

How to Attach and View documents in DBA FACSPRO

Using MS-Word to Save Photos to DBA Attach Documents to DBA

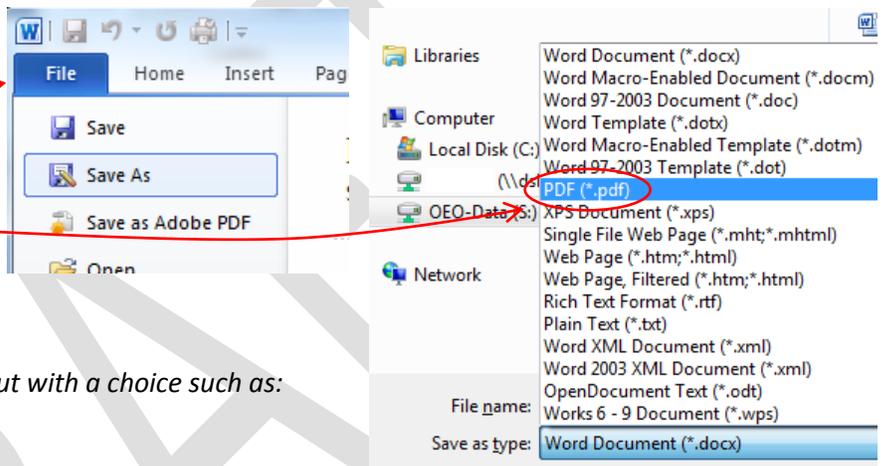
General Info

As the WAP network improves its capabilities with DBA, OEO will be able to better assist agencies with their technical and programmatic tasks, and also improve OEO's Monitoring responsibilities. One of DBA's functions allows agencies to upload PDF files, thus providing OEO the ability to observe individual job documents in real-time. These documents can be either saved on a computer as a PDF file or scanned; and can include job photos, assessment details, and inspection forms. Only PDF Files can upload to DBA.

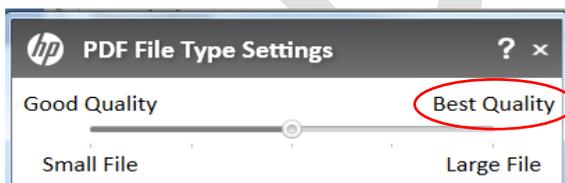
Computer files: most computer programs can save documents as PDF files, which maintain their appearance and formatting when they are viewed on another computer. For example, to save a Word document as a PDF:

- Click File
- Save As
- (select) PDF.
- Give the new PDF file a descriptive name such as "PhotosPreWx.pdf" or "PhotosPostWx.pdf."

(Note: some computer systems allow a shortcut with a choice such as: File → Save as Adobe PDF.)



Scanned files: most modern scanners allow documents to be saved as PDF files. But sometimes a default setting has been fixed to automatically save in a graphics format such as JPG or TIFF, which won't upload to DBA. In the scanner software, find the setting control that commands the format of the output file, such as the example below:

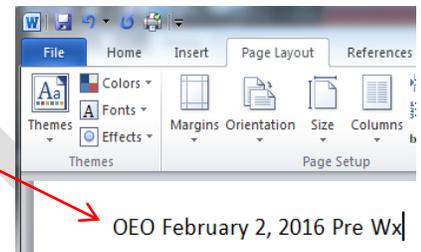
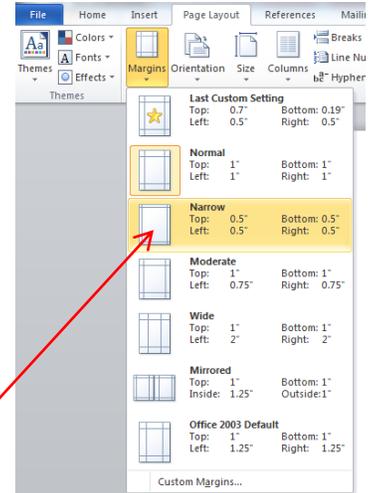


Look for a setting that controls the image resolution of the scanned file and set it to the highest quality. The file may be large, but DBA should be able to retain a nearly unlimited number of large documents.

