



Write Your Report with Ease

with
iReport AI

CONCEPT

Hesham Khaled

DESIGN BY

iClaude

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Part 1 / 13



Report basics



New Report



Site Management



Printing & Site Allowance



Technical Report



New Report

1

- 1 From the Home page tap **+** Create New Report — the form for your specialty opens directly.
- 2 Choose the report type and works yourself — nothing is pre-selected for Engineering and "General". For AC, Copiers, Fire, Agriculture and Cleaning the works are fixed to the specialty name automatically (switchable to a technical report anytime). The date and time are filled in automatically.
- 3 Enter the site — if you have visited it before, the governorate and area are filled in automatically ✍️
- 4 Attach the inspection photos and tap Analyze Photos with AI — a 🤖 "Analyzing photos" box appears until it finishes adding captions to your photos. For the findings, use dictation or write them yourself and improve them with the ✨ Polish My Wording button. Or jot down your notes quickly and tap 🗨️ Summarize & Suggest a Recommendation — it organizes your wording and suggests the Recommendation — one tap applies it as your notes text.
- 5 Tap Save Report — you will find it in the Report Log ready for printing.

✨ The new report form — try it whenever you like: a chip with a "New" badge above the form switches to a one-screen style: every field is a folded row — black means set, red "not set" awaits you. Tap a row and its field opens in place; tap another and the previous folds; the card header ▲ or the row itself folds it back. The progress bar on top knows what is missing — tapping it jumps to the first required gap — and a single "📄 Save report" button turns green when the essentials are complete. Left a report unsaved? A "You have an unfinished report" dialog welcomes you back — continue or delete the draft. "🔙 Back to the familiar form" returns anytime. (Hotel Services always keeps its detailed classic form.)

🕒 The new report form (now the default): the form walks with you step by step — an orb trail at the top, a completion meter that leads you to what is missing, chips of your recent sites that fill the site with one tap, and a full review before saving. The "🔙 Back to the familiar form" button restores the previous look anytime — this guide's pictures use the familiar form, and the steps are the same in both.

💡 To save time: when the form opens, the system suggests following up on your previous visits or ⚡ Repeat Last Report — one tap fills in all the data. The create page is organised into tabs: 📄 New, ⚡ Auto, 💬 Notes and ⚙️ Settings. Save your frequent phrases from the 💬 Notes tab — their buttons appear above the notes field so you can insert them with one tap.

NEW Smart tools in the form: the 🗣️ Dictate button above the notes writes what you say (in the browser), and 📐 Draw site layout opens a drawing sheet whose sketch joins the report as a photo.

✍️ Editing report photos: tap any attached photo then ✍️ Pen to open the editor: Pen, Circle and Arrow to mark the fault, 🔍 Lens to magnify a small detail, 🌫️ Blur to hide what should not appear, and 🔄 Rotate to turn the photo a quarter turn per tap. Sideways photos are straightened automatically on attach; rotate is there for the cases that still need a manual fix



Site Management

2

Why it matters: your site list appears everywhere you type a site: the report form, its edit form, Field Photography and Auto Reports. And each site keeps its governorate and area once — so they are written for you in every report after that.

- 1 Open it: Create report ← Settings ← Site management. Or from the Auto Reports page with Add site.
- 2 Add a site: in the Site list section type the name and tap Add. Up to 60 characters, and a duplicate is never added twice.
- 3 Map link (optional): each site has an edit button where you paste a Google Maps link — one tap after that opens the route. The field is for map links only; any other text there does nothing for you.
- 4 Governorate and area: the first time you save a report for a site, the system remembers its governorate and area. Next time you pick that site both boxes fill themselves — and you can change them right there, with the change becoming what is remembered next time.
- 5 Picking a site while typing: in the site field tap the arrow or start typing — a list of all your sites drops below the field, each with its governorate and area underneath — on a phone a full sheet with search opens, showing all your sites. Type part of a name to filter, or type a brand-new name and it is saved with the report.
- 6 A copy of your list: Save JSON copy downloads your whole list — keep it before any big change, and use it to move the list to another device.
- 7 Importing a list: tap Import JSON and pick the file. If it contains names you already have, it asks: Update existing and add new fills the governorate, area and link from the file, or Add new only leaves the old ones untouched.
- 8 Find my location and capturing coordinates: in the report form, the Find my location button suggests the nearest saved site and fills the governorate and area. For a site to be recognised, capture its coordinates once while standing there: Edit ← Capture site coordinates ← Save. A map link containing coordinates works instead, and appears next to every site that can be detected.

Updating erases nothing: an empty box in the file never wipes what you have saved, and names never change — so re-importing is safe and you can repeat it whenever you like.

Your site list is included in the full backup and returns with it on the new device. A JSON copy is still useful for moving the list alone without the rest of your data, or for saving it before a big change.

Keep the spelling consistent: two spellings of the same place are saved as two separate sites and split your



Printing & Site Allowance

3

- 1 Open Report Log from the menu.
- 2 Check the reports you need (or Select Shown to pick them all at once) — the floating print bar appears at the bottom with your selection count.
- 3 Tap Print Reports + Site Allowance — a single PDF is produced containing your reports, with the official monthly report page at the end ready for signing.

A pinned strip at the top of the log stays in front of you however far you scroll: period chips (this month / last month / all records) and the search field — and every report is a clear card with its number, sending status and site.

For a single report: the “Send report” button first shows you a preview of the first page — so you can check it is the right report — then two choices: View & print or Share via WhatsApp and more. Sharing marks the report with a "Sent" badge and its date.

Sending the sheet on its own: open Monthly Report — at the top sits the living month panel: arrows flip the months with one tap (and Change picks directly), with a visits meter against your specialty target that turns green when met. Tick the sheet visits (or Select All) and the Send site allowance bar appears at the bottom — then choose View & print or Share.

Quality gate: before viewing or sharing any report, the system checks its gaps (site photos, your signature, core fields) and lists them clearly — Fix now opens the editor directly, or continue anyway if you choose.

Bulk printing produces the selected reports only, with no extra pages — ready to hand over with the inspection sheet.

Site-allowance archive: every site-allowance print from the monthly report page saves a frozen copy you can reprint with the exact same design anytime. Open Monthly Report from the menu, then the Archive tab — it no longer has its own page.

To send several reports as separate files at once: check the reports then tap Share Selected — it prepares them as PDF files and opens the share sheet. (Up to 10 reports at a time; their photos are compressed automatically so the files stay light and WhatsApp uploads do not stall.)

File size: from General Settings → PDF File Size choose "Compressed" for faster WhatsApp sending, or "High quality" for archiving at full clarity.

Quick edits before printing: on the Monthly Report page, tap on any visit card to edit its site, date and



Technical Report

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- 1 In the report form, from the works group choose Technical Report — available in every specialty. Choosing it hides what does not belong to it (the action checklist and the recommendation box) and leaves the notes box alone.
- 2 You will notice the recommendations and report number disappear — the technical report does not need them.
- 3 Write the findings (25 lines maximum — the counter below the field guides you) then save.
- 4 Your report is issued in the official template titled Technical Report — you will find it in the Technical Reports tab of the Report Log.

The image displays two smartphone screens side-by-side, showing the iReport AI app interface for creating a Technical Report.

Left Screen:

- Report Type & Works:** A section with two tabs: "Report Type" and "Works". Under "Report Type", there are buttons for "Visit" and "Follow-up". Under "Works", there are buttons for "Civil", "Electrical", and "General (civil electric)". A blue button labeled "Technical report" is at the bottom of this section.
- Report date & time:** A section with a "Report Date" field (showing 31/08/2026) and a "Time" field (showing 09:01 AM).

Right Screen:

- Report Date:** A field showing 31/08/2026.
- Time:** A field showing 09:01 AM.
- Subject - Site - Governorate - Area:** A section with a "Subject" field (placeholder: "Enter the subject"), a "Site" field (placeholder: "Enter the site or pick from the list"), a "Governorate" field (placeholder: "Choose the governorate"), and a "My Location" button.

Part 2 / 13



Engineering works



The engineering report



Auto Reports



The engineering report

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- 1 From Home tap Create a new report, then choose the work type: civil, electrical, or “general (civil/electrical)”. This choice is what the works distribution ring on your home page is built from.
- 2 Pick the site from your saved sites, and write the fault or the work in “Subject” — it is what search looks through, and what recurring faults are grouped by.
- 3 Add the visit photos from the field camera or from your album, and order them the way you want them printed — four photos to each attachment page.
- 4 Choose the recommendation from the ready list; each one carries its own colour on the printed sheet.
- 5 Save the report. It goes straight into the report log, counts towards the monthly site allowance sheet, and towards your progress.

