

Inspection Report Application How to Guide



PDF Version 1.1
Published
2013



Design Build Inspect Pty Ltd

© Copyright 2013

Table of Contents

Inspection Report Application.....	2
Getting Started.....	3
How to Create a Report using the Application.....	4
How to select report type and provider.....	5
How to enter and save owner details.....	6
How to enter specifications and sections of building.....	7
How to enter condition of each area.....	8
How to enter comments.....	9
How to add images.....	10
How to add voice recordings.....	11
How to delete or add new fields.....	12
How to set a header image.....	13
How to save template reports.....	14
How to delete saved reports.....	15
How to tailor reports using website templates.....	16
Accessing your report by your Admin System.....	17
How to view all reports.....	18
How to make changes to your report.....	19
How to view an image in the report.....	20
How to listen to recording.....	21
How to type new information in the report.....	22
How to view completed pdf image of full report.....	23
Building Consultant Sample Report.....	23
Flowchart Diagram.....	24
Conclusion.....	25

INSPECTION REPORT APPLICATION

Our Application is compatible for i-Phone, i-Pad or Android Phones / Tablets and can be used by Inspectors to access the following reports:-



- Defects Report
- Dilapidation Report
- Pre-purchase Inspections
- Private Certification Building Approvals
- Waterproofing Inspections
- Structural Assessments
- Asbestos Report
- Strata Inspections
- Painting Inspections
- Expert Witness
- Dispute Resolution
- Sustainability Report
- Special Needs Access Compliance
- Slip Resistance
- Construction Progress Report
- Heritage Assessment
- Valuation Report
- Certifiers Report
- Surveyors Report
- Building Consultants Report
- Real Estate Report
- Loss Adjustors Report
- Insurance Companies Report

GETTING STARTED-HOW TO REGISTER

Downloading

The Inspection Report Application is available to download from Apple Store and Google Play App Store

Installing

Search for Inspection Report using the search function in the App Store /Android Market.

Install DBI Application on your device

Using the application

Before you start using the application you need to register with Design Build Inspect as a nominated inspector, agree to terms and conditions and make payment.

To register with DBI visit

www.designbuildrespect.com/InspectorRegistration.aspx

Fill up the online Registration form, tick the Terms and Conditions agreement box submit form and make payment.

Confirmation of Registration

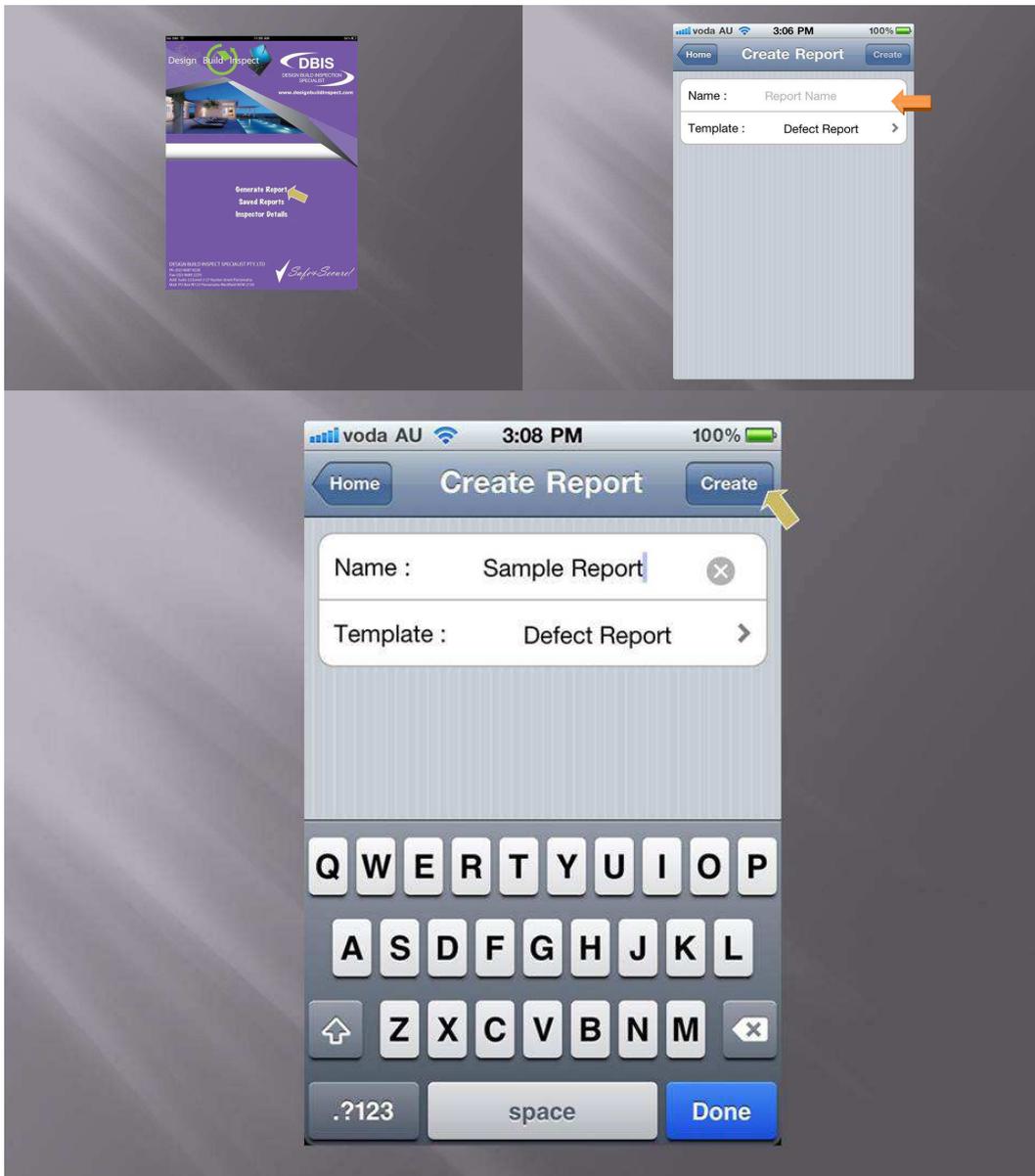
You will receive an email from Design Build Inspect with username and password activated.

