

# How to add images for Items or Customers

## Summary:

How to add images for Items or Customers

## Solution:

- Item images are stored in: Radiant SystemsCounterPointCPSQL.1Toplevel[Company]Configuration**ItemImages**  
Customer images are stored in: Radiant SystemsCounterPointCPSQL.1Toplevel[Company]Configuration**CustomerImages**
- The syntax for the file names is **[number].[filetype]**, where [number] is the item or customer number, and [filetype] is the format (such as .bmp, .mp3, .avi, etc.)

For example: An image file for item number "**ABC**" would be: **ABC.bmp** or **ABC.jpg**.

Image filenames may also be **[number][^][anything].[filetype]**, where the carat (^) symbol follows the item or customer number along with additional optional characters.

For example: Item ABC could have image files named **ABC^1.jpg**, or **ABC^examplename.bmp**.

- If an item or customer has multiple image files, the (alphabetically) first image file without a carat will be auto-displayed. Any additional image files may then be viewed using the image navigation buttons.

- For numeric items and customers, image filenames can be with or without leading zeroes.
- For items and customers with characters that are invalid for a filename, omit the invalid characters from the image filename.

Online URL: <https://counterpoint.knowledgebase.co/article.php?id=550>