

Introduction to Identify & Report

New Inspection,
Print Inspection and
Copy Files to and from iPad and Computer

Step By Step: Start New Inspection

1. From the “Main Menu” screen Select the “New Inspection “ icon
2. Enter Inspection Report I.D. (sample Last Name Smith, Inspection Date 05/15/2012, Report ID = “Smi05152012” Use this Format Only) Click, Continue with Default Report. **Note:** The Default Report is the Master Template that gets copied when you Click Continue with Default Report. This Default Report can be edited to fit the Inspectors needs by Selecting, from the Main Menu the “Find” icon then Select the Default Report.
3. This will bring you to the “Order Form”, Enter the Order Form information.
4. Click the “ To Current Inspection “ icon to View the Report Menu.
5. From the “Report Menu” , Select the category you would like to Identify then Select the Comments that apply to your inspection. (sample, category KITCHEN, fill in the Identifies, then Select the Sub-category Tab at the Top of the Screen, SINK, Select Comment that applies). Note: “Menu Select” icon in the upper right of the screen will allow you to view All Inspection Category and All Sub-Categories on the same screen and jump from any Sub-Categories with just one Click. A good tool to use as you walk through your Inspection.
6. After you have Entered your Inspection Report Information and Photos Click the “ADD Comments to Summary” icon in the lower right of the screen to build the Inspection Summary. At any time Click the “To Summary” icon to view the Summary page.

Step By Step: Print Inspection Report

1. From the “Main Menu” screen if the current Client displayed is the Inspection Report to be printed, Select the “Printer“ icon. Or Select the Find icon and Select Inspection to be Printed, then Clcik on the Printer icon.
2. Select the “PDF Factory” as the Printer. Select “Continue”. The Inspection Report will start to be built. You will see the Cover page displayed, you can select the Page to view on the left of the PDF Factory screen.
3. To make a PDF file Click the PDF icon in the upper left of the screen. The Inspection Report will be displayed in a PDF Reader.
4. To Save the PDF Inspection Report, Click, File in the upper left corner of the PDF Reader screen, then Select, Save As PDF.
5. Give the Inspection Report a Name, and save to a Folder ware you know ware to Select if you need to Email the New PDF Report.

Introduction to Identify & Report

Copy Files to and from iPad and Computer

Step By Step: Copy Inspection Files to and from Computer and iPad

1. Exit out of Identify & Report by Clicking the “Exit” icon on the Computer and the iPad.
2. Plug the iPad into the Computer via the iPad USB cable.
3. iTunes may turn on automatically if not Select iTunes from your Desktop or Click START, Programs, iTunes.
4. The iTunes screen will display.
5. Look on the left side of the iTunes screen for “Device” and Click on the iPad.
6. The iPad information will be displayed,
7. Select APPS on top of the iTunes screen.
8. The iPad screen will be displayed, scroll down to the bottom of the screen until you see the “FileMaker Go” icon. Click on the FileMaker Go icon.
9. A Gray area will open, with a file or two displayed.
10. Click the ADD button on the lower right of the iTunes screen. A new window will open for you to select the file to Add.
11. Select the Folder where Identify & Report is installed. (sample: **c:\users\yourName\Identify Report v12.0**)
12. Select All Files that End with **.Usr** or **.Fp7** (sample: **Inspection Control.Fp7** or **Inspection Control.Usr**) or (**Texas Inspection.Fp7** or **Texas Inspections.Usr**)
13. The first time you need to Add All the Files that end with **Fp7** or **Usr**.
14. After the first install, Add or Save Only a few files. (For Identify & Report Professional) Select “**Inspection Control** for the Order Form, **IsdcNarrative** for **Narrative Report Data** , **IsdcNarrative Photos** for the Report Photos, **IsdcLookUp** for the Comment’s Data.) For Identify & Report TEXAS (**Texas Inspections** for the Report Data and Report Photos, **Texas LookUp Comments** for the Comment’s data)
15. **Keep in mind the same process is used to copy files From the iPad to the Computer by using the SAVE Command. (SAVE To COMPUTER)**
16. **Keep in mind the same process is used to copy files From the Computer to the iPad by using the ADD Command. (GET From COMPUTER)**