

# Snap py

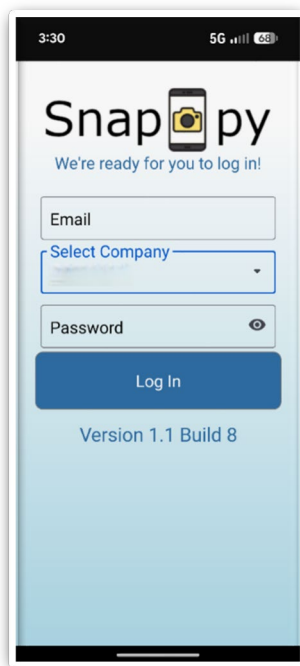
*“A picture is worth a thousand words”*

*This document introduces you to Snapappy – our little app that helps you snap!*

**Snapappy** is a free app that is available on the Google Play™ store and the Apple App store. It is an add-on to **Docman** (DRM Document Manager) and an active subscription to this service is required.

Your smartphone is a sophisticated instrument that allows you to capture high-resolution imagery of significant events instantaneously. Photos of a job-site environment to assist with preparing a quote; photos of work completed; photos of tank sets and tank inspections; photos of meter tickets are all useful types of digitized documentation to have available.

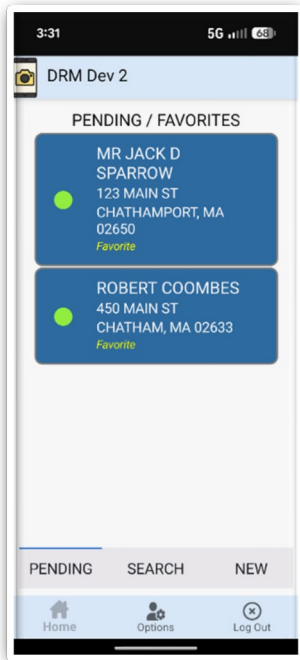
**Snapappy** helps bring these images into DRM Windows and associate them with the appropriate customer accounts. Any DRM user working on a customer account can easily locate and view their documents.



When you first launch **Snapappy**, you will be guided through the registration process.

After you enter your email address, a list of companies with which your user account is associated will be provided.

Select the company in which you wish to work and then enter your password to proceed.



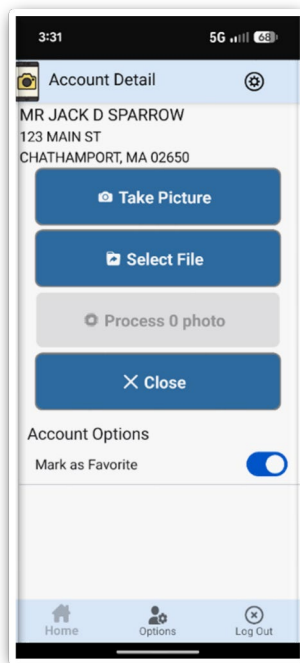
A list of your active projects is displayed.

Choose a project to resume working with or add a new one.

A project can refer to an existing DRM account or also a location that is not in DRM.

For an existing account, tap on **Search** and then use the Account Name or Address to locate the appropriate account.

Alternatively, tap **New** and enter a name for this project.



Now that you have selected a project, it's time to get to work!

Tap **Take Picture** to activate the camera.

Tap **Select File** to open your camera roll where you can select images that were previously saved.

As you add new pics to the project the counter of unprocessed photos increments. You will learn more about this shortly.

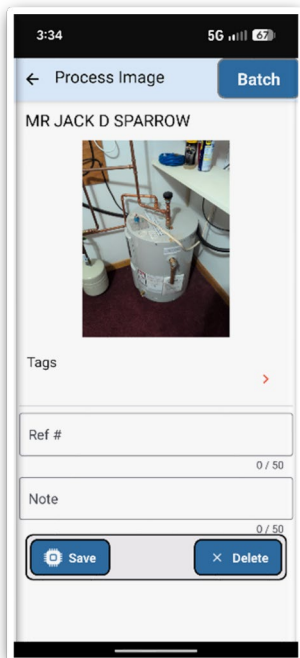
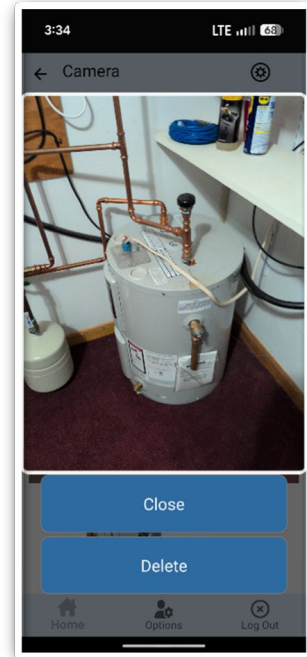


Frame your shot and tap **Take Photo**.

You will see a thumbnail image of your pic below the live view.

Tap it to enlarge it and then tap **Delete** to remove it if you don't want to keep it.

Tap the left-arrow in the upper-left corner to return to the project screen.

