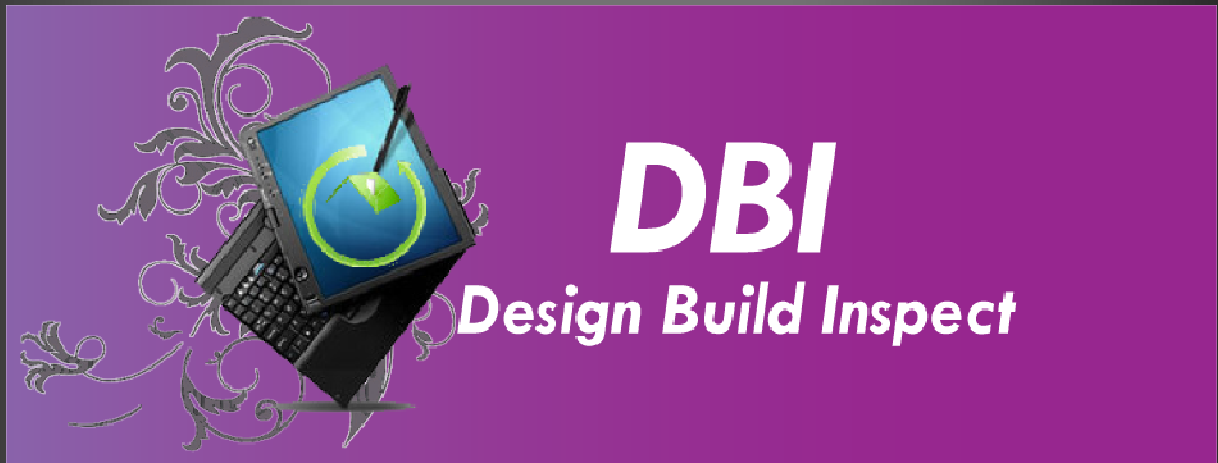


Inspection Report Application How to Guide



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Design Build Inspect Pty Ltd

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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

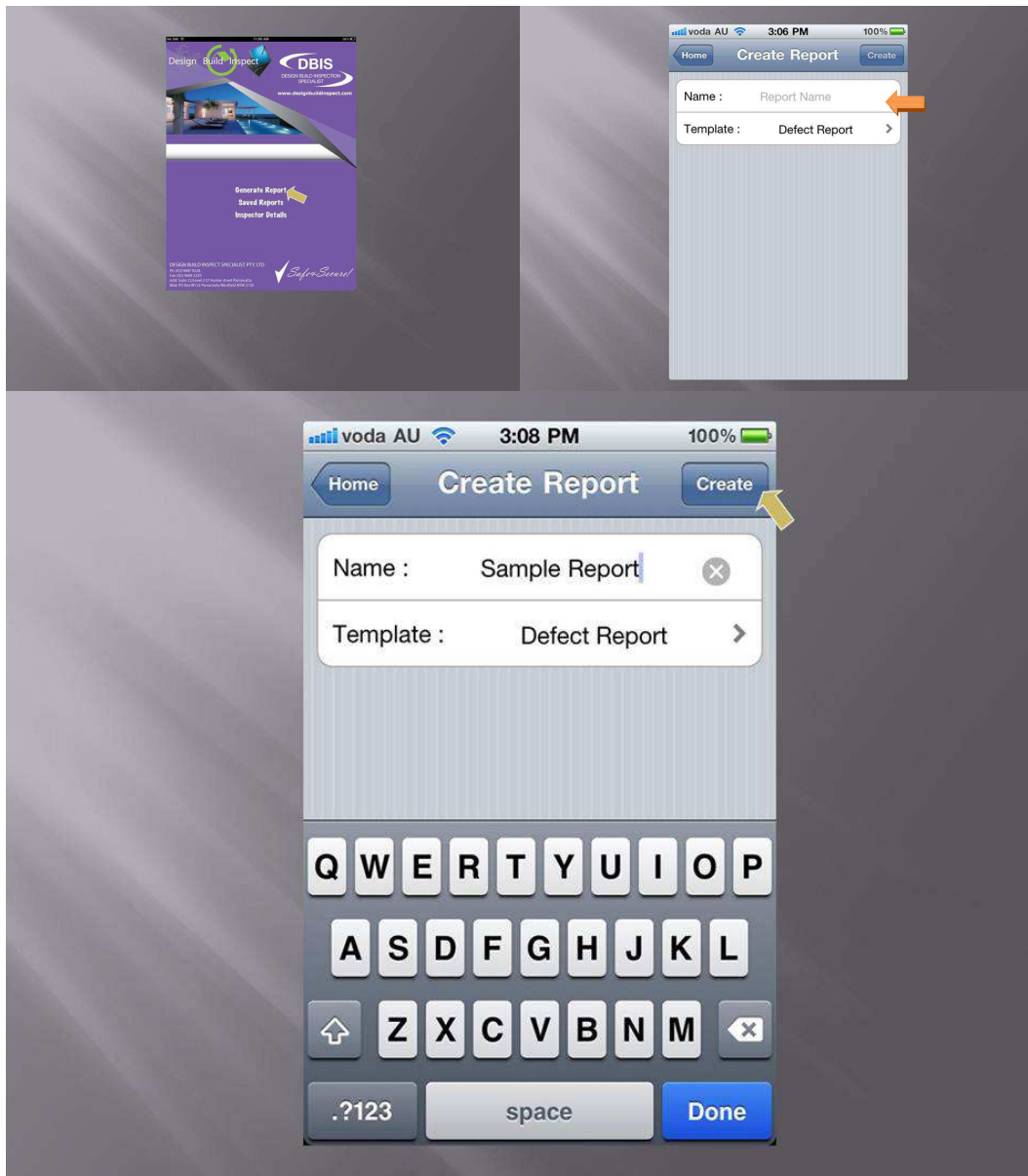
You will receive an email from Design Build Inspect with username and password activated.

