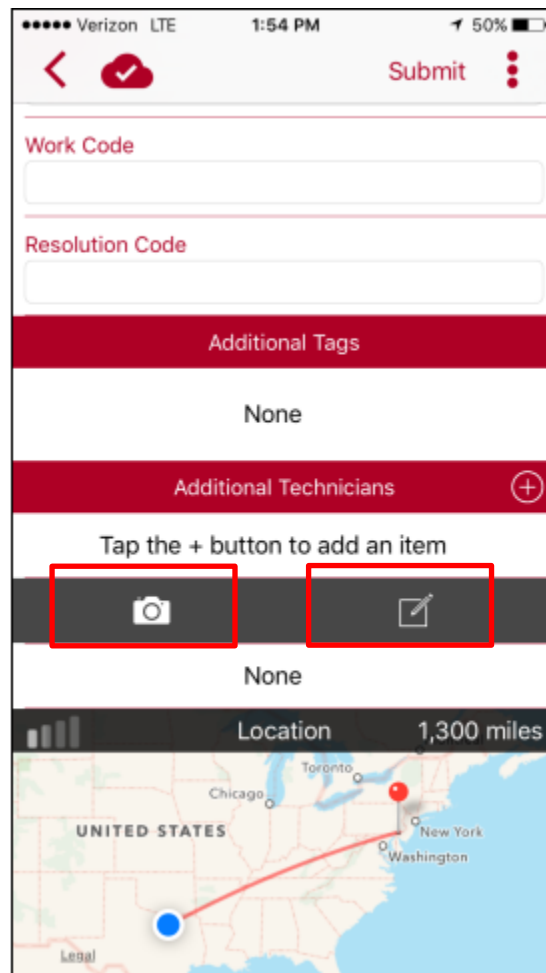


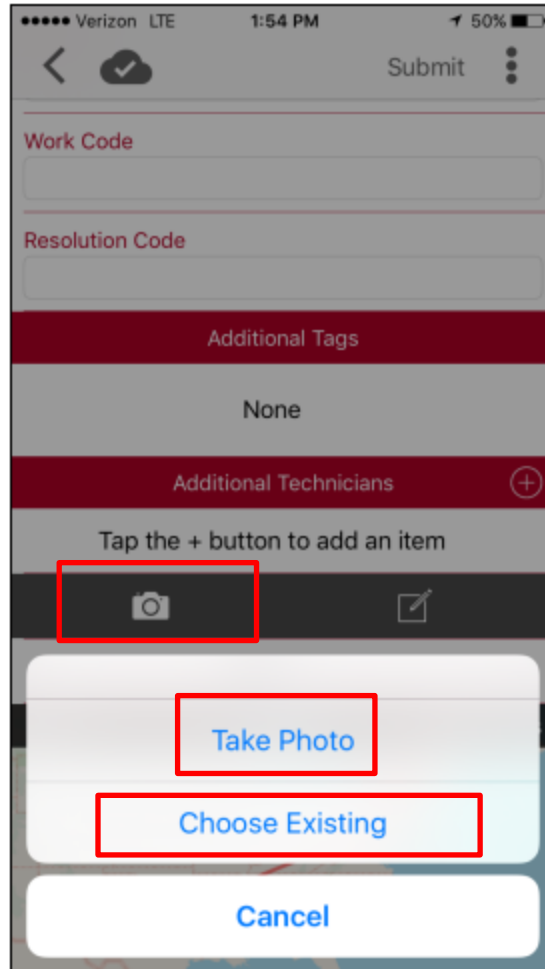


Wawa Facilities Mobile Notes and Pictures

The application gives the user the ability to add pictures and notes directly into the work order or service request as well as in multiple asset areas. The camera icon or notepad icon will be displayed in areas where these functions are available. **Notes are visible by the Stores, Facilities, Contact Center, Vendors as well as other App users, please be mindful of what you are writing!** **Pictures are visible by Facilites, the Contact Center and other App users.**