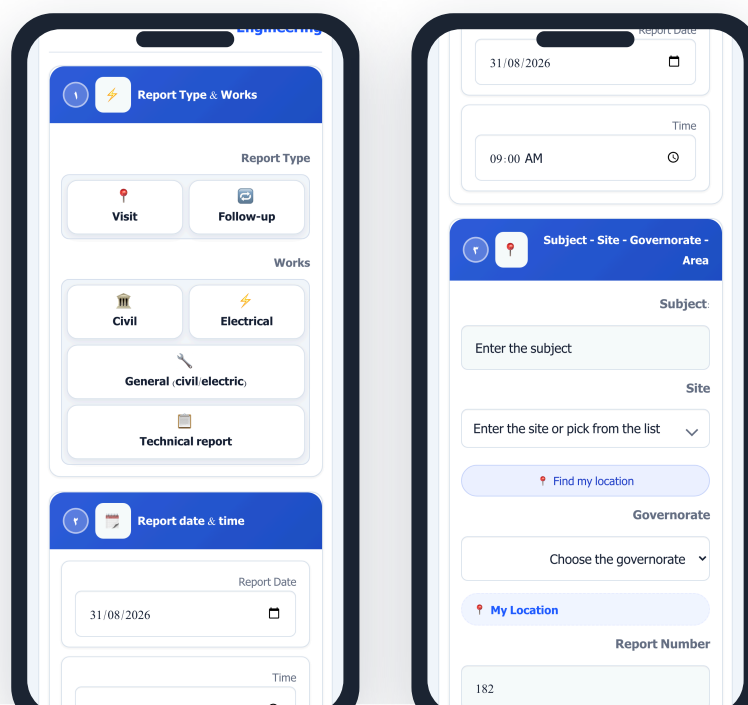
 Your target is 12 reports a month (144 a year) — the progress cards on Home are measured against it.

 Automatic reports are available to your specialty alone — the next chapter explains them.

 A “general (civil/electrical)” work counts one point for both sides of the ring, not a third category.

 The monthly site allowance sheet is built from your saved visits — every report you save today is a line you will not write at month end.

 “Wedding halls” is no longer offered in new reports; your older reports that contain it stay as they are and print as they did.



The image displays two smartphone screens side-by-side, showing the 'Create a new report' interface. The left screen is titled 'Report Type & Works' and features a 'Report Type' section with 'Visit' and 'Follow-up' buttons, and a 'Works' section with 'Civil', 'Electrical', 'General (civil/electrical)', and 'Technical report' buttons. The right screen is titled 'Subject - Site - Governorate - Area' and includes fields for 'Report Date' (31/08/2026), 'Time' (09:00 AM), 'Subject' (with a placeholder 'Enter the subject'), 'Site' (with a placeholder 'Enter the site or pick from the list'), 'Governorate' (with a placeholder 'Choose the governorate'), and 'Report Number' (182). There are also buttons for 'Find my location' and 'My Location'.

What are they for? Instead of opening the form and typing twelve visit reports by hand, you pick the month, the days and your sites once — and the system creates them all in one batch, with sequential numbers and different times. They are ordinary reports in your log: you open them, edit them, add their photos and print them just like any report you wrote yourself.

- 1 Getting there: from  New  the  Auto tab. It opens on  Sites, and below the list the  Create Auto Reports button opens the setup screen.
- 2 Your sites come first: use  Add Site to add the places you visit. Without at least one site nothing will be created. This list is saved in the full backup and comes back with it on restore — a specialty-only backup does not carry it.
- 3 Month and days: pick the month and year, then how you choose the days — Weekdays lets you pick, say, Sunday and Wednesday and the system takes every Sunday and every Wednesday in that month (up to four of each), or Specific Dates shows the month calendar and you tap the numbers you want yourself.
- 4 The time period: Time Range gives each report a different time between the two ends so your round does not come out with one repeated time, while Single Time puts them all at the same hour. The default runs from 9:00 AM to 12:00 PM, and you set it from plain dropdowns — hour, minute and AM/PM — that look the same on every device.
- 5 Distribution: Sequential spreads your sites across the dates in turn automatically — the fastest option when your round is fixed. Manual opens a table (up to 12 dates) where you set for each date: the site, the report type, the governorate, the area, the works and the recommendation — every day with its own setup.
- 6 Works and report type: pick what applies — Civil Electrical General, and Visit or Follow-up. If you pick more than one, the system alternates between them across the reports instead of repeating a single type.
- 7 The note: whatever you write here goes into every report in the batch. Above the field your  saved notes appear — the same ones stored in  New   Notes — tap any of them to add it, each on its own line.
- 8 The recommendation: pick one number from the recommendations list and it is printed on the batch in its official wording. In Manual distribution you can give each date a different recommendation.
- 9 Tap  Create Auto Reports — a message shows how many were created, along with a Review and edit the reports link that opens the report log on that batch alone, with a Show all reports bar above it to return to the full log whenever you want.

 No fear of duplicates: if a report already exists with the same site, the same date, the same type and the same works, the system skips it instead of creating a second copy — and tells you how many it skipped. So if your round is missing a day, run it again safely.

Part 3 / 13



Air conditioning



The AC report



The AC report

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- 1 Create a new report, choose the site, and write the fault you inspected in “Subject”.
- 2 Add photos of the units and the faults. A clear photo is enough — the app shrinks it before sending, so there is no long upload.
- 3 Tap “👁️ AI eye — suggest notes” and it reads the photos and writes notes and a caption for each one. Review and edit what it wrote: it saves you typing, it does not replace your own inspection.
- 4 Write the recommendation in its box — a free box you write in as you please, and you may pick the colour it prints in.
- 5 Save the report, then produce it from the report log with the “Send report” button.

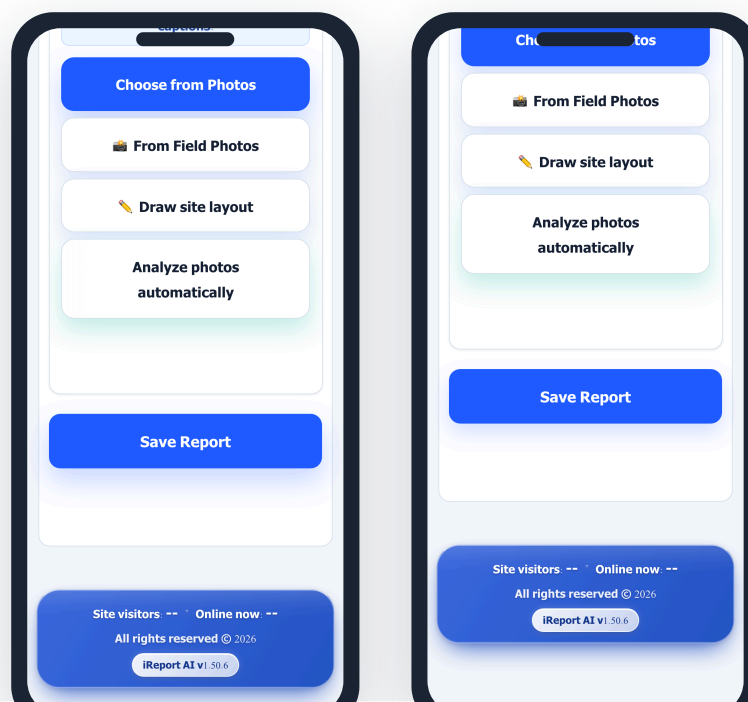
🔪 If you typed rough notes, tap “Summarize and suggest a recommendation” — it organises them and suggests a recommendation built only on what you wrote; it never invents a fault you did not mention.

🔒 Neither your photos nor your notes are sent to any service until you press the AI button yourself.

📊 Your target is 12 reports a month (144 a year).

📁 A “technical report” is available to you too: a notes box alone, with no recommendation and no action list — in its own tab in the report log.

📷 Ten photos is the analysis limit per request — anything beyond stays in your report and prints, it simply is not analysed.



Part 4 / 13



Copiers



The copiers report



The copiers report

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- 1 Create a new report and choose the site, then write the machine and the fault in “Subject” — such as the model and what appeared on it.
- 2 Photograph the machine, the error screen, and the copy counter if there is one, then add the photos to the report. Next to the “Device number” field there is a “📷 Photograph the device plate” button: photograph the small plate behind the machine and the AI reads the serial number and the model and shows them to you in a dialog — “Use the number” fills the device number field, “Number + model in the notes” fills it too and adds the model line to the “Inspection findings” box, which only opens once you pick a device status that needs notes, and “Discard” writes nothing.
- 3 Tap “👁️ AI eye — suggest notes” and it writes a short caption for each photo in order. The caption describes what is in the photo and does not assert a fault that is not visible.
- 4 Choose the recommendation from the ready list, and review the caption under each photo before saving.
- 5 Save the report — then produce or share it from the report log.

📷 The captions depend on how clear the photos are: a close shot of the error screen is more use than a wide shot of the room.

