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 User Manual Rev.B



Introduction ..... The Process

Chapter 1 ... IdentifyReport Pro Install US

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 <u>CLICK ON THE CHAPTER TO VIEW</u>

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## Introduction The Process



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Starting an Inspection from the Computer,

- 1. Client calls on the phone, .....
- Click Start New Inspection icon, Enter New Inspection ID# (See Chapter 2 Creating a New Inspection)
- 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 ware 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)

Introduction; page 2 of 3

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

On your iPad Start Identify & Repot 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 form 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 & Repot 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 form 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 filed 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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Installing Identify & Report

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

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Chris ►	Download	s 🕨 Identify Report Download		rch Identify Report D	ownload	٩
Organize 🔻 🖬 Oper	n Share	e with 🔻 Burn New folder		: : :=-	•	)
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💔 Dropbox						
🗐 Recent Places						
🝊 SkyDrive						
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The "User Account Control" Security Warning opens Select Yes.

😗 User Acc	ount Control	
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Pro Pul File	ogram name: blisher: e origin:	Identify Report Professional 12.06i.exe Unknown Hard drive on this computer
Show	details	Yes No
		Change when these notifications appear



Software License Agreement Select Yes

H	Software License Agreement	×
	Please read the following License Agreement. Press the PAGE DOWN key to see the rest of t agreement	he
	PORCHASE AND LIMITED USE AGREEMENT FOR INSPECTIONSOFTWARE.COMS' IDENTIFY & REPORT HOME INSPECTION SOFTWARE.	* II
	You Must Be A Experienced, Inspector To Use This Software.	
	Intent:	
	It is the intent of this agreement to set forth the terms and conditions under which the Purchaser agrees to utilize the Identify & Report Home Inspection Software, purchased by him/her from InspectionSoftware.com, hereinafter referred to as ISC.	Ŧ
	Do you accept all the terms of the preceding License Agreement? If you choose No, Setup will close. To install this product, you must accept this agreement.	2
	Print < Back Yes No.	

Chapter 1; page 3 of 12



Chapter 1; page 4 of 12



Chapter 1; page 5 of 12







Magnifying Glass Setup Completed. Select Finish	Search Identify & Report Professional Au v12
	Organize ▼     Include in library ▼     Share with ▼     Burn     New folder     Image: Image
	Desktop     Desktop     Desktop     Magnifying Glass Setup
	Completing the Magnifying Glass Setup Wizard
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	1 item

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Videos	Compatibility Mode	
💶 Compute	I want to run it in compatibility mode.	
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🙀 Network		

If you are running Windows 7 Select Compatibility Mode.

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





Chapter 1; page 8 of 12





pdfFactory was successfully installed! Click Finish





Chapter 1; page 10 of 12

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.



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## Chapter 2 Installing FileMaker Go 11 onto iPad



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## *Identify & Report Professional* Installing FileMaker Go 11 onto iPad





#### 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.



Chapter 2; page 2 of 4

#### <u>Step 4</u>

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



#### <u>Step 5</u>

This will take you to the iPad Apple Store. There is a cost for FileMaker Go 11 \$39.99. InspectionSoftware.com <u>DOES NOT</u> receive any money for this APP all funds go to FilMaker INC.



#### <u>Step 6</u>

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.



Chapter 2; page 3 of 4

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



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



### 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.



Chapter 3; page 2 of 6



Chapter 3; page 3 of 6

		Q+ Search 1
This will open up the "FileMaker Go Documents".	Independenci of the first of th	daga Gunes
	Automatically install integer         File Sharing         The apps listed before can transfer documents the provide states         App	
	Tabeldar Ga Trobert d. 12 Md	ata ka

10+

### VERY IMPORTANT: UNDERSTANDING "Add..." & "Save to..." Button

"Add" Button	Automatically install new apps	Select apps to be installed on your iPad o Drag to rearrange app icon	r drag to a specific home screen. s or home screens.	
Add to=	File Sharing The apps listed below can transfer documents between vo Apps FileMaker Go	bur iPad and this computer. FileMaker Go Documents		
THEN				
Select "Add" always means copying files from Computer to iPad.	Other	7.93 GB Free	Add S ve	to
"Save to "Button			-	
Save to =	Automatically install new apps File Sharing The apps listed below can transfer documents between Anns	Select apps to be installed on your? Drag to rearrange app Files on iPad n your iPad and this computer.	ad or drag to aspecific home screen. Icons or home screens.	
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copy onto Counter.		Isdc Report ID.USR ISDCNarrative PhotosUSR ISDCNarrativeUSR	2/13/2013 2:37 PM 3/14/2013 11:24 AM 3/14/2013 11:24 AM	144 KB 23 MB 51 MB
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iPad to Computer.	opa Other	7.93 GB Free		-

Chapter 3; page 4 of 6

### VERY IMPORTANT:

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

#### <u>Step 1</u>

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

#### Step 2



iTune

#### Step 4

The Folder "Identify Report Prof	Computer	Local Disk (C:)      Identify Report Pr	rof Fm12.3 usr 🕨	<ul> <li>✓ 4<sub>2</sub> S</li> </ul>	earch Identify Repor	t Prof F 🔎
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will sort files by the type of file.	虔 My Cubby	🍰 Extensions	5/8/2013 9:07 AM	File folder		
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		BCMain	3/25/2013 9:04 PM	FileMaker Pro 12 Runtime Database	10,748 KB	
		BCData	3/25/2013 9:04 PM	FileMaker Pro 12 Runtime Database	1,332 KB	
		Auto Open Identify & Report	3/25/2013 9:04 PM	FileMaker Pro 12 Runtime Database	56 KB	
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				$\longrightarrow$	Open 🔫	Cancel

Chapter 3; page 5 of 6



Congratulations you have "Installing Identify @ Report onto iPad"

DENTIFY & REPOR

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 iTuns

#### We will ADD Files To iPad From Your Computer.



#### <u>Step 1</u>

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



Chapter 4; page 2 of 6

#### Step 3



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



Congratulations you have Copyed 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 iTuns

#### We will SAVE TO your computer From Your iPad.



#### <u>Step 1</u>

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



Chapter 4; page 4 of 6

#### Step 3



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



Select apps to be installed on your iPad or drag to a specific home screen. Drag to rearrange app icons or home screens.

#### **File Sharing**

The apps listed below can transfer documents between your iPad and this computer.

Apps	FileMaker Go Documents					
FileMaker Go	Auto Open Identify & Report.Usr	6/30/2012 5:30 PM	28 KB	4		
	BCData.Usr	6/30/2012 5:30 PM	344 KB			

Congratulations you have Copyed 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.



