



# Centriq Onboarding - Adding Items



Add the items in the  
home

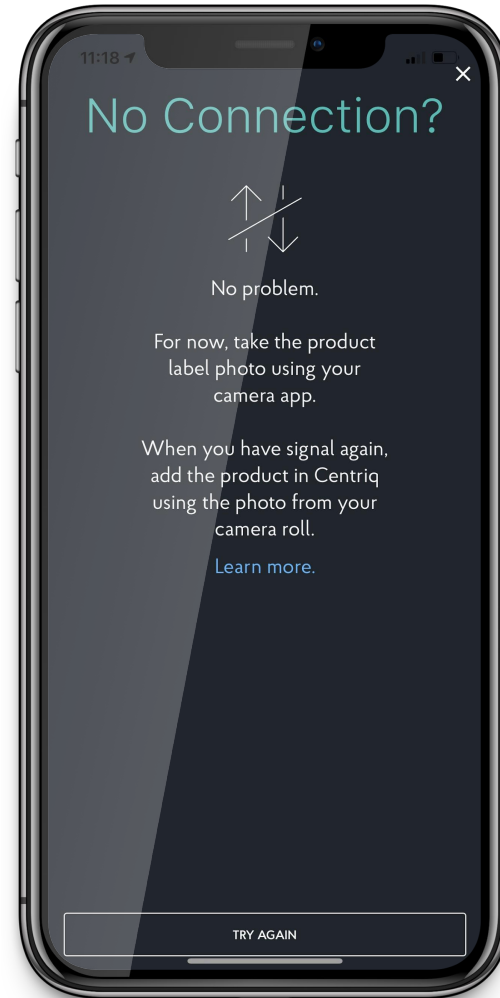
# Upload from Photo roll



Recommended

Pain point when  
on site

No Connection





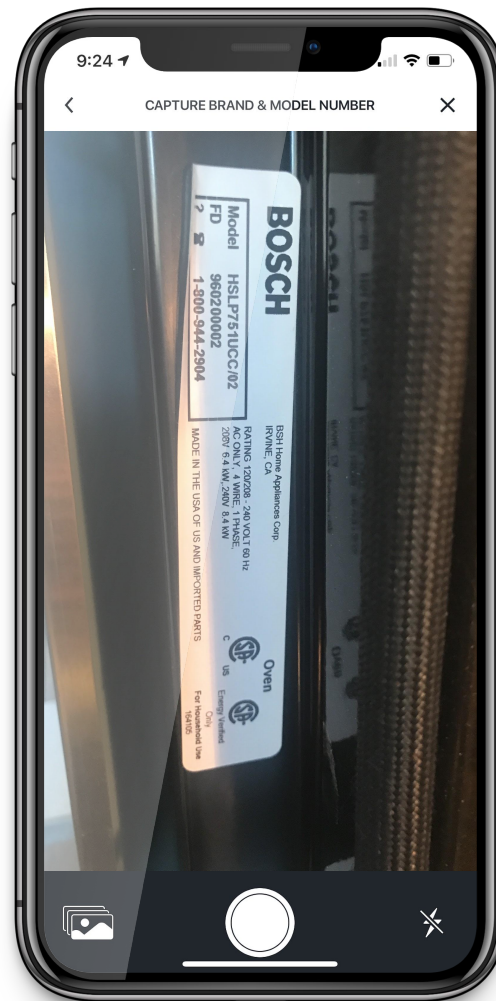
If you just capture the photos of the product labels, you will save time and guarantee that you won't lose your connection in the middle of your workflow.



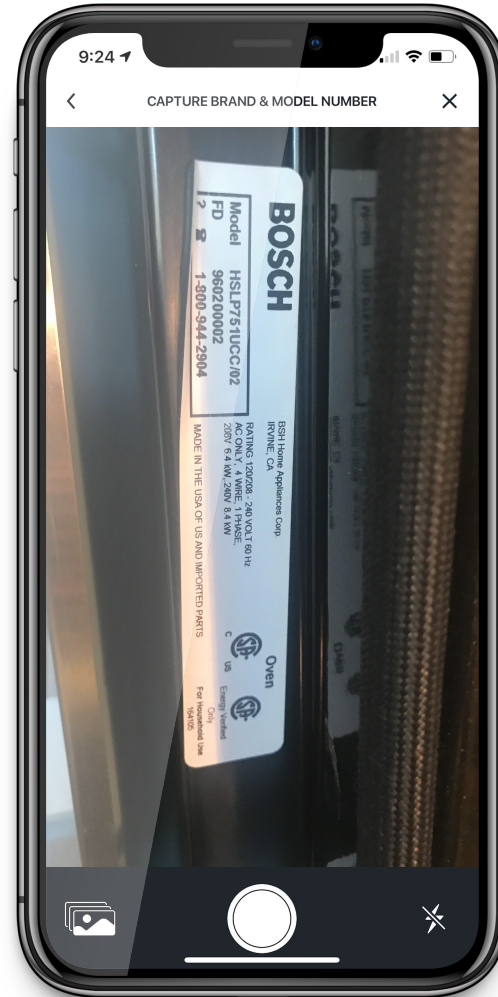
Take a Photo of the  
product label

Upside down or sideways  
is OK!

You can use the volume  
button.

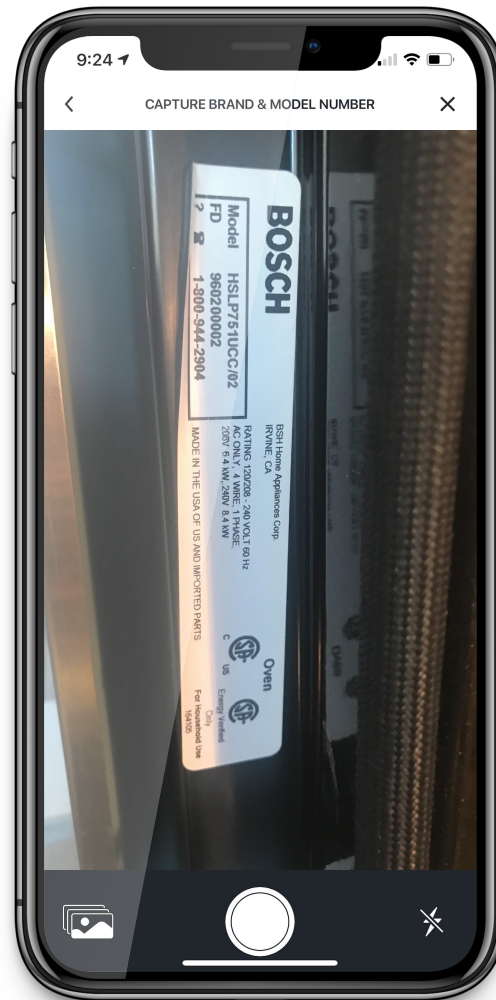


Just add the image.  
You don't have to type  
in additional info like in  
RecallChek

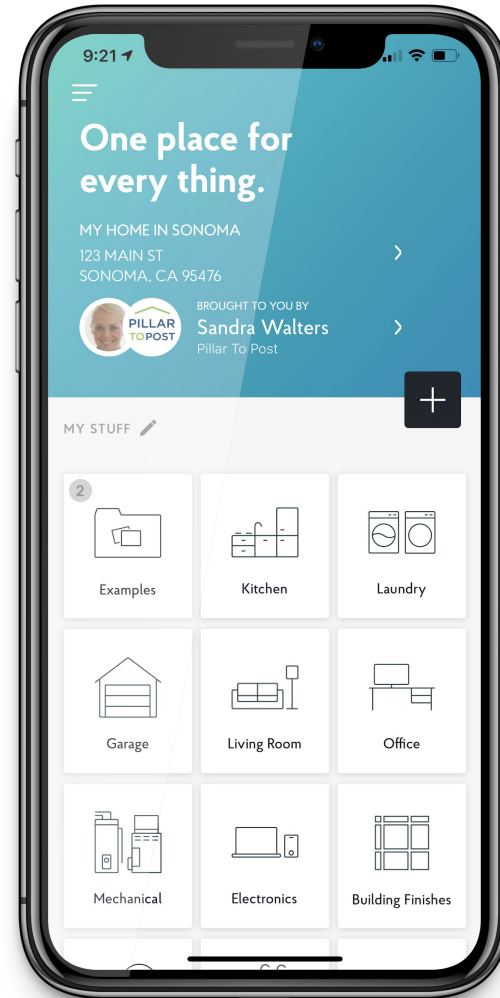


Confirm the picture

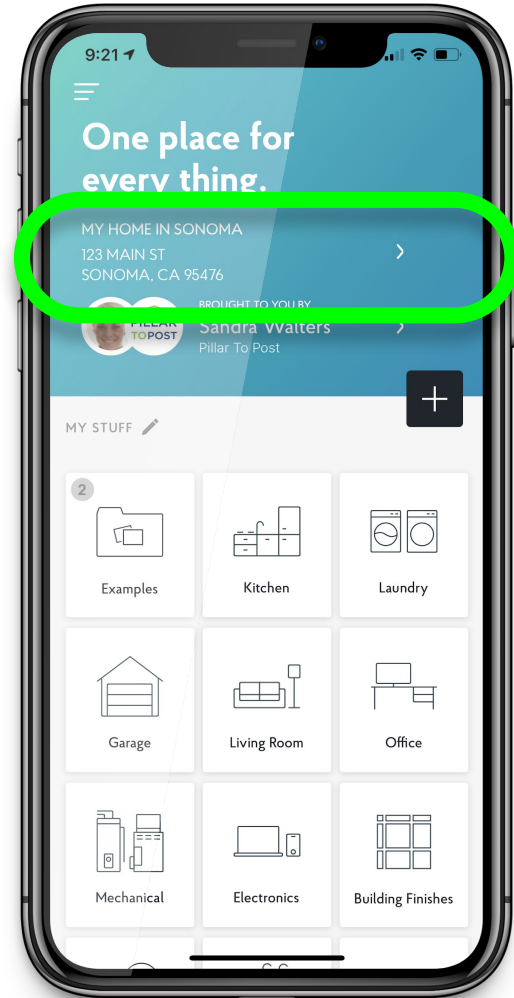
If you can't read it,  
Centriq can't either!!



