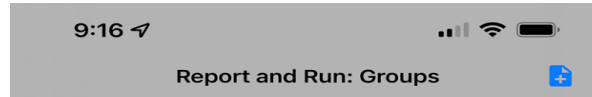




# Report and Run

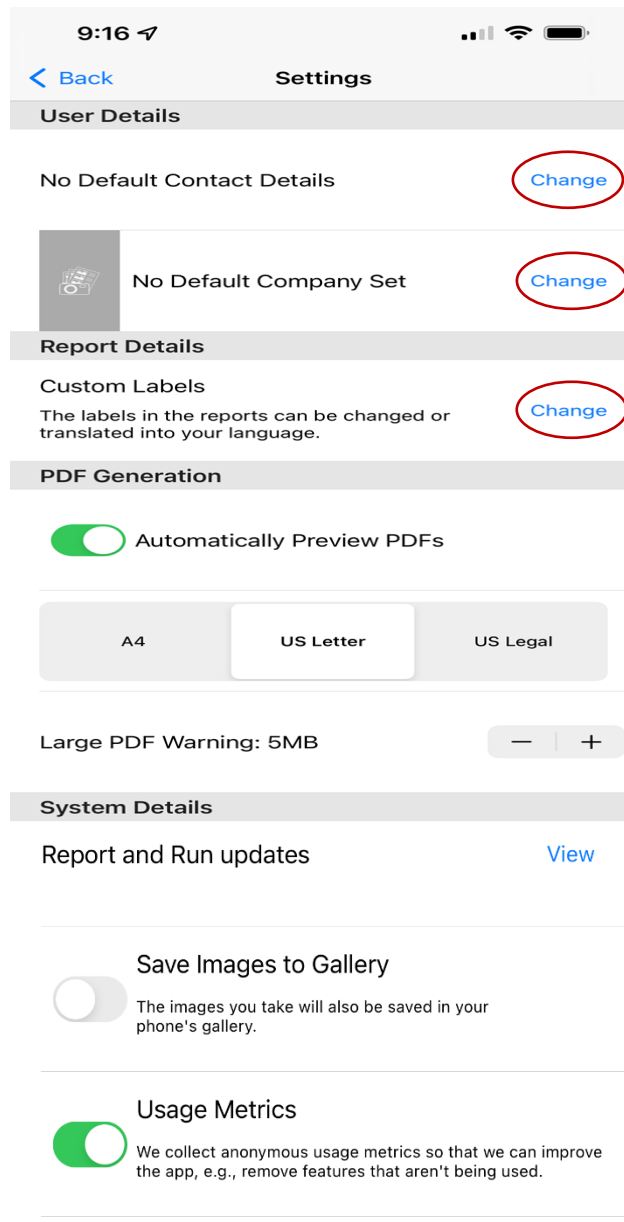
1. Download the APP via App Store.
2. **Apple Users:** Steps to set up your profile once you have downloaded the App.
  - i. Set up your profile by clicking the 'settings' icon circled in red below.



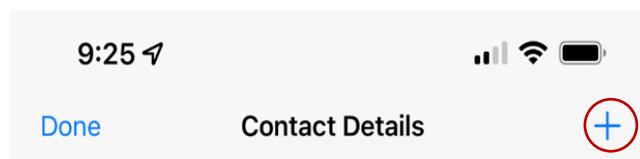
to create a new report, press



ii. In the settings, you will need to change - no default contact details, no default company set, and custom labels.



1 – **No Default Contact Details:** Click change and then the plus icon. You will then fill out the contact details with your name, email and phone number. Click save.



9:25

Cancel Contact Details [Save](#)

Whitney

Whitaker

wwhitaker@hullpg.com

7068342632

2. **No Default Company set:** Click change and then the plus icon. You will then insert Hull Property Group and the Hull Logo.. Click save.

9:25

Done [+](#)

9:26

Cancel Company Details [Save](#)



[Edit Image](#)

Hull Property Group

last page report text

Enter the text to appear on the last page of every report

3. **Custom Labels:** Click change and then fill out the sections as they are completed below.

