

## **Interdiction to Identify & Report**

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 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 Clcik 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.
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, Programs, iTunes.
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  
~~Australia~~ *Identify & Report*  
*Professional v12.00*



A professional inspection is as easy as one click.

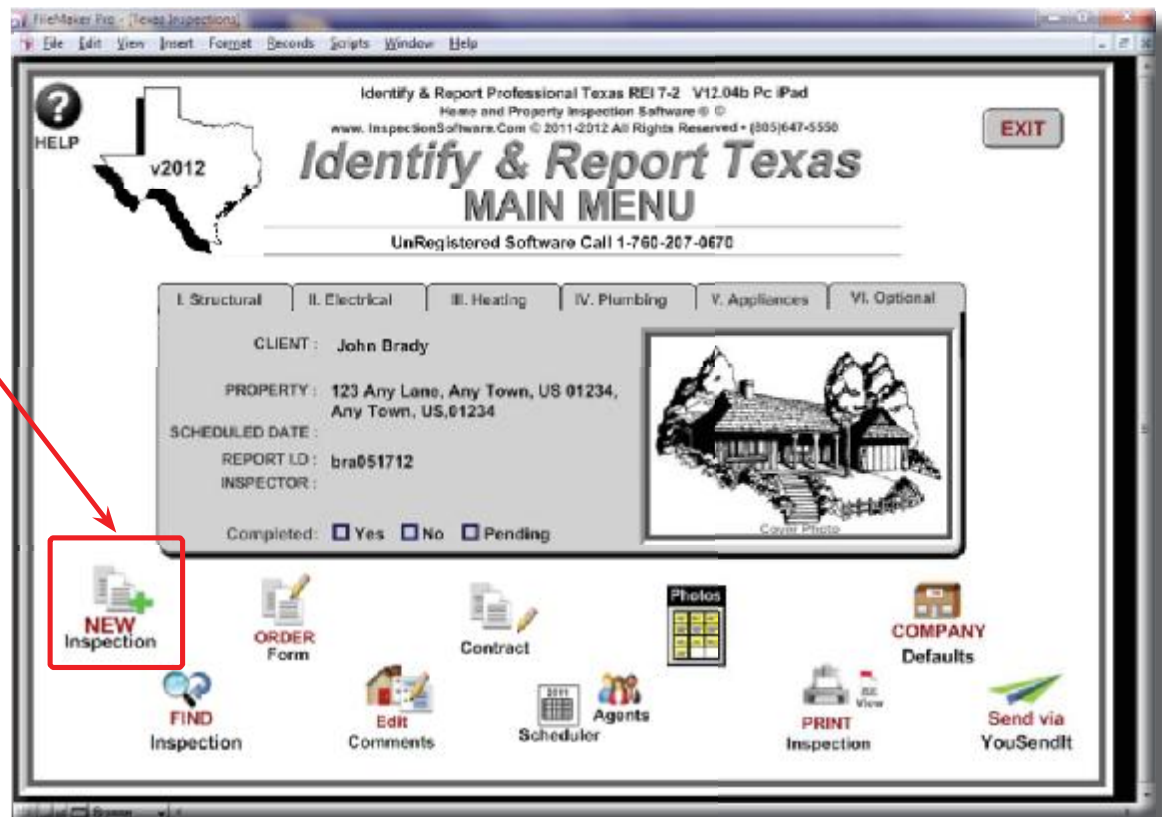
The ~~Australia~~ *Identify & Report Professional* inspection program is designed to create professional inspections each and every time. The program uses a Default Report inspection as a standard template for the creating inspections.

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

### Very important:

Only use Letters and Numbers for Report ID Numbers.

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

## 3. Select continue

## 4. Enter required information on the order form.

5.

Some fields are drop down's Boxes and have the ability be Edited.

**Note:**

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

The screenshot shows the 'INSPECTION ORDER FORM' window. The 'Building Status' dropdown menu is open, displaying a list of property types. The 'Edit' option at the bottom of the list is highlighted with a red rectangular box. A red arrow originates from the 'Note' box and points to this dropdown menu.

6.

When you are finished filling in the Order Form click on the area where you would start your inspection.

**Note:**

The 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 'INSPECTION ORDER FORM' window with various fields filled out. On the right side, there is a vertical column of buttons for inspection categories: 'NEW Inspection', 'PRINT Inspection', 'FIND Inspection', 'Preview', 'Order Form', 'I. Structural', 'II. Electrical', 'III. Heating', 'IV. Plumbing', 'V. Appliance', 'VI. Optional', 'Spell Check', 'Contract', 'Notes', and 'Custom'. The 'Order Form' button is highlighted with a red rectangular box. A red arrow originates from the 'Note' box and points to this button.



You are now ready to start you report.

9.  
At any time you can select the "To Summary" button to view summary.

The screenshot shows the iHomeMaker Pro software interface for a structural inspection report. The title bar reads "iHomeMaker Pro - (Texas Inspections)". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Records", "Scripts", "Window", and "Help". The status bar at the top indicates "No Completed ? Yes" and "iPad Tablet". The report ID is "bra051712u-2". The main title is "I. STRUCTURAL". A red box highlights the "TO SUMMARY" button in the top right corner. A red arrow points from the "TO SUMMARY" button to the "Add Photos" section on the left. The left sidebar contains "Add Photos" and "Copy to Report" buttons. The main content area is titled "A. Foundation - Comments:" and includes a "Type of Foundation" dropdown menu, a text area with a red border containing the text "Slab Foundation: Slab was not visible due to carpet / floor coverings. No adjacent damage found.", and a "Report Comments" section. The right sidebar contains a "Main Menu" button and a list of inspection categories: "Structural", "II. Electrical", "III. Heating", "IV. Plumbing", "V. Appliance", "VI. Optional", "Spell Check", "Edit", and "Delete". The bottom status bar shows "ADU Comments To Summary".



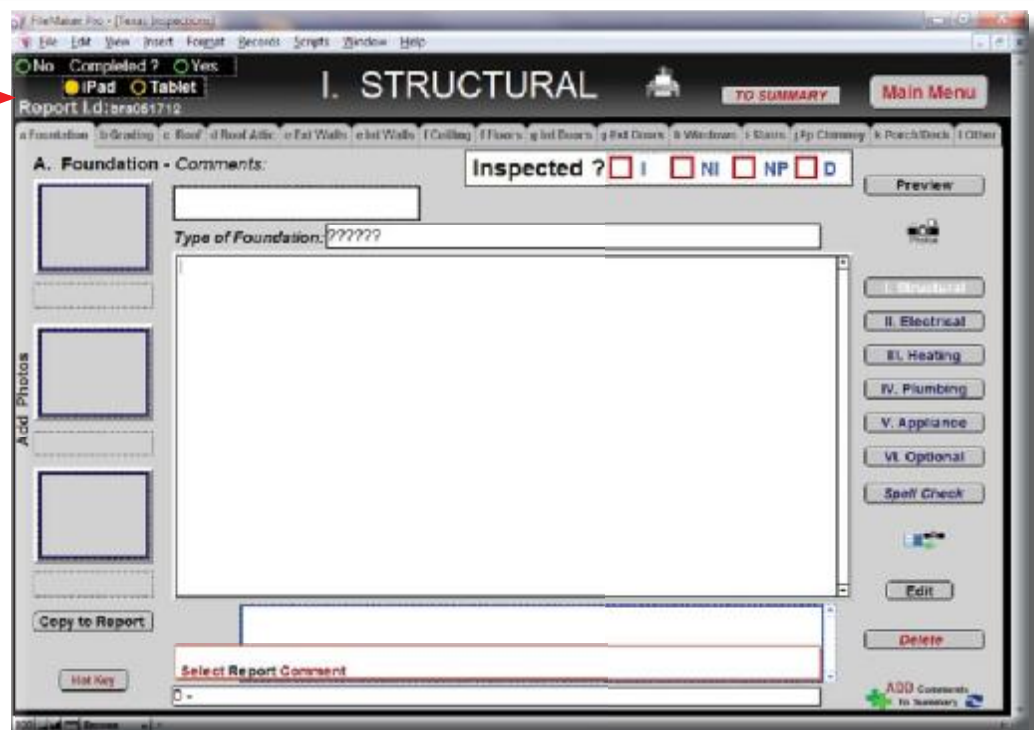
This document is to show you how to  
“Select Report Category”  
using the  
*Texas Identify & Report  
Professional v12.00*