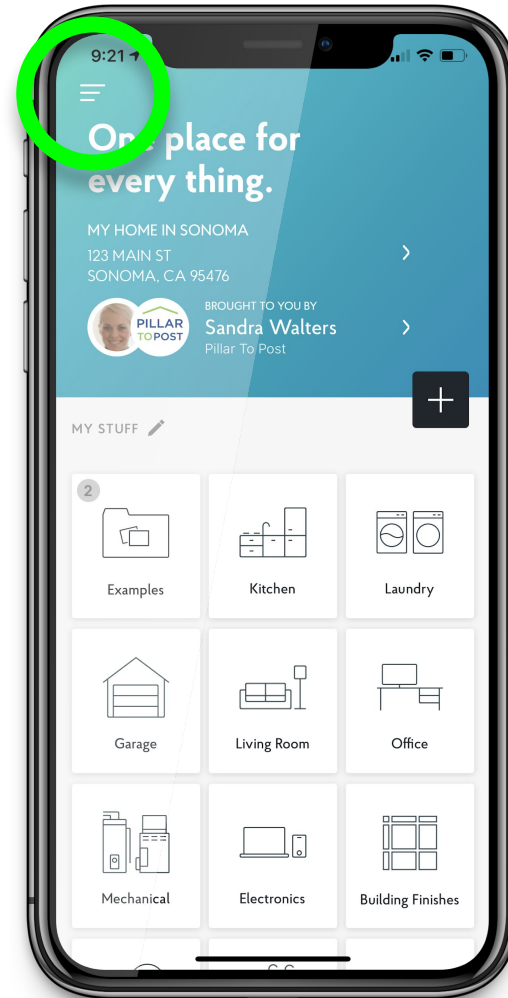
When you are back to where you have a connection, open the app



Verify that you are looking at the correct property.

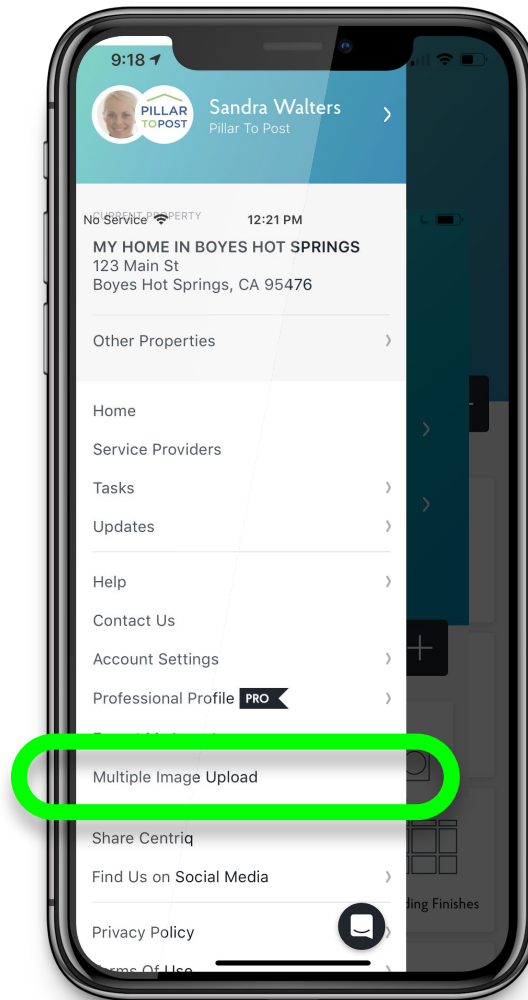


Pick the menu icon



Pick **Multiple Image Upload**

Mobile app only!





## Pick “Add Image”

Centriq must have permission to access your camera and photos.  
Go to the device Settings app > Centriq



Choose a nameplate  
from your photo library





**CENTRIQ**

Centriq uploads and processes the item based on the image

You do not need to tag  
what they are



Repeat until you  
have added all of  
the images

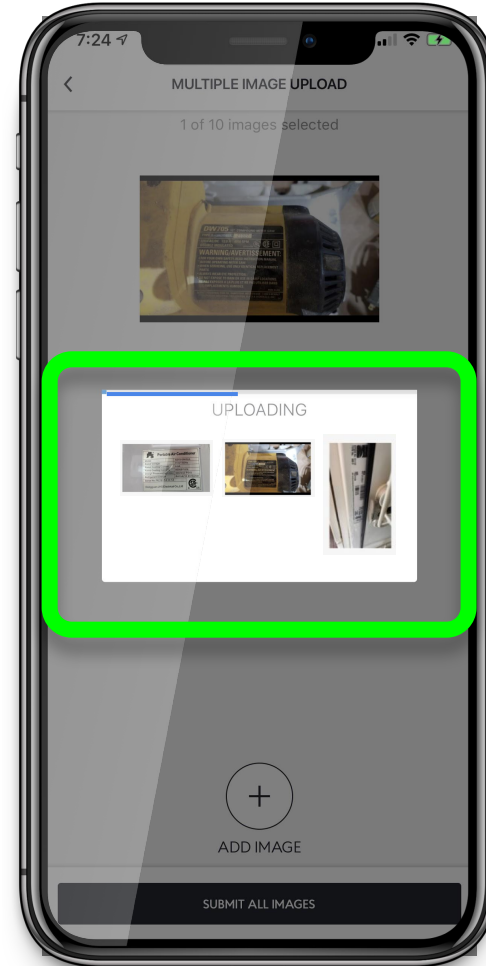


Pick **Submit All Images**



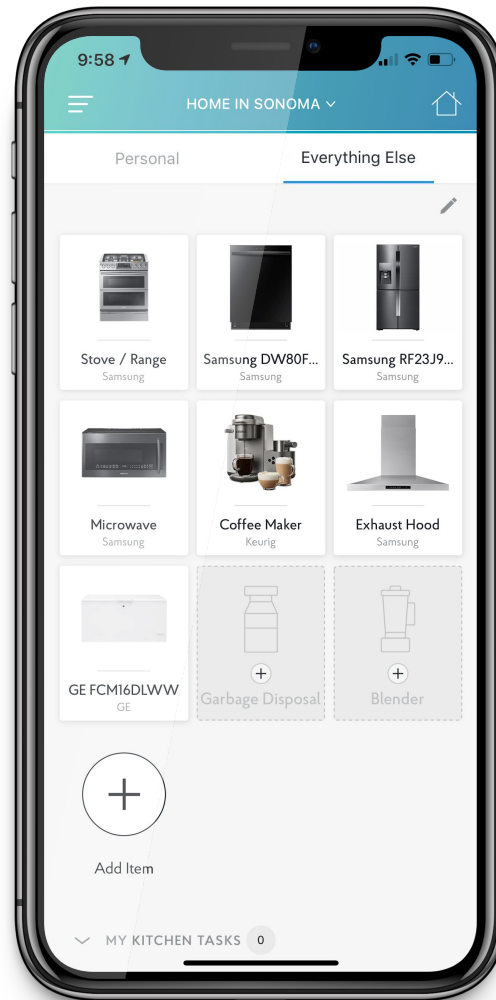
There could be a  
delay while the  
images upload.

Give it time!



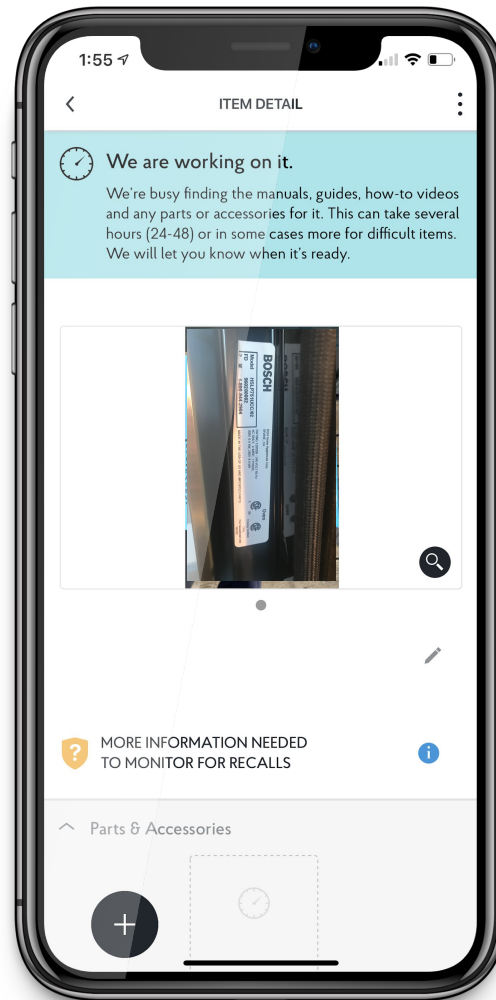
Images added, voila!

The system will identify the category. You don't need to do anything else.



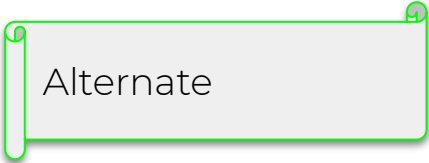
If the item is not identified right away, the app will show you it is processing.

Processing typically takes a few hours.



