Submissions Page and Photo Gallery

Reference Guide

Document Details

Document #: OERG00006_261020

Release Version: 26.10.31

Last updated: October 2026

System Requirements

- For system and browser requirements, click here: Ops Execution Knowledge Base/System Requirements
- Ops Execution supports all new browser versions within 7 days of release and maintains support for the last 2 releases of each browser. ⛔ **Internet Explorer is NOT supported.**

Overview

This guide includes the details for navigating to the Submissions page and utilizing the new photo Gallery feature for Ops Execution, which is designed to transform how you manage photo evidence for your locations' submissions. Instead of a "scavenger hunt" through thousands of images, the submissions page and gallery are now decision-making tools to help prioritize which stores need attention right now, solving these core challenges:

- **Identify pencil-whipping red flags right on the *Submissions* page.** Customize and reorder exactly the columns you care about, and carry those same filters through to Excel exports. Less time hunting through raw data, more time acting on what matters.
- **Skip straight to problems**. The *Gallery* flags blurry and dark photos for you with a red badge. No more scrolling through hundreds of images per store.
- **Everything in one glance.** Photo, location, and context together - no more clicking around to piece it together..

Users: Managers, Admins, and Owners who review photo submissions in Ops Execution Web

Frequently Asked Questions

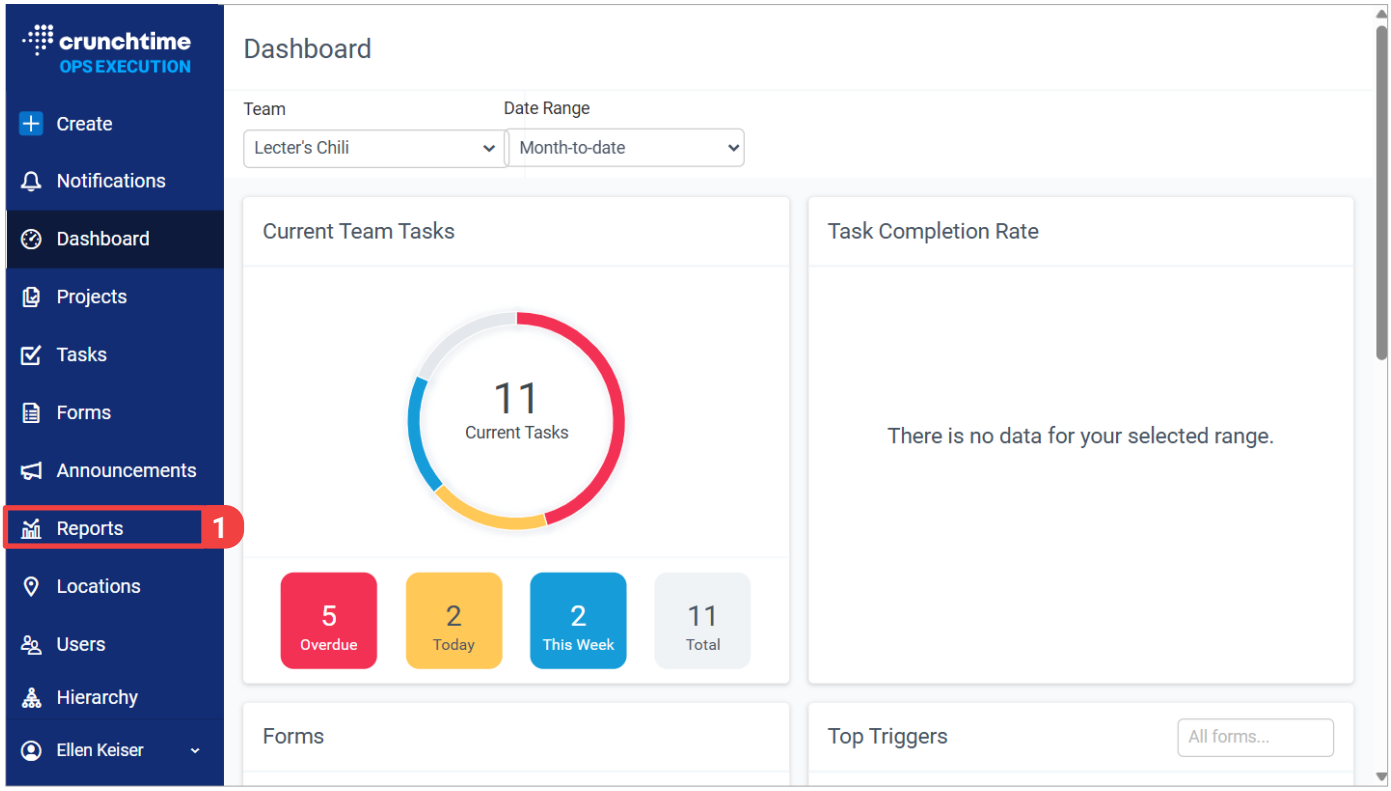
Download the latest version of this document here:
https://links.crunchtime.com/OERG-SubmissionsandGallery
… or scan the QR code to the left.

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Ops Execution

Navigate to the Submissions List Page

Ops Execution (Web) > Dashboard



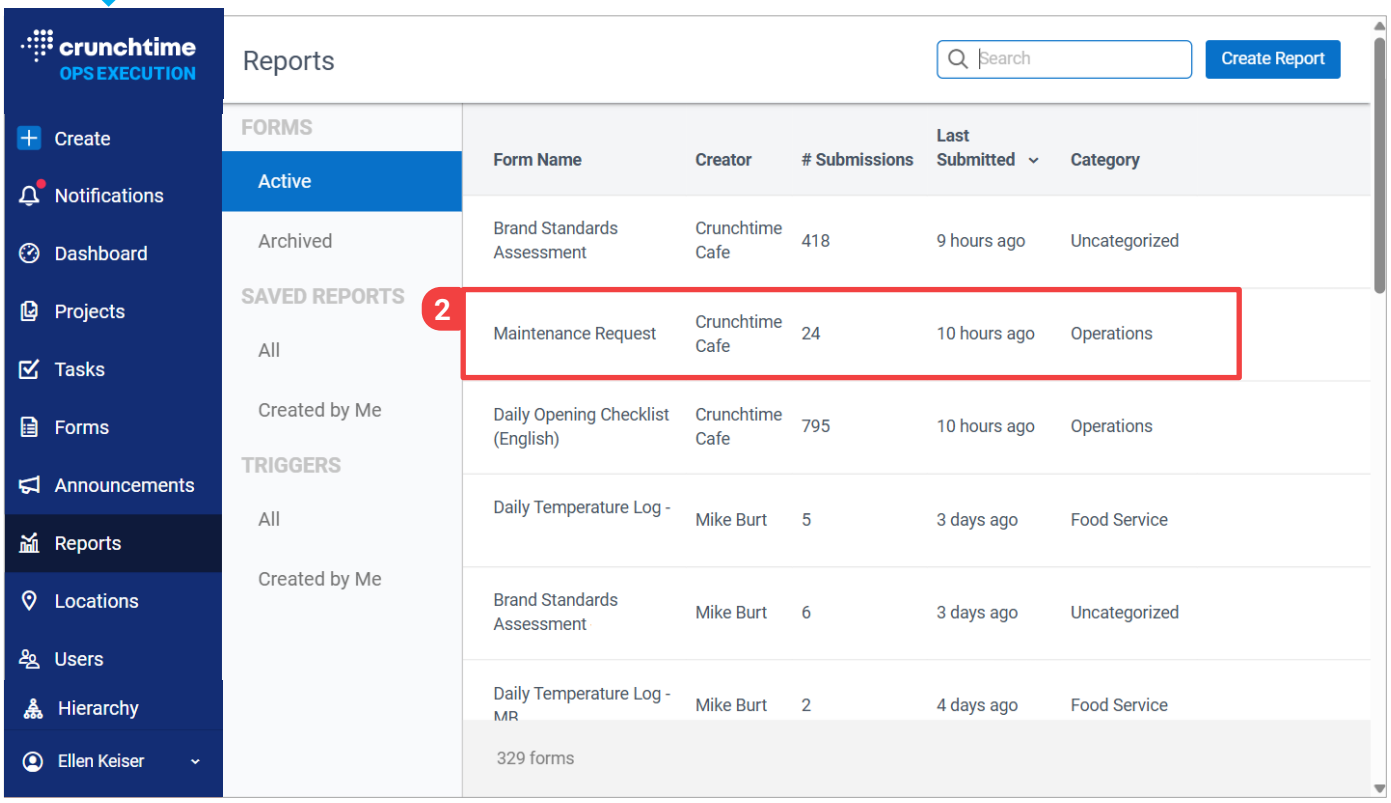
1 On the Dashboard, select *Reports* from the menu panel to navigate to the *Reports* page.

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Navigate to the Submissions List Page

(Continued)

Ops Execution (Web) > Dashboard > Reports



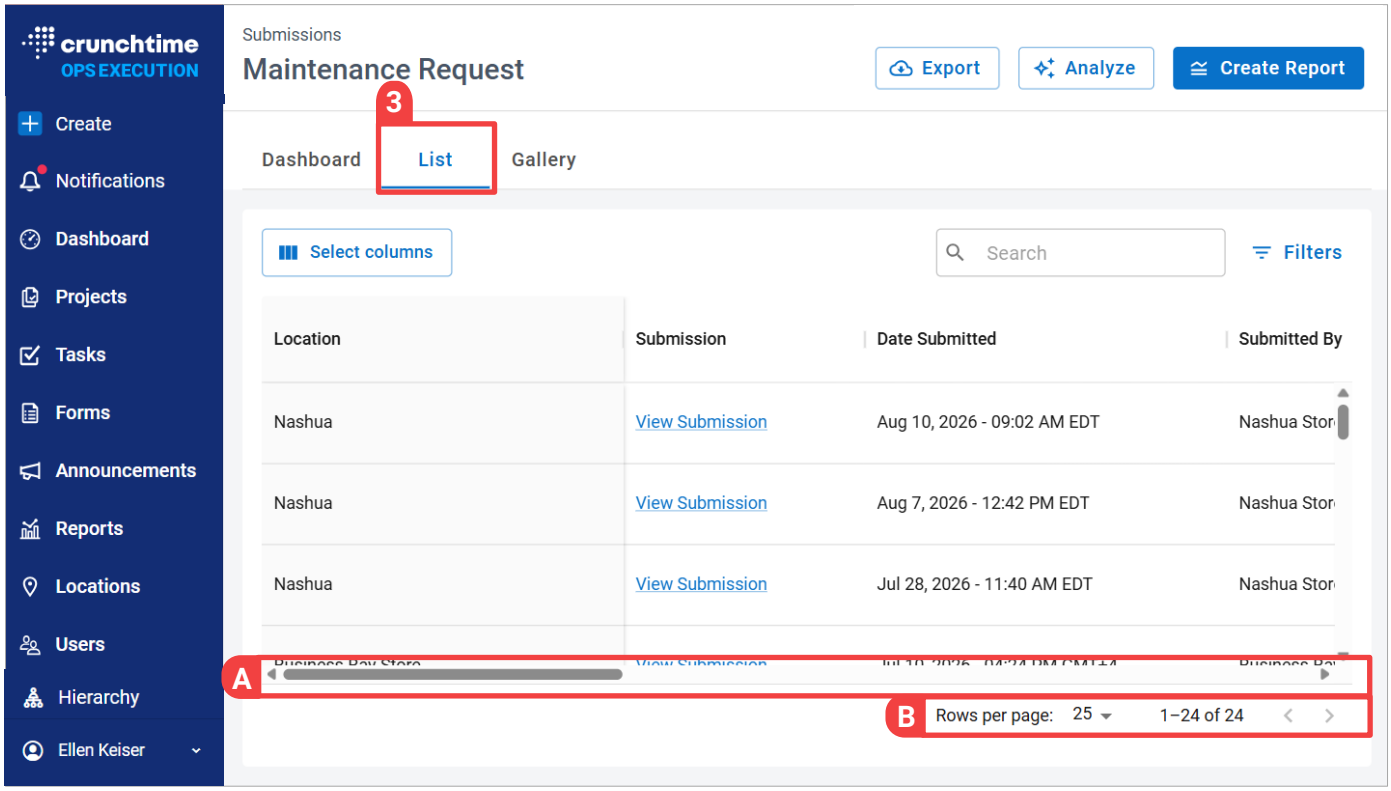
2 From the *Reports* page, select a form under *Form Name*. For this example, we'll use *Maintenance Request*.

