

This document is to show you how to “Creating an Inspection” using the

Australia Identify & Report Professional v12.00



A professional inspection is as easy as one click.

The *Australia 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.

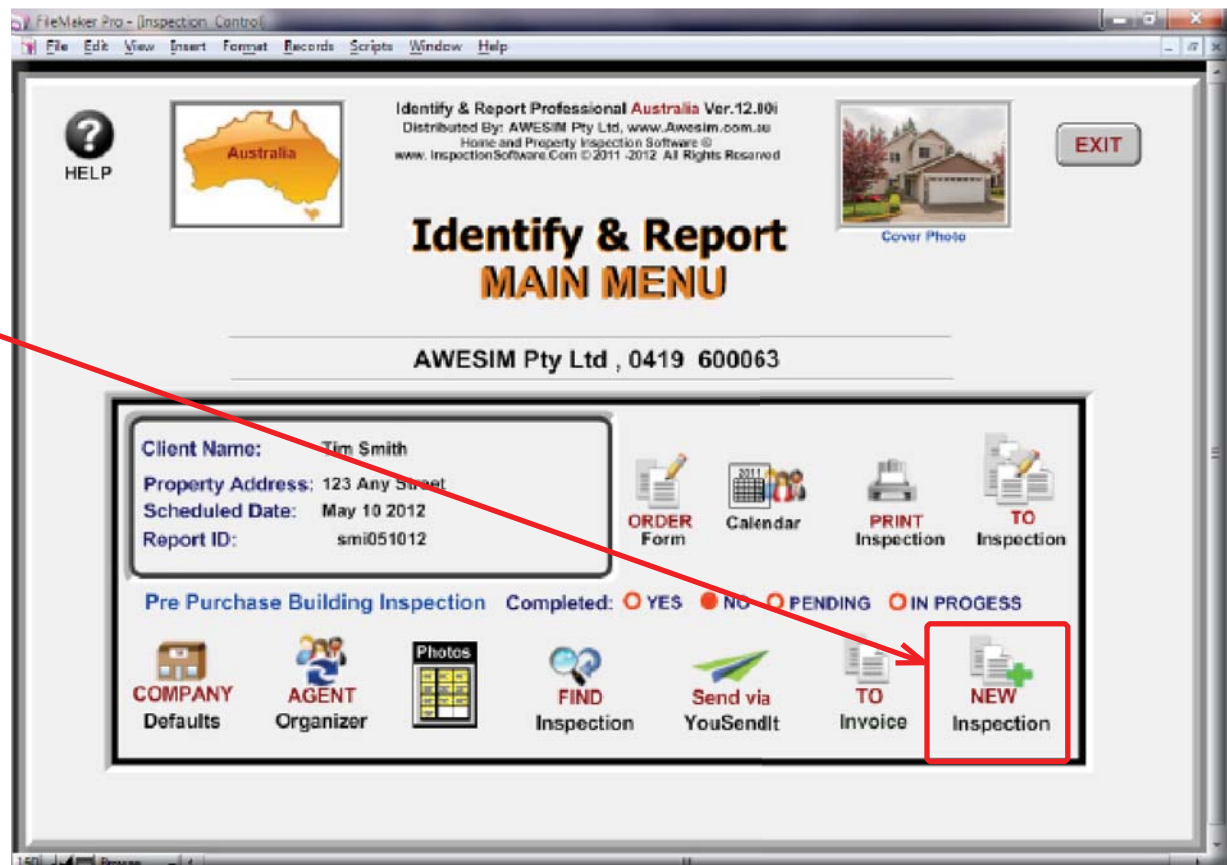
This Default Report inspection may be modified to meet the user’s requirements by selecting the Default Report at the Find Inspection screen and entering/editing data as desired.

