Identify & Report Professional

Identify & Report Professional Australia 12.0ip 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

IF You Have any Questions
Please
Phone: 0419 600 063
or Email: glen@awesim.com.au

Identify & Report Professional

Identify & Report Professional Australia 12.0ip User Manual

IDENTIFY & REPORT
Home & Property Inspection Software

SOFTWARE CREATED
BY INSPECTORS FOR INSPECTORS

Awesim
Building Consultants & Engineers

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Identify & Report Professional

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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 ware 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 Reprot Category) of the area to be inspected, Enter the Report Identifiers, then Select the Sub Category form 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 form 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.

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Chapter 1
IdentifyReport Pro Install_AU
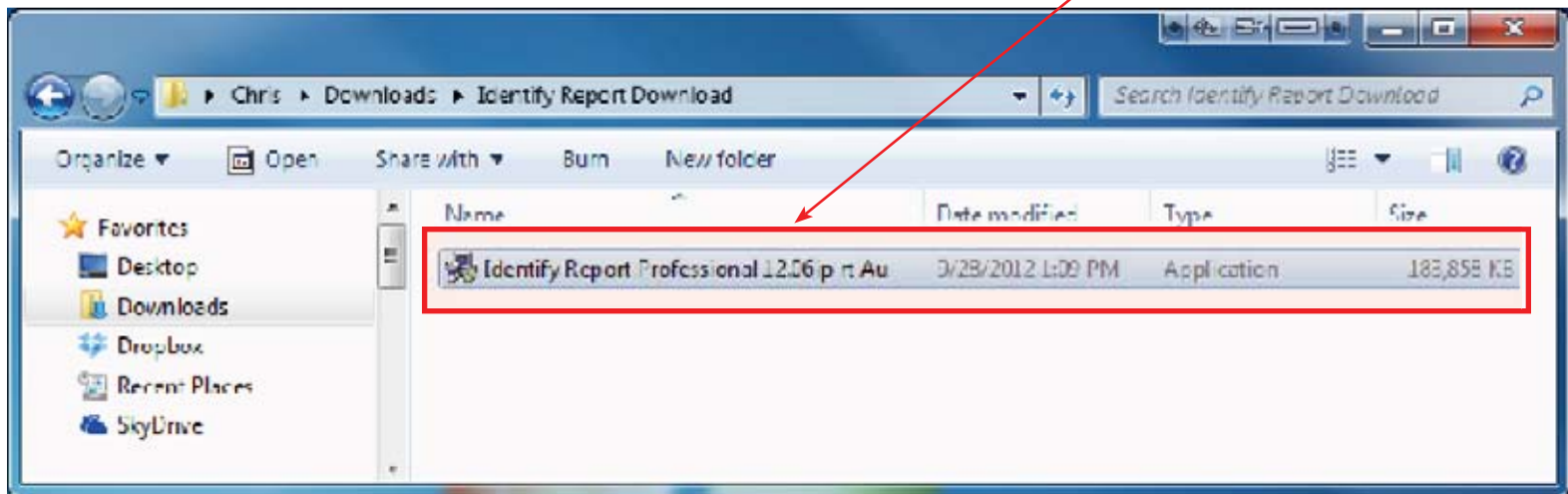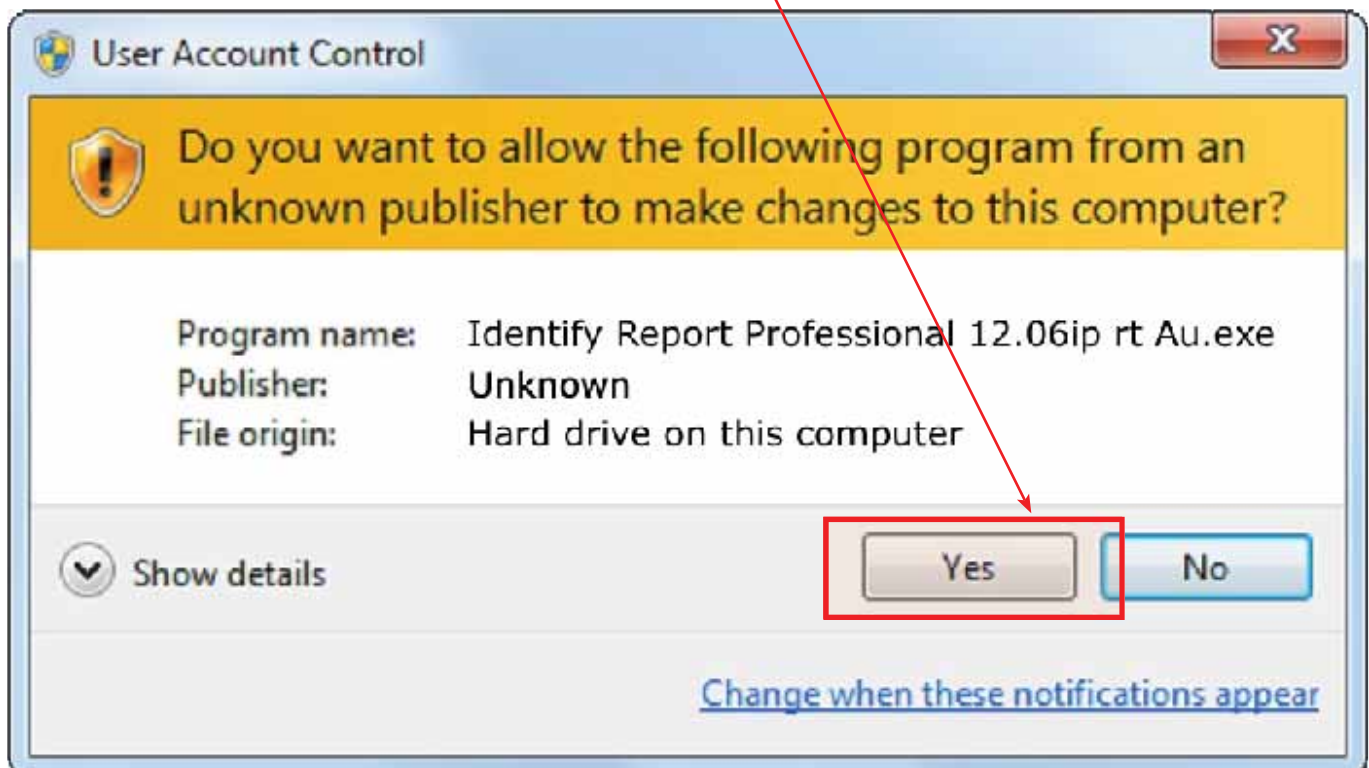
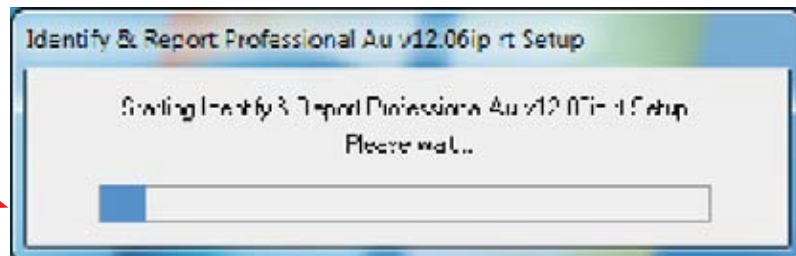# *Identify & Report Professional*

Installing Identify & Report Australia

After downloading "Identify & Report Professional Australia" remember where you downloaded it.
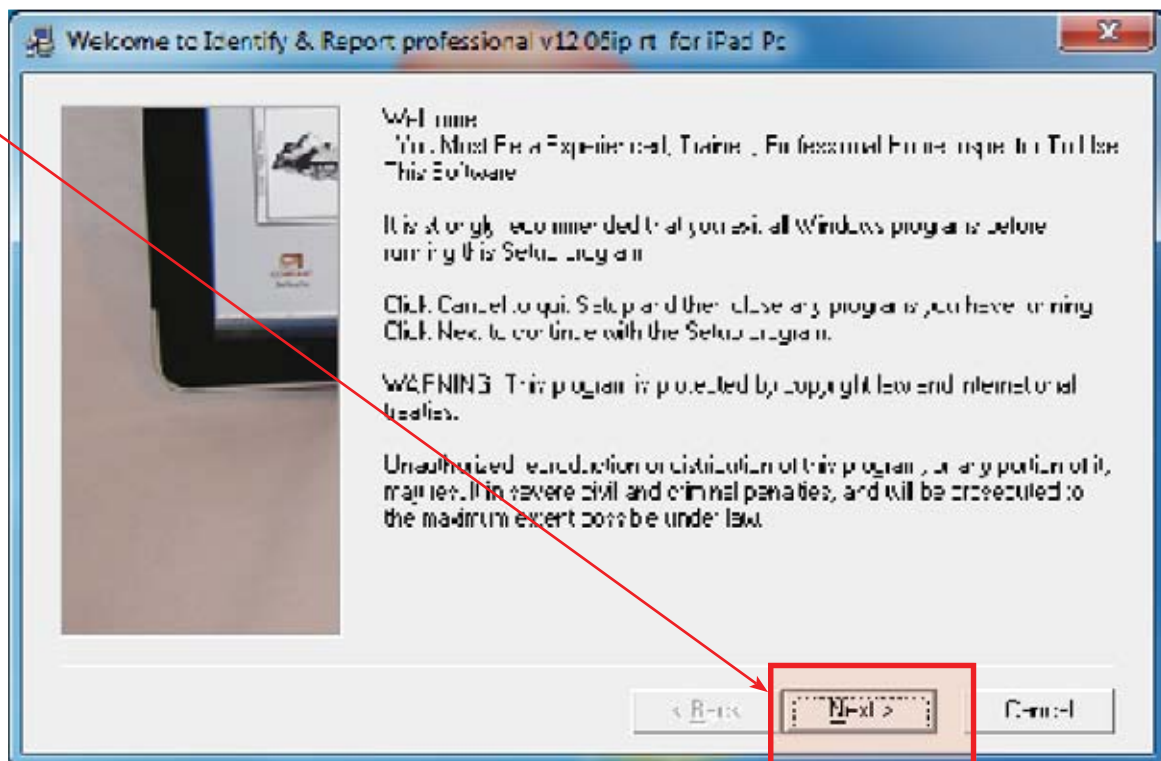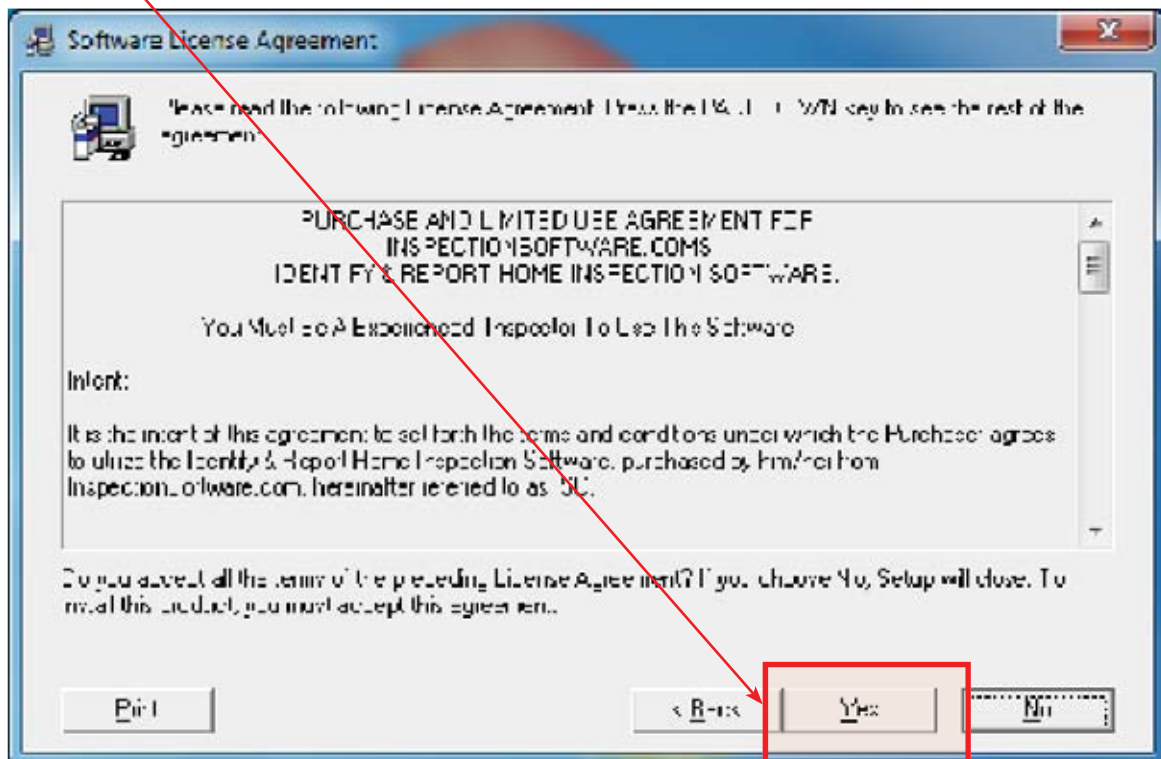

The "User Account Control" Security Warning opens Select Yes.

The "User Account Control" Security Warning opens
Select Yes.

Identify & Report Professional Au v12.06ip rt Setup

Starting Identify & Report Professional Au v12.06ip rt Setup
Please wait...

Select Next

Welcome to Identify & Report professional v12.06ip rt for iPad Pc

Welcome
You Must Be a Experienced, Trained, Professional Home Inspector To Use This Software

It is strongly recommended that you exit all Windows programs before running this Setup program.

Click Cancel to quit Setup and then close any programs you have running
Click Next to continue with the Setup program.

WARNING: This program is protected by copyright law and international treaties.

Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.

< Back   Next >   Cancel

Software License Agreement Select Yes

Software License Agreement

Please read the following License Agreement. Press the PAGE DOWN key to see the rest of the agreement.

PURCHASE AND LIMITED USE AGREEMENT FOR
INSPECTIONSOFTWARE.COMS
IDENTIFY & REPORT HOME INSPECTION SOFTWARE.

You Must Be A Experienced Inspector To Use The Software

Intent:

It is the intent of this agreement to set forth the terms and conditions under which the Purchaser agrees to utilize the Identify & Report Home Inspection Software. purchased by him/her from Inspectionsoftware.com. hereinafter referred to as "SC".

Do you accept all the terms of the preceding License Agreement? If you choose No, Setup will close. To install this product, you must accept this agreement.

Print   < Back   Yes   No

Fill in Information.

Then

Registration form Fill in Select Next.

Registration dialog:

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

Home Inspector's Name:
Home Inspector's Name
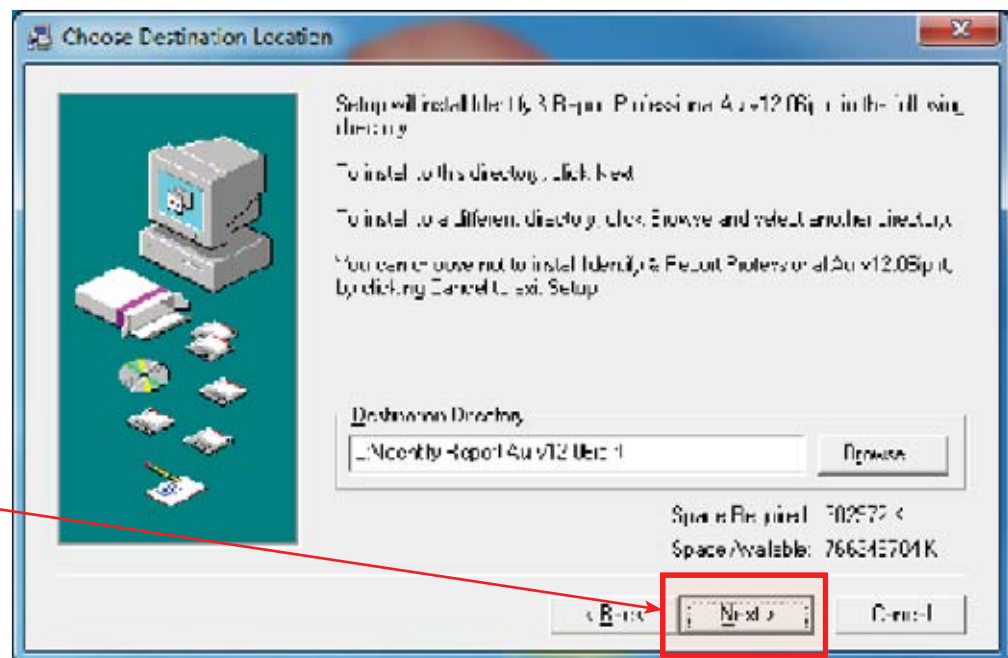
Inspection Company Name:
Inspection Company Name

Company Phone Number and E-mail Address:
Company Phone Number and E-Mail address

[< Back] [Next >] [Cancel]

Destination Directory doesn't change.
Select Next

Choose Destination Location dialog:

Setup will install Identify X Report Professional Au v12.06ip it in the following directory.

To install to this directory, click Next.

To install to a different directory, click Browse and select another directory.
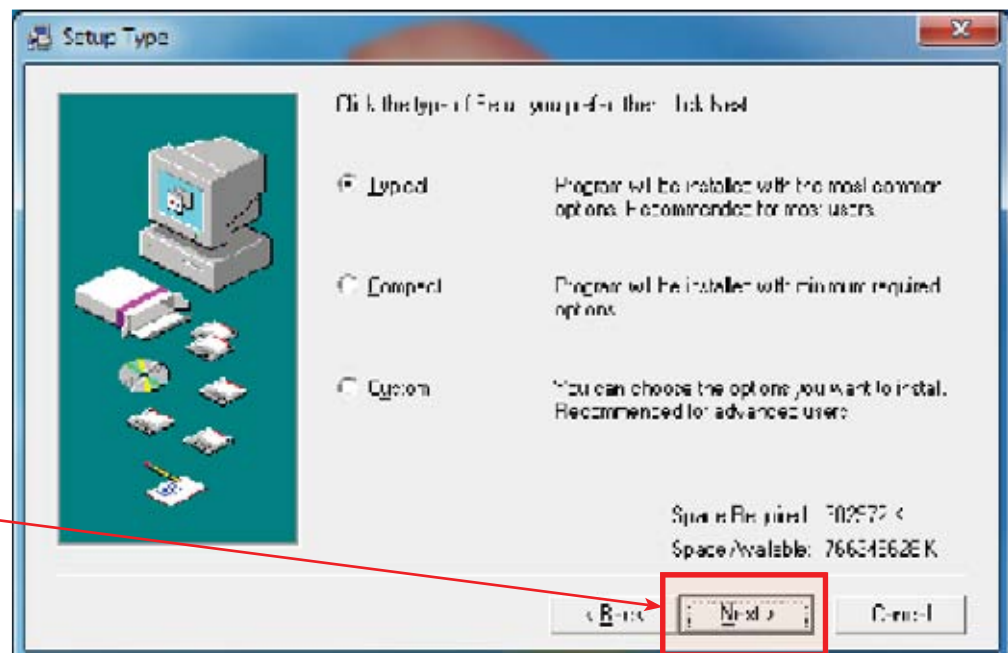
You can choose not to install Identify X Report Professional Au v12.06ip it by clicking Cancel to exit Setup.

Destination Directory:
...\Identify Report Au v12 Ver 1   [Browse]

Space Required: 702972 K
Space Available: 766345704 K

[< Back] [Next >] [Cancel]

Don't change install typical.
Select Next

Setup Type dialog:

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: 702972 K
Space Available: 766345628 K

[< Back] [Next >] [Cancel]

Ready to install. Select Next
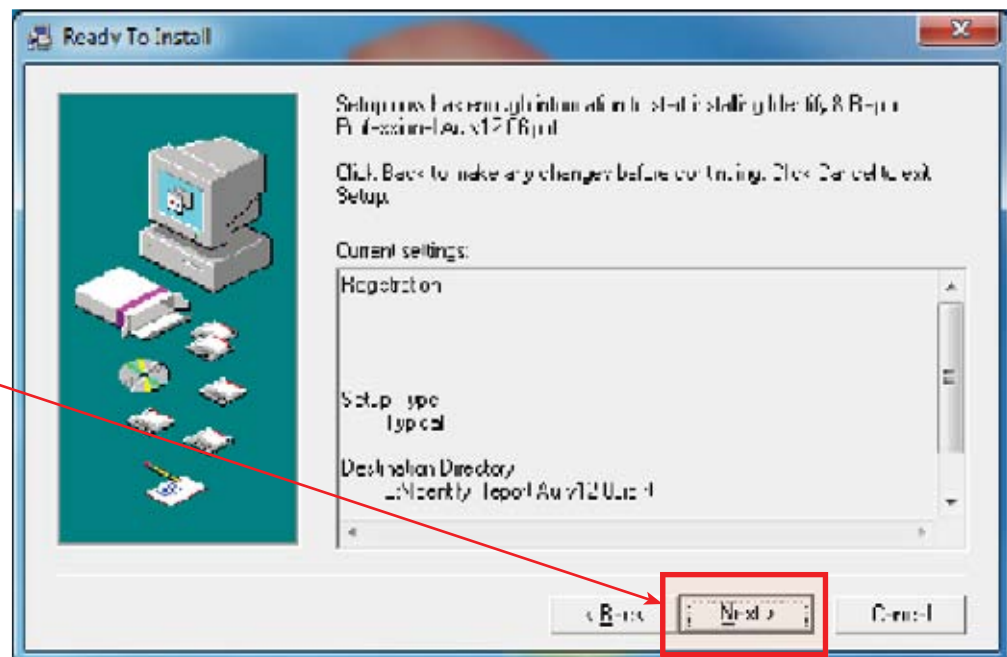
Setup Progress Window Opens. Do nothing

