



IM User Guide:

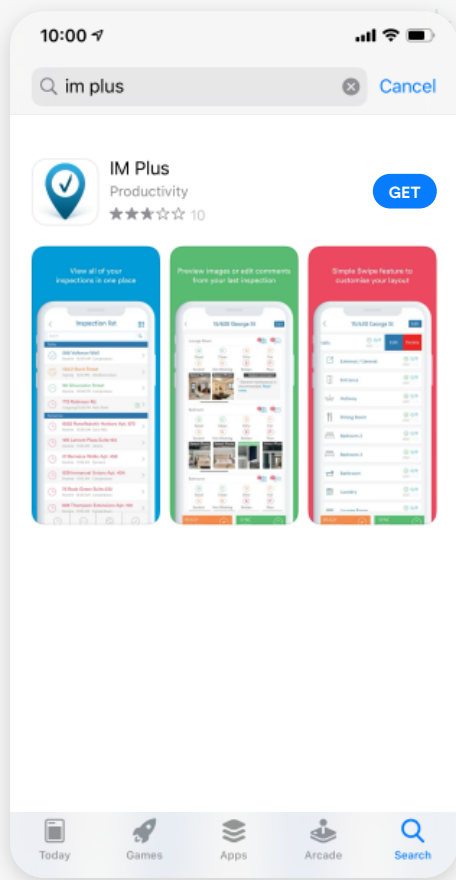
IM Plus Guide



DOWNLOADING THE APP:

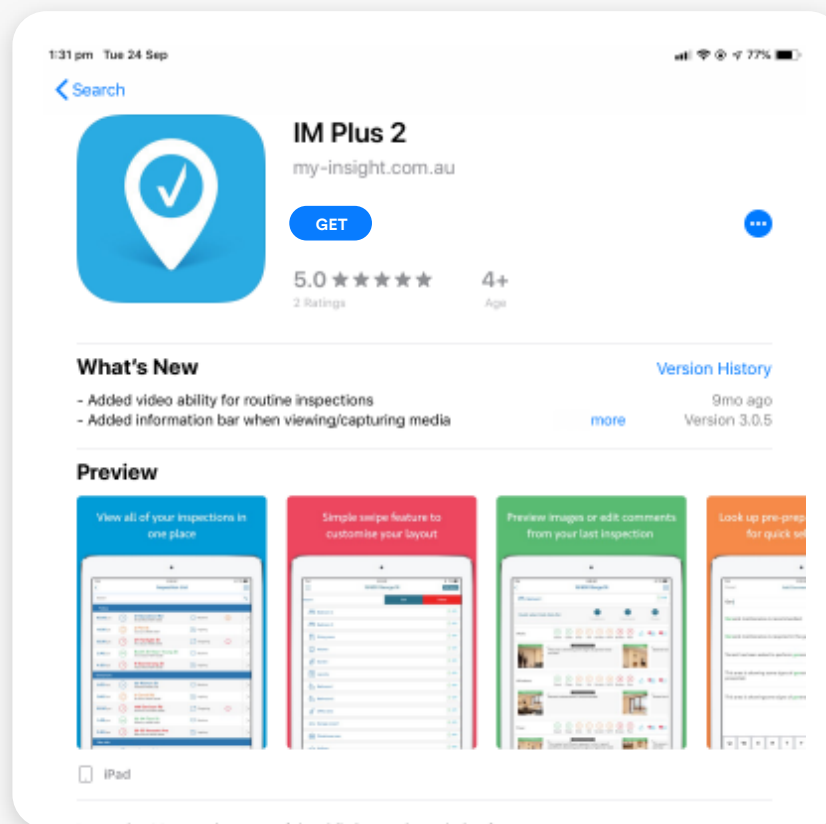
On an iPhone

Type "IM Plus" on the App Store, you will see "IM Plus" appear, then tap 'Get' to install the App. The app will have our Icon on a white background.



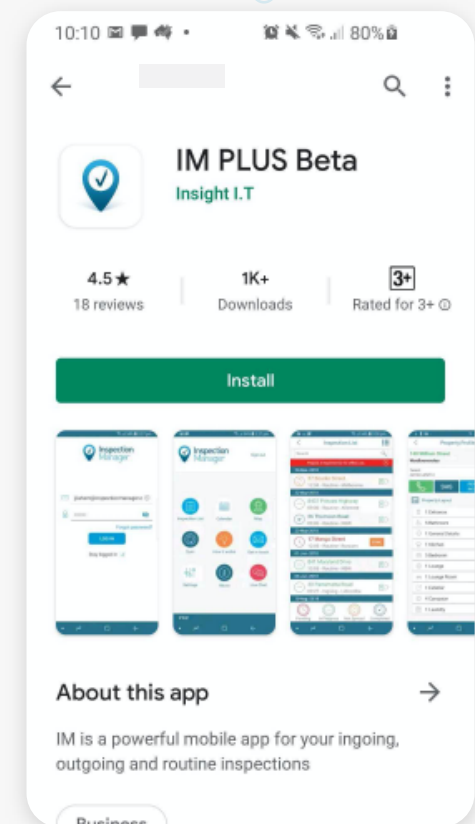
On an iPad

Type "IM Plus 2" on the App Store, you will see "IM Plus 2" appear, then tap 'Get' to install the App. The app will have our Icon on a blue background.



On an Android

Type "IM Plus" on the Google Play Store, you will see "IM Plus" appear, then tap 'Install' to install the App. The app will have our Icon on a white background.



