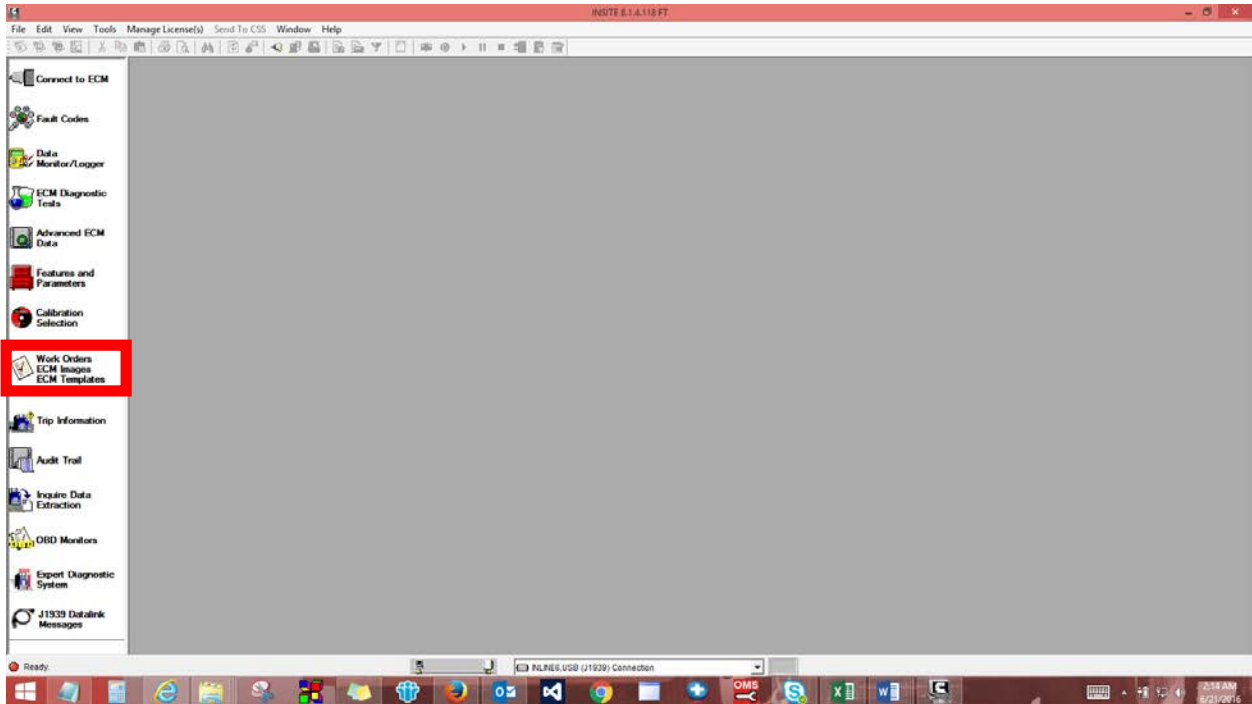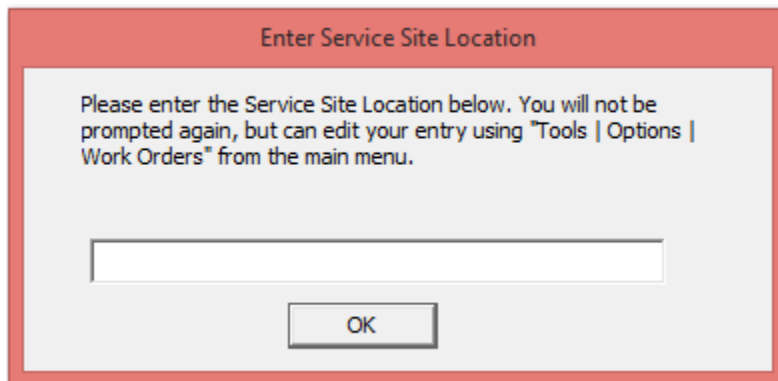# How To Export/Backup/Email Workorder Image(s)

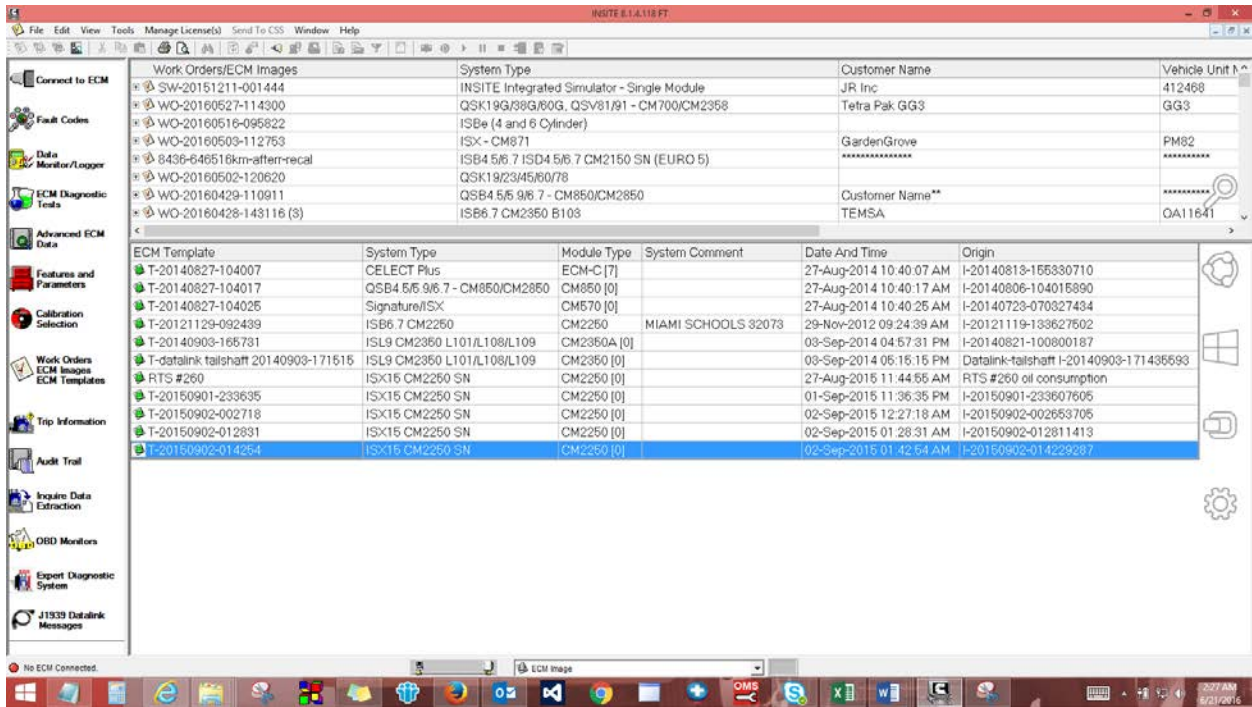## Export Workorder Image(s) to File(s) in .eif Format

