



## Complete End-to-End Inventory Management



goInventory

**USER MANUAL**

# About User Documentation Version 1.0

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## Document Purpose

The purpose of this document is to help you to understand **goInventory** and provides you the easy and best ways to utilize the potentials of the application to the maximum.

## Audience

This document is written for all users and support members who work and use **goInventory**.

## Relevant URLs

Name	URL
<b>goInventory Site</b>	<a href="http://gopropertyapps.com/">http://gopropertyapps.com/</a>
<b>Contact</b>	gopropertyapps.com 85-87 Saltergate, Chesterfield, S40 1JS

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# 1. Getting Started

## 1.1 Overview

**goInventory** is a mobile app solution for complete end-to-end inventory job management. A product of **goPropertyApps.com**, this app serves as a single solution that enables Letting Agents, Inventory Clerks, Landlords and Property Solutions Companies to benefit from Best-In-Class inventory job management. They can initiate requests for inventory, allocate an internal or external inventory clerk and schedule them in. They can then complete the inventory through **goInventory** on mobile or tablet, and the data will be uploaded instantly to your dashboard. No printing or emailing of reports is required, and all documents are kept securely online.

This user guide is intended to provide guidance to individuals and organisations on how to complete an 'Inventory and Schedule of condition' using the **goInventory** app.

The **goInventory** app has been developed to coincide with the recommended best practice within the industry, maintain a detailed standardised report to the benefit to both the landlord and tenant.

This guide describes how to use the app on the **goInventory** Android™ mobile technology platform. It does not describe the physical features of your tablet or its specifications. You need to refer to your tablet's owner's guide for that information.

We're always working on ways to improve our customers' journey. If you have any suggestions on how this can be improved, then please contact the help desk.

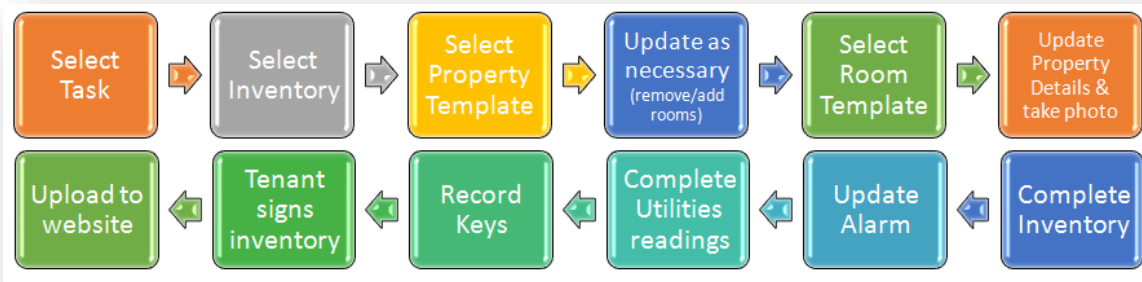
## 1.2 System Requirements

System	Requirements
<b>Mobile Devices Supported</b>	<ul style="list-style-type: none"> <li>• Blackberry 8800 Series, 8300 Series, Pearl, Bold &amp; Storm (RIM OS 4.2 &amp; Above)</li> <li>• Windows Mobile Professional / Standard (OS 5.0 &amp; Above)</li> <li>• iPhone with OS 2.2</li> <li>• iPad</li> </ul>
<b>Operating System</b>	<ul style="list-style-type: none"> <li>• <b>For Android</b> - OS 2.2 and higher</li> <li>• <b>For iOS</b> - OS 5.0 and higher</li> <li>• iPhone 3GS and higher</li> <li>• iPad 1 or 2</li> <li>• iPod Touch 3rd Gen and higher</li> </ul> <p><b>Note:</b> This app is optimized for iPhone 5.</p>

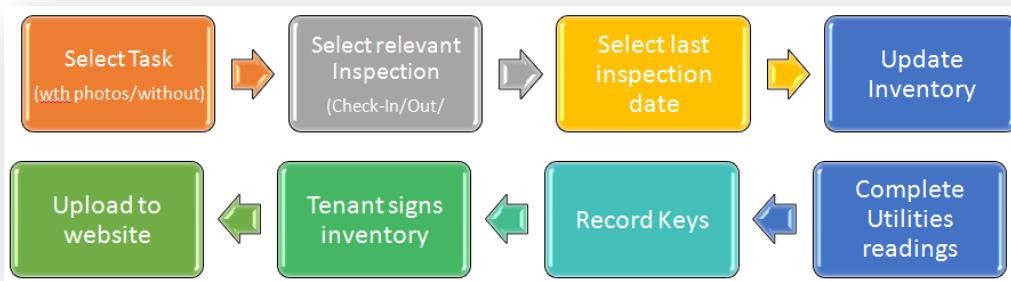
<b>Screen Resolution</b>	<ul style="list-style-type: none"> <li>• 320x480 and higher screen resolutions</li> </ul>
<b>Internet Connection</b>	WiFi or DSL
<b>Browser</b>	Opera Mini, Mobile Safari, Mobile Chrome, Mobile Firefox, and Mobile Internet Explorer
<b>Mobile Devices Supported</b>	<ul style="list-style-type: none"> <li>• Blackberry 8800 Series, 8300 Series, Pearl, Bold &amp; Storm (RIM OS 4.2 &amp; Above)</li> <li>• Windows Mobile Professional / Standard (OS 5.0 &amp; Above)</li> <li>• iPhone with OS 2.2</li> <li>• iPad</li> </ul>
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### 1.3 How goInventory works?

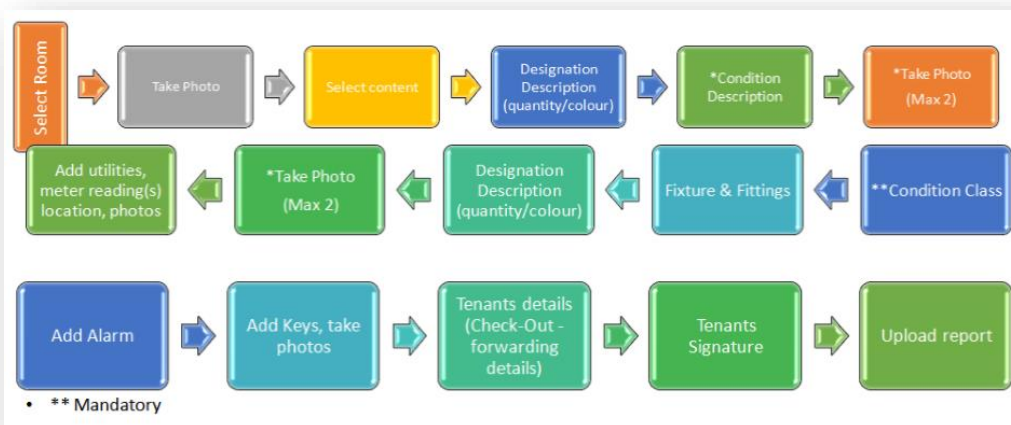
#### Overview First Inspection





## Overview Check-In/Check-Out/Midterm







## Complete Inventory



## 1.4 Types of Users

1. **Letting Agent (LA)** –  Acts on behalf of the landlord and manages the property on their behalf, can produce their own inspection reports, connect with Inventory Clerks and Property Solution companies and Associate user groups. Raise and assign tasks to available employees or connected user groups. goPropertyApps.com will issue consolidated invoice and you will pay on a monthly basis for all reports compiled in the immediately preceding calendar month.
2. **Property Solution Company (PSC)** -  Predominantly for a limited company, may offer more than 1 service, e.g. EPC's, Cleaning, property maintenance..... to Letting Agents and landlords. Complete job management, able to assign employees or connected users, to task(s). PSC able to issue invoices to letting agent for work carried

