

# PHOTO MANAGEMENT

Inside of each project, you will find a Photos area that has three tabs: My Photos, Albums, and Form Attachments.

To navigate this Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a specific section.

[Open Photos Shared with Me](#)

[My Photos](#)

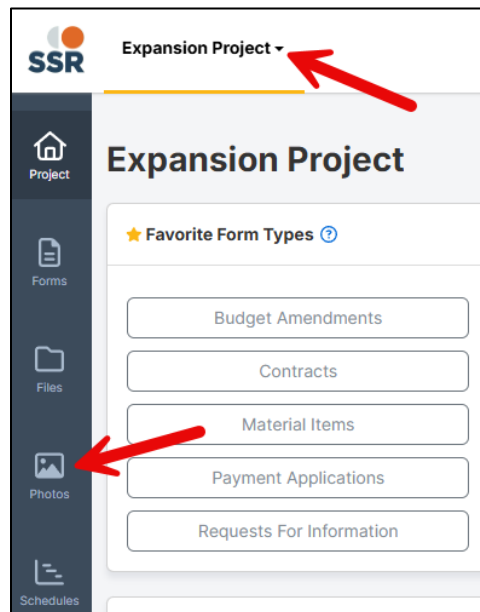
[Albums](#)

[Form Attachments](#)

[Related Resources](#)

## OPEN PHOTOS SHARED WITH ME

- 1) Open the project.
- 2) Click **Photos** from the left sidebar in any page shows.

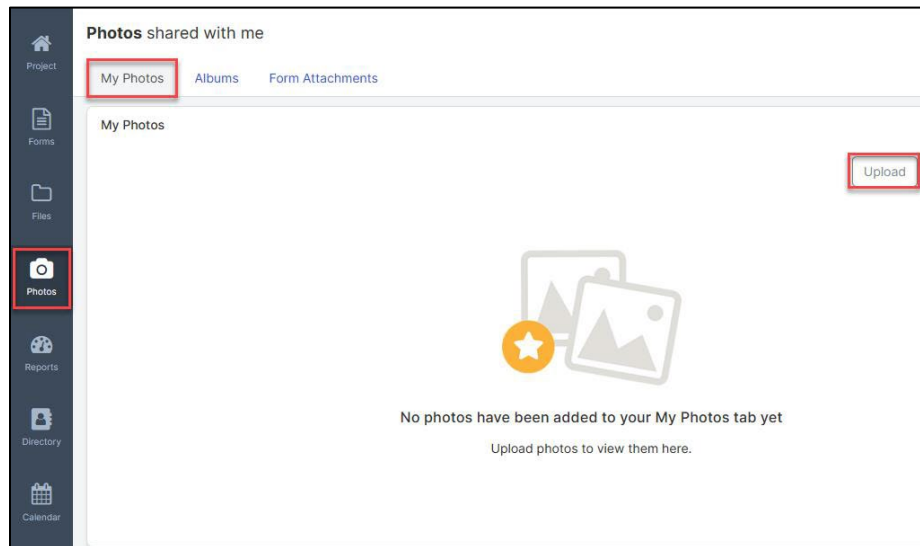


- 3) The *Photos shared with me* pane opens to the **My Photos** tab.

## MY PHOTOS

My Photos is a personal view of all photos that you have added to the tab and all photos that you have uploaded to shared albums within the project. No other users have access to your My Photos tab.

- 1) **Upload to My Photos**
  - a. Click the **Upload** button.

