

Using Centriq on Inspections



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1. Capture product label photos with your phone camera (not in the app!)
2. Add the property you are inspecting in the mobile app.
3. Upload the photos from your photo roll to the mobile app OR to your laptop (if you have any issues with the mobile app).
4. Transfer the property using either the mobile app or the web app.

Capture product label photos

While on site, add photos to the photo roll to avoid problems with not having a connection.



You only need an image
of the product label

The system will add the
category for you later





CENTRIQ

Take a Photo of the product label

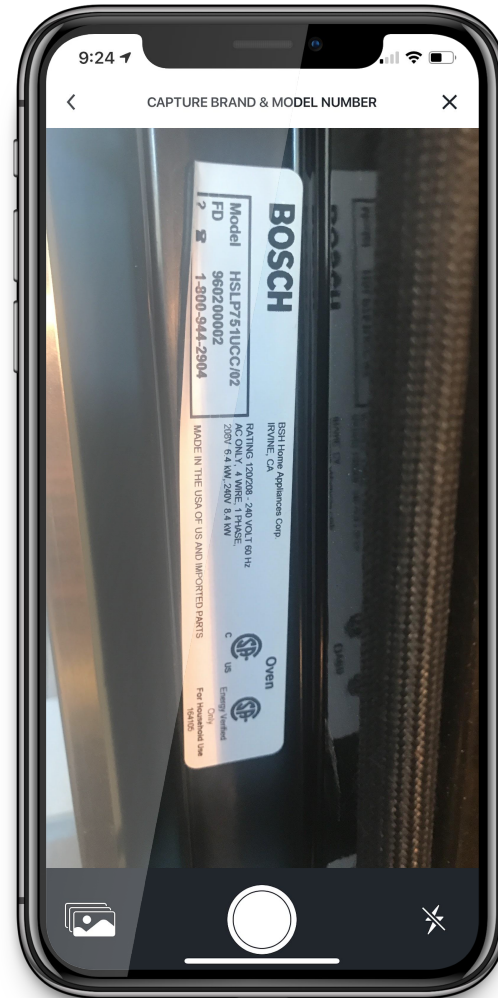
Upside down or sideways
is OK!

You can use selfie mode or the volume button to snap the photo.



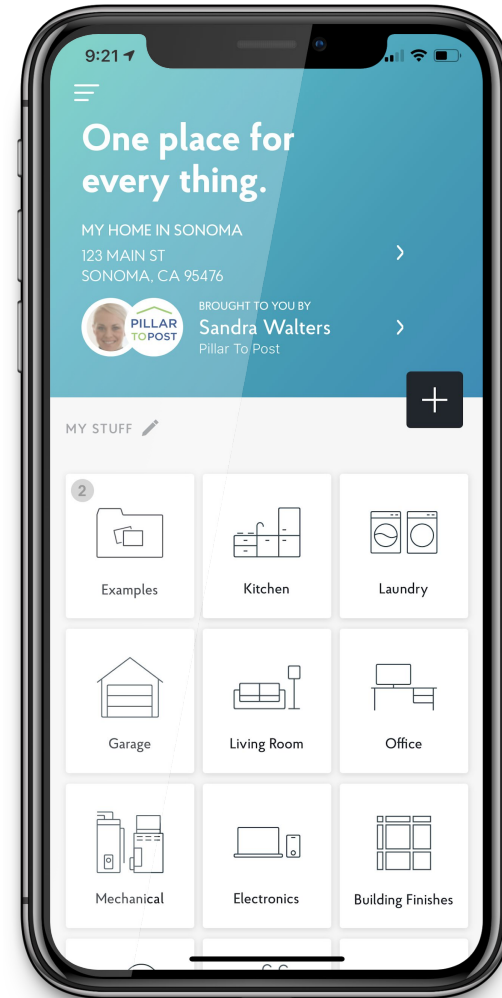
Always verify that you
can see the model
number in the image.

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

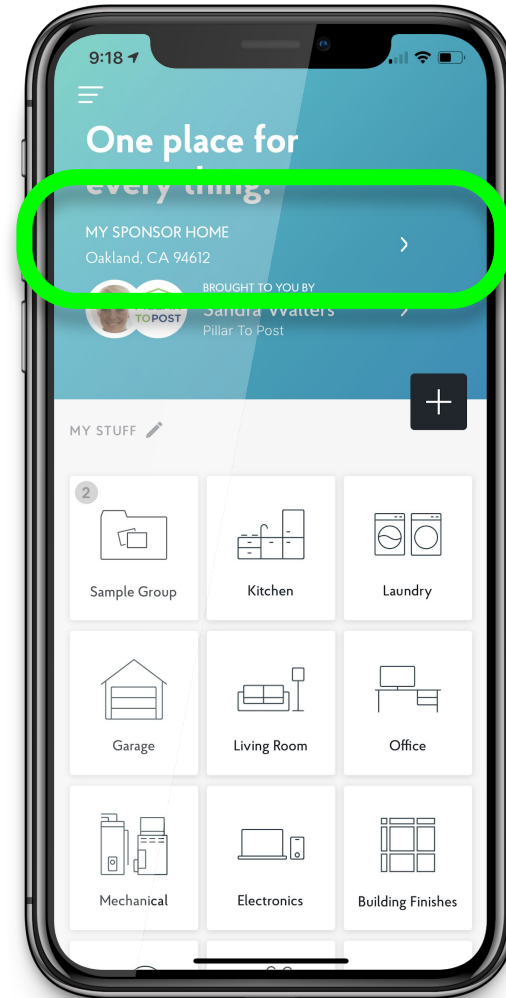


Add the property to the app

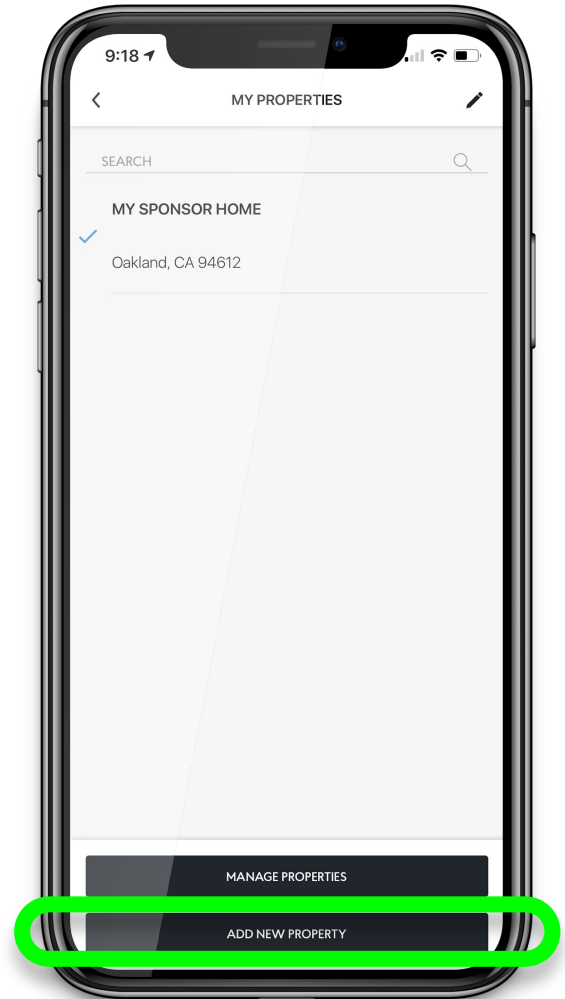
When you are back to where you have a connection, open the mobile app.



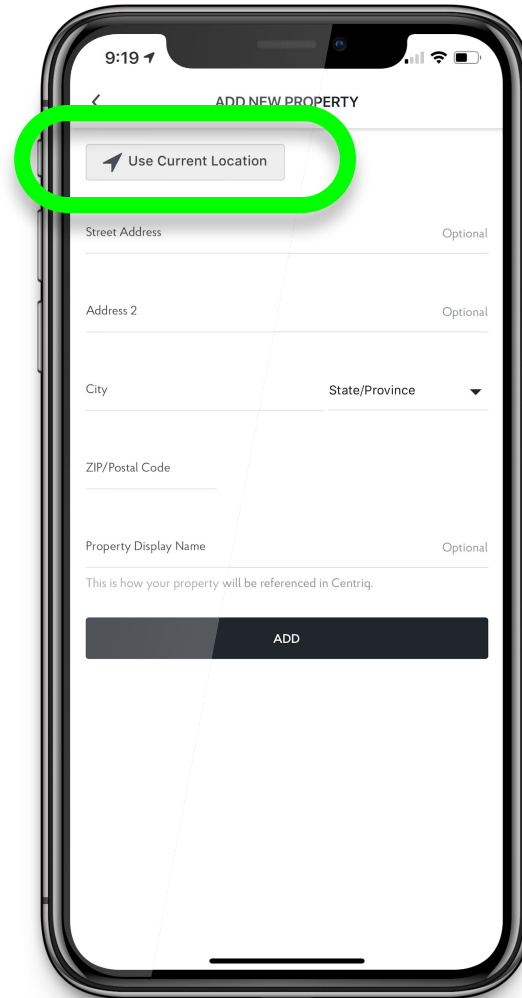
Get to “My Properties” by tapping the property at the top of the screen.