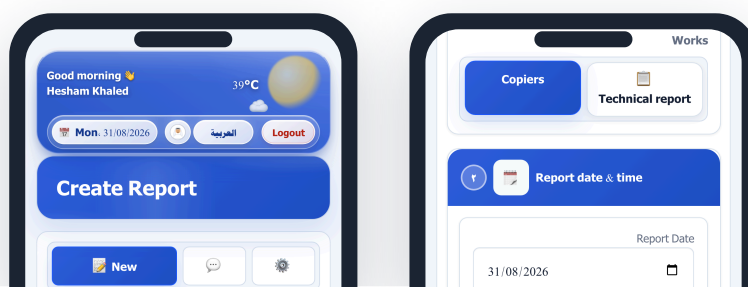
📊 Your target is 12 reports a month (144 a year).

📁 A “technical report” is available to you: a notes box alone, for when you need no recommendation and no actions.

🔄 If the same fault returns at the same site, do not retype it — “Repeat the report” in the log copies it into a new report dated today.

🔒 Your photos do not leave your device until you press the AI button yourself.

🔍 Check the number read from the plate character by character before you accept it: 0 and O, 1 and I, 8 and B look alike on plates, and one wrong character means you are tracking a different machine. Nothing fills the field until you tap.



Part 5 / 13



Fire safety

 The fire safety report



The fire safety report

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- 1 Create a new report and choose the site. There is no need for a “Subject” — a fire safety report is a checklist, not the description of a single fault.
- 2 Below the form you will find the checklist with twenty items, from the fire alarm control panel through the rest of the site's equipment.
- 3 Write the condition of each item in the “Status” field. The field suggests what you wrote before, and a new status you type is saved for you automatically when the report is saved.
- 4 Write your recommendation in the free recommendation box below the list — you write what you want, with nothing to choose from a list.
- 5 Save the report. Its sheet prints the checklist in full, with four signature boxes when you need them.

⚙ Your statuses are managed from the “Statuses” page in the create-page settings — add or remove whatever you like; they are your statuses, not a fixed list.

📊 Your target is 12 reports a month (144 a year).

📷 Site photos print on their own attachment pages, four to a page.

👁 When you add photos you can call on the AI eye to caption each one.

💾 Your saved statuses go into your backup, so they are not lost when you change device.

The image shows two smartphone screens displaying the fire safety report checklist. The left screen shows the 'Fire report checklist' header and the first item: 'لوحة التحكم لإشعار الحريق' (Control panel for fire alarm). The right screen shows the second item: 'أجراس الإنذار (داخلي - خارجي)' (Alarm bells (Internal - External)). Both screens have input fields for 'العدد' (Number) and 'الحالة' (Status), and a 'تكتب الحالة أو اخترها من القائمة' (Write the status or choose from the list) dropdown menu.

Part 6 / 13



Agriculture



The agriculture report



The agriculture report

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- 1 Create a new report and choose the site — no “Subject” is asked for in this specialty.
- 2 The checklist has ten items, the first being pruning trees of one and a half metres and above, and the rest the site's usual work.
- 3 Write the condition of each item. What you type for the first time is saved to be suggested to you in the next report.
- 4 Write the recommendation in its free box below the list.
- 5 Save the report — then produce it from the report log like any other.

 Your agriculture statuses are separate from fire safety and cleaning — each specialty keeps its own list.

 Your target is 12 reports a month (144 a year).

 Photograph before and after in the same report — photos print in the order you added them.

 Your saved visits build your monthly sheet, so save the report on the day of the visit, not at month end.

 Your backup carries your reports and your statuses together.

Part 7 / 13



Cleaning



The cleaning report



The cleaning report

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- 1 Create a new report and choose the site — with no “Subject” field.
- 2 The checklist has eight items, the first being the workers' presence on site.
- 3 Each item has two fields: “Status”, which you type or pick from what you saved before, and “Notes”, a field the cleaning specialty alone has — write in it what concerns that item by itself.
- 4 Write the overall recommendation in its free box below the list.
- 5 Save the report — and the list prints with both its columns exactly as you wrote it.

 The per-item “Notes” column does not exist in fire safety or agriculture — use it for detail about one item, and leave the recommendation for the overall judgement.

 Your statuses are managed from the “Statuses” page, and are separate from the other specialties.

 Your target is 12 reports a month (144 a year).

 Photos print four to an attachment page.

 Save a backup now and then — it is what protects your reports when you change device.



The image shows two smartphone screens displaying the 'Cleaning report checklist' app. The left screen shows the checklist with three items: 1. Workers' presence on site, 2. Site cleaning, and 3. Site safety. Each item has a status field and a notes field. The right screen shows the same checklist with the status fields filled with 'Good' and the notes fields filled with 'Good'.

Part 8 / 13



The general report



General Report



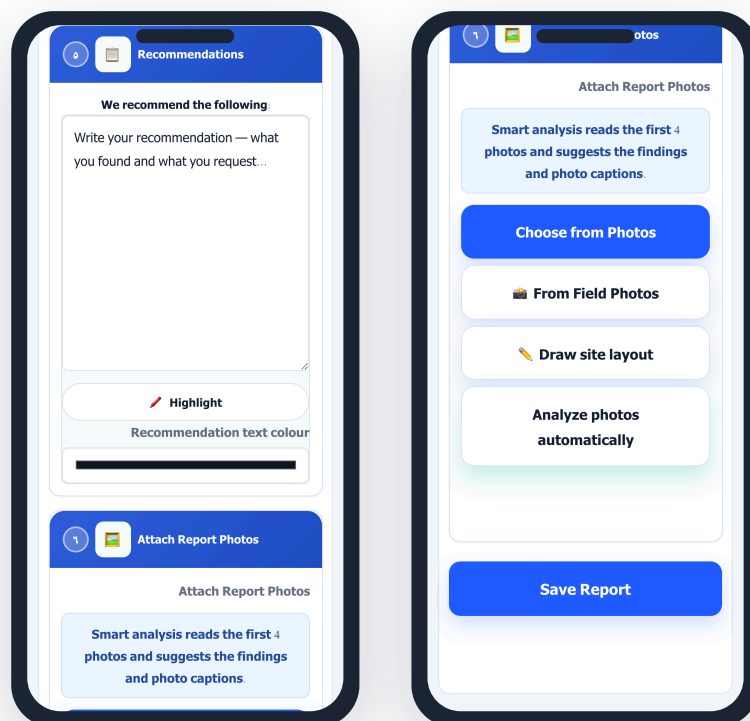
General Report

12

- 1 The General specialty is for whoever works across fields: electrical, mechanical, civil, plumbing, fire, agriculture, cleaning, and others — you write them all in one report.
- 2 Choose it once from Settings then User Data then the Specialty field, and save — after that the New Report form always opens on it.
- 3 The form is exactly the AC form: location, governorate, area, date, time, visit type, and subject, plus the findings box and a recommendation box you write freely — no ready-made recommendation list.
- 4 It prints in the same AC report design, with General in the header. It has its own backup under General Reports Backup, and it appears in the monthly site allowance like every other specialty.

 Photo analysis: it reads the photos for technical works in general — it does not lean toward one field.

 The Technical Report option is available in this specialty like the others — it produces a single notes box, with no recommendations and no action checklist.



Part 9 / 13



Hotel Services



Hotel Services Inspection



Hotel Services Inspection

13

- 1 From the home screen tap New Report — there is no Report Type and no Works to choose here: every report of yours is a visit. And your sheet header is a single box carrying the management name as its title, with your name, your site, the visit day and time, its date and the report number below it.
- 2 Below the form you will find the inspection checklist in four sections: general appearance and personal hygiene, tools and equipment, service delivery, and restrooms. Mark the status of every item.
- 3 The tick boxes guard you: «Accepted» and «Not accepted» never both apply, and neither do «Done» and «Not done». But «Available» and «Clean» may both apply — that is the healthy case.
- 4 Notes are optional: write them in the notes box and they come out on a separate page after the checklist. Leave it empty and that page is not printed at all.
- 5 Save the report — it carries two signature slots and no name or job-title line: Hotel Services Inspector Signature carries your saved signature, and Company Representative Signature is left blank to be signed by hand.

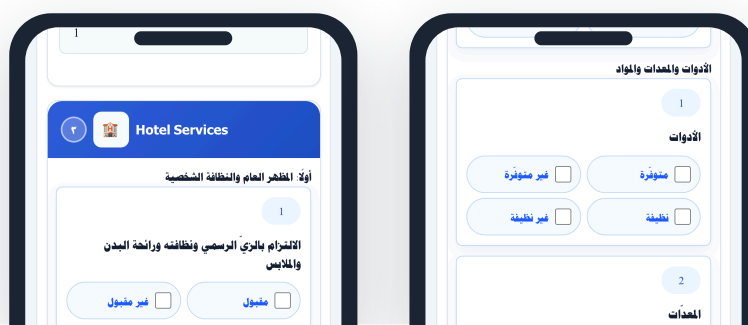
 Your target is 22 visits a month (264 a year) — the home cards and the progress meter all count against that number, not 12.

