inspectcheck.net

YOU DO THE INSPECTION...WE DO THE REST

Welcome to the inspectcheck.net home inspection reporting system tutorial

TurnKey
HOME INSPECTION SYSTEM

NEXT

Some Important Points Before We Get Started

- You do not need an internet connection to complete a report
- You DO need an internet connection to load a report to your device. It will be loaded & saved to your browser, and functional.
- Once you re-establish an internet connection – your report will automatically be saved to our server.
- You DO need an internet connection to finalize, download and email a report.
- When completing a report in off-line mode; you should never exit your browser. You can put your device in stand-by mode without exiting your browser.
- Click the "save" button on the report often in off-line mode – Never click the "Save and Close" or "Finalize" button in off-line mode. Your report is automatically saved while you are completing it On-Line.
- Always keep a charger, AC cable or extra battery available. Depending on your device; you may lose a report if you lose battery power only in Off-Line mode – You will **never** lose a report in On-Line mode or after you re-establish an internet connection
- You can access your "Virtual Office", & all your reports from anywhere, and will never lose a report.
- Keep a hardcopy of iNSPECTNOTES™ with you at all times. You can enter the information into a report at a later time.
- You can try different browsers to see which one works best on your device, however we recommend using the default browser for your device, ex; for a PC use Internet Explorer, Apple use Safari, Android use the "internet" icon

Lets Get Started

Go to: inspectcheck.net

Initial Registration

- Click the "Registered Users Login"

- OR – The link in the first feature box
(Both will lead you to the same place)

Initial Registration

- ◆ Click "Create Account"

inspectcheck.net

Login or Create Account

Email:

Password:

☐ Remember Me

Login   Forgot your password?

Not yet registered?

Create Account

Once registered you would enter your email and password to access your account

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Create Account

inspectcheck.net

Fill in all information including a password – then click the "Submit" button

Create Account

Company:

First Name:

Last Name:

Phone Number:

Email:

Password:

Confirm Password:

Submit   Cancel

Continue Account Creation

![inspectcheck.net logo]

Create Account - Monthly subscription

Complete your account creation - proceed to Paypal to setup your monthly subscription.

Click the subscribe button to continue.

Subscribe

Click the "Subscribe" button

You DO NOT need a PayPal account – you can use your credit card or bank account for automatic monthly subscription rates

Finishing Setting up Your Account

SAMPLE ACCOUNT

Log in to complete your checkout

PayPal 🔒 Secure Payments

PayPal securely processes payments for **YOUR COMPANY** To complete your checkout using PayPal, please log in. Learn more

Description	Terms	Amount
InspectCheck.net Subscription	69.99 for each month	69.99 USD

Check out using PayPal

Pay fast with PayPal. It's secure and you won't have to reveal your financial information. Learn more

PayPal

Email: tkinspect@roadrunner.com

Password: [ ]

Forgot your email address or password?

No PayPal account? Pay using your credit or debit card

Enter your PayPal password IF YOU HAVE ONE

Log In

If you DO NOT have a PayPal account; click here

PayPal. The safer, easier way to pay.
For more information, read our User Agreement and Privacy Policy.

Test Site

After Setting up Your Account

- You will receive an email from Turn Key confirming your account and password
- You will then be able to login to your new inspectcheck account

- Lets start inspecting!………………….

Create Your Company and Inspector Profile After Registering

- Go to inspectcheck.net

- Click the "Registered User Login" button

Enter Your Email and Password

inspectcheck.net

Login or Create Account

Then Click the "Login" Button

Email:

Password:

☐ Remember Me

Login   Forgot your password?

Not yet registered?

Create Account

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Your Personal Dashboard

◆ First – Click on Company Settings
– (to set up your company profile)

Company Settings / Details Page

Fill in all company information Including a company logo, picture, or graphic

After all of your company information is entered click the "SAVE" button

Next - In the Same Screen
Set up your Inspectors Information

CLICK HERE TO ADD INSPECTORS

inspectcheck.net

Dashboard   My Reports   My Clients   My Account   My Agents

inspectcheck.net | Company Settings | Logout

Company Details   Inspectors

Company Name

inspectcheck.net

Company URL

inspectcheck.net

Company Logo

Address

3014 Delaware Ave.

Unit/Apt/Suite

Ste.- 158

City

Kenmore

State

New York

Zip

14217

Phone Number

800-338-7717

Fax Number

Email Address

tkinspect@roadrunner.com

Your account is currently **ACTIVE**

⊙ De-activate
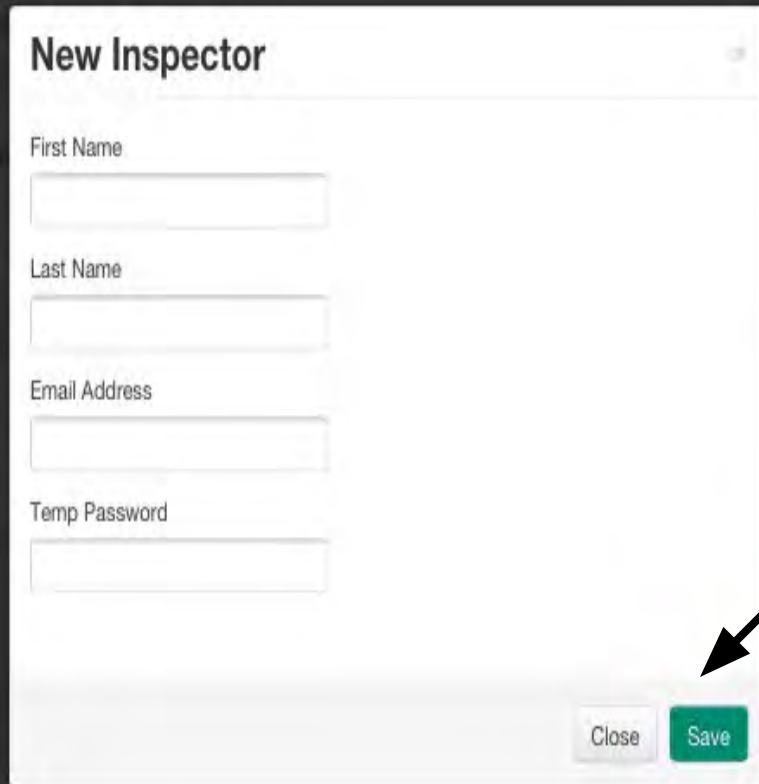
Save   Cancel

Add Inspector(s)
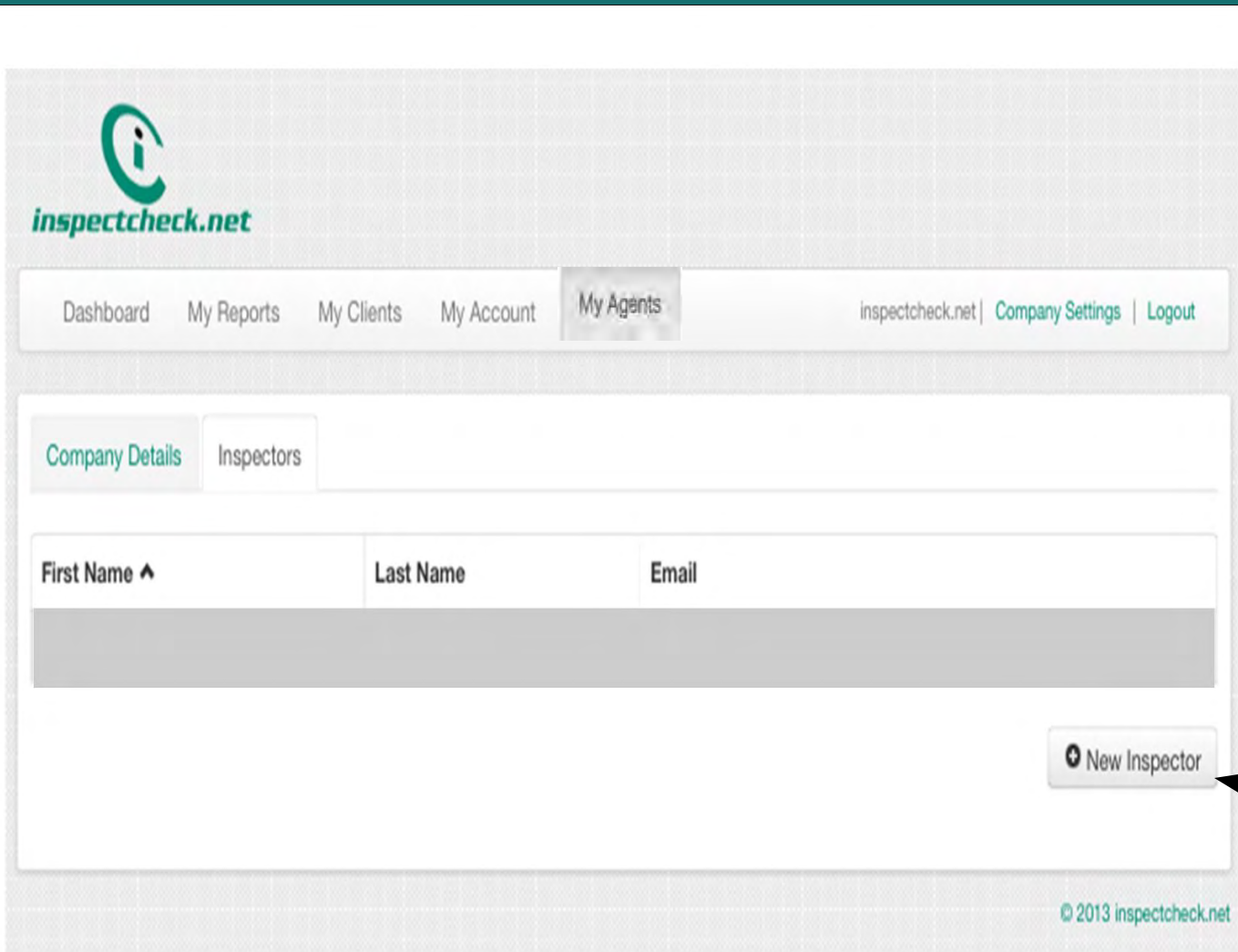
- All your company inspectors will appear here.
- The list will be empty until you add an inspector

- Click – **"New Inspector"** to add an inspector

Add New Inspector

New Inspector

First Name

Last Name

Email Address

Temp Password

Close   Save

◆ Fill in all the information including "temp password"

◆ Then click **"SAVE"**

◆ Each inspector will have a unique password to access their respective reports and clients

The Inspector Who you Just Added Will Appear on the Inspectors List

Now Click on the Inspectors Name to Add Additional Information like License Number & Phone Number

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Dashboard   My Reports   My Clients   My Account   My Agents   inspectcheck.net | Company Settings | Logout

Company Details   Inspectors

First Name ^	Last Name	Email
David	Clark	tkinspect@roadrunner.com

⊕ New Inspector

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This Screen Will Appear

Dashboard | My Reports | My Clients | My Account | My Agents | inspectcheck.net | Company Settings | Logout

Account Details

First Name
David

Last Name
Clark

Phone Number
800-338-7717

Fax Number
800-338-7717

License #
160000xxxxx

⬤ License not required for my state

Email Address
tkinspect@roadrunner.com

🔒 Change Password

Save | Cancel

Add License Number or check the box below License # if a license is not required –

The License number will appear on all reports completed by this inspector

Click – SAVE when finished

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Back to Your Personal Dashboard Screen

- **Start a new Report**
- **Add a Client**
- **Change Company settings**
- **Edit Inspectors Information**
- **Edit Company Settings**
- **View all reports:**
- Pending Reports
- Reports in Progress
- Finalized Reports
- Archived Reports

- **Download inspectnotes™**
- **We have made inspectnotes ™ for field use when a pen and paper are easiest for you. Or if you do not want to use a tablet or computer in the field. Simply fill the inspectnote worksheet out and enter the inspection information from your desk after the inspection**

- Edit Company Information
- Edit Inspector Information
- All Reports in Progress are listed including the inspector

View All Your Clients

View your account information

Add a Client

Everything you need is at your personal dashboard or "Virtual Office"

Your Phone Rings For an Inspection…..
Click the **NEW REPORT** tab on your Virtual Office Personal Dashboard

inspectcheck.net

Dashboard | My Reports | My Clients | My Account | My Agents   inspectcheck.net | Company Settings | Logout

New Report

Report Name (optional)

Client Information

Existing

- Select One -   ⊕ Add New

Property Information

Existing

- Select One -   ⊕ Add New

Inspector Information

Inspector Name

David Clark

Save & Close   Save & Continue   Cancel

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- ◆ You will be directed to this screen

- ◆ As an option you can "name" the report

- ◆ Select Client information and property information using the drop down boxes if on file – Otherwise select **"ADD NEW"**
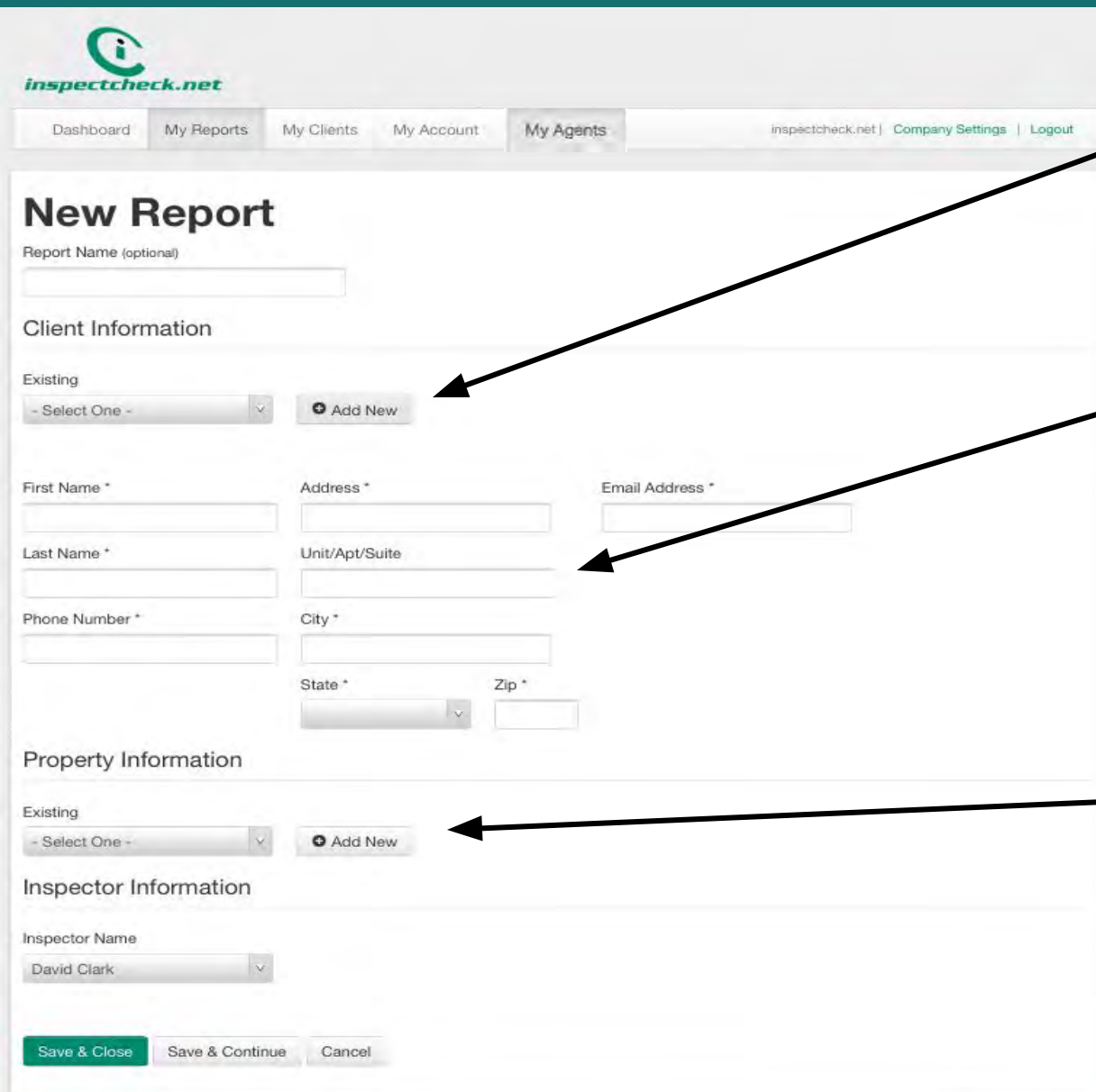
Select the inspector who will be completing the inspection

