APP GUIDE

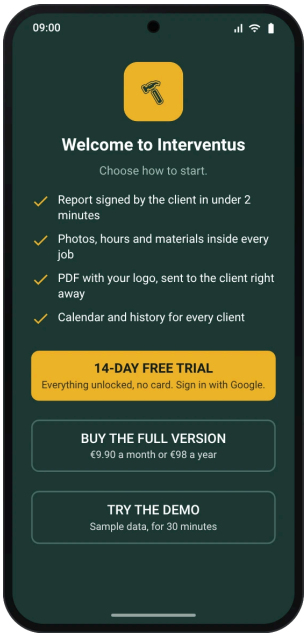
Interventus guide

How to use Interventus, screen by screen: from the first launch to the report signed by the customer. The pictures are the app's own screens.

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02 First thing: your company details
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01 First launch



The first time you open Interventus you see the **Welcome** screen. Choose how to start:

- **14-day free trial**: the whole app unlocked, no card. You sign in with your Google account. You only need an internet connection to start.
- **Buy the full version**: the subscription, monthly or yearly, is paid through Google Play.
- **Try the demo**: 30 minutes with sample data, to look around without typing anything of your own.

During the trial, **More** shows how many days are left. At the end nothing is charged: if you want to carry on, you subscribe yourself.

The app also asks permission for **notifications**: say yes, they are needed for appointment reminders.

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02 First thing: your company details

More › Settings › Company details and rates

Do it once, before your first job: these details go at the top of every report and let the app do the sums for you.

On the report

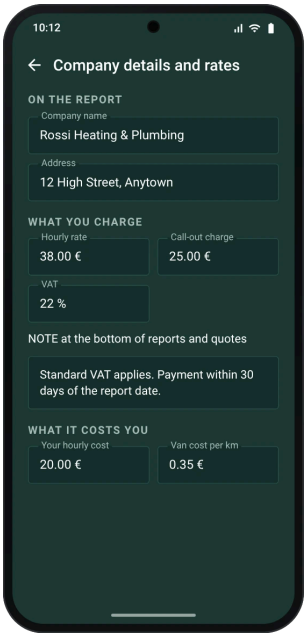
Company name, address, VAT number, phone and email. This is also where you upload your **logo**: wide and short works best, about 600 × 200 pixels, as a PNG with no background. The app trims the empty edges around the logo by itself and straightens one photographed with the phone.

What you charge

Your **hourly rate**, **call-out charge** and **VAT**. They apply to every customer; for a special customer you can set different ones on their card.

What it costs you

Your **hourly cost** and your **van cost per km**. They never appear on the report: they only work out what you keep.



Footer note

In the **NOTE at the bottom of reports and quotes** box write, for example, your tax wording. It is printed small at the bottom of every page of reports and quotes. Leave it empty and nothing appears.

Behaviour

With **Add the call-out charge** switched on, it goes into every new job by itself.

Documents

With **Open the documents** you keep manuals, certificates, contracts and insurance inside the app. They open on site too, with no signal. With **Share**, next to the bin, you send them by WhatsApp, email or another app, under the name you chose.

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03 How the app is laid out

There are always four items at the bottom. From there you reach everything.

Calendar

Your appointments, by day, week or month.

Customers

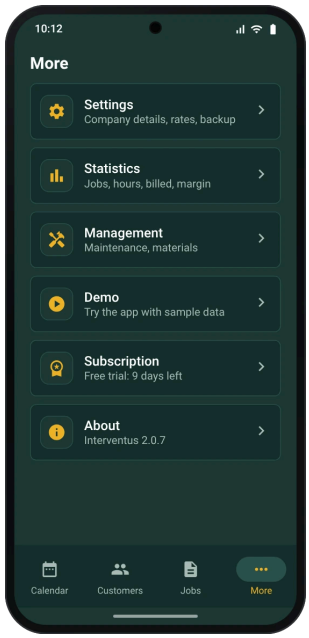
Your customer list, searchable by name, phone or street.

Jobs

Open jobs only: to do and in progress.

More

Settings, Statistics, Management (maintenance, materials), Demo, Subscription and About.



Inside any screen, the arrow at the top left takes you back.

