Inspection Report Application
How to Guide

DBI
Design Build Inspect

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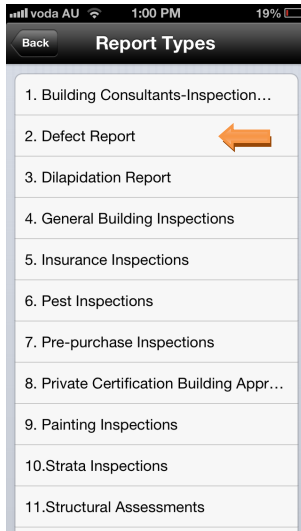
Step 2. Generate Report - press Generate Report icon on your device and create a new report.

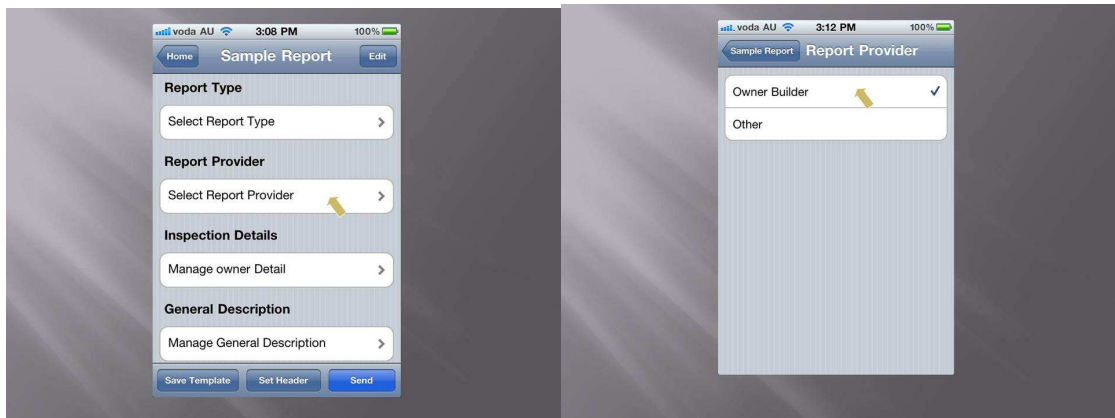**Step 3. Create a name for your new Report and press Create button**
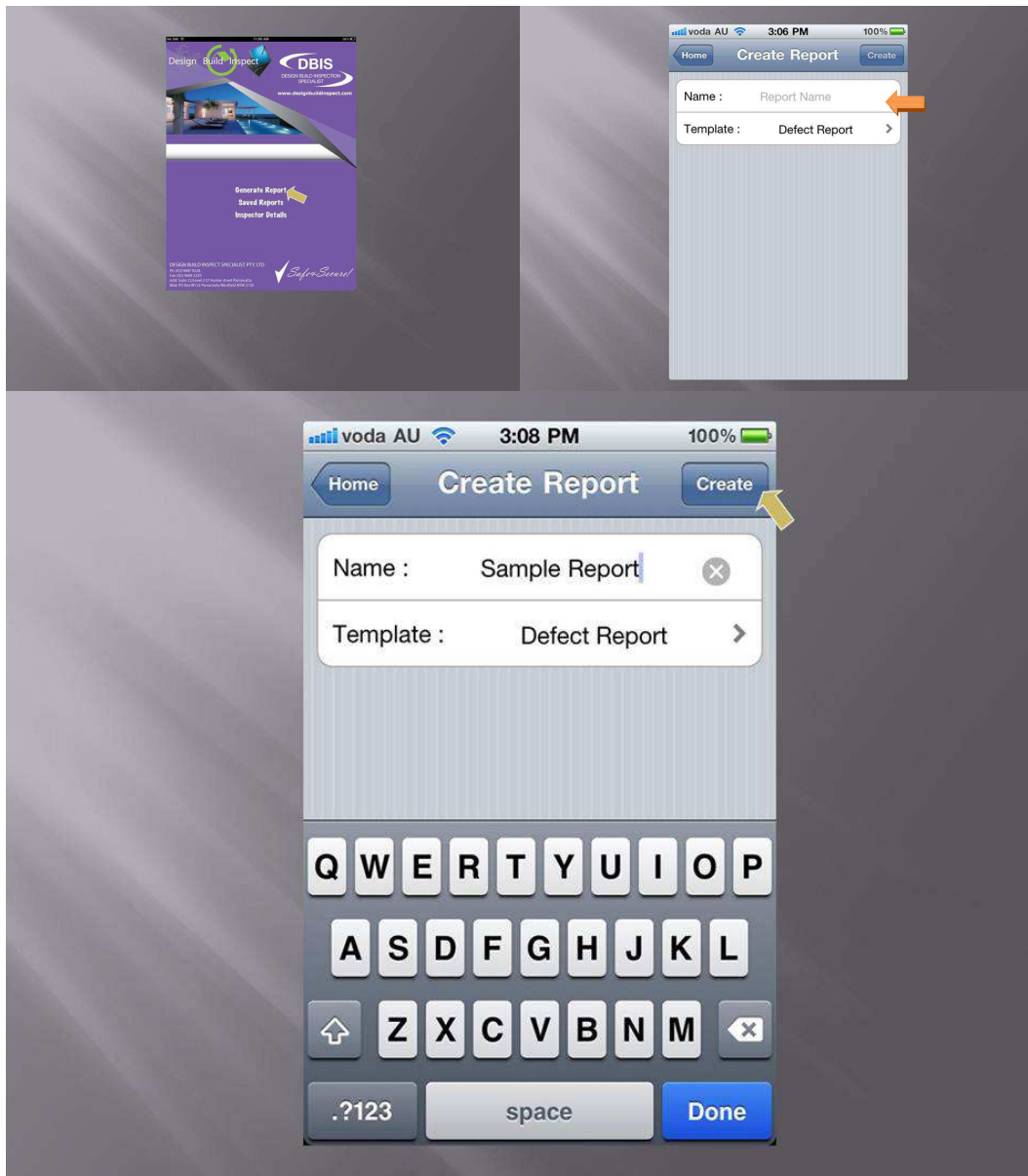
HOW TO SELECT REPORT TYPE AND PROVIDER

