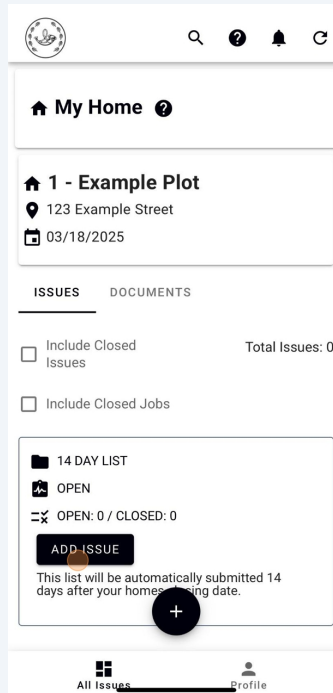


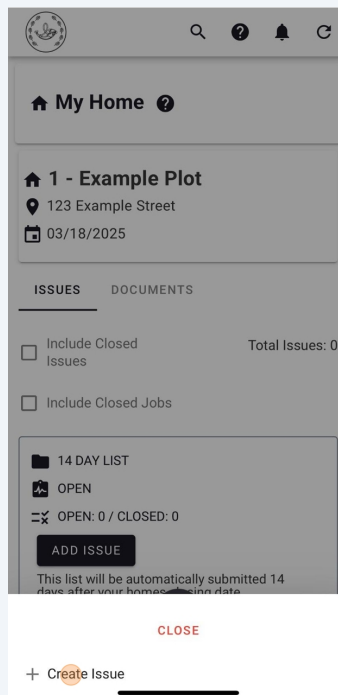
How to Add Issues

1

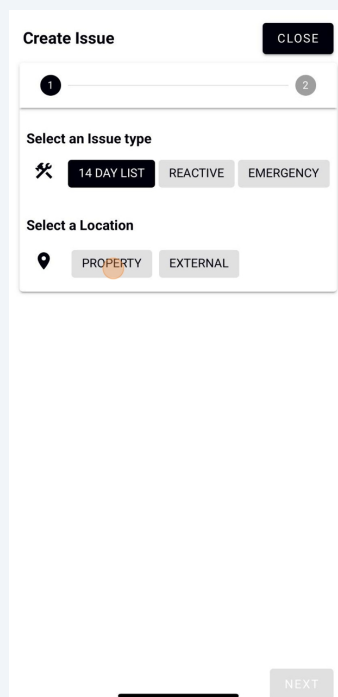
To start adding issues, tap either the "+" button or "ADD ISSUE" against any open list.



2 Tap "Create Issue"



3 Select whether the issue is internal or external.



4 Once selected, specific locations will become available.

Tap to select the relevant issue location then "NEXT" when you're ready to add an image.

The screenshot shows the 'Create Issue' form with the following elements:

- Header:** 'Create Issue' title and a 'CLOSE' button.
- Progress:** A progress bar with two steps. Step 1 is completed, and Step 2 is active.
- Select an Issue type:** Three buttons: '14 DAY LIST' (selected), 'REACTIVE', and 'EMERGENCY'.
- Select a Location:** A list of location options. 'PROPERTY' and 'EXTERNAL' are under a location icon. 'GENERAL' and 'LIVING ROOM' are under a room icon. Other options include 'DINING ROOM', 'SITTING ROOM', 'KITCHEN', 'STUDY', 'UTILITY ROOM', 'GF CLOAK', 'GF BATHROOM', 'BED 1 (MASTER)', 'BED 2', 'BED 3', 'BED 4', 'BED 5', 'ENSUITE', 'FF BATHROOM 1', 'FF BATHROOM 2', 'UPPER HALLWAY', 'LOWER HALLWAY', 'STORAGE AREAS', and 'STAIRCASE'.
- Footer:** A 'NEXT' button.

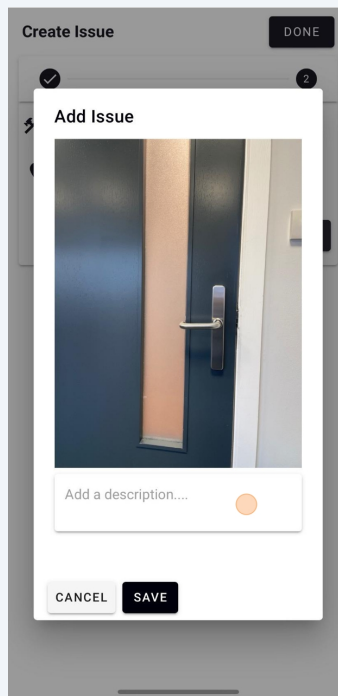
5 Tap "ADD ISSUE"

You will then be asked to either take a photo or upload a photo.

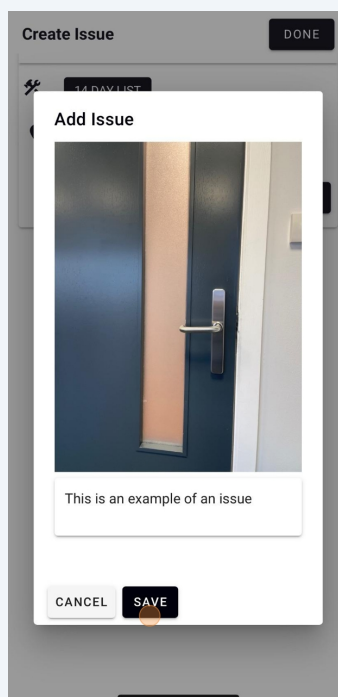
The screenshot shows the 'Create Issue' form with the following elements:

- Header:** 'Create Issue' title and a 'DONE' button.
- Progress:** A progress bar with two steps. Step 1 is completed, and Step 2 is active.
- Select an Issue type:** Three buttons: '14 DAY LIST' (selected), 'REACTIVE', and 'EMERGENCY'.
- Select a Location:** Two buttons: 'Property' and 'LIVING ROOM'.
- Footer:** An 'ADD ISSUE' button with a camera icon.
- Modal:** A modal is open over the 'ADD ISSUE' button with three options: 'Photo Library' (selected), 'Take Photo or Video', and 'Choose File'.

- 6 Once your image has been added, enter a description along with it in the text box.



- 7 Tap "SAVE".



8

From here you can press "ADD ISSUE" again to start adding another issue to the same room.

When you're ready to add the issue, tap "DONE" and you can repeat the process as required to add more issues for other areas.

