

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



Identify & Report Professional

Identify & Report Professional 2.05i User Manual



Introduction The Process -----	3
Chapter 1 ... IdentifyReport Pro Install US -----	6
Chapter 2 ... Creating a New Inspection US -----	18
Chapter 3 ... Select Report Category US -----	24
Chapter 4 ... Managing Photo's US -----	33
Chapter 5 ... Print an Inspection Report US -----	39
Chapter 6 ... Makeing a Template US -----	48
Chapter 7 ... How to Select A Template US -----	52
Chapter 8 ... Transferring Files Computer to iPad, iPad to Computer US -----	57
Chapter 9 ... Importing Updates US -----	67



Identify & Report Professional

Identify & Report Professional 2.05i User Manual



Introduction
The Process



Starting an Inspection from the Computer,

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

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

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

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

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

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

Select the Category (see **Chapter 3** Select Report Category) of the area to be inspected, Enter the Report Identifiers, then Select the Sub Category from 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 from 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 & 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.

Identify & Report Professional

Identify & Report Professional 2.05i User Manual



Chapter 1 Identify Report Pro Install US



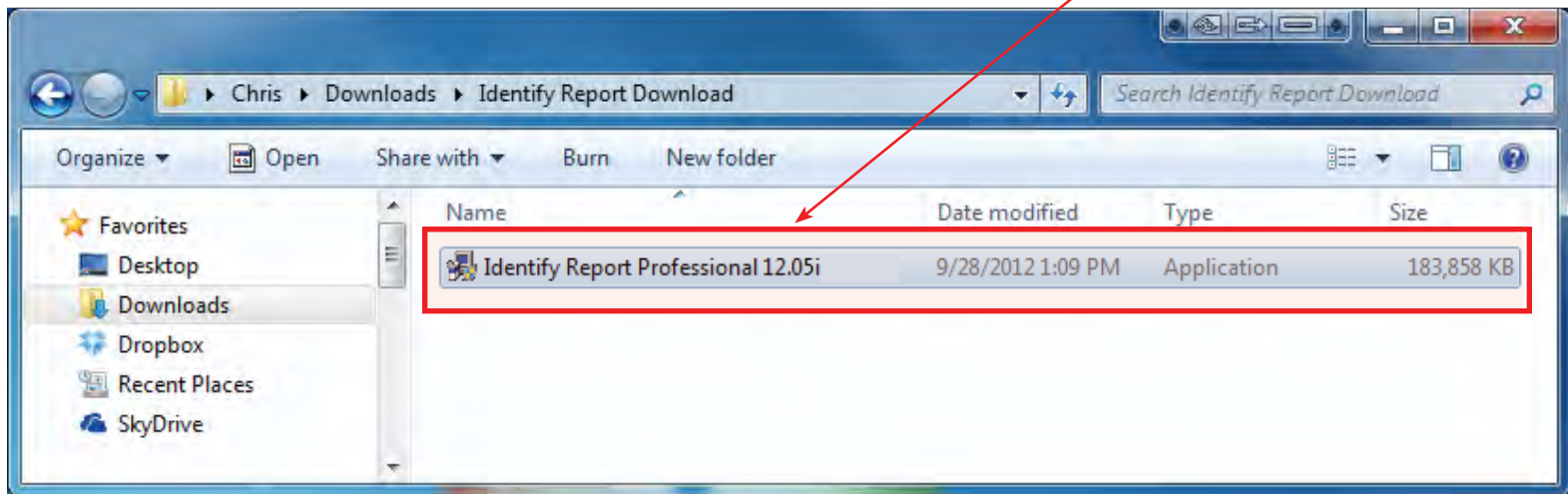
IF You Have any Questions
Phone: 760.650.1255
or Email:
Support@InspectionSoftware.com



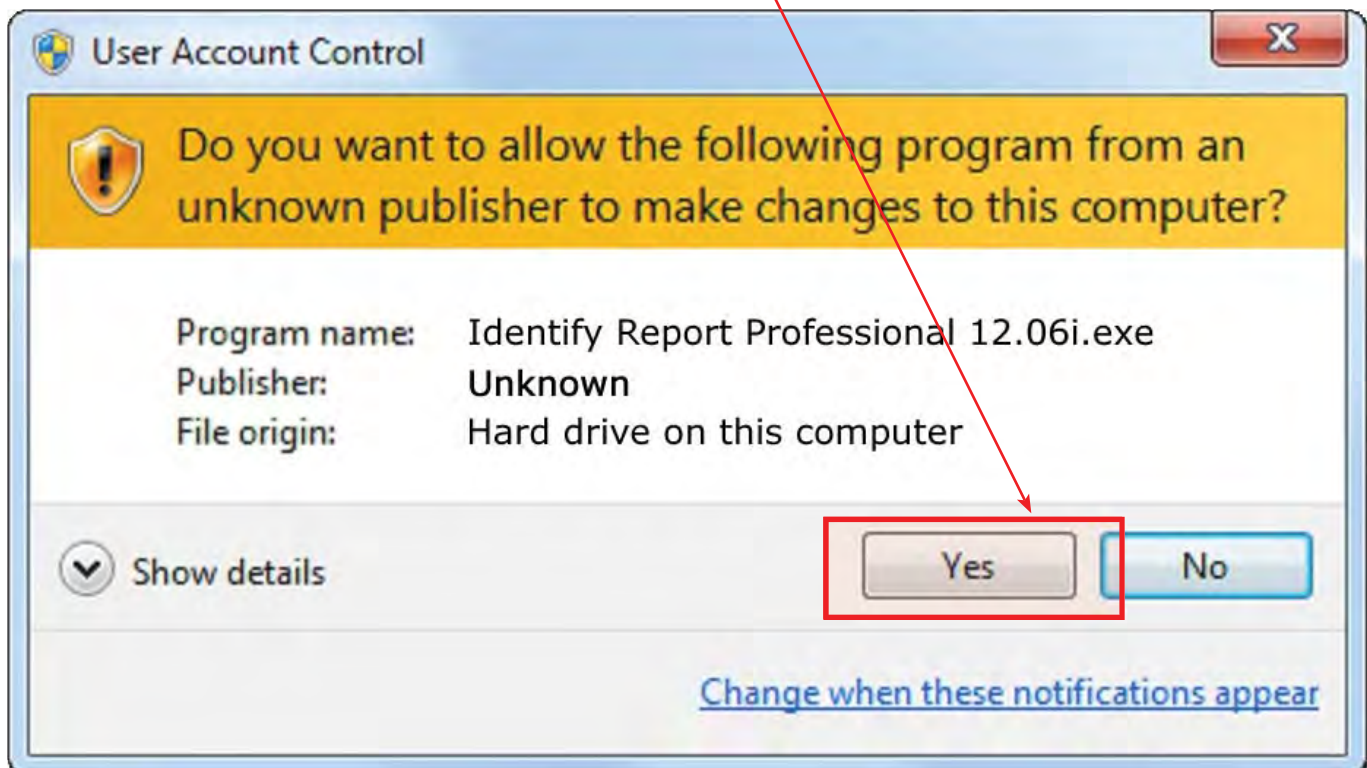
Identify & Report Professional

Installing Identify & Report

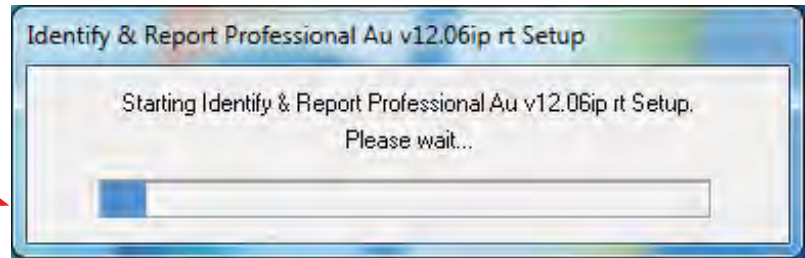
After downloading “Identify & Report Professional” remember where you downloaded it.



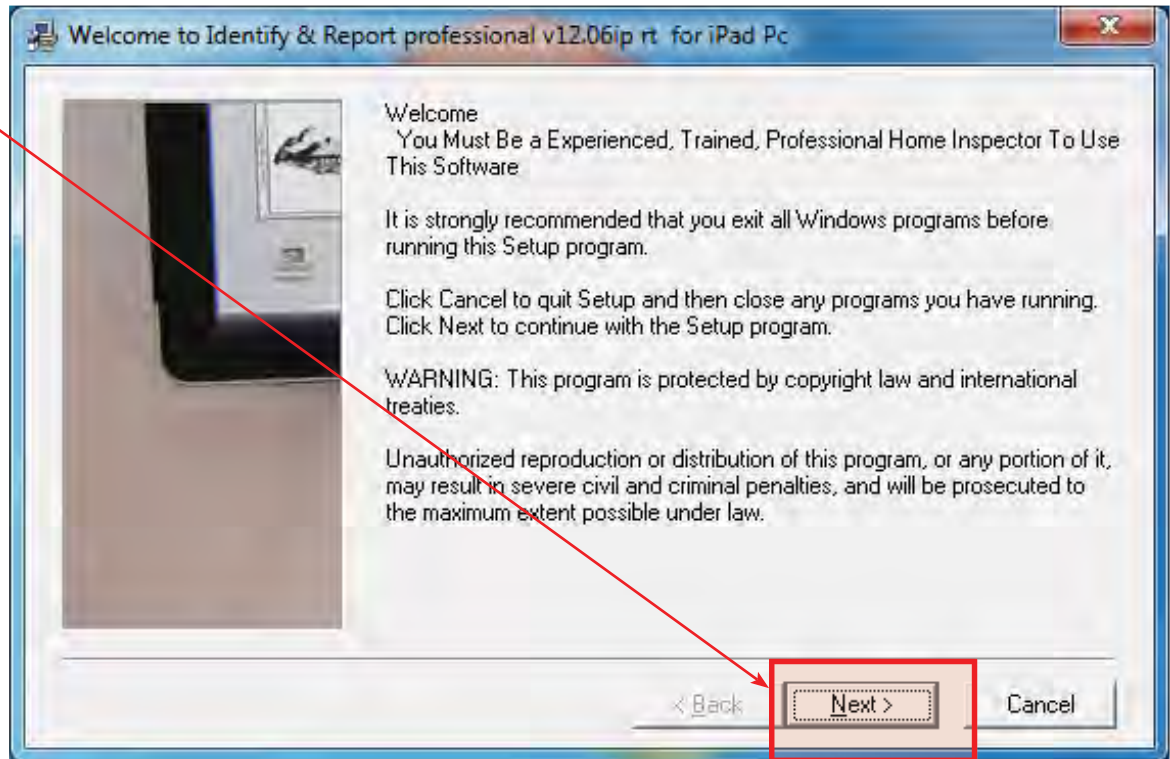
The “User Account Control” Security Warning opens Select Yes.



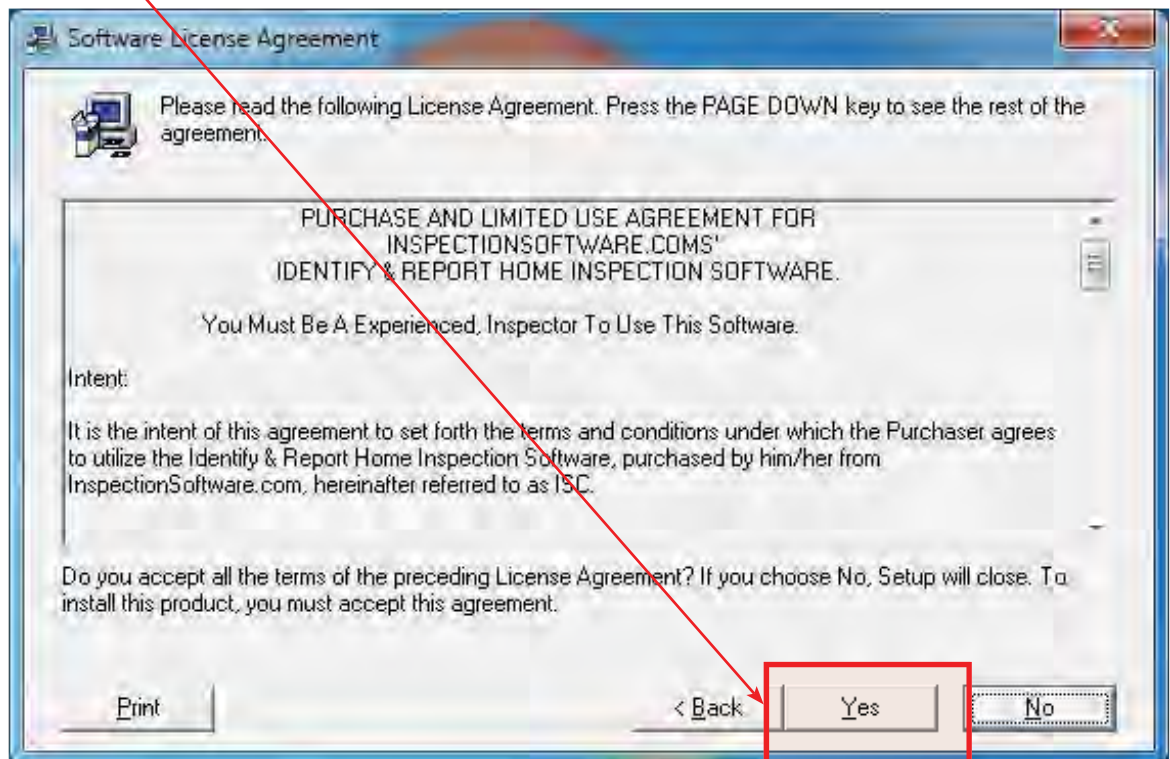
The “User Account Control” Security Warning opens
Select Yes.



Select Next



Software License Agreement Select Yes



Fill in Information.

Then

Registration form Fill in Select Next.

Registration

Setup is ready to install Identify & Report Professional Au v12.06ip rt. Please type Home Inspector's Name, Inspection Company Name, and Company Phone Number.

Home Inspector's Name:

Inspection Company Name:

Company Phone Number and E-mail Address:

< Back **Next >** Cancel

Destination Directory doesn't change.
Select Next

Choose Destination Location

Setup will install Identify & Report Professional Au v12.06ip rt in the following directory.

To install to this directory, click Next.

To install to a different directory, click Browse and select another directory.

You can choose not to install Identify & Report Professional Au v12.06ip rt, by clicking Cancel to exit Setup.

Destination Directory:
 Browse...

Space Required: 302972 K
Space Available: 766349704 K

< Back **Next >** Cancel

Don't change install typical.
Select Next

Setup Type

Click the type of Setup you prefer, then click Next.

☒ Typical Program will be installed with the most common options. Recommended for most users.

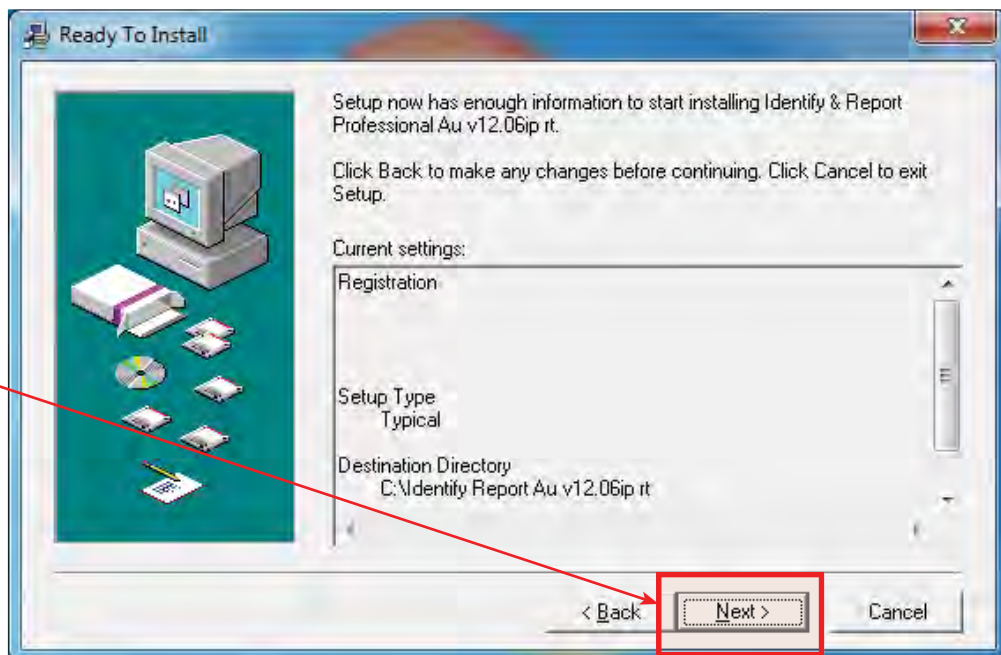
☐ Compact Program will be installed with minimum required options.

☐ Custom You can choose the options you want to install. Recommended for advanced users.

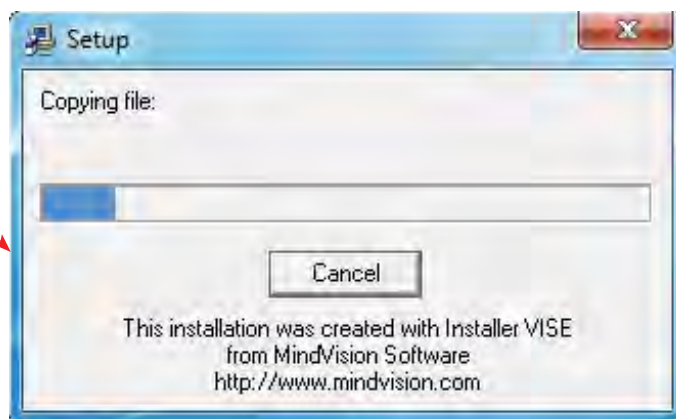
Space Required: 302972 K
Space Available: 766349628 K

< Back **Next >** Cancel

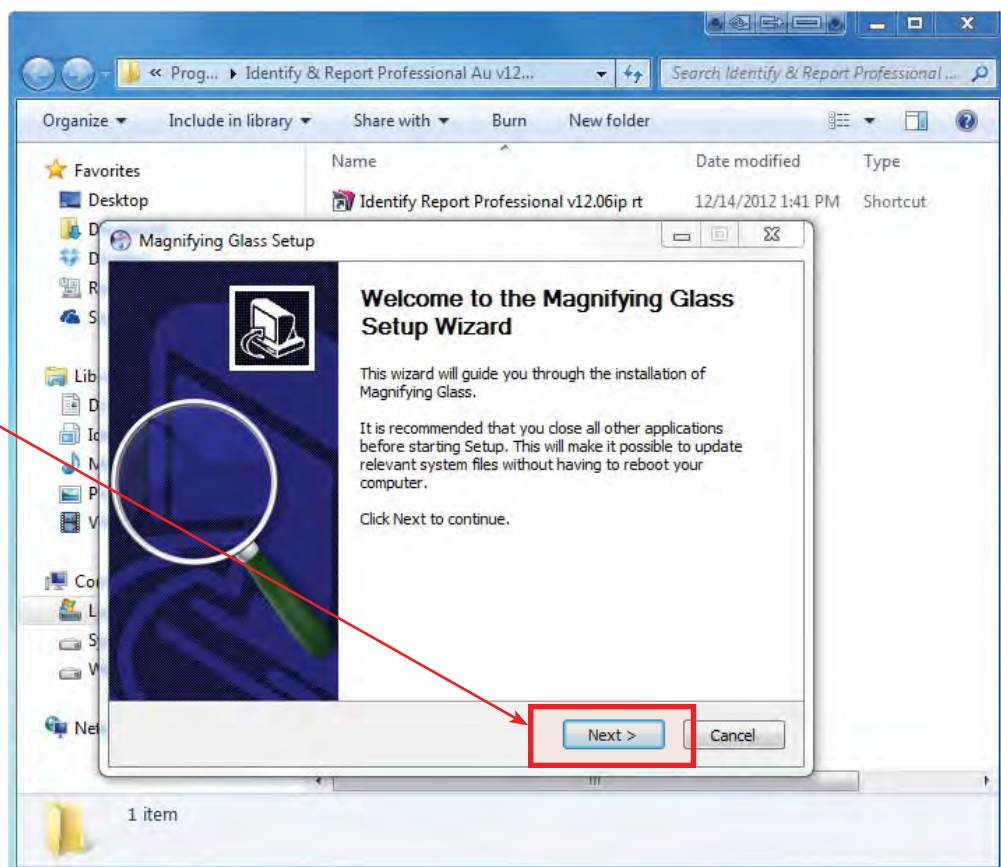
Ready to install. Select Next



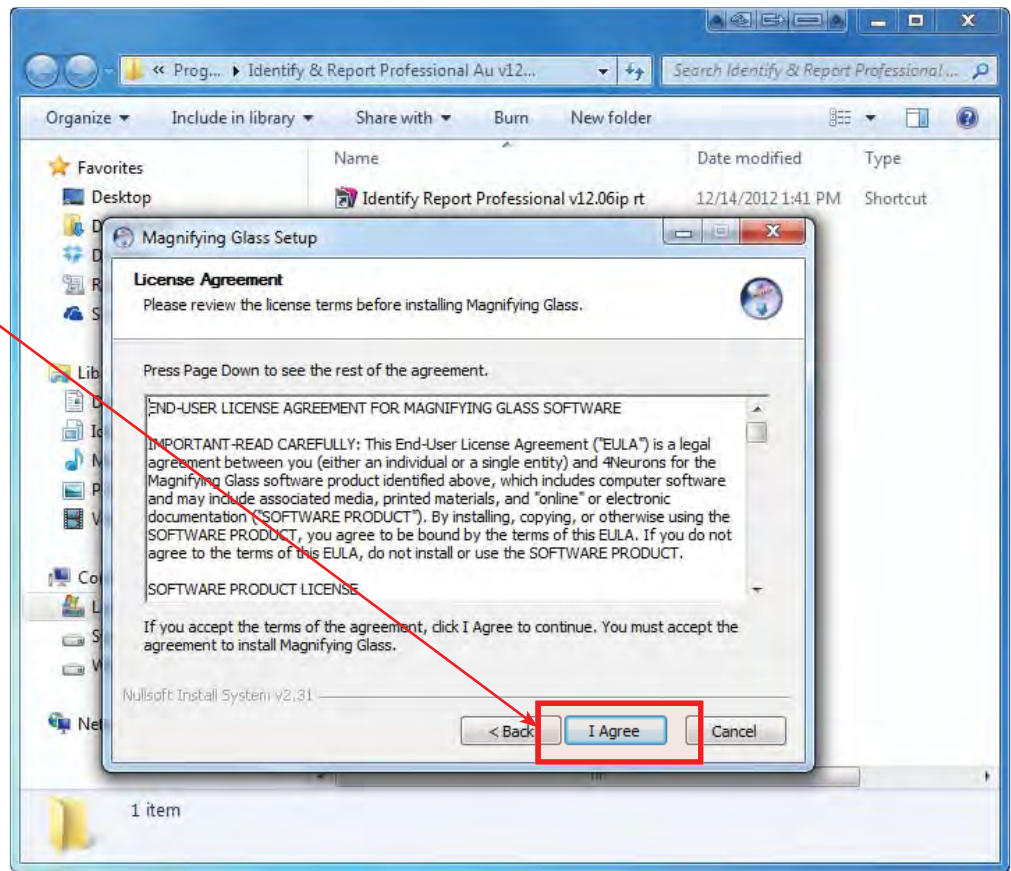
Setup Progress Window Opens. Do nothing



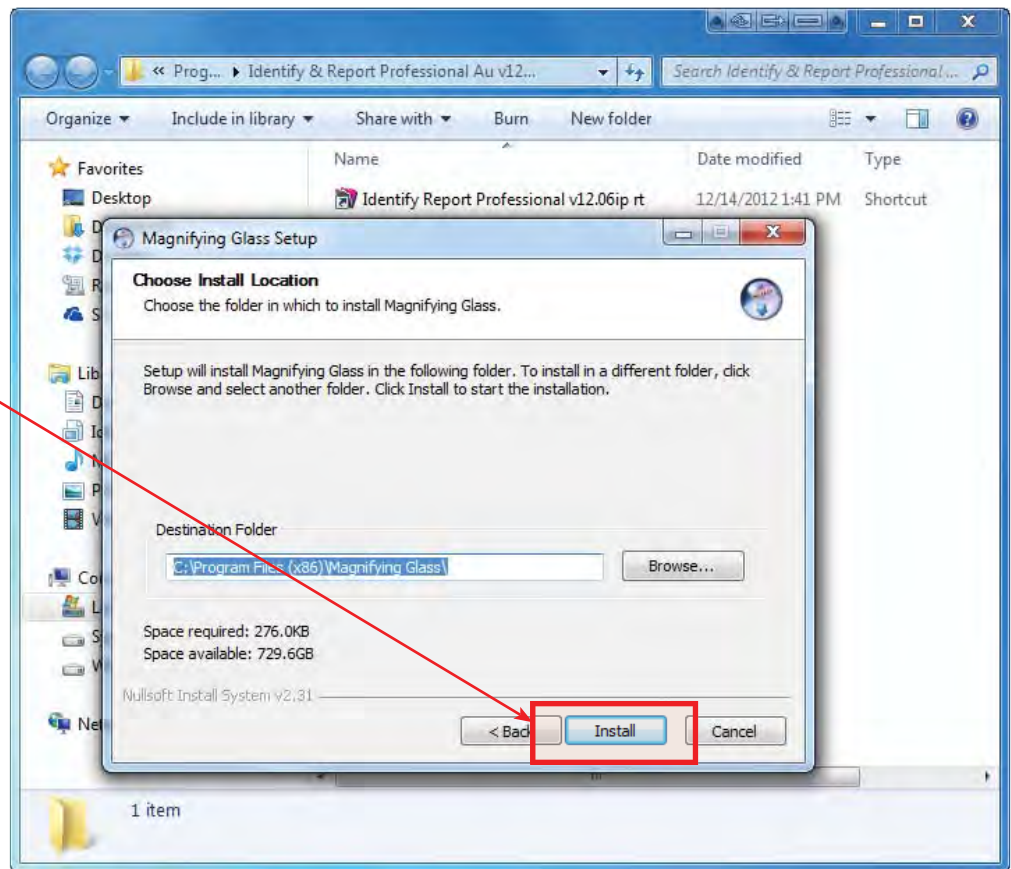
Select Next.



