Sammy's Web Works
Sammyswebworks.com

NOTE: RENAME YOUR IMAGES BEFORE YOU UPLOAD THEM TO THE PERSON'S NAME. IT'S EASY TO DO JUST RIGHT CLICK ON THE IMAGE ON YOUR PC OR LAPTOP AND CLICK ON 'RENAME.' THIS WILL ALLOW YOU TO FIND THEM EASILY IN 'SEARCH' ON THE WEBSITE.

I.   **Signing in:** Go to 'Member Login' at the upper menu and click on it then enter your username or password…you can use your email address for username or username you created when creating your account, either will work. Then enter your password to have access to 'upload pictures' and 'Pictures.' You cannot get into 'upload pictures' or 'Pictures' until you are logged in. ***When leaving be sure to log out.***

II.   **Uploading pictures:** After you are logged in you can upload images. When you upload images, you are asked to 'categorize' your image and to use 'tags.' For the category just use 'Bad Tenants' as they all will be people you want to stay away from renting. 'Tags' are keywords that you use to help search the image. As you look on the pictures page you will see above the images search options, one is 'tags' and one is 'Name', you will search by putting the keyword in the appropriate text field…either 'tags' or 'Name.' You can also add a 'description of the image you are uploading. You can either use the 'upload' button on the uploads page or your can 'drag and drop' the image from your laptop or pc, whichever you are more comfortable doing. Watch the green progress bar at the bottom of the page when you upload to finish turning green indicating it's finished. Then go to 'Pictures' in the upper menu to see your uploads(s).

III.   **Viewing your pictures to give more information:** Once you have opened 'Pictures' you should see the images you uploaded, click on the image you want, and it will enlarge on another page for you to do some things. Now, you can make a comment concerning the picture you want other renters to know about the problemed tenant. You can also upload any pertinent documents as an attachment to the image you uploaded, remember … ***no social security numbers and please don't use any bad language, it's not necessary to make your point and it may offend other users.*** Other users that look at your post can respond to you for questions and you can reply back, this is a good way to compare notes. When you want to lookup a potential tenant and see if he/she is listed, just type their name in the text field at the top that says 'Name' and then click on the search button. I would add in the description when uploading the image add things pertinent to the tenant as some could have the same name. Maybe, a date of birth in this format 1/01/1990 so everyone will be on the same page, or maybe a driver's license number, but please ***no social security numbers.***