

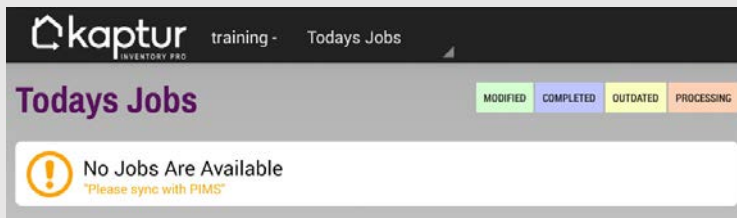
# 'Kaptur quick reference guide'

## What you need to get started

- Kaptur Username from the Kaptur support team
- Wi-Fi connection for downloading (after you have downloaded the jobs from the Kaptur Management Suite (KMS) you can work off-line)

## Follow this Easy Step by Step Guide

- From the 'Todays Jobs' screen access the drop-down main menu by tapping the small grey triangle on the black horizontal bar at the top of the screen for Android. For iOS you will need to locate the four horizontal white lines in the top right hand side of the screen



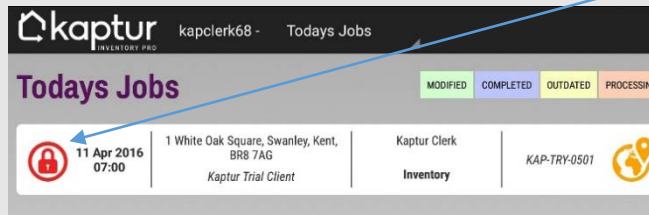
- From the drop-down menu select 'PIMS SYNC' (Android) 'Sync' (iOS) this will take you to the 'PIMS Upload/Download Sync' screen and Tap on the large Orange Downward Arrow to download your Inventory Job from the Kaptur Management Suite (PIMS)(KMS) to your device.
- Wait for '100%' completion



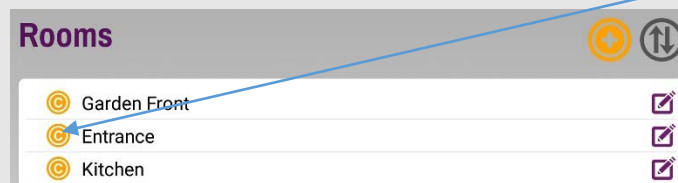
- Tap again on the small grey triangle again on the black horizontal bar at the top of the screen or the four horizontal white lines to access the drop-down menu and select either 'Today's jobs if you are viewing the job on the actual job start date or 'Past' or 'Future' jobs as applicable
- \*\*Before you start your Job it is crucial that your job is locked otherwise any data entry will not be saved\*\*

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- Simply 'lock' your job by tapping the lock button (Padlock icon) located on the left hand side of the Job - the lock button will change from purple to red, once this is done you can now work off-line



- On your selected Job, tap onto the address area i.e. anywhere in-between the Padlock icon and the Map Icon.
- The job details page will appear. (Please remember if you haven't locked your job a warning message will appear that 'any changes will not be saved').
- Simply swipe through to view each screen to add photographs where you see either the 'Front of Property' house icon and camera icons and type data into each available free text field (you can add as little or as much data as you want), the checklist screen will show what you have forgotten to add.
- Rooms Screen
  - To Add a room simply click on the Yellow plus button top right of the screen and select from the list of templates
  - To delete a room simply click on the Edit button (upward / downward arrow icon) top right of the screen and use the bin icon to delete, you can also change the order of rooms by dragging your room to the order of your choice, select this edit button to take you back to 'Rooms'
  - Using the dictionary, tap into your first room template, simply tap on the pencil icon of a specific item i.e. Door and a list of doors will appear, simply pick your required door and click save (any description can be edited and is saved for the next time)
  - To go back to the 'Rooms' screen simply use the back button on your device
- There are several copy functions in Rooms anywhere you see the yellow 'C' icon.

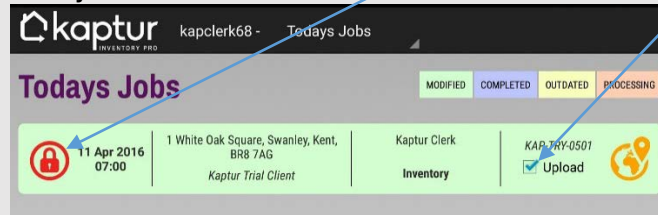


You can copy whole rooms and specific room items

Once you have entered all relevant data and photos you are now ready to upload to the Kaptur Management Suite

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- Tap on the back button on your device to go back to the Jobs Screen. You upload the job by either ticking the 'Upload' tick box (Android) or toggling the switch (iOS) You need to leave the job locked.



- Go back to the 'PIMS SYNC' Screen by tapping onto the small grey triangle on the black horizontal section at the top of the screen and select 'PIMS SYNC' (Android) or the four horizontal white lines (iOS) and select the Purple Upward Arrow to upload the Job/s back to the Kaptur Management Suite (PIMS)(KMS)



- Wait until all files have been Uploaded and the message 'Upload Complete' appears.

