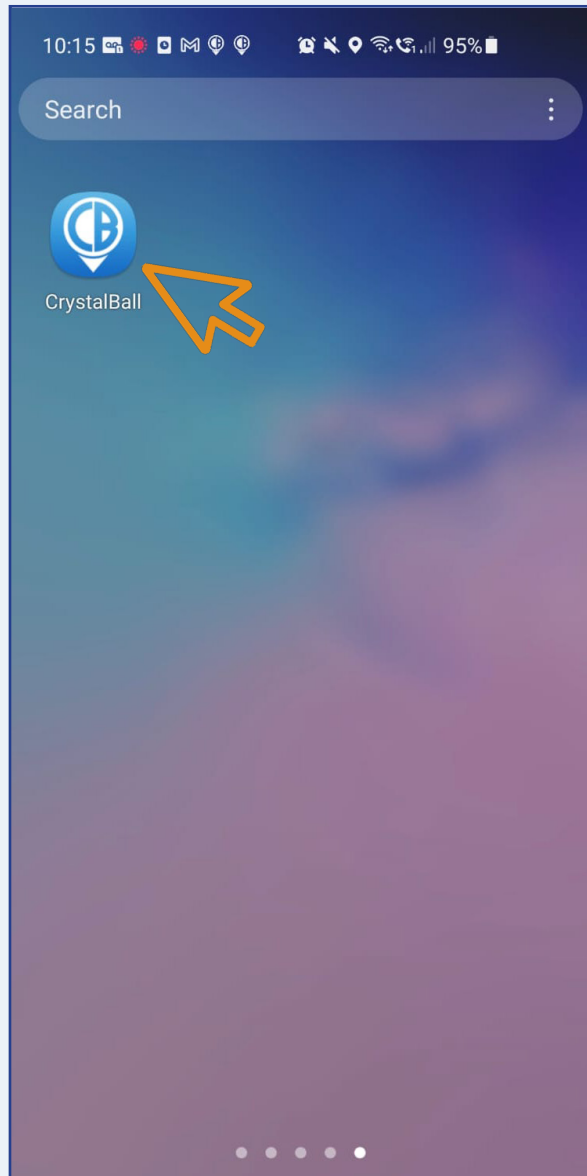


How to create a Geotag

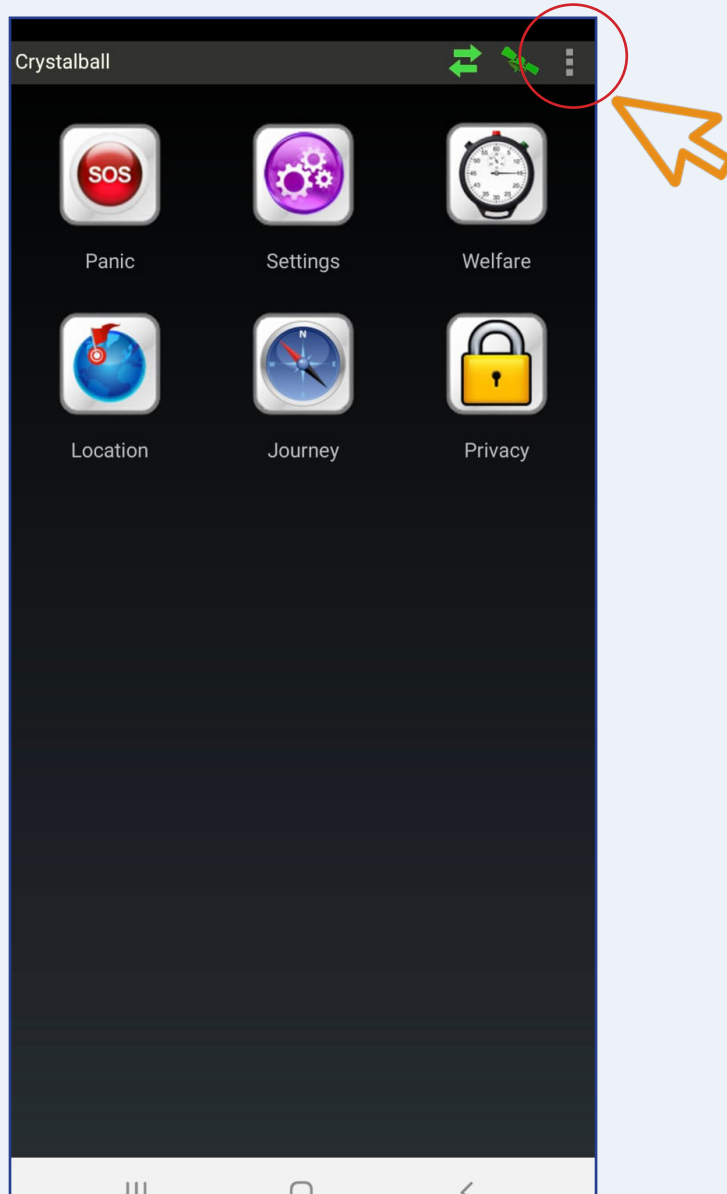