HOW TO CREATE A REPORT USING THE APPLICATION

Step 1. Log in to application. Enter username and password

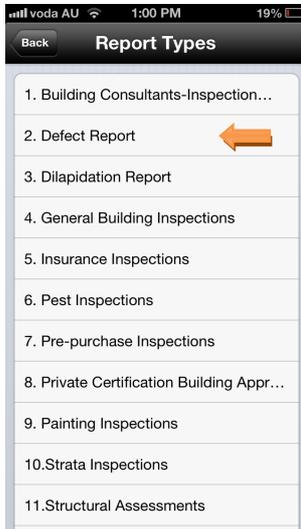
Step 2. Generate Report - press Generate Report icon on your device and create a new report.

Step 3. Create a name for your new Report and press Create button



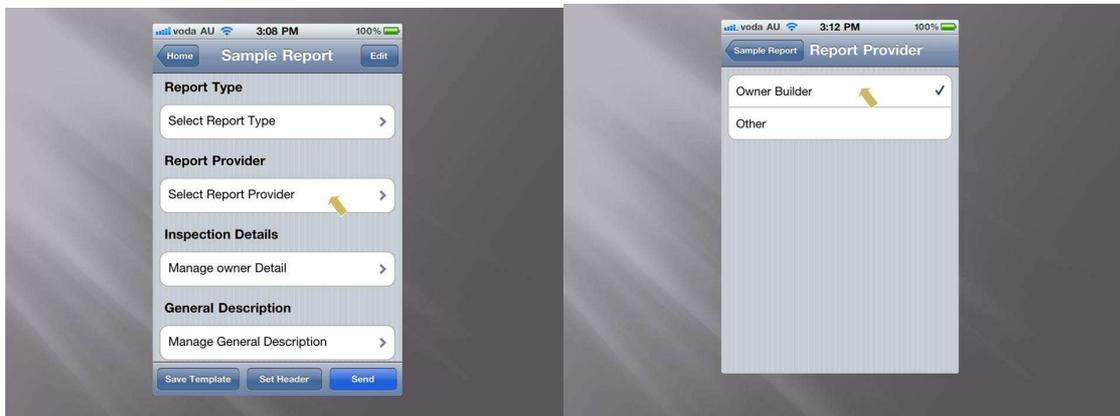
HOW TO SELECT REPORT TYPE AND PROVIDER

Step 4. Select Report Type from the list of Reports



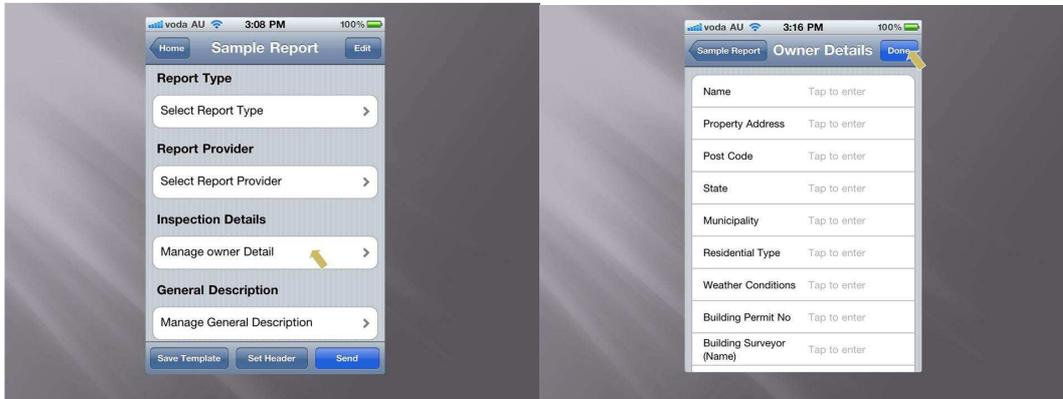
Step 5. Next select report provider-when selecting report provider there are two options:

1. Owner Builder
2. Other



HOW TO ENTER AND SAVE OWNER DETAILS

Step 6. Fill in the inspection details. This is the name and details of the Owner



Step 7. Save all your details before you proceed

Press done on the top right hand corner to save details

The following message appears “Detail Saved Successfully!!”



HOW TO ENTER SPECIFICATIONS AND SECTIONS OF BUILDING

Step 8. General Description is the general specifications of the building. Complete all fields and again press done to save



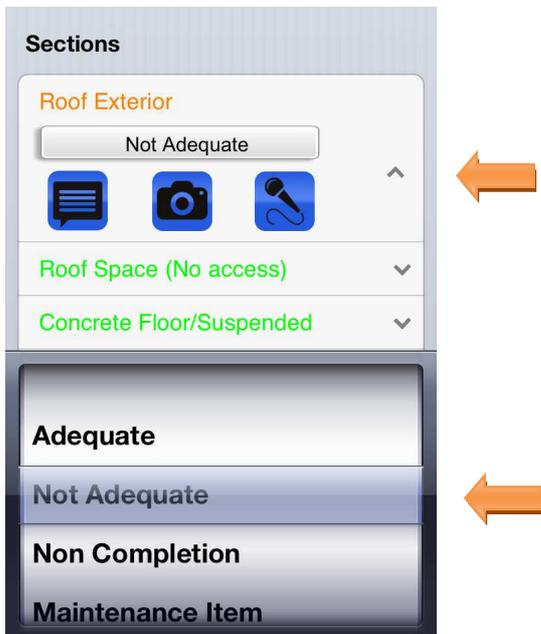
Step 9. Sections-this details all areas of the building and can be moved around in any order.



