

Introduction to Identify & Report v12, Home and Property Inspection Software iPad, Mac, Widows

New Inspection, Print Inspection and
Copy Files to and from iPad and Computer

Step By Step: Start New Inspection

1. From the “Main Menu” screen **Select** the “New Inspection “ icon
2. Enter Inspection Report I.D. (sample Last Name Smith, Inspection Date 05/15/2012, Report ID = “Smi05152012” **Use this Format Only**) **Click**, Continue with Default Report. Note: The **Default Report** is the **Master Template** that gets copied when you Click Continue with **Default Report**. This **Default Report** can be edited to fit the Inspectors needs by Selecting, from the Main Menu the “**Find**” icon then Select the **Default Report**.
3. This will bring you to the “Order Form”, Enter the Order Form information.
4. **Click** the “To Current Inspection “ icon to View the Report Menu.
5. From the “**Report Menu**”, Select the category you would like to Identify then Select the Comments that apply to your inspection. (sample, category KITCHEN, fill in the Identifies, then Select the Sub-category Tab at the Top of the Screen, SINK, Select Comment that applies). **Note: “Menu Select” icon in the upper right of the screen will allow you to view All Inspection Category and All Sub-Categories on the same screen and jump from any Sub-Categories with just one Click. A good tool to use as you walk through your Inspection.**
6. After you have Entered your Inspection Report Information and Photos (see Photo Information below), **Click** the “**ADD Comments to Summary**” icon in the lower right of the screen to build the **Inspection Summary**. At any time **Click** the “To Summary” icon to view the **Summary page**.

Step By Step: Print Inspection Report

1. From the “**Main Menu**” screen if the current Client displayed is the Inspection Report to be printed, Select the “**Printer**“ icon. Or Select the Find icon and Select Inspection to be Printed, then **Click** on the “**Printer**” icon.
2. Select the “PDF Factory” as the Printer. Select “Continue”. The Inspection Report will start to be built. You will see the Cover page displayed, you can select the Page to view on the left of the PDF Factory screen.
3. To make a PDF file Click the PDF icon in the upper left of the screen. The Inspection Report will be displayed in a PDF Reader.
4. To Save the PDF Inspection Report, Click, File in the upper left corner of the PDF Reader screen, then Select, Save As PDF. Use the Report ID as PDF File name. (sample: Smi05152012.Pdf).
5. Give the Inspection Report a Name, and save to a Folder ware you know ware to Select if you need to Email the New PDF Report.

Interdiction to Identify & Report

Copy Filest to and from iPad and Computer

Step By Step: Copy Inspection Files to and from Computer and iPad

1. Exit out of Identify & Report by Clicking the “**Exit**” icon on the Computer and the iPad.
2. Plug the iPad into the Computer via the iPad USB cable.
3. iTunes may turn on automatically if not Select iTunes form your Desktop or **Click START**, on the lower right Of the iTunes screen
4. The iTunes screen will display.
5. Look on the left side of the iTunes screen for “**Device**” and **Click** on the iPad.
6. The iPad information will be displayed,
7. Select **APPS** on top of the iTunes screen.
8. The iPad screen will be displayed, scroll down to the bottom of the screen until you see the “**FileMaker Go**” icon. **Click** on the **FileMaker Go** icon.
9. A Gray area will open, with a file or two displayed.
10. **Click** the **ADD** button on the lower right of the iTunes screen. A new window will open for you to select the file to Add.
11. Select the Folder ware Identify & Report is installed. (sample: **c:\users\yourName\Identify Report v12.0**)
12. Select All Files that End with **.Usr** or **.Fp7** (sample: **Inspection Control.Fp7** or **Inspection Control.Usr**) or (**Texas Inspection.Fp7** or **Texas Inspections.Usr**)
13. The first time you need to Add All the Files that end with **Fp7** or **Usr**.
14. After the first install, Add or Save Only a few files. (For Identify & Report Professional) Select “**Inspection Control** for the Order Form, **IsdcNarrative** for **Narrative Report Data** , **IsdcNarrative Photos** for the Report Photos, **IsdcLookUp** for the Comment’s Data.) For Identify & Report TEXAS (**Texas Inspections** for the Report Data and Report Photos, **Texas LookUp Comments** for the Comment’s data)
15. **Keep in mind the same process is used to copy files From the iPad to the Computer by using the SAVE Command. (SAVE To COMPUTER)**
16. **Keep in mind the same process is used to copy files From the Computer to the iPad by using the ADD Command. (GET From COMPUTER)**

This document is to show you how to
“Creating an Inspection”
using the
*Identify & Report
Professional v12.00*



A professional inspection is as easy as one click.

The *Identify & Report Professional* inspection program is designed to create professional inspections each and every time. The program uses a Default Report inspection as a standard template for the creating inspections.

This Default Report inspection may be modified to meet the user's requirements by selecting the Default Report at the Find Inspection screen and entering/editing data as desired.

The Default Report is essential to the operation of the program and should never be deleted.

Starting an Inspection (non-template)

1. Click on the “New Inspection” button at the Main Menu.



2.

First Enter a New Report ID Number:

The best ID Report Number Format

Use the first three letters of last name then the date of the scheduled inspection.

Example:

Clients name: Bill Jones

Scheduled inspection date: May 5, 2012

Recommended ID Number

Jon051112

If you are inspecting
Mutable units just
Add u1, u2.etc...

Jon051112u2

Jon051112u2

3.

Select continue

Very important:

Only use Letters and
Numbers for Report ID
Numbers.

The program does not
recognize punctuation
mark, spaces and special
Characters.

4.

Enter required
information on the
order form.

5.

All drop down's Boxes have the ability be edited.

The screenshot shows the 'ORDER FORM' application window. The 'Inspection Type' dropdown menu is open, displaying the following options: 'New Construction Inspection', 'Swimming Pool Safety Inspection', 'Pre Purchase Building Inspection', 'Defect Inspection', and 'Edit...'. A red arrow points from the text 'All drop down's Boxes have the ability be edited.' to the 'Edit...' option. The form includes sections for 'Client Information', 'Property Information', and 'Basic Pricing'. The 'Client Information' section has fields for 'First, Last Name', 'Other Name', 'Address', 'Suburb, State, P/C', 'Home, Work #', 'Email', 'Ordered By', and 'Referred By'. The 'Property Information' section has fields for 'Seller', 'Address', 'Suburb, State, P/C', 'Phone, Email', 'Structure Type', 'Foundation', 'Pick Up Key', 'Occupied By', 'Build, Furnished', 'Bedrooms', 'List Price', 'Paying Party', 'Utilities', 'Dwelling Facing', 'Site Topography', 'Subdivision', 'Inspector', 'Bathrooms', 'Age', 'Units', 'Spa', 'Pets', 'Pool', 'Well', and 'Septic'. The 'Basic Pricing' section shows a price of '\$220.00' and a 'NEW Inspection' button. The right sidebar contains links to 'TO CURRENT Inspection', 'PRINT CURRENT Inspection', 'Calendar', 'Photos', 'Order Form', and 'Find All'.

6.

The edit window will open, you can remove, add or modify any statement as you would like. Then reselect the field to auto enter the information.

The screenshot shows the 'ORDER FORM' application window with the 'Edit...' option selected from the 'Inspection Type' dropdown menu. A small dialog box titled 'Edit Value List "Inspection Type"' is open, displaying the same list of inspection types: 'New Construction Inspection', 'Swimming Pool Safety Inspection', 'Pre Purchase Building Inspection', 'Defect Inspection', and 'Edit...'. A red arrow points from the text 'The edit window will open, you can remove, add or modify any statement as you would like. Then reselect the field to auto enter the information.' to the 'Edit...' option in the dialog box. The background form is the same as in the previous screenshot, but the 'Inspection Type' dropdown is now closed, and the 'Report ID' field is visible with the value 'Jon051112'.

7.

When you are finished filling in the Order Form click on “TO CURRENT Inspection” icon.

The screenshot shows the 'ORDER FORM' window. The 'MAIN MENU' on the right contains several icons and buttons. A red box highlights the 'TO CURRENT Inspection' button, which is indicated by a red arrow from the instruction text.

8.

On right side of screen, you will see a column of buttons listing the main inspection categories each categories has sub categories, select as needed

The screenshot shows the 'REPORT MENU' window. On the right side, there is a vertical column of buttons for different inspection categories. A red box highlights the 'To Summary' button at the bottom of this column, which is indicated by a red arrow from the instruction text.

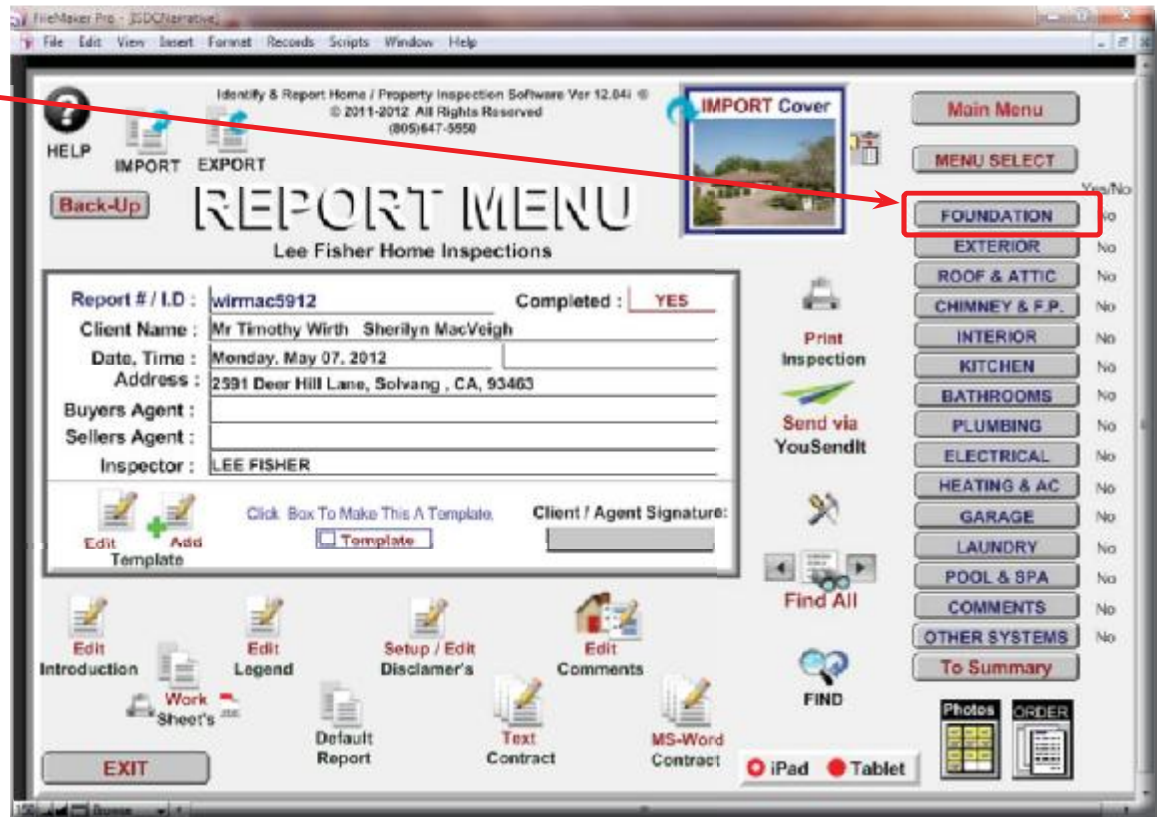
9.

