PSO Photo Upload
How to “Send Images to ProVest” Quick Doc – (4 Steps)
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The Photo Admin section is found on the main tab of PSO labeled Photos. If you do not see this tab, please contact ProVest Contract Management and they will have the tool added to you.

I. Getting Images To PSO Image Database (2 ways)

*The images get to into PSO’s image database in 2 ways.

1. Use the **PSO Photo Windows Application Upload Program**. (This program can be down loaded by clicking on the link found in the upper right corner of the Photo Admin Tab.)

2. **PSO Mobile device** can also be used in sending images to PSO Image Database.
II. Submitting the Images to ProVest (4 steps)

Once the images are in PSO image database there are 4 simple steps you will need to follow to send / submit the images to Provest.

The below screen shows the 4 steps you will need to follow.

1. Select Your Images
2. Get a Case to associate to your images
3. Associate the images
4. Submit the images to ProVest

1. Select your Images:
You can search by a number of ways to find your images. The easiest way is using the default options of (a)“not associated yet” and (b)“not submitted yet” – This combination will bring up all of your images that you will need to associate to a case.

Simply set these options and click on the [get images] button. This will bring up all of your images that you will need to associate before submitting to Provest.

2. Get a case to associate to your images.
Once you have your list of images (A) you will then need to select a case to associate them. This is done by searching a case in your ProVest work load (B). You can search for a case by Case#, File#, Address1.
Once you located the case – click on the radio button next to the selected case.

Select the images using check boxes.
3. Associate the Images.

Once you have selected the images and selected the case – simply click on the [Associate Images to the Case] button. This will associate the images to the selected case.

**Note if you are using the PSO Mobile device the application automatically associates the images to a case. So all of the images coming from the mobile device are already associated and simply need to be submitted to ProVest (step #4)**
4. Submit the Images to ProVest

The last step is to submit all of the images you have associated to cases to ProVest.

Click the Submit Button to send to ProVest
When you click on the [Submit Associated Images To ProVest] button, this will bring up a pop up box listing all of images you have associated and need to submit to ProVest.

The check boxes are automatically checked for you.

Final step is to click on the [Submit Pics To ProVest Button]. This will send all of the pictures to ProVest.

Close the window and return to PSO.

This completes the steps required to submit images to ProVest.

*That is the end of the documentation*