

Identify & Report Professional

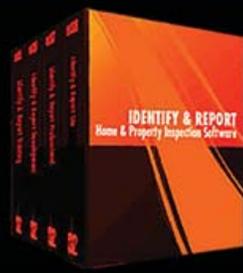
Identify & Report Professional User Manual Rev.B



Home & Property Inspection Software

SOFTWARE CREATED BY INSPECTORS FOR INSPECTORS

Home Inspection Software for iPad, Mac Pc's
No Internet or Wi-Fi Access Required



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

Identify & Report Professional

Identify & Report Professional User Manual Rev.B



Introduction The Process

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Chapter 2 ... Installing FileMaker Go 11 onto iPad US

Chapter 3 ... Installing “Identify @ Report” onto iPad US

Chapter 4 ... Transferring Files Computer to iPad, iPad to Computer US

Chapter 5 ... Creating A New Inspection US

Chapter 6 ... Select Report Category US

Chapter 7 ... Managing Photo's US

Chapter 8 ... Print An Inspection Report US

Chapter 9 ... Makeing A Template US

Chapter 10 .. How to Select A Template US

Chapter 11 .. Damaged File Recovery US

Chapter 12.. Importing Updates US

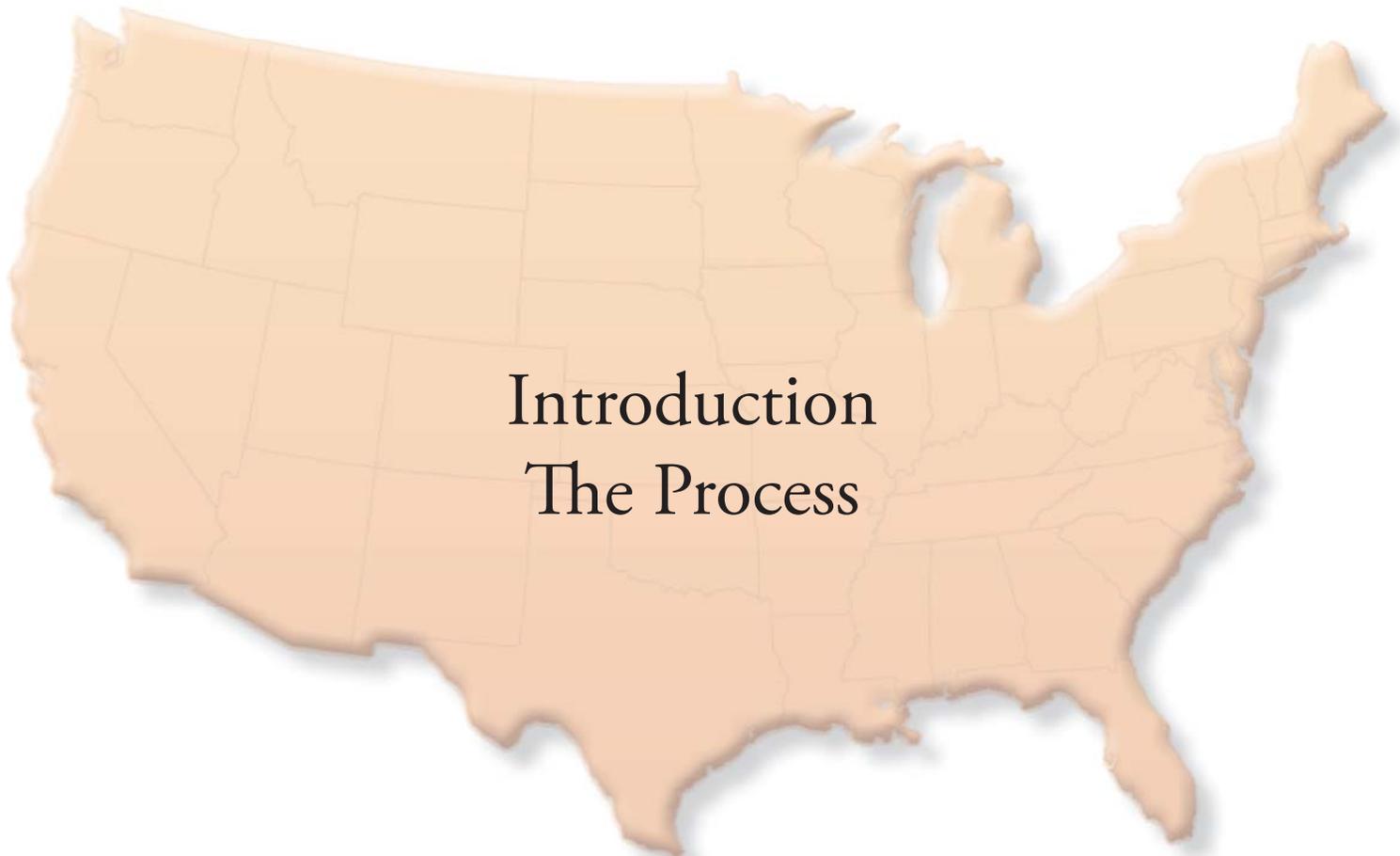
Appendix 1: Installing Identify Report Pro. User Manual In ibooks On iPad

[CLICK ON THE CHAPTER TO VIEW](#)

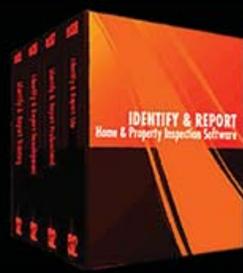


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Introduction
The Process



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Starting an Inspection from the Computer,

1. Client calls on the phone,
2. Click Start New Inspection icon, Enter New Inspection ID# (**See Chapter 2 Creating a New Inspection**)
3. Select Continue with Default Report or Select form Template List. (**See Chapter 7 Select a Template**)

This will put you on the Order Form. Enter as much information as possible on the Order Form. As you complete the Order Form, in the lower right Corner you see the Print Icon

Select Print Contract. This will print the Contract, Standards of Practice and the Invoice. You may print to a PDF and e-mail it or print a hard copy to take with you to the inspection and have review with the Client.

If you are Using a iPad SEE Chapter 8 on how to Copy Inspection Files to Ipad or iPhone Instructions From Computer after Scheduling on computer below.

If you are entering the inspection information on the Computer, Select To Current Inspection icon in the upper right corner of the Order Form.

Now you see the Report Menu.

To import the photos into Identify & Report Select the Photos icon(**see Chapter 4 Managing Photo's**), You will see the Photos Thumbnail screen, Select the Auto Load icon (you will need to copy all your inspection photos into a folder "C:\Photos IdentifyReport Upload Only" to auto load) or Select the Folder where you have the Photos. All the Photos will be loaded into. Now Select the photo Hold down the left Mouse button and Drag the Photo to the correct Category (sample all Plumbing photos to the Plumbing category) Select the category for your comment, button. You will see the Photos on the bottom of each inspection category.

Select the Category (see **Chapter 3** Select Reprot Category) of the area to be inspected, Enter the Report Identifiers, then Select the Sub Category form the tabs across the top of the screen, Select the Click to View Comment Selection Box this will open the a list of Comment Descriptions. Select form list the list then Click Copy To Report button. You may edit the comment at any time. You can also Select the Recommendations icon at any time and Select Copy To Report to make it part of the report.

After you have entered all Report Comments Select the Copy Comments to Summary icon on the lower right of the Category screen. To proof the Summary Select the Summary icon.

Select the Print icon (**see Chapter 5 Print an Inspection Report**) Select PDF Factory Select of, you will see the report, save to a PDF or print.

Copy Inspection (**see Chapter 8 Transferring Files Computer to iPad, iPad to Computer**)

Files to Ipad or iPhone Instructions From Computer after Scheduling on computer.

On your iPad Start Identify & Report from the Main Menu Select the Backup icon, Select Auto Backup. Then Select EXIT

To Replace current Inspection files on Your Ipad, with the Files On the Computer.(this will copy over the files on the iPad so do your Backup) (**see Chapter 8 Transferring Files Computer to iPad, iPad to Computer**) Plug in your iPad, Start iTunes, Select your iPad Device, Select Apps from the top of your iTunes screen. Scroll down to the bottom of the screen, Select Filemaker Go v11 icon. A list of Files will display. Select the ADD button, Select the Folder C:\Identify Report v12.

Select the Files Inspection Controls, isdcNarrative and isdcNarrative Photos. If you have added any New Report Comments Select the ISDC Lookup file . If you hold down the Control key you may Select them all at the same time. Let up on the Control key. Then Select the OPEN button. Select Copy over all when prompted.

You will see the copy bar across the top

After Your Inspection you will need to Copy Files Back to the Computer

On your Computer Start Identify & Report from the Main Menu Select the Backup icon, Select Auto Backup. Then Select EXIT

To Replace current Inspection files on Your Computer, with the Files On the iPad.(**this will copy over the files on the iPad so do your Backup**) Plug in your iPad, Start iTunes, Select your iPad Device, Select Apps from the top of your iTunes screen. Scroll down to the bottom of the screen, Select Filemaker Go v11 icon. A list of Files will display.

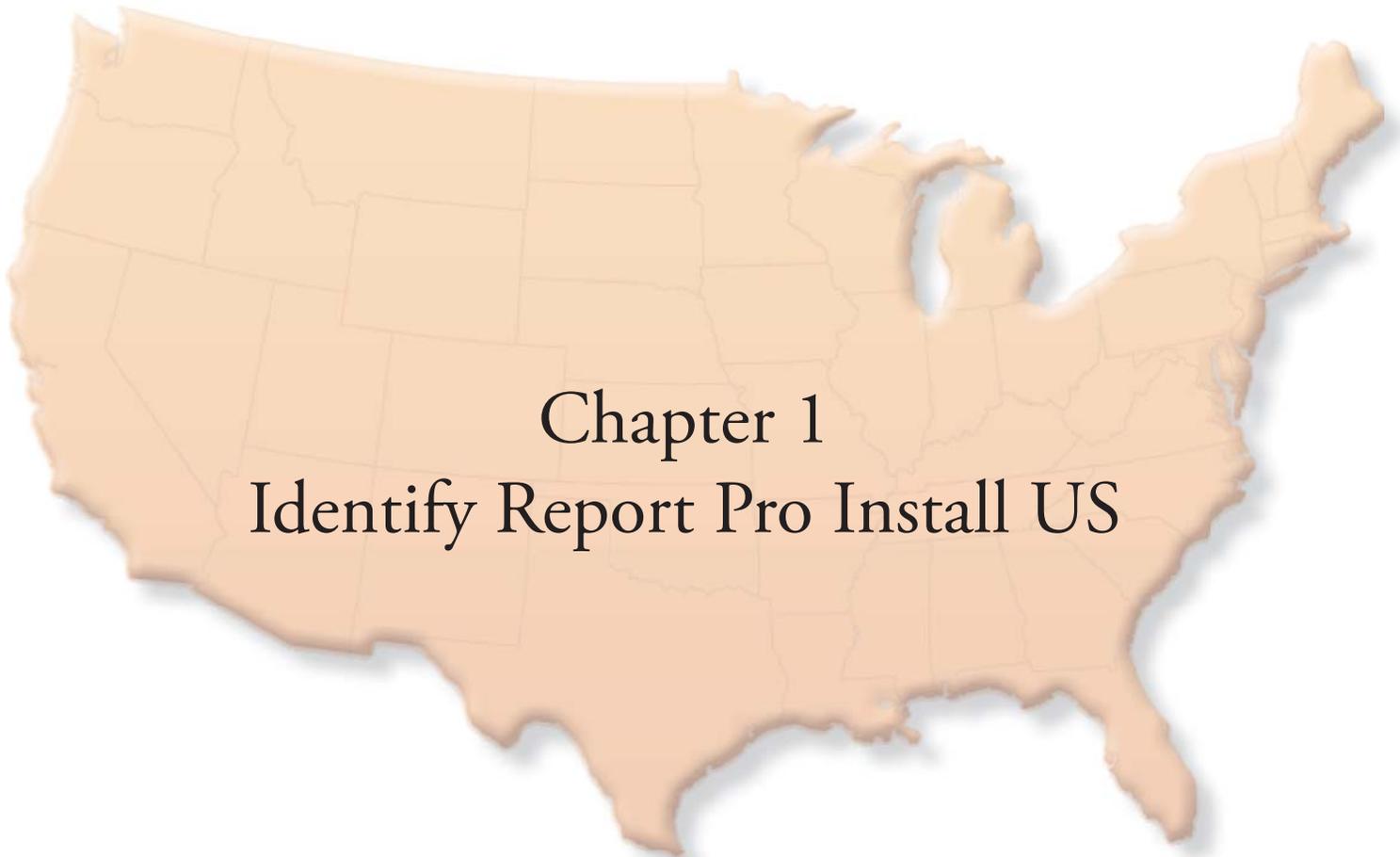
Select the Files Inspection Controls, isdcNarrative and isdcNarrative Photos. If you have added any New Report Comments Select the ISDC Lookup file . If you hold down the Control key you may Select them all at the same time. Let up on the Control key. Then Select the SAVE TO button. Select Copy over all when prompted.

You will see the copy bar across the top

If you need to start a inspection on the iPad in the field that is Ok. Just remember you will copy over any thing you have entered on the computer after you copied last files to your iPad.

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Chapter 1 Identify Report Pro Install US



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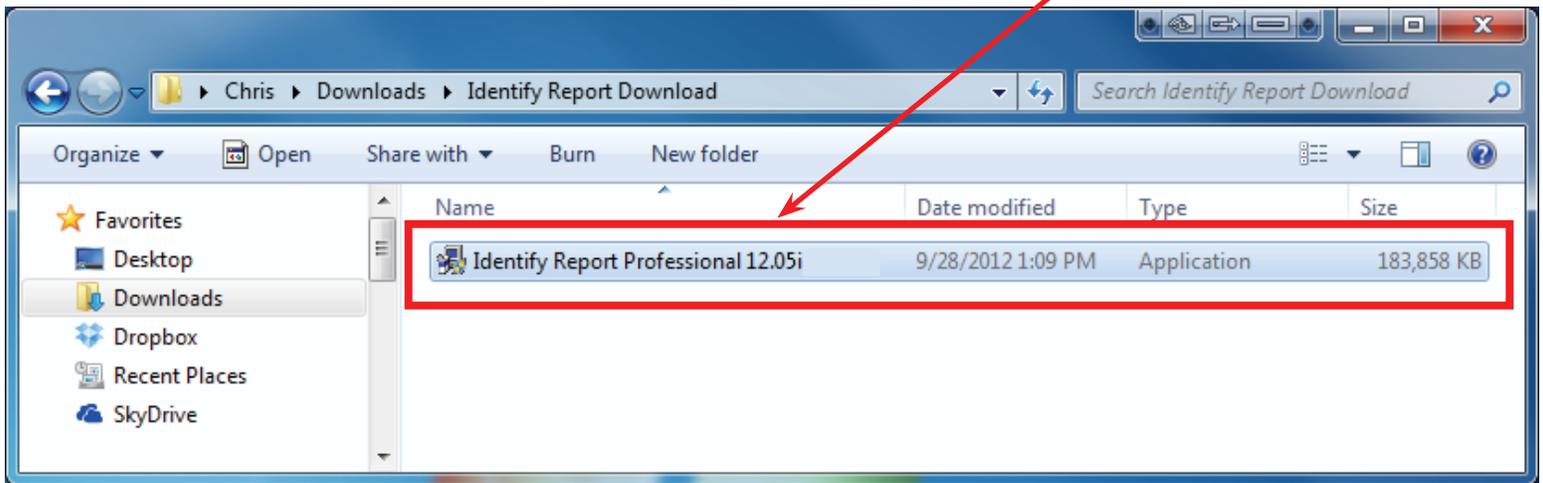
[To Index Page](#)



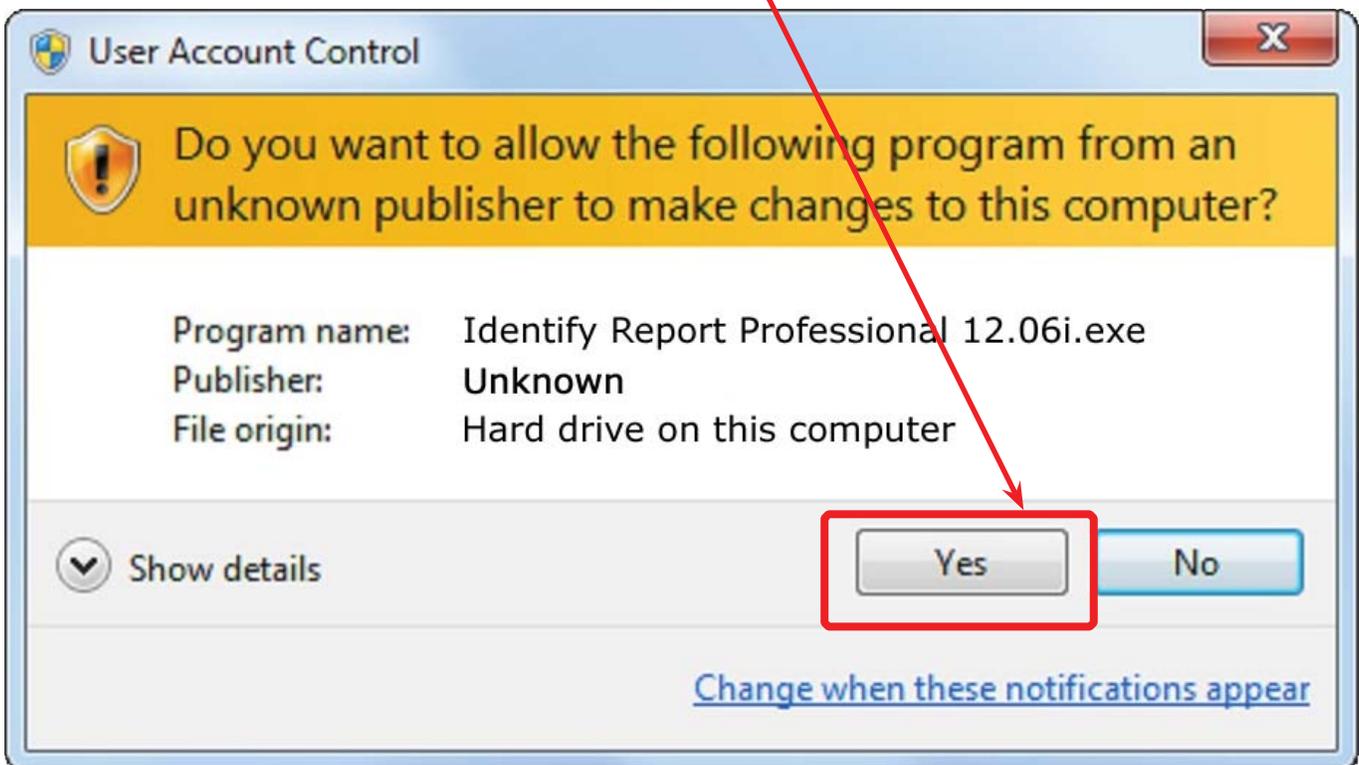
Identify & Report Professional

Installing Identify & Report

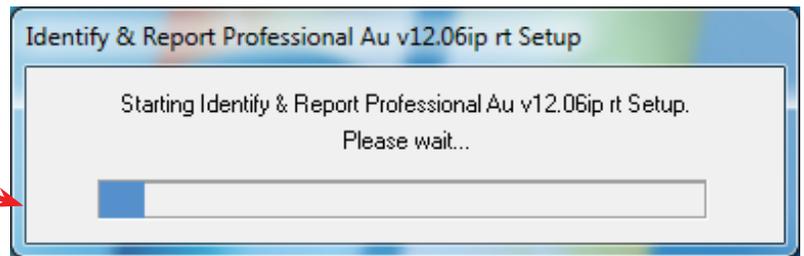
After downloading “Identify & Report Professional” remember where you downloaded it.



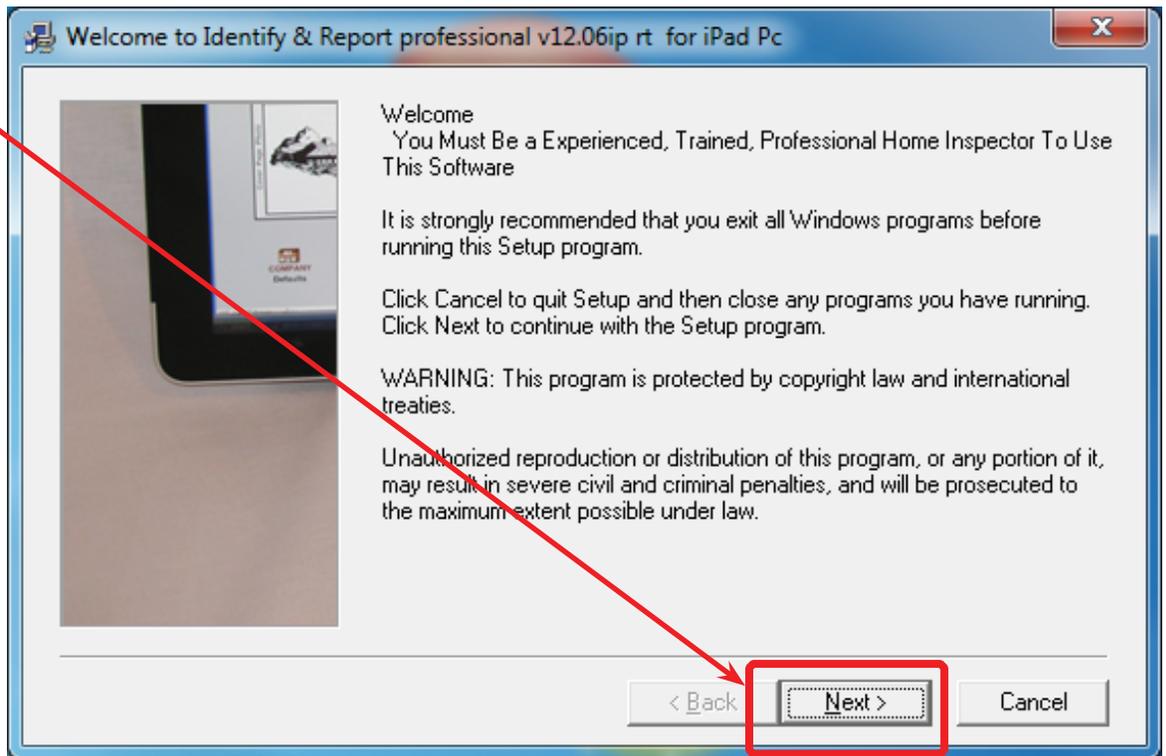
The “User Account Control” Security Warning opens Select Yes.



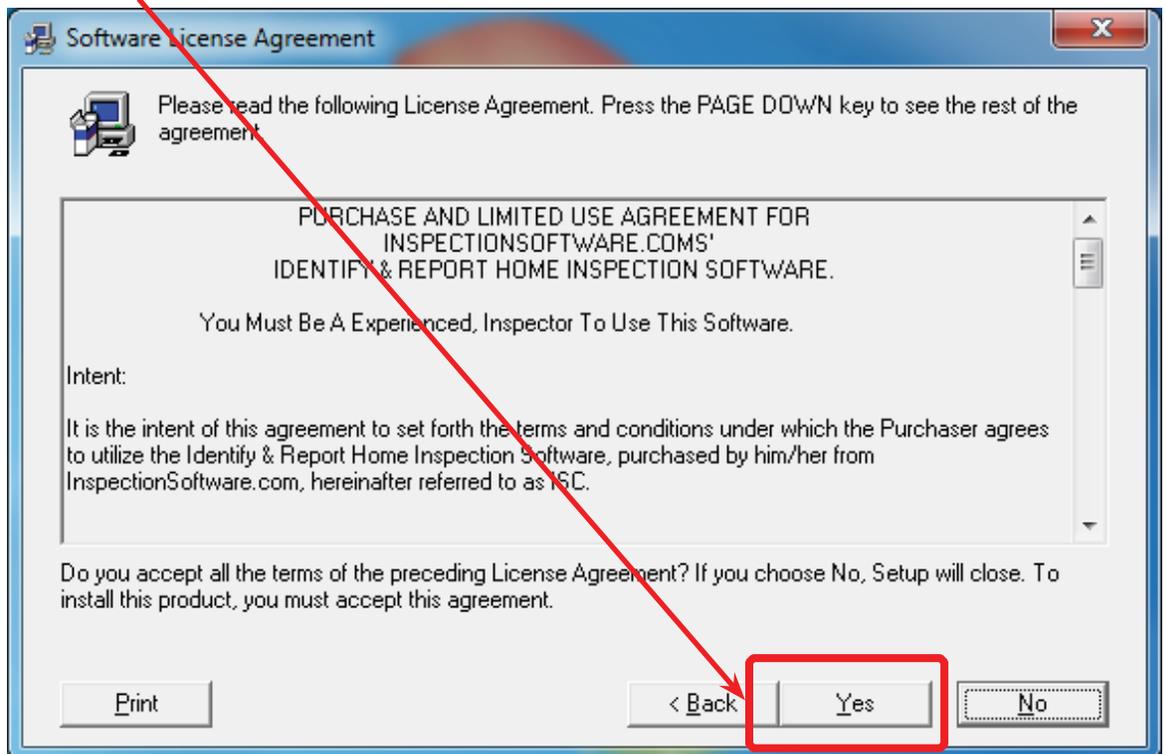
The "User Account Control" Security Warning opens
Select Yes.



Select Next



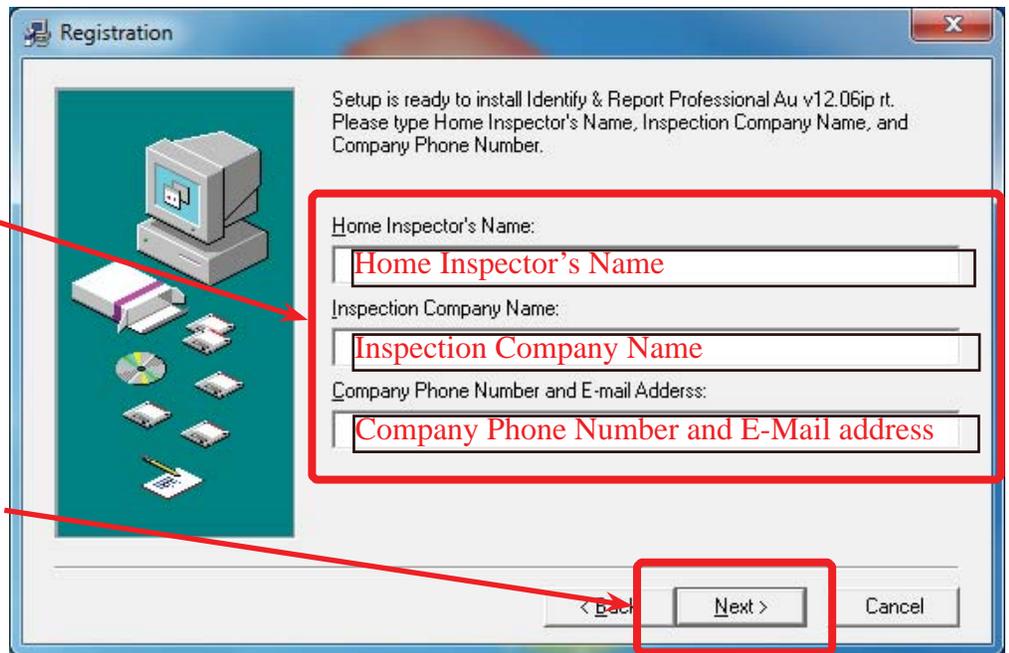
Software License Agreement Select Yes



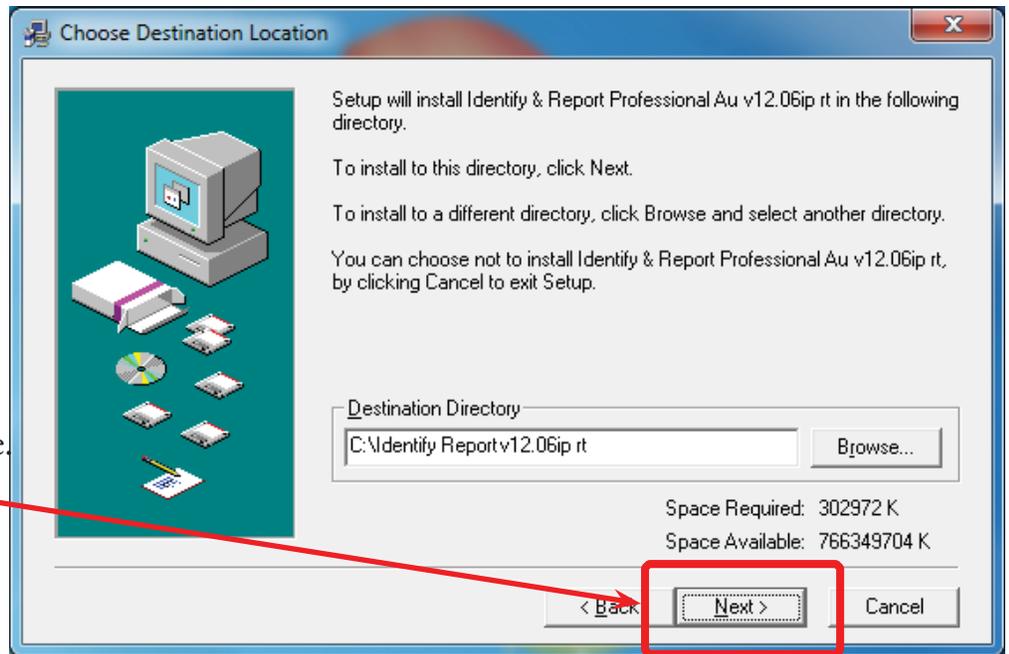
Fill in Information.

Then

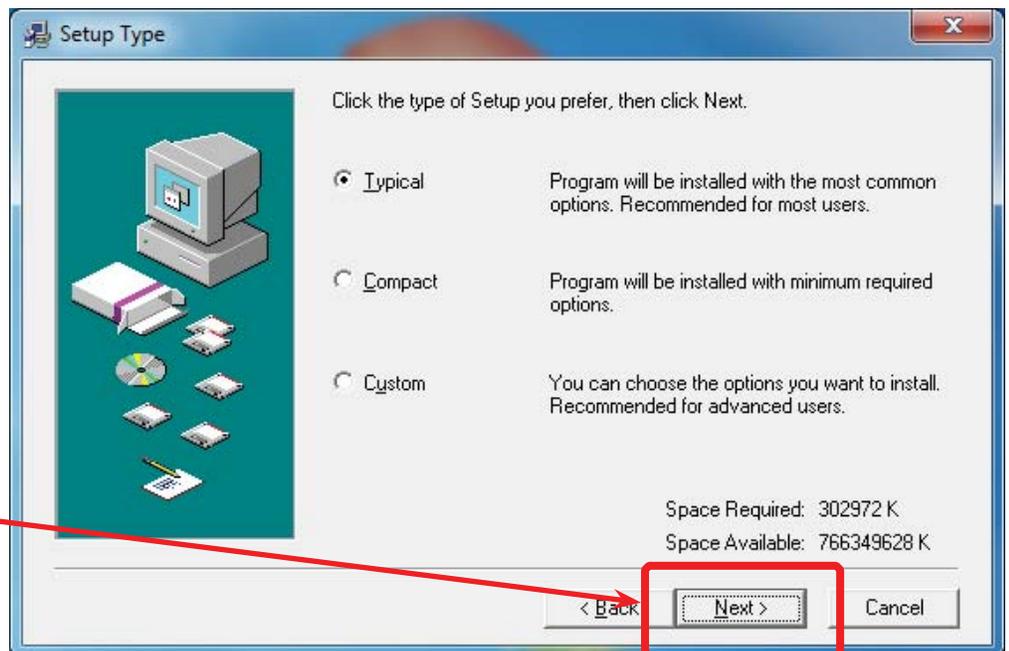
Registration form Fill in Select Next.



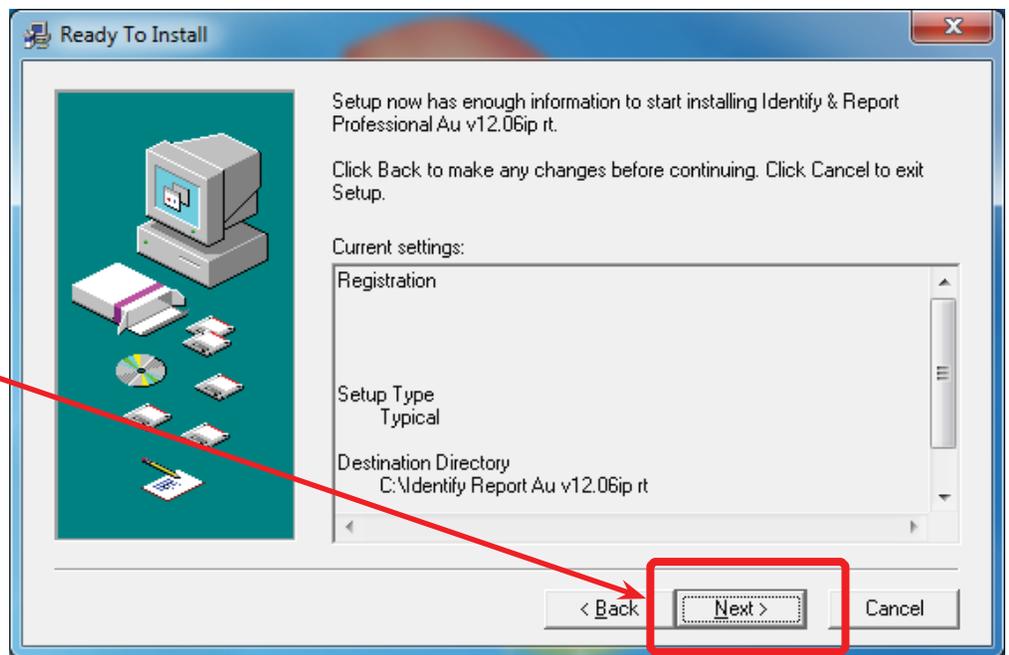
Destination Directory doesn't change.
Select Next



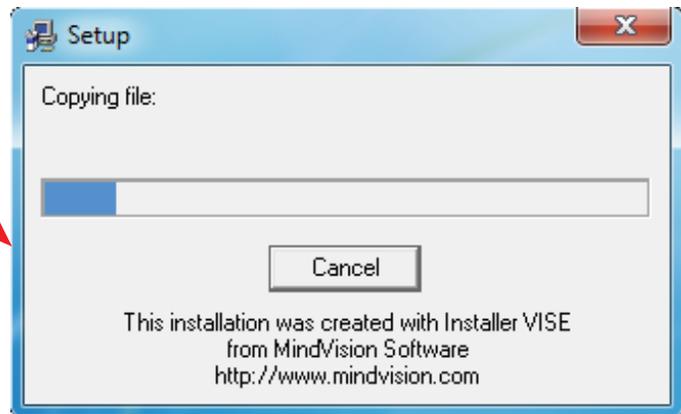
Don't change install typical.
Select Next



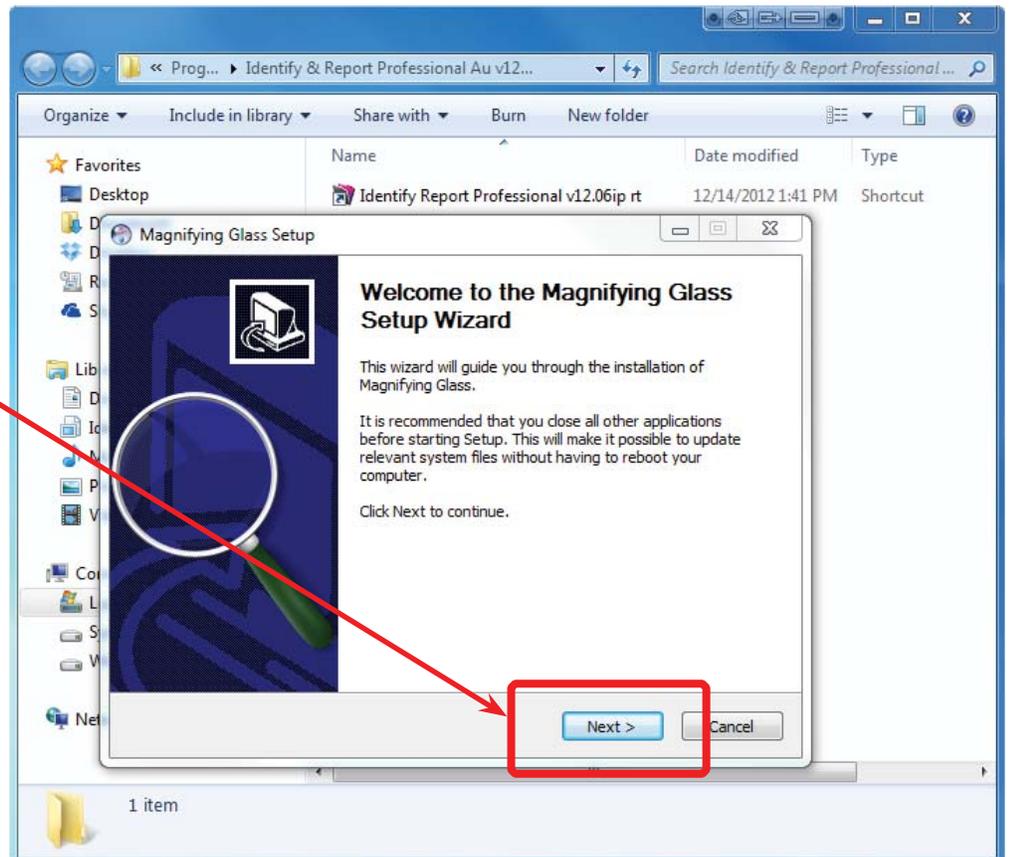
Ready to install. Select Next



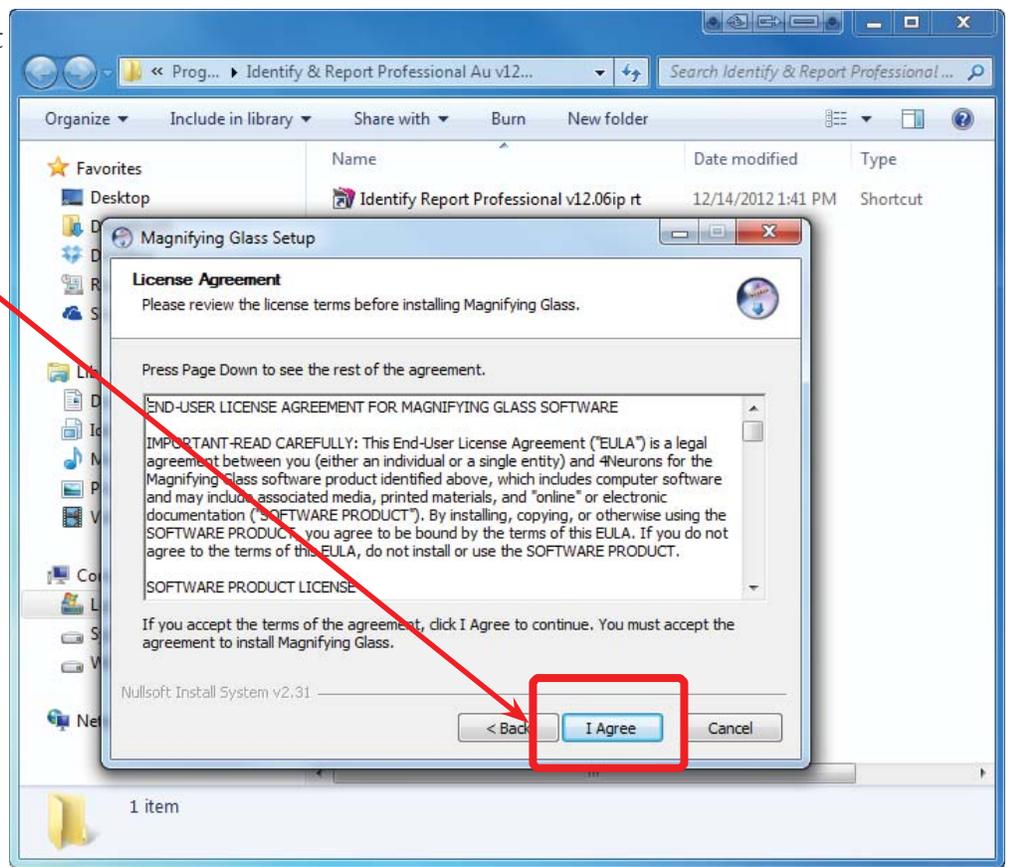
Setup Progress Window Opens. Do nothing



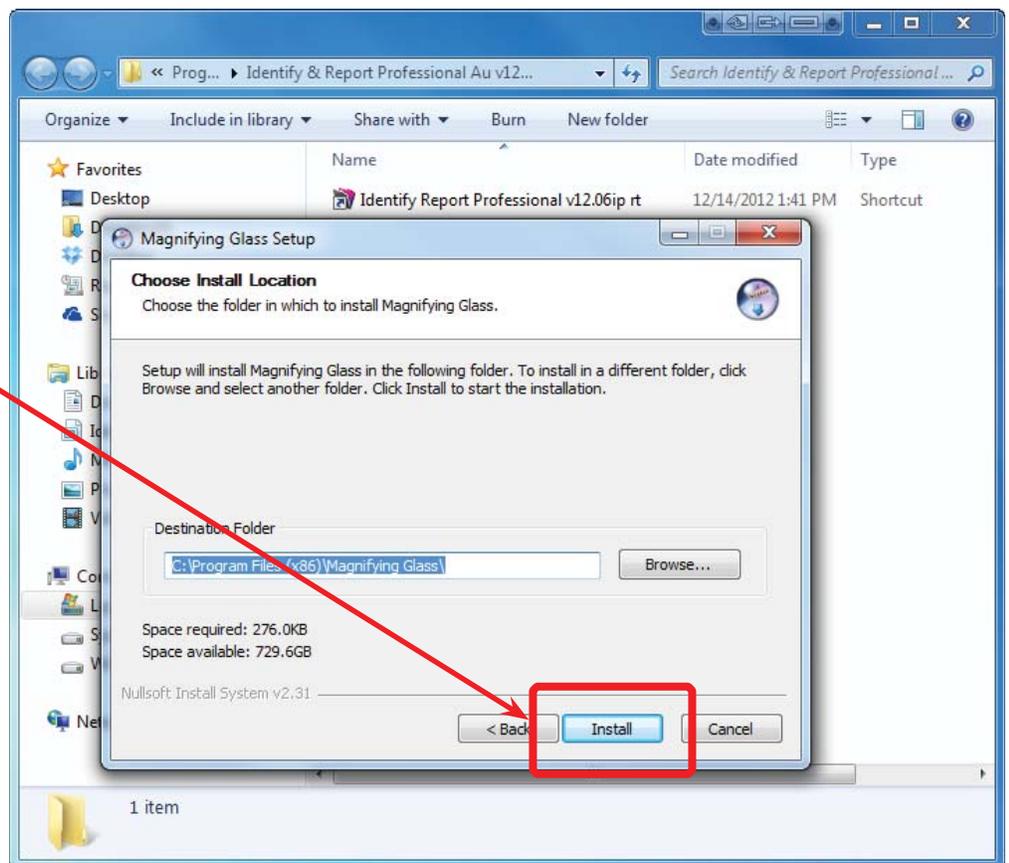
Select Next.