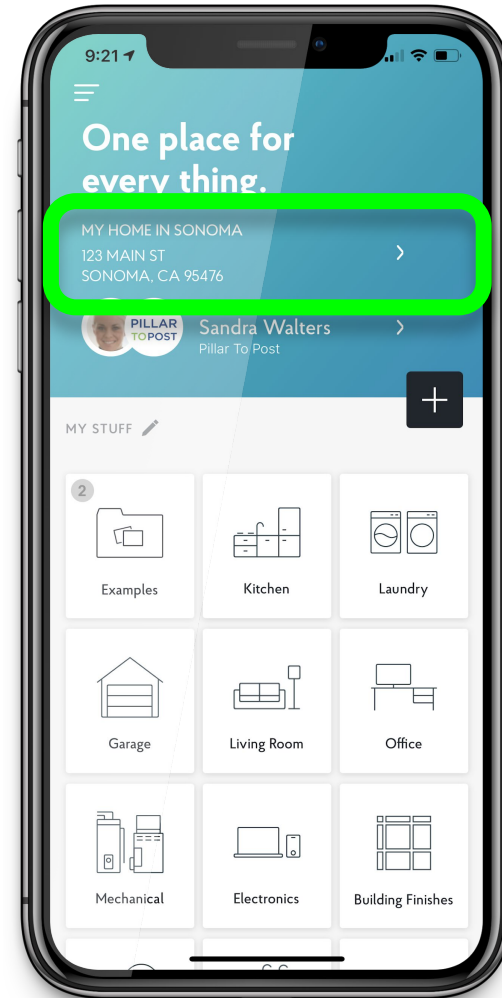


# Add items one at a time

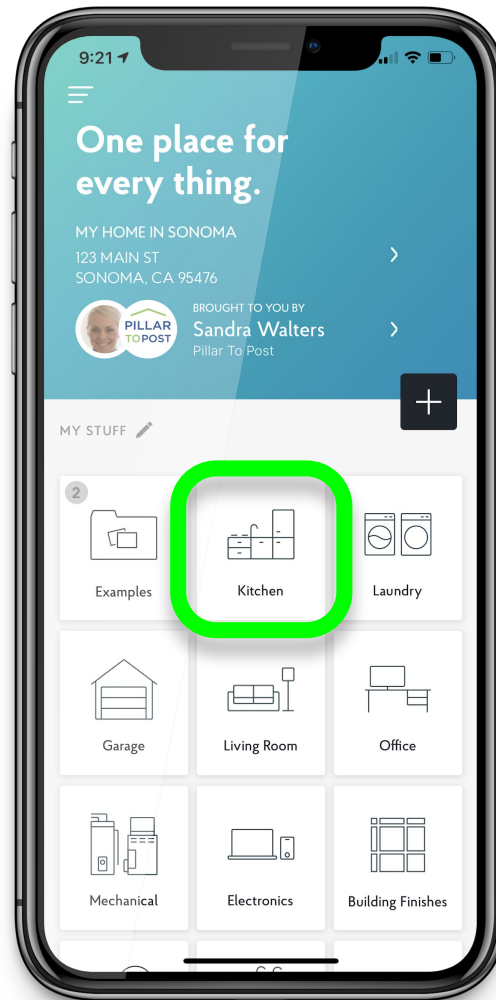
A light gray rectangular button with rounded corners and a green border. It has a small green scroll icon at the top right and bottom left corners.

Alternate

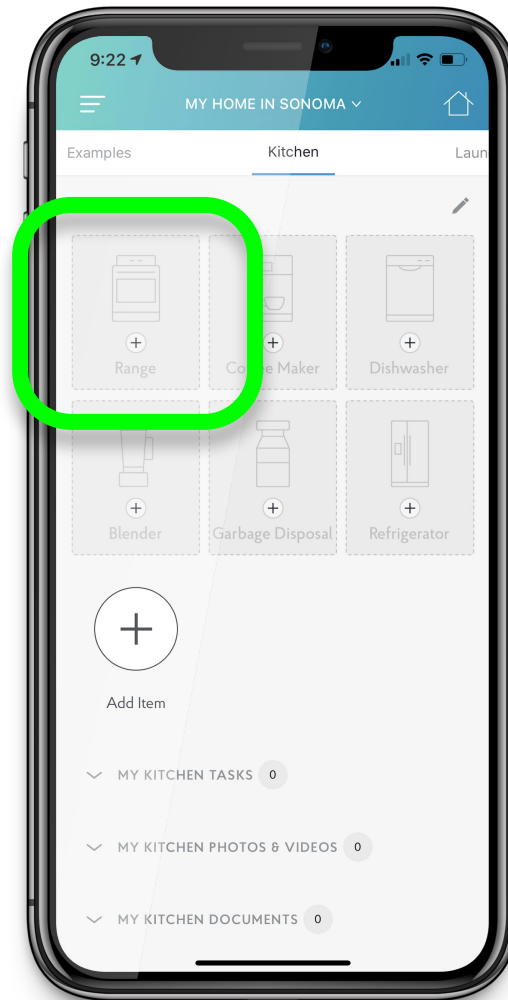
Verify the address.



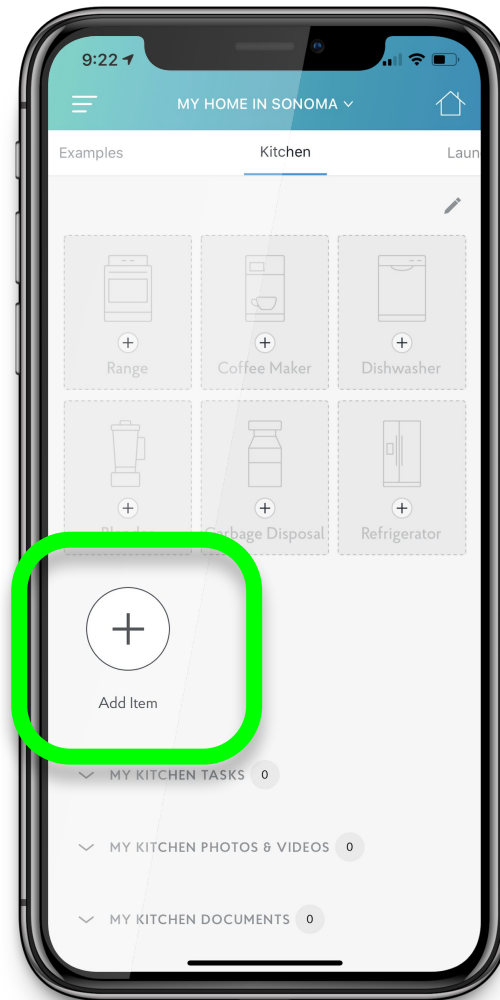
Open a group



Pick the item you are adding

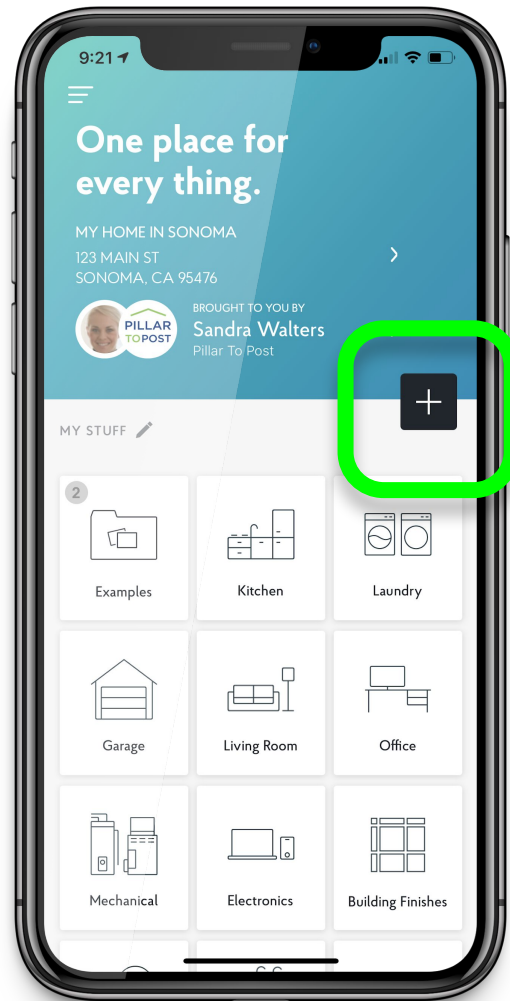


Or pick the (+) button



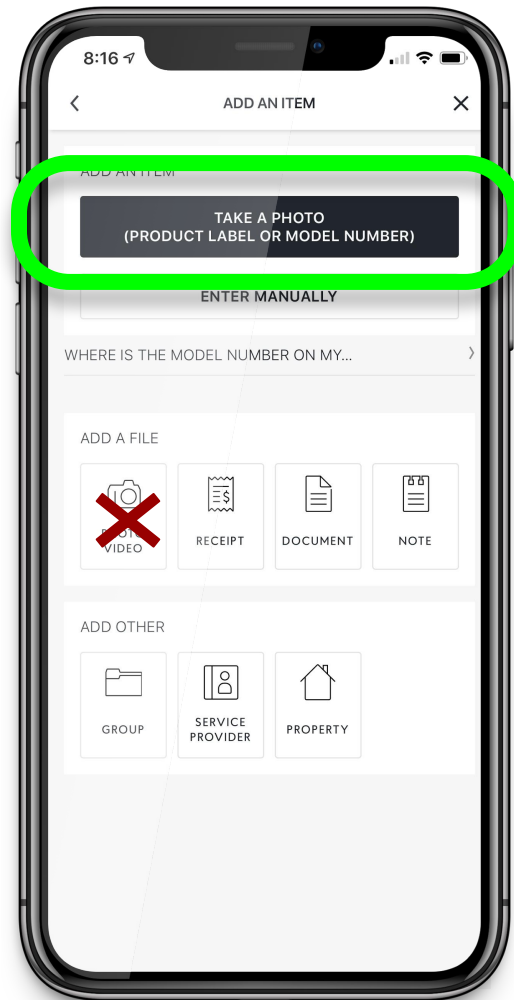
Or pick the home screen **Add** icon

If you have multiple nameplate images, you may not remember which group they go into. That's ok!

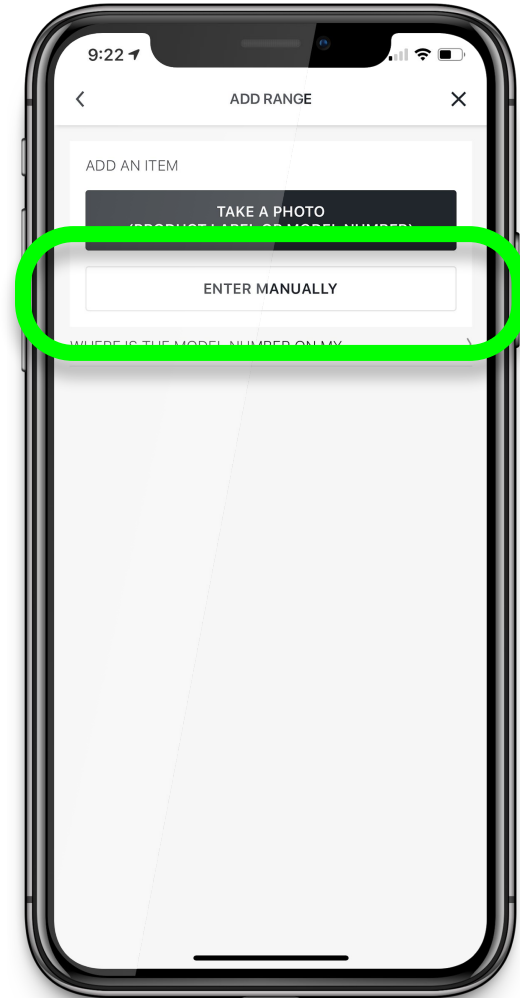


## Pick **Take a Photo**

Use this button to **upload** from your photo roll too!



