

# *Identify & Report Professional*

## **Identify & Report Professional 2.05i User Manual**



## **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](mailto:Support@InspectionSoftware.com)**

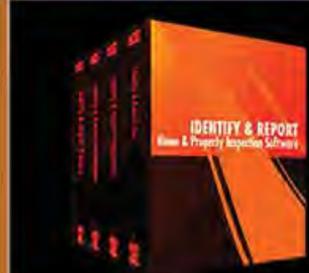
The bottom section is enclosed in a double-bordered orange frame. On the left is a small icon of the software box. To the right, the contact information is displayed in white text on a black background.

# *Identify & Report Professional*

## **Identify & Report Professional 2.05i User Manual**



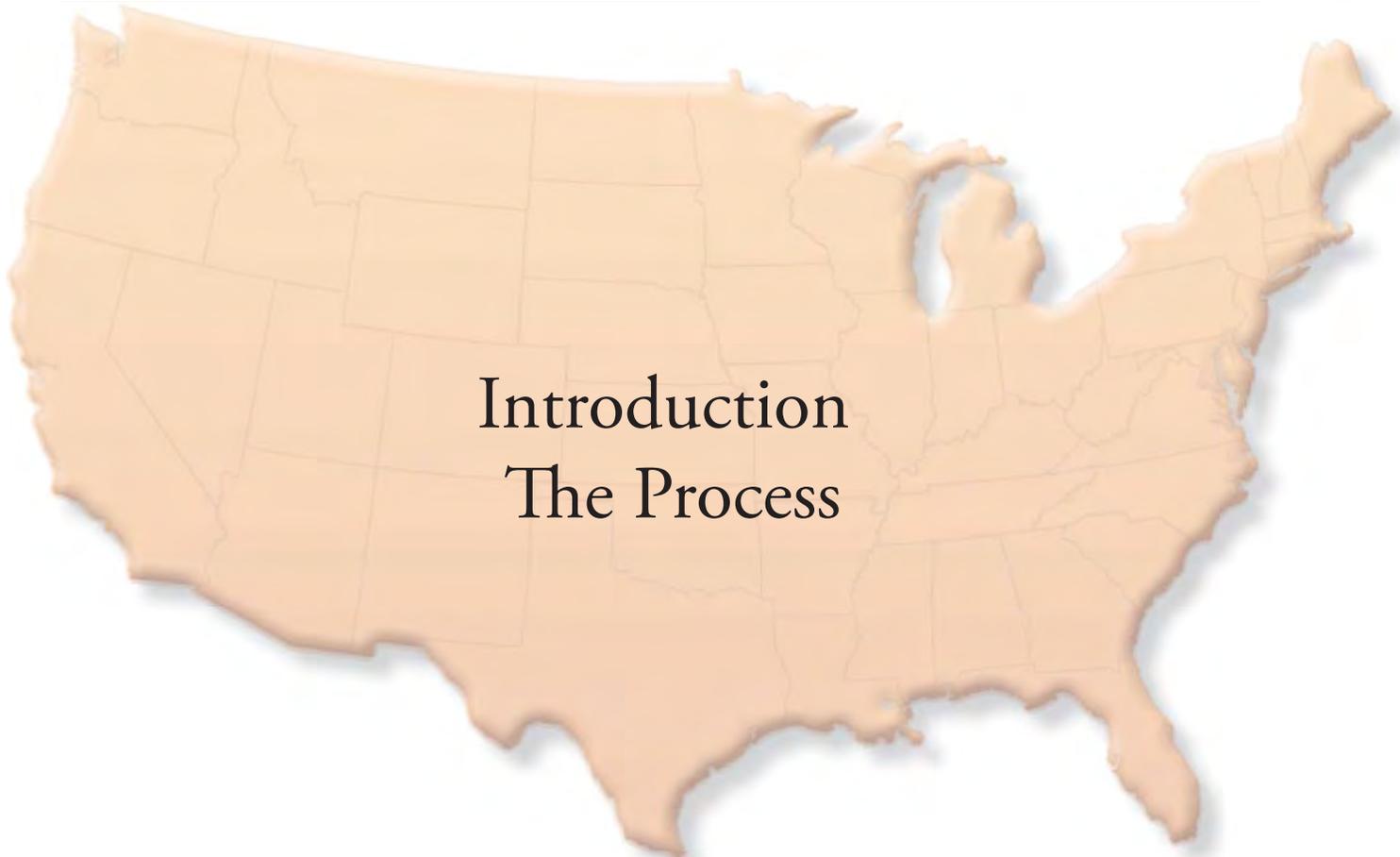
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Introduction  
The Process



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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 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**)  
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.

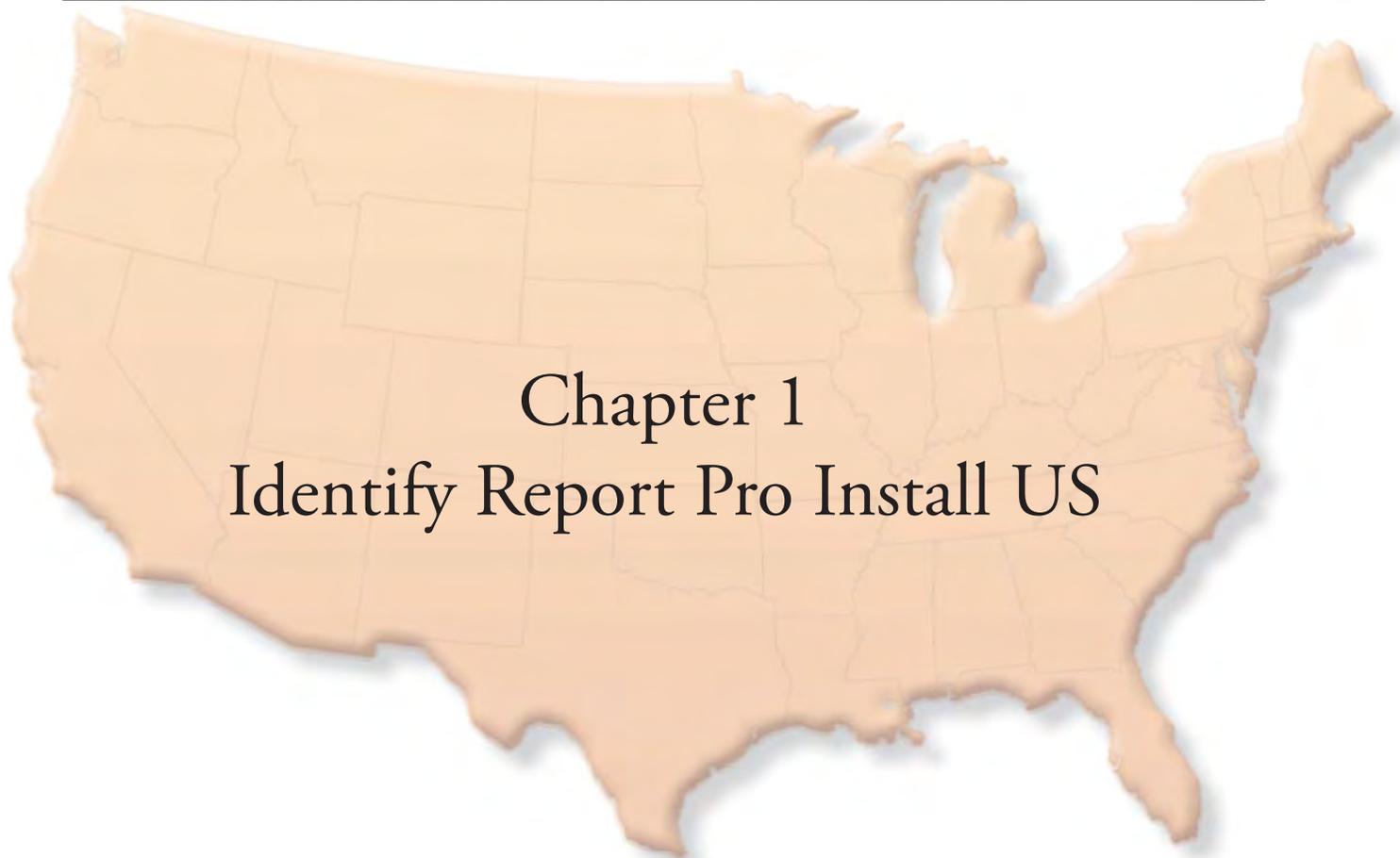
Select the Files Inspection Controls, isdcNarrative and isdcNarrative Photos. If you have added any New Report Comments Select the ISDC Lookup file . If you hold down the Control key you may Select them all at the same time. Let up on the Control key. Then Select the SAVE TO button. Select Copy over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



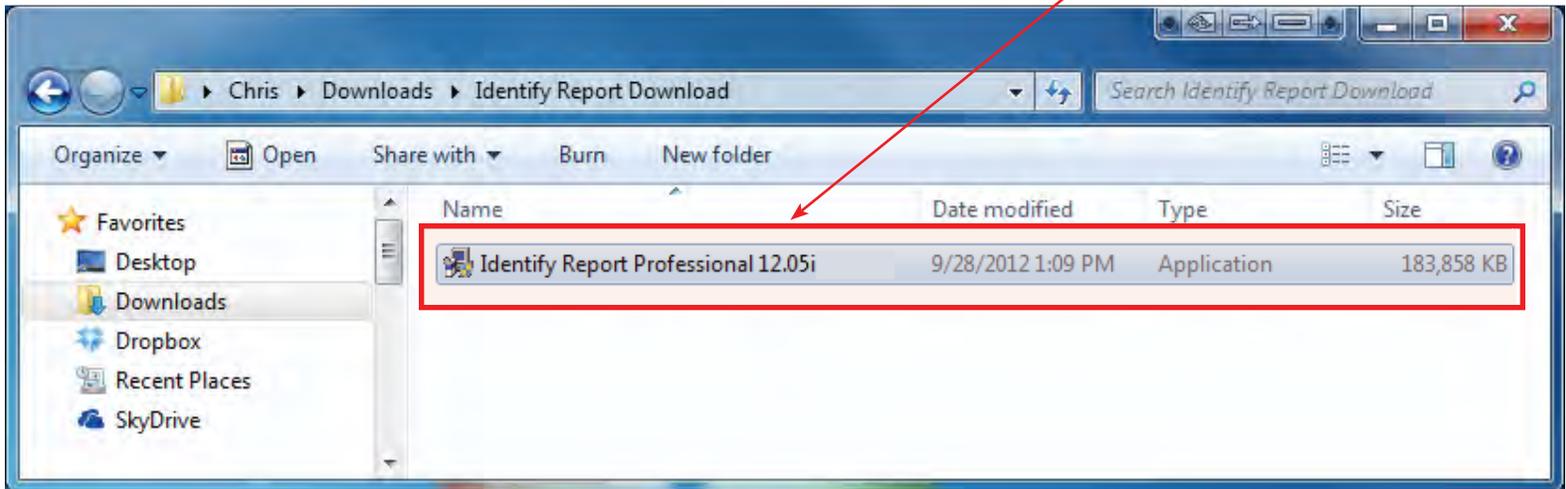
**IF You Have any Questions**  
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**[Support@InspectionSoftware.com](mailto:Support@InspectionSoftware.com)**



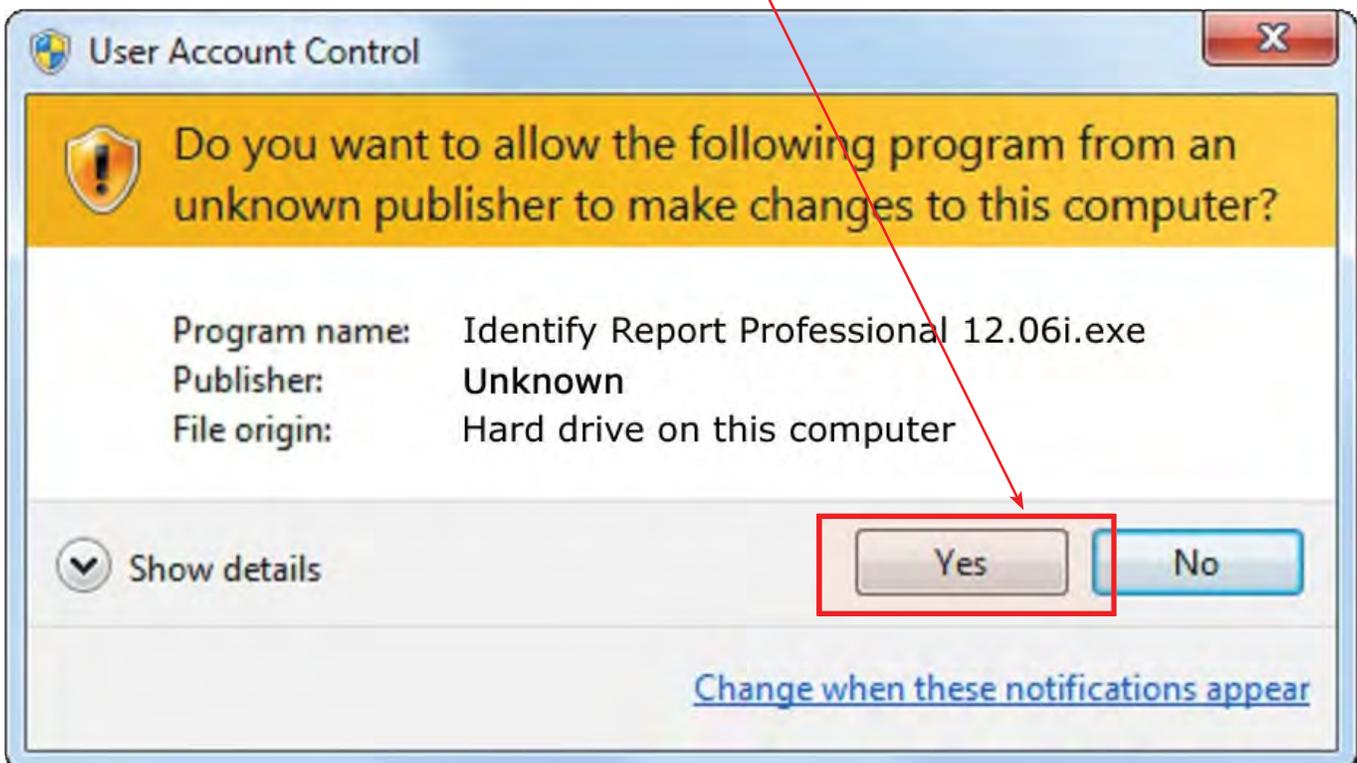
# Identify & Report Professional

## Installing Identify & Report

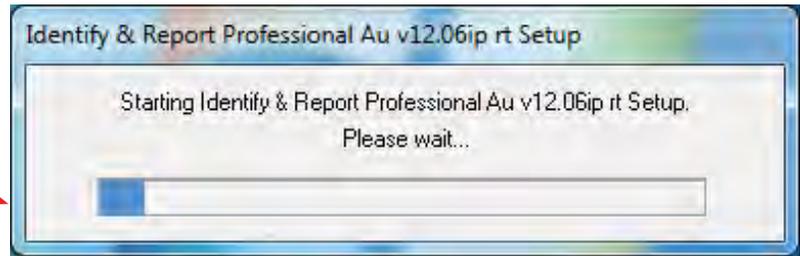
After downloading “Identify & Report Professional” remember where you downloaded it.



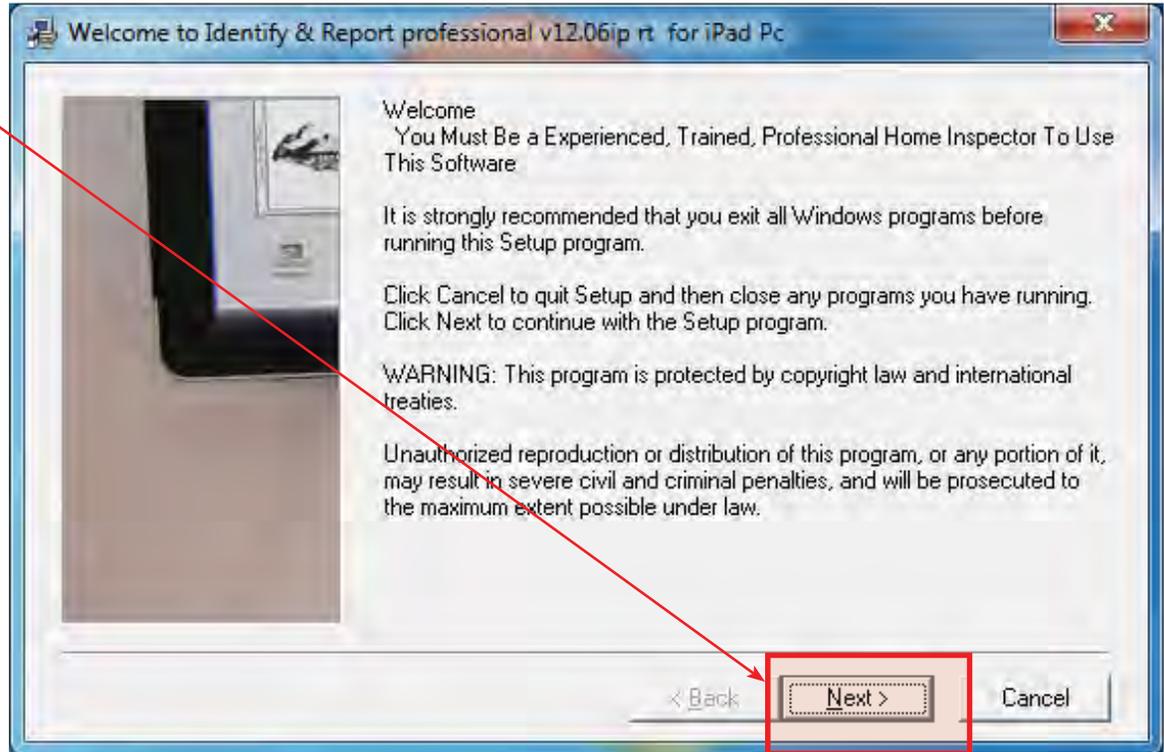
The “User Account Control” Security Warning opens Select Yes.



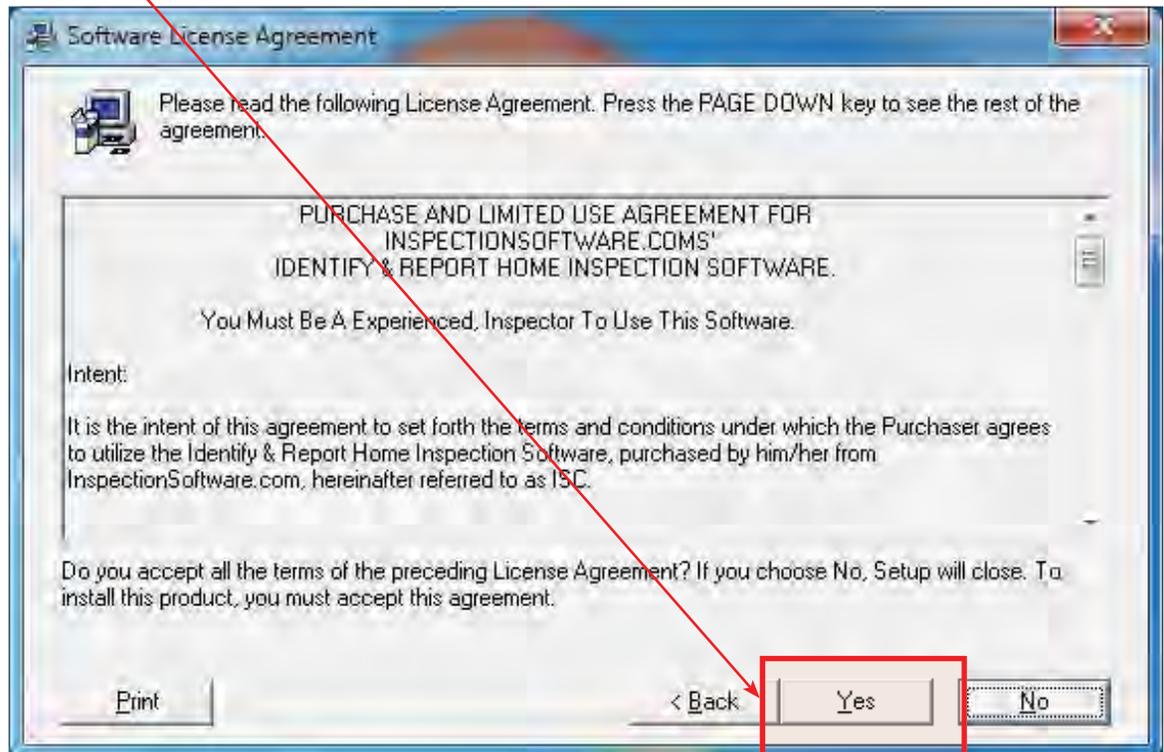
The "User Account Control" Security Warning opens  
Select Yes.



Select Next



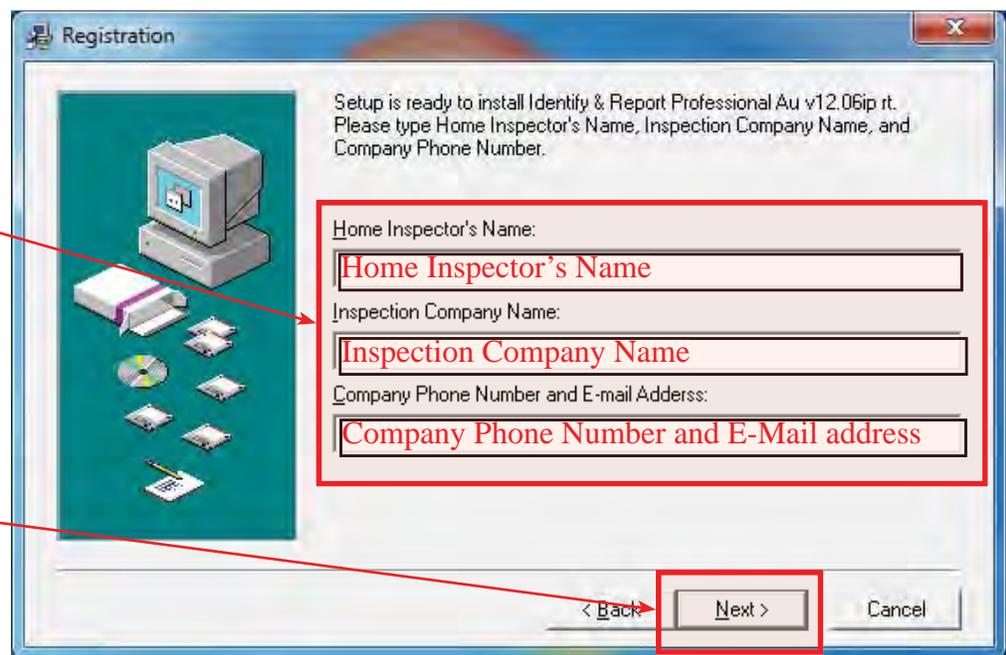
Software License Agreement Select Yes



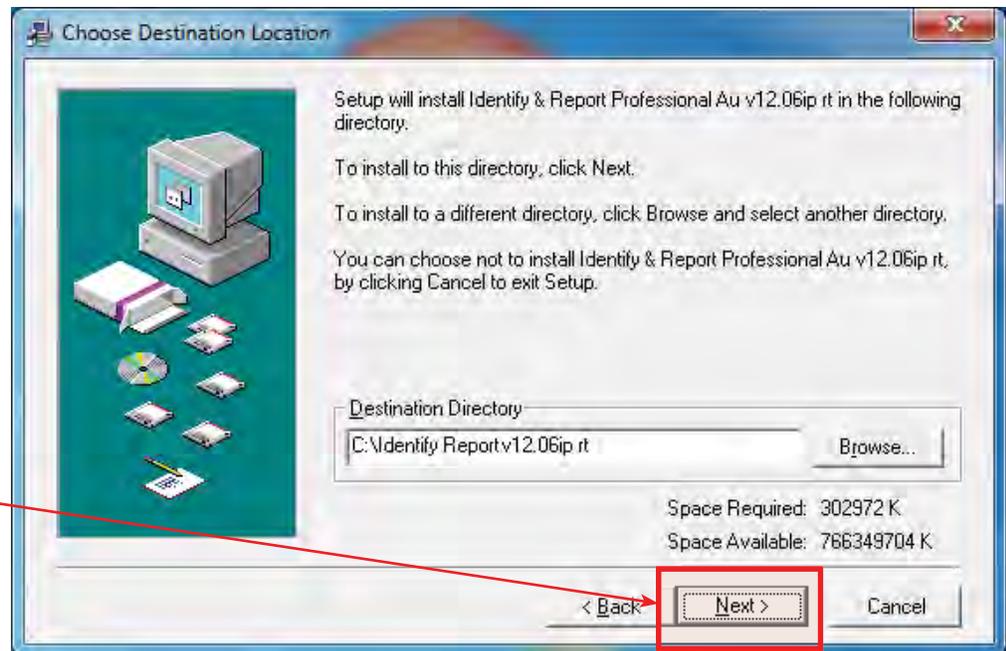
Fill in Information.

Then

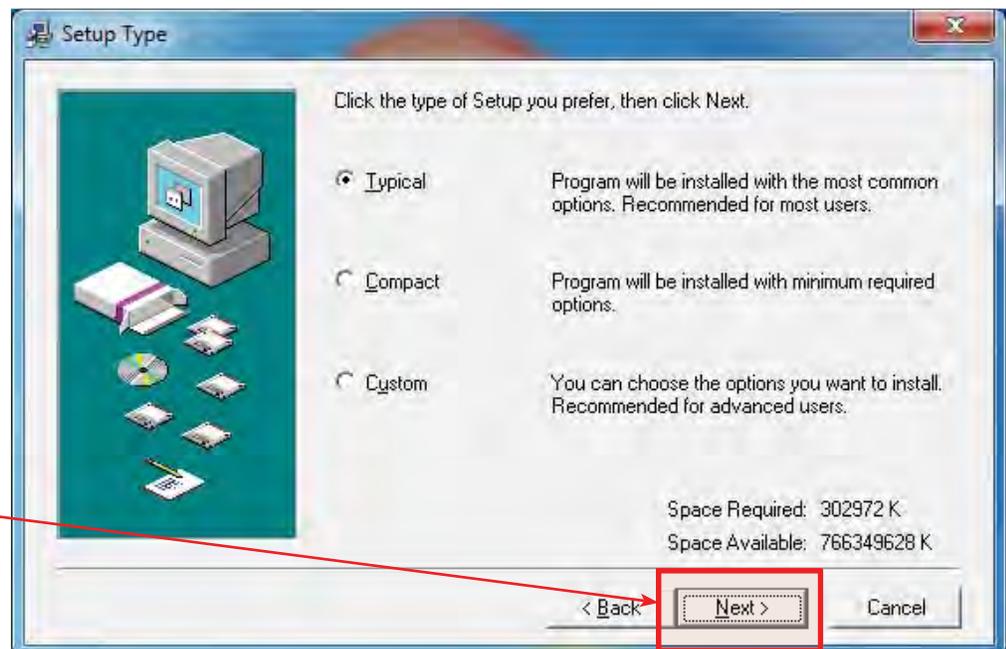
Registration form Fill in Select Next.



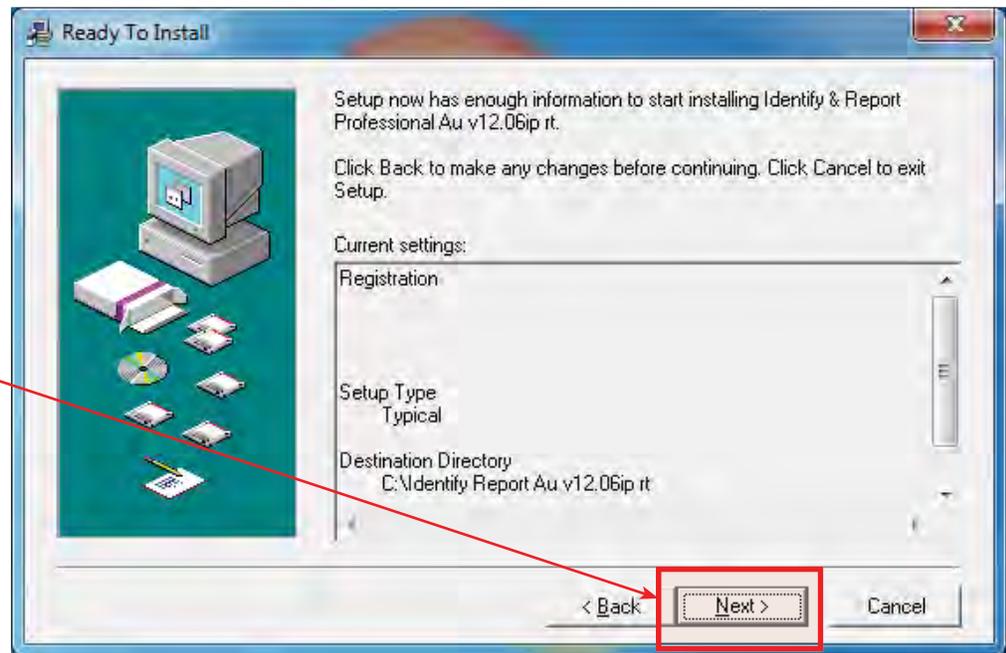
Destination Directory doesn't change.  
Select Next



Don't change install typical.  
Select Next



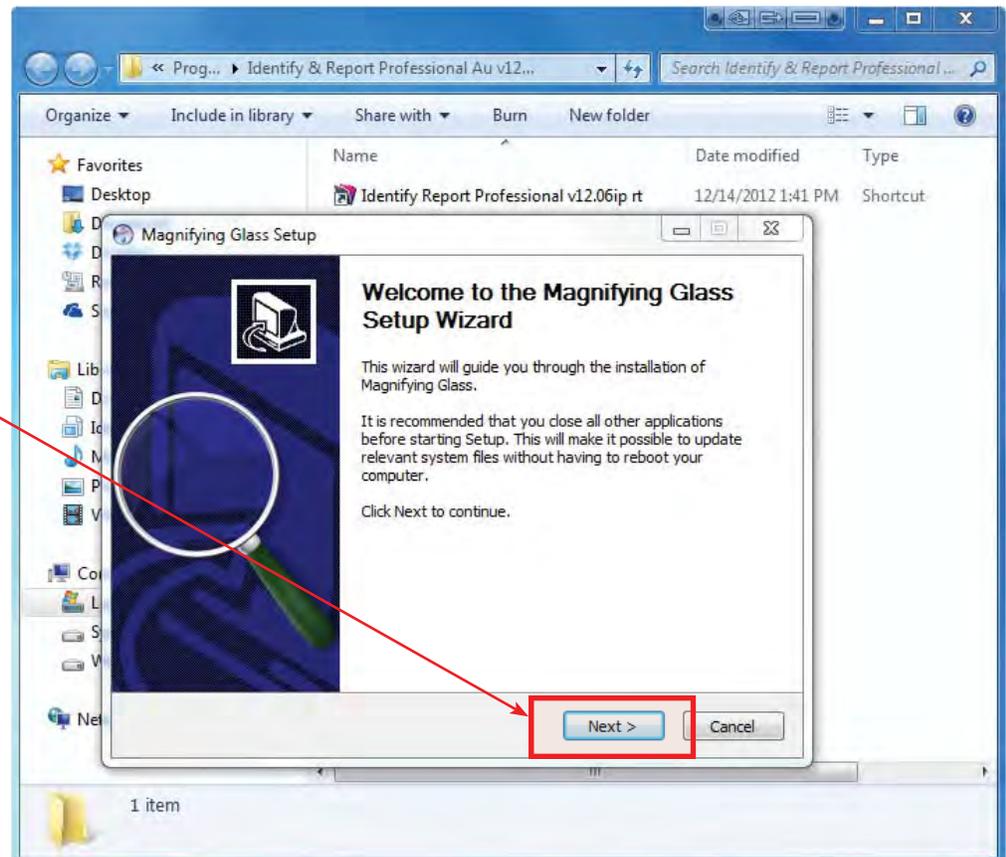
Ready to install. Select Next



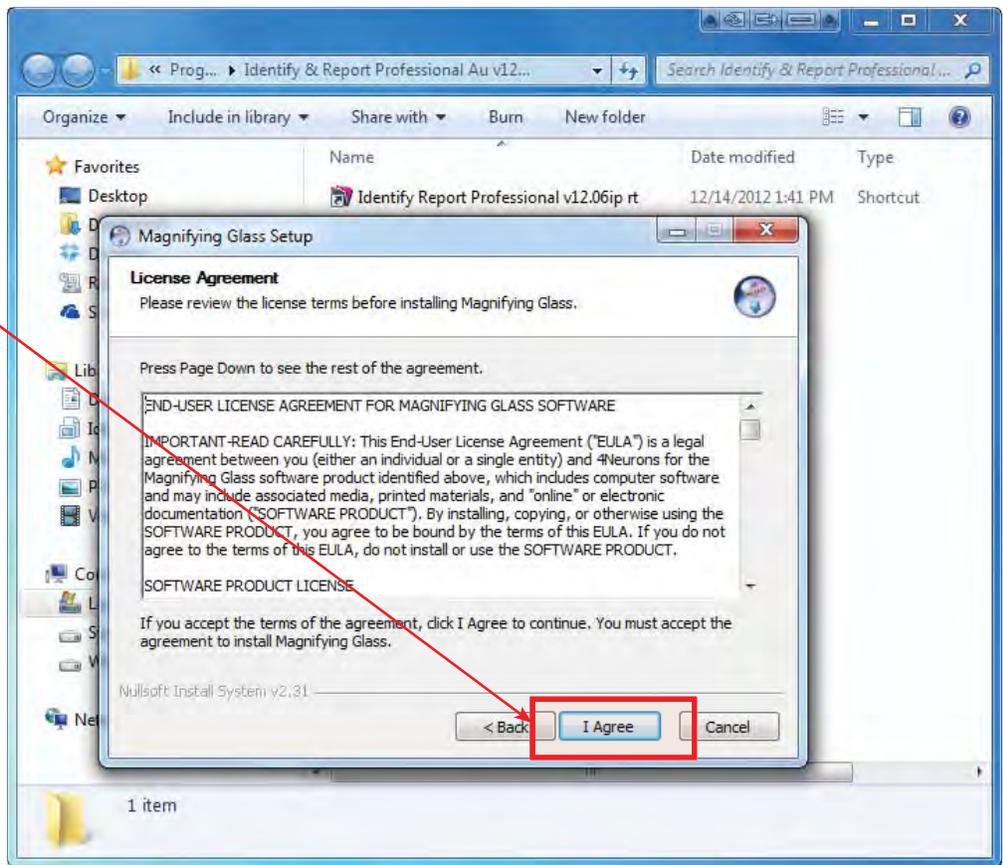
Setup Progress Window Opens. Do nothing



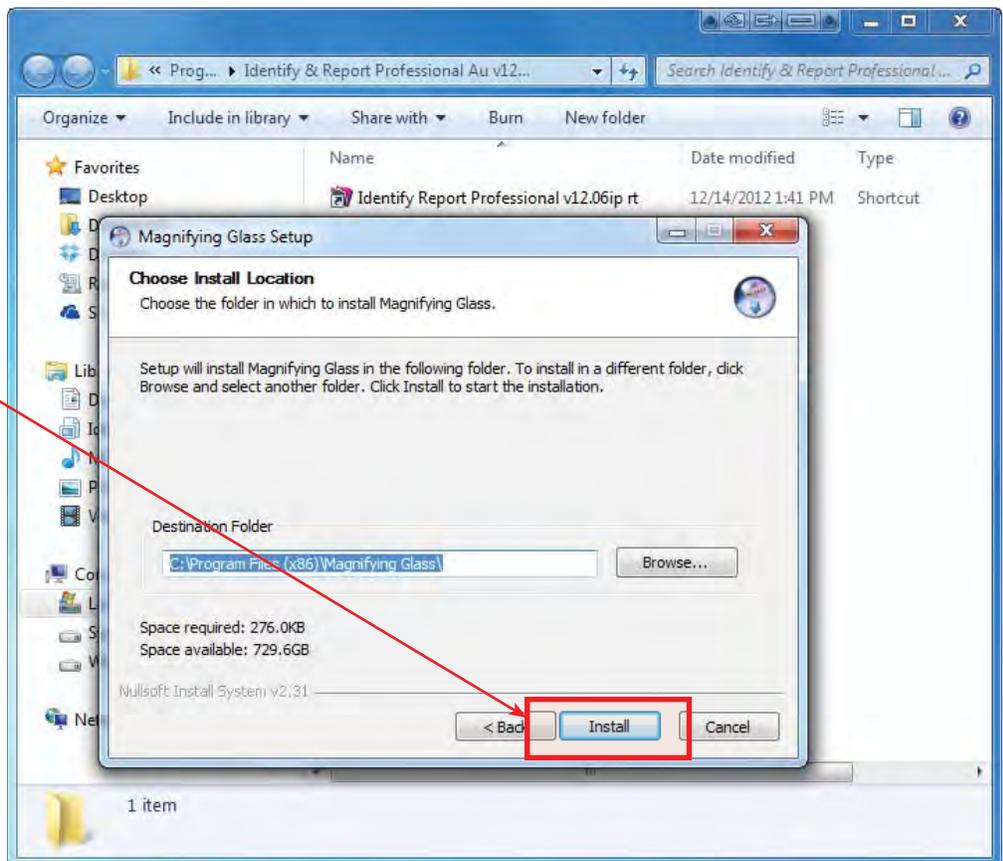
Select Next.



