

InspectNOW System Overview

InspectNOW

KAPLAN PROFESSIONAL SCHOOLS | Inspection Training Associates

Powered by

BOREALIS 
COMMUNICATIONS LLC

InspectNOW System Overview

General Introduction

The InspectNOW software suite is designed to give inspectors the ability to rapidly gather home inspection information directly into a hand-held computer such as a PocketPC, a tablet PC or laptop.

InspectNOW can accelerate the inspection data collection and reporting process. With InspectNOW the data is quickly captured electronically from the start and throughout the inspection. This system eliminates the need to re-key information into a personal computer back at the office.

One of the most powerful features of InspectNOW is its flexibility. Users are provided two exciting data templates from the start:

1. Matrix Deluxe – the industry standard combination checklist and narrative report.
2. Property Inspection – a customizable template which gives the user complete control over the information that is being collected and reported.

By using Template Maker a unique application within InspectNOW the user can customize categories, steps(components), material checklists, ratings, comment libraries, and comment pick lists used in the data collection process.

The system is designed to make on-site electronic data collection and report generation fast, feasible and affordable. You can generate and print the complete inspection report on-site, or print a summary and send the full body of the report via email or posting to your website.

If using a PocketPC for data collection, all you need to do is transfer the data file to your PC, open it in InspectNOW Office, proof, edit if you like, and print. Since the document opens in a modified word processor, you're free to do any enhancements to the document you feel are necessary. When you're ready to print the report is automatically converted to a PDF format. The PDF report can be easily printed, emailed or posted on a website.

Component Overview

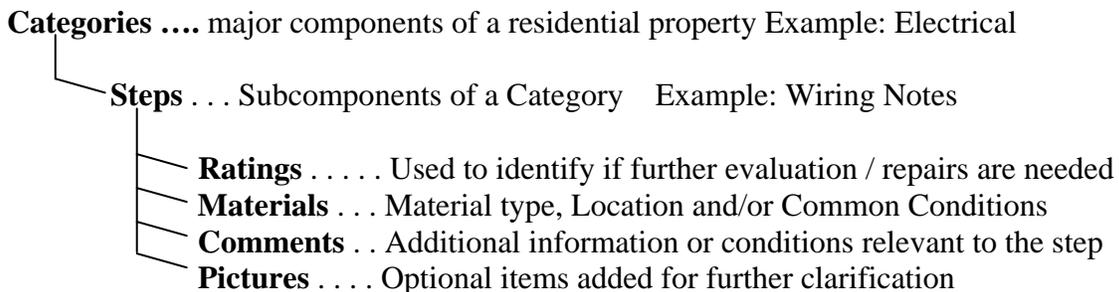
The InspectNOW System consists of four main software components:

1. InspectNOW for the PocketPC – this application allows for data collection on a PocketPC. Summary reports can be printed directly from the handheld device with appropriate printing hardware.
2. InspectNOW for the PC – this application allows for data input via a laptop or tablet PC. Once the data is collected a Matrix style report, or a narrative report can be produced.
3. Template Maker – this powerful program allows the inspector to modify the inspection template, create new templates, modify their comment libraries and much more.
4. InspectNOW Office – this application uses the data collected in the handheld device and converts it to the Matrix style report.

Data Model

InspectNOW helps the user collect data for many types of inspections. Shipped with this product are two inspection templates, referred to as Document Type within the software: 1. Matrix Deluxe and 2. Property Inspection. Both templates include a robust comment library, the user simply clicks on the comment of choice, or enters a customized comment to expand on the conditions noted in the report.

Each data template has the following hierarchy:



The Matrix Deluxe template includes all the same Categories, Steps (sub-categories) and Common Conditions (Materials) as the Matrix Deluxe report forms. This template is “locked down” so the user doesn’t have to worry about making changes to Materials accidentally. The comment library is unlocked and can be easily modified to match the inspectors preferences.

The Property Inspection template starts out identical to the Matrix Deluxe template but allows for unlimited user modification and customization. This unique two model approach accommodates all types of users, from those just entering the profession and looking for simplicity and safeguards

in their reporting system to the more advanced inspector that wants to create their own custom reports.

Categories – includes the major components of the typical residential property inspection:

General Information	Grounds	Exterior
Foundation	Roof	Plumbing
Heating	Electrical	Interior
Garage	Kitchen	Bathrooms
Pool / Spa		

Categories can be duplicated within the report. An example would be Bathrooms. The inspector can create numerous bathroom pages to better identify each bathroom on the property. The inspector can then rename the bathroom for clarity. Example: Master Bath, Hall Bath, etc.

Each Category is made up of a series of Steps (components) specific to that Category. For example, in the Kitchen Category you will see Steps for Kitchen Sink, Disposal, Range/Cooktop, Dishwasher, etc.

