



Centriq Onboarding - Adding Items



Add the items in the
home

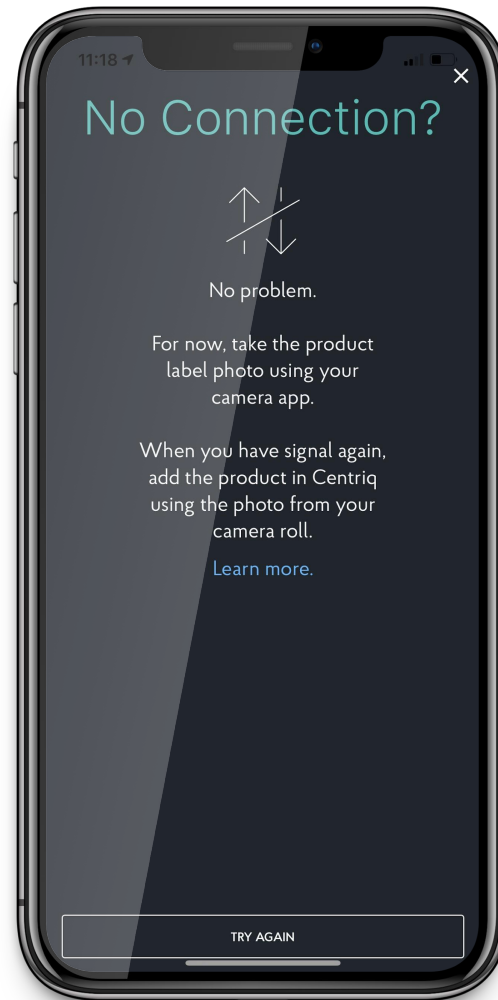
Upload from Photo roll



Recommended

Pain point when
on site

No Connection



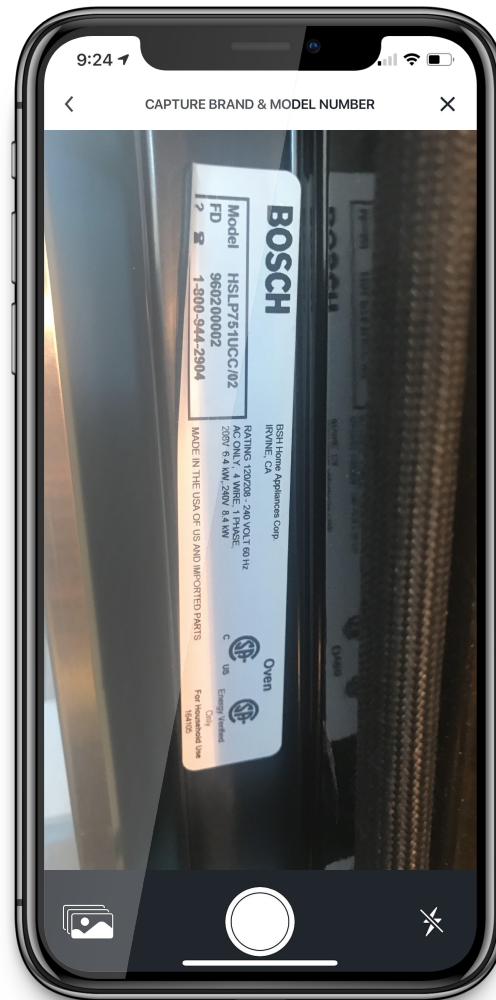
If you just capture the photos of the product labels, you will save time and guarantee that you won't lose your connection in the middle of your workflow.



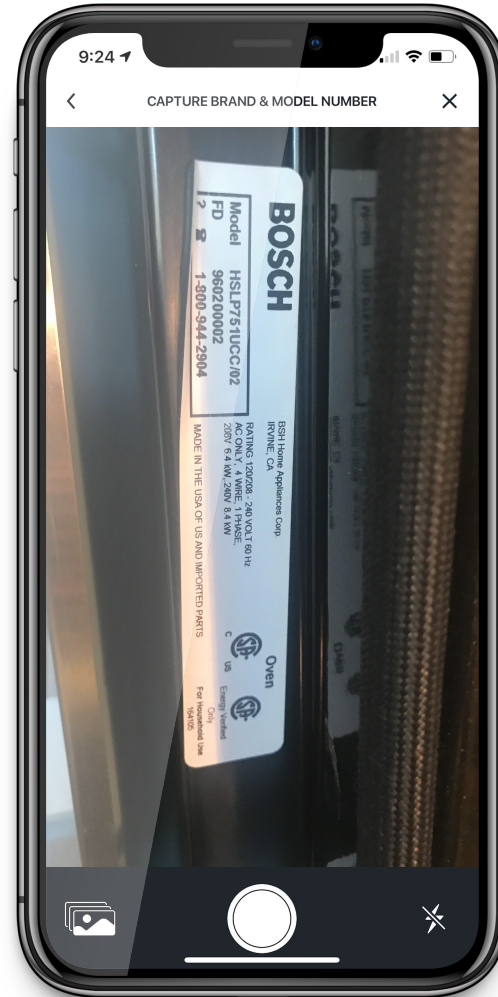
Take a Photo of the
product label

Upside down or sideways
is OK!

You can use the volume
button.

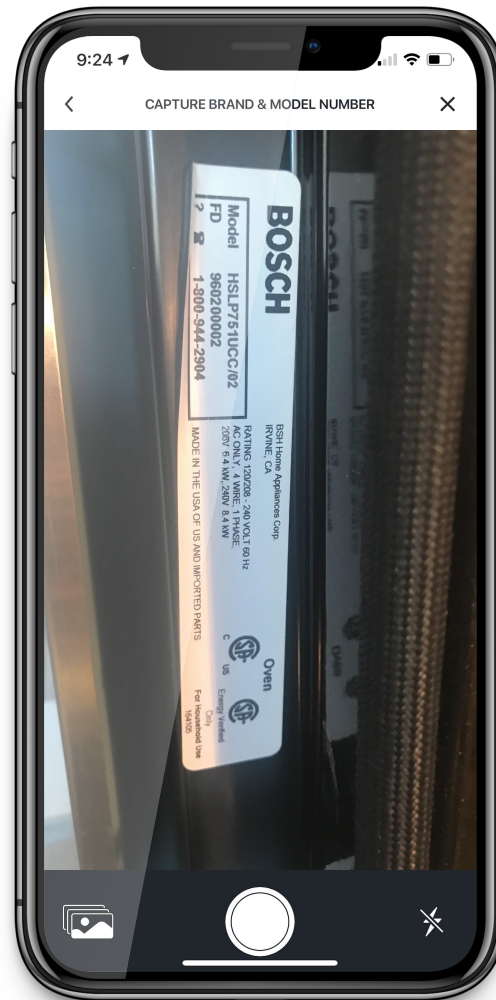


Just add the image.
You don't have to type
in additional info like in
RecallChek

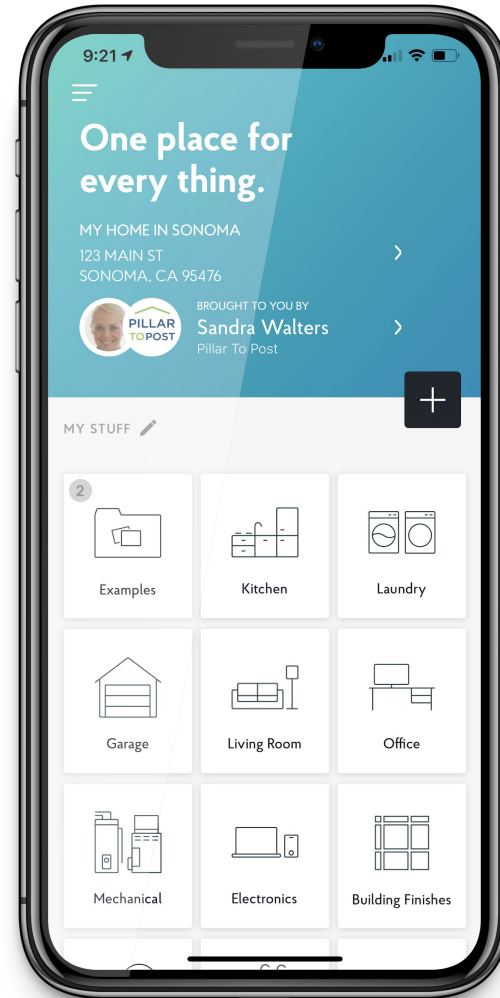


Confirm the picture

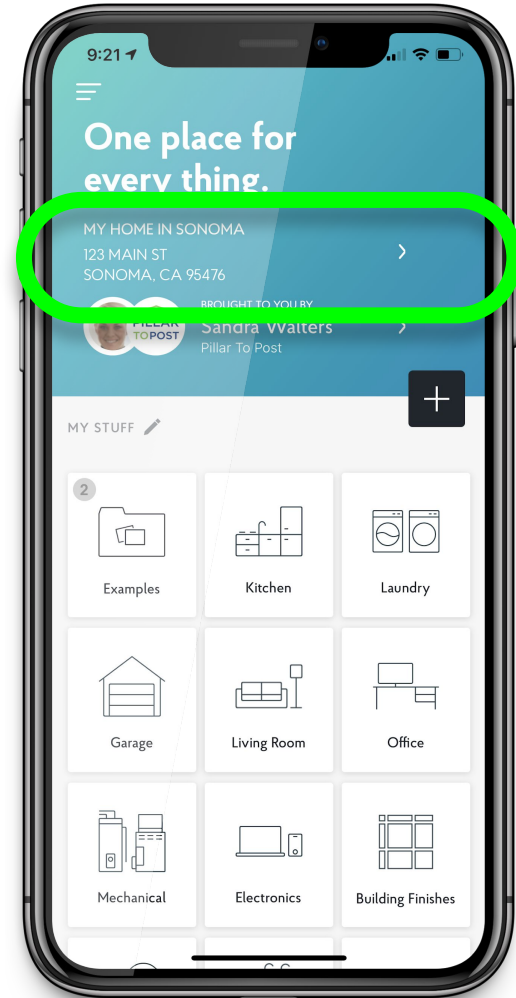
If you can't read it,
Centriq can't either!!



