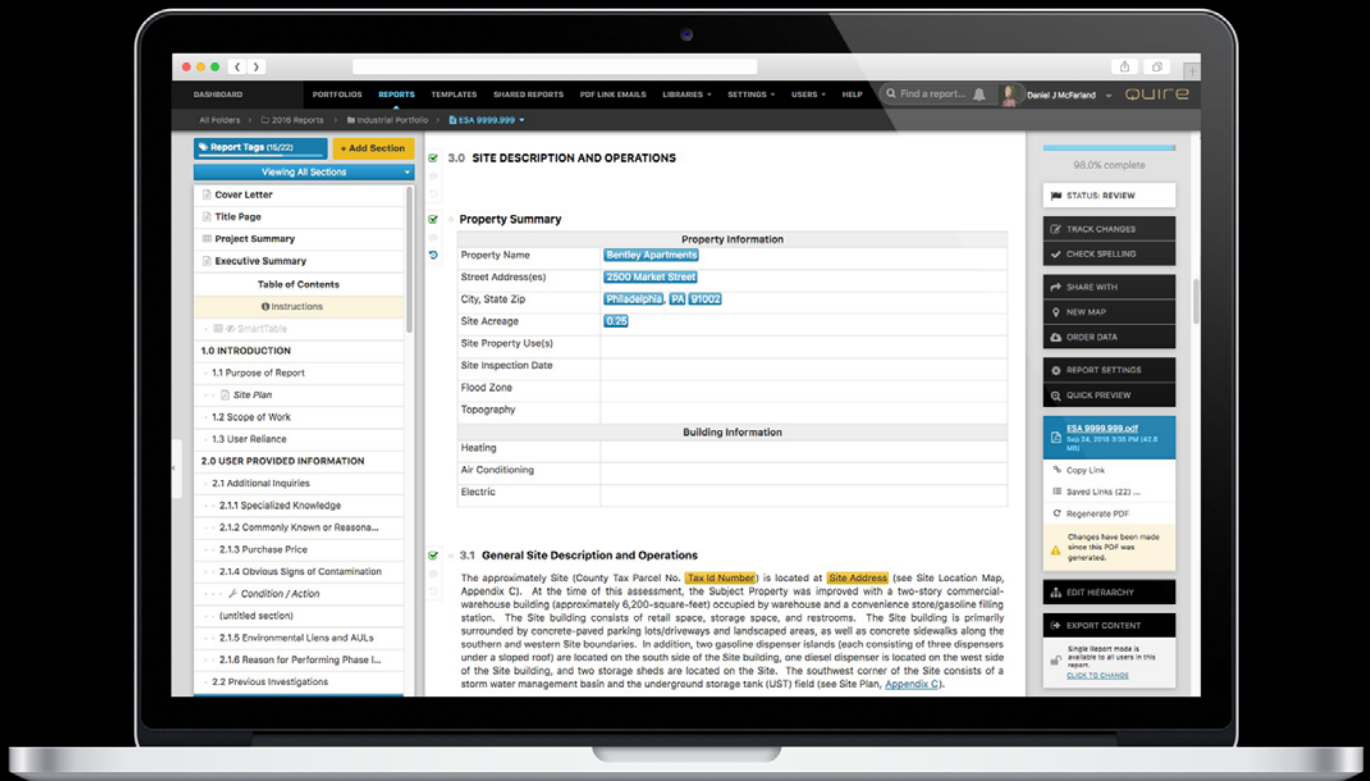# quire

AN INTRODUCTION

What is Quire?

Quire is a cloud-based, technical report-writing platform. Accessed via a web browser, Quire provides a collaborative set of tools that increases your productivity, improves quality control and creates consistency, thereby saving time, reducing errors and creating dependable outputs.

What kind of reports can be written in Quire?

