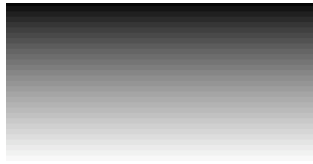


## User Guide



## Table of Contents

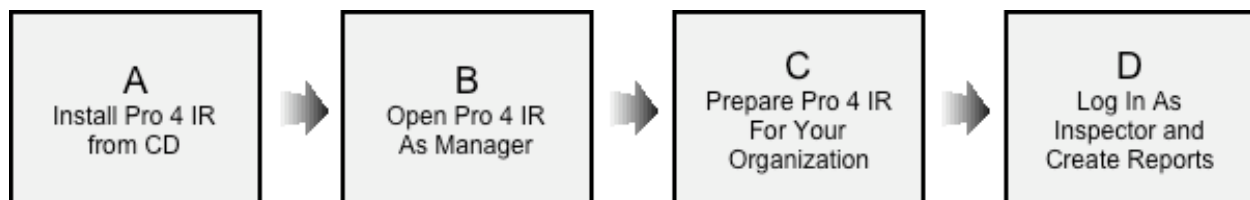
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# **PRO 4** Inspector Reports

## Read Me - Quick Start

Install from the CD then open the program using Manager account to do the one-time program setup needed before reports can be printed.



- Pro 4 IR has been designed to be installed on one light-weight laptop computer for a home inspector to input data during inspections. A four-part inspection report, complete with pictures, is then ready to be finalized immediately after the inspection.
- Pro 4 IR can be used on a trial basis for up to 30 days. The program automatically presents the user with a chance to enter a registration number or to run in trial mode.
- All data entered during trial mode is lost to the user once the 30-day trial period is over unless a registration number is entered. A proper registration number opens the program with all trial information intact.
- More than one inspector can use the computer but each inspector must have their own account setup before they can create reports.

## A. Install Pro 4 Inspector Reports

If you download the program unzip the file and double-click the Pro4Setup.exe file. If you have a CD, insert the CD into the computer and run the installer. It should run automatically. See the Read Me First document for full installation instructions.

Pro 4 Inspector Reports is a program that allows inspectors to build their report, including pictures, while conducting the inspection. Four outputs are then available for printing as PDF's that can be emailed as needed.

- Inspection Report
- Addendum Summary of Issues - A summary of all issues found
- About Your House (AYH) - A picture summary of key items
- Inspection Overview Cover Letter - A letter highlighting key issues

## B. Open Pro 4 Inspector Reports As Manager

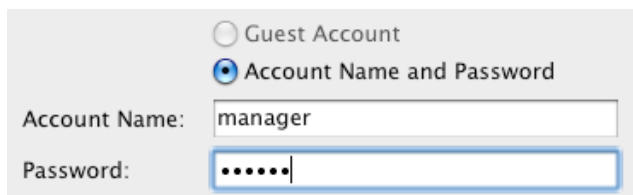
Pro 4 IR is first opened under the default manager account, which is used to prepare the program to allow one or more inspectors to create reports.

***Open the program with the default Manager account.***

The default account is:

Account Name = Manager

Password = pro4ir#



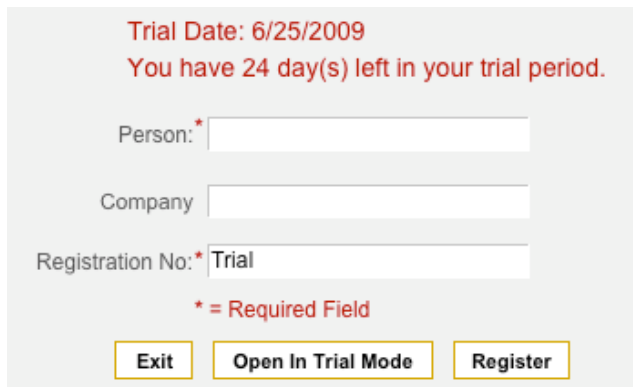
***Read and accept the Agreement***

Click the Accept button to continue on to the Registration screen. If you click Decline the program will close.



## 1. Register the program or open in Trial Mode

Opening in Trial Mode allows you to use all features for up to 30 days. Note that data entered during trial mode is lost to the user once the 30-day trial period is over unless a registration number is entered. A proper registration number opens the program with all trial information intact.

A screenshot of the PRO 4 Inspector Reports registration and trial mode selection screen. The screen has a light gray background. At the top, it says "Trial Date: 6/25/2009" and "You have 24 day(s) left in your trial period." in red text. Below this are three input fields: "Person: \*" with a red asterisk, "Company", and "Registration No. \*" with a red asterisk. The "Registration No." field contains the text "Trial". Below the input fields is a red asterisk followed by the text "= Required Field". At the bottom are three buttons: "Exit", "Open In Trial Mode", and "Register".

You will receive a registration number at the time of purchase. Enter you name and the number then click the Register button to register and open the program.

## C. Prepare Pro 4 for Your Organization

The program opens to the Reports List with main navigation buttons at the top right of the window. One example report is listed. You can navigate to the Admin module using the red button at the top right corner of the screen.



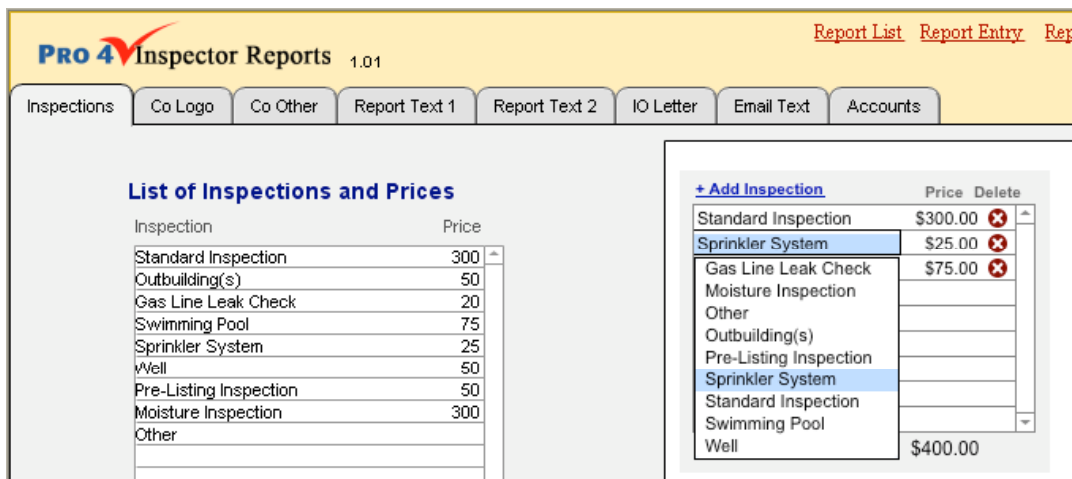
Build your preferences in the Admin module before you begin creating inspection reports. Each new report looks for information found here to auto-enter information. Setup includes:

- Create a login account for each inspector with inspector # and signature.
- Enter company info such as logos, name, address and contact numbers.
- Enter inspections and prices.
- Review/edit Comments (descriptions that can be added as issues and quickly edited for the specific inspection).
- Edit standard report template text.

### Admin – Inspections List

When you build your inspections list here it makes each inspection available in the popup list used when you create a new inspection report.

1. Type an inspection name in the first empty row.
2. Press the Tab key to move the cursor to the Price column.
3. Enter the price.



Inspection	Price
Standard Inspection	300
Outbuilding(s)	50
Gas Line Leak Check	20
Swimming Pool	75
Sprinkler System	25
Well	50
Pre-Listing Inspection	50
Moisture Inspection	300
Other	

+ Add Inspection	Price	Delete
Standard Inspection	\$300.00	X
<b>Sprinkler System</b>	\$25.00	X
Gas Line Leak Check	\$75.00	X
Moisture Inspection		
Other		
Outbuilding(s)		
Pre-Listing Inspection		
<b>Sprinkler System</b>		
Standard Inspection		
Swimming Pool		
Well	\$400.00	

## Admin – Company Logo

Enter the company logos you wish to have displayed on the report.

### Insert Logos

Insert your logo file here. It is best if the file format is JPG or PNG but most other picture formats are acceptable.

