

UTRACON OASIS

Company Trip – Photo App (User Guide)



1. Overview

The trip photo app collects everyone's photos into one company album and runs the group photo contest. It runs in your phone's browser; there is nothing to install from an app store.

Photos you upload go to your group's album. During the trip only your group and the committee can see them. The full collection is kept by the company afterwards.

Who does what

Role	In the app
Participant/Members	Sign in with the group code. Upload photos. Spend 5 hearts on your group's best shots.
Group captain / vice-captain	As above, plus: choose and submit the group's final five contest photos before the deadline.

How the contest works

- 1. Upload** - Take photos during the trip. They go to your group's album.
- 2. Shortlist** - Each member gives 5 hearts to the photos they like. The most-hearted rise to the top.
- 3. Submit** - The captain selects the final 5 photos that best fit the three themes.

The three themes

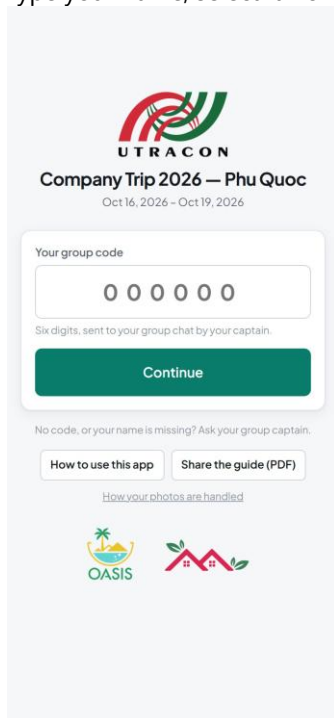
Theme	What to capture
Behind the Scenes	Funny, unexpected, candid or lesser-seen moments from the trip.
Our Journey, Our View	The beauty of the destination with at least 5 people in the photo. They can be from any group.
Together, We Make Memories	Fun, friendship, laughter and togetherness — our people enjoying the journey.

2. Getting started

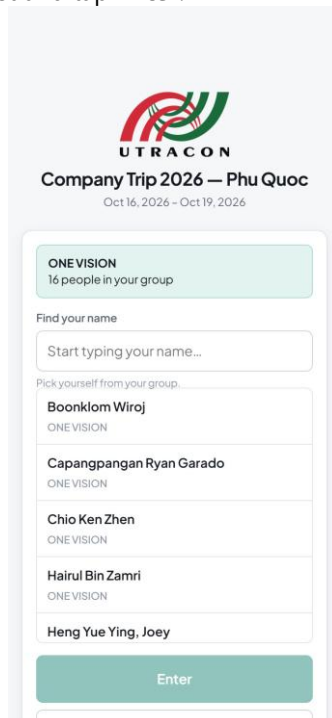
Sign in

You need **the 6-digit group code** from your captain. You sign in once; the phone remembers you.

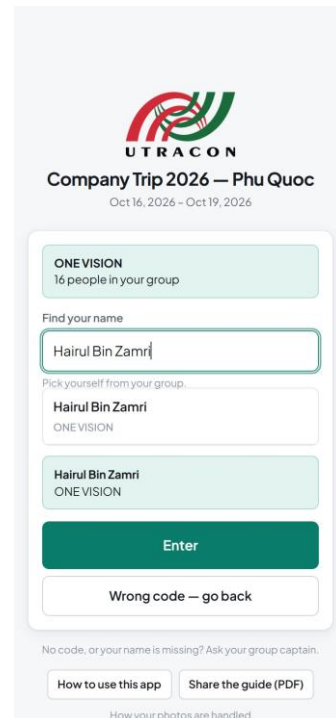
1. Open <https://trip.utracon.com> in Safari (iPhone) or Chrome (Android).
2. Enter the group code and tap **Continue**.
3. Type your name, select it from the list and tap **Enter**.