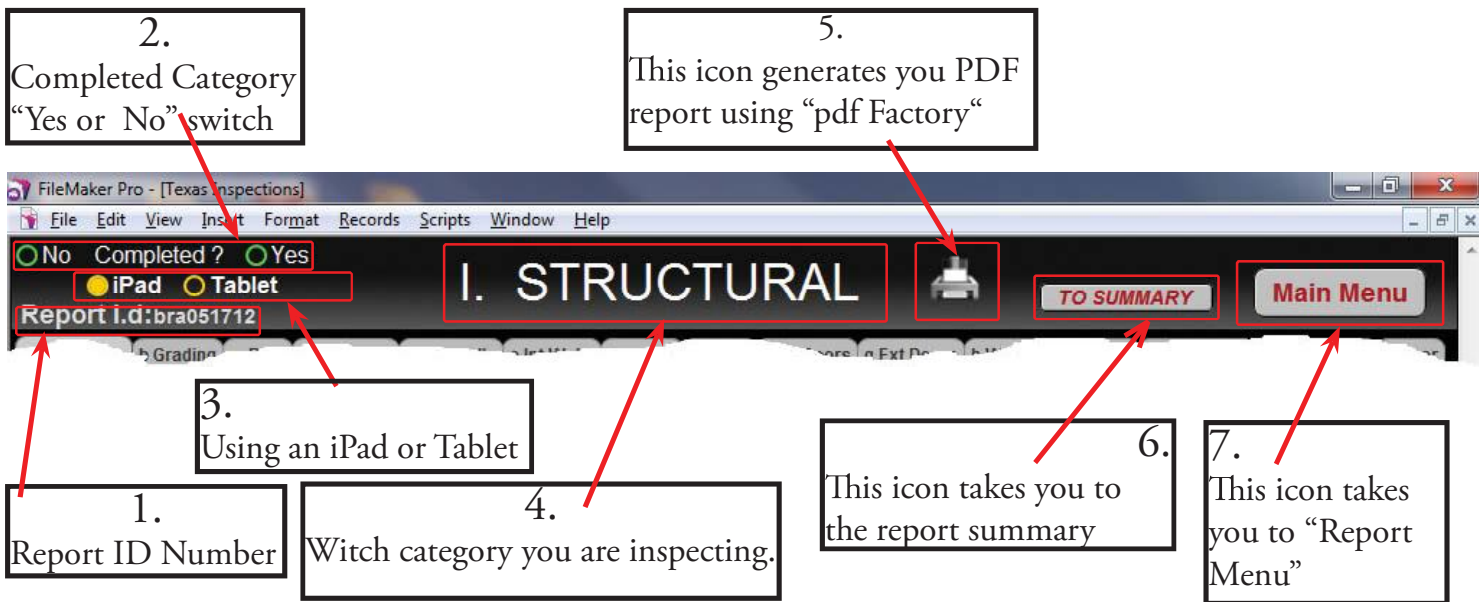
Click on icon of  
category  
Example:  
For this example we  
will use “Structural”



The “Structural” category  
window opens.



# Header Layout



"Inspected?" box stands for:

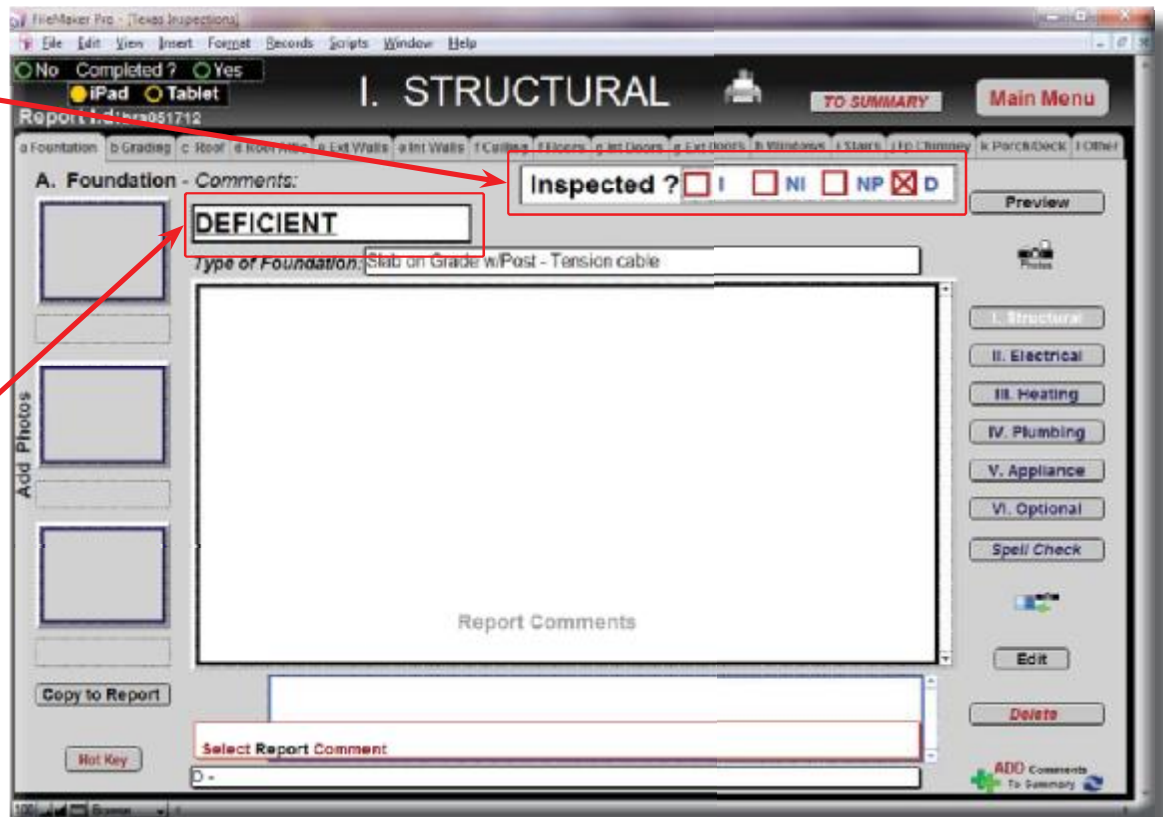
I=Inspected

NI=Not Inspected

NP=Not present

D=Damaged

To clear the field click on the "Deficient"





Click in Box  
“Click to view slab  
Comment selection”

FileMaker Pro - [Texas Inspections]

File Edit View Insert Format Records Scripts Window Help

No Completed? Yes

Report I.d:bra051712

I. STRUCTURAL

TO SUMMARY Main Menu

a Foundation b Grading c Roof d Roof Attic e Ext Walls f Int Walls f Ceiling f Floors g Int Doors g Ext Doors h Windows i Stairs j Pp Chimney k Porch/Deck l Other

A. Foundation - Comments:

Inspected? ☐ I ☐ NI ☐ NP ☒ D

Preview

Type of Foundation: Slab on Grade w/Post - Tension cable

Report Comments

Copy to Report

Slab Foundation Comment

1 Slab Foundation Comment: Select Report Comment

Not Key

ADD Comments To Summary

Chose the comment  
from the list that you  
have view.

