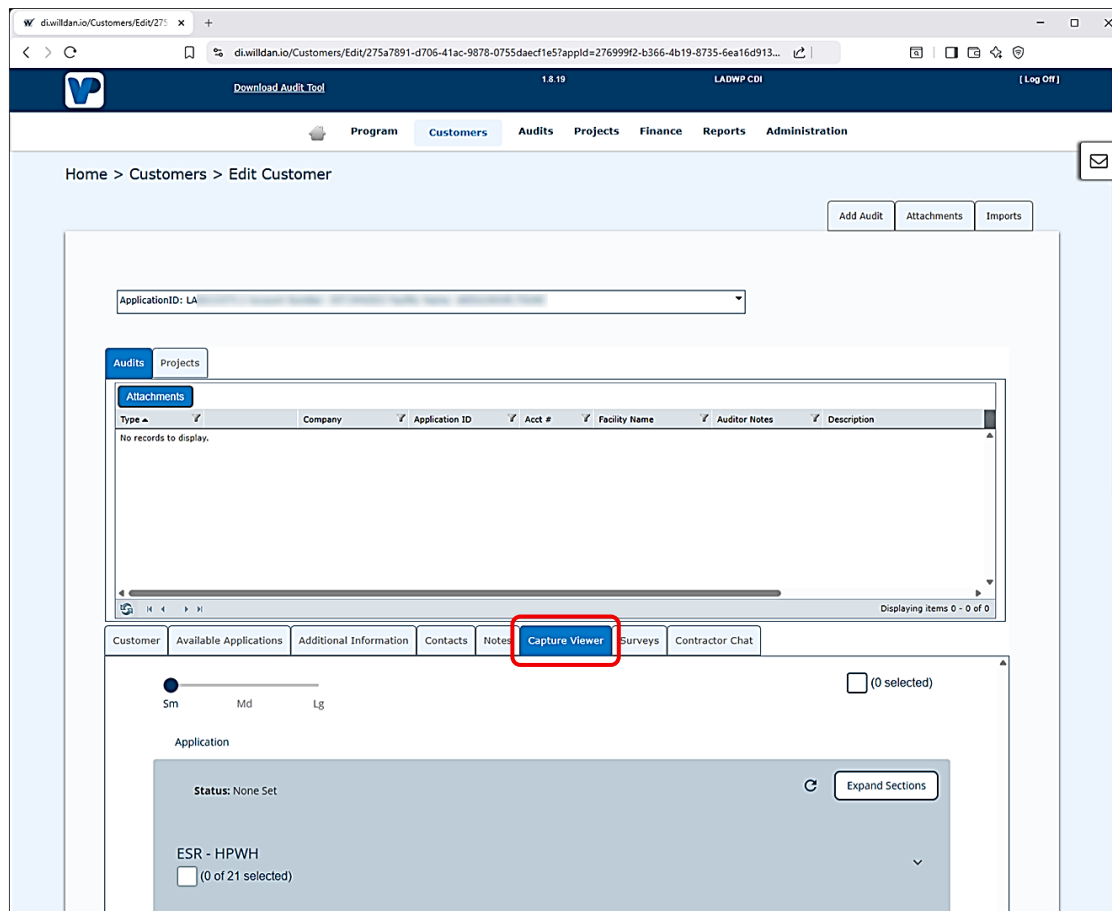
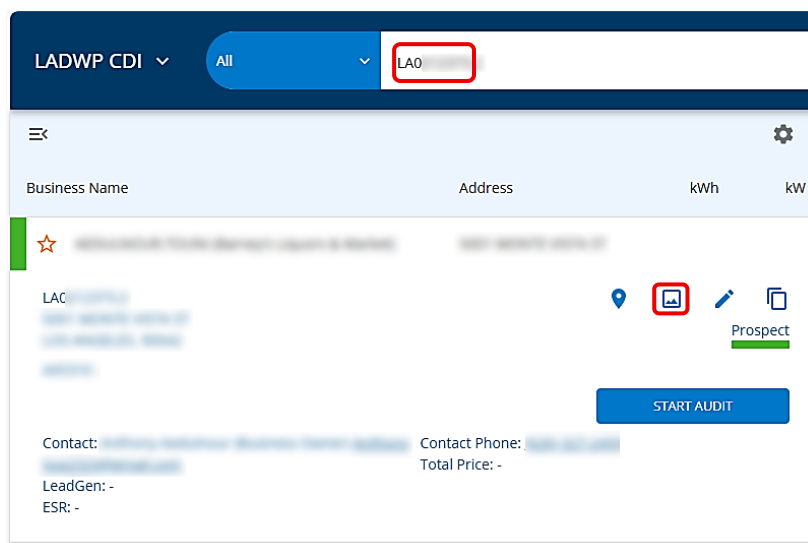


