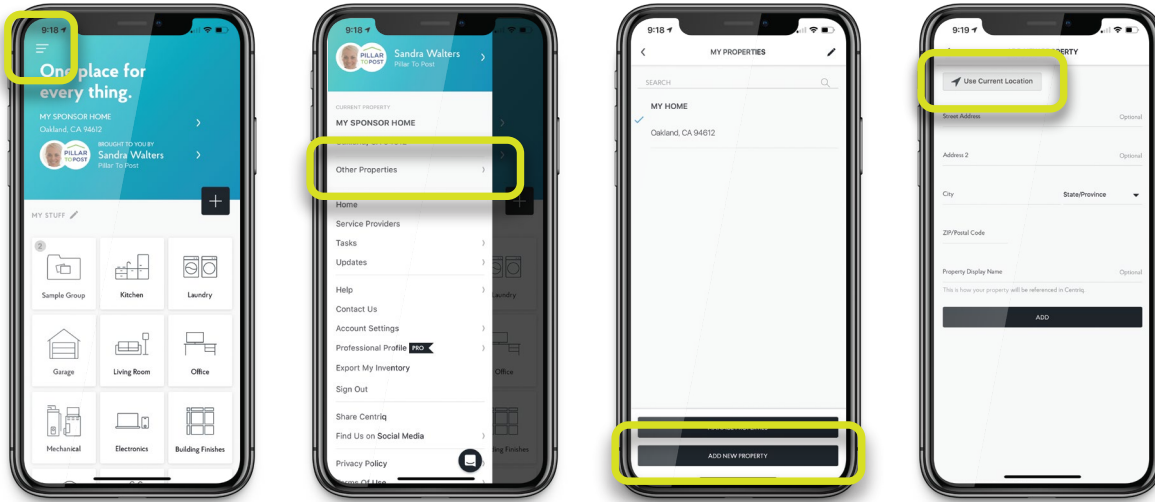


1

If you don't have a Centriq Pro account yet, sign-up and complete your professional profile at mycentriq.app.link/centriq-pro

2

Before you start your inspection, create a new property.



If you are at the home you're inspecting, tap **USE CURRENT LOCATION** and verify the address is the right one.

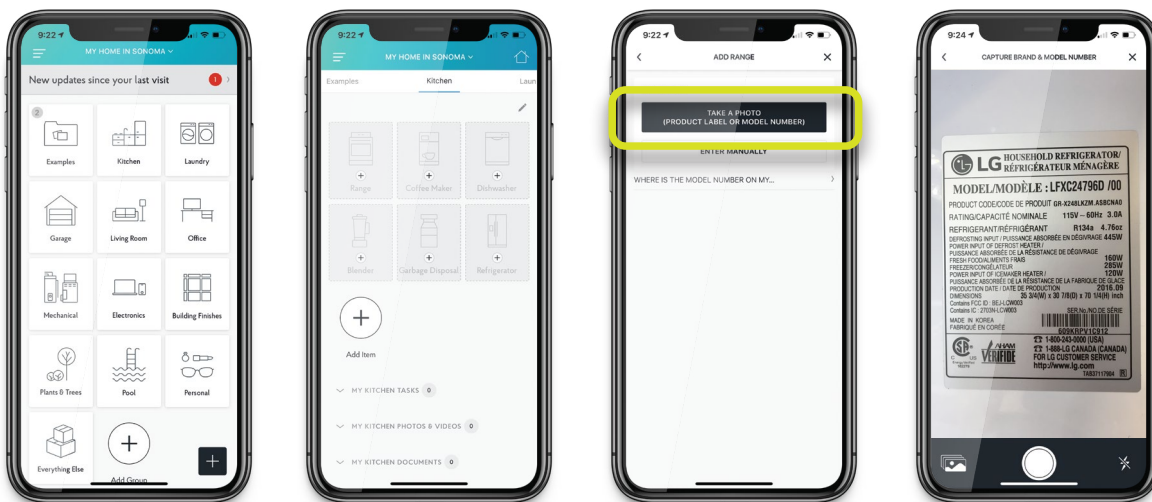
Otherwise fill out the client address.

Then tap **ADD**.

3

During your inspection, add the appliances and systems to Centriq

If you experience a poor internet connection during your inspection you can also do this afterwards. Just make sure to capture the product labels with your cellphone or inspection software and see the reverse for instructions on how to add items later.



Photograph the product label.

Make sure it captures the brand, model number and serial number.

Select the group

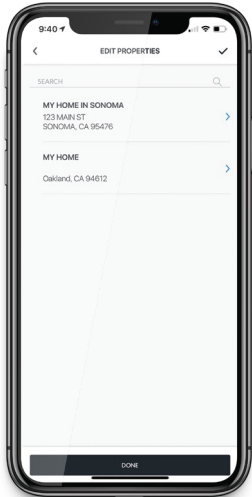
Select the item or the plus button if it's not listed.

4

See next page

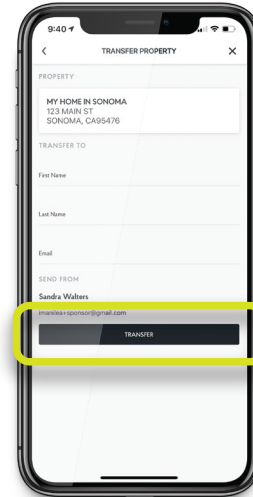
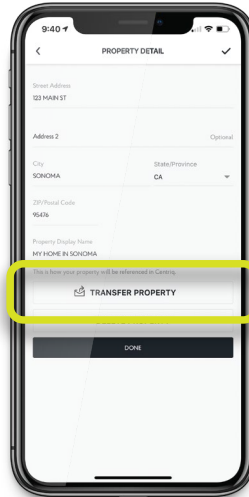
4

After your inspection, transfer the Centriq property to your client



Enter the property edit mode by selecting:

1. ☰ Menu
2. Other Properties
3. Manage Properties
4. The property you want to transfer



Complete the details and tap **TRANSFER**

That's it. On to the next inspection!

5

In case you experience connectivity issues

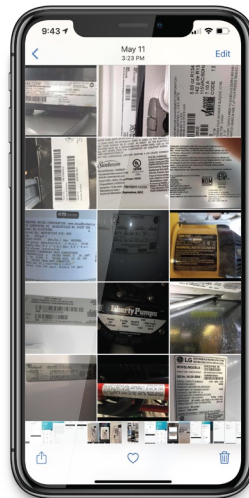
If you experience a poor internet connection during your inspection you can take the product label photos with your phone or tablet camera app and use those photos to add the items at a later time when your connection is restored.



Take photos with your regular camera when uploading photos takes long or you get this error.



Then later, use the same sequence to add items, but instead of taking the photo, tap this button



And select the product label photo you took earlier.

6

If you have a question, contact your success manager by tapping Contact Us in the ☰ menu or call (415) 967-3993 or email us at support@mycentriq.com