HOW TO ENTER CONDITION OF EACH AREA

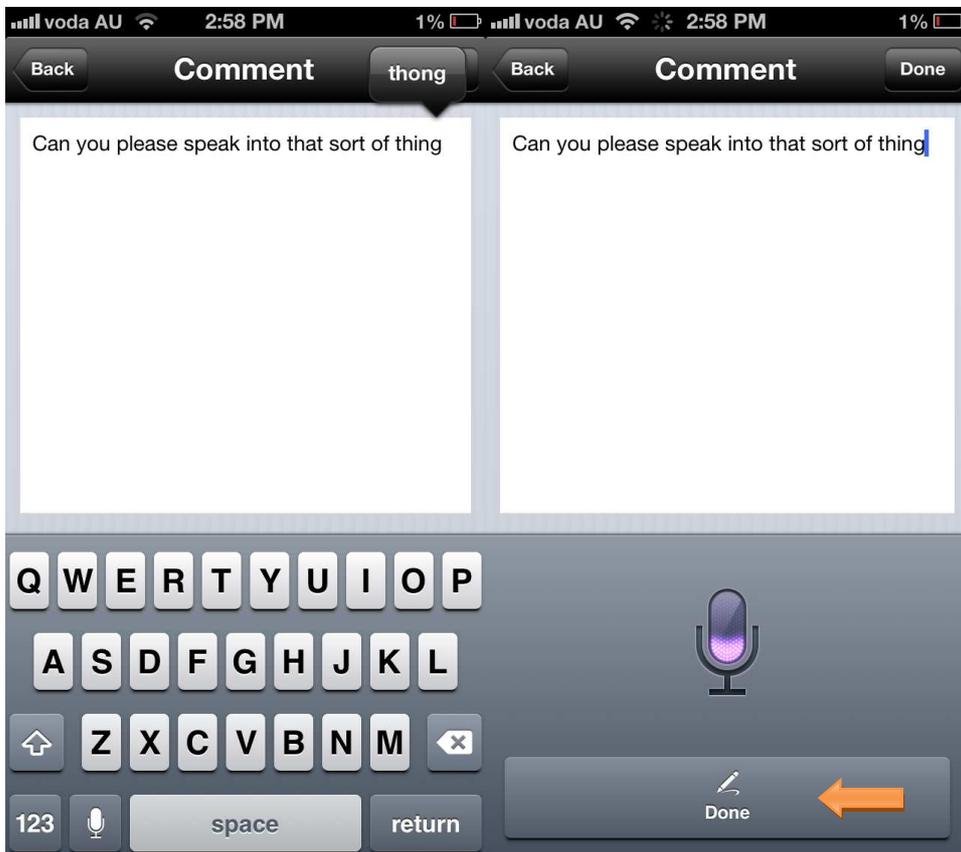
Step 10. Roof Exterior-Press down arrow on right side to show drop down box. In each area or field there are selections for adequate, non-adequate, non-completion, maintenance item and non-applicable to select from.

Select appropriate field by moving box selector up or down



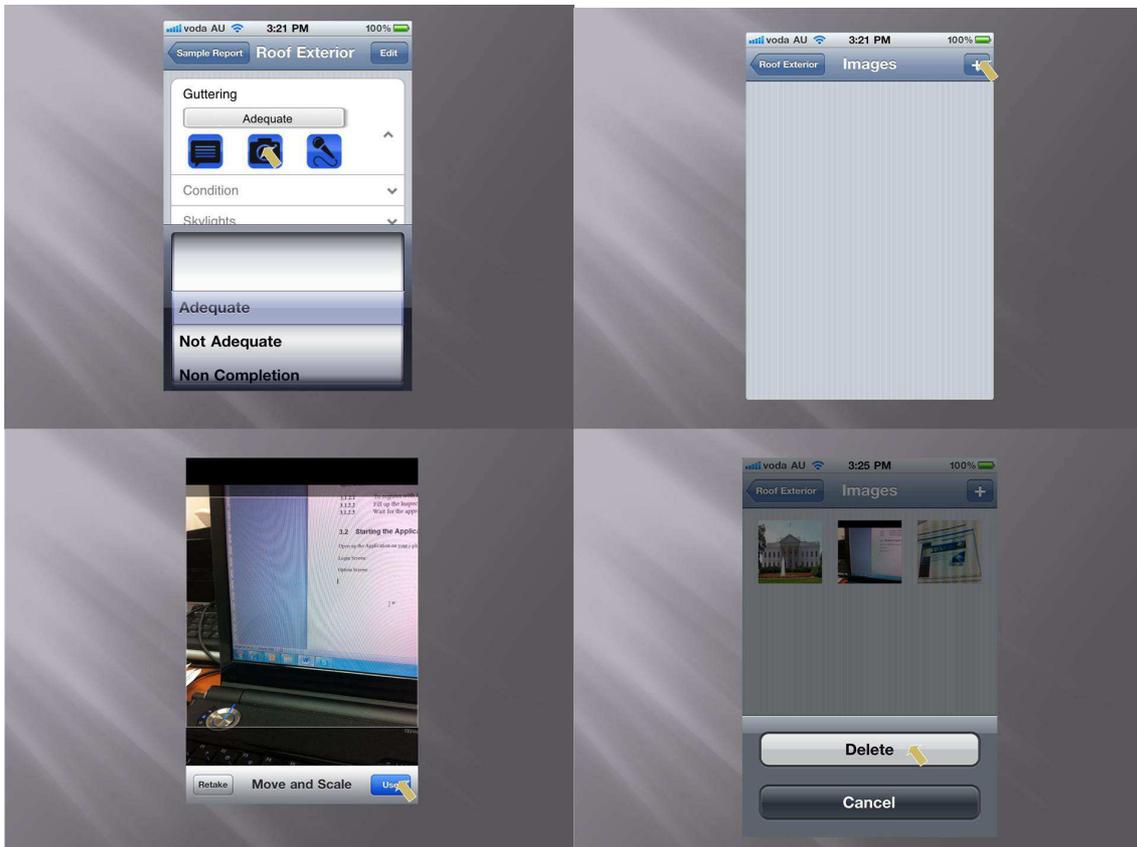
HOW TO ENTER COMMENTS

Step 12.Comments can be made by pressing blue icon on the left. Use voice to text keypad by pressing microphone icon and talking into the phone. Press done to convert voice to text. Press back button to go to previous screen



