

User Guide

Creating an Inventory Report in Simple Steps

Once you have registered on the website – www.inventory-express.co.uk and added your job please go to the App on your device and follow these simple steps:

Log In

Log into the App via your device using the username and password submitted on the Inventory Express website.

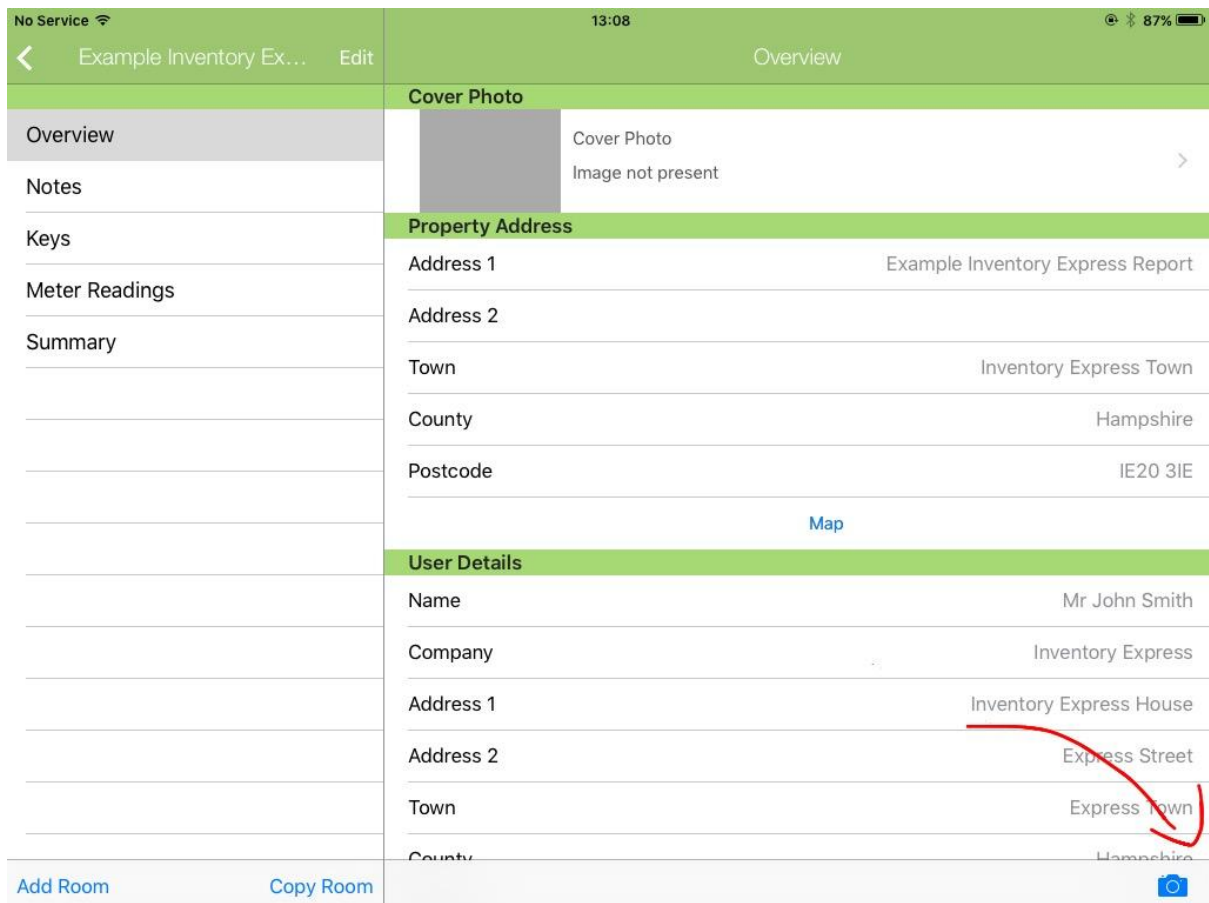
Once you are logged in you may need to drag down below the 'jobs' panel on the left to refresh the app for the list of jobs assigned to appear.

To access the job you wish to work on 'tap' the address on the screen.

Overview Screen

The particulars that have been entered onto the website will appear here, which will include the property address etc.

This is also where you take the cover photograph (exterior shot of property) for the benefit of the front of the completed report using the camera button on the bottom right corner.



Overview	
Overview	Cover Photo
Notes	Cover Photo Image not present
Keys	Property Address
Meter Readings	Address 1 Example Inventory Express Report
Summary	Address 2
	Town Inventory Express Town
	County Hampshire
	Postcode IE20 3IE
	Map
	User Details
	Name Mr John Smith
	Company Inventory Express
	Address 1 Inventory Express House
	Address 2 Express Street
	Town Express town
	County Hampshire
Add Room	Copy Room
	Camera

On the overview screen you will also see 'comments' this is where you would add a comment that would appear in the comments box on the completed report. It may be something such as 'the property has been professionally cleaned'

No Service		13:08		87%	
Example Inventory Ex... Edit		Overview			
		Property Details			
Overview		Door codes			
Notes		Furnished		Unfurnished	
Keys		Location of spaces			
Meter Readings		Parking spaces			
Summary		Permits			
		Property type		House	
		Job Details			
		Carpets cleaned			
		Comments		The property has been professionally cleaned >	
		Date of job		19 January 2016 at 00:00	
		Property cleaned		Unknown	
		Type of job		Inventory	
		Landlord Details			
		Details		Mrs Example	
		Tenant Details			
		Details		Mr Example	
Add Room	Copy Room				