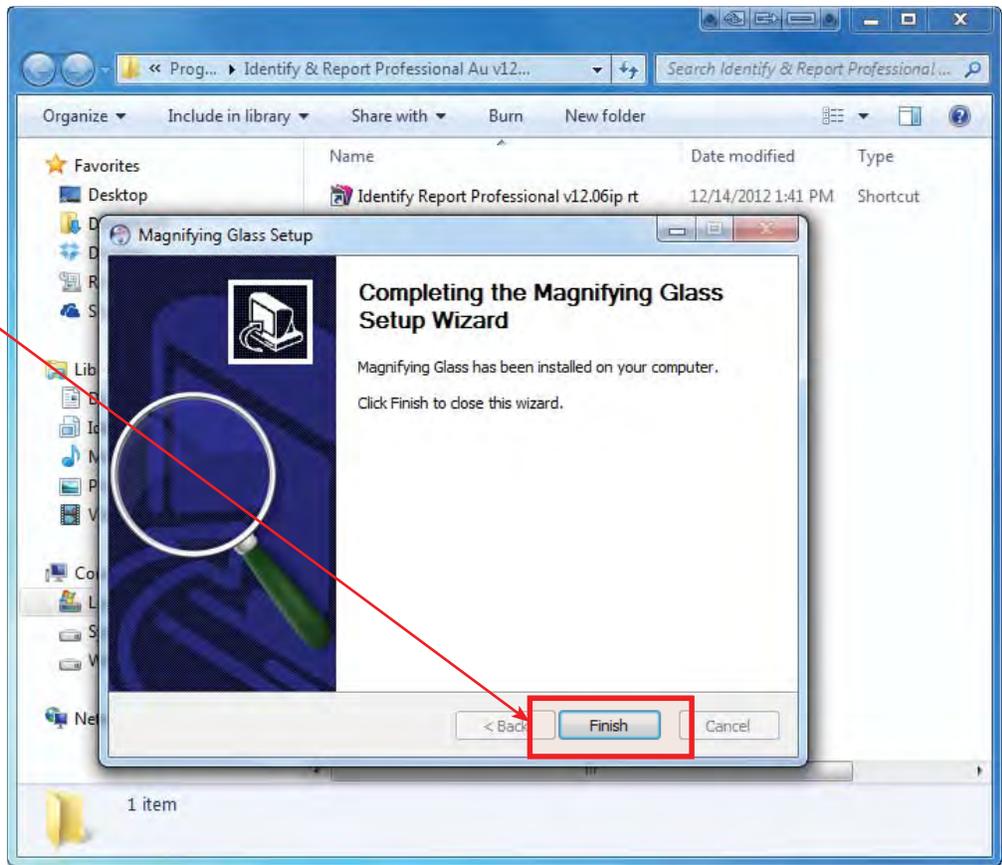
Magnifying Glass License Agreement  
Select I Agree



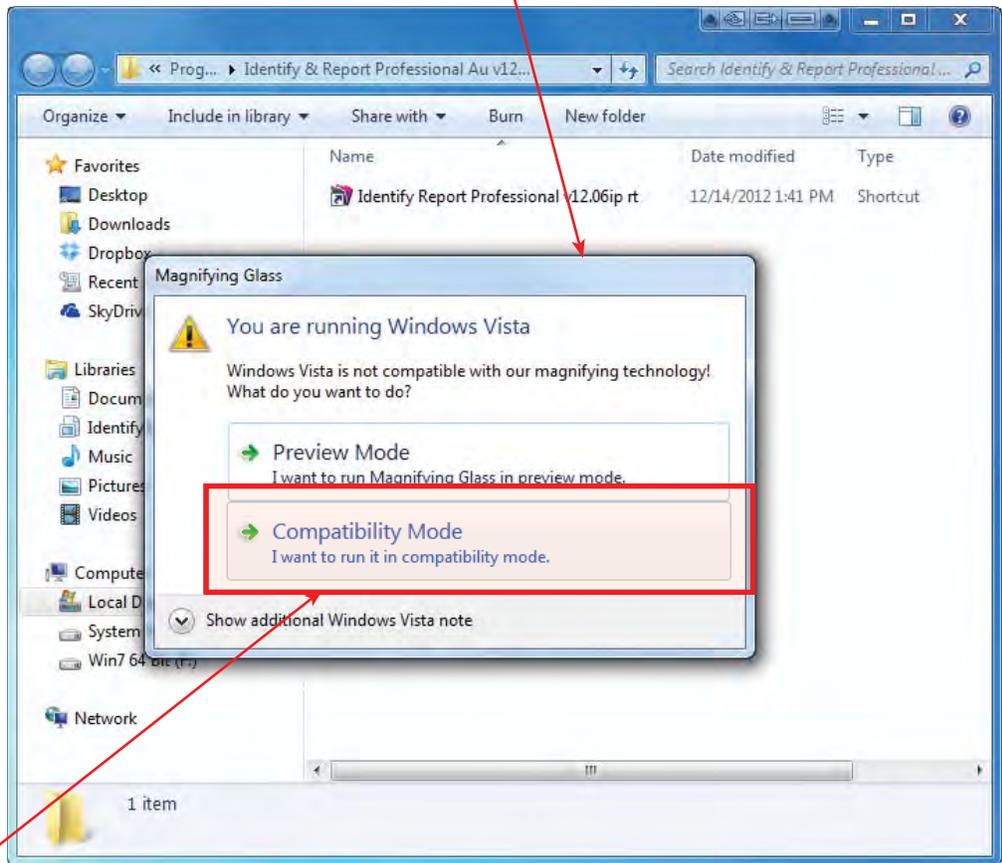
Destination Directory don't change.  
Slect Next



Magnifying Glass Setup Completed.  
Select Finish

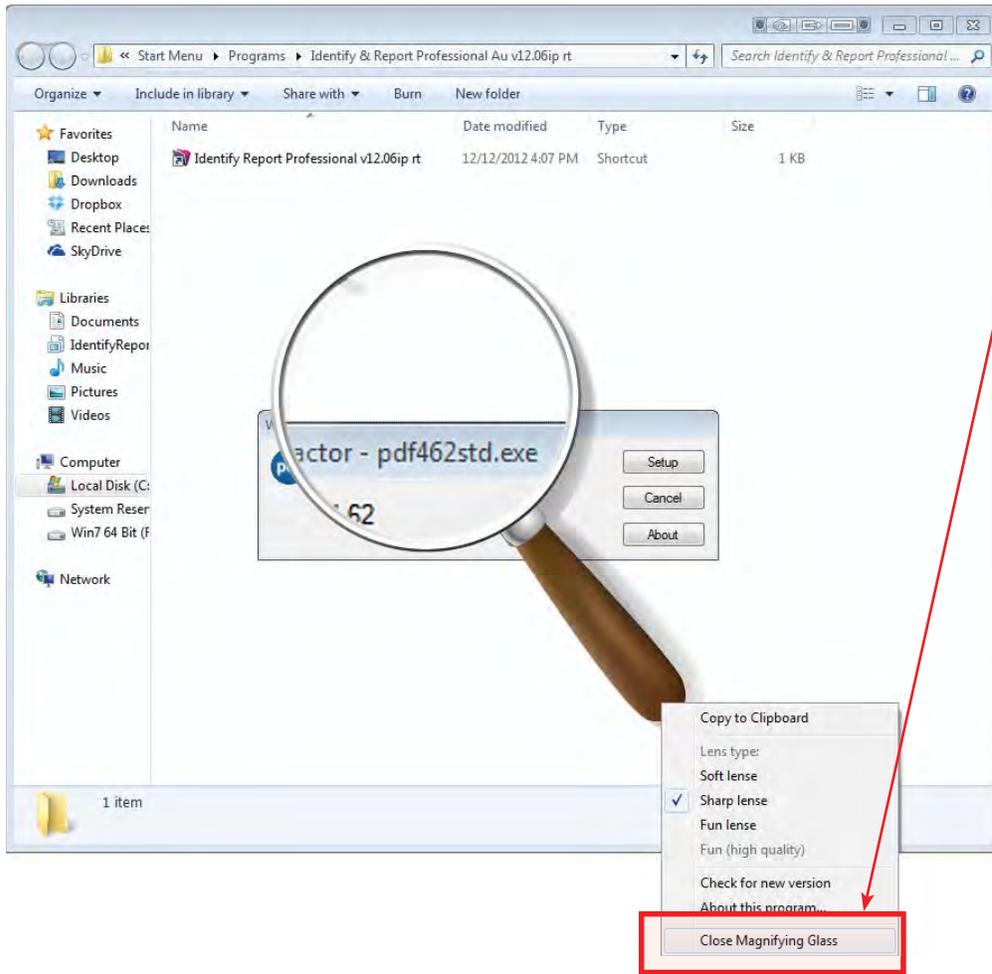


If you are running Windows XP this window will not appear.

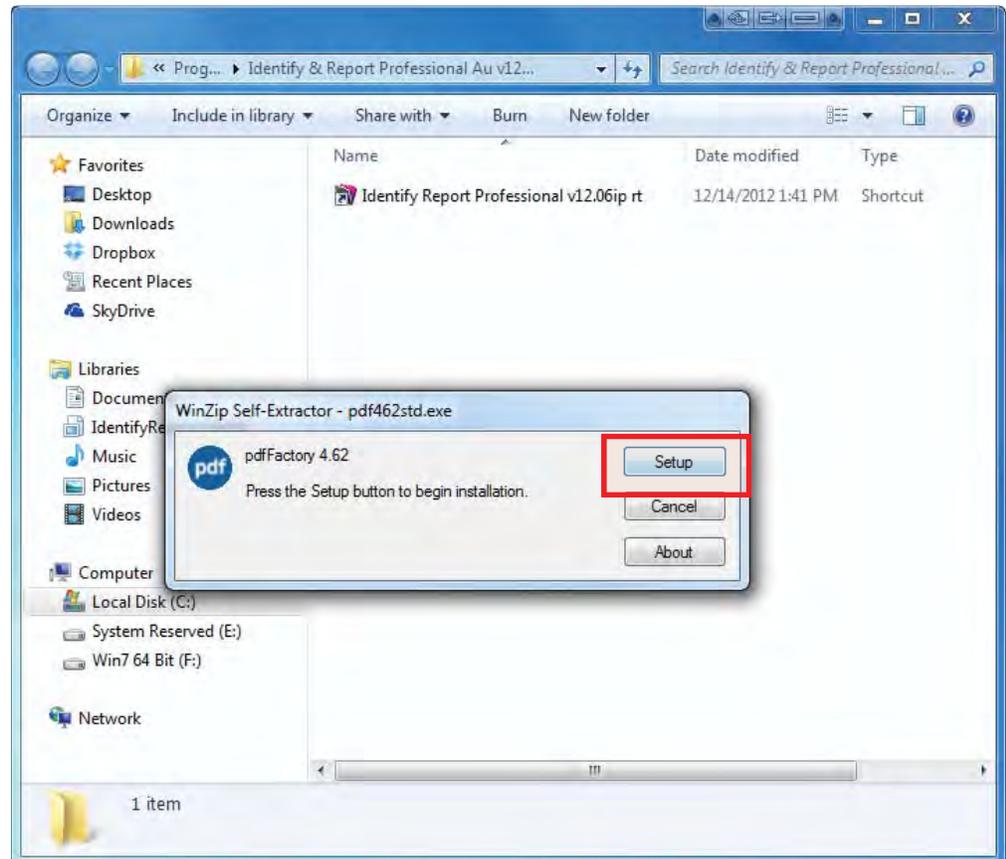


If you are running Windows 7 Select Compatibility Mode.

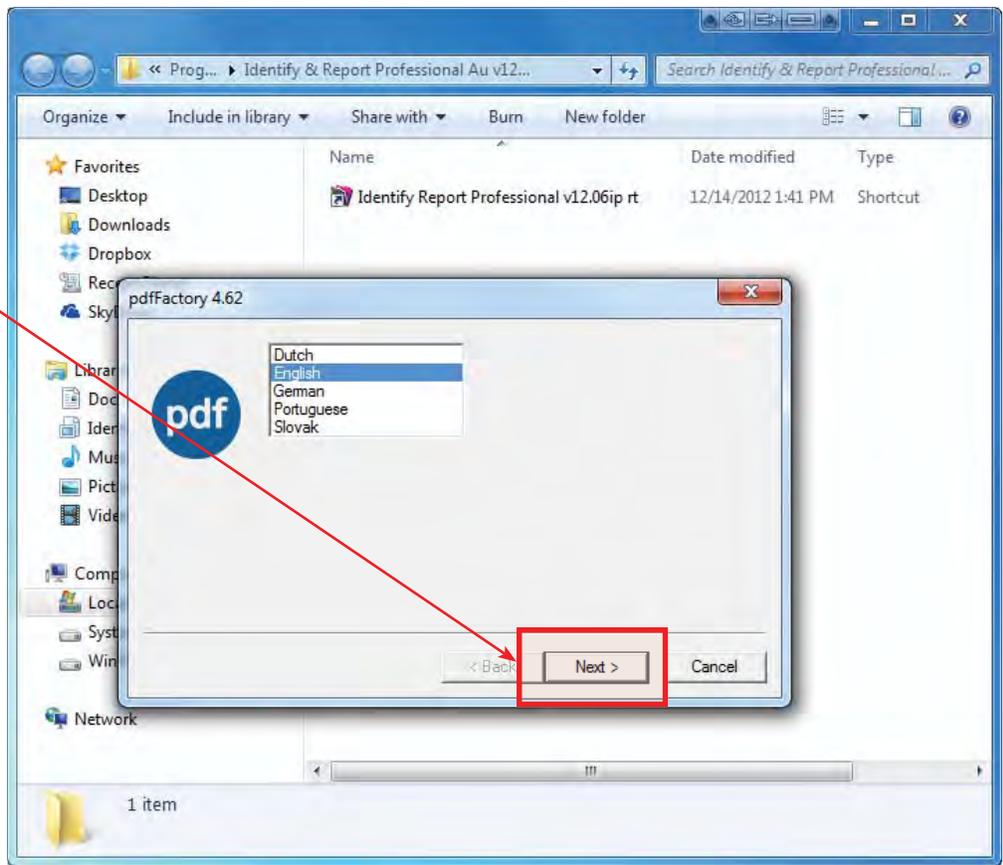
The Magnifying Glass will open. Right click on handle and chose “Close Magnifying Glass”



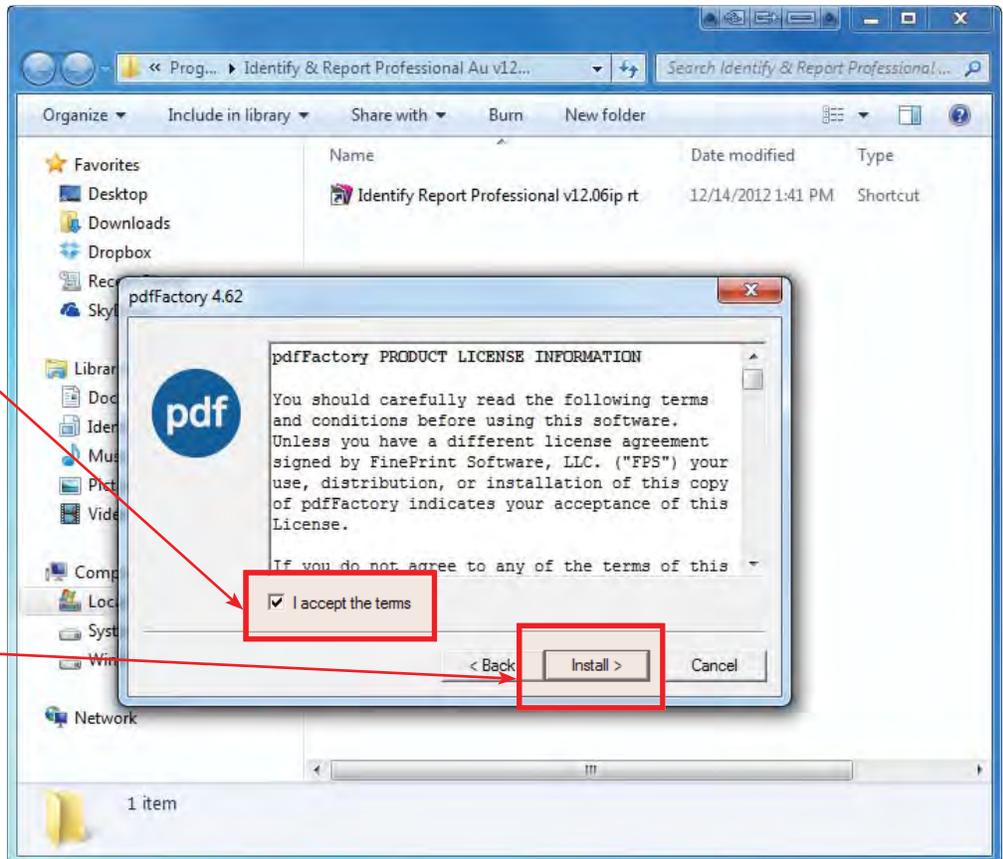
Installing pdf Factory.  
Click Setup



Click Next



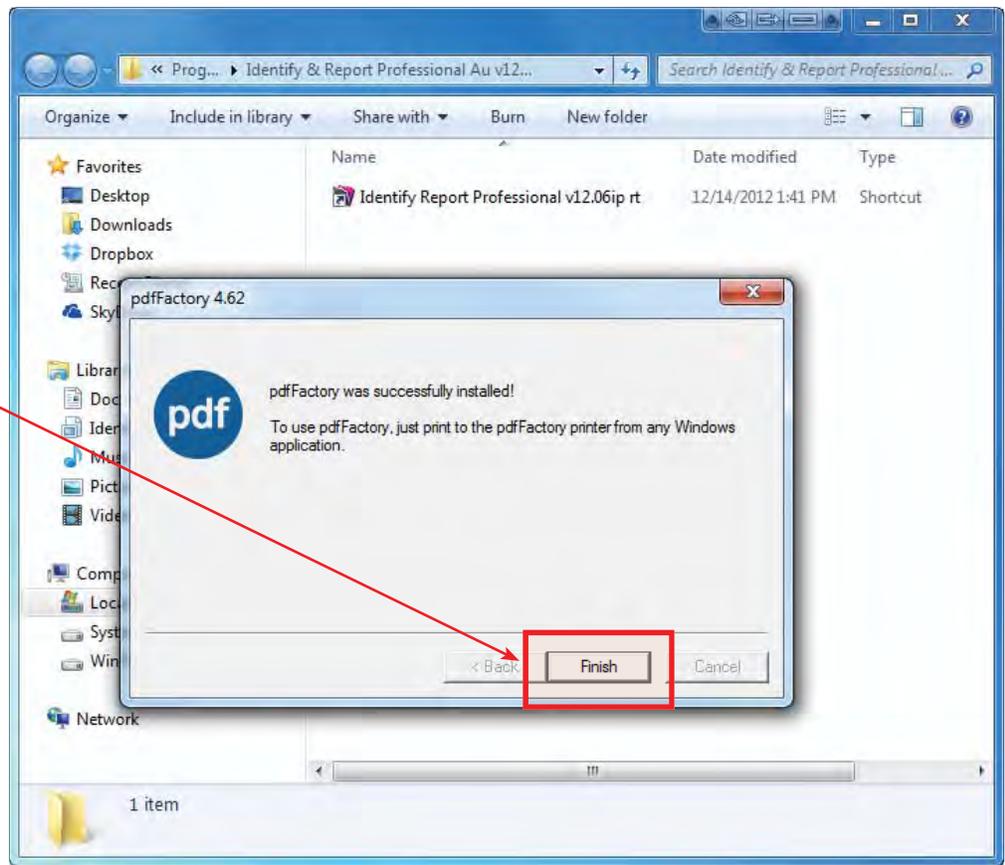
Check the  
"I accept the terms"



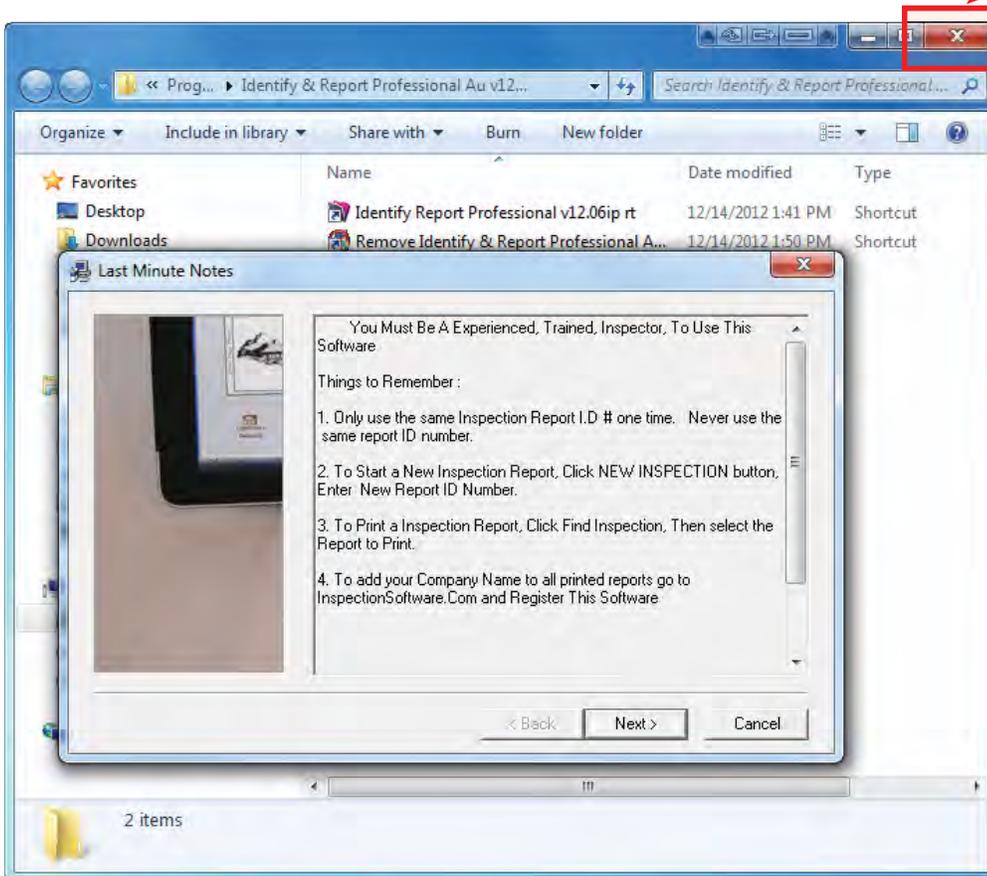
Then

Click Install

pdfFactory was successfully installed!  
Click Finish



Close Background Window

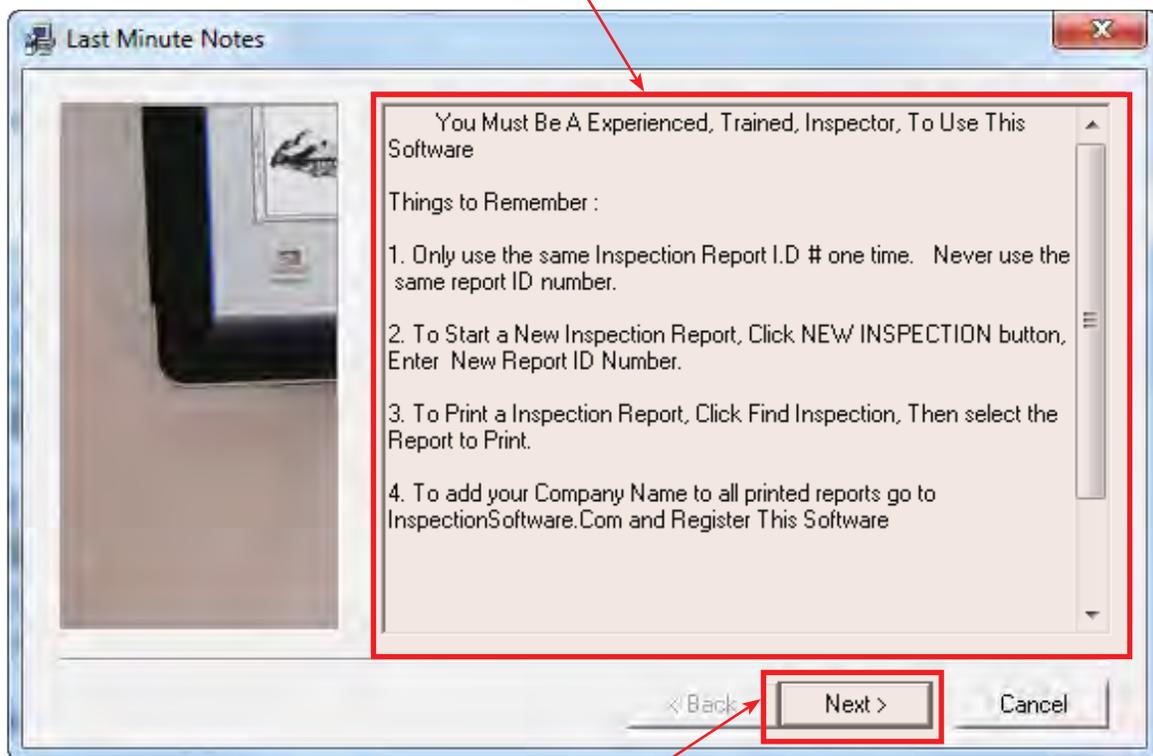


## Last Minute Note:

### 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  
Home and Property Inspection System ®  
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HELP

Back-Up

**Identify & Report**  
MAIN MENU

Completed:  YES  NO

EXIT

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 "

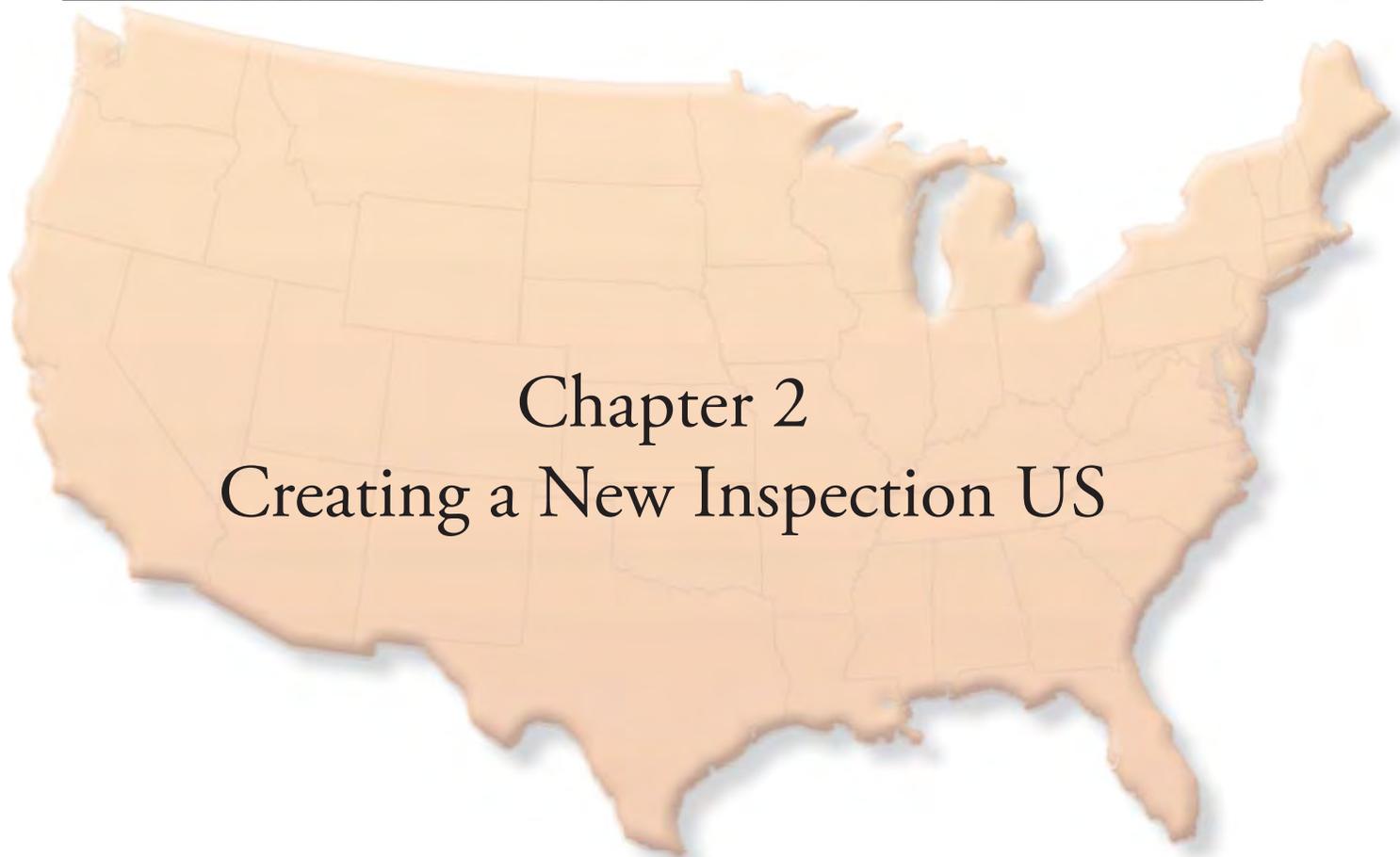
**Very important:**  
You must Exit  
*Identify & Report Professional Australia*  
before you copy  
any files to or from the  
iPad.



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## Chapter 2 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.

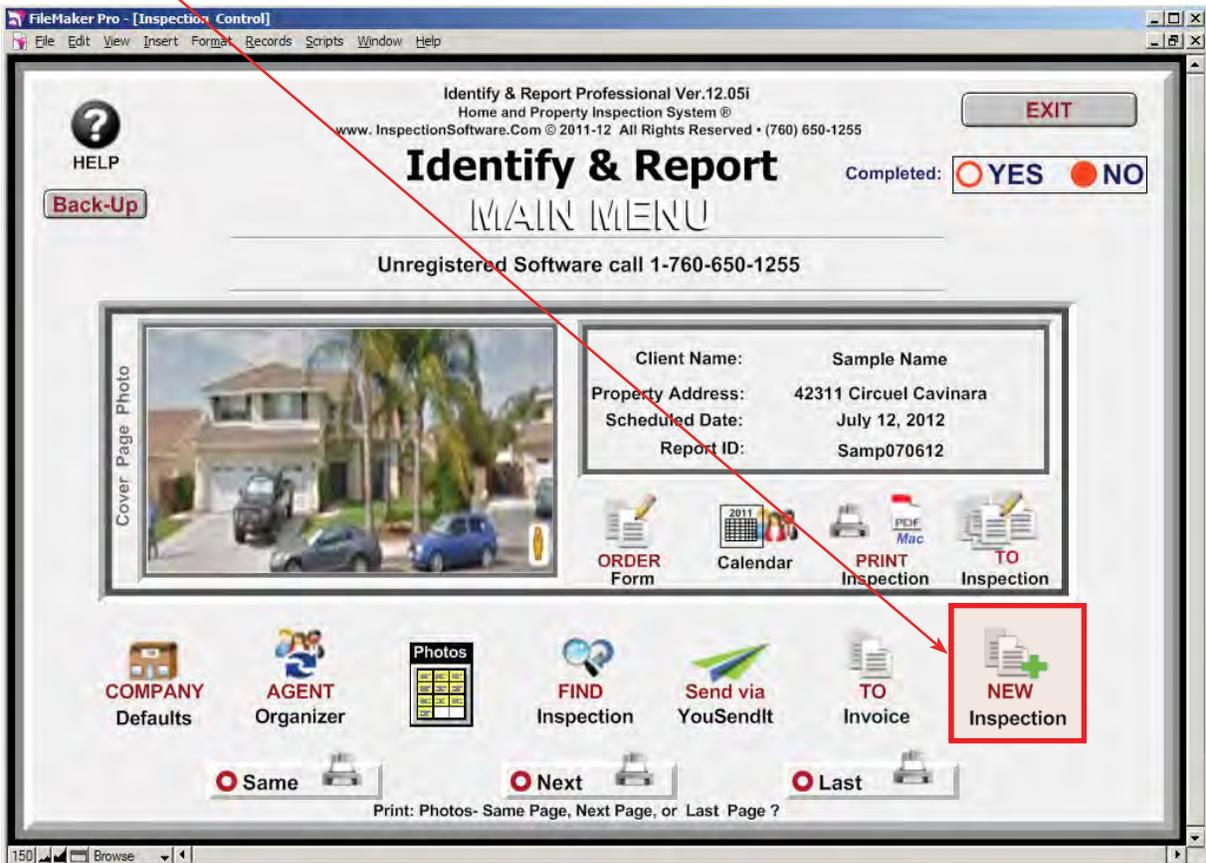
This Default Report inspection may be modified to meet the user's requirements by selecting the Default Report at the

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

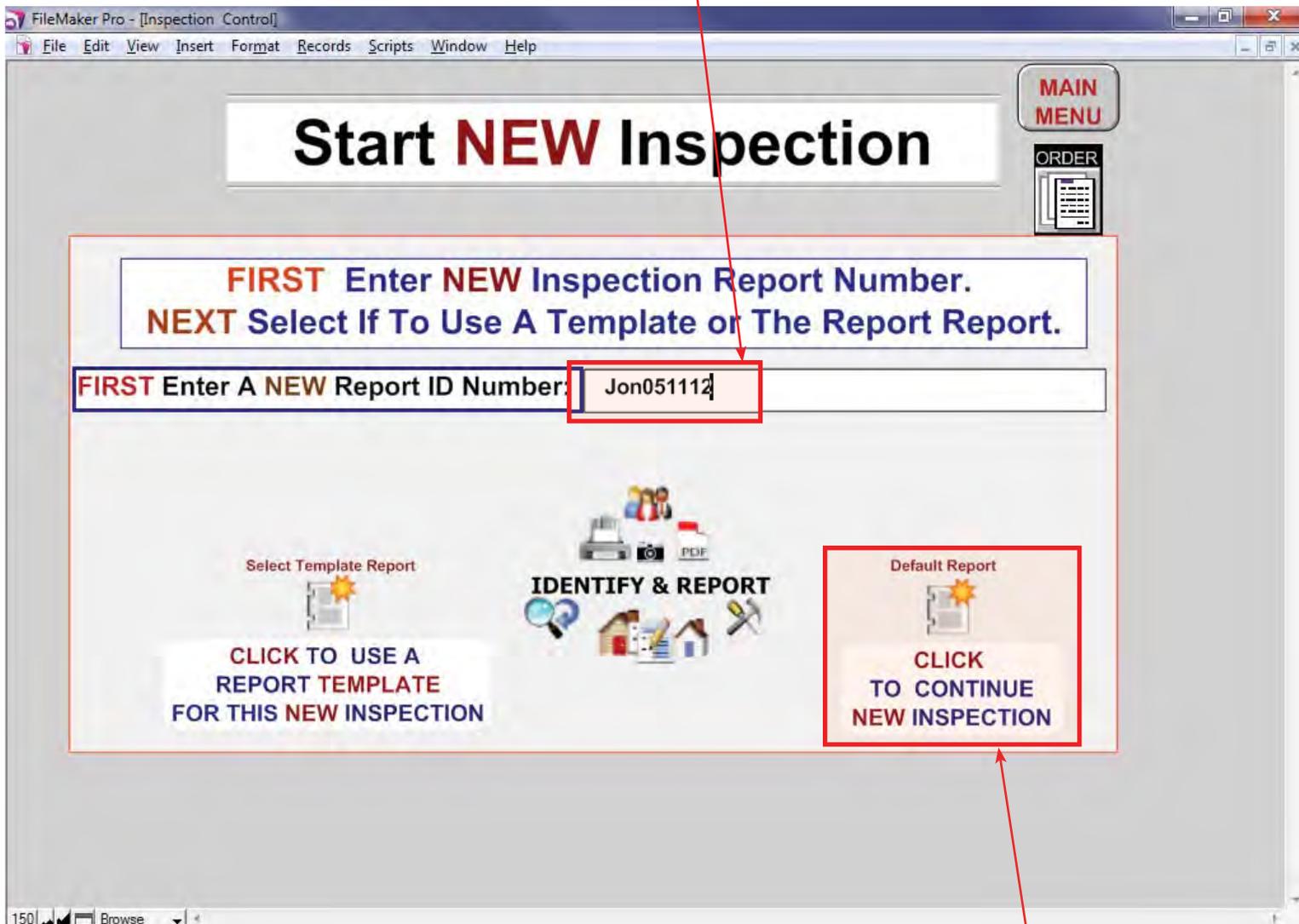
Jon051112

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.

FileMaker Pro - [Inspection Control]

File Edit View Insert Format Records Scripts Window Help

# ORDER FORM

Back-Up MAIN MENU

HELP ?

Inspection Type: [Dropdown]

Order Date: May 10, 2012  
Scheduled Date/Time: [Text]  
Arrival time: [Text] Depart time: [Text]

Report ID: Jon051112

Basic Pricing

- \$165.00
- \$220.00
- \$330.00
- \$440.00
- \$550.00
- \$660.00
- Other...

Find Inspection NEW Inspection

Notes: [Text Area]

Client Information: To InspectionSoftware.com

First, Last Name: [Text]  
Other Name: [Text]  
Address: [Text]  
Suburb, State, P/C: [Text]  
Home, Work #: [Text]  
Email: [Text]  
Ordered By: [Text] Referred By: [Text]

Property Information: Google maps Inspection Completed: No

Seller: [Text] Dwelling Facing: [Text]  
Address: [Text] Site Topography: [Text]  
Suburb, State, P/C: [Text] Subdivision: [Text]  
Phone, Email: [Text] Inspector: Glen Sim  
Structure Type: [Text] Bedrooms: [Text] Bathrooms: [Text] Age: [Text]  
Foundation: [Text] List Price: [Text] Units: [Text]  
Pick Up Key: [Text] Paying Party: [Text]  Spa  Pets  
Occupied By: [Text] Utilities: [Text]  Pool  Well  Septic  
Build. Furnished: [Text]

TO CURRENT Inspection  
PRINT CURRENT Inspection  
Calendar  
Photos  
Order Form  
Find All

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

FileMaker Pro - [Inspection Control]

File Edit View Insert Format Records Scripts Window Help

# ORDER FORM

Back-Up MAIN MENU

HELP ?

Inspection Type: [Dropdown]

Order Date: May 10, 2012  
Scheduled Date/Time: [Text]  
Arrival time: [Text] Depart time: [Text]

Report ID: Jon051112

Basic Pricing

- \$220.00
- \$330.00
- \$440.00
- \$550.00
- \$660.00
- Other...