HOW TO ADD IMAGES

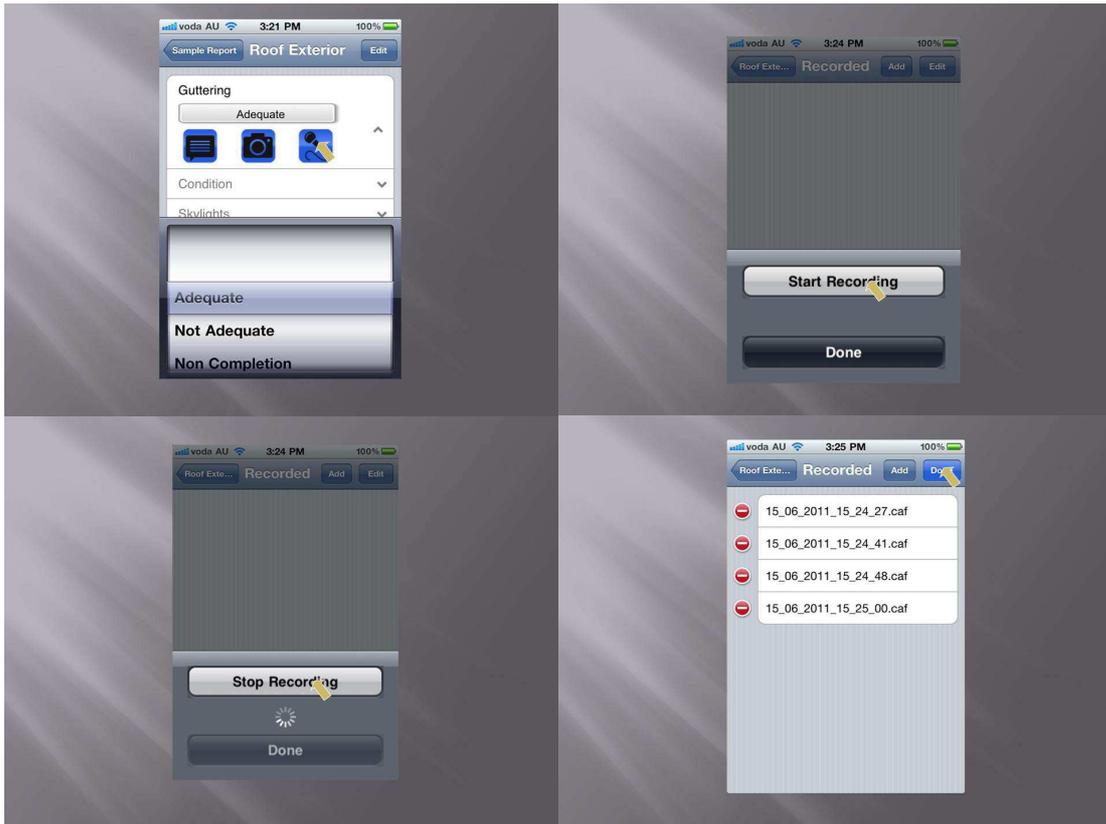
Step 13. To take a photo press on the “+” button top right hand corner and take the photo then select “Use” if you are happy with the photo. To delete your image press Edit and then the delete button.



HOW TO ADD VOICE RECORDINGS

Step 14. Next is the voice recording capability. To record press the add button on the top right hand corner and then start recording. To stop press stop recording and done to finish and view all recordings for that section.

To delete press Edit on the top right hand corner and press then delete

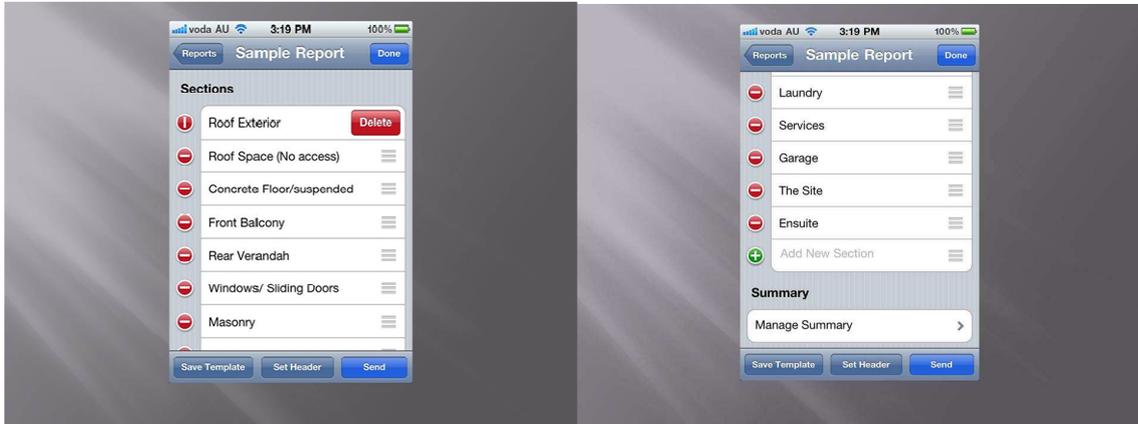


Step 15. To listen to recording press the recording named by date which takes you to the player. Press play to listen to recording. Press back to go to previous screen.

