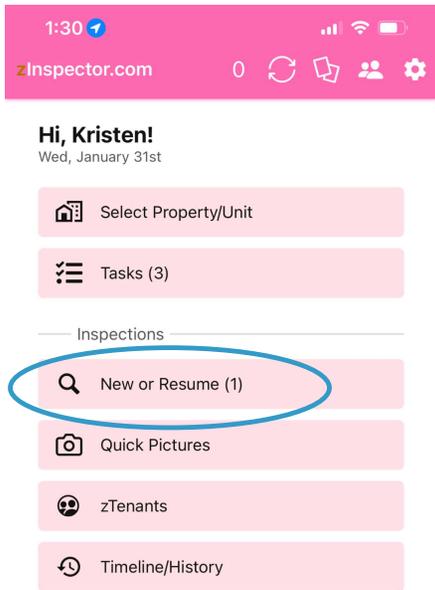


How to Use ZInspector...Steps 1-4

Note: the first time you log into the app, your IOR email is your user ID and your password is 123456



1. Once you sign in, you will come to this screen. Choose "New or Resume"

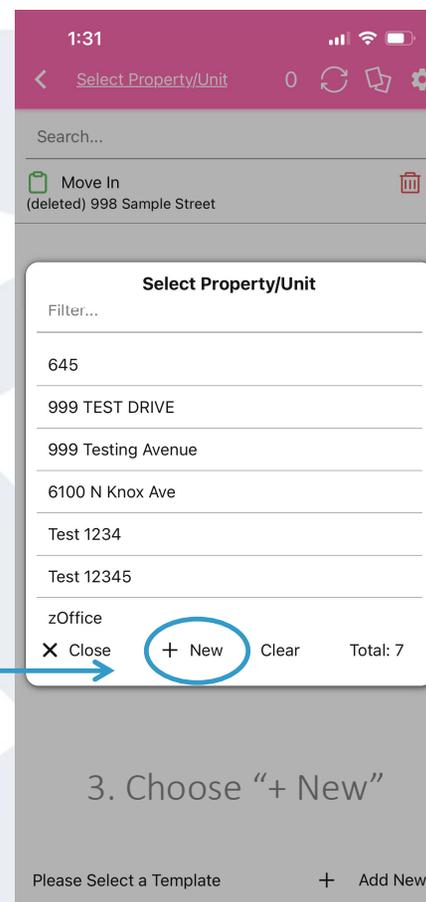


2. If you choose "Resume" Click "Move In" and go to step #11

If you are starting a new inspection, click on "+ Add New"

Please Select a Template

+ Add New



3. Choose "+ New"



4. Choose Single Family

How to Use ZInspector...Steps 5-9

1:32
New Property/Unit 0

Property Details

Street Address Line 1 *
123 Test

Street Address Line 2 (Optional)

Country * United States

State * California

City *
Long Beach Postal Code

Property/Unit Name *
123 Test

Similar Properties:
Test 1234
Test 12345

Back Next

5. Add Property Address then "Next"

1:32
New Property/Unit 0

123 Test (123 Test, Long Beach, CA, US)

Area Details

How many of the following areas does the property have?

Bathroom * 2

Bedroom * 3

Back Next

6. Choose the number of bathrooms and bedrooms then click "Next"

1:33
123 Test 0

- > (New) Entry 1
Description...
- > (New) Front Yard/Exterior 1
Description...
- > (New) Bathroom 1
Description...
- > (New) Bathroom 2
Description...
- > (New) Bedroom 1
Description...
- > (New) Bedroom 2
Description...
- > (New) Bedroom 3
Description...
- > (New) Dining Room 1
Description...
- > (New) Family Room 1
Description...
- > (New) Hallway/Stairs 1
Description...
- > (New) Kitchen 1
Description...

Back + Add Proceed

7. Click on the Garbage Can icon next to the items not relevant to this inspection. NOTE: If you accidentally remove a room, you can add it back by clicking on the "+Add" button at the bottom

8. Click on the ruler if you want to add dimensions for the room (not required)

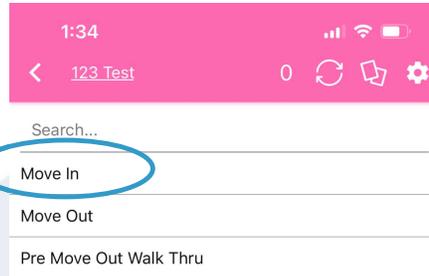
9. For duplicate rooms: add a description to differentiate

Click "Proceed"

