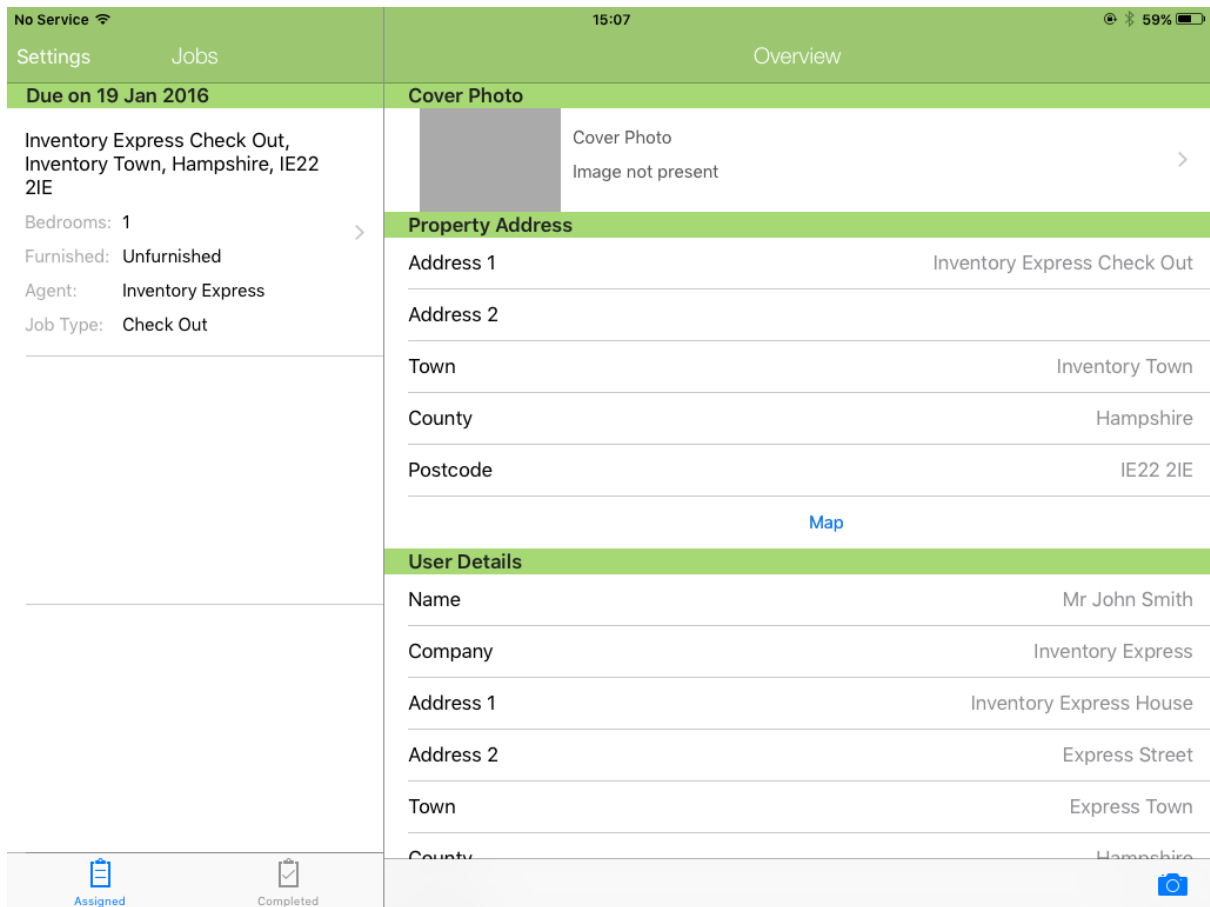# INVENTORY EXPRESS

Tutorial
Check Out from a report previously completed
on the Inventory Express App

Meter readings, keys, notes and overview page need to be completed as per inventory instructions.

Completing the report

Where the previous inventory has been carried out via the Inventory Express App all of the information previously generated for the inventory is transferred to appear on the app in order to complete the check out.

The photographs taken at time of inventory are also viewable for you to make a comparison, these will need to be deleted and replaced where applicable in order to complete upload.

No Service 🗇		16:42		⊕ ⚹ 54% 🔋
‹ Inventory Express Che… Edit		Entrance hall		Edit
	Lighting			
Overview	Ceiling pendant		Bulb not working	
Notes	Add an item			
Keys	**Flooring**			
	Beige carpet		Spot mark near entry	1 / 0
Meter Readings	Add an item			
Electric meter photo	**Skirting board and woodwork**			
Gas meter photo	White painted		Dusty	1 / 0
Keys Photograph	Add an item			
	Additional items			
Entrance hall	Mop and bucket		Extra item located	1 / 0
Sitting room	Add an item			
Kitchen				
Bedroom 1				
Bathroom				
Bedroom 2				
Summary				
Add Room Copy Room	Add Group			

Where the condition of an item remains unchanged delete that item, therefore it will not appear on the completed report, confirming that no change has occurred.

Where a change has occurred simply delete and change the text to show the current condition, this will now appear in the completed report.

Where there is no change in the entire room you can delete the room to remove it from the report.

Photographs can be taken of each item to show the issue mentioned.

The report should now be uploaded as per the inventory instructions.

Check Out Tutorial from A Non-Inventory Express Report

Where a check out is required using a non-Inventory Express report simply select the room from the room list and complete/photograph each relevant item within the room with the appropriate comments where changes have occurred.

Delete any items that remain unchanged in order to upload.