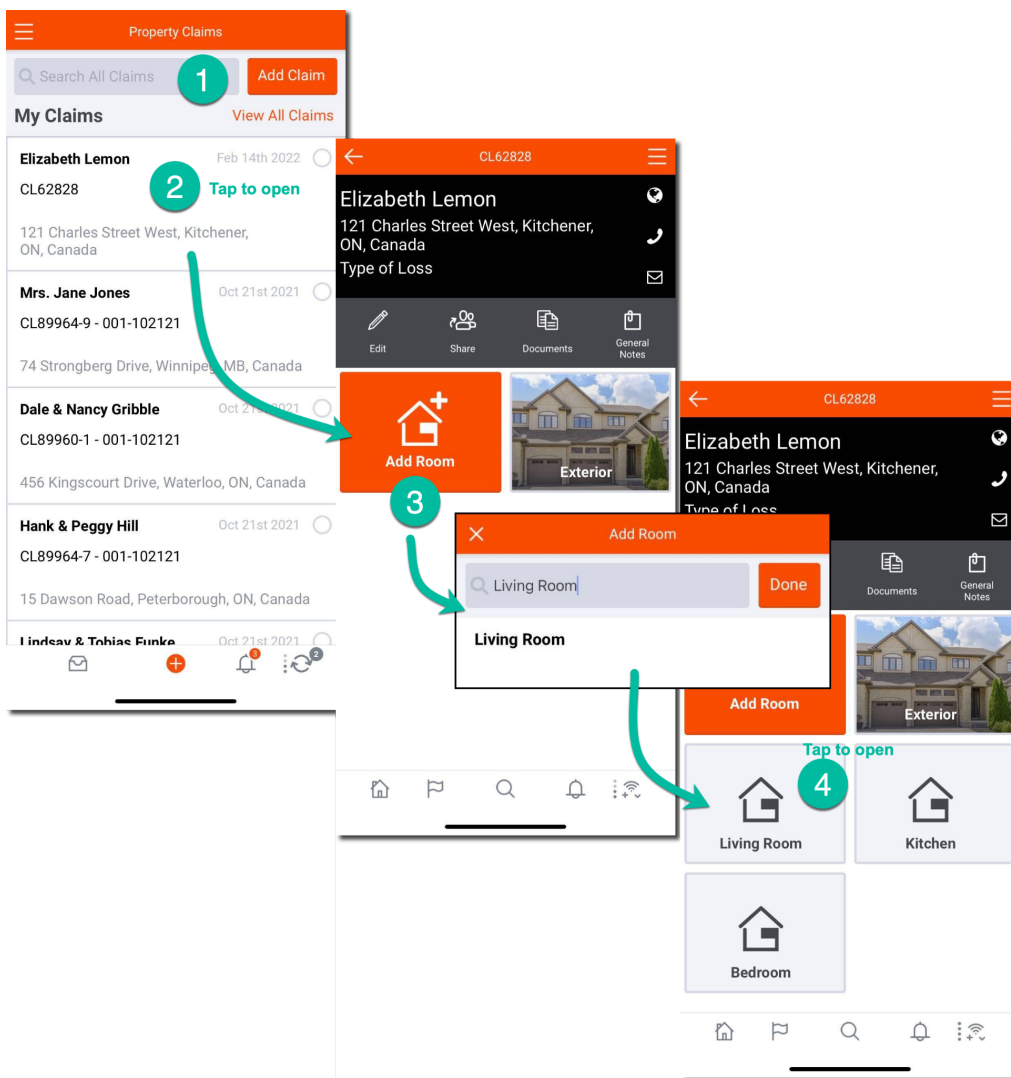


# LISTING CONTENTS

## OPEN THE CLAIM & ADD A ROOM

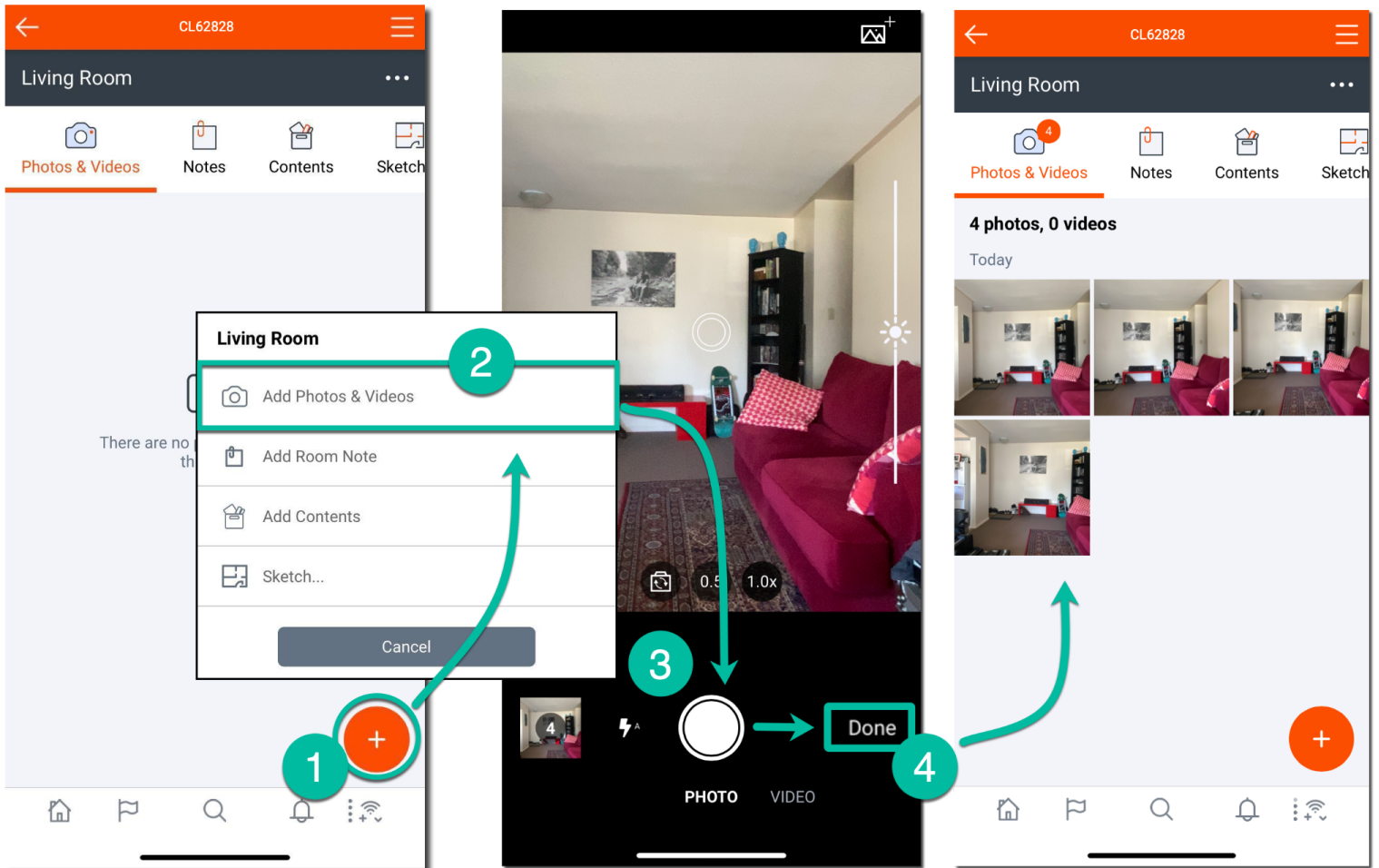
1. From the claim inbox, search by customer name, address, or claim number to find the claim. If a claim doesn't exist, tap the **Add Claim** button and fill out the claim details. See [this guide](#) for more info on adding claims.
2. Tap on the claim to assign yourself to it and open it up.
3. Tap **Add Room** to create a folder for documenting the room. Repeat for each affected room.
