



## Table of Contents

- Page 1.** Logging In / Crew Management feature in Vendor Web
- Page 2.** Order List
- Page 3.** Order Details
- Page 4.** Camera (Taking and labeling photos)
- Page 5.** Photo Gallery
- Page 6.** Work Order: Stations and Question View
- Page 7.** Manual Entry
- Page 8.** Transmission

To download the application go to [m.safeguardproperties.com](http://m.safeguardproperties.com) on your mobile device and select the app icon to install the application.

**SAFEGUARD mobile** Customer Service = Resolution®

## Mobile App Downloads

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

- INSPI mobile**
  - Apple: 3.2.10
  - Android: 3.2.10
- VW mobile**
  - Apple: 1.10.2
  - Android: 1.10.1
- PHOTO direct**
  - Apple: 4.0.0
  - Android: 4.0.0

**Approved Devices**

- Android (4.0 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

QUESTIONS? CALL 800.852.8306 x3999

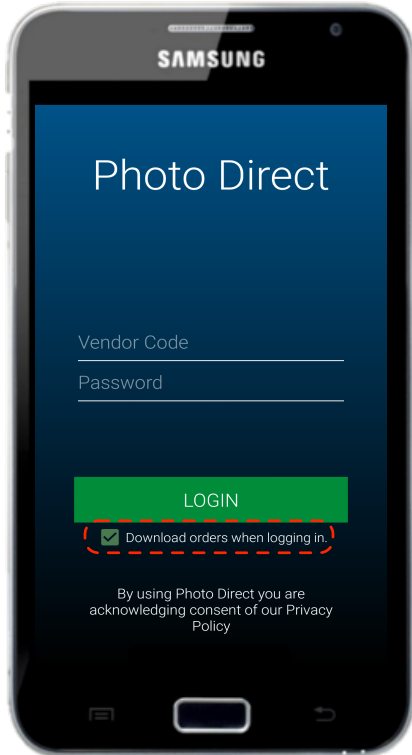
TRAINING MATERIALS & IMPORTANT INFORMATION

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

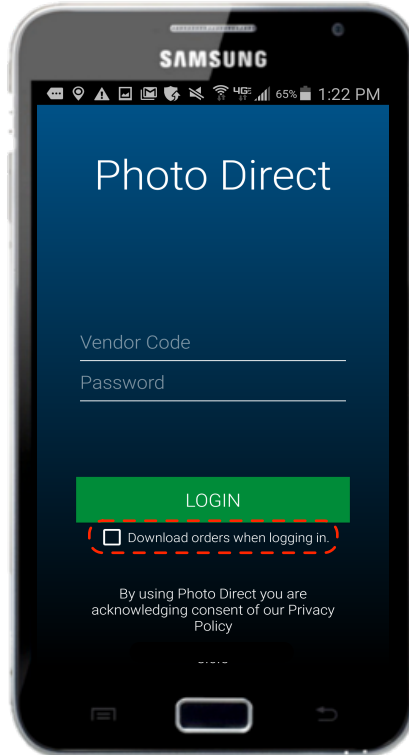


*Quick Log in: This allows you to log in to the application without having to do a full download of work orders. This is useful if you have to log out and back in while in the field with limited data connectivity.*

***BEST PRACTICE:*** *Ensure you have a good data connection, log into the application prior to leaving for the day and download all work orders. IF you have multiple vendor codes be sure to log in with one code, download all work orders and log out. Then log back in with next code and download all work orders, so on and so forth, prior to heading out into the field for the day.*



Quick Log in turned on



Quick Log in turned off

**Quick log in on an Android device**

**\*\*Turn "On" to download all work orders**

**\*\*Turn "Off" to simply log in to the application and access work orders they you have ALREADY downloaded**

**Crew Management**

Crew Management is an important feature to use with Photo Direct. It allows you to assign work orders to your crews which makes the mobile application easier to manage.