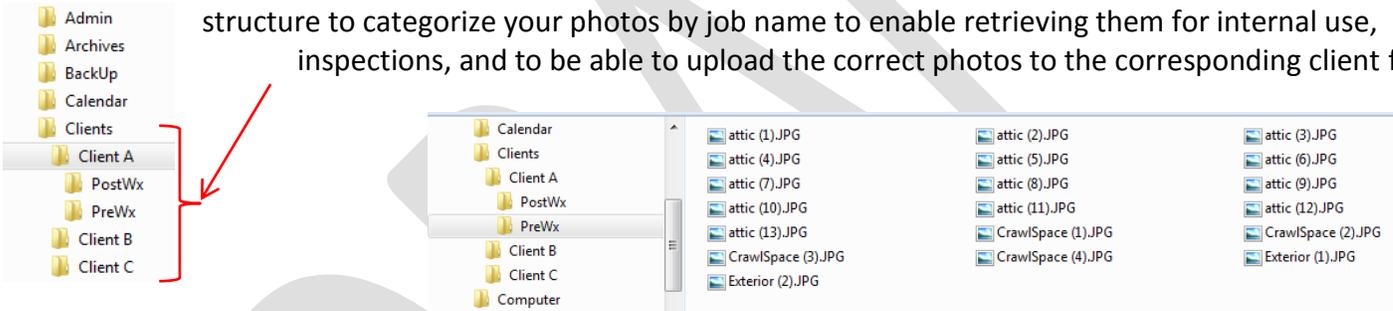
Using MS-Word to Save Photos to DBA

MS-Word can be used to hold photos for uploading to DBA. However, if an agency decides to create a Word document to hold photos, they will need to make all needed additions and edits to the Word document, then save the document as a PDF, and upload that file. To use MS-Word to hold photos, follow these instructions.

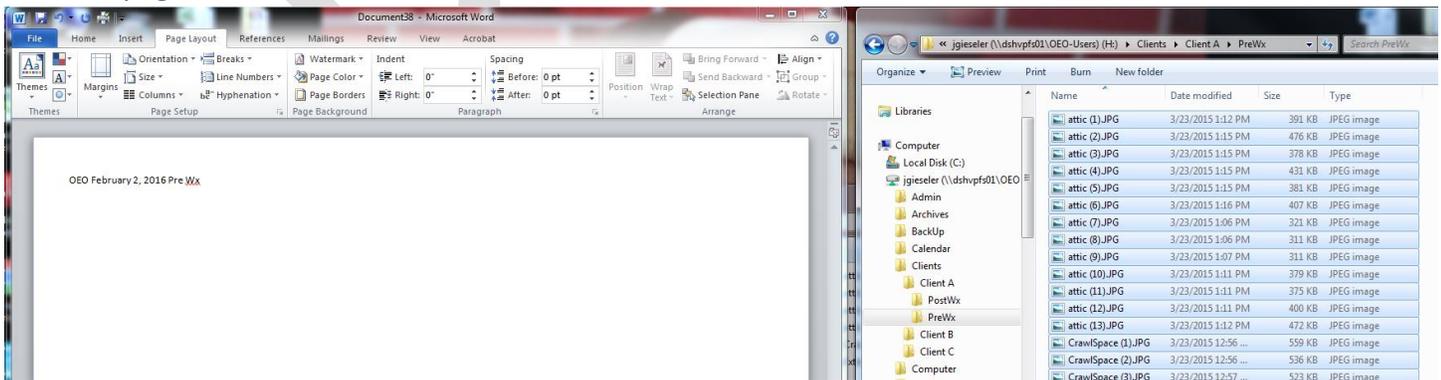
- 1) Create a new blank Word document.
 - a) CTL-n **or**
 - b) select File → New → (Select) Blank document → Create
- 2) Set the margins to 1/2" on all sides to get maximum resolution of your images. *(Note: you may need to set the orientation of your Word document [portrait or landscape] to display the largest image on the page. The example shown here used landscape orientation because that was the orientation of the original photos.)*
- 3) Assign a document heading, like: (agency acronym + upload date + topic.)
- 4) Using the File Explorer, find the folder where you previously saved your job photos. If you haven't done so already, you will need to create a file



structure to categorize your photos by job name to enable retrieving them for internal use, inspections, and to be able to upload the correct photos to the corresponding client file.



- 5) Arrange your Word document and File Explorer side by side on your desktop. Select all the images you want to upload by selecting a sequence of files (hold down the SHIFT key while clicking the first and last in the range) or by selecting individual files while holding down the CONTROL key. Load them all into the Word document by left-clicking one of the selected files, holding down the mouse key, and dragging them onto the page.



6) The photos should display one to a page, as in this zoomed out image.



7) Program regulations state that all measures (ECM, IRM, H&S) should have before and after photos in the file. Therefore it's a good idea to provide a brief description of the individual photos. Once you are done editing the Word document, you can save it as a PDF to a location you can find easily for uploading to DBA.