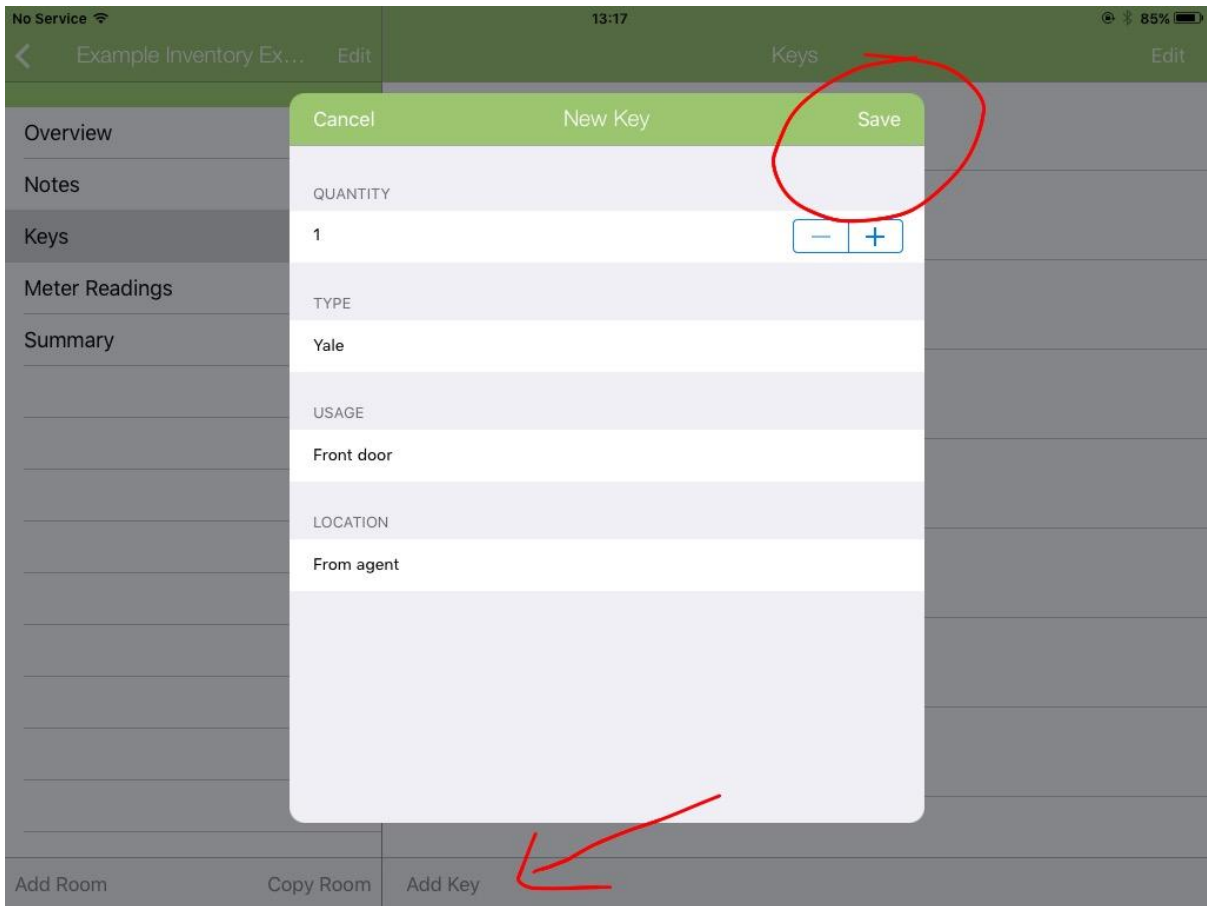
Adding Notes

This is where any instructions relevant to the property are viewed; this information is for viewing only and does not appear in the completed report. Notes can also be added using the 'Add note' button on the bottom right

The screenshot displays a mobile application interface for property management. At the top, a green header bar contains the text 'No Service' with a Wi-Fi icon, the time '13:14', and the battery level '86%' with a battery icon. Below the header, a navigation bar shows a back arrow, the text 'Example Inventory Ex...', and an 'Edit' button. The main content area is divided into a left sidebar and a right section. The sidebar lists menu items: 'Overview', 'Notes' (highlighted), 'Keys', 'Meter Readings', and 'Summary'. The right section contains a series of horizontal lines for entering notes. At the bottom, a light gray bar features three buttons: 'Add Room', 'Copy Room', and 'Add Note'. A red arrow points to the 'Add Note' button.

