



Inspect-a-Lot™ Quick Start Guide

June 26, 2017 • version 2.2

What You Need to Get Started

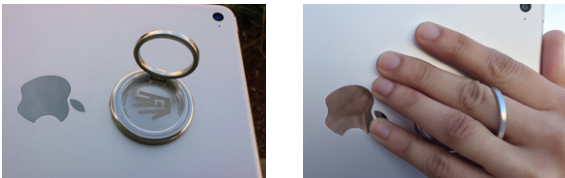
- **iPad:** Apple iPad, any size, running iOS 9 or higher. (Inspect-a-Lot will not work on iPhones or Android devices).
- **ClickFORMS:** Run the latest version of ClickFORMS to keep up with our enhancements with the app (minimum version 8.8). Inspect-a-Lot is free to download and to use.

You will need to login to AppraisalWorld in the app to gain access to the sync feature between Inspect-a-Lot and ClickFORMS. Membership levels Gold and Platinum (older levels Professional, Top Producer and Trailblazer) are required to sync your app data and ClickFORMS.

Accessories

Accessories for your iPad are not necessary for conducting field inspections, but if you're new to taking a mobile device into the field you might find them useful. Here are some things that other appraisers have been using with their iPads:

- **Rings:** Holding your iPad while moving about the property, taking photos and inputting data can be difficult with one hand. This category of product allows you to hold your iPad securely without fear of dropping it (www.bullz-i.com).



- **Cases:** Some appraisers prefer a protective case that will cushion the iPad if dropped. One of our programmers recommends the "Survivor" series from Griffin Technology, but you'll find many manufacturers and styles (www.griffintech.com)
- **Attachment Lens:** You may miss the ability to zoom out for wide angles when photographing exteriors. The simple answer is back up, but there are clip-on lenses that provide wide angle capabilities for your iPad. There are many different manufacturers with different styles and capabilities. (Search "iPad wide angle lens")

Tip: You can also take a Panorama photo with the iPad camera (iPad 3 or iPad mini 2 or later capability) and store this to the iPad Photo Album. From the Inspect-a-Lot app, simply choose that saved panorama photo from the "Pick from Gallery" option.

Introduction

This guide is intended to give you an overview on how to use the Inspect-a-Lot™ Mobile App with your ClickFORMS® appraisal software. You may start a new inspection using Inspect-a-Lot in the field or by starting the data collection process in ClickFORMS and then transferring that data to your iPad for your field inspection.

In order to sync your data between ClickFORMS and Inspect-a-Lot, you must be signed into each application with your AppraisalWorld username and password. Please call Bradford Technologies technical support at 800-622-8727 if you need help signing in.

Upload data to Inspect-a-Lot

In ClickFORMS, open the file for the property you would like to conduct your inspection on. Input or import all your preliminary data like the subject property address, comp addresses that you plan to visit, and any other MLS or Public Record data you might need in the field. Then go to Services > Inspect-A-Lot. This will open the Inspection Manager window (Fig 1).

Input the Assignment and Contact information, then click **Upload Inspection** to send your data to Inspect-A-Lot.

Fig 1

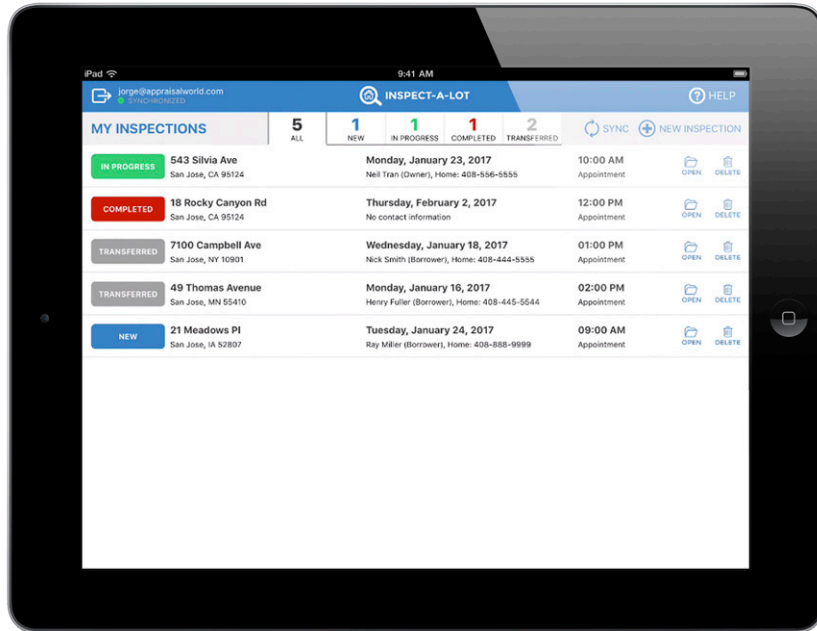
Select	Comp #	Address	Type
<input checked="" type="checkbox"/>	1	45 Brook Ln	Sale
<input checked="" type="checkbox"/>	2	887 Roberts Ave	Sale
<input checked="" type="checkbox"/>	3	321 Alomar Way	Sale

My Inspections

Once you launch the Inspect-a-Lot app on your iPad, you will see an option to Log In. Use your AppraisalWorld email and password. Then tap on Sync to retrieve the inspection you previously uploaded.

