







Template Time.

House Templates			
+ Create Template			
Name ↓	Bedrooms ↑	Modified ↑	Actions
System Default			 
Master Unfurnished Template	10	18/07/17	 
Master Interim Visit Template	10	18/07/17	 

Templates 'Made Easy' Guide

This guide covers the following questions with no jargon...

1. How can templates massively reduce time spent at a property?
2. How can I choose a template, edit or create my own?
3. How do I get started using my App?

Time saving...

Templates enable you to drastically reduce time spent at a property by giving a head-start on common 'Dispute Avoidance' issues.

For example, with 'Ceiling' we'll make the assumption they're free of marks and mould in each room.

The screen shot on the right shows a template for an 'Entrance/Hallway' with **no user input**.

Room Details

The small thumbnail images in this section can be used as a reference point. **Larger copies** of these images can be found in the 'Room Image Library' section towards the end of this report.

Entrance/Hallway			
Item	Description	Condition	Cleanliness
General Overview	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good
Front Door	Free of marks and scratches to front side and reverse. Glazing in a good clean condition.	● Good	● Good
Door Frame & Skirting	Free of marks, dents and dust.	● Good	● Good
Ceiling	Free of marks, mould and cobwebs.	● Good	● Good
Light Fittings	No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good
Smoke Alarm	Ceiling mounted alarm. Test function working. Note to tenant: Please test periodically.	● Good	● Good
Walls	Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good
Windows and Sills	Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good
Radiator	Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good
Sockets & Switches	All sockets and switches present and intact with no signs of damage.	● Good	● Good
Floor	Free of stains, marks and scratches.	● Good	● Good

Time saving...

Giving you a head-start means that you can then add the finer detail when at the property, or in some cases simply use the template.

Adding more detail can be done via our iOS and Android Apps (online or offline). The screen shot on the right shows detail being added in offline mode.

Tip: Our paperless InventorySign® process now enables tenants/occupants to upload a photo within the approval cycle (where appropriate). This makes our templates more powerful, as it places emphasis upon tenants to interact with their report, leading to a fair, audit trailed approach – reducing the likelihood of disputes.

Name

Ceiling

The 'Description' library below highlights 'Dispute Avoidance Info'

Current Description ?

Select...

Free of marks, m

Select... ✓

Plastered/Painted white

Artexed white

Wallpapered white

Plastered/Painted

Wallpapered

Artexed

description ?

Add Photos (0 of 8)

Take Photo

Current Condition

Very Poor

New Item

Choosing a template...

We've created some 'Off-the-shelf' templates to get you started.

First off, you'll need to login via your web browser to load a template (not the App version). Simply visit...

Settings (top right) > Branch details > Select the branch you wish to edit (if you have more than one).

The screenshot shows the Inventory Hive web application interface. At the top, the navigation bar includes the logo, a user profile (Richard Abbots), and menu items for Dashboard, Properties, Users, and Settings. The Settings page is active, with a sub-menu containing Billing and Logout. Below the navigation, a breadcrumb trail shows 'You', 'Company Information', 'Branch Details', 'Branches Setup', and 'Notifications'. The 'Branch Details' section is highlighted, featuring a dropdown menu labeled 'Select a branch to edit' with 'Main Branch' selected. Below this, there are two main sections: 'Branch Contact Details' and 'Branch Report Emails'. The 'Branch Contact Details' section lists fields for Name, Telephone, Address, Email address, and Logo, with an 'Edit' button. The 'Branch Report Emails' section allows customization of 'Auto-approval delay' (7 day(s)) and 'Approval reminder delay' (3 day(s)), also with an 'Edit' button. At the bottom, the 'Property Templates' section lists 'House' (Default: Unfurnished), 'Flat/Apartment' (Default: Furnished), and 'Bungalow', each with an 'Edit' button.

Choosing a template...