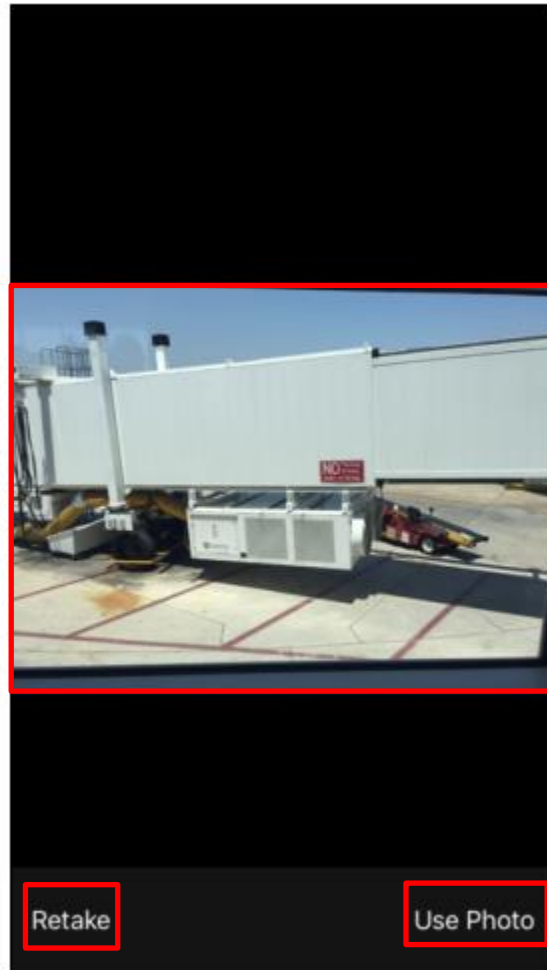


To take a picture in the application begin by tapping on the camera icon.

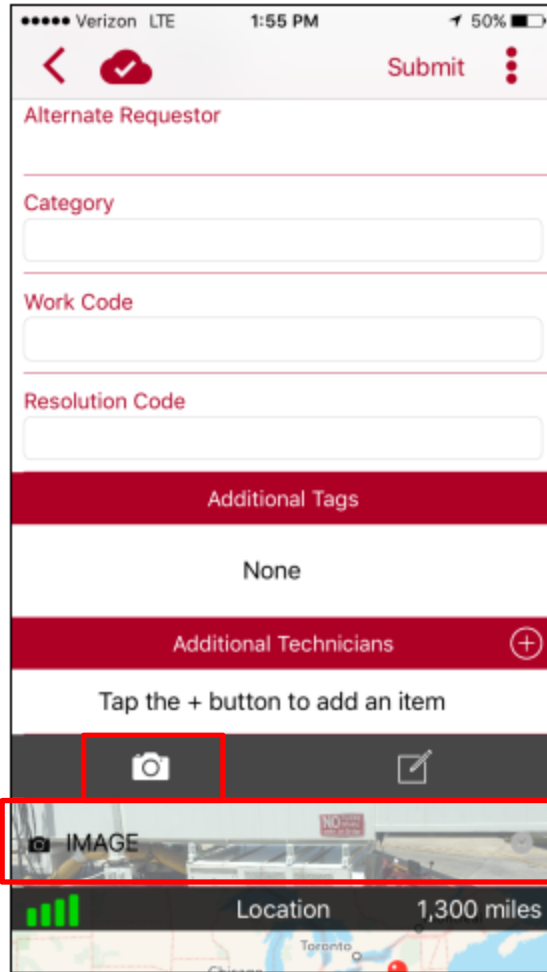


A box will appear at the bottom of your screen asking if you would like to take a photo of choose from one that you have already taken with your device. The first time you use these features you may be prompted to allow access to your camera and photos, please answer yes to the prompts.

In this example we have used the camera to take a picture



You will be given the choice to retake or use the photo. If you select retake your camera will reopen and you can try again, if you select use photo it will save and add to your work order, service request or asset function.



Your picture will show at the bottom of your screen just below the camera and note pad bar. You can choose to take additional photos as well as edit and annotate the one you have taken. In order to annotate and edit you begin by tapping on the picture.



