

1

Install the form (once per phone / iPad)

- Open form.dunritedecon.com.au in **Safari**: scan the QR code or tap the link and choose **Open in Safari**.
- Don't use a **Mail / Messages preview**: it can't run the form.
- iPhone: Safari's ≡ (or **Share** ↑) → **Share** → **View More** → **Add to Home Screen** (not the form's ... menu). Android: **Chrome** → ⋮ → **Add to Home screen**. Launch DD10 from the icon from then on.
- It **works offline** on site. Your entries stay on the device until you export.



Scan with the iPhone camera
form.dunritedecon.com.au

2

On site: fill in the DD10

- **Job & client**: inspection report no., address, owner/agent.
- **Samples**: + **Primary sample** for each wipe. Enter the vial label, room, exact location, **substrate** and **height (m)**. Numbers must match the floor plan.
- + **RCS** for a recovery control sample, then pick the **paired primary sample #** it was taken beside. Wipe the same way both times: the results must agree within **RPD ≤ 20%**.
- **Fixtures**: ceiling fans, exhaust fans, light fittings etc. Enter whether present, how many, the action and the **material** (Other → describe). For exhaust fans, enter the room.
- **Floor plan** and **Plan tab**: see step 3. Set which way the top of the sheet faces, or pick **Indicative north only**.
- **Photos**: add site photos, tag the room / sample and mark one as **Cover**.
- **Office - RAP details**: clearance by **Independent / Dunrite** and **included in price or not** (the office can finish these).

3

Floor plan & sample points

- **iPhone / iPad Pro (LiDAR)**: scan each room with **RoomScan Pro**, then **Share** → **PNG** (or PDF).
- **Android: CubiCasa** (free video scan) or **magicplan** (draw, import or Bluetooth laser). Download the plan as **PNG / JPG** (or PDF).
- No app? Photograph a neat hand sketch. Polycam is only for an optional 3D scan.
- DD10 **Floor plan**: choose the **source**, upload the export and tap **Use in Plan tab**.
- **Plan tab**: pick a sample chip, then **tap the plan** where you wiped. Drag to adjust and zoom 2×/3× for detail. For an RCS, tap **Place beside #**.
- Tap a point to add its **photos**: they are captioned automatically.

4

Export & email

- Tap **Export**. If anything required is missing, the form highlights it: fix it, or use **Export as draft anyway**. The share sheet then opens: choose **Mail**. If you see "Zip ready", tap it once more.
- Email the zip to dunrite-forms@mail.grokbots.com
- Put the **property address in the subject**. When the **AMAL lab certificate PDF** arrives, email it with the same subject.

5

Drafts built automatically

- When **both** the zip and the lab certificate have arrived, Dunrite Bot automatically builds the **Inspection Report** (with health information) and, if any sample is above the HIL, the **RAP**.
- The drafts are emailed to manager@dunritedecon.au with a list of anything to fix. RAP number = **report number + R** (e.g. 191026 → **191026R**).
- Gaps show as **yellow [TO CONFIRM]**. The office fixes every one before anything goes to the client.

6

Final reports sealed (office)

- When every yellow gap is fixed and the report / RAP is final, export the **final PDFs**: no [TO CONFIRM], no DRAFT marking.
- Email them from a @dunritedecon.au (or @dunritedecon.com.au) to dunrite-forms@mail.grokbots.com with **FINAL in the subject**, e.g. "FINAL - 191026 - 12 Example St". Attach the **Inspection Report, RAP and lab certificate** for that job in **one email**.
- They are sealed automatically with **TimeBinder** as one seal. The certificate and file fingerprints go to manager@dunritedecon.au. The seal anchors in about **24-36 hours**.
- Send the client **exactly the sealed files**. Any change after sealing, even re-saving or compressing, breaks the match. If a file needs fixing, fix it, then send it again with **FINAL** to re-seal.
- FINAL emails from other senders are ignored. Files that still contain gaps or DRAFT aren't sealed, and Manager is told why (email "NOT SEALED" to manager@dunritedecon.au: fix, re-export, re-send with **FINAL**).

Tips

- See "⚠ **Not saved on this device - export before closing**" (or any ⚠ save warning)? **Export before you close the form**.
- 📁 **Jobs** (top of the form) lists every job saved on this device. Tap one to open it, or tap + **New** for the next job: the others are kept. Delete a job only after it has been exported.
- **Office pre-fill**: open the **..._PREFILL.zip** from the office with **... → 📁 Import**. It is added to My jobs as **Pre-filled**: complete the on-site sections, then **Export** as usual. Re-import an export the same way to change a job.