Starting a New Report…..*Client Information*

- ◆ We selected the "Add New" button

- ◆ **New clients information goes here (if not already on file) This is the clients mailing address**

- ◆ **Next click the "Add New" for the inspection property information**

Starting a New Report..... Property Information

Once you select a client or property who you have on file – all of their personal and property information will be listed in the drop down boxes

- Inspection Property Information is entered here

- Click – **"Save & Continue"** to start the report now or **"Save & Close"** to start the report at a later time

We will click "Save & Close"

Starting a New Report – Using the Drop Down Boxes

inspectcheck.net

Dashboard | My Reports | My Clients | My Account | My Agents   inspectcheck.net | Company Settings | Logout

New Report

Report Name (optional)

Client Information

Existing

| John Smith | ∨ | ● Add New

Property Information

Existing

| 200 Second St. | ∨ | ● Add New

Inspector Information

Inspector Name

| David Clark | ∨ |

Save & Close | Save & Continue | Cancel

- Using the drop down boxes, we located our client because we already had him on file. We put the information in earlier and clicked "Save & Close"

- The inspection properties associated with this client will be listed in the drop down boxes .Simply select the property you are going to inspect

Now we will click "Save & Continue"

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Adding Realtor / Agent Information to your inspectcheck.net report & HomeBinder

- Adding Realtor / Agent information is optional
- You can add the Realtor / Agent information to the HomeBinder only if desired
- Follow the next steps…..

Go To Your Dashboard

There is a "My Agents" tab

| Dashboard | My Reports | My Clients | My Agents | My Account | | my test company | Company Settings | Logout |

Agents

Click "New Agent" to add an agent

| ⊕ New Agent | 🔍 Search... |

First Name ^	Last Name	Email	Phone	Agent Company	# of Reports
Test	Agent2	cathy.burley@comandsolutions.com		Test Agency 2	2
Test	Agent1	cathy.burley@comandsolutions.com	716-987-6543	Test Agency 1	1

This Screen Will Appear
Add the Agent Information in the Boxes

Dashboard   My Reports   My Clients   My Agents   My Account   my test company | Company Settings | Logout

Agent Profile

First Name
Test

City

Email
cathy.burley@comandsolutions.com

Last Name
Agent1

State   Zip

Agent Company
Test Agency 1

Address

Phone Number
716-987-6543

Unit/Apt/Suite

Click "Save" when finished

Save   Cancel

IF you want to add the agent to the report click the drop down box when you are creating a new report under "Agent Information"

New Report

Report Name (optional)

Inspection Date

Client Information

Existing

- Select One - ▼   ⊕ Add New

Property Information

Existing

- Select One - ▼   ⊕ Add New

Agent Information

Existing

✓ - Select One - ▼   ⊕ Add New
   Test Agent2
   Test Agent1

Inspector Name

Cathy Burley ▼

Save & Close   Save & Continu

You can add an agent from this screen also

Select the agent you want to add to the report. IF YOU DO NOT SELECT AN AGENT FROM THIS SCREEN, AGENT INFORMATION **WILL NOT** BE INCLUDED IN THE REPORT OR HOMEBINDER

Once you have selected the agent, their name will appear next to the client on the report screen

110 Elmwood Ave Suite 1, Buffalo, NY 14221

Status: Finalized

Archive   Close

Client: Cathy Burley   Agent: Test Agent2

You can always click on the agent name to change or delete it from the report

If the agents name is visible on the report forms, their name and information will appear in the HomeBinder *ONLY*

110 Elmwood Ave Suite 1, Buffalo, NY 14221

Status: Finalized

Client: Cathy Burley   Agent: Test Agent2

Archive   Close

If you want to include the agents information in the final PDF inspectcheck report;
  you **MUST** check the box to include the information at   the bottom of the" Agent Information Page"

Agent

Existing

Test 1 Agent ⌄   ● Add New

First Name   Email

Test 1   daac@roadrunner.com

Last Name   Agency

Agent   Agent Realty

Phone Number

800-33 -77
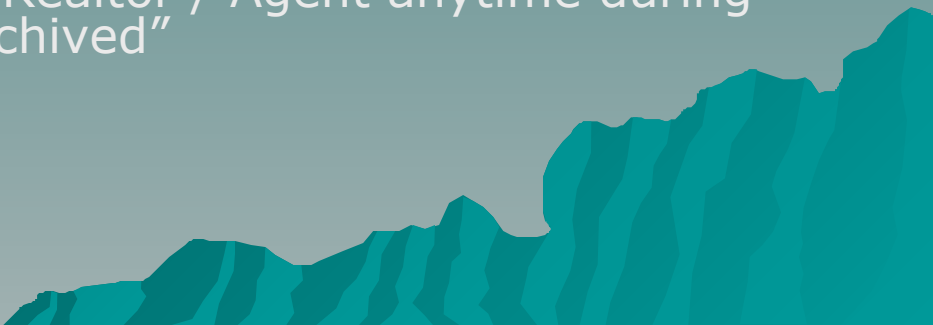
☑ Include Agent information in Report PDFs

You MUST check the box to include the agent in the final PDF report

Close   Save

The Realtor / Agent name will appear on the finished PDF report next to the clients name

◆ We recommend including the Realtor / Agents information in the HomeBinder, however it is not mandatory

◆ If you only want to include the Realtor / Agent information in the HomeBinder but _not_ in the final inspectcheck PDF report ensure the "Include Agent" box in the "Agent Information Screen" is not selected (previous slide)

◆ If you see the agent's name on the report form; the agent will be included in the HomeBinder, however you must select the "Include Agent" box in the "Agent Information Screen" if you also want the agent included in the final PDF home inspection report (previous slide)

◆ You can always add or remove a Realtor / Agent anytime during the reporting process, unless "Archived"

Start a Report

▸ After clicking **"Save & Continue"** you are directed to the first page of the report forms

Inspection Address and client name appear at the top

- Once this page is visible on your browser – you no longer need an internet connection to complete the report

- The top part of the Contract is automatically filled out with your company and client information

- Enter the cost of the inspection & additional services

Report – Page 1 – Contract for Home Inspection

You select the additional testing your client has requested. You can add additional tests in the "Other" box

Your client, using the keyboard, stylus, or mouse (depending on the device or Apps installed) initials here either authorizing or refusing additional tests

A Word About The Contract / Agreement For Home Inspection

- If you currently have a contract or agreement that you use – you can still use it – just copy and paste it into the report
- The inspectcheck.net contract or the contract you inserted will automatically become a part of the home inspection "record" when your report is finalized. It cannot be deleted from the finalized report
- The electronic agreement will never be lost or subject to alteration.
- By selecting the "I Agree" button; your client is electronically signing and agreeing to the contract. As with any legal contract, please check with your legal counsel.
- There will be explicit instructions next in this tutorial regarding modifying and manually signing your contract / agreement

How to edit the inspectcheck.net Contract / Agreement for Home Inspection and Add a Digital Signature

EDIT CONTRACT / AGREEMENT FOR HOME INSPECTION

- You can edit the home inspection contract for ***just*** the report you are working on, or save the changes for ***all*** future reports

- Before clicking the "Edit Agreement" button, ensure you have an internet connection and are on-line. You also must be on-line to "save" the agreement .

Edit Contract – Step 1 – Click the "CONTRACT" tab on the top of the report form
Scroll to the bottom of the contract page and click or touch the
"EDIT AGREEMENT" tab

9. This inspection and report does not include, nor should it imply a review of compliance or non-compliance with any code, regulation, law, statue, or ordinance whether governmental or otherwise, unless such observations are specifically referred to in our inspection report as a courtesy.

10. The following specific limitations apply: Design problems and adequacy are not within the scope of this inspection. The Inspector will not determine the operational capacity, quality or suitability for a particular use of items inspected. No engineering, scientific or specialized technician test or evaluation will be made by the Inspector. No test sample or reading is required of any part of the "building". Swimming pool or spa ___ **EDIT CONTRACT STEP 1** ___ not be checked. To prevent damage to units, air conditioning will not be ch ___ a heat pump when the temperature is above 65 degrees. The inspection report will not include cosmetic items such as minor scratches, scrapes, dents, cracks, stain, soiled or faded surfaces on the structure or equipment, soiled, faded, torn or dirty floor, wall or window coverings.

The Company has no liability for latent defects. This includes but is not limited to latent defects that cannot be observed through normal inspection nor can be determined by normal equipment operation. It is specifically agreed and understood that: Mechanical devices and structural components may be functional at the time of the inspection and later malfunction. A thorough and careful attempt has been made by The Company as to the accuracy and applicability of the inspection and Report. This report may be used in various locations throughout the Country, some conditions / recommendations may not apply to the dwelling inspected. David A. Clark, The Turn Key Home Inspection Systemâ ¢, The Professional On-Site Narrative and / or Electronic Home and Building Inspection ReportÂ©, inspectcheckâ¢, and The Company do not assume any liability for its use nor the accuracy of same. Additional information and details concerning the nature of the inspection are found in the body of the Report, which should be read carefully

The client recognizes that there is ___
inspected. The Client recognizes that ___
items. The inspector is not responsibl ___
established by municipal ordinance o ___

11. If any portion of this agreement is ___
in force between the parties.

12. If the Client is unfortunately not pr ___
inspection, this agreement will becor ___

At the bottom of the contract click or touch the "EDIT AGREEMENT" tab

items and understanding of the above. Client is urged to attend the inspection and by failing to so attend loses the opportunity to learn important information from the Company about the condition of the premises. Client is requested t inform the Company prior to the inspection of any areas or conditions of particular concern about the house or of which Client has information.

Important – by clicking the I agree box in this contract / agreement for home inspection service, including items noted in Section 1 (one), I / we acknowledge that I / we have read and understand its terms and conditions, and I / we agree to be bound legally by it and its terms and conditions.

☑ I Agree

Client   Client
YOUR CLIENT NAME   ☑ Edit Agreement   🖨 Print Agreement

Home Inspection Company
inspectcheck.net

EDIT CONTRACT STEP 2

CONTRACT FOR HOME INSPECTION SE
IMPORTANT: PLEASE READ CAREFULLY

Change the inspection date

The agreement made this 02/12/2014 , by and between the inspectcheck.net (hereafter called

called the client).

Change fee

1. The Company will perform an inspection of 888 suredt, buffalo, RI 12345 for a fee of 475.00 . The following services will also be provided

for additional fees as stated: (Below listed items
completed. The results will be forwarded to the c

The "EDIT AGREEMENT" box appears around the con-tract with the tool bar at the top, including; paste, font type, and spell checker

- ☐ Test
- ☐ Radon Testing
- ☑ Asbestos Testing
- ☐ Mold/Environmental Testing
- ☐ Other Testing [_____]

Edit Agreement

The first point is reserved for the services provided description. Be sure to start numbering from 2.

[Toolbar: ✂ ⌧ ▤ ▥ ▦ ← → | ABC▾ | 🔗 ⌧ ⚑ | 🖾 ▦ ≡ Ω | ⤢ | ◄ Source]
[B I S I_x | ≔ ≔ | ≡ ≡ | 99 | Styles ▾ | Normal ▾ | ?]

destructive testing, nor is it technically exhaustive. The inspector is not required to move personal goods, debris, furniture, equipment, floor covering, insulation or like materials which may impede access or limit visibility. Please note other exclusions or limitations indicated on the report.

4. Since all utilities may not have been in service and climatic or other conditions may not have required maximum output of heating, cooling, plumbing or electrical systems, the adequacy or capacity of these systems could not be determined.

5. The inspection and report excludes and does not intend to cover termites and other pests or insect damage, private sewerage, wells, solar systems, alarms, smoke detectors, central vacuum systems, wood and coal stoves, pre-fab, and "zero" clearance fireplaces, space heaters, intercoms, sprinkler systems, gas logs, gas lights, elevators, common areas, any swimming pool, hot tubs; spas, saunas, steam baths, landscape lighting, fountains, shrubs, trees, tennis court, playground equipment or other recreational or leisure appliances; qualified experts of your choice should be consulted for these specialized areas and related information. Also excluded are all cosmetic conditions such as wallpaper, painting, carpeting, etc. In addition, the inspection and report do not address the possible presence of or danger from radon gas, lead paint, urea-formaldehyde, underground tanks (fully underground or partially underground), asbestos, mold, or other indoor and outdoor pollutants and hazards, toxic or flammable chemicals and all other similar or potentially harmful substances which are normally identified by specialists in the detection of these substances; nor, does it include any air, water, soil or sub-soil analysis or contamination, unless agreed to upon in writing by the company and client in section 1.

5A. FOR HOME INSPECTIONS CONDUCTED IN NEW YORK STATE: Home Inspectors are licensed by the NYS Department of State. Home Inspectors may only report on readily accessible and observed conditions as outlined in this pre-inspection agreement, Article 12B of the Real Property Law and the regulations promulgated there under including, but not limited to, the Code of Ethics and Regulations and the Standards of Practice as provided in Title 19 NYCRR Subparts 197-4 and 197-5 st seq. Home inspectors are not permitted to provide engineering or architectural

body p strong

Save agreement to:
⦿ Only this report.

Radon Testing ⌒ 00 ○ Client Authorization ⦿ Client Refusal

☑ Asbestos Testing 325.00 ○ Client Authorization ⦿ Client Refusal se

○

○

Click or touch to place your cursor in the text to make changes. Save changes for this report or save changes for future reports.

Edit Agreement

The first point is reserved for the services provided description. Be sure to start numbering from 2.

| ✂ 🗐 📋 📋 📋 | ⬅ ➡ | ABC▾ | 🔗 🔗 🏳 | 🖼 ▦ ≡ Ω | ⛶ | ☐ Source |

| **B** *I* S I_x | ⦂≣ ⦂⦂ ≣ ≣ | 99 | Styles ▾ | Normal ▾ | **?** |

destructive testing, nor is it technically exhaustive. The inspector is not required to move personal goods, debris, furniture, equipment, floor covering, insulation or like materials which may impede access or limit visibility. Please note other exclusions or limitations indicated on the report.

4. Since all utilities may not have been in service and climatic or other conditions may not have required maximum output of heating, cooling, plumbing or electrical systems, the adequacy or capacity of these systems could not be determined.

