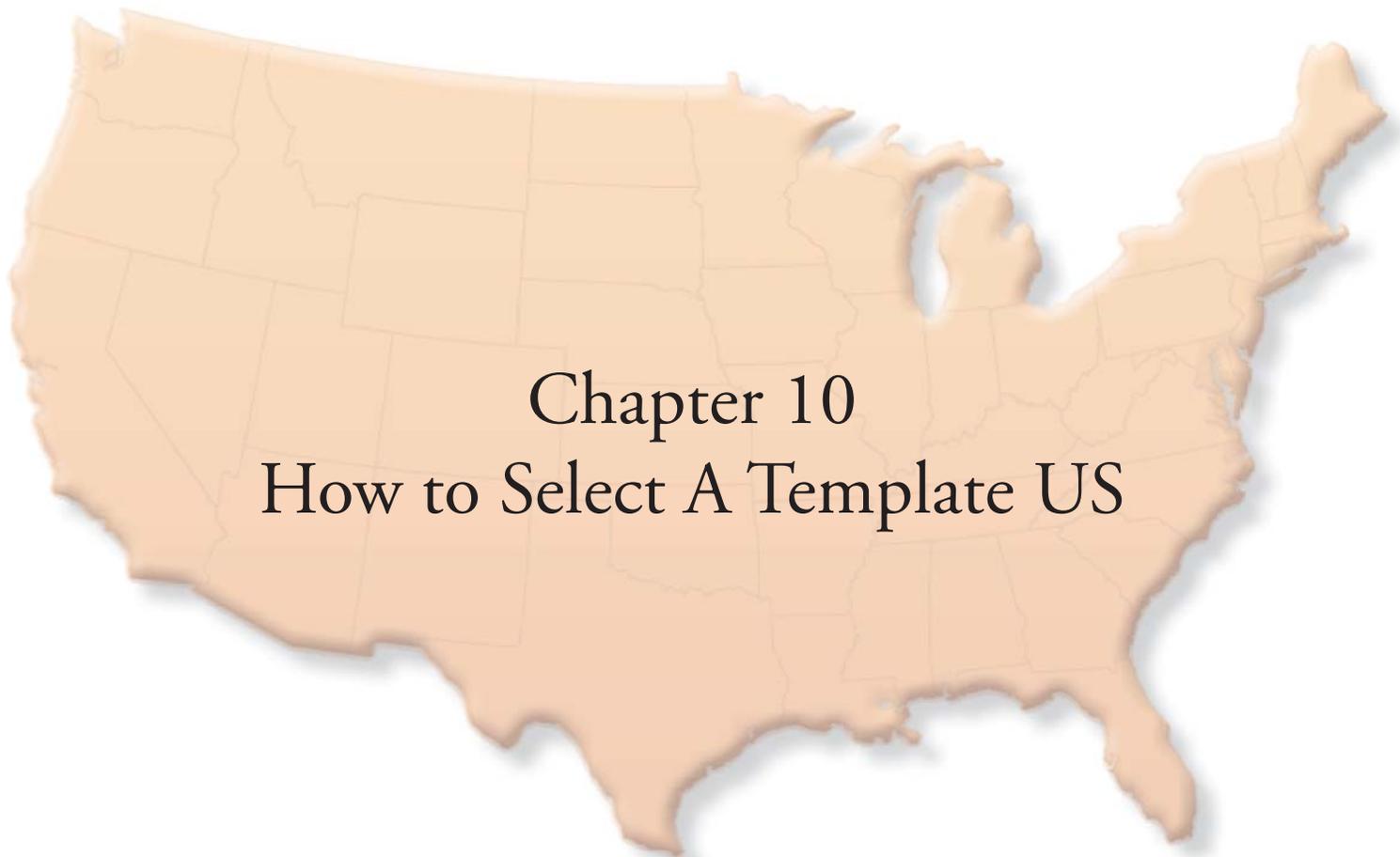
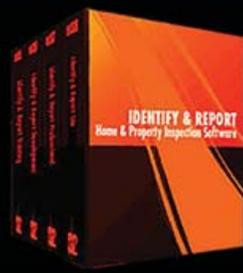