Attach Documents to DBA

1. Find the client for whom to attach documents.

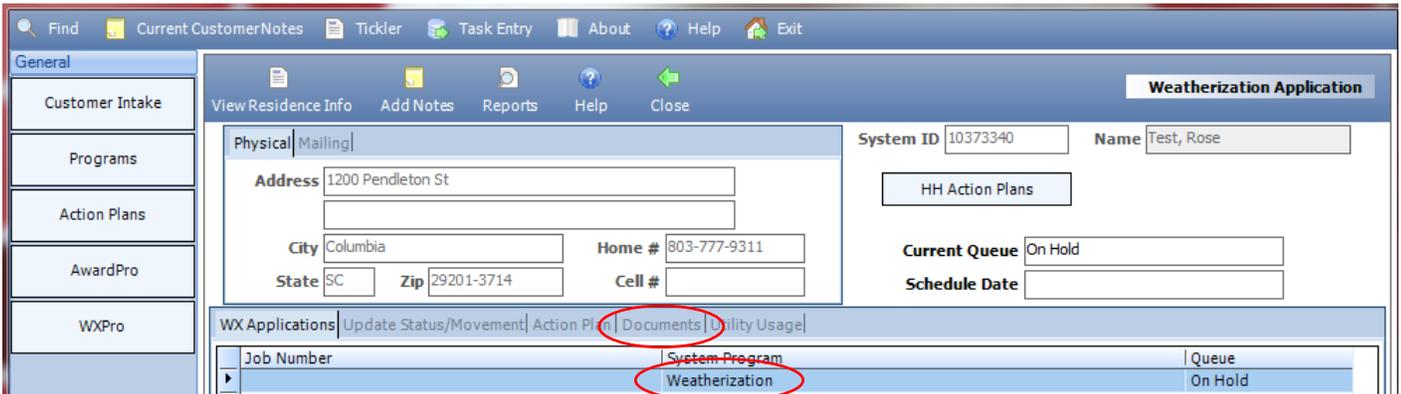
The client name should appear in the lower right-hand corner of the main screen.

2. Click the "WXPro" button under the "General" button on the left hand side of the main screen to bring up the "DBA Weatherization Pro" window.

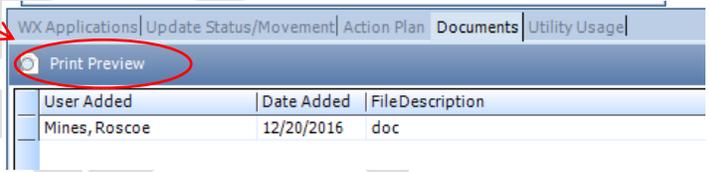
Review Queue	Weatherization Application
Scheduling	Weatherized Address Lookup
Monitoring/Training	
Inventory	

3. Click "Weatherization Application" to bring up the "Wx Applications" window.

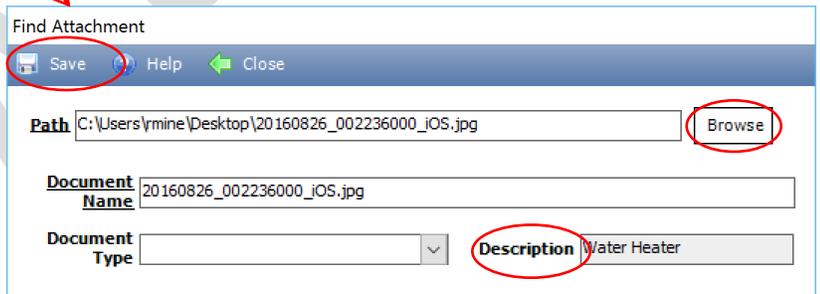
4. Select the application and then click the “Documents” button.



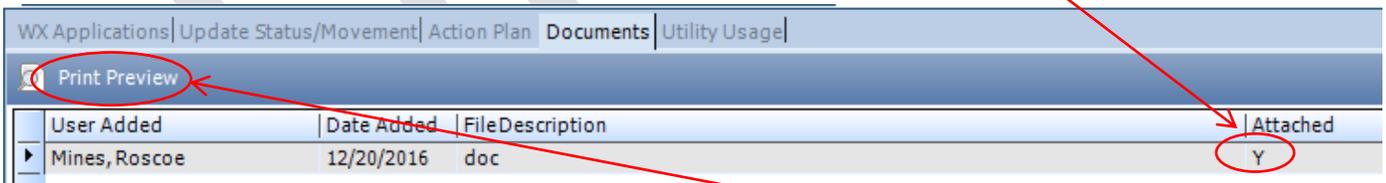
5. The “Print Preview” window should appear. Click the “Attach” button at the bottom of the page to bring up the “Find Attachment” window.



6. Click the “Browse” button to locate and select the document to attach to the client file. Enter a “Description”, and then click “Save”.



7. When the document has successfully attached, the letter “Y” should appear in the “Attached” column of the “Print Preview” screen.



8. To view the document in DBA, select the file, click “Print Preview”, wait a few seconds, and the picture should come up.