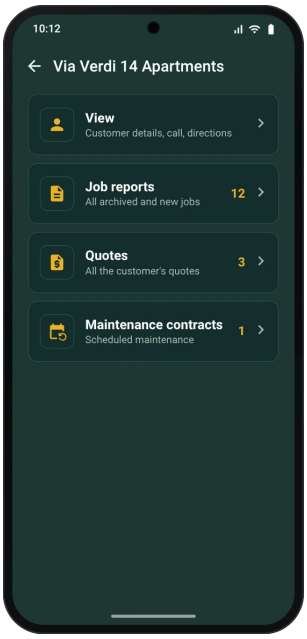
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04 Customers

Customers › Add customer

For a new customer, **name and phone** are enough. Add the rest later, when you need it, under **More details**: address, email, tax details for invoicing and notes.

Under **Rates for this customer only** you can set a different hourly rate and call-out charge. Leave them empty to use the ones in Company details.



Already have your customers in Excel or your business software? Save them as a **CSV** file and load it from **More → Settings → Import customers from file**. Interventus suggests where each column goes and you check it with a tap. Customers already there (same VAT number, or same name and phone) are skipped.

ON THE CUSTOMER CARD: FOUR BUTTONS, WITH THE COUNT NEXT TO EACH

- **View**: all the customer's details and notes, with **Call** and **Directions** to phone them or open navigation with one tap. The pencil at the top to edit, **Delete customer** at the bottom.
- **Job reports**: **NEW JOB** to start a job already addressed to them, and below all their jobs, closed ones included.
- **Quotes**: **New quote** and all the customer's quotes.
- **Maintenance contracts**: **New maintenance** and the customer's scheduled maintenance.

Careful. Delete customer also removes everything inside: jobs, materials, photos and reports. There is no going back.

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05 Calendar and appointments

Calendar › +

At the top choose the view: **Day**, **Week** or **Month**. The arrows at the top, or a swipe left or right, move back and forth; **Back to today** jumps straight to today.

The **+** at the bottom right creates an appointment:

1. Type the **title**: site visit, repair, delivery…
2. Pick the **customer** from your list, or type a name by hand. If they are new, **Save to customers** adds them to your list.
3. Set the **day** and **time**, or **All day**.

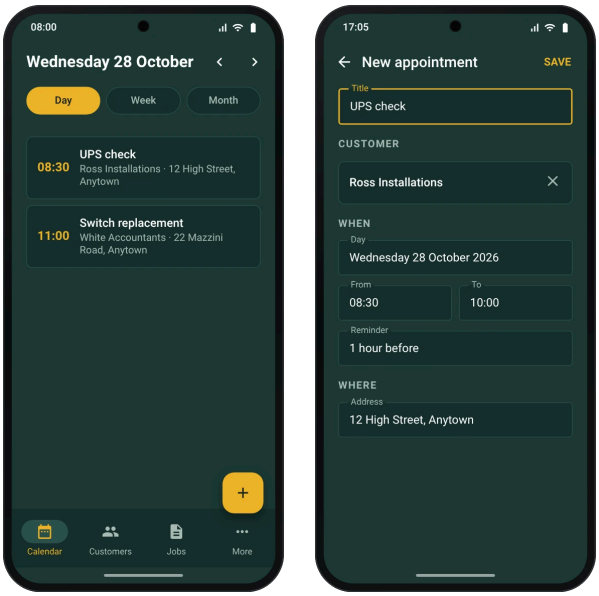
4 Choose the **reminder**: none, from 10 minutes to 2 hours before, or the day before.

5 Add **address** and **notes**, then tap **SAVE**.

When you get to the customer, open the appointment and tap **Create the job**: it starts already addressed to them.

Already using a Google, Samsung or Outlook calendar? From **More → Settings → Import from another calendar** choose the calendars and whether to take appointments from today on or past ones too. The phone calendar is never changed, and appointments already imported are not copied twice.

Tip. If reminders arrive a few minutes late, turn on **Alarms & reminders** for Interventus in your phone settings.



06 A job, step by step

Jobs › New job

A job starts from **Jobs**, from the **customer card** or from an **appointment**. Pick the customer and the job gets its own number for the year, for example **13/2026**.

Inside there are four tabs, to fill in any order you like:

1 · Work

Write the **work done** in your own words. To avoid typing, use the keyboard microphone and dictate. For the hours: **Start** runs the timer while you work, **Stop** ends it and the hours become labour at your rate. The timer keeps running even if you leave or close the app. With the timer stopped, **tap the time** to type in hours and minutes. If you prefer, type the **labour amount** directly: that is what counts. **Private notes** are just for you and never go on the report.

