



Safeguard Mobile – Adding Photos

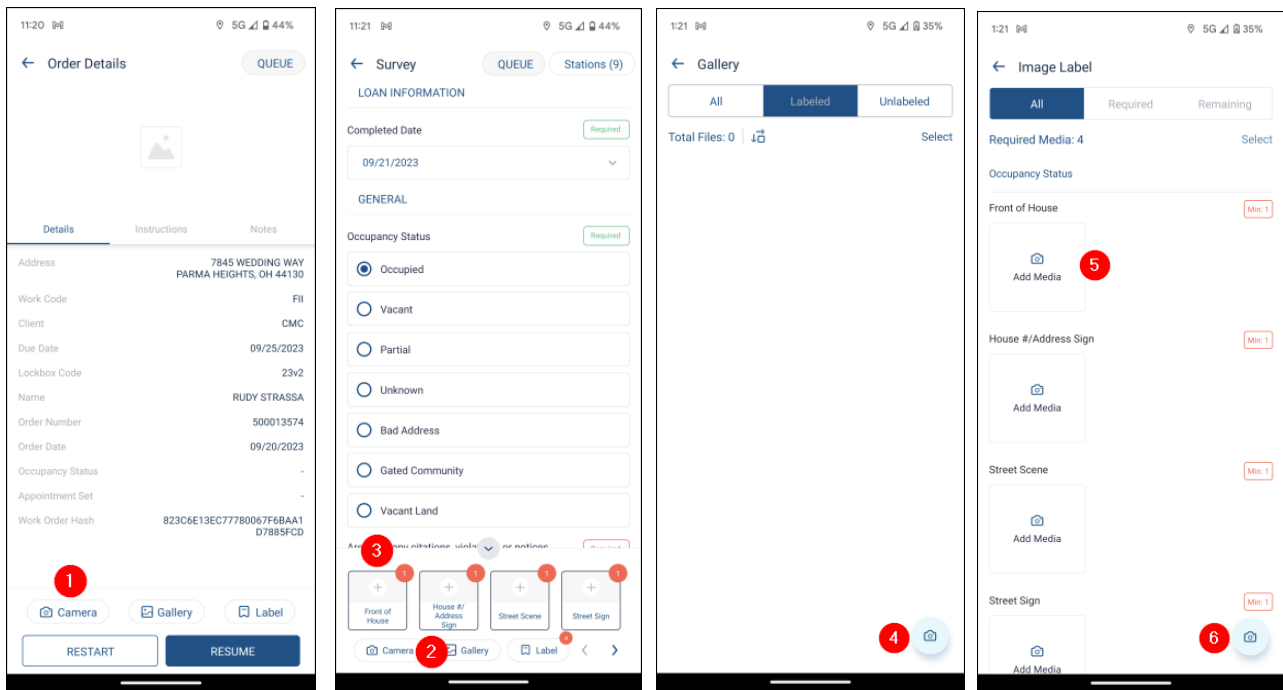
There are various image options available in Safeguard Mobile. This user guide details how to add photos to a work order.

Adding Photos

Before going through how to add images in Safeguard Mobile, it is important to understand how the camera works.

The Camera

The camera can be accessed from the bottom of the Order Details page (1), the bottom of the Survey page (2), by tapping any image label (3), from the Gallery page (4) and from the Label page (5 and 6).



When the camera opens there are multiple features and settings that are available and can be changed as need.

Some features are available under the label ribbon, such as:

- Changing the resolution (1)
- Turning on the flash (2)
- Adding grid lines (3)
- Accessing a timer (4)
- Changing to front camera(5)




- | | |
|----------------------|--|
| 1. Resolution change | Should only be made when taking photos of documents. |
| 2. Flash | Allows you to select when/if the flash is active. |
| 3. Grid Lines | Allows you to select if you want grid lines to appear on the camera. |
| 4. Timer | Allows you to set a timer while taking a photo. |
| 5. Front Camera | Allows you to switch to the front camera if needed. |



Other camera features can be accessed by tapping the **Settings** icon.

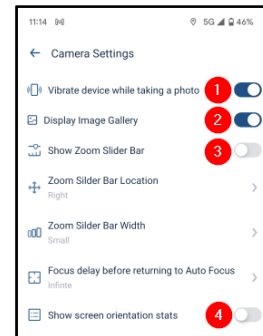


Please note: Tapping the circled X  on the upper right side of the camera screen at any time closes the camera and returns you to the page you were on.

The **Camera Settings** page displays.

