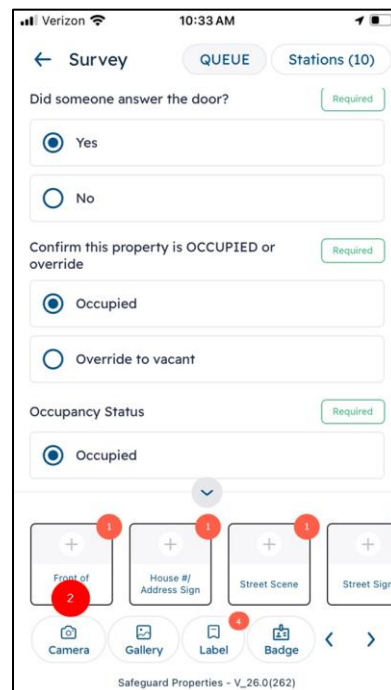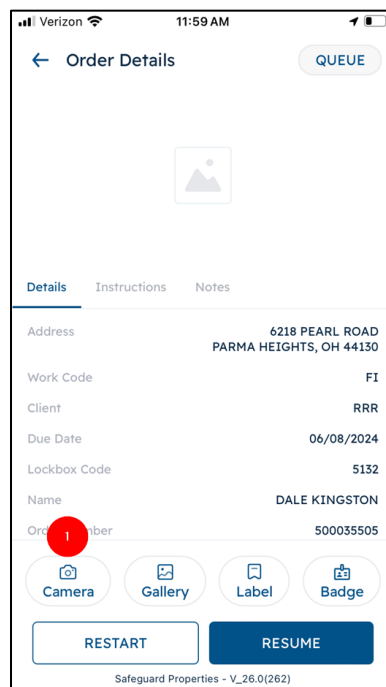# Safeguard Mobile – Image Labeling

There are various image options available in Safeguard Mobile. This user guide details how to label photos in the Safeguard Mobile app.
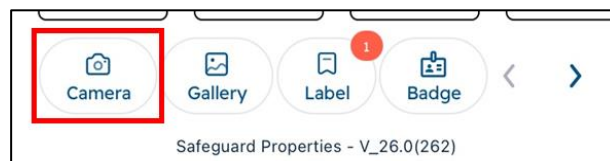
Labeling Images

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.
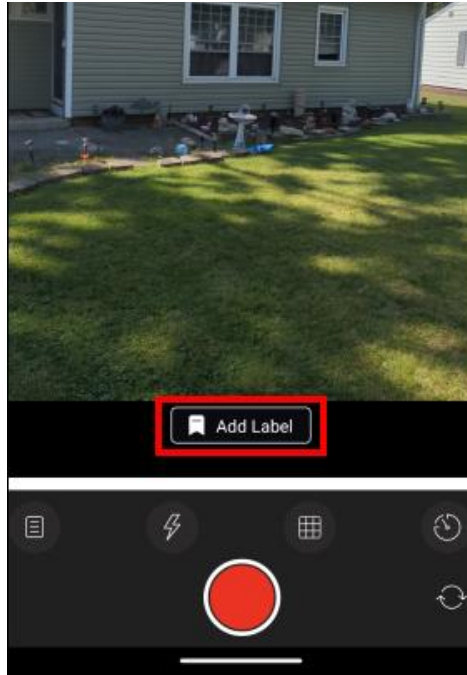

1. Tap the **Camera** button.

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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 later. If they are to be labeled later, then that is done through either the Camera page or the Gallery page.
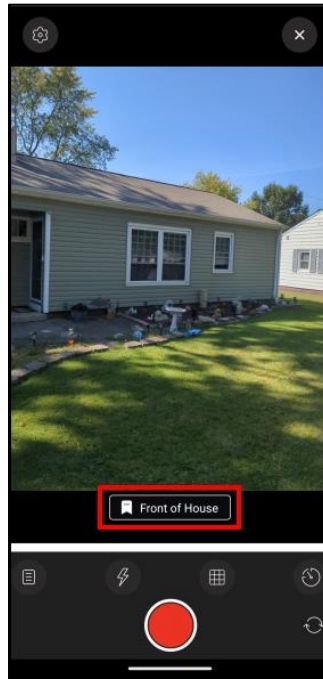
2. Tap the Add Label tag.

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.
   a. Tap into the Search field and type the name of label.
   b. Only labels with that word or wording display.
4. Tap the radio button of the corresponding label to select it.

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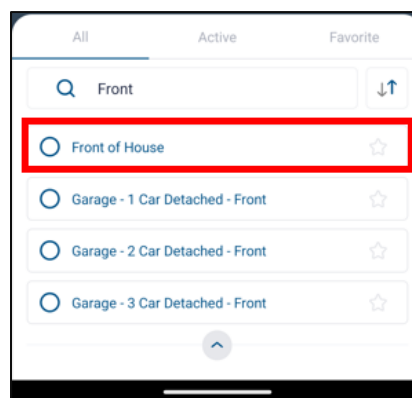
The photo is now labeled with the with the one that was selected, in this case Front of House.