5. The inspection and report excludes and does not intend to cover termites and other pests or insect damage, private sewerage, wells, solar systems, alarms, smoke detectors, central vacuum systems, wood and coal stoves, pre-fab, and "zero" clearance fireplaces, space heaters, intercoms, sprinkler systems, gas logs, gas lights, elevators, common areas, any swimming pool, hot tubs; spas, saunas, steam baths, landscape lighting, fountains, shrubs, trees, tennis court, playground equipment or other recreational or leisure appliances; qualified experts of your choice should be consulted for these specialized areas and related information. Also excluded are all cosmetic conditions such as wallpaper, painting, carpeting, etc. In addition, the inspection and report do not address the possible presence of or danger from radon gas, lead paint, urea-formaldehyde, underground tanks (fully underground or partia toxic or flammable chemicals and all other similar or potentiall these substances; nor, does it include any air, water, soil or su client in section 1.

You can save the changes you made to the contract for _just_ this report, or you can save the changes for _all_ future reports

5A. FOR HOME INSPECTIONS CONDUCTED IN NEW YOR Inspectors may only report on readily accessible and observe Property Law and the regulations promulgate there under ind Practice as provided in Title 19 NYCRR Subparts 197-4 and 197-5 st seq. Home inspectors are not permitted to provide engineering or architectural

body p strong

Save agreement to:
⦿ Only this report.
○ This report and all my future reports.

[Save Agreement] [Cancel]

Click "Save Agreement" when finished

Important – by clicking the I agree box in this contract / agreement for home inspection ser acknowledge that I / we have read and understand its terms and conditions, and I / we agree to be bound legally by it and its terms and conditions.

☑ I Agree

Client
Your Clients Name

Client

[☑ Edit Agreement] [🖨 Print Agreement]

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Contract / Agreement for
Home Inspection *Tutorial*

➢ Edit the home inspection contract

➢ Download the home inspection contract

➢ Email the contract to your client

➢ View the contract

➢ Upload the completed contract to your report

➢ This feature is completely paperless

Contract / Agreement Tutorial - *introduction*

A few very important points before we get started:

➢ We ***strongly*** recommend you ***and*** your client use Adobe PDF Reader when working with the contract.

➢ Adobe is free and you can easily download it

➢ Although there are many other PDF readers, they may not work as desired

➢ Your device / PDF reader combination may also not work as desired

➢ Although we have attempted to implement this update with the most amount of browser / device / PDF readers as possible, you may experience different results

➢ Please experiment with your device and browsers to find which combination works best for you

➢ We also recommend your client clicks the "I Agree" button at the end of the contract. This electronic signature is legal. It is not necessary to actually add a signature. However, this tutorial will show you and your client how to add an actual signature

Contract / Agreement Tutorial - *Emailing*

A Word About Emailing the Contract & Finished PDF Report:

Without getting to technical, DMARC (Domain-based Message Authentication, Reporting & Conformance) is a new security protocol that aims to prevent spammers and people who maliciously 'spoof' the FROM address in emails to unsuspecting recipients. Email providers are now beginning to perform extra checks on that FROM portion of the email to ensure that the server that sent the email is authorized to send messages with that FROM address on it.

The reason this may impact Inspectcheck is that emails that originate from the system are sent with the FROM address of the inspector. This makes the email appear as though the inspector sent it directly using their own email program, and many systems like Inspectcheck work in this way to send legitimate emails on behalf of their users. With DMARC, however, email providers may start rejecting emails sent in this way. You may have already experienced this. If you are experiencing this we strongly recommend downloading the contract, report, or summary report and send it as an attachment with your personal branded email. This will also allow you to give the report a unique letter name.

The Top of The Contract Has 4 Selections in the Drop Down Menu

Standard Inspectcheck Agreement (drop down menu 1)

This is the default inspectcheck agreement. Edits or alterations are not able to be made to this agreement.

If another agreement was added and the default agreement was selected, you will have to click the "save" button either for this report only or for this and future reports.

AGREEMENT/ CONTRACT FOR HOME INSPECTION SERVICE.
IMPORTANT: PLEASE READ CAREFULLY

The agreement made this 07/16/2018 , by and between the Buffalo Home Inspection Service Inc. (hereafter called the company), and

Contract Update (hereafter called the client).

1. The Company will perform an inspection of 2.0 contract update, Buffalo, AL 12345 for a fee of 0.00 . The following services will also be

provided for additional fees as stated: (Below listed items will be sent for laboratory analysis, and therefore may be reported after the written report is completed. The results will be forwarded to the client as soon as they are received.)

	Test	Fee	Client Decision		Client Initial
○	Radon Testing	0.00	○ Client Authorization	● Client Refusal	
○	Asbestos Testing	0.00	○ Client Authorization	● Client Refusal	
○	Mold/Environmental Testing	0.00	○ Client Authorization	● Client Refusal	
○	Other Testing	0.00	○ Client Authorization	● Client Refusal	

2. The average time of a home inspection is approximately three hours; the time of inspection may vary depending on size, condition, age, type and complexity of the structure being inspected. The roof, flashing, gutters, soffit, fascias, chimney, and other roof/accessories where visibly accessible from the property's ground, will be inspected from the ground or with field glasses, unless it is possible to physically inspect these areas. The inspector will inspect flat roofs and attics where internal accessibility is readily and safely available with a five (5) foot stepladder. The presence of ice or snow may also limit the inspector's visibility and access. A visual inspection of the attic and accessible crawl space(s) is conducted from the point of access. If readily and safely accessible, with sufficient room to enter, the attic and crawl space(s) will be entered and inspected. Only a representative number of multiple items such as windows, electrical receptacles, etc. are inspected and our opinion concerning these refers to their general condition only.

3. The inspection is visual only; and the purpose of the inspection and written report is to indicate whether a readily accessible item, component or system, which is identified on the written report, is reasonably operating or functioning adequately at the time of the inspection report. Deficiencies and defects, which are latent, concealed or not readily accessible are excluded from the inspection. Some typical areas which are excluded and not visibly accessible include but are not limited to: concealed wiring, plumbing, water leaks under bathtubs and stall showers due to faulty pans or otherwise, vent lines, duct work, exterior foundation walls (below grade or covered by shrubs or wall/paneling, stored goods, etc.) footing, underground utilities and systems and chimney flues. Equipment, items and systems will not be dismantled and the inspection does not include destructive testing, nor is it technically exhaustive. The inspector is not required to move personal goods, debris, furniture, equipment, floor covering, insulation or like materials which may impede access or limit visibility. Please note other exclusions or limitations indicated on the report.

4. Since all utilities may not have been in service and climatic or other conditions may not have required maximum output of heating, cooling, plumbing or electrical systems, the adequacy or capacity of these systems could not be determined.

5. The inspection and report excludes and does not intend to cover termites and other pests or insect damage, private sewerage, wells, solar systems, alarms, smoke detectors, central vacuum systems, wood and coal stoves, pre-fab, and "zero" clearance fireplaces, space heaters, intercoms, sprinkler systems, gas logs, gas lights, elevators, common areas, any swimming pool, hot tubs; spas, saunas, steam baths, landscape lighting, fountains, shrubs, trees, tennis court, playground equipment or other recreational or leisure appliances; qualified experts of your choice should be consulted for these specialized areas and related information. Also excluded are all cosmetic conditions such as wallpaper, painting, carpeting, etc. In addition, the inspection and report do not address the possible presence of or danger from radon gas, lead paint, urea-formaldehyde, underground tanks (fully underground or partially underground), asbestos, mold, or other indoor and outdoor pollutants and hazards, toxic or flammable chemicals and all other similar or potentially harmful substances which are normally identified by specialists in the detection of these substances; nor, does it include any air, water, soil or sub-soil analysis or contamination, unless agreed to upon in writing by the company and client in section 1.

5A. FOR HOME INSPECTIONS CONDUCTED IN NEW YORK STATE: Home Inspectors are licensed by the NYS Department of State. Home Inspectors may only report on readily accessible and observed conditions as outlined in this pre-inspection agreement, Article 12B of the Real Property Law and the regulations promulgated there under including, but not limited to, the Code of Ethics and Regulations and the Standards of Practice as provided in Title 19 NYCRR Subparts 197-4 and 197-5 st seq. Home inspectors are not permitted to provide engineering or architectural services unless duly licensed to do so; and if immediate threats to health or safety are observed during the course of the inspection, the client hereby consents to allow the home inspector to disclose such immediate threats to health or safety to the property owner and / or occupants of the property.

Customized Standard Inspectcheck Agreement (drop down menu 2)

This will give you the option to make changes to the *body* of the contract, however section 1 (Additional Services) will remain in place

You must click the "save" button at the bottom of the screen. You can save for this report, or for this and future reports.

AGREEMENT/ CONTRACT FOR HOME INSPECTION SERVICE.
IMPORTANT: PLEASE READ CAREFULLY

The agreement made this 07/16/2018 , by and between the Buffalo Home Inspection Service Inc. (hereafter called the company), and

Contract Update (hereafter called the client).

1. The Company will perform an inspection of 2.0 contract update, Buffalo, AL 12345 for a fee of 0.00 . The following services will also be

provided for additional fees as stated: (Below listed items will be sent for laboratory analysis, and therefore may be reported after the written report is completed. The results will be forwarded to the client as soon as they are received.)

	Test	Fee	Client Decision		Client Initial
○	Radon Testing	0.00	○ Client Authorization	● Client Refusal	
○	Asbestos Testing	0.00	○ Client Authorization	● Client Refusal	
○	Mold/Environmental Testing	0.00	○ Client Authorization	● Client Refusal	
○	Other Testing	0.00	○ Client Authorization	● Client Refusal	

Edit Agreement

The first point is reserved for the services provided description. Be sure to start numbering from 2.

B I S I ≔ ≔ ▸ ▸ "" Styles ▾ Format ▾ ?

2. The average time of a home inspection is approximately three hours; the time of inspection may vary depending on size, condition, age, type and complexity of the structure being inspected. The roof, flashing, gutters, soffit, fascias, chimney, and other roof/accessories where visibly accessible from the property's ground, will be inspected from the ground or with field glasses, unless it is possible to physically inspect these areas. The inspector will inspect flat roofs and attics where internal accessibility is readily and safely available with a five (5) foot stepladder. The presence of ice or snow may also limit the inspector's visibility and access. A visual inspection of the attic and accessible crawl space(s) is conducted from the point of access. If readily and safely accessible, with sufficient room to enter, the attic and crawl space(s) will be entered and inspected. Only a representative number of multiple items such as windows, electrical receptacles, etc. are inspected and our opinion concerning these refers to their general condition only.

3. The inspection is visual only; and the purpose of the inspection and written report is to indicate whether a readily accessible item, component or system, which is identified on the written report, is reasonably operating or functioning adequately at the time of the inspection report. Deficiencies and defects, which are latent, concealed or not readily accessible are excluded from the inspection. Some typical areas which are excluded and not visibly accessible include but are not limited to: concealed wiring, plumbing, water leaks under bathtubs and stall showers due to faulty pans or otherwise, vent lines, duct work, exterior foundation walls (below grade or covered by shrubs or wall/paneling, stored goods, etc.) footing, underground utilities and systems and chimney flues. Equipment, items and systems will not be dismantled and the inspection does not include destructive testing, nor is it technically exhaustive. The inspector is not required to move personal goods, debris, furniture, equipment, floor covering, insulation or like materials which may impede access or limit visibility. Please note other exclusions or limitations indicated on the report.

4. Since all utilities may not have been in service and climatic or other conditions may not have required maximum output of heating, cooling

Save agreement to:
● Only this report.
○ This report and all my future reports.

Save   Cancel

Custom Agreement (drop down menu 3)

This selection will clear the entire contract, including section 1 (Additional Services), and give you the ability to add a fully customized contract.

You must click the save button, either for just the report you are working on or for that report and future reports.

Custom Agreement

Edit Agreement

[Editor toolbar: B *I* S̶ | Styles | Format | ?]

Save agreement to:
- ● Only this report.
- ○ This report and all my future reports.

[Save] [Cancel]

Important – by clicking the I agree box in this contract / agreement for home inspection service, including items noted in Section 1 (one), I / we acknowledge that I / we have read and understand its terms and conditions, and I / we agree to be bound legally by it and its terms and conditions.

☑ I Agree

Client

Contract Update

Client

Home Inspection Company

Buffalo Home Inspection Service

Upload signed agreement as a PDF (Portable Document Format).

[● Upload]

Uploaded PDF will appear in finalized report.

[■ Download PDF] [✉ Email to Client]

Download or email the original agreement.

No Agreement (drop down menu 4)

This will completely eliminate the contract / agreement for home inspection from the report. The contract / agreement for home inspection will not appear in the table of contents in the final PDF report.

You must click the save button at the bottom to delete the contract / agreement from just this report or for this report and future reports.

2.0 contract update, Buffalo, AL 12345

Status: **In Progress**

Client: Contract Update   Agent: None Selected

Save   Save & Close   Finalize

| Contract | Roof System [9] | Exterior [8] | Garage [7] | Cooling [4] | Foundation / Structure [12] | Heating [4] | Plumbing [8] | Electric [7] | Interior [20] | Comments | Attachments |

No Agreement

Save agreement to:

◉ Only this report.

○ This report and all my future reports.

Save

Download or email the original agreement.

Upload signed agreement as a PDF (Portable Document Format).

⊕ Upload

Uploaded PDF will appear in finalized report.

2.0 contract update, Buffalo, AL 12345

Status: **In Progress**

Client: Contract Update   Agent: None Selected

Save   Save & Close   Finalize

| Contract | Roof System (9) | Exterior (8) | Garage (7) | Cooling (4) | Foundation / Structure (12) | Heating (4) | Plumbing (8) | Electric (7) | Interior (20) | Comments | Attachments |

No Agreement ▾

Save agreement to:
- ⦿ Only this report.
- ◯ This report and all my future reports.

Save

Download or email the original agreement.

Upload signed agreement as a PDF (Portable Document Format).

⊕ Upload   👁 View 20180110-cont...act.pdf   🗑 Delete

Added 20180110-contract.pdf   ✕

Uploaded PDF will appear in finalized report.
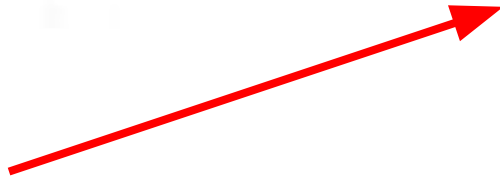
Although a signed contract has been added, it will _not_ appear in the final report PDF because "No Agreement" was saved. This will only be able to be accessed by the inspector.

When filling out the contract you have the option to send all services for client authorization / refusal or just the ones requested by checking the boxes next to the service requested. Leaving boxes unchecked will omit that item from the final contract.

Edit (hereafter called the client).

1. The Company will perform an inspection of 4 April Ave, Buffalo, WI 78765 for a fee of 500.00 . The following services will also be provided

for additional fees as stated: (Below listed items will be sent for laboratory analysis, and therefore may be reported after the written report is completed. The results will be forwarded to the client as soon as they are received.)