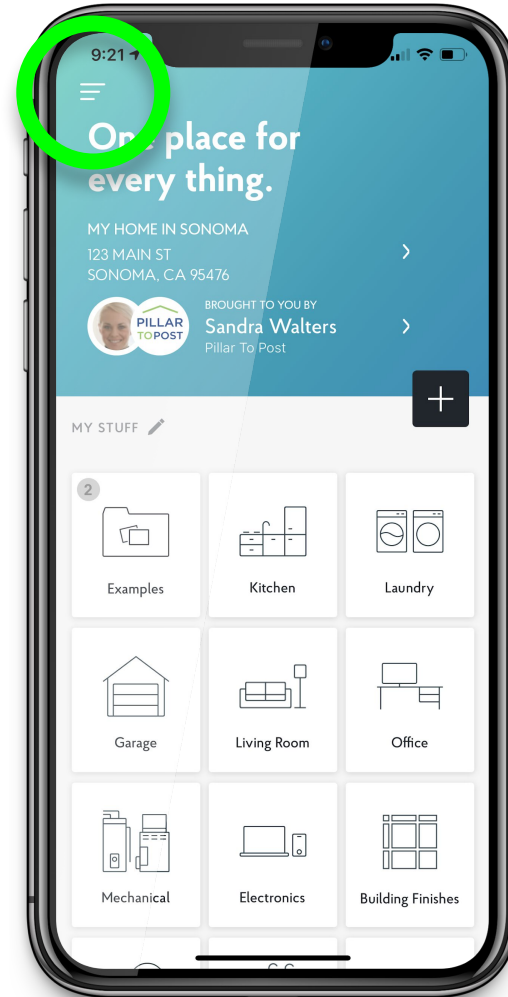
When you are back to where you have a connection, open the app



Verify that you are
looking at the correct
property.

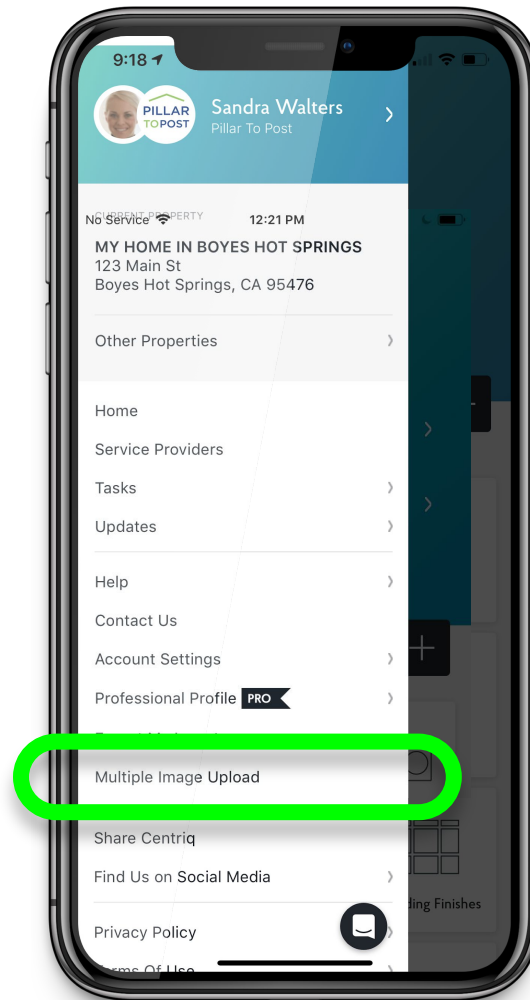


Pick the menu icon



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

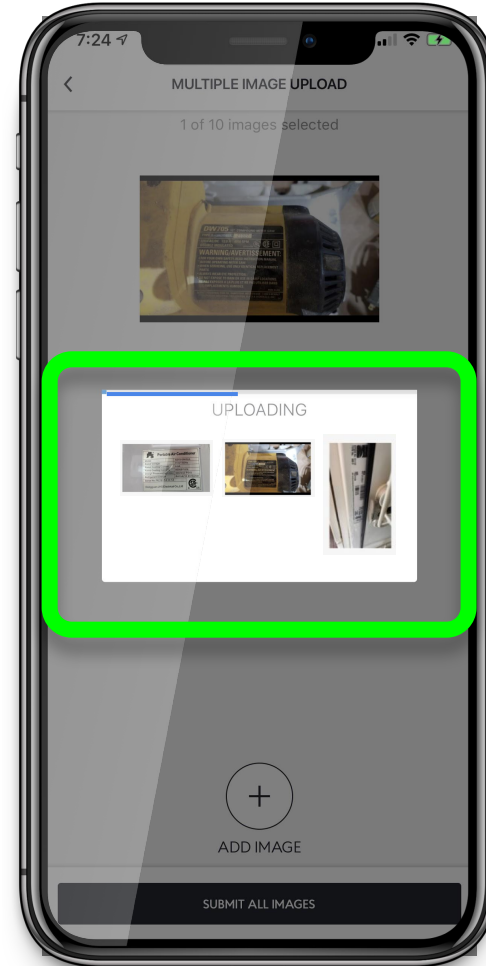


Pick **Submit All Images**



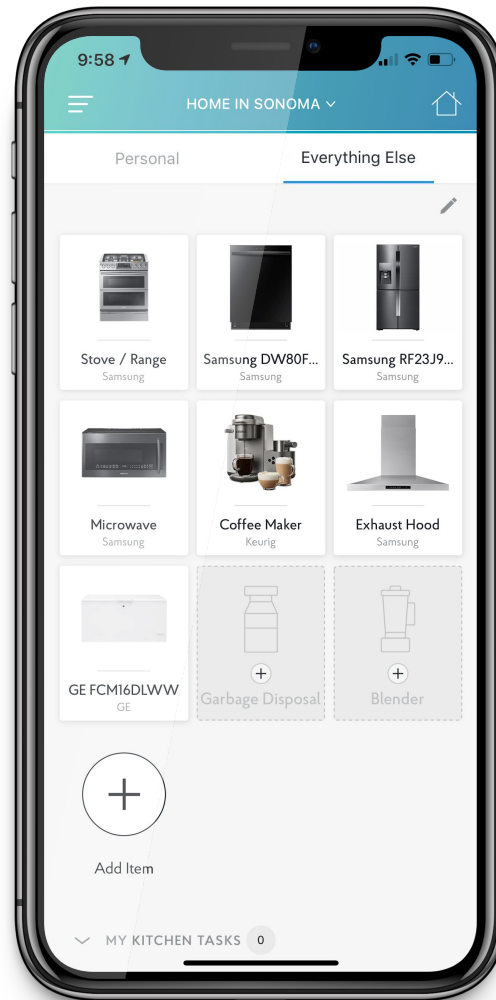
There could be a
delay while the
images upload.

Give it time!



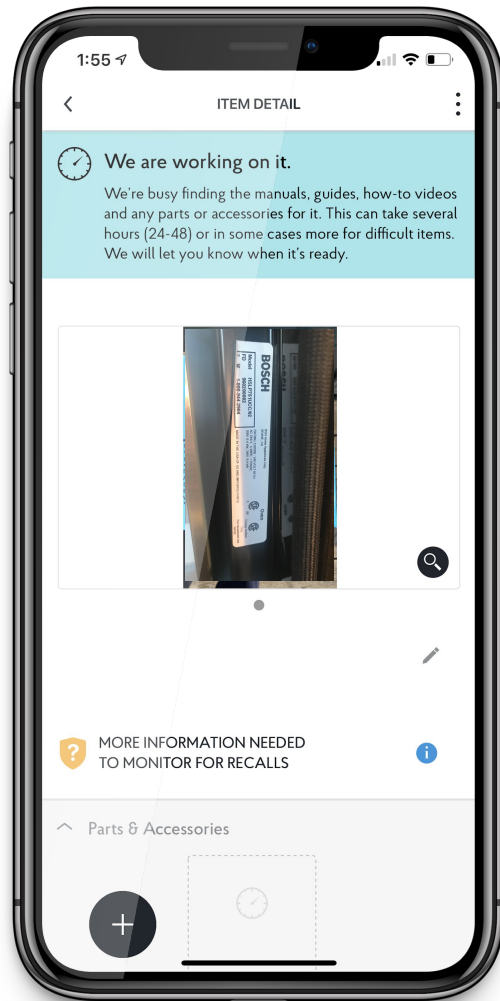
Images added, voila!

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

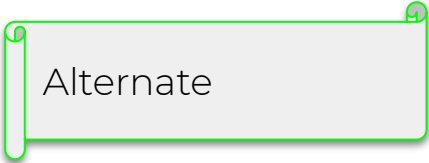


If the item is not identified right away, the app will show you it is processing.

Processing typically takes a few hours.