1



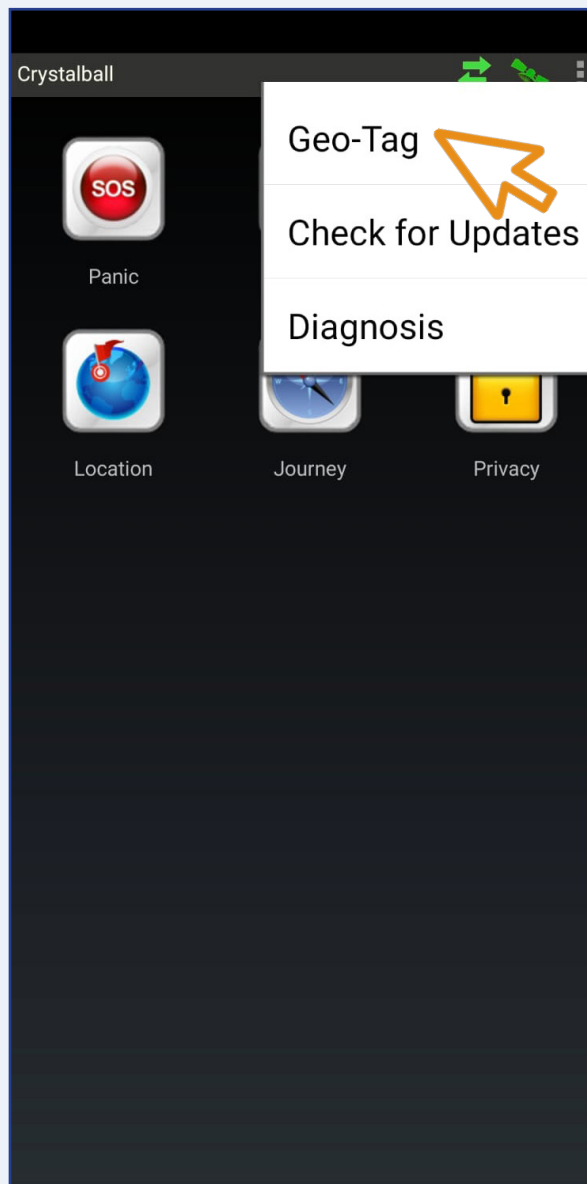
First launch the Crystal Ball app from your home screen.