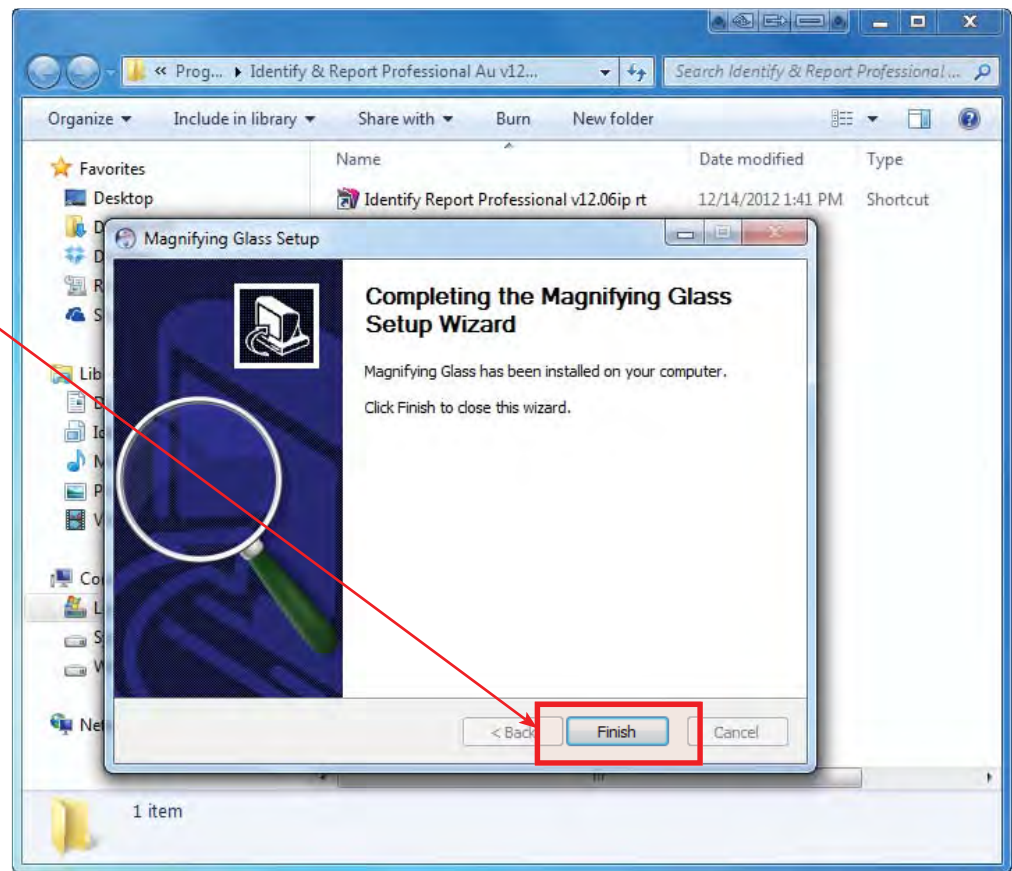
Magnifying Glass License Agreement
Select I Agree



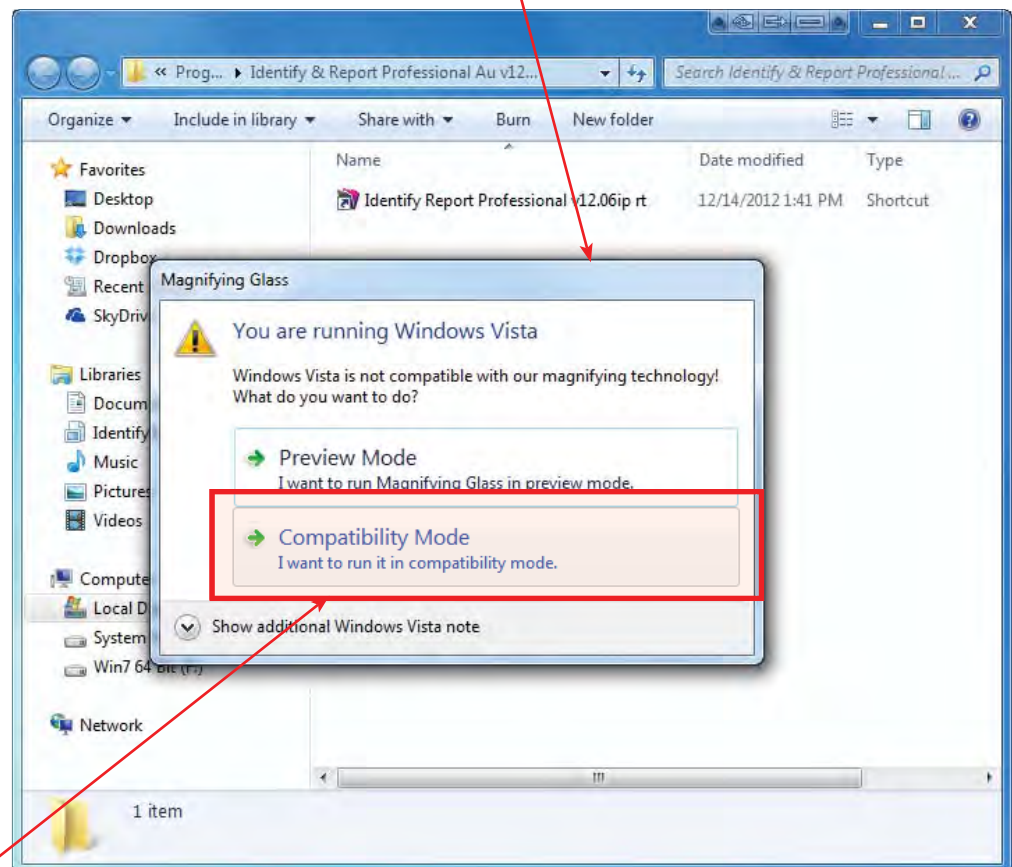
Destination Directory don't change.
Slect Next



Magnifying Glass Setup Completed.
Select Finish

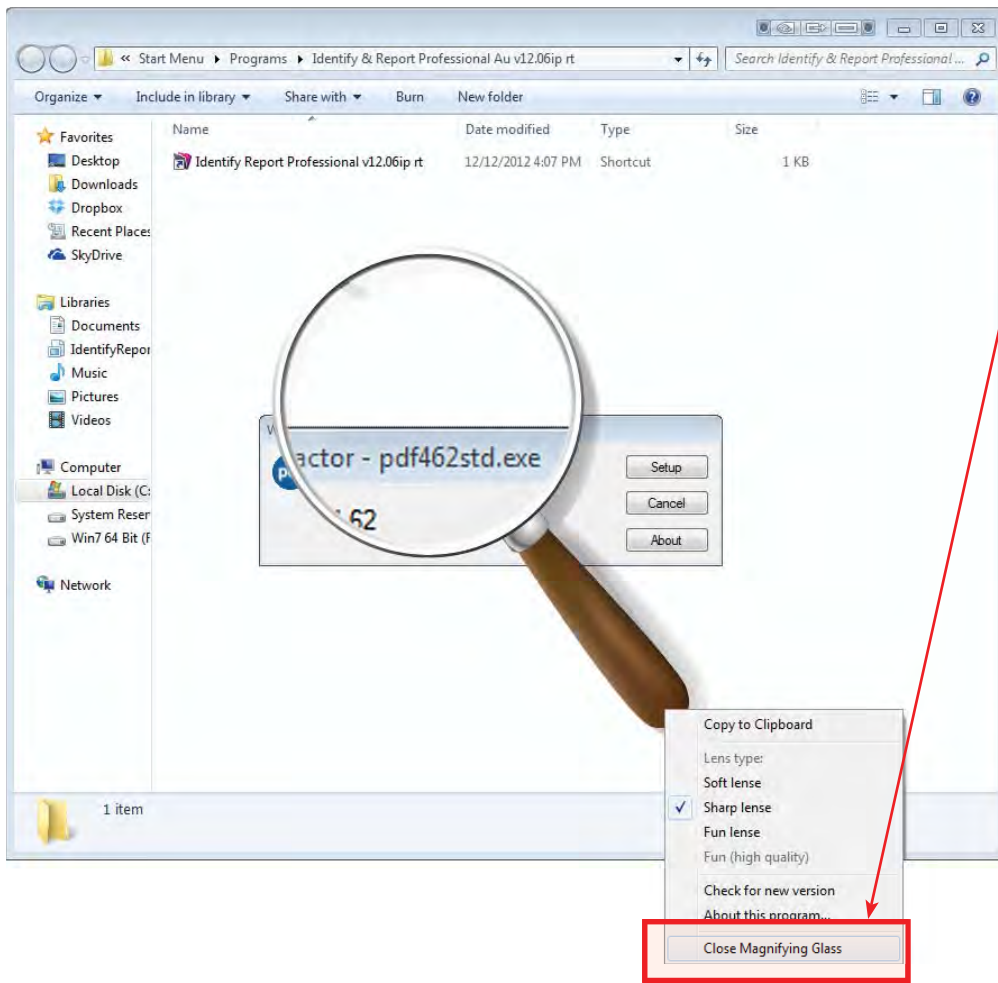


If you are running Windows XP this window will not appear.

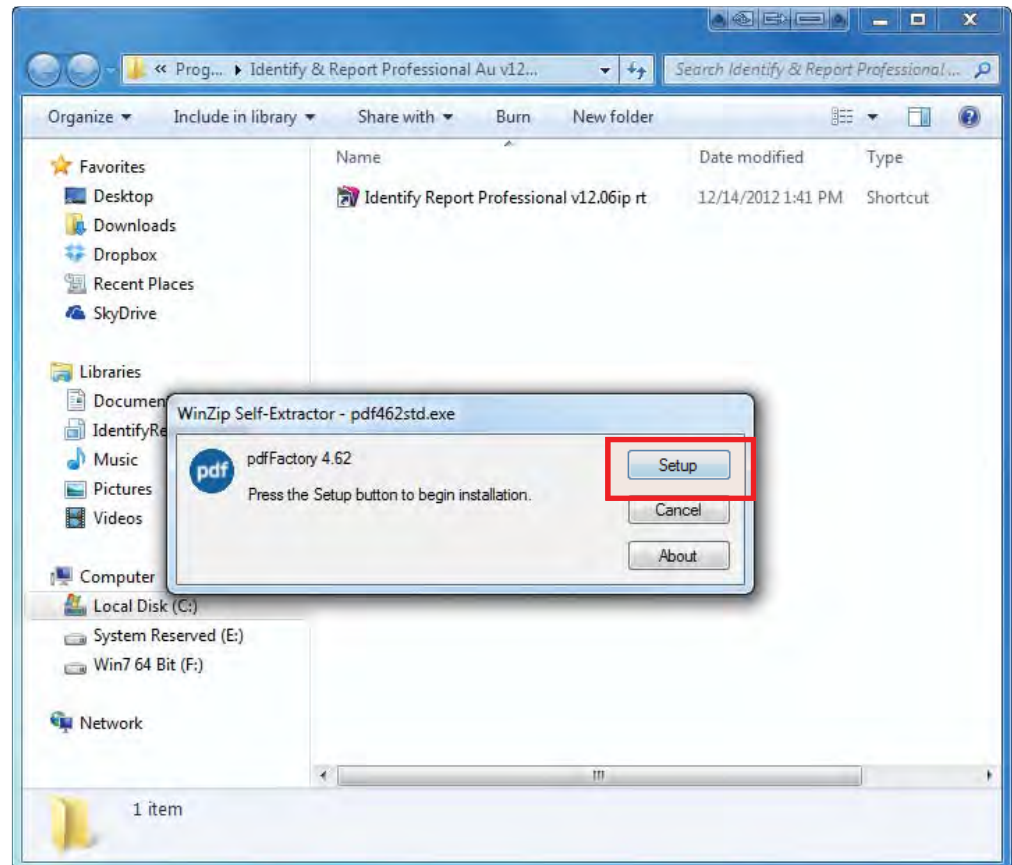


If you are running Windows 7 Select Compatibility Mode.

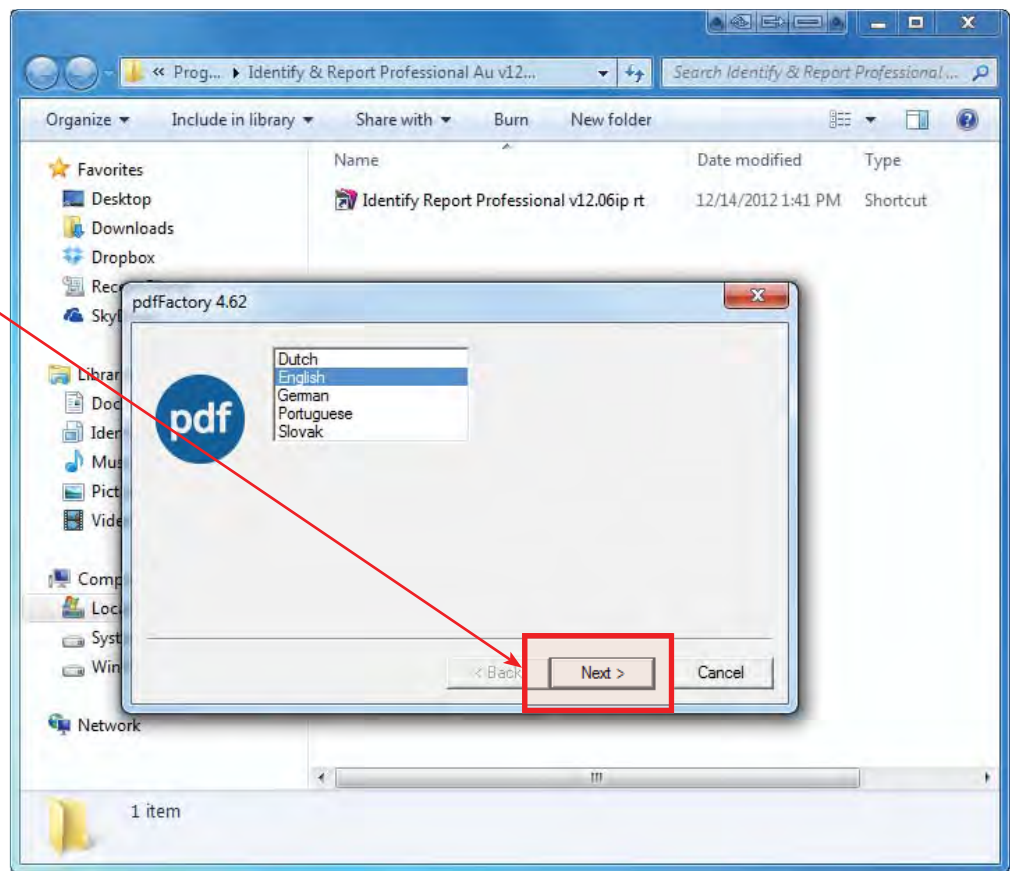
The Magnifying Glass will open. Right click on handle and chose “Close Magnifying Glass”



Installing pdf Factory.
Click Setup



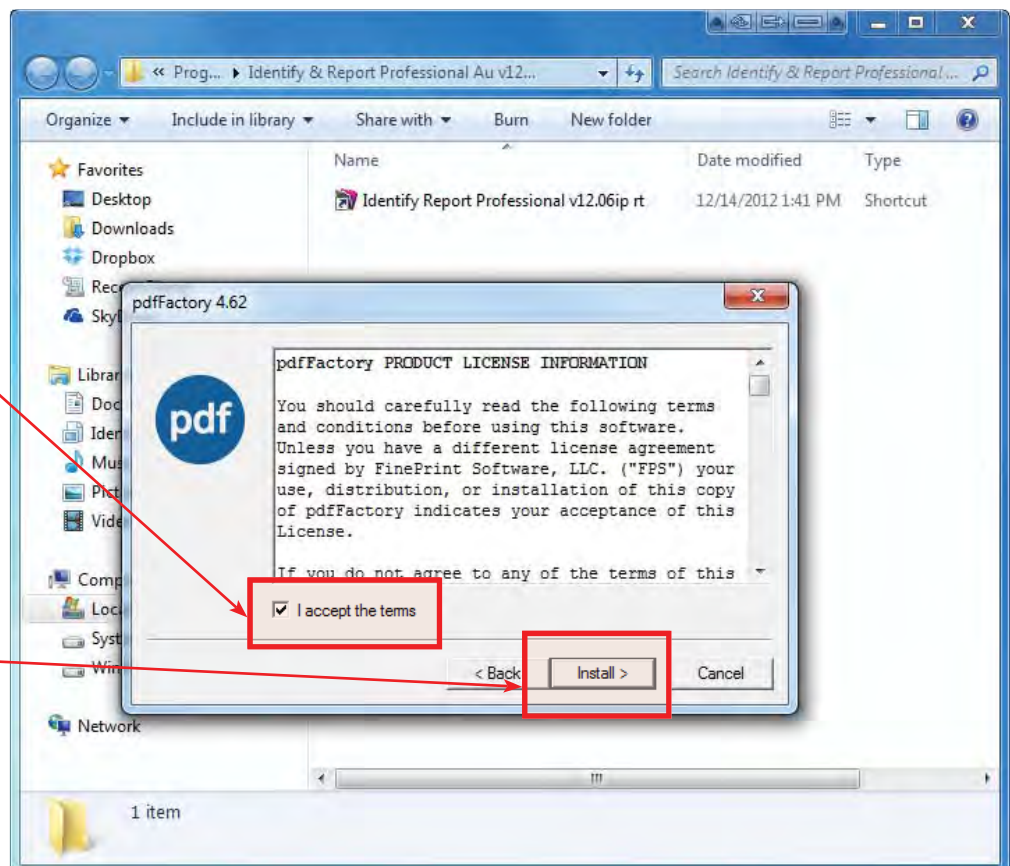
Click Next



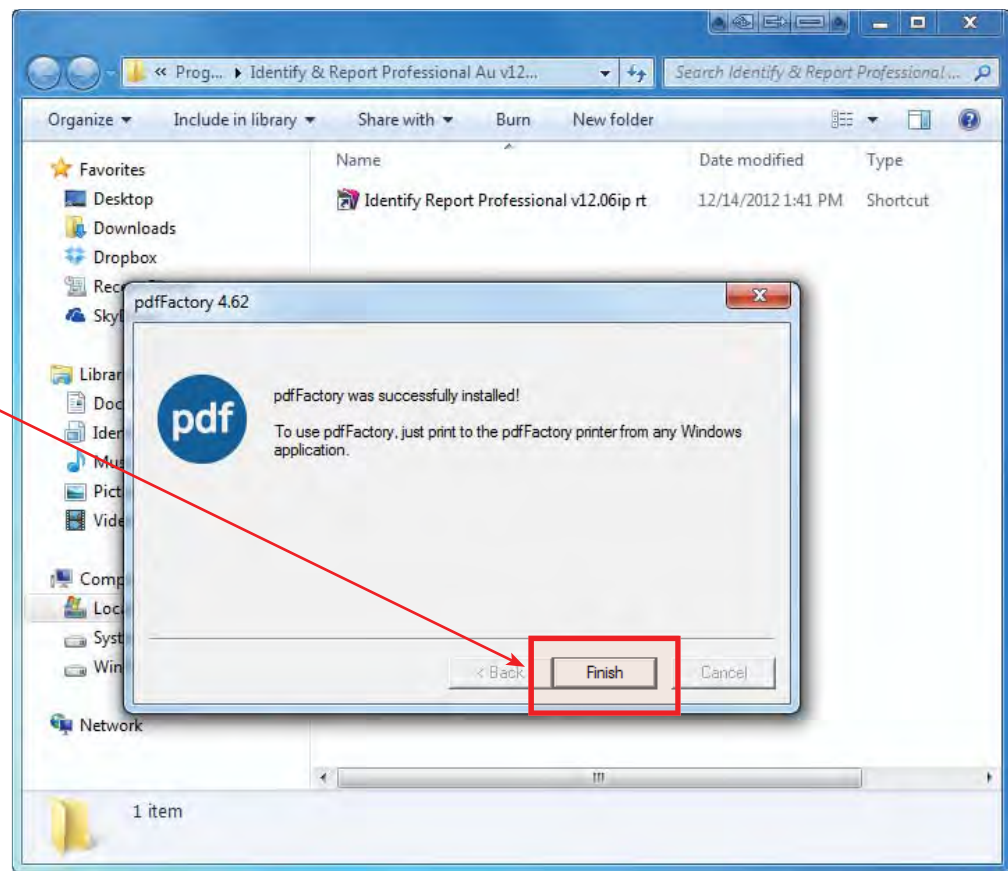
Check the
"I accept the terms"

Then

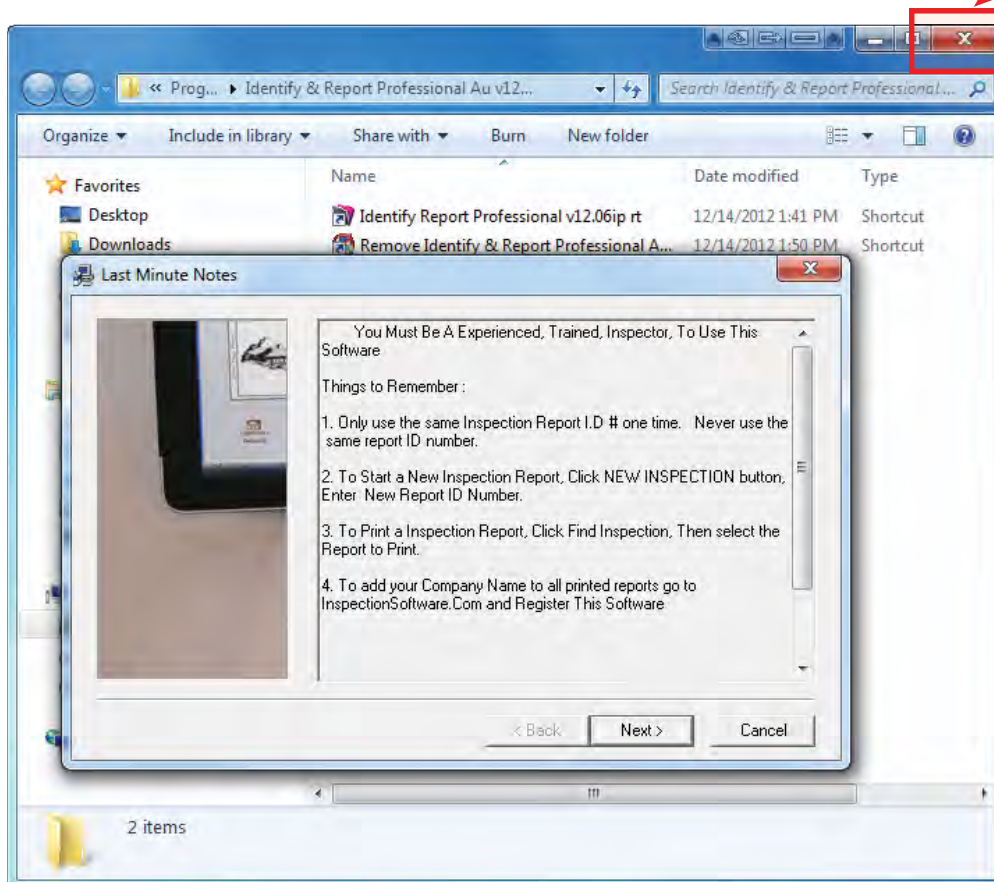
Click Install



pdfFactory was successfully installed!
Click Finish



Close Background Window

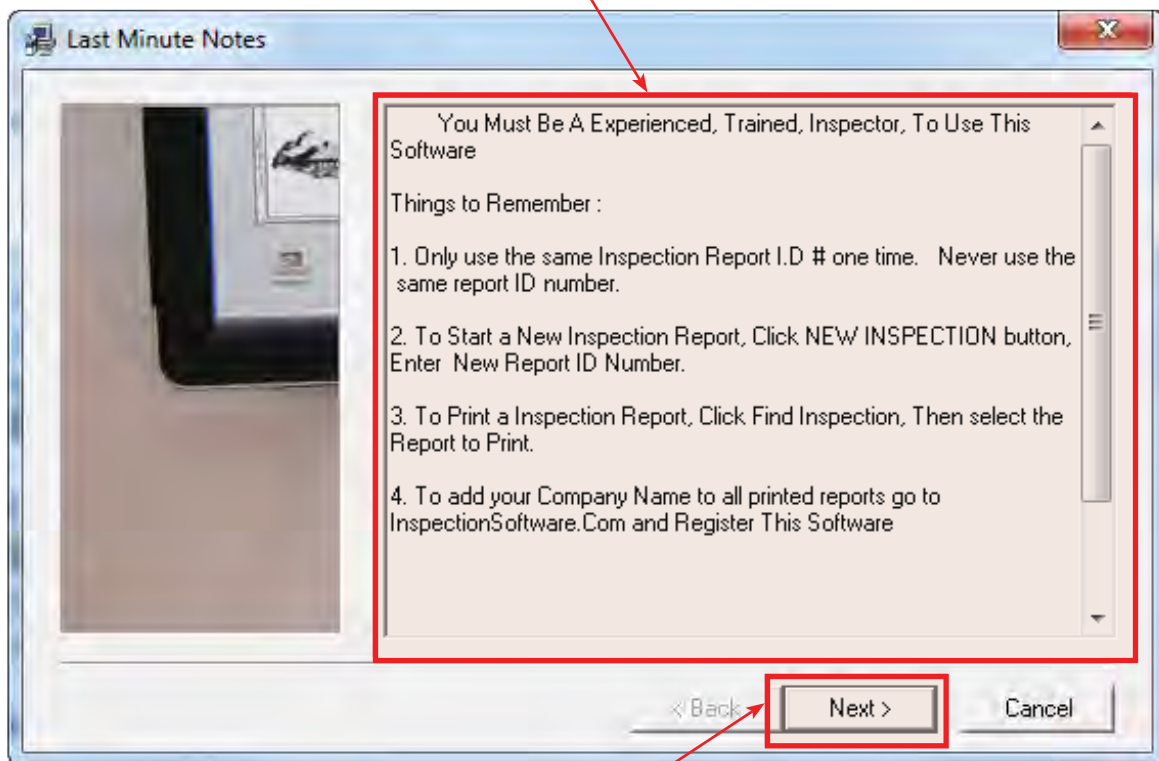


Last Minute Note:

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.



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.



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 2 Creating a New Inspection US





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.

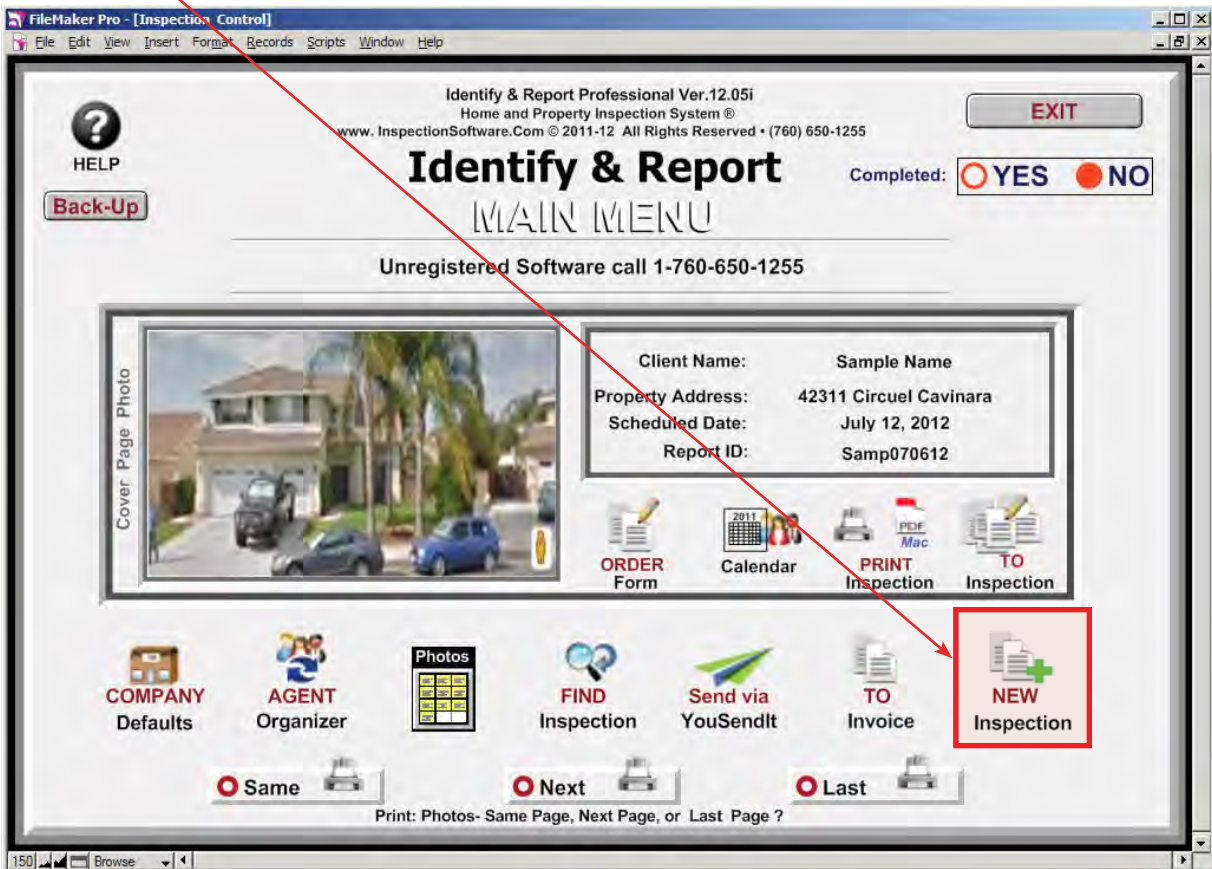
This Default Report inspection may be modified to meet the user's requirements by selecting the Default Report at the

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

FileMaker Pro - [Inspection Control]

File Edit View Insert Format Records Scripts Window Help

Start NEW Inspection

MAIN MENU

ORDER

**FIRST Enter NEW Inspection Report Number.
NEXT Select If To Use A Template or The Report Report.**

FIRST Enter A NEW Report ID Number: Jon051112

Select Template Report

CLICK TO USE A REPORT TEMPLATE FOR THIS NEW INSPECTION

IDENTIFY & REPORT

Default Report

CLICK TO CONTINUE NEW INSPECTION

150 Browse

3. Select continue

Very important:

Only use Letters and Numbers for Report ID Numbers.

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

4. Enter required information on the order form.

The screenshot shows the 'ORDER FORM' interface in FileMaker Pro. The form is divided into several sections: 'Client Information', 'Property Information', 'Basic Pricing', and 'Notes'. The 'Inspection Type' dropdown menu is highlighted with a red arrow. The form contains various input fields for dates, times, addresses, and contact information. The 'Basic Pricing' section lists several price options with radio buttons. The 'Property Information' section includes fields for seller, address, and various property details. The 'Notes' section has a text area for additional information. The interface also includes a 'Back-Up' button, a 'MAIN MENU' button, and a sidebar with icons for 'TO CURRENT Inspection', 'PRINT CURRENT Inspection', 'Calendar', 'Photos', 'Order Form', and 'Find All'.

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

This screenshot shows the 'ORDER FORM' with the 'Inspection Type' dropdown menu open. The menu lists four options: 'New Construction Inspection', 'Swimming Pool Safety Inspection', 'Pre Purchase Building Inspection', and 'Defect Inspection'. An 'Edit...' option is also visible at the bottom of the list. A red arrow points to the 'Edit...' option. The rest of the form is identical to the previous screenshot, showing the 'Client Information', 'Property Information', 'Basic Pricing', and 'Notes' sections.

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.

The screenshot shows the 'ORDER FORM' application interface. A red arrow points from the text in step 6 to the 'Edit Value List "Inspection Type"' dialog box. The dialog box contains a list of inspection types: New Construction Inspection, Swimming Pool Safety Inspection, Pre Purchase Building Inspection, and Defect Inspection. The 'Inspection Type' field in the main form is highlighted with a red box. The main form includes sections for Client Information, Property Information, and Basic Pricing.

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

The screenshot shows the 'ORDER FORM' application interface. A red arrow points from the text in step 7 to the 'TO CURRENT Inspection' icon in the right sidebar. The 'Inspection Type' field in the main form is highlighted with a red box. The main form includes sections for Client Information, Property Information, and Basic Pricing.

