

Conference Call 9/23/2017

START

Get a piece of paper, a pen/pencil and write down any questions you may have, as well as important information we give that you may need to remember.

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RULES

- You may have issues that need to be taken care of with a 1 on 1 conversation. We are going to be discussing the big issues in this call, please hold other things for a separate conversation.
- 1. Pay Issues
 - a. Time card and Invoice sheets – Your mileages MUST match on both documents
- 2. Wunderlist App
 - a. Every assessor needs to download and install this app
 - b. Create an account with your email address
 - c. Text the email used to setup the account to John Harris and Jonathan Robbins
 - d. You will have your own task list within this app. You will also be able to see the NEW ASSIGNMENT LIST and you can request to be assigned to anything on the list.
- 3. TrackDown App
 - a. There is a new version. Everyone needs to update the app
 - b. New function: Review. This function looks blank, but it is not. The font is very light colored and you have to look hard to see it. This issue is currently being resolved, so please be patient.
 - c. When you have updated this app, resubmit your cashed files IF you have any.
- 4. UberConference App
 - a. This app is optional.
 - b. For mobile phones only, will not find it on a tablet.
 - c. Steps:
 - i. Download the app
 - ii. Create an account
 - iii. Join a conference
 - iv. Conference name: EANGUS
- 5. Asset Lists
 - a. When you are going to a new city, you need to ask 2 questions:
 - i. Has the city already assessed damages?
 - ii. Does the city have a list of damaged property already identified?
- 6. EANGUSarea1.org
 - a. You may want to find and bookmark this site.
 - b. Information will be put on this site for the team.

7. "Notes" Section of Reports
 - a. If it took you 2 hours to find an asset, please put this in the notes section of your report. This way, there will be no questions of your whereabouts or activity.

FAQ's

1. Do I have to do a damage assessment on every asset on the list?
 - a. No, if the city does not want you to or if they do not have the time, you are not required to assess every asset on the list.
2. Who is in control of what assessor do in the city?
 - a. The city/member is in control. We provide them a service (you) and they control how they use the service.
3. If the city has a list of items that is not on my asset list, do I assess their list?
 - a. Yes, you will do assess their list IN ADDITION to your asset list.
4. If I come upon a collection of items that need damage assessments, such as lights or park benches, what do I do?
 - a. Do ONE damage assessment using "Asset not in List" and take a picture of each damaged item.
5. Do I have to have a photo for every damage assessment?
 - a. Yes, the new version requires it.
6. How do I fix an erroneous damage report or project manager report?
 - a. Call us. We will fix it for you.
7. How do I get a new assignment?
 - a. The Wunderlist app.
8. Do I need to do a daily report?
 - a. No, only project managers need to do daily reports, and they will need to do 3 reports per project per day through Trackdown.
9. How will I get status updates and task communications?
 - a. These will be given through Wunderlist.
 - b.