

How to **view** or **delete** an **image** in Swift Manage



Scan the QR code for more user guides.

swift

How to view an image in Manage.

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.

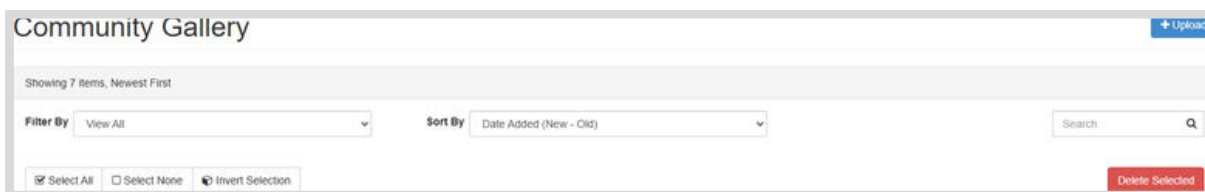
Step 1.

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

Step 2.

Select Resident Services > My Community.

Step 3.



Use the 'Filter By' and 'Sort By' dropdown menus to filter and sort the Gallery images. Use the Search field to search by Title, Description or Tags.

Step 4.



Optional - Click on the heart icon in the top right-hand corner of the image to mark it as a favourite.

Favourite images will appear first in the slide show on the resident's TV.

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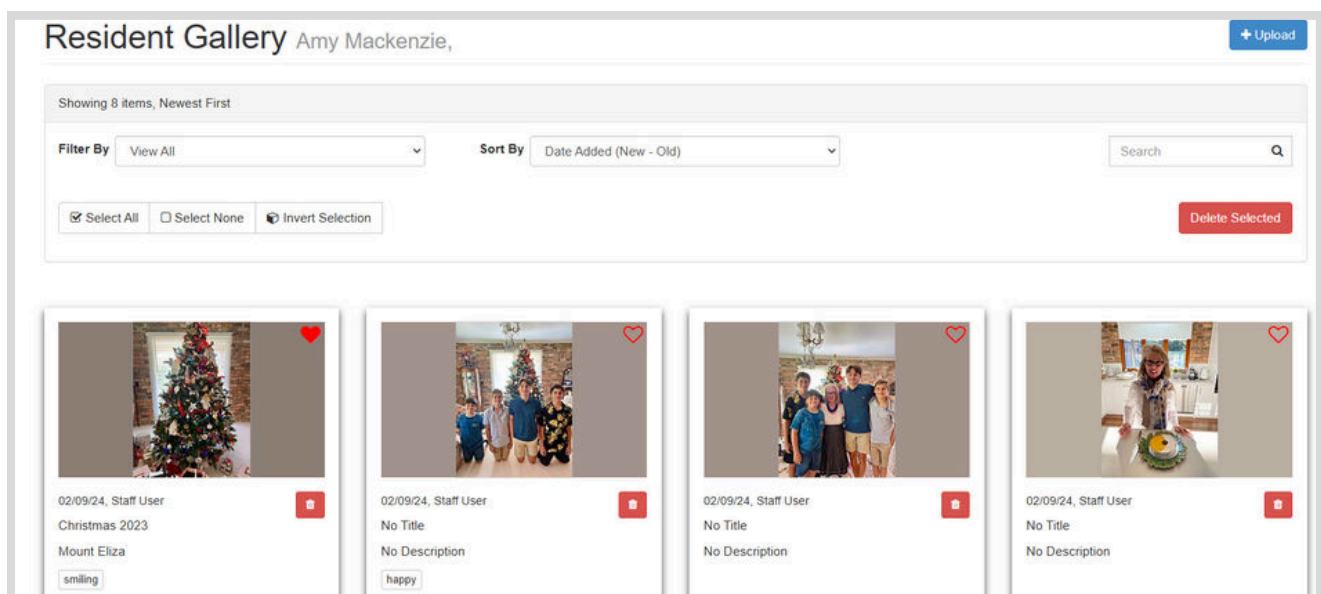
Step 1.

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

Step 2.

Select Resident Services > Residents > Select your chosen resident.

Step 3.



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

To delete an image, press the red rubbish bin icon