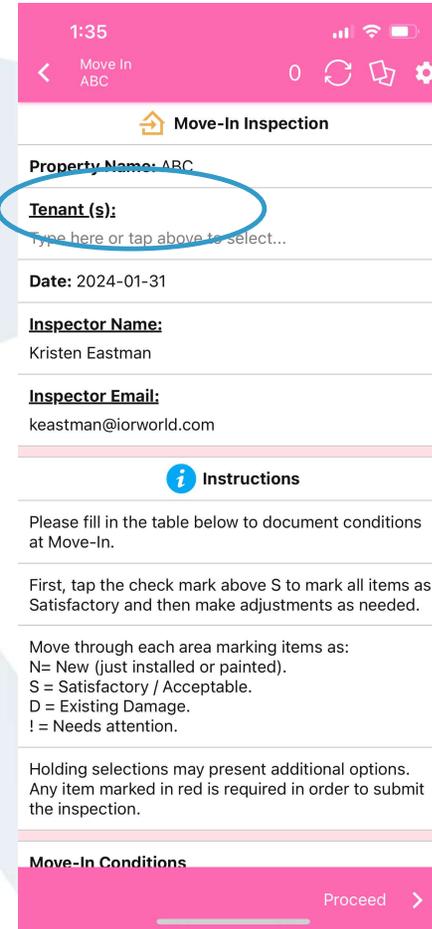
How to Use ZInspector...Steps 10-12



10. If you are happy with your descriptions, click on "Save"



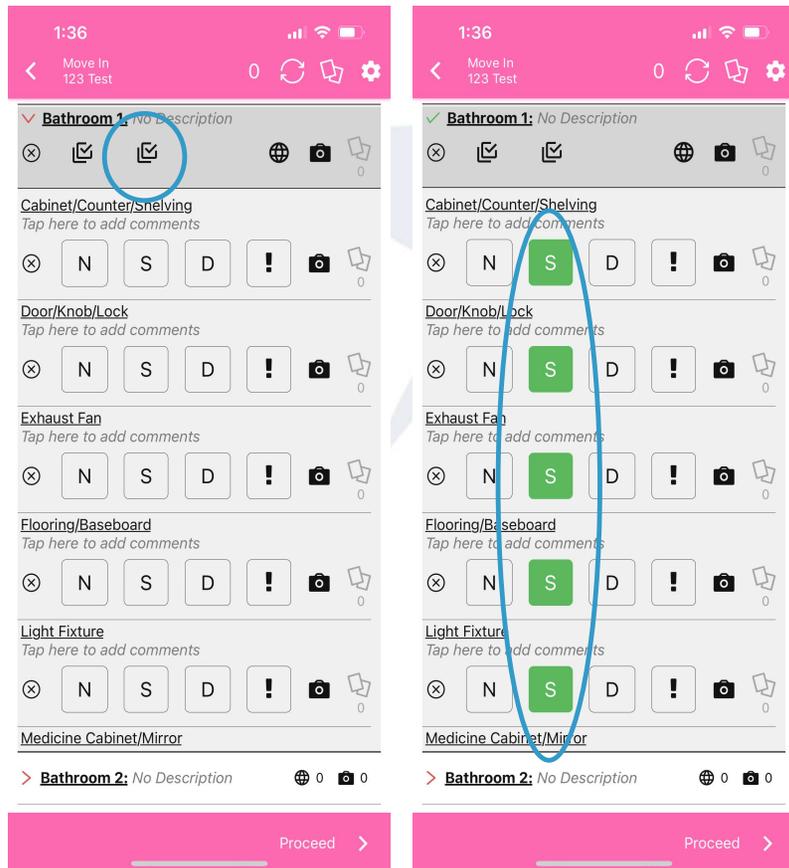
11. Choose "Move In" with the address you are inspecting.



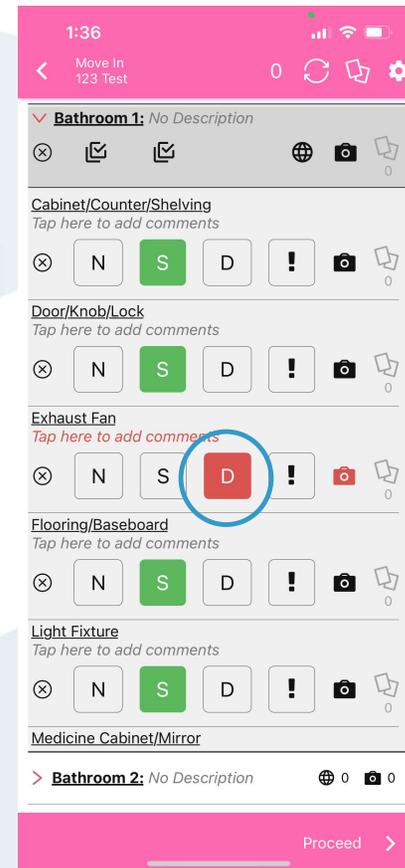
12. Review the information and add the Tenant's name

