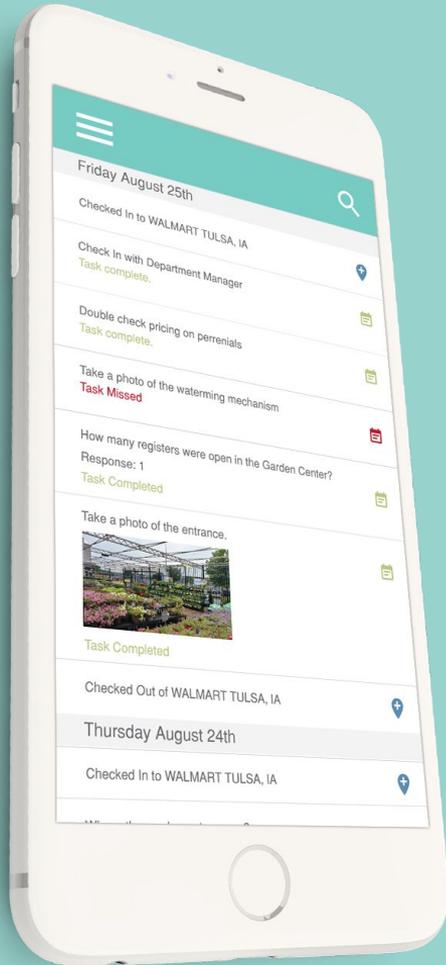


TAP APP TUTORIAL

STORE VISIT - PICTURES ONLY MODE

OVERVIEW

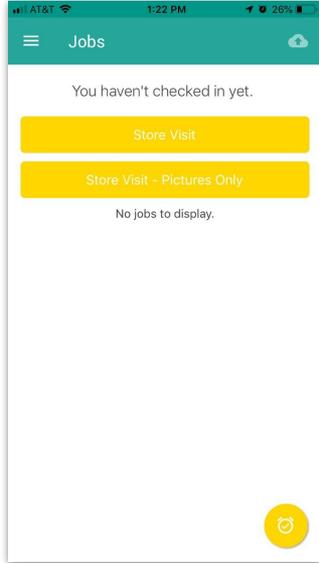
INTRODUCTION



- Picture Only Mode - Steps to Check In
- Picture Only Mode - Steps to Check Out
- General facts about the new features



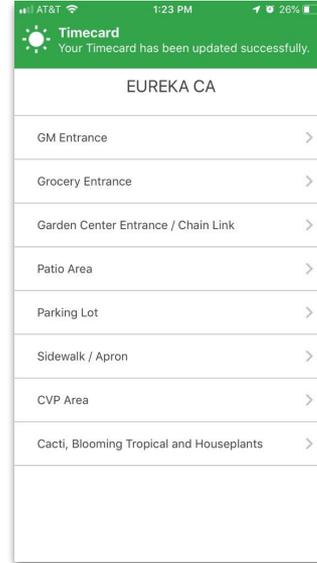
PICTURE ONLY MODE – STEPS TO CHECK IN



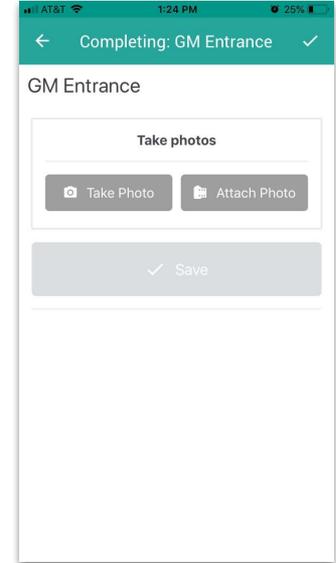
Step 1: Visit the Jobs page and press “Store Visit - Pictures Only”