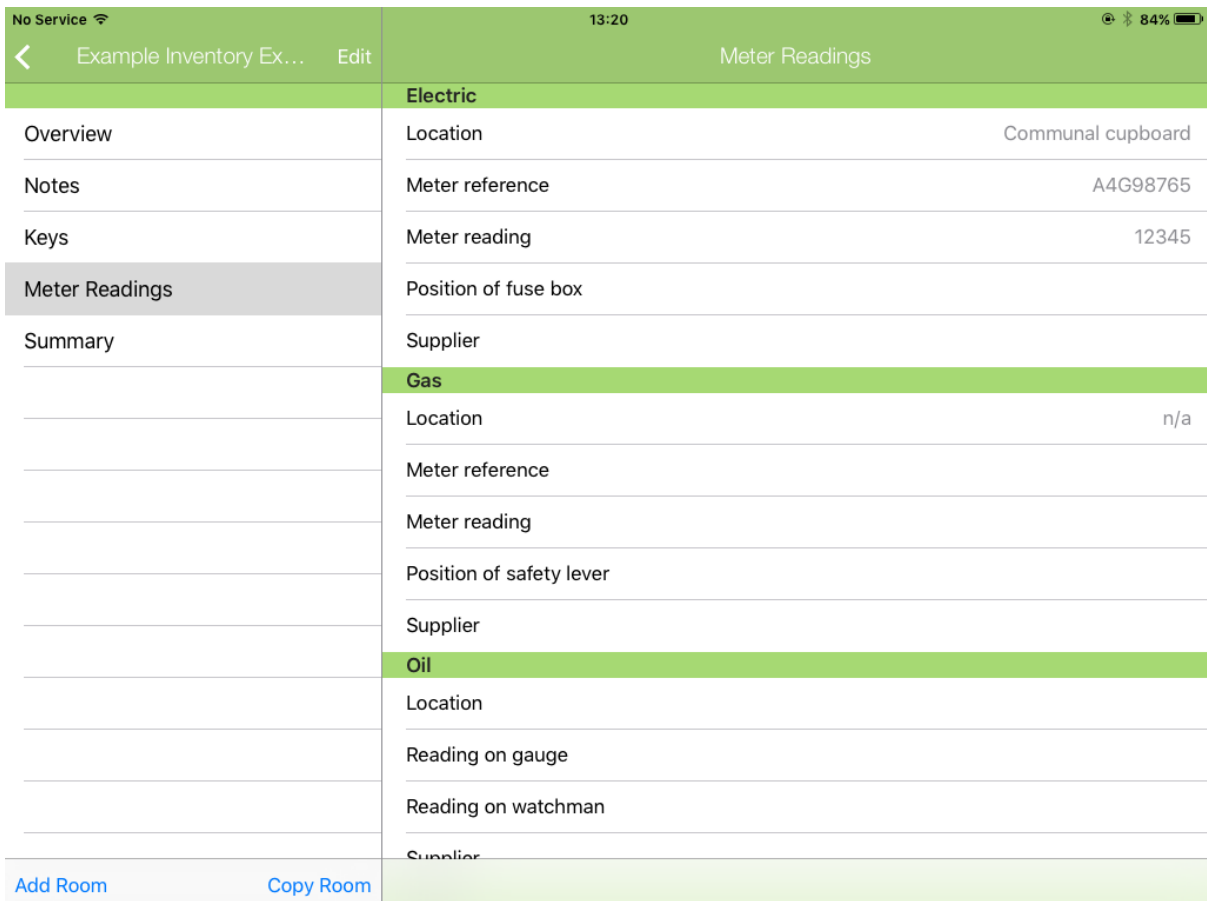
Adding keys

This is where you can enter any property keys that you wish to appear in the report. Tap 'save' once completed (or cancel if necessary).



Meter Readings

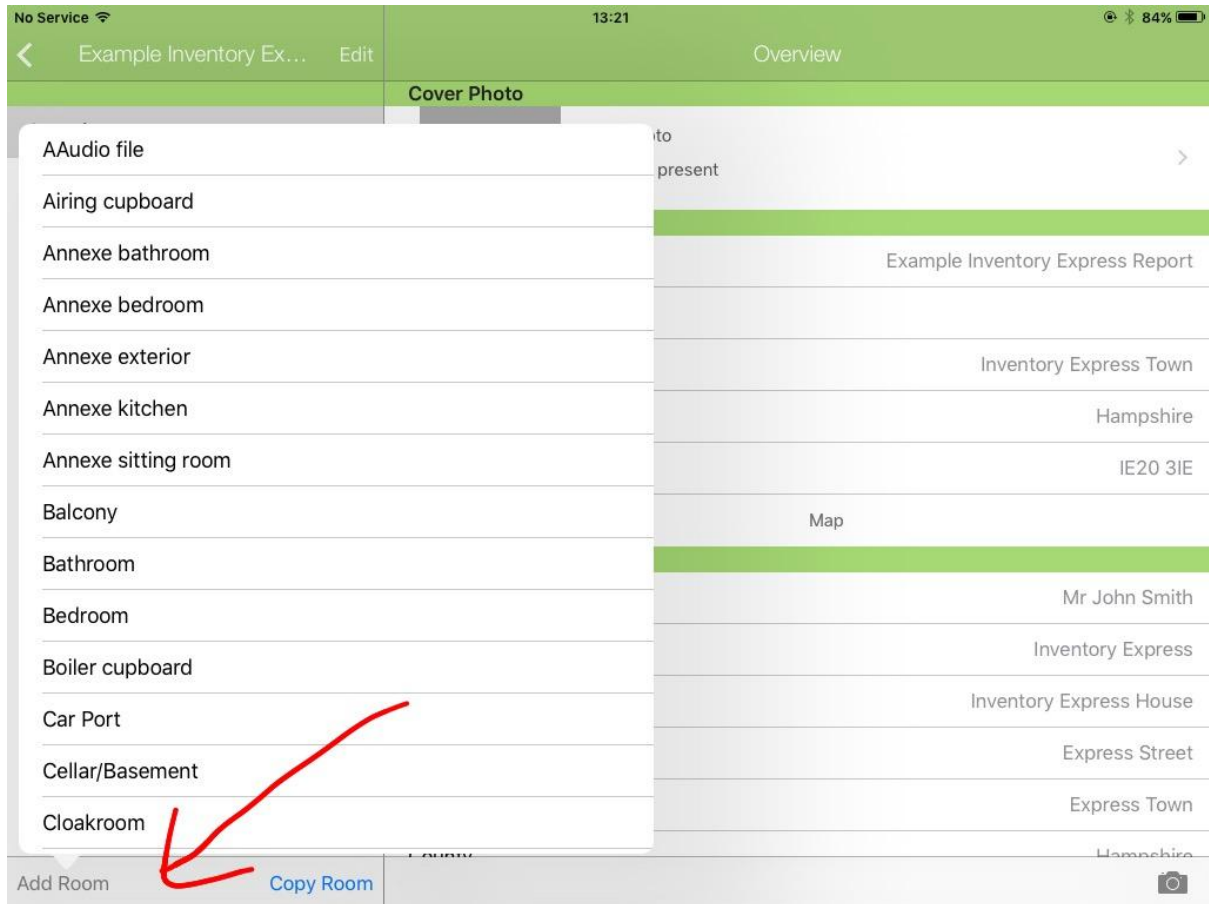
Complete as indicated and tap 'save' once completed.