Find Inspection NEW Inspection

Notes: [Text Area]

Client Information: To InspectionSoftware.com

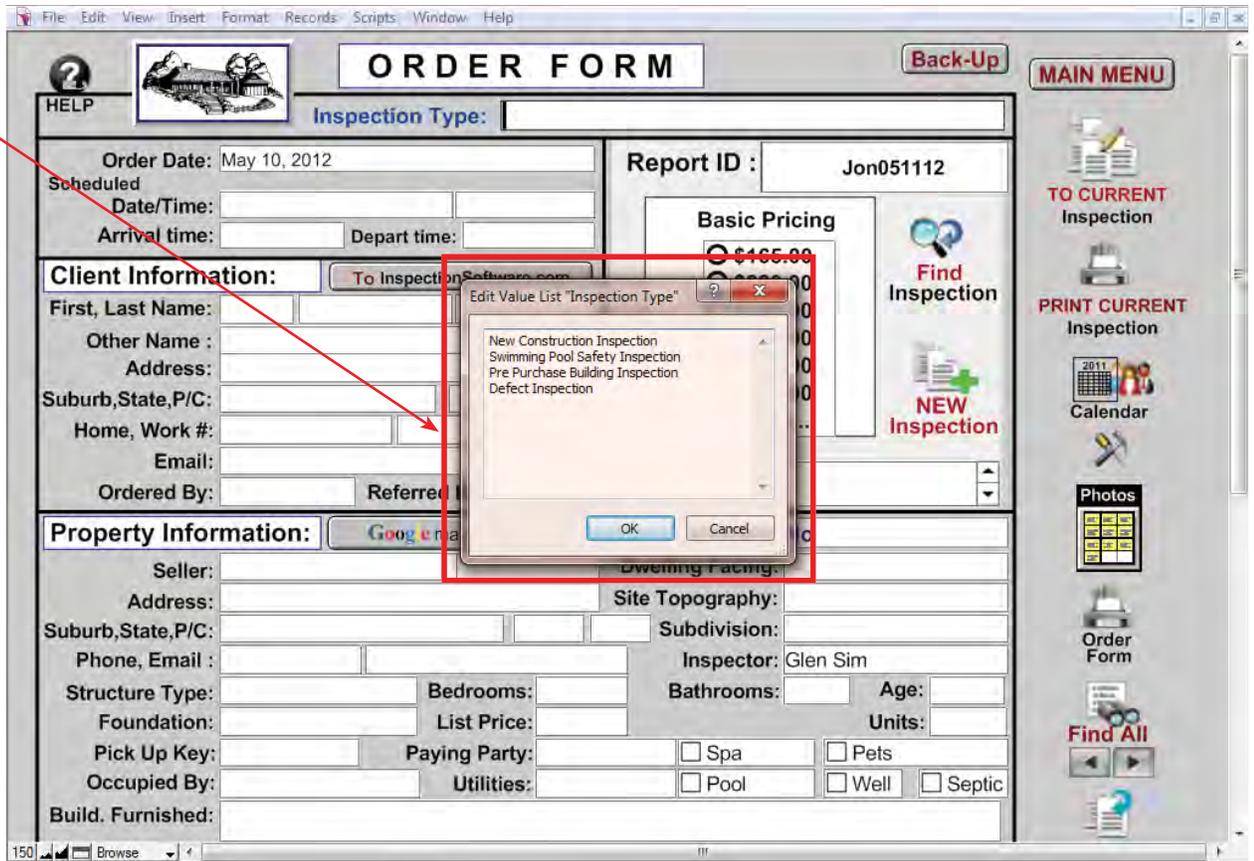
First, Last Name: [Text]  
Other Name: [Text]  
Address: [Text]  
Suburb, State, P/C: [Text]  
Home, Work #: [Text]  
Email: [Text]  
Ordered By: [Text] Referred By: [Text]

Property Information: Google maps Inspection Completed: No

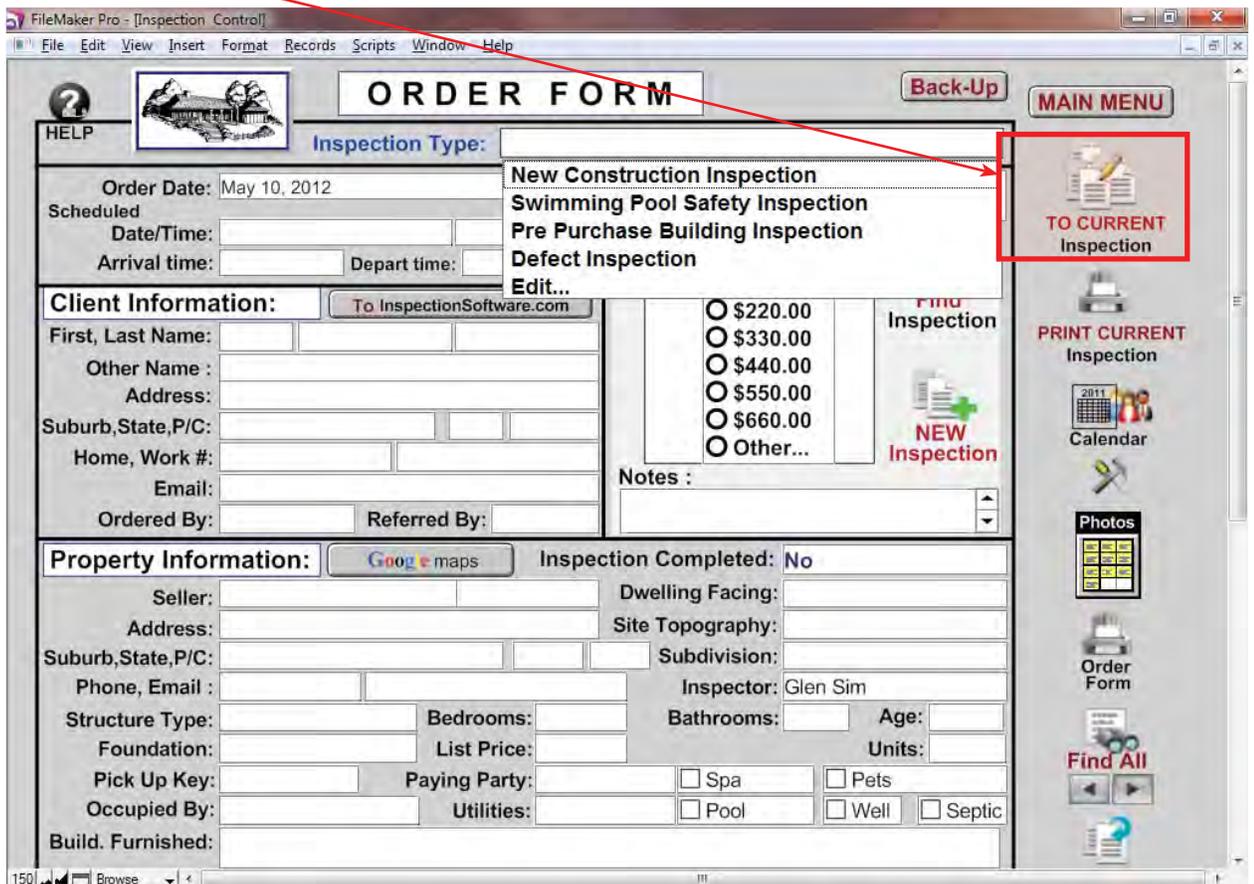
Seller: [Text] Dwelling Facing: [Text]  
Address: [Text] Site Topography: [Text]  
Suburb, State, P/C: [Text] Subdivision: [Text]  
Phone, Email: [Text] Inspector: Glen Sim  
Structure Type: [Text] Bedrooms: [Text] Bathrooms: [Text] Age: [Text]  
Foundation: [Text] List Price: [Text] Units: [Text]  
Pick Up Key: [Text] Paying Party: [Text]  Spa  Pets  
Occupied By: [Text] Utilities: [Text]  Pool  Well  Septic  
Build. Furnished: [Text]

TO CURRENT Inspection  
PRINT CURRENT Inspection  
Calendar  
Photos  
Order Form  
Find All

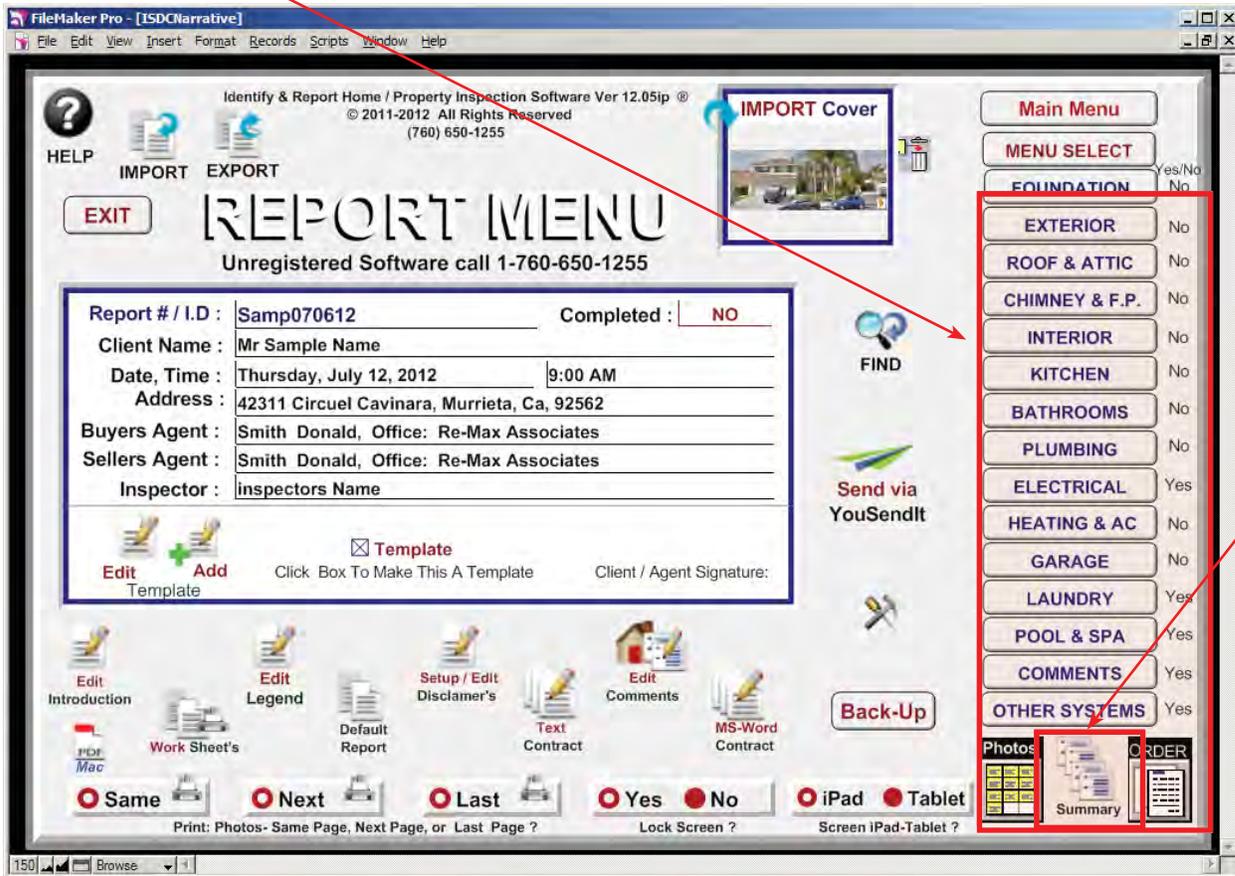
6. The edit window will open, you can remove, add or modify any statement as you would like. Then reselect the field to auto enter the information.



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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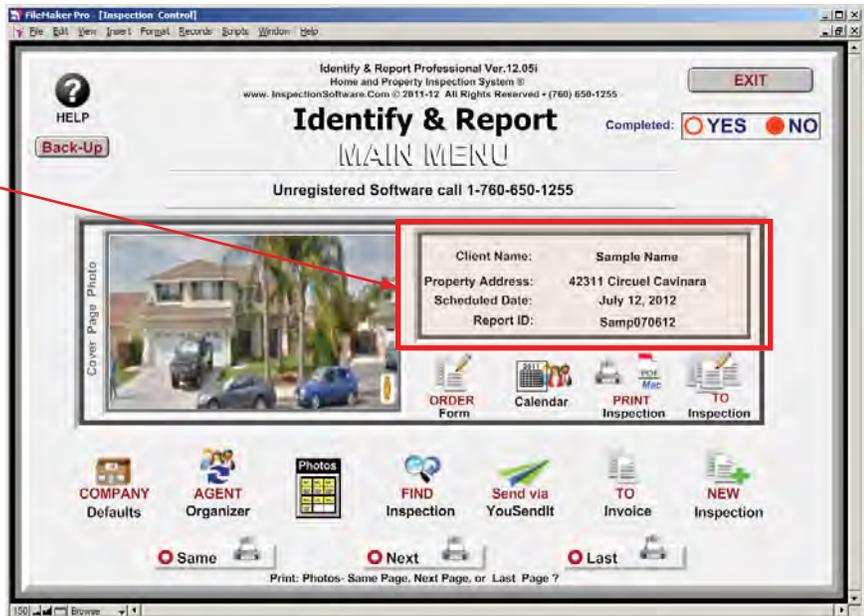
# Identify & Report Professional

## Select Report Category

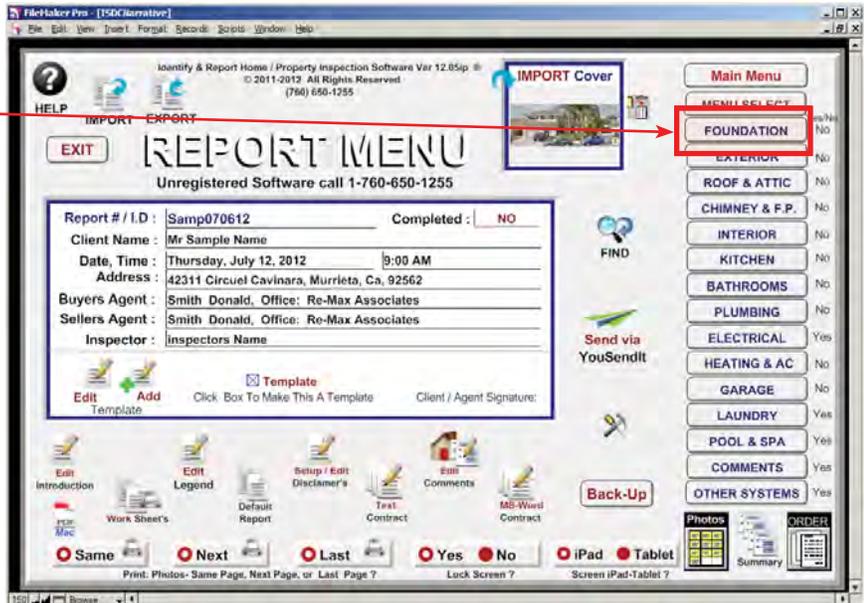
Click "Identify Report Prof" icon to start "Identify & Report Professional"



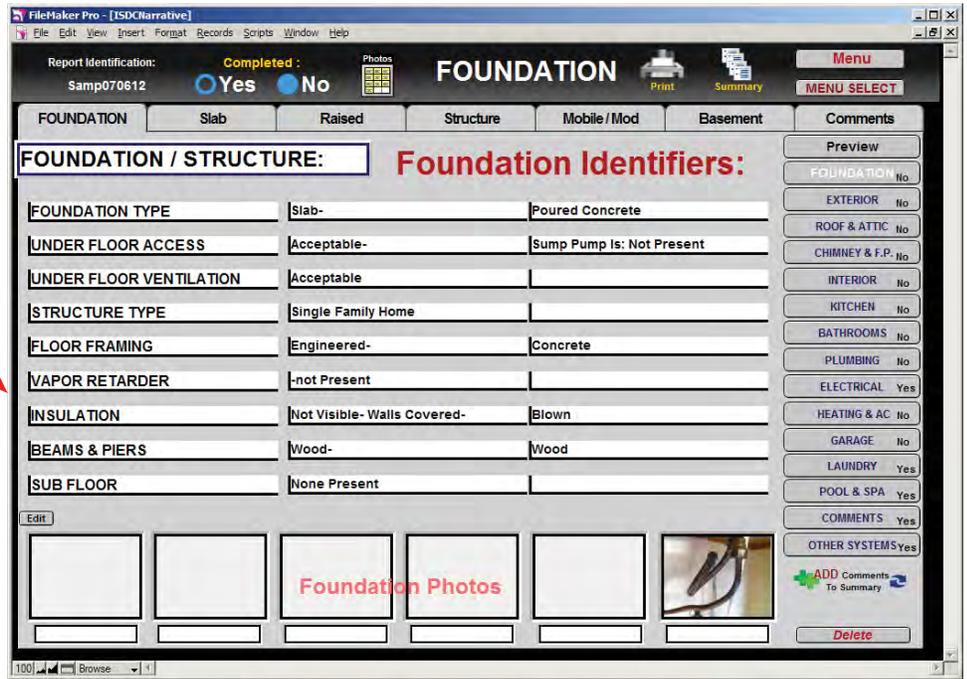
Click in the Client Box to start inspection



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.

Report Identification: is the Report ID Number

This icon takes you to "Report Menu"

This icon generates you PDF report using "pdf Factory"

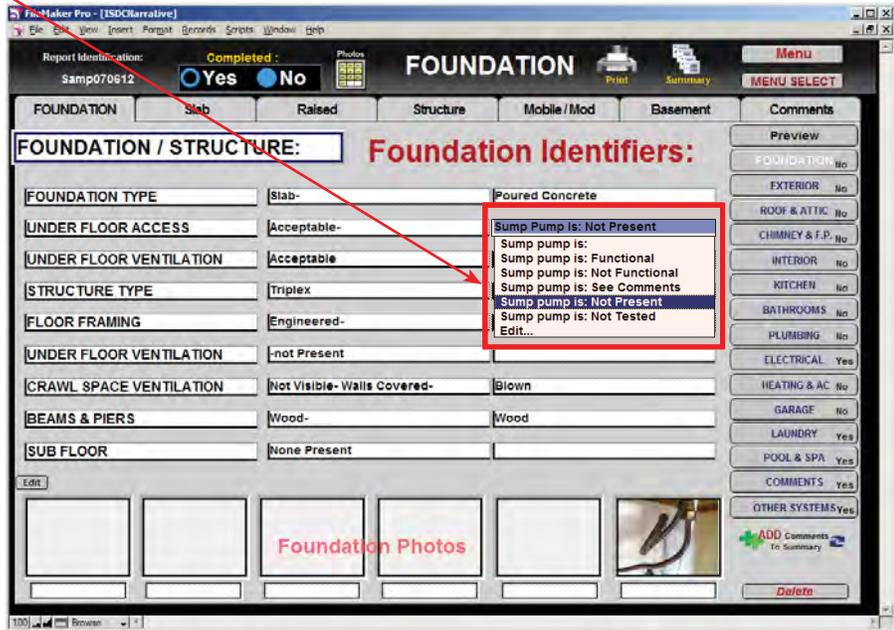
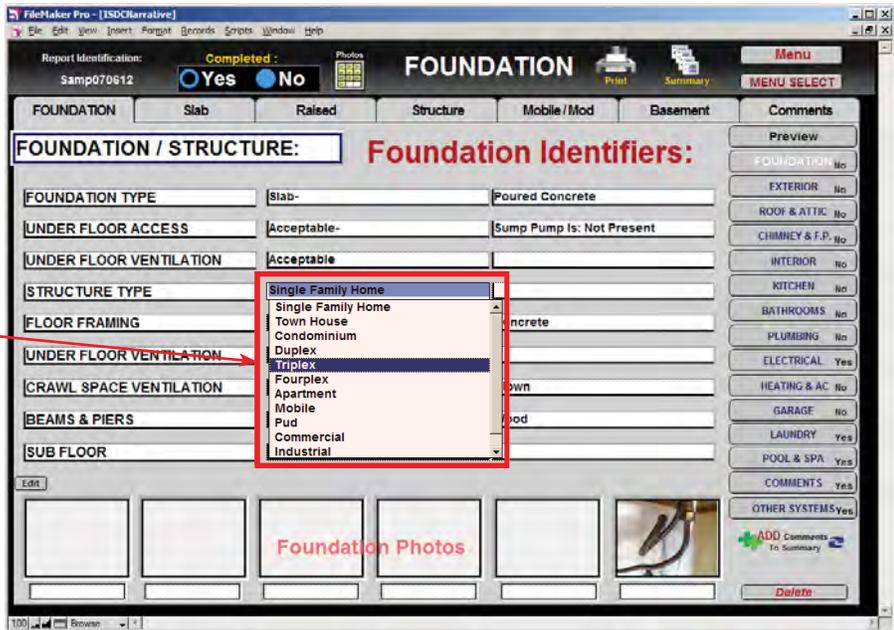
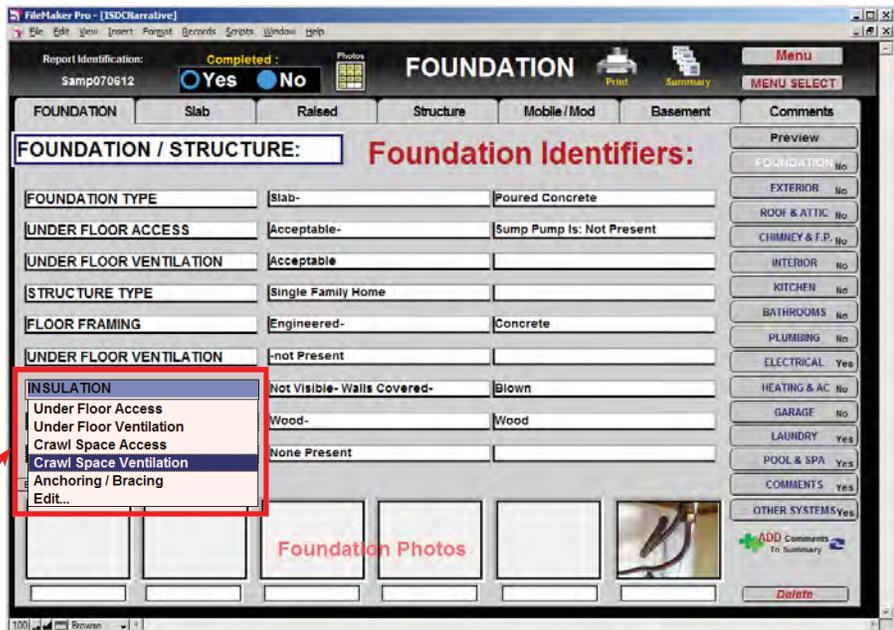


Completed Category "Yes or No" switch

Photo Library icon

This icon takes you to the report summary

This icon "Menu Select" is a summary of Report Categories.



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

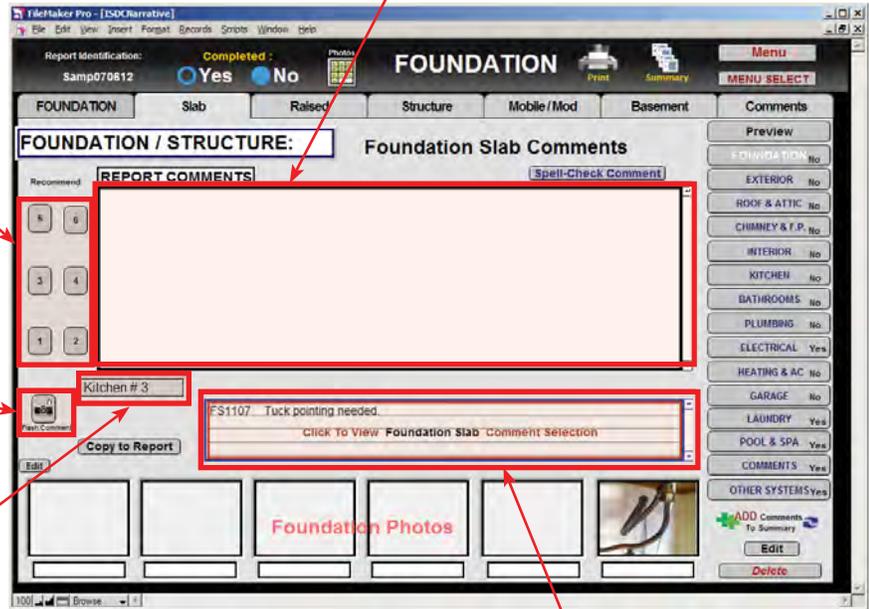
## Recommend Buttons

- 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

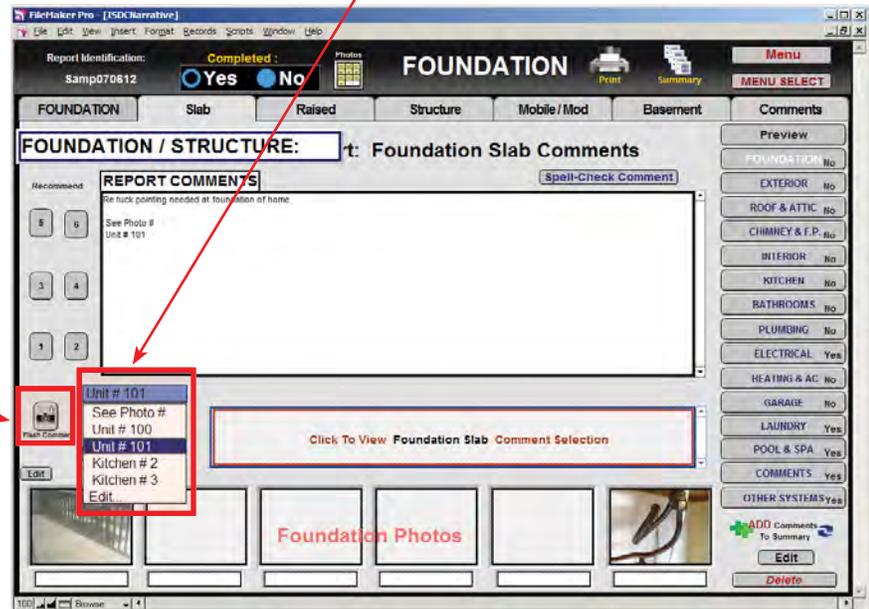
“Flash Description”



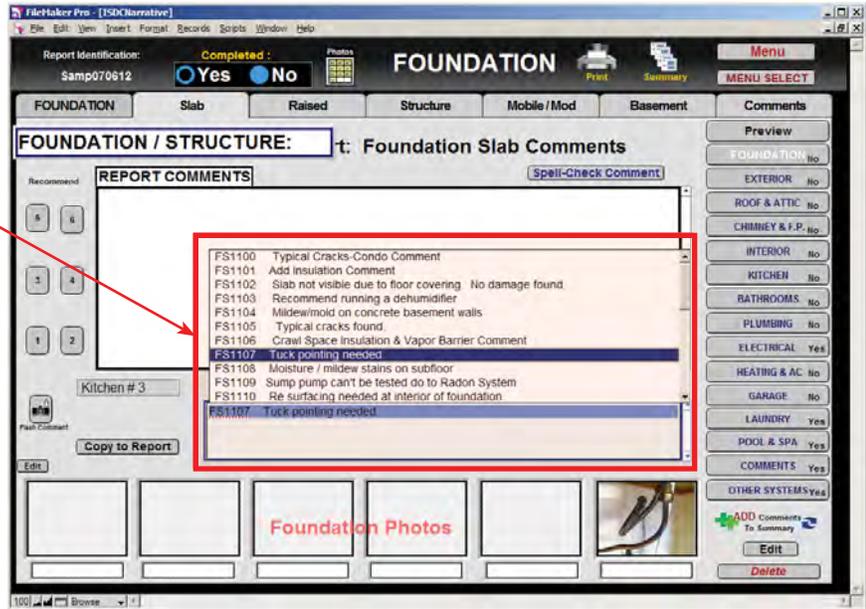
Click in the Box to view Foundation “Comment Section”

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

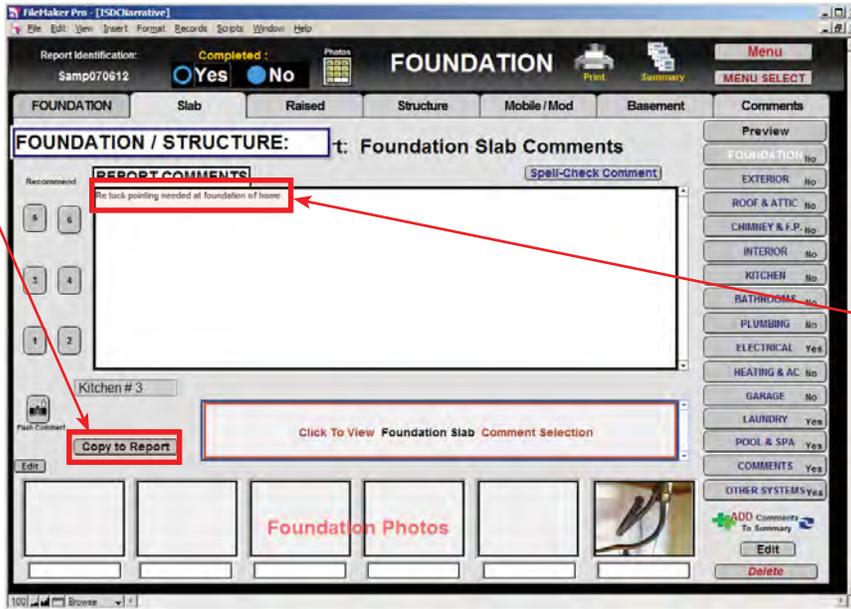
After selecting from the “Flash Description” Drop-down list, Click the “Flash” Hot Key to copy selection into the “Comments section”



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

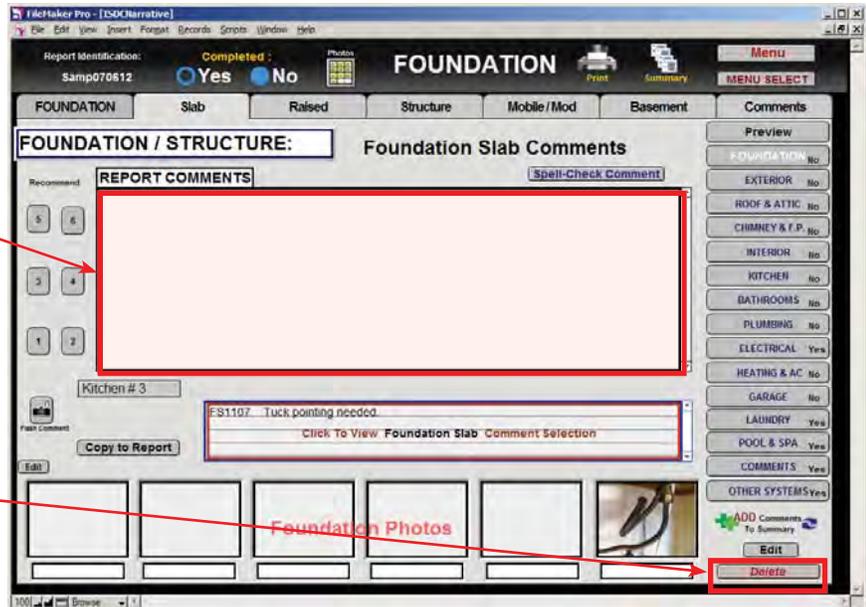


Click the The “Copy to Report” icon this will copy into the “Comment Section”



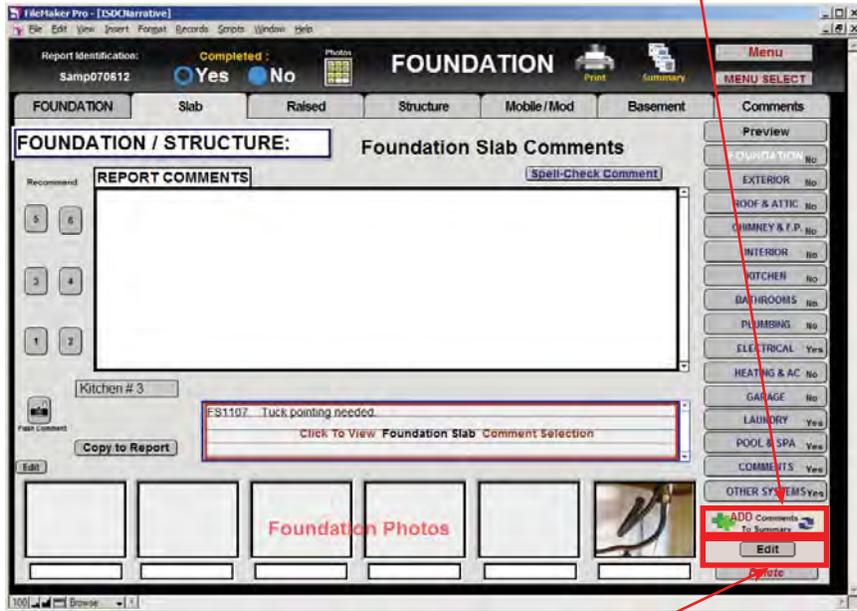
The comment that you have Chose appears in the “Comment Section”

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”

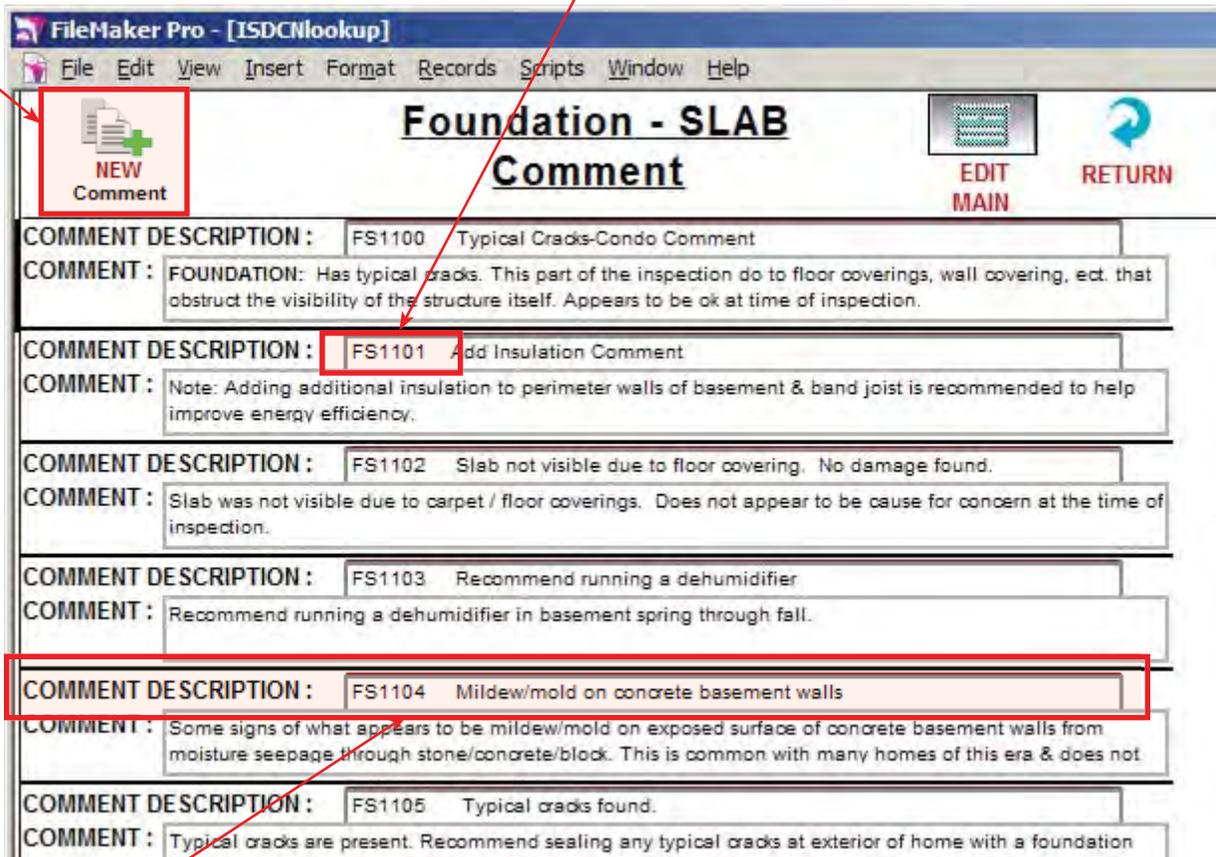


To add, edit or remove you comment list click the “Edit” icon.  
 This will open the Edit you comment Lookup Library Window.  
 (See Comment “Lookup” Window below)

### Comment “Lookup” Window

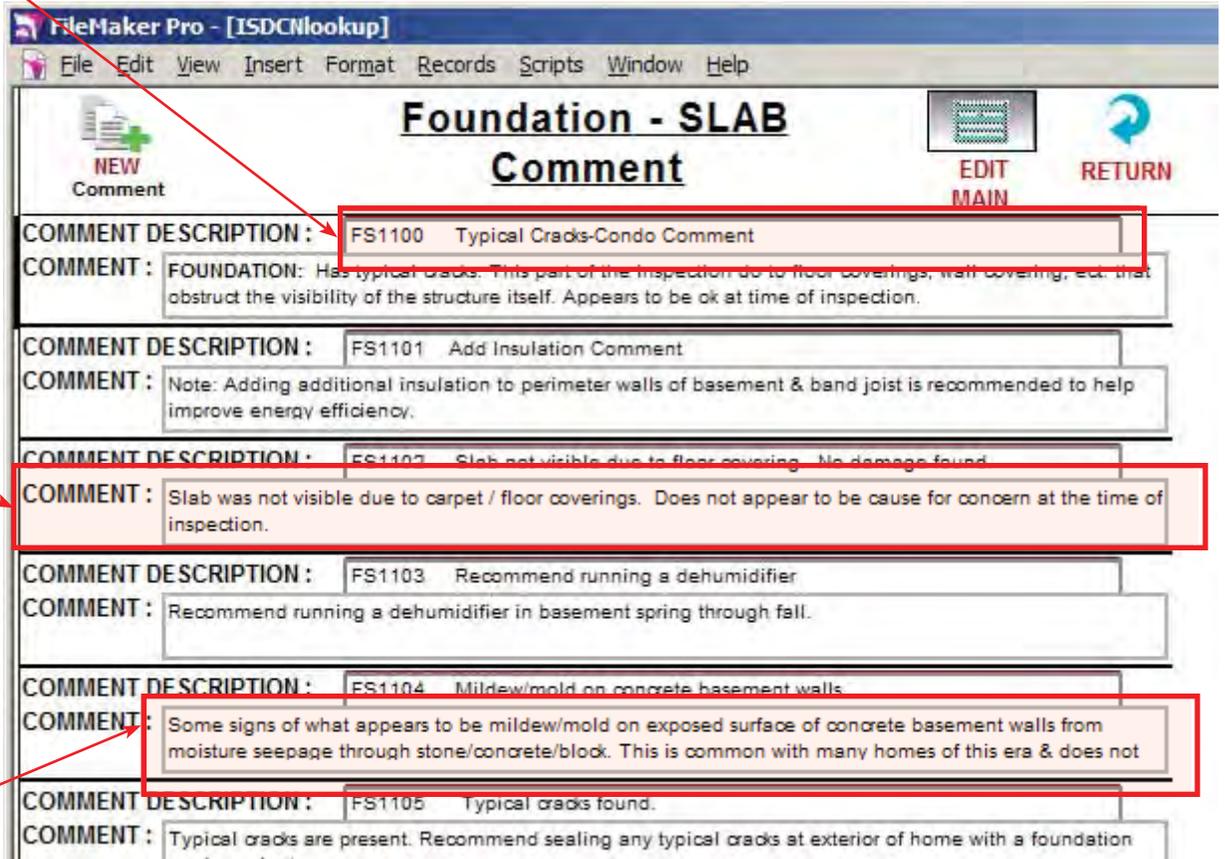
Add New Comments icon

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.