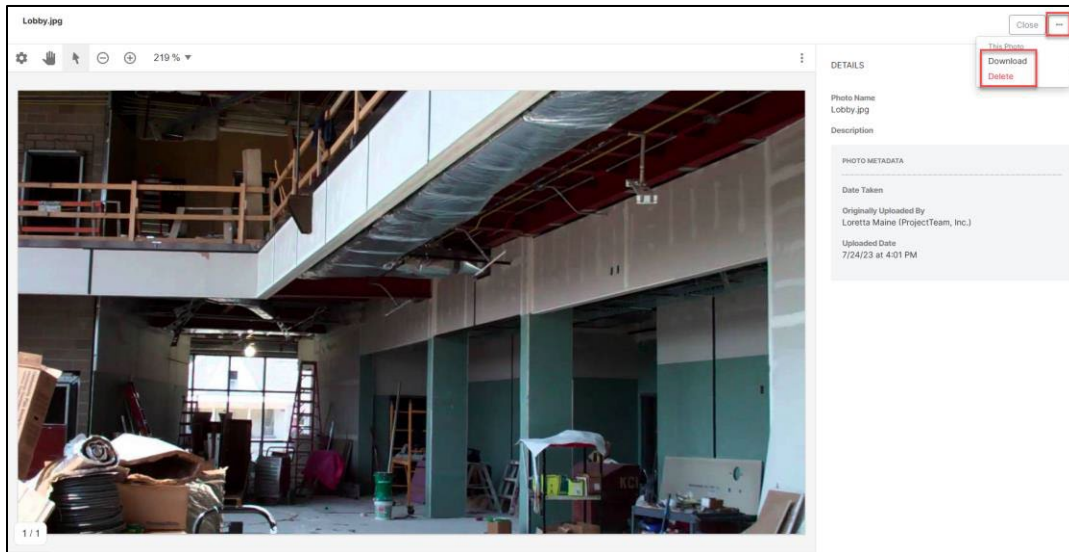


- b. **Select** the photo from your computer's *File Explorer* and **Open**.
- 2) **Edit** Photo Name and/or Description
  - a. Click on the photo's thumbnail view.
  - b. With the large view open, click **Edit**.



- c. Make changes and **Save**.

- 3) **Download or Delete** a photo.
  - a. With the large view open, click on the menu ellipsis.
  - b. Select **Download** or **Delete**.



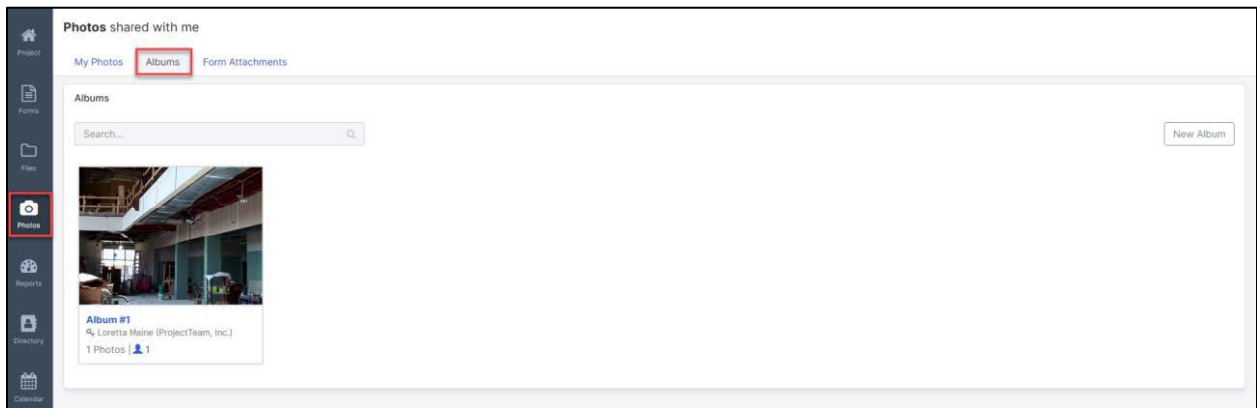
- c. Downloaded photos will save to your computer's **Downloads** folder in *File Explorer*.
- 4) **Add to Albums**
    - a. From the *My Photos* tab, hover over the thumbnail and then check the box beside the photos name.
    - b. Click **Add to Album** from the blue bar that appears at the bottom.
    - c. Select an existing Album and then click **Add to Album** or create a **New Album**.



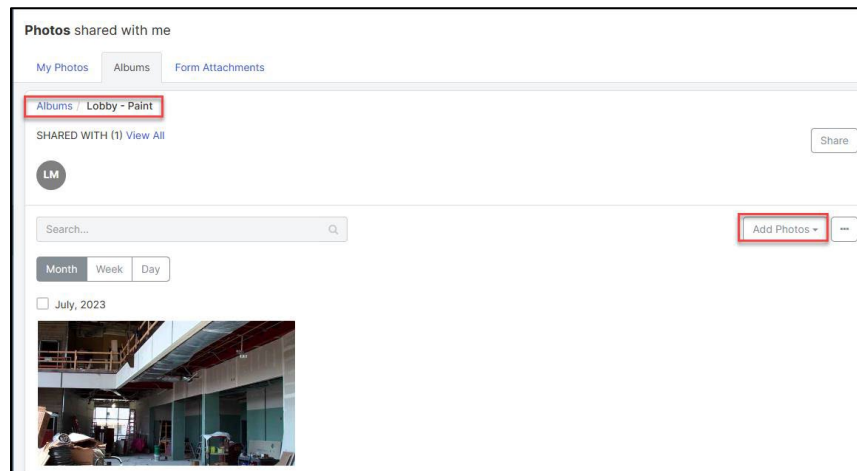
## ALBUMS

Albums are like a container of photos that can be shared with other users on your project.