3. For ViewPoint (DI Edition), select the **Capture Viewer** tab:



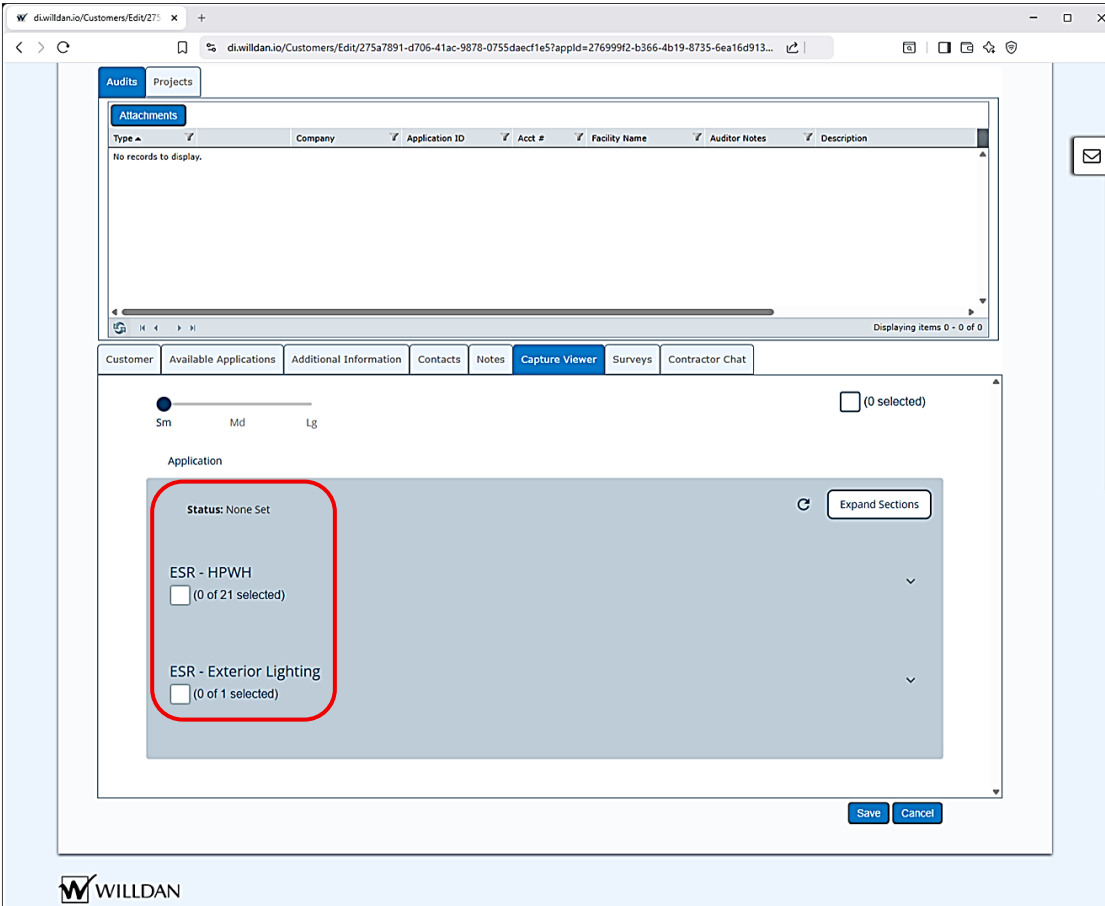
If you're using Prospector, start by searching for the Application ID. Click the search icon, load the record, and then select the Capture Viewer icon:



Willdan Group, Inc.