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:

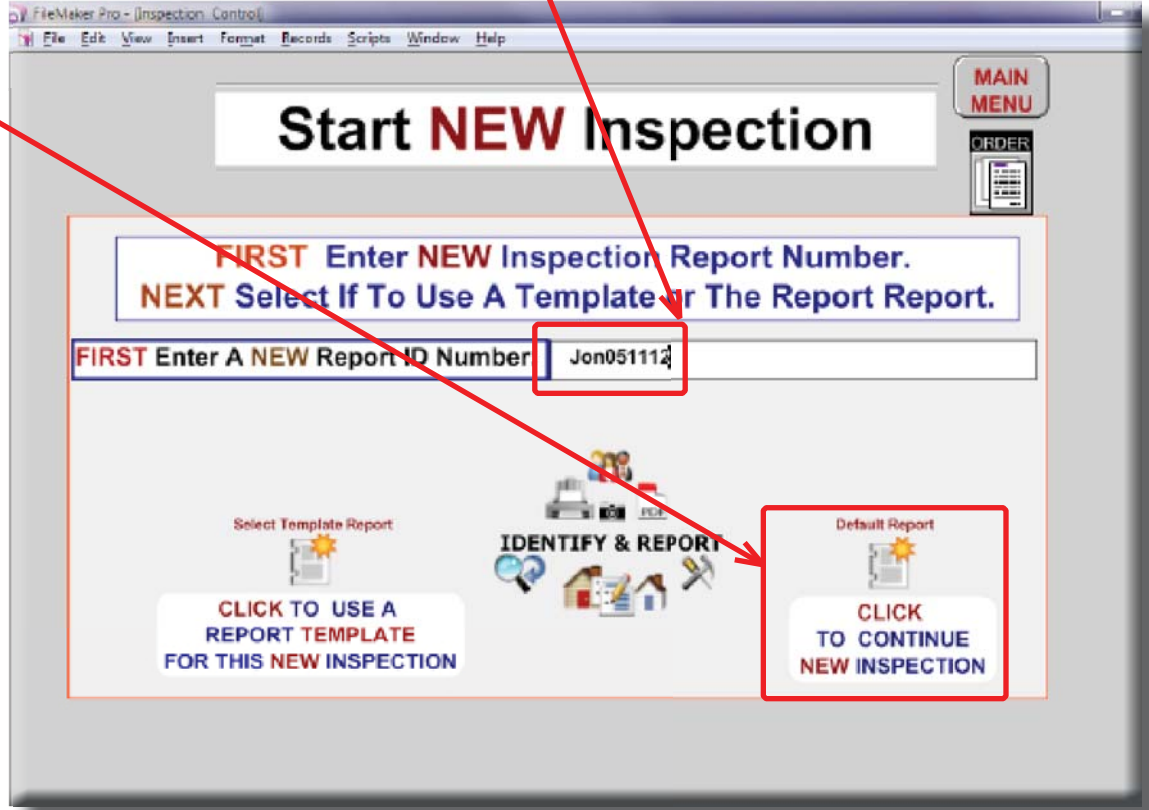
The best ID Report Number Format
Use the first three letters of last name then the date of the scheduled inspection.

Example:
Clients name: Bill Jones
Scheduled inspection date: May 5, 2012
Recommended ID Number
Jon051112

