

This document is to show you how to
“Select Report Category”
using the

Australia Identify & Report Professional v12.00



Click on icon of
category
Example:
For this example we
will use “Sub-Floor
Identifiers”

FileMaker Pro - [JSDCNarrative]

File Edit View Insert Format Records Scripts Window Help

Identify & Report Professional Australia Ver.12.01i
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REPORT MENU
AWESIM Pty Ltd , 0419 600063

Report # / I.D : Jon051112 Completed : No

Client Name : Bill Jones

Date, Time : May 11 2012 10:00

Address : 123 Any Street, Your City, NSW, 1875

Buyers Agent :
Sellers Agent :
Inspector : Glen Sim

Client / Agent Signature:

Edit Template Add Template Click Box To Make This A Template.

Print Inspection

Inspector's Notes

Send via YouSendIt

FIND

Photos ORDER

Edit Introduction Edit Legend Setup / Edit Disclaimer's Edit Comments MS-Word Contract

WORK Sheet's Default Report Text Contract

EXIT Back-Up iPad Tablet Lock Unlock Yes No Set Screen Fromat Lock Screen Set Photos Same Page

MAIN MENU
MENU SELECT

- 1. Sub-Floor No
- 2. Building Exterior No
- 3. Roof Exterior No
- 4. Roof Space No
- 5. Building Site No
- 6. Interior No
- 7. Kitchen No
- 8. Bathroom No
- 9. Plumbing No
- 10. Electrical No
- 11. Heating Ac No
- 12. Garage/Car Port No
- 13. Laundry No
- 14. Pool / Spa No
- 15. Limitations No
- 16. Cracks No

To Summary

The “Sub-Floor” category
window opens.

FileMaker Pro - [JSDCNarrative]

File Edit View Insert Format Records Scripts Window Help

Report Identification: Jon051112 Completed : Yes No

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

Sub Floor Identifiers:

SUBFLOOR TYPE

UNDER FLOOR ACCESS

ANCHORING / BRACING

STRUCTURE TYPE

Foundation Photos

ADD Comments To Summary

Menu
MENU SELECT

- 1. Sub-Floor No
- 2. Building Exterior No
- 3. Roof Exterior No
- 4. Roof Space No
- 5. Building Site No
- 6. Interior No
- 7. Kitchen No
- 8. Bathroom No
- 9. Plumbing No
- 10. Electrical No
- 11. Heating Ac No
- 12. Garage/Car Port No
- 13. Laundry No
- 14. Pool / Spa No
- 15. Limitations No
- 16. Cracks No

Header Layout

Report Identification: Jon051112

Completed : Yes No

Photos

SUB FLOOR

Summary

Menu

MENU SELECT

1. Report ID Number
2. Completed Category "Yes or No" switch
3. Photo Library icon
4. Witch category you are inspecting.
5. This icon generates you PDF report using "pdf Factory"
6. This icon takes you to the report summary
7. This icon takes you to "Report Menu"
8. This icon "Menu Select" a summary of Report Categories.

In the category window the columns are the identifiers, click in box and a drop-down then chose.

Report Identification: Jon051112

Completed : Yes No

Photos

SUB FLOOR

Summary

Menu

MENU SELECT

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

Sub Floor Identifiers:

SUB-FLOOR

SUBFLOOR TYPE

UNDER FLOOR ACCESS

ANCHORING / BRACING

STRUCTURE TYPE

Foundation Photos

Preview

1. Sub-Floor	No
2. Building Exterior	No
3. Roof Exterior	No
4. Roof Space	No
5. Building Site	No
6. Interior	No
7. Kitchen	No
8. Bathroom	No
9. Plumbing	No
10. Electrical	No
11. Heating Ac	No
12. Garage/Car Port	No
13. Laundry	No
14. Pool / Spa	No
15. Limitations	No
16. Cracks	No

ADD Comments To Summary

In the category window the columns are the identifiers, click in box and a drop-down then chose.

FileMaker Pro - [ISDCNarrative]

Report Identification: Jon051112 Completed: Yes No

SUB FLOOR Summary MENU MENU SELECT

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

Sub Floor Identifiers:

SUB-FLOOR

SUBFLOOR TYPE

UNDER FLOOR ACCESS

ANCHORING / BRACING

STRUCTURE TYPE

Edit

Foundation Photos

Preview

1. Sub-Floor
2. Building Exterior
3. Roof Exterior
4. Roof Space
5. Building Site
6. Interior
7. Kitchen
8. Bathroom
9. Plumbing
10. Electrical
11. Heating Ac
12. Garage/Car Port
13. Laundry
14. Pool / Spa
15. Limitations
16. Cracks

ADD Comments To Summary

In the category window the columns are the identifiers, click in box and a drop-down then chose.

FileMaker Pro - [ISDCNarrative]

Report Identification: Jon051112 Completed: Yes No

SUB FLOOR Summary MENU MENU SELECT

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

Sub Floor Identifiers:

SUB-FLOOR

SUBFLOOR TYPE

UNDER FLOOR ACCESS

ANCHORING / BRACING

STRUCTURE TYPE

Edit

Foundation Photos

Preview

1. Sub-Floor
2. Building Exterior
3. Roof Exterior
4. Roof Space
5. Building Site
6. Interior
7. Kitchen
8. Bathroom
9. Plumbing
10. Electrical
11. Heating Ac
12. Garage/Car Port
13. Laundry
14. Pool / Spa
15. Limitations
16. Cracks

ADD Comments To Summary

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.

