

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 (1-14)

1. **Office Prep** (*Optional*) - Review job details → Continue
2. **Arrival** - Enter arrival time → Take truck & property photos → **Record exterior environmental baseline (temp, RH%, meter 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. **Unaffected Area Baseline (NEW - IICRC S500)**
Add 1-2 unaffected rooms (dry standard) → Record dimensions, moisture, photos → Continue
6. **Room Assessment** - For each affected room: **Basic Info** (name, dimensions, affected areas) | **Moisture** (readings + photos) | **Materials** (check to remove) | **Pre-existing** (damage) | **Photos** (min 4) → Save room, repeat
7. **Drying Chambers** - Create chambers → Assign affected & baseline rooms → Save
8. **Partial Demo** (*Optional*) - Log materials removed + photos (skip if no demo)
9. **Equipment** - Review calculated needs → Scan/place equipment (*optional*)
10. **Billable Work** (*Optional*) - Add extra services (skip if none)
11. **Final Photos + Equipment (UPDATED)**
For each room: **Photos Tab** (4+ photos) + **Equipment Tab** (dehumidifier inlet/outlet temp & RH, amperage, photo | air mover status & amperage) → Complete all rooms
12. **Schedule** - Add future monitoring visits with dates/types → Save
13. **Communicate Plan** - Review on-screen plan with customer → Continue
14. **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 (logo, room details, moisture, materials, equipment)

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

Questions? Contact your supervisor or IT support.