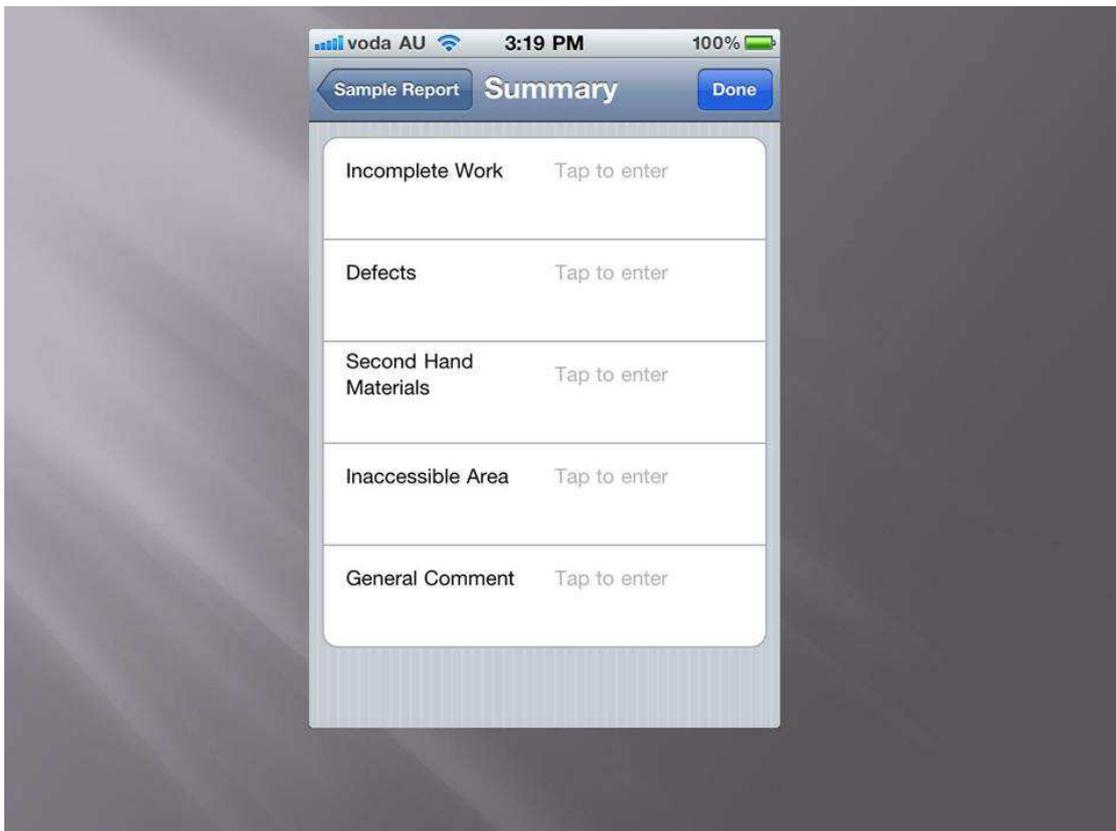


HOW TO DELETE OR ADD NEW FIELDS

Step 16. To delete and add new fields simply press the Edit button on the top right hand corner and press delete or add section to create a new field.



Step 15. Summary is the last section to complete which is a brief conclusion of your report at the end. Enter details and press done to save



HOW TO SET A HEADER IMAGE

Step 16. The Application also allows you to add a cover photograph and a company header with your logo and details. Press set header at the bottom of the screen and select add header at the top and add template image for cover page photo

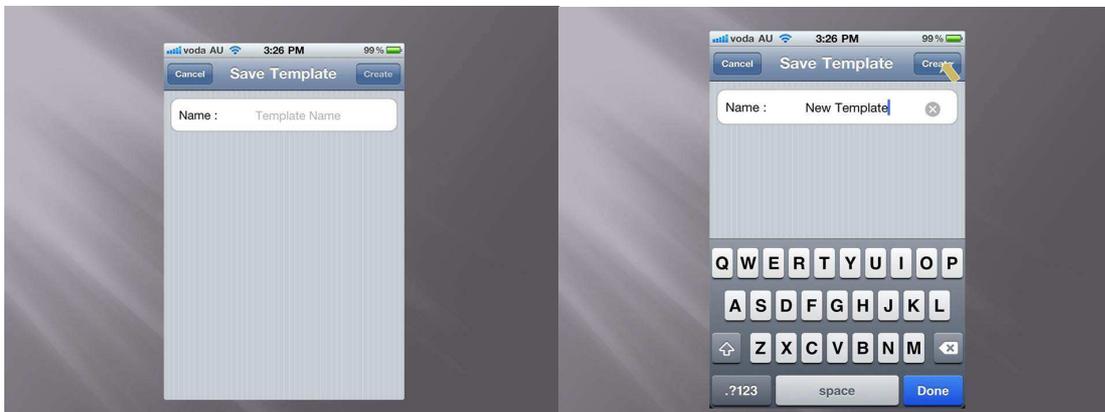


HOW TO SAVE TEMPLATE REPORTS

Step 17. Once report is completed it can be saved as a template to be used at a later stage. Press “Save template” at the bottom left.



Create a template name and press create to save your template

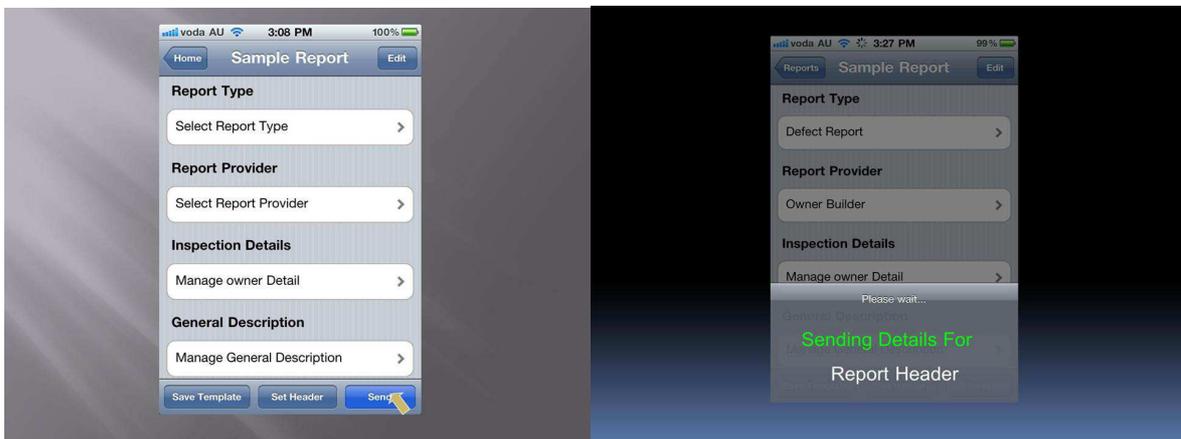


HOW TO DELETE SAVED REPORTS

Step 18.The templates show in saved reports. To delete a saved report press Edit at the top right hand corner and delete