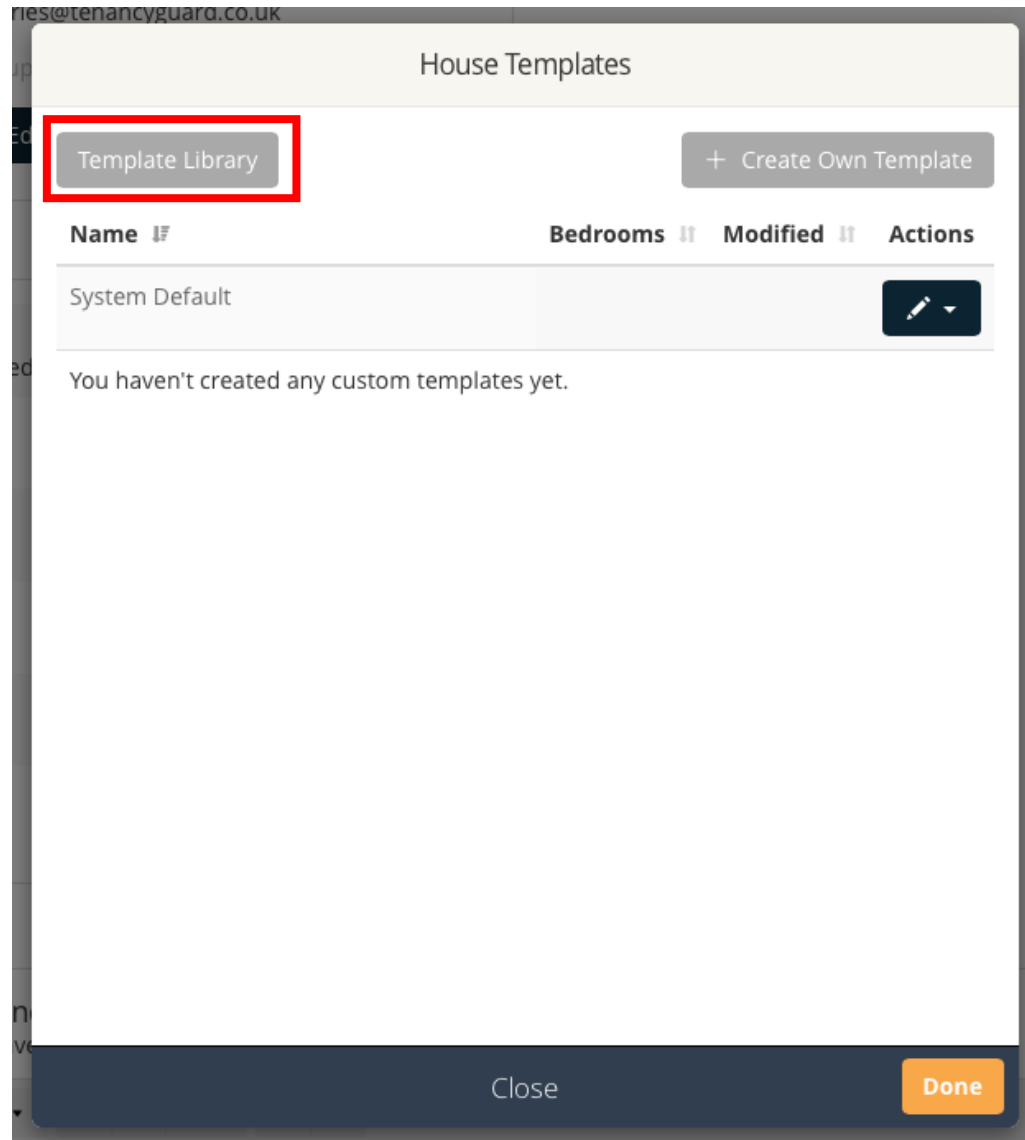
Scroll down to 'Property Templates' and select 'Edit' against the property type you wish to view.

