Image with Versioning Fields

Image with Versioning fields store attached files that are displayed as pictures within the record. For example, an employee record might have a small photo of that employee. This data type supports versioning that stores past versions of image files, but you can disable the option if you don't want to use it or if you need to save space.

Only files with appropriate image extensions can be uploaded to this field type. You can also configure these fields to display the images in the table view, in their original format or cropped into circles, on the Options tab of the Field wizard.

Example pictures in table view

Create an Image with Versioning Field

To create an Image with Versioning field:

1. Click Setup [Table] and go to the Fields tab.
2. In the New drop-down menu, select Image with Versioning.
3. Give your field a label and name, and add any admin notes you want to add.
4. Click Next.

On the Options tab:

1. Choose whether to enable versioning. Select Yes to track changes to the image file, or No to save only the newest version of the file.
2. Choose whether to enforce check-out restrictions on editing. You can allow multiple users to freely edit at the same time; enforce check-out restrictions, but not prevent other users from concurrent editing; or enforce strict check-out restrictions so only one user can edit the file at a time.
3. Set whether to allow users to upload multiple files.

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> ⚠️ If you allow multiple files and show this field in the table view, all the uploaded files are shown in the column, which can take up a lot of vertical space on each row.

4. Set limits on the minimum and maximum file size.
5. If desired, you can enforce image proportions to suit your form layout. To prevent image distortion, it's best not to set both height and width unless all images will have the same aspect ratio. You can set dimensions using pixels or viewport units. Viewport units represent a percent of the viewable content area, meaning the browser window size without toolbars and buttons, and they're useful when working with lots of different display devices or sizes.
6. Choose whether to show the image file in the table view:
   - **No:** The field shows a hyperlink to the image file.
   - **Yes:** The image itself appears in the table view. You can enforce different image proportions specifically for the table view. For example, you might set an exact image width so that all the images fill the column space. You can also choose to crop images in a circle, in which case the corners are cropped. If you choose to crop images into a circle, make sure the image subjects are centered so they aren't cut off. There isn't an option for users to adjust the center point of the image.
7. If desired, add a search pop-up to the field to allow users to pull image files from existing records in the same table.
8. Choose whether to make the field required, not required, or required under specific conditions.
9. Set whether the field is deletable.
10. If desired, make viewing or editing the field conditional.

Complete the Permissions and Display tabs as desired.