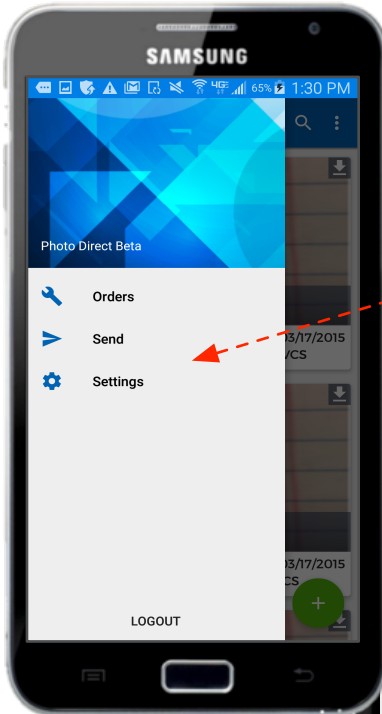
**Crew Management allows you to:**

1. Assign your field crews a unique username / password and in addition work orders.
2. When your crews log in using the username / password you have assigned they will ONLY see the work orders that you have assigned to them.
3. Alter the work order text and complete a background check.

For more information on Crew Management visit [spivendor.com](http://spivendor.com) under the "Mobile" tab.



Main Order List is a view of all of the orders you have assigned, access to the transmit screen, search / sort the options, tools, and ability to add a manual entry work order.

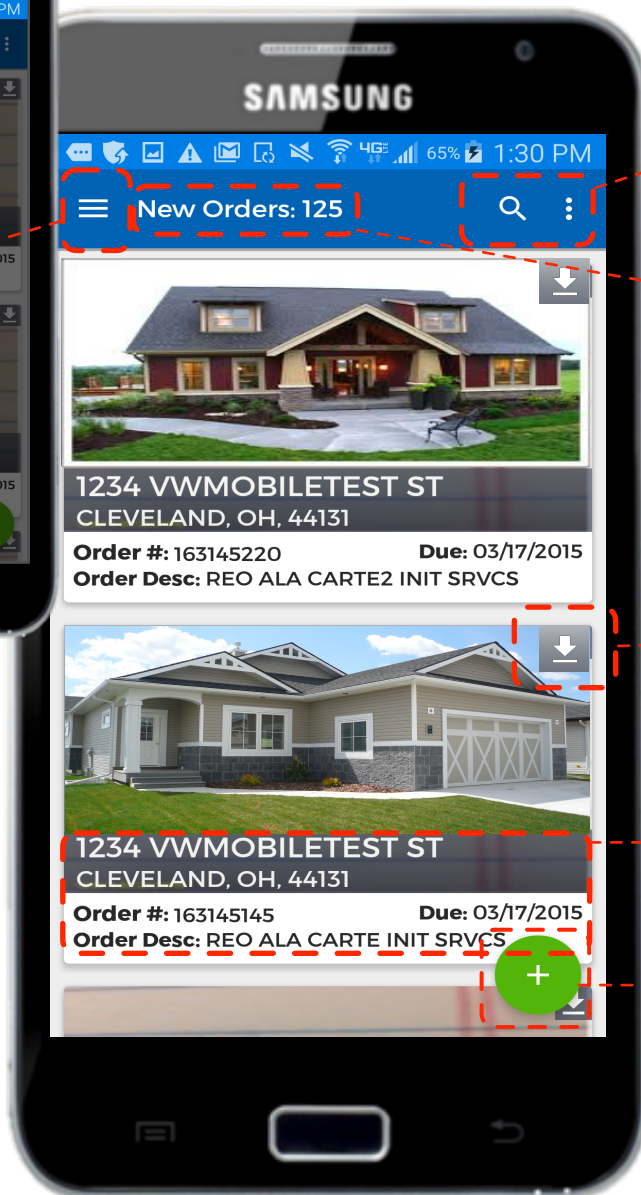


**Orders:** View of New and Sent orders

**Send:** Moves you to the transmit screen

**Settings:** Settings includes Location check in option, high res option for Front Of House Images and Notifications

**Logout:** Logout of the app



Search option. Extended menu for access to Filter and download work orders.