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 - [ISDCNarrative]

Identify & Report Home / Property Inspection Software Ver 12.05ip ©
© 2011-2012 All Rights Reserved
(760) 650-1255

HELP IMPORT EXPORT

EXIT

REPORT MENU
Unregistered Software call 1-760-650-1255

Report # / I.D : Samp070612 Completed : NO

Client Name : Mr Sample Name

Date, Time : Thursday, July 12, 2012 9:00 AM

Address : 42311 Circuel Cavinara, Murrieta, Ca, 92562

Buyers Agent : Smith Donald, Office: Re-Max Associates

Sellers Agent : Smith Donald, Office: Re-Max Associates

Inspector : inspectors Name

☒ Template Click Box To Make This A Template Client / Agent Signature:

Edit Add Template

Edit Introduction Edit Legend Setup / Edit Disclaimer's Edit Comments MS-Word Contract PDF Mac Work Sheet's Default Report Text Contract

Back-Up

Print: Photos- Same Page, Next Page, or Last Page ? Lock Screen ? Screen iPad-Tablet ?

FOUNDATIONS Yes/No No

EXTERIOR No

ROOF & ATTIC No

CHIMNEY & F.P. No

INTERIOR No

KITCHEN No

BATHROOMS No

PLUMBING No

ELECTRICAL Yes

HEATING & AC No

GARAGE No

LAUNDRY Yes

POOL & SPA Yes

COMMENTS Yes

OTHER SYSTEMS Yes

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.



**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 3 Select Report Category US

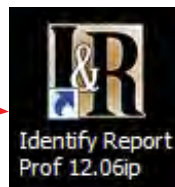




Identify & Report Professional

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.

FOUNDATION / STRUCTURE: Foundation Identifiers:		
FOUNDATION TYPE	Slab-	Poured Concrete
UNDER FLOOR ACCESS	Acceptable-	Sump Pump Is: Not Present
UNDER FLOOR VENTILATION	Acceptable	
STRUCTURE TYPE	Single Family Home	
FLOOR FRAMING	Engineered-	Concrete
VAPOR RETARDER	-not Present	
INSULATION	Not Visible- Walls Covered-	Blown
BEAMS & PIERS	Wood-	Wood
SUB FLOOR	None Present	

Foundation Photos

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“

Report Identification: Samp070612

Completed: Yes No

Photos

FOUNDATION

Print

Summary

Menu

MENU SELECT

Completed Category “Yes or No” switch

Photo Library icon

This icon takes you to the report summary

This icon “Menu Select” is a summery of Report Categories.

FileMaker Pro - [USDClarrative]

Report Identification: Samp070612

Completed: ☒ Yes ☐ No

FOUNDATION Slab Raised Structure Mobile / Mod Basement Comments

FOUNDATION / STRUCTURE: Foundation Identifiers:

FOUNDATION TYPE	Slab-	Poured Concrete
UNDER FLOOR ACCESS	Acceptable-	Sump Pump Is: Not Present
UNDER FLOOR VENTILATION	Acceptable	
STRUCTURE TYPE	Single Family Home	
FLOOR FRAMING	Engineered-	Concrete
UNDER FLOOR VENTILATION	-not Present	
INSULATION	Not Visible- Walls Covered-	Blown
Under Floor Access	Wood-	Wood
Under Floor Ventilation	None Present	
Crawl Space Access		
Crawl Space Ventilation		
Anchoring / Bracing		
Edit...		

Foundation Photos

Preview

FOUNDATION No

EXTERIOR No

ROOF & ATTIC No

CHIMNEY & F.P. No

INTERIOR No

KITCHEN No

BATHROOMS No

PLUMBING No

ELECTRICAL Yes

HEATING & AC No

GARAGE No

LAUNDRY Yes

POOL & SPA Yes

COMMENTS Yes

OTHER SYSTEMS Yes

ADD Comments To Summary

Delete

FileMaker Pro - [USDClarrative]

Report Identification: Samp070612

Completed: ☒ Yes ☐ No

FOUNDATION Slab Raised Structure Mobile / Mod Basement Comments

FOUNDATION / STRUCTURE: Foundation Identifiers:

FOUNDATION TYPE	Slab-	Poured Concrete
UNDER FLOOR ACCESS	Acceptable-	Sump Pump Is: Not Present
UNDER FLOOR VENTILATION	Acceptable	
STRUCTURE TYPE	Single Family Home	
FLOOR FRAMING	Engineered-	Concrete
UNDER FLOOR VENTILATION	-not Present	
CRAWL SPACE VENTILATION		
BEAMS & PIERS	Wood-	Wood
SUB FLOOR	None Present	

Foundation Photos

Preview

FOUNDATION No

EXTERIOR No

ROOF & ATTIC No

CHIMNEY & F.P. No

INTERIOR No

KITCHEN No

BATHROOMS No

PLUMBING No

ELECTRICAL Yes

HEATING & AC No

GARAGE No

LAUNDRY Yes

POOL & SPA Yes

COMMENTS Yes

OTHER SYSTEMS Yes

ADD Comments To Summary

Delete

FileMaker Pro - [USDClarrative]

Report Identification: Samp070612

Completed: ☒ Yes ☐ No

FOUNDATION Slab Raised Structure Mobile / Mod Basement Comments

FOUNDATION / STRUCTURE: Foundation Identifiers:

FOUNDATION TYPE	Slab-	Poured Concrete
UNDER FLOOR ACCESS	Acceptable-	Sump Pump Is: Not Present
UNDER FLOOR VENTILATION	Acceptable	
STRUCTURE TYPE	Triplex	
FLOOR FRAMING	Engineered-	Concrete
UNDER FLOOR VENTILATION	-not Present	
CRAWL SPACE VENTILATION	Not Visible- Walls Covered-	Blown
BEAMS & PIERS	Wood-	Wood
SUB FLOOR	None Present	

Foundation Photos

Preview

FOUNDATION No

EXTERIOR No

ROOF & ATTIC No

CHIMNEY & F.P. No

INTERIOR No

KITCHEN No

BATHROOMS No

PLUMBING No

ELECTRICAL Yes

HEATING & AC No

GARAGE No

LAUNDRY Yes

POOL & SPA Yes

COMMENTS Yes

OTHER SYSTEMS Yes

ADD Comments To Summary

Delete

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.

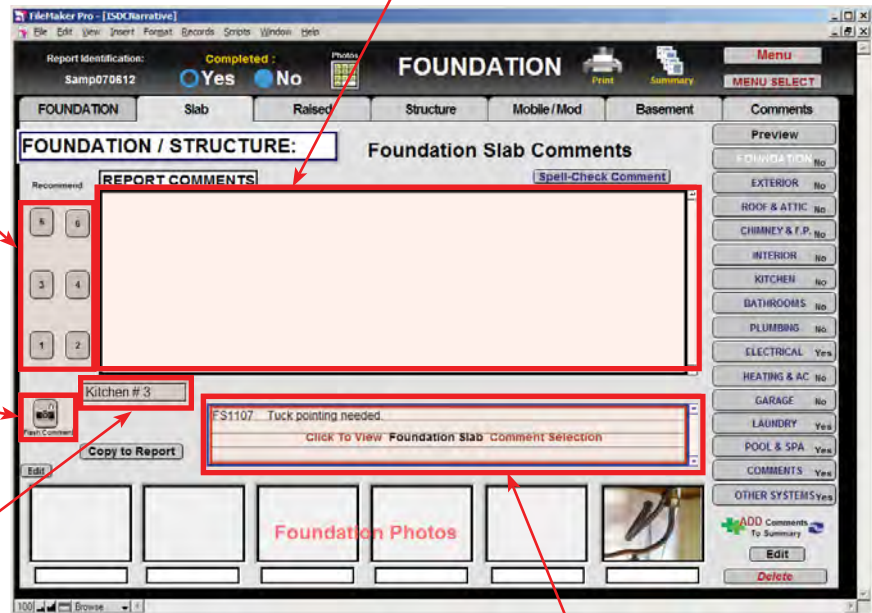
5= Recommend Evaluation of infestation / deterioration by a Licensed Pest Inspector.

6= Recommend Evaluation or repairs by a Qualified Licensed Contractor Getting around

Note: To edit “Recommendations” select Default Report.

“Report Comments:”

All comments entered this box go directly into report.

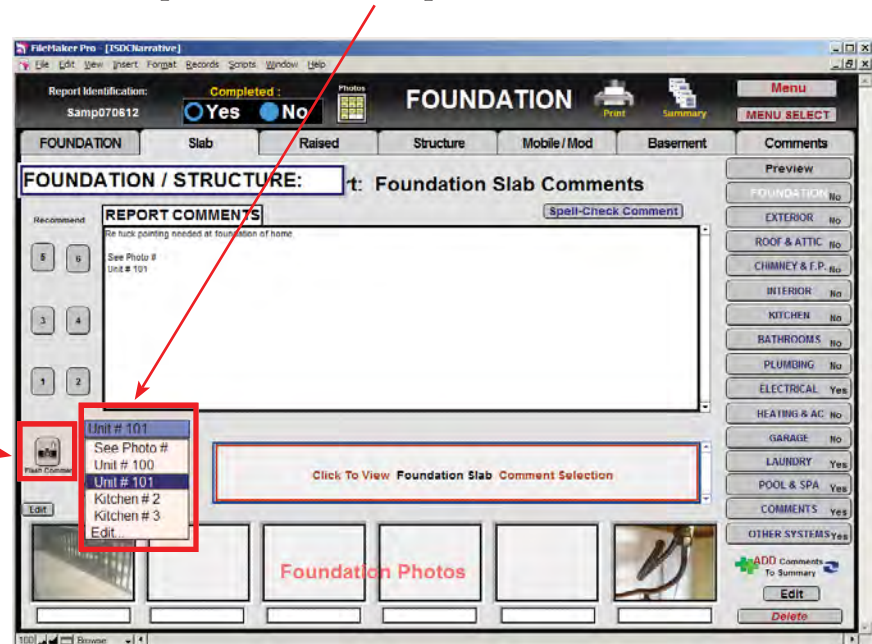


This icon is the “Flash Comments” Hot Key

“Flash Description”

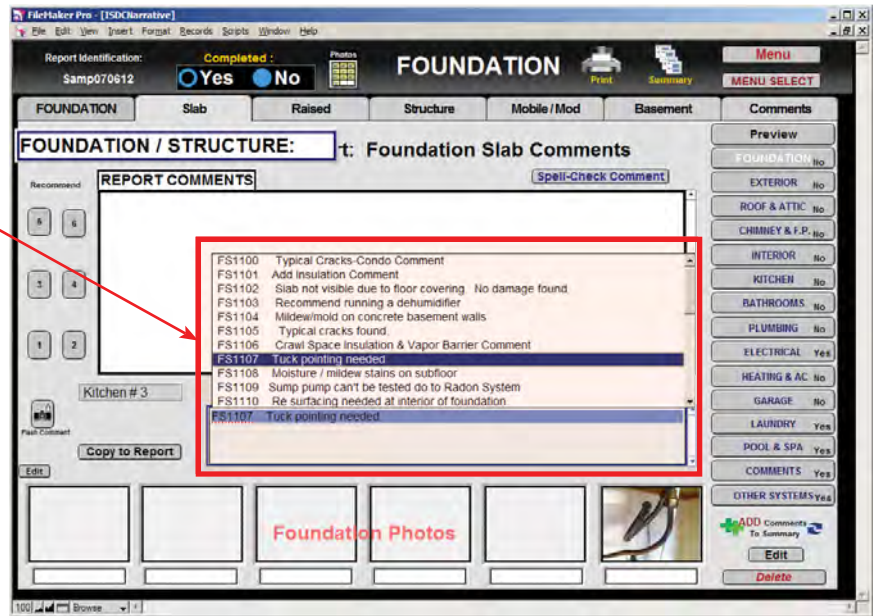
Click in the Box to view Foundation “Comment Section”

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

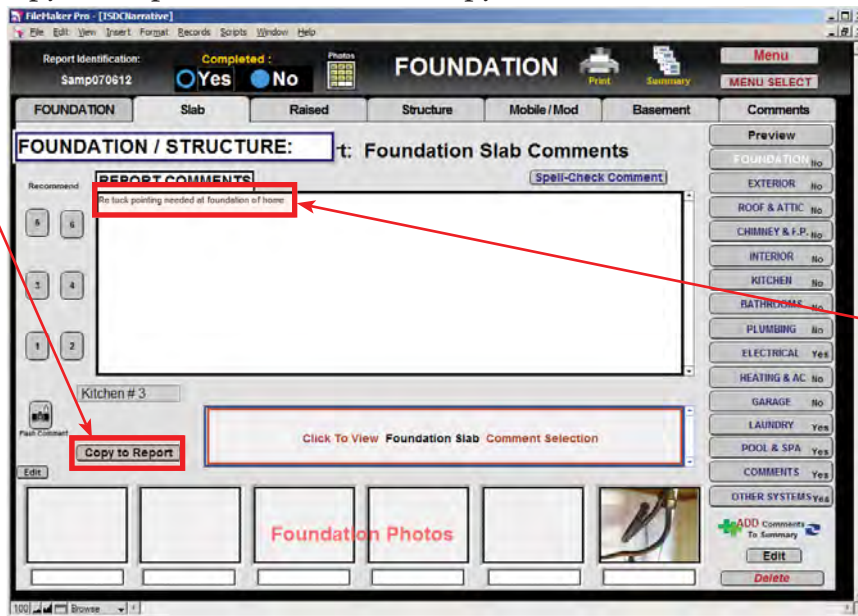


After selecting from the “Flash Description” Drop-down list, Click the “Flash” Hot Key to copy selection into the “Comments section”

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



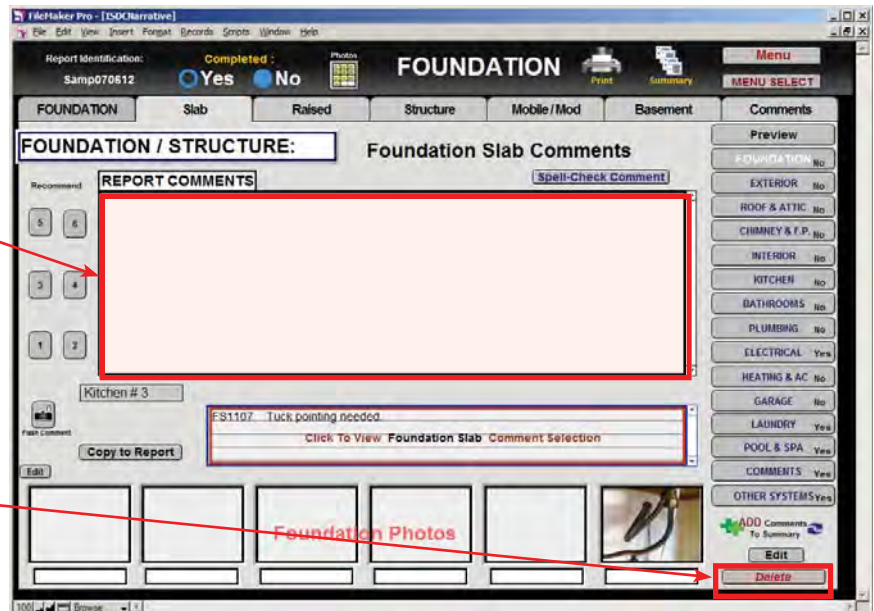
Click the The “Copy to Report” icon this will copy into the “Comment Section”



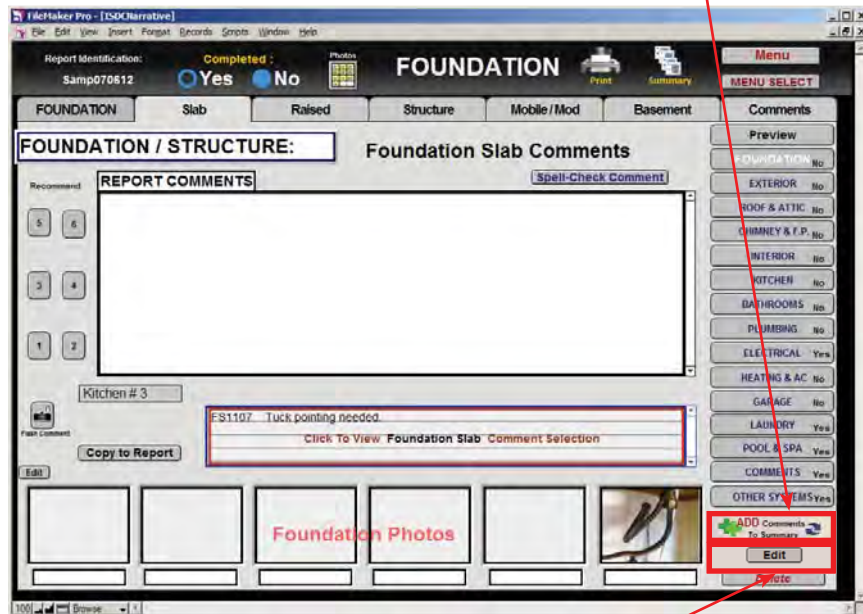
The comment that you have Chose appears in the “Comment Section”

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”

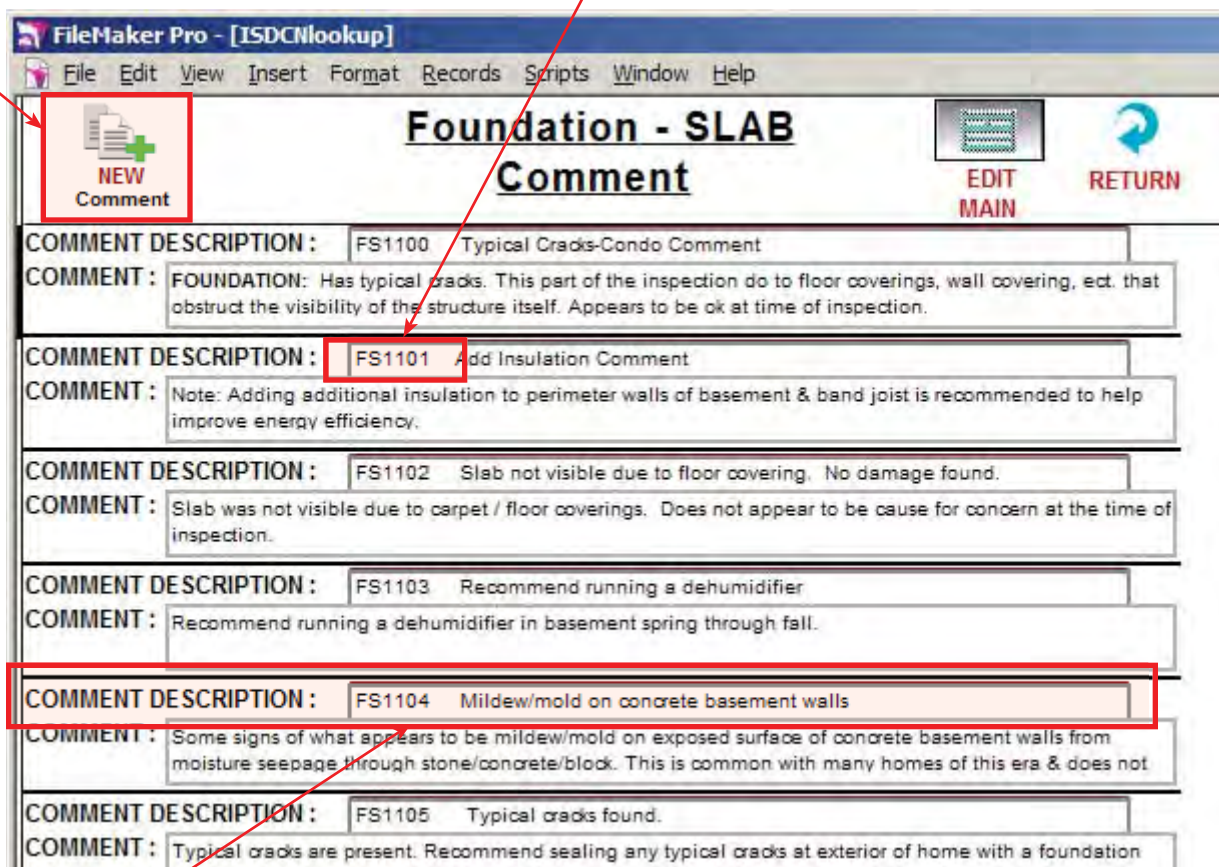


To add, edit or remove you comment list click the “Edit” icon.
This will open the Edit you comment Lookup Library Window.
(See Comment “Lookup” Window below)

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

Identify & Report Professional

Identify & Report Professional 2.05i User Manual



Chapter 4 Managing Photo's US

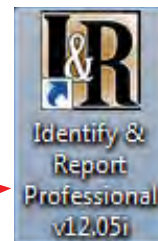




Identify & Report Professional

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”

FileMaker Pro - [ISDCNlookup]

File Edit View Insert Format Records Scripts Window Help

Foundation & Structure - PHOTOS COMMENTS

NEW Comment EDIT MAIN RETURN

COMMENT DESCRIPTION : FC1000 Typical crack that has recently leaked
COMMENT : View of a typical crack in the foundation that appears to have leaked recently, but is dry at the time of inspection. Recommend a basement foundation waterproofing specialist examine.

COMMENT DESCRIPTION : FC1001 Typical crack that is currently leaking
COMMENT : View of a typical crack in the foundation that is currently leaking. Recommend a basement foundation waterproofing specialist examine.

COMMENT DESCRIPTION : FC1002 Foundation wall bowing- Horizontal cracking
COMMENT : View of foundation wall that is bowing & has horizontal cracking.

COMMENT DESCRIPTION : FC1003 Tuck pointing needed
COMMENT : Tuck pointing needed at foundation.

COMMENT DESCRIPTION : FC1004 View of what appears to be mold or mildew
COMMENT : View of what appears to be mold or mildew on drywall in basement.

COMMENT DESCRIPTION : FC1005 Past water staining to building materials in basement
COMMENT : View of what appears to be past water staining to building materials in basement. Dry at time of

Comment “Lookup” Window

Add New
Comments
icon

All Comments are
sorted by the first
Numeric number.

FileMaker Pro - [ISDCNlookup]

File Edit View Insert Format Records Scripts Window Help

Foundation & Structure - PHOTOS COMMENTS

NEW Comment EDIT MAIN RETURN Photos

COMMENT DESCRIPTION : FC1000 Typical crack that has recently leaked
COMMENT : View of a typical crack in the foundation that appears to have leaked recently, but is dry at the time of inspection. Recommend a basement foundation waterproofing specialist examine.

COMMENT DESCRIPTION : FC1001 Typical crack that is currently leaking
COMMENT : View of a typical crack in the foundation that is currently leaking. Recommend a basement foundation waterproofing specialist examine.

COMMENT DESCRIPTION : FC1002 Foundation wall bowing- Horizontal cracking
COMMENT : View of foundation wall that is bowing & has horizontal cracking.

COMMENT DESCRIPTION : FC1003 Tuck pointing needed
COMMENT : Tuck pointing needed at foundation.

COMMENT DESCRIPTION : FC1004 View of what appears to be mold or mildew
COMMENT : View of what appears to be mold or mildew on drywall in basement.

COMMENT DESCRIPTION : FC1005 Past water staining to building materials in basement
COMMENT : View of what appears to be past water staining to building materials in basement. Dry at time of

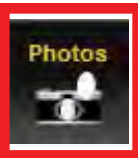
In the Comment Description, window is the description seen when you select, new comment on the Report Entry screen when selected.

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.



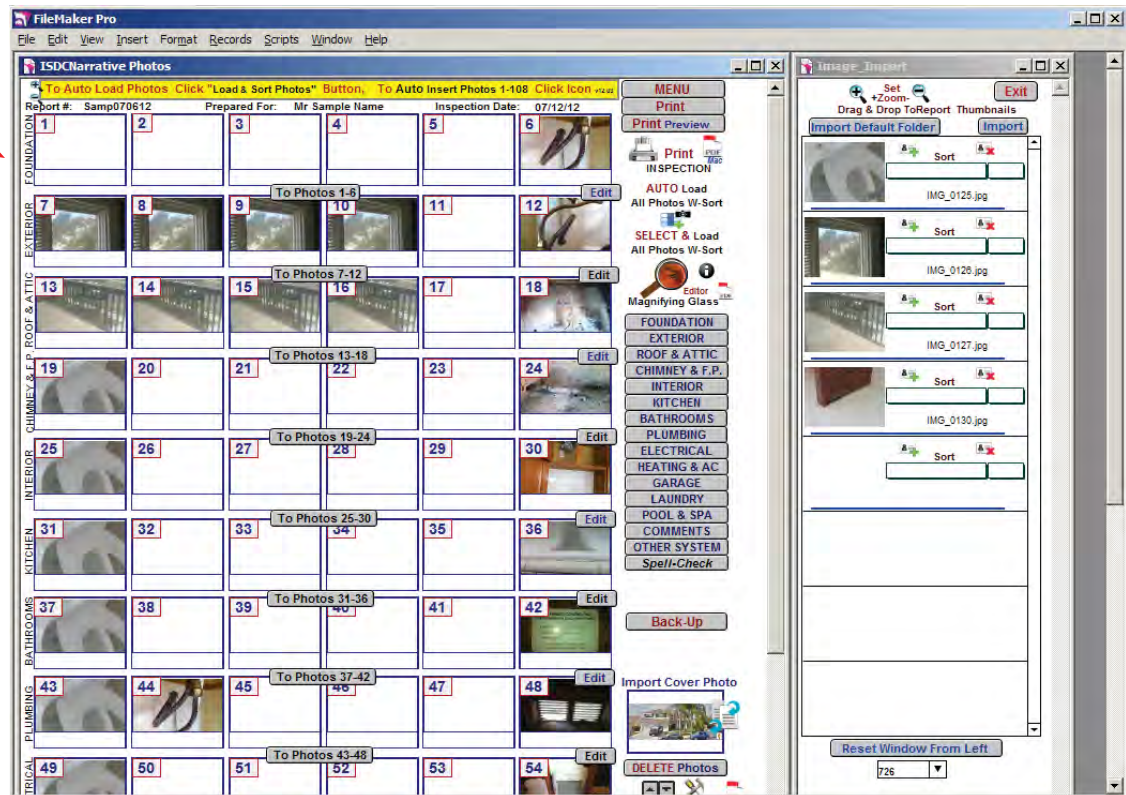
OR



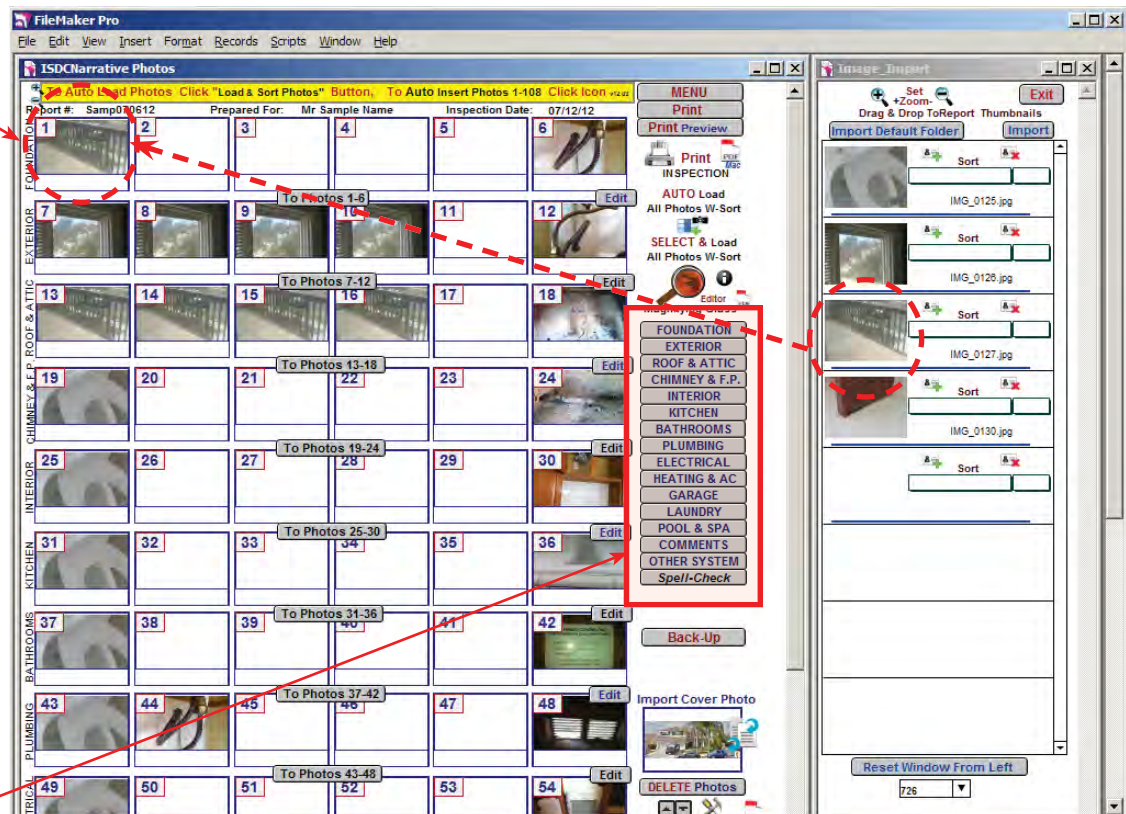
Select the "Auto Load" icon

Select to look up your photo folder.