Steps - each step has a Step Detail Window where the following types of data/comments are collected and one additional special feature the CC/Info tab. These include:

Rating – the inspector uses a drop down or pick list to pick the rating of choice. Ratings options include: (Ratings choices are locked in the Matrix Deluxe template but can be modified in the Property Inspection template)

- Appears Serviceable
- Repairs Recommended
- Safety Hazard
- Not Applicable

Material – materials appear as a series of check boxes that identify:

- Type of building material such as Stucco
- Location such as Patio
- Common Conditions such as Major Cracks

Comments – used to provide additional information about the condition of the step. Comments can be picked from a categorized comment library or they can be input at the time of inspection. Comments input at the time of inspection can be added to the comment library for future use or used in the one report only. This section of the report expands to accommodate the amount of comments, no space limitations.

Pictures – pictures can be added to the report. InspectNOW's unique picture management program tags the picture for easy reference.

CC / Info – Code Check 4th edition references are built into InspectNOW. This makes it easy to look up critical references during the inspection. In addition to the preloaded references the inspector can add additional reference materials for easy access. Now you can have a reference library at your fingertips throughout the inspection.

Template Maker

Template maker is a powerful program that allows the user to modify the data templates provided with InspectNOW. More advanced users can use template maker to create custom templates. There are very few limitations.

The Matrix Deluxe template includes all the same Categories, Steps (sub-categories) and Common Conditions (Materials) as the Matrix Deluxe report forms. This template is “locked down” so the user does not have to worry about making changes or “messing up” the data file accidentally. The comment library and associated pick lists are unlocked and can be easily modified to match the inspectors preferences.

The Property Inspection template starts out identical to the Matrix Deluxe template but allows for unlimited user modification and customization. Inspectors can change the rating system, add, delete or change categories, modify materials to reflect the conditions they face in their geographic area.

This unique two model approach accommodates all types of users, from those just entering the profession and looking for simplicity and safeguards in their reporting system to the more advanced inspector that wants to create their own custom reports. Once a data template has been modified, the user simply copies it over to the PC or PocketPC application they are using for their data collection. Modified templates are downloaded to the handheld device using Microsoft's ActiveSync application. (Refer to the documentation that came with your handheld on installing, configuring, and running Microsoft ActiveSync.)

Refer to the Template Maker User's Guide for additional information on how to use this robust program to maximize your data collection and report generation.

InspectNOW Office

InspectNOW office is a powerful program that enables the user to enter client/inspection data to create contracts, invoices, initiate an inspection (this can also be done directly in InspectNOW), and to format and print the final inspection report.

Upon completion of an inspection, the user exports the inspection data file from InspectNOW PC or InspectNOW PocketPC, imports the file into InspectNOW Office and generates the Matrix Deluxe style report. Once the report is opened in InspectNOW Office it can be easily proofed in the same layout as the final Matrix Deluxe report. The report can be edited and additional comments can be added, text can be appended to photographs, etc. Upon completion it is as easy as clicking on a button to create a PDF version of the report that can be printed, emailed or posted on the inspector's website.

Refer to the InspectNOW Office User's Guide for additional information on how to use this program to generate the report, manage contacts, create contracts, invoicing and more.

Backing Up to a PC

As with all computer systems, it is important to back up your critical data on a regular basis. We recommend daily backups of your inspection data.

Please refer to the documentation that shipped with your hardware for general backup instructions for your handheld device. Microsoft ActiveSync (a program that runs on your PC and communicates with your connected handheld device) provides an easy means for backing up to the PC. You will find the “Backup/Restore” menu item in the Tools menu.

Perhaps the simplest way to backup inspection data is to use the “Export RTF...” feature from the file menu and transfer the corresponding document to your PC. This is a standard process when creating the Matrix Deluxe style report. The data files for all such reports must be exported from the PocketPC or PC application into InspectNOW Office to format the report. Changes made to the report in InspectNOW Office will not be reflected in the original inspection data file on the PocketPC or PC. It is important to back up the InspectNOW reports regularly, we recommend daily.

It is recommended that you back up your critical PC Data to some type of removable media such as a CD, flash drive, media card or external hard drive. Unfortunately computers are subject to damage and failure, in such situations it may be impossible to recover your inspection data if you do not back it up as recommended. Check with your local computer hardware retailer for additional information on back up options.

Backing Up to a CF or PCMCIA card

Another easy way to backup and restore your handheld data is to use a Compact Flash(CF) card or SD (Secure Digital) card. These memory cards come in many sizes from 128MB multiple gigabytes. Reference the associated manuals for more information on how to backup and restore using these cards and the 3rd party backup applications that come with each handheld.

Technical Support

InspectNOW is created by Borealis Communications, LLC for Kaplan Professional Schools – Inspection Training Associates. Contact Borealis directly for technical support. Upon initial purchase InspectNOW comes with unlimited support for 30 days. Additional support can be purchased in one year increments.

Borealis contact information:

Phone: 715-381-1633

Email: support@borealisweb.com

Web: www.borealisweb.com