The following features are turned on by default:

1. Vibrate device while taking a photo
2. Display Image Gallery



The following features are turned off by default:

3. Show Zoom Slider Bar
4. Show screen orientation stats

The following features have these defaults:

- Zoom Slider Bar Location defaults to Center
 - Can be changed to
 - Top
 - Bottom
 - Left
 - Right
- Zoom Slider Bar Width defaults to Small
 - Can be changed to
 - Medium
 - Large
- Focus delay before returning to Auto Focus defaults to Infinite
 - Can be changed to
 - 2 seconds
 - 5 seconds
 - 10 seconds
 - 30 seconds



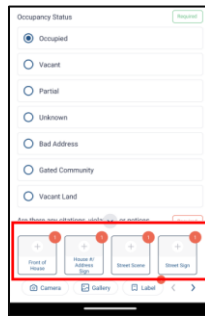
Tap the left arrow next to Camera Settings to return to the camera.



There are multiple ways to add photos while completing an order in the Safeguard Mobile app.

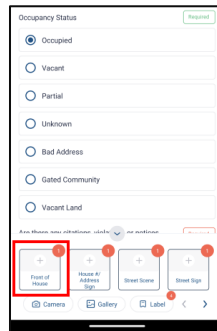
Image Carousel

The image carousel displays at the bottom of the Survey page after selecting the occupancy status of the property.

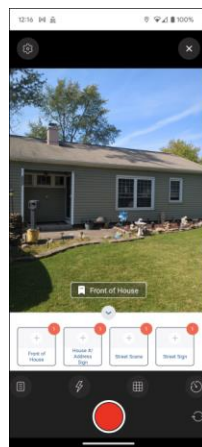


Additional photo labels are added depending on how certain questions are answered.

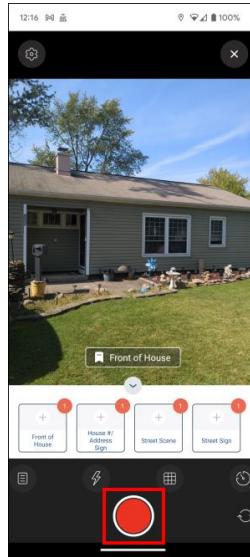
1. Tap any of the image labels to access the camera.



The camera opens and defaults to the selected image label.



2. Tap the Red Circle to take a photo.



The image displays in the photo label. The next photo label now appears on the screen.

Use any of the photo features that have been previously detailed if they are needed.

3. Continue to take photos until all required labels have been completed.

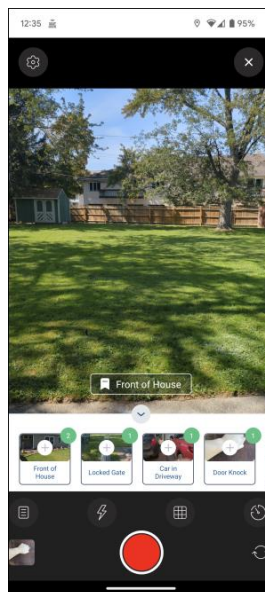
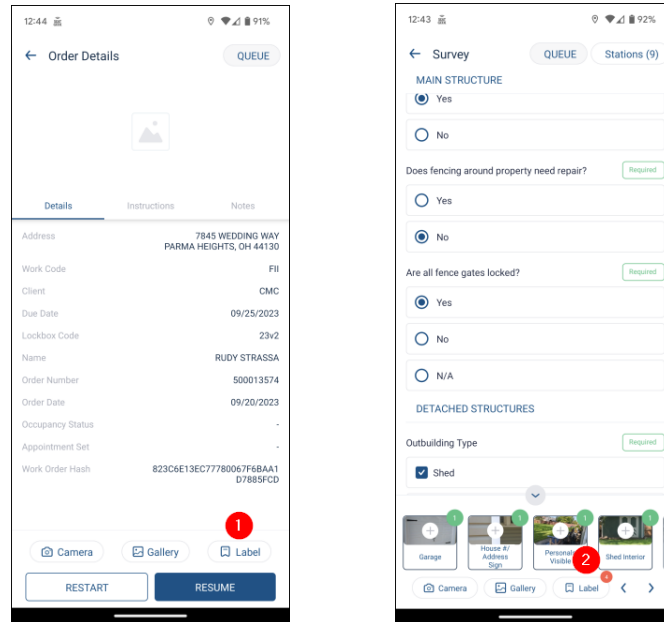


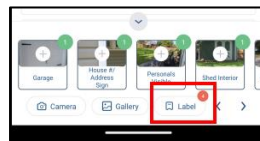
Image Label Page

Photos can also be taken from the Image Label page.