At any time you can select the “To Summary” button to view summary.

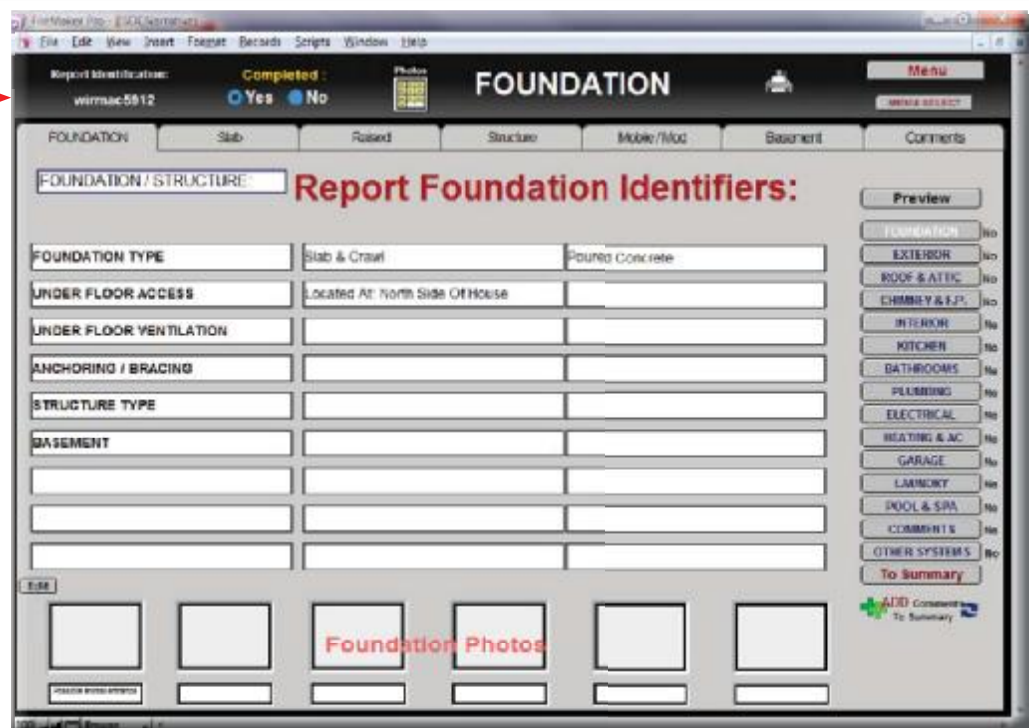
This document is to show you how to
“Select Report Category”
using the
*Identify & Report
Professional v12.00*



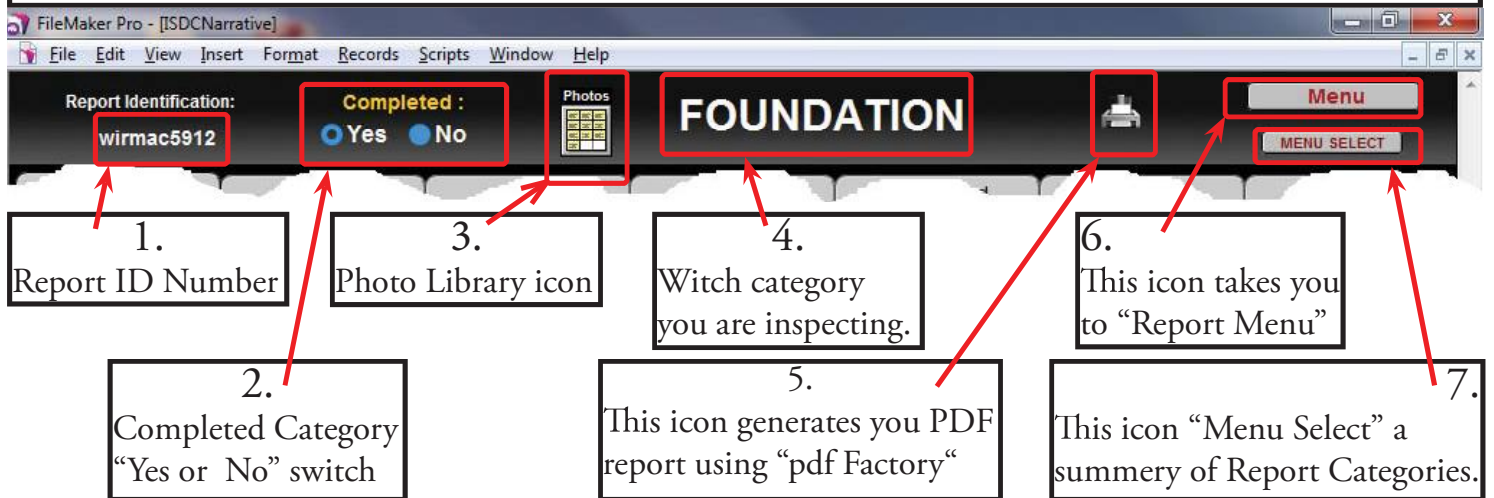
Click on icon of
category
Example:
For this example we
will use “Foundation
Identifiers”



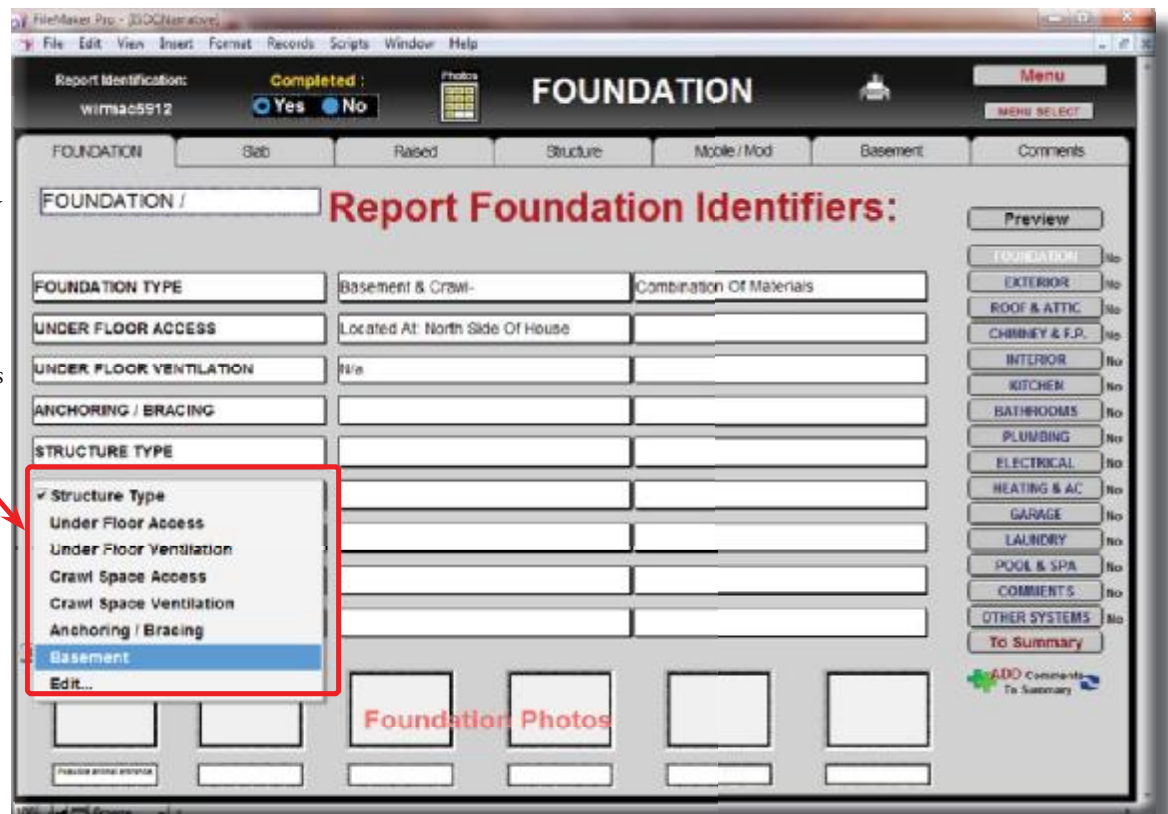
The “Foundation” category
window opens.



Header Layout



In the category window the columns are the identifiers, click in box and a drop-down then chose. (All drop-down boxes are Editable)



The screenshot shows the 'FOUNDATION' software interface. The 'FOUNDATION TYPE' dropdown menu is open, displaying a list of options: 'Basement-', 'Slab-', 'Basement & Crawl-' (which is highlighted in blue), 'Slab & Crawl-', 'Wick Build-', and 'Edit...'. A red arrow points to the 'Basement & Crawl-' option. The interface includes a menu bar at the top with options like File, Edit, View, Insert, Format, Records, Scripts, Window, and Help. Below the menu bar, there's a toolbar with icons for various functions. The main area is divided into sections for 'FOUNDATION', 'Slab', 'Rebed', 'Structure', 'Mobile / Mod', 'Basement', and 'Comments'. The 'FOUNDATION' section is currently active, showing a 'Report Foundation Identifiers:' section with a list of identifiers and their corresponding values. On the right side, there's a 'Preview' section with a list of building components and their status (e.g., FOUNDATION No, EXTERIOR No, ROOF & ATTIC No, CHIMNEY & P.P. No, INTERIOR No, KITCHEN No, BATHROOMS No, PLUMBING No, ELECTRICAL No, HEATING & AC No, GARAGE No, LAUNDRY No, POOL & SPA No, COMMENTS No, OTHER SYSTEMS No). At the bottom, there's a 'Foundation Photos' section with a grid of photo placeholders.

