



IM User Guide:

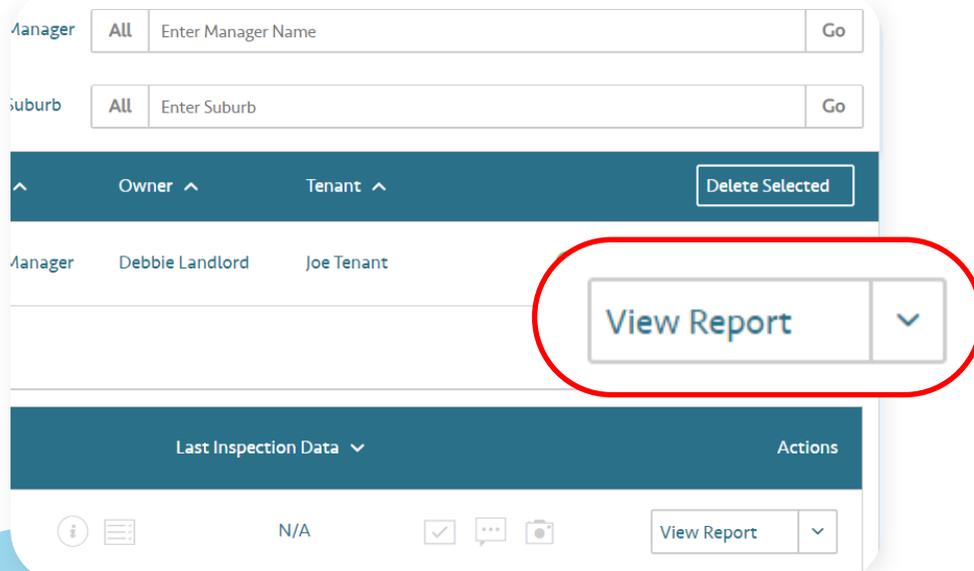
How to add photos to inspections via the Inspection Manager CMS

The purpose of this guide is to explain how to add photos to open inspection reports via the Inspection Manager CMS

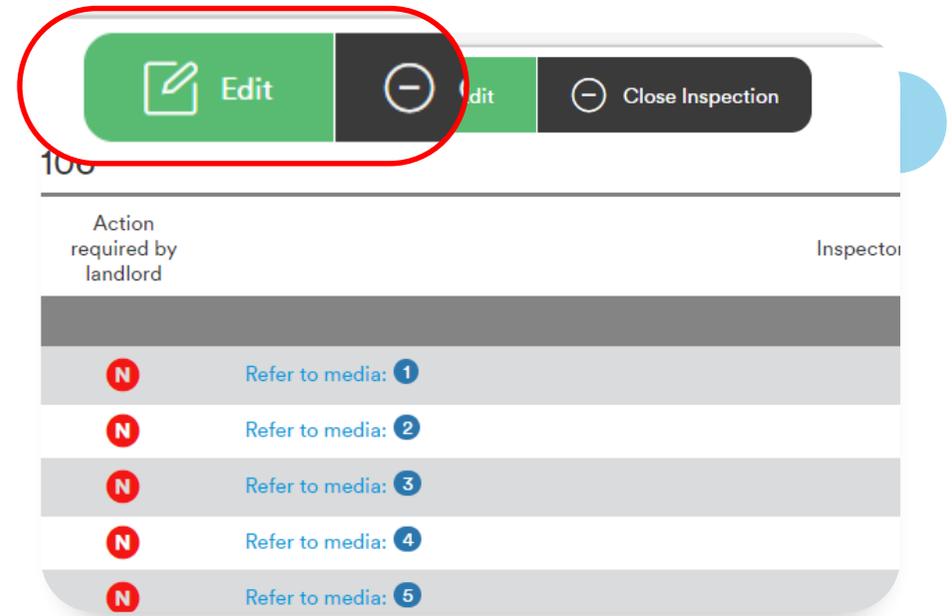


Step 1 | Open the relevant inspection through the CMS by clicking "View Report"

*Note: The inspection will need to be in "Completed" status to have this option.