5. Tap the Front of House tag to show the list of labels again.
6. 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.

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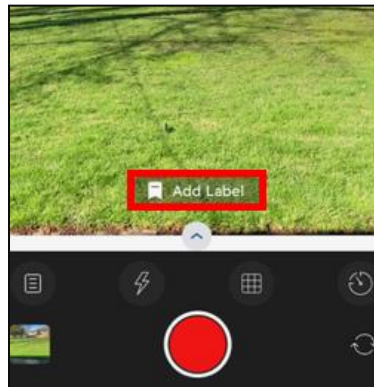Updated: 6/04/2024
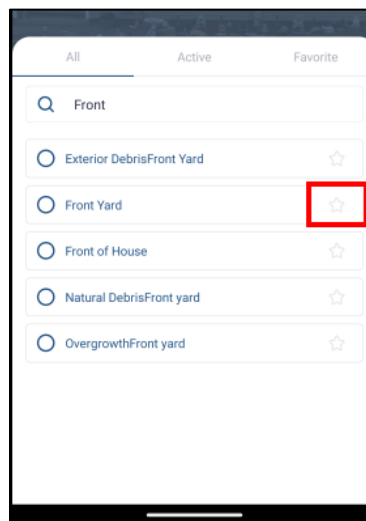
The label then not only appears on the All, and perhaps Active tabs, but also on the Favorite tab.
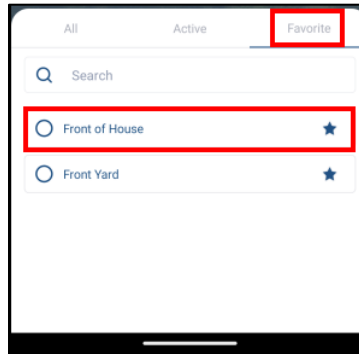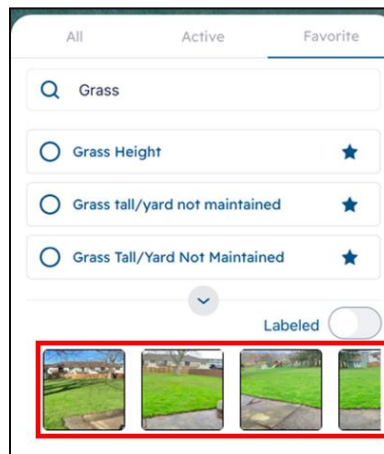

You also can see and label unlabeled images on the All, Active and Favorite label pages.

If you take multiple unlabeled photos, then you can add a label later in the Gallery page.
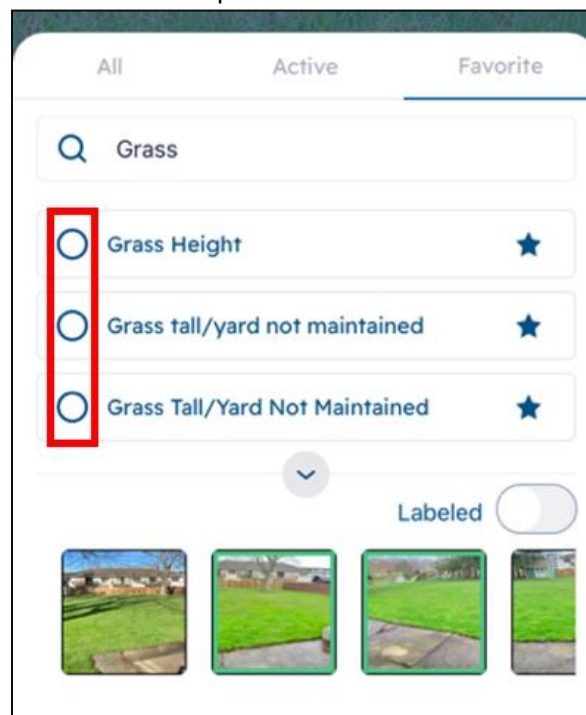
- Tap the **Add Label** button.

- The Active Photo labels are displayed in this example.
- Depending on the label, you may need to switch to the **All** or **Favorite** tab.
- Tap the photos that need to be labeled.

- A green outline around the photo indicates that it has been selected and is ready to be labeled.
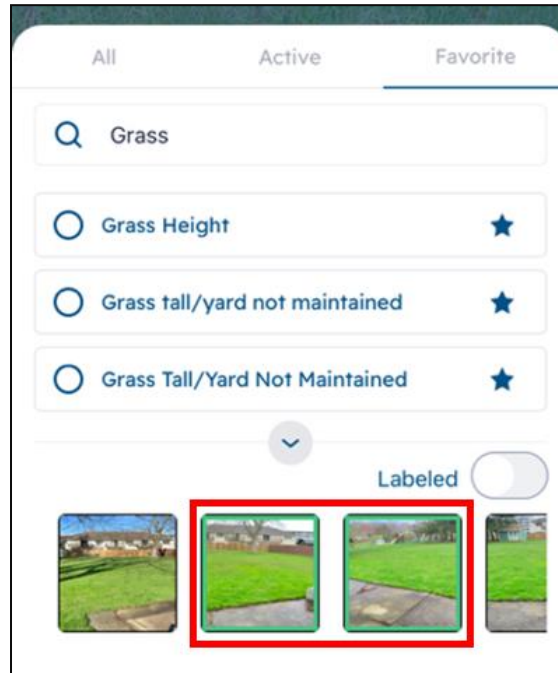
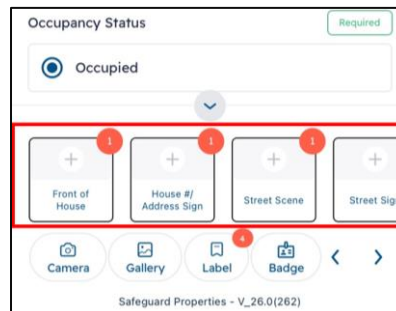- Tap the radio button to select the respective label.

