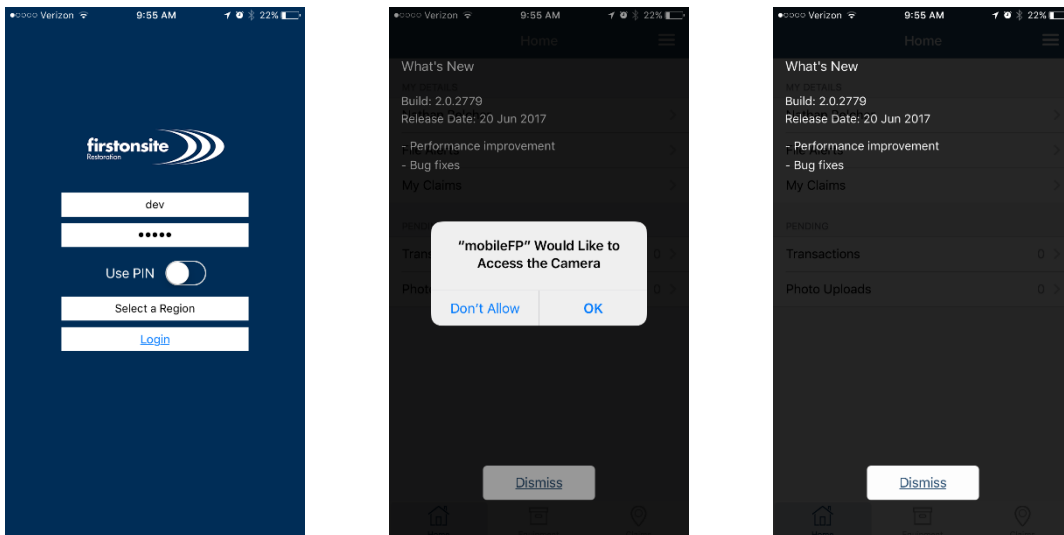


MOBILEFP

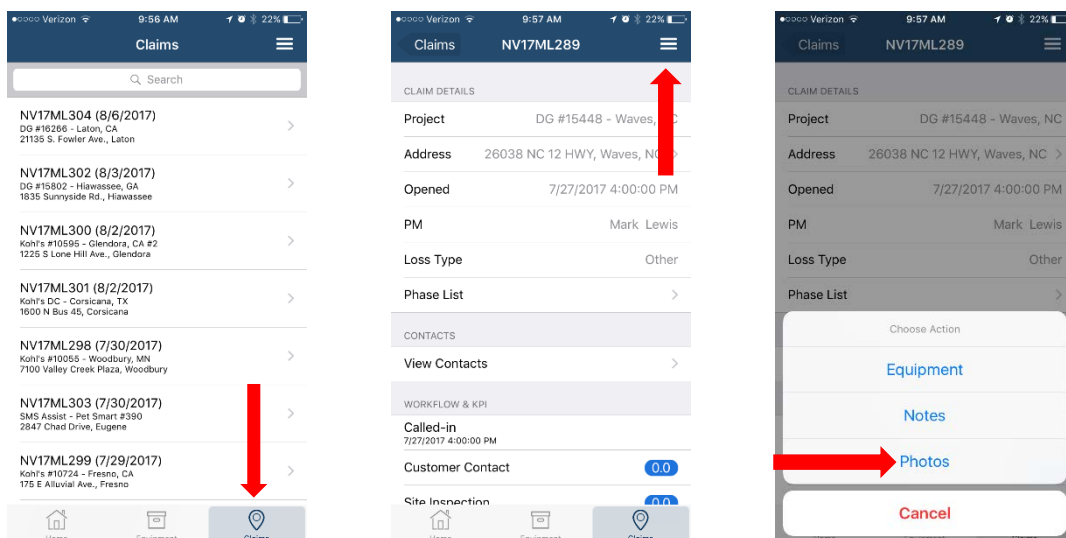
ADD PHOTOS TO JOB

Open mobileFP > enter your FOS credentials > Select a Region and then tap Login. Tap OK when asked to allow access to your camera. The 'What's New' screen will appear any time the app is updated. Tap Dismiss when done reading it.

