1. Open the App
   - Open Browser

2. Enter Email Address
   - Tap the space to the left of Operator

3. Check-In
   - Tap the Check-In Button
3. Check-In

- When prompted to allow the website to use your location, select OK

- Tap the space next to Site

- Type a Site Name

- Tap the space next to Location

- Type more specific information about the location of your point

- Type more information in the Notes field
<table>
<thead>
<tr>
<th>3. Check-In</th>
<th>3. Check-In</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tap Record to submit your note</td>
<td>• Confirmation that shows your note was submitted will appear</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Return to Home Screen</th>
<th>4. Return to Home Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tap the Check-in button at the upper left</td>
<td>• Tap the Check-in button at the upper left</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Fill Out a Form</th>
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</tr>
</thead>
<tbody>
<tr>
<td>• Tap Building Form</td>
<td>• Type a Site Name</td>
</tr>
</tbody>
</table>
5. Fill Out a Form
• Exit App and enter camera App

5. Fill Out a Form
• Take desired pictures

5. Fill Out a Form
• Re-open web browser

5. Fill Out a Form
• Tap Choose to select a photo

5. Fill Out a Form
• Tap Choose Existing

5. Fill Out a Form
• Tap to select photo
5. Fill Out a Form
   • Type Location Information

5. Fill Out a Form
   • Fill Out Form Fields

5. Fill Out a Form
   • Type additional notes

5. Fill Out a Form
   • Tap Record

5. Fill Out a Form
   • View confirmation screen
   • Ensure that “Photo uploaded successfully” appears at the bottom

6. Return to Home Screen
   • Tap the Building button at the top left
6. Return to Home Screen

- Tap the Home button at the top left