

## INSTRUCTIONS TO UPLOAD PHOTOS TO CWS/CMS

In the Case Management section, you will click on the Create New Document – Case button.

Client Services - Case [Cook, Carlos D.]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Case [Cook, Carlos D.] Create New Document - Case

ID Syc Comp Assignment Trans Req ICPC-100A ICPC-100B Doc Tracking Spec Proj Closure Summary

**Identification**

**Case Info**

Case Name  
Cook, Carlos D.

Case Number  
1216-6809-2887-8064771

Start Date End Date Projected End Date  
07/14/2010

County State  
Los Angeles California

Country  
United States

**Case Status**

	Status	Effective Date	End Date
+			
1	Court Involvement	07/14/2010	

**Status**  
 Court Involvement  
 Voluntary

Effective Date  
07/14/2010

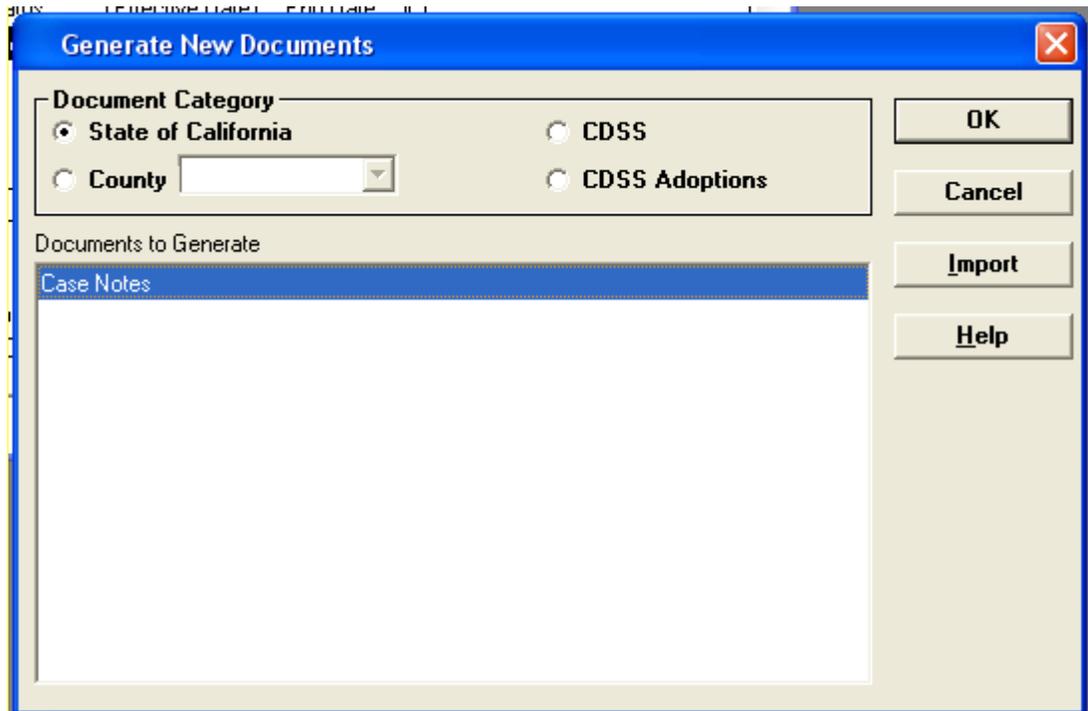
End Date

**Intervention**

	Reason
+	
1	New CVD Meeting

Case Alerts

You will be presented with the Generate New Documents dialog. Click on the Import button.



You will be presented with the Import External Document dialog. Indicate the drive on your workstation where the file is you want to import.

Import External Document

GJ(QJ(g)

File Name:

J-.doc

OK

Cancel

!;!elp

Look In:

- C:\
- CACW
- Binary

Files of Type:

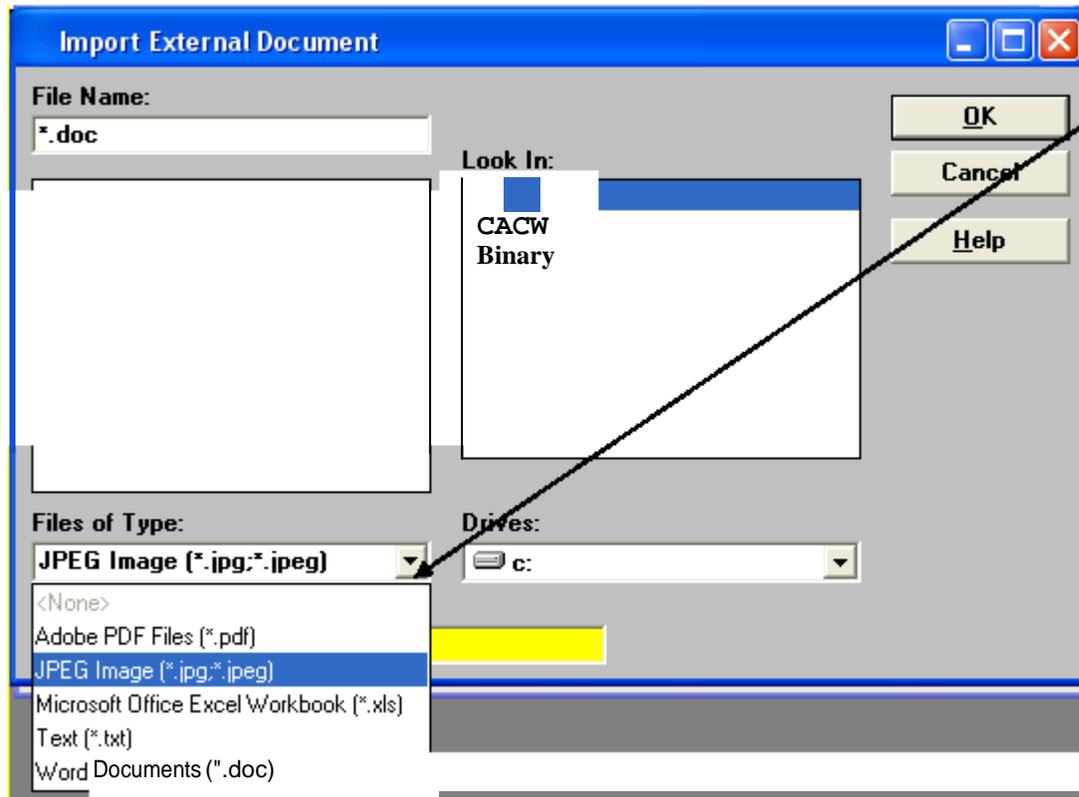
Word Documents (\*.doc)

File Title:

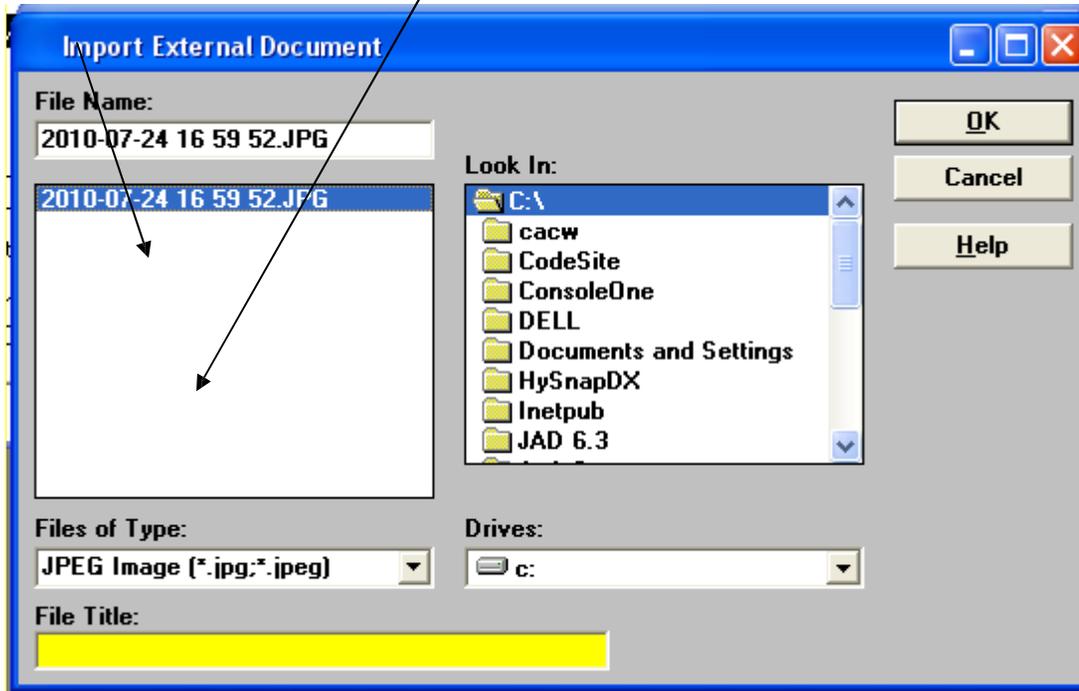
Drives:

- c:
- c:
- d:
- e:
- g:[\\ITS\_1\SOFTWARE)
- h:[\\ITS\_1\DATA\SHA...)
- i:[\\COVII\DATA\SHAR...)
- q:[\\loiPLX1\DATA\SHA...)
- r: [\\PASA2\DATA\SHA...]