Adding a room

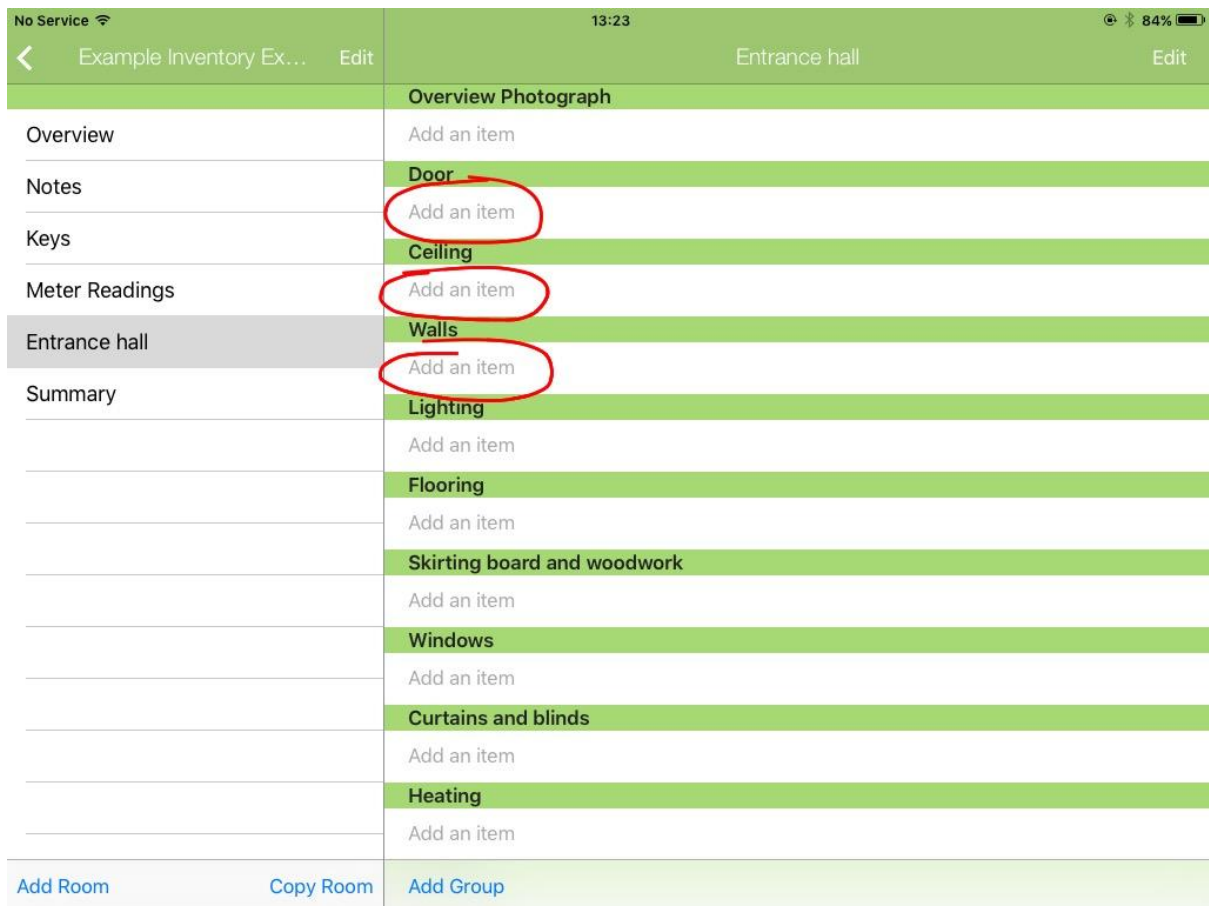
Tap the 'Add room' button on the bottom left hand side and select a room from the prepopulated list.

If adding more than one room of the same name they will automatically be named 'Bedroom 1' 'Bedroom 2' etc.

