



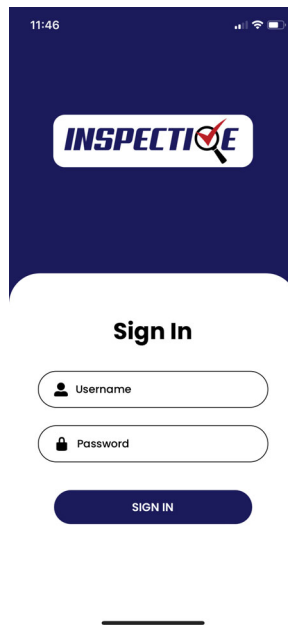
# USER GUIDE

# 2024

INSPECTIVE.IO  
INFO@INSPECTIVE.IO

## STEP 01:

Sign in to the application.

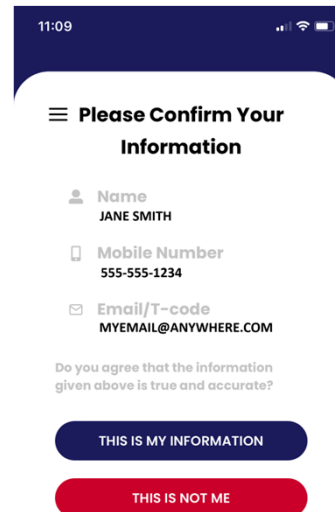


## STEP 02:

Once logged in, verify your credentials are correct.

If yes, click 'this is my information'

If no, click 'this is not me' and a representative will be alerted to the problem and will contact you shortly.

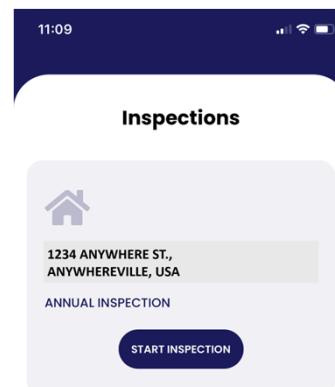


## STEP 03:

You enter on the property assignment screen, if you have been assigned a property it will appear in the list here.

Verify the type of inspection, such as 'annual' or 'initial'.

Click 'start inspection' once you are ready to begin.



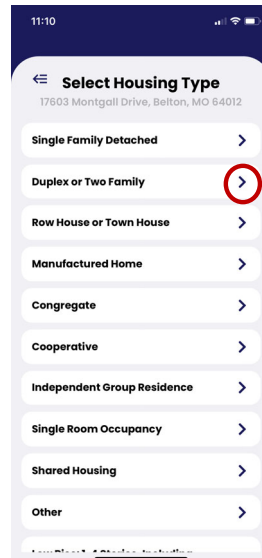
## STEP 04:

You will arrive at a brief instructions screen. Click 'start' when you are ready to begin.



## STEP 05:

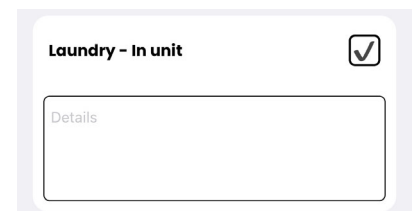
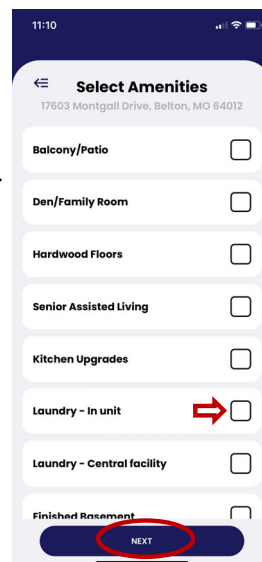
Select the type of property you are inspecting.



## STEP 06:

Select the amenities in the property.

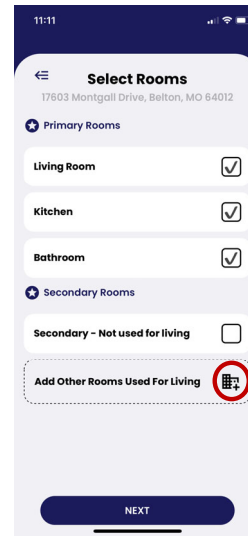
- Click on the boxes to check.
- Once checked a box will appear for you to add notes if desired.
- Then click 'next' when complete.



