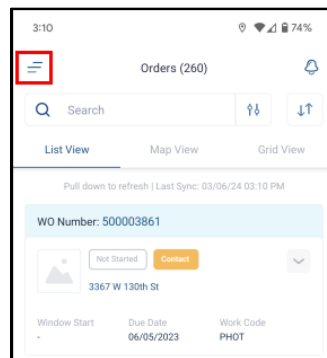# Safeguard Mobile – Export Order Media

This user guide details how to export work order media from the Safeguard Mobile app to your mobile device.

## Export Order Media

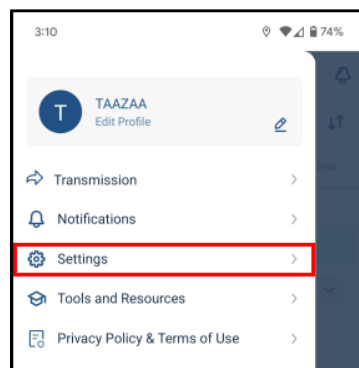The Safeguard Mobile app allows you to export order media to your mobile device if needed.

Exporting order media can be done if the inspection has been started and photos have been added to the order. This feature then allows you to have the media stored on your mobile device if needed.

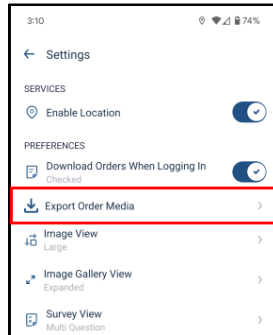1. Tap the **Menu** icon from the Orders or Transmissions page.



The app settings page displays.

2. Tap **Settings**.

The **Settings** page displays.
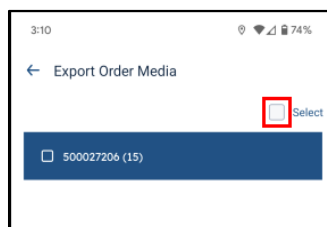
3. Tap **Export Order Media**.



The **Export Order Media** page displays and shows a list of work orders that have been completed and transmitted.  The number in parenthesis next to work order number signifies how many images are associated with the order.  In the example shown below, there are 15 images associated with the work order.



4. Tap the checkbox to the left of the work order that contains the media you need to export.



**Please note:** Multiple work orders can be selected if needed.  You can also tap the checkbox to the left of Select to select all work order media for export.
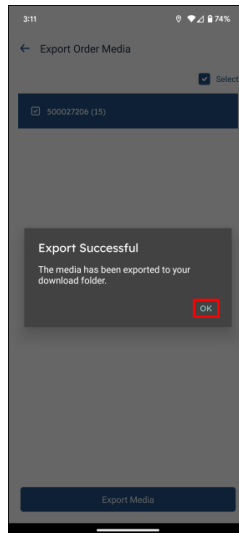
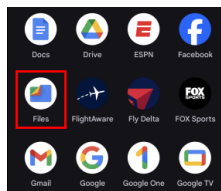5. Tap the **Export Media** button after selecting the work order(s).



A pop-up message displays and advises that the export was successful.  It also advises that the media has been exported to your download folder (if using an Android device).
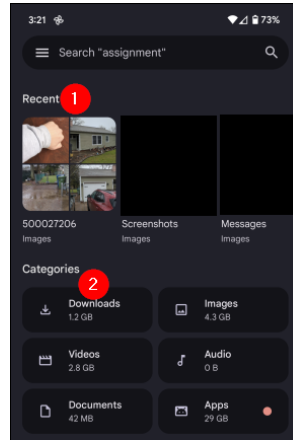
6. Tap **OK**.



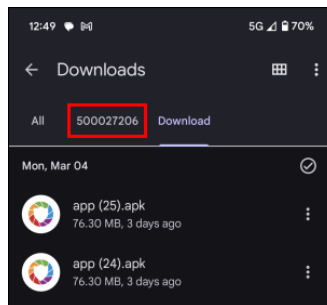If using an Android device, then you can navigate to your Files folder.

- Tap the **Files** icon.

The files from the phone display.  The work order photos may appear under Recent (1).  If not, then click the Downloads button (2).
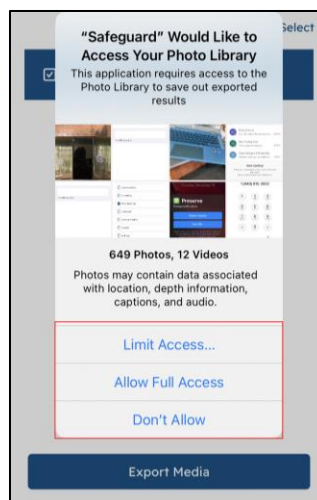


On the **Downloads** page, click the work order number to view and access the images/media.
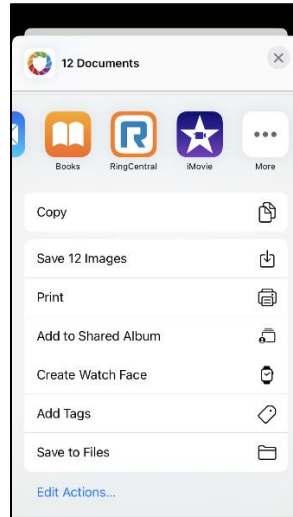


For iOS devices, you may have to:

- Allow the Safeguard Mobile app access to your photo library.

- Select where to store your images.

# Confidentiality Statement

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