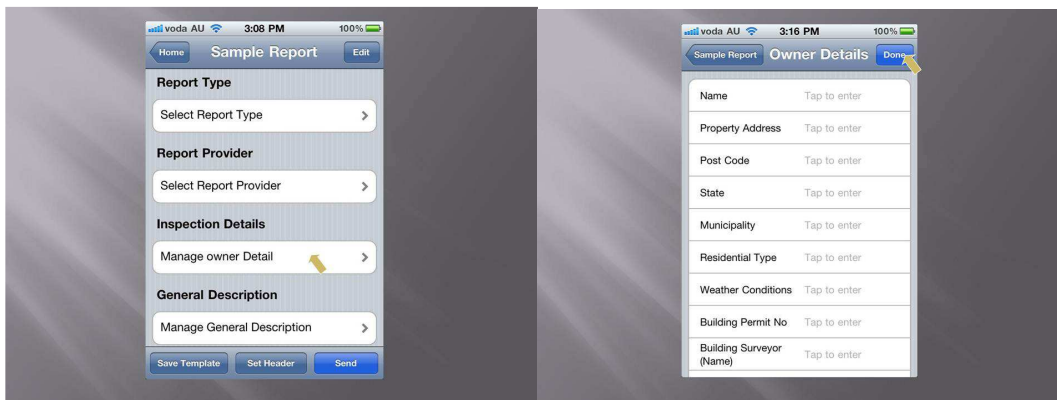### Step 4. Select Report Type from the list of Reports

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

1. **Owner Builder**
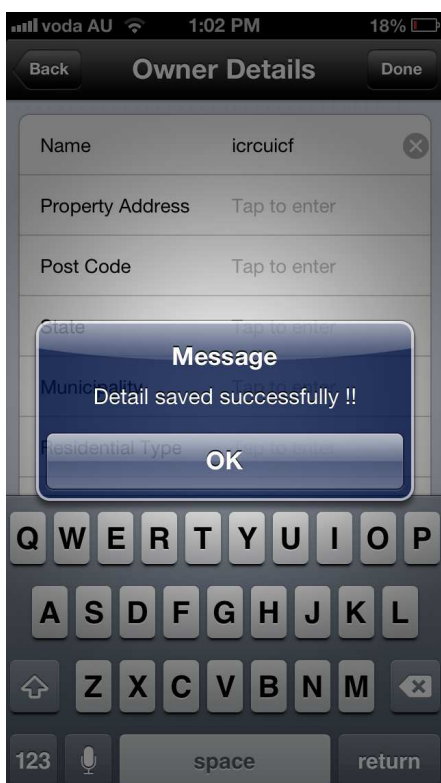2. **Other**

HOW TO ENTER AND SAVE OWNER DETAILS

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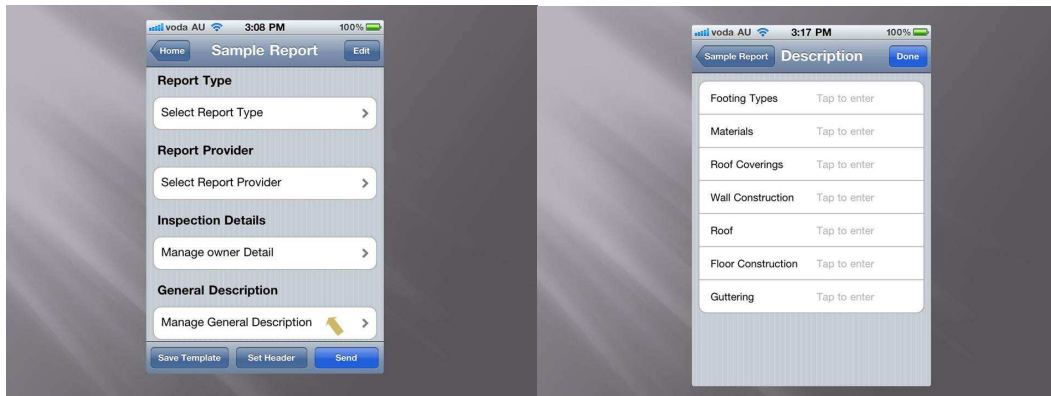