FileMaker Pro - [JSDCNarrative]

Report Identification: Jon051112 Completed: Yes No

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

SUB-FLOOR Report: Foundation Slab Comments

REPORT COMMENTS

Spell-Check Comment

Preview

- 1. Sub Floor No
- 2. Building Exterior No
- 3. Roof Exterior No
- 4. Roof Space No
- 5. Building Site No
- 6. Interior No
- 7. Kitchen No
- 8. Bathroom No
- 9. Plumbing No
- 10. Electrical No
- 11. Heating Ac No
- 12. Garage/Car Port No
- 13. Laundry No
- 14. Pool / Spa No
- 15. Limitations No
- 16. Cracks No

5 6

3 4

1 2

Recommend

Copy to Report

MAJOR DEFECT

Click To View Slab Comment Selection

Foundation Photos

Edit

Delete

ADD Comments To Summary

The icon with the camera in it = See Photo #

FileMaker Pro - [JSDCNarrative]

Report Identification: Jon051112 Completed: Yes No

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

SUB-FLOOR Report: Foundation Slab Comments

REPORT COMMENTS

MAJOR DEFECT

Spell-Check Comment

Preview

- 1. Sub Floor No
- 2. Building Exterior No
- 3. Roof Exterior No
- 4. Roof Space No
- 5. Building Site No
- 6. Interior No
- 7. Kitchen No
- 8. Bathroom No
- 9. Plumbing No
- 10. Electrical No
- 11. Heating Ac No
- 12. Garage/Car Port No
- 13. Laundry No
- 14. Pool / Spa No
- 15. Limitations No
- 16. Cracks No

5 6

3 4

1 2

Recommend

See Photo #

Copy to Report

Click To View Slab Comment Selection

Foundation Photos

Edit

Delete

ADD Comments To Summary

Click in Box
"Click to view slab
Comment selection"

FileMaker Pro - [JSDCNarrative]

Report Identification: Jon051112 Completed: Yes No

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

SUB-FLOOR Report: Foundation Slab Comments

REPORT COMMENTS Spell-Check Comment

5 6 3 4 1 2 Recommend

Copy to Report

Click To View Slab Comment Selection

Foundation Photos

Edit Delete ADD Comments To Summary

Preview

- 1. Sub Floor No
- 2. Building Exterior No
- 3. Roof Exterior No
- 4. Roof Space No
- 5. Building Site No
- 6. Interior No
- 7. Kitchen No
- 8. Bathroom No
- 9. Plumbing No
- 10. Electrical No
- 11. Heating Ac No
- 12. Garage/Car Port No
- 13. Laundry No
- 14. Pool / Spa No
- 15. Limitations No
- 16. Cracks No

Chose the comment
from the list that you
have view.

FileMaker Pro - [JSDCNarrative]

Report Identification: Jon051112 Completed: Yes No

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

SUB-FLOOR Report: Foundation Slab Comments

REPORT COMMENTS Spell-Check Comment

MAJOR DEFECT

5 6 3 4 1 2 Recommend

Copy to Report

Foundation Photos

Edit Delete ADD Comments To Summary

Preview

- 1. Sub Floor No
- 2. Building Exterior No
- 3. Roof Exterior No
- 4. Roof Space No
- 5. Building Site No
- 6. Interior No
- 7. Kitchen No
- 8. Bathroom No
- 9. Plumbing No
- 10. Electrical No
- 11. Heating Ac No
- 12. Garage/Car Port No
- 13. Laundry No
- 14. Pool / Spa No
- 15. Limitations No
- 16. Cracks No

FS1100 SLAB FOUNDATION

FS1101 Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.

FS1102 Slab Foundation: Slab not visible due to floor covering. No damage found.

FS1103 Slab Foundation: This House has undergone extensive remodeling.

FS1104 Slab Foundation:

FS1105 Slab Foundation: Slab cracks found. No adjacent damage observed.

FS1106 Slab Foundation: Slab not visible due to floor covering. Damage found. (2)

FS1107 Exterior Foundation: Recommend trimming / removal of all vegetation within 18 inches of exterior walls.

FS1108 Exterior Foundation: Tree / Plant roots found getting close to foundation at.

FS1109 Exterior Foundation: Tree Roots found damaging / displacing foundation wall at: **** (1) (2)

FS1110 Slab Foundation:

Click the
The “Copy to Report”
icon will also copy the
Recommendations to
the Report.

FileMaker Pro - [JSDCNarrative]

Report Identification: Jon051112 Completed: Yes No

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

SUB-FLOOR Report: Foundation Slab Comments

REPORT COMMENTS

MAJOR DEFECT

Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.

FS1101 Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.

Copy to Report

Foundation Photos

ADD Comments To Summary

This will place the
comment you have
chosen into the “Report
Comment” area.

The list of comments
pops up again so you
can chose another
comment to build the
report.

FileMaker Pro - [JSDCNarrative]

Report Identification: Jon051112 Completed: Yes No

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

SUB-FLOOR Report: Foundation Slab Comments

REPORT COMMENTS

MAJOR DEFECT

Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.

FS1100 SLAB FOUNDATION

FS1101 Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.

FS1102 Slab Foundation: Slab not visible due to floor covering. No damage found.

FS1103 Slab Foundation: This House has undergone extensive remodeling.

FS1104 Slab Foundation:

FS1105 Slab Foundation: Slab cracks found. No adjacent damage observed.

FS1106 Slab Foundation: Slab not visible due to floor covering. Damage found. (2)

FS1107 Exterior Foundation: Recommend trimming / removal of all vegetation within 18 inches of exterior walls.

FS1108 Exterior Foundation: Tree / Plant roots found getting close to foundation at

FS1109 Exterior Foundation: Tree Roots found damaging / displacing foundation wall at: **** (1) (2)

FS1110 Slab Foundation:

Foundation Photos

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)

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”

Comment “Lookup” Window

Add New Comments icon

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

All Comments are sorted by the first Numeric number.

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.

FileMaker Pro - [ISDCNlookup]

Sub Floor - SLAB

Comment

NEW Comment

EDIT MAIN

RETURN

COMMENT DESCRIPTION : FS1100 Slab Foundation

COMMENT : Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.