- Repeat this process until all unlabeled images have been labeled.
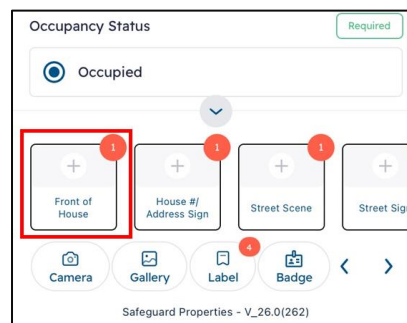
- The images show as labeled.

Image Carousel

The image carousel displays at the bottom of the Survey page after completing some initial questions in the script.
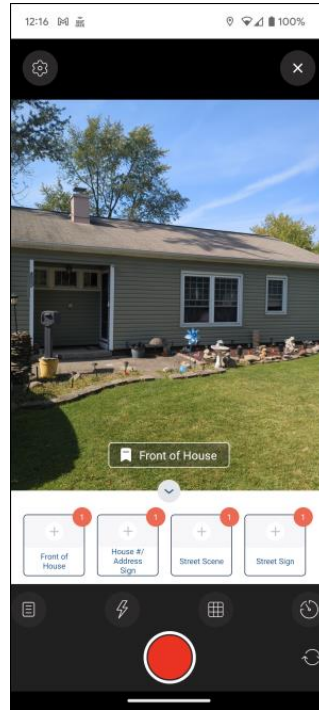

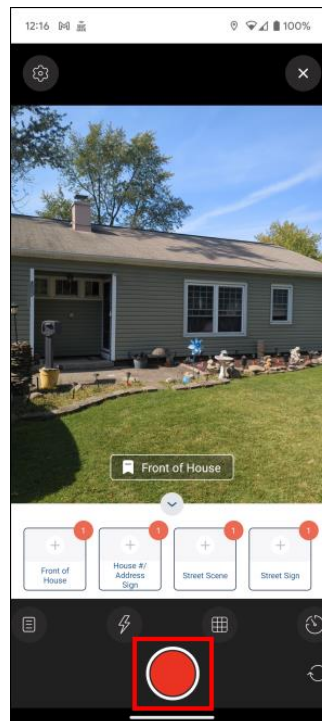Additional photo labels are added depending on how certain questions are answered.

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

The camera opens and defaults to the selected image label. The number in the upper right corner of the label denotes how many images are required for that label.
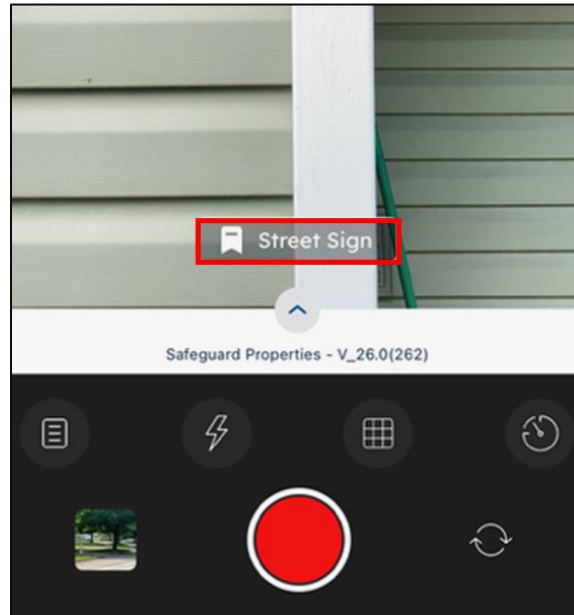

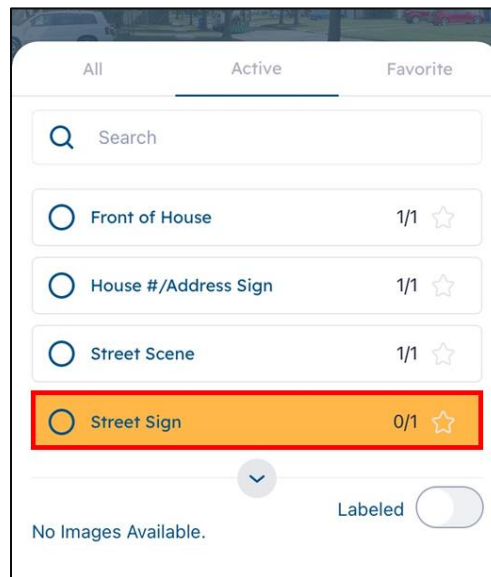2. Tap the Red Circle to take a photo.