2 · Materials

Tap **Add material**: the most used are at the top, or search by code or description. If it is missing, create it on the spot. **−** and **+** change the quantity. The call-out charge, if switched on, is already there.

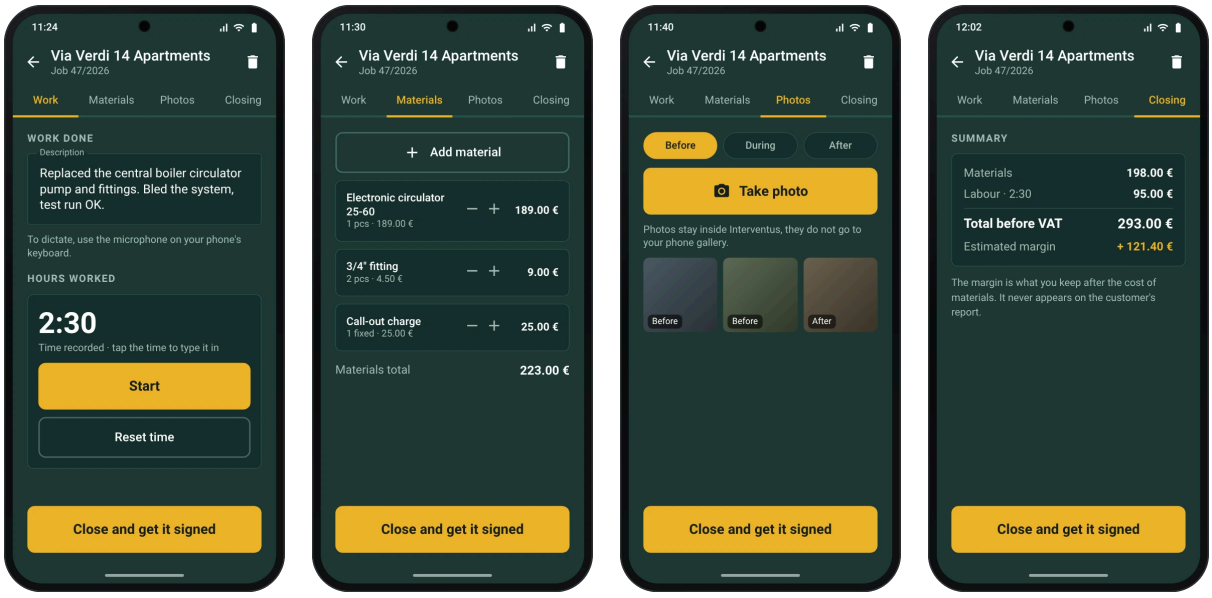
3 · Photos

Choose **Before**, **During** or **After** and tap **Take photo**. Photos stay inside Interventus, not in your phone gallery, and are printed on the report.

4 · Closing

The **summary**: materials, labour, total before VAT, VAT and total. You also see the **estimated margin**, what you keep after the cost of materials. Only you see the margin.

You can leave a job half done and pick it up whenever you like: it waits for you in **Jobs**. When you have finished, tap **Close and get it signed**: if the timer is still running, it stops and the time is added.



07 Customer signature and report

1. Under **Who is signing** goes the signer's full name: if the customer is a person it is already filled in, if it is a company you type it.

2. The customer signs with a finger in the white box. If it goes wrong, **Clear** and sign again.

3. The first time, the app asks whether to record **where the signature was made**. With **THAT'S FINE**, the report shows the coordinates and the distance from the customer's address. With **NOT NOW** the signature is just as valid.

4 Tap **Confirm signature**: the PDF report is ready.

On the **Report ready** screen choose: **Send the report** with WhatsApp or another app, **Send by email** (if the customer has an email in their details, it is already filled in), or **View the report** to check it.

WHAT IS ON THE REPORT

- at the top your details, logo, number and date;
- the customer, the work done, materials and labour;
- total before VAT, VAT and total;
- the photos, three per row;
- at the bottom of every page your note, if you wrote one;
- the signature, with the signer's name, date, time, location, distance and phone used.