HOW TO CREATE A REPORT USING THE APPLICATION

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

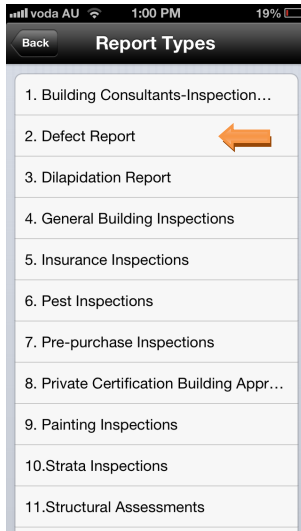
Step 2. Generate Report - press Generate Report icon on your device and create a new report.

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



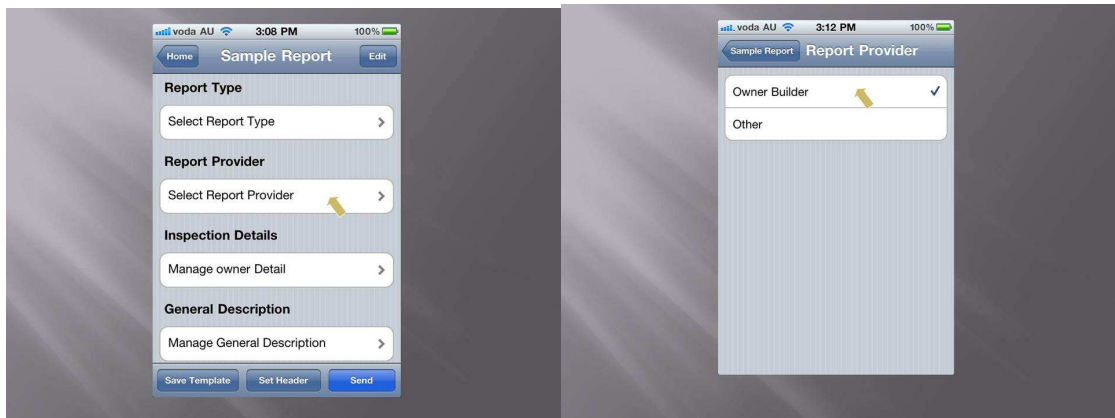
HOW TO SELECT REPORT TYPE AND PROVIDER

Step 4. Select Report Type from the list of Reports



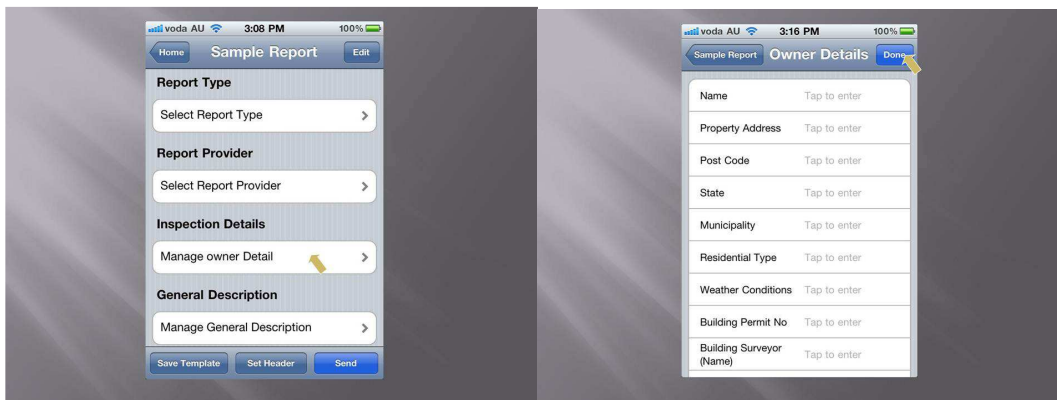
Step 5. Next select report provider-when selecting report provider there are two options:

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



HOW TO ENTER AND SAVE OWNER DETAILS

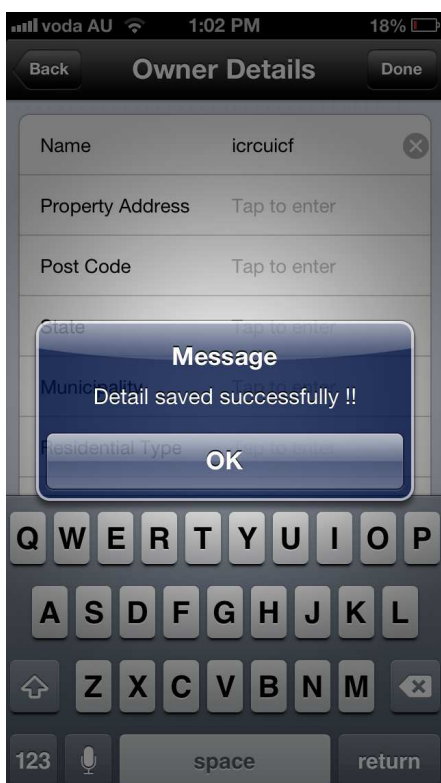
Step 6. Fill in the inspection details. This is the name and details of the Owner



Step 7. Save all your details before you proceed

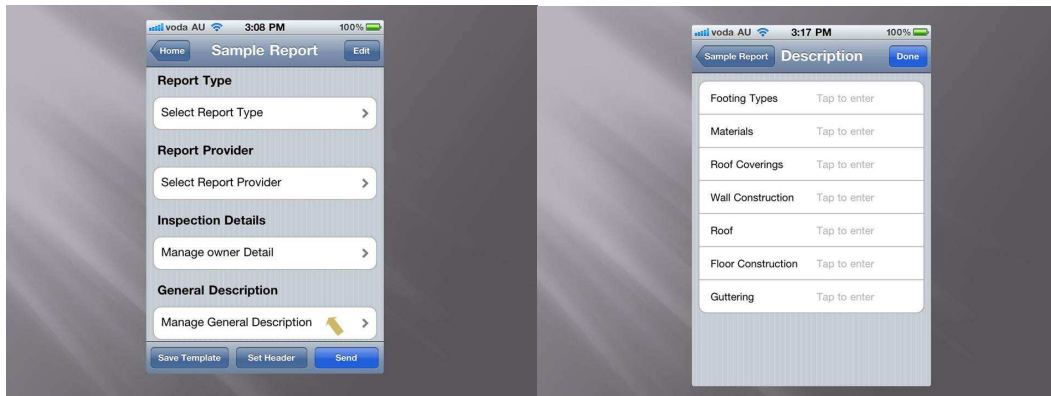
Press done on the top right hand corner to save details

The following message appears “Detail Saved Successfully!!”