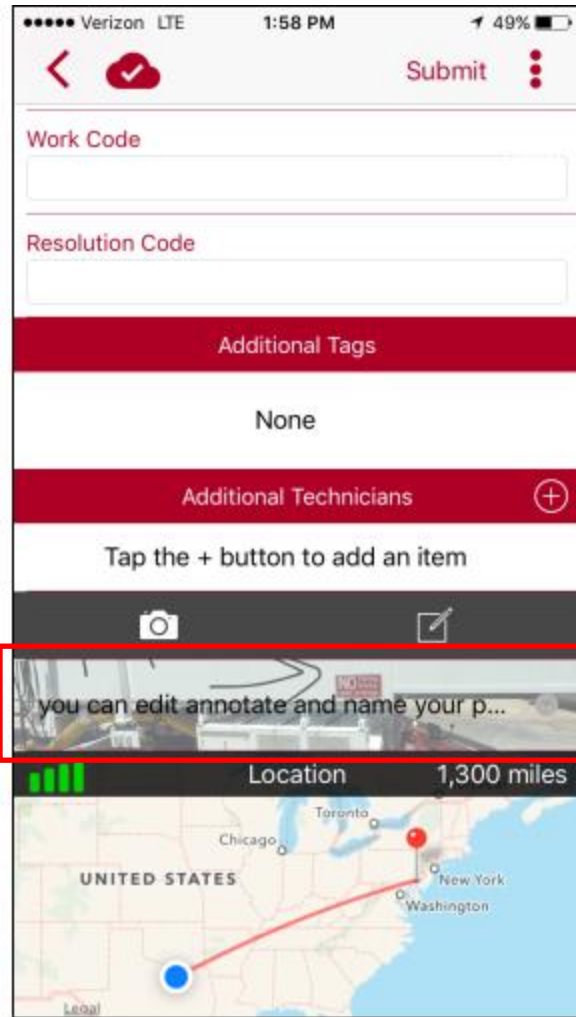
You can name your picture by tapping in the white bar that says image and typing or speaking what you would like it to be called, tap done when complete.



You can annotate and crop your image by selecting the pen or cropping tool.

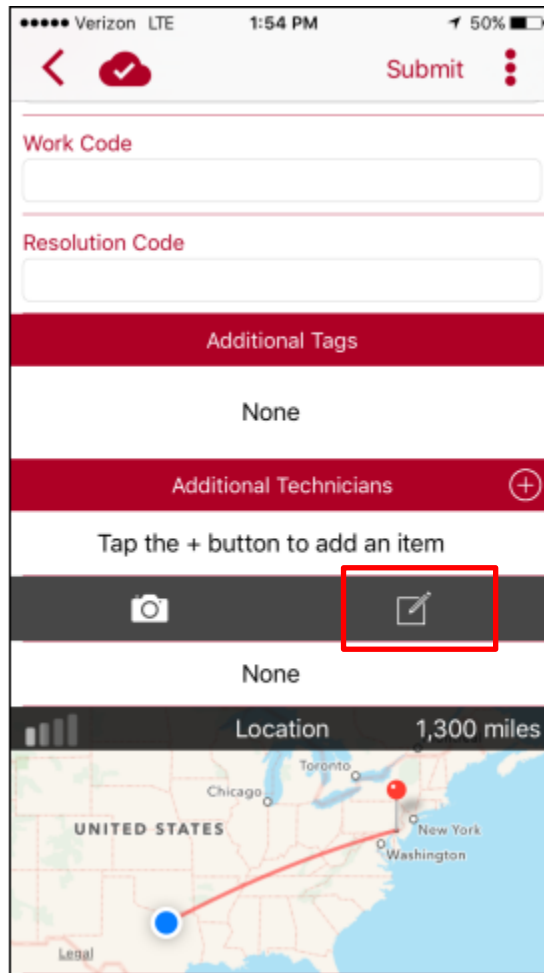


The pen will allow you to use your finger to draw on the image and make notations that may be helpful in explaining the issue. The pen will use black ink as a default but can be switched to white if your picture is something with a dark background. Tap done when you are finished to save your changes.