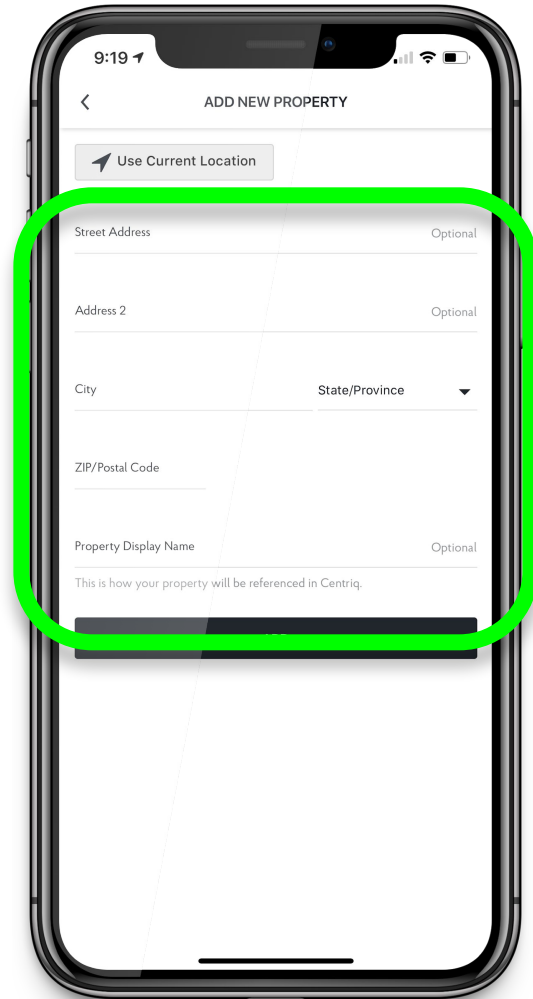
Tap Add New Property



Tap “Use Current Location” if you are on site and have a connection



OR you can type in the address.



9:19

< ADD NEW PROPERTY

Use Current Location

Street Address Optional

Address 2 Optional

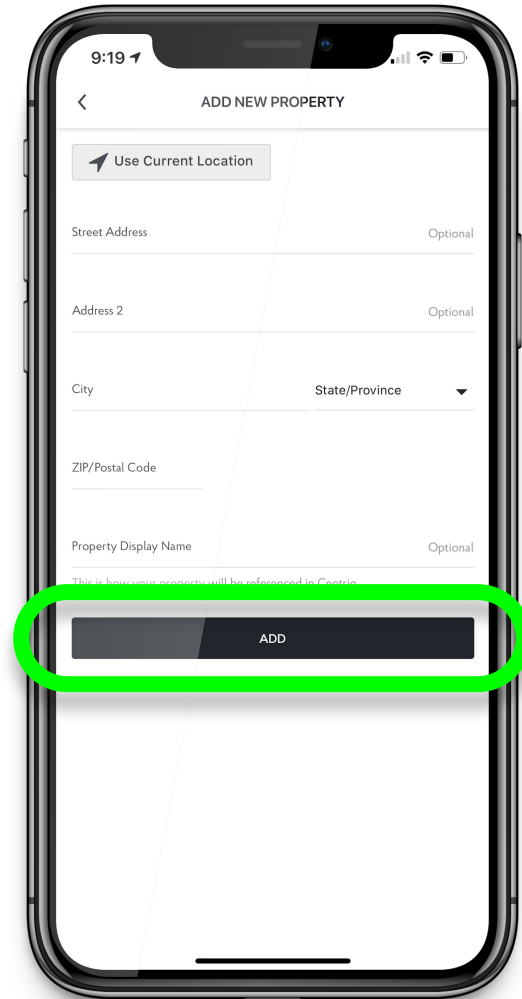
City State/Province ▼

ZIP/Postal Code

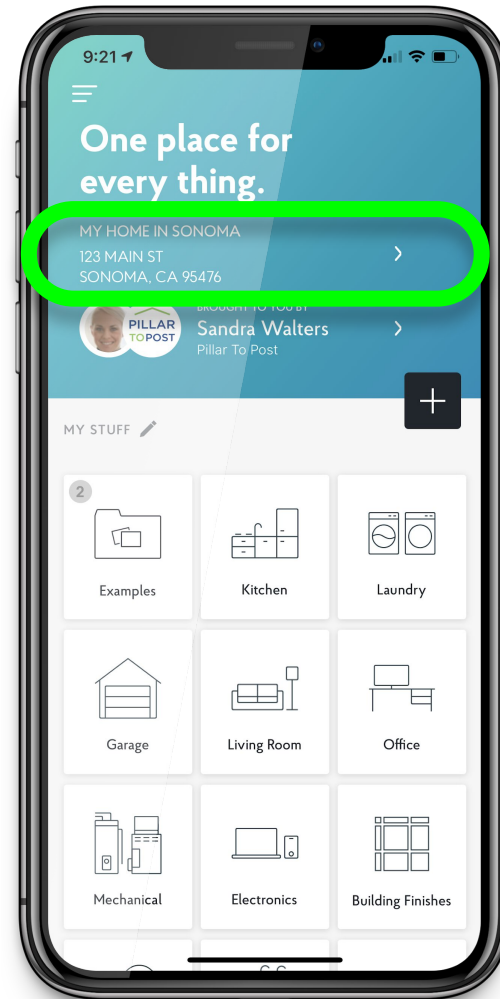
Property Display Name Optional

This is how your property will be referenced in Centriq.

Click the add button.

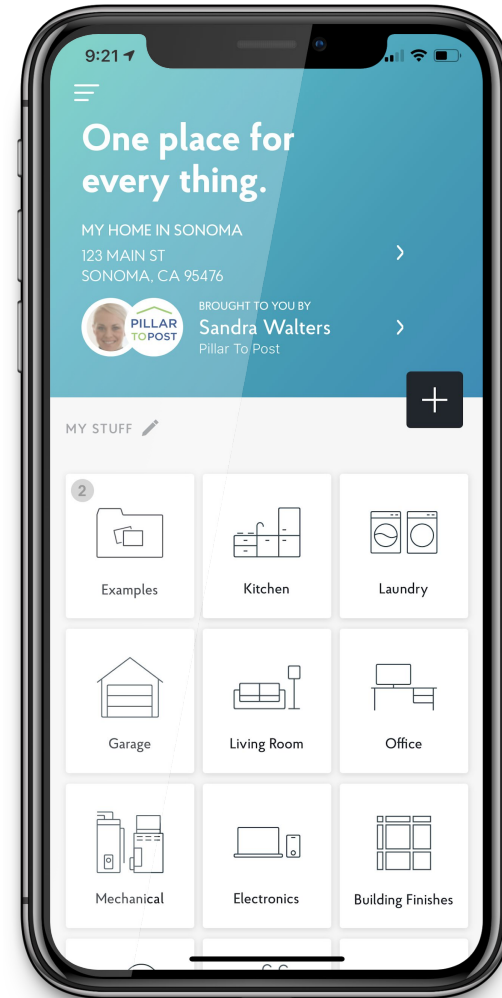


Now you are in the new
property

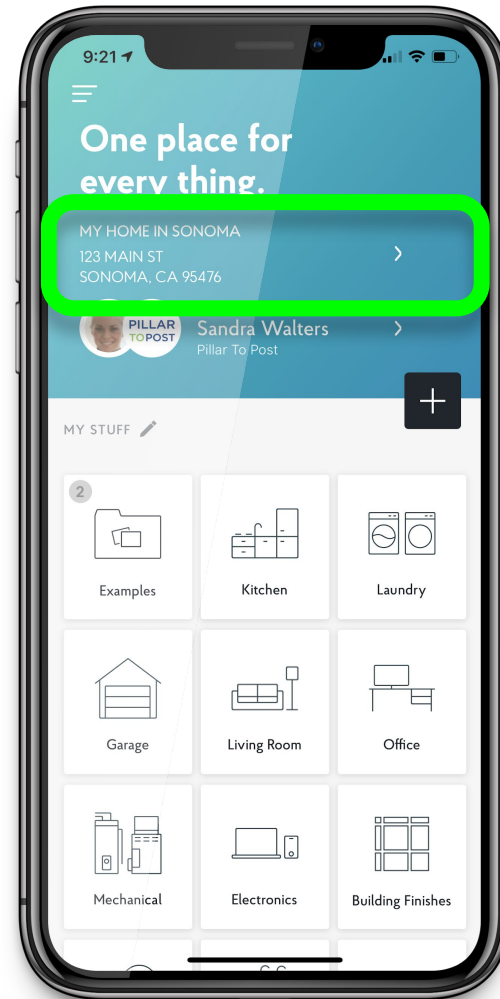


Upload the product label
photos in to the app

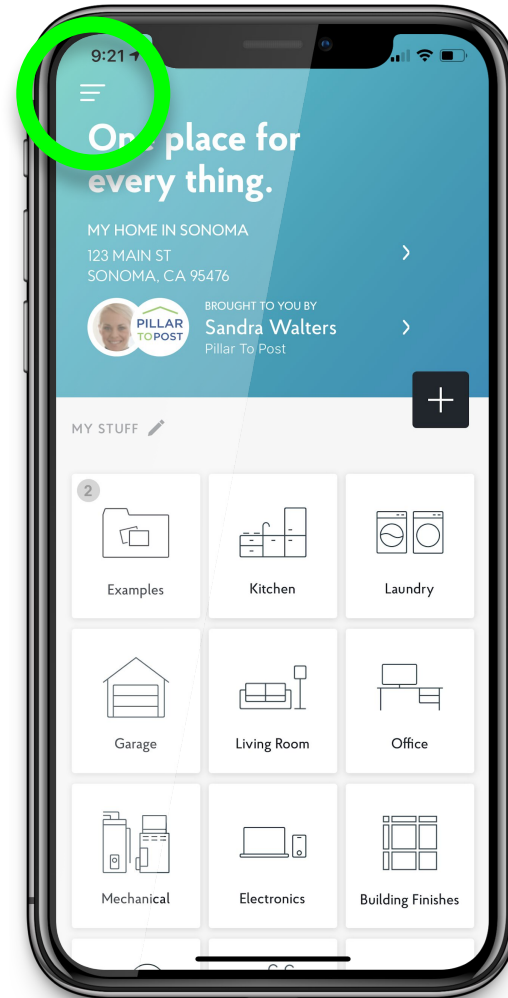
When you are back to where you have a connection, open the mobile app.