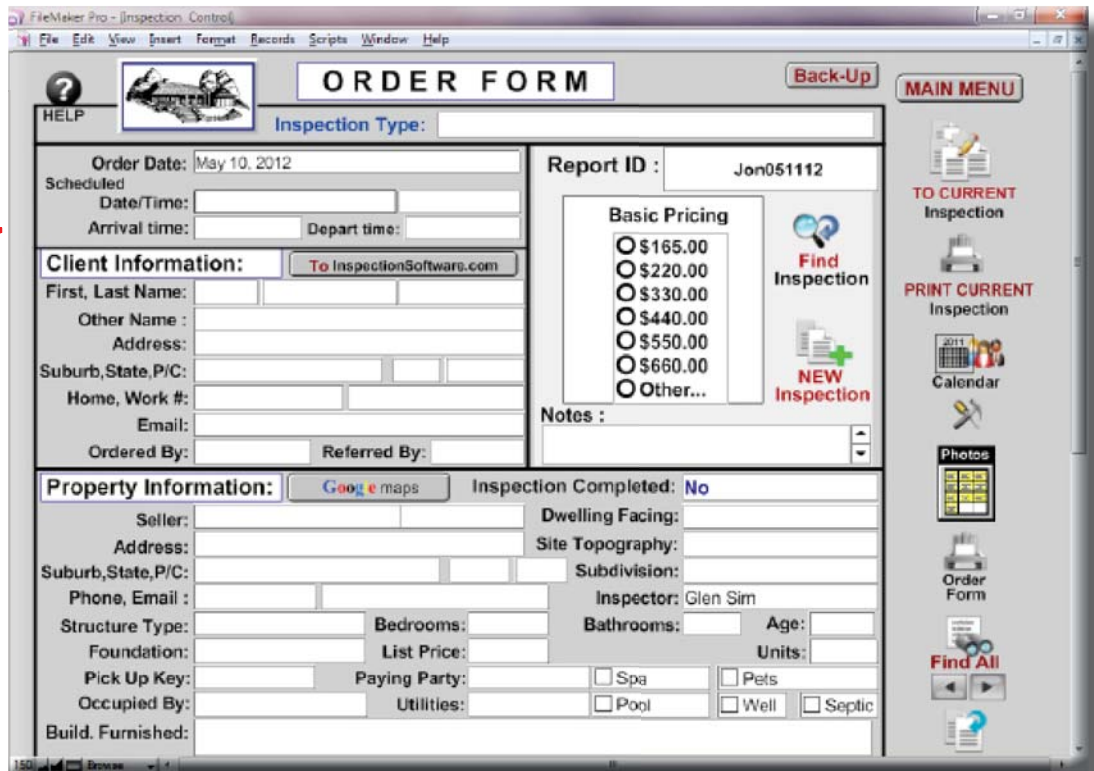
If you are inspecting Mutable units just Add u1, u2.etc...
Jon051112u2
Jon051112u2

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.

