USER’S MANUAL
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www.filiocorp.com
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I. INTRODUCTION
Filio is a combined mobile and web platform which harnesses the ubiquity of smartphones to help capture, manage and organize field information (photographs) for efficient documentation and reporting. A cloud-based centralized software platform facilitates real-time status updates from the site to all stakeholders to create a collaborative workspace.

II. GETTING STARTED
A. Web App

Step 1: Login or Sign Up

The web app for Filio can be accessed through the following URL: www.filiocorp.com

The web app has been optimized for use with the Google Chrome browser, though other browsers are supported as well. On the upper right corner of the home page, locate the “Login/Sign Up” button:

Clicking the button brings up a new window, with an option to “Sign In” for existing users, or to “Register” for new users:
If signing in, please enter the email address and password provided during registration and click the “Sign In” button. If the user cannot remember the password, click the “Forgot Password?” button and follow the instructions for resetting the password.

If registering for a new account, please fill in the required fields and click the “Register” button. It is important to follow the standard company name format so that all users from your company have the exact same name format. Once this button is clicked, an email will be sent to the Filio team to authenticate and authorize the new account:
This process typically takes less than 24 hours. Once the account is authorized, the user will then be asked to return to the home page and sign in using their approved credentials. After logging in, the following screen is displayed:

By default, the “User Profile” tab and the associated information is shown first. On the left is the user information in tabular format, and on the right is a map view of the project locations associated with the logged in user.

By clicking the “Projects” tab, the projects associated with the logged in user are displayed. The existing projects are shown in tabular format on the left, and in map view on the right:
Step 2: Creating or Opening Project

The existing projects can be viewed by clicking on the project name in the table, or by clicking on the project name in the map.

To add a new project, click the “Add New Project” button:
Enter the required project information, including Project Name (must be unique), project code, client, project location, project description, cell phone numbers to be authorized for taking pictures (can enter as many numbers as needed; numbers should be 10 consecutive digits with no spaces, and each number separated by a dash “-“), and GPS coordinates of the site (which can be obtained by clicking on the adjacent map, which in turn copies the latitude and longitude of the selected location to clipboard), project start date, project manager, and engineers associated with the project (if applicable), then click the “Submit” button. As soon as the Submit button is pressed, a notification will be sent to all authorized mobile app users, notifying them in their Filio mobile app that they have been added to the project.

Step 3: Viewing/Managing Photos in Project

This page has three main components:

- **Image Table**: The images associated with the project, along with all the image attributes such as description, location and bearing, are shown in tabular format on the left side. Clicking the “Edit” button associated with each image allows the user to edit the attributes. Click “Save” to save the changes, or “Cancel” to return to the previous screen.

![Edit Image](image)

- **Map**: The map view on the right side contains markers corresponding to all the images at the user’s location and direction while capturing the images. To aid in visualization of many images at different zoom values, the map groups the markers into clusters when zoomed out. The user can zoom into a group of images by clicking on the cluster. Selecting a picture from the table will highlight the picture in the map view, and vice versa.
- **Image Chart/Filter**: The image counter in the lower right corner indicates how many pictures have been taken each day throughout the course of the project. The image counter is interactive; the user can select a desired date range by clicking and dragging on the chart, which automatically updates the table and map to display only the images taken during that time frame.
The user can perform a search through all the metadata associated with the images by typing into the “Search” box. The Search function will look through the metadata, and filter the images to show only those matching the text in the Search box. For example, this function can be used to search the database to look for pictures taken by a certain individual, or associated with a certain tag.

The user can select all images by clicking the “Select All” button, apply date/time filters by clicking the “Filters” button, download selected pictures by clicking the “Download” button (if multiple pictures are selected, they will be downloaded in .zip format), and create an image report by clicking the “Generate Image Report” button.

Step 4: Generate Image Report

Once the user has selected the desired images, clicking the “Generate Image Report” button will open a new window where the user can upload their company logo, and select from one of the four pre-defined report templates to generate an image report.

Click “Change Company Logo” to upload an image file of the company logo. Once the company logo is uploaded, select the desired template and click “Download”. Clicking Download will open a new browser tab, with the selected images shown in the desired template, along with the image attributes. Note that the images will be printed in the order that they were selected.
The image caption, latitude, longitude, bearing, date, and the name of the user who captured the image are shown to the right of the images, and the project name, location, project number, client, preparer, reviewer, report date and page number are shown at the bottom of each page.

Note that this page is interactive; the user can zoom in and out for each image, move the image within the pre-defined area, and edit the pre-populated fields by double clicking into the field then using the keyboard to enter alternate text. Editing any of the fields is for printing purposes only, and will NOT affect the original metadata.

When finished, click the “Print” button to print the report template, or to save as PDF.
Step 5: Change Project Settings

By clicking the “Project Setting” tab in the upper left corner, the user can change the image naming rule convention (which will rename all the images following the specified naming convention), share the project with others in the organization (i.e., must be the same company), and add or remove authorized cell phone users from the project by clicking the “plus” or “minus” icons then clicking the “Save” button. Additionally, the project can be deleted using the “Delete Project” button.

