Working with the **HHGS**urvey Application

on the iPhone

1. Setting

⇒ When you first launch the HHGSurvey Application, click on "Setting"

Here you should define your "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 tap on "Boxes" in order to define the size of the boxes you use in your packing.

2. Adding a Survey

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

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 (upper right corner).

⇒ 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
⇒ Select the "Room" and the "Shipment Type" and click on "+" to add the next item or "Save" to return to the list of items

4. Change Item Properties

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

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

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

⇒ Click "Save" to save or "+" to save and add an additional item

To delete an item you have just added,

⇒ Click on "Save" to return to the list of items
⇒ Slide your finger (from left to right) on the item you want to delete

5. Summary

⇒ From the "Customer" screen, click on "Summary." You will see the list of all the items.

⇒ Click on "Land / Air / Sea / Storage" to see the list of items and the totals for any shipment type.

⇒ Click the [⏭] in the upper right corner to see the list of items (including volume and weight) per room.

⇒ To change item property or delete an item, click on the item.

⇒ Note: The "Delete" button is located under the "Room Selector", so you need to scroll the screen upwards to see it.

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

⇒

⇒ Click "Save" to save or "+" to save and add an additional item

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

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