The screenshot shows the 'Foundation' software interface. At the top, there is a menu bar with options: File, Edit, View, Insert, Format, Records, Scripts, Window, Help. Below the menu bar, the 'Report Identification' section shows 'wrmac5512' and a 'Completed' status with 'Yes' and 'No' buttons. The main window is titled 'FOUNDATION' and has a sidebar with various system categories: FOUNDATION, Slab, Raised, Structure, Moole / Mod, Basement, and Comments. The 'FOUNDATION' category is selected. The main area displays 'Report Foundation Identifiers:' with a table of fields and values. A red box highlights the 'Foundation Type' dropdown menu, which is open and showing options: Poured Concrete, Block, Clay Block, Stone, Combination of materials (highlighted), Plywood Walls, and Edit... A red arrow points from the 'Foundation Type' field to the dropdown menu. The bottom of the window has a 'Foundation Photos' section with a grid of photo placeholders and a 'To Summary' button.

Getting around Report Comments Window

Recommend Buttons

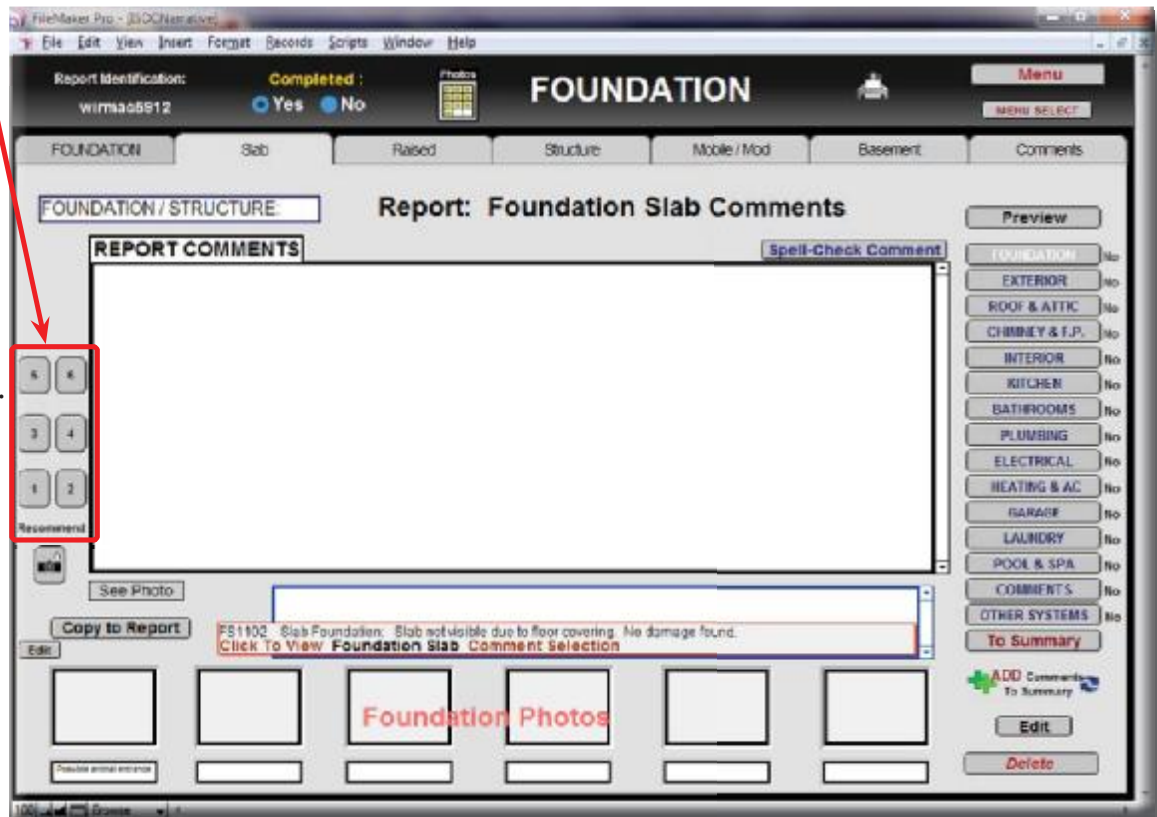
- 1= MAJOR DEFECT
- 2= MINOR DEFECT
- 3= SAFETY HAZARD

4= Recommend Evaluation By A Qualified Licensed Contractor / Engineer / Specialist.

5= Recommend Evaluation of infestation / deterioration by a Licensed Pest Inspector.

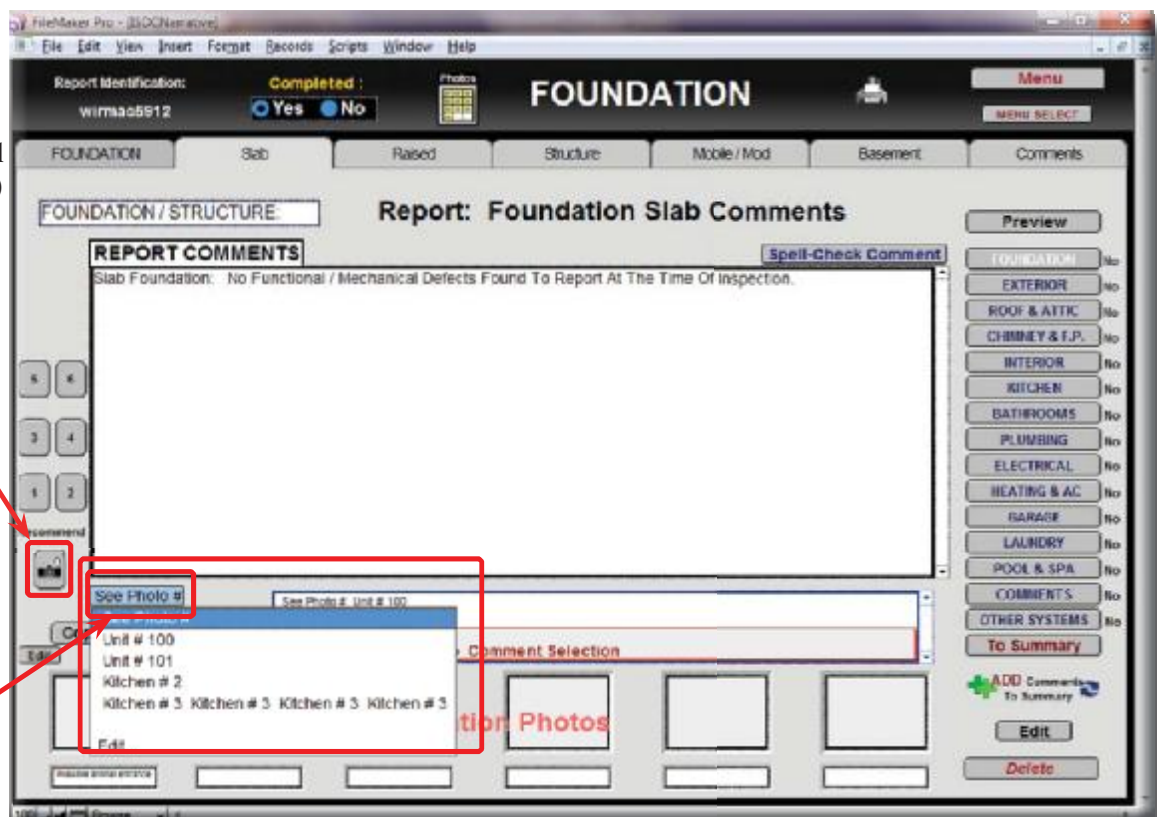
6= Recommend Evaluation or repairs by a Qualified Licensed Contractor

Note: To edit "Recommendations" select Default Report.



The Camera icon will take a snapshot of whatever you select in this drop-down box. (All drop-down boxes are Editable)

The Camera icon will take a snapshot of whatever you select in this drop-down box.



Click in Box
“Click to view slab
Comment selection”

FileMaker Pro - (300)Foundation

Report Identification: wirmao5912 Completed: Yes No

FOUNDATION Slab Raised Structure Mobile / Mod Basement Comments

FOUNDATION / STRUCTURE: Report: Foundation Slab Comments

REPORT COMMENTS Spell-Check Comment

F51102 Slab Foundation: Slab not visible due to floor covering. No damage found.
Click To View Foundation Slab Comment Selection

Foundation Photos

Chose the comment
from the list that you
have view.

FileMaker Pro - (300)Foundation

Report Identification: wirmao5912 Completed: Yes No

FOUNDATION Slab Raised Structure Mobile / Mod Basement Comments

FOUNDATION / STRUCTURE: Report: Foundation Slab Comments

REPORT COMMENTS Spell-Check Comment

- F51100 SLAB FOUNDATION
- F51101 Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.
- ✓ F51102 Slab Foundation: Slab not visible due to floor covering. No damage found.
- F51103 Slab Foundation: Unable to verify presence / condition of anchor bolts.
- F51104 Slab Foundation: Unable to verify anchor bolts except in garage.
- F51105 Slab Foundation: Slab cracks found. No adjacent damage observed.
- F51106 Slab Foundation: Slab not visible due to floor covering. Damage found. (2)
- F51107 Exterior Foundation: Recommend trimming / removal of all vegetation within 18 inches of exterior walls.
- F51108 Exterior Foundation: Tree / Plant roots found getting close to foundation at
- F51109 Exterior Foundation: Tree Roots found damaging / displacing foundation wall at. **** (1) (2)
- F51110 Slab Foundation: This House has undergone extensive remodeling.
- F51111 Slab Foundation Comment.

Foundation Photos

Click the
The “Copy to Report”
icon will also copy the
Recommendations to
the Report.

The screenshot shows the 'FOUNDATION' report software interface. At the top, there's a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Scripts', 'Window', and 'Help'. Below the menu bar, there's a 'Report Identification' section with 'wirmac5912' and a 'Completed' status with 'Yes' and 'No' buttons. The main title is 'FOUNDATION'. Below the title, there's a 'Report: Foundation Slab Comments' section. On the left, there's a 'REPORT COMMENTS' section with a text area containing 'Slab Foundation: The wall surfaces or design configuration of the structure prevents access to visually verify the presents or condition of anchor bolts.' Below this, there's a 'Copy to Report' button highlighted with a red box. To the right of the 'Copy to Report' button, there's a 'Click To View Foundation Slab Comment Selection' button. Below these buttons, there's a 'Foundation Photos' section with five photo placeholders. On the right side, there's a 'Preview' section with a list of categories: FOUNDATION, EXTERIOR, ROOF & ATTIC, CHIMNEY & F.P., INTERIOR, KITCHEN, BATHROOMS, PLUMBING, ELECTRICAL, HEATING & AC, GARAGE, LAUNDRY, POOL & SPA, COMMENTS, and OTHER SYSTEMS. Each category has a 'No' button. At the bottom right, there's an 'ADD Comments To Summary' button and an 'Edit' button.

The list of comments
pops up again so you
can chose another
comment to build the
report.