Step 2 - enter the group code



Step 3 - find your name

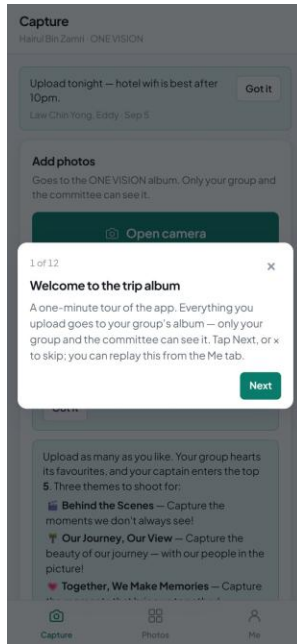


Step 3 - select it and tap Enter

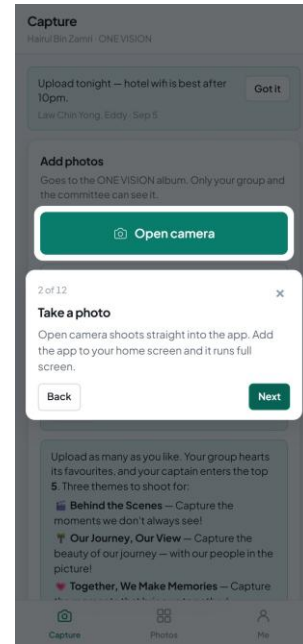
Important - The code is shared by your **whole group**, but you **must select your own name**. Your uploads and hearts are recorded under it.

First-time tour

After your first sign-in, a short tour points out each part of the app. Tap **Next** to continue or **x** to skip. To see it again, go to **Me** → **Show me around**.



The tour starts automatically

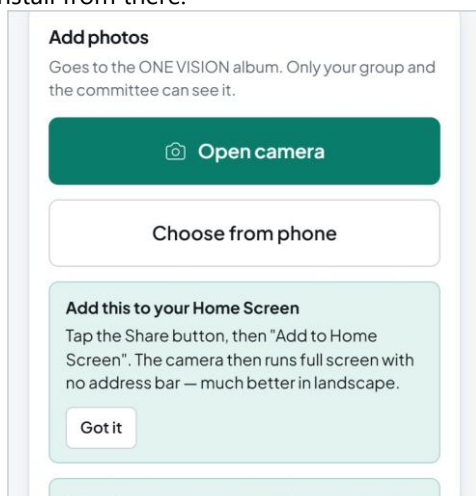


Each step highlights one control

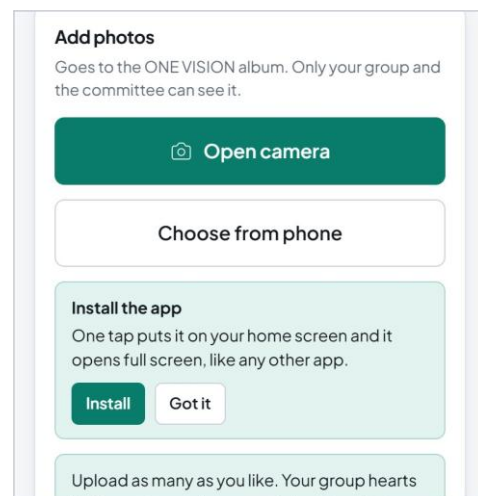
Install on your phone

Installing puts the app on your home screen and opens it full screen. The Capture tab shows the instructions for your phone.

- **iPhone:** tap the Share button, then **Add to Home Screen**, then **Add**.
- **Android:** tap **Install** in the box on the **Capture tab**.
- **Link opened from WhatsApp:** the chat app's built-in browser cannot install apps. Tap Open in **Chrome/Safari**, then install from there.