**WARNING!** - Keep your logo files as small as possible to keep your final reports smaller in size. Logo files can be several megabytes in size which adds to the size of your final report. For example, Photoshop has a Save for web... option that allows for a PING-24 format with transparency or JPEG-High. This can reduce a 1.4mb file to 100k and still look good when printing.



The screenshot shows the 'Admin – Company Logo' section of the PRO 4 Inspector Reports software. The interface has a yellow header bar with the 'PRO 4 Inspector Reports 1.01' logo on the left and links for 'Report List' and 'Report Entry' on the right. Below the header is a navigation bar with buttons for 'Inspections', 'Co Logo', 'Co Other', 'Report Text 1', 'Report Text 2', 'IO Letter', 'Email Text', and 'Accounts'. The 'Co Logo' button is selected.

The main content area is divided into two columns. The left column contains two logo entries, each with a red box containing the number '1' and '2' respectively. Entry 1 shows a large logo with the text 'ABC Inspections' and a red 'X' over the 'A'. Below it are 'Insert \*\*' and 'Remove' links, and a note: 'Logos and other information entered here automatically appear in reports and printed documents.' Entry 2 shows a smaller version of the same logo. Below it are 'Insert \*\*' and 'Remove' links, and a note: 'Smaller for report second page'. Below entry 2 is a numbered instruction: '2. Enter each person who will use the program. This'.


The right column shows a preview of the report. It features a photo of a house, followed by the 'ABC Inspections' logo with a red 'X' over the 'A'. Below the logo is the text: 'Prepared For: Owner Inspection Agent: Marylouise Ann William and Suzanne Brownlee 45555 134th Ter. Overland Park, KS, 66225'.

## Admin – Other Company Info

Enter other company information

Enter your address, phone, etc. so it can be applied to each new inspection report.

Note: The Inspector Name, Inspector No. and Signature are not directly entered here normally. That is entered in the Account tab. When the inspector logs in, these fields are auto populated using the Account information.

**PRO 4**  Inspector Reports 1.01

[Report List](#) [Report Entry](#) [Report Form](#) [Comments](#) [Admin](#)

Inspections

Co Logo

Co Other

Report Text 1

Report Text 2

IO Letter

Email Text

Accounts

1

Company: ABC Inspections

Address: 5467 Morningstar Parkway  
Bella Vista, AR 72714

Phone Main: (479)-855-5788


Toll Free Phone: (877)-334-3836 2

Fax: (479)-855-4037

Report Name: ABC Report 3

Inspector Name: Robert Johnson

Inspector No.: 1288

Signature Graphic:  
  
[Insert Signature Graphic](#)

Signature Title: Building Consultant

To schedule an inspection call:  
Main Number **(479)-855-5788**  
Toll Free **(877)-334-3836**  
Fax: (479)-855-4037

1. Company name and address appears on reports as needed.

2. Appears on the Overview Letter in bold type

3. Does not appear on forms

4. Appears at top of page 2 of Report

2. Appears at top of page 2 of Report

2e. Appears at top of page 2 of Report

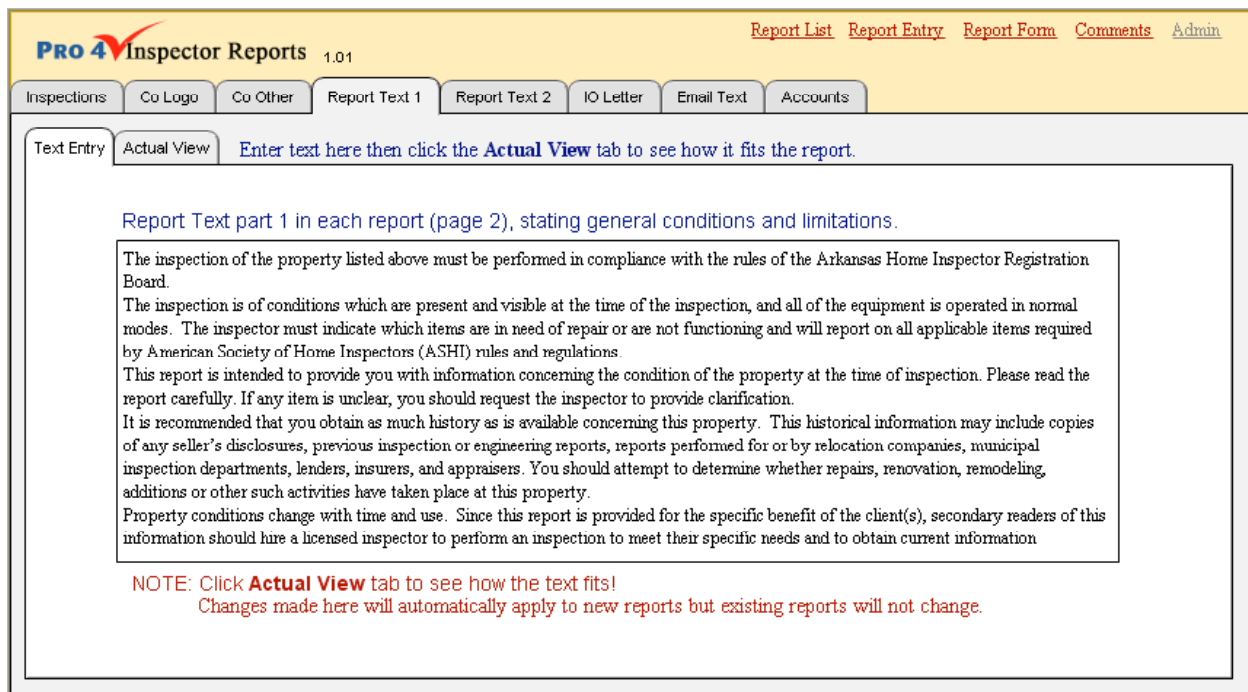
2f. Is used with address to name the Report PDF.  
Example: ABC Report 312 N Mount Olive.pdf



## Admin – Report Text 1

This text is on page 2 of the main report. Enter your text in the Text Entry tab which has a larger type size. The report text is a smaller size that is difficult to work with so a second tab named, Actual View, is available to see how the text fits the space in the report.

This default text will be populated automatically into each new report. Existing reports don't change when you change this default text. Only newly created reports will have the new text applied.



The screenshot shows the 'PRO 4 Inspector Reports 1.01' web application. At the top, there are navigation links: [Report List](#), [Report Entry](#), [Report Form](#), [Comments](#), and [Admin](#). Below these is a tabbed interface with tabs for 'Inspections', 'Co Logo', 'Co Other', 'Report Text 1' (selected), 'Report Text 2', 'IO Letter', 'Email Text', and 'Accounts'. The 'Report Text 1' tab is active, showing a 'Text Entry' area with a sub-tab 'Actual View'. The 'Actual View' sub-tab is selected, displaying a preview of the report text. The preview text is as follows:

Report Text part 1 in each report (page 2), stating general conditions and limitations.

The inspection of the property listed above must be performed in compliance with the rules of the Arkansas Home Inspector Registration Board.

The inspection is of conditions which are present and visible at the time of the inspection, and all of the equipment is operated in normal modes. The inspector must indicate which items are in need of repair or are not functioning and will report on all applicable items required by American Society of Home Inspectors (ASHI) rules and regulations.

This report is intended to provide you with information concerning the condition of the property at the time of inspection. Please read the report carefully. If any item is unclear, you should request the inspector to provide clarification.

It is recommended that you obtain as much history as is available concerning this property. This historical information may include copies of any seller's disclosures, previous inspection or engineering reports, reports performed for or by relocation companies, municipal inspection departments, lenders, insurers, and appraisers. You should attempt to determine whether repairs, renovation, remodeling, additions or other such activities have taken place at this property.


Property conditions change with time and use. Since this report is provided for the specific benefit of the client(s), secondary readers of this information should hire a licensed inspector to perform an inspection to meet their specific needs and to obtain current information.

NOTE: Click **Actual View** tab to see how the text fits!  
Changes made here will automatically apply to new reports but existing reports will not change.

## Admin – Report Text 2

This is the second block of text on page 2 of the main report. Enter your text in the Text Entry tab which has a larger type size. The report text is a smaller size that is difficult to work with so a second tab named, Actual View, is available to see how the text fits the space in the report.

This default text will be populated automatically into each new report. Existing reports don't change when you change this default text. Only newly created reports will have the new text applied.