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



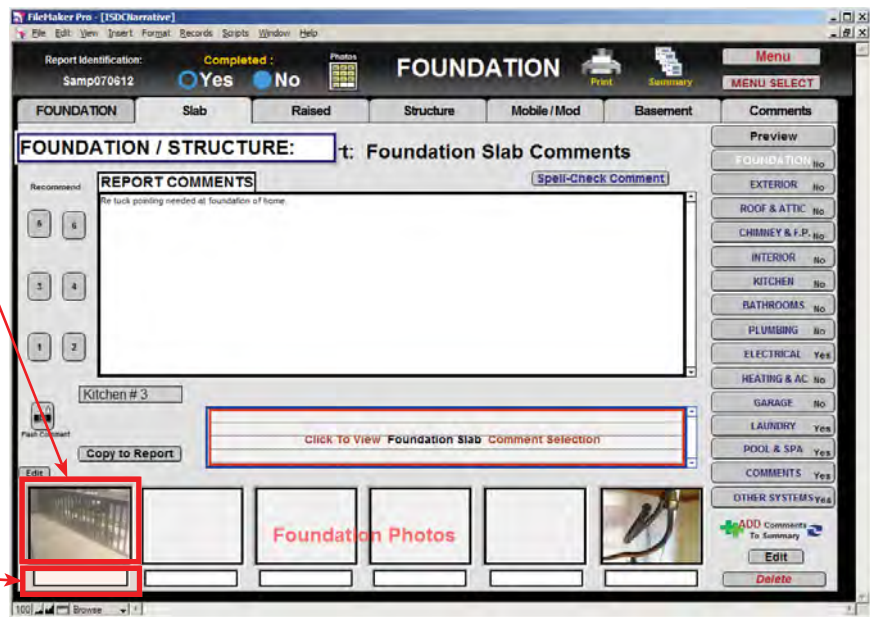
Drag and Drop Photos to where you want then.



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.



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 5 Print an Inspection Report US



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



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”

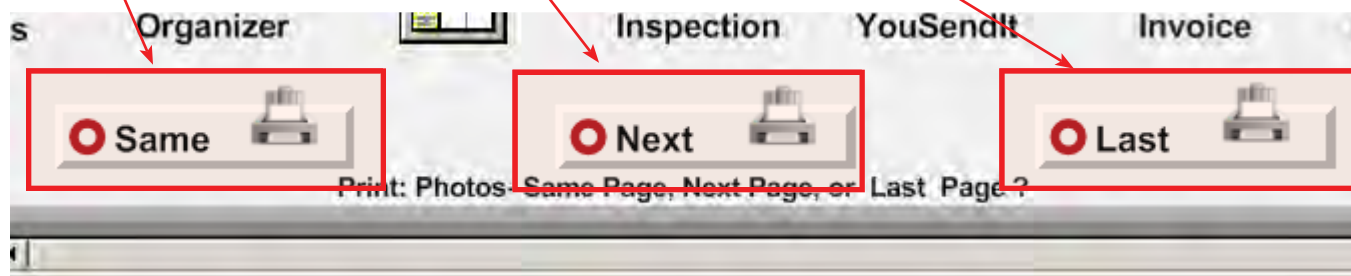
The current Client displayed is the Inspection Report to be printed

You have three print formats to choose from:

“Same” = Print Photos on same page.

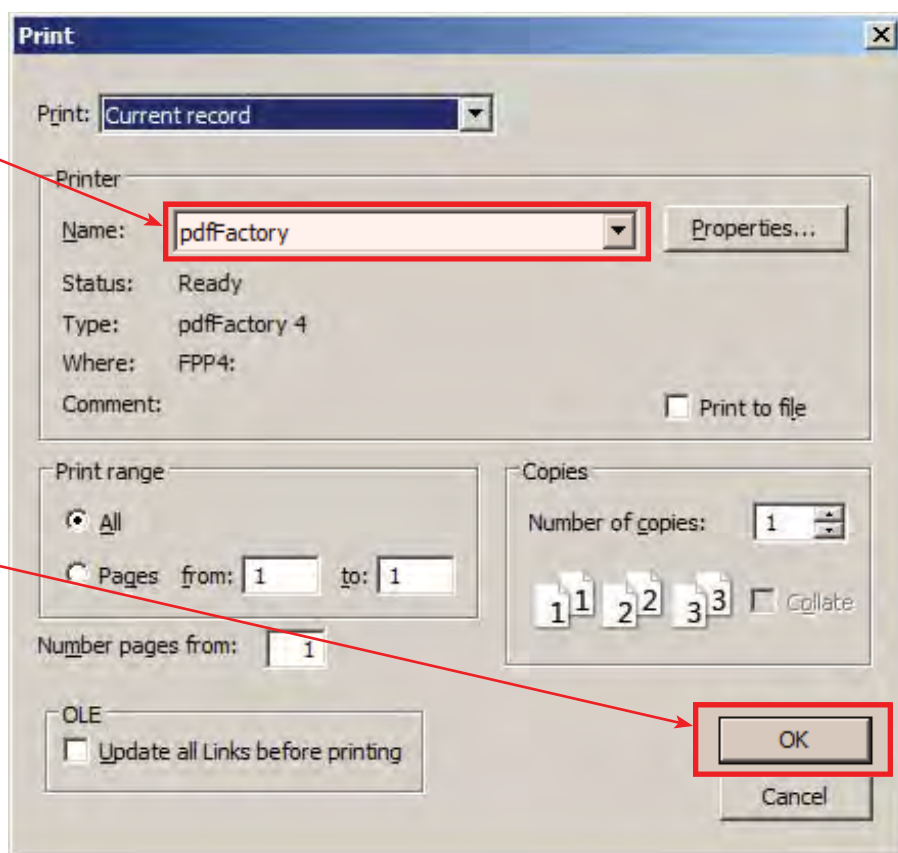
“Next” = Print Photos on the Next page.

“Last” = Print Photos on the Last page.



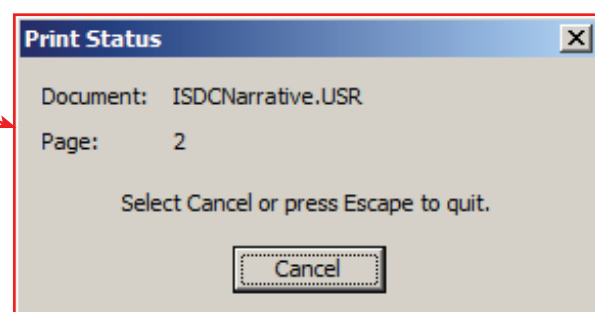
1. NOTE:
Always use pdfFactory as you default printer.

Click “OK”



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

If Report does not Display, Click “PDFfactory icon.



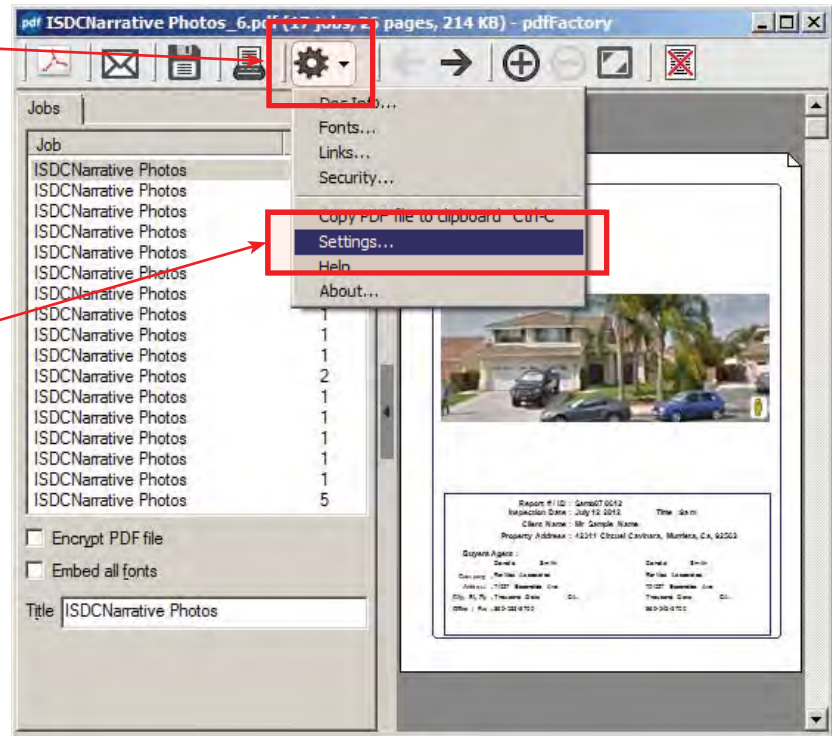
Print settings.

3. Select the "Settings icon"

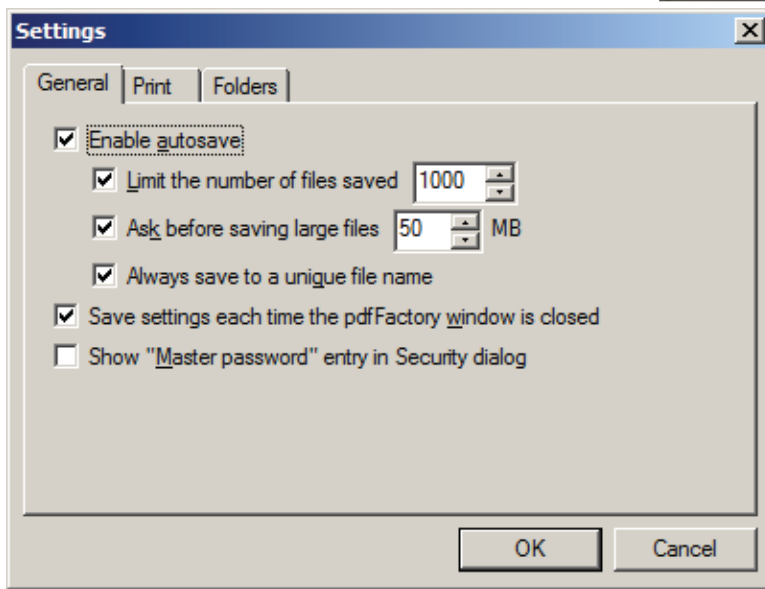
NOTE:

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

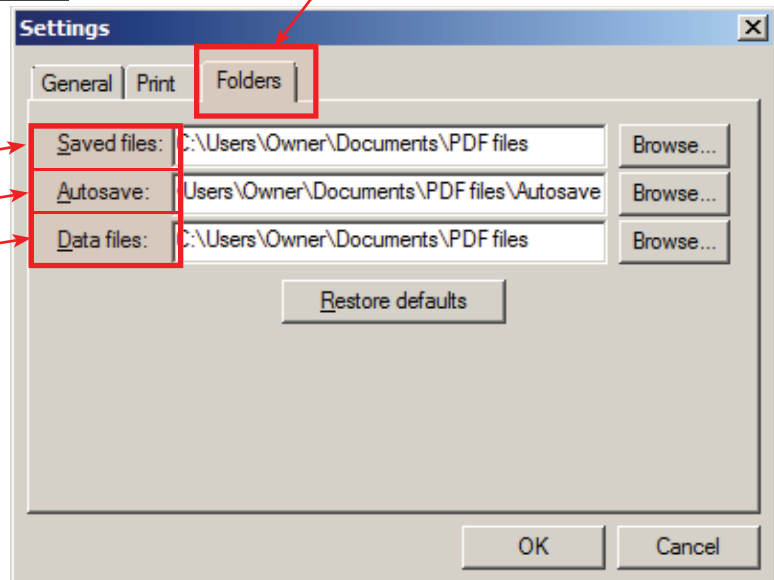
Select "Folder"

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

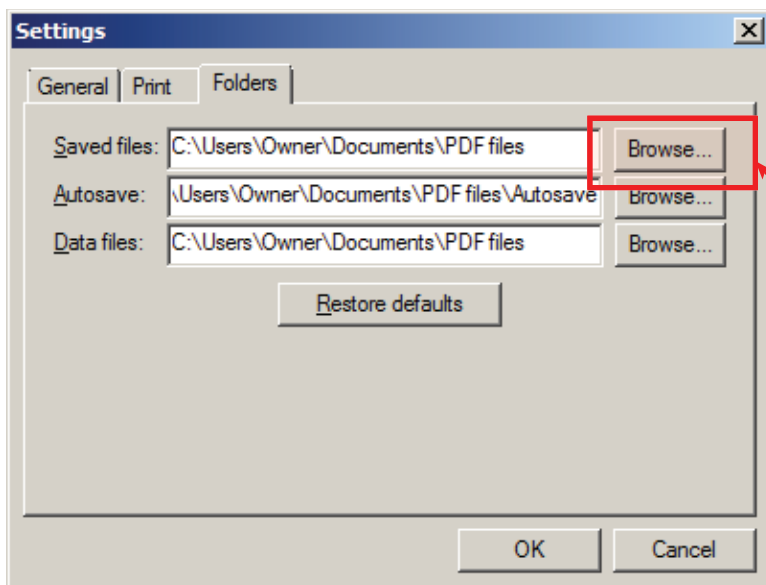
"Saved files:"

"Autosave:"

"Data files:"

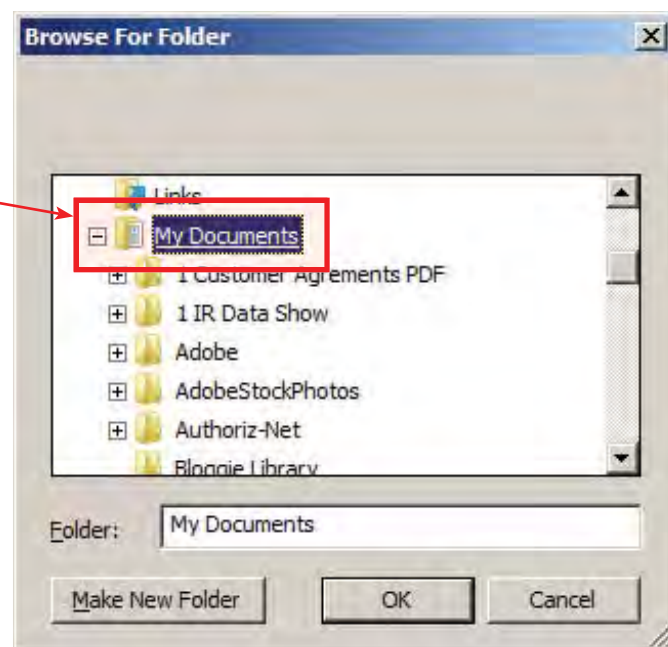


6.

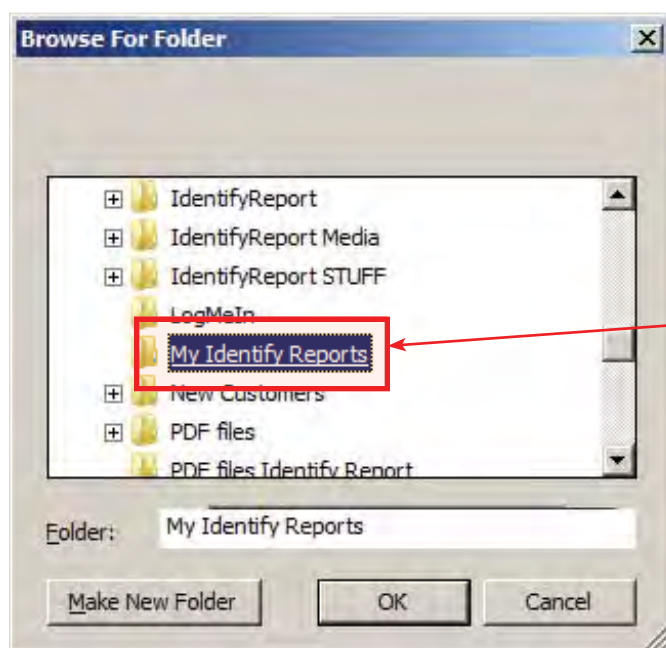


7.

Locate "My Documents"



8.



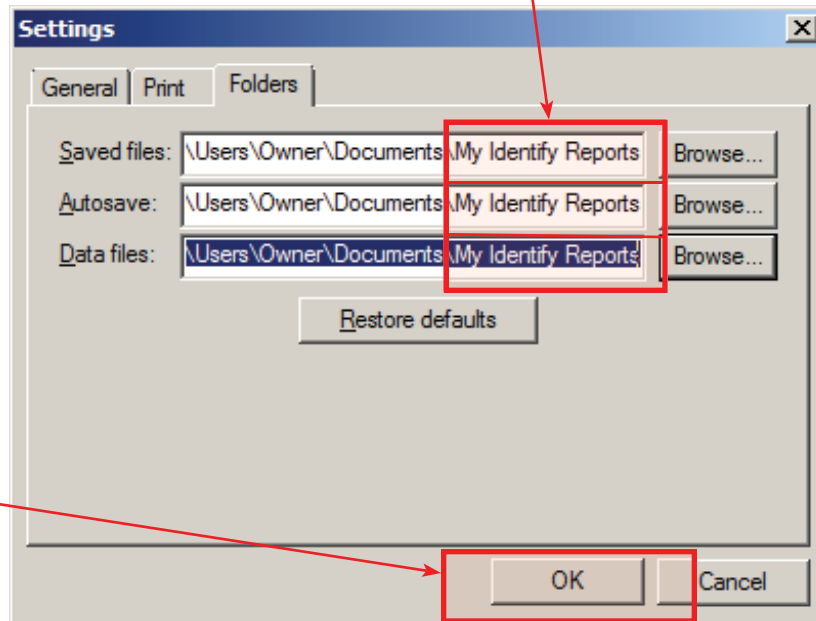
Scroll to "My Identify Reports"
(In this Example)

8.

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

9.

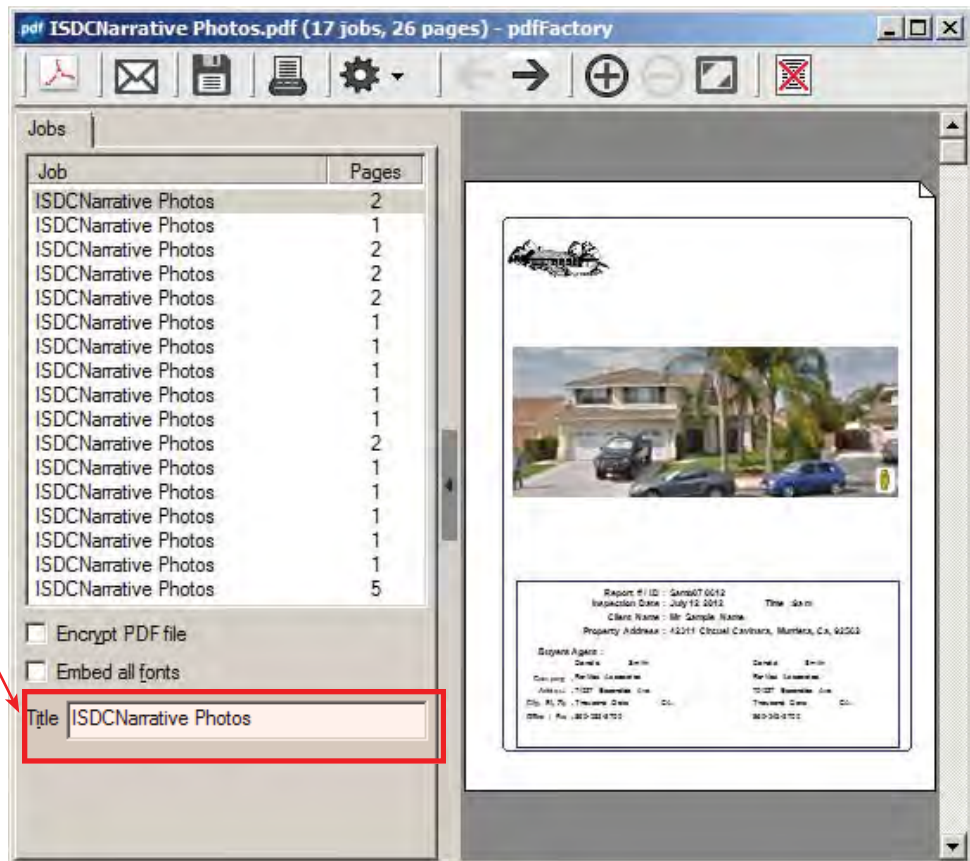
When you have changed these settings it will look like this.
Notice all three end with “My Identify Reports”



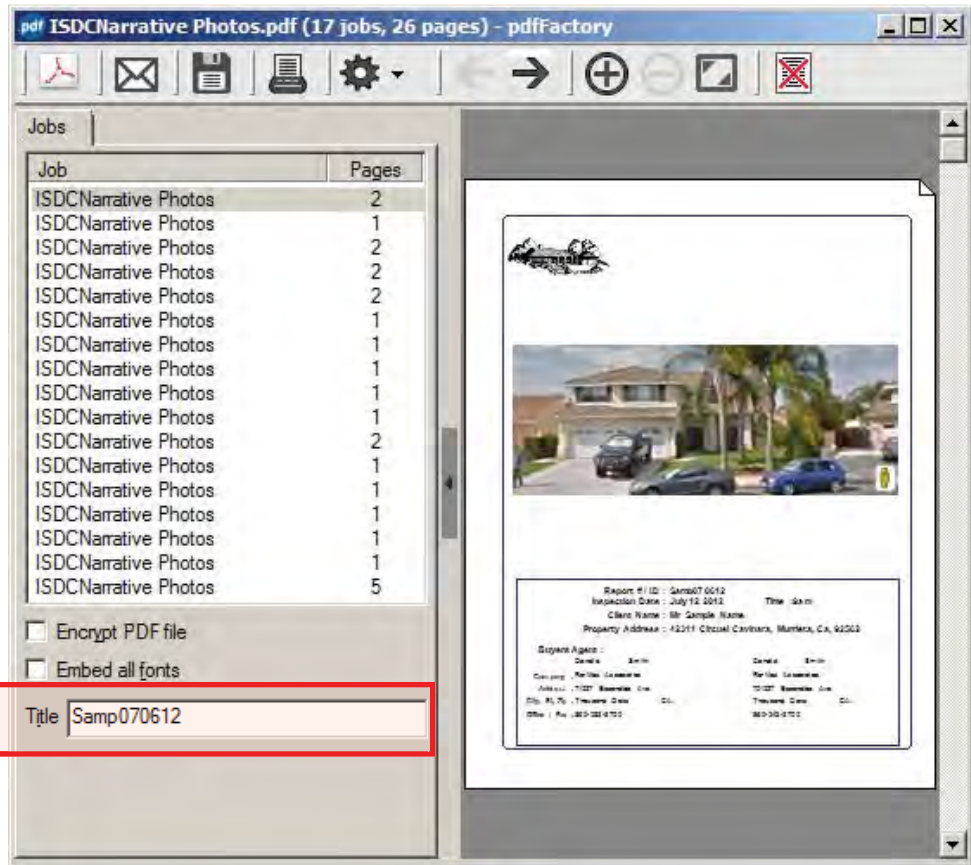
10. Click OK

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

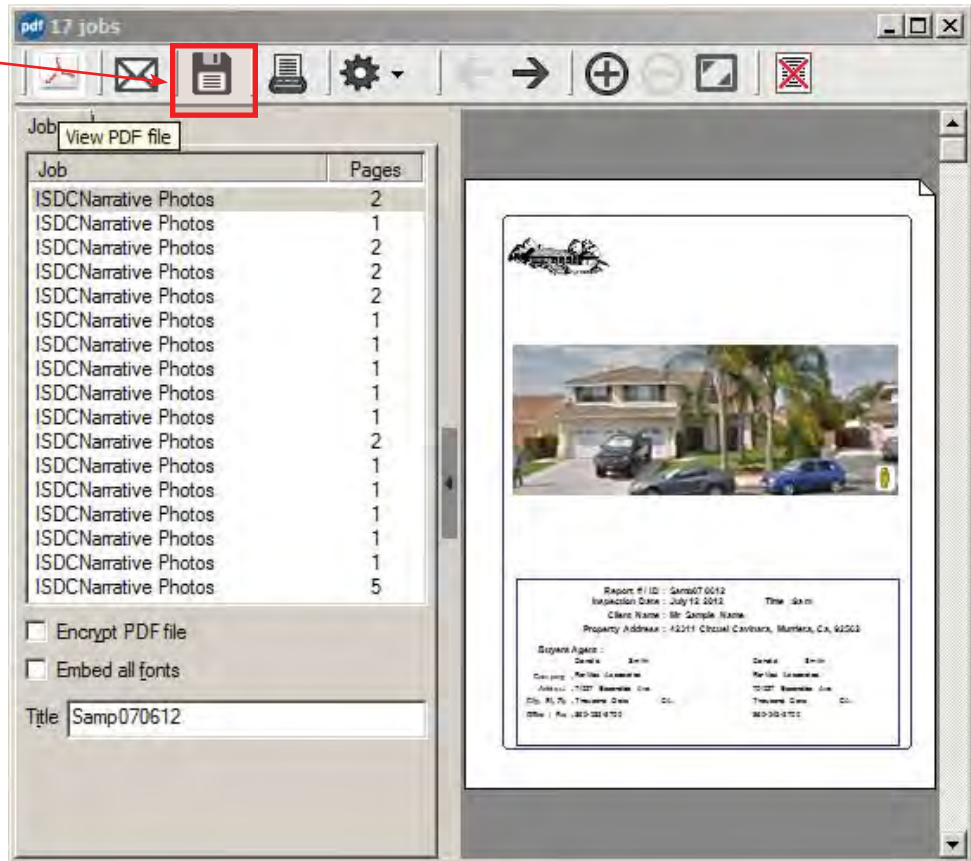
By Default the
“Title” is “ISDCNarrative Photos”



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



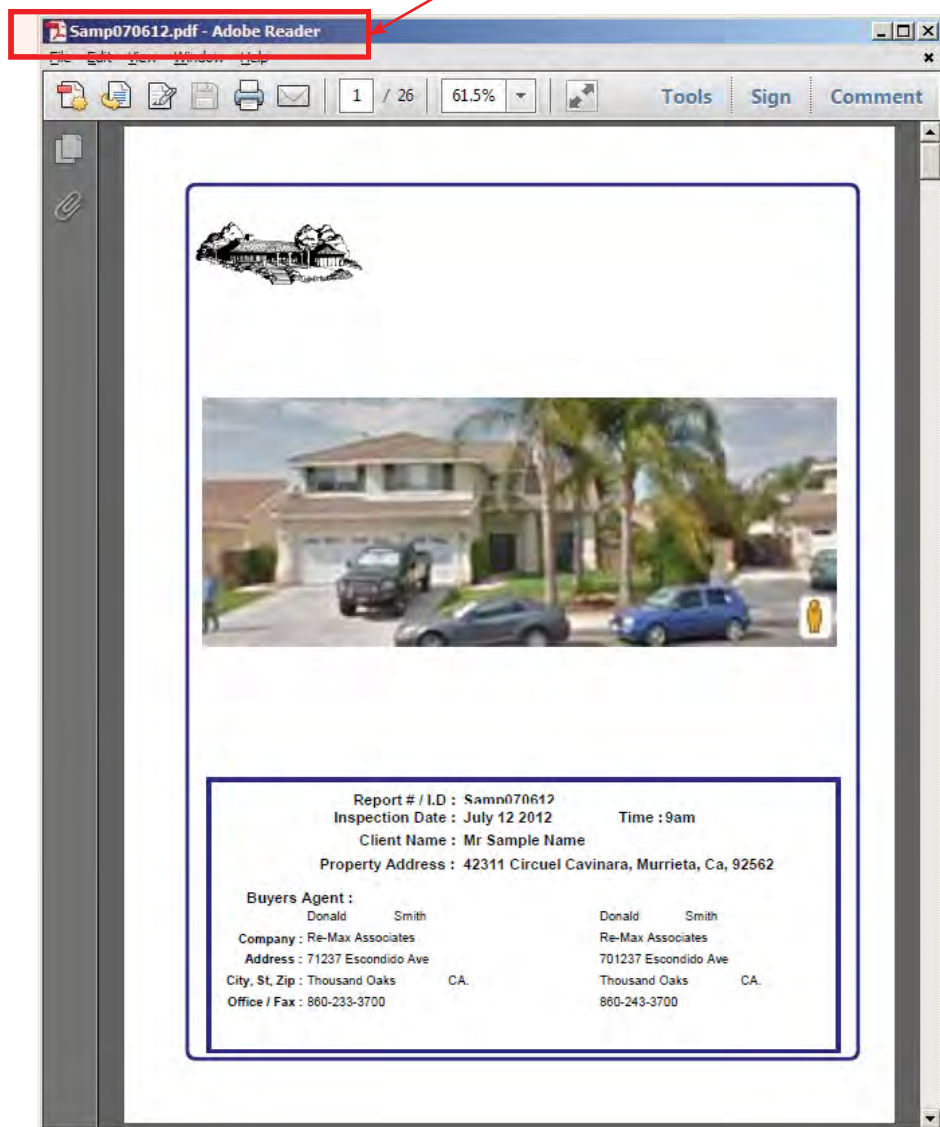
13. Save to any Folder



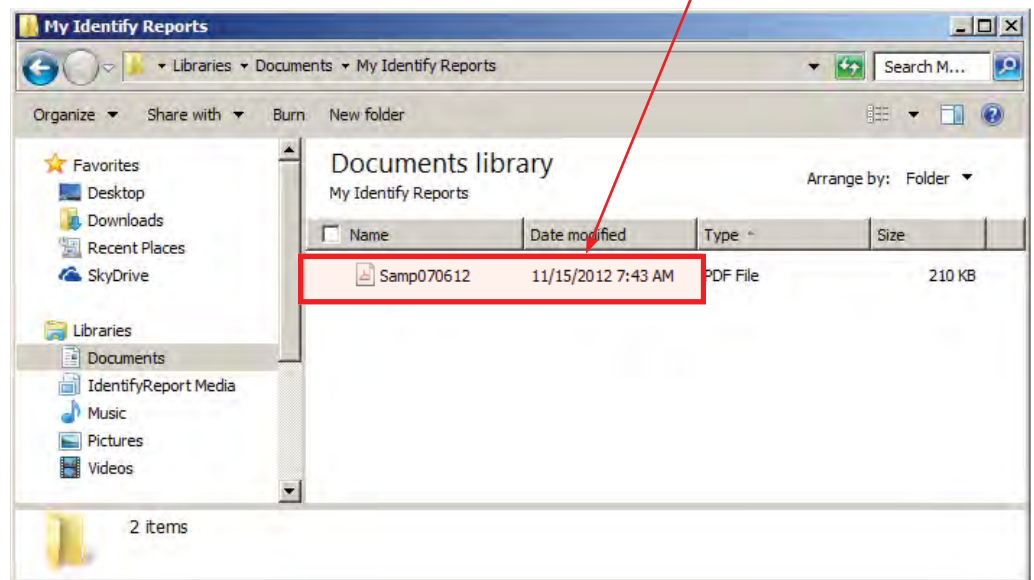
14. Select the pdf icon to view PDF



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 Makeing a Template US





Identify & Report Professional

Making a Template

Select "Customer Name" Box

Identify & Report Professional Ver.12.05ip
Home and Property Inspection System ®
www. InspectionSoftware.Com © 2011-12 All Rights Reserved • (760) 650-1255

