

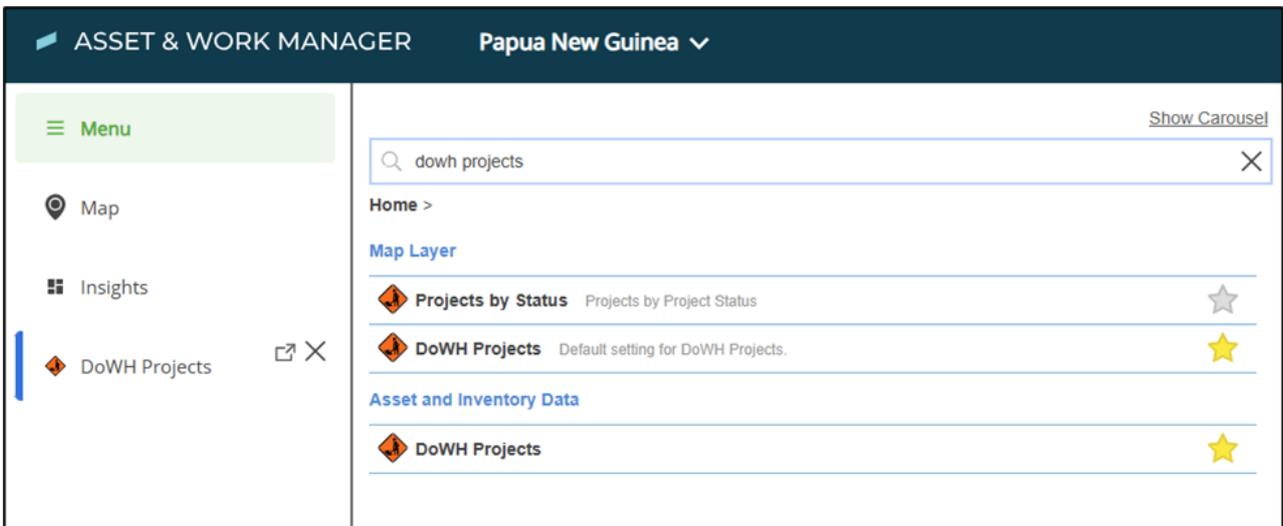
HOW TO - Add Photos to Project Monitoring Records

17/01/2025 7:58 am +10

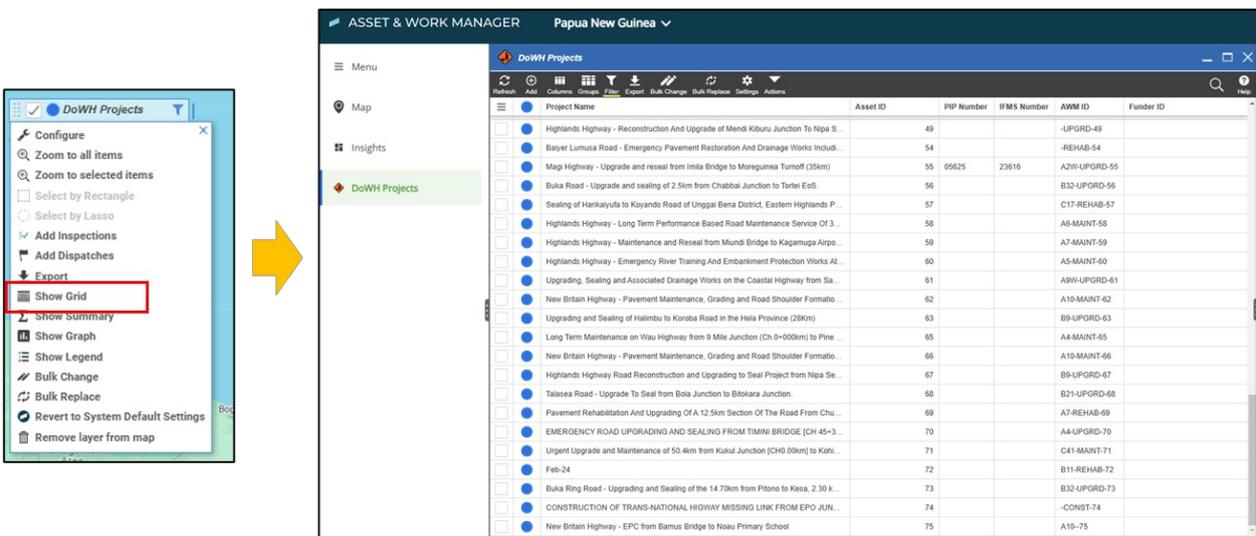
While we want to add progress and issues photos to the project and contract monitoring records, you might want to also add some photos to the Project and Contract records to show some significant before and after photos, and documents such as the actual Contract document.

