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To download the application go to <https://m.safeguardproperties.com> on your mobile device and select the app icon to install the application.

**SAFEGUARD**  
**mobile**

CLICK THE MOBILE ICONS BELOW TO DOWNLOAD THE APP FOR THAT DEVICE

  
  
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Please ensure that you have a reliable Inter connection before downloading.

QUESTIONS?  
CALL  
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x3999

TRAINING  
MATERIALS &  
IMPORTANT  
INFORMATION

Approved Devices

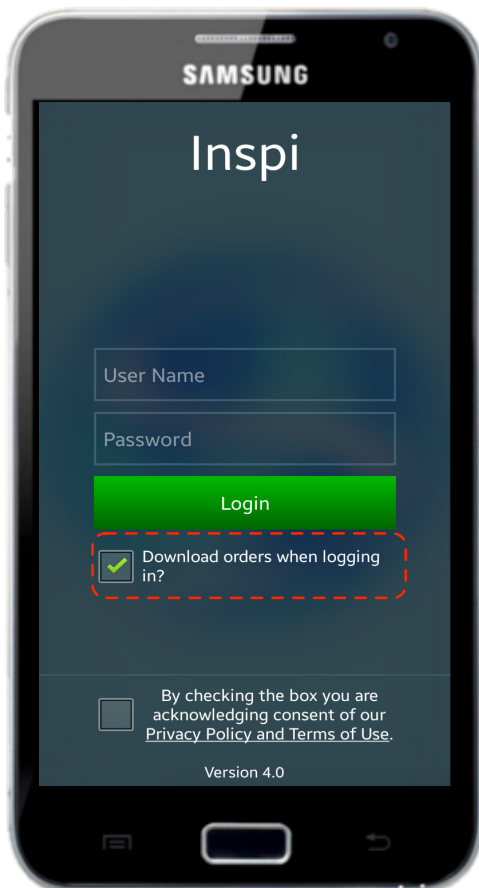
  
**Android (4.1 or newer)**  
Nexus 5  
Nexus 7  
Samsung Galaxy S3  
Samsung Galaxy S5  
Samsung Galaxy S6  
Samsung Galaxy Note 2  
Samsung Galaxy Note 5

  
**iOS (8 or newer)**  
iPhone 6 or 6 Plus  
iPhone 5S or 5C  
iPad Mini  
with cellular connection  
iPad 3+  
with cellular connection

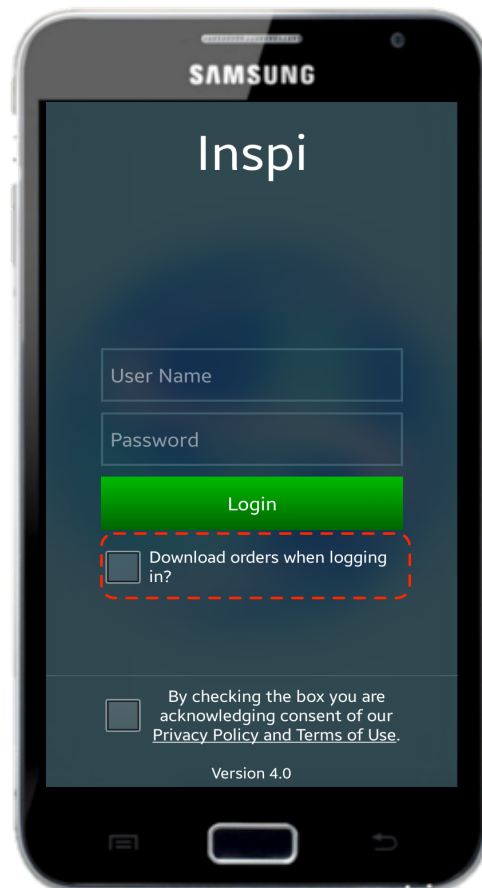


*Quick Log in: This allows you to log in to the application without having to do a full download of work orders. This is useful if you have to log out and back in while in the field with limited data connectivity.*

**BEST PRACTICE:** Ensure you have a good data connection, log into the application prior to leaving for the day and download all work orders.



