



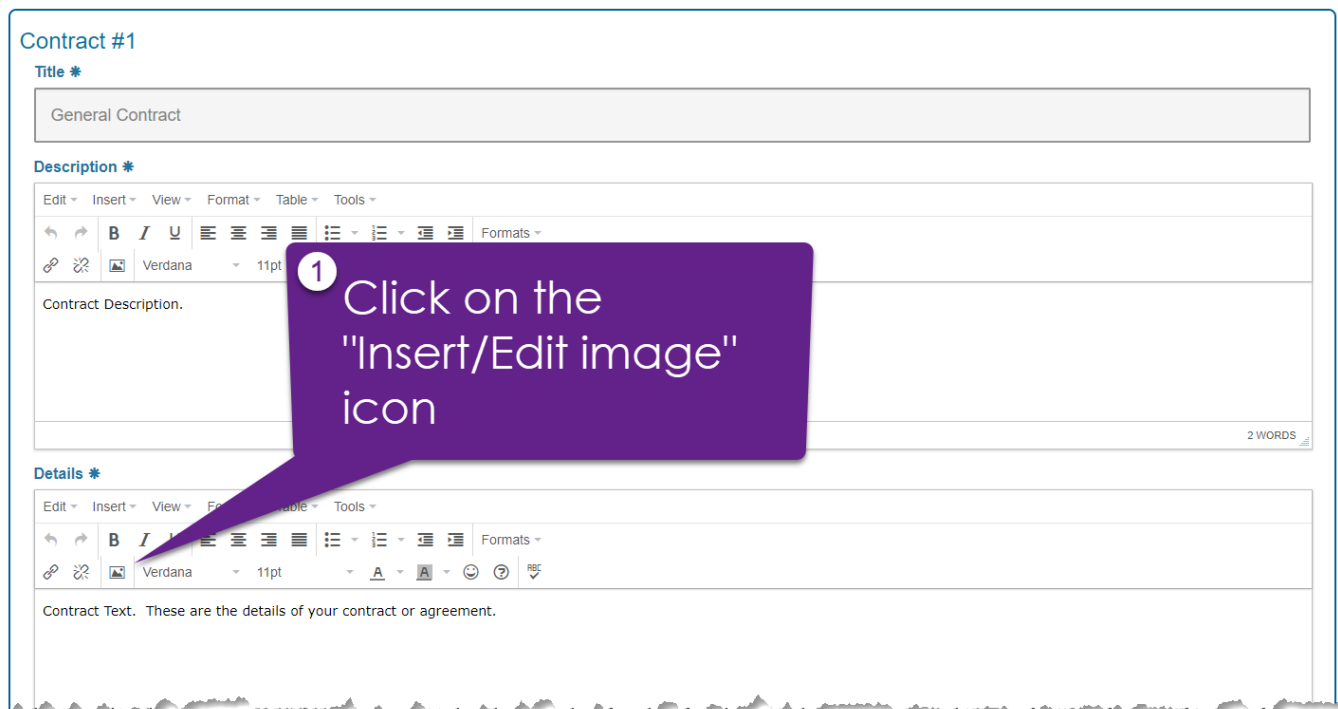
Adding Images to Agreements and Emails

You can add images to an agreement, email, report card, or anywhere you see the text editor with the image icon. This method works for all the graphical email sections (i.e., email blasts, modify email content, agreements, report cards) within PetExec. Once a document is added to the server, it is always available regardless of where it was uploaded from.

From the main menu go to Company Preferences -> Maintain Agreements, Modify Email Content, Email Blast, or Maintain Report Card.

1. Click the Insert/Edit Image Icon
2. Click on the camera icon to find file
3. Select a file from the PetExec File Manager, or drag and drop to download a file from your device to the file manager. Double Click on the desired image file.
4. You can edit the text to display the link. Click OK.

Maintain Agreements



Contract #1

Title *

General Contract

Description *

Edit Insert View Format Table Tools

Contract Description.