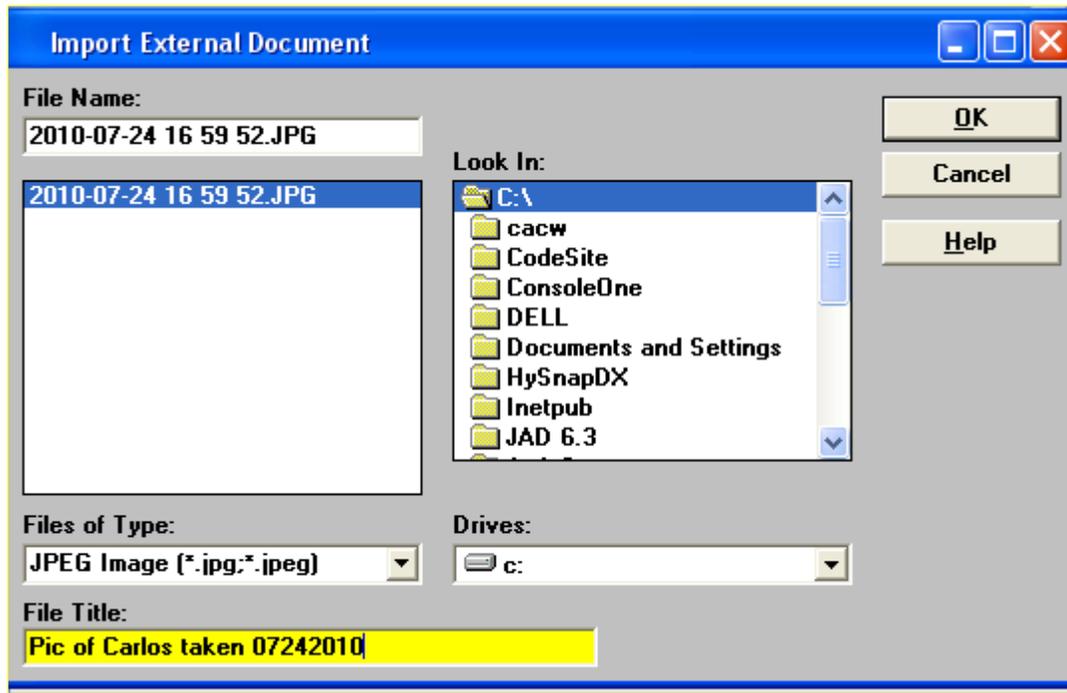
Then indicate the type of file you want to import- for pictures, this would be the .jpg file type;



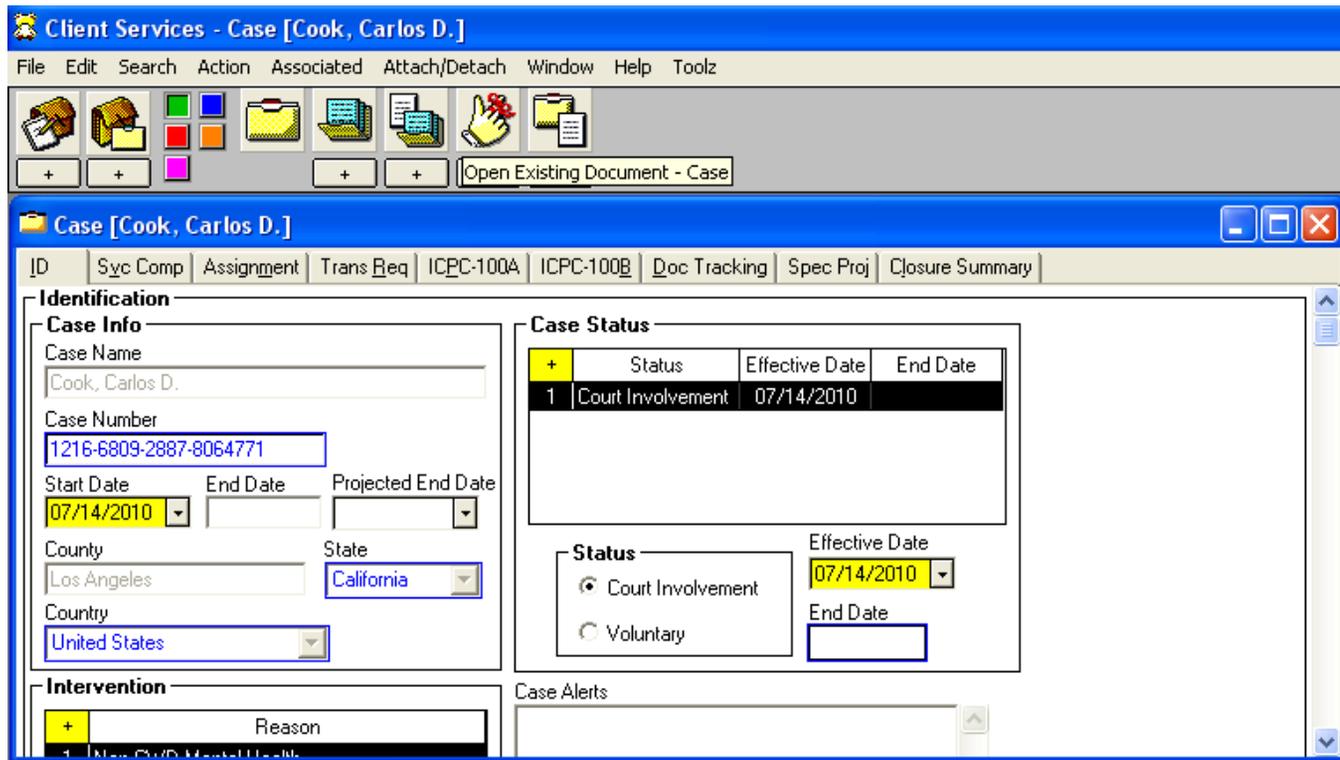
In this section of the dialog, you will see a list of all files that are in the drive you selected and that are the type of file you selected. There is only one .jpg file in this C: drive. You have to highlight the file you want to import. The name of the file you highlighted will appear in the File Name: field.