# *Identify & Report Professional*

## **Identify & Report Professional User Manual** Rev.B



## Chapter 10 How to Select A Template US



**IF You Have any Questions**  
**Phone: 760.650.1255**  
**or Email:**  
**[Support@InspectionSoftware.com](mailto:Support@InspectionSoftware.com)**

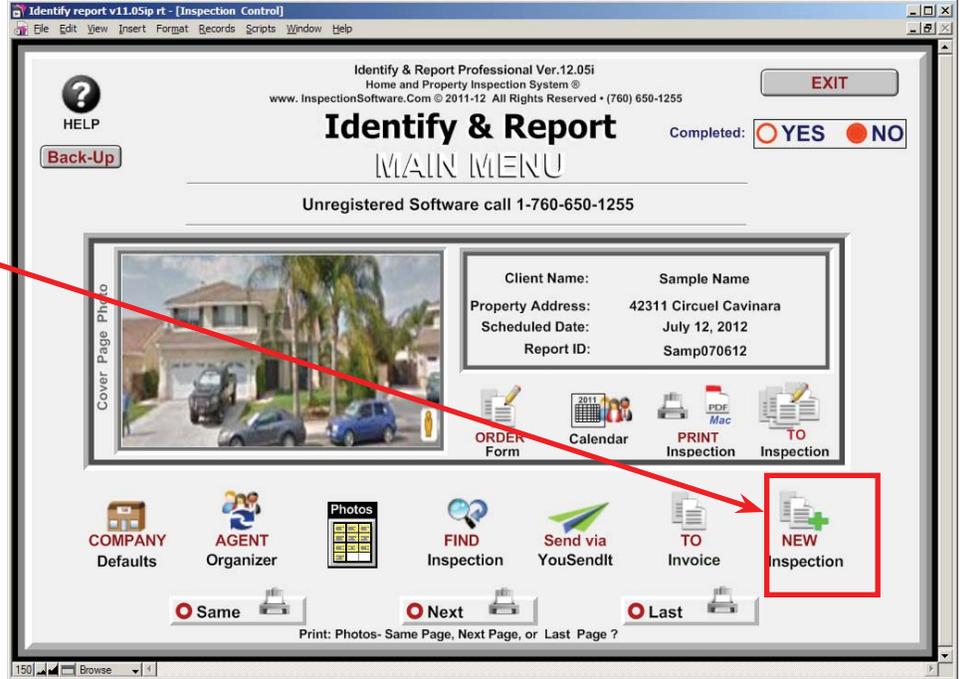
**To Index Page**



# Identify & Report Professional

## Selecting a Template

From the "Main Menu"  
Select "New Inspection"



In the example below we are using "Sample Report Unit 2" where "Sample Report" is the Report ID Number plus the unit Number. (See notes)

### First Enter a New Report ID Number:



Example:

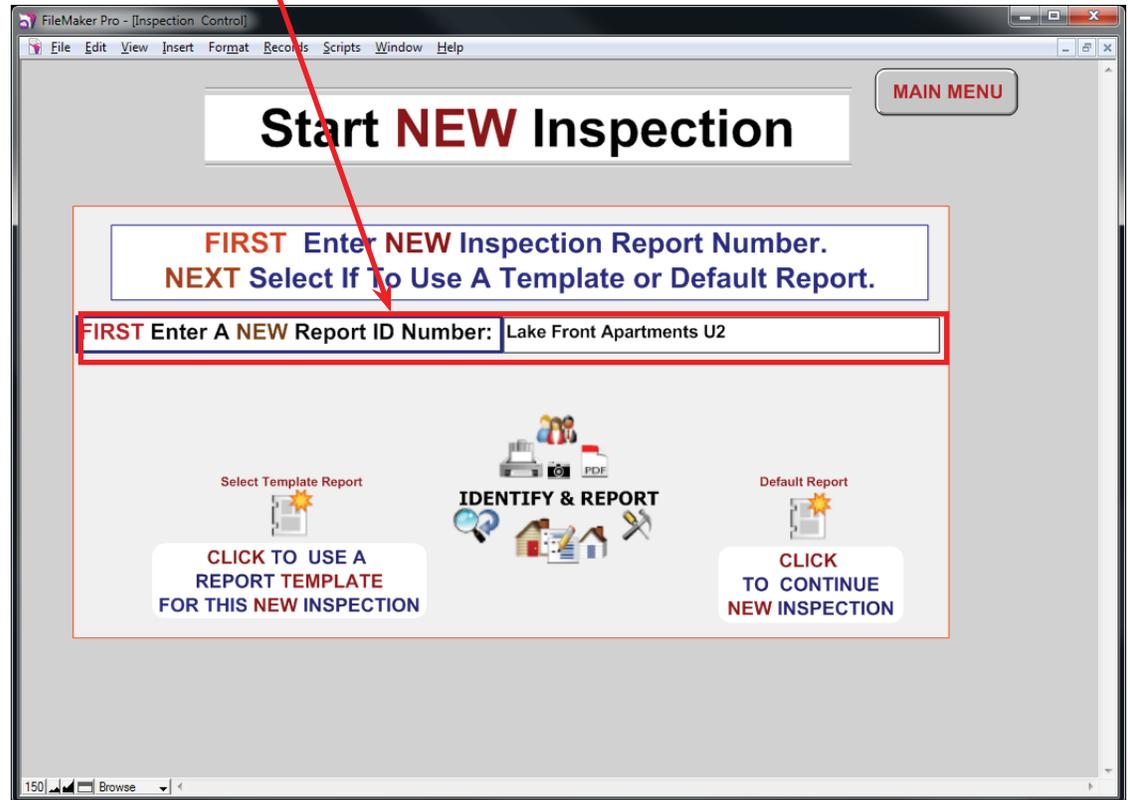
Clients name: Chris Jones  
Scheduled inspection date:  
Sept. 21, 2012  
Recommended ID Number  
Jon09212012

If you are inspecting  
Mutable units just try using  
Add u1, u2.etc...  
Jon09212012u1  
Jon09212012u2

*Very important:*

Only use Letters and Numbers for Report ID Numbers. The program does not recognize punctuation mark, spaces and special Characters.

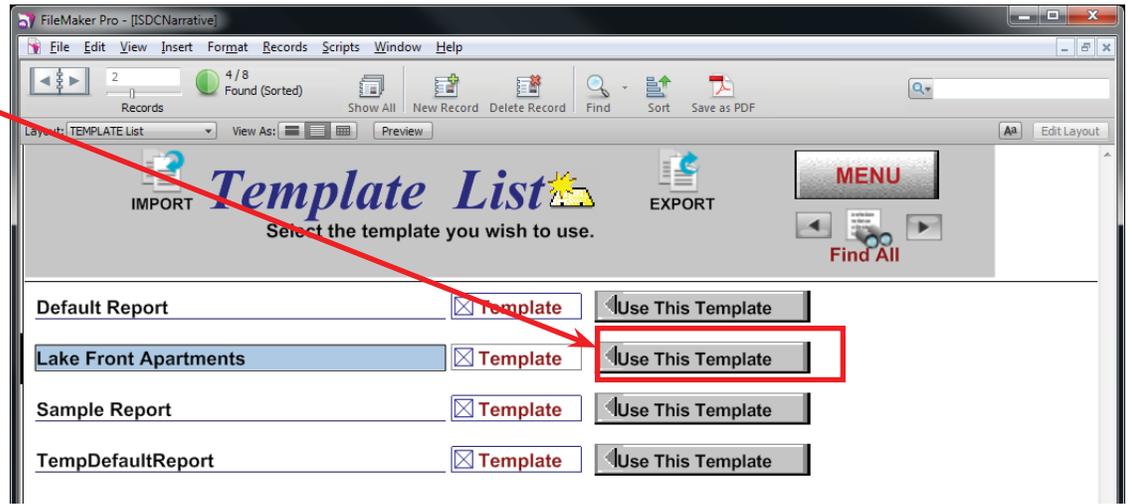
In the example below we are using “Lake Front Apartments U2” where “Sample Report” is the Report ID Number plus the unit Number.