Total number of orders in your order list

**Order Status:**

**Not Started** = Unopened order

**Started** = Opened order

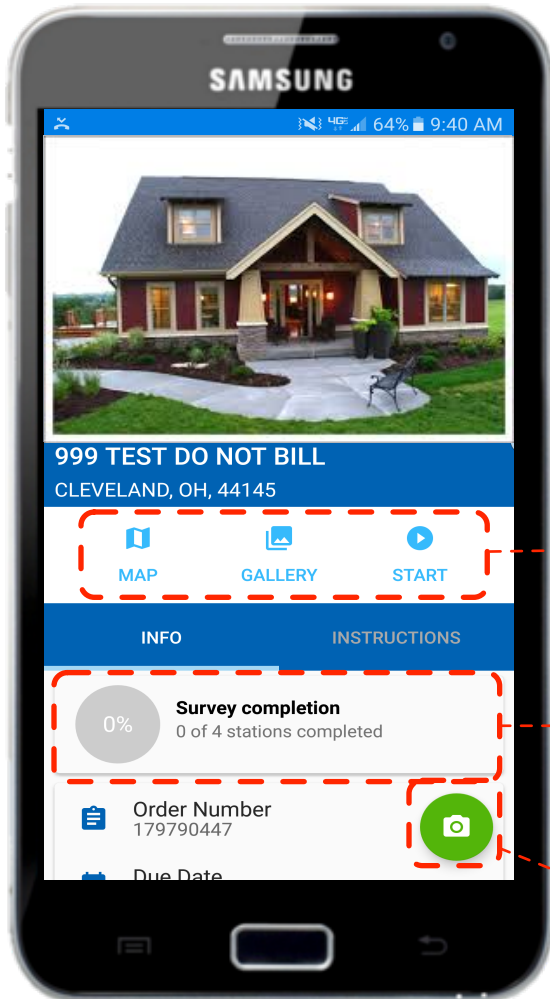
**Sent** = Order sent to Vendor Web

**Property Info:** address, work order #, due date, and work order description

Select the green "+" to enter a manual record (refer to page 7 for more info)



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 to ensure you're at the right location, access the camera and the gallery and start the work order.



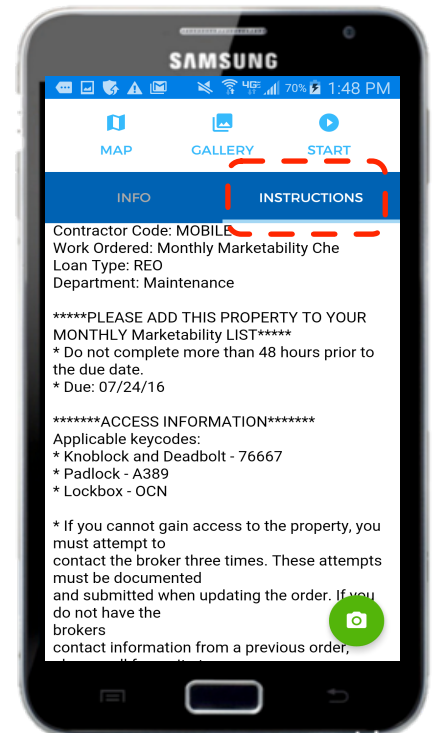
**Map:** Shows the location of the property in a map view

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

**Start:** Select to begin answering the questions for the work order

View of the % completed in answering the questions for the work order. Questions are grouped into "Stations"

**Camera:** Access to the camera



Work order instructions



1 **Start:** Select "Start" to begin the order. If you have already started the order the options will be "Resume" or "Complete".



2 **Resume:** Resumes answering the work order questions. Badge number represents the number of required photos.



3 **Complete:** All work order questions have been answered. A complete notation also shows 100% completion in the status icon.