out. Other companies can connect with LA and PSC's to request for their services, they can also request to connect with other Inventory Clerks and Associates. goPropertyApps.com will issue consolidated invoice and you will pay on a monthly basis for all reports compiled in the immediately preceding calendar month.

3. **Associate** -  Predominantly for Sole Agent subcontractors working on behalf of Letting Agents, PSC and Landlords, allowing them to connect with LA or PSC's. Complete job management, update availability, receive tasks and able to raise an invoice to the Letting Agent or PSC. Serve more than 1 agent, recommended for users providing other services, not just Inventories. goPropertyApps.com will issue consolidated invoice and you will pay on a monthly basis for all reports compiled in the immediately preceding calendar month.
4. **Inventory Clerk** -  Sole trader, only able to carry out inventories on behalf of other letting Agents, Landlords and PSC, allowing them to search and connect with LA and PSC's. Issue invoices, update availability. Pay for each report Pay-as-you-go, when compiled by credit/debit card. This is specifically aimed at those Users completing less than 10 reports per month, applicable to the Inventory Clerk, Landlord and Tenant User profiles. Advertise company to letting Agents, Landlords and PSC, able to work for more than 1 Letting Agent.
5. **Landlord** -  property owner, able to complete own inventory, or connect with other IC, PSC's in their area and task them accordingly. Letting Agents using gopropertyApps.com will provide Landlords with access to the reports on their property. They will also be able to connect with other service providers, towards the upkeep of your property. They will pay for each report Pay-as-you-go, when compiled by credit/debit card. This is specifically aimed at those Users completing less than 10 reports per month.
6. **Tenant - User Group Profile** –  An individual who occupies the property belonging to the Landlord.

## 1.5 Installing goInventory on your Mobile

1. Download and open the **goInventory** app.
2. In the installation screen, tap **Next**.
3. Tap **Install**. The installation will begin.
4. Once complete, confirmation will be displayed.
5. Tap **Open**.

The **goInventory** app will be installed to your mobile successfully.



## 1.6 Logging on to goInventory

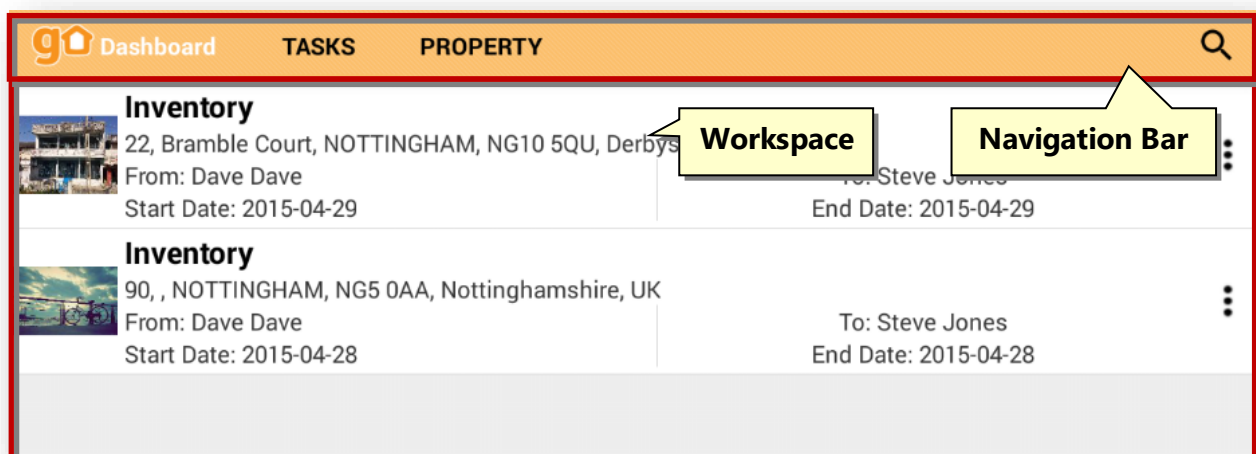
1. Tap the **goInventory** icon on your iPhone, iPad, or iPod.
2. In the login screen, enter the user name and passwords in the respective fields.
3. Tap **Login**.

Once the login is successful, the **Dashboard** of the **goInventory** app will be displayed. You can start exploring the options within **goInventory** app.



## 1.7 Interface Overview & Components

The **goInventory** interface gives you an easy and quicker access to important modules such as **Dashboard**, **Tasks** and **Property**. For more detailed information, you must refer to the respective sections.



- [Tasks](#) – The **Tasks** module allows you to search, view, upload or download tasks. You can also manage rooms, utility, keys and alarms.
- [Property](#) – The **Property** module allows you to add, edit, search, remove and manage properties.
- [Settings](#) – The Settings module allows you to configure user information, logo, tenant information, compliance, property description, template and report types.

## 1.8 Logging Out

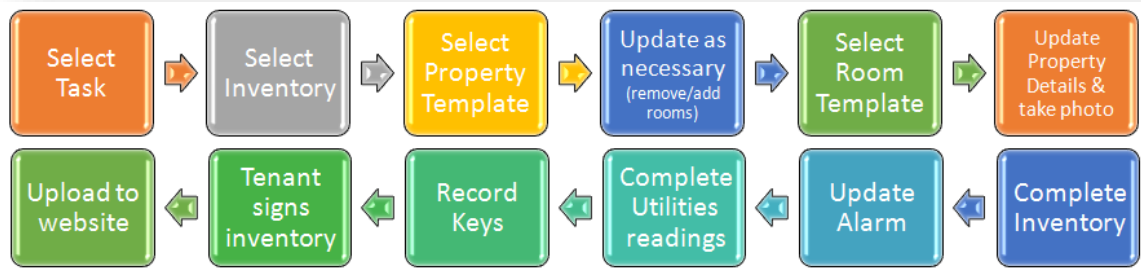
You can directly close the app in your mobile. But it is better to log out when not in use.

1. Tap **Settings**.
2. In the **Settings** screen, tap **Logout**.

You will be logged out of the **goInventory** app.

