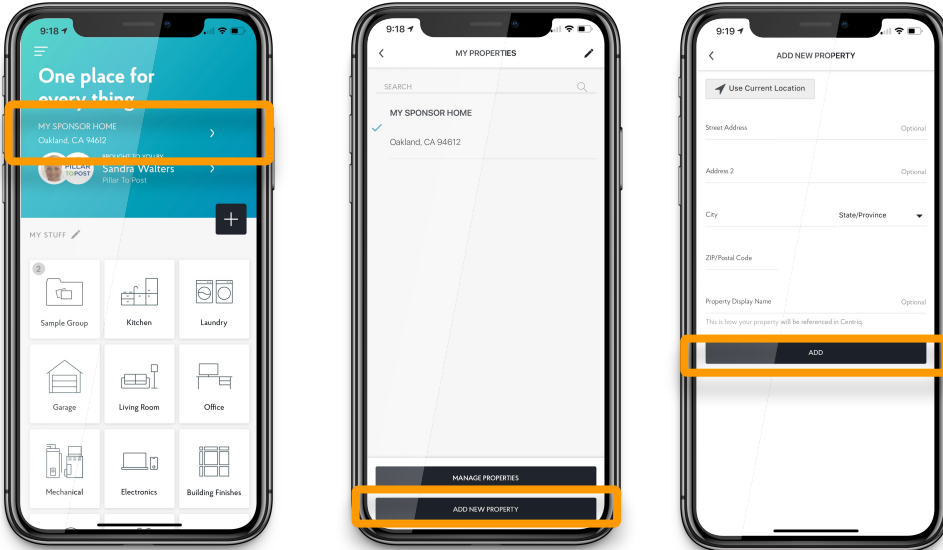Add product label photos to your device photo roll while on site, then complete these steps when you have a good connection.

IQ CENTRIQ   QUICK START GUIDE
Web app on iPad or computer
app.mycentriq.com

1 Create the property.

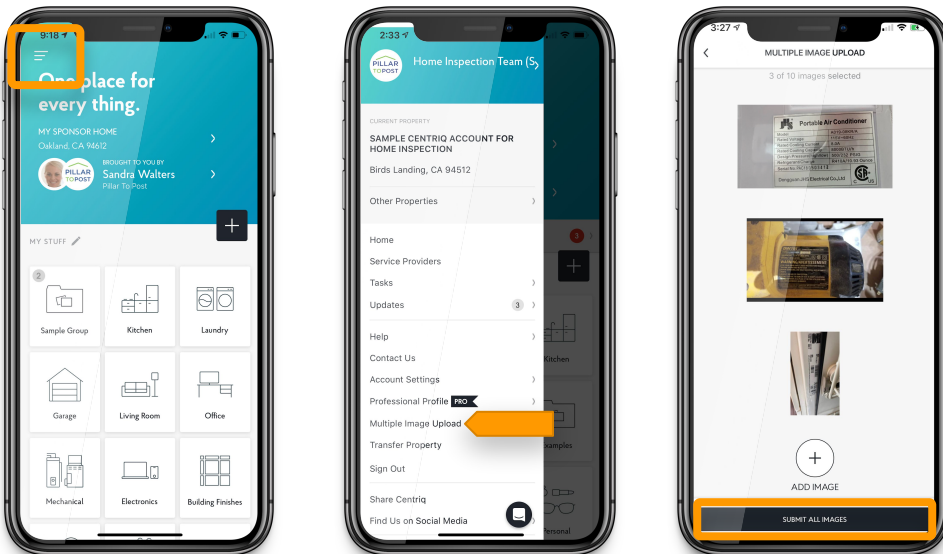Select the address at the top of the screen to get to your **Properties** list.

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.
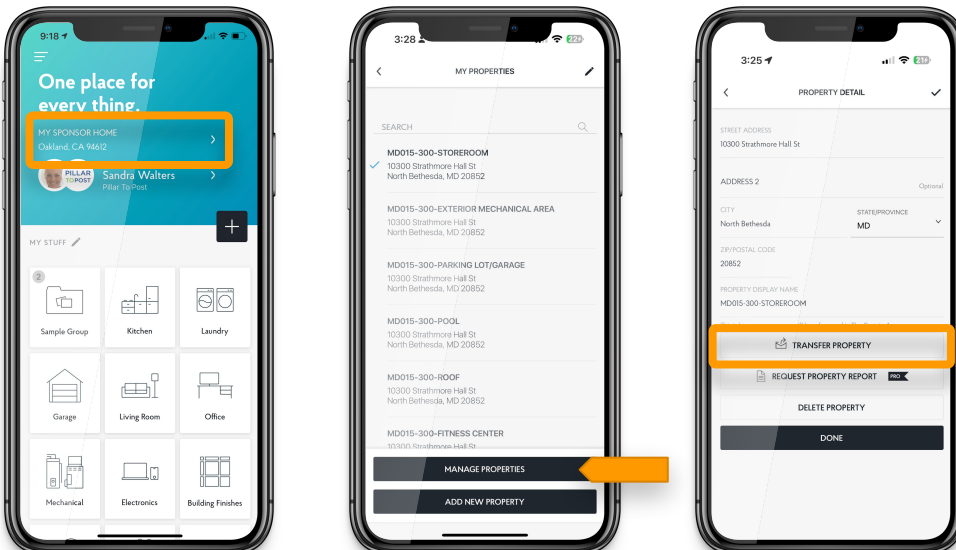
2 Upload product label photos.

Make sure the model number is clear. If you can't read it, Centriq can't either.

Mobile App Only

Open the menu and select **Multiple Image Upload**.

Select **Submit All Images** and Centriq handles the rest. You don't have to type in categories or sort the items yourself.

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.

Tap the property at the top of the screen to open the **My Properties** list.

Select **Manage Properties** and select the property you want to transfer.

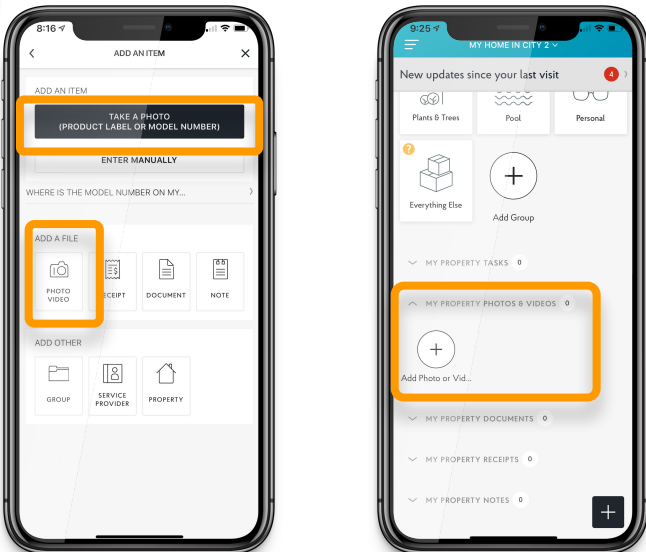Select **Transfer Property** and follow the prompts.

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

Files not Nameplates

Photos added under the "My Photos & Videos" or Add a File section will not be processed as nameplates.

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.