

Items - Pictures

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Overview

The **Pictures** tab allows you to store pictures associated with an item in 1place. These pictures can be used in the **Customer Portal**, allowing customers to view pictures of items, and can also be used with supported **sales integrations**.

Pictures can be uploaded individually, from a folder, from Google Drive, or by adding picture URLs.

How to Access Item Pictures

1. Go to the **Item List**.
2. Open the item you want to view or manage.
3. Select the **Pictures** tab.

The **Pictures** tab displays the pictures associated with the selected item and provides options for adding new pictures.

How to Upload a Picture of an Item

1. Go to the **Item List**.
2. Open the item you want to add a picture to.
3. Select the **Pictures** tab.
4. Click **Upload Pictures**.
5. Select **Upload an Image**.
6. Select the image file you want to upload.

The selected picture will be uploaded and associated with the item.

How to Upload Images from a Folder

1. Go to the **Item List**.
2. Open the item you want to add pictures to.
3. Select the **Pictures** tab.
4. Click **Upload Pictures**.
5. Select **Upload Images from a Folder**.

6. Review the **Image Upload Server Settings**.

Image Upload Server Settings

Partial Match Items with ____ or more characters that are the same.

Overwrite (replace) any pictures on the server that are an exact picture name match from the selected folder.

Avoid selecting folders that contain more than 10,000 files, including sub-folders.

7. After reviewing the settings, click **Proceed** to continue.
8. Select the folder containing the images you want to upload.



Each image in the selected folder should use the **Item Number as the file name** so that the images can be matched to the appropriate items.

9. Once the folder is selected, a loading bar will appear showing the progress of the upload.
10. Wait for the upload to complete.
11. Click **Close**.

The pictures will be uploaded and associated with the corresponding items.

How to Upload Images from Google Drive

1. Go to the **Item List**.
2. Open the item you want to add pictures to.
3. Select the **Pictures** tab.
4. Click **Upload Pictures**.
5. Select **Upload Images from Google Drive**.
6. A new window will appear asking you to confirm the Google account you want to use to upload the pictures.

Uploading Pictures Using a URL to the Picture

- In 1place, open Item > Pictures (tab) > Upload Pictures (button)
- Add URLs to Pictures
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How to Create the Proper URL address

If Pictures will be uploaded to a 'shared' 1place Web server (in a subfolder on the 1place shared

Azure VM)

(finish later)

If Pictures will be upload to a dedicated Azure Storage Container (on Azure account)

- `https://<storage-account-name>.blob.core.windows.net/<container>/<folder>/<file>`
- For instance: `https://ksiimages.blob.core.windows.net/item-pictures/HO1000266.jpg`

Important Requirements

For that link to work publicly:

- The **container access level** must be set to **Blob (anonymous read access)** or **Container**.

You can check this in the Azure portal:

- Go to the storage account
 - Click **Containers**
 - Open **ksiimages**
 - Click **Change access level**
 - Set to **Blob (anonymous read)**
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