1. Download work orders turned on



2. Download work orders turned off

### **Logging in on an Android device**

1. Turn "On" to download all work orders
2. Turn "Off" to simply log in to the application and access work orders they you have ALREADY downloaded
3. Check the box for privacy policy to acknowledge that you have accepted the terms.



Main Order List is a view of all of the orders you have assigned, access to the transmit screen, messages, settings, search / sort and filter options.



**1 Showing:** Total number of orders in your order list as well as what order types are showing.

**2 Search:** Ability to search on any text seen on the main order list.

**3 Filter:** Ability to select the order types in the main list to display.

**Sorted By:** Ascending / descending  
**4 Shows that it is sorting by "Due Date"** in this example.

**5 Order type indicator**

**6 Property Info:** address, work order #, due date, work order type, client

**7 Order Status:**



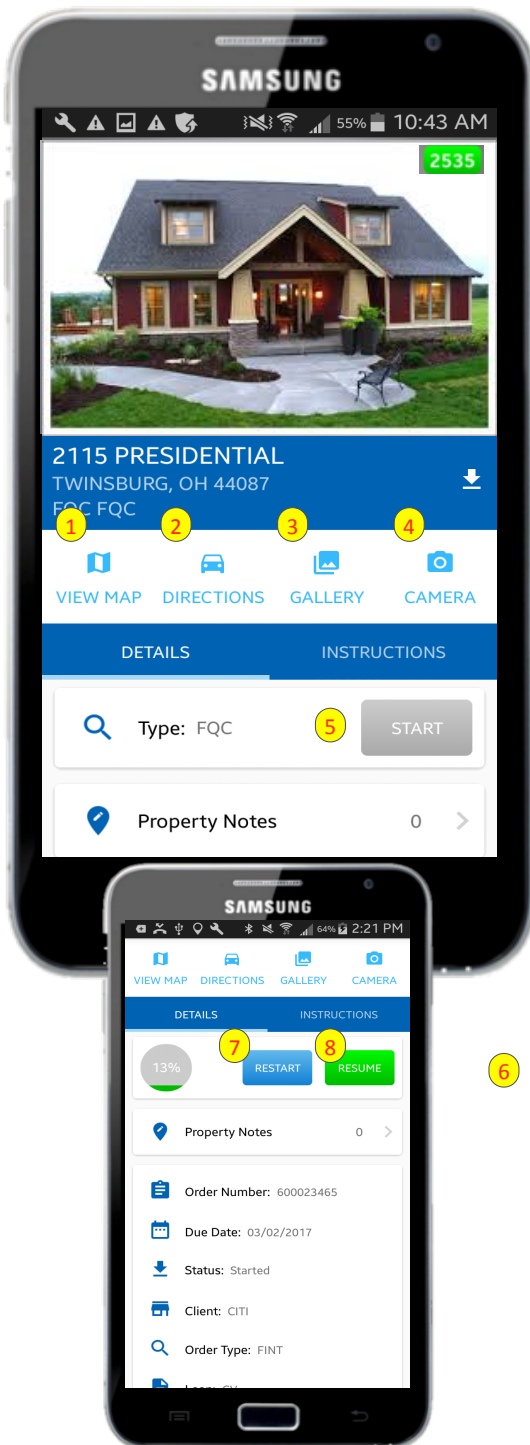
**Not Started** = Unopened order



**Started** = Opened order



Once you select a work order you are taken to the "Order Details" screen. On this screen you can view the property and work order details, view the property location on a map view, see the front of the house photo, access the camera, gallery, and start the work order.



1 **Map:** Shows the location of the property in a map view

2 **Directions:** Turn-by-turn directions to the property.

3 **Gallery:** Access to the gallery to view the photos you've taken.

4 **Camera:** Access to the camera.