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## 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.



Chapter 5; page 2 of 6




4.Enter required information on the order form.

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	0	ORDER FC	) R M	Back-Up	MAIN MENU
	HELP	Inspection Type:			= 2
	Order Date: May 10 Scheduled Date/Time: Arrival time:	0, 2012 Depart time: To InspectionSoftware.com	Report ID : Jo Basic Pricing 0 \$165.00 0 \$220.00	500051112 Find Inspection	TO CURRENT Inspection
	First, Last Name:         Other Name :         Address:         Suburb,State,P/C:         Home, Work #:		O \$330.00 O \$440.00 O \$550.00 O \$660.00 O Other	NEW Inspection	PRINT CURRENT Inspection
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18			m		

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

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Order Date: May 10, Scheduled	Swim	ming Pool Safety Inspection		
Date/Time:	Pre P	urchase Building Inspection		Inspection
Arrival time:	Depart time: Defec	tinspection		pulity
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Suburb,State,P/C:		Subdivision:		Order
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Occupied By:	Utilities:		I Septic	
Build. Furnished:				12
			dia.	

Chapter 5; page 4 of 6

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.

	File Edit View Insert Format Reco	rds Scripts Window Help			_ 8 ×
	2	ORDER FO	RM	Back-Up	MAIN MENU
	HELP	nspection Type:			Et a
	Order Date: May 10, 201 Scheduled Date/Time: Arrivel time:	2 Depart time:	Report ID : Jor Basic Pricing	051112	TO CURRENT Inspection
	Client Information:	To Inspect on Software com		Find	÷ •
	First, Last Name:	Edit Value List "Inspecti	IC	inspection	PRINT CURRENT
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150	Browse V		III		

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

ileMaker Pro - [Inspection C	ontrol] Format Records Scripts Window Help		
		ORM Back-Up	
HELP Order Date: Scheduled Date/Time: Arrival time:	May 10, 2012 May 10, 2012 May 10, 2012 May 10, 2012 May 10, 2012 Swim Pre F Depart time: Edit	Construction Inspection nming Pool Safety Inspection Purchase Building Inspection ct Inspection	TO CURRENT Inspection
First, Last Name: Other Name : Address: Suburb,State,P/C:	tion: To InspectionSoftware.com	O         \$220.00         Inspection           O         \$330.00         0         \$440.00           O         \$550.00         Image: Compare the second secon	PRINT CURRENT Inspection
Home, Work #: Email: Ordered By:	Referred By:	Notes :	Photos
Property Infor	mation: Google maps Ins	spection Completed: No	85 85 85 86 95 35 86 95 35
Seller:		Dwelling Facing:	all'r
Address:		Site Topography:	
Suburb, State, P/C:		Subdivision:	Order
Phone, Email :		Bethreeme:	- Contraction -
Structure Type:	List Prises	Bathrooms. Age.	
Pick Up Kov:	List Flice.		Find All
Occupied By:	Faying Faily.		
Build. Furnished:	ounties.		<u></u>

Chapter 5; page 5 of 6

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.

☐ FileMaker Pro - [ISDCHarrative] ☐ Ele Edit View Insert Format Records Scripts Window Help			_ [ ] _ _ [ <del>]</del> _	< ×
Identify & Report Home / Property Inspection © 2011-2012 All Righters (760) 650-1255 IMPORT EXPORT EXIT EXIT Unregistered Software call 1-7	n Software Ver 12.05ip ® eserved LEINU 760-650-1255	RT Cover	Main Menu MENU SELECT FOUNDATION EXTERIOR No ROOF & ATTIC No	
Report # / I.D :       Samp070612         Client Name :       Mr Sample Name         Date, Time :       Thursday, July 12, 2012         Address :       42311 Circuel Cavinara, Murrieta,         Buyers Agent :       Smith Donald, Office: Re-Max A         Sellers Agent :       Smith Donald, Office: Re-Max A         Inspector :       inspectors Name	Completed : NO 9:00 AM Ca, 92562 ssociates ssociates	FIND	CHIMNEY & F.P.     No       INTERIOR     No       KITCHEN     No       BATHROOMS     No       PLUMBING     No       ELECTRICAL     Yes	9. At any time you
Edit Add Click Box To Make This A Template	te Client / Agent Signature:	YouSendIt	HEATING & AC No GARAGE No LAUNDRY Yes POOL & SPA	can select the "To Summary" button to view summary.
Edit Introduction Work Sheet's Edit Legend Default Report Edit Disclamer's	Text Contract	Back-Up	COMMENTS Yes OTHER SYNTEMS Yes Phot s RDER	
O Same Context Print: Photos- Same Page, Next Page, or Last Page	e ? Lock Screen ?	O iPad Tablet Screen iPad-Tablet		
Congratulatio you have "Created a New	w Inspection"			

Very important: You must Exit

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

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NTIFY & REPO

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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" Identif Prof 12.06ip Identify & Report Professional Ver.12.05i Home and Property Inspection System ® software.Com © 2011-12 All Rights Reserved EXIT () HELP **Identify & Report** Completed: OYES ONO Back-Up MAIN MENU Click in the Client Box to start inspection-Unregistered Software call 1-760-650-1255 **Client Name** Sample Nam operty Address: 42311 Circuel Cavinara Scheduled Date: July 12, 2012 Report ID Samp070612 2011 78% то ORDER Cale PRINT 1 Q? COMPANY AGENT FIND то NEW Organize Invoice Defaults Inspection YouSendl Inspection 🛛 Last 🛛 🚔 🔾 Same 🛛 🖶 🔾 Next 🛛 🚔 ne Page, Next Page, o Last Pac

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



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The "Foundation Identifiers" window opens.

