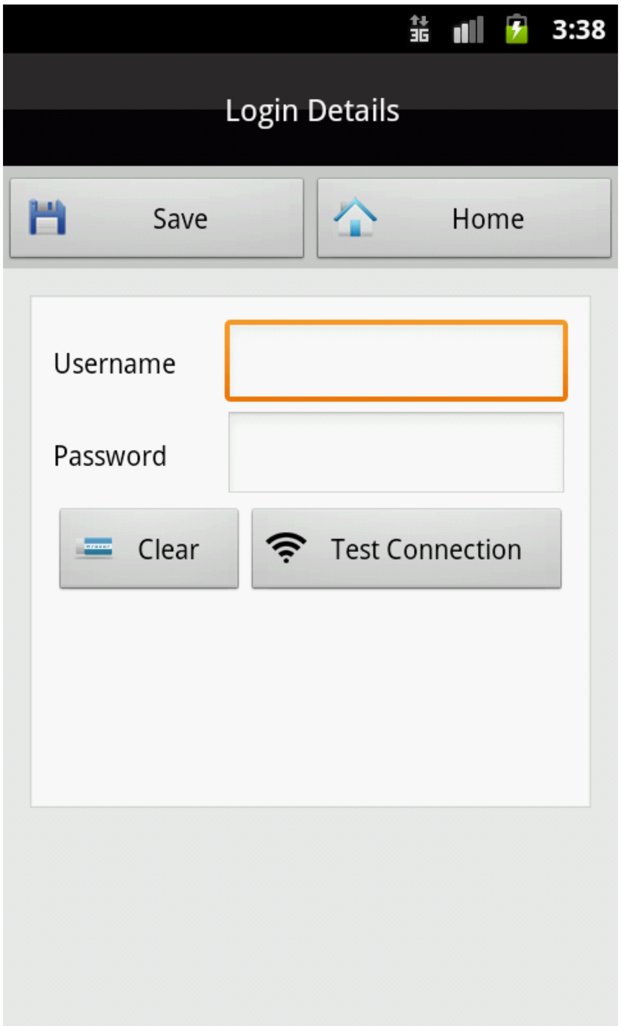
Getting Started Guide

This booklet is designed to help you with how to use the TIM Software. It has been written in a way that as a beginner you will understand, with illustrated images to help you along the way.

Contents

Add Login Details



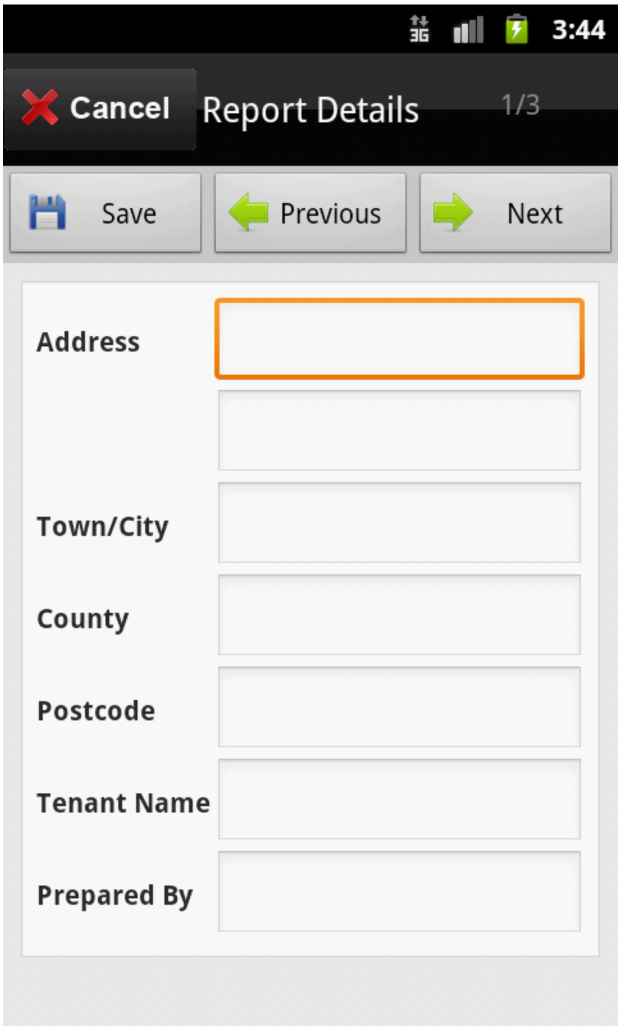
Click on 'settings' then 'login details' add your username (email address) and new password, then click 'test connection' if all show OK click SAVE

Note- please use test connection if there is ever a problem uploading a report, this should show (Connection:ok Login:ok).

If there is still a problem email t/ support.

To do this click on 'got a query' in the support box (within your account) and submit a ticket

Choose Report Type & Add Address Details



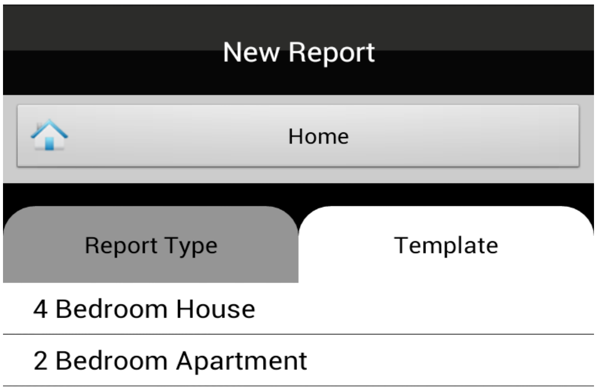
To select the report type, click on NEW and choose, or you may select a template to compile the report from the template list.

