

## **Inventory Master Help Guide**

### **Getting Started**

Download the app from the apple store [here](#)

The next step is to register for an account at [www.inventorymaster.co.uk](http://www.inventorymaster.co.uk)

With your login details you can now log in to the app on your device with your user name and password.

### **On The App**

Getting started is easy. Start by adding a Landlord – Fill out the landlord details including all the boxes marked \* At the bottom of this screen press Save landlord button.

The next stage is to add a property.

Select the property button. Select the landlord using the landlord drop down. Fill out the reference and property details, take a photo of the property and then press the green save button.

The next step is to select the type of inventory you require, check in, review or check out. This is done using the inventory button, choose check in, review and check out. If this is the first inventory for the property then use the check in button.

Accurate meter readings at the start of the tenancy can be filled out in the meter readings section. Select the type of utility you require from the drop down. Fill out the out the meter readings and take a photo of the readings using the take photo button.

To add a room use the Add room or + Room button,

Select room and fill out the comments box, this is for the general condition remarks on the room. Press the save button and then the next screen allows for items to be added. If the room is not in the drop down use add new and fill out the word in the room box. This will then be saved and can be used in your future inventories.

To make the inventory process as easy as possible the app uses a simple condition slider. Move the slider along to reflect the condition of the property or item.

The next stage is to Add items in the rooms. After saving the room use the + Item button in the same way that you have for the room then move the condition slider to reflect the condition and make comments in the box.

To add another room use the back button and the item is automatically saved.

After working your way around the property adding rooms and items within those rooms when you have finished press the Complete check in (review or check out) button.

Once you have completed the inventory use the Sync button to send the data from the app to the log in section of the [www.inventorymaster.co.uk](http://www.inventorymaster.co.uk) website.

### **In The Website**

Once you have completed the inventory you need to sync the app and then visit the website [www.inventorymaster.co.uk](http://www.inventorymaster.co.uk) and log in. In the log in site you can view the inventory via the inventories button, landlord button or properties button.

The reports can be changed and edited in those sections of the website. New images or images from another source can be added and saved at this stage.

Once a PDF has been created this can be printed or e-mailed.

To add your company logo and contact details use the account drop down. This information will then be shown on the report.

Each report has a default terms and conditions, tenants notes and guidance notes. These can be changed again in the account section and saved.

A sample report can be found [here](#)

Items and rooms can also be amended and added on the website. Once this has been done you will need to press the Get data button on the app. This is found in the sync section.

### **Other Things to Know**

Remember when syncing have a good 3G connection or be connected to the web through a strong WiFi connection.

You can also manage your account in the account section, change your subscription package and billing information.

On the app rooms and items can be deleted using a side swipe of the screen and a delete button appears.

At the review and check out stages. Photos are highlighted on the report with a green box to show a new photo.

Do remember that the photos are very important but so are the comments that go with each photo to help provide evidence of the condition of a room or item. If the report is used in a Tenancy Dispute then the more text and photos used then the better your evidence of condition will be.