Identify & Report
MAIN MENU

Unregistered Software call 1-760-650-1255

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

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

Select "Add" Button

Identify & Report Professional Australia Ver.12.05ip
Home and Property Inspection Software © www.awesim.com.au
www. InspectionSoftware.Com © 2011-2012 All Rights Reserved

REPORT MENU

AWESIM Pty Ltd ABN: 95 074 479 762 | www.awesim.com.au

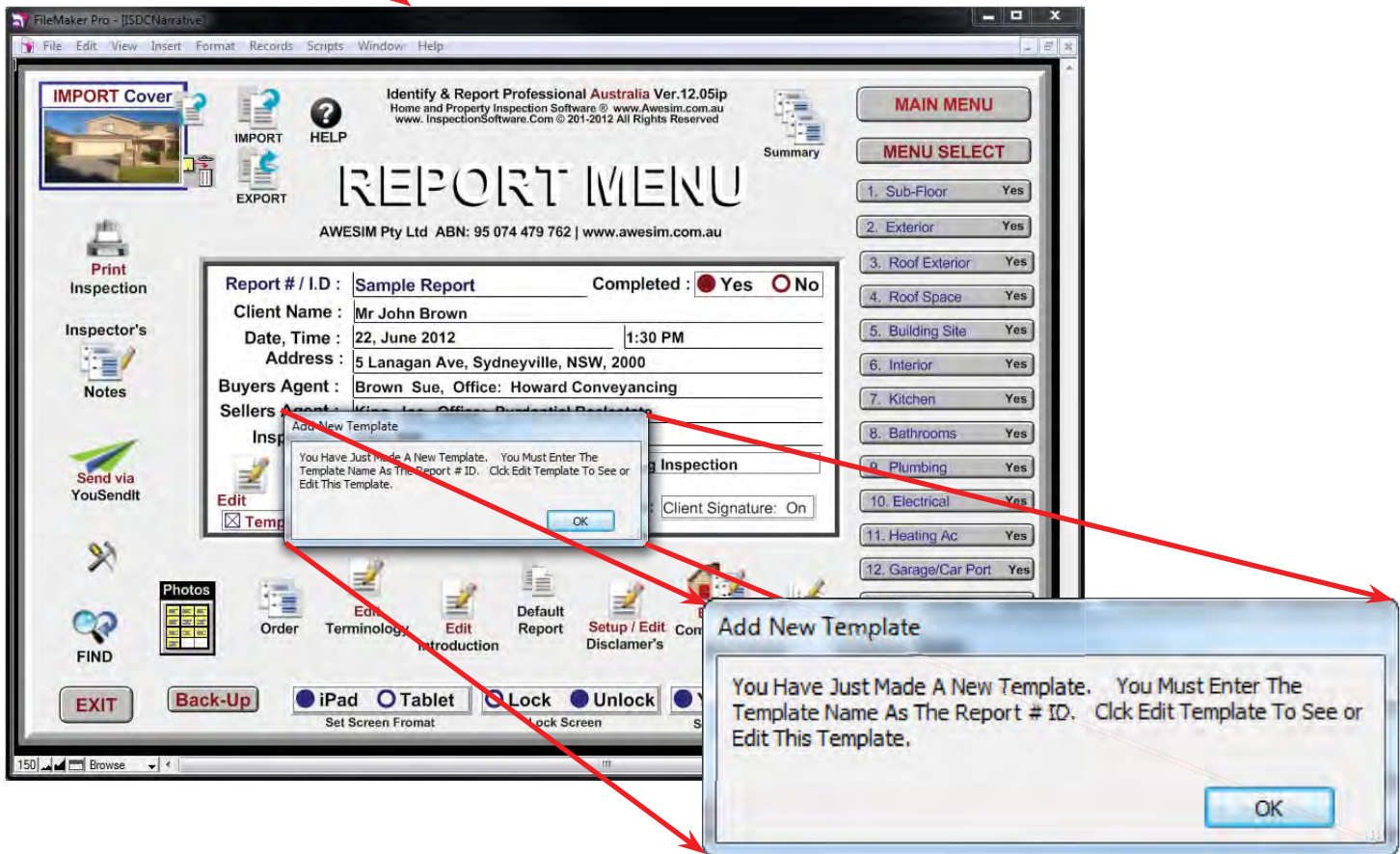
Report # / I.D : Sample Report Completed : ☒ Yes ☐ No
Client Name : Mr John Brown
Date, Time : 22, June 2012 1:30 PM
Address : 5 Lanagan Ave, Sydneyville, NSW, 2000
Buyers Agent : Brown Sue, Office: Howard Conveyancing
Sellers Agent : King Joe, Office: Purdential Realstate
Inspector : Glen Sim
Inspection Type: Pre Purchase Building Inspection
Client / Agent Signature: Client Signature: On

EDIT Add

EXIT Back-Up iPad Tablet Lock Unlock Yes No

Set Screen Fromat Lock Screen Set Photos Same Page

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 screenshot shows the 'REPORT MENU' in the Identify & Report Professional Australia software. The interface includes a top menu bar with options like File, Edit, View, Insert, Format, Records, Scripts, Window, and Help. On the left, there are icons for 'IMPORT Cover', 'IMPORT', 'EXPORT', 'Print Inspection', 'Inspector's Notes', 'Send via YouSendIt', 'FIND', and 'Photos'. The central area displays a form for a report titled 'Lake Front Apts' with fields for Client Name, Date, Time, Address, and various agents. A red box highlights the 'Edit' button in the bottom left of the form area. On the right, there is a 'MAIN MENU' and a 'MENU SELECT' list with 16 items, each with a 'Yes' or 'No' checkbox. The bottom of the screen has buttons for 'EXIT', 'Back-Up', and device settings for iPad, Tablet, Lock, and Unlock.

The "Template List" opens

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

The screenshot shows the 'Template List' dialog box. It has a title bar 'FileMaker Pro - [ISDCNarrative]' and a menu bar. The main area is titled 'Template List' and contains a table of templates. A red box highlights the 'Lake Front Apartments' template, which has an 'Edit This Template' button next to it. The table also includes a 'Default Report' and a 'Sample Report'.

Template Name	Template Icon	Action
Default Report	Template Icon	Edit This Template
Lake Front Apartments	Template Icon	Edit This Template
Sample Report	Template Icon	Edit This Template

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 7 How to Select A Template US

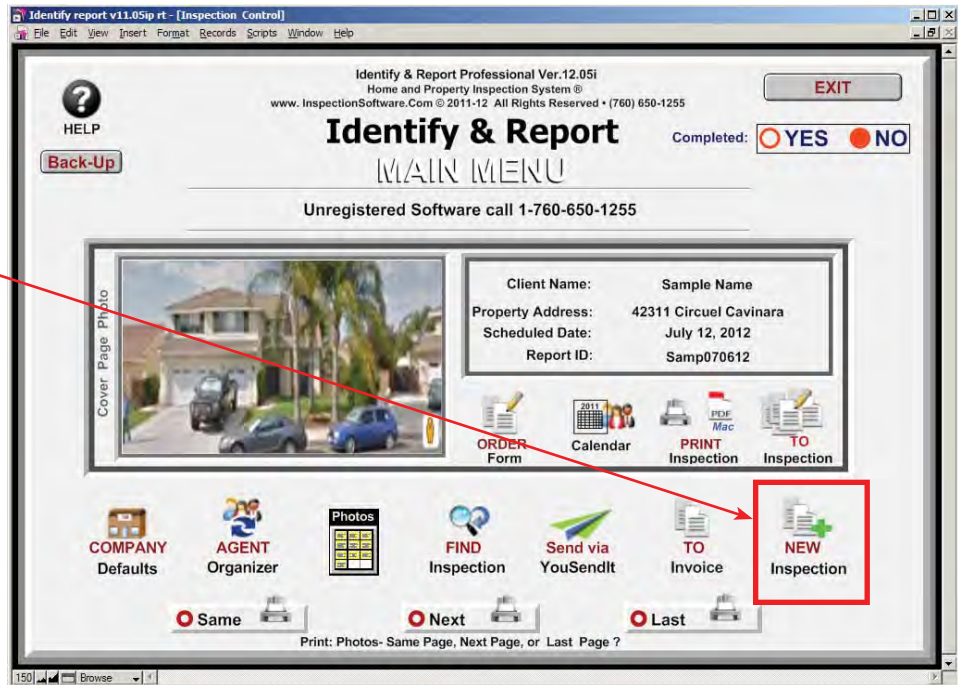




Identify & Report Professional

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.

FileMaker Pro - [Inspection Control]

File Edit View Insert Format Records Scripts Window Help

MAIN MENU

Start **NEW** Inspection

FIRST Enter **NEW** Inspection Report Number.
NEXT Select If To Use A Template or Default Report.

FIRST Enter A **NEW** Report ID Number: Lake Front Apartments U2

Select Template Report

CLICK TO USE A REPORT TEMPLATE FOR THIS **NEW** INSPECTION

IDENTIFY & REPORT

Default Report

CLICK TO CONTINUE **NEW** INSPECTION

150 Browse

Then “Select Template Report”

FileMaker Pro - [Inspection Control]

File Edit View Insert Format Records Scripts Window Help

MAIN MENU

Start **NEW** Inspection

FIRST Enter **NEW** Inspection Report Number.
NEXT Select If To Use A Template or Default Report.

FIRST Enter A **NEW** Report ID Number: Lake Front Apartments U2

Select Template Report

CLICK TO USE A REPORT TEMPLATE FOR THIS **NEW** INSPECTION

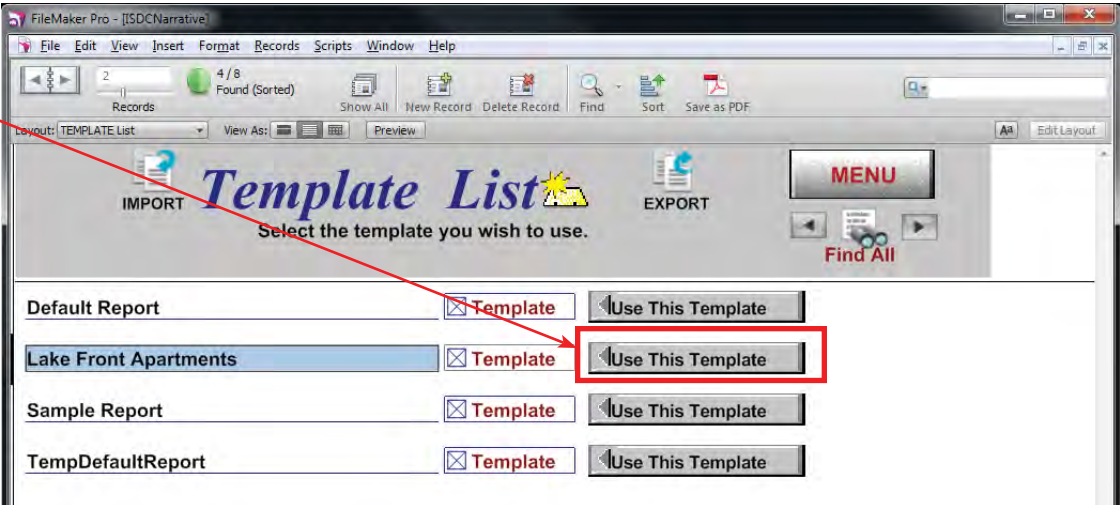
IDENTIFY & REPORT

Default Report

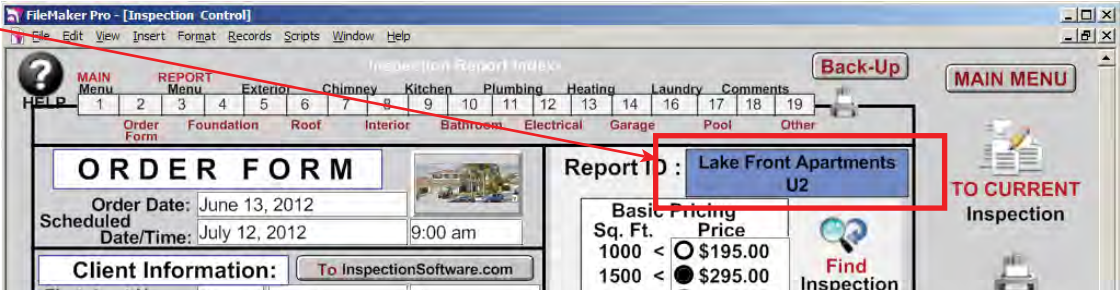
CLICK TO CONTINUE **NEW** INSPECTION

150 Browse

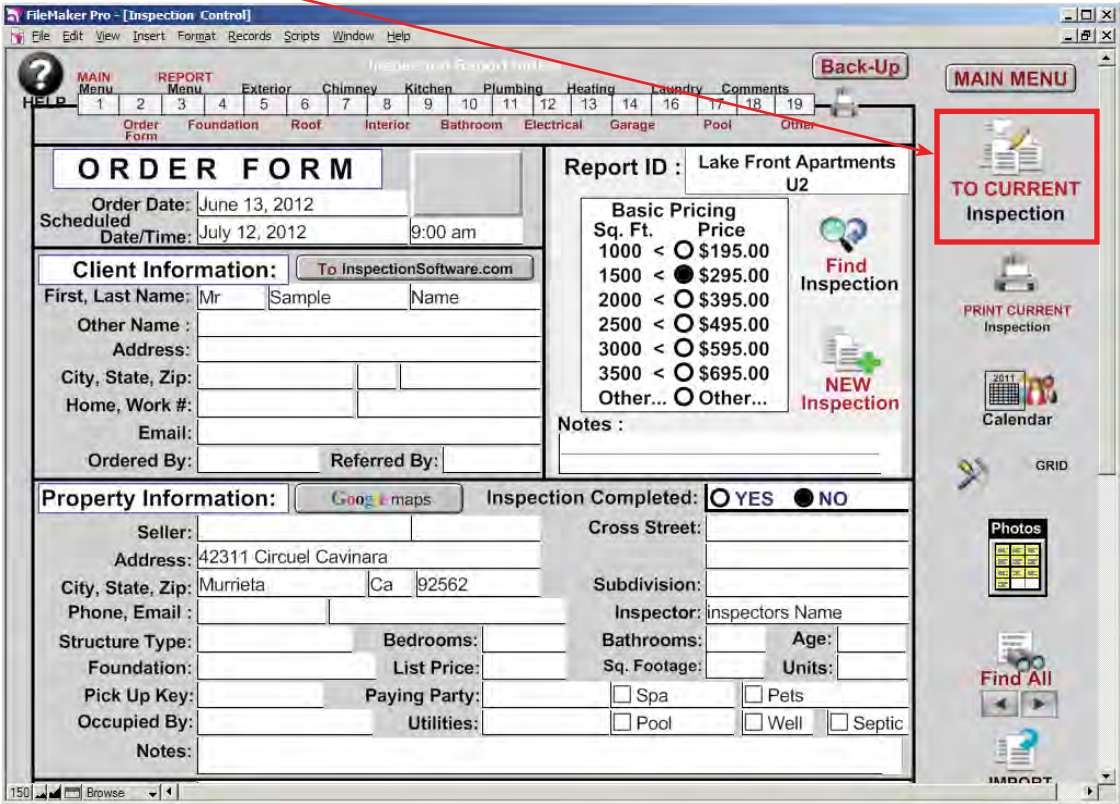
Select “Use This Template” you would like to use



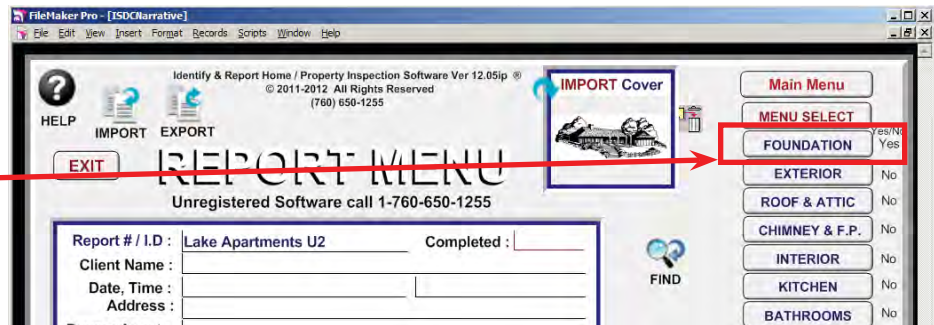
Congratulations you have just created a new Template with the new “Report ID:”



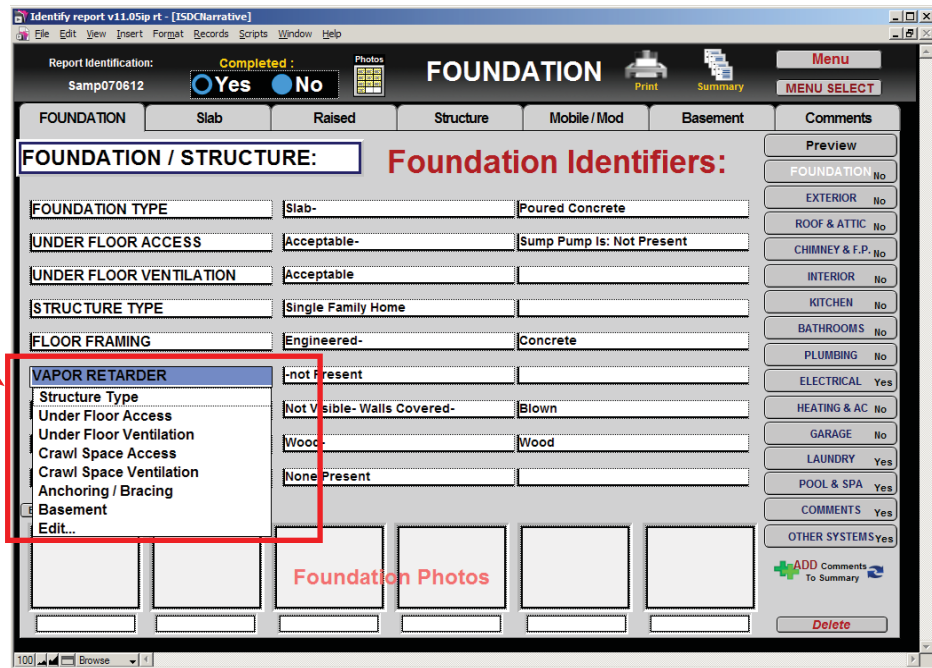
Fill out the “Order Form” then select “To Current Inspection”



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



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



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

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



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

Identify & Report Professional

Identify & Report Professional 2.05i User Manual



Chapter 8

Transferring Files Computer to iPad, iPad to Computer US





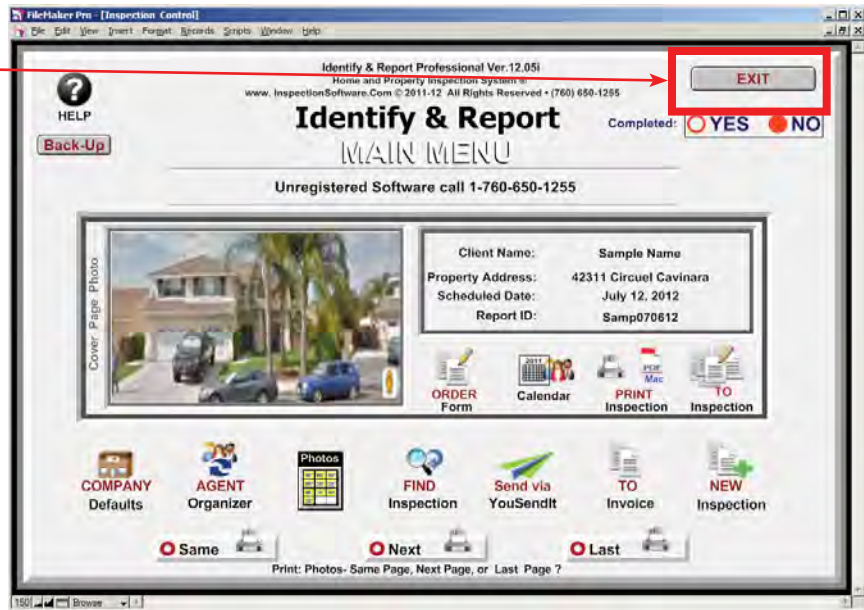
Identify & Report Professional

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

Do Not
Check the
“Sync Apps”
Button.

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



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

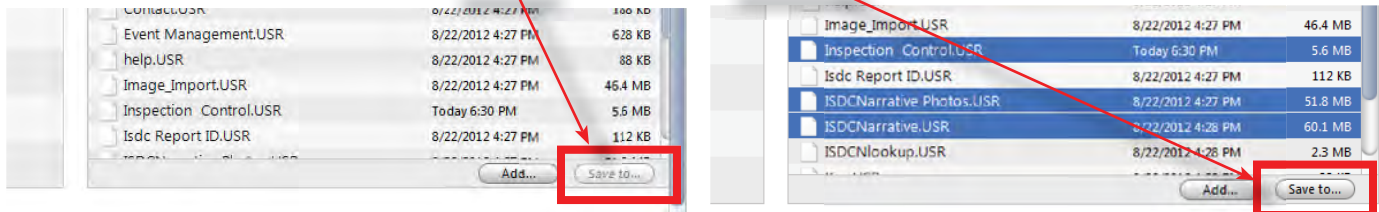
Understanding the Basics

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.



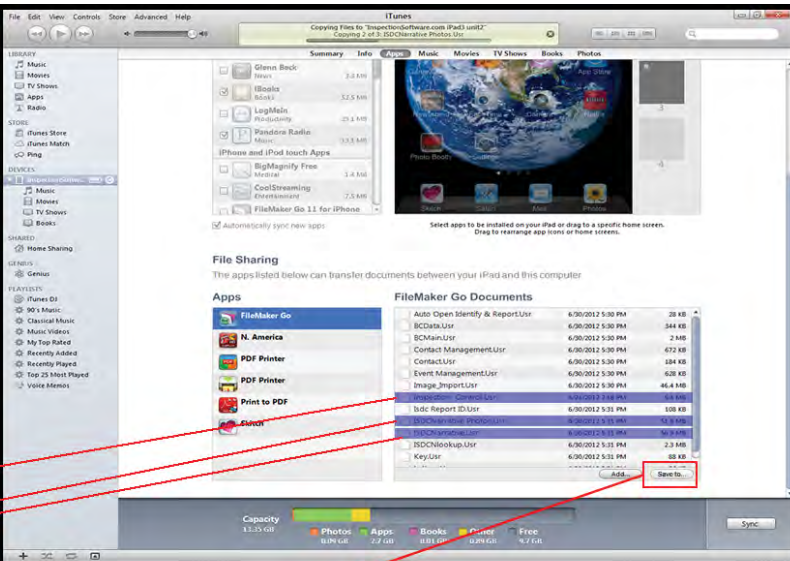
Save to =



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

They are:

Inspection Control.
ISDCNarrative photos.
ISDCNarrative.



The screenshot shows the iTunes File Sharing window with the 'FileMaker Go Documents' window open. Three files are selected (highlighted in blue): 'Inspection Control.USR', 'ISDCNarrative Photos.USR', and 'ISDCNarrative.USR'. The 'Save to...' button at the bottom right is active.

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

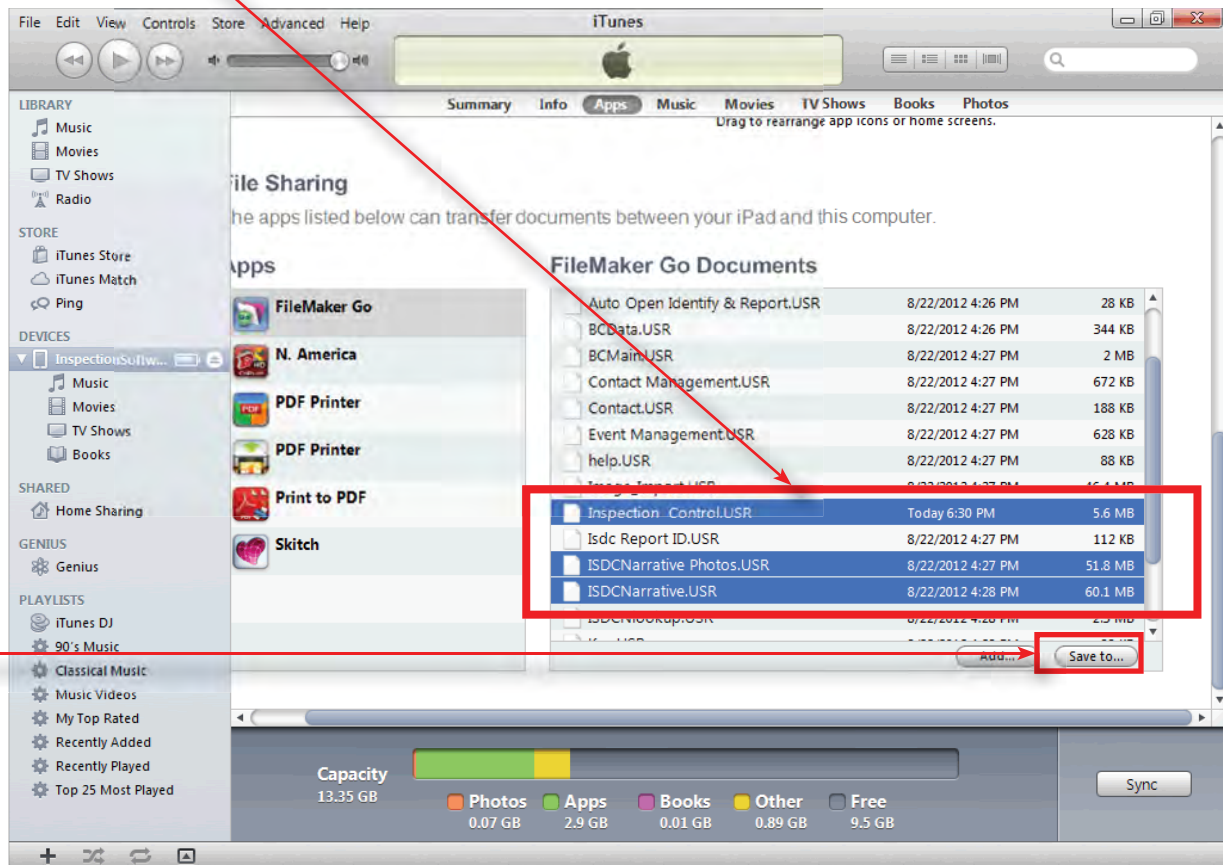
There are THREE files that you will be moving from your iPad to your computer.

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

Inspection Control.
ISDCnarrative.
ISDCCnarrative photos.