E Contraction of the second seco	<b>FileMaker Pro - [ISDCNarrativ</b> File Edit View Insert Forma	e] t Records Scripts	Window Help				
	Report Identification: Samp070612	Complet	ed : Photos	FOUND	DATION	Print Summary	Menu MENU SELECT
	FOUNDATION	Slab	Raised	Structure	Mobile / Mod	Basement	Comments
	FOUNDATION /	STRUCT	JRE: F	oundat	ion Iden	tifiers:	Preview FOUNDATION No
	FOUNDATION TYPE		Slab-		Poured Concrete		EXTERIOR No
	UNDER FLOOR ACCE	SS	Acceptable-		Sump Pump Is: No	t Present	ROOF & ATTIC No
	UNDER ELOOR VENT		Acceptable				INTERIOR No
			Single Family Home	5			KITCHEN NO
				-			BATHROOMS No
	FLOOR FRAMING		Engineered-		Concrete		PLUMBING No
*	VAPOR RETARDER		-not Present				ELECTRICAL Yes
	INSULATION		Not Visible- Walls C	overed-	Blown		HEATING & AC No
	BEAMS & PIERS		Wood-		Wood		GARAGE No
	SUB FLOOR		None Present		1		POOL & SPA
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	100 🖬 🖬 Browse 👻 🗐						Delete
1							

#### Header Layout



Report Mentification:       Completed:       Point       FOUNDATION       Menu       Menu         FOUNDATION       Stab       Raised       Structure       Mobile / Mod       Basement       Comments         FOUNDATION       Stab       Raised       Structure       Mobile / Mod       Basement       Comments         FOUNDATION       Stab       Raised       Structure       Mobile / Mod       Basement       Comments         FOUNDATION / STRUCTURE:       FOUNDATION Identifiers:       Preview       FOUNDATION IN Preview       <	<b>FileMaker Pro - (ISDCMarrative)</b> Ele Edit View Insert For <u>m</u> at <u>Records</u> Scrip	ts <u>W</u> indow <u>H</u> elp					
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FOUNDATION / STRUCTURE:       Foundation Identifiers:       Preview         FOUNDATION TYPE       [stab-       Poured Concrete       ROOK & ATTIC No         FOUNDATION TYPE       [stab-       Poured Concrete       ROOK & ATTIC No         UNDER FLOOR ACCESS       Acceptable       Sump Pump Is: Not Present       ROOK & ATTIC No         UNDER FLOOR VENTILATION       Acceptable       Interior Rook       ROTH ROOK & ATTIC No         STRUCTURE TYPE       Single Family Home       RATHROOK No       RATHROOK No         FLOOR FRAMING       Engineered-       Concrete       PUMUSING No         UNDER FLOOR VENTILATION       Intersent       Electrical Attices No       RATHROOKS No         UNDER FLOOR VENTILATION       Intersent       Electrical Attices No       RATHROOKS No         UNDER FLOOR VENTILATION       Intersent       Electrical Attices No       RATHROOKS No         Under Floor Access       Not Visible- Walls Covered-       Biown       HEATING & AC No         Under Floor Access       None Present       Mood       LAUNORY       Yes         Comments       Poundation       None Present       COMMENTS Yes       OTHER SYSTEMS Yes         Cold       Foundation Photos       Intersent Yes       Douester       Douester	FOUNDATION Slab	Raised	Structure	Mobile / Mod	Basement	Comments	
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STRUCTURE TYPE       Single Family Home       NTCHEN	UNDER FLOOR VENTILATION	Acceptable				INTERIOR	No
FLOOR FRAMING     Engineered-     Concrete     BATHROOMS No       UNDER FLOOR VENTILATION     Inot Present     ELECTRICAL Yes       INSULATION     Not Visible- Walls Covered-     Blown     ELECTRICAL Yes       Under Floor Ventilation Crawl Space Access     Wood-     Wood     LAUNDRY Yes       Ortwission     None Present     POUL & SPA Yes     COMMENTS Yes       OTHER SYSTEMSYes     OTHER SYSTEMSYes     OTHER SYSTEMSYes       Image: Commany weight of the system	STRUCTURE TYPE	Single Family Hon	ne l			KITCHEN	No
UNDER FLOOR VENTILATION UNDER FLOOR VENTILATION Inot Present Under Floor Access Under Floor Ventilation Crawl Space Access Crawl Space Ventilation Anchoring / Bracing Edit Foundation Photos Doiete Doiete	FLOOR FRAMING	Engineered-		Concrete		BATHROOMS	No
UNDER FLOOR VENTILATION INSULATION Not Visible- Walls Covered- Blown Under Floor Access Under Floor Ventilation Crawl Space Access Crawl Space Ventilation Anchoring / Bracing Edit Foundation Photos Doleate Dolea						PLUMBING	No
INSULATION Net Visible-Walls Covered-Blown HEATING & AC No Under Floor Access Under Floor Access Crawl Space Access Crawl Space Ventilation Anchoring / Bracing Edit Foundation Photos Delete	UNDER FLOOR VENTILATION	-not Present				ELECTRICAL	Yes
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Under Floor Ventilation     LAUNDRY     Yes       Crawl Space Access     POOL & SPA     Yes       Crawl Space Ventilation     Anchoring / Bracing     Comments     Comments       Edit     Foundation Photos     Image: Comments     Comments       Image: Comments     Image: Comments     Image: Comments     Comments       Image: Comments     Image: Comments     Image: Comments     Image: Comments	Under Floor Access	Wood-		Wood		GARAGE	No
Crawl Space Ventilation Anchoring / Bracing Edit OTHER SYSTEM System Foundation Photos Delete Delete	Crawl Space Access					LAUNDRY	Yes
Anchoring / Bracing Edit  Foundation Photos  Delete	Crawl Space Ventilation	None Present				POOL & SPA	Yes
Foundation Photos	Anchoring / Bracing					COMMENTS	Yes
Foundation Photos	Eur				-	OTHER SYSTEM:	Syes
		Foundatio	n Photos		2	To Summary	2
		I	J	L	J	Delete	

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

FileMaker Pro - [ISDCNarrative] Ele Edit View Insert Format Records Scrip	ts <u>Wi</u> ndow <u>H</u> elp						_
Report Identification: Compl Samp070612 OYES	eted : Photos	FOUND	)/	ATION 🚔	Summary	Menu MENU SELEC	T
FOUNDATION Slab	Raised	Structure	T	Mobile / Mod	Basement	Comment	5
OUNDATION / STRUC	TURE: F	oundat	ic	on Identif	iers:	FOUNDATION	No
FOUNDATION TYPE	Slab-		Po	oured Concrete		EXTERIOR	No
UNDER FLOOR ACCESS	Acceptable-		Isu	ump Pump Is: Not Pre	sent	ROOF & ATTIC	No
						CHIMNEY & F.P	No
UNDER FLOOR VENTILATION	Acceptable		L			INTERIOR	No
STRUCTURE TYPE	Single Family Home	•	Ľ			KITCHEN	No
	Single Family Hom	le	4	ncrete		BATHROOMS	No
	Condominium		1			PLUMBING	No
UNDER FLOOR VEN HEATION	Triplex					ELECTRICAL	Yes
CRAWL SPACE VENTILATION	Fourplex			own		HEATING & AC	No
	Mobile			hod		GARAGE	No
DEAM3 & FIERS	Commercial		4			LAUNDRY	Yes
SUB FLOOR	Industrial		•			POOL & SPA	Yes
Edit						COMMENTS	Yes
			Г			OTHER SYSTEM	Syes
	Foundatio	n Photos			Ø	To Summary	2
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			-				