FileMaker Pro - [Texas Inspections]

File Edit View Insert

No Completed? Yes

Report I.d:bra051712

A. Foundation -

1.1 Slab Foundation Comment:

1.1 Slab Foundation: No Functional / Mechanical Defects Found To

2 Slab not visible due to floor covering

3 Slab Foundation: Unable to verify presents / condition of anchor bolts

4 Slab Foundation: Unable to verify anchor bolts except in garage

5 Slab Foundation: Slab cracks found. No adjacent damage observed

6 Slab Foundation: Slab not visible due to floor covering. Damage found: (2)

8 Exterior Foundation: Tree / Plant roots found getting

9 Exterior Foundation: Tree Roots found damaging / displacing

10 Slab Foundation: This House has undergone extensive remodeling

7 Exterior Foundation: vegetation within 18 inches of exterior walls

1000 BASEMENT

1001 Full Basement

1002 Part Basement

1200 RAISED FOUNDATION

1201 Raised Foundation: No Functional / Mechanical Defects

1202 Raised Foundation: Crawl space inspected from access

1203 Raised Foundation: Crawl space partially accessible. inspection limited

1205 Raised Foundation: Small cracks found. No adjacent damage found. (2)

1207 Raised Foundation: Crawl space not inspected. See property association

1206 Raised Foundation: Crawl space vent screens damaged / missing. (2)

1210 Raised Foundation: Foundation is unreinforced stone / brick. (2) (5)

Copy to Report

Not Key

Main Menu

Preview

ADD Comments To Summary

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

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

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

FileMaker Pro - [Texas Inspections]

File Edit View Insert Format Records Scripts Window Help

No Completed? Yes

Report Id: bra051712

I. STRUCTURAL

TO SUMMARY Main Menu

a Foundation b Grading c Roof d Roof Attic e Ext Walls f Int Walls g Ceiling h Floors i Int Doors j Ext Doors k Windows l Stairs m Chimney n Porch/Deck o Other

A. Foundation - Comments:

Inspected? ☐ I ☐ NI ☐ NP ☒ D

Preview

Photos

I. Structural

II. Electrical

III. Heating

IV. Plumbing

V. Appliance

VI. Optional

Spell Check

Edit

Delete

ADD Comments To Summary

Copy to Report

Hot Key

Select Report Comment

Slab Foundation Comment

Report Comments

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

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

FileMaker Pro - [Texas Inspections]

File Edit View Insert Format Records Scripts Window Help

No Completed? Yes

Report Id: bra051712

I. STRUCTURAL

TO SUMMARY Main Menu

a Foundation b Grading c Roof d Roof Attic e Ext Walls f Int Walls g Ceiling h Floors i Int Doors j Ext Doors k Windows l Stairs m Chimney n Porch/Deck o Other

A. Foundation - Comments:

Inspected? ☐ I ☐ NI ☐ NP ☒ D

Preview

Photos

I. Structural

II. Electrical

III. Heating

IV. Plumbing

V. Appliance

VI. Optional

Spell Check

Edit

Delete

ADD Comments To Summary

Copy to Report

Hot Key

Hot Key Field

East

South

West

D -

Hot

South

Slab Foundation Comment

Report Comments

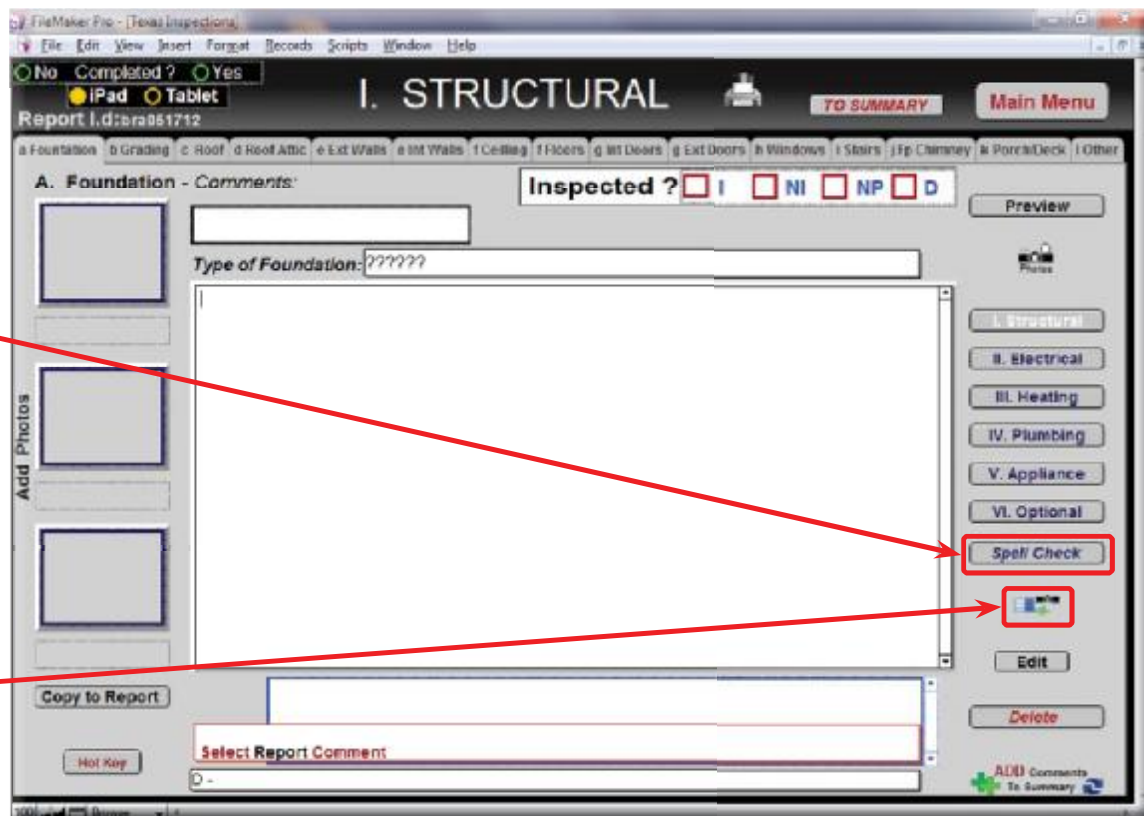
“Hot Key”

Click in the Hot Key File chose Comment click “Hot Key” button to past into “Report Comments” Area

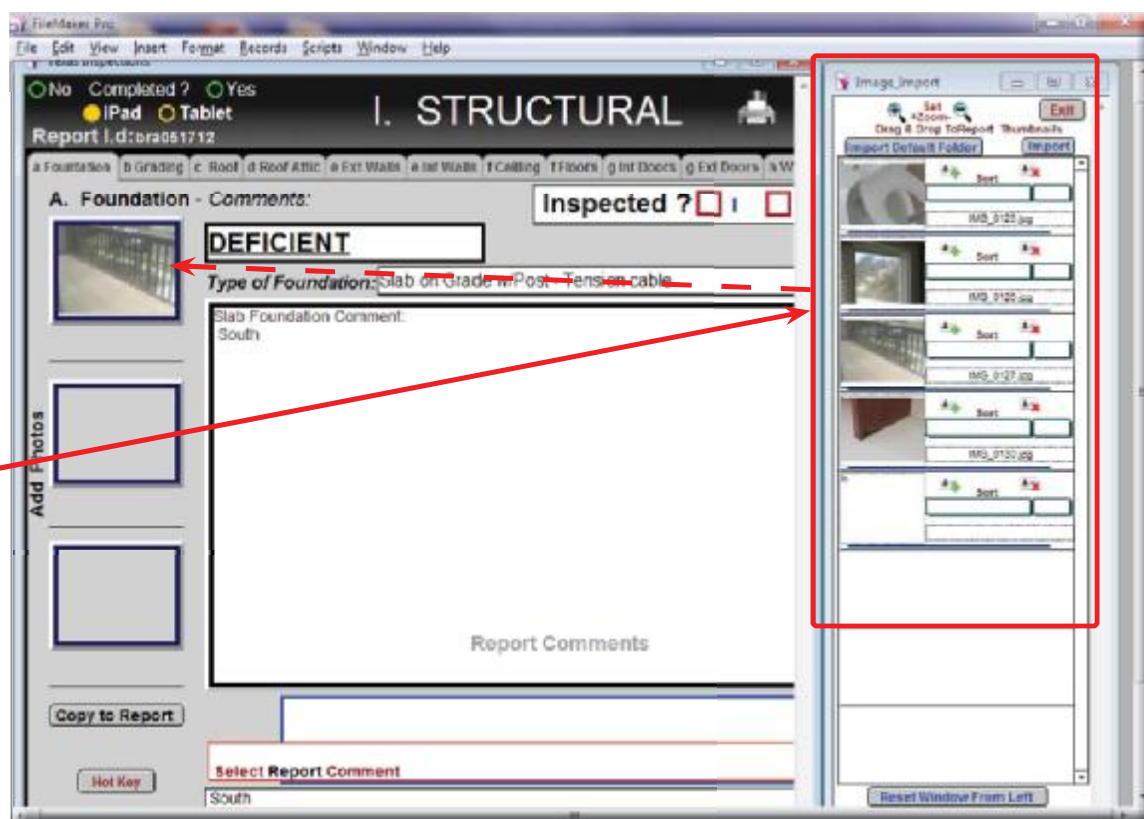


The "Spell-Check Comment" icon checks spelling in "Report Comments" Window.

