

# How to view or delete an image in Swift Manage



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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.

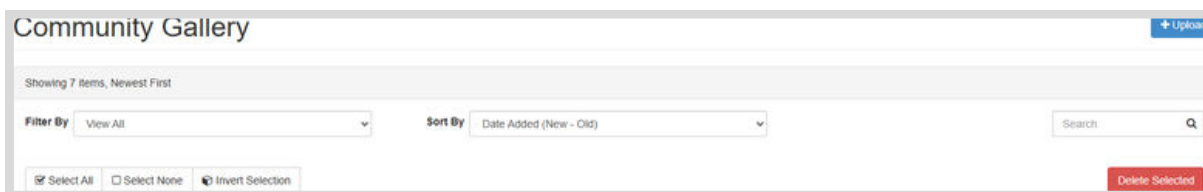
### Step 1.

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.



Resident Gallery Amy Mackenzie, + Upload

Showing 8 items, Newest First

Filter By View All Sort By Date Added (New - Old) Search

Select All  Select None  Invert Selection Delete Selected

02/09/24, Staff User  
Christmas 2023  
Mount Eliza  
smiling

02/09/24, Staff User  
No Title  
No Description  
happy

02/09/24, Staff User  
No Title  
No Description

02/09/24, Staff User  
No Title  
No Description

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

To delete an image, press the red rubbish bin icon

