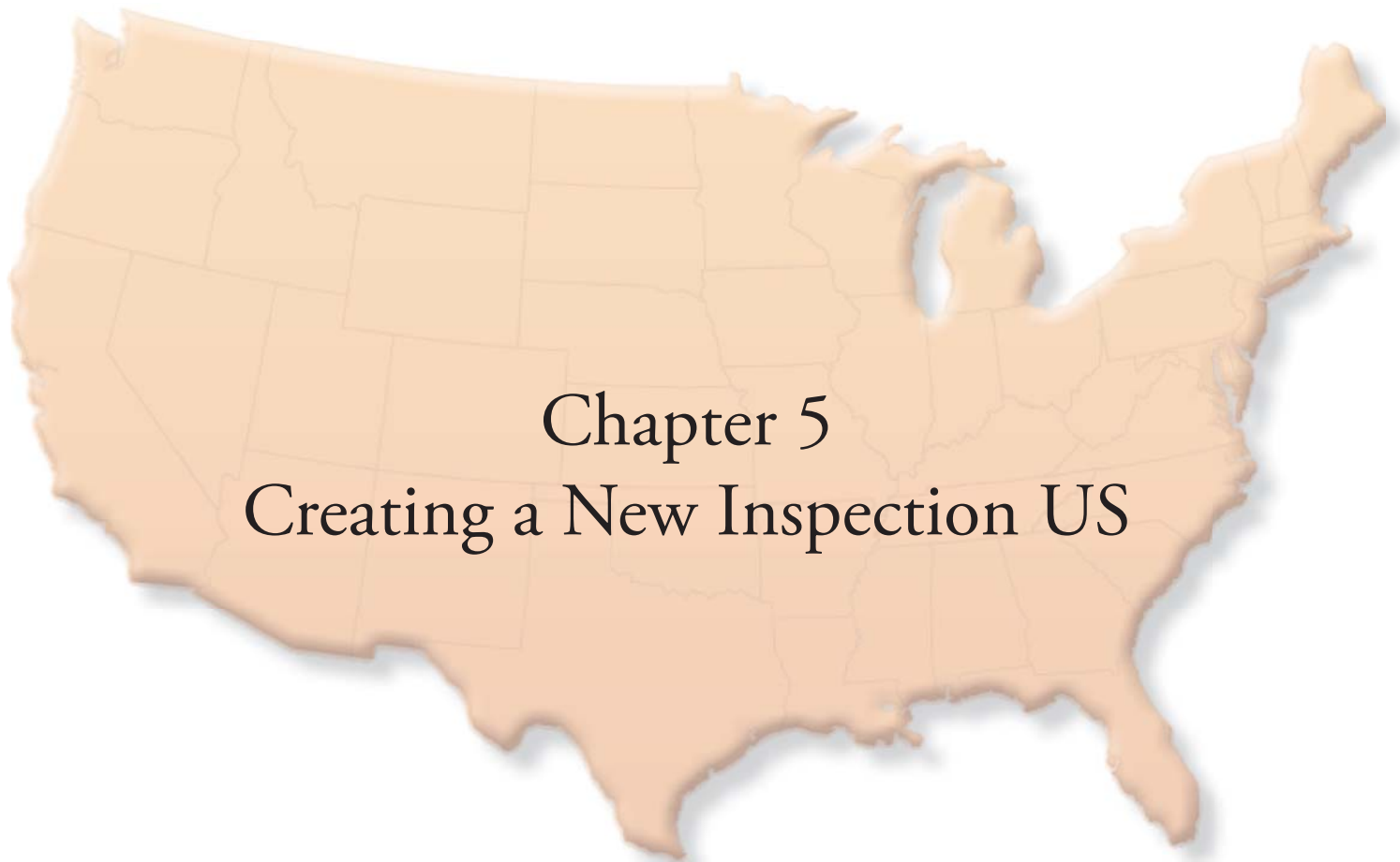


# *Identify & Report Professional*

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



## Chapter 5 Creating a New Inspection US



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

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# Identify & Report Professional

## Creating a New Inspection

A professional inspection is as easy as one click.