Step 2 | Scroll to the conditions section and click "Edit" at the top of the screen

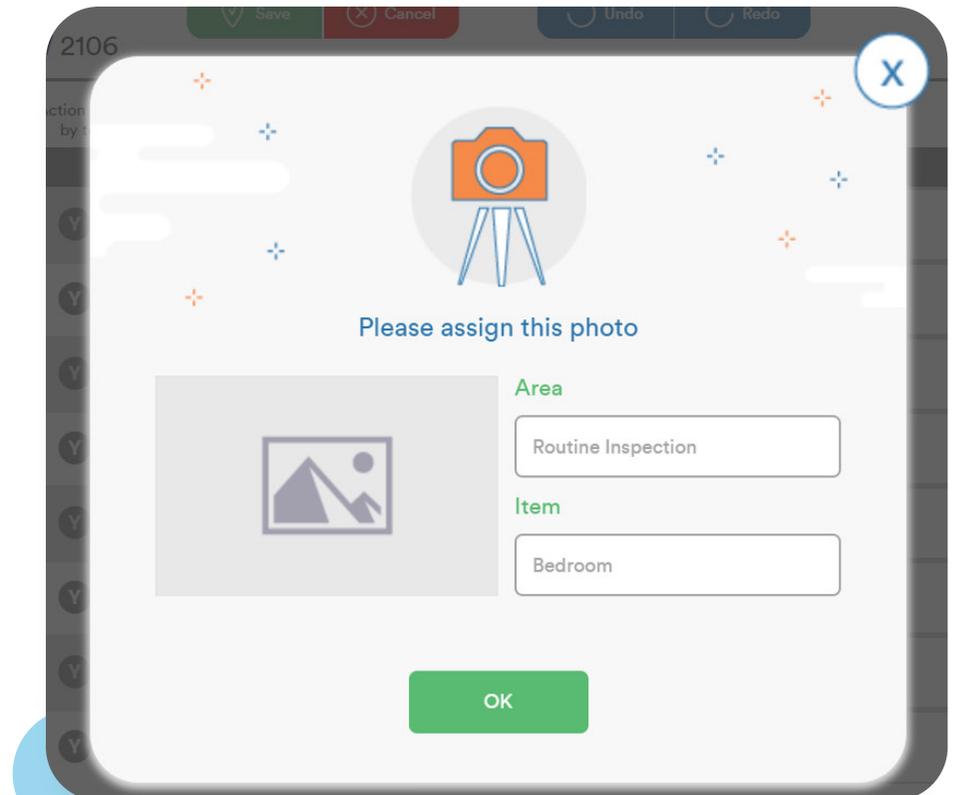
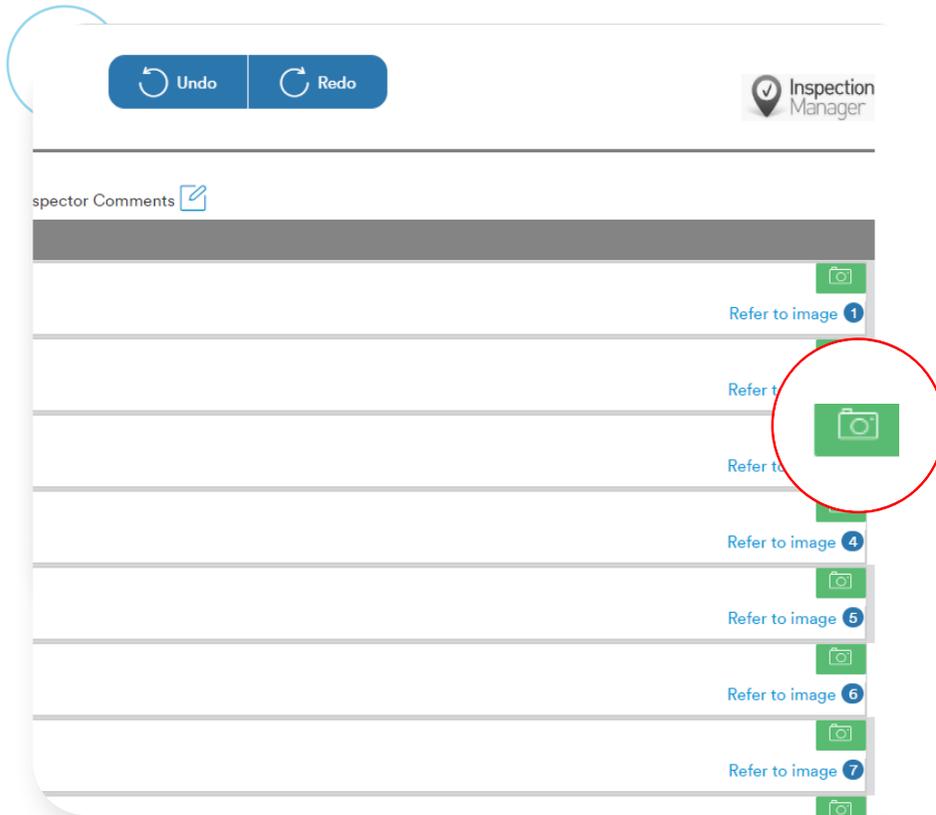