You can also type it in.

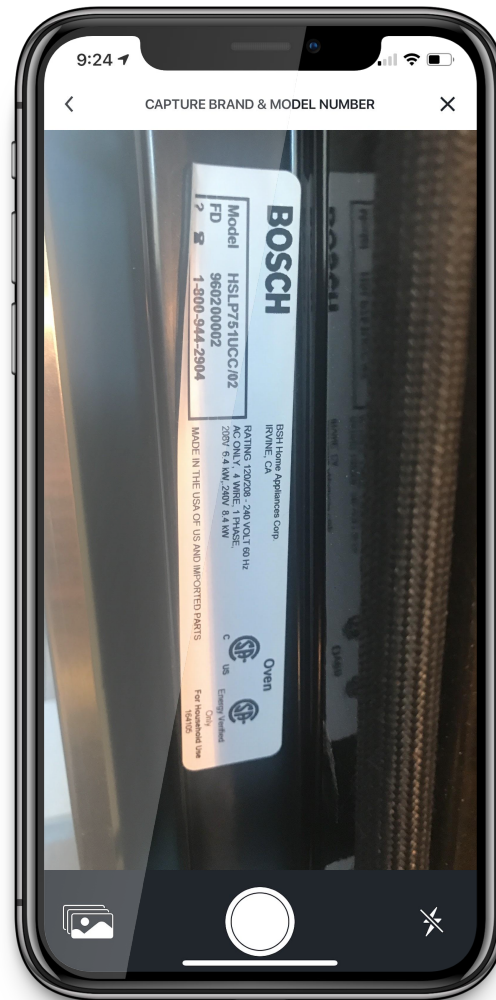






Take the photo from within the app.

Centriq must have permission to access your camera and photos.  
Go to the device Settings app > Centriq





## Confirm the picture

If you can't read it,  
Centriq can't either!!

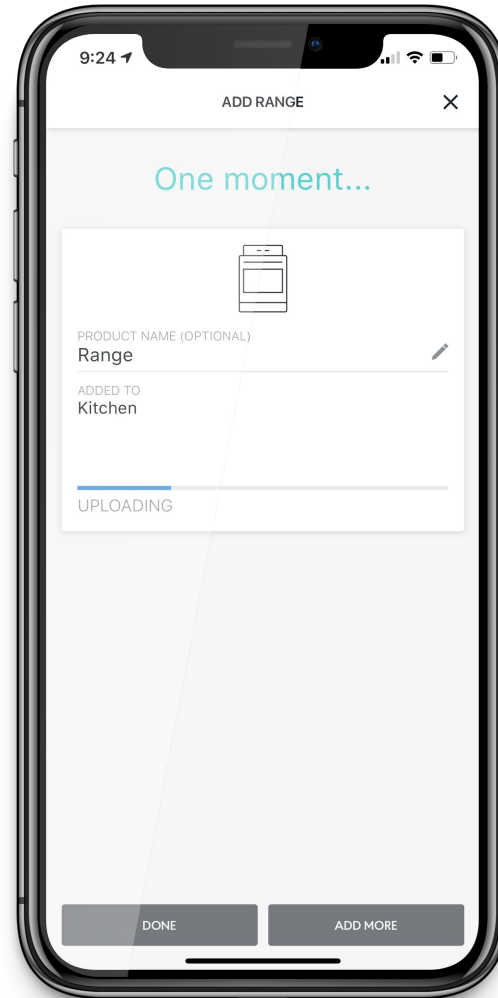


OR Pick the “take from photo roll” icon.

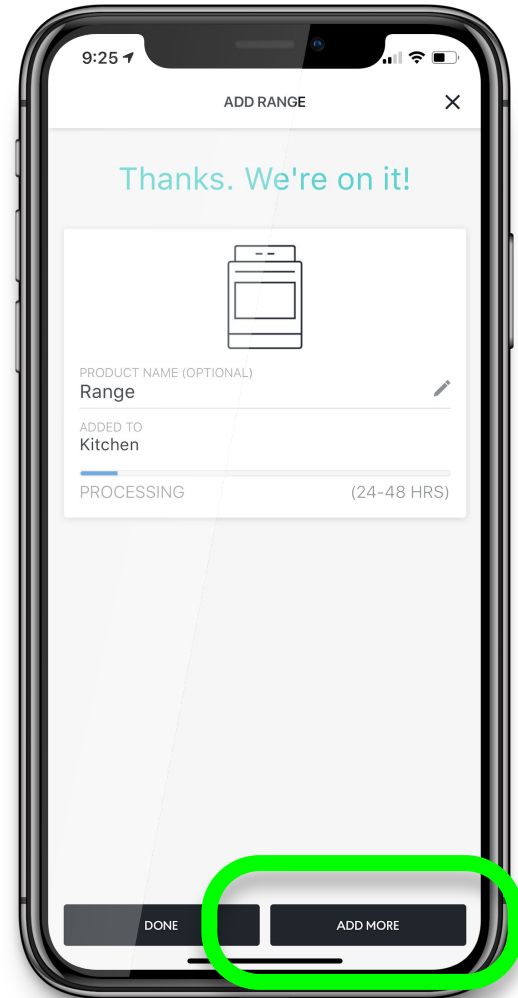
Centriq must have permission to access your camera and photos.  
Go to the device Settings app > Centriq



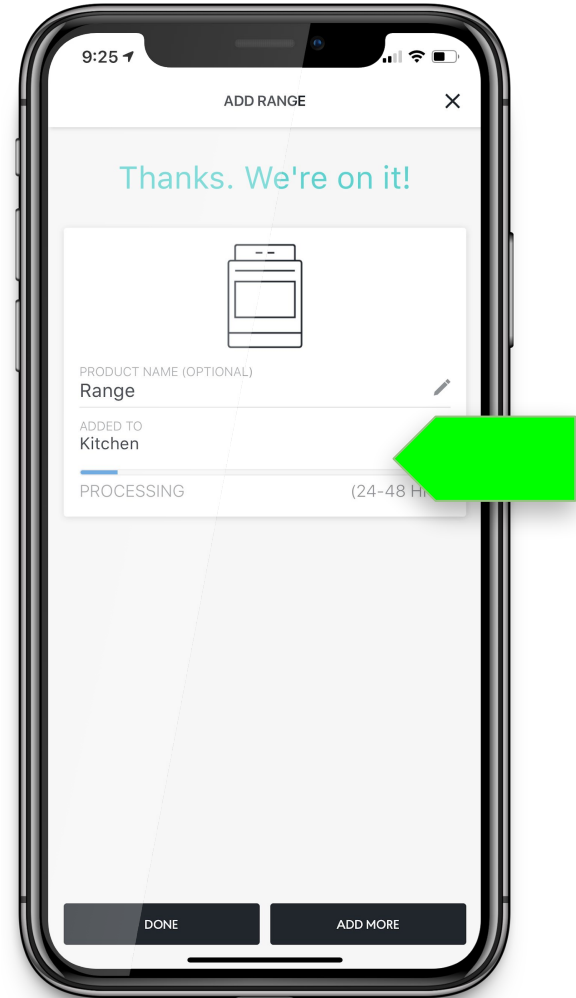
Wait while the image uploads and Centriq processes the photo



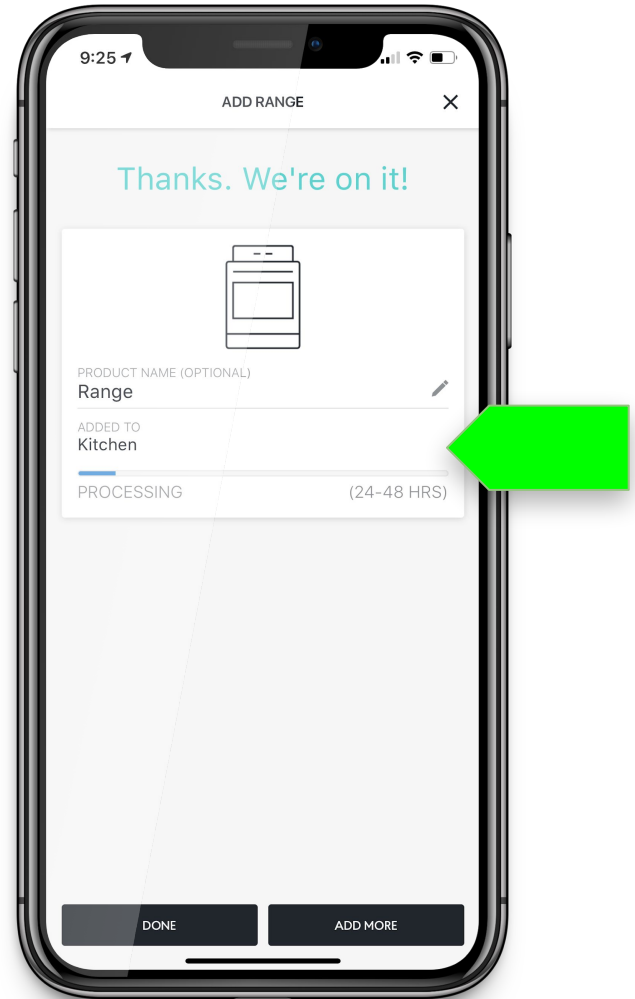
Add the next item right  
away with the ADD  
MORE button.



