Inspection Manager

IM User Guide:

How to use the PropertyMe Sync

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

Inspection Manager
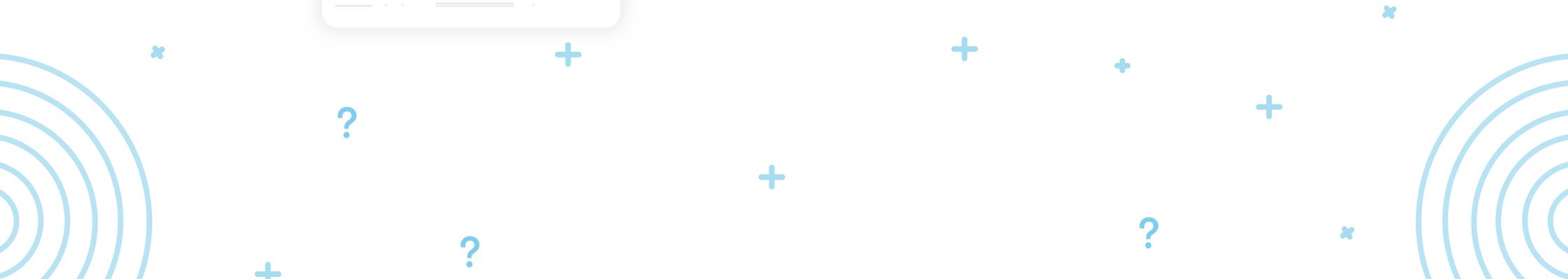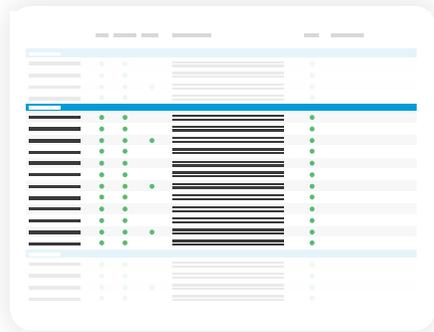
Step 1

Schedule an inspection in PropertyMe

Locate the property in
PropertyMe & Click "Inspection".
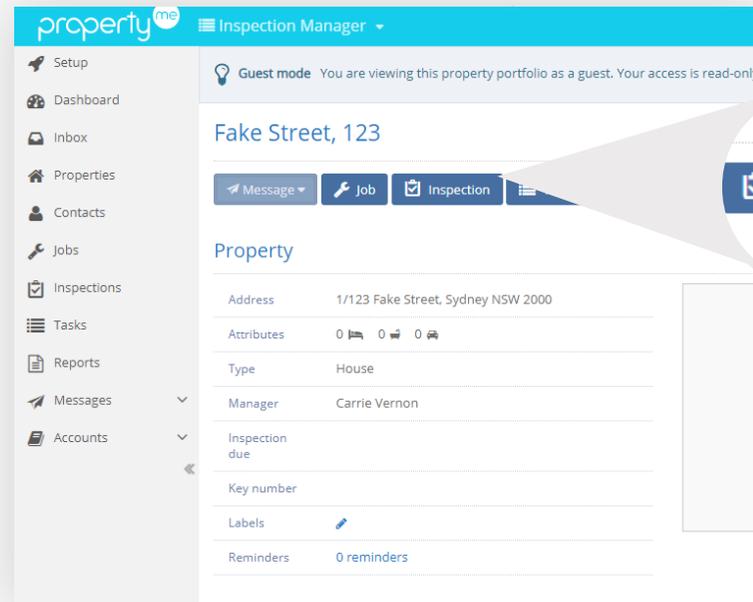
Step 2