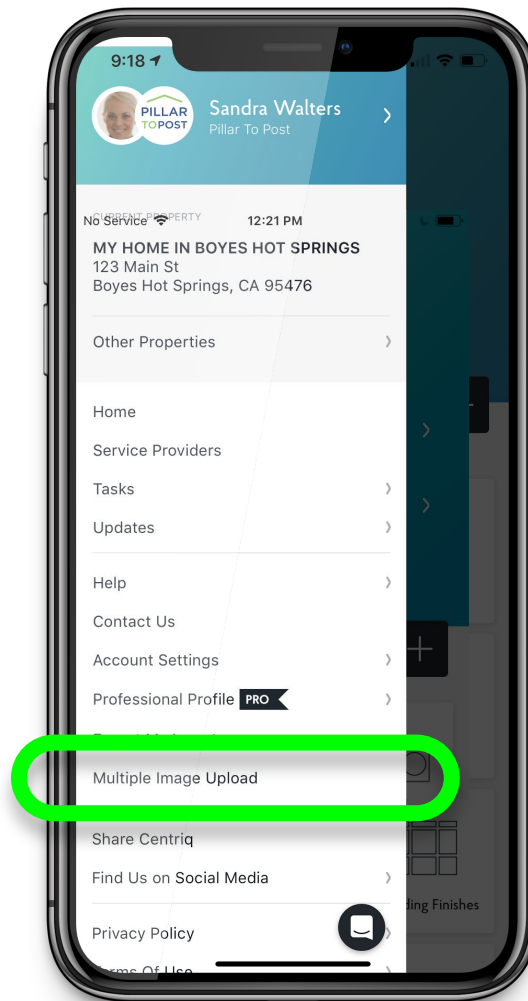
Verify the address.



Select the image icon.



Select “Multiple
Image Upload”



Select “Add Image”



Select the image to add.



Repeat until you
have added all of
the images

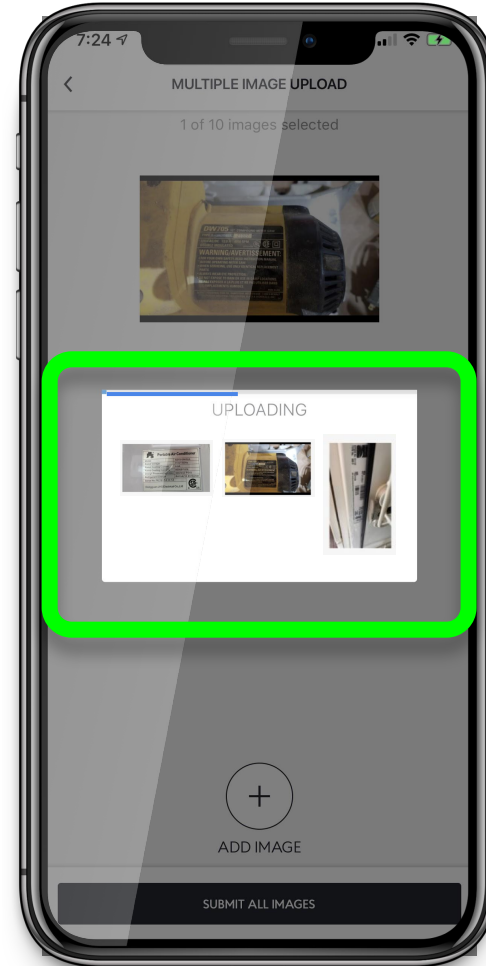


Select “Submit All Images”



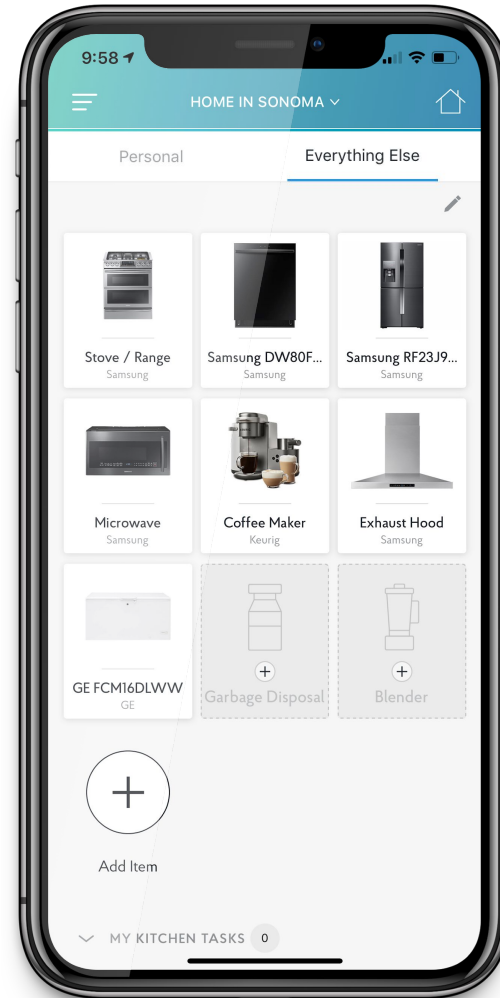
There could be a
delay while the
images upload.

Give it time!

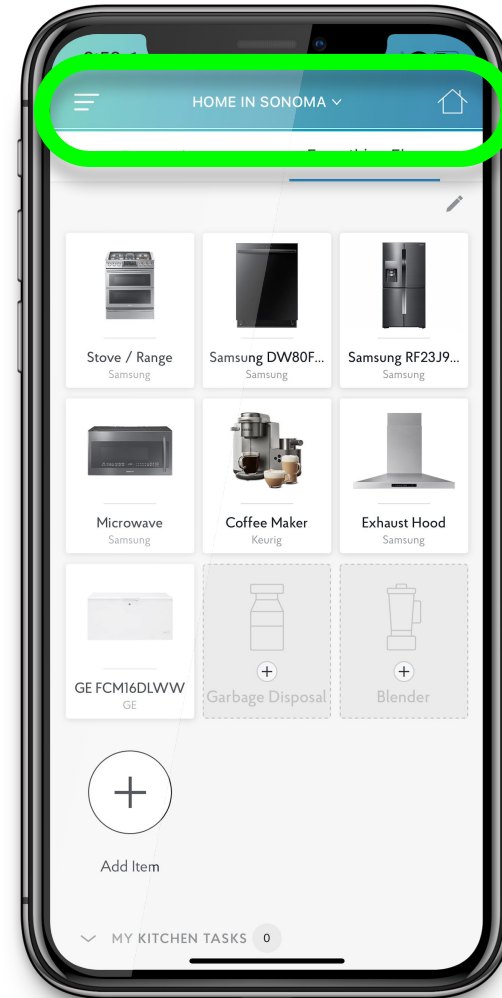


Images added, voila!

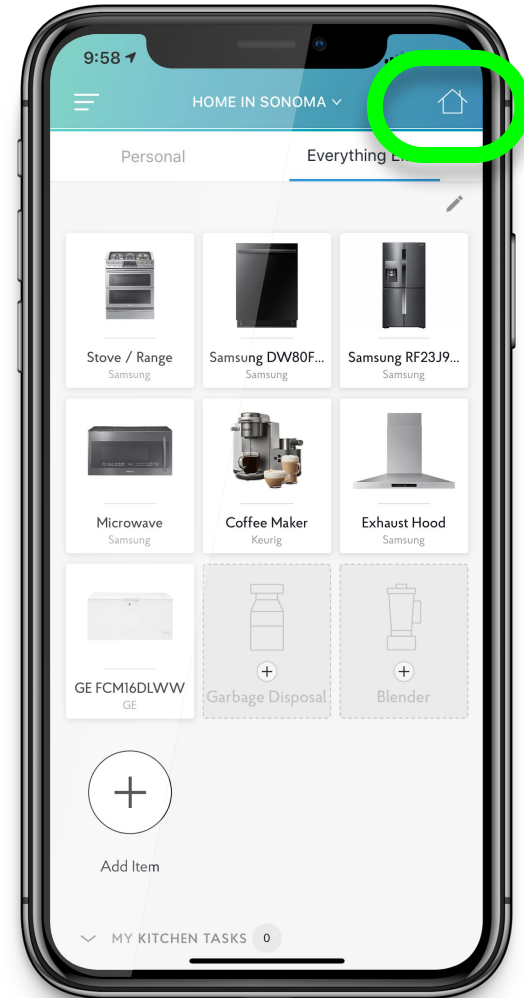
The system will identify the category. You don't need to do anything else.



Select the address at the top of the screen to return to the My Properties list.



Or select the Home icon to go back to the main screen.



The property doesn't show in the mobile app



Trouble?

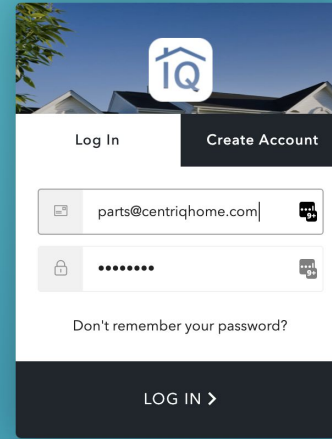
First try closing and
reopening the app.



