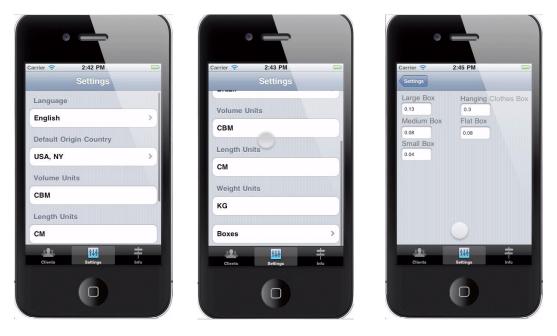


Working with the HHGSurvey Application

on the iPhone

1. Setting

 \Rightarrow 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

 \Rightarrow 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

 \Rightarrow 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.

 \Rightarrow To add an item, click on the "+" sign (upper right corner).



- \Rightarrow You can scroll to the item or tap on the text box and start typing
- \Rightarrow When you see the item you are looking for, tap on it
- \Rightarrow If the item is not on the list, just continue typing
- \Rightarrow 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.

- \Rightarrow Change the Quantity
- \Rightarrow Change the Volume and/or the Weight of any item
- \Rightarrow 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.



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

To delete an item you have just added,

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



5. Summary

- \Rightarrow 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.
- \Rightarrow Click the with the upper right corner to see the list of items (including volume and weight) per room.
- \Rightarrow To change item property or delete an item, click on the item.
- \Rightarrow 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.



 \Rightarrow 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 wish to send a Summary Email

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icon next to the customer you

 \Rightarrow From the Main Screen, click on the and/or list of items

icon to modify customer details