

**Task:** Backing up photos from an iOS SafeView app to a Mac or PC.

**Overview:** Provides direction on how to copy photos from your iOS device

for manual upload in to SafeView.

## **Notes**

When backing up, photos are only copied from your device — photos are not deleted. To
permanently delete and remove app photos from your device, you must either select and
delete the associated work order(s) from the Log View Screen, or uninstall and reinstall
the app.

Uninstalling the app will delete ALL your app photos from your device, so please make sure all photos have successully transmitted or are backed up before taking this action.

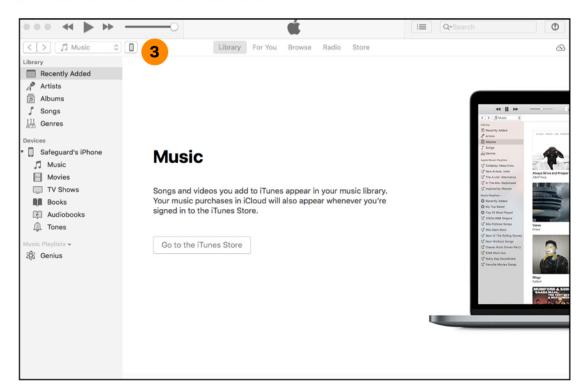
- Photos cannot be added to the device from your desktop.
- Manual Order photos are saved under the original order number. Meaning, whatever order number you entered first will be the name of your picture folder for that Manual Order, regardless if the Manual Order is updated and transmitted with a different order number. For example, a Manual Order created with the order number "111", but later changed to "1809283727" to transmit will still have the folder name "111" on the device.
- Preexisting app photos, like front of house or prior damage pictures, cannot be copied from your device.

## **Instructions**

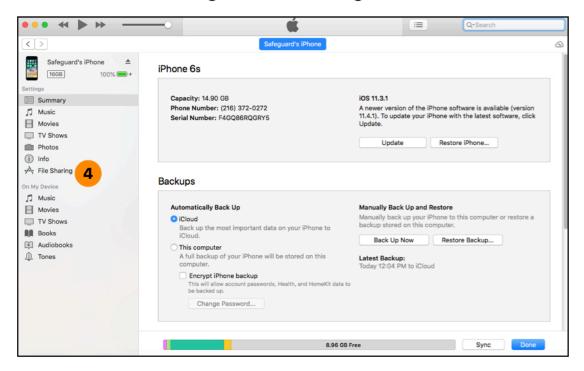
- Plug your device into your computer using the USB cable.
- Open iTunes by clicking on the iTunes logo.



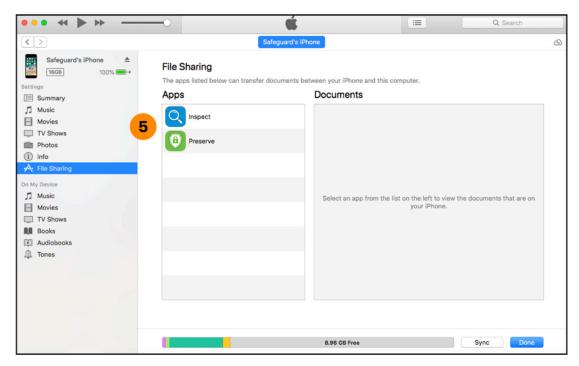
Click the small iPhone icon that appears in the upper left corner of the iTunes screen.



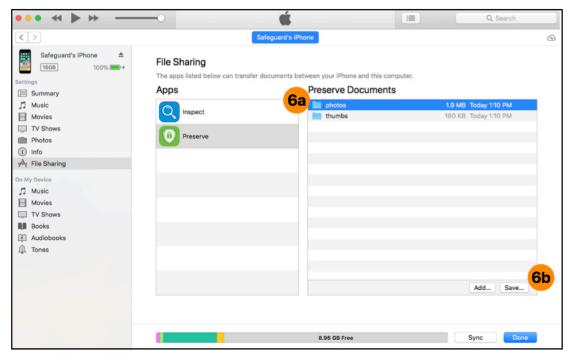
Click on "File Sharing" in the Settings List.



In the Apps section you will see your SafeView applications, click on the app you wish to back up.



6 Click on the "photos" folder and then the "Save..." button (you can choose where to save the folder on your computer).



Open your new "photos" folder (all your application photos will be organized in subfolders named for each work order).