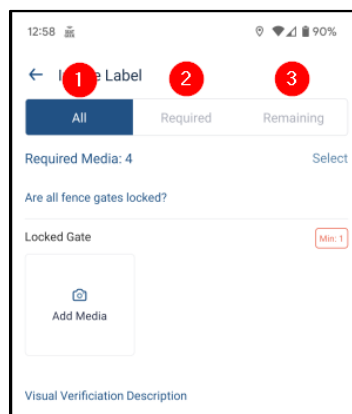
This page can be accessed from the Order Details page (1) or from the Survey page (2) once you have started the script. Remember, the Label button on the Survey page shows how many required labels remain. The Label button on the Order Details page does not show this information.



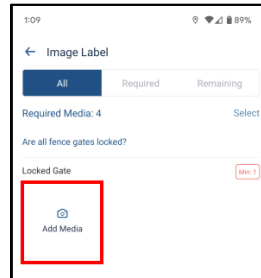
1. Tap the Label button.



The Image Label page displays and defaults to show All image labels (1). There are also tabs to view only Required image labels (2) and the Remaining image labels (3).

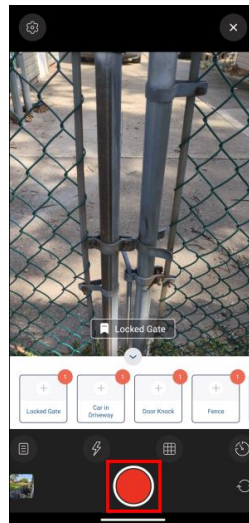


2. Tap the **Add Media** icon to open the camera to that corresponding image label.



The camera opens to that photo label.

3. Take the photo by tapping the red circle on the camera screen.



You can continue taking photos that match the corresponding image labels from the camera screen or you can tap the X on the upper right side to close out of the camera and return to the Image Label page.

The Image Label page updates and shows the corresponding photo.

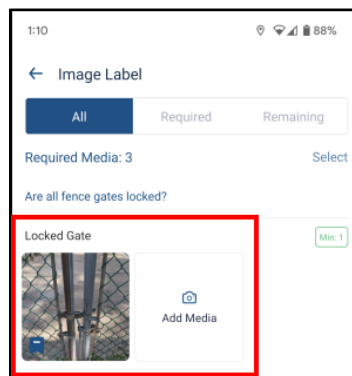
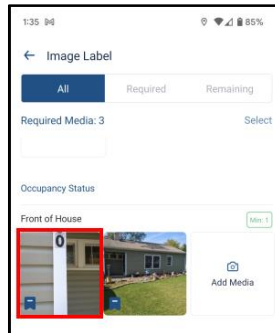


Image Label Page – Deleting Images

The Image Label page can also be used to delete unwanted or incorrect images.

1. Tap the image that needs to be deleted.

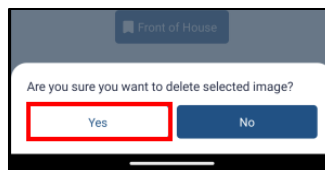


The Image Viewer page displays.

2. Tap the **Delete** button.

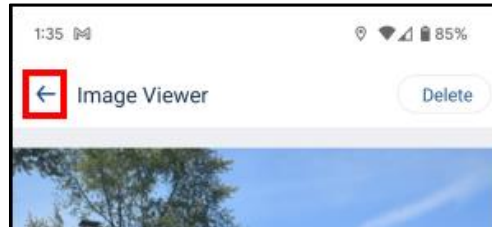


3. Tap the **Yes** button when asked if you are sure you want to delete the selected image.

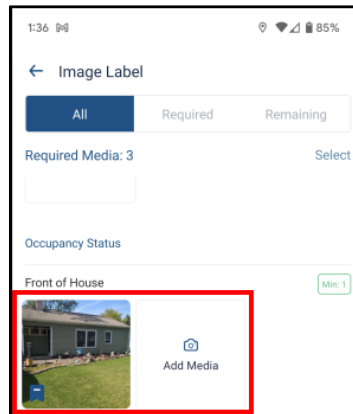


The image deletes.

4. Tap the left arrow to return to the Image Label page.



The Image Label page now only shows the one photo since the other has been deleted.

