

Drylogs Install Workflow Guide

TECH USER: Complete an Install

Login: Open app → Enter email/password → Sign In

Start: Find job in Preinstall phase → Click "Start Install"

Workflow Steps (1-13)

1. **Office Prep** - Review job details → Continue
2. **Arrival** - Enter arrival time → Take front door photo → Continue
3. **Customer Intro** - Complete checklist (intro, walkthrough, utilities) → Mark concerns → Continue
4. **Cause of Loss** - Select water source type & category → Take damage photos → Continue
5. **Room Assessment (Most Important)**
For each room: **Basic Info** (name, dimensions, affected areas) | **Moisture** (readings + photos) | **Materials** (check boxes to remove) | **Pre-existing** (document damage) | **Photos** (min 4)
Save room, repeat for all rooms
6. **Drying Chambers** - Create chambers → Assign rooms → Save
7. **Partial Demo (Optional)** - Log materials removed + photos (skip if no demo)
8. **Equipment** - Review calculated needs → Scan/place equipment (*optional*)
9. **Billable Work (Optional)** - Add extra services (skip if none)
10. **Final Photos** - Take 4+ photos of equipment setup → Continue
11. **Schedule** - Add future monitoring visits with dates/types → Save
12. **Communicate Plan** - Review on-screen plan with customer → Continue
13. **Complete** - Enter departure time → Add notes (*optional*) → Click "Complete Install Workflow"

Result: Job moves to next phase, returns to Tech Dashboard

PSM USER: View Initial Report

Login: Enter PSM credentials → Sign In

Access Dashboard: Click "PSM Dashboard" in navigation

Generate Report: Find completed job → Click "Generate Initial Inspection Report" button (*only appears after install complete*) → Report opens in new window (includes logo, room details, moisture, materials, equipment)

Use Report: Print | Save as PDF (Print → Save as PDF) | Email to customer/adjuster