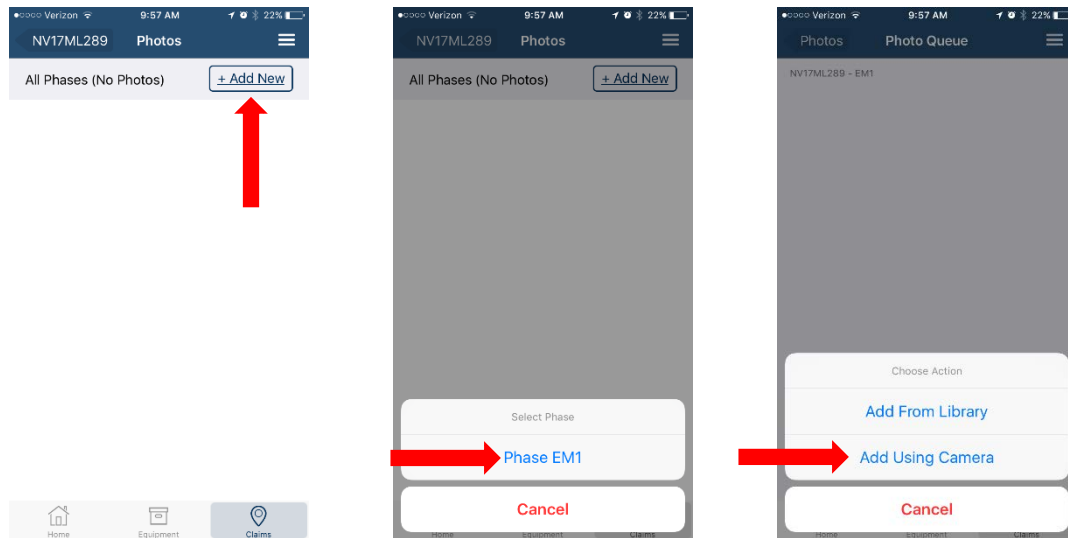


From the home screen, tap 'Claims' in the lower right. If the claim you want isn't visible, use the search field. It works like the QPanel in ClaimTrak.

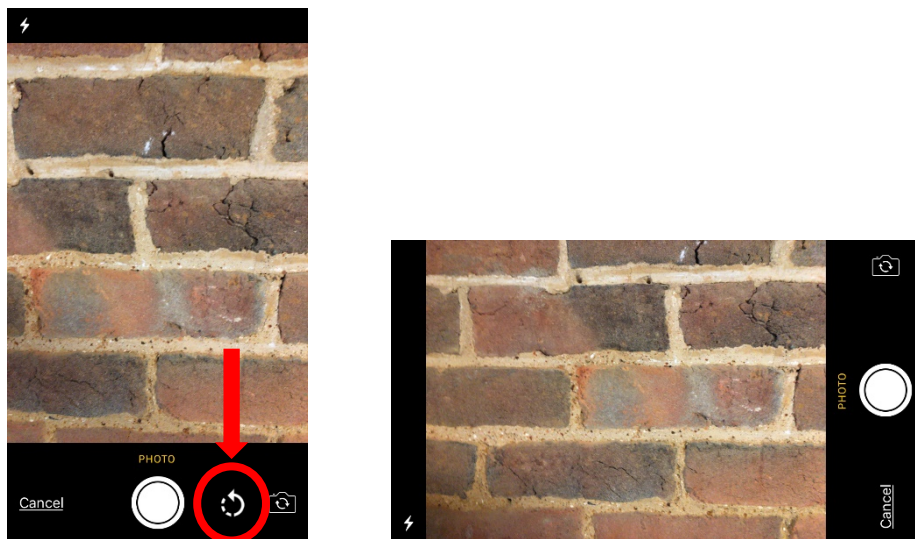
Tap the claim you wish to use. From the Claim screen, tap the 3 lines in the upper right and choose Photos.



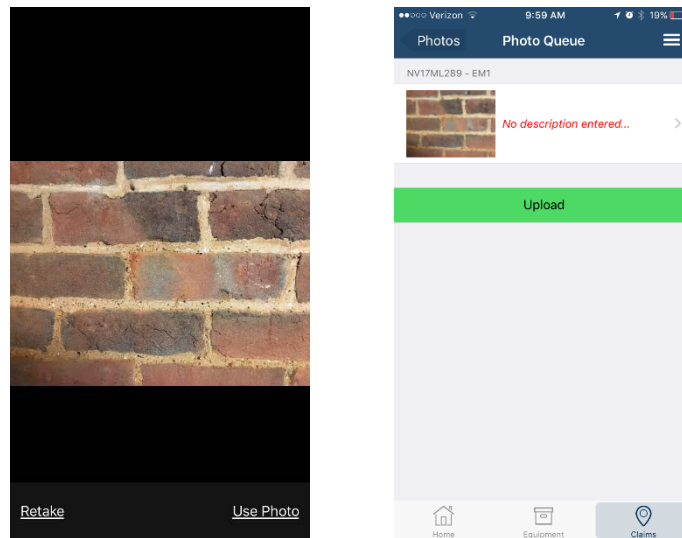
Tap the '+ Add New' button in the upper right, then choose the phase. You then have the option to Add from Library or Add Using Camera. Tap Add Using Camera.