COMMENT DESCRIPTION : FS1101 Slab Foundation: Slab not visible due to floor covering. No damage

COMMENT : Slab Foundation: Slab was not visible due to carpet / floor coverings. No adjacent damage found.

COMMENT DESCRIPTION : FS1102 Slab Foundation: This House has undergone extensive remodeling.

COMMENT : Slab Foundation: This House has undergone extensive remodeling / rebuilding / replacement of original interior / exterior / mechanical / electrical / appliance / plumbing / heating / cooling/AC / & a number of

COMMENT DESCRIPTION : FS1103 Slab Foundation:

COMMENT : Slab Foundation:

COMMENT DESCRIPTION : FS1104 Slab Foundation: Slab cracks found. No adjacent damage observed.

COMMENT : Slab Foundation: Slab cracks found at several areas. Most slabs experience some cracking due to normal drying / shrinkage. No adjacent damage was found. (2)

COMMENT DESCRIPTION : FS1105 Slab Foundation: Slab not visible due to floor covering. Damage

COMMENT : Slab Foundation: Slab was not visible due to carpet / floor coverings. Recommend further evaluation by removal of floor coverings due the presents of unusual cracks / uneven surfaces. (2)

COMMENT DESCRIPTION : FS1106 Exterior Foundation: Recommend trimming / removal of all

COMMENT : Exterior Foundation: Recommend trimming / removal of all vegetation within 450mm of exterior walls and foundation footings to prevent moisture damage / deterioration / insect / pest intrusion. (2) (5)

COMMENT DESCRIPTION : FS1107 Exterior Foundation: Tree / Plant roots found getting close to

COMMENT : Exterior Foundation: Recommend trimming / removal of tree / plant roots found close to foundation at: *** (2)

COMMENT DESCRIPTION : FS1108 Exterior Foundation: Tree Roots found damaging / displacing

COMMENT : Exterior Foundation: Tree Roots found damaging / displacing foundation wall at: **** (1) (4)

COMMENT DESCRIPTION : FS1109 Slab Foundation:

COMMENT : Slab Foundation Comment:

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.

FileMaker Pro - [ISDCNNarrative]

Report Identification: Jon051112

Completed: Yes No

Photos

SUB FLOOR

Report: Foundation Slab Comments

Spell-Check Comment

REPORT COMMENTS

MAJOR DEFECT

Foundation Photos

Edit

To edit
“Photos Comments”
Window see “Comment
“Lookup” Window” →

FileMaker Pro - [ISDCNlookup]

File Edit View Insert Format Records Scripts Window Help

Sub Floor - PHOTOS COMMENTS

NEW Comment EDIT MAIN RETURN

COMMENT DESCRIPTION : FC1000 FOUNDATION & STRUCTURE COMMENTS
COMMENT : FOUNDATION & STRUCTURE COMMENTS

COMMENT DESCRIPTION : FC1001 FOUNDATION & STRUCTURE COMMENTS
COMMENT : FOUNDATION & STRUCTURE COMMENTS

COMMENT DESCRIPTION : FC1002 FOUNDATION & STRUCTURE COMMENTS
COMMENT : FOUNDATION & STRUCTURE COMMENTS

COMMENT DESCRIPTION : FC1013 FOUNDATION & STRUCTURE COMMENTS
COMMENT : FOUNDATION & STRUCTURE COMMENTS

Photos

Set you camera to a low resolution for all pictures. To Upload photos to “Photos IdentifyReport Upload Only” folder just images no **Sub-Folders**. Click on the icon on the desktop this will open the Photo Folder just drag and drop. Now Identify Report has access to images.



FileMaker Pro - [ISDCNnarrative]

