Snapflat

USER GUIDE

Snapflat user guide

snapflat.nexikos.ch

Screenshots: invented company, no real data. Version 0.3.57

Contents

Welcome to Snapflat

Try it without an account: the demo

Getting started

The list of inspection reports

Create an inspection report

Room by room

Sign on the screen

Send and download the PDF

Delete an inspection report

My account and security

Team

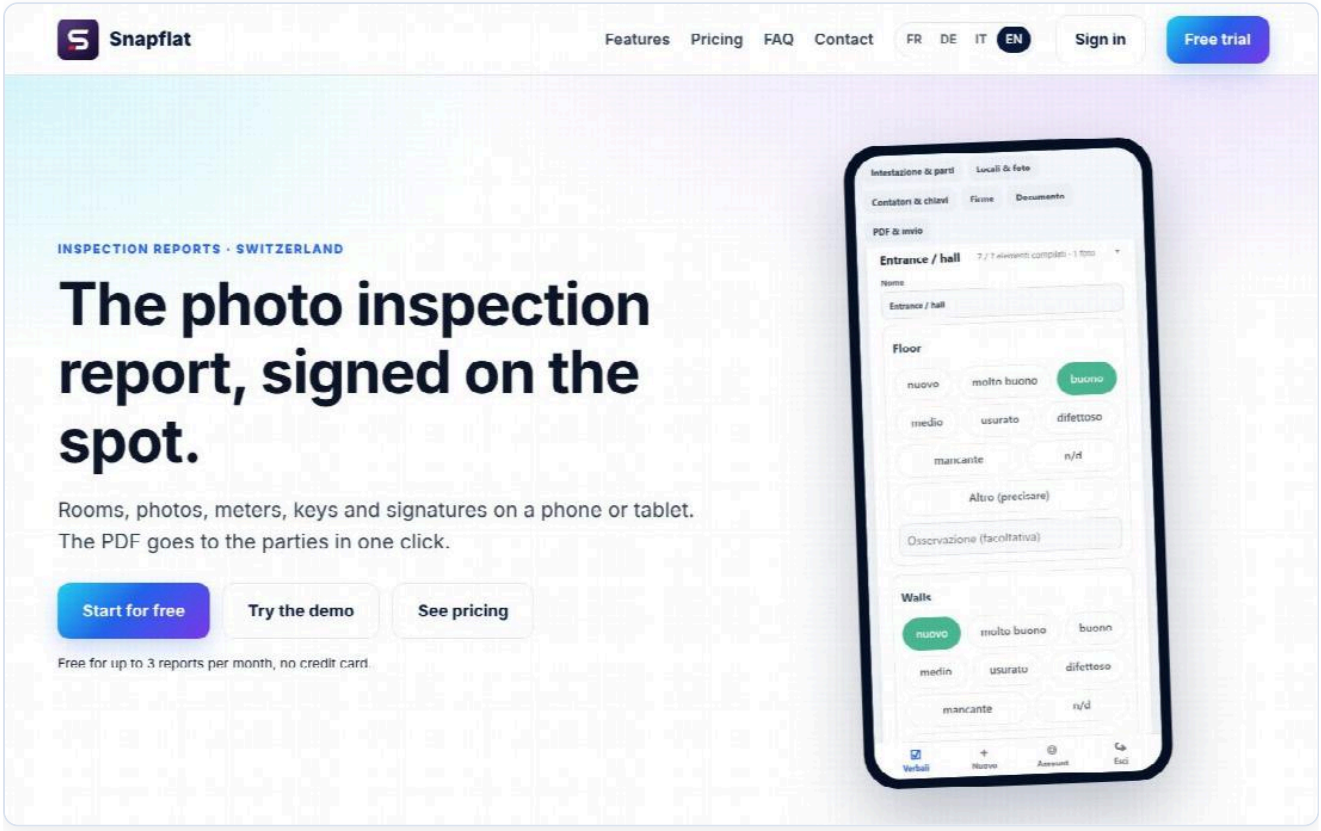
Subscription

Help and contact

Welcome to Snapflat

Snapflat is used to draw up the **inspection report** of a dwelling (move-in, move-out or interim) on a phone, a tablet or a computer: rooms and items, photos, meters, keys, signatures of the parties on the screen and a **locked PDF** sent to the parties.