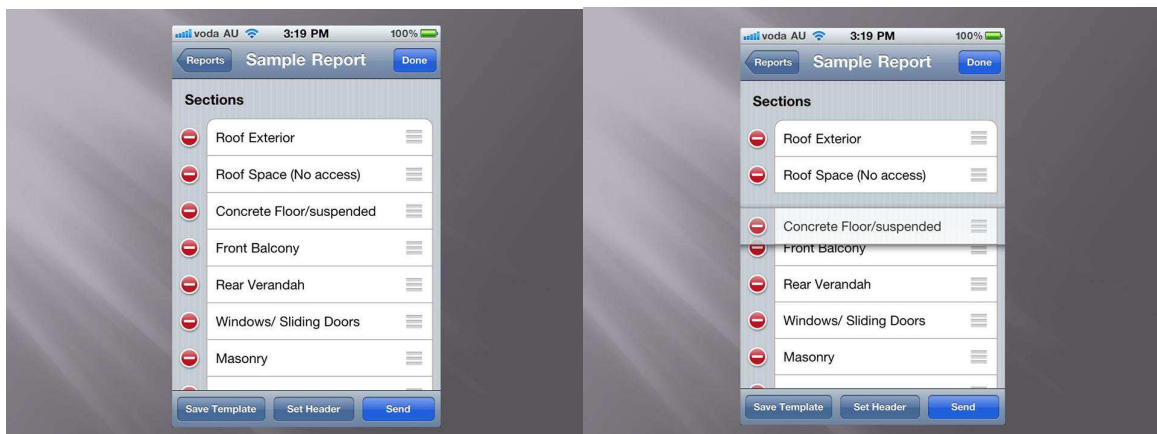


HOW TO ENTER SPECIFICATIONS AND SECTIONS OF BUILDING

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



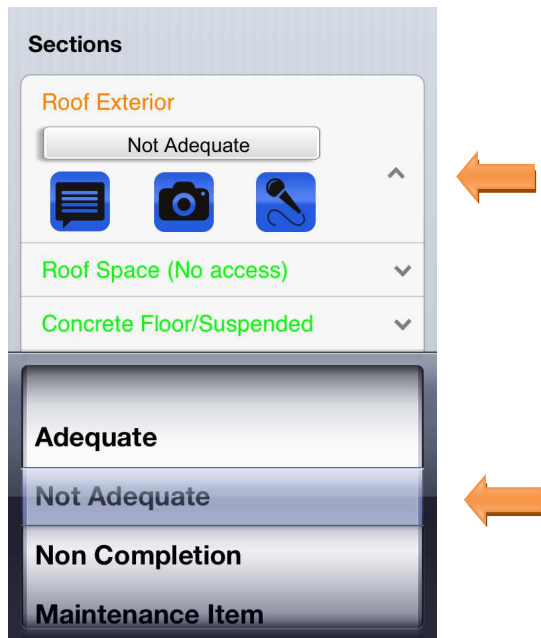
Step 9. Sections-this details all areas of the building and can be moved around in any order.



HOW TO ENTER CONDITION OF EACH AREA

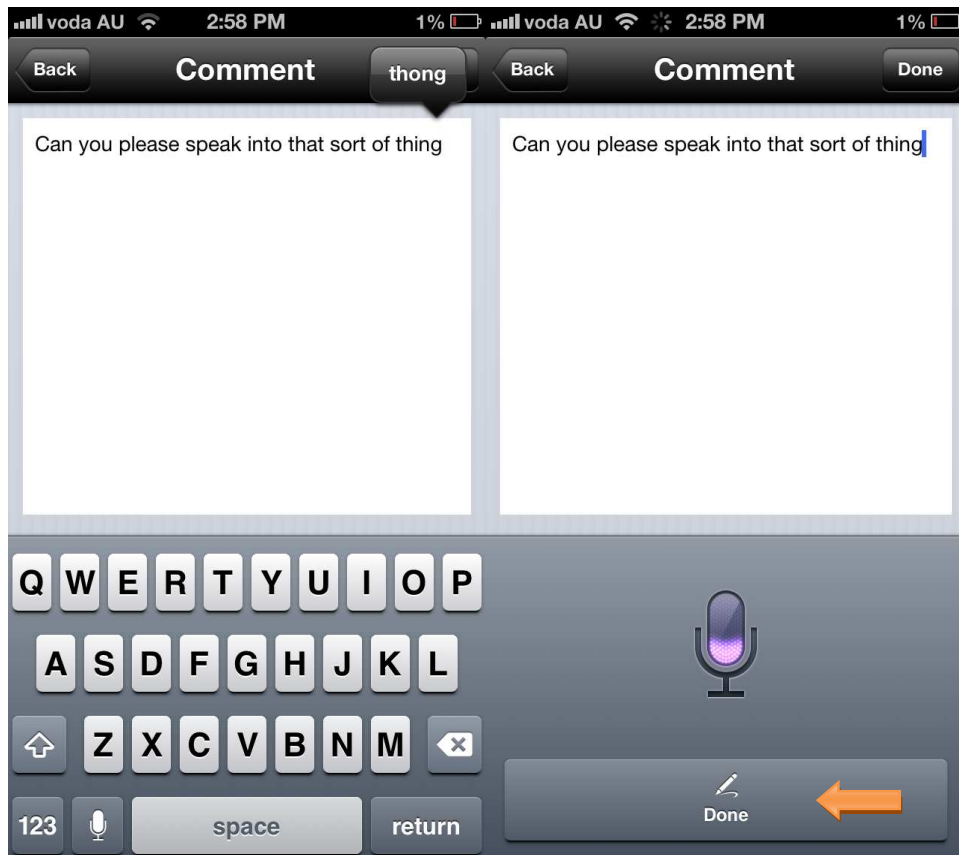
Step 10. Roof Exterior-Press down arrow on right side to show drop down box. In each area or field there are selections for adequate, non-adequate, non-completion, maintenance item and non-applicable to select from.