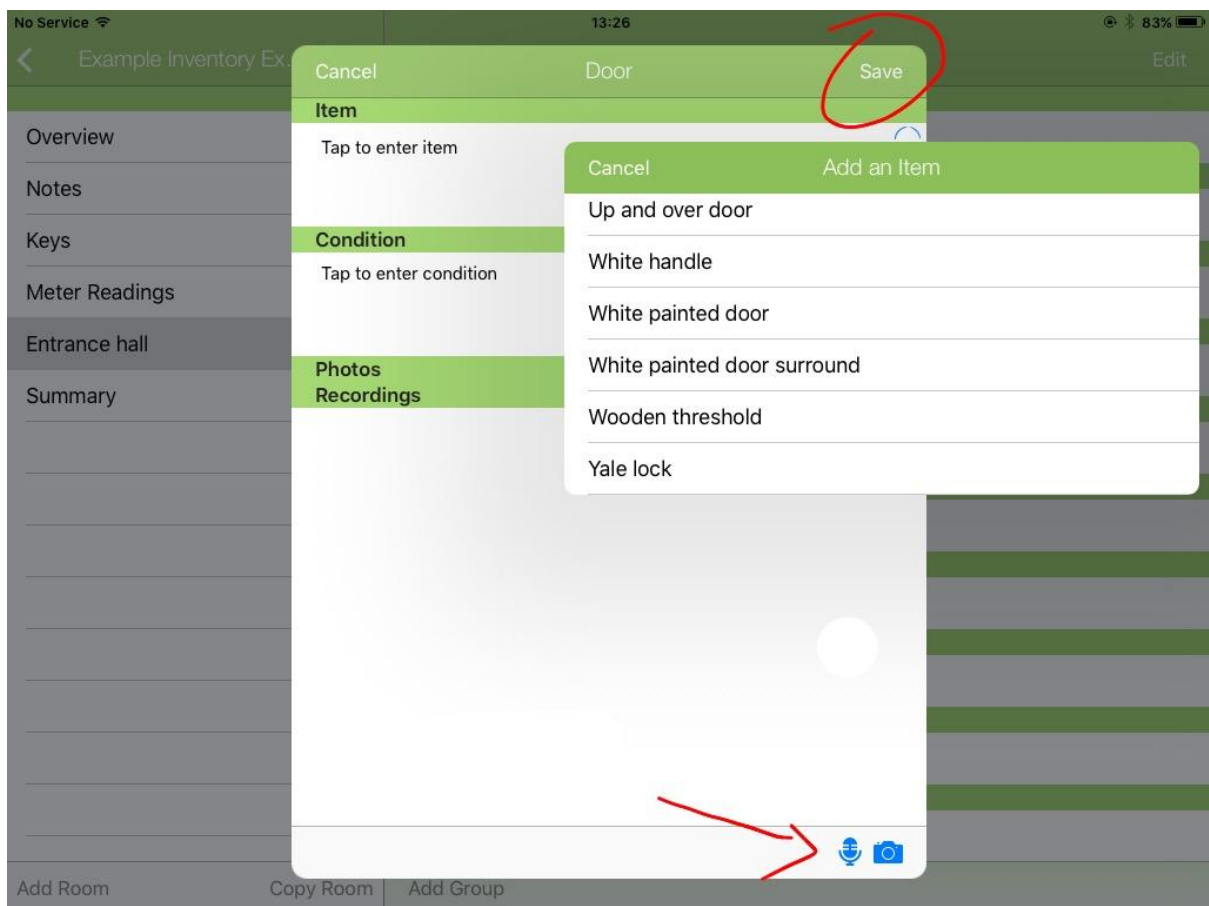


Completing room information

Tap 'add an item' to complete the section

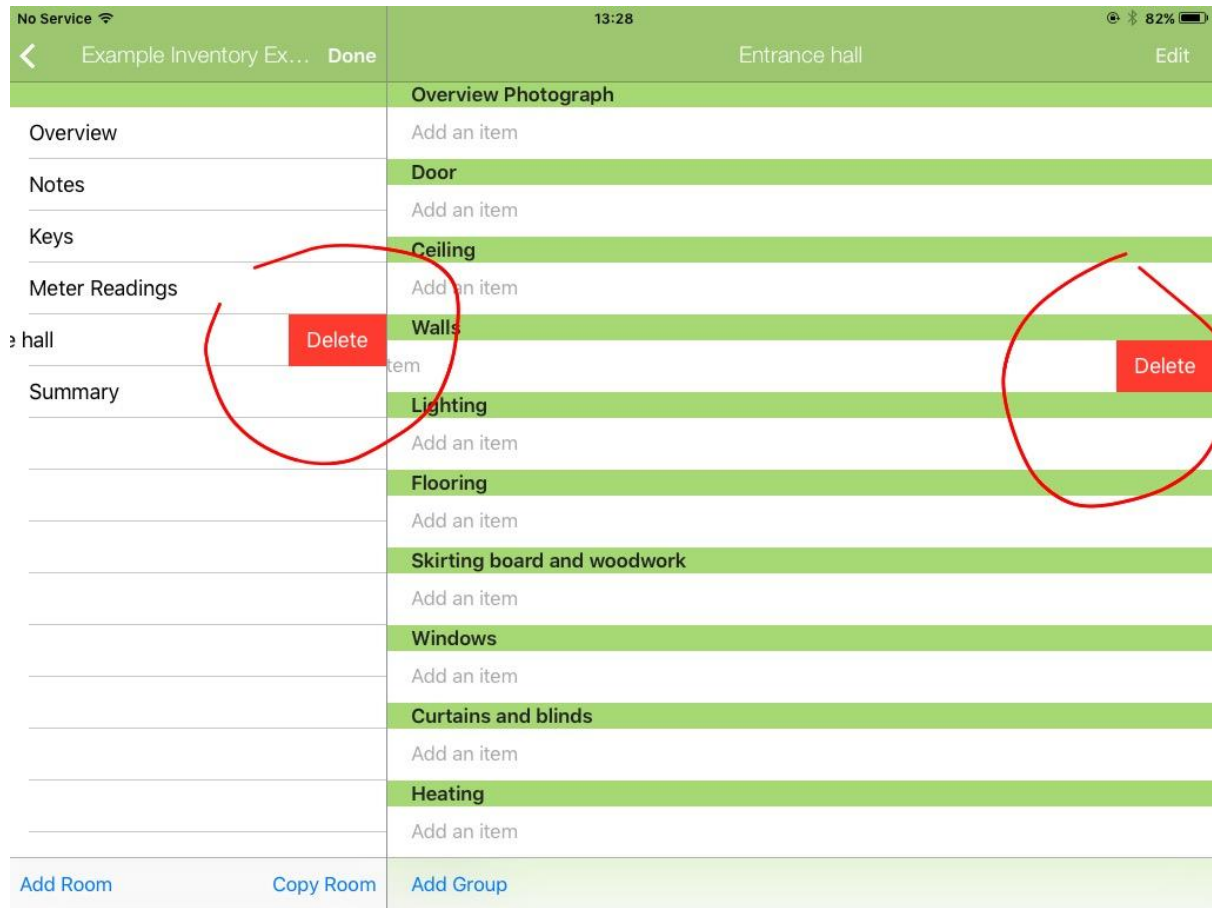


You can use either free type, selecting from the prepopulated list using the + symbol or tap the microphone symbol to add a voice recording. A photograph can also be taken for each item by tapping the camera symbol.