The *Identify & Report Professional* inspection program is designed to create professional inspections each and every time. The program uses a Default Report inspection as a standard template for the creating inspections.

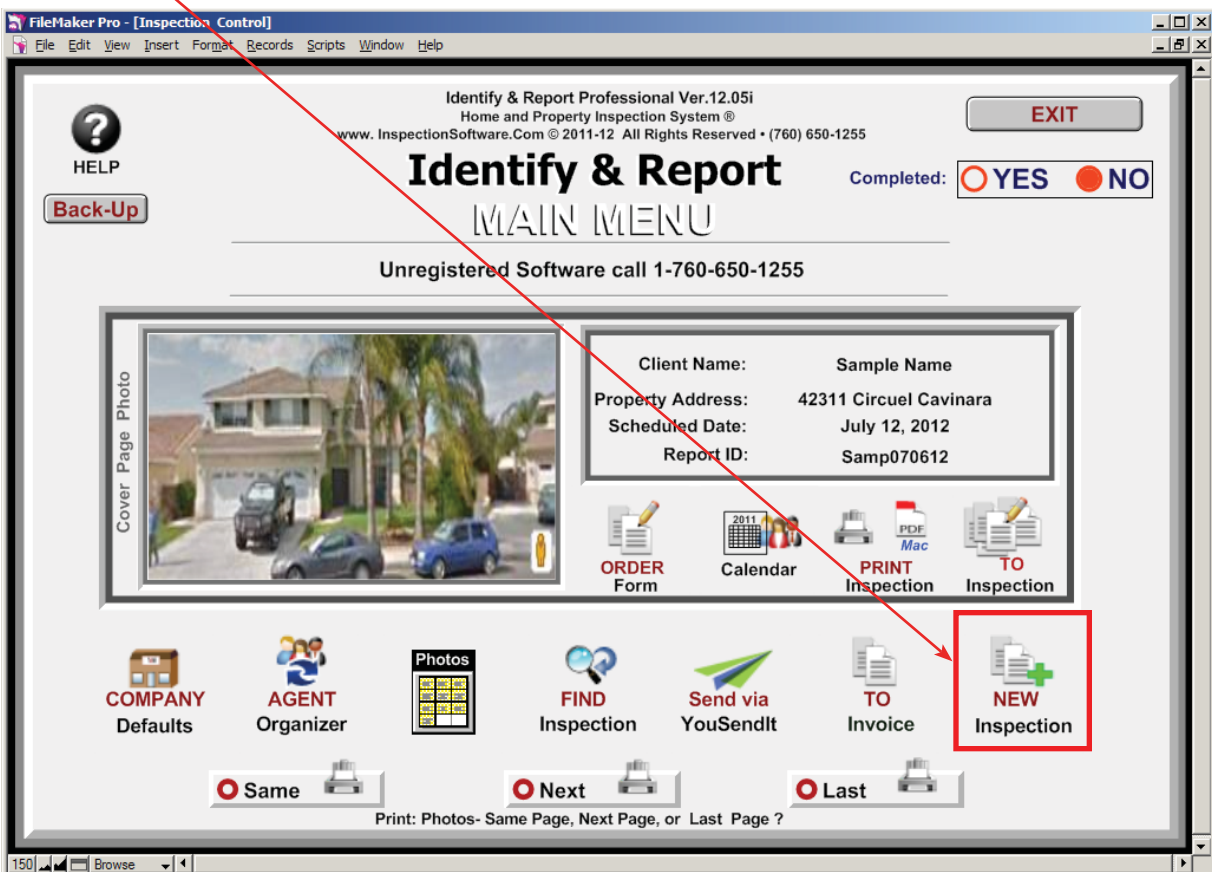
This Default Report inspection may be modified to meet the user's requirements by selecting the Default Report at the

Find Inspection screen and entering/editing data as desired.

The Default Report is essential to the operation of the program and should never be deleted.

### Starting an Inspection (Non-Template)

1. Click on the "New Inspection" button at the Main Menu.



2.

