

How to view and approve an image in Manage.

swift

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Swift Manage is where you can view, sort, search, approve and decline images. It is also where you can add an image to your favourites.

How to view an image in My Community via Manage:

Step 1 - Login to Swift Manage <https://manage.swiftnetworks.tv>

Step 2 - Select Resident Services > My Community.

Use the 'Filter By' and 'Sort By' dropdown menus to filter and sort the Gallery images.



Showing 5 items, Newest First

Filter By Sort By

Use the Search field to search by Title, Description or Tags.

Click the love heart icon in the top right-hand corner of an image to mark it as a favourite. Favourite images will appear first in the slide show on a resident's TV.



How to view an image in My Family via Manage:

Step 1 - Login to Swift Manage <https://manage.swiftnetworks.tv>

Step 2 - Select Resident Services > Residents > Select your chosen resident.

Step 4 - Under the Action column choose the Image icon to view their Resident Gallery.

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Continued. How to view and approve an image in Manage.

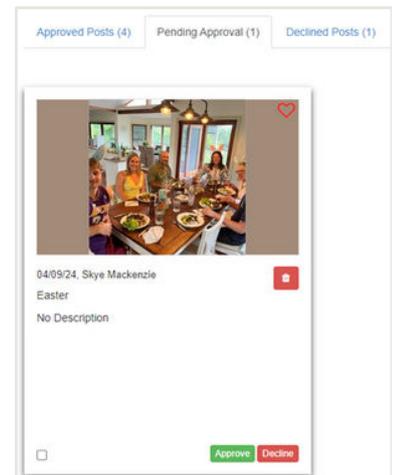
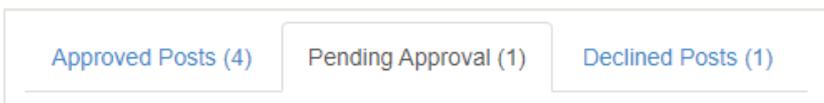
How to approve an image in My Community via Manage:

Step 1 - Login to Swift Manage <https://manage.swiftnetworks.tv>

Step 2 - Select Resident Services > My Community.

Images will display in the Community Gallery under 3 categories:

Approved, Pending Approval or Declined.



Approved - once an image is approved by a staff member, it will appear under this category. The image can be approved in Manage, or via the MFMC app.

Pending Approval - these are posts uploaded to My Community by a resident's family. The photo must be approved by a staff member before it will be available on My Community. To approve an image, select the green Approve button.

Declined Posts - if an image is declined it will move here. To decline an image, select the red Decline button. The image can be declined in Manage, or via the MFMC app.

To delete an image, click on the red bin icon. Delete is a permanent action and cannot be reverted.

