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Searching for an Image on Prior Files

Quick Reference Guide

Once you have saved the documents that are needed from the prior file to the index, there are two ways to search the images:

- Image search for one or two statements you need images for
- Image search for more than two statements

Use the steps below to complete an **Image Search** for items of prior files (that contain no image in the file).

Steps

1. From the prior statement, navigate to **Image** icon.
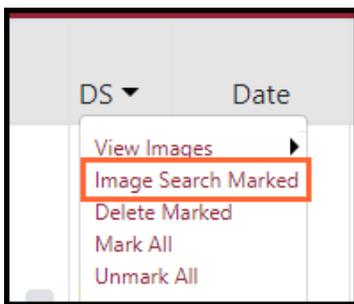2. From the **Image** icon drop-down, select **Image Search**.

ATS will attempt to search for the image. If the image is not obtained, you will receive a message telling you ATS could not find the image. If this is the case, you can manually search for and upload the image to the document. If the image is found it will be added to the statement.

3. If you have multiple statements that you need images for, select multiple statements by using **Ctrl + click** on each statement. Each statement you click while holding the Ctrl key will fade and there will be a box around each. The statements selected display grayed out (to let you know those statements have been selected).
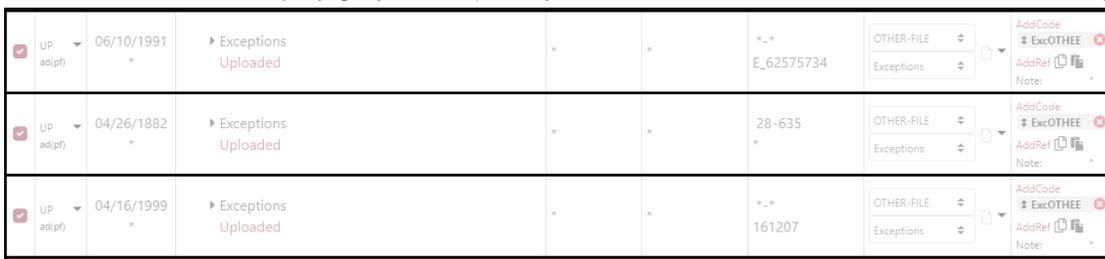
4. From the *DS column header*, use the down arrow key for the drop-down menu and select **Image Search Marked**.

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5. The TSRI will lock as the search is being performed.

6. Once the operation is complete, a message displays letting you know if the image was found and saved, or if the image could not be found. Depending on the number of statements selected, be aware this operation can take some time as ATS is searching multiple sources attempting to obtain the image.

7. Click **OK** to continue.

![Note icon] **Note**

If ATS is unable to obtain the image, the documents that were selected for the multiple image search will still be marked. To unmark them, use **Ctrl + click** to deselect.