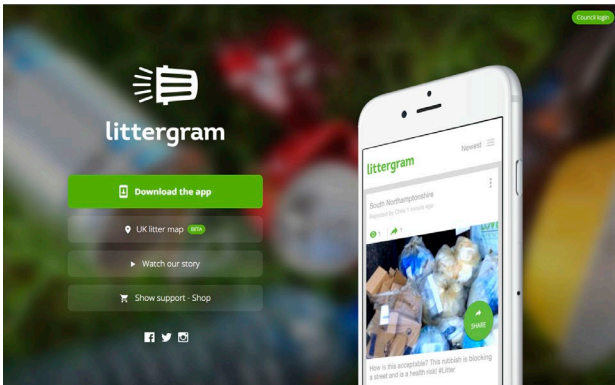


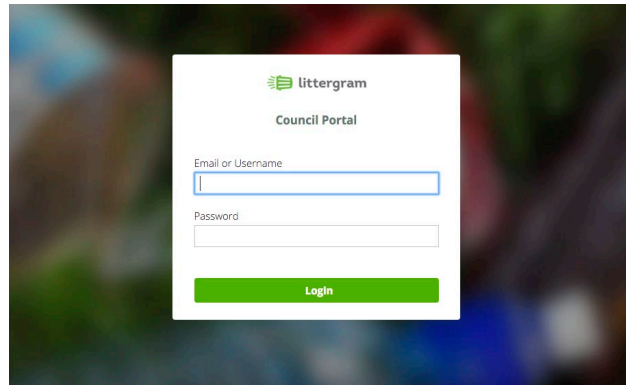


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1. Login

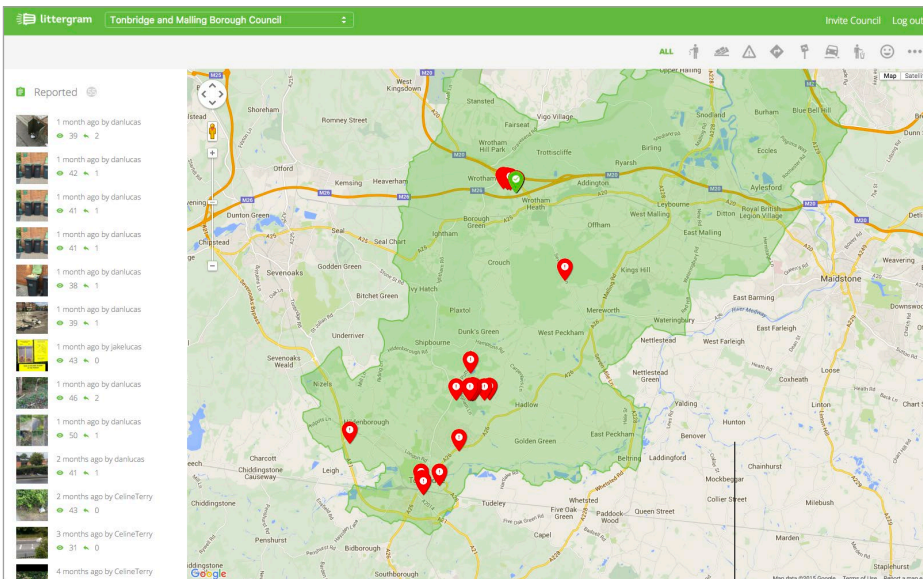


Visit the www.littergram.co.uk website and click 'Council login' at the top right of the screen.



Enter the email address and password provided to access the portal.

2. View reports



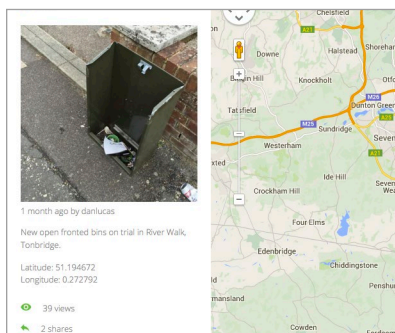
Invite users

- Report type filters;
- Show all
 - Litter
 - Flytipping
 - Roadworks mess
 - Filthy road signs
 - Broken road signs
 - Potholes
 - Cleaned up
 - Getting better
 - Other

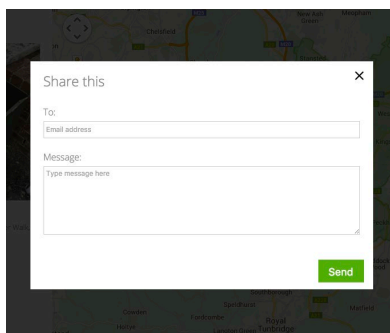
Reported, In progress, Third party and Completed photos show here with the number of views and shares. Click the photo for more information.

Reports are displayed on the map with a coloured icon; red (Reported), amber (In progress), grey (Third party) or green (Completed).

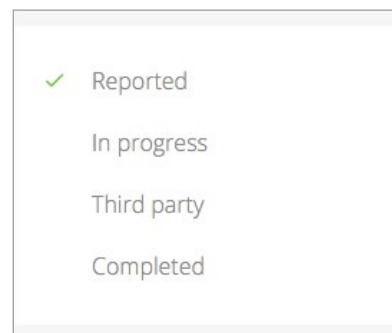
3. Action



Select a photo from the list (or a pin on the map) to show a larger photo, exact location and additional information about the Report.



Click 'Share by email' to compose an email with a link to view the Report online. This shares both the original photo and its exact location.



Change the status of the Report to In progress, Third party or Completed by clicking the relevant option shown above.

TIP: Click the 'Send Message' option to compose an email to send directly to the user who reported the issue.



4. Cleaned up

Marking an item as 'Completed' will email the original user a notification that their Report has been actioned.

The photo will also be updated in the LitterGram app to show it has been actioned and the pin colour will change to green on the map.



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