The image is displayed on the photo label.

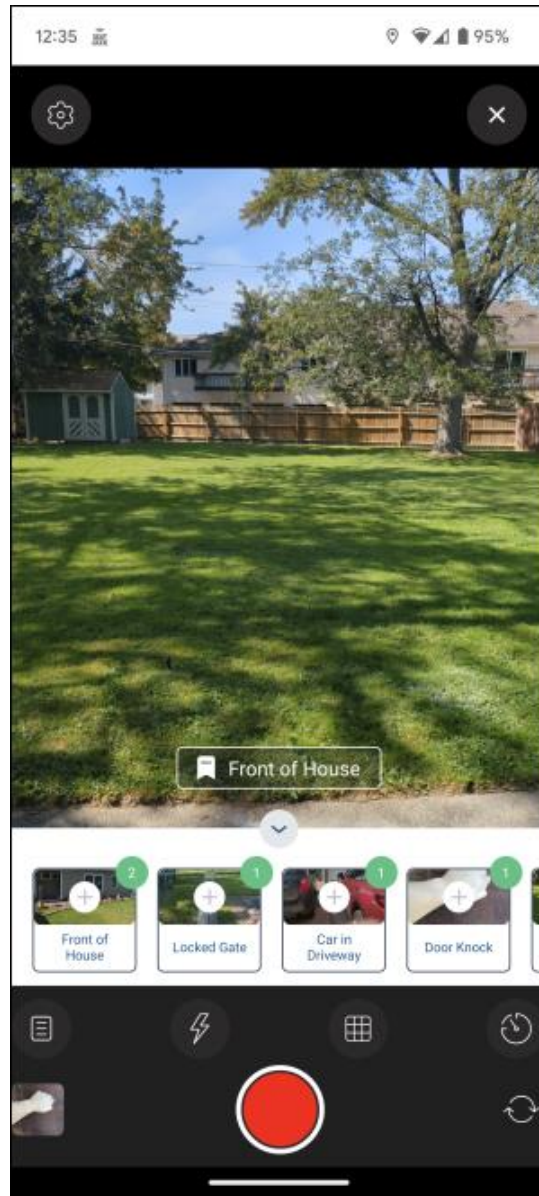Tap the image label to display all the required labels.

The Active image labels display. Any label still needing an image is highlighted in yellow.

Tap the label to open the camera and take the photo for the respective label.

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.
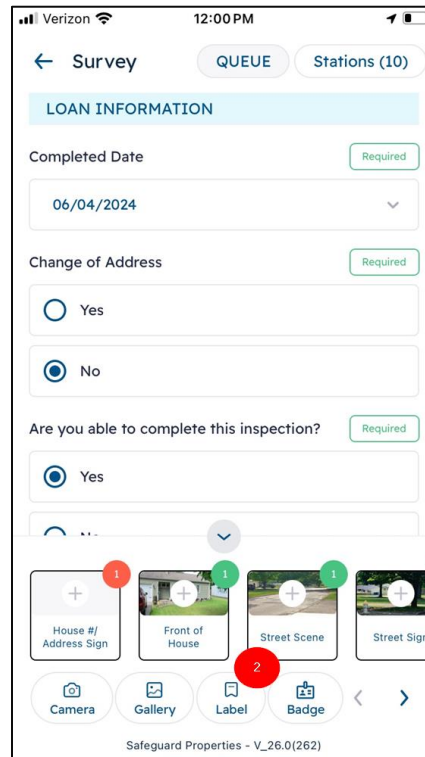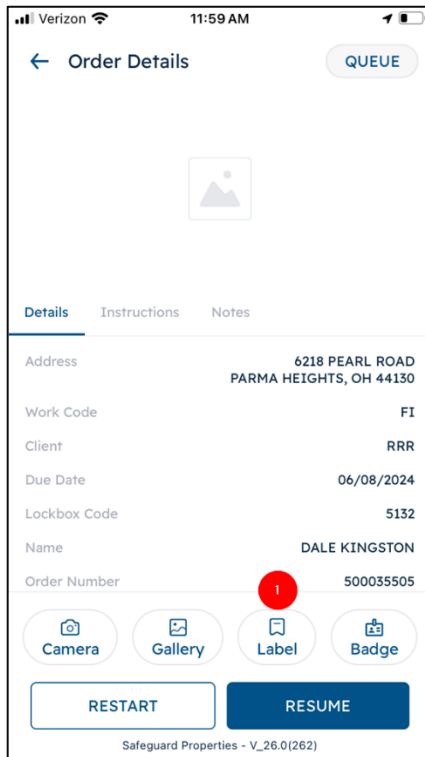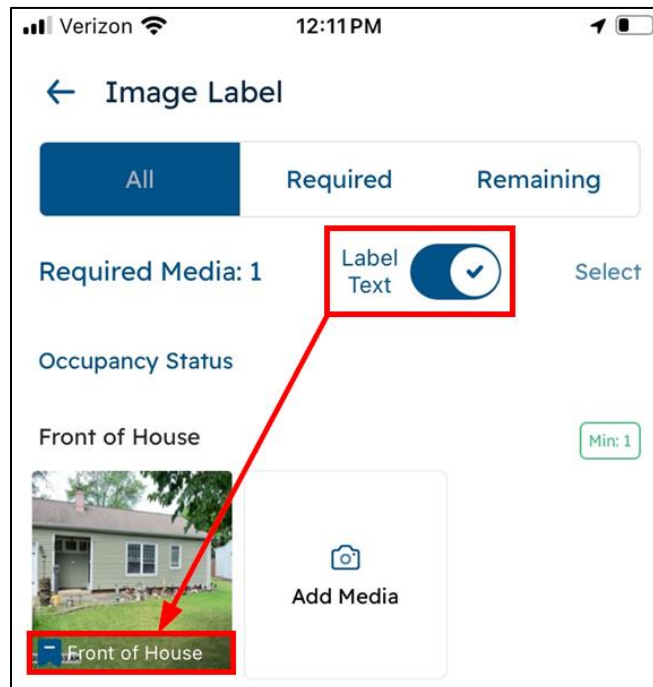