If closing and
reopening the mobile
app doesn't work

Go to
app.mycentriq.com

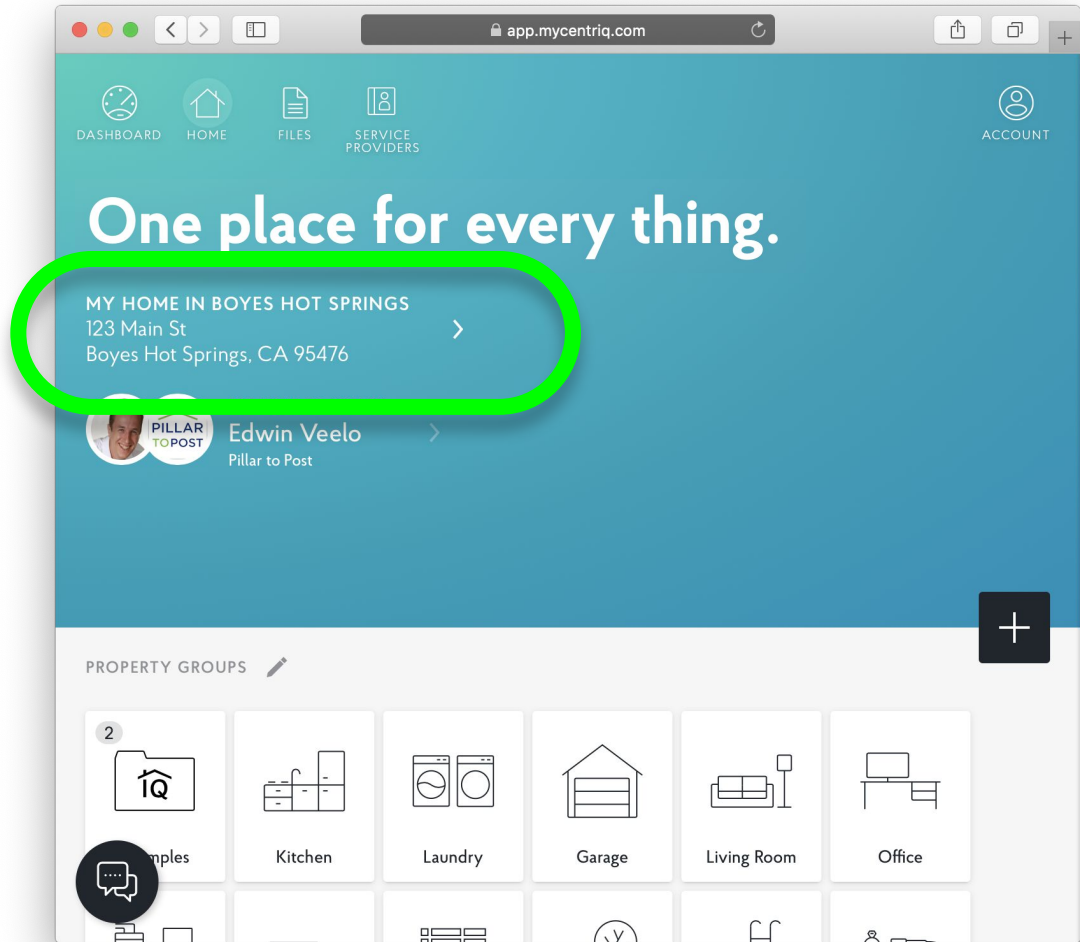
Sign in with your
Centriq account email
and password



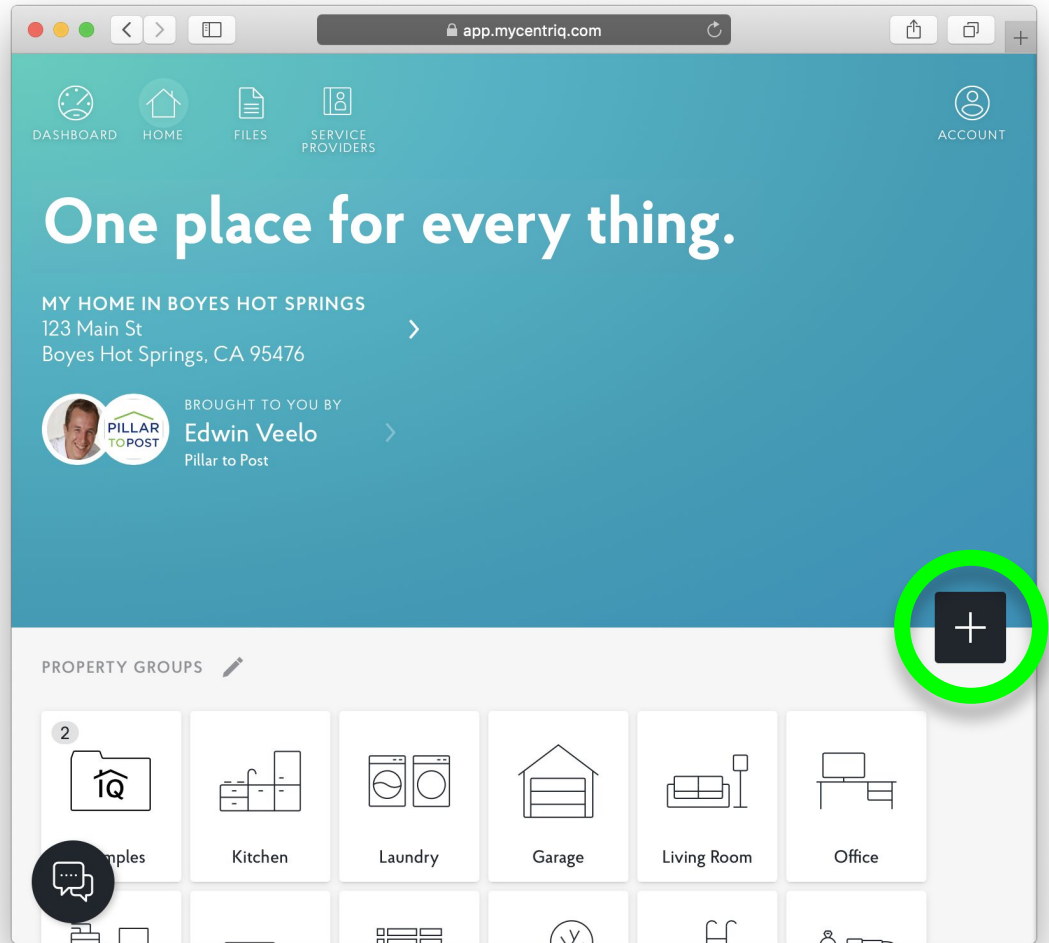
You can use the web app
from your phone, tablet
or on a computer



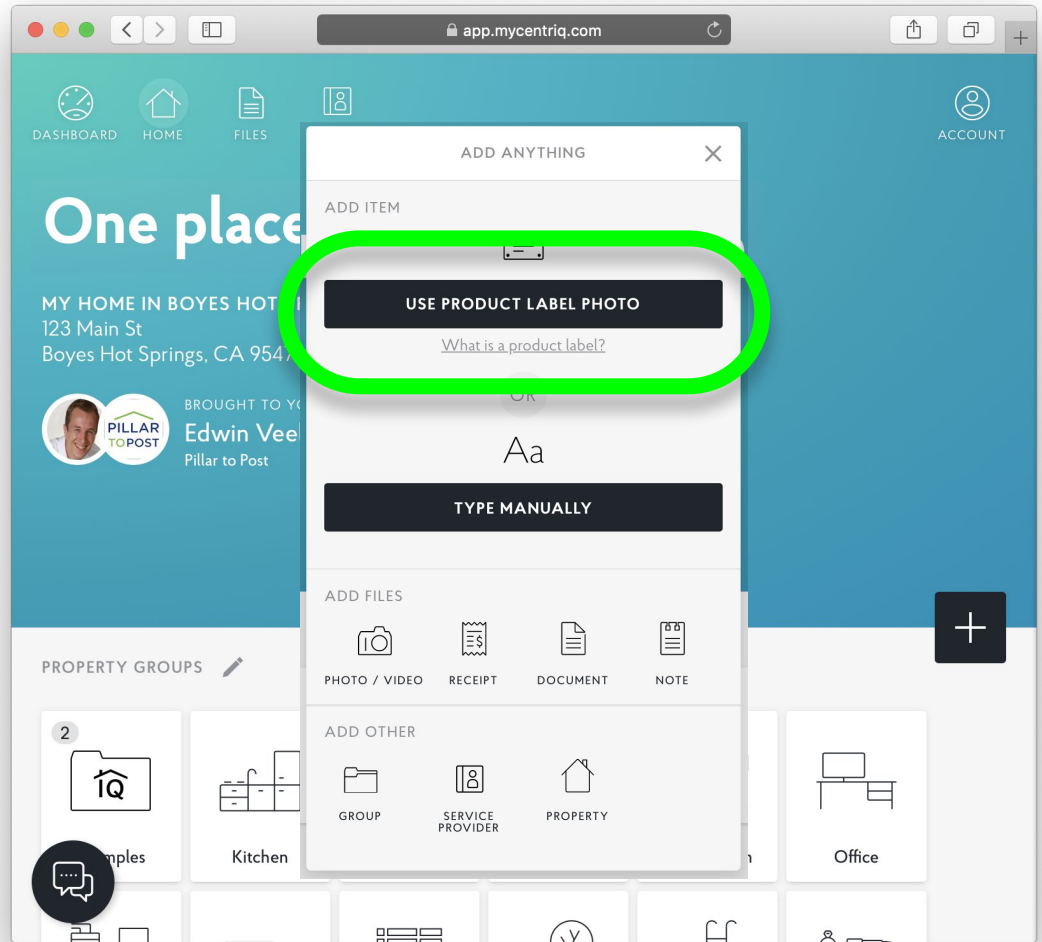
Verify the property
address



Add your items using add icon here.