Files Sker Pro - [ISDCNarrative]	Window, Mala		
Report Identification: Complet Samp070612 OYes		DATION 📥 🍇	Menu MENU SELECT
	Raised Structure	Mobile / Mod Basement	Comments
FOUNDATION / STRUCT	RE: Foundat	ion Identifiers	Preview
FOUNDATION TYPE	Slab-	Poured Concrete	
UNDER FLOOR ACCESS	Acceptable-	Sump Pump Is: Not Present	ROOF & ATTR: No
	[Anonyteb)]	Sump pump is:	CHIMNET & F.P. No
UNDER FLOOR VENTILATION	Acceptable	Sump pump is: Not Functional	
STRUCTURE TYPE	Triplex	Sump pump is: See Comments Sump pump is: Not Present	
FLOOR FRAMING	Engineered-	Sump pump is: Not Tested	BATHROOMS No
UNDER ELOOR VENTILATION	-not Present		PLUMBING No
			ELECTRICAL Yes
CRAWL SPACE VENTILATION	Not Visible- Walls Covered-	Blown	HEATING & AC No
BEAMS & PIERS	Wood-	Wood	GARAGE No
	None Present	-	LAUNDRY Yes
ISOBPLOOK	None Present		POOL & SPA Yes
Edit			COMMENTS Yes
	Foundation Photos	B	OTHER SYSTEMSYes
			Delete

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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 Getting around

Note: To edit "Recommendations" select Default Report.



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

	FileMaker Pro - [ISDCNarrative]
	🗑 Ele Edit View Insert Format Becords Scripts Window Help
	Report Mentification: Completed : FOUNDATION IN MENU Select
	FOUNDATION Slab Italised Structure Mobile/Mod Basement Comments
After selecting from the "Flash Description" Drop-down list, Click the "Flash" Hot Key to copy selection into the "Comments section"	FOUNDATION       Stab       Laised       Structure       Mobile//Mod       Basement       Comments         FOUNDATION / STRUCTUPE:       t:       Foundation Slab Comments       Preview       Previe

Chapter 5; page 5 of 9

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"



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

Ele Edit Vew Insert For Report Identification:	Bat Becords Scripts Complet	Window Help	FOUND			Menu
Samp070612	OYes	No 🔛	FOUND	ATION	t Summary	MENU SELECT
FOUNDATION	Slab	Raised	Structure	Mobile / Mod	Basement	Comments
		JRE:	Equindation	Slab Commer	te (	Preview
		1	oundation	Stab Commen	Commont	FOUNDATION No
Recommend REPOR	T COMMENTS			apen-check		EXTERIOR No
5 6						ROOF & ATTIC No
					L.	CHIMNEY & F.P. No
						INTERIOR No
3 4						KITCHEN No
						BATHROOMS No
1 2						PLUMBING No
					- U	ELECTRICAL Yes
Kitchen # 3						HEATING & AC No
	ES1107	Tuck pointing needs	d.			
n Comment		Click To Vie	w Foundation Slab	Comment Selection		POOL & SPA
Copy to Rep					J	COMMENTS Yes
						OTHER SYSTEMSYES
		Foundatio	n Photos		KS	ADD Comments
		Foundatio	n Photos		~	Edit
						Mate

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

d New Comments	icon	All Comme	ents are sorted b	by the first Nume	eric number.	
TileMake	er Pro - [ISDCNlo	okup]				
🙀 Eile Ed	t <u>V</u> iew <u>I</u> nsert	For <u>m</u> at <u>R</u> ecords	<u>S</u> cripts <u>W</u> indow	Help		
NEW Comme	ent	Foun	dation - S comment	LAB	EDIT	RETURN
COMMENT	DESCRIPTION :	FS1100 Typic	al Cracks-Condo Con	nment		
COMMENT	FOUNDATION: H	as typical gracks. Th lity of the structure	nis part of the inspective inspective to be itself. Appears to be	tion do to floor coverin ok at time of inspectio	ıgs, wall covering n.	g, ect. that
COMMENT	DESCRIPTION :	FS1101 / dd In	sulation Comment			
COMMENT	Note: Adding add improve energy e	ditional insulation to efficiency.	perimeter walls of t	pasement & band joist	is recommended	i to help
COMMENT	DESCRIPTION :	FS1102 Slab	not visible due to flo	or covering. No dama	ge found.	
COMMENT	Slab was not visit inspection.	ole due to carpet / f	loor coverings. Does	not appear to be caus	se for concern at	the time of
COMMENT	DESCRIPTION :	FS1103 Recor	nmend running a de	humidifier		
COMMENT	Recommend run	ning a dehumidifier	in basement spring	through fall.		
COMMENT	DESCRIPTION :	FS1104 Milde	w/mold on concrete	basement walls		
COMMENT	Some signs of whether the seepage	at appears to be m through stone/con	ildew/mold on expos arete/block. This is a	ed surface of concrete ommon with many hor	basement walls nes of this era &	from does not
COMMENT	DESCRIPTION :	FS1105 Typic	al cracks found.			
COMMENT	Typical cracks are	present. Recomme	end sealing any typic	cal cracks at exterior of	home with a fou	Indation

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.



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.

$\mathbf{X}$	a) FileMalker.Pro-[LSOCIlarrative] ]y Ele Edit yew Insert Format Records Scripts Window Help	× 5×
	Report Identification: Completed : Plotos Samp070612 Yes No	Menu Menu Menu Menu
	FOUNDATION Slab Raised Structure Mobile / Mod Base	ment Comments
	FOUNDATION / STRUCTURE: Foundation Slab Comments	Preview
		FOUNDATION NO
	Recommend REPORT COMMENTS Spen-Crieck Comment	EXTERIOR No
	5 6	
		INTERIOR No.
		KITCHEN No
		BATHROOMS No
		PLUMBING No
		ELECTRICAL Yes
	Kitchen #3	HEATING & AC No
	FS1107 Tuck pointing needed.	
	Fast Comment Conv. to Report	POOL & SPA yes
4	Edit	COMMENTS Yes
		OTHER SYSTEMS Yes
	Foundation Photos	To Summary
		Edit
		Delete
Comments for Photos.	100 Browse 1	▼  }

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Congratulations you have "Selected Report Category"

> 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 7 Managing Photo's US



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### Managing 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.