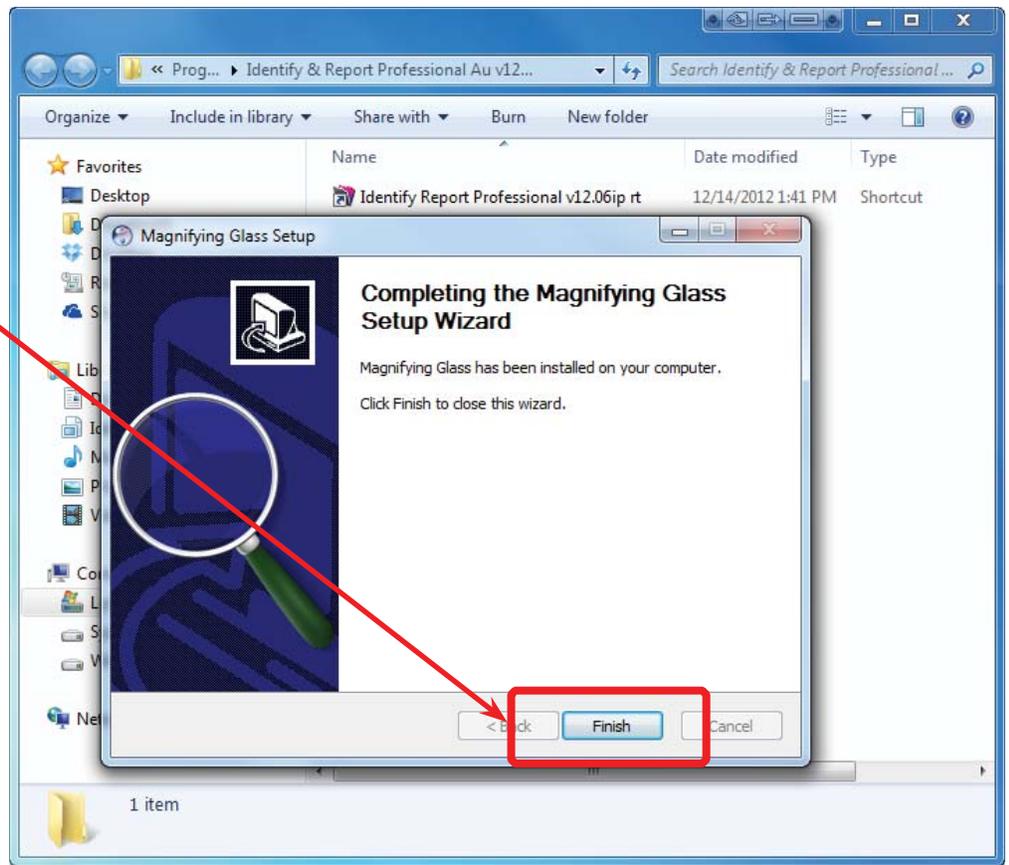
Magnifying Glass License Agreement
Select I Agree



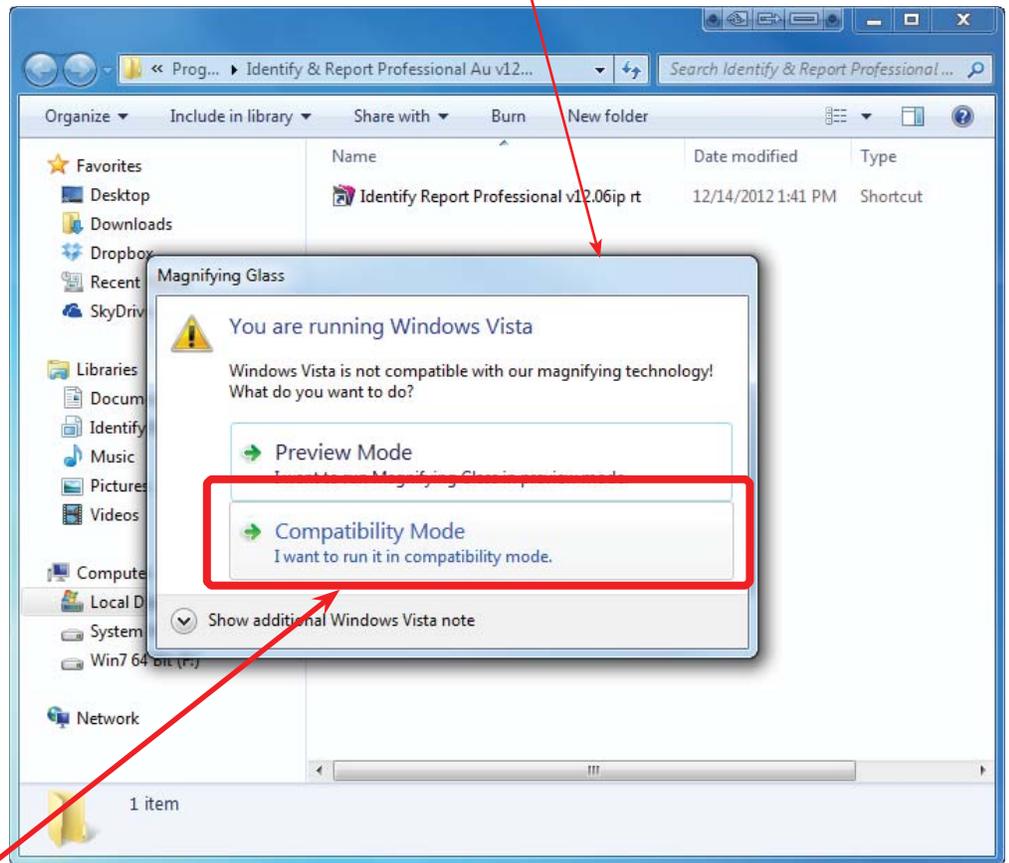
Destination Directory don't change.
Slect Next



Magnifying Glass Setup Completed.
Select Finish

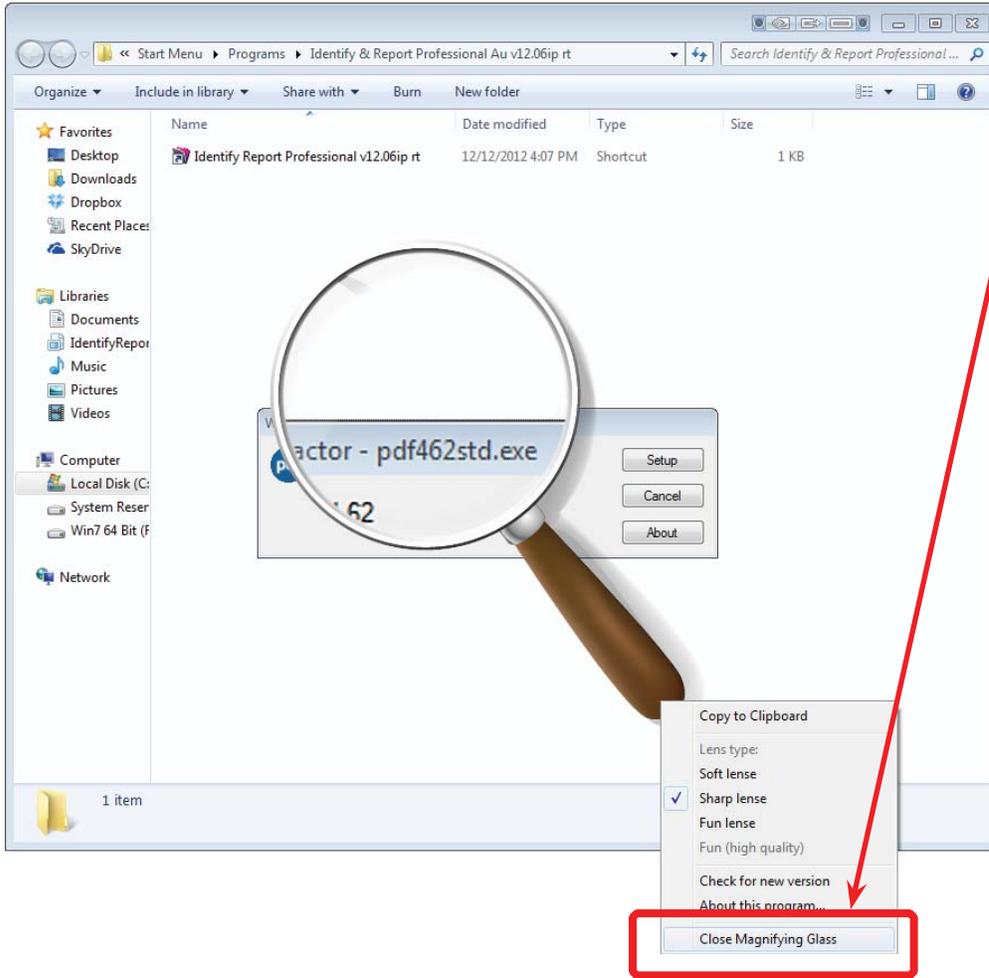


If you are running Windows XP this window will not appear.

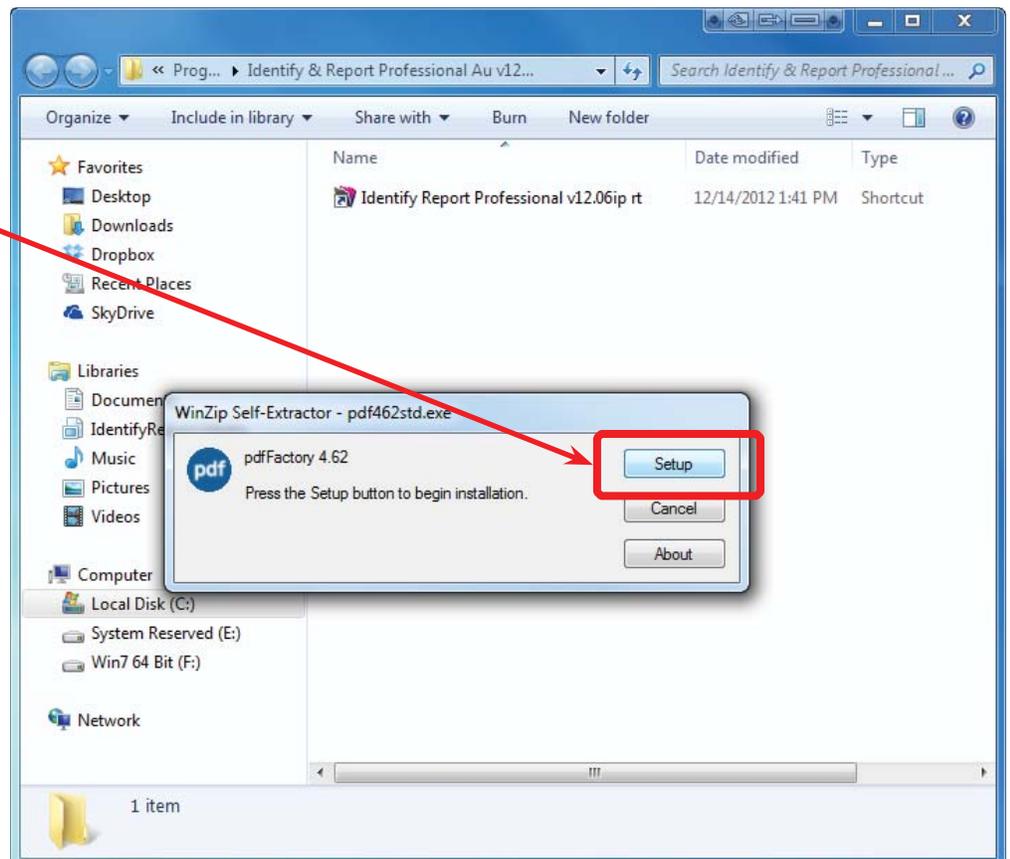


If you are running Windows 7 Select Compatibility Mode.

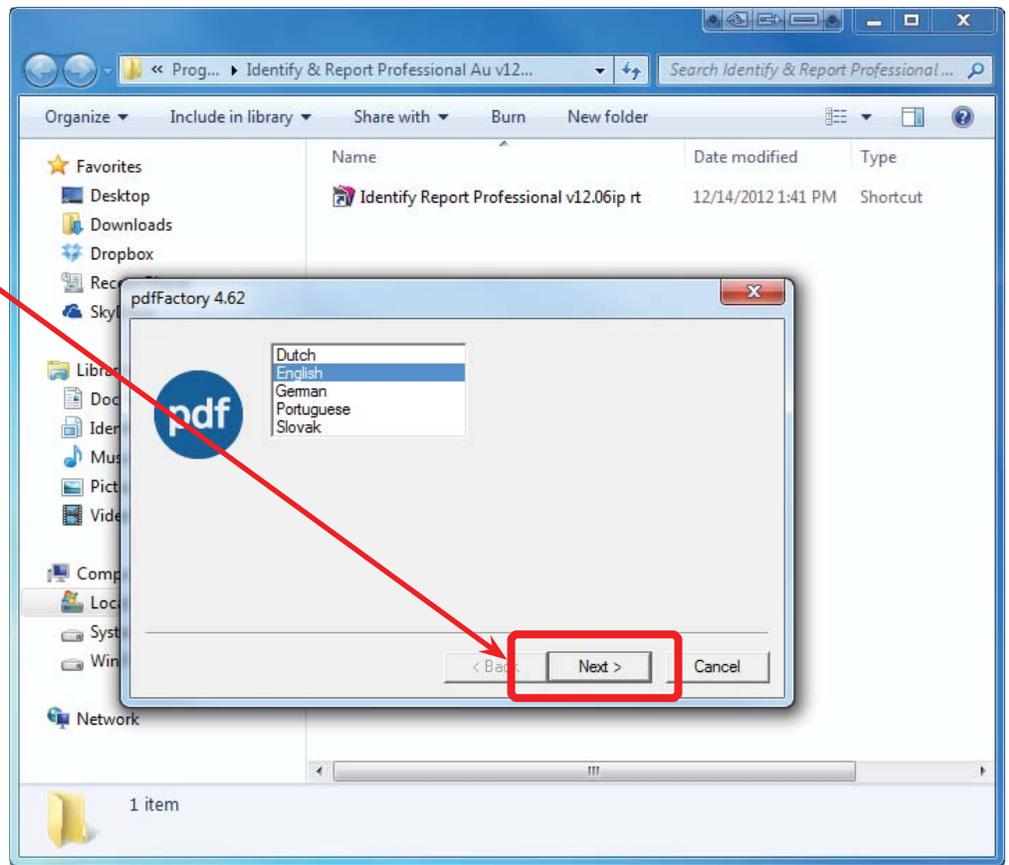
The Magnifying Glass will open. Right click on handle and chose “Close Magnifying Glass”



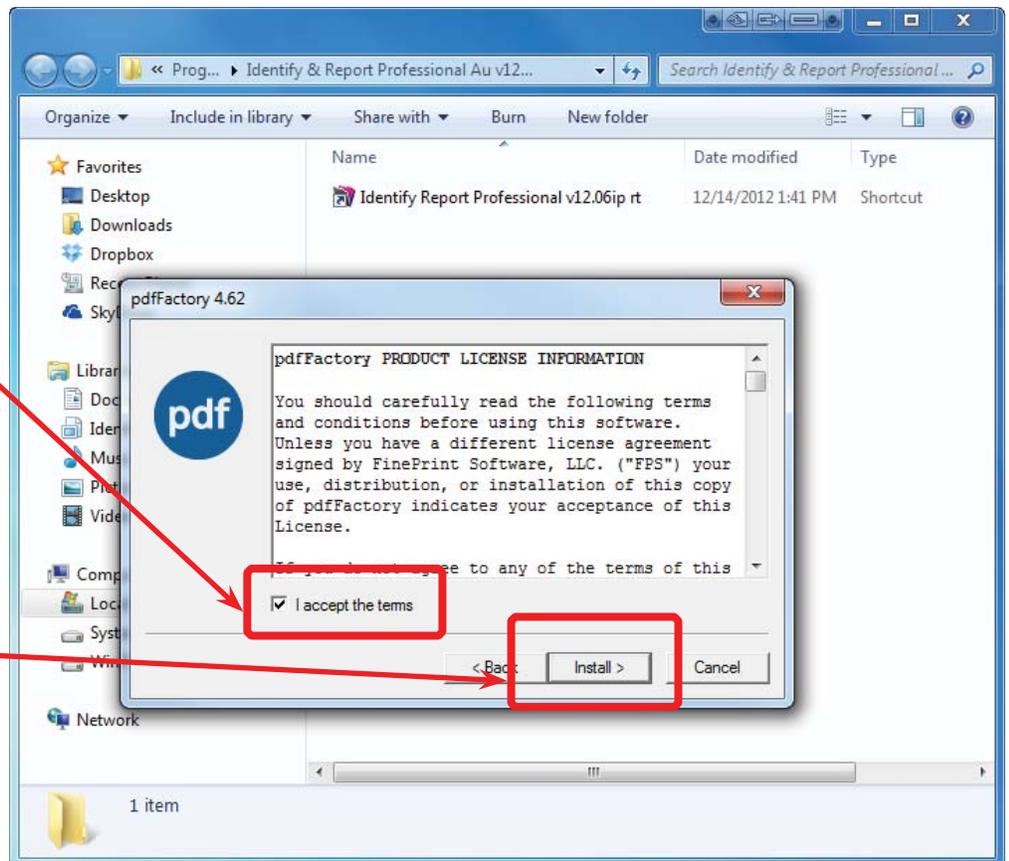
Installing pdf Factory.
Select Setup



Click Next



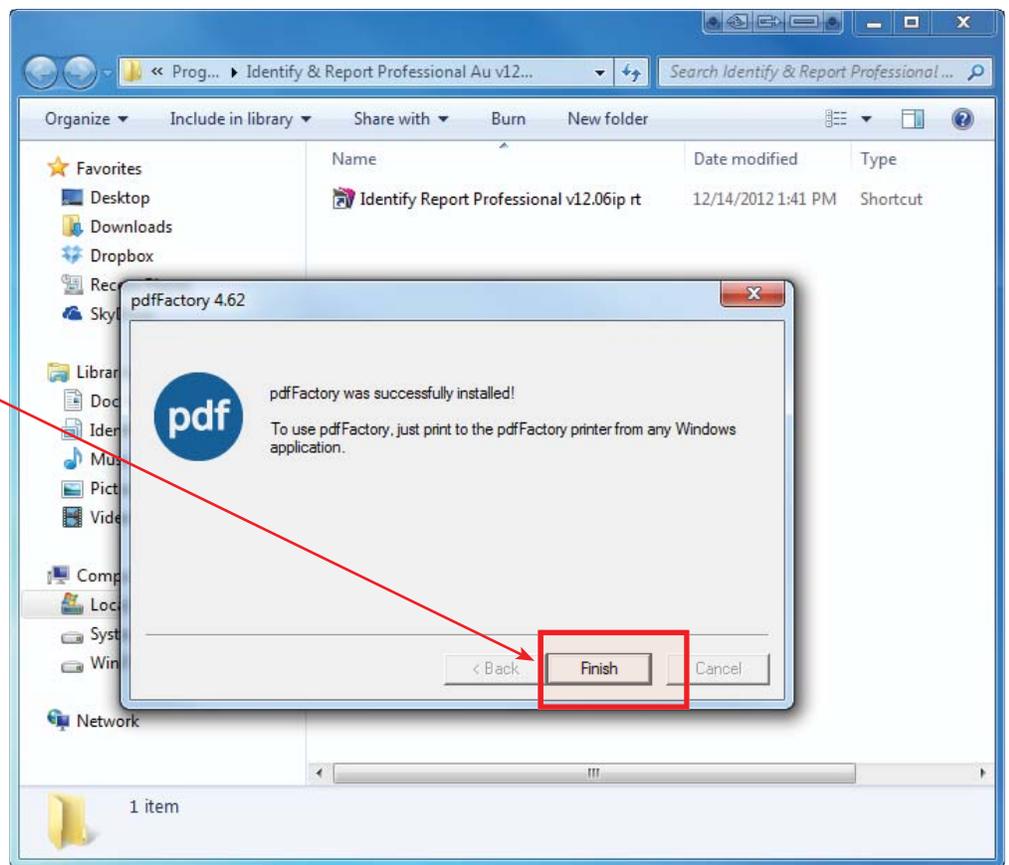
Check the
"I accept the terms"



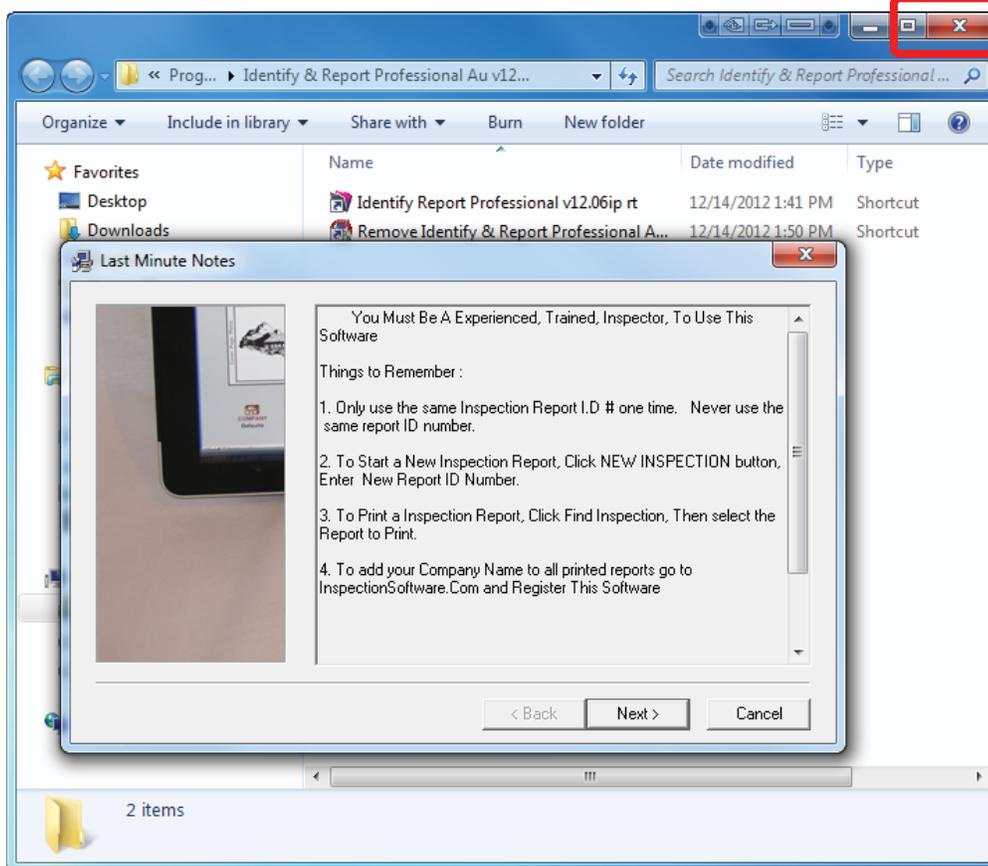
Then

Click Install

pdfFactory was successfully installed!
Click Finish



Close Background Window

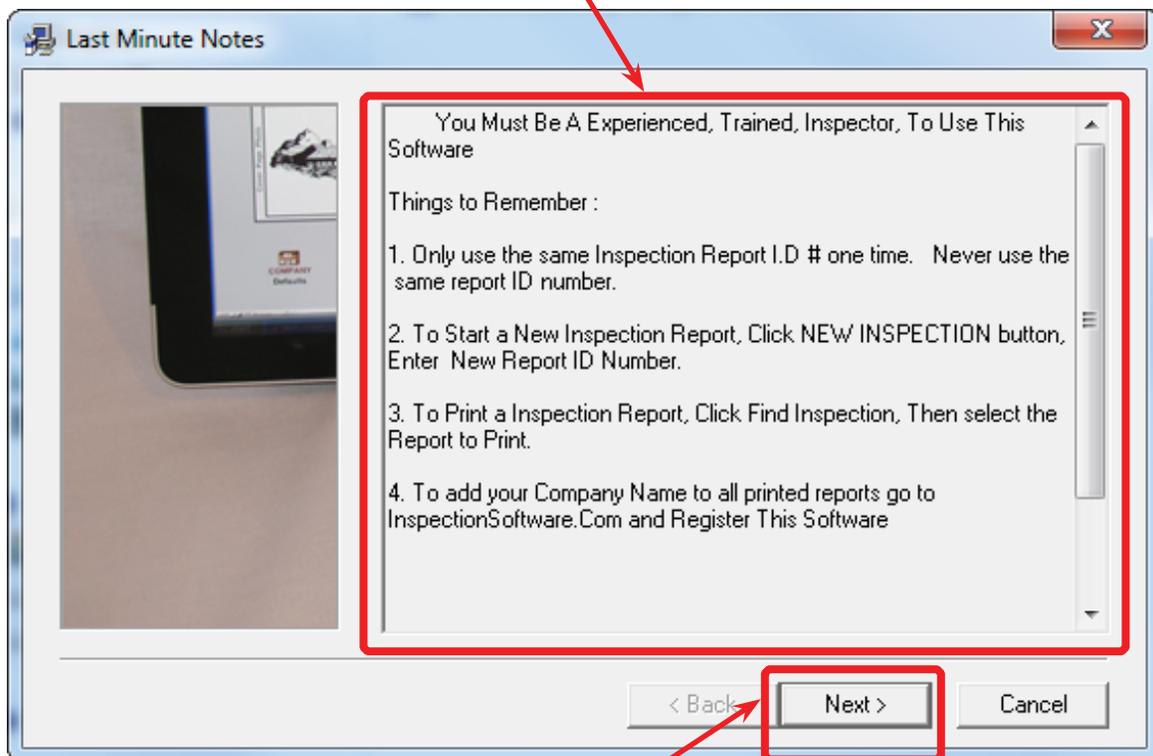


Last Minute Note:

You Must Be A Experienced, Trained, Inspector, To Use This Software

Things to Remember:

1. Only use the same Inspection Report I.D. # one time. Never use the same report ID number.
2. To start a New Inspection Report, Click NEW INSPECTION button, Enter New Report ID Number.
3. To Print a Inspection Report, Click Find Inspection, Then select the Report to Print.
4. To add your Company Name to all printed reports go to InspectionSoftware.com and Register This Software.



Select Next to start Identify & Report Australia.

FileMaker Pro - [Inspection Control]

File Edit View Insert Format Records Scripts Window Help

Identify & Report Professional Ver.12.05i
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HELP

Back-Up

Identify & Report
MAIN MENU

Completed: YES NO

Unregistered Software call 1-760-650-1255

Cover Page Photo

Client Name: Sample Name
Property Address: 42311 Circuel Cavinara
Scheduled Date: July 12, 2012
Report ID: Samp070612

ORDER Form Calendar PRINT Inspection TO Inspection

COMPANY Defaults AGENT Organizer Photos FIND Inspection Send via YouSendIt TO Invoice NEW Inspection

Same Next Last

Print: Photos- Same Page, Next Page, or Last Page ?

150 Browse

Congratulations
you have Installing "Identify & Report "

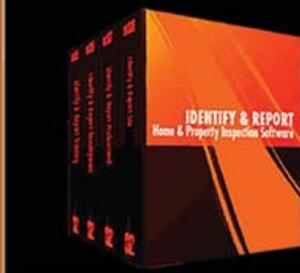
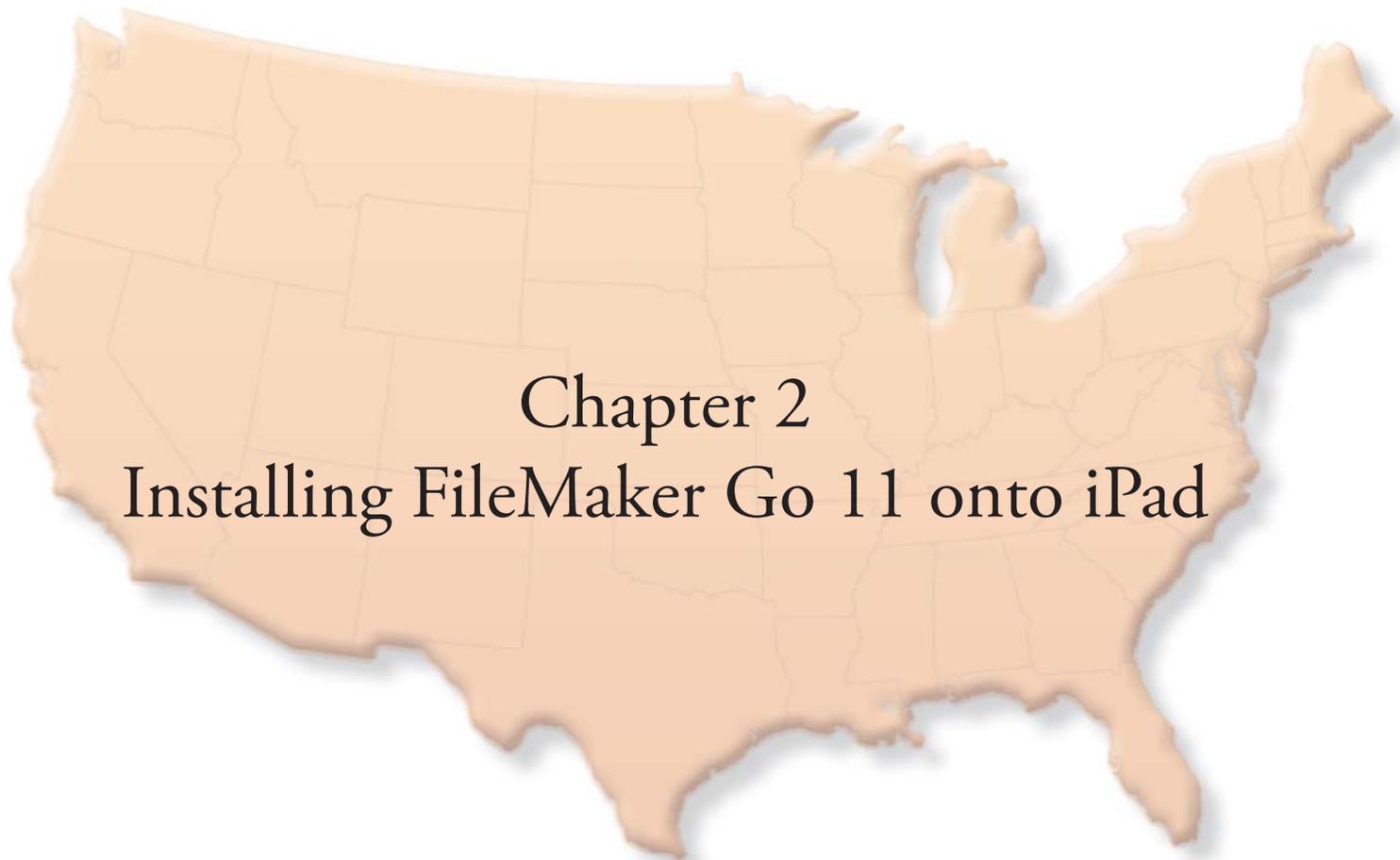
Very important:
You must Exit
Identify & Report Professional Australia
before you copy
any files to or from the
iPad.



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Identify & Report Professional Installing FileMaker Go 11 onto iPad

Step 1

Turn on iPad, DO NOT CONNECT TO COMPUTER.



Step 2

On The iPad go to InspectionSoftware.com, “Select Support Training”



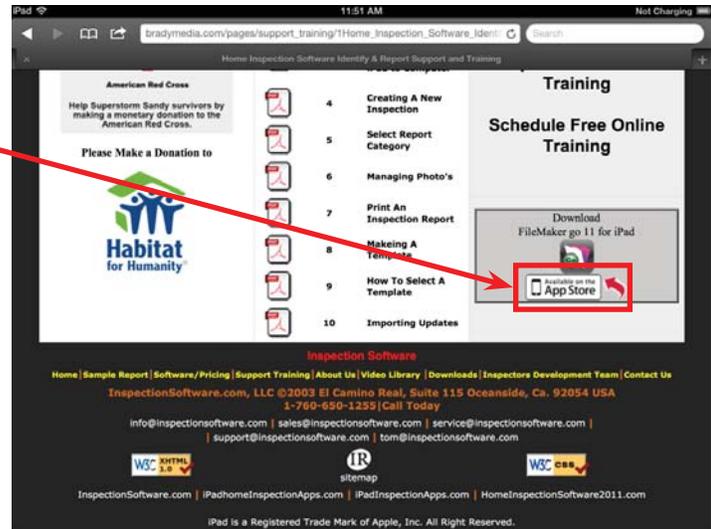
Step 3

This will take you to the “Home Inspection Software Support and Training” page.



Step 4

Scroll Down to the Bottom of the page to the “Download FileMaker go 11 for iPad” box and Select “App Store”



Step 5

This will take you to the iPad Apple Store. There is a cost for FileMaker Go 11 \$39.99.

InspectionSoftware.com DOES NOT receive any money for this APP all funds go to FilMaker INC.



Step 6

You will see the “FileMaker Go 11” icon is on your iPad desktop. Chapter 3 will show you how to Transfer files to you iPad.



**Congratulations
you have Installed “FileMaker Go 11 onto
Your iPad”**

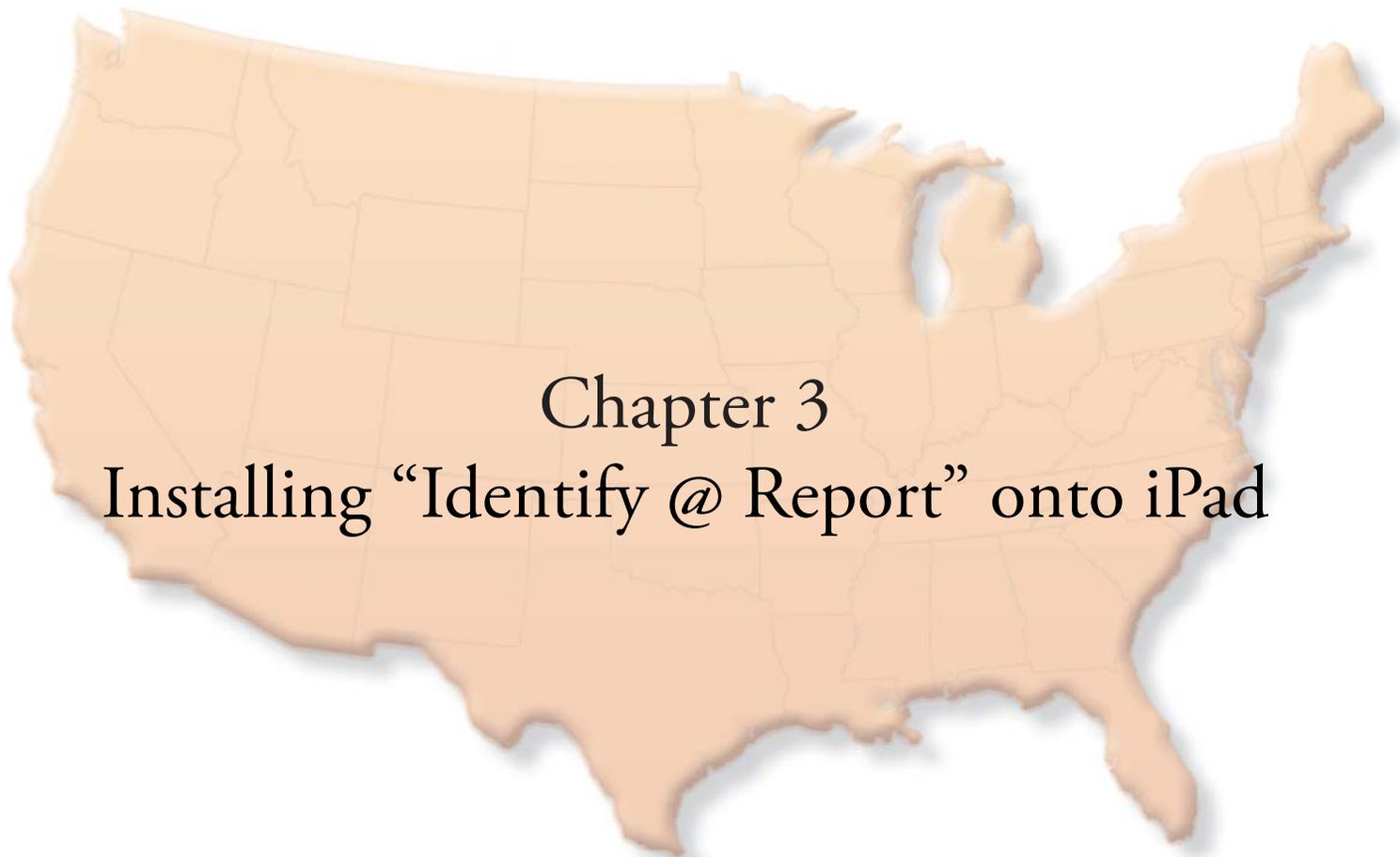
Very important:
You must Exit
Identify & Report Professional Australia
before you copy
any files to or from the
iPad.



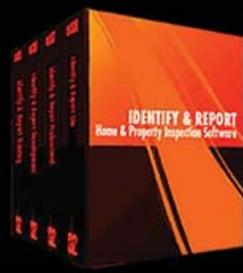
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Chapter 3 Installing “Identify @ Report” onto iPad



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Identify & Report Professional

Transferring Files Computer to iPad, iPad to Computer

1. On Computer

You will need to have iTunes installed.

Go to <http://www.apple.com/itunes/download/> and download and install iTunes

2. On iPad

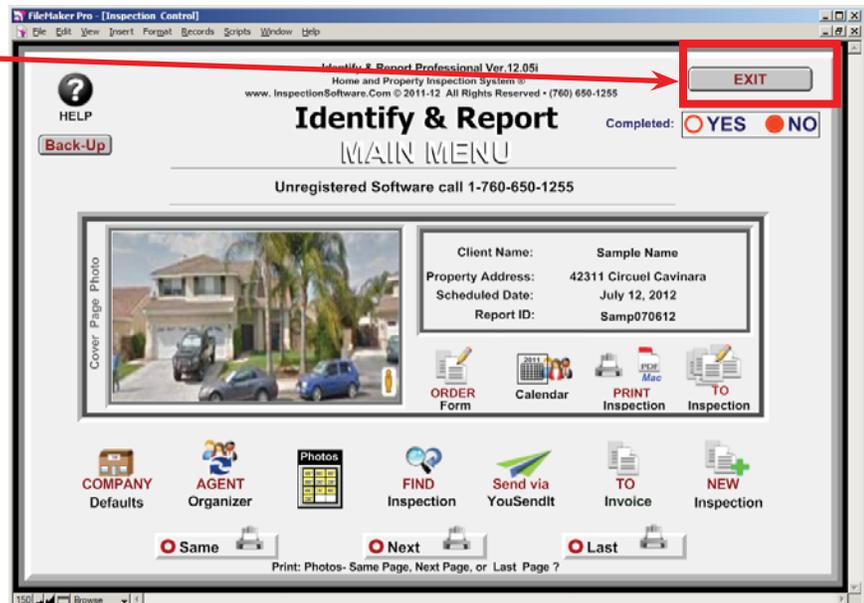
Install “FileMaker Go 12”

You will need to go to the App Store and install the “FileMaker Go 12” app. from your iPad

VERY IMPORTANT:

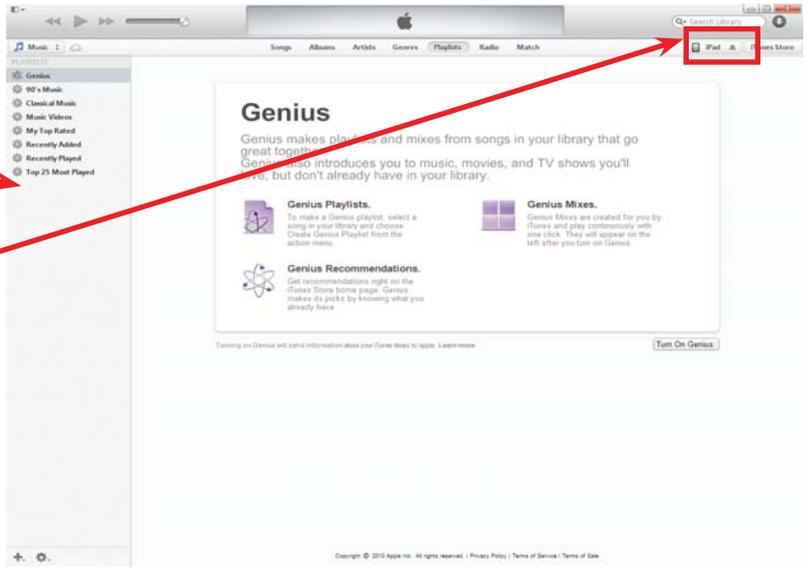
You must Exit “Identify & Report Professional” correctly from your computer and the iPad before copy any files between the two devices.

After you have completed your Inspection
Click “EXIT” on both devices.



Opening iTunes

Plug the iPad into your computer using the usb cable provided by Apple. iTunes program will start.



Step 1

Select the "iPad", Bottom.

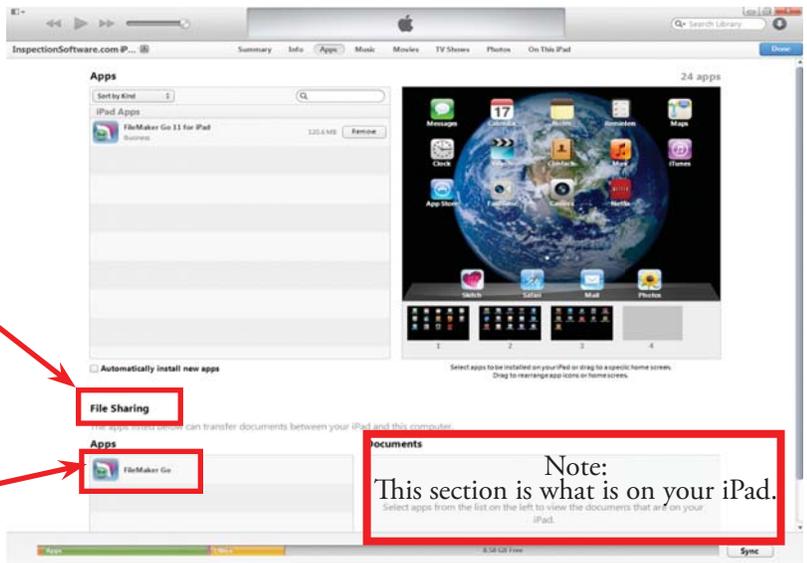


Step 2

The iTunes Summary window opens.



Select The Apps Button

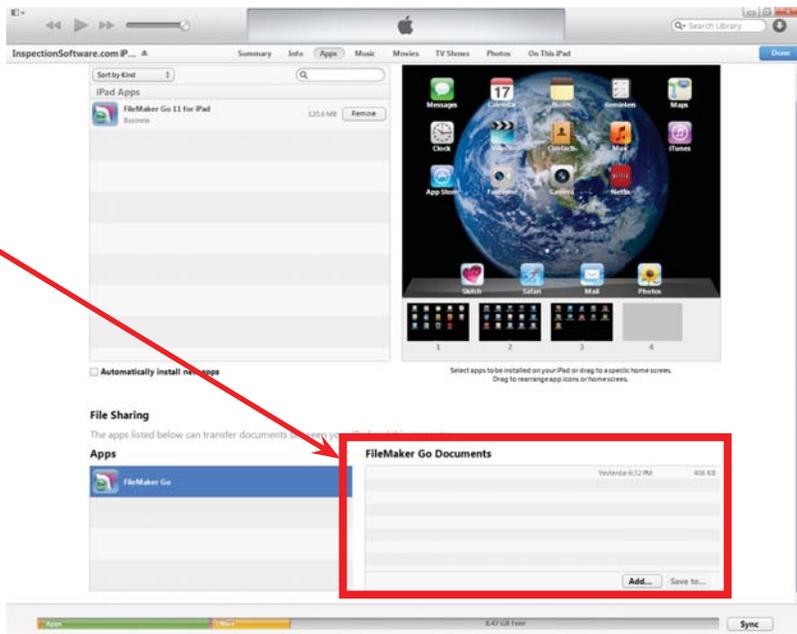


File Sharing is where transferring documents between your iPad and your computer.