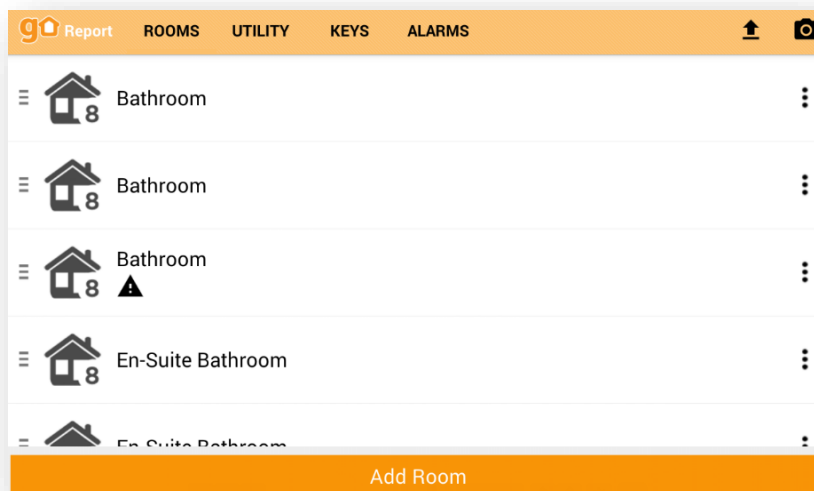
## 2. Overview First Inspection

This section shows the following process:



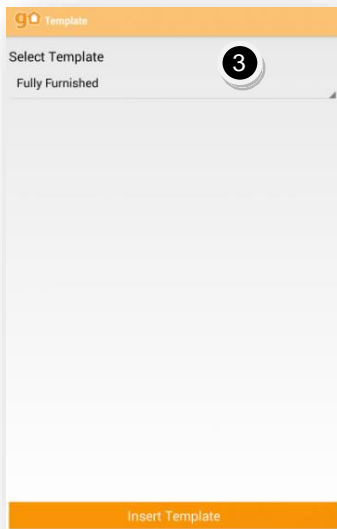
### 2.1 Select Task/Inventory

1. Navigate to **Tasks**.
2. Tap **Search** (🔍).
3. Enter the search keyword based on which you wish to select an inventory, in the search field.
4. In the search results, select the required inventory.



### 2.2 Select Property Template

1. Tap **Settings** on your iPhone, iPad, or iPod.
2. Tap **Insert Template**.

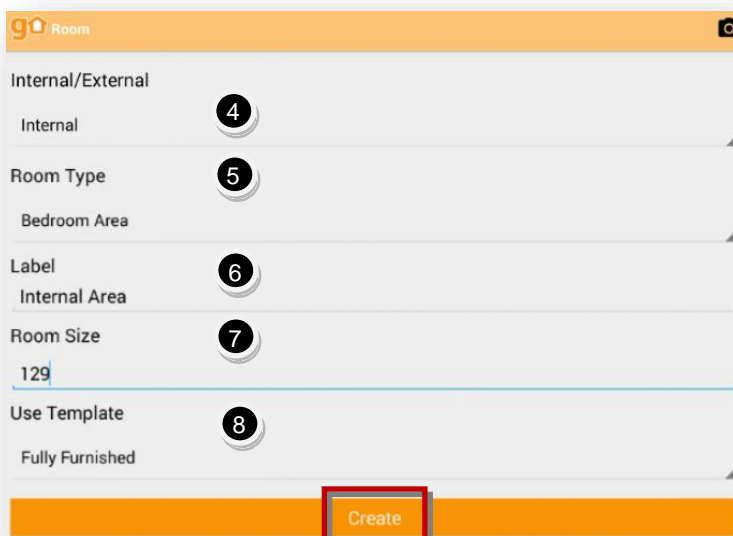


3. Select template from the **Select Template** drop down list. The rooms are auto-generated based on the selected template.

## 2.3 Update as Necessary (Add/Remove Rooms)

You can update the property template by adding or removing rooms.

1. Navigate to **Tasks**.
2. Tap the task for which you wish to manage rooms.
3. In the **Rooms** screen, tap **Add Room**.



4. Select internal or external type from the **Internal/External** drop down list. The available options are **Bathroom, External, Internal** and **Kitchen**.
5. Based on the internal or external option you select, choose the type of the room from the **Room Type** drop down list.
6. Enter the label name for the room, in the **Label** text entry box.
7. Enter the size of the room, in the **Room Size** text entry box.
8. Select the template you wish to use from the **Use Template** drop down list. The available options **Fully Furnished, Unfurnished** and **White Goods**.
9. Tap **Create**. The new room will be added.
10. To delete a room, tap **Delete** and confirm. The selected room will be removed.

## 2.4 Select Room Template

1. Navigate to **Tasks**.
2. Tap the task for which you wish to manage rooms.
3. Tap **Add Room**.

4. Select the room content template you wish to use from the **Use Template** drop down list. The available options **Fully Furnished, Unfurnished** and **White Goods**.
5. Tap **Create**. The selected room content template will be applied to the room.

## 2.5 Update Property Details and Take Photo

The property description is the general description of property in one or two sentences. It should give a brief overview of the property. You can add details related to quantity, colour etc. There are also some multifunction descriptions to include fittings such as door & door fittings.

1. Navigate to **Property**.

2. Tap on the property, you wish to edit.

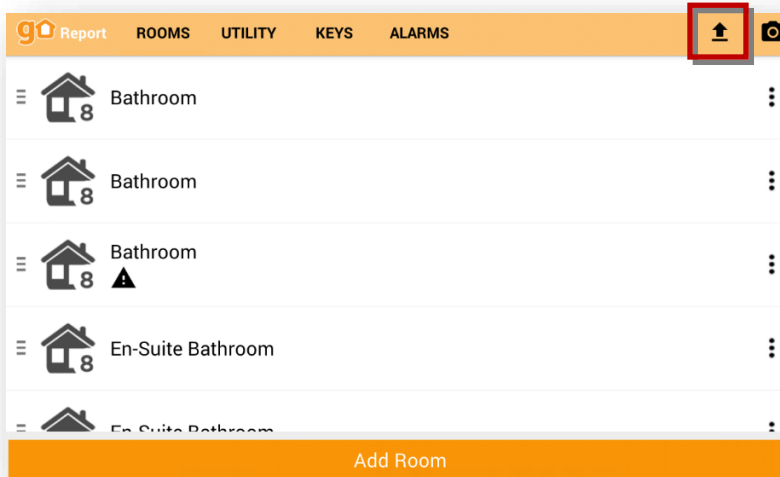
3. Edit the details of the property such as house number, street, city, country of the property in the respective fields.
4. To take photo, Tap **Icon** (📷).

5. In the **Choose Image** screen, if you tap on **Load from Gallery**, the gallery screen will be displayed.
6. Tap on the image you wish to add. The image will be added to the selected property.
7. If you tap on **Take from Camera**, you can take the image of the property from your mobile camera.

Then add that image to the selected property.

