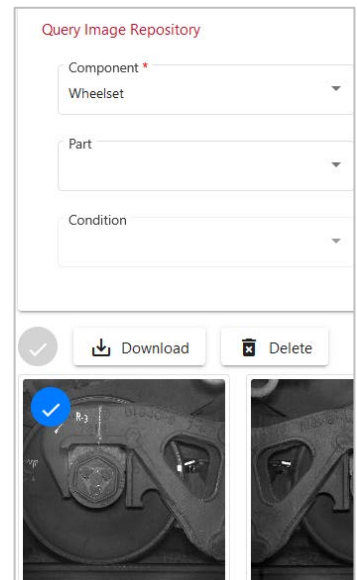**This Quick Guide walks TDTI users through querying and uploading images.**

Query existing images in TDTI to view, download or delete images of rail components. Upload your component images to add them to the TDTI repository.

Use this procedure to query images:

1. Sign in to **Launch Pad** and navigate to **TDTI**.

2. From the TDTI menu bar, select **Images > Query Images**

3. On the Query Image Repository screen, select a **Component** (required) and then choose from the remaining fields to narrow your search. Select a **Component** before a **Part** and select a **Part** before a **Condition**. The state of **Actionable** means there is a defect in the component.

4. Click **Search**.

5. The results appear as image thumbnails below your search criteria.

6. Each thumbnail has a circle on the left and box on the right.

   - Hover over the image to view high-level information.

   - Select the circle at the top left of the thumbnail to select an image for download or delete. Select one or more thumbnails.

       i. Select **Download** to open or save an image to your computer.

       ii. Select **Delete** to delete the selected images. Select **Delete** again to confirm or **Cancel** to cancel without deleting.

   - Select the box at the top right of the thumbnail to open the full size of the image and its details in a separate browser tab. Click on the full size image to zoom in.
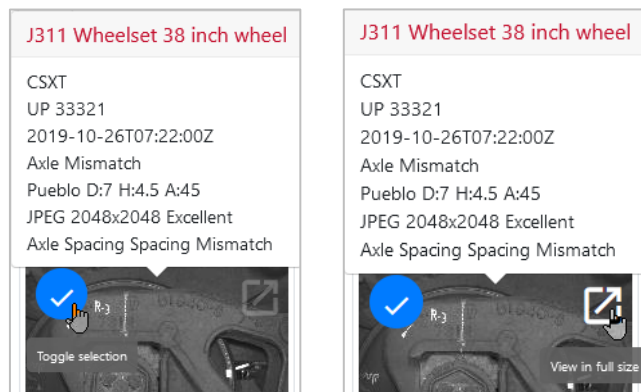
7. Select **Reset** or **Clear** to reset or clear your existing search for a new search.

Use this procedure to upload images:

1. Sign in to **Launch Pad** and navigate to **TDTI**.

2. From the TDTI menu bar, select **Images > Upload Images**

3. Select the **Add Image(s)** button to search and select images on your system or drag and drop your image file(s) in the dotted-lined box on the right. Up to 10 images are allowed with each upload. Acceptable file types are .PNG, .JPG, .JPEG, .GIF and .PSD.

Upload Images				
+ Add Image(s)	☁ Upload Images	⟳ Reset	☰ Clear	Drag and Drop Files Here

4. All fields with a red asterisk (*) are required. Each field has a description of the type of entry expected.

Image	Properties				
Name: **Coupler 20200306-bw2.jpg** Size: 171.97 KB	Equipment ID *	Component * Select component	Camera Site * Enter name and/or location 0 / 42	Passing Date * 3/6/2020 Passing Time * 15:52	⬚ 🗑
	Car Type	Part Select part	Camera Distance * Decimal value in feet	Tag(s) Enter one or more tags separated by comma, semi-colon, hash (#) or pipe (|) characters. 0 / 1000	
	Image Quality * Select quality	Condition Select condition	Camera Height * Decimal value in feet		
	Image State * Select state	Component Type * 0 / 42	Camera Angle * Decimal value in degrees		

5. Enter tags to easily find your images later when querying.

6. Use the copy icon on the right to copy your entries to additional images below this image. Use the trash can icon to remove the image.

7. Select **Reset** to clear data in all fields for your images.

8. Select **Clear** to clear all data and the images.

9. Once all the required fields have been entered, select the **Upload Image(s)** button to upload your image.

10. The Upload Results page provides the result of your upload(s). Below is an example of a successful upload:

Upload Results

Filename	Filesize	Result	Error Messages
Coupler 20200306-bw1.jpg	51.05 KB	✓ UPLOADED	
Coupler 20200306-bw2.jpg	171.97 KB	✓ UPLOADED	

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.