Step
3

You will see a camera icon to the right of each comment box. Click the camera icon on the area where you would like to add photos.

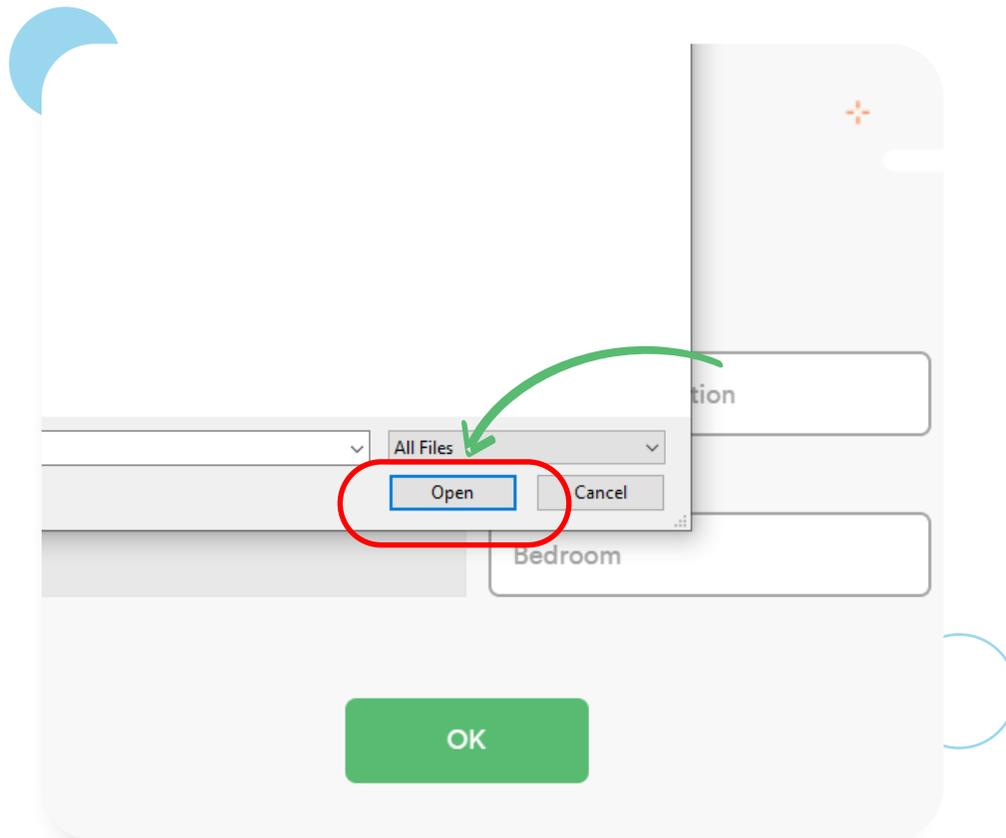
Step
4

Click on the grey box to the left of the pop-up to open image files on your computer.