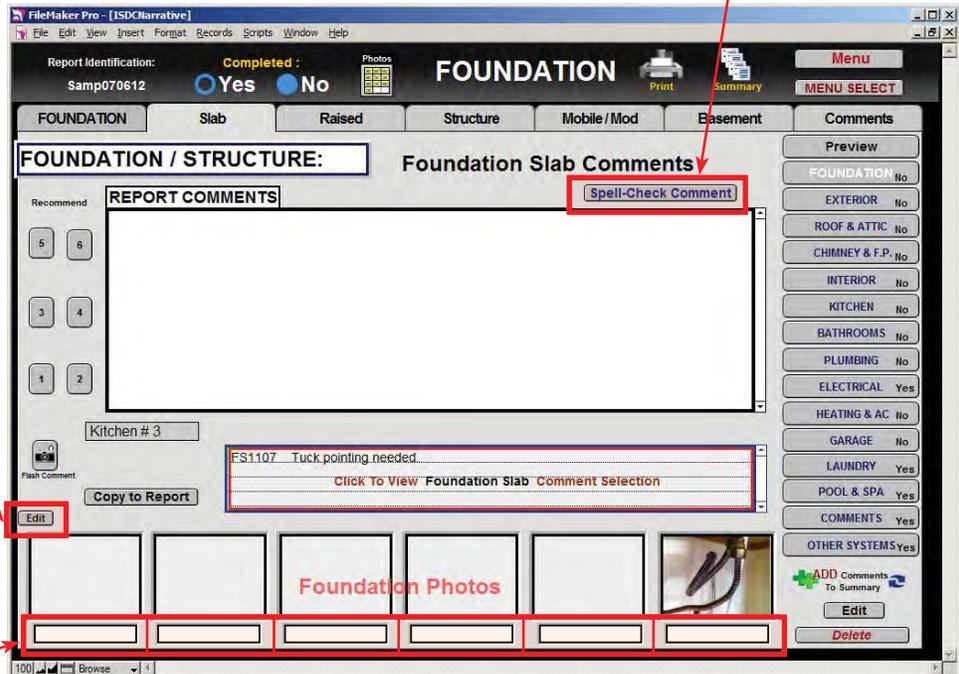


The Comment Windows is your complete comment.

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"**

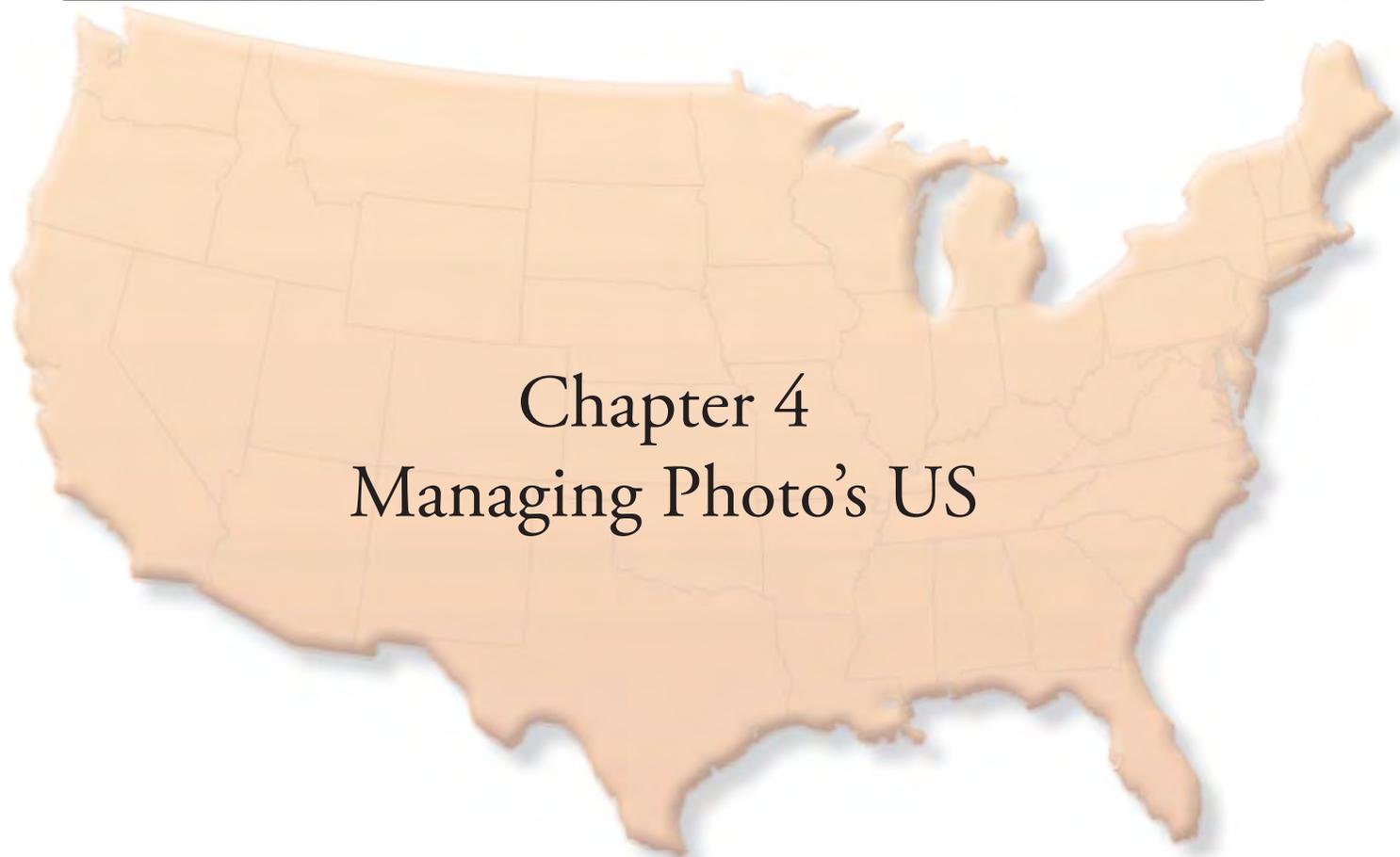
**Very important:**  
**You must Exit**  
*Identify & Report Professional Australia*  
**before you copy**  
**any files to or from the**  
**iPad.**



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

# *Identify & Report Professional*

## **Identify & Report Professional 2.05i User Manual**



### Chapter 4 Managing Photo's US



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**or Email:**  
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# Identify & Report Professional

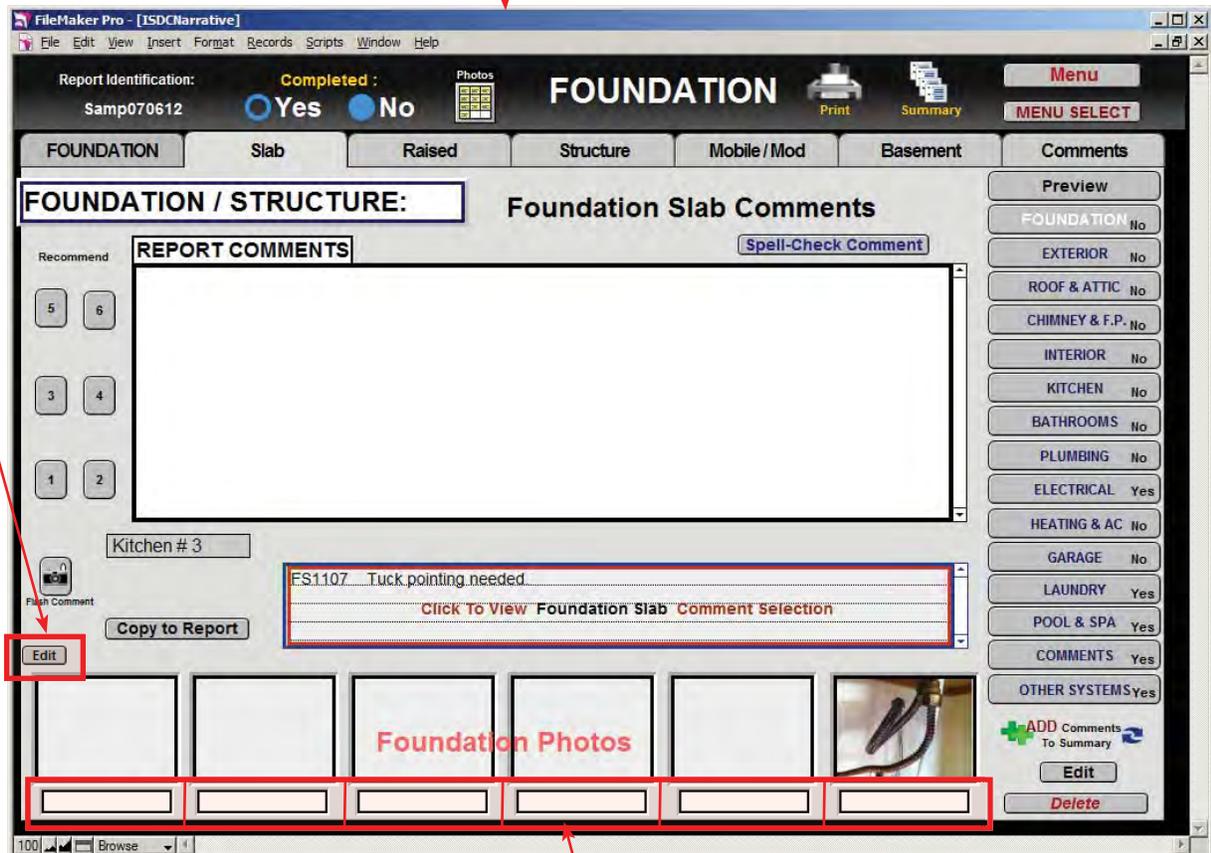
## Managing Photos

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.



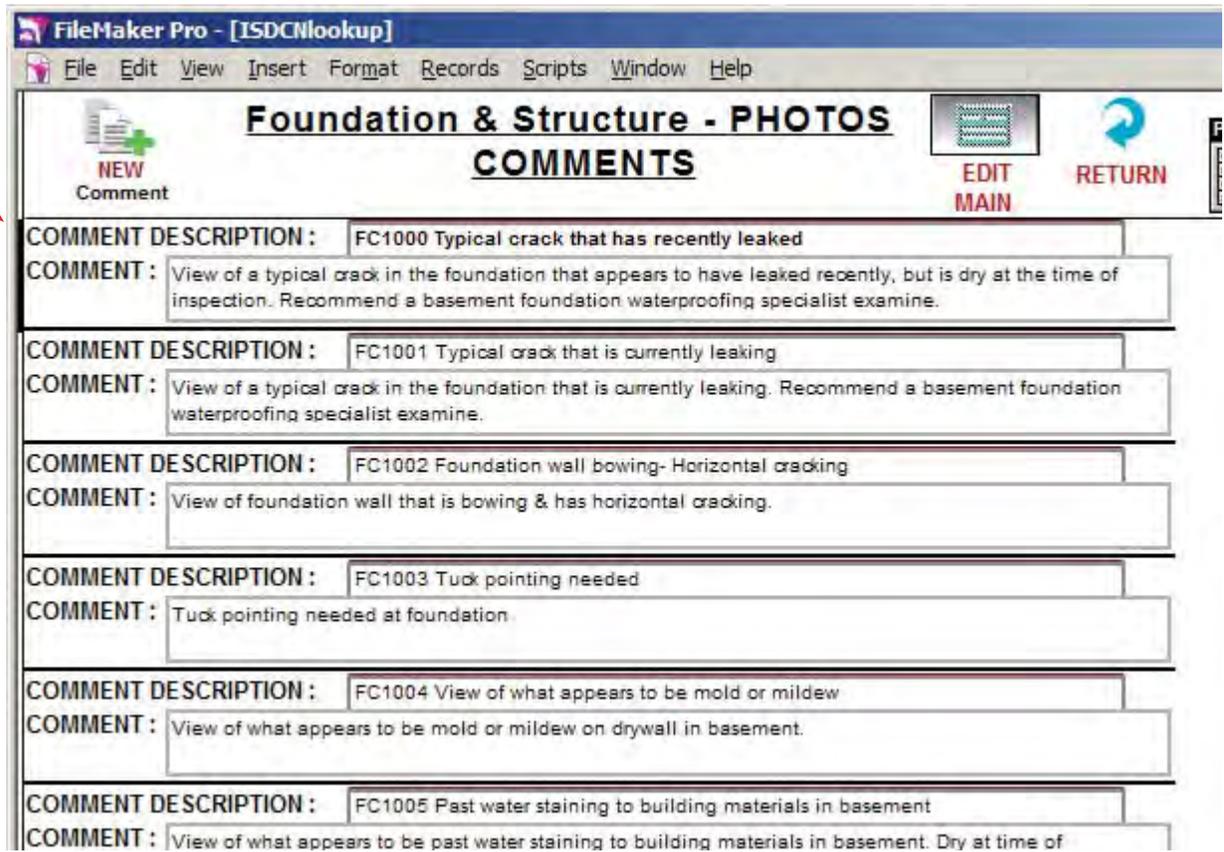
This “Edit” icon edits “Photos Comments” for the category you are Inspecting.

To make a comment under Photos select “Edit”



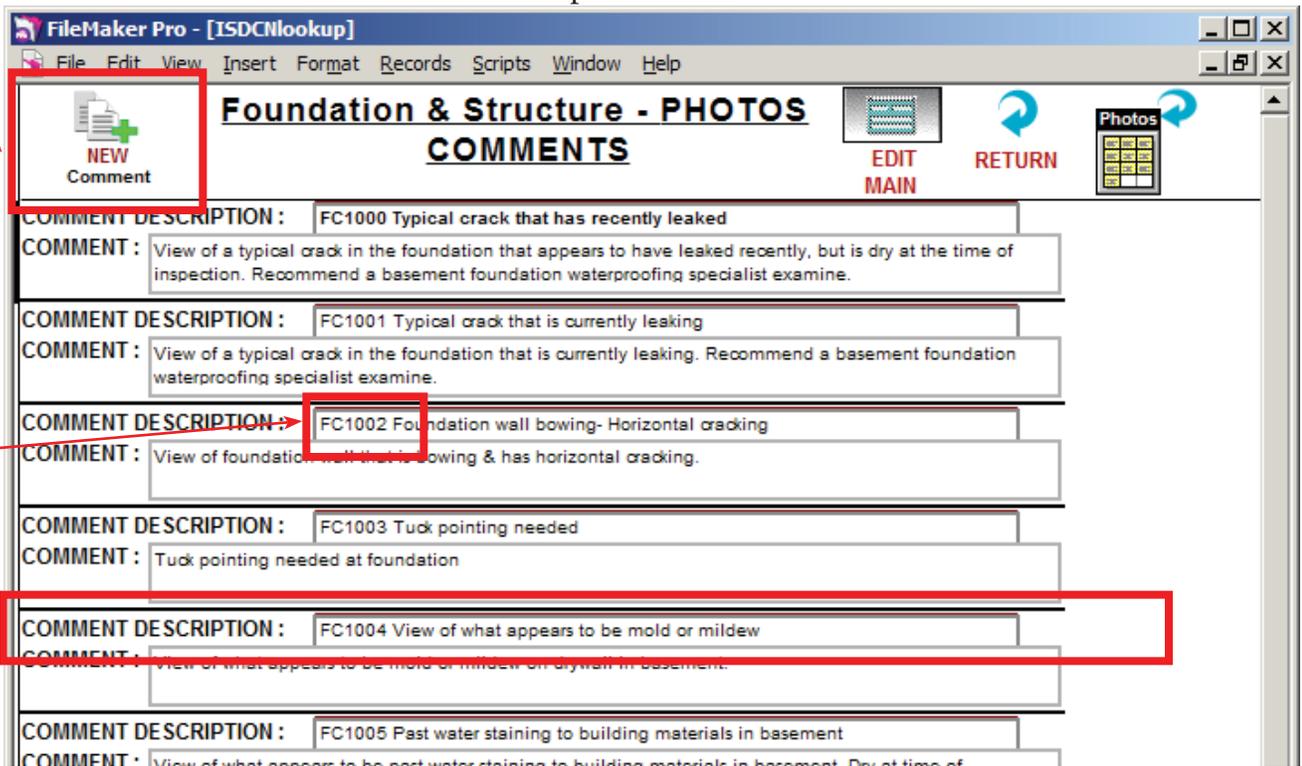
Comments for Photos.

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



### Comment "Lookup" Window

Add New  
Comments  
icon



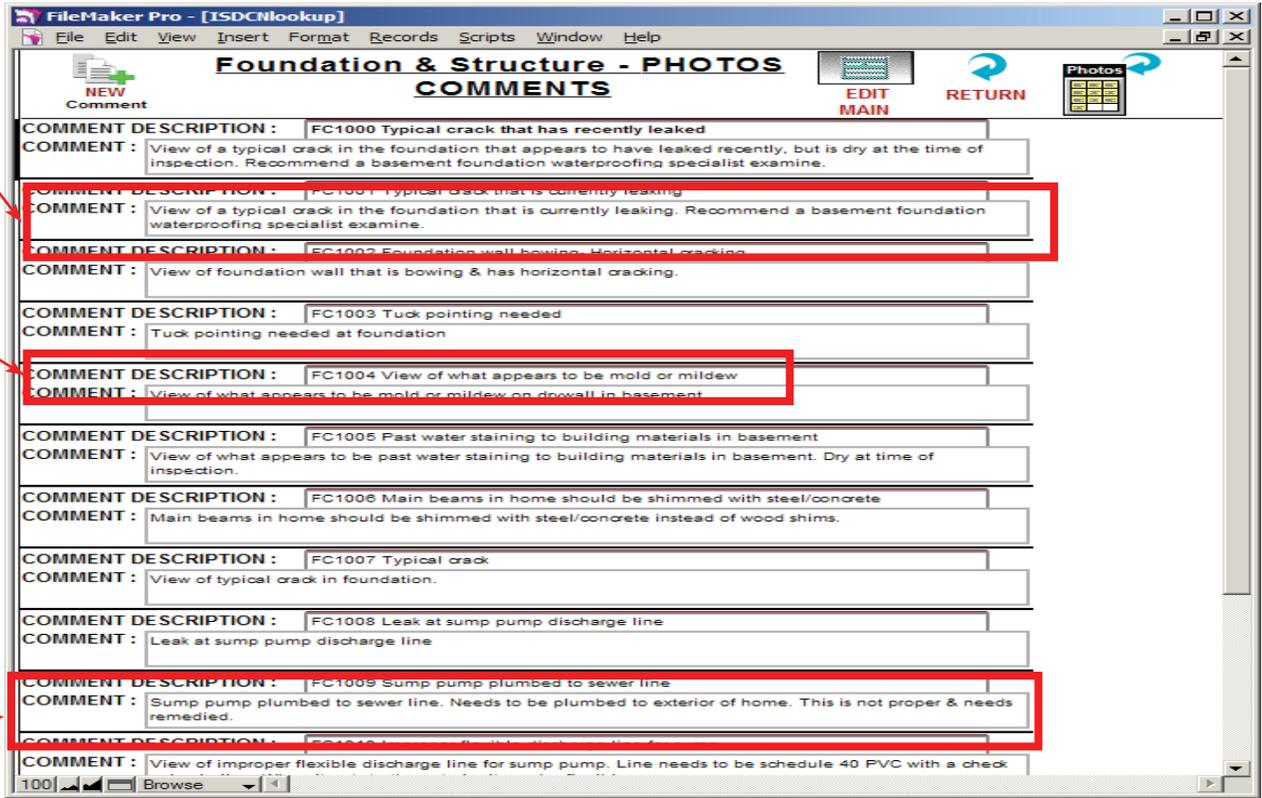
All Comments are  
sorted by the first  
Numeric number.

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



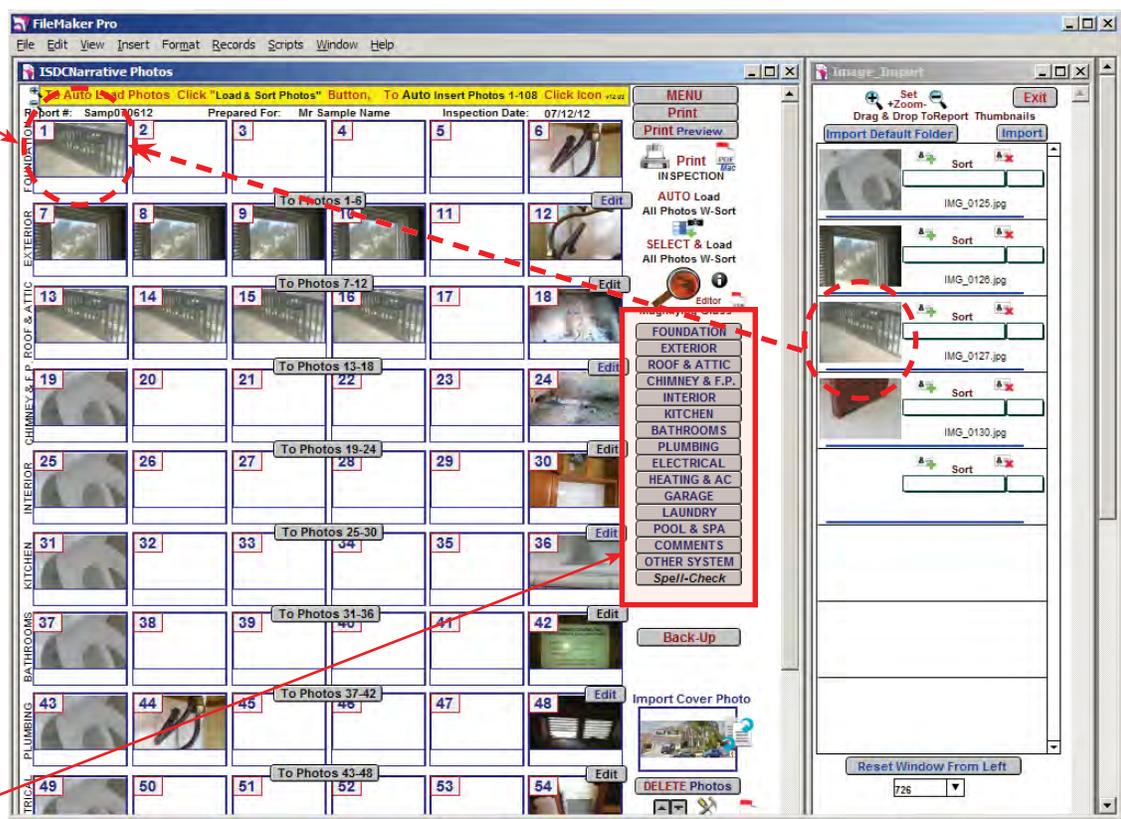
Select the "Auto Load" icon

Select to look up your photo folder.

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



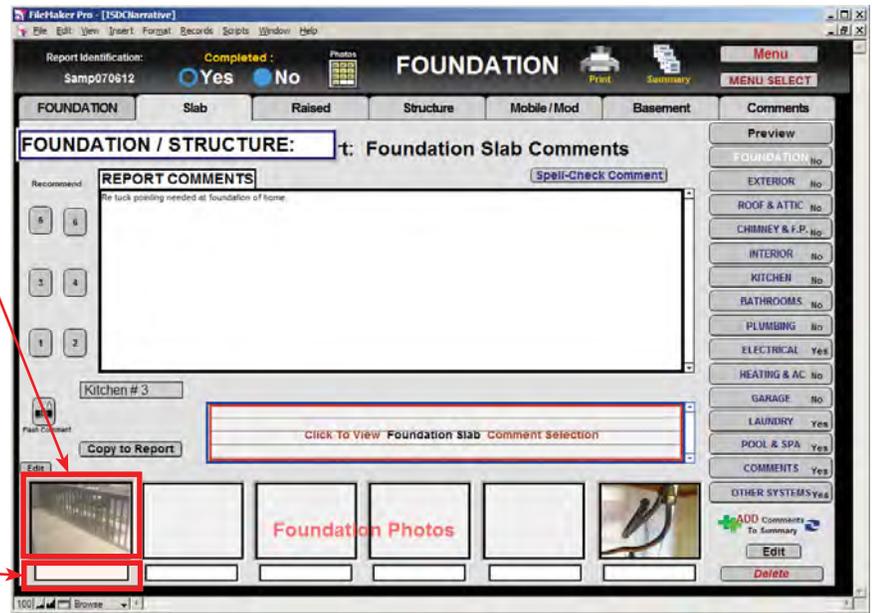
Drag and Drop Photos to where you want then.



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"

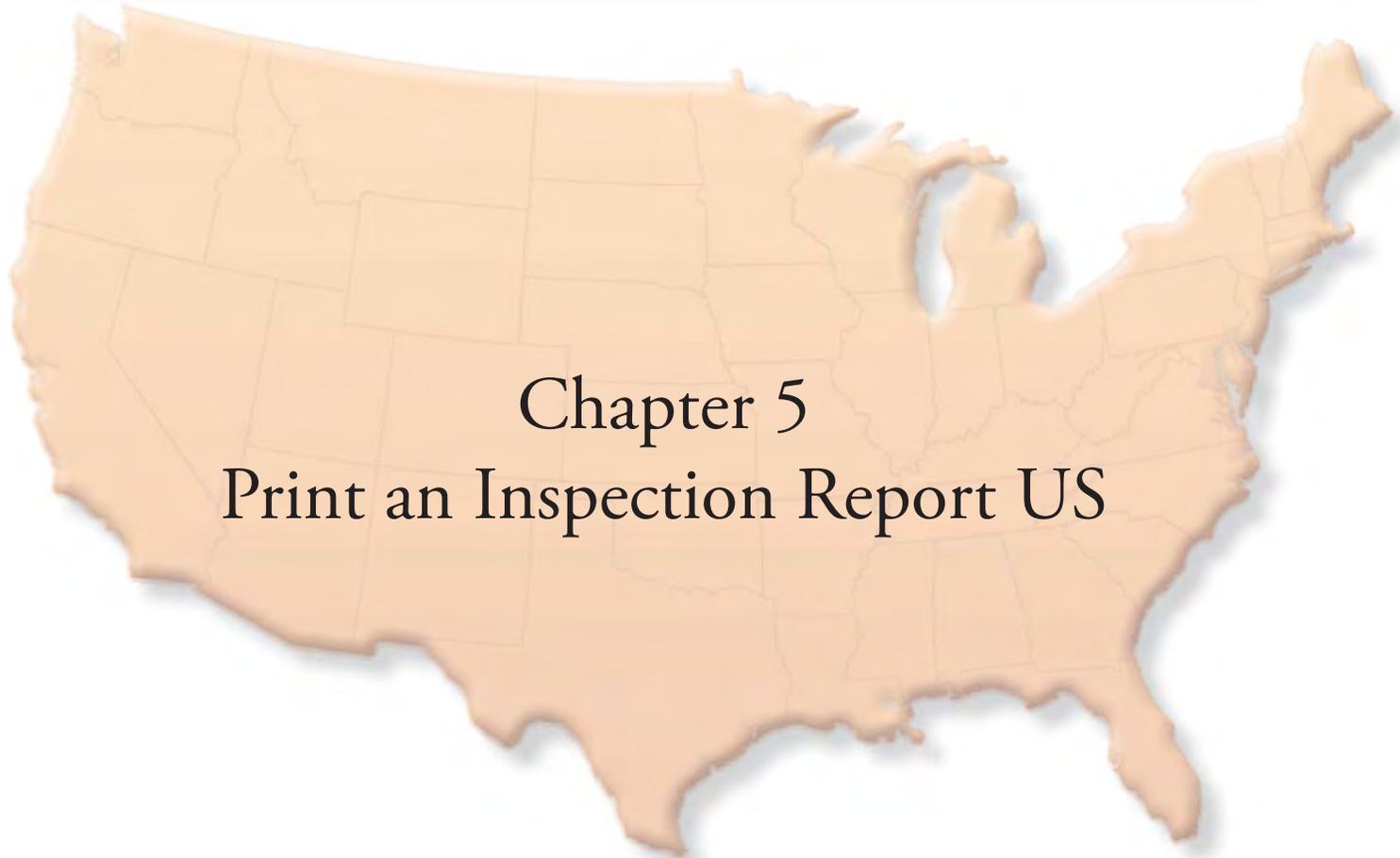
**Very important:**  
You must Exit  
*Identify & Report Professional Australia*  
before you copy  
any files to or from the  
iPad.



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# *Identify & Report Professional*

## **Identify & Report Professional 2.05i User Manual**



### Chapter 5 Print an Inspection Report US



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**or Email:**  
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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”

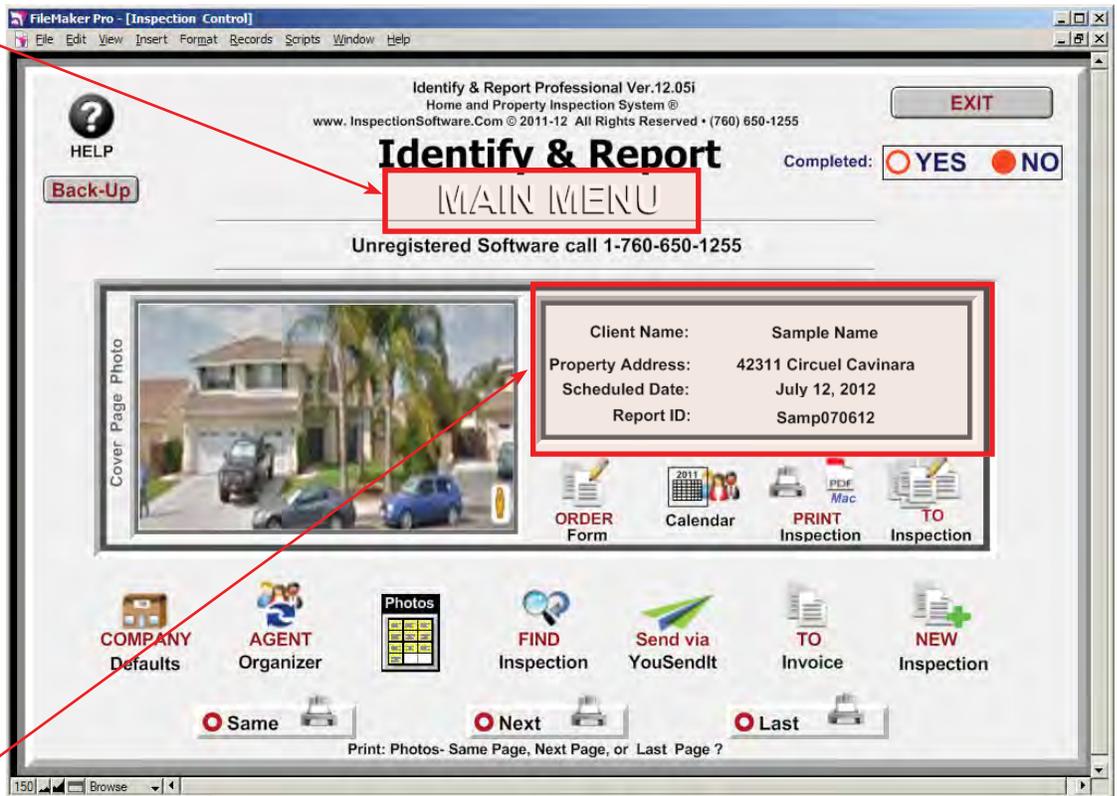
If you are comfortable with this no changes are needed. Just remember where your reports are located.  
Skip to Steep 11

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”

From the “Main Menu”



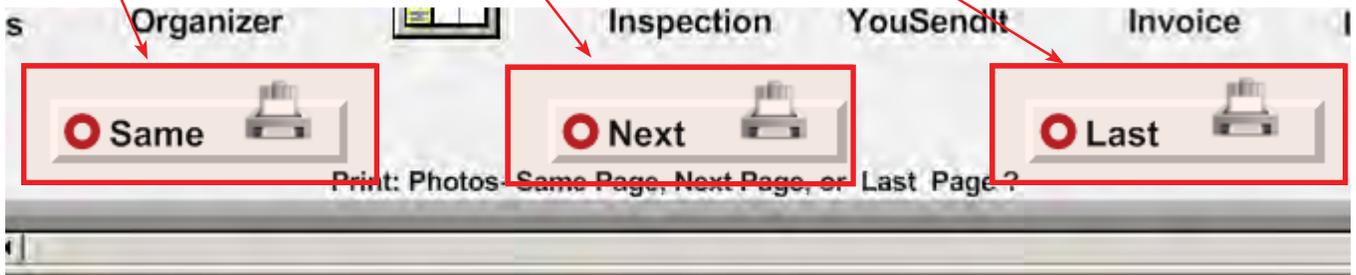
The current Client displayed is the Inspection Report to be printed

You have three print formats to choose from:

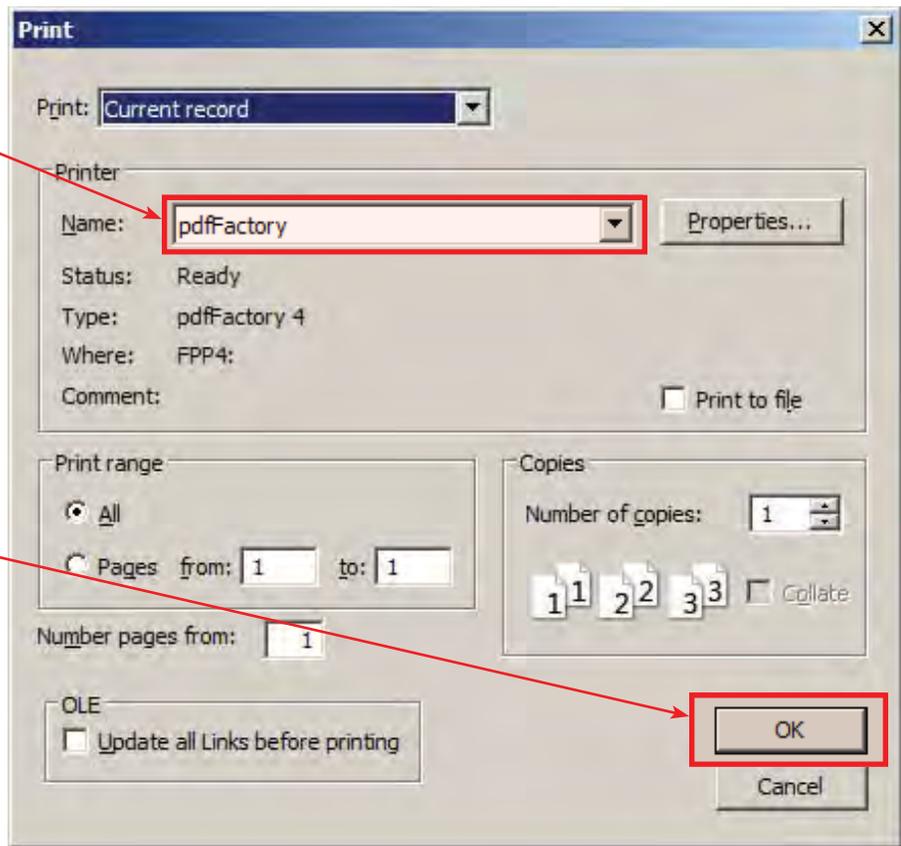
“Same” = Print Photos on same page.

“Next” = Print Photos on the Next page.

“Last” = Print Photos on the Last page.

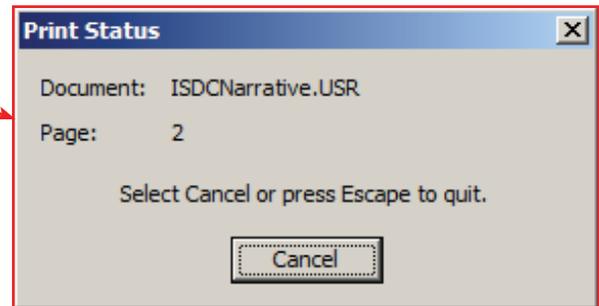


- 1. NOTE:  
Always use pdfFactory as you default printer.



- 2. As the Inspection Report is being generated this screen appears.

If Report does not Display, Click “PDFfactory icon.



