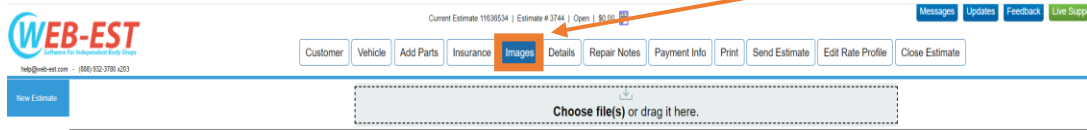
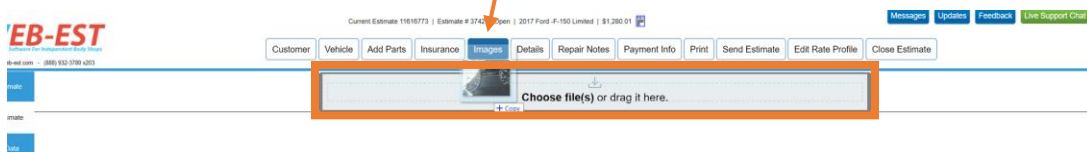


# Image Editor Operation Instructions

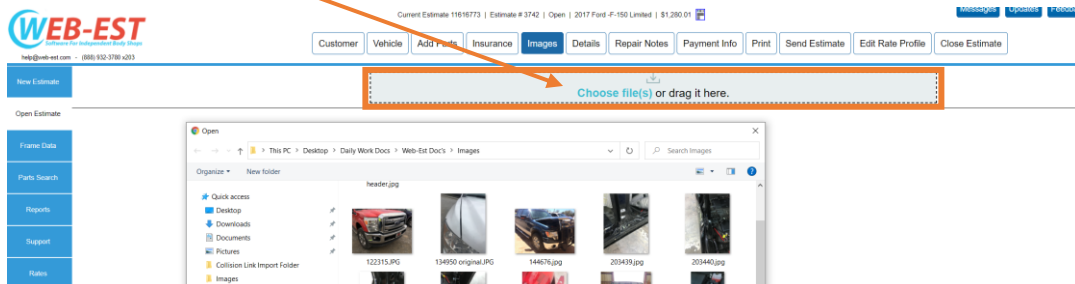
After you have opened the estimate, you will upload images on the “Images” page.



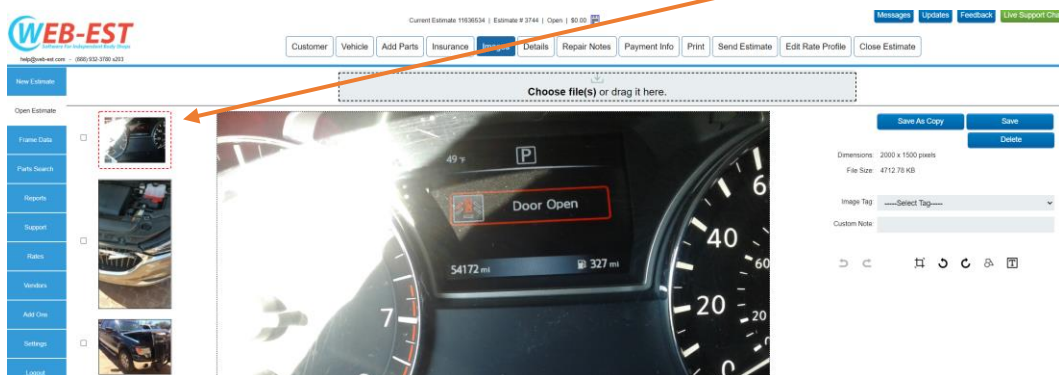
Then, you can either “Drag & Drop” images into the upload field or click/tap that field to select the images. Below is an image of the “Drag & Drop” upload in progress.



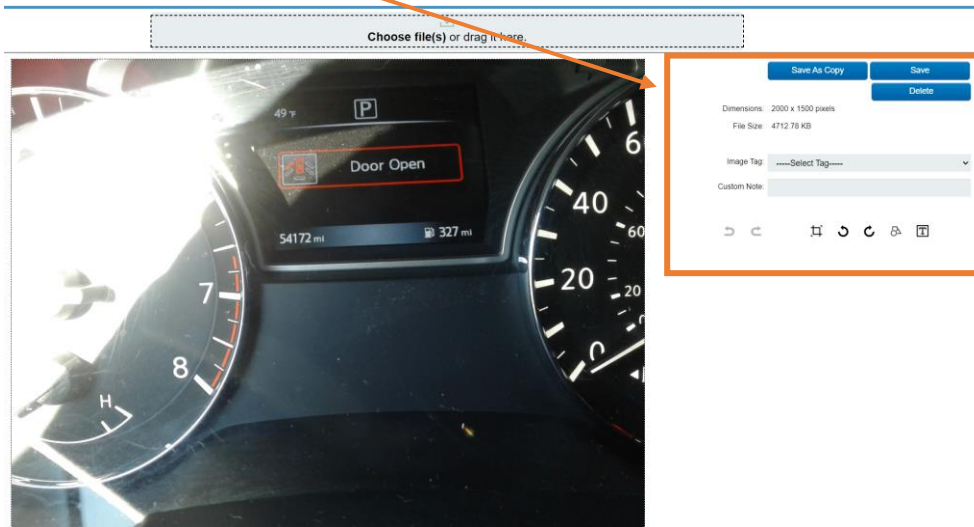
Here is an image of selecting the image upload field and choosing the photos from your device.