First Enter a New Report ID Number:

**The best ID Report Number Format**

Use the first three letters of last name then the date of the scheduled inspection.

**Example:**

Clients name: Bill Jones

Scheduled inspection date: May 5, 2012

Recommended ID Number

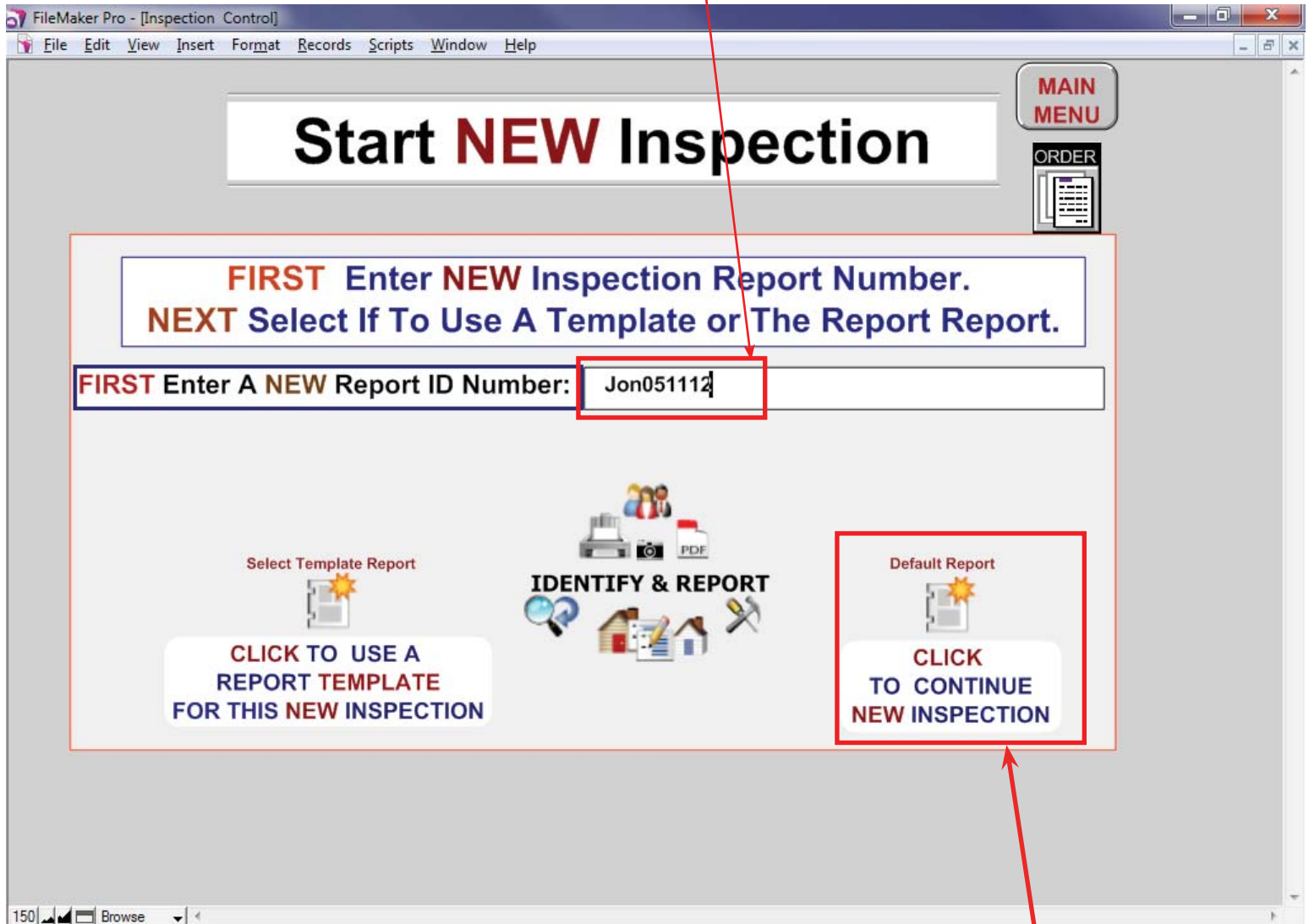
Jon051112

If you are inspecting

Mutable units just

Add u1, u2.etc...