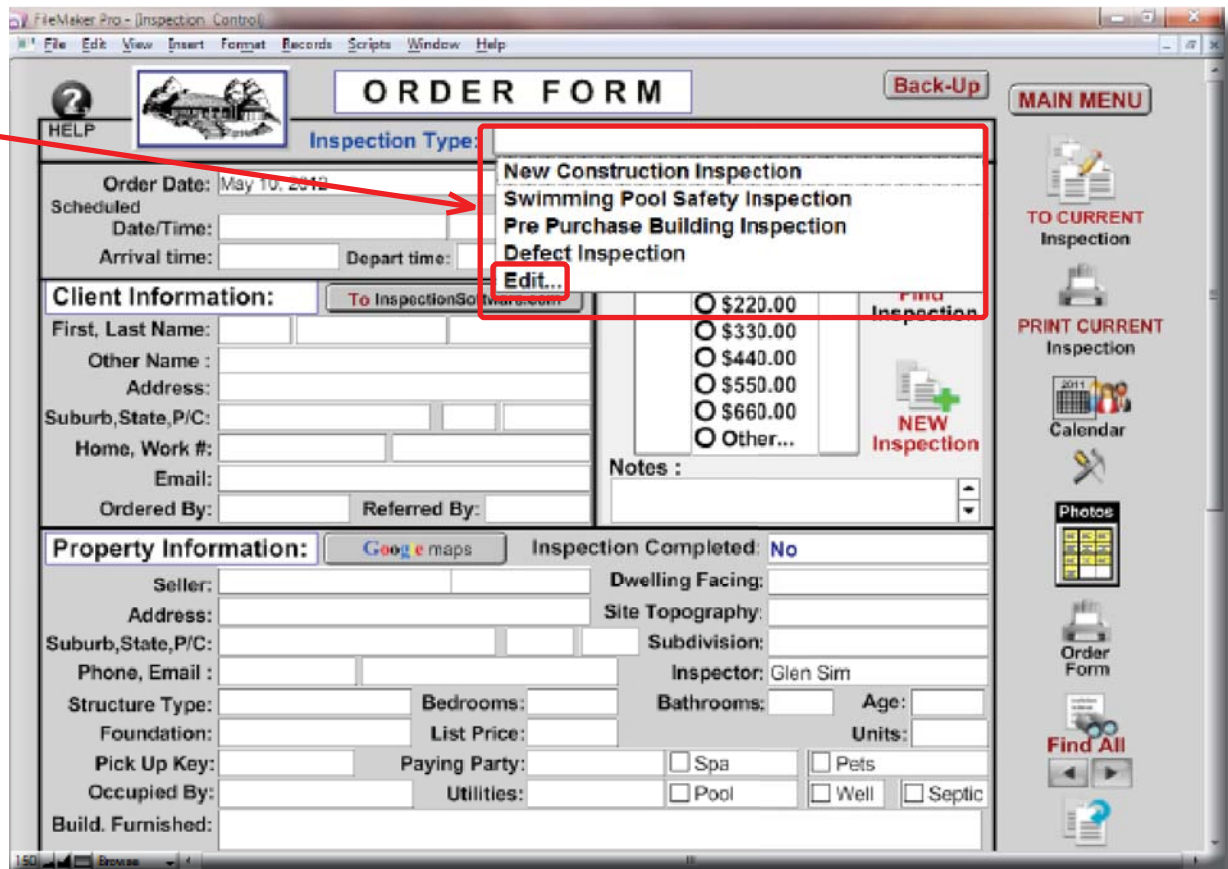


4.
Enter required information on the order form.



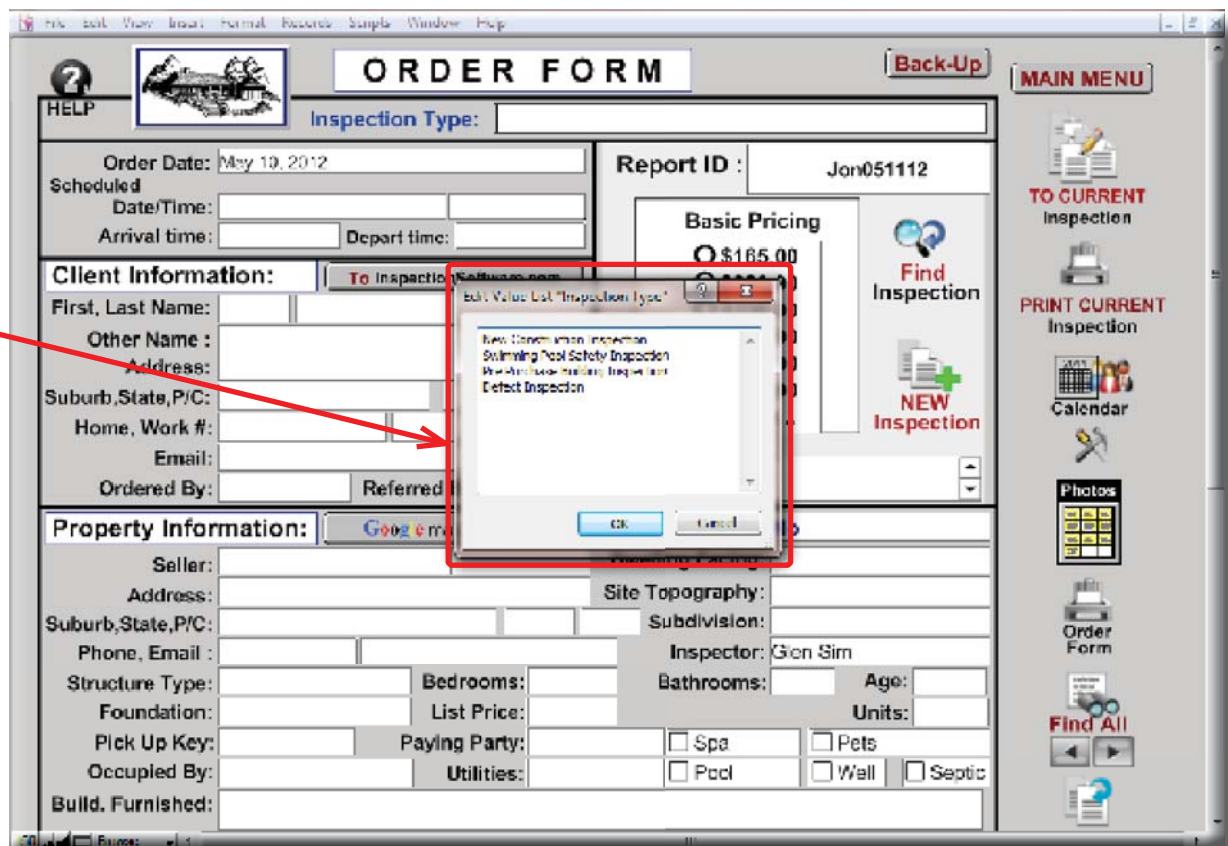
5.