MAIN MENU SCREEN:

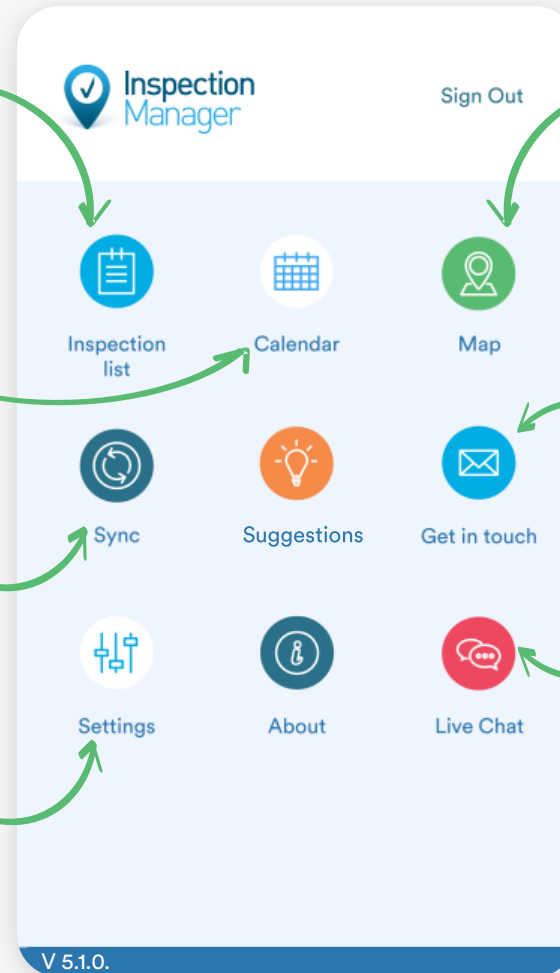
The main menu has all the icons to navigate the app on one easy to understand screen.

Inspection list:
Use this button to view the list of inspections that have been assigned to you via the CMS.

Calendar:
Open the Calendar to view all inspections scheduled for each month.

Sync:
Go here to check whether your completed inspections have been synced to CMS i.e. they will either be in the **"Not Synced"** or **"Completed"** (Synced) status.

Settings:
Tap here to change and edit your app settings.



Map:
Tap to view your destination on our in-app "Maps" system or find the best route using your preferred navigation app i.e. Google Maps, Apple Maps or Waze.

Get in touch:
Tap here to view our contact information i.e. phone number, email, social media.

Live Chat:
Tap this button to open the live chat window and instantly connect with our support team.

INSPECTION LIST:

All inspections will show in date order from oldest to newest, with the exception of inspections that are scheduled for Today (these will show at the top of the list). All inspections are also colour coded to indicate their completion status.

Pending

Is an inspection that needs to be done but hasn't been loaded onto any device.

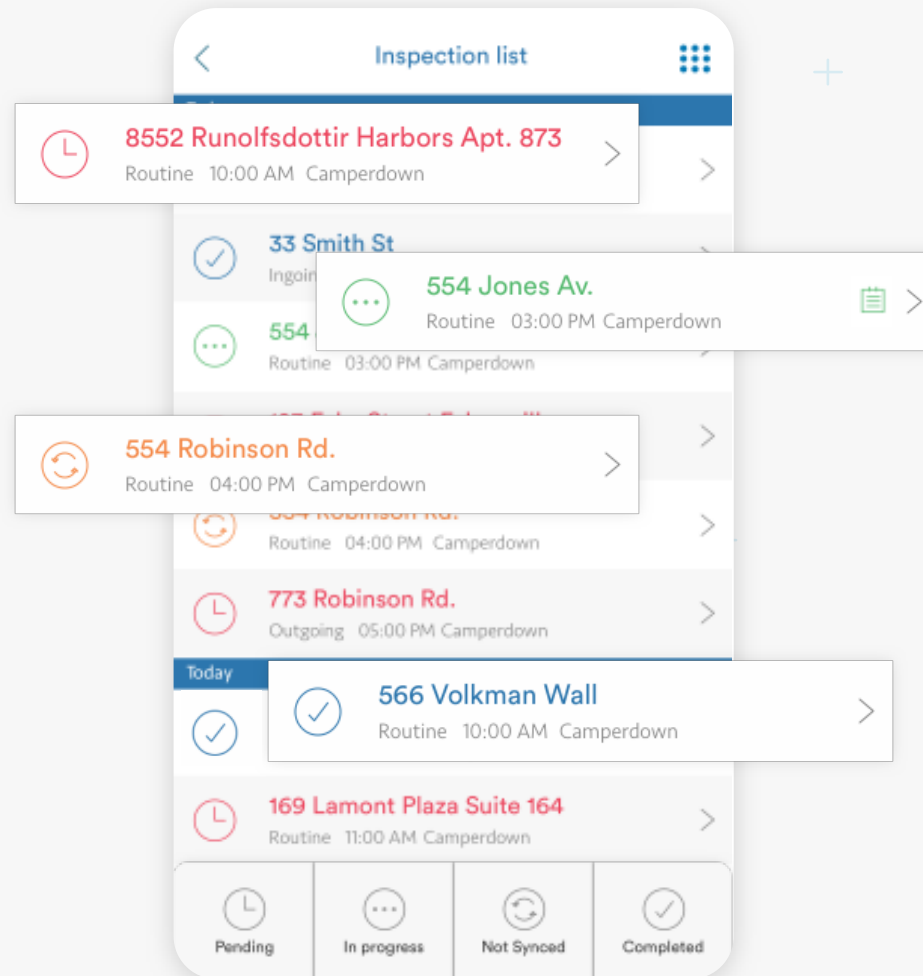
Not Synced

Is an inspection that has been completed but has not been synced back to the server.

At this point the inspection can be lost if the device is lost or destroyed, please make it a habit to Sync your inspections on a regular basis to avoid losing inspections, you can still reload the inspection onto your device to edit or add information and then resync the inspection.

Closed

Closed Inspection do not appear on the app.



In Progress

Is an inspection that needs to be done but has been loaded onto a device. The device it is loaded onto will have a small Notepad symbol to the right of the screen on that inspection. Once an inspection has been started on one device, it must be completed on that same device. Inspections cannot be done across multiple devices.

