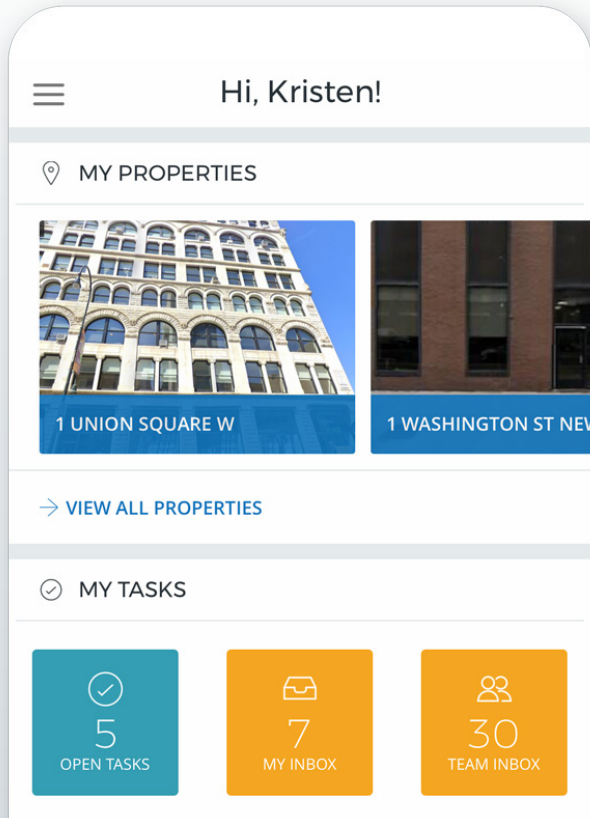


Using Your New InCheck Mobile App

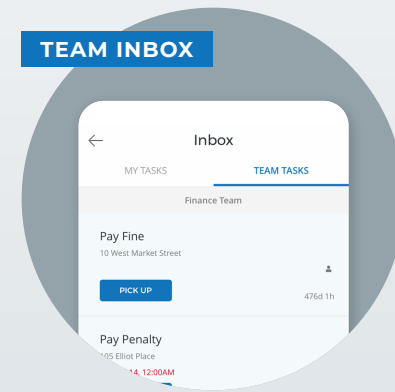
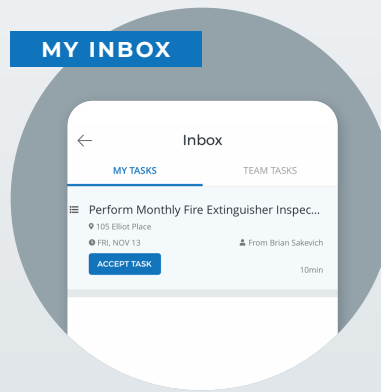
Tips and tricks for navigating the latest InCheck update

SECTION 1

YOUR NEW DASHBOARD

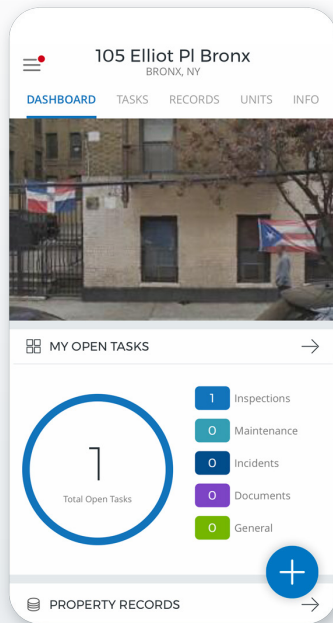


- Your Dashboard is geolocated, so buildings closest to you will appear first – making it that much easier to start work right away
- You can also access all of the following directly from this page:
 - **YOUR OPEN TASKS:** Any Tasks you're currently working on
 - **YOUR INBOX:** Any new Tasks you've been assigned. You'll need to review your Inbox and Accept new Tasks so your team knows you've seen it, and are working on it
 - **YOUR TEAM INBOX:** Any new Tasks assigned to Teams you're a member of. You can pick up any Tasks from here and add them to your personal list



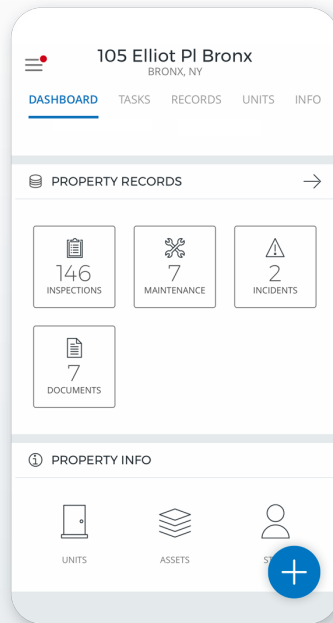
➔ Need help? Get advice from our expert team – email support@sitecompli.com