<table>
<thead>
<tr>
<th>Task</th>
<th>Project Setting</th>
<th>Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image naming rule:</td>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td>Share the project with:</td>
<td>Enter Email</td>
<td>Enter Email</td>
</tr>
<tr>
<td>Modify user(s) Cell Phone Number Authentication:</td>
<td>Enter Phone Number</td>
<td>Enter Phone Number</td>
</tr>
</tbody>
</table>

Delete Project  Save  Cancel
B. Mobile App (Android Version)

The Filio mobile app for Android phones is available for download from the Google Play store; just search for “Filio” and click on the app published by Filio Corp to download and install.

Once downloaded and installed, the mobile app will request the following permissions from the user upon launching it for the first time:

Select “Allow” each time to give permission for the mobile phone to access the required mobile phone components. All four permissions must be allowed for the mobile app to function as intended. For example, denying access to take pictures will render the mobile app unable to take photos, denying access to the device’s location will render the app unable to record the GPS coordinates of the image, and denying access to record audio will render the app unable to perform voice-to-text captioning of the images.

After granting the mobile app the required permissions, the user information must be entered upon first launch of the app. Once entered, this step will not be required repeated again. Enter the requested information, then click “Save” to proceed.
The app is comprised of four screens: (i) Main screen showing map view, (ii) Camera screen to capture image (iii) the Image Preview screen showing the captured image and the Voice-text Caption and Save buttons and lastly, (iv) an image gallery screen to view all captured images.

(i) The Main Screen

The main screen of the mobile app will then be displayed:

By default, the Project Menu will display the nearest project to which the user is assigned (in this example case, “Test Project”). This is the project folder to which all images taken by the user will be uploaded; therefore, it is important to verify that the correct project is selected before capturing images. If the user wishes to manually change the project to which the images will be uploaded, this can be done by tapping the Project Menu button then selecting the desired project from the dropdown list of projects to which the user is assigned to. Alternatively, tapping the “Auto Selection” option will automatically select the nearest project.
Clicking the “Tag” icon on the lower right corner of the screen allows the user to assign tags to subsequent images to be uploaded to the selected project. The user can select from a list of previously created tags using the dropdown list, or add a new tag. Note that tags created by all persons assigned to a project will be displayed in the dropdown list, and if a new tag is added, all other authorized users will receive a notification that a new tag has been created. After a tag is selected or added, the active tag will be displayed above the Tag button on the lower right corner of the screen.
The “Compass” icon on the lower left corner of the screen indicates the current bearing/direction of the mobile phone. This icon is dynamic, and the position is refreshed automatically as the user moves their mobile phone.

(ii) **Live Camera Screen**

Tapping the “Camera” icon will launch the camera for capturing an image. The user can use the pinch gesture using two fingers to adjust the zoom level for the camera. Use an outward spread gesture to zoom in, or use a pinch gesture to zoom out.

The icon at the upper left corner of the screen allows the user to go back to the main screen. The icon at the upper right corner allows the user to switch the camera from the front-facing orientation to back-facing and vice versa. The compass indicating the image direction is also shown in this screen. Before capturing a picture, it is recommended that the phone be held in a steady position for about two (2) seconds to allow the compass direction to stabilize. Lastly, tapping the icon at the center lower portion of the screen once will capture the current image.
Go back to main screen

Compass

Switch camera (front or back)

Use pinch gesture on screen to zoom in/out dynamically

Tap to capture image
(iii) **Image Preview Screen**

After capturing the desired image by tapping the capture icon once, the following screen is displayed:

In this screen, there are several options to caption and save an image:

a) The user can tap in the text box, and type in the caption using the keyboard. After typing in the desired caption, click the “check” button on the keyboard to save the image and upload to the web server.
b) The user can tap the microphone icon on the lower left corner of the screen to activate the voice-to-text functionality. When activated, the microphone icon will change color (from blue to magenta) and start to flash below the text box to indicate that the microphone is active. Note that the microphone becomes inactive when there is a pause in the dictation. To reactivate, simply tap the microphone icon again, and resume dictating. The new text will be added to the end of the previous text string. After voice-to-text conversion is performed, the text can also be modified manually if needed using the keyboard. After dictating the desired caption, click the “check” button on the lower right corner keyboard to save the image and upload to the web server.
c) If no caption is desired, the user can simply click the check icon on the lower right corner of the screen to save the image and upload to the web server.

This process can be repeated as many times as necessary for each picture. There are no limits to the number of pictures that may be taken, or to the length of the caption.

After pictures are taken, each image is displayed on the main screen in the map view with an arrow indicating the direction of the image:
(iv) **Image Gallery Screen**

Tapping the arrow associated with each image will bring up the image on the screen, along with the associated image attributes (date/time, description, latitude/longitude, etc.). The user can also swipe left or right to scroll through and preview the rest of the images associated with the project.