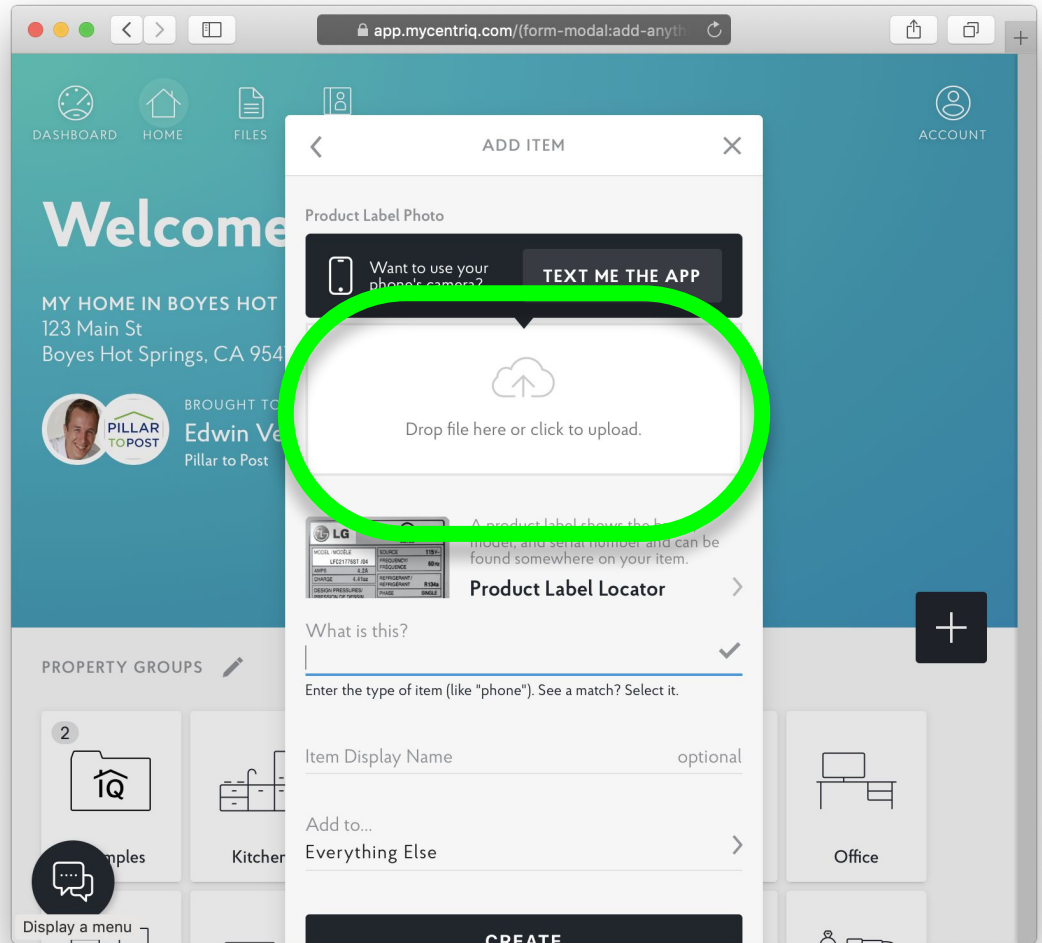
Select “Use Product Label Photo”



Click this area and select
your photo

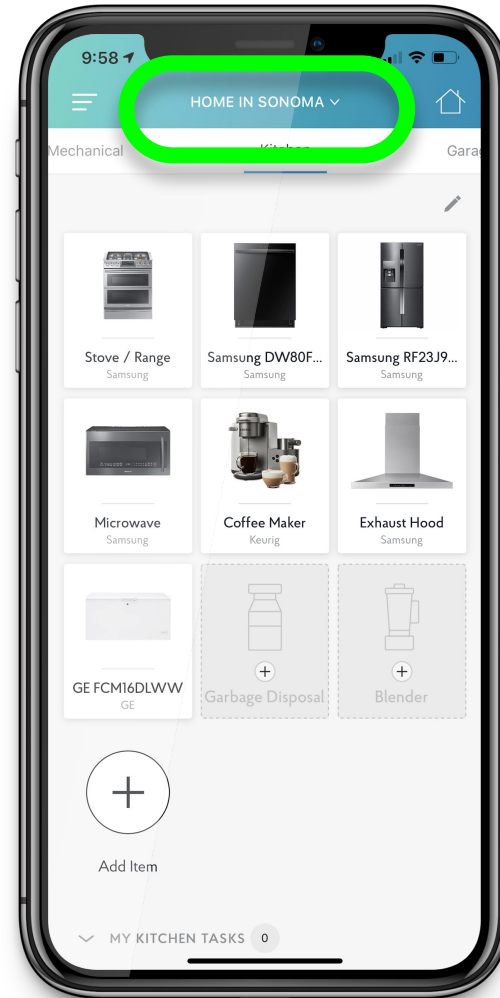
Upload one image at a time

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

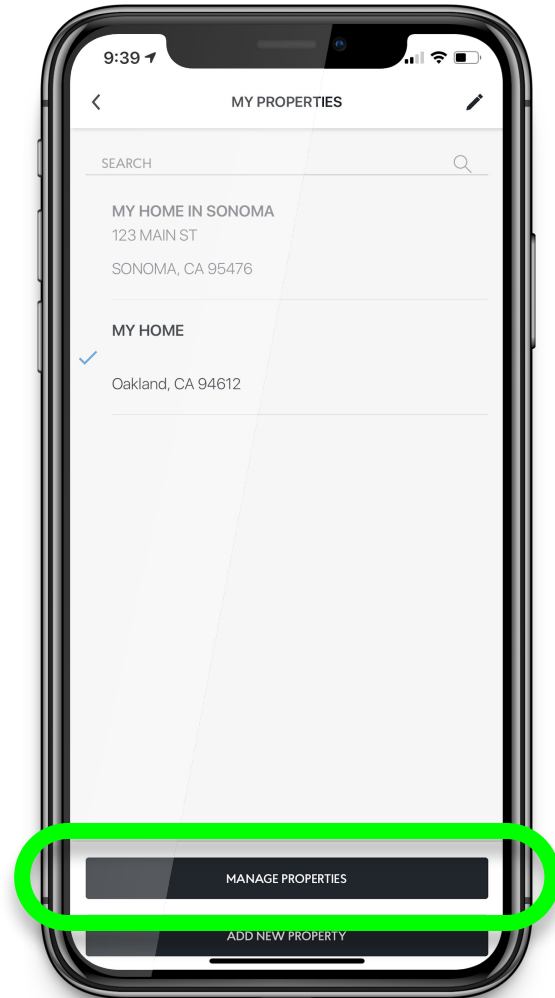


Transfer the property to
trigger the property report

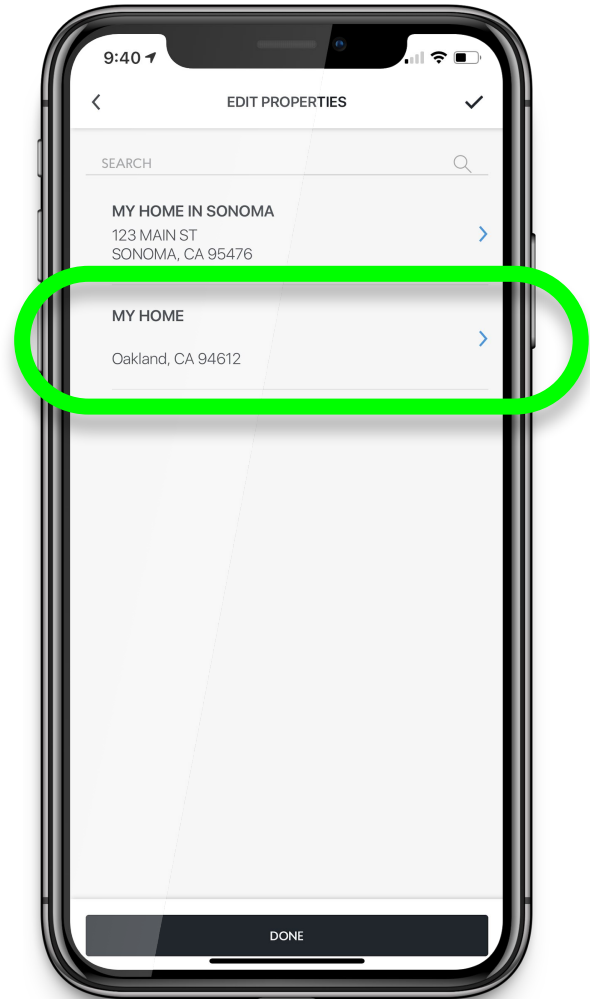
Always get back to the properties list by clicking the property at the top of any screen.