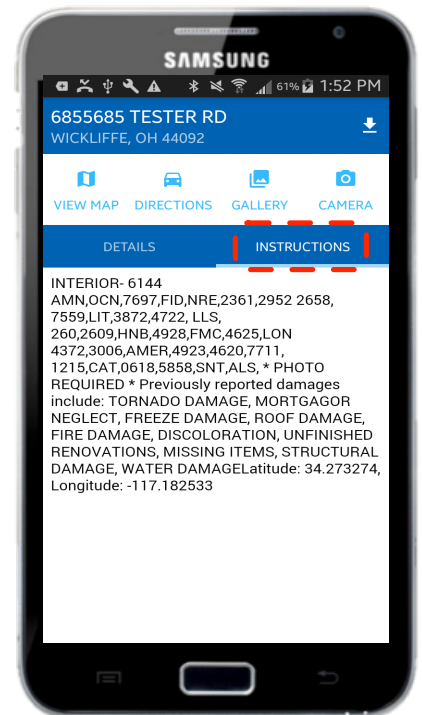
5

6 **Start:** Select to begin answering the questions for the work order. Changes to "Resume" and "Restart" after you start the work order itself.

7 **Restart:** Restarts the work order and clears out the all responses and removes all labeled photos.

**Resume:** Resumes answering the work order questions.

8 Badge number represents the number of required photos.



Work order instructions





*In the viewfinder you can take photos, choose photo labels and select a higher resolution to take photos of documents.*

*There's an "in script" camera option available as well.*

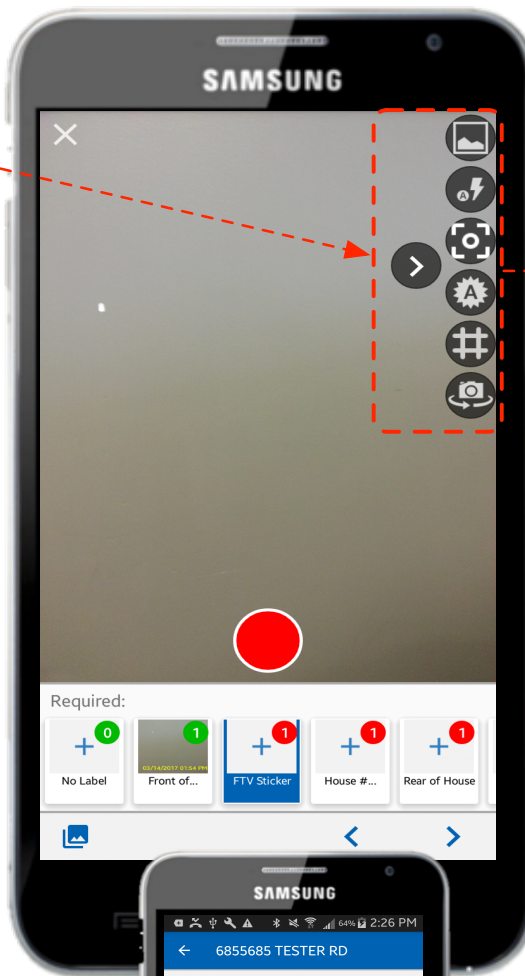
### Full Camera

### In Script Camera

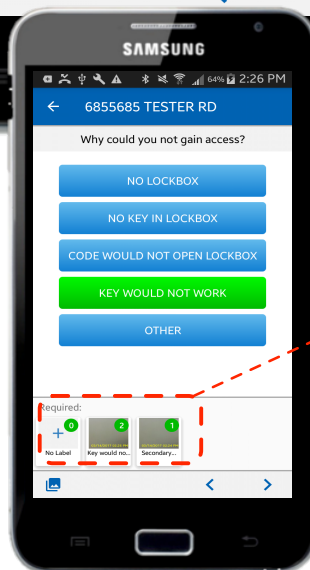


Moves you to the Photo Gallery

Select the label to be taken to the label list.