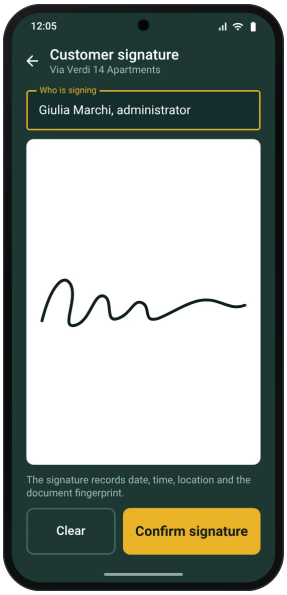
Careful. Once signed, the job **is locked**: you can read it and resend the PDF, but not change description, hours, materials or photos. So your copy and the customer's always say the same thing. If you got it all wrong, on **Report ready** tap **Delete job**: after you confirm, the job goes with its PDF, photos and signature, and you start again. There is no going back.

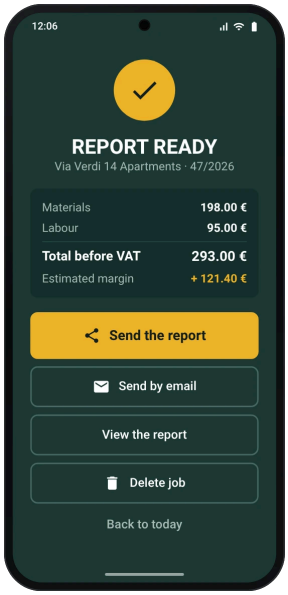
What an on-screen signature is worth

It is a **simple electronic signature**. The EU eIDAS regulation (article 25) says it cannot be refused as evidence just because it is electronic. Courts weigh it freely, looking at how secure and unalterable the document is.

That is why Interventus records date, time, location, distance from the address, the phone used and the document **fingerprint**: a code that changes if anyone edits the PDF. Acts that the law requires with a qualified signature need a different tool.

These lines are not legal advice. For important contracts or disputes, ask a lawyer.





08 Open jobs

Jobs

Jobs **to do** and **in progress** stay here, with their status and amount. It is your list of things to close. The yellow **+** at the bottom right lets you pick a customer and start a new job.

Below you find **Recently closed**: the last five signed jobs. Tap one to go back to **Report ready**, to send it again or view it. All the others are under **Job reports** on the customer card.

09 Maintenance, quotes and materials

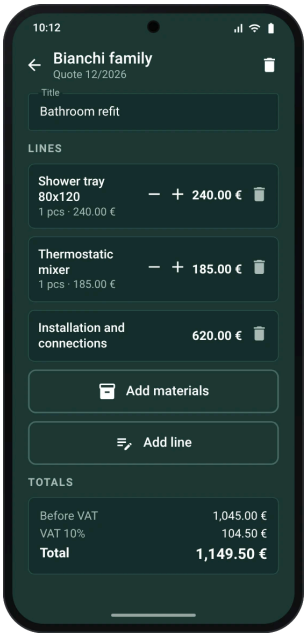
More › Management

Scheduled maintenance

Created from the customer card, with **Maintenance contracts** and then **New maintenance**: write **what is maintained** (boiler, switchboard, server…), **how often** (3, 6, 9 or 12 months) and the **next due date**. When it is due you find it in the calendar, with its notification. Once done, tap **Mark as done today**: the due date moves forward by itself.

Quotes

They are not in Management: you make them from the customer card, with **Quotes** and then **New quote**. Write title and description. With **Add materials** you pick materials from your list and change the quantity with **−** and **+**; with **Add line** you write a free line, just description and price. Total and VAT are worked out for you. Set how many days it is valid (30 to start with) and send it as a PDF with **SEND THE QUOTE**. Then follow **where it stands**: to send, sent, accepted, declined.



Materials catalogue

For each material: description, code, unit, **cost** and **price**. The app tells you what you earn on each piece. You can add category and supplier. The ones you use most rise to the top.

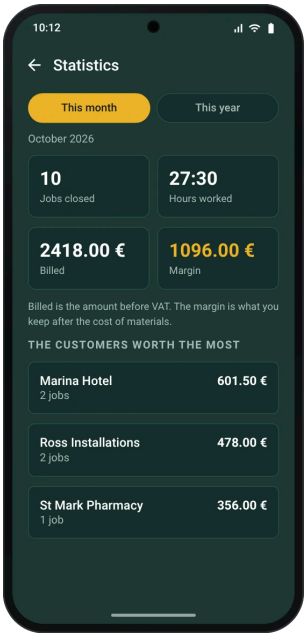
Good to know. The customer only sees the price of materials on the report. The cost stays in the app and is used to work out the margin.