Step 7. Save all your details before you proceed
        Press done on the top right hand corner to save details

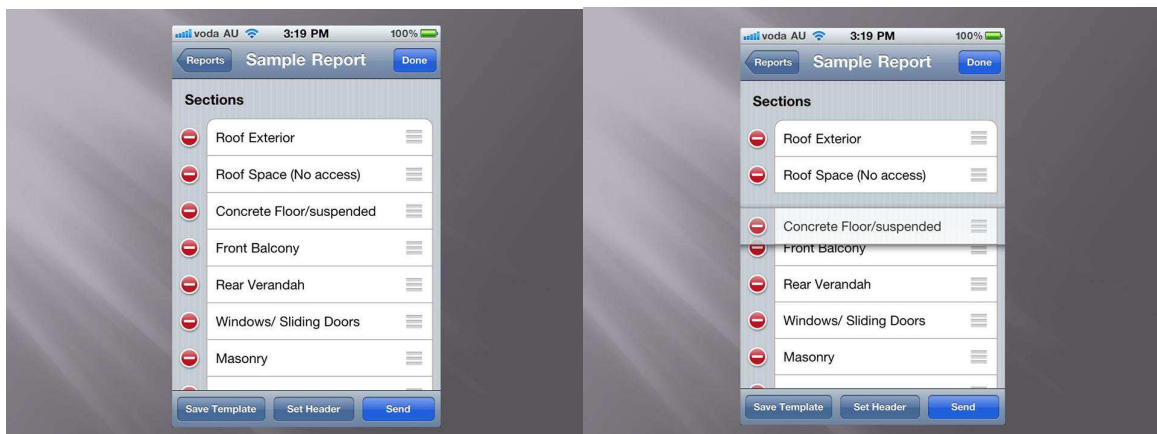**The following message appears "Detail Saved Successfully!!"**

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**
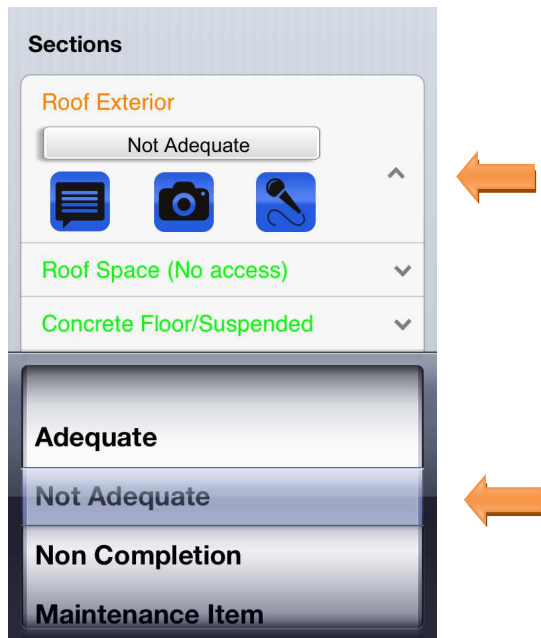
HOW TO ENTER COMMENTS

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
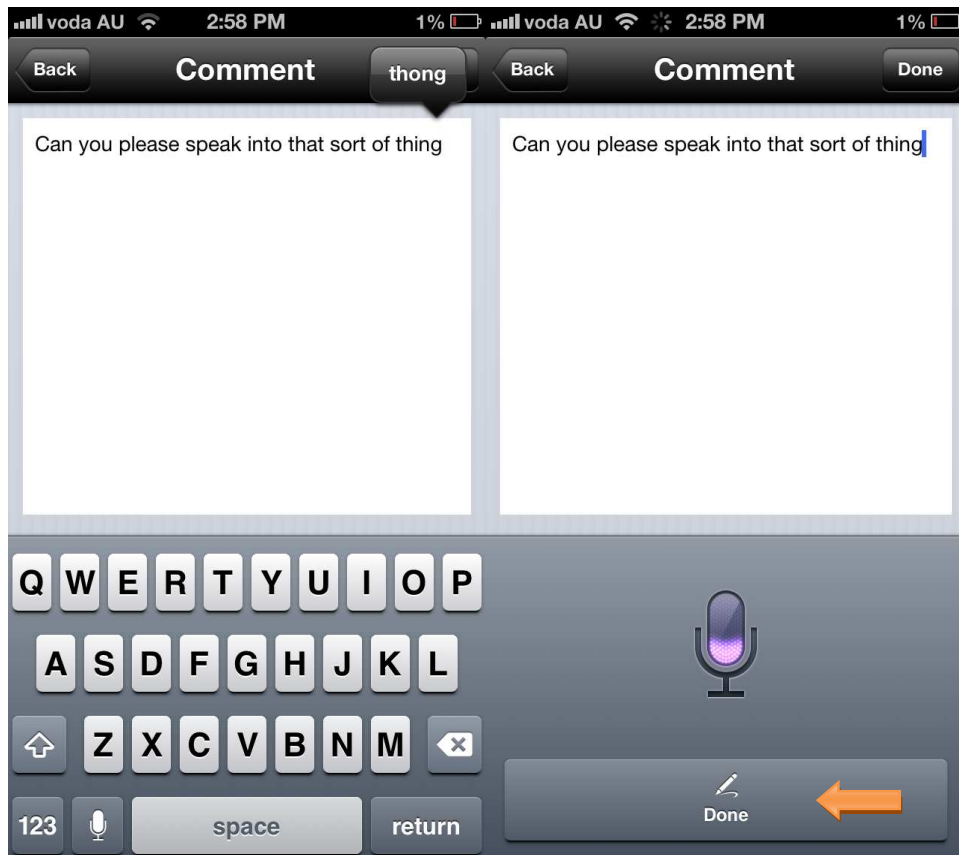
HOW TO ADD IMAGES