- 1) Open the Albums tab from *Photos shared with me*.

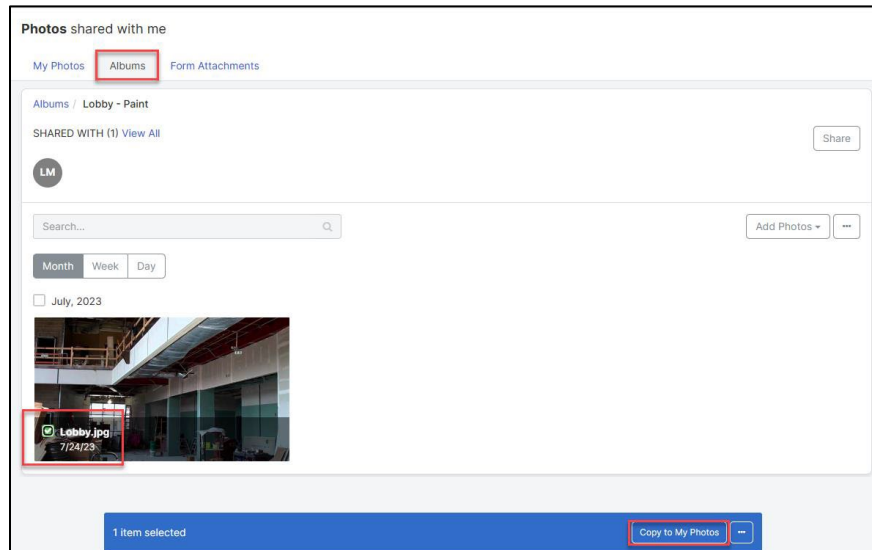


- 2) To Add Photos to an album:
  - a. Click on the album to open it.
  - b. Click **Add Photos**.



- c. Choose to **Upload New** photos from your computer or copy from **My Photos**.
  - d. Select the photo(s) and **Save**.

- 3) To Copy photos from an album to My Photos:
- Open the Album.
  - Hover over the thumbnail view and check the box beside the name.
  - Click **Add to My Photos** from the blue bar that appears at the bottom.



- 4) To Download an album.
- Open the Album.
  - Hover over the thumbnail view and check the box beside the name.
  - Click the menu ellipsis from the blue bar that appears at the bottom.
  - Select **Download**.



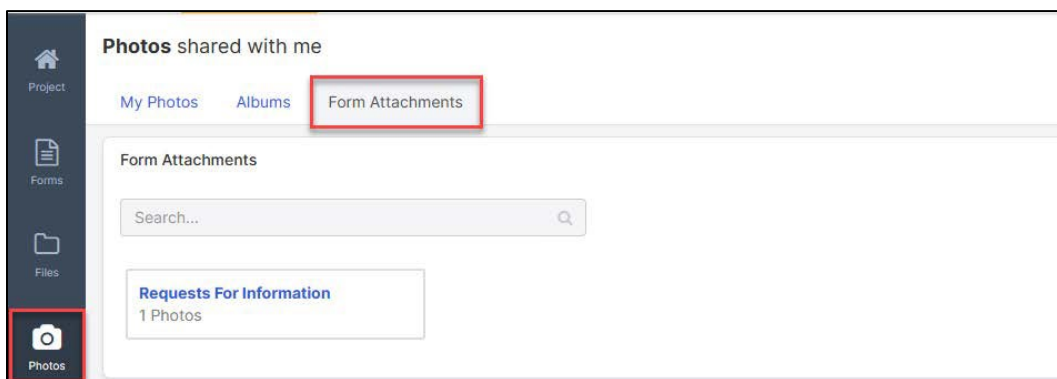
- 5) To Delete an album.
  - a. Open the Album.
  - b. Click the menu ellipsis from the top right.
  - c. Select **Delete**.



## FORM ATTACHMENTS

As photos are uploaded to the Attachment section of any form the photo is stored in an album created for that form type in the Photos Form Attachments tab.

13. Open the Form Attachments tab from Photos shared with me.



14. To see all photos attached to a form type, select the album for that form type.

## RELATED RESOURCES

### Help Center Links

- [My Photos tab](https://projectteam.com) (projectteam.com)
- [Download photos](https://projectteam.com) (projectteam.com)
- [Create a photo album](https://projectteam.com) (projectteam.com)

### Quick Reference Guides (QRGs) and Training Videos

- Adding Attachments
- File Management Overview
- Creating RFIs
- Creating Submittals
- Creating Drawings and Packages
- Creating Meeting Minutes
- Creating Daily Reports
- Creating Punchlists