INVENTORY EXPRESS

User Guide
Creating an Interim Property Visit (IVP)
Report in Simple Steps

Once your IPV job has been created via the website – www.inventory-express.co.uk and loaded onto the App you will be able to complete as follows:

<u>Front Cover Photograph</u>

From the Overview screen tap the camera icon at the bottom right hand side of the screen.

<u>Comments</u>

From the Overview page scroll up on the right hand side of the screen and open the 'Comments' box. You may want to note a comment such as 'tenant not present' or 'dog being kept in property'

<u>Add rooms</u>

Select 'add room' which is at the bottom of the screen – complete any details which may be relevant ie 'Walls' - 'Heavy mould to window wall' etc. Alternatively you may just want to add in a general comment applicable to that room eg 'room in good clean condition'. Delete any groups with no information entered by swiping from right to left.
Add photos if applicable either in the relevant group or Overview photograph.

Once all rooms have been added and relevant information entered and you are ready to upload simply tap 'Summary' on the left hand side of the screen. If any of the rooms are highlighted in red then check these rooms as there will be an empty group that has no information entered – either complete or delete. Once all rooms are ticked the tap 'Done' at the top right hand side.