10 Statistics

More › Statistics

Choose **This month** or **This year** and see at a glance: jobs closed, hours worked, billed and margin.

Billed is the amount before VAT. The **margin** is what you keep after the cost of materials. Below you find **the customers worth the most**.



11 Backup and changing phone

More › Settings › Backup and restore

Your data lives on your phone. Always keep a copy: if the phone breaks or you change it, you lose nothing.

Save to the phone

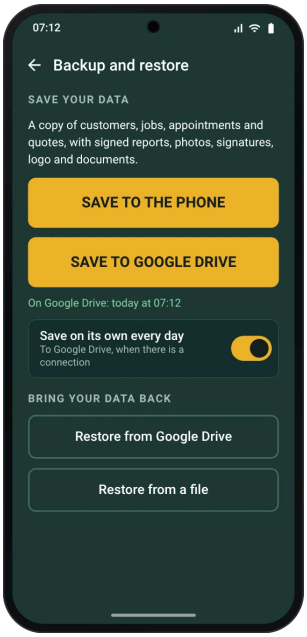
Creates a file with customers, jobs, appointments, quotes and materials, together with signed reports, photos, signatures, logo and documents, in the **Download** folder.

Save to Google Drive

The copy goes into your own Drive, in a space only Interventus can read. Turn on **Save on its own every day** and forget about it: it runs when there is a connection. Photos, signatures, PDFs, documents and logo go along with the data; each time only the new ones.

On the new phone

Install Interventus, then **Restore from Google Drive** or **Restore from a file**. What is in the app is replaced by the backup.



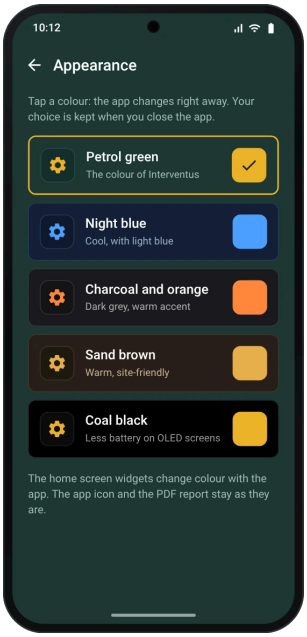
12 Colours and language

More › Settings › Appearance

Five colours: **Petrol green** (the Interventus colour), **Night blue**, **Charcoal and orange**, **Sand brown** and **Coal black**, which saves battery on OLED screens. Tap a colour and the app changes right away.

The widgets take the chosen colour too. The app icon and the PDF report stay as they are.

Under **Settings → Language** choose Italian or English. In English, reports and quotes come out in English too.



13 Home screen widgets

Three widgets to see your day and do the main things without opening the app.

Next appointment

Time, customer, address and how soon it starts. **Navigate** opens navigation, **Call** phones the customer, **Start job** opens the job, **Running late** prepares the message "I'm running a few minutes late". Below, the appointment after.

Job in progress

The timer runs live on the home screen. **Stop** and **Start** work without opening the app; **Photos**, **Material** and **Sign** open the job at the right spot. When nothing is in progress: **New job** and **Open jobs**.

Week

Monday to Sunday, today highlighted and a dot for each appointment. Tap a day to see its appointments: **Navigate** takes you to the address, **Open** opens the appointment. The **+** creates one on the chosen day.

To add them: press and hold an empty spot on your phone's home screen, tap **Widgets**, look for **Interventus** and drag the one you want wherever you like.

14 The demo

More › Demo

Made-up customers, jobs and appointments, as if the app had been in use for two weeks. You can try everything, signing and making reports included, for **30 minutes**.

At the top there is the yellow **DEMO** bar: **LEAVE** takes you back to your own data, untouched. Nothing from the demo is saved.

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15 The subscription

More › Subscription

After the free trial, Interventus PRO is a **monthly** or **yearly** subscription, paid through Google Play. You only pay if you tap **SUBSCRIBE**.

Cancel any time from the Play Store: your profile picture, **Payments & subscriptions**, **Subscriptions**, **Interventus**, **Cancel subscription**.

> **Good to know.** If the subscription runs out, your data is not deleted.

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16 Where your data goes

Interventus **creates no account** and keeps nothing of yours on our servers: your customers' data stays on your phone. The Google Drive copy goes into **your** Drive.

The app works **without a connection** too: customers, calendar, jobs, photos and reports stay on the phone. You only need a connection to send the report, for the Drive copy and for the subscription.