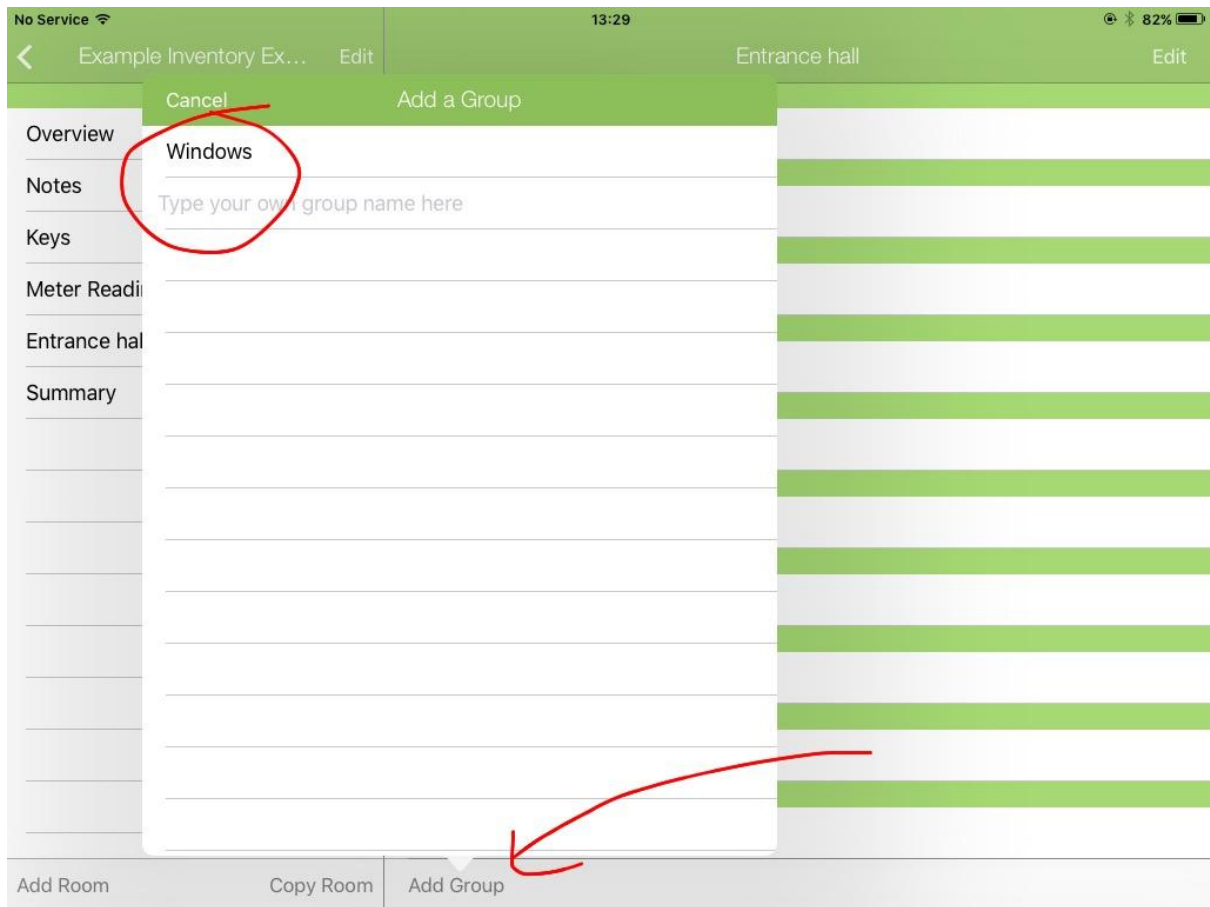
Removing/deleting an item or room

If you need to remove an item or room e.g. if there are no windows in the room just simply swipe that field from right to left to delete it., likewise with the room name.



Deleting an item in error

Should you delete an item in error you can add this back in by tapping the + symbol on the right and any deleted groups will appear for you to select. You can also use this feature to add in a group of your choice i.e. patio door.



Copy room feature

If the property is similar in decoration throughout you have the ability to duplicate the room. Simply tap to highlight the room that you wish to copy from and then tap 'Copy room' on the bottom left hand side to select the new room name.

All items completed will be copied over into the new room selected. The condition column will not be replicated only the items.

Complete and edit as required and complete the condition box as appropriate.

The screenshot shows a mobile application interface for managing room inventory. The top bar displays 'No Service', '13:32', and '82%' battery. The main header shows 'Example Inventory Ex...' and 'Entrance hall'. The left sidebar contains a list of categories: Overview, Notes, Keys, Meter Readings, Entrance hall (highlighted in grey and circled in red), and Summary. The main content area lists various room features with 'Add an item' buttons: Overview Photograph, Door, Ceiling, Walls, Lighting, Flooring, Skirting board and woodwork, Windows, Curtains and blinds, and Heating. At the bottom, there are three buttons: 'Add Room', 'Copy Room' (circled in red), and 'Add Group'.

Category	Action
Overview Photograph	Add an item
Door	Add an item
Ceiling	Add an item
Walls	Add an item
Lighting	Add an item
Flooring	Add an item
Skirting board and woodwork	Add an item
Windows	Add an item
Curtains and blinds	Add an item
Heating	Add an item