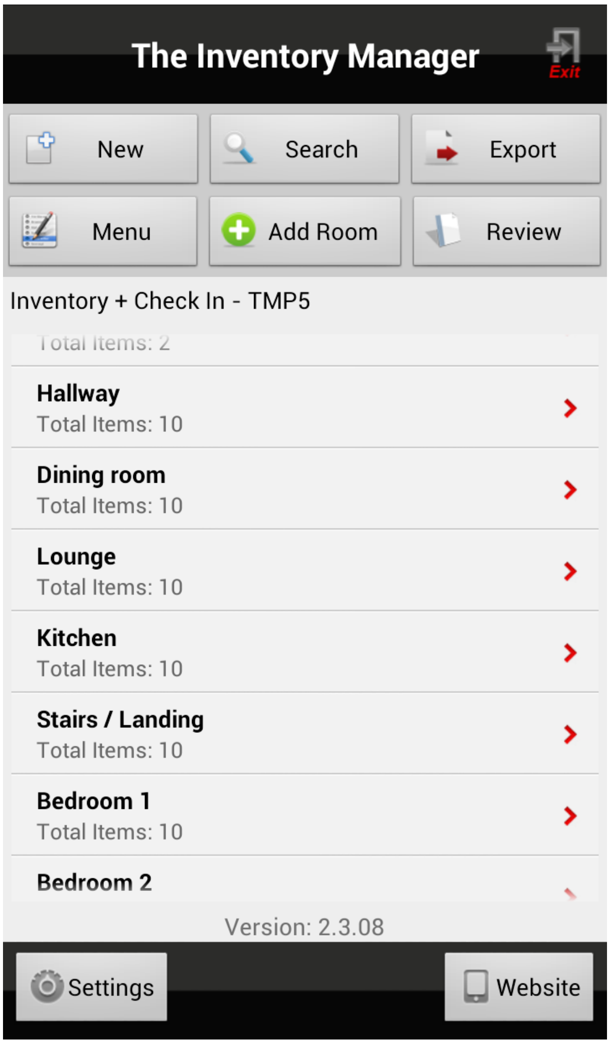
Add the property address details, tenants name and who is preparing the report, then click NEXT.

NOTE. The 2 templates can be converted into any property report type, you may add new rooms into the template, or, delete rooms from.

They have been designed to save you time when compiling a report.

Templates



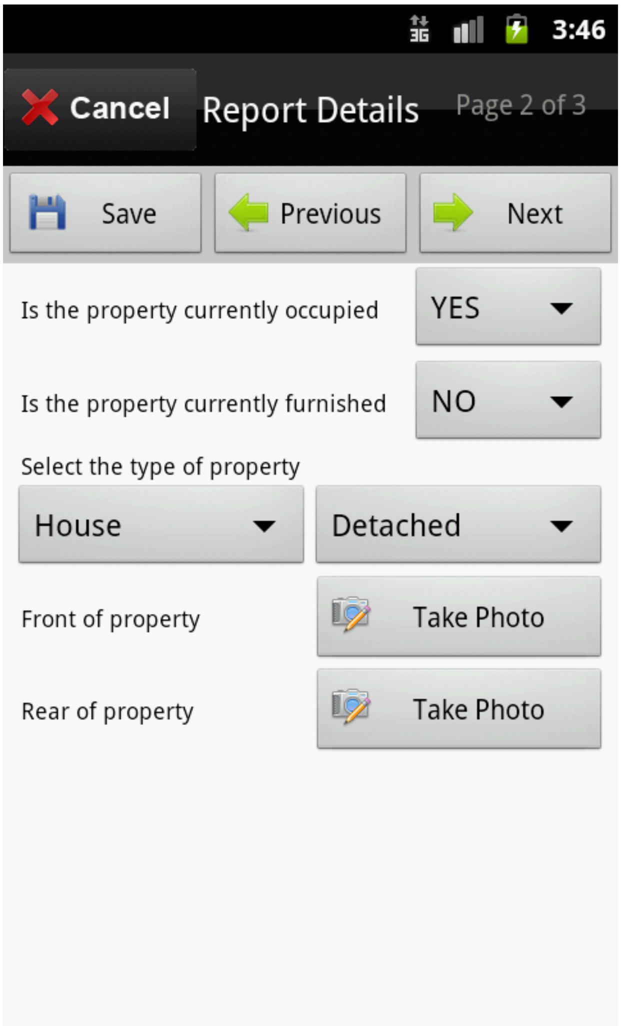


To use one of the two templates click on TEMPLATES and choose your report type. Then add the property address details then click next and fill in the other forms. If you wish to add more rooms into the template click on add room and choose from the list.

You can also delete rooms by clicking on the room and 'delete room' so each template can be used for any type of property report.

We have added 10 items into each room, these can be changed by using the dropdown list, then simply add the 'colour' 'condition' any 'comments' and 'photos' then click save