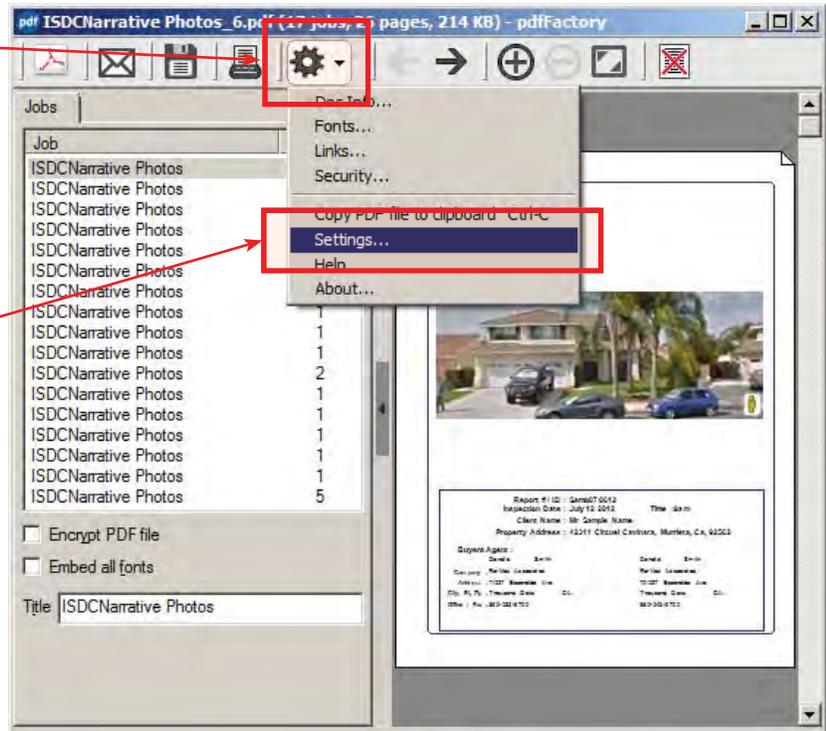
## Print settings.

3. Select the “Settings icon”

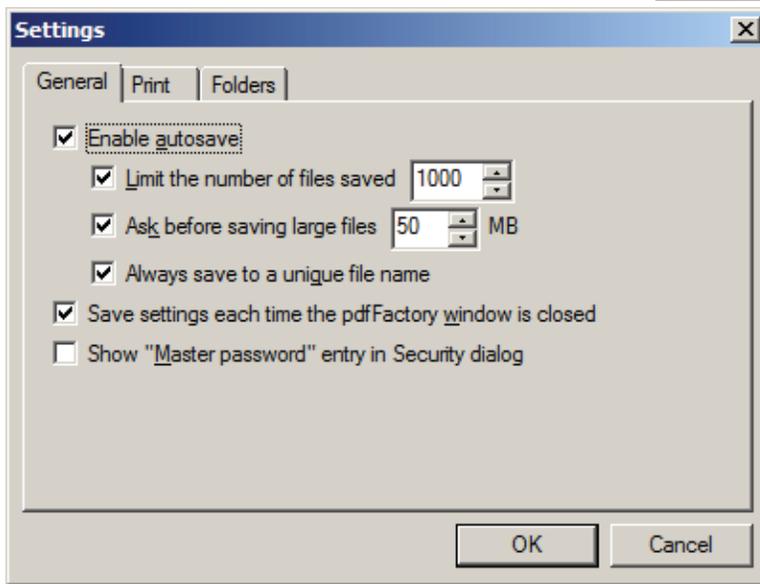
### NOTE:

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

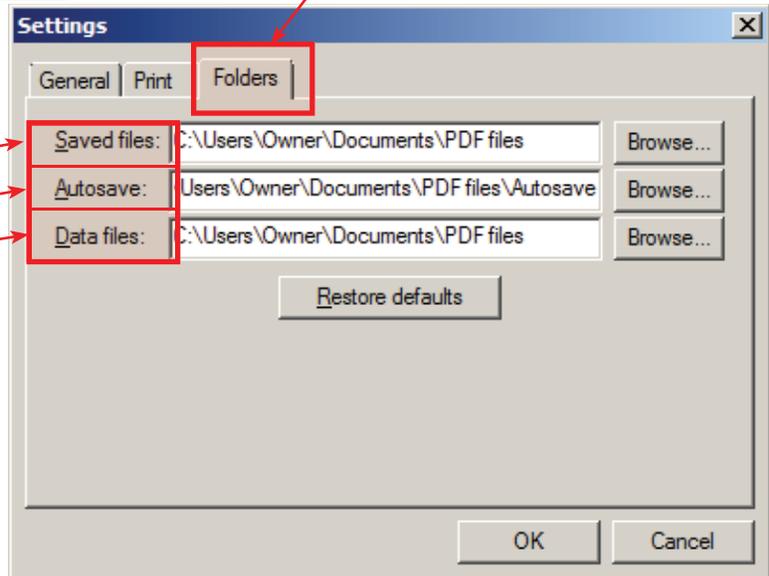
Select “Folder”

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

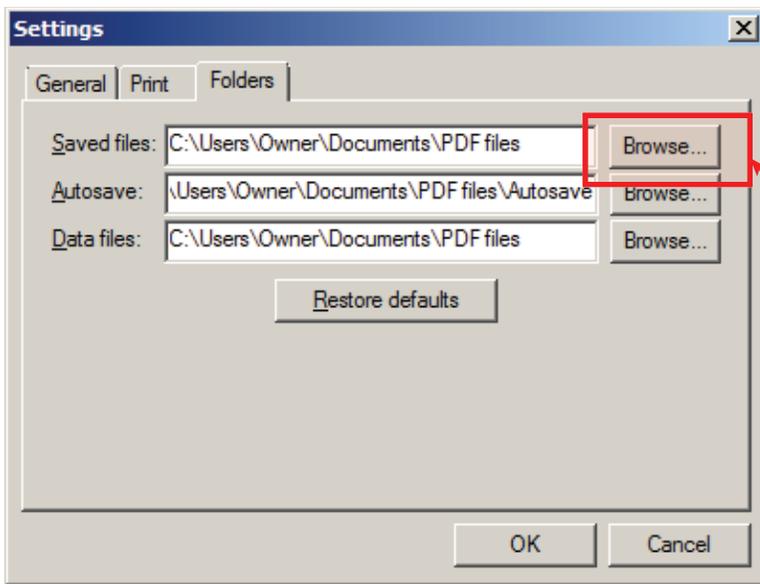
“Saved files:”

“Autosave:”

“Data files:”



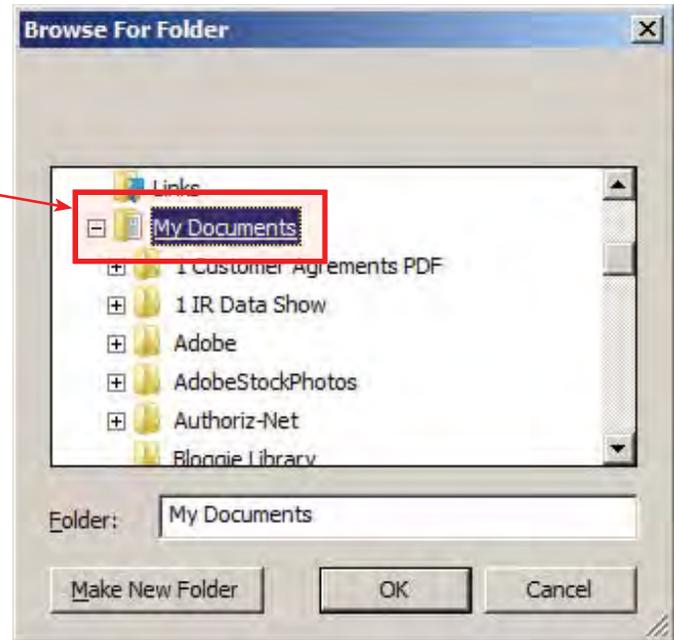
6.



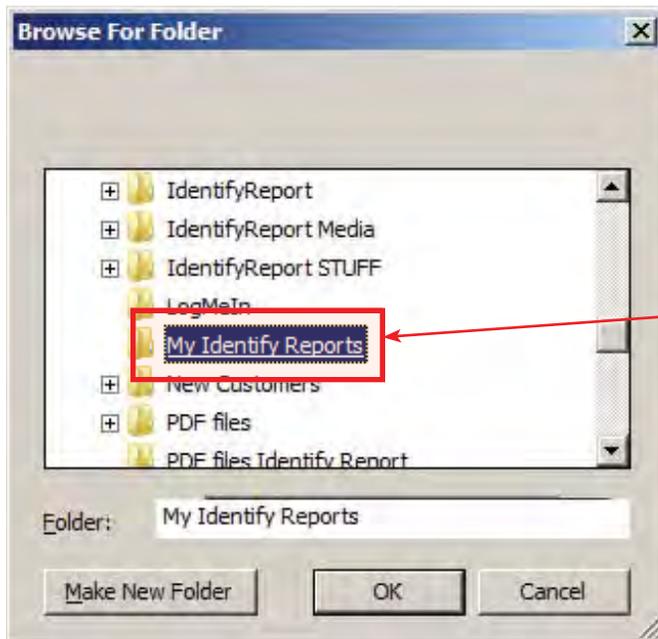
To change these Select "Browe..."

7.

Locate "My Documents"



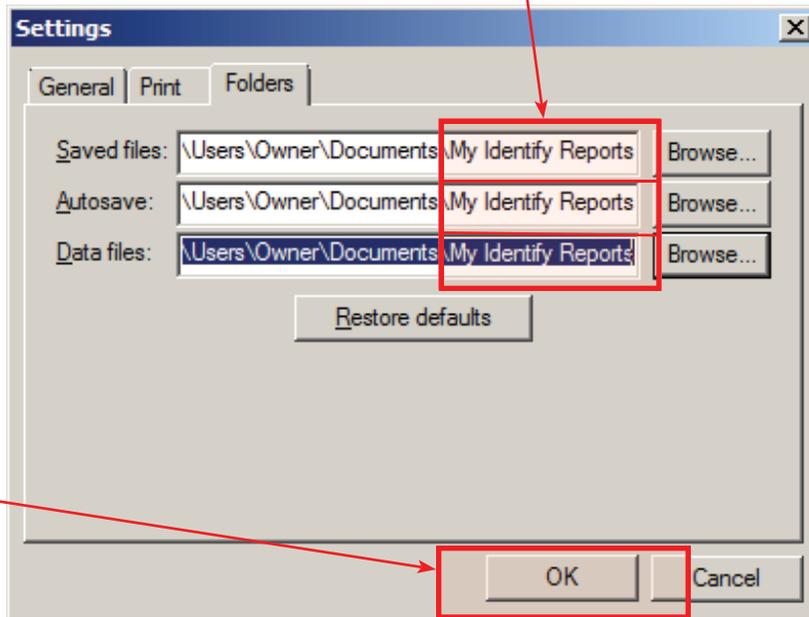
8.



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

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

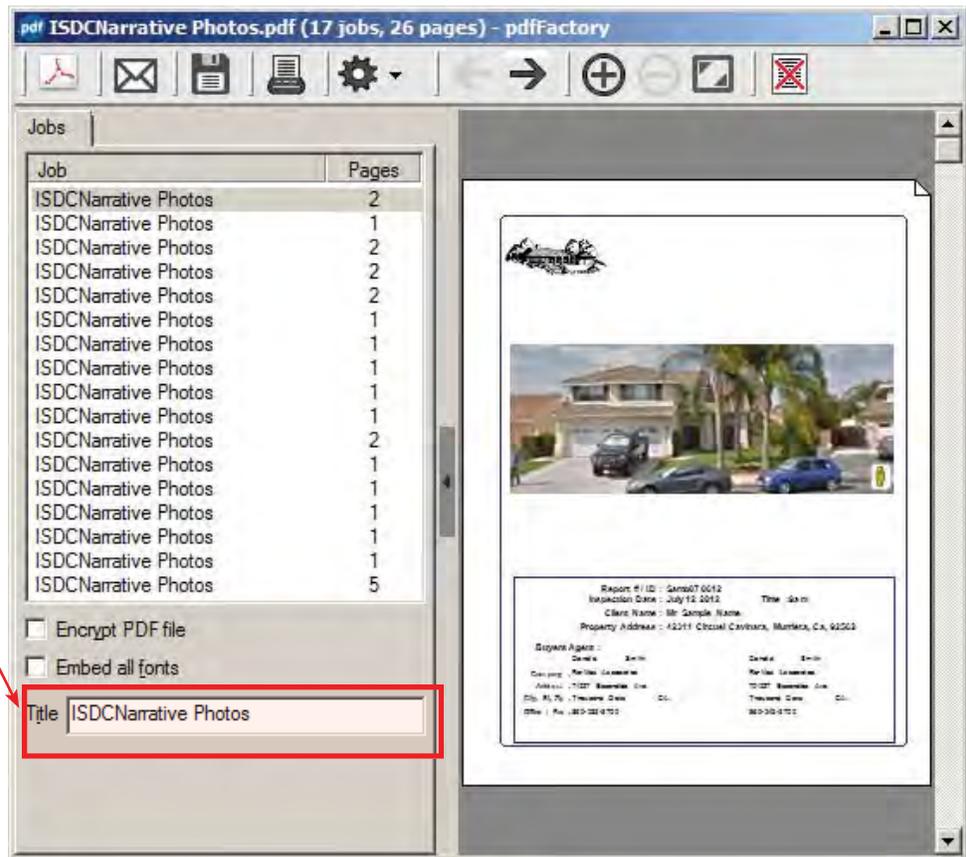
9. When you have changed these settings it will look like this. Notice all three end with “My Identify Reports”



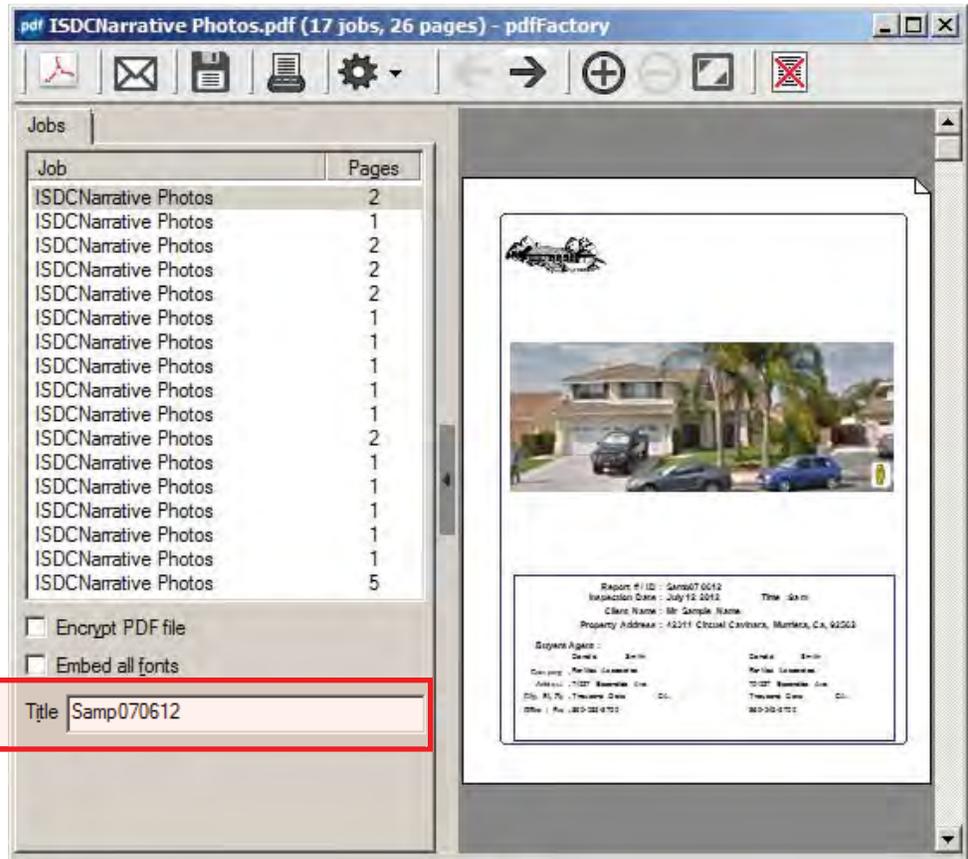
10. Click OK

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

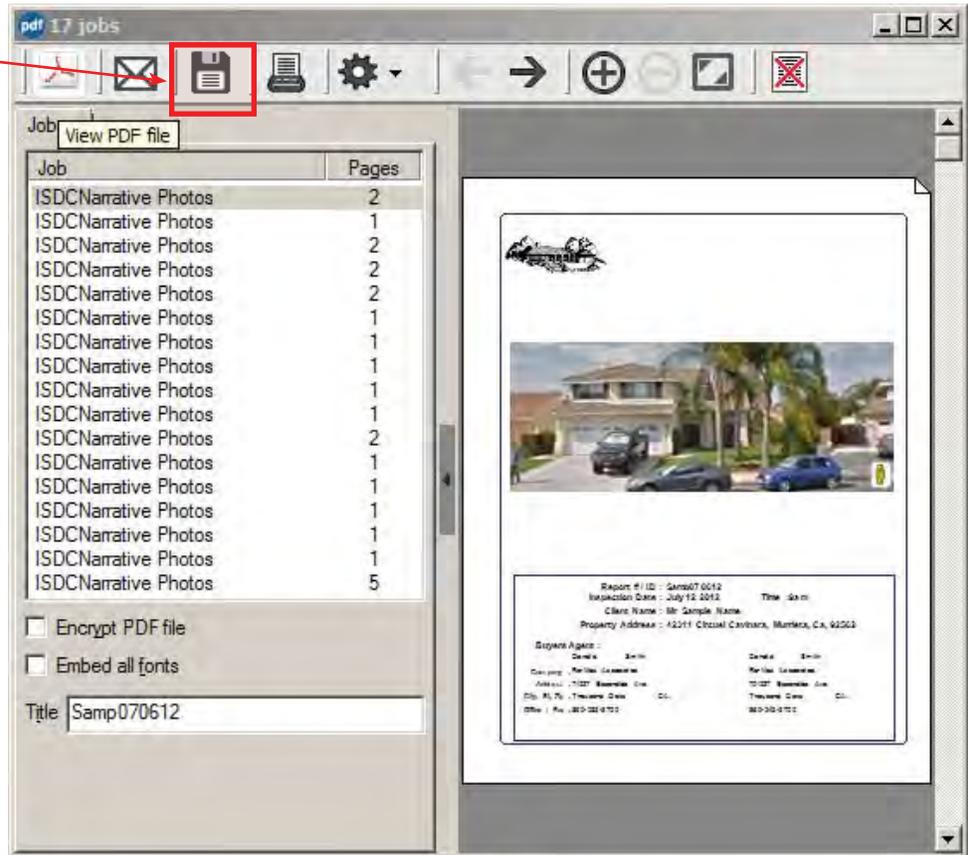
By Default the “Title” is “ISDCNarrative Photos”



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



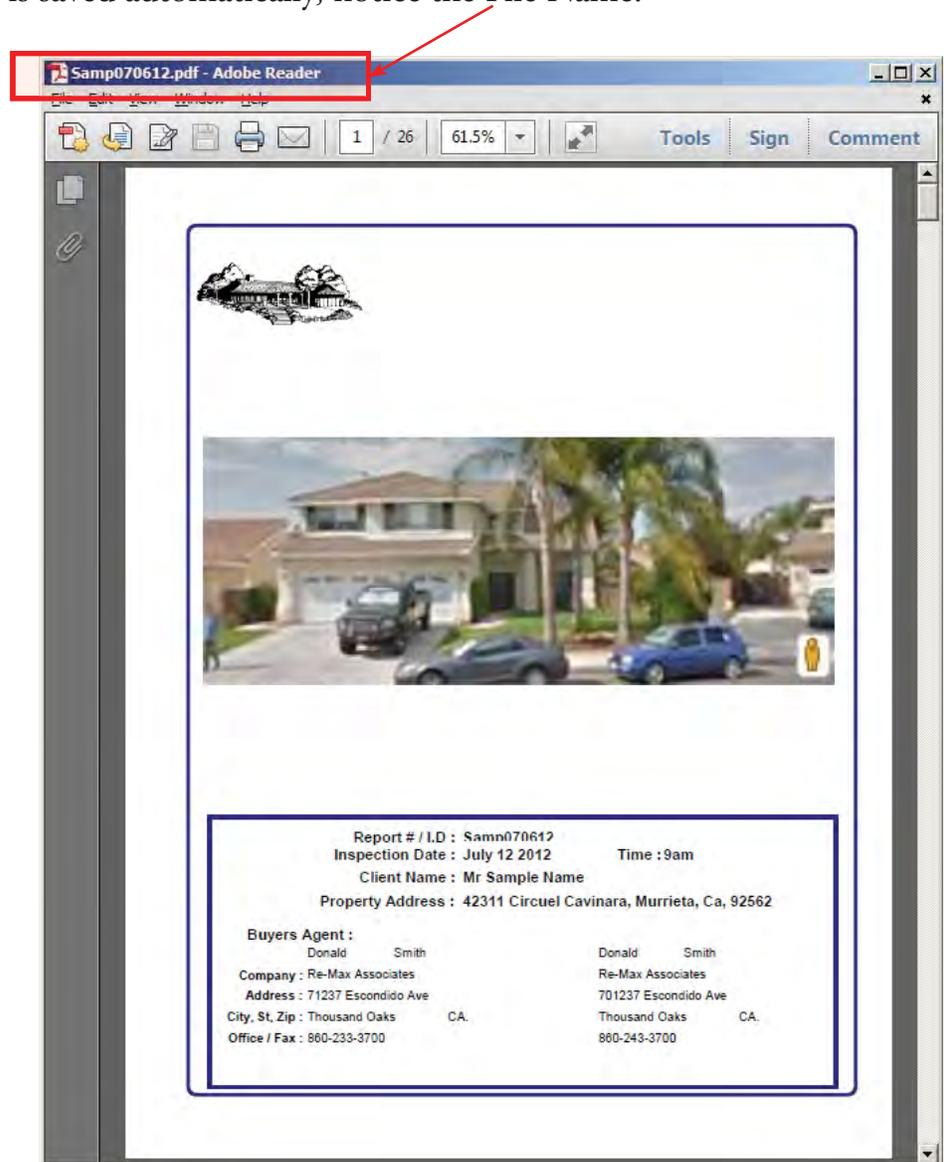
13. Save to any Folder



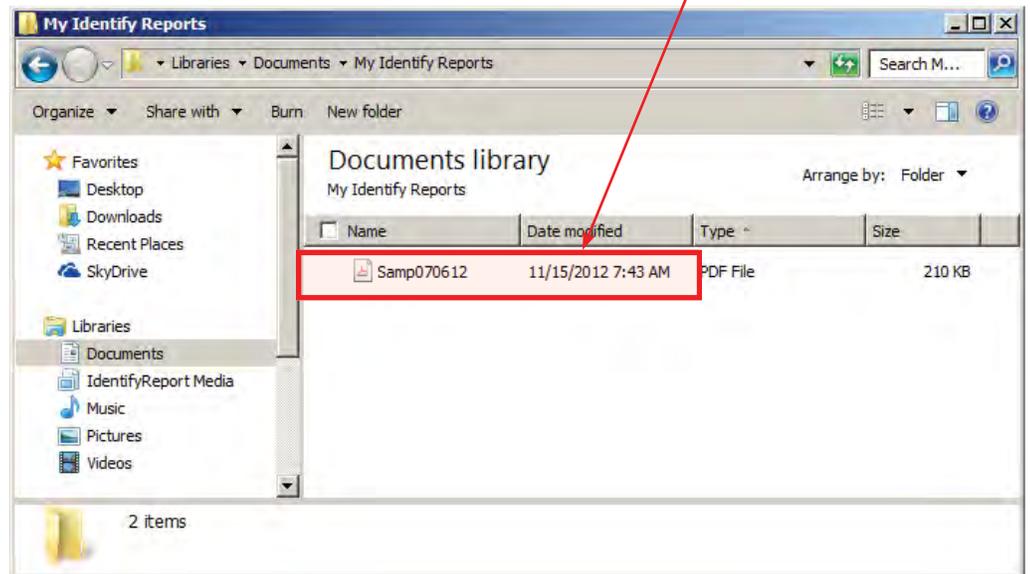
14. Select the pdf icon to view PDF



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"

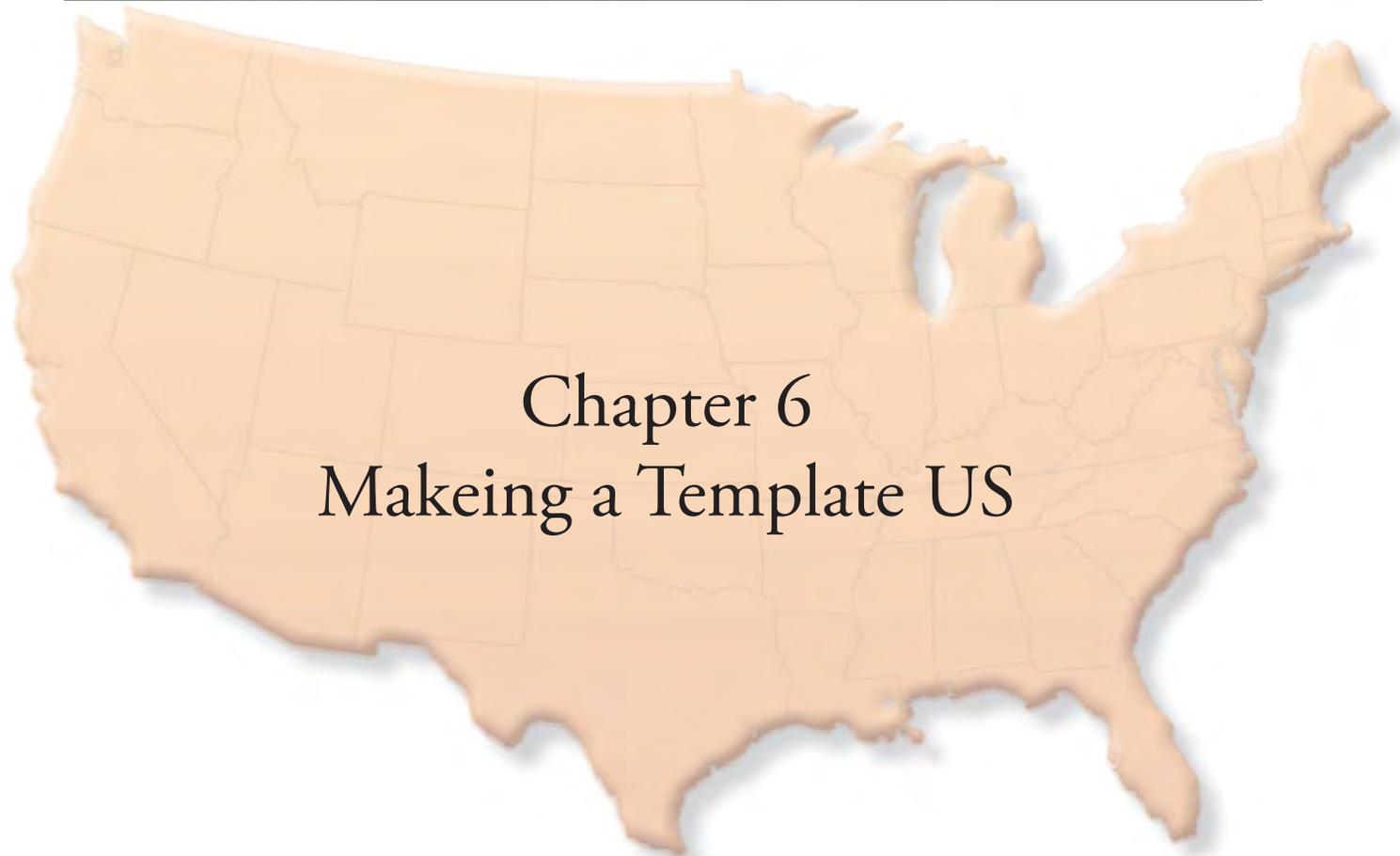
**Very important:**  
You must Exit  
*Identify & Report Professional Australia*  
before you copy  
any files to or from the  
iPad.



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

# *Identify & Report Professional*

## **Identify & Report Professional 2.05i User Manual**



### Chapter 6 Making a Template US



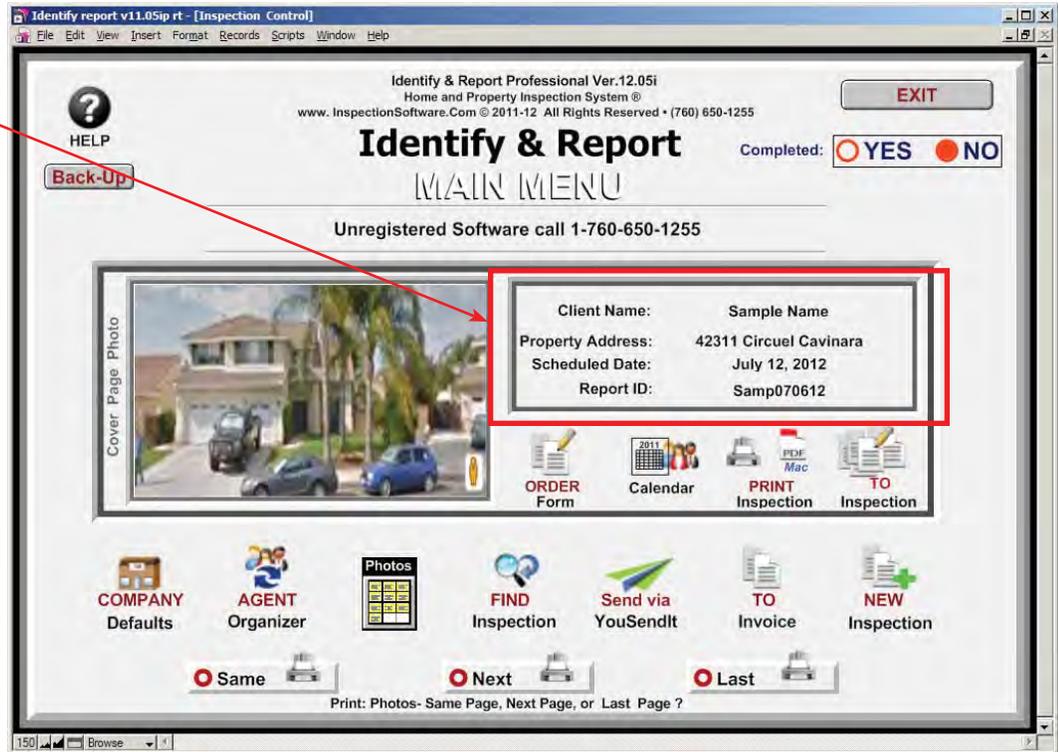
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# Identify & Report Professional

## Making a Template

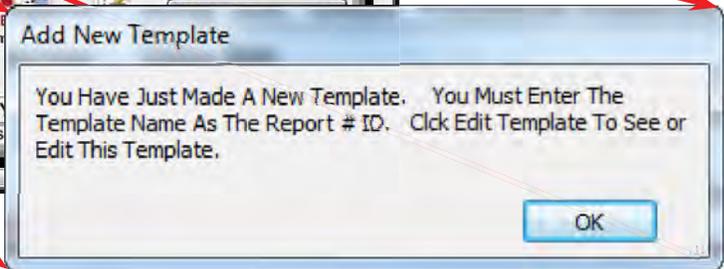
Select "Customer Name" Box



Select "Add" Button



The "Report Menu" opens



First Enter a New Report ID Number:



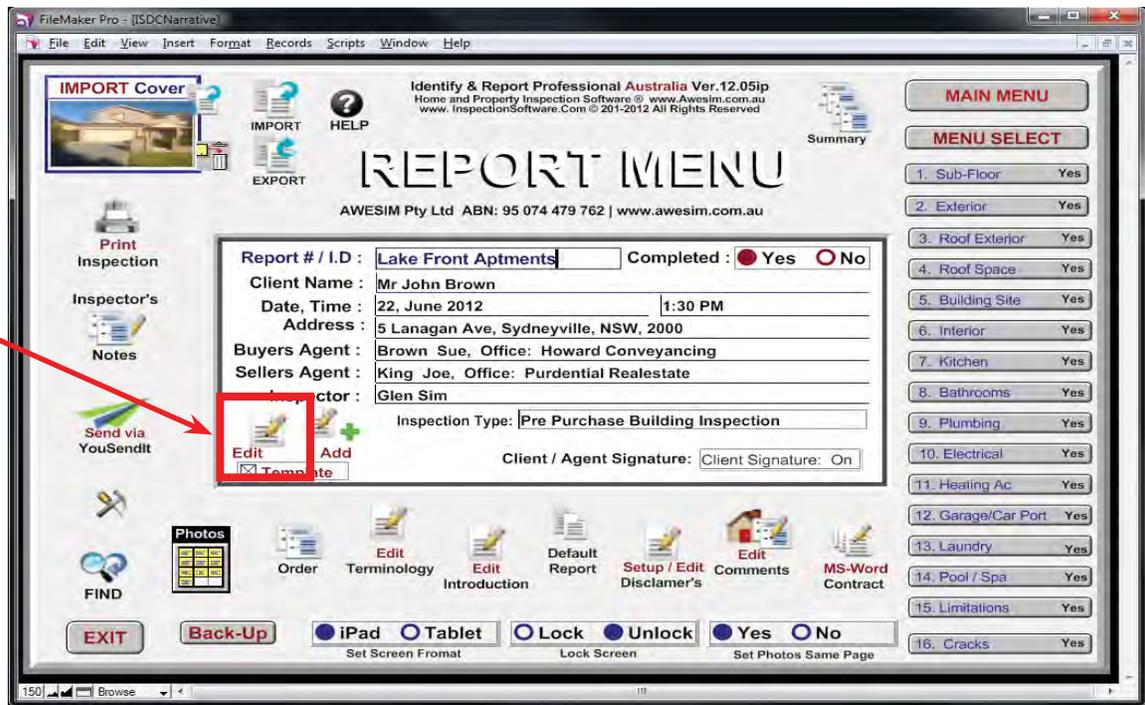
Example:  
 Clients name: Chris Jones  
 Scheduled inspection date:  
 Sept. 21, 2012  
 Recommended ID Number  
 Jon09212012

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

*Very important:*

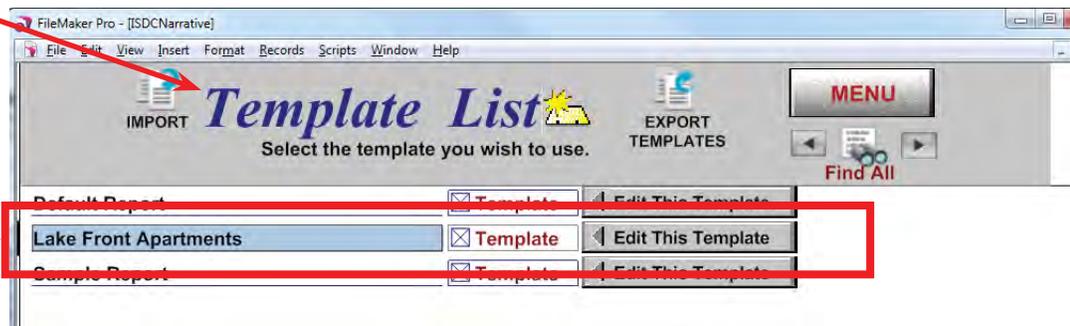
Only use Letters and Numbers for Report ID Numbers. The program does not recognize punctuation mark, spaces and special Characters.