The "Photo Import Viewer" icon opens the imported photos.



Will allow you to drag from Image Import directly to report. (PC Only)



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)

The screenshot shows the 'I. STRUCTURAL' window in FileMaker Pro. It has a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Window, Help) and a toolbar with 'No', 'Completed?', and 'Yes' buttons. Below the toolbar is a 'Report I.d:bra051712' and a 'Main Menu' button. The main area is divided into sections: 'A. Foundation - Comments:' and 'Type of Foundation: ??????'. There are several 'Add Photos' icons on the left. On the right, there are buttons for 'Preview', 'I. Structural', 'II. Electrical', 'III. Heating', 'IV. Plumbing', 'V. Appliance', 'VI. Optional', 'Spell Check', 'Edit', and 'Delete'. A red arrow points from the 'Edit' button to the 'Type of Foundation' field.

## 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.

The screenshot shows the 'Foundation Library' window in FileMaker Pro. It has a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Window, Help) and a toolbar with 'New' and 'Return' buttons. The main area is divided into sections: 'Description: 1 Slab Foundation Comment:', 'Report Comment:', 'HotKey Description: D -', 'Description: 1.1 Slab Foundation: No Functional / Mechanical', 'Report Comment:', 'HotKey Description: South', 'Description: 2 Slab not visible due to floor covering.', 'Report Comment:', 'HotKey Description: East', 'Description: 3 Slab Foundation: Unable to verify presents /', 'Report Comment:', 'HotKey Description: West'. A red arrow points from the 'New' button to the 'Description' field of the first comment entry.



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.

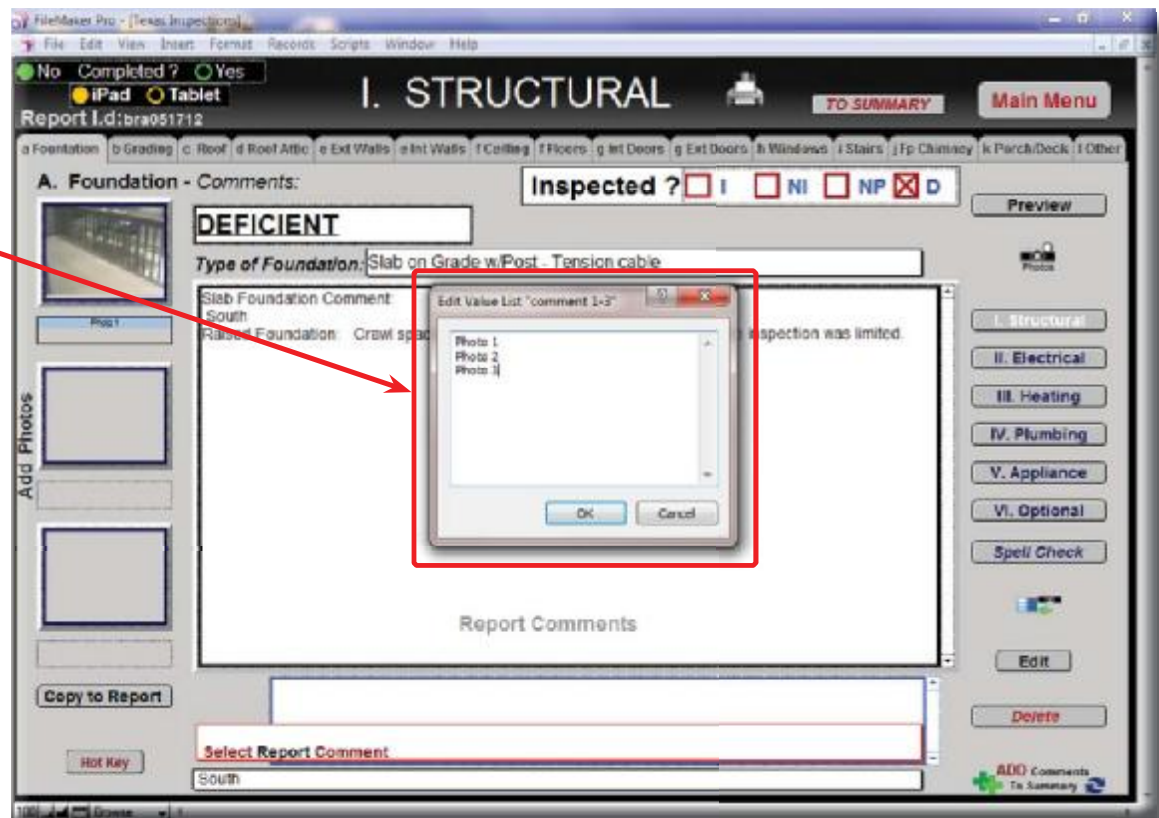
The screenshot shows the 'Foundation Library' window. At the top, there's a 'New' button and a 'Return' button. Below them are three rows of comment entries. Each row has a 'Description' field, a 'Report Comment' field, and a 'HotKey Description' field. The first row has a description '1 Slab Foundation Comment:'. The second row has a description '1.1 Slab Foundation - No Functional / Mechanical' and a report comment 'Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.' The third row has a description '3 Slab Foundation: Unable to verify presents /' and a report comment 'Slab Foundation: The wall surfaces or design configuration of the structure prevents access to visually verify the presents or condition of anchor bolts.' Red boxes and arrows highlight the 'Return' button and the 'Report Comment' field.

Comments for Photos.

To edit Photos Comments click "Edit"

The screenshot shows the 'I. STRUCTURAL' window. It has a top bar with 'No Completed? Yes' and 'iPad Tablet' buttons. Below that is a 'Report I.d: 09051712' and a 'Main Menu' button. The main section is 'A. Foundation - Comments' with a 'DEFICIENT' status. It includes a 'Type of Foundation' field, a 'Slab Foundation Comment' field, and a 'Report Comments' field. A 'Photo 1' section is on the left with a photo and an 'Edit' button. A red box and arrow highlight the 'Edit' button.

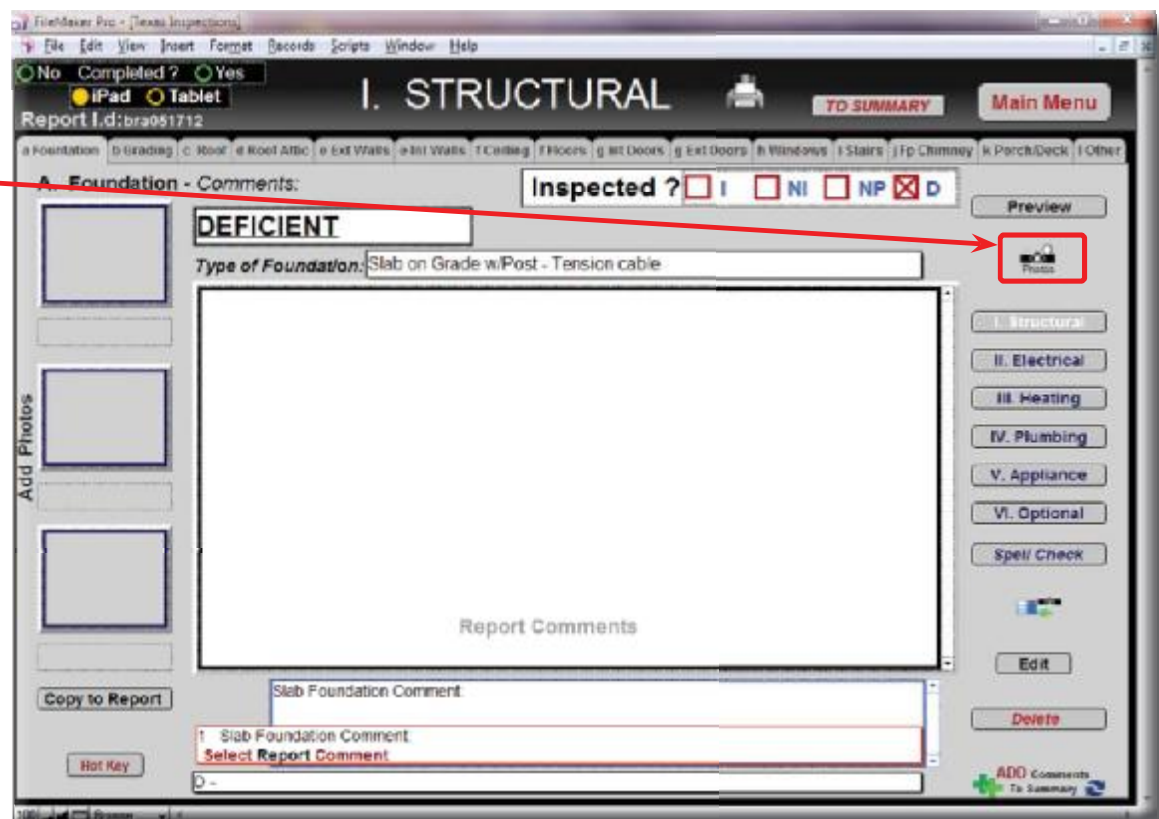
Here is where you add or edit your "Photo Comments"