2



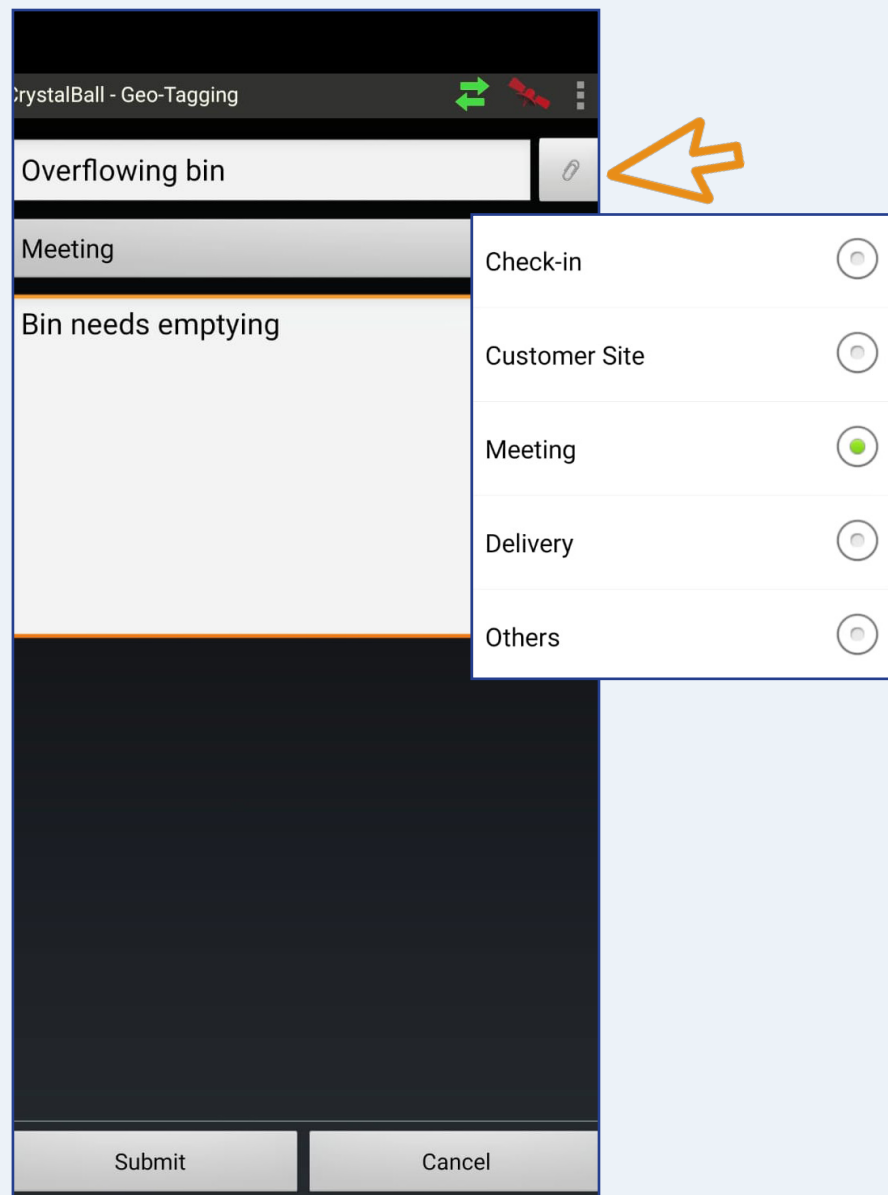
Next, select the three dots in the top right hand corner.

3



Next, select Geo-Tag.

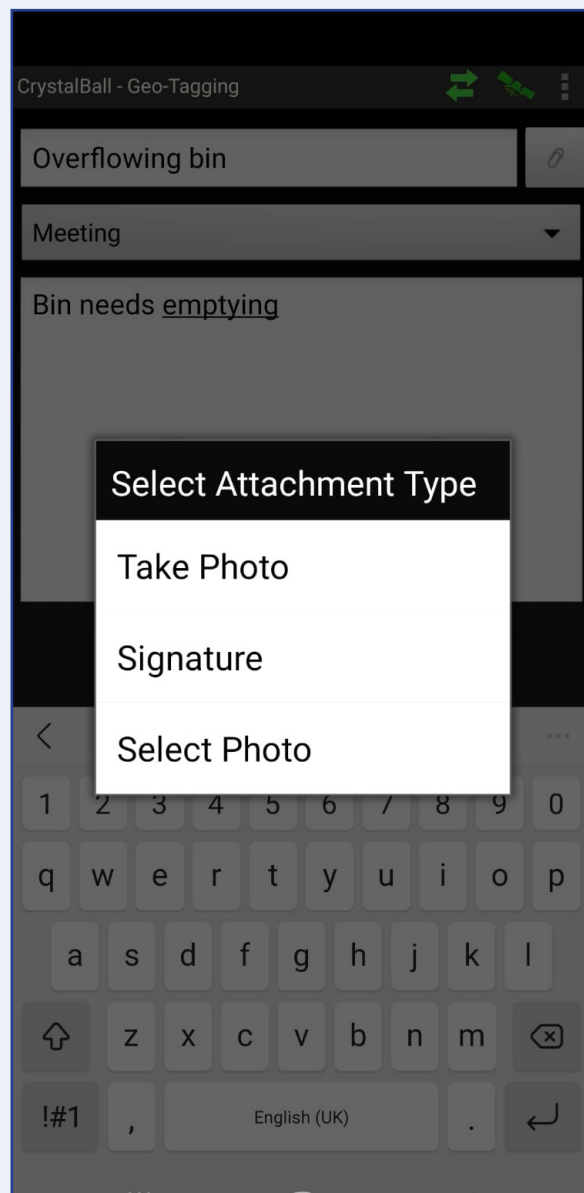
4



You need to give the Geo-Tag a caption and select the Geo-Tag type from the dropdown bar, you can also add a brief description.