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

**Options:**

- Document Mode
- Flash
- Focus
- Screen brightness
- Grid lines
- Camera swap

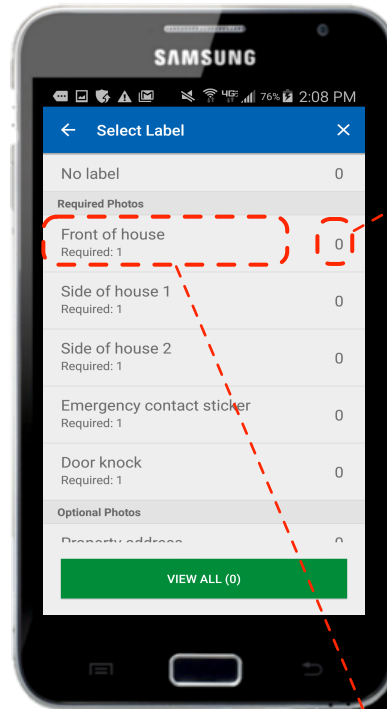
List of required and optional photo labels. Required are driven by how you answer the work order questions.

Closes the camera



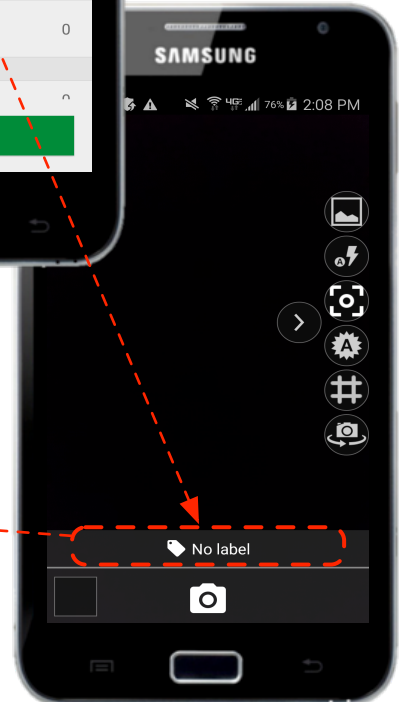
Moves you to the Photo Gallery

Takes a photo



Once a photo is taken and assigned to that label the number moves from 0 to 1 to show you it's been fulfilled.

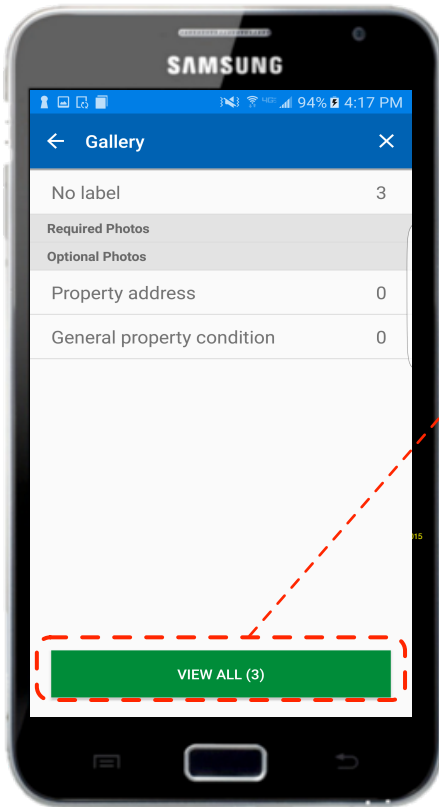
Presents the label view for you to choose a label. Once selected the label is now in the viewfinder when you take the photo.



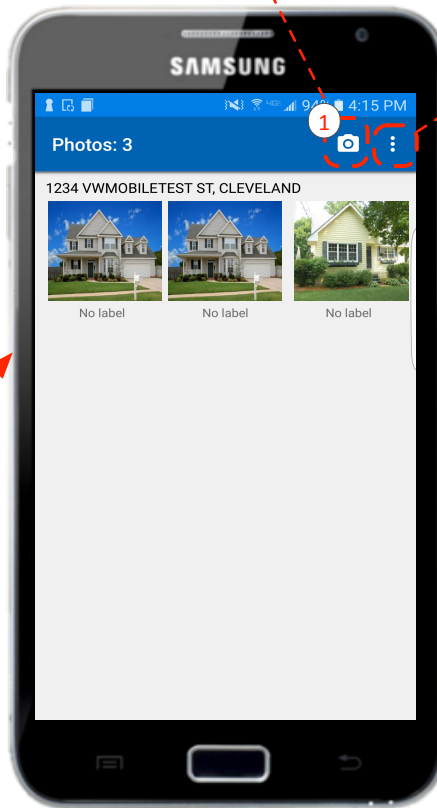


The photo gallery offers the end user a view of the photos they have taken with the work order. It allows you to relabel, delete and enlarge the photos for easier viewing.