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"

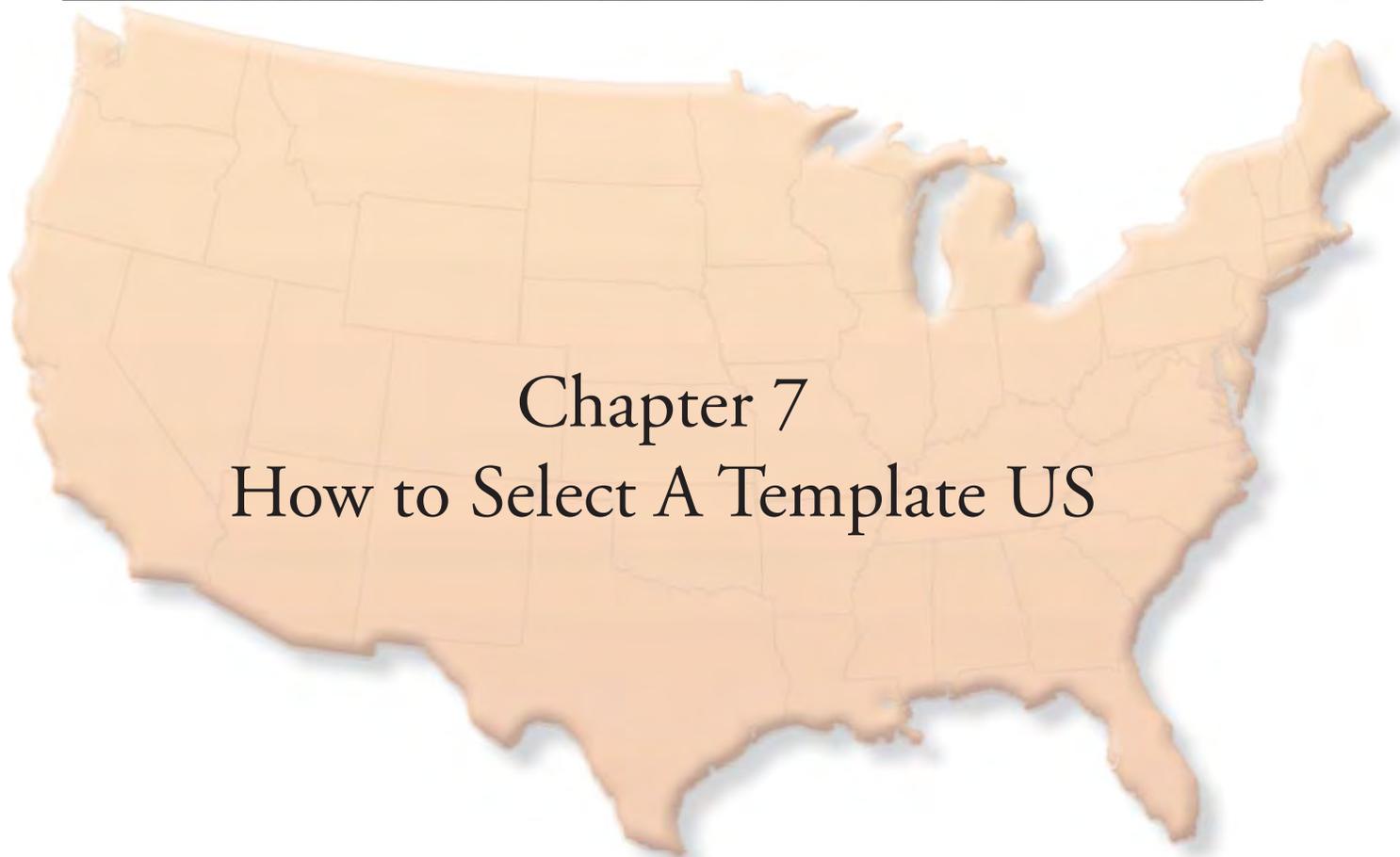
**Very important:**  
You must Exit  
*Identify & Report Professional Australia*  
before you copy  
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# *Identify & Report Professional*

## **Identify & Report Professional 2.05i User Manual**



### Chapter 7 How to Select A Template US



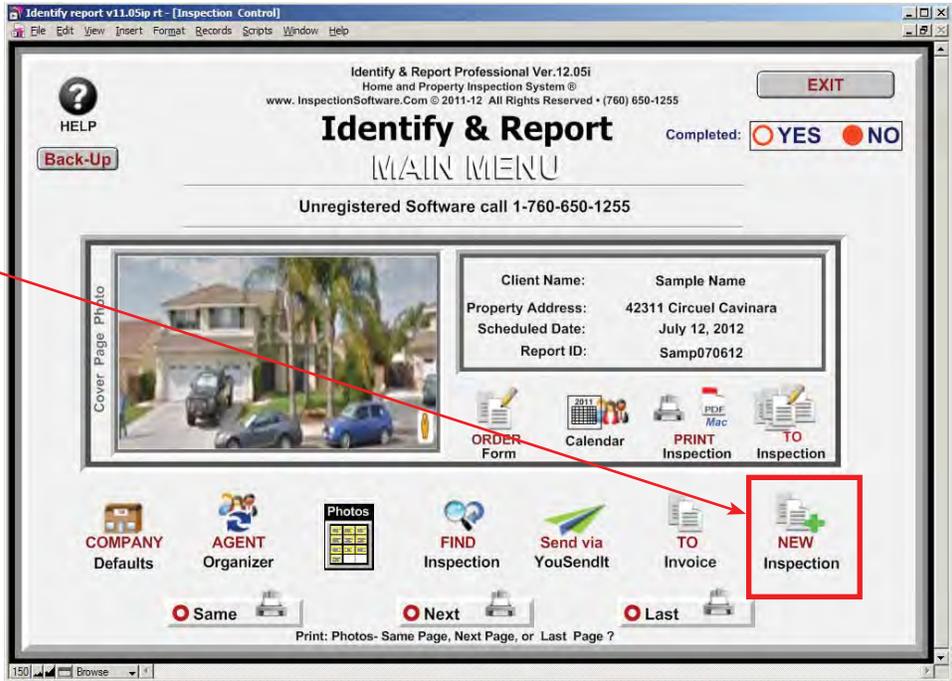
**IF You Have any Questions**  
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**or Email:**  
**[Support@InspectionSoftware.com](mailto:Support@InspectionSoftware.com)**



# 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:



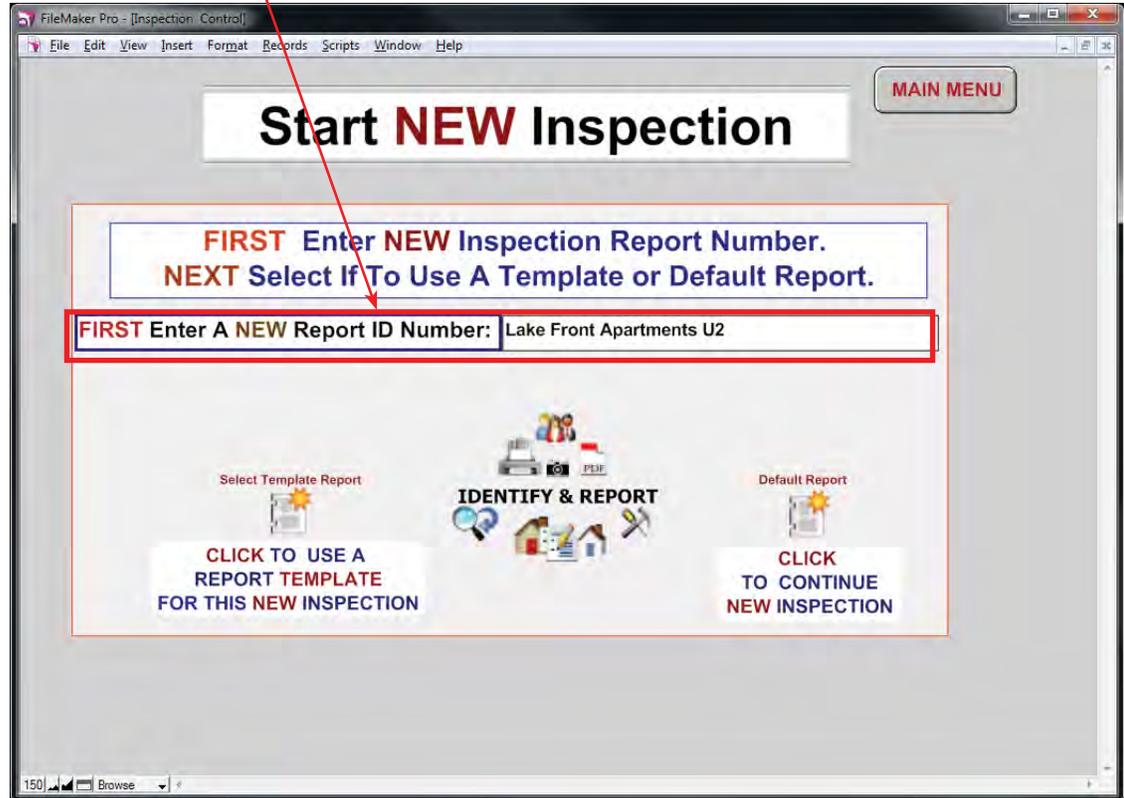
Example:  
Clients name: Chris Jones  
Scheduled inspection date:  
Sept. 21, 2012  
Recommended ID Number  
Jon09212012

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

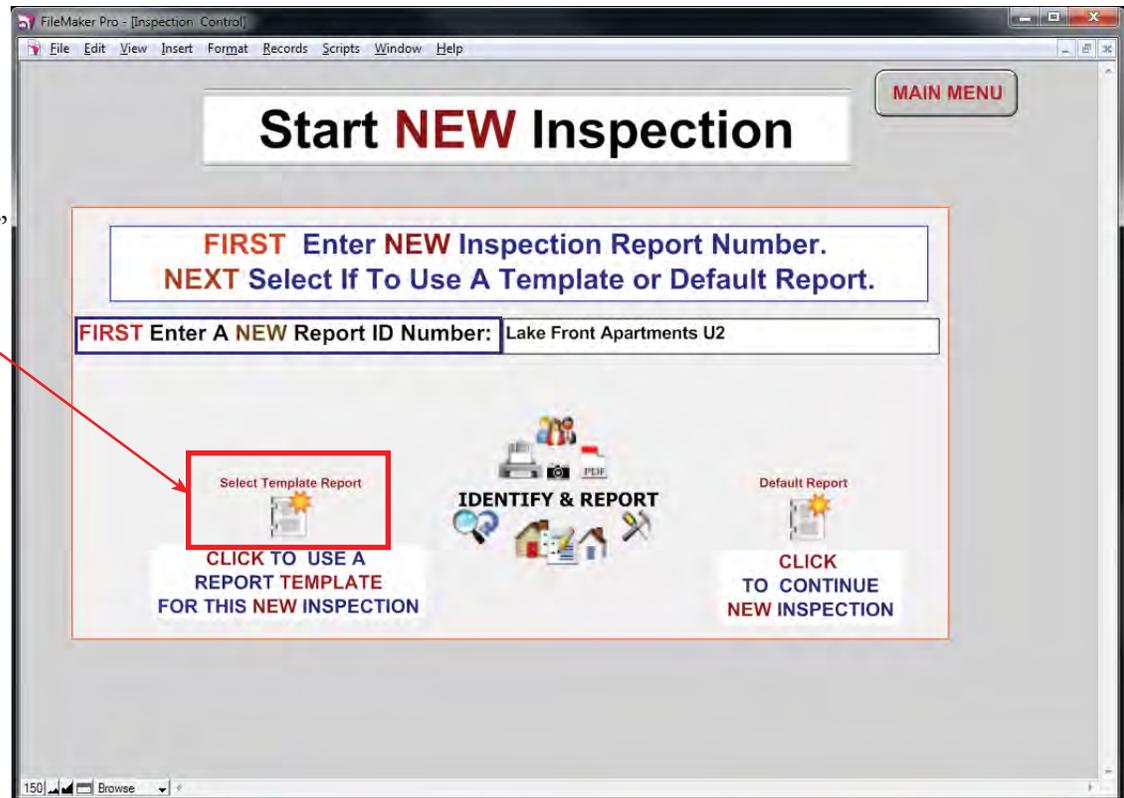
*Very important:*

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

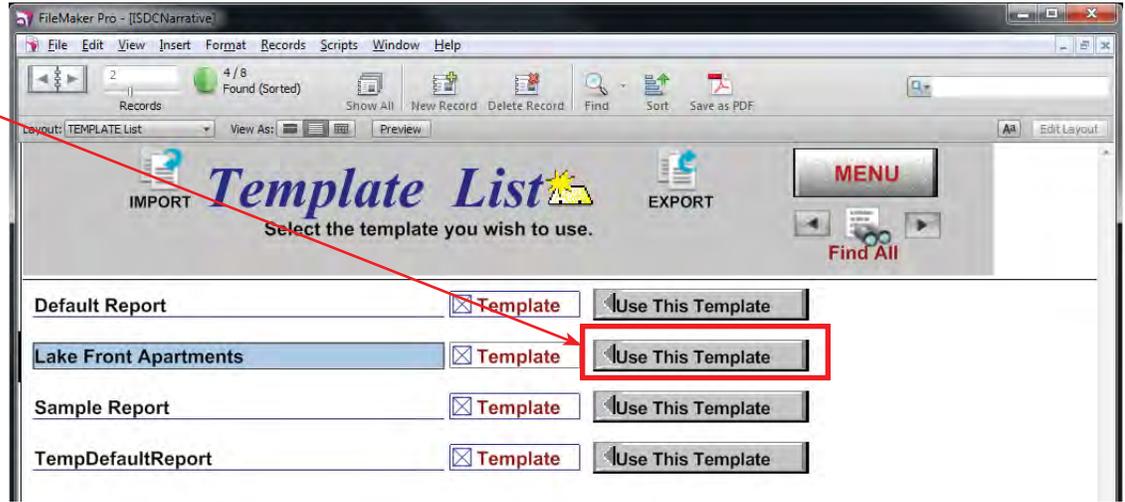
In the example below we are using “Lake Front Apartments U2” where “Sample Report” is the Report ID Number plus the unit Number.



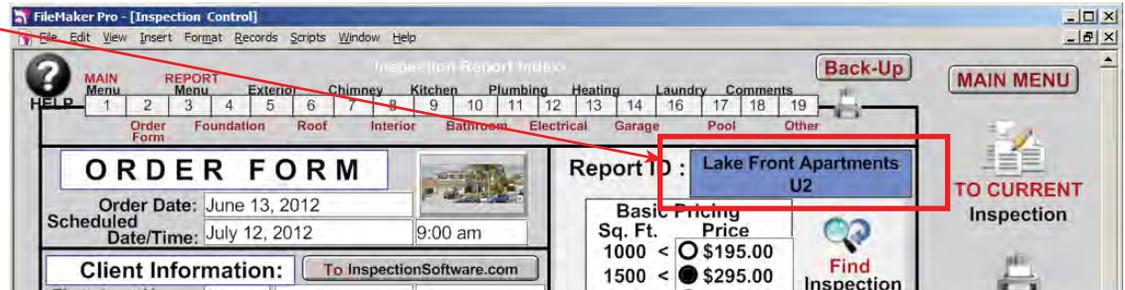
Then “Select Template Report”



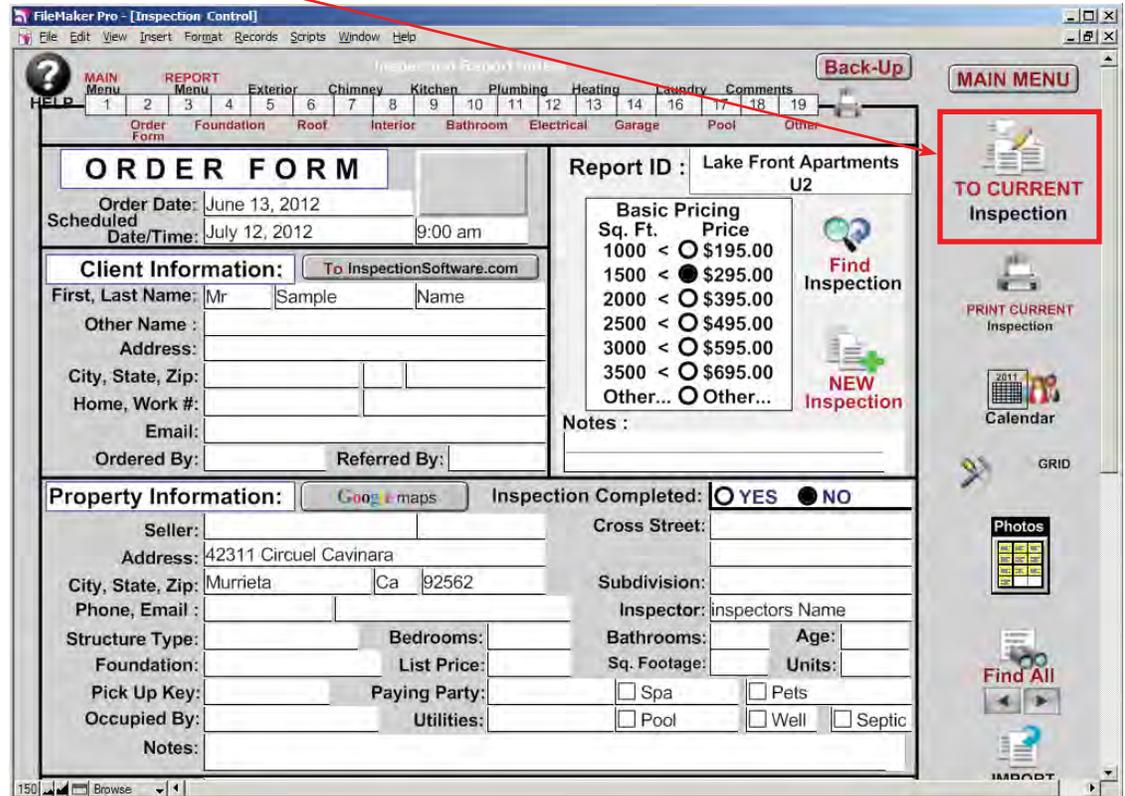
Select "Use This Template" you would like to use



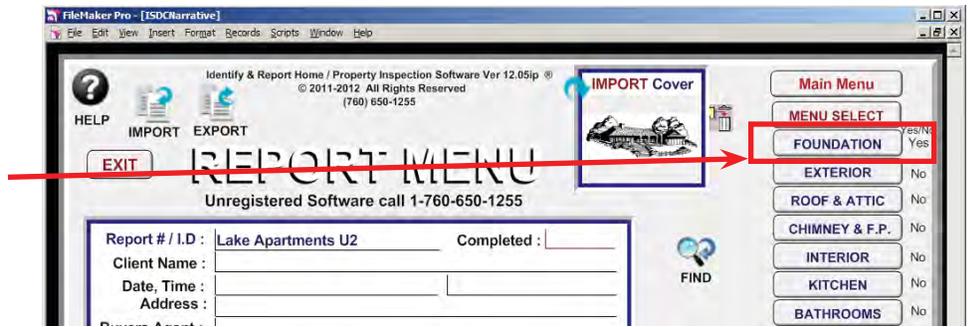
Congratulations you have just created a new Template with the new "Report ID:"



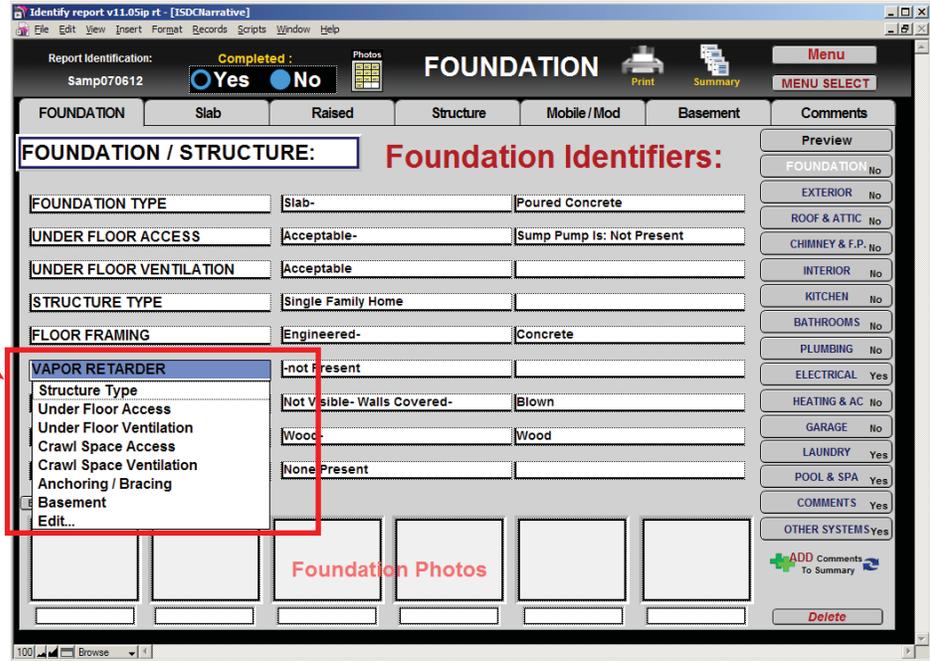
Fill out the "Order Form" then select "To Current Inspection"



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"

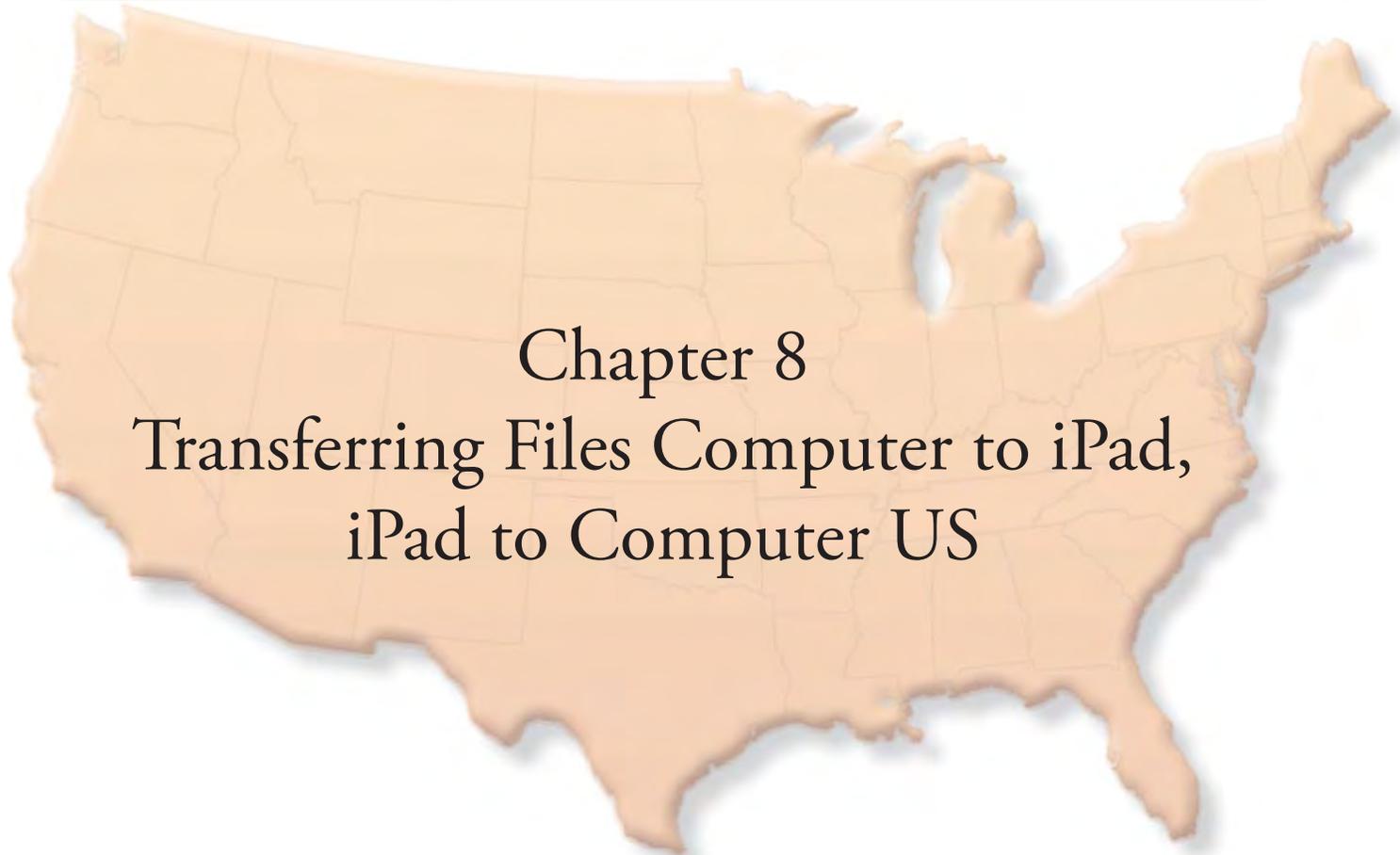
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# *Identify & Report Professional*

## **Identify & Report Professional 2.05i User Manual**



### Chapter 8 Transferring Files Computer to iPad, iPad to Computer US



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**[Support@InspectionSoftware.com](mailto:Support@InspectionSoftware.com)**



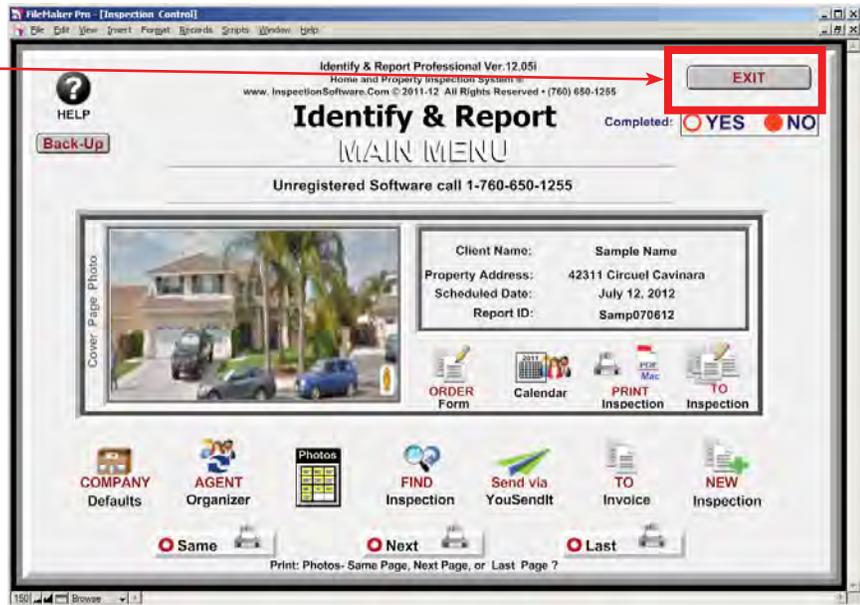
# Identify & Report Professional

## 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.

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



### We will move files From your computer to the iPad.

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

Click “Apps”, window opens,



Under Devices you will see your iPad

Scroll down to bottom of page to  
"File Sharing Section"

**Do Not**  
Check the  
"Sync Apps"  
Button.



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



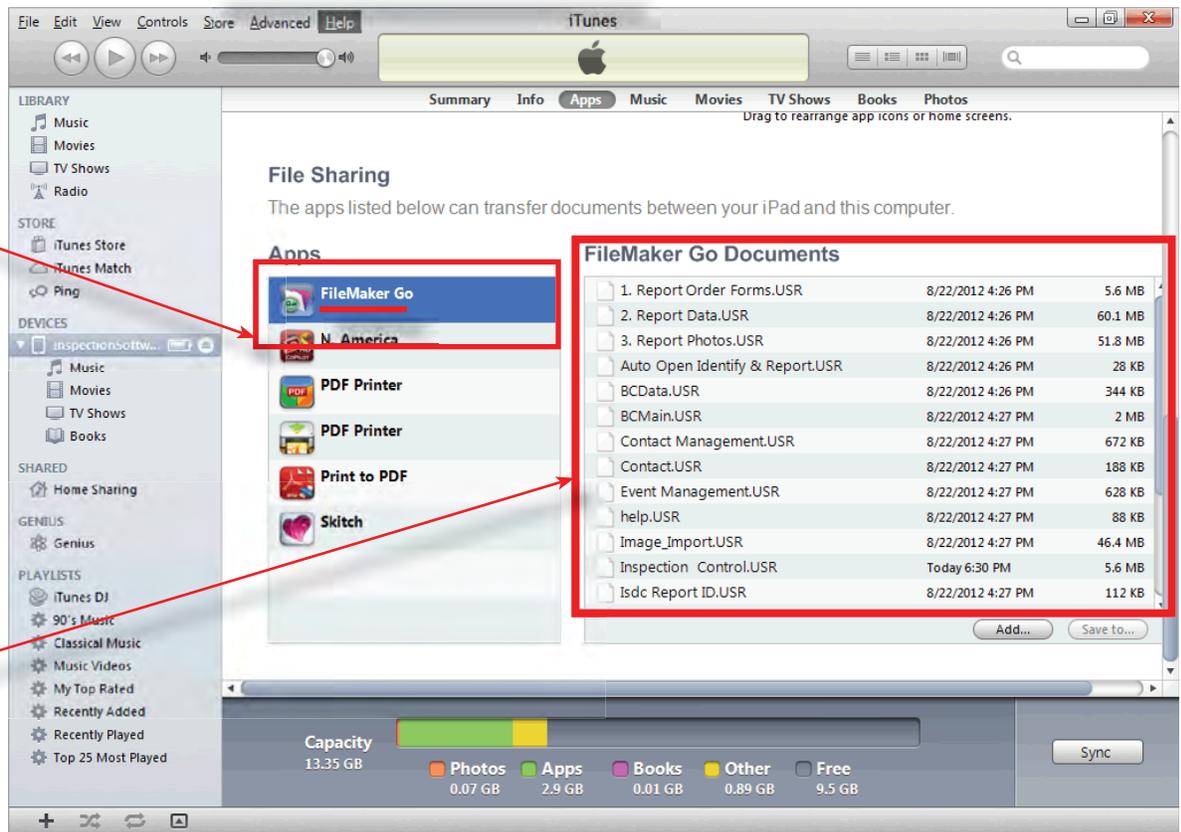
Slide the Scroll  
bar to the right.  
This will make  
it easier to see  
Files on the  
iPad.

# Getting to know how iTunes moves files

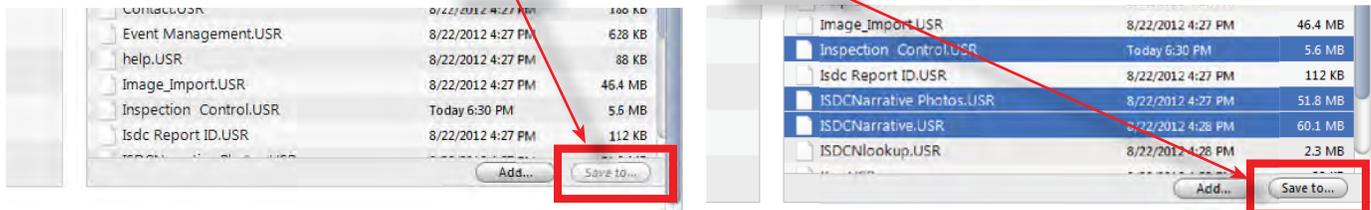
## Understanding the Basics

Under Apps  
Click on  
“FileMaker  
Go”

This will open  
up the  
“FileMaker Go  
Documents”  
Window. These  
are the  
Documents on  
the iPad.



The “Save to...” Button is Grayed out until you select files to be Copied over to your Computer.



Save to =

There are THREE files that you will be moving From your iPad and the computer.

They are:

- Inspection Control.
- ISDCNarrative photos.
- ISDCNarrative.

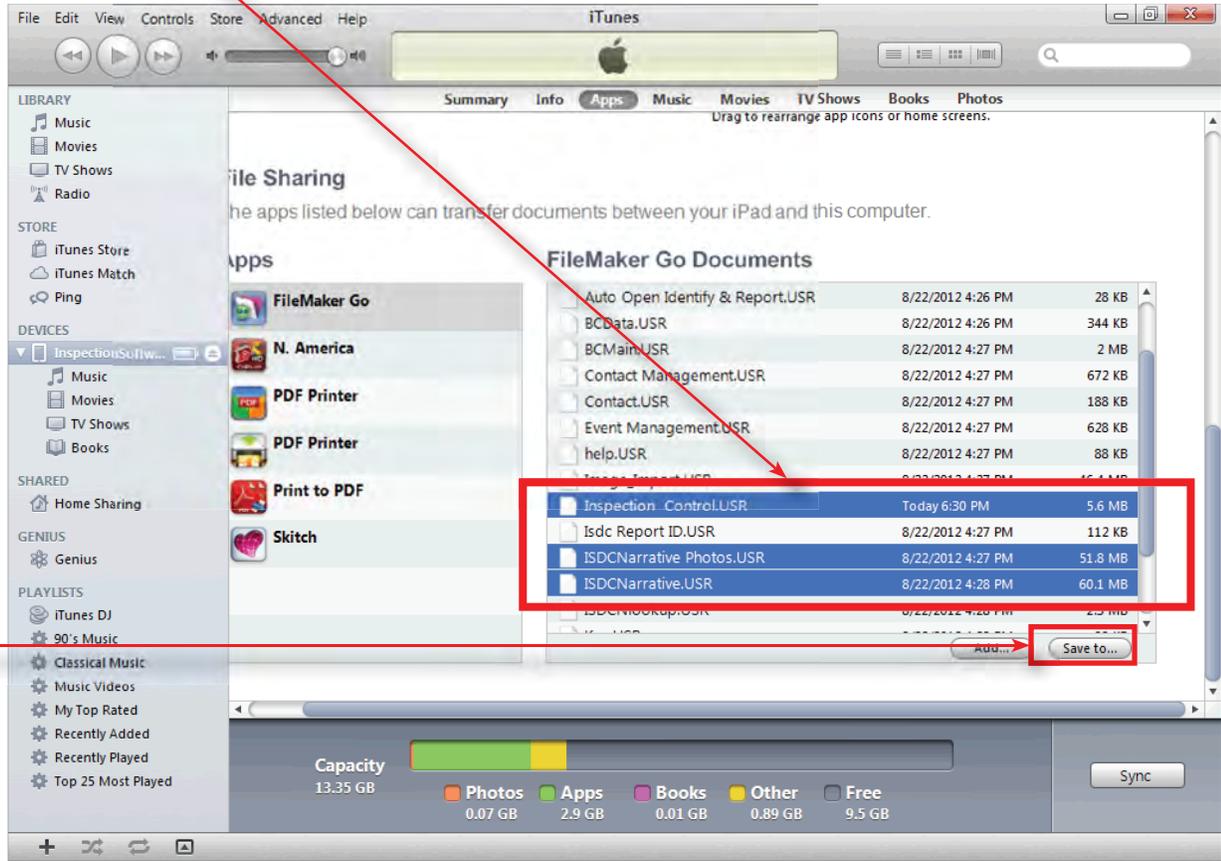
The “Save to...” Button:  
Save Files to your Computer (SAVE TO COMPUTER)

There are THREE files that you will be moving from your iPad to your computer.

Holding down the “Ctrl” key and Highlight the three files

Inspection Control.  
ISDCnarrative.  
ISDCCnarrative photos.

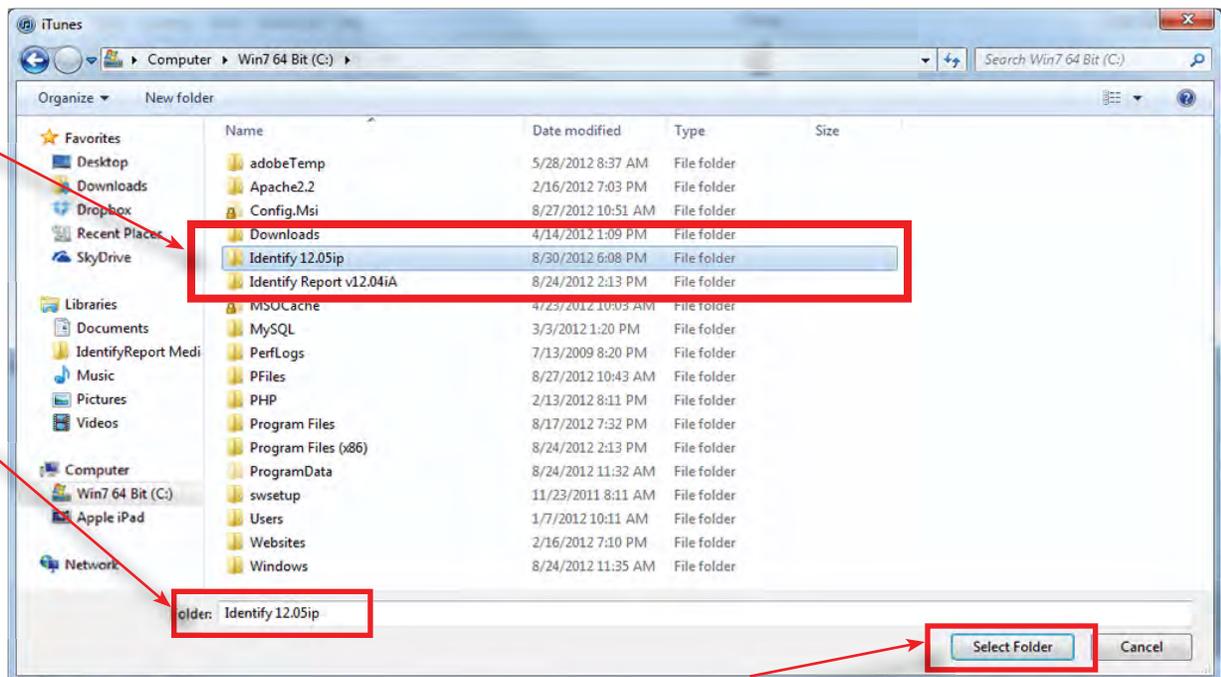
**NOTE:**  
If you added New Comment to the Comments Library Select ISDClookup. also.



We are going to copy Files from the iPad to the Computer so we Click the “Save to...” (Computer) Button

You will see the Files. If not Go to the Folder.

C:\ Identify 12.06ip



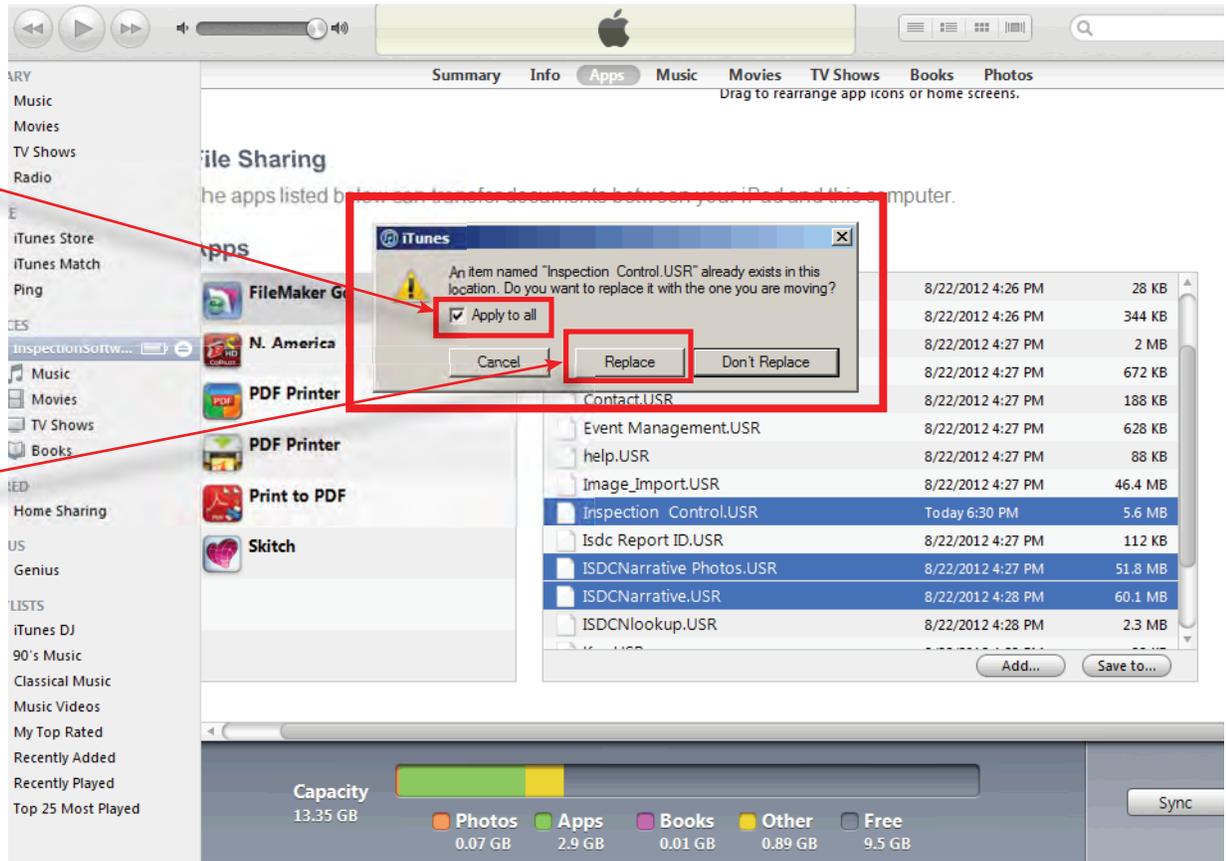
Make sure “Identify 12.06ip” is in the File Box.

