
MITIGATION COMPLETION REPORTING

At the close of the mitigation, Encircle will generate a clear report of before and after pictures along with the final Drying Report and any specific carrier-related questions.

Step 1: Update the Completion “After” Photos

Note: To be completed for each affected area

1. Open the affected area room and **add a photo note** to document the completed work.
 - a. Tap **Notes** twice (until the popup window appears), select **Photo Note**.
 - b. Take photos from left to right to fully capture the room and work done.
 - c. Add specific close-ups as needed.
 - d. Tap **Done** and enter a title and description for the completed work:
 - i. Enter **“Mitigation Completion”** as a title for the note.
 - ii. **Enter details** about the work completed.
 - e. Repeat for each affected area.

Step 2: Create the Mitigation Complete Photo Report

1. Go to **Documents**. Tap **Generate Report**, then select **PDF Report**. Tap **Encircle PDF Report** and then select **Specific Rooms**.
 - a. Select all of the affected rooms.
 - b. Enter **Mitigation Completion Photo Report** as a title of the report.
 - c. Tap **Edit Report Contents** to select the photos to include:
 - i. Everything is selected by default, simply *turn off the sections that are not needed*.
 - ii. The sections to keep are the **overview photos** and the **Mitigation Complete Photo Notes**.

Step 3: Create the Drying Complete Report

Note: If a Drying Report already exists, you can simply update it by opening it and then save it.

1. Go to **Documents**. Tap **Generate Report** and then tap **PDF Report**. Select **Encircle PDF Report** and tap **Specific Rooms**.
2. Select the affected rooms that have moisture mapping.
 - a. Enter **Final Drying Report** as a title.
 - b. Tap **Edit Report Contents** to select only the Moisture Map Sketches:
 - i. For each room, deselect everything *except the Moisture Map Sketches*.
 - c. Tap **Save**.

Step 4: Create the Carrier Mitigation Completion Report

1. Go to **Documents**. Select **Generate Report** and then tap **PDF Report**. Tap **Encircle PDF**, Tap **Everything**.
 - a. Enter specific info required for carrier into reporting fields.
 - b. Attach the exhibits for the report:
 - i. Click **Attach Documents**.
 - ii. Select the **Mitigation Completion Photo Report** created in Step 2.
 - iii. Select the **Drying Report** from Step 3.
 - iv. Signed **MIT Work Authorization**.
 - v. Signed **MIT Work Completion Certification**.
 - vi. Updated Scoping Report if applicable.
 - c. Tap **Save**.