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.
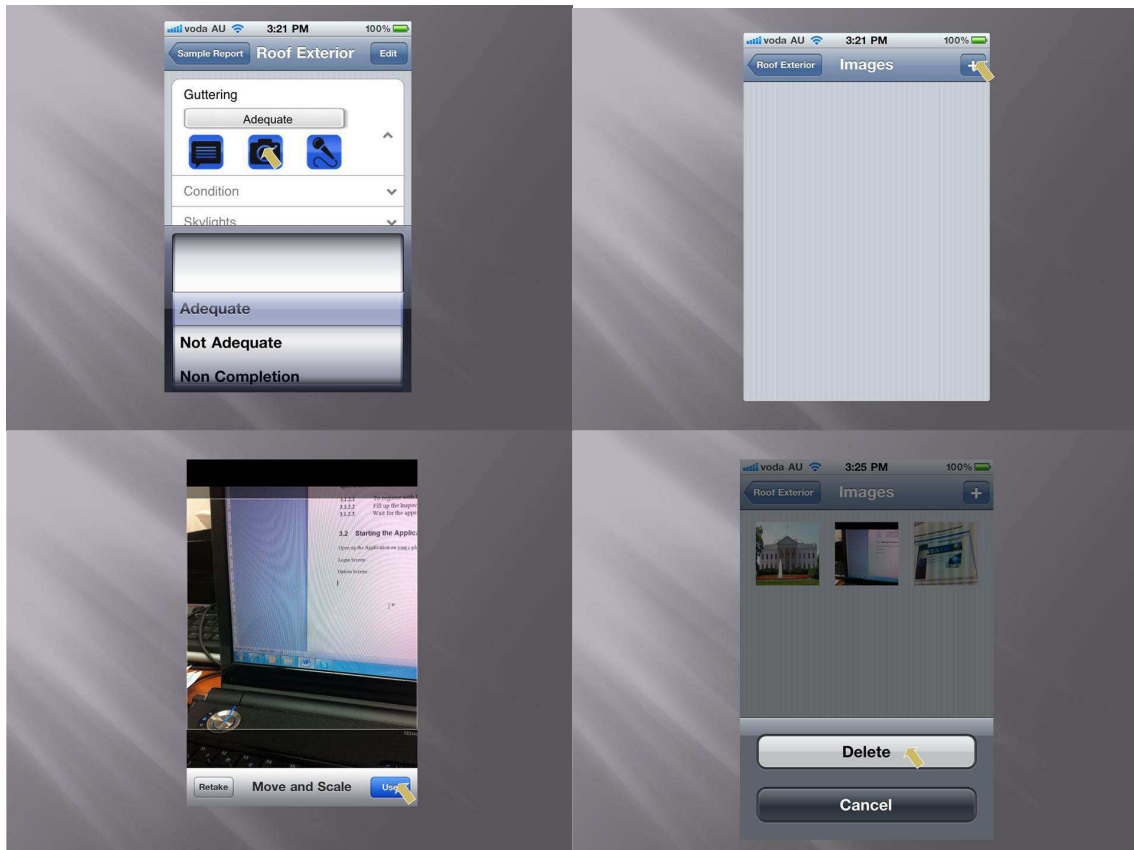
HOW TO ADD VOICE RECORDINGS