Any kind! If you are currently using Microsoft Word or a competitor's platform, you can use Quire to write your Report. Common Report types written in Quire are:

- Phase I ESAs
- Property Condition Assessments (PCAs)
- Transaction Screens
- Asbestos Surveys
- Construction Loan Monitoring Reports
- ...just to name a few.

What is Quire's pricing model?

Quire is a Software-as-a Service, or SaaS, product - there is nothing to install or download. You simply pay a subscription fee for seat licenses to allow Users access to the system on a per-User, per-month basis. All subscriptions include unlimited usage of the system: unlimited report writing, unlimited templates and unlimited data storage.

- **Per User** costs vary based on features and volume of Users with a fee assessed per User, per month.
- Quire provides **Enterprise Contract** volume discounts for companies with 50+ users and specialized pricing solutions for **Small Businesses** and companies who utilize contractors.

Some of the top features clients ♥ in Quire

📔 WordBank

With WordBank, you can assign snippets of approved text to a report section and provide individualized guidance for how the language is added. Then, with one click, insert paragraphs, Report Tags - even tables!

👥 Collaboration

Only with Quire, can all writers and reviewers work on all facets of the same report at the same time. This way, you can truly work as a team, getting reports done easier and faster!

🏷️ Report Tags

Placeholders for repeated information. Enter the essential information once and it will populate through-out the report. If you need to make a change, make it in the form and the edits will occur automatically!

📍 Mapping Tools

A fully integrated mapping tool allows you to quickly frame, draw and annotate on any of our 8 GIS mapping layers. These include satellite photos, street maps, topography maps, and more! Leverage these tools to frame and draw on your own uploaded image or PDF.

📄 Build Your Own Templates

Easily rebuild your current templates - either on your own or with our help — and take advantage of Quire's productivity tools. Then create as many reports as you want! Templates can even be quickly cloned to meet other needs.

📄 Appendices

Quire is not just about writing reports, you can compile all of your Appendices as well. Simply upload all your supplemental information, photos, maps and diagrams to an Appendix bucket, then drag and drop them in any order you choose. With speedy, bulk file uploads, Quire makes it easy to add as many files as you need.

🔲 SmartTables

A powerful Table Tool blending both Word and Excel functionality, SmartTables can be formatted to display dropdowns, date boxes, check boxes, WordBank, and rich text. Our SmartTables also copy cleanly to and from Excel!

⚡ One-Click Assembly

Even reports with thousands of pages assemble in seconds with Quire – from the cover letter down to the last Appendix! And don't worry about unwieldy file size attachments. Quire will automatically generate a clickable link to the final PDF that's ready to email so you or your clients can download with ease.
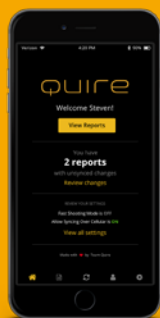
$ PCA Toolkit

There is no better way to write a Property Condition Assessment (PCA) than with Quire. Our integrated cost tables and recommendations improve the efficiency of PCA writing and create a seamless writing experience – no more switching between multiple applications to complete your PCA.

🖌️ Custom Company Styles

No more formatting! Quire will enforce your brand and style so all your reports present consistent output to your clients. That means you can just focus on adding content.

Quire Mobile App

With the **Quire: Field Data Collector** mobile app you can:

- **take and caption photos**,
- **scan documents**,
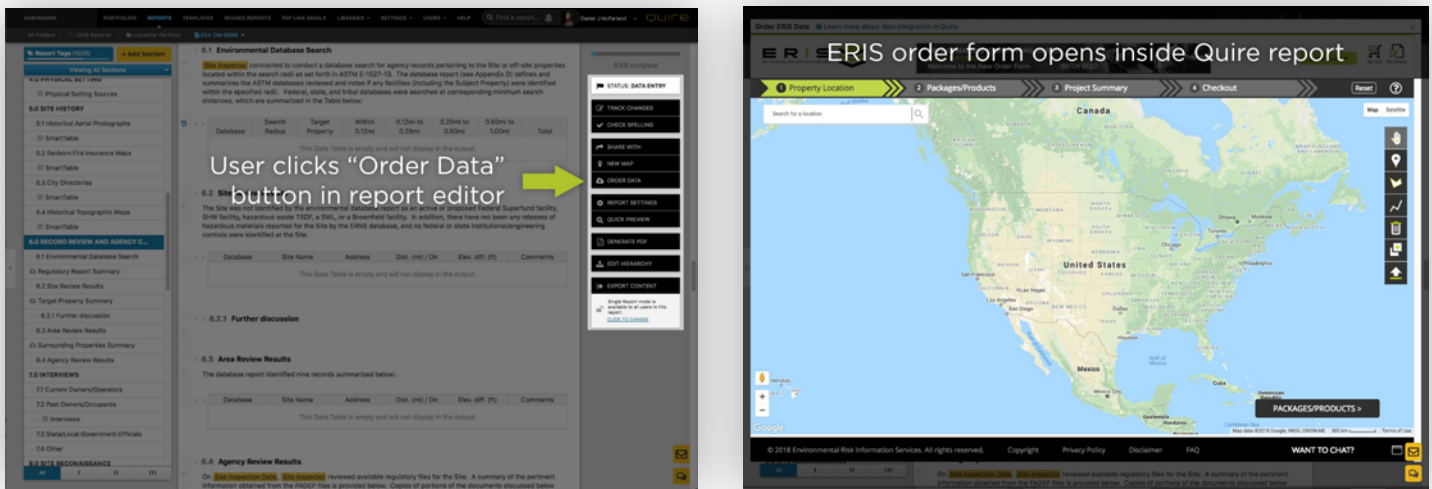- **edit report tags**, and
- **view ERIS regulatory data**

from any location – *even without an internet connection!*

Quire vs Microsoft Word

Quire's strength against Word is that Word was not specifically designed to manage the complexities of technical report writing like Quire. As such, Users typically need additional applications to complete and assemble their report. Quire automates the tedious aspects of report writing while simultaneously creating a seamlessly collaborative experience to author, review, manage, and assemble your reports.
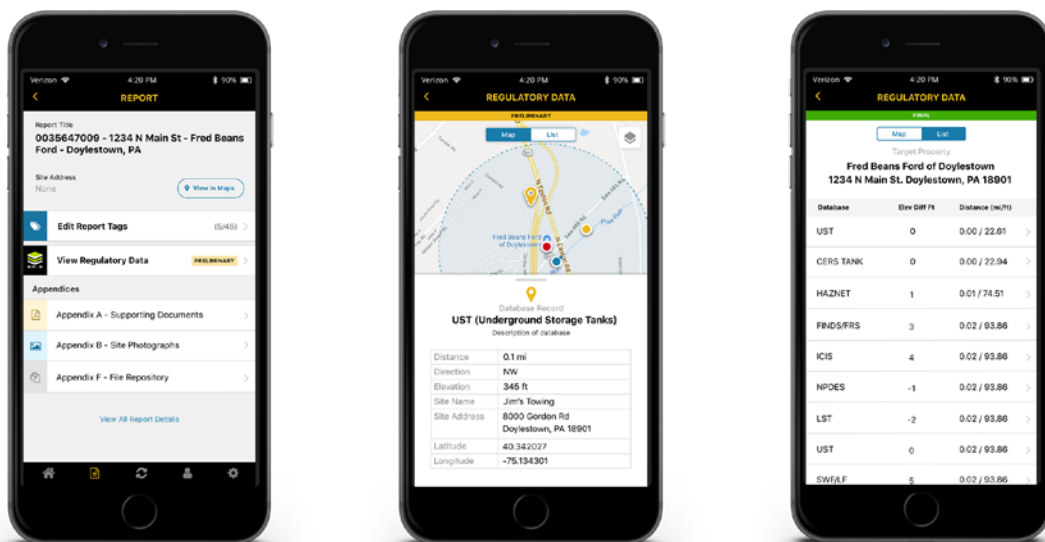
ERIS Integration

How does it work?