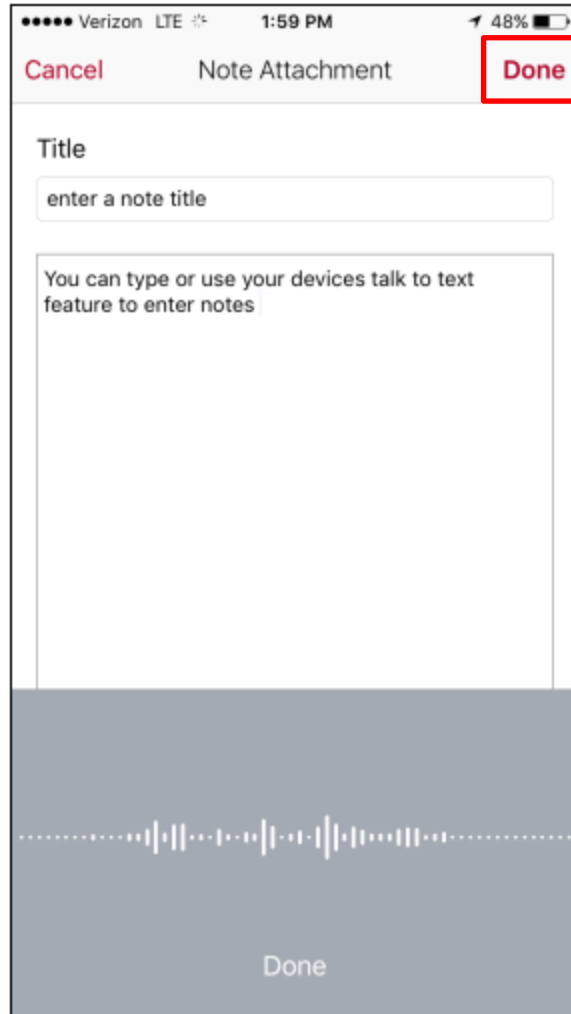


Your picture with edits will show at the bottom of your screen just below the camera and note pad bar.

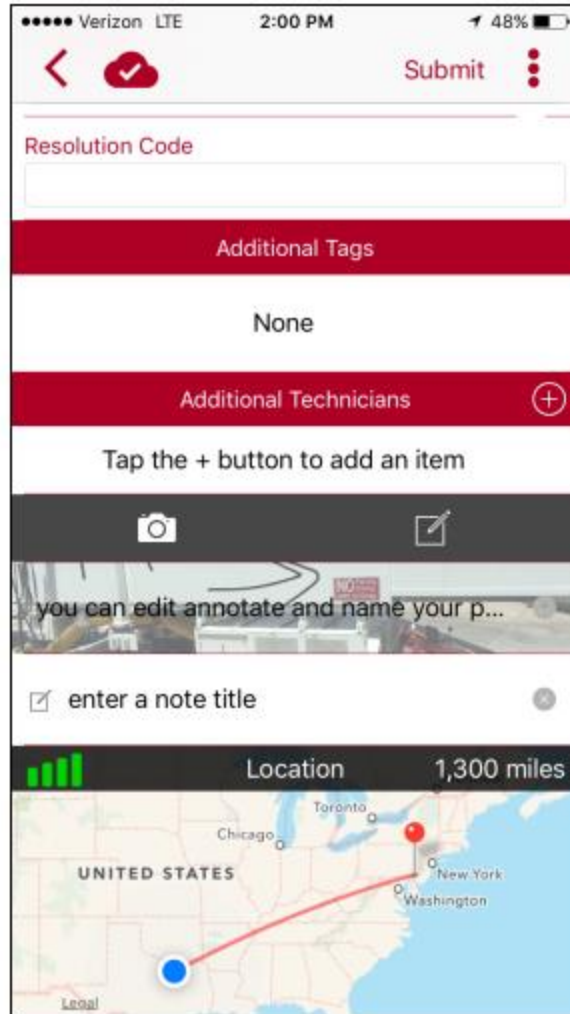
If you would like to add a note or notes begin by tapping on the note pad icon. **Notes are visible by the Stores, Facilities, Contact Center, Vendors as well as other App users! Please be mindful of what you are writing!**



The note feature can be used to capture information such as additional technicians that were on the job, parts used, work detail, and travel information.



You can enter a title for your note in the top box. The notes feature will allow you to add a large volume of text by typing or using you devices talk to text feature. Tap done when complete.



Your note will be added to your screen below the camera and notepad bar.