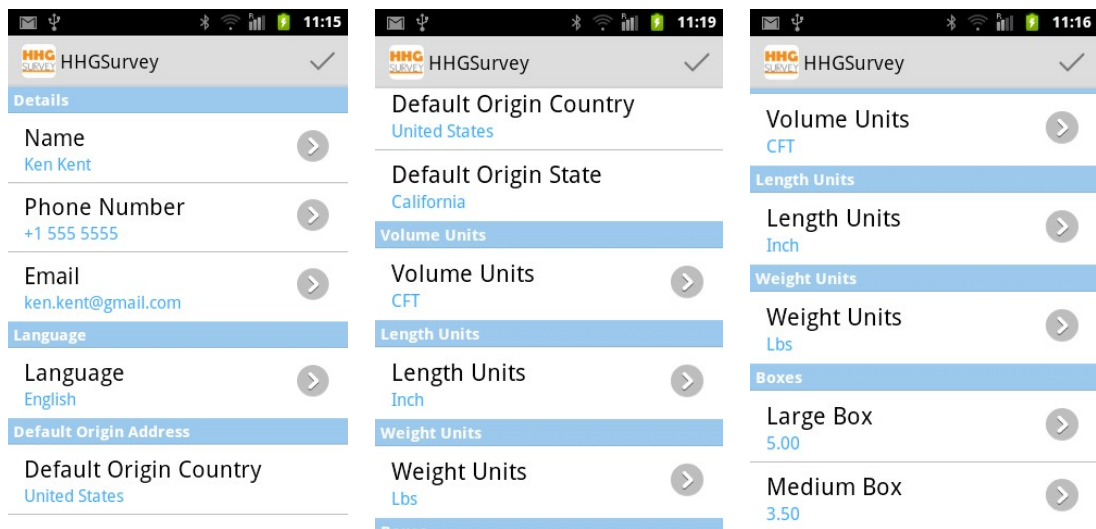# Working with the **HHGSurvey** Application

on Android

1. Setting

⇒ When you first launch the HHGSurvey Application, you are directed to the "Settings" screen

Here you should enter your name, email and phone #, select your preferred "Language", your "Origin Country" (which will be used as the default for all "Origin Addresses"), and the units you are using in your surveys (Metric or Imperial measurements). Also, you need to scroll down and select the size of the boxes you will use in your packaging.

2. Adding a Survey

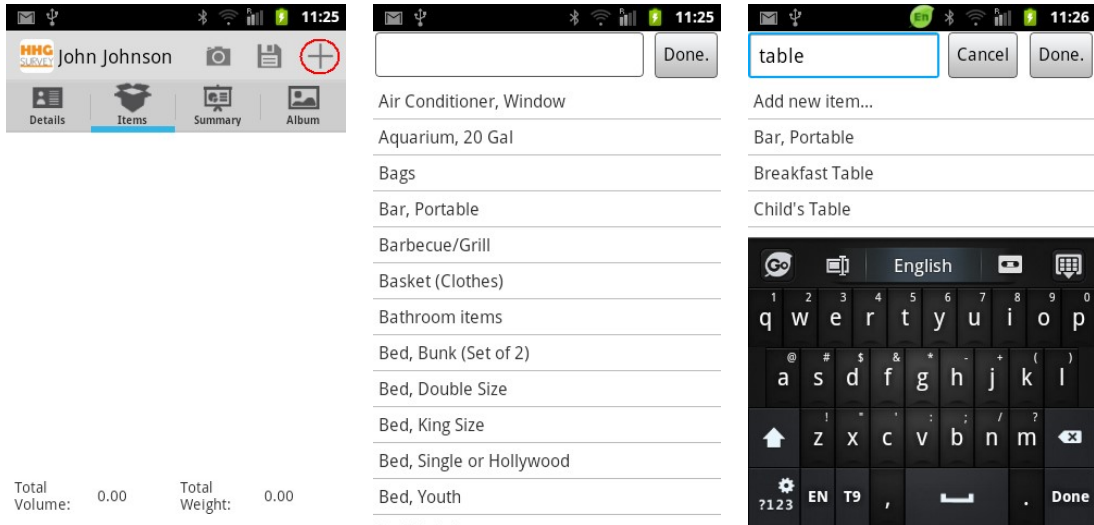⇒ On the Main Screen, click on the "+" sign (on the upper bar)

Here you enter all the details about the planned survey (only the "Customer Name" is mandatory) including "Survey Date" and description of the "Origin Address" and "Destination Address."

3. Doing a Survey

⇒ On the Main Screen, click on the Customer name" and then on "Items"

You will see the list of items already added to this survey. Naturally, it will be empty when you start the survey.

⇒ To add an item, click on the "+" sign

⇒ You can scroll to the item or tap on the text box and start typing
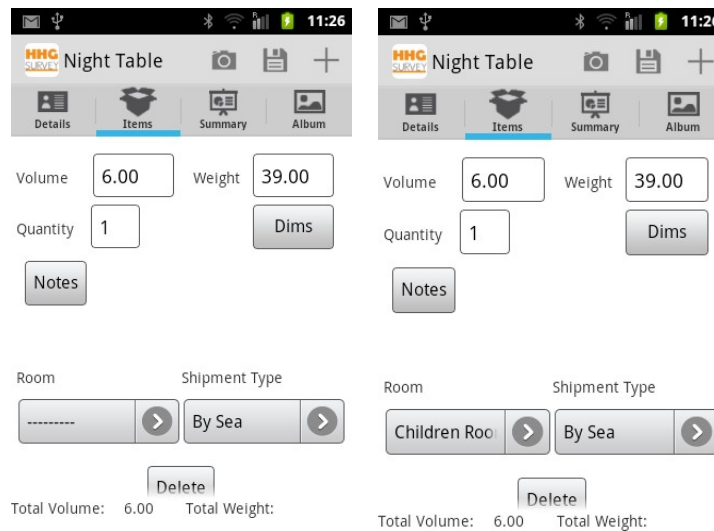⇒ When you see the item you are looking for, tap on it
⇒ If the item is not on the list, just continue typing
⇒ Once you tap on the item name, you will see the "Item" default properties

4. Change Item Properties

When an item is selected, you can modify the properties of the item before adding it to the list.

⇒ Select the "Room" and the "Shipment Type
⇒ Change the Quantity
⇒ Change the Volume and/or the Weight of any item
⇒ You can also click on "Dims" and enter the item dimensions

⇒ When you have finished, click on "+" to add the next item or "Save" to return to the list of items

To delete an item

⇒ Tap on the item name from the list of items
⇒ Tap on the Delete button

5. Summary

⇒ Tap on "Summary." You will see a summary of all the items listed.
⇒ Tap on "Filter" And select " Air / Land / Sea / Storage" to see the list of items and the total of any shipment type or tap on By Room
⇒ To change item property or delete an item, click on the item.

The total volume and weight of the item(s) is displayed at the bottom.

6. Survey Summary & Misc.

Upon completion, you may send a Summary Email to the customer.

⇒ From the Main Screen, click on the   icon next to the customer you wish to send a Summary Email to.

⇒ From the Main Screen, click on the   icon to modify customer details and/or list of items.