## 2.6 Upload to Website


1. Navigate to **Tasks**.
2. Tap on name of the task, you wish to upload.

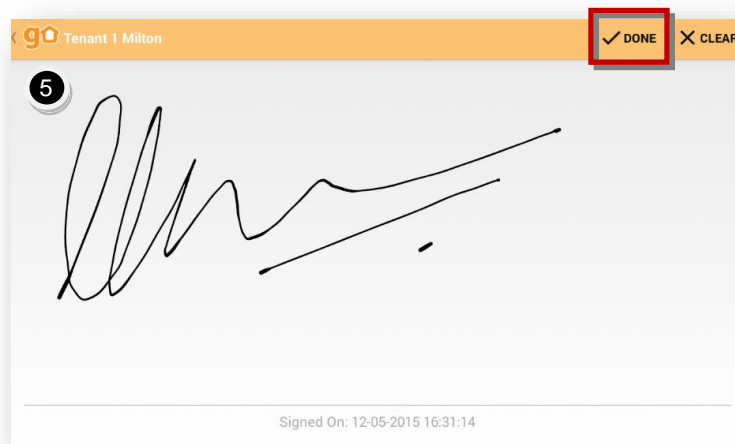


3. Tap **Upload** (  ).
4. In the message box, tap **OK**.

The task will be uploaded.

## 2.7 Tenant Signs Inventory

1. Tap **Settings** on your iPhone, iPad, or iPod.
2. Tap **Tenant Info**.
3. To add the signature of the tenant, tap (  ).
4. Provide necessary tenant information.



5. Add the tenant's signature.
6. Tap **Done**. The changes made to tenant info will be updated.

## 2.8 Record Keys

The **Keys** section allows you to add and manage keys related to Bookshelf, Closet, Door, Drawer, French Doors, Front Door, Garage, Gate, Mail Box etc.

1. Navigate to **Tasks**.
2. Tap the task, in which you wish to add or edit key.
3. Tap **Add Keys**.

4. Select the key for the type, from the **Key for Type** drop down list. The available options are **Bookshelf, Closet, Door, Drawer, French Doors, Front Door, Garage, Gate, Mail Box, Meter Key, Unknown** and **Window Key**.
5. Tap **Icon (+)** in **Key Type**, to add key types.
6. Enter the quantity of the key, in the **Quantity** text entry box.
7. Specify whether the key is tested or not by selecting the required option from the **Tested** drop down list. The available options are **Yes** and **No**.
8. Enter the comments if any, in the **Comments** text entry box.
9. Tap **Create**. The new key will be added.

## 2.9 Complete Utilities Readings

Utility can be added and managed in this section. You can manage utility by adding location & meter readings for gas, electric, water and location of stopcock.

1. Navigate to **Tasks**.
2. Tap the task, in which you wish to add or edit utility.
3. Select the inventory, which you wish to complete.



The screenshot shows the 'go Utility' app interface. It features a list of fields for utility information:
 

- Utility Type:** A dropdown menu with 'Water' selected. A circled '4' is next to it.
- Supplier:** A dropdown menu with 'Bournemouth & West Hampshire Water' selected. A circled '5' is next to it.
- Location:** A text entry box. A circled '6' is next to it.
- Serial No:** A text entry box. A circled '7' is next to it.
- Rate:** A dropdown menu with 'Yes' selected. A circled '8' is next to it.
- Stopcock Location:** A text entry box. A circled '9' is next to it.
- Image For Reading:** A section with a camera icon and the text 'No image chosen'. A circled '10' is next to it.

 At the bottom of the form, there is an orange 'Update' button, which is highlighted with a red rectangular box.

4. Select the type of the utility, from the **Utility Type** drop down list.
5. Select the name of the supplier for the utility, from the **Supplier** drop down list.
6. Enter the name of the location, in the **Location** text entry box.
7. Enter the serial number, in the **Serial No** text entry box.
8. Select the rate option, from the **Rate** drop down list. If you tap **Yes** means they pay water rates and there is no water meter. If you tap **No**, then there is a water meter.
9. Enter the stopcock location, in the **Stopcock Location** text entry box.
10. If you wish to select the image for reading, tap the **Icon (📷)** and choose the image from gallery.
11. Tap **Update**.

The changes made to utility readings will be updated.

## 2.10 Update Alarm

1. Navigate to **Tasks**.
2. Tap the task, for which you wish to update alarm.
3. Tap **Add Alarms**.

4. Select the type of the key, from the **Key Type** drop down list.
5. Enter the code for alarm set, in the **Alarm Set** text entry box.
6. Enter the name of the location, in the **Location** text entry box.
7. Tap **Create**. The alarm will be added.

## 2.11 Complete Inventory

You can add necessary inventory and complete the inventory for the property.

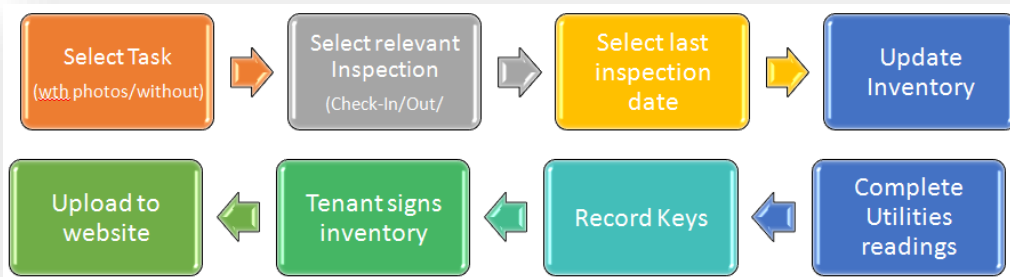
1. Navigate to **Tasks**.
2. Tap the inventory that you wish to complete.

3. Select internal or external type from the **Internal/External** drop down list. The available options are **Bathroom, External, Internal** and **Kitchen**.
4. Based on the internal or external option you select, choose the type of the room from the **Room Type** drop down list.
5. Enter the label name for the room, in the **Label** text entry box.
6. Enter the size of the room, in the **Room Size** text entry box.
7. Select the template you wish to use from the **Use Template** drop down list. The available options **Fully Furnished, Unfurnished** and **White Goods**.
8. Tap **Update**.

The changes made to the selected inventory will be updated.