Step 3

Under File Sharing Apps Select on "FileMaker Go"

This will open up the “FileMaker Go Documents”.



VERY IMPORTANT: UNDERSTANDING “Add...” & “Save to...” Button

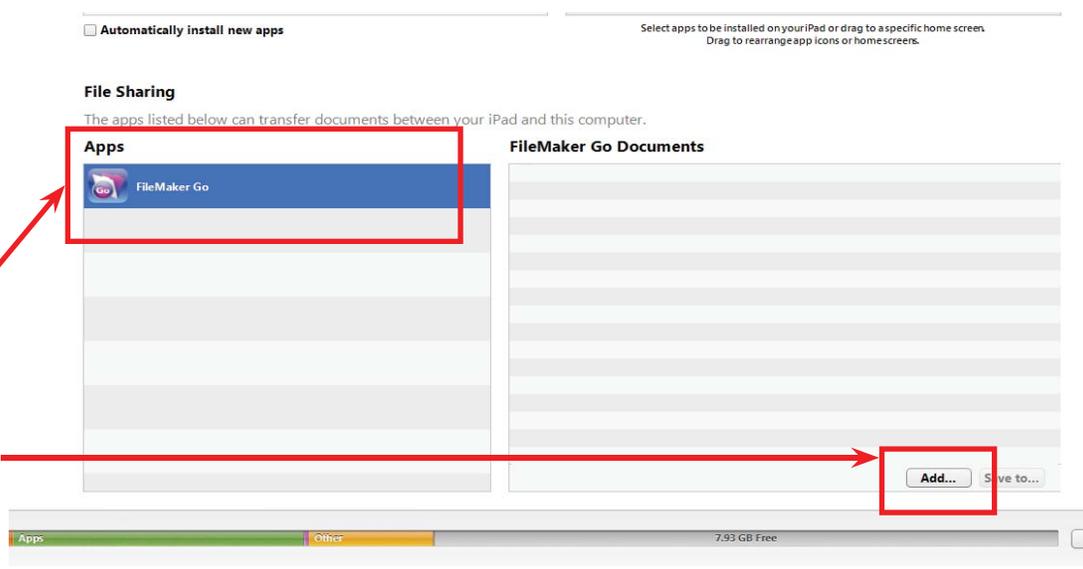
“Add...” Button



Under APPS click on “FileMaker Go”

THEN

Select “Add” always means copying files from Computer to iPad.



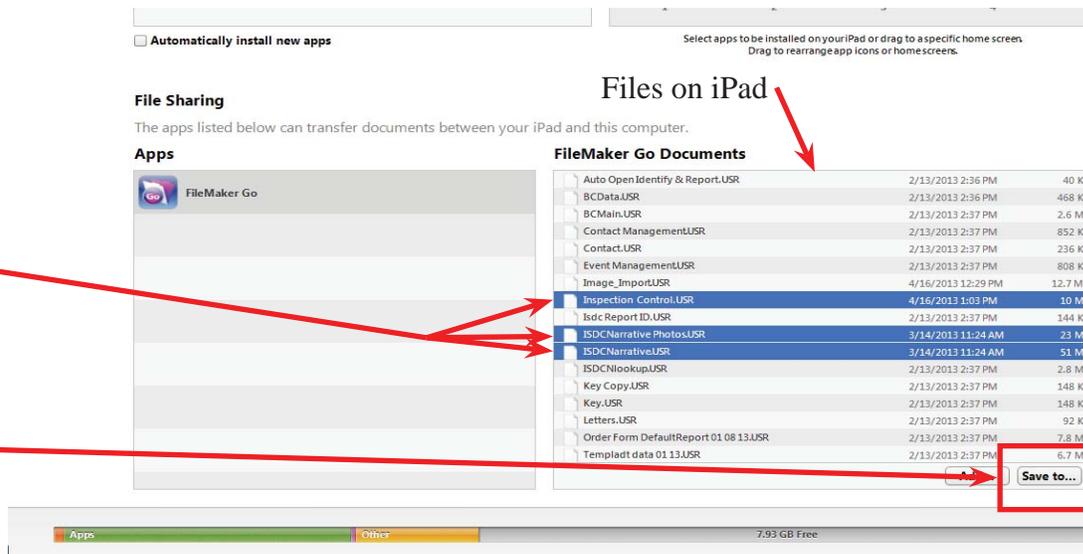
“Save to...” Button



Select the files wanting to copy onto Counter.

THEN

Select “Save to” always means copying files from iPad to Computer.



Installing Identify @ Report onto iPad

VERY IMPORTANT:

You must Exit “Identify & Report Professional” correctly from your computer and the iPad before copy any files between the two devices.

Step 1

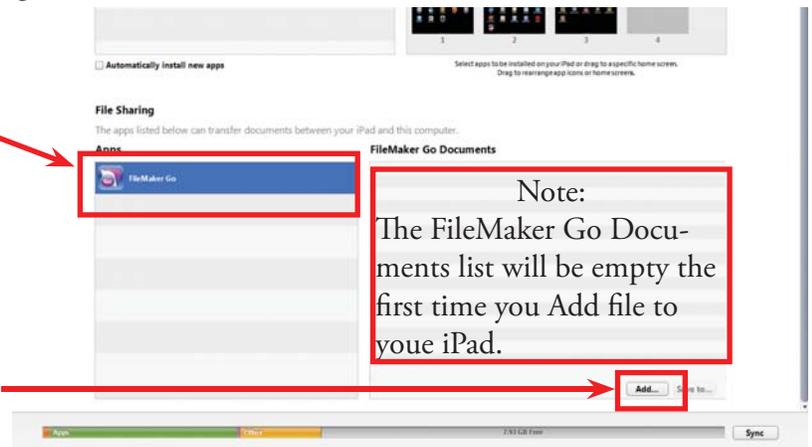
Plug the iPad into your computer using the usb cable provided by Apple. iTunes program will start.

Step 2

Open iTunes App for “FileMaker Go” (See “Opening iTunes”).

Step 3

Under Apps Select “FileMaker Go”.

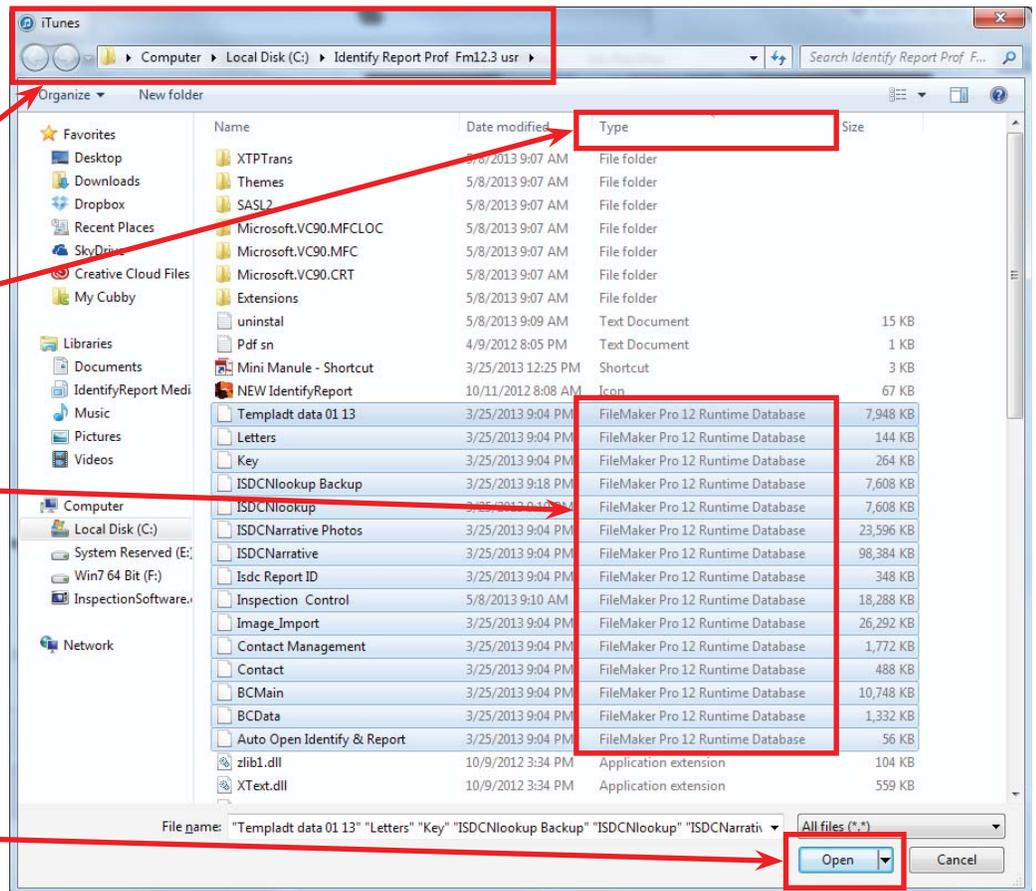


Step 4

Select “Add” Add Files from computer to iPad.

Step 4

The Folder “Identify Report Prof Fm12.3 usr” opens in iTunes



Step 5

Across top select “Type” Twice this will sort files by the type of file.

Step 6

Highlight all File type that have “FileMaker Pro 12 Runtime Database”

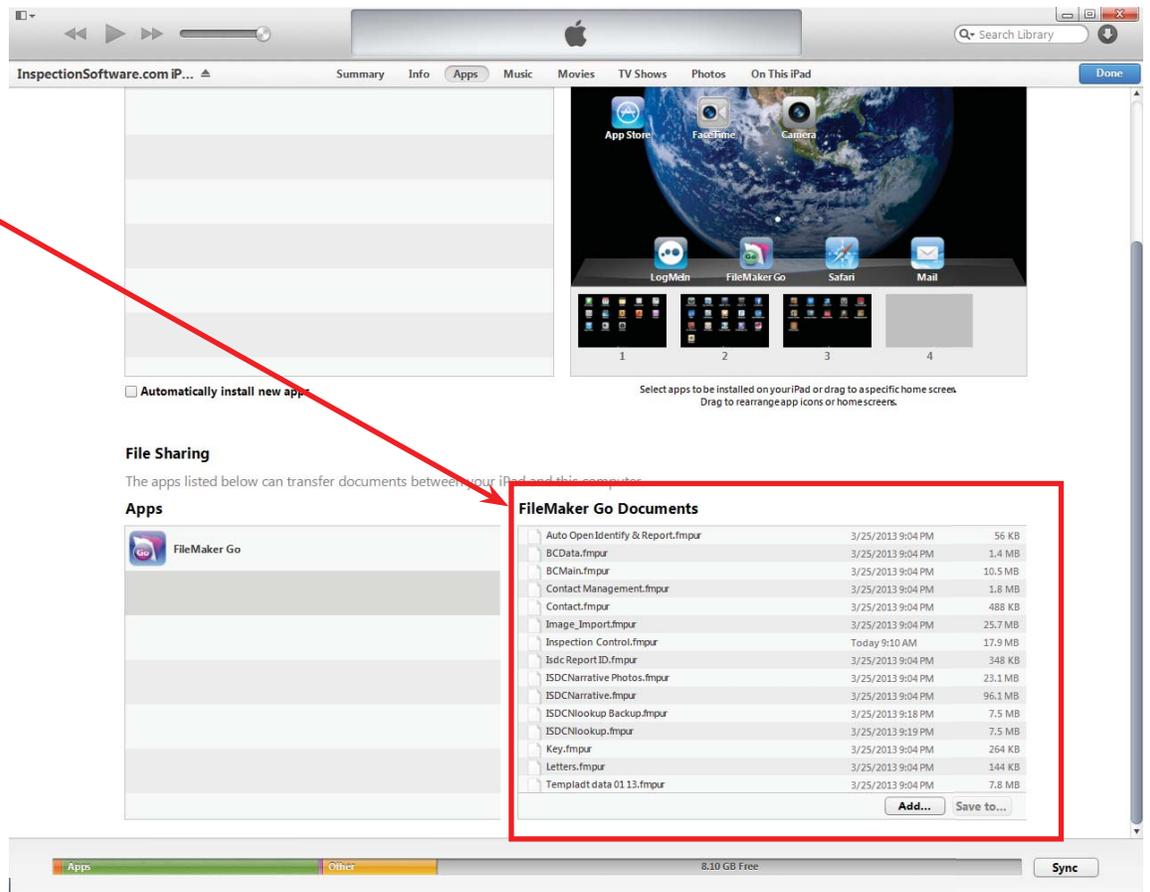
THEN

Step 7

Select Open

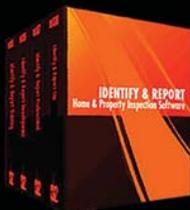
Step 8

Identify & Report is Now
on Your iPad



Congratulations
you have "Installing Identify @ Report
onto iPad"

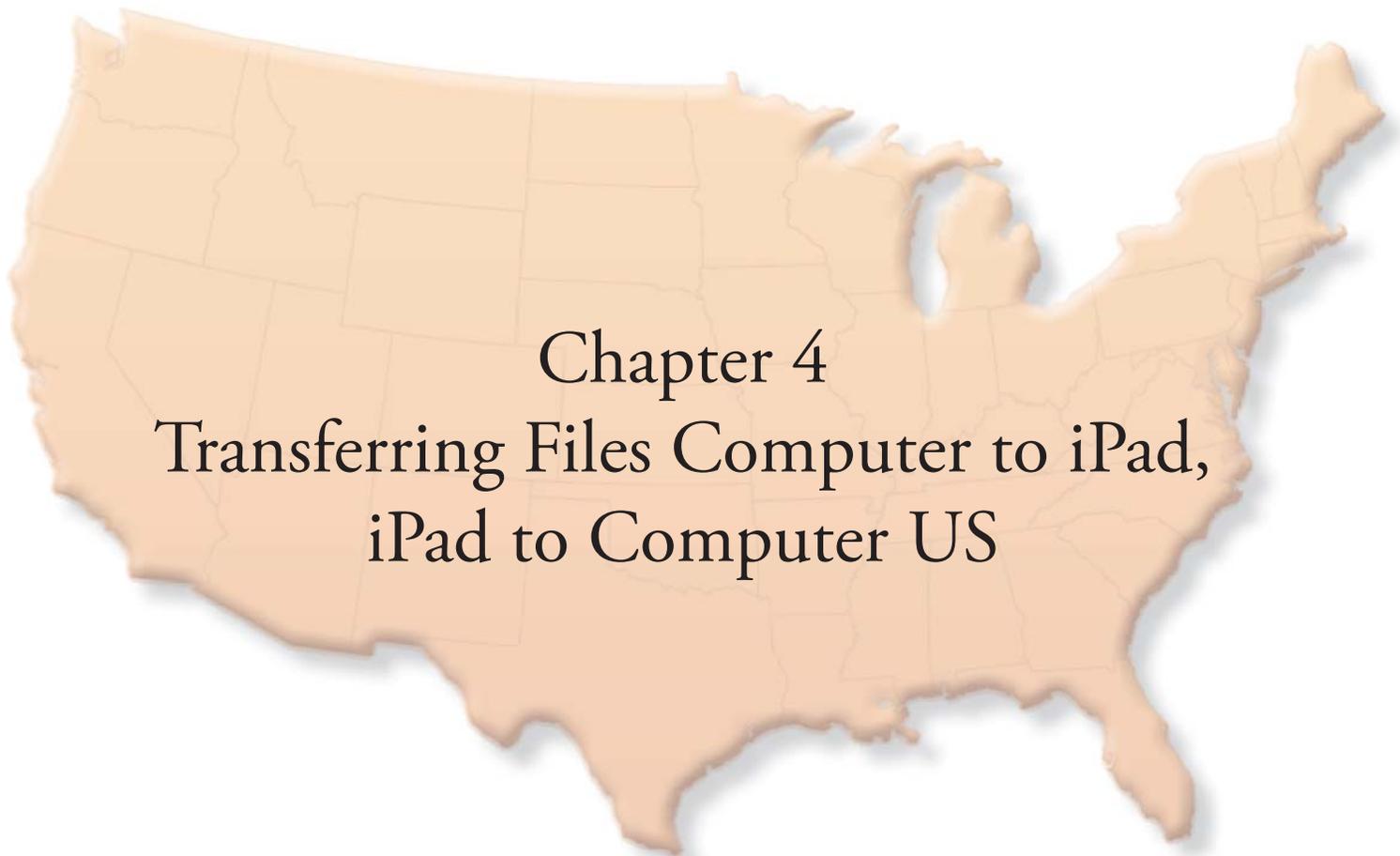
Very important:
You must Exit
Identify & Report Professional
before you copy
any files to or from the
iPad.



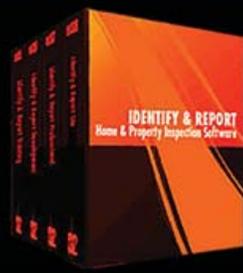
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Chapter 4 Transferring Files Computer to iPad, iPad to Computer US



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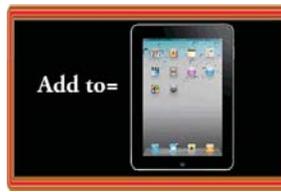
Transferring Files Computer to iPad, iPad to Computer

VERY IMPORTANT:

You must Exit “Identify & Report Professional” correctly from your computer and the iPad before copy any files between the two devices.

Plug the iPad into your computer using the usb cable provided by Apple. iTunes program will start. See Chapter 3 “Installing Identify Report onto iPad” Pg. 3 on how to Starting iTunes

We will ADD Files To iPad From Your Computer.

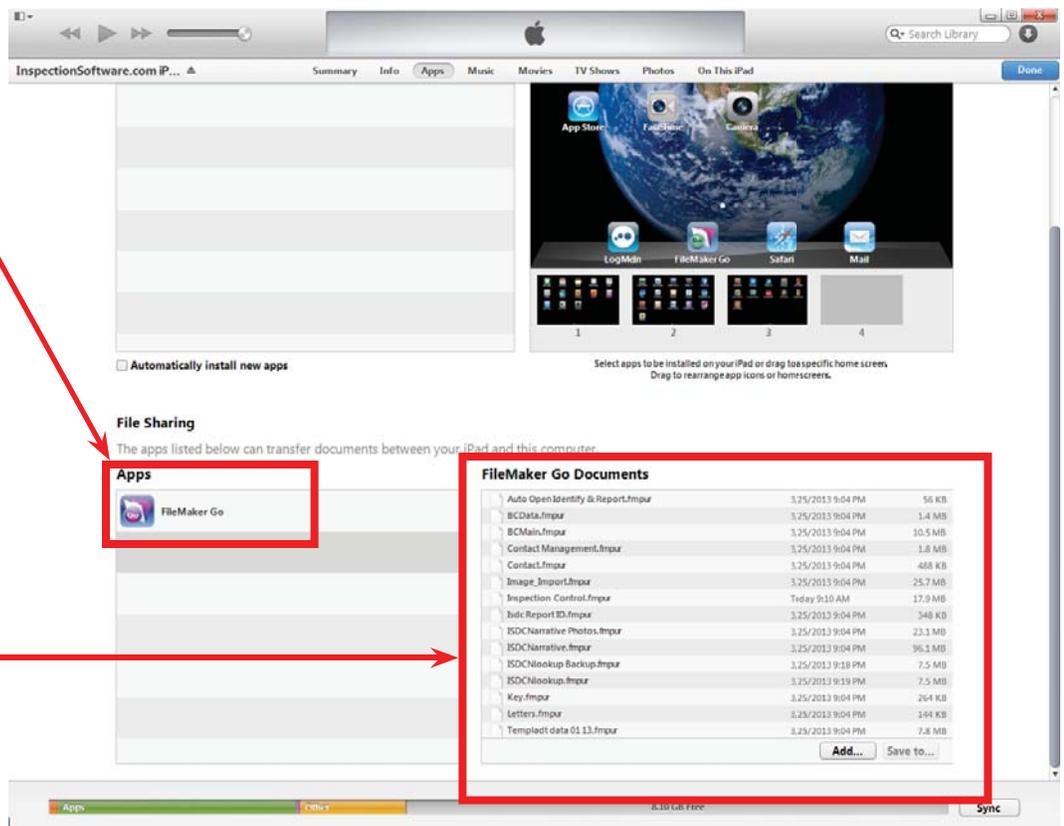


Step 1

Plug the iPad into your computer using the usb cable provided by Apple. iTunes program will start.

Step 2

Open iTunes go to Apps Select FileMaker Go.



This will Open “FileMaker Go Documents” on your iPad

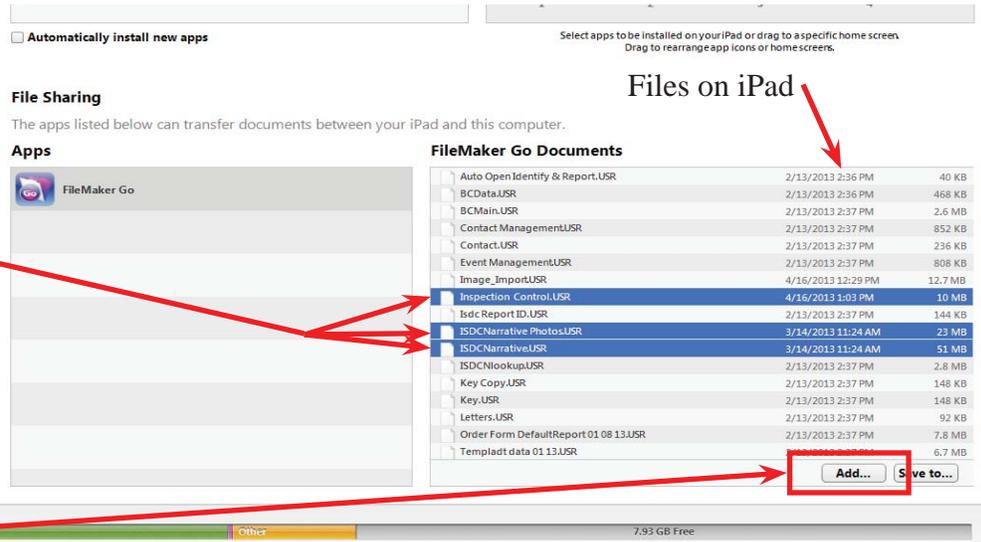
Step 3

Holding down the “Ctrl” key and Highlight the three files to be ADDED to your Computer.

Inspection Control.

ISDCNarrative.

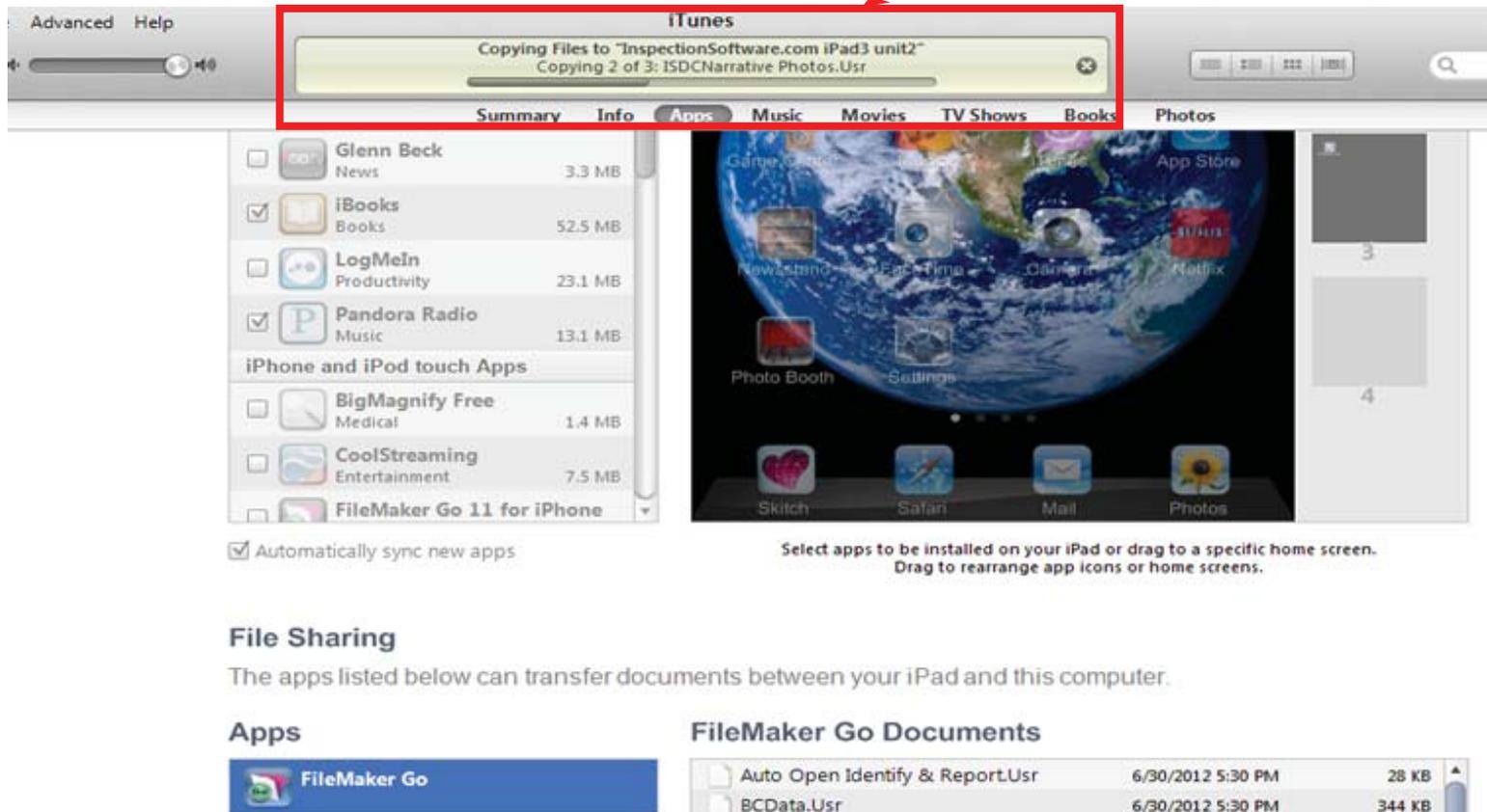
ISDCCNarrative photos.



Step 4

Select “Add”

At the top of the iTunes Window you can follow the files being transferred.



Congratulations you have Copied Files from your Computer to Your iPad.

VERY IMPORTANT:

You must Exit “Identify & Report Professional” correctly from your computer and the iPad before copy any files between the two devices.

Plug the iPad into your computer using the usb cable provided by Apple. iTunes program will start.
See Chapter 3 “Installing Identify Report onto iPad” Pg. 3 on how to Starting iTunes

We will SAVE TO your computer From Your iPad.

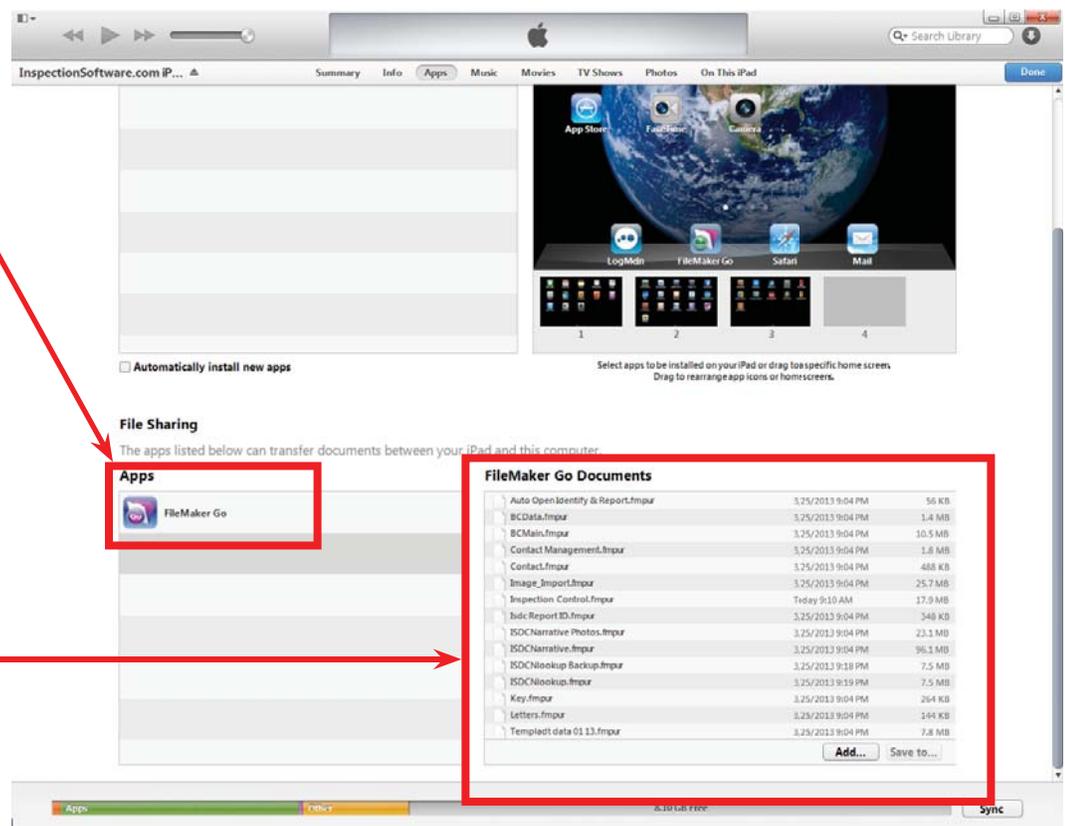


Step 1

Plug the iPad into your computer using the usb cable provided by Apple. iTunes program will start.

Step 2

Open iTunes go to Apps Select FileMaker Go.



This will Open “FileMaker Go Documents” on your iPad

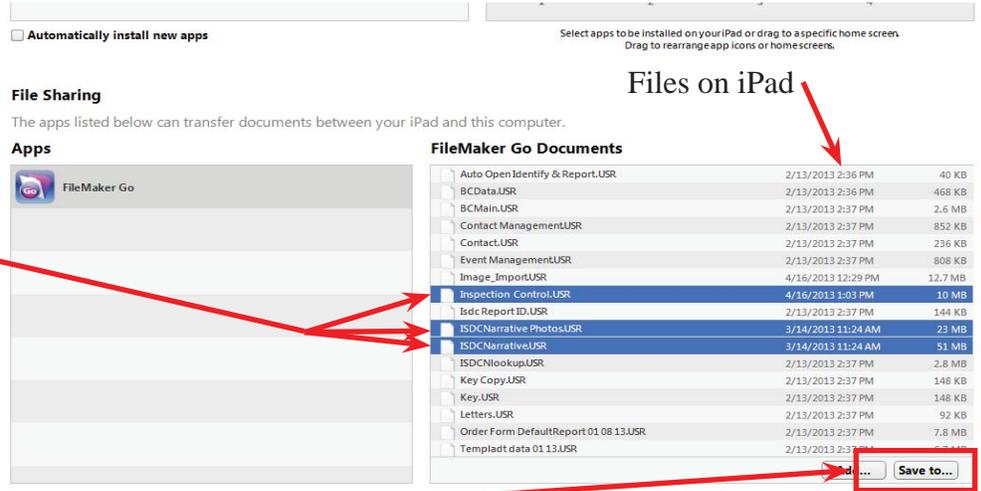
Step 3

Holding down the “Ctrl” key and Highlight the three files to be ADDED to your Computer.

Inspection Control.

ISDCNarrative.

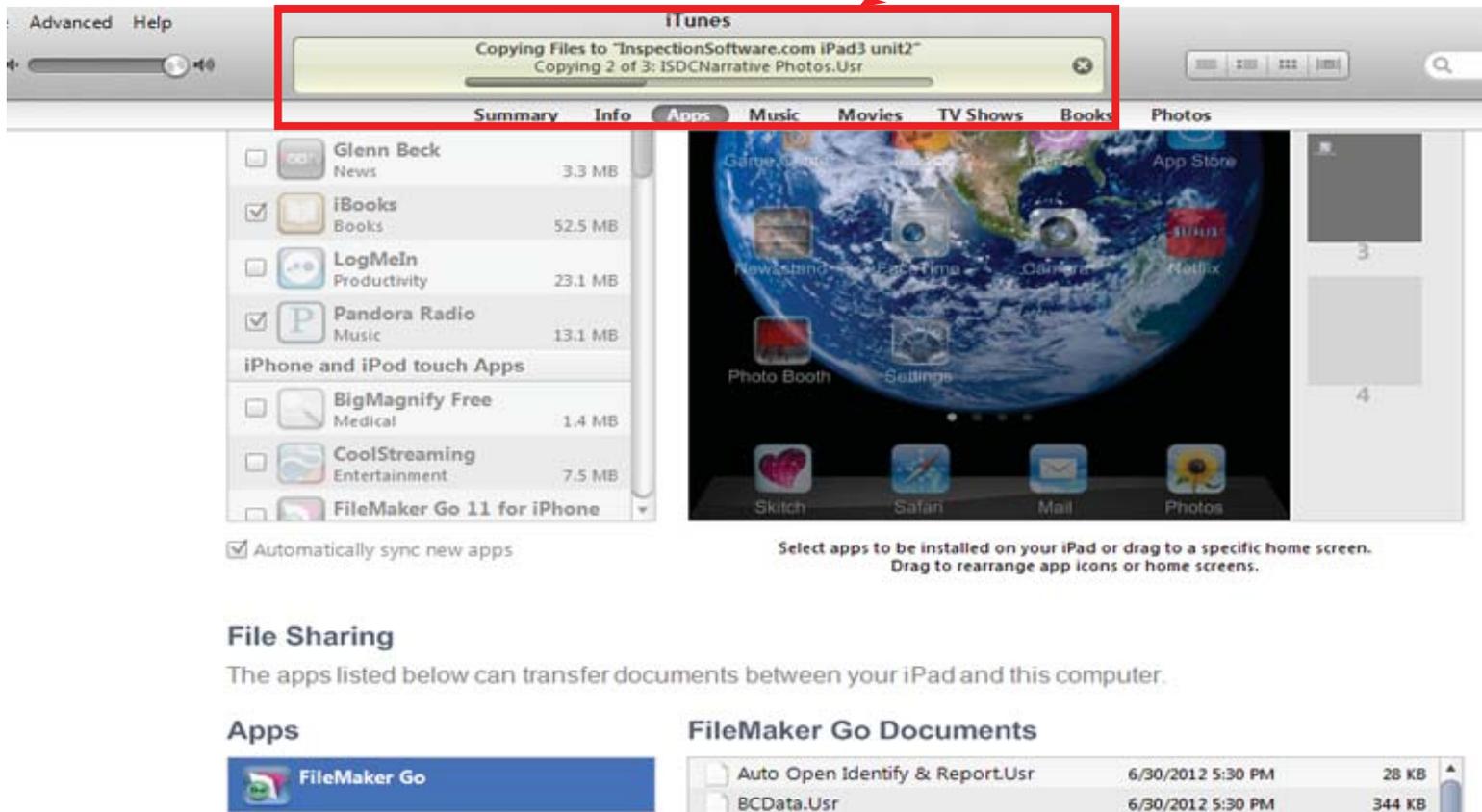
ISDCCnarrative photos.



Step 4

Select “Save To...”

At the top of the iTunes Window you can follow the files being transferred.



Congratulations you have Copied Files from your iPad to Your Computer.

IMPORTANT NOTE:

If You Added Or Change Any Comment To The Comments Library You Will
Need To Select You Will Meed To Select
“**ISDClookup.**” also.

Congratulations

**you have "Transferring Files Computer to
iPad, iPad to Computer"**

Very important:

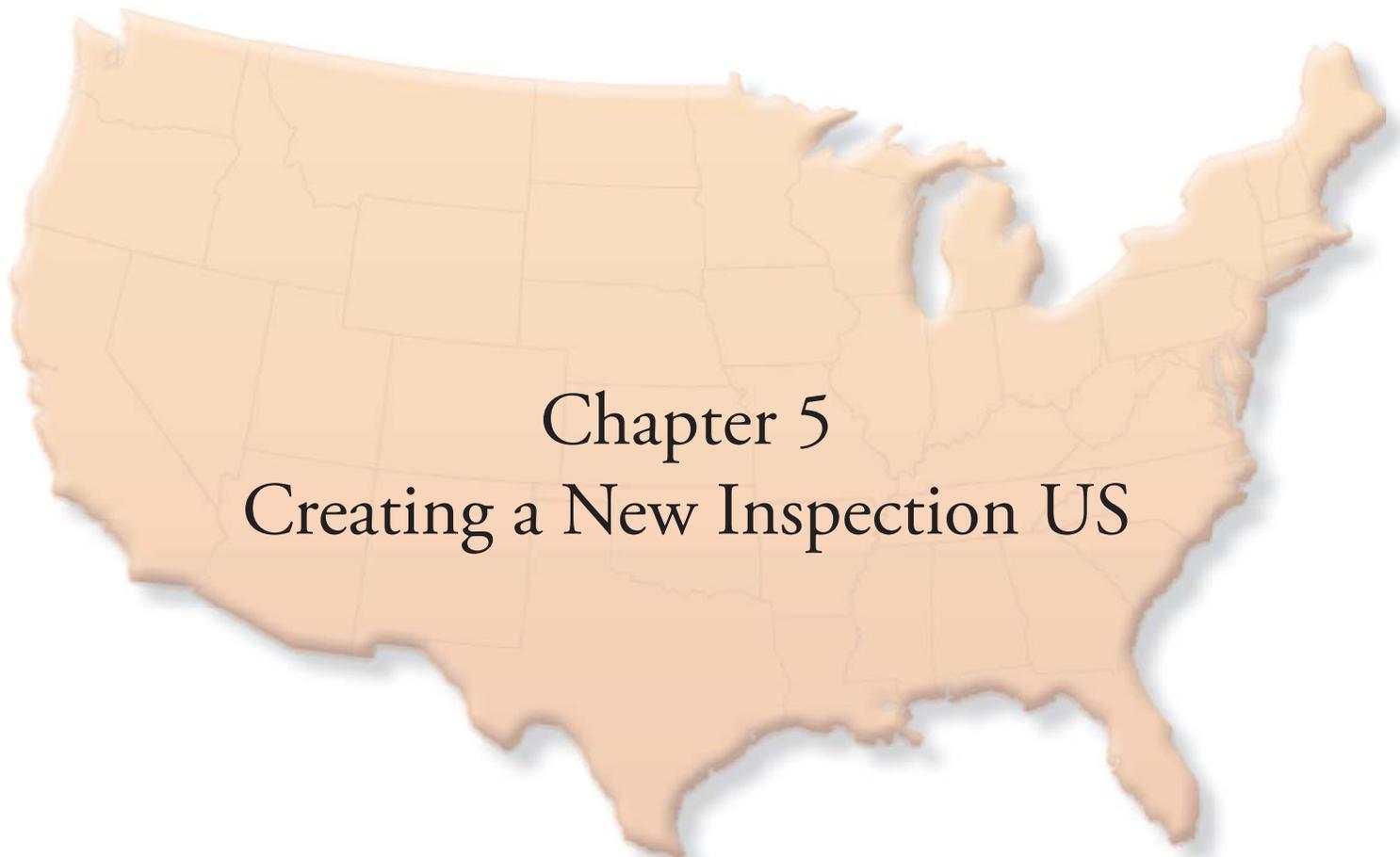
**You must Exit
Identify & Report Professional
before you copy
any files to or from the
iPad.**



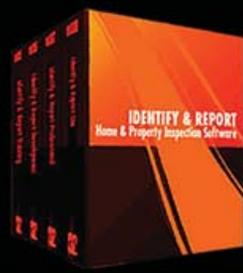
**IF You Have any Questions
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or Email:
Support@InspectionSoftware.com**

Identify & Report Professional

Identify & Report Professional User Manual Rev.B



Chapter 5 Creating a New Inspection US



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Identify & Report Professional

Creating a New Inspection

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.

