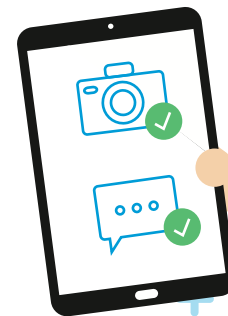
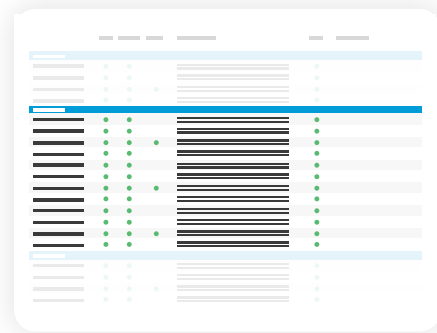


IM User Guide:

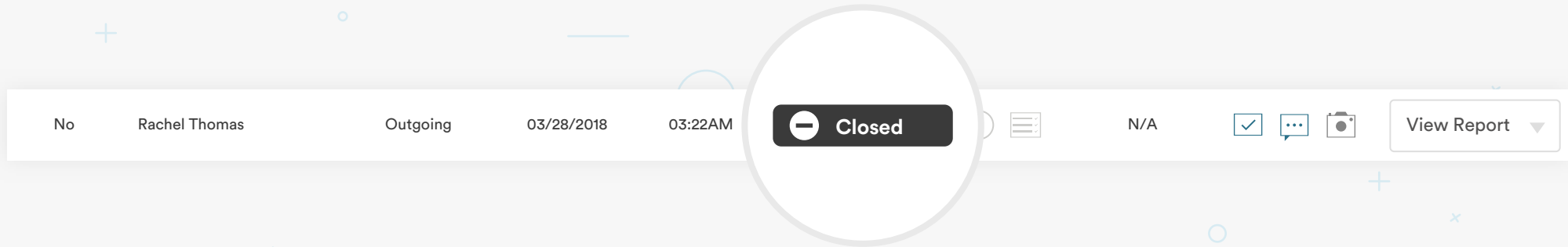
LAST INSPECTION DATA

The purpose of this guide is to explain how to load photos, comments and conditions from previous completed inspections into a new inspection.



Step 1

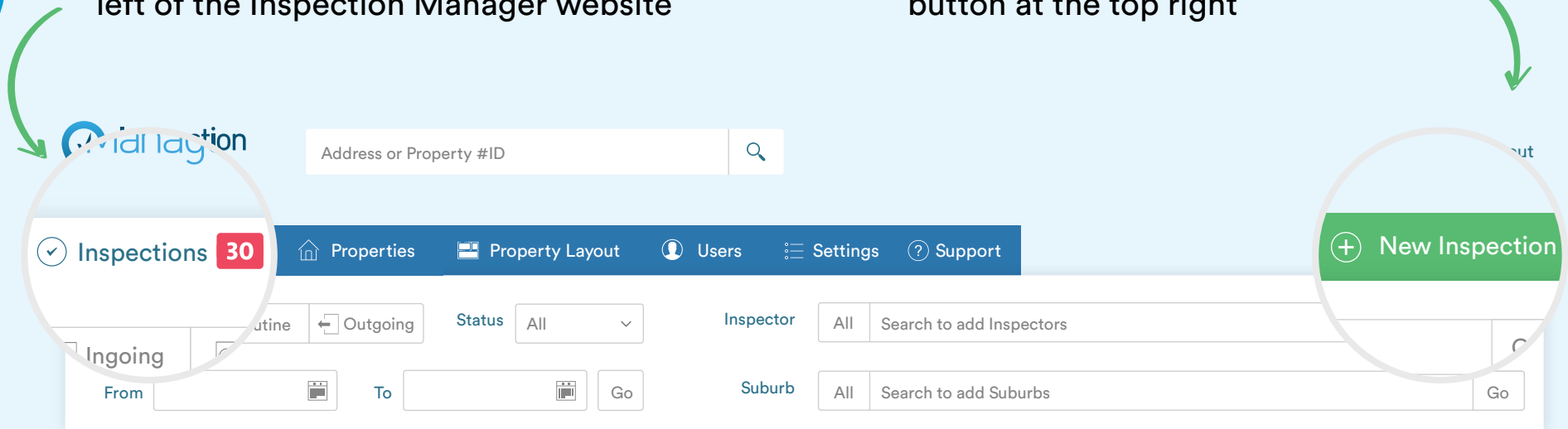
Firstly ensure that the inspection you want to use the data from is in a CLOSED status.