(Continued)

Navigate to the Submissions List Page

(Continued)

Ops Execution (Web) > Dashboard > Reports > Submissions > List



3 This is the *Submissions List* view, which shows all submissions for this *Maintenance Request* form. Columns include:

- Location - always stays pinned on the left
- Submission (with link)
- Date Submitted
- Submitted By
- Distance from Location (miles) – helps identify pencil whipping
- Time to Complete – helps identify pencil whipping
- Other questions specific to that form
- Any photos, videos or notes associated with the form submission

A Use the scroll bar to scroll right to see all of the columns and data available for the form submissions.

B You can show 25, 50, or 100 submissions per page, and the page shows a total count.

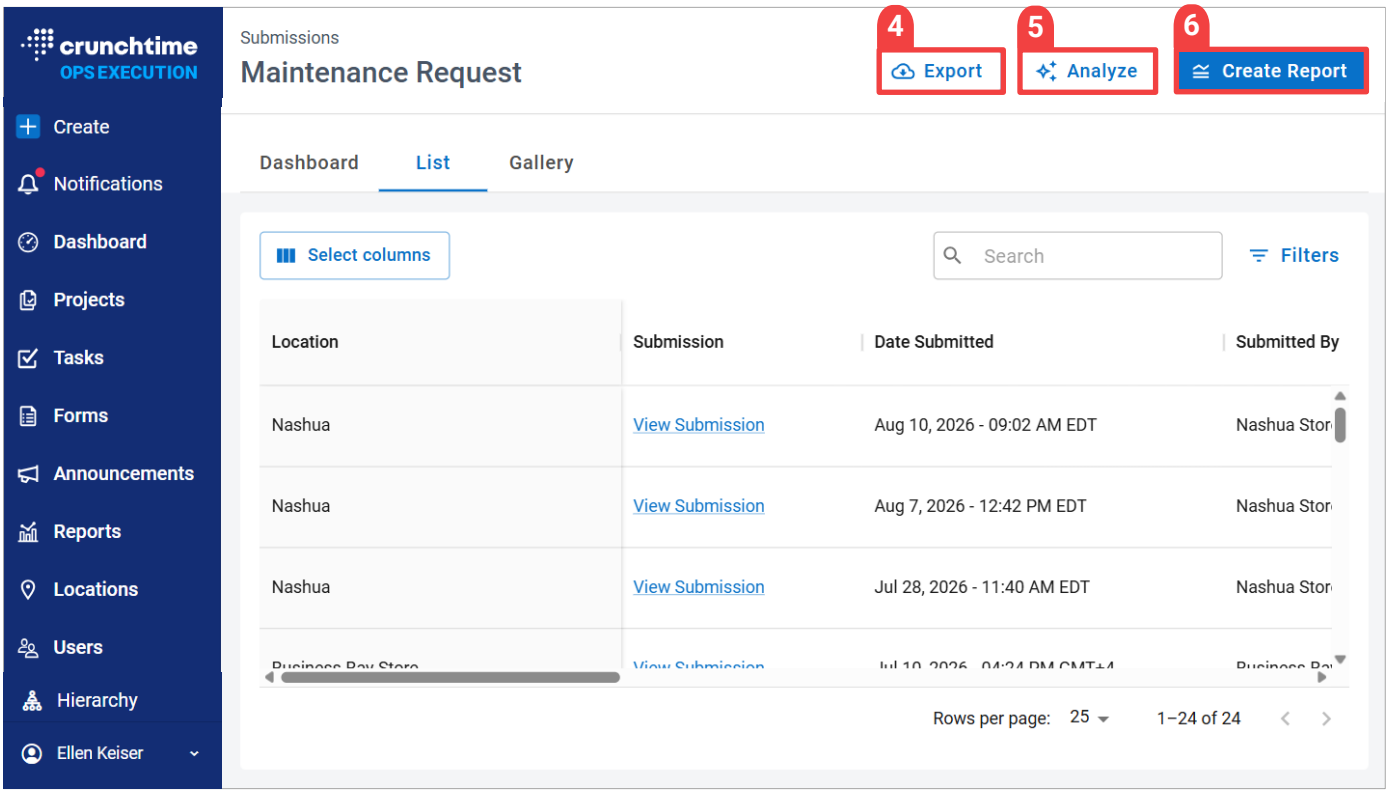
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Navigate to the Submissions List Page

(Continued)

Ops Execution (Web) > Dashboard > Reports > Submissions > List



4 Clicking *Analyze* runs an AI-driven review of up to 3,000 submissions at once - whatever set you've filtered down to for that form and surfaces which stores have execution issues.

5 Export (Excel format, selected or all columns) is emailed to you. You can't pick another recipient from the *List* page.

6 Selecting *Create Report* is a direct shortcut to the *Form Report* page where selections for scope, columns, filters, recipients, and a schedule are made on one page.

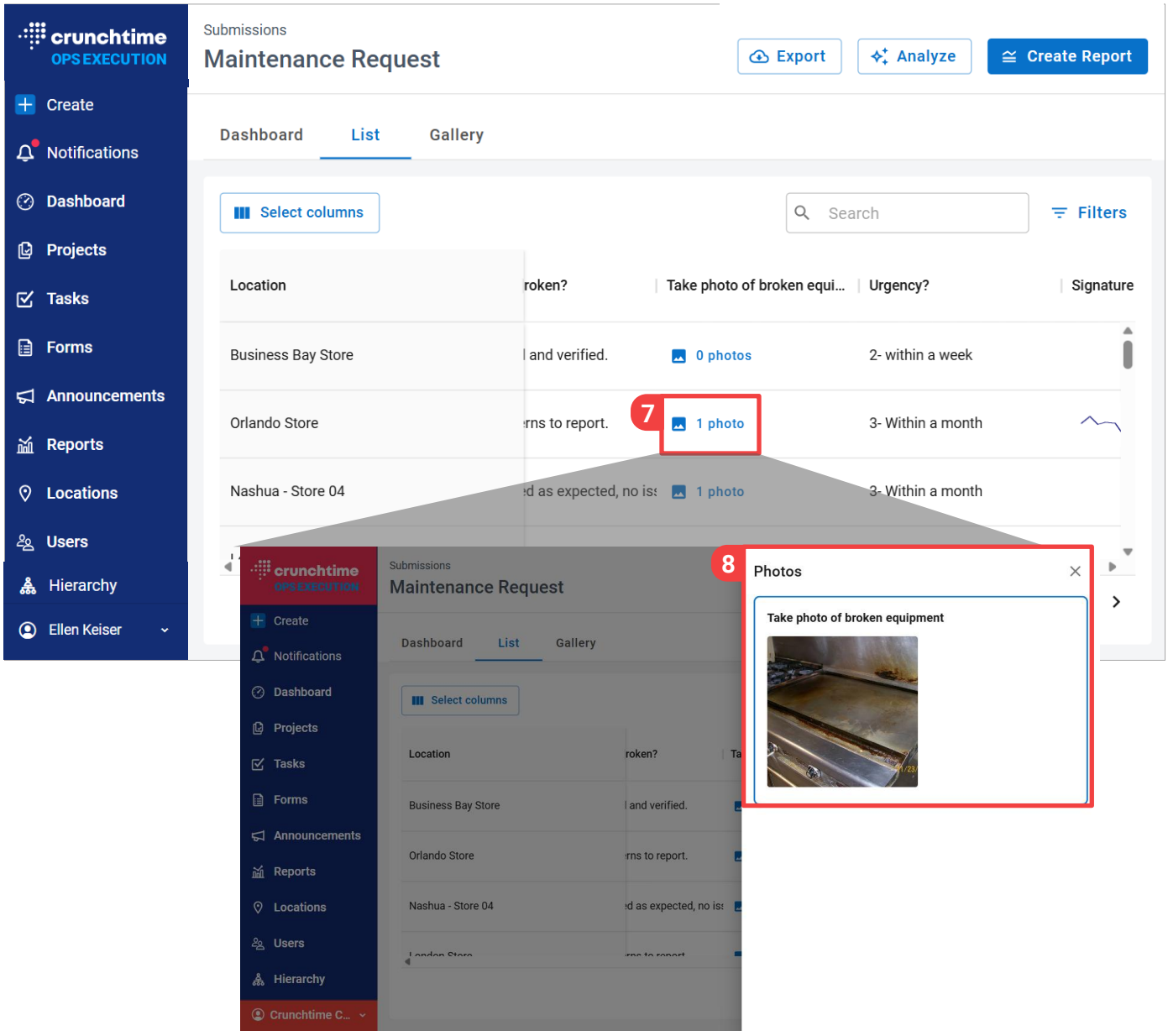
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Navigate to the Submissions List Page

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Ops Execution (Web) > Dashboard > Reports > Submissions > List > Photo Submission



7 Select the photo icon for any submission to see a mini gallery of the photo(s) without leaving the *Submissions* page.

8 The corresponding question also appears with the photo(s). Click on any of the photos to zoom in and see more details about who it was submitted by and where and when it was submitted.

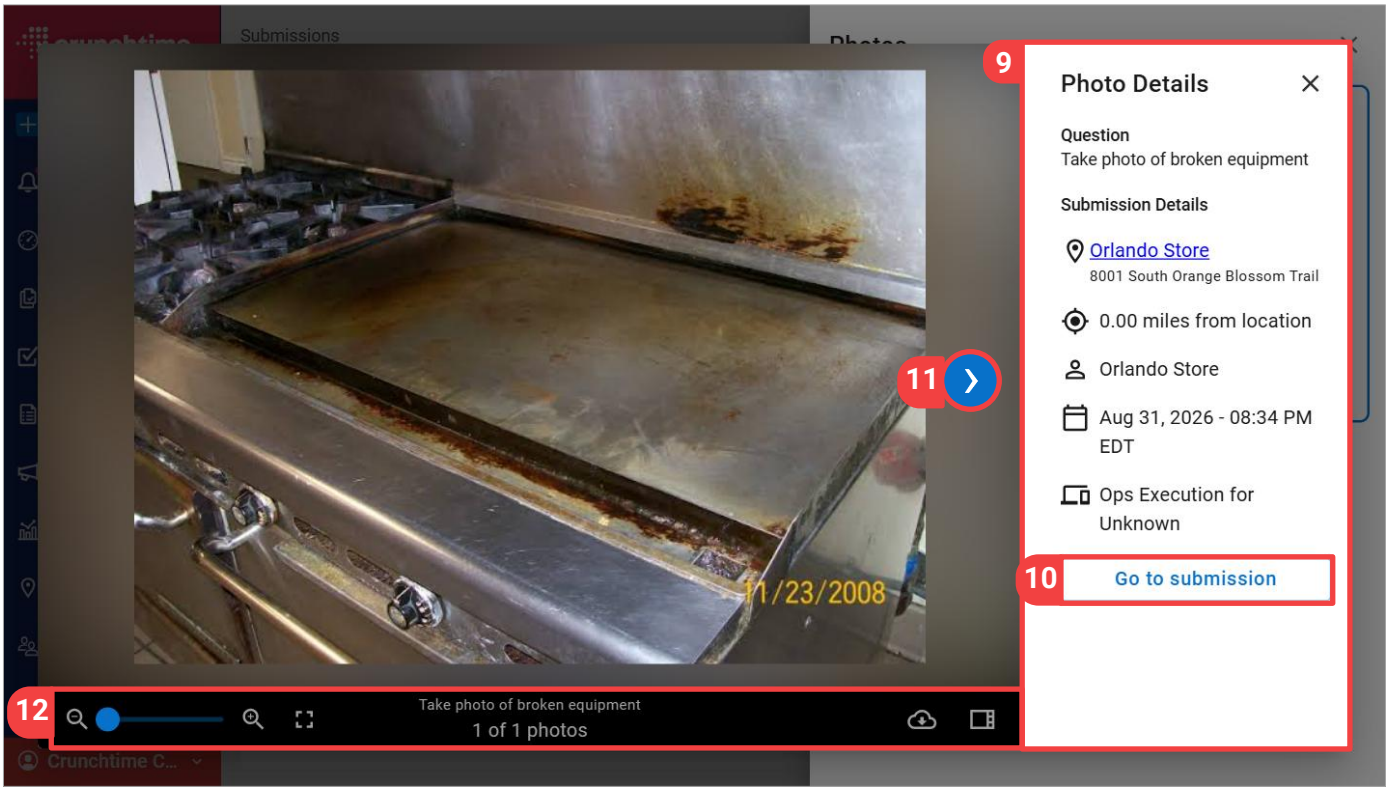
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Navigate to the Submissions List Page

(Continued)

Ops Execution (Web) > Dashboard > Reports > Submissions > List > Photo Submission > Photo Details



9 *A Photo Details* pane appears when you click on a photo or video in the *Gallery*. It gives a snapshot of the submission details related to the photo, including the location name, distance from location, the submitter, the date and time of the submission, and the type of app (web or mobile) used for the submission.