Select Next.
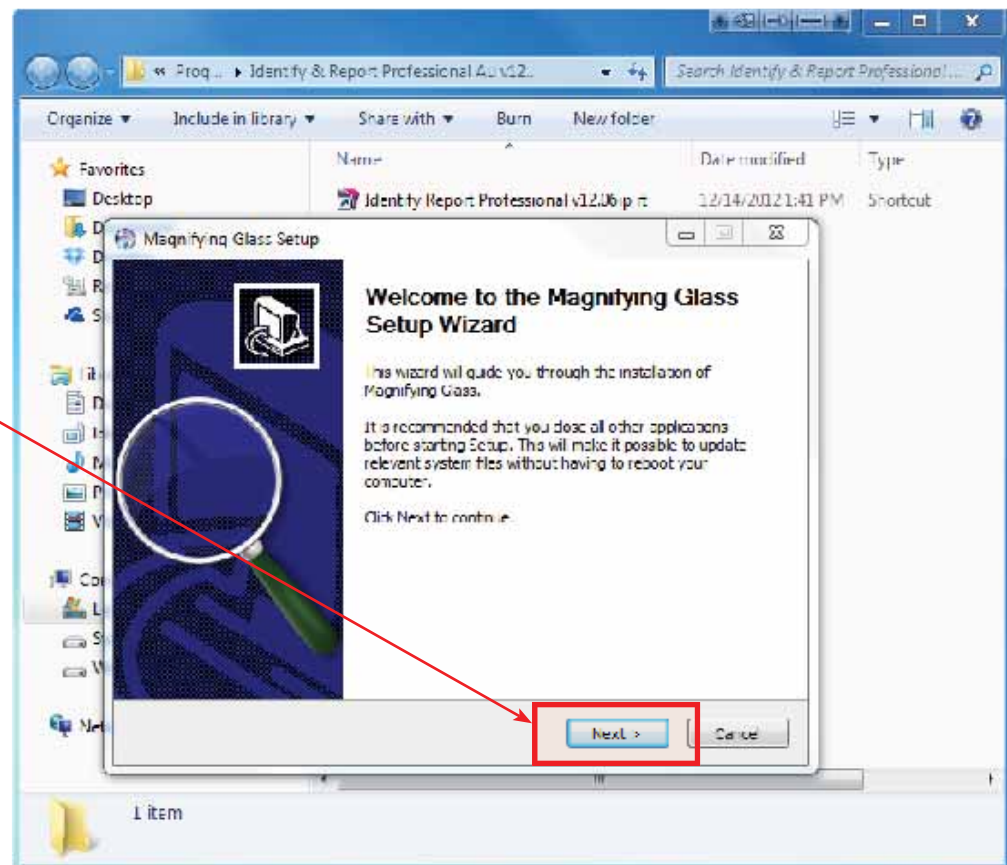
Magnifying Glass License Agreement
Select I Agree
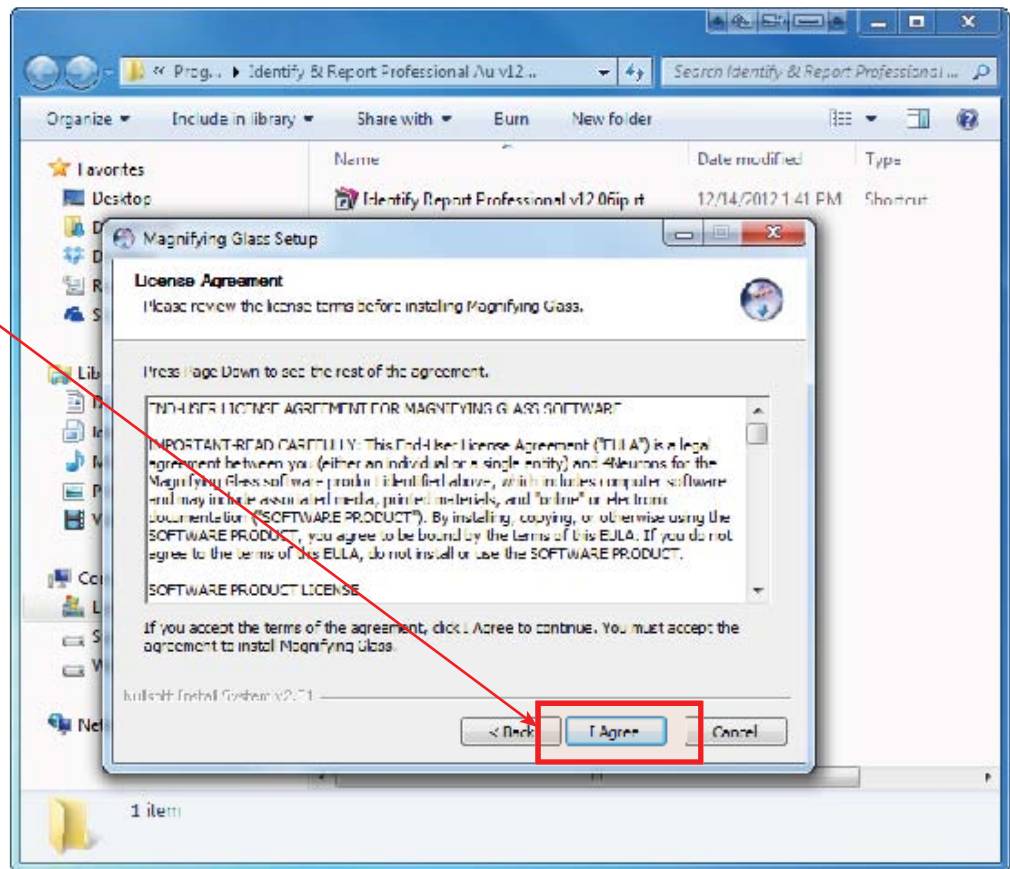
Destination Directory don't change.
Slect Next
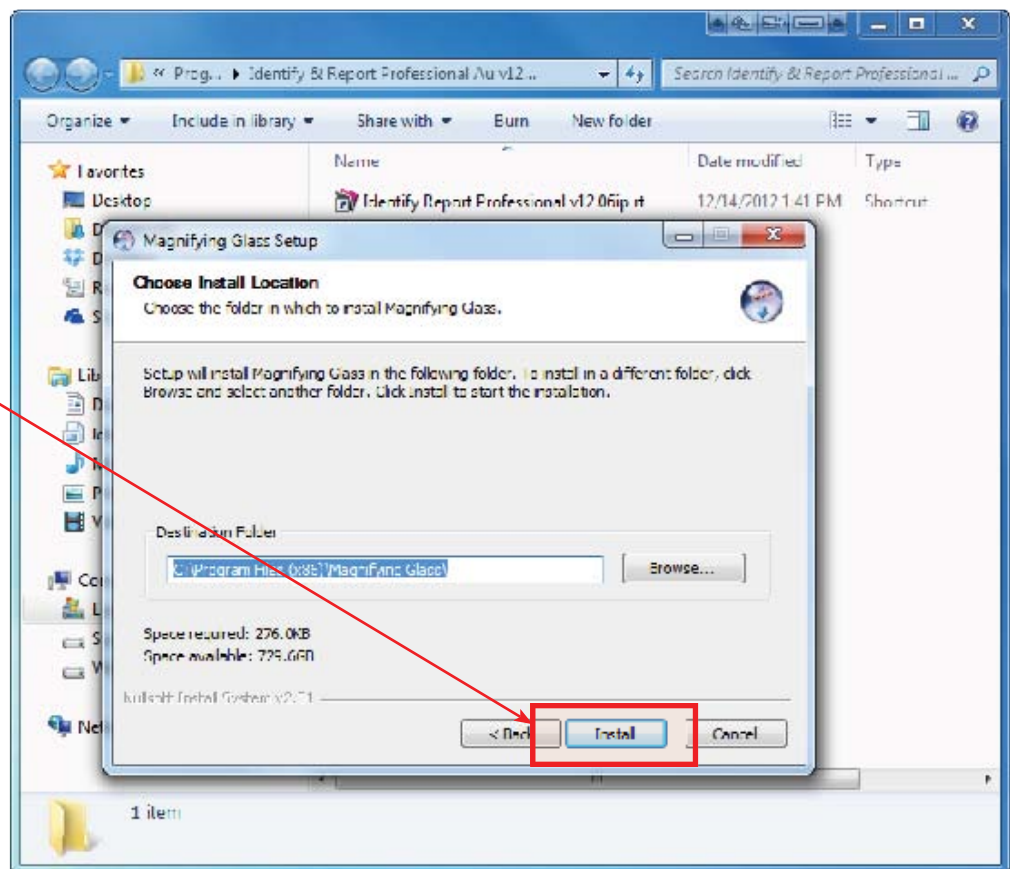
Magnifying Glass Setup Completed.
Select Finish
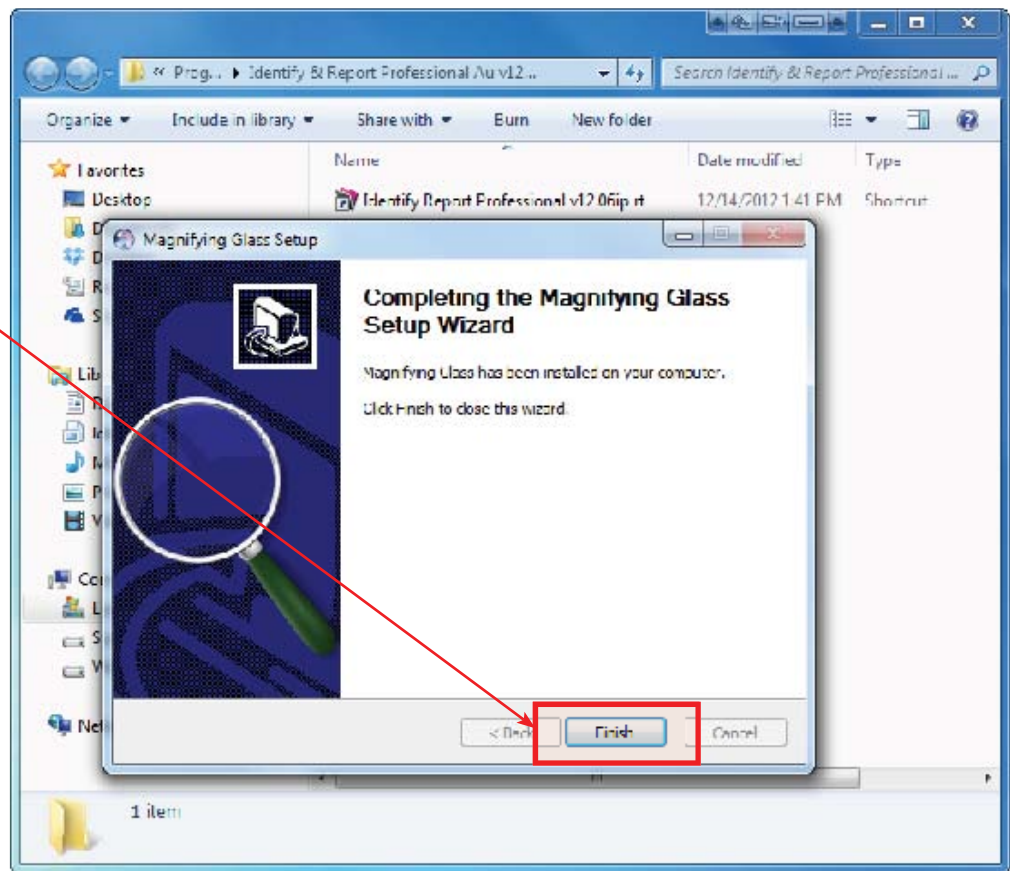
If you are running Windows XP this window will not appear.
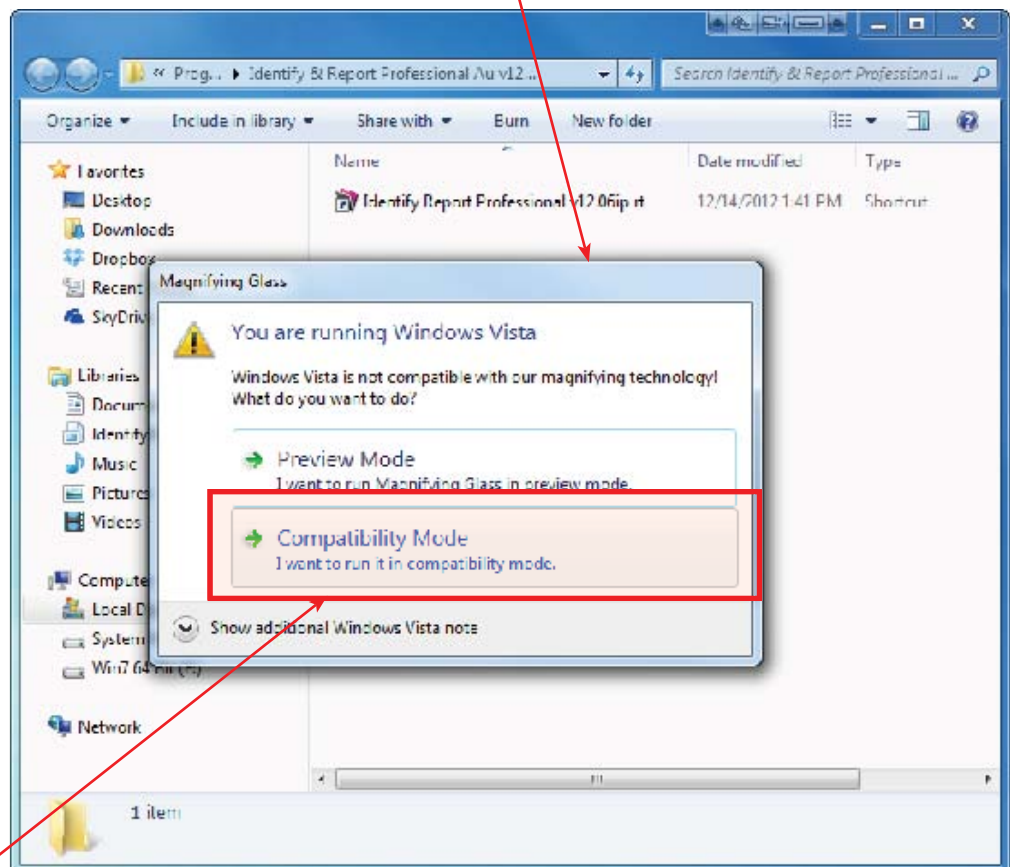
If you are running Windows 7 Select Compatibility Mode.

The Magnifying Glass will open. Right click on handle and chose "Close Magnifying Glass"
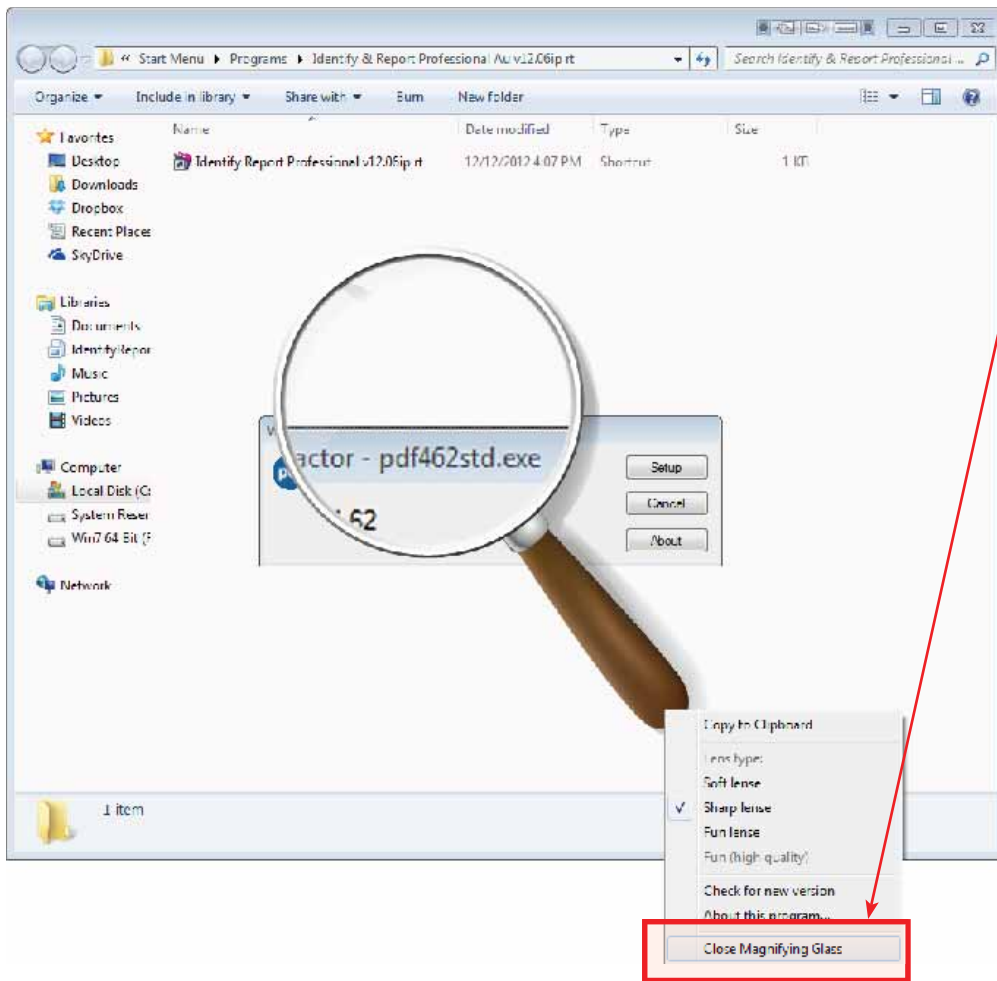
Installing pdf Factory.
Click Setup
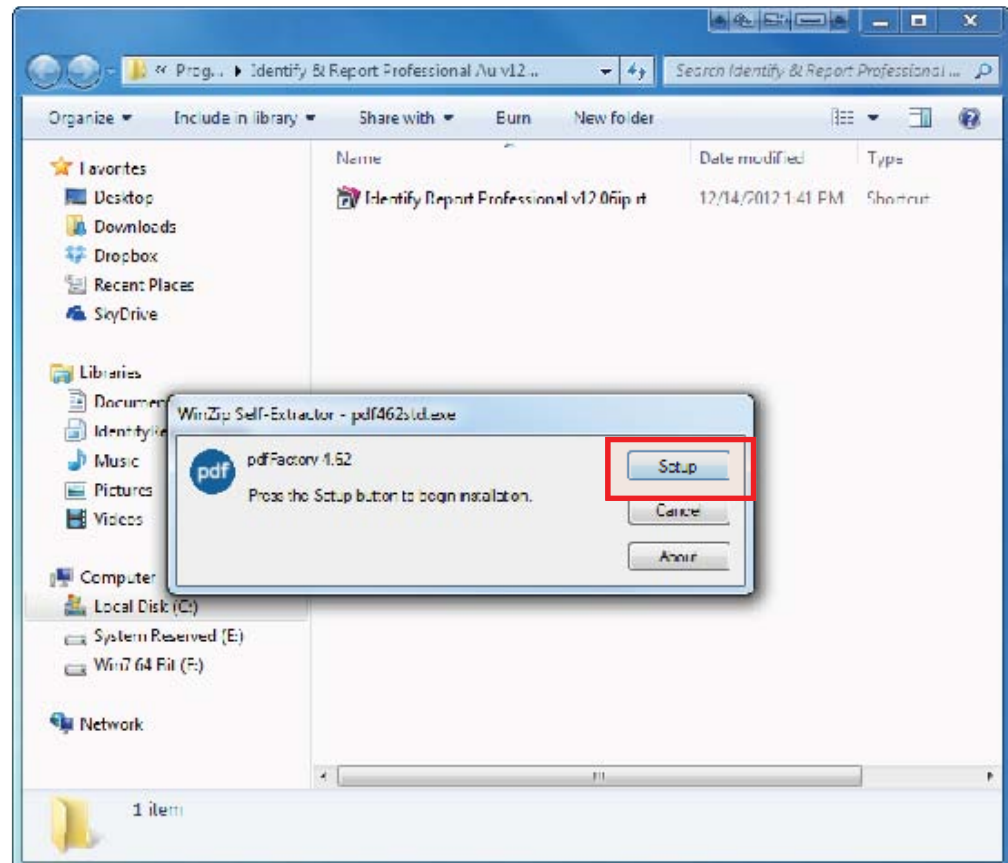
Click Next
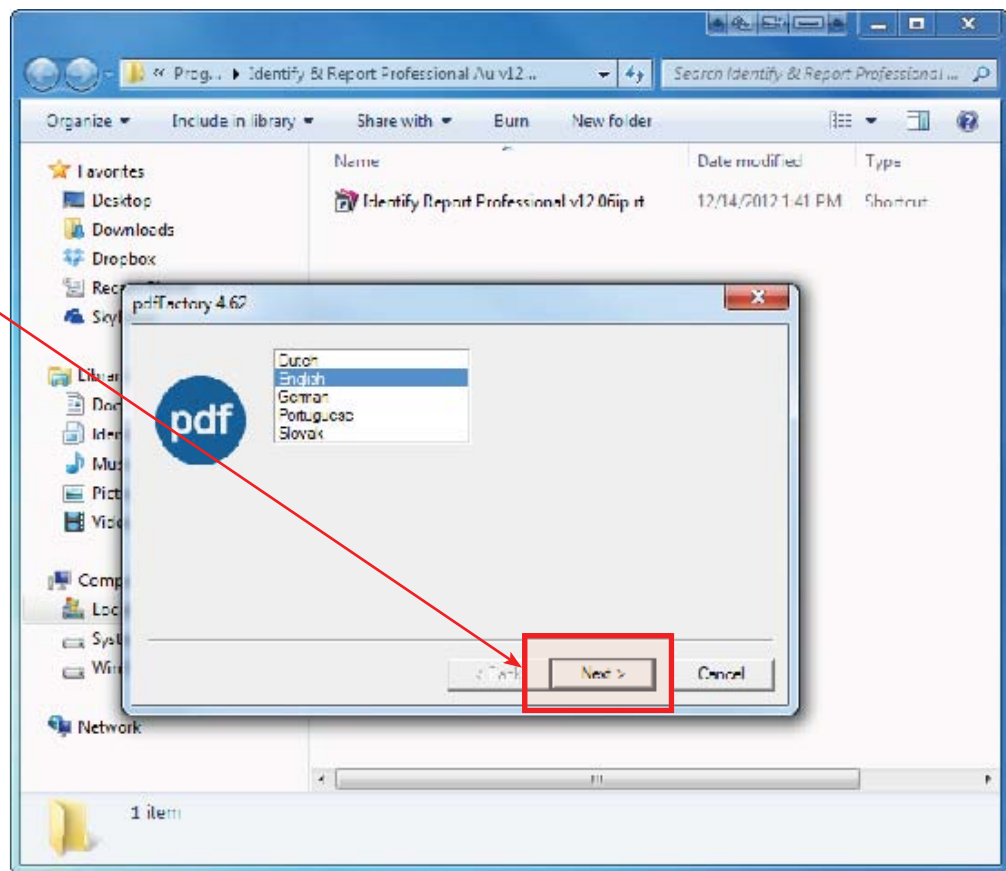
Check the
"I accept the terms"

Then

Click Install
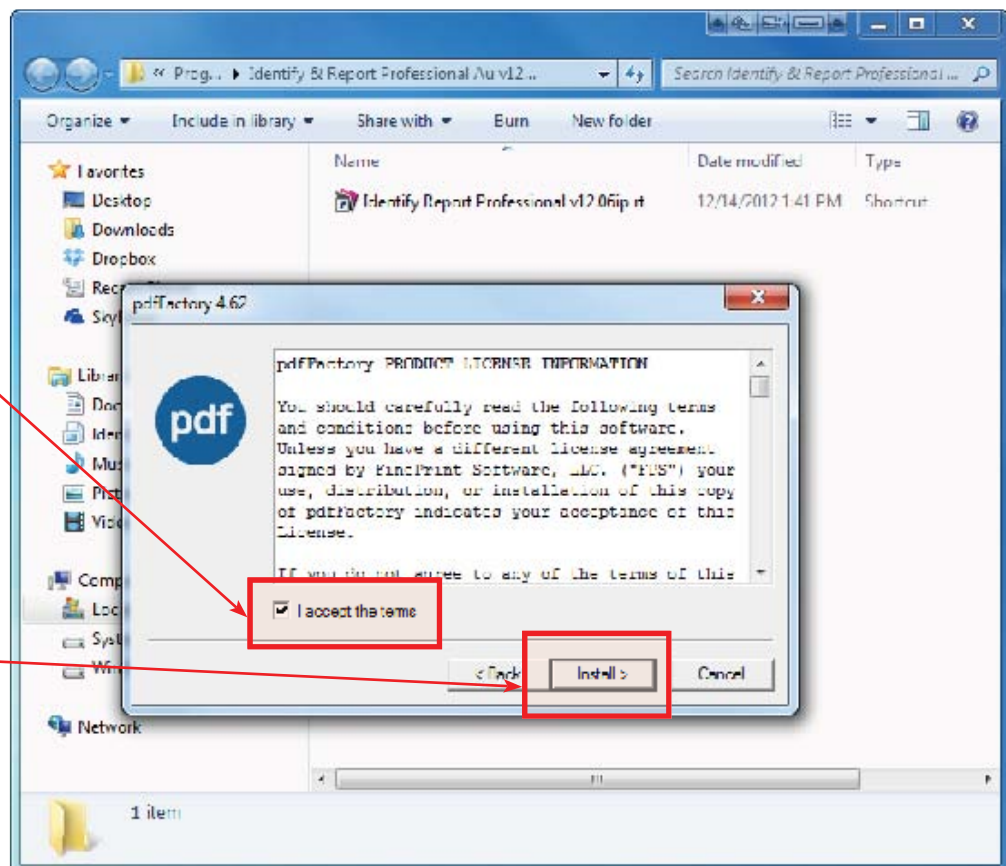
pdfFactory was successfully
installed!
Click Finish
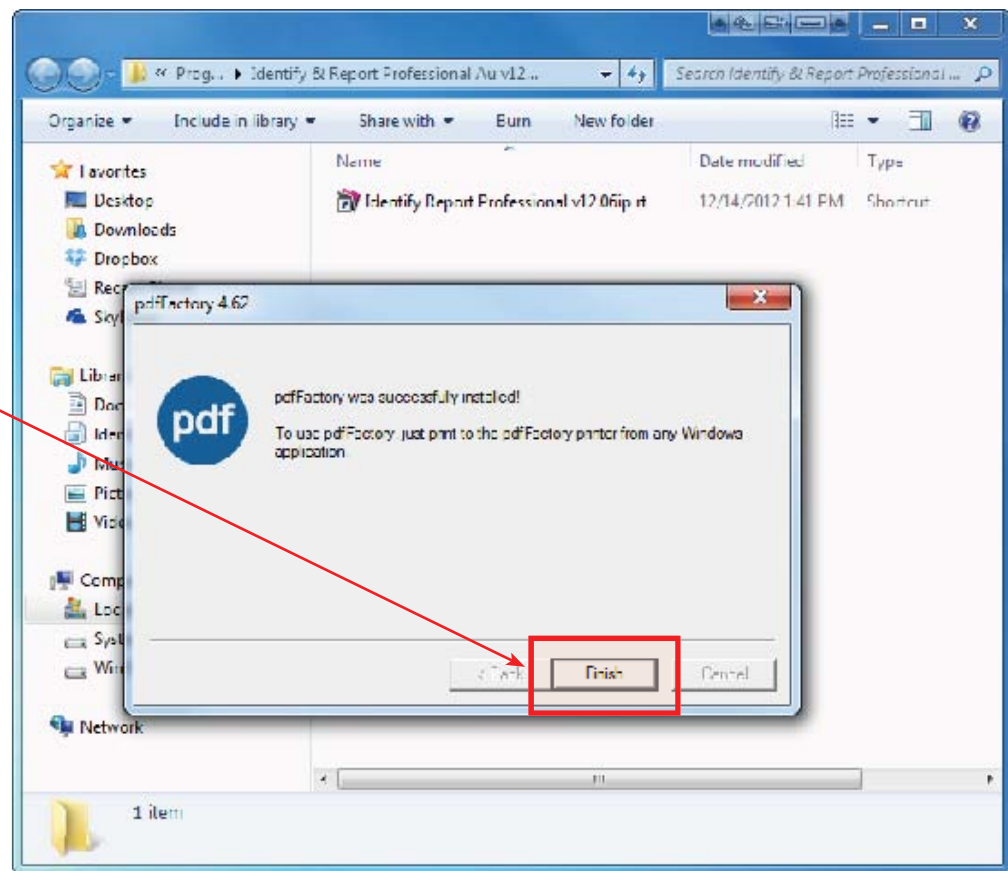
Close Background Window
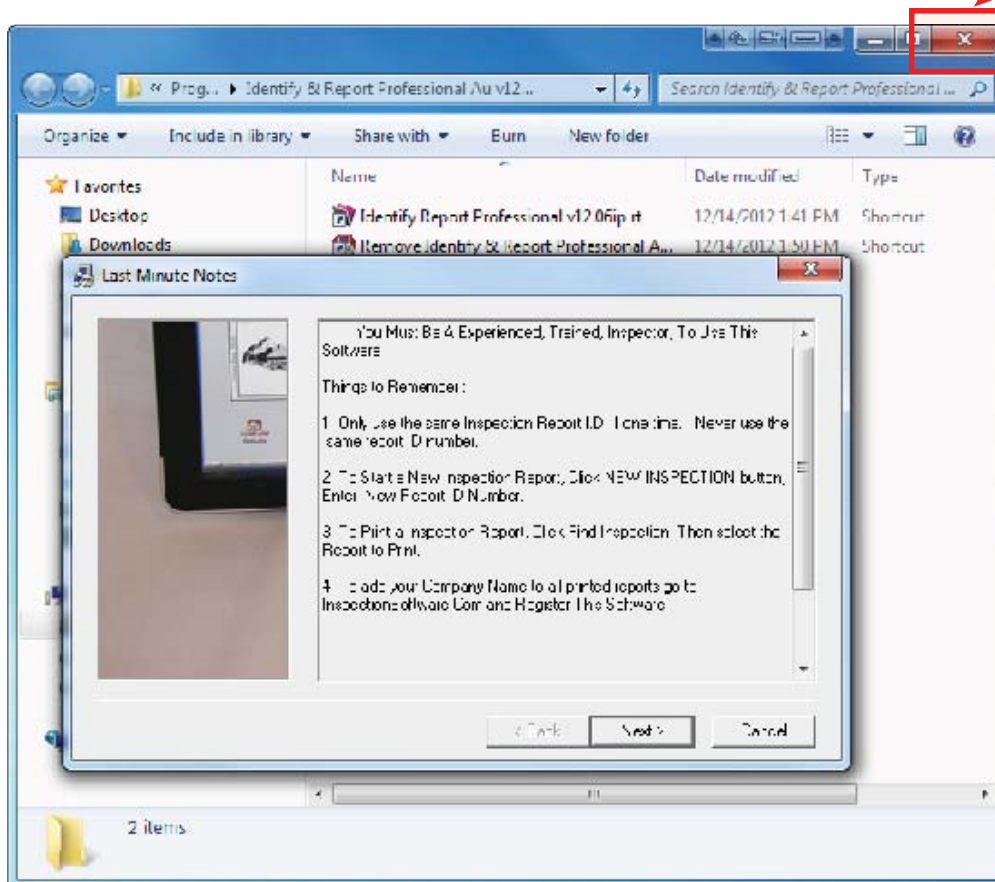
You Must Be A Experienced, Trained, Inspector, To Use This Software

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.
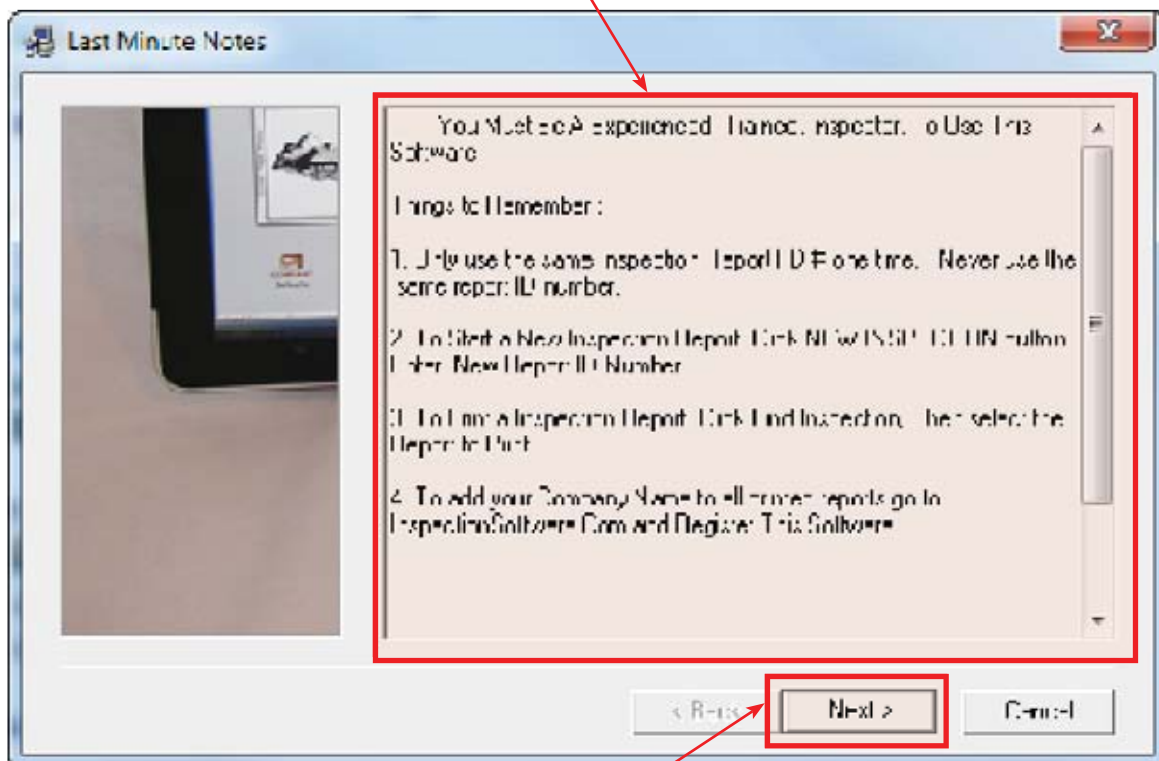
Select Next to start Identify & Report Australia.