Scroll down to look through the rooms

How to Use ZInspector...Steps 13-14

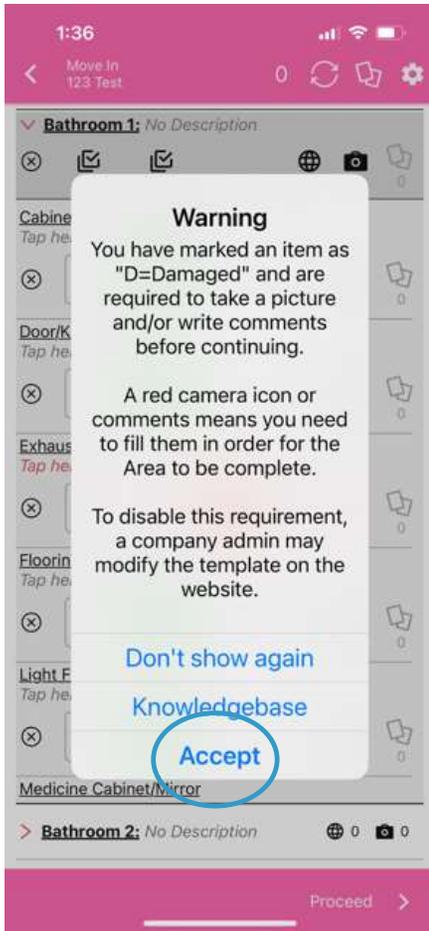


13. Click on the Document sign above the column with the "S"
This will mark all as satisfactory



14. Then, if you see an item that needs to be addressed click on the "D" (Damaged) next to that item

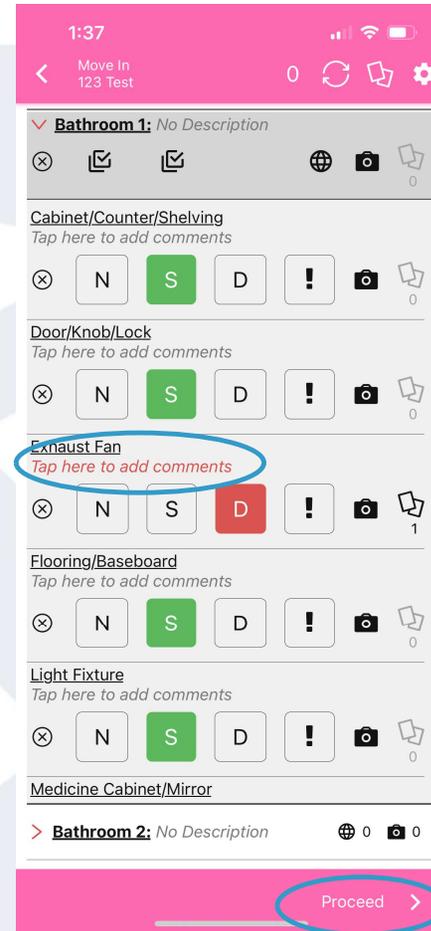
How to Use ZInspector...Steps 15-16



When you click on the “D” (damaged) you will be warned that you must take a picture. Choose “Accept”

15. This will open your camera. Take a picture of the damaged area. You can zoom in, add the flash, etc

If you need further guidance with pictures, please see the last pages of these instructions



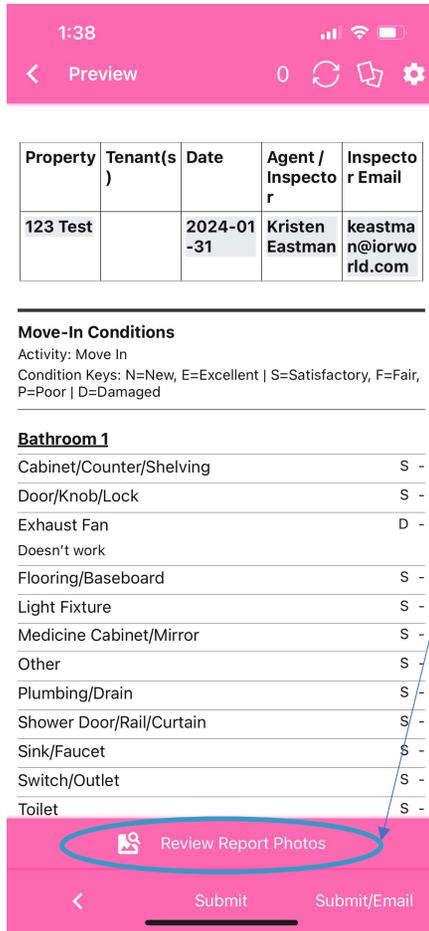
16. Add a comment on what the damage is

Continue to scroll through the rooms noting damages as needed

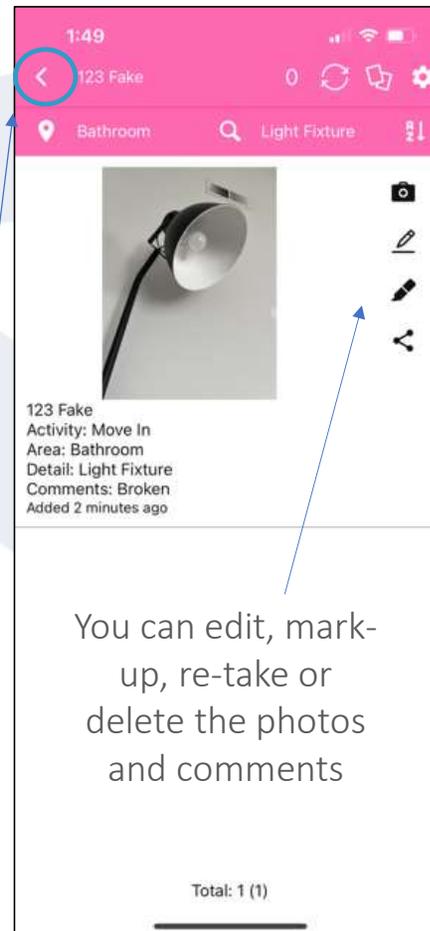
NOTE: The app will not let you proceed until everything is completed

When the inspection is completed, click on “Proceed”