Add Property Details



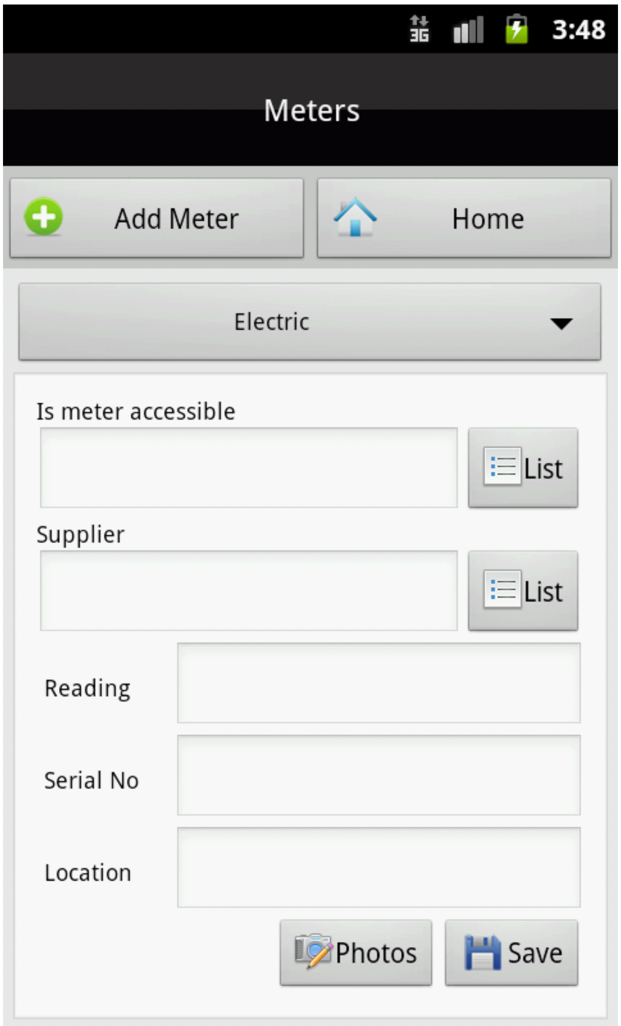
Choose & add from dropdown boxes, to add photos of the front and rear of the property, click on take photo, get photo, camera then turn your device 'landscape' take the photo, click SAVE, CLOSE, Then click NEXT.

'General notes'

On this page you may type in any general property notes you wish to add, then click SAVE.

Click CONTINUE.

Add Utility Details



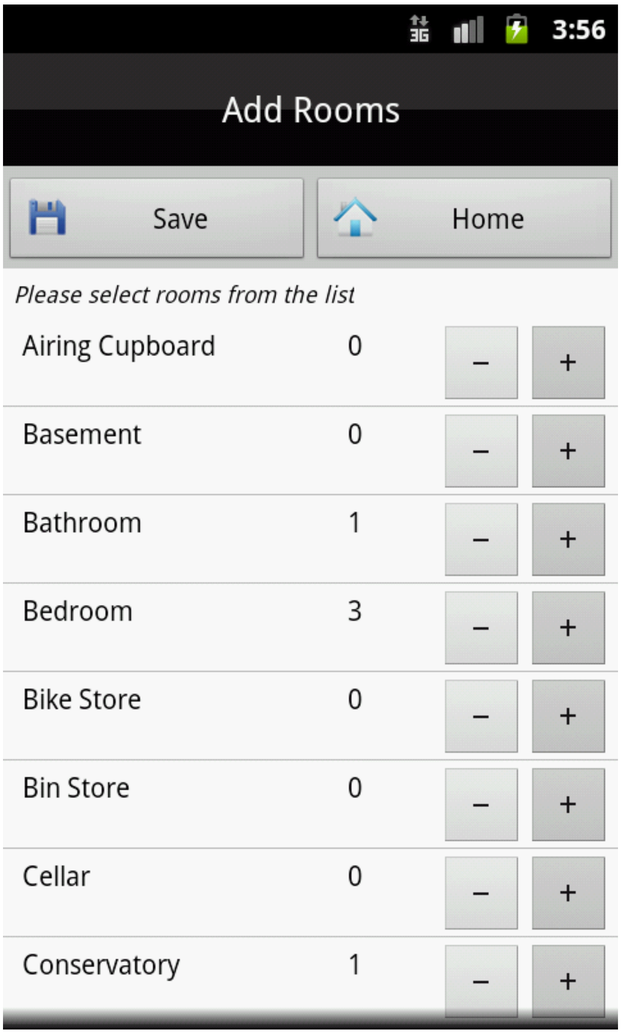
To add the meter readings Click on the Menu and select Meters, then click on Add Meter. After selecting the utility type, click on the LIST to add the answers, type in the readings etc to complete the other fields.

To add a photo of the meter reading click on 'photos' get photo, camera, turn your device landscape and take the shot, then click SAVE and CLOSE.

To add the next utility type, click on ADD METER and fill in the form exactly the same way.

Click home to get you back.

Add Rooms and Room Order



To add rooms into the report, click on Add Room and choose from the list, click + to add rooms then click SAVE.

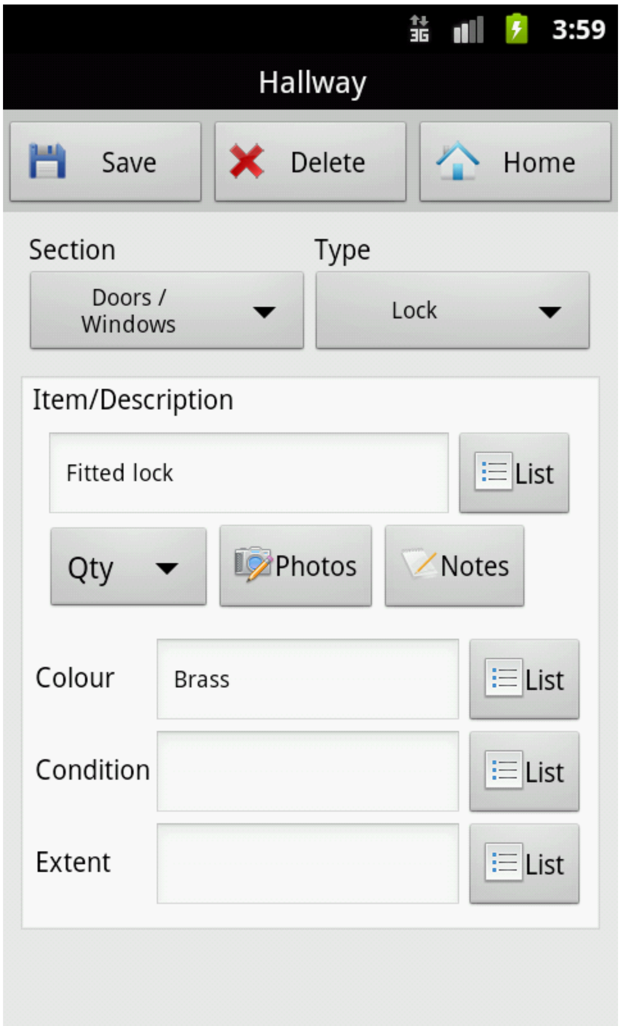
You may add the rooms one at a time or all at once.