**Options:**  
Document Mode  
Flash  
Focus  
Screen brightness  
Grid lines  
Camera swap

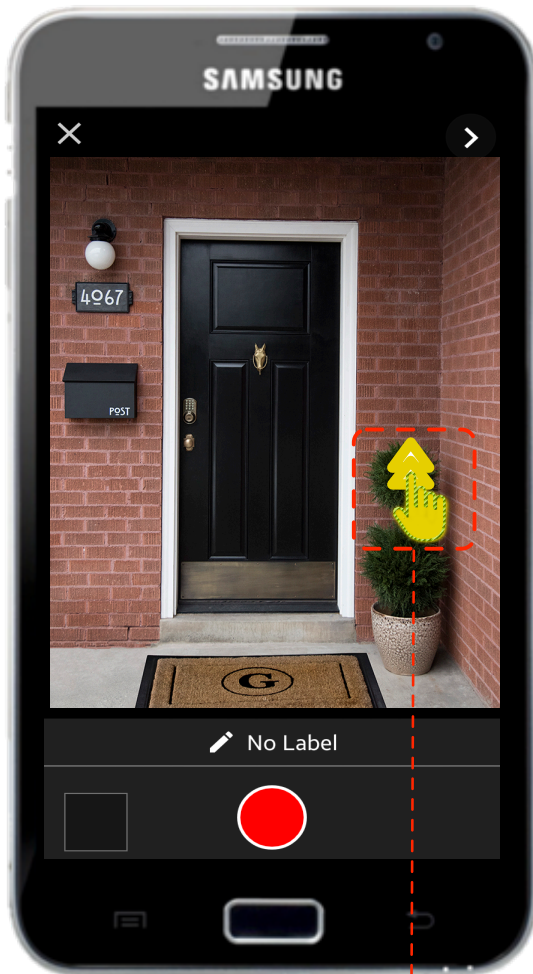


Select the photo label and it drives the user to the camera.

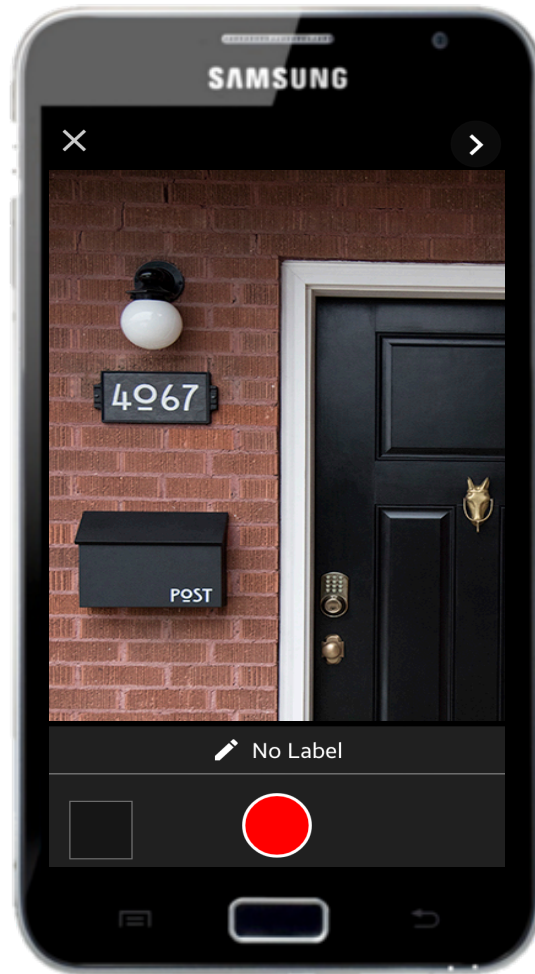


*In order to zoom in and out of the camera, it is done through a single gesture of your thumb or finger. Dragging your finger/thumb up on the screen zooms in, dragging down will zoom out.*