Select appropriate field by moving box selector up or down



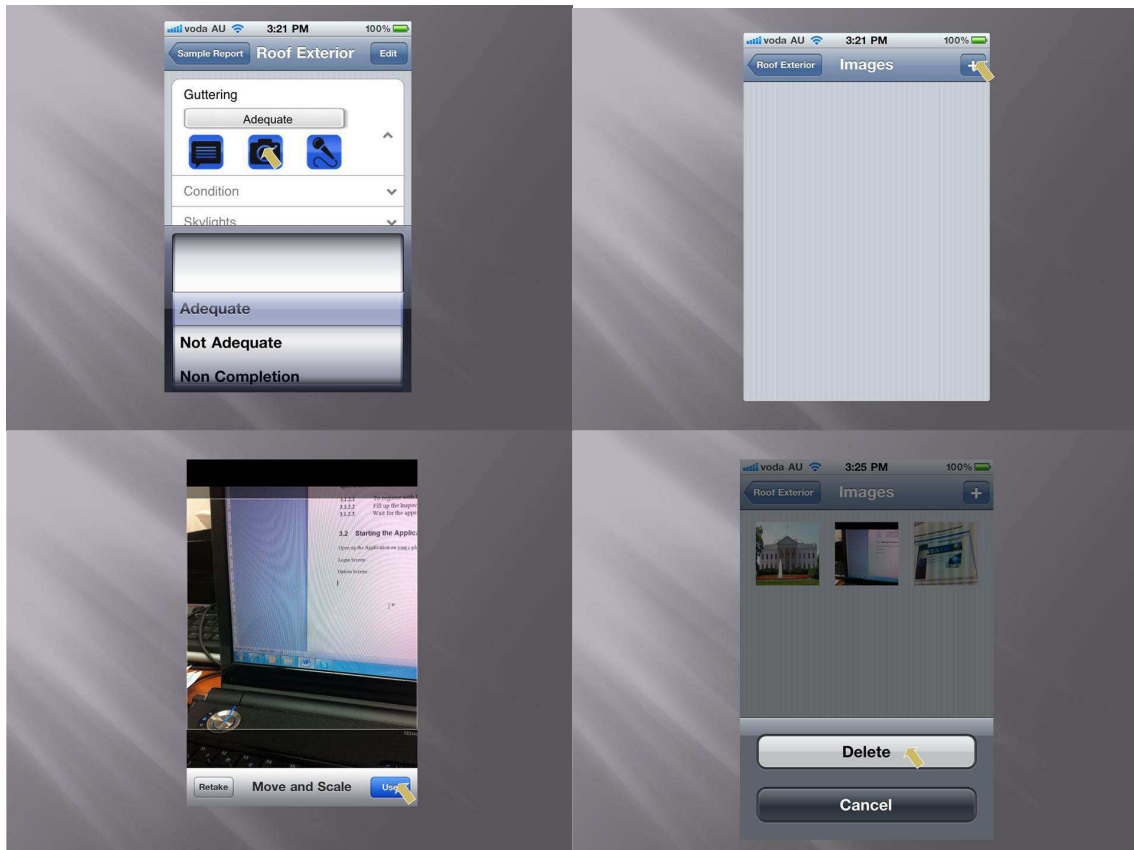
HOW TO ENTER COMMENTS

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

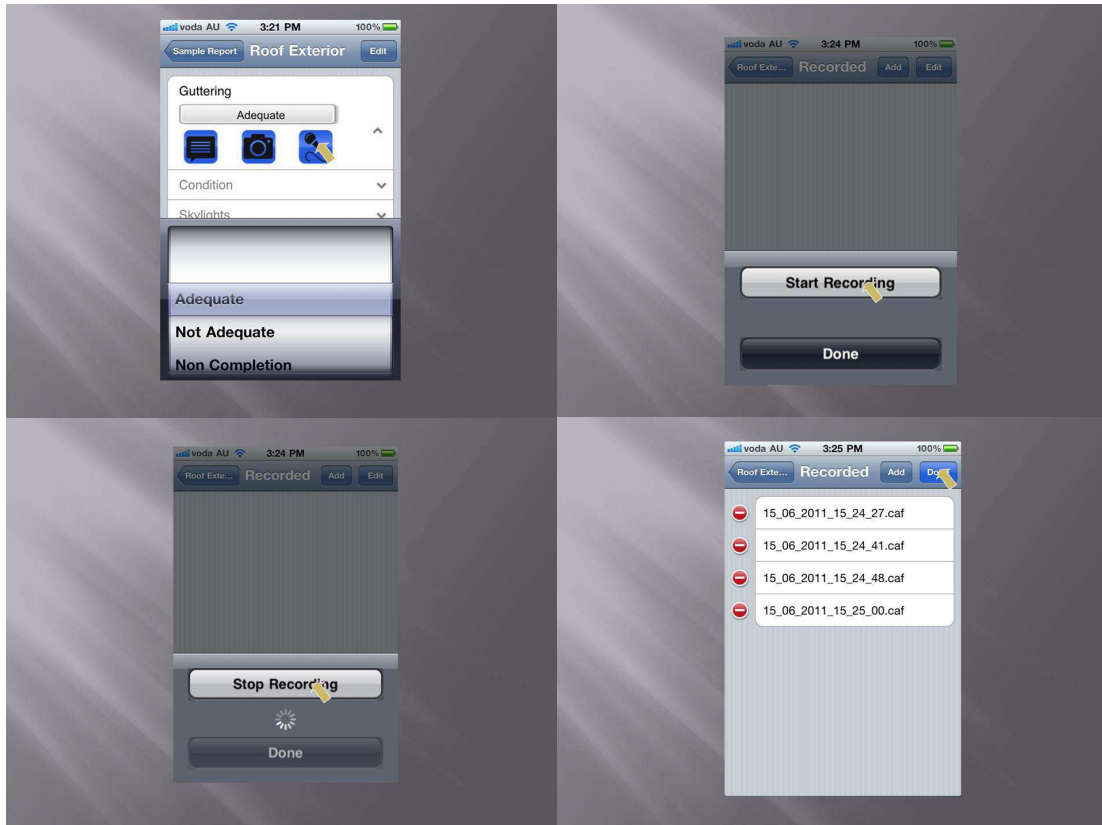
Step 13. To take a photo press on the “+” button top right hand corner and take the photo then select “Use” if you are happy with the photo. To delete your image press Edit and then the delete button.