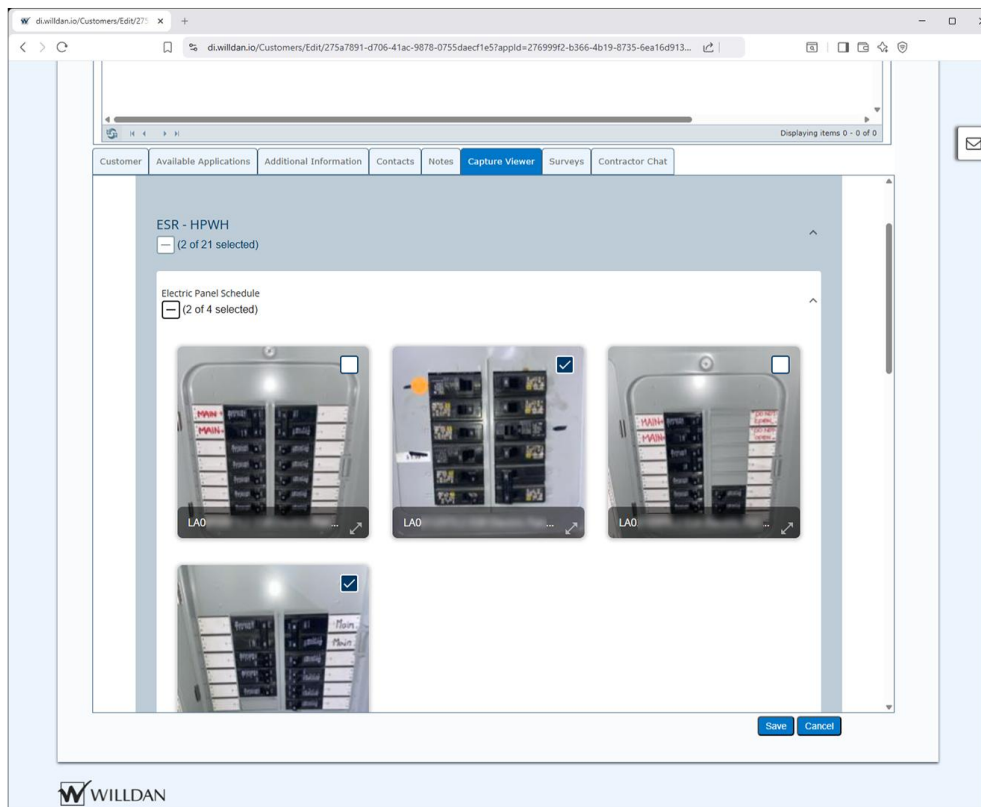
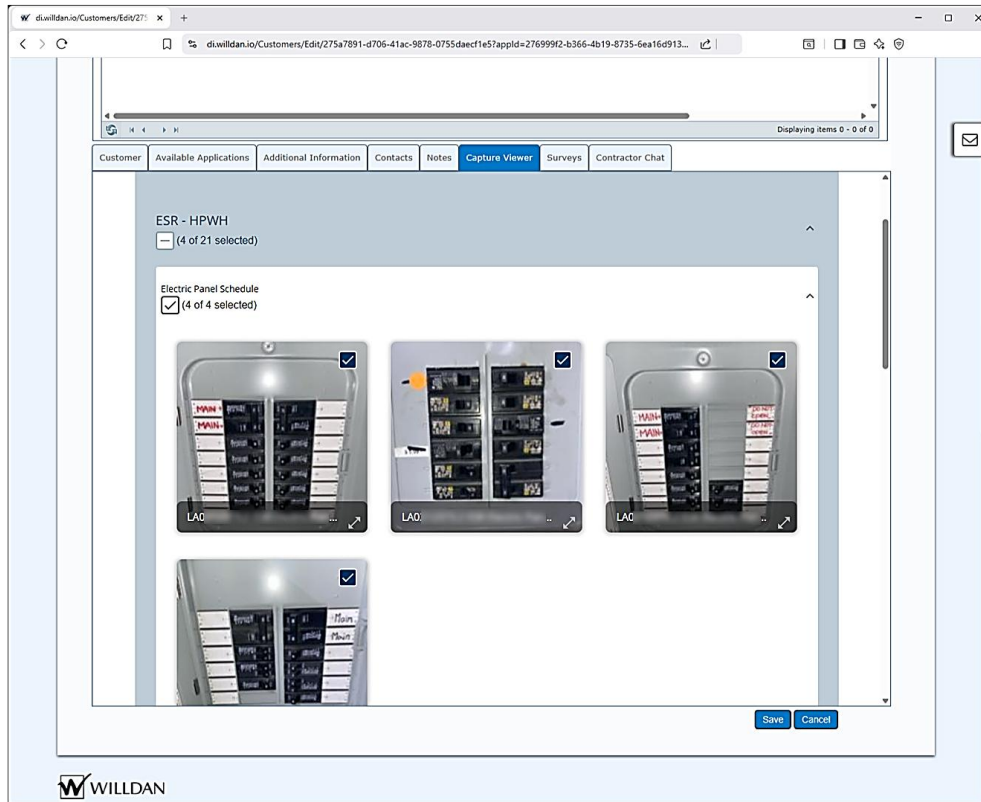
2401 East Katella Avenue, Suite 300 Anaheim, California United States 92806

4. In both ViewPoint (DI Edition) and Prospector, the steps from the Capture Viewer screen onward are the same. Expand the section containing the photo(s) you want to **move**:



The screenshot displays the Willdan software interface. At the top, there are tabs for 'Audits' and 'Projects'. Below this is an 'Attachments' section with a table header including 'Type', 'Company', 'Application ID', 'Acct #', 'Facility Name', 'Auditor Notes', and 'Description'. The table is currently empty, showing 'No records to display.' Below the attachments section is a navigation bar with tabs for 'Customer', 'Available Applications', 'Additional Information', 'Contacts', 'Notes', 'Capture Viewer', 'Surveys', and 'Contractor Chat'. The 'Capture Viewer' tab is active, showing a list of applications. A red box highlights the 'Status: None Set' section, which contains two items: 'ESR - HPWH (0 of 21 selected)' and 'ESR - Exterior Lighting (0 of 1 selected)'. The interface includes a search bar, a 'Save' button, and a 'Cancel' button. The Willdan logo is visible in the bottom left corner.

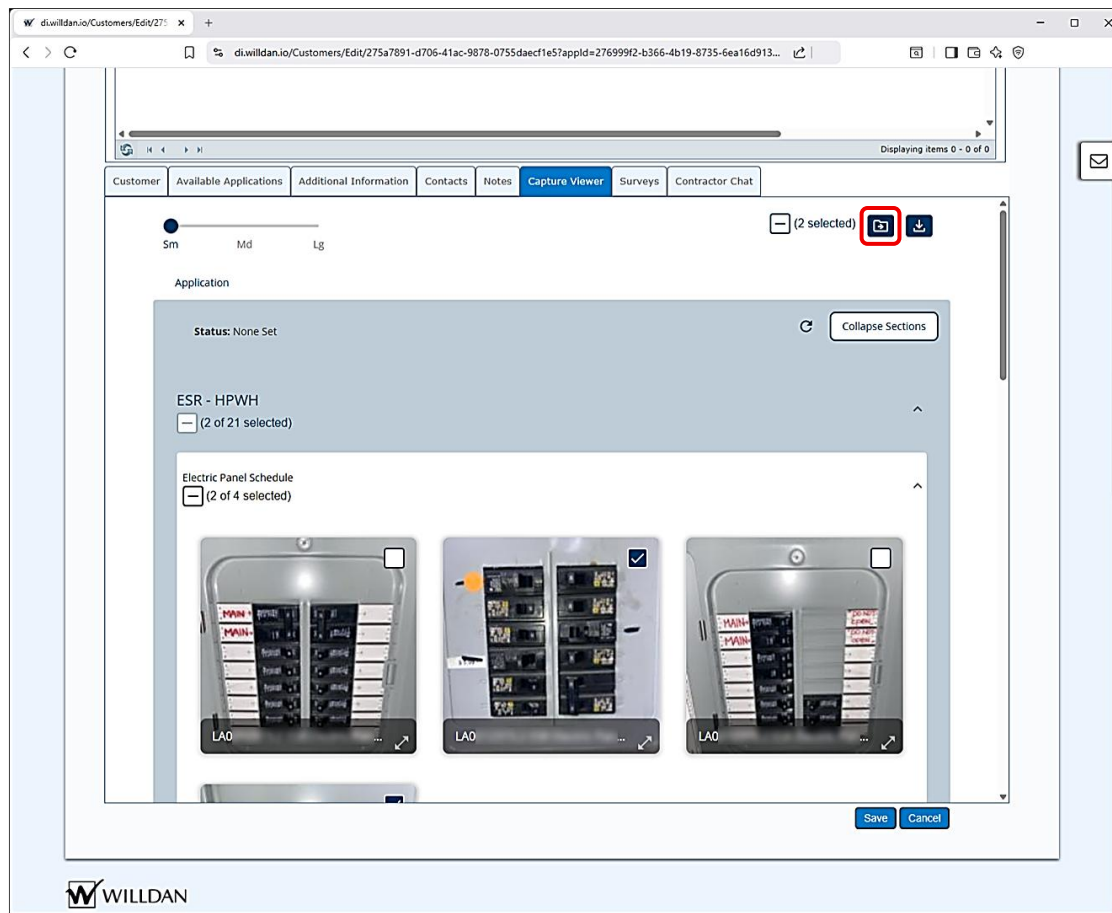
5. Make your selections (either all or individual photos):