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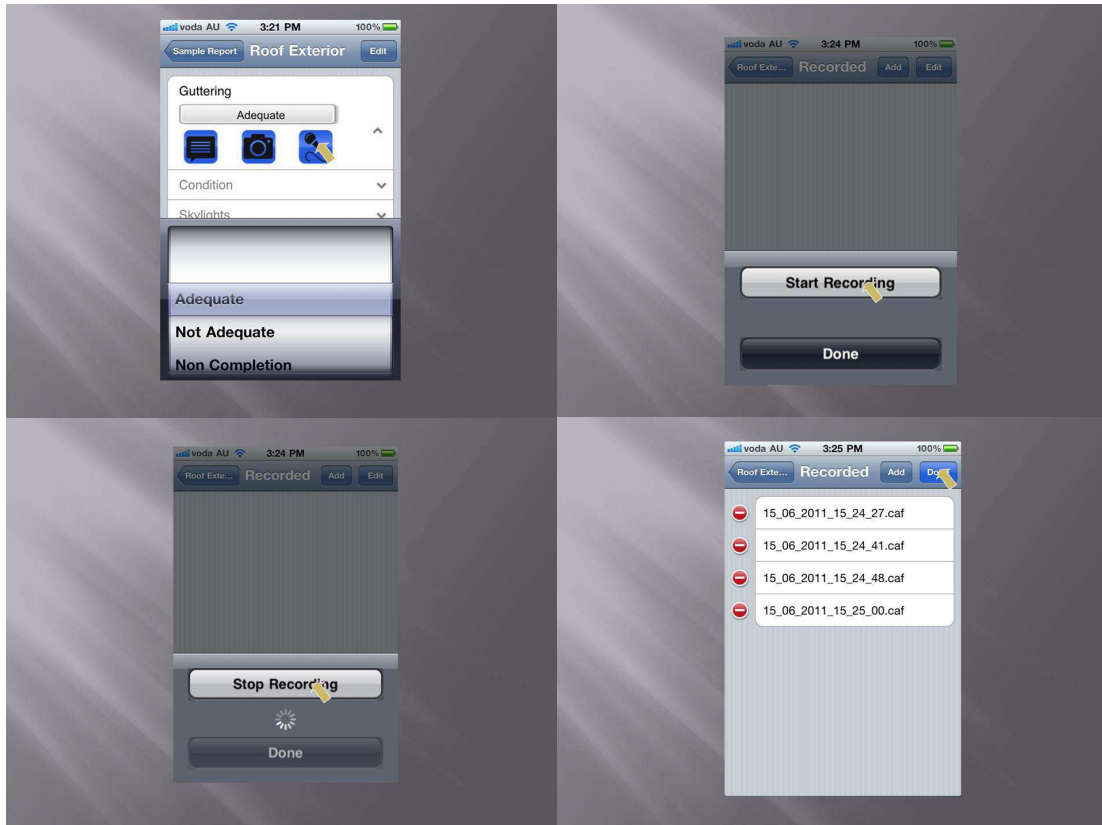
Step 15. To listen to recording press the recording named by date which takes you to the player. Press play to listen to recording. Press back to go to previous screen.

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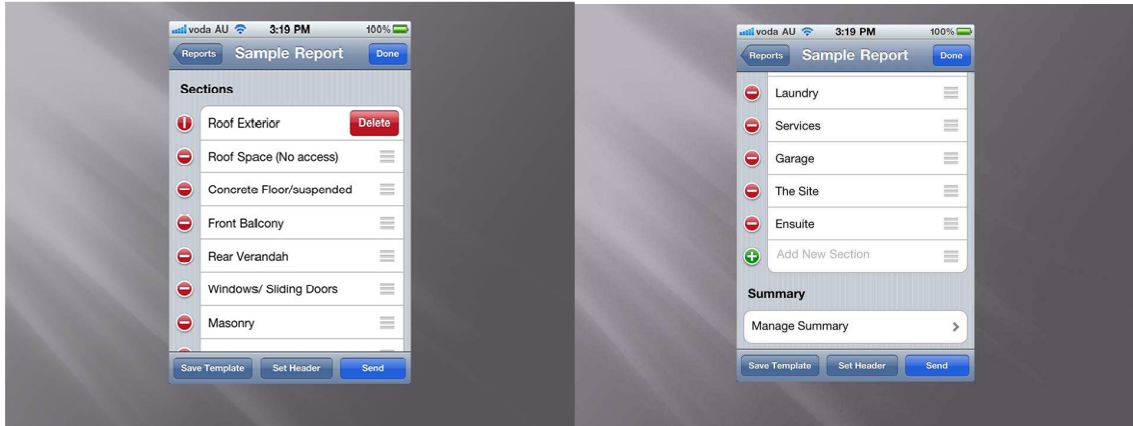
Step 15. Summary is the last section to complete which is a brief conclusion of your report at the end. Enter details and press done to save
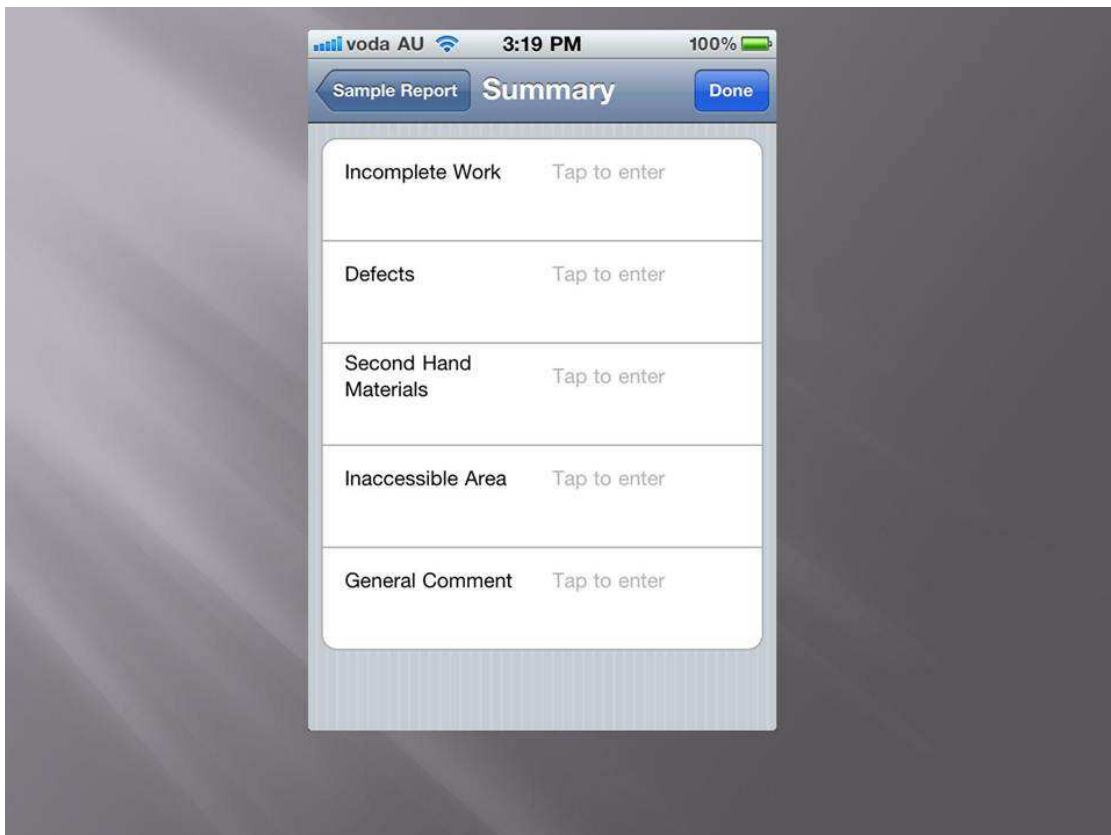
HOW TO SET A HEADER IMAGE