## Photos

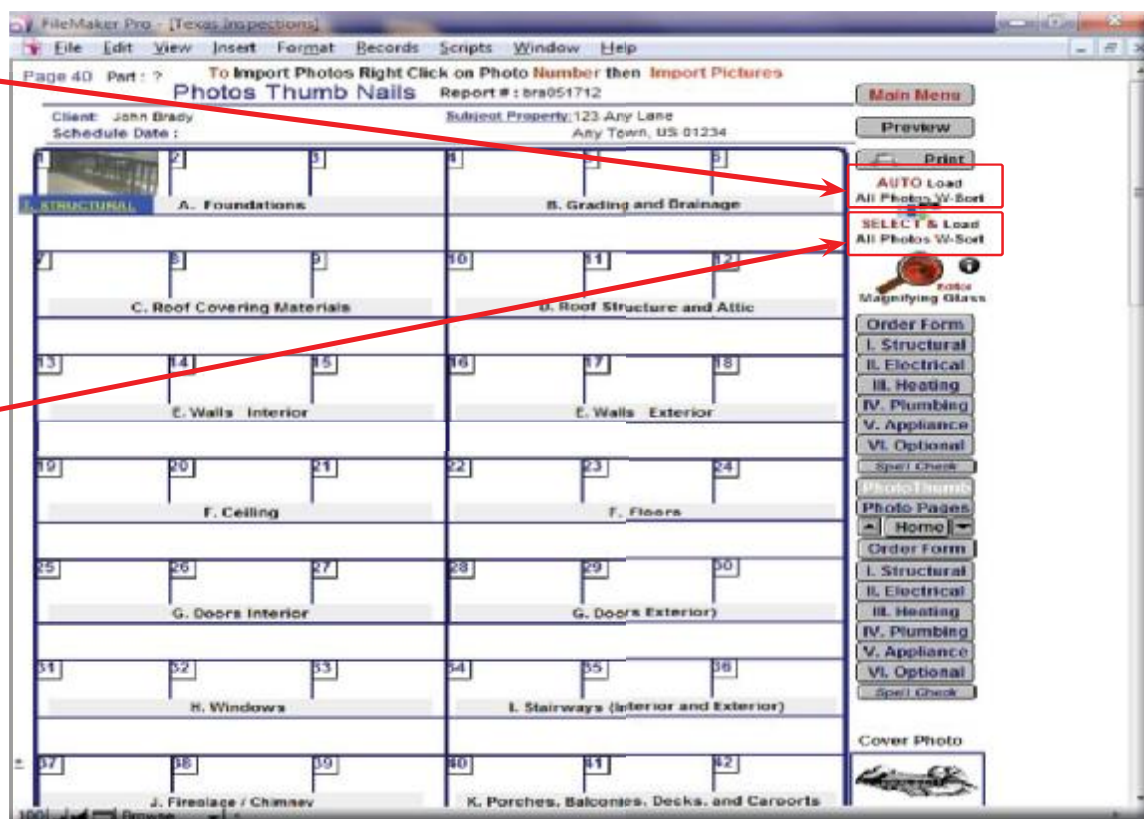
Set you camera to a low resolution for all pictures. To Upload photos to "Photos IdentifyReport Upload Only" folder just images no ***Sub-Folders***. Click on the icon on the desktop this will open the Photo Folder just drag and drop. Now Identify Report has access to images.

This icon opens the "Photos Thumb Nails"

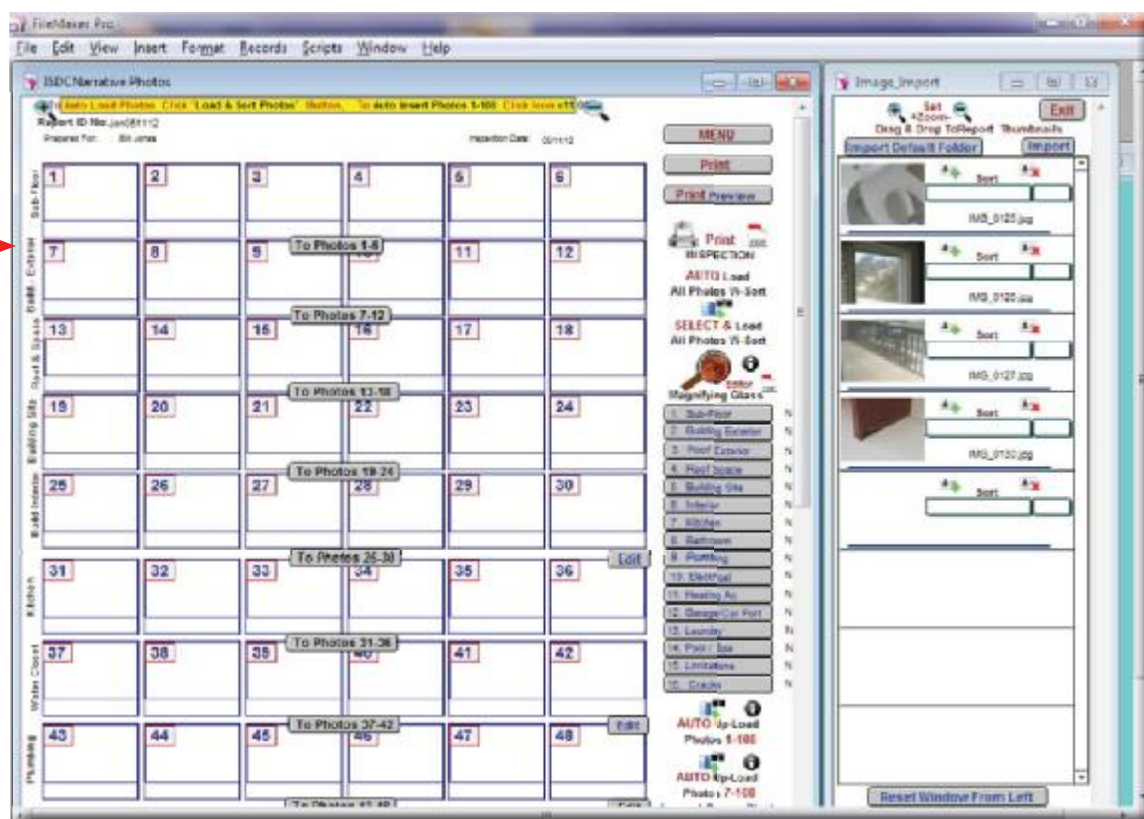


Click the  
"Auto Load" icon

Click to look up your  
photo folder.