Open INSITE and click on Work Orders/ECM Images/ECM Templates on the left hand side.


If you have not already set it up, you will be prompted to Enter Service Site Location. You can fill it in, or leave it blank. Click on OK:


Once you click OK you will be able to see all the workorder images:

Make sure to expand the Work Orders/ECM Images screen to see the workorder image(s) you want to export. You can select more than one workorder image to export by holding down the Ctrl button and selecting the workorder images. Then right click on it. You then have the option to Export Image(s) or Export All Images:
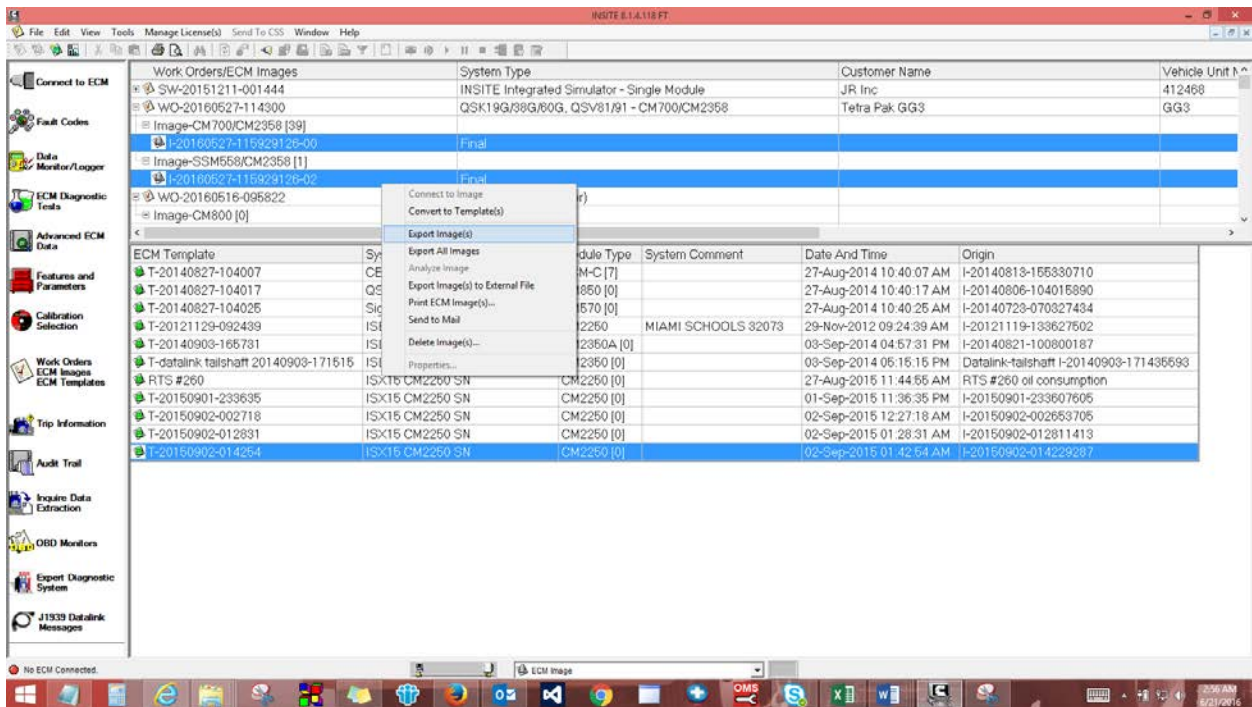
Once you click on Export Image(s) you will be prompted to provide the location and name for the exported workorder image(s). The default folder is C:\intelect\INSITE\Export