This guide follows the order of a real inspection. The screenshots show an invented agency (“Régie Alpha SA”): no real data appears.



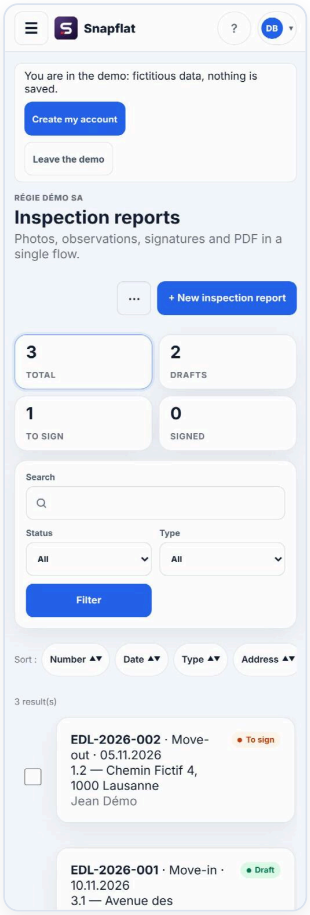
The Snapflat website: “Start for free” or “Try the demo”.

> **Help on every screen.** The small “?” next to a screen’s title opens short help. The account menu (top right) also gives **Help**, this **guide** (Documentation) and “Report a bug”.

Try it without an account: the demo

On the website's home page, **"Try the demo"** opens Snapflat straight away, without signing up or a password, on a fictitious agency ("Régie Démo SA") with three sample reports: a move-in being prepared, a move-out ready to sign and an interim report.

- You can open and browse everything: lists, rooms, photos, meters, PDF preview.
- **Nothing is saved** and **no e-mail is sent**: a banner at the top of each screen says so.
- **"Create my account"** in the banner leads to sign-up; **"Leave the demo"** closes the demo.
- The demo is reset every night.



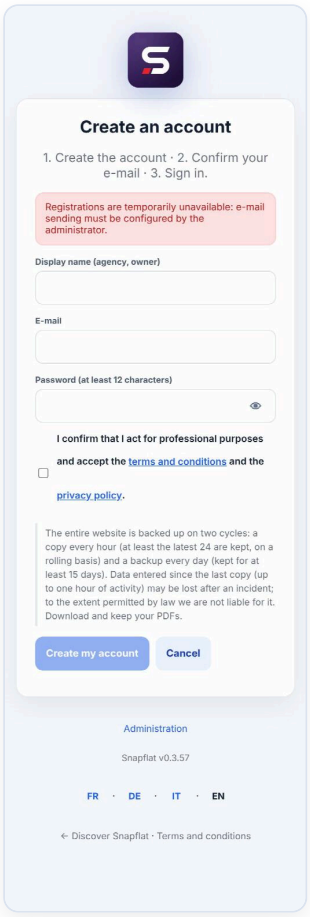
The demo: "fictitious data, nothing is saved" banner.

Getting started

Create your account

1. On the website, click **“Start for free”** (or “Free trial”).
2. Enter your name, your e-mail address and a password. The eye on the right of the field shows the password you typed.
3. Accept the terms and conditions (“Read the terms” opens them), then confirm.
4. Open the confirmation e-mail and click the link: your account and your agency are ready.