**PRO 4** Inspector Reports 1.01

[Report List](#)
[Report Entry](#)
[Report Form](#)
[Comments](#)
[Admin](#)

Inspections

Co Logo

Co Other

Report Text 1

Report Text 2

IO Letter

Email Text

Accounts

Text Entry

Actual View

Enter text here then click the **Actual View** tab to see how it fits the report.

**ADDITIONAL INFORMATION PROVIDED BY INSPECTOR**

- This report is received in agreement with the buyer's acceptance of the Pre-Inspection Letter (including the box "DISCLAIMER OF WARRANTIES").
- Paint, Floor Coverings, and other Cosmetic Items are SPECIFICALLY EXCLUDED from this report.
- Buyer has received a notebook of useful information.
- Compensation may be received from outside companies for services/information provided by Home Inspection Professionals, LLC pertaining to this inspection, unless otherwise requested in writing.
- Buyer has received a Home Inspection Information Sheet.
- This report cannot and does not represent the operation or condition of any items after the date and time of this inspection.
- These items should not be considered a complete list of all defects with the house. This list is Limited to those items that are Readily Accessible and the inspector(s) noted at the time of the inspection.
- This inspection does not include a mold test unless specifically requested. If indications of water penetration are known, such as notes of water penetration on this report or seller's disclosure or any visible water stains, recommend a mold inspection/test be considered.
- Some area utility companies may pressure test the gas line prior to turning on the utilities. Pressure testing the line is beyond the scope of this inspection and may find gas line leaks not noted at the time of inspection. Recommend contacting the local gas company regarding start up procedure prior to closing on the property and having the line pressure checked by them if available

## Admin – Inspection Overview (IO) Letter

The IO letter lists issues that you want to call to the client's attention. The text entered here will be populated to the IO letter for each new report. This text can then be edited for a specific report by using the IO Letter tab during report entry.

The Courtesy Comment Default Text is the text that is populated when you click the blue + icon to add a Courtesy Comment as you edit issues for a report.

The screenshot displays the 'Admin' section of the PRO 4 Inspector Reports 1.01 software. The top navigation bar includes links for 'Report List', 'Report Entry', 'Report Form', 'Comments', and 'Admin'. Below this, a series of tabs allows switching between different configuration areas: 'Inspections', 'Co Logo', 'Co Other', 'Report Text 1', 'Report Text 2', 'IO Letter' (which is currently selected), 'Email Text', and 'Accounts'.

The 'IO Letter' tab is active, showing a configuration page for the 'Inspection Overview Letter'. It contains three main sections for editing default text:

- 1 Inspection Overview Letter - Default Text Part 1**: The text area contains a placeholder: 'The home inspected at <Address>, <City>, <State> appears to be a well built home. As with any home, some issues were found. The main ones are as follows:'. Below the text area, a note states: 'This text is auto entered for new reports but can be edited for each report. Do not exceed the space provided or letter may not print correctly.'
- 2 Inspection Overview Letter - Default Text Part 2**: The text area contains a placeholder: 'Please see the report for more on the above items and the other items which were noted.'. Below the text area, a note states: 'This text is auto entered for new reports but can be edited for each report. Do not exceed the space provided or letter may not print correctly.'
- Courtesy Comment Default Text**: The text area contains a placeholder: 'Home Inspection Professionals (HIP) repaired this issue as a courtesy.'. Below the text area, a note states: 'This text is auto entered for new reports but can be edited for each report.'

To the right of these configuration sections is a preview window showing how the final 'Inspection Overview' letter will look. The preview includes the 'ABC Inspections' logo, the title 'Inspection Overview', and two numbered items corresponding to the configuration sections:
 

- 1 The home inspected at 65555 1334 N. Hwy., Coward Park, KS is a replacement home that was damaged by the previous owners. Many issues were noted, some minor. Some of the main issues found are as follows:
  1. Water stains and mildew noted on the ceiling of the master bath.
  2. There are two cracked rubber plumbing waste drain vent flashings noted on the roof.
  3. Evidence of water intrusion was noted on the garage wall adjacent to the front entry steps.
  4. The front entry porch floor settled creating horizontal cracks between the walk and the porch on both sides where they intersect.
- 2 Please see the report for more on the above items and the other items which were noted.

 The preview also shows a signature for 'Robert Johnson', a Building Consultant with phone number 785/456-1234 and email abc@inspections.com.

## Admin – E-mail Text

These e-mail preferences are used to create a new e-mail message when you click the Report button, Send Email. That button sends the final report as an attachment to the e-mail.

The E-mail text uses merge fields to fill in the report information. The program comes with suggested e-mail text filled in and it has the merge fields inserted into the text. You can change the text and placement of the merge fields as desired. Copy and paste the merge fields as desired.

**PRO 4 Inspector Reports 1.01**

Report List Report Entry Report Form Comments Admin

Inspections Co Logo Co Other Report Text 1 Report Text 2 IO Letter Email Text Accounts

Email To: Automatically uses the Report E-mail address

Email CC: Automatically uses the Report Realtor E-mail address

Email BCC:

Subject: "Inspection Report for " & Report Address

Merge Fields

- <Address>
- <City>
- <Company>
- <Inspector>
- <Inspector No>
- <Signature Title>
- <State>

Email Text

Attached is your Home Inspection Report for <Address>, <City>, <State>. It consists of three PDF files. The IO (Inspection Overview) has a list of the main issues found during the inspection. The Report is the main report and the AYH (About Your Home) includes pictures taken at the time of the inspection for your information only. Thank you for choosing <Company>. If you have any questions, please call me directly at 479.685.7241 or email me at dseba@nwahomeinspection.com.

<Inspector>  
 <Signature Title>  
 <Inspector No>  
 <Company>

Edit this text or enter your own text here. Copy a merge field and paste it anywhere in the text.

From: Intermediate: Exchange (Kandy Seba)

To: William and Suzanne Browlee

Cc: maryann.rove@att.net

Bcc: ttsabathia@abcinspection.com ccrepeche@abcinspecti:

Subject: Inspection Report for 45555 1st St, Jct.

Attachments: ABC Report.pdf  
 AEC Report.pdf

Preview for computers (AppleDouble) in compression.

Attached is your Home Inspection Report for 45555 1st St, Jct., Overland Park, KS. It consists of three PDF files. The IO (Inspection Overview) has a list of the main issues found during the inspection. The Report is the main report and the AYH (About Your Home) includes pictures taken at the time of the inspection for your information only. Thank you for choosing ABC Inspections. If you have any questions, please call me directly at 479.685.7241 or email me at dseba@nwahomeinspection.com.

Robert Johnson  
 Building Consultant  
 A-1234 12345  
 ABC Inspections

## Admin – Accounts

The Manager login account is the only account that has access to the Admin area. All other accounts will see a message that the Admin area is unavailable if they try to enter this area.


The Manager can reset the Manager password. If the Manager is also an inspector, create an inspector account that you use for creating reports. Only use the Manager account to set preferences.

NOTE: Do not change the Manager account first name or login name!

The Manager can create new accounts for inspectors or others using the New Account button.

## IMS Account Information

Enter your IMS (Inspection Management Systems, Inc.) account name and password here to import inspections. IMS is an on-line service where inspectors can keep all their inspections and their inspection calendar.


**Inspector Reports** 1.01

[Report List](#)
[Report Entry](#)
[Report Form](#)
[Comments](#)
[Admin](#)

Inspections
Co Logo
Co Other
Report Text 1
Report Text 2
IO Letter
Email Text
Accounts

ADD ACCOUNTS and RESET PASSWORDS New Account NOTE: Do not change the Manager first name or Login Name!

First Name	Last Name	License #	Login Name	Password	Signature	Apply	Delete
Manager			Manager	pro4ir#	<a href="#">Insert</a>	<a href="#">Reset</a>	<span style="color: red;">✖</span>
Robert	Johnson	1288	Robert Johnson		<a href="#">Insert</a> <i>Robert Johnson</i>	<a href="#">Reset</a>	<span style="color: red;">✖</span>
Steve	Turnbaugh	xxxx	Steve Turnbaugh	stevet	<a href="#">Insert</a>	<a href="#">Reset</a>	<span style="color: red;">✖</span>

Add an account for each person who will use the program either to enter and send reports or in a secondary role of managing the data.

Login passwords can be reset but the person's login name cannot be changed. To change a name, delete the original account and add a new one.