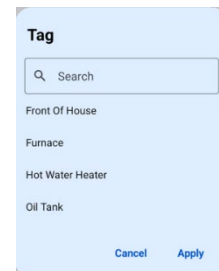


At this stage, everything is local to your phone. When you're ready to send these pics to **DocMan** and share them with the office, tap **Process...**

The first pic from your set is displayed.

You can tag it with one or more hashtags.

You can optionally enter a Ref# or Note about this pic.



Tap **Delete** to remove this pic from your project.

Tap **Save** and the pic will be uploaded from your phone to **DocMan** and the next pic will be displayed for you to work with.

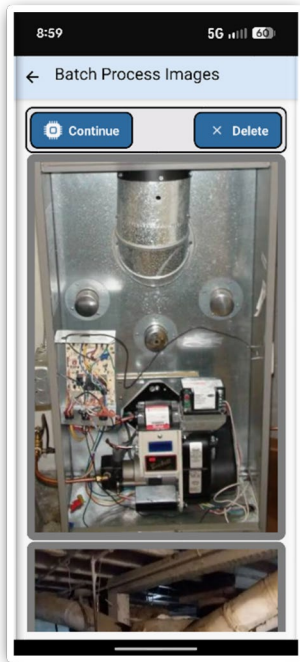
After the last pic has been uploaded, the project will show zero photos remaining to be processed.

The project will remain active in **Snappy** until you no longer need it and elect to remove it. Slide the toggle for **Mark as Favorite** to the left. Note that projects with unprocessed images cannot be removed.

Account Options

Mark as Favorite





**Batch Mode** is an alternative approach for working with all the project’s images as a group instead of one-by-one.

Tap **Batch** in the upper-right corner and you will see a list of thumbnails of all the pics associated with this project.

Tap on any pic that you want to remove and notice how its frame is now colored dark green. You can select multiple pics in this way. Tap a selected pic again to unselect it and remove the green frame. Tap **Delete** and the selected pics will be removed.

Tap **Continue** to continue with processing the remaining batch of pics.

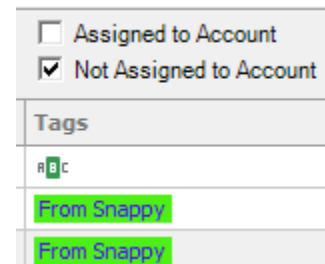
Now you’ll see a similar screen from the previous step, where you can add hashtags, ref# or notes, except that these annotations will be shared by all the pics in the batch.

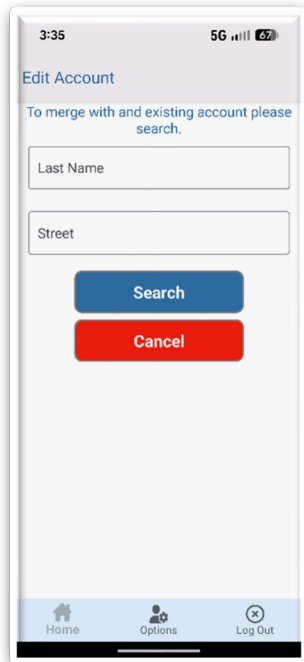
Once a pic is successfully processed and uploaded to **Docman**, it is removed from the project on the phone.

An active data connection is required to upload pics to **Docman**, If there is no service available from your current location, you can still use **Snappy** to add pics to the project and then upload them when service is available.

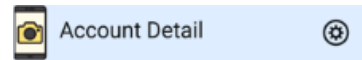
For projects associated with existing DRM accounts there is no additional work required. Simply navigate to the account in DRM Windows and click on **Documents** to see all their files that are stored in **Docman**. Notice how all the files that originated from **Snappy** have the “Snappy” tag!

Pics uploaded from a project that was not linked to an existing DRM account can be located using the **Document Manager** app. A user can then select the appropriate account for each pic.





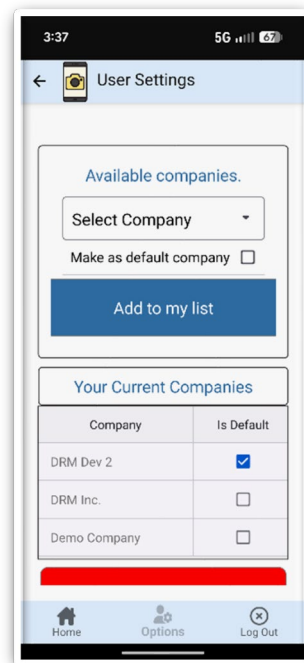
You can use **Snappy** to change the account associated with a project before you process its pics.



Tap the gear in the upper right corner of the project screen to open the **Edit Account** screen.

Enter name or address details to **Search** for the account.

Select the account and then tap **Merge** to associate the project with this account.



If you work in companies other than the one you already setup, you can add each one to your Company list.



Tap **Options** to open the options screen and then tap **User Setup**



Tap **Select Company** to see a list of all the companies your user account is associated with.

Select each applicable company and tap **Add to my List**

One company can be marked as the Default company and this is the one that is displayed when you open **Snappy**.