Bottom navigation: Add Room, Copy Room, Add Group

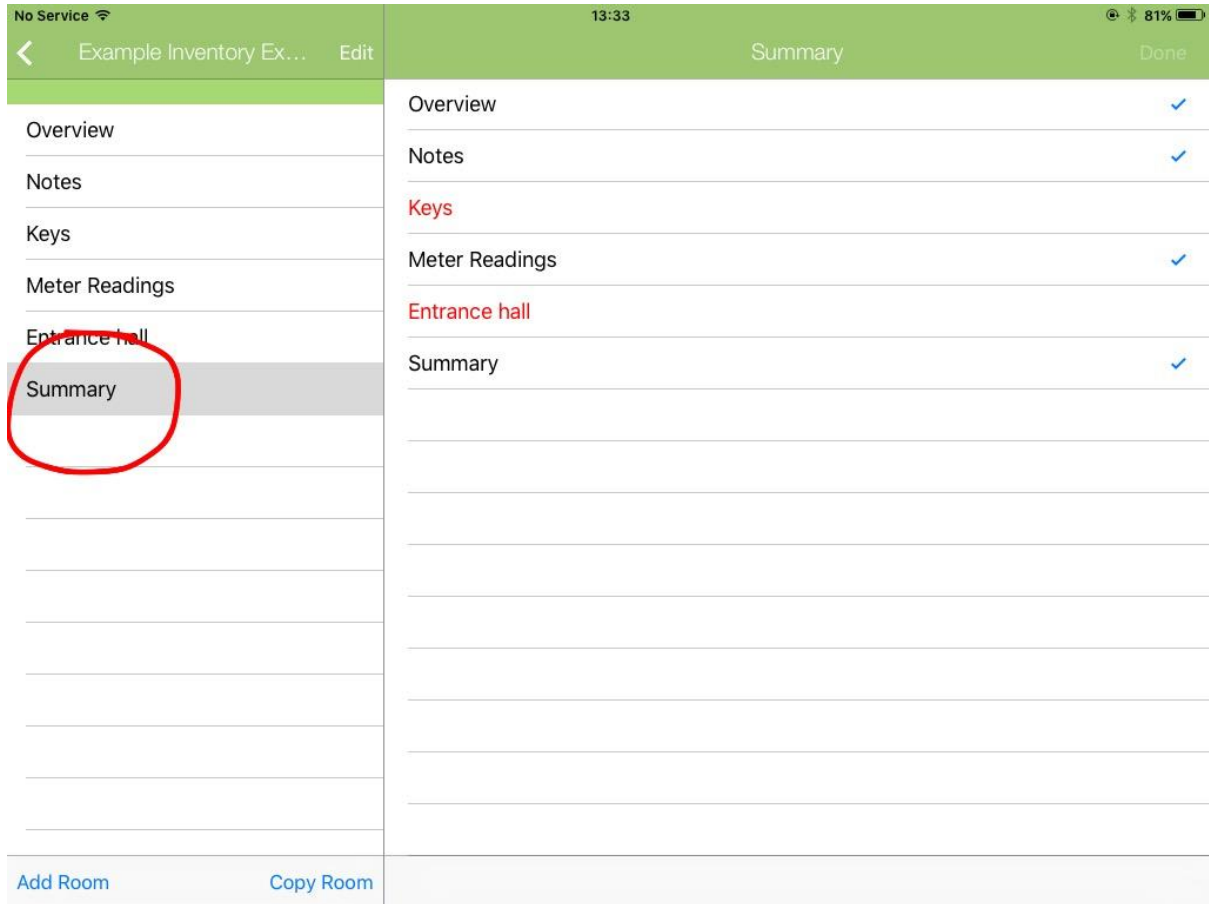
Reordering room or item

Should you need to reorder the rooms or an item within the room you simply put your finger on the 3 horizontal lines at the end of each line in order to drag up or down to adjust.

No Service		16:38		23%	
Inventory Express Che... Edit		Entrance hall		Done	
		Lighting			
Overview	⊖	Ceiling pendant	Bulb not working	≡	
Notes	⊖	Add an item			
		Flooring			
Keys	⊖	Beige carpet	Spot mark near entry	≡ 1	
Meter Readings	⊖	Add an item			
		Skirting board and woodwork			
Electric meter photo	⊖	White painted	Dusty	≡ 1	
Gas meter photo	⊖	Add an item			
Keys Photograph	⊖	Add an item			
		Additional items			
Entrance hall	⊖	Mop and bucket	Extra item located	≡ 1	
Sitting room	⊖	Add an item			
Kitchen					
Bedroom 1					
Bathroom					
Bedroom 2					
Summary					
Add Room		Copy Room		Add Group	

Uploading

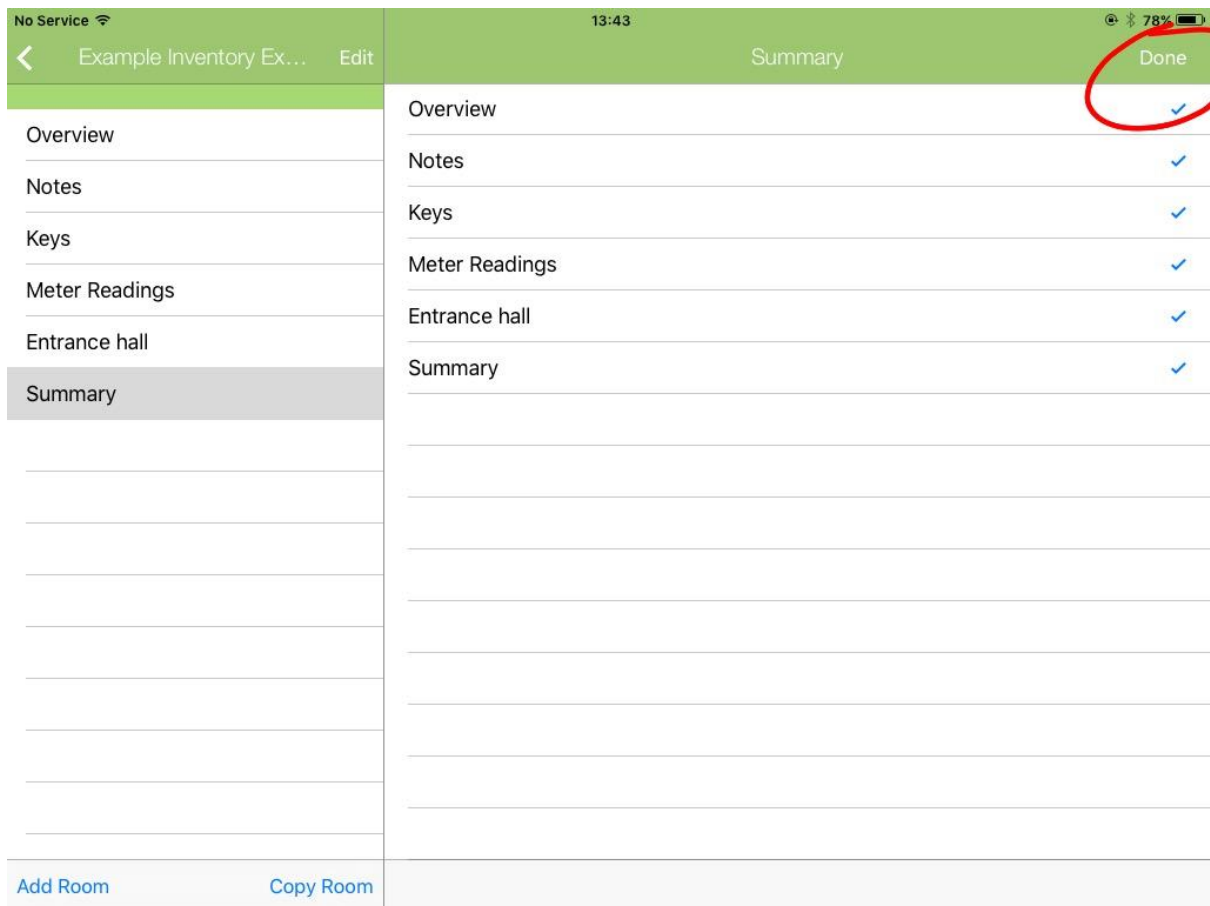
To upload a completed job tap summary, this will be below the last room entered. When the data is incomplete the fields that have information missing will appear in red. You will need to ensure that all fields are complete or deleted where applicable for the data to begin uploading.