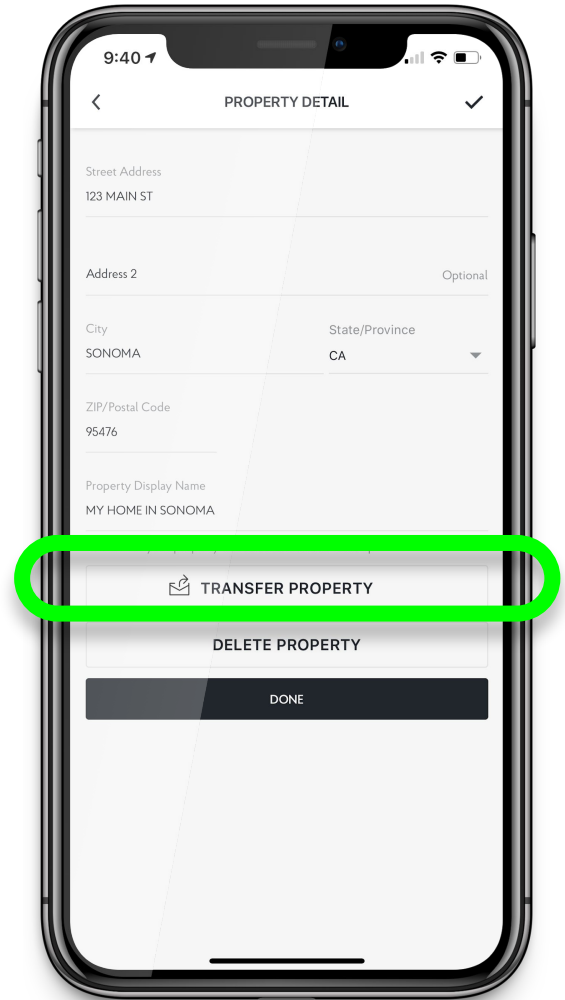
Tap Manage Properties



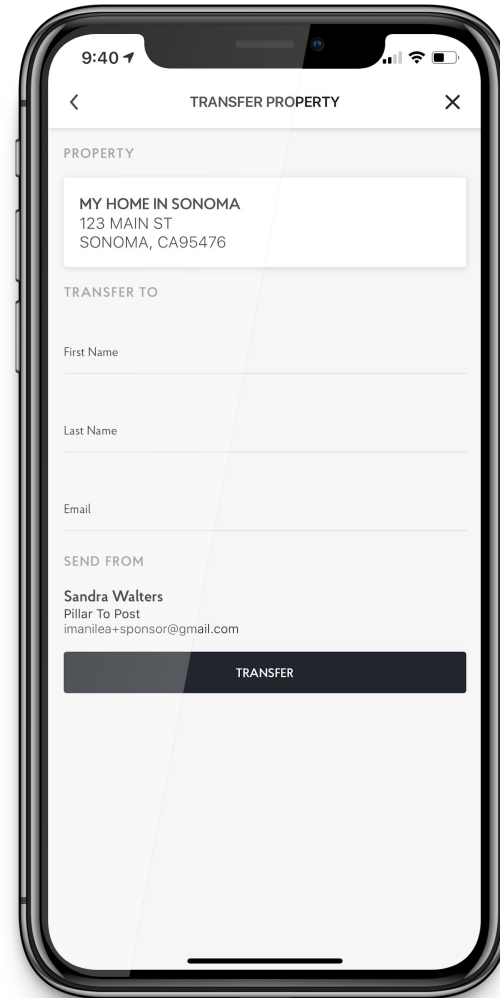
Tap the property you
were working on



Tap Transfer Property



Fill out the name and email of your client and tap Transfer.



9:40

TRANSFER PROPERTY

PROPERTY

MY HOME IN SONOMA
123 MAIN ST
SONOMA, CA95476

TRANSFER TO

First Name

Last Name

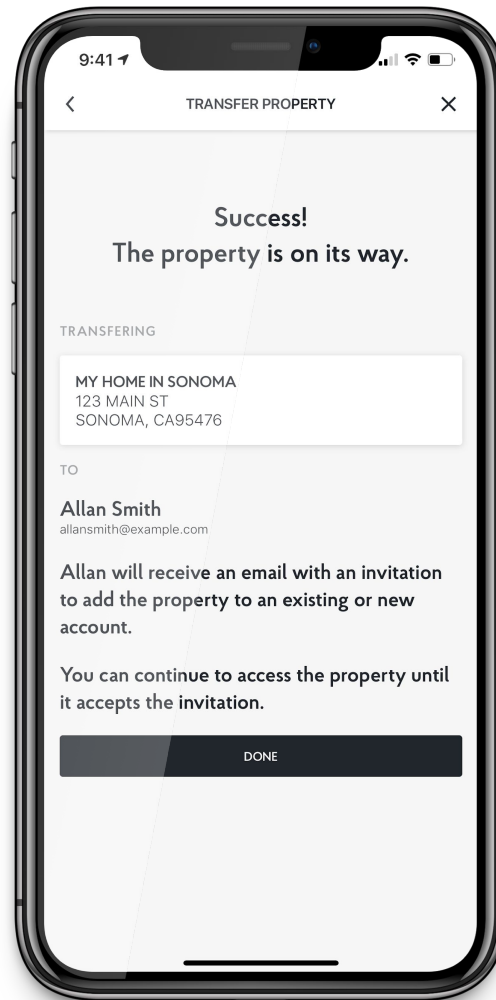
Email

SEND FROM

Sandra Walters
Pillar To Post
imanileea+sponsor@gmail.com

TRANSFER

Done! On to the next inspection.



Anything goes wrong in the mobile app



Trouble?

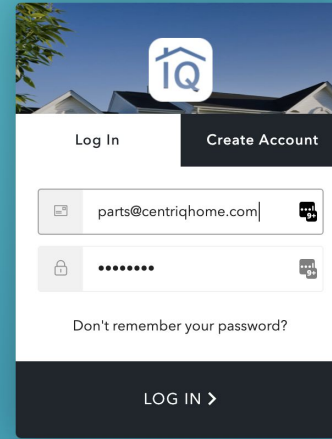
First try closing and
reopening the app.



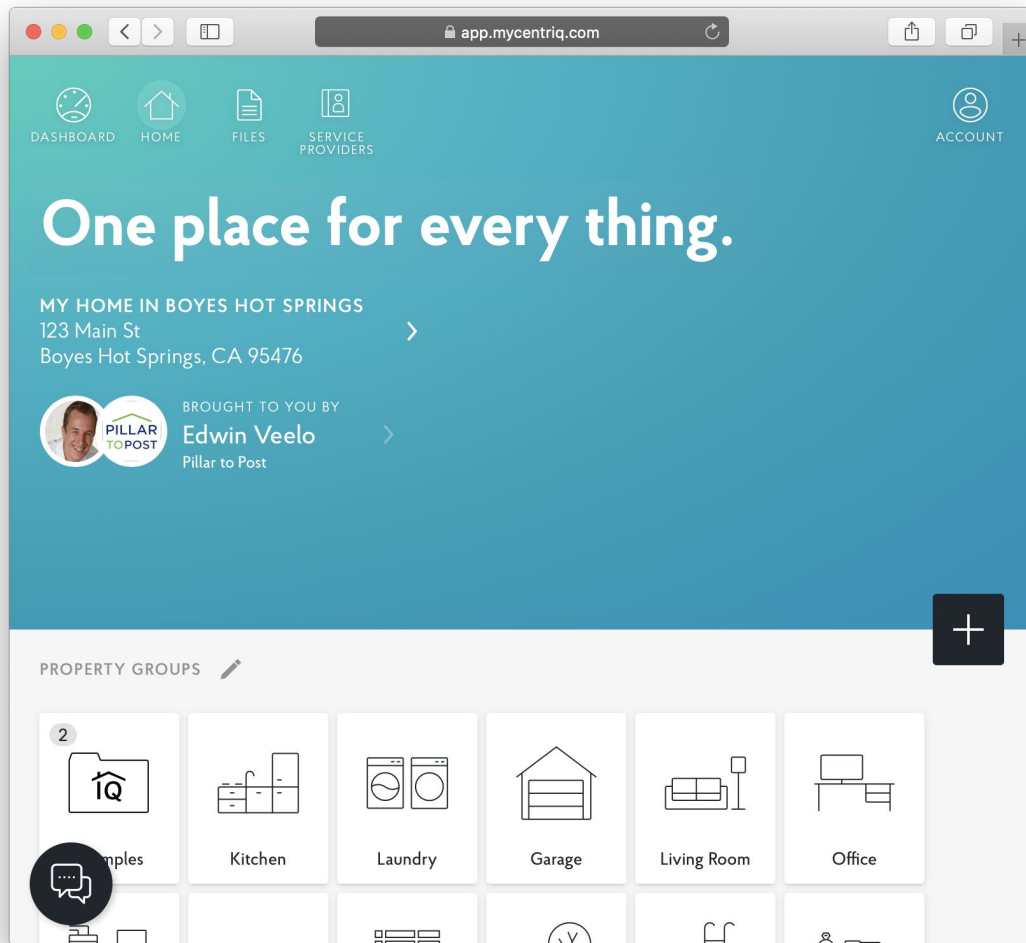
If closing and
reopening the mobile
app doesn't help

Go to
app.mycentriq.com

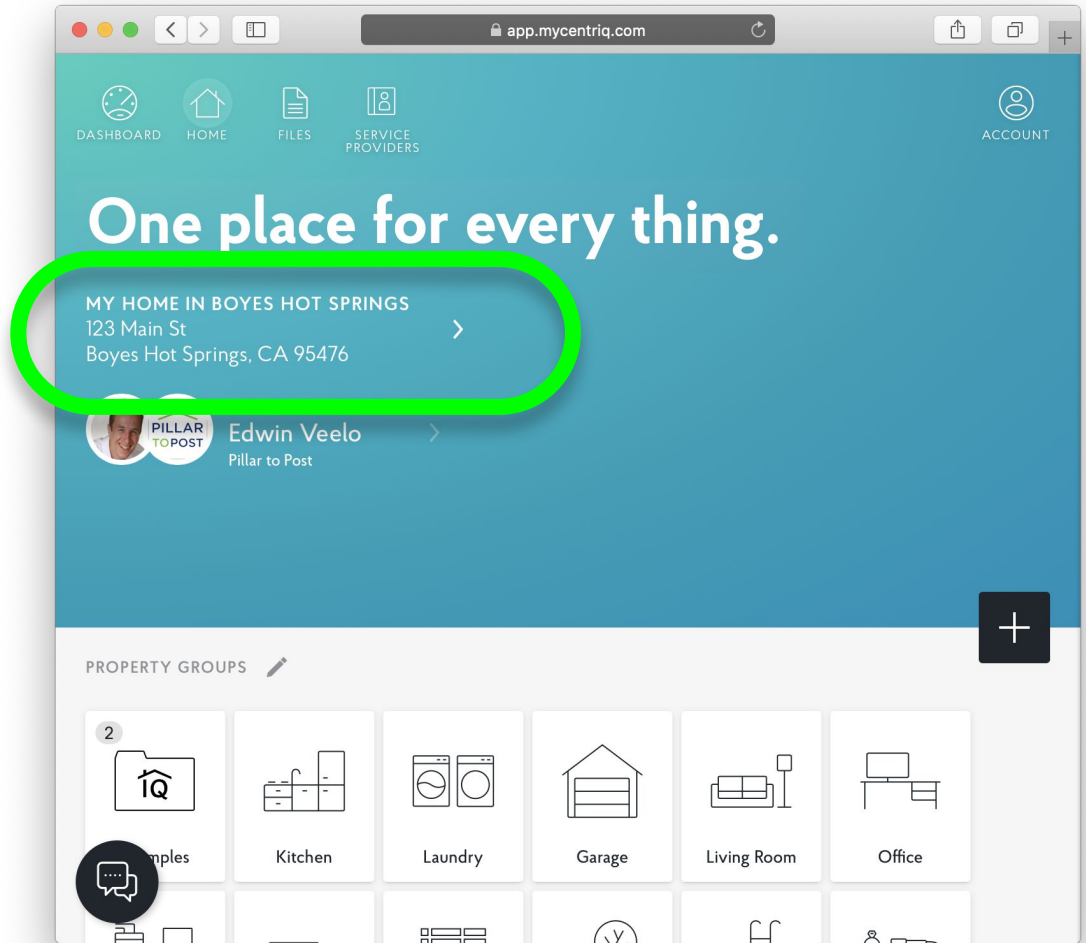
Sign in with your
Centriq account email
and password