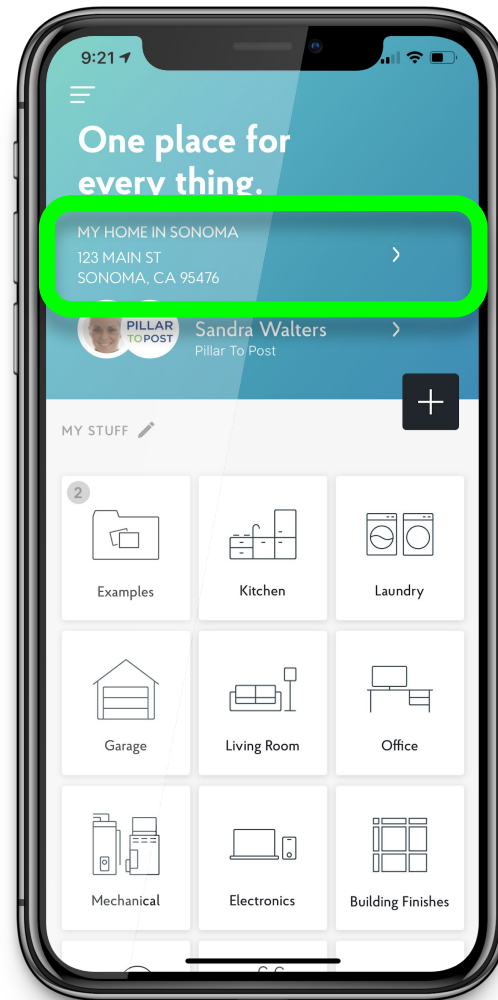


Add items one at a time

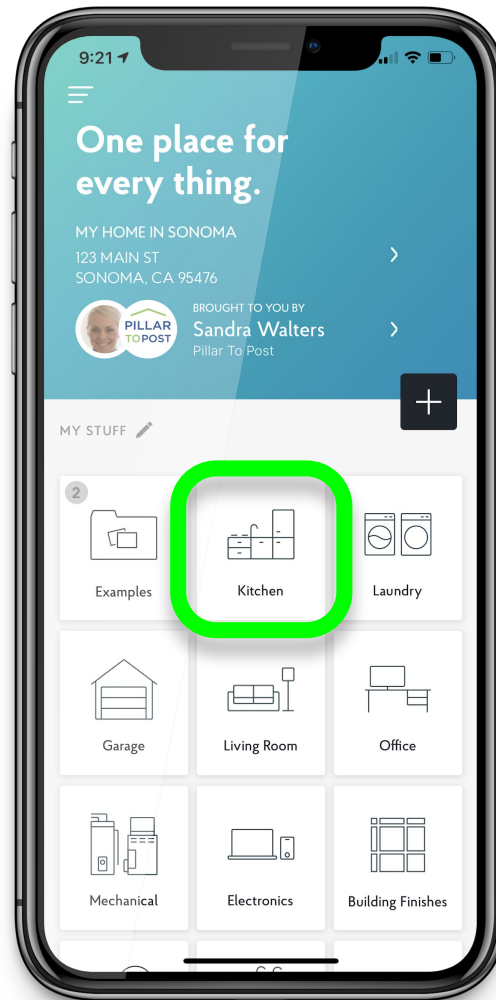


Alternate

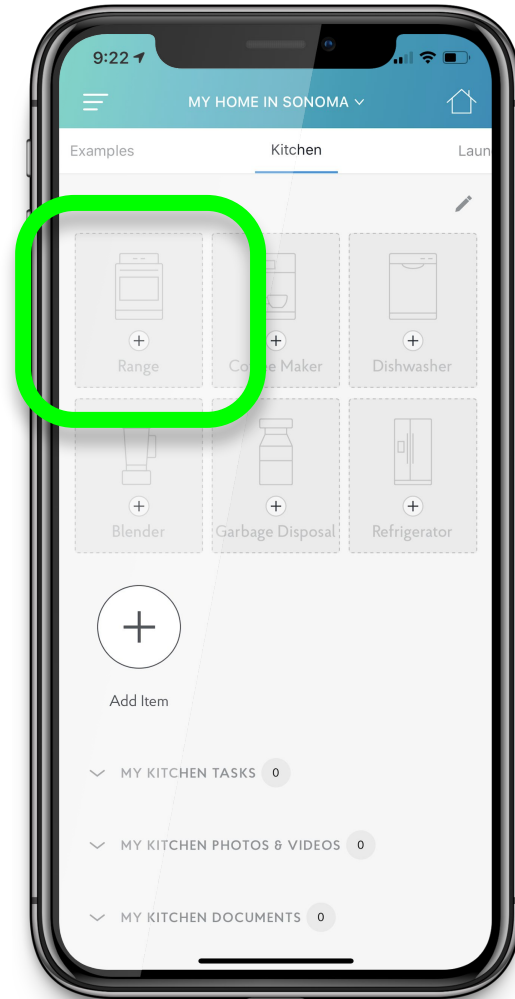
Verify the address.



