Table of Contents

Page 1. Password Reset
Page 2. How to send an order from the device to Vendor Web
Page 3. Organize labels on assigned work order for easier access
Page 4. Ability to delete records from the Log file

To download the application go to m.safeguardproperties.com on your mobile device and select the app icon to install the application.
Link on the log in screen to change your password if needed. Steps it will walk you through to change your password:

1. Input your Vendor Code

![Vendor Code Input Screen](image)

2. Answer your challenge question

![Challenge Question Screen](image)

3. Your temporary password will be sent to you via email. Access your temporary password.

4. Log into Vendor Web with you temporary password and create your new password

5. Log into Photo Direct
Added ability to queue a work order from the order details screen as well as the gallery.

Access to queueing an order has been added to the order details in addition to being able to do this from the Gallery.

Takes you to the queue portion to send the work order to Vendor Web.
Organize labels on assigned work order for easier access

Labels are now in alphabetical order and isolated for easy access.

1. Separate views of "required" labels and "All" labels

2. As you fulfill the required photos they will move off of the required list. This is for a faster selection of labels.

3. The required labels can be seen in the "All" list with associated count.

4. Ability to search for labels. Your search is maintained; an easy way to isolate before, during and after photo labels.
You now have access to delete the photos from the app to clear up space on the device. This can only be completed on a record that has successfully transmitted to Vendor Web.

From the Log view you now have the ability to delete the images from the device without having to delete the application. A work order will appear in the log view once it's successfully transmitted to Vendor Web.

1. Select “Edit”

2. You can select individual work orders or use the “select all” option

3. When you have the correct records selected then select “delete”

4. Confirmation message to confirm.

**NOTE:** Once deleted the photos will be permanently removed from the device.