Identify & Report Professional - [Inspection Control]

File Edit View Insert Format Records Scripts Window Help

HELP

Australia

Back-Up

Identify & Report Professional Australia Ver.12.06ip
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Home and Property Inspection Software ®
www. InspectionSoftware.Com © 2011 -2012 All Rights Reserved

Cover Photo

EXIT

Identify & Report
MAIN MENU

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ORDER Form **Calendar** **PRINT Inspection** **TO Inspection**

Client Name:	Mr John Brown
Property Address:	5 Lanagan Ave
Scheduled Date:	22 June 2012
Report ID:	Sample Report
	Pre Purchase Building Inspection

COMPANY Defaults **AGENT Organizer** **Photos** **FIND Inspection** **Send via YouSendIt** **TO Invoice** **NEW Inspection**

Completed: ● YES ○ NO ○ PENDING ○ IN PROGESS

Print Photos Next Page: ☐ Yes   Print Photos Same Page: ☒ Yes

150 Browse

Congratulations
you have "Installing Identify & Report
Australia"

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

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Chapter 2
Creating a New Inspection_AU

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Identify & Report Professional

Creating a New Inspection

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.
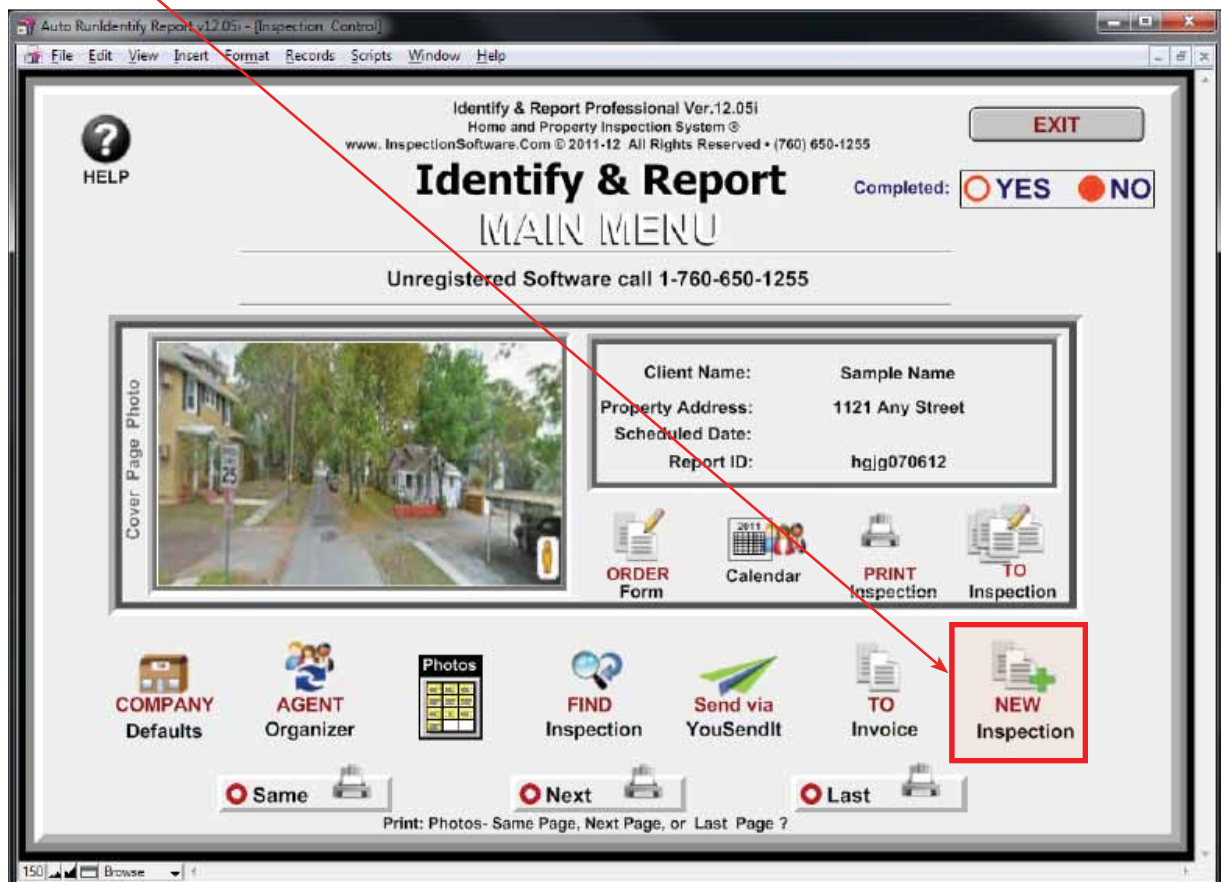
2. First Enter a New Report ID Number:		
The best ID Report Number Format Use the first three letters of last name then the date of the scheduled inspection.	**Example:** Clients name: Bill Jones Scheduled inspection date: May 5, 2012 Recommended ID Number Jon051112	If you are inspecting Mutable units just Add u1, u2.etc… Jon051112u2

Start NEW Inspection

3.Select continue

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.
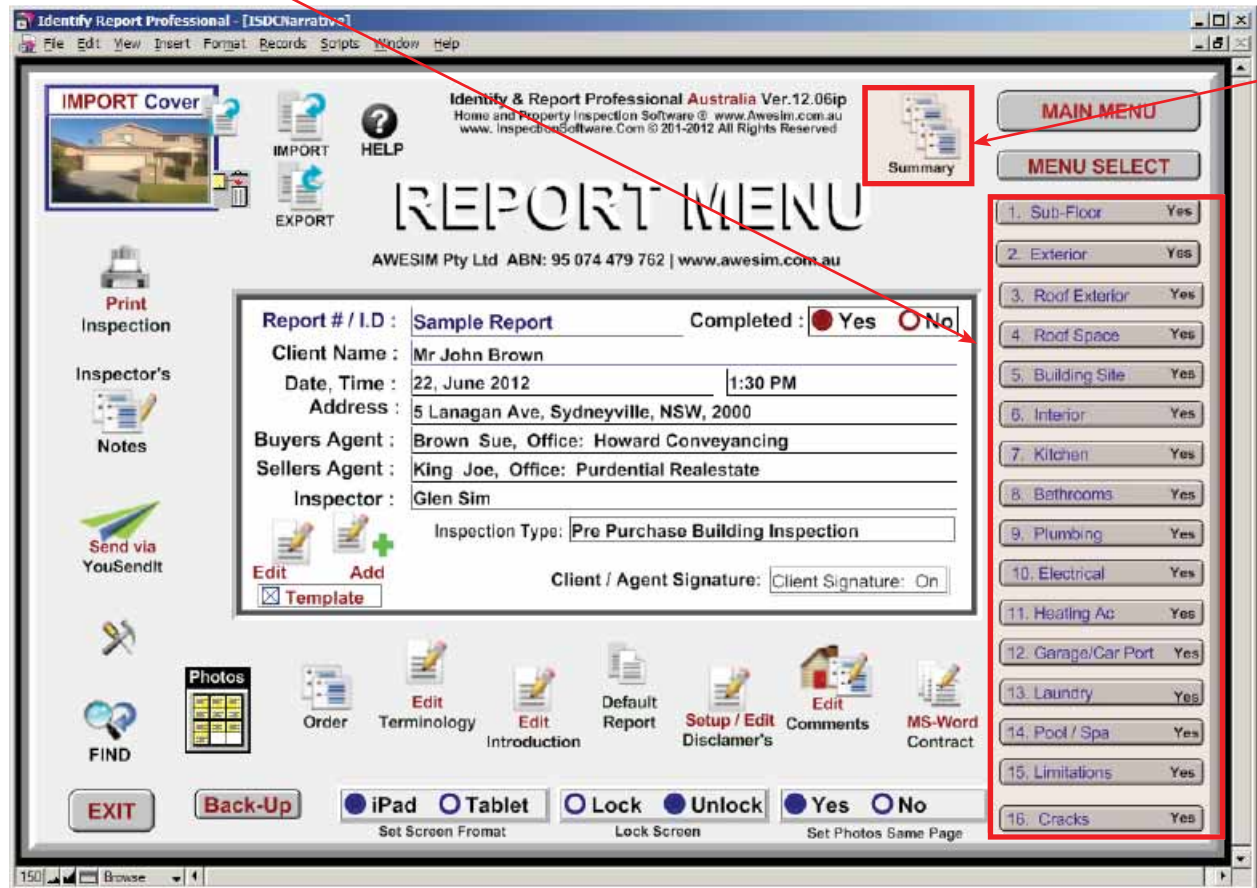
9. At any time you can select the "To Summary" button to view summary.

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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Identify & Report Professional

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Chapter 3
Select Report Category_AU

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Identify & Report Professional

Select Report Category

Click "Identify Report Prof" icon to start "Identify & Report Professional"

Click in the Client Box to start inspection
(If you don't know how to Creating an Inspection see "Creating an Inspection non-templste_Aus.pdf")

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

Header Layout

Very important:
Only use Letters and Numbers for Report ID Number. The program does not recognize punctuation marks, spaces and special characters.

This icon takes you to "Report Menu"

This icon takes you to "Preview" the report

This icon generates you PDF report using "pdf Factory"

Report Identification: is the Report ID Number

Completed Category "Yes or No" switch

This icon takes you to the report summary

Photo Library icon

This icon takes you to "Inspection's Notes

This icon "Menu Select" is a summery of Report Categories.
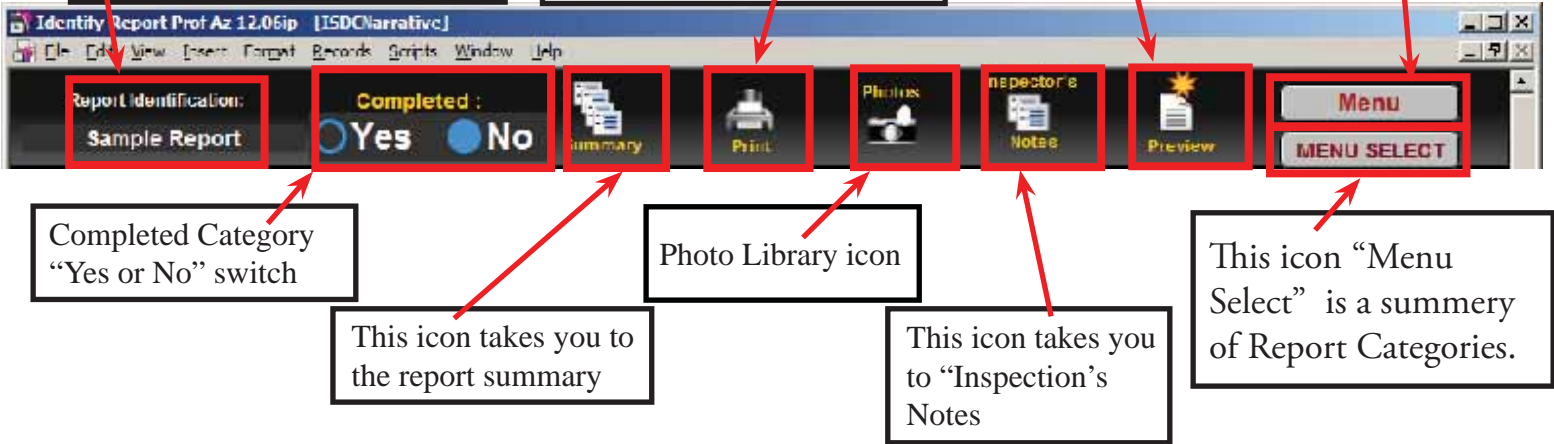
The "Sub-Floor" category window opens.

In the category window the columns are the identifiers, click in box and a drop-down windows opens then chose or Edit

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" Hot Key

This is the "Flash Description" Box

Click in the Box to view slab "Comment Section"

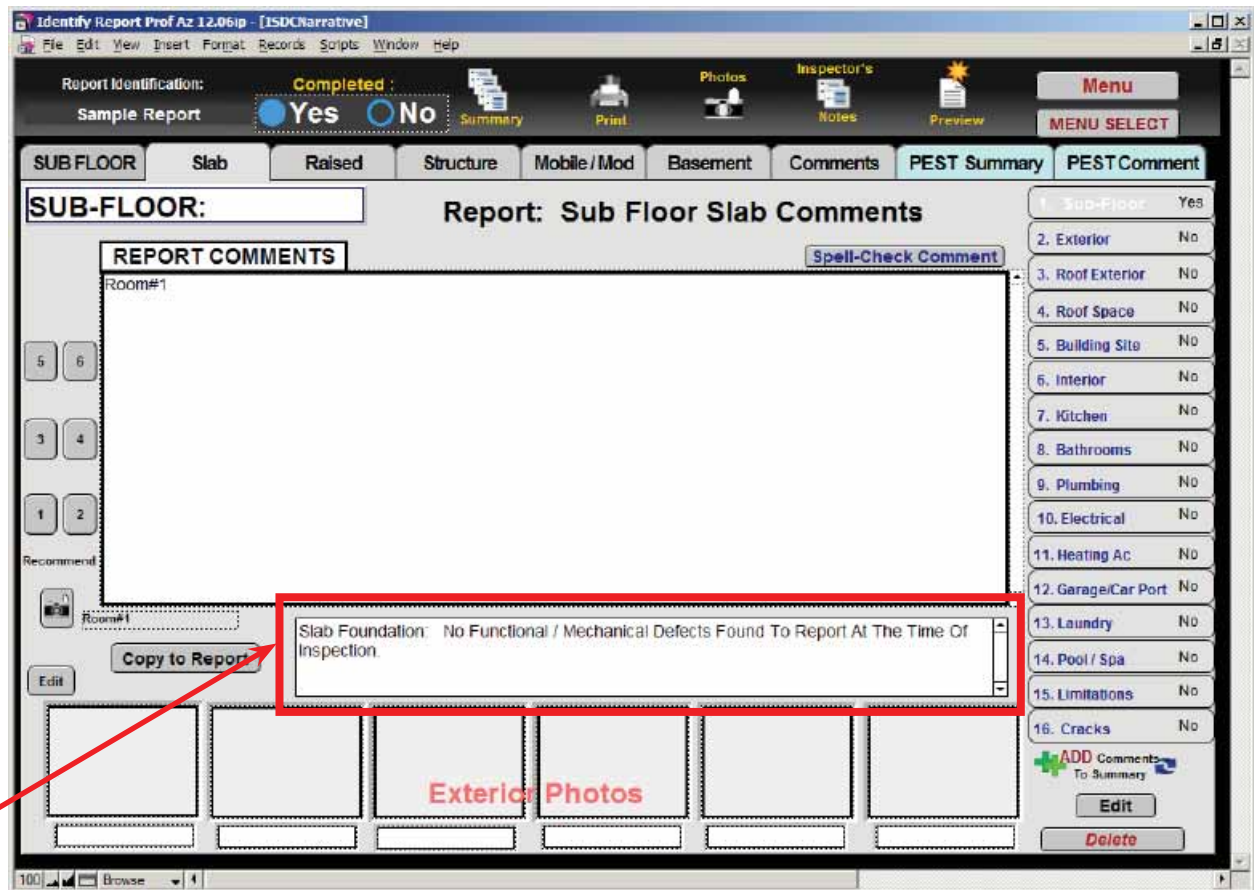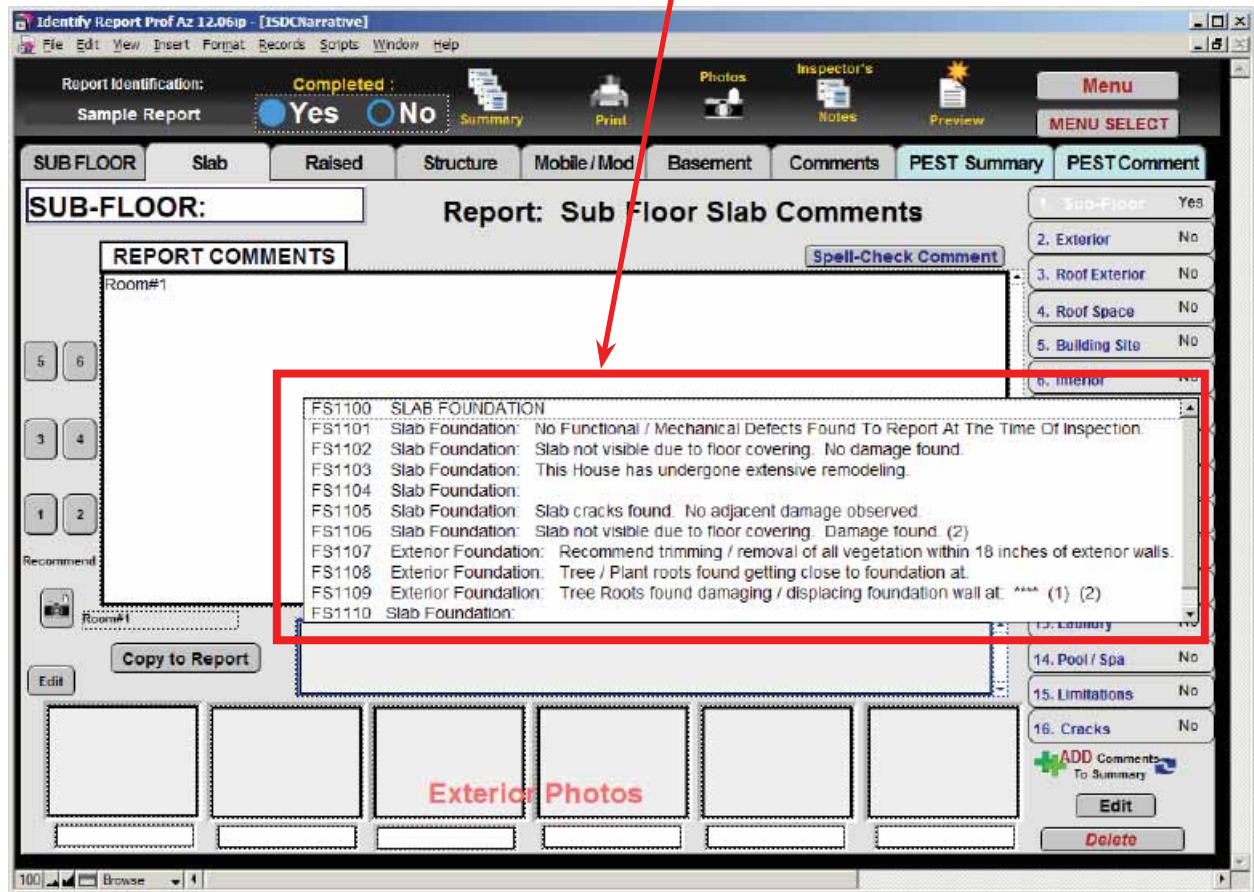In the "Flash Description" window click in box and a drop-down window opens then select or Edit.
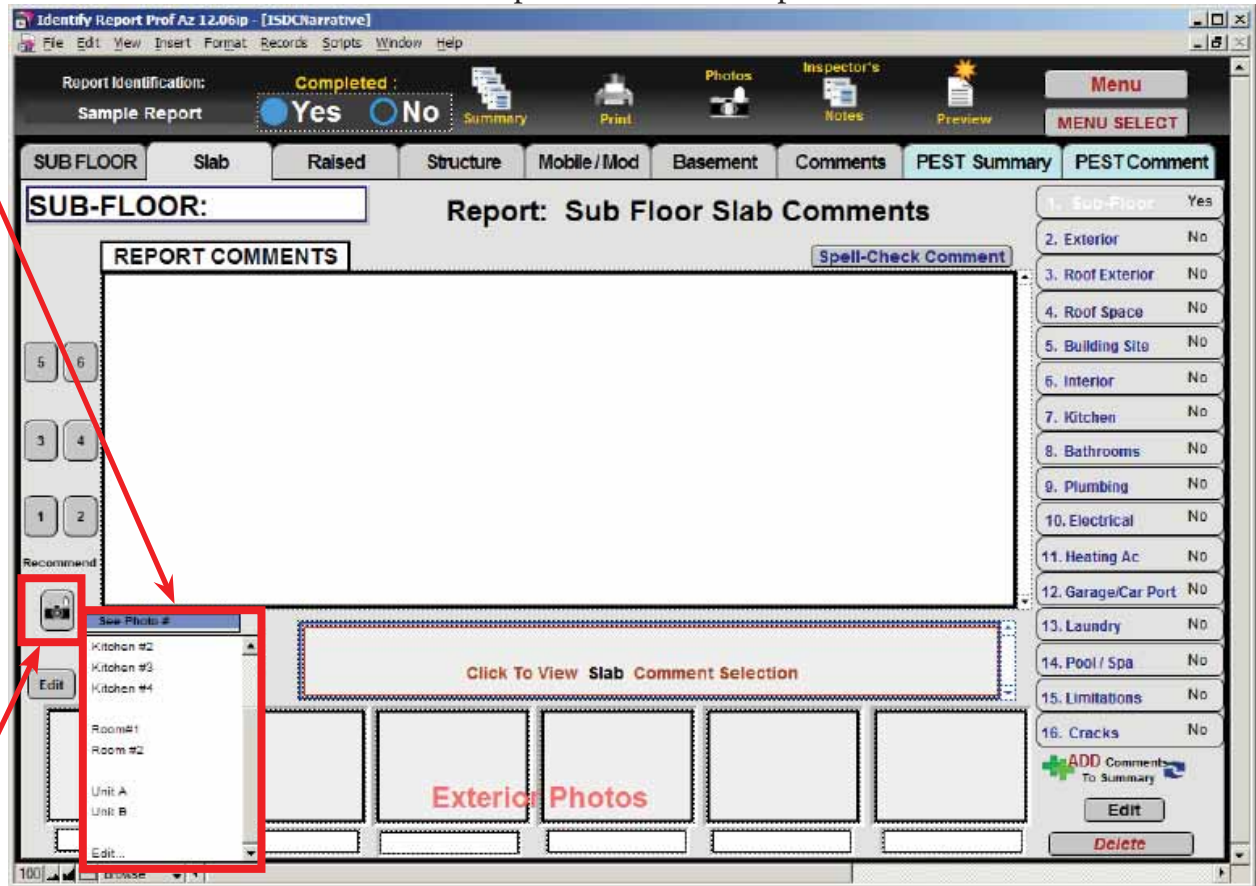
After selecting from the "Flash Description" Drop-down list, Click the "Flash" Hot Key to copy selection into the "Comments section"
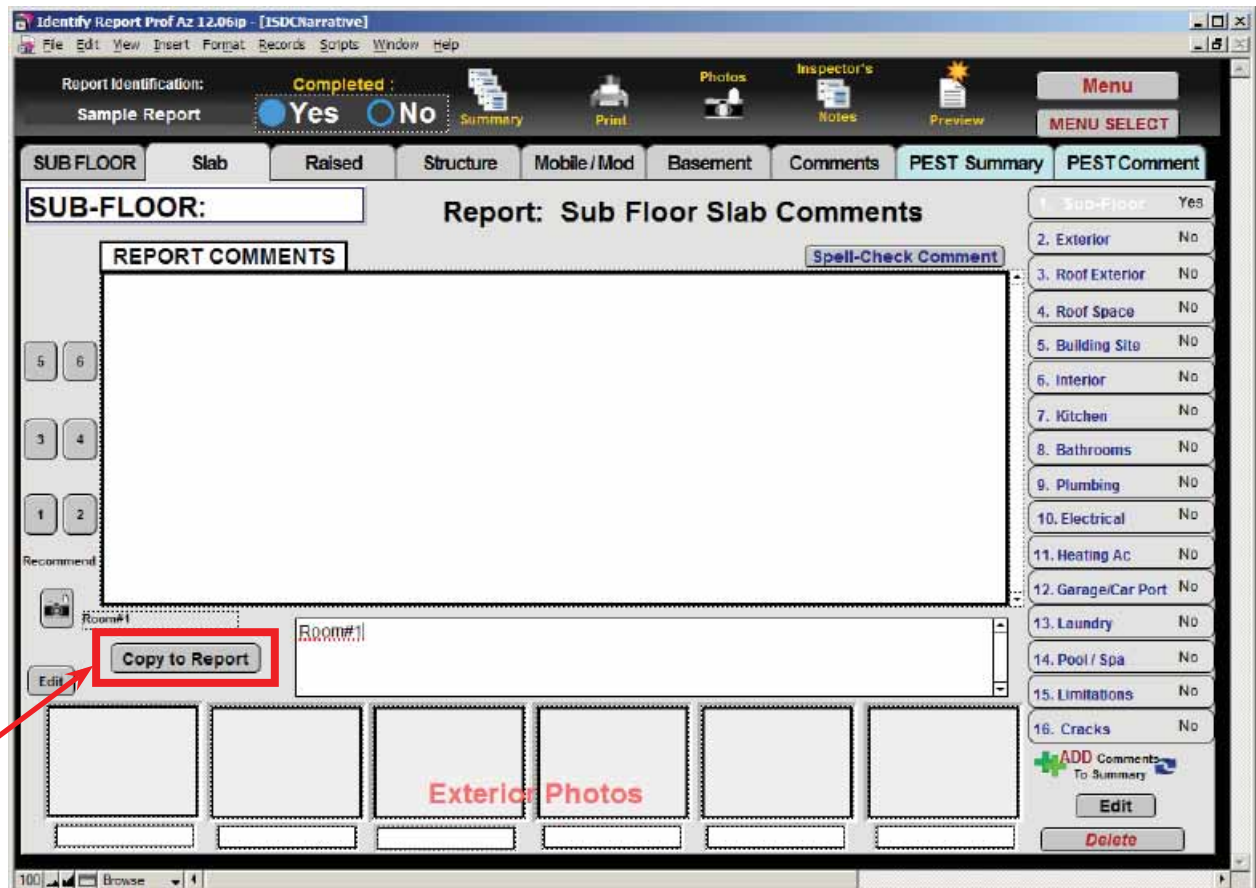
Click the The "Copy to Report" icon this will copy into the "Comment Section"

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

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:	

The comment that you have Chose appears in the "Comment Section"

You will notice that the Comment have been copied into the "Report Comments" Window.

The Comment section Drop-Down Window will open automatically. Select another comment from the list if needed.

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)

The Delete icon will delete all content from any field selected.

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.

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.

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.

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Chapter 4
Managing Photo's_AU

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Identify & Report Professional

Managing Photos

Set you camera to a low resolution for all pictures. To Upload photos to "Photos IdentifyReport Upload Only" folder on your Desktop just images **no Sub-Folders**. Select 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.

Comments for Photos.

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.