10 The *Go to submission* button links to the original form submission the photo was submitted with.

11 The blue dots with arrows allow navigation to the next or previous photo in the gallery without having to return to the *Gallery* page.

12 Use tools in the viewer to (from left to right): zoom in or out, see fullscreen, download, or to hide the side panel and make photo the full width of the viewer. The counter reads "Submission x of y, Photo a of b". If a photo can't load or download, you get a message with a *Retry* button.

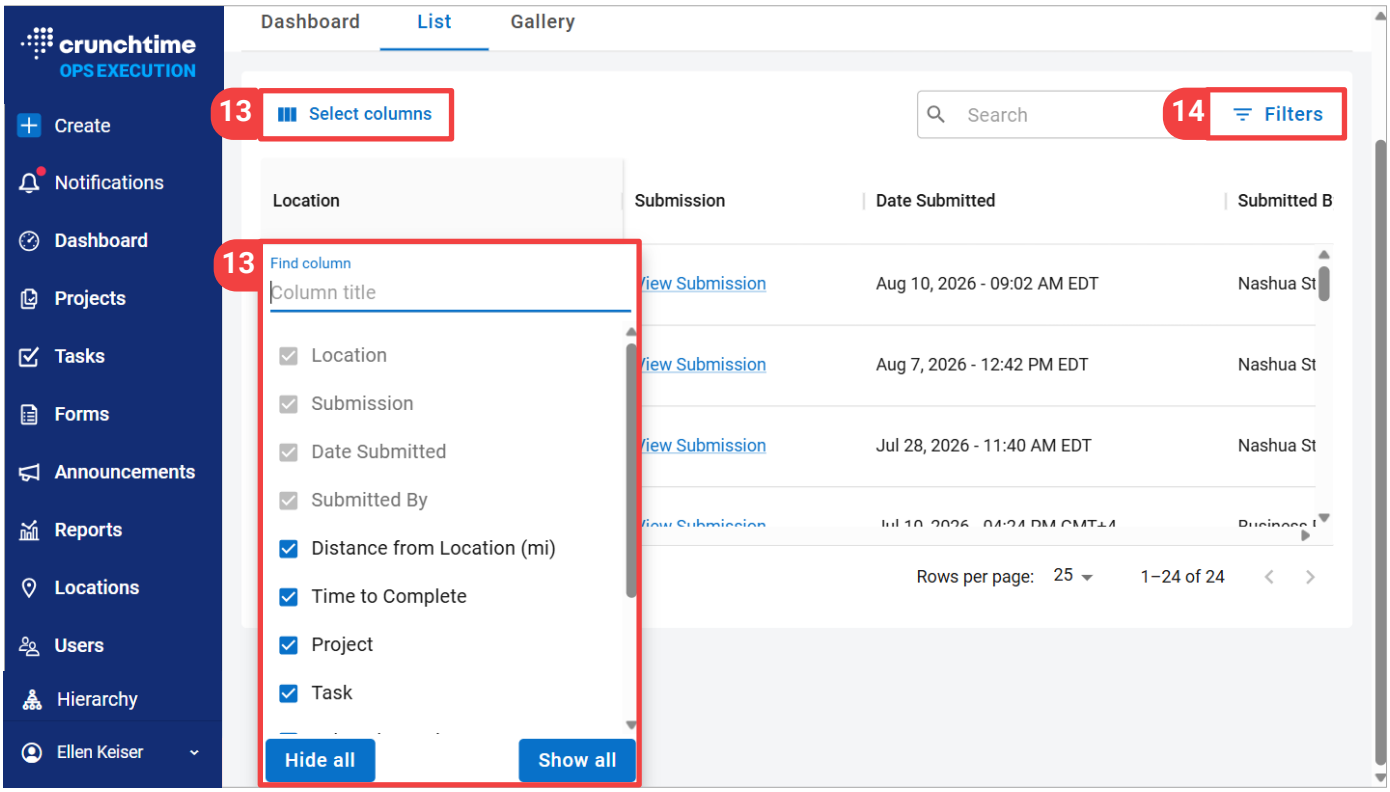
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Navigate to the Submissions List Page

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Ops Execution (Web) > Dashboard > Reports > Submissions > List > Select Columns



13 *Select Columns* allows customization of the view on screen instead of displaying everything. By default, the view auto-selects the first 20 fields, but you can pick exactly the ones you care about. Three columns can never be hidden are grayed out – *Location, Submitted By* and *Date Submitted*, so those always stay visible regardless of what else is selected. It's also possible to *Hide all* or *Show all* options based on preferences.

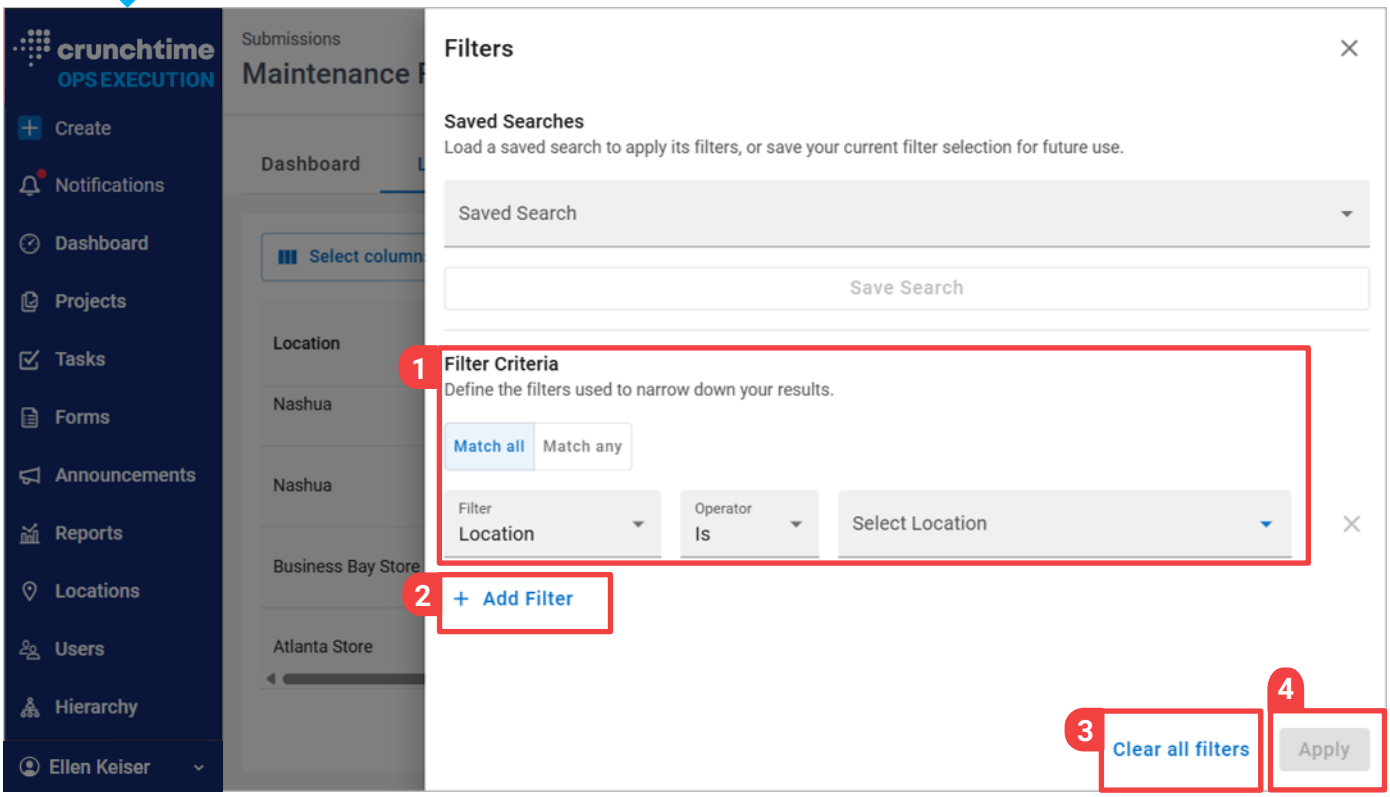
14 Select *Filters* to open the filter drawer and narrow down the data using *Filter Criteria*.

(Continued)

Ops Execution

Apply Filters on the Submissions List Page

Ops Execution (Web) > Dashboard > Reports > Submissions > List > Filters > Filter Criteria



1. Narrow your results by selecting filters to zero in on exactly the information you need. There are new date options such as this quarter, this year, and not between.
2. Use *+ Add Filter* to further focus your search using multiple criteria.
3. Easily *Clear all filters* by selecting this option.
4. Select *Apply* to filter the list for the current session. When you see your results on the *Submissions List* page, your active filters appear as chips above the results. Simply click the X to remove a filter.

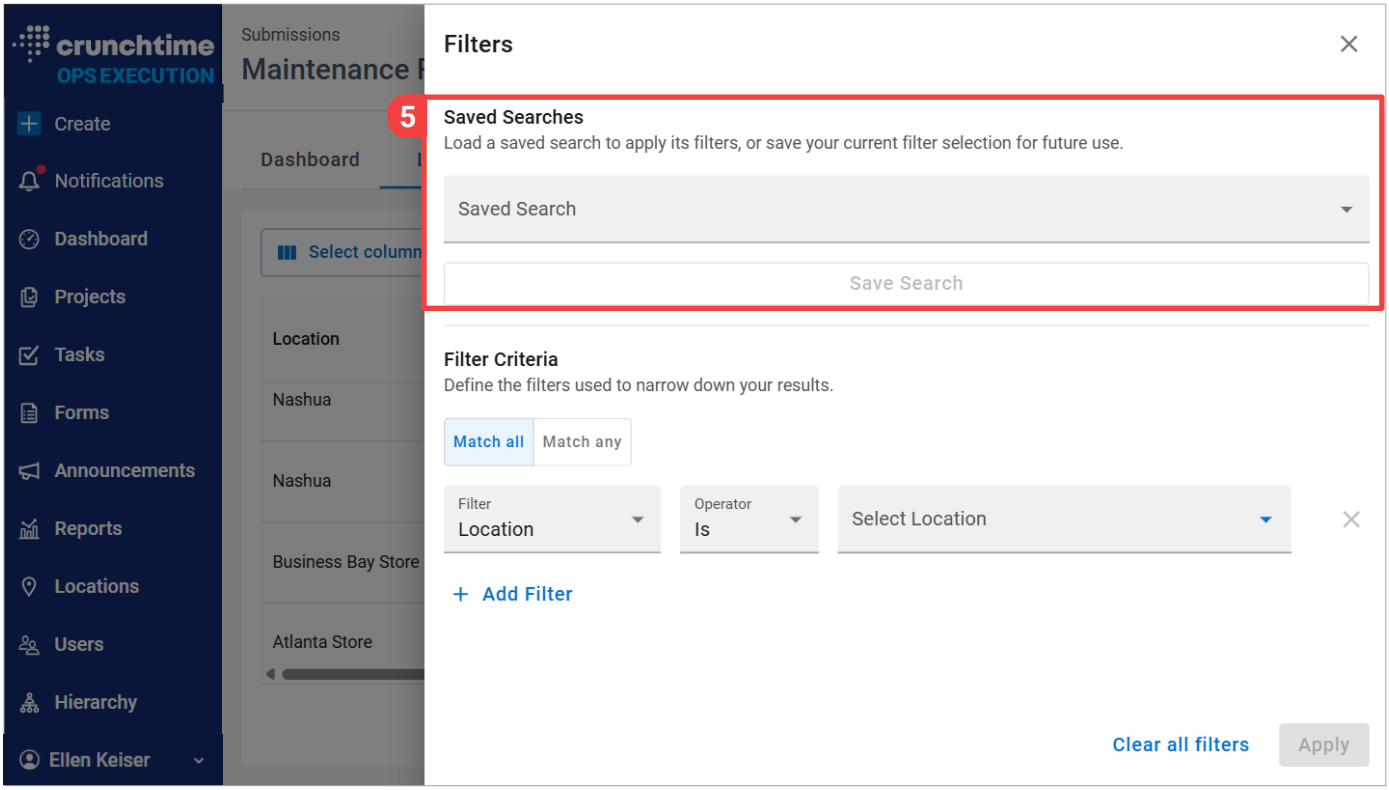
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Apply Filters on the Submissions List Page

(Continued)

Ops Execution (Web) > Dashboard > Reports > Submissions > List > Filters >Saved Searches



5 *Saved Searches* are created by setting filter criteria and then selecting the *Save Search* button above *Filter Criteria*.