Jon051112u2



3. Select continue

Very important:

Only use Letters and Numbers for Report ID Numbers.

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

4. Enter required information on the order form.

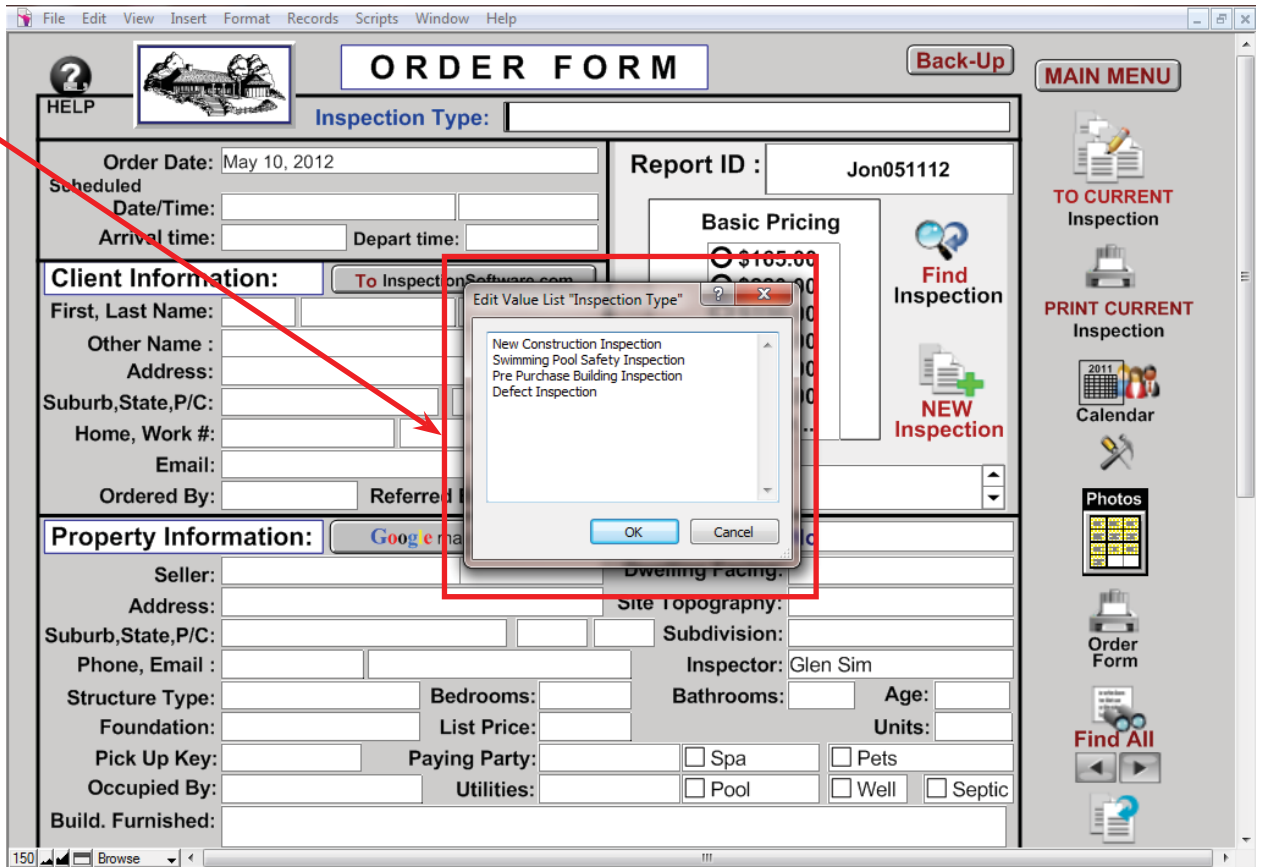
The screenshot shows the 'ORDER FORM' interface in FileMaker Pro. The form is divided into several sections: 'Client Information', 'Property Information', and 'Basic Pricing'. The 'Inspection Type' dropdown menu is highlighted with a red box, and a red arrow points to it from the text above. The 'Basic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

