



## Report PRO

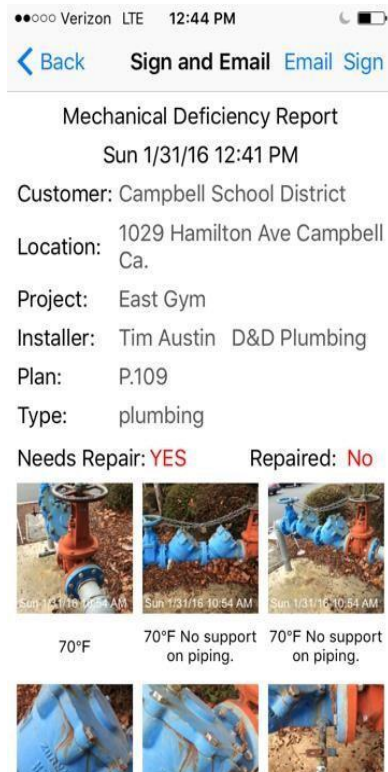
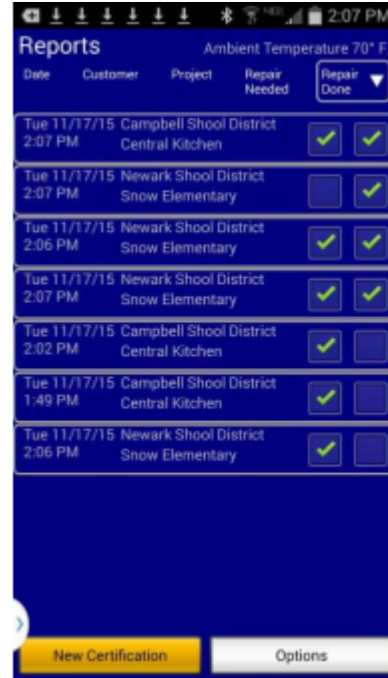
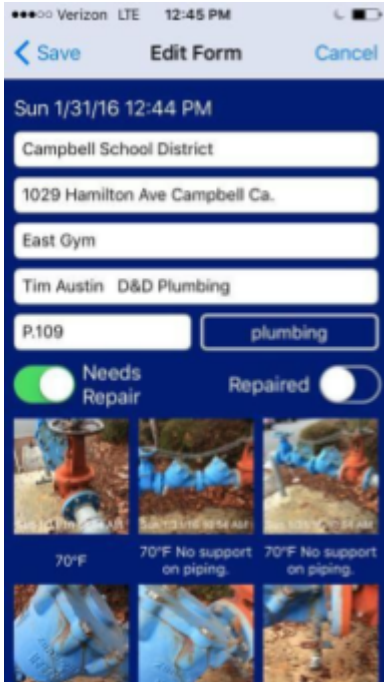
A powerful, user-friendly app with embedded change order, estimate, and invoicing designed for the construction, facility, and maintenance industries for professional contractors, inspectors, engineers, plumbers, HVAC, project and property managers and service technicians.

The Report PRO documents a “correction needed” or a “correction completed” of the infrastructure of a building, including mechanical, plumbing, electrical, or structural. Very effective for documenting punch list items on fast-paced construction sites. Change orders, work estimates, punch list, RFI’s, RFQ’s and invoices are easily created, digitally captured, and logged with ease.

Leverages smartphone technology with our patent-pending, time-locked documentation process that includes embedded photos watermarked with time, date, ambient temperature, and GPS location in addition to sorting, storing, and emailing documents and enabling signature capture (E-Sign). Cloud syncing on multiple devices (iOS).

- Creates secure, digital certification documentation in minutes. (Say goodbye to lost or damaged paperwork.)
- Reduces labor hours for project walks to correct punch list items.
- Change orders, work estimates, and invoices are easily created, digitally captured, and logged with ease.
- Embeds photos-stamped with time, date, ambient temp, GPS location.
- E-signoff for multiple signatures of inspectors, project managers, etc.
- Emails professionally documented, certified PDFs.
- Time-locked, encrypted data fields-prevent errors and data tampering.
- Organizes and stores files by date, project, system, and client.
- Improves accountability-gives clients, engineers, and architects detailed proof of work.
- Designed for field use with no internet or server connections needed.
- Cloud storage and syncing on multiple devices (iOS).
- No ads.
- Provides documentation- change orders, estimates, punch list, RFI’s, RFQ’s, and invoicing.
- TLD PRO version, multi-user web dashboard and integrated apps allow teams to sync projects and documents on multiple devices from the field to the office.