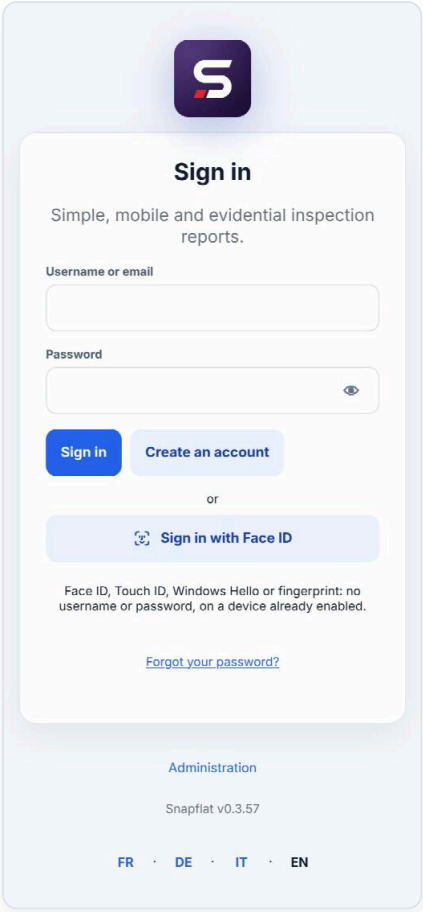
The **Free** plan allows 3 inspection reports per month for one user, without a credit card and with no time limit.



Sign-up.

Sign in

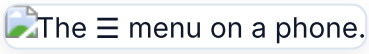
E-mail address and password, then **“Sign in”**. On a compatible device, **Face ID / Touch ID / Windows Hello** saves typing the password (turn it on in *My account*). “Forgot your password?” sends a reset link.



Sign-in.

On your phone: the ☰ menu

On a phone the header stays simple: ☰ on the left opens the menu (Inspection reports, New inspection report, Subscription, Team, My account, Website and **Sign out**); it closes with ☰, the Escape key or a tap on the page. On the right, **?** shows the help for the screen and your badge opens the **account menu** right below it. No bar sticks to the bottom of the screen any more: all the content stays visible and every button is big enough for a finger.



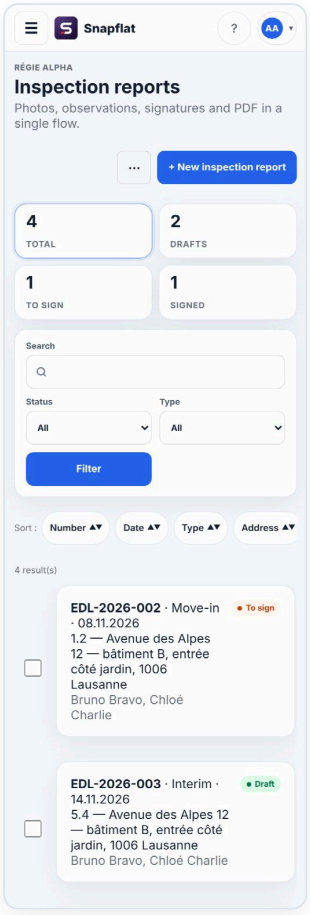
The ☰ menu on a phone.

Install Snapflat on your phone

Snapflat runs in the browser; you can **add it to the home screen** (Safari: Share → “Add to Home Screen”; Chrome / Edge: menu → “Install app”). It then opens like an app.

The list of inspection reports

The home screen shows all your reports: **drafts**, **being signed** and **signed**. The buttons at the top filter the list; search finds an address, a unit number or a tenant. Click a column title to sort. “Export the list (CSV)” downloads the list for a spreadsheet.