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

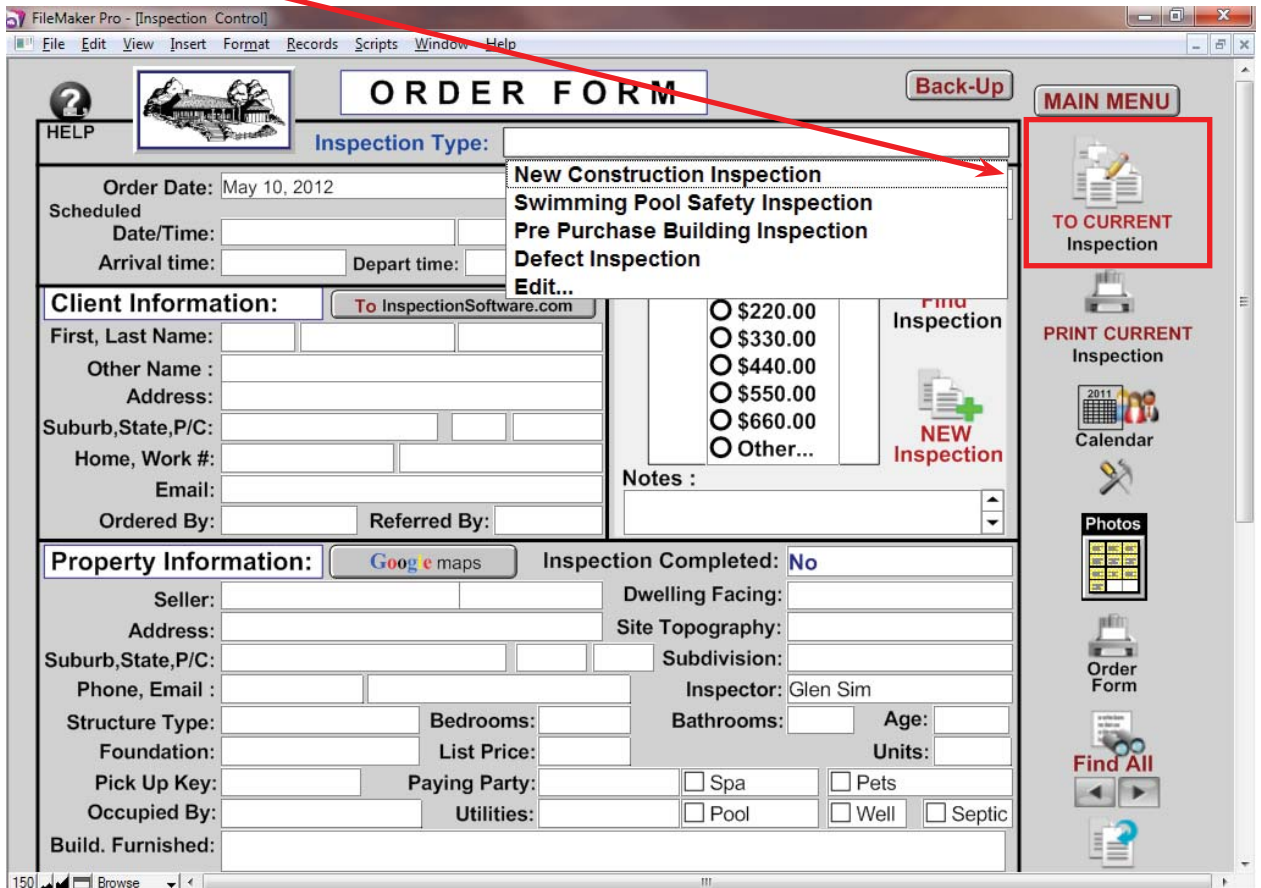
The screenshot shows the 'ORDER FORM' interface in FileMaker Pro with the 'Inspection Type' dropdown menu open. The menu is highlighted with a red box, and a red arrow points to the 'Edit...' button at the bottom of the menu. The menu options are: 'New Construction Inspection', 'Swimming Pool Safety Inspection', 'Pre Purchase Building Inspection', 'Defect Inspection', and 'Edit...'. The 'Basic Pricing' section is visible in the background, showing options from \$220.00 to \$660.00, plus an 'Other...' option.