Send the order to the transmit view to send to Vendor Web

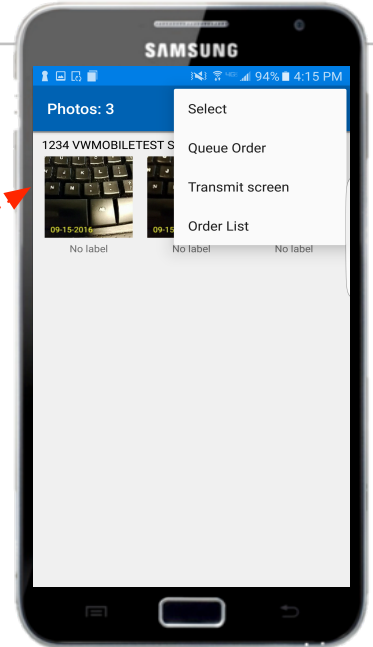


The gallery view is now a filtered to view. To view photos with selected labels choose the row. To view all images select "View All"

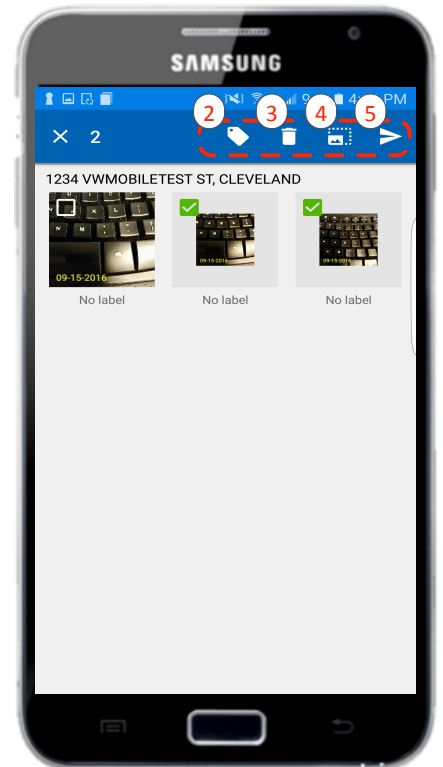


All image view in the gallery. You have access to the following:

- 1 **Camera:** Moves you back to the camera
- 2 **Change Label:** Allows you to change the associated label
- 3 **Delete:** Deletes the photo
- 4 **Zoom in:** Zooms in on an image
- 5 **Transmission:** Allows you to send the photos and work order to the transmit view



