

Property Control Officer – Tips and Tricks

Uploading Photographs to the Disposition Reporting System

- Each Line item on a disposition report should have at least one photo.
- This is problematic in the current disposition reporting system because of the length of time it takes to upload photos.
- The trick to a quick, successful upload is a small photo file size. This does not mean the dimensions of the photo (5 x 7 : 8 x 10), but the actual file size in KB's (6,000 KB = 6MB)
- The following pages offer solutions for common issues encountered when trying to attach photos and completing the disposition report, including how to compress photos.

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Issue #1

I attach files to the disposition report but they disappear when I submit the report.

Note: The disposition system will allow you to attach any kind of file *.docx *.xlsx *.pdf or *.jpg but once you submit the report, the system cant find the file later if it didn't end in .jpg

Tip #1

All attachments to the disposition report have to be an image file with an extension of *.jpg

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Issue #2

It just takes too long to attach a photograph. Sometimes the system even times out before the process is complete.

Note: The size of each file in MB's (523kb : 2,543kb) effects how long it takes to upload. This is the resolution of the photograph and not the dimensions (5x7 : 8x10)

Issue #3

Sometimes files have to be sent through Email and we have problems sending them in outlook. Sometimes it takes 5 emails with photos attached for the same disposition report.

Note: There is a limit to the file size (MB's) that the server will allow to pass through. The file size(s) that you are attaching impacts how many photos you can attach.

Trick #2 & 3

The following Page Describes an easy method of compressing photos that can be used either to send photos through the Email Server, or save them in a smaller version on your computer.

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Trick : Compressing Photographs

- 1) Close Outlook and navigate to the folder that contains your files.
- 2) Select the photos you want to send or compress.
- 3) [Right Click] > [Send To] > [Mail Recipient].
- 4) Select the Resolution you want to use. The system immediately asks what file size you want to use. Use the drop-down to select the resolution you want. The recommended resolution is "Large 1280 x 1024" (the default is "Medium 1024 x 768"). As long as you don't use the "Original Size" option you should be fine.
- 5) Click [Attach]. An Email message is generated with the photos attached. At this point you could address the email and send the compressed photos.
- 6) If you are just trying to compress the photos without sending them, you can click the drop-down beside each attachment on the email and click [Save As].
- 7) Navigate to the original folder location. You want to save the files back to the same folder you got them from.
- 8) Click [Save]. You will get a warning letting you know the file already exists. Clicking on the [Yes] button will replace the original, larger file with the smaller photo.
- 9) For Organization sake, We recommend clicking beside the attachment and [Remove Attachment] once you have saved it back to your computer.

[Click Here](#) to watch a video demonstration

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Issue #4

I have files other than Picture files (*.jpg) that have pictures embedded, or sections with images that I need to attach to the disposition report.

Note: All applications have a feature that allows you to copy a section of the document, spreadsheet, or PDF.

Trick #4

Create and save a picture from the contents of the original file.

The easiest way to accomplish this is by using the “Office Accessory” called the “Snipping Tool”. Once you outline the area and it is copied to the snipping tool, you have an option to save what is on the clipboard as an image file.

[Click Here](#) to watch a video demonstration

If you don't have the Snipping Tool, most applications allow you to select an area in the document, spreadsheet or PDF that you can [right click], [copy], and [paste image] into a blank word document. Once you have pasted it, you can [right click]the image in the word Document and [save as picture] to your computer.