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

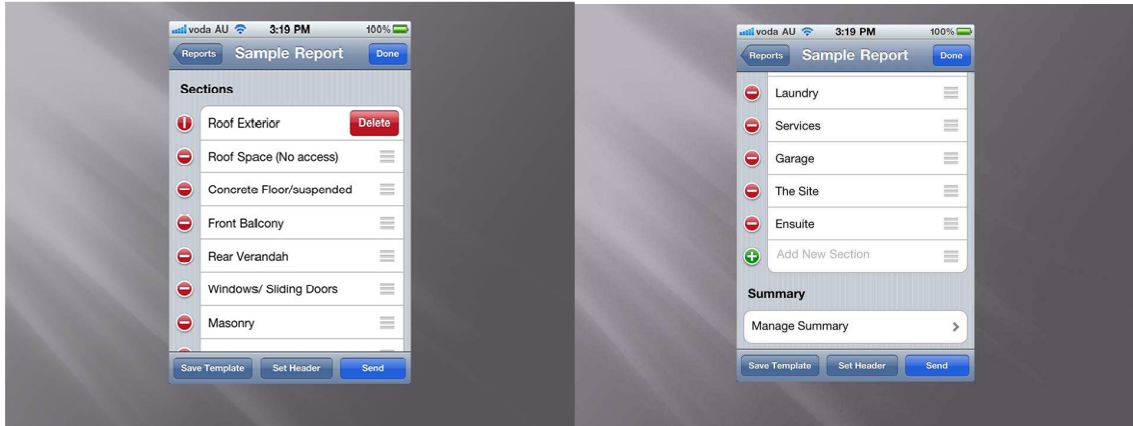


Step 15. To listen to recording press the recording named by date which takes you to the player. Press play to listen to recording. Press back to go to previous screen.