Quire can integrate ERIS data (Database Reports, Historicals and other products) by allowing users to place orders from within a Quire Report. ERIS data then flows into the report, populating tables automatically and adding downloaded files to the Appendix.

User clicks "Order Data" button in report editor

ERIS order form opens inside Quire report

1 **Report writers access the ERIS order form inside of a Quire Report. The order comes through ERIS 'tagged' as a Quire order with a report ID.**
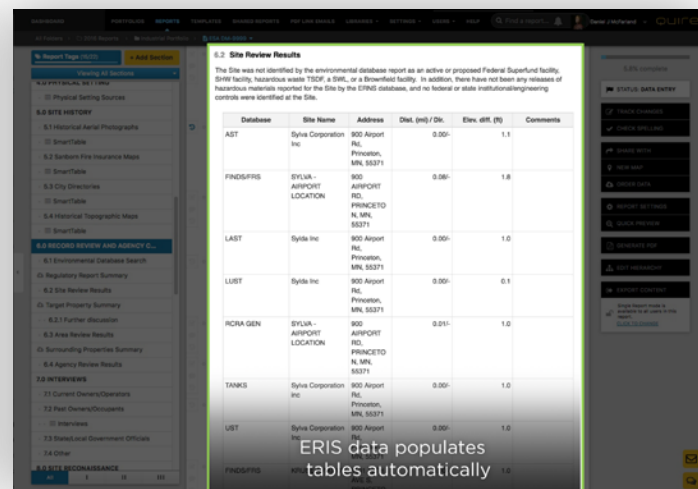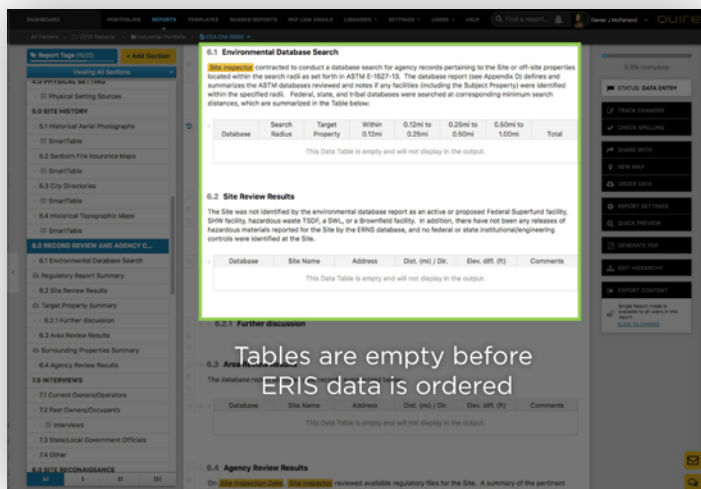
User Benefit: You don't need to "leave your report" to order data.