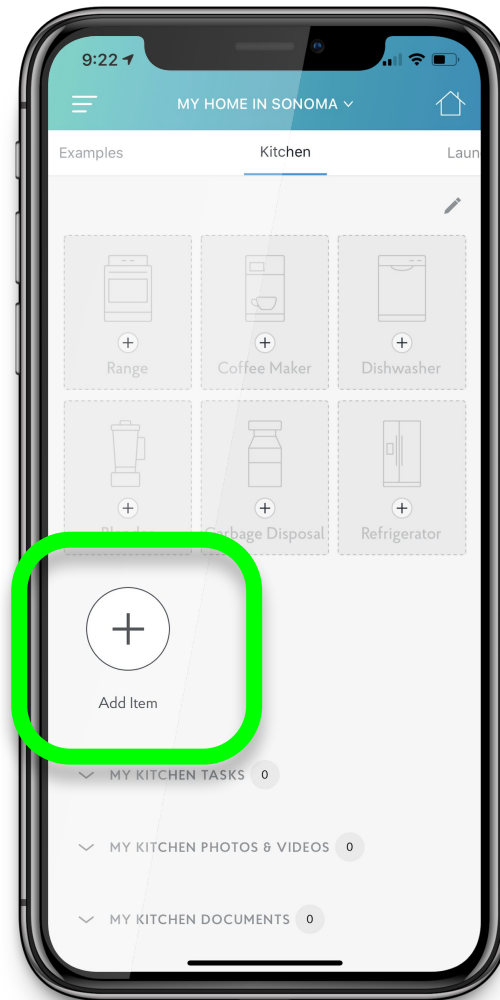
Open a group



Pick the item you are adding

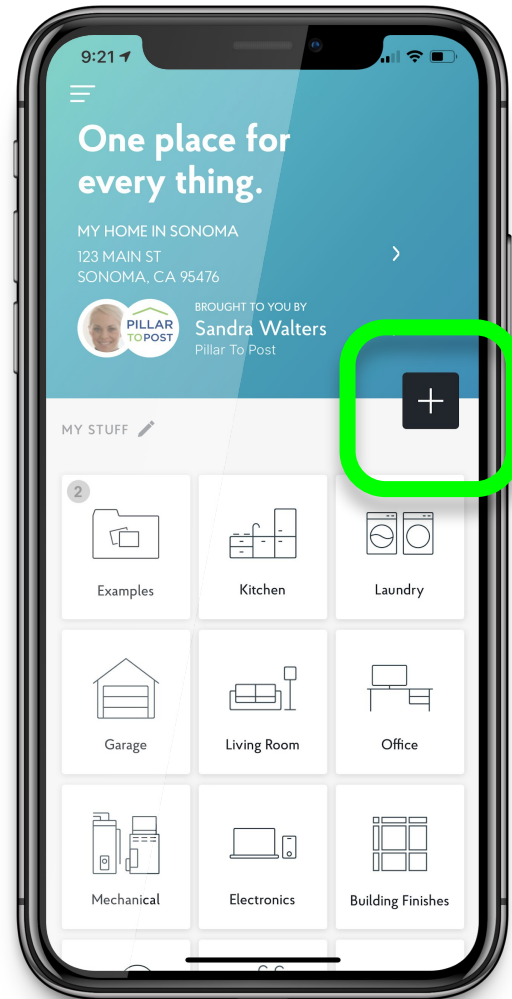


Or pick the (+) button



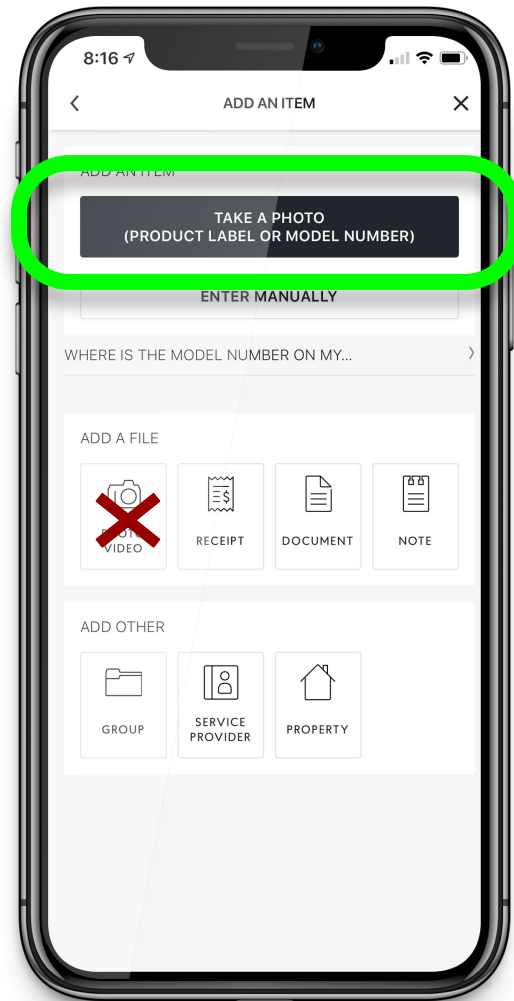
Or pick the home screen **Add** icon

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

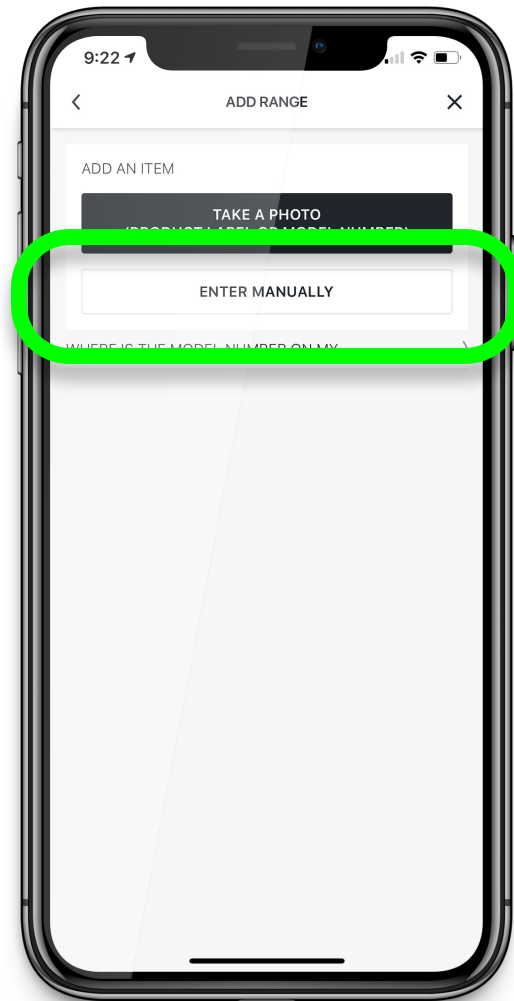


Pick **Take a Photo**

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



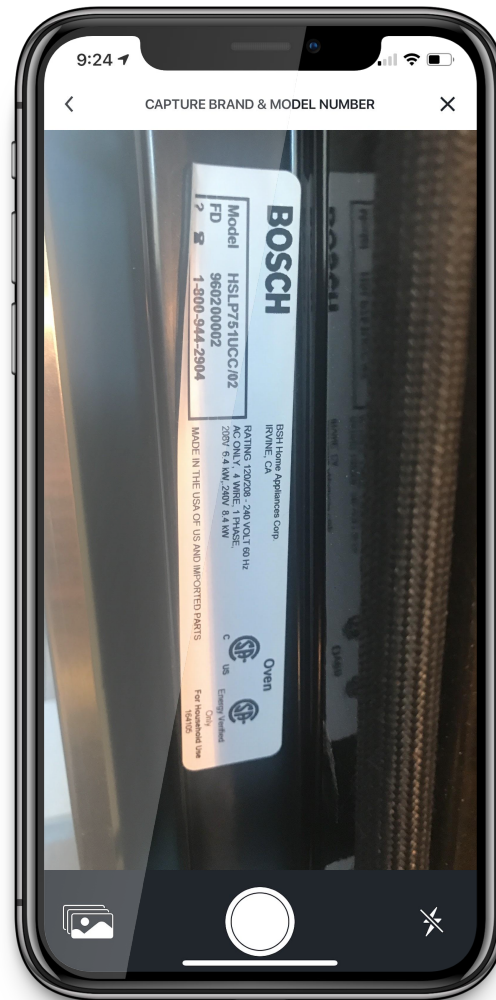
You can also type it in.





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!!

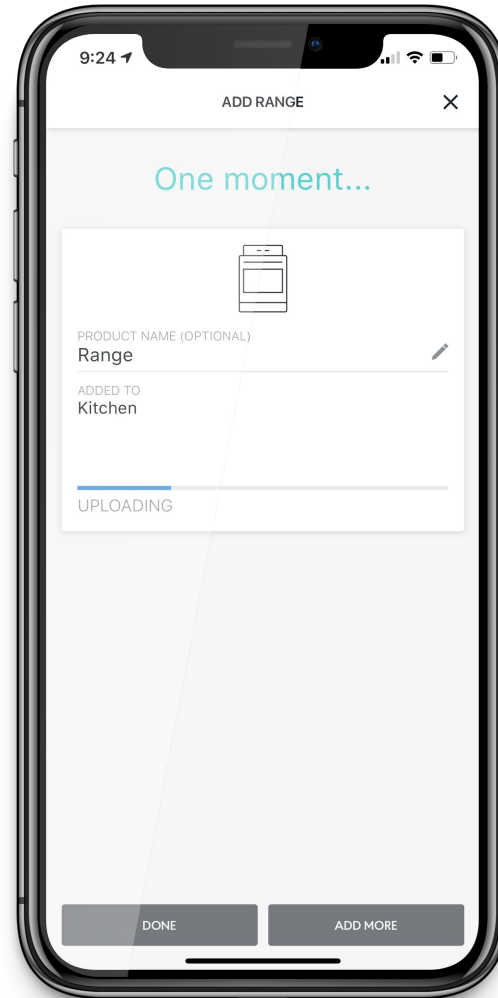


OR Pick the “take from photo roll” icon.

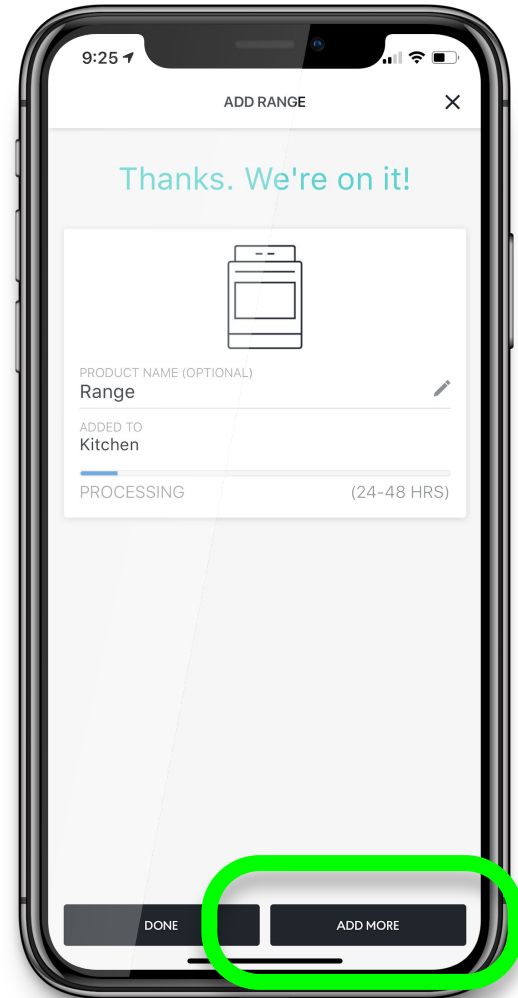
Centriq must have permission to access your camera and photos.
Go to the device Settings app > Centriq



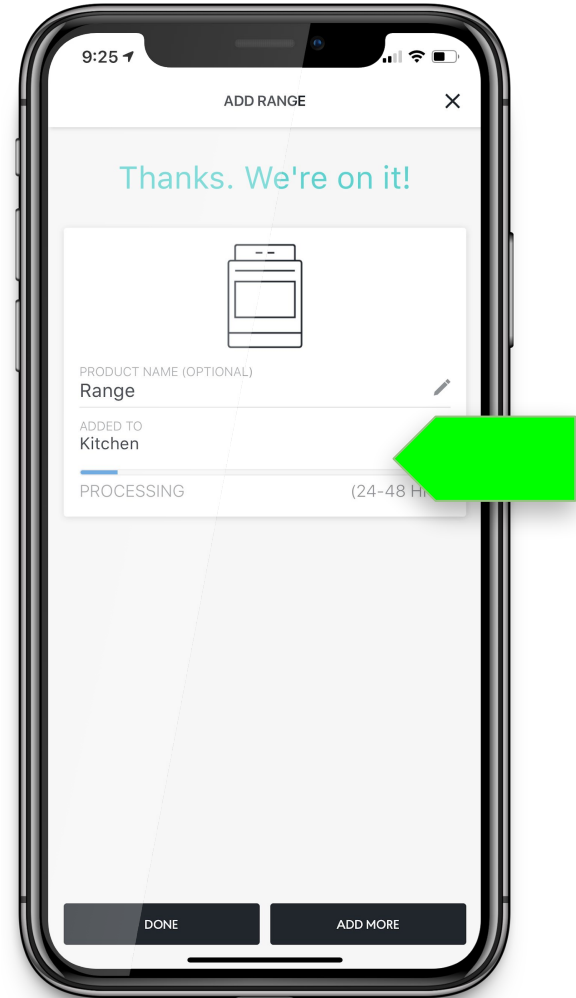
Wait while the image uploads and Centriq processes the photo



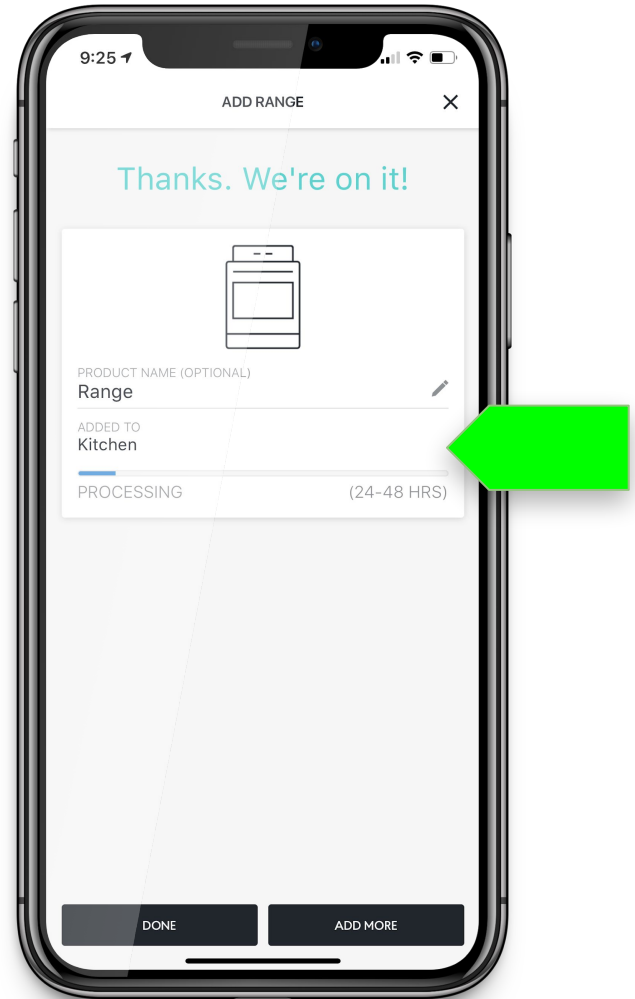
Add the next item right
away with the ADD
MORE button.