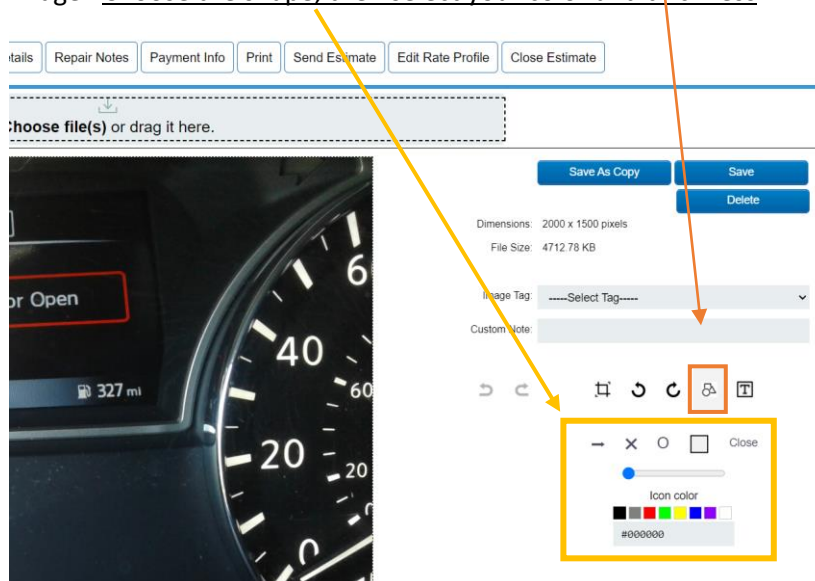
To use the Image Editor (after you have uploaded your images), select a thumbnail to enlarge the image for editing.



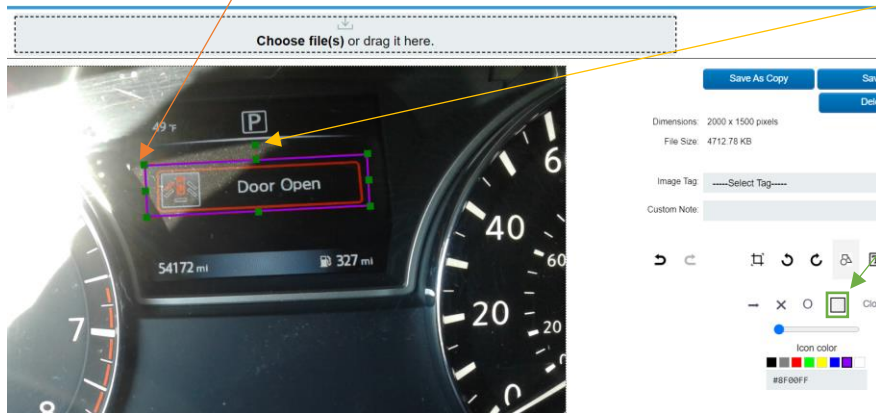
You will then see the editing tools on the right side of the enlarged image.



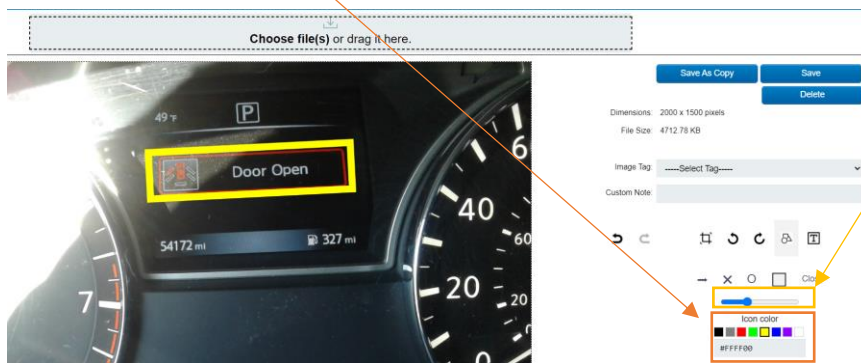
To add Arrows or Shapes to the image, select the “Shapes” icon. You will then have shapes to choose from. There are options for the color of the shape and a slider to set the thickness of the shape on the image. Choose the shape, then select your color and thickness.



In this example, we are going to add an outline of the dash warning light. I have selected the square outline. You can adjust the size of the shape to fit the area you wish to highlight. You can also rotate the image to get the correct alignment.