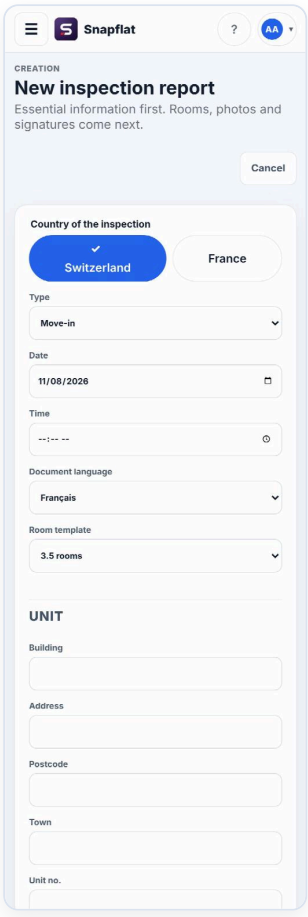


List of inspection reports.

Create an inspection report

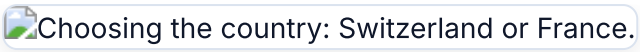
1. **“New inspection report”**.
2. Choose the **type**: move-in, move-out or interim, then the **date** and **time**.
3. Fill in the **rented unit**: address, postcode, town, unit number, unit type and number of rooms.
4. Enter the **landlord / representative** and the **tenant(s)** (name and e-mail: the PDF is sent to that e-mail).
5. Choose the **room template** (“auto” by number of rooms, studio, 4.5 rooms…) or “No rooms” to add them yourself.
6. **“Create and open”**.

“Cancel”, top right, abandons the creation without saving anything.



New inspection report.

Switzerland or France. At the top of the form, **“Country of the inspection”**: **Switzerland** is checked by default (nothing changes for your Swiss reports). With **France**, Snapflat follows the law of 6 July 1989 and decree no. 2016-382: **T1–T5** dwellings, **5-digit postcode**, amounts in **€**, “**dépôt de garantie**” (security deposit), agent and home address of the parties. Before signing, Snapflat checks the **mandatory items** (address and precise location, parties’ home addresses, meter readings, keys handed over, every room described, date of the move-in report for a move-out) and lists what is missing. The country can be changed while the report is a draft. The French legal texts must be reviewed by a lawyer before real use.



Choosing the country: Switzerland or France.

> **Move-out from the move-in.** For a move-out, choose the move-in report: the move-out takes over its rooms, items, meters and keys, with the move-in condition next to each item.

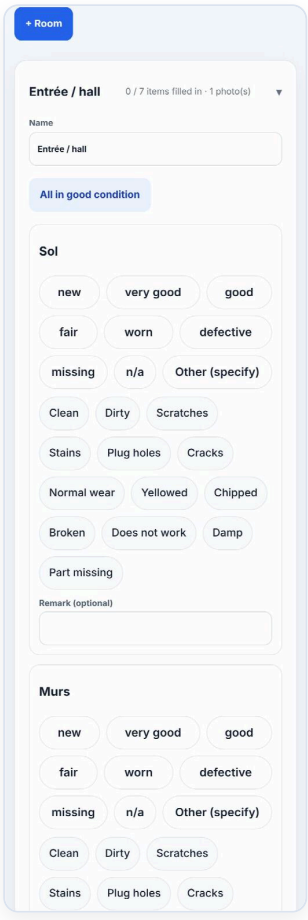
Room by room

A report's file has four steps: **Header & parties**, **Rooms & photos**, **Meters & keys** and **PDF & sending**.

In **Rooms & photos**, each room lists its items (floors, walls, ceiling, windows, fittings…):

- choose the **condition** of each item in the list; **"All in good condition"** fills the room in one click;
- add a **remark** (the "Common remarks" are inserted with one tap);
- **"Take a photo"** opens the camera; photos are re-encoded and their location data removed;
- **"+ Other item"** adds an item, **"Add"** a room; **"Save the room"** keeps the entry.

Each entry is saved as you go; without a connection it stays on screen and is sent when the network is back.



Rooms and items.

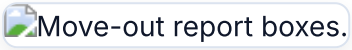
Meters and keys

Meter readings (electricity, water, gas, heating) and keys and badges **handed over at move-in** or **returned** at move-out.