File Edit View Insert Format Records Scripts Window Help

Report Identification: Jon051112 Completed: Yes No

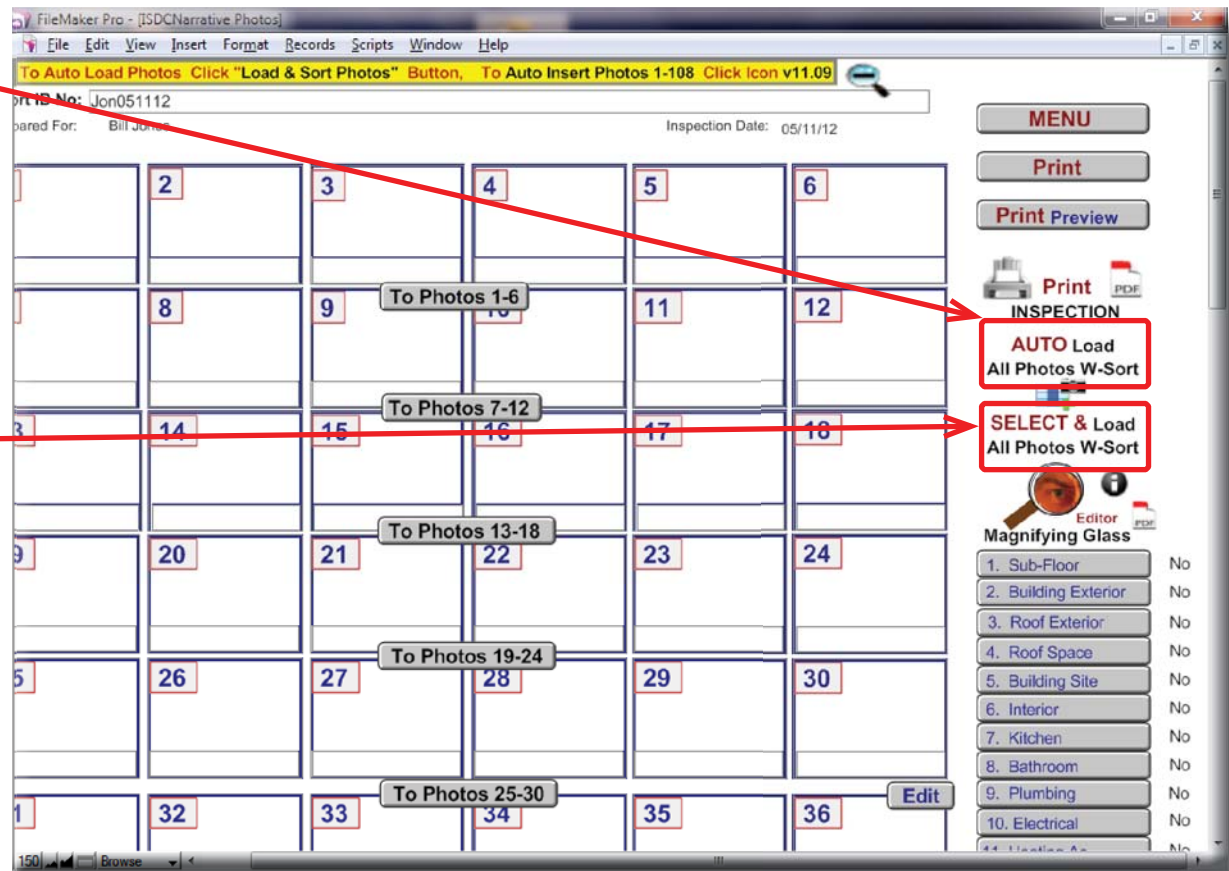
SUB FLOOR Summary Menu

Photos MENU SELECT

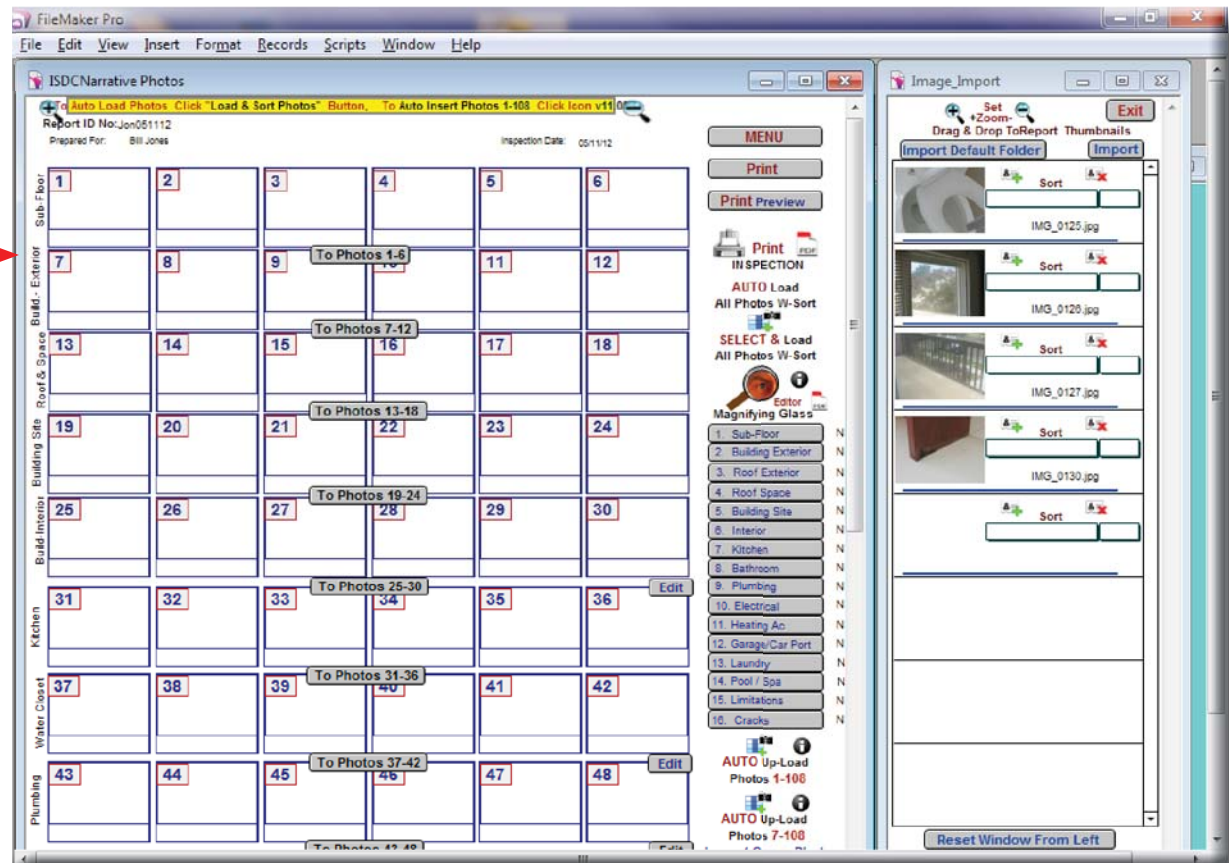
Click
Photo Library icon

Click the
"Auto Load" icon