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
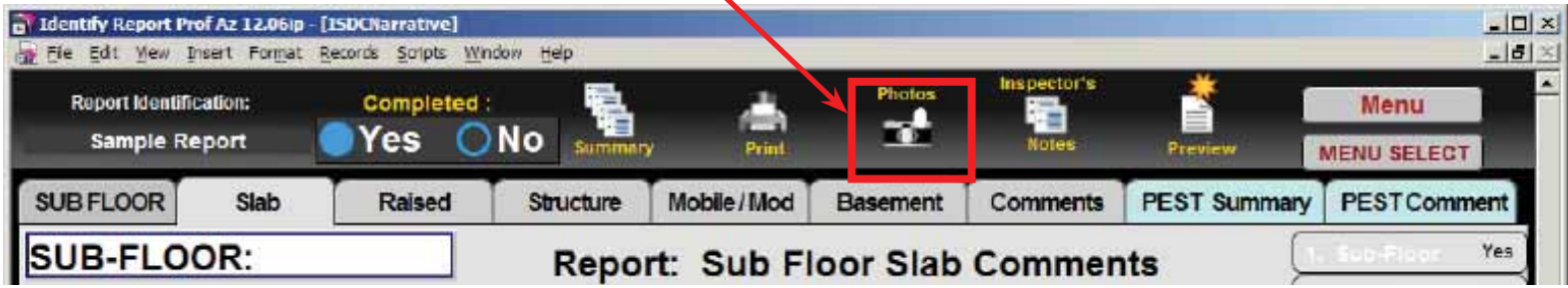
Select the "Auto Load" icon

Select to look up your photo folder.
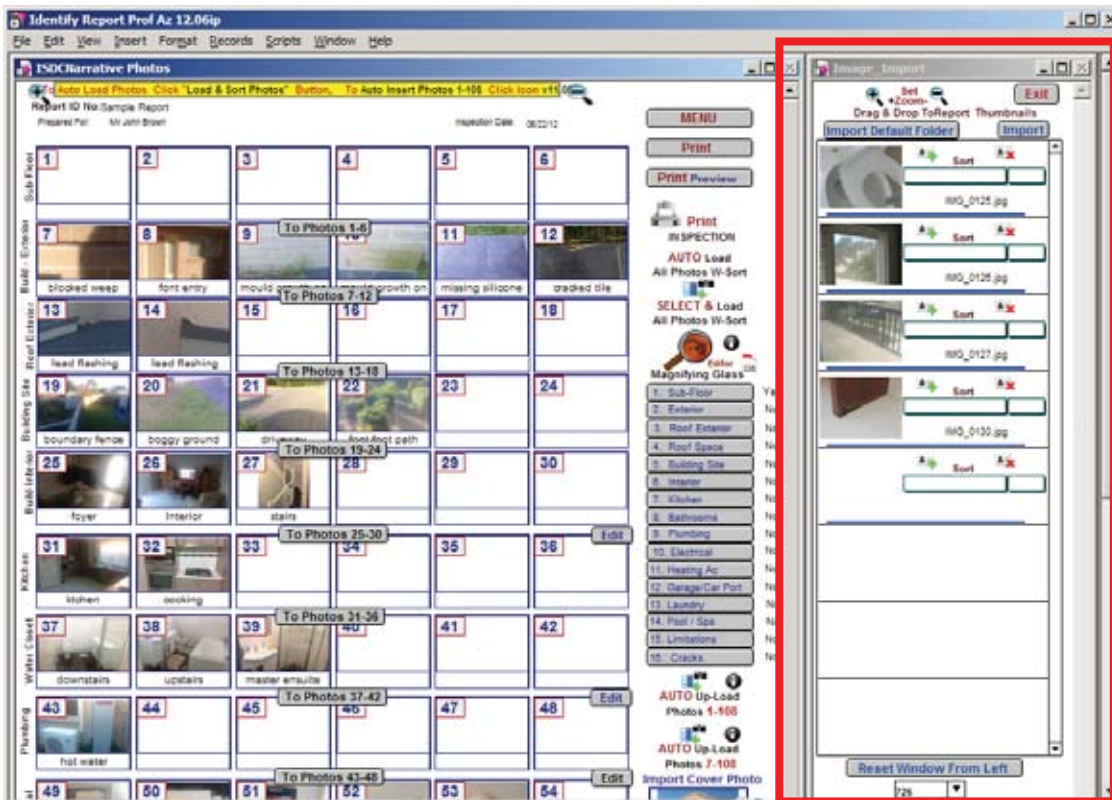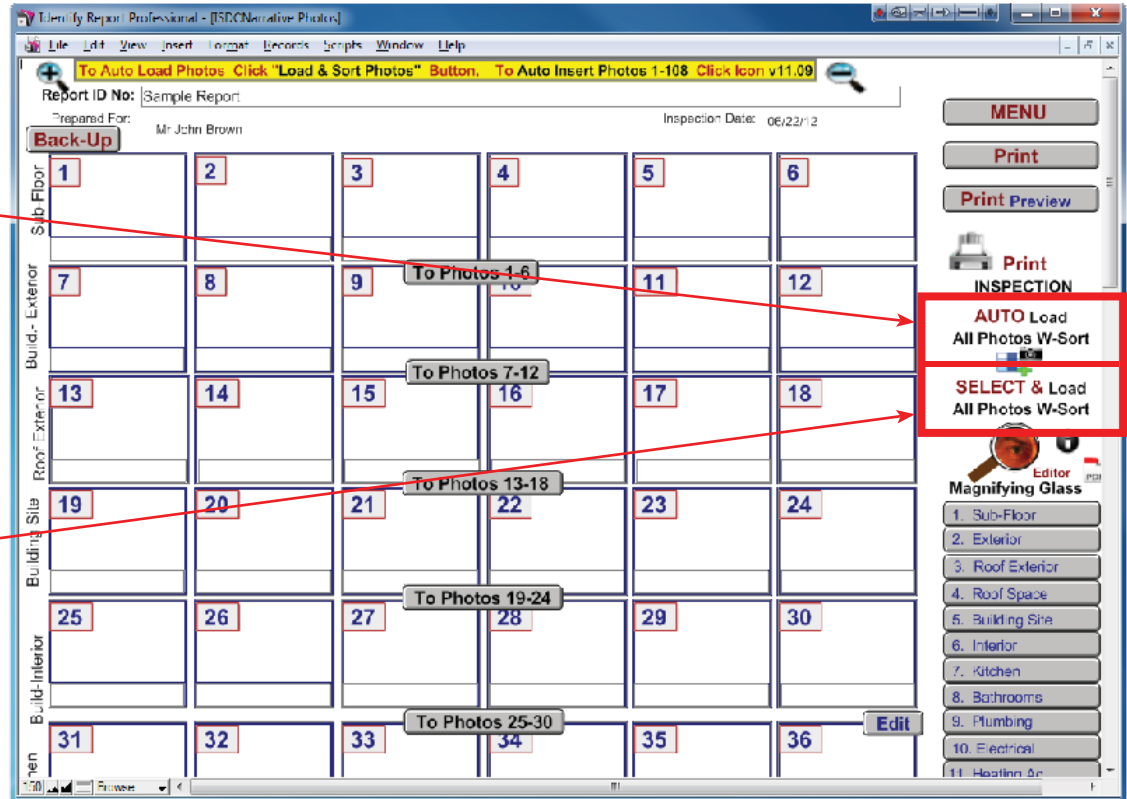
The "Image_Import" Window will open to the right of the "Narrative Photos" Window.

Drag and Drop Photos to where you want to place then.
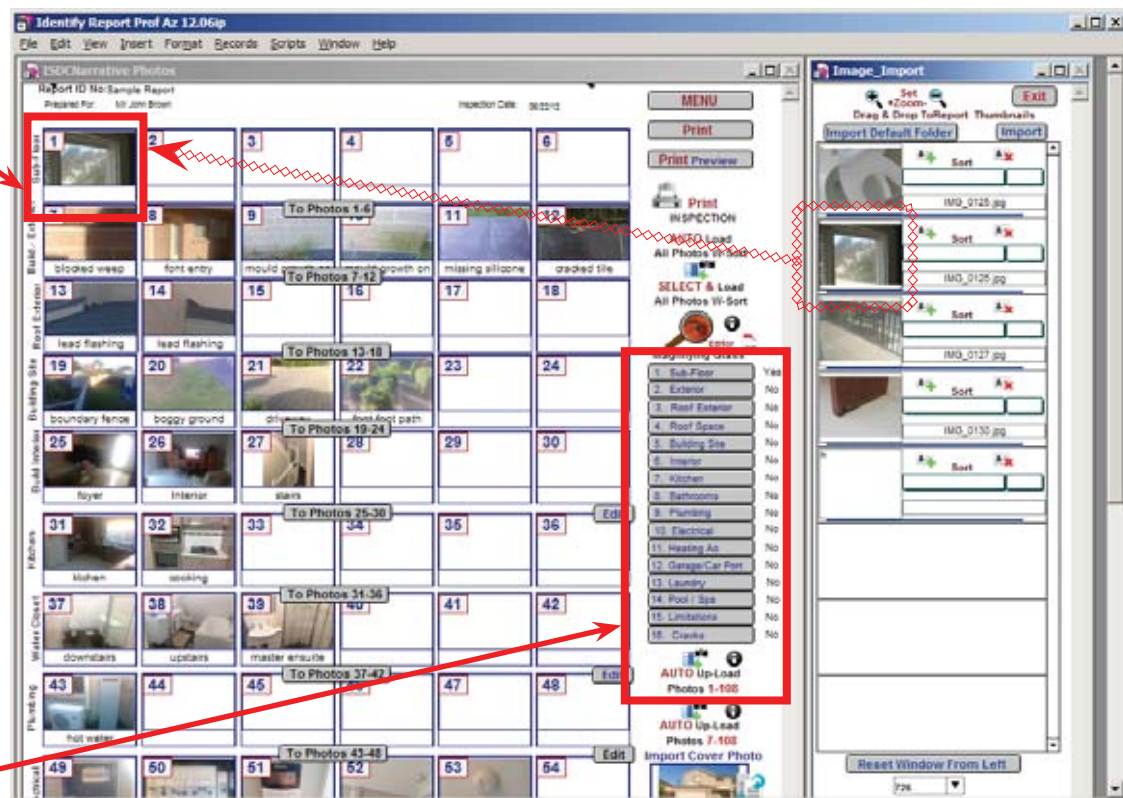
After you have placed the images where you want then Select on Category icon to return to Report.

The picture is now loaded to where you placed it.

You can copy from the "Report Comments" into Comment Window for Image by Highlighting Copy Past or Drag and Drop.
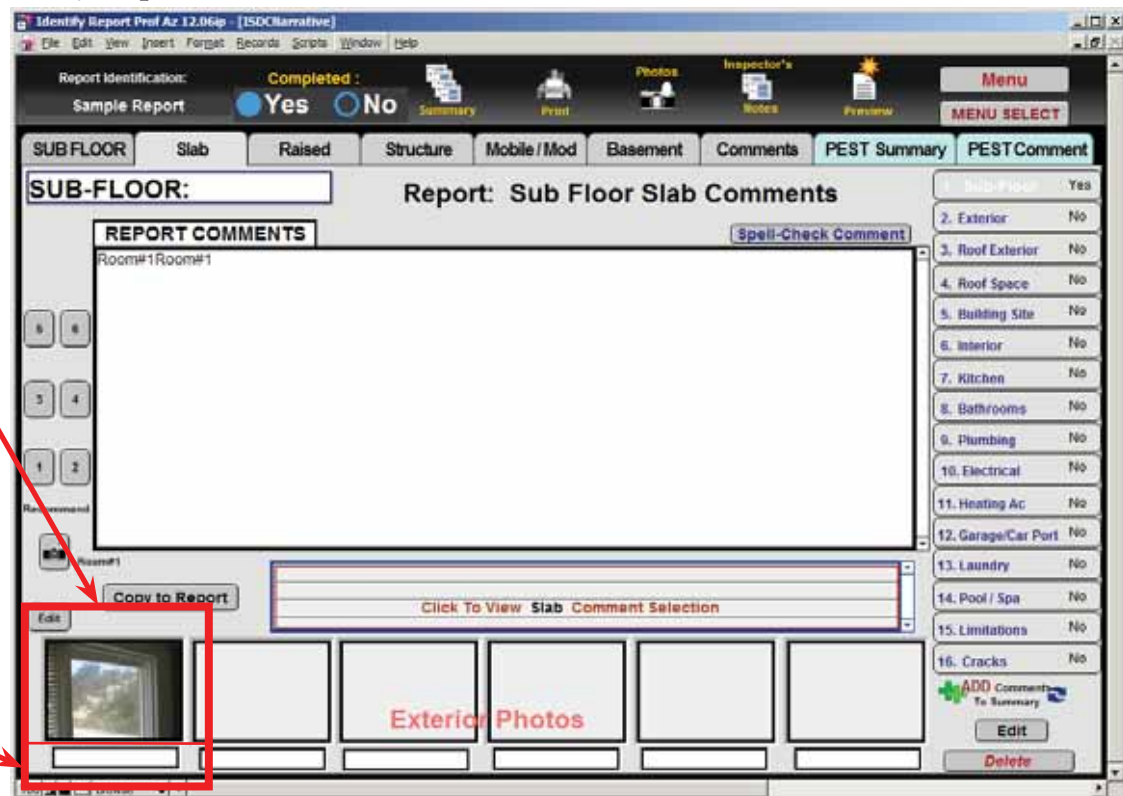
Note:
If you are using an iPad just tap image box and take picture with iPad the image will be inserted directly into you report.

Congratulations
on "Managing Photos"

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

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Chapter 5
Print an Inspection Report_AU

IF You Have any Questions
Please
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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 Page 5 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 Two print formats to choose from:

"Photos Next Page"= Print Photos on the Next page.

"Photos Same Page"= Print Photos on same page.

Print Photos Next Page: ☐ Yes   **Print** Photos Same Page: ☐ Yes
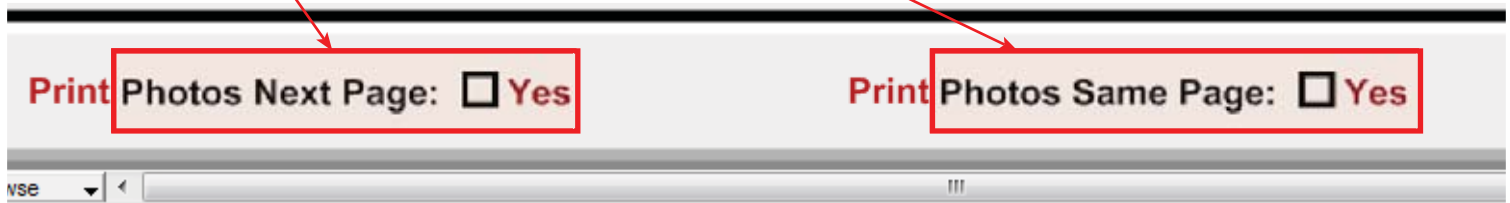
1. NOTE:
   Always use pdfFactory as you default printer.

   Click "OK"

   Print

   Print: Current record

   Printer
   Name: pdfFactory   Properties...
   Status: Ready
   Type: pdfFactory 4
   Where: FPP4:
   Comment: ☐ Print to file

   Print range
   ◉ All
   ◯ Pages from: 1 to: 1

   Number pages from: 1

   Copies
   Number of copies: 1
   1¹ 2² 3³ ☐ Collate

   OLE
   ☐ Update all Links before printing

   OK

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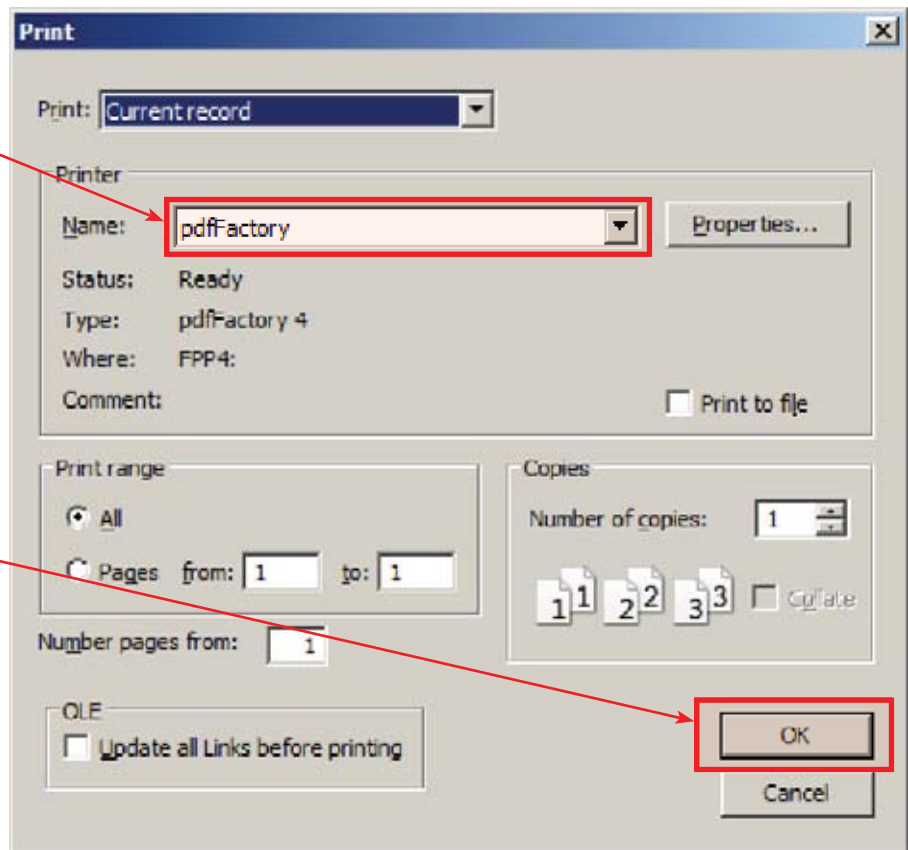
2. As the Inspection Report is being generated this screen appears.

   If Report does not Display, Click "PDFfactory icon.

   Print Status

   Document: ISDCNarrative.USR
   Page: 2

   Select Cancel or press Escape to quit.

   Cancel

Start   pdf   7:40 AM   11/15/2012
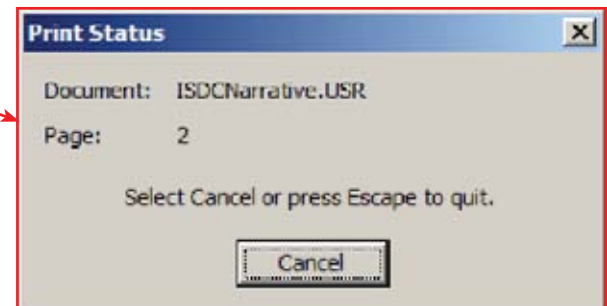
Print settings.

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…"
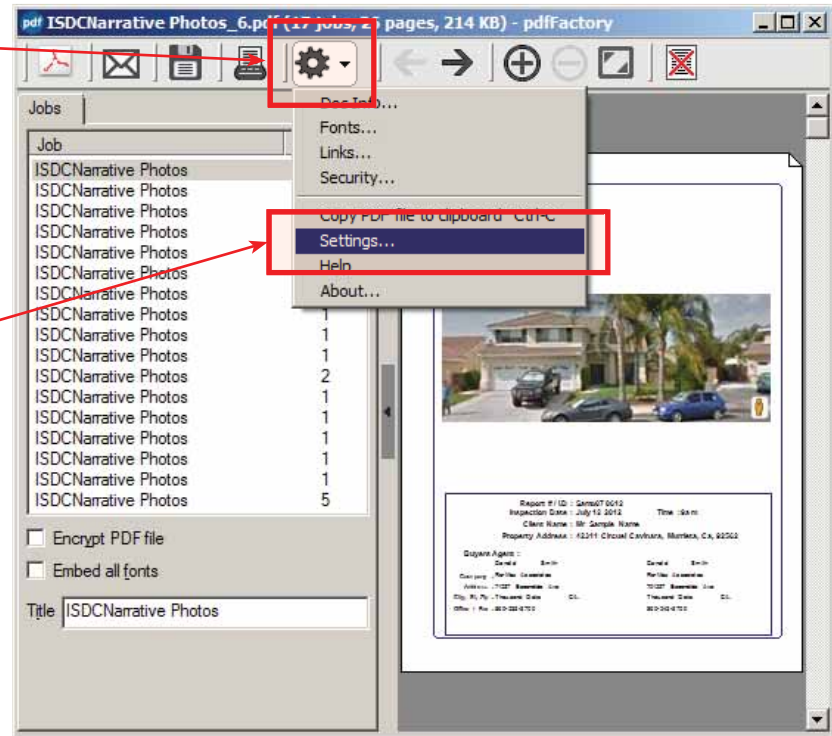
4.
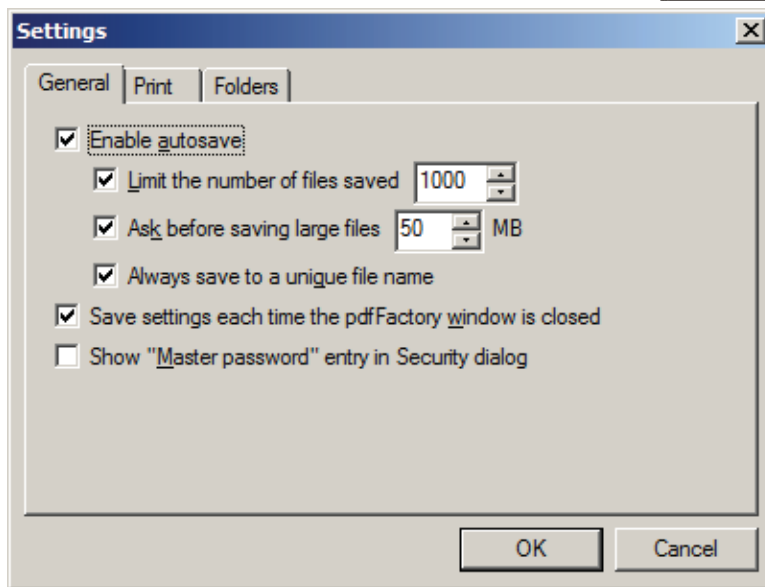
The settings window will open

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

Select "Folder"

"Saved files:"
"Autosave:"
"Data files:"

6.

Settings

General | Print | **Folders**

Saved files: `C:\Users\Owner\Documents\PDF files`   Browse...

Autosave: `\Users\Owner\Documents\PDF files\Autosave`   Browse...

Data files: `C:\Users\Owner\Documents\PDF files`   Browse...

Restore defaults

OK   Cancel

To change these Select "Browe..."

7.   Locate "My Documents"

Browse For Folder

Links
My Documents
⊞ 1 Customer Agrements PDF
⊞ 1 IR Data Show
⊞ Adobe
⊞ AdobeStockPhotos
⊞ Authoriz-Net
Bloogle Library

Folder: `My Documents`

Make New Folder   OK   Cancel

8.

Browse For Folder

⊞ IdentifyReport
⊞ IdentifyReport Media
⊞ IdentifyReport STUFF
LogMeIn
My Identify Reports
⊞ New Customers
⊞ PDF files
PDF files Identify Report

Folder: `My Identify Reports`

Make New Folder   OK   Cancel

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"
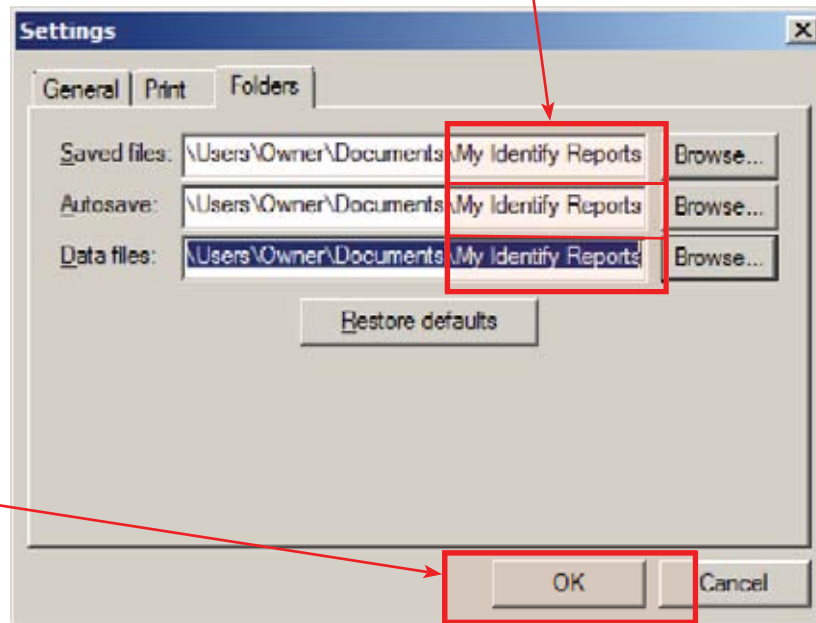
10. Click OK