and the default name is I-[year][month][day]-[seconds].eif. You will be prompted as many times as you have selected workorder images. Click on Save.
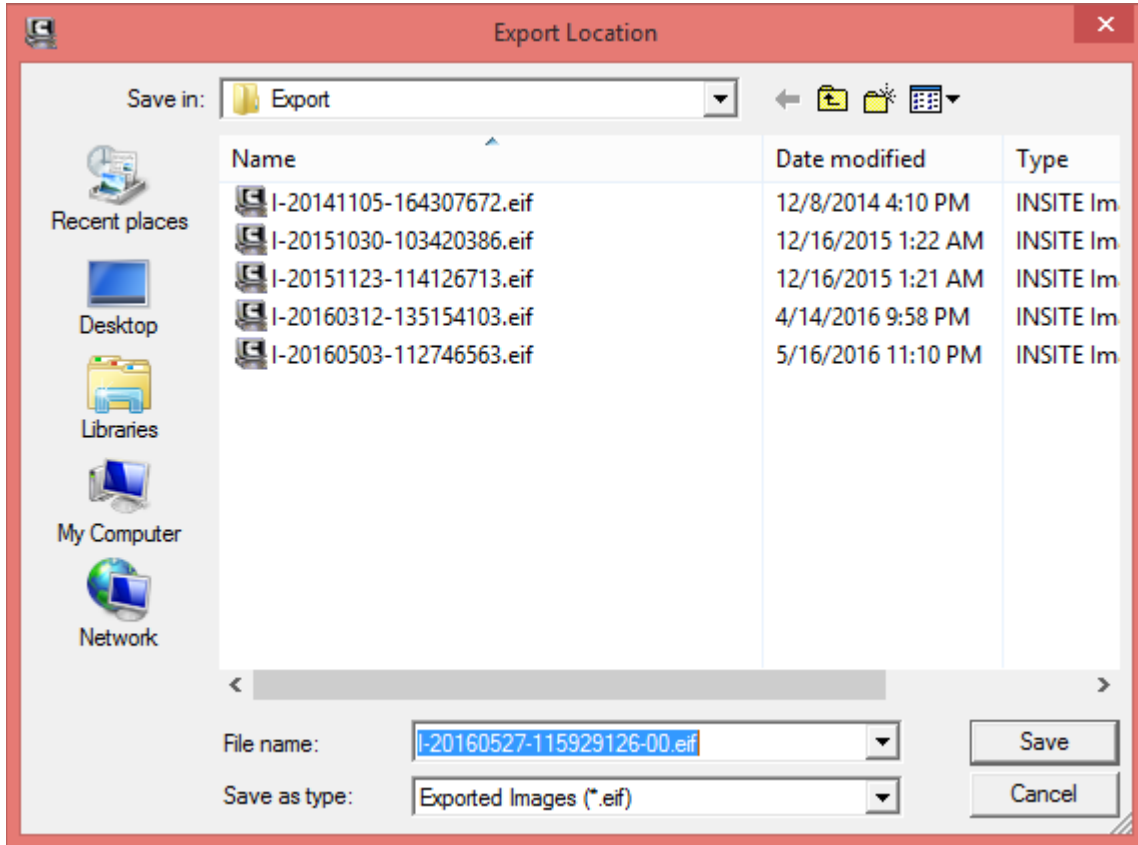
If you select Export All Images you will only be prompted for the folder to save them to. Then click on OK:
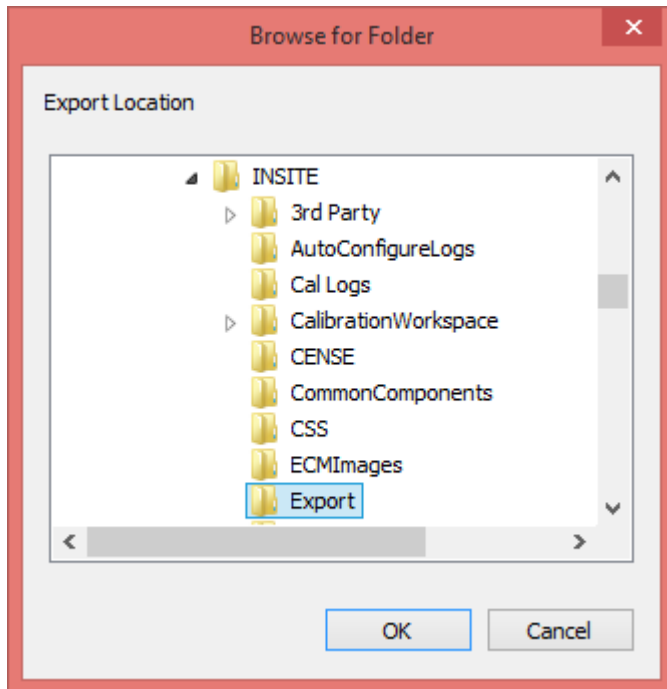
You will see a progress bar of the workorder export process:
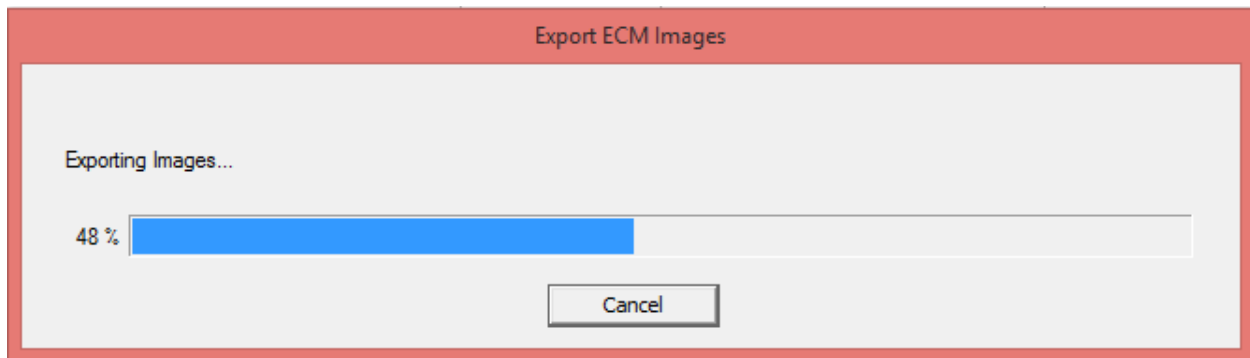
You can copy and paste any workorder image in .eif file format from any location on the PC to any other location on the PC, save it on any backup device, such as a USB flash drive or external server, or email it to Cummins. Anyone can open this workorder image in .eif file format on any version of INSITE equal or higher to the one on which this workorder image was created.