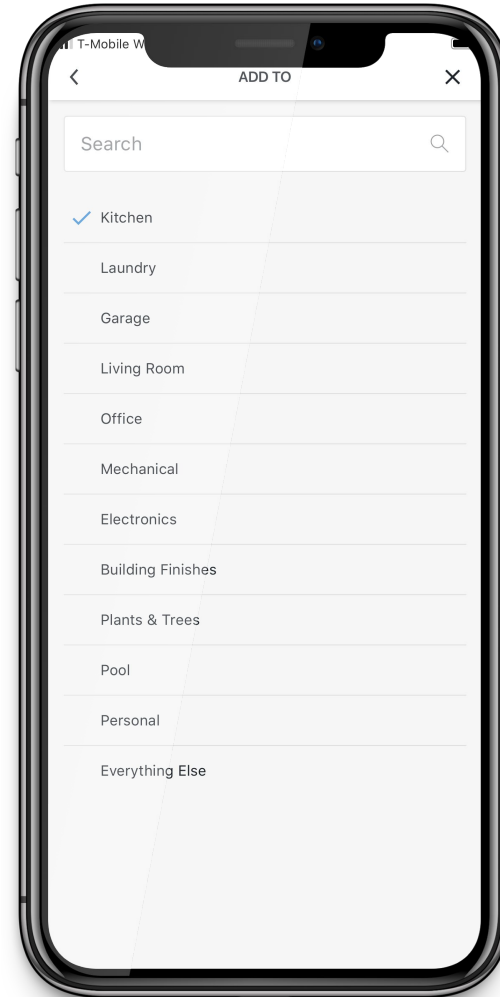
Just check first to make sure you are adding to the correct group.



Pick the group name.

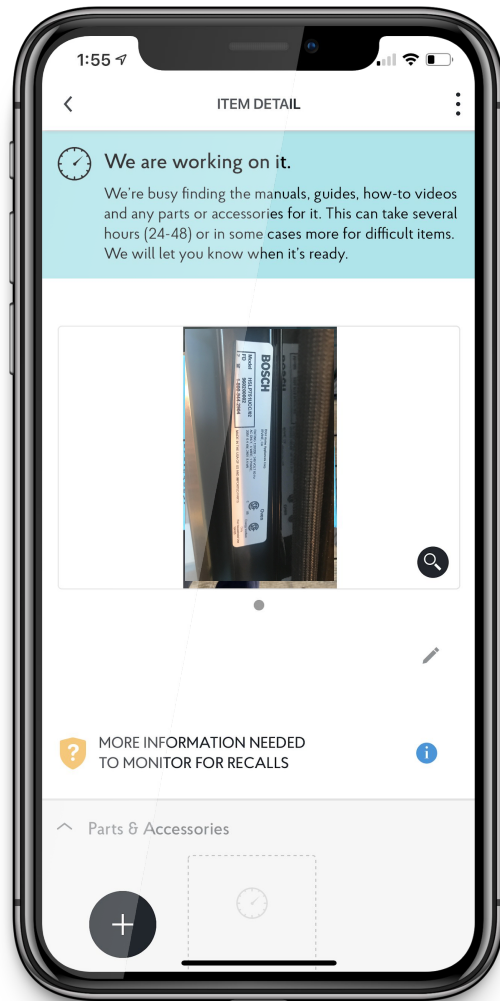


Change where the item
is added by picking the
new group



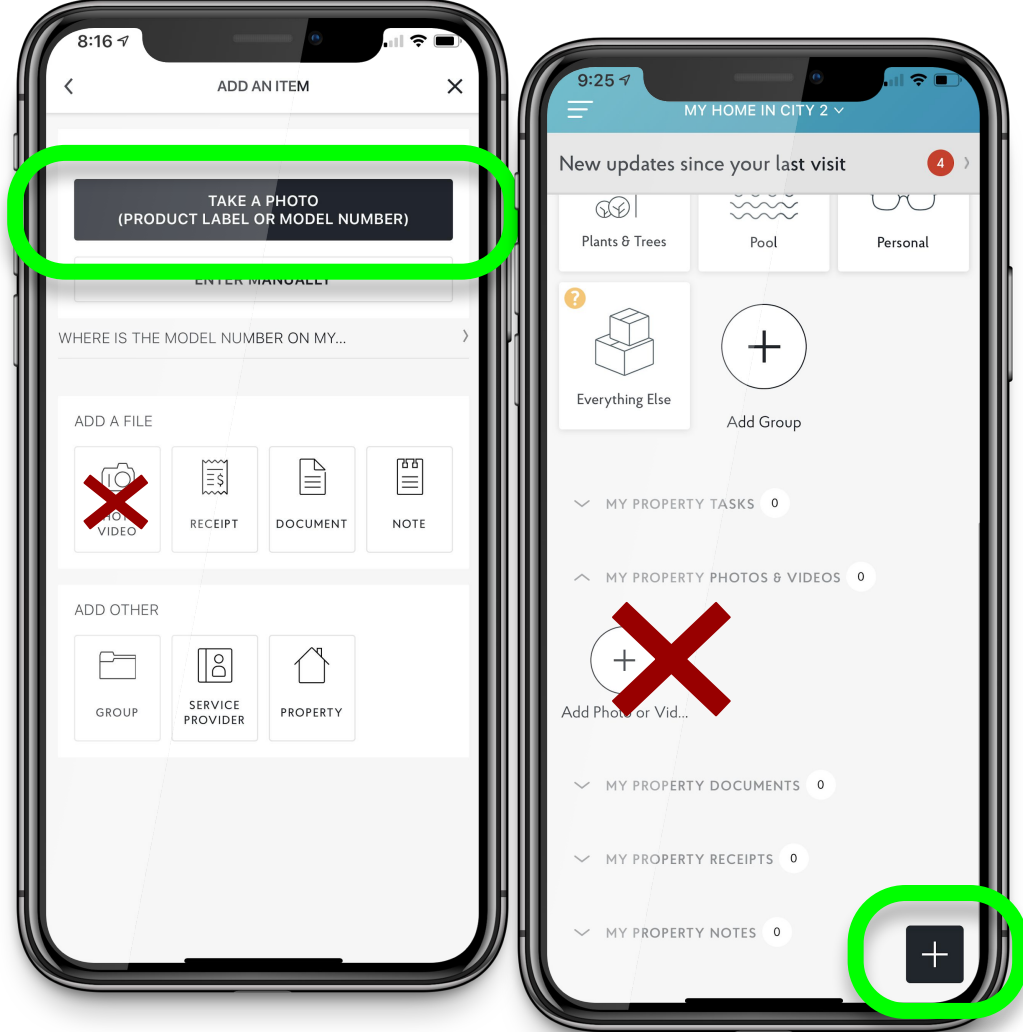
If the item is not identified right away, the app will show you it is processing.

Processing typically takes a few hours.

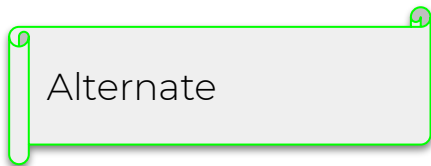


Never add
product label
photos as Files!!

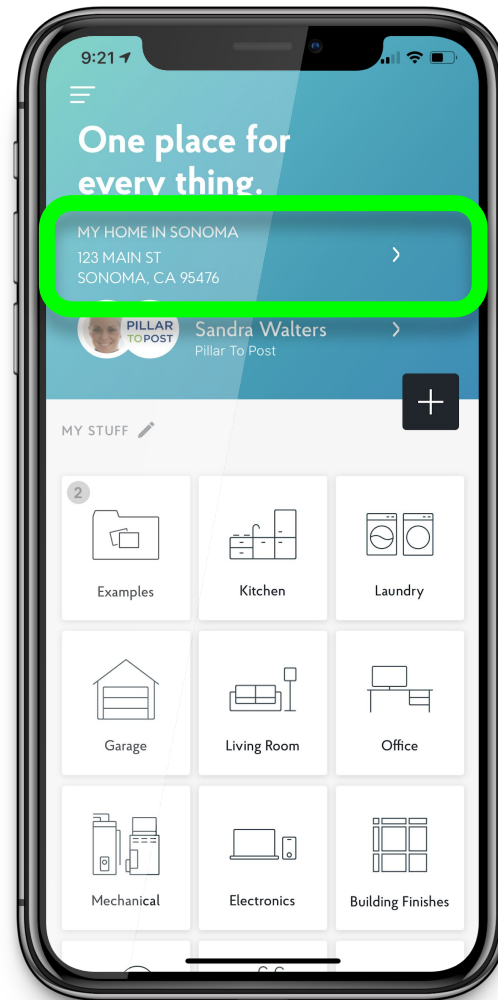
They will not be
processed or
recognized if
you add this way