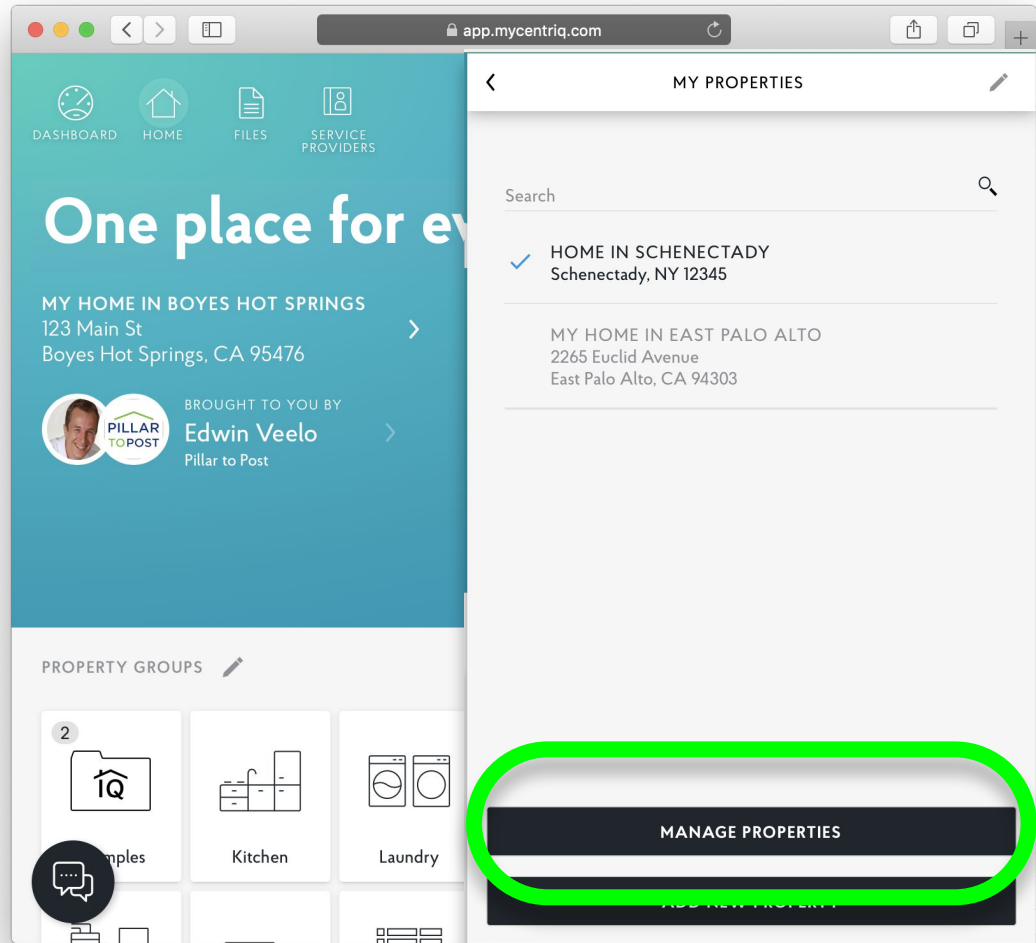
You can complete the transfer steps in the web app from your phone, tablet or on a computer



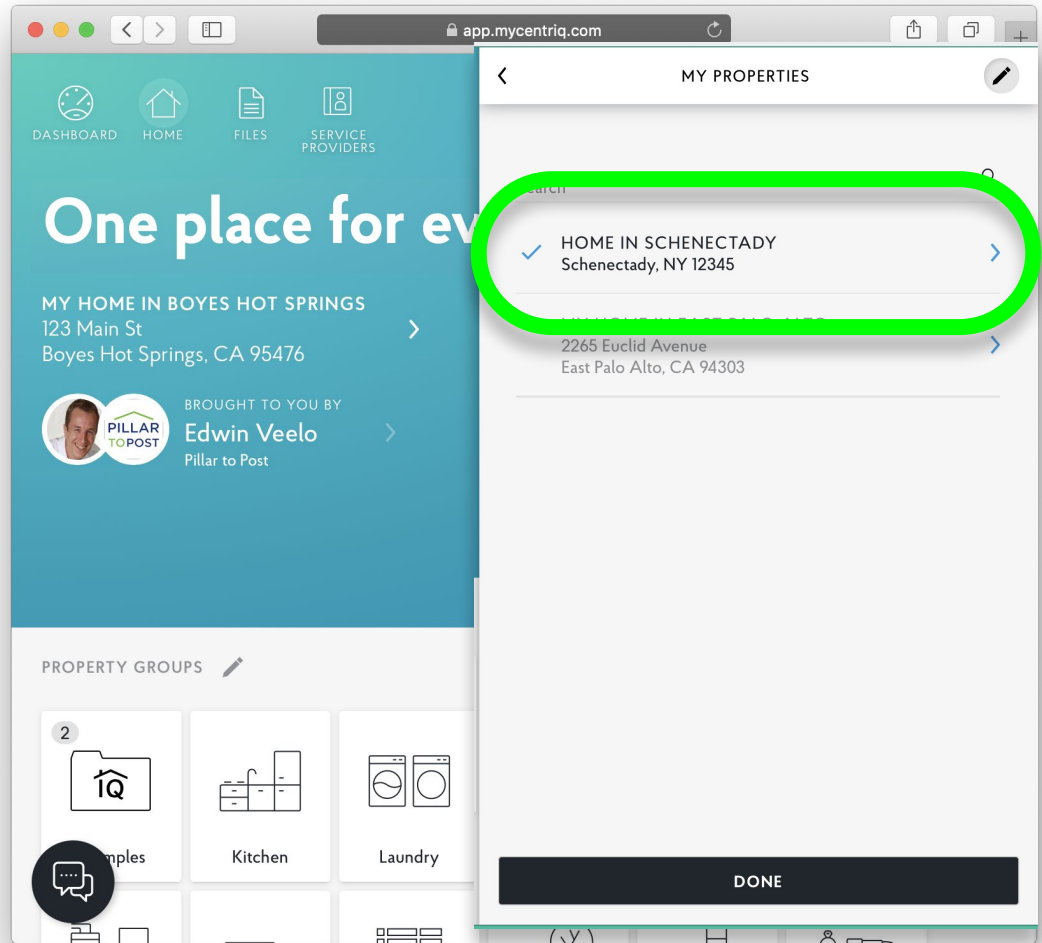
Select whatever address appears at the top of the screen.



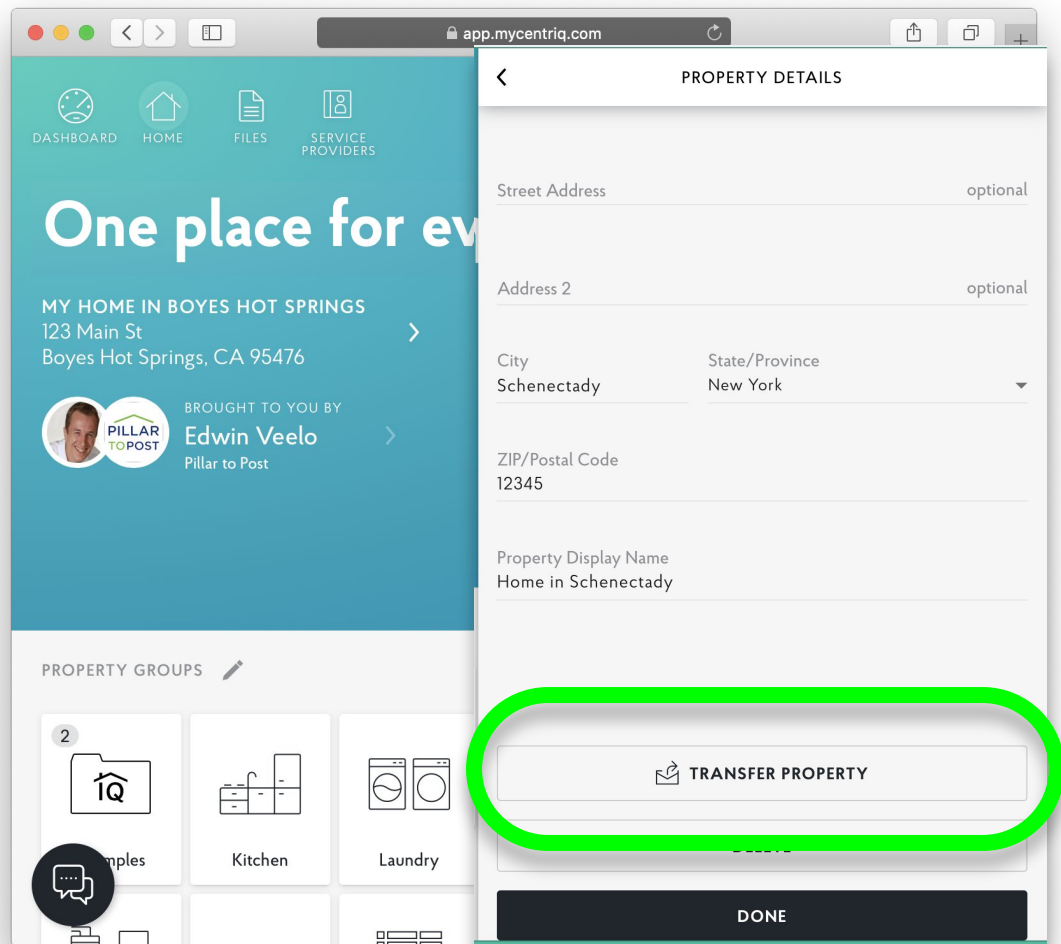
Select Manage Properties



Select the property you want to transfer.



