



IM User Guide:

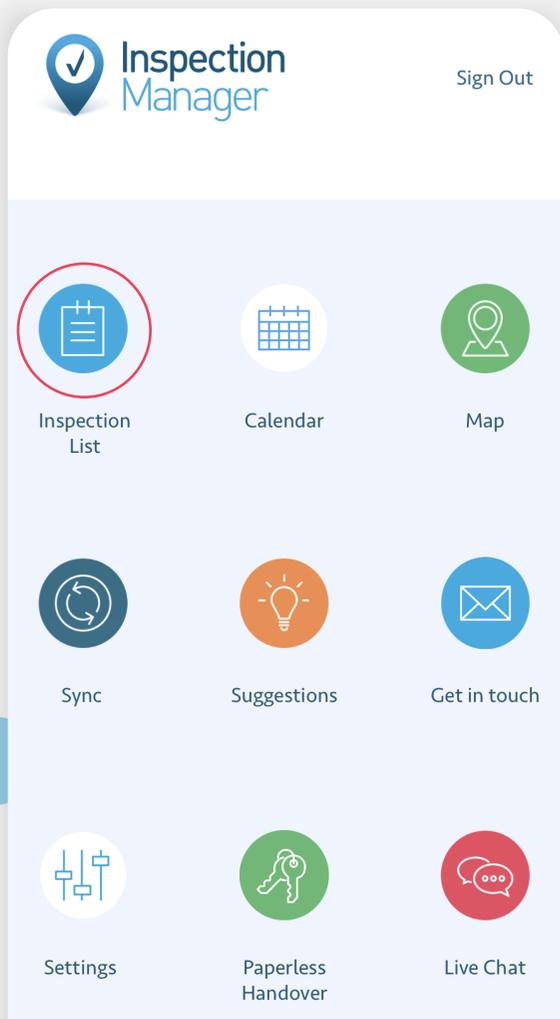
How to add photos to inspections via the Inspection Manager App

The purpose of this guide is to explain how to add photos to open inspection reports using the Inspection Manager App



