

## COMPANY PHOTO AND VIDEO DOWNLOAD

<b>Created</b>	April 2020	Approved by: James Emenaker
<b>Latest Revision</b>	April 2020	Signature: <i>James Emenaker</i>

### 1. Introduction

#### 1.1 Purpose

The purpose of this procedure is to provide an easy and effective method to download and store pictures and videos from the inspections. This will allow the use of these files for training and client and agents questions and concerns. These files are of utmost importance and this step is crucial to our operation.

#### 1.2 Implementation

It is the responsibility of the inspector to complete this task. This should be done at the end of the inspection date as it will make the process quick and seamless.

### 2. Image and Video Download Procedure

#### 2.1 Steps to Download Images

-Open Google Photos.

-Click on library and open the inspections from the day. Any inspection showing a cloud needs to be backed-up.

-Click on the tab at the top right to "Back up and sync".

-After download is complete, on the main screen click on your icon at the top right. Finally click on the tab indicating to "free up space".

-The photos have now been downloaded to the cloud!

#### 2.2 Video Link to Show the Download Process

<https://youtu.be/vGDRVJow0GO>

### 3. Downloading 360 Videos

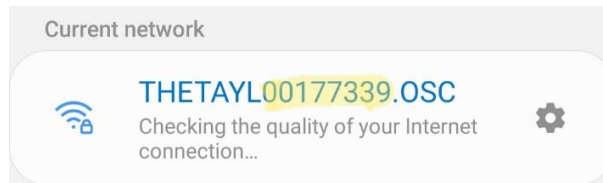
#### 3.1 Download Process

The 360 degree videos taken at the inspection shall be downloaded at night. Once downloaded those videos will automatically be downloaded to the Google Photos album. If not, contact James for further assistance.

#### 3.2 Steps to Download

-Turn on the 360 camera.

-Go into WIFI settings and connect to the camera (If asked, password is the numbers listed in the model number. Each camera has a unique password).



-Return to the application. Once connected, go to camera and click on each inspection.

-These are large files, so it will take some time to download.

-Once everything is done, you don't have to do anything else. The Theta album should automatically download to Google Photos.