 No monthly report and no site allowance in your field: your visits are daily at your workplace, so “Monthly Report” and “Print Reports + Allowance Sheet” are removed from your menus, and no allowance reminder or follow-up alert reaches you.

 Photos attach exactly as in every other field: from the Field Camera, and they come out on the attachment pages after the report.

 Your menus are deliberately short: no governorates and no areas — your sites are the wings and the rooms that belong to them, so there is no governorate filter, no “Locate Me”, no “Draw Site Sketch” and no status-management card. “ Share Selected” stays exactly as it is, carrying your full reports over to a colleague.

 Your backup is a single button: “Full Backup” on the backup page bundles your hotel reports, their photos and your data together.



Part 10 / 13



Electrical Constructions



Electrical Constructions



Electrical Constructions

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- 1 From the home screen tap New Report. Your screen differs from every other specialty: no site, no governorate, no subject, no visit type and no time — only the date, already filled with today and editable.
- 2 Type the station name in the first card — for example Salmiya B Station. Station names are saved to My Stations after the first save, so next time you pick one from the list instead of typing it again.
- 3 Write the station works one line each; numbering is automatic. Typing in the last line adds a new one by itself, and deleting a line rennumbers the rest so you never end up with 1, 3, 4.
- 4 Tap Add Station for the next one and write its works the same way. The counter under the list tells you how many stations and how many works you have written.
- 5 Copy from a previous report brings the stations and works of an older report into the one you are writing so you can edit them — station works repeat from month to month. Your report keeps its own date.
- 6 Your draft is saved automatically as you type, so if the app closes you find it exactly as you left it. And nothing ever nags you about it — your specialty is completely silent.
- 7 Print preview shows the sheet before you save, and Save Report stores it. The sheet follows the official form: the reference and date line, then the logo, the optional Authority line, the management name and the section from your profile, then your name, job title and signature, then one large box holding the stations and their works, with Team Leader and Section Head underneath.
- 8 The reports log lists everything you wrote, with a search box and a month filter, and four buttons on every report: edit, share, print and delete.



No quota is imposed on you: the four cards on your home screen (day, week, month, year) count only what you have done — no monthly or yearly target and no completion percentage.



Your specialty is deliberately silent: no follow-up alerts, no monthly report reminder and no old-draft nudge — nothing calls you unless you open the app yourself.



No site allowance and no monthly sheet in your menus, and no governorates or areas: your report is station works, not site visits.



And no photo attachments at this stage — your report is plain text.



Your reports have their own backup on the backup page, and My Stations travels with it — so you never retype the station names on a new device.





Photos & your progress

-  Editing photos
-  Field Camera
-  Field Photo Albums
-  Progress chart
-  Your calendar & leave balance
-  Creation shortcuts
-  Home screen widgets



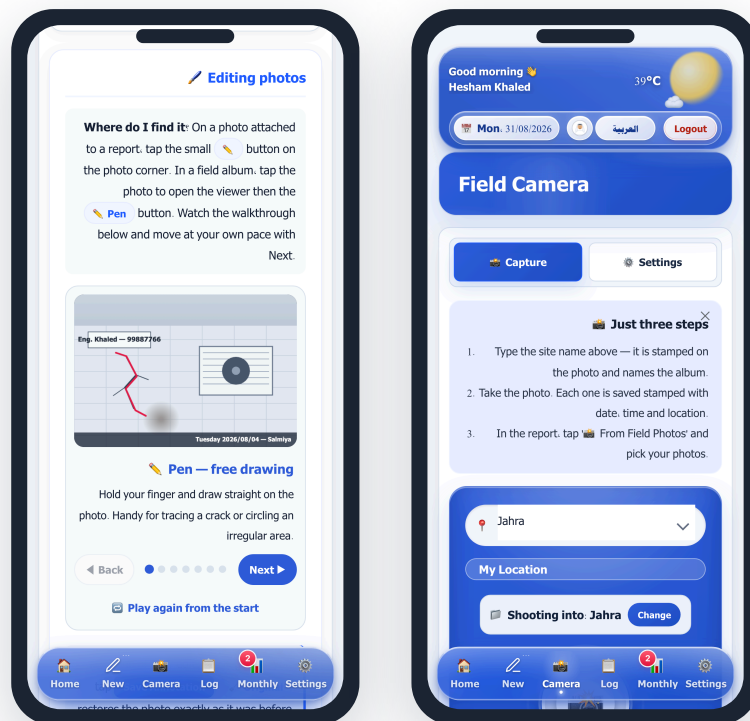
Editing photos

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Where do I find it? On a photo attached to a report, tap the small  button on the photo corner. In a field album, tap the photo to open the viewer then the  Pen button. Watch the walkthrough below and move at your own pace with Next.

 None of your edits are kept until you tap Save Annotation.  Original restores the photo exactly as it was before any edit, and  Undo removes only the last annotation.

 Annotations are printed inside the photo itself — so they appear in the printed report, in the PDF and when you share it on WhatsApp, with no written explanation needed beside them.





Field Camera

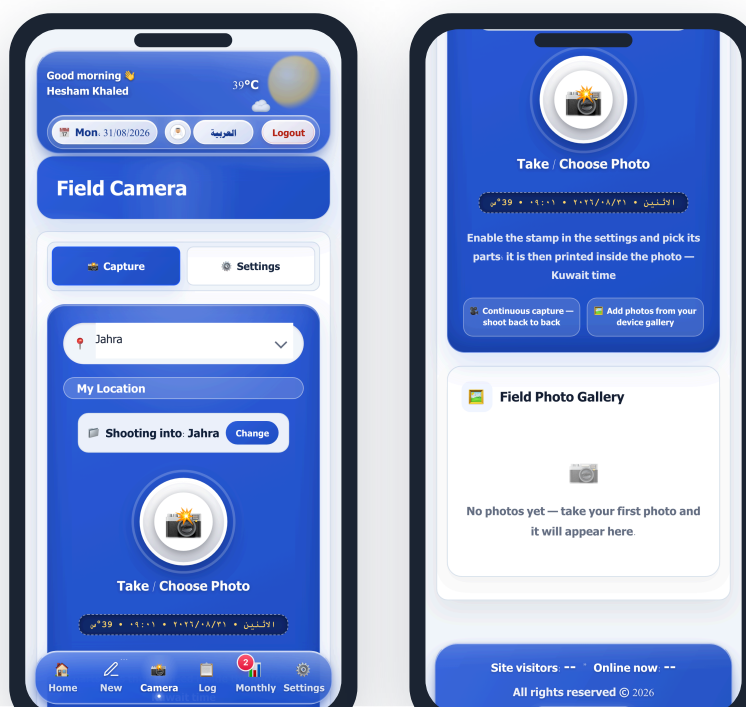
16

- 1 From the menu open 📷 Field Camera — it has two tabs: 📷 Capture and ⚙️ Settings.
- 2 Set the location with the 📍 My Location button or type it manually — it appears on the photo and becomes the visit album name.
- 3 Tap 📷 Take / Choose Photo — the stamp is off until you turn it on from the ⚙️ Settings tab; once it is on, the day, date, time, location and temperature are printed directly inside the photo, and you see the stamp text live under the button before you shoot.
- 4 Photos are saved in albums named after each site 📁 — full details in the 📁 Photo Albums card of this help.
- 5 Tap 📎 Attach to Report on any photo — it takes you straight to the report photo preview.
- 6 From the ⚙️ Settings tab control the stamp: a master switch plus independent switches (date / day / time / location / temperature) — the stamp and its elements are off by default, so turn on the master switch and then choose what prints; show or hide any element as you like.

💡 When the stamp is on it is printed inside the photo itself, so it stays visible when the photo is shared, printed, or archived — in Kuwait time.

📹 Continuous capture: a button under the shutter opens the camera once so you shoot the whole site back to back — every shot is stamped and filed into the site album instantly, and Done ✓ returns you to the gallery.

📎 Forgot to attach? No problem — in the report form tap the 📷 From Field Photos button to open your gallery, pick the photos, and add them directly.