The screenshot shows the 'FOUNDATION' report software interface, similar to the first one. The 'REPORT COMMENTS' section now displays a list of comments. A red box highlights the list, and a red arrow points to it from the text on the left. The list of comments includes:

- FS1100: SLAB FOUNDATION
- FS1101: Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.
- FS1102: Slab Foundation: Slab not visible due to floor covering. No damage found.
- FS1103: Slab Foundation: Unable to verify presents / condition of anchor bolts.
- FS1104: Slab Foundation: Unable to verify anchor bolts except in garage.
- FS1105: Slab Foundation: Slab cracks found. No adjacent damage observed.
- FS1106: Slab Foundation: Slab not visible due to floor covering. Damage found: (2)
- FS1107: Exterior Foundation: Recommend trimming / removal of all vegetation within 18 inches of exterior walls.
- FS1108: Exterior Foundation: Tree / Plant roots found getting close to foundation at.
- FS1109: Exterior Foundation: Tree Roots found damaging / displacing foundation wall at: **** (1) (2)
- FS1110: Slab Foundation: This House has undergone extensive remodeling.
- FS1111: Slab Foundation Comment

The 'Copy to Report' button is still visible below the list. The 'Foundation Photos' section and the right-hand 'Preview' section are also visible.

This will place the comment you have chosen into the “Report Comment” area.

FileMaker Pro - (300)NameList

Report Identification: wirmac5912 Completed: Yes No Photos

FOUNDATION Menu MENU SELECT

FOUNDATION Slab Raised Structure Mobile / Mod Basement Comments

FOUNDATION / STRUCTURE: **Report: Foundation Slab Comments** Preview

REPORT COMMENTS Spell-Check Comment

Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.

5 6
3 4
1 2

Recommend

See Photo

Copy to Report

Edit

Click To View: Foundation Slab Comment Selection

Foundation Photos

Foundation

FOUNDATION No
EXTERIOR No
ROOF & ATTIC No
CHIMNEY & F.P. No
INTERIOR No
KITCHEN No
BATHROOMS No
PLUMBING No
ELECTRICAL No
HEATING & AC No
GARAGE No
LAUNDRY No
POOL & SPA No
COMMENTS No
OTHER SYSTEMS No

To Summary

ADD Comments To Summary

Edit

Delete

When you are finished with your comments at any time Click “ADD Comments to Summary”

To add, edit or remove you comment list click the “Edit” icon. This will open the Edit you comment Lookup Library Window. (See “Comment “Lookup” Window” below)

FileMaker Pro - (300)NameList

Report Identification: wirmac5912 Completed: Yes No Photos

FOUNDATION Menu MENU SELECT

FOUNDATION Slab Raised Structure Mobile / Mod Basement Comments

FOUNDATION / STRUCTURE: **Report: Foundation Slab Comments** Preview

REPORT COMMENTS Spell-Check Comment

Slab Foundation: The wall surfaces or design configuration of the structure prevents access to visually verify the presents or condition of anchor bolts.

5 6
3 4
1 2

Recommend

See Photo

Copy to Report

Edit

Click To View: Foundation Slab Comment Selection

Foundation Photos

Foundation

FOUNDATION No
EXTERIOR No
ROOF & ATTIC No
CHIMNEY & F.P. No
INTERIOR No
KITCHEN No
BATHROOMS No
PLUMBING No
ELECTRICAL No
HEATING & AC No
GARAGE No
LAUNDRY No
POOL & SPA No
COMMENTS No
OTHER SYSTEMS No

To Summary

ADD Comments To Summary

Edit

Delete

The Delete icon will delete all content from any field selected.

Comment "Lookup" Window

Add New Comments icon

In the Comment Description, window is the description seen when you select, new comment on the Report Entry screen when selected.

All Comments are sorted by the first Numeric number.

FileMaker Pro - [JSDCNlookup]

File Edit View Insert Format Records Scripts Window Help

Foundation - SLAB Comment

EDIT MAIN RETURN

COMMENT DESCRIPTION:	FS1100 SLAB FOUNDATION
COMMENT:	SLAB FOUNDATION 1100
COMMENT DESCRIPTION:	FS1101 Slab Foundation: No Functional / Mechanical Defects Found To
COMMENT:	Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.
COMMENT DESCRIPTION:	FS1102 Slab Foundation: Slab not visible due to floor covering. No damage
COMMENT:	Slab Foundation: Slab was not visible due to carpet / floor coverings. No adjacent damage found.
COMMENT DESCRIPTION:	FS1103 Slab Foundation: Unable to verify presents / condition of anchor
COMMENT:	Slab Foundation: The wall surfaces or design configuration of the structure prevents access to visually verify the presents or condition of anchor bolts.
COMMENT DESCRIPTION:	FS1104 Slab Foundation: Unable to verify anchor bolts except in garage.
COMMENT:	Slab Foundation: The wall surfaces or design configuration of the structure prevents access to visually verify the presents or condition of anchor bolts with exception of the unfinished walls in the garage.
COMMENT DESCRIPTION:	FS1105 Slab Foundation: Slab cracks found. No adjacent damage observed.
COMMENT:	Slab Foundation: Slab cracks found at several areas. Most slabs experience some cracking due to normal drying / shrinkage. No adjacent damage was found.
COMMENT DESCRIPTION:	FS1106 Slab Foundation: Slab not visible due to floor covering. Damage
COMMENT:	Slab Foundation: Slab was not visible due to carpet / floor coverings. Recommend further evaluation by removal of floor coverings due the presents of unusual cracks / uneven surfaces. (2)
COMMENT DESCRIPTION:	FS1107 Exterior Foundation: Recommend trimming / removal of all
COMMENT:	Exterior Foundation: Recommend trimming / removal of all vegetation within 18 inches of exterior walls and foundation footer to prevent moisture damage / deterioration / insect / pest intrusion. (2) (3)
COMMENT DESCRIPTION:	FS1108 Exterior Foundation: Tree / Plant roots found getting close to
COMMENT:	Exterior Foundation: Recommend trimming / removal of tree / plant roots found close to foundation at: *** (2)
COMMENT DESCRIPTION:	FS1109 Exterior Foundation: Tree Roots found damaging / displacing
COMMENT:	Exterior Foundation: Tree Roots found damaging / displacing foundation wall at: *** (1) (2)
COMMENT DESCRIPTION:	FS1110 Slab Foundation: This House has undergone extensive remodeling.
COMMENT:	Slab Foundation Comment: This House has undergone extensive remodeling / rebuilding / replacement

Keep your description short.

The Comment Windows is your complete comment

To modify an existing comment just click in the box and edit as desired when finish with changes make sure you click outside of field to save changes.

FileMaker Pro - [JSDCNlookup]

File Edit View Insert Format Records Scripts Window Help

Foundation - SLAB Comment

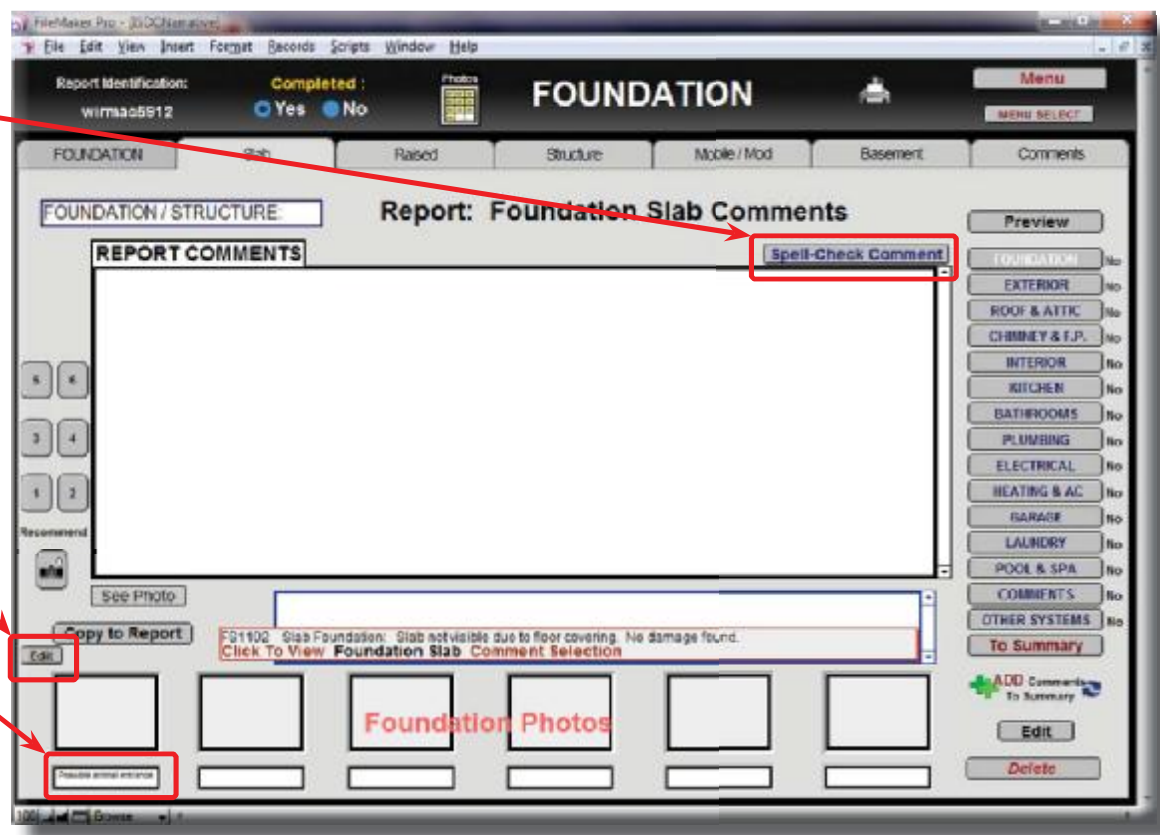
EDIT MAIN RETURN

COMMENT DESCRIPTION:	FS1100 SLAB FOUNDATION
COMMENT:	SLAB FOUNDATION 1100
COMMENT DESCRIPTION:	FS1101 Slab Foundation: No Functional / Mechanical Defects Found To
COMMENT:	Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.
COMMENT DESCRIPTION:	FS1102 Slab Foundation: Slab not visible due to floor covering. No damage
COMMENT:	Slab Foundation: Slab was not visible due to carpet / floor coverings. No adjacent damage found.
COMMENT DESCRIPTION:	FS1103 Slab Foundation: Unable to verify presents / condition of anchor
COMMENT:	Slab Foundation: The wall surfaces or design configuration of the structure prevents access to visually verify the presents or condition of anchor bolts.
COMMENT DESCRIPTION:	FS1104 Slab Foundation: Unable to verify anchor bolts except in garage.
COMMENT:	Slab Foundation: The wall surfaces or design configuration of the structure prevents access to visually verify the presents or condition of anchor bolts with exception of the unfinished walls in the garage.
COMMENT DESCRIPTION:	FS1105 Slab Foundation: Slab cracks found. No adjacent damage observed.
COMMENT:	Slab Foundation: Slab cracks found at several areas. Most slabs experience some cracking due to normal drying / shrinkage. No adjacent damage was found.
COMMENT DESCRIPTION:	FS1106 Slab Foundation: Slab not visible due to floor covering. Damage
COMMENT:	Slab Foundation: Slab was not visible due to carpet / floor coverings. Recommend further evaluation by removal of floor coverings due the presents of unusual cracks / uneven surfaces. (2)
COMMENT DESCRIPTION:	FS1107 Exterior Foundation: Recommend trimming / removal of all
COMMENT:	Exterior Foundation: Recommend trimming / removal of all vegetation within 18 inches of exterior walls and foundation footer to prevent moisture damage / deterioration / insect / pest intrusion. (2) (3)
COMMENT DESCRIPTION:	FS1108 Exterior Foundation: Tree / Plant roots found getting close to
COMMENT:	Exterior Foundation: Recommend trimming / removal of tree / plant roots found close to foundation at: *** (2)
COMMENT DESCRIPTION:	FS1109 Exterior Foundation: Tree Roots found damaging / displacing
COMMENT:	Exterior Foundation: Tree Roots found damaging / displacing foundation wall at: *** (1) (2)
COMMENT DESCRIPTION:	FS1110 Slab Foundation: This House has undergone extensive remodeling.
COMMENT:	Slab Foundation Comment: This House has undergone extensive remodeling / rebuilding / replacement