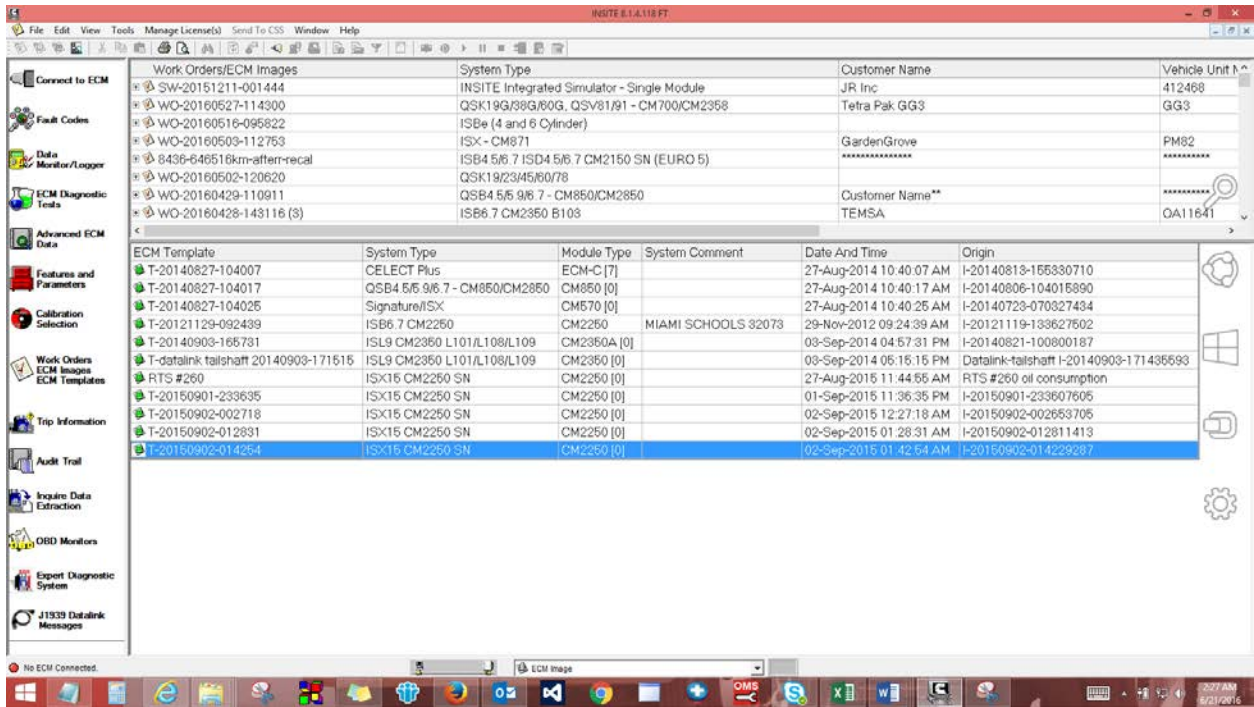## Export Workorder Image(s) to File(s) in .csv Format

Open INSITE and click on Work Orders/ECM Images/ECM Templates on the left hand side.
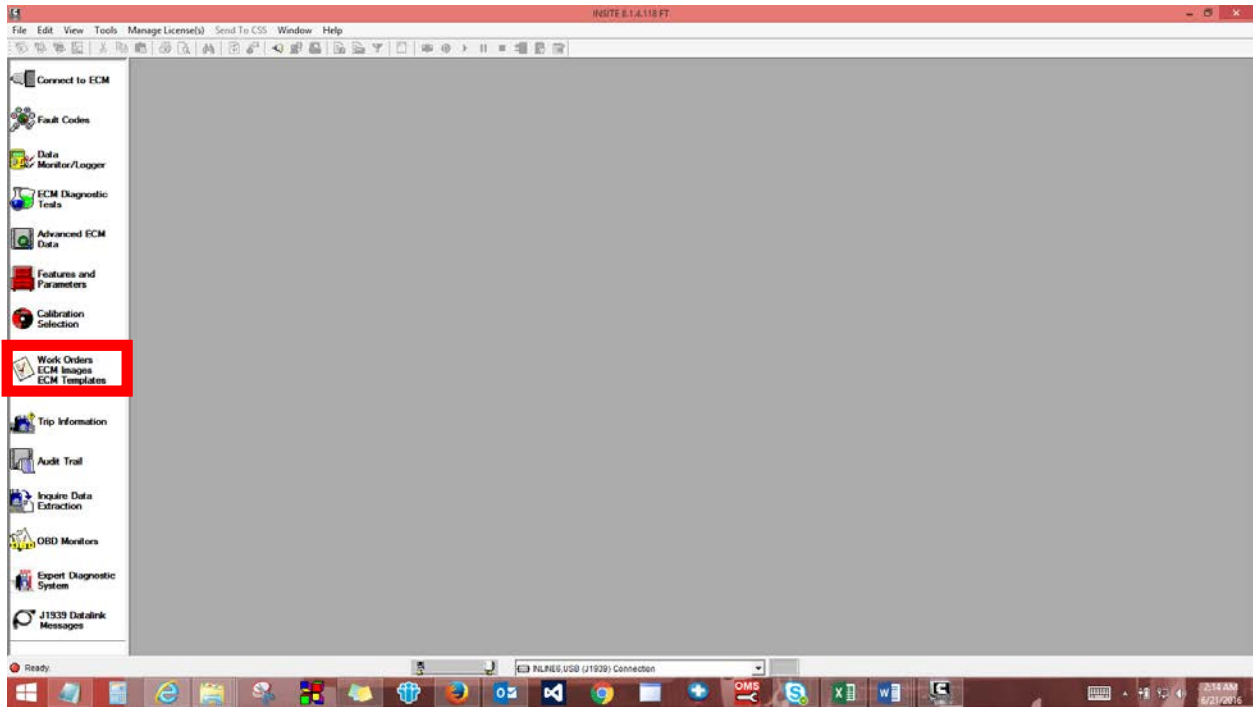
If you have not already set it up you will be prompted to Enter Service Site Location. You can fill it in, or leave it blank. Click on OK:
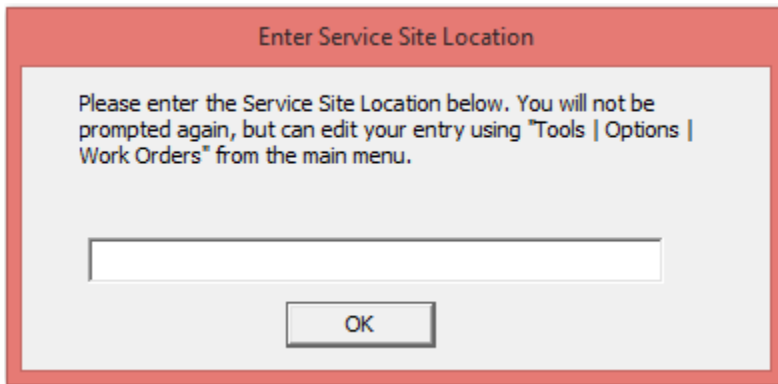