On this screen, you will see all your inspections with their current status (Fig 2). You can also start a new inspection or delete an inspection you no longer need. To open your inspection, simply tap your inspection address. You will then see the inspection screen with all the data that was uploaded from ClickFORMS pre-populated into the appropriate fields.

Fig 2

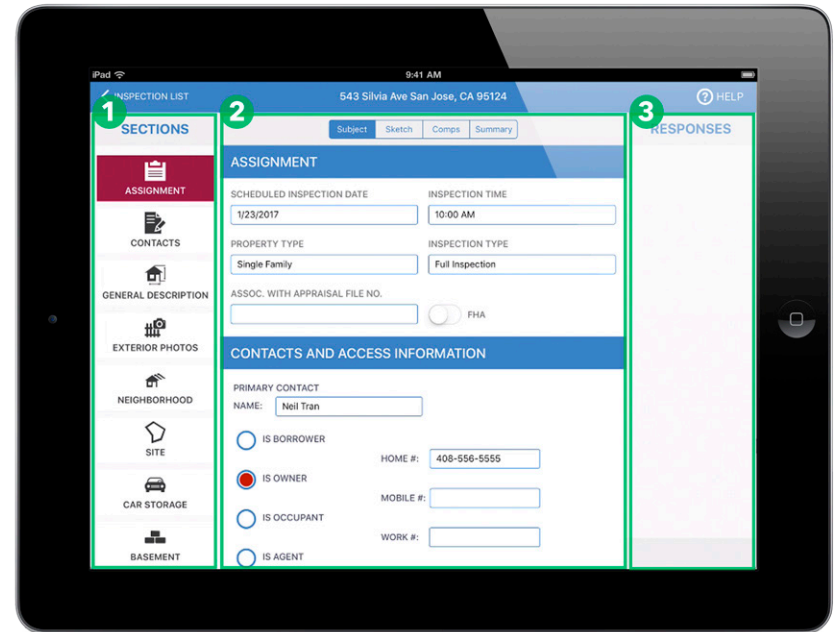


Navigating

Initially you will see the inspection data collection screen for the property you are conducting an inspection for (Fig 3). This is the main data-collecting screen and has three sections:

- 1 Under the Sections area, there are icons that allow you to quickly jump to the different sections.
- 2 The middle area is where you can scroll through the Sections and input/verify data. Near the top of this area, you will find four tabs – Subject, Sketch, Comps and Summary – that allow you to move to different data input screens.
- 3 Under the Responses area, you will see standard responses whenever you are in a field that has standard responses.

Fig 3



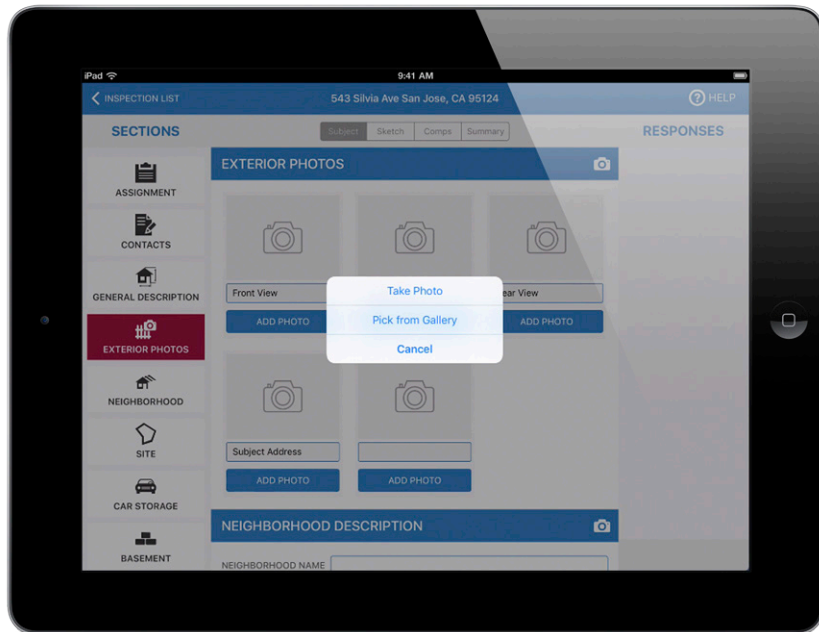
Taking Photos

Tap the 'Add Photo' button or the Camera icon to bring up the camera interface. You are now ready to take the picture. Once you take the photo you will be prompted to 'Use Photo' or 'Retake'. You can keep the label already in the field, change the label of the photo from the list of responses, or add your own label which can be saved to the list of responses.

You can take as many photos as you need, additional photo slots will automatically show up to accommodate any additional photos you need to take. All photos that you take are automatically saved to the iPad Photo Album should you need the full resolution image or otherwise access/archive the image files.