**IMS IMPORT**


IMS User

IMS Password

If you use the IMS on-line service you can import inspections from it to speed up entry of new reports and changes to inspection information.

## Comments

Click the red Comments button to view all the comments preloaded in the program. This will display the Comments listing.

 156 Found of 1232 Total Report List Report Entry Report Form Comments Admin				
New Comment Find Show All Print List				
Type	#	Group	ID	Comment
				water pressure regulator and setting the pressure to 60 psi.
Plumbing	19.3	Water Lines Cold Space Location	394	There are un-insulated water supply lines routed through the attic. Recommend these lines be properly insulated to help prevent damage to the pipes in freezing weather.
Plumbing	19.3	Water Lines Evidence of Moisture	1011	Evidence of a water leak from either the drain lines or the water supply lines at the utility room were noted on the garage wall. Due to the water meter being off, it could not be
Plumbing	19.3	Water Lines Galvanized	693	This house is plumbed with the majority of the original galvanized pipe. This may need future repair or replacement. However, no detectable water leaks noted at this time.
Plumbing	19.3	Water Lines Leak	393	A dripping water line was noted in back of the furnace in the crawl space. Recommend repair.
Plumbing	19.3	Water Lines Leak	397	Water lines at the following locations leaked and require repair. This type of leak is continuous as long as the water meter is turned on and the whole house shutoff valve is in
Plumbing	19.3	Water Lines Leak	1021	The source of the main leak appears to be a cracked water line between the two water heaters in the attic space. Recommend evaluation and repair and additional checks for
Plumbing	19.3	Water Lines Main Shutoff	280	The whole house water shutoff did not function properly when tested. Recommend that this valve be repaired or replaced.
Plumbing	19.3	Water Lines Past Leak	700	Several of the faucet connections under the sink or lavatories appeared to have leaked at one time. However, none of these connections leaked at the day of the inspection. No
Plumbing	19.3	Water Lines Recalled	390	The interior supply piping in the structure is predominantly polybutylene. Polybutylene plastic piping has been widely installed since 1981. It is manufactured by Shell Oil Co., E.I.
Plumbing	19.3	Water Lines Recalled	391	These companies became involved in a class action lawsuit. For information please call George Holmes at The Maintenance Company in Bella Vista, Arkansas. Copper fittings and
Plumbing	19.3	Water Lines Temporary	392	A temporary type plumbing fitting has been used ---, however no water leak was noted at this time.
Plumbing	19.3	Water Lines Unheated Location	1047	There are some water supply lines that are insulated but in the garage that go to the upper living area over the garage. Without heat, these may freeze on very cold conditions.
Plumbing	19.7	Water Meter	140	There was some water passing through the water meter when inspected. Recommend further evaluation as the leak was not evident during the inspection. After the water leak is

### *How Comments Are Listed*

Comments are the items that you select to become issues in the report. They are setup in large category types such as Electrical, HVAC, Plumbing, etc. Within each type are multiple groups that help you select from just a handful of items when creating issues.

For example, the Plumbing “Type” has “Groups” that include: Commode, CS Vapor Barrier, CS Water, Drains, etc.

Plumbing may have 150 total comments that are broken down into 20 groups. Keeping the groups small makes it easier for the inspector to pick from the list with just a click during the inspection.

#### Select Comments for Report

Select the desired comments then click Apply to Report

Shower Faucet

▼

Apply to Report

Cancel

New

	Group	Comment	Select Group	Delete
<input type="checkbox"/>	Shower Faucet	The master bath shower faucet leaks. Recommend repair.		✖
<input type="checkbox"/>	Shower Faucet	The hall bath shower head leaks. Recommend repair.		✖
<input type="checkbox"/>	Shower Faucet	The upper level hall bath shower faucet leaks. Recommend repair.		✖
<input type="checkbox"/>	Shower Faucet	The lower level hall bath shower faucet leaks. Recommend repair.		✖
<input type="checkbox"/>	Shower Faucet	The hall bath tub/ shower faucet is very hard to operate. Recommend repair.		✖
<input type="checkbox"/>	Shower Faucet	The shower head is missing at the ----- bathroom. Recommend installing a shower head.		✖
<input type="checkbox"/>	Shower Faucet	The shower head is missing in the following locations. Recommend installing a shower head. a.		✖

### *Viewing Comments – Show All*

You can use the Show All button to view all the comments at once. Comments are sorted by Type and Group. You can enter find criteria into any of the fields.

### Viewing Comments – Find

You can also Find a smaller subgroup of comments to work with which is usually a little easier to deal with.

- Click the Find button
- Enter your criteria
- Press the Enter key to perform the find

Note that the program assumes you want to search for a Group and it has two equal signs auto-entered. These are needed so that the search looks just for the specific spelling entered. Without the equal signs you may often find comments with similar spellings but not exactly the same.

Found of Total				
<input type="button" value="New Comment"/> <input type="button" value="Find"/> <input type="button" value="Show All"/> <input type="button" value="Print List"/>				
Type	#	Group	ID	Comment
==A/C Thermostat				

### Sorting Comments

Click any of the column headers to sort by that column.

### Enter Next Job # in the Report List

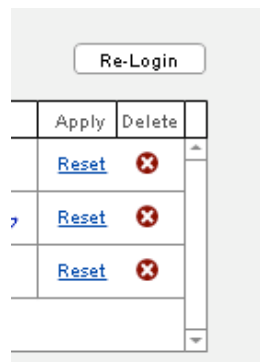
Click the red Report List button to view that screen. Enter the job number the will be used when you create your first report. This number will increment by one each time a new report is created. You can change it later whenever you need to and it will start a new incrementing process from the new number.

<a href="#">Report List</a> <a href="#">Report Entry</a> <a href="#">Report Form</a> <a href="#">Comments</a> <a href="#">Admin</a>					
<input type="button" value="Print List"/>	<input type="button" value="Sales Report"/>	<input type="button" value="IMS Import"/>	Next Job # <input type="text" value="609072"/>		
	State	Zip	Realtor	Price Total	Status



## D. Open Pro 4 As An Inspector and Create Reports

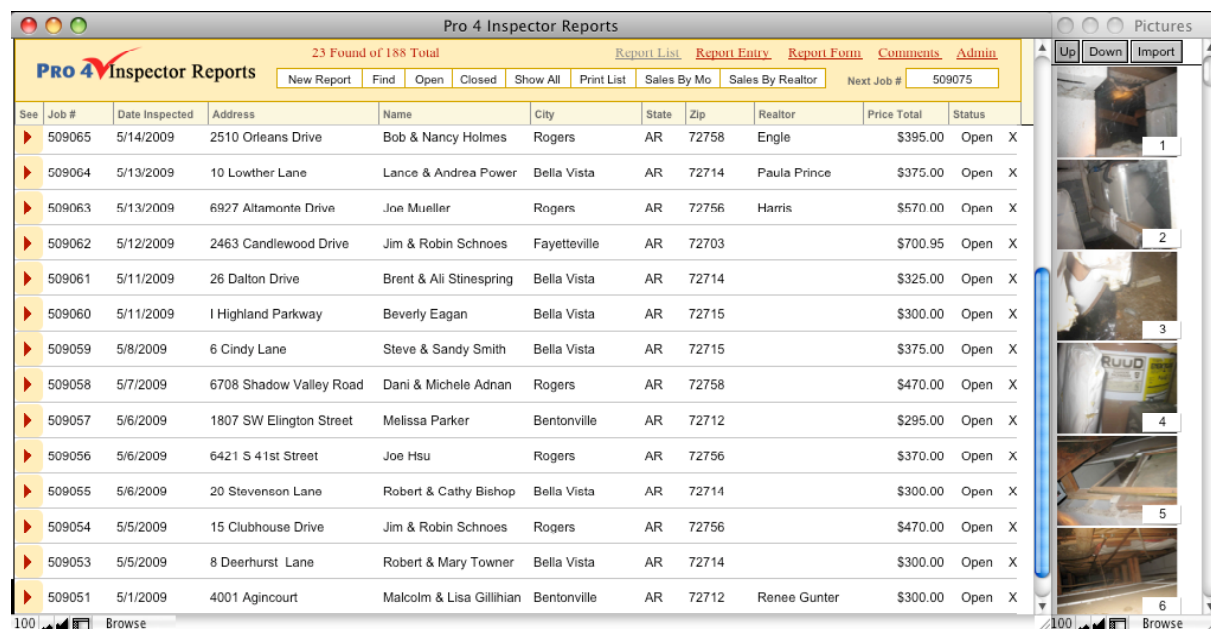
Exit the program and open it again using the new inspector account. You can also avoid the closing and opening by clicking the Re-Login button in the Admin - Accounts tab. Once the program is open you are ready to create new reports.