Step 19. You are now complete and ready to send to the admin system. Select send at the bottom of the screen and wait for the message.



Step 20. "Sent Successfully!!" completes the final stage of creating your report.



HOW TO TAILOR REPORTS USING WEBSITE TEMPLATES

And once you have created a report or use a saved report you can modify and edit this using a template found on our website

<http://www.designbuildinspect.com/InspectorLogin.aspx>



This also serves as a back- up plan if your phone isn't charged or out of use. The templates can also be completed online and emailed.

HOW TO ACCESS YOU REPORT IN THE ADMIN SYSTEM

Step 1. Use the same username and password to login the inspectors' login at the following URL: www.designbuildinspect.com/inspections/login.php



HOW TO VIEW ALL REPORTS

Step 2. Click on the reports button to view all reports and search for a specific report in the top search field

The screenshot displays the 'Inspection CMS' Admin System interface. At the top, the text 'ADMIN SYSTEM' is visible in a large, blue, stylized font. Below this, the 'Inspection CMS' header is shown, along with a user welcome message and the date 'Thursday 02 May 2013'. The main content area is titled 'REPORTS' and features a search interface with the following elements:

- Buttons for 'SELECT ALL' and 'DESELECT ALL'.
- An 'Apply Action' dropdown menu set to 'Choose an action'.
- A search bar with fields for 'Field Name', 'report_name', 'Keyword', and 'Type', with a 'Beginning With' dropdown.
- 'GO' and 'SHOW ALL' buttons.

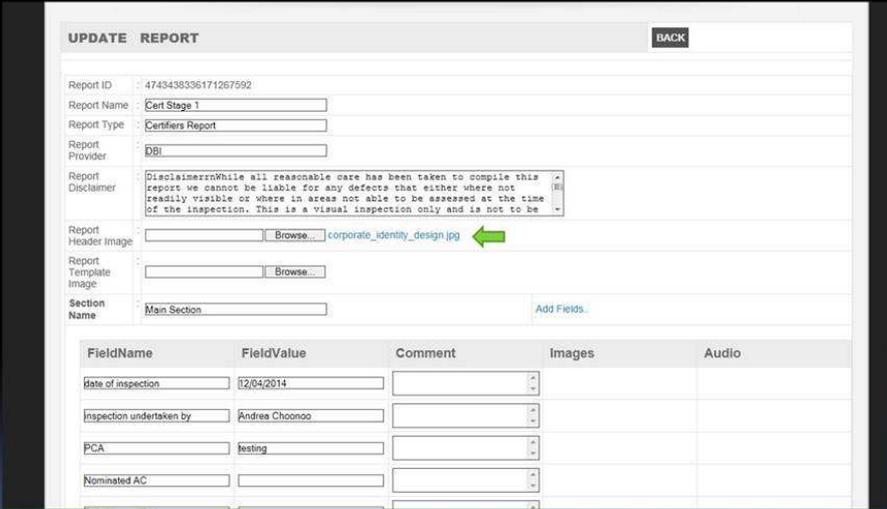
Below the search bar is a table listing reports with the following columns: Report Name, Report Provider, InspectorID, Inspector, Header Image, and Quick Actions. The table contains the following data:

Report Name	Report Provider	InspectorID	Inspector	Header Image	Quick Actions
Cent Stage 1	DBI	54078	hsg	corporate_identity_design.jpg	Edit View PDF Email PDF
pest inspection report		54078	hsg		Edit View PDF Email PDF
valuers template	Other	54078	hsg		Edit View PDF Email PDF
real estate		54078	hsg		Edit View PDF Email PDF

HOW TO MAKE CHANGES TO YOUR REPORT

Step 3. To make changes to the report click on the Edit button next to the report you would like to change

Make changes to any of the fields including the report header and template image by clicking on the browse button



The screenshot displays a web interface for updating a report. At the top, there is a header bar with the text "UPDATE REPORT" and a "BACK" button. Below this, several form fields are visible:

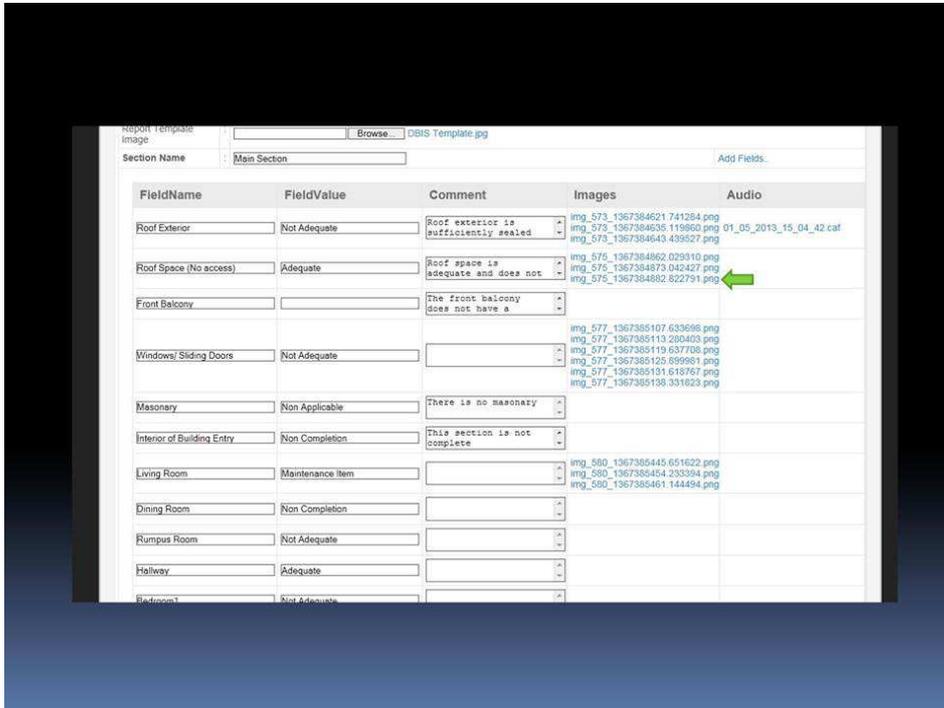
- Report ID: 4743438336171267592
- Report Name: Cert Stage 1
- Report Type: Certifiers Report
- Report Provider: DBI
- Report Disclaimer: Disclaimer While all reasonable care has been taken to compile this report we cannot be liable for any defects that either where not readily visible or where in areas not able to be assessed at the time of the inspection. This is a visual inspection only and is not to be
- Report Header Image: Browse... corporate_identity_design.jpg (A green arrow points to the "Browse..." button)
- Report Template Image: Browse...
- Section Name: Main Section (with an "Add Fields..." link)

Below the form fields is a table with the following columns: FieldName, FieldValue, Comment, Images, and Audio.

FieldName	FieldValue	Comment	Images	Audio
Date of inspection	02/04/2014			
inspection undertaken by	Andrea Choonoo			
PCA	testing			
Nominated AC				

HOW TO VIEW AN IMAGE IN THE REPORT

Step 4. View the image in the image column and listen to voice recording in the Audio column



HOW TO LISTEN TO RECORDING

Download Quicktime player to listen to the voice recording found as a link on the Admin System



HOW TO TYPE NEW INFORMATION IN THE REPORT

Step 5. Type in the information in the relevant fields

FieldName	FieldValue	Comment
Roof Exterior		
Roof Space (No access)		
Concrete Floor/Suspended		
Front Balcony		
Windows/ Sliding Doors		

Step 6. Click Update to save the edited version of the report.

Click reset to go back to your previous report

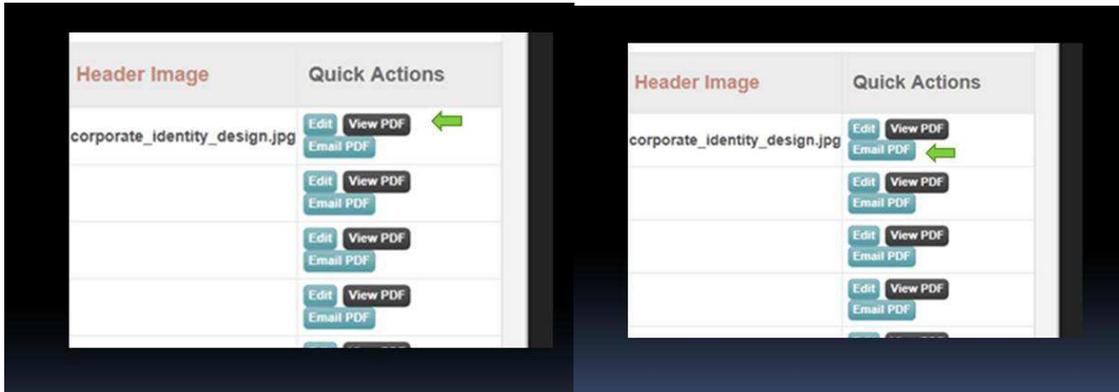
Summary Detail Section	
Incomplete Work	
Defects	
Second Hand Materials	
Inaccessible Area	
General Comment	

UPDATE **RESET**

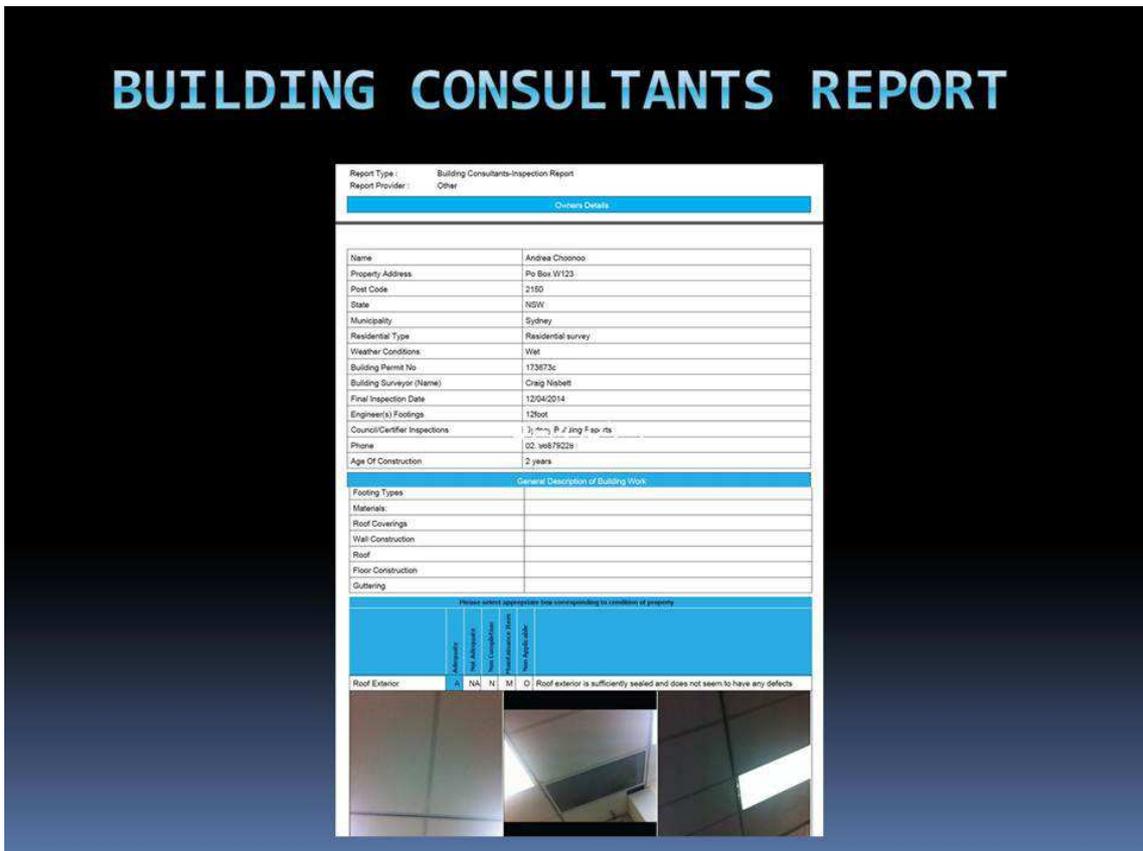
Copyright © 2013 eWarranty System. All Rights Reserved.
The iCBi name associated trade marks applications, computer program solution and logos are the property of Design Build Inspect. These trade marks, applications, computer program solutions and logos are protected by and international treaties. Unauthorised reproduction or distribution of this program or any portion of it may result in severe criminal and civil penalties and will be prosecuted to the maximum extent possible under law.