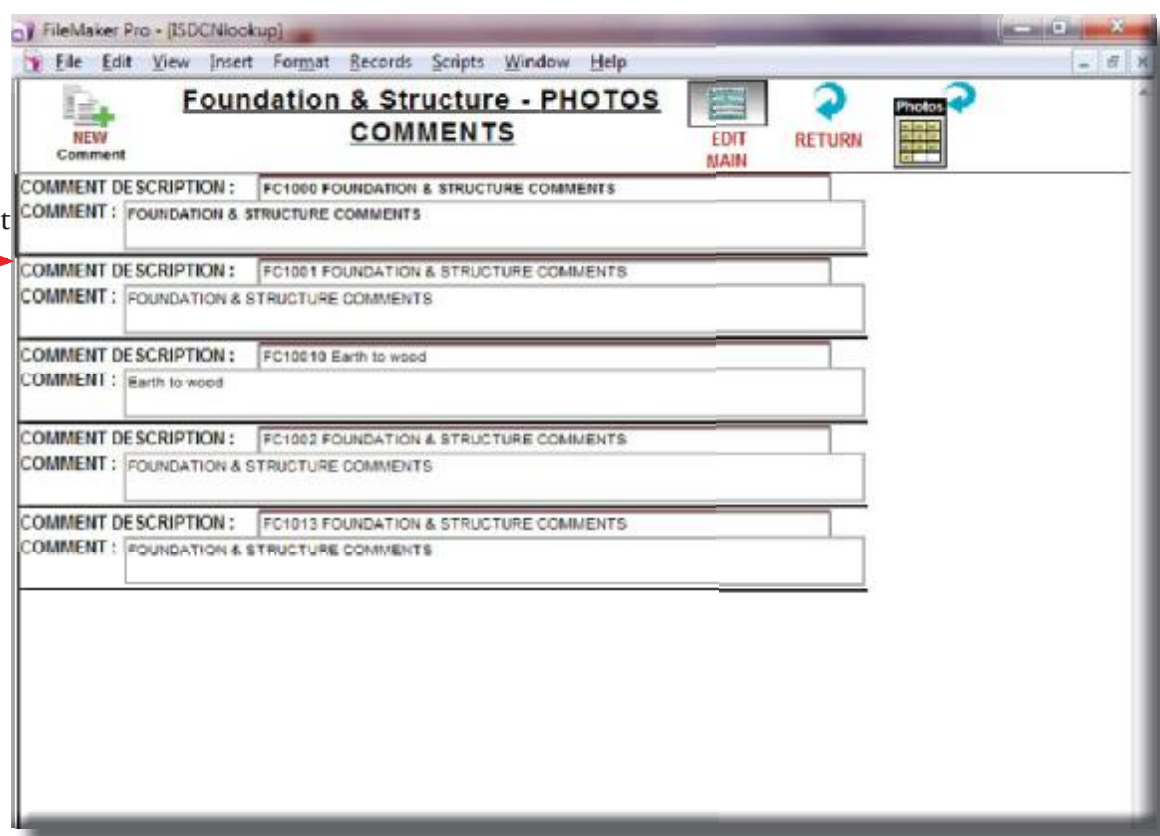
The “Spell-Check Comment” icon checks spelling in “Report Comments” Window.

This “Edit” icon edits “Photos Comments” for the category you are Inspecting.

Comments for Photos.



To edit “Photos Comments” Window see “Comment “Lookup” Window” →



Photos

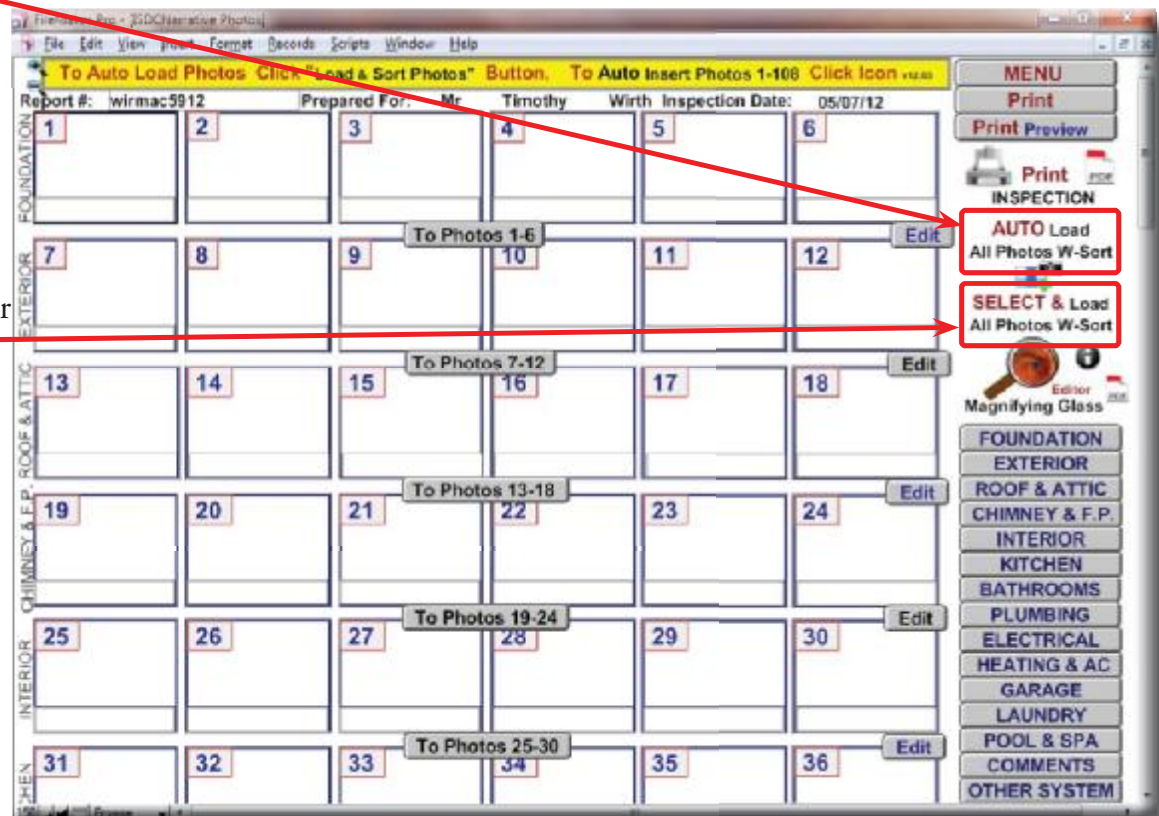
Set you camera to a low resolution for all pictures. To Upload photos to “Photos IdentifyReport Upload Only” folder just images no **Sub-Folders**. Click on the icon on the desktop this will open the Photo Folder just drag and drop. Now Identify Report has access to images.