To add photos to the project, follow the steps below:

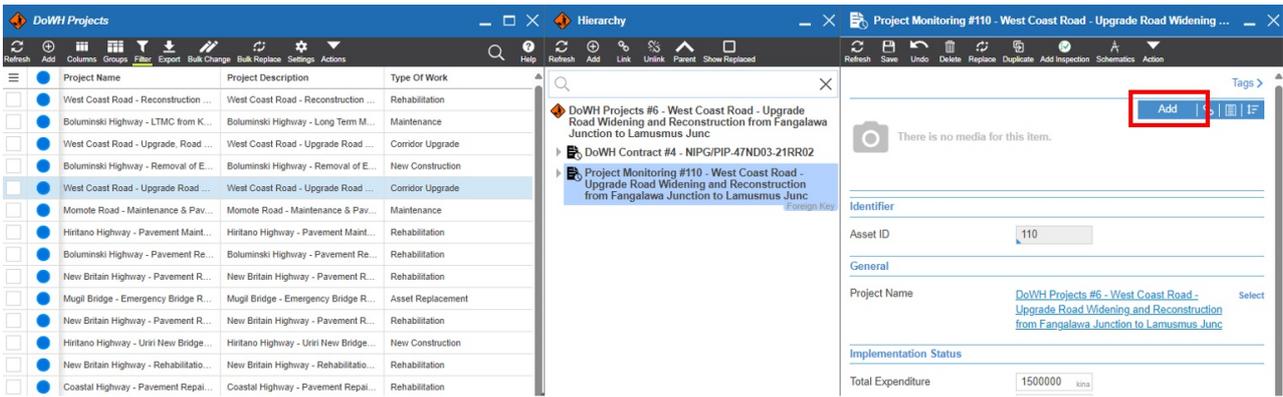
1. Open the project by searching for 'DOWH Projects' in the menu



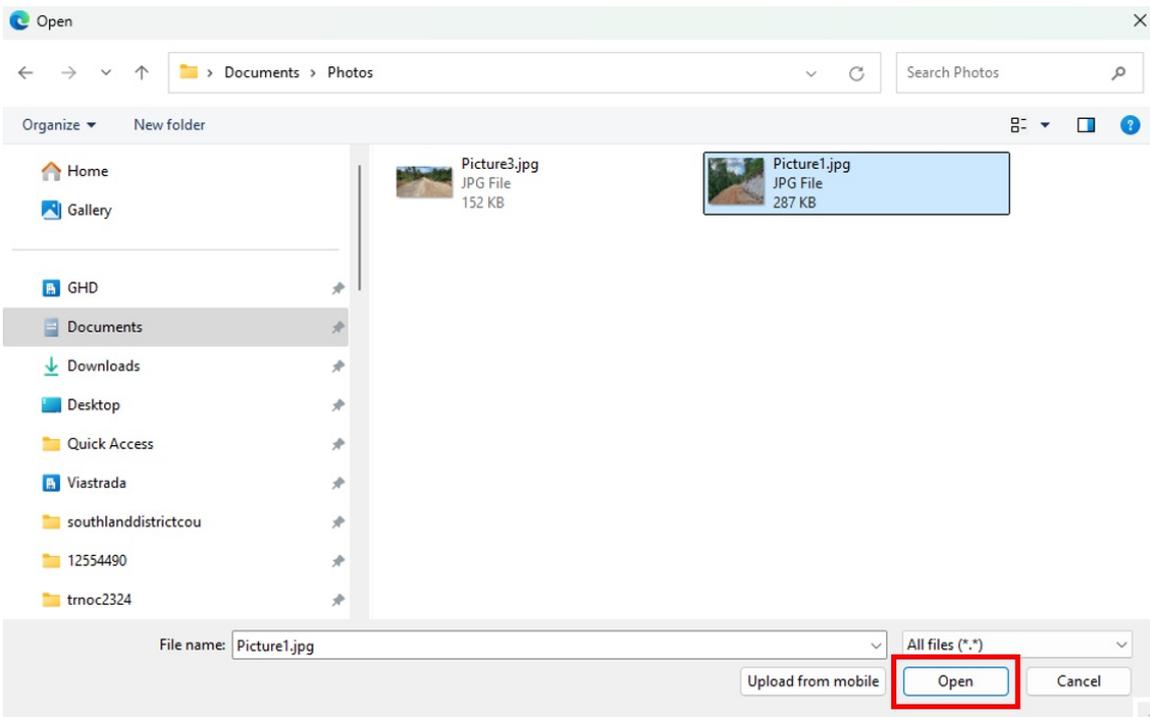
2. To see the list of projects as a data table, click on the layer and select 'Show Grid'.