The default is for the app to take photos directly in the app. If you want to use an image from the Gallery, press the Home button on the iPad and tap on the Setting icon. On the left side, scroll down until you find Inspect-a-Lot, then toggle 'On' the option 'Select photos from Gallery'. (Fig 4) Return to Inspect-a-Lot and now when selecting the camera icon, you will be prompted to 'take a photo' or 'pick from the gallery'.

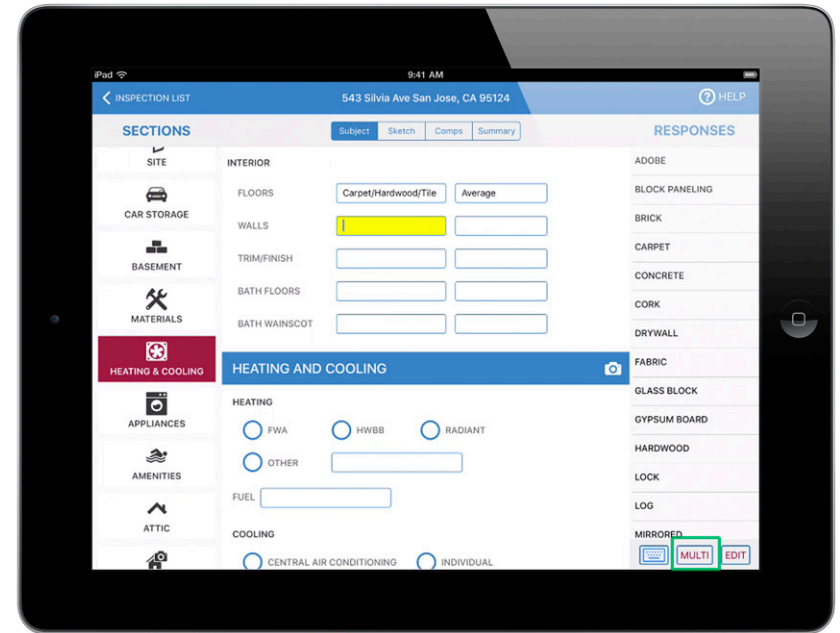
Fig 4



Multi-Responses

The Multi-Response mode is used to add more than one response to a field. Multi-Response mode is particularly useful in the Materials section. To turn on this mode, tap on the 'MULTI' button at the bottom right of the screen (Fig 5), then just tap on all the responses you need to enter for that field. To get out of the Multi-Response mode, tap on Done.

Fig 5



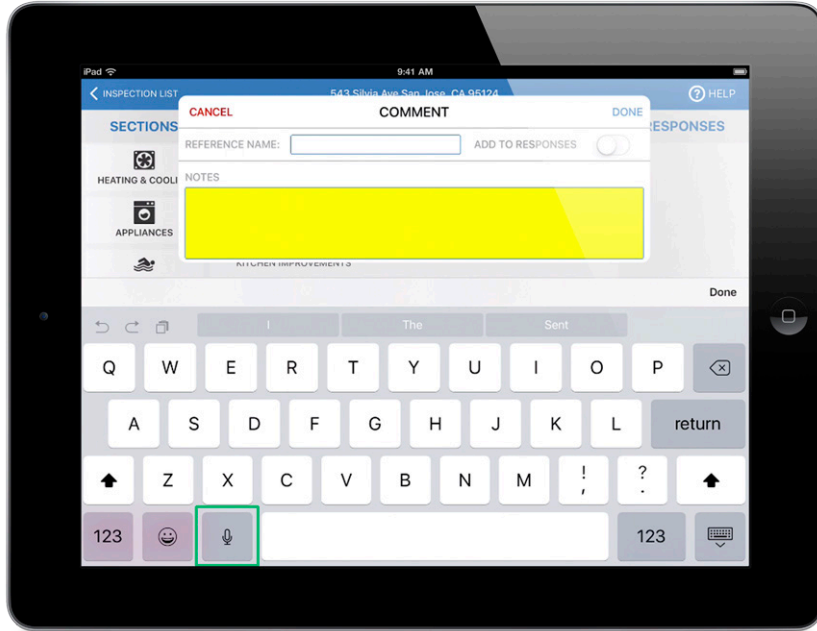
Editing Responses

By tapping on the 'Edit' button, you can rearrange and delete responses. To rearrange the responses, drag the three bars that appear to the proper position. By tapping on the Keyboard icon, this will bring up the key pad so you can type in a new response and have the ability to save it as a quick response.


Comments/Notes

If you tap on the Keyboard icon on any comment or notes field, then tap on the Microphone icon (which is next to the space bar) you will be able to dictate by voice what you want to write. (fig 6) This feature is only available if your iPad is connected to the Internet through an active wifi or cellular connection at the time.