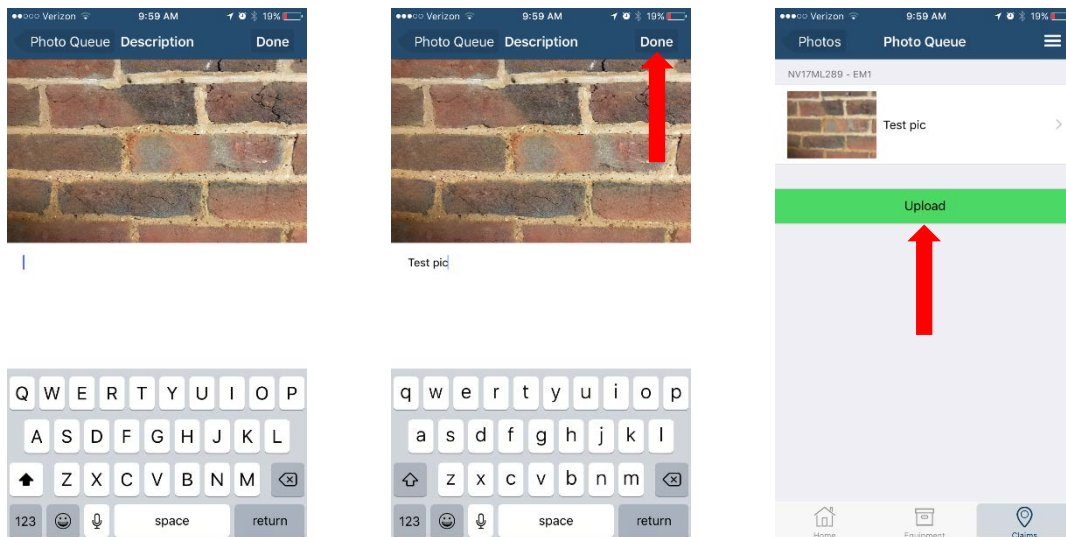
This will open the Camera. The proper camera/phone orientation is for the home button to be on the right when held horizontally. If you see the circle arrow icon, you need to rotate the camera to the proper orientation.



Tap the round button to take a photo. Choose Use Photo or Retake. When done, tap cancel from the camera screen. This will take you back to the Photo Queue.

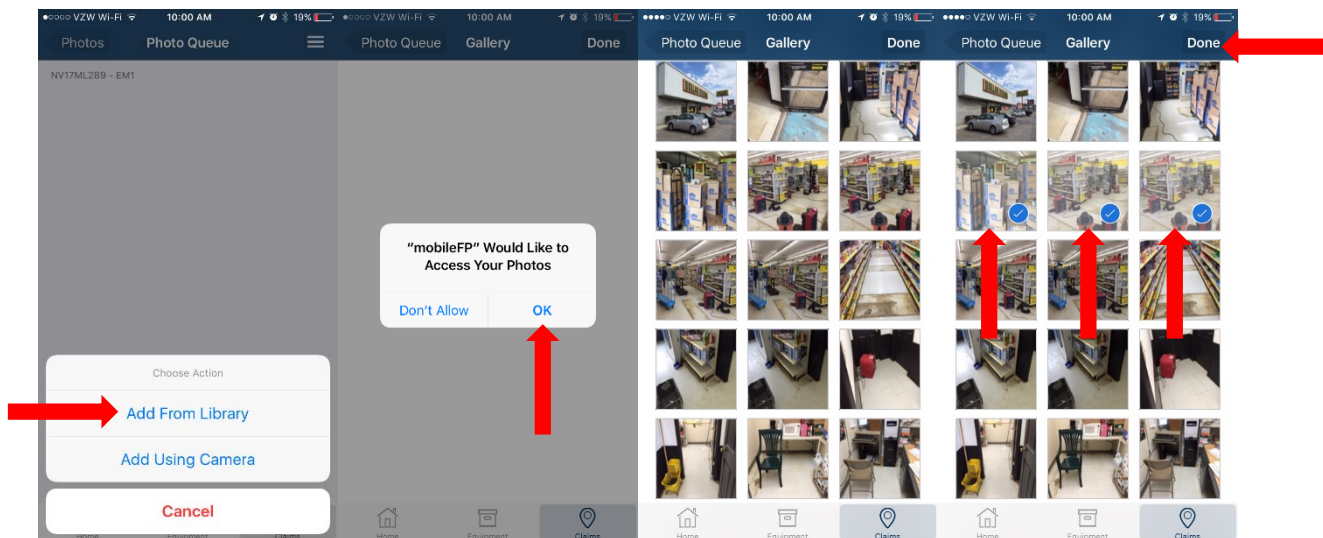


To add a description, tap the photo and it will open the screen to add a description to the photo. Add the description and tap Done when finished. When finished taking photos, click the green upload button and they will be uploaded to ClaimTrak.



To add a photo from the phone's photo library, tap '+ Add New' and choose 'Add from Library'. When asked for access to photos, tap OK. You can tap multiple photos at once. Tap Done when complete.

This will take you back to the Photo Queue where you may add a description (see directions above).



If you are in an area with poor cellular data, you may wish to wait. In that situation, the photos will be stored until you are in a better service area. From the Home screen, you can see under Pending, Photo Uploads. Tap Photo Uploads > Job/Phase # > Upload. At the Job/Phase screen, you may also choose to delete the batch by tapping the trashcan in the upper right corner.