2 **Once the order is placed, the report writer can view the preliminary data in the Quire: Field Data Collector mobile app.**
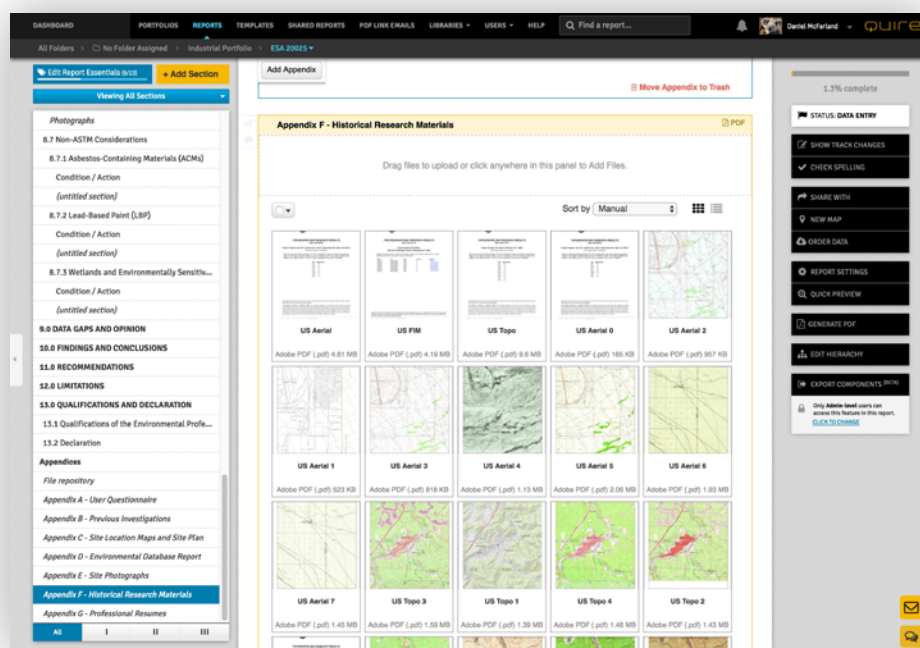
User benefit: Regulatory data can be reviewed in context without having to wait for the final Database Report.

Tables are empty before ERIS data is ordered

ERIS data populates tables automatically

3 Once the Database Report is completed, ERIS data is loaded into the report automatically, populating SmartTables and other custom specialty tables.
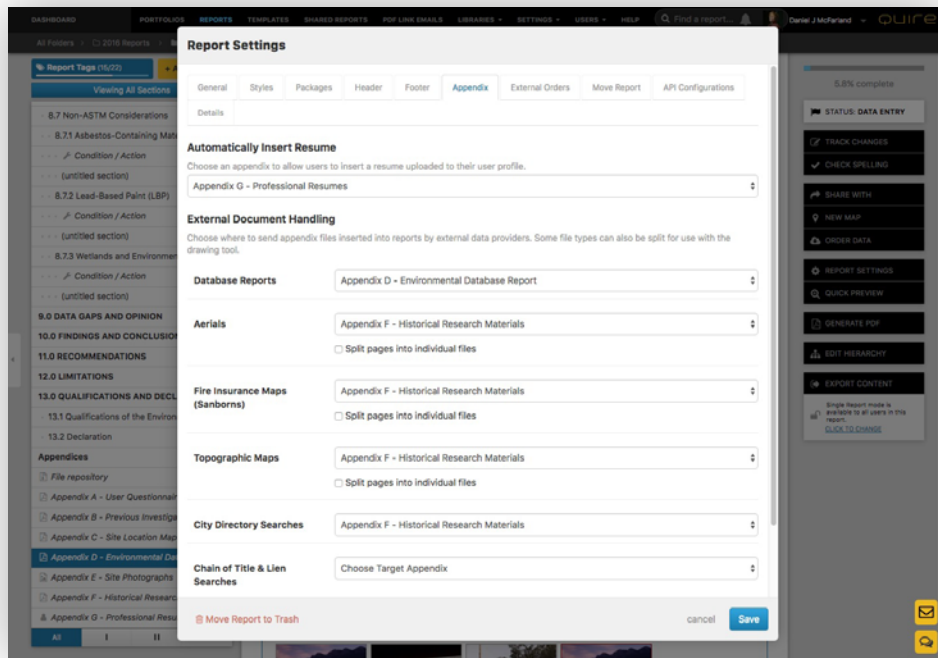
User benefit: Saves significant time by auto-populating data that would normally be entered manually.