Fig 6



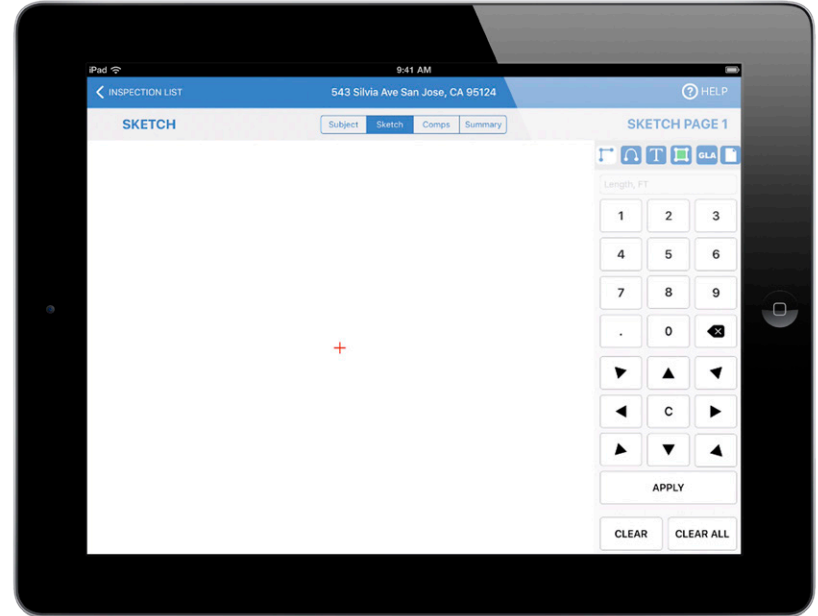
Sketcher – Drawing Basics


 This icon gets you into the line drawing mode. You can draw a line wherever you see the Red Cross-hair. If you want to move the cross-hair, just double tap where you want to begin (Fig 7).


You can draw with your finger or with the keypad. To use the keypad, type in your dimension, then select the arrow key for direction, and tap the Apply button.


The letter 'C' in the center of the arrow pad is used to close your area.


Fig 7




 Once an area is closed, you will be in the Area Properties mode. Here you can set properties for the area you just drew. It allows you to tell Inspect-a-Lot how to calculate the square footage, and name the area you just drew.

 The GLA button will show you the calculations for the areas you have drawn.

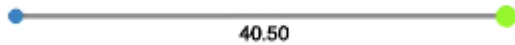
 The 'T' button is for the text tool. In this mode you can add labels to your sketch. Simply tap on the label you want, then tap wherever you want to drop the label.

 Arc mode lets you create smooth curves out of your lines. To create an arc of a line, tap on your line, then use the arc controls to determine the Height, Length, Radius, Angle, and Rotation.

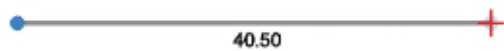
 The pages icon allows you to add multiple pages to your sketch. Just tap on the Add button to automatically add a new page.

Sketcher – Editing and Moving Lines

When you tap once on an endpoint of a line, you will get a green dot. This allows you to move this endpoint with your finger while the other end point stays anchored. You can also enter a length in the keypad and tap a direction key, but this method creates another anchor point.



If you double tap on an endpoint, you will get a red cross-hair, which allows you to draw a line with your finger or keypad similar to method above. However, when using the keypad to enter a length, a new anchor point will not be created.



If you tap in the middle of a line, the whole line turns green. You get a blue handle in the middle that allows you to move the entire line with your finger.

If you tap the Clear button, it will delete this line.



If you want to move an interior wall, tap in the middle of the line, you will see two dimensions (in red) that tell you how far that line is relative to the opposing walls (Fig 8). This allows you to precisely place walls where they belong within your sketch.

Once you are done moving the wall, just tap anywhere else on the screen to get out of the line-editing mode.