✓	Test	Fee	Client Decision	Client Initial
✓	Radon Testing	60.00	⦿ Client Authorization ◯ Client Refusal	
✓	Asbestos Testing	0.00	◯ Client Authorization ⦿ Client Refusal	
✓	Mold/Environmental Testing	0.00	◯ Client Authorization ⦿ Client Refusal	
✓	Other Testing Mold / Lead	0.00	⦿ Client Authorization ◯ Client Refusal	

Your client can type their initials in the boxes for additional services

The agreement made this 04/29/2016, by and between the Buffalo Home Inspection Service Inc. (hereafter called the company), and April Edit (hereafter called the client).

1. The Company will perform an inspection of: 4 April Ave, Buffalo, WI 78765 for a fee of $500.00. The following services will also be provided for additional fees as stated: (Below listed items will be sent for laboratory analysis, and therefore may be reported after the written report is completed. The results will be forwarded to the client as soon as they are received.)

Test	Fee	Client Decision	Client Initial
Radon Testing	$60.00	Yes	DC
Other Testing(Mold / Lead)	$0.00	Yes	DC
Abestos Testing	$0.00	No	DC
Mold/Environmental Testing	$0.00	No	DC

2. The average time of a home inspection is approximately three hours; the time of inspection may

Instruct your client to touch or click the "I Agree" button

Important - by clicking the I agree box in this contract / agreement for home inspection service, including items noted in Section 1 (one), I / we acknowledge that I / we have read and understand its terms and conditions, and I / we agree to be bound legally by it and its terms and conditions.

I Agree: ☐

_____   _____
April Edit
Client   Client

**"Authorized signature has been re-moved. The client only needs to check the "I Agree" button.
However a signature can be added.**

_____   _____
Buffalo Home Inspection Service Inc.
Home Inspection Company   Home Inspection Company

Buffalo Home Inspection Service Inc.
Address: 3014 Delaware Ave. Ste.- 158, Kenmore, NY 14217
Phone: 800-338-7717
Email: tkinspect@roadrunner.com

Inspector: David Clark
License: 16000013312

When you are ready to upload the completed contract sent back by the client, Click the "Upload" button at the bottom of the contract page. Locate the file and click "open"

liability for its use nor the accuracy of same. Additional information and details concerning the nature of the inspection are found in the body of the Report, which shou...

The client recognizes... **inspected.** The Client ... items. The inspector is ... established by munici... items, and ...bing codes

11. If any portion of thi... force between the part... shall remain in

12. If the Client is unfo... inspection, this agree... items and understandi... information from the C... or conditions of particu... of the ...ance of the ...rn important ...n of any areas

Important – by clicking... acknowledge that I / w... conditions. (one), I / we ...and

☐ I Agree

Client
April Edit

Home Inspection Company
Buffalo Home Inspection Service

Choose File to Upload ✕

← → ↑ This PC › Desktop   ✓ ↻   Search Desktop   🔍

Organize ▾   New folder   ▦ ▾ ▭ ❓

Tutorial 2016

PDF

John Doe Contract

> OneDrive
∨ This PC
  > Desktop
  > Documents
  > Downloads
  > Music
  > Pictures
  > Videos
  > TI1066460I (C:)
  > Toshiba Canvio I

File name: [   ] ✓   All Files (*.*) ✓

Open   Cancel

nail to Client

Upload the signed agreement as a PDF (Portable Document Format).

⊕ Upload

Inspectcheck will display the contract name after the contract has been uploaded. You can easily delete the contract and add an updated one

Important – by clicking the I agree box in this contract / agreement for home inspection service, including items noted in Section 1 (one), I / we acknowledge that I / we have read and understand its terms and conditions, and I / we agree to be bound legally by it and its terms and conditions.

☐ I Agree

Client

April Edit

Client

Home Inspection Company

Buffalo Home Inspection Service

☑ Edit Agreement   🖨 Download PDF   ✉ Email to Client

Upload the signed agreement as a PDF (Portable Document Format).

⊕ Upload   👁 View John Doe Cont...act.pdf   🗑 Delete

Added John Doe Contract.pdf   ✕

The stand alone contract document will look like this

AGREEMENT/ CONTRACT FOR HOME INSPECTION SERVICE.

IMPORTANT: PLEASE READ CAREFULLY

The agreement made this 04/29/2016, by and between the Buffalo Home Inspection Service Inc. (hereafter called the company), and April Edit (hereafter called the client).

1. The Company will perform an inspection of: 4 April Ave, Buffalo, WI 78765 for a fee of $500.00. The following services will also be provided for additional fees as stated: (Below listed items will be sent for laboratory analysis, and therefore may be reported after the written report is completed. The results will be forwarded to the client as soon as they are received.)

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Radon Testing	$60.00	Yes	DC
Other Testing(Mold / Lead)	$0.00	Yes	DC
Abestos Testing	$0.00	No	DC
Mold/Environmental Testing	$0.00	No	DC

2. The average time of a home inspection is approximately three hours; the time of inspection may vary depending on size, condition, age, type and complexity of the structure being inspected. The roof, flashing, gutters, soffit, fascias, chimney, and other roof/accessories where visibly accessible from the

The "I Agree" button will either be checked or be filled in depending on the PDF viewer

report, and acceptance of the inspection report shall constitute acceptance of the items and understanding of the above. Client is urged to attend the inspection and by failing to so attend loses the opportunity to learn important information from the Company about the condition of the premises. Client is requested to inform the Company prior to the inspection of any areas or conditions of particular concern about the house or of which Client has information.

Important - by clicking the I agree box in this contract / agreement for home inspection service, including items noted in Section 1 (one), I / we acknowledge that I / we have read and understand its terms and conditions, and I / we agree to be bound legally by it and its terms and conditions.

I Agree: ☑

April Edit

Client   Client

Buffalo Home Inspection Service Inc.

Home Inspection Company   Home Inspection Company

Buffalo Home Inspection Service Inc.
Address: 3014 Delaware Ave. Ste.- 158, Kenmore, NY 14217
Phone: 800-338-7717
Email: tkinspect@roadrunner.com

Inspector: David Clark

If you want your client to place a signature on contract

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Bookmarks

Agreement

Important - by clicking the I agree box in this contract / agreement for home inspection service, including items noted in Section 1 (one), I / we acknowledge that I / we have read and understand its terms and conditions, and I / we agree to be bound legally by it and its terms and conditions.

I Agree: ✓

April Edit

Client   Client

Buffalo Home Inspection Service Inc.

Home Inspection Company   Home Inspection Company

Buffalo Home Inspection Service Inc.
Address: 3014 Delaware Ave. Ste.- 158, Kenmore, NY 14217
Phone: 800-338-7717
Email: tkinspect@roadrunner.com

Inspector: David Clark
License: 16000013312

Fill & Sign Tools

T Add Text
✓ Add Checkmark
LM Place Initials
✍ Place Signature

▸ Send or Collect Signatures
▸ Work with Certificates

Your client can click on the "Place Signature" feature, Create a signature and drag it to the line next to their name

Your client can easily add a signature, save the document and email it directly back to you. You should instruct your client how to sign the contract. Remember an electronic signature is acceptable.

You can use any slides in this tutorial to instruct your client

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Bookmarks

Agreement

sign this agreement at the time of the inspection, this agreement will become part of the inspection report, and acceptance of the inspection report shall constitute acceptance of the items and understanding of the above. Client is urged to attend the inspection and by failing to so attend loses the opportunity to learn important information from the Company about the condition of the premises. Client is requested to inform the Company prior to the inspection of any areas or conditions of particular concern about the house or of which Client has information.

Important - by clicking the I agree box in this contract / agreement for home inspection service, including items noted in Section 1 (one), I / we acknowledge that I / we have read and understand its terms and conditions, and I / we agree to be bound legally by it and its terms and conditions.

I Agree: ☐

April Edit
Client

David Clark

Client

Buffalo Home Inspection Service Inc.
Home Inspection Company   Home

Buffalo Home Inspection Service Inc.
Address: 3014 Delaware Ave. Ste.- 158, Kenmore, NY 14217
Phone: 800-338-7717
Email: tkinspect@roadrunner.com

Inspector: David Clark
License: 16000013312

▼ **Fill & Sign Tools**

T   Add Text

✓   Add Checkmark

Place Initials

Place Signature

▸ Send or Collect Signatures
▸ Work with Certificates

Drag signature here

Click on "Place Signature"

If your client does not have a signature on file, they will easily be able to create one

Final PDF Contract view

Company Information   Contract specific page numbers

Buffalo Home Inspection Service Inc. Agreement/Contract for Home Inspection Service
Client: April Edit   Agreement Page 1 of 4

AGREEMENT/ CONTRACT FOR HOME INSPECTION SERVICE.

IMPORTANT: PLEASE READ CAREFULLY

The agreement made this 04/29/2016, by and between the Buffalo Home Inspection Service Inc. (hereafter called the company), and April Edit (hereafter called the client).

1. The Company will perform an inspection of: 4 April Ave, Buffalo, WI 78765 for a fee of $500.00. The following services will also be provided for additional fees as stated: (Below listed items will be sent for laboratory analysis, and therefore may be reported after the written report is completed. The results will be forwarded to the client as soon as they are received.)

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Other Testing(Mold / Lead)	$0.00	Yes	DC
Abestos Testing	$0.00	No	DC
Mold/Environmental Testing	$0.00	No	DC

2. The average time of a home inspection is approximately three hours; the time of inspection may

Final view in completed PDF report
Notice the "I Agree" button is "Blacked out" not checked.
This will depend on the viewer

understanding of the above. Client is urged to attend the inspection and by failing to so attend loses the opportunity to learn important information from the Company about the condition of the premises. Client is requested to inform the Company prior to the inspection of any areas or conditions of particular concern about the house or of which Client has information.

Important - by clicking the I agree box in this contract / agreement for home inspection service, including items noted in Section 1 (one), I / we acknowledge that I / we have read and understand its terms and conditions, and I / we agree to be bound legally by it and its terms and conditions.

I Agree: ■

April Edit

Client   Client

Buffalo Home Inspection Service Inc.

Home Inspection Company   Home Inspection Company

Buffalo Home Inspection Service Inc.
Address: 3014 Delaware Ave. Ste.- 158, Kenmore, NY 14217
Phone: 800-338-7717
Email: tkinspect@roadrunner.com

Inspector: David Clark
License: 16000013312

To See A Video Tutorial Outlining the Contract Interface Click Here:

https://youtu.be/NSOXfrV5Ye4

Completing the Report! – Select the "Roof System" tab…

The numbers on each tab indicate the number of items left to inspect. The numbers descend as you complete sections

Dashboard   My Reports   My Clients   My Account   inspectcheck.net | Company Settings | Logout

200 Second St., Buffalo, NY 14445
Client: John Smith

Status: **In Progress**

Save   Save & Close   Finalize

Agreement | Roof System **2** | Exterior ✓ | Cooling ✓ | Foundation / Structure ✓ | Heating **1** | Plumbing **1** | Electric **2** | Interior **5** | Comments | Attachment

Roof Covering / St... **1**

Roof Structure – (vi... **1**

Chimney type / Co... **0**

Flashing / Counter ... **0**

Roof Ventilation **0**

Roof Attachments **0**

Rake / Drip Edge **0**

Gutters / Downspo... **0**

Fascias / Soffits **0**

Type of Roof Covering

☑ INDIVIDUAL SHINGLES   ☑ ASPHALT   ☐ METAL   ☐ SINGLE PLY MEMBRANE

📷 Add   Photos (0)

☐ ROLL RO...   ☐ GLASS

📷 Add   Photos (0)   📷 Add   Photos (0)   📷 Add   Photos (0)   📷 Add   Photos (0)

☐ WOOD SHINGLES   ☐ CONCRE...

📷 Add   Photos (0)   📷 Add   Pho...

☐ COMPOSITE   ☐ OTHER

📷 Add   Photos (0)   📷 Add   Photos (0)

Mark Section Complete

Completed sections will show a green check mark on the tab

Sub-categories are listed here – numbers next to each item indicate the items left to inspect

¡NSPECTCHECK ensures you do not miss any areas!

Completing The Report

Touch the Item / condition – a checkmark appears indicating your selection

Every condition contains an "OTHER" category. You can select this and enter any information you want

When you are finished with your selections – touch the "Mark Section Complete" button

Add Comments Anywhere

Just touch the box below any item – the curser appears – type any text you desire – there is no limit

Inspectcheck has "Voice Recognition" if your device is equipped. Just click the microphone icon.

Add Photos

Add Photos anywhere in the report.

There is a "Camera Icon" below every condition. Simply select it to add photos

The button next to the camera icon indicates how may photos have been uploaded. Simply touch this button to view, delete, or edit images

© 2013 inspectcheck.net

Adding a Photo / Image
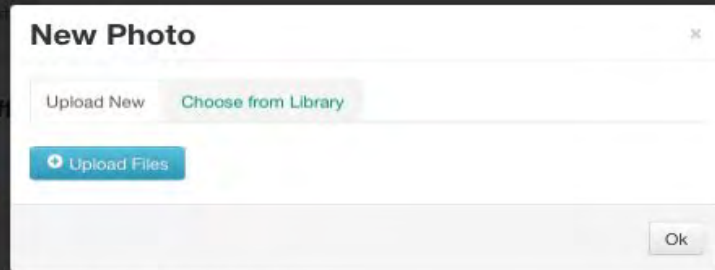
- After you selected the "Add Photo" button – this screen appears

- Either select "Upload New" OR "Choose From Library"

- "Upload New" would be obtained from your device, camera or hard drive

Option 1 - Upload New Photo / Image
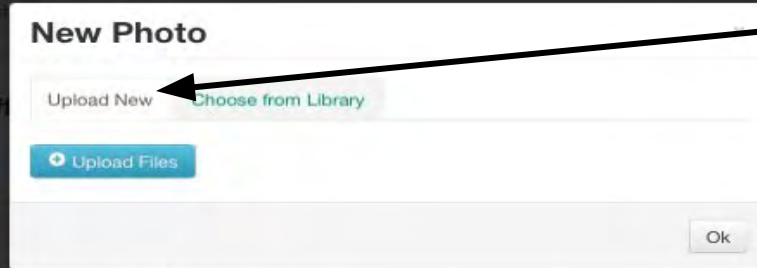
- ◆ Click "Upload New" and you will have the ability to insert a photo or image from your device

- ◆ In Off-Line mode this feature is limited – you still can take photos, however they will have to be uploaded after an internet connection is re-established

After selecting
"Upload Files"
you will have the
ability to select
the photo or file
from your device