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

By Default the "Title" is "ISDCNarrative Photos"
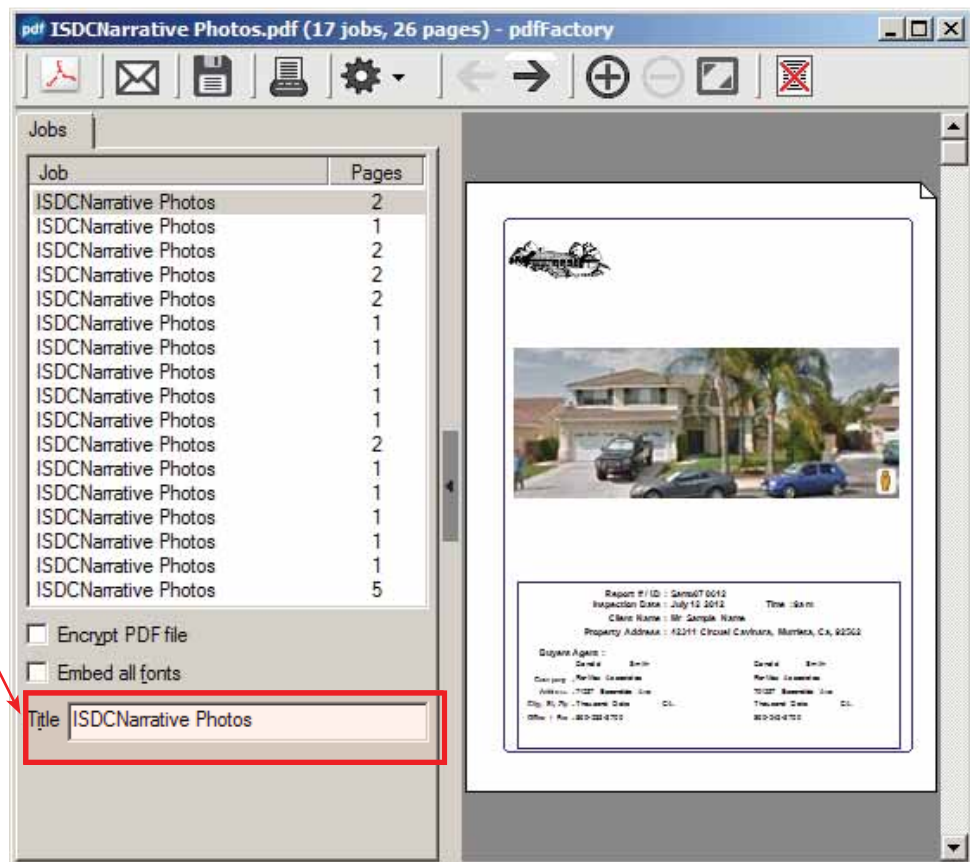
12. In the "Title" Box <u>REPLACE</u> "ISDCNarrative Photos" with the "Report ID" Number in this example Samp070612
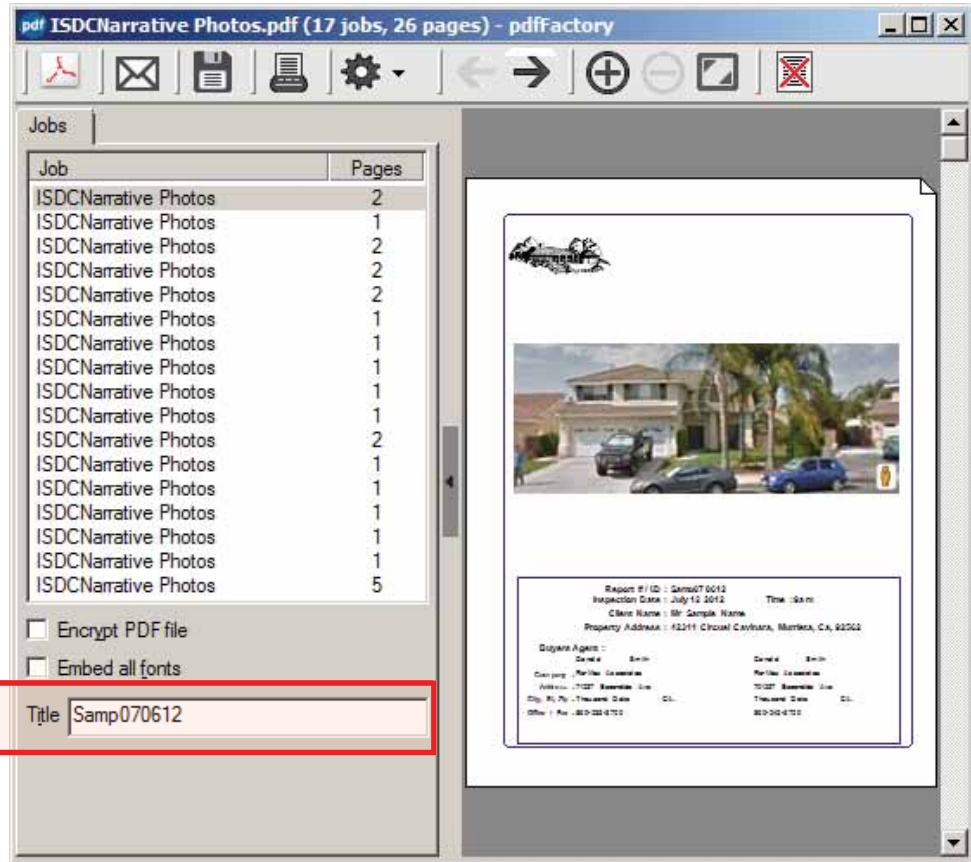
13. Save to any Folder
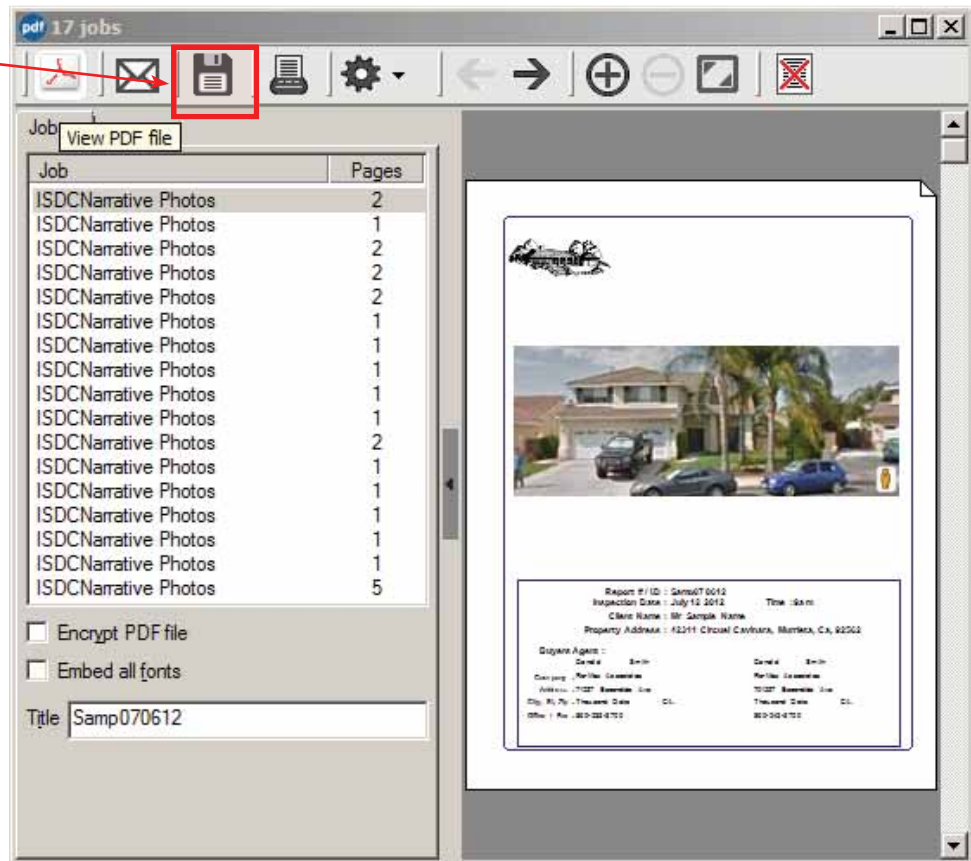
14. Select the pdf icon to view PDF
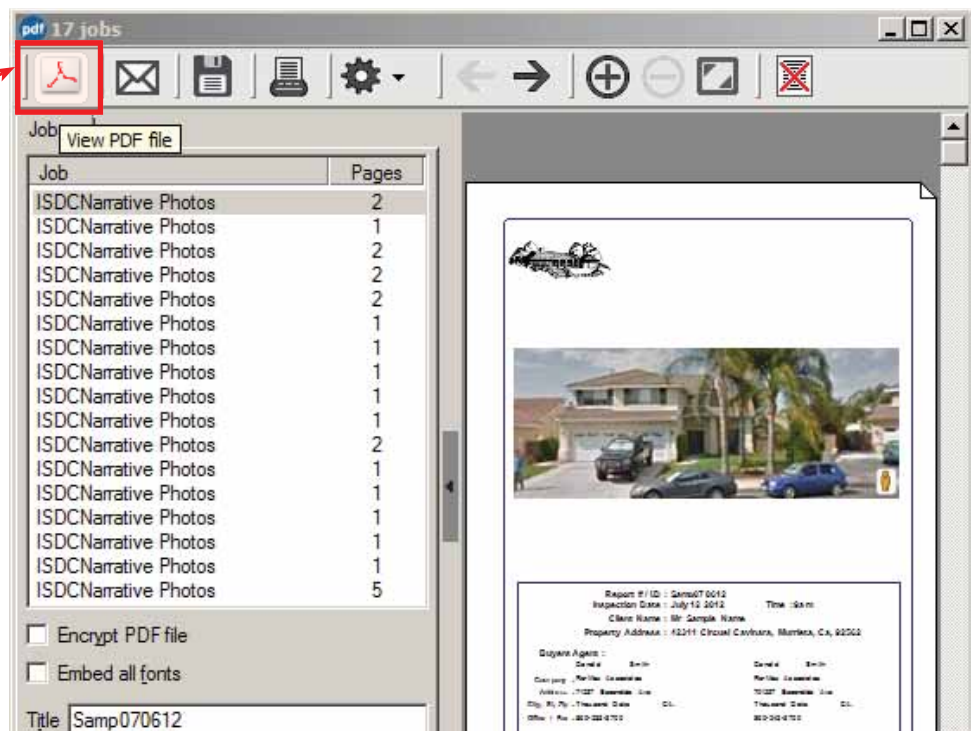
15. When you View the PDF it is saved automatically, notice the File Name.
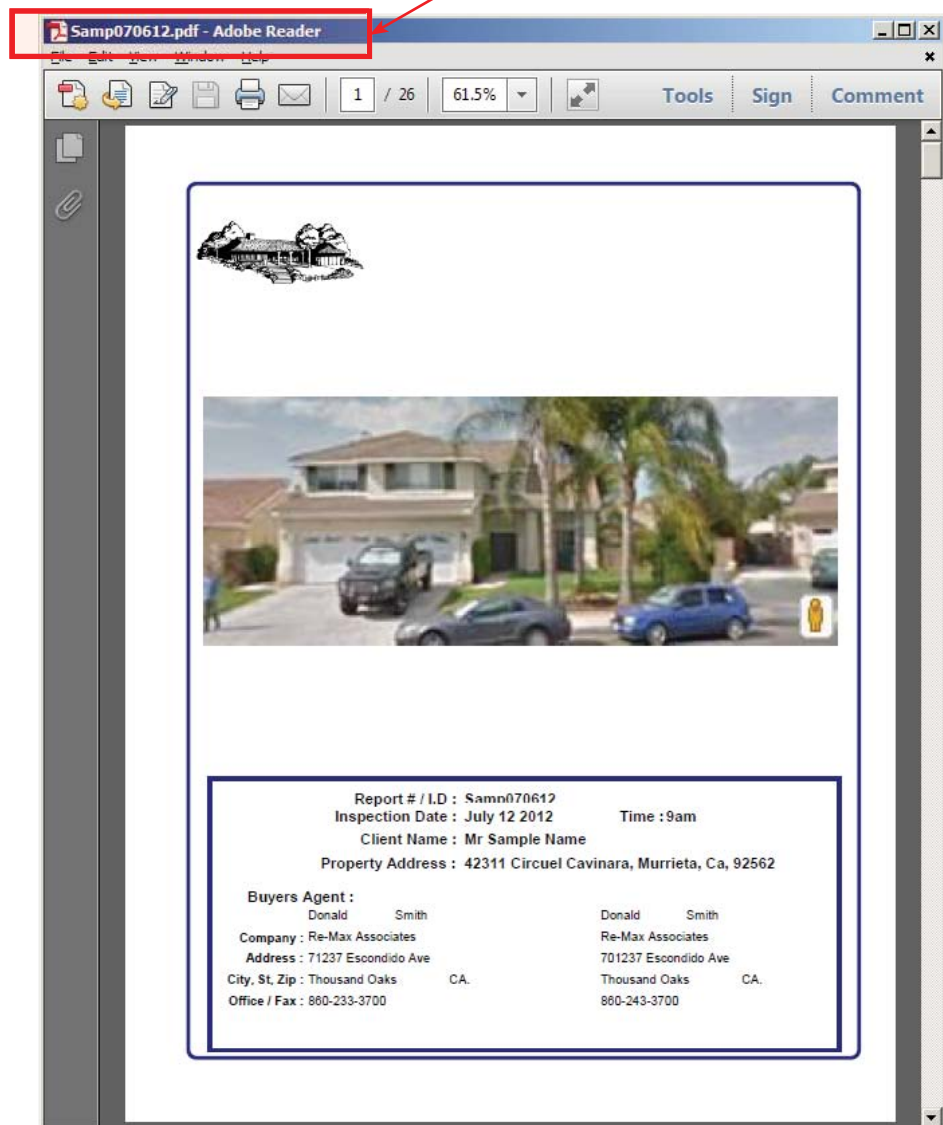
You can go to where your "My Identify Reports" to see the Inspection Report ready to send.
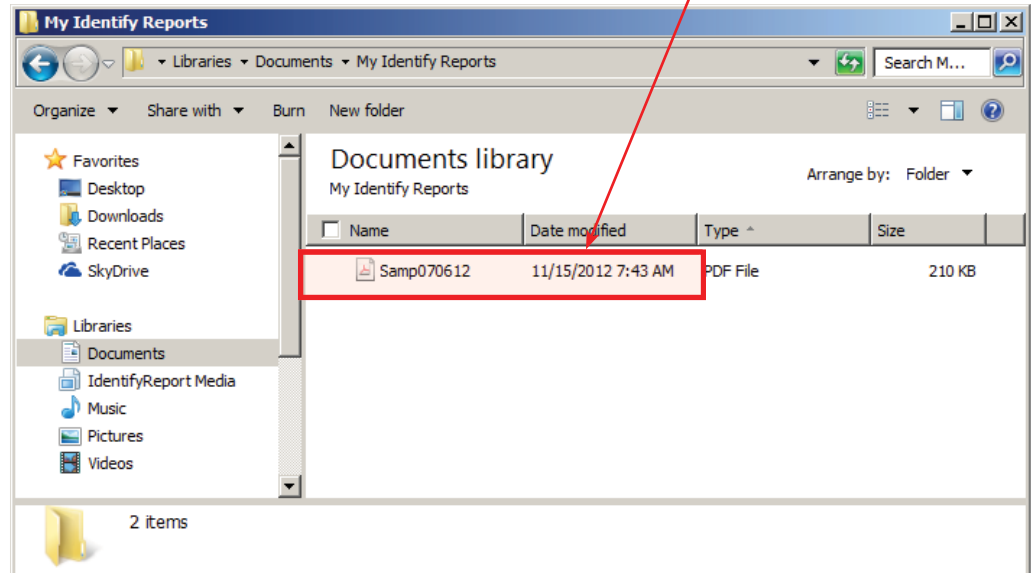
Congratulations
you have "Printed an Inspection Report"

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

IF You Have any Questions
on Creating an Inspection Please
Phone: 0419 600 063
or Email: glen@awesim.com.au

Identify & Report Professional

Identify & Report Professional Australia 12.0ip User Manual

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Chapter 6
Makeing a Template_AU

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Please
Phone: 0419 600 063
or Email: glen@awesim.com.au

Making a Template

Select "Customer Name" Box

Select "Add" Button

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 "Template List" opens

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

Congratulations
you have "Created a New Inspection"

Very important:
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Identify & Report Professional Australia
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any files to or from the
iPad.

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Chapter 7
How to Select A Template AU

Awesim
Building Consultants & Engineers

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or Email: glen@awesim.com.au

Identify & Report Professional

Selecting a Template
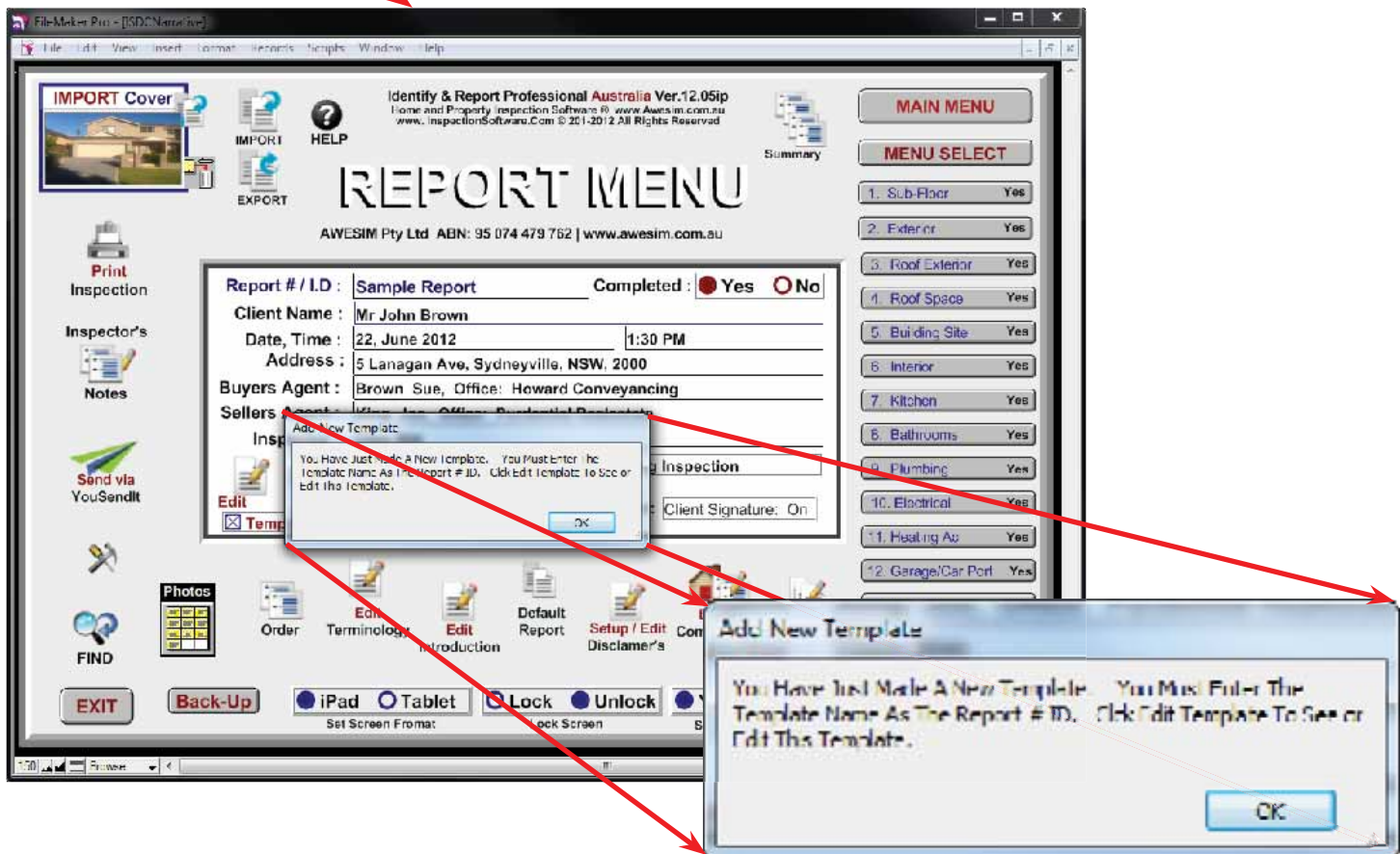
From the "Man Menu" Click "New Inspection"

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:
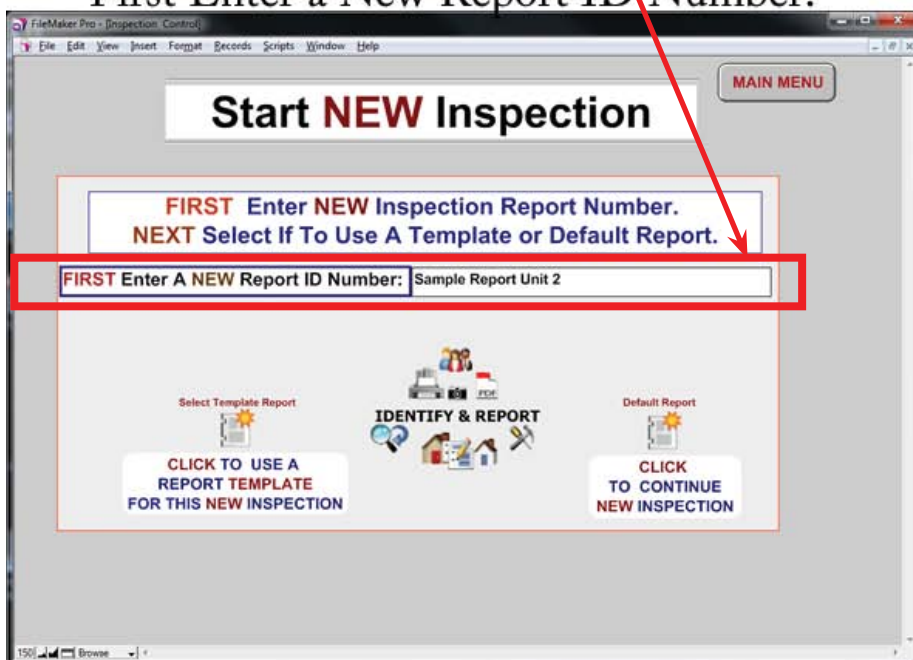
Example:
Clients name: Chris Jones
Scheduled inspection date:
Sept. 21, 2012
Recommended ID Number
Jon09212012

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.

Then "Select Template Report"

Start NEW Inspection

MAIN MENU

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

FIRST Enter A **NEW** Report ID Number: Sample Report Unit 2

Select Template Report

IDENTIFY & REPORT

Default Report

CLICK TO USE A
REPORT TEMPLATE
FOR THIS NEW INSPECTION

CLICK
TO CONTINUE
NEW INSPECTION

Select "Use This Template" you would like to use

Template List
Select the template you wish to use.

MENU

Default Report	Template	Use This Template
Sample Report	Template	Use This Template
temp	Template	Use This Template

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

ORDER FORM

Back-Up

MAIN MENU

HELP   Cover Photo   Inspection Type:

Order Date: 26/9/2012
Scheduled
Date/Time:
Arrival time: Depart time:

Report ID : Sample Report Unit 5

**TO CURRENT
Inspection**

Client Information: To InspectionSoftware.com
First, Last Name:
Other Name :
Address:
Suburb,State,P/C:
Home, Work #:
Email:
Ordered By: Referred By:

Basic Pricing
○ $165.00
○ $220.00
○ $330.00
○ $440.00
○ $550.00
○ $660.00
○ Other...

Find Inspection

NEW Inspection

PRINT CURRENT Inspection

Calendar

Photos

Notes :

Property Information: Google maps   Inspection Completed: ○ YES ● NO
Seller: Dwelling Facing:

Fill out the "Order Form" then select "To Current Inspection"

ORDER FORM

Back-Up

MAIN MENU

HELP   Inspection Type:

Order Date: 26/9/2012
Scheduled
Date/Time: 22 June 2012   1:30 pm
Arrival time: 1:30 pm   Depart time:

Report ID : Sample Report Unit

**TO CURRENT
Inspection**

Client Information: To InspectionSoftware.com
First, Last Name: Mr   John   Brown
Other Name :
Address: 5 Whereis Ave
Suburb,State,P/C: Your City   NSW 2000
Home, Work #: 09 999 1234
Email: j.brown@abcinc.comm.au
Ordered By: Buyer's Agent   Referred By:

Basic Pricing
○ $165.00
○ $220.00
○ $330.00
○ $440.00
○ $550.00
○ $660.00
○ Other...

Find Inspection

NEW Inspection

PRINT CURRENT Inspection

Calendar

Photos

Notes :

Property Information: Google maps   Inspection Completed: ○ YES ● NO
Seller: Alan Rosehill   Dwelling Facing: North

The "Report Menu" will open select a category in this example "1. Sub-Floor"

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
on Creating an Inspection Please
Phone: 0419 600 063
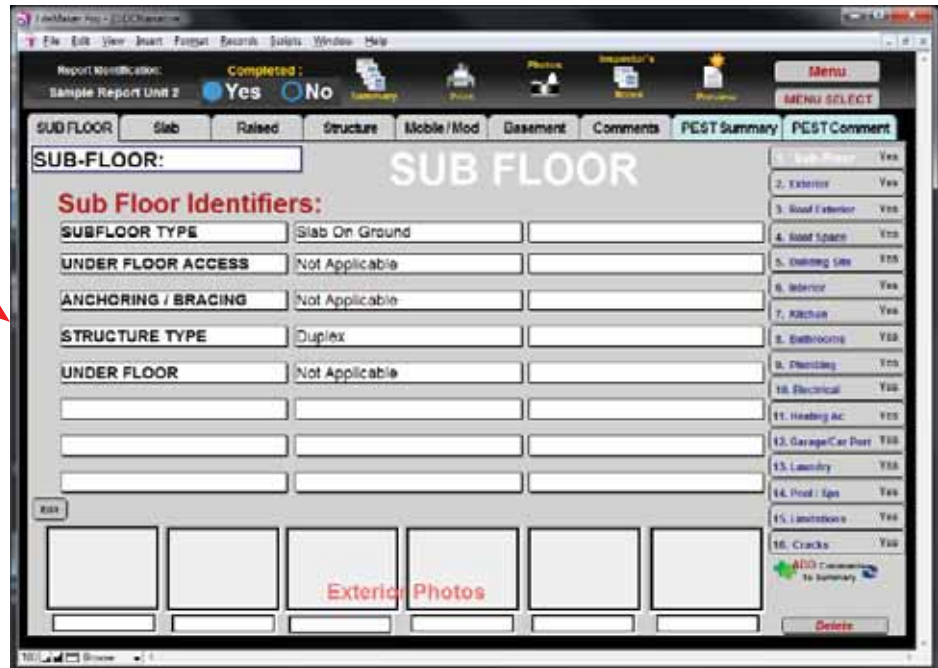or Email: glen@awesim.com.au**

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Chapter 8
Transferring Files Computer to iPad,
iPad to Computer_AU

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Building Consultants & Engineers

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or Email: glen@awesim.com.au

Identify & Report Professional

Transferring Files Computer to iPad, iPad to Computer

<div style="border:2px solid orange">

VERY IMPORTANT:

You must Exit "Identify & Report Professional" correctly from your computer and the iPad before copy any files between the two devices.

</div>

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.

File Sharing

The apps listed below can transfer documents between your iPad and this computer.

Note:
This section is what is on your iPad.