Once you click OK you will be able to see all the workorder images:

Make sure to expand the Work Orders/ECM Images screen to see the workorder image(s) you want to export. You can select more than one workorder image to export by holding down the Ctrl button and selecting the workorder images. Then right click on it. You then have the option to Export Image(s) to External File:
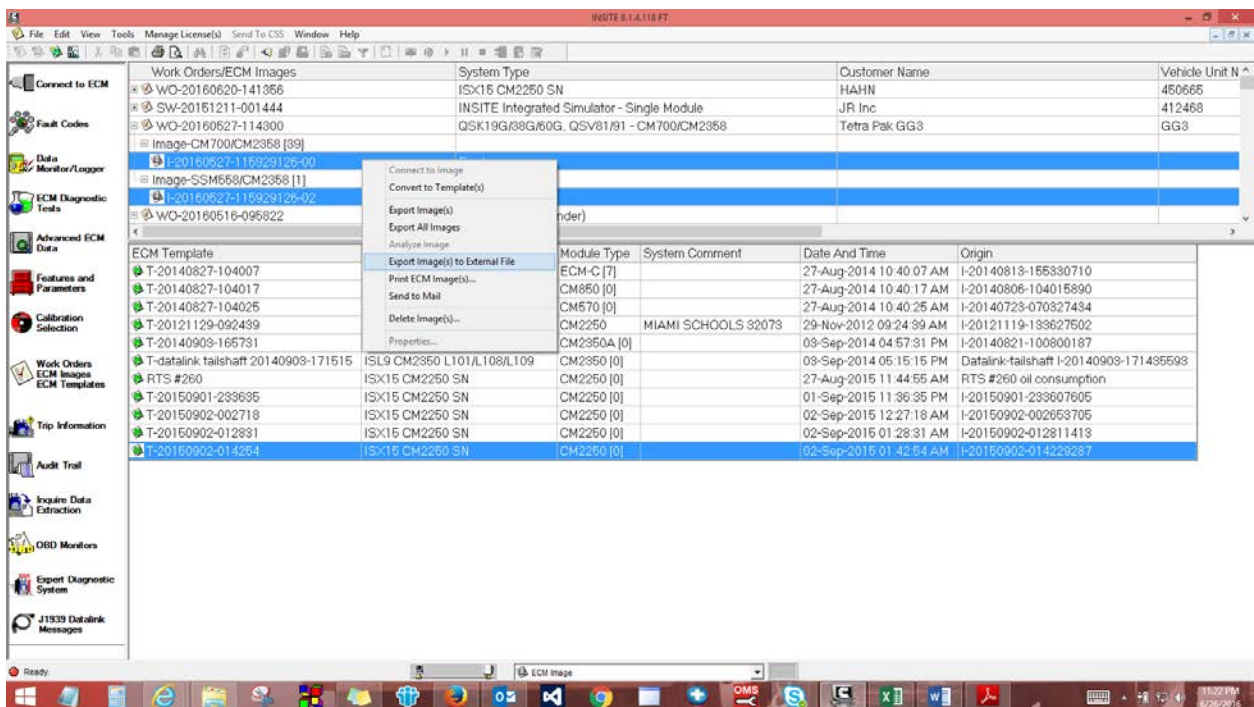
Once you click on Export Image(s) to External File you will be prompted to provide the location and name for the exported workorder. The default folder is C:\intelect\INSITE\Export and the default name is I-[year][month][day]-[seconds].csv. You will be prompted as many times as you have selected workorder images. Click on Save.
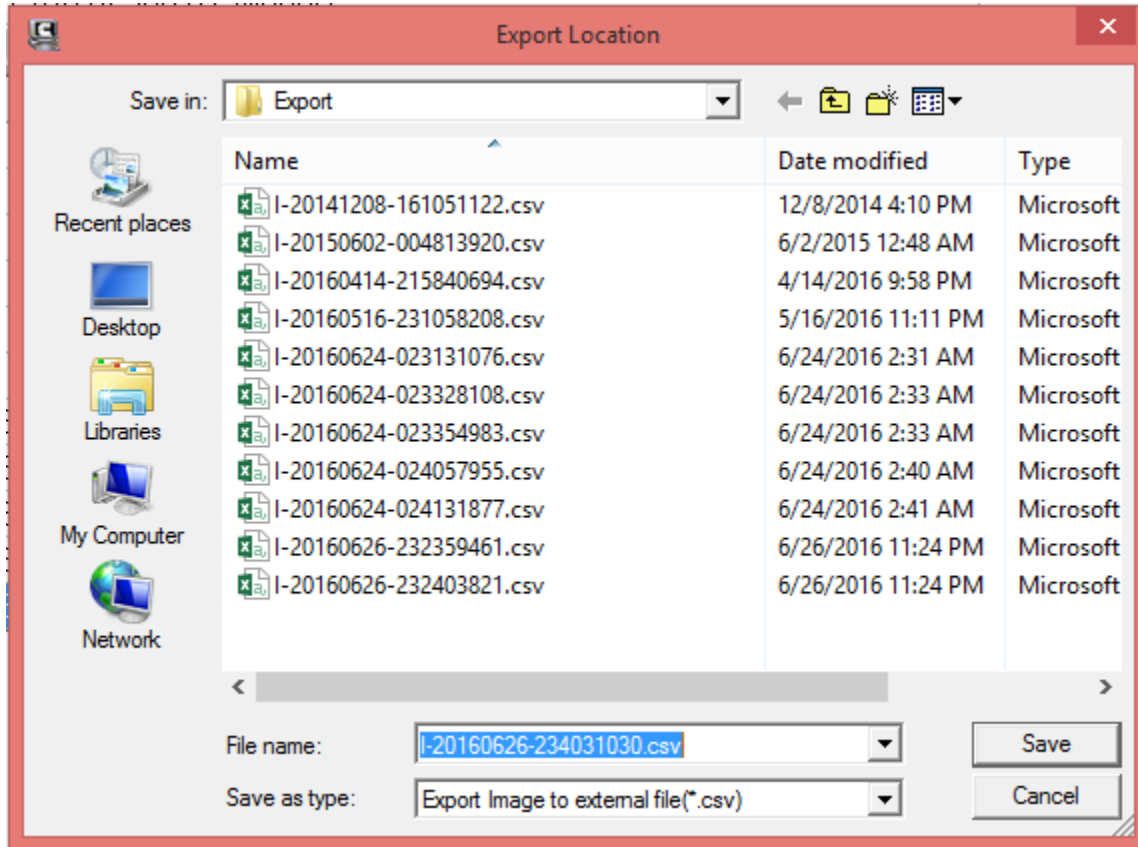
Backup Workorder Image(s)