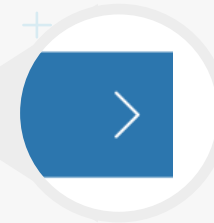
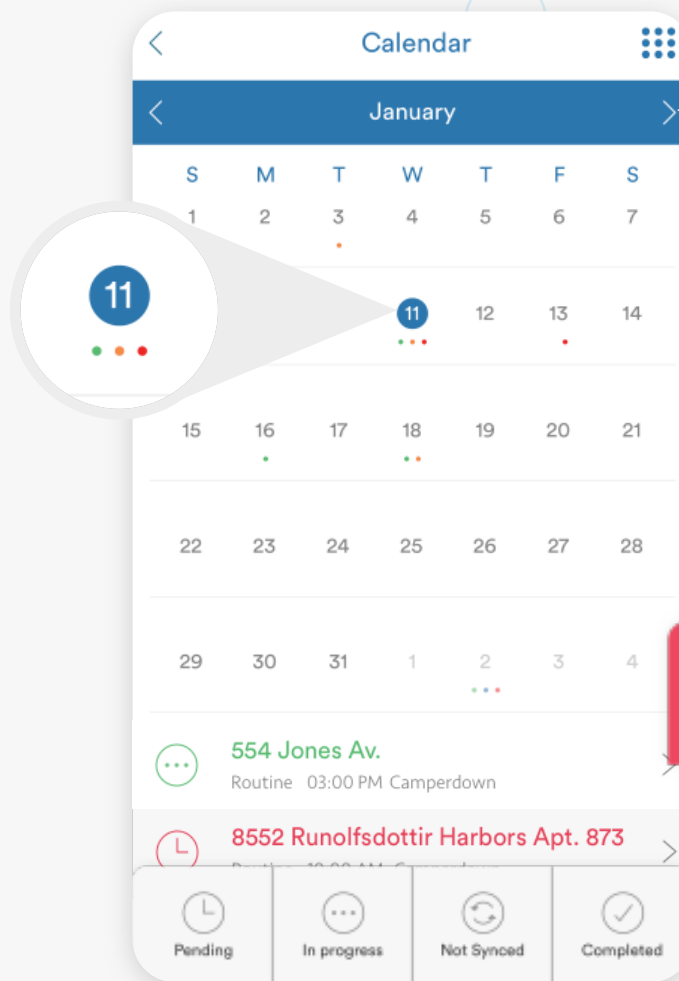
Completed

Is an inspection that has been synced back to the server so it can be checked and edited if needed. You can edit the inspection on the website or the app. Please remember that if you make changes on the website then you can't make changes on the app and resync or you will lose any changes made on the website. (We recommend you do all editing on the app rather than the website.)

CALENDAR:

You can access a calendar view of all your inspections (in various stages of completion).

Tap on any date to view inspections scheduled for that day.

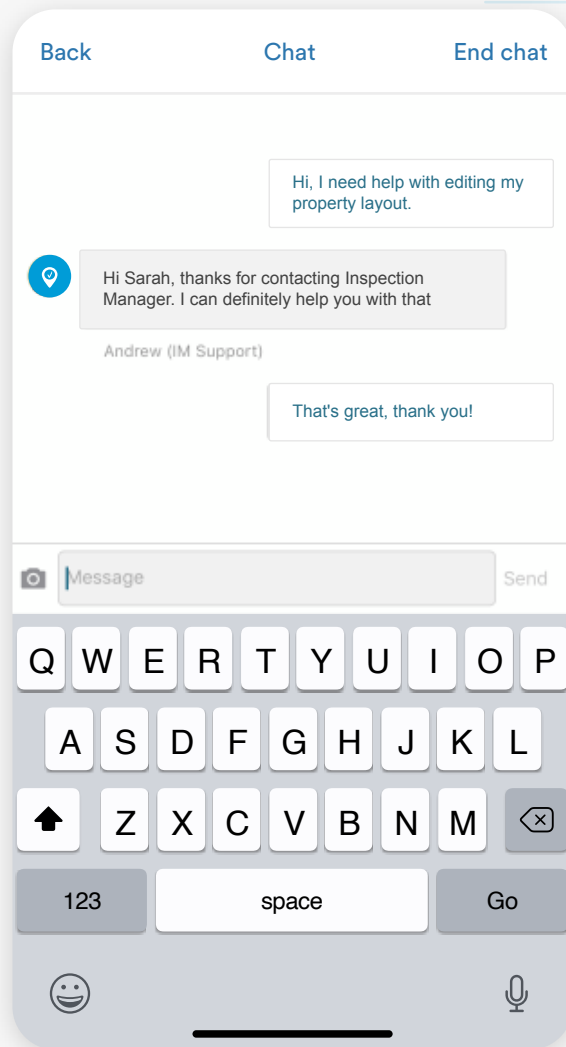


Swipe left or right on the Calendar or use the arrows on top to view different months.

Use the bottom bar to filter your inspection by status



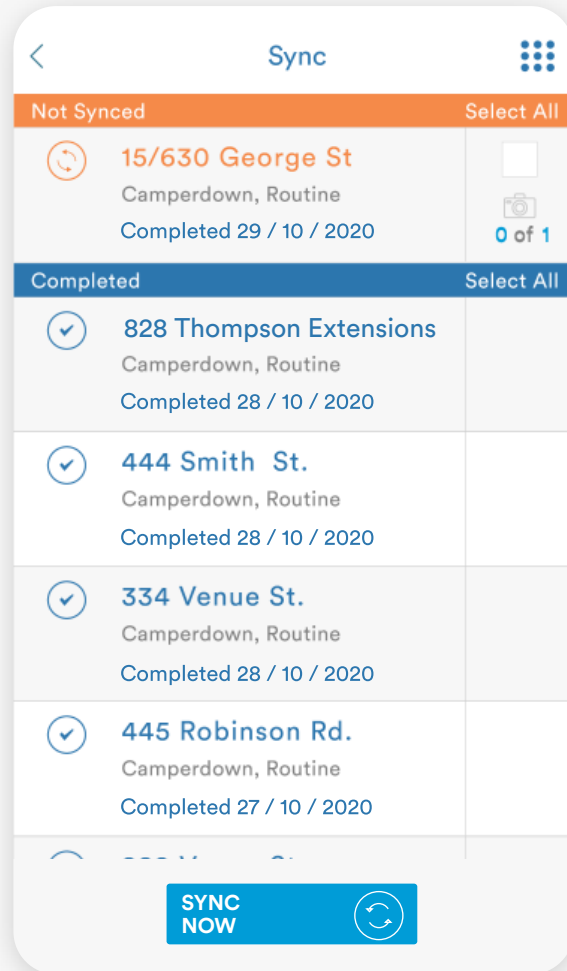
LIVE CHAT:



With our live chat feature, you can get instant support on any issues you're having while onsite.