How to Use ZInspector...Steps 17-19

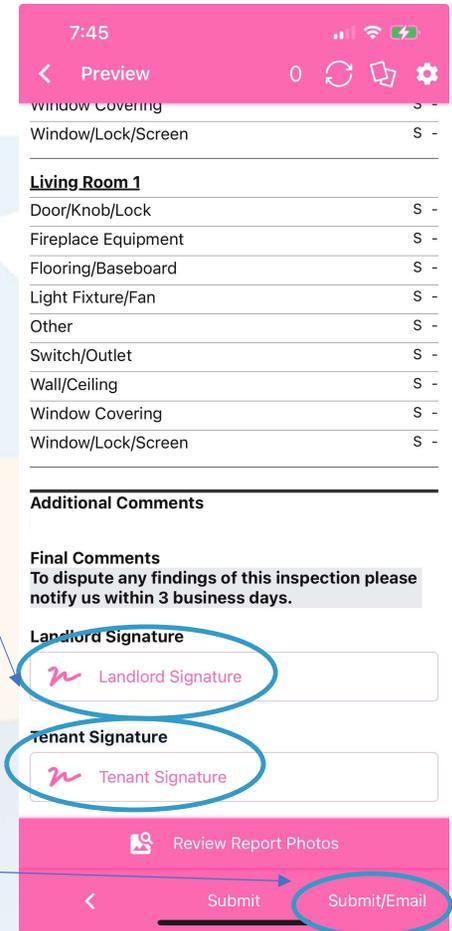


17. Review the inspection report photos
If your pictures are correct, click on the back button.



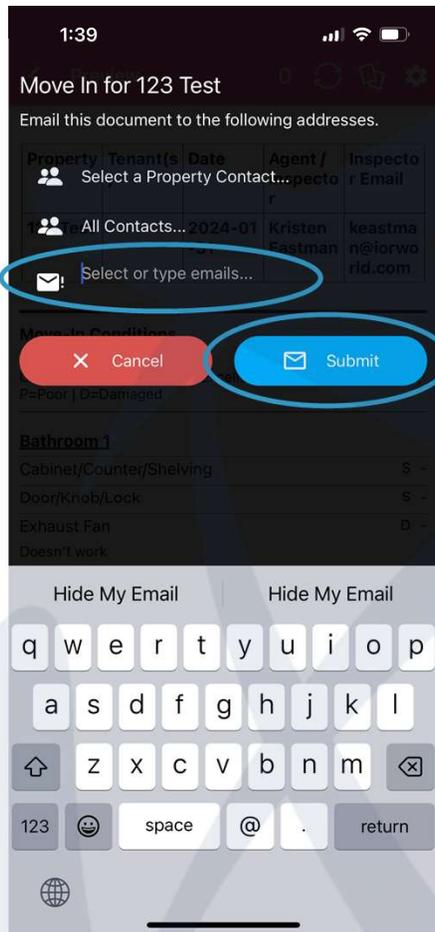
You can edit, mark-up, re-take or delete the photos and comments