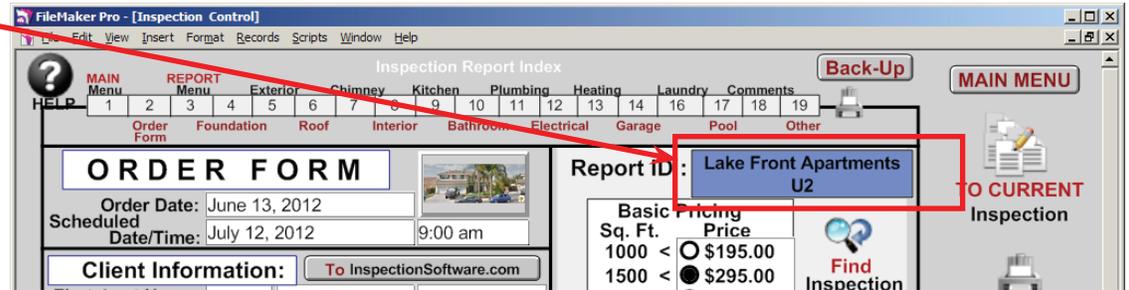
Then “Select Template Report”



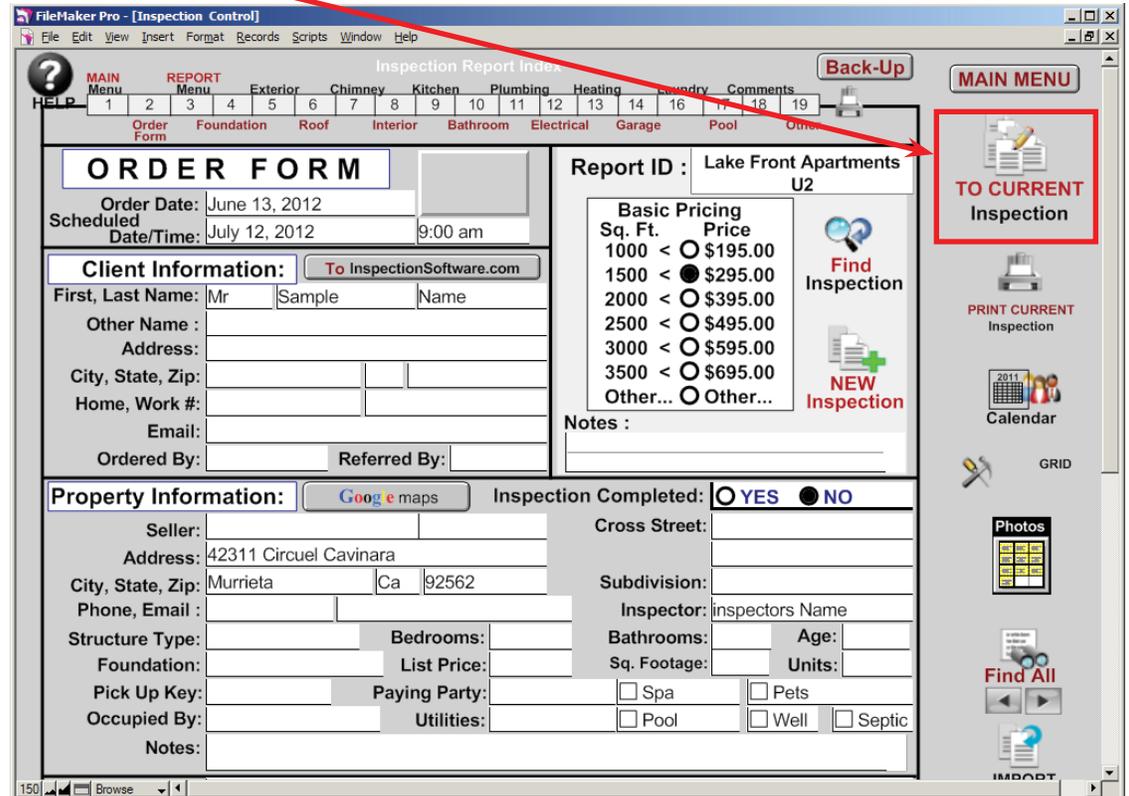
Select "Use This Template" you would like to use