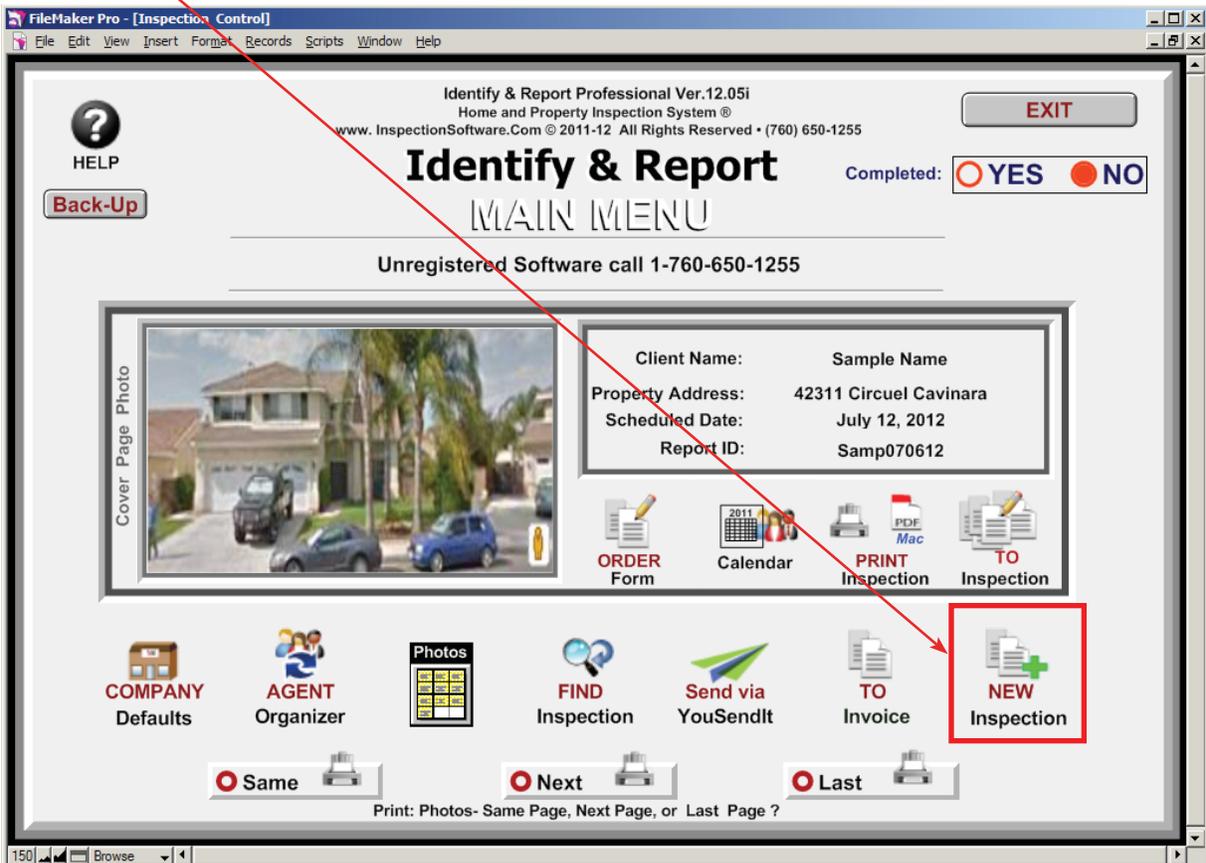
This Default Report inspection may be modified to meet the user's requirements by selecting the Default Report at the

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

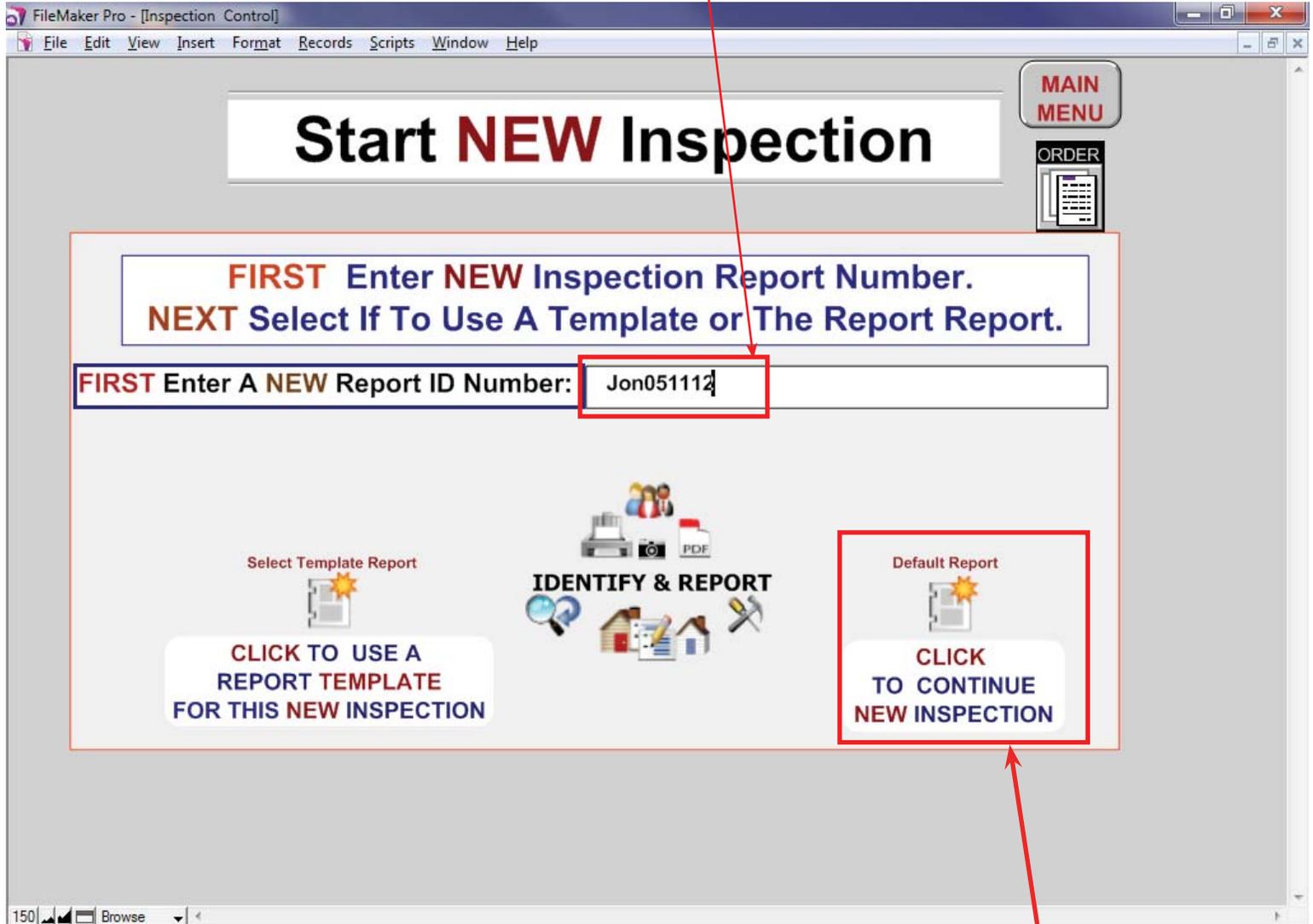
Jon051112

If you are inspecting

Mutable units just

Add u1, u2.etc...

Jon051112u2



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.

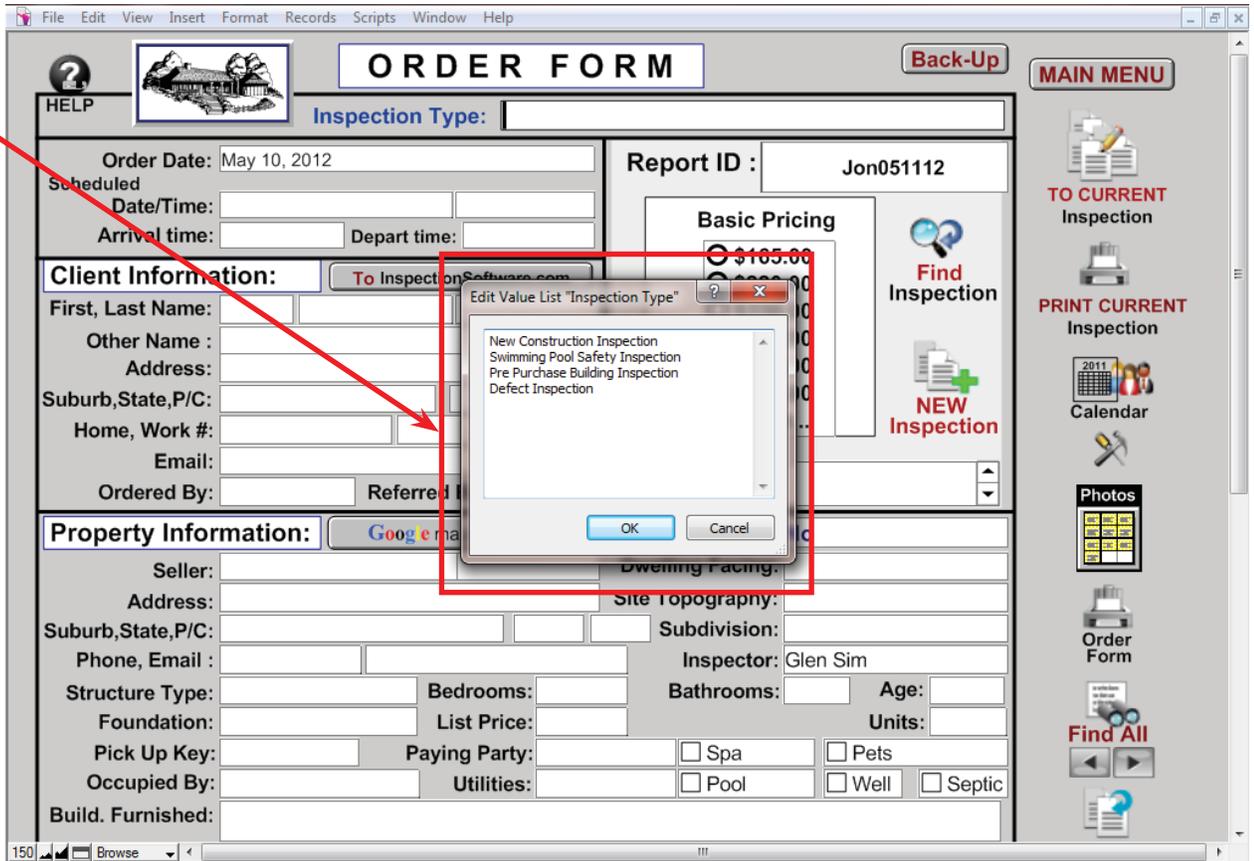
4. Enter required information on the order form.

The screenshot shows the 'ORDER FORM' interface in FileMaker Pro. The form is divided into several sections: 'Client Information', 'Property Information', and 'Basic Pricing'. The 'Inspection Type' dropdown menu is highlighted with a red box, and a red arrow points to it from the text above. The 'Basic Pricing' section lists options from \$165.00 to \$660.00, plus an 'Other...' option. The 'Property Information' section includes fields for Seller, Address, Bedrooms, Bathrooms, and more. The 'Client Information' section includes fields for Name, Address, and Contact Info. The 'Inspection Type' dropdown menu is currently empty.

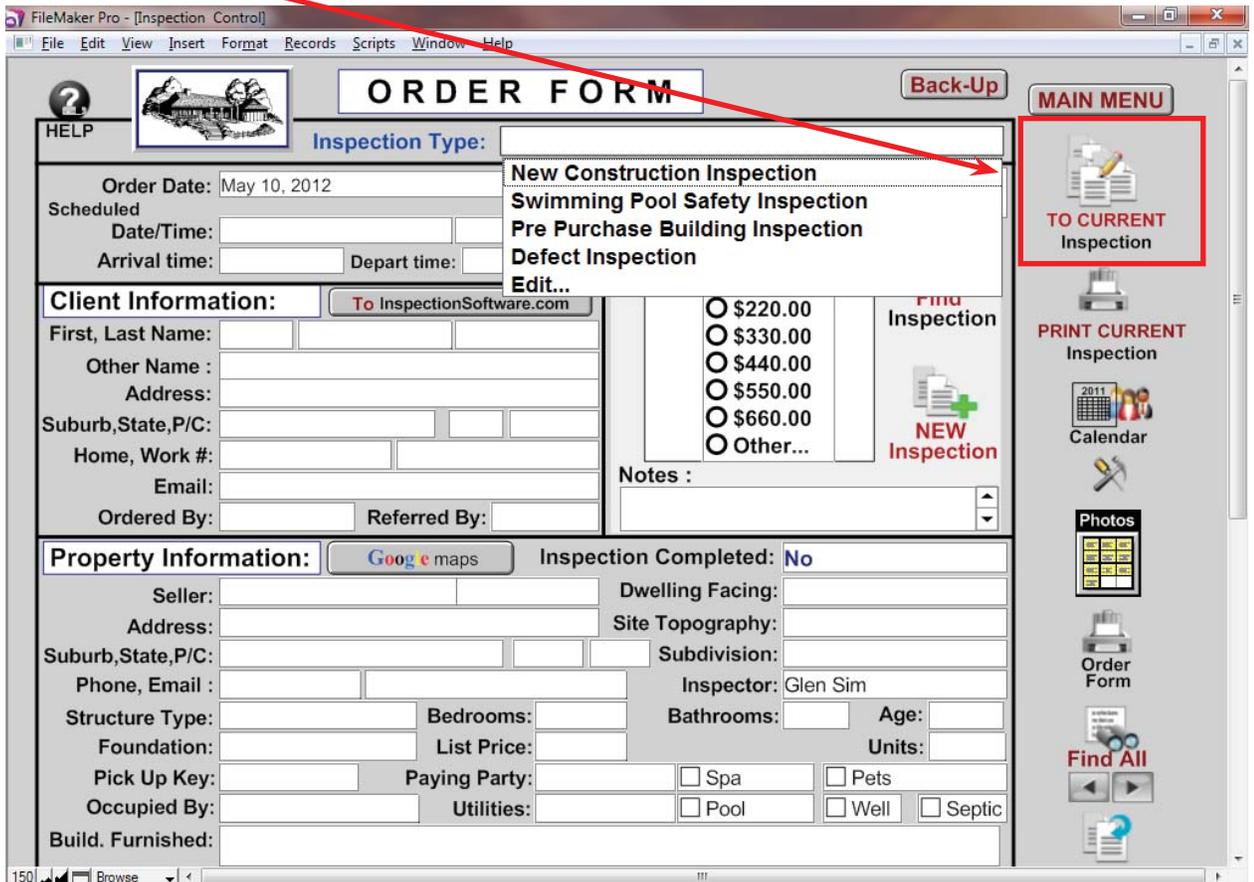
5. All drop down's Boxes have the ability be edited.

This screenshot shows the same 'ORDER FORM' interface, but with the 'Inspection Type' dropdown menu open. The dropdown menu is highlighted with a red box, and a red arrow points to the 'Edit...' option at the bottom of the list. The list includes: 'New Construction Inspection', 'Swimming Pool Safety Inspection', 'Pre Purchase Building Inspection', 'Defect Inspection', and 'Edit...'. The 'Basic Pricing' and 'Property Information' sections are visible in the background.

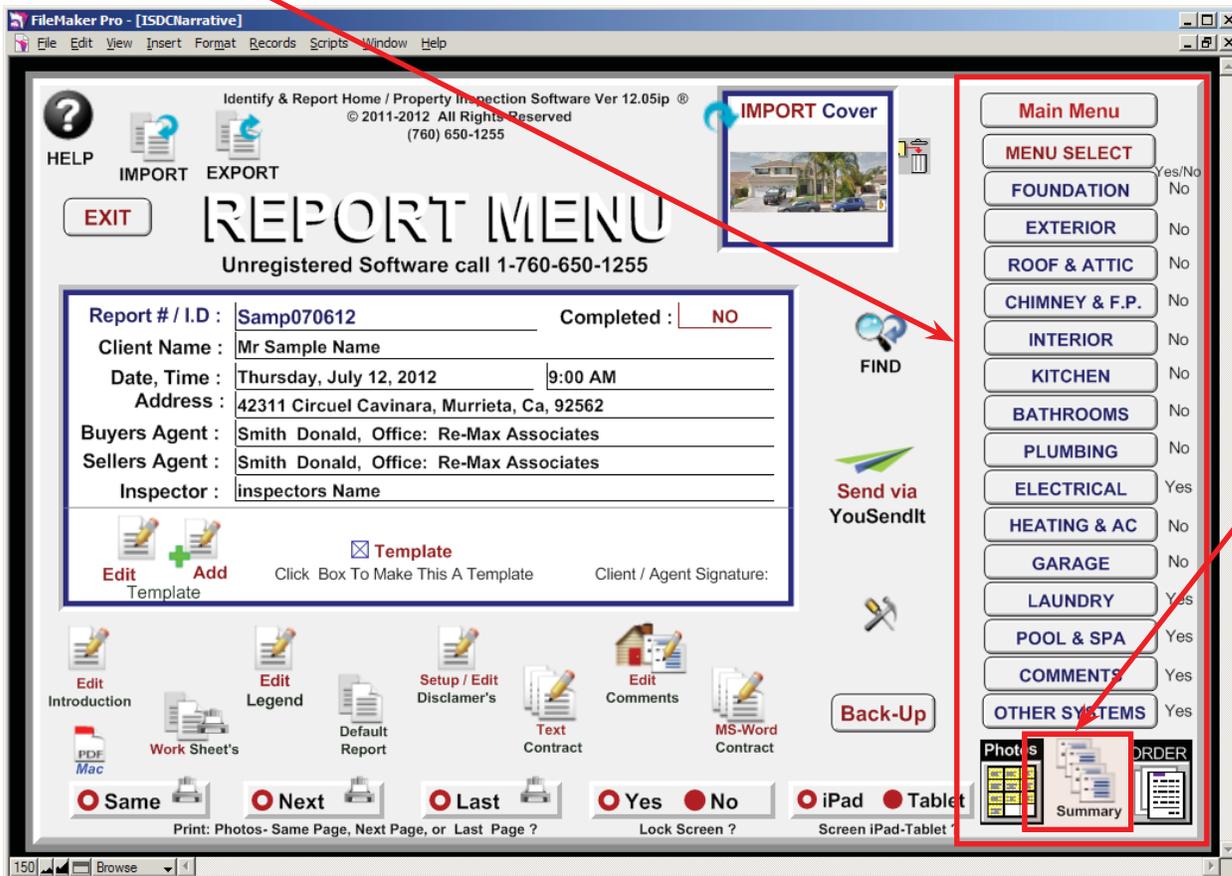
6. The edit window will open, you can remove, add or modify any statement as you would like. Then reselect the field to auto enter the information.



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



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.

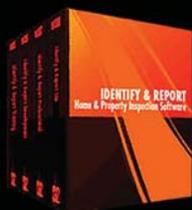


9. At any time you can select the "To Summary" button to view summary.

**Congratulations
you have "Created a New Inspection"**

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

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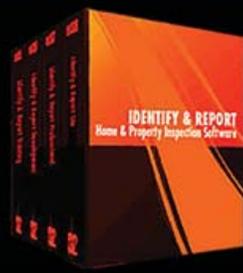


Identify & Report Professional

Identify & Report Professional User Manual Rev.B



Chapter 6 Select Report Category US



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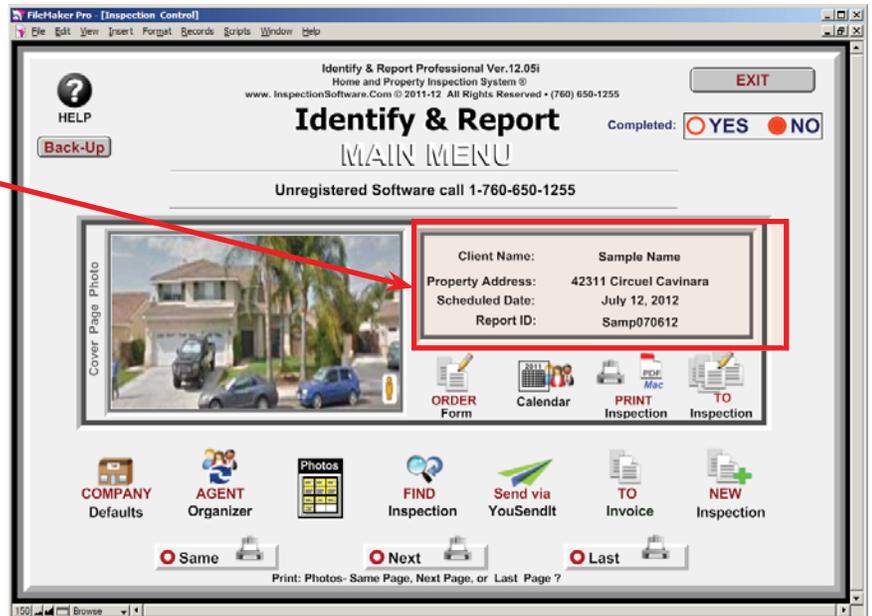
Identify & Report Professional

Select Report Category

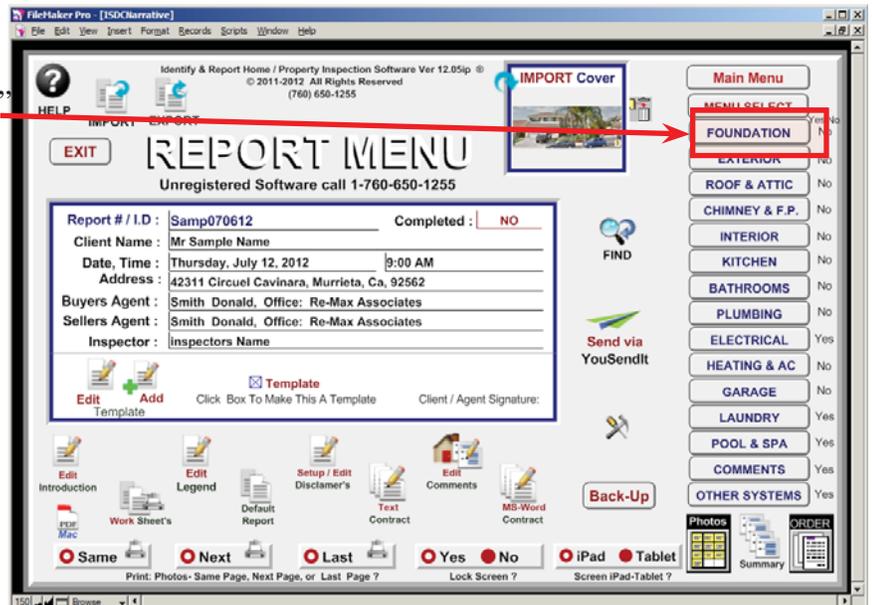
Click “Identify Report Prof” icon to start “Identify & Report Professional”



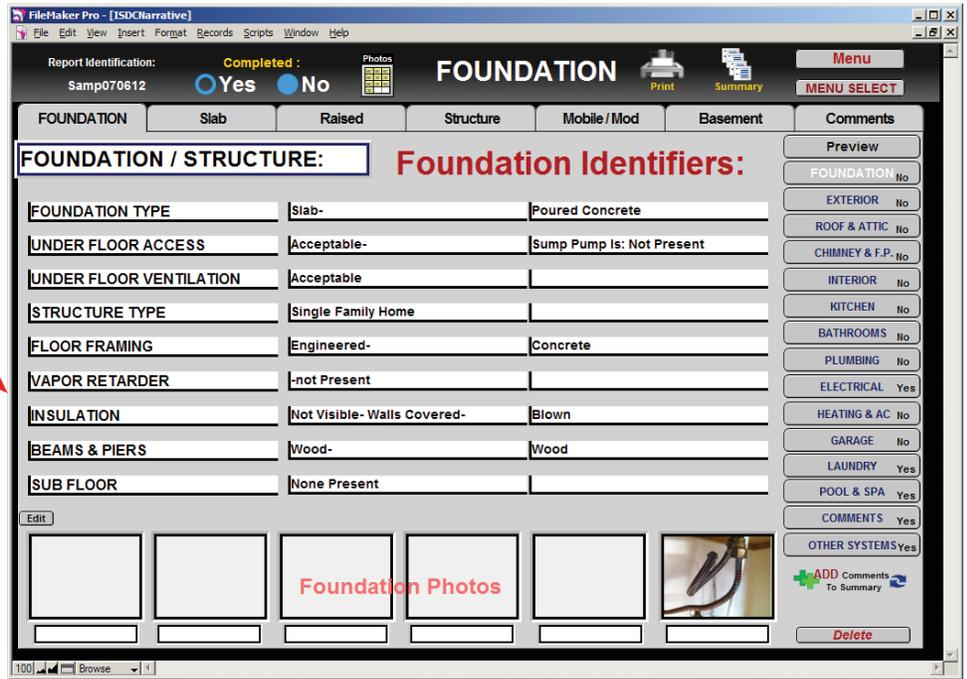
Click in the Client Box to start inspection



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



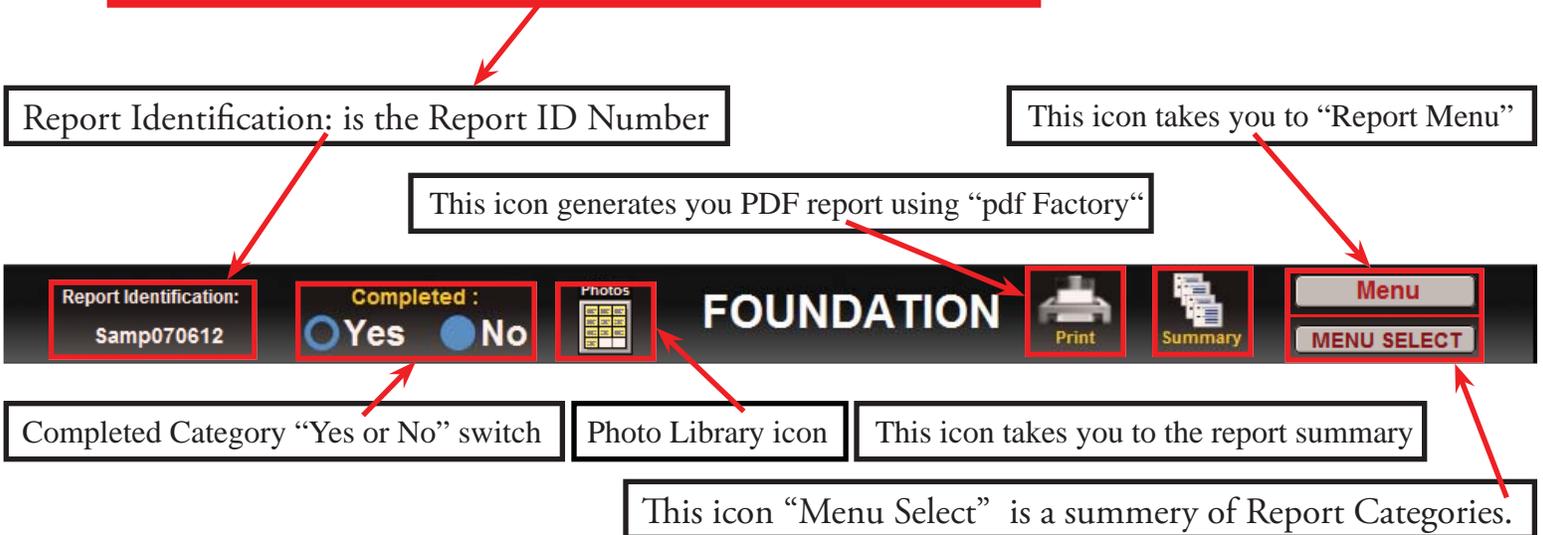
The "Foundation Identifiers" window opens.

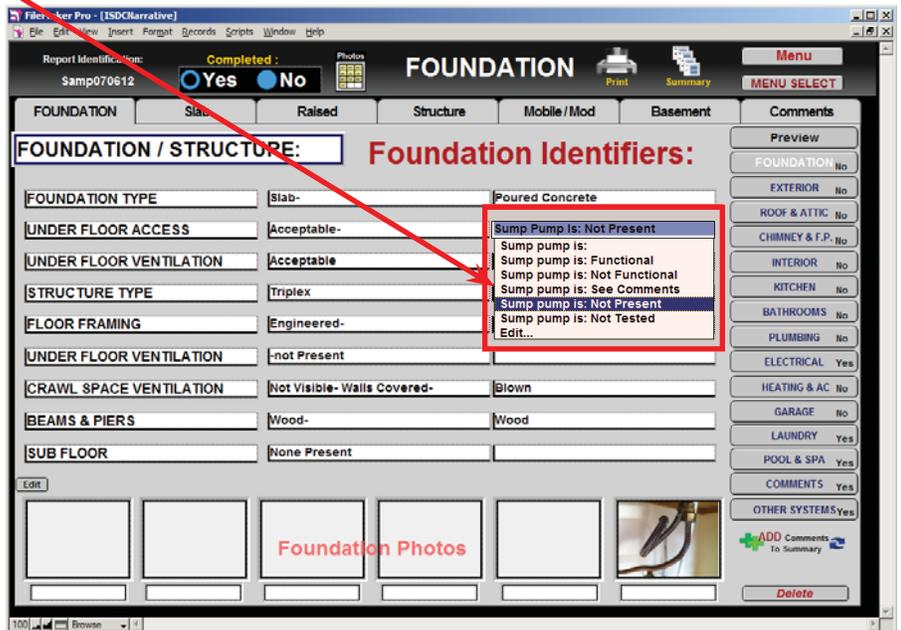
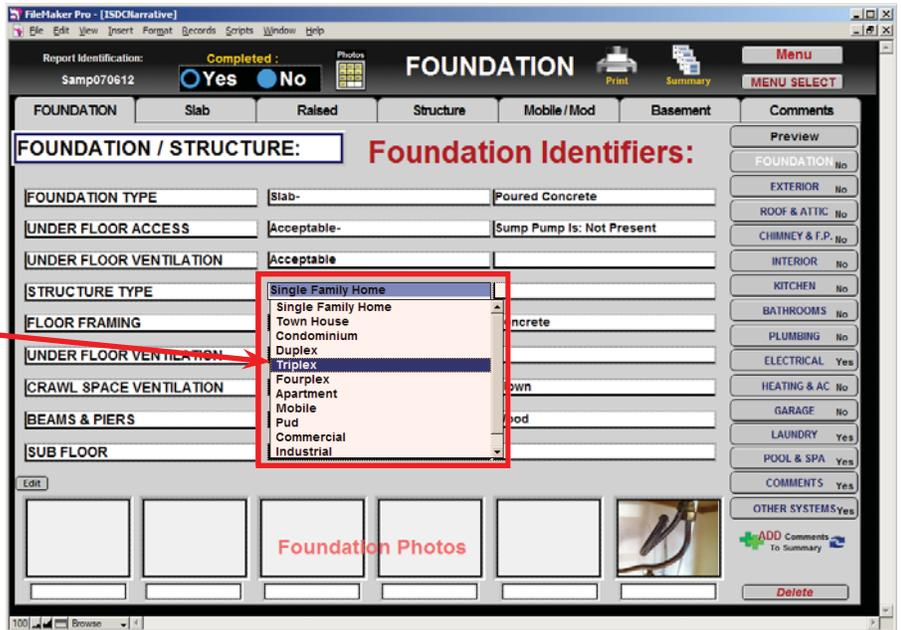
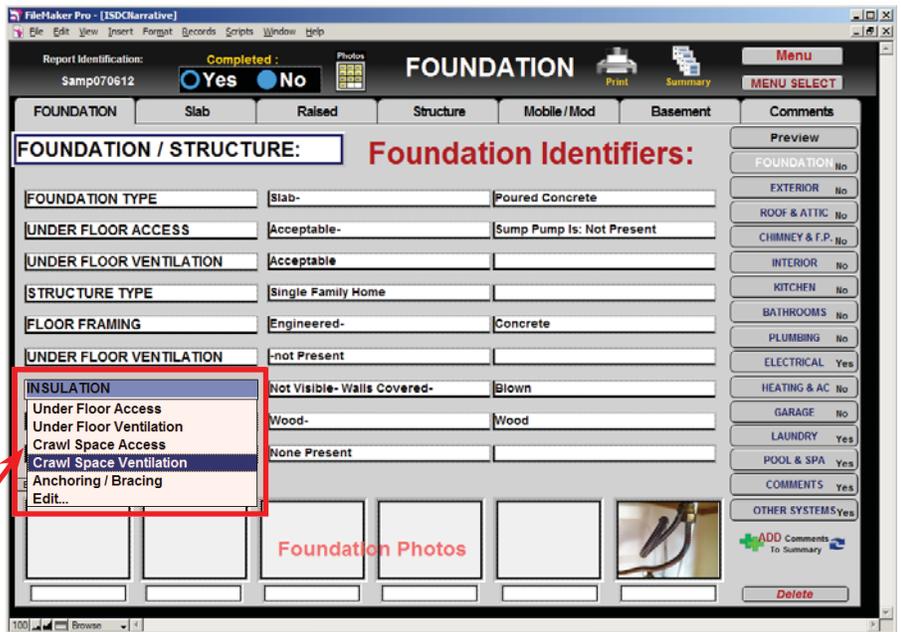


Header Layout

Very important:

Only use Letters and Numbers for Report ID Number. The program does not recognize punctuation marks, spaces and special characters.





In the category window the columns are the identifiers, click in box and a drop-down windows opens then chose or Edit

Getting around Report Comments Window

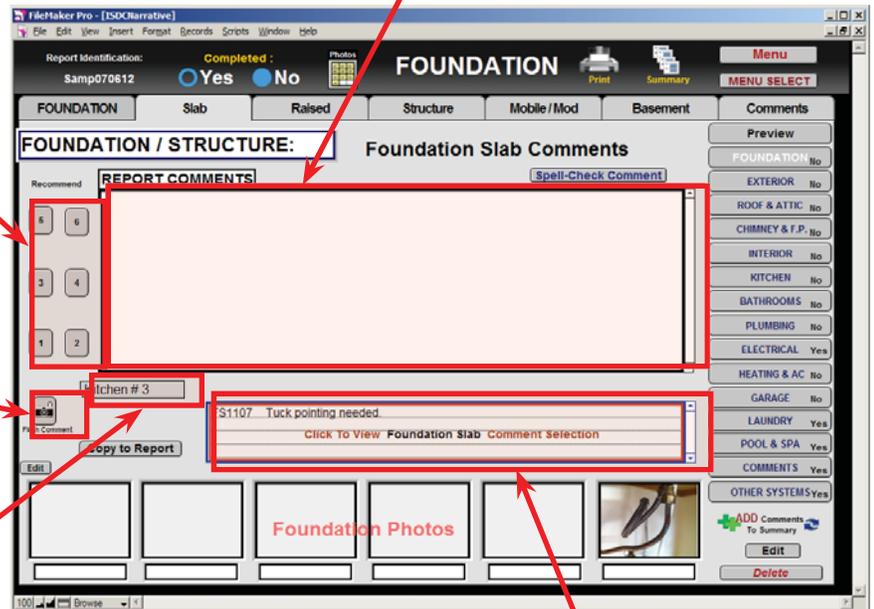
Recommend Buttons

- 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.

“Report Comments:”
All comments entered this box go directly into report.

This icon is the “Flash Comments” Hot Key

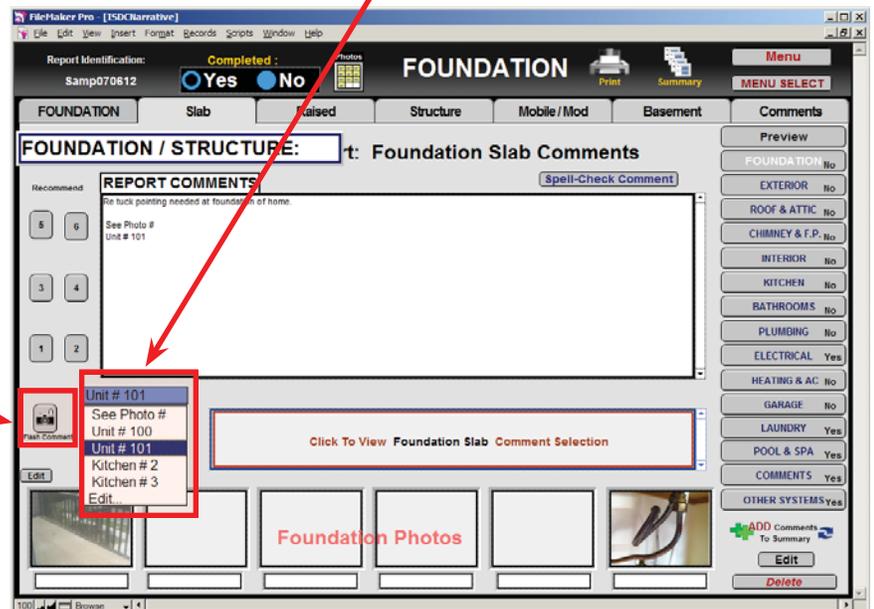
“Flash Description”



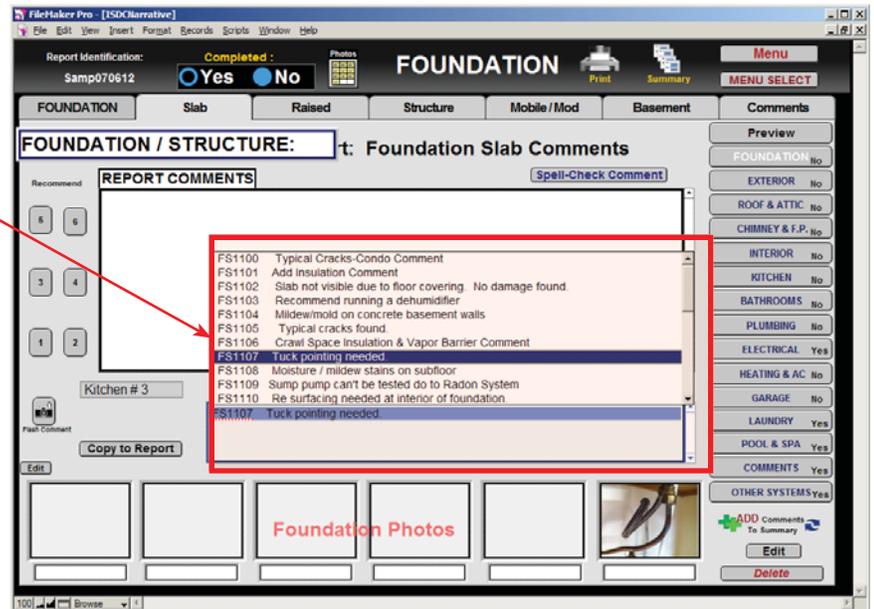
Click in the Box to view Foundation “Comment Section”

In the “Flash Description” window click in box and a drop-down window opens then select or Edit.

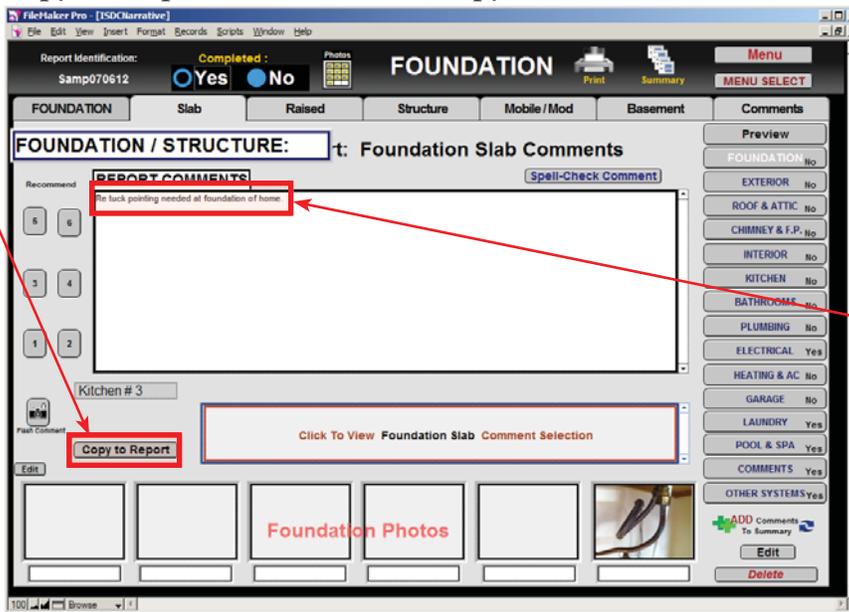
After selecting from the “Flash Description” Drop-down list, Click the “Flash” Hot Key to copy selection into the “Comments section”



The Comment section Drop-Down Window will open. Select the comment from the list that you want.

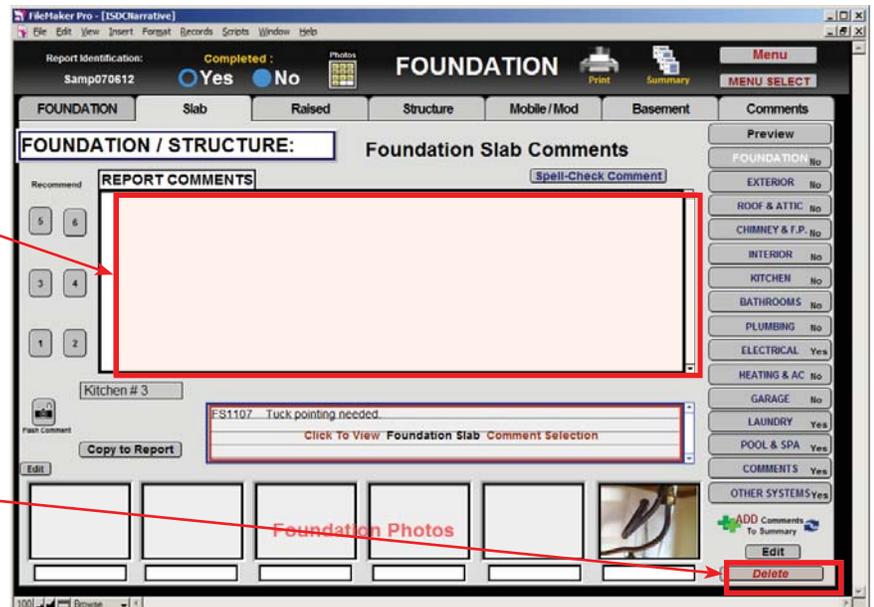


Click the The “Copy to Report” icon this will copy into the “Comment Section”



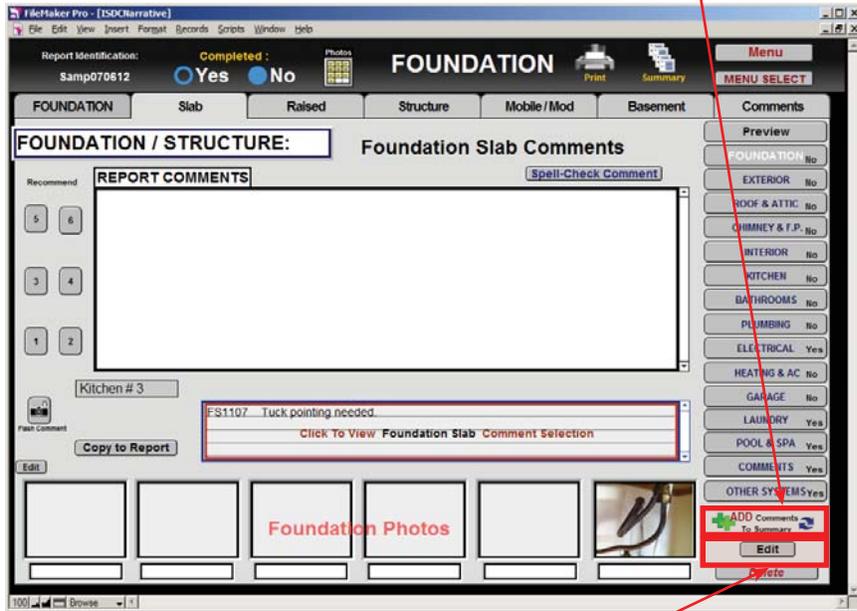
The comment that you have Chose appears in the “Comment Section”

Select “Delete “ to clear “Report Comments” Window



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”

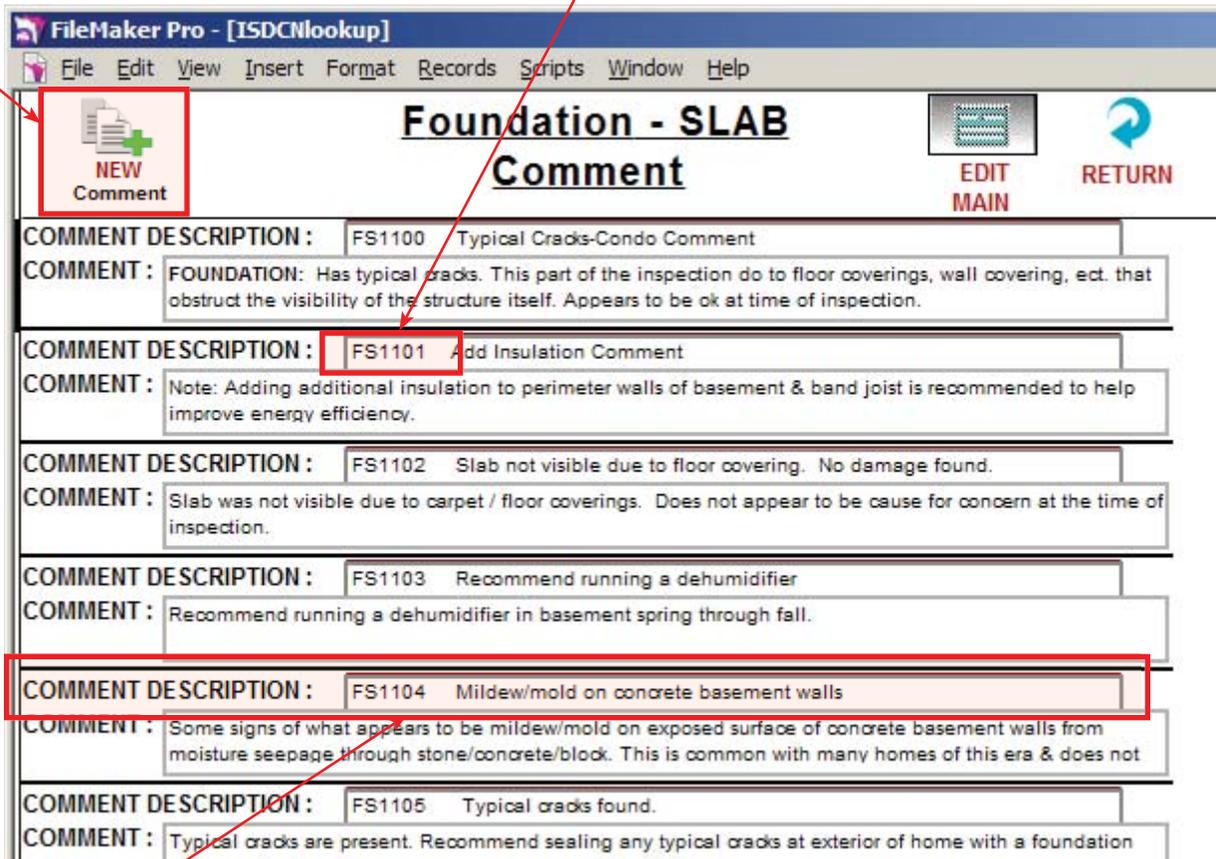


To add, edit or remove you comment list click the “Edit” icon.
 This will open the Edit you comment Lookup Library Window.
 (See Comment “Lookup” Window below)

Comment “Lookup” Window

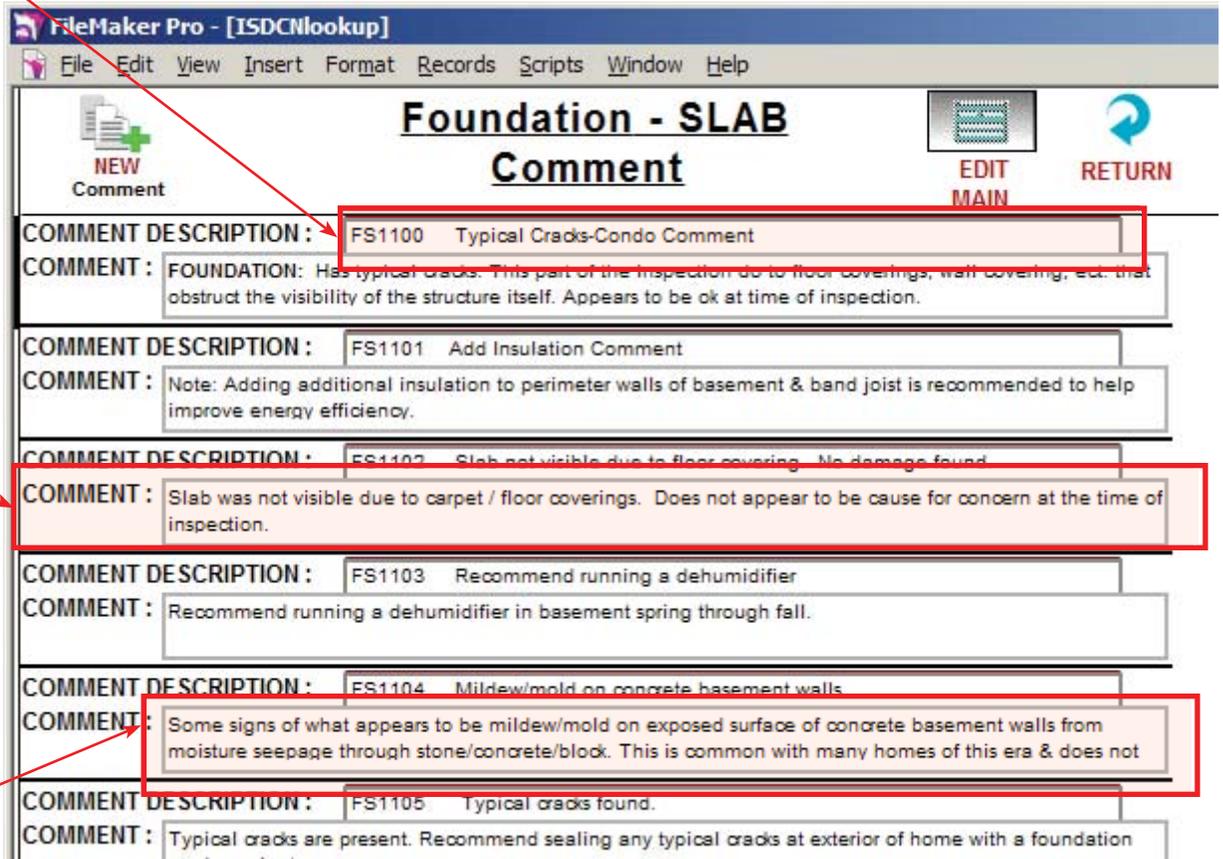
Add New Comments icon

All Comments are sorted by the first Numeric number.