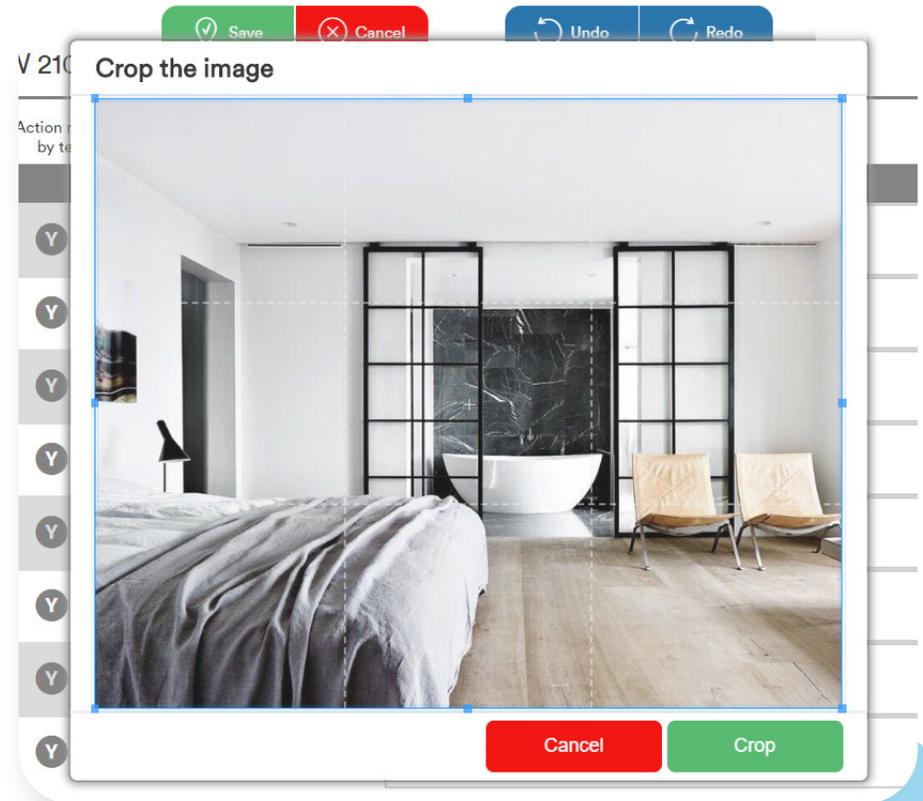
Step
5

Choose the photo(s) you want to add and confirm by clicking "Open"



Step
6

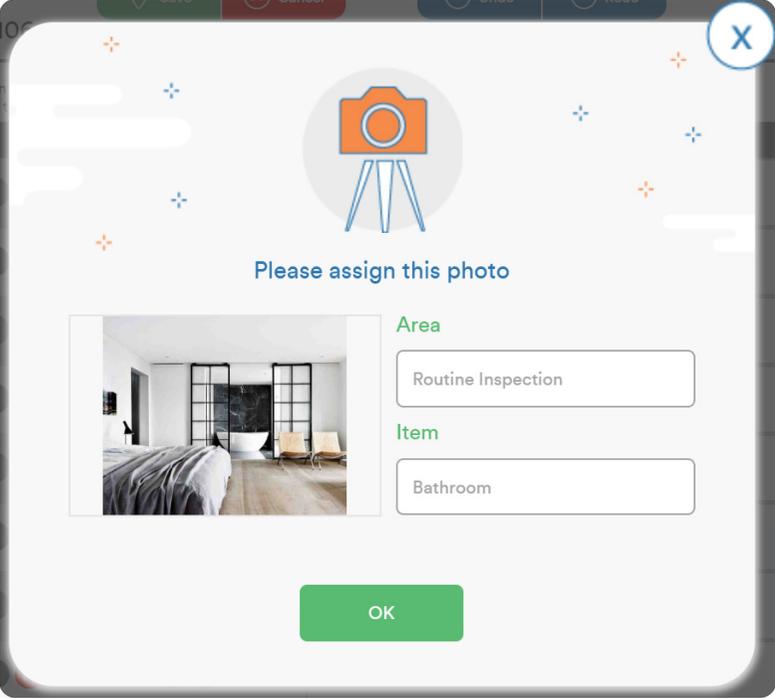
Crop the image or drag the edges to the full size



Step

7

Click "OK" to confirm



The screenshot shows a mobile application interface for assigning a photo. At the top, there is a camera icon on a tripod. Below it, the text reads "Please assign this photo". On the left, there is a small photo of a modern bedroom. To the right of the photo, there are two input fields: "Area" with "Routine Inspection" entered, and "Item" with "Bathroom" entered. At the bottom center, there is a green button labeled "OK". The interface has a light gray background with decorative elements like small plus signs and a close button (X) in the top right corner.



Need a hand from
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