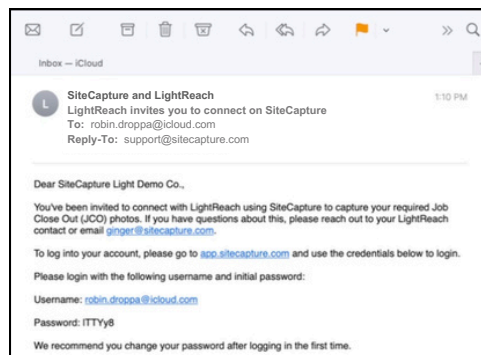


# SiteCapture + Palmetto LightReach Integration Guide

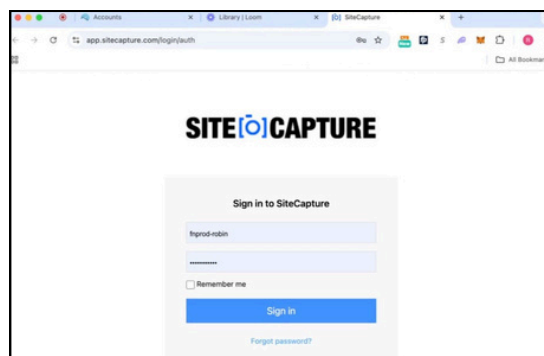
## Step 1: Log in to SiteCapture

- Check your inbox for an email from “SiteCapture and LightReach”. It will include your username and password to log in to the SiteCapture mobile and web app.
  - Note: you will receive this email from **support@sitecapture.com**. Please add this email address to your “safe senders” list to avoid junk or spam filtering.

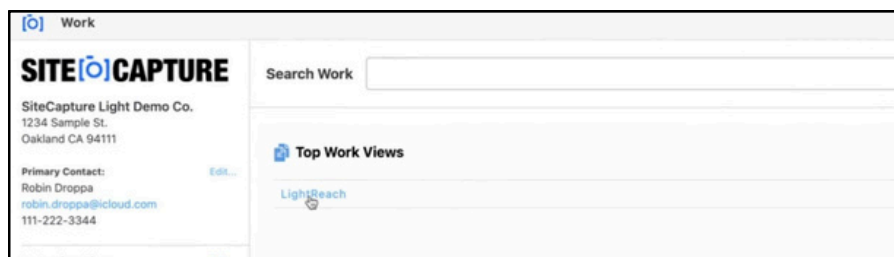


## Step 2: Accept Job Closeout Projects

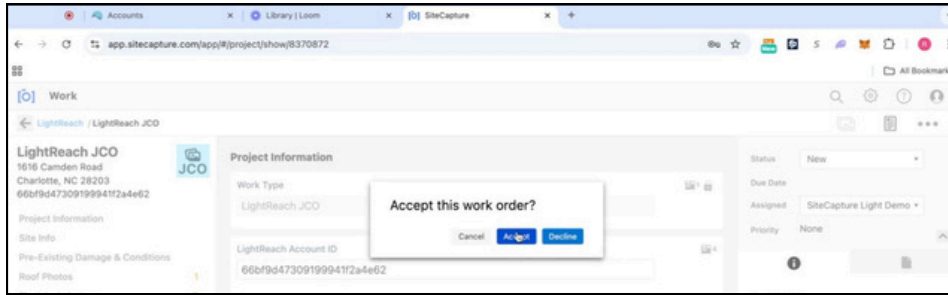
- Go to [app.sitecapture.com](http://app.sitecapture.com) and log in to your SiteCapture Lite account using your new login credentials.



- Click the blue LightReach button to navigate to your job closeouts.



- Click into a job closeout and click “Accept” to begin the project. If you are not planning to complete this work in SiteCapture, simply click Decline.



### Step 3: Capture Job Closeout Photos with the SiteCapture Mobile App

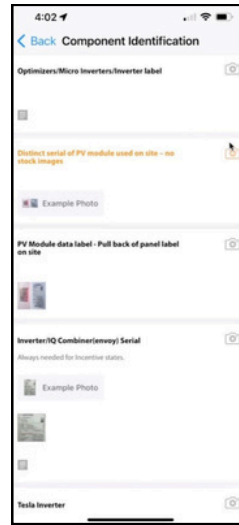
- [Click here](#) to learn how to download the SiteCapture Mobile App and access an in-depth guide on how to use the app.
- Use the app to capture required job site photos & data.



- Follow the fields presented in the project to complete the job closeout. All orange highlighted fields are required to set the status to “Submit Form Field”.



- Tap the camera icon next to the fields to capture photos and click “Done” when finished taking the necessary photos for that field.



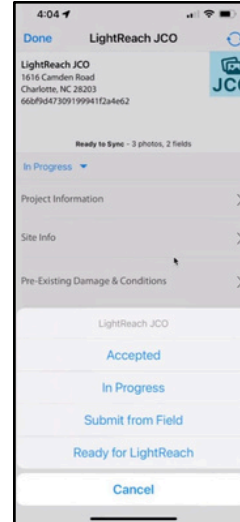
- Tap the individual photos to edit and enhance them. Adjust brightness, contrast, crop, or draw on the images as needed to fulfill the quality standards.



- As you update your project on the mobile app, the project will update automatically in the web app in real time if you're connected to the internet.
- If you're offline, don't worry! You can complete your work and it will sync with the cloud the next time you're online.

