

# Drylogs Install Workflow Guide

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## 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

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## 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

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*Questions? Contact your supervisor or IT support.*