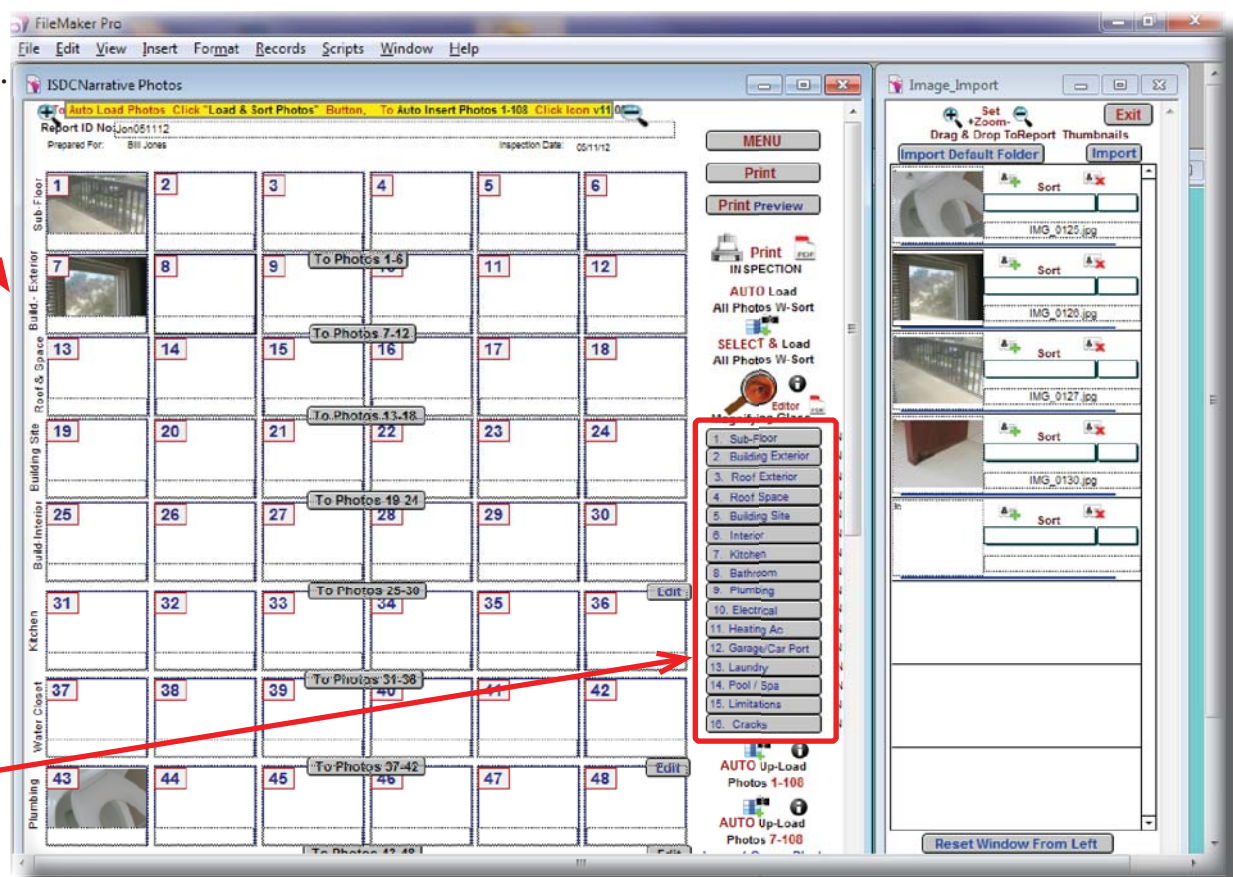
Click to look up your
photo folder.



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



Drag and Drop Photos to where you want then.

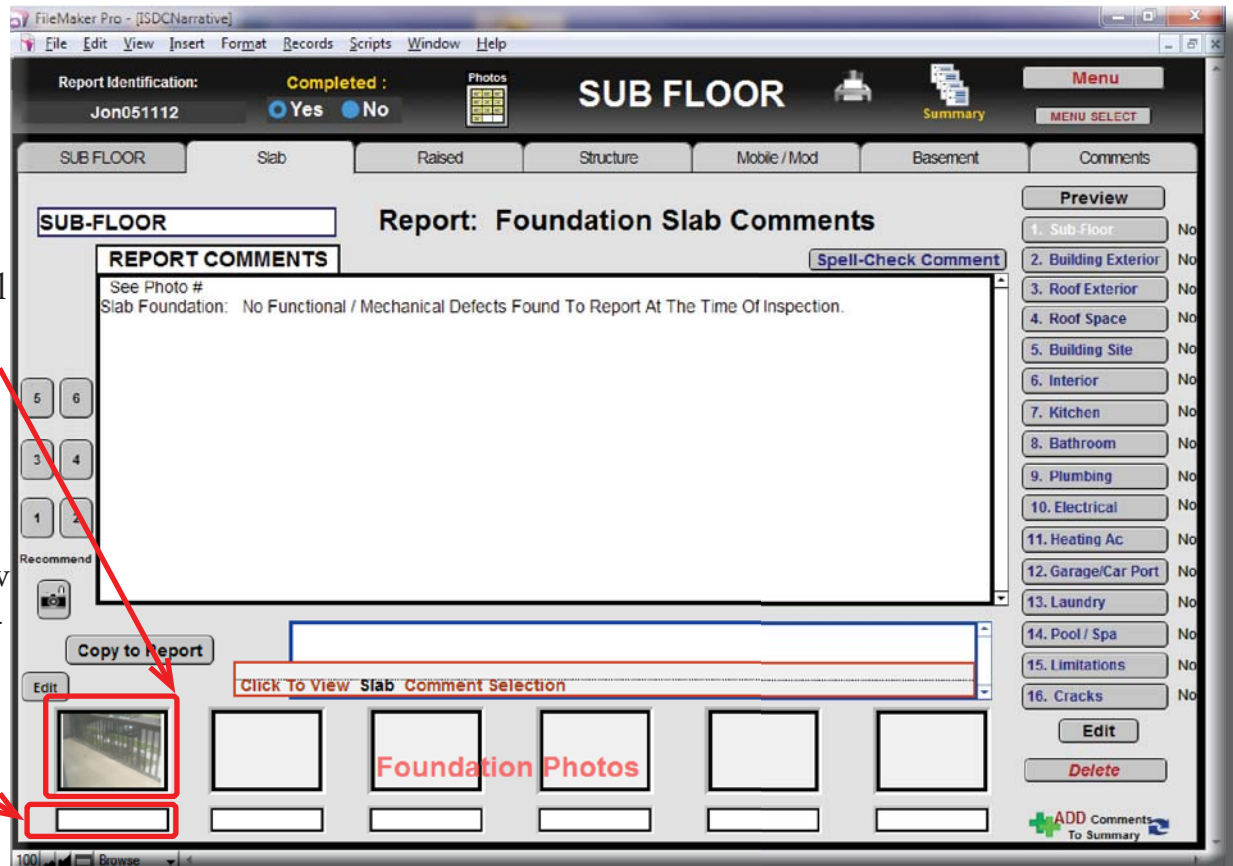


After you have placed the images where you want then. Click on Category icon to return to Report.