Field Photo Albums

17

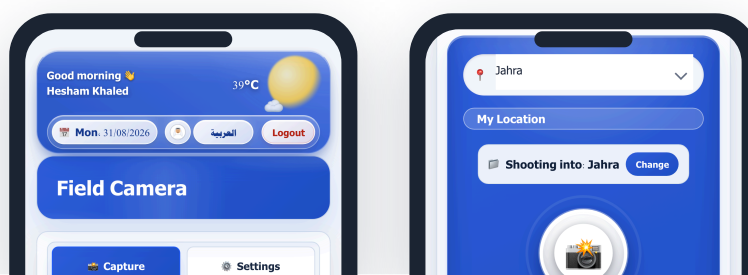
- 1 Type the 📍 site name in the camera page before shooting — every photo you take joins an album with that name automatically, and the name is kept for today only so tomorrow's photos never get yesterday's site.
- 2 In the gallery, albums appear as cards with elegant fanned covers — a tilted stack of photos behind each cover — and a photo count — tap any album to open its photos grouped by visit day.
- 3 Tap any photo to open the pro viewer: swipe to navigate, double-tap or pinch to zoom, with buttons inside: 📄 Share, ✎ Pen, 📎 Attach and 🗑️ Delete.
- 4 The ☑️ Select button lets you pick several photos at once — a floating bar appears at the bottom: share them, attach them to the report, 📦 move them to another album, or delete them.
- 5 From the album header: 📷 Camera to capture photos straight into the album, 📁 From your device to pick existing photos from your phone or computer, ✎ Rename, 🗑️ Delete album, and 📄 PDF to export the album as an official document with a cover and dates.
- 6 Photos already on your device? The 📁 Add photos from your device gallery button at the top of the camera page lets you pick several photos at once, then asks which album you want them in.
- 7 And in the 📁 Site Album — from Site Memory or the Sites page — report photos and field photos come together for each site, sorted by time.

💡 Pen edits on field photos are saved permanently in the album — mark up a note once and it stays with you.

🔍 Too many albums? Use the search field above the list, with quick stats on top: album count, photo count, and this month's photos.

🕒 When adding photos from your device the system asks: add them as they are, or stamp them with today's date and your location? Older photos are best added as they are — stamping them with today's date puts incorrect data on a photo that goes into an official report.

🔄 Photo lying sideways or in landscape? The system now straightens it automatically when you add it. If you need a manual fix: open the photo, tap ✎ Pen then 🔄 Rotate — each tap turns it a quarter turn, and your annotations (arrow and circle) turn with it so they stay on target, then Save Annotation.





On the Home screen there is a "Reports progress" chart: a column per period with its report count — and in the engineering specialty each period splits into columns by work type, each labelled with its own count, and the period total above the group.

- 1 At the top of Home is a panel in your theme colors with two doors: **+** Create a new report and below it  Search all reports — type two letters or more and results drop in right under the field. The search covers the site name, the report subject and its number across all your specialties; tap any result to open it.
- 2 Pick the period: week, month, 3 months, 6 months or year. On a phone it is a dropdown; on a computer, buttons.
- 3 Choosing "Year" reveals the year list beside the title — from 2020 to 2030. Pick any year to see its twelve months.
- 4 On a phone the months show as numbers (1 January ... 12 December) so all twelve fit the screen; on a computer they show by name.
- 5 Work split inside the chart (engineering specialty): each period has three columns — blue civil, green electrical and amber general — each labelled with its count, and the period total above the group. A fourth grey column named "Unspecified" appears when the period contains reports with no work type (such as a technical report), so the columns always add up to the total shown above them. On phones the per-column numbers are hidden in the crowded ranges (year and week) — their numbers do not fit — and the total stays visible above each group.
- 6 Work distribution ring (engineering specialty): below the chart is a panel comparing your civil and electrical work for the selected year — a "general (civil/electrical)" job counts as a point for both sides here, because the question is "what share of my work is electrical", not "how many reports did I write". With it are six cards counting the day, week, month, 3 months, 6 months and year, and a year list starting at 2020 that extends automatically. Technical reports are not counted here.
- 7  Governorates — below the works distribution ring on the home page: a card showing where your work fell this month. In the engineering specialty each governorate has two bars: blue for civil and green for electrical, with the count above each. A "general" work counts one point for both sides, same as the distribution ring. All six governorates appear — those with no work show a zero, so you can see where you have not worked yet. Use Previous and Next to move between months and compare one month with another. On the phone the Works distribution and Governorates cards start collapsed, each with a  button that shows or hides it and the device remembers your choice — on the computer they are always shown.





Your calendar & leave balance

19

Tap the  date chip in any page header and the month calendar unfolds — a full daily notebook that lives on your device alone and joins your backup.

- 1 Your report days are marked automatically with a green dot — read live from your log, so they always tell the truth. Transfers to colleagues and monthly sheets record themselves the moment they happen (purple dot), and your free notes get a blue dot. And when a day holds a lot of activity, the repeated entries fold into one line with a counter, and a "Show all activity" button opens the full list and folds it back.
- 2 Record leaves from the type list: periodic · emergency · sick with its tiers (full/half/quarter pay) · hospital admission · converted sick (counted against periodic) · official mission — with a from/to range, and every kind carries its own cell colour: periodic sky, sick violet, emergency amber, mission grey, permission orange, official holiday green, and absence red. A permission (start or end of shift) is recorded with its time and never deducted — and it warns you when a report time falls inside it. An absence is a separate kind, not a leave: it is recorded on its day and from the attendance table too, it is never deducted from your balance and never counted in the total — its days appear on a reference line in the balance card and in the leave report — and it warns you if you write a report on its day.
- 3 Or tap  "From the approval photo" and pick a screenshot of the leave request or the approval letter: the AI reads the type and dates and shows them in a review card with the counted days and the request status — check it, then tap "✓ Save as read". The image is sent only on your tap, kept inside your calendar on your device alone, and the day and time you recorded it appear as an event on the calendar next to the leave. Upload a screenshot of the monthly attendance table and it proposes only your leaves and permissions in a list you review, then save the selected — and it reads that month's work pattern from the table itself (shift: no weekly-rest rows and a departure printed with the next day's date; flexible: a morning arrival and a same-day departure) and offers to record it as a span with one tap; nothing is written without it. Upload the official holiday circular and all its holidays are proposed in one list, recorded for every user on the device. In that list, two leaves separated only by a Friday and Saturday or an official holiday are joined into a single range (on the flexible pattern only — on shift every day is a duty day), and when the new range contains a leave you already recorded it offers "Extend the recorded one to the new range" instead of duplicating it. On your phone (iPhone and Android) there is a shorter route: take the screenshot, tap Share and choose iReport AI — the calendar opens with the reading already prepared, and saving is still your own tap. A very tall screenshot — a full-page capture of a long table — is split automatically into two or three parts before it is sent, so the time and status cells stay legible, and the parts are still read as one table, not three; the copy kept on your device stays whole, and no split happens when you picked more than one image yourself. While it uploads and reads, a "Please wait while your data is uploaded" window holds the screen with a bar, a percentage and a line naming the stage — preparing the image, sending your data, reading the table — until "Your data is uploaded ".
- 4 Official holidays (Eid al-Fitr, Eid al-Adha, the Prophet's Birthday...) are a special type with the occasion name — recorded once, applied to every user on the device, tinted green, with an Edit button that fixes



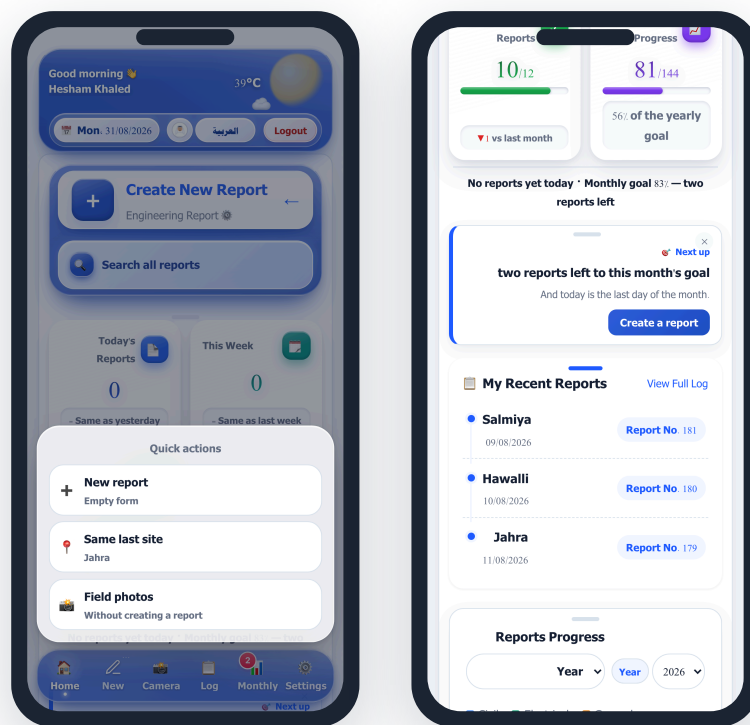
Creation shortcuts

20

Shorter ways to reach the report form from the home screen.

- 1 Long-pressing New in the bottom bar opens a short menu: a new report, continue your draft, a report at your last visited site, or field photography.
- 2 A normal tap on the same button opens the new report as you are used to, so nothing changes for anyone who does not want the shortcut.
- 3 If something interrupts you while writing, the top of the home screen shows a Continue where you left off card carrying the site name, when you stopped and how many fields you completed, and one tap returns you there.

To refresh the figures: pull the home screen down from its top, and the cards and chart update.





Widgets you place on your device screen to see your progress without opening the app.