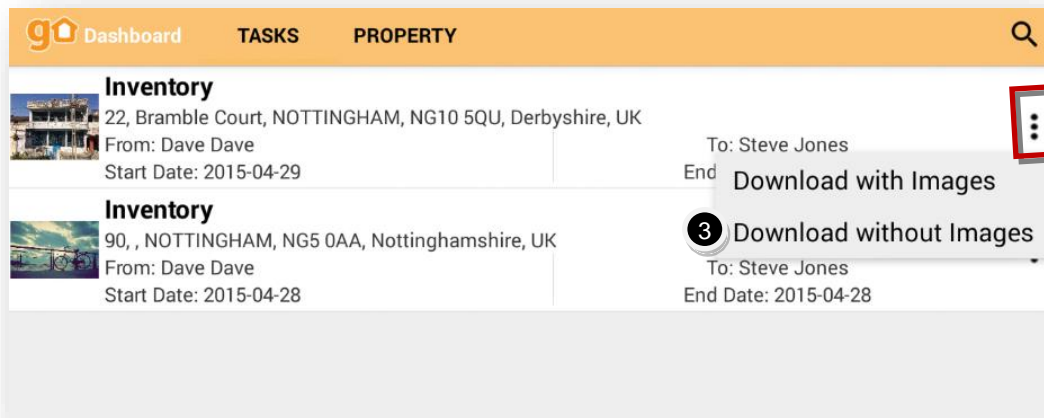
### 3. Overview Check-In/Check-Out/Midterm

This section shows the following process:



#### 3.1 Select Task (With Photos / Without)

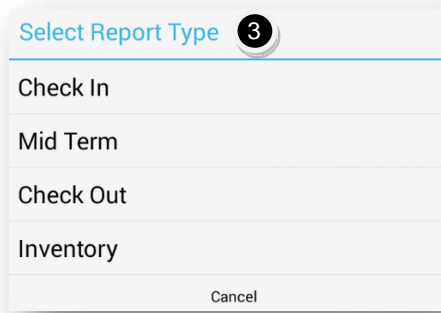
1. Navigate to **Tasks**.



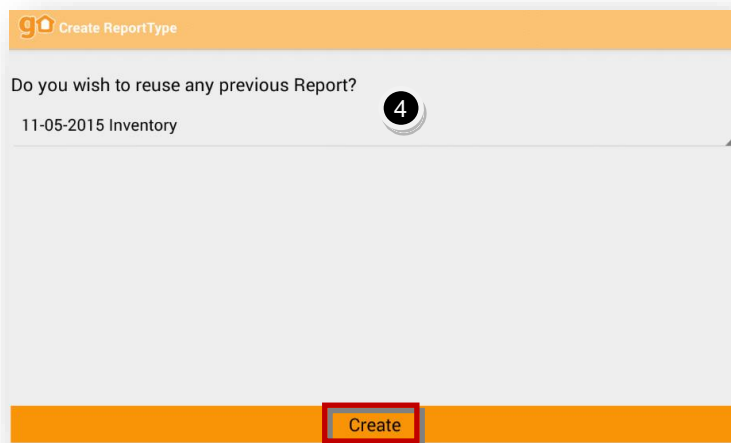
2. Click in the row of the task.
3. In the popup menu, select the **Download without Images** option. The selected task details will be downloaded without images.

#### 3.2 Select Relevant Inspection (Check-In/Out)

1. Navigate to **Tasks**.
2. Tap the task, in which you wish to select relevant inspection.



3. In the **Select Report Type** screen, tap on the type of the inspection you wish to select. The available options are **Check In**, **Mid Term**, **Check Out** and **Inventory**.



4. The task details will be downloaded and the **Create Report Type** screen will be displayed. Select the previous report or tap **Create** to generate a new report.

### 3.3 Update Inventory

1. Navigate to **Tasks**.
2. Tap the inventory which you wish to update.

The screenshot shows a mobile application interface titled 'go Room'. It features a list of form fields, each with a numbered callout (3-7) indicating a step in the process:

- 3** Internal/External: A dropdown menu with 'Internal' selected.
- 4** Room Type: A dropdown menu with 'Bedroom Area' selected.
- 5** Label: A text entry box with 'Internal Area' entered.
- 6** Room Size: A text entry box with '129' entered.
- 7** Use Template: A dropdown menu with 'Fully Furnished' selected.

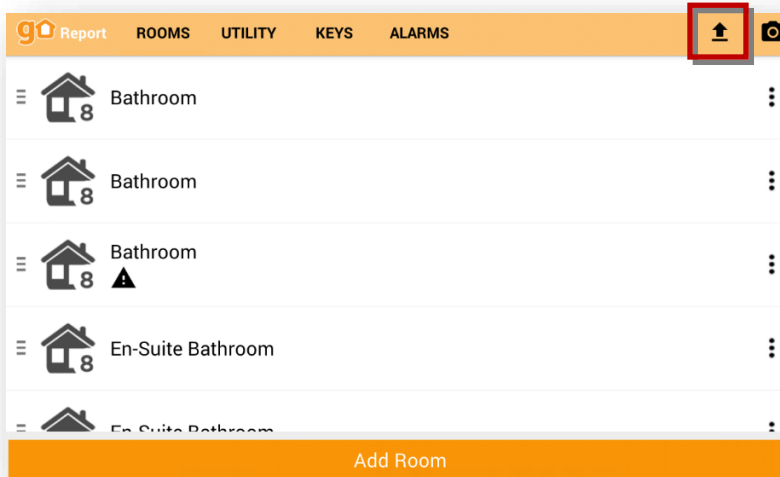
At the bottom of the form is an orange bar containing an 'Update' button, which is highlighted with a red rectangle.

3. Select internal or external type from the **Internal/External** drop down list. The available options are **Bathroom, External, Internal** and **Kitchen**.
4. Based on the internal or external option you select, choose the type of the room from the **Room Type** drop down list.
5. Enter the label name for the room, in the **Label** text entry box.
6. Enter the size of the room, in the **Room Size** text entry box.
7. Select the template you wish to use from the **Use Template** drop down list. The available options **Fully Furnished, Unfurnished** and **White Goods**.
8. Tap **Update**.

The changes made to selected inventory will be updated.

### 3.4 Upload to Website


1. Navigate to **Tasks**.
2. Tap on name of the task, you wish to upload.



3. Tap **Upload** (  ).
4. In the message box, tap **OK**.

The task will be uploaded.

### 3.5 Tenant Signs Inventory

1. Tap **Settings** on your iPhone, iPad, or iPod.
2. Tap **Tenant Info**.
3. To add the signature of the tenant, tap (  ).
4. Provide necessary tenant information.



5. Add the tenant's signature.
6. Tap **Done**. The changes made to tenant info will be updated.

## 3.6 Record Keys

Utility can be added and managed in this section. You can manage utility by adding location & meter readings for gas, electric, water and location of stopcock.

1. Navigate to **Tasks**.
2. Tap the task, in which you wish to add or edit utility.
3. Select the inventory, which you wish to complete.

The screenshot shows a mobile application form titled 'go Utility'. The form contains several fields with numbered callouts: 4 points to the 'Utility Type' dropdown menu (set to 'Water'); 5 points to the 'Supplier' dropdown menu (set to 'Bournemouth & West Hampshire Water'); 6 points to the 'Location' text input field; 7 points to the 'Serial No' text input field; 8 points to the 'Rate' dropdown menu (set to 'Yes'); 9 points to the 'Stopcock Location' text input field; and 10 points to the 'Image For Reading' section, which includes a camera icon and the text 'No image chosen'. At the bottom of the form is an orange 'Update' button, which is highlighted with a red rectangle.