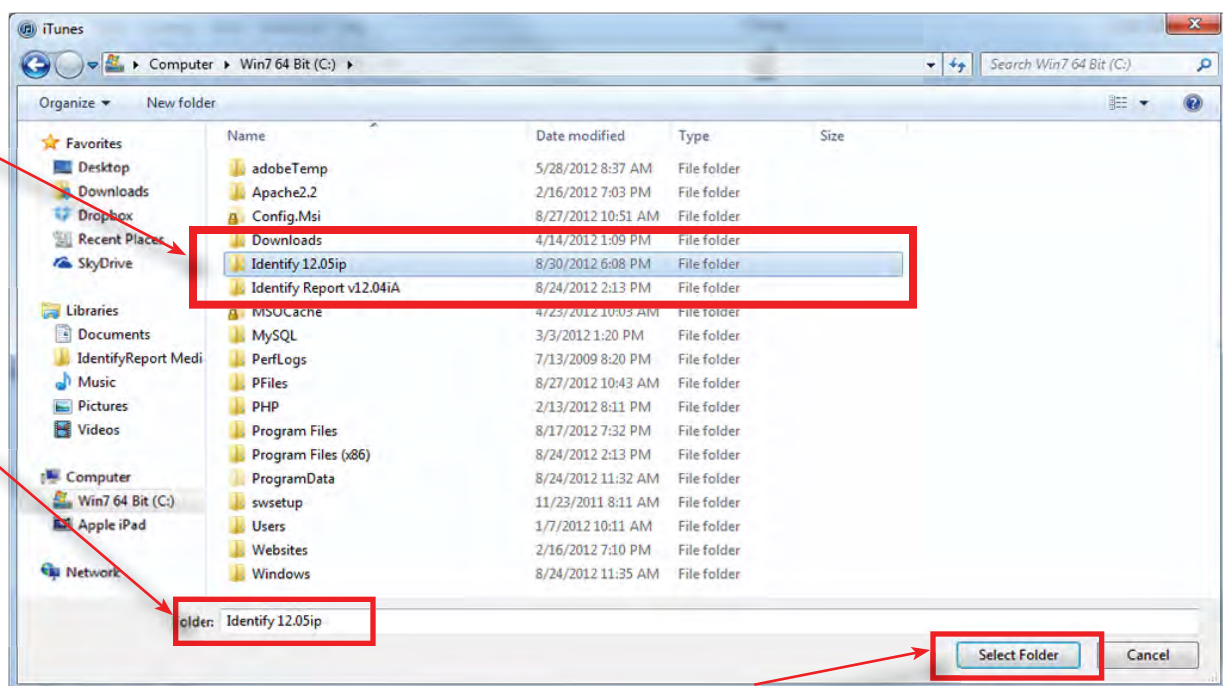
NOTE:

If you added New Comment to the
Comments Library Select
ISDCllookup. 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



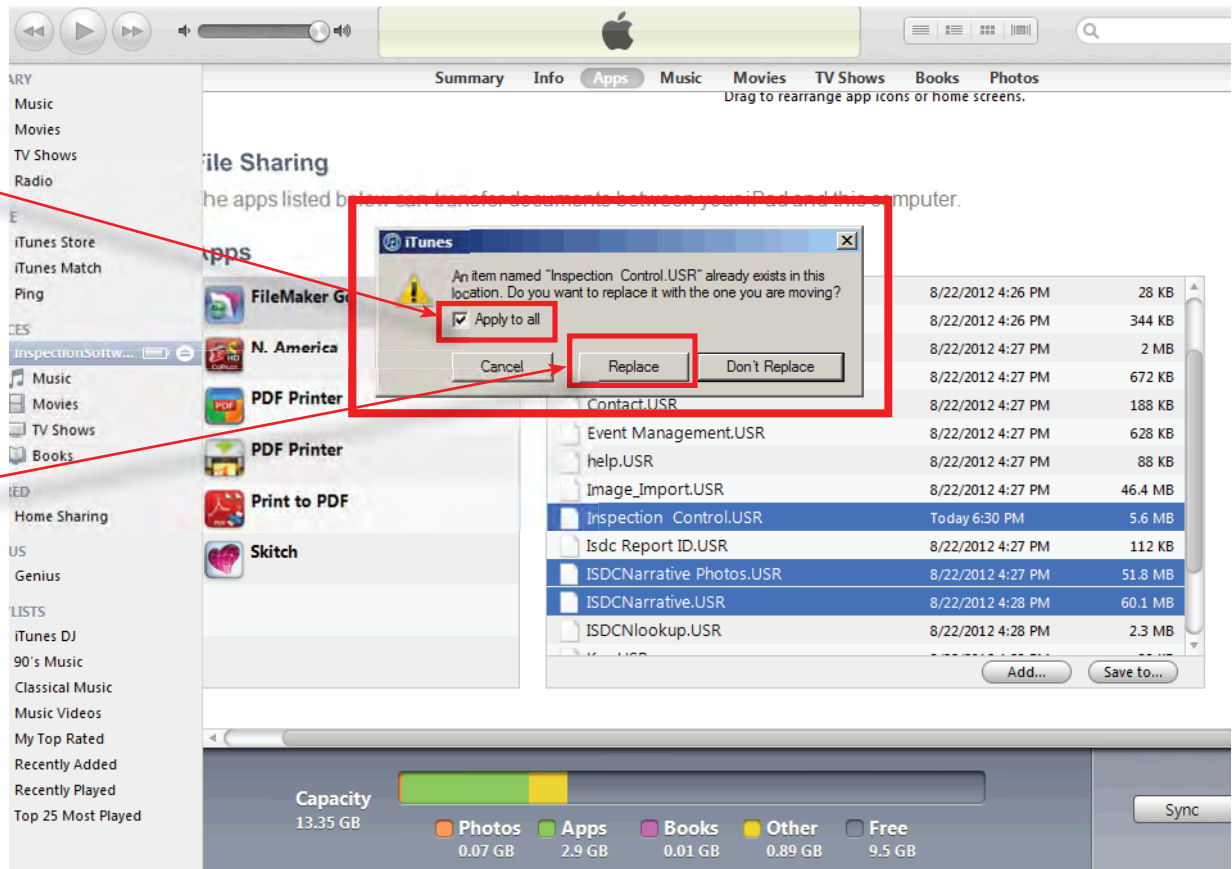
Make sure
“Identify 12.06ip”
is in the File Box.

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



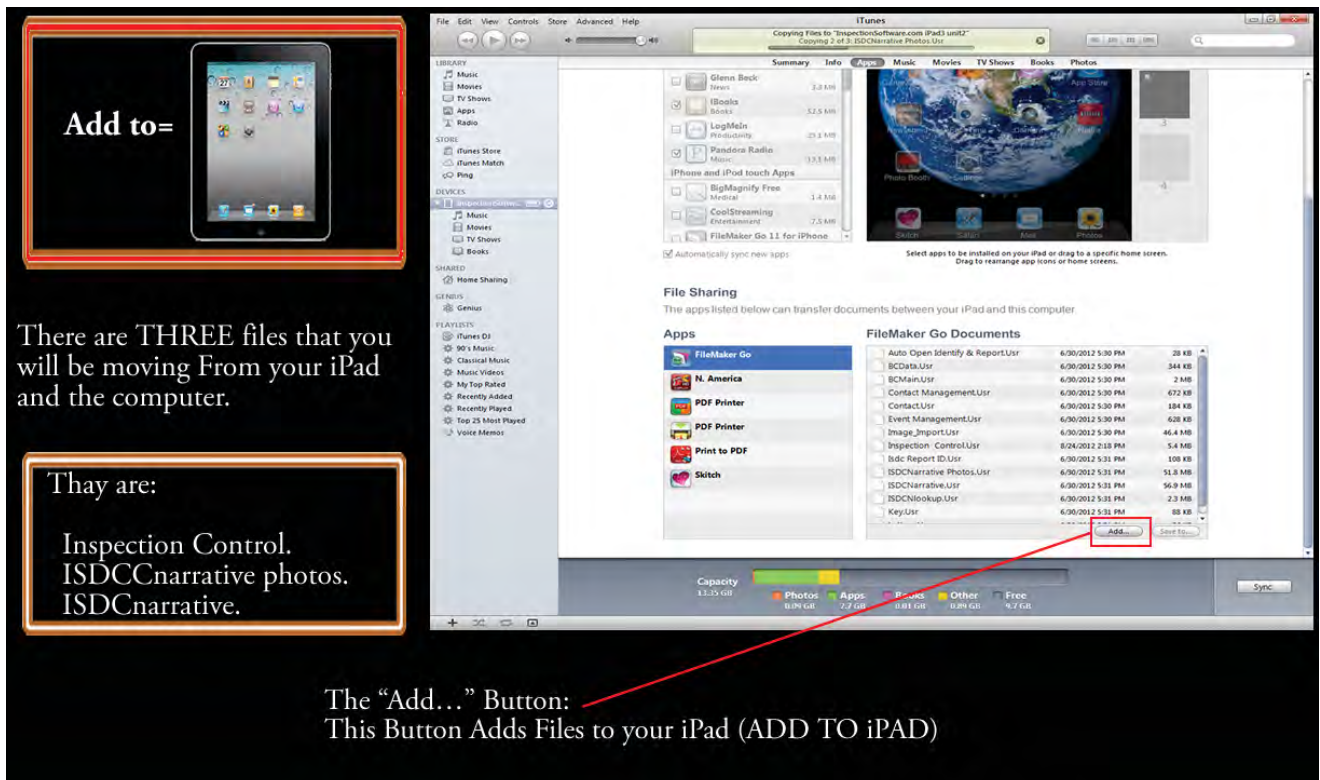
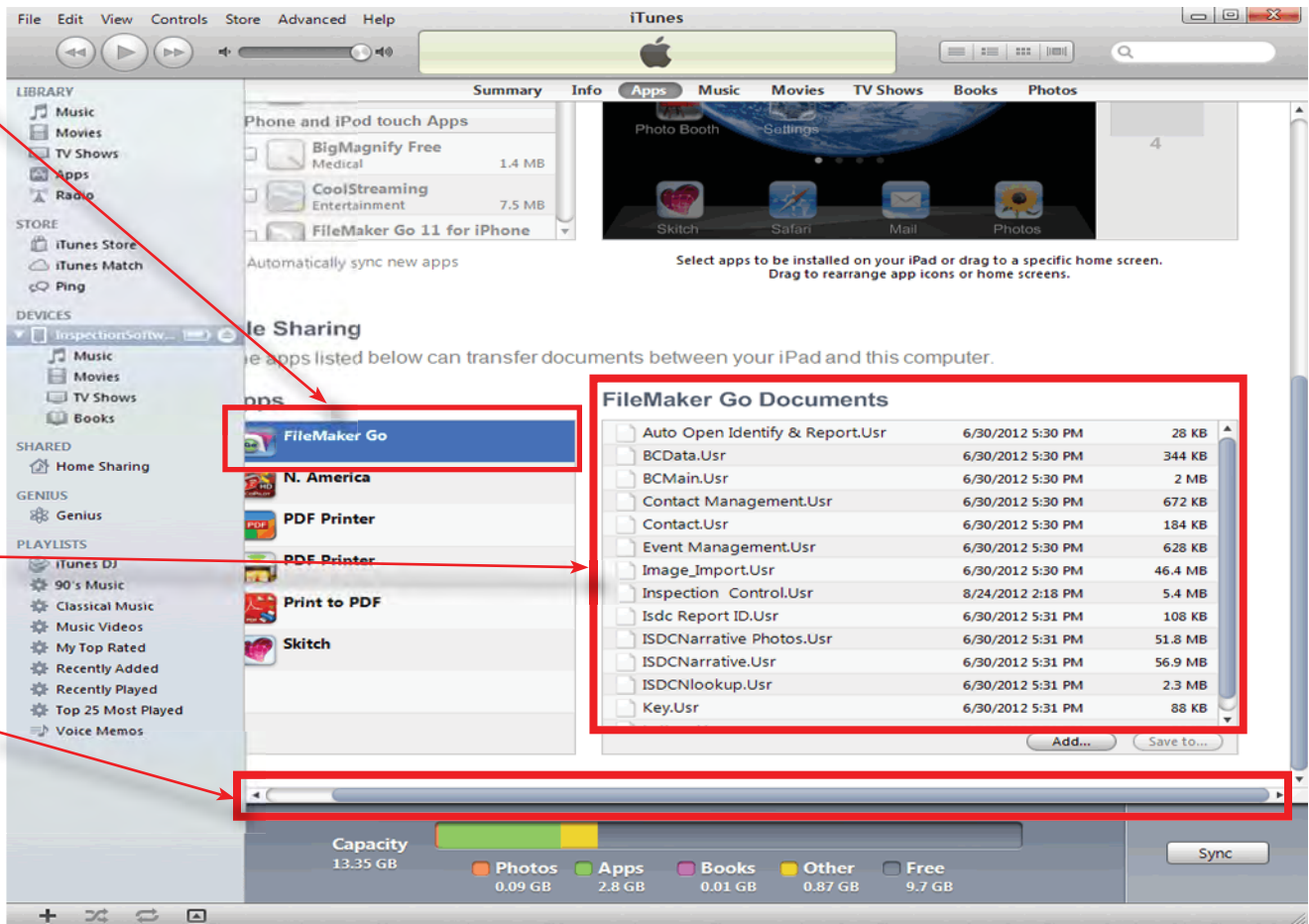
Do Not
Check the
“Sync Apps”
Button.

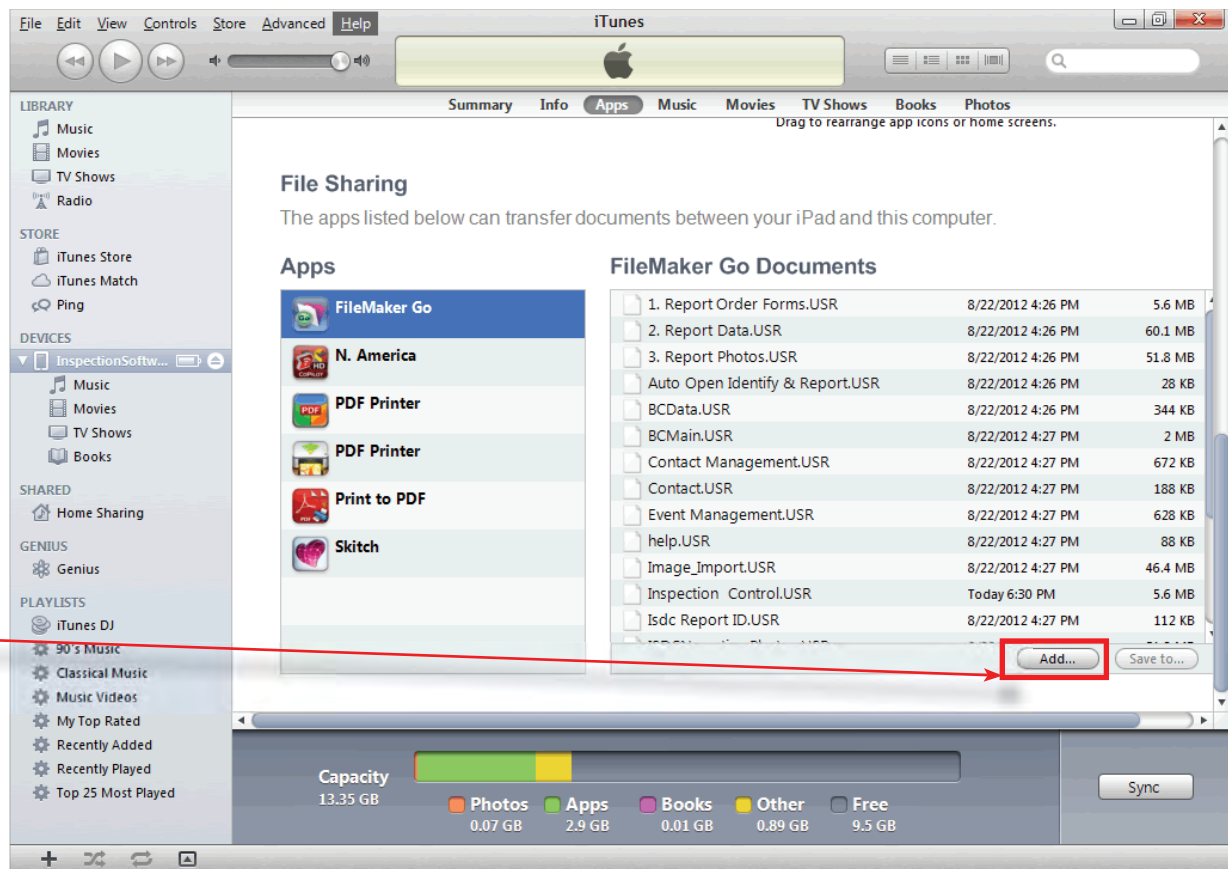
Scroll down to
bottom of page
to “File Sharing
Section”

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.

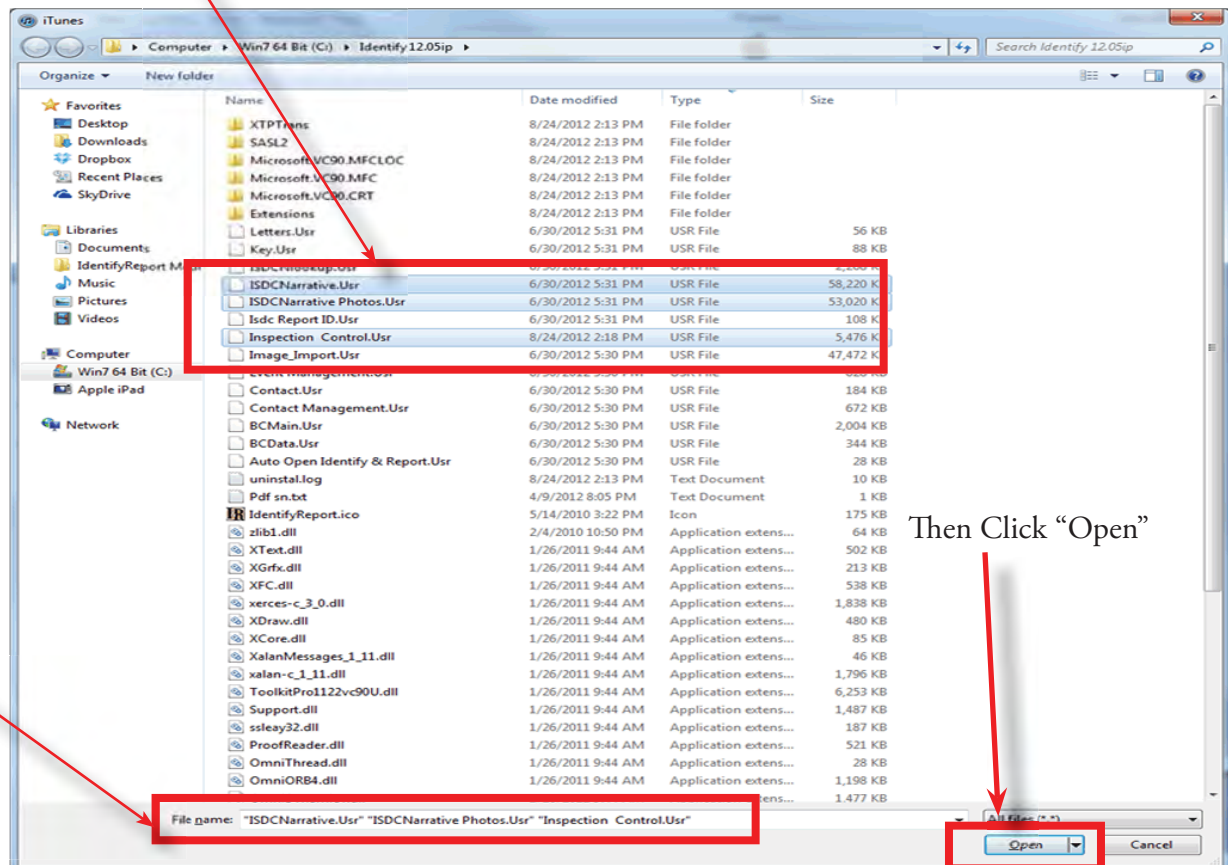




Holding down the "Ctrl" key and Highlight the three files

Inspection Control.
ISDCNarrative.
ISDCCnarrative photos.

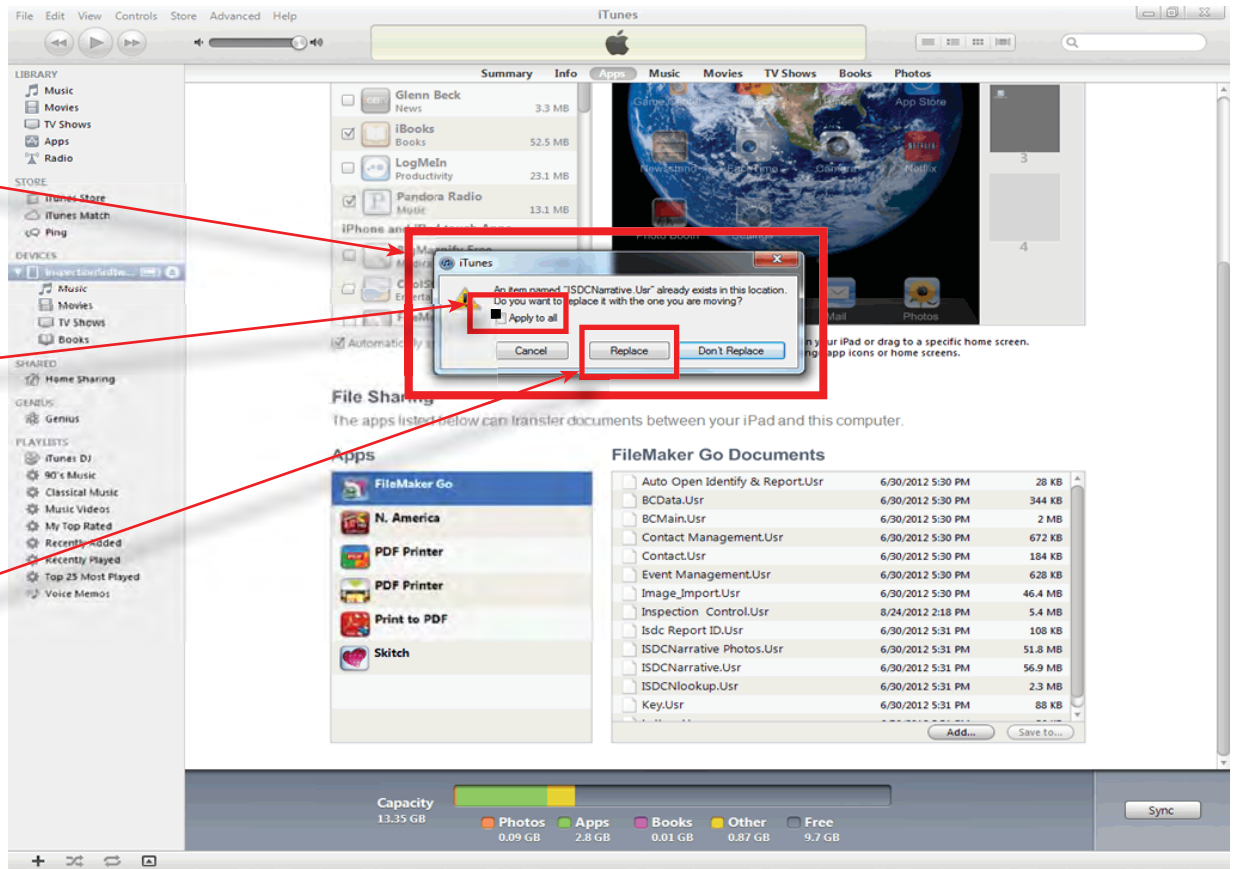
NOTE:
If you added New Comment to the
Comments Library Select
ISDClookup. also.



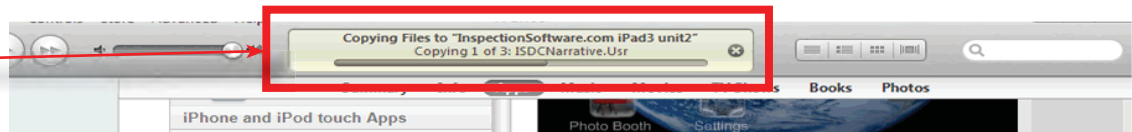
When you Click,
A Window will
pop up asking "Do
you want to replace
with the ones you
are moving"

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





Identify & Report Professional

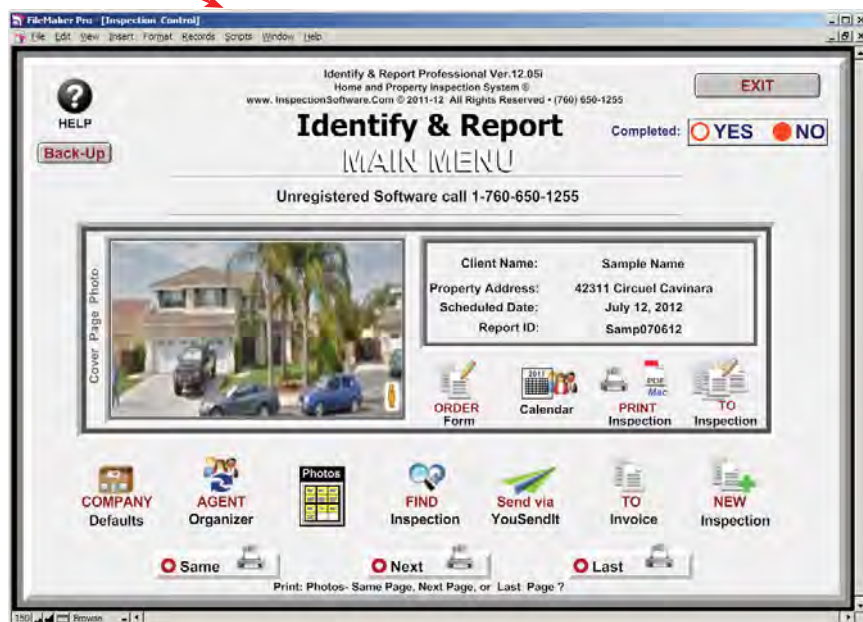
Importing Updates

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

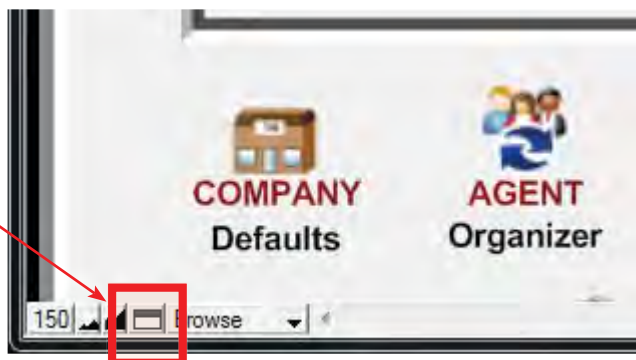
Select “Identify & Report Professional v12.05i” icon on Desktop to start “Identify & Report Professional”



The “MAIN MENU” Opens.



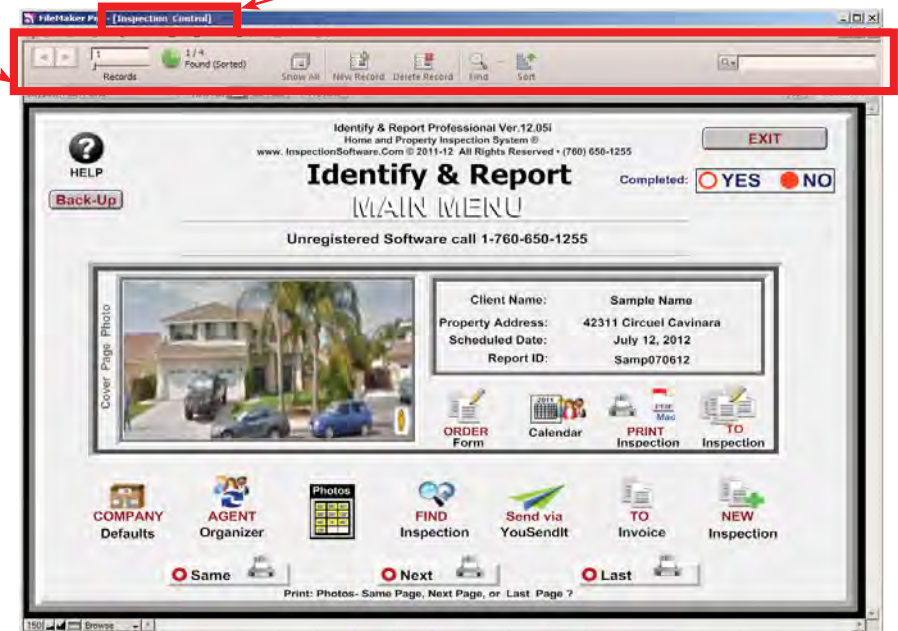
You will need to turn on the Toolbar, by selecting the Toolbar switch in the bottom left corner.



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

Check to see that you are at [Inspection Control]

The Toolbar opens at top of window.



Select "Show All"



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

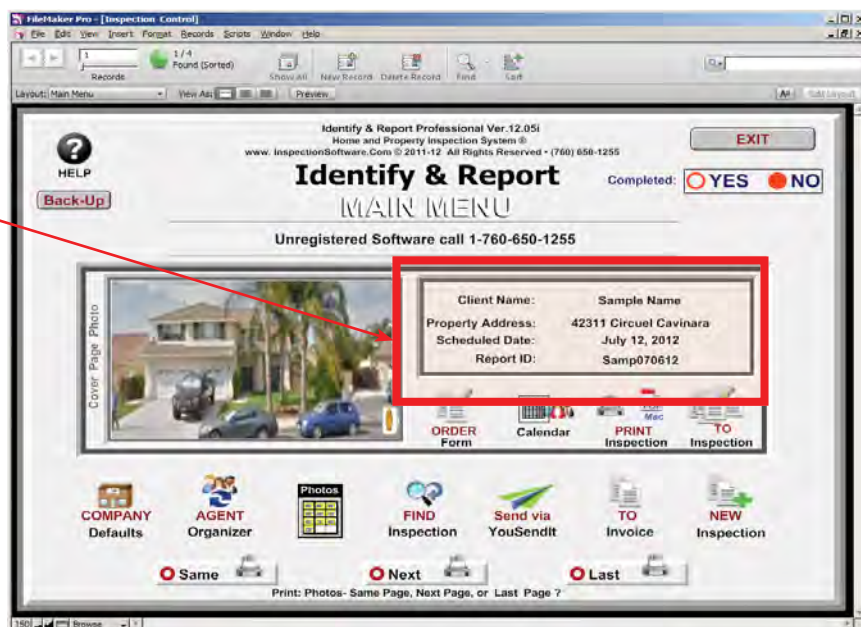


The "Total" will be grayed out.