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
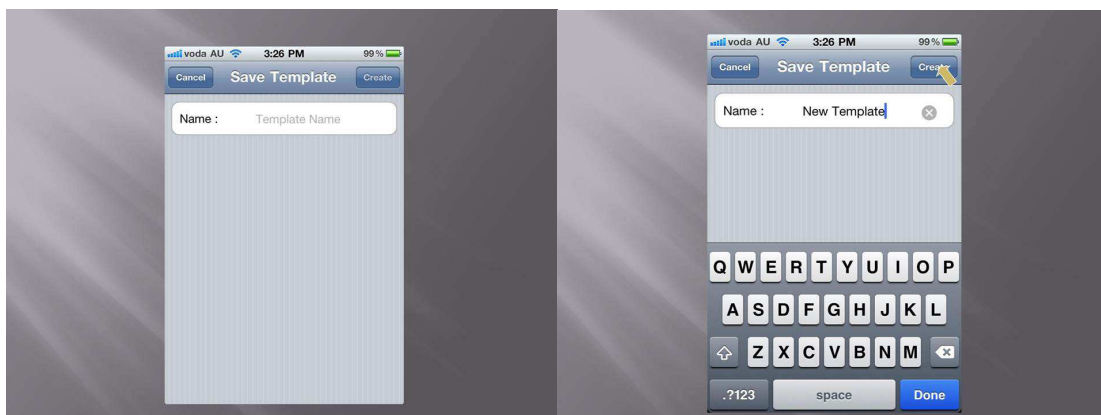
HOW TO DELETE SAVED REPORTS