To re-arrange the order of the rooms click MENU and select ROOM ORDER, choose the room and select up/down then SAVE.

NOTE- if you wish to change the order of the rooms, please do so before you begin the report.

Each item you add is referenced in the order they are added into the report. Changing the order of the rooms when you have finished the report, re-arranges the reference numbers.

How to Add Items

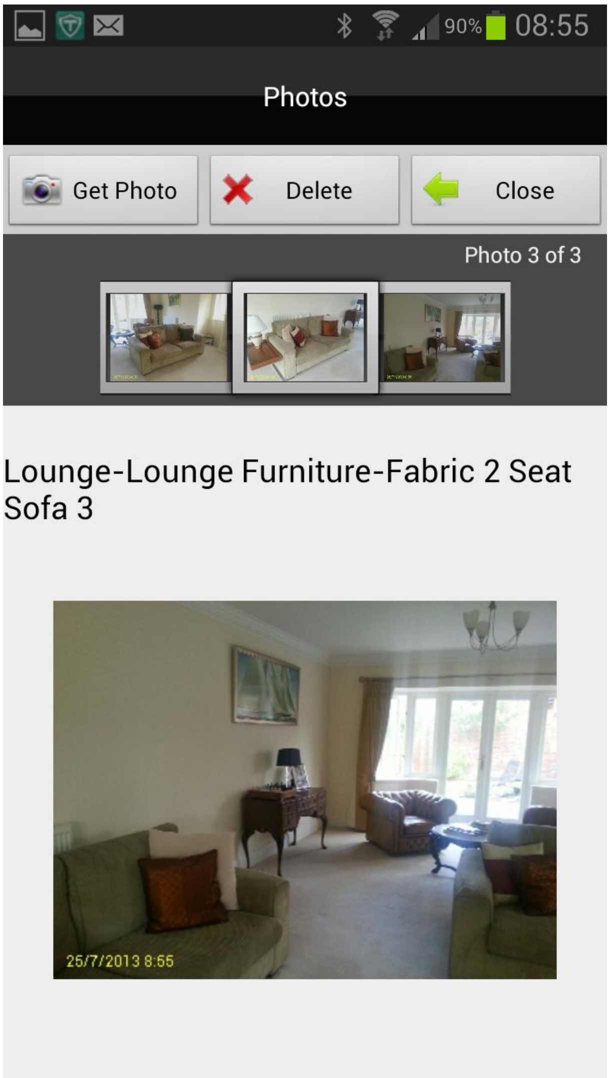


To add items into each room, Select the room, click ADD ITEMS click on SECTION then choose from the list, next click on TYPE and choose from the list, next choose from ITEM / LIST, then add the COLOUR, CONDITION, and any COMMENTS.

NOTE- if you require items, colours, and conditions that aren't within the lists, type in, when you click SAVE you may add to the lists for future use.

If you don't wish to add to the list click on CLOSE.

How to Take a Photo



To add a photo or multiple photos to an item, Click on the PHOTOS box, then click GET PHOTO then CAMERA turn the device landscape and take the photo, click SAVE then CLOSE. If you wish not to use the photo click on DISCARD.

You may add multiple photos to an item where they can be reviewed in the gallery above the photo.

To delete photos from the gallery choose the photo and DELETE.

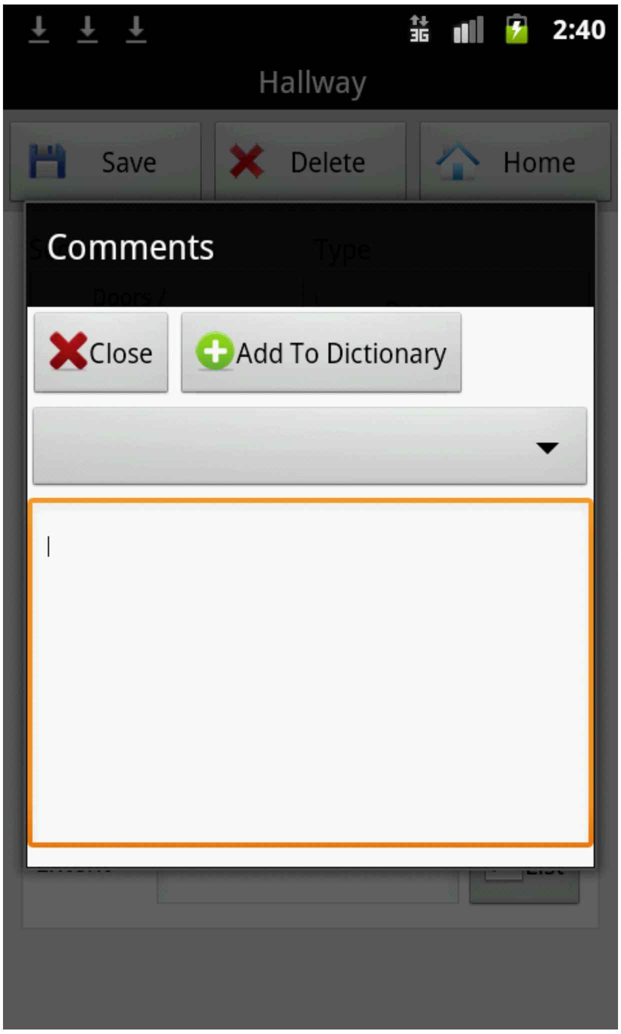
To take an overview photo of the room. From the SECTION tab choose OTHER, from the TYPE tab OVERVIEW

From the Item list choose PHOTO then take the photo/s

Within the header of these photos you will find i.e. lounge overview photo.