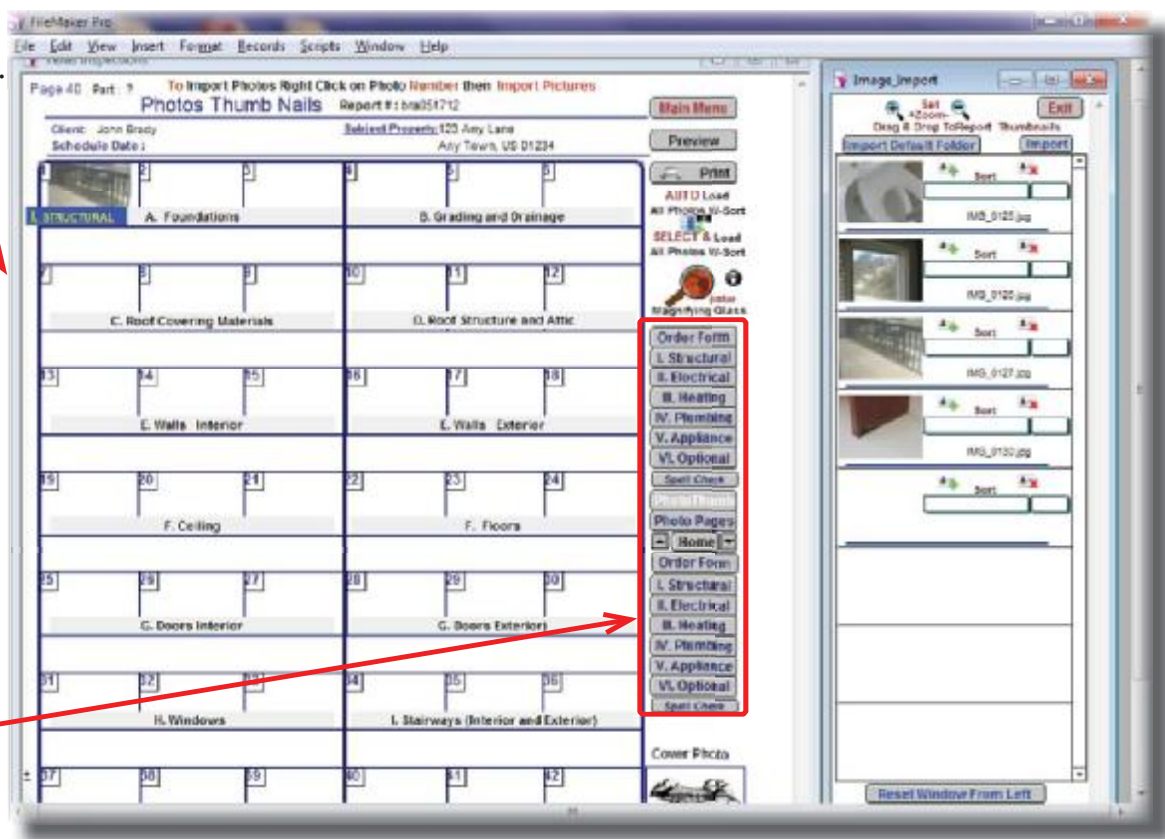


The  
"Image\_Import"  
Window will open to  
the right of the  
"Narrative Photos"  
Window.





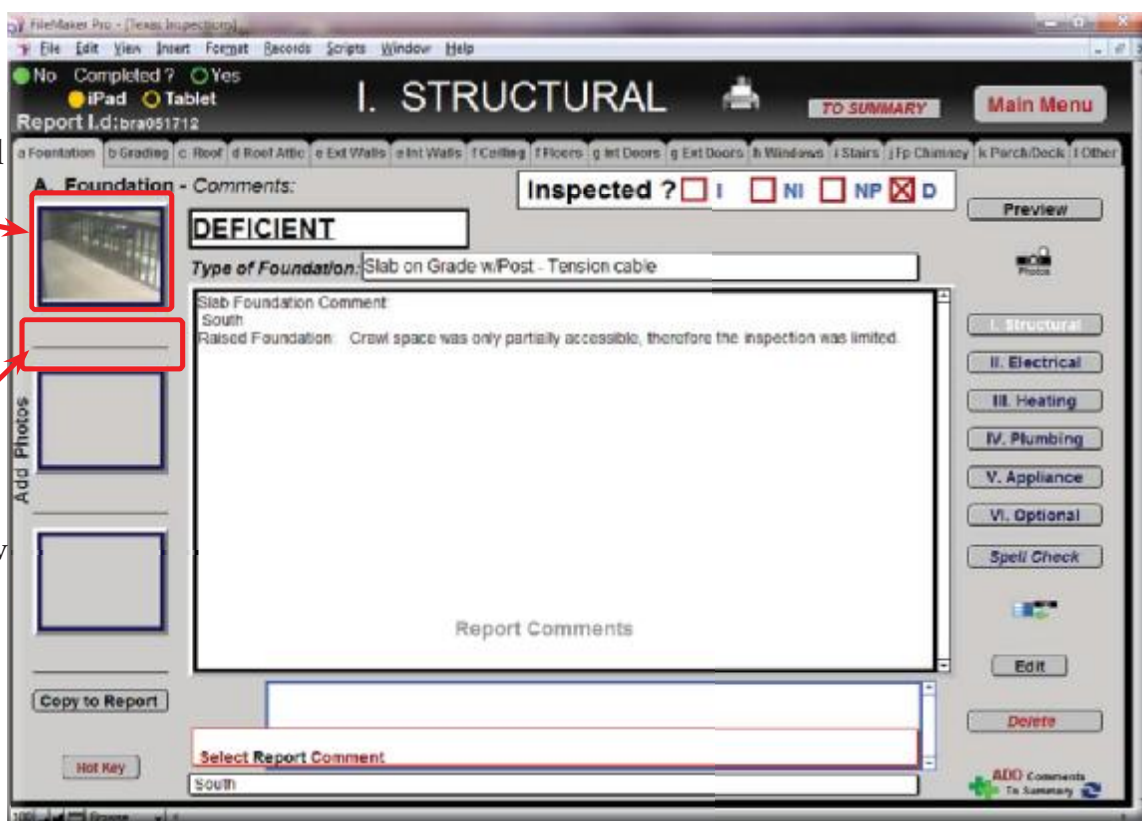
Drag and Drop Photos to where you want then.



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.

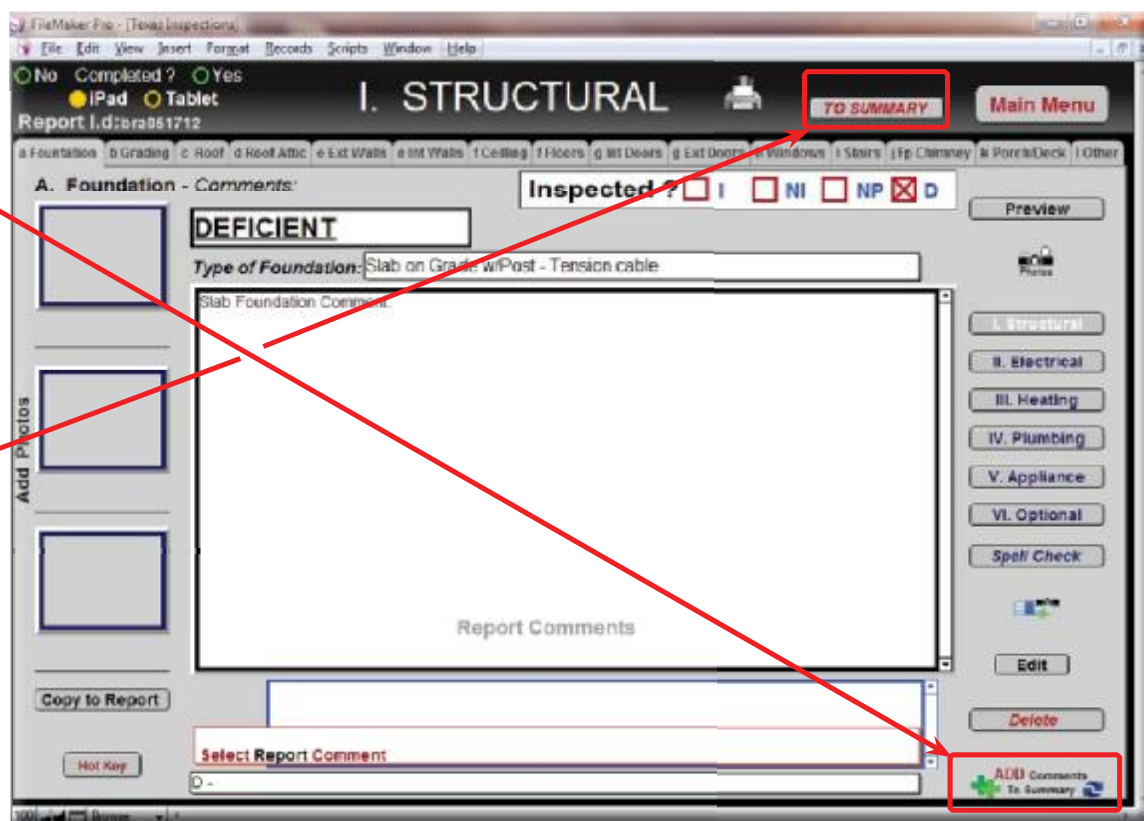


You can copy from the "Report Comments" into Comment Window for Image by Highlighting Copy Past or Drag and Drop.