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



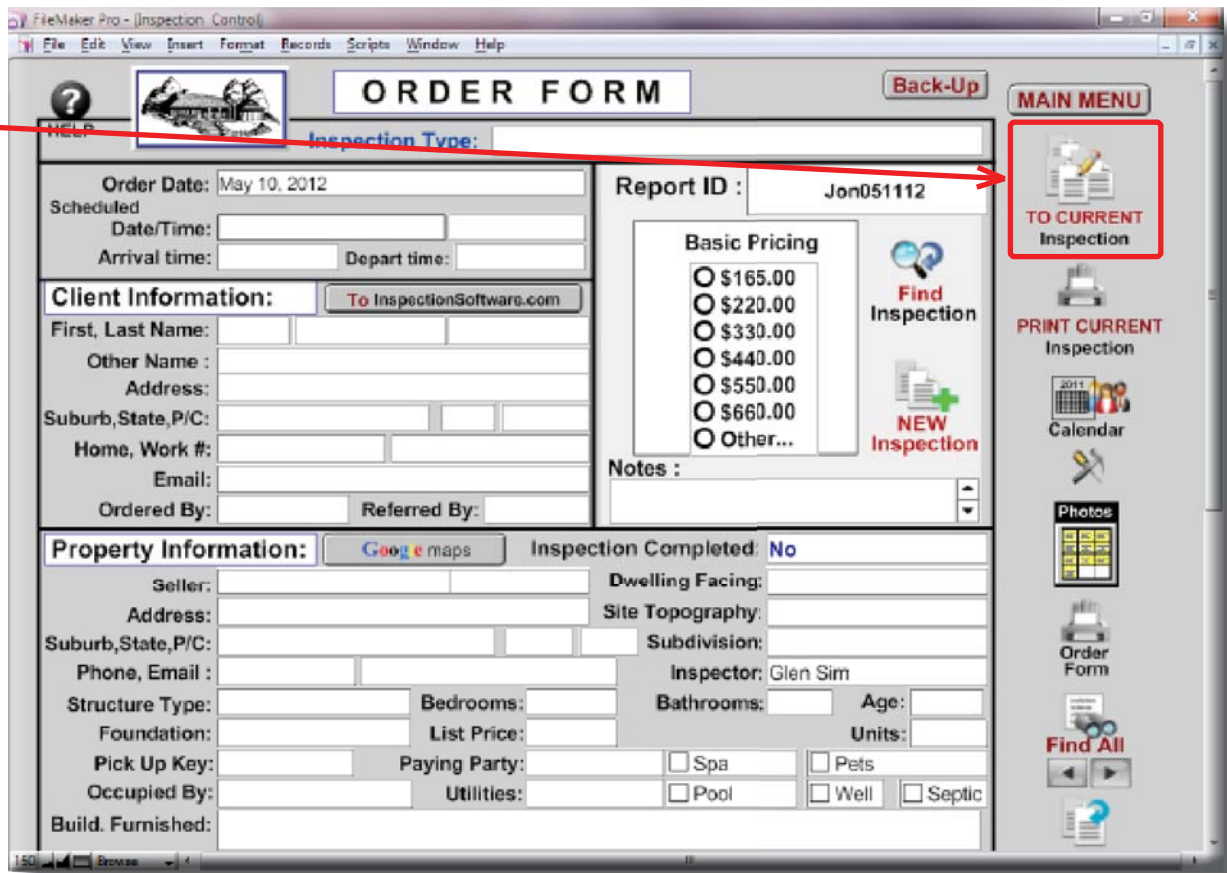
6.