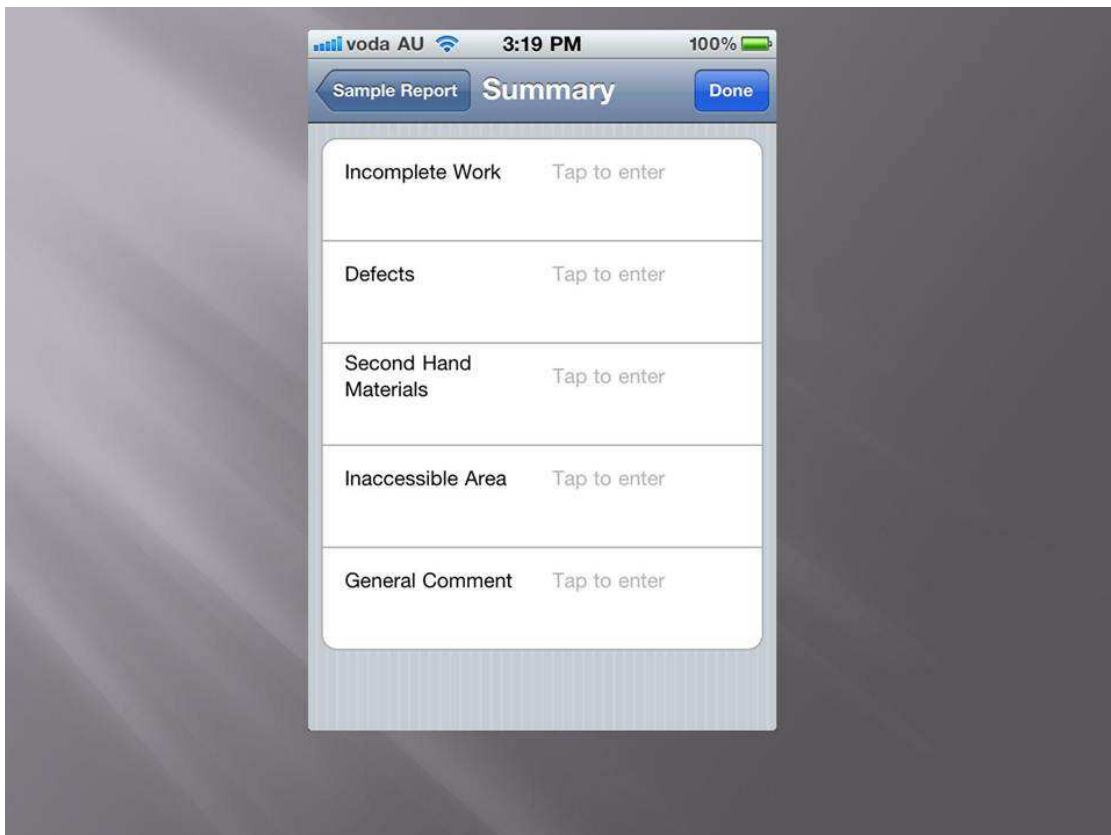


HOW TO DELETE OR ADD NEW FIELDS

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

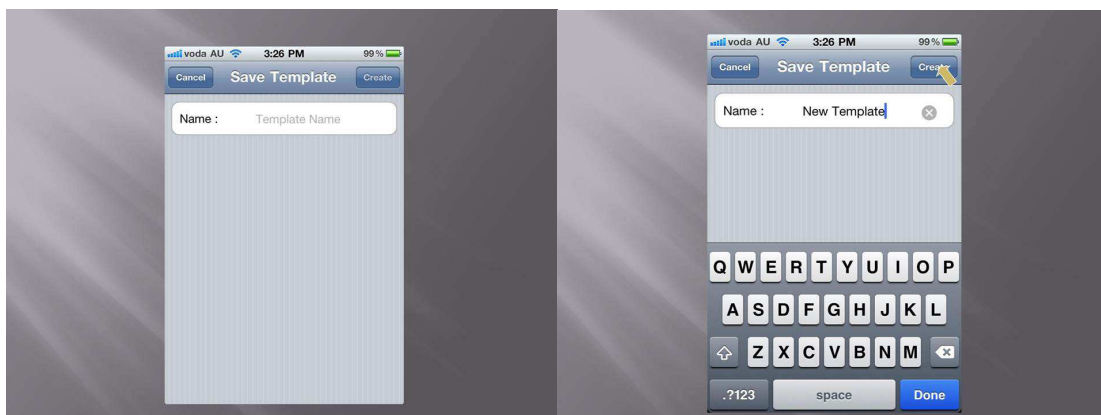


HOW TO SAVE TEMPLATE REPORTS

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.

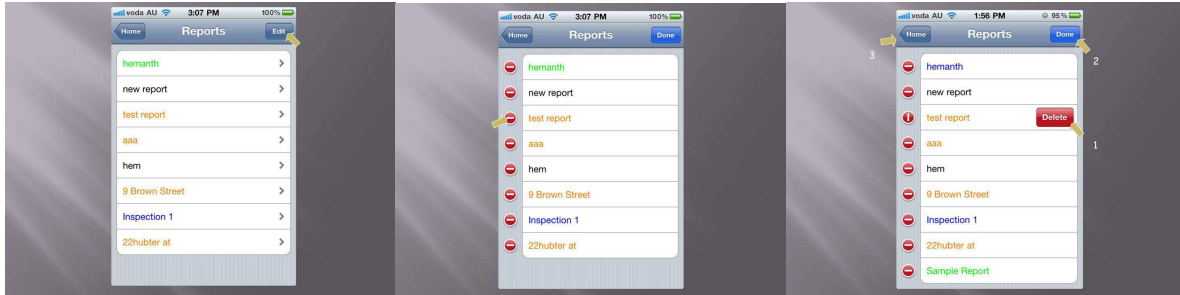


Create a template name and press create to save your template

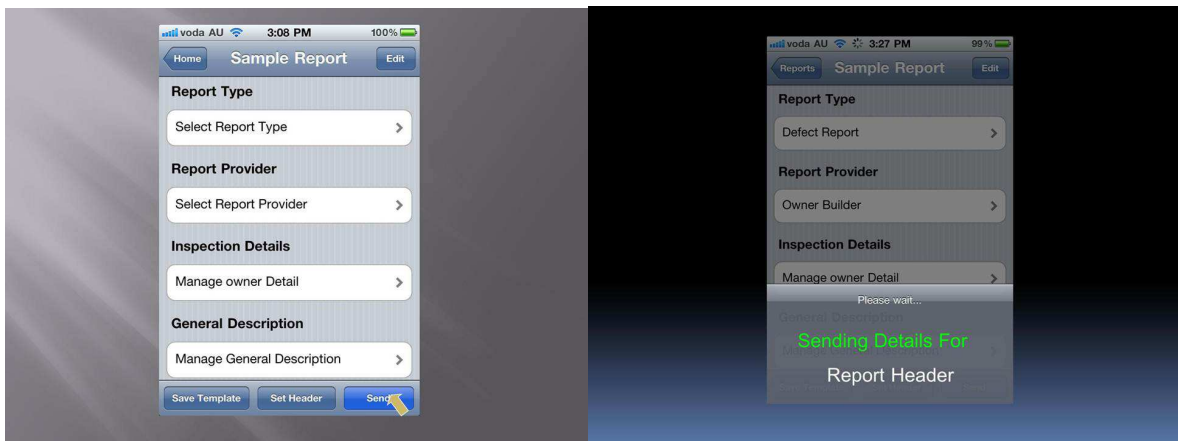


HOW TO DELETE SAVED REPORTS

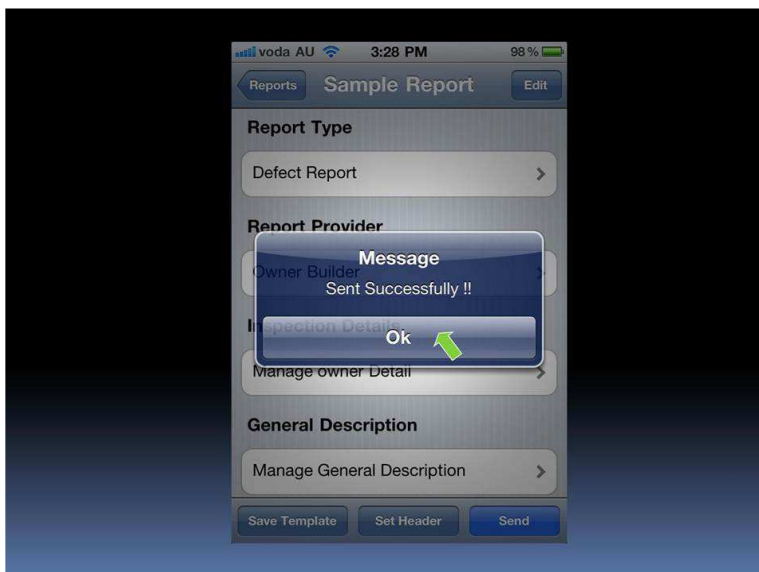
Step 18. The templates show in saved reports. To delete a saved report press Edit at the top right hand corner and delete



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

UPDATE REPORT

BACK

Report ID

4743438336171267592

Report Name

Cert Stage 1

Report Type

Certifiers Report

Report Provider

DBI

Report Disclaimer

DisclaimerWhile 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

Report Template Image

Browse...