Full Camera



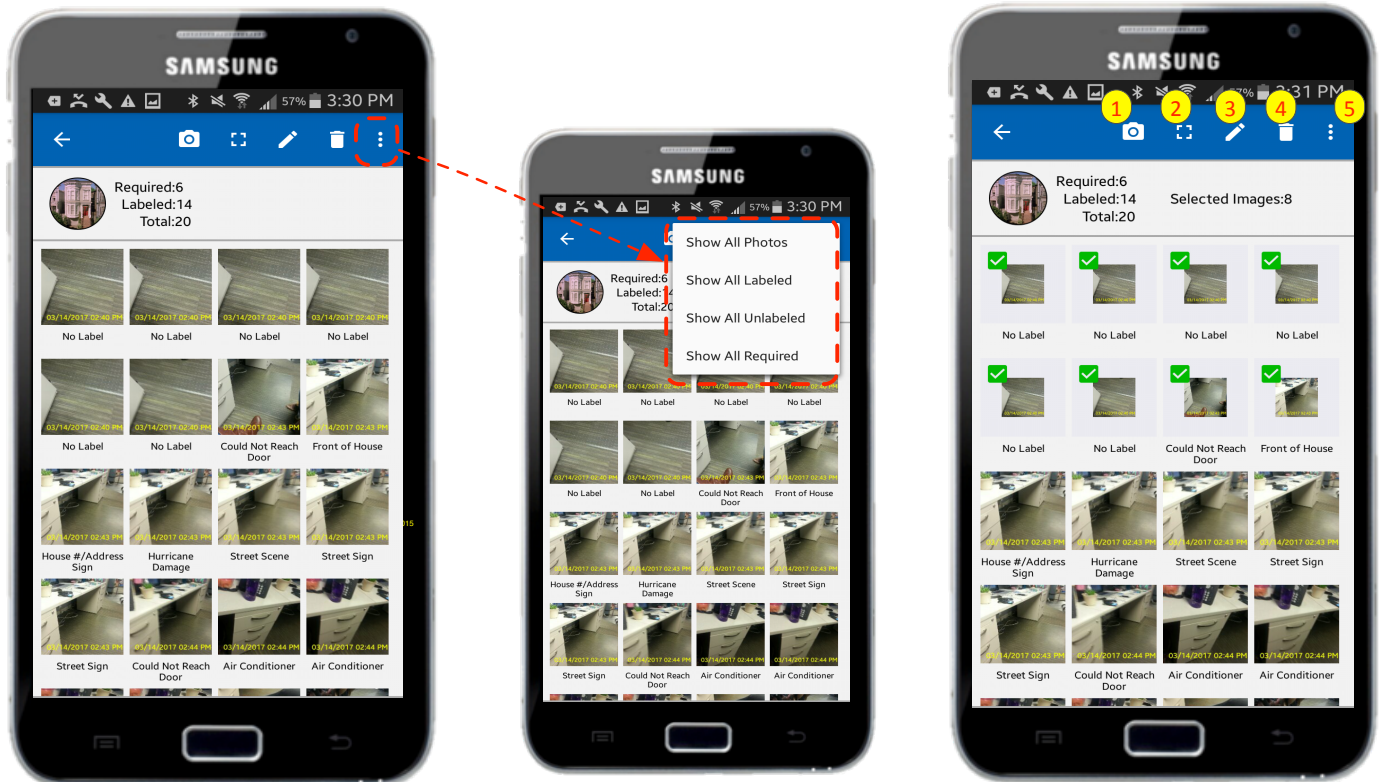
Full Camera



Sliding a single finger up on the screen zooms the picture in.



The photo gallery offers the end user a view of the photos they have taken with the work order. It allows you to relabel, delete and enlarge the photos for easier viewing.



The gallery view has a photo of the front of the house, as well as a required, labeled and total count for photos.