Step 2

A. Click on the inspections tab at the top left of the Inspection Manager website

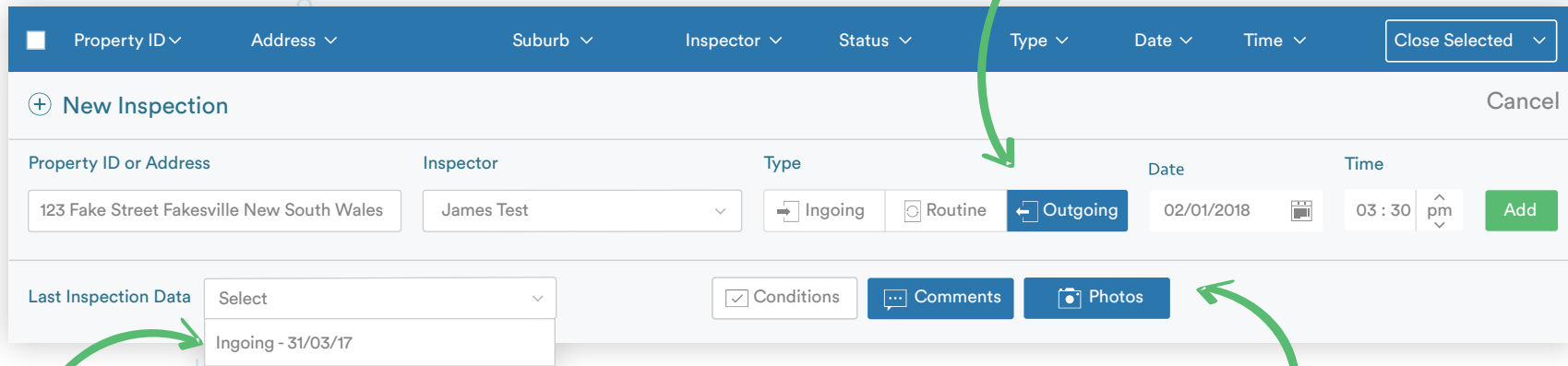
B. Click the green + New Inspection button at the top right



Step 3

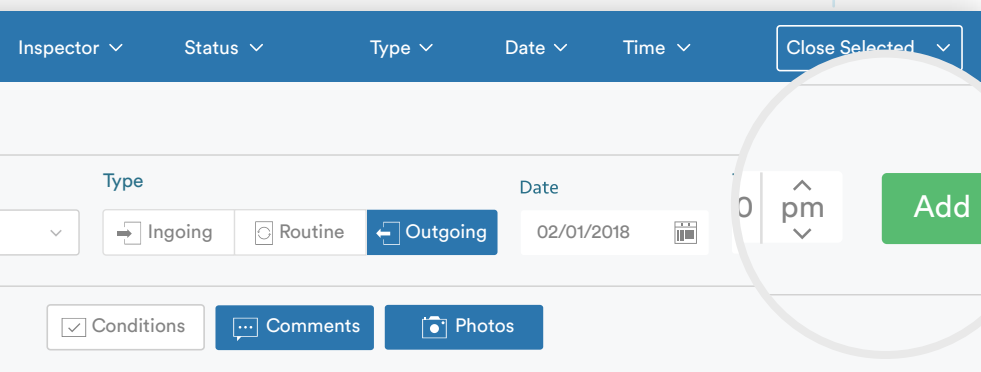
A. Enter the property address & select inspector

B. Select the type of inspection.
Routine / Ingoing / Outgoing



C. If Last Inspection Data is available. It will show a drop downs box where you can select the date of the inspection you want to use Last Inspection Data from.

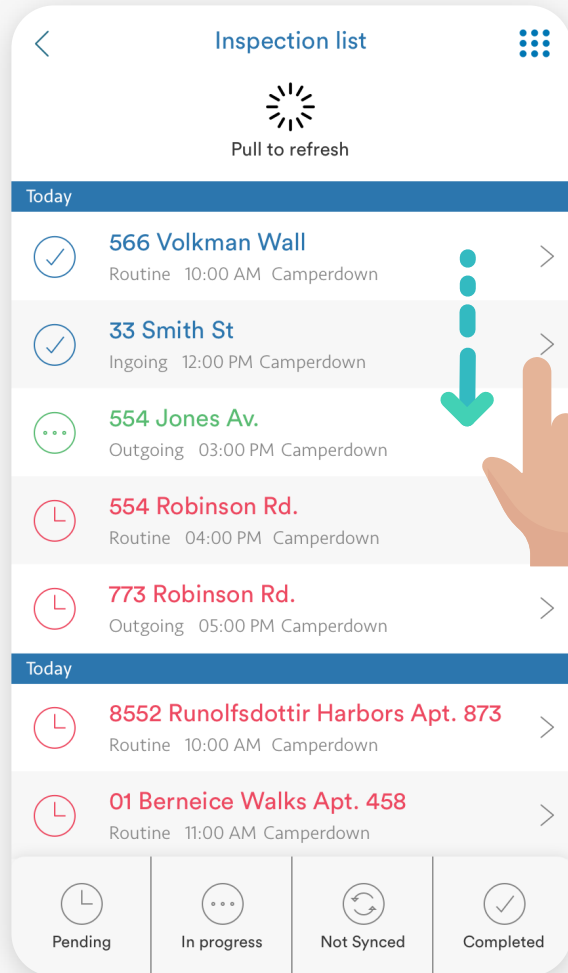
D. Then simply choose which data you wish to use by clicking on the Conditions Comments and/or Photos boxes.