Next you should click the attachment icon by selecting the paperclip.

5



You can attach a photo, signature or take a photo.

How to take a photo:

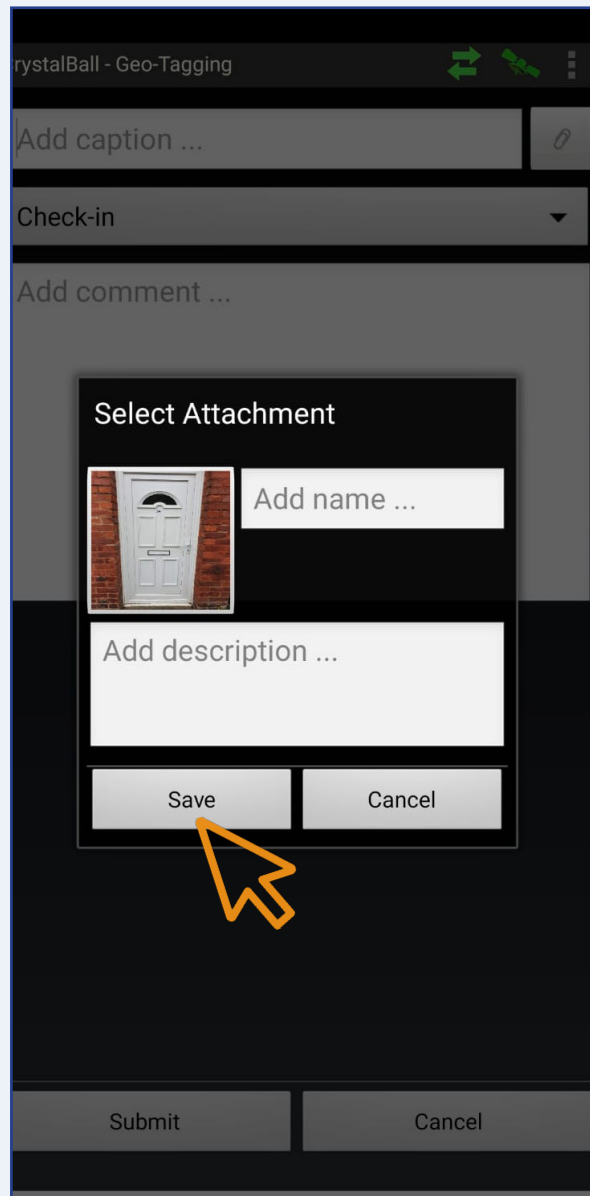
6



Selecting 'Take Photo' will open the camera.

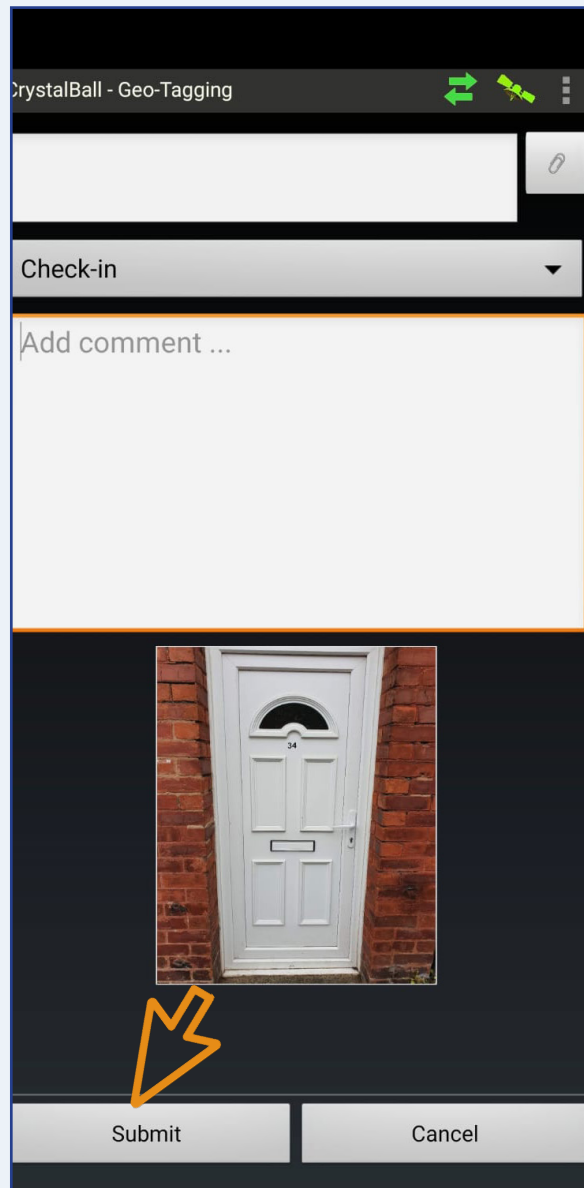
Once you have taken your photo, select 'Ok' in the bottom right hand corner.