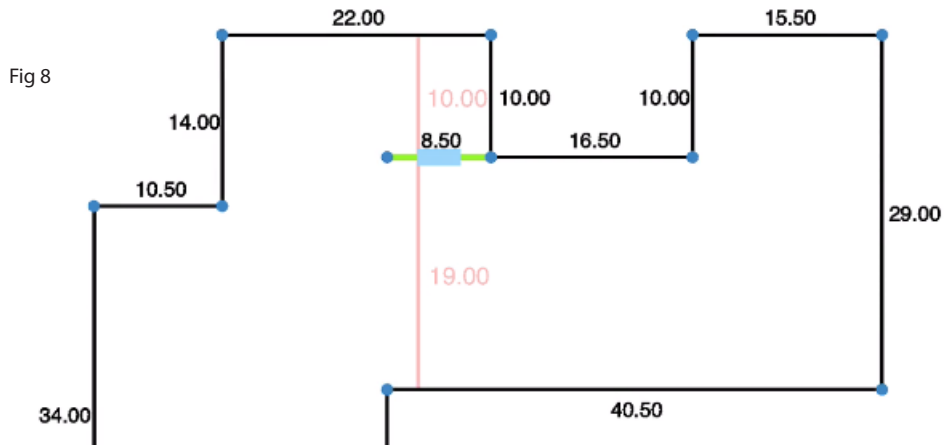
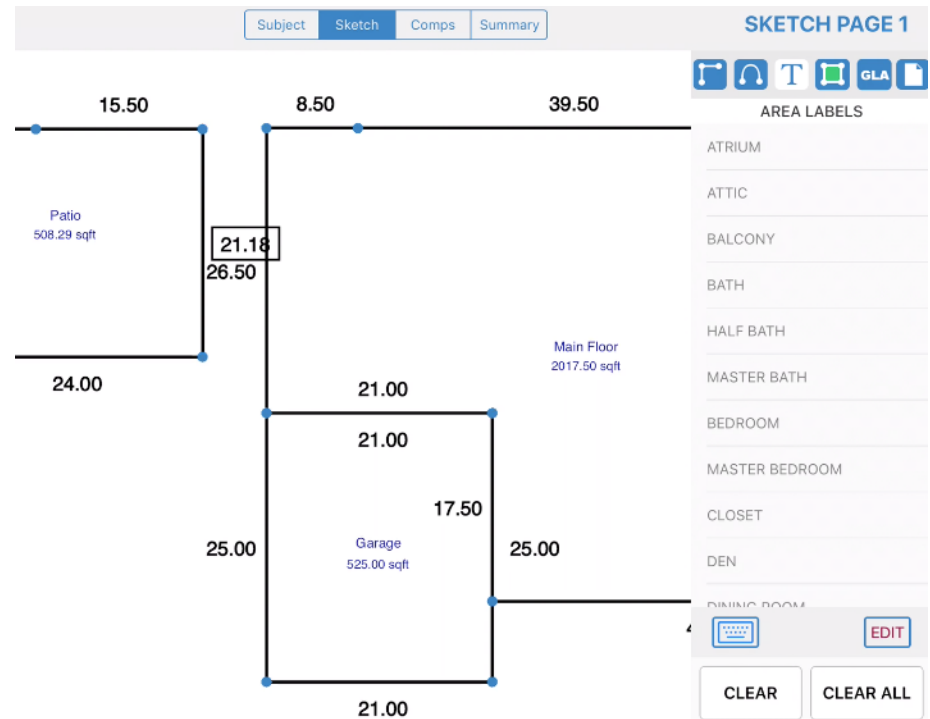


Fig 8

Sketcher – Moving and Deleting Dimensions

Sometimes a line dimension gets in the way of a line or is just not needed. By selecting the 'T' tool, you can then tap on the dimension (Fig 9). You will see a border around the dimension and you can then move that dimension with your finger or tap the Clear button to delete it.

Fig 9



Sketcher – Zoom and Pan

The sketcher allows you to zoom in and pan your sketch by using Apple's standard two finger gestures. Place two fingers on your sketch and spread the fingers apart to zoom in and pinch close to zoom out. Zooming is helpful particularly when needing to edit short lines or zoom out to see your whole sketch.

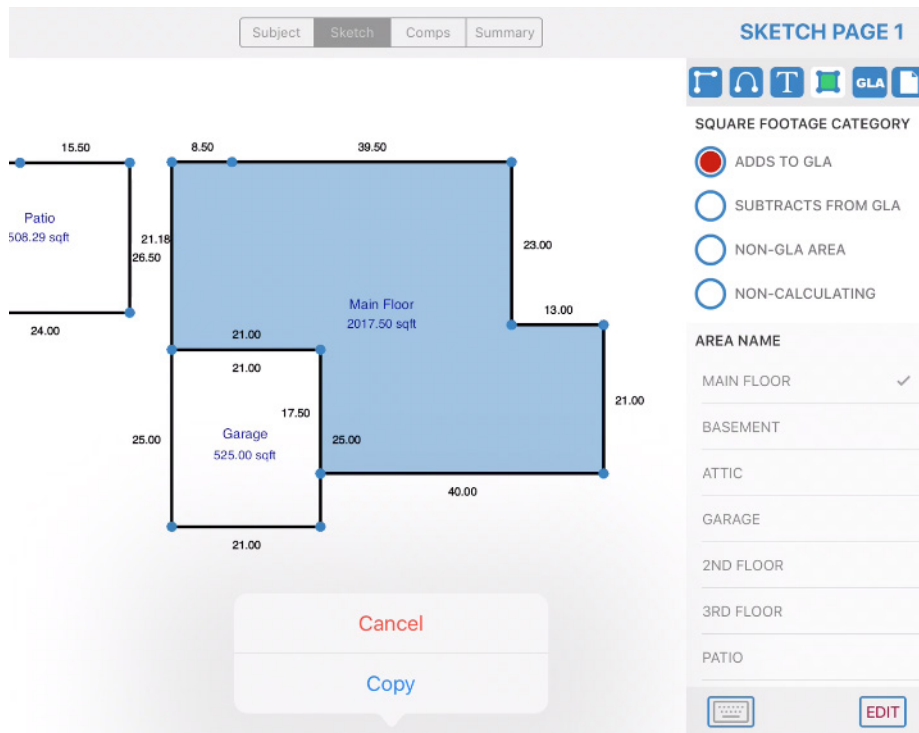
To scan or pan within your sketch, place two fingers on your sketch and just move them simultaneously across the screen to where you want the sketch to be. Similar to dragging, but use two fingers.

