

Overview

This document is intended to provide a Collectorpro Appraiser Edition user how to relink their images linked to objects, comparables, more and addendum images.

Confidentiality

This document is proprietary information of Collectorpro Software Inc. and the only allowed use is for Collectorpro clients to use with permission and on an as needed basis.

Background:

In Collectorpro when you attach images to objects, comparables, more images, addendum images, maker images, and the electronic signature, Collectorpro creates a pointer to the image file and will fetch the image from your disk whenever it is needed to be displayed or printed. If the image file or folder gets moved or renamed after the image is attached the link will be broken as Collectorpro cannot find the image file to fetch it.

Collectorpro Image Utilities:

There is a utility in Collectorpro that may be used to re-link images in the event the folder they were attached from is changed (as your case).

1. Click on Utilities
2. Click on Image/Picture Management
3. Click on Change Folder Where Images are Stored
4. Click the Select New Folder button
5. Use the Windows File Open dialog window to find the folder where the images are stored
6. Click that folder to highlight it and click OK
7. Click the Go button

What happens is that Collectorpro will take every object, comparable, more, and addendum image file that was attached and look for it on the folder you selected, and if the image file is found, Collectorpro will re-link it. This utility will only work if ALL the images are in the folder selected. The utility will not dive down into subfolders. So it is very important that all images for an appraisal are in a single folder. See the attached document for some best practices about image file management.