The "Show All" will be grayed out.

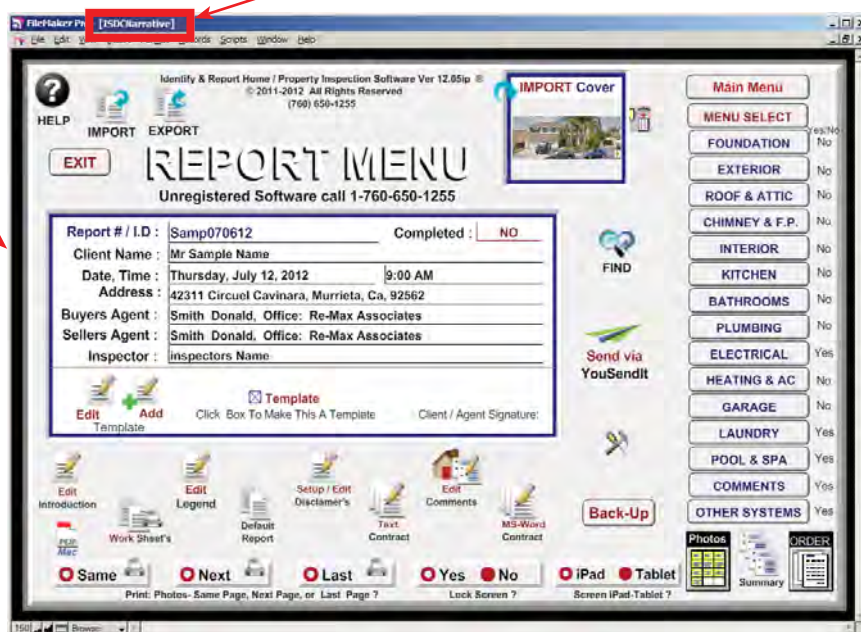
Next we will unlock "ISDCNarrative.USR" from "Identify & Report Professional v12.05i"

Select "Client Name:"

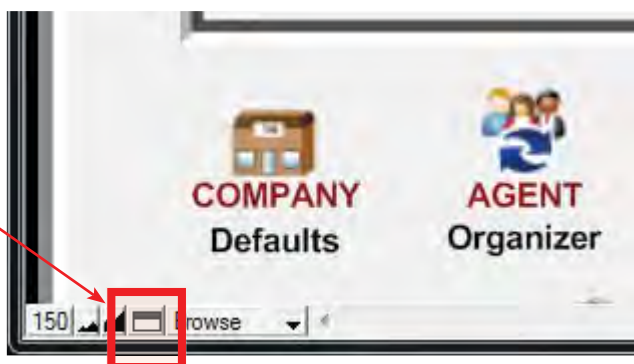


Check to see that you are at [ISDCNarrative]

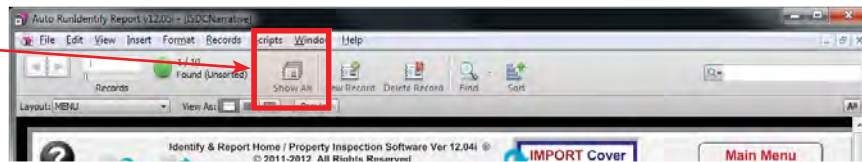
This will open the "REPORT MENU"



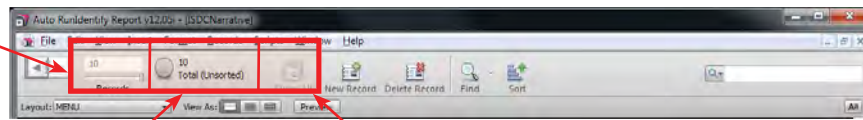
You will need to turn on the Toolbar, by selecting the Toolbar switch in the bottom left corner.



Select "Show All"



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



The "Total" will be grayed out.

The "Show All" will be grayed out.

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



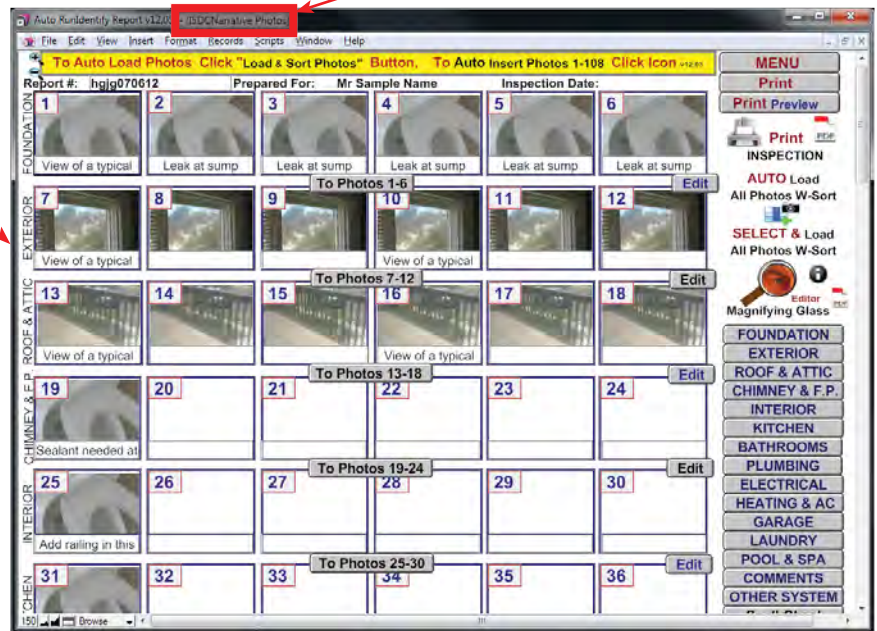
Scroll down to see "Photos"



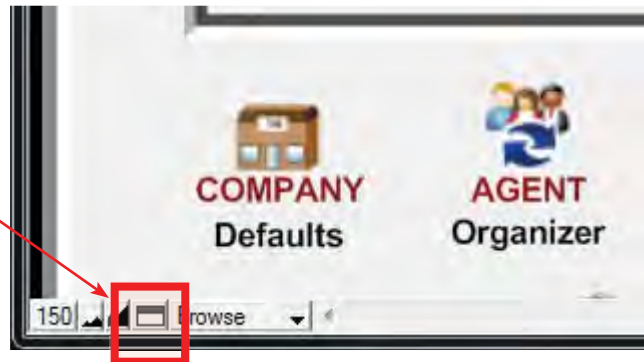
Select the "Photos" icon

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

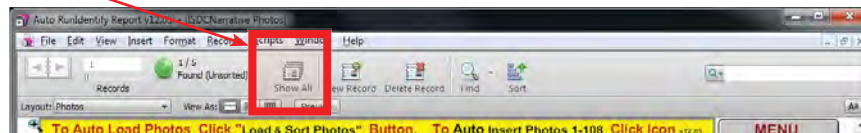
This will open the “Photos”



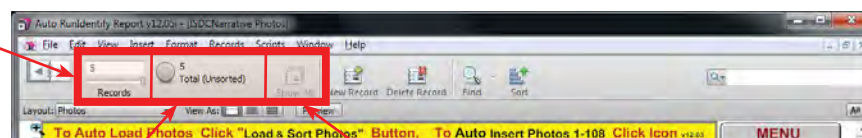
You will need to turn on the Toolbar, by selecting the Toolbar switch in the bottom left corner.



Select “Show All”



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

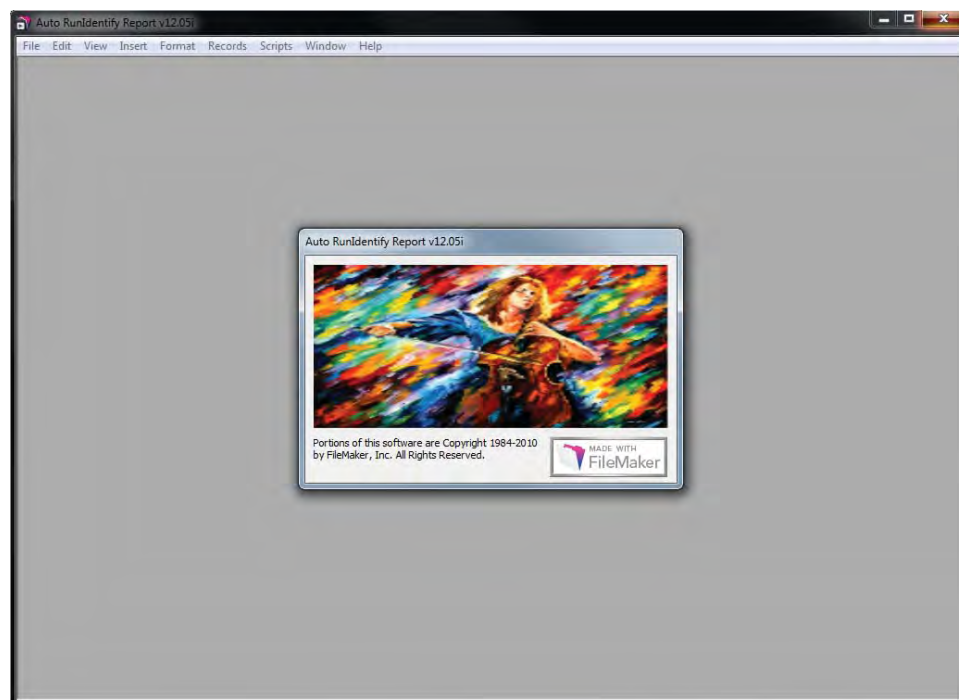
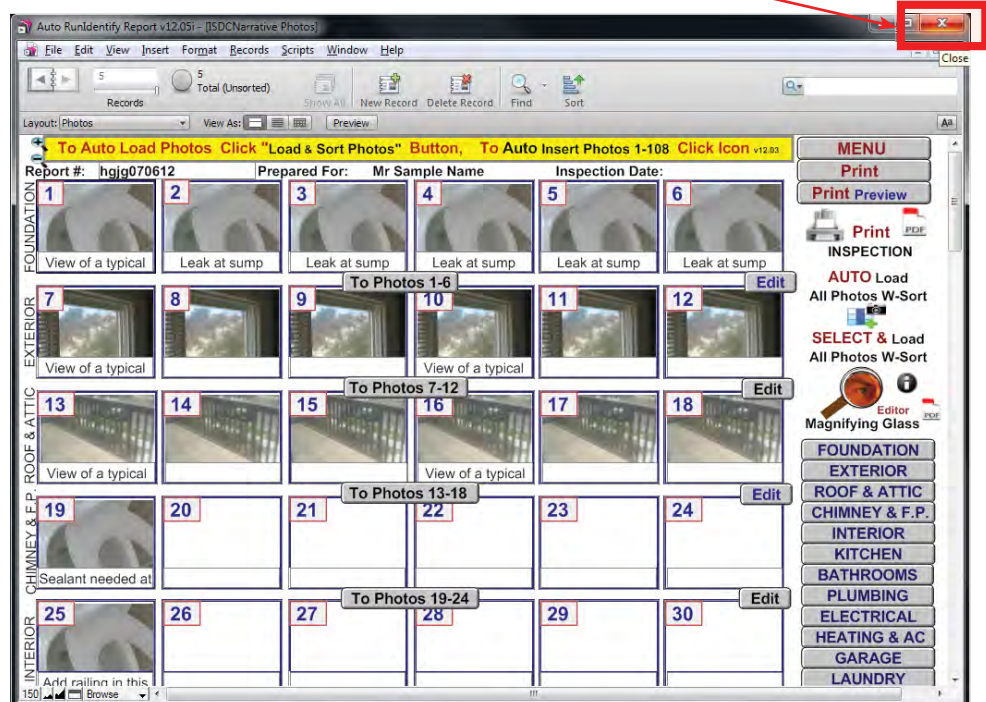


The “Total” will be grayed out.

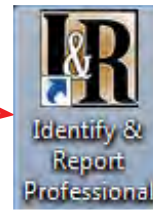
The “Show All” will be grayed out.

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”



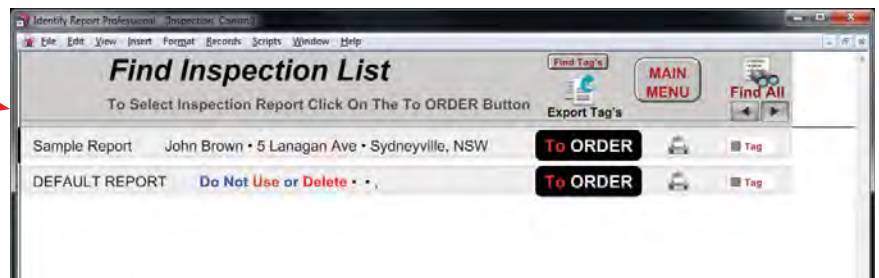
The “MAIN MENU” Opens.



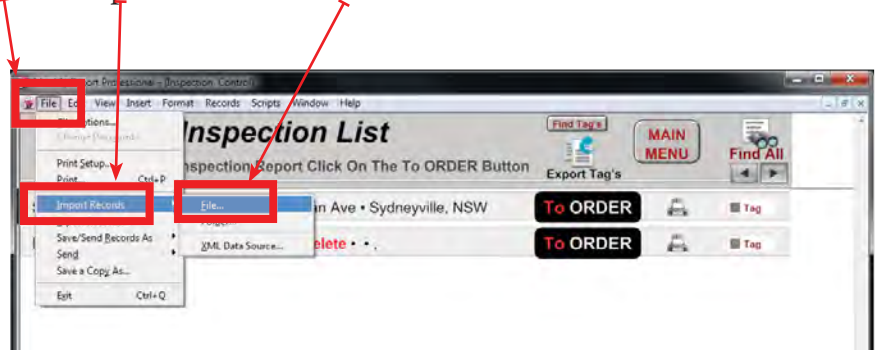
Select “Find Inspection”



The “Find Inspection List” opens.

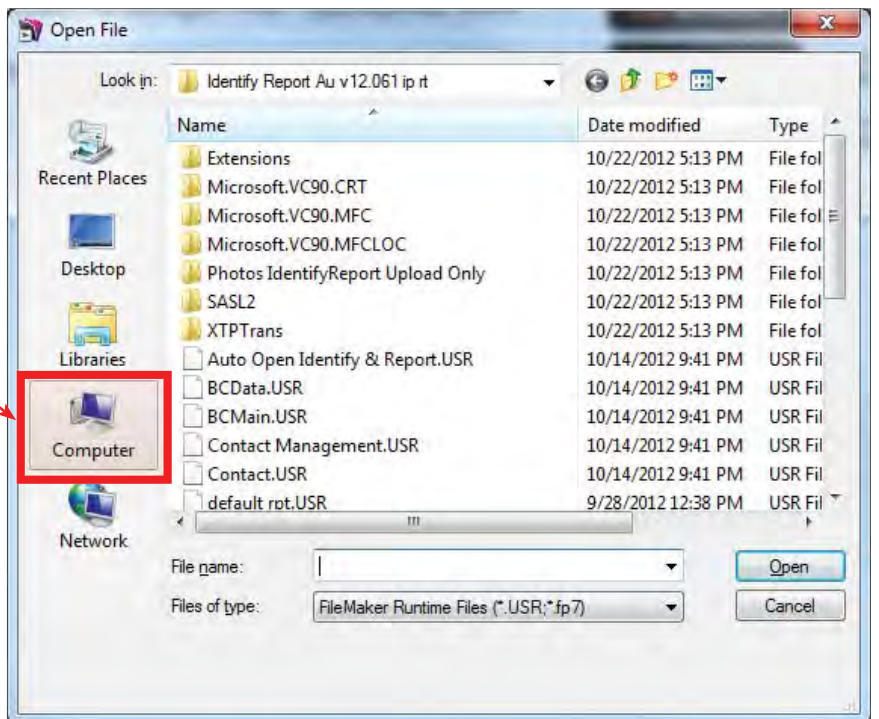


On the Toolbar select: File→Import Records→File

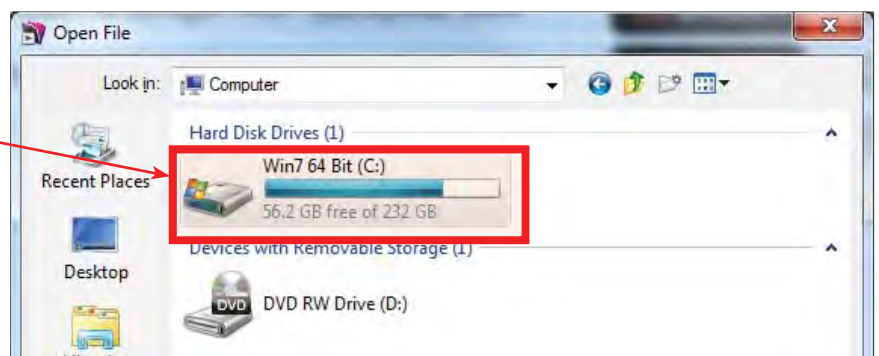


The Open File window will open. You are in the New Version of “Identify Report” you need to go to the older version of “Identify Report” Folder.

Click “Computer”

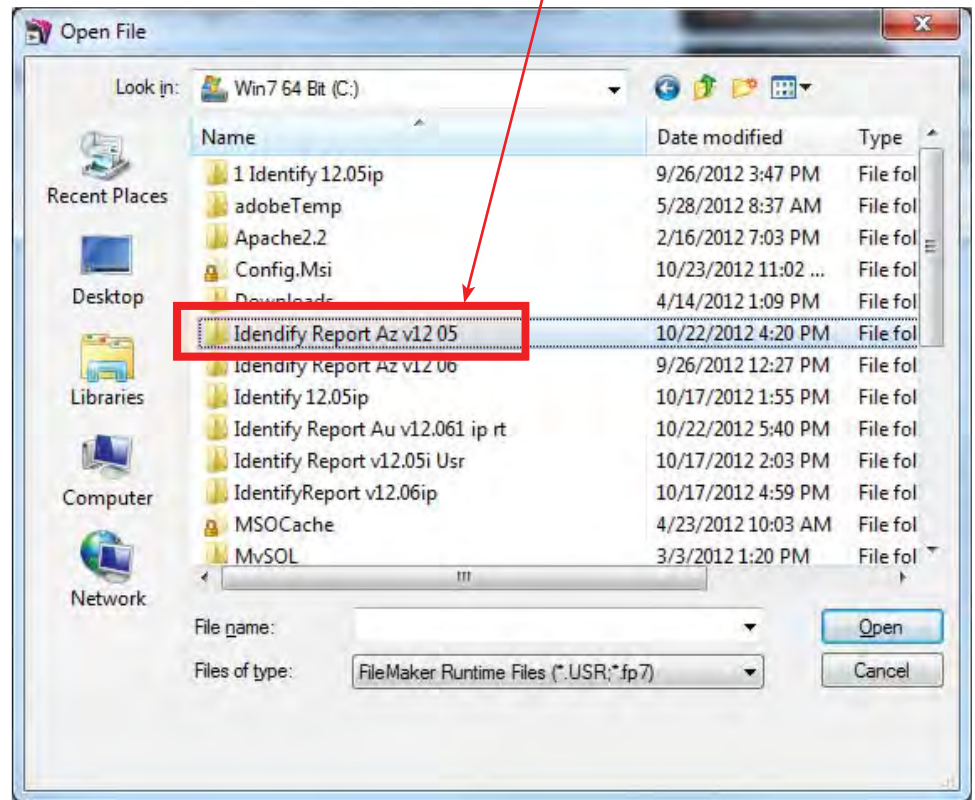


Select Drive C:/

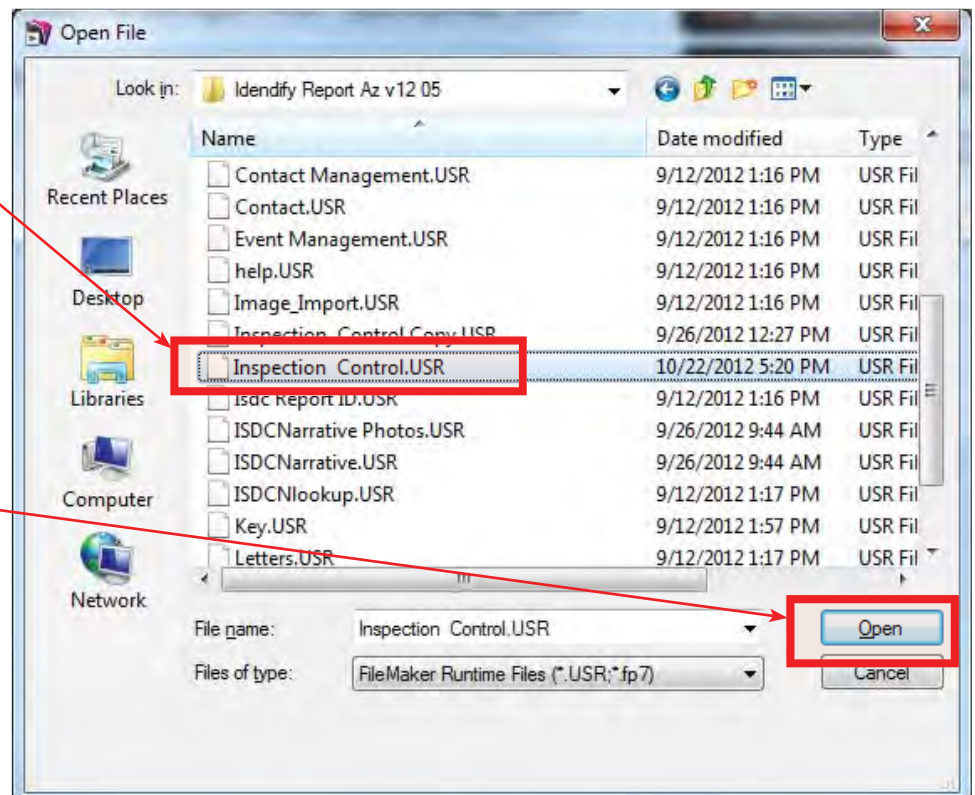


First we will import “Inspection Control.Usr” from “Identify & Report Professional v12.05i”

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



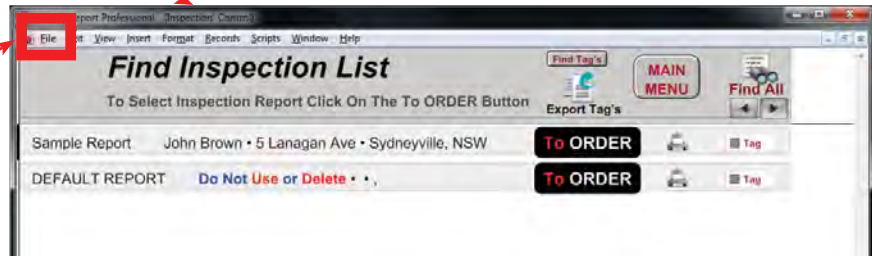
Select “Inspection Control.Usr”



Then Select “Open”

The “Find Inspection List” opens

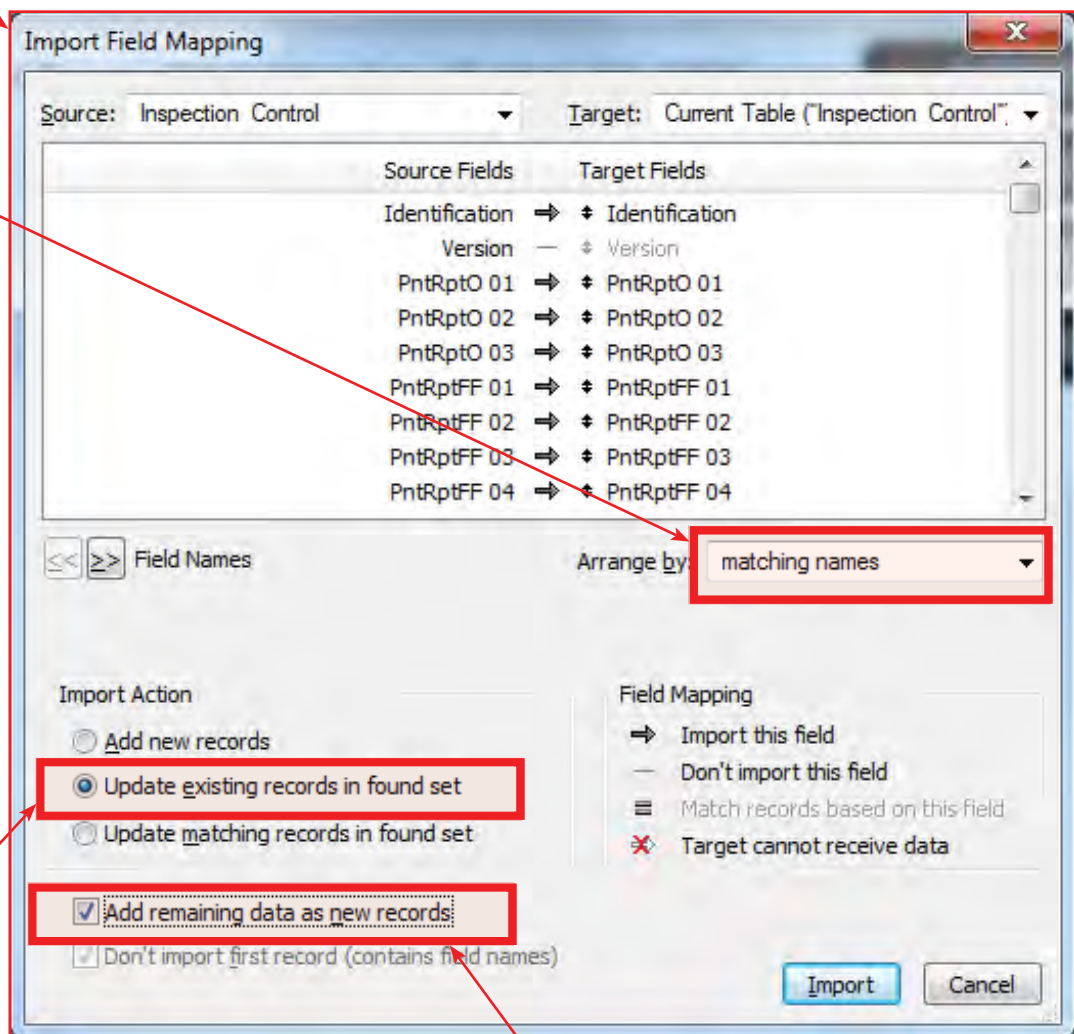
Select “File” from the Toolbar



The “Import File Mapping” window opens.

There are three very important selections to be made.