Sketcher – Copy/Paste an Area

Copy and paste can save a considerable amount of time when sketching; for example, with a two story house where the second floor has the same perimeter as the first floor. You can copy the first floor sketch, then paste it on another page. This copied area can then become the second floor.

To Copy an area, first tap the Area Properties icon (green square), then tap the area you want to copy (this area will highlight in blue)(Fig 10). Then hold down your finger on this area for a second or two. At the bottom of the screen, you will see the option to Copy.

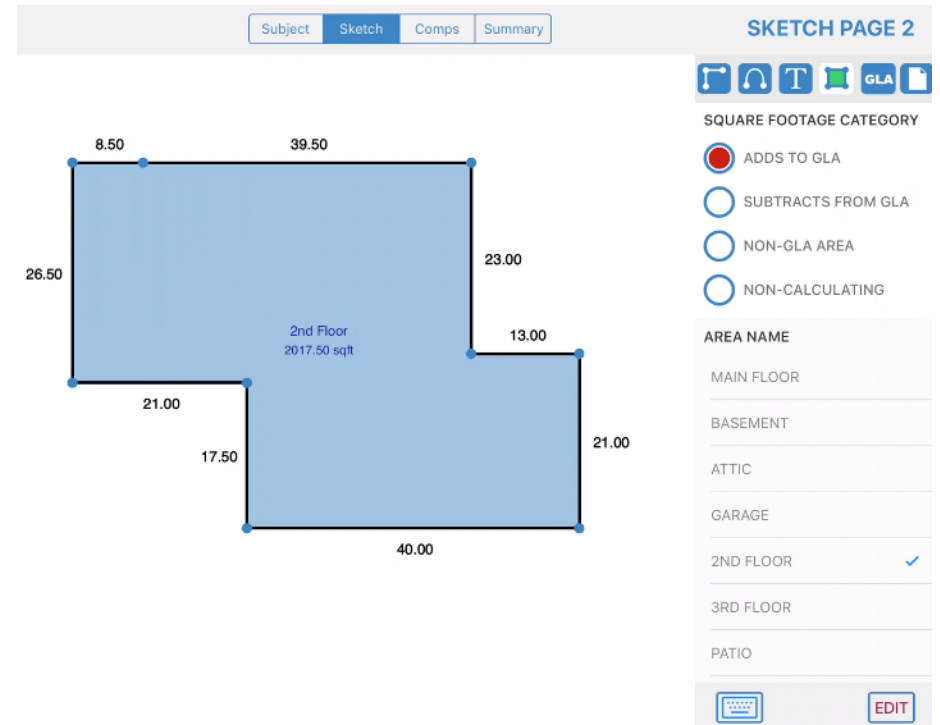
Fig 10



To Paste the area, hold down your finger wherever you want to place it. At the bottom of the screen you will see the option to paste. If you don't have enough room on the same page, you can go to the Pages icon to add a new page.

Once the area is pasted (Fig 11), you need go back to the Area Properties icon and tap on your newly pasted area. At this point you need to give it a new area name, such as second floor, or whatever other area this is going to be.

Fig 11



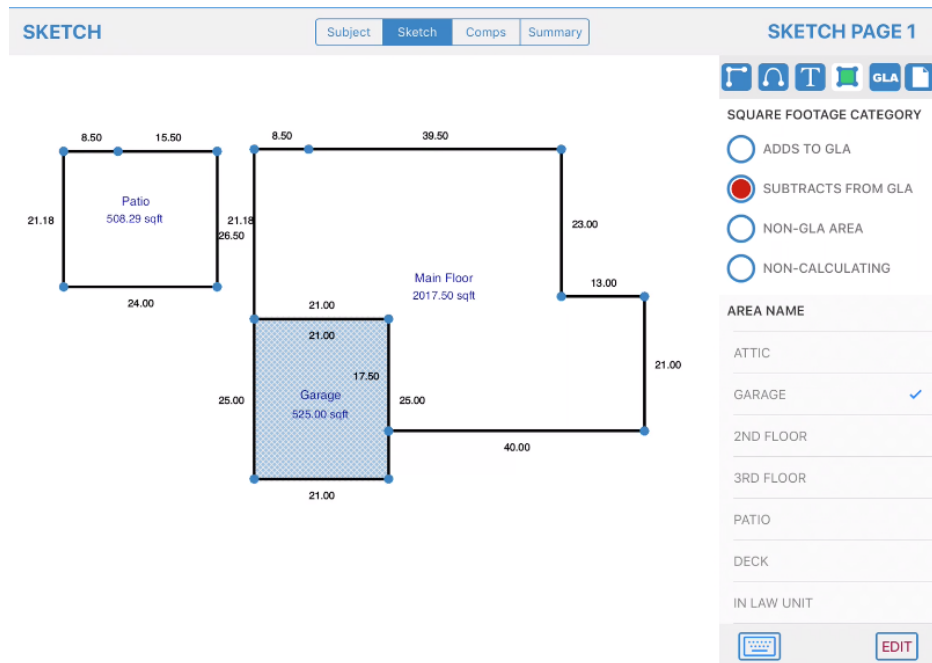
Sketcher – Moving an Area

If you have two separate areas on the same screen and you need to move one of them, tap the Area Properties icon, then tap the area you need to move. You can then move it around with your finger.