- Saved Searches can optionally be saved as a named preset. Saving isn't required, since there is still an *Apply* button to just filter for the current session.
- Saved Searches persist across page refreshes, so you can select Saved Searches from a dropdown menu in the future and for reporting purposes.

- Saved searches and reports are separate. When you create a report from a saved search, or select a saved search on the *Form Report* page, the report copies the filters from that saved search at that moment. After that, the two are independent: editing the saved search later does not change existing reports, and editing a report's filters does not change the saved search. To change a scheduled report's filters, edit the report itself.

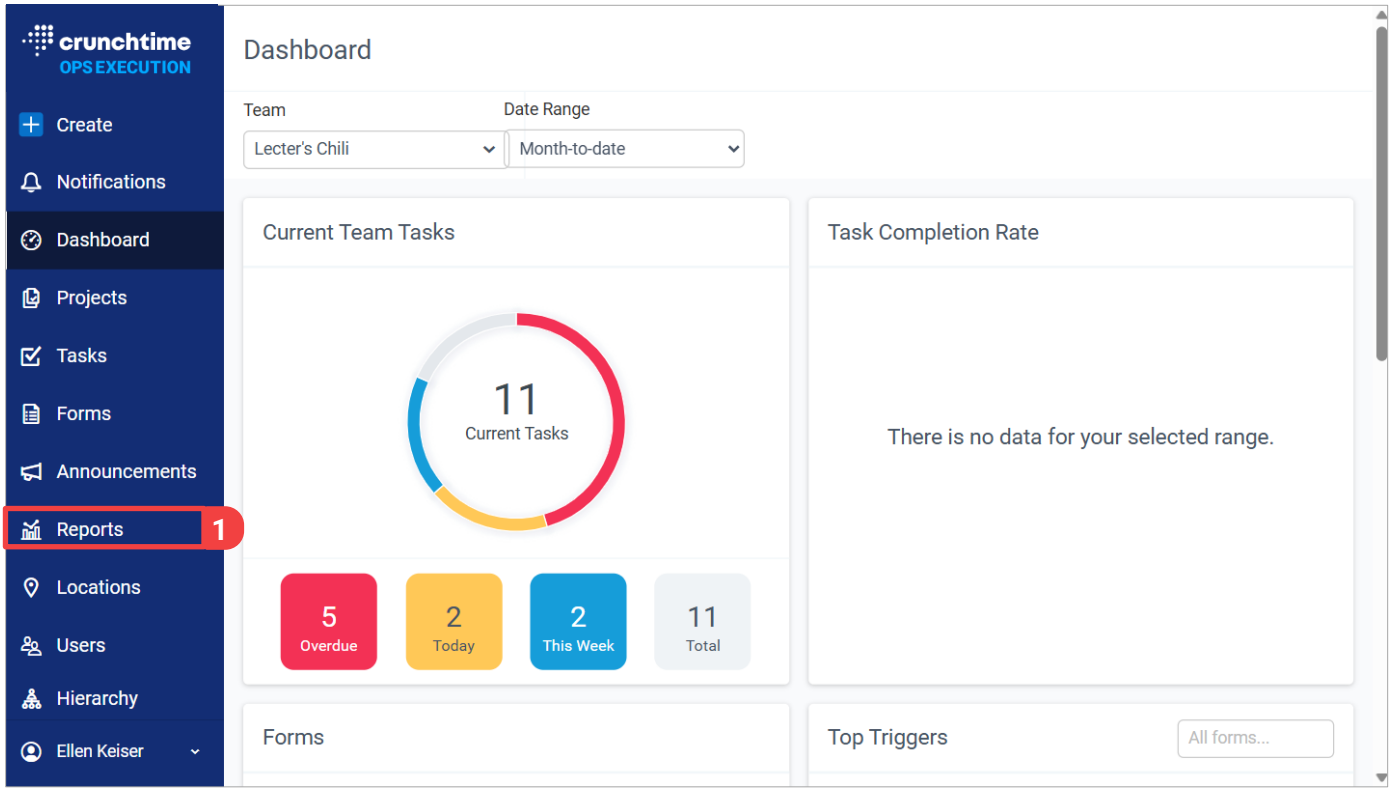
Note: Old saved searches from the legacy *Reports* page (prior to this release) do not carry over and are not editable on the new *Submissions* page. Users must manually recreate and save NEW filters as a *Saved Search*. Old reports can still be accessed on the legacy *Reports* page.

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Navigate to the Photo Gallery

Ops Execution (Web) > Dashboard

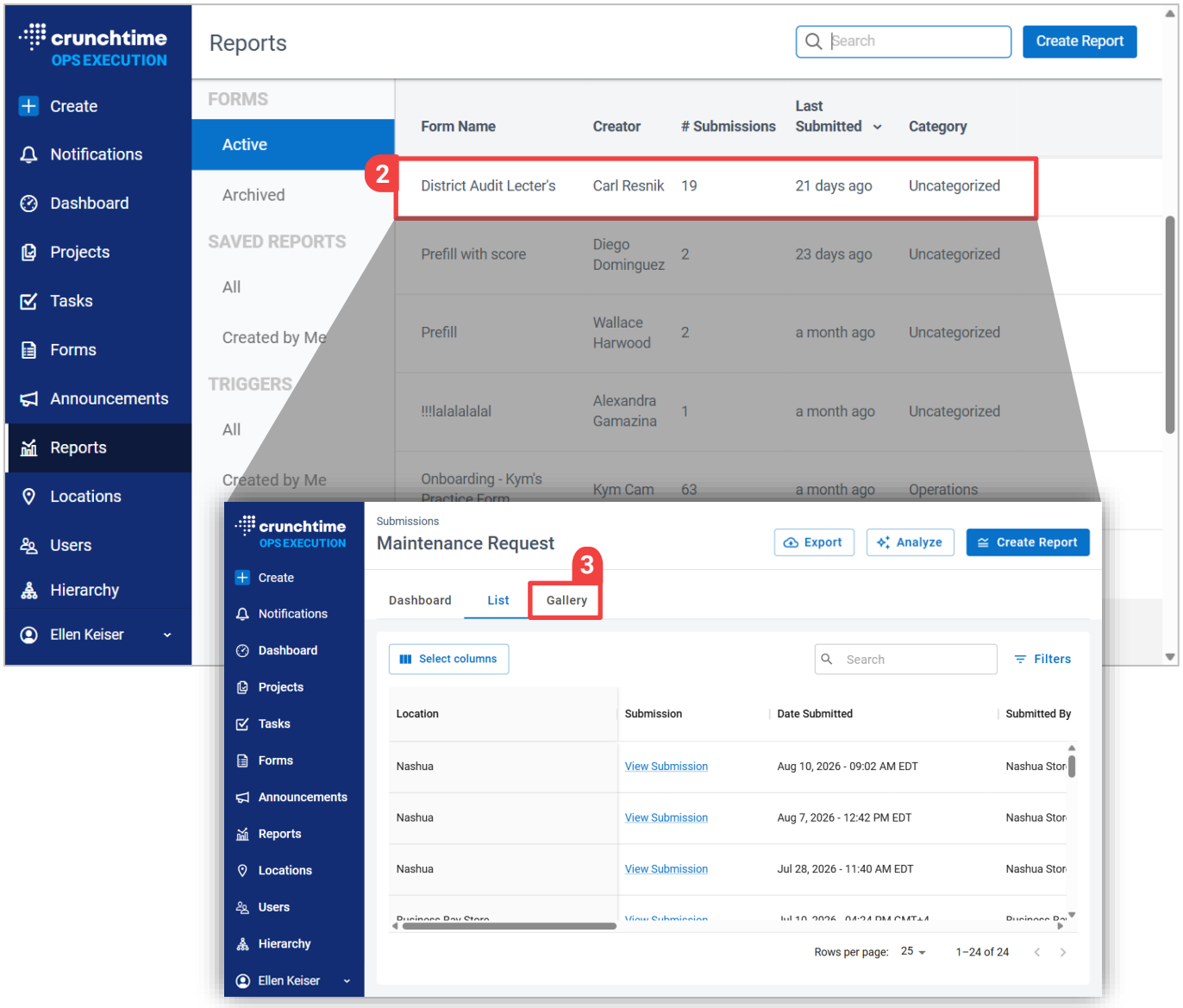


1 On the Dashboard, select *Reports* from the menu panel to access the *Gallery* via the *Submissions List* view.

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Navigate to the Photo Gallery

Ops Execution (Web) > Reports > Form Name > Submissions

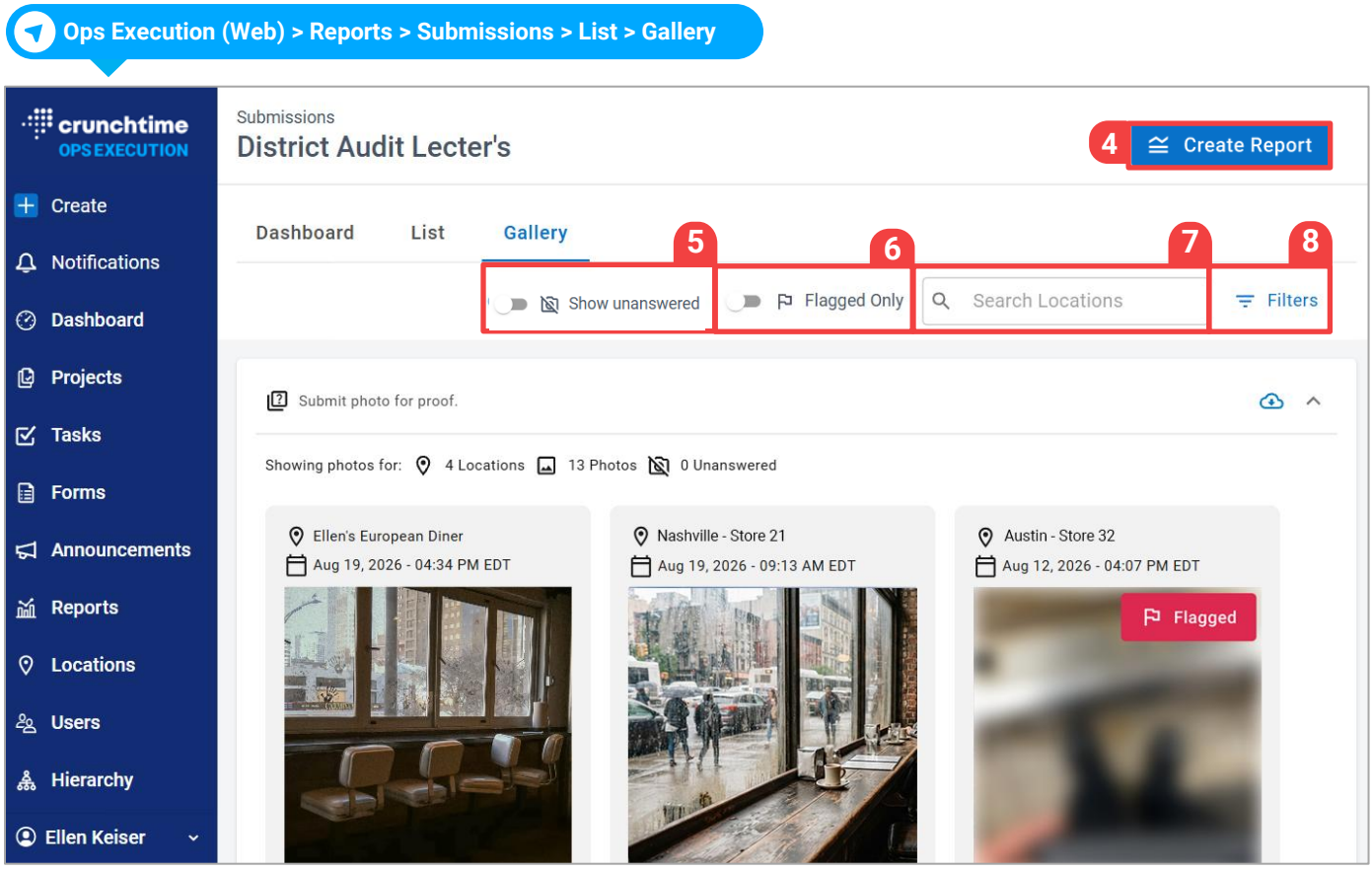


2. Click in the row for the form to open all *Submissions* in the *List* view.
3. Select *Gallery* to open the photo gallery for these form submissions for the *District Audit Lecter's* form.