1. Tap the Label button.
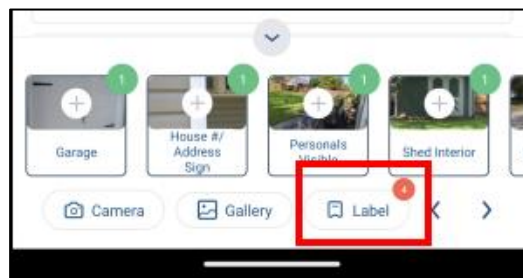
The Image Label page displays and defaults to show All image labels (1). There are also tabs to view only Required image labels (2) and the Remaining image labels (3).
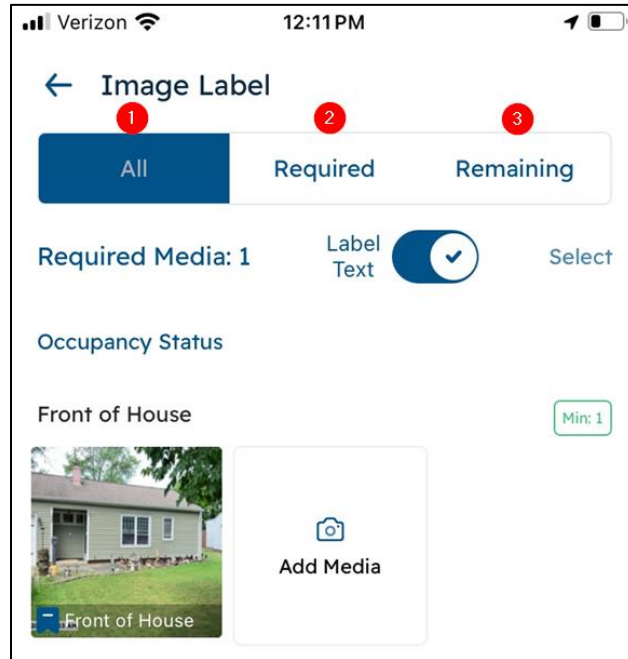
The **Label Text** button allows you to see the label information directly on the photo. You can turn this off if desired.

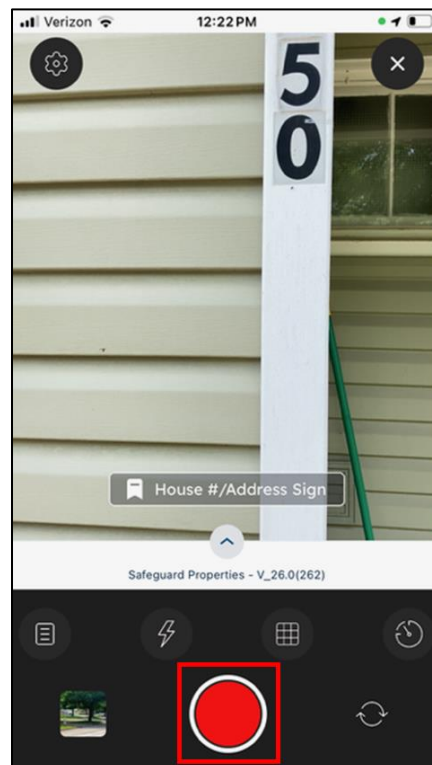Safeguard Properties Management, LLC   External Use Only