- 1 Long-press an empty area of your device screen, choose to add a widget, and look for iReport AI.
- 2 You will find the three rings widget for daily, monthly and yearly, a widget carrying a direct New Report button, a last seven days widget, and a year widget with its twelve monthly columns.
- 3 On iPhone there is also a Lock Screen widget showing where you stand against the monthly target without unlocking.
- 4 The Calendar widget shows your month exactly as the app does: the month grid in the calendar's own colours, a green dot on every day you wrote a report, and four chips counting reports, leaves, permissions and absences. Tapping it opens the calendar.
- 5 On iPhone the calendar widget comes in four sizes: large shows the whole month, medium shows a strip of your current week, small shows today's status and what comes next, and the fourth is for the Lock Screen.
- 6 On the Lock Screen the calendar only says that today is a leave day and never names the kind — not sick, not emergency, not periodic — because anyone holding the phone can read a Lock Screen.

 The widget updates the moment any report is saved, and periodically after that.

 The widget uses the calendar's own colours: periodic sky, sick violet, emergency amber, mission grey, permission orange, official holiday green and absence red.

 The “today” frame moves at midnight without you opening the app. And if a new month starts before you next open the app, the widget draws the new month's grid with no colours and “—” in its chips — truer than showing last month's numbers under a new month's title.

Part 12 / 13



App settings



Backups



Themes & Fonts



My Data & Signature



Reminders



App Lock



Your Suggestions



Backups

22

- 1 Create your backup with one tap from this page — and in the apps an emergency file outside the app is saved automatically with every Full backup you make.
- 2 On the phone: creating a backup opens the share sheet so you choose where the file goes — Files, WhatsApp or mail. On iPhone the button did nothing before this release, so anyone who could not take a backup should try again after updating.
- 3 Manually: Settings → Backups — the page now has two groups: Restore from a file to bring your data back, and Backups & storage to save it. From the second, tap Full backup — the file carries your report photos and your field photo albums inside it, so reports come back complete with their images and your albums on any other device.
- 4 To restore: the Restore button next to any saved backup, or Restore from a file to pick a file from your device — a progress bar with the percentage and photo count shows until it completes.
- 5 To delete: the Clear Data section has three separate options — Clear All Data (everything), Clear Profile Only (reports stay), or Clear All Reports Only (your profile stays). Each option states exactly what is removed and what is kept before it runs. Clear All Reports Only alone is preceded by an automatic safety copy and offers an Undo button that brings back the reports, their photos and the site-allowance archive — not the field photos. The other two are permanent, so back up first.



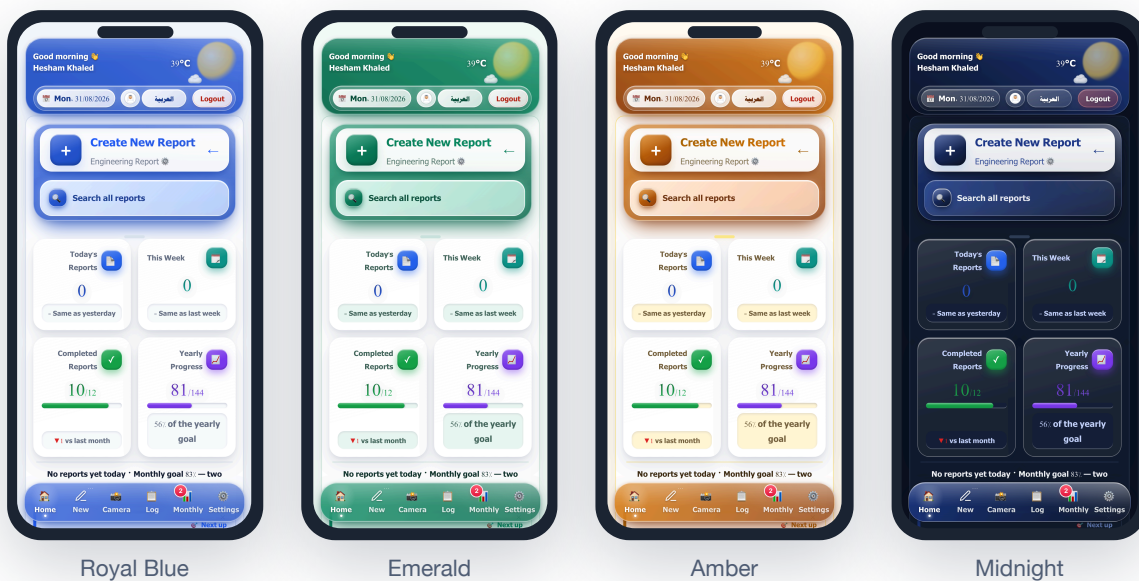


Themes & Fonts

23

- 1 Settings → Change Theme — 50 colors in card families, a live preview that recolors before you commit, and a ★ star that pins your favorites.
- 2 Try 🎨 Color It Yourself: pick any color and a full theme is generated from it — or tap 📷 Theme from a photo to pull the colors of your organization logo.
- 3 Auto mode 🌙 : light by day and dark by night. And Sky mode 🌈 : the whole app follows the period of the day — plum at dawn, blue by day, orange at sunset and midnight at night. Both follow Kuwait's real sunrise and sunset.
- 4 Font type and size: General Settings → the  Fonts section — printed reports always keep their official font.
- 5 Interface style: on the same Change Theme page, the  Interface Style section — three looks for the header, its bar, the search and the footer: Glass (default), Capsules and Deep; the colors stay your theme's.

💡 The dice button 🎲 on the Home page surprises you with a random color!





- 1 Settings → User Data.
- 2 Enter your full name and pick your specialty — those two are the only required fields. Department, job title, Civil ID and file number are optional and can be completed anytime; upload your logo and signature too.
- 3 This data appears on all your official reports — verify it before printing.
- 4 Deleting your profile: when the device holds more than one profile a Profiles list appears with a Delete button. It asks first, with the numbers: how many reports and how many photos go with it — deletion covers its reports and its field photos, not just the name. ⚠ It cannot be undone, so make a backup first. A colleague's reports and photos are never touched.
- 5 In the attachments section pick "My photo" — a picture of you, shrunk on your device, shown as a circle in the page header and on the name-picker screen. Tap the circle for a menu with "My profile" and "Log out" — and "Switch user" on a computer when the device holds more than one profile.

🕒 Settings is one breathing page: its four sections are collapsible lists — opening one folds the others, and "User data" opens in place with all your details, crowned by your live user card that follows your theme and updates as you type. Sub-lists inside each section fold the same way. Saving shows a "Your details are saved" dialog with two buttons: Home or Done — and your name saves in any language, whatever the UI language.

📄 The Civil ID is optional: your data saves without it, and it is only needed for the site-allowance sheet and the monthly report.

🕒 The four items under ⚙ Settings in the side menu are the same as the cards on the Settings page, in the same order: User data · Change theme · General settings · Backups.

🚀 First time opening the app? The welcome gate registers you directly: the New User card → enter your full name and pick your specialty → Start Now — and you are in the system immediately. Everything besides those two fields is optional and can be completed from this page any time. Before you register the menus show only ⚙ Settings and ? Help; the rest open the moment you register.

📄 Saving your first report: the app asks you to complete your job title, department, management/company and logo — they are printed in the header of every report. Fill them in that same dialog once and they are saved to your profile, never asked again.

💡 One profile per device — saving here updates your existing profile; no new profile is created.

📄 Write your name without titles — "Eng " and the like are removed automatically, so only the name itself



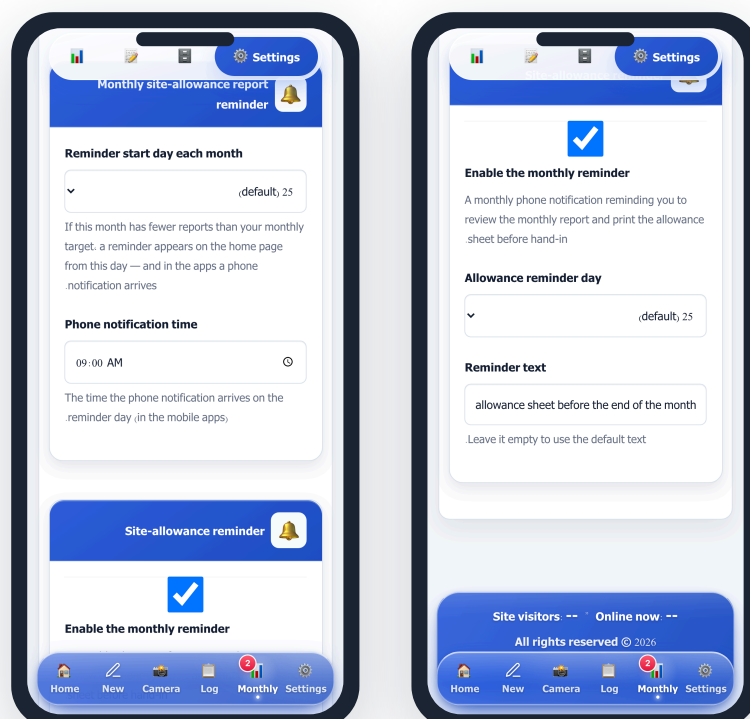
Reminders

25

- 1 If the month has fewer reports than your monthly target, the system reminds you on the Home page starting from day 25 — change the day from the 🇮🇹 Monthly Report page → ⚙️ Settings tab → Monthly site-allowance report reminder card.
- 2 In the apps you receive a phone notification at the time you set in Phone notification time on the same card. The same tab also has the Allowance reminder card: a day-25 notification about submitting the sheet — change its day, edit its message, or turn it off.
- 3 In the iPhone app, pick your tone from Reminder notification sound and test it with the "Try the sound" button 🔔 — on Android the notification tone is set from system settings.
- 4 If you have visits without a follow-up report, an alert appears on the Home page 🔔 — tap it to go straight to creating the follow-up. In the phone apps you also receive a follow-up reminder notification — with an on/off switch in the create-report page → ⚙️ Settings tab → 📌 Follow-up reminder card.

