Photograph a site on your iPhone

The phone is for the site visit: drop a pin where you stand, photograph the site, pass it to the office. The red line, the checks and the report are desk work on the iPad or Mac. Install the app first (see the install guide): the home-screen app keeps your photographs safe where a Safari tab may not.

1. Start a new site where you stand Site Appraisals, then Create a new site appraisal

1. Open **Site Appraisals** and tap **Create a new site appraisal**, or tap **Start a new site** on the Home page.
2. Tap **Use my location**. The phone takes one high-accuracy fix and drops the pin where you stand; the postcode and local authority are read from it. The line under the button says how close the fix is: drag the pin if it is off. No signal for GPS? Search the address instead and tap the map on the site.
3. Give it a **Site name**, or keep the one offered, and tap **Create Site (boundary later)**. The site opens and the constraint checks run at the pin.
4. Photograph the site (section 2). The site is saved to **Needs review** until the boundary is drawn at the desk.

> The phone's Map tab is view-only, with a dot for where you are. Drawing the red line is an iPad or Mac job: the pin is enough on site.

2. Take the photographs Photos tab: Camera or Upload

1. Open the site's **Photos** tab. Beside the **Camera** and **Upload** buttons a chip shows the location fix: **Locating...**, then **GPS ±8 m**. Green is 15 m or better, amber to 40 m, red beyond. **Wait for green before the first shot**; the first fix after leaving the camera is often a coarse one, and a coarse pin lands the photograph in the wrong field.
2. Tap **Camera**. The rear camera opens, one photograph per tap. Each is pinned at the location fix of the moment the shutter went, because iPhone strips the location from camera shots taken in a browser. A fix worse than 60 m saves the photograph without a pin and says so.
3. **Upload** opens your photo library for several at once. Those carry their own location and date from the file, read before any conversion; HEIC is converted to JPEG for you.
4. Stay on the tab until the counter (for example **2/5**) finishes. Photographs are resized to 2048 px and saved on the phone first, then uploaded to your account; the header icon shows when they are synced.

> A photograph taken with **Camera** stays in the app. To keep a copy in the iPhone's Photos, open it and use the **Share** icon (shown where the browser can share files), then **Save Image**.

3. Place, name and sort them the photo map and the gallery

1. The photo map under the buttons shows every pinned photograph as a numbered marker on the aerial view (switch to **OS Map** if you prefer). Drag a marker to correct its position. Drag the map to move it and pinch to zoom; scroll the page from outside the map.
2. Photographs without a pin are listed in an amber panel: tap a chip, then tap the map where it was taken, and the next one is offered.
3. Tap a thumbnail to open it, then the pencil to give it a **Title**, a **Bearing** in degrees and a **Category**: Site, Surrounding, Access, Street Scene or Other. Numbering runs within each category.
4. **Select** lets you set the category of many at once or delete them; **Edit** renumbers by typing in the badge.

4. From the field to the office Export PDF, or pass the site

1. **Export PDF** on the Photos tab builds the **Site Photo Schedule**: every photograph, grouped by category, each group with a map of its numbered pins, opened in a preview you can save or share.
2. The site appraisal report takes up to six photographs: one from each category first (Access, Site, Street Scene, Surrounding, Other), then the rest in your order. Give the best a title and the right category so the report picks them.
3. In a practice, the bar at the top of the site offers **Pass to...**. Choose the colleague, write what is done and what to add next, and tap **Pass the site**. It is theirs to work on at once, with your photographs, while you travel. Check the header shows **Synced** first, so the photographs have reached your account.
4. At the desk, sign in on the iPad or Mac: the site and its photographs are there. Signing in on a computer never signs the phone out; only a second phone does.

Location permission

The first use asks for your location. If it was refused, enable it for the app in the iPhone's Settings; the fix chip stays on **Locating...** until it has it.

Signal on site

Capturing and editing work without signal and sync when it returns. Resolving the postcode, the preliminary check and the aerial tiles need a connection.

Street View

The Street View panel under the photo map is for research on screen. It never goes into a report.

One phone at a time

An account is open on one phone, one tablet and one computer. Safari and the home-screen app on the same iPhone count as two phones, so use one.