



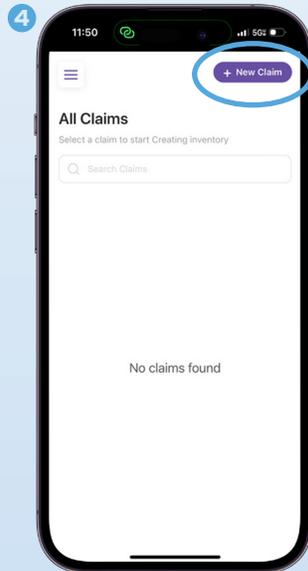
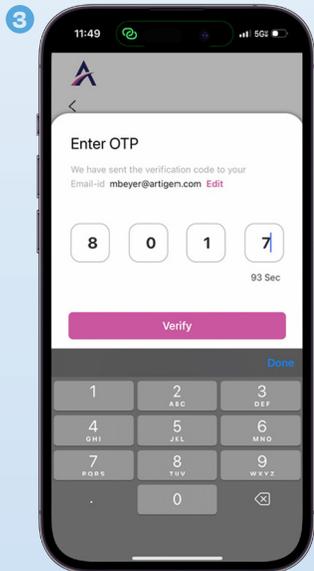
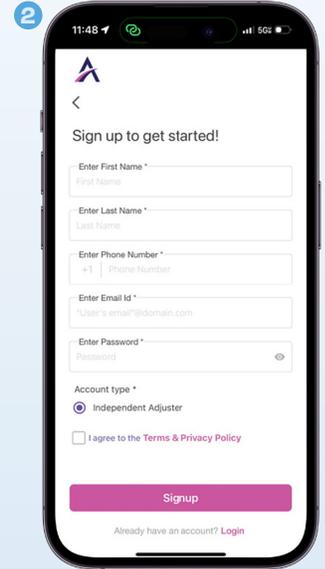
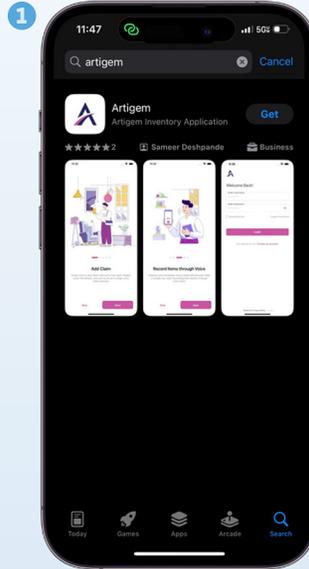
INVENTORY CREATION APP

1 Downloading the Artigem Inventory Application

- Search for "Artigem" in the App Store
- Tap "Get" to download
- Open the app from the store or your home screen

2 Registering on the App

- Tap "create an account" on the login page
- Enter your name, phone number, email, and password
- Check the box to agree to the Terms & Privacy Policy
- Tap "Sign Up"



3 Confirming your Email

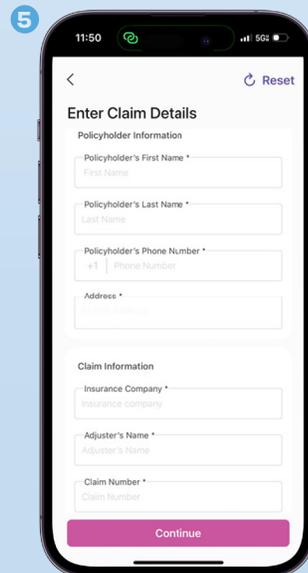
- Check your email for a 4-digit code
- Enter the code in the app
- A success message will appear if it's correct

4 Creating a Claim

- Login to the Artigem Inventory App
- Tap "Create New Claim"

5 Enter Claim Details

- Policyholder's name and phone
- Property address (Google Search enabled)
- Insurance company
- Claim adjuster's name
- Tap "continue"
- A \$20.00 invoice would be generated and emailed to you every time you create a claim irrespective of the number of items added



6 Accessing a Claim

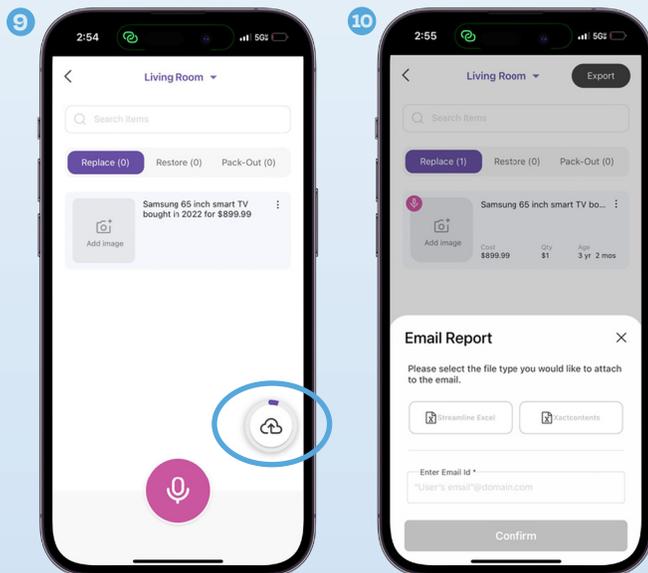
- Tap a claim on the homepage to add inventory
- Or, search a claim # or policyholder's name

7 Adding Rooms to a Claim

- Tap "Add New Room" on the claim home page
- Enter a room name or select a room type (e.g. Living Room, Basement)
- Tap "Add"

8 Add Items to the Room

- Click on the room on the claim page
- Click on the 'Record' button at the bottom middle of the screen
(Allow access to the microphone and device audio when prompted by the application)
- Begin narrating the description of the item
- Say "Next Item" when satisfied with the description to save and move to the next item
- Keep recording items until desired, and stop by clicking the 'Record' button again
- To add pictures of the item, click on the 'Photo' icon on the item's card
(Grant camera access when prompted by the application)
- Take pictures, which will be associated with the item's details



9 Uploading Items

- After about 10-15 items, upload them by tapping "Upload" (bottom right)
- Wait for the upload to complete
- View uploaded items on the claim details page

10 Exporting Items to Excel

- Tap the 3 dots (menu) on the claim page and select "Export"
- Choose either XactContents or Streamline style Excel
- Enter the email to send the file to
- To export items from a specific room, tap "Export" in that room

11 Adding Participants to the Claim

- Tap "Add Participant" on the claim home page
- Enter the participant's email address

12 Helpful Tips

- After adding 10-15 items, stop and upload them
- The app saves item info even offline. Sync by tapping "Upload" when online
- You can edit item details after uploading by swiping left or tapping the edit icon
- Add pictures from the gallery or camera
- To remove an item, swipe right or tap "Delete"
- Swipe left or right to view other images
- Pinch to zoom in/out on images