4. Select the type of the utility, from the **Utility Type** drop down list.
5. Select the name of the supplier for the utility, from the **Supplier** drop down list.
6. Enter the name of the location, in the **Location** text entry box.
7. Enter the serial number, in the **Serial No** text entry box.
8. Select the rate option, from the **Rate** drop down list. If you tap **Yes** means they pay water rates and there is no water meter. If you tap **No**, then there is a water meter.
9. Enter the stopcock location, in the **Stopcock Location** text entry box.
10. If you wish to select the image for reading, tap the **Icon (📷)** and choose the image from gallery.
11. Tap **Update**.

The changes made to utility readings will be updated.

### 1.1 Complete Utilities Readings

Utility can be added and managed in this section. You can manage utility by adding location & meter readings for gas, electric, water and location of stopcock.

To manage utilities, follow the steps given below.

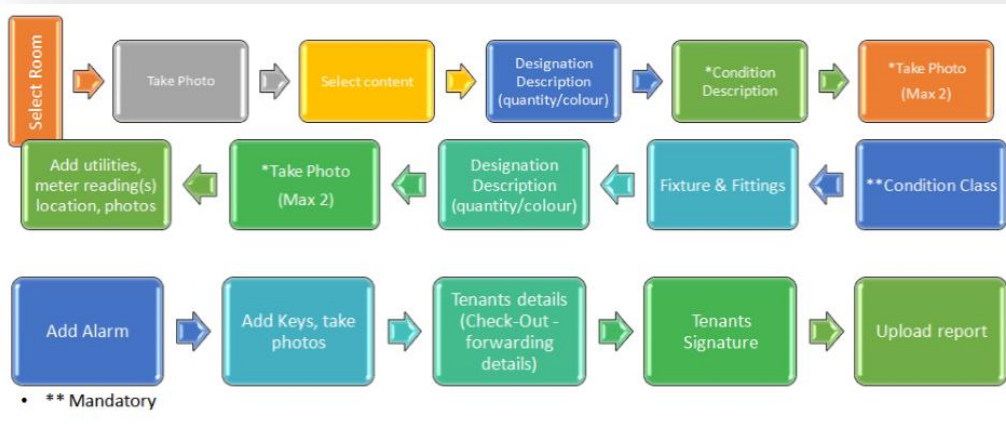


1. Navigate to **Tasks**.
2. Tap the task, in which you wish to add or edit utility.  
The **Utility** screen will be displayed.
3. Select the inventory, which you wish to complete.  
The selected inventory will be displayed in edit mode.

4. Select the type of the utility, from the **Utility Type** drop down list.
5. Select the name of the supplier for the utility, from the **Supplier** drop down list.
6. Enter the name of the location, in the **Location** text entry box.
7. Enter the serial number, in the **Serial No** text entry box.
8. Select the rate option, from the **Rate** drop down list. If you tap **Yes** means they pay water rates and there is no water meter. If you tap **No**, then there is a water meter.
9. Enter the stopcock location, in the **Stopcock Location** text entry box.
10. If you wish to select the image for reading, tap the **Icon (📷)** and choose the image from gallery.
11. Tap **Update**.  
The utility readings will be updated.

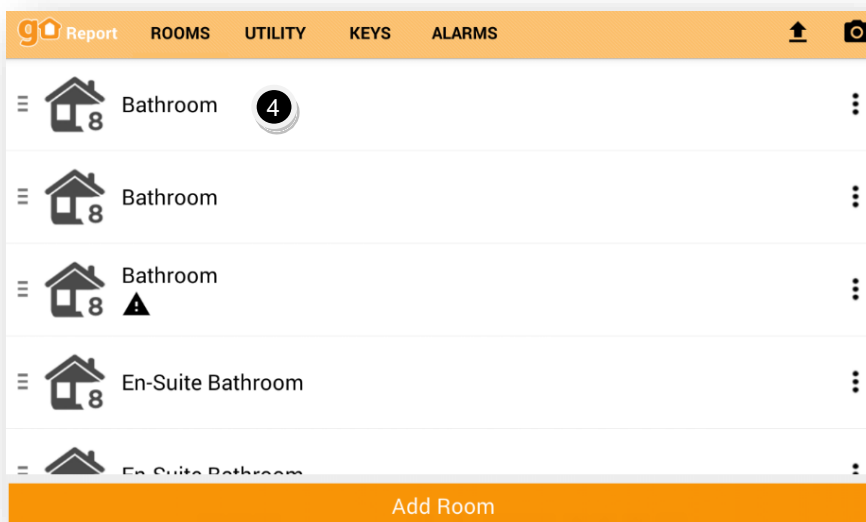
## 2. Complete Inventory

This section shows the following workflow process:



### 2.1 Select Room

1. Navigate to **Tasks**.
2. Tap on name of the task.
3. Navigate to **Rooms**.
4. Select the required room or add a new room.



## 2.2 Take Photo

1. Navigate to **Property**.
2. Tap on the property.

3. To take photo, Tap **Icon** (📷).

4. If you tap on **Load from Gallery**, the gallery screen will be displayed.
5. Tap on the image you wish to add. The image will be added to the selected property.
6. If you tap on **Take from Camera**, you can take the image of the property from your mobile camera.

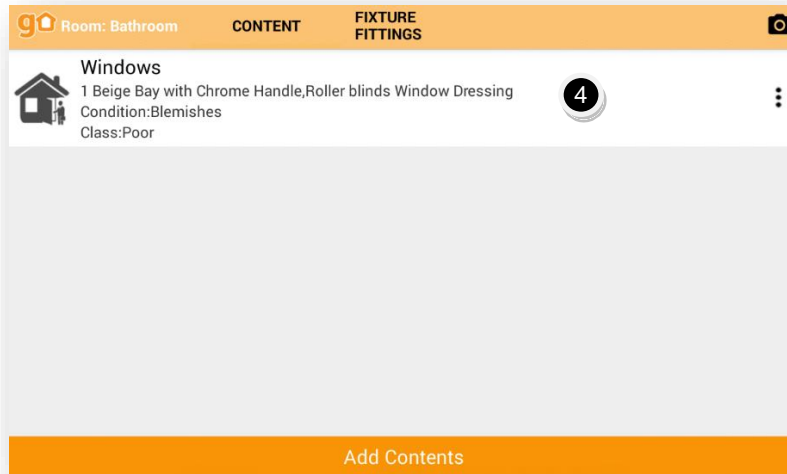
Then add that image to the selected property.

## 2.3 Select Content

Select one of the predefined room content templates such as Unfurnished or White Goods & furnished and the room content is auto generated. It generates all the room content such as Ceiling, Walls, Windows, Doors, Paintwork, Lighting, switches & Sockets and Floor.

1. Navigate to **Tasks**.

2. Tap on the task from which you wish to select room.
3. Tap on the room from which you wish to add content.



4. In the **Content** screen, you can select and make any preferred edits and tap **Update**. Refer the following sections to add designation description and condition description.