Many mobile devices will give you the ability to take the photo directly and it will automatically be inserted into the report in one step
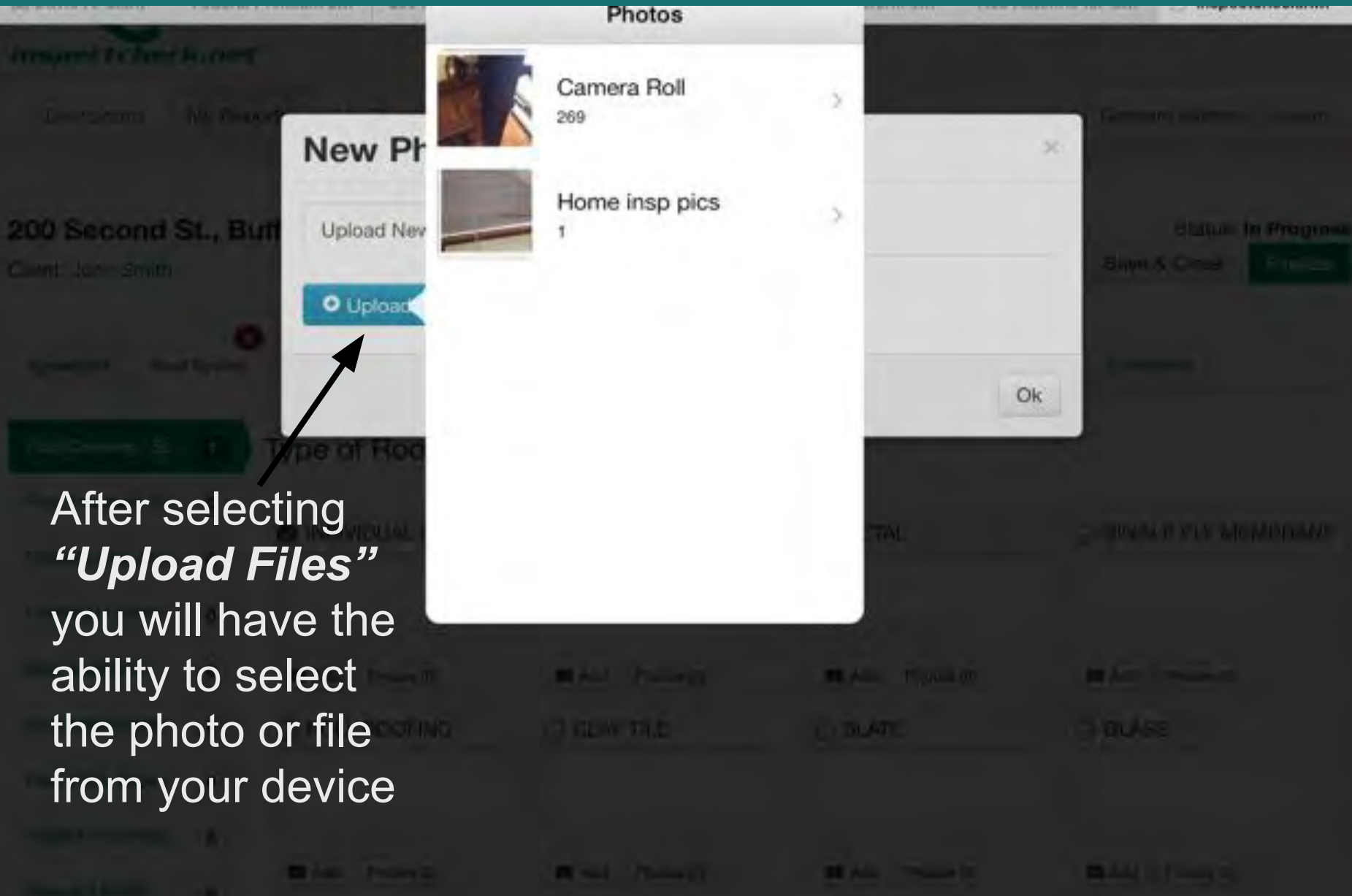
New Photo

Upload New   Choose from Library

⊕ Upload Files

Take Photo or Video   📷

Photo Library

iCloud

Dropbox

More   •••

After selecting "Upload New" – "Upload Files" this screen will appear on most mobile devices. Click on "Take Photo or Video". Take your picture and it will be inserted into the report.

After taking photo select "use photo" on your device

8734 Town Line Rd.,

Client: Edward Journal   Age

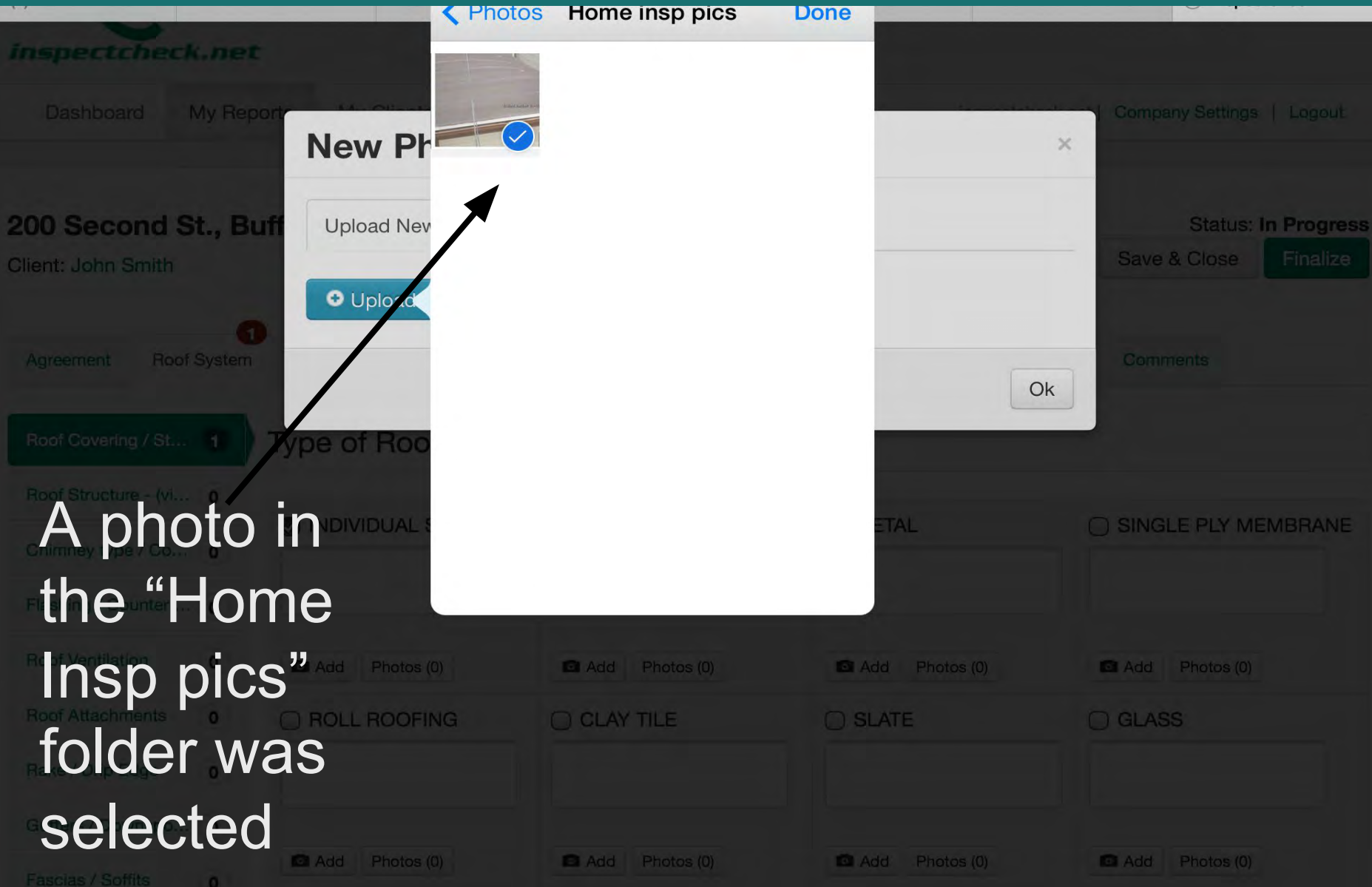Dashboard   My Reports   My Clients   My Agents   My Account   inspectcheck.net | Company Settings | Logout

ARE ABLE TO VIEW   ☑ UNABLE TO VIEW   ○ OTHER

The inspector is unable to view the roof structure from the exterior.

Roof Ventilation   0

Roof Attachments   0

Option 1 – Select photo / file from your device

inspectcheck.net

Dashboard   My Reports   My Clients   [inspectcheck.net] | Company Settings | Logout

‹ Photos   Home insp pics   Done

New Ph...   ×

200 Second St., Buff...   Status: **In Progress**

Client: John Smith   Save & Close   Finalize

Upload New...

⊕ Upload

Agreement   Roof System   ❶   Comments

Roof Covering / St... ❶   Type of Roo...   Ok

Roof Structure - (vi... 0

Chimney Type / Co... 0   ☐ INDIVIDUAL S...   ...ETAL   ☐ SINGLE PLY MEMBRANE

Roof Ventilation 0   Add   Photos (0)   ☐ Add   Photos (0)   ☐ Add   Photos (0)   ☐ Add   Photos (0)

Roof Attachments 0   ☐ ROLL ROOFING   ☐ CLAY TILE   ☐ SLATE   ☐ GLASS

Rake Drip Edge 0

G... 0

Fascias / Soffits 0   📷 Add   Photos (0)   📷 Add   Photos (0)   📷 Add   Photos (0)   📷 Add   Photos (0)

A photo in the "Home Insp pics" folder was selected

The "Added Image" box indicates the
image was successfully added
(From your device or from the inspectcheck.net Library)

inspectcheck.net

Dashboard   My Reports | Company Settings | Logout

200 Second St., Buff   Status: **In Progress**

Client: John Smith   Save & Close   Finalize

New Photo   ✕

Upload New   Choose from Library

⊕ Upload Files

Added image.jpg   ✕

Agreement   Roof System   Comments

                                                                              Ok

Roof Covering / St... 1

Roof Structure - (vi... 0

Chimney type / Co... 0   ☑ INDIVIDUAL SHINGLES   ☑ ASPHALT   ○ METAL   ○ SINGLE PLY MEMBRANE

Flashing / Counter ... 0

Roof Ventilation   0   ⬤ Add Photos (0)   ⬤ Add Photos (1)   Photos (0)

Roof Attachments   0   ○ ROLL ROOFING   ○ CLAY TILE

Rake / Drip Edge   0

**Click "OK"
When Done**

Option 2 – Choose Photo From Our Library

New Photo

Upload New   Choose from Library

Choose from Library

- Select -

- Select -   ✓

Roof System

Exterior Components

Central Air Conditioning

Foundation / Structure

Heating System

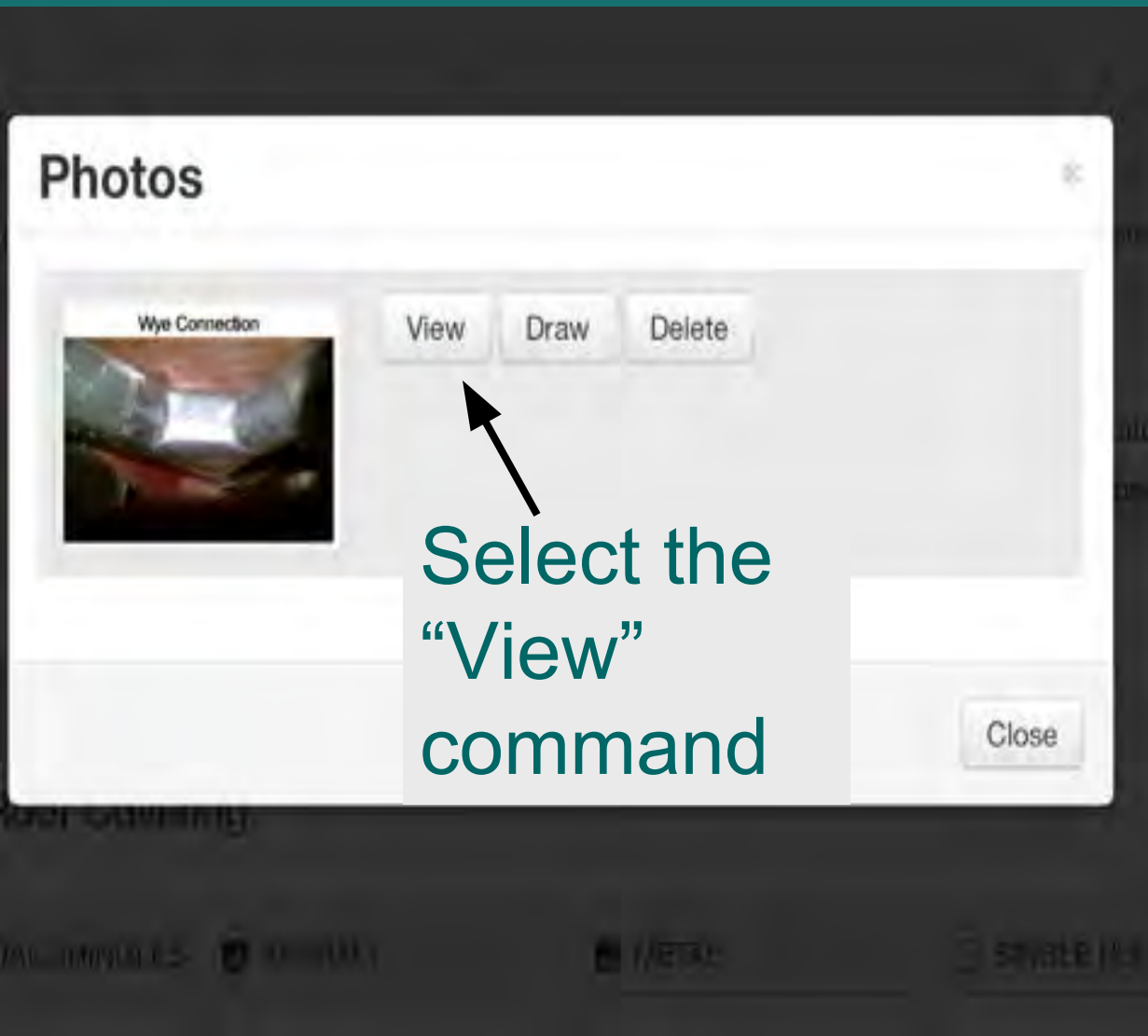**Plumbing Components**

Electric Service

Interior Components

Ok

200 Second St., Bur
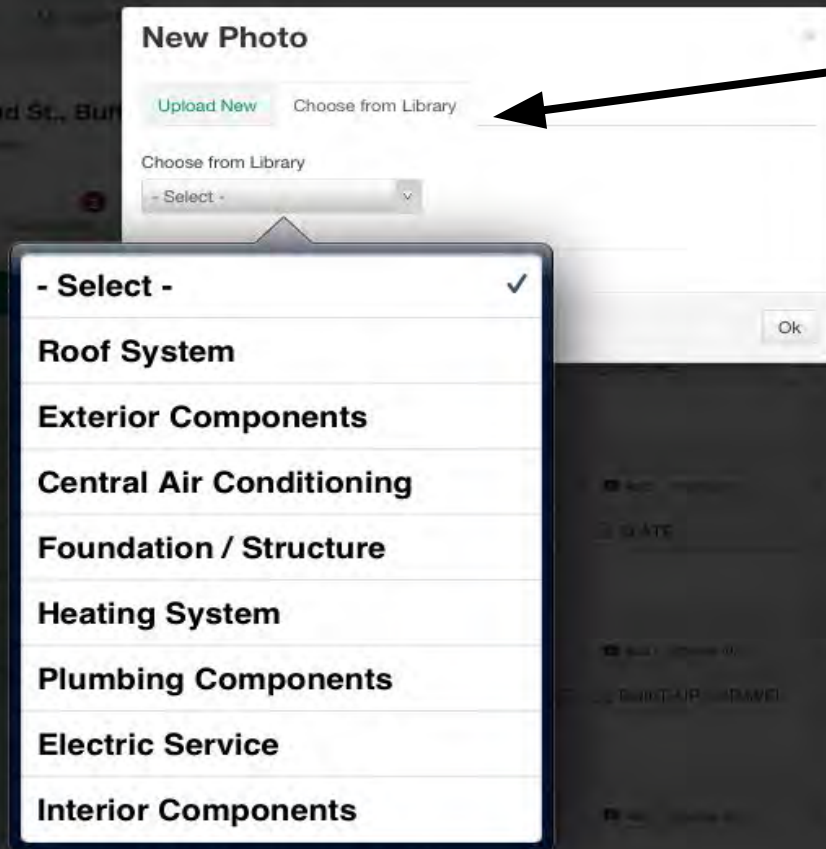
◆ Select – "Choose From Library" – you will be directed to the inspectcheck stock photo library. There you can select the category containing several stock photos

