

Process Variations:

Pack N Go – Fast packout in cat. situations:

- Items are photographed
- Pre-existing conditions noted
- Item Dispositions: **Non-Restorable, On-Site Storage, Restorable or Questionable**
- **Items Packed for fast removal – no sorting**
- Each packer uses a Unique box name: A1, A2, A3... B1, B2, B3 ... etc

Structured – Structured packout

- Items are photographed
- Pre-existing conditions noted
- Item Dispositions: **Non-Restorable, On-Site Storage, Restorable or Questionable**
- **Items sorted by disposition within a room to improve efficiency at the shop**
- Item Description and other details maybe entered
- Each packer uses a Unique box name: A1, A2, A3... B1, B2, B3 ... etc

Fireline – Structured packout using Fireline approach to cleaning


- Items are photographed
- Pre-existing conditions noted
- **Item Dispositions: Non-restorable, On-Site Storage, Material Type and Soil level**
- **Items sorted and packed by disposition for assembly line processing**
- **Only one mobile device per property**
- Each Listing table uses a Unique box name: A1, A2, A3... B1, B2, B3 ... etc

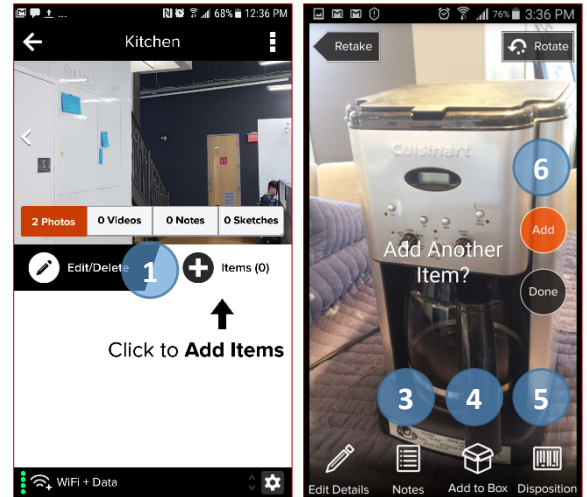
The process to capture and add items is the same except for the level of detail your process requires. For example, your process may or may not require capturing item descriptions, serial numbers and other details.

Boxing Items: You only need to set the box the first time, as it will become the default for additional items until you change it.

Setting Dispositions: Dispositions default to the last one selected and only need to be set when there is a change. This is especially useful for structured and sorted disposition packing.

Add Items, Notes, Disposition and Box

1. Press **ADD** Item  Items
2. Take Item Photo
3. Press **Notes** – **PhotoNote** to add pre-existing conditions
 - a. Enter Note Title and add description if needed
4. Select **Box**
 - a. For the first time creating a box (subsequent times just choose the next sequential box from pick list)
 - b. Enter box name: (use room name + packer Initials)
 - c. Select the first box that appears in sequenced list
 - d. Select **Box type**
5. Select **Disposition** – choose from list




6. Press **Add** to add another Item.

Note: Select “Sticky Dispositions” in Account Settings to have the box and disposition default to the last used setting.

Vaults

You can use Vaults to track the status and location of boxes through the restoration process.

1. From the SideBar menu select **Vault View**.
2. Press **Create Vault**. 
3. Enter the name that represents the new status or location. You could use the name Truck as the boxes are loaded on to the truck.
4. Press **Select Boxes**. (to transfer boxes into the new vault)
5. Press **Save**.
6. The resulting screen will show updated location / status.