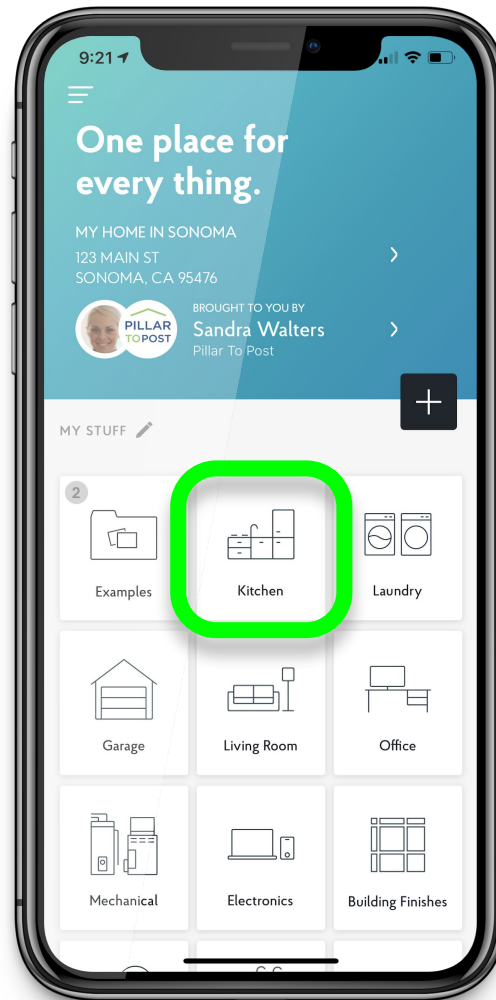
Add items by typing



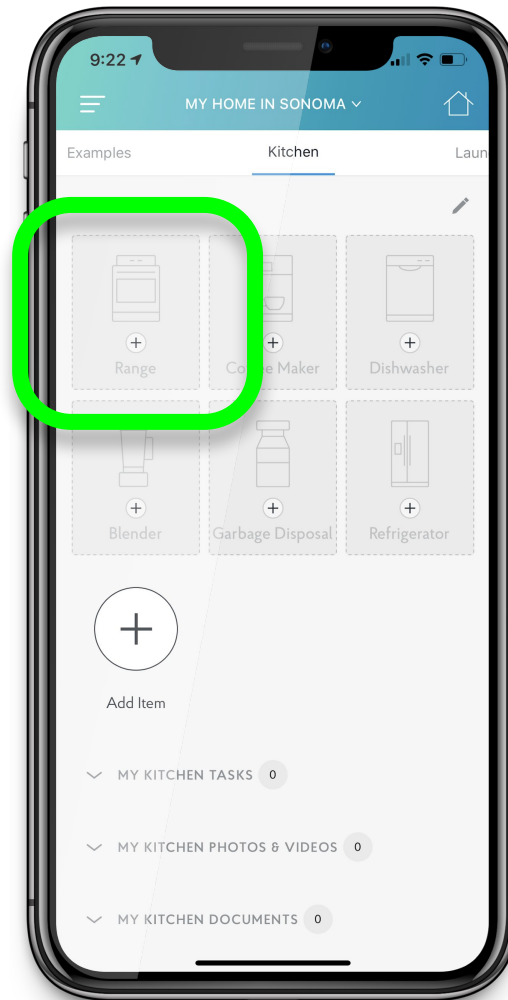
Verify the address.