(Continued)

Navigate to the Photo Gallery

(Continued)



4 Selecting *Create Report* is a direct shortcut to the *Form Report* page where selections for scope, columns, filters, recipients, and a schedule are made on one page. See Page 21 for more information.

5 The *Show Unanswered* toggle filters the view to highlight mandatory photo questions that were bypassed or left incomplete. This is toggled off by default.

6 Enabling the *Flagged Only* toggle instantly hides compliant submissions, leaving those flagged as dark or blurry by AI or manual review for immediate attention. This is toggled off by default.

7 *Search Location* is *to* conduct direct location-based searches. This enables rapid, targeted inspection of specific stores or regions during active audit windows.

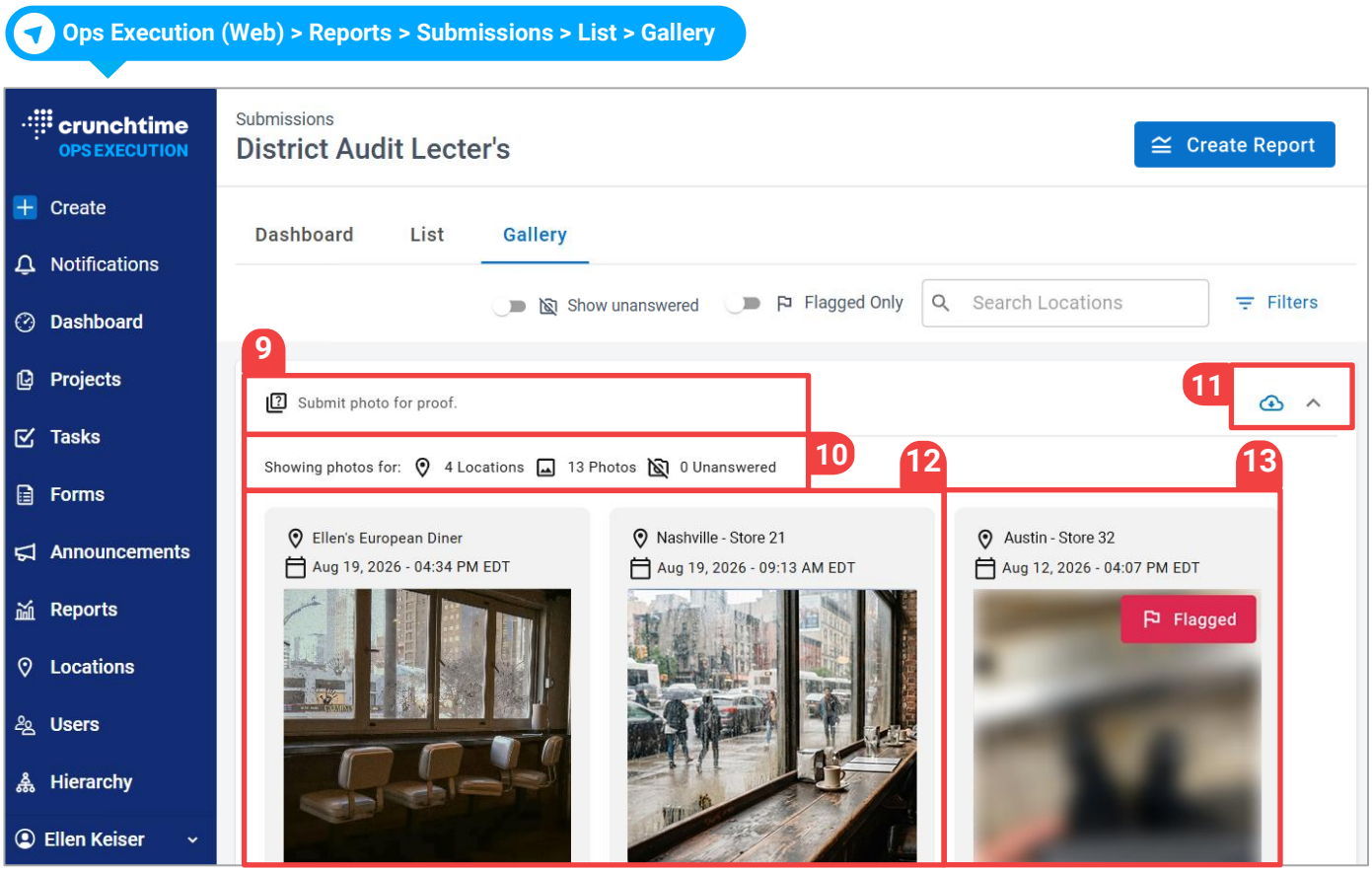
8 Select Filters to build a search using one or more filters, then save it as a saved search you can reuse on other forms.

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Navigate to the Photo Gallery

(Continued)



9 Photos are systematically grouped by Form Question and Location (Store) within the dedicated *Gallery* tab. This allows reviewers to compare execution across multiple locations for the same task in a single screen. The first question opens automatically.

10 Counts of *Locations*, *Photos*, and *Unanswered* questions load when you open a question.

11 When you click the download icon for a question, a zip link is emailed to you for up to 5,000 submissions.

12 Photo submissions grouped by Location (Store) with date and time (with time zone) stamp when the photo was taken. Click on any photo in the gallery to open an enlarged image and more details about the photo.

13 Flagged photos are blurry or dark photos that have failed the photo-quality check and carry a red badge.

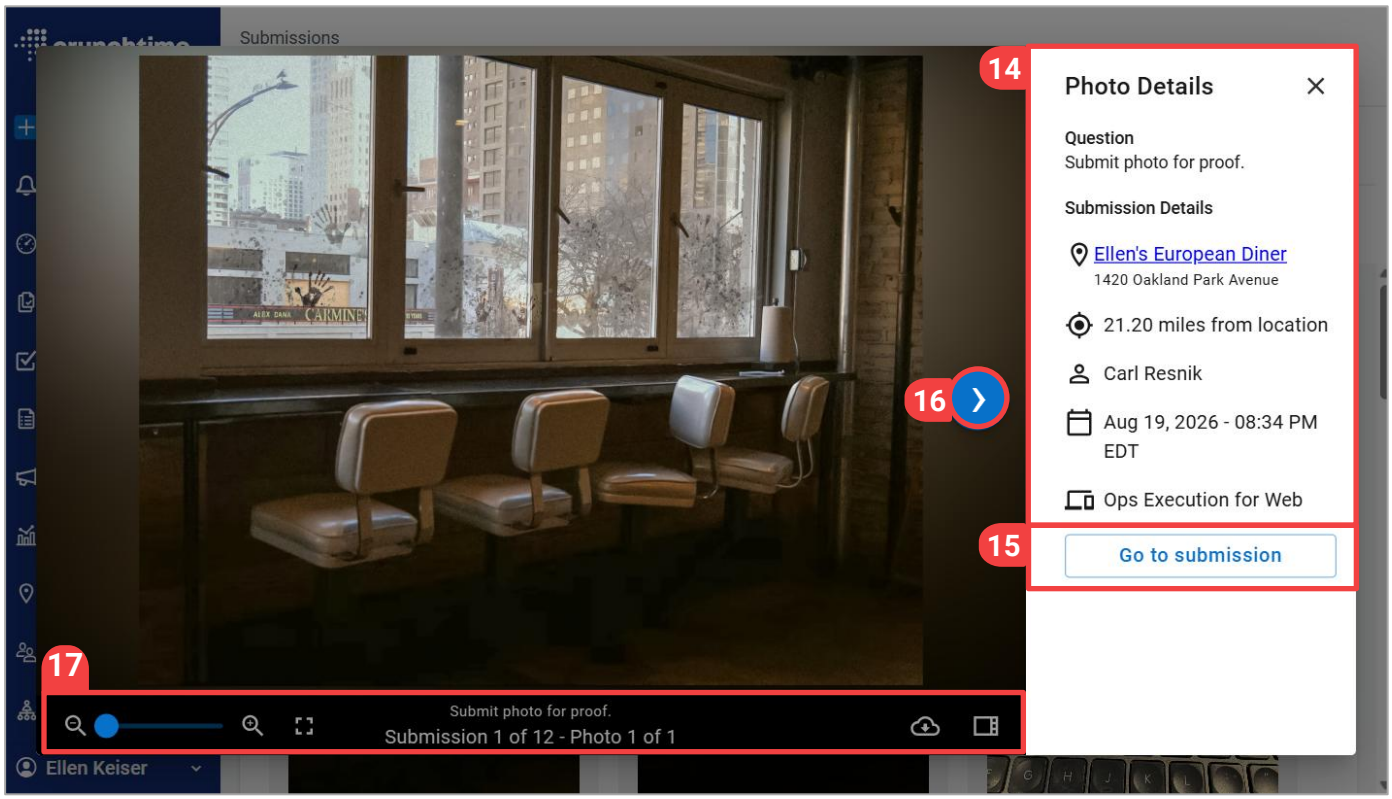
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Navigate to the Photo Gallery

(Continued)

Ops Execution (Web) > Reports > Submissions > Gallery >Select Photo



14 *Photo Details* appear when you click on a photo in the *Gallery* and gives a snapshot of the submission details related to the photo, including the location name, distance from location, the submitter, the date and time of the submission, and the type of app (web or mobile) used for the submission.

15 The *Go to submission* button links to the original form submission the photo was submitted with.

16 The blue dots with arrows allow navigation to the next or previous photo in the gallery without having to return to the *Gallery* page.

17 Use tools in the viewer to (from left to right): zoom in or out, see fullscreen, download, or to hide the side panel and make photo the full width of the viewer. The counter reads "Submission x of y, Photo a of b". If a photo can't load or download, you get a message with a *Retry* button.