Sketcher – Shaded Areas

Any area that subtracts from the GLA will automatically be shaded (Fig 12). For example, if you select an area, such as an attached garage, and you select to have it subtracted from the GLA, it will be shaded.

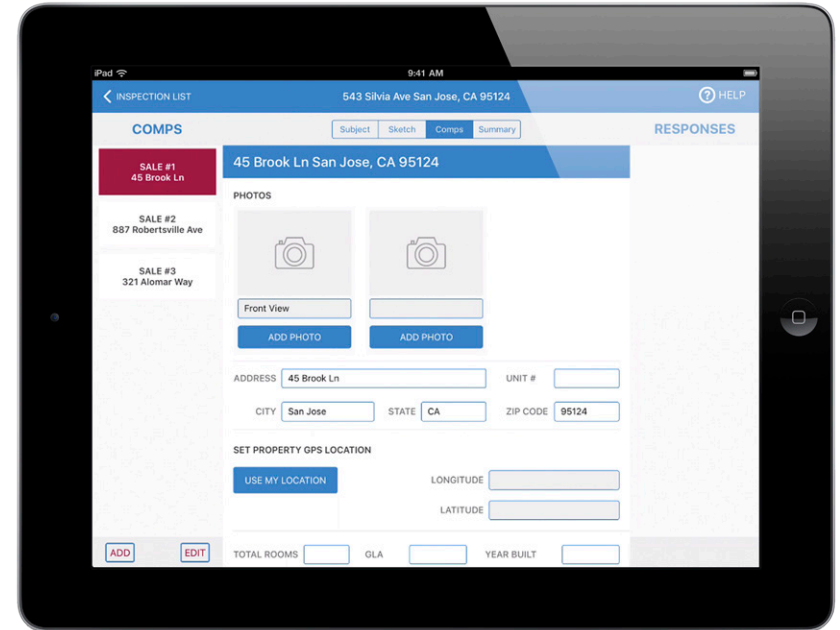
Fig 12



Comps Section

All the Sales in the ClickFORMS file uploaded to Inspect-a-Lot will show up in the Comps section (Fig 13). New Sales can be added directly in the app by tapping the ADD button. To edit or delete a Sales Comp, tap the EDIT button.

Fig 13

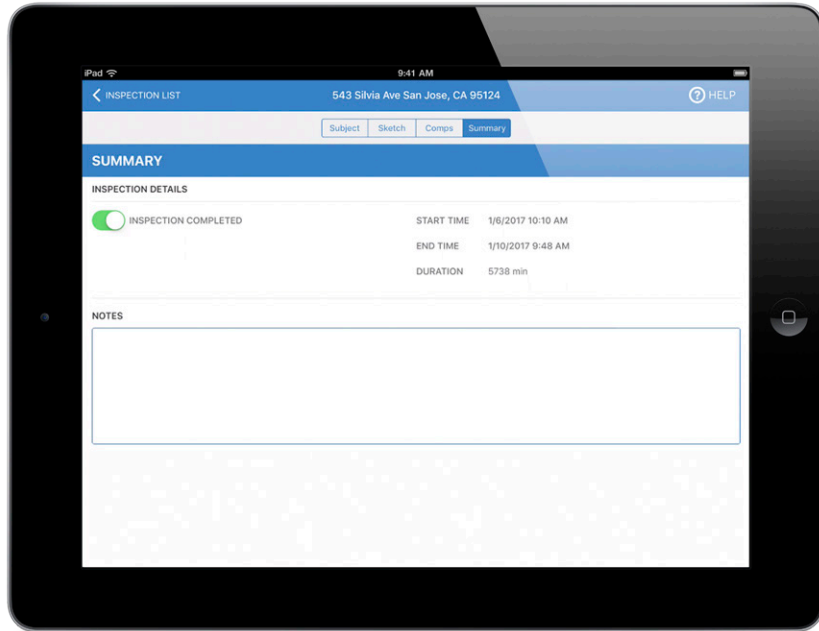


Summary Section

Indicate the Inspection is Complete. This section is where you indicate the inspection has been completed. It's critical to do this because it's the only way for the app to know that the inspection is ready to be uploaded. When you finish your inspection, tab to the **Summary** section and toggle the **Inspection Completed** indicator to True (green is showing) (Fig 14). The app will change the inspection status from **In Progress** to **Completed** and ready the data to be transferred. You can now go back to the **Inspection List** view and tap the **SYNC** button to upload all Completed inspections to the AppraisalWorld Property Inspection service and download into your appraisal report. Note that you can make changes to the inspection after indicating that it is completed and re-syncing the app. It is not necessary to toggle the completed button again before re-syncing.