18. Scroll to the bottom of the inspection report and have the Landlord and Tenant sign.
This is Mandatory.

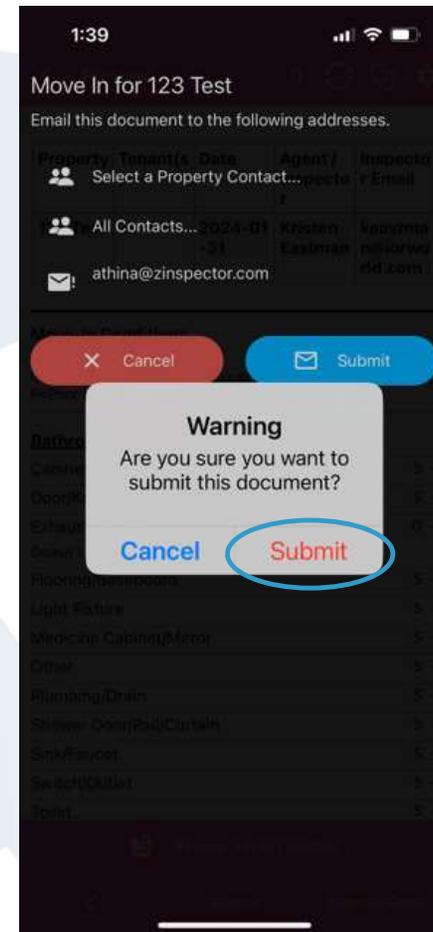


19. Click Submit/Email

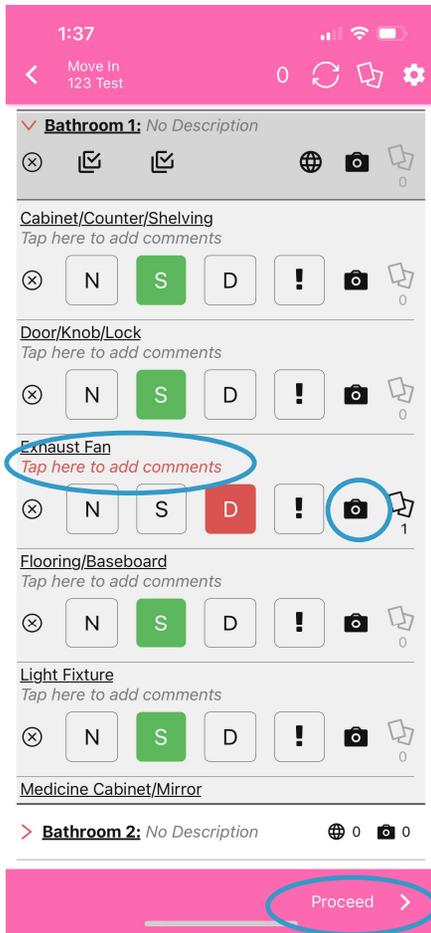
How to Use ZInspector...Step 20



20. Add your DPM's email and click on "Submit"



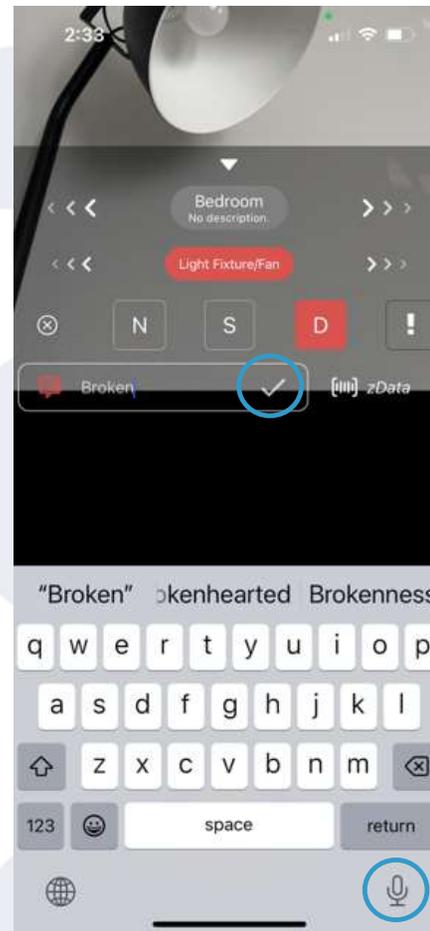
How to Use ZInspector...The Camera



If you marked something as “D” (Damaged), you MUST make a comment and take a photo of the issue.

Tap on the comment to explain the issue

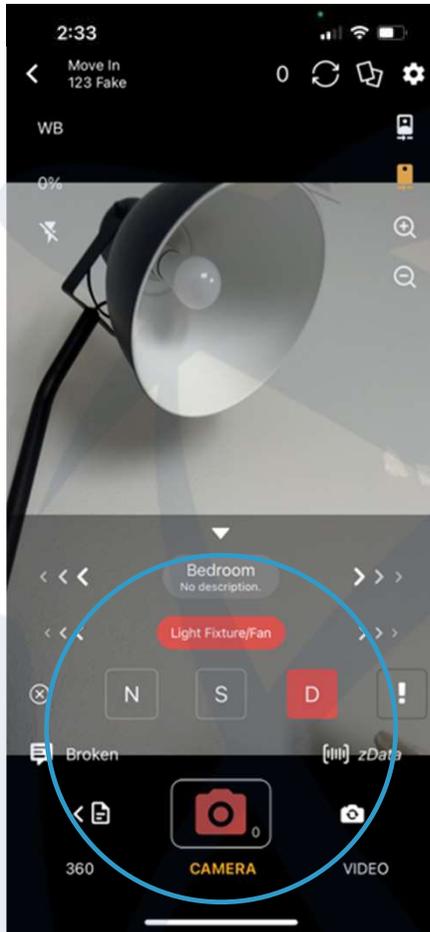
Tap on the camera to take the picture



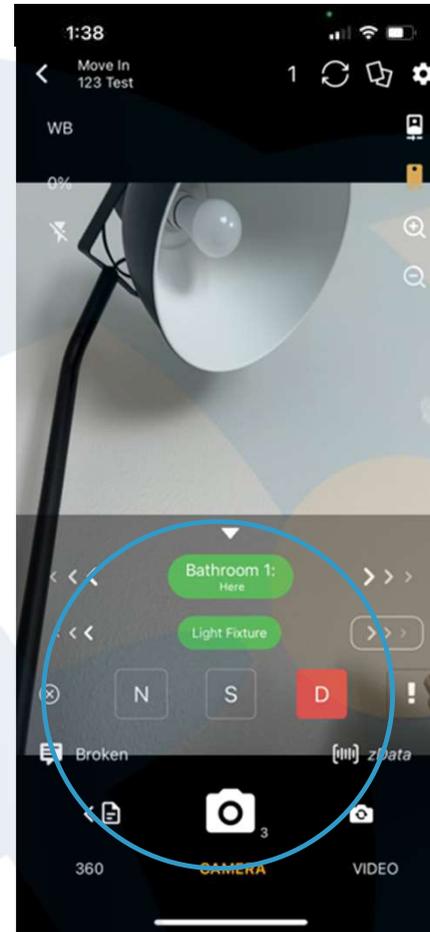
You can also add the comment while the camera is open. Just type in the issue and click on the check mark.

If you prefer to “talk to type” click on the microphone and say the issue.