To access live chat you'll need either Mobile Data or WiFi. Don't forget you can also connect your iPad to the internet using your mobile hotspot.

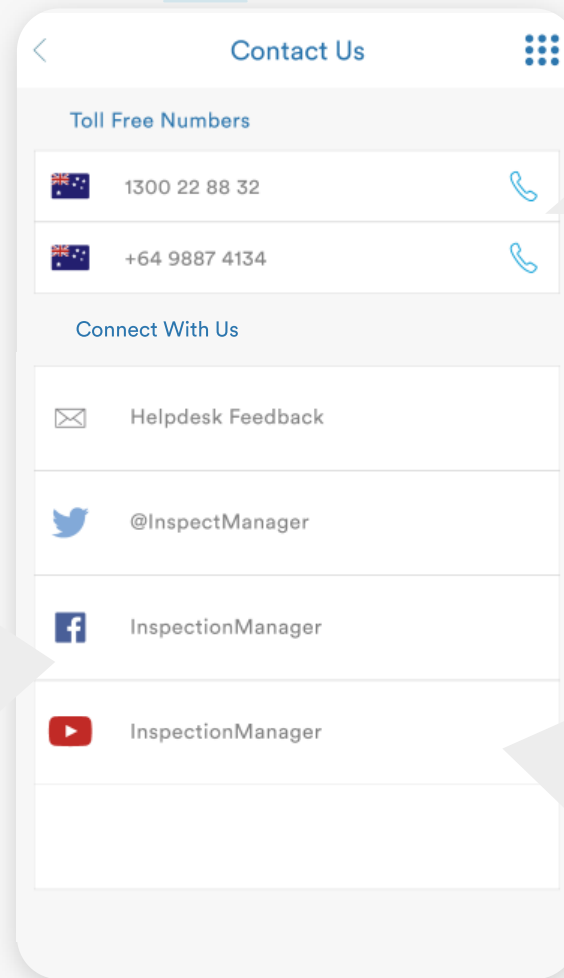
SYNC:



Simply select the check boxes for all of the inspections you would like to sync, then click **SYNC NOW**.

SYNC NOW 

GET IN TOUCH:



If you have questions or need assistance, give us a call!

Join our Facebook community to get the latest updates on feature releases, prize competitions and useful resources for property managers.

Subscribe to our YouTube channel to get the latest updates on what's happening at Inspection Manager!

CHANGE YOUR SETTINGS:

You can use the "Settings" page to adjust your preferences for how you would like to use the IM app:

Save Media to Gallery:

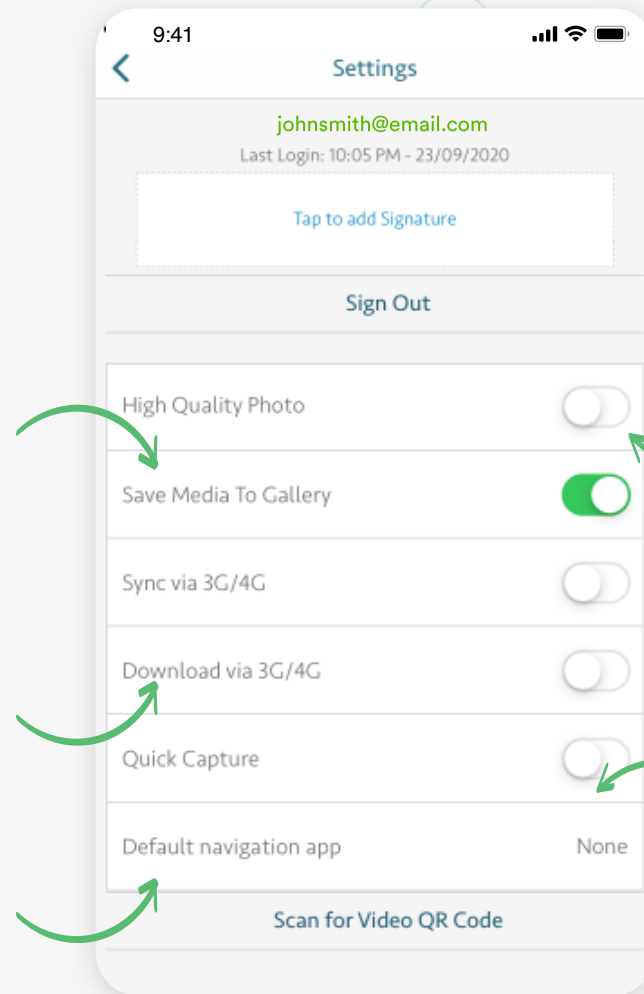
When switched on, media taken using the in-app camera will be automatically saved to the photo gallery on your device. (To save storage space on your device, we recommend doing regular clean-ups of media from finalised inspections i.e. deleting them from your photo gallery).

Download via 3G / 4G:

The ability to download via 3G/4G can be enabled/disabled within your Office settings on the CMS. This is a whole office setting which affects all users and cannot be changed for a single user only.

Default navigation app:

You can change which navigation app you would prefer to open when using the navigation function within our app.



Signature:

Tap here to add or change your signature which appears at the bottom of every page of your condition reports.

High Quality Photo:

Having this enabled will double the resolution of the photos taken on the inspections.