### 2.3.1 Designation Description

1. On the Content screen, select the designation for the content, from the **Designation** drop down list. The available options are **Ceiling, Doors, Floor, Lighting, Paint Work, Switches/sockets, Walls** and **Windows**.
2. Tap **Icon (+)**, to add more designations to the selected room.
3. Enter the quantity of the designation in the **Quantity** text entry box.
4. Select the color of the designation from the **Color** drop down list.
5. Select the description for the designation from the **Description** drop down list. The **Designation Description** field will be automatically populated.
6. Tap **Update**.

The changes made to the designation description will be updated.

The screenshot shows the 'Content' app interface for a Bathroom room. The form is divided into several sections:

- Designation:** Doors (1)
- Quantity:** 1
- Color:** Apple white (4)
- Description:** Aluminium (5)
- Designation Description:** 1 Apple white Aluminium with Brass Handle
- Condition Description:** Adhesive\_pad\_marks (2) with a plus icon (+)
- Remark on condition:** Adhesive pad marks
- Condition Classification:** Brand\_New/Newly\_Fitted (3) with a plus icon (+)

An orange bar at the bottom contains an **Update** button, which is highlighted with a red box.

### 2.3.2 Condition Description

1. In the **Content** screen, tap **Icon (+)** in **Condition Description**, to add condition descriptions.
2. Enter the remark on condition in the **Remark on Condition** text entry box.
3. Tap **Update**.

The condition description will be updated.

Room: Bathroom

Designation  
Doors

Brass\_Handle × +

Quantity  
1

Color  
Apple white

Description  
Aluminium

Designation Description  
1 Apple white Aluminium with Brass Handle

Condition Description ①  
Adhesive\_pad\_marks × +

Remark on condition ②  
Adhesive pad marks

Condition Classification  
Brand\_New/Newly\_Fitted × +

Update

### 2.3.3 Condition Class

All scuffs, dirty marks, scratches, dents, chips, and any damage to the surface of the fabric of the property or its contents, fixtures & fittings must be noted.

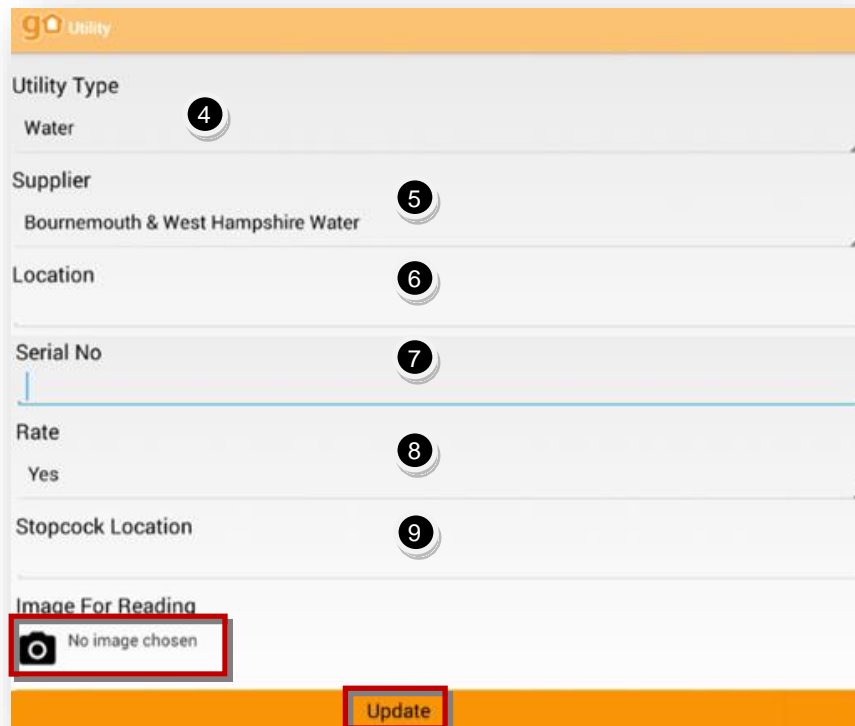
1. In the **Content** screen, tap **Icon (+)** in **Condition Classification**, to add condition classifications.
2. Tap **Update**.

The condition classification will be updated.

## 2.4 Add Utilities, Meter Readings Location, Photos

Utility can be added and managed in this section. You can manage utility by adding location & meter readings for gas, electric, water and location of stopcock.

1. Navigate to **Tasks**.
2. Tap the task, in which you wish to add or edit utility. The **Utility** screen will be displayed.
3. Select the inventory.



The screenshot shows the 'go Utility' screen with the following fields and their values:

- Utility Type:** Water (4)
- Supplier:** Bournemouth & West Hampshire Water (5)
- Location:** (6)
- Serial No:** (7)
- Rate:** Yes (8)
- Stopcock Location:** (9)
- Image For Reading:** No image chosen (10)

An **Update** button is located at the bottom of the screen.

4. Select the type of the utility, from the **Utility Type** drop down list.
5. Select the name of the supplier for the utility, from the **Supplier** drop down list.
6. Enter the name of the location, in the **Location** text entry box.
7. Enter the serial number, in the **Serial No** text entry box.
8. Select the rate option, from the **Rate** drop down list. If you tap **Yes** means they pay water rates and there is no water meter. If you tap **No**, then there is a water meter.
9. Enter the stopcock location, in the **Stopcock Location** text entry box.
10. If you wish to select the image for reading, tap the **Icon (📷)** and choose the image from gallery.
11. Tap **Update**.

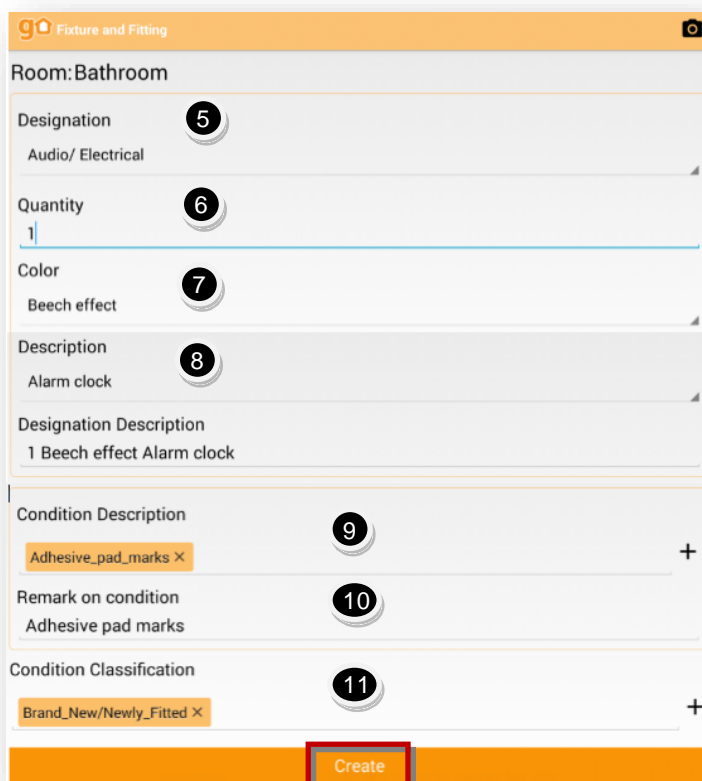
The changes made to utility will be updated.