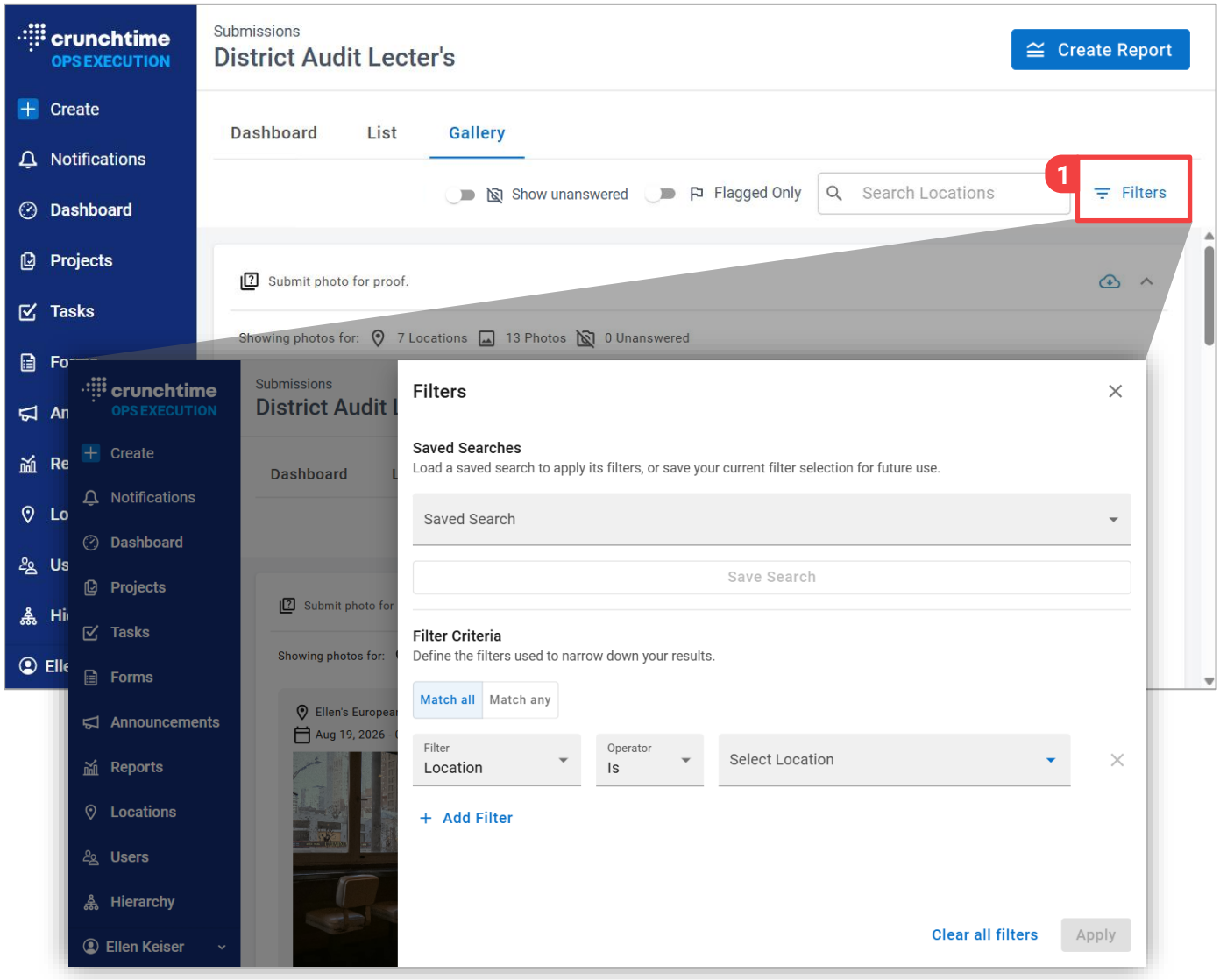
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REFERENCE GUIDE

Apply Filters in the Photo Gallery

Ops Execution (Web) > Reports > Gallery >Filters



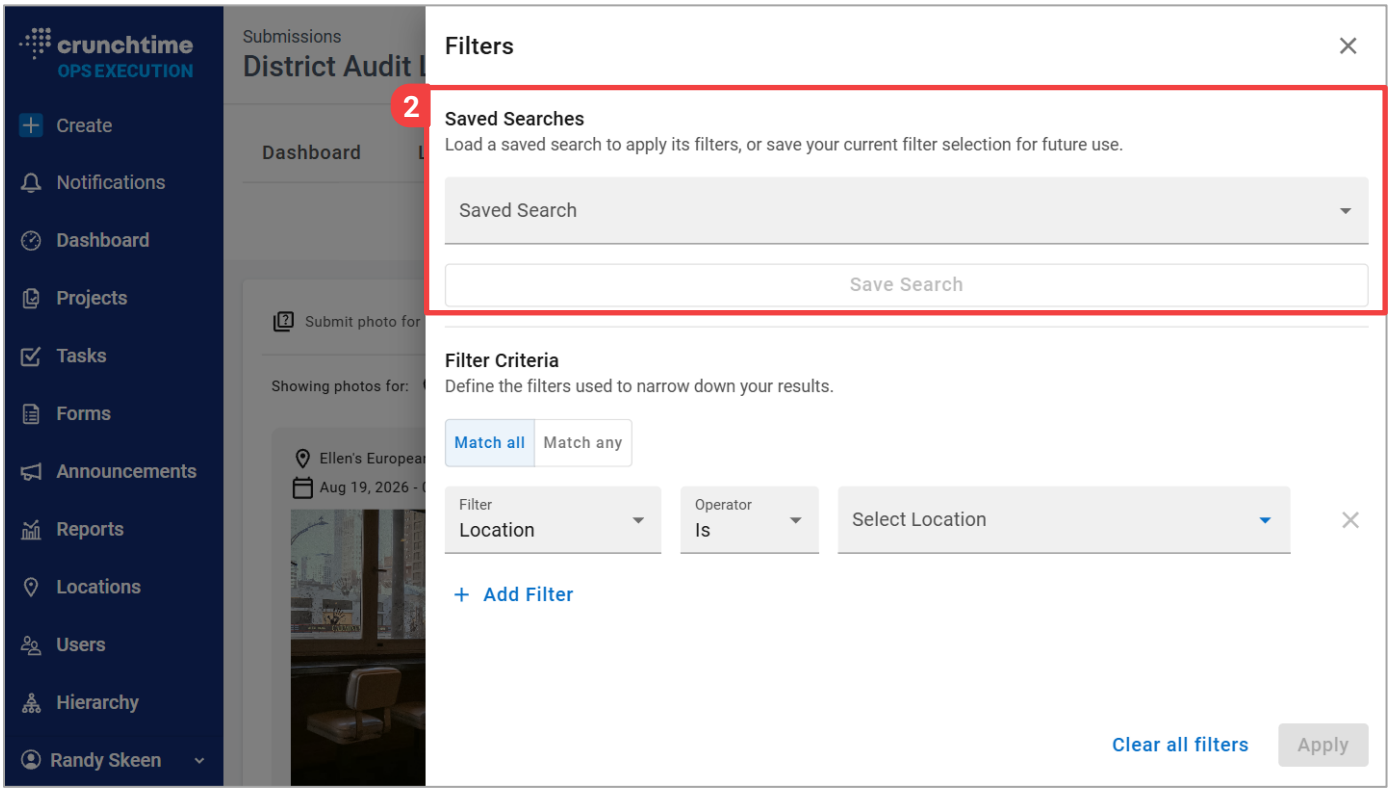
1 The *Gallery* also has filters that enable store leaders to dial into the data they want to find and then save the *Filter Criteria* as a *Saved Search*. These filters are the same as the *Submissions* page filters and *Saved Searches* are shared with everyone in your company who can see that form. Click Filters to open the filter drawer on the right.

(Continued)

Apply Filters in the Photo Gallery

(Continued)

Ops Execution (Web) > Forms > Published Form



2 *Saved Searches* are created by setting filter criteria and then selecting the *Save Search* button above *Filter Criteria*

- Saved searches can optionally be saved as a named saved search. Saving isn't required, since there is still an *Apply* button to just filter for the current session.
- Saved searches persist across page refreshes, so you can select saved searches from a dropdown menu in the future and for reporting purposes.
- Saved searches and reports are separate. When you create a report from a saved search, or select a saved search on the *Form Report* page, the report copies the filters from that saved search at that moment. After that, the two are independent: editing the saved search later does not change existing reports, and editing a report's filters does not change the saved search. To change a scheduled report's filters, edit the report itself.

Note: Old saved searches (before this feature release) will no longer be editable. Users will need to create and save NEW filters. Old reports can still be accessed on the legacy *Reports* page.

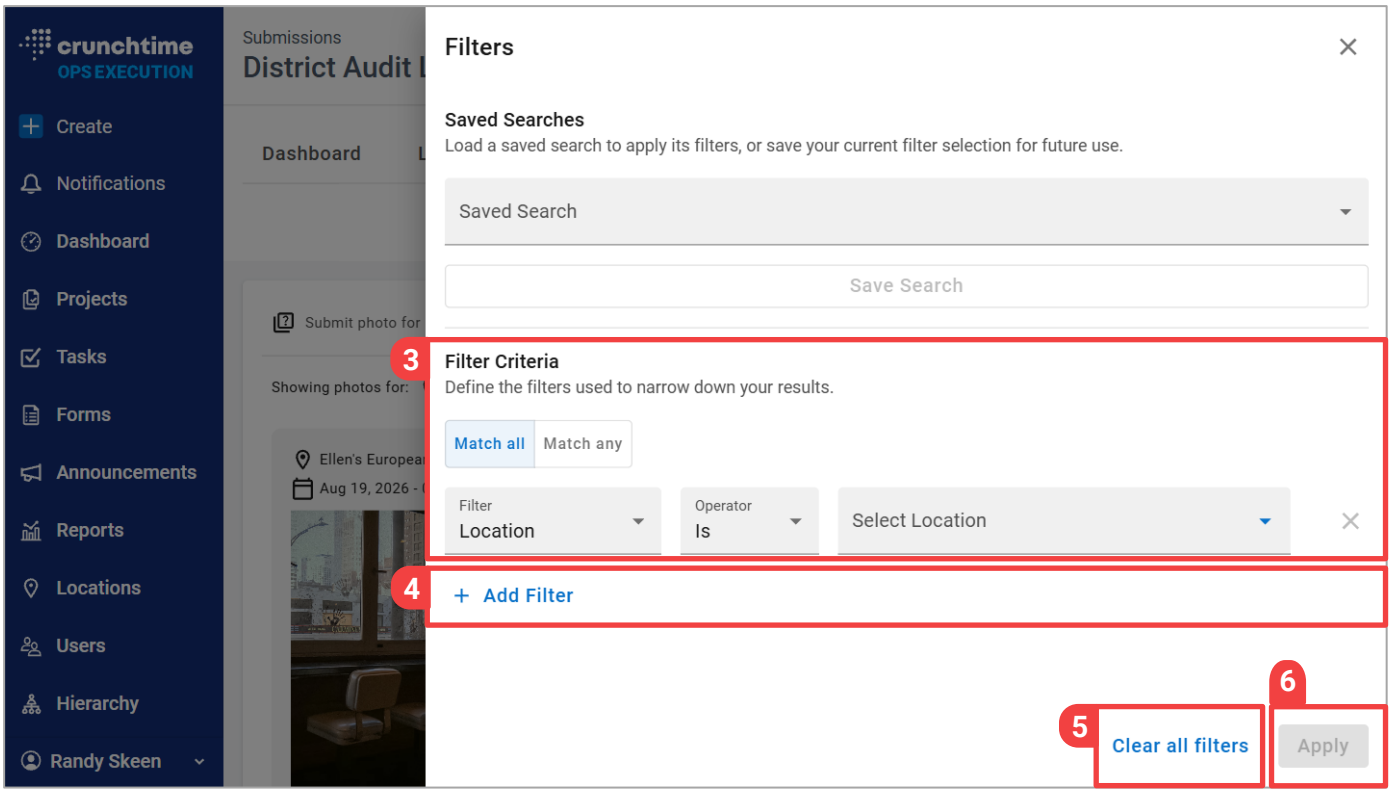
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Apply Filters in the Photo Gallery

(Continued)

Ops Execution (Web) > Reports > Submissions > Gallery > Filters



3. Narrow your results by selecting filters to zero in on exactly the information you need. Filters open in a side drawer with *Match all* or *Match any*. You can filter on submitted by, location, team, project, date, time to complete, distance, photo quality, and every question on the form.
4. Use *+ Add Filter* to further focus your search using multiple criteria.
5. Easily *Clear all filters* by selecting this option.
6. Select *Apply* to apply the filters selected to narrow down the results.