### Getting Started

Pro 4 Inspector Reports opens two windows to work in: Pro 4 Inspector Reports window and Pictures window as shown below. As you enter new reports you will see them listed in the Report List until you change the Status to Closed. This way you are always working with your current list of reports.

- Click the red triangle at the left of a listing to view that report in the Report Entry module.
- Click the "Closed" button to show all the closed reports whenever you like.
- Click a red underlined button at the top right to switch to a different module such as Report Entry, Report Form, etc.



## Report List Screen

This is the “Home” screen and the first place you land after opening the software.

PRO 4 Inspector Reports										
4 Found of 4 Total										
<a href="#">Report List</a> <a href="#">Report Entry</a> <a href="#">Report Form</a> <a href="#">Comments</a> <a href="#">Admin</a>										
<input type="button" value="New Report"/> <input type="button" value="Find"/> <input type="button" value="Open"/> <input type="button" value="Closed"/> <input type="button" value="Show All"/> <input type="button" value="Print List"/> <input type="button" value="Sales Report"/> <input type="button" value="IMS Import"/> <input type="text" value="Next Job #"/> <input type="text" value="609072"/>										
See	Job #	Date Inspected	Address	Name	City	State	Zip	Realtor	Price Total	Status
▶	7291	6/1/2009	45555 134th Ter.	William and Suzanne	Overland Park	KS	72758		\$400.00	Open x
▶	7299		12345 Tomahawk Dr.	Reggy Morgenthaler	Leawood	KS				Open x
▶	7292		45555 134th Ter.	Murphy Brown	Overland Park	KS				Open x

- Automatically shows a listing of “Open” reports by date, report number and address of each report.
- Click a column heading to sort by that column.
- Use the white buttons to add new inspection reports, find inspection reports and print sales summaries.
- Check the Next Job Number at the top right to see the number for the next new report. This can be a continuous numbering scheme or a number you reset each month like: 090501 for the first job in May of 2009.
- Create a New Report by single-clicking the white button, “New Report”. This creates a new blank line with the job # entered and a calendar pop-up showing so you can select the date of the inspection.

## Create A New Report

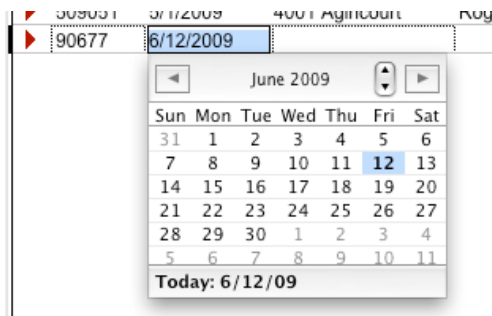
New reports can be created in two ways. The following method is manual entry using the New Report button. The second method is to automatically import inspections from IMS (Inspection Management Systems, Inc.). IMS is an on-line service where inspectors can keep all their inspections and their inspection calendar.

### Manual Entry

- Click the New Report button to add a new blank line.

PRO 4 Inspector Reports										
7 Found of 10 Total										
<input type="button" value="New Report"/> <input type="button" value="Find"/> <input type="button" value="Open"/> <input type="button" value="Cl"/>										

- The Report ID should be the number you entered in Preferences as your beginning number. Enter the inspection date from the pop-up menu.



- Click the red triangle at the left of the job number to view the Report Entry screen where you can finish entering the report information.

## Import Inspections From IMS

IMS provides a way to import inspections which Pro 4 Inspector Reports has tapped into. Each inspection becomes a new report record in Pro 4 IR. IMS keeps track of inspections that have been imported and does not allow them to be imported again unless changes have been made or the inspection is cancelled. Pro 4 IR checks each time you import from IMS to update an existing report if changes or a cancellation occurred or to add a new report.

- Setup for importing by entering your IMS account name and password in the Admin - Accounts tab. This is a one-time setup.

**IMS IMPORT**

IMS User  IMS Password

*If you use the IMS on-line service you can import inspections from it to speed up entry of new reports and changes to inspection information.*

- In the Report List screen click the IMS Import button to perform the import.
- After importing click the Open button or Show All button to see the new listings.

Note: For those organizations who have more than one inspector, there is a setting option in the IMS Company Maintenance Page and scroll down to 3D Integration. If the box is not checked then all new and changed inspections will be pulled in. If it is checked then each person will only pull in their own inspections.

### 3D Integration

By default the 3D integration downloads all services for all service professionals regardless of what company user login credentials are used. If you would like to only download services for the service professional that is logging in through the 3D interface then check this box.

☒ By Professional



- Finish entering owner and address information, which is all used in the finished Inspection Report.

Address	3002 N 17th Street		
Address 2			
City	Rogers		
St, Zip	AR	72756	
Name F/L	Patrick & Joy	Poynor	
Email	patrickpoynor@yahoo.com		
Realtor	arollins@lindsey.com		

- The Inspector and Inspector # are auto-entered based on the preference set in Admin.

Inspector	Don Seba	AHIB# 1288
Weather	Clear and	Warm
Temperature	80	
People Attending	Inspector Only	
Insp. Envir.	Vacant	
Access	Buyer's Agent	

- Weather, temperature and Inspection Environment are displayed in the finished Inspection Report.
- Build the list of inspections by clicking the blue, +Add Inspection button. The Standard Inspection is already entered but can be changed if needed by selecting from the popup list. The price is auto entered but can also be changed.




Payment Type ☐ Check ☐ Cash ☒ Credit Card

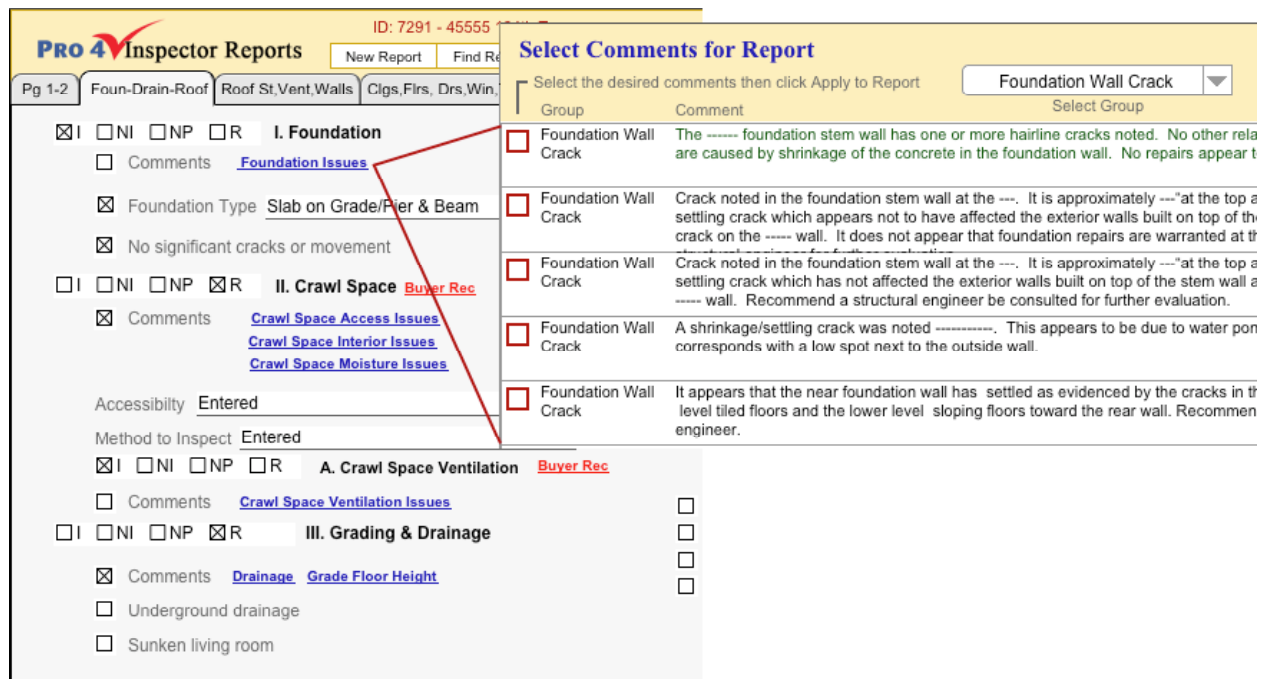
+ Add Inspection	Price	Delete
Standard Inspection	\$300.00	
Gas Line Leak Check	\$20.00	
Outbuilding(s)	\$50.00	
Gas Line Leak Check		
Moisture Inspection		
Other		
Outbuilding(s)		
Pre-Listing Inspection		

+ Add Inspection	Price	Delete
Standard Inspection	\$300.00	
Gas Line Leak Check	\$20.00	
Outbuilding(s)	50	
	50	
	75	
	100	
	125	

- If you need to remove an inspection click the red circle with white "X".
- Click the next tab, Foun-Drain-Roof to begin building the report.