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

Keep your description short.

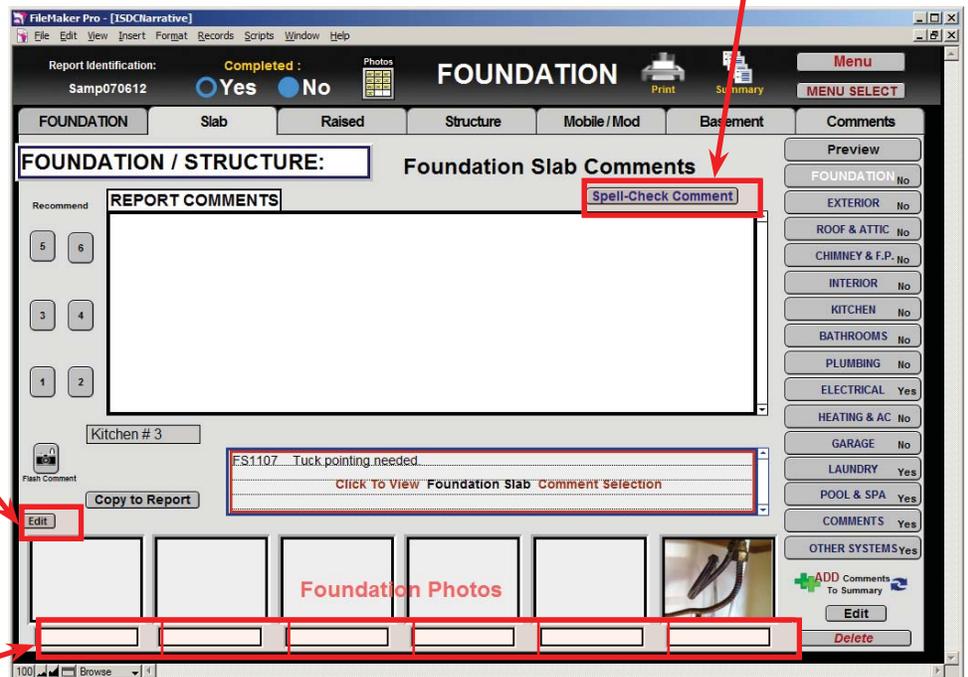


The Comment Windows is your complete comment.

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 "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.

**Congratulations
you have "Selected Report Category"**

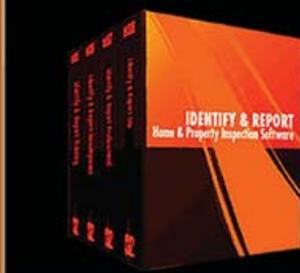
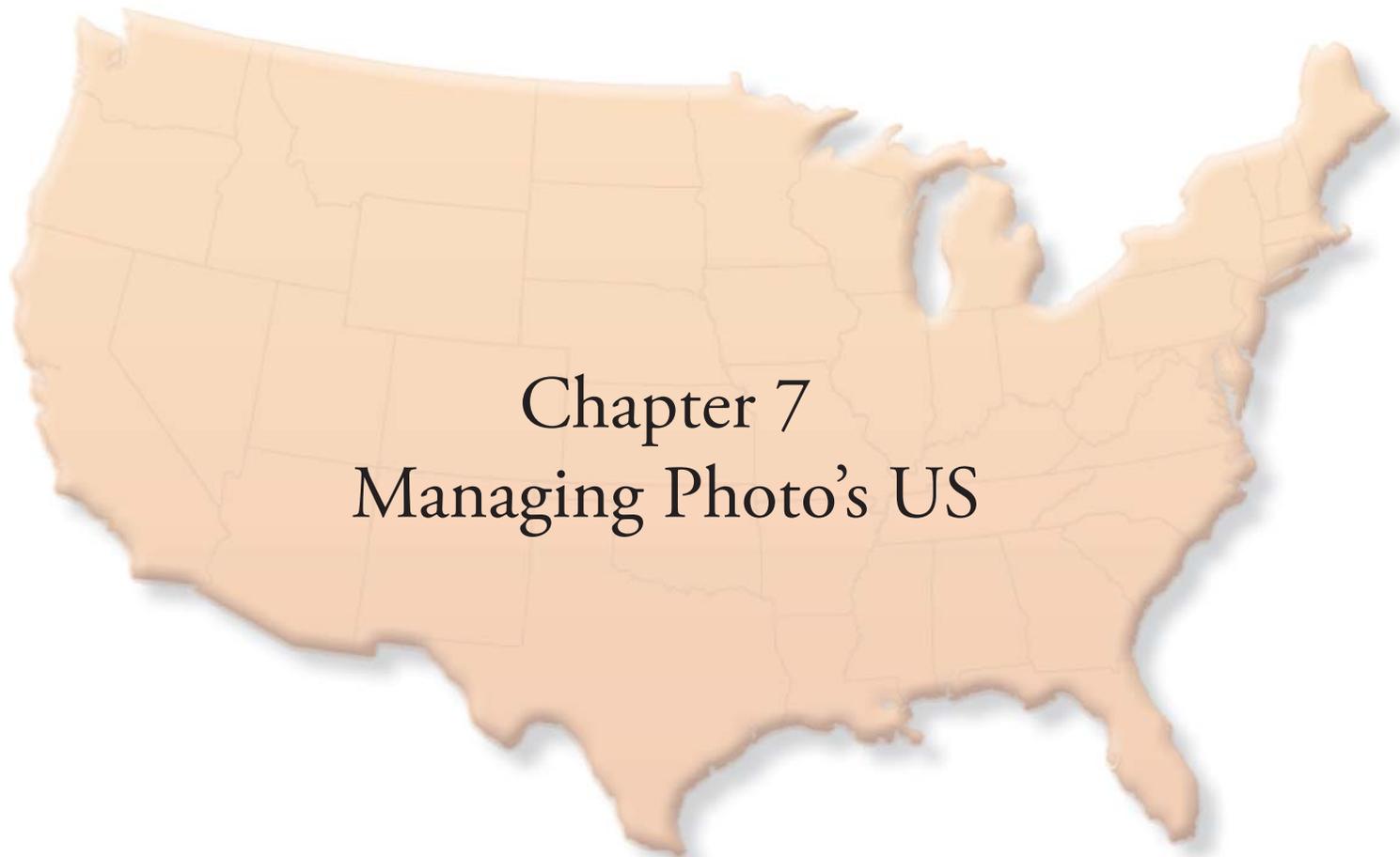
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any files to or from the
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Identify & Report Professional

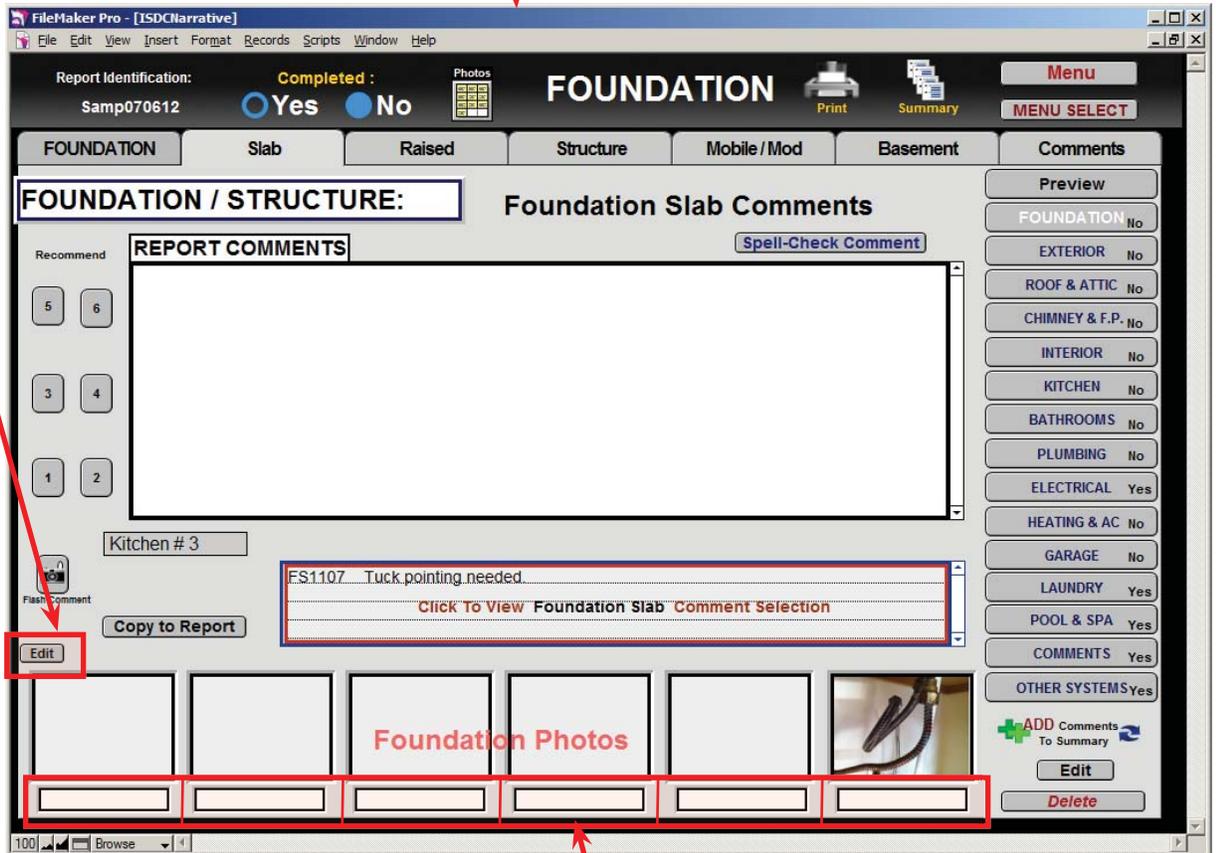
Managing Photos

Set your 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.



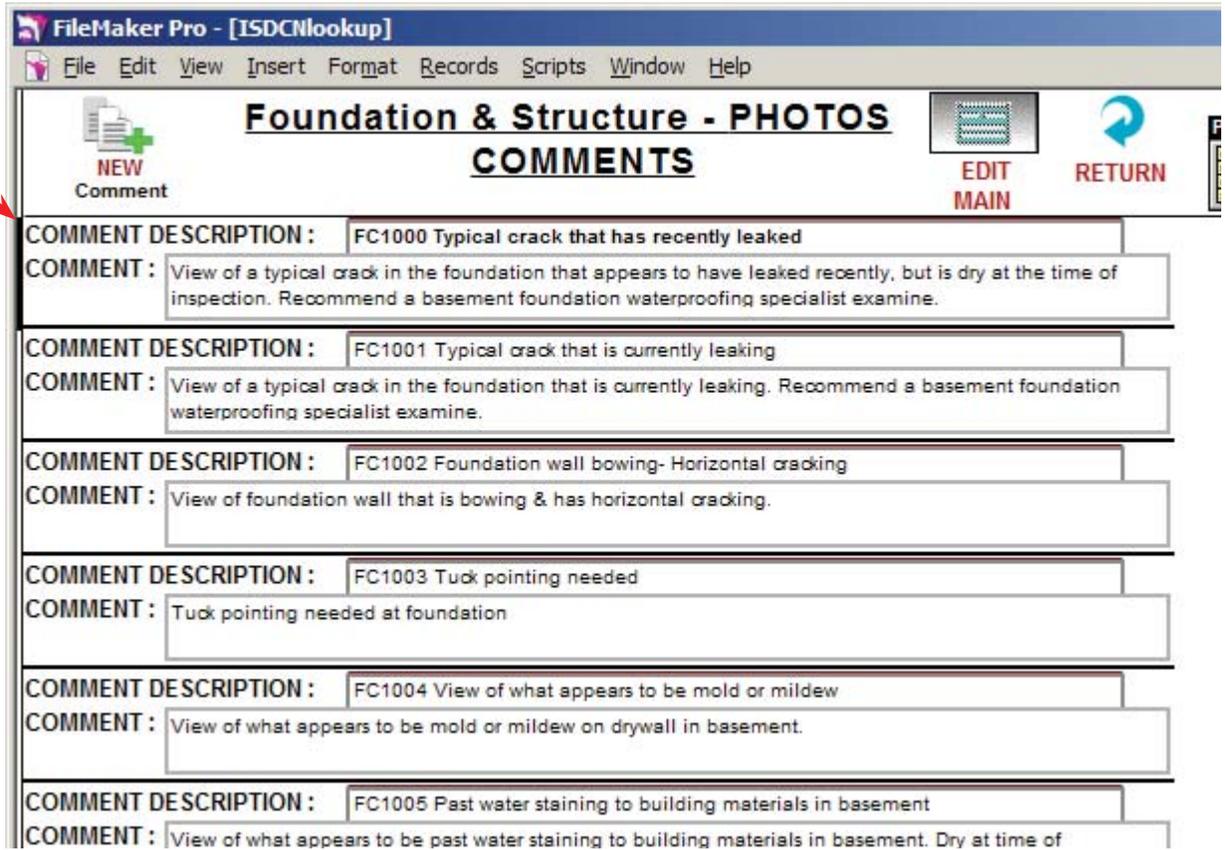
This “Edit” icon edits “Photos Comments” for the category you are Inspecting.

To make a comment under Photos select “Edit”



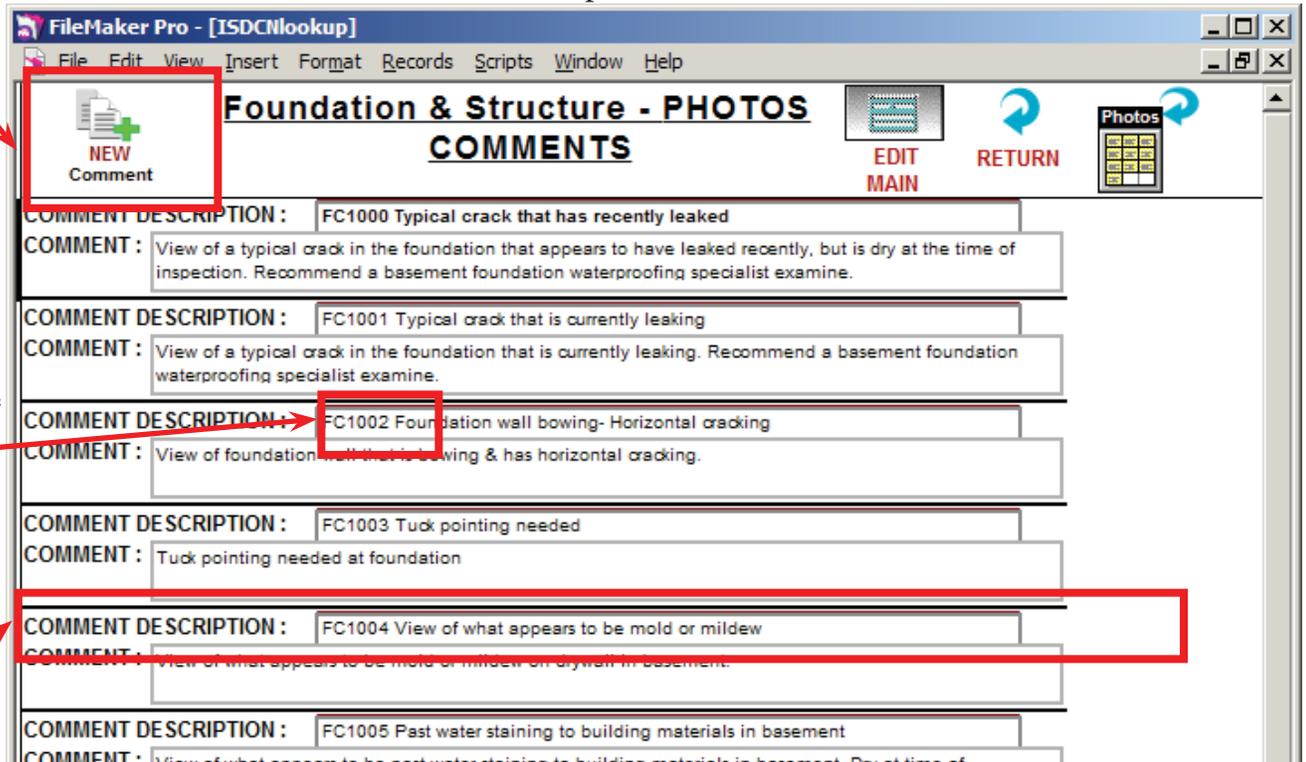
Comments for Photos.

To edit
"Photos Comments" Window see "Comment "Lookup" Window"



Comment "Lookup" Window

Add New
Comments
icon



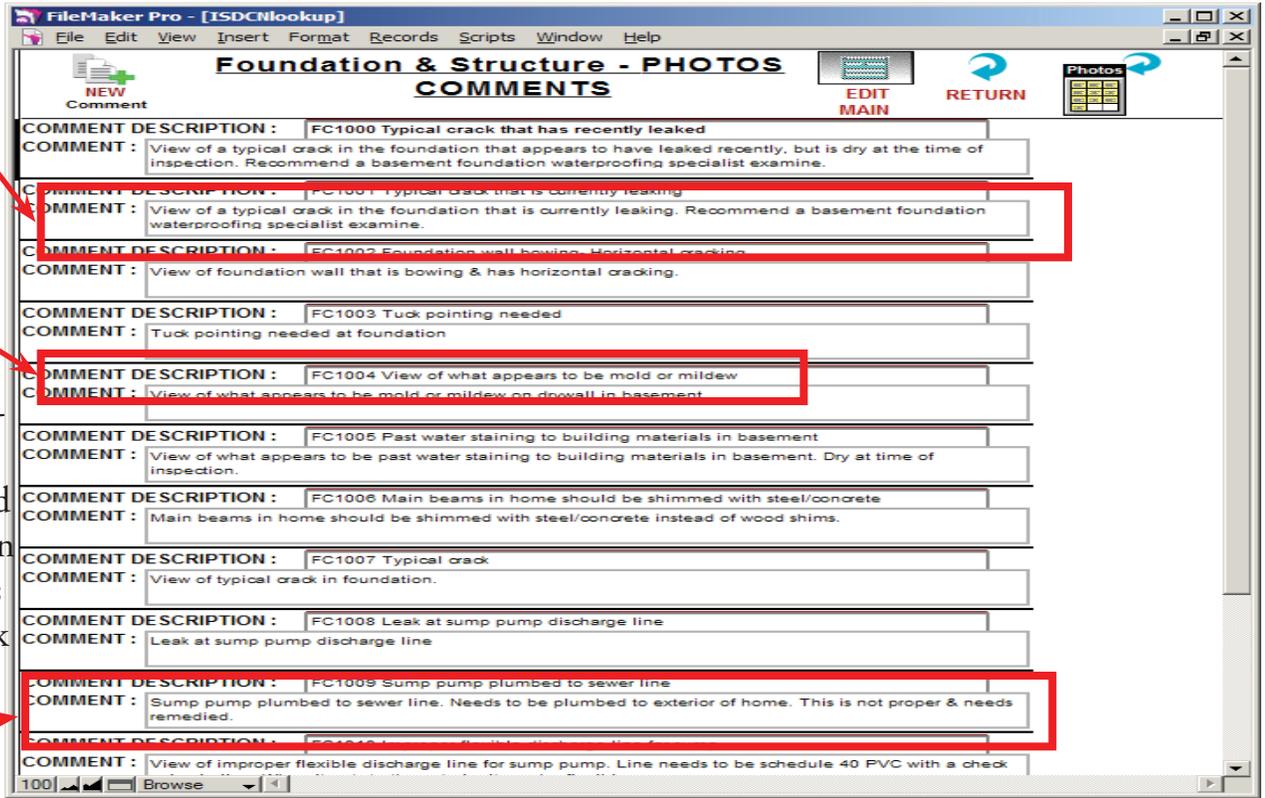
All Comments are
sorted by the first
Numeric number.

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

The Comment Windows is your complete comment.

Keep your description short.

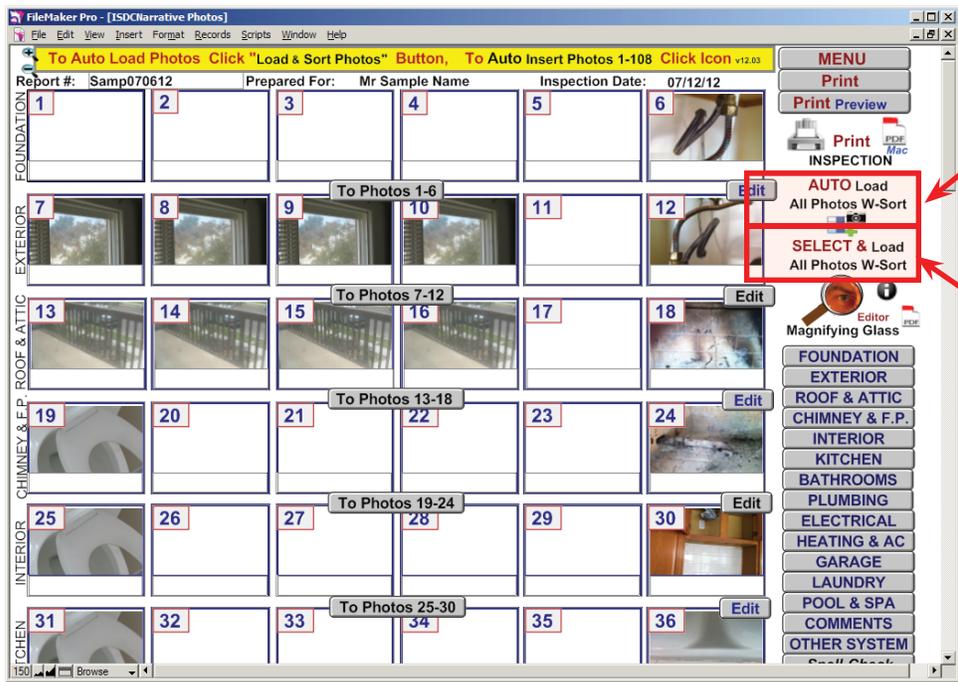
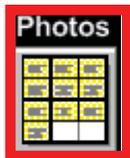
To modify an existing comment just click in the box and edit as desired when finish with changes make sure you click outside of field to save changes.



Select Photo Library icon from anywhere in the program.



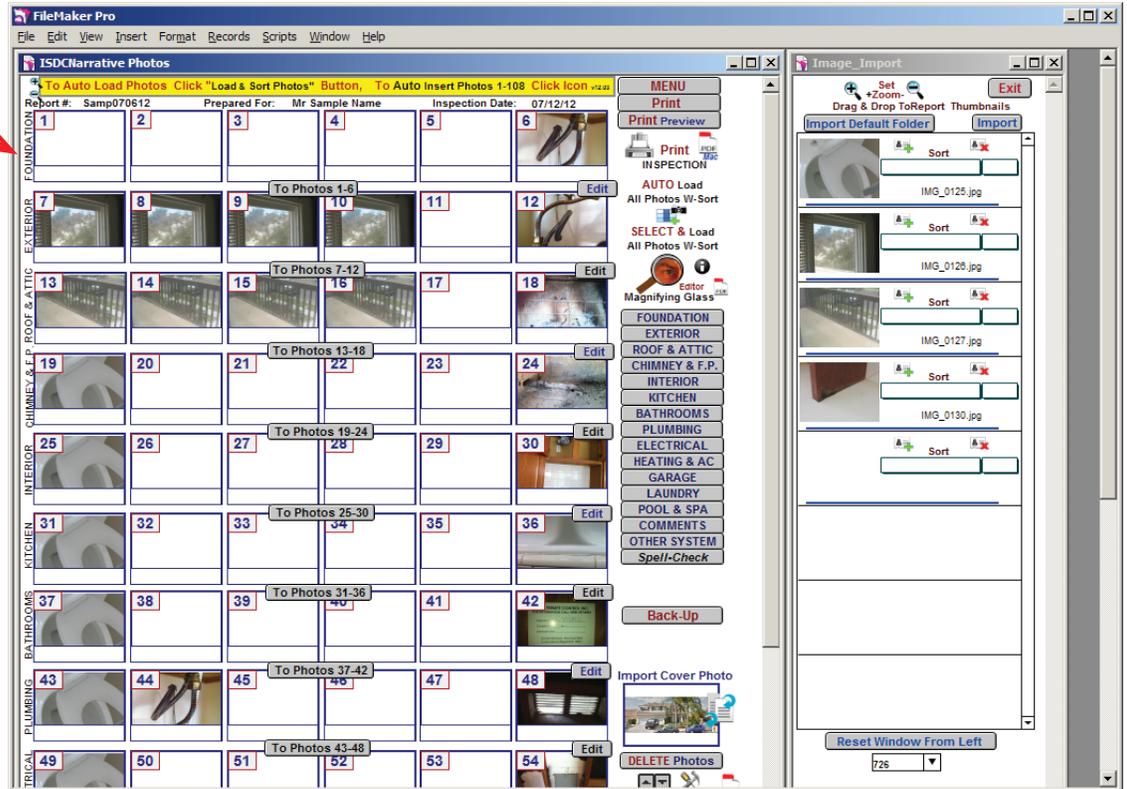
OR



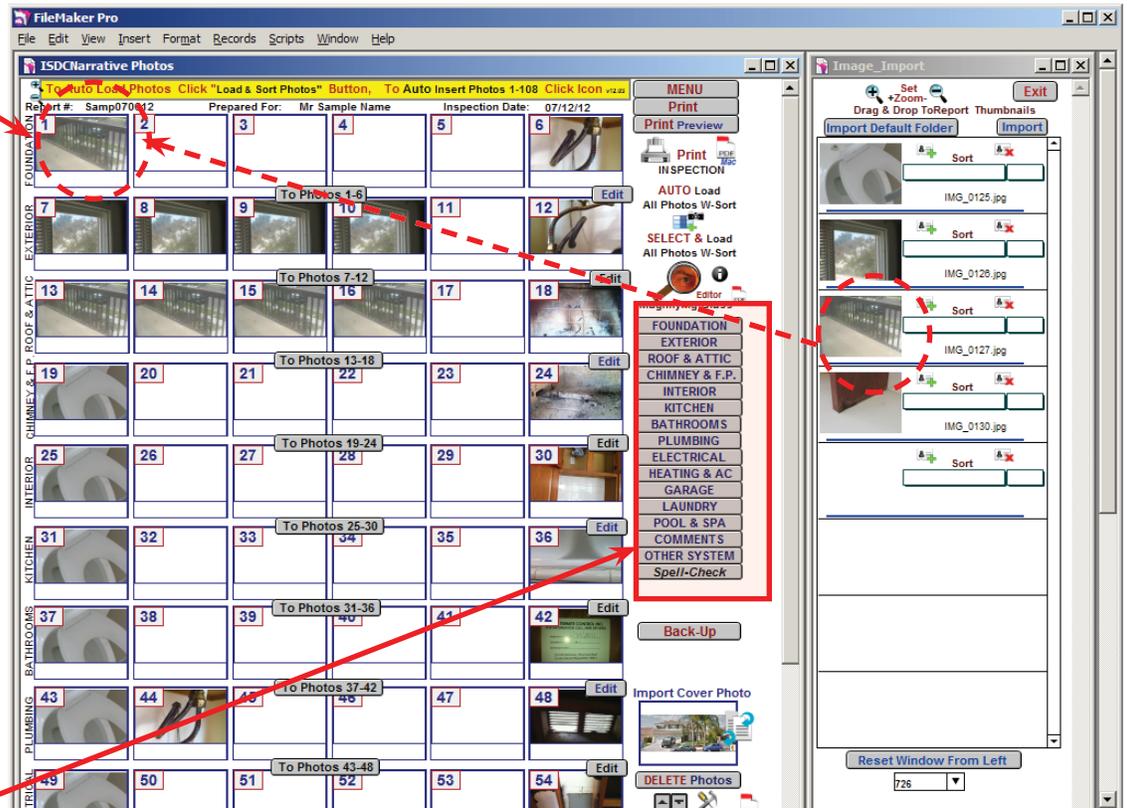
Select the "Auto Load" icon

Select to look up your photo folder.

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



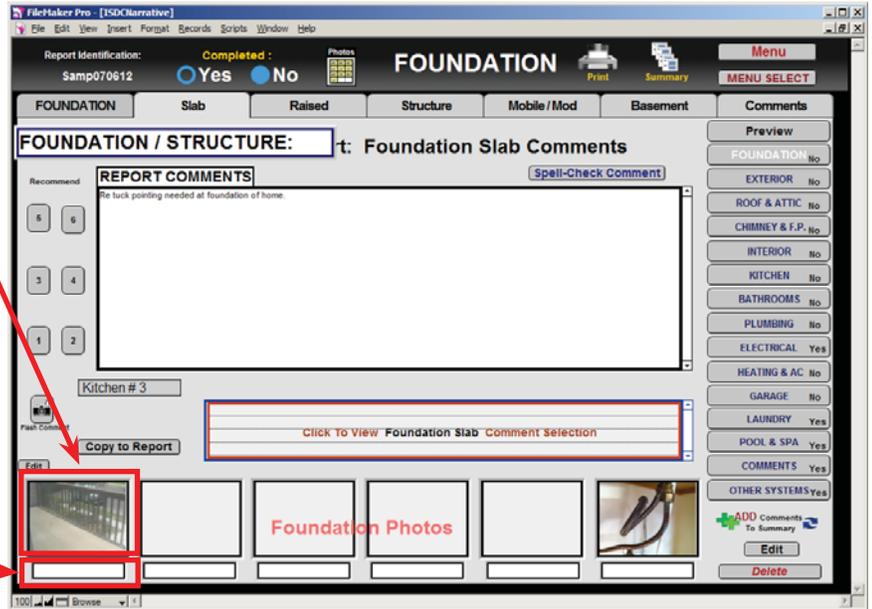
Drag and Drop Photos to where you want then.



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.

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



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.

Congratulations
on "Managing Photos"

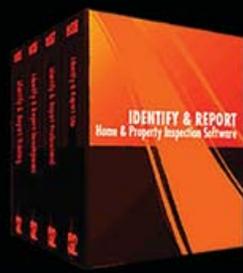
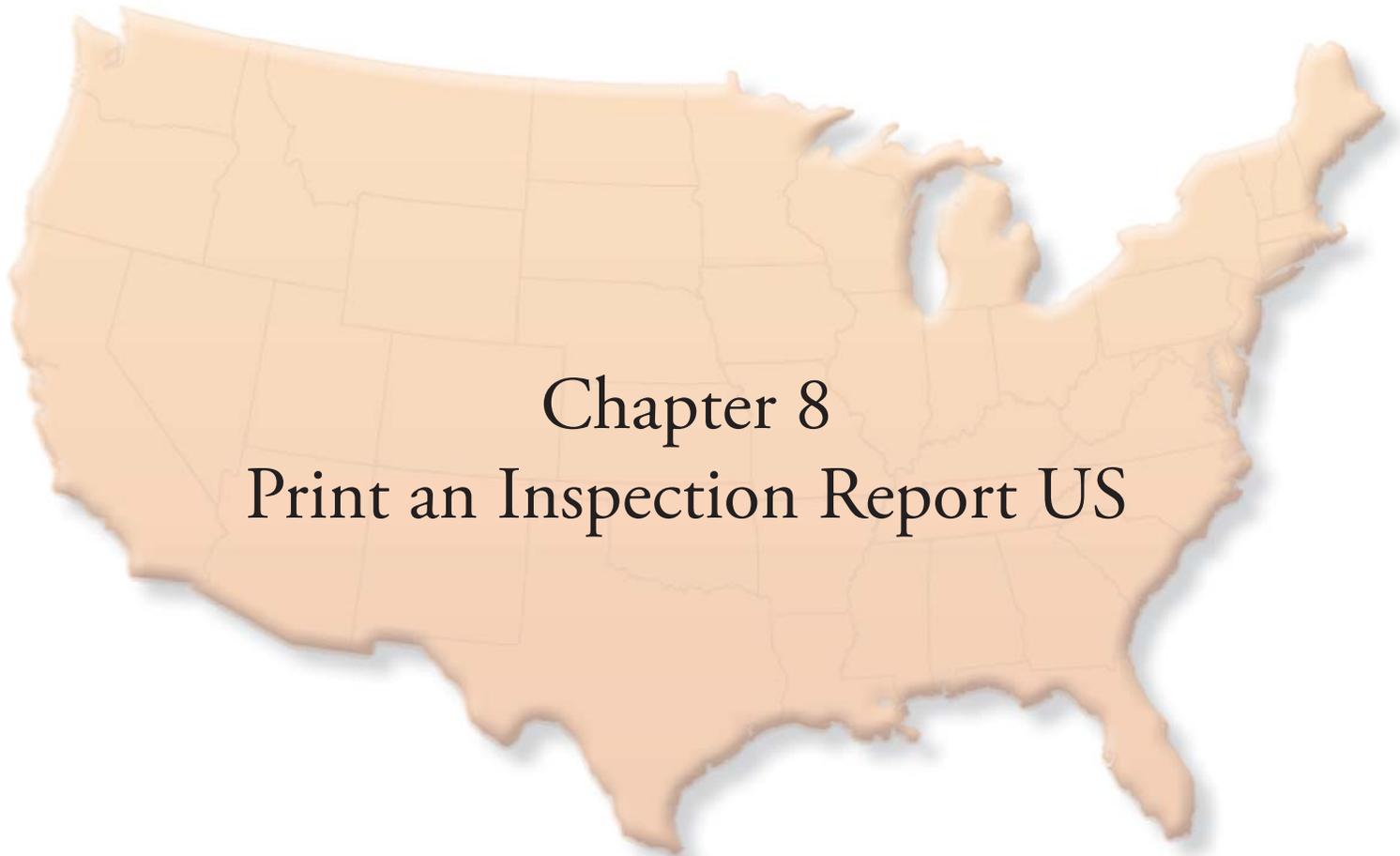
Very important:
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Identify & Report Professional

Print an Inspection Report

All PDF Factory files are automatically saved to:
“C:\Users\<<User Name>\Documents\PDF files\Autosave”

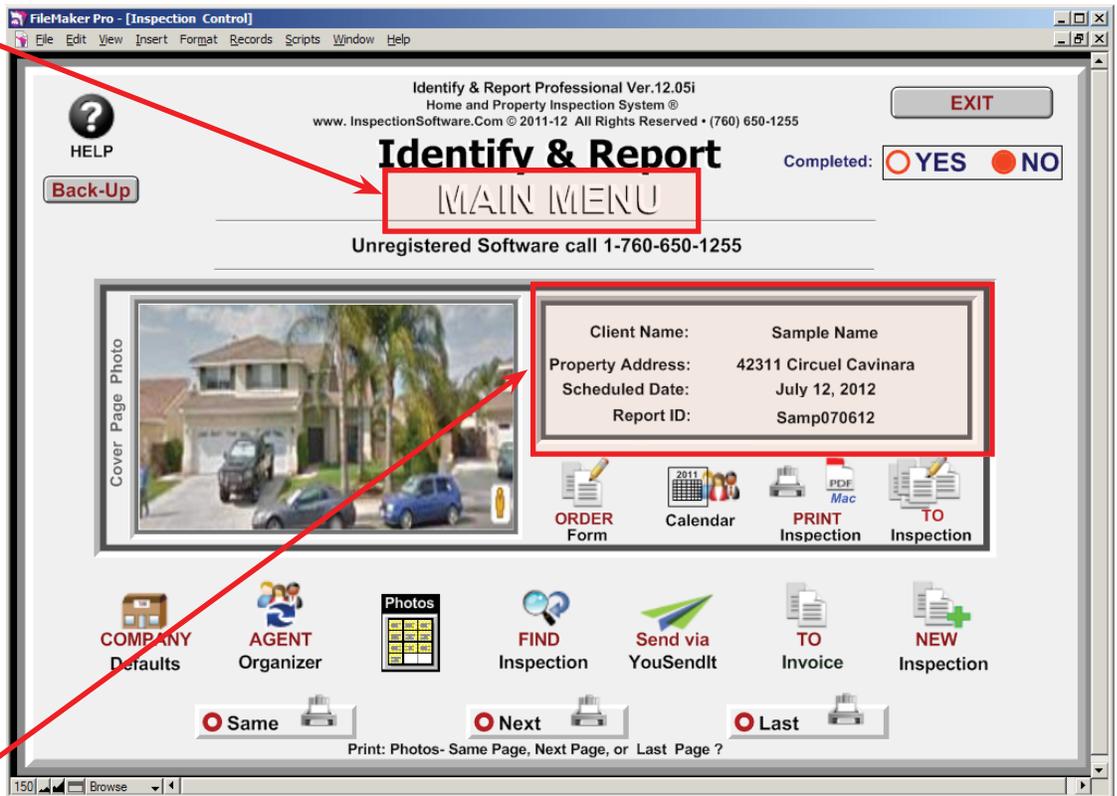
If you are comfortable with this no changes are needed. Just remember where your reports are located.
Skip to Step 11

To create a file for your Inspection PDF reports.

1. Go to my “Documents”
2. Create a Folder in this example “My Identify Reports” (You can name this whatever fits your needs).
3. Close MY Documents

Open “Identify & Report Professional”

From the “Main Menu”



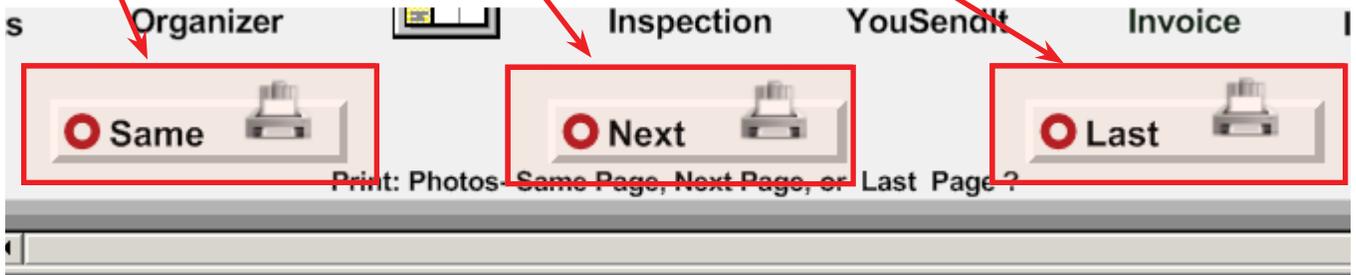
The current Client displayed is the Inspection Report to be printed

You have three print formats to choose from:

“Same” = Print Photos on same page.

“Next” = Print Photos on the Next page.