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.



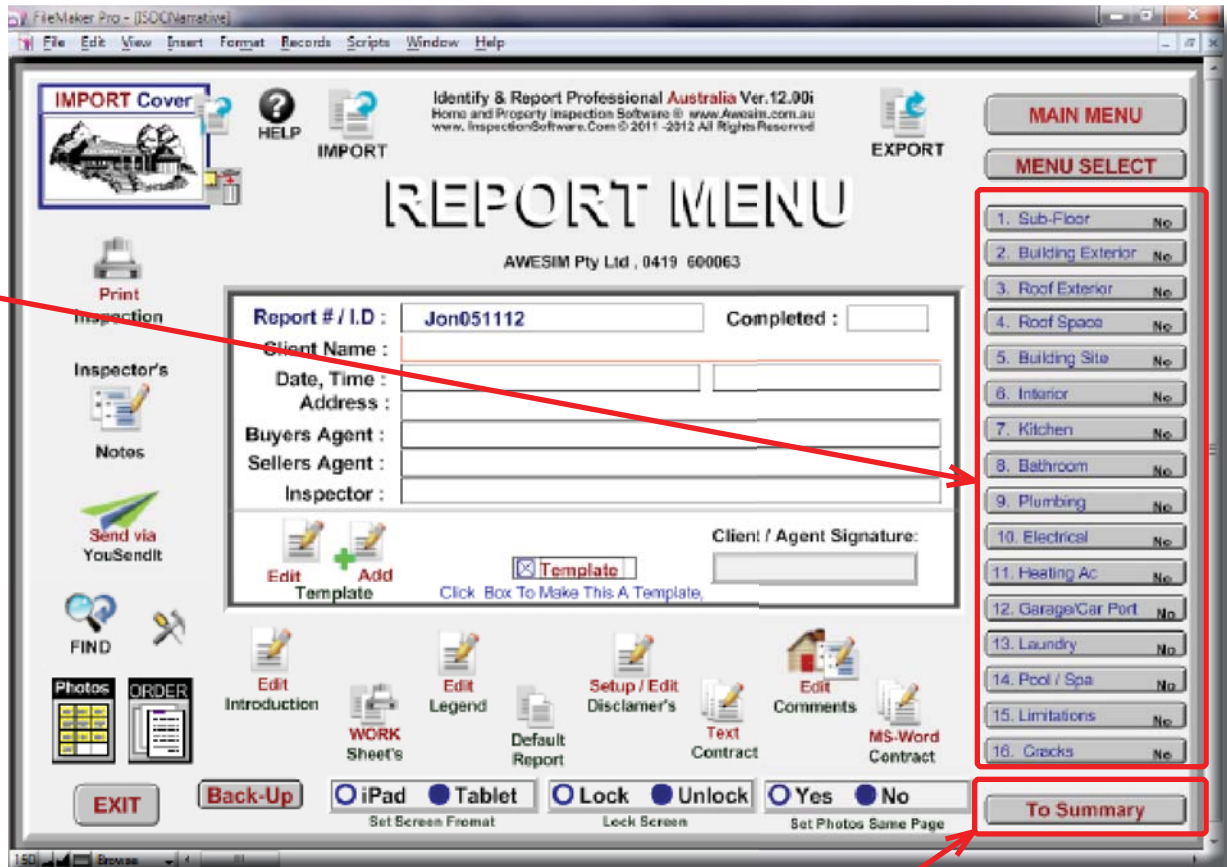
7.

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.