SafeView Preserve Mobile - Follow these instructions to complete a SNOW order on the SafeView Preserve app:

You'll need ~13 photos for a typical snow removal order, more if you're completing additional tasks:

1. Open the app, refresh the order list and select an order.
2. Select "START"
3. Step through the ASSESSMENT station by selecting "Occupancy" then answer the questions.
4. Step through the CHECKOUT station by selecting "Check-Out"

5. Select the "HAMMER" icon in the lower right corner. Check "Yard Maintenance" on the task tab (return to the Work Order screen)
6. Select "Yard Maintenance" then answer the questions.
7. Select the newly added "Snow removal" task and answer any questions

   At this point the app should show green dots or checks next to all stations and total photo count should be ~13.

8. At the top of the screen select "Required Labels" then the "Required" tab
9. Step through the required photo labels, selecting each label and taking the appropriate photo(s).
10. Once all required labels have at least 1 photo, return to the Work Order screen. QUEUE should be green. Select to queue the order. Transmit when ready.
11. As a best practice, take a few more than the minimum # of photos to better document property conditions, work done, and to avoid a return trip for missing photos.

Once transmitted, if you receive an email in a few minutes directing you to complete the update on the website, the system wasn't able to close the order. Proceed to the SafeView Preserve Web section below.

If the system was able to invoice the order you'll receive the next snow removal order for that property in ~45 min. (Wells Fargo properties are the one exception as Wells controls when orders are placed).

SafeView Preserve Web – Follow these instructions to submit the order on the website when photos transmitted but the order is still open:

1. Login to the SafeView Preserve website.

2. Add COMMIT DATES to any late orders
3. Select the w/o to update
4. Select "Resume Update" in the lower right corner.
5. Step through each screen using the "Next" button in the lower right
6. Add billable tasks such as the snow removal, etc. on the "Yard Maintenance" screen.
7. On all screens, ensure all questions are answered, all required labels have a photo, and all photos are labeled.
    a. To label a photo, drag it from the media gallery and drop it on the appropriate label (Drag Photo Here).
    b. To un-label a photo, right click on the photo in the label box, then select the photo to remove. Removed photos will be added to the media gallery and must be moved to another label.
8. On the last screen, select "Submit Update".