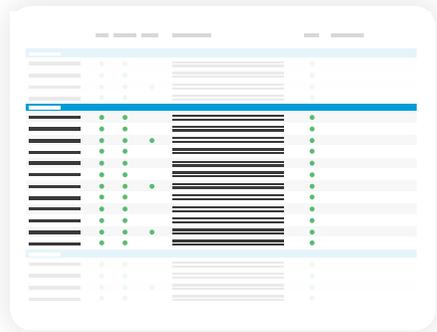


IM User Guide:

How to use the Console Cloud Sync

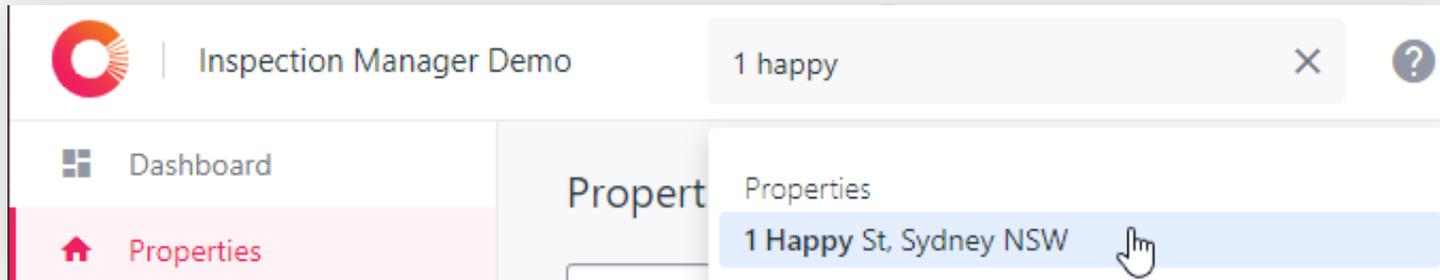
The purpose of this guide is to explain how to schedule inspections in Console Cloud and sync them to Inspection Manager



Step 1

Search for the Property in Console Cloud

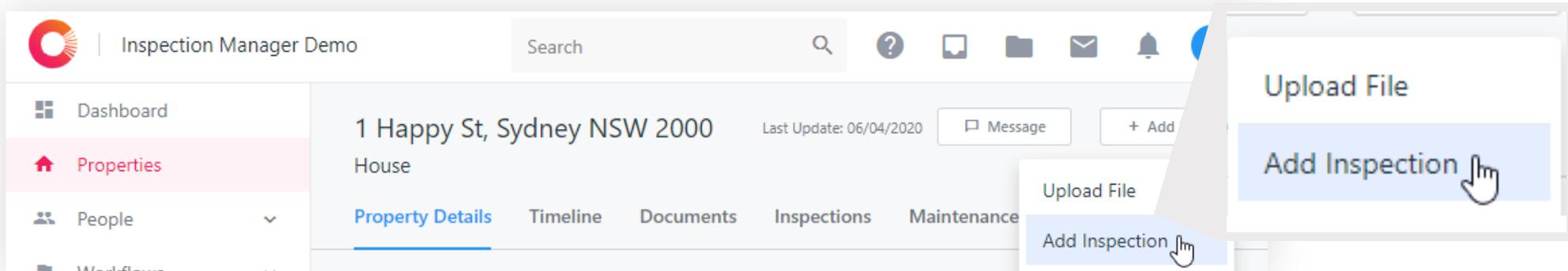
In Console Cloud, use the search bar at the top to search for the property you want to create an inspection for.



Step 2

Create a new inspection

Once you're on the Property Profile, select "+ Add New" on the top right. Then click "Add Inspection".