Time Your Inspections. At the start of each inspection, a timer is started to calculate how long the inspection took. When you toggle the **Inspection Completed** indicator to True, the timer is stopped. The time each inspection took is recorded and stored as part of your profile in AppraisalWorld. You can find and track your average inspection time in the **My Statistics** folder on your membership page.

Fig 14

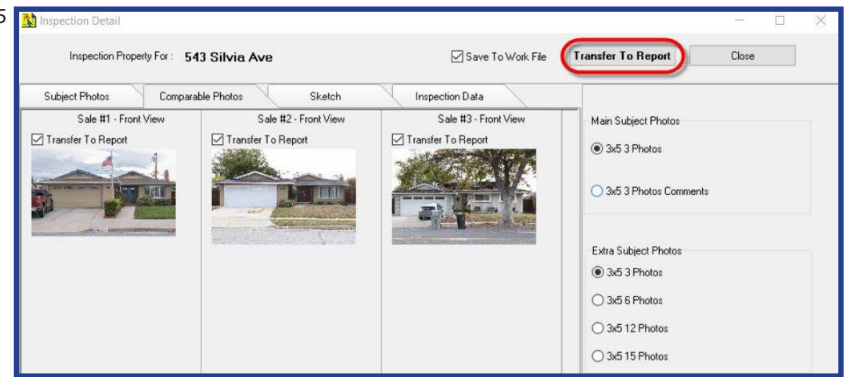


Import to ClickFORMS

In ClickFORMS, open the template or file that you want to import your inspection data to. Then go to Services > Inspect-a-Lot to open the Inspection Manager and click the Completed Inspection tab. Here you will see a list of the inspections that have already been imported and the ones that are Ready for Import. Double click on the inspection you need.

You will see all your inspection photos, sketch, and data that were collected in the field (Fig 15). Click on the Transfer to Report button to import the data into your file. By default, all your inspection data is also saved to an Inspections folder located at C:\Documents\My ClickFORMS\Inspections.

Fig 15

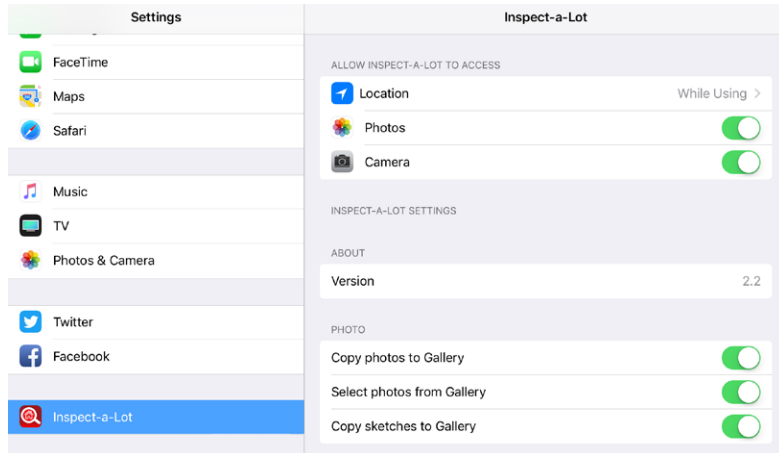


Inspect-a-Lot Preferences

Inspect-a-Lot is preconfigured to provide the greatest efficiency for you in the field. There are times that you may want to change some of the settings based on your needs or the situation in the field.

Launch the “SETTINGS” app on your iPad. On the left side, scroll until you see the Inspect-a-Lot icon and tap on it. (Fig. 16)

(Fig 16)



Inspect-a-Lot Access

You’ll want to provide the app access to Location while you’re using it and access to the built in Photo gallery and Camera.

About

The current version of the app you are running

Photo

Copy photos to Gallery – The default is for this option to be on. This saves the full resolution image you have taken in the app to the iPad’s photo album. Inspect-a-Lot will automatically optimize images you place in the app for use in ClickFORMS, but if you would like to use the full resolution image to edit back at the office it is saved in the Photo Gallery. A good back up in case something unexpected happens with your inspection file. Also, if you’re saving your images automatically to the iCloud account, your backup images will be stored there. Turn off only if you need the storage space on your iPad and other images in the gallery cannot be deleted.

Select photos from Gallery – The default setting is for this feature to be turned off. When taking photos from the Inspect-a-Lot app, you will not be prompted to choose between selecting a photo from the Gallery or taking a photo with the camera. This saves you time during the inspection. However, if you have taken a photo outside of the Inspect-a-Lot app or your workflow has you taking a series of quick photos to the gallery, the way to enable choosing a photo from the Gallery while in Inspect-a-Lot is to turn this option on.

Copy Sketches to Gallery – The default is for this option to be on. Like saving photos to the Photo Gallery, saving your sketches to the Gallery is a good back up in case the unexpected occurs with your inspection file or you wish to use the sketch image in a different addendum than the one Inspect-a-Lot creates in ClickFORMS.

Understanding these settings will help you get the most out of Inspect-a-Lot or safeguard your data assets when the unexpected happens. We’ve added these backup features in Inspect-a-Lot as an added defense for your peace of mind because nothing is worse than having to return to a property for lost images or sketches.