3. Select the project you want to open, as well as the Project Monitoring contract. You may you need to click on the 'Hierarchy' button next to the details panel to expand this. With the Project and Contract highlighted, click the 'Add' button.



4. This will result in a pop-up of your computer's filing system. Find the image you want to use and click open.



 Alternatively, if you are accessing AWM on your mobile phone or tablet, you can upload a photo directly from your photo library on your device.

5. Click on the image to open further information on the image. Enter a description for the image and hit Save.

The screenshot displays a web application interface for project monitoring. The interface is split into two main panes. The left pane contains a form with the following sections:

- Identifier:** Asset ID: 110
- General:** Project Name: [DoWH Projects #6 - West Coast Road - Upgrade Road Widening and Reconstruction from Fangalawa Junction to Lamusmus Junc](#)
- Implementation Status:** Total Expenditure: 1500000 kina; Financial Progress: 30%; Delayed (delays >25%): No
- Achievement To Date:**
 - Commentary on Progress: Works commenced and have been suspended pending delay in payment. Once payments are made, the works will resume.
 - Issues and Recommendations: (Empty field)
 - Land Acquisition: %
 - Planning and Investigation: 100 %
 - Design: 100 %
 - Physical Works: %
 - Post-Works: %
 - Asset Data Supplied: No

The right pane shows a large image of a road construction site. Below the image, there is a form with the following fields:

- Description:** West Coast Road widening and reconstruction (highlighted with a red box)
- Type:** Unknown
- Category:** (Empty dropdown)
- Date Created:** 16/01/2025
- Notes:** (Empty text area)

6. After saving the image description, close the image description tab. You should now see the description over the image.

Project Monitoring #110 - West Coast Road - Upgrade Road Widening and R...

Refresh Save Undo Delete Replace Duplicate Add Inspection Schematics Action

Tags >

Picture1.jpg

Add | [icon] | [icon] | [icon]

Identifier

Asset ID: 110

General

Project Name: [DoWH Projects #6 - West Coast Road - Upgrade Road Widening and Reconstruction from Fangalawa Junction to Lamusmus Junc](#) Select

Implementation Status

Total Expenditure: 1500000 kina

Financial Progress: 30 %

Delayed (delays >25%): No

Achievement To Date

Commentary on Progress: Works commenced and have been suspended pending delay in payment. Once payments are made, the works will resume.

Issues and Recommendations

Land Acquisition: %

Planning and Investigation: 100

Description: West Coast Road widening and reconstruction

Filename: Picture1.jpg

Type: Unknown

Category:

Date Created: 16/01/2025

Notes:



Project Monitoring #110 - West Coast Road - Upgrade Road Widening ...

Refresh Save Undo Delete Replace Duplicate Add Inspection Schematics Action

Tags >

West Coast Road w...

Add | [icon] | [icon] | [icon]

Identifier

Asset ID: 110