◆ Use our stock photos to further explain to your client a suggested upgrade

◆ Stock photos are labeled so not to confuse with inspection photos

Option 2 - Select a photo from the "Stock Photo" category that was selected

Select the photo a checkmark will appear

Multiple photos can be selected – when done click OK

inspectcheck Stock Photo

Photos

Wye Connection

View   Draw   Delete

Select the "View" command

Close
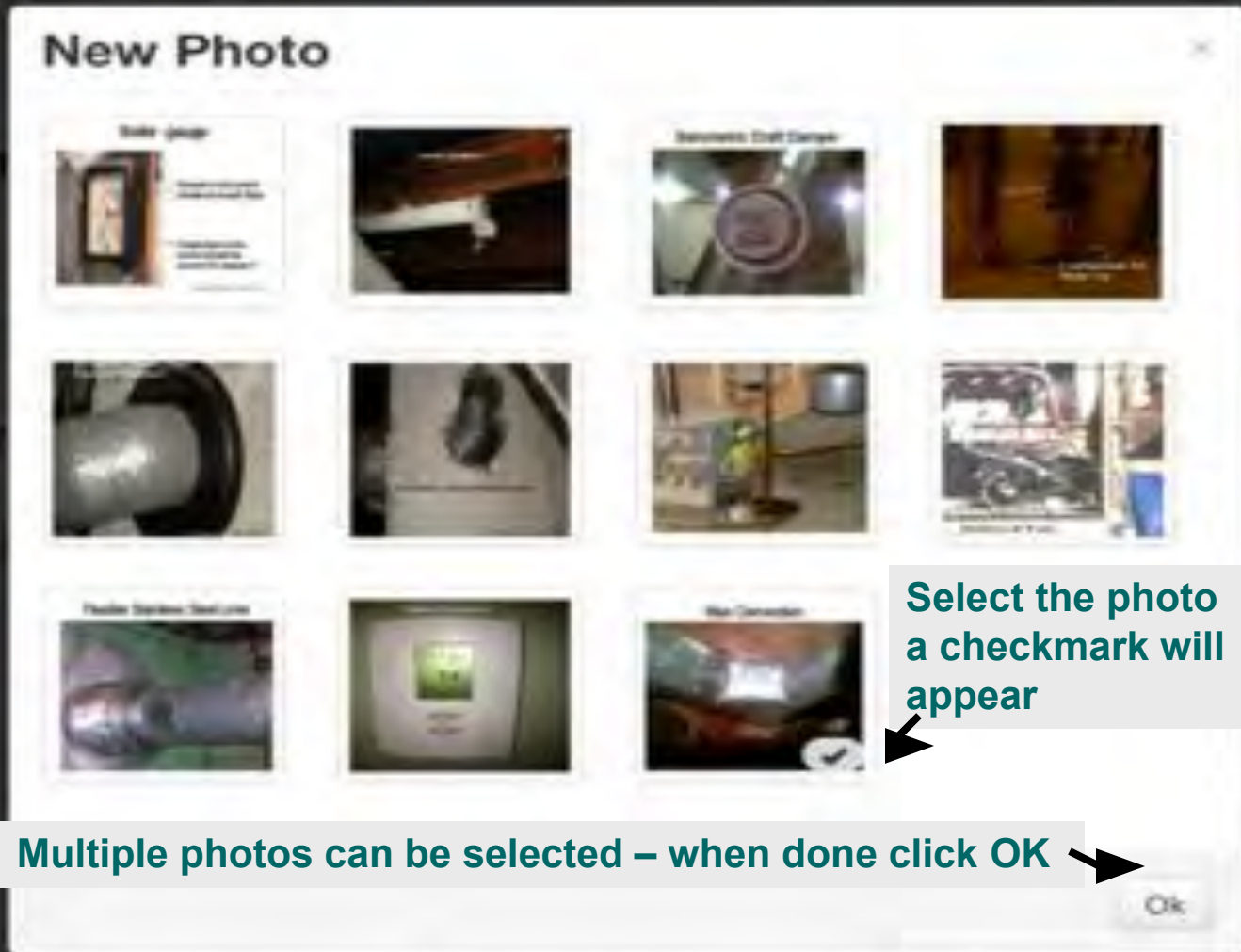
◆ If you wanted to "show" your client how to properly connect two flue pipes with a wye connection simply insert an inspectcheck stock photo

◆ This feature will not be available in off-line mode; you can easily access once an internet connection is established

View Photos

Wye Connection

- Click on the "photo" button located next to the camera icon anytime to view, edit, or delete a photo

- Just insert your photo –it will **automatically** be **categorized, labeled** and **placed** in the proper section. You do not have to do **anything.**

- Any additional comments you add in the body of the report will automatically appear under the photo on the finished report

- You can easily add text, circles, or arrows to your photo using the "Draw" command

Edit photo using draw command
Select photo to be edited

Select the "photos" button where the photo you want to edit is located

Select the photo you want to edit

Click the "Draw" command

Photos

View   Draw   Delete

200 Second St., Buf

Close

The Draw Tool Bar Appears

Eraser

Font / object size

Font / object color

Undo / Redo

Erase all markups

Place a square or circle around items

Line

Arrow

Pencil for freehand mark ups

Add text
(click outside test box to save)

Rotate picture 90° to right or left

Save

When finished click the "Save" command

Rolled Asphalt Roofi

Click "OK" to save the photo with the edits
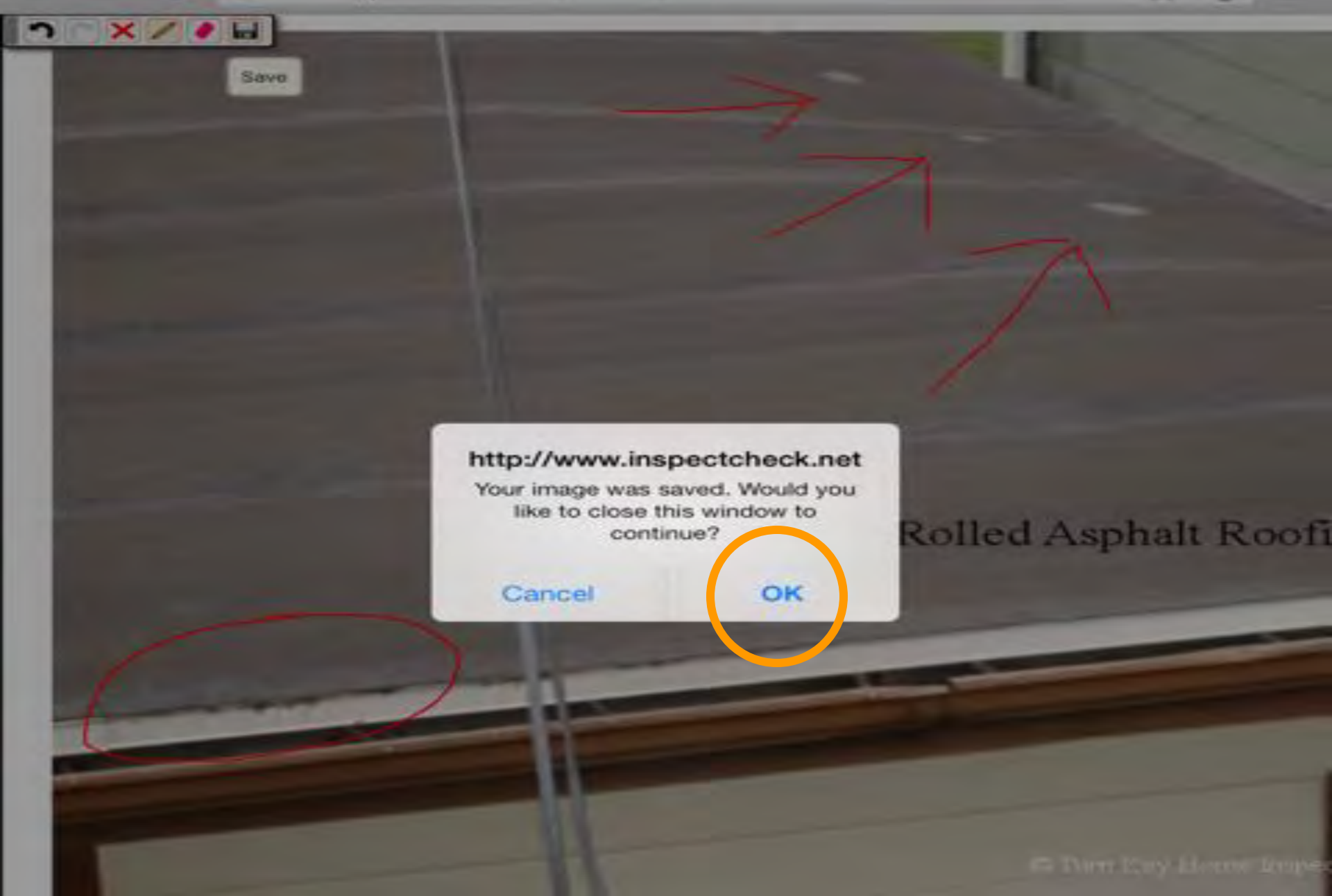
You can also edit pictures when reviewing the finished PDF report. Depending on the program you are using, there are several options available. Here we are using Adobe Reader. For even more options and functionality use Adobe Acrobat or other program
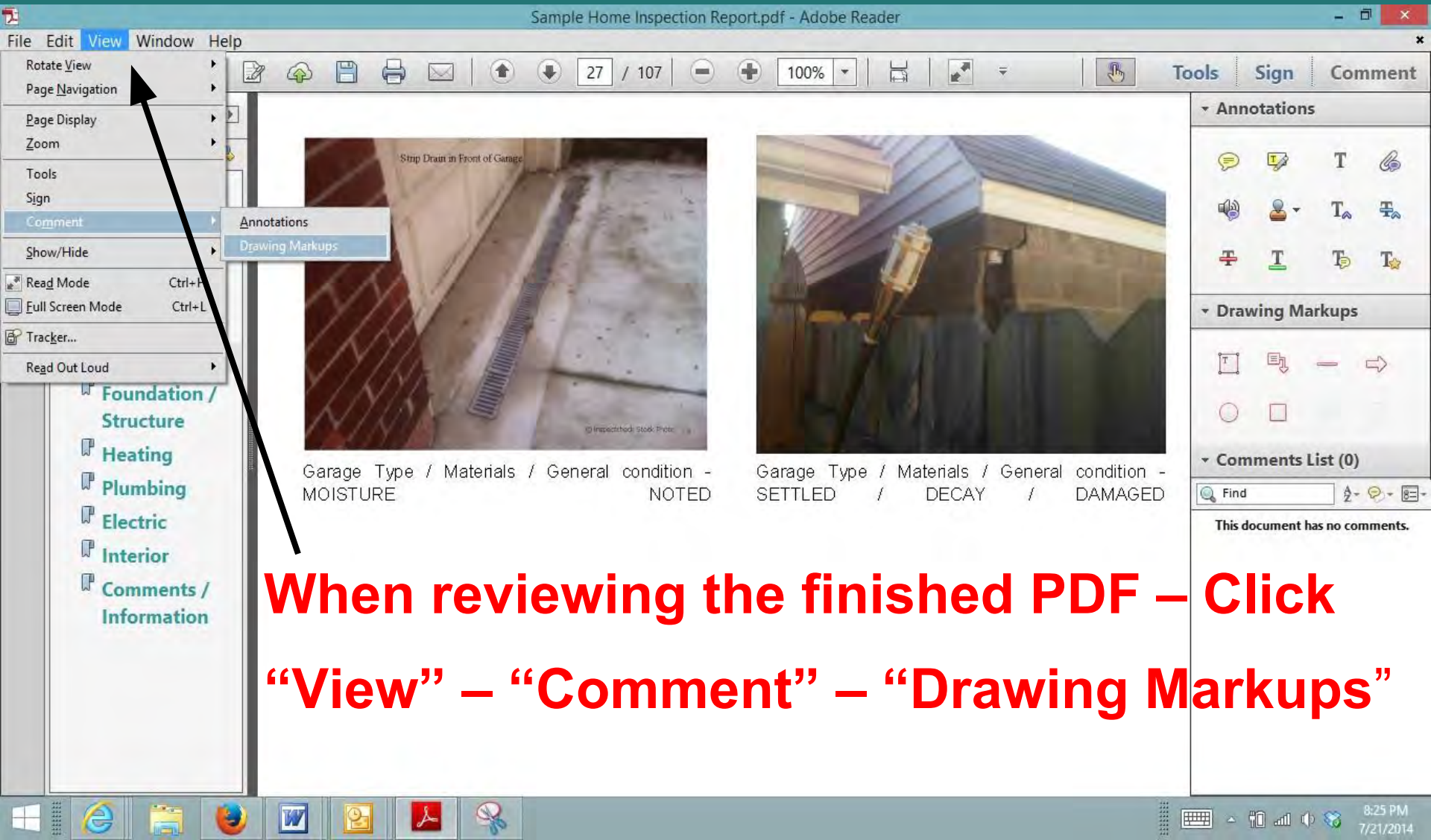
When reviewing the finished PDF – Click "View" – "Comment" – "Drawing Markups"

Bookmarks

INDEX
Agreement
Introduction
Roof System
Exterior
Cooling
Foundation / Structure
Heating
Plumbing
Electric
Interior
Comments / Information

Strip Drain in Front of Garage

Damaged Corner

David Clark

Install strip drain here

© Inspectcheck Stock Photo

Garage Type / Materials / General condition - MOISTURE   NOTED

Garage Type / Materials / General condition - SETTLED / DECAY / DAMAGED

Using the Annotations and Drawing Markups in the left pane – simply add pre-formed circles, arrows, text, etc. You can also use the highlighter to highlight text anywhere in the report.

Add "Sticky Notes" – when clicked, text appears with the information you put in for your client.

Annotations

Drawing Markups

Comments List (5)

Find

Damaged Corner

David Clark
Page 27 7/21/2014 8:30:23 PM
Install strip drain here

David Clark
Page 27 7/21/2014 8:29:11 PM
Sound Clip (12 KB)

David Clark
Page 27 7/21/2014 8:28:10 PM

David Clark
Page 27 7/21/2014 8:30:20 PM

8:31 PM
7/21/2014

Strip Drain in Front of Garage

Damaged Corner

David Clark

Sound Clip (12 KB)

Garage Type / Materials / General condition - MOISTURE NOTED

Garage Type / Materials / General condition - SETTLED / DECAY / DAMAGED

Add a sound clip or attachment. However your client and you must have a newer version of Adobe Acrobat for this function to work properly.

