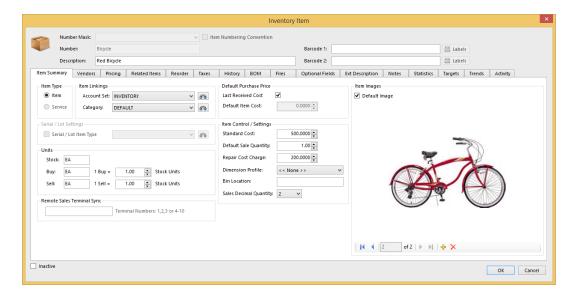# SUP102 - Item Images

Inventory

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.
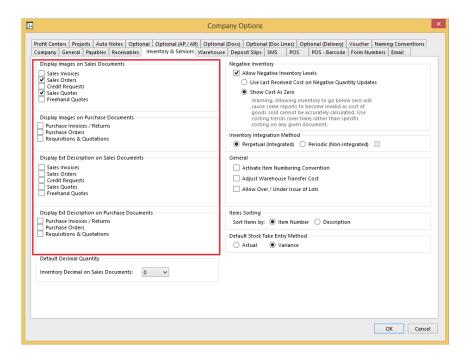
Setup

Adding Images

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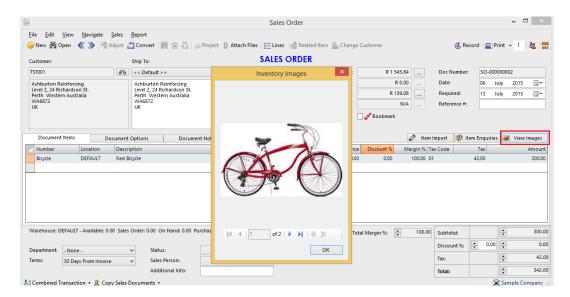

Using Images on Printed Documents

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.
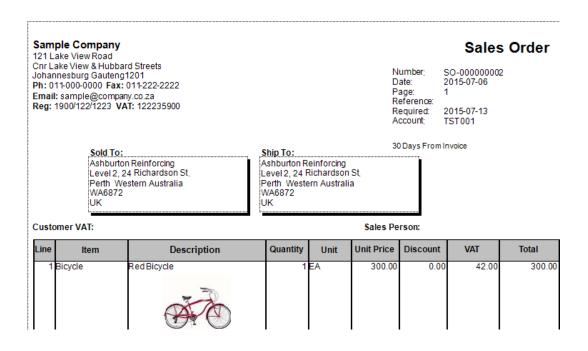
Processing

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.

Sample Company
121 Lake View Road
Cnr Lake View & Hubbard Streets
Johannesburg Gauteng 1201
Ph: 011-000-0000 **Fax:** 011-222-2222
Email: sample@company.co.za
Reg: 1900/122/1223 **VAT:** 122235900

Sales Order

Number:	SO-000000002
Date:	2015-07-06
Page:	1
Reference:	
Required:	2015-07-13
Account:	TST001

30 Days From Invoice

Sold To:
Ashburton Reinforcing
Level 2, 24 Richardson St.
Perth Western Australia
WA6872
UK

Ship To:
Ashburton Reinforcing
Level 2, 24 Richardson St.
Perth Western Australia
WA6872
UK

Customer VAT: **Sales Person:**

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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