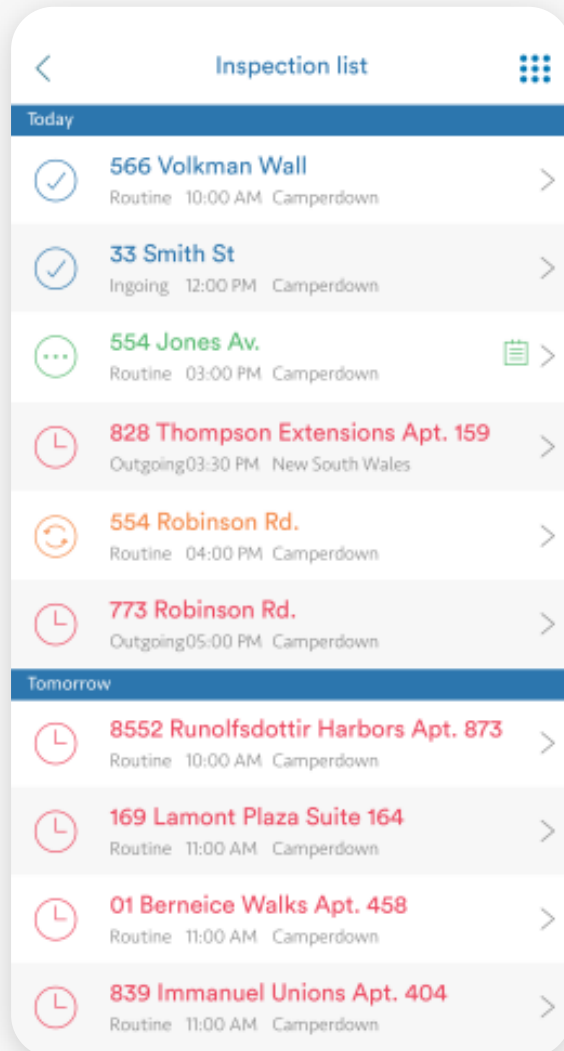
Sync via 3G / 4G:

The ability to sync via 3G/4G can be enabled/disabled within your Office settings on the CMS. This is a whole office setting which affects all users and cannot be changed for a single user only.

Quick Capture:

When switched on, capturing photos will be much faster during inspections as it will not immediately show a preview of the captured photo, but instead just save it. You can preview the photo later if you wish.

PERFORMING AN INSPECTION



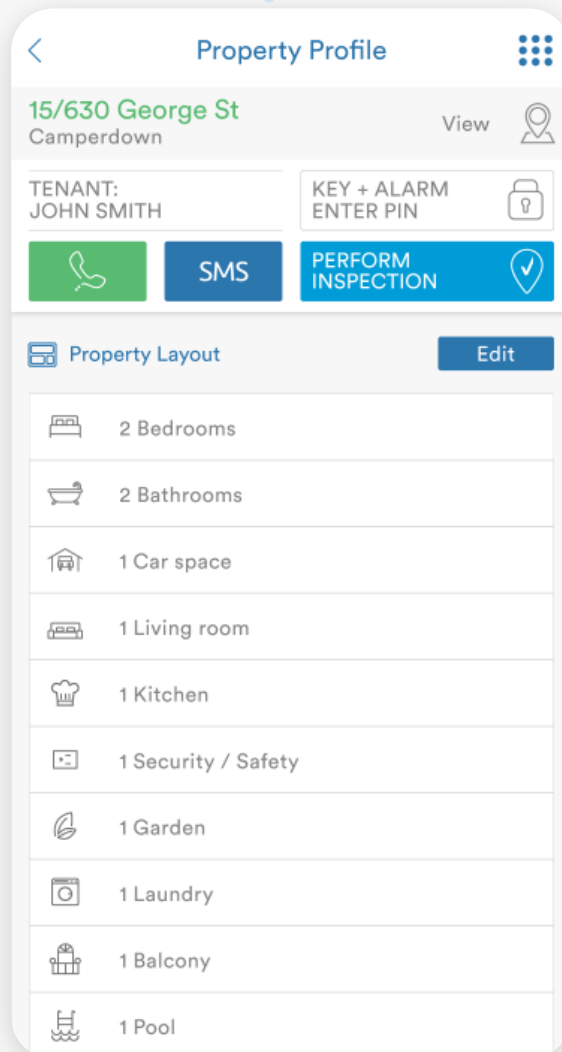
Loading the inspection is the first step. This can be done with Wi-Fi or with Mobile Data. Wi-Fi only devices will need to have the inspections loaded before leaving the Wi-Fi area. (Change it from **Pending** to **In Progress**)

You can load inspections by either selecting the inspections individually on the Inspection List or by using the “Prepare inspection(s) for Offline Use” bar at the top of the inspection list, to change all "Pending" status inspections to "In Progress" status, which allows the inspection(s) to be accessed during offline use.

Once the inspection is loaded to the device, tapping on the address will take you to the Property Profile screen.

PROPERTY PROFILE:

This view shows the Property Address, Layout and Tenant Name. You can also access the Key + Alarm details by entering the Pin set in your Office Settings Tab on the CMS.



1.

This next view shows the address at the top to confirm you are doing the inspection on the correct property.

2.

You can also call or SMS the tenant if you have a mobile number entered into the tenant section.

3.

You can also view and edit the property layout on this screen as well as when you are in the inspection.

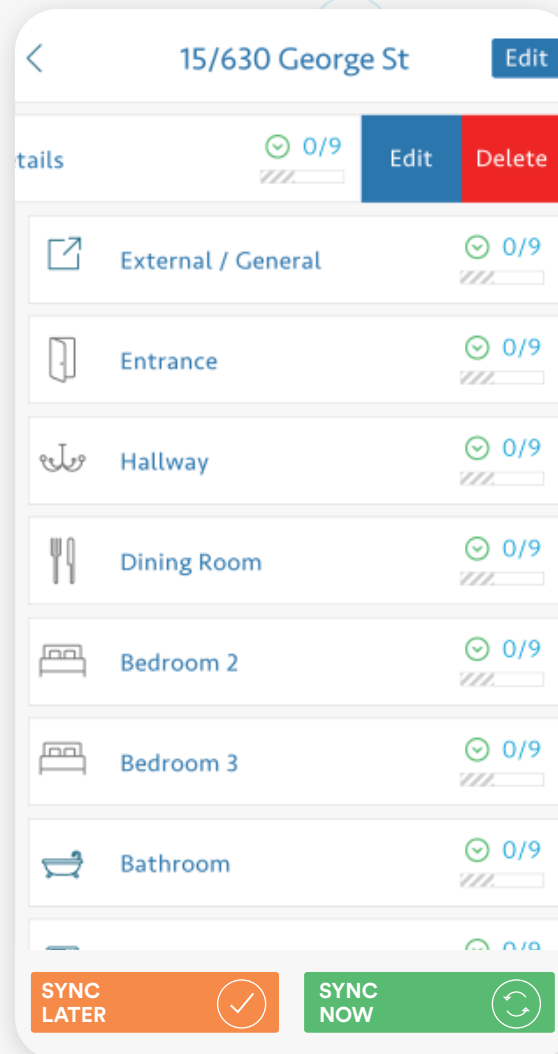
After you have reviewed all of these steps please tap on this button to start your inspection