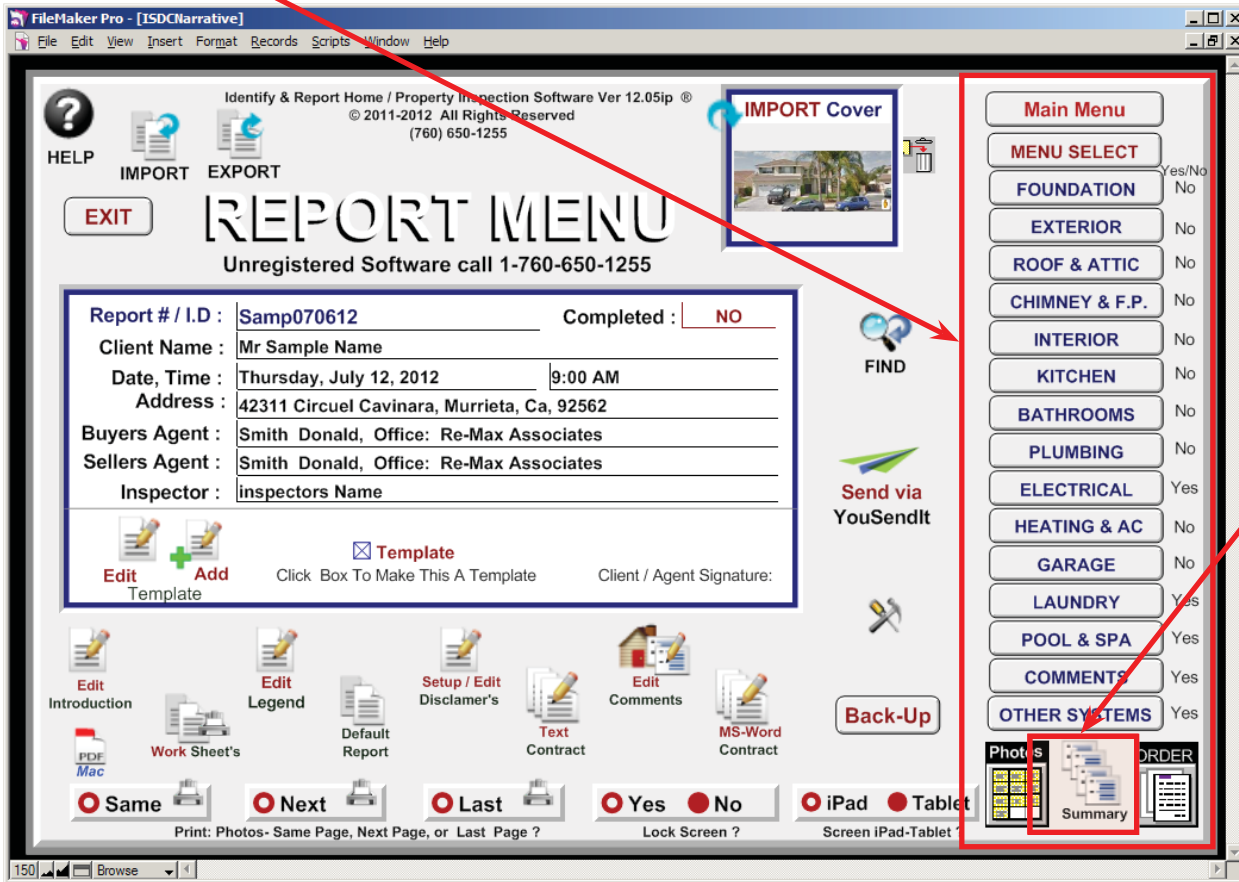
6. The edit window will open, you can remove, add or modify any statement as you would like. Then reselect the field to auto enter the information.



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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or Email:  
Support@InspectionSoftware.com**