2. Tap the **Add Media** icon to open the camera for that corresponding image label.
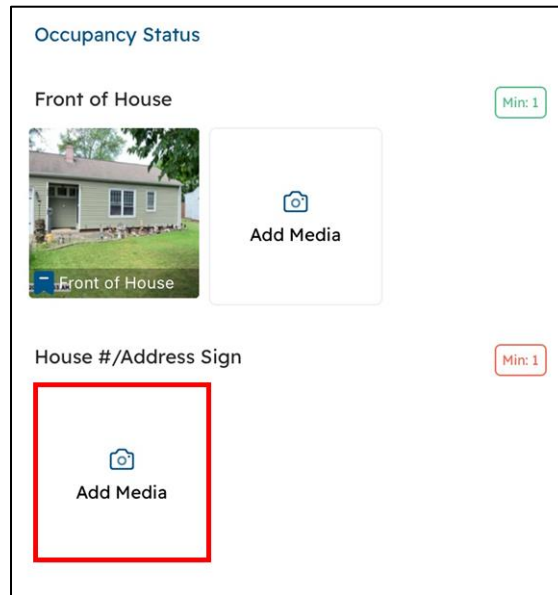
The camera opens to that photo label.

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

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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.
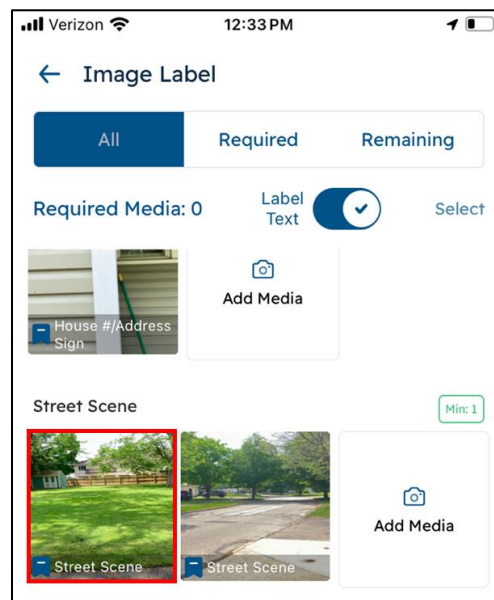
The Image Label page updates and shows the corresponding photo.
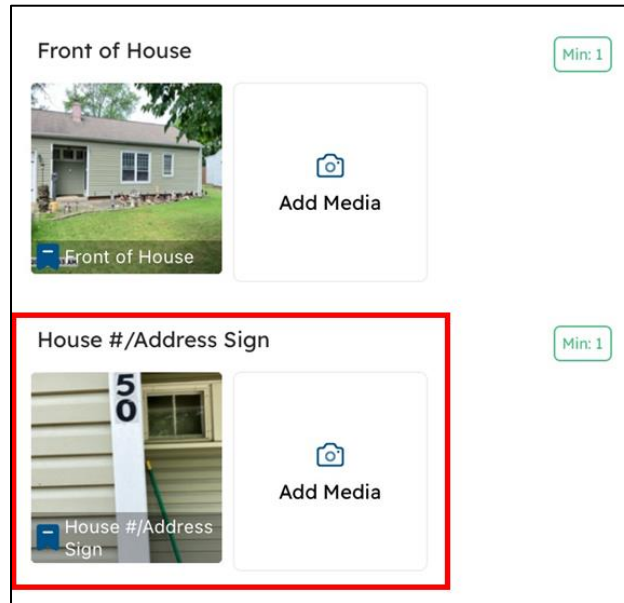
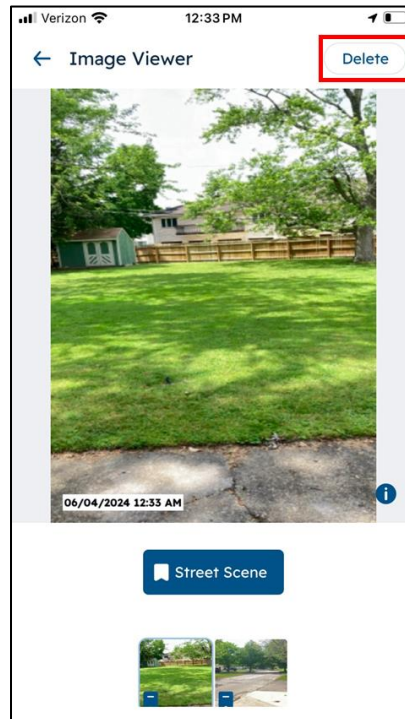**Image Label Page – Deleting Images**

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

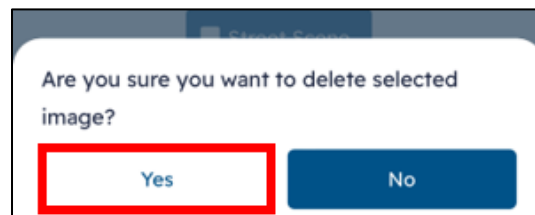1. Tap the image that needs to be deleted.

The Image Viewer page displays.
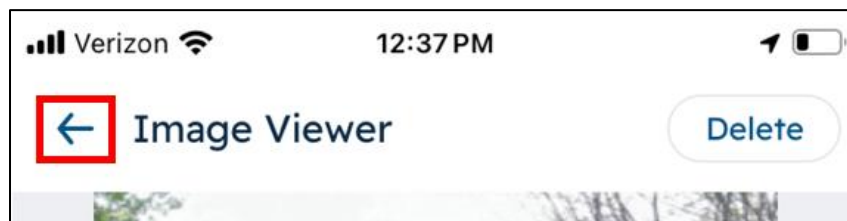
2. Tap the **Delete** button.