Select apps from the list on the left to view the documents that are on your 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.
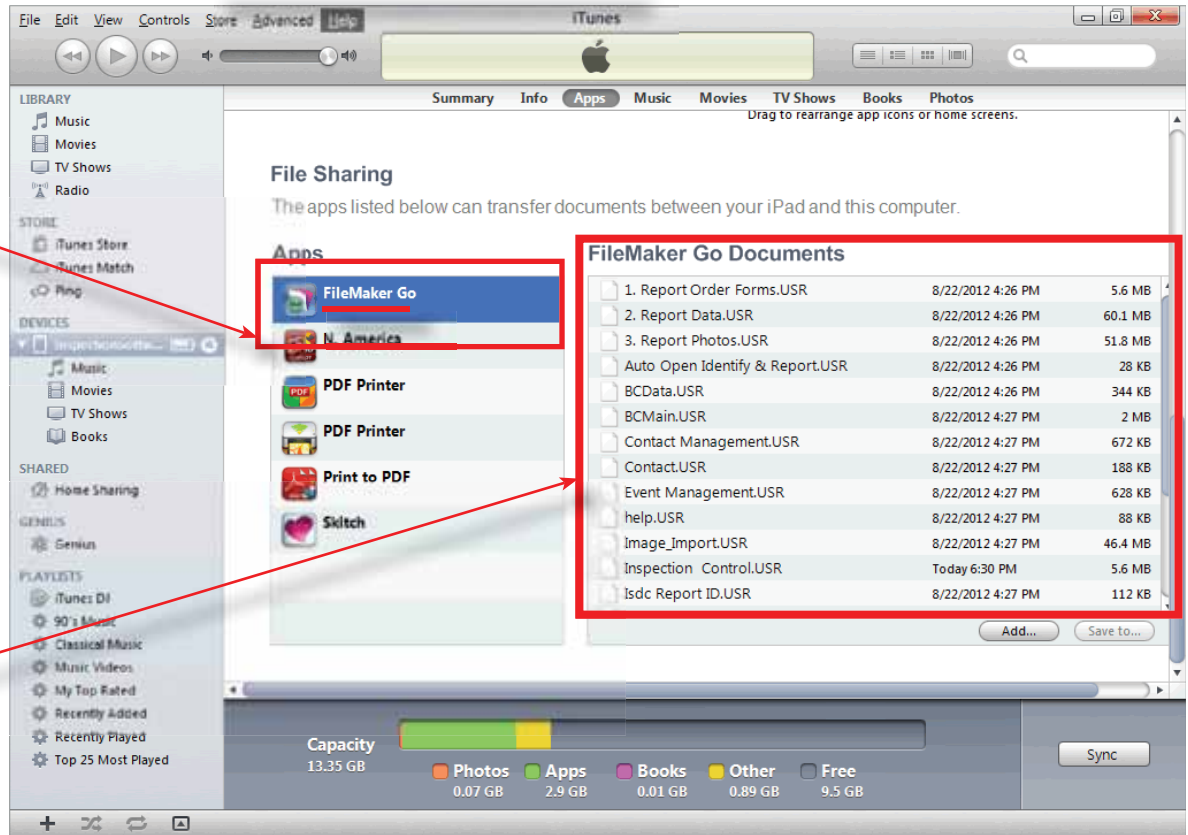
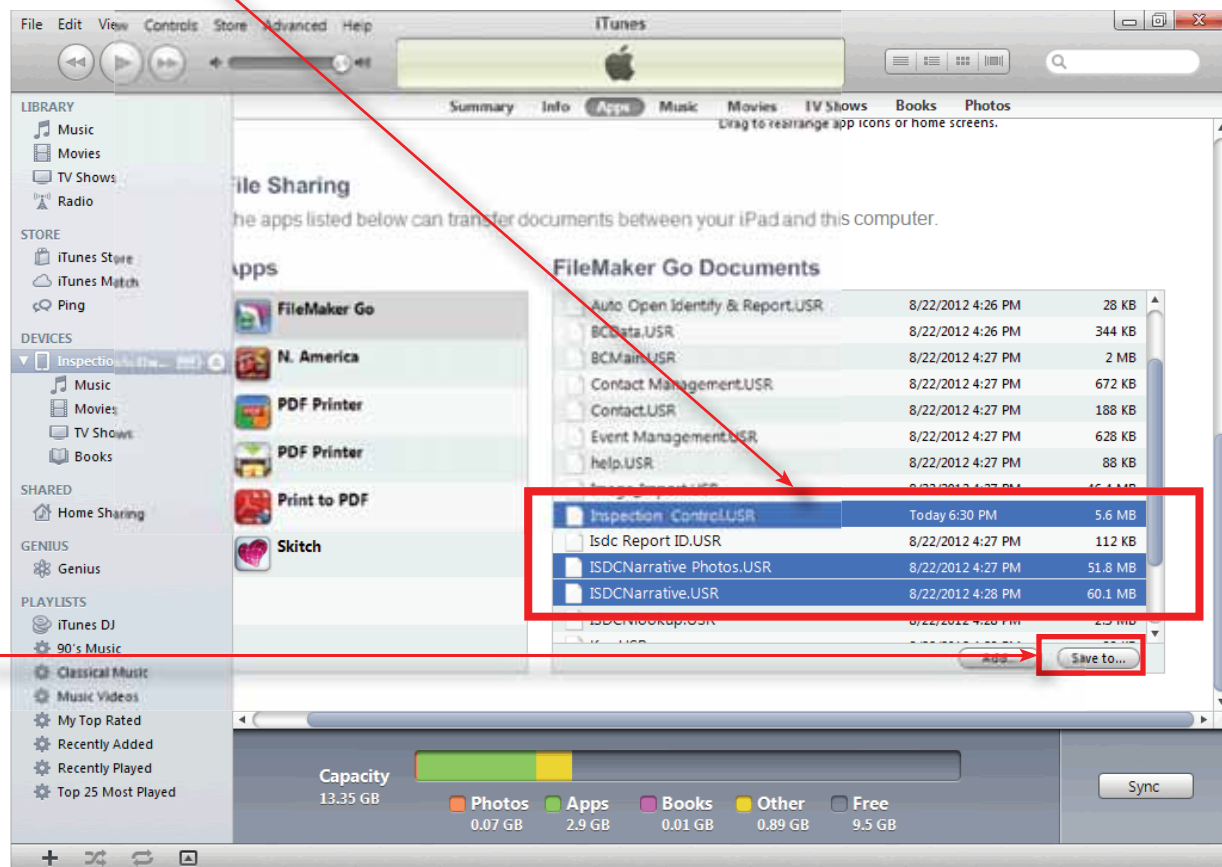The "Save to…" Button is Grayed out until you select files to be Copied over to your Computer.
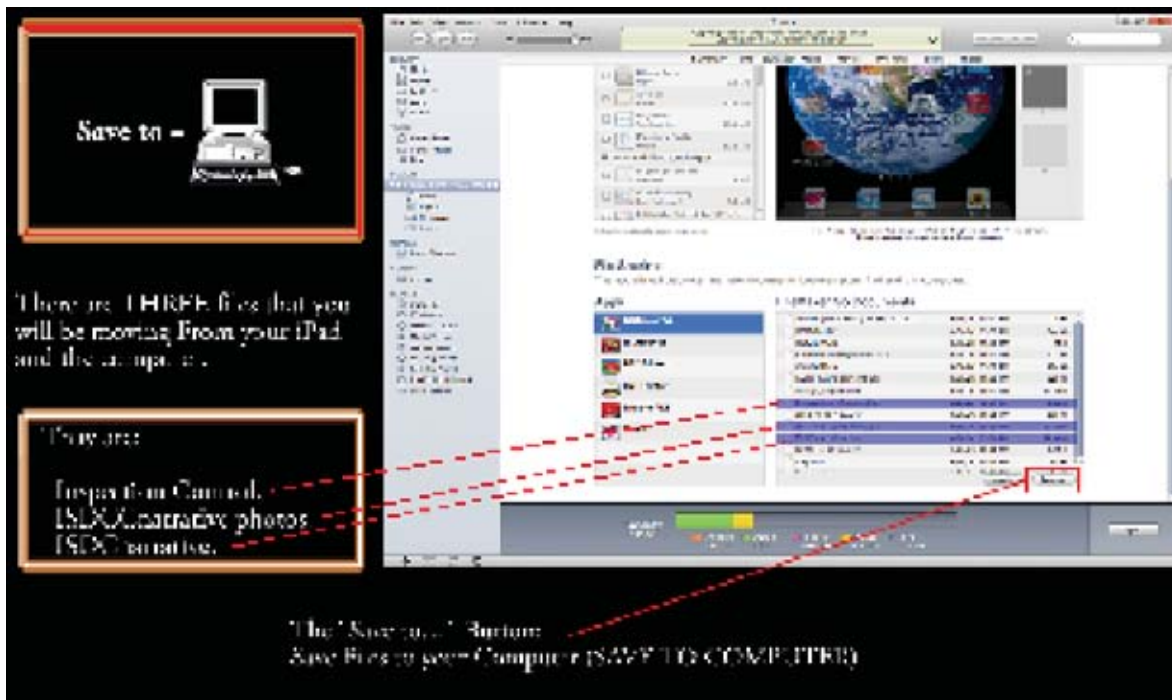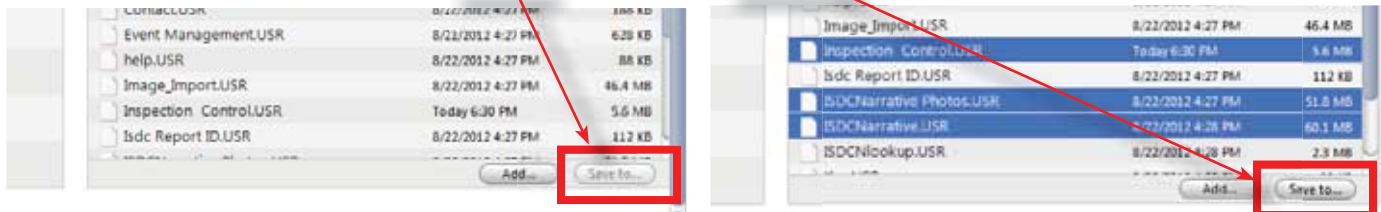
There are THREE files that you will be moving from your iPad to your computer.

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

Inspection Control.
ISDCnarrative.
ISDCCnarrative photos.

We are going to copy Files from the iPad to the Computer so we Click the "Save to..." (Computer) Button
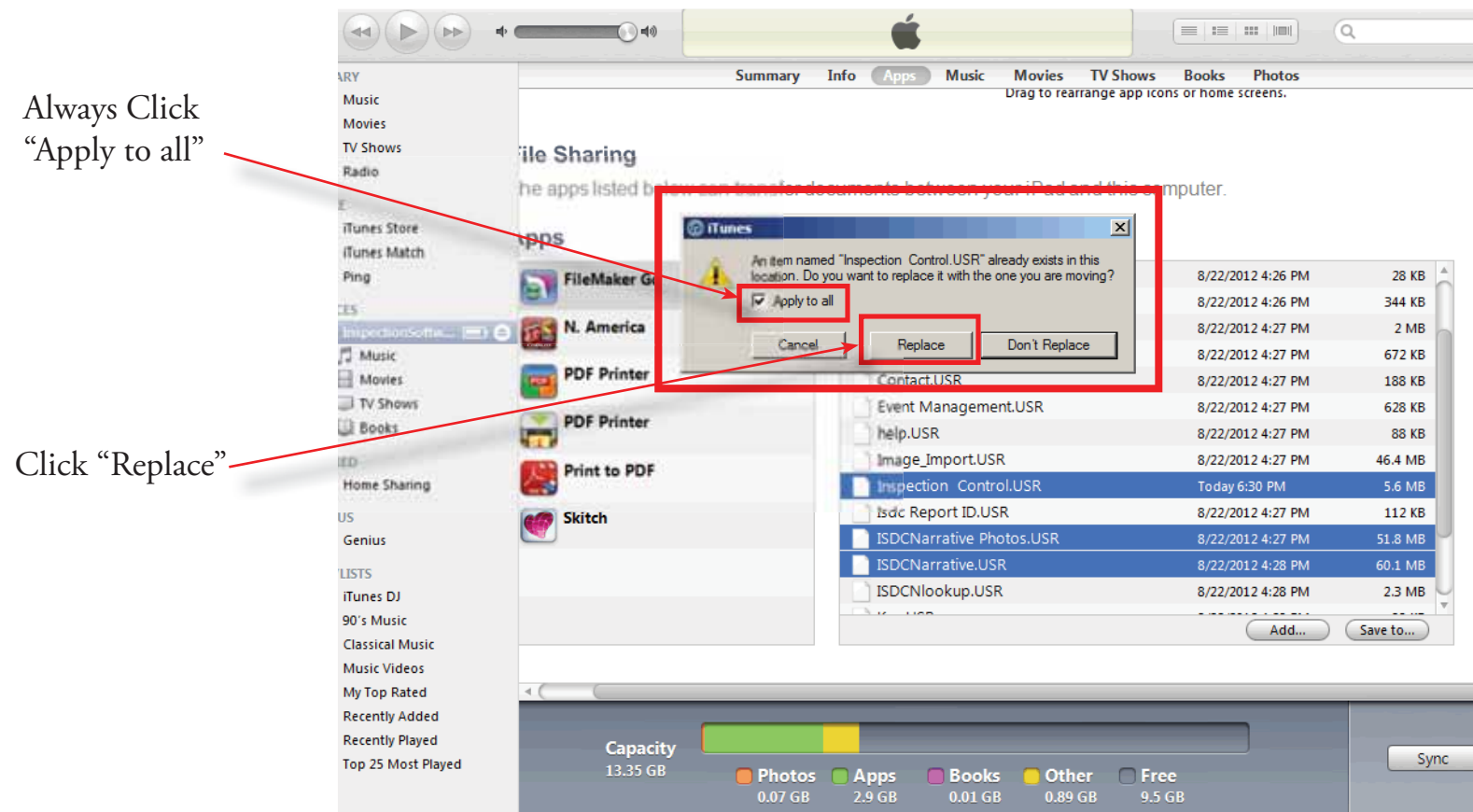

You will see the Files. If not Go to the Folder.
C:\ Identify 12.06ip
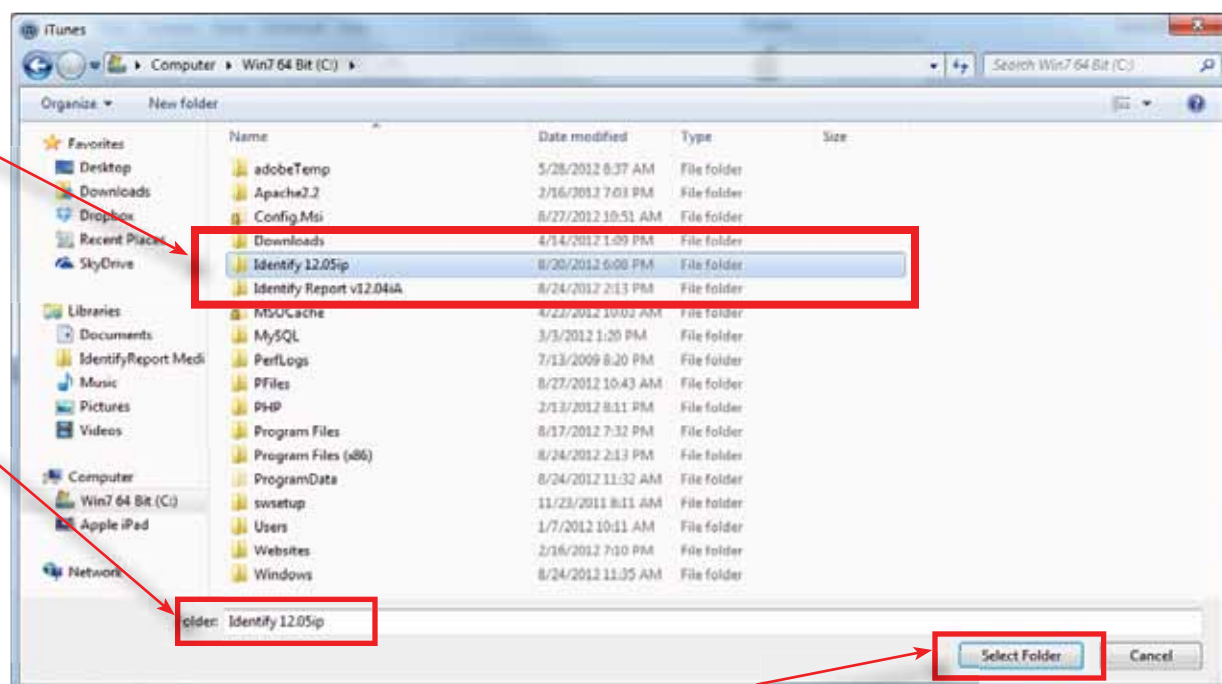
Make sure "Identify 12.06ip" is in the File Box.

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"

At the top of the iTunes Window you can fallow 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"

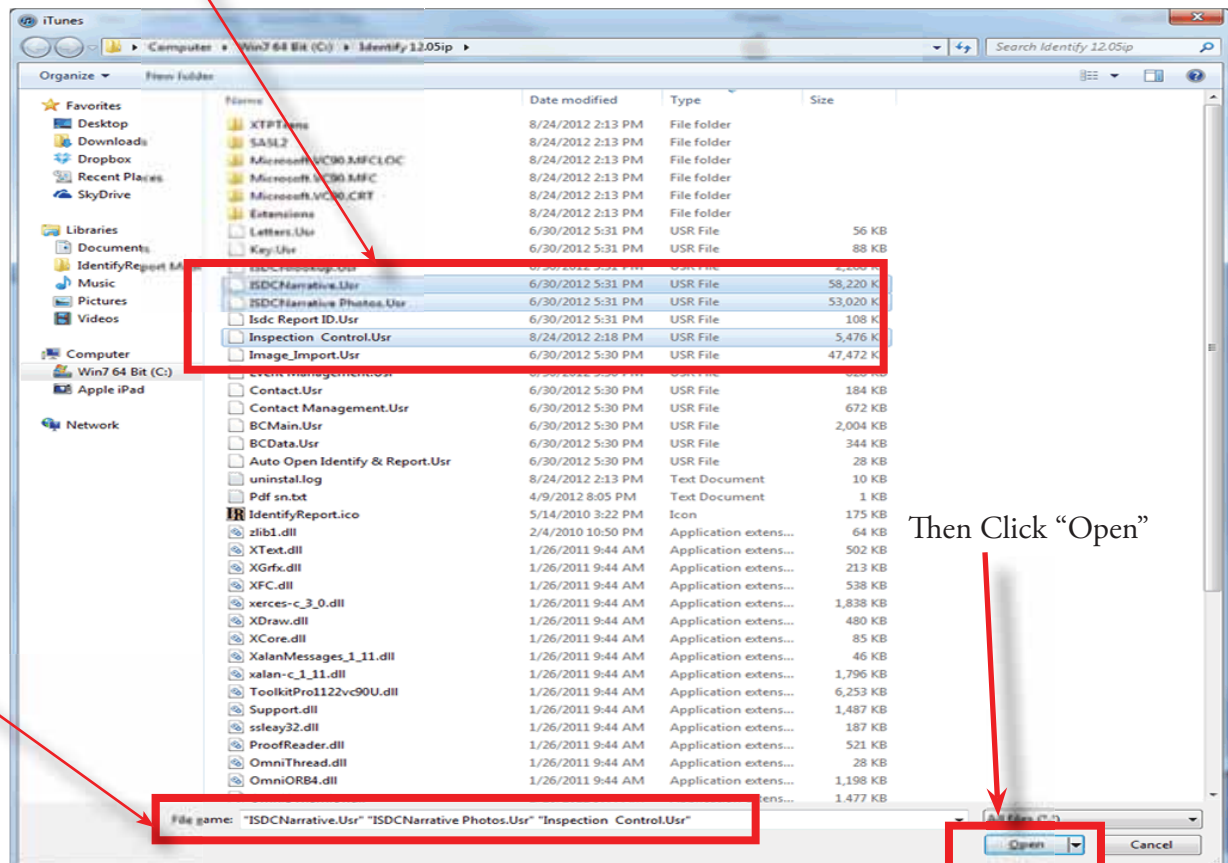This will open up the "FileMaker Go Documents" Window. These are the Documents **ON** the iPad.

Slide the Scroll bar to the right. This will make it easier to see Files on the iPad.
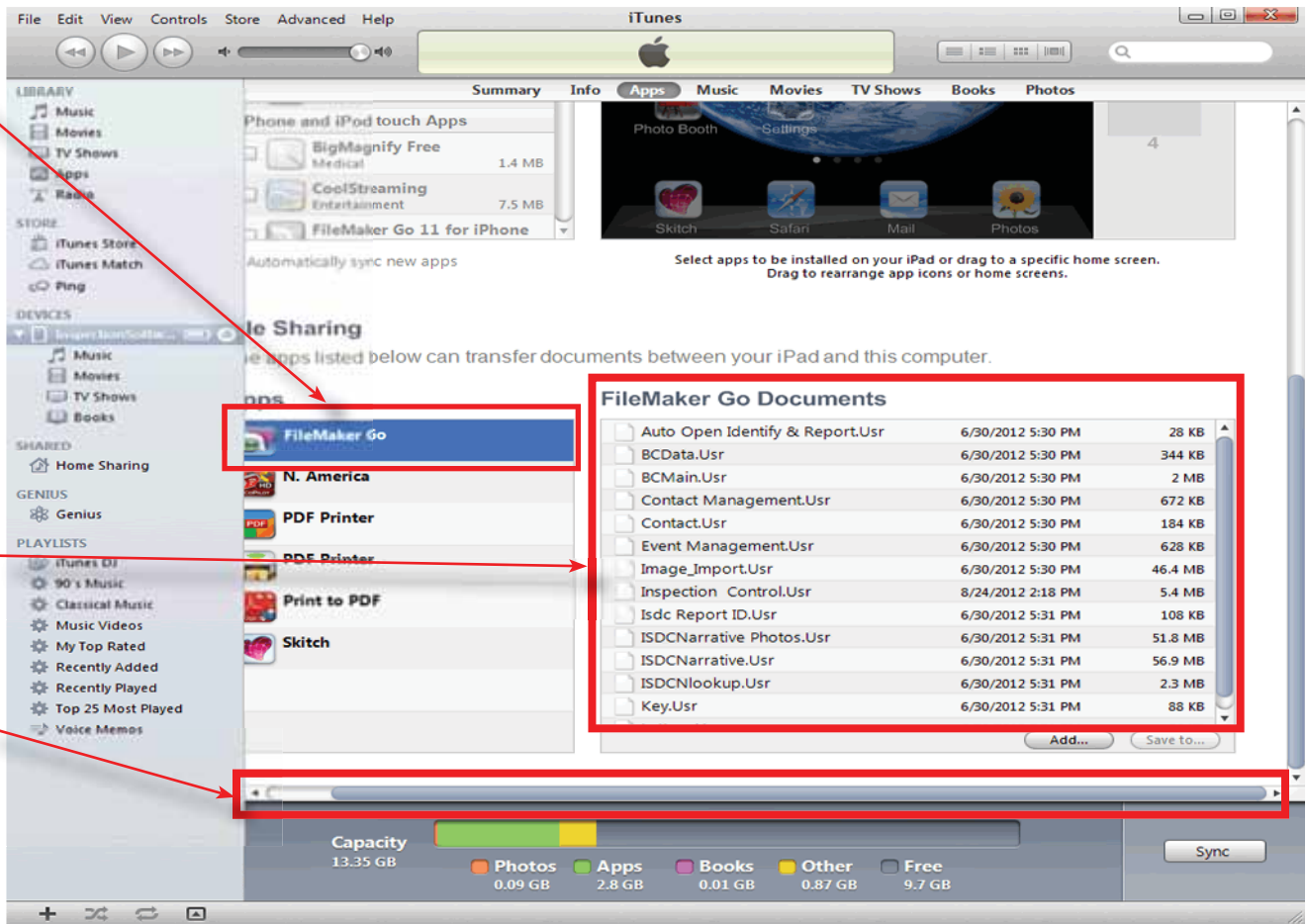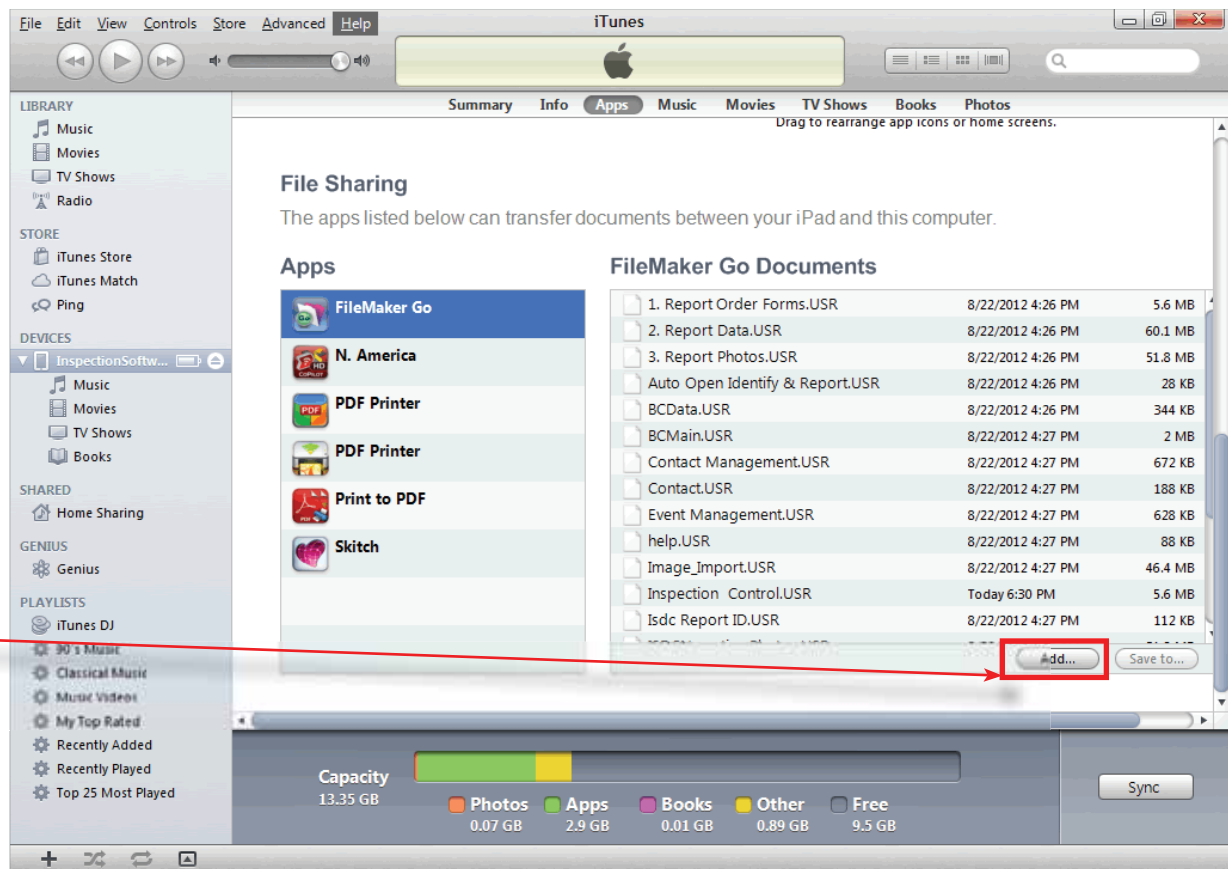
Click "Add…" to iPad

Holding down the "Ctrl" key and Highlight the three files
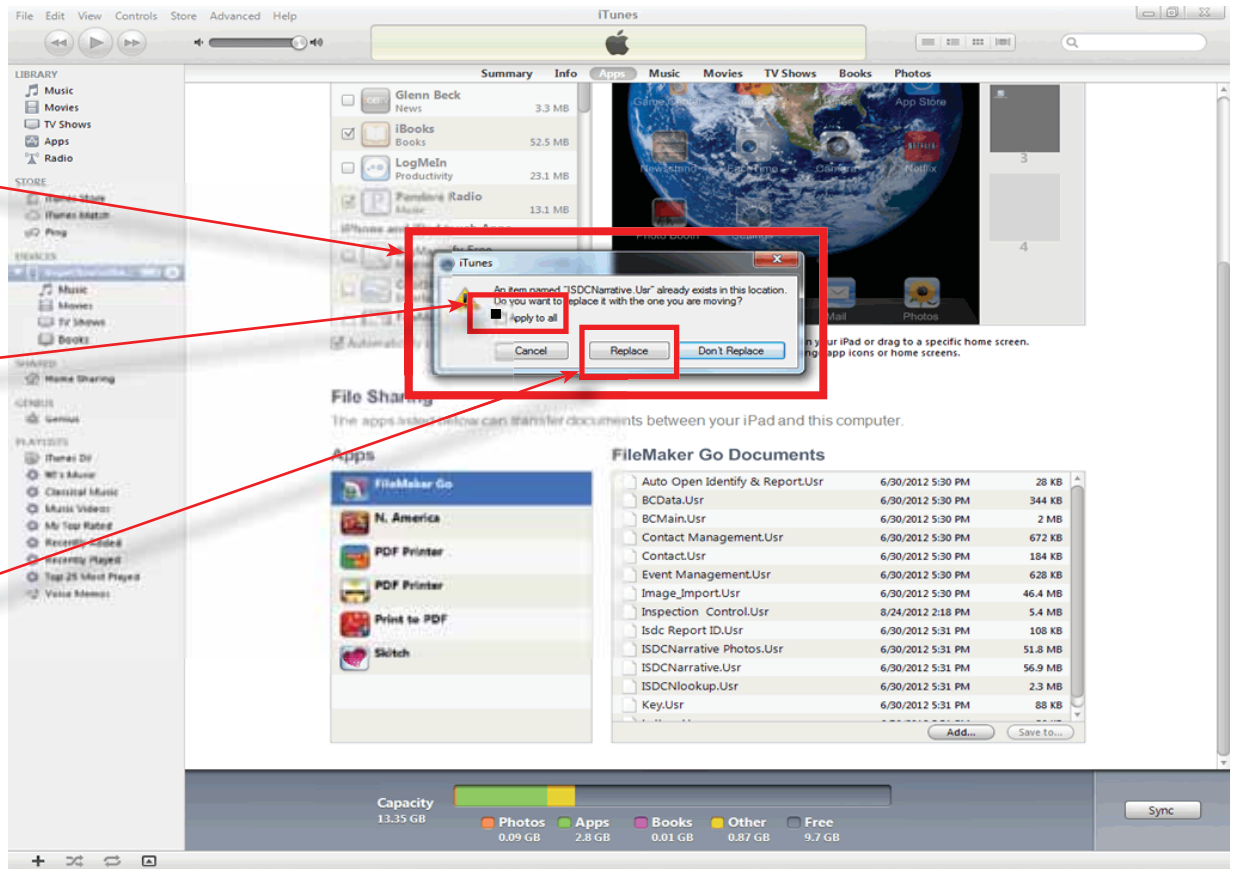
Inspection Control.
ISDCnarrative.
ISDCCnarrative photos.

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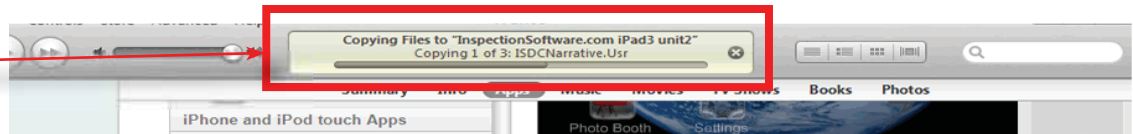If you added New Comment to the Comments Library Select ISDClookup. also.

NOTE:
Check "File name" to verify you have all the Files you want to Add to your iPad.