The picture is now loaded to where you want it.

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.

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



Click icon
“Add Comments to
Summery”

THEN

Click on the
“Summary” icon to
review your Summary
Page.

FileMaker Pro - [JSDCNarrative]

Report Identification: Jon051112 Completed: Yes No

SUB FLOOR Slab Raised Structure Mobile / Mod Basement Comments

SUB-FLOOR Report: Foundation Slab Comments

REPORT COMMENTS

See Photo # Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.

Foundation Photos

Click To View Slab Comment Selection

ADD Comments To Summary

This is the summary
page, click to edit
summary title,
“Comments and Notes”

FileMaker Pro - [JSDCNarrative]

SUMMARY AWESIM Pty Ltd, 0419 600063

Report #: Jon051112 PG Box 442 Moorebank NSW 1875 0419 600063

Client: Bill Jones

Property: 123 Any Street, Your City, NSW, 1875

Inspection Date: May 11, 2012 Inspector: Glen Sim

This Action List is Only For Quick Reference And Not To Used As A Substitute For Reading The Inspection Report.

6.0 SUMMARY

The Summary Will Be The Last Part Of The P D F Inspection Report. After Building The P D F Inspection Report You Will Return To This Screen To Edit The Page Breaks Etc... On The Summary Page. After You Have Edited The Summary Page, Click On The P D F icon To Reprint. After Exiting The P D F Reader, Click On Menu Button To Return To The Inspection Report Menu

3. The condition of the building elements.

The Definitions 'Below Average', 'Average', 'Above Average' relate to the Inspector's opinion of the Overall Condition of the Building:

Below Average: The overall condition is BELOW that consistent with: similar buildings of the same age and construction.

Average: The overall condition is that consistent with similar buildings of the same age and construction.

Above Average: The overall condition is ABOVE that consistent with similar buildings of the same age and construction.

BUILDING ELEMENT	CONDITION
The Interior Of Building	Above Average / Average / Below Average
The Roof Space	Above Average / Average / Below Average
The Exterior of Building	Above Average / Average / Below Average
The Subfloor	Above Average / Average / Below Average
The Roof Exterior	Above Average / Average / Below Average
The Site	Above Average / Average / Below Average
Over All Condition	Above Average / Average / Below Average

5. General Comment Area.

The incidence of Major Defects in this Building in comparison to the average condition of similar buildings of approximately the same age that have been reasonably well maintained is considered: Low / Typical / High

The incidence of Minor Defects in this Building in comparison to the average condition of similar buildings of approximately the same age that have been reasonably well maintained is considered: Low / Typical / High

The incidence of Safety Hazards in this Building in comparison to the average condition of similar buildings of approximately the same age that have been reasonably well maintained is considered: Low / Typical / High