The screenshot shows the Inventory Hive web interface. At the top, there is a navigation bar with the logo, a dashboard icon, and links for 'Dashboard', 'Properties', 'Users', and 'Richard Abbots'. Below the navigation bar, there are two main sections. The left section displays property details: Telephone (Not supplied), Address (Not supplied), Email address (enquiries@tenancyguard.co.uk), and Logo (Not supplied), with an 'Edit' button below. The right section shows an 'Approval reminder delay' of 3 day(s) with an 'Edit' button. Below these sections is a 'Property Templates' section, which is highlighted with a red border. This section lists six property types with their default settings and an 'Edit' button for each: House (Default: Unfurnished), Flat/Apartment (Default: Furnished), Bungalow (Default: Furnished), Townhouse (Default: Furnished), Bedsit (Default: Furnished), and Student House (Default: Furnished). The 'Edit' button for the 'House' template is specifically highlighted with a red box. Below the 'Property Templates' section is a 'PDF Smallprint' section containing a 'Disclaimer and Guidance Notes text' field with a text area and a 'see where this is shown' link.

Choosing a template...

To start with a message will be displayed to say that you haven't created any templates yet.

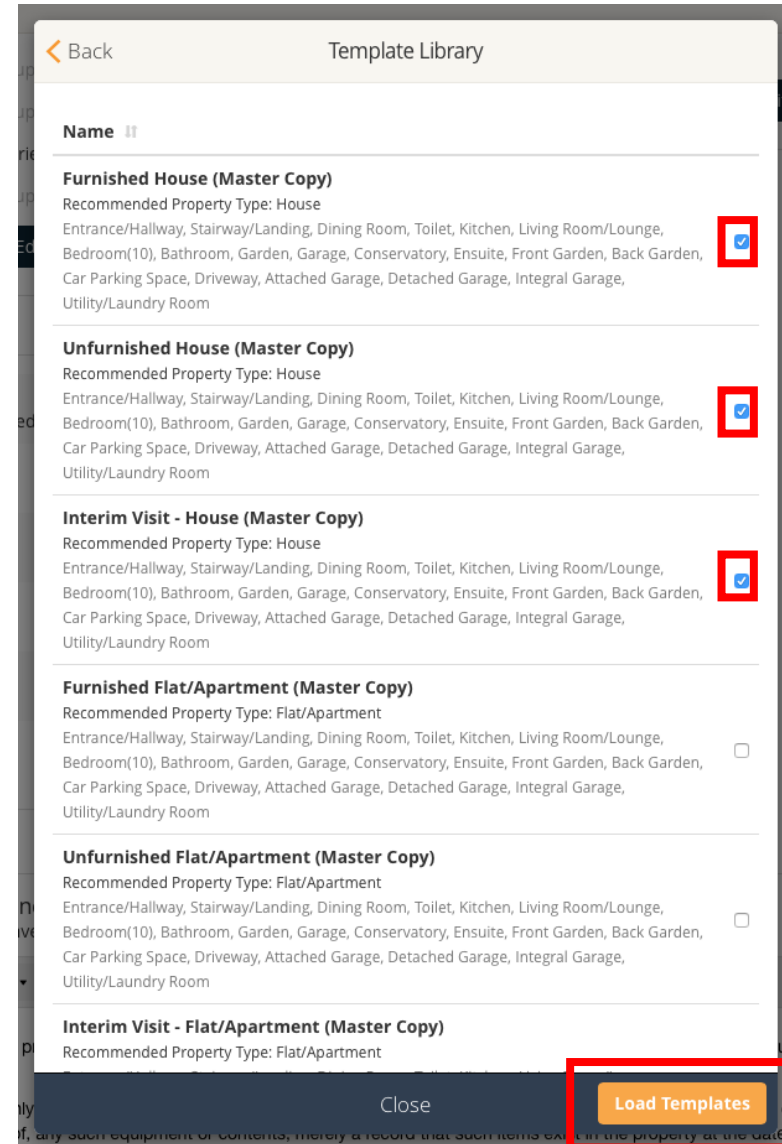
Don't worry though, we've done the heavy lifting to get you started. Simply visit 'Template Library' in the top left corner of the modal. This will take you to our 'Off-the-shelf' library.



Choosing a template...