Another way to backup all workorder image(s) is to backup following files at following locations:

C:\Intelect\INSITE\Workorders*.*
C:\Intelect\INSITE\UserSettings\Data.wo

If you continue to create workorder image(s), you will then again need to backup above files.

To recover the backup workorder image(s):

If it is a new installation, before starting to use INSITE, replace the current Data.wo file, which gets created on installation, with the backup Data.wo file, and place the backup workorder image(s) in the C:\Intelect\INSITE\Workorders folder.

If the user has already created workorder images with the current version of INSITE, place the backup workorder image(s) in the C:\Intelect\INSITE\Workorders folder and rename and replace the current

Data.wo file with the backup Data.wo file. You will need the current Data.wo file to see the workorder images created with the current version of INSITE.
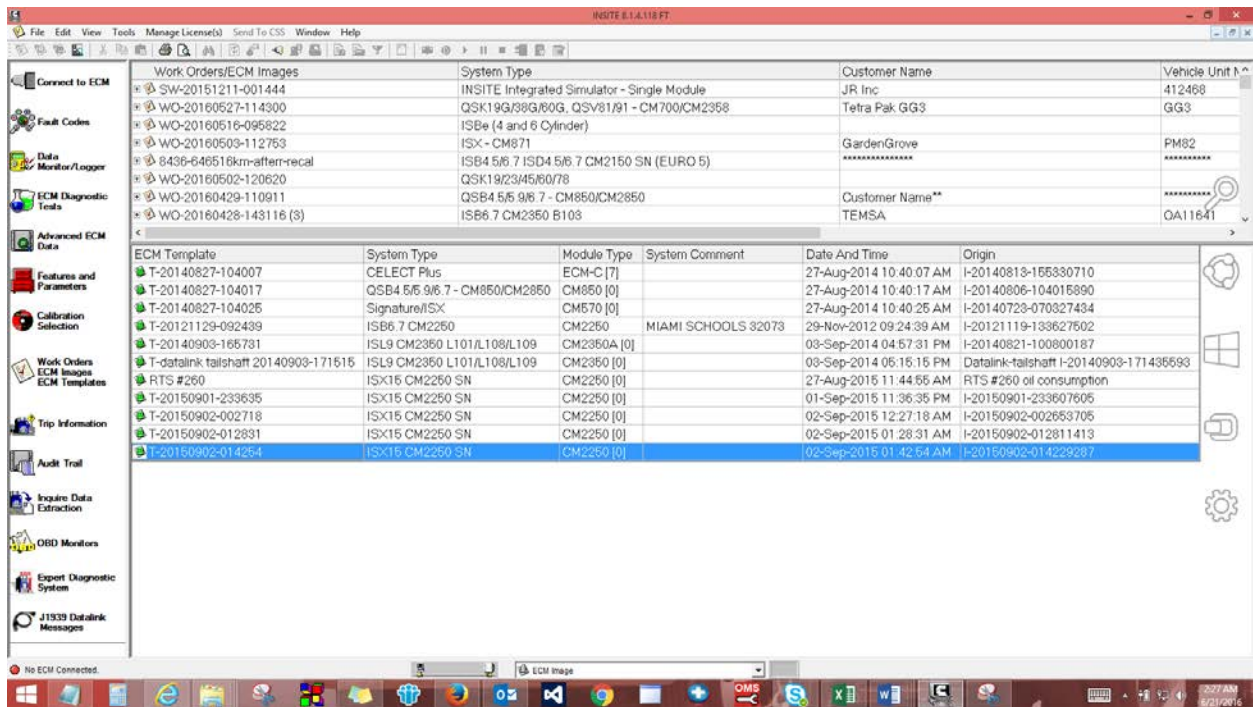
Email Workorder Image(s)