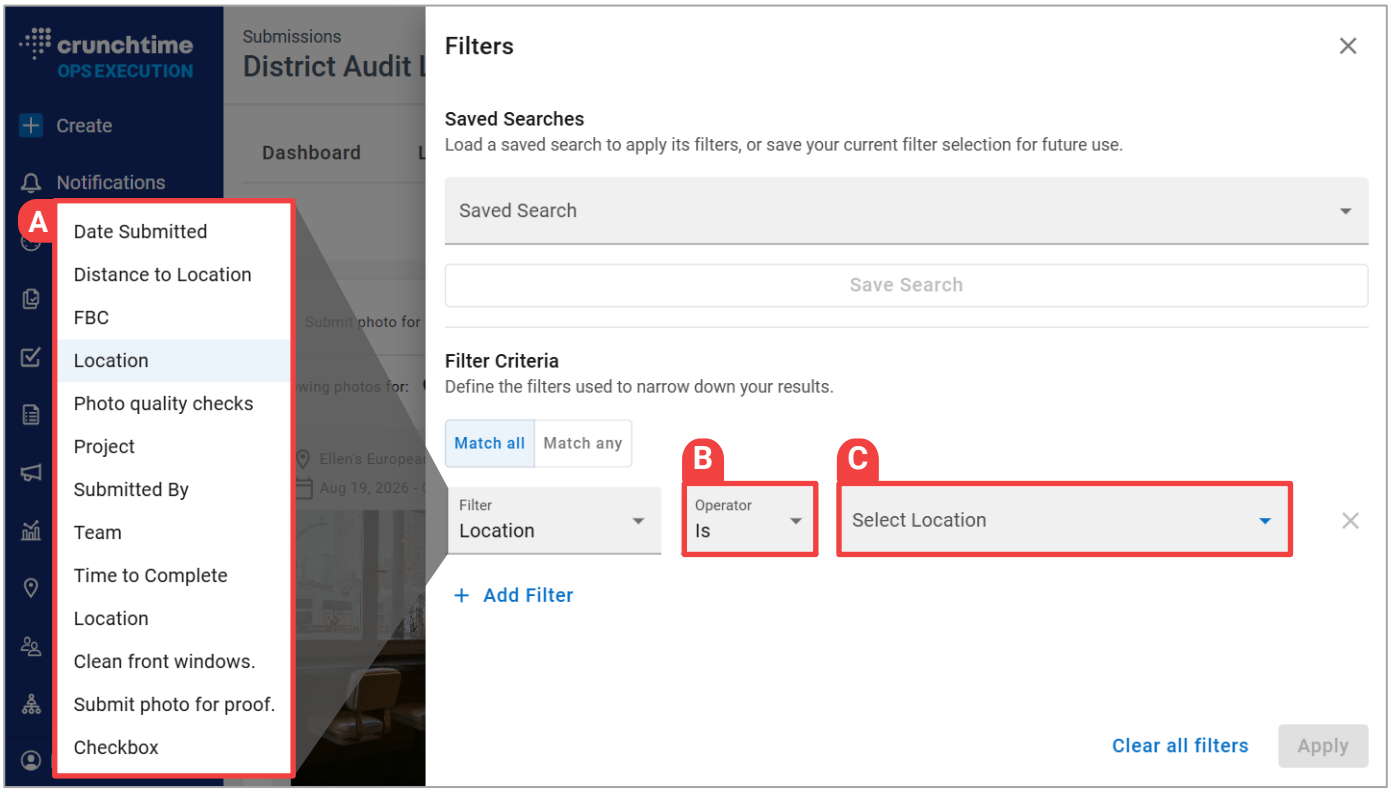
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Filters in the Photo Gallery

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Ops Execution (Web) > Reports > Submissions > Gallery > Filters >Filter Criteria



A Filter Criteria defines the filters used to narrow down your results by matching all or any of the criteria selected. Standard filters describe the submission (who/where/when), and form-field filters describe the answers. Standard filter categories include:

- Date Submitted: Standard date range/relative-date operators, in UTC
- Distance to Location: How far (in miles) the submitter was from the location's registered geoposition.
- Location: Is a specific location or a general attribute
- Project: Narrows to submissions tied to a specific child project Submitted By — is/contains a User, Team, or User Role
- Team: Matches submissions where either the submitter or the location belongs to the selected team.
- Time to Complete: Duration between starting and submitting the form

B For the *Operator* filter box, the contents change depending on which initial option you've selected, and which form you've opened.

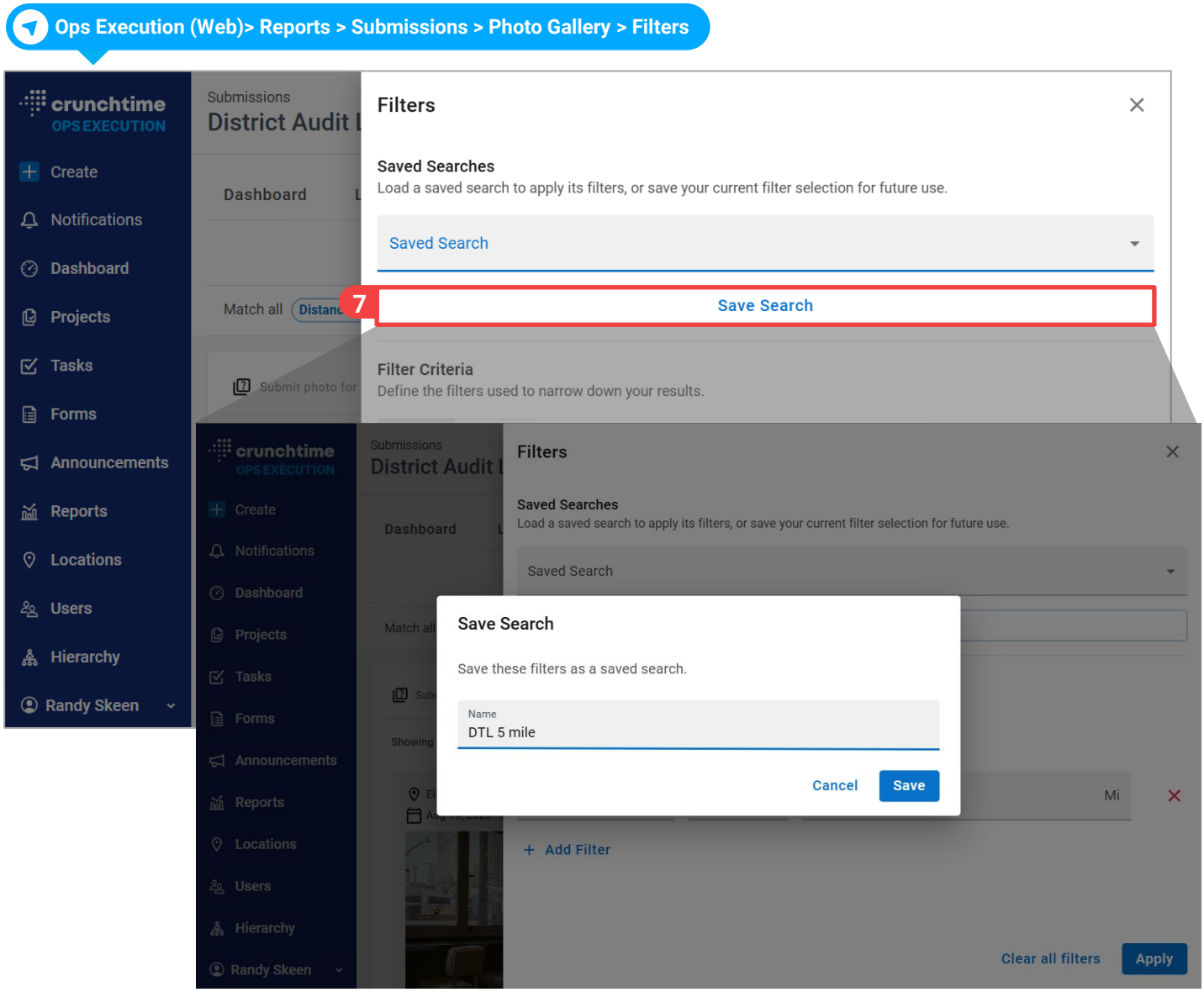
C The contents of the third filter box will also change depending on which *Filter* and *Operator* selections you've made.

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Apply Filters in the Photo Gallery

(Continued)



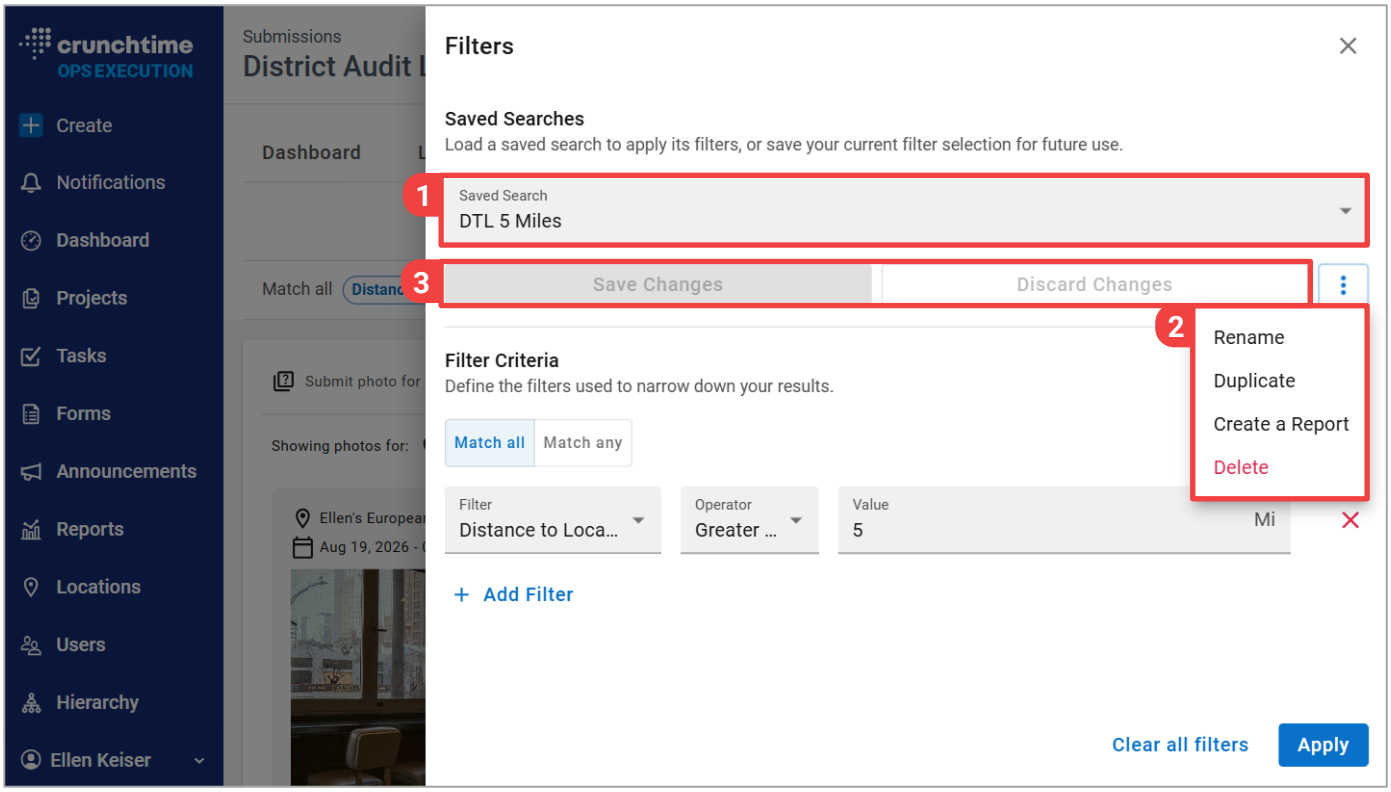
7 After filters have been selected and/or applied, select *Save Search* to name the search and save it for future searches and reports. When you set up a report, you can start from a saved search instead of re-specifying criteria. The report copies the filters from the saved search when you select it, so later edits to the saved search do not change the report.