Step 3

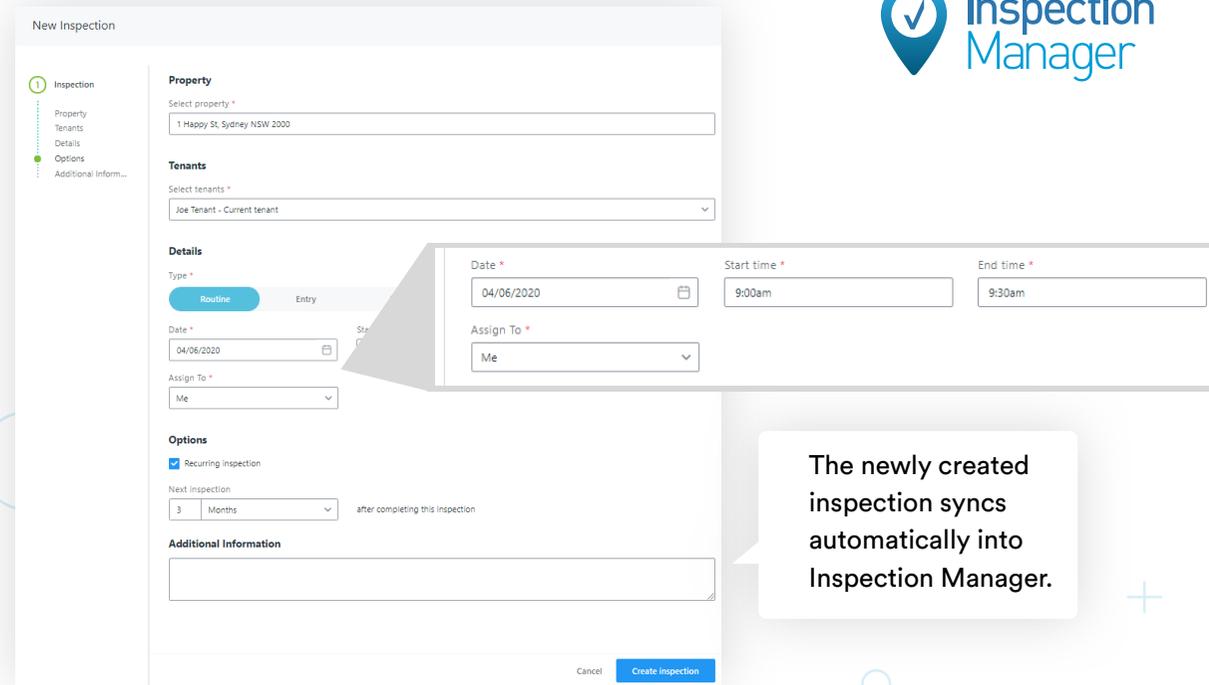
Complete the relevant fields for the inspection

Select the following fields:

- Tenant
- Inspection Type
- Date and Time of inspection
- Who to assign the inspection to
- Frequency of future inspections

Then click

Create Inspection

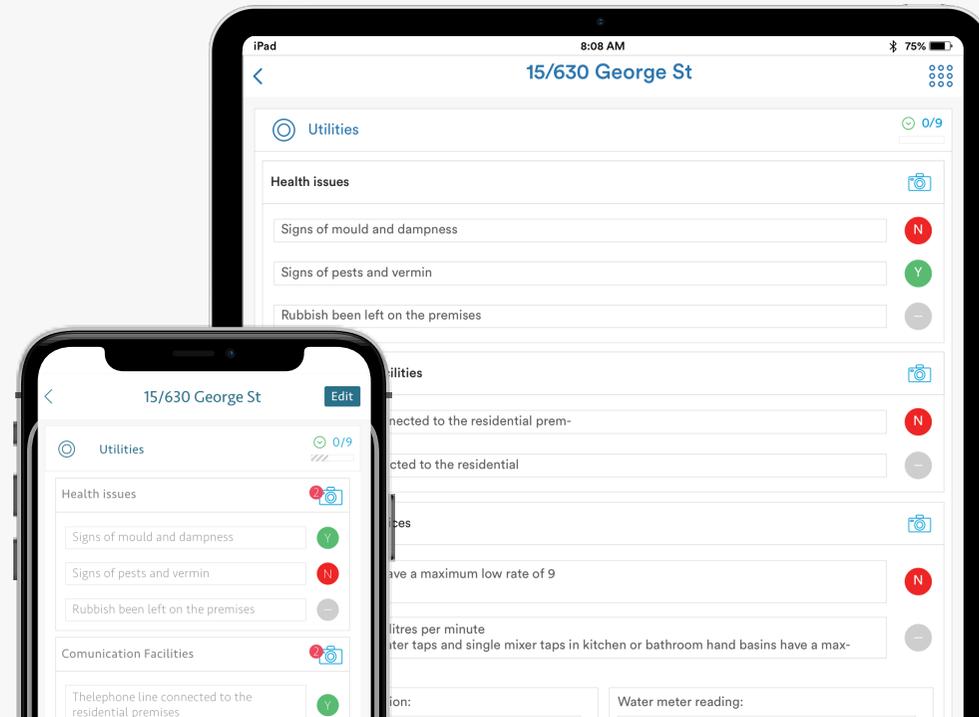


The newly created inspection syncs automatically into Inspection Manager.

