


## TIF From List

Convert Selected Native Files From An ID & Inventory Volume To TIF




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### TIFing Option vs. TIF From List Option

<p><b><u>TIFing Option</u></b></p> <p>Converts an entire ID &amp; Inventory Volume to TIF</p>	<p><b><u>TIF From List</u></b></p> <p>Converts only native files whose DocID is on the DocID list and saves the converted files to an output location</p>
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### DocID List

**DocID List Requirements:**  
Reference the Breeze User Guide for Guidance

1. The DocID List is a plain text file (.TXT) which has one column that contains the DocID names of the native files you would like to convert;
2. The first line of the .TXT file should say "DocID";
3. The DocID List should be saved in the ID & Inventory volume in the same folder level where your Breeze.mdb file is located




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**Getting Started**

**Make Sure You Are Prepared:**  
*Reference the Breeze User Guide for Guidance*

1. Set your default printer to the "Breeze TIF Writer";
2. Make sure you either have (1) the native application installed on the workstation or (2) have a file viewer program installed and the files you have selected have that file viewer configured to open the files;
3. Dedicated Mode – During the TIFing process, Breeze must be running on either (1) a dedicated Breeze workstation or (2) a personal workstation while no other applications are running, e.g. – start a TIFing session before you go home for the evening and let the conversion run overnight

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**Error Reporting**

Should any errors occur during the TIF conversion process, the errors will be saved to the Breeze.mdb file and the CSV file. The error messages will be saved to the "Error\_Mess" field and an "E" will be saved to the "Status" field for the failed record. If the "Status" field contains a "P", then you know that the file record has been successfully converted to TIF.

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