

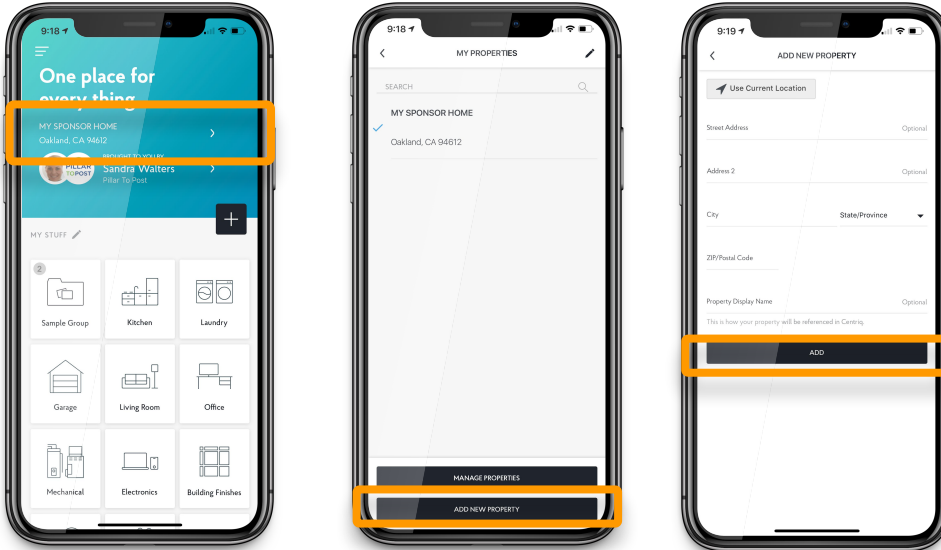
Add product label photos to your device photo roll while on site, then complete these steps when you have a good connection.



# CENTRIQ QUICK START GUIDE

Mobile app on Phone or iPad

## 1 Create the property.



Select the address at the top of the screen to get to your **Properties** list.

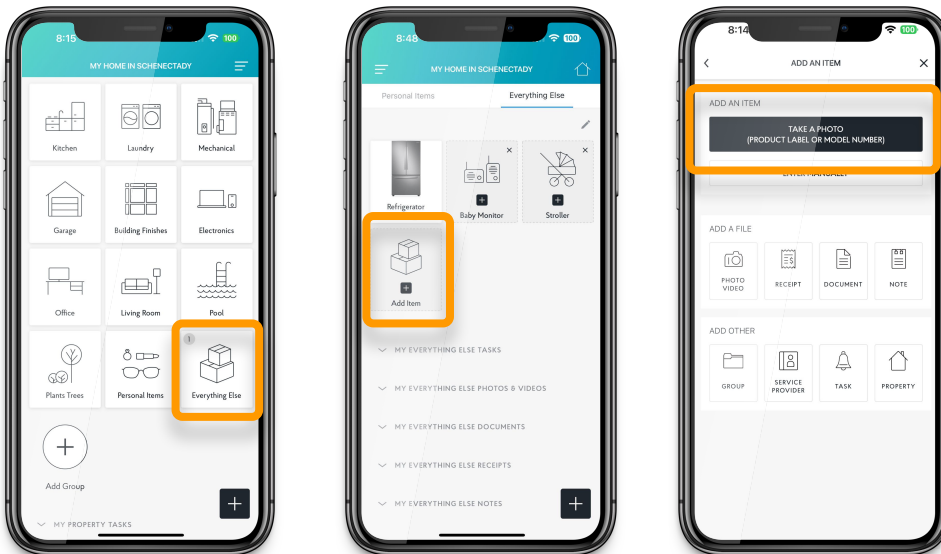
Select **Add New Property**.

Use geolocation to add the address or type it in.

Tap **Add**.

You may be prompted to **Add Items** after adding the property. Click **View Property** instead.

## 2 Upload product label photos.



Select the Everything Else group

Tap the ADD icon.

Select the "Take A Photo" button at the top.