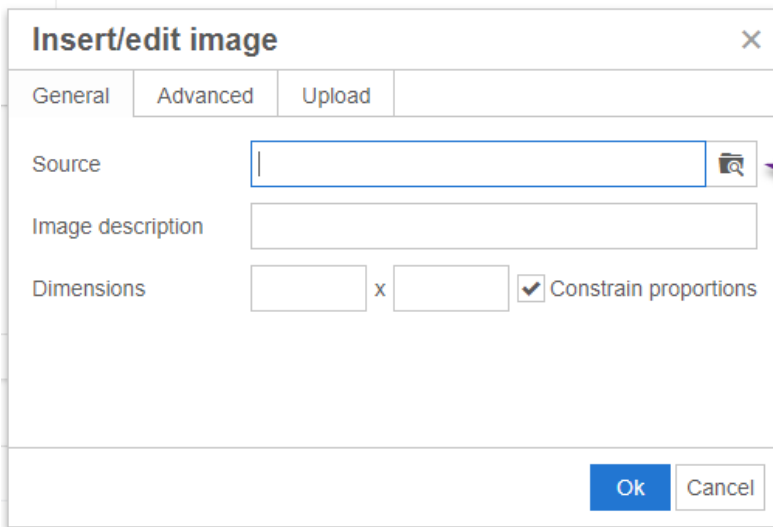
2 WORDS

Details *

Edit Insert View Format Table Tools

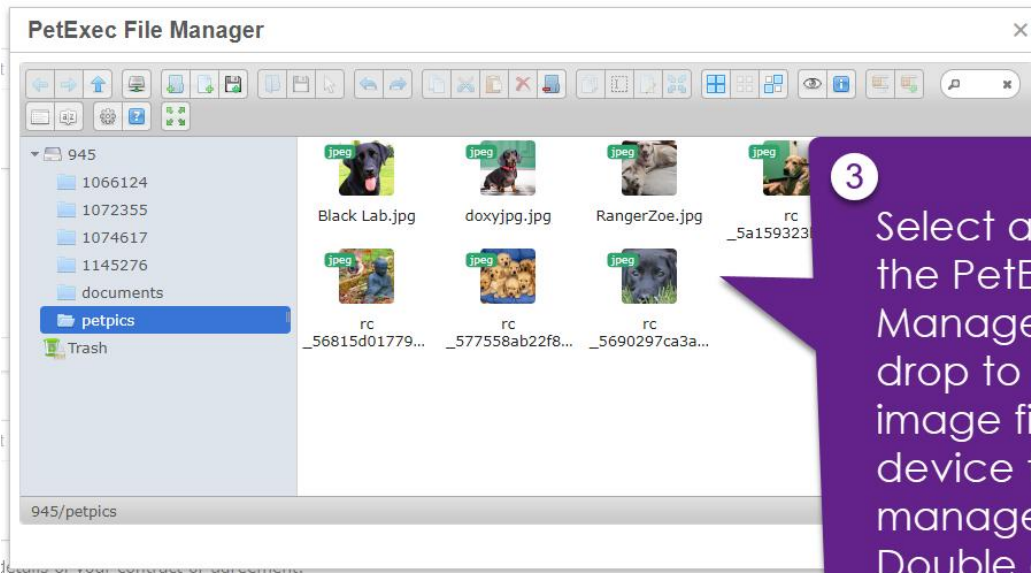
Contract Text. These are the details of your contract or agreement.

1 Click on the "Insert/Edit image" icon



2

Click on the camera icon to find the file.



3


Select an image file from the PetExec File Manager, or drag and drop to download an image file from your device to the file manager. Double click on the desired image.

2 WORDS

Details *

Edit Insert View Format Table Tools

Verdana 11pt



Contract Text. These are the details of your co

11 WORDS

Active Show to Owner Preview Contract

The image will appear in the agreement or email where the cursor was placed.

Don't forget to click the Update or Save button at the bottom of the page to save your changes before previewing or sending.