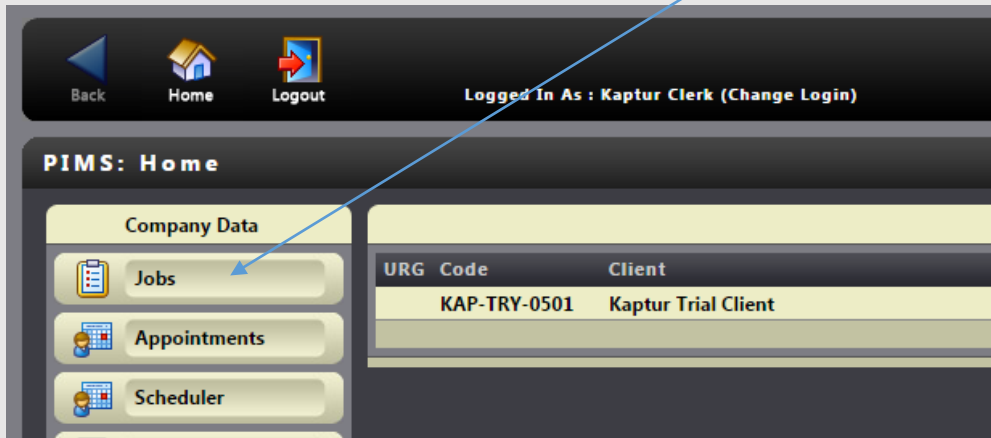
**You are now ready to Review your Inventory job in the Kaptur Management Suite (KMS)**

- To access the Kaptur Management Suite (KMS) just follow the link below by Ctrl + click or paste into your web browser on either your Laptop / desktop or Mobile device and use the Kaptur login provided

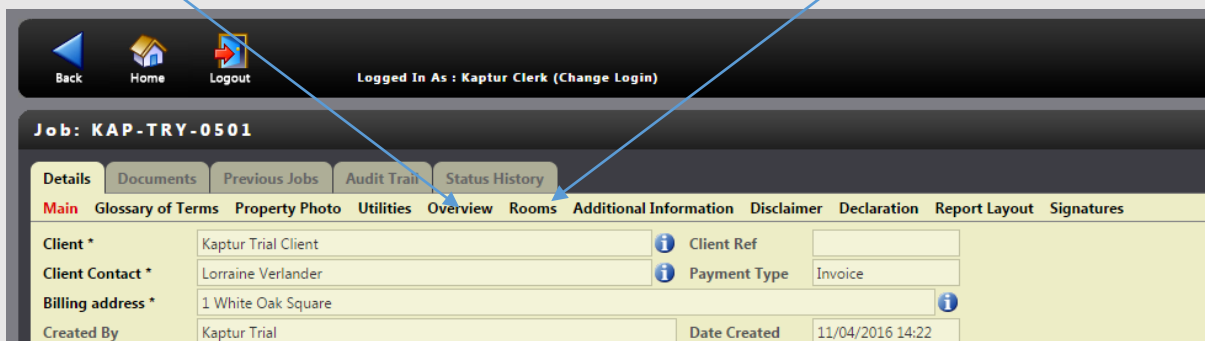
<http://enterprise3.greystone.com/nolettinggo/>

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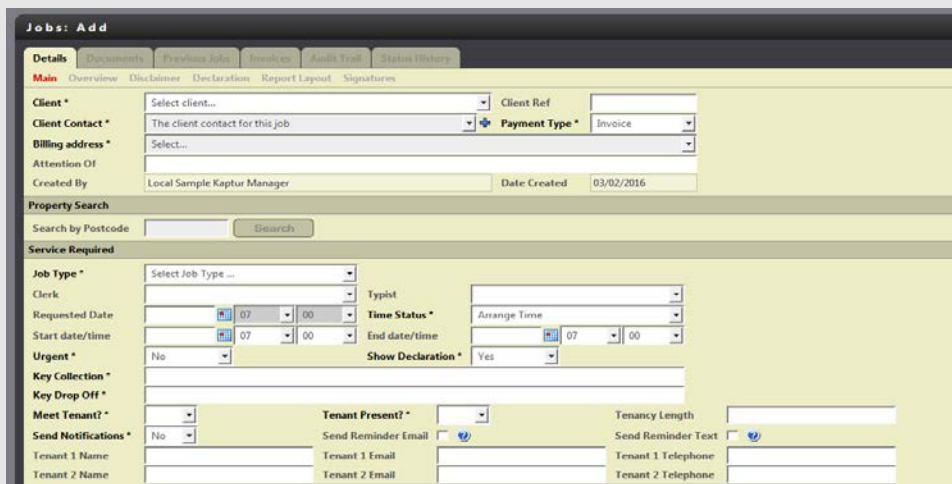
- From the Kaptur Management Suite (KMS) Home Screen, select 'Jobs' from the buttons on the left hand side of the screen



- Preview your Job in the Edit Suite (KMS) by clicking on your Job, you can make amendments by selecting Tabs at the top of the screen



- Click on Add to Library from the front page at the bottom of the screen and your report can be downloaded from the Documents Tab along the top of the screen
- To Add a new Job click 'Add' at the bottom left hand of the screen for the Job details form and enter details of your job working your way through the form using the drop-down choices for all Mandatory fields and enter a start date and time.



# 'Kaptur quick reference guide'

For more step-by-step guides like this one and video demos ....

\*How do I Start, Review or Amend Job Details,

\*How do I add a new room

\*Keys Screen - Add key information, add / delete photographs

Please go to our helpdesk by following the link below

[support.kaptursoftware.co.uk](https://support.kaptursoftware.co.uk)