Select Transfer Property



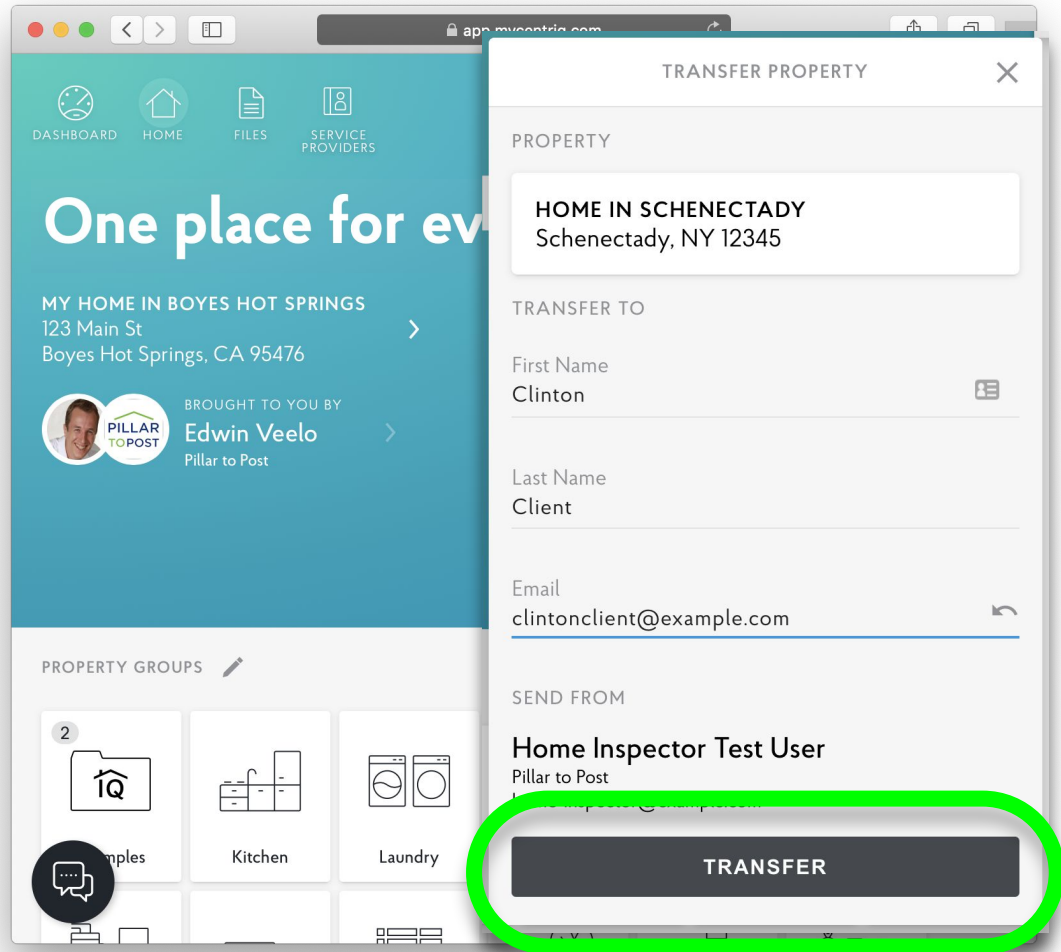
The screenshot displays the CENTRIQ app interface. The main screen features a teal header with navigation icons for DASHBOARD, HOME, FILES, and SERVICE PROVIDERS. Below the header, a large teal banner reads "One place for ev" (partially visible). Underneath, it lists "MY HOME IN BOYES HOT SPRINGS" with the address "123 Main St, Boyes Hot Springs, CA 95476". A profile card for Edwin Veelo, associated with PILLAR TO POST, is also shown. The bottom section, titled "PROPERTY GROUPS", contains icons for various property types, including a folder icon with a CENTRIQ logo and a count of 2, and icons for Kitchen and Laundry. A floating chat bubble is visible in the bottom left corner.

Overlaid on the right side is the "PROPERTY DETAILS" form. It includes the following fields:

- Street Address (optional)
- Address 2 (optional)
- City (Schenectady) and State/Province (New York) dropdown
- ZIP/Postal Code (12345)
- Property Display Name (Home in Schenectady)

At the bottom of the form, a button labeled "TRANSFER PROPERTY" with a house icon is highlighted with a green oval. Below this button is a dark blue "DONE" button.

Enter the client's name
and email and click
Transfer



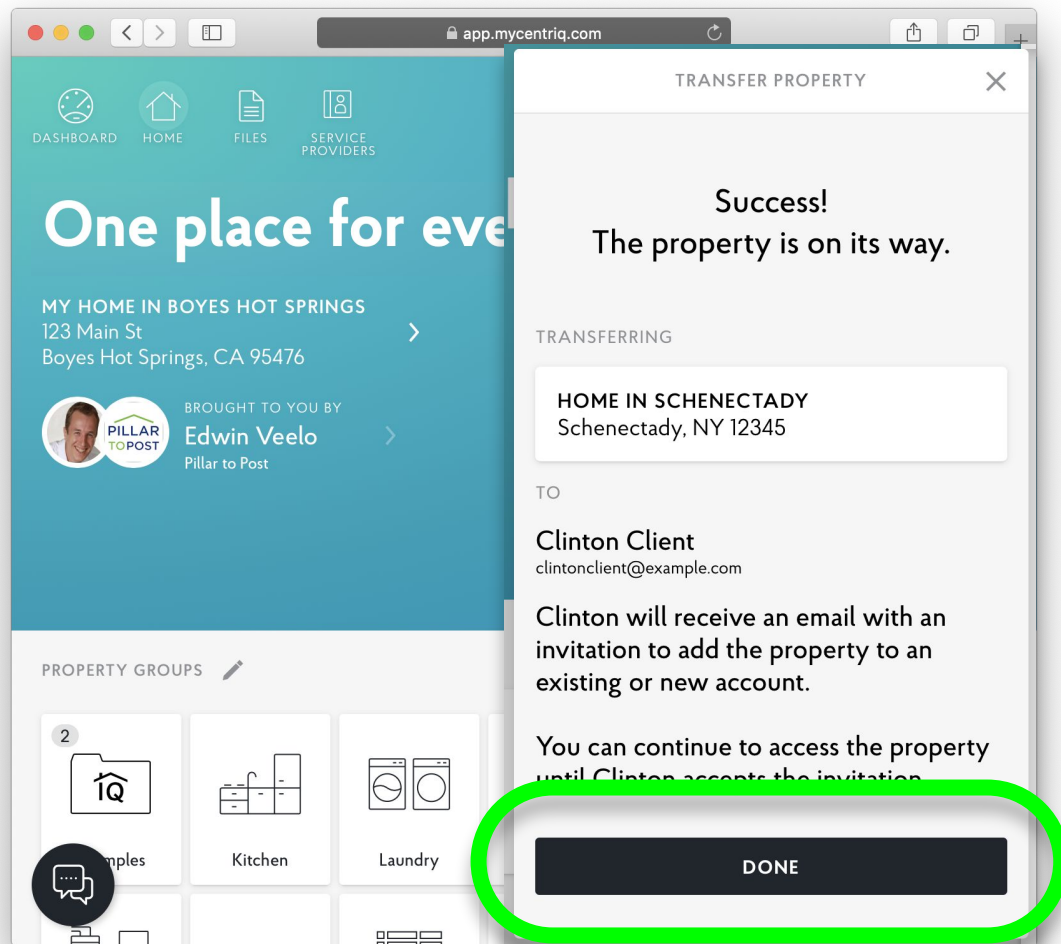
The screenshot shows the CENTRIQ app interface. The main screen has a teal header with navigation icons for DASHBOARD, HOME, FILES, and SERVICE PROVIDERS. Below the header, it says "One place for ev" and "MY HOME IN BOYES HOT SPRINGS" with the address "123 Main St, Boyes Hot Springs, CA 95476". It also mentions "BROUGHT TO YOU BY Edwin Veelo, Pillar to Post". At the bottom, there are "PROPERTY GROUPS" including "Examples", "Kitchen", and "Laundry". A modal titled "TRANSFER PROPERTY" is open on the right. It contains the following information:

- PROPERTY**
HOME IN SCHENECTADY
Schenectady, NY 12345
- TRANSFER TO**
First Name: Clinton
Last Name: Client
Email: clintonclient@example.com
- SEND FROM**
Home Inspector Test User
Pillar to Post

A red circle highlights the "TRANSFER" button at the bottom of the modal.

Success!

Click Done to return to the home screen.





Thank you!!!

Contact Us any time
(415) 967-3993

support@mycentriq.com