## 2.1 Add Images

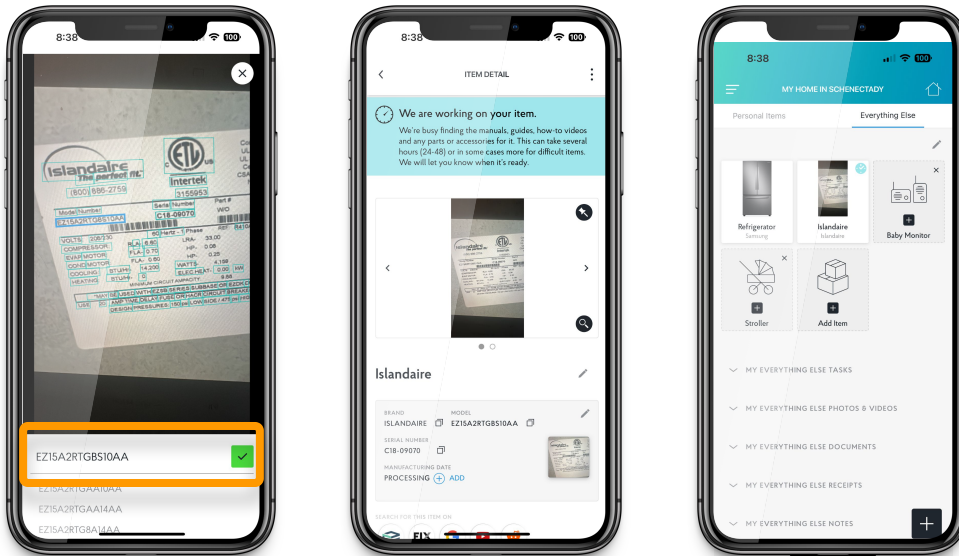


Take the photo or select the icon to choose the image from your photo gallery.

**Verify the image by following the screen prompts.**

The app allows you to confirm the brand, model, serial and date to speed up processing.

## 2.2 Add Images



**Verify the image by following the screen prompts.**

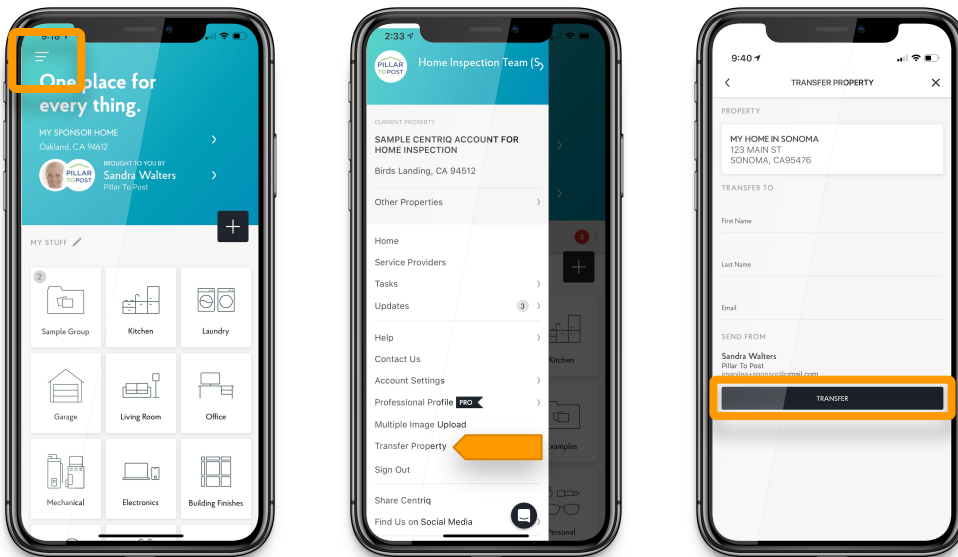
The app allows you to confirm the brand, model, serial and date to speed up processing.

Centriq handles the rest. You don't have to type in categories or sort the items yourself.

The items will be processed and categorized once they are all identified.

**\*\* use browser app to upload multiple images at once**

## 3 Transfer the property to the client (this triggers the report)



You don't have to wait for items to process to transfer the account to your client.

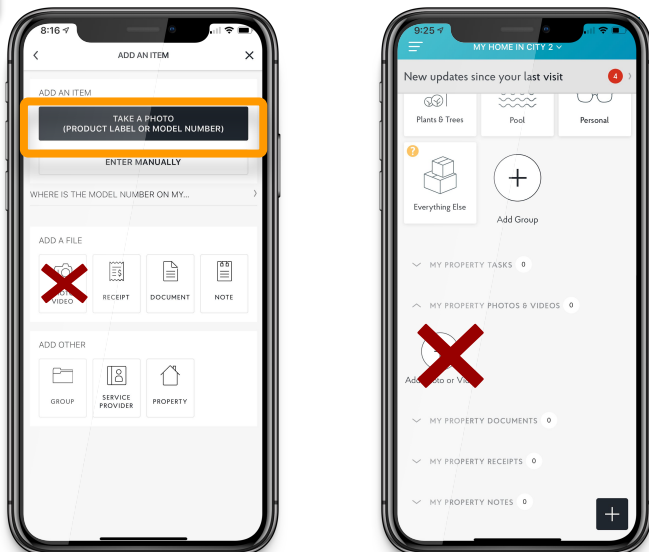
### Mobile App Only

Open the **menu** and select **Transfer Property**.

Add the client info.

Select **Transfer**.

## Files not Nameplates



Product label photos added under the My Photos or Add a File section will not be processed as nameplates.

This will cause delays in delivering your reports.

## App Refresh



Always close and reopen the app as a first step if something seems wrong.

Sometimes the app needs a refresh.

Or you can always use the web app as backup. <https://app.mycentriq.com>

## Your Dashboard

Go to <https://app.mycentriq.com/pro/dashboard> on your laptop or iPad to review your list of properties, see completed recall reports, and access other resources.

## Contact us

If you have a question, contact us by tapping Contact Us under the the app menu, call **415-967-3993**, or email [support@mycentriq.com](mailto:support@mycentriq.com).