1.
“Arrange by:”
“matching names”

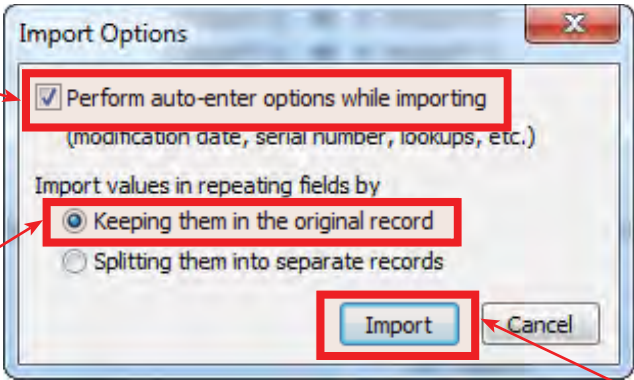


2.
In the “Import Action” box check the radio button
“Update existing records in found set”

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

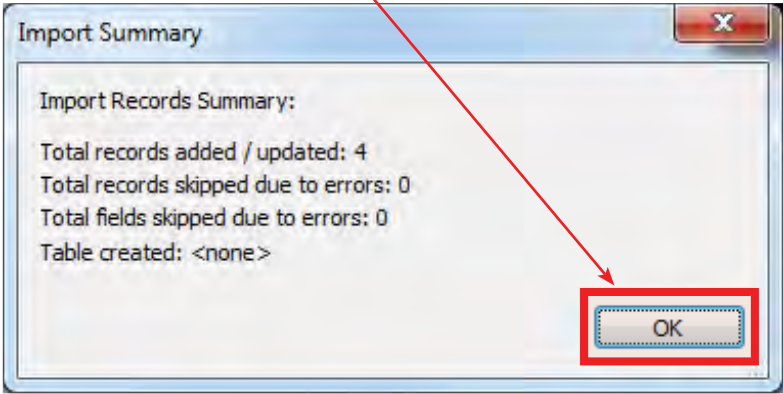
and



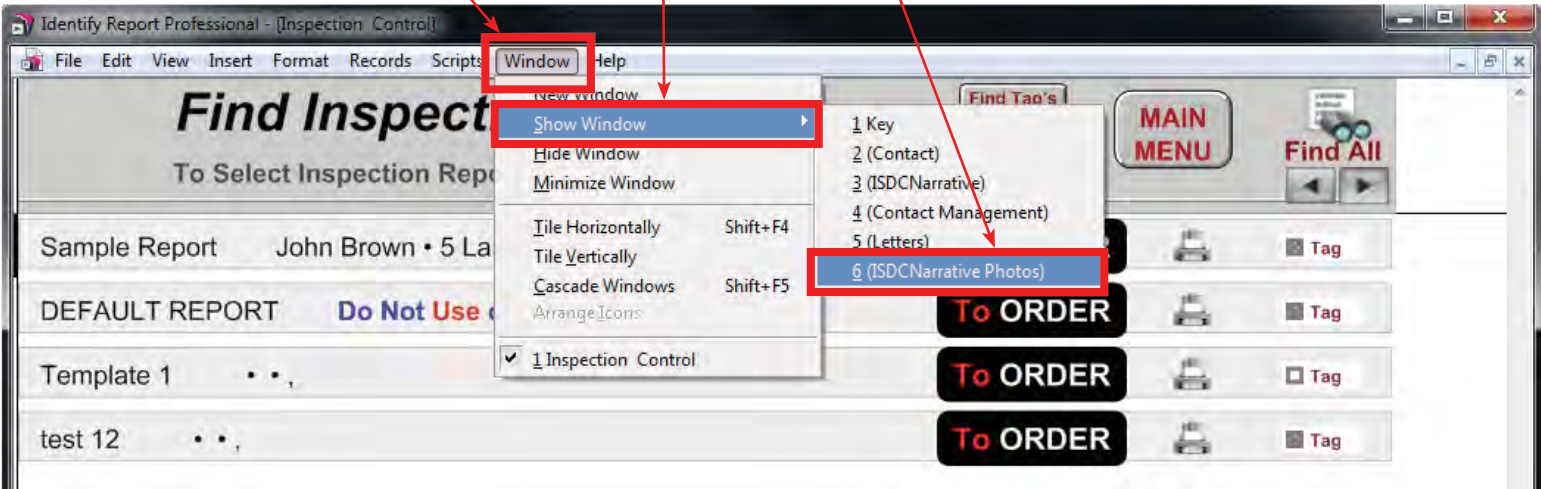
under the “Import values in repeating fields by
Keeping them in the original record” radio button is checked.

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)

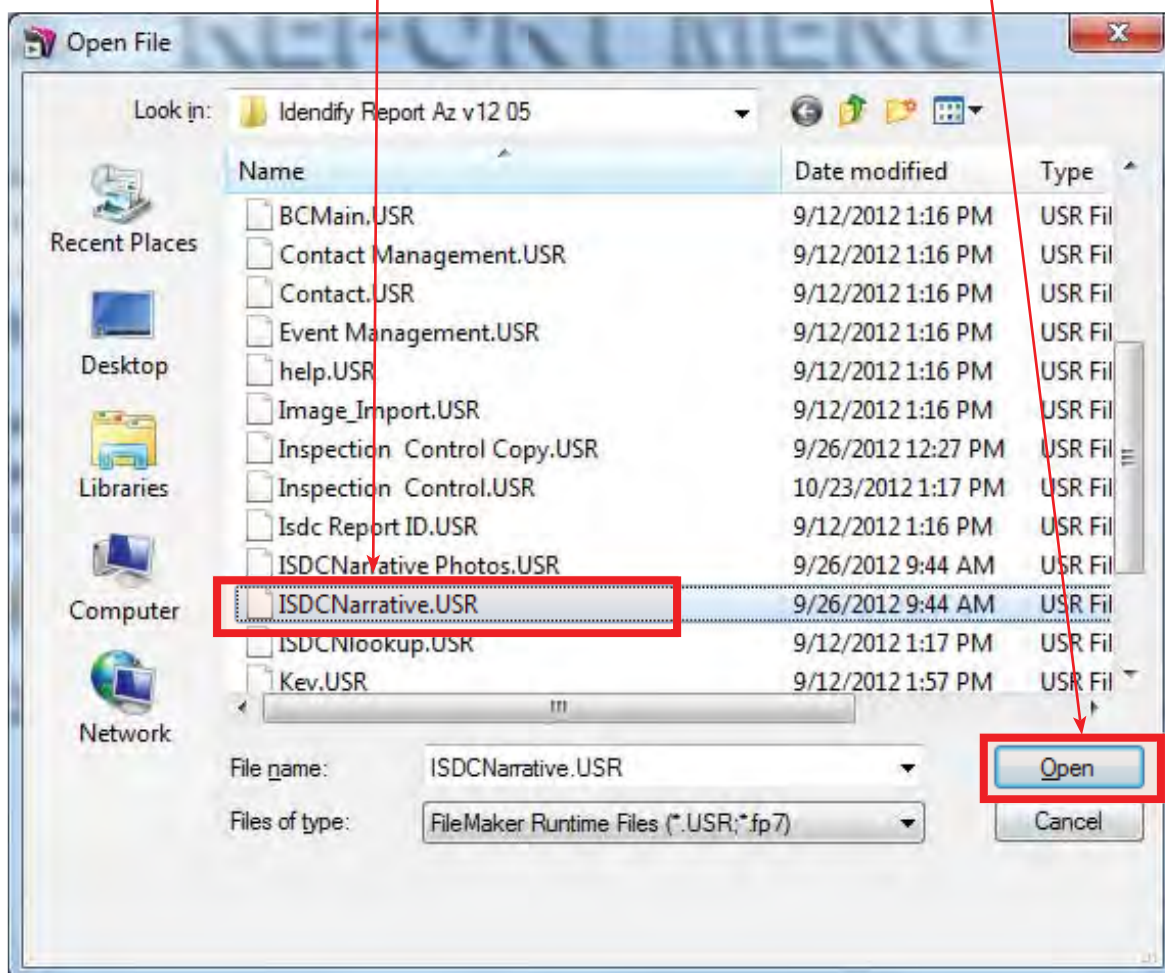


Next we will import “ISDCNarrative.USR” from “Identify & Report Professional v12.05i”

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

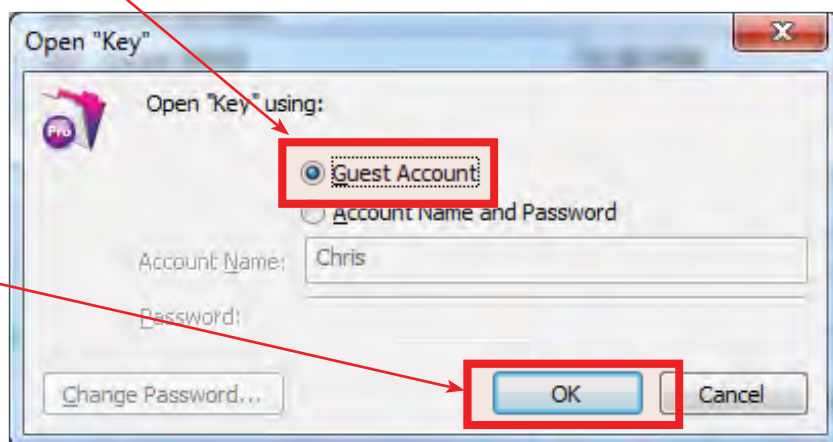


Scroll down until you find “ISDCNarrative.USR” and highlight then click “Open”



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

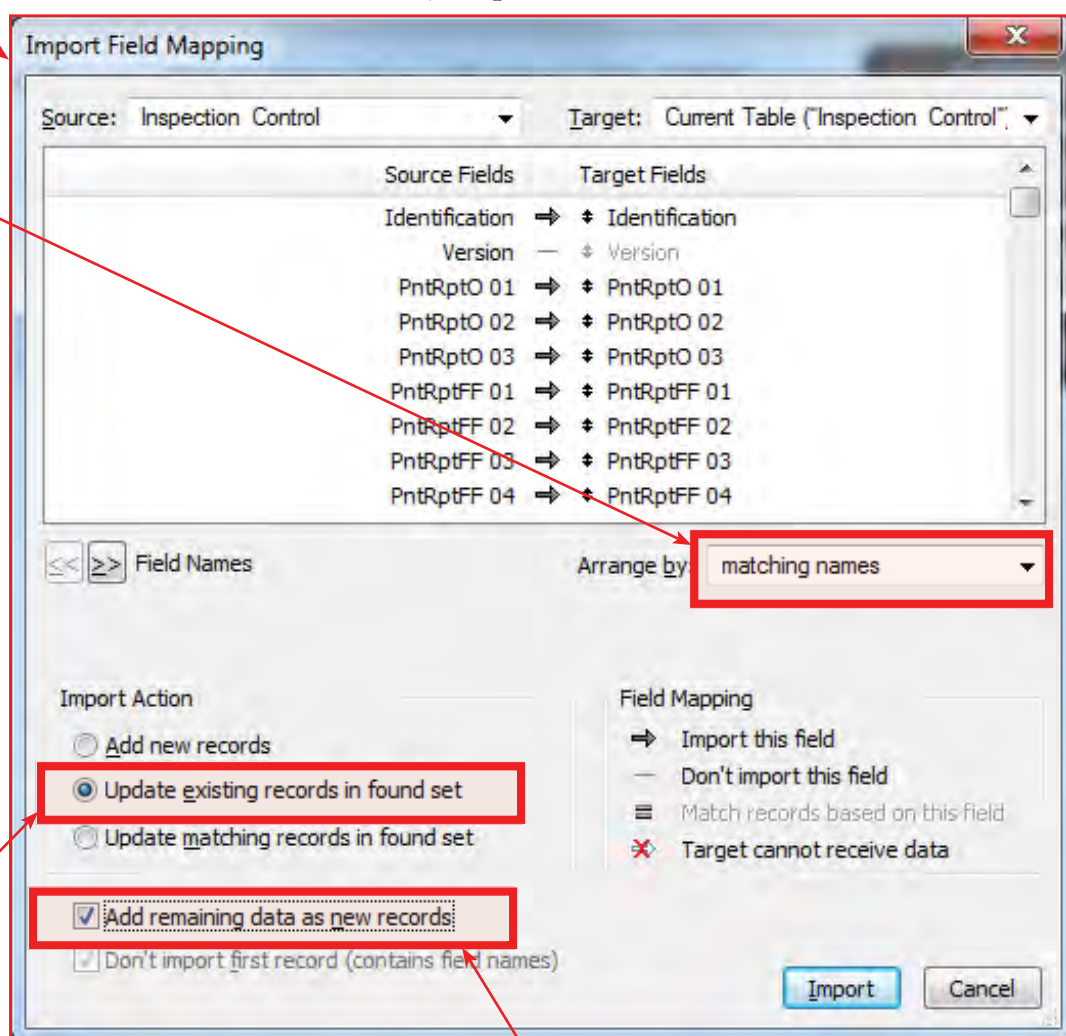
Then Click “OK”



The “Import File Mapping” window opens.

There are three very important selections to be made.

1.
“Arrange by:”
“matching names”

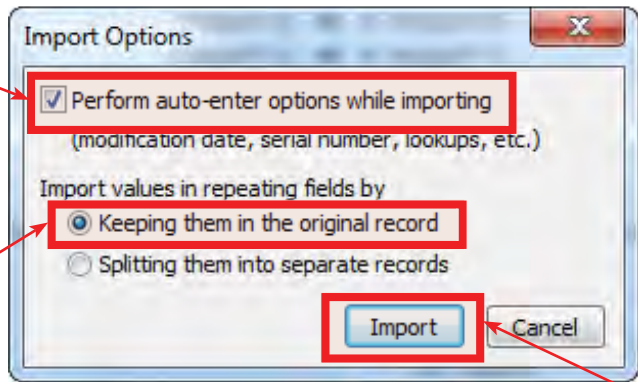


2.
In the “Import Action” box check the radio button
“Update existing records in found set”

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

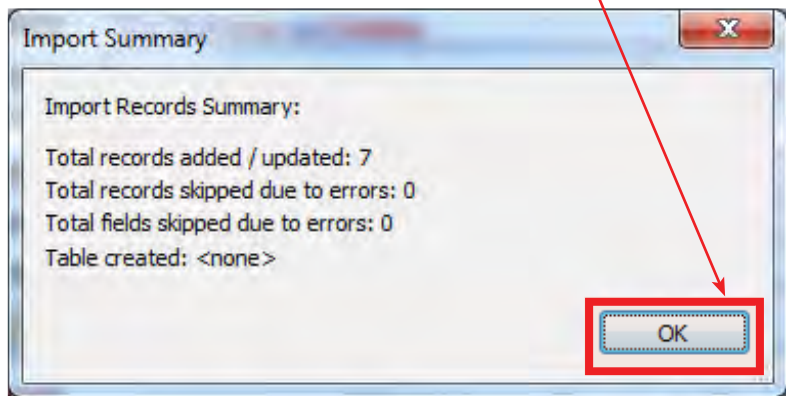
and



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

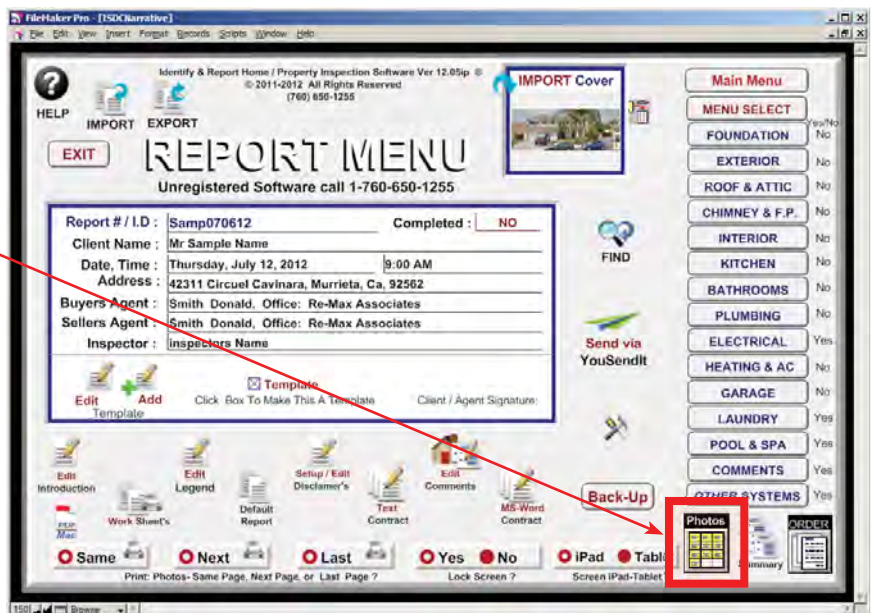
Then Select “Import”

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

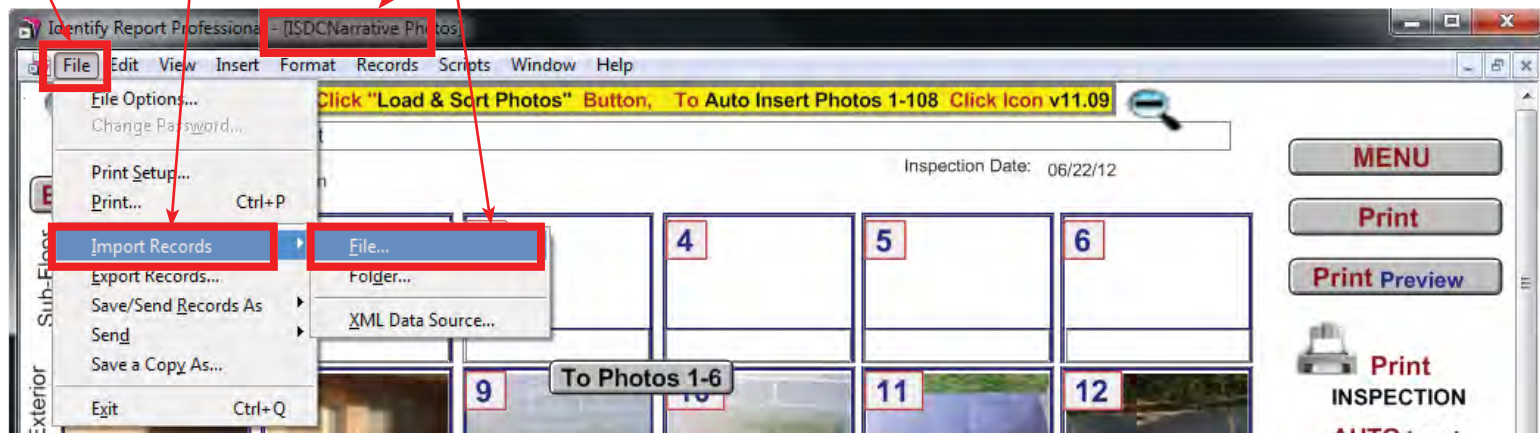


Finally we will import “ISDCNarrative Photos.User” from “Identify & Report Professional v12.05i”

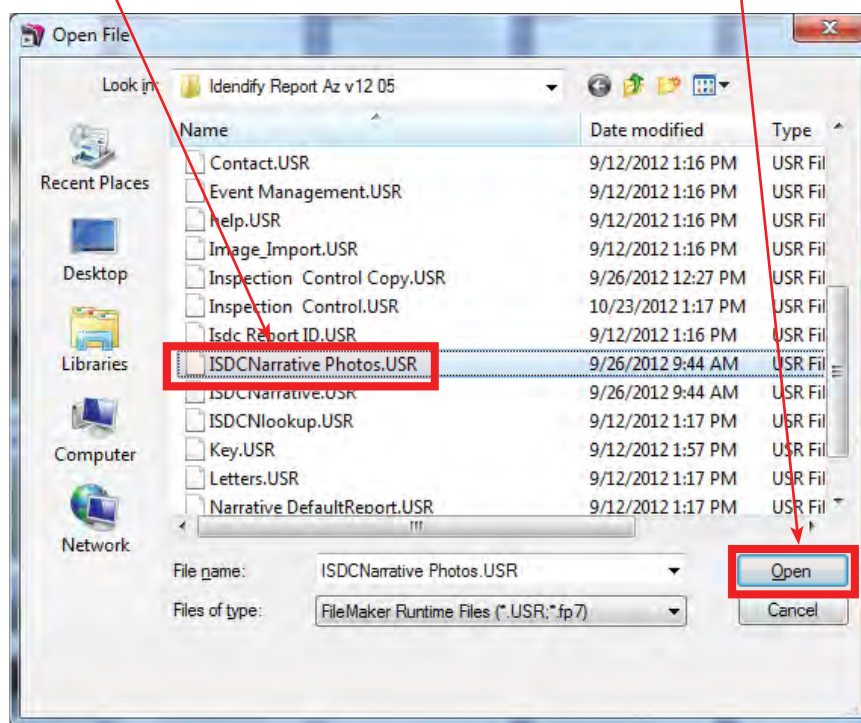
Select “PHOTOS” icon



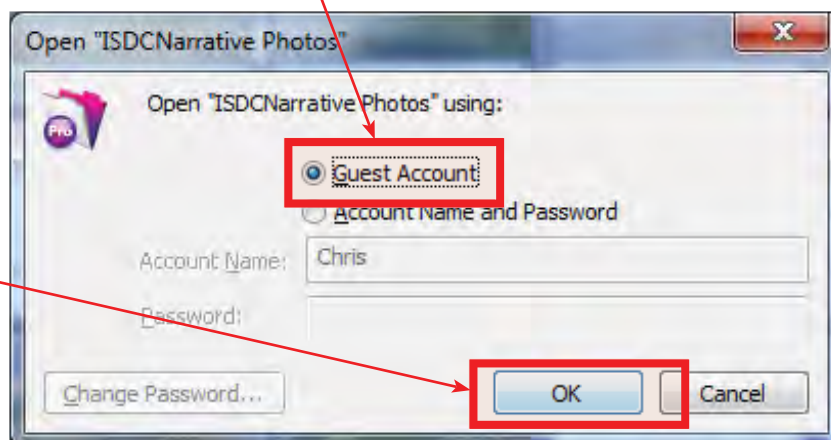
The Photo Library Window opens.
Check to see that you are at [ISDCNarrative]
On the Toolbar select:
File → Import Records → File



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



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

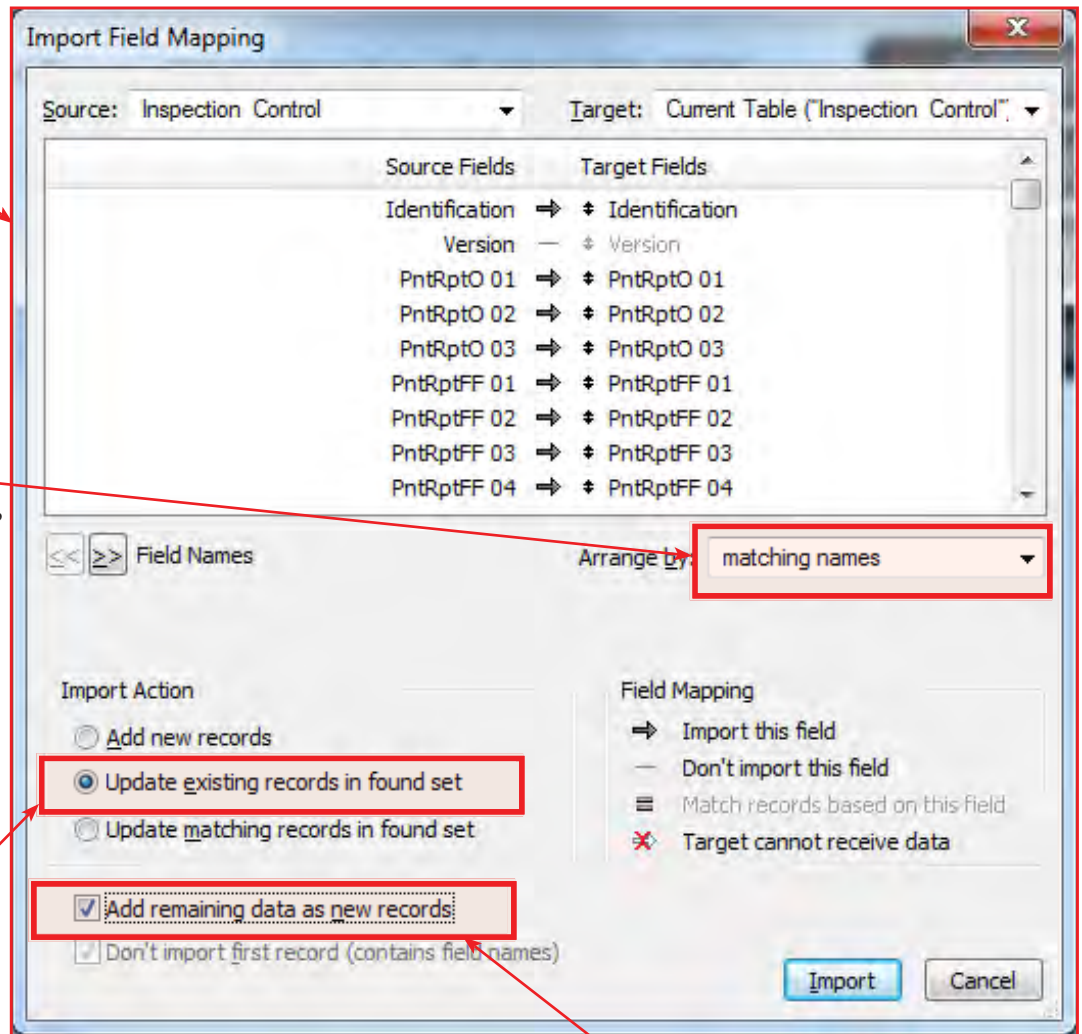


Then Click “OK”

There are three very important selections to be made.

The “Import File Mapping” window opens.

1.
“Arrange by:”
“matching names”



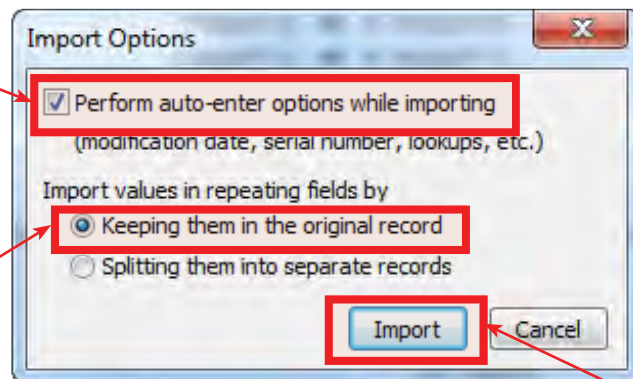
2.
In the “Import Action” box check the radio button
“Update existing records in found set”

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

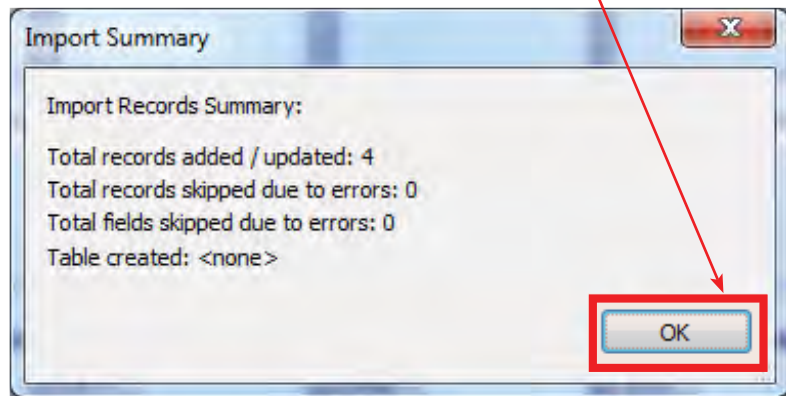
and



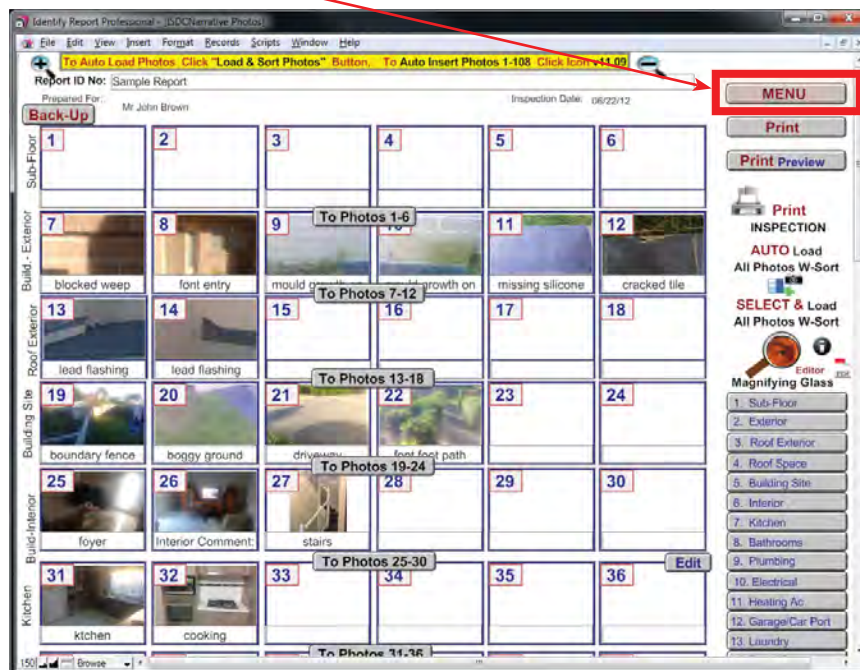
under the “Import values in repeating fields by
Keeping them in the original record” radio button is checked.

Then Select “Import”

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

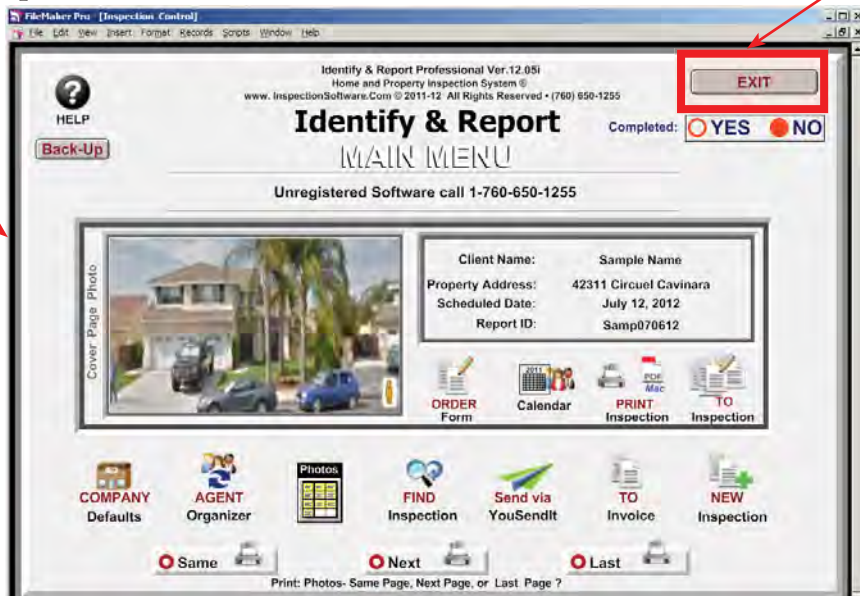


Select “MENU”



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