**PERFORM
INSPECTION**



PROPERTY LAYOUT:

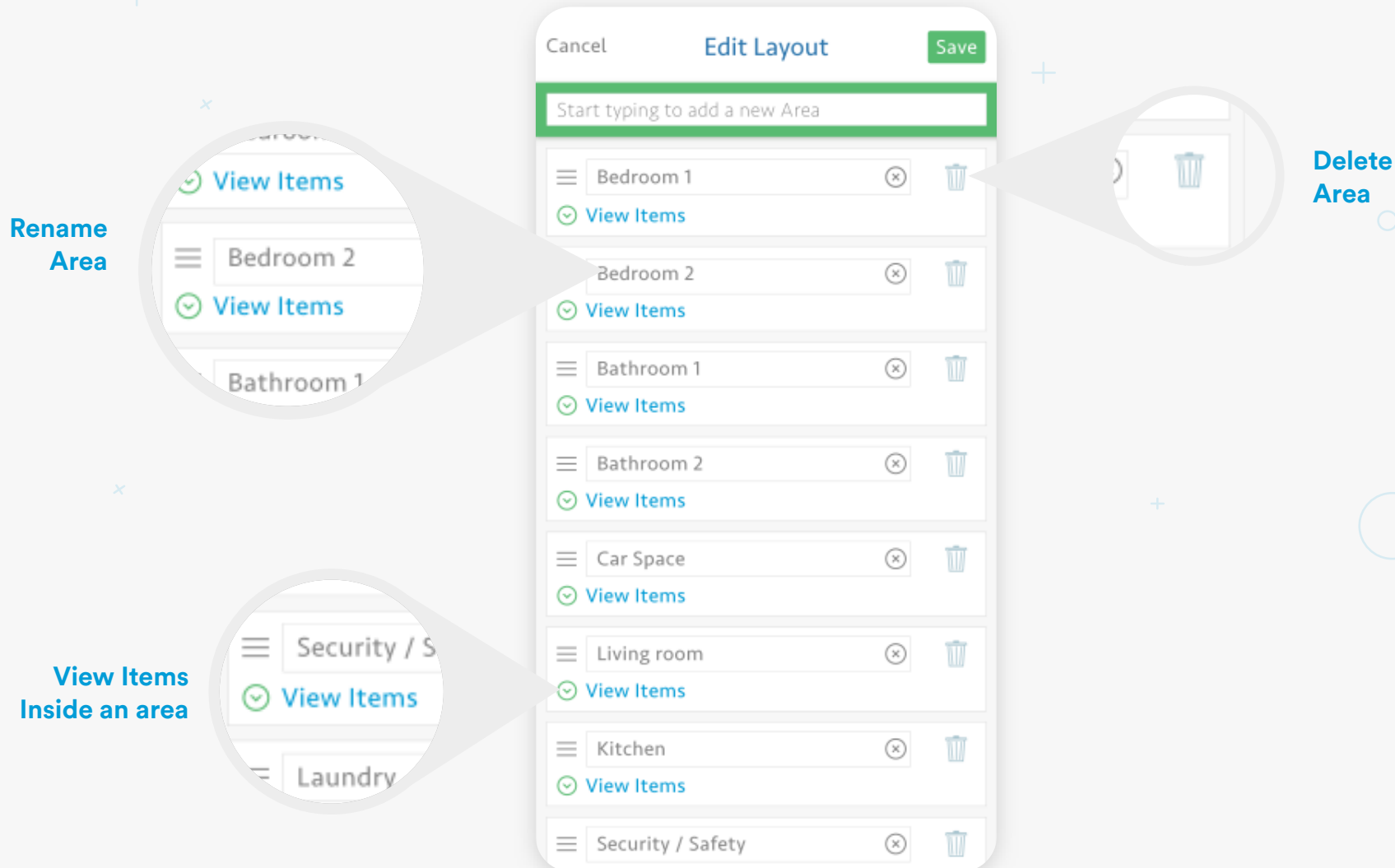
The areas in the inspection refer to the rooms in the property (e.g: Kitchen, Bedroom, Bathroom etc...). In a Routine inspection the areas will show up to be inspected as a whole. With Ingoing and Outgoing inspections the areas will expand to show the items in that area to be assessed individually.



Half-swipe to Edit or Delete.
Full-swipe to Delete.

EDITING THE LAYOUT:

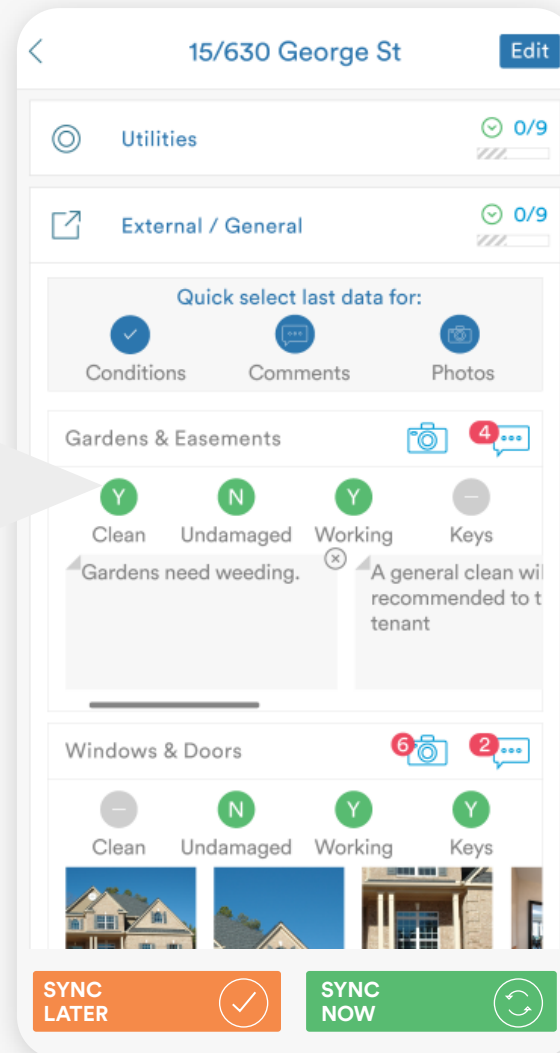
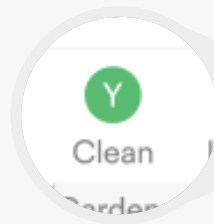
You can edit the layout in a few different ways. On the main inspection screen you can half-swipe across the area from right to left to Rename or Delete the area. You can also go into the Edit Layout button on the top right of the screen to Rename & Delete Areas or Items depending on the type of inspection being done.



