


Adding Multiple Images to an Activity Note

Overview

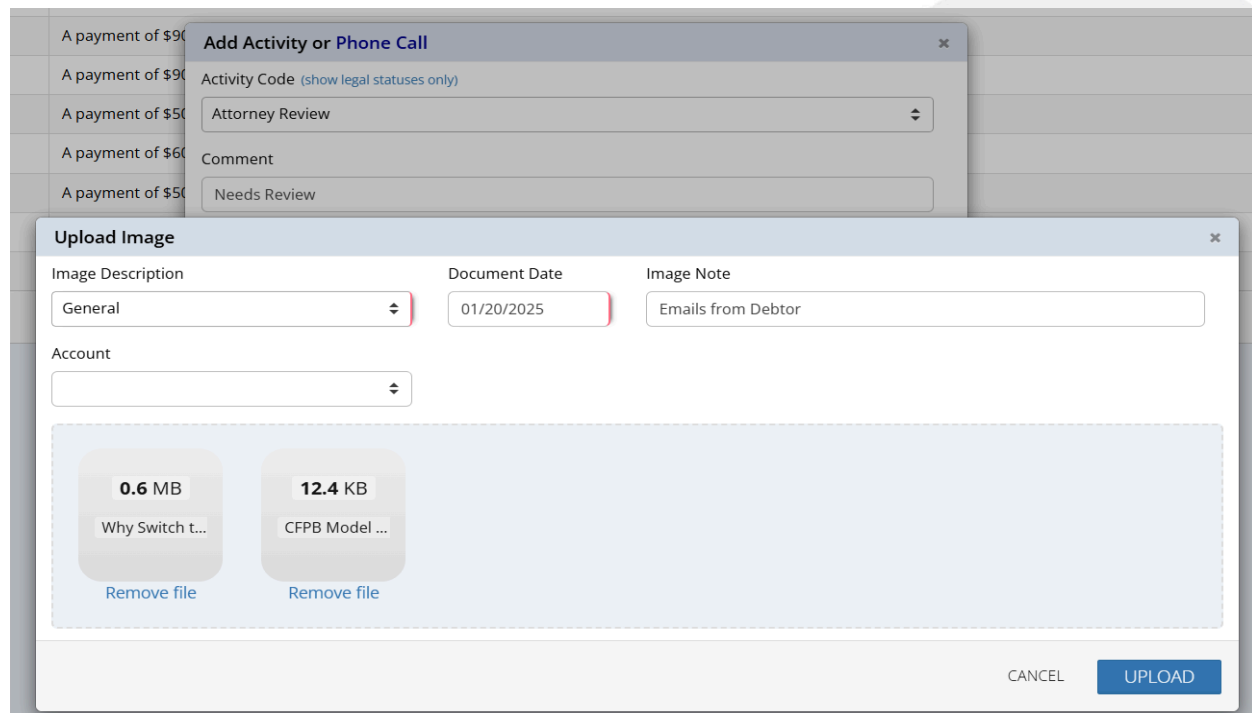
This document details how to efficiently add multiple images to an activity note in CMPOnline. By following these instructions, users can streamline their workflow and ensure that important data is properly documented on each case file.

Adding Multiple Images to an Activity Note

- Navigate to Case File > Activity
- Click “Add New”
- You can either drag / drop external supporting documents onto your activity note, click on the cloud icon  , or if you’ve already uploaded the supporting document(s), you can click the “manage attachments” link on the activity note screen to select which attachments you want to add.

Note: When you drag an image from your computer into the activity box, the Upload Image popup will appear for you to easily select your image description, date, notes, etc.

- After selecting your Description and other details, Click Upload

The screenshot shows a web interface with a list of activity entries in the background, such as "A payment of \$900" and "A payment of \$500". In the foreground, there are two popups. The top one is titled "Add Activity or Phone Call" and contains fields for "Activity Code" (with a dropdown menu showing "Attorney Review"), "Comment" (with a text input field containing "Needs Review"), and a "show legal statuses only" link. The bottom popup is titled "Upload Image" and contains fields for "Image Description" (dropdown menu with "General" selected), "Document Date" (text input with "01/20/2025"), and "Image Note" (text input with "Emails from Debtor"). Below these fields is an "Account" dropdown menu. A large dashed box contains two image thumbnails: one labeled "0.6 MB" with the filename "Why Switch t..." and another labeled "12.4 KB" with the filename "CFPB Model ...". Each thumbnail has a "Remove file" link below it. At the bottom right of the "Upload Image" popup are "CANCEL" and "UPLOAD" buttons.

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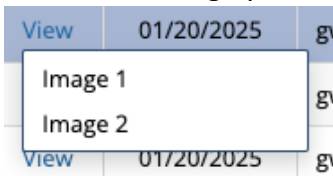
Viewing Multiple Images Already Added to an Activity Note

There are two ways to view multiple images that have already been added to an activity note on a file.

