**AutoCrib Images**

* **Digital Images Requirements:**
	+ .jpeg file type
	+ Max 1200 DPI
	+ Preferred 4 X 3 aspect ratio
* **Sources:**
	+ DGI USA Heiler (APS Team only – New Account or Legacy with no existing photo’s)
	+ Google Images
	+ Manufacturer websites (examples: Sandvik Coromant, Kennametal)
	+ Take photo with phone
* **Saving Images:**
	+ Place in Pictures folder on the mgmtstation
* **Inserting Image:**
	1. Go to Mgmtstation
	2. Login
	3. Go to Inventory / Item
	4. Select “Item”
	5. Select “Edit”
	6. Right Click on image location
	7. Follow the path to your picture folder
	8. Double Click on the image
	9. Select “Ok”
	10. Repeat Steps 4 to 9 for all remaining items