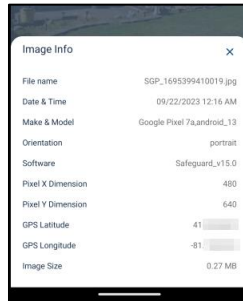


Please note: You can see all of the metadata for an image on the Image Viewer page.

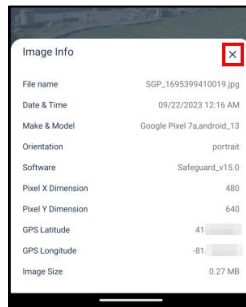
Tap the i icon on the lower right side of the image.



The image's metadata displays.

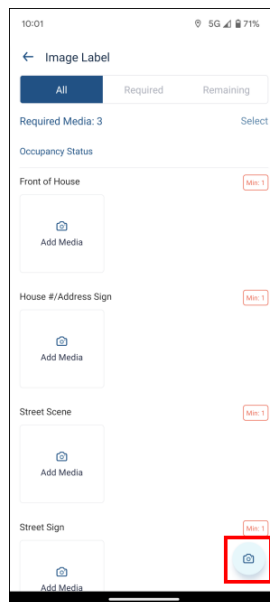


Tap the **X** to close out of the metadata and return to the image viewer page.



You can also take photos at any time on the Image Label page.

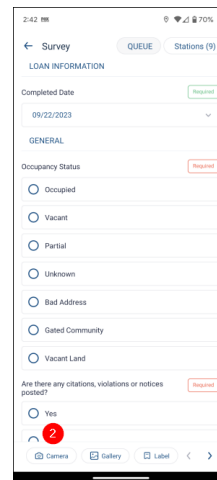
Tap the Camera icon on the bottom right of the page to engage the camera at any time.



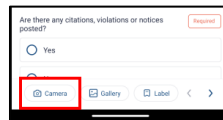
Camera Page

Camera Page allows you take and label images.

This page can be accessed from the Order Details page (1) or from the Survey page (2) even before you have started the script.

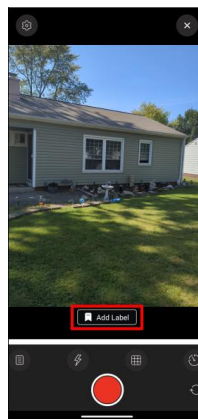


1. Tap the **Camera** button.



The Camera opens and shows an **Add Label** tag. You can choose to add a photo at this time or take photos and label them at a later time. If they are to be labelled at a later time, then that is done through the Gallery page and not the Camera page.

2. Tap the Add Label tag.

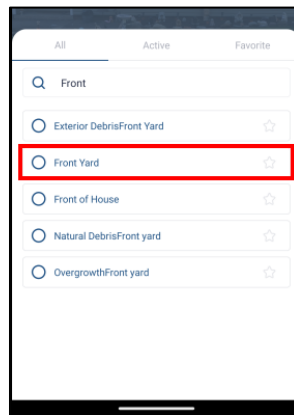


One of three label pages displays: All, Active or Favorites. The last one that was used is the one that displays.

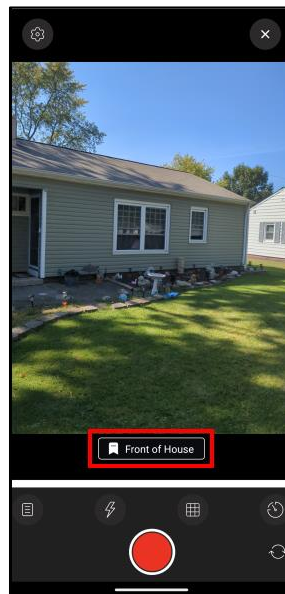
3. Scroll through the list or use the search field to find the appropriate label.
4. Tap into the Search field and type the name of label.

Only labels with that word or wording display.

5. Tap the radio button of the corresponding label to select it.



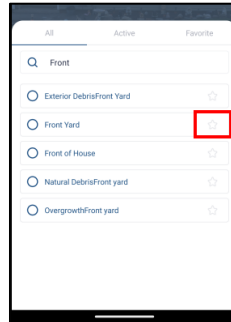
The photo is now labeled with the with the one that was selected, in this case Front of House.



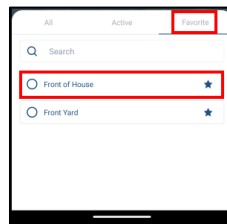
6. Tap the Front of House tag to show the list of labels again.
7. Continue this process until all photos have been taken and labeled.