Section Name

Main Section

Add Fields

FieldName	FieldValue	Comment	Images	Audio
Date of inspection	12/04/2014			
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

Report Template Image: Browse... DBIS Template.jpg

Section Name: Main Section Add Fields...

FieldName	FieldValue	Comment	Images	Audio
Roof Exterior	Not Adequate	Roof exterior is sufficiently sealed	img_573_1367384621 741284.png img_573_1367384636 119860.png img_573_1367384643 439527.png	01_05_2013_15_04_42 caf
Roof Space (No access)	Adequate	Roof space is adequate and does not	img_575_1367384862 029310.png img_575_1367384873 042427.png img_575_1367384882 822791.png	
Front Balcony		The front balcony does not have a		
Windows/ Sliding Doors	Not Adequate		img_577_1367385107 633698.png img_577_1367385113 280403.png img_577_1367385119 637708.png img_577_1367385125 899981.png img_577_1367385131 618167.png img_577_1367385138 331623.png	
Masonry	Non Applicable	There is no masonry		
Interior of Building Entry	Non Completion	This section is not complete		
Living Room	Maintenance Item		img_580_1367386445 651622.png img_580_1367386454 233394.png img_580_1367386461 144494.png	
Dining Room	Non Completion			
Rumpus Room	Not Adequate			
Hallway	Adequate			
Bedroom1	Not Adequate			

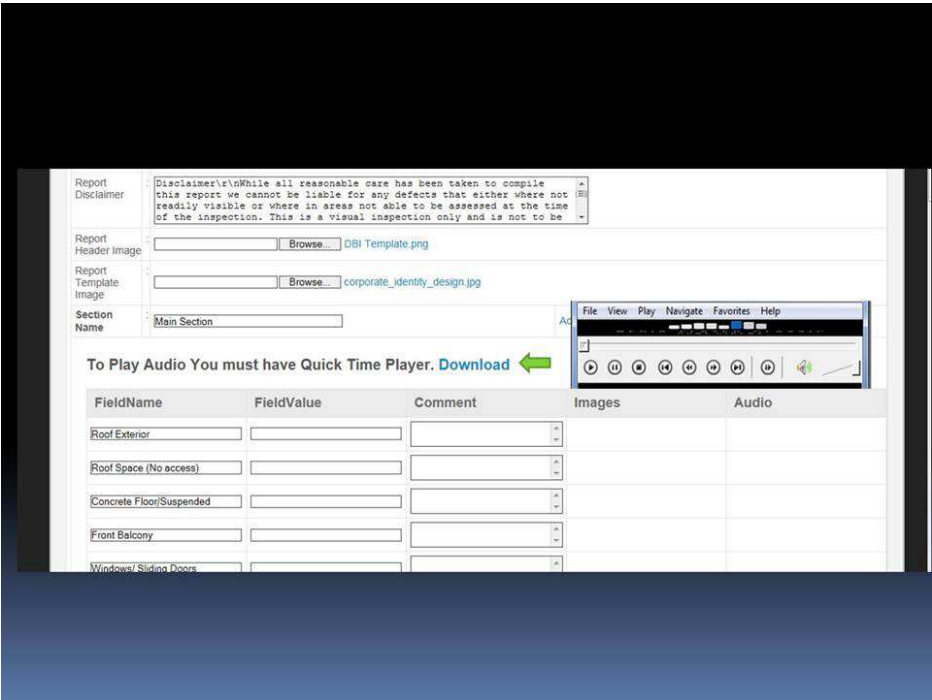
Report Template Image: Browse... DBIS Template.jpg

Section Name: Main Section Add Fields...

FieldName	FieldValue	Comment	Images	Audio
Roof Exterior	Not Adequate	Roof exterior is sufficiently sealed	img_573_1367384621 741284.png img_573_1367384636 119860.png img_573_1367384643 439527.png	01_05_2013_15_04_42 caf
Roof Space (No access)		Roof space is adequate and does not	img_575_1367384862 029310.png img_575_1367384873 042427.png img_575_1367384882 822791.png	
Front Balcony		The front balcony does not have a		
Windows/ Sliding Doors	Not Adequate		img_577_1367385107 633698.png img_577_1367385113 280403.png img_577_1367385119 637708.png img_577_1367385125 899981.png img_577_1367385131 618167.png img_577_1367385138 331623.png	
Masonry	Non Applicable	There is no masonry		
Interior of Building Entry	Non Completion	This section is not complete		
Living Room	Maintenance Item		img_580_1367386445 651622.png img_580_1367386454 233394.png img_580_1367386461 144494.png	
Dining Room	Non Completion			
Rumpus Room	Not Adequate			
Hallway	Adequate			
Bedroom1	Not Adequate			