Then Click "Open"

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 "Transferred Files Computer to iPad
and iPad to Computer"

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

IF You Have any Questions
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or Email: glen@awesim.com.au

Identify & Report Professional

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Chapter 9
Importing Updates_AU

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Please
Phone: 0419 600 063
or Email: glen@awesim.com.au

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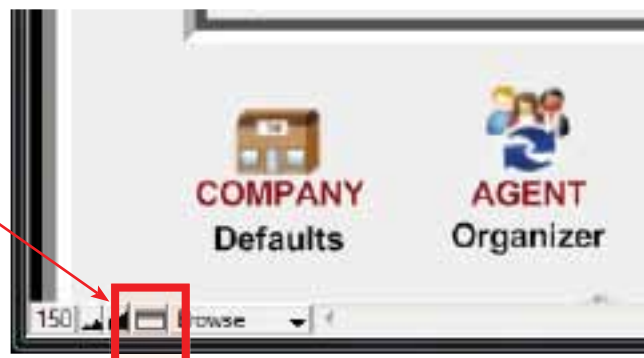
First we will unlock "Inspection Control.Usr" from "Identify & Report Professional v12.05i"

Check to see that you are at [Inspection Control]

The Toolbar opens at top of window.
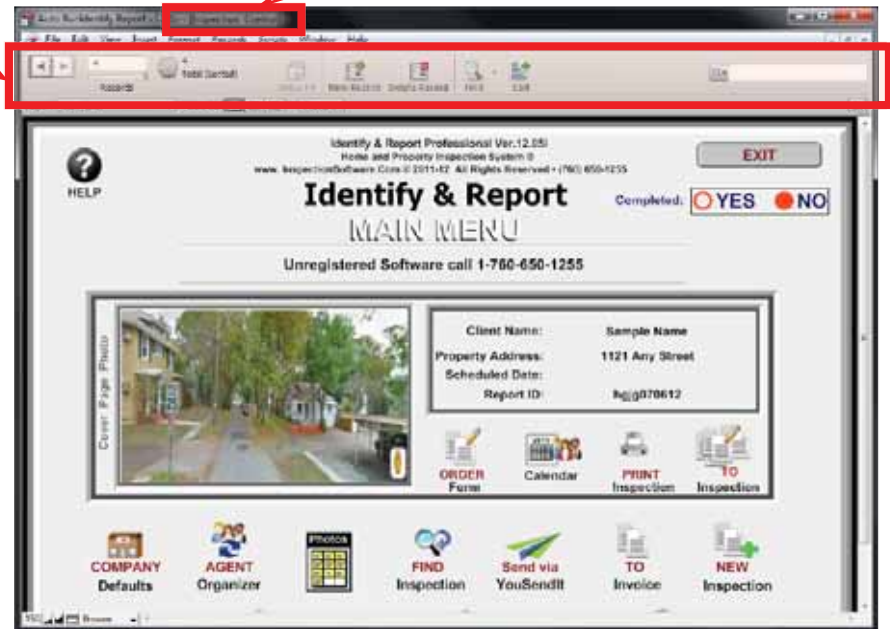
Select "Show All"

"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:"
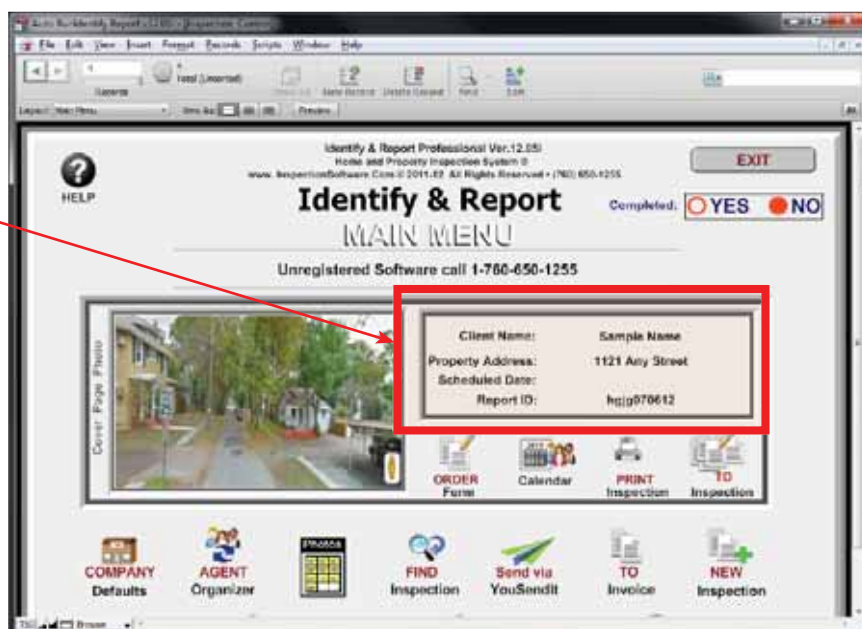
Check to see that you are at [ISDCNarrative]

This will open the "REPORT MENU"
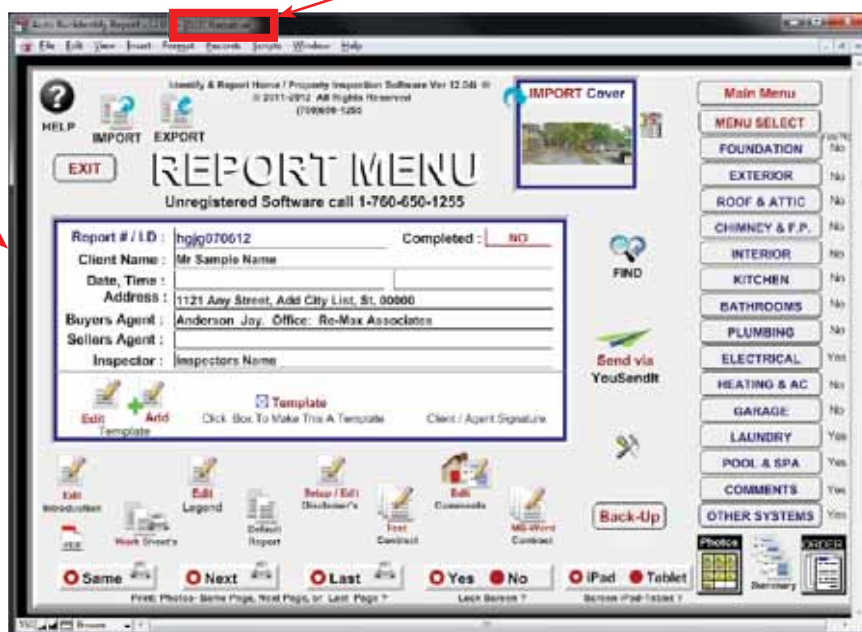
You will need to turn on the Toolbar, by selecting the Toolbar switch in the bottom left corner.

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.

Finely we will unlock "ISDCNarrative Photos.Usr" 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"
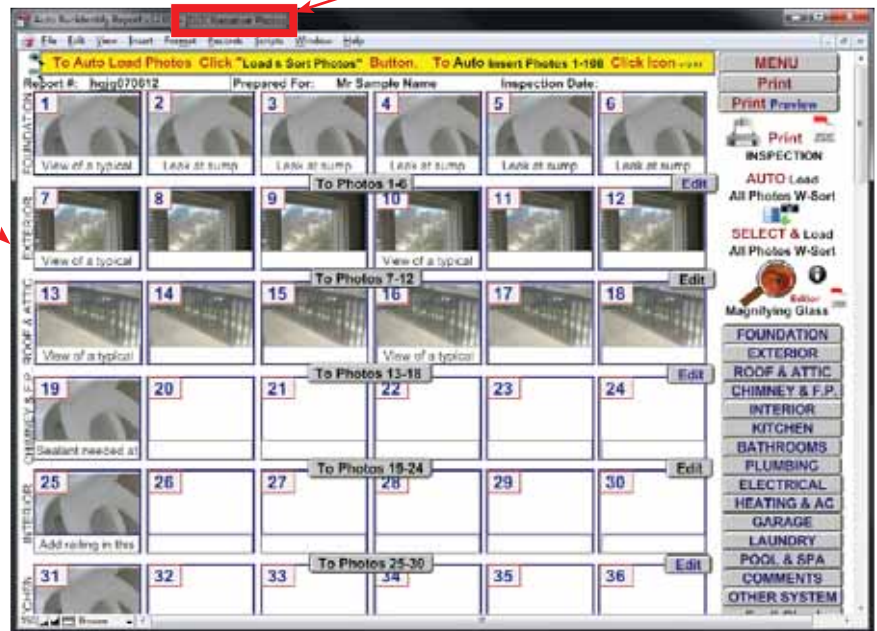
You will need to turn on the Toolbar, by selecting the Toolbar switch in the bottom left corner.
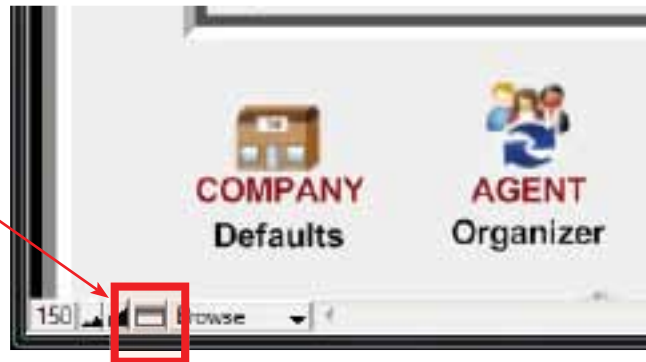
Select "Show All"

"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"
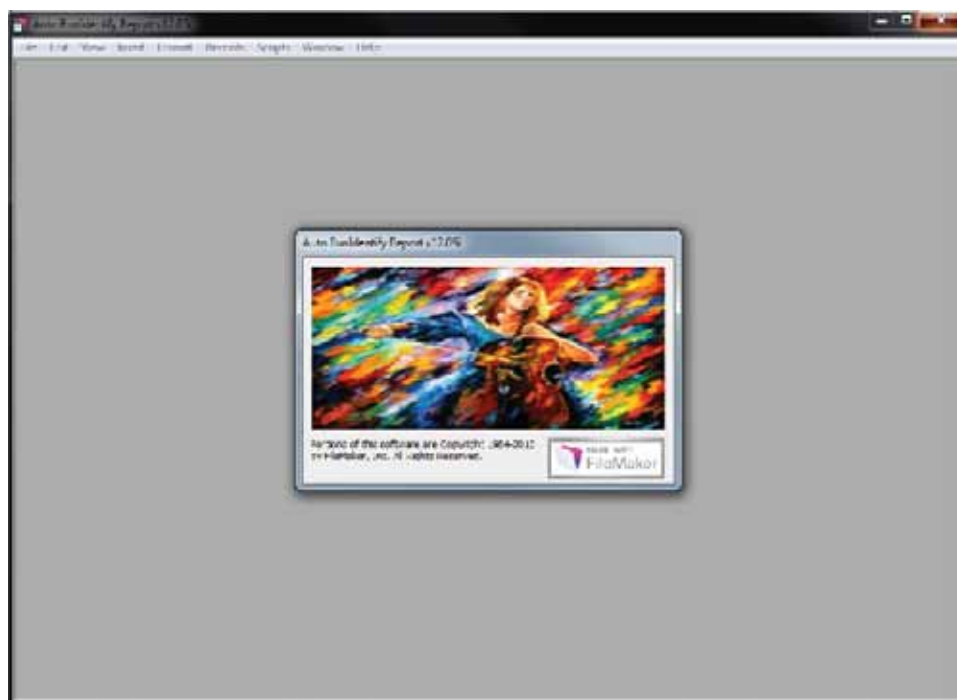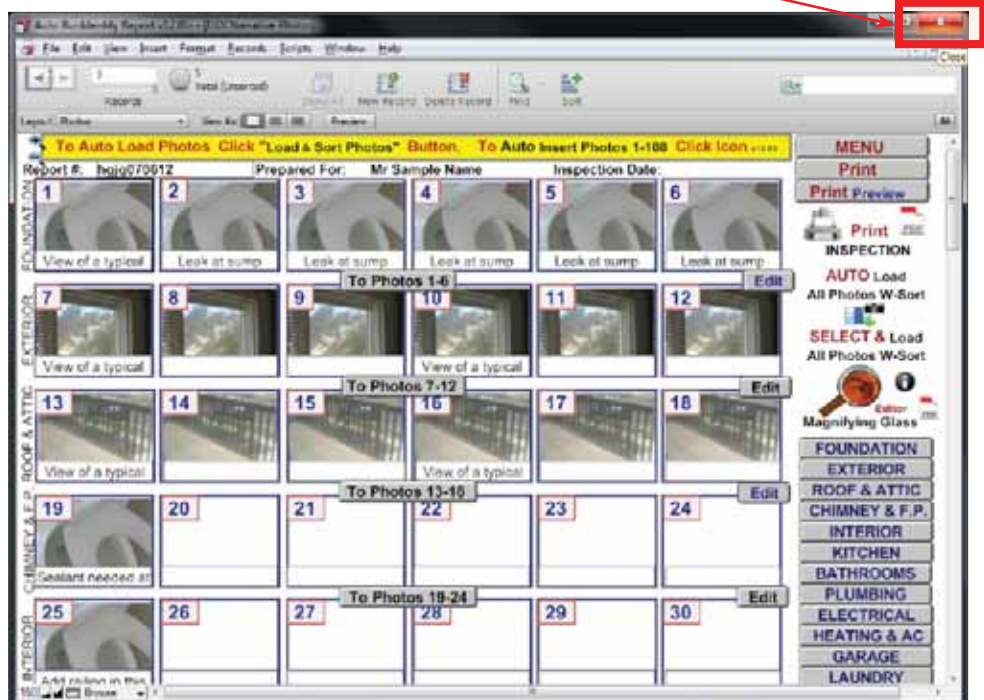
Select "Identify & Report v12.06ip"
icon on Desktop to start "Identify &
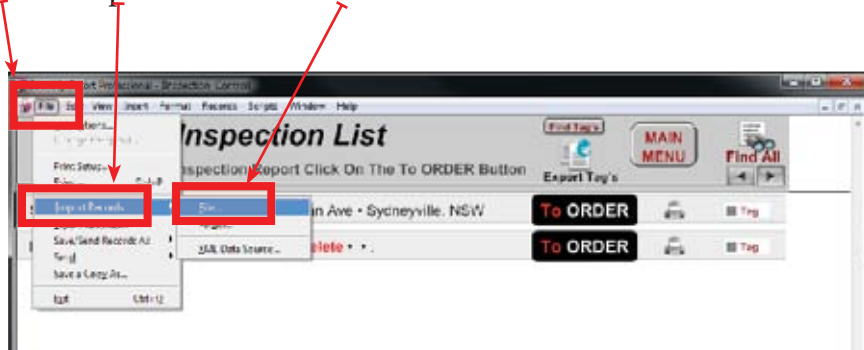Report Professional"
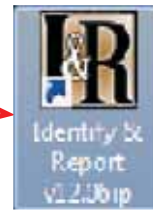
The "MAIN MENU" Opens.

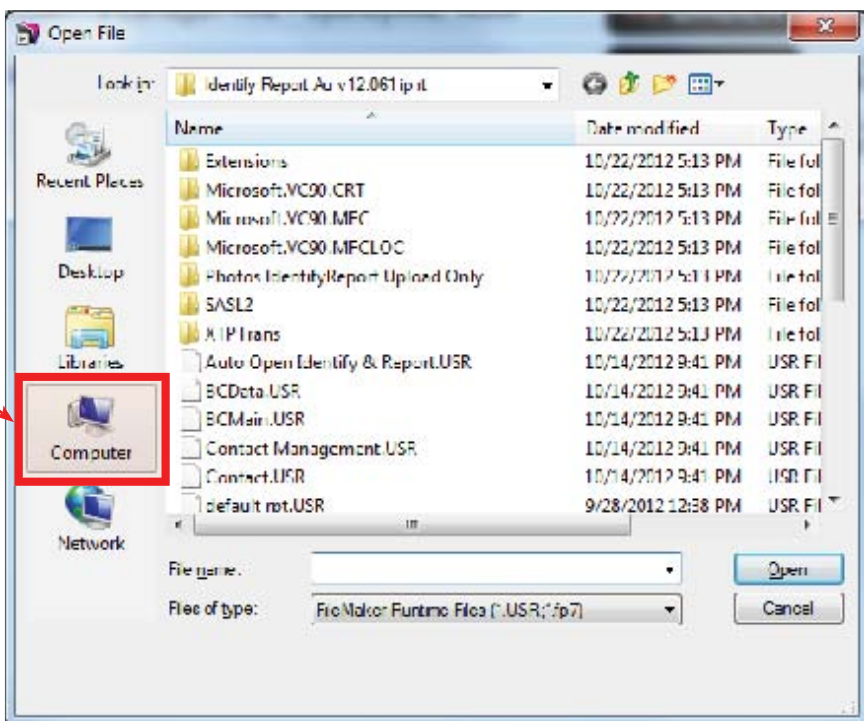Select "Find Inspection"
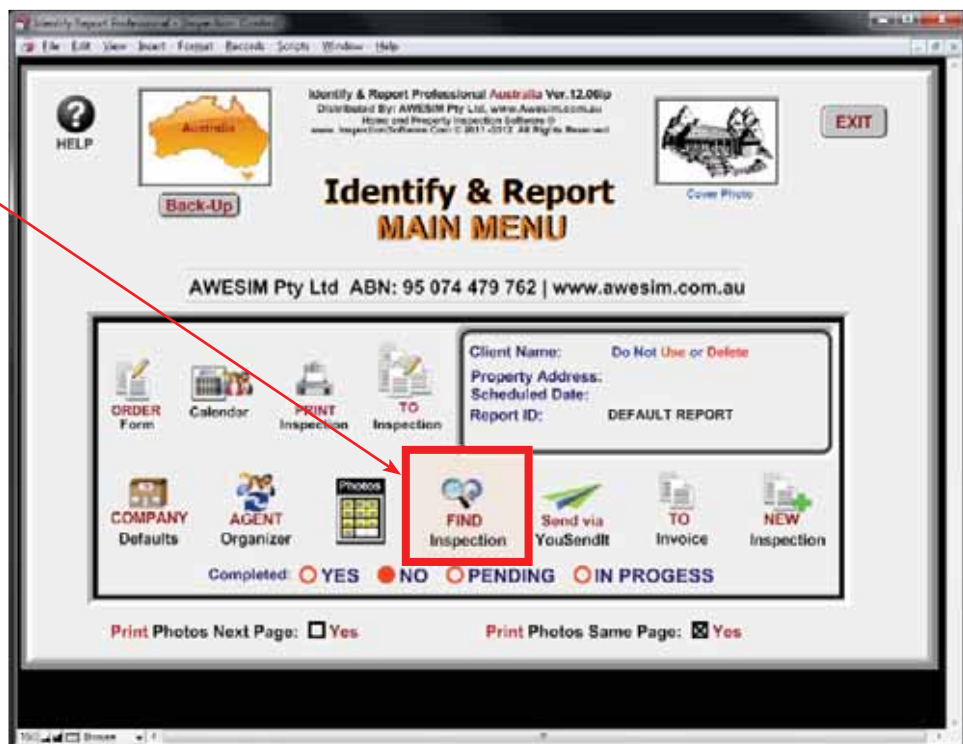
The "Find Inspection List "opens.
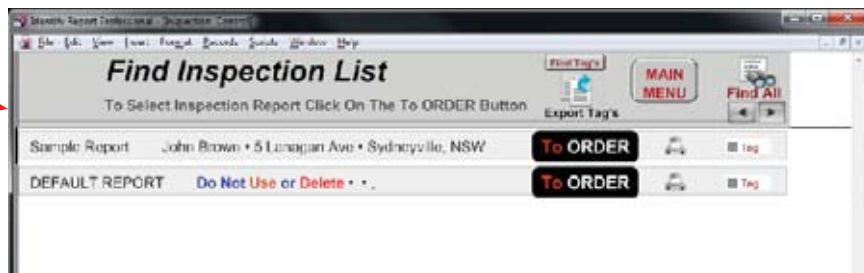
On the Toolbar select: File→Import Records→File

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.
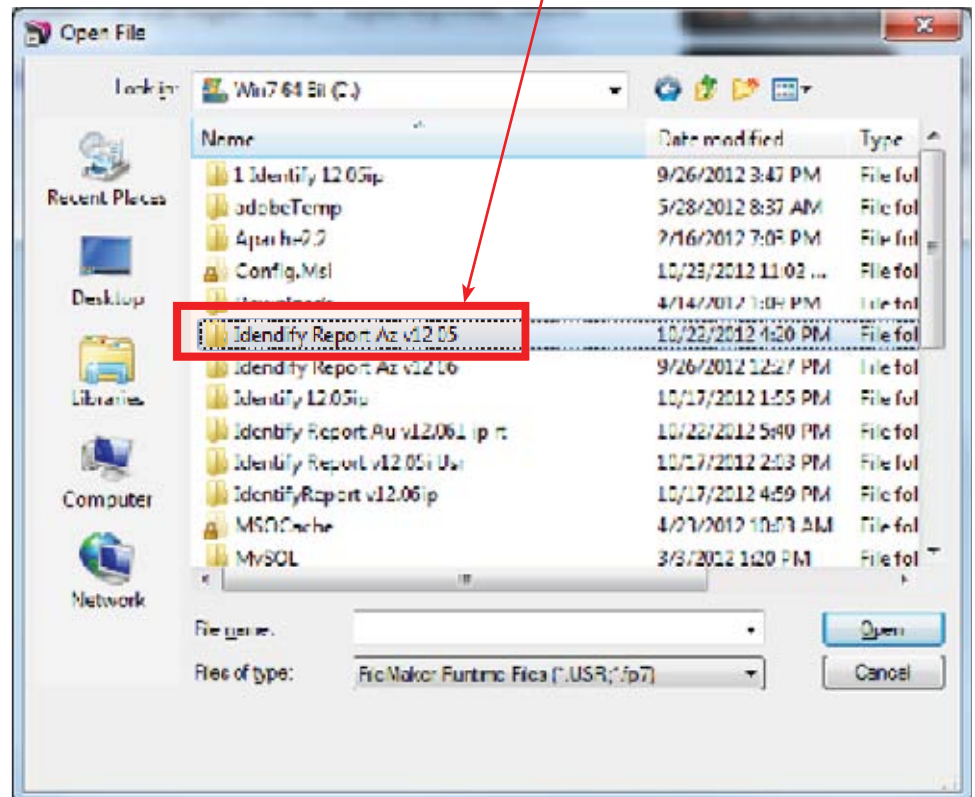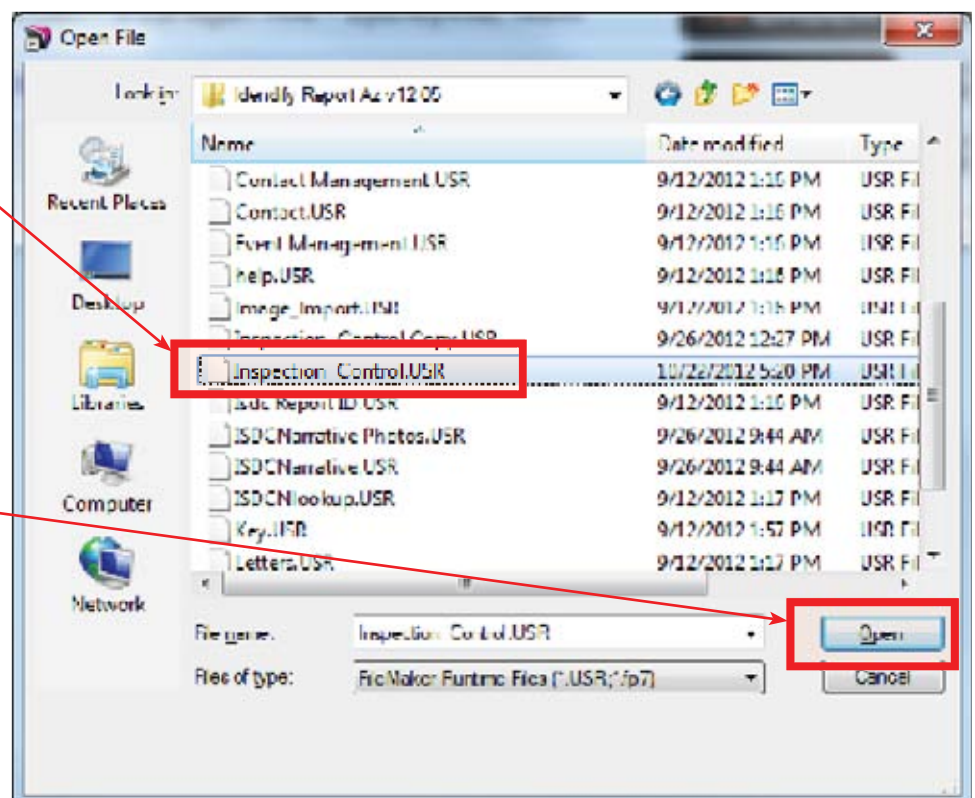
Click "Computer"

Select Drive C:/
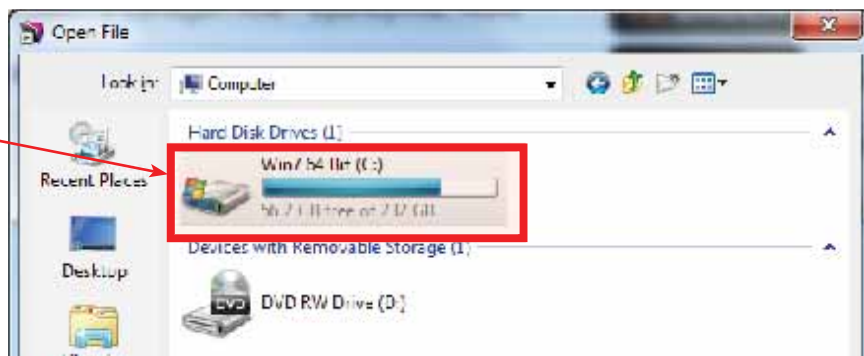
First we will import "Inspection Control.Usr" from "Identify & Report Professional v12.05i"

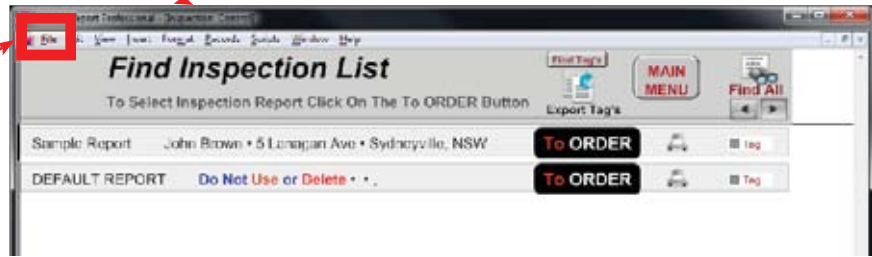Find the older version of "Identify Report" in this example we are using "Idendify Report Az v12 05"

Select "Inspection Control.Usr"