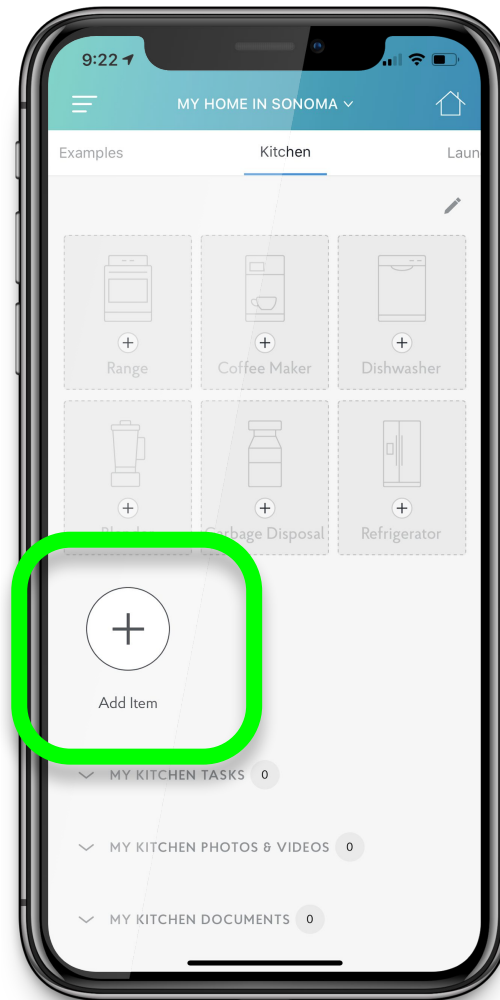
Open a group



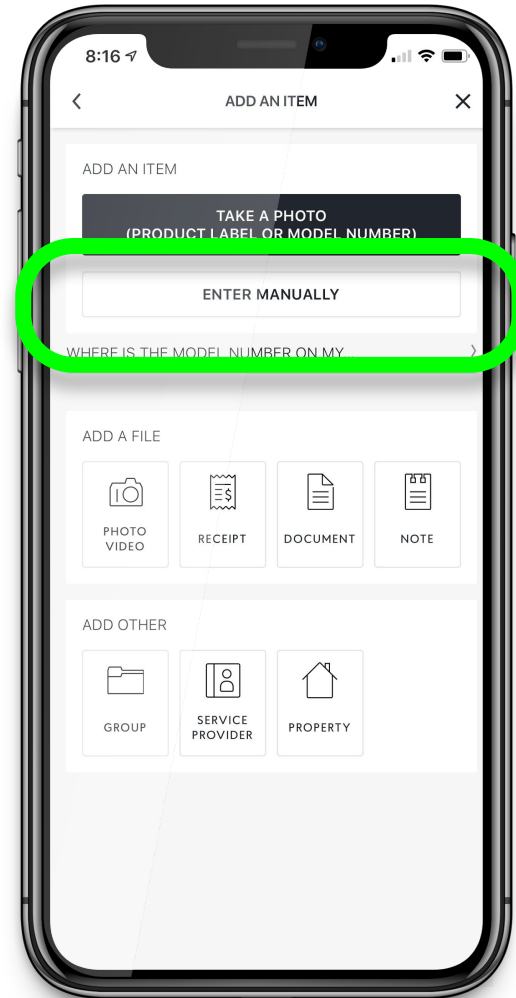
Pick the item you are adding



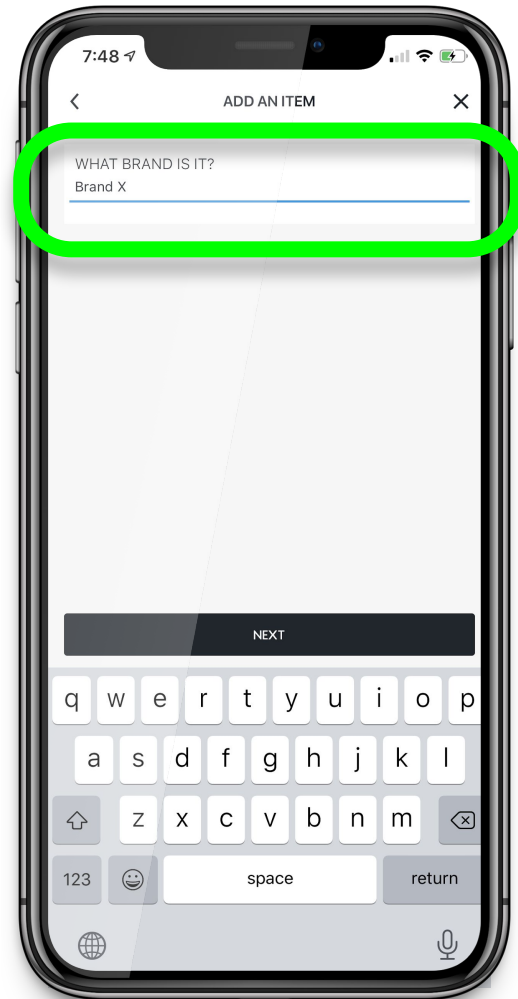
Or pick the (+) button



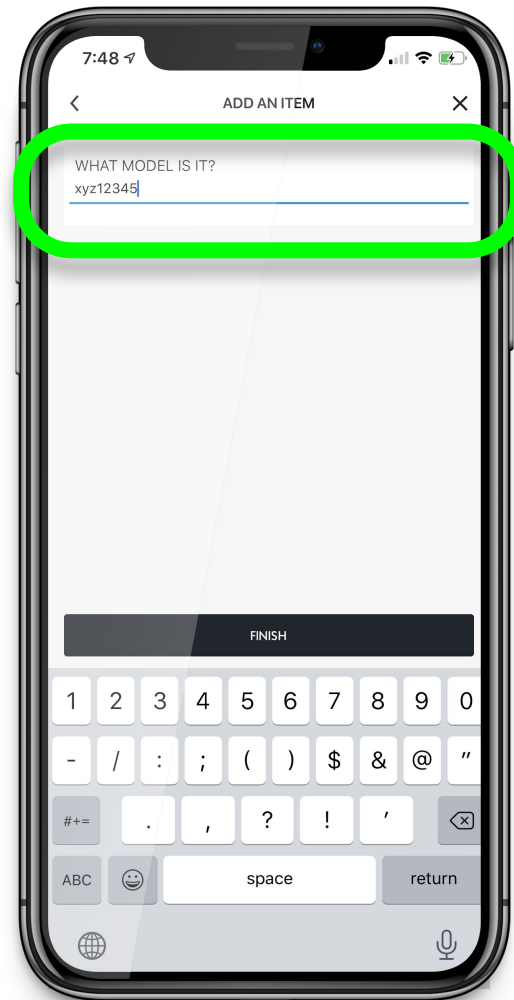
Pick **Enter Manually**



Type the brand name
and click **Next**

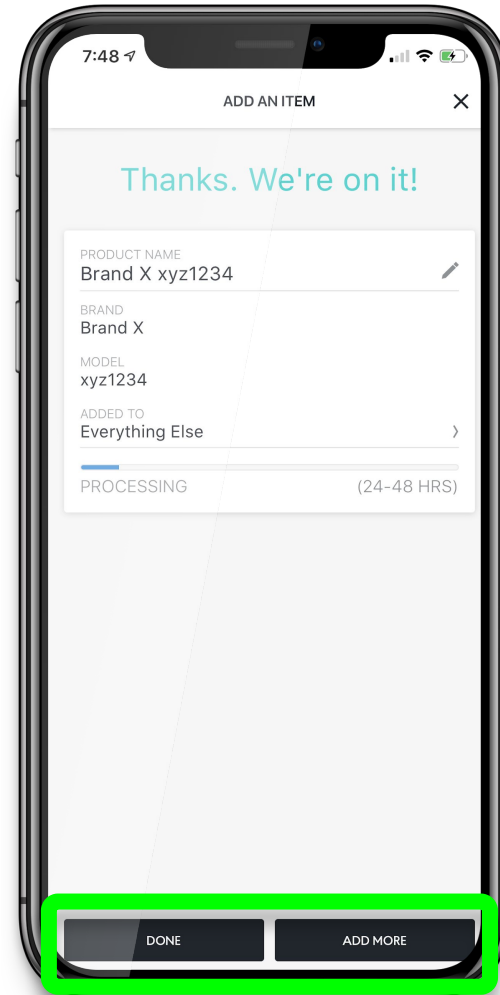


Type the model number
and click **Next**

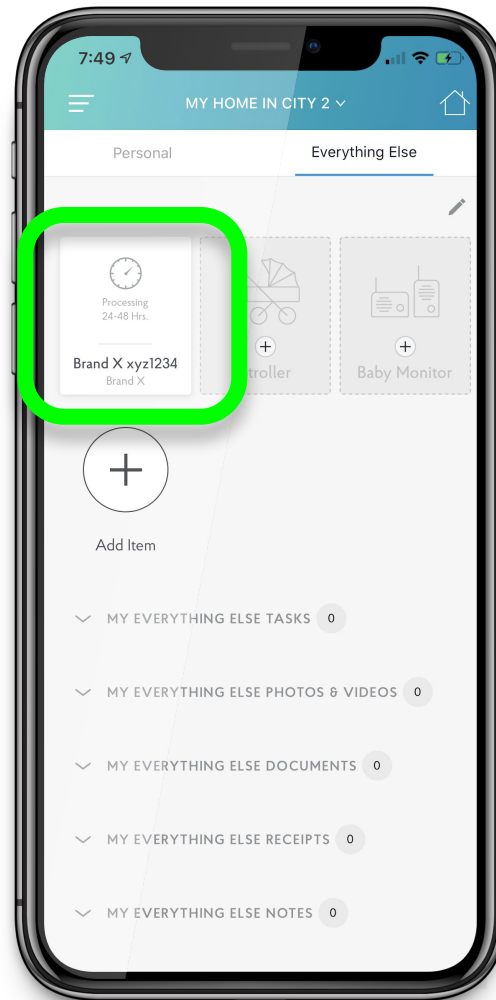


It may match instantly or
it may need processing

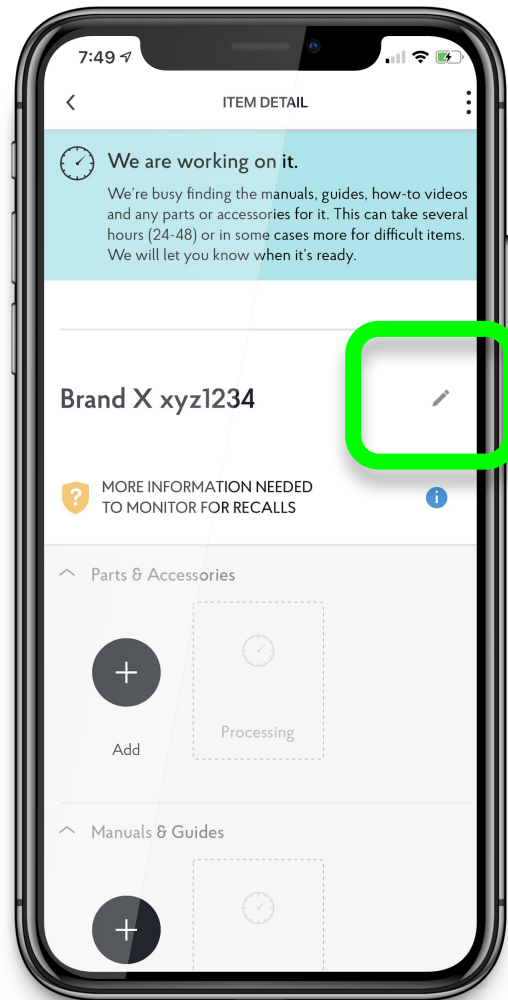
Pick **Done** or you can
choose to Add More



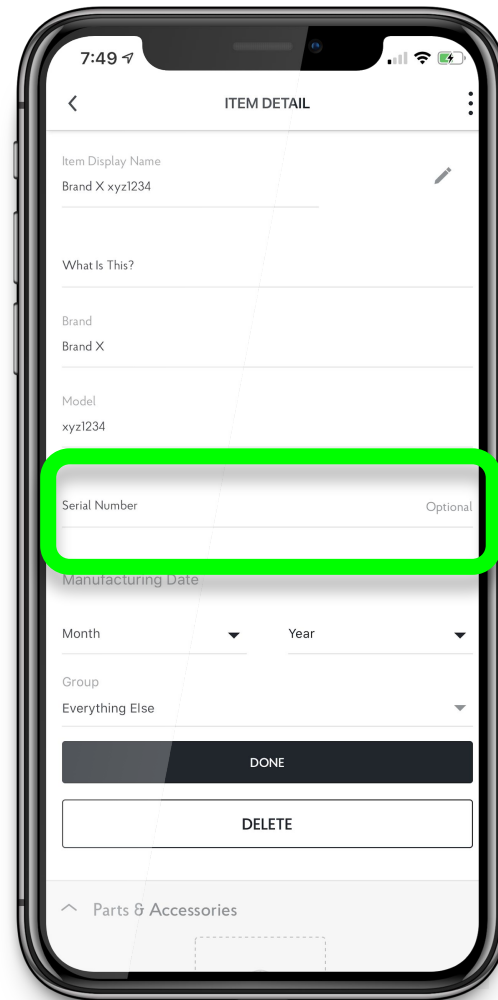
Pick the item to add the
serial number



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. The title 'ITEM DETAIL' is centered at the top of the form. Below the title, 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 border and has the text 'Optional' to its right. Below this is the 'Manufacturing Date' section with 'Month' and 'Year' dropdown menus. At the bottom, there are two buttons: 'DONE' and 'DELETE'. A section titled 'Parts & Accessories' 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

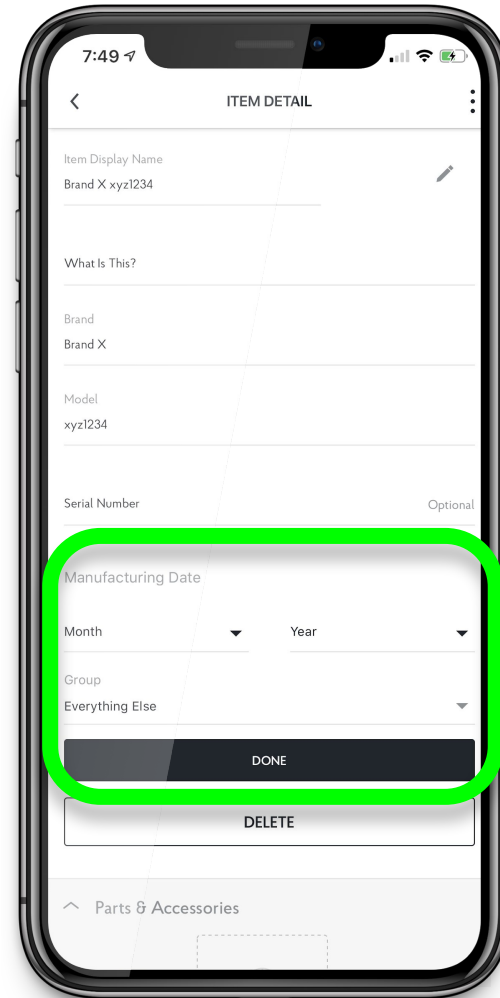
DONE

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

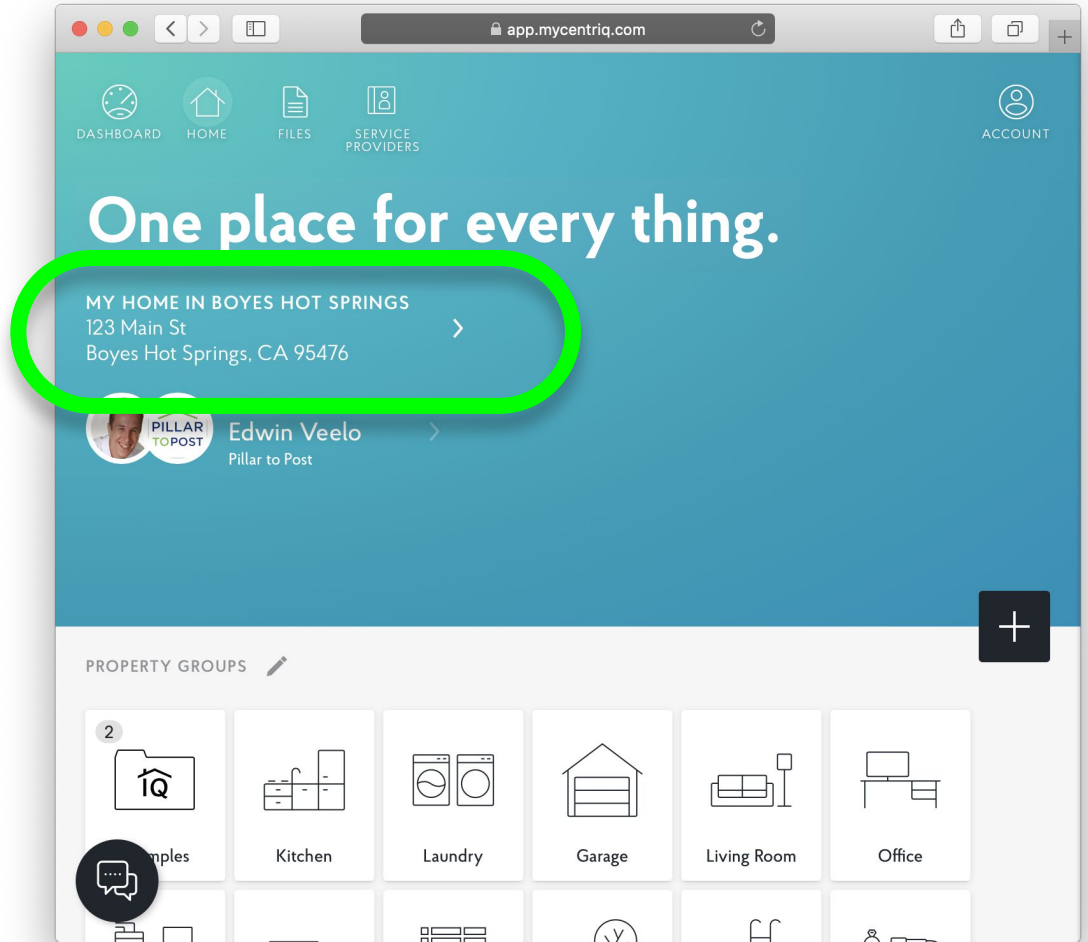
Sign in with your Centriq account email and password

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.