You can then choose a template from our library and select the ones you'd like to load into your account or iOS/Android App.

After you've chosen the templates you'd like to use, simply hit 'Load Templates' (bottom right).



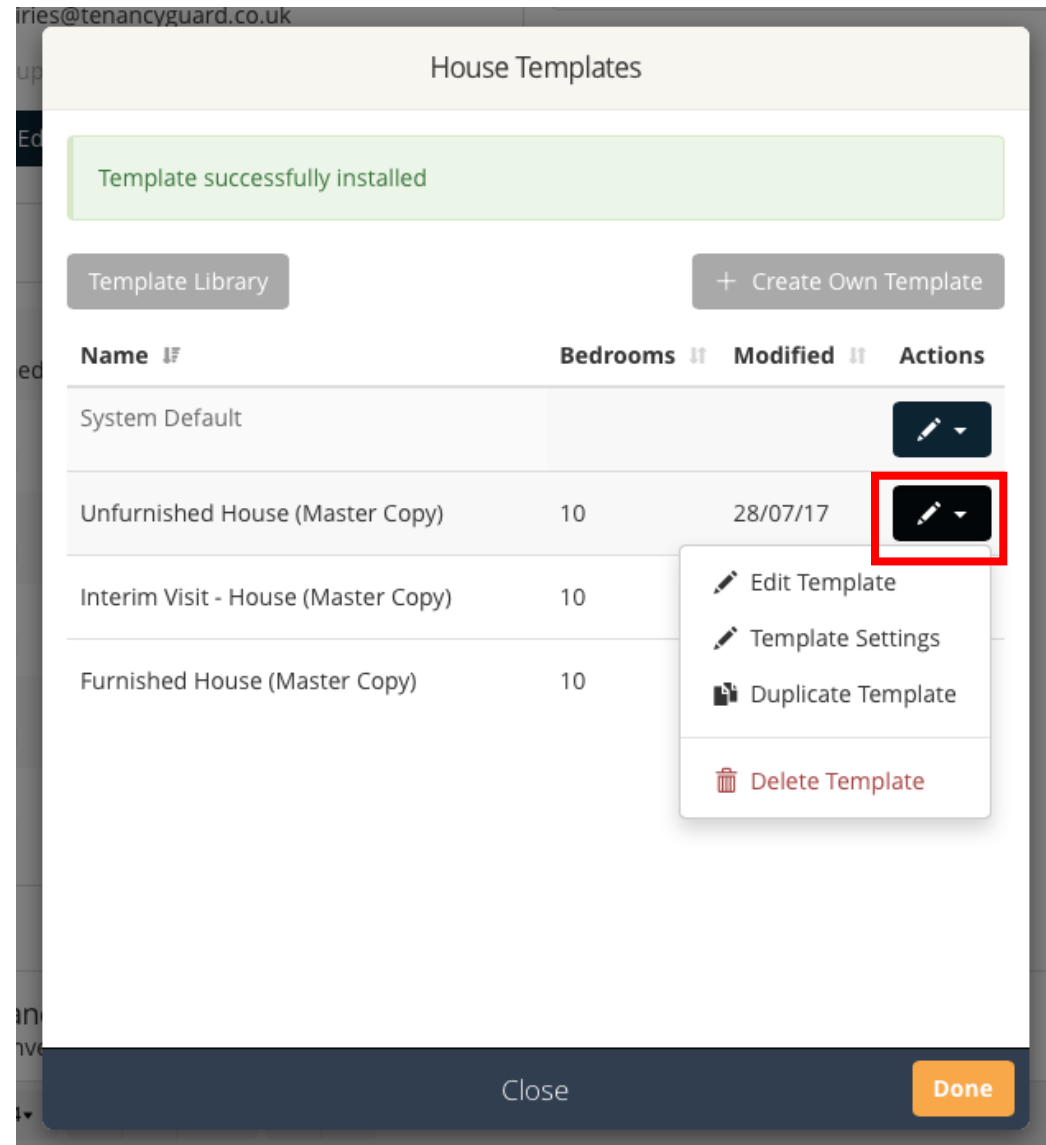
Choosing a template...