4. Tap on the room you'll be working out of.



**(OPTIONAL) START WITH ROOM PHOTOS**

Perhaps you want to grab a quick set of structural photos before jumping into contents inventory.

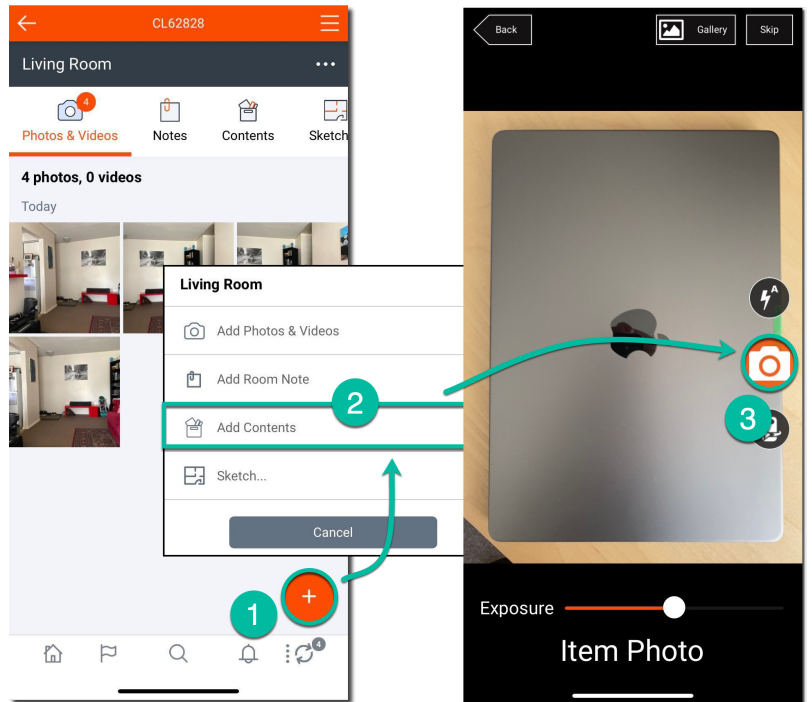
1. Tap the **+** button.
2. Select **Add Photos & Videos**.
1. Use the white capture button to snap photos or videos. Start on one side of the room and repeat until you have a 360° view of the room
3. Tap **Done** when finished.