How to Use ZInspector...The Camera



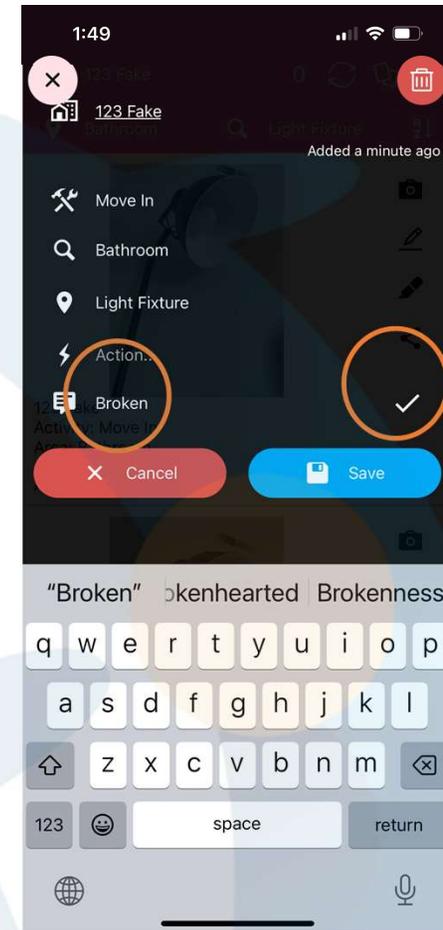
The room name and camera stays red until you've taken the picture. Once you have taken the picture the room name changes to green and the camera is white



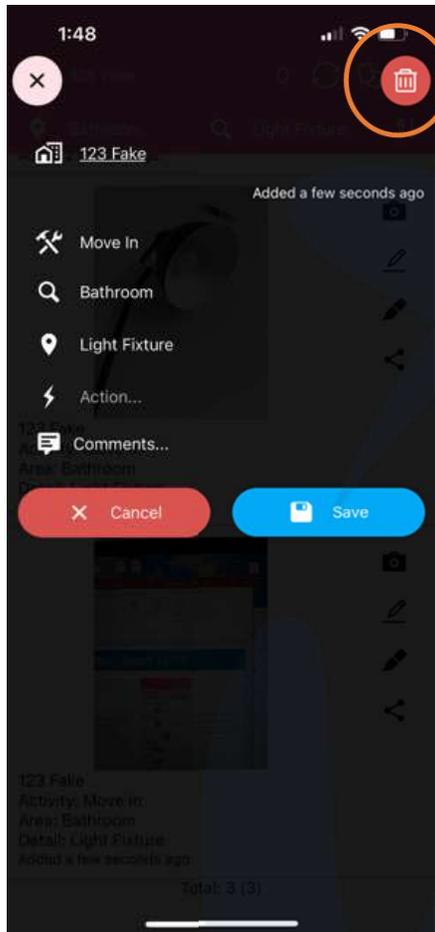
How to Use ZInspector...The Camera: Editing a Comment



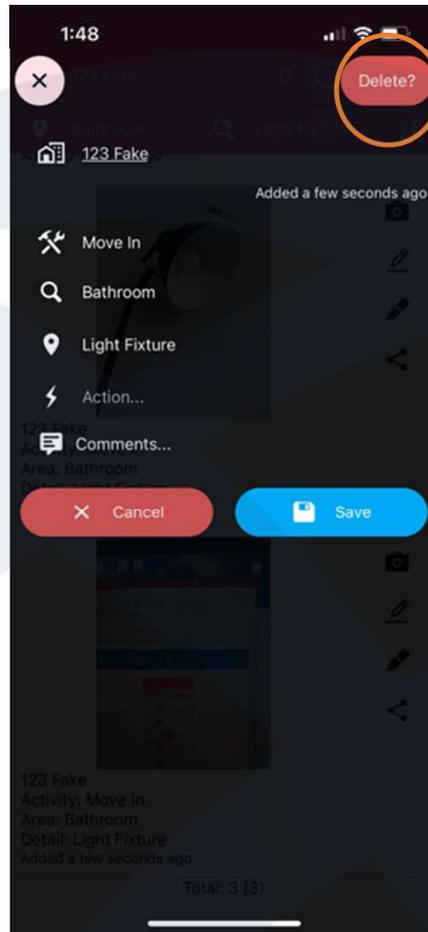
When you preview your photos and you would like to change the comment, click on the pencil. Add or edit the comment and click on the checkmark.



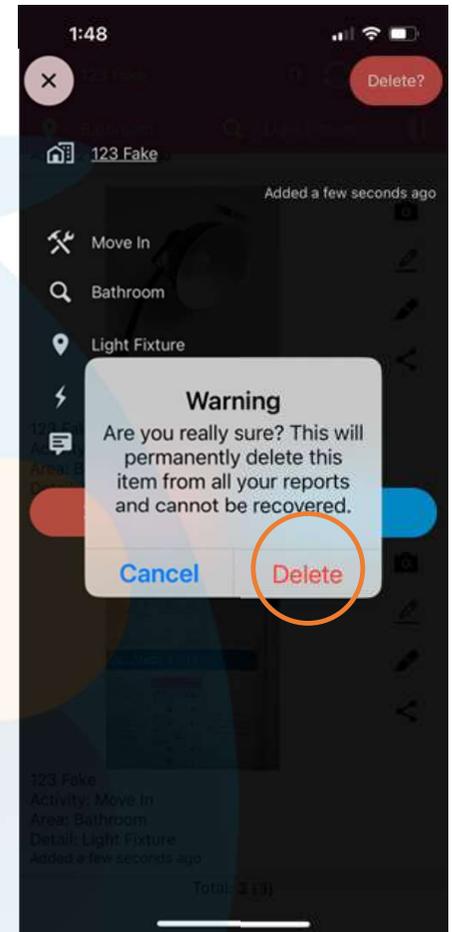
How to Use ZInspector...The Camera: Deleting a photo