HOW TO VIEW COMPLETED PDF IMAGE OF FULL REPORT

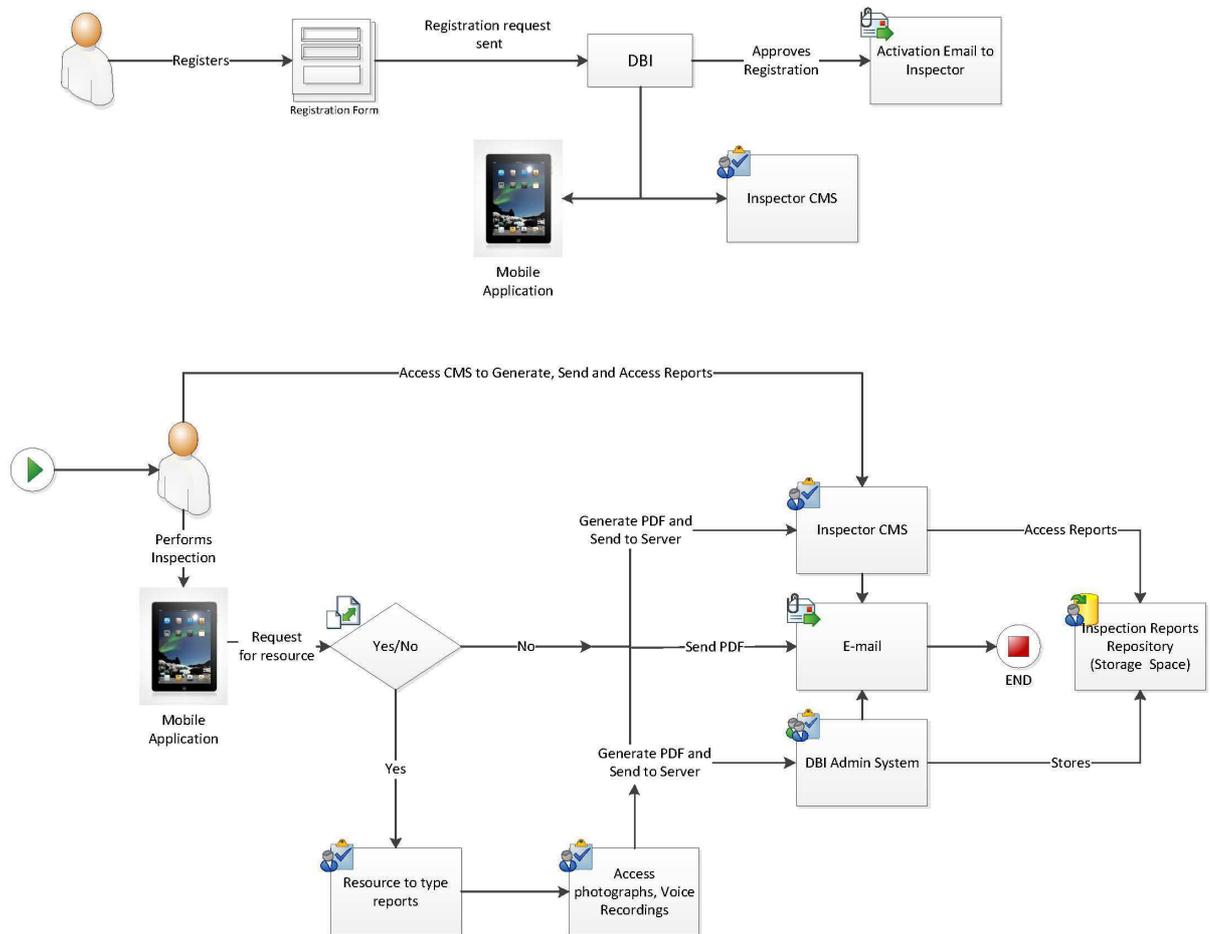
Step 7. To view the completed report click on view PDF. This brings up the report in separate screen



Step 8. To email the report click on the send email button. This can then be forwarded to your client from your email



DBI Process Flowchart Diagram



Congratulations you have now completed the Instructional How to Guide of Inspection Solution - Designing Inspection Reports Simply and Effectively

CREATE TAILORED REPORTS FOR CLIENTS