After you've loaded your template from our library a message will show to say that it's been installed. They will also show in a list for you to view at a glance (see right).

You can edit the template by choosing 'Edit Template' and also change the template name by choosing 'Template Settings'.

A template can also be duplicated to allow you to keep a master copy and then create your own from it. Simply choose 'Duplicate Template' to get started with this.

If you 'Delete Template' from our 'Off-the-shelf' library – don't worry, you can simply visit 'Template Library' (top left) and load them in again and again.



The screenshot shows a web interface titled "House Templates". At the top, there is a green notification box that says "Template successfully installed". Below this, there are two buttons: "Template Library" on the left and "+ Create Own Template" on the right. The main content is a table with the following columns: "Name", "Bedrooms", "Modified", and "Actions".

Name	Bedrooms	Modified	Actions
System Default			
Unfurnished House (Master Copy)	10	28/07/17	
Interim Visit - House (Master Copy)	10		
Furnished House (Master Copy)	10		

A red box highlights the "Edit icon" in the "Actions" column for the "Unfurnished House (Master Copy)" row. A dropdown menu is open from this icon, showing the following options: "Edit Template", "Template Settings", "Duplicate Template", and "Delete Template".

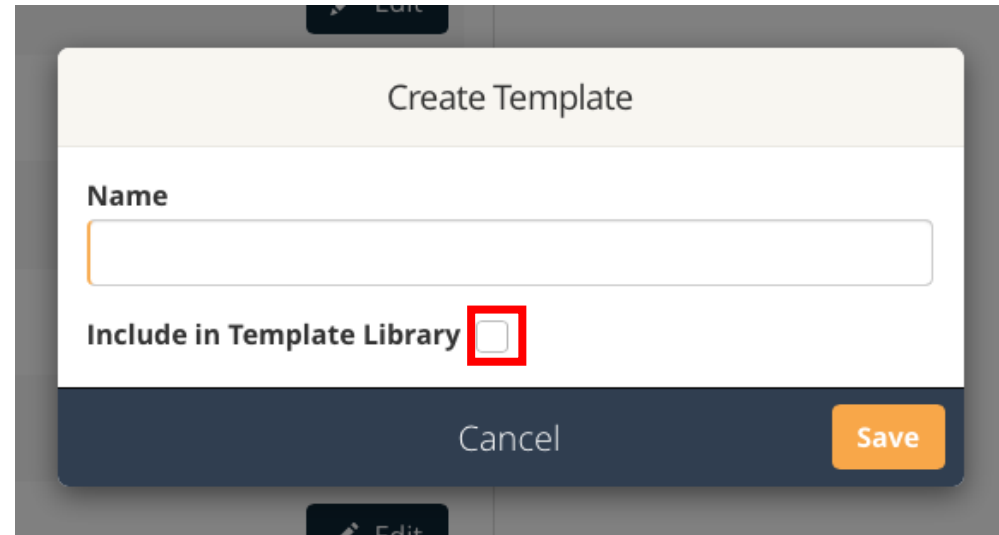
At the bottom of the interface, there are two buttons: "Close" on the left and "Done" on the right.

Editing & Creating...

If you don't want to use our template as a base-point and you'd rather create your own. Simply choose 'Create Template'.

You can then name the template whatever you like (it's never shown within a report – it's for your benefit only).

Then, check the box to ensure it's installed into your library list for use via your account or iOS/Android App. Finally, hit 'Save'.



The image shows a 'Create Template' dialog box. It features a title bar with the text 'Create Template'. Below the title bar is a text input field labeled 'Name'. Below the input field is a checkbox labeled 'Include in Template Library', which is highlighted with a red square. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

Editing & creating...

To edit a report and make changes to rooms, layouts and descriptions you'll need to first choose 'Edit Template'.