9:31

Cancel

Title

Save

Help

Show

##

Company

Company

Item Count

Created

Created

Modified

Name

Name

Email

Email

Report Group

Report Group

Phone

Phone

Report

Report

Doc. Id.

Description

Description

Note-#

Title

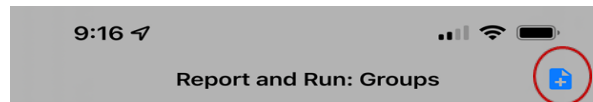
Title

Taken By App

Group

Group

iii. Next, click on the report icon shown below circled in red.



to create a new report, press



iv. You will now begin to make a new report catalog based on malls location and title. For group put your full mall name and for title put mall acronym plus report type. Next, click the okay icon circled in red below.

For example – Group: Prince of Orange Mall

Title: POO – Riser Report

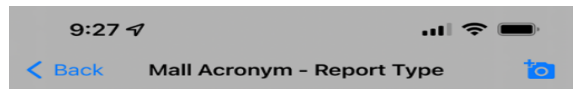
**New Report**

Group

Title

[Cancel](#) [Okay](#)

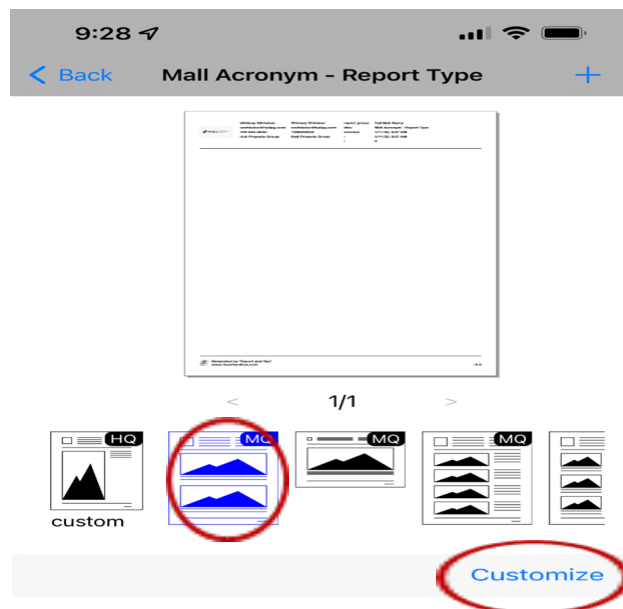
v. Now, click the PDF icon to begin setting up your template for all future reports.



to capture an image, press



vi. Select the below red circled two picture format, then select customize.



vii. Customize: After you click customize, select new template. Please be sure your customization setting match with the below photos. Once, this has been completed click save.

9:33

Cancel

Template Editor

Save

Report

Missing Information

Report

Full Report

Report

Missing Information

Report

Full Report

Report

Missing Information

Report

Full Report

Report

Missing Information

Report

Full Report

1/1

General

Name: missing information: name [Edit](#)