- 0 ×

. 8 ×

No

No

No

No

Yes

No

Ye

/lenu

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

r Pro - [ISDCI Scripts Window Help Report Identification: Completed : FOUNDATION No OYes Samp070612 MENU SELECT FOUNDATION Slab Raised Mobile / Mod Structure Basement Comments Preview FOUNDATION / STRUCTURE: Foundation Slab Comments Spell-Check Comment REPORT COMMENTS EXTERIOR ROOF & ATTIC No 5 6 CHIMNEY & F.P. No INTERIOR KITCHEN 3 4 BATHROOMS PLUMBING 2 1 ELECTRICAL HEATING & AC No Kitchen # 3 GARAGE S1107 Tuck pointing needed. LAUNDRY Click To View Foundation Slab Comment Selection Copy to Report POOL & SPA Edit COMMENTS OTHER SYSTEMSY DD Com Foundation Photos To Summary Edit Delete 100 ... 🖬 🗖 Brow Comments for Photos. Chapter 7; page 2 of 6

To make a comment under Photos select "Edit"

To edit

"Photos Comments" Window see "Comment "Lookup" Window"



#### Comment "Lookup" Window



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.





 at View Insert Format Records Scripts With 211

 at View Insert Photos Click "Load & Sort Photos" Button, To Auto Insert Photos 1-108 Clices

 b: Samp07061z
 Propaged Format Records Scripts With 211



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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.

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The picture is now loaded to where you want it.

	FileHaker Pro - [ISDCNarrative	) Records Scripts Window Hel	la l			
	Report Identification: Samp070612	Completed : Yes No	FOUND	DATION 📥	Summary	Menu MENU SELECT
	FOUNDATION	Slab Rai	sed Structure	Mobile / Mod	Basement	Comments
	FOUNDATION /	STRUCTURE:	t: Foundation	Slab Comments		Preview
	REPORT	COMMENTS		Spell-Check Co	mment	
	Re tuck pointing n	eeded at foundation of home.			÷	ROOF & ATTIC No
	5 <u>6</u>					CHIMNEY & F.P. No
	3 4					BATHROOMS NO
						PLUMBING No
	1 2					ELECTRICAL Yes
V C 1	Kitchen # 3					HEATING & AC No
You can copy from the					-	LAUNDRY Yes
"Report Comments" into Comment Window	Copy to Report		lick To View Foundation Sla	Comment Selection		POOL & SPA Yes
$\int d\mathbf{r} = \frac{1}{2} \left[ \frac{1}{2} \left[$	Edit					COMMENTS Yes
for Image by Highlighting Copy Past or Drag					15	OTHER SYSTEMS Yes
and Drop.	H	Fou	ndation Photos			To Summary
1						Delete
	100 Browse V					¥

#### 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.



# Identify & Report Professional

Identify & Report Professional User Manual Rev.B



## Chapter 8 Print an Inspection Report US



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



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 Steep 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"



The current Client displayed is the Inspection Report to be printed

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You have three print formats to choose from:





2.	As the Inspection Report is being generated this screen	Print Status	×
	appears.	Document: ISDCNarrative.USR	
	If Report does not Display, Click "PDFfactory icon.	Select Cancel or press Escape to quit.	
		Cancel	
灯 Start 🛛	o 🖸 🚿 🚍 🗞 🕹 🗟 🚾	★ dīl [□> [□] (□) 7:40 A 11/15/2	M 012

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8			
	Go to Page 3 S "Data files"	tep 5 and Repeat for "Autosave" and	
9.	N I	When you have changed these settings it w Notice all three end with " <u>My Identify Rep</u>	ill look like this. <u>ports</u> "
		Settings         General       Print       Folders         Saved files:       \Users\Owner\Documents       My Identify Report         Autosave:       \Users\Owner\Documents       My Identify Report         Data files:       \Users\Owner\Documents       My Identify Report         Restore       General       Restore       My Identify Report	x Browse Browse
10.0	Click OK ——	ОК	Cancel

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

	pdf ISDCNarrative Photos.pdf (1)	7 jobs, 26 pages) - pdfFactory	
		☆・   ← →   ⊕ ⊝	
By Default the "Title" is "ISDCNarrative Photos"	Jobs Job ISDCNarrative Photos ISDCNarrative Photos	Pages 2 1 2 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1	
	ISDCNarrative Photos ISDCNarrative Photos ISDCNarrative Photos Encrypt PDF file Embed all fonts Tule ISDCNarrative Photos	1 5 Report # (10 - 5 Hopertion Date : A Clark Name : H Proparty Address : A Date : An internation Anton : 2017 Marcine Co Other : An internation Anton : 2017 Marcine Co	Annol Toold 1912 2012 The sam F Annya Name 2011 Chromo Cavlera, Namtes, CA, 92503 David Same Matha Same Matha Same Toll Tomaria dia Toll Same Matha Same Salari Matha Same

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





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



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

📔 My Identify Reports				<u>-0×</u>
G → Libraries + D	Documents 👻 My Identify Reports			🝷 🚱 Search M 👂
Organize 🔻 Share with 👻	Burn New folder			:= - 🗔 🔞
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Videos				
	<b>_</b>			
2 items				

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# Identify & Report Professional

Identify & Report Professional User Manual Rev.B



## Chapter 9 Makeing a Template US



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### Making a Template



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The "Report Menu" opens



#### First Enter a New Report ID Number:

ay HieMaker Pro - [ISDCNarrative]	
🕞 Elle Edit View Insert Format Becords Scripts Window Help	_ 0 1
Identify & Report Professional Australia Ver.12.05(p) HELP	MAIN MENU MENU SELECT
EXPORT IN LEVEL ABN: 95 074 479 762   www.awesim.com.au	1. Sub-Floor         Yes           2. Exterior         Yes
Print Inspection Report # / I.D : Lake Front Aptments Ompleted : Yes ONo	3. Roof Exterior Yes
Inspector's Date Time : 22 June 2012	4. Roof Space Yes 5. Building Site Yes
Address 5 Lanagan Ave, Sydneyville, NSW, 2000	6. Interior Yes
Notes Buyers Agent : Brown Sue, Office: Howard Conveyancing Sellers Agent : King Joe, Office: Purdential Realestate	7. Kitchen Yes
Send via	9. Plumbing Yes
YouSendit Edit Add Client / Agent Signature: Client Signature: On	10. Electrical Yes
×	12. Garage/Car Port Yes
Photos	13. Laundry Yes
FIND	14. Pool / Spa Yes
EXIT Back-Up Orablet OLock OUnlock Yes ONo Set Screen Fromat Cock Screen Set Photos Same Page	16. Cracks Yes
190 I da 🗇 Browse 🕞 K	•

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.