NOTE each photo is referenced to the item & date/time stamped working within TDS/DPS guidelines.

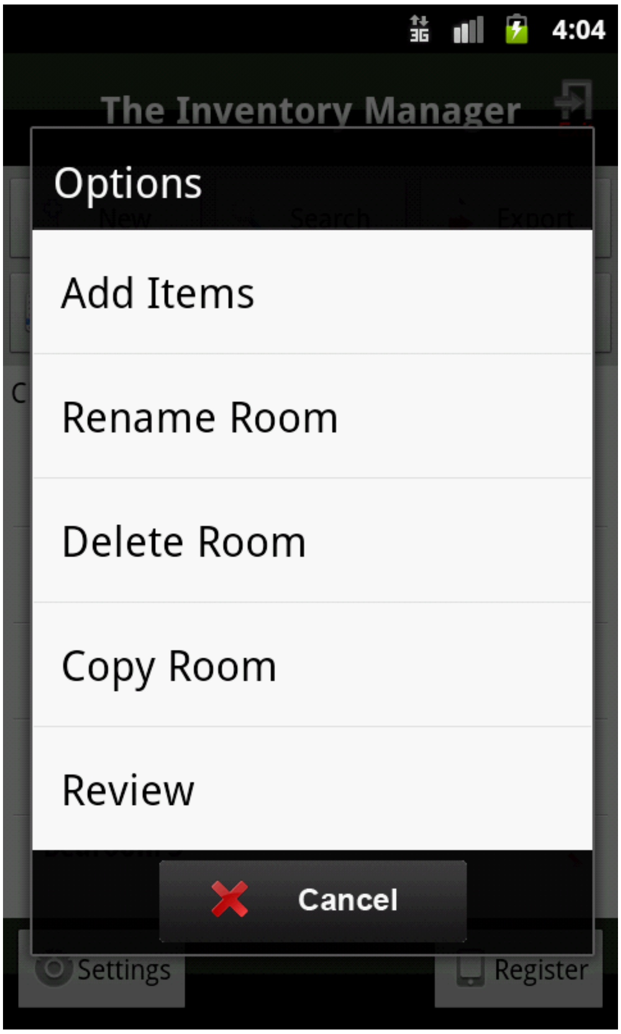
Adding Your Comments



To add comments into your item notes Click on the comments tab and type into the box, it is unlimited what you may type in. Comments can be saved and edited for future use by clicking ADD TO DICTIONARY then click CLOSE.

To use again click on the arrow and search for the saved comment.

Amending Rooms



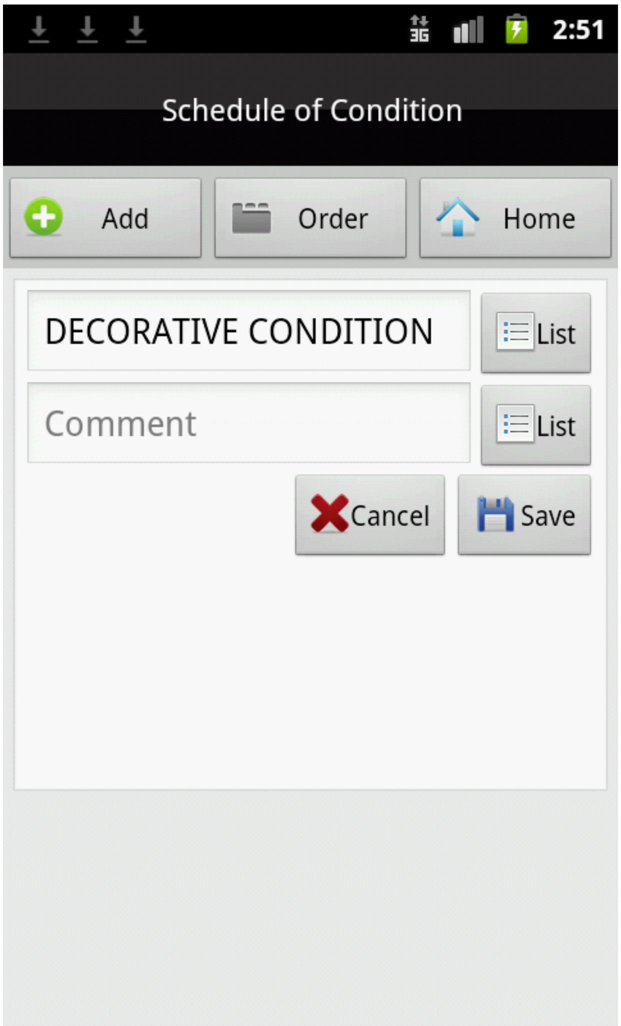
To change the name of a room i.e. ‘bedroom’ to ‘master bedroom’ Click on ‘bedroom’ and select Rename Room, type in ‘master bedroom’ and SAVE.

Copy room data from one room to another. If you have entered all of the items into Bedroom 1 and this is the same décor and fixtures and fittings etc as Bedroom 2, you may copy over the data but not the photos. To copy, click on the room i.e. bedroom 1 then COPY ROOM then choose bedroom 2 from the list then click GO. Your items will appear on the screen with a tick box to the side. Untick items you don’t want to copy over, then click COPY this will automatically copy these items over into bedroom 2. You will however have to take new photos.

To review the items within a room click REVIEW, the added items will appear. Click on each item and the page will open with all your notes, you can now edit the notes if you wish and add in new photos.

Then click SAVE.

Schedule of Condition



To add a schedule of the property's overall / general condition, on the home screen click on Menu choose Schedule of Condition click on ADD then choose from item list, then choose a comment from the list & click SAVE.

New items and comments can be added by typing in when you click SAVE you may add to the lists for future use.

These notes will appear on page 3 of your report.