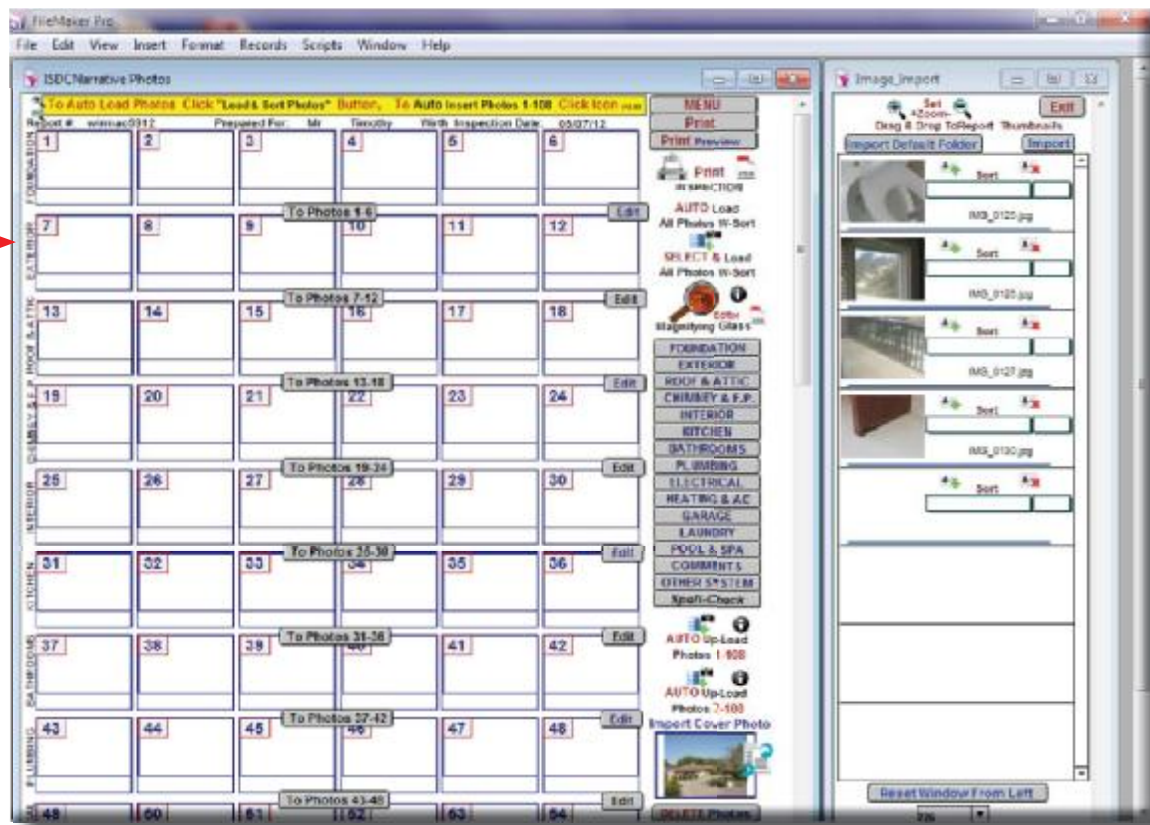
Click Photo Library icon

Click the
“Auto Load” icon

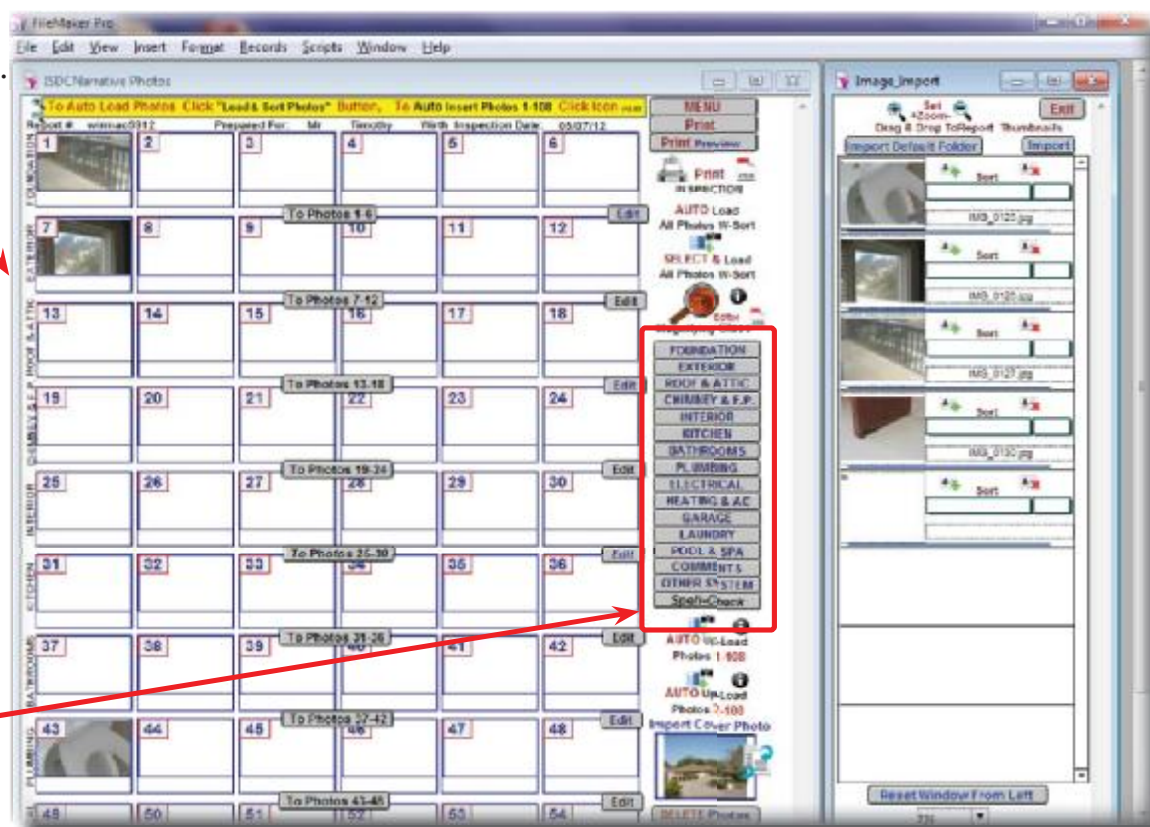
Click to look up your
photo folder.



The
 “Image_Import”
 Window will open to
 the right of the
 “Narrative Photos”
 Window.



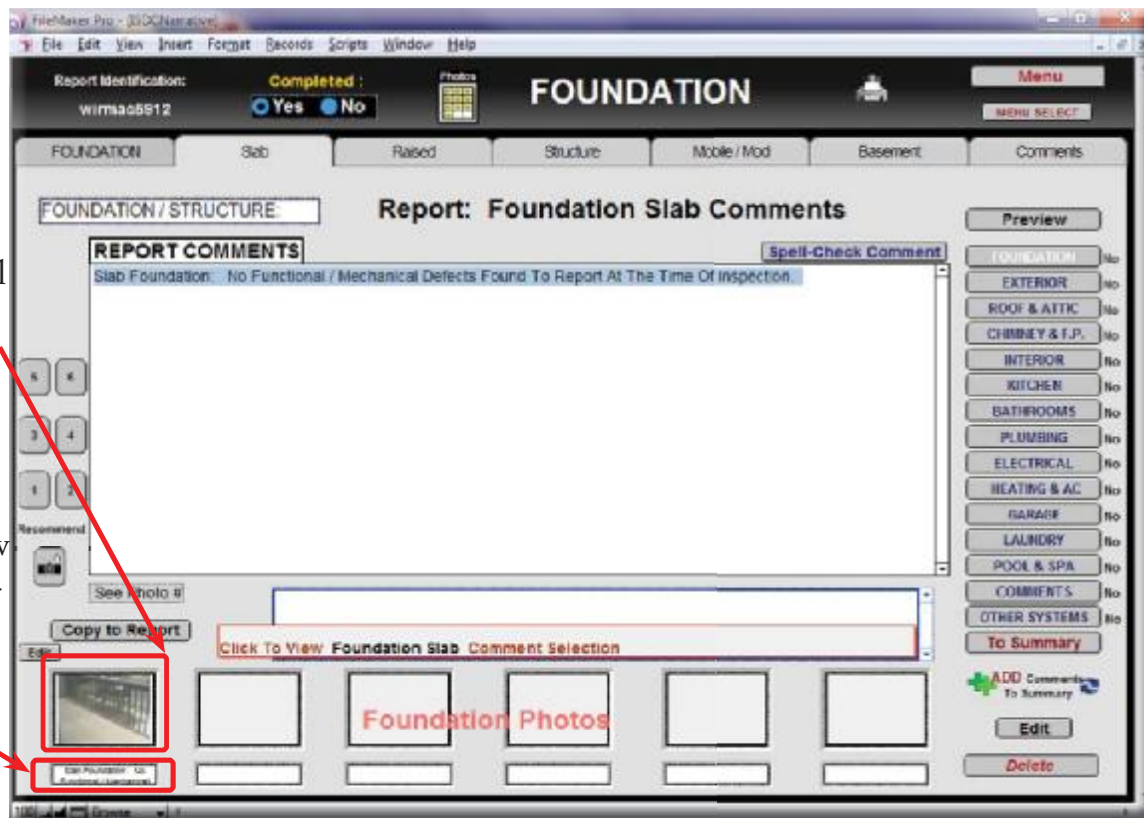
Drag and Drop Photos
 to where you want then.



After you have placed
 the images where you
 want then. Click on
 Category icon to return
 to Report.

The picture is now loaded to where you want it.
Note: if you are using an iPad just tap image box and take picture with iPad the image will be inserted directly into you report.

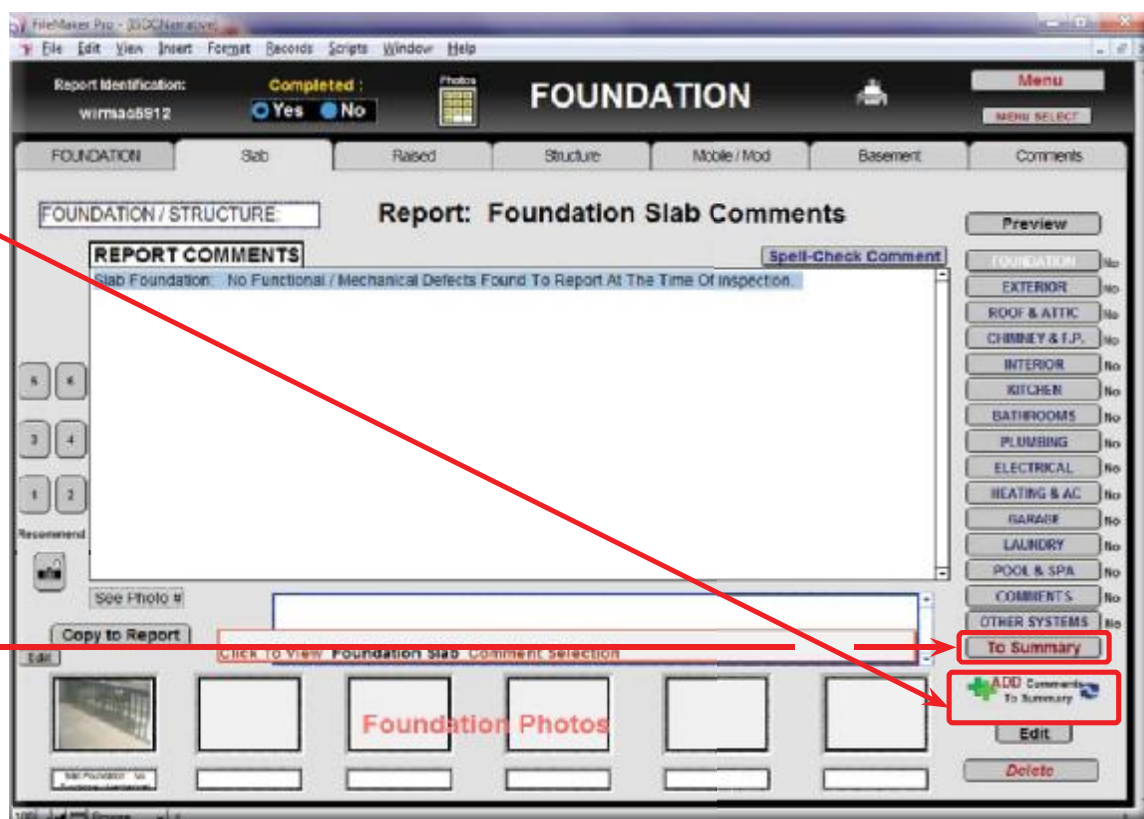
You can copy from the “Report Comments” into Comment Window for Image by Highlighting Copy Past or Drag and Drop.