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# Identify & Report Professional

Identify & Report Professional User Manual Rev.B



## Chapter 10 How to Select A Template US



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## Selecting a Template



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:

😯 Elle Edit View Joseft Format Becords Scripts Window Help	
Import Cover         Import         Import         Identify & Report Professional Australia Ver. 12.05ip         MAIN MENU           Import         Impo	(
AWESIM Pty Ltd ABN: 95 074 479 762   www.awesim.com.au  2. Exterior Yes  3. Brof Exterior Yes	1
Print Inspection Report # / I.D.: I also Econt Antmente Completed · Yes No	1
Inspector's Date. Time : 22, June 2012 1:30 PM 5. Building Site Yes	J
Address : 5 Lanagan Ave, Sydneyville, NSW, 2000 (6. Interior Yes)	
Notes Buyers Agent : Brown Sue, Office: Howard Conveyancing 7. Kitchen Yes	
Inspector: Glen Sim 8. Bathrooms Yes	Т
Sond via 2 2 Inspection Type: Pre Purchase Building Inspection 9. Plumbing Yes	_
YouSendit Edit Add Client / Agent Signature: Client Signature: On 10. Electrical Yes	
11. Heating Ac Yes	
Photos : 2 b a a a a a a a a a a a a a a a a a a	1
Constant File Part Stip / Edit Is. Laundry Yes	
FIND	j
The section of the se	J
EXIT Set Screen Fromat Lock Screen Set Photos Same Page	
150 Jul Browse V C III III III III III III III III III	

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... on09212012u1 on09212012u2

Very important:

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

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





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Select "Use This Template" you would like to use

N FileMaker Pro - [ISDCNarrative]				
File Edit View Insert Format Records Scripts Window	<u>H</u> elp			_ 8 ×
2         0         4/8           Records         Found (Sorted)         Show All	Record Delete Record	d Sort Save as PDF	Q,	
Layout: TEMPLATE List 🔹 View As: 🔳 🗐 🕮 Preview				Aa Edit Layout
IMPORT <b>Template</b> Select the template	List 2	EXPORT	MENU Find All	Â
Default Report	I remplate	Use This Template		
Lake Front Apartments	Template	Use This Template		
Sample Report	<b>Template</b>	Use This Template		
TempDefaultReport	<b>Template</b>	Use This Template		

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



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

TileMaker Pro - [Inspection	Control]		_ 🗆 ×
File Edit View Insert For	<u>m</u> at <u>R</u> ecords <u>S</u> cripts <u>W</u> indow <u>H</u> elp		_ <u>-</u>
HELP 1 2 3 Order Form	Inspection Report In Exterior Chimney Kitchen Plumbi 4 5 6 7 8 9 10 11 oundation Roof Interior Bathroom	Back-Up       ng     Heating       12     13       14     16       17     18       18     19       Electrical     Garage   Pool Other	
ORDE Order Date: Scheduled Date/Time:	R         F O R M           June 13, 2012         July 12, 2012	Report ID : Lake Front Apartments U2 Basic Pricing Sq. Ft. Price	TO CURRENT Inspection
Client Infor First, Last Name: Other Name : Address: City, State, Zip: Home, Work #: Fmail:	To InspectionSoftware.com       Mr     Sample       Name	1000 < 0 \$195.00       Find         1500 < \$295.00       Sage 1         2000 < 0 \$395.00       Sage 1         2500 < 0 \$495.00       3000 < 0 \$595.00         3500 < 0 \$595.00       NEW         Other O Other       Inspection         Notes :       Inspection	PRINT CURRENT Inspection
Ordered By:	Referred By:		SRID
Property Infor	mation: Google maps Insp	ection Completed: OYES ONO	· `
Seller: Address: City, State, Zip: Phone, Email :	42311 Circuel Cavinara Murrieta Ca 92562	Cross Street: Subdivision: Inspector: inspectors Name	Photos
Structure Type: Foundation: Pick Up Key:	Bedrooms: List Price: Paying Party:	Bathrooms:         Age:           Sq. Footage:         Units:           Spa         Pets	Find All
Occupied By: Notes:	Utilities:	Pool Well Septic	
150 🖬 🖿 Browse 🗸 🖣			

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

📑 FileMaker Pro - [19 \_ D × Identify & Report Home / Property Inspection Software Ver 12.05ip © 2011-2012 All Rights Reserved (760) 650-1255 IMPORT Cover Main Menu 2 2 Ľ MENU SELECT HELP Ĩ Correst Correst IMPORT EXPORT FOUNDATION Yes EXIT EXTERIOR INU Nr Unregistered Software call 1-760-650-1255 **ROOF & ATTIC** No CHIMNEY & F.P. No Report # / I.D : Lake Apartments U2 Completed : **Sind** INTERIOR No Client Name : No Date, Time : Address : KITCHEN BATHROOMS No

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

<b>i Identify report v11.05ip rt - [ISDCNarrative]</b>	a <u>Wi</u> ndow <u>H</u> elp				
Report Identification: Comple Samp070612 Yes	ted : Photos No		ATION	int Summary	Menu MENU SELECT
FOUNDATION Slab	Raised	Structure	Mobile / Mod	Basement	Comments
FOUNDATION / STRUCT	URE: FOI	ındəti	on Identi	fiore	Preview
		muau	on luenti	ners.	FOUNDATION
FOUNDATION TYPE	Slab-	ļ.	oured Concrete		EXTERIOR No
UNDER FLOOR ACCESS	Acceptable-		Sump Pump Is: Not P	resent	ROOF & ATTIC No
		1			
		i			
	Single Family Home				BATHROOMS No
FLOOR FRAMING	Engineered-		Concrete		
VAPOR RETARDER	-not Present	[			ELECTRICAL Yes
Structure Type	Not Visiple- Walls Cover	ed-	Blown		HEATING & AC No
Under Floor Ventilation	Wood-	h	Vood		GARAGE No
Crawl Space Access	News D second				
Anchoring / Bracing	None Present				POOL & SPA Yes
e Basement					COMMENTS Yes
					OTHER SYSTEMSYes
	Foundation Pl	hotos			To Summary
					Delete
100 Browse V					Þ

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.