Move-out payment agreement

At move-out, the **payment agreement** lists damage and work, its cost and the **tenant's share**, calculated from the item's useful life. The parties sign it together with the report.

Below the agreement, three **boxes** (never pre-checked): **"Deposit released immediately"** or **"Deposit released after the repairs"** (only one of the two) and **"Additional cleaning at the outgoing tenant's expense"**. Only checked boxes appear in the signed PDF. The administrator adapts the texts in **My account › Move-out inspection texts** (Switzerland and France, 4 languages).

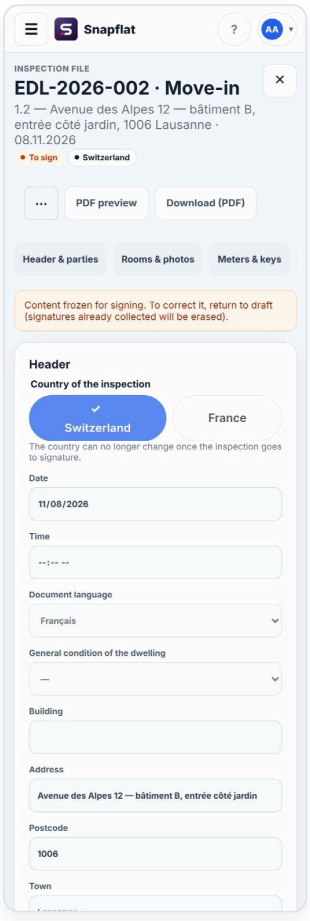


Move-out report boxes.

Sign on the screen

1. Check the **PDF preview**.
2. **“Finish data entry and go to signing”**: the content is frozen (no more changes).
3. Each party signs **with a finger** on the screen; a green badge shows the date and time of each signature. The tenant can enter **reservations** before signing.
4. Once all signatures are collected, the report is **locked** and the **PDF** is generated, with a verifiable **SHA-256 fingerprint**.

A correction is still possible before the last signature with **“Return to draft”** (signatures already collected are cleared).



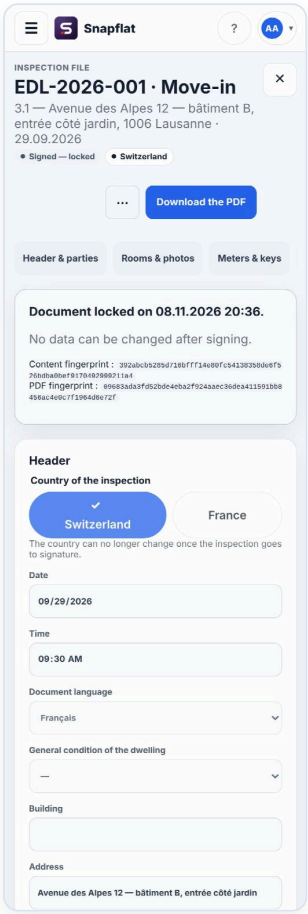
Report being signed.

Send and download the PDF

In **PDF & sending**:

- **“Send the PDF by e-mail”**: choose the recipients (parties, another address); a small window confirms the sending;
- **“Download (PDF)”**: a copy for your files;
- the sending log shows each sending and lets you **“Resend”**.

No e-mail is sent without your click.



Signed report.

Delete an inspection report

In the file, the **“···”** menu offers **“Delete”**. In the list, check several reports, then **“···” › “Delete selection…”**. Deletion is **permanent**: data, photos, signatures and PDF are erased.

- **Draft**: a simple confirmation is enough.
- **Signed report**: only the **agency administrator**, by typing **DELETE**. Snapflat reminds you of the retention obligation (Switzerland: supporting documents 10 years, art. 958f CO): download the signed PDF first.