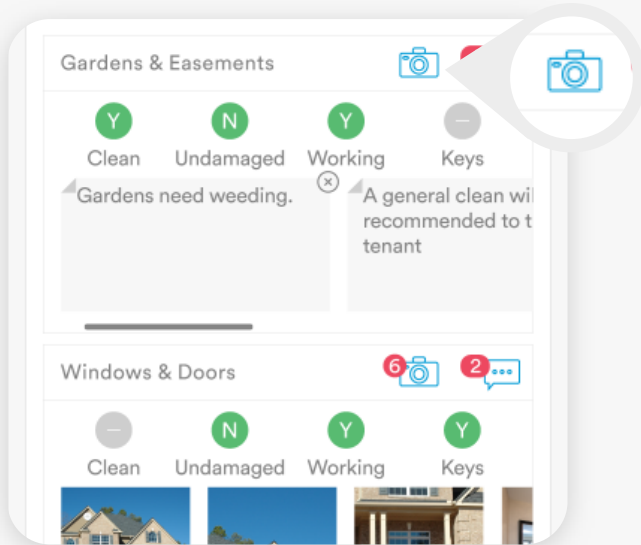
CONDITIONS:

The condition buttons can be toggled by simply tapping on them. Tap it once for Yes & twice for No, tapping it a third time will clear it. On a routine inspection these conditions will signify if the room is in satisfactory condition or if the Landlord or Tenant need to action anything in that area.

Condition Codes

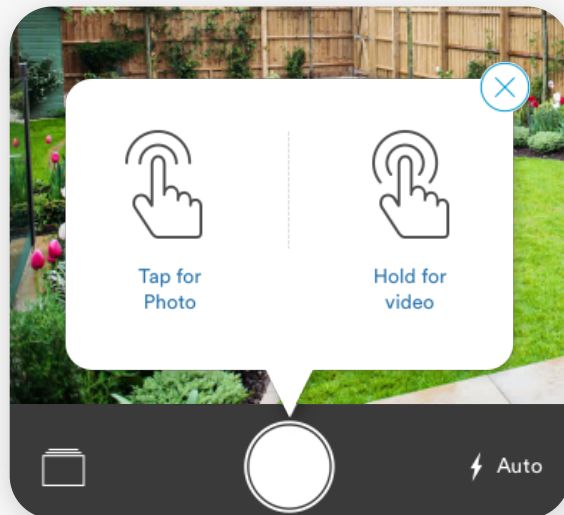


PHOTOS:



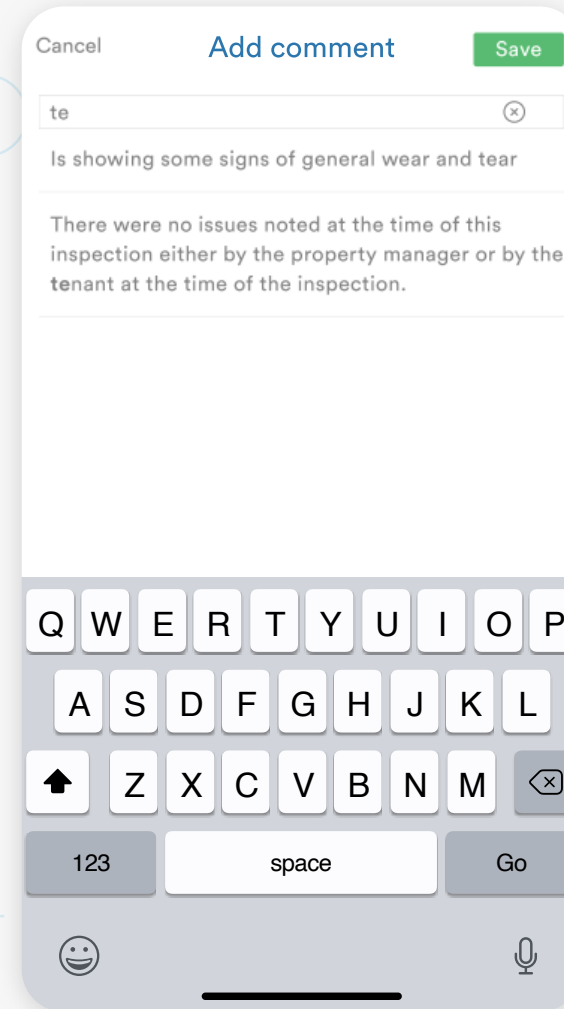
1.

To access the camera feature just simply tap on the little camera icon and point your device at the area.



2.