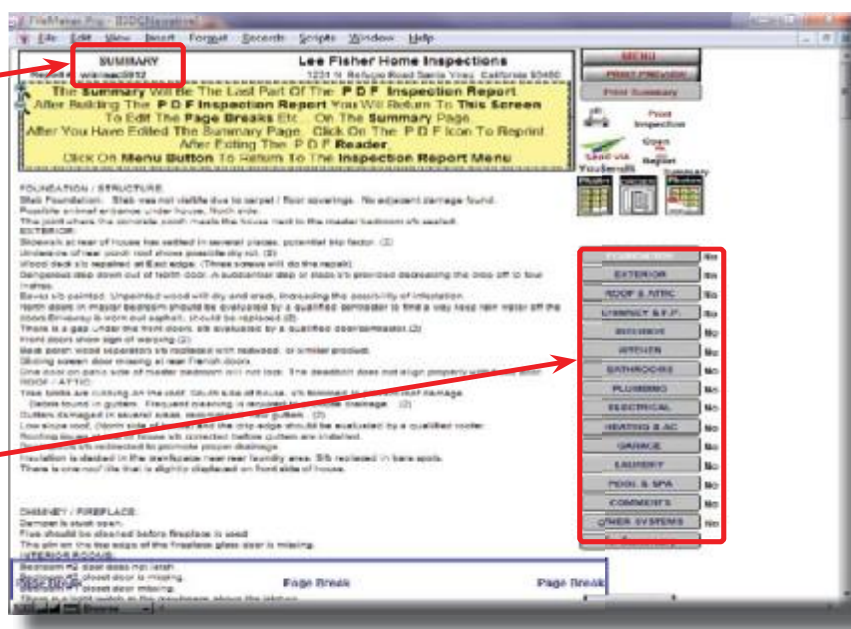
Click icon
“Add Comments to
Summery”

THEN

Click on the
“Summary” icon to
review your Summary
Page.



This is the summary page, click to edit summary title, “Comments and Notes”



After you have Review your summary.
Click on Category icon to return to Report Entry screen.



Click the “Menu Select” icon to open

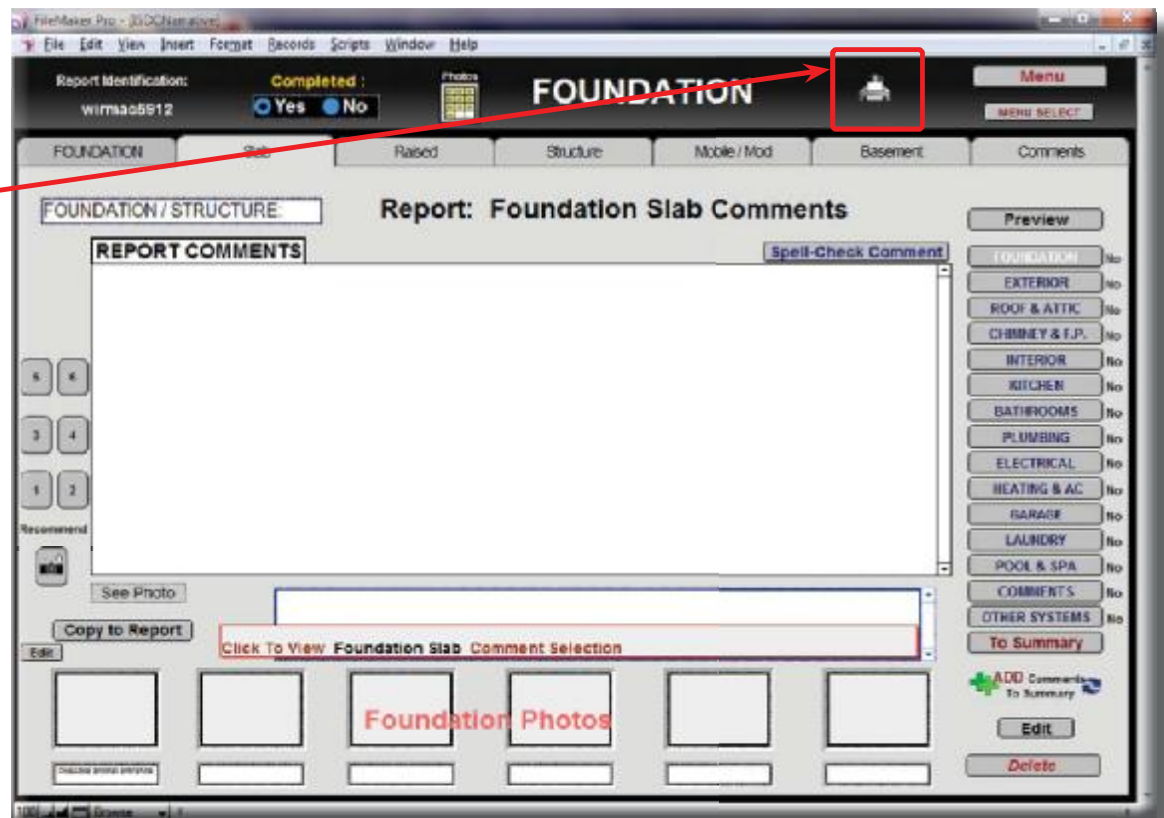
Menu Select

is a fast way from one screen to Select any Category or Sub-Category screen with one Click.

(Sample: Walking through the Property or Building the Inspector can Click on KITCHEN, Sink button, select the current comment then go back to the Menu Select screen and as the Inspector walks by Heating Unit, Click on HEATING, Filter, and select the current comment and return back to the Menu Select screen, For new Identify & Report users this is a good way to learn what Sub-Categories are on each Category.

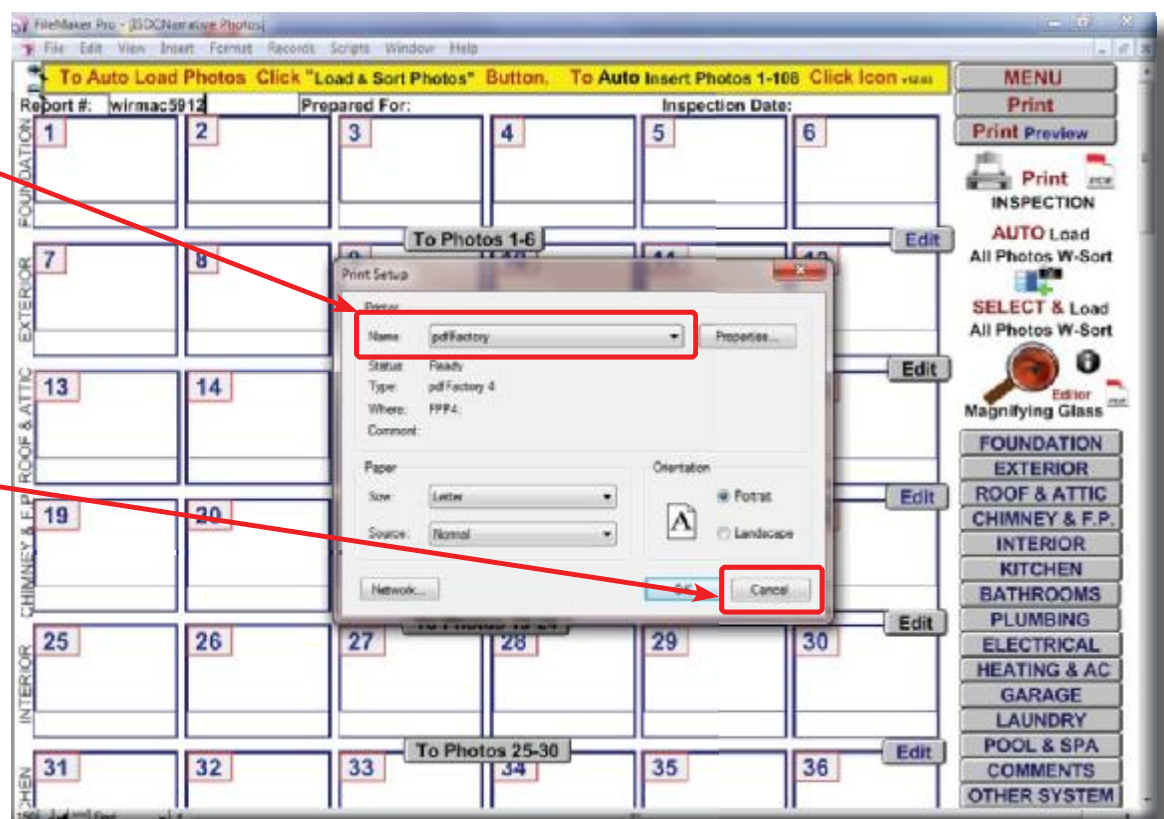


To generate a Inspection Report click printer icon.

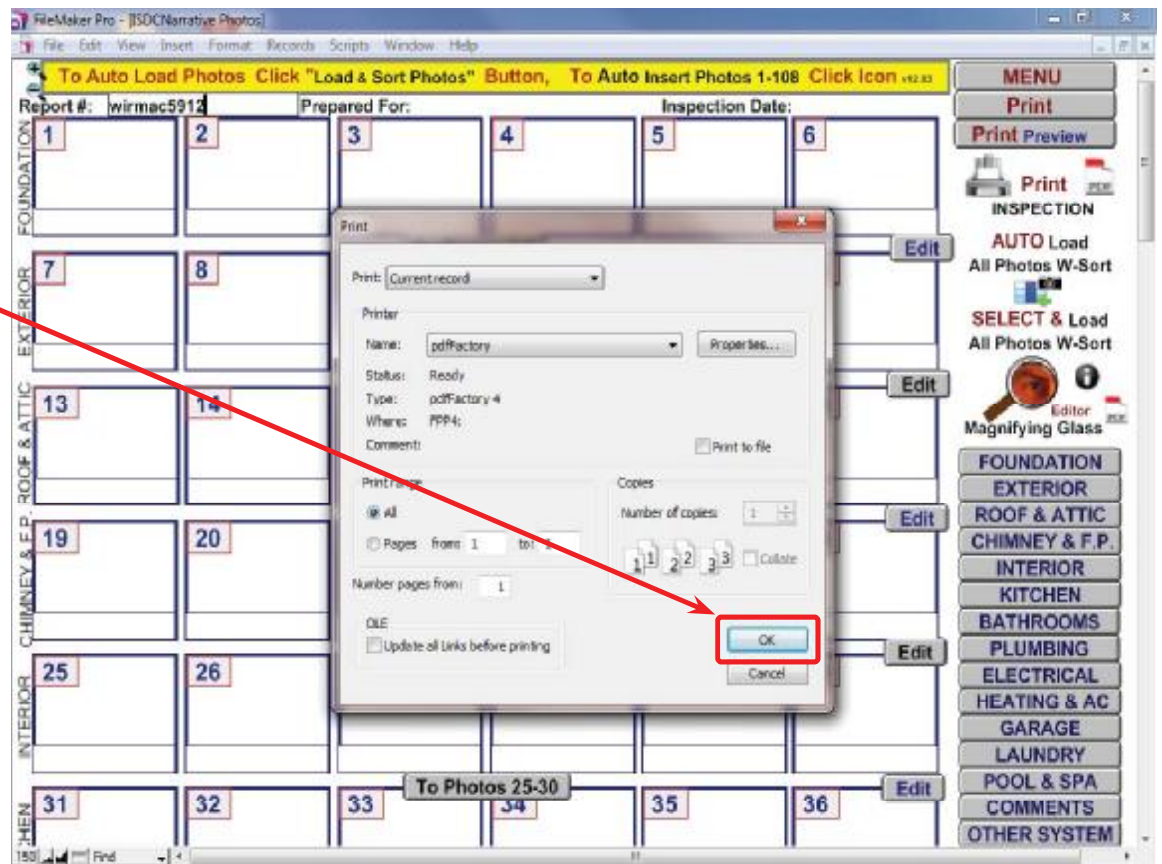


NOTE:
Always use pdf Factory
as you default printer.