In the gallery you have access to the following:

- ① **Camera:** Moves you back to the camera
- ② **Zoom in:** Zooms in on an image
- ③ **Edit:** Edits the label. You can change the photo label.
- ④ **Delete:** Deletes the photo
- ⑤ **Filter:** Allows you to filter the photos in the gallery.



Once you start a work order the first screen your taken to is the "Stations" view.

Access to Damages, Signature capture for FTV and general script questions.

**1** Access to the Gallery

**2** Access to the Camera

**3** "Complete" option is active once questions and photos are provided.

**4** Access to the Work Order instructions

**5** Access to Damages

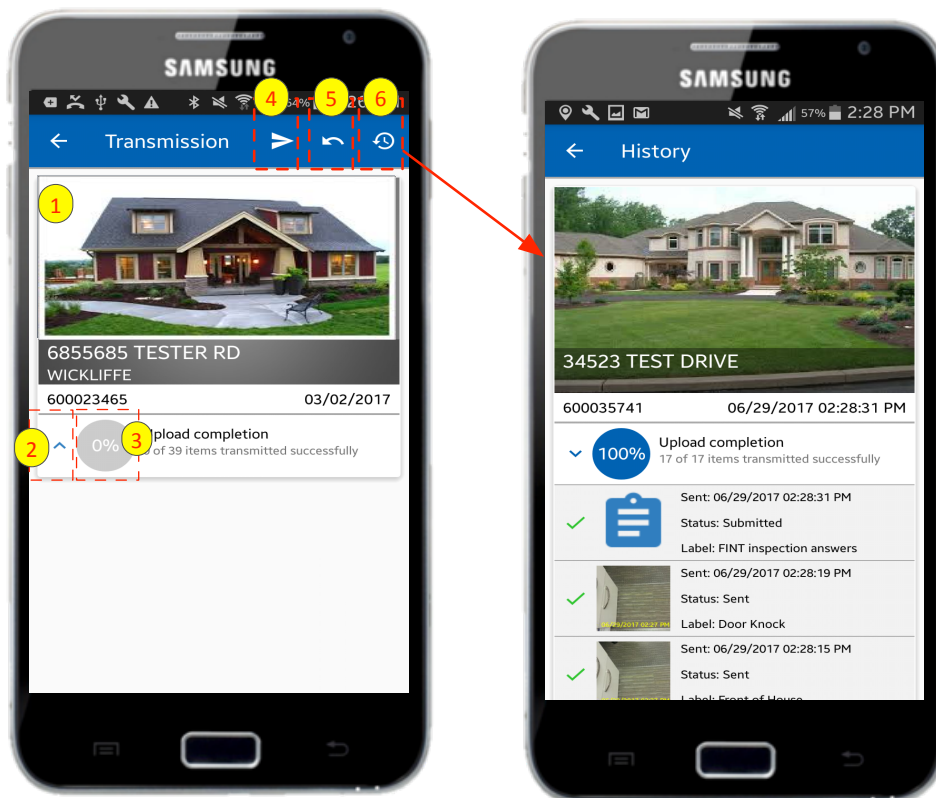
**6** **Arrows:** Use the arrow options at the bottom OR swipe to move through the work order questions.

**View of Damages**

From the history view within the script you can select the questions and be taken to that question in the work order.



The transmission screen now has a new view that gives you full visibility to the photos and information sent to INSPI. You can see all the photos prior to transmitting for easy review on your device.



**The "History" view in the transmission portion remains for 72 hours. The work order is deleted when the photos are deleted. It allows you to see the orders and photos that were submitted.**

- 1 Detailed view of the property (Matches the record view in the main order list). You'll now have a visible view of the property on the mobile device once you place the work order in the queue.
- 2 Ability to expand the view of what is transmitting by selecting the down arrow. Progress bar denotes actively transmitting the photos / work order.
- 3 % of completion bubble lets you know where it's at in the process. This is always visible.
- 4 Transmit button to send work orders to INSPI
- 5 Reset button - to reset an order that failed to send to INSPI
- 6 History View of what has been sent to INSPI from the app