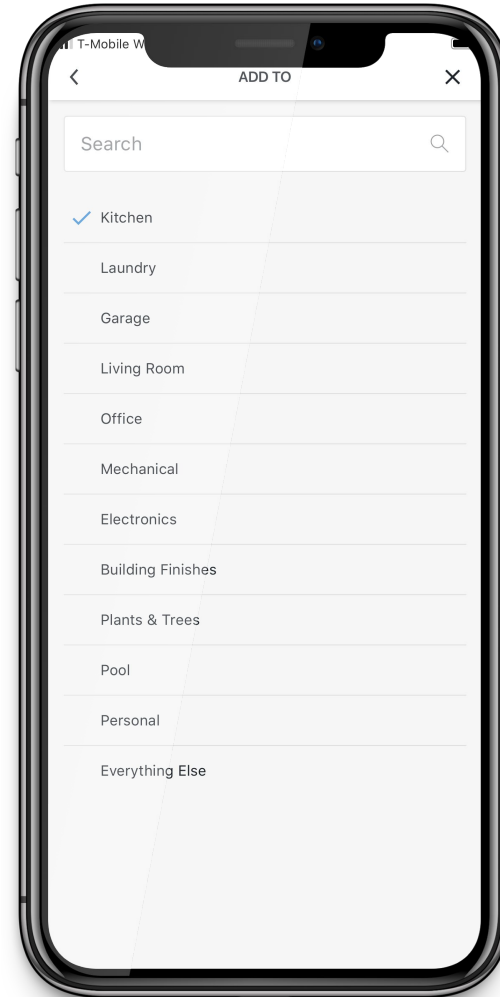
Just check first to make sure you are adding to the correct group.



Pick the group name.



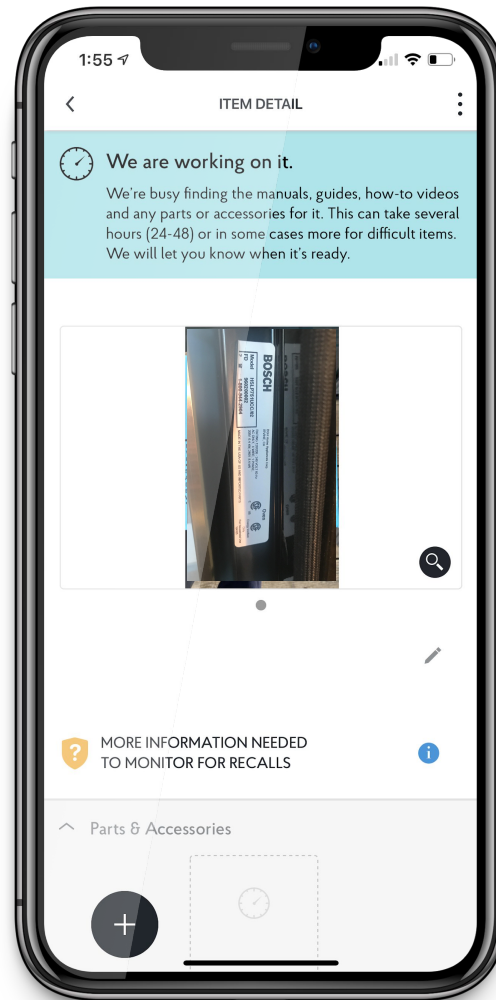
Change where the item  
is added by picking the  
new group





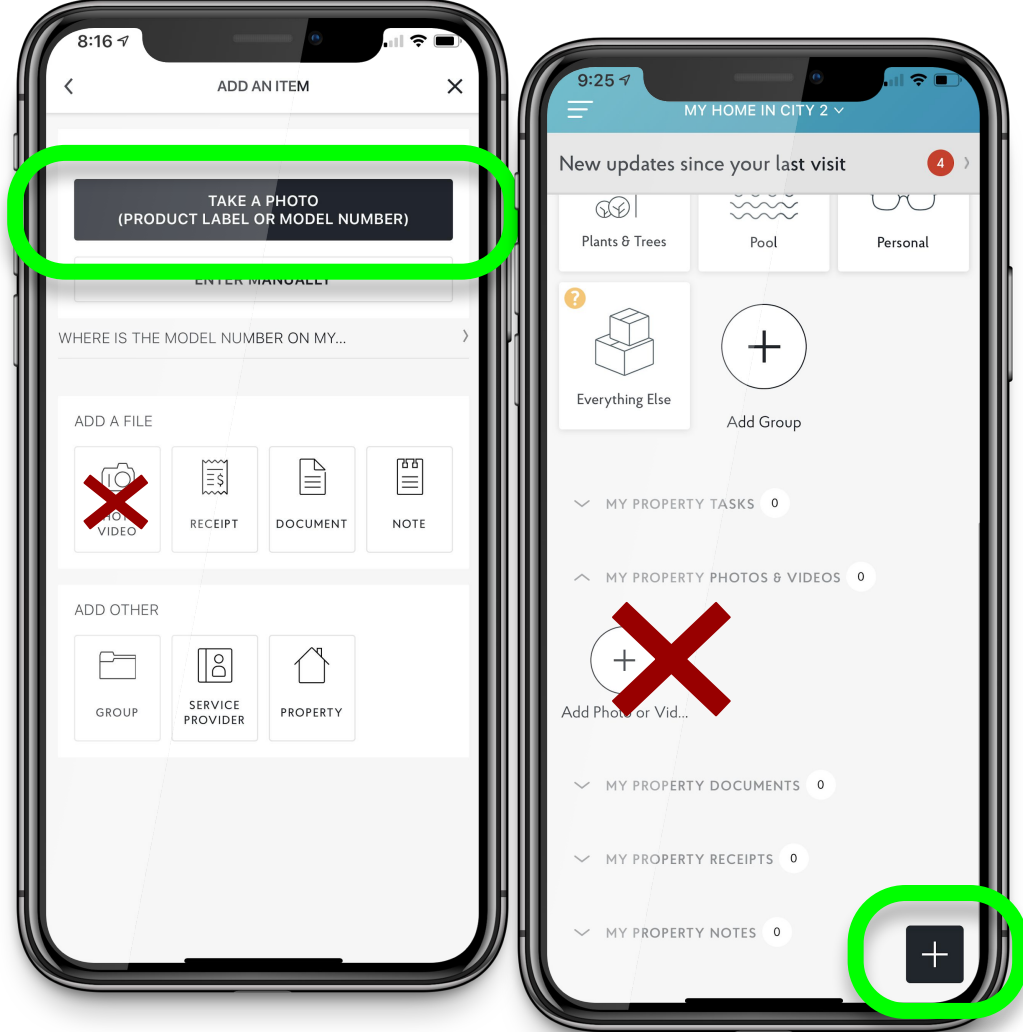
If the item is not identified right away, the app will show you it is processing.

Processing typically takes a few hours.

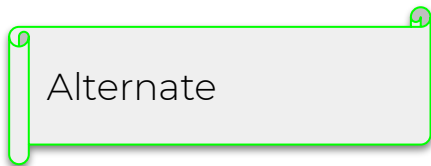


Never add  
product label  
photos as Files!!

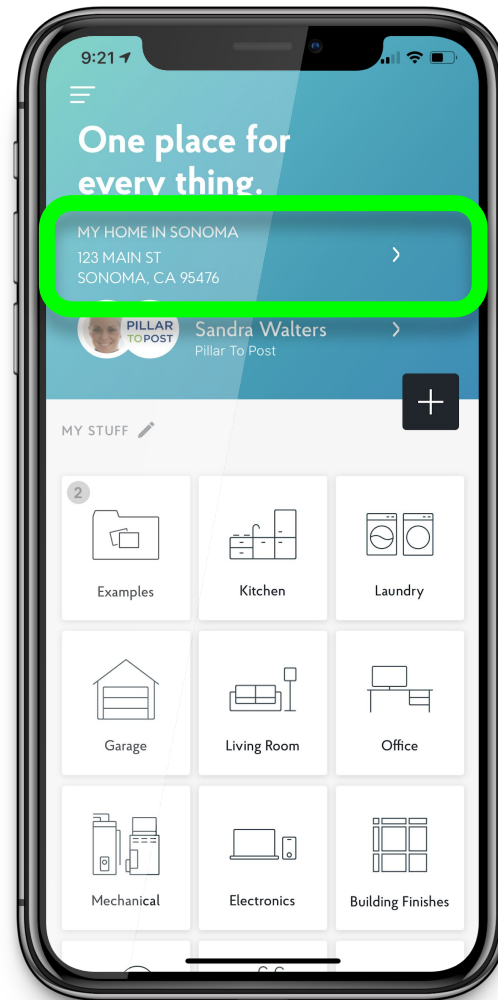
They will not be  
processed or  
recognized if  
you add this way



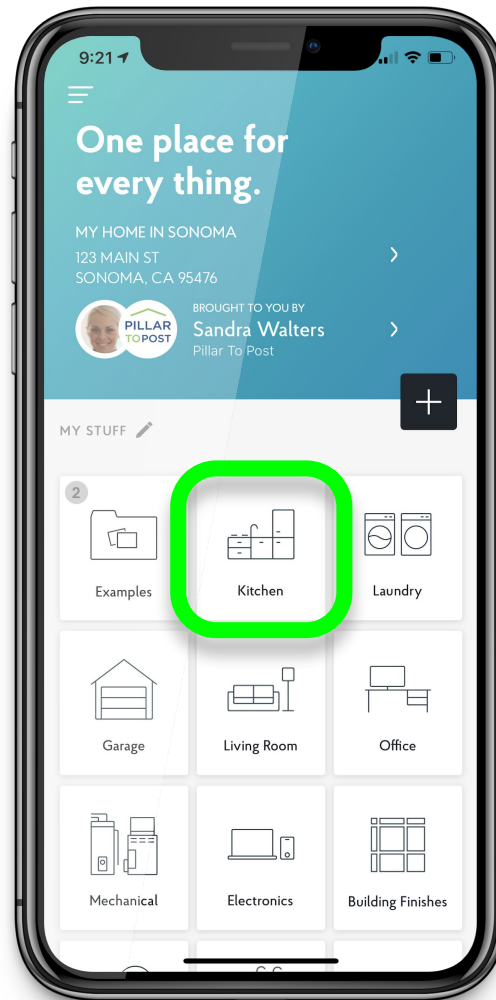
# Add items by typing



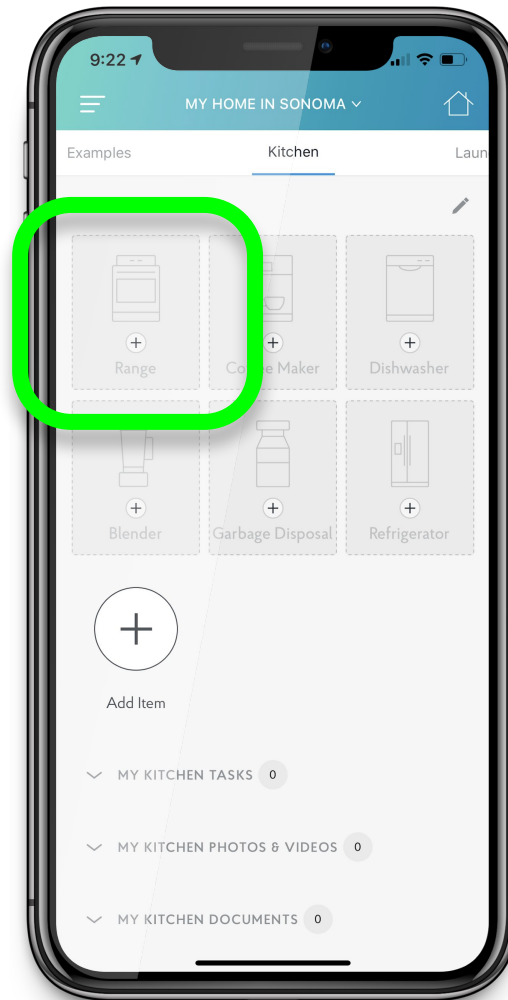
Verify the address.