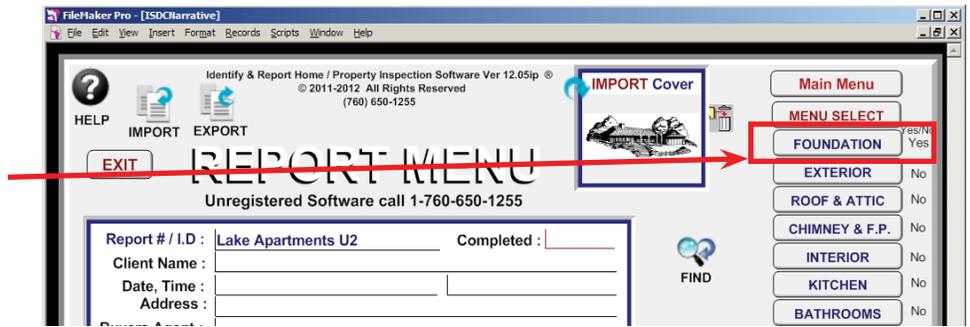
Congratulations you have just created a new Template with the new "Report ID:."



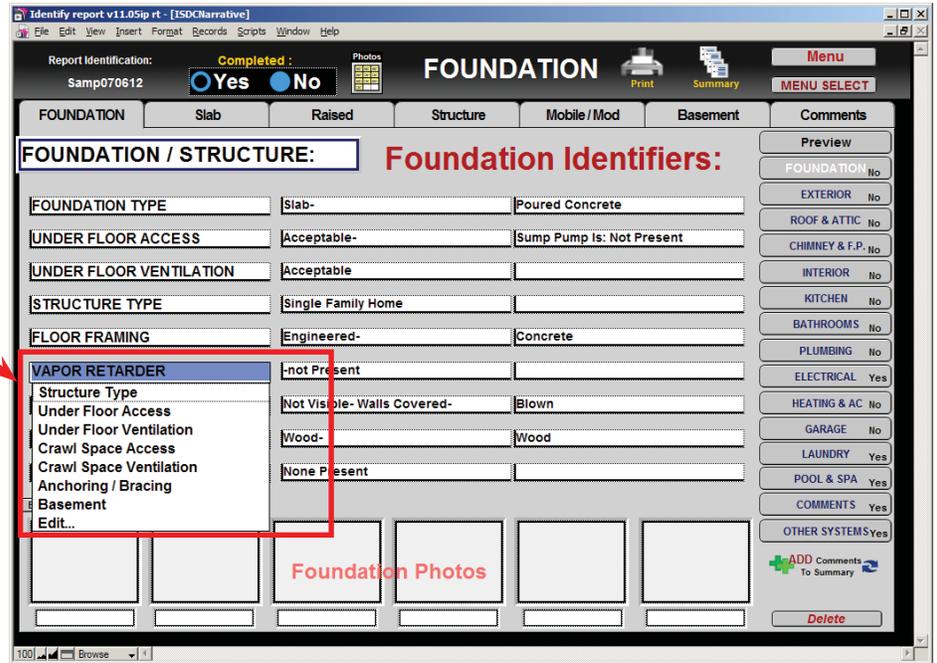
Fill out the "Order Form" then select "To Current Inspection"



The "Report Menu" will open select a category in this example "Foundation"



You can now make any minor changes that apply to your new Inspection.



**Congratulations  
you have "Selected a Template"**

**Very important:**  
You must Exit  
*Identify & Report Professional Australia*  
before you copy  
any files to or from the  
iPad.



**IF You Have any Questions  
Phone: 760.650.1255  
or Email:  
Support@InspectionSoftware.com**