E. Finally click on Add to create the new Inspection

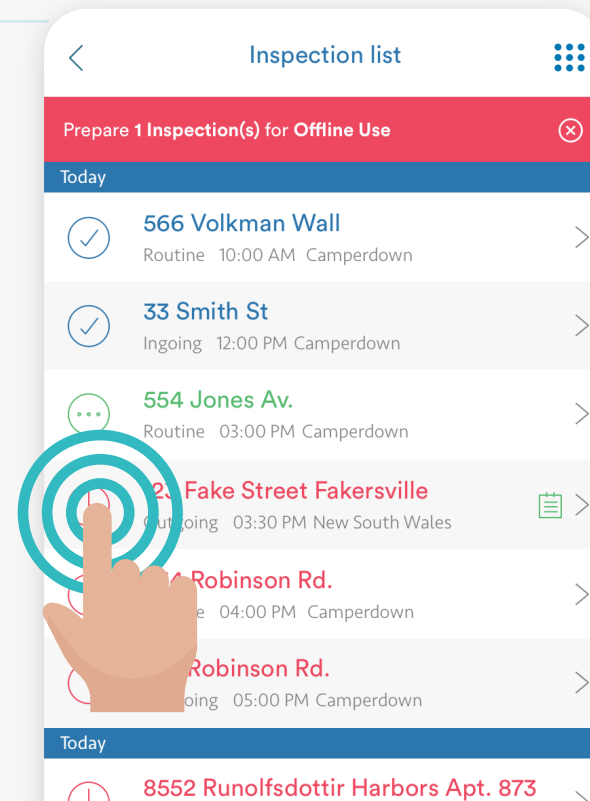
Step 4

Open Inspection Manager on your device (iPad/iPhone/Android), tap on inspection list and pull down to refresh



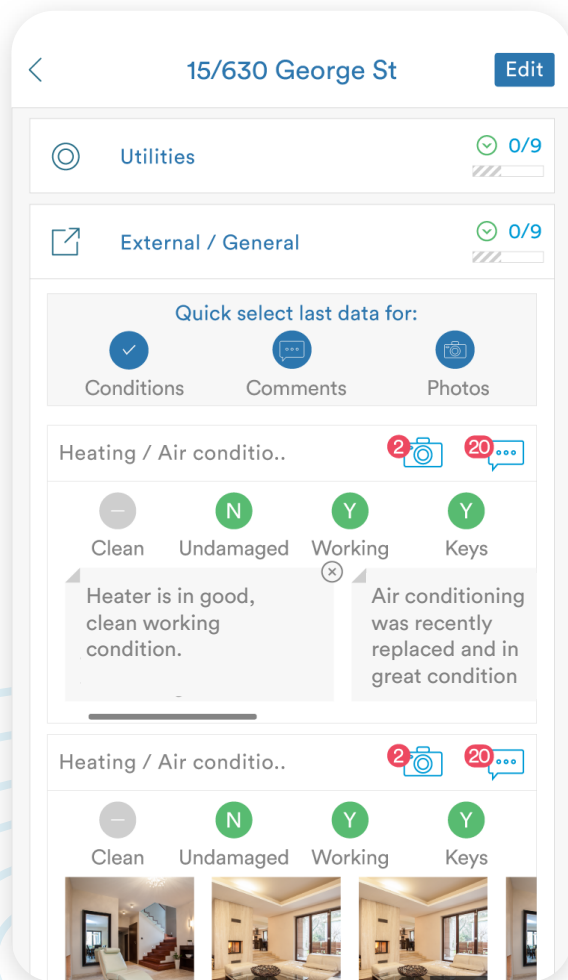
Please tap on the inspection to begin the sync of the Last Inspection Data to your device

Step 5



Step
6

Tap on Perform Inspection and proceed to go to each room and add the “Quick Selection Last Inspection Data” to each room.



**Need a hand from
our support team?**

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