## STEP 07:

Select Rooms:

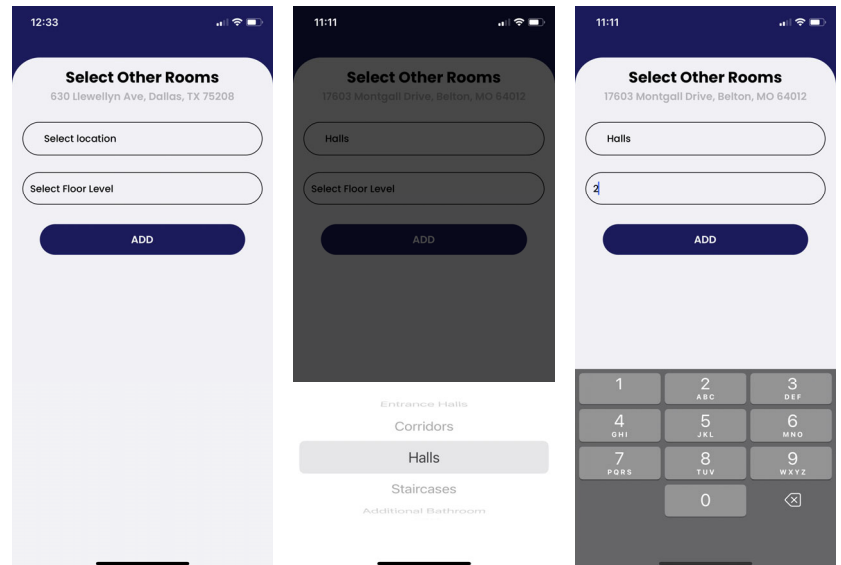
- Check all primary rooms
- Check if secondary rooms, not used for living, exist. This would include laundry spaces, mechanical rooms, etc.
- To add additional rooms; click 'Add Other Rooms Used for Living' to add bedrooms, dens, hallways, etc.



## STEP 08:

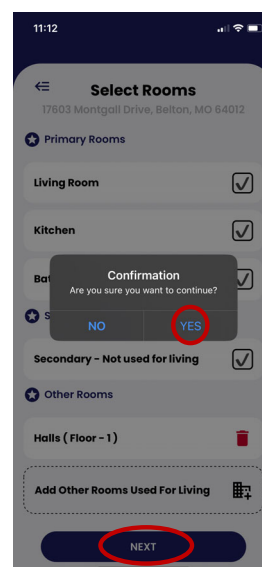
Select Other Rooms:

- Click on 'select locations' for a list of available room types.
- Select the room you want to add.
- Denote the floor level that room is on in the field labeled 'select floor level'
- Return to step 7 to add additional rooms as needed.



## STEP 09:

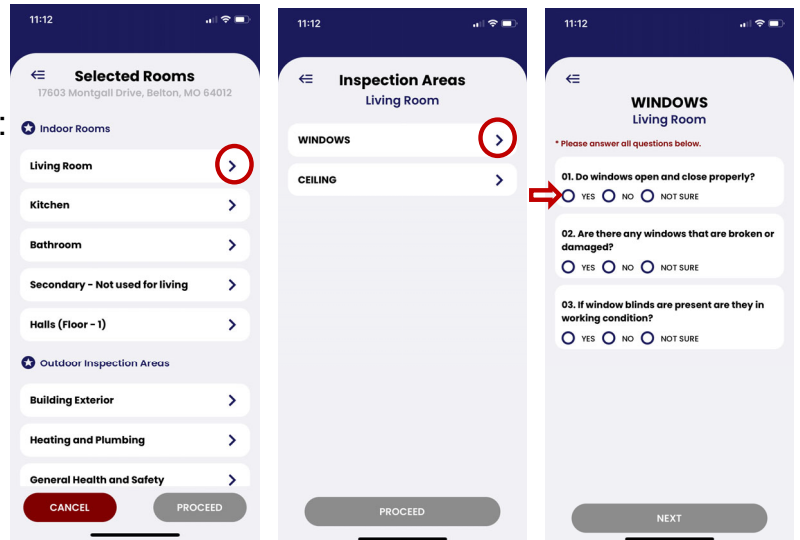
Once all rooms have been added, click 'next' and confirm you want to continue by clicking 'YES'.