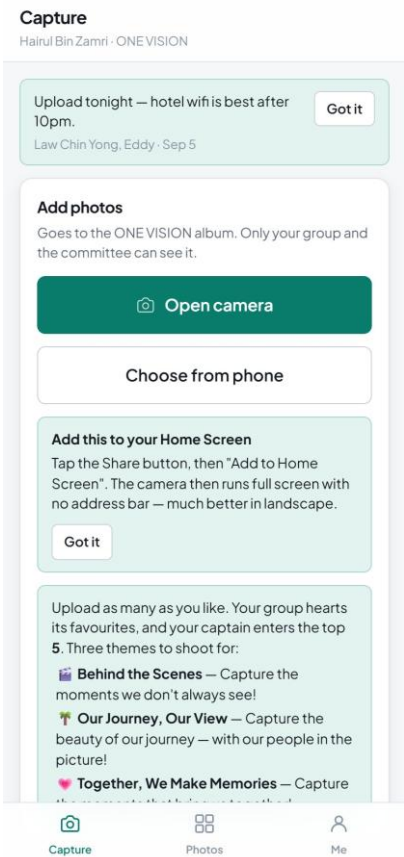
iPhone



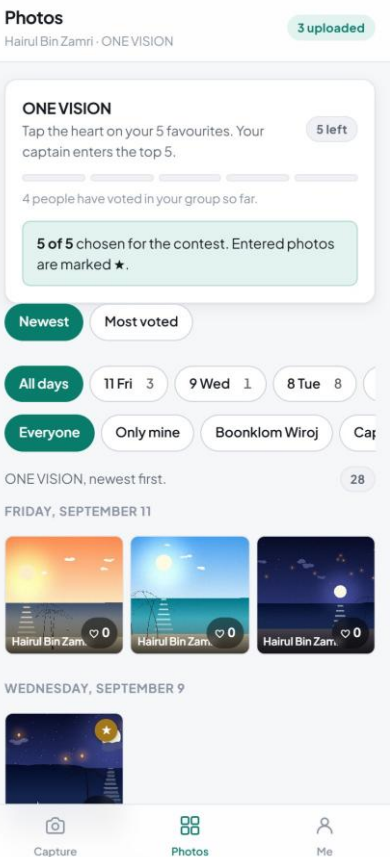
Android

3. The app at a glance

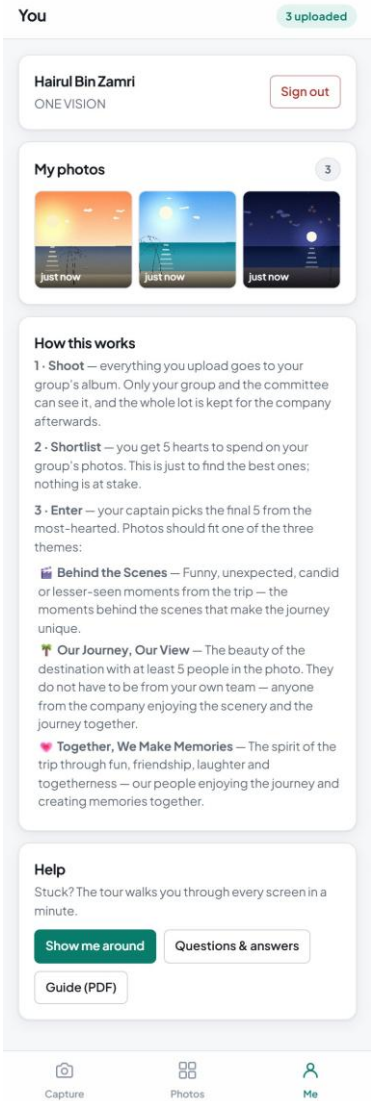
Tab	Purpose
Capture	Take or select photos and monitor uploads.
Photos	Your group's album. Give hearts. Captains select the final five here.
Me	Your own uploads, help, and sign out.



Capture



Photos



Me

Notices from the committee appear at the top of the Capture tab. Tap **Got** it to dismiss a notice.