## 2.5 Fixture & Fittings

Fixtures and fittings can be added to rooms. It is better to note all scuffs, dirty marks, scratches, dents, chips, and any damage to the surface of the fabric of the property or its contents, fixtures and fittings in the room.

To add or edit fixture fitting, follow the steps given bellow.

1. Navigate to **Tasks**.
2. Tap the task for which you wish to manage rooms.
3. Tap the room.
4. Tap **Add Fixture Fittings**.



The screenshot shows a mobile application interface for adding a fixture and fitting. The title bar is orange and says 'go Fixture and Fitting'. Below the title bar, it says 'Room: Bathroom'. The form has several sections:

- Designation** (5): A dropdown menu with 'Audio/ Electrical' selected.
- Quantity** (6): A text input field with '1' entered.
- Color** (7): A dropdown menu with 'Beech effect' selected.
- Description** (8): A dropdown menu with 'Alarm clock' selected.
- Designation Description**: A text field containing '1 Beech effect Alarm clock'.
- Condition Description** (9): A section with a plus icon (+) and a tag 'Adhesive\_pad\_marks X'.
- Remark on condition** (10): A text field containing 'Adhesive pad marks'.
- Condition Classification** (11): A section with a plus icon (+) and a tag 'Brand\_New/Newly\_Fitted X'.

At the bottom of the form is an orange bar with a white 'Create' button.

5. Select the designation for the content, from the **Designation** drop down list. The available options are **Audio/Electrical, Bath, Bathroom Cabinates, Build-in Cupboards, Cleaning Equipment, Furniture, Heating, Shower, Sink, Soft Furnishings, Toilet Type, Wall** or **Ceiling**.
6. Enter the quantity of the designation in the **Quantity** text entry box.
7. Select the color of the designation from the **Color** drop down list.
8. Select the description for the designation from the **Description** drop down list. The **Designation Description** field will be populated.
9. Tap **Icon (+)** in **Condition Description**, to add condition descriptions.



10. Enter the remark on condition in the **Remark on Condition** text entry box.
11. Tap **Icon (+)** in **Condition Classification**, to add condition classifications.
12. Tap **Create**.

The new fixture fitting will be added.

## 2.6 Add Alarm

1. Navigate to **Tasks**.
2. Tap the task, for which you wish to update alarm.
3. Tap **Add Alarms**.

4. Select the type of the key, from the **Key Type** drop down list.
5. Enter the code for alarm set, in the **Alarm Set** text entry box.
6. Enter the name of the location, in the **Location** text entry box.
7. Tap **Create**. The alarm will be added.

## 2.7 Add Keys, Take Photos

The **Keys** section allows you to add and manage keys related to Bookshelf, Closet, Door, Drawer, French Doors, Front Door, Garage, Gate, Mail Box etc.

1. Navigate to **Tasks**.
  2. Tap the task.
  3. Tap **Add Keys**.
- The **Key** screen will be displayed.

4. Select the key for the type, from the **Key for Type** drop down list. The available options are **Bookshelf, Closet, Door, Drawer, French Doors, Front Door, Garage, Gate, Mail Box, Meter Key, Unknown** and **Window Key**.
  5. Tap **Icon (+)** in **Key Type**, to add key types.
  6. Enter the quantity of the key, in the **Quantity** text entry box.
  7. Specify whether the key is tested or not by selecting the required option from the **Tested** drop down list. The available options are **Yes** and **No**.
  8. Enter the comments if any, in the **Comments** text entry box.
  9. Tap **Create**. The new key will be added.
  10. To take photo, Tap **Icon (📷)**.
- The **Choose Image** screen will be displayed.

11. If you tap on **Load from Gallery**, the gallery screen will be displayed.
12. Tap on the image you wish to add. The image will be added to the selected key.
13. If you tap on **Take from Camera**, you can take the image from your mobile camera.

Then add that image to the selected key.

## 2.8 Tenants Details (Check-Out - Forwarding Details)

1. Tap **Settings** on your iPhone, iPad, or iPod.
2. Tap **Tenant Info**.

3. Enter the name of the tenant in the **Name** text entry box.
4. Enter the mobile number of the tenant in the **Tenant** text entry box.
5. Enter the email id of the tenant in the **Email ID** text entry box.
6. Tap **Done**.

The tenant details (check out- forwarding details) will be added.

## 2.9 Tenants Signature

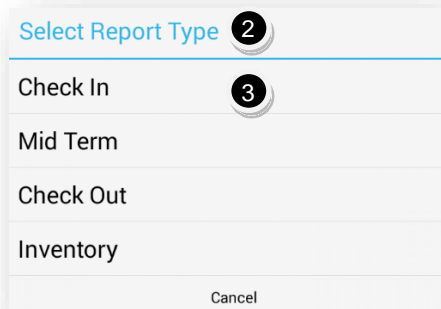
1. Tap **Settings** on your iPhone, iPad, or iPod.
2. Tap **Tenant Info**.
3. To add the signature of the tenant, tap (✍️).

4. Add the signature.
5. Tap **Done**.

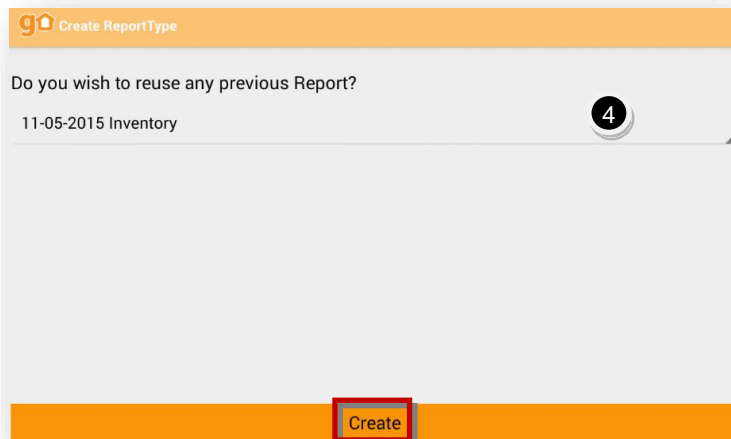
The tenant's signature will be added.

## 2.10 Upload Report

1. Navigate to **Tasks**.
2. Tap the task.



3. In the **Select Report Type** screen, tap on the type of the inspection you wish to select. The available options are **Check In**, **Mid Term**, **Check Out** and **Inventory**.



4. In the **Create Report Type** screen, select previous report or tap **Create** to create new report.