Complete the relevant fields for the inspection

Select the Inspection Type, Date, Time and assign a Property
Manager. Then click "Schedule".
(Note: The property manager's name needs to match exactly
with an Inspection Manager user's name).
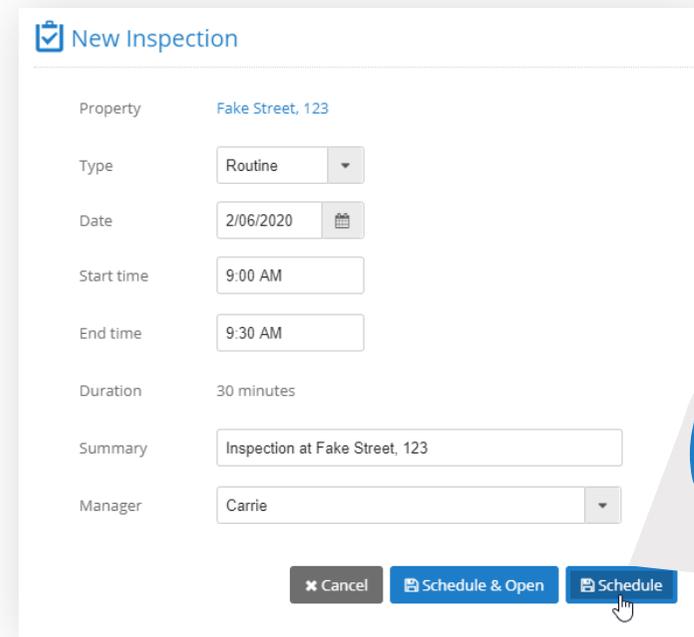
Use manual or auto sync to Inspection Manager

Step 3

Once the Inspection is scheduled in PropertyMe, navigate to the PropertyMe tab in Inspection Manager CMS and then click the green "Sync Now" button to sycn the inspection right away.

Alternatively, you can allow the scheduled inspection to sync automatically via our daily overnight sync.

Select your preferred date range in sync settings

Step 4

The sync can be applied to different date ranges - from 7 days in the past to 60 days into the future.

Only users with the **"Office Manager"** role can edit these date settings. You can review and assign the roles by editing users in the Users tab in Inspection Manager.
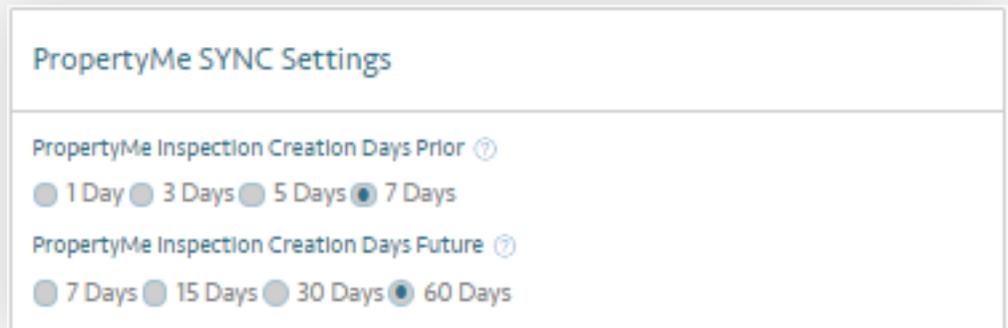
Properties not syncing

"Property Manager Conflicts" error message: Properties will display with "Property Manager Conflicts" if the name of the Property Manager assigned to the inspection in PropertyMe does not match the name of a user in Inspection Manager exactly.

"Exceeded Plan Limit" error message: Properties in the "Exceeded Plan Limit" section will not sync over until either properties that are no longer in the rent roll are deactivated bringing you under your property limit threshold or an upgrade is purchased to increase active property limit allowance.

⚠ **Oh no!** These properties will not appear in Inspection Manager until the issues are resolved

Property Manager Conflicts (Please review results) ⓘ		0 Properties	☰ View list
Invalid Data (Please review results) ⓘ		1 Properties	☰ View list
Exceeded Plan Limit (Please review results) ⓘ		0 Properties	☰ View list

"Invalid Data" error message:

Properties not syncing due to "Invalid Data" can be addressed by clicking "View List" to the right of this section and then correcting the issue highlighted in orange on the right of each property in PropertyMe.

✓ 1 Properties with Invalid Data | ✓ ✕

Search Property 🔍

Property ID ⌄	Address ⌄	Suburb ⌄	Manager ⌄	Tenant ⌄	Invalid Data
abc0048b-0f7f-4491-b29a-b1a3a2fcb2b0	123 Fake Street	Sydney	Carrie		-1. Empty Owner

Total search Count: 1

Inspection Manager

Need a hand from our support team?

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