TASKS

On the Tasks page you can do the following:
1. Create a task
2. Edit a previously created task
3. Access additional options: Settings or Help

ROOMS

On the Rooms page you can do the following:
1. Add a room
2. Edit a previously created room
3. Access additional options: Authorization, Review All Items, Settings, or Help
4. Enter a room to add items

INVENTORY

On the Inventory page you can do the following:
1. Add items
   A. Choose the action to be applied to the item (Clean, Replace, Questionable, or Storage)
   B. Enter Box ID (you can also scan Code 128 bar codes)
   C. Enter Item ID (you can also scan Code 128 bar codes)
   D. Add images of an item (including adding image comments or selecting a comment suggestion configured in Settings)
   E. Apply a category and selector from Xactimate with the auto-suggest
   F. Enter Brand
   G. Enter model number
   H. Enter comments (or select from the comment suggestions configured in Settings)
   I. Enter quantity
   J. Enter age
   K. Record a voice recording regarding the item
2. Edit items
3. Search items in that room
4. Access additional options: Authorizations, Review All Items, Settings, or Help
AUTHORIZATION

Authorizations are previously configured in ContentsTrack online. These are then synced with the device and allow you to capture required signatures for work to be done on site. On the Authorizations page you can do the following:

1. Select the proper authorization (top right for iOS devices, and top left for Android devices)
2. Review the text of the authorization
3. Sign the authorization (Click to Sign button on bottom of page)
4. Review document with customer’s signature, name, and date/time signed

REVIEW ALL ITEMS

On the Review All items page you can do the following:

1. View all the items that have been added as part of the task
2. Search items
3. Select how items are to be sorted (by Room, Box ID, or Status)
4. Access additional options: Authorizations, Settings, Help

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Call 800-424-9228 or email us at ContentsTrack@Xactware.com