4. Uploading photos

Add photos

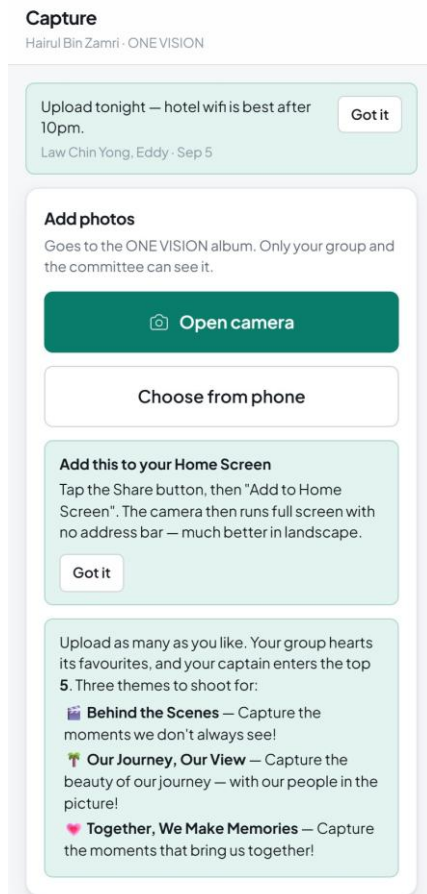
Open camera — take a photo directly in the app.

Choose from phone — select photos already on your phone. Multiple selection is supported. Videos are accepted. Photos appear in the **Uploads** card at the bottom of the Capture tab and are sent to your group's album.

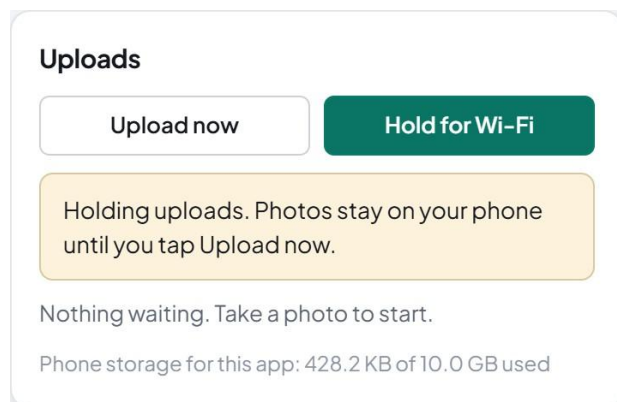
Upload modes

Upload now (default) — each photo is sent immediately.

Hold for Wi-Fi — all photos, including camera shots, stay on your phone until you tap the green **Upload** button. Use this on roaming data.



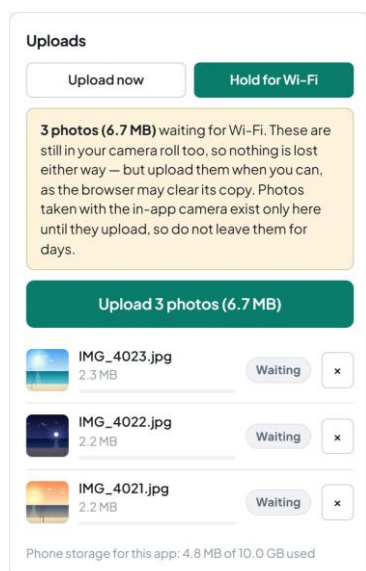
The Capture tab



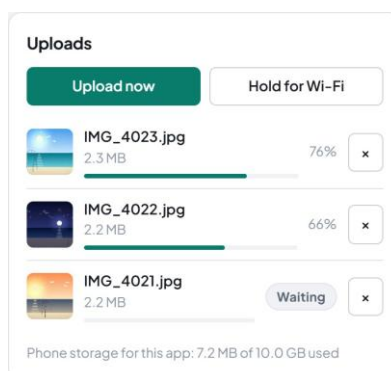
The Uploads card and its two modes

Step by step

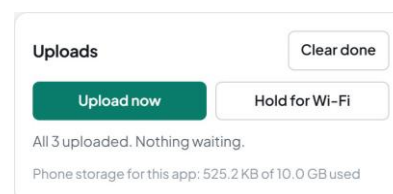
1. Tap **Choose from phone** and select your photos. They appear in the Uploads card as **Waiting**.
2. In Hold mode, tap **Upload N photos** when you are on Wi-Fi. In Upload now mode, this happens automatically.
3. Each photo shows a progress bar and percentage. Keep the app open until they finish.
4. The card shows **All uploaded** when done. Tap **Clear done** to clear the list.