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# Identify & Report Professional

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## Chapter 11 Damaged File Recovery US



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All Files That Are Recovered Will Use There 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: <u>Inspection Control</u>, <u>ISDCNarrative</u>, and <u>ISDCNarrative Photos</u>.

### <u>Step 1</u>

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)



### <u>Step 3</u>

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

Recover
Recover "Inspection Control.USR"
Step 6 of 17: Recovering Table "Inspection Control"
Open Log File Cancel

### Step 4

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

r	Identify R	eport Prof.v12.07ip
	1	Recover built a new database without detecting any problems. The new database is safe to use, though you should monitor the results carefully and make sure to keep up-to-date backups of your databases.
		Recovery results: File blocks: scanned and rebuilt 2539 blocks, dropped invalid data blocks. Schema: scanned fields and tables, 0 items modified. Structure: scanned; 0 items modified. Field indexes: rebuilt.
	Ор	en <u>L</u> og File

### <u>Step 4</u>

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



### Repeat These Steps That You Want To Recover: <u>Inspection Control</u>, <u>ISDCNarrative</u>, and <u>ISDCNarrative Photos</u>.

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

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## 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".





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



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



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



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



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



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



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

Auto Randentify Report v1205r = (ISDCNarrative Photos)	
😹 File Edit View Jased Format Becords Scripts Window Help	_ 8 ×
3         5         5         Fel         Fel	
Layout: Photos Yew As:	An
📑 To Auto Load Photos Click "Load & Sort Photos" Button, 🛛 To Auto Insert Photos 1-108 Click Icon 🚥 🦷 🕅	ENU 🕺
The "Total" will be graved out	and an

The "Total" will be grayed out. The "Show All" will be grayed out.

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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"











### On the Toolbar select: File $\rightarrow$ Import Records $\rightarrow$ 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.

Look in	Identify Report Au v12.061 ip rt	- 9 🜶 📂 💷 -	
Pice	Name	Date modified	Туре
	J Extensions	10/22/2012 5:13 PM	File fol
Recent Places	J Microsoft.VC90.CRT	10/22/2012 5:13 PM	File fo
Tarres 1	Microsoft.VC90.MFC	10/22/2012 5:13 PM	File fo
· · · · ·	Microsoft.VC90.MFCLOC	10/22/2012 5:13 PM	File fo
Desktop	🌗 Photos IdentifyReport Upload Only	10/22/2012 5:13 PM	File f
All and a second se	SASL2	10/22/2012 5:13 PM	File f
0-0	J XTPTrans	10/22/2012 5:13 PM	File f
Libraries	Auto Open Identify & Report.USR	10/14/2012 9:41 PM	USR
	BCData.USR	10/14/2012 9:41 PM	USR
	BCMain.USR	10/14/2012 9:41 PM	USR
Computer	Contact Management.USR	10/14/2012 9:41 PM	USR
	Contact.USR	10/14/2012 9:41 PM	USR
	default rot.USR	9/28/2012 12:38 PM	USR
Network	•	20 C C C C C C C C C C C C C C C C C C C	
	File name:	-	Op
			-
	riles of type.	(, jp/) •	Can
ve C:/	: 📲 Computer	▼ G p ▷ □ ▼	
	Hard Disk Drives (1)		
Recent Places	Win7 64 Bit (C:)		
	56.2 GB free of 232 GB		
	Sole on the other of		
Desites	Devices with Removable Storage (1)		
Desktop			
	DVD KW Drive (D:)		

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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 "Idendify Report Az v12 05"

Look in:	🏭 Win7 64 Bit	: (C:)	- 3 🖉 🗁 🗔 -	
A	Name	^	Date modified	Туре
2	📕 1 Identify	12.05ip	9/26/2012 3:47 PM	File fol
Recent Places	🍶 adobeTen	ηρ	5/28/2012 8:37 AM	File fol
	📕 Apache2.2		2/16/2012 7:03 PM	File fol =
	Config.Ms	ii 🖌	10/23/2012 11:02	File fol
Desktop	Download		4/14/2012 1:09 PM	File fol
Alian I	🔒 Idendify R	eport Az v12 05	10/22/2012 4:20 PM	File fol
63	🌆 Idendity K	eport Az v12 06	9/26/2012 12:27 PM	File fol
Libraries	📕 Identify 12	.05ip	10/17/2012 1:55 PM	File fol
d	퉬 Identify Report Au v12.061 ip rt		10/22/2012 5:40 PM	File fol
	퉬 Identify Report v12.05i Usr		10/17/2012 2:03 PM	File fol
Computer	🍌 IdentifyRe	port v12.06ip	10/17/2012 4:59 PM	File fol
(3)	A MSOCach	e	4/23/2012 10:03 AM	File fol
	MvSOL		3/3/2012 1:20 PM	File fol *
Network	•	m		
	File <u>n</u> ame:		- [	<u>O</u> pen
	Files of type:	FileMaker Runtime Files (*.U	JSR;*.fp7) ▼	Cancel



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The "Import File Mapping" window opens.



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"Import Option" window will open.

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



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

Import Summary	×
Import Records Summary:	
Total records added / updated: 4 Total records skipped due to errors: 0 Total fields skipped due to errors: 0 Table created: <none></none>	
	ОК

On the Toolbar select: Window  $\rightarrow$  Show Window  $\rightarrow$  (ISDCNarrative Photos)

J Identify Report Professional - [Inspection Control]				
🚮 File Edit View Insert Format Records Scripts	Window Help			_ 8 ×
Find Inspect	Show Window  Show Window  Hide Window  Minimize Window	Find Tad's       1 Key       2 (Contact)       3 (ISDCNarrative)	MAIN MENU	Find All
Sample Report John Brown • 5 La	Tile Horizontally Shift+F4 Tile ⊻ertically	4 (Contact Management) 5 (Letters) <u>6</u> (ISDCNarrative Photos)	4	Tag
DEFAULT REPORT Do Not Use	Arrange Icons	To ORDER	R 🚔	🖻 Tag
Template 1 • •,	✓ <u>1</u> Inspection Control	To ORDER	R 📇	Tag
test 12 • • ,		To ORDER	R 🖨	Tag

