

CMPOnline Image Sharing

Overview

Image sharing in CMPOnline allows for easy distribution of images saved within a case file. This is helpful if you would like to share a collection of images with someone without access to your CMPOnline. Along with the images, shares will also be able to show information about the images such as the description, any notes, original file name, and date entered.

Creating the Image Share

1. Open CMPOnline and navigate to Case File > Imaging.
2. Click the “Action” button in the top left and select “Create Image Share”.
3. A new column labeled “X” will appear, check the box in this column for each image you would like to include in your share.
4. Again, click “Action” and then “Create Share”.
5. In the “Set Expiration Date” pop-up, you can set the number of days, hours, or minutes your share will be available. (After the expiration date has passed, those with the image share will no longer have access to the images)
6. A link to your image share will be copied to your clipboard, you can send this link to anyone you wish to have access to the images selected.

Viewing Past Shares

1. Open CMPOnline and navigate to Case File > Imaging.
2. Click the “Action button” in the top left and select “View Image Shares”.
3. In the Shares pop-up, you will see five columns:
 - a. Link- Click to retrieve the link to a past image share.
 - b. Entered By- This shows the user that originally entered the share.
 - c. Entered Date- The date the share was created.
 - d. Expiration Date- The date the share will expire.
 - e. Actions- Provides the option to cancel a share if needed, which will disable the link for anyone who may have it.

Questions?

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