Steps 1–2 — photos waiting



Step 3 — upload in progress



Step 4 — complete

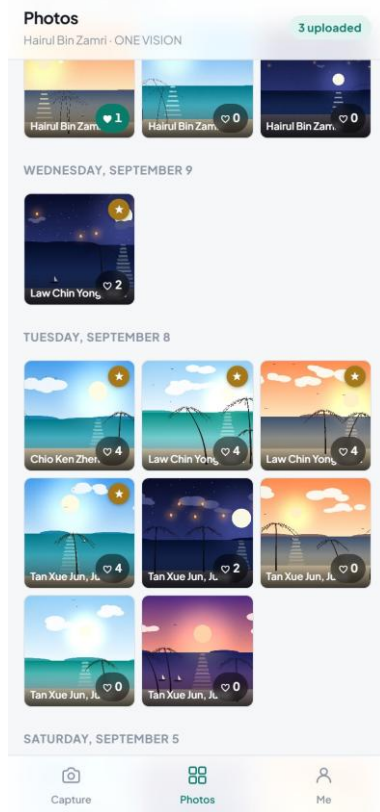
Note - Queued photos are kept on the phone if the app is closed or the connection drops; they resume when you reopen the app. If a photo show **Failed**, tap **Retry failed**.

- There is no upload limit.
- Your name is shown on every photo you upload.
- To delete one of your own photos: **Me**, open the photo, tap **Delete**.

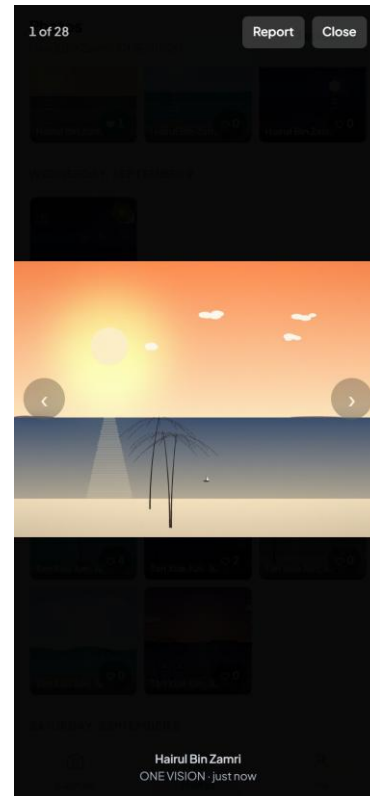
5. The album and the shortlist

Browse the album

The **Photos** tab shows your group's photos, newest first. Use the chips to sort by **Most voted**, or filter by day or by person. Tap a photo to view it full screen; swipe to move through the album. Tap **Report** to ask the committee to remove a photo.



The album

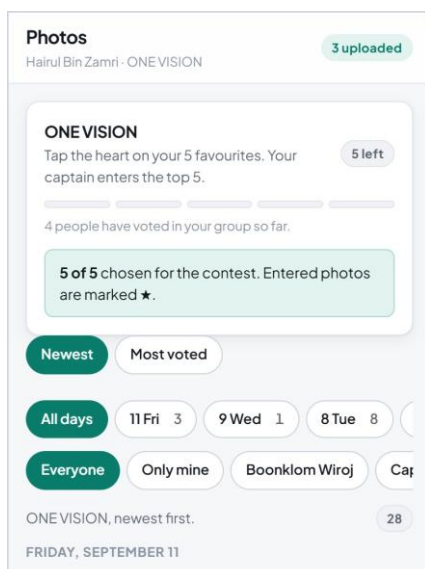


Full-screen view

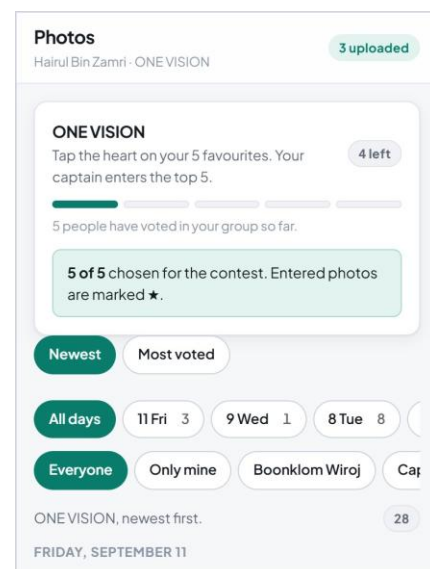
Give hearts

Each member has **5 hearts** for their own group's photos. Hearts show the captain which photos the group prefers.