📦 Update alert: when a newer version is released on the store, an "Update" button appears at the top of the screen next to the greeting, showing the new version number — tap it to open the update page directly. It stays until you update the app.

💡 There is a backup reminder too — it appears on the Home page if too long passes without a backup. Tap any statistics card on the Home page to open the "My Achievement" panel 🇮🇹 : your completion rate, badges, day map, and sharing your achievement via WhatsApp or exporting it as PDF — and in the year view you will find year comparison: your current-year total versus last year up to the same date.





App Lock

26

- 1 Settings → General Settings → the  My Profile Lock section — enable Lock my profile with a code. The code belongs to your profile, not the device.
- 2 Enter a code of 4 to 8 digits and tap Save Code — the lock starts from the next app launch.
- 3 In the phone apps enable Unlock with fingerprint / Face ID so the app opens with your biometrics directly — the code remains as a backup method.
- 4 Unlocking is requested once per launch — after that, moving between pages is free. To disable the lock, turn it off in the same place.
- 5 The code is also requested whenever someone switches to your profile from the profile list on the same device — not only when the app launches. After five wrong attempts it waits a minute before allowing another try.

 Forgot the code? Press "Forgot the code" on the lock screen and enter your file number and civil ID. 

Which means it is a lock that keeps the curious out on a shared device, not full protection — anyone who knows both numbers can remove it. But it is never removed in secret: a line appears in "My Profile Lock" telling you when it was removed, so you can save a new code. The lock is off by default and never forced on anyone.





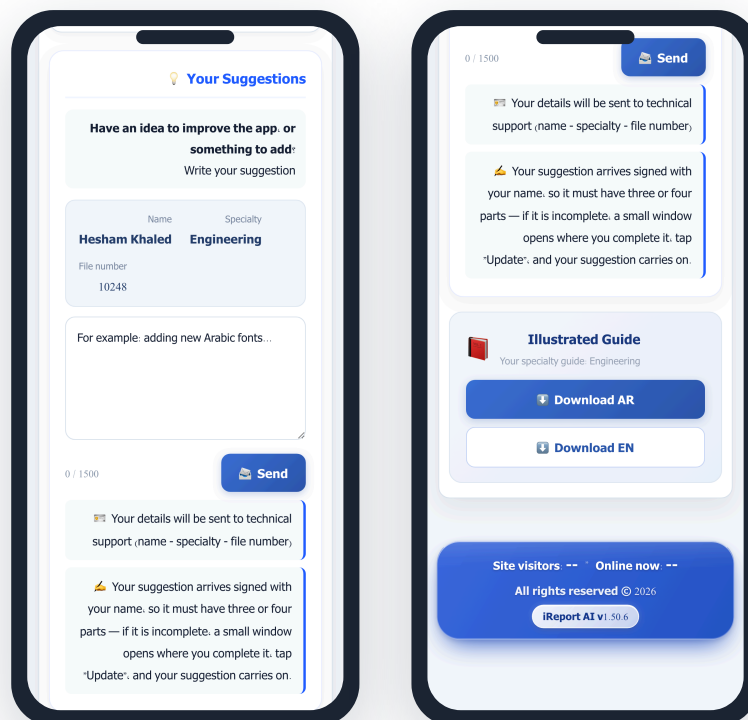
Your Suggestions

27

Have an idea to improve the app, or something to add? Write your suggestion

 Your details will be sent to technical support (name - specialty - file number)

 Your suggestion arrives signed with your name, so it must have three or four parts — if it is incomplete, a small window opens where you complete it, tap "Update", and your suggestion carries on.





Privacy & security



Your privacy in brief



What leaves your device



What stays on your device



Online account



AI, location and third parties



Security and your rights



Your privacy in brief

28

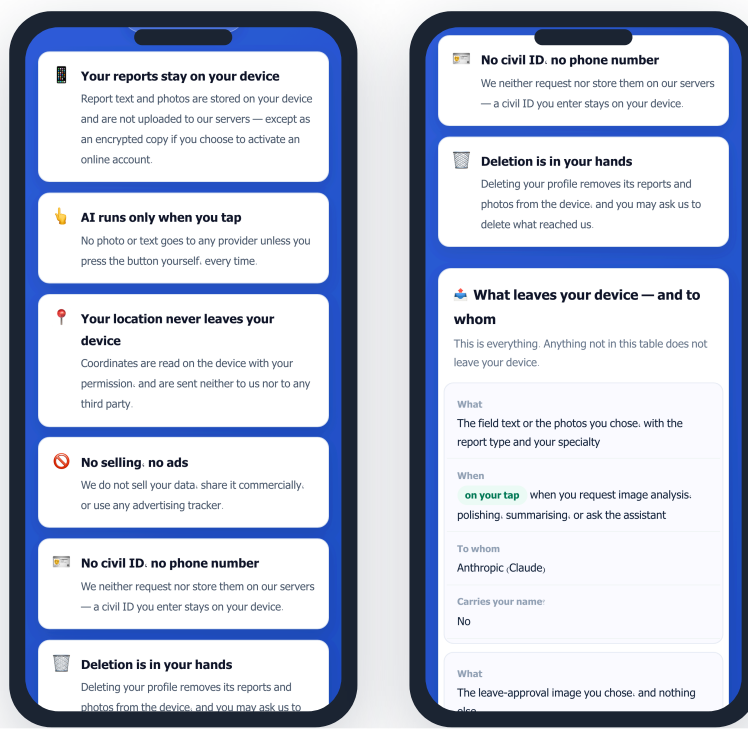
This part is the full text of the privacy policy as published on the website, printed with you to read offline.

- 1 Your reports stay on your device: report text and photos are stored on your device and are not uploaded to our servers — except as an encrypted copy if you choose to activate an online account.
- 2 AI runs only when you tap: no photo and no text goes to any provider unless you press the button yourself, every time.
- 3 Your location never leaves your device: coordinates are read on the device with your permission, and are sent neither to us nor to any third party.
- 4 No selling and no ads: we do not sell your data, share it commercially, or use any advertising tracker.
- 5 No civil ID and no phone number on our servers: we neither request nor store them, and what you enter stays on your device. Deletion is in your hands: deleting your profile removes its reports and photos from the device.

 This copy matches the website policy dated 14 September 2026 — printed here so you can tell whether your copy has aged.

 The authoritative, always-current text is at: ireportai.com/privacy-policy.html

 That page is in Arabic and English, and follows your app language automatically.





What leaves your device

29

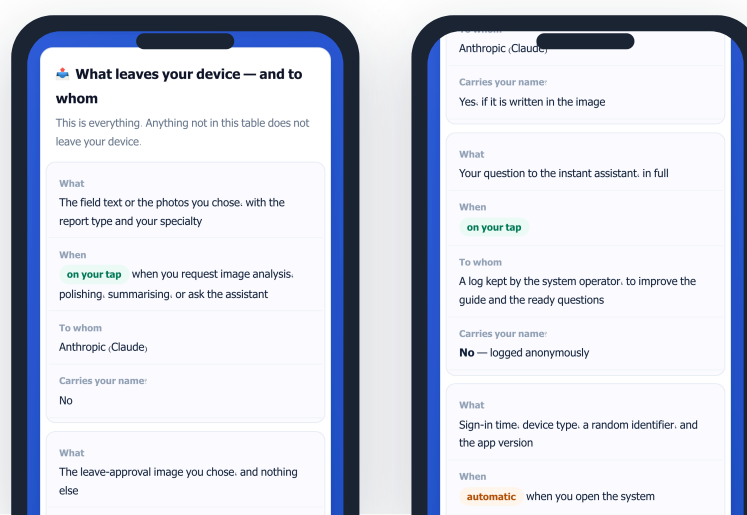
This is everything. Anything not in this list does not leave your device.