# Screen Shots



## Estimated Time and Labor Savings with the Report PRO

Activity	Current Labor without App (minutes)	Labor with App (minutes)	Labor Saved with App (minutes)
<b>Finding and Printing Documents</b>	30 min per job	30 min initial download; 5 min per every additional use	0 min initial; 25 min for additional jobs
<b>Transporting Documentation</b>	30 min	5 min to find phone	25 min
<b>Completing Documentation</b>	15 min	15 min	0 min
<b>*Loss, Incomplete, or Inaccuracies on Documents</b>	120 min finding lost paperwork or recreating docs	15 min find phone and email completed documents	105 min
<b>Scanning Documentation</b>	5 min	0 min no scanning needed	5 min
<b>Emailing Documentation</b>	20 min travel to office; find, scan, email document	5 min type in names and send email from field	15 min
<b>* Further Detailed Documentation to Customer</b>	0-120min depending on request	5-15 min to resend or reprint repair report if hard copy requested (App provides all detail and photos customers will need)	Up to 105 min
<b>Multiple Repairs</b>	15 min x number of repairs	5 min (App auto-fills project details from initial repair report)	10 min+
<b>Totals</b>	<b>355+min</b>	<b>95 min</b>	<b>290 min+</b>

- ◆ **Items with Asterisk (\*) don't apply to all jobs, but often occur in the field.**
- ◆ **Total estimated labor hours saved in one repair: 55 min. minimum, up to 4 hours, 50 min depending on customer and job.**

- ◆ **Total estimated labor hours saved on projects with 25+ repairs:** 22.9 hours minimum, up to 120.8 hours.

**If the average cost of labor is \$120 per hour:**

- Estimated cost savings for one repair is \$110 minimum and up to \$580
- Estimated cost savings for large projects with 25+repairs is \$2,748 minimum, up to \$14,498.

## **The Report PRO Document Quality**

<b>Process</b>	<b>Current Documentation Process</b>	<b>Documentation When Using Application</b>
<b>Obtain Documents</b>	Must find correct paper form	Find phone; open App
<b>Secure Picture of Repair Required or Completed</b>	none	Yes-Live Digital Capture; No photo import/export ensures document integrity
<b>Time/Date Stamp</b>	none	Yes Watermarked
<b>Temperature Stamp</b>	none	Yes Watermarked
<b>GPS Stamped</b>	none	Where available
<b>Locking Fields</b>	none	Yes-All fields
<b>Signature</b>	Pen/Paper	Real-time E-signature
<b>Secure Filing of Documentation</b>	Transport back to shop, scan, email	Email immediately from field
<b>Company Repair Completion with Digital Documentation</b>	None	Yes-Through patented, time lock process. Includes E-signed repair form, time-locked data fields, and time and date-stamped photos.
<b>Secure Document</b>	None	Yes-Through patented, time lock process. Includes E-signed repair form, time-locked data fields and time and date-stamped photos.
<b>Quality of Document to Customer</b>	Handwritten, scanned paper (no embedded photos)	Digital capture of repair with all information typed, E-signed and securely locked

- **This App improves the quality of the repair documentation by providing a time-locked, date and GPS-stamped photo documentation that is not editable.**

- **App documentation offers assurance to inspectors, business owners, customers, and tradesmen that the repair was needed, performed, and documented at the highest standard.**

## **Report PRO User Instructions**

### **Step 1-Document**

Open App interface.

From the Welcome screen, tap Projects, tap the + sign to create a new certification form.

Type in Project name title, tap Create.

From the projects screen, tap location, tap the + sign to create a new location and add tagged emails.

Type in location name title, tap Create.

Tap the folder you are working with. Tap the + sign to create a new certification.

Type in project details. Tap Mechanical to select the system type for the certification. Select type (Mechanical, Control, Electrical, Plumbing, Street, Create New).

Tap Camera icon. Take photos of repair (needed or completed for mechanical, structural, electrical, plumbing, HVAC, etc. systems). You may retake or save photos. Once saved, photos are not editable.

Up to 6 photos in total may be captured on the certification document. After taking a photo, you may adjust the temperature and add notes at the top of the screen.

When you have completed your photos, you have the option of selecting one type of form that you may include with the certification. Options are Comment, Change Order, Work Estimate, and Invoice.

The comment box may be used as a daily report and description of condition/status. Tap save.

### **Step 2-Verify**

After repair is completed with the Administrative Authority necessary, from the Welcome Screen tap Projects, tap the Project that you are working with and tap Edit. Verify proper completion of the mechanical system. Toggle "Completed" on App. Tap Edit and take completion photos. Now you will have multiple photos side-by-side stamped with time and date. When you have completed your photos, you have the option of selecting one type of form that you may include with the certification. Options are Comment, Change Order, Work Estimate, and Invoice. The comment box may be used as a daily report and description of condition/status. Tap save.

From Project screen, select Project for saved certification, confirm accuracy of all information on certification form. This is the final opportunity to edit the form.

### **Step 3-Publish**

When the document is finalized and ready to publish, tap Sign and Email. At this point, all inputted information, saved photos, and confirmation of work status has been confirmed and is non-editable. At the bottom of the screen, click Signature. Input Installer's title and name and sign document using a stylus or finger. Tap Add to have Administrative Authority input their title and name and sign. Once E-signoff is complete, tap Close. At the top right of the screen tap @ prompt to send the document. Type in recipients' email addresses and send.

You may have multiple repairs on one project in edit mode. You can duplicate all information except the photos, notes, and temperature each time you open a new certification form for the same project. Press the Duplicate button to autofill the job details for each new repair on the project. You can edit the duplicated information, such as the type of system being inspected (mechanical, structural, electrical, plumbing, HVAC, etc.) and any other information as needed such as building number, representative, or equipment type). You can organize multiple repairs for large projects on the interface in saved forms by system, Customer, Date, or Status to easily track different repairs on the same project.