
REBUILD COMPLETION REPORTING

At the close of the rebuild, Encircle will provide a clear report of before and after pictures along with any specific carrier-related questions.

Step 1: Update the “Rebuild 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 **Rebuild Completion** as the title for the note.
 - ii. **Enter details** about the work completed.
 - e. Repeat for each affected area.

Step 2: Create the Rebuild Completion Photo Report

1. Go to **Documents**. Tap **Generate Report** and then tap **PDF Report**. Select **Encircle PDF Report** and then tap **Specific Rooms**.
 - a. Select all of the affected rooms.
 - b. Enter **Rebuild Completion Photo Report** as a title for 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 **Mitigation Completion Photo Notes/ Overview Photos*** and the **Rebuild Completion Photo Notes**.
 - iii. Tap **Save**.
 - d. Attach the exhibits for the report:
 - i. Click **Attach Documents**.
 - ii. **Sign** Customer Satisfaction document.
 - iii. Tap **Save**.

* If using the same file select **“Mitigation Completion Photo Notes”** or if using a new file **“Overview Photos”**.