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Using Saved Searches in the Photo Gallery and Reports

Ops Execution (Web) > Reports > Submissions > Gallery > Filters >Filter Criteria



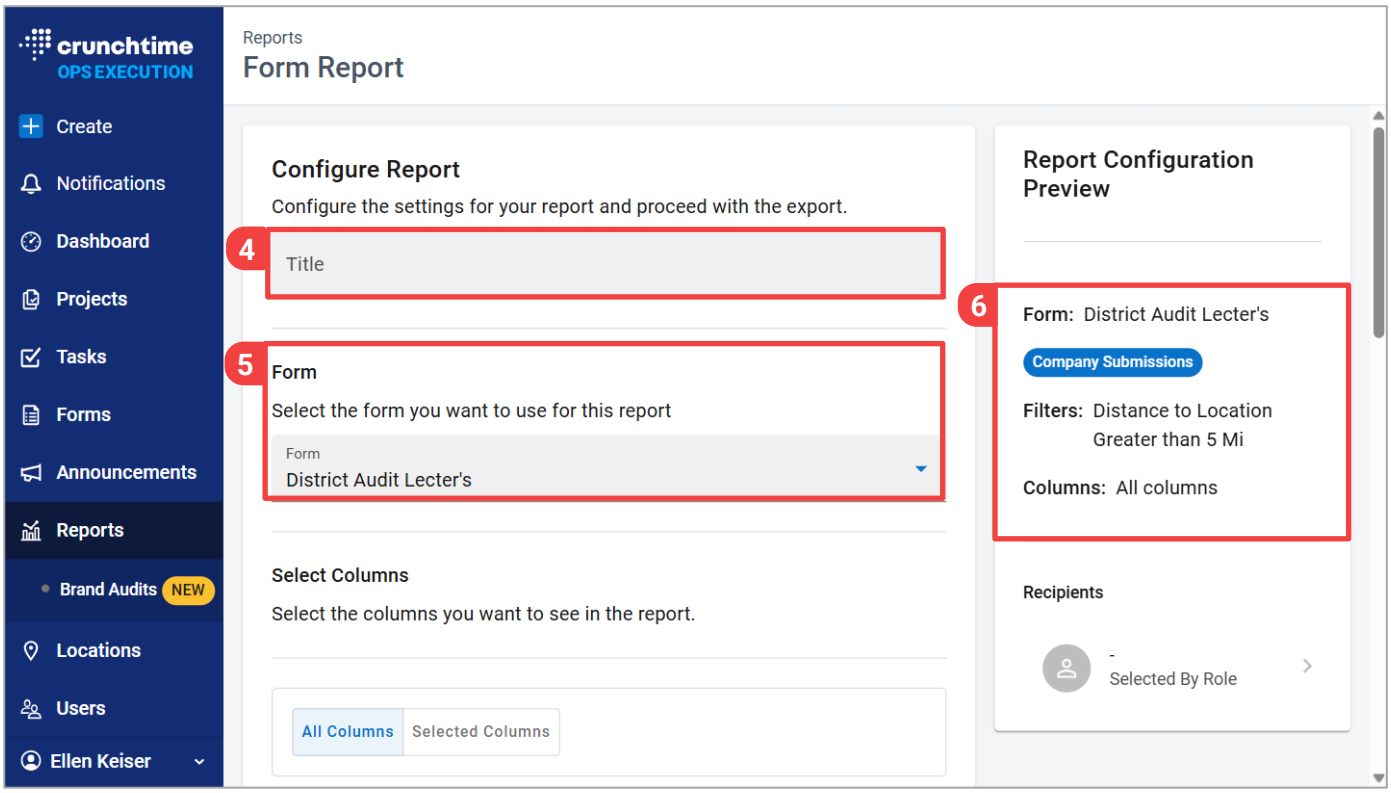
1. Select *Saved Searches* from the dropdown menu under *Saved Search*.
2. *Filter Criteria* can be adjusted for any saved search by selecting *Save Changes* or *Discard Changes*.
3. Additional actions can be selected by clicking on the vertical ellipsis menu (⋮). You can *Rename*, *Duplicate*, *Create a Report* from or *Delete* a *Saved Search* using this menu.

(Continued

Using Saved Searches in the Photo Gallery and Reports

(Continued)

Ops Execution (Web) > Reports > Submissions > Gallery > Filters >Saved Search > Form Report



4 When you select *Create a Report* from the dropdown menu, a new report is generated as a *Form Report* instead of a list of form templates. The *Form Report* lets you choose scope, columns, filters, recipients, and a schedule on one page. First, create a *Title* for your *Form Report*.

5 When *Create a Report* is selected from the *Saved Search* in the *Gallery*, a report is automatically created for the form you selected.

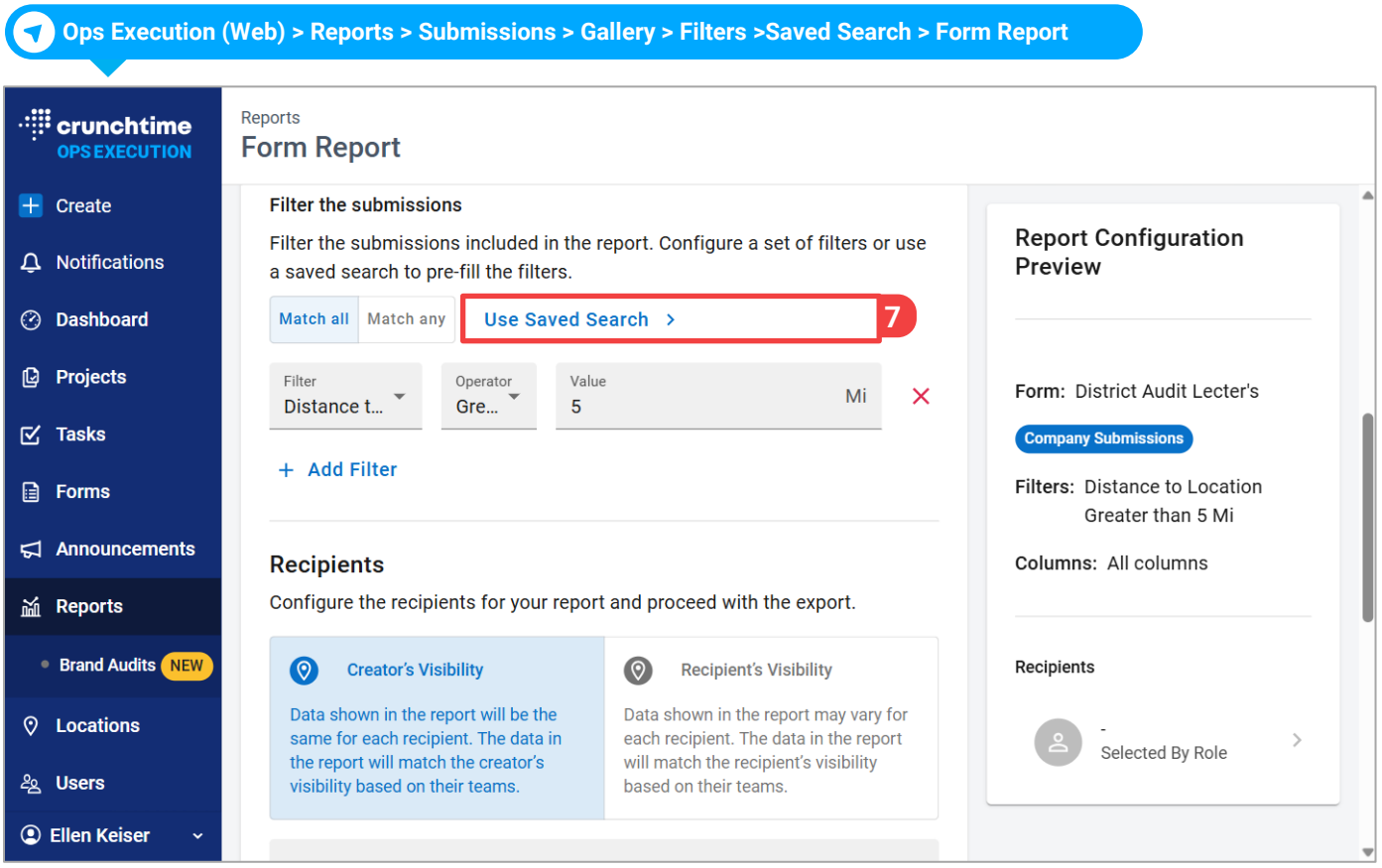
6 Filters and columns selected for the *Saved Search* also carry over to the report.

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Using Saved Searches in the Photo Gallery and Reports

(Continued)



7 Select *Use Saved Search* to select a search you've saved using filter criteria in the *Gallery*. Keep in mind, this replaces the filters on your *Form Report*. Later edits to the saved search do not change the report.

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FAQ: Submissions and Photo Gallery Pages

Question / Topic	Details & Key Updates
What do I need to know about the design of the new submissions page?	• Viewing a form's submissions now opens a redesigned page with three tabs: *Dashboard, List, Gallery* • Every filter, sort, and page you choose is saved in the page link, so you can copy the link and share exactly what you're looking at. • Reports you saved before this change still open in the older pages and aren't converted to the new *Saved Searches*. • *Select columns* lets you choose what to show. Location always stays pinned on the left. • You can show 25, 50, or 100 per page, and the page shows a total count. • You can sort by one column at a time, including *Location*. • Photo and video counts open a side panel with the media, grouped by question, eliminating the need to go to the *Gallery*.
What do I need to know about the filter changes?	• Filters open in a side drawer with *Match all* or *Match any*. You can filter on submitted by, location, team, project, date, time to complete, distance, photo quality, and every question on the form. • Your active filters appear as chips above the results. Click the X to remove one. • There are new date options such as this quarter, this year, and not between.
What changed in the gallery?	• Photos are grouped by question, and the first question opens automatically. • Each question shows 20 submissions per page, with numbered pages. • Counts of locations, photos, and unanswered load when you open a question. • *Show unanswered* is off by default. *Flagged Only* shows photos that failed the photo-quality check, and flagged photos carry a red badge. • Click a photo to open the viewer. It has zoom, fullscreen, arrow-key navigation, and a download button, and Esc closes it. The counter reads "Submission x of y – Photo a of b". • Videos play in the same viewer.

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Question / Topic	Details & Key Updates
	• If a photo can't load or download, you get a message with a *Retry* button.
What changed with reporting?	**Form Reports (new)** • *Reports → Create a Report* now offers a single Form Report type instead of a list of form templates. • It lets you choose scope, columns, filters, recipients, and a schedule on one page. **Export and Analyze** • *Export* (Excel, selected or all columns) is emailed to you. You can't pick another recipient from the *List* page. • *Analyze* (formerly AI Actions) now also works in brand view. It analyzes up to 3,000 submissions matching your filters.
How do I find the submissions page?	There are two ways you can get to it: 1. Go to your *Forms* list, either Company submissions or, for shared forms, View submissions for brand-wide data. 2. Go to *Reports*, select Form and land on the Submissions page.
What's changed with Saved Searches?	• Saved searches and reports are separate. When you create a report from a saved search, or select a saved search on the *Form Report* page, the report copies the filters from that saved search at that moment. After that, the two are independent: editing the saved search later does not change existing reports, and editing a report's filters does not change the saved search. To change a scheduled report's filters, edit the report itself. • Saved searches persist across page refreshes, so you can select saved searches from a dropdown menu in the future and for reporting purposes.
Are there brand-wide changes?	Yes. • Managers can now see brand-wide submissions. • A *Company* filter is available in brand view. Brand view links to the submission PDF instead of the submission page.
Are there any other small fixes I should know about?	Yes. • Sensor saved searches no longer appear in the *Saved Reports* list, which also stops it breaking. • Filtering by a parent project now includes its child projects. • The Forms list submission count no longer double-counts. • Very long photo and file names are shortened in exports so downloads don't fail.

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Question / Topic	Details & Key Updates
	• Exports of archived forms now work.
What are other good things to know?	• *Flagged Only* doesn't narrow the photo zip. The download includes every photo matching your filters. • The *Submissions/Dashboard* dashboard tab is on company view only, and it still opens the older dashboard. • The *Export* button is removed from the *Submissions/Dashboard* page. • Brand view needs brand-wide access to the form.