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

The "REPORT MENU" Window Check to see that you are at [ISD	v opens. CNarrative]		
On the Toolbar select:			
$File \longrightarrow Import Records \longrightarrow File$			
Joentify Report Professiona - [ISDCNarrative]			
File dit View Insert Format Records Script	Window Help		_ 8 ×
Change Parsword Print Setup Print Ctrl+P	Identify & Report Professional Australia Ver.12.061ip Home and Property Inspection Software ® www.Awesim.com.au www.InspectionSoftware.Com © 201-2012 All Rights Reserved		
Import Records     File       Export Records     Folger       Save/Send Records As     XML Data Source.	EPORT MERU	Summary	MENU SELECT       1. Sub-Floor       Yes       2. Exterior       Yes
Save a Copy As			3. Roof Exterior Yes
Exit Ctrl+Q Report # / I.D :	Sample Report Completed : • Ye	s ONo	4. Roof Space Yes
Inspector's Date, Time :	Mr John Brown 22, June 2012 1:30 PM		5. Building Site Yes

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

Look in:	🌗 Idendify Re	port Az v12 05	- 0 🜶 🖻 🛄 -	
(Han	Name	*	Date modified	Туре
2	BCMain. J	SR	9/12/2012 1:16 PM	USR Fil
Recent Places	Contact V	lanagement.USR	9/12/2012 1:16 PM	USR Fil
	Contact. J	SR	9/12/2012 1:16 PM	USR Fil
	Event Mar	agement.USR	9/12/2012 1:16 PM	USR Fil
Desktop	help.USR		9/12/2012 1:16 PM	USR Fil
	Image_Im	port.USR	9/12/2012 1:16 PM	USR Fil
(and a	Inspection	Control Copy.USR	9/26/2012 12:27 PM	USR Fil
Libraries	Inspection	Control.USR	10/23/2012 1:17 PM	USR Fil
	Isdc Report	t ID.USR	9/12/2012 1:16 PM	USR Fil
	ISDCNara	tive Photos.USR	9/26/2012 9:44 AM	USR Fil
Computer	[]] ISDCNarra	tive.USR	9/26/2012 9:44 AM	USR Fil
~	ISDCNIOO	kup.USK	9/12/2012 1:17 PM	USR Fil
	Kev.USR		9/12/2012 1:57 PM	USR Fil
Network	<	m		
	File <u>n</u> ame:	ISDCNarrative.USR	· ·	<u>O</u> pen
	Files of type:	FileMaker Runtime Files (*.U	SR;*fp7) 🔹	Cancel

The Open "Key" window opens. Select "Guest Account" radio button.



The "Import File Mapping" window opens.



"Import Option" window will open.

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



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".

Import Summary	×
Import Records Summary:	
Total records added / updated: 7 Total records skipped due to errors: 0 Total fields skipped due to errors: 0 Table created: <none></none>	
	ОК

Finely we will import "ISDCNarrative Photos.Usr" from "Identify & Report Professional v12.05i"

	∰ FileHaker Pro- [ISOCharrative] ]y Ele Edit Wew [neert Forgat Becords Scripts Window Help	_ 0 X
Select "PHOTOS" icon	Image: Second	Main Monu MENU SELECT FOUNDATION No EXTERIOR No ROOF & ATTIC No
	Report # / I.D :     Samp070612     Completed :     NO       Client Name :     Mr Sample Name     FIND       Date, Time :     Thursday, July 12, 2012     9:00 AM	CHIMNEY & F.P. No INTERIOR No KITCHEN No
	Address : 42311 Circuel Cavinara, Murrieta, Ca, 92562 Buyers Agent : Smith Donald, Office: Re-Max Associates Sellers Agent : Inspector : I	BATHROOMS No PLUMBING No ELECTRICAL Yes
	YouSendit	HEATING & AC No GARAGE No LAUNDRY Yes
	Edit Introduction Legend Disclamer's Test Comments M87Word Back-Up	POOL & SPA COMMENTS OTHER SYSTEMS Yes
	Vork Sheet's Report Contract Contract Same O Next O Next O Last O Lock Screen ? Screen iPad-Tablet 150 J C Rome I S	Photos

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The Photo Library Window opens.

Check to see that you are at [ISD Chanative]	
On the Toolbar select:	
$File \longrightarrow Import Records \longrightarrow File$	
W In entify Report Professiona - ISDCNarrative Phylos	
File Edit View Insert Format Records Scripts Window Help	_ <i>8</i> ×
Elle Options Change Parsword	
Print Setup Inspection Date: 06/22/12	MENU
Import Records File 4 5 6	Print
L Export Records Folder	Print Preview
Send	pility
Save a Copy As	Print
Exit Ctrl+Q	INSPECTION

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

						_
🗊 Open File					×	
Look <u>i</u> n	🚺 Idendify Report	Az v12 05	•	G 🤌 📂 🛄 -		
(Ana	Name	*		Date modified	Туре 🔺	
	Contact.USR			9/12/2012 1:16 PM	USR Fil	
Recent Places	Event Management.USR			9/12/2012 1:16 PM	USR Fil	
	alp.USR			9/12/2012 1:16 PM	USR Fil	
	Image_Import	Image_Import.USR			USR Fil	
Desktop	Inspection Control Copy.USR			9/26/2012 12:27 PM	USR Fil	
e e e e e e e e e e e e e e e e e e e	Inspection Co	ntrol.USR		10/23/2012 1:17 PM	JSR Fil	
633	Isdc Report ID	D.USR		9/12/2012 1:16 PM	JSR Fil	
Libraries	ISDCNarrative	Photos.USR		9/26/2012 9:44 AM	USR Fil =	
	ISUCIVAIRATIVE.USK			9/26/2012 9:44 AM	USR Fil	
	ISDCNlookup.	USR		9/12/2012 1:17 PM	USR Fil	
Computer	Key.USR			9/12/2012 1:57 PM	USR Fil	
	Letters.USR			9/12/2012 1:17 PM	USR Fil	
	Narrative Defa	ultReport.USR		9/12/2012 1:17 PM	USR Fil 🝸	
Network	•					
	File <u>n</u> ame:	SDCNarrative Ph	otos.USR		<u>O</u> pen	
	Files of type:	FileMaker Runtime	e Files (*.USR;*.fp7	7 -	Cancel	
						4
						_

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



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There are three very important selections to be made.



"Import Option" window will open.

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



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

· · · · · · · · · · · · · · · · · · ·
ОК





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Congratulations you have "Imported Updates"

> 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



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



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### Step 2

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

Open iBooks Select "Collections" then Select PDFs.



\$3.99

### <u>Step 3</u>

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



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### Step 4

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

Select "Identify & Report Professional User Manual"



### <u>Step 5</u>

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







### <u>Step 7</u>

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

#### Very important: You must Exit

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



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