7



You can add a name and brief description to the attachment, if you wish. Then, select 'Save'.

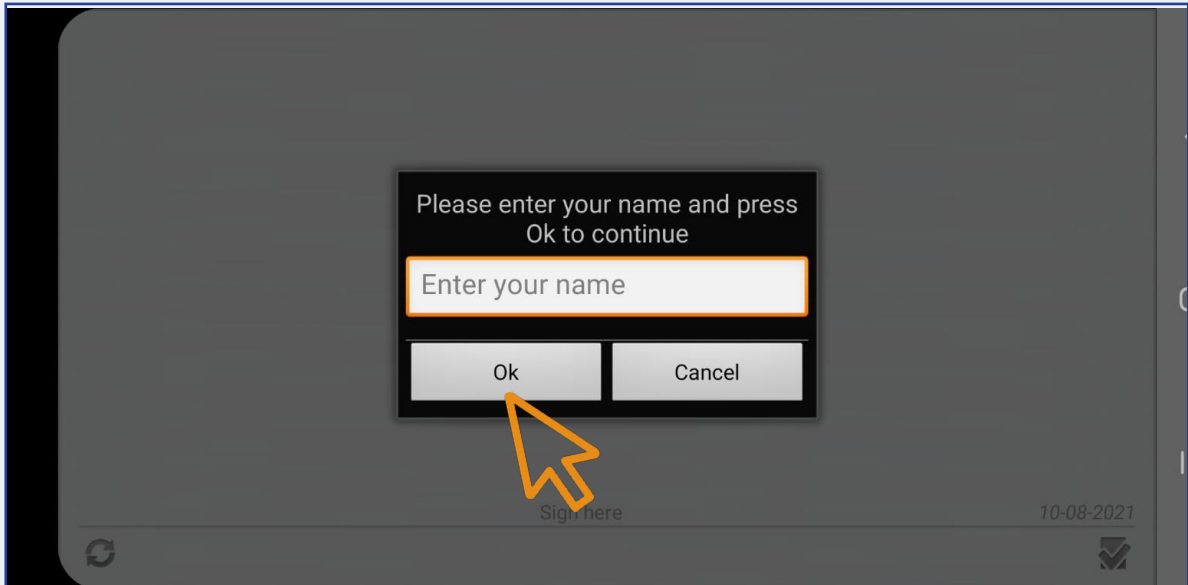
8



Once you have saved the attachment, select 'Submit'.

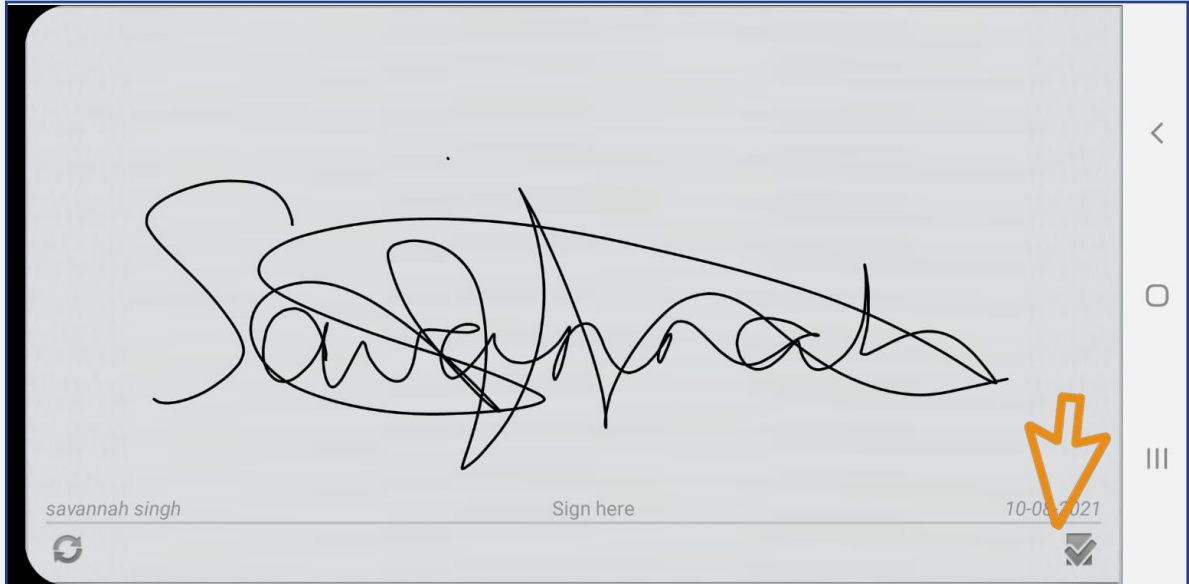
How to attach a signature:

9



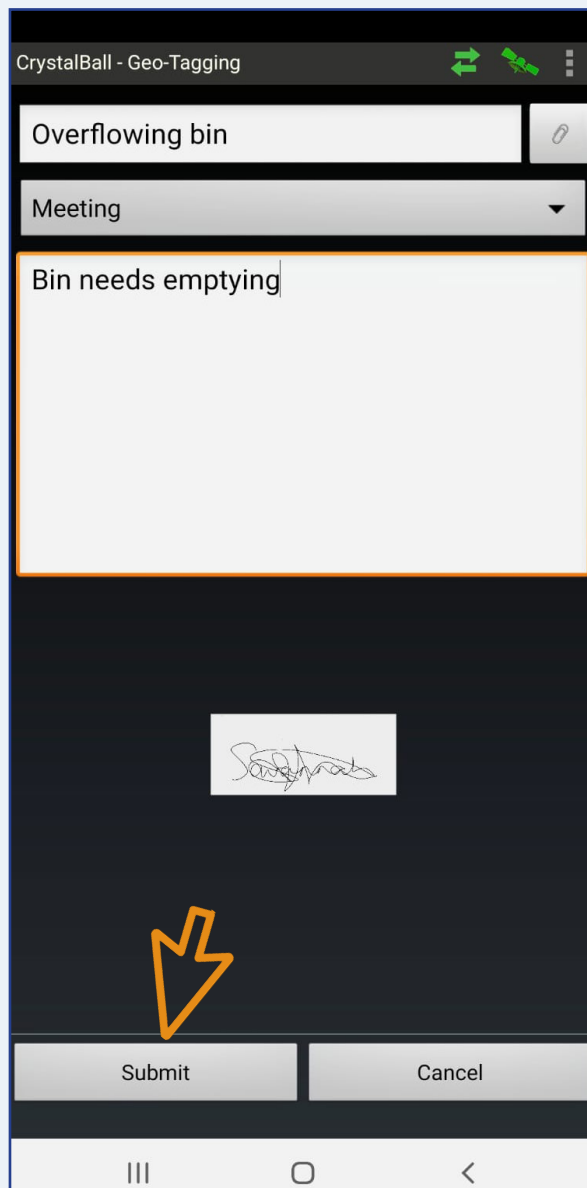
To add your signature, first enter your name and then select 'Ok'.

10



You can then sign in the blank space. Once you have done this, select the tick in the bottom right hand corner.