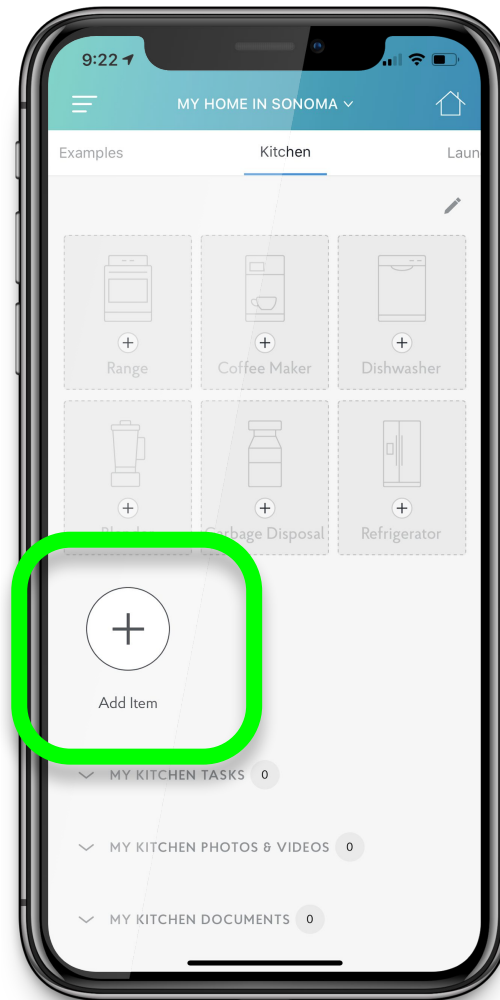
Open a group



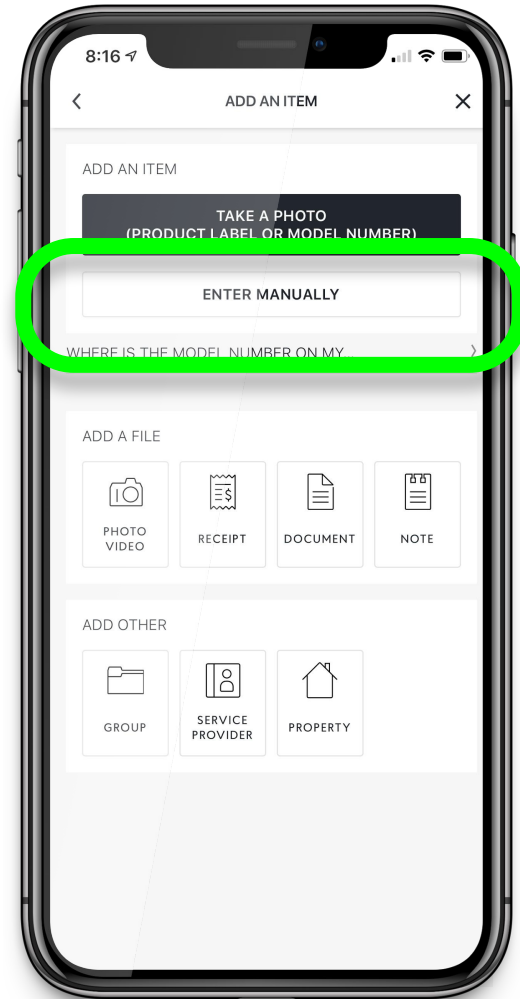
Pick the item you are adding



Or pick the (+) button

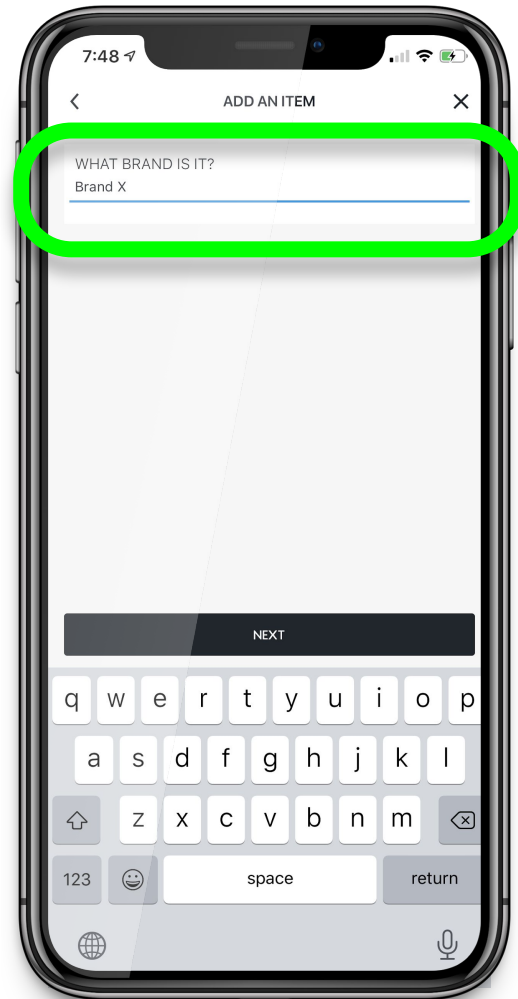


Pick **Enter Manually**

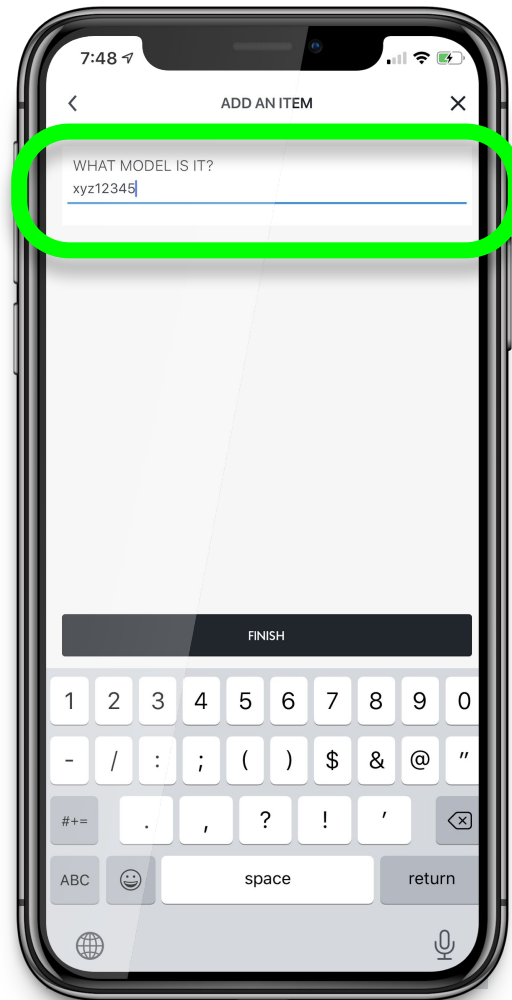




Type the brand name  
and click **Next**

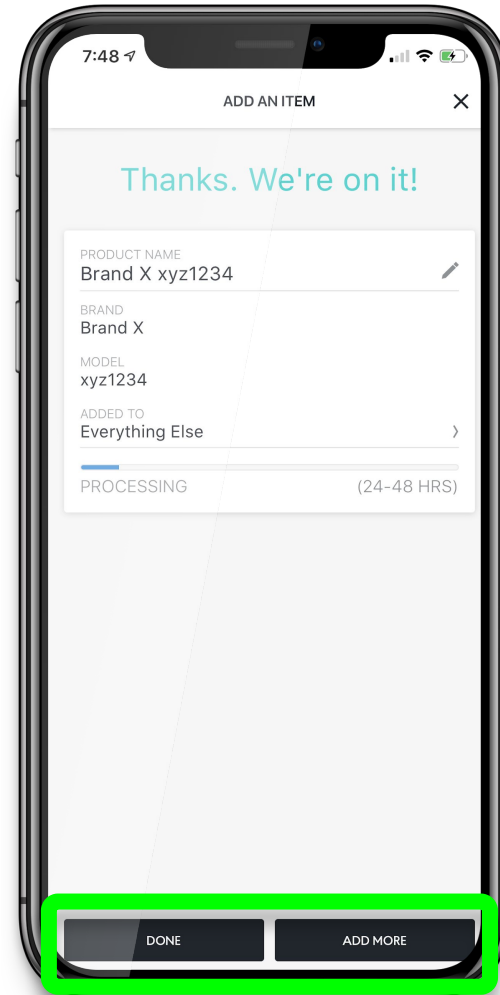


Type the model number  
and click **Next**

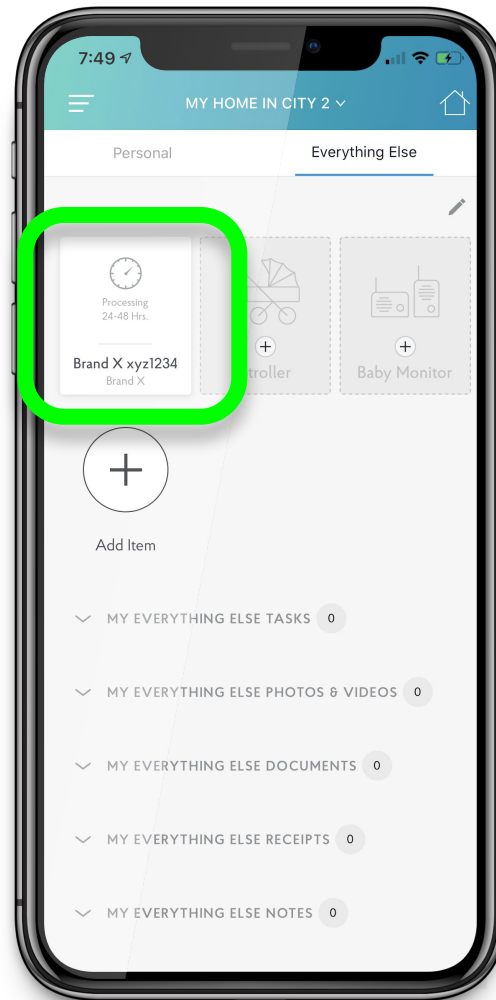


It may match instantly or  
it may need processing

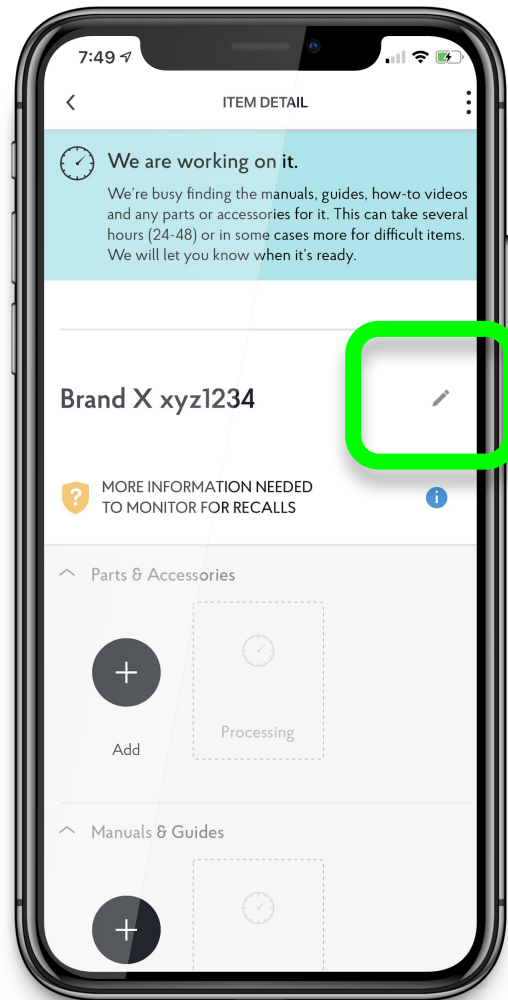
Pick **Done** or you can  
choose to Add More



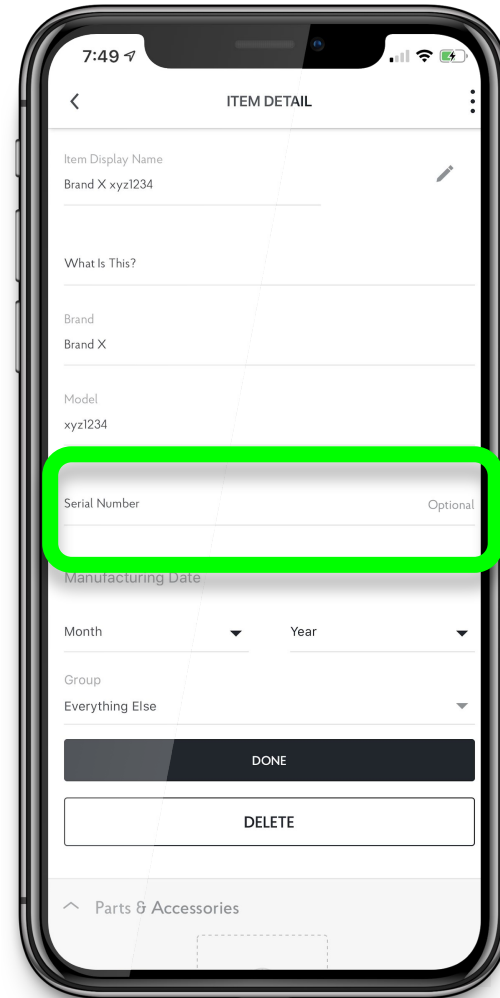
Pick the item to add the  
serial number



Pick the Pencil icon to  
Edit



Type the serial number if  
you have it

A smartphone screen displaying the 'ITEM DETAIL' form. The form has a white background with a light gray border. At the top, there's a status bar showing the time '7:49' and various icons. Below the title 'ITEM DETAIL', there are several input fields: 'Item Display Name' with the value 'Brand X xyz1234', 'What Is This?' with the value 'Brand', and 'Model' with the value 'xyz1234'. The 'Serial Number' field is highlighted with a green rectangular border and is currently empty, with the word 'Optional' to its right. Below this is the 'Manufacturing Date' section with 'Month' and 'Year' dropdown menus. At the