- 1 On your tap → the field text or the photos you chose, with the report type and your specialty, to the AI provider Anthropic (Claude). Without your name.
- 2 On your tap → your question to the instant assistant in full, together with the name of the screen you have open (its name only, never its contents) so the answer suits it; the question is kept in a log held by the system operator alongside your name, to develop the guide and the ready questions.
- 3 Automatically when you open the system → the sign-in time, your device and its operating system, a random identifier, the app version, and the name in your profile if there is one.
- 4 Automatically once a day → numbers and no content: your report count and the space it occupies, your works counts split by type, governorate and month, and your visit count if you are in Hotel Services.
- 5 Automatically as a daily summary → the site name, fault subject and repetition count for sites whose fault recurs. And on your tap → your suggestion text, name, specialty and file number to technical support, and your message and number if you write to the WhatsApp bot.
- 6 If you activate an online account → an encrypted copy of your profile, reports and photos to the iReport server, which cannot read it.

🚫 Never collected on our servers: your civil ID, phone number, email address, the content of your reports, and your location — in readable form — except as explicitly stated above.

📄 For everything that leaves 'on your tap', nothing happens before you press — for every feature, every time.

🔄 The recurring-sites summary exists to address the cause of a repeating fault, not to monitor your performance: the subject line and the counter only, with no report text and no images.





What stays on your device

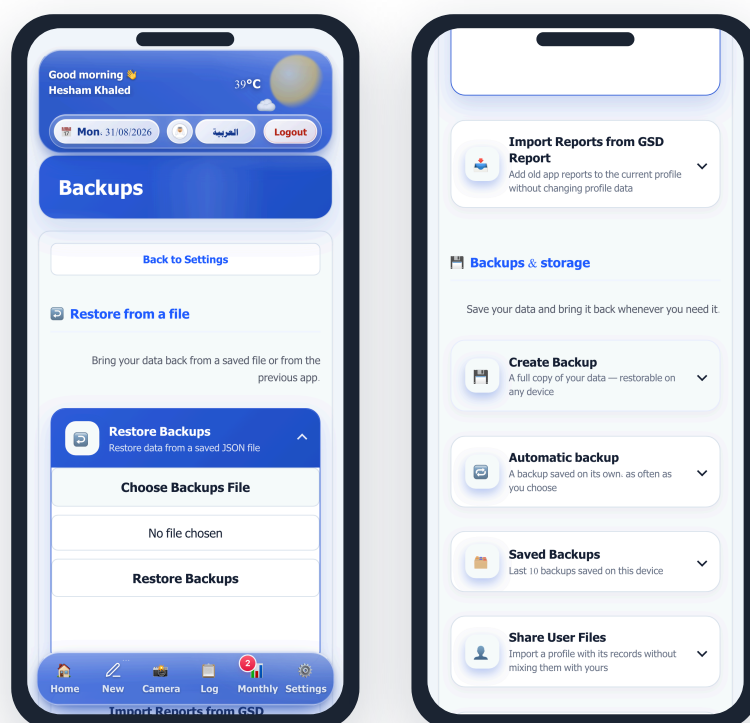
30

- 1 Everything you enter in the report forms, and its images, stays in your device's browser storage: reports, photos, saved sites, statuses, your signature, your logo and your settings.
- 2 The old cloud-copy feature has been removed permanently, and your backup is a file you keep wherever you choose. The online account is a separate, optional feature, described in the next section.
- 3 When you open the system we record: the sign-in time, the name in your profile (if any), your device and its operating system, a random device identifier, and the app version.
- 4 Once a day, numbers and no content about your data size and your works follow — no report text and no image is sent.
- 5 The sign-in log does not keep your IP address, and neither your location nor your movements are tracked.

⚠ Browser storage is not permanent: clearing browser data, deleting the app, or the system reclaiming space can erase your reports — save a backup now and then.

🔒 One disclosed exception about the IP address: the AI endpoints keep it temporarily in a counter that prevents the service being flooded by automated requests; it is erased when its short window ends and is never linked to your name or your reports.

📊 The usage numbers exist so we know who is nearing the browser's ceiling before it fills.





The online account is a copy of your data on the iReport server that you can open from any device. It works only if you activate it yourself with an invitation code and your explicit agreement.

- 1 What is uploaded: the data of the profile linked to the account alone — its reports and photos, field photos, calendar, saved sites, settings and profile details (including your signature, and your civil ID if you entered it). Colleagues' profiles are never uploaded.
- 2 Protection: it is encrypted on your device before it leaves, with a key only your password unlocks (AES-GCM 256), and your password itself is never sent to us.
- 3 What the server sees: your username, display name, specialty, device descriptions, upload times and sizes — never report text or photos.
- 4 Where it is stored: on the website's hosting server (Bluehost), outside Kuwait, in a folder not reachable from the internet.
- 5 Retention and deletion: the copy lasts as long as the account; revoking access ends your sessions and keeps the copy for restoring. You may ask for it to be deleted permanently through the contact address.

Internet addresses are kept temporarily in a counter that limits wrong sign-in attempts, and erased within a day.

⚠ The limits of encryption — plainly: it protects your copy if the server's files are stolen, but a compromised website could be altered to capture your password. And if you forget both your password and your recovery code, we cannot recover your copy.





AI, location and third parties

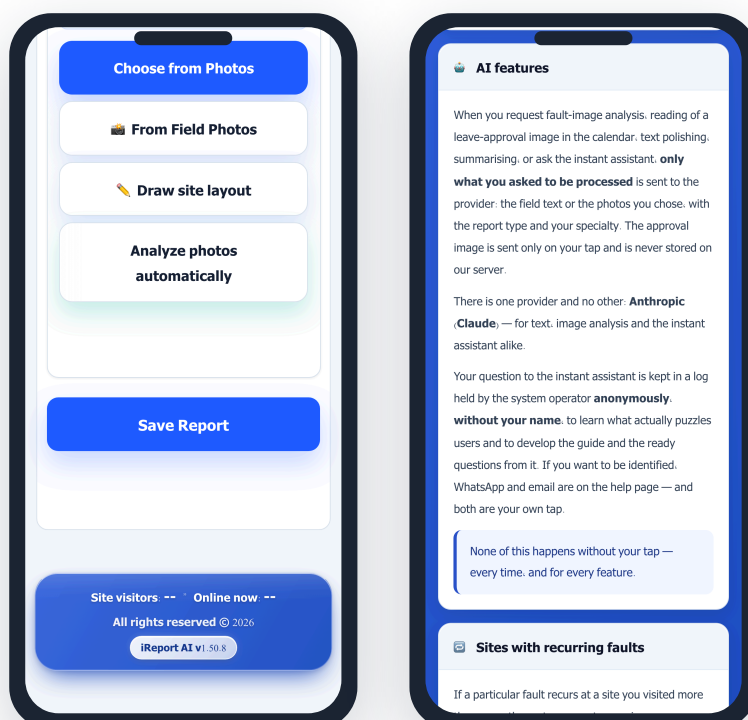
32

- 1 When you request fault-image analysis, text polishing, summarising, or ask the assistant, only what you asked to be processed is sent: the field text or the photos you chose, with the report type and your specialty.
- 2 There is one provider and no other: Anthropic (Claude) — for text, image analysis and the instant assistant alike.
- 3 Your location is read on your device alone and with your permission, to determine the governorate, tag photos, check in at a saved site, or save your sites' coordinates. The coordinates are sent neither to our servers nor to any third party — except encrypted, inside the online-account copy, if you activate it.
- 4 The Kuwait temperature is shown from fixed national coordinates, not from your own position.
- 5 Third-party services are used only when you request the feature: Anthropic (Claude) for AI, WhatsApp Business when you contact the support bot, a weather service to show the temperature, and the app stores when downloading and updating.

 Your reports and photos are never sent to any service automatically — only by your own choice.

 Photos are shrunk on your device before being sent for analysis, and a single request holds ten photos at most.

 The weather service never receives your coordinates.





Security and your rights

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- 1 The connection to our servers is encrypted (HTTPS), and access to what reaches them is limited to the system operator.
- 2 When you send a report to a colleague, you choose the recipient and the channel — the file travels through the channel you chose and that channel's policy applies to it. Your report is never shared automatically with anyone.
- 3 You may also lock the app with a code tied to your profile, so your data cannot be opened on the same device without it.
- 4 You may ask to know what has reached us about you, or ask for it to be deleted, through the address below — including permanent deletion of your online account and its encrypted copy. Deleting your profile from the device deletes its reports and photos with it, asks you first with the numbers, and never touches a colleague's data on the same device.
- 5 Server logs are kept only for as long as operation and support require, then removed or reduced. The system is a professional work tool and is not directed at children.

⚠ Deleting your data from the device is permanent — except Clear All Reports Only, which takes an automatic safety copy and offers Undo. Back up before any delete.

✉ To reach us about this policy: support@ireportai.com — or from inside the app through the Help button.

📅 The policy may change whenever the features change, and its date on the website is updated with every change.