## Inspection Report Contents

- Click to “X” a check box as needed.
- Click a blue button to pick from Comments list for the area of inspection.
- Comments are prebuilt by user to quickly add Issues to an inspection report.
- Click a red “Buyer Rec” button to add recommendations.
- Click a Preview button  to view a report.
- Click a Print button  to print a report.
- Click the main button  to save report as a PDF.



**PRO 4 Inspector Reports** ID: 7291 - 45555

New Report Find Report

Pg 1-2 Foun-Drain-Roof Roof St,Vent,Walls Clgs,Firs, Drs,Win,...

☒ I ☐ NI ☐ NP ☐ R **I. Foundation**

☐ Comments [Foundation Issues](#)

☒ Foundation Type Slab on Grade/Pier & Beam

☒ No significant cracks or movement

☐ I ☐ NI ☐ NP ☒ R **II. Crawl Space** Buyer Rec

☒ Comments [Crawl Space Access Issues](#)  
[Crawl Space Interior Issues](#)  
[Crawl Space Moisture Issues](#)

Accessibility Entered

Method to Inspect Entered

☒ I ☐ NI ☐ NP ☐ R **A. Crawl Space Ventilation** Buyer Rec

☐ Comments [Crawl Space Ventilation Issues](#)

☐ I ☐ NI ☐ NP ☒ R **III. Grading & Drainage**

☒ Comments [Drainage](#) [Grade Floor Height](#)

☐ Underground drainage

☐ Sunken living room

**Select Comments for Report**

Select the desired comments then click Apply to Report

Foundation Wall Crack Select Group

Group	Comment
<input type="checkbox"/> Foundation Wall Crack	The ----- foundation stem wall has one or more hairline cracks noted. No other rela are caused by shrinkage of the concrete in the foundation wall. No repairs appear t
<input type="checkbox"/> Foundation Wall Crack	Crack noted in the foundation stem wall at the ---. It is approximately ---"at the top a settling crack which appears not to have affected the exterior walls built on top of th crack on the ----- wall. It does not appear that foundation repairs are warranted at th
<input type="checkbox"/> Foundation Wall Crack	Crack noted in the foundation stem wall at the ---. It is approximately ---"at the top a settling crack which has not affected the exterior walls built on top of the stem wall a ----- wall. Recommend a structural engineer be consulted for further evaluation.
<input type="checkbox"/> Foundation Wall Crack	A shrinkage/settling crack was noted -----, This appears to be due to water pon corresponds with a low spot next to the outside wall.
<input type="checkbox"/> Foundation Wall Crack	It appears that the near foundation wall has settled as evidenced by the cracks in th level tiled floors and the lower level sloping floors toward the rear wall. Recommen engineer.

- Click a check box to indicate the following:  
I = Inspected    NI = Not Inspected    NP = Not Present    R = Not Functioning or In Need of Repair

☐ I ☐ NI ☐ NP ☒ R **II. Crawl Space** Buyer Rec

☒ Comments [Access Door](#) [Access App](#) [Access Issues](#)  
[Elec](#) [Growth](#) [Insul](#) [Struct](#) [Ductwork](#) [Debris](#) [Moisture](#) [CS Drain](#)

Accessibility Entered

- Click a check box to indicate a comment/issue has been added to the report. Click a blue button to add an Issue to the report based on comments for that type of issue. For example, for Crawl Space click the CS Drain button to bring up a list of “prepared” comments to choose from. Selecting any of the

comments allows you to automatically add it as an issue and edit the issue for the Inspection Report at hand.

## Issues Report Entry

- Selected Comments become Issues that can be edited for a specific inspection.
- Issues tab lets user inspect and modify all issues created from other tabs.
- Issues make up the Addendum Summary.

## About Your Home (AYH) Entry













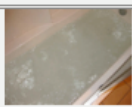




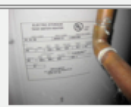
- Setup as a 1, 2 or 3 page report.
- Drag and drop pictures from photo list.
- Set Text button for each page auto enters preferences created by user.

**PRO 4** Inspector Reports ID: 509070 - 3 Marton Lane [Report List](#) [Report Entry](#) [Report Form](#) [Comments](#) [Admin](#)


New Report Find Report Print All-in-One Print Report Issues AYH IO Send Email

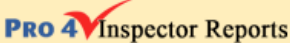
Pg 1-2 Foun-Drain-Roof Roof St,Vent,Walls,Floors Drs,Win,FP,Deck Elec Heat A/C Plumbing Appliance App 2 Op Systems Issues AYH IO Letter

Group: Meters Subgroup: Water Meters [Change Poupus](#) Report pages: ☐ 1 ☐ 2 ☒ 3

PAGE 1 <a href="#">Set Text</a>		PAGE 2 <a href="#">Set Text</a>		PAGE 3 <a href="#">Set Text</a>	
 Water Meter - Front Left 1.1	 A/C Unit 1.2	 Waste Vent Flashing 2.1	 Low Profile Vent Flashing 2.2	 Crawl Space Stem Wall 3.1	 Closed Valley Roof Construction 3.2
 Underground Service 1.3	 Main Electrical Panel - Garage 1.4	 Attic Storage Above Garage 2.3	 Wood Trusses - Attic w/Blown Fiberglass 2.4	 Propane Furnace - Crawl Space 3.3	 Wood Trusses - Attic 3.4
 Functional Jetted Bath 1.5	 Jetted Bath GFCI - Master Bedroom 1.6	 Vent Free Propane Log Fireplace 2.5	 15"-16" Blown Fiberglass Insulation 2.6	 PVC Waste Drain Pipe - Copper Water Supply 3.5	 Water Heater Nameplate 3.6




## IO Letter Tab

- Choose which issues to apply to the Inspection Overview letter.
- Click a red box to add the issue to letter.
- Click a blue “plus” icon  to add a courtesy comment.



ID: 509070 - 3 Marton Lane
 [Report List](#)
[Report Entry](#)
[Report Form](#)
[Comments](#)
[Admin](#)

[New Report](#)
[Find Report](#)
[Print All-in-One](#)
[Print Report](#)

[Issues](#)

[AYH](#)

[IO](#)

[Send Email](#)

Pg 1-2
Foun-Drain-Roof
Roof St,Vent,Walls,Floors
Drs,Win,FP,Deck
Elec
Heat
A/C
Plumbing
Appliance
App 2
Op Systems
Issues
AYH
IO Letter

[Edit Issues](#)
[Letter Text](#)

[Add First Paragraph](#)
[View IO Letter](#)









Red Box...Add or Remove as Letter Issue, Blue +...Add Courtesy Comment

☐ The kitchen sink food waste disposer has excessive vibration noted. Recommend repair or replacement.

☒ The automatic garage door opener did not function properly. Recommend repair.

☒ The toilet in the master bathroom is loose and needs to be properly attached to the floor.

