



Survey App User Guide

NOVICE

- Download **MyHICH** app for **Free** from the App Store.
- Once the app is installed on your device simply open the app and complete the submission to receive your **Free** activation code.
- You will then have full access to all functions on the **MyHICH** app.
- Select **Create New Report**, Select one of the building survey templates best suited to a **Novice**,
 - **Building Survey Template**
 - **Snagging Survey Template**
 - **Buildings Insurance Claim Template**
- Enter client name and address into the **New Report File Name** section and click **Create** on the top right hand side of the screen marked in **Blue**.
- To complete the report just select and complete each **Data Group** listing marked in **Red**, these will change to **Blue** on completion of each element.
- Enter **N/A** into the **Surveyor** and **Building Engineer** sections to complete this element, these will be completed when the report is qualified and generated.
- Click **Back** marked in **Blue** on the top left hand side of the screen to return after completing each element.
- The next stage is the **External** data groups which list each element area of the property, click on each one and complete the paragraph, this can be done by **Free Text** or by using the system **Data Logs**, simply click on the **Paragraph(s)** link marked in **Blue**, and select one of the three link options, **Free Text** or **Non Defect** or **Defect**, all these are marked in **Blue** at the top of the screen.
- When using the **Non Defect** and **Defect Data Logs**, simply add any data element required in the **Search Bar** at the top of the screen, ie) **Slate Roof** or **External Wall Cracking**, text paragraph options will then be presented which can be edited or used to explain the **Defect** or **Non-Defect** area viewed, the same applies for all internal elements.
- **Images** are can be attached from the **Device Memory** or as a **New Photo** to support the property or element description.
- Select the **image** or take a **New Photo** and move to scale, click on the **Use** link marked in blue on the top right hand side of the image window , this will then attach the image.
- Once each element is completed simply press **Send**, the completed report data will then be reviewed by our Building Engineers and edited as required.
- Your **Fully Qualified** survey report will then be forwarded to your email address in **PDF** format.
- Please feel free to make contact if you required any assistance or further information on the **MyHICH** app or survey help.



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PRO

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- Select **Create New Report**, Select one of the building survey templates best suited to a **Pro**,
 - **Structural Building Survey Template**
 - **Schedule of Condition Survey Template**
 - **Roof Condition Survey Template**
 - **Building Survey Template**
 - **Snagging Survey Template**
 - **Buildings Insurance Claim Template**
- Enter client name and address into the **New Report File Name** section and click **Create** on the top right hand side of the screen marked in **Blue**.
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