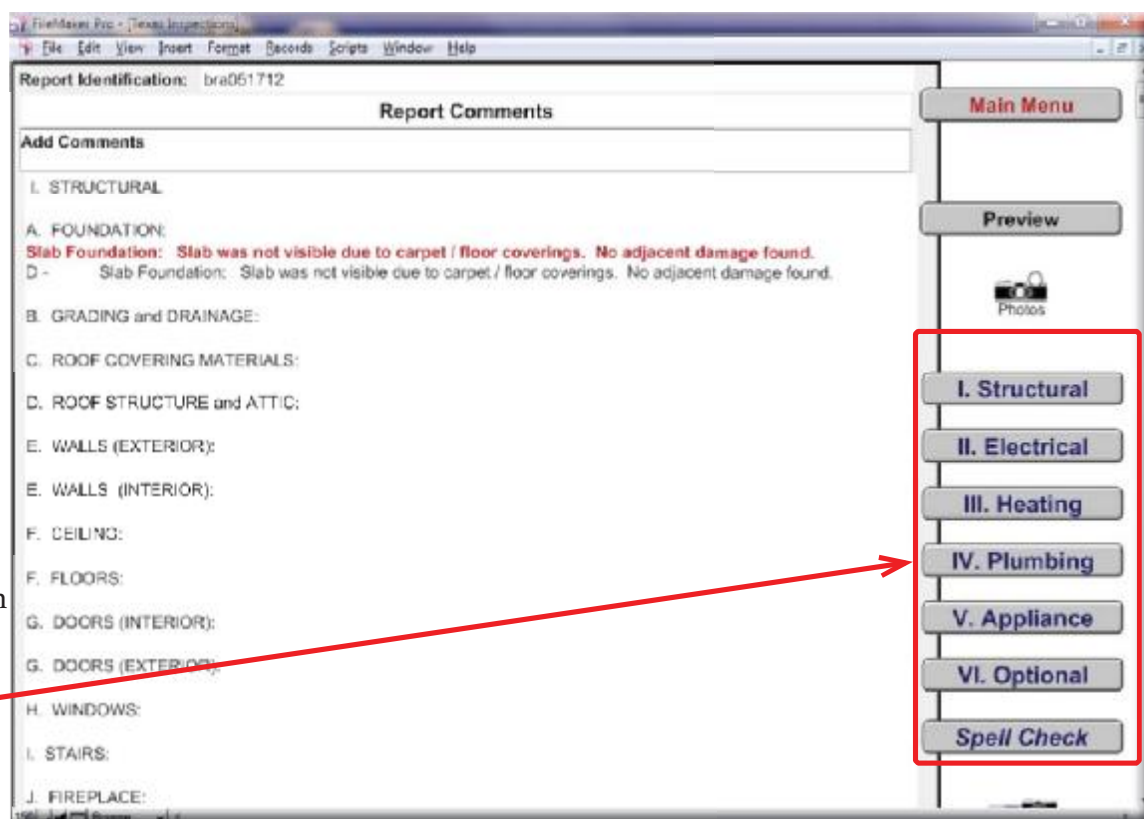
Click icon  
“Add Comments to  
Summary”

THEN

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



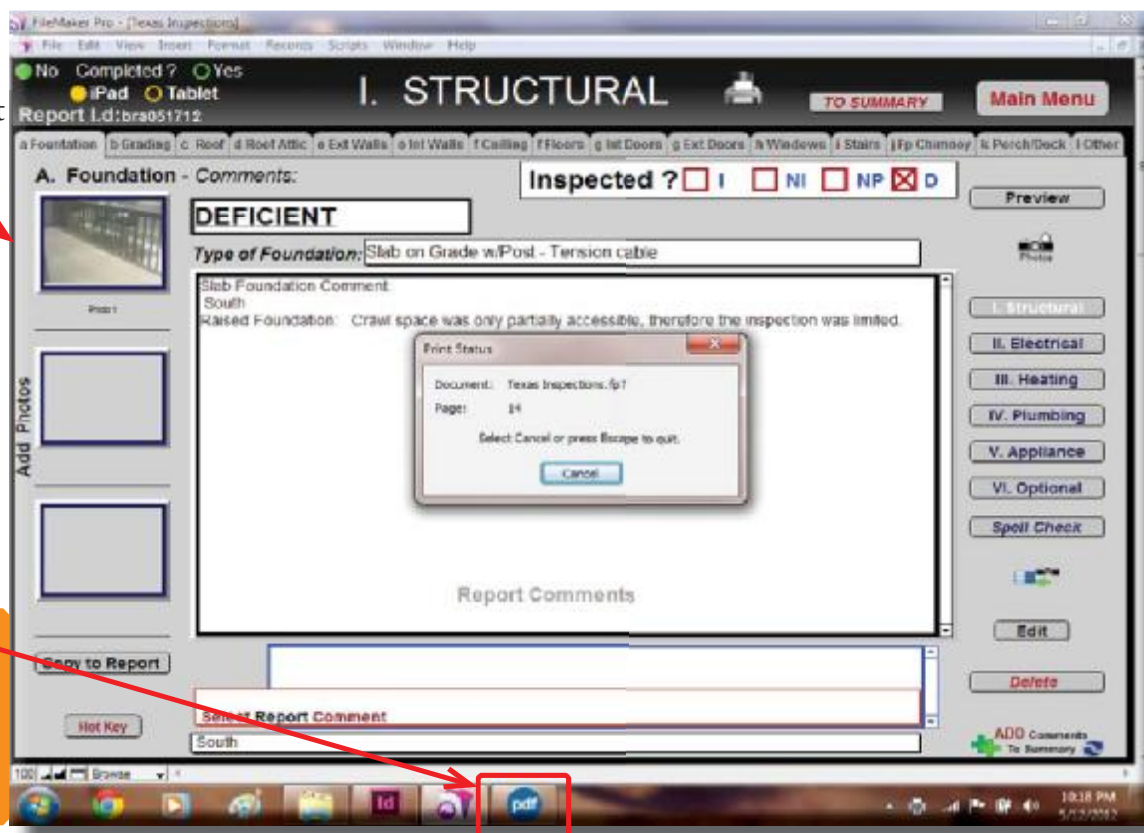
After you have Review  
your summary. Click on  
Category icon to return  
to Report Entry screen.





The screenshot shows the 'Print' dialog box in the iFiahMaker Pro software. The dialog box has a 'Print' title bar and a 'Print' button. The 'Print' dropdown menu is set to 'Current record'. The 'Name' dropdown menu is set to 'pdfFactory'. The 'Pages' section shows 'Page 1 of 1'. The 'Copies' section shows 'Number of copies: 1'. The 'OK' button is highlighted with a red box. Red arrows point from the 'Name' dropdown and the 'OK' button to the 'Select Report Comment' field in the background interface.

