIS contact: samis@saugov.sa.gov.au or call 08 8226 2511.