## STEP 10:

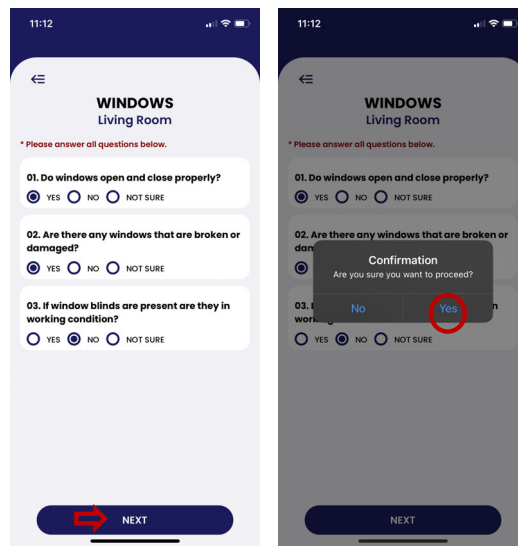
You are ready to start the inspection:

- Select the first room you want to inspection. In this example ‘Living Room’.
- Each room has required Housing Quality Standard inspection criteria, select each area to be inspection and answer the questions.
- Click ‘next’ when questions have been answered.



## STEP 11:

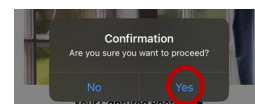
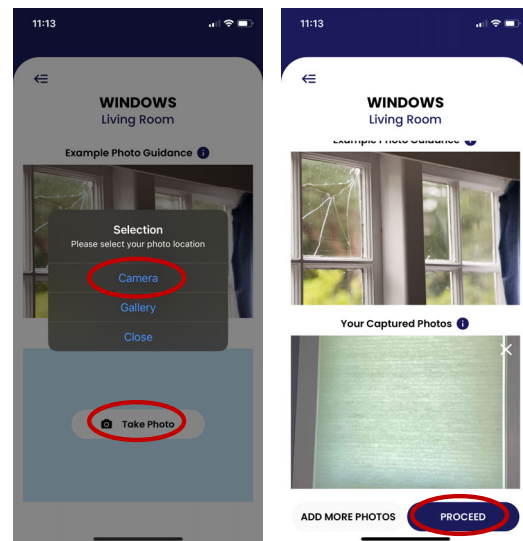
- Click ‘next’ when all questions have been answered.
- Then confirm you are ready to proceed.



## STEP 12:

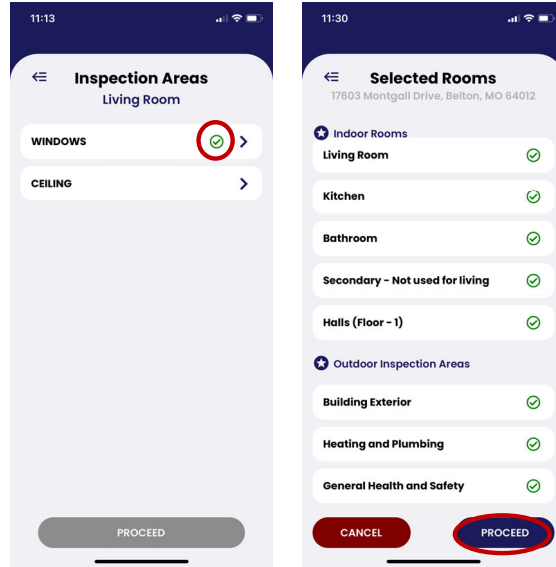
Take photos of the inspected areas:

- Click ‘take photo’
- Select your phone’s camera app
- Take the photo of the area in you inspected paying special attention to any defects, example photos are at the top of the page.
- You can add more than one photo if desired, once done select
- ‘Proceed’ and confirm you are ready to proceed by clicking ‘Yes’.



## STEP 13:

