

How to resize and upload images to the RFTTrack software from your cell phone

Note: The RFTTrack software can upload an image size up to 90 KB.

1. Take a picture with your cell phone and send the image to your work email address.
2. If your cell phone allows you to reduce the image to Small, Medium or Large, do so, noticing that each size indicates how many KB are used when transferring the image to your email.
3. Save the image to your computer, perhaps naming the file after the old red tag number – such as 321654.
4. Open the image and use the Edit button to crop, rotate, etc. to only include the picture of the asset – cut as much of the background out as possible.
 - a. If necessary, you may need to save the edited image with a new number such as 321654a, and then close the image and reopen it.
 - b. Go to the new image number and click on the ‘...’ to Resize it to be less than 90 KB. The size is indicated under the ‘Resize image’ header.
 - c. If necessary, click on ‘Resize’ and select ‘Best for profile pictures and thumbnails’.
 - d. Save the resized image. This will get it to the right size of less than 90 KB.
5. Open RFTTrack and go to the ‘ATTACHMENTS’ tab for the asset you want to upload. Click on ‘Choose File’ and upload the image you just saved.
6. Click on the green ‘SAVE’ or blue ‘SAVE & CLOSE’ to save the uploaded image into RFTTrack.
7. The above steps may be necessary to repeat to get the image less than 90 KB.