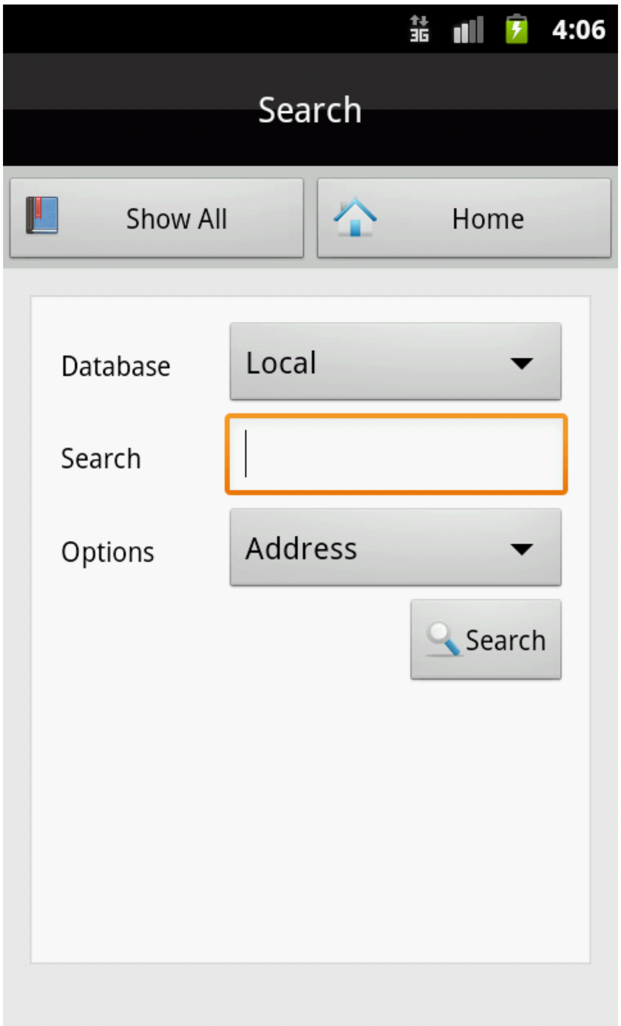
Exporting Completed Documents

When the report is finished click EXPORT the report details will appear, click on SIGNATURES if you want the tenant / clerk to sign on the device for the report, then click COMPLETE. You will then be asked to CONFIRM you have 30 days in which to amend the report online, click CONFIRM. A progress bar will show you the 'data' and 'photos' uploading, next you will see 'export complete'.

Your report is now available to edit and download via the TIM website.

www.theinventorymanager.co.uk

Finding a Previous Document

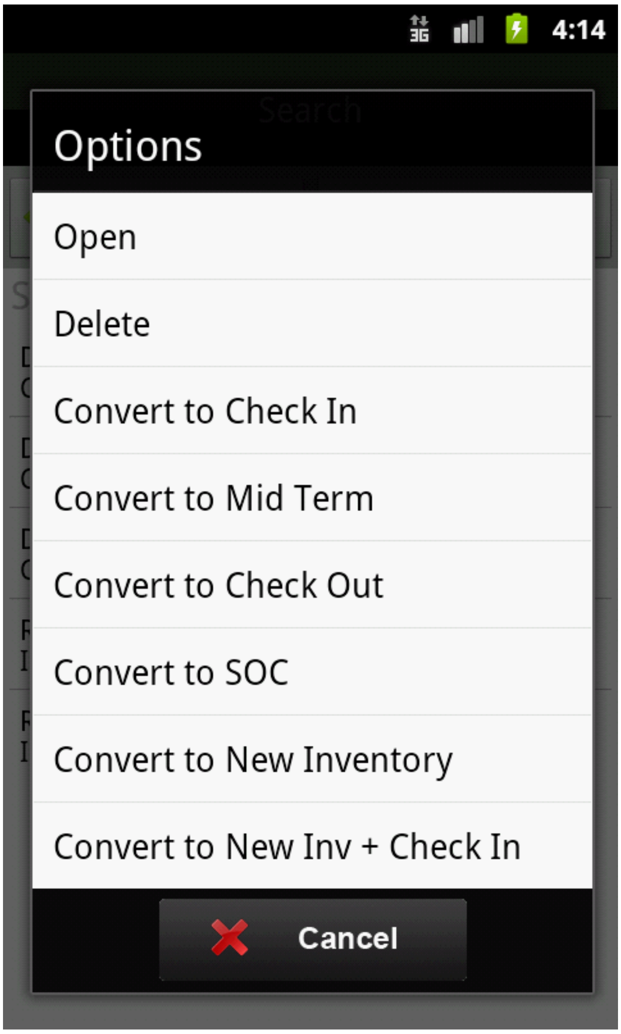


To search for previously submitted reports, on the device Click SEARCH then SHOW ALL here you will find your completed documents.

If you have deleted the report from the device. Click SEARCH then click LOCAL and choose ONLINE, type in a reference i.e. the address, postcode, report number then click SEARCH. Your report will be retrieved from the TIM server and downloaded back onto your device.

