

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



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

Create a new inspection

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

С	Inspection Manager De	Search	Q	0		(Hala al Ela	
55	Dashboard	1 Happy St. S	vdnev NSW 2000	Last Update: 06/0	4/2020	Message	+ Add	Upload File
•	Properties	House	yaney 11017 2000			Uploa	d File	Add Inspection 🕅
	People v	Property Details	Timeline Documents	Inspections	Maintena	nce Add Ir	nspection Im	Ų
	Workflows						,	

Complete the relevant fields for the inspection	New Inspection Inspection Property Tenants Details Obtains Additional Inform	Property Selied property * 1 Happy St, Sydney NSW 2000 Tenants Selard tenants *	Inspection Manager
Select the following fields:		Joe Tenant - Current tenant Details	×
-Tenant		Type * Date * 04/06/2020 04/06/2020	Start time * End time * 9:00am 9:30am
-Inspection Type		Date * Sta Assign To *	~
-Date and Time of inspection		Asign To *	
-Who to assign the inspection to		Options	The newly created
-Frequency of future inspections		Months after completing this inspection Additional Information	inspection syncs automatically into
Then click Create Inspection			Inspection Manager.
		Cancel C	rate impection

Step

St

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.

iPa	ad	8:08 AM				
<		15/630 George St				
	O Utilities			⊙ 0/9		
	Health issues			Ō		
	Signs of mould and dampness			N		
	Signs of pests and vermin			Y		
	Rubbish been left on the premis	ses		•		
15/630 George St	ilities Edit			6		
O Utilities	⊙ 0/9	residential prem-				
Health issues	ected to the re	esidential		•		
Signs of mould and dampness	ices			Ó		
Signs of pests and vermin	N ave a maximu	m low rate of 9		N		
Rubbish been left on the premises	litres per min	ute				
Comunication Facilities	eter taps and s	single mixer taps in kitche	en or bathroom hand basins have a max-	•		
Thelephone line connected to the	ion:		Water meter reading:			



Step

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.

11553	360 1 Нарру	ST	Sydne	ey Pro	operty Manager	Debble Landlord	Joe Tenan	t 📀	Hide Inspection(s)	1			
⊙ 115	55360								(+) Add a new I	nspection			
No ~	Inspector 🗸	Туре 🗸	Date 🛩 Tin	ne 🗸 🤉 Status 🗸		Last Inspecti	lon Data	Dashboard Properties	er Demo ← Routine	Inspection for 1 Ha	opy St	Search	
1	Property Manager	Routine	11/06/20 8:0		1		N/A	People Workflows Applications (BETA)	i Use Inspec	tion Manager to manage th	s inspection	Use Cloud instead	Property 1 Happy St Sydney NSW 2000 🔗
			Ам	Closed	1			Compilance Inspections Lease Renewals Maintenance Rent Arrears Vacate Console Pay Sales Accounts Insights Marketolace	Inspecti Type Routine Assigned To Property	ion Details	tion Date 2020 ed	Send and Close Edit Time 8:00am to 8:15am	Tenants JT Joe Tenant Segment Segment joe@tenant.com Image: Segment Segment Expires: Deble Landlord Dt Deble Landlord Segment agreement Segment Image: Segment agreement Segment Management agreement Segment
							4	Change Log	Created: 11/06	No i Self Inspection	nformation entered		Last changed by: 5 minutes ago System (inspe 12 minutes ago Andrew Yatras View all 2 changes
									Inspecti	ion & Entry Notice		Create and send	
Penort			Unloaded	op 11/06/2020	Doumload				Papart		Unloaded on 1	1/06/2020 Doumload	



Need a hand from our support team?



Phone: 1300 22 88 32 | 02 9264 6299



Email: support@inspectionmanager.com



Live Chat: https://inspectionmanager.com/contact/