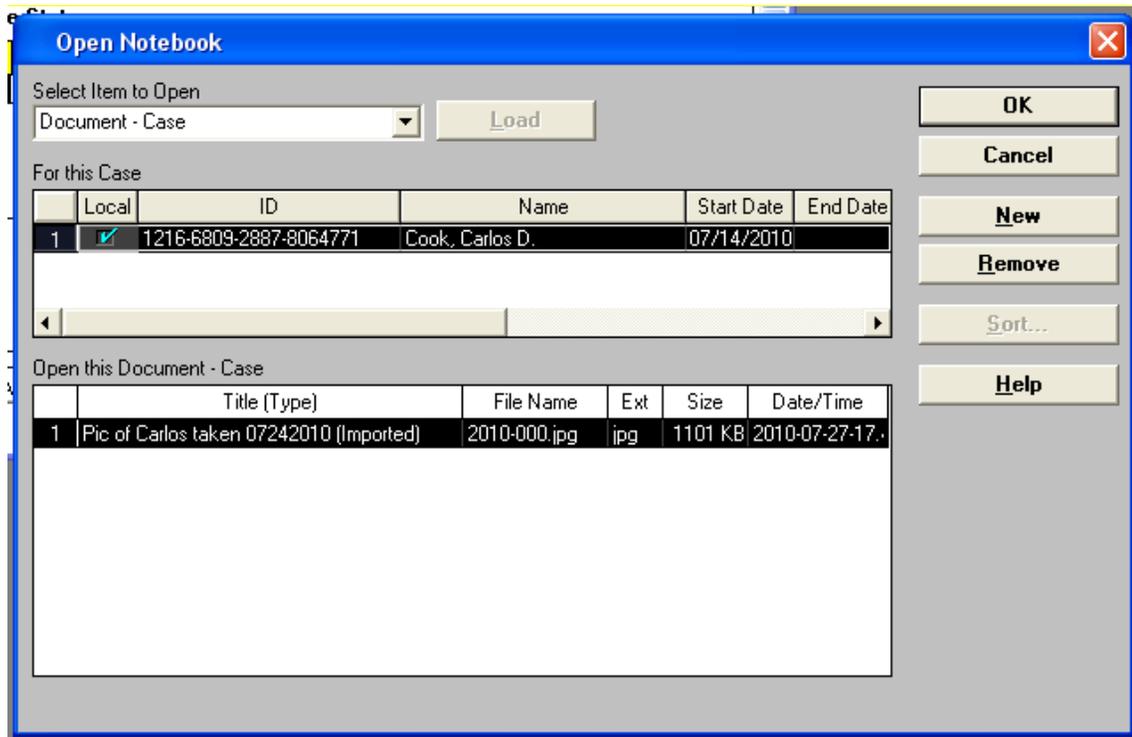
You then have to name the file before you can import the file. I have named my file Pic of Carlos taken 07242010. Type the title in the File Title: field and then click the OK button



The picture you have imported will appear. You can verify that the picture was imported to CWS/CMS by clicking on the Client Services window and then clicking on the Open Existing Document – Case button.



The Open Notebook dialog will appear and you can see that the file you imported is there.



As always, you want to Save to Database to retain the picture in the case.