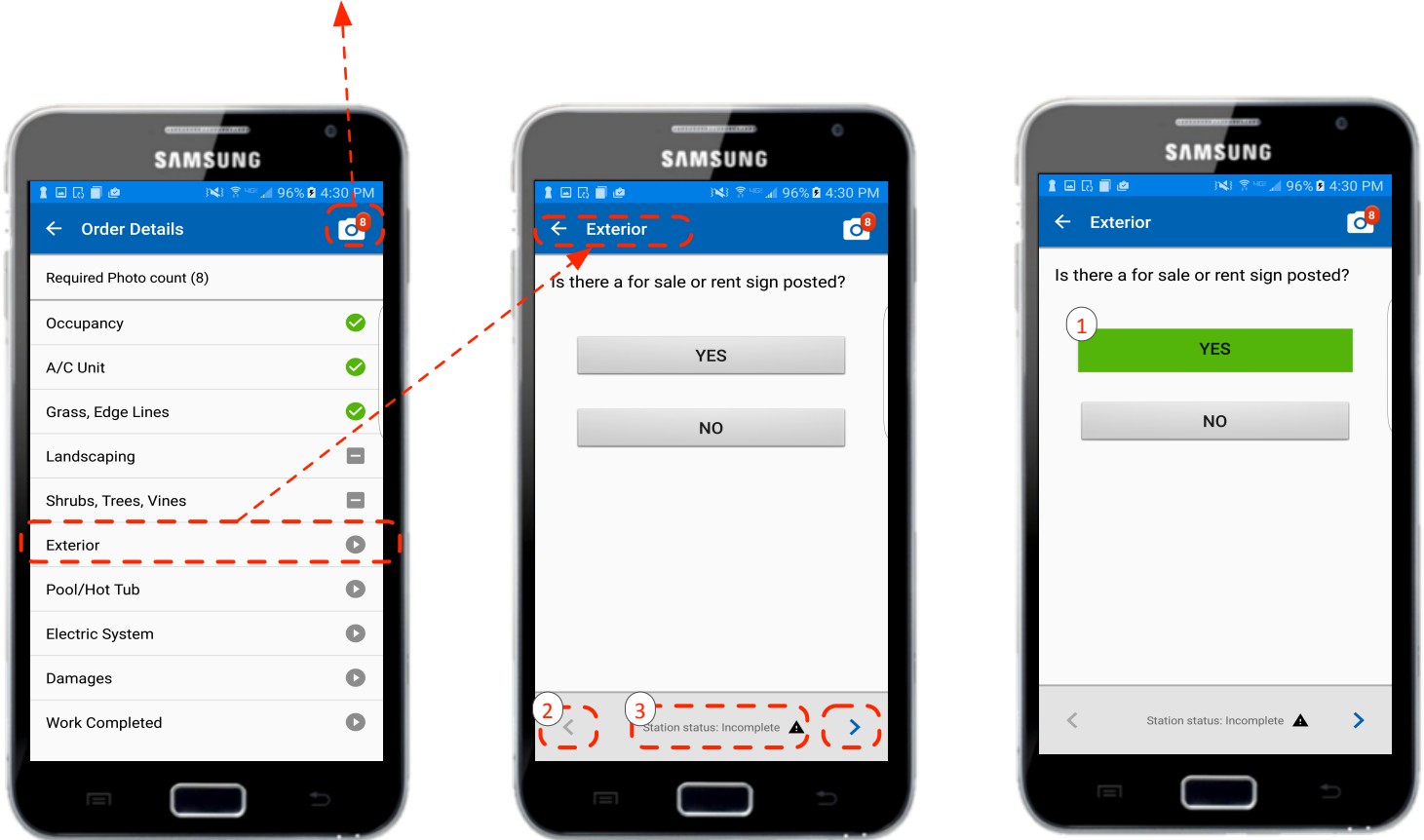
Choose select to access additional options





Once you start a work order the first screen your taken to is the "Stations" view. Stations are simply a grouping of questions. As you answer the questions more stations may be activated.

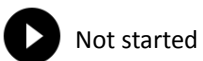
Access to the camera. Badge icon notes how many required photos are needed for the work order.



**Station View:** By selecting a station your taken to the questions associated with that station. Once you answer questions they may unlock other stations to assess at the property.

- ① **Question view:** Once you enter a station you will answer a series of questions. Select the response and it is highlighted green.
- ② **Arrows:** Use the arrow options at the bottom OR swipe to move through the work order questions.
- ③ **Status:** A status of completion notice on the bottom the screen lets you know whether or not you've completed the station.

**Notations for stations:**



Not started



Started but not completed



Completed



A manually entered record gives you access to all of the photo labels available Vendor Web. You can label the photos to give more direction to your updaters who are closing out the order in Vendor Web. With a manual entry, the photos will be in the gallery view with the label associated.



1 A manual entry has no front of house photo associated

2 **Delete:** Allows you to delete the record

3 **Edit:** Allows you to edit the record to change the Vendor code or Work order number

4 **No Label:** You can choose to take all photos no label or you can choose to associated photo labels. The photo labels will provide your back office additional guidance on what was photographed in the field. Whether or not you choose to use the labels, all photos will be in the gallery view in Vendor Web when you do a manual entry.

5 **Favorites:** You can select the green star next to the label to create a favorite. The favorite can then be easily accessed from the Favorites tab without having to drill into the labels each and every time.