SECTION 2 DETAILED PROPERTY VIEWS



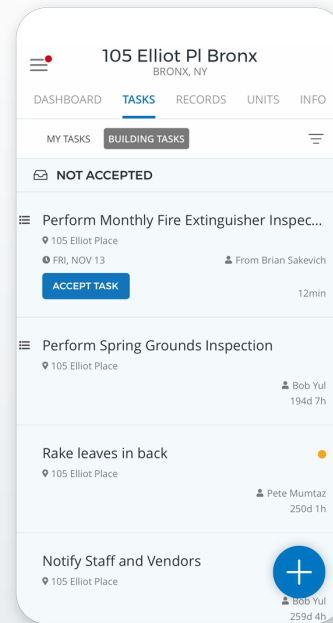
Property Dashboard

Clicking into a property gives you a high-level view of Open Tasks at that location, and other critical records



Building Records and Assets

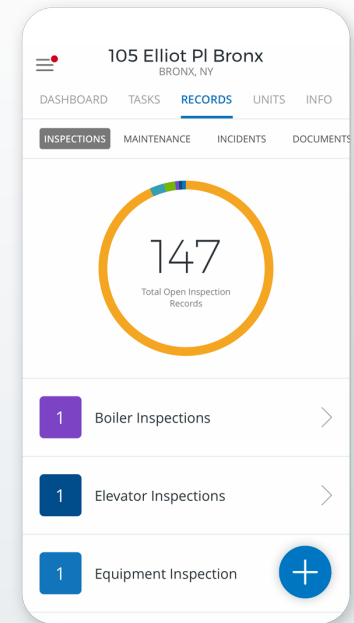
Scroll down on the Property Dashboard to access more information – including details on Units and Tenants, Property Assets, and Staff



All Open Tasks At Each Property

Click into Tasks to view any open Tasks for the building, including:

- New Tasks assigned to you
- Tasks accepted by you
- Tasks assigned to other staff members or Teams

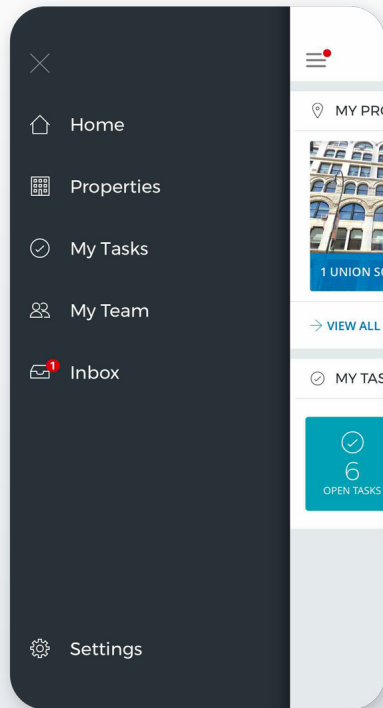


Records Summary & Details

Click into Records to view information for Inspections, Maintenance, Incidents, or Documents, and add new items

SECTION 3

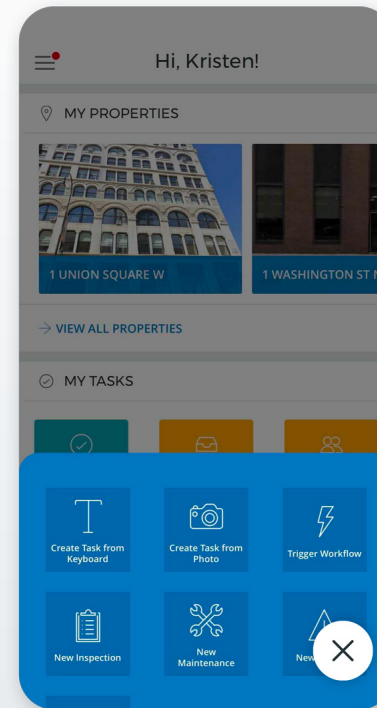
EASY ACCESS TO IMPORTANT INFORMATION



- Clicking on the hamburger icon ☰ in the upper-left corner of your screen lets you navigate to key sections of the App
- You can access this panel from wherever you are in InCheck

SECTION 4

TAKE ACTION EVEN FASTER



- Clicking on the blue plus sign button + in the lower-right corner of your screen lets you quickly take action
- You can create a new Task, trigger a team Workflow, log a new Inspection record, and much more
- You can access this panel from wherever you are in InCheck