Then Click “Select Folder”

A Window will pop up asking “Do you want to replace with the ones you are moving”

Always Click  
“Apply to all”

Click “Replace”



**NOTE:**  
iTunes will remember where these  
Files are located.

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



Congratulations you have SAVED Files from  
your Computer to the iPad.

## Now we will move files between your iPad to the computer.

Plug the iPad into your computer using the usb cable provide by Apple. iTunes program will starts

Click the “Apps”



Under Devices you will see your iPad

**Do Not**  
Check the  
“Sync Apps”  
Button.

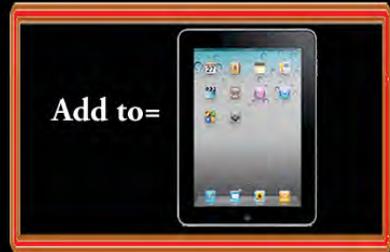
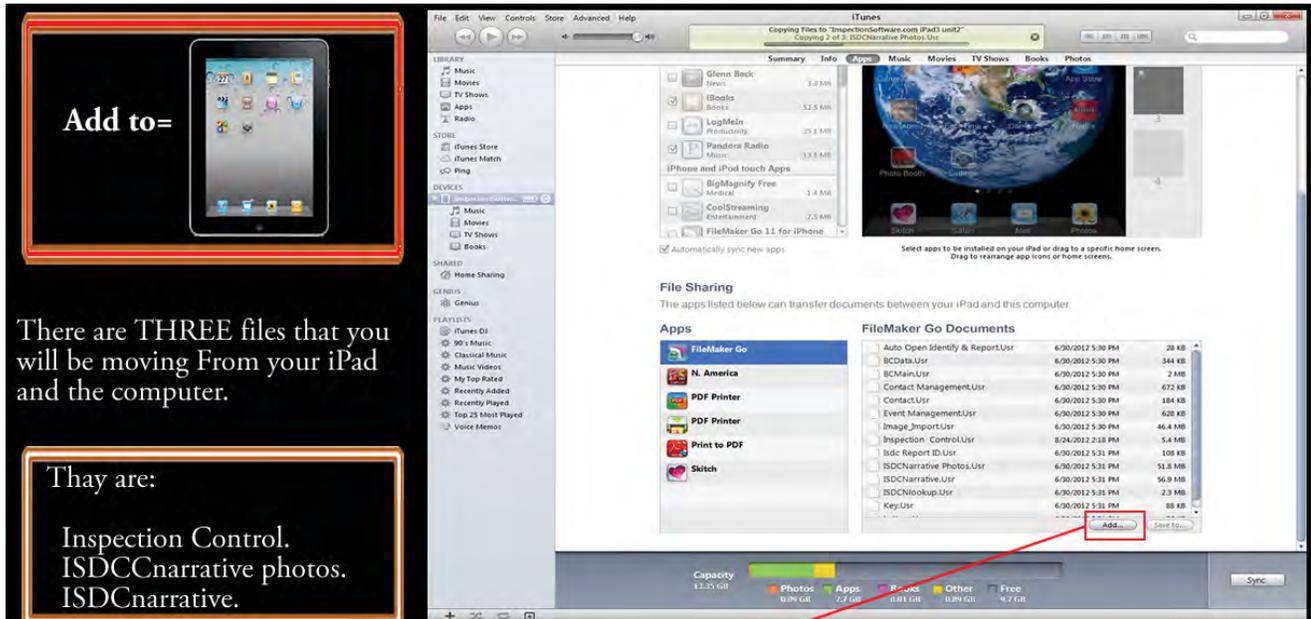
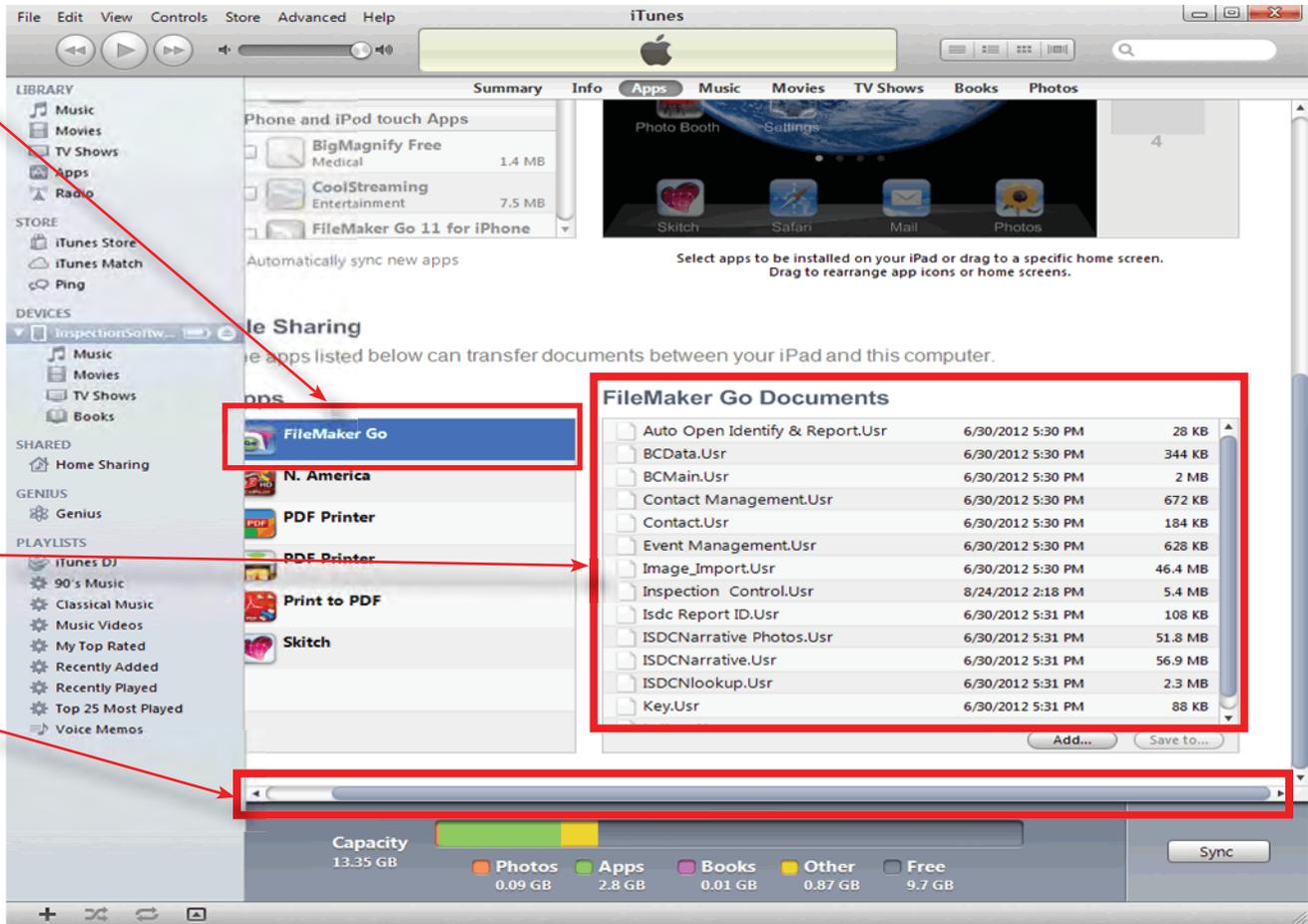
Scroll down to  
bottom of page  
to “File Sharing  
Section”



Under Apps  
Click on  
"FileMaker  
Go"

This will open  
up the  
"FileMaker Go  
Documents"  
Window. These  
are the  
Documents ON  
the iPad.

Slide the Scroll  
bar to the right.  
This will make  
it easier to see  
Files on the  
iPad.



There are THREE files that you  
will be moving From your iPad  
and the computer.

They are:  
Inspection Control.  
ISDCCnarrative photos.  
ISDCnarrative.

The "Add..." Button:  
This Button Adds Files to your iPad (ADD TO iPad)

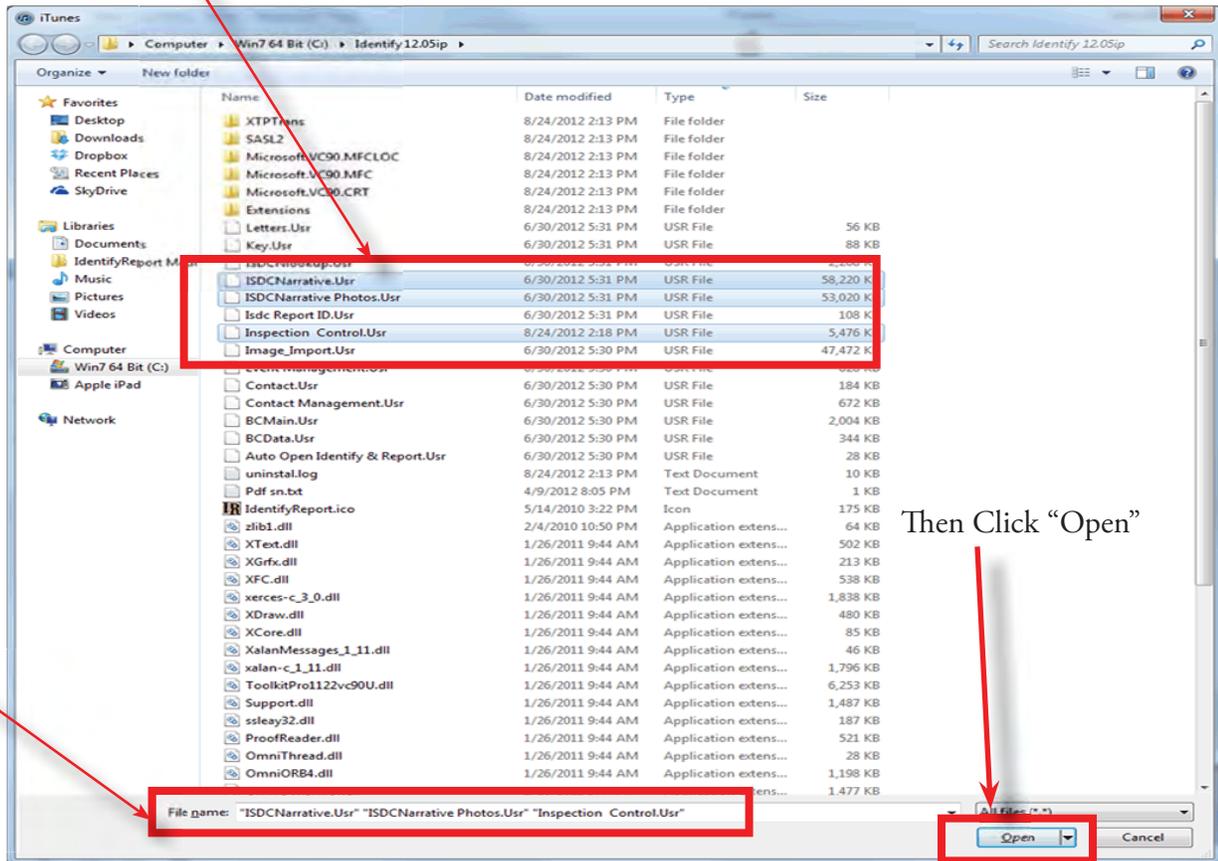


Click  
"Add..." to iPad

Holding down the "Ctrl" key and Highlight the three files

Inspection Control.  
ISDCnarrative.  
ISDCCnarrative photos.

**NOTE:**  
If you added New Comment to the  
Comments Library Select  
ISDClookup. also.



**NOTE:**  
Check "File name"  
to verify you have  
all the Files you  
want to Add to  
your iPad.

Then Click "Open"

When you Click,  
A Window will  
pop up asking “Do  
you want to replace  
with the ones you  
are moving”

Always Click  
“Apply to all”

Click “Replace”



Check file progress being copied  
from Computer to iPad.



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

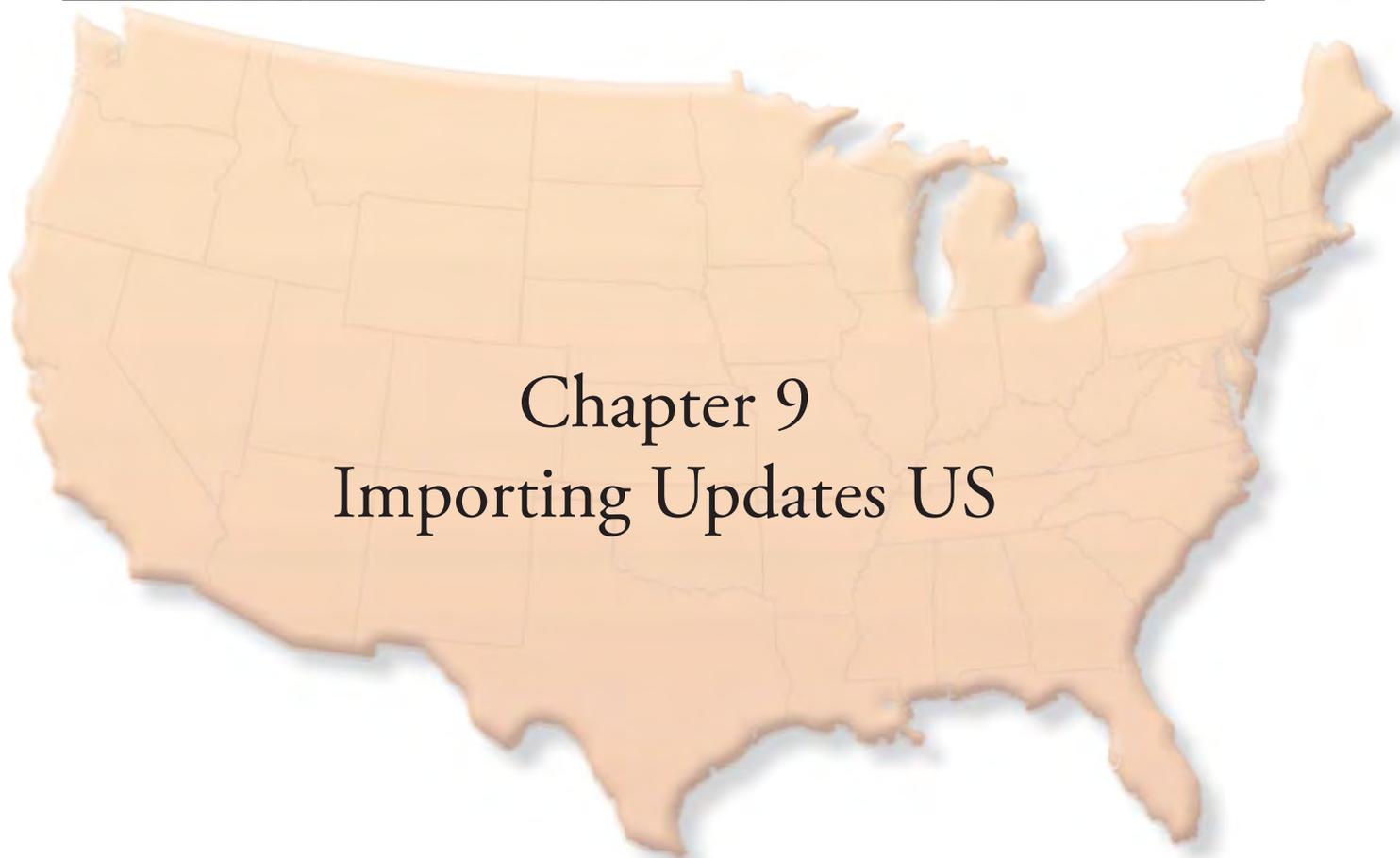
**Very important:  
You must Exit  
Identify & Report Professional  
before you copy  
any files to or from the  
iPad.**



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

# *Identify & Report Professional*

## **Identify & Report Professional 2.05i User Manual**



### Chapter 9 Importing Updates US



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



# 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.



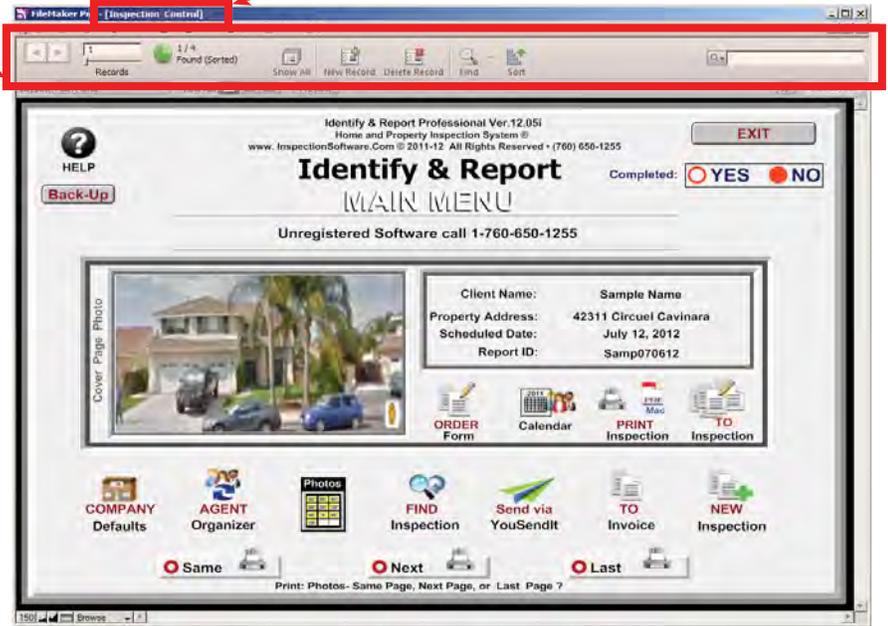
You will need to turn on the Toolbar, by selecting the Toolbar switch in the bottom left corner.



First we will unlock "Inspection Control.Usr" 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.

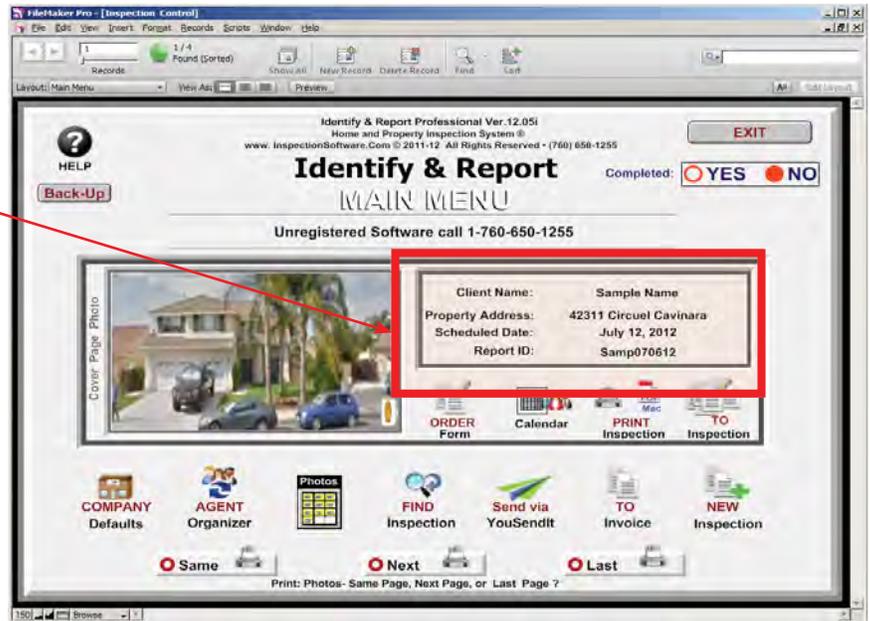


The "Total" will be grayed out.

The "Show All" will be grayed out.

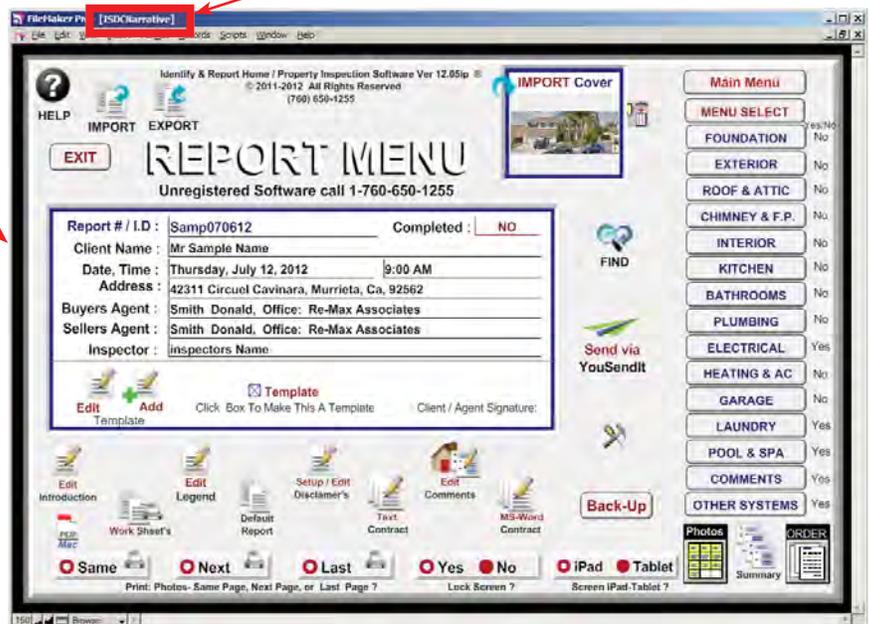
Next we will unlock "ISDCNarrative.USR" from "Identify & Report Professional v12.05i"

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.User" from "Identify & Report Professional v12.05i"



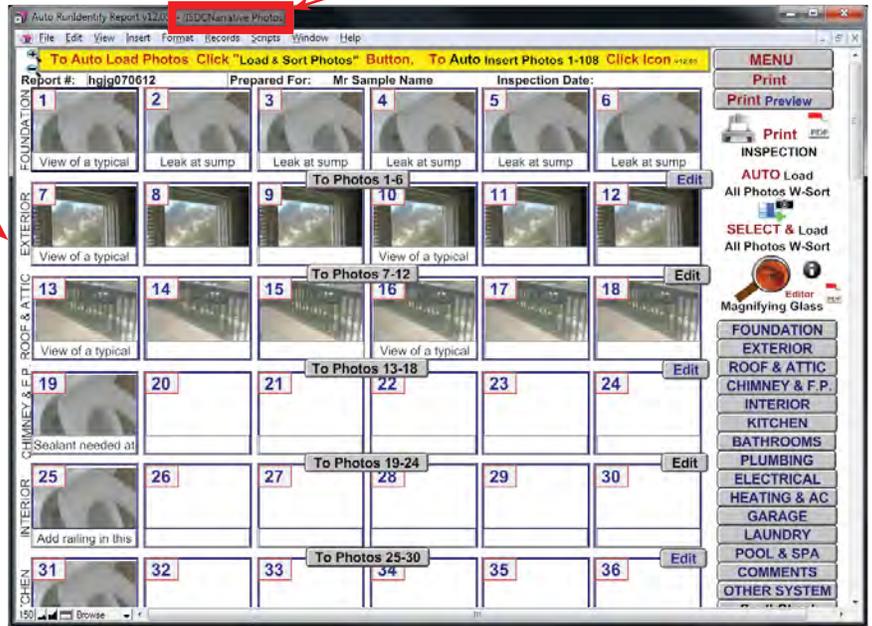
Scroll down to see "Photos"



Select the "Photos" icon

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

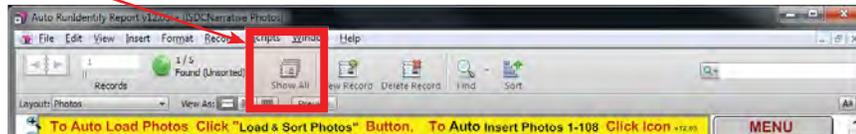
This will open the "Photos"



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.

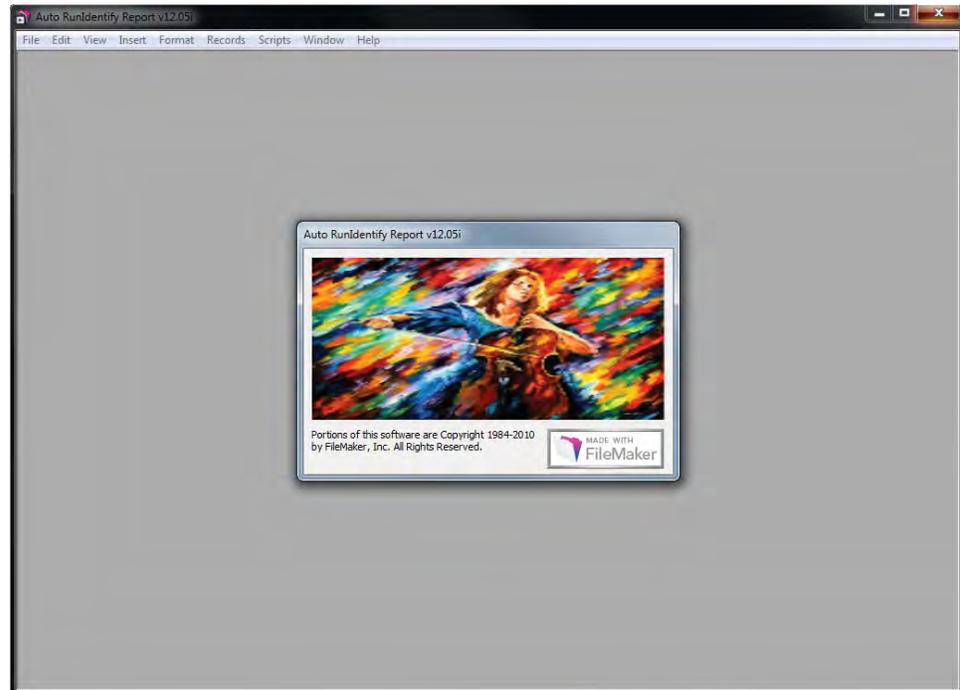
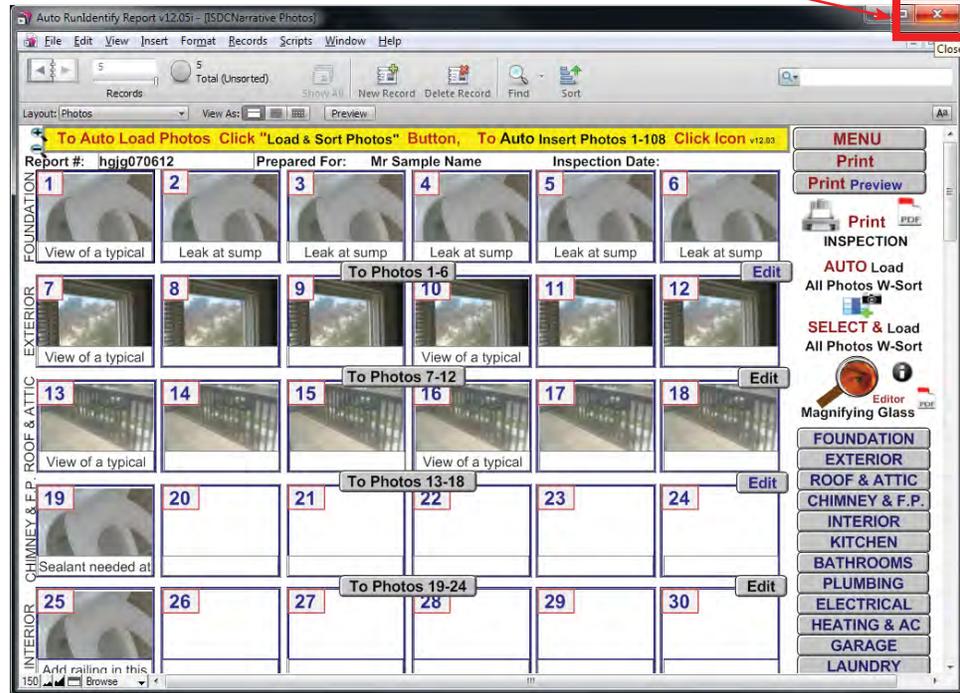


The "Total" will be grayed out.

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”



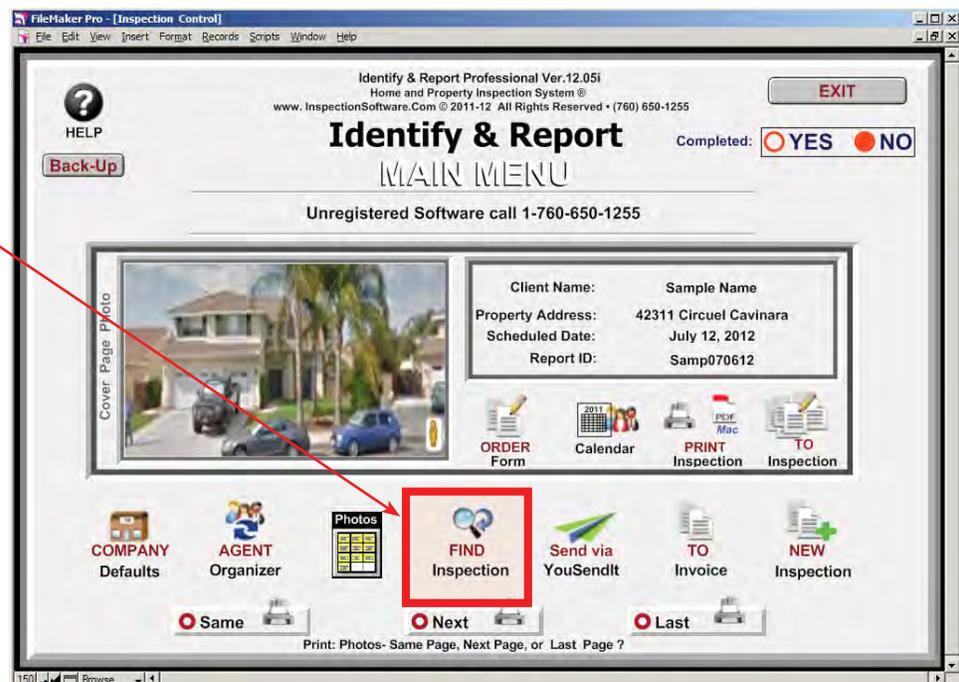
Select "Identify & Report v12.06ip" icon on Desktop to start "Identify & Report Professional"



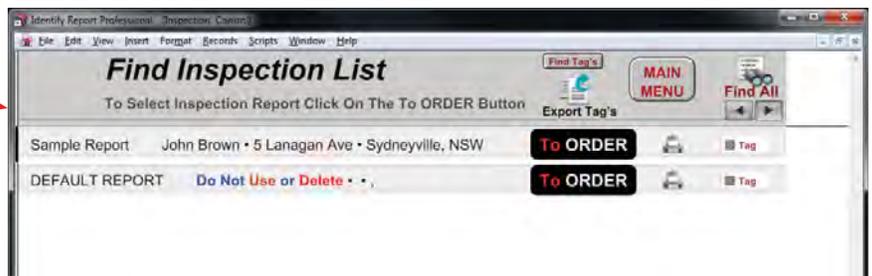
The "MAIN MENU" Opens.



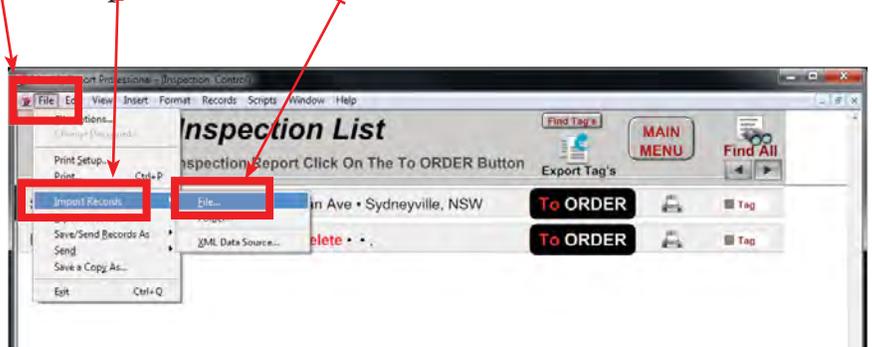
Select "Find Inspection"



The "Find Inspection List" opens.

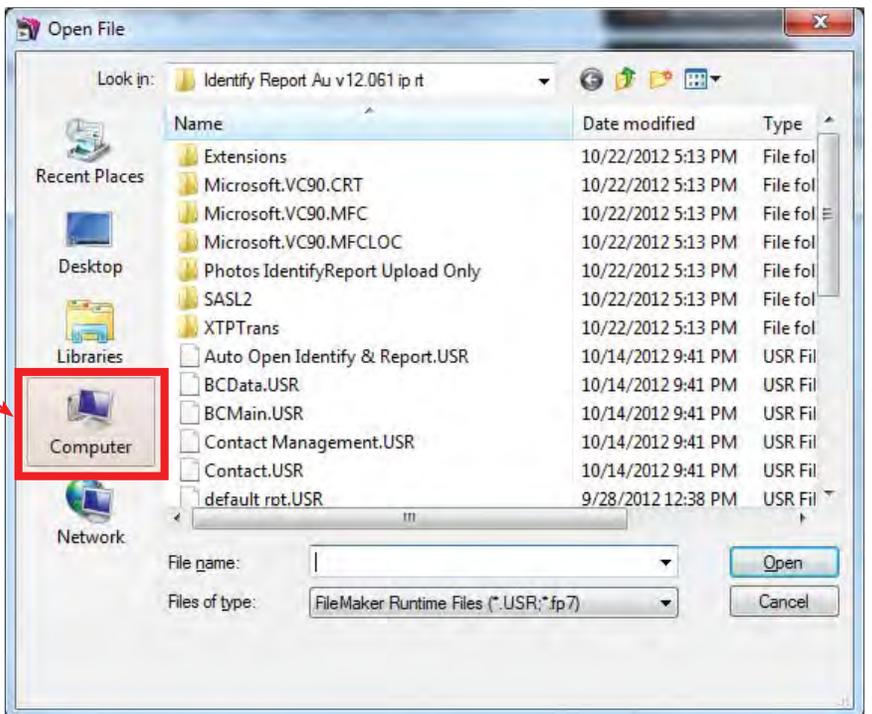


On the Toolbar select: File→Import Records→File

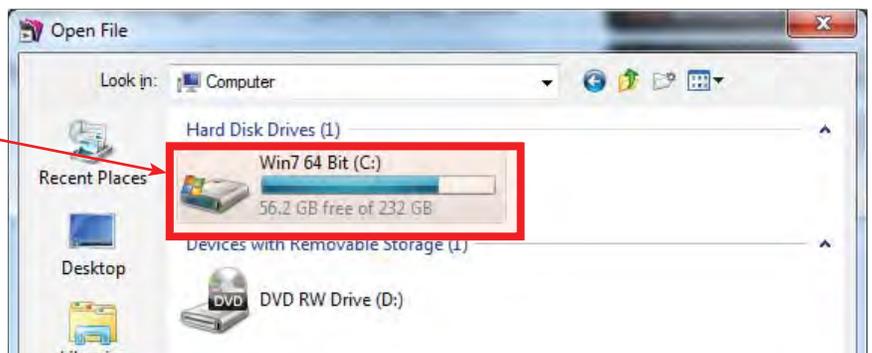


The Open File window will open. You are in the New Version of "Identify Report" you need to go to the older version of "Identify Report" Folder.