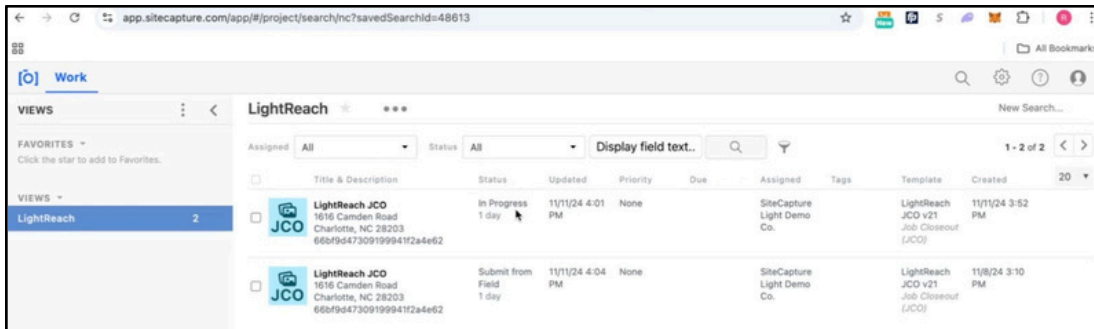


- When you're ready to submit your field work, click the "Status" drop down and select "Submit from Field" if you want to have a final review before submitting the report and photos to LightReach.
- If you want to submit directly to LightReach from the field, select "Ready for LightReach".

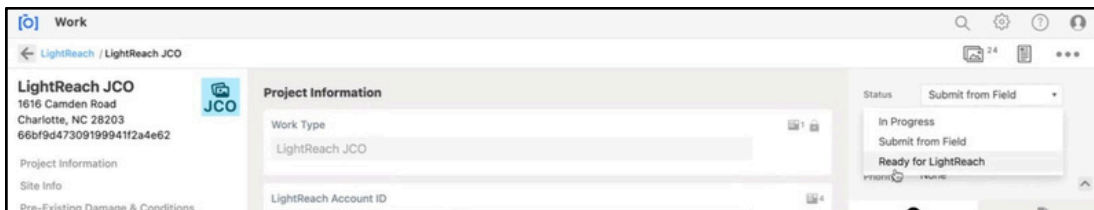


### Step 4: Review and Submit Job Closeouts to LightReach

- To review the job closeout before sending it to LightReach, log back into your SiteCapture portal at [app.sitecapture.com](http://app.sitecapture.com). Click on the job closeout you want to review. You can scroll through or use the photo viewer to ensure this project is ready to send to LightReach.



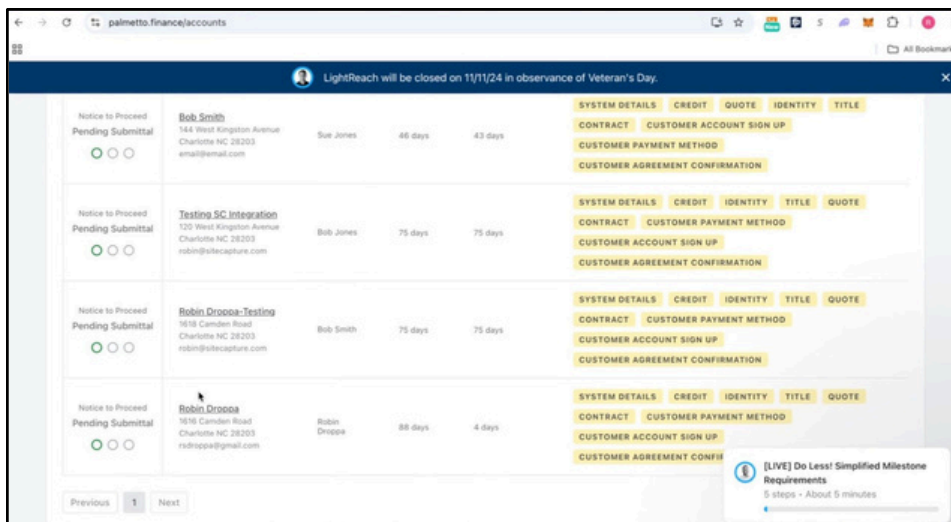
- Once the job closeout is ready to be submitted to your LightReach portal, click the status dropdown field in the upper right of your project in the SiteCapture web app and select "Ready for LightReach."



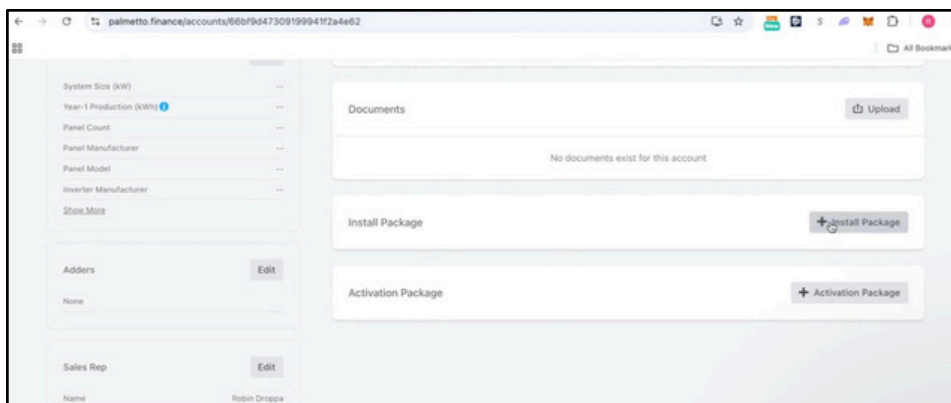
- That's it! Your job closeout photos and a copy of the PDF report are automatically sent to LightReach for approval.

## Step 5: Access Photos and Data in LightReach

- In your LightReach portal, find the appropriate account that matches the job closeout you just submitted.



- Go to the install package and scroll down to the install photo documentation to see all of the photos that were captured in the field. Additionally, a full PDF report will be available to review here.



## Questions about using SiteCapture?

Please contact [support@sitecapture.com](mailto:support@sitecapture.com).