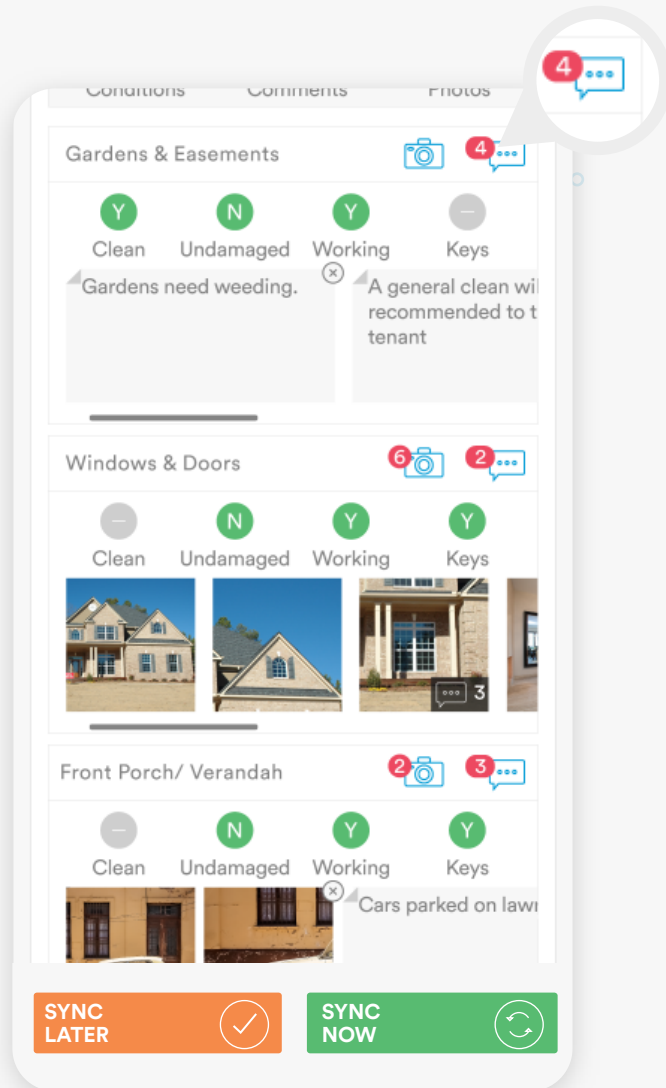
Capture the necessary image to help illustrate the problem or just the general area. Videos are only available for Routine inspections at this point.



3.

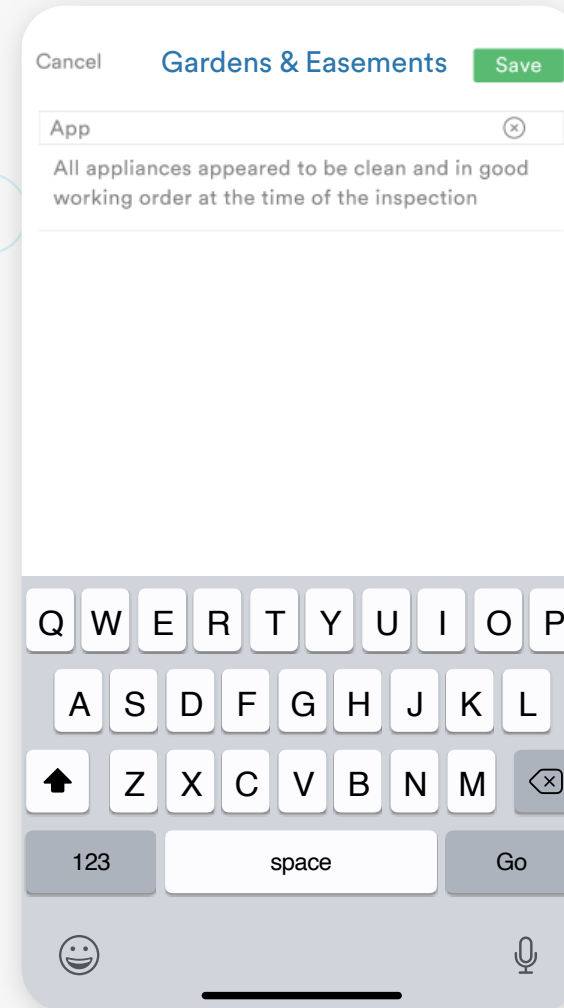
Once the photo is taken you can add a comment to the photo by simply tapping anywhere on the photo and adding the comment manually, using the predictive phrase dictionary or using the dictation feature (Talk to Text). This can be activated by tapping on the microphone next to the space bar. (This feature requires an active internet connection)

COMMENTS:



1.

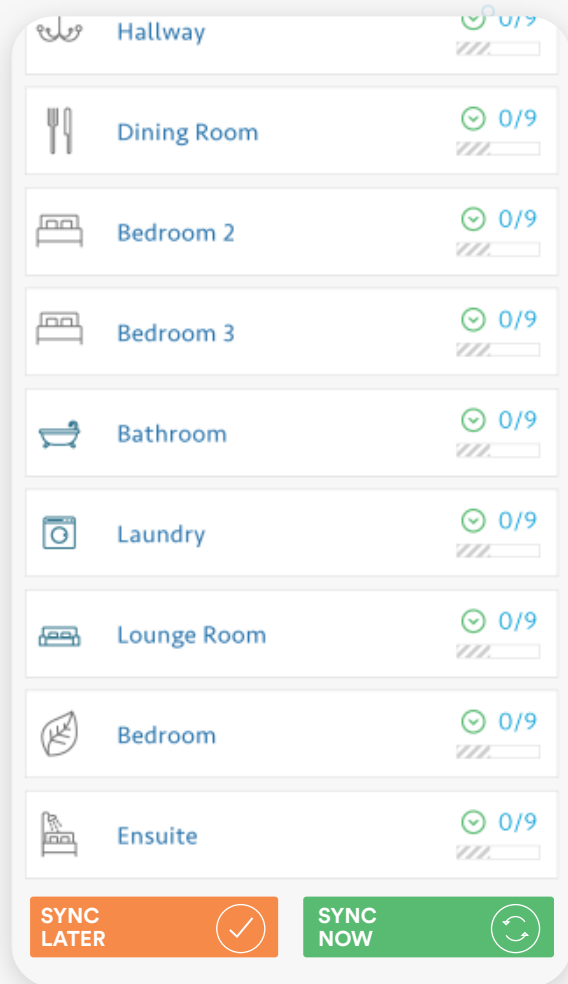
Comments can be added to areas or items, depending on the type of inspection being performed. To add a comment just tap on the speech bubble to the top right of the area or item.



2.

Once you tap of the comment button, you can add a comment manually, using the predictive phrase dictionary or using the dictation feature (Talk to Text). This can be activated by tapping on the microphone next to the space bar. (This feature requires an active internet connection).

FINISHED THE INSPECTION:



Once you have finished adding all the information for the inspection just scroll to the bottom of the inspection screen and simply tap on either.

SYNC LATER 

This button will put the inspection into the **Not Synced** status to be synced later after you have completed all the inspections for the day. It will also prompt you to move onto the next inspection scheduled for that day.

SYNC NOW 

This button will put the inspection into the **Not Synced** status and take you to the Sync menu so you can send the completed inspection from the device to the CMS.