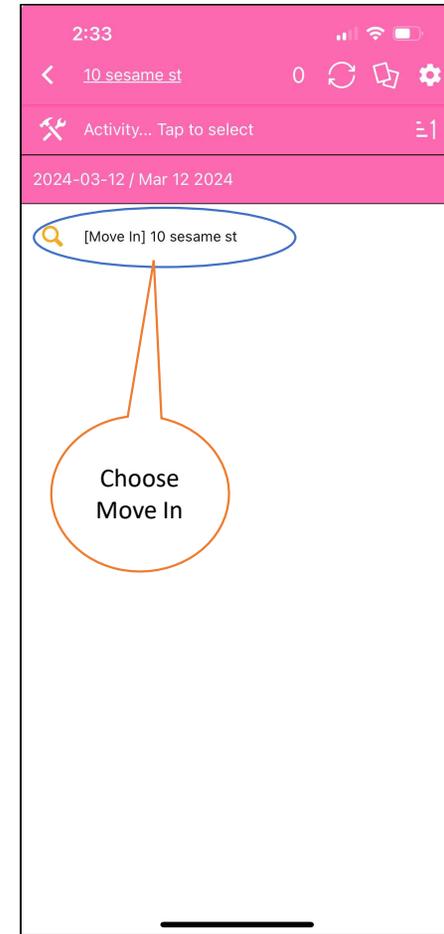
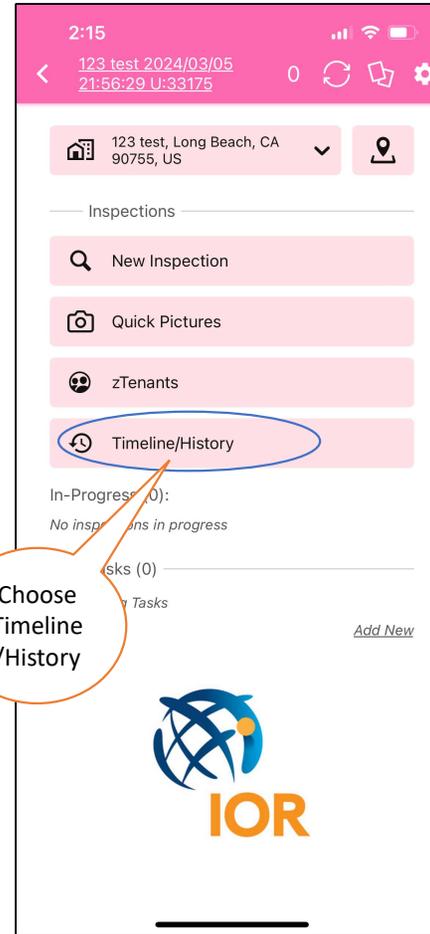
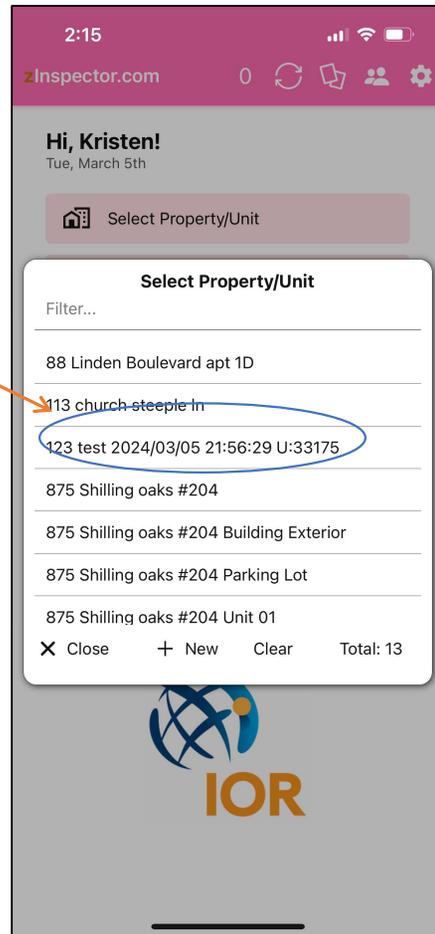
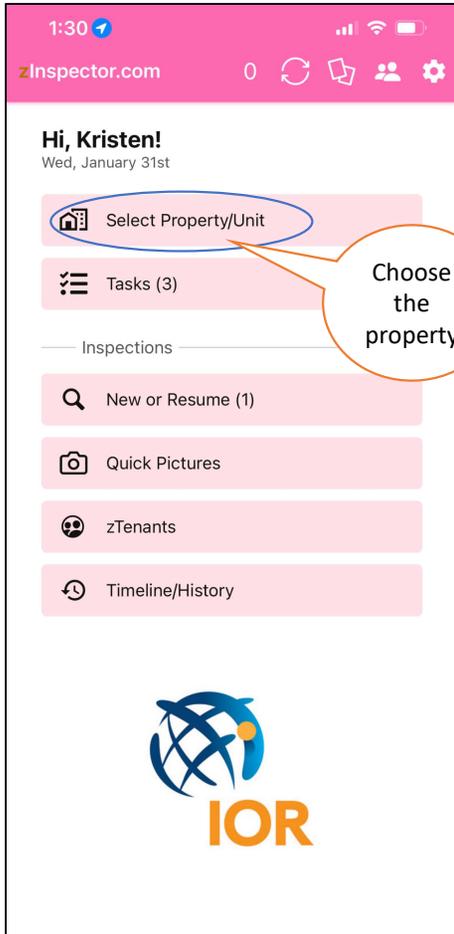
To delete a photo, click on the garbage pail in the top right corner