Step 2: Select a location to check into it



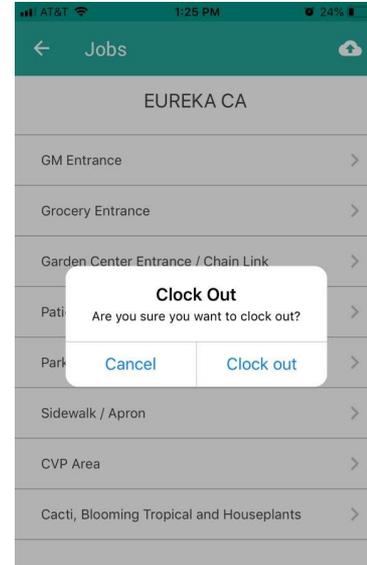
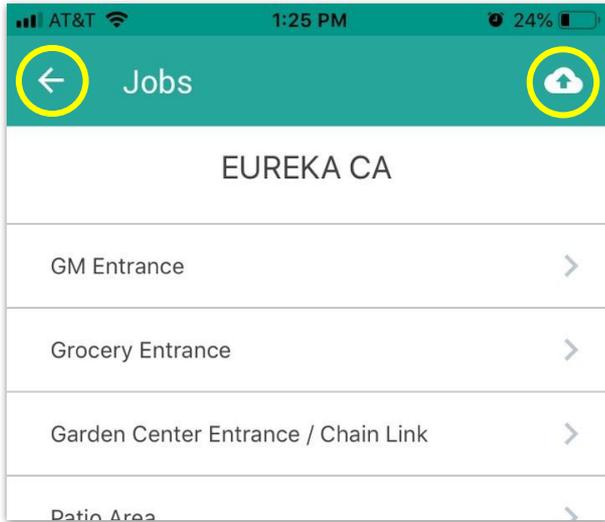
You are now checked in.
Step 3: Choose an area to take photos.



Step 4: Take or attach photos. Once photos have been added, press the “✓” icon or “✓ Save” button to complete the area

PICTURE ONLY MODE – STEPS TO CHECK OUT

To clock out, simply press the back button or the sync button.

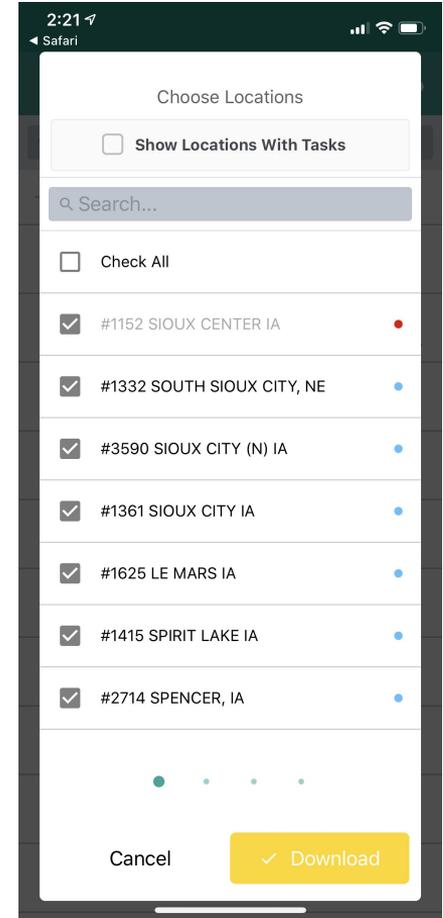


Press Clock Out to confirm your clock out.

You will be directed back to the location selection page where you may check into another location.

GENERAL FACTS

1. The store visit time card entry begins as soon as a location is selected. You may or may not not be asked to confirm the clock in.
2. The store visit time card entry ends after tapping the sync icon *or* the back arrow to leave area selection. You will be asked to confirm clock out.
3. Area Reports and Job templates will not appear in Pictures Only mode.
4. All time card entries and photos still must be synced after work is complete.



ONBOARDING, TRAINING & SUPPORT

[GETTAPAPP.COM](https://gettapapp.com)

Public page open to all

[GETTAPAPP.COM/ONBOARDING](https://gettapapp.com/onboarding)

Private only via login

[GETTAPAPP.COM/RESOURCES](https://gettapapp.com/resources)

Private only via login

1-855-Get-Tap1

Incoming and outgoing caller ID