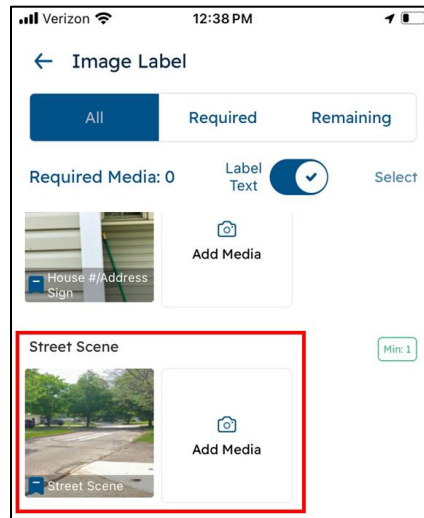3. Tap the **Yes** button when asked if you are sure you want to delete the selected image.

The image is deleted.

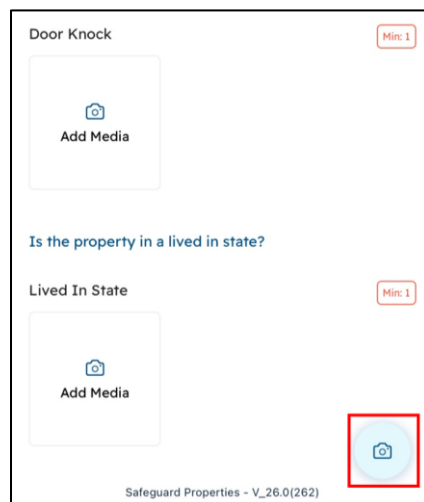4. Tap the left arrow to return to the Image Label page.

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

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.
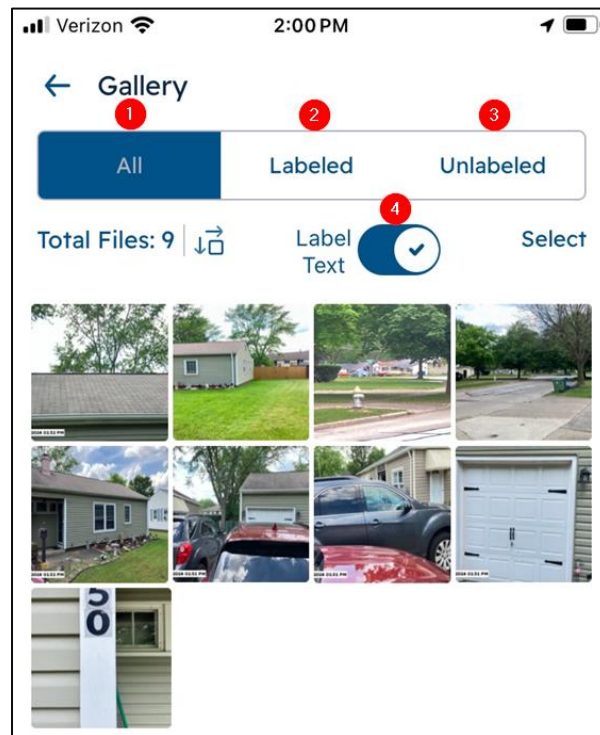
Gallery Page

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). You can also show the label text by using the button that has been provided (4).
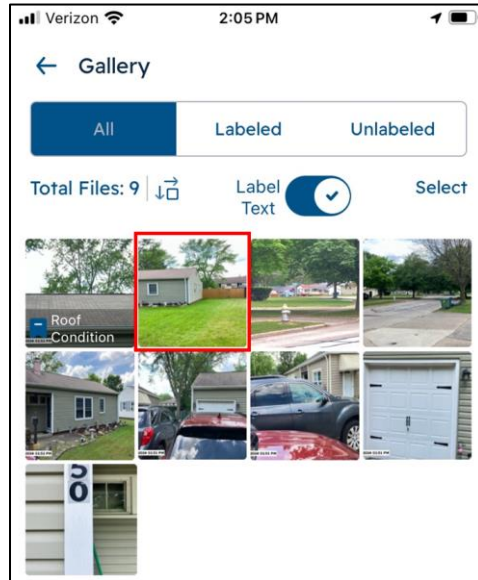

On the All page, any image with a blue tag in the lower left means that it has already been labeled. If you have the Label Text button set to on, then that information displays as well.
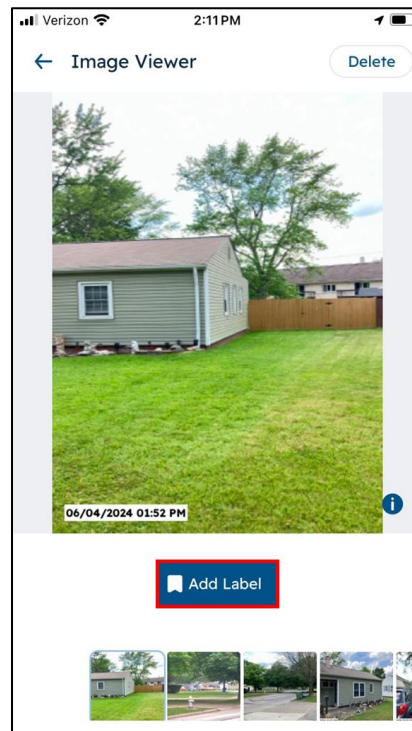
To add a label to an image on the Gallery page:

1. Tap the image.

The Image Viewer page displays.