bottom, there's a 'Group' dropdown menu with the value 'Everything Else'. Two buttons, 'DONE' and 'DELETE', are located at the bottom of the form. A 'Parts & Accessories' section is partially visible at the very bottom.

7:49

ITEM DETAIL

Item Display Name  
Brand X xyz1234

What Is This?  
Brand  
Brand X

Model  
xyz1234

Serial Number Optional

Manufacturing Date

Month Year

Group  
Everything Else

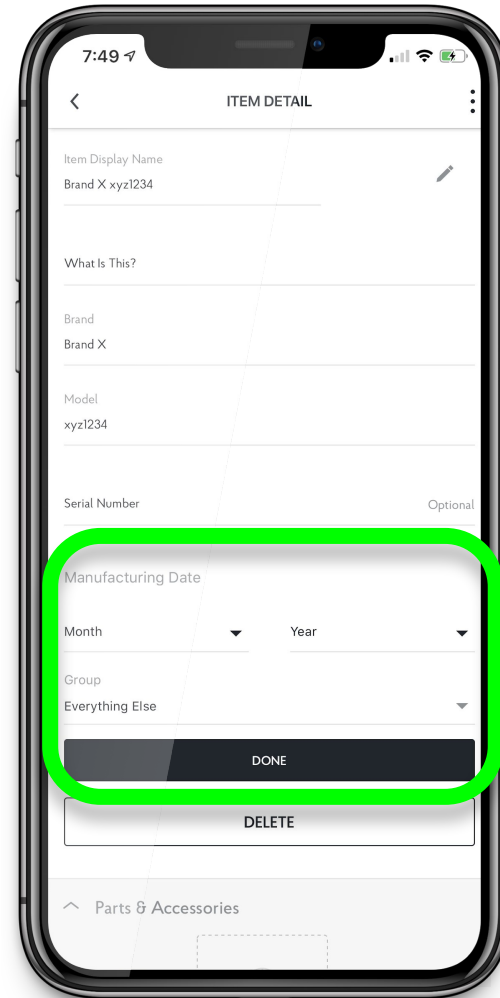
DONE

DELETE

Parts & Accessories

You can also add the  
manufacturing date  
Or change the group

Tap **Done** when finished



If you ever have issues with  
the mobile app...





First try closing and  
reopening the app





If closing and reopening the mobile app doesn't help

Go to  
[app.mycentriq.com](https://app.mycentriq.com)

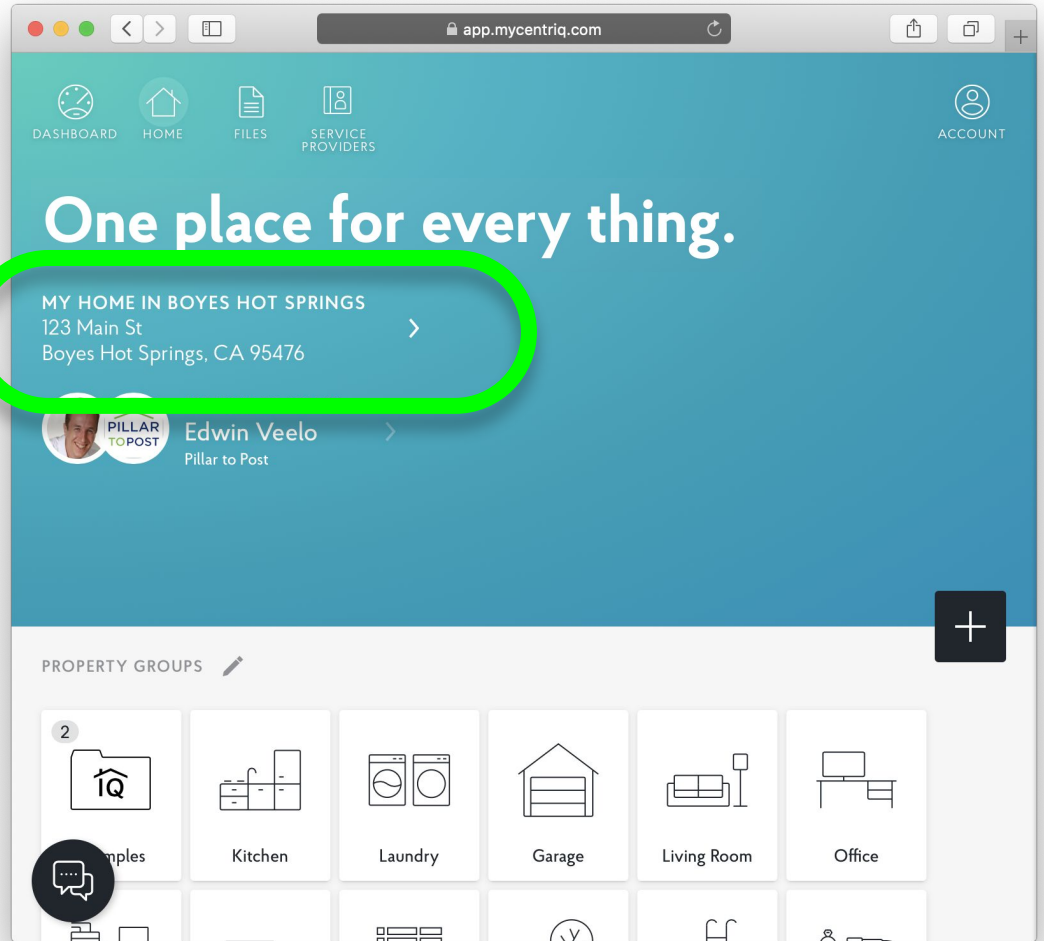
Sign in with your Centriq account email and password

A screenshot of the Centriq mobile app login screen. The background is a blue gradient. At the top, there's a header with the Centriq logo and a 'Log In' button. Below the header, there's a 'Create Account' button. The main form area has two input fields: one for email (containing 'parts@centriqhome.com') and one for password (containing dots). Below the password field, there's a link that says 'Don't remember your password?'. At the bottom, there's a large 'LOG IN >' button.