- First, navigate to Case File > Activity

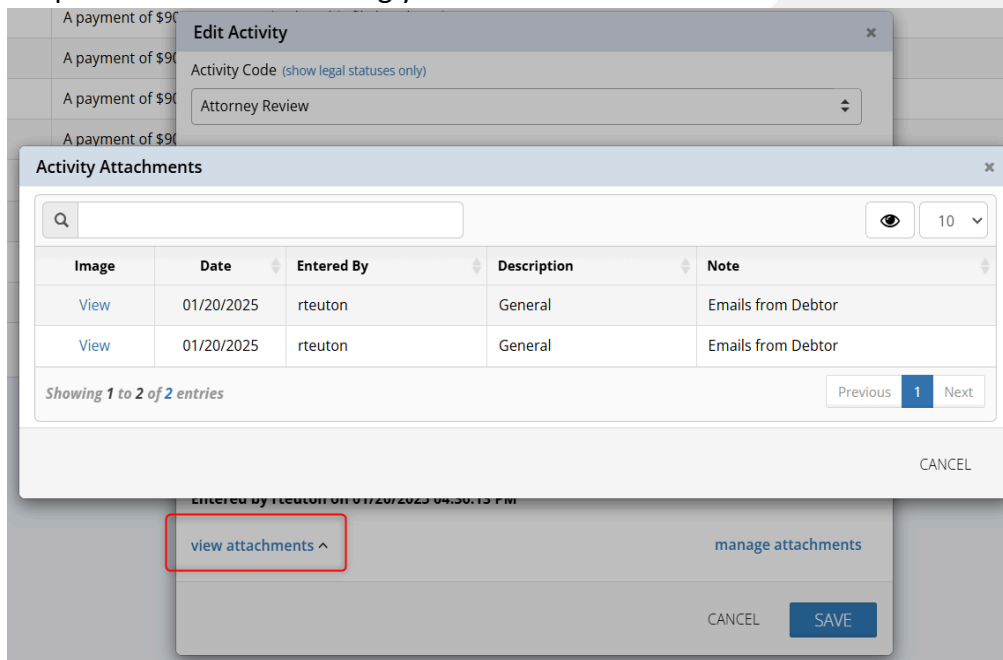
From the Activity Grid:

- Click on “View” under the Image? Column of the activity note obtaining the multiple images
- Click on the image you wish to view and it will open in a new tab



From the Activity Note:

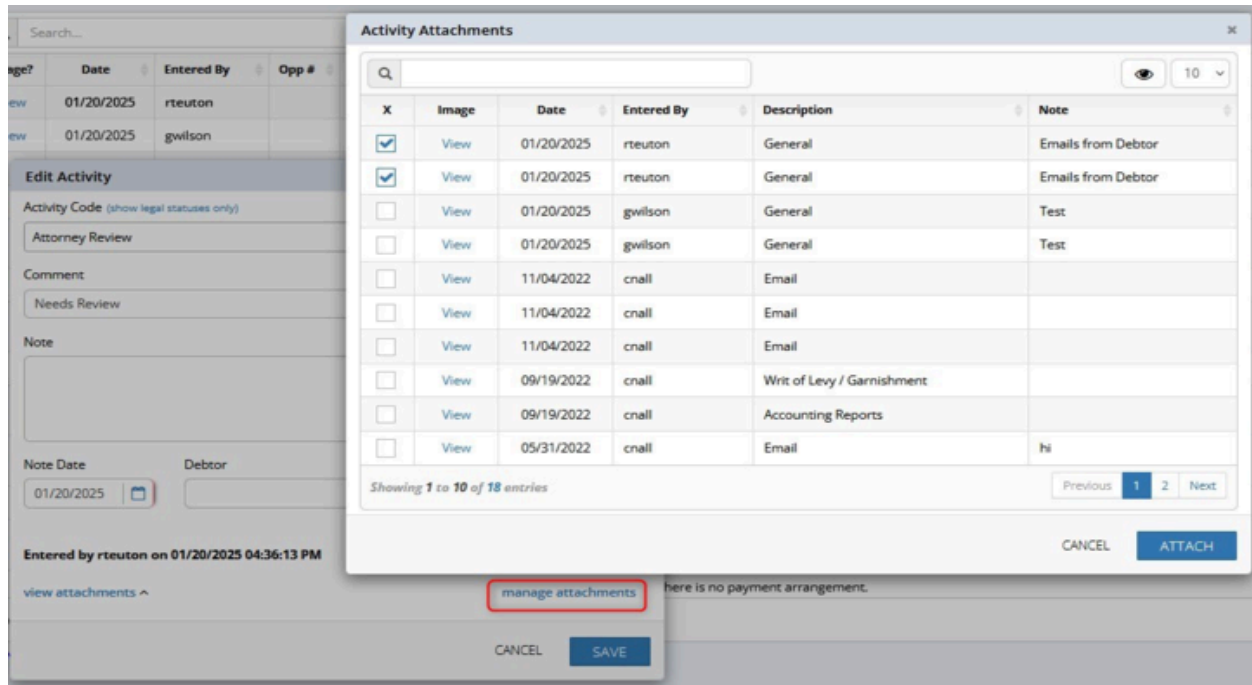
- Double click or Edit the activity note obtaining the multiple images
- Click the arrow to see a simple image list –OR–
- Click “view attachments” for a popup box of Activity attachments you can then click on to open in new tabs accordingly



Adding Multiple Images to an Activity Note

Managing Multiple Images on an Activity Note

In addition, you can view selected images or add additional images already saved to the file by clicking on "manage attachments" by editing the Activity.



X	Image	Date	Entered By	Description	Note
<input checked="" type="checkbox"/>	View	01/20/2025	rteuton	General	Emails from Debtor
<input checked="" type="checkbox"/>	View	01/20/2025	rteuton	General	Emails from Debtor
<input type="checkbox"/>	View	01/20/2025	gwilson	General	Test
<input type="checkbox"/>	View	01/20/2025	gwilson	General	Test
<input type="checkbox"/>	View	11/04/2022	cnall	Email	
<input type="checkbox"/>	View	11/04/2022	cnall	Email	
<input type="checkbox"/>	View	11/04/2022	cnall	Email	
<input type="checkbox"/>	View	09/19/2022	cnall	Writ of Levy / Garnishment	
<input type="checkbox"/>	View	09/19/2022	cnall	Accounting Reports	
<input type="checkbox"/>	View	05/31/2022	cnall	Email	hi

Questions?

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