Image Quality: medium (150 ppi) high (300 ppi) maximum

Page Orientation: portrait landscape

Rows 2 — +

Columns 1 — +

General

Show Text: to the right of images below images

Show Labels ☒

Labels should be: unaltered Sentence

Date Format: short long

Show Colon After Label ☒

**Header: Report Details**

Show Created Date ☒

Show Image Count ☐

Show Modified Date ☐

Show Report Group ☒

Show Report Title ☒

**Header: Contact Details**

Show Company Name ☒



Show Contact Name ☒

Show Email Address ☒

Show Phone Number ☒

Show Company Logo ☒

**Image**

Show Created Date ☒

Show Description ☒

Show Item Group ☒

Show Item Number ☒



Show Modified Date ☐

Show Taken By ☐

Show Annotations ☒

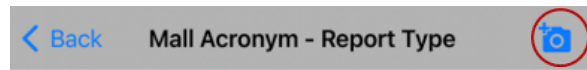
**Footer**

Hide Report And Run ☐

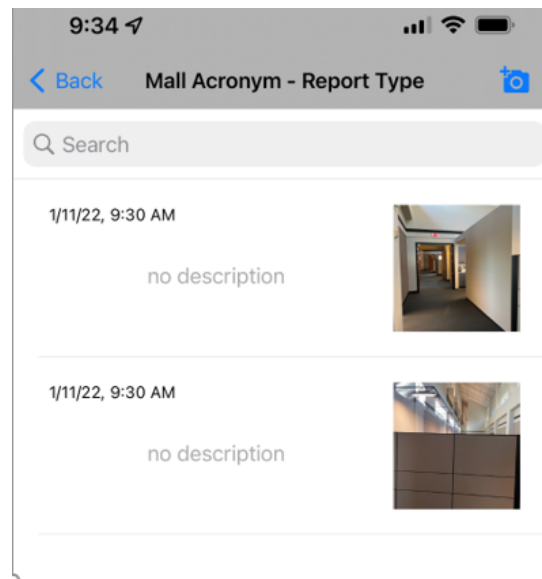
Show Document Id ☐

viii. Now that your report template is ready, you can begin your report. You can add pictures from your gallery or take photos as you go. We recommend that you take photos horizontally to ensure the best formatting for your report.

- To add photos to your report, click the camera with the plus sign icon to begin. As you start to take photos, you can comment as you go or revisit later. To add photos from your camera roll, select the gallery option in the bottom right corner.

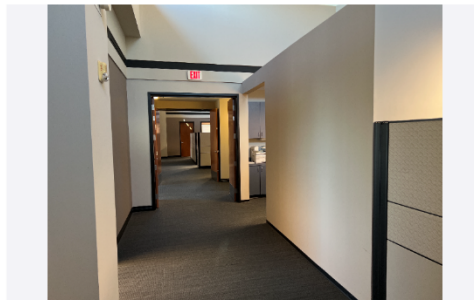
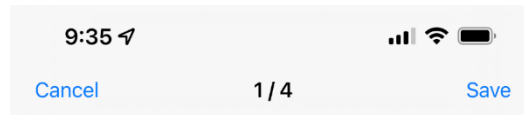


- This is what your report will begin to look like after you've taken pictures.



-For additional features if you would like to add a note or point out a specific detail in a photo you can add arrows, circles, text box etc.

- o To do this you will click on the picture and select the annotate button.

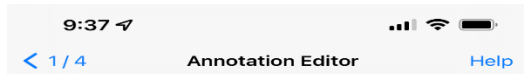


[Assign to group](#)

In order to get the best formatting report, we recommend taking it horizontally.



- Next, click draw or text and click the picture to begin drawing or typing.

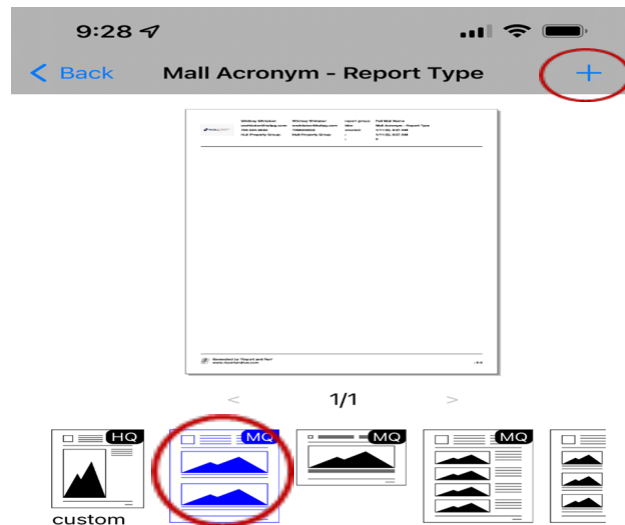


ix. Now you are ready to generate your report. First, click PDF in the bottom middle of the screen. Next, you will select your customized template we created at the beginning of this tutorial and click the plus sign in the top right corner. We suggest that you use the view option before sending your report off, so that you can check all details, information and that your report is correct. After you review your report, click the share icon. To share you can use outlook and send as a normal email to the correct person(s). If you try to send and it states the file is too large, you may send it through OneDrive. To send from OneDrive you will need to have the app on your phone and log in through your work email.

1)



2)



3)