Add a photo to the finished PDF, including the cover page using Adobe Acrobat X or other comparable program. Simply right click and "Add Image"

Comments List (5)

Find

Damaged Corner

David Clark ▾
Page 27 7/21/2014 8:30:23 PM
Install strip drain here

David Clark ▾
Page 27 7/21/2014 8:29:11 PM
Sound Clip (12 KB)

David Clark ▾
Page 27 7/21/2014 8:28:10 PM

David Clark ▾
Page 27 7/21/2014 8:30:20 PM

Photo Orientation

What is photo orientation?

- Most modern cameras and tablets automatically rotate a photo taken to the proper view or orientation

- Many devices have an embedded default orientation

- Because there can be many different devices where you could add a photo to your report, we have listed the most common devices and their default photo orientation

- Check your device when inserting a photo after the PDF is competed to ensure your photos are in the proper orientation. This applies to cameras and devices

- You can also use our photo editing software to change the orientation in the "DRAW" command.

Microsoft Surface - proper photo orientation

The Surface should be held in this position to ensure proper photo orientation

HOME BUTTON

I Pad

I Pad should be held in this position when taking photos

HOME BUTTON

Samsung Galaxy

The Samsung Galaxy should be held in this position for proper photo orientation

Additional Comments Page

- The comment tab will bring you to the additional comments page. Here, the inspector can add notes or additional comments for the client

- The additional comment page will appear at the end of the finalized report

Adding Attachments

- You can add a photo to the cover page of your report. Some inspectors like to add a photo of the house inspected. This will not change or effect your company logo or picture. It is added to the cover page under your company information and over the table of contents

- You can also add a Radon, additional testing report, Texas TREC form,or technical information for your client.

- Any attachment (except the photo) must be a PDF

Adding Attachments

Click the "Attachment" tab

Adding Attachments

Add Cover Photo

Click Here to upload a cover photo

Upload Attachments

Upload Attachments

Upload New   Choose from Library

Uploaded file types must be of type PDF (Portable Document Format).

○ Upload Attachments

Ok

123 Attachment Dr,

Cover Photo

Report Attachments

Click Here to upload PDF attachments

NOTE: Some operating systems will not allow you to download certain formats

Choose a PDF file to upload from your files

Attachments From The Inspectcheck Library

Upload Attachments

Upload New | Choose from Library

Choose from Library

Roof System ▾

☐ The Life Cycle of a Roof

☐ What Are Ice Dams

☐ Attic Ventilation

☐ Flashing Manual

☐ Installing New Gutters

☐ Repairing Chimneys

☐ Roof Structures Explained

Ok

Select "Choose From Library"

The arrow will give you a dropdown menu with all of the systems. Select a system and the information you want to include in the report

After Selecting the Attachments

1111 Sample St., Sample City, AK 09876   Status: In Progress

Client: John Doe   Save   Save & Close   Finalize
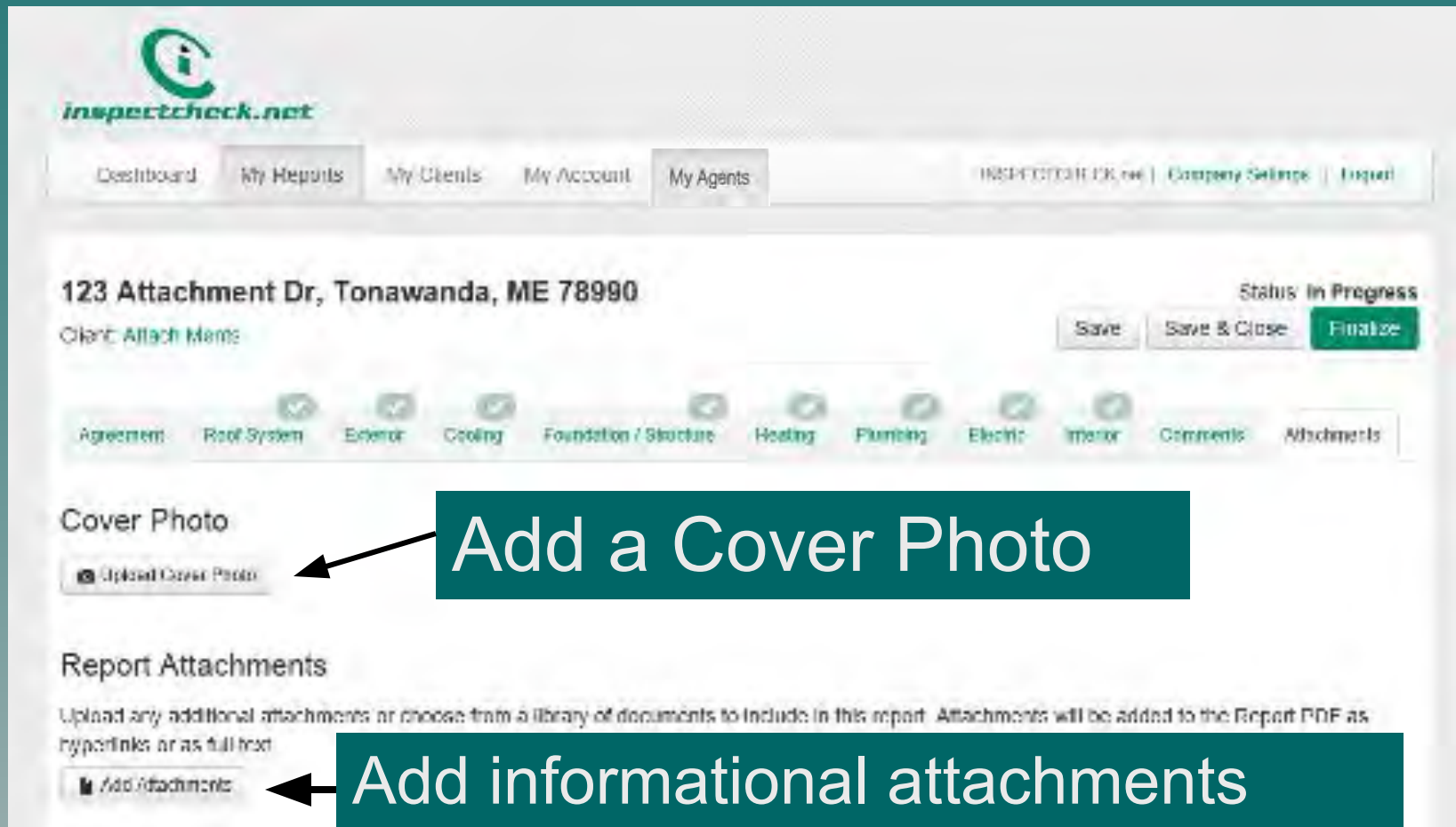
Agreement   Roof System   Exterior   Cooling   Foundation / Structure   Heating   Plumbing   Electric   Interior   Comments   Attachments

Cover Photo

25palmerpicture.JPG - 1200 x 900 - 52.8 KB

📷 Change Cover Photo   👁 View Cover Photo

View or change cover photo

Report Attachments

Upload any additional attachments or choose from a library of documents to include in this report. Attachments will be added to the Report PDF as hyperlinks or as full text.

📄 Add Attachments

Include "Full Text" or "Link Only" for the attachments by clicking this button

Filename		Size	
The Life Cycle of a Roof.pdf	Link Only	412.6 KB	Delete
What Are Ice Dams.pdf	Full Text	546.2 KB	Delete
Principles of Exterior Drainage.pdf	Full Text	1,959.9 KB	Delete
Basement Waterproofing.pdf	Link Only	964.7 KB	Delete

We recommend using the "Link Only" because "Full Text" will increase the size of the report

Attachment Page in Final PDF Report

Attachments / Additional Reports

Attachments / Additional Reports

Please see the following pages to view any additional reports or information from the inspector.

The following are links to other documents with additional information:

- The Life Cycle of a Roof
- What Are Ice Dams
- Principles of Exterior Drainage
- Basement Waterproofing
- Glass Block Windows
- Arc Fault Circuit Interrupters
- Repairing Aluminum Wiring

Click on a link

The inspector can add Radon, additional service reports, or other information here. Inspectcheck.net also has a technical attachment library that the inspector can use to further inform their client. This information can be seen under the "Clients Link" at www.inspectcheck.net
The inspector can choose to upload links (noted here) or full text. (Full text documents will increase the size of the report.

Full Text documents will appear below

Finalizing the Report

NOTE: you should select the "Section Complete" button in all sections even if the item is not noted or inspected: ex; Air Conditioning, Garage, etc. This ensures the inspector does not miss any areas

We selected finalize

- When the report is completed all Tabs at the top have a green check indicating all of the mandatory areas have been completed. **Remember** – you must be **on-line** to "finalize" or "Save & Close" report

- **You now have 3 options....**
  1. Click **"Save"** if you want to continue working or make changes
  2. Click **"Save and Close"** to review the report or make changes later
  3. Click **"Finalize"** to create a PDF, or email the report

Finalize Report

200 Second Ave., Buffalo N.Y. 14445

4-Archive Report

Status: **Finalized**

Client: John Smith

Archive   Close

1-View / Edit Report

2-Download a PDF to your computer

Your Report is now finalized

View/Edit   Download PDF   Email Report

3-Email Report –
Your client will receive the report in seconds

© 2013 inspectcheck.net

◆ In the finalize screen you can:

1. **View / Edit the report**
2. Download a PDF of it
3. **Email the report**
4. Archive the report

Creating a Summary Page

- Creating a summary page is optional
- If you select "Create Report Summary" inspectcheck.net automatically includes all items noted under the **AMBER** headings (some repair / close monitoring) **AND** the **RED** headings (necessary repair / further evaluation)
- You will have the ability to decide what items are included in the summary page
- You decide if the summary page is included in the final PDF report
- The summary page can be downloaded and emailed separately from the complete report
- You can delete the summary page
- Even if deleted, you can always create another summary page
- Headings on all items in the summary page are actually direct links to the report. Your client can click on any summary item, and will be directed to the full report where this item appears.
- You can add text to items in the summary page without effecting the main report

Create A Summary Page

Create a Summary Page

Home Inspection Report Summary

IMPORTANT: This report summary is a partial listing or preview of the complete home inspection report. It is *imperative* that you read the complete home inspection report. This report summary should never be used as a substitute for the full home inspection report. Many items that are not included in the report summary that appear in the full report are also extremely important and must be reviewed and fully understood before any determination of the property condition is established. Please contact your home inspector for clarification and questions.

Additional Summary Text:

Enter optional additional text here...

Click to include Summary Page in final report

You decide what is included in the summary page

☐ Include Report Summary in Full Report PDF

Conditions noted below require necessary repair / further evaluation by a qualified professional

Uncheck items to exclude them from the report summary.

Roof System - Roof Covering / Style / How Viewed

Click to include / omit items

☑ AREAS OF COVERING ARE MISSING / LOOSE / DAMAGED - These areas should be replaced as soon as possible. Structural components should be examined for moisture / water damage.

Enter optional additional notes about this condition here...

Roof System - Flashing / Counter flashing

Add text here – it only appears on the summary page

☑ ROOF WALL / INSERTION FLASHING - The inspector has identified area(s) that should be reflashed as soon as possible by a qualified roofing contractor. There is evidence of possible leaks in these areas. The structure in this area(s) should also be examined for deterioration.

Enter optional additional notes about this condition here...

Report Summary

Home Inspection Report Summary

> The Summary page can be emailed, & printed separately from the report. A summary page does not have to be included in the report. The inspector decides what is included in the summary page

IMPORTANT: This report summary is a partial listing or preview of the complete home inspection report. It is *imperative* that you read the complete home inspection report. This report summary should never be used as a substitute for the full home inspection report. Many items that are not included in the report summary that appear in the full report are also extremely important and must be reviewed and fully understood before any determination of the property condition is established. Please contact your home inspector for clarification and questions.

ALL ITEMS APPEARING UNDER THE RED HEADINGS (Necessary repair / further evaluation by a qualified professional) AND THE AMBER HEADINGS (Some repair and / or close monitoring) WILL BE LISTED IN THE SUMMARY PAGE - THE INSPECTOR WILL BE ABLE TO DELETE ITEMS AND INCLUDE ADDITIONAL TEXT IN THE TEXT BOXES BELOW THE NOTED CONDITIONS. COMMANDS AT THE BOTTOM OF THE SUMMARY PAGE, INCLUDE DELETING, PRINTING, OR EMAILING JUST THE SUMMARY PAGE THE INSPECTOR CAN INCLUDE THE SUMMARY IF DESIRED BY CHECKING THE "Include Report Summary in Full Report PDF" box.

Conditions noted below require necessary repair / further evaluation by a qualified professional

Roof System - Roof Covering / Style / How Viewed

THE COVERING IS IN NEED OF REPLACEMENT – The roof covering should be removed and replaced, and the deck / structure should be evaluated, deteriorated areas should be replaced prior to installing a new covering.
 Rear - Roll Roofing. Install a single ply membrane –

> This does not appear in the report

> Blue headings are actually links directly to the main report

Exterior - Deck / Porch / Patio / Balcony

REBUILD / REPLACE – The structure / patio should be rebuilt and or replaced. It is not safe in its current condition.

Foundation / Structure - Type / Location / How accessed / Viewed / Condition

Large Vertical / Angled Cracks - EXTERNAL – Large cracks in the foundation can indicate serious problems that can lead to failure of all or part of the foundation or structural components. Recommend immediate evaluation by a structural engineer.
 Rear foundation wall

> Add additional text on the summary page under any heading

Conditions noted below require some repair and/or close monitoring

Foundation / Structure - Type / Location / How accessed / Viewed / Condition

Repairs / Patching / Reinforcement - INTERNAL – Area(s) of foundation walls / components have been patched / reinforced or repaired. These areas should be closely monitored for movement, shifting, cracking, or moisture penetration. If any of these conditions are noted, a structural engineer should evaluate. Any warranty information should be secured from the current property owners

Finalize Screen After Creating a Summary Page

inspectcheck.net

Dashboard | My Reports | My Clients | My Account | My Agents | INSPECTCHECK.net | Company Settings | Logout

123 Attachment Dr, Tonawanda, ME 78990

Client: Attach Ments

Status: **Finalized**

Archive | Close

Your Report is now finalized

☑ View/Edit | ▯ Download PDF | ✉ Email

The summary page will automatically be included in the complete report – unless it is deleted. To delete or edit the summary page click on "View/Edit"

Report Summary

☑ View/Edit | ▯ Download PDF | ✉ Email

The summary page can be viewed / edited, downloaded or emailed separately as a stand alone document

© 2015 inspectcheck.net

Your Report is now finalized

[View/Edit] [Download PDF] [Email]

Report Summary

[View/Edit] [Download PDF] [Email]

HomeBinder Information

[Create Binder]

You will only see the "Create Binder" button if you have a HomeBinder account

Click the "Create Binder" button to instantly create a HomeBinder

For information on creating a HomeBinder account CLICK HERE

Finalize, Email, or Archive Report

- When you select email report – the email address of your client automatically appear
- You can change the email address before sending
- Some email filters may perceive the email containing the report as "spam" and send it to your clients "junk" folder
- If this happens – download the PDF report to your computer and send it as an attachment from your email
- Once a report is **Archived**, you will **no** longer be able to edit it. Archived reports can be viewed, downloaded and emailed

Completed Report

- You can customize the report cover page with your company information

Client information and inspector information are automatically included

- If a cover photo is added – it will appear here

How the inspectcheck report protects your client…..and you

- **Cover Page…..** Branded with your company information, client information, & property information
- **Table of Contents….**
- **Contract / Agreement for Home Inspection…Use your contract or ours – it can be printed and easily edited**
- **Introduction to a Home Inspection….**Clearly defines the home inspection process to your client and the limits of a visual home inspection
- **Section Headings….** Every section contains a heading clearly describing the item inspected and how the inspector reports his observations
- Detailed Graphics…. Graphics corresponding to the system components inspected for easy client reference
- **Glossary….** A detailed glossary for client reference
- **Additional Information For Your Client…..** Carbon Monoxide, Lead Information, Safety Tips, Radon Fact Sheet, Mold Information, & Web Sites of Interest
- *CLIENT LINK* **ON THE iNSPECTCHECK.NET WEBSITE…..** Here your client will have unlimited access to:
- Clients Priorities – **Your client can prioritize the inspection including estimates**
- Home Maintenance Guide – **A checklist for your client for referral**
- I Need Repairs Link – **Whether your client is looking for a contractor or wants to make the repairs themselves – we have included do-it-yourself videos**

How the inspectcheck report protects *your client…..and you*

You just select the condition….inspectcheck does the rest

The inspectcheck report is an O*wners Manual* for your client, they will never forget you and the inspection you performed for them

- You Select…"The Sump Pump Did Not Respond"

- Your Clients Report States…..