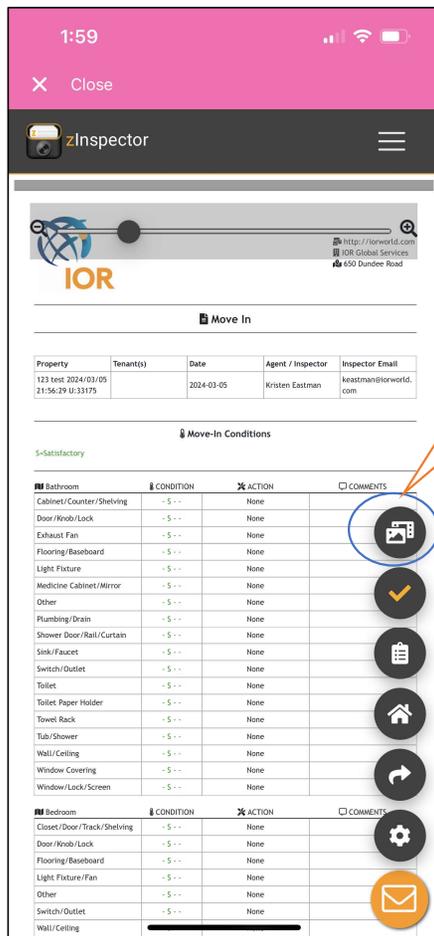
Click on "Delete?" A warning will pop up. Click on delete again.



Adding a Photo After the Inspection



Adding a Photo After the Inspection

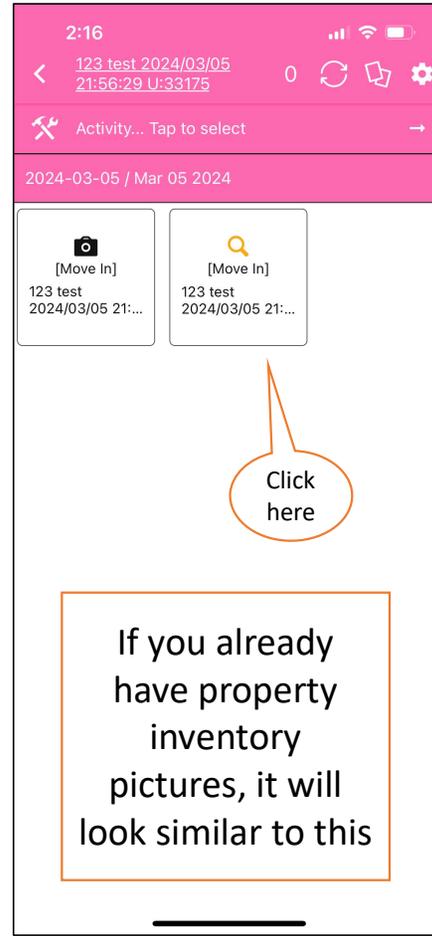
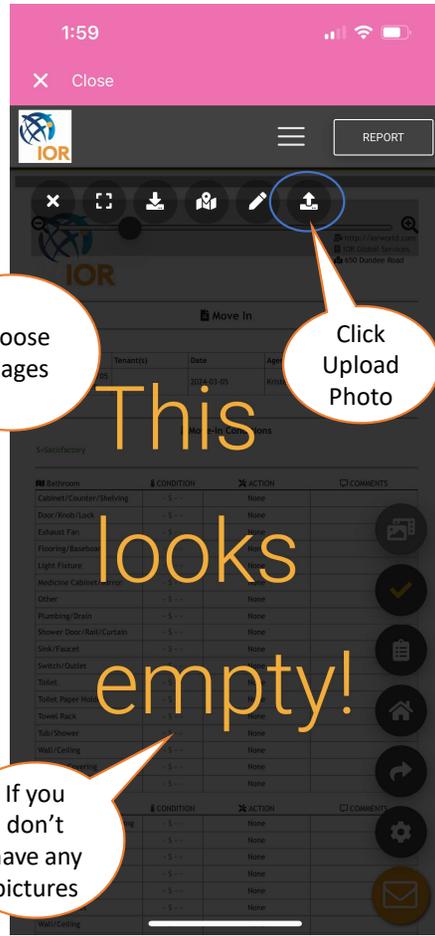


Choose Images

Click Upload Photo

If you don't have any pictures

This looks empty!



Adding a Photo After the Inspection