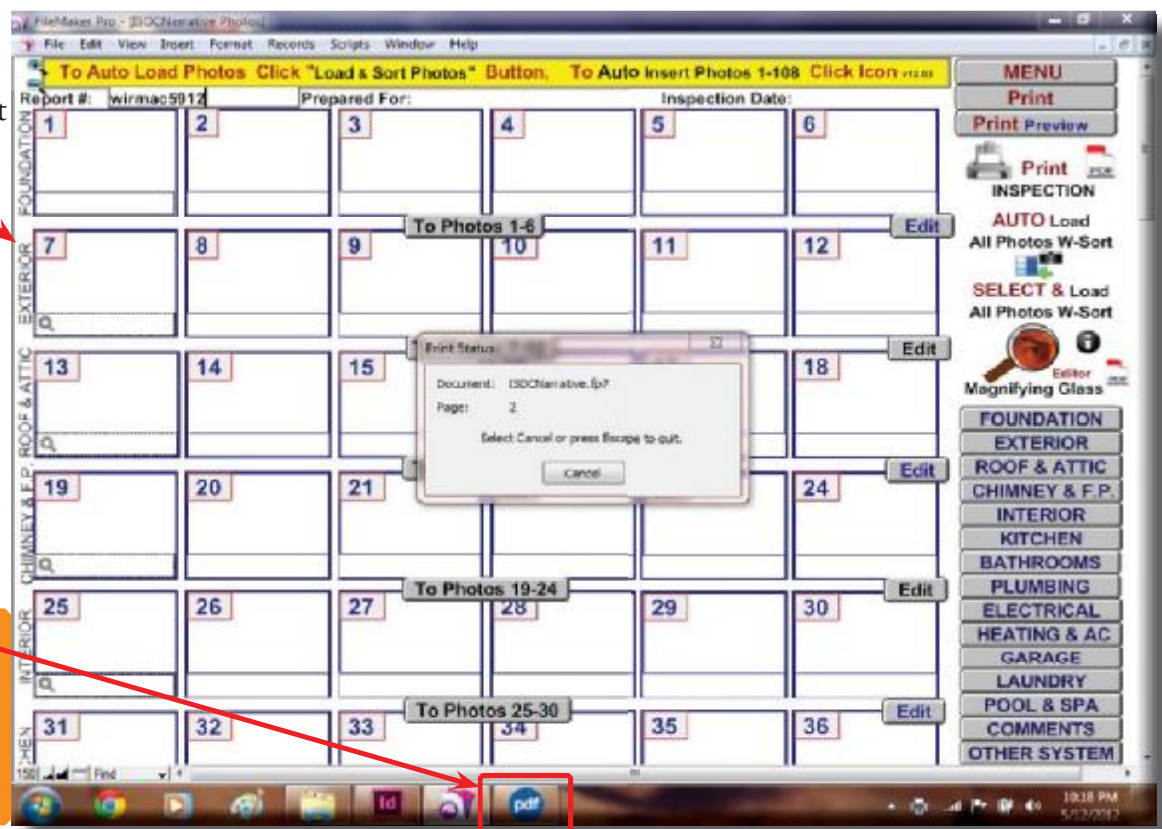
Click "OK"



Click "OK" Again



As the Inspection Report is being generated this screen appears don't need to do anything.



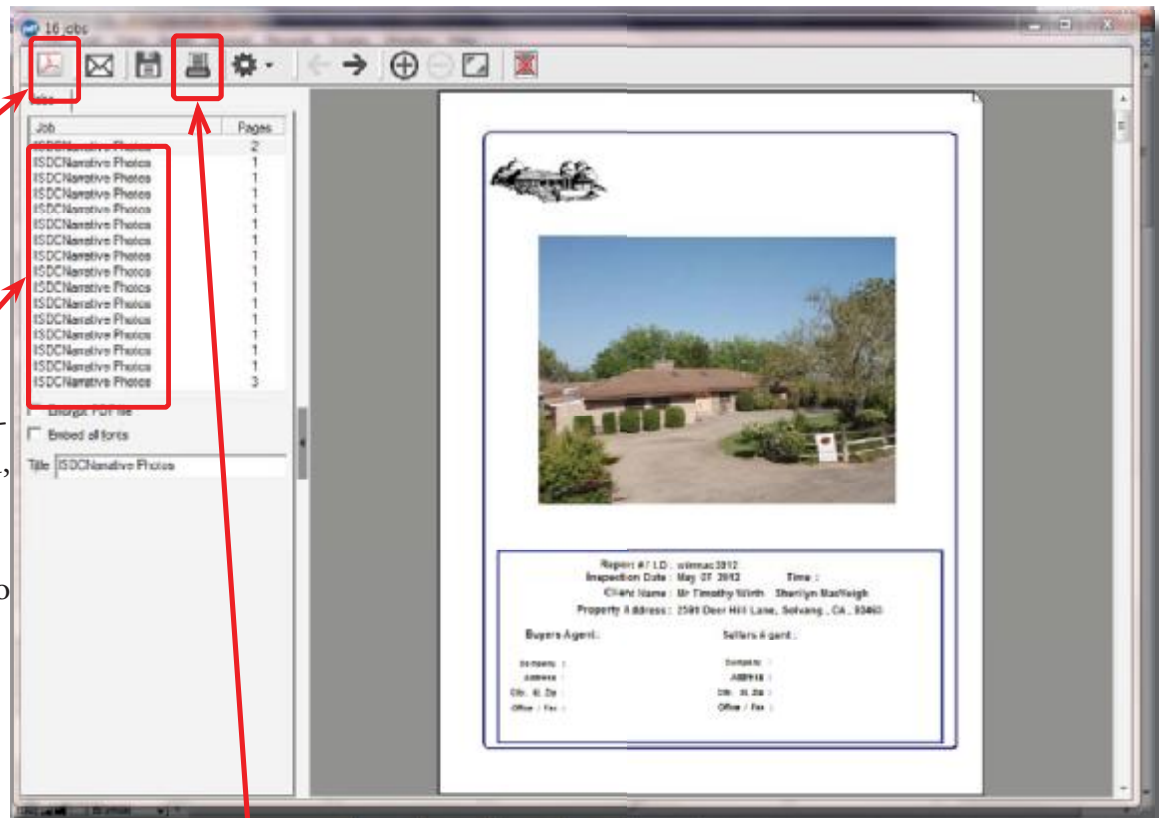
Important:

If the pdf factory screen does not come up click PDF icon.



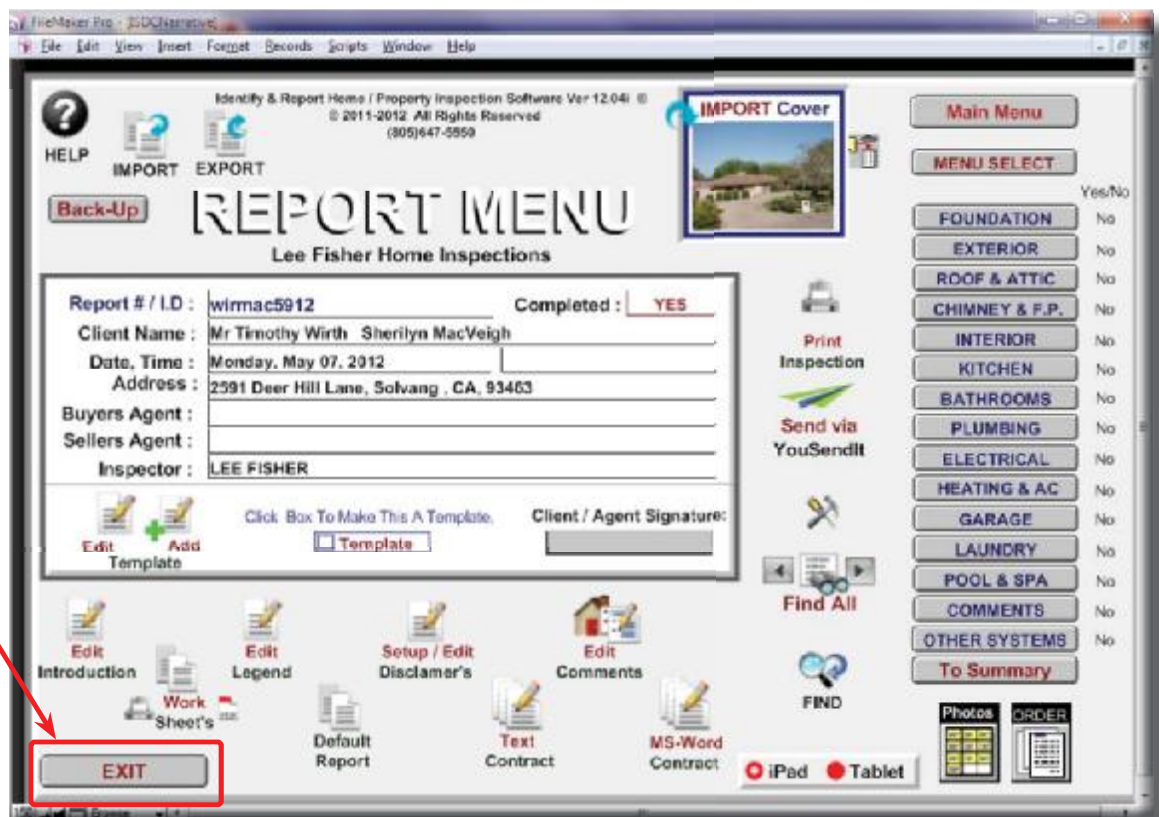
You should click on the PDF icon. To make a PDF.

After the Inspection Report has been generated, You can go through the report for a final check. Select the page to view before printing or saving.



To print the Inspection Report click on the printer icon.

When Exiting Identify & Report Professional click the "Exit" icon to close Program.



Very important:

You must Exit Identify & Report Professional before you copy any files to or from the iPad.