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

#### Web app on iPad or computer app.mycentrig.com

## Create the property.



- <	MY	PROPERTIES	/
SEAR	сн		
M	SPONSOR HOM	E	
Oa Oa	kland, CA 94612		
	MAN	AGE PROPERTIES	
	ADD	NEW 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.

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

#### **Mobile App Only**

Open the menu and select Multiple Image Upload.

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

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.

# 2

1

#### Upload product label photos.



2:33 7 PILLAR Home Inspection Team	m (S <sub>y</sub>	
CURRENT PROPERTY SAMPLE CENTRIQ ACCOUNT FOR	5	
HOME INSPECTION Birds Landing, CA 94512		
Other Properties	> >	
Home	<b>3</b> >	
Service Providers	+	I
Tasks		I
Updates	3 >	I
Help		
Contact Us	Kitchen	I
Account Settings	>	I
Professional Profile PRO	·	I
Multiple Image Upload		I
Transfer Property	ixamples	1
Sign Out		1
Share Centrig		
Find Us on Social Media	P PC	



3



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

MD015-300-

MD015-300-

/D015-300-

MY PROPERTIES	< PROPERTY DETAIL V
REROOM	STREET ADDRESS 10300 Strathmore Hall St
Hall St D 20852	ADDRESS 2 Optional
ERIOR MECHANICAL AREA Hal St D 20852	GTY STATE/PROVINCE North Bethesda MD 🗸
(ING LOT/GARAGE Ial St 20852	ZPPOSTAL CODE 20652 HIGPERTY DIRLAY NAME MODES 300-STOREROCM
al St 20852	
=	
all St 20852	DELETE PROPERTY
ISS CENTER	DONE



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

## App Refresh





## **Files not Nameplates**



9:25 4 MY HOME IN CITY 2 V	ant 🗢 🗈
New updates since your last visit	<b>4</b> >
@	00
Plants & Trees Pool	Personal
Everything Else	
MY PROPERTY TASKS 0	
Add Photo or Vid	0
✓ MY PROPERTY DOCUMENTS 0	
✓ MY PROPERTY RECEIPTS 0	
MY PROPERTY NOTES 0	+

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

## Your Dashboard

Go to <u>https://app.mycentrig.com/pro/dashboard</u> 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.