Step 18.The templates show in saved reports. To delete a saved report press Edit at the top right hand corner and delete
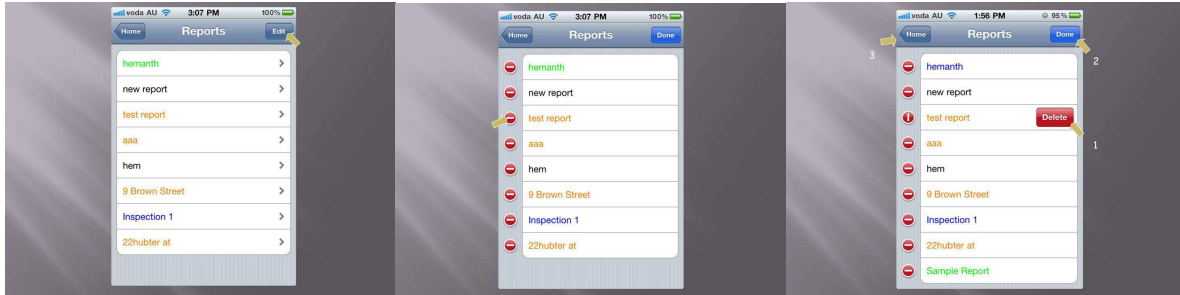
Step 19. You are now complete and ready to send to the admin system Select send at the bottom of the screen and wait for the message
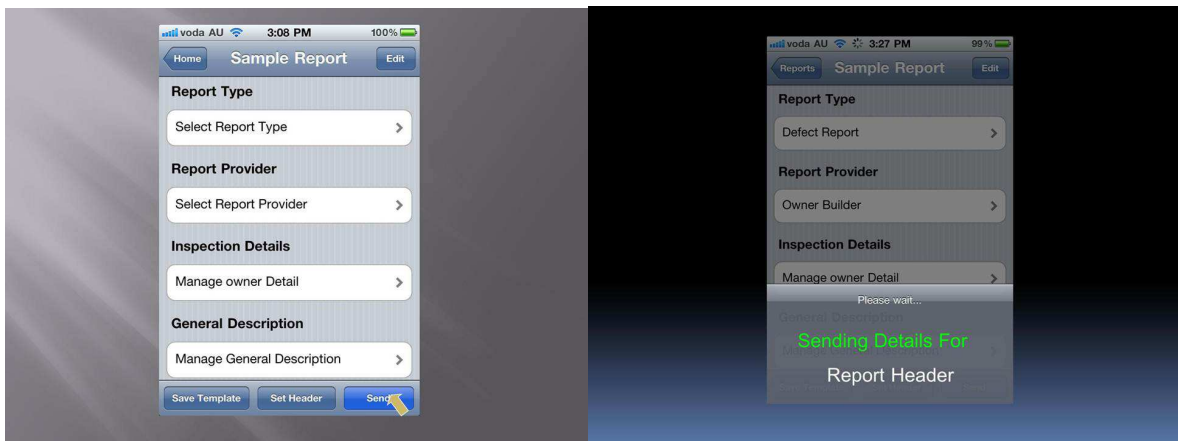
Step 20. "Sent Successfully!!" completes the final stage of creating your report
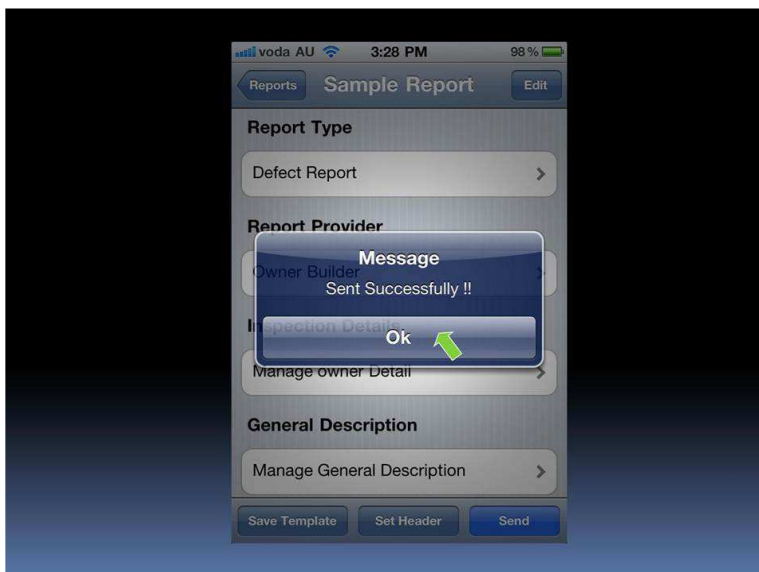
HOW TO TAILOR REPORTS USING WEBSITE TEMPLATES

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

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

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
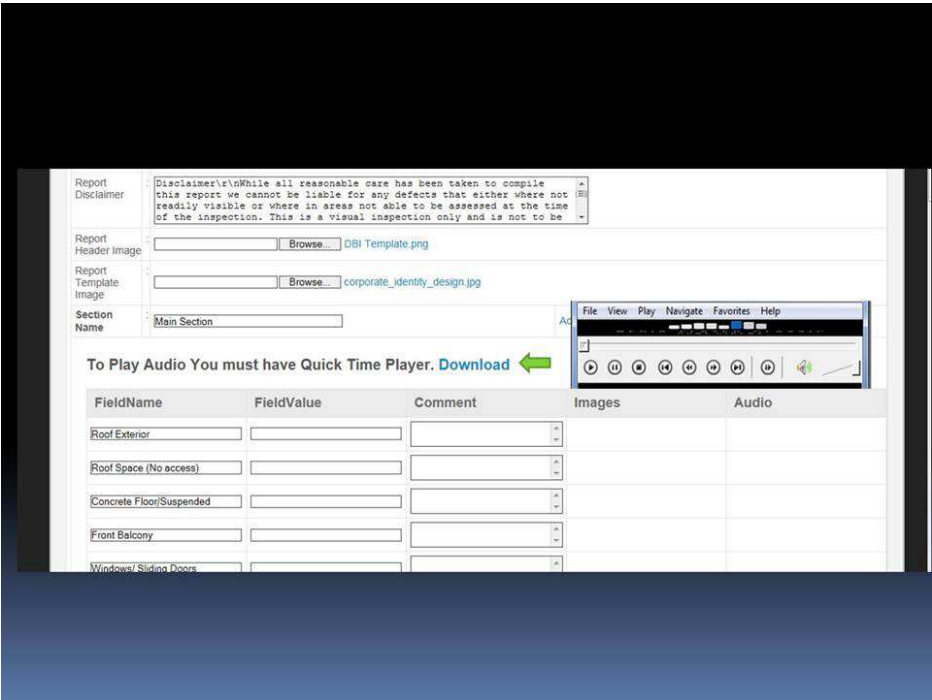
HOW TO TYPE NEW INFORMATION IN THE REPORT