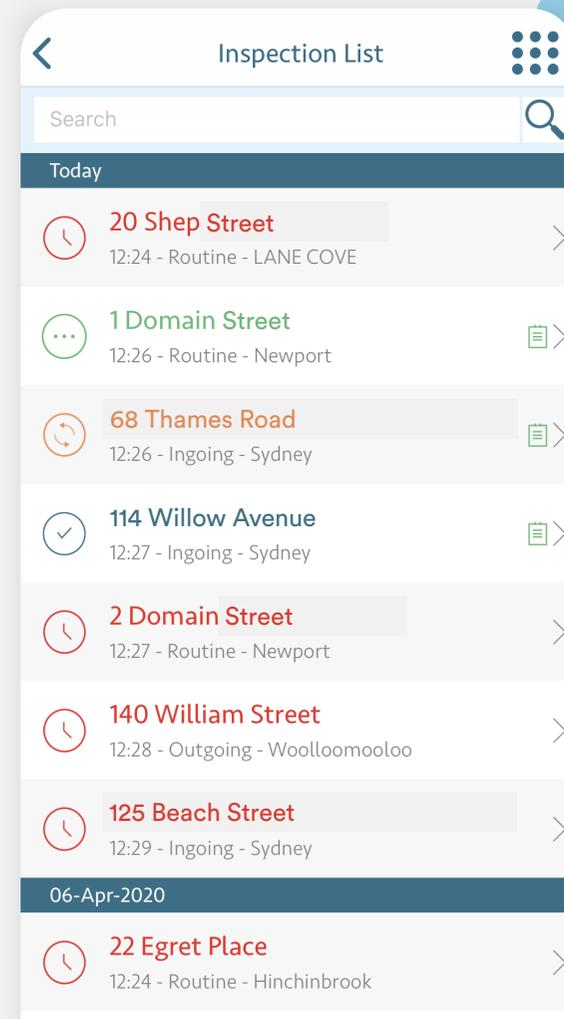
Step
1

Log into the Inspection Manager App and tap on the Inspection List



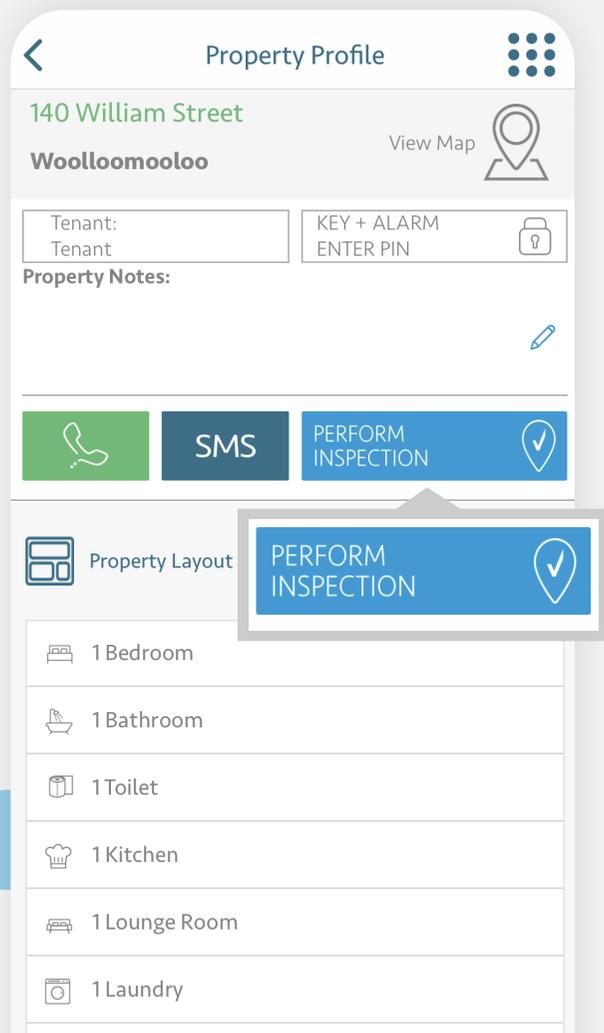
Step
2

Tap on the inspection you want to add photos to



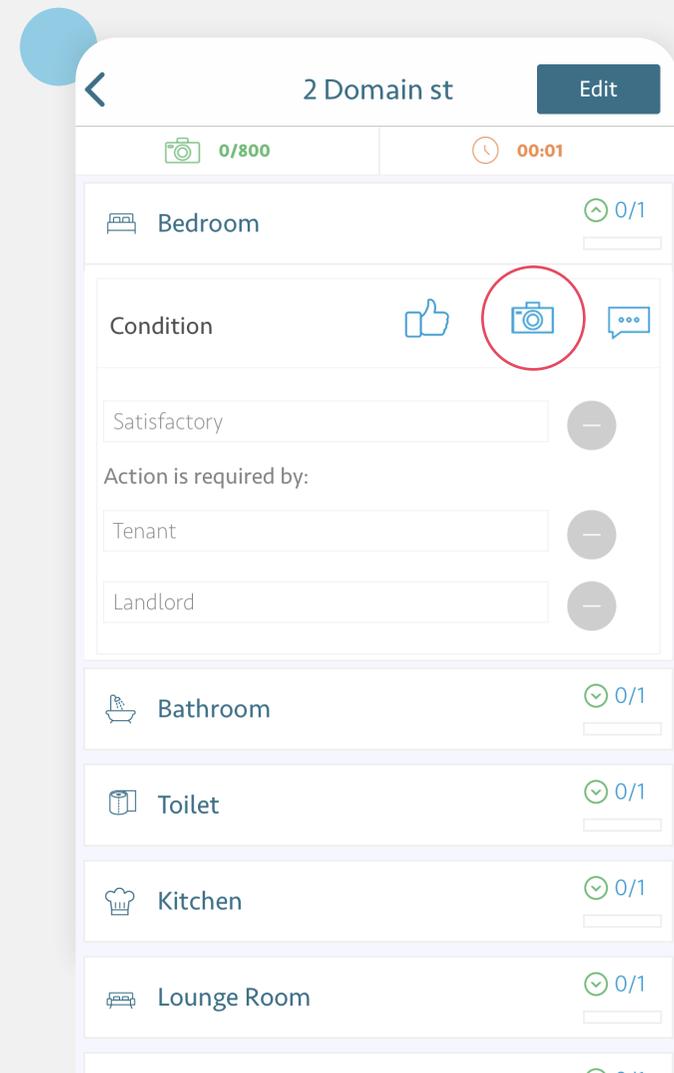
Step
3

Log into the IM Plus App and tap on "Perform Inspection"