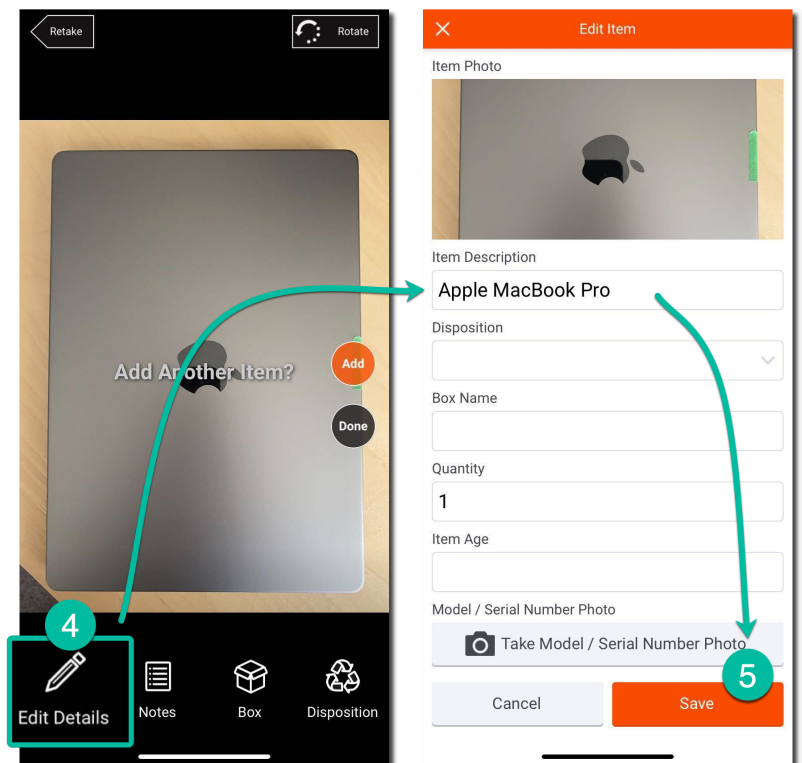
## INVENTORY CONTENTS

Now that your structural photos are done, you can start inventorying contents.

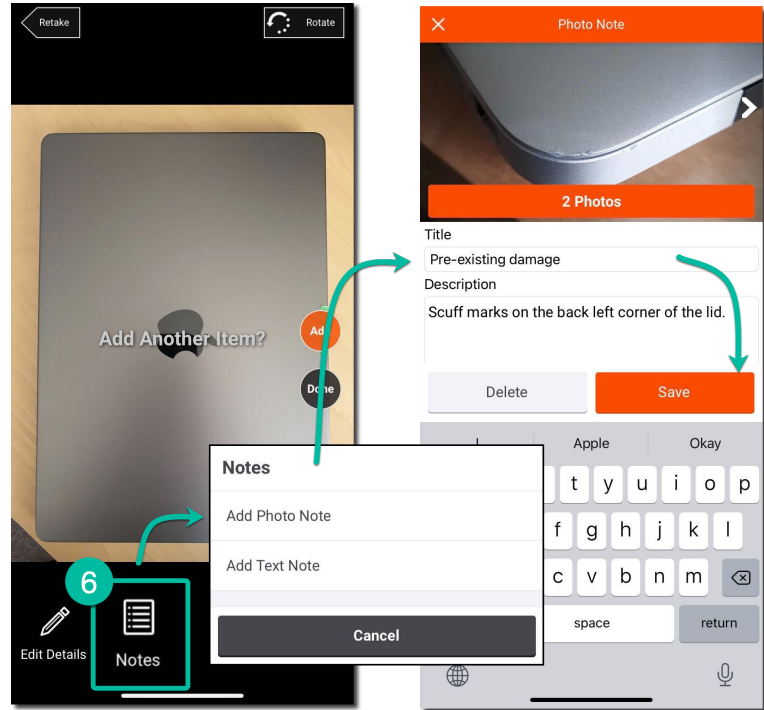
1. Tap the **+** button.
2. Select **Add Contents**.
3. Tap the **📷** icon to snap a photo of the first item.



4. Tap **Edit Details** to add an item description and other details as needed (item details can be filled out later if desired).
5. Tap **Save**.



6. (Optional) Tap **Notes** to add additional photos or comments.
  - a. Tap **Add Text Note** to simply add some comments. Tap **Add Photo Note** to take additional photos of the item such as pre-existing damage.
    - i. Take as many photos as needed using the icon.
  - b. Add a note tile and description and tap **Save**.



7. Tap **Add** to add the next item and repeat for all items.
8. Tap **Done** when you're finished listing items.
9. (Optional) Tap the **+** button to add more items at any time.