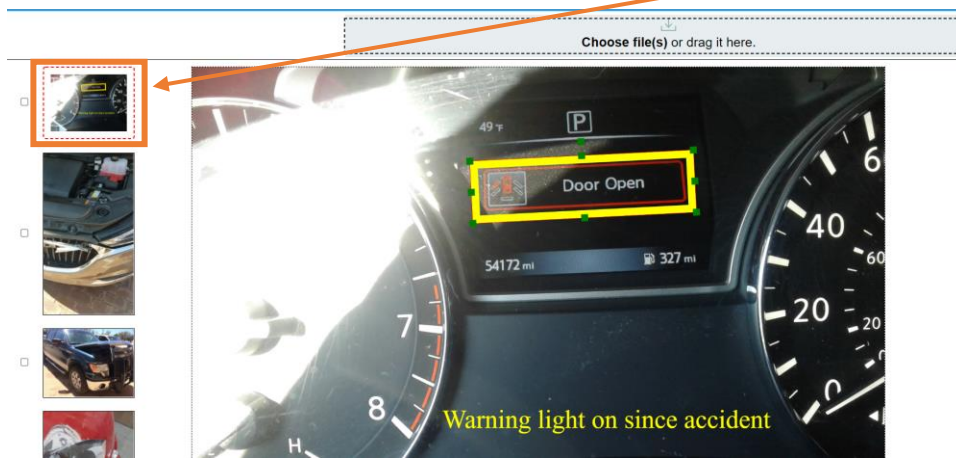
Next, we will select the color we want the outline to be and adjust the outline thickness using the slider.



Then we will add text. Select the text icon and click on the area of the image to enter your note. You can move the text field to anywhere you want it on the image. You also have the ability adjust the size and color of the text. Then select the "Save" button.



After saving, you will see that the image thumbnail now is notated.



There are many options available with the Image Editor. You can select to Crop an image and the option to Save as Copy of the original image. (If you want to save a copy of the original image, do so before you make any notations or cropping the image). In this example, I am cropping the notated area of the copied, notated image. Select the “Crop” icon, draw the outline you want to crop and select the Apply link, then the “Save”: button. This will save the cropped area as the image.



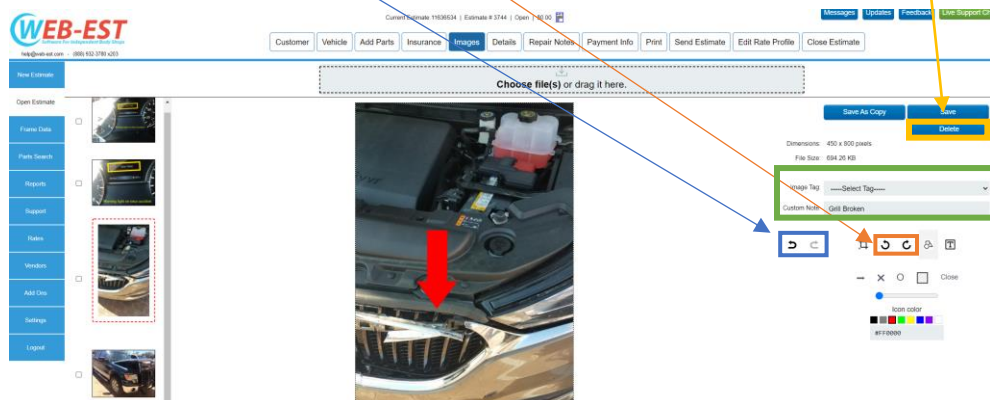
Another feature of the Image Editor is the ability to “Drag and Drop” the image thumbnails to print on the PDF in the order you desire. Simply left click / hold down the mouse button and drag the thumbnails to the correct order (top of the thumbnail list will be the first image on the PDF, bottom of the thumbnail list will be the last image on the PDF). In this example, I am sorting the cropped image to second in the list so it will be the second image printed on the PDF.



Here is a screen shot of the images in the first and second position on the PDF. Notice the second image is the one we cropped and saved.



You also can undo changes, rotate the images, add a note for the PDF, or delete the images. If you choose to put a note for printing beside the image on the PDF, select “Image Tag” or enter a “Custom Note”. Only one may be used at a time.



There are many advantages of being able to notate images. Notations will call out damage in images, that will allow the insurance company to see and authorize repairs. This will reduce the potential “back & forth” with the insurance companies saying they can’t see the damage in the photos, resulting in delayed approvals.

The tools that are provided with the **Imaging Editor** will allow you to manipulate the images, as well as making notations, that provide a professional way of displaying the damages in the images.

This will also give the shop the ability to document prior unrelated damage that will protect the shop from potential disputes with the vehicle owner claiming the damages were not present before the vehicle was dropped off at the shop.

The potential value to the shop is virtually unlimited!