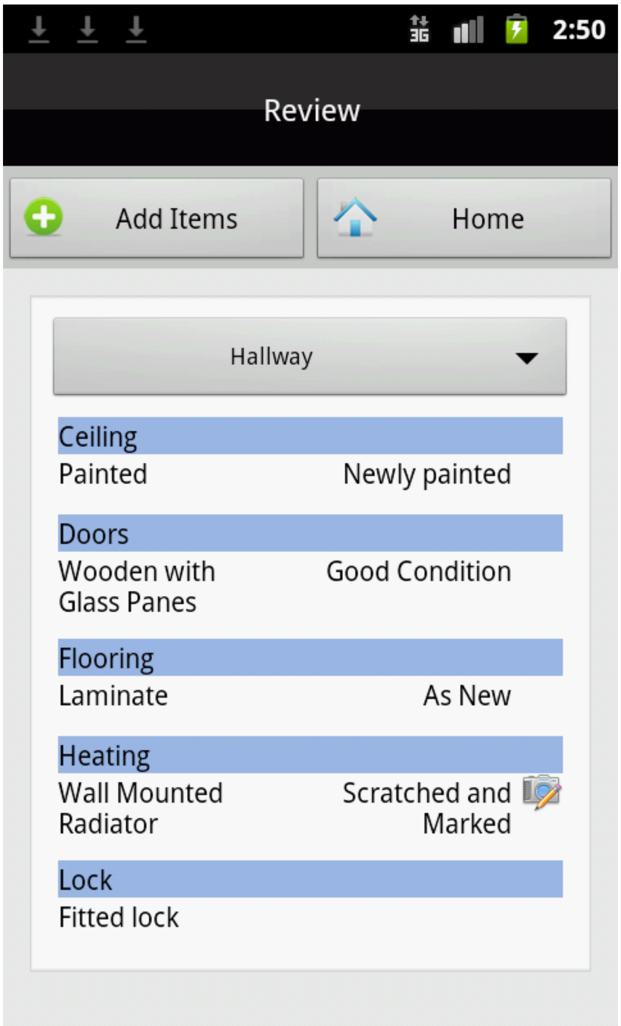
NOTE- reports cannot be re-edited on the device after they have been completed. Clients have 30 days to make further amendments online via the website.

How to Convert a Report



To convert one report to another i.e. Check in to Check out, click on SEARCH and SHOW ALL choose the required document, then select Check out, copy PHOTOS is set as a default not to, if you wish to copy over tick the BOX then click CONTINUE your report is now converted to the next report type.

Check out Report Differences

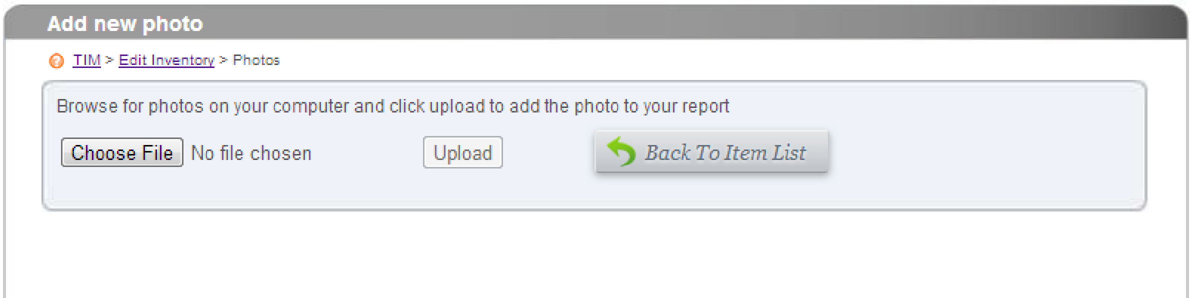


To add new comments and photos into the Check out report, click on the room you want to amend, click on REVIEW and then click onto the item you want to comment on. To add the new Check out comments, type in the comments box and delete out the previous check in comments and condition notes.

The new comments will now appear colour code within your downloaded Check out Report.

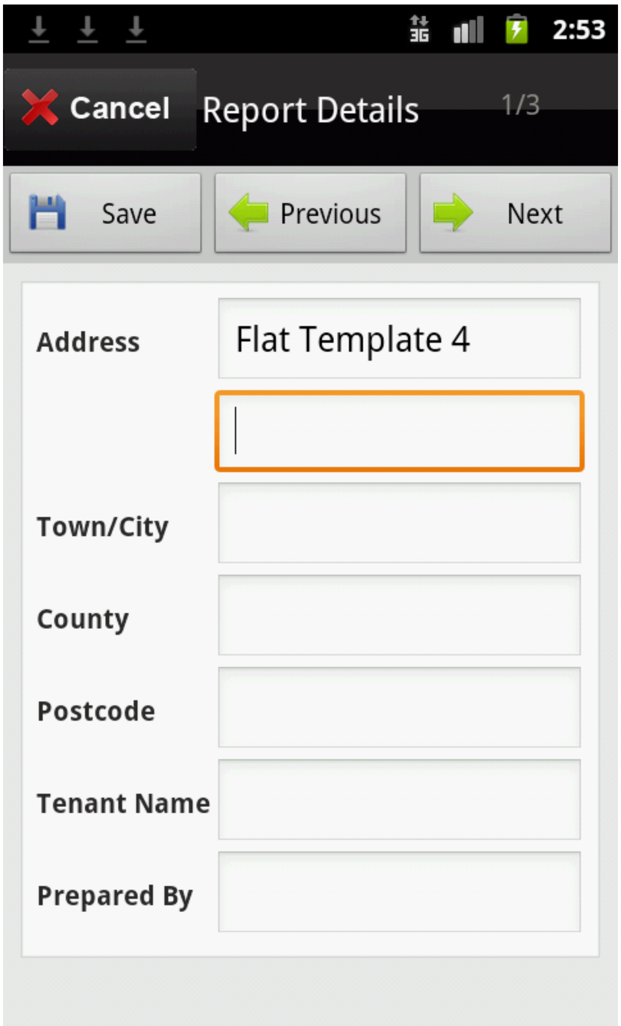
NOTE- the Check out report can then be converted to the new check in report by the same process as above (converting a report) once converted click on the MENU choose property details and edit the tenants name then type in the new.

Uploading Additional Photo’s



After you have exported a report, you can add more photos taken with a separate device. Login to your account (via the TIM website) find the report and click EDIT. Select the item from the dropdown list you wish to add a photo too click PHOTO’S, browse the photos on your computer when chosen click UPLOAD.