4 PDF files (Database Report, Aerials, Topos, Fire Insurance Maps, etc.) are auto-uploaded into the Quire Appendices.
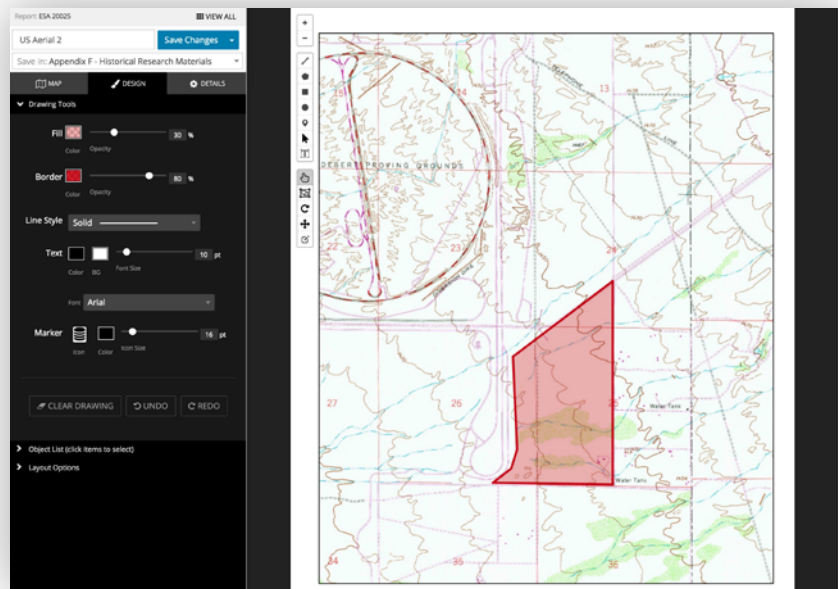
User Benefit: Saves time in downloading and re-uploading files into the report; Keeps everything together.

5 **PDF Files can be automatically split into individual pages (for use with the Mapping Tool) and placed in user selected appendices.**

User Benefit: *Editing individual aerials, topos and fire insurance maps is easier and quicker. Ability to apply drawings to additional maps saves time.*
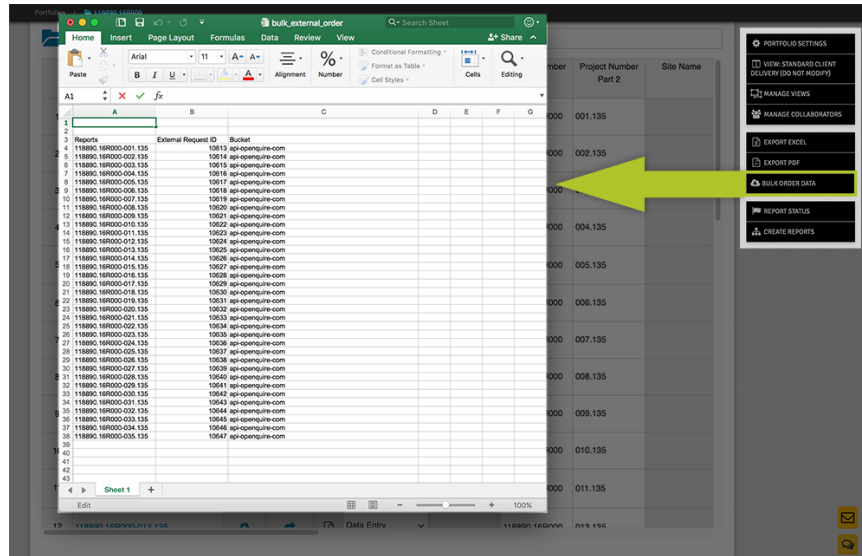

6 **Mapping Tool: A full featured map editor allows users to annotate ERIS products. Add icons, shapes and text to maps, aerial photos and other PDF/image files. Create custom maps using one of Quire's 6 base map**

User Benefit: *Quire's Mapping Tool is a compliment to **ERIS Xplorer,** thus giving our customers greater choice and features!*

ERIS XPLORER

7 **Bulk Ordering: In Portfolio View, click on Bulk Order Data and an excel spreadsheet will be generated with Report ID's. This can be emailed directly to ERIS to order data for all the reports in the Portfolio.**

User Benefit: *Ordering data for multiple reports is easier and saves considerable time.*