Click "Computer"

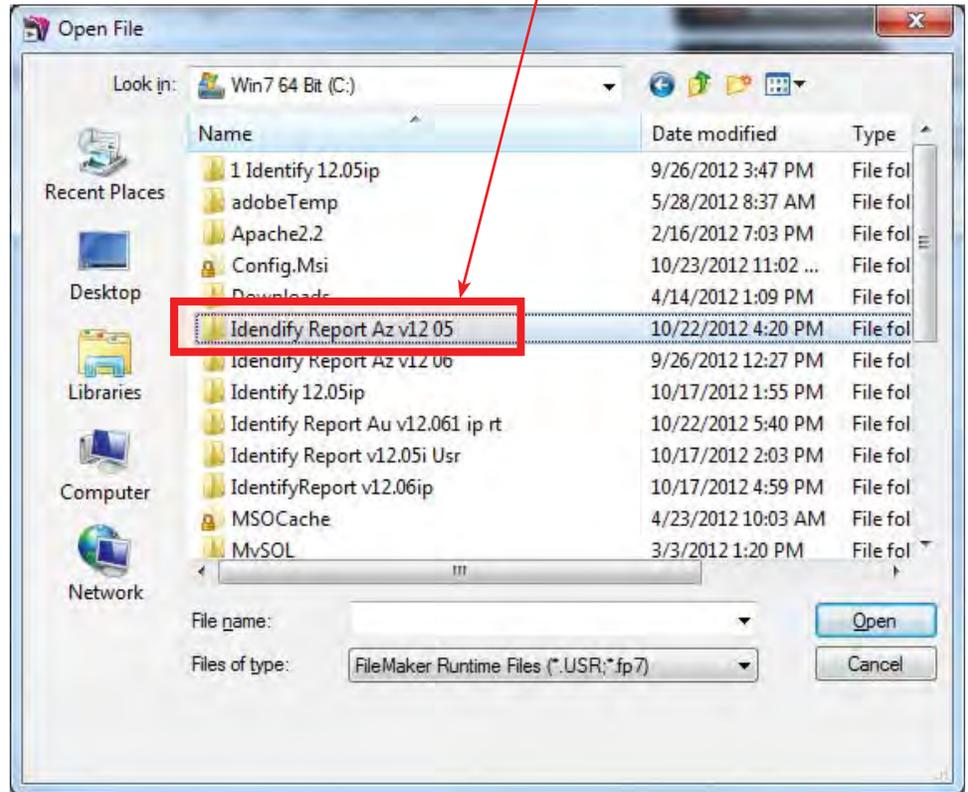


Select Drive C:/

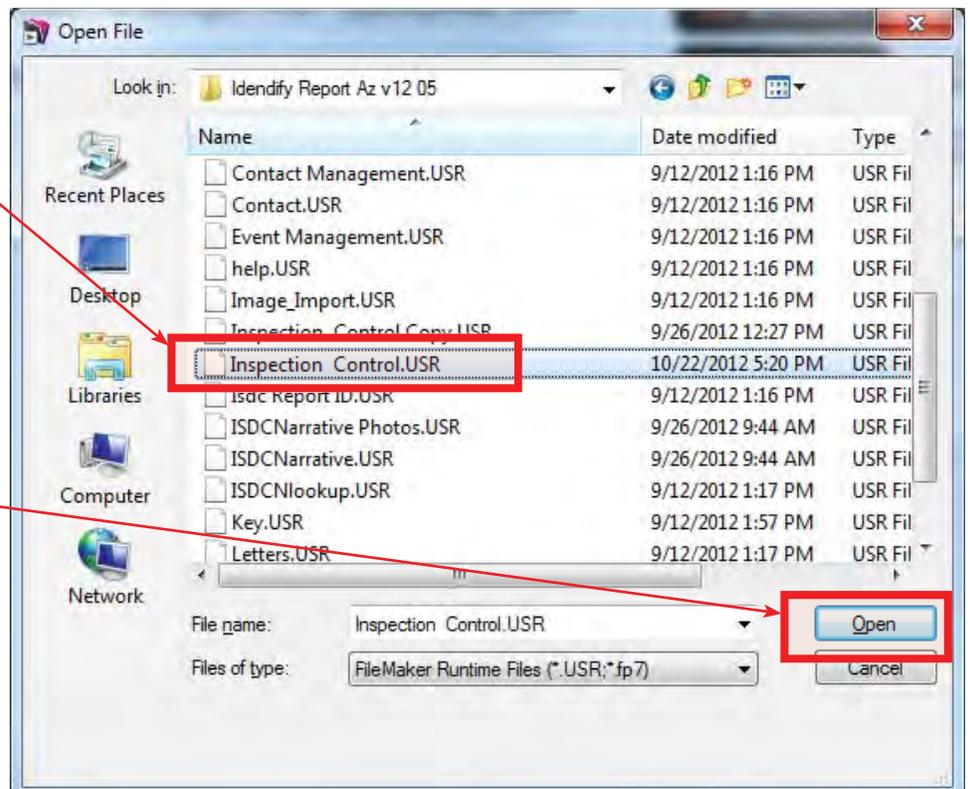


First we will import "Inspection Control.Usr" from "Identify & Report Professional v12.05i"

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



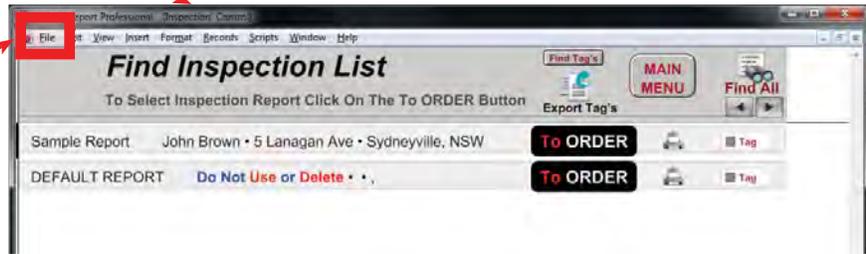
Select "Inspection Control.Usr"



Then Select "Open"

The “Find Inspection List” opens

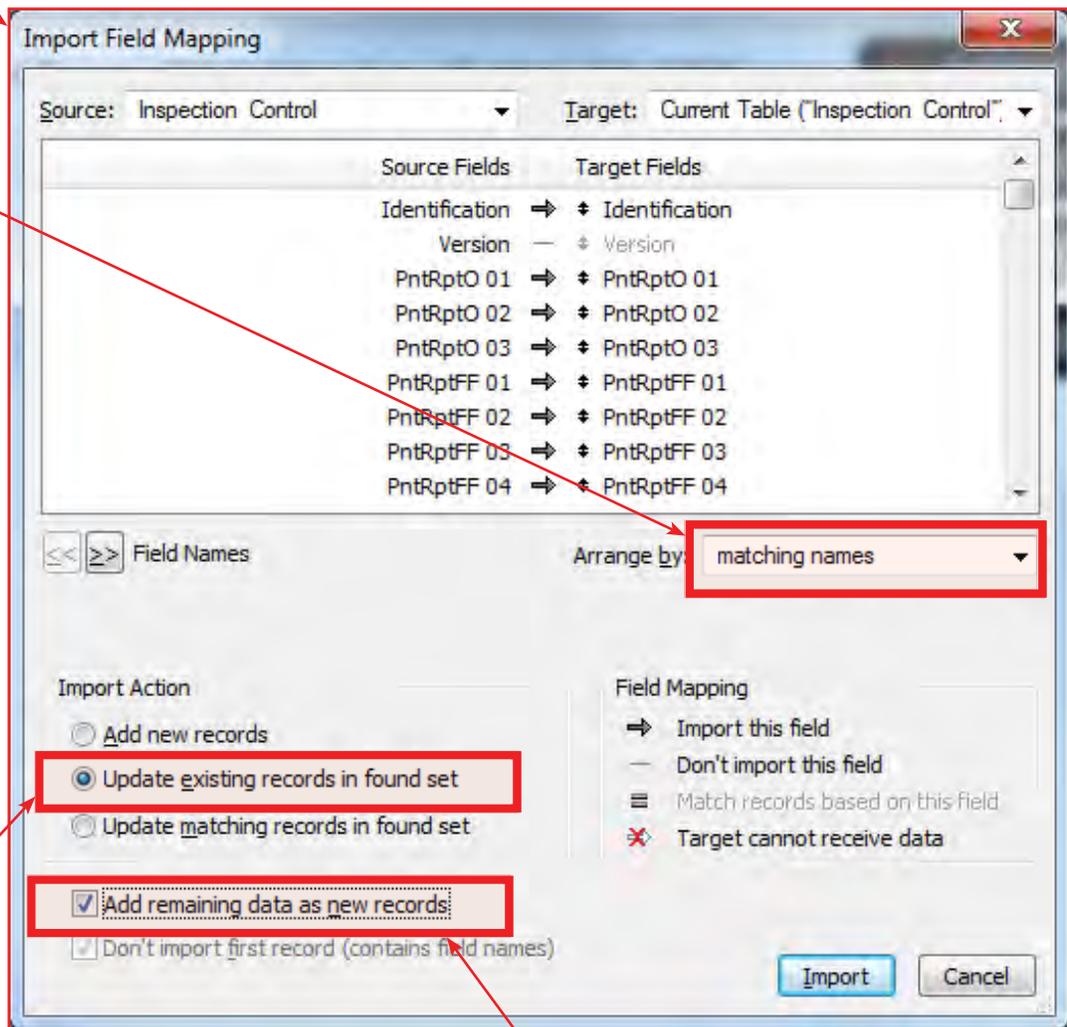
Select “File” from the Toolbar



The “Import File Mapping” window opens.

There are three very important selections to be made.

1.  
“Arrange by:”  
“matching names”



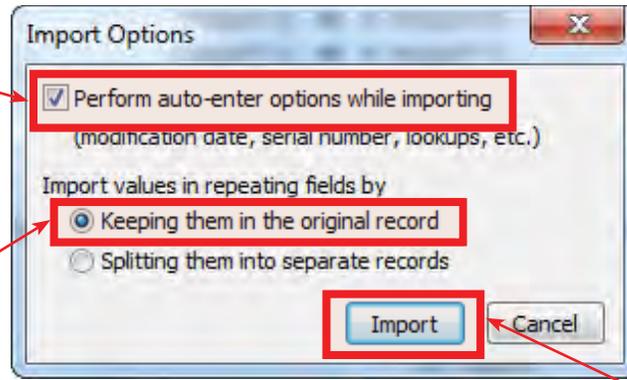
2.  
In the “Import Action” box check the radio button  
“Update existing records in found set”

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

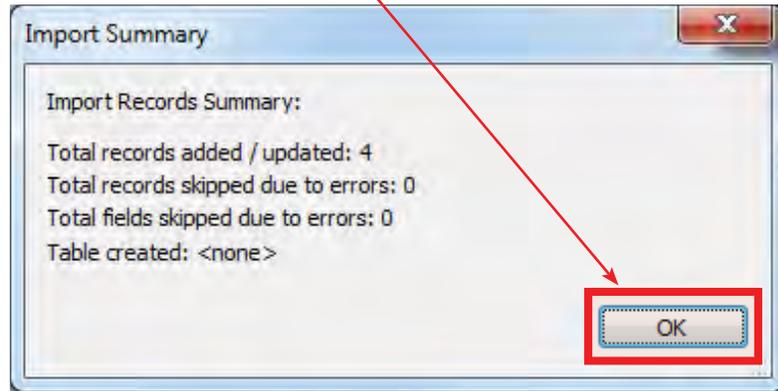
and



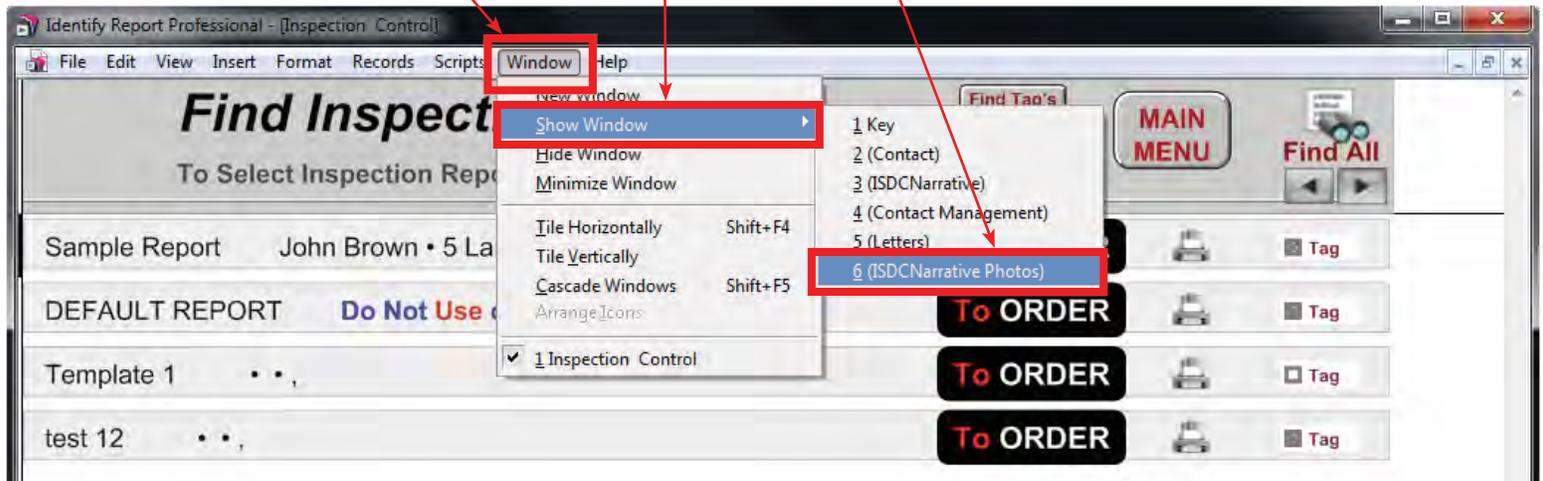
under the “Import values in repeating fields by Keeping them in the original record” radio button is checked.

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)

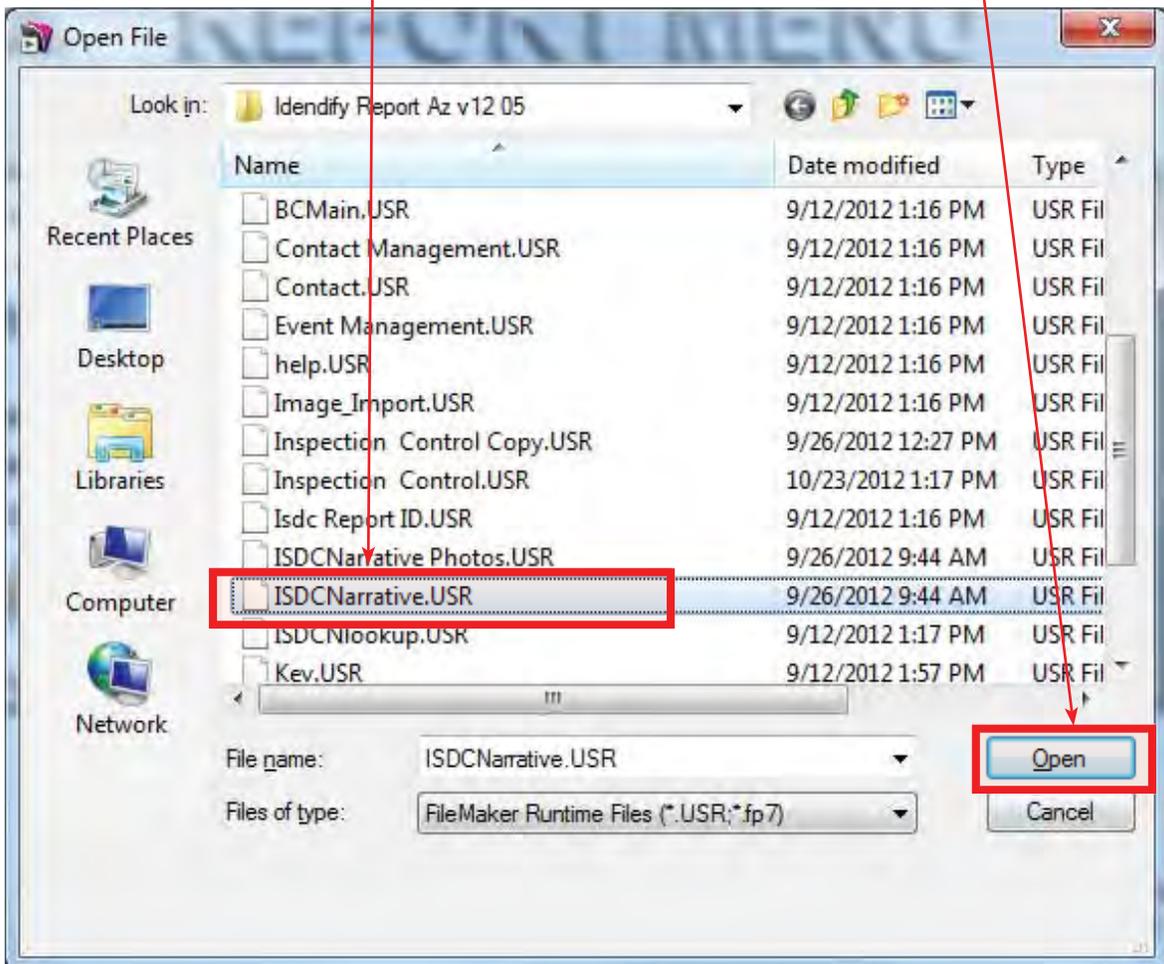


Next we will import “ISDCNarrative.USR” from “Identify & Report Professional v12.05i”

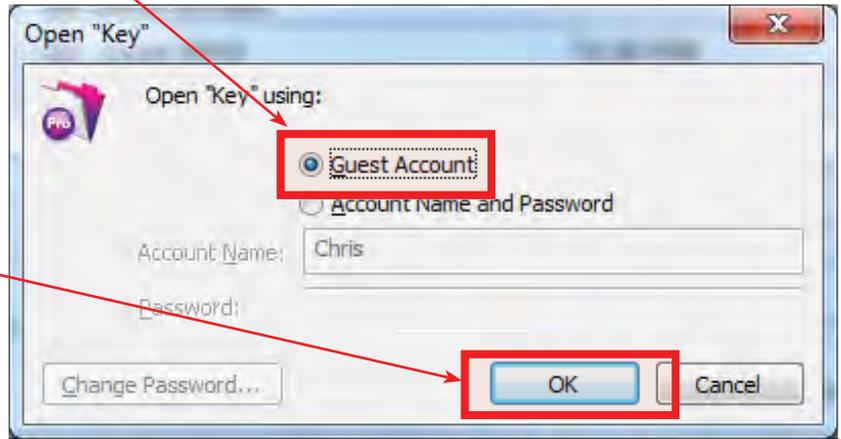
The “REPORT MENU” Window opens.  
Check to see that you are at [ISDCNarrative]  
On the Toolbar select:  
File → Import Records → File



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



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

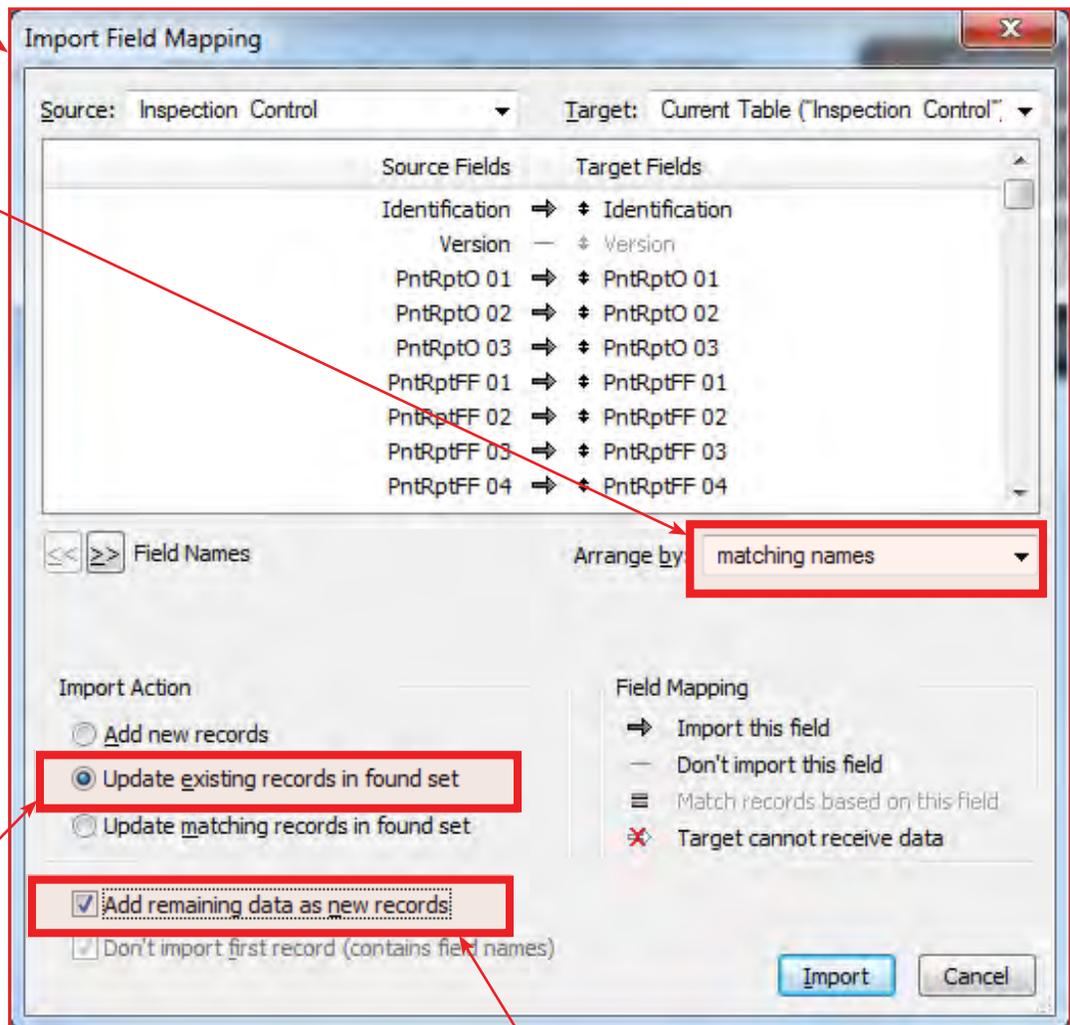


Then Click “OK”

The “Import File Mapping” window opens.

There are three very important selections to be made.

1.  
“Arrange by:”  
“matching names”



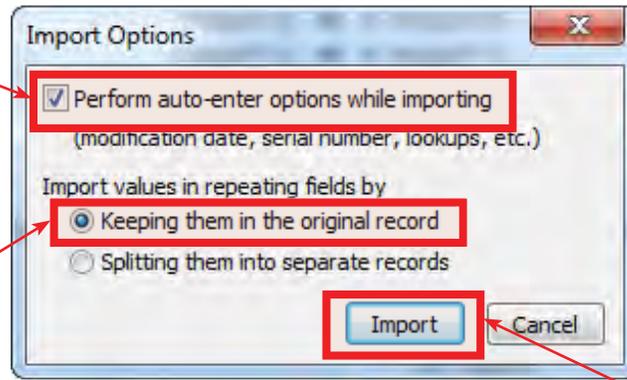
2.  
In the “Import Action” box check the radio button  
“Update existing records in found set”

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

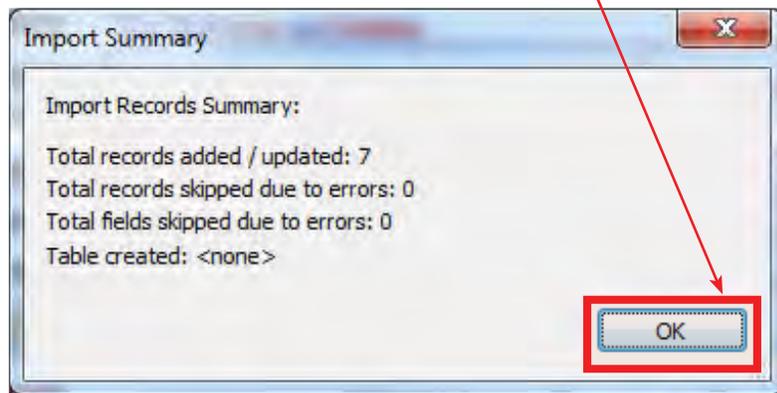
and



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

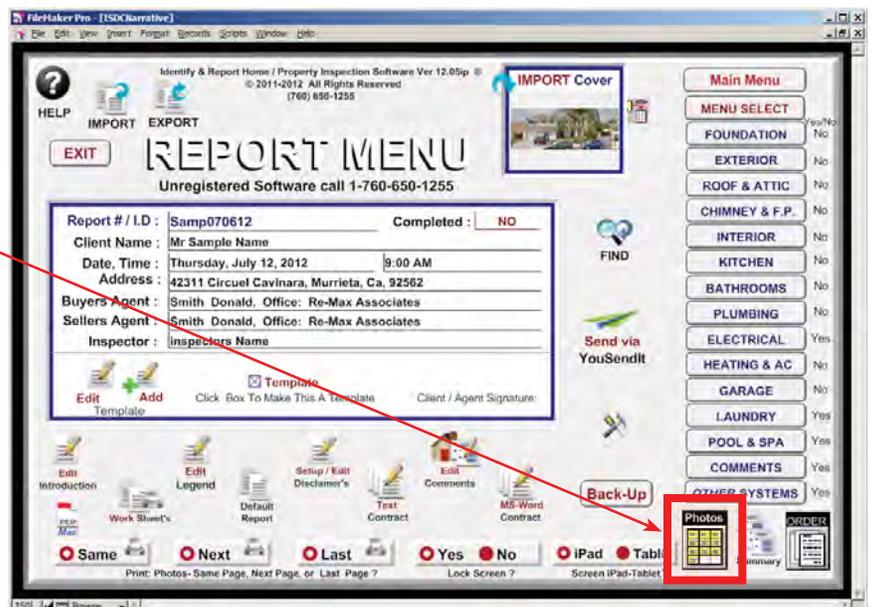
Then Select “Import”

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”

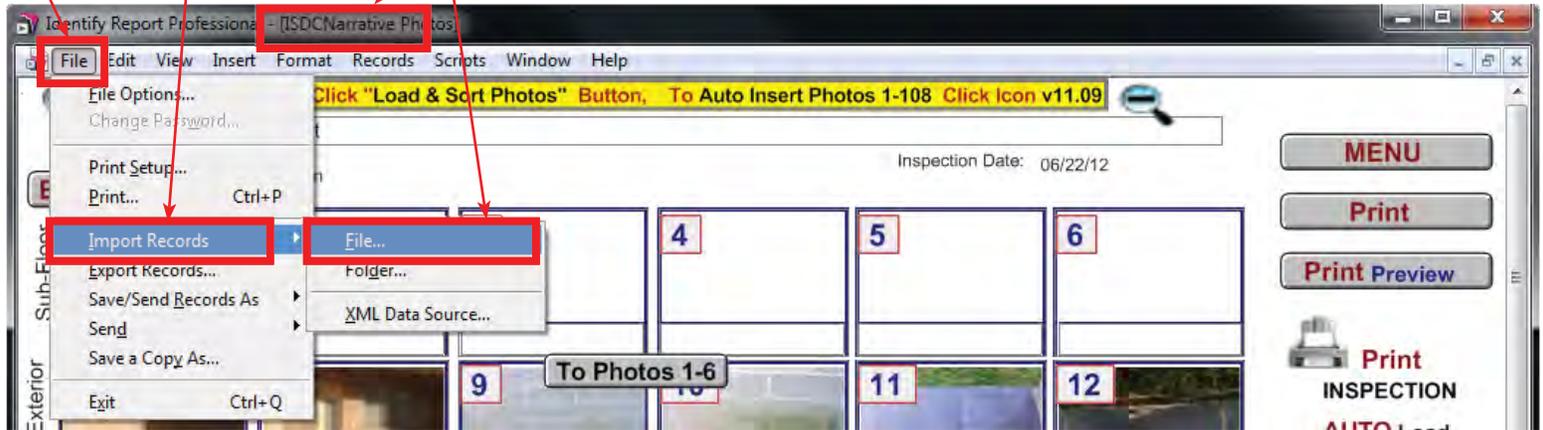
Select “PHOTOS” icon



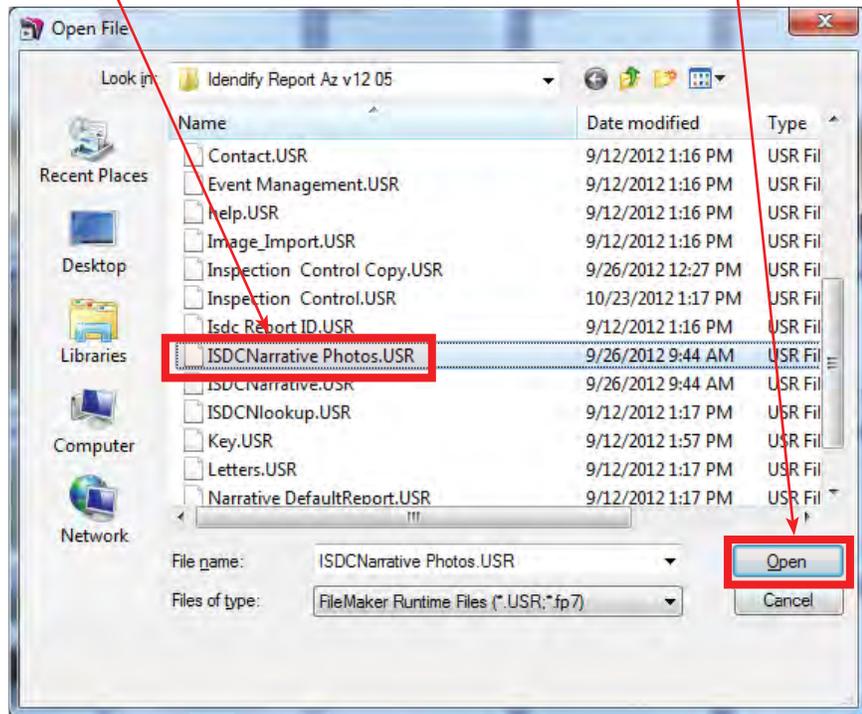
The Photo Library Window opens.  
Check to see that you are at [ISDCNarrative]

On the Toolbar select:

File → Import Records → File

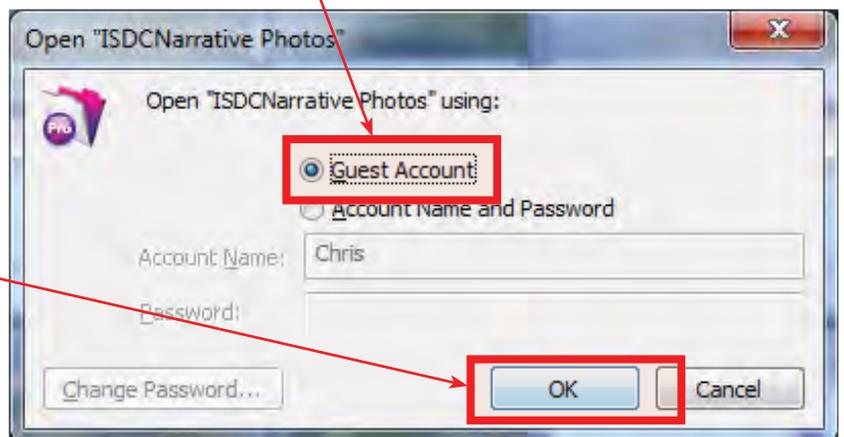


Scroll down until you find “ISDCNarrative Photos.Usr” and highlight then click “Open”



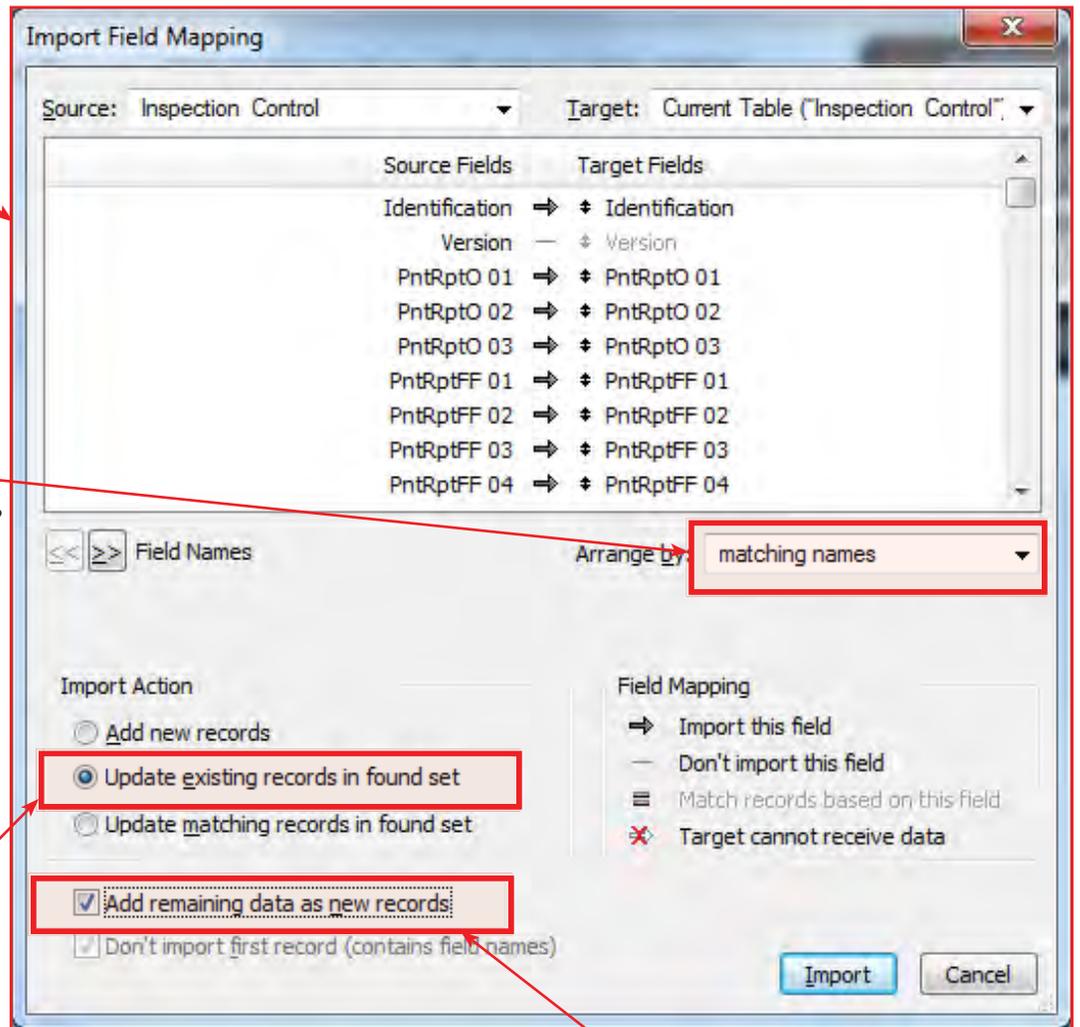
The Open “ISDCNarrative Photos” window opens. Select “Guest Account” radio button.

Then Click “OK”



There are three very important selections to be made.

The "Import File Mapping" window opens.



1.  
"Arrange by:"  
"matching names"

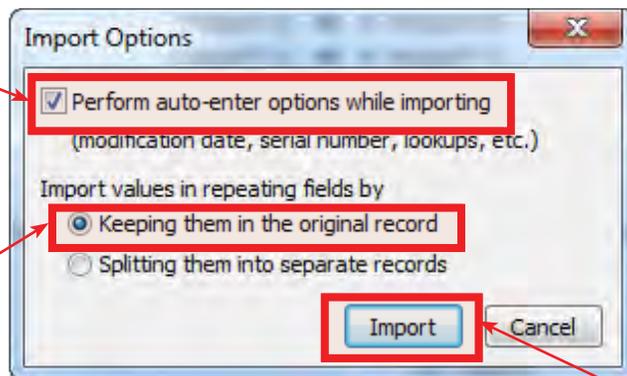
2.  
In the "Import Action" box check the radio button  
"Update existing records in found set"

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

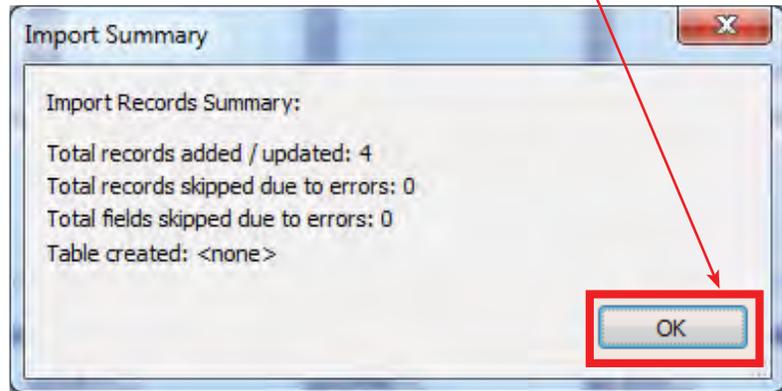
and



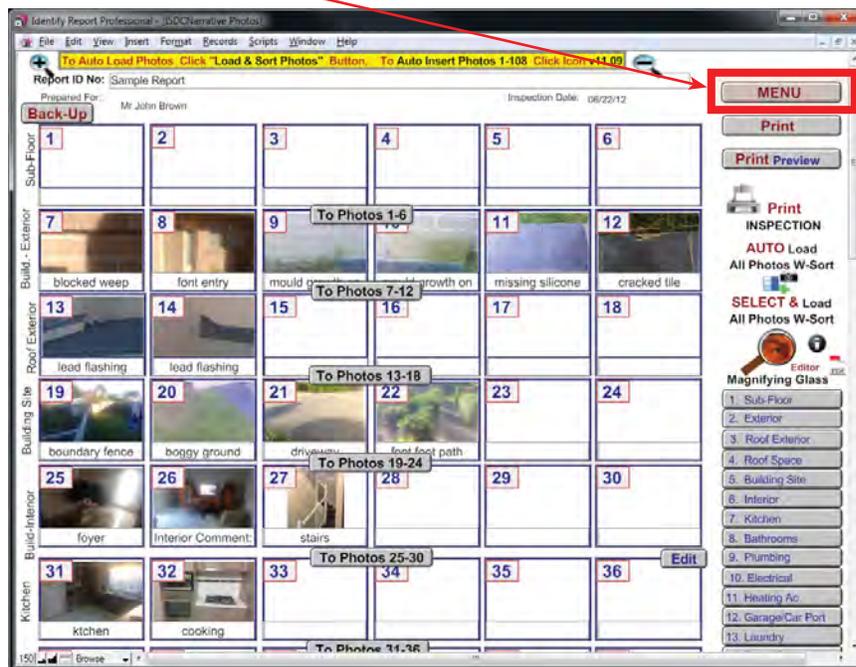
under the "Import values in repeating fields by  
Keeping them in the original record" radio button is checked.

Then Select "Import"

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

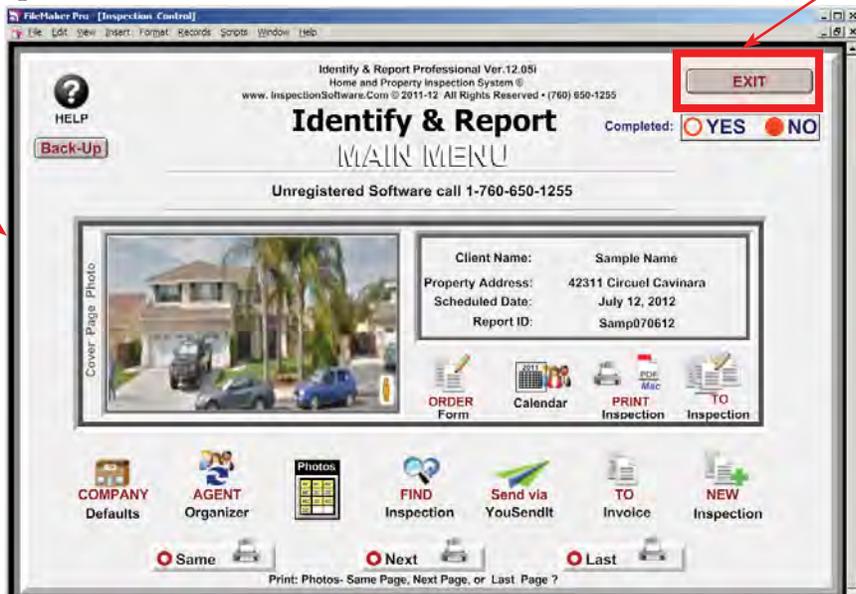


Select "MENU"



The "REPORT MENU" opens

Select "EXIT" to Exit Program



Congratulations  
you have "Imported Updates"

**Very important:**  
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](mailto:Support@InspectionSoftware.com)