Step 5. Type in the information in the relevant fields

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

Click reset to go back to your previous report

HOW TO VIEW COMPLETED PDF IMAGE OF FULL REPORT

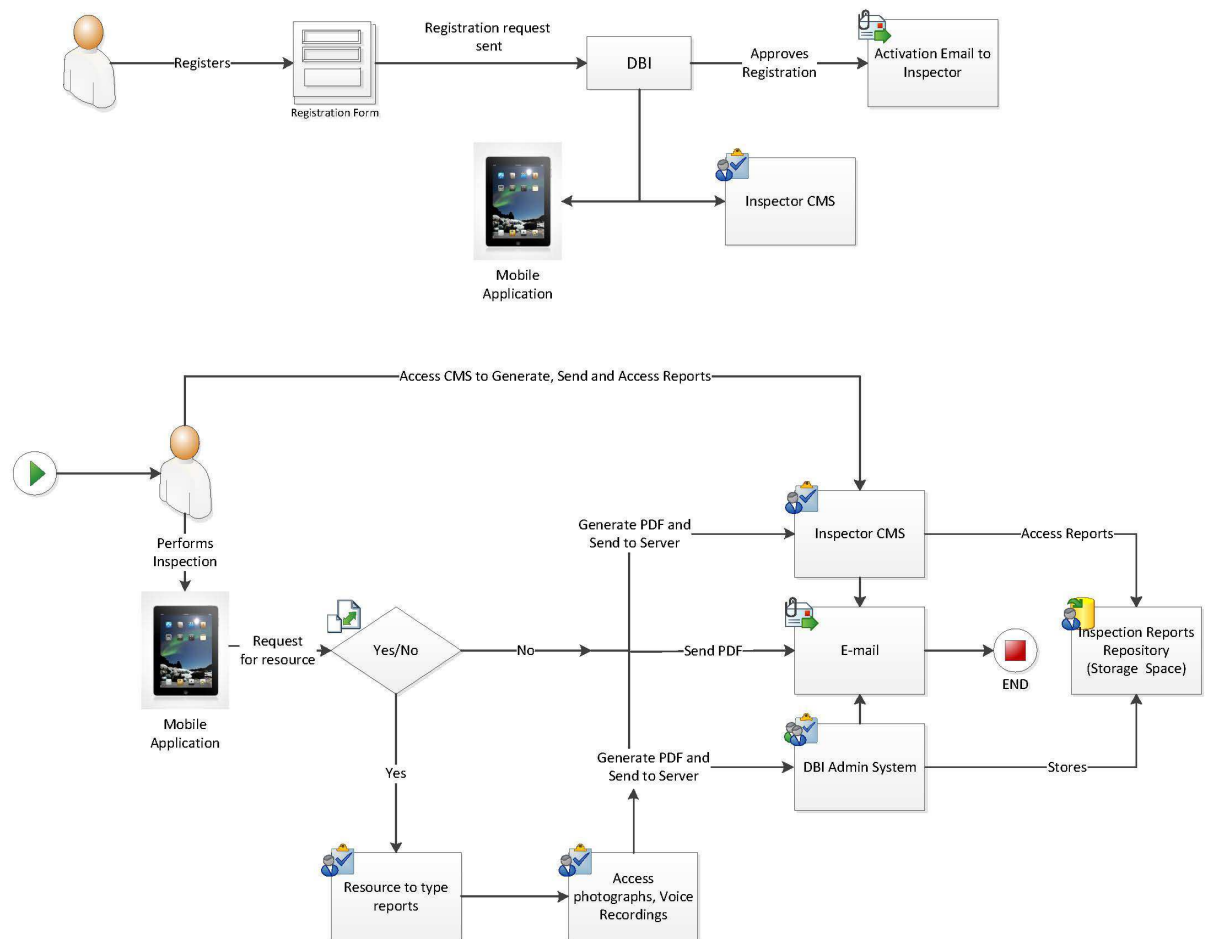**Step 7. To view the completed report click on view PDF. This brings up the report in separate screen**
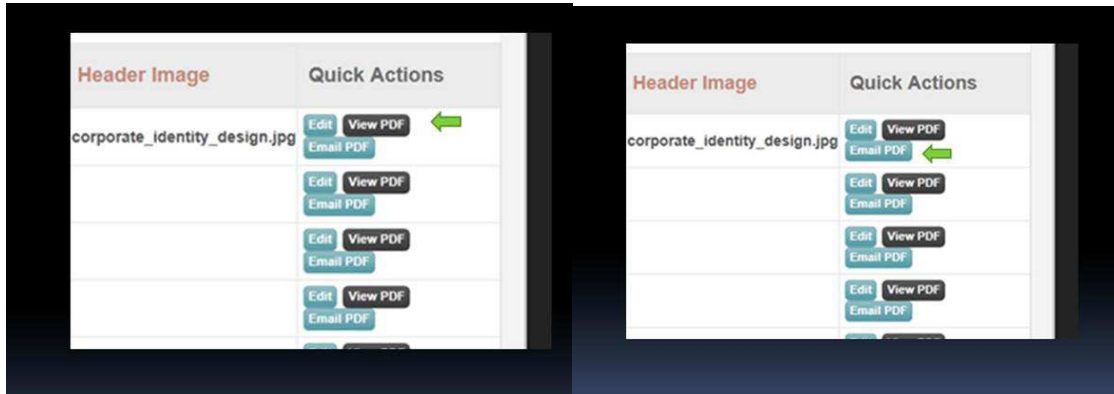
Step 8.To email the report click on the send email button. This can then be forwarded to your client from your email

DBI Process Flowchart Diagram

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