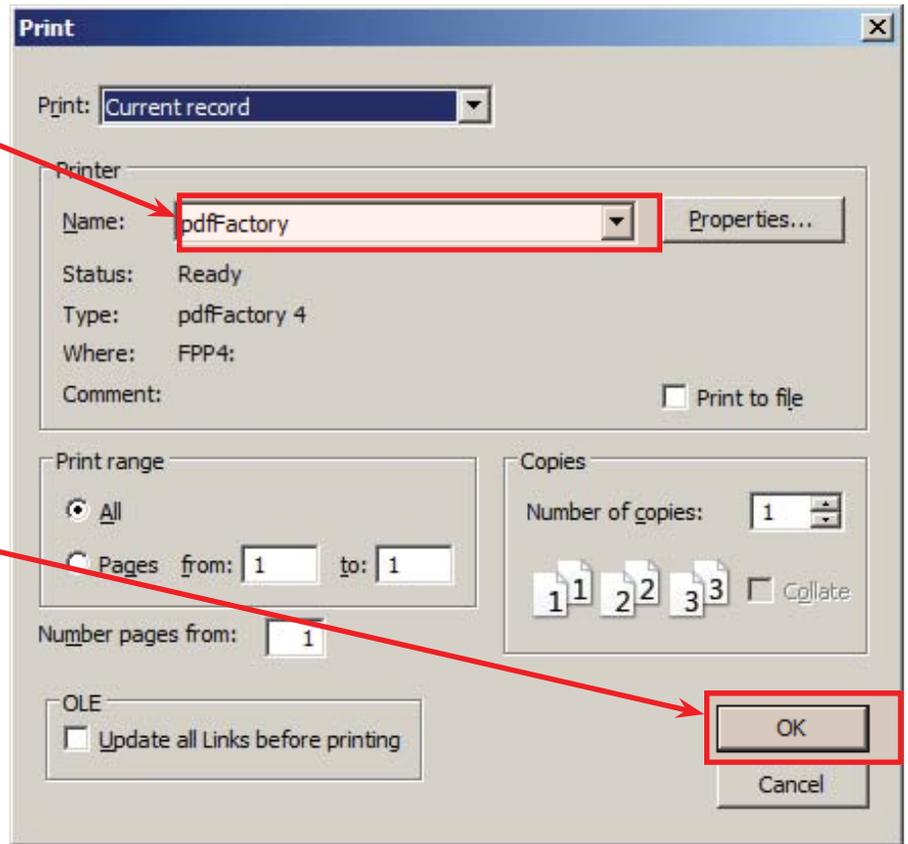
“Last” = Print Photos on the Last page.



1.

NOTE:

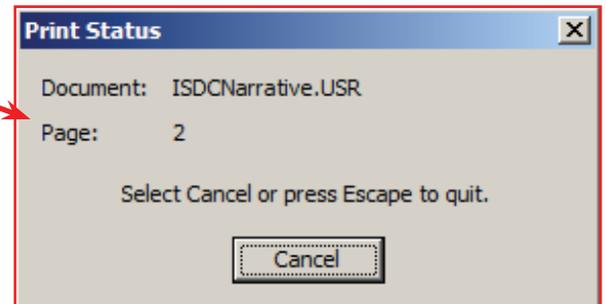
Always use pdfFactory as you default printer.



2.

As the Inspection Report is being generated this screen appears.

If Report does not Display, Click “PDFfactory icon.”



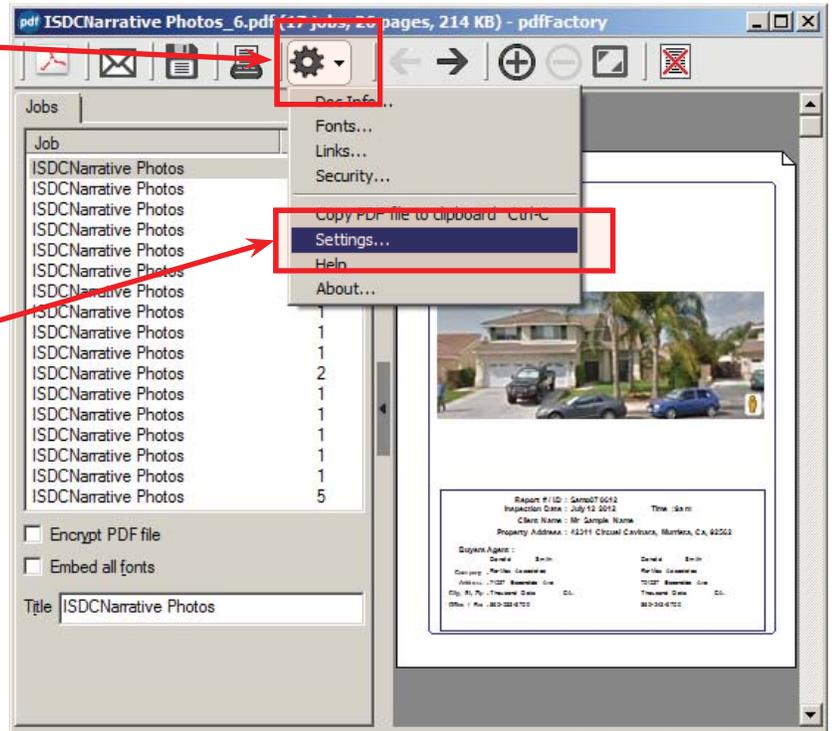
Print settings.

3. Select the “Settings icon”

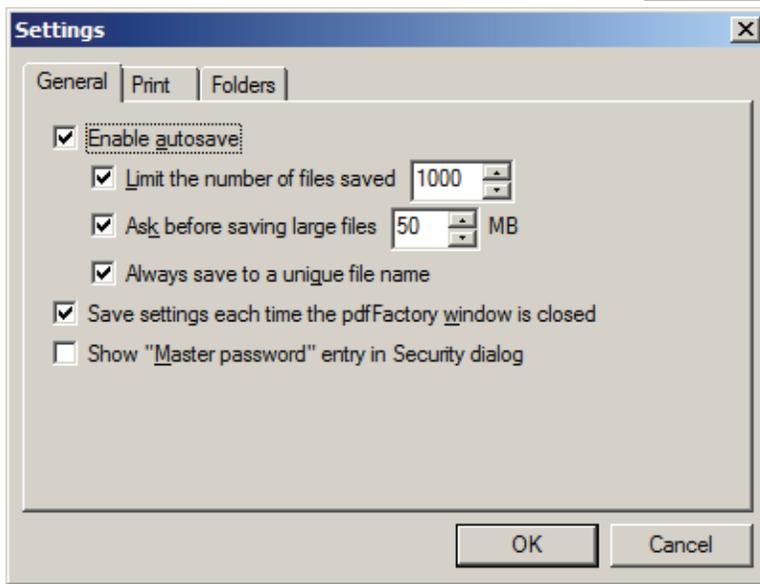
NOTE:

If you don't want to go through the setup then go to Page 6 Step 13

Then Select “Setting...”



- 4.



The settings window will open

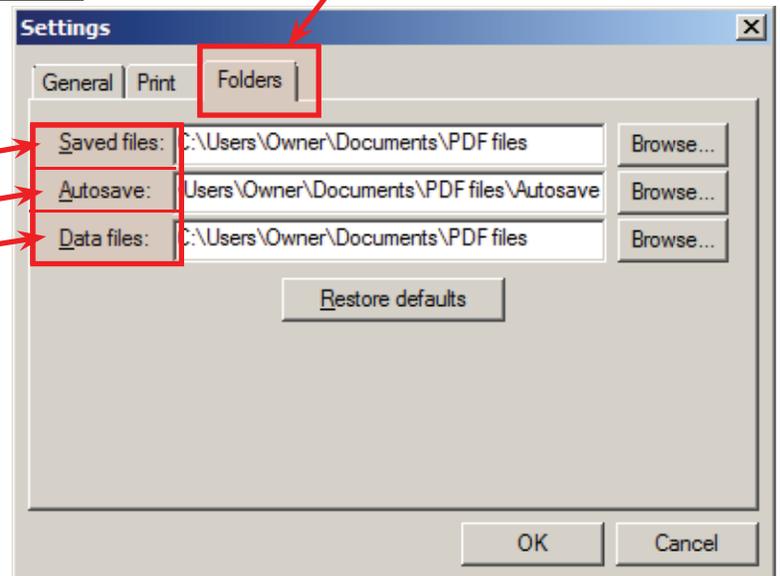
Select “Folder”

5. There are three settings that you will be changing.

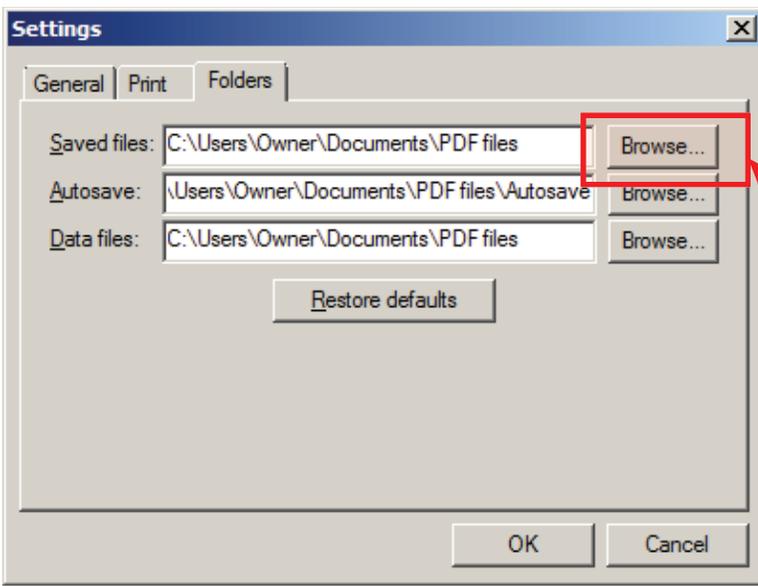
“Saved files:”

“Autosave:”

“Data files:”



6.



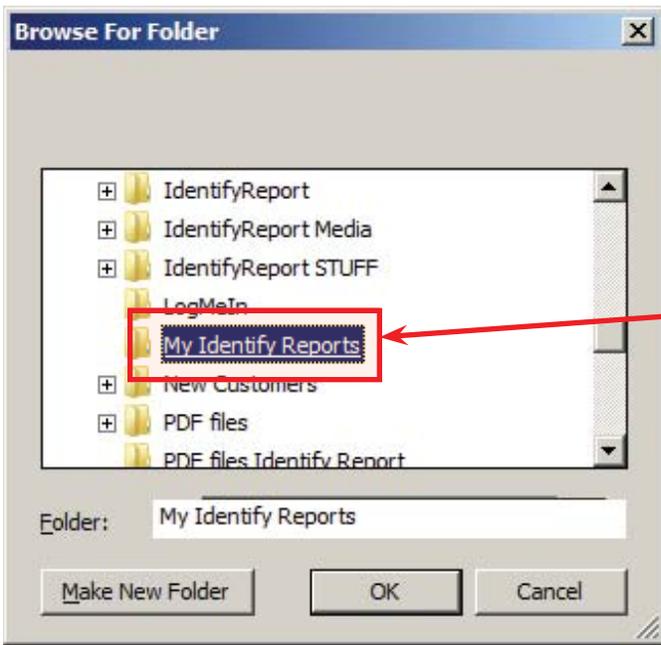
To change these Select "Browe..."

7.

Locate "My Documents"



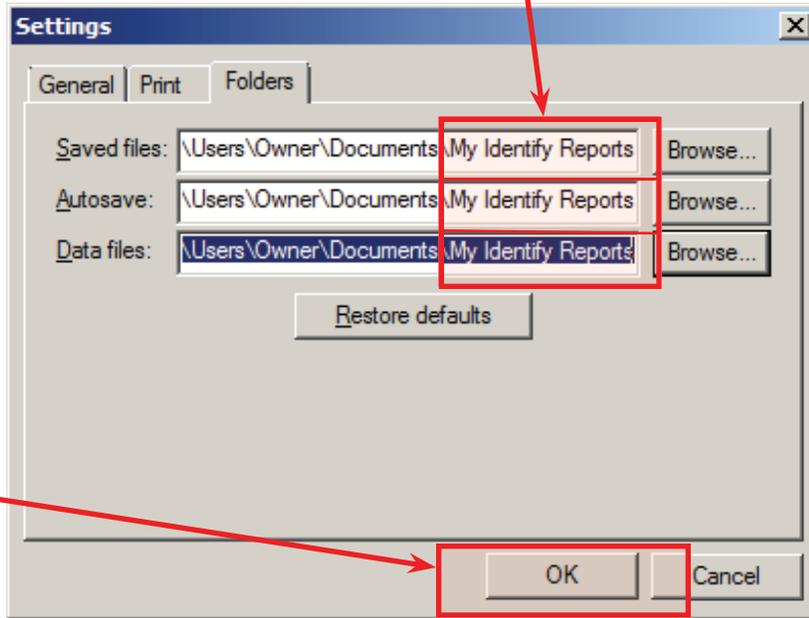
8.



Scroll to "My Identify Reports"
(In this Example)

8. Go to Page 3 Step 5 and Repeat for “Autosave” and “Data files”

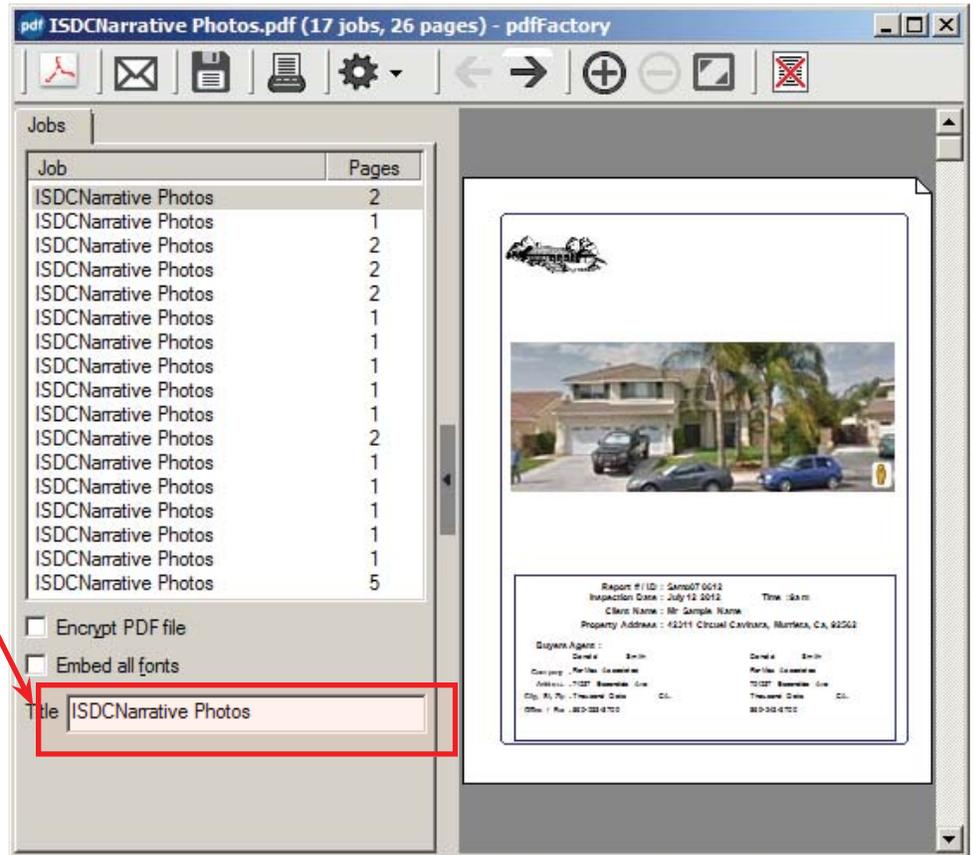
9. When you have changed these settings it will look like this. Notice all three end with “My Identify Reports”



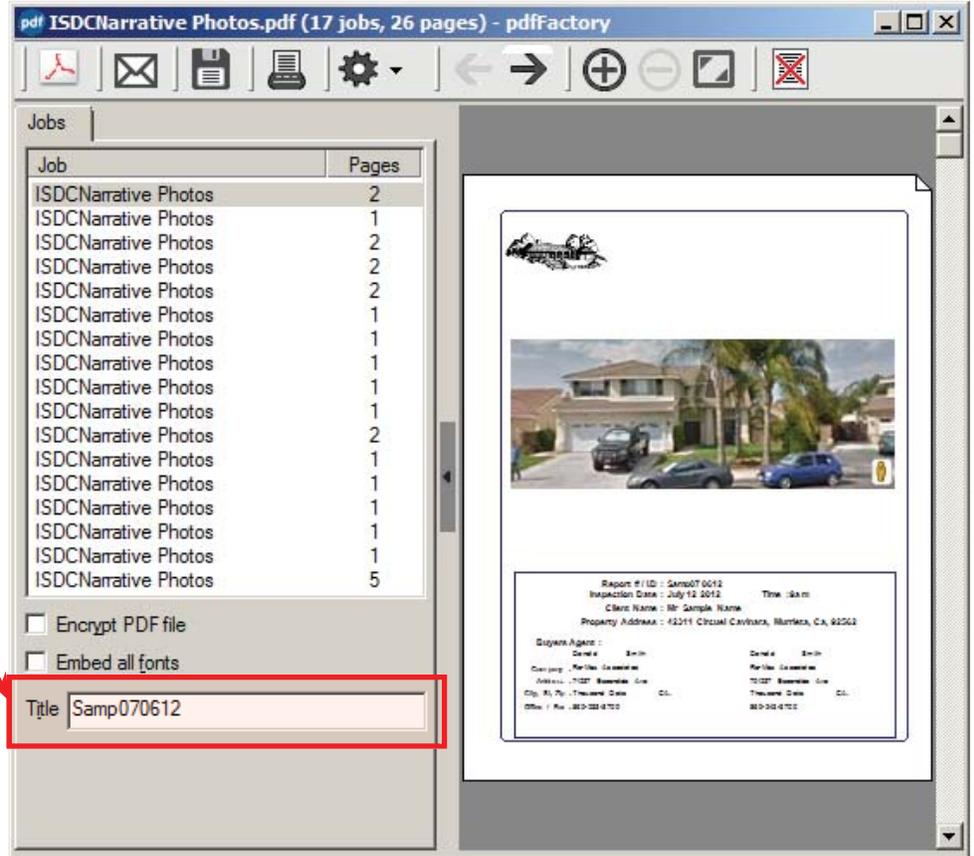
10. Click OK

11. Renaming your New Inspection use the “Report ID:” number

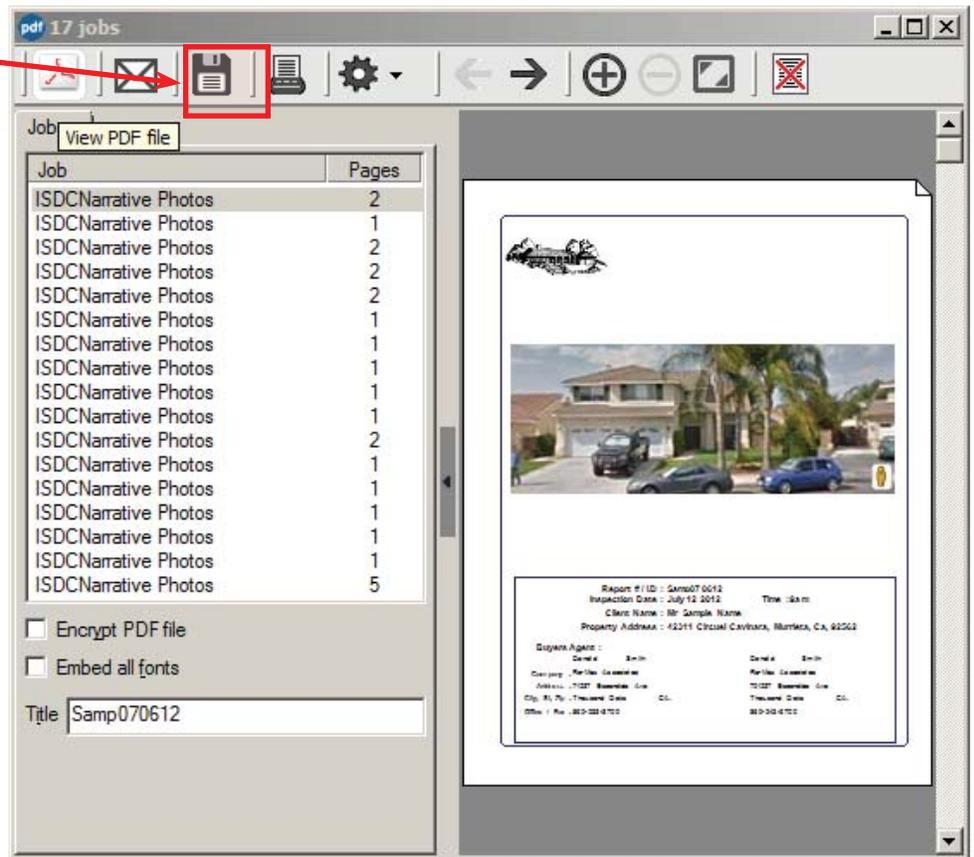
By Default the “Title” is “ISDCNarrative Photos”



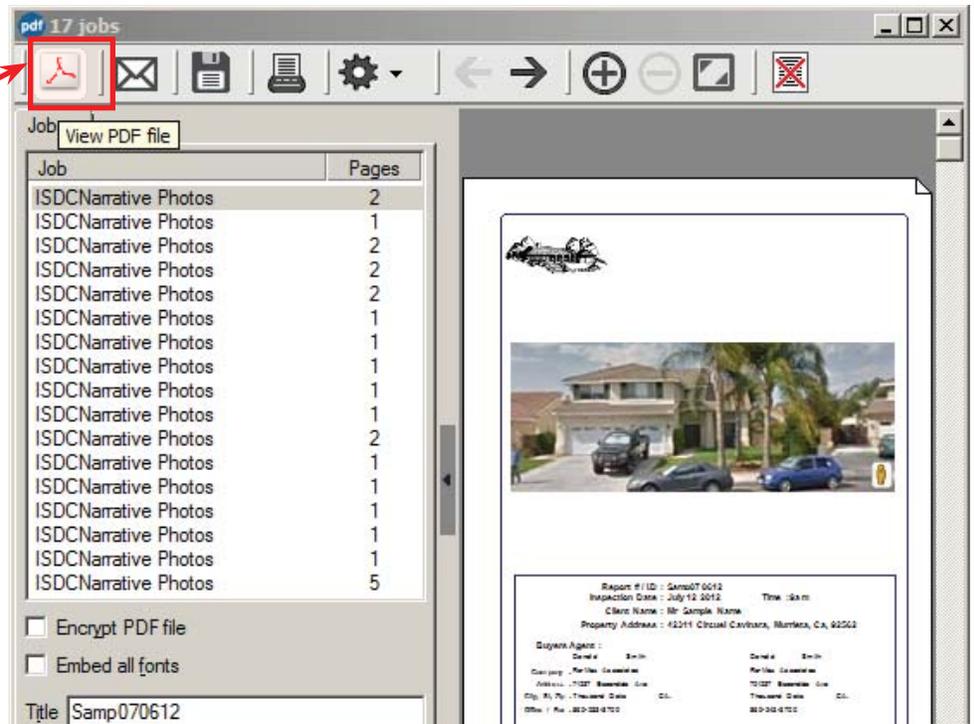
12. In the "Title" Box REPLACE "ISDCNarrative Photos" with the "Report ID" Number in this example Samp070612



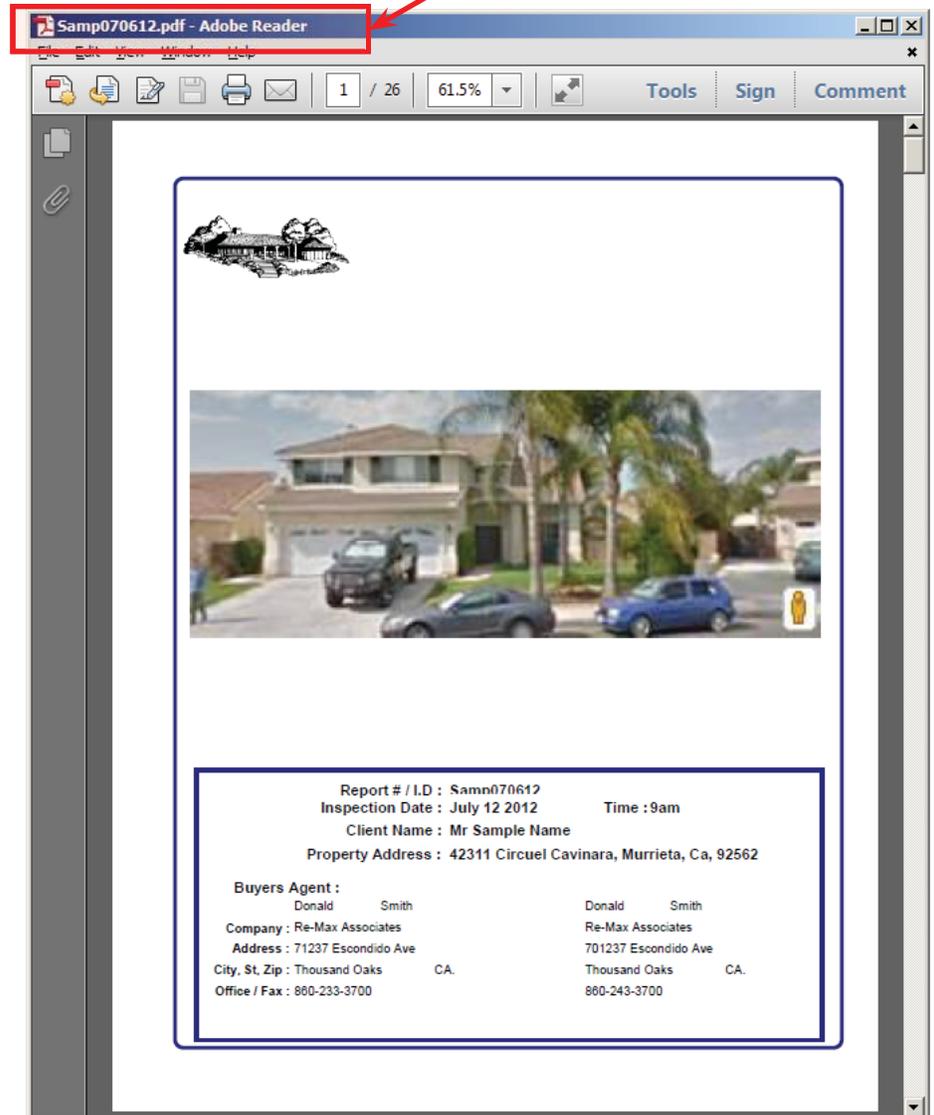
13. Save to any Folder



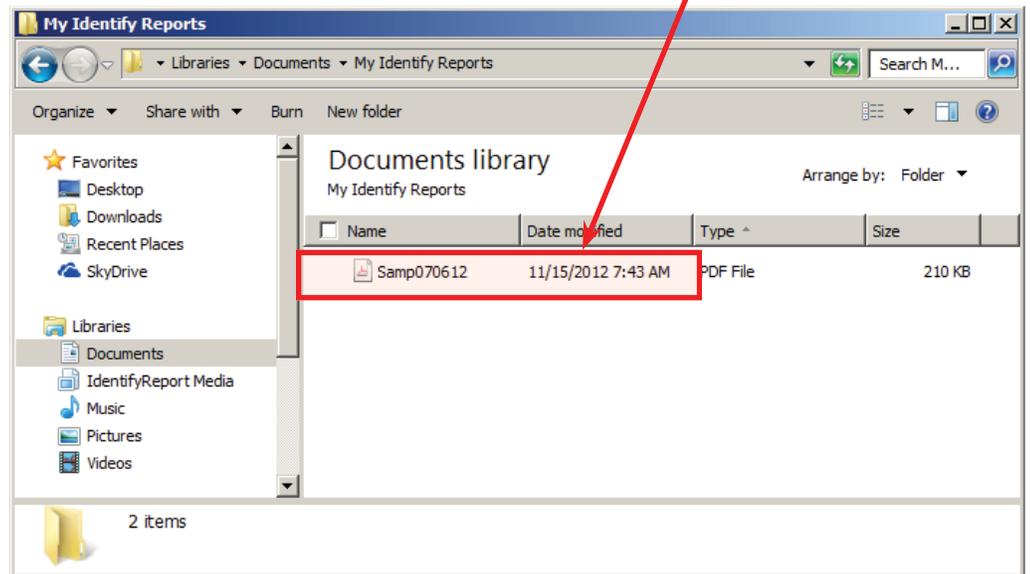
14. Select the pdf icon to view PDF



15. When you View the PDF it is saved automatically, notice the File Name.



You can go to where your “My Identify Reports” to see the Inspection Report ready to send.



Congratulations
you have "Printed an Inspection Report"

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



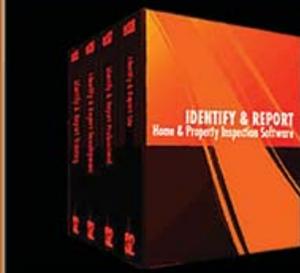
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Identify & Report Professional User Manual Rev.B



Chapter 9 Makeing a Template US



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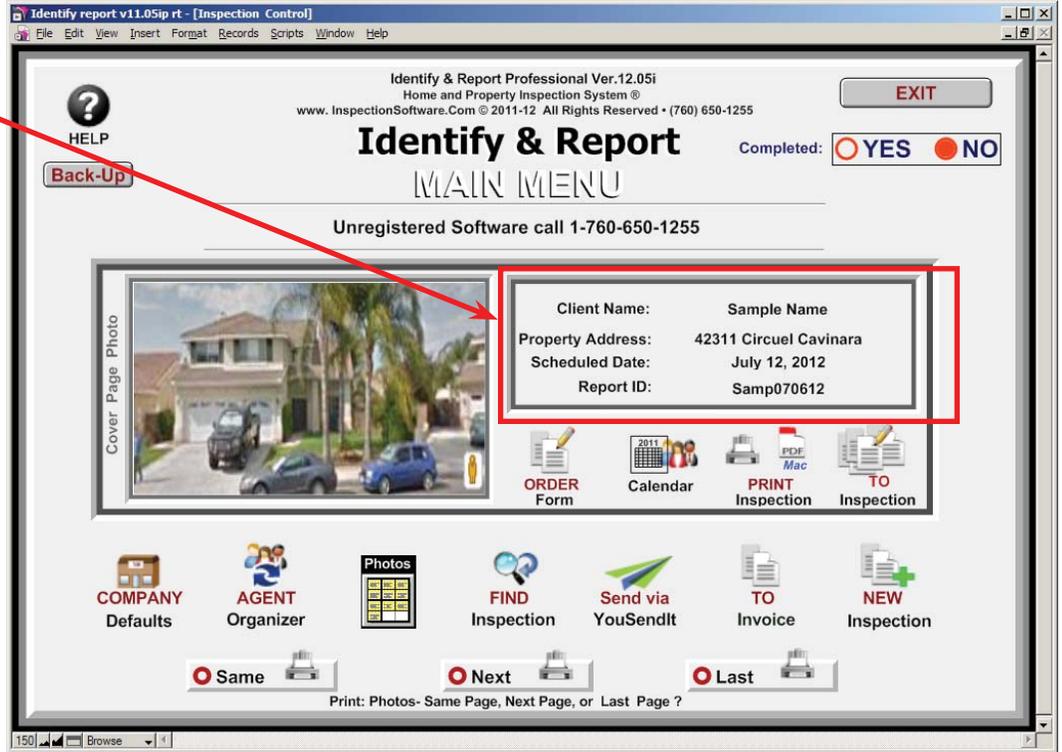
[To Index Page](#)



Identify & Report Professional

Making a Template

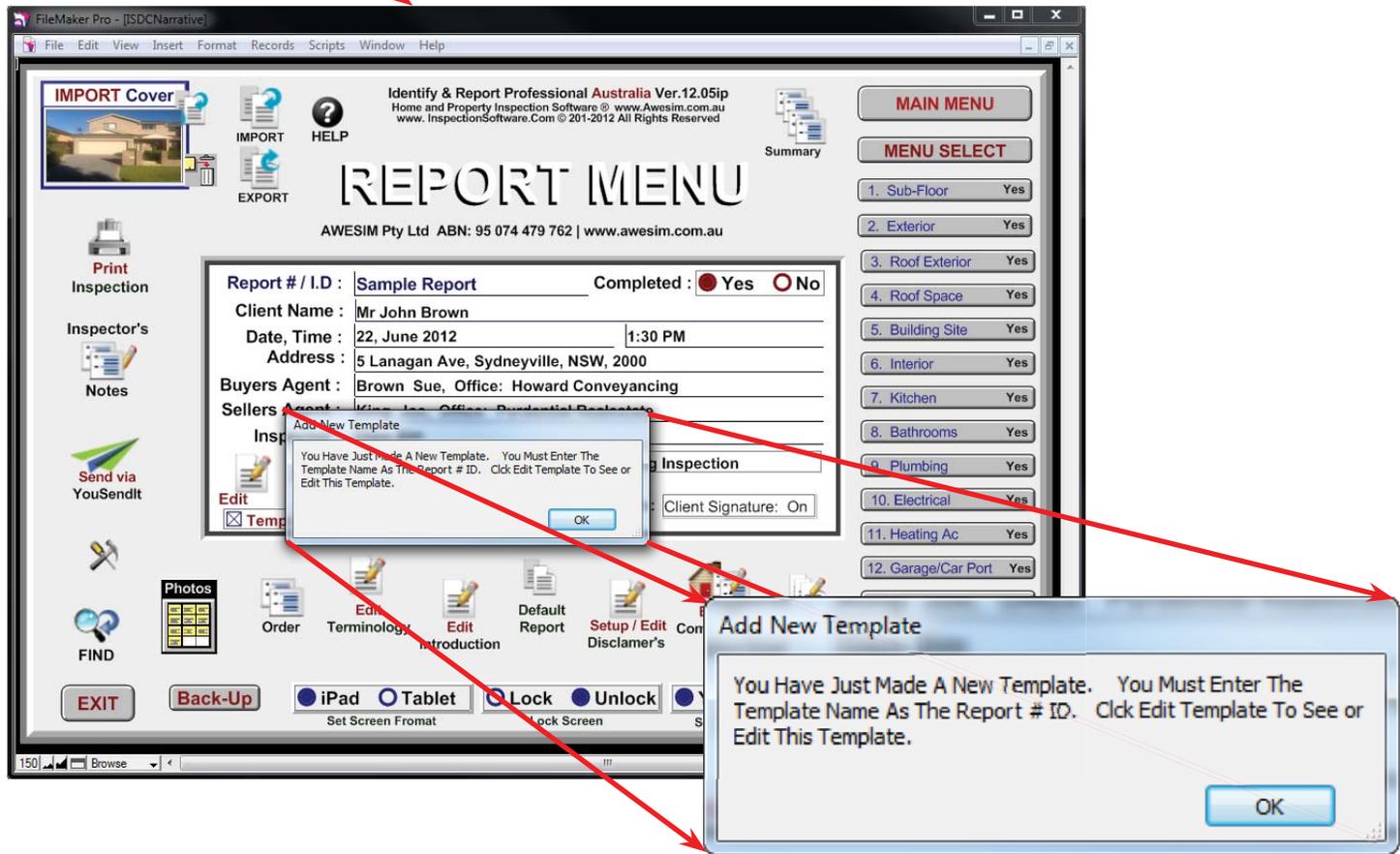
Select "Customer Name" Box



Select "Add" Button



The "Report Menu" opens



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:

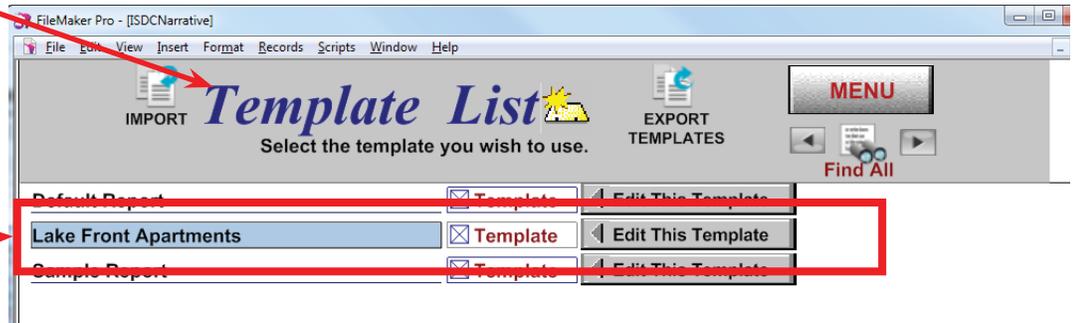
Only use Letters and Numbers for Report ID Numbers. The program does not recognize punctuation mark, spaces and special Characters.

Select "Edit"



The "Template List" opens

Select the "Edit This Template" for any modification you would like to do.



Congratulations
you have "Printed an Inspection Report"

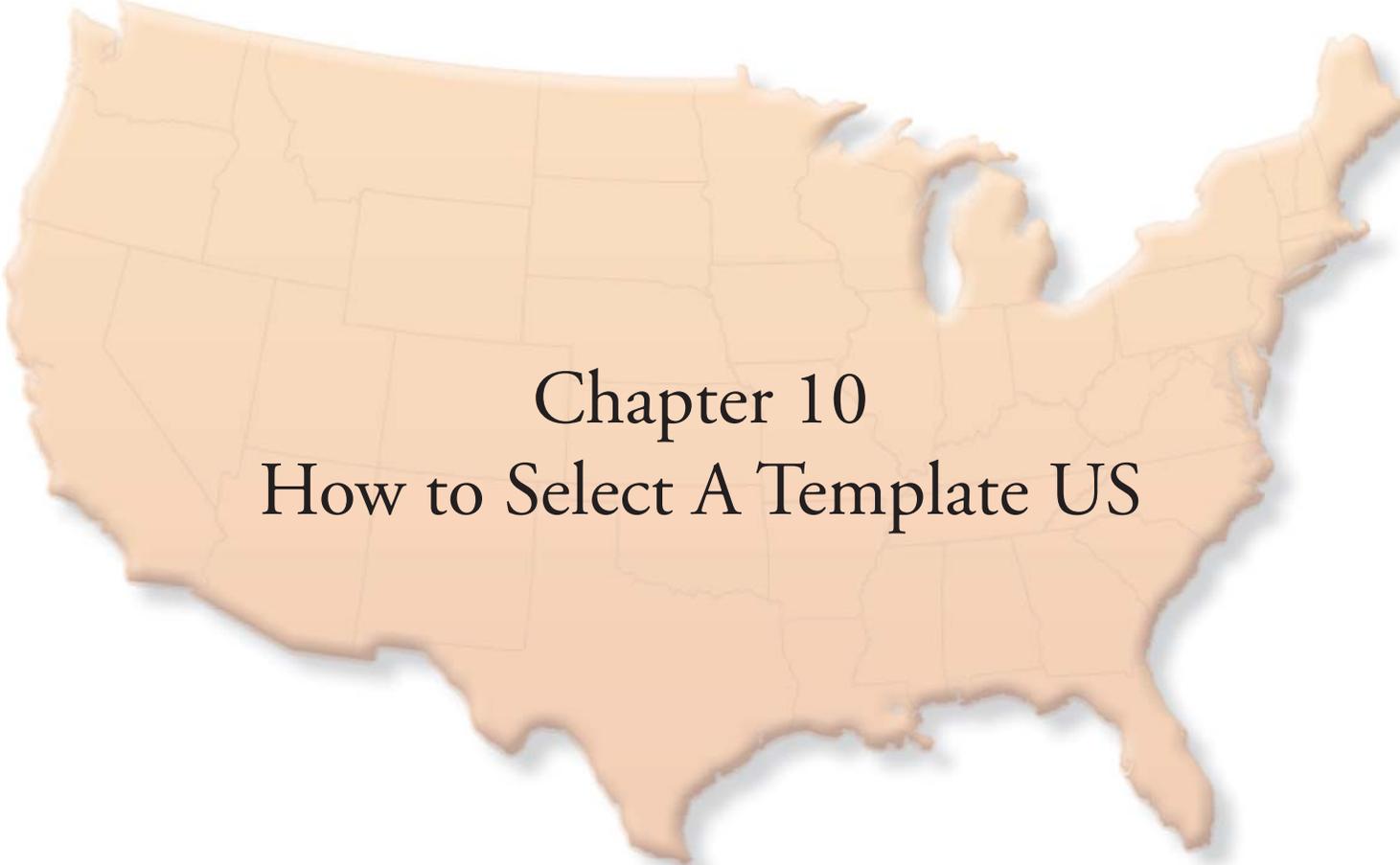
Very important:
You must Exit
Identify & Report Professional Australia
before you copy
any files to or from the
iPad.

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



Identify & Report Professional

Identify & Report Professional User Manual Rev.B



Chapter 10 How to Select A Template US



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or Email:
Support@InspectionSoftware.com

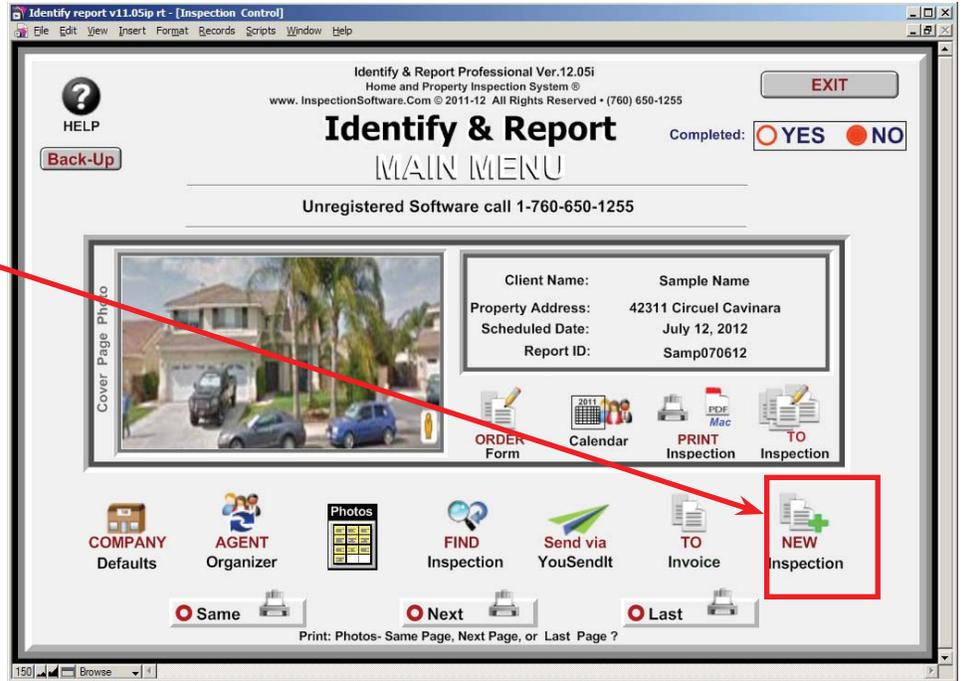
To Index Page



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:

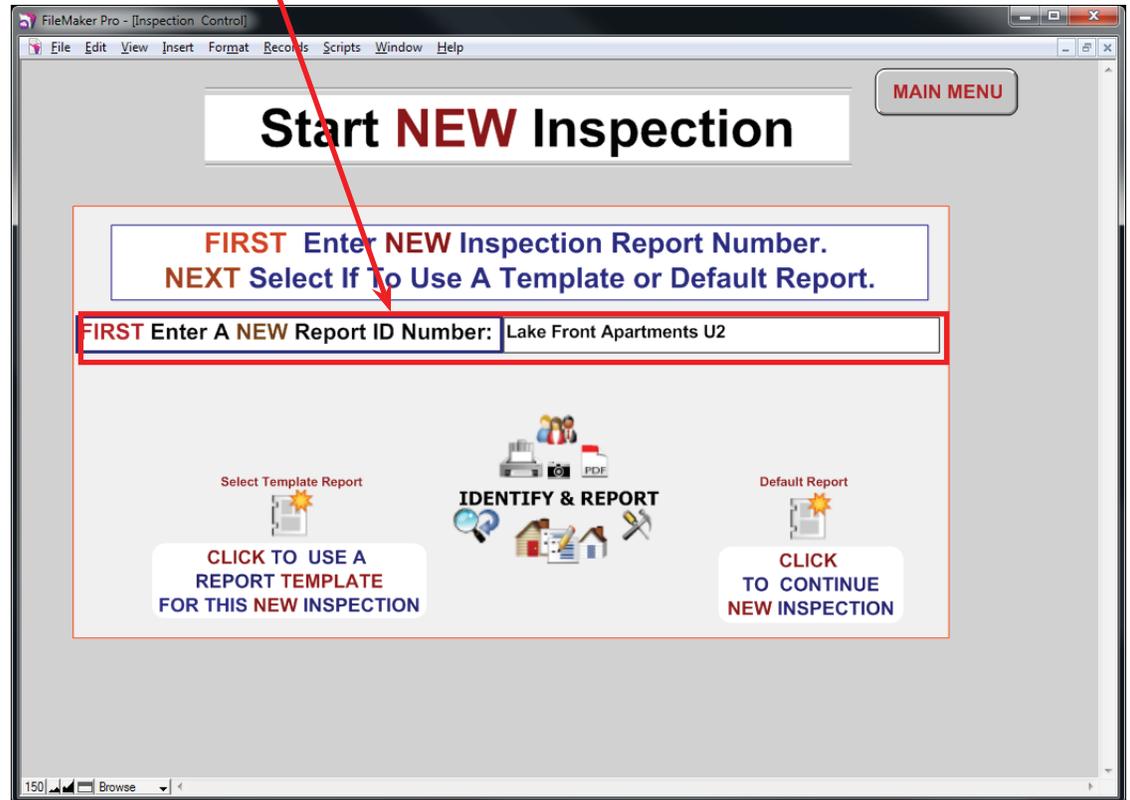
Clients name: Chris Jones
Scheduled inspection date:
Sept. 21, 2012
Recommended ID Number
Jon09212012

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.