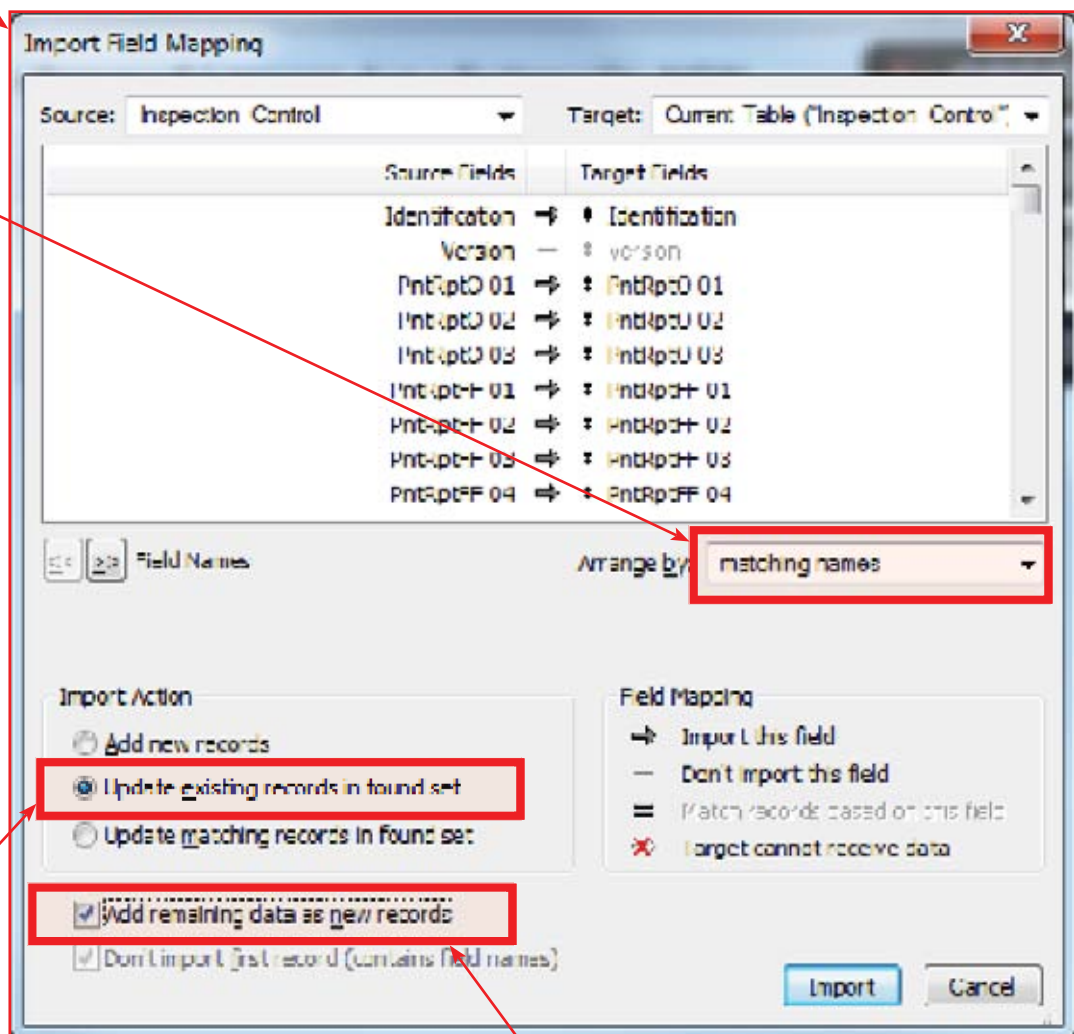Then Select "Open"

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.
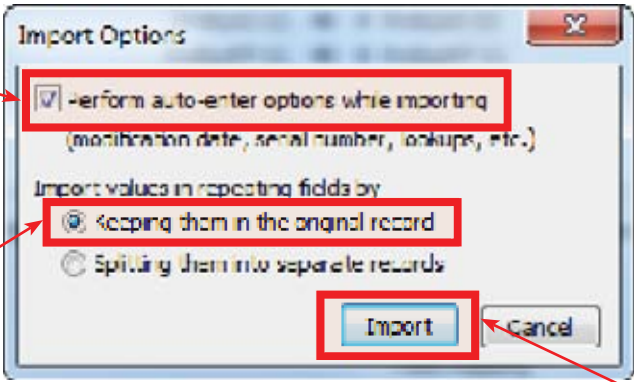
1.
"Arrange by:"
"matching names"

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.
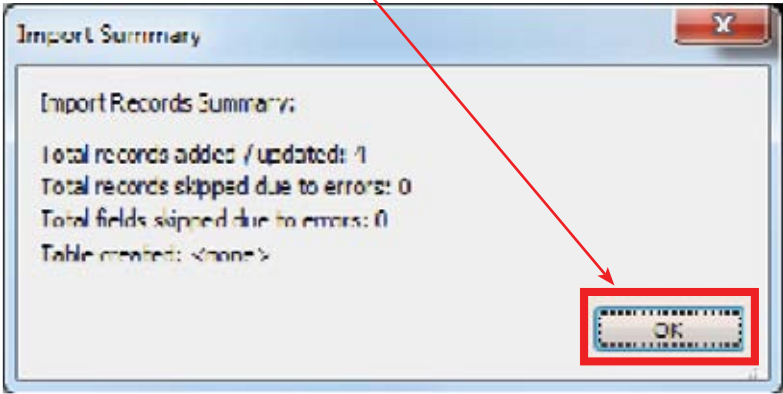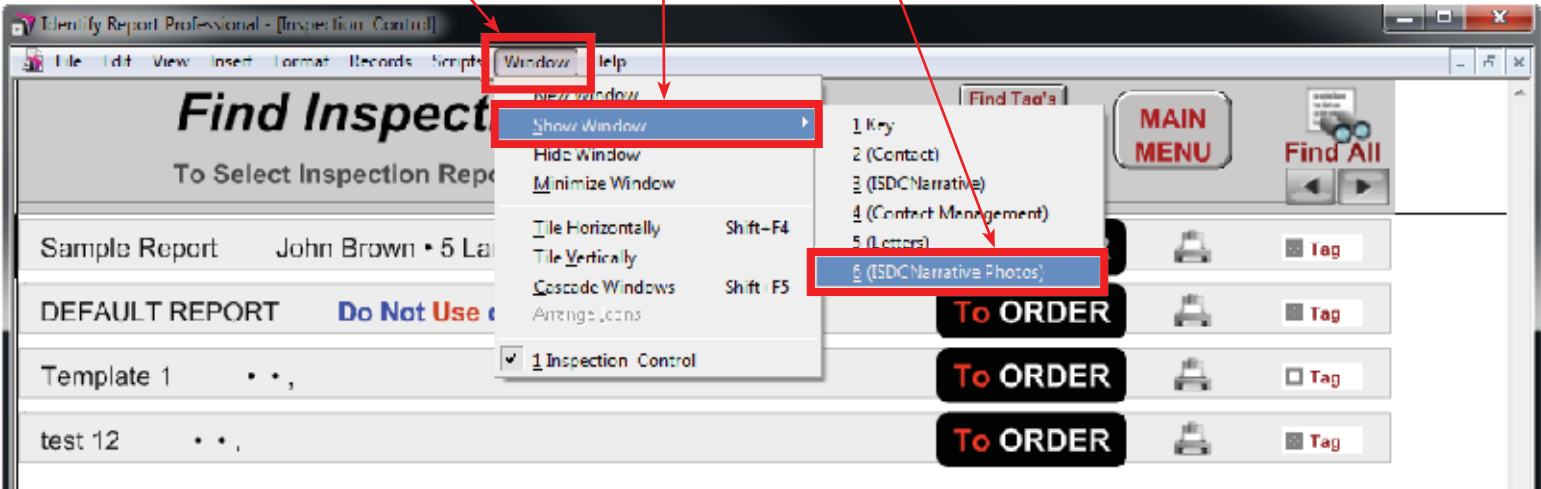Make sure the "Perform auto-enter option while importing" box is checked

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".

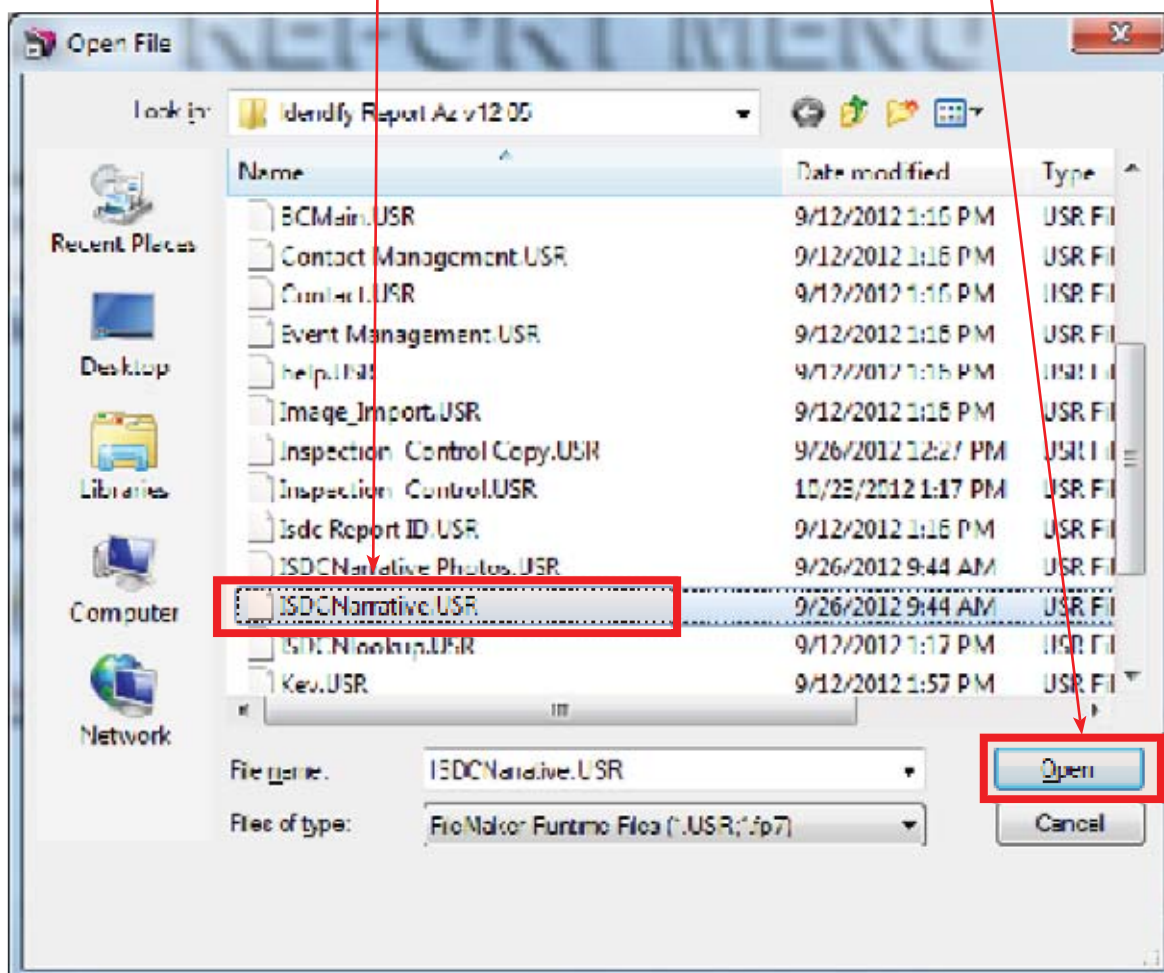On the Toolbar select: Window → Show Window → (ISDCNarrative Photos)

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]
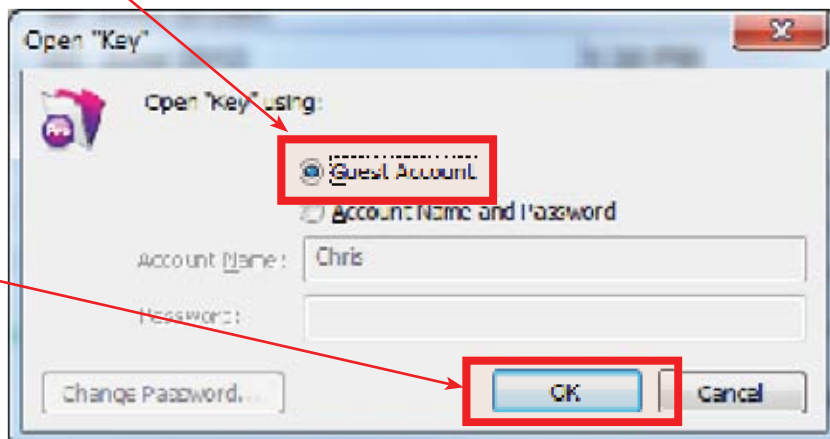On the Toolbar select:
File ——→ Import Records ——→File

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

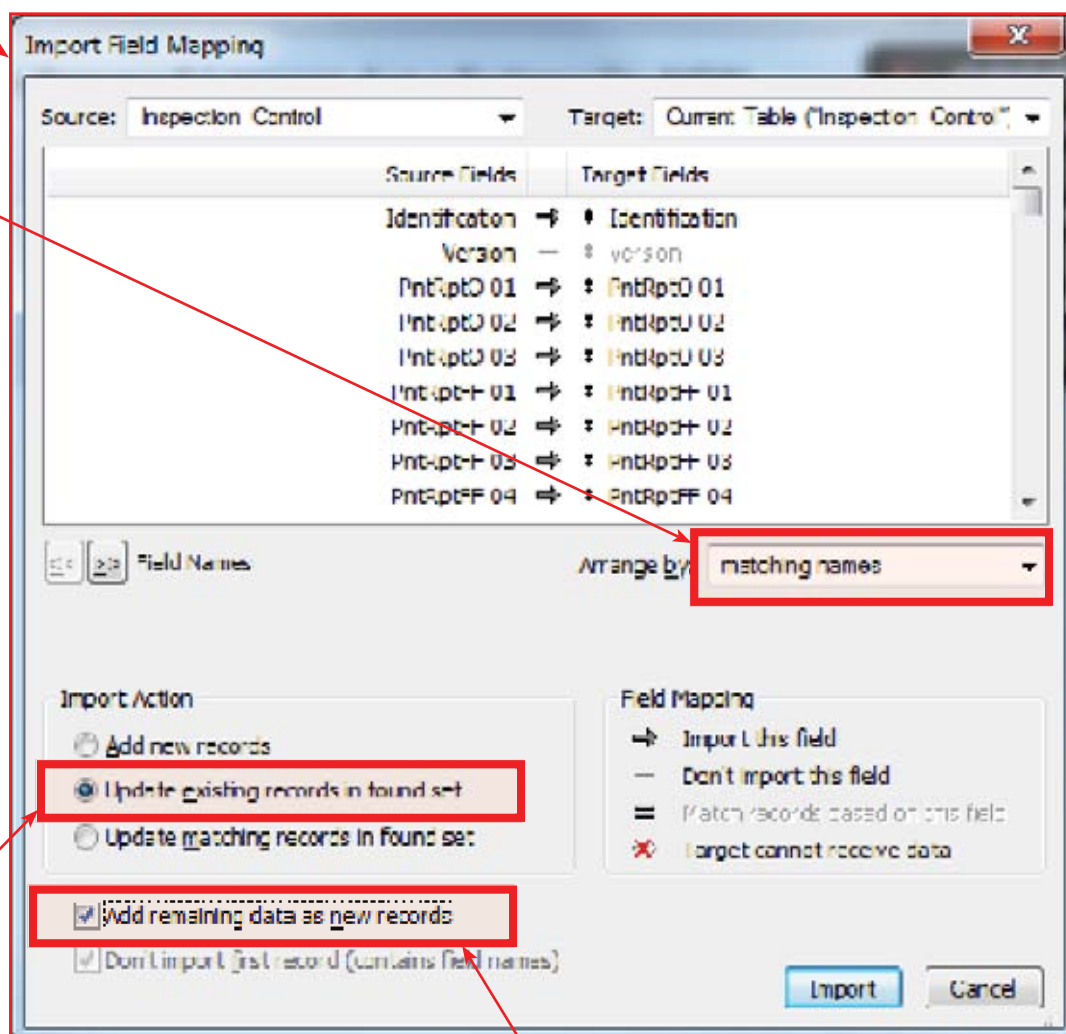The Open "Key" window opens. Select "Guest Account" radio button.

Then Click "OK"

The "Import File Mapping" window opens.

There are three very important selections to be made.
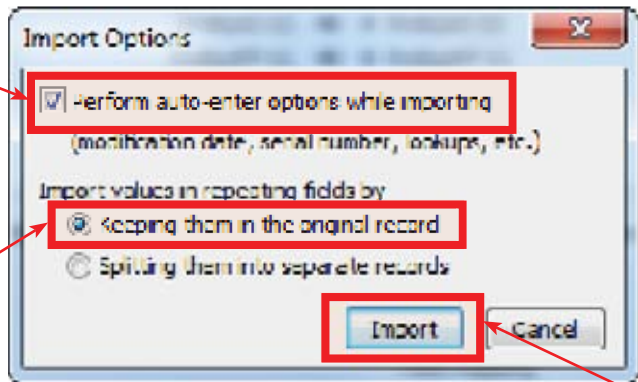
1.
"Arrange by:"
"matching names"

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
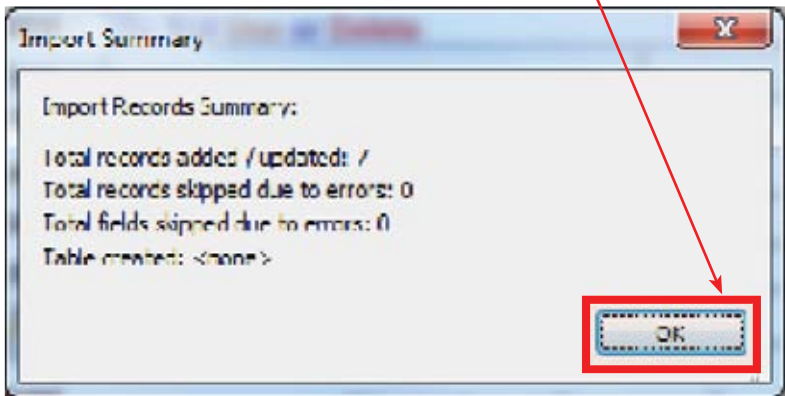

and

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".

Finely we will import "ISDCNarrative Photos.Usr" from "Identify & Report Professional v12.05i"
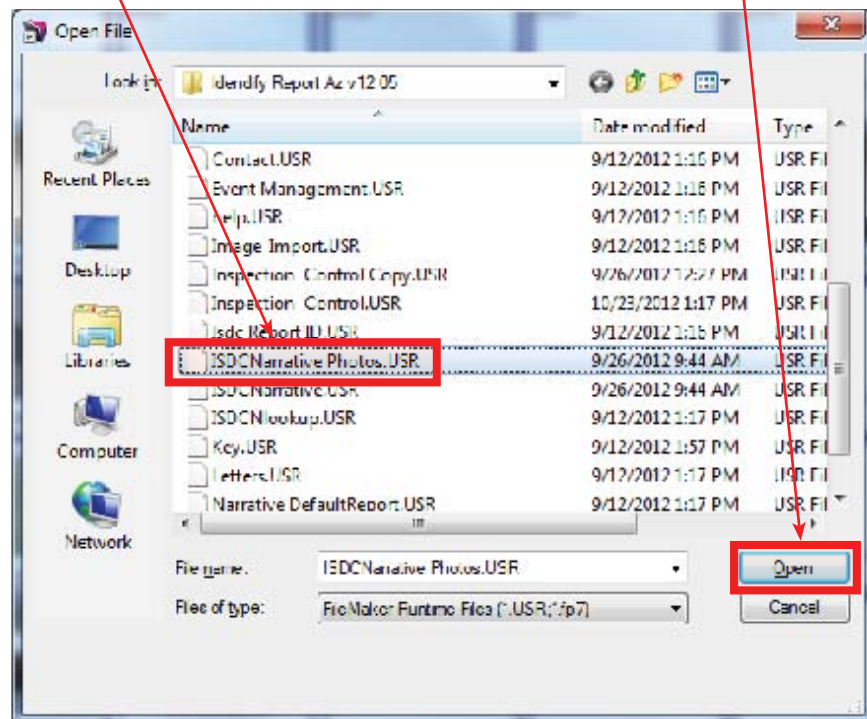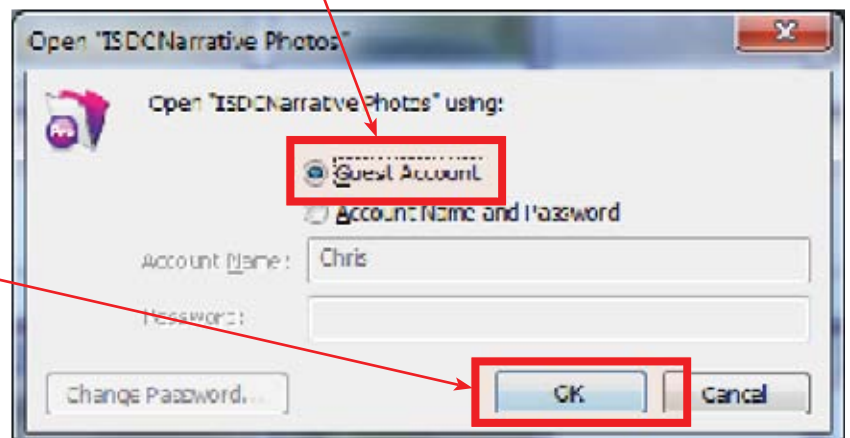
Select "PHOTOS" icon

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"

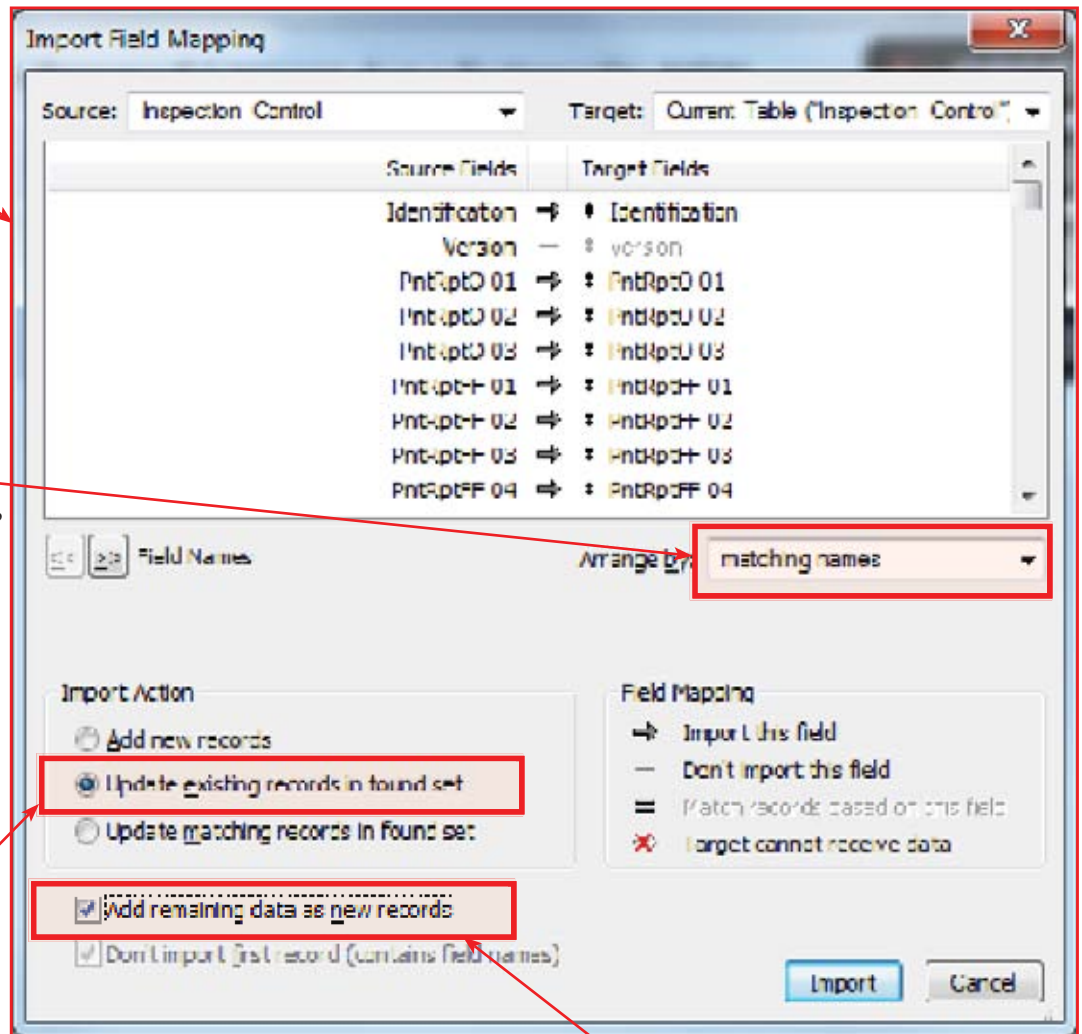The Open "ISDCNarrative Photos" window opens. Select "Guest Account" radio button.

Then Click "OK"

There are three very important selections to be made.

The "Import File Mapping" window opens.
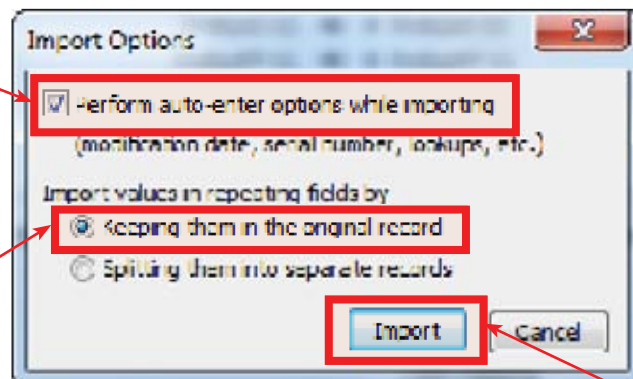
1.
"Arrange by:"
"matching names"

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
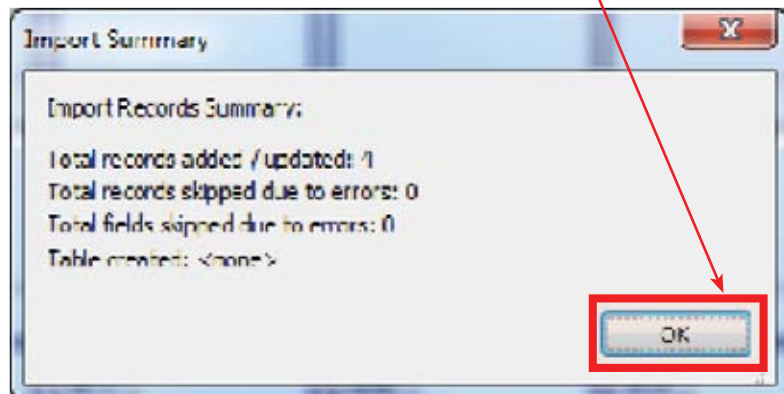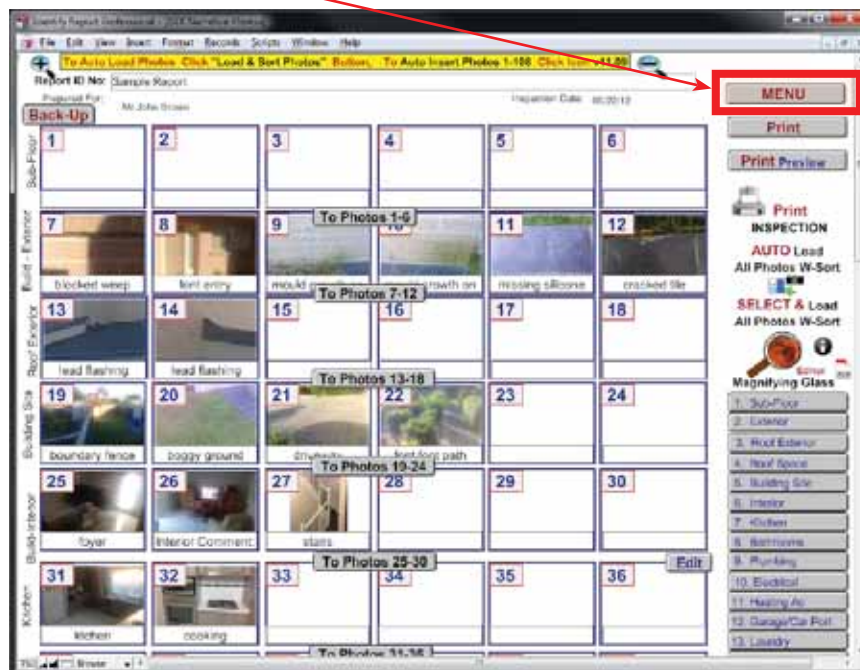
and

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
on Creating an Inspection Please
Phone: 0419 600 063
or Email: glen@awesim.com.au