Synergy Acc2026 - Adding or Removing an Item Picture

This guide shows how to add a picture to an item, replace it, or remove it, using the Image tab of the Item screen.

Before you start

- Have the picture file ready on the computer. The file types offered are bmp, jpg/jpeg, gif and tif.

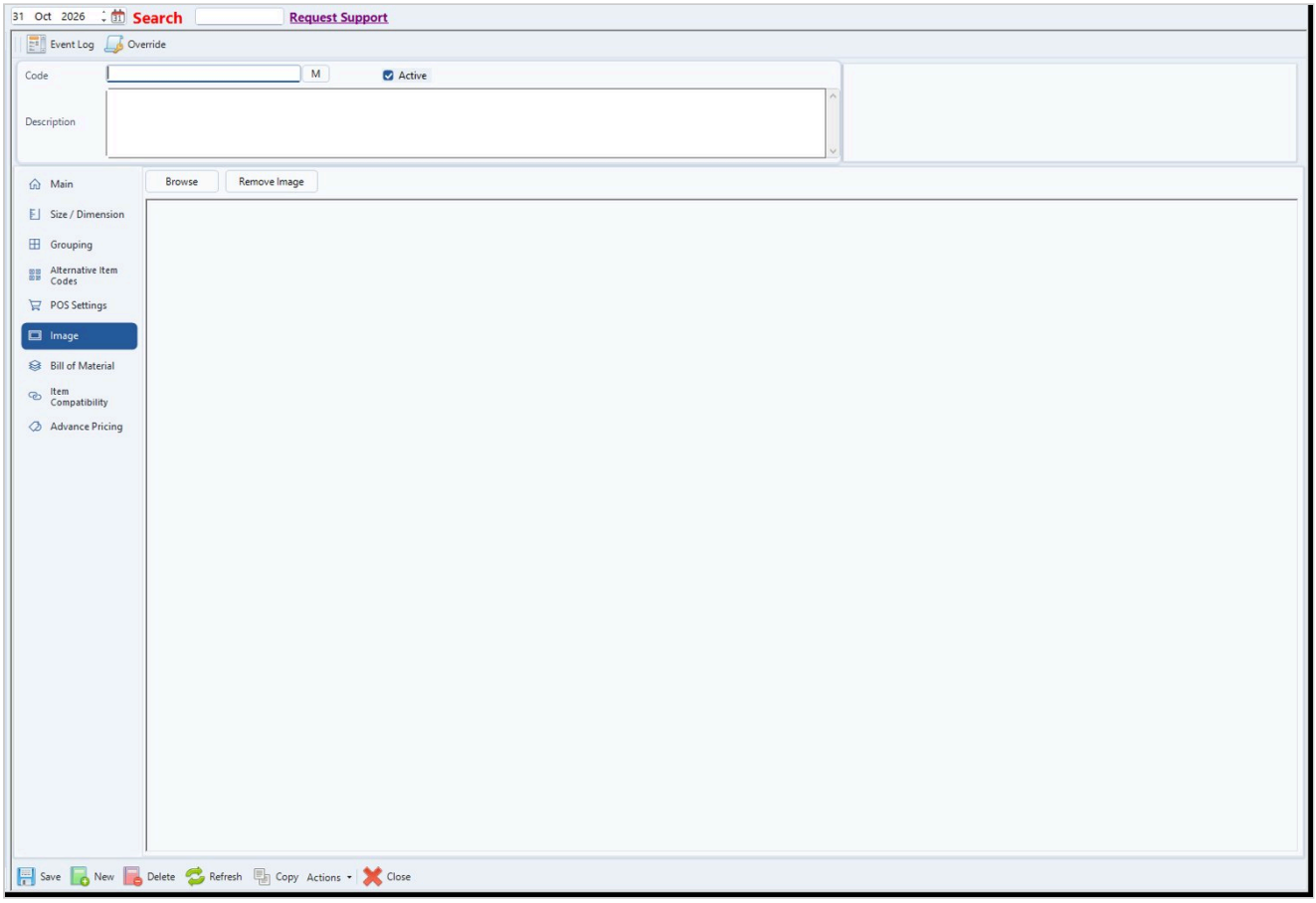
Steps

1. Open the item

From the menu, go to Inventory Management > Masterfile > Item and open the item.

2. Go to the Image tab

Click the Image tab.



3. Choose the picture

Click Browse and choose the picture file from the computer. Large pictures are reduced automatically so the longest side is at most 800 pixels.

4. Remove the picture if needed

To delete the picture from the item, click Remove Image.

5. Save the item

Click Save.

Tips

- Depending on a stock setting, the picture is stored in the database with the item, or a full-size copy is saved as a .jpg file named after the item code in the product image folder.
- The toolbar of the Item screen also has Save Image Into Database, Remove Image From Database and Export Product Image.
- Do this at head office. Changes made to an item at a branch do not synchronize back to head office.

Common problems

The picture I want cannot be selected.

Only bmp, jpg/jpeg, gif and tif files are offered. Convert the picture to one of these types first.

Draft: written from Synergy's support notes (checked by AI against the program), not yet reviewed by Synergy staff.

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