In this view, clicking the menu bar on the upper right corner of the screen provides three options: Share, Delete and Delete All. By tapping “Share”, the user can share the selected image via text message or email (or other messaging platforms such as WhatsApp, Facebook Messenger etc. if app is already installed on the mobile phone). By tapping “Delete”, the selected image will be deleted from the phone (but it will not be deleted from the web server once uploaded). Lastly, by tapping “Delete All”, all the images associated
with the current project will be deleted from the phone (but again, they will not be deleted from the web served once uploaded). The “Delete” functionality may be useful when the mobile phone is running low on storage space, and it may be helpful to delete the image(s) from the mobile phone to free up space.
C. Mobile App (iOS Version)

The Filio mobile app for phones using the iOS operating system is available for download from the Apple App store; just search for “Filio” and click on the app published by Filio Corp to download and install.

Once downloaded and installed, the mobile app will request permissions to send notifications:

Select “Allow” to continue. The app will then prompt the user to enter their information, including name, email address and phone number. Once entered, this step will not be required repeated again. Enter the required information, and tap “Next” to continue. The app will then request permission to access the user’s location. Select “Always Allow” to continue, and the main screen with map view will appear.
Allow “Filio” to access your location?
- PIs grant always location permission
- Only While Using the App
- Always Allow
- Don’t Allow
By default, the Project Menu will display the nearest project to which the user is assigned (in this example case, “Test Project”). This is the project folder to which all images taken by the user will be uploaded; therefore, it is important to verify that the correct project is selected before capturing images. If the user wishes to manually change the project to which the images will be uploaded, this can be done by tapping the Project Menu button then selecting the desired project from the dropdown list of projects to which the user is assigned to. Alternatively, tapping the “Auto Select” option will automatically select the nearest project.
The “Compass” icon on the upper right corner of the screen indicates the current bearing/direction of the mobile phone. This icon is dynamic, and the position is refreshed automatically as the user moves their mobile phone.

Tapping the “Camera” icon will launch the camera for capturing an image. When launching the camera for the first time, the app will request permission to allow the camera. Select “Allow” to continue.
The icon at the upper left corner of the screen allows the user to go back to the main screen. The icon at the upper right corner allows the user to switch the camera from the front-facing orientation to back-facing and vice versa. The compass indicating the image direction is also shown in this screen. Before capturing a picture, it is recommended that the phone be held in a steady position for about two (2) seconds to allow the compass direction to stabilize. Lastly, tapping the icon at the center lower portion of the screen once will capture the current image. The user can use the pinch gesture using two fingers to adjust the zoom level for the camera. Use an outward spread gesture to zoom in, or use a pinch gesture to zoom out.
After capturing the desired image by tapping the capture icon once, the following screen is displayed:
In this screen, there are several options to caption and save an image:

a) The user can tap in the text box, and type in the caption using the keyboard. After typing in the desired caption, click the “Done” button on the keyboard to return to the previous menu, then tap the save icon on the lower right corner to save the image and upload to the web server.
b) The user can tap the microphone icon on the upper right corner of the screen to activate the voice-to-text functionality. When activated the first time, the app will request permission to access speech recognition, and access the microphone.
Select “OK” each time to continue. This will only have to be done once. Then, click the microphone icon to record caption, which will be displayed in the text box. After voice-to-text conversion is performed, the text can also be modified manually if needed using the keyboard. When done, tap the “Save” button to save and upload the image.
c) If no caption is desired, the user can simply click the check icon on the lower right corner of the screen to save the image and upload to the web server.

This process can be repeated as many times as necessary for each picture. There are no limits to the number of pictures that may be taken, or to the length of the caption.
After pictures are taken, each image is displayed on the main screen in the map view with an arrow indicating the direction of the image:

![Map](image)

Tapping the arrow associated with each image will bring up the image on the screen, along with the associated image attributes (date/time, description, latitude/longitude, etc.). The user can also swipe left or right to scroll through and preview the rest of the images associated with the project.
In this view, tapping the “Share” icon bar on the upper right corner of the screen allows the user to share the selected image via text message or email (or other messaging platforms such as WhatsApp, Facebook Messenger etc. if app is already installed on the mobile phone). By tapping “Delete”, the selected image will be deleted from the phone (but it will not be deleted from the web server once uploaded). Lastly, by tapping “Delete All”, all the images associated with the current project will be deleted from the phone (but again, they will not be deleted from the web server once uploaded). The “Delete” functionality may be useful when the mobile phone is running low on storage space, and it may be helpful to delete the image(s) from the mobile phone to free up space.
III. Contact Us
We love to hear back from our users. Please contact us with any queries or suggestions regarding the Filio suite of apps either by email or cell phone.

You can email us at contact@filiocorp.com or call us at +1-404-452-1094.