

Dear Customer,

We have just activated the photo function within your WinTree® App. Below you will find all the important information you need to know about using the photo function. Any questions? Please get in touch.

What does the photo function offer?

The photo function in the WinTree® App opens up many possibilities. With this initial introduction of the photo function 1.0 comes the first steps in working with images and linking these with your products in WinTree® via the App. There will be new functionality added in the future.

This version offers:

- Photo viewing.
- Making **new** and linking **existing** photos to the **stock items** or a batch (one or more).
- Sharing a photo with others, for example through WhatsApp and e-mail.
- Immediate availability of the linked photos within WinTree®.

How does the photo function work on a smartphone?

The photo function works on iOS or Android smartphones in the latest software. The photo function is linked to WinTree®, just like the other functions within the WinTree® App. Unlike other photo apps, the photo function does not store the images in the gallery of your smartphone but instead is securely stored in the cloud and linked to an article or a batch in WinTree®.

- ✓ **View a photo**
You can view a photo when an article or batch is selected and have one or more photos linked to it. This is easily and quickly denoted by a colored camera icon. Once in the photo screen, existing photos can be viewed and a new one can be added.
- ✓ **Take a new photo**
If the photo icon is not yet colored, it means that a photo is not yet present. To add an image, choose the camera and take photos. These photos are directly linked to the stock items or a batch, but not stored in the gallery on your own smartphone.
- ✓ **Select a previously taken photo from your own gallery**
It is of course possible that, without using the WinTree® App, a photo was previously taken with a smartphone that is stored in your phone's gallery. With the "gallery" choice, you can select the relevant image or images, link these to the stock or batch and then these photos will be immediately available in WinTree®.
- ✓ **Sharing a photo**
A photo can be shared quickly and easily with apps that are installed on the smartphone such as WhatsApp and e-mail. The addressee receives a link to the photo that has been sent. The company name is displayed via both WhatsApp and e-mail so that the recipient always knows which company the photo is from.

How can the photo be used within WinTree®?

Any photo taken within the App is available to WinTree®. All photos can be viewed and the link of the photo can be used in documents. For example, you may consider using the link in an e-mail or document.

In WinTree® the photo is linked to the assortment or the stock and can be viewed via < Stock items> Maintain stock items or Maintain stock by plant or location. In future versions, there will be further opportunities to maximise the use of these photos within WinTree®.

Who can use the photo function in the WinTree® App?

To be able to use the function on the smartphone, an App user must be authorised to do so. Authorisation and permissions can be selected via app settings in WinTree®.

	User	+	ADM	ANNE	FEMKE	FLEUR	IRIS	JAN
	Password							
	Link device		Link			Link		
App parts								
	Photos		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Picking list		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Contacts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Stock enquiry		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Stock alterations		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How many photos can be saved?

Photos are stored through a cloud solution for which space is reserved on our servers. That space is not unlimited. Every company that stores photos in this cloud solution has a standard space of up to 2 GB. This represents around 5,000 photos. Experience shows that the volume of photos taken increases quickly, leading to the need for a lot more of storage space. It is therefore important to regularly tidy up the photo file so that it remains up to date and sufficient available storage capacity remains. However, if it appears that the storage space is insufficient, it is possible to expand the storage capacity. If this is the case, simply contact us regarding this.

In the coming period we will apply a fair use policy. This means that, for the time being, photos can be taken with the App and are available in WinTree®. This offers ample opportunity to delete old photos and to provide an up-to-date photo library. This period also offers the opportunity to surmise how much storage space is necessary per company. During this period, tips and advice will also be shared to help manage the size and recency of the photo library.

We will provide ample prior notification of the intended cessation of the period in which unlimited photos can be stored.

How is a photo published to a recipient when sharing photos?

As the use of the WinTree® App broadens, it may arise that an employee may use it on their own private smartphone instead of or as well as on a business phone on which they can determine the settings themselves. It is important to understand and manage who has access and how the photos

are shared. When sharing a photo via e-mail, a sent e-mail will be stored in the e-mail account set up on the smartphone. This can be a private e-mail account in the case of the use of private smartphones. The same applies to sharing via WhatsApp. The message is sent in a personal title. To ensure these images and messages are always attributable to and recognizable as coming from your company,, the company name is always included. Tip: if a uniform method of sending and sharing photos is desired, make sure you have good working arrangements and have agreed and set up identity settings with your employee / users of the App.