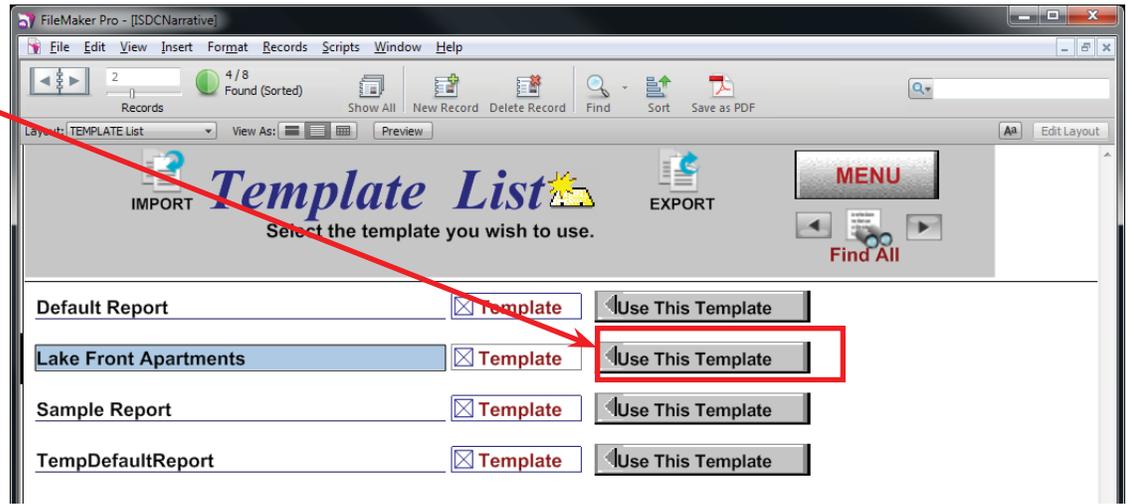
In the example below we are using “Lake Front Apartments U2” where “Sample Report” is the Report ID Number plus the unit Number.



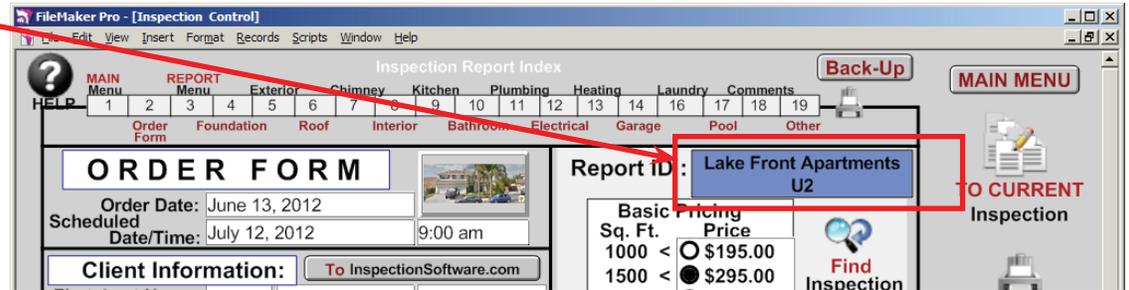
Then “Select Template Report”



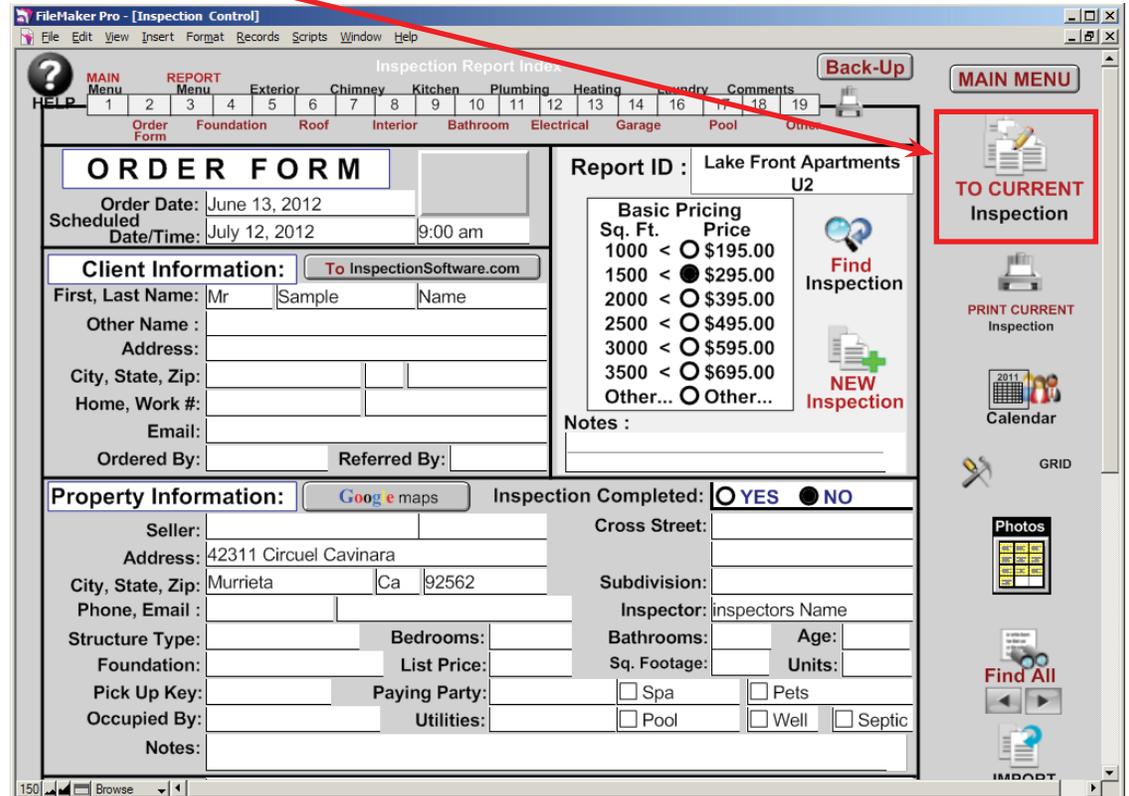
Select "Use This Template" you would like to use



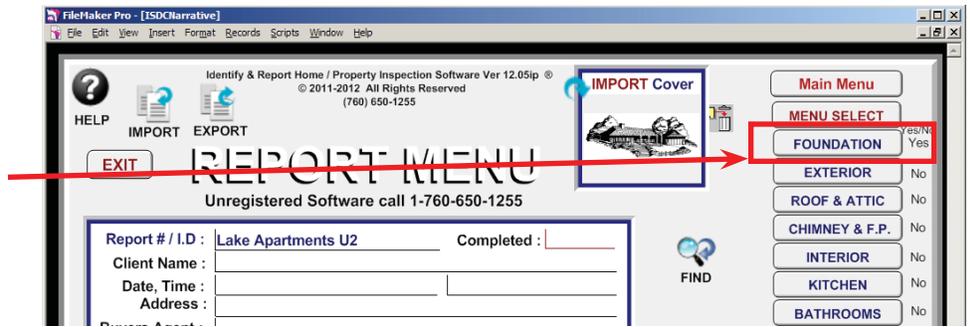
Congratulations you have just created a new Template with the new "Report ID:."



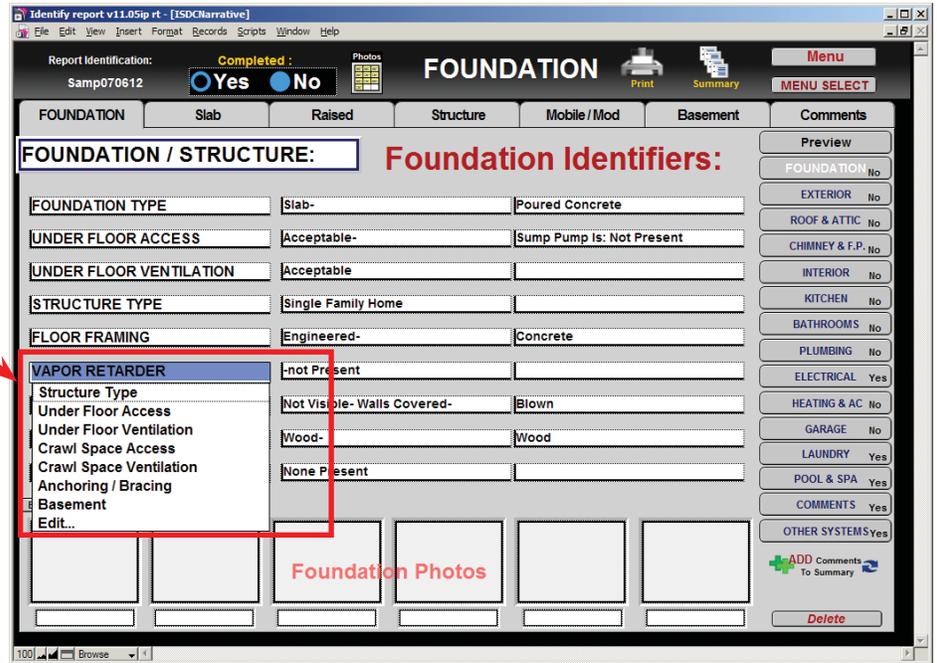
Fill out the "Order Form" then select "To Current Inspection"



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"**

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Identify & Report Professional Australia
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any files to or from the
iPad.



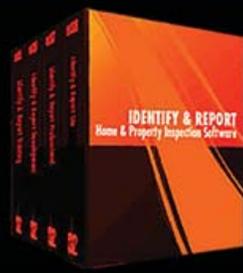
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Identify & Report Professional

Identify & Report Professional User Manual Rev.B



Chapter 11 Damaged File Recovery US



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Identify & Report Professional Damaged File Recovery

This Step By Step Tutorial Shows You How To Recover Damaged Files.

All Files That Are Recovered Will Use Three Times The Disk Space.

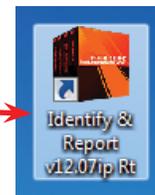
(Example: Let's Say you have A File That Is 1gig. The Disk Space Required to Recover This File is 3gig's In Size.)

Three Files That You Will Want To Recover:

Inspection Control, ISDCNarrative, and ISDCNarrative Photos.

Step 1

Holding down the "Ctrl" and the "Shift" keys on your keyboard, double click the "Identify & Report" desktop icon.

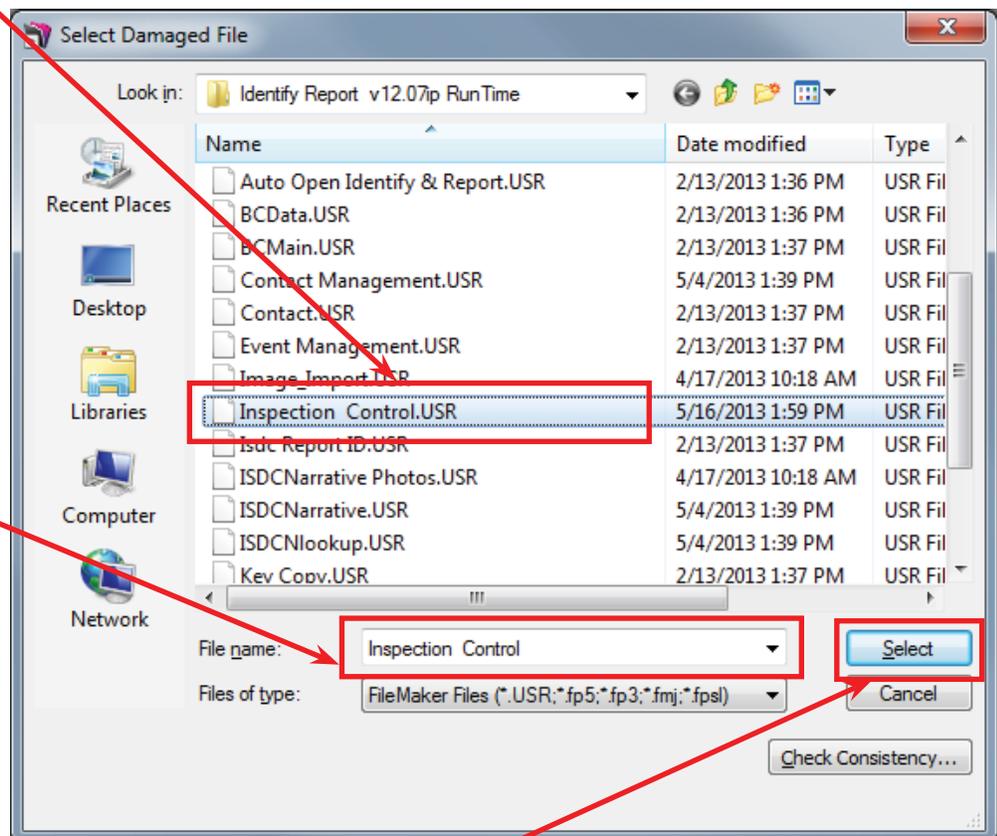


Step 2

The Identify & Report Directory Will Open. Highlight the File That You Want to Recover (Example: Inspection Control)

Note:

File Name Should Be The File You Have Selected.

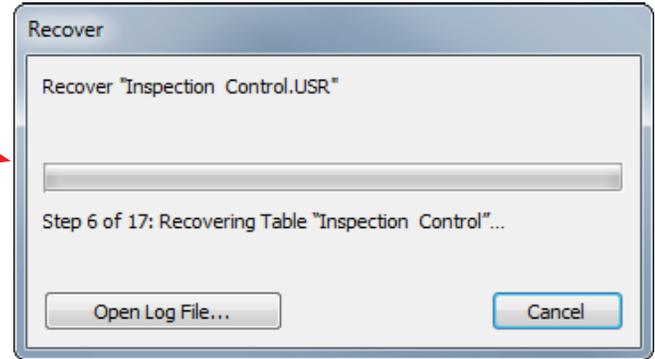


Step 3

Click the Select Button.

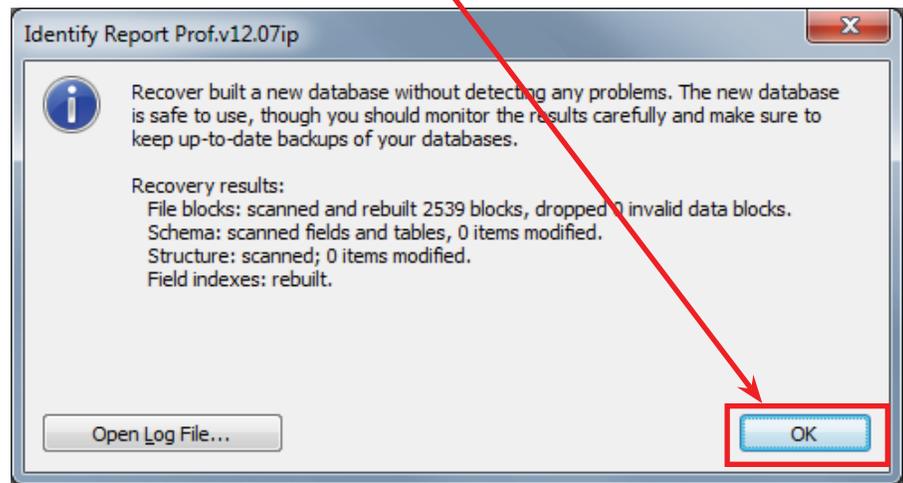
Step 3

The Recovery Window Opens To Show Recovery Progression. **You Don't need to anything.**



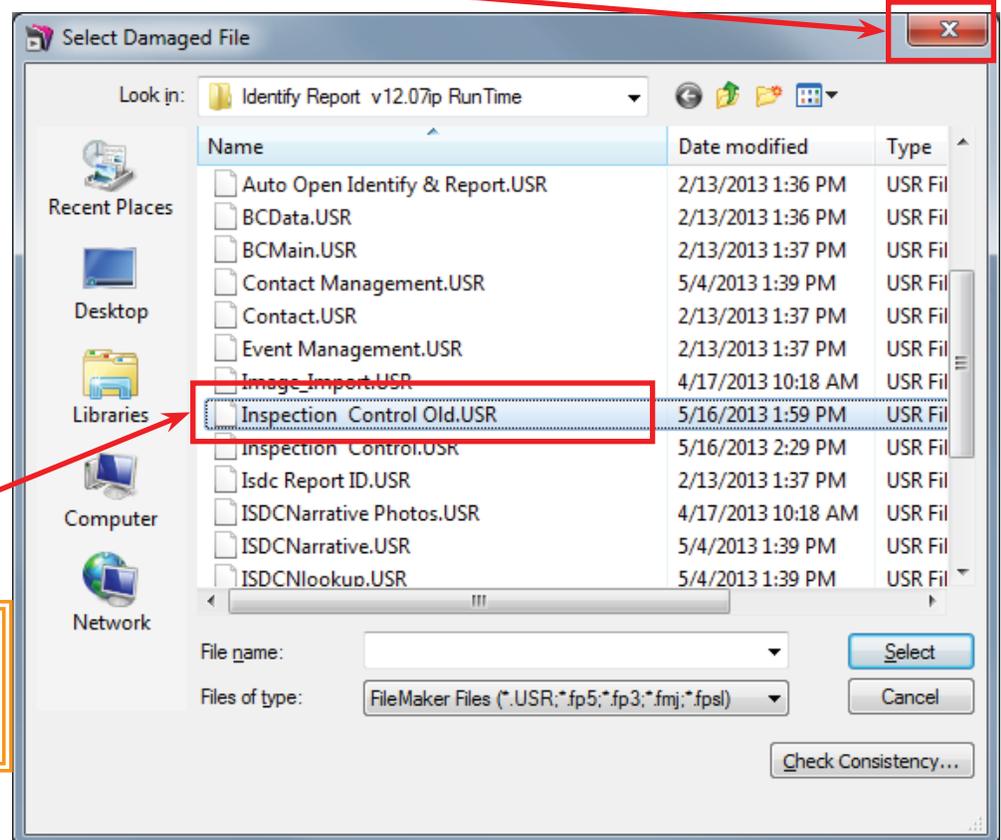
Step 4

The Recover Built, A New Database Window Opens. Select the "OK" Button.



Step 4

After The Files Have Been Recovered Select The Red "X". This Will Open Identify & Report Main Menu.



Notes:

A New File Has Been Created.
"Inspection Control Old"

Repeat These Steps That You Want To Recover:
Inspection Control, ISDCNarrative, and ISDCNarrative Photos.

Congratulations
you have “Recover Damaged Files”

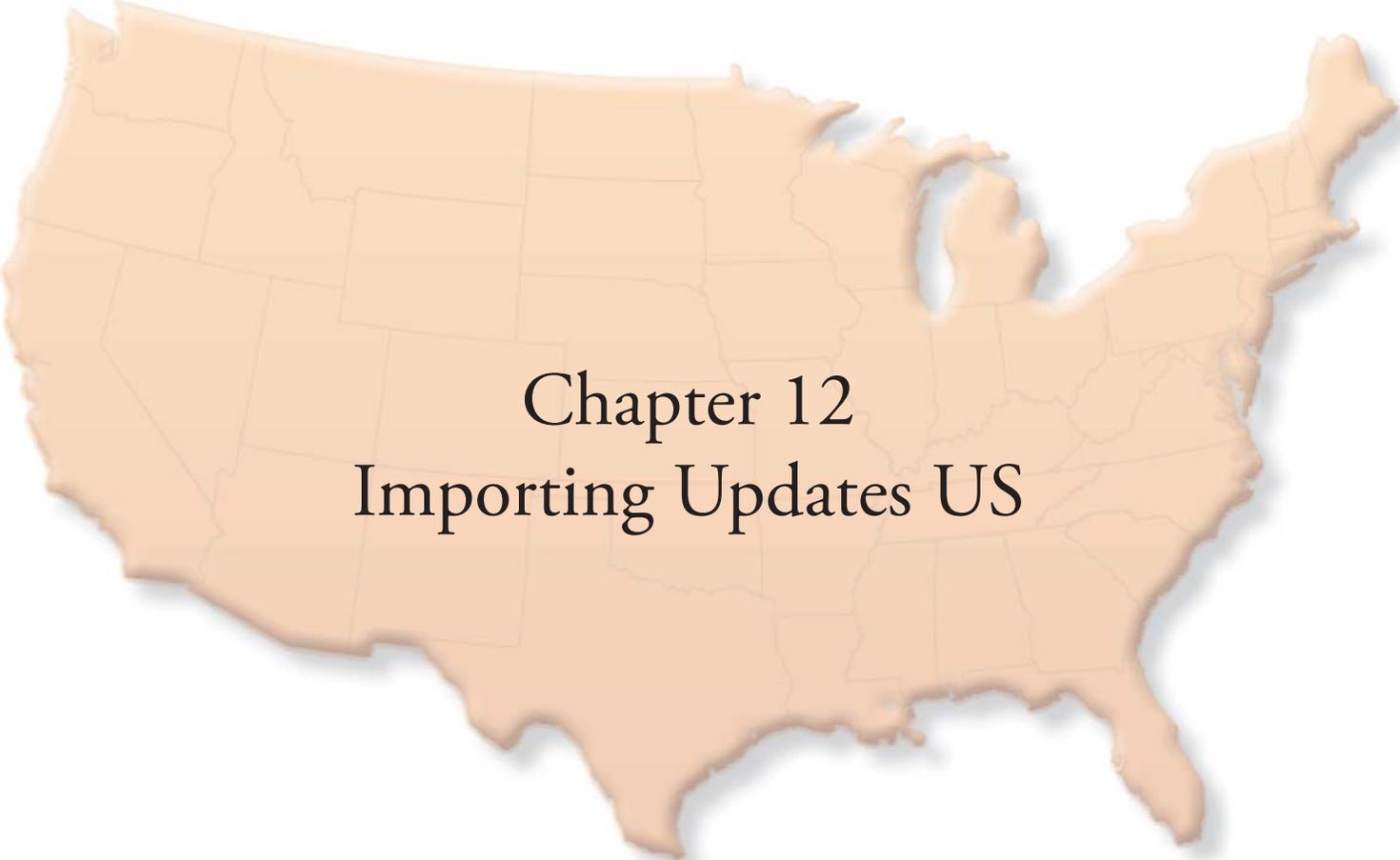
Very important:
You must Exit
Identify & Report Professional Australia
before you copy
any files to or from the
iPad.



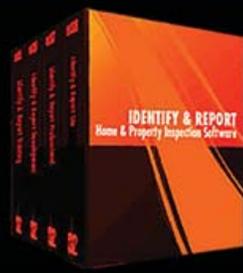
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Identify & Report Professional

Identify & Report Professional User Manual Rev.B



Chapter 12 Importing Updates US



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Identify & Report Professional

Importing Updates

In this example we are going to Import three files “Inspection Control.Usr, ISDCNarrative.USR and ISDCNarrative Photos.Usr” From an older version of “Identify & Report Professional v12.05i” to “Identify & Report v12.06ip”.

Select “Identify & Report Professional v12.05i” icon on Desktop to start “Identify & Report Professional”



The “MAIN MENU” Opens.



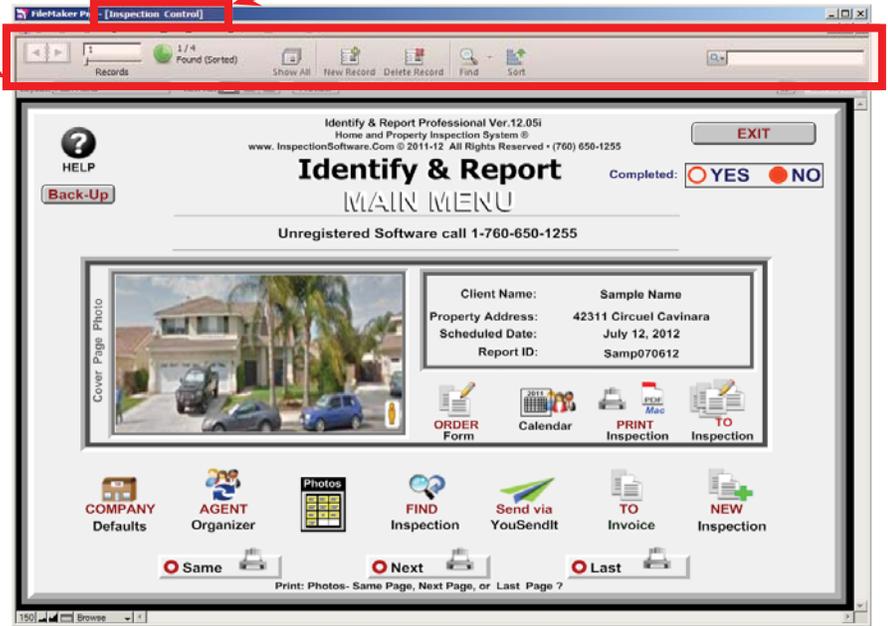
You will need to turn on the Toolbar, by selecting the Toolbar switch in the bottom left corner.



First we will unlock "Inspection Control.User" from "Identify & Report Professional v12.05i"

Check to see that you are at [Inspection Control]

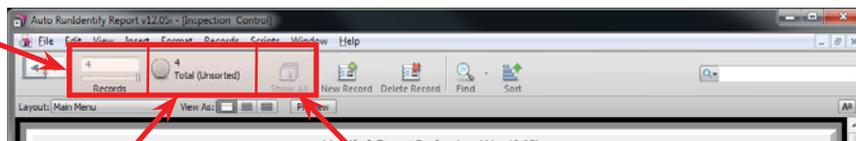
The Toolbar opens at top of window.



Select "Show All"



"Records" will change from one to how many Records (Inspections) you have, in this example four.

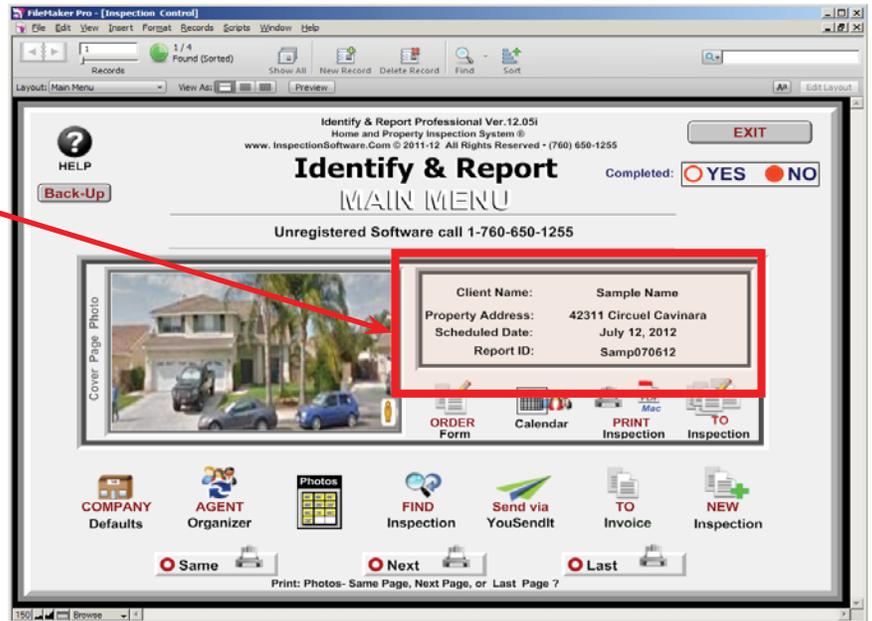


The "Total" will be grayed out.

The "Show All" will be grayed out.

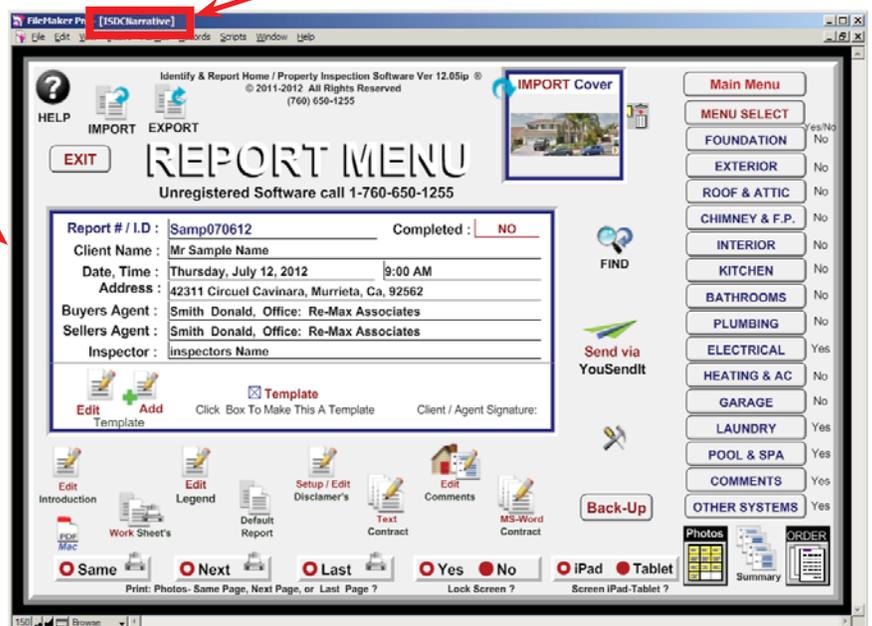
Next we will unlock "ISDCNarrative.USR" from "Identify & Report Professional v12.05i"

Select "Client Name:"

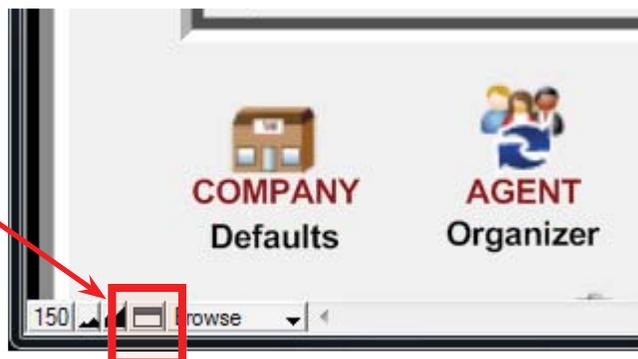


Check to see that you are at [ISDCNarrative]

This will open the "REPORT MENU"



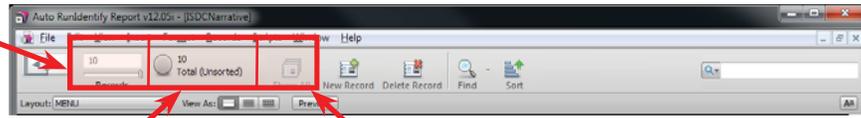
You will need to turn on the Toolbar, by selecting the Toolbar switch in the bottom left corner.



Select "Show All"



"Records" will change from one to how many Records (Narrative) you have, in this example ten.



The "Total" will be grayed out.

The "Show All" will be grayed out.

Finally we will unlock "ISDCNarrative Photos.Usr" from "Identify & Report Professional v12.05i"



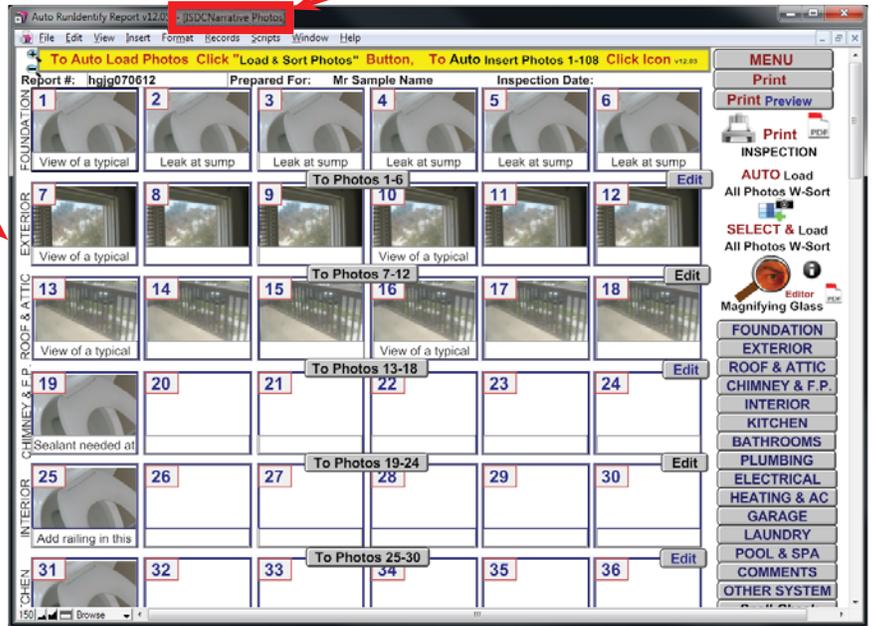
Scroll down to see "Photos"



Select the "Photos" icon

Check to see that you are at [ISDCNarrative Photos.]

This will open the "Photos"



You will need to turn on the Toolbar, by selecting the Toolbar switch in the bottom left corner.



Select "Show All"



"Records" will change from one to how many Records (Narrative) you have, in this example five.

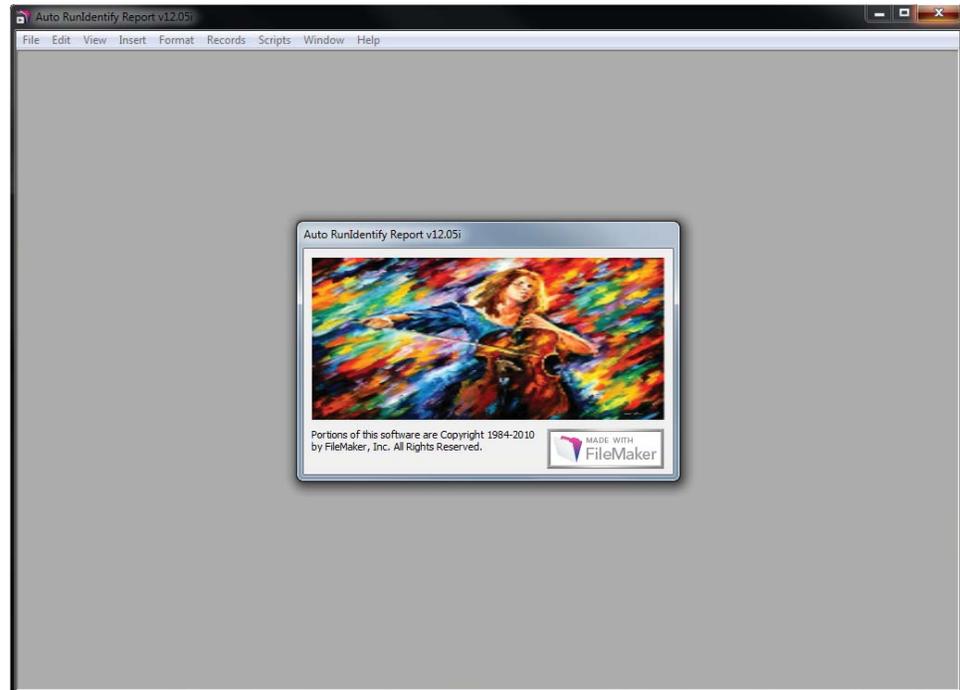
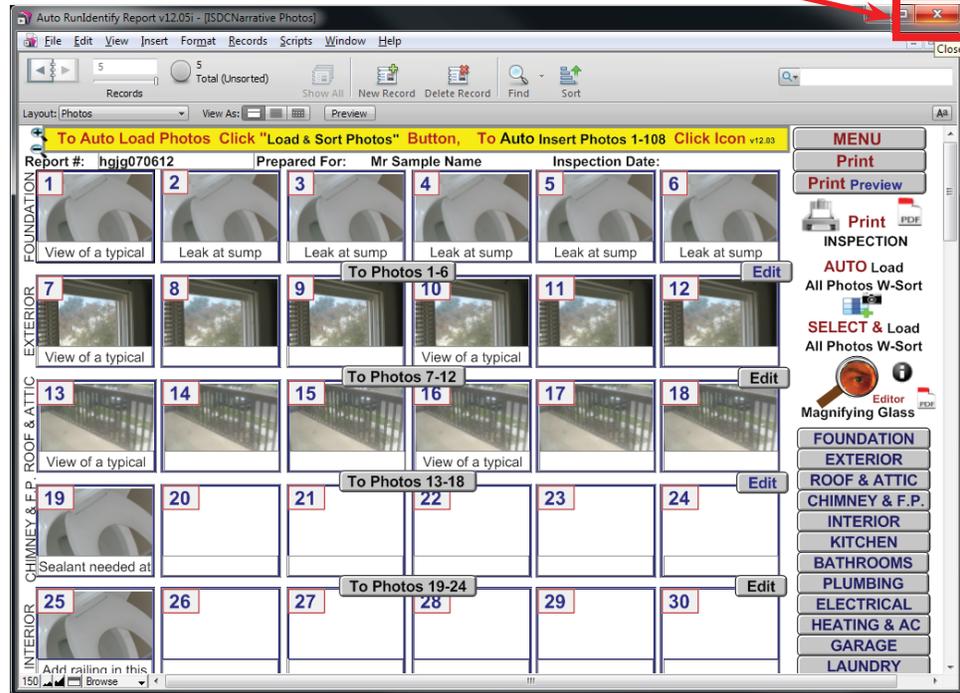


The "Total" will be grayed out.

The "Show All" will be grayed out.

You have now unlocked “Inspection Control.Usr, ISDCNarrative.USR and ISDCNarrative Photos.Usr” data files, to be imported to the “Identify & Report Professional Australia” new updated version.

Close “Identify & Report Professional Australia” by clicking on the Red “X”



Select "Identify & Report v12.06ip" icon on Desktop to start "Identify & Report Professional"



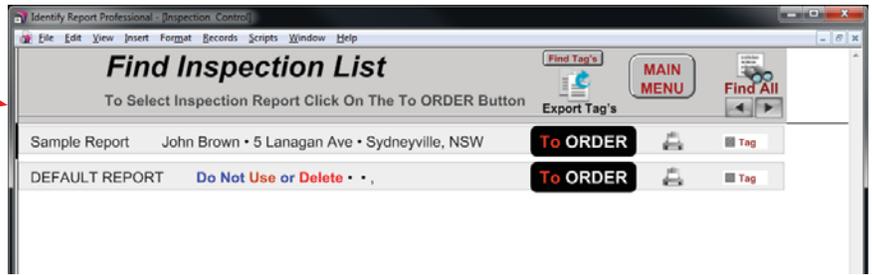
The "MAIN MENU" Opens.



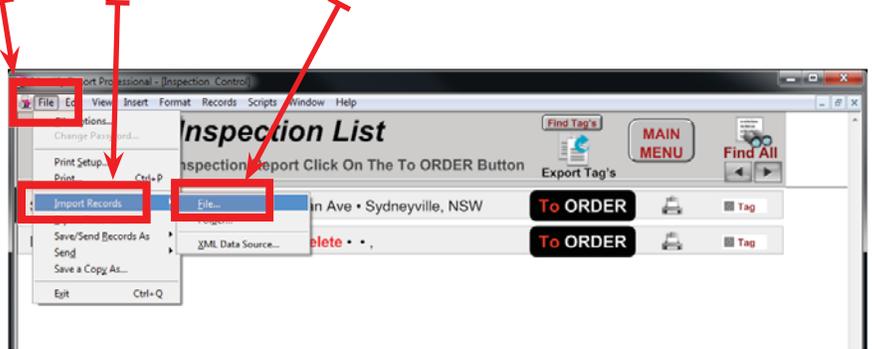
Select "Find Inspection"



The "Find Inspection List" opens.

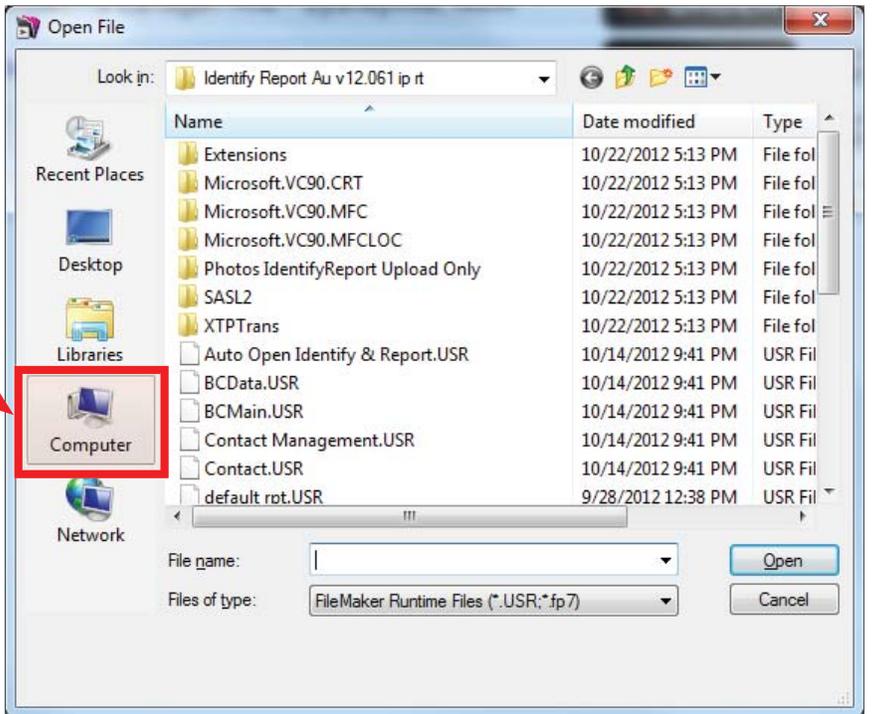


On the Toolbar select: File → Import Records → File

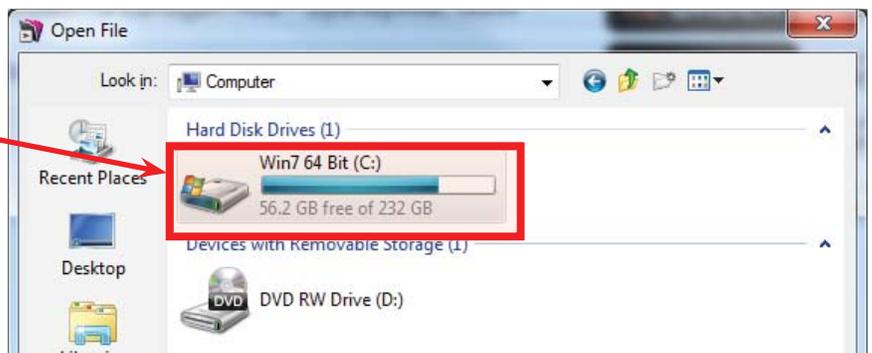


The Open File window will open. You are in the New Version of "Identify Report" you need to go to the older version of "Identify Report" Folder.

