Upload Photos
Cyrious Production App
Procedure

WC
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VERSION HISTORY			
VERSION NO.	1.2	CURRENT VERSION DATE	
EFFECTIVE DATE	8/10/2020	EXPIRATION DATE	
RESPONSIBLE PERSON	John Buermann	SIGNATURE	John Buermann
QA MANAGER	Doug Westlund	SIGNATURE	Doug Westlund
WRITER	John Buermann	APPROVAL	Doug Westlund

REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

1. **Introduction**

    This procedure will assist in the steps needed to efficiently add photos to a specific job.

2. **Definition**

    This procedure will be required each time photos are needed to be added to an order.

3. **Procedure**
    - Log in to Cyrious Production App
        - https://production.cyrious.com
        - Business Name: wcsigns
        - Enter User ID and Password
    - Enter order number in search bar.
        - Search
    - Select "Actions"
        - Select "Take Photo"
            - Option 1:
                - Take photo (with red lens circle)
                - Review photo for accuracy
                - Enter file name (Optional)
                - Select "Upload" to submit or "Retake" to try again
                - Files are uploaded to the photo file of the order selected.

            - Option 2:
                - Select "Upload" to access your devices gallery
                - Select all photos needed from gallery
                - Edit photo names (Optional)
                - Form a folder by entering a folder name (Optional)
                - Select "Upload" to submit photos
                - Files are uploaded to the photo file of the order selected.

4. **Forms**

    Procedure to be found on the server in: Y:\Westlund Concepts Forms\SOP\Operations

5. **Requirements**

    A phone capable of running the Cyrious Phone App.
    The App must be loaded and logged into.

6. **Process Review**

    Project Manager responsible to review photos once uploaded.

STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.

STAFF MEMBER NAME	SIGNATURE	DATE