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

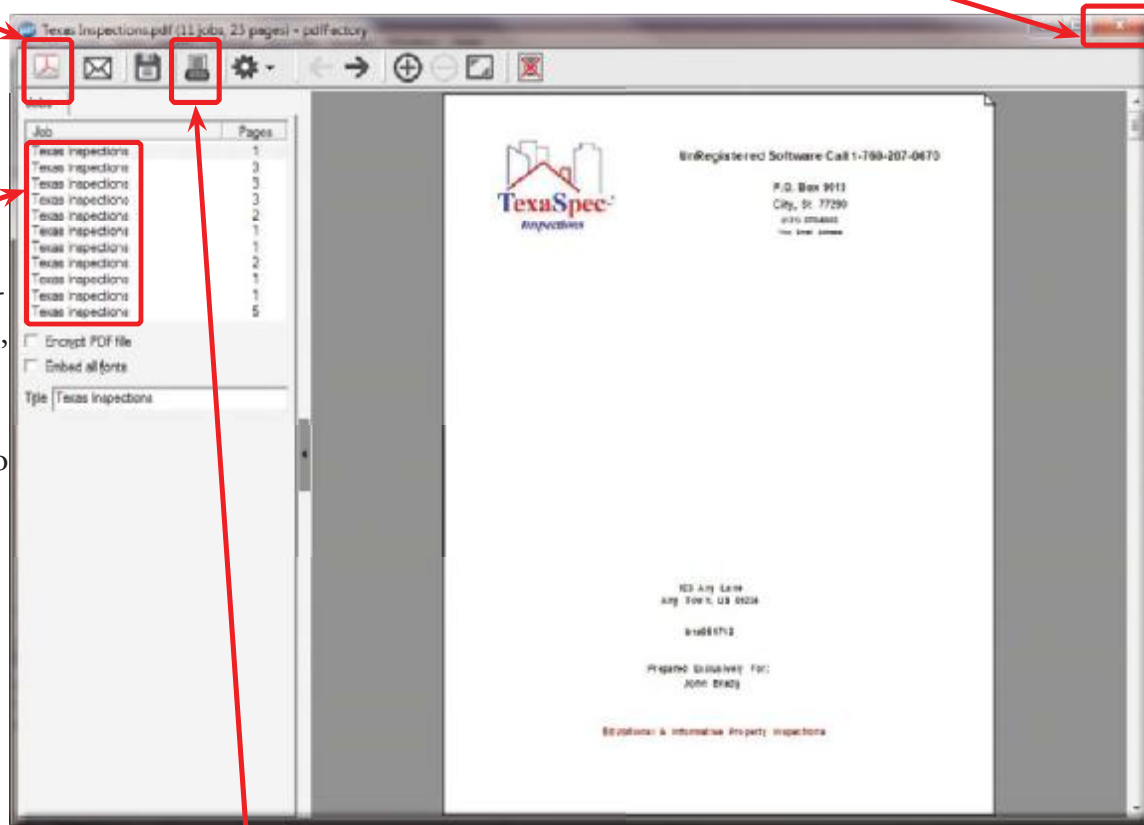


**Important:**

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

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

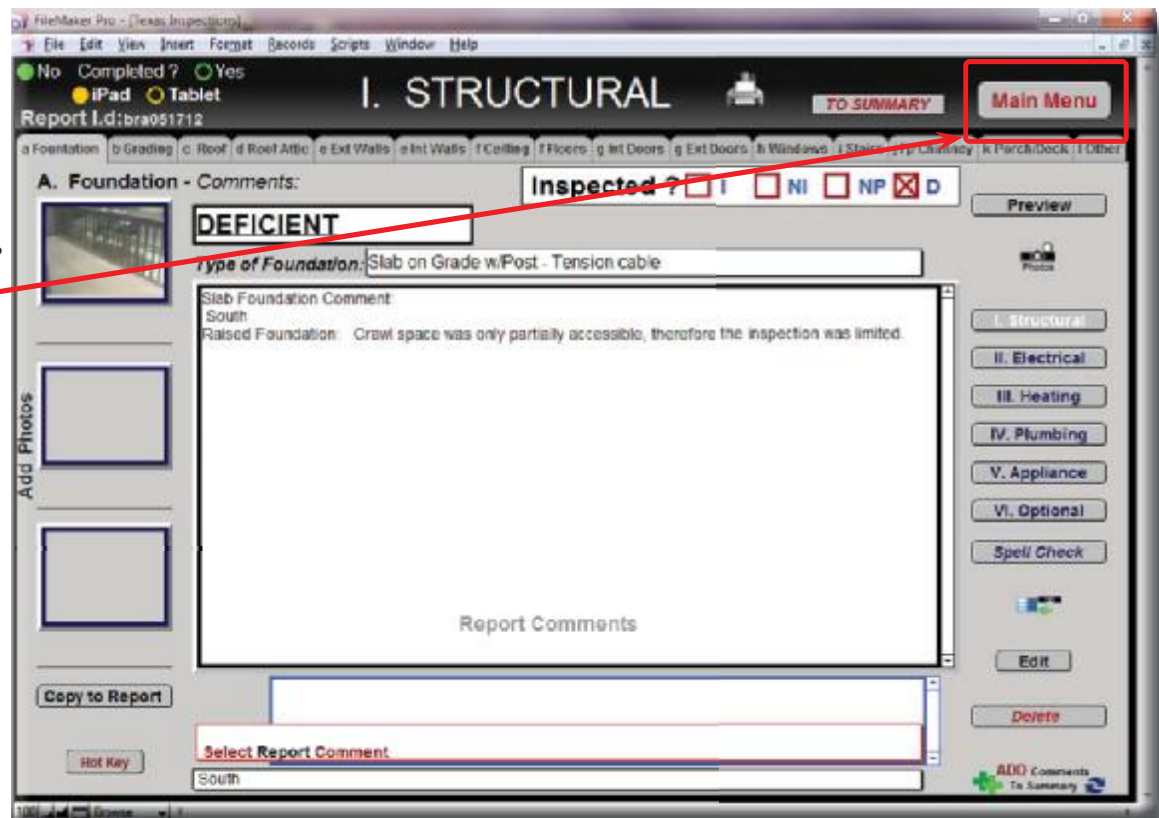
After Saving Report Exit



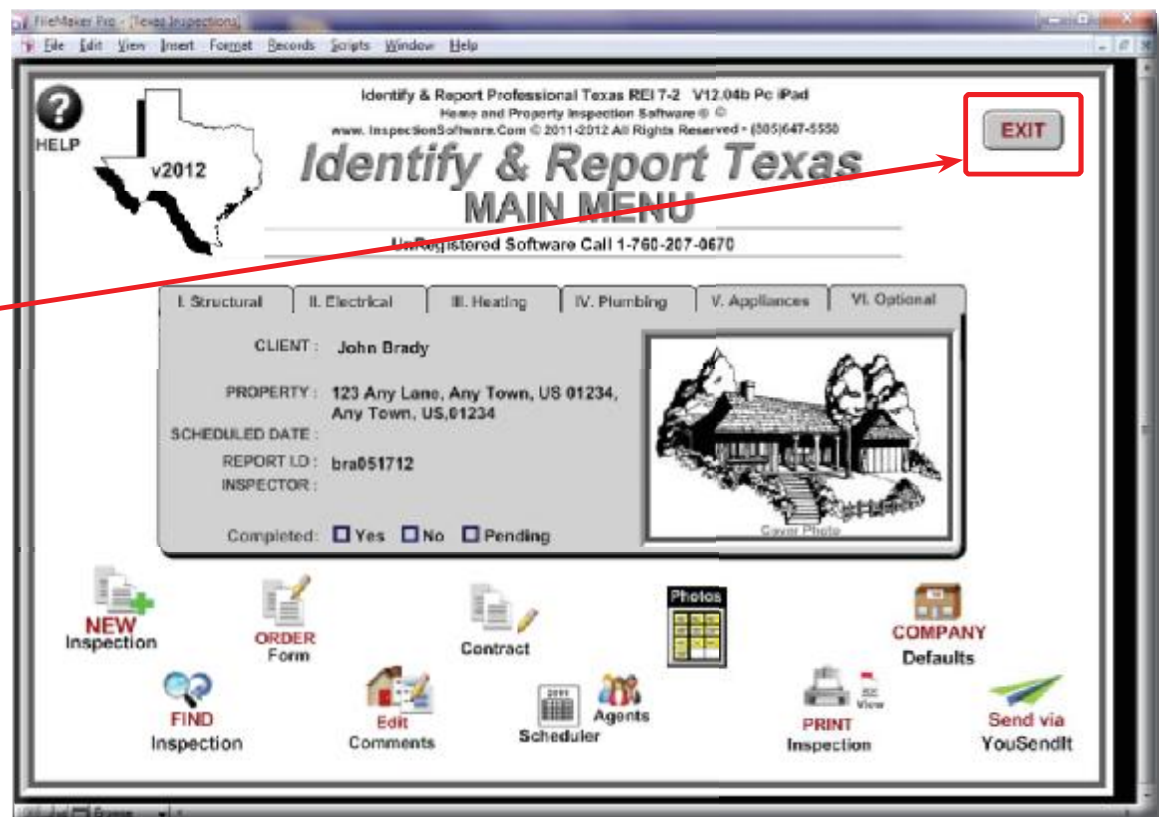
After the Inspection Report has been generated, You can go through the report for a final check. Select the page to view before printing or saving.

To print the Inspection Report click on the printer icon.

Click the “Main Menu”  
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.