Click "Computer"

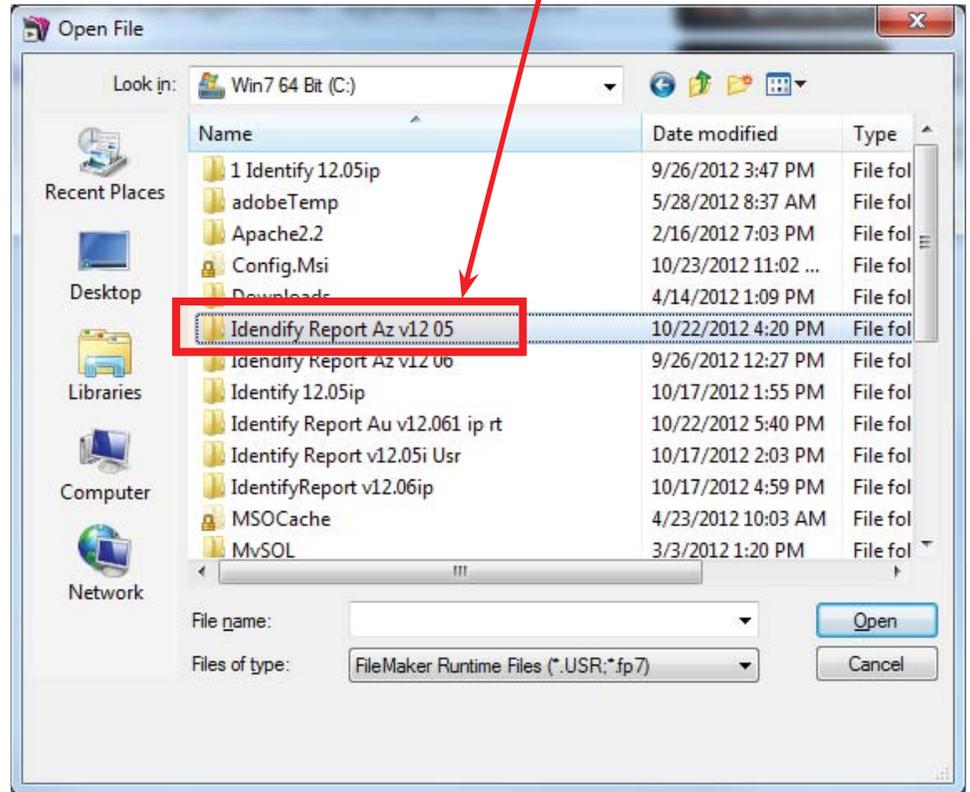


Select Drive C:/

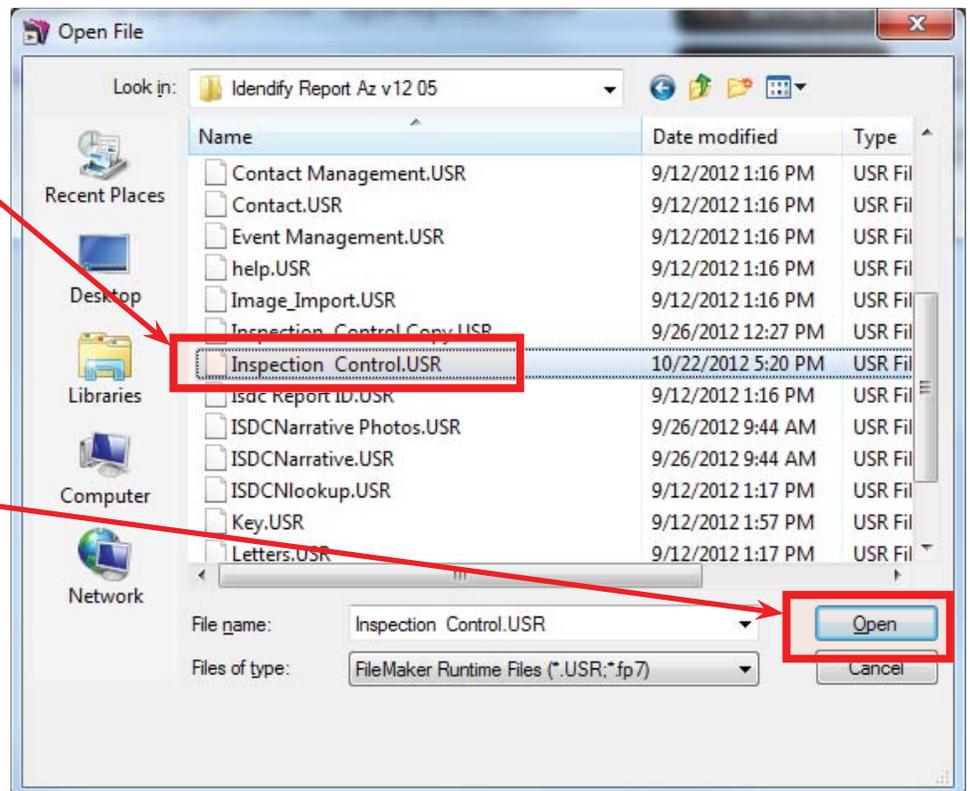


First we will import "Inspection Control.Usr" from "Identify & Report Professional v12.05i"

Find the older version of "Identify Report" in this example we are using "Identify Report Az v12 05"



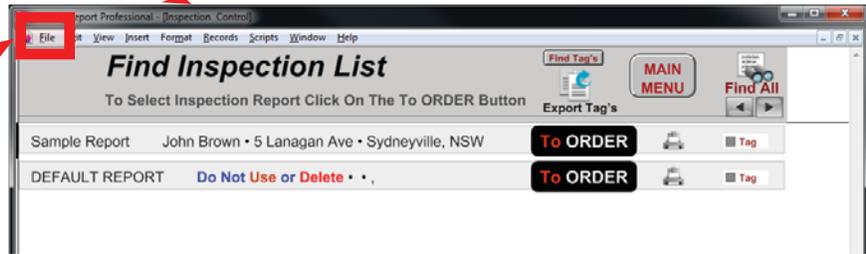
Select "Inspection Control.Usr"



Then Select "Open"

The “Find Inspection List” opens

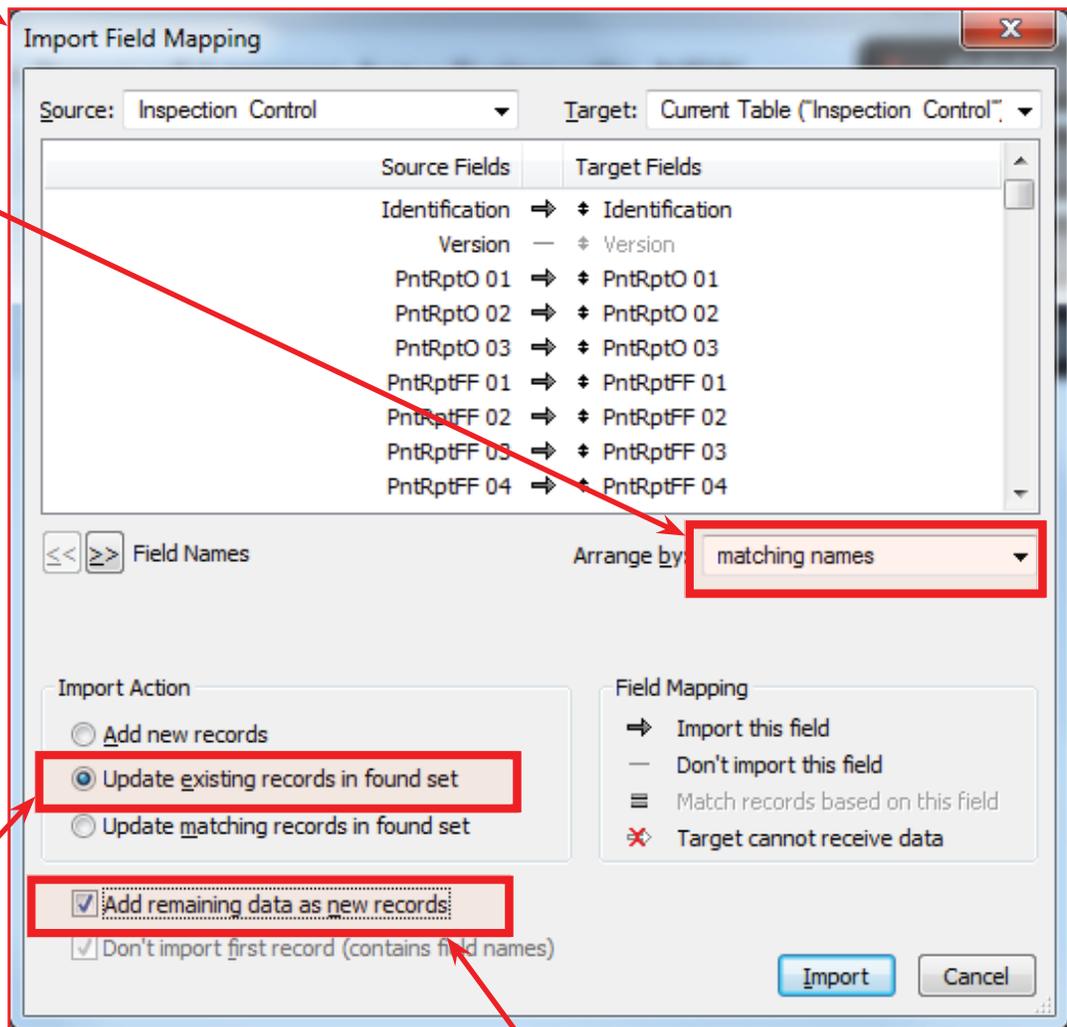
Select “File” from the Toolbar



The “Import File Mapping” window opens.

There are three very important selections to be made.

1.
“Arrange by:”
“matching names”



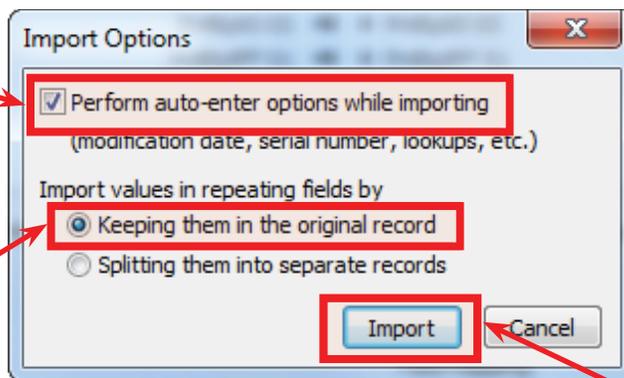
2.
In the “Import Action” box check the radio button
“Update existing records in found set”

3.
Check box
“Add remaining data as new records”

“Import Option” window will open.

Make sure the “Perform auto-enter option while importing” box is checked

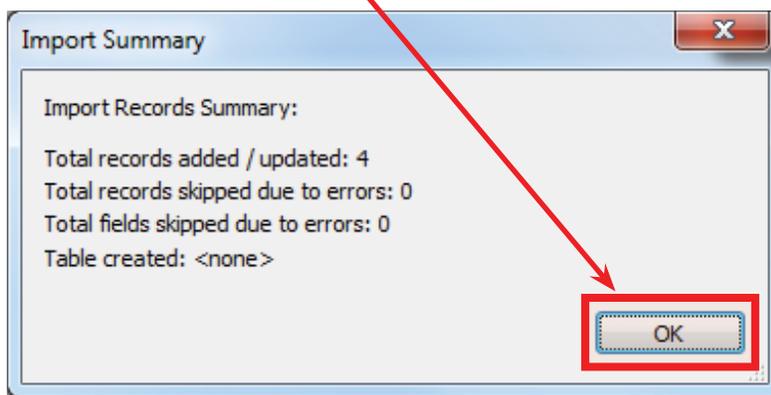
and



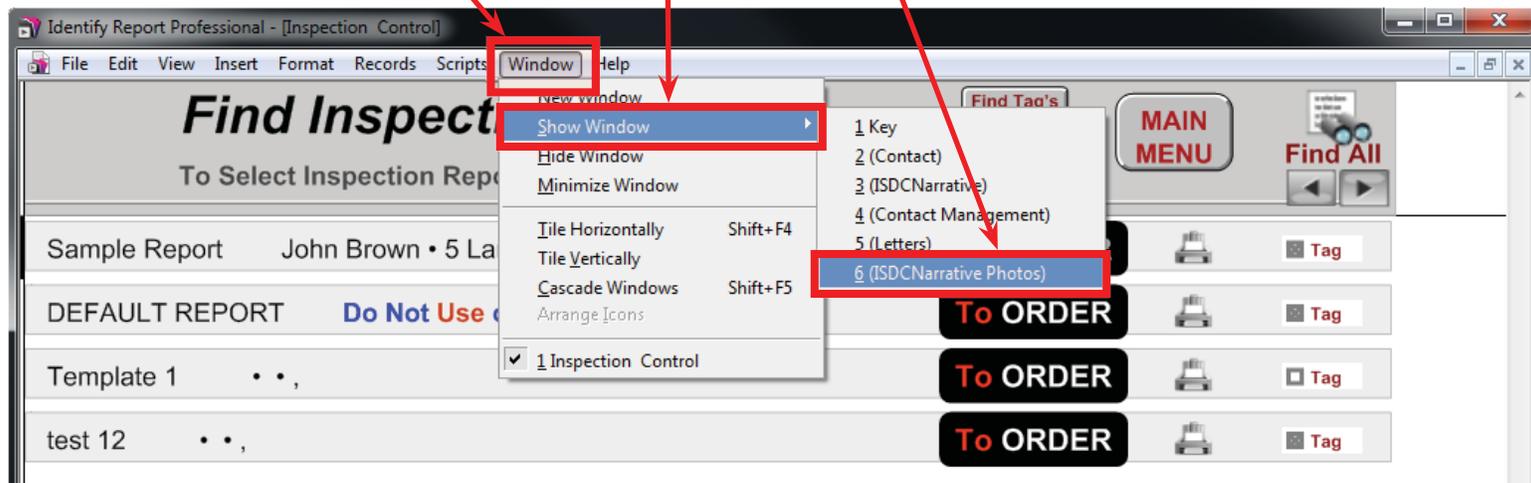
under the “Import values in repeating fields by Keeping them in the original record” radio button is checked.

Then Select “Import”

The “Import Summary” Window will open. Don't need to do anything just click “OK”.



On the Toolbar select: Window → Show Window → (ISDCNarrative Photos)



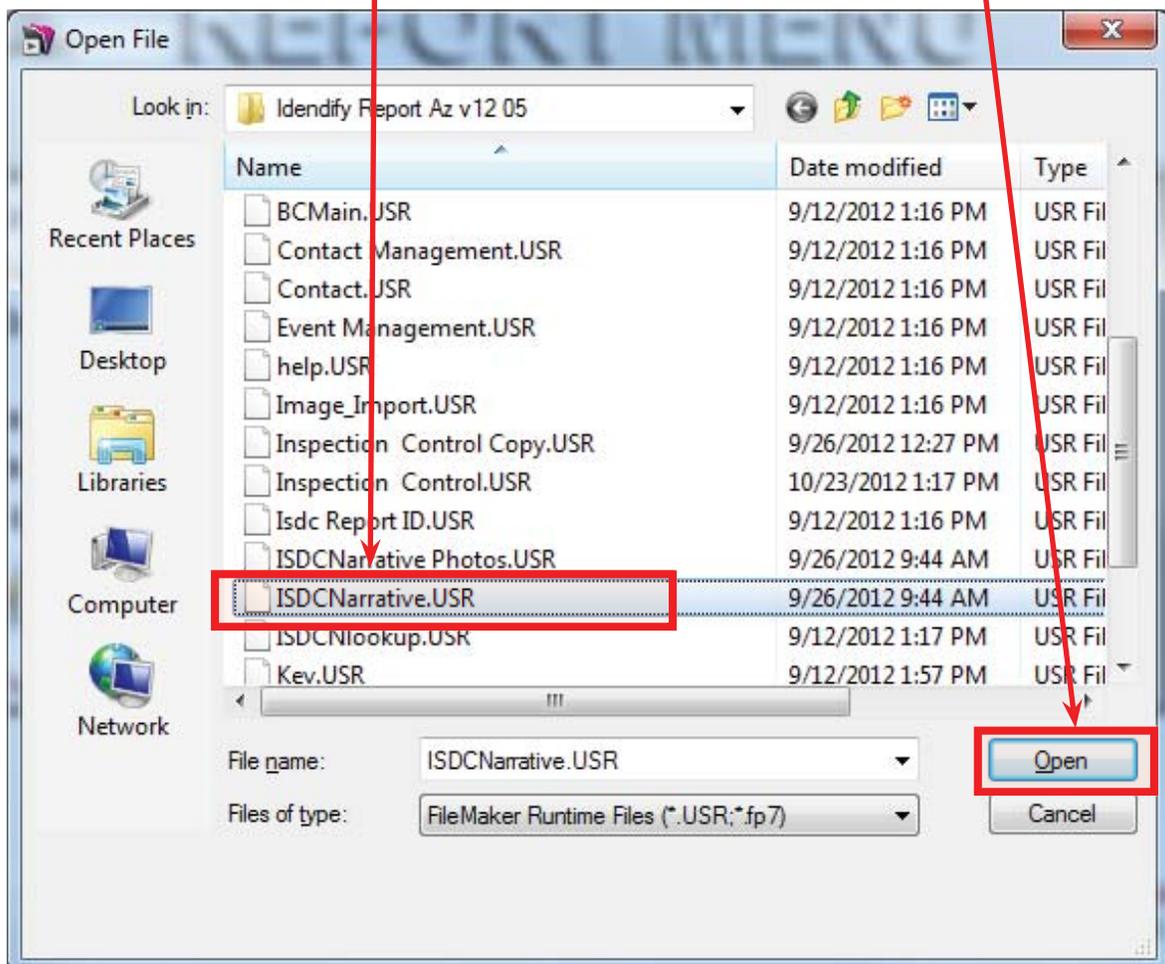
Next we will import “ISDCNarrative.USR” from “Identify & Report Professional v12.05i”

The “REPORT MENU” Window opens.
Check to see that you are at [ISDCNarrative]

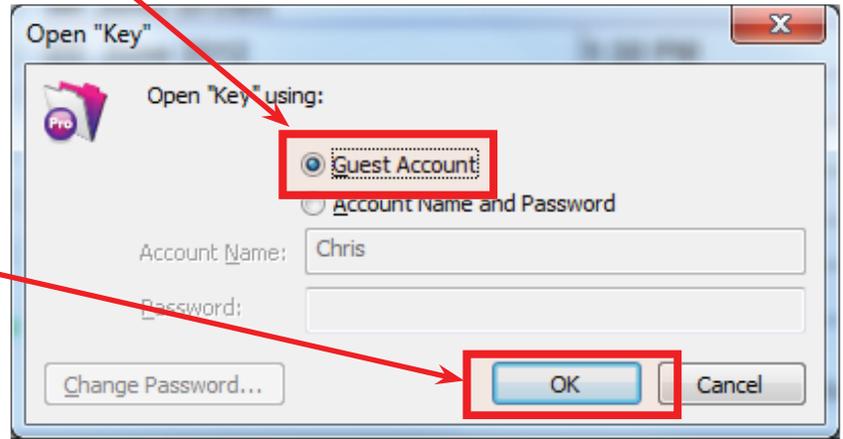
On the Toolbar select:
File → Import Records → File



Scroll down until you find “ISDCNarrative.USR” and highlight then click “Open”



The Open “Key” window opens. Select “Guest Account” radio button.

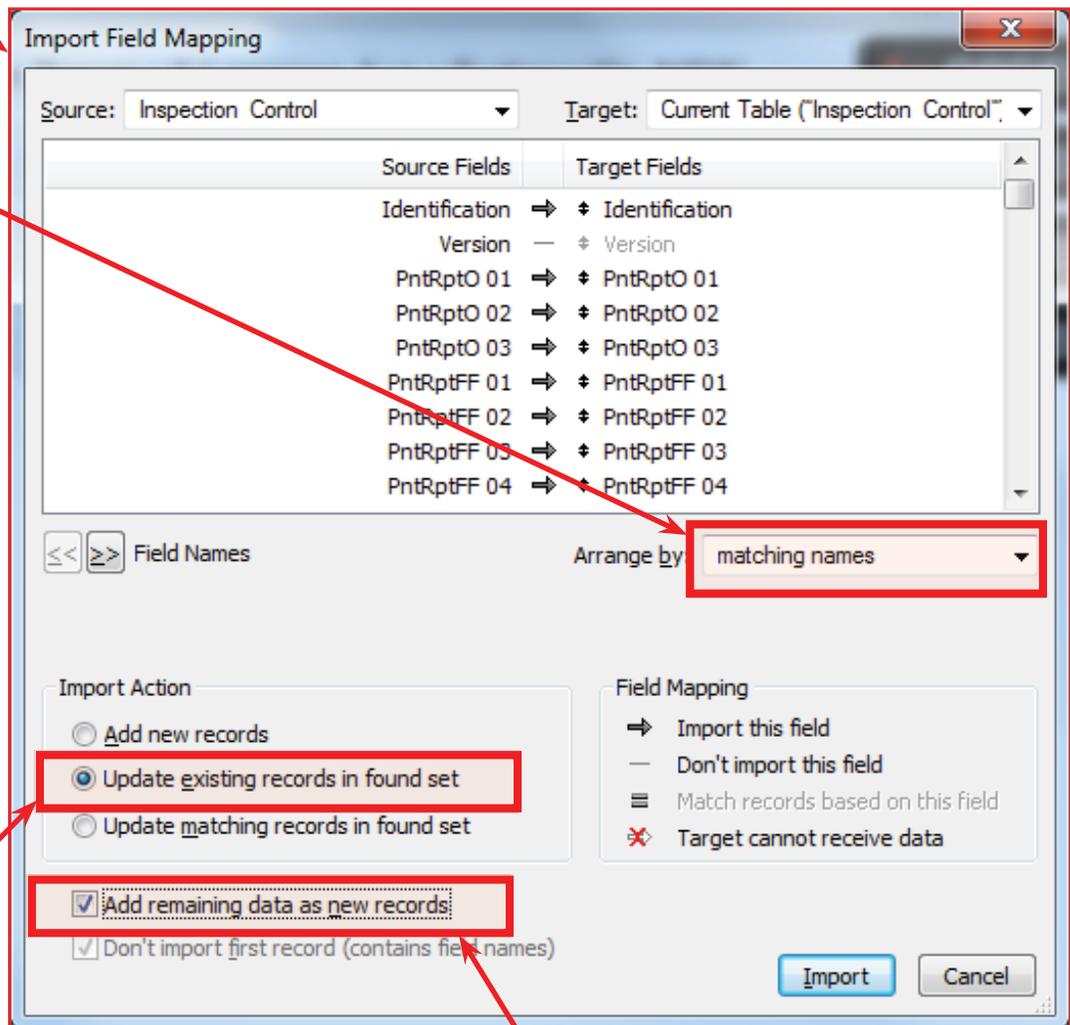


Then Click “OK”

The “Import File Mapping” window opens.

There are three very important selections to be made.

1.
“Arrange by:”
“matching names”



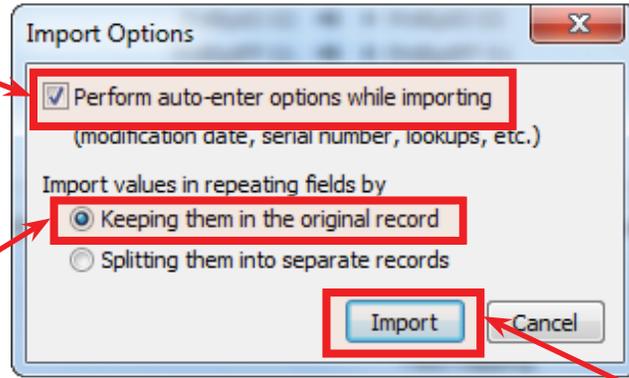
2.
In the “Import Action” box check the radio button
“Update existing records in found set”

3.
Check box

“Add remaining data as new records”

“Import Option” window will open.
Make sure the “Perform auto-enter option while importing” box is checked

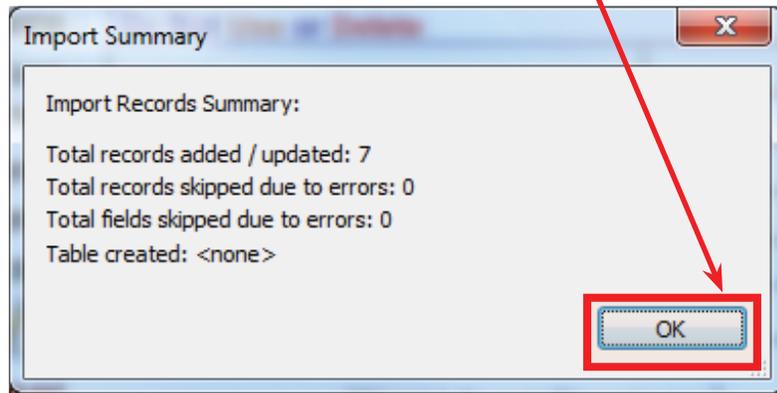
and



under the “Import values in repeating fields by Keeping them in the original record” radio button is checked.

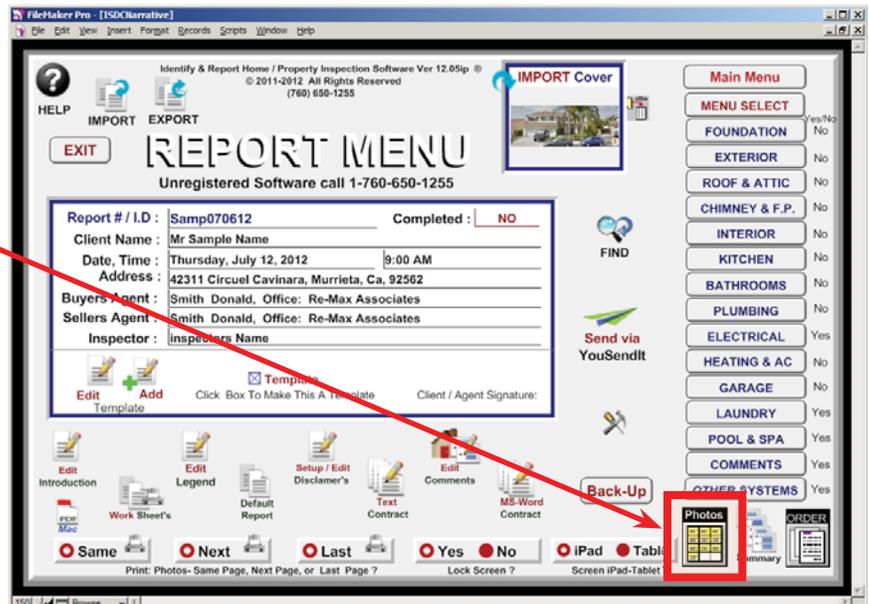
Then Select “Import”

The “Import Summary” Window will open. Don’t need to do anything just click “OK”.



Finally we will import “ISDCNarrative Photos.Usr” from “Identify & Report Professional v12.05i”

Select “PHOTOS” icon

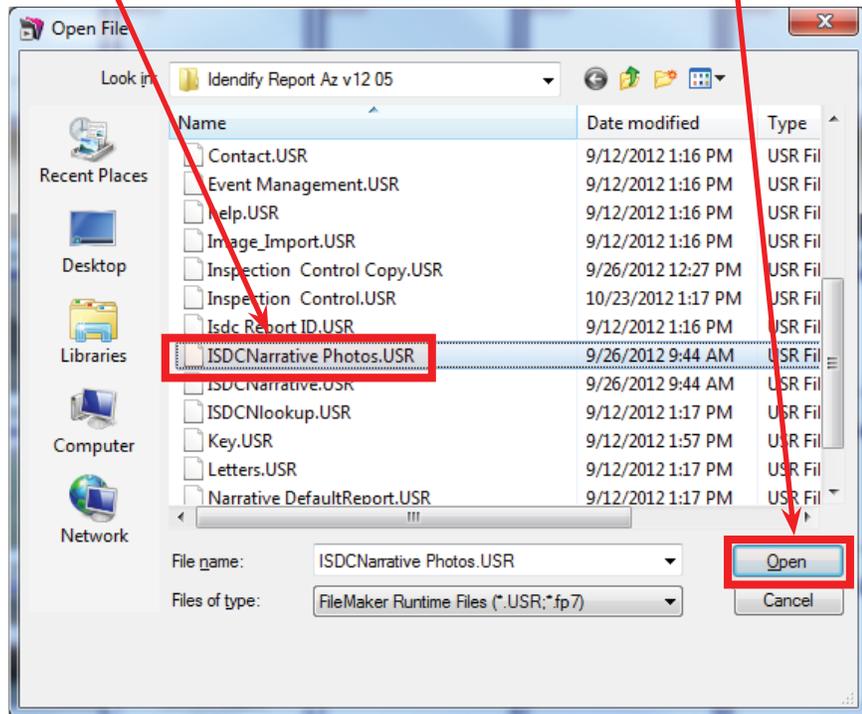


The Photo Library Window opens.
Check to see that you are at [ISDCNarrative]

On the Toolbar select:
File → Import Records → File

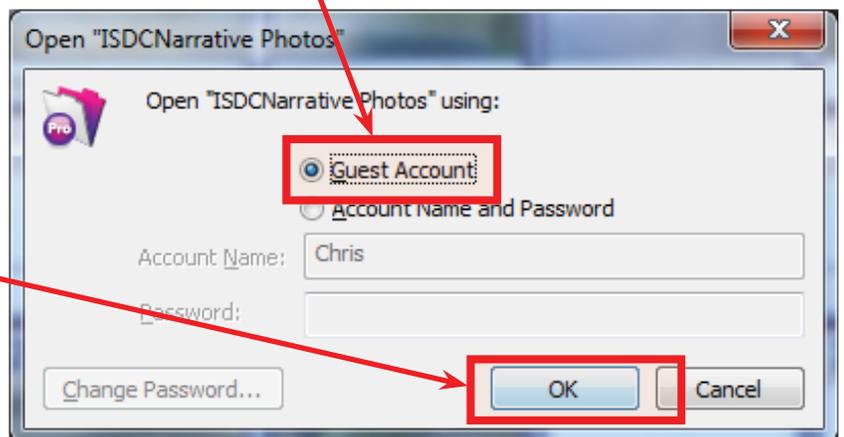


Scroll down until you find “ISDCNarrative Photos.Usr” and highlight then click “Open”



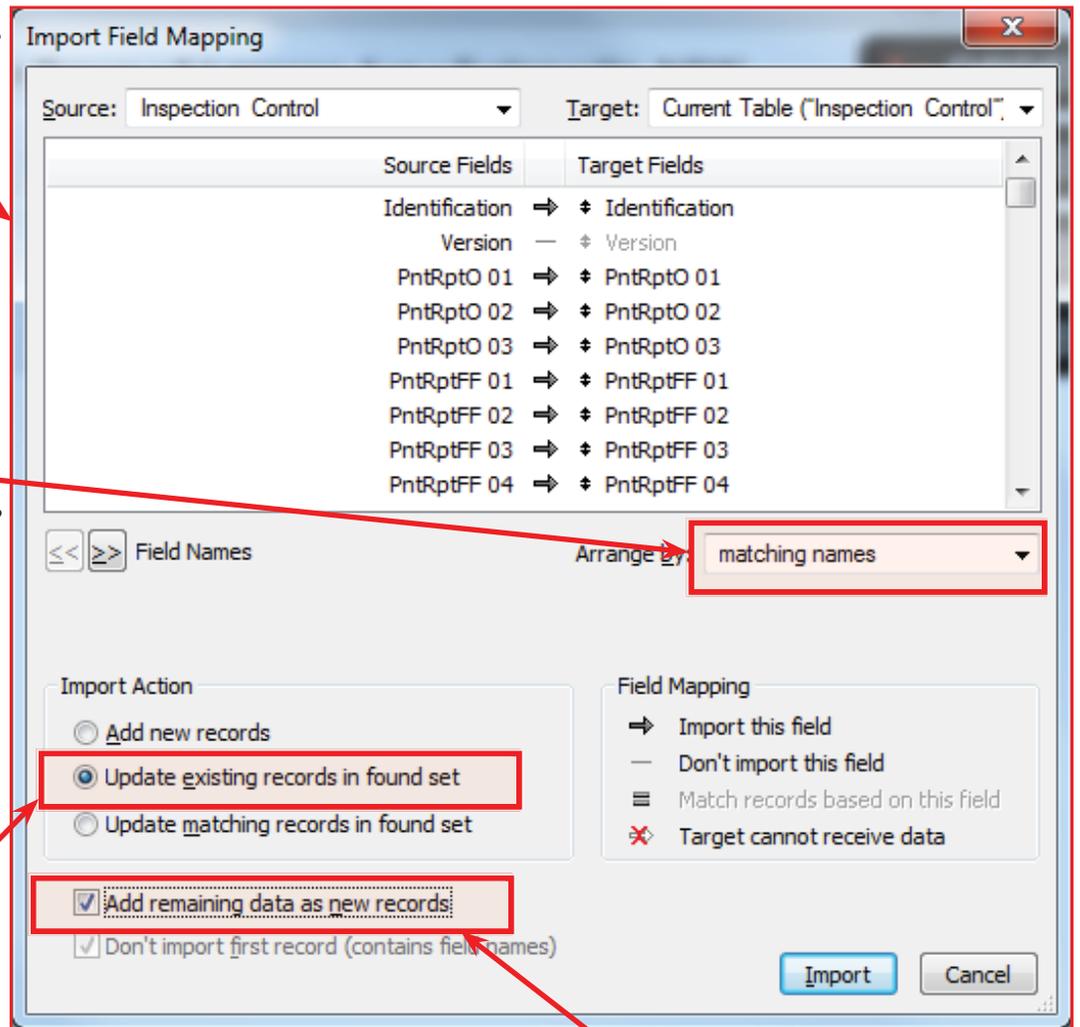
The Open “ISDCNarrative Photos” window opens. Select “Guest Account” radio button.

Then Click “OK”



There are three very important selections to be made.

The "Import File Mapping" window opens.



1. "Arrange by:"
"matching names"

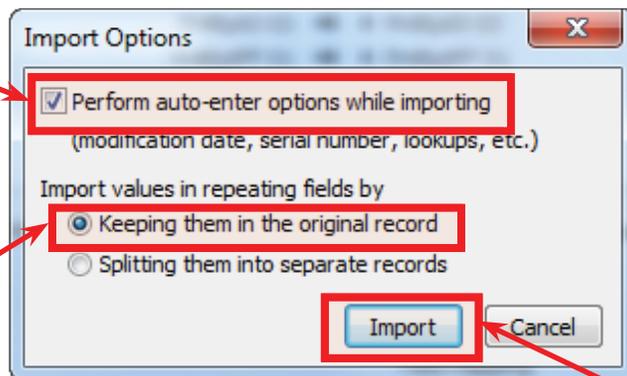
2. In the "Import Action" box check the radio button
"Update existing records in found set"

3. Check box
"Add remaining data as new records"

"Import Option" window will open.

Make sure the "Perform auto-enter option while importing" box is checked

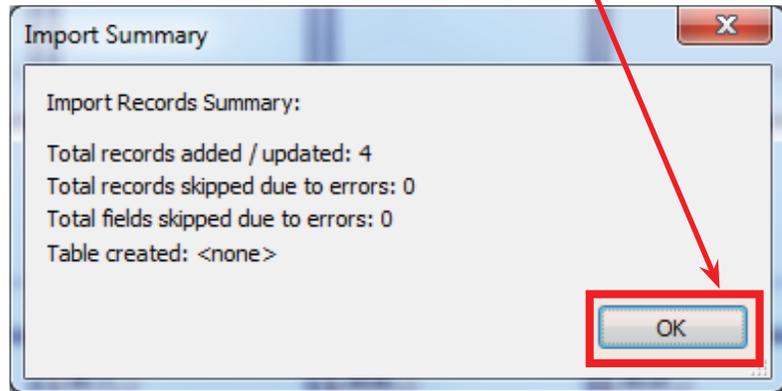
and



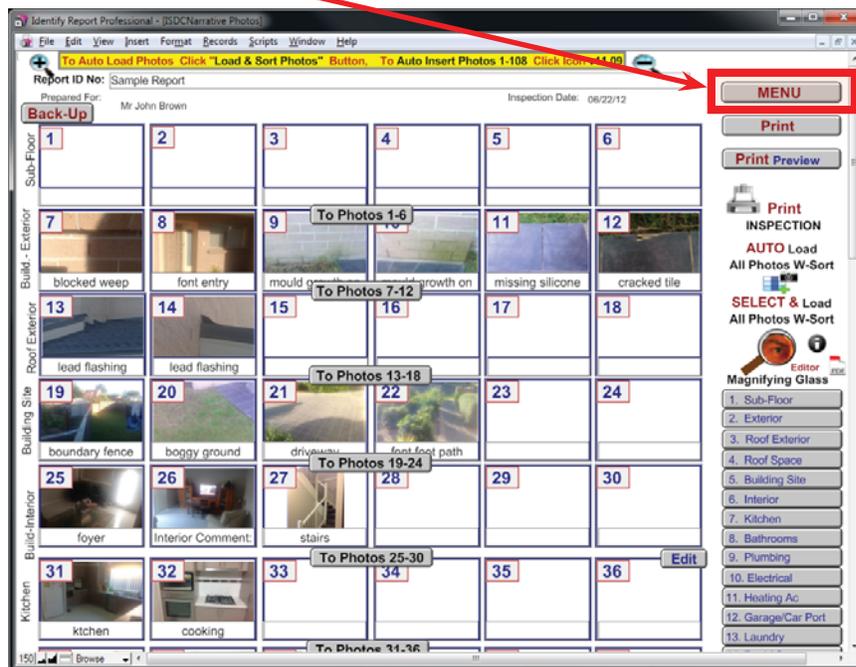
under the "Import values in repeating fields by
Keeping them in the original record" radio button is checked.

Then Select "Import"

The "Import Summary" Window will open. Don't need to do anything just click "OK".



Select "MENU"



The "REPORT MENU" opens

Select "EXIT" to Exit Program



**Congratulations
you have “Imported Updates”**

Very important:
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any files to or from the
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Appendix 1: Installing Identify Report Pro. User Manual In ibooks On iPad



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Identify & Report Professional Installing Identify Report Pro. User Manual In iBooks On iPad

Step 1

Go to the App Store and Install iBooks.



Step 2

On The iPad go to InspectionSoftware.com, “Select Support Training”
Open iBooks Select “Collections” then Select PDFs.



Step 3

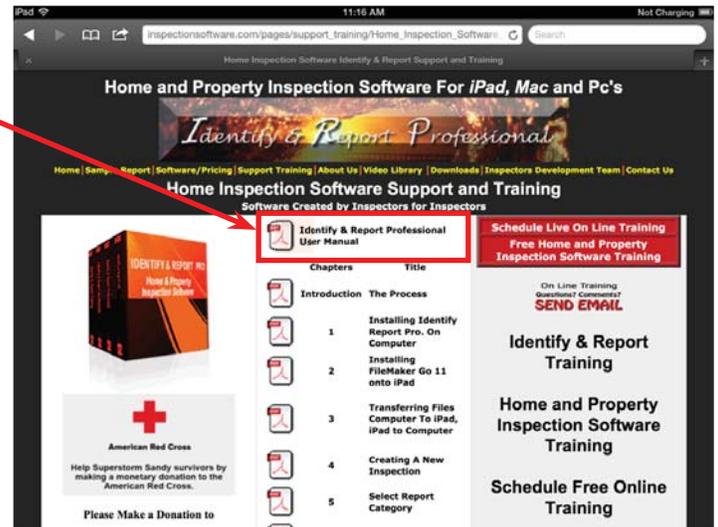
Open Safari on iPad go to InspectionSoftware.com,
“Select Support Training”



Step 4

This will take you to the “Home Inspection Software Support and Training” page.

Select “Identify & Report Professional User Manual”



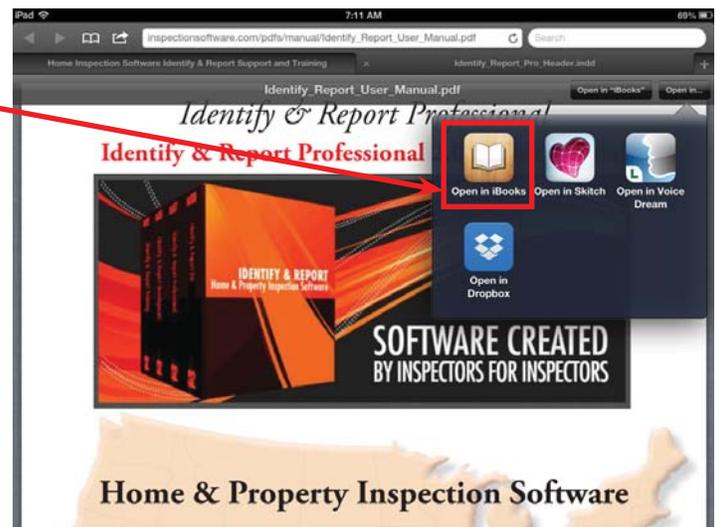
Step 5

The “Identify & Report Professional User Manual” pdf file Opens. Select “Open in...”



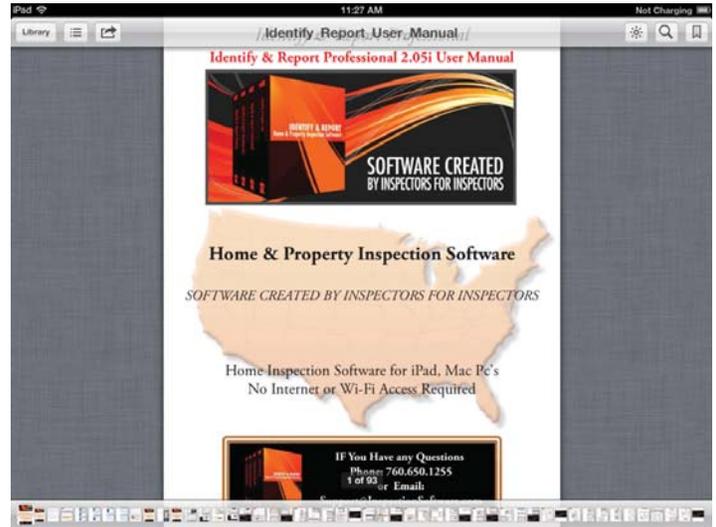
Step 6

Select “Open in iBooks”



Step 7

This will Open “Identify & Report Professional User Manual” in iBooks.



You Can Now From iBooks Read The User Manual.

Congratulations
you have Installed “Identify & Report
Professional User Manual” in iBooks

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