1. Tap ♥ on a photo. The heart fills and the count increases.
2. Tap a filled heart to remove it.
3. The card at the top shows the remaining hearts and how many members have voted.



5 hearts remaining

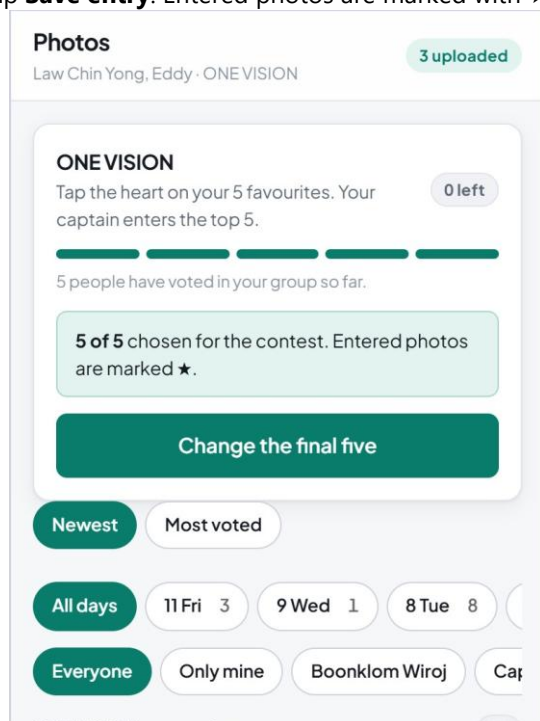


One heart given

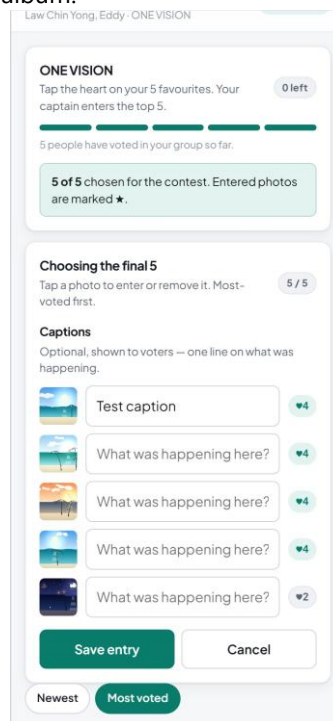
6. Captains: submitting the final five

Captains and vice-captains select the five photos that represent the group in the contest.

1. On the **Photos** tab, tap **Choose the final five**. The album re-sorts with the most-hearted photos first.
2. Tap a photo to add it. A number shows its position. Tap again to remove it.
3. Add an optional one-line caption for each photo.
4. Tap **Save entry**. Entered photos are marked with ★ in the album.



Choose the final five



Selection and captions

7. Troubleshooting

Problem	What to do
The camera button does nothing	Open https://trip.utracon.com (with https). Allow camera access when asked, or use Choose from phone .
A photo stays on "uploading"	Leave the app open; it retries automatically. If it shows Failed , tap Retry failed . Nothing is lost by closing the app.
I want to save mobile data	Tap Hold for Wi-Fi on the Capture tab and upload at the hotel.
Android says the app cannot be installed	The page is open inside a chat app. Open trip.utracon.com in Chrome and tap Install .
I cannot see other groups' photos	By design. You see your own group; the committee sees all groups.
No hearts left	Tap a filled heart to take it back.
I uploaded the wrong photo	Me , open the photo, tap Delete . To report someone else's photo, open it and tap Report .
I was signed out	Sign in again with the same code and name. Everything is retained.
Wrong code, or my name is missing	Check the code with your captain; eight wrong attempts trigger a short lock-out. Missing names are added by the committee.