Creating A Template Report



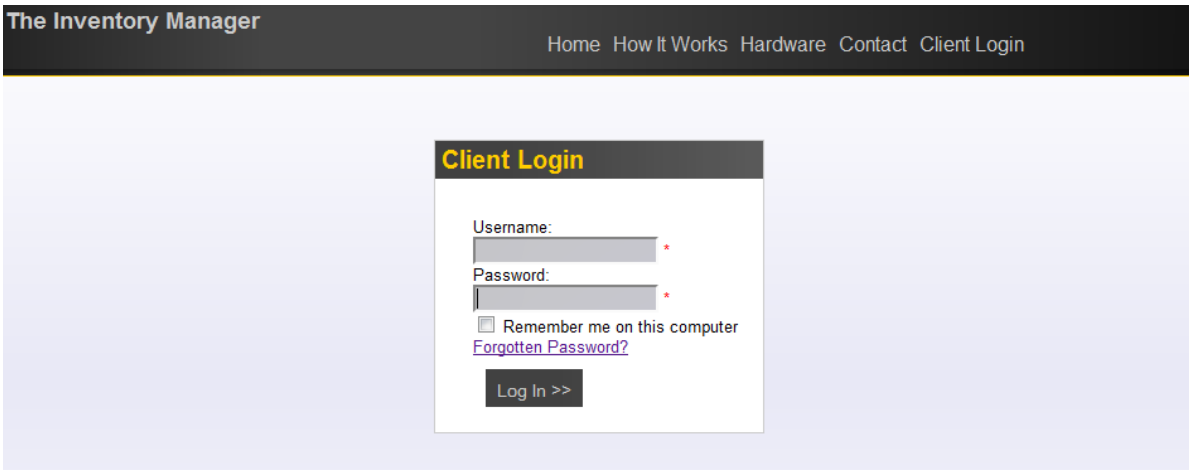
To save a template using the device you can create a report as normal but change the address to a template reference i.e. Flat type 4.

You can then search for this on the device at any time and create a new report from this template by selecting OPTIONS- Convert to New (report type) after searching for the template name.

To share this template with other device's open the template and click export, then click "Store Template", you will not be charged for this and you will now be able to access this from any device. To download an online template click SEARCH on the device then select the online database from the list. Type in the name of you template and click SEARCH, you can then select download and the template will be stored on the device for future use.

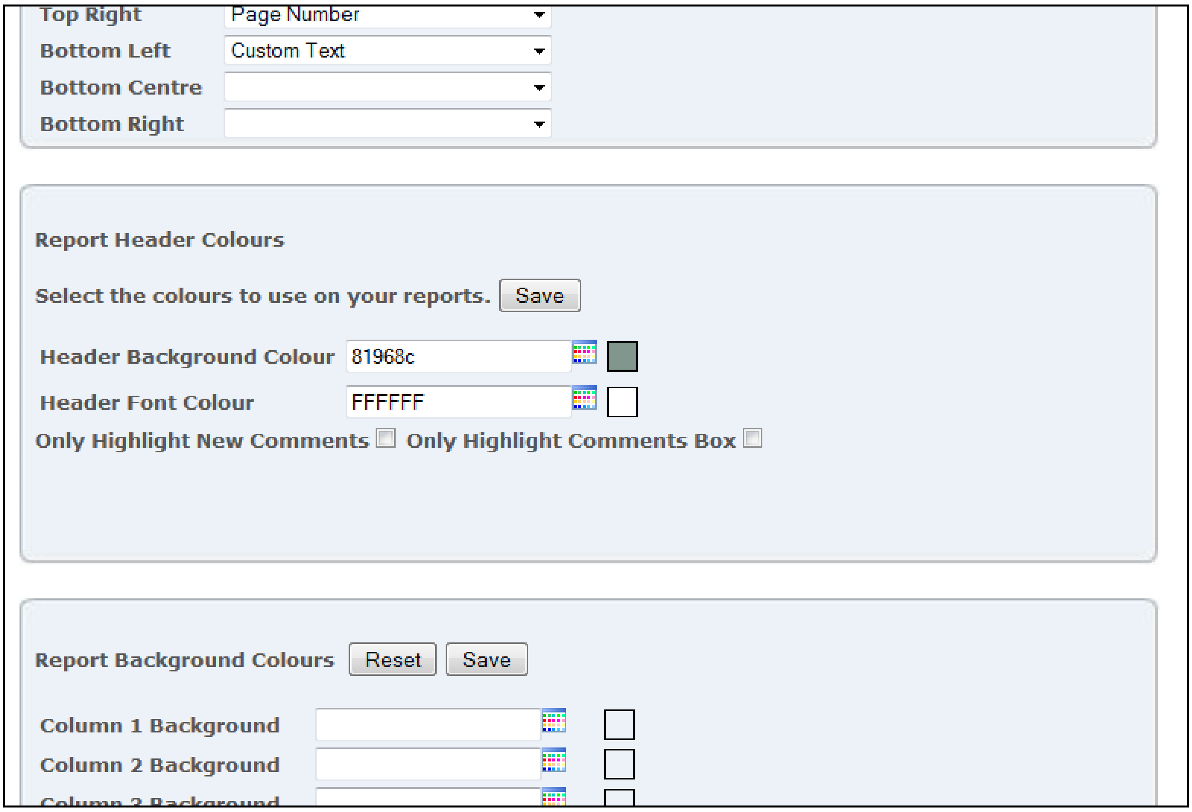
Remember not to edit the report directly and always click Convert to New (report type) after selecting the template.

Viewing Completed Documents



To view your recent Inventory documents login to www.theinventorymanager.co.uk here you can edit your documents and then click download when finished.

Customising the reports



Login to your account via the TIM website, you will be asked to fill in your company details to activate your full account. Click on OPTIONS here you can change the layout of the report details at the 4 corners and 2 centres of each page. You can also customise the header and footer colours, add a room page break and add your T&C’s guidance notes company logo’s / branding.