

Give your clients all of the information they want and need about your project in a more useful way.

Binders are difficult to create, difficult to use, and often difficult to find when you need them. Give your clients all of that information, and more, in an app instead.

Why Centriq?

Give your clients everything they need to know about your project in an easy-to-use app on their phone

With Centriq, you can create an intelligent user guide, customized specifically for your client's home that includes all of the information they need about their remodeling or home improvement project. And because all of the information is accessed with an app on their smartphone, they'll have the information at their fingertips when they need it.

Building the user guide is EASY. The first step is to add your client's major appliances and systems. With just a photo of the nameplate, Centriq will retrieve everything your client needs to know – from user manuals, to parts & supplies for future maintenance, and even “how to” videos from experts. For most houses, that's just 10 photos or less. Then, capture all of the other things your client wants to remember about their project. And finally, easily transfer Centriq with all this great information to your client.

This document will help you capture key information that will be most useful to your client.

Knowledge Capture Guide

Step 1: Add Appliances & Systems

Getting the manufacturers' information is EASY with Centriq: All you do is take 1 photo each for the major appliances and building systems, Centriq does the rest.

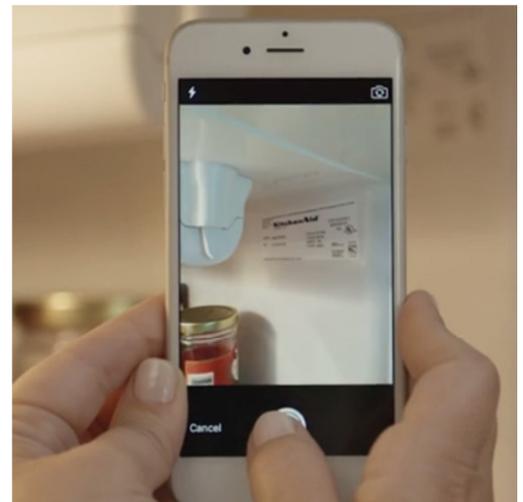
Use Centriq to get the manufacturers' information on appliances and systems

Just take a photo of the label, and Centriq gets user manuals, parts & supplies, and "how to" videos

Download Centriq, and set up your client's account with their email and a password you'll remember and share later. Be sure to capture anything new you install as part of the project. As a courtesy, you may also want to capture your client's other appliances and systems.

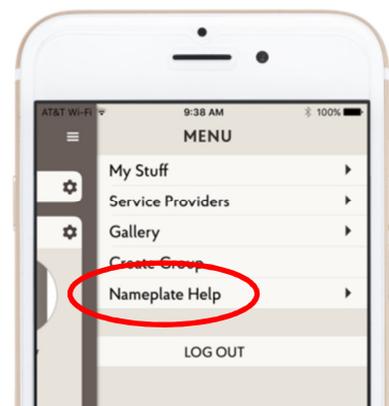
Capture things like:

- Refrigerator
- Stove/Range
- Range Hood
- Toaster
- Microwave
- Dishwasher
- Washing Machine
- Dryer
- Water Heater
- HVAC system
- Pool/Spa Equipment



Take a picture of the nameplate – the label with make, model and serial #

If you can't find the nameplate, open the menu and use the nameplate help:



Knowledge Capture Guide

Your clients will know they have one place to turn for everything they need to know about their home, and won't have to worry about remembering it all.

Step 2: Capture other project details

You can capture all of the details about the project that your client will want using Centriq's other features

- Take videos or photos
- Upload receipts and important documents
- Add contact info for service providers
- Add a note for other information

Here are some common questions homeowners have at the end of a remodeling or home improvement project, and how contractors capture the answers in Centriq:

- Can you provide a copy of the contract/permit/invoices/receipts/blueprints/floor plans?
 - Use "Add document" to upload all project related documents into Centriq, and put them with the appropriate room or item
- What are the names of the paint colors you used, is there any paint left over, and if so, where is it located?
 - Take photos of paint cans or swatches, and add a note about amount and location of leftover paint
- Who were the subcontractors – plumber, gardener, electrician, etc. – who worked on the project?
 - Easily upload contact information for all sub's from your address book to the "Service Provider" tab
- Are there programmable systems (like a drip irrigation system)?
 - Add a short video about how to use it
- Where are the pipes and wires located in the walls?
 - Take photo notes of walls before drywall goes up

Knowledge Capture Guide

Be sure to capture any relevant information from subcontractors, like electricians, plumbers and painters.

- Can you provide warranty/purchase information for all appliances, cabinetry, etc.?
 - Use “Add document” to upload receipts and warranties with the items
- How do I care for my new countertops?
 - Use “Add item” to add countertop material and Centriq will supply a care and maintenance guide
- How do I care for my new floors?
 - Use “Add item” to add flooring type and Centriq will supply a care and maintenance guide
- Which circuit breakers go with my new things?
 - Label breakers, and add a photo or video note
- Who made my cabinets?
 - Use “Add item” to add cabinets. If they were made by a custom cabinetmaker, add the cabinetmaker’s contact information to the service provider tab
- What are all the final finishes and materials used?
 - Add a photo note showing final selections like pulls, light fixtures, etc.
- What light bulbs do I need for each fixture?
 - Use “Add item” to add each fixture (e.g. “kitchen wall sconce”), and then add a photo note of the lightbulb

Landscaping:

- How do you program the drip irrigation system?
 - Record a video
- Can you provide names of the main plants and trees? What do I need to do to take care of them?
 - Use “Add Item” to add plants and trees and Centriq will provide care information

Exterior:

- Where is the gas shutoff, and how do you use it?
 - Record a video
- Where is the water shutoff, and how do you use it?
 - Record a video

Anything else?

- Think about anything your client will want to remember, or convey to others, and capture it in Centriq

Knowledge Capture Guide

Step 3: Transfer it to the client

Once you give your client access to the account, all this knowledge and information will be at their fingertips when they need it.

Once you're finished capturing all this information, just have your client download Centriq and give them the password

Your client will be able to log-in to the Centriq account you have created for them, and all of the information will be there. Then, they can change the password so their account will be private, and they can continue to use Centriq to keep track of their other things.