Menu

PRINT PREVIEW

Print Summary

Print Inspection

Send via YouSendIt

Photos ORDER

1. Sub-Floor

2. Building Exterior

3. Roof Exterior

4. Roof Space

5. Building Site

6. Interior

7. Kitchen

8. Bathroom

9. Plumbing

10. Electrical

11. Heating Ac

12. Garage/Car Port

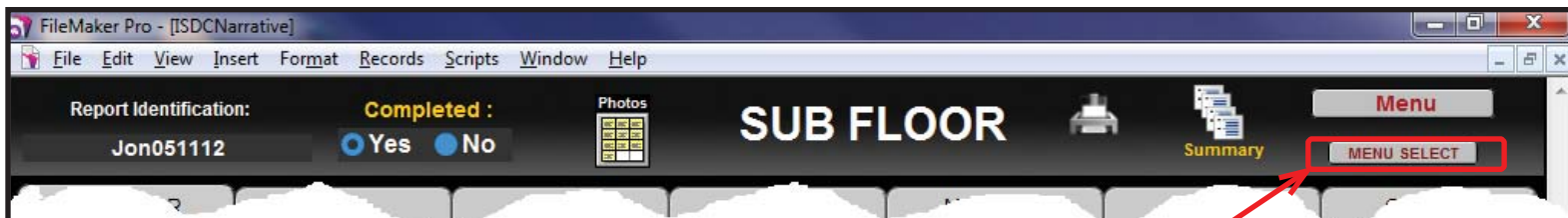
13. Laundry

14. Pool / Spa

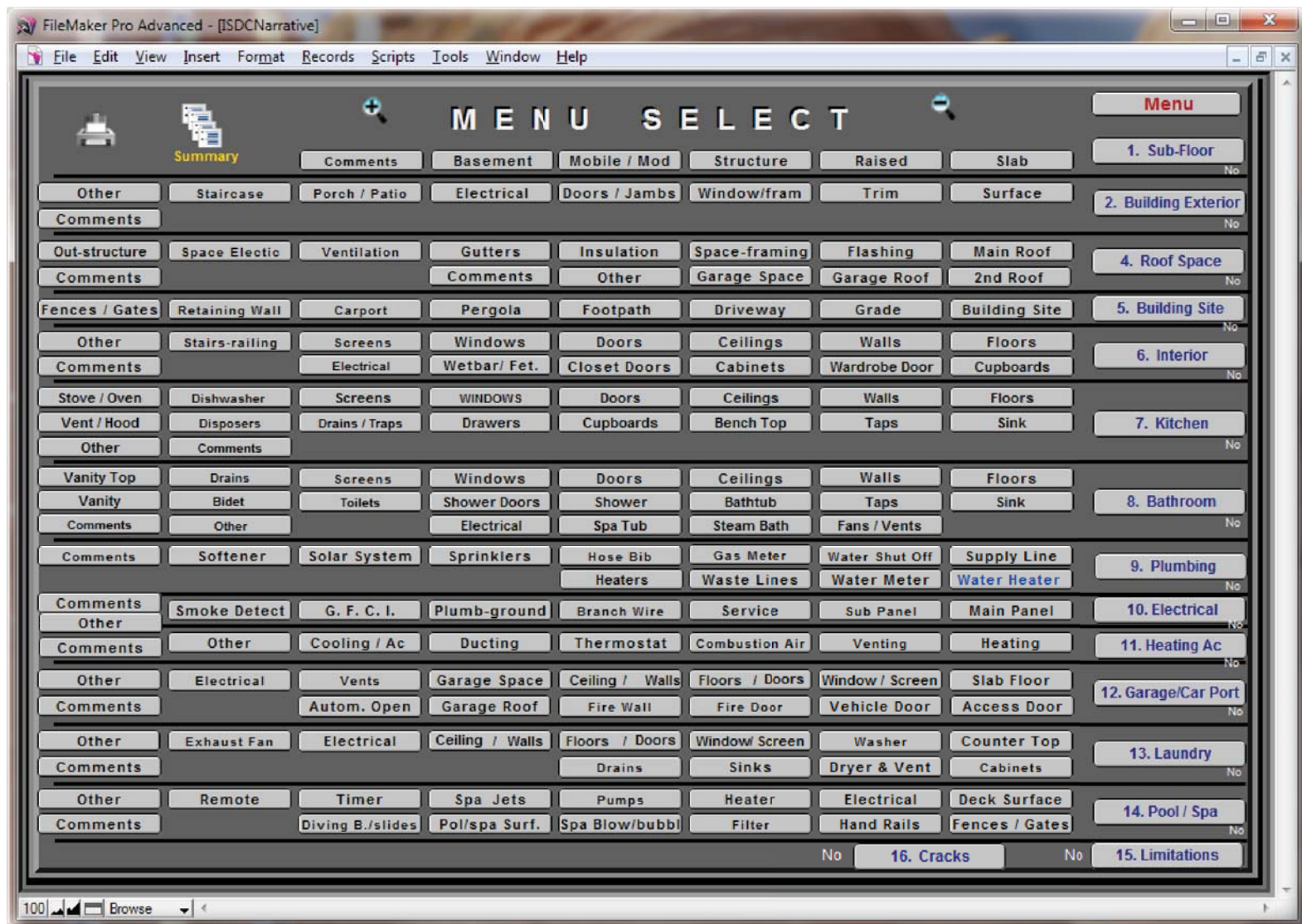
15. Limitations

16. Cracks

After you have Review
your summery. Click on
Category icon to return
to Report Entry screen.



Click the "Menu Select" icon to open



Menu Select is a fast way from one screen to Select any Category or Sub-Category screen with one Click. (Sample: Walking through the Property or Building the Inspector can Click on KITCHEN, Sink button, select the current comment then go back to the Menu Select screen and as the Inspector walks by Heating Unit, Click on HEATING, Filter, and select the current comment and return back to the Menu Select screen, For new Identify & Report users this is a good way to learn what Sub-Categories are on each Category.

To generate a
Inspection Report click
printer icon.

FileMaker Pro - [ISDCNarrative]

Report Identification: Jon061112 Completed: Yes No

SUB FLOOR

REPORT COMMENTS

See Photo # Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.

Foundation Photos

Click To View Slab Comment Selection

NOTE:
Always use pdf Factory
as you default printer.

Click "OK"

FileMaker Pro - [ISDCNarrative]

Report Identification: Jon061112 Completed: Yes No

SUB FLOOR

REPORT COMMENTS

See Photo # Slab Foundation: No Functional / Mechanical Defects Found To Report At The Time Of Inspection.

Foundation Photos

Click To View Slab Comment Selection

Print

Print: Current record

Printer: pdfFactory

Status: Ready

Type: pdfFactory 4

Where: FPP4:

Comment:

Print range: All

Pages: from: 1 to: 1

Number pages from: 1

Copies: Number of copies: 1

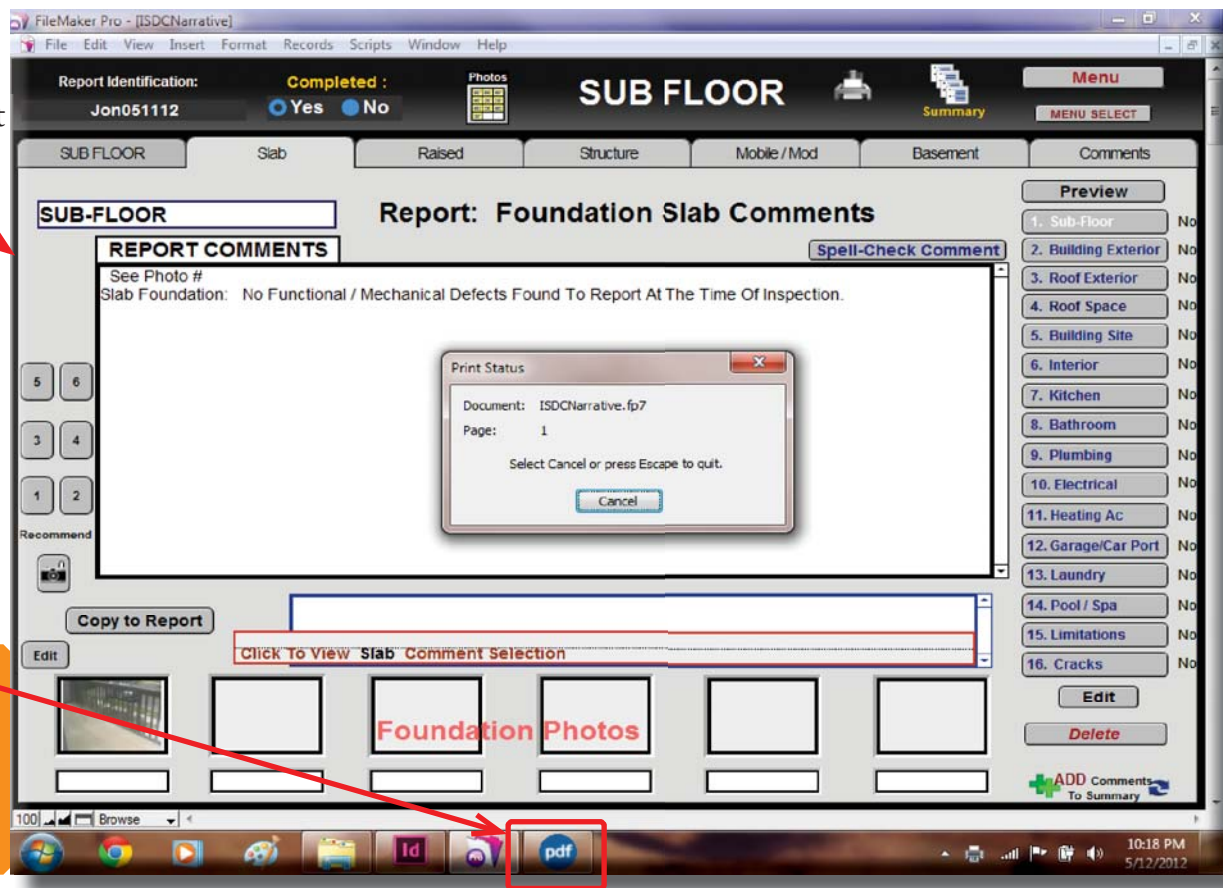
Collate

Print to file

OLE: Update all Links before printing

OK

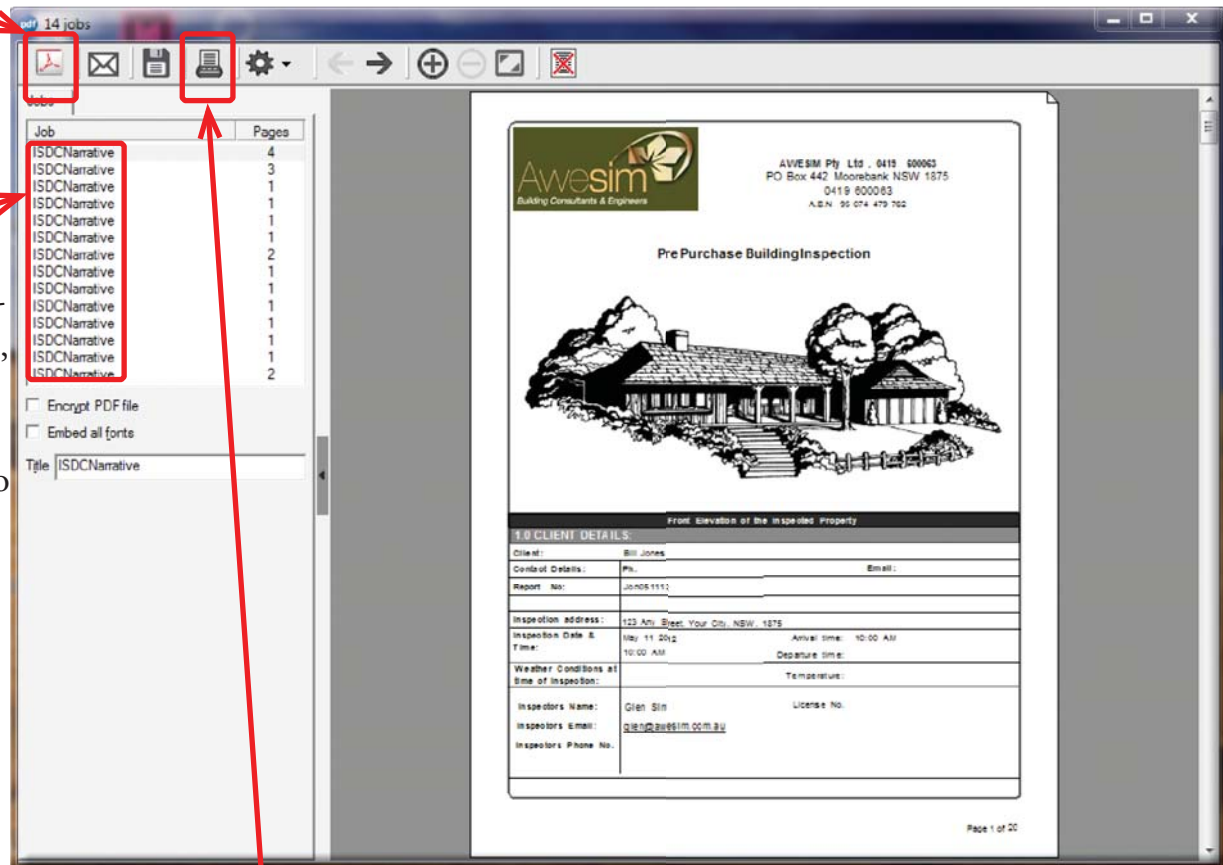
As the Inspection Report is being generated this screen appears don't need to do anything.



Important:

If the pdf factory screen does not come up click PDF icon.

You should click on the PDF icon.
To make a PDF.



To print the Inspection Report click on the printer icon.

When Exiting Identify & Report Professional click the “Exit” icon to close Program.



Very important:

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