2. Tap the Add Label button.

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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.
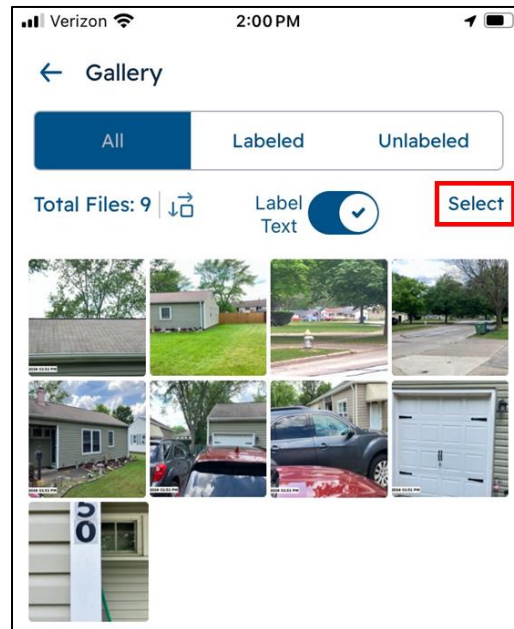

- Tap the down and right arrow icon [icon].
- You can select Small, Medium, or Large icons.
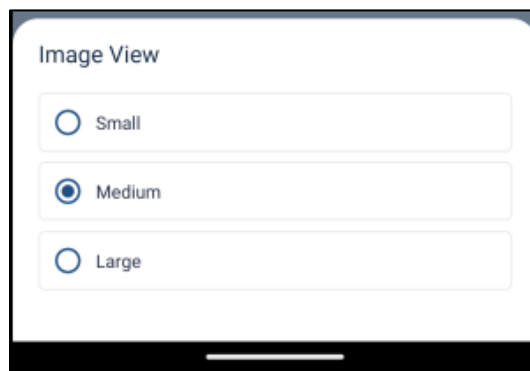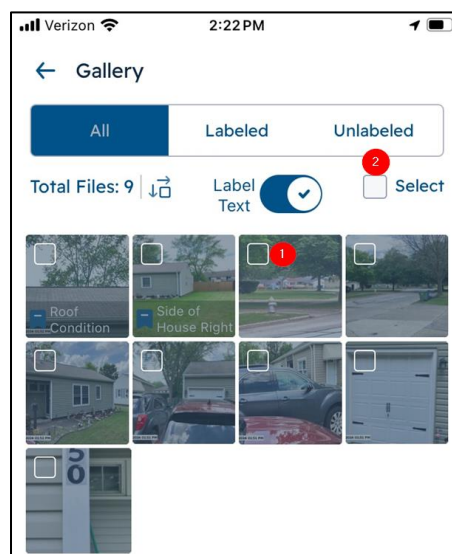
Gallery Page Bulk Selections

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

- 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 of the page depending on the action you are taking.
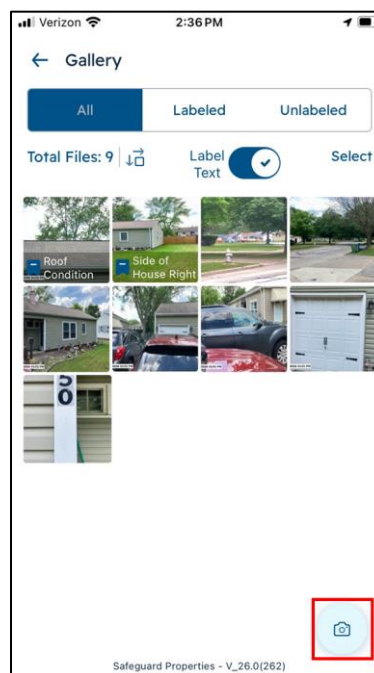

  o If selecting Delete or Unlabel, then you receive a secondary screen asking if you are sure you want to take that action.
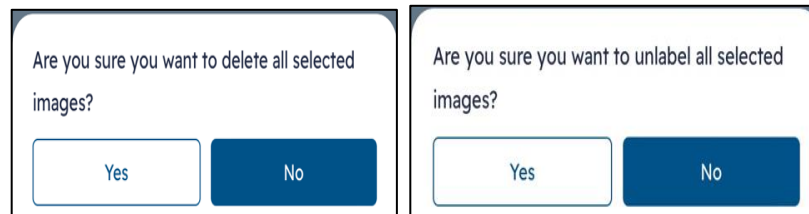
  o If selecting Label, then the choice of labels displays.
  o Select the label for the images that have been chosen.

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

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