Conditions Noted Below Require Necessary Repair and / or Further Evaluation by a Qualified Professional

**THE SUMP PUMP DID NOT RESPOND –
The Sump Pump Should Be Replaced / Repaired**

- **iNSPECTCHECK properly advises your client….
Even if you didn't with our exclusive
"Explanation of Conditions"**

- The Inspectcheck.net report is your client's "*Home Owners Manual* ". Your client is making the largest purchase of their life, don't they deserve a quality detailed, comprehensive report?

- Your client will have access to the "Client Link" feature on the Inspectcheck.net web site. They can download the "Clients Priorities" work sheet that will help them prioritize the home inspection as it pertains to *their* needs and concerns. If desired, the inspector could include summary items in the Additional Comments page at the end of the report.

- The "Client Link" tab will also give them access to additional information and self help videos

Get the Most Out of Your Virtual Office / Personal Dashboard

Quickly access all your reports and clients, in progress, finalized, and archived from anywhere

Add Agent information

Access company settings

Dashboard | My Reports | My Clients | My Account | My Agents | inspectcheck.net | Company Settings | Logout

Access account settings

Start a New Report ➝ New Report

Add Client
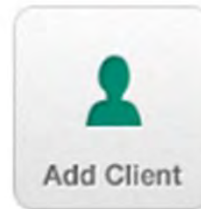
Edit Account ⬅ **Edit inspector information**

Click Here for Updates and Important information **All updates are included here** ✕

inspectcheck Notes! ✕

We've made our inspectnotes for field use when pen & paper are easiest for you.

Use inspectnotes for on-site observations that you can enter into the inspectcheck.net reporting system when you're reconnected.

Click here to download the printable inspectnotes PDF! ⬅ **Download inspectnotes™ here**

Reports In Progress

Reports in progress are all listed on the front page of the dashboard

Client	Date	Inspection Address	Report Name	Inspector

Get the Most Out of Your Virtual Office / Personal Dashboard

Add a New Report

Quickly Search for a Report

- **All your reports are listed**
- Click on Archived reports to access
- Click Finalized Reports to view finished reports
- Click on any report to view or edit it

What to do if you get a message on your screen while completing the report

- Messages could be "For your information" or actual "Error" messages.

- Computer error messages

- Inspectcheck messages

- We will explain how to handle these "messages"

"Override the lock" message

http://www.inspectcheck.net

This report has been locked, it may be open on another device or in another browser.

Do you want to override the lock?

WARNING: Overrides will override changes made elsewhere.

Cancel   OK

- This is not an error message

- This message is informing the user that the report may be open in another device or browser. Even if you think the report is not open, it still may be "running" in another browser or it was not logged out in the inspectcheck "cloud" and open there

- Selecting "OK" simply means that any change you make will update the report in your account

- Selecting "Cancel" will not allow you to make changes

The "Unable to load report" error message will only be received if you are trying to access or finalize a report if there is not an internet connection. Establish an internet connection to correct this and access the report

New Photo ×

Upload New   Choose from Library

⊕ Upload Files

Error with "IMG_0005.JPG": Server error. Upload directory isn't writable. ×

Ok
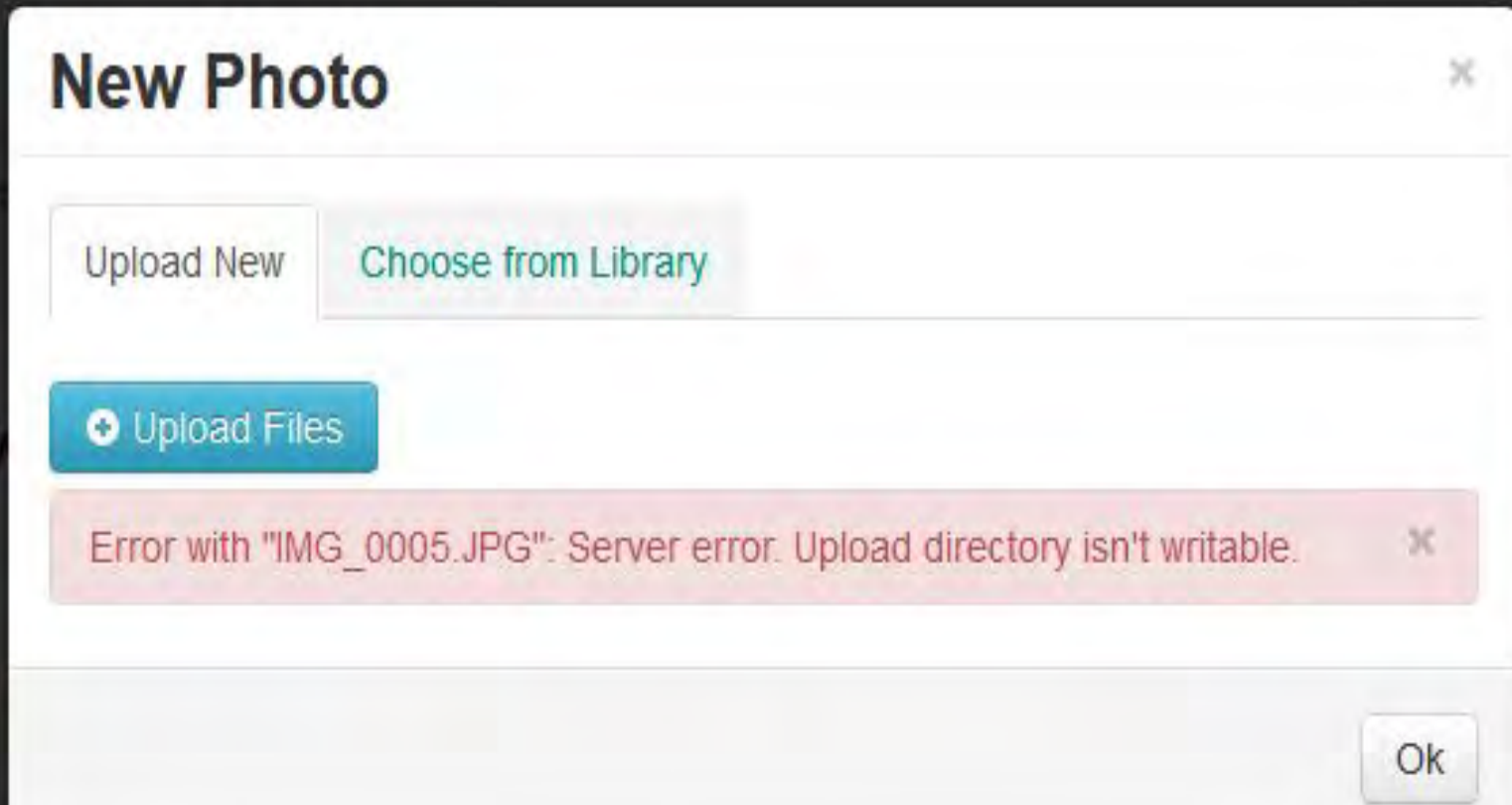
If you receive this message click "OK" and try to insert your photo again. There is a possibility that the photo or file cannot be uploaded. This may happen if the photo or file is taken / created on an older device or camera or in a format that is not recognized. Or you have "timed out". You will need to refresh your browser – NOT log out

Error Saving the Report Message

The "Save", "Save and Close", & "Finalize" button have been replaced with the "Close" button when this message is displayed

Status: **In Progress**

Close

Client: Jeff Jeffords

Agreement | Roof System | Exterior | Cooling | | Electric | Interior | Comments

7 | | 4 | | 8 | 7

http://www.inspectcheck.net

There was an error saving the report.

The report you are trying to save either does not exist or has been locked by another user.

OK

Roof Covering / St... 0

Roof Structure - (vi... 0

Chimney type / Co... 1

Flashing / Counter ... 2

Roof Ventilation 2

Roof Attachments 2

Conditions noted... and / or close monitoring

○ THE CHIMNEY SHOU... TUCK POINTED / MORTARED

THE CHIMNEY IS NOT PROPERLY SUPPORTED

○ THE ANTENNA SHOULD BE REMOVED FROM THE CHIMNEY

📷 Add Photos (0)   📷 Add Photos (0)   📷 Add Photos (0)   📷 Add Photos (0)

Error Saving the Report Message

- This message, although very rare indicates that any information you add to the report will not be saved from this point forward
- Some of the reasons for this error message are:
  1. Your device has stopped responding
  2. Your browser has stopped responding
  3. You do not have enough "RAM" or memory on your device (This can be increased, in your device settings – more on this later in this presentation)
  4. Communication between your device and inspectcheck has been interrupted
  5. The specific report you are working on is open in another browser (on the computer you are working on or in another computer)

- If you receive this message, you should click "OK" and stop completing the report because additions & changes may not be saved
- After clicking "OK" establish an internet connection
- It is most important that you are also connected to the inspectcheck.net server
- One way to ensure this is to select a photo button under a selected item, and click the "Stock Photo" button. Select for example "Roof System". If the roof system stock photos appear you are on line *and* connected to our server. (Then press close so you do not add a photo)

Error Saving the Report Message (Continued)

- ◆ After ensuring you are connected to the internet; press the "close" button
- ◆ You will then have to log back in to your account
- ◆ You should be able to locate the report under your reports "In Progress" or "Pending"
- ◆ The report should be completed to the point where the error message was received
- ◆ Sometimes the red checkmarks on the top of the report may indicate that the report was not completed. Many times the information is there, you have to go back and click the "Section Complete" buttons in the report sections
- ◆ If you have lost the information; exit out of your account, refresh your browser, log back in. In your reports, open the report you were working on, changes should be there
- ◆ If error messages keep appearing; ensure you have an internet connection – save & close the report – log out of your account and inspectcheck – refresh your browser – go to inspectcheck.net and log back in to your account. Access your report and continue

Report appears to be having difficulty "saving" or appears to be "locked"

"Save" message does not stop spinning

Report appears to be having difficulty "saving"

- Ensure you have an internet connection **_and_** are connected to the inspectcheck server

- The best way to determine this is to select the camera icon on any selected condition, select "stock photos" and any section (Ex. Roof System), if the stock photos are visible, then you are connected to the inspectcheck server.

- If you are sure you are connected to the inspectcheck server; select "Save & Close"

- Proceed to your dashboard (you may have to sign back in) and find the report "in progress" or "pending" – continue to complete the report

- NEVER press "Save and Close" or "Finalize" if you are not connected to the internet AND not on the inspectcheck server.

Error Messages
Some additional information

- **Inspectcheck is a _very_ large program**

- **When working off-line, inspectcheck is saving directly to your browser (Internet Explorer, Safari, Chrome, Firefox, etc...)**

- **When working on-line or off-line, inspectcheck is using a considerable amount of computer memory**

- **Not having enough memory, may cause inspectcheck to run slow, have trouble saving, or cause an error message**

- **There are things you can do to ensure inspectcheck performs at an optimum level on your device**

When using Inspectcheck with an Apple I-Pad

- Ensure any "Apps" are not running (tap the home button twice quickly and swipe all of the applications off the screen)
- Go to *Settings > General > Usage* and close down anything that is running. Consider uninstalling anything you don't want to use
- Bluetooth key boards could also cause issues
- Close all browser tabs except inspectcheck
- After closing tabs – go to *Settings > Safari* (or browser you are using) > *Clear History > Clear Cookies and Data*
- Re-booting – Hold down the sleep / wake button and then slide to power off. Wait a few minutes and restart.

When using Inspectcheck with a MS Surface / Windows 8 / 8.1 / 10

◆ You can check how much space is available on your device by swiping or clicking in from the right – tap *Search* **>** in the search box type "This PC" – tap or click "This PC". Check the drive – if you are running low the drive will be marked in red

◆ Clean up disk – Swipe in from the right edge, tap Settings **>** Control Panel – type ADMIN in the search box OR click Administrative Tools, then double tap or click – DISK CLEANUP. In the Disk Cleanup dialog box in the Description section tap or click *Clean Up System Files.* Go back to *Computer* in File Explorer tap or click the drive you cleaned up, then tap or click *Refresh*.

◆ Uninstall desktop apps you no longer need – Swipe in from the right edge, click Search – enter in the search box – *Program and Features* – then click or tap *Programs and Features.* Tap or click a program – then tap or click *Uninstall, Change, or Repair*

When using Inspectcheck with a
MS Surface / Windows 8 / 8.1 / 10 (Continued)

- Uninstall Window Store Apps you no longer need – Swipe in from the right edge – tap Search to locate the app you want to uninstall. Tap or click the app: then tap or click *Uninstall*

- Archive or delete files you are no longer using – Consider moving photos, Music, Video, or large files to a USB drive, external hard drive, or cloud storage. To delete a file – Press and hold, or right click, then tap or click *Delete*

- Ensure all browsing tabs <u>except</u> inspectcheck are closed

- Ensure all apps and programs are not running when using inspectcheck. The bottom of the screen will list running programs or open files. Right click to close. Other programs or files that are running can be seen by swiping the left of the screen from the top down. Right click and select close.

When using Inspectcheck with an Android Device

- Check Memory – Click *Settings > Storage >* (This will show you how much available space you have, and what is using the most amount of memory, Ex; Apps, Pictures, etc.

- Close running Apps – Click *Settings > Storage > Apps* (under Nand Storage) > *Running >* (Select app) > *Stop*

- Uninstall Apps you no longer use or need – *Settings > Apps > All >* (Select the App you want to remove) *Uninstall*

- Move applications to a memory card

- Clear Cache – Each application has a cache of temporary files that may be taking up memory – From the home screen tap *Menu > Settings > Application Manager >* Swipe left to the *All Tab >* OR Click on the *browser name that you are using > Clear Cache ONLY NOT DATA*

- *Perform a "soft reset" – Press and hold Power key until the device turns off. Wait 2 minutes. Press and hold the Power key to turn device back on*

Thank You !

For using the Turn Key's electronic reporting system – **iNSPECTCHECK.net**

We hope this tutorial was helpful

You can get help with technical support 3 ways

1. **On inspectcheck.net select the box "Login issues or Technical Support" –** *most of your questions will be answered there*

2. **Send us an email at – tkinspect@roadrunner.com**

3. **Call us at 1-800-338-7717**