Open INSITE and click on Work Orders/ECM Images/ECM Templates on the left hand side.
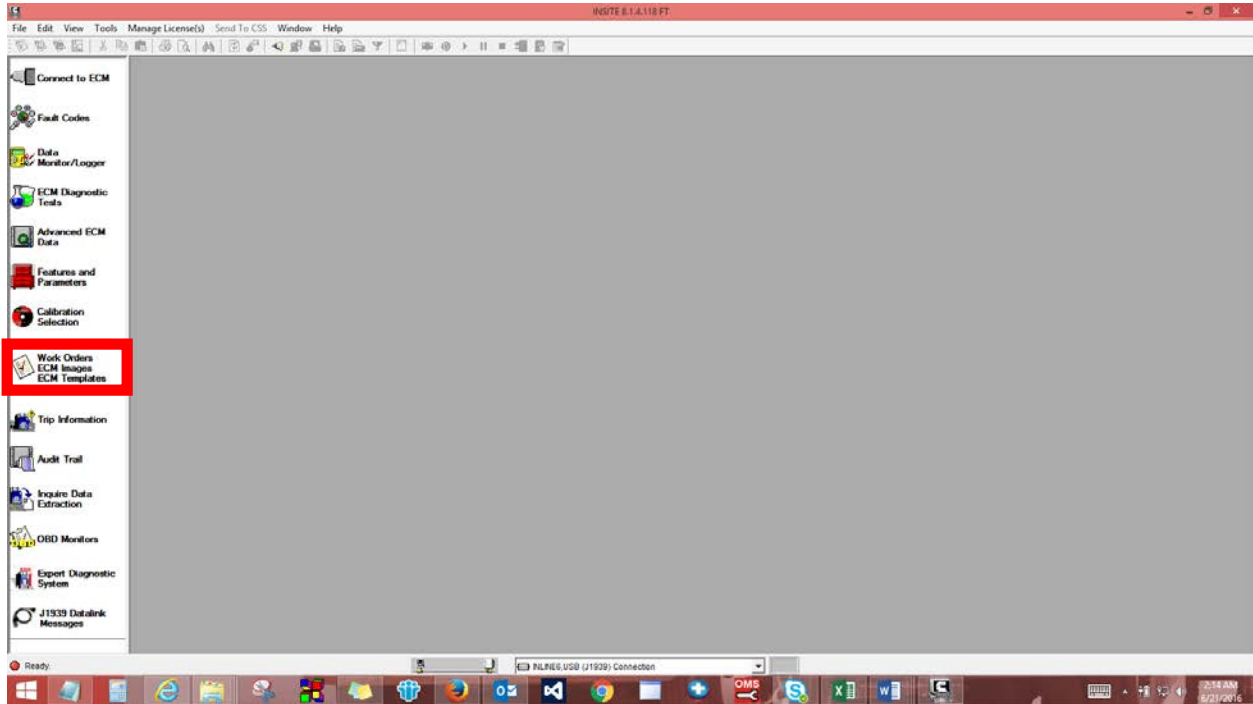

If you have not already set it up you will be prompted to Enter Service Site Location. You can fill it in, or leave it blank. Click on OK:
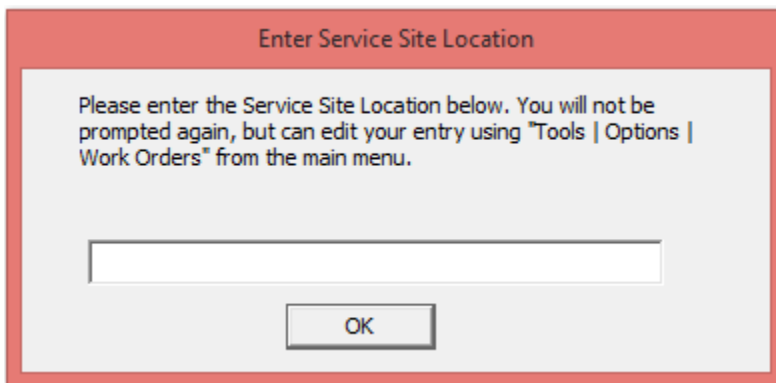
Once you click OK you will be able to see all the workorder images:

Make sure to expand the Work Orders/ECM Images screen to see the workorder image(s) you want to email. You can select more than one workorder image to email by holding down the Ctrl button and selecting the workorder images. Then right click on it. You then have the option to Send to Mail:
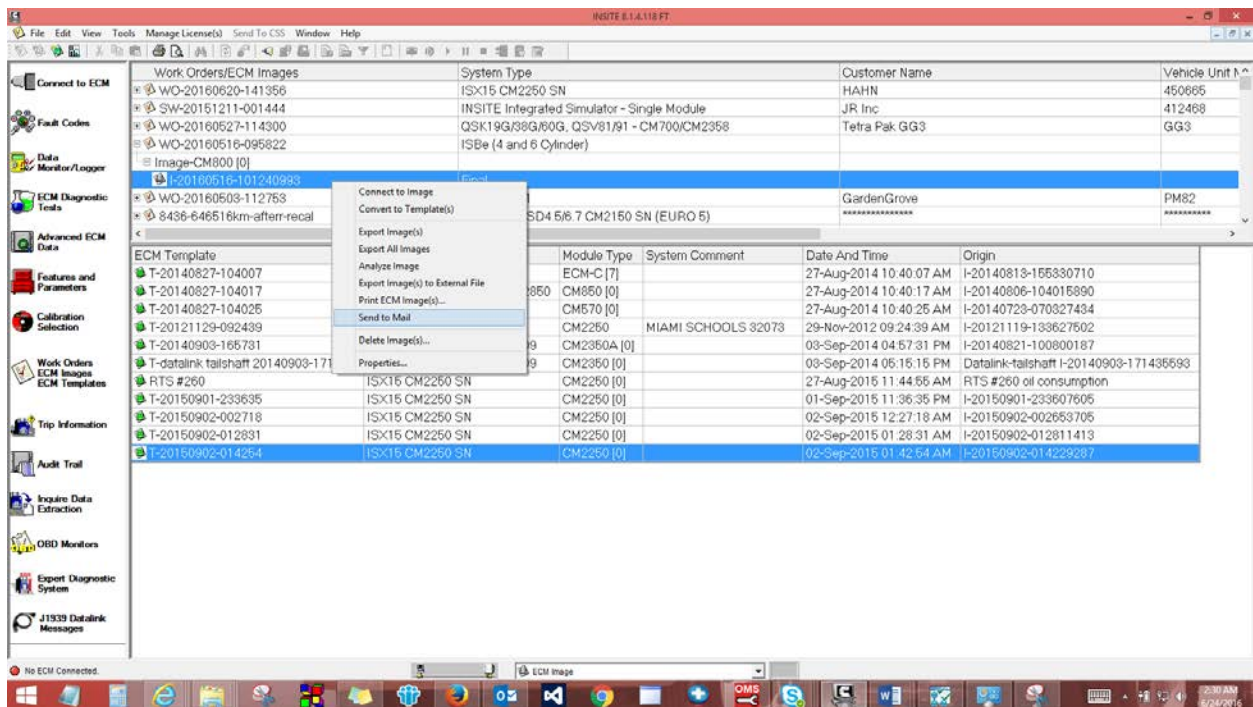

If the workorder image(s) have not yet been exported, INSITE will convert the workorder image(s) and create two files for each with the default name as

I-[year][month][day]-[seconds].eif and
I-[year][month][day]-[seconds].csv.

INSITE will open the default email program and attach these two files each, adding the two file names for each workorder image in the subject line. The user only has to enter the email address of the recipient and possibly any comment he/she would like to add.

If the workorder image has already been exported, INSITE will ask if it should copy or replace the existing file with this one.
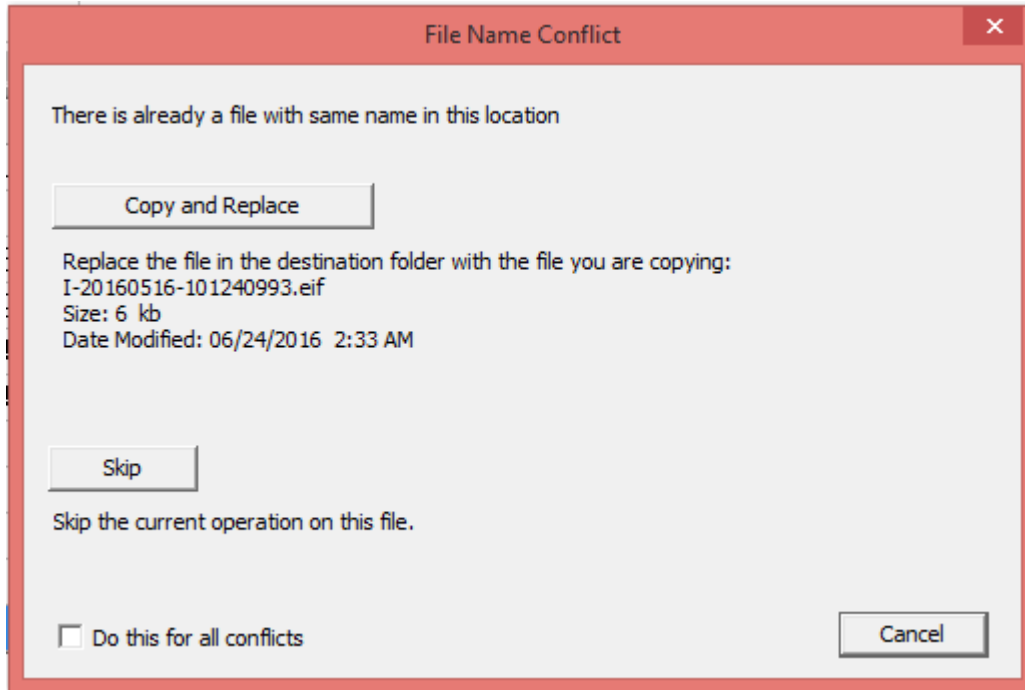
Then INSITE converts this workorder image and creates two files with the default name as

I-[year][month][day]-[seconds].eif and
I-[year][month][day]-[seconds].csv.

INSITE will open the default email program and attach these two files each, adding the two file names for each workorder image in the subject line. The user only has to enter the email address of the recipient and possibly any comment he/she would like to add.