Labels can be added to the Favorite tab as needed. You may want to add labels to this tab that are used frequently. To make a label a favorite:

Tap the star icon on the right side of the label.



The label then not only appears on the All, and perhaps Active tabs, but also on the Favorite tab.



If you take multiple unlabeled photos, then you can add a label later on the Gallery page.

Gallery Page

The Gallery page displays all images taken over the course of completing a work order.

There are three tabs on the page, All (1), Labeled (2) and Unlabeled (3).

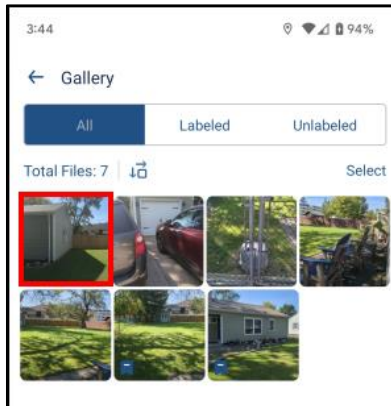


On the All page, any image with a blue tag in the lower left means that it has already been labeled.



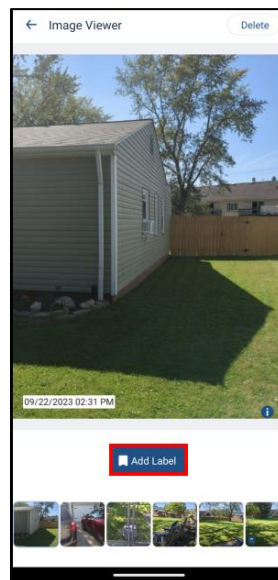
To add a label to an image on the Gallery page:

1. Tap the image.



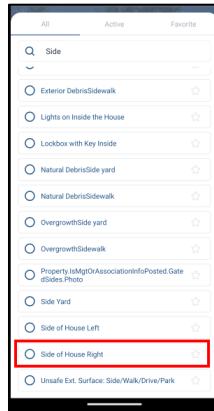
The Image Viewer page displays.

2. Tap the Add Label button.




3. Locate the label on the All, Active or Favorite tabs.

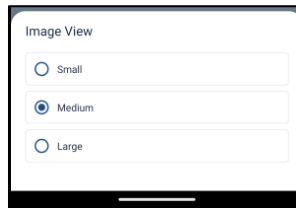
4. Tap the corresponding radio button to select the label.



The photo is labeled. You can continue labeling photos on the Image Viewer page or you can tap the left arrow to return to the Gallery page.

The Gallery page also allows you to change the size of the images as they are displayed on the page.

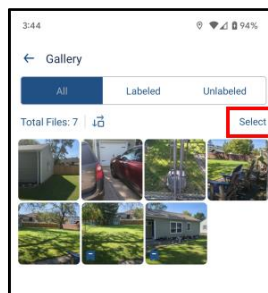
- Tap the down and right arrow icon .
- You can select Small, Medium or Large icons.



Gallery Page Bulk Selections

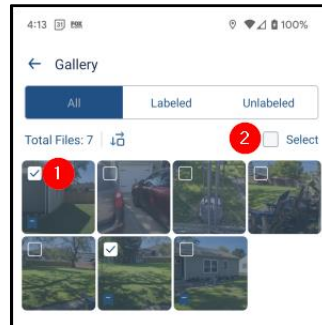
The Gallery page also allows you to bulk select images for deletion, labeling and unlabeled.

- Tap **Select** on the upper right side of the page.



The images now display checkboxes on the upper left side.

- Individually select the necessary images (1) or tap the checkbox next to Select to select all images (2).

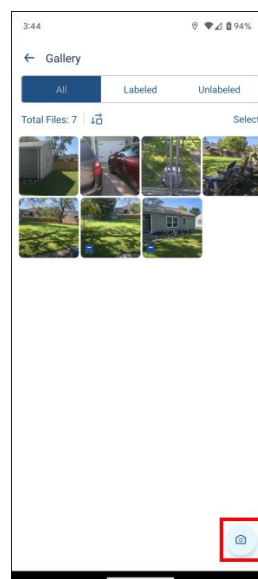


- Tap the **Delete**, **Label** or **Unlabel** buttons at the bottom on the page depending on the action you are taking.
 - If selecting Delete or Unlabel, then you receive a secondary screen asking if you are sure you want to take that action.



- If selecting Label, then the choice of labels displays.
- Select the label for the images that have been chosen.

Tap the Camera icon on the bottom right of the page to engage the camera at any time.



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