

Download SMM@pp to your mobile device:

- Android (Google Play Store - Search for “smm@pp”)
  - <https://play.google.com/store/apps/details?id=com.movemanager&hl=en>
- Apple iOS (Apple App Store - Search for “smm@pp”)
  - <https://itunes.apple.com/us/app/smm-pp/id1203791221?mt=8>

Login using the email address and password you set up for your account. The device will remember this password and you will only want to use the same account on your device.

After logging in, you will see a list of any open estimates. To view completed estimates, tap the completed tab.

### Viewing an Estimate

Tap on the estimate name you wish to view and edit. This will bring you to the main estimate view. From here you can email, call or get directions to the location of the Estimate.

At the top right corner, you can edit the estimate. Simply tap the square with the pencil icon to edit and click on “save” in the upper right when finished.

Under the name and address you will find a row with two buttons, **Rooms** and **Notes**.

### Rooms

The Room screen will first appear blank until you start adding rooms to your estimate. Click on the Rooms tab then click on the + in the upper right of the screen.

- Type in the room name
- Add an image to this room by tapping **Update Image**
  - o This will ask you to select an option
    - Take Photo – this will let you use your devices camera to take a picture of the room and its contents.
    - Choose from Library – Select a previously taken photo or image.
    - Remove Image
    - Cancel
  - o Click on **Save** in the upper right to save your room.
- To edit a room, click on the square with a pencil in the upper right of the room you are viewing, edit and then click save.

Next you will be asked to enter **Items** of the room.

- Click on the **Items** tab
  - o Click on the + in the upper right hand screen
  - o Select a previously entered item or create a custom item by tapping **Custom**
    - Fill in the name and change the rate and hours if needed.
    - Tap **Update Image** to add a photo or image to the item.
    - Tap **Save** in the upper right corner to finish.

- Select as many items as needed. Your running total will be displayed at the bottom of the page.
- When finished, tap the < in the upper left corner to get back to the rooms screen.

### Notes

Add notes to this estimate to keep track of anything you will need to know later on.

- Tap **Notes** in the estimate.
- Tap the + button in the upper right.
- Type a title of the Note and tap below to enter text for your note.
- When finished tap on **Save** in the upper right.

When you have completed taking notes tap on the < in the upper left until you return to your desired screen.

### Save and Complete

When all the rooms, items and notes have been added, check the Estimate Total at the bottom. If this looks correct then you can either save the estimate or mark it as complete.

- **Save Estimate** requires a wireless or data connection to complete. Make sure you have a connection before you save or save when you can acquire a connection.
- **Mark Complete** will bring you to the digital signature page where you can have the client sign with their finger. The total amount they are signing for shows at the top of the screen. Once they have signed, tap **Complete** in the upper right corner. The also requires a connection to complete the saving process.

**Once an Estimate is marked complete, you cannot add/edit or save any changes with exception of notes.**

To go back to the list of estimates click on the < in the upper left

Once an estimate is complete it will be taken out of the **Open** tab and put in the **Completed** tab. The tab you are currently viewing is orange.

To view a completed estimate tap on **Completed**.

- Tap on any completed estimate you wish to view.
- Remember, you cannot add, edit or change the estimate. You can only add and edit notes on that estimate.

To go back to your list of open estimates tap on **Open**.