Willdan Group, Inc.

2401 East Katella Avenue, Suite 300 Anaheim, California United States 92806

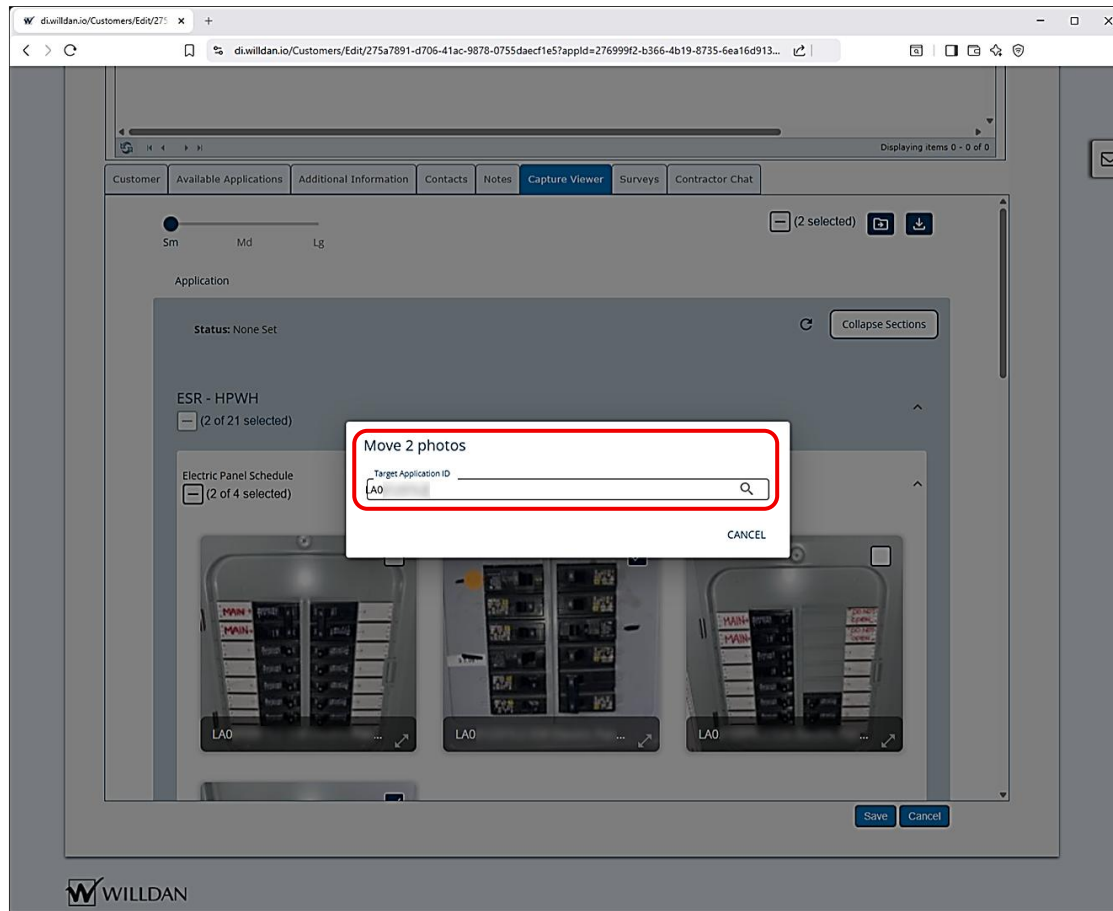
6. Click the **Move Capture Photos** icon:



7. You'll see a popup window appear:

- Confirm the number of photos you've selected looks correct
- Enter the Target Application ID where you want to move the photos.

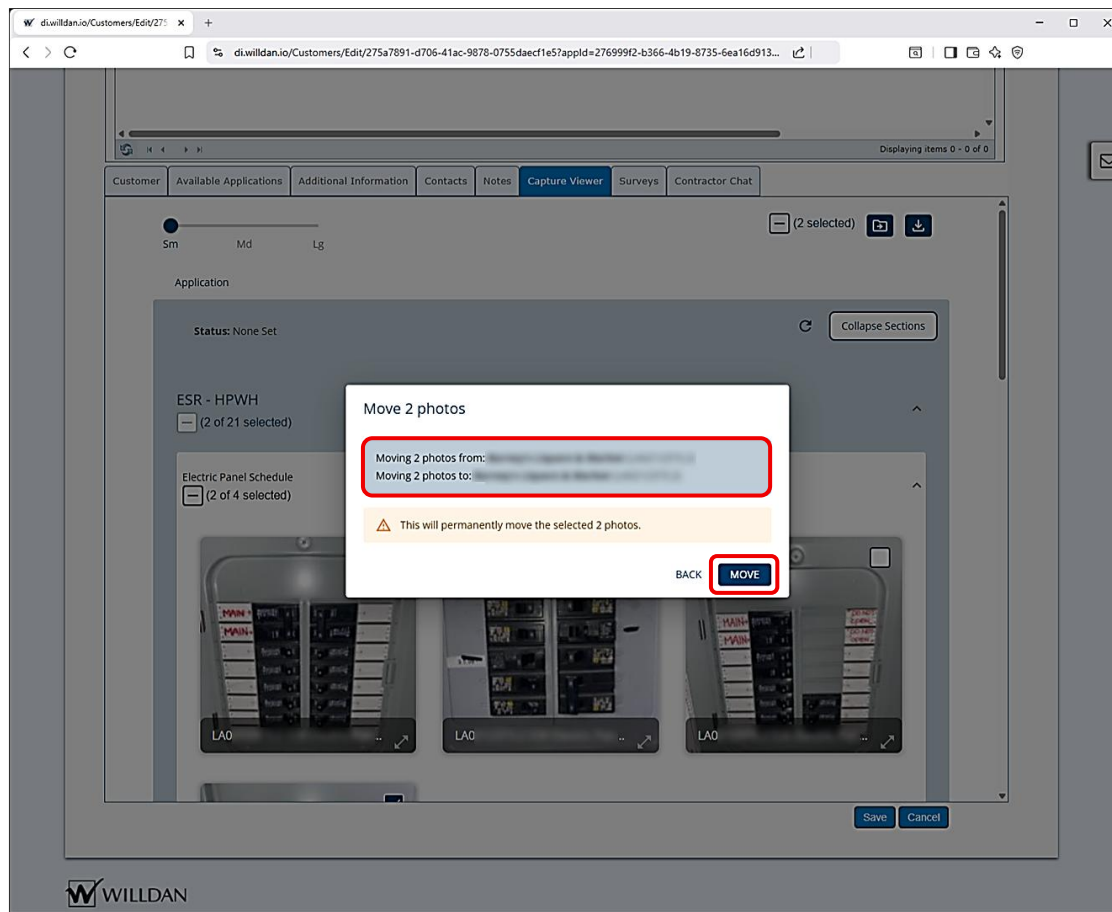
8. Click the (magnifying glass) **Search** icon:



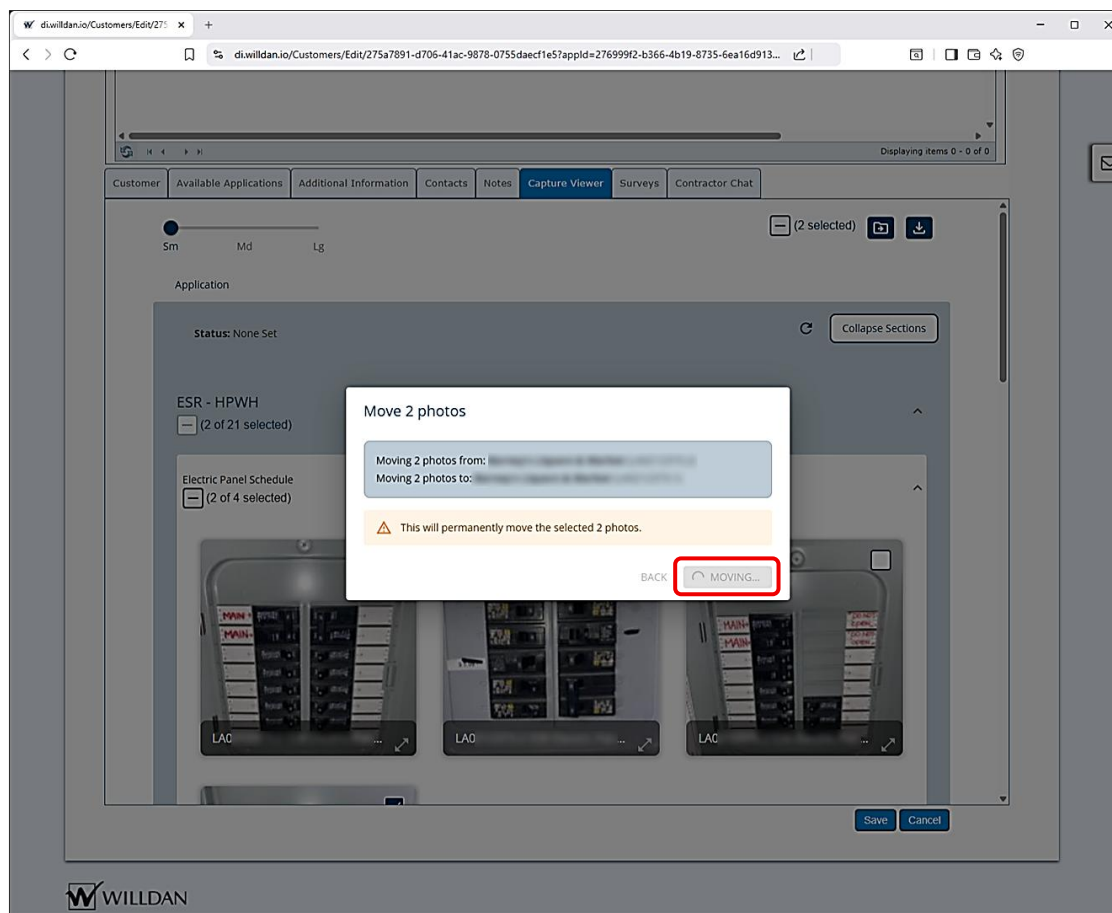
9. Review the confirmation message showing:

- Moving photos **from**: confirm customer name for whichever ApplicationID you've entered to move photos from.
- Moving photos **to**: confirm customer name for whichever ApplicationID you've entered to move photos to.