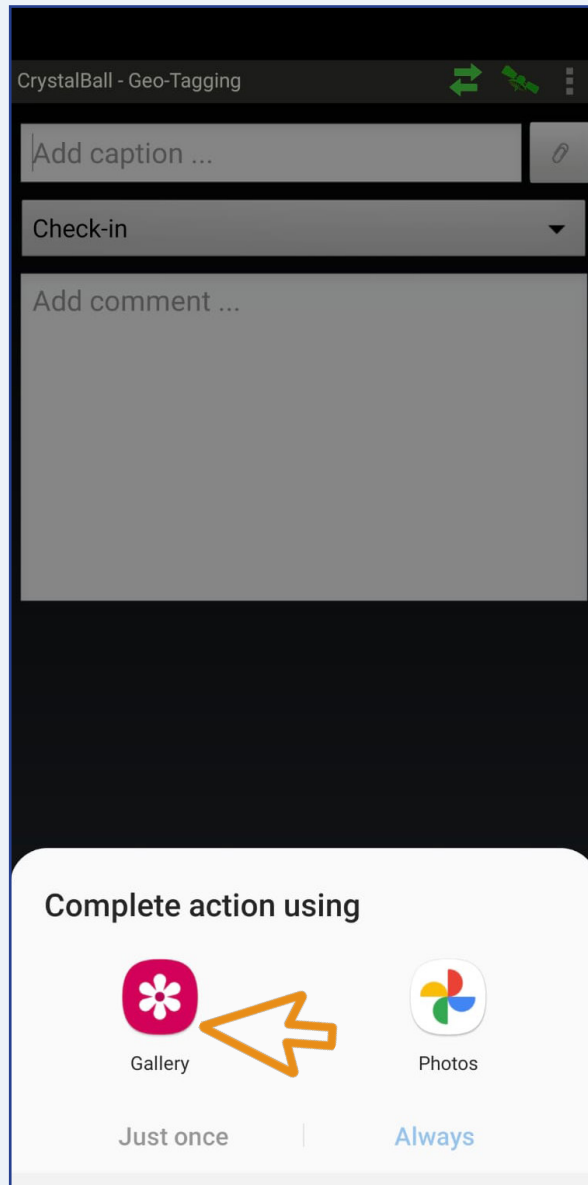
11



Once you have saved the attachment, select 'Submit'.

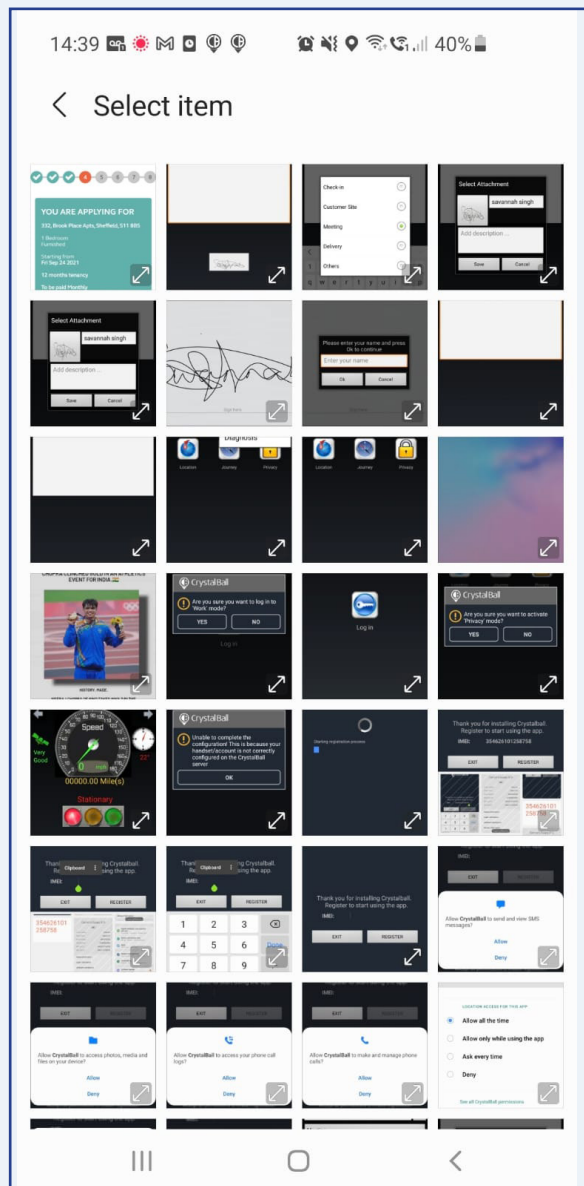
How to attach a photo:

12



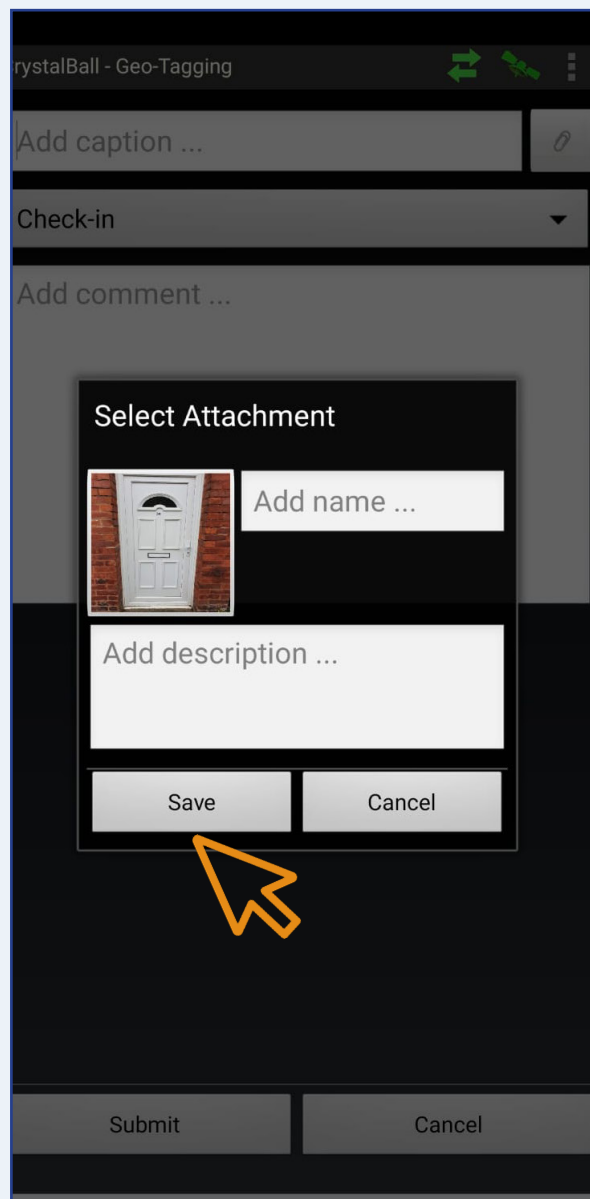
Select 'Gallery' and then 'Just Once'.

13



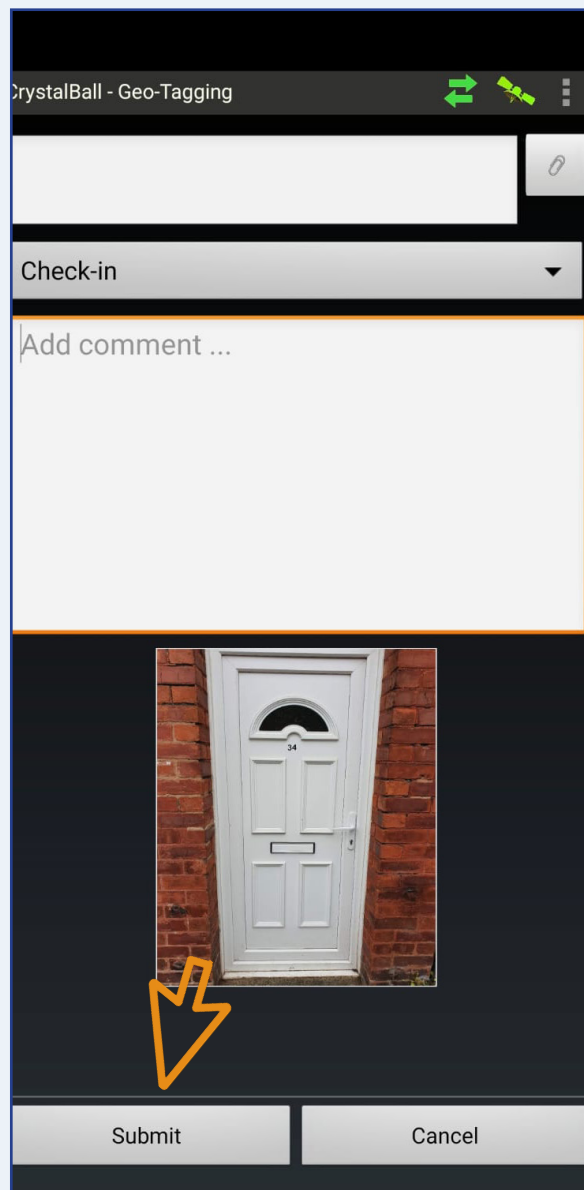
Select the image you wish to attach.

14



You can add a name and description to the attachment, if you wish. Then select 'Save'.

15



Once you have saved the attachment, select 'Submit'.



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