Step
4

Tap on the relevant area and then tap on the camera button

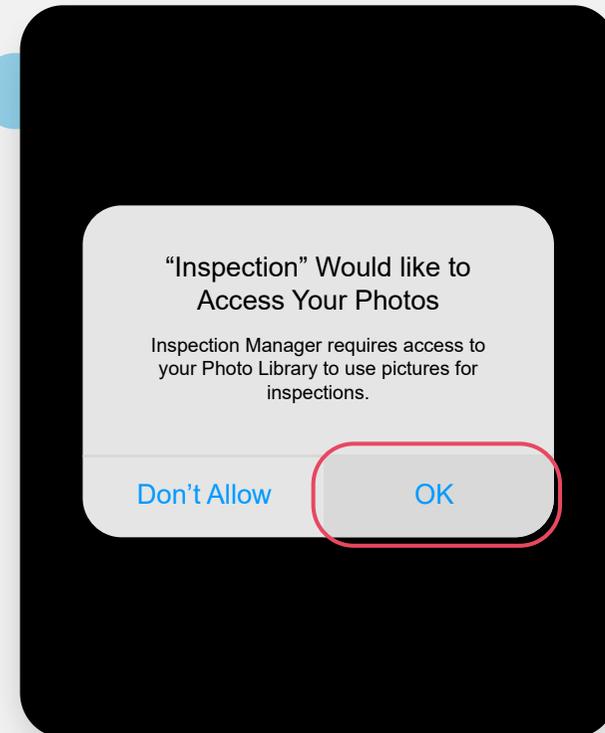


Step
5 Tap on the file icon on the bottom left to upload a photo from your camera roll (Gallery)



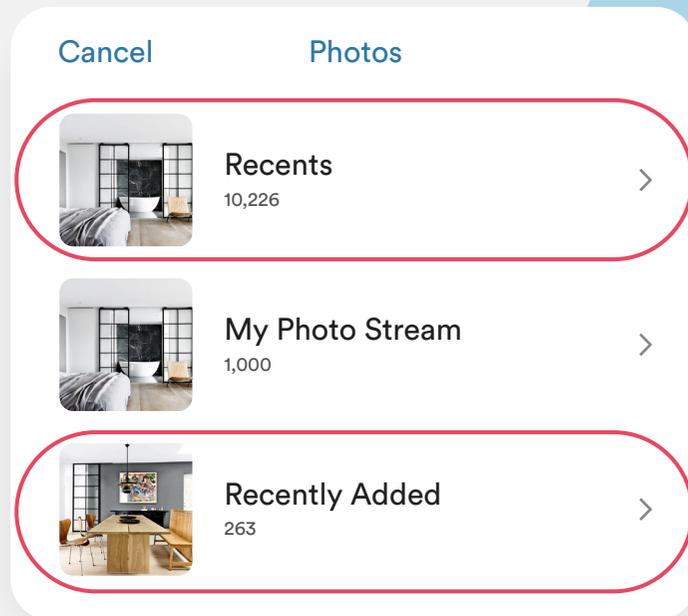
Step
6 Tap on "OK" to allow IM Plus to access your camera roll