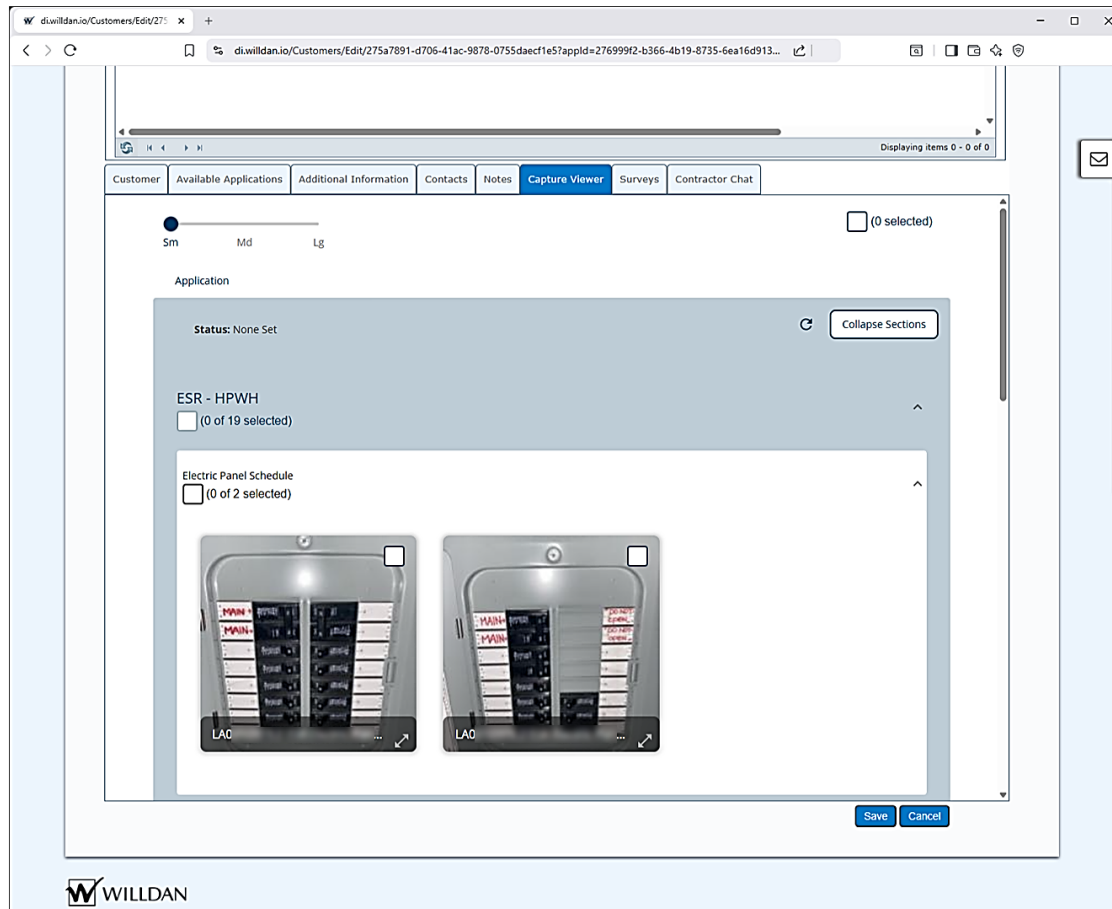
10. Click the **Move** button.



11. The status **"MOVING..."** will appear while the transfer is in progress.



12. Once the popup closes, the photos will no longer appear in the original Application ID:



Verify the Move

1. Return to either ViewPoint (DI Edition) or Prospector.
2. Search for the Target Application ID where you moved photos to.
3. Open the customer record.
4. Navigate to the Capture Viewer tab.
5. Confirm the photos are present.

Reversing a Site Photo Move (If an Incorrect Application ID Was Entered)

If photos were moved to the wrong Application ID, repeat the same process to move them back.

1. Select the photos in **Capture Viewer**.
2. Click the **Move Capture Photos** icon.
3. Enter the correct Application ID.
4. Confirm the popup message.
5. Click **Move**.

Once completed, the photos will be transferred back to the correct ApplicationID.

Notes:

- This process works to move any Site-Level photos stored in Capture Viewer. Audit & Project-Level photos **cannot** be moved.
- Always verify the Target Application ID before confirming the move.

Conclusion

These are the simple steps for using the Move Photo feature in Capture Viewer, allowing users to quickly transfer photos between Application IDs and keep project documentation accurate.

Contacting Technology Operations Support, send an email to:

WES-Technology-Operations@willdan.com

If you are experiencing other IT issues (such as logging in), please contact the Willdan IT Services Help Desk at 1-844-570-1040. IT hours are Monday through Friday from 8AM to 5PM Pacific Time.