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	

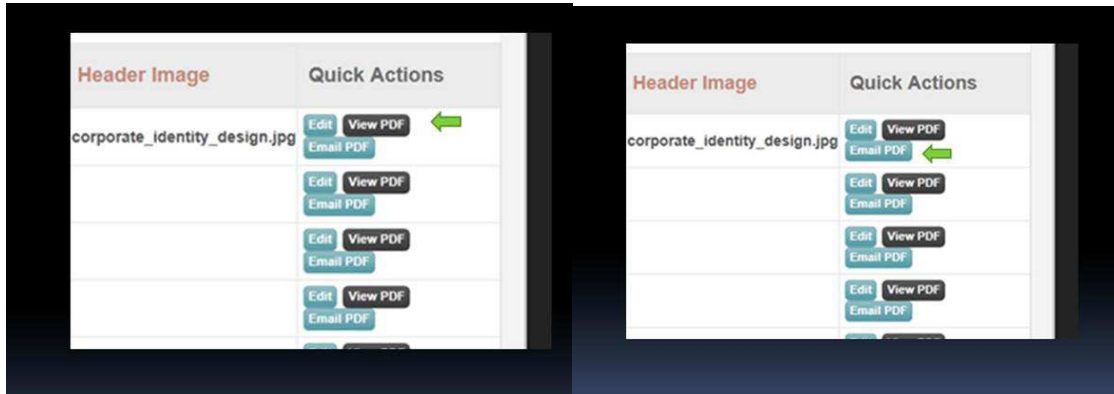
UPDATE

RESET

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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

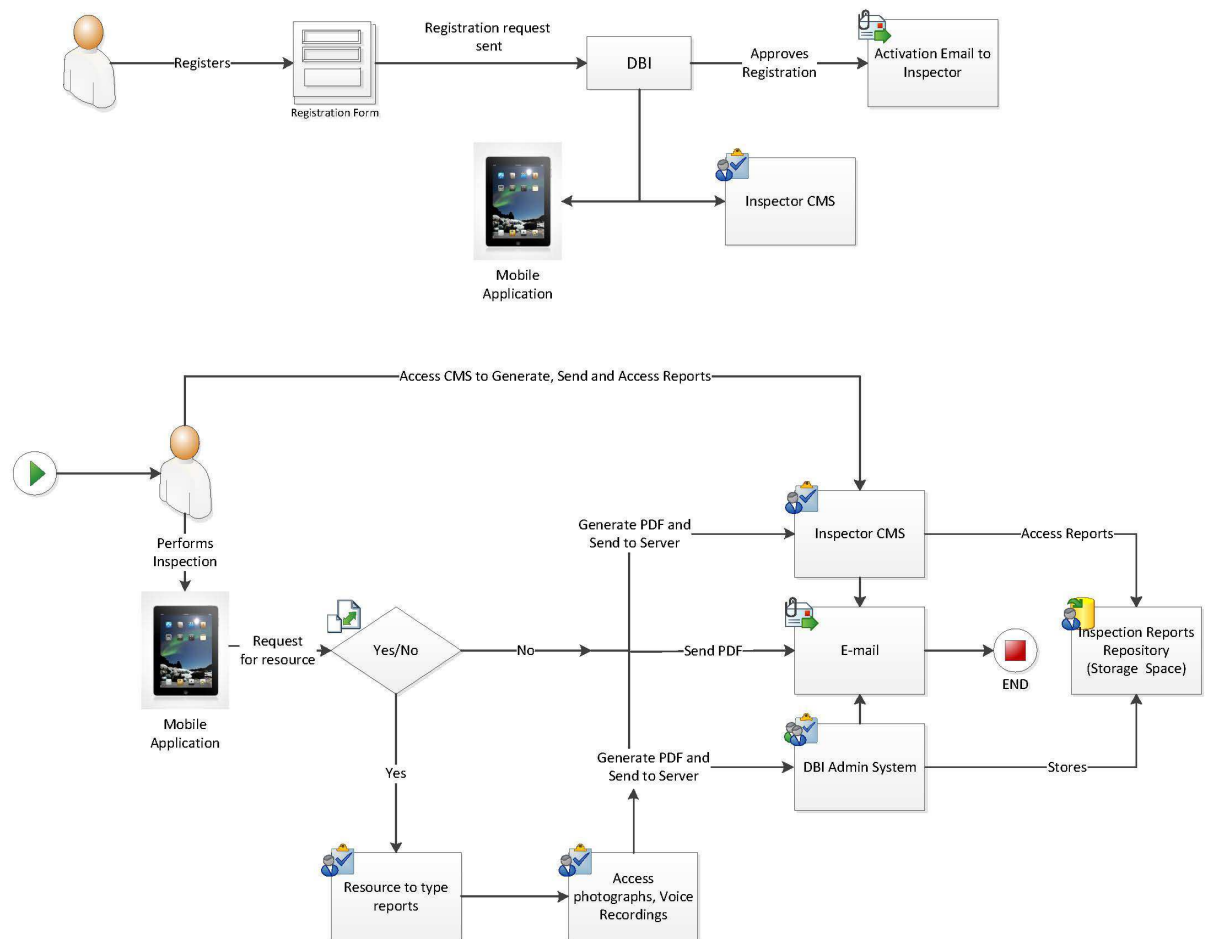


Step 8. To email the report click on the send email button. This can then be forwarded to your client from your email

BUILDING CONSULTANTS REPORT

Report Type : Building Consultants-Inspection Report					
Report Provider : Other					
Owners Details					
Name	Andrea Choonoo				
Property Address	Po Box W123				
Post Code	2150				
State	NSW				
Municipality	Sydney				
Residential Type	Residential survey				
Weather Conditions	Wet				
Building Permit No	173673c				
Building Surveyor (Name)	Craig Nisbett				
Final Inspection Date	12/04/2014				
Engineer(s) Footings	12foot				
Council/Certifier Inspections	12/04/2014 P. J. Ling & sons				
Phone	02 96875029				
Age Of Construction	2 years				
General Description of Building Work					
Footings Types					
Materials					
Roof Coverings					
Wall Construction					
Floor Construction					
Guttering					
Please select appropriate line corresponding to condition of property					
Roof Exterior	NA	N	M	D	Roof exterior is sufficiently sealed and does not seem to have any defects

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

