A budget-friendly, feature-rich, fully integrated, complete system supported by renowned customer service.

Impressions

Mandarin Library Automation Newsletter

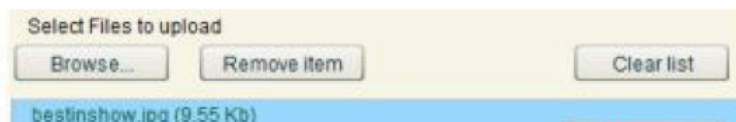## Importing pictures using OASIS (*)

In Cataloging --

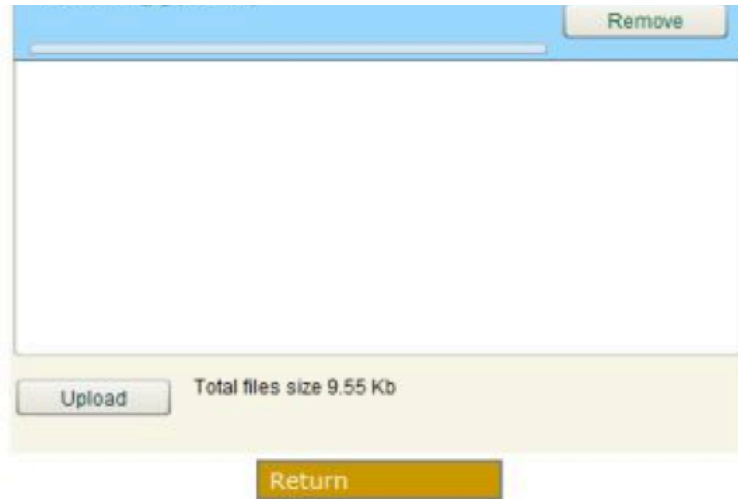Search for the item you want to attach a picture to and click "**Attach Picture**."

Click "**Import Picture**" and then click "**Batch Upload**" and select Browse.

Go to where the pictures

are and select the picture or group of pictures you want and click "**Upload.**"

When the upload is 100% complete click "**Return.**"

You will now see the picture you want in a list. Click "**Select**" and then click "**Attach**" and the picture will now be attached to that record.

Note: After clicking "**Batch Upload**" you can select more than one picture to upload. Then they will all appear in the list and you can Select and Attach without having to upload each time.

In Circulation --

Click on "**Status**" and search for the record.

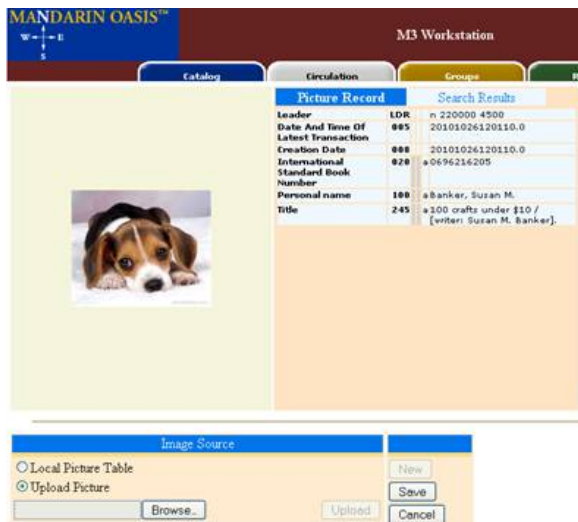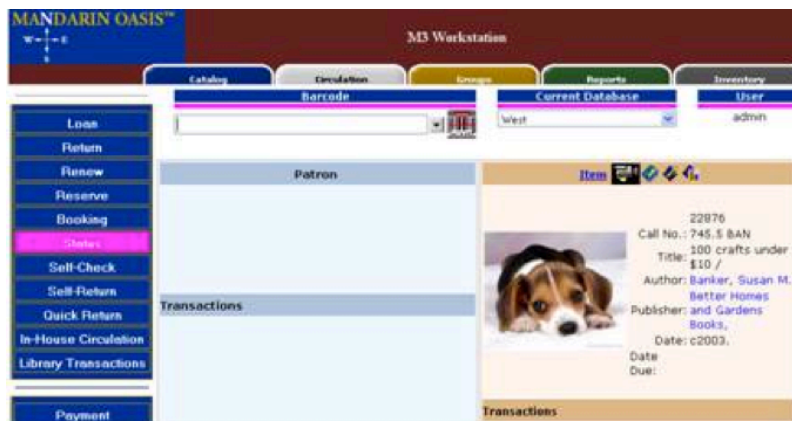Click on the icon for "**Attach/Modify Picture**"

Select "**Upload Picture**" and click on "**Choose File**" to look for the picture on your computer.

After selecting the picture click on "**Upload**" and then "**Save.**"

The picture will display on the record in Circulation and in Cataloging.

(*) To download this document in pdf format [click here](#)

To request a consultation click here

To request a live webinar click here

To request a sample data conversion, click here

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