NOTE: This can be done via 3G/4G or WIFI.

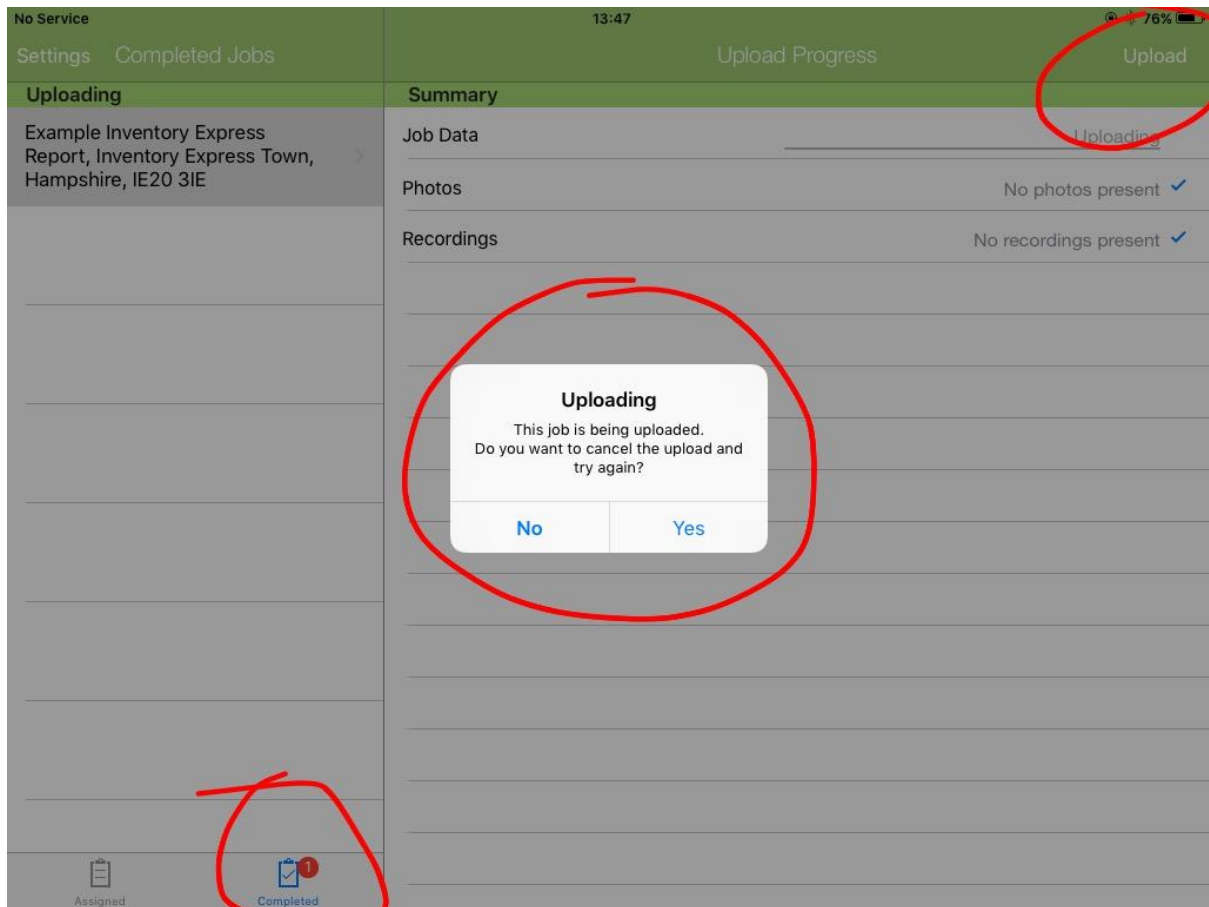
Example of all fields being complete

The 'Done' button can now be tapped to upload the data and images.





Where the connection is lost you will need to tap on 'completed' jobs' locate the address and tap upload which will prompt you with the question of 'this job has already been uploaded do you want to upload again' tap yes to continue the upload process.

You may have to do this more than once if you lose connection to the internet.



Completed job

No Service		17:51	13%
Settings	Completed Jobs	Upload Progress	Upload
Uploaded		Summary	
Inventory Express Check Out, Inventory Town, Hampshire, IE22 2IE	>	Job Data	Uploaded ✓
Example Inventory Express Report, Inventory Express Town, Hampshire, IE20 3IE	>	Photos	Uploaded 14 of 14 ✓
		Recordings	No recordings present ✓
		Photos	
		Entrance hall - Skirting board and wood...	Uploaded ✓
		Entrance hall - Flooring	Uploaded ✓
		Entrance hall - Additional items	Uploaded ✓
		Sitting room - Overview Photograph	Uploaded ✓
		Electric meter photo - Photograph	Uploaded ✓
		Gas meter photo - Photograph	Uploaded ✓
		Keys Photograph - Photograph	Uploaded ✓
		Kitchen - Overview Photograph	Uploaded ✓
		Kitchen - Overview Photograph	Uploaded ✓
		Bedroom 1 - Overview Photograph	Uploaded ✓
		Bathroom - Overview Photograph	Uploaded ✓
		Bathroom - Overview Photograph	Uploaded ✓
 Assigned	 Completed		