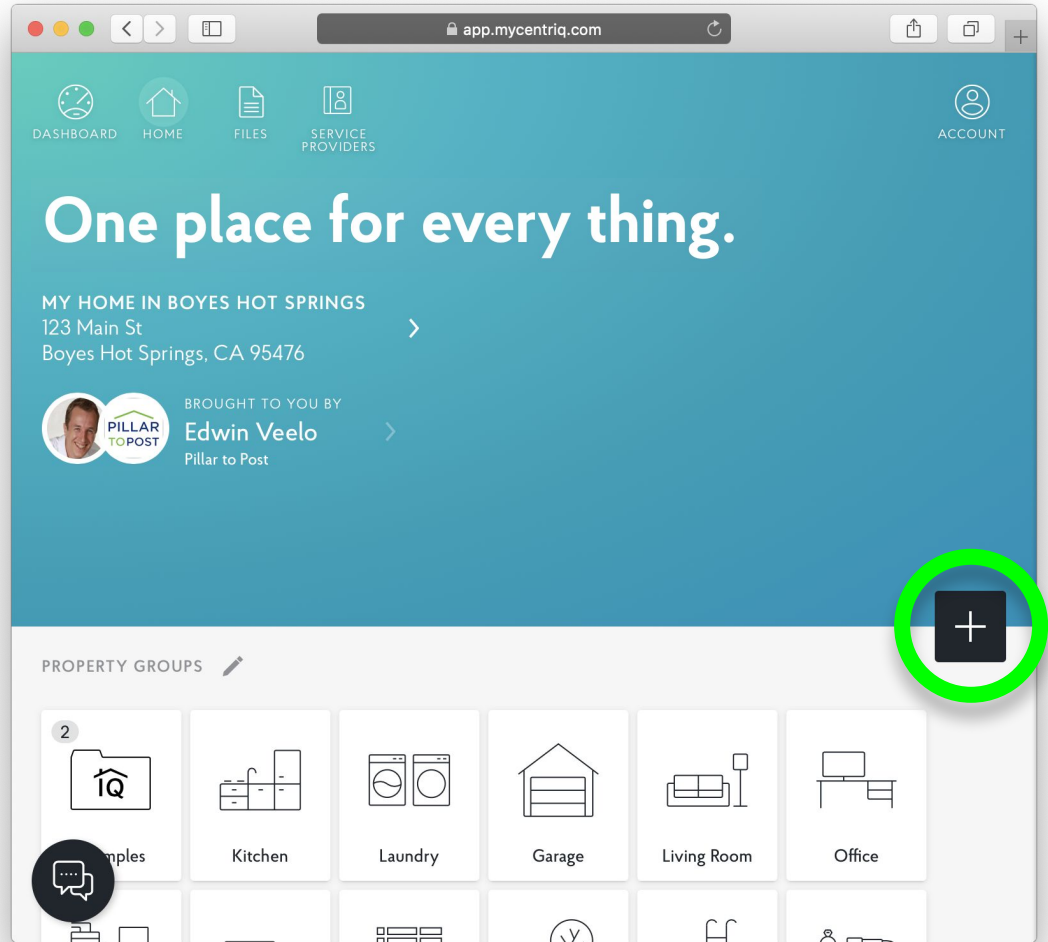
Transfer images to your laptop OR you can use the web app from your phone or tablet



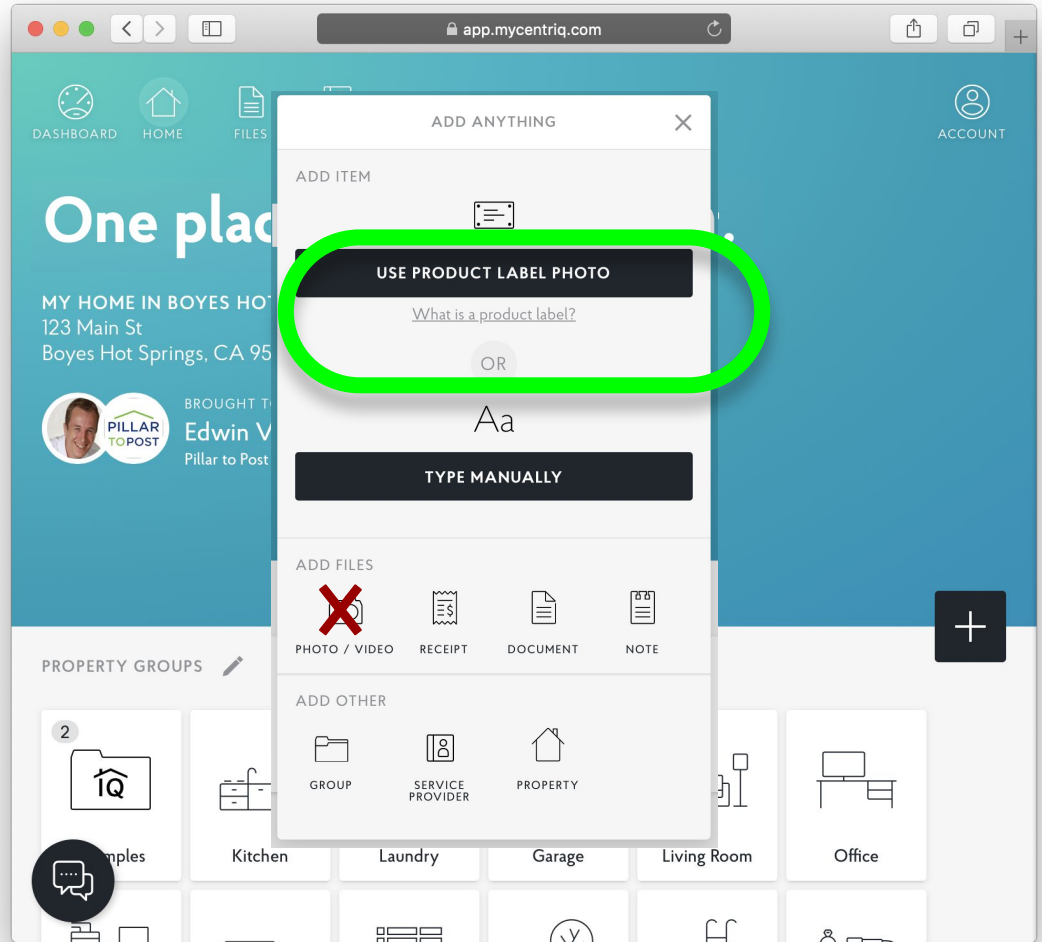
Verify the property  
address



Add your items  
using add icon  
here.



Pick **Use Product Label Photo**

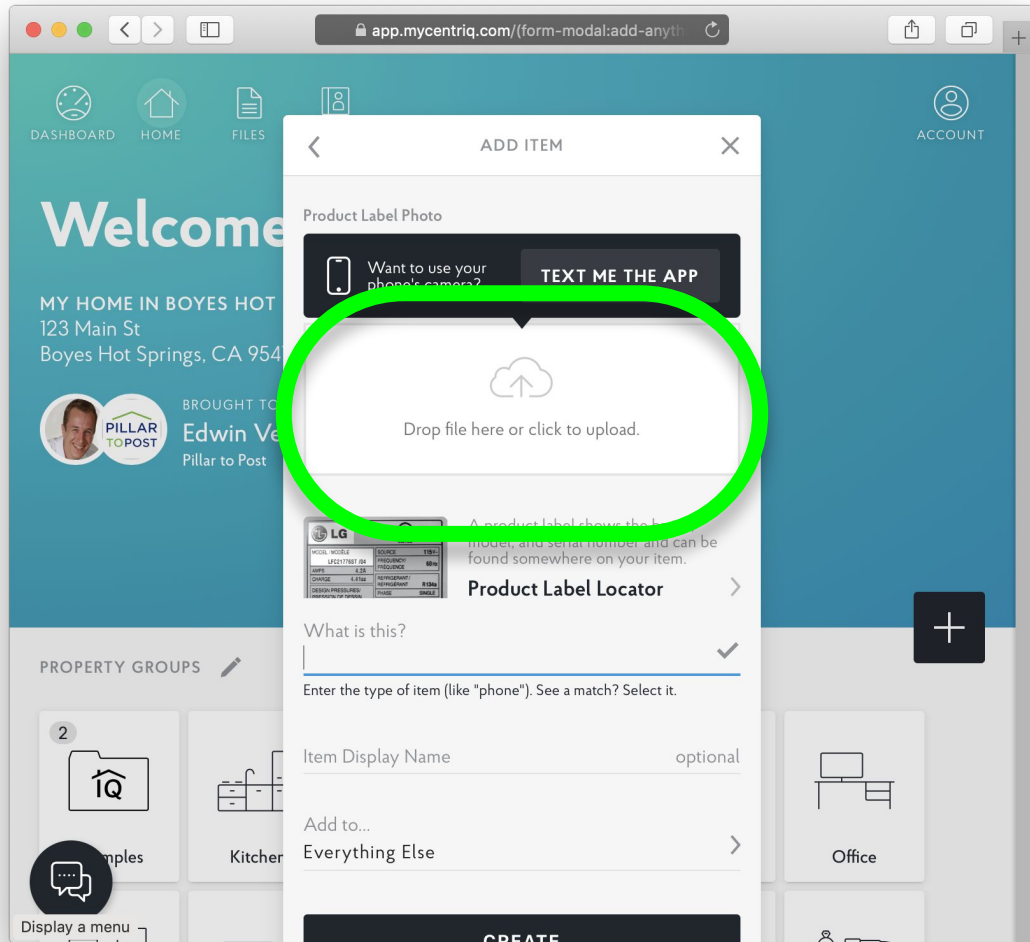




Pick this area and  
pick your photo

Upload **one image at  
a time**

The web app does  
not have a multi  
image upload option  
yet



Access the full tutorial series here:

[Centriq Home Inspector Tutorial Series](#)





Thank you!!!

Contact Us any time  
(415) 967-3993

**support@mycentriq.com**