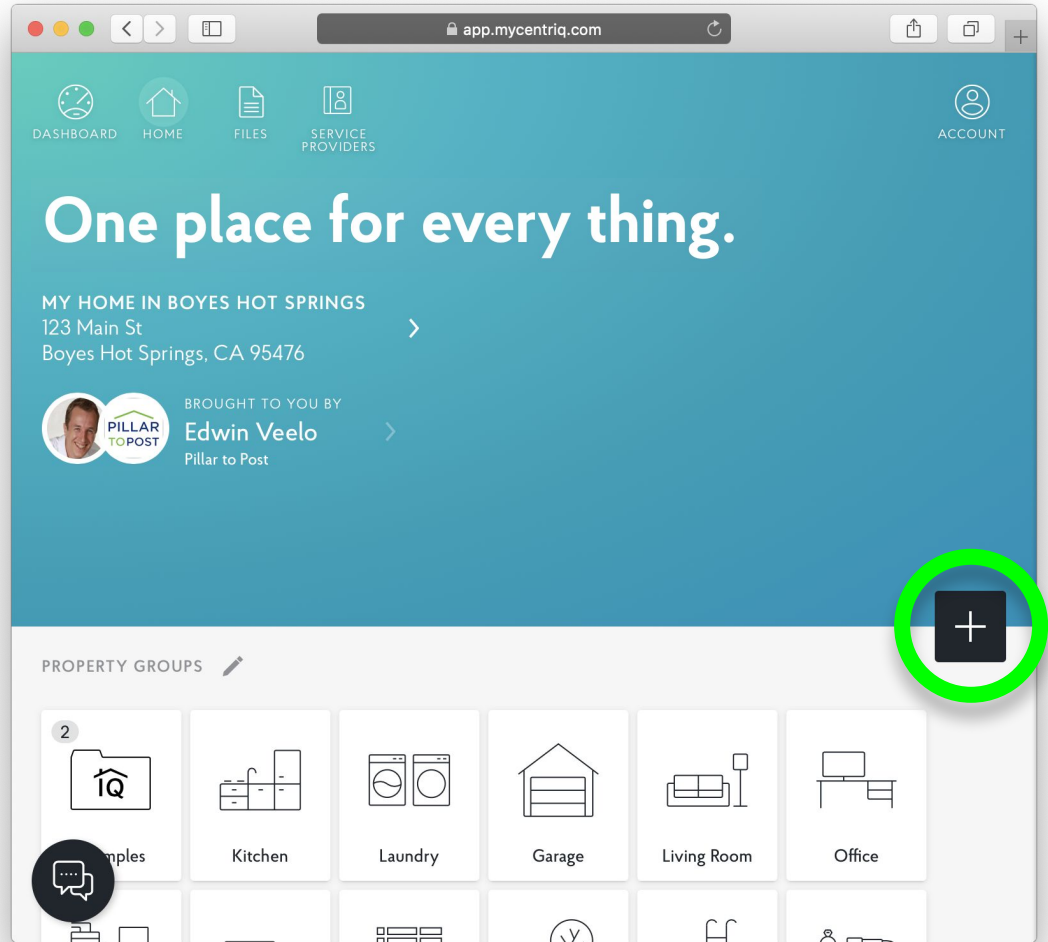
Transfer images to your laptop OR you can use the web app from your phone or tablet



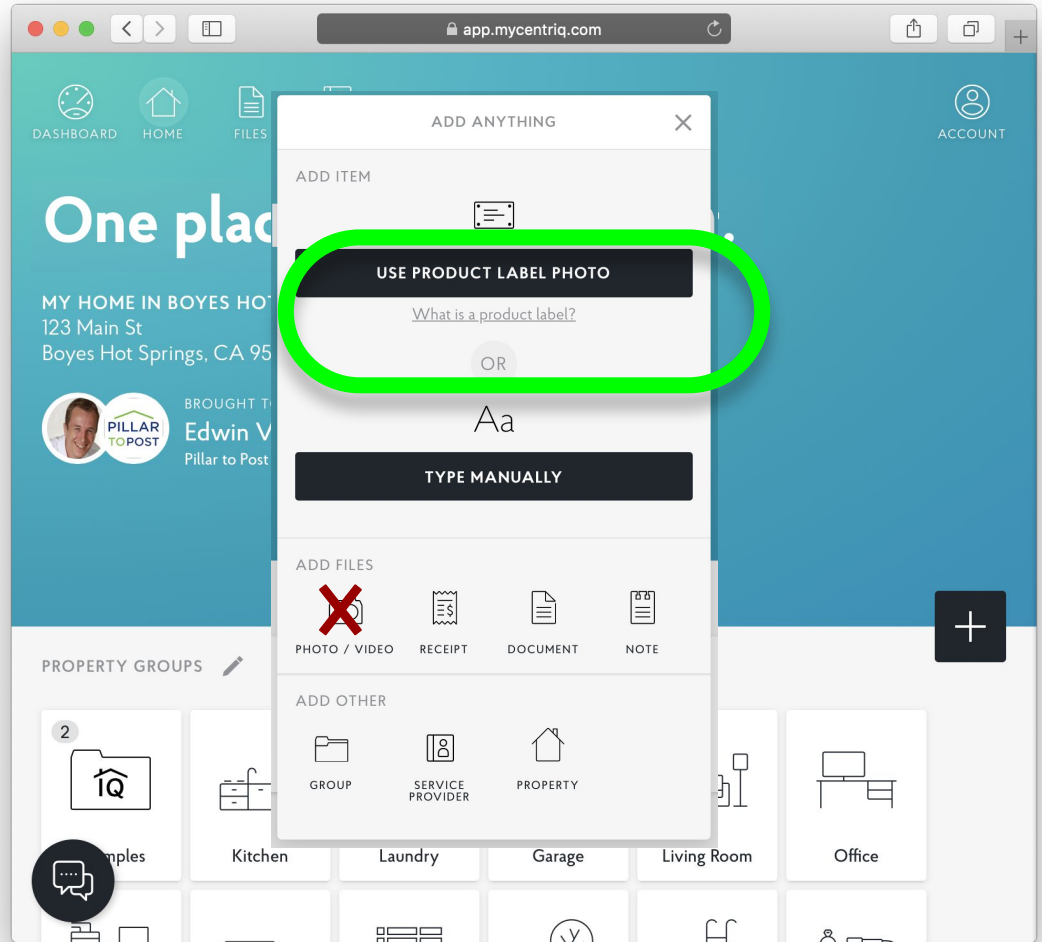
Verify the property
address



Add your items
using add icon
here.



Pick **Use Product Label Photo**

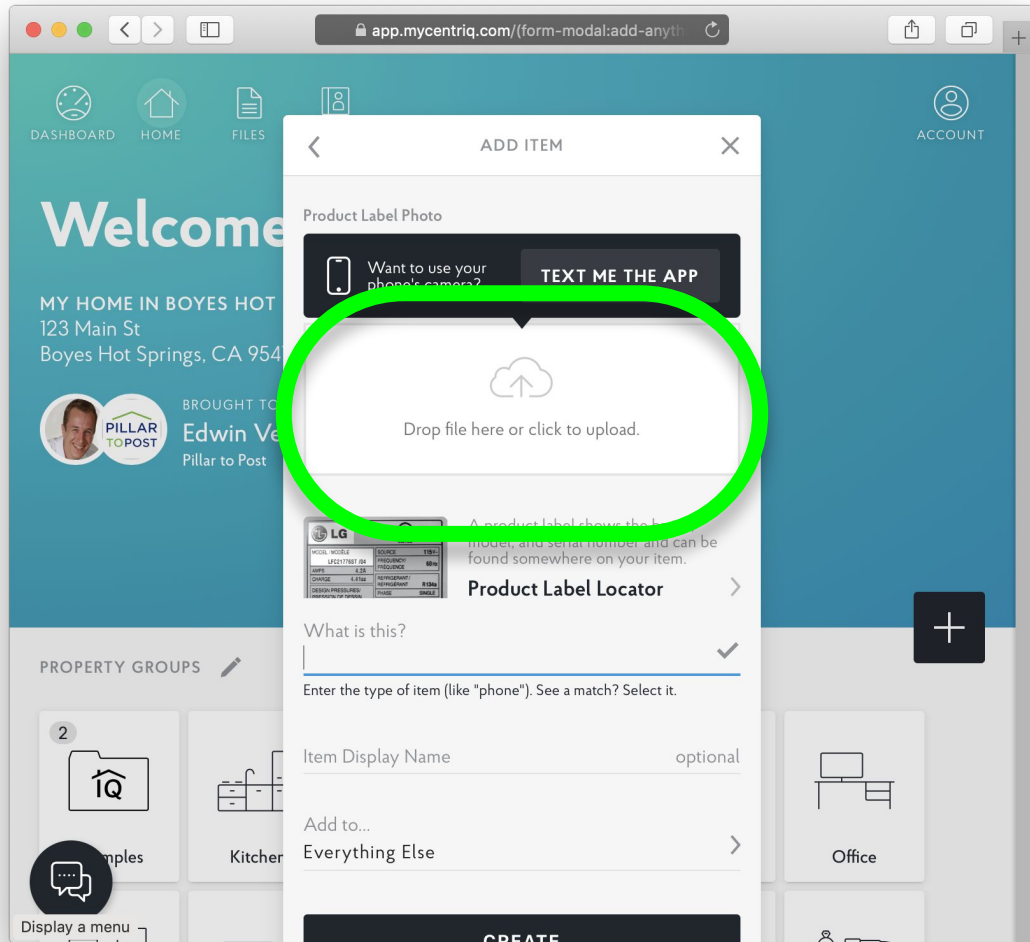




Pick this area and
pick your photo

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 / Pillar to Post Tutorial Series](#)



Thank you!!!

Contact Us any time
(415) 967-3993

support@mycentriq.com