The screenshot shows the 'House Templates' interface. At the top, there is a green notification bar that says 'Template successfully installed'. Below this is a 'Template Library' section with a '+ Create Own Template' button. A table lists several templates:

Name	Bedrooms	Modified	Actions
System Default			[Edit]
Unfurnished House (Master Copy)	10	28/07/17	[Edit] [Dropdown]
Interim Visit - House (Master Copy)	10		[Edit Template] [Template Settings] [Duplicate Template] [Delete Template]
Furnished House (Master Copy)	10		[Edit] [Dropdown]

The 'Edit Template' button in the 'Interim Visit - House (Master Copy)' row is highlighted with a red box, and a red arrow points from it to the right-hand screenshot.

The screenshot shows the 'House - Unfurnished House (Master Copy) Template' editing interface. It features a '+ Add Room' button at the top right. Below is a list of rooms, each with a quantity field and a delete button:

Room Name	Qty	Action
Entrance/Hallway	1	[Delete]
Dining Room	1	[Delete]
Living Room/Lounge	1	[Delete]
Conservatory	1	[Delete]
Kitchen	1	[Delete]
Utility/Laundry Room	1	[Delete]
Toilet	1	[Delete]
Stairway/Landing	1	[Delete]
Bedroom	10	[Delete]
Ensuite	1	[Delete]
Bathroom	1	[Delete]
Front Garden	1	[Delete]
Back Garden	1	[Delete]
Car Parking Space	1	[Delete]
Driveway	1	[Delete]
Attached Garage	1	[Delete]

At the bottom of the interface, there are 'Cancel' and 'Save' buttons.

Editing & Creating...

Adding or clicking on an existing room or space will take you into the specific items for that room (see right).

You can then choose the number of those rooms you'd like to be added within the template (top left) re-order using the up/down arrow, or add a new item by choosing '+ New Item' (top right).

The screenshot shows a user interface for editing a room. At the top, there is a dropdown menu labeled "Number of Entrance/Hallways" with the value "1" selected. To the right of this dropdown is a button labeled "+ New Item". Below these elements is a list of items, each with a double-headed arrow icon on the left and a trash can icon on the right. The items in the list are: General Overview, Front Door, Door Frame & Skirting, Ceiling, Light Fittings, Smoke Alarm, Walls, Windows and Sills, Radiator, and Sockets & Switches. The "Ceiling" item is highlighted with a red box.

Number of Entrance/Hallways	+ New Item	
1	+ New Item	
↑ ↓	General Overview	🗑️
↑ ↓	Front Door	🗑️
↑ ↓	Door Frame & Skirting	🗑️
↑ ↓	Ceiling	🗑️
↑ ↓	Light Fittings	🗑️
↑ ↓	Smoke Alarm	🗑️
↑ ↓	Walls	🗑️
↑ ↓	Windows and Sills	🗑️
↑ ↓	Radiator	🗑️
↑ ↓	Sockets & Switches	🗑️

Editing & Creating...

Clicking on an item will allow you to view and amend the 'Current Description'. You can either use our library, or the free type field below.

We'd recommend that you use the free type field for the template text, as this will allow you to quickly add the finer detail using the library when you arrive. There's no right or wrong way, it's just our experienced opinion...

General Overview

Current Description ?

Start typing.. e.g. Type freely..eg Clean & Tidy.

Clean and tidy. Neutral smell (no smoking or pet odours).

Current Condition ?

Very Poor Poor Fair Good ✓ New Item

Current Cleanliness ?

Very Poor Poor Fair Good ✓ Excellent

Get started with the App...

It's easy to choose a template from your library when adding a property.

You can do this via our browser version or iOS/Android (online or offline).

Within the 'Add Property' screen you can choose the template you wish to use by selecting from the dropdown menu (see right).

AppStore & Google Play links below...




Room/Space Details

Country
England

Exterior Room/Space Photo ?

Select photo from library



Room/Space Type

House Flat/Apartment Bungalow Townhouse Bedsit Student House

Occupancy Type ?

Unfurnished Furnished

Property Template ?

- ✓ Default
- Master Furnished Template
- Master Unfurnished Template
- Master Interim Visit Template