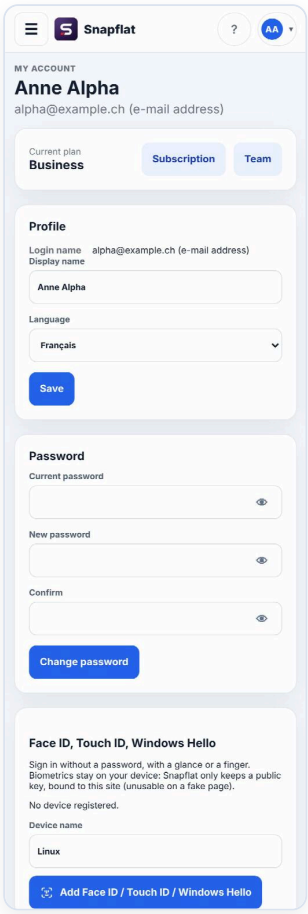
The log keeps only the number, address, date and author of the deletion.



Confirming the deletion of a signed report.

My account and security

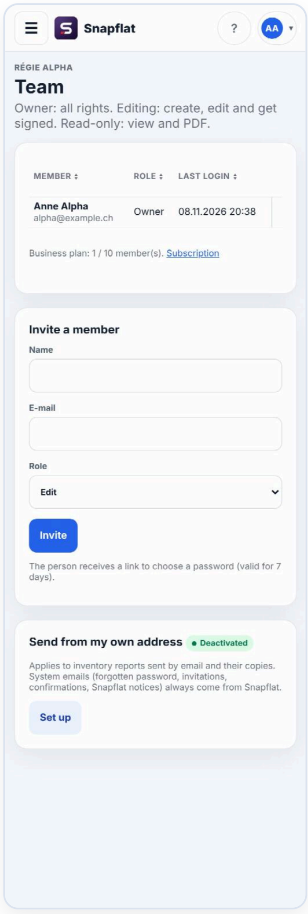
In **My account**: name, language, password, **Face ID / Touch ID / Windows Hello** (sign in without typing the password), and the landlord or agency details used on new reports. **Own sending address**: your agency's e-mails are sent from your own mailbox (a test e-mail is required before enabling it).



My account.

Team

The account owner invites colleagues by e-mail and chooses their role: **owner**, **editing** or **viewing**. Access can be removed at any time. The number of users depends on the plan.



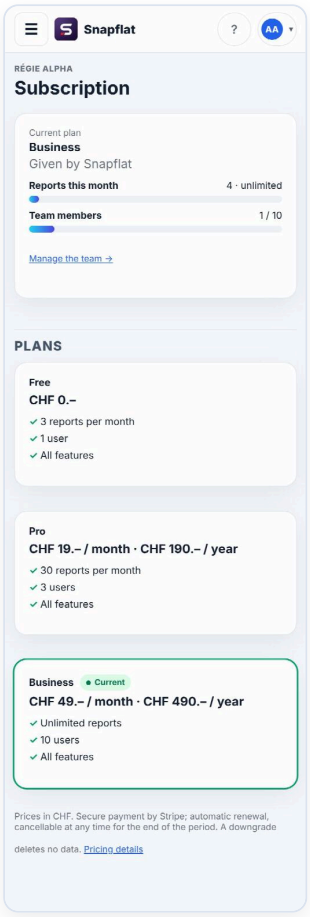
Team.

Subscription

My account → Subscription shows your plan, its limits and your invoices.

Plan	Reports per month	Users	Price
Free	3	1	CHF 0
Pro	30	3	CHF 19 / month
Business	unlimited	10	CHF 49 / month

All features are in all plans. Payment through Stripe (card, TWINT depending on the methods offered); no card is stored by us. If you change plan, your reports are kept. **Nexikos** customers: Snapflat is included in the Nexikos subscription.



Subscription.

Help and contact

- The **“?”** next to each screen’s title: short help.
- Account menu → **Help** (frequently asked questions), **Documentation** (this guide), **Report a bug**, **Send a message**.
- Website contact page: snapflat.nexikos.ch/?route=contact.