(if you do not get this prompt, continue to step 7)



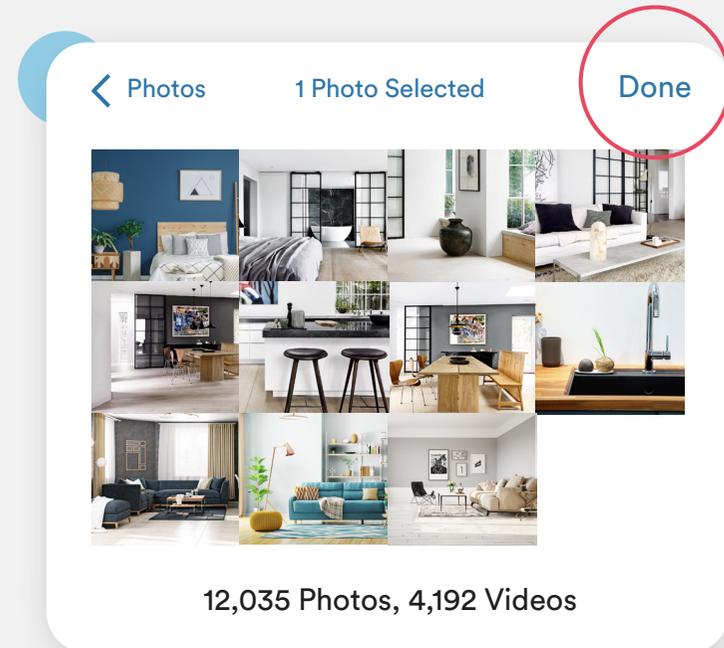
Step
7

Tap on "Recents" or
"Recently Added"



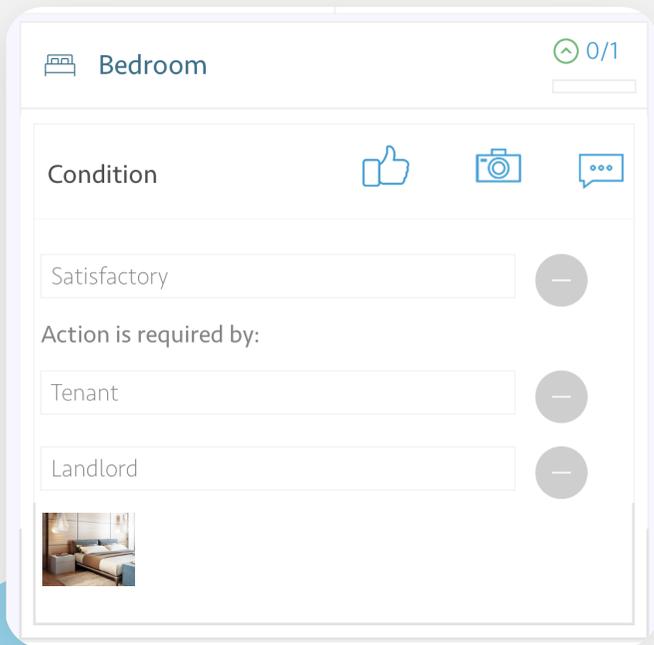
Step
8

Select the photo(s) you want
to upload and then tap "Done"



Step
9

The photo(s) will appear against the item inside the relevant area



The screenshot shows a mobile app interface for a 'Bedroom' inspection. At the top, it says 'Bedroom' with a bed icon and a progress indicator '0/1'. Below this, there are three icons: a thumbs up, a camera, and a speech bubble. The 'Condition' field is set to 'Satisfactory'. Under 'Action is required by:', there are two options: 'Tenant' and 'Landlord'. At the bottom, there is a small thumbnail image of a bedroom.

Step
10

Repeat the above steps for any additional areas/items. Complete and sync the inspection, as per usual



Need a hand from our support team?

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