☒ There one smoke detectors that chirped indicating a failing battery. These were marked with a red dot. *Home Inspection Professionals (HIP) repaired this issue as a courtesy.*

Set No.	IO Sentence (calculated)	Delete
1.	1. The floor joists are not properly supported over the crawl space access door.	
2.	2. This house does not have R-19 crawl space insulation that is needed to meet the 2004 Arkansas Energy Code.	
3.	3. The water heater in the crawl space is sitting on the ground.	
4.	4. The crawl space does not have a minimum 6 mil black vapor barrier installed over the crawl space floor.	
5.	5. The toilet in the master bathroom is loose and needs to be properly attached to the floor.	
6.	6. The automatic garage door opener did not function properly.	
7.	7. <i>There one smoke detectors that chirped indicating a failing battery.</i>	
8.	8. <i>There are two doors that touched the frame when operated and need adjustment.</i>	



## Report Form

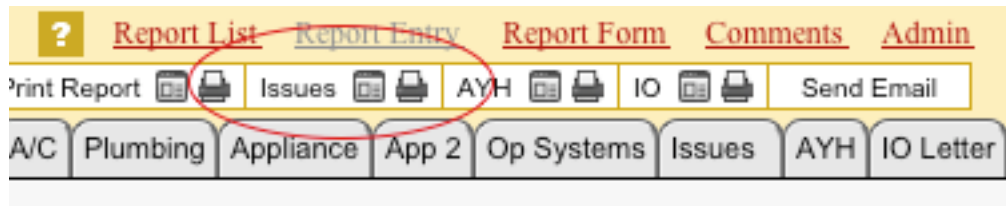
[Report List](#) [Report Entry](#) [Report Form](#) [Comments](#)

- Contents of inspection report from entry screen are automatically formatted in form.
- Review the form and print from Entry screen or Report Form screen.
- Scroll up and down through form in Report Form screen to see how it will print.



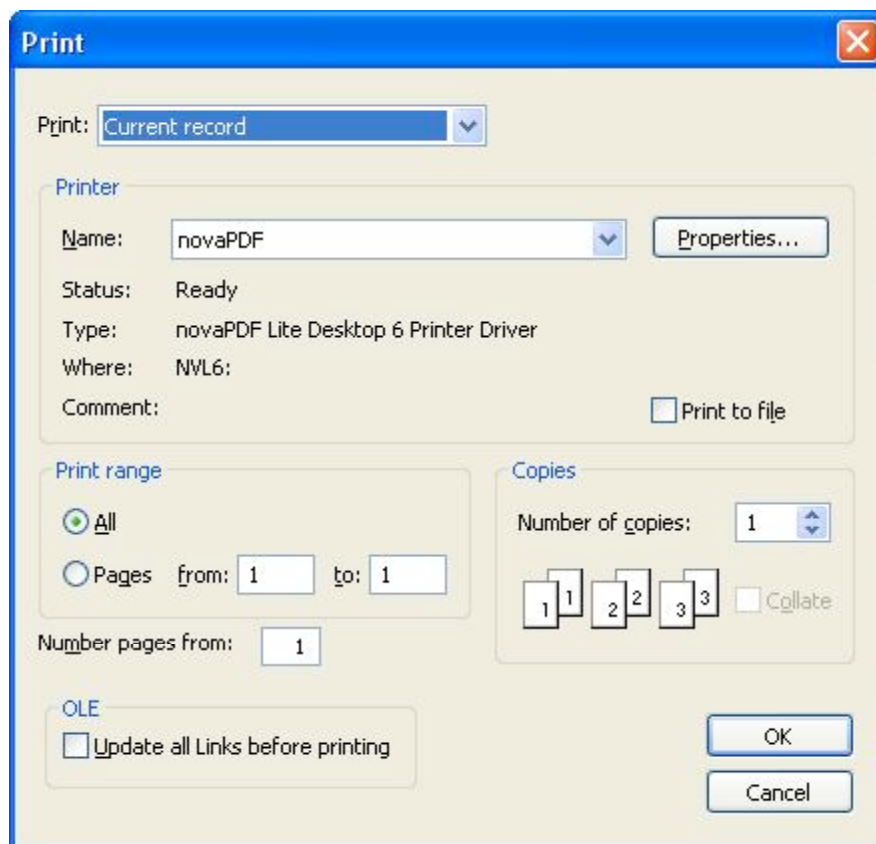
## ***Printing to PDF Printer***

Click a white button for printing a report as PDF such as the Issues button shown here.



## **Initial Print Window**

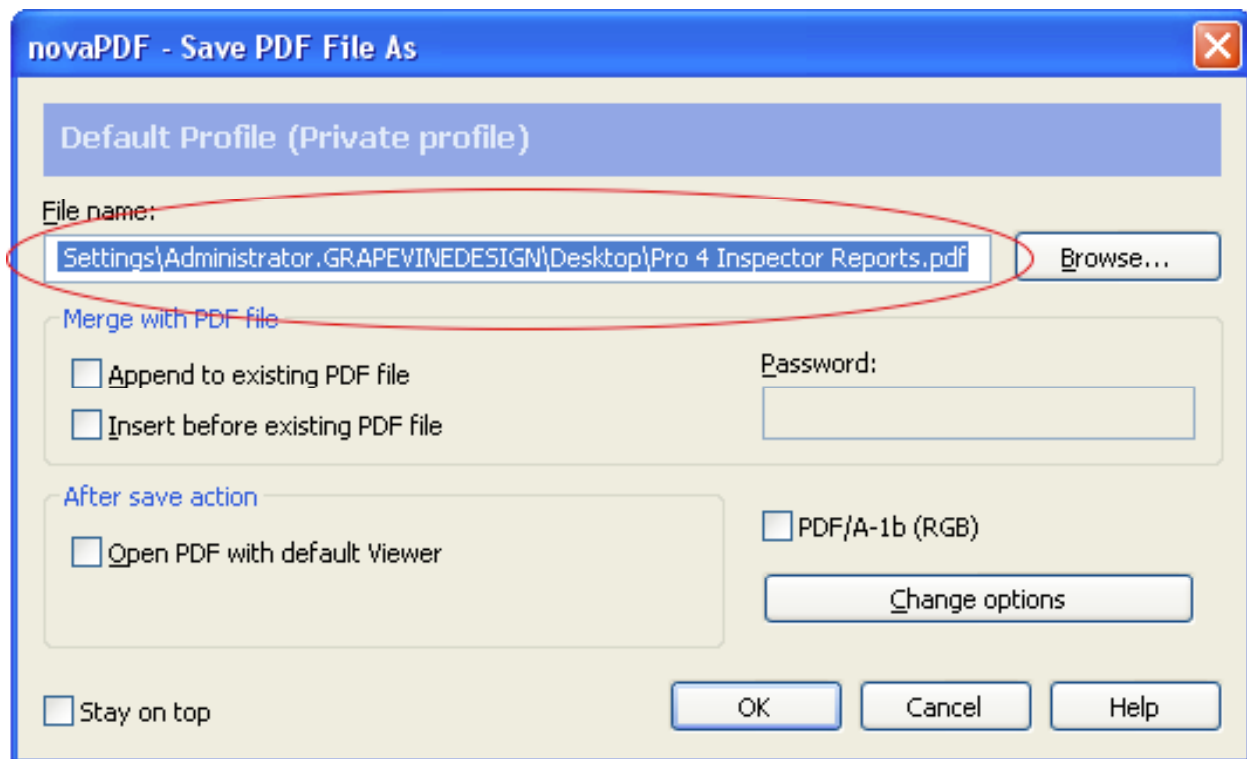
This button automatically creates the report as a PDF. When the print window opens, it will look like this. Note: It is easiest if you make the PDF printer, novaPDF, your default printer.



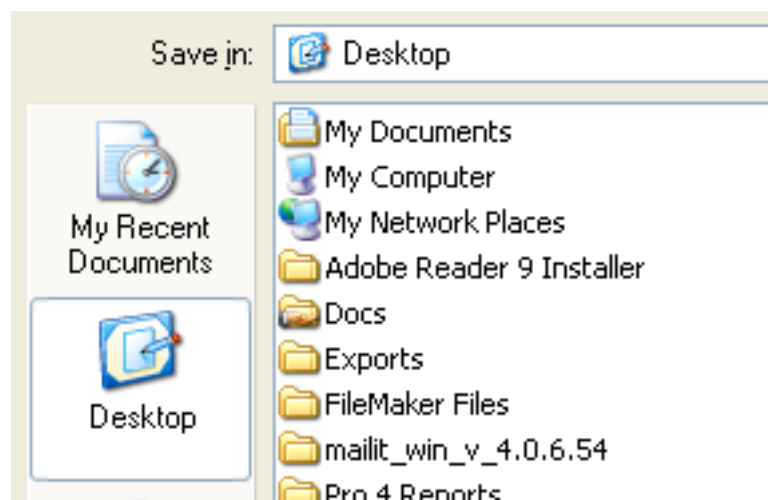
Click the OK button to show the novaPDF print window.