Step 4

Complete the inspection as you normally do using Inspection Manager

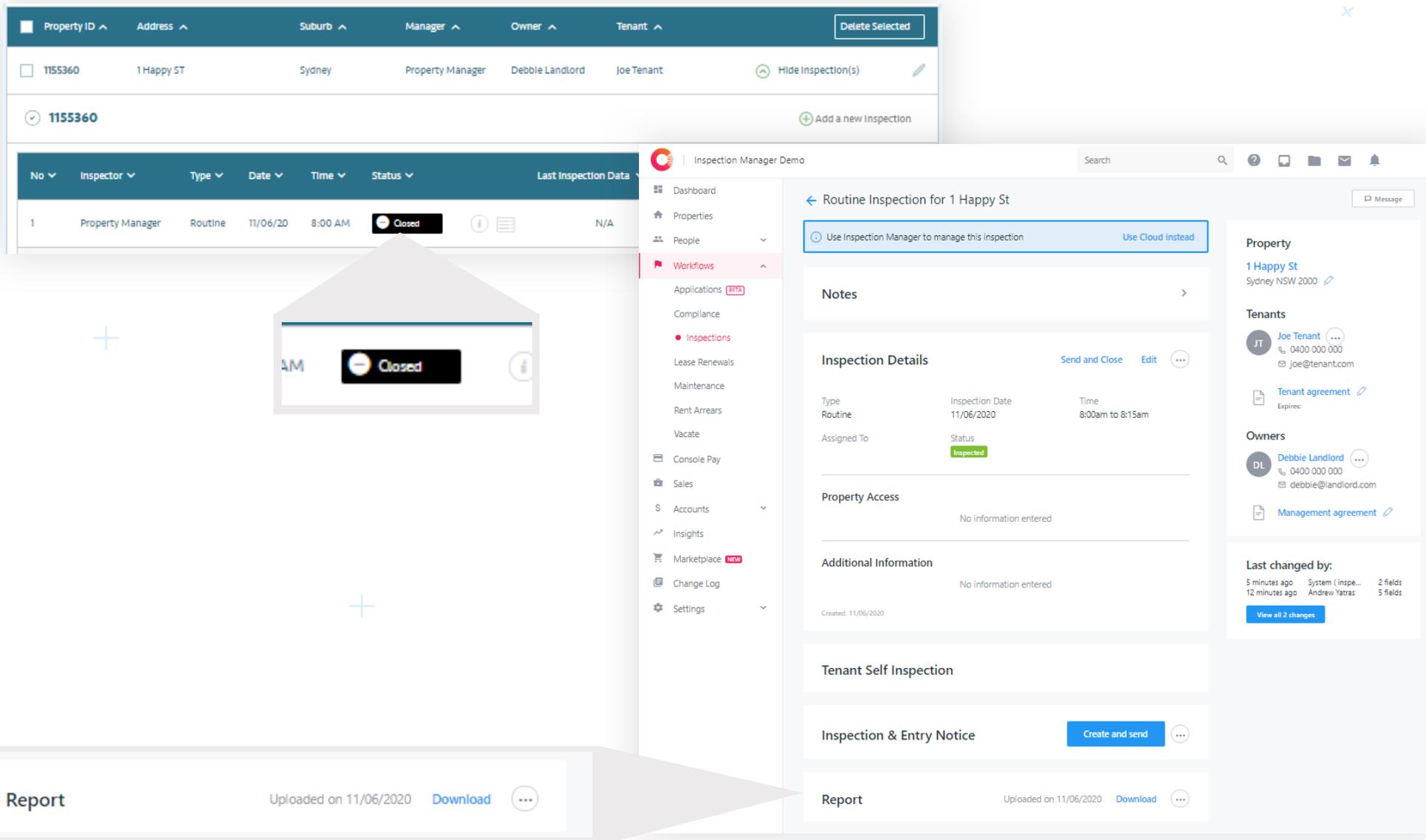
First log into your Inspection Manager App and refresh your inspection list by sliding your finger down to trigger the refresh.



Step 4

Auto-sync of closed inspection back to Console Cloud

Once the inspection is finalised and in "Closed" status, the inspection will sync back automatically to Console Cloud. You can find the report either under the inspections list or in each tenancy profile.



The screenshot displays the Inspection Manager interface. On the left, a table lists inspections with columns for Property ID, Address, Suburb, Manager, Owner, and Tenant. The inspection for '1155360' at '1 Happy St' is highlighted, with a status of 'Closed'. A callout box shows a magnified view of the 'Closed' status.

The main view shows the details for 'Routine Inspection for 1 Happy St'. The status is 'Inspected'. The inspection details include:

- Type: Routine
- Inspection Date: 11/06/2020
- Time: 8:00am to 8:15am
- Status: Inspected

At the bottom of the interface, a 'Report' card is shown with the text 'Report' and 'Uploaded on 11/06/2020'. A callout box highlights the 'Report' card, showing a 'Download' button and a menu icon.



Need a hand from our support team?



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