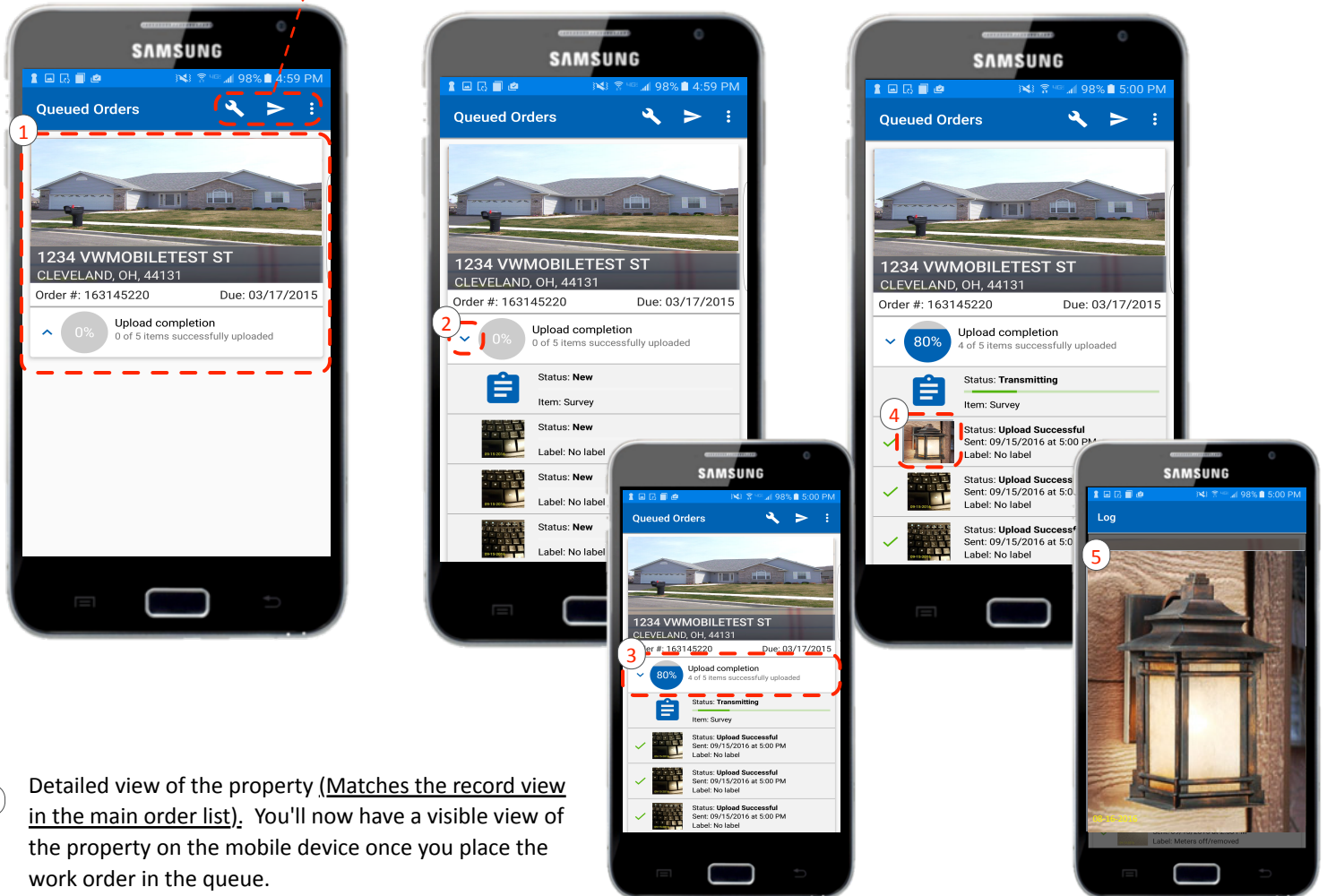
6 **Delete a Favorite:** Simply select the star to unhighlight and it will be removed from the Favorites list.





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

- \* Access to Main Order List
- \* Option to transmit the work order to Vendor Web
- \* Access to more items: Log, Settings



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 Ability to enlarge photos once transmitted from the log file view.

5 Simply tap the photo to enlarge and tap again to close.