### Name the PDF File

This window appears after clicking the OK button. The appropriate report name needs to be entered instead of the default file name, so click the Browse button to enter the name.



If the Desktop is not the destination by default, then click it and from then on it should default there.



An automatically entered name will be shown and highlighted. Press Control - V to paste the street address name then click the Save button.

File name:	<input type="text" value="Pro 4 Inspector Reports.pdf"/>	<input type="button" value="Save"/>
Save as type:	<input type="text" value="PDF Files"/>	<input type="button" value="Cancel"/>

File name:	<input type="text" value="Addendum Summary - 45555 134th Ter.pdf"/>	<input type="button" value="Save"/>
Save as type:	<input type="text" value="PDF Files"/>	<input type="button" value="Cancel"/>

### Save The PDF File

This returns you to the previous screen where you click the OK button.

novaPDF - Save PDF File As

Default Profile (Private profile)

File name:

Merge with PDF file

☐ Append to existing PDF file  
☐ Insert before existing PDF file

Password:

After save action

☐ Open PDF with default Viewer

☐ PDF/A-1b (RGB)

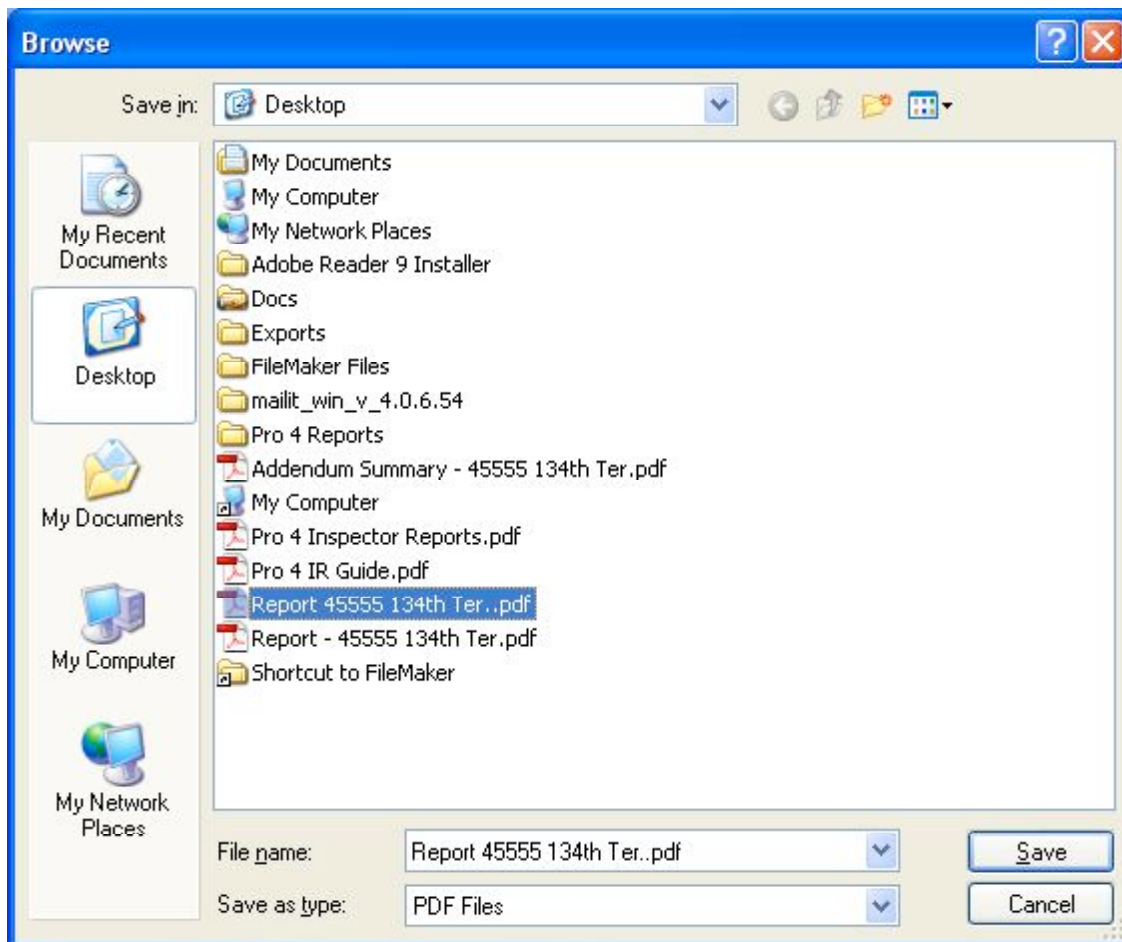
☐ Stay on top

## Printing Combined Reports

The Print All In One button combines all four reports and Print Report button combines the main report with the addendum.



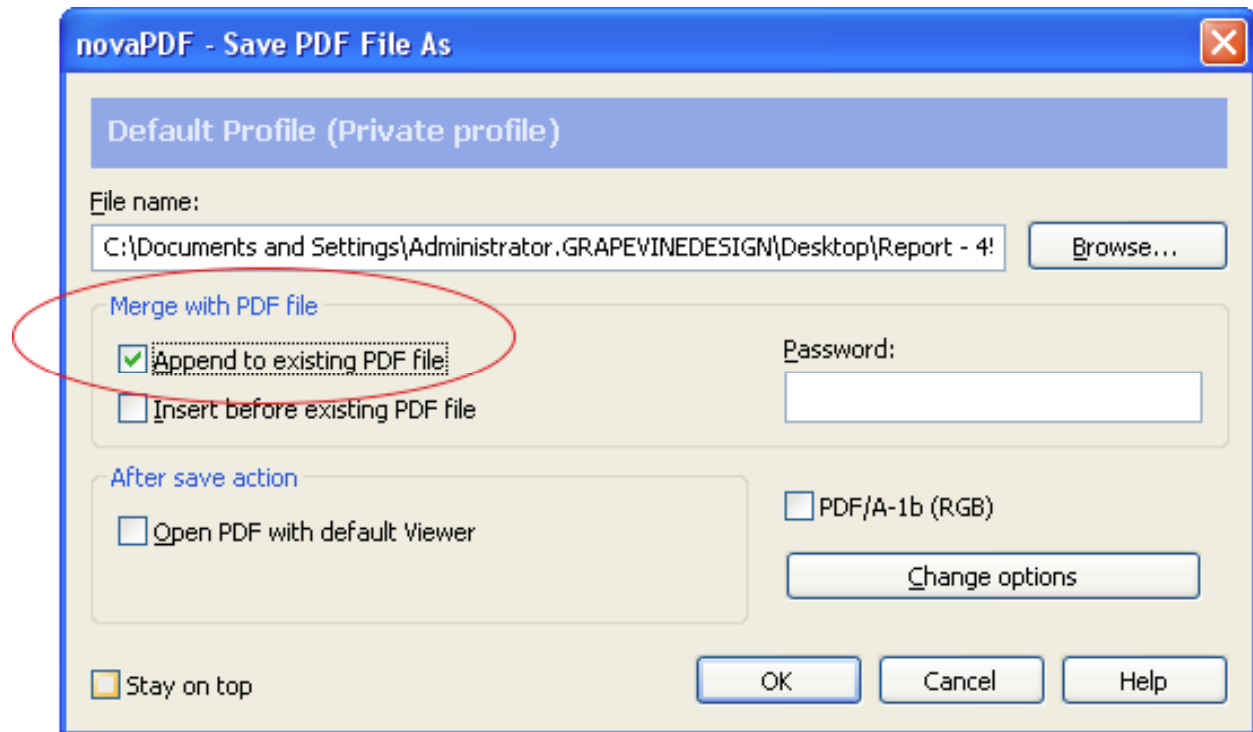
There is an extra step needed to create these combined reports. When you click either of these buttons the print window will appear more than once. For example, clicking the Print Report will bring up the sequence shown above to print the 9 page report. To add the Addendum to the report the print window will appear again. This time you will name it the same and append it to that report.



You can paste using Control - V again or you can double-click the report shown on the desktop. Either way you have named your new print job the save as the previous report. Click the Save button.

### Append To The Previous Report

Click the Append check box to merge the new report with the existing report.  
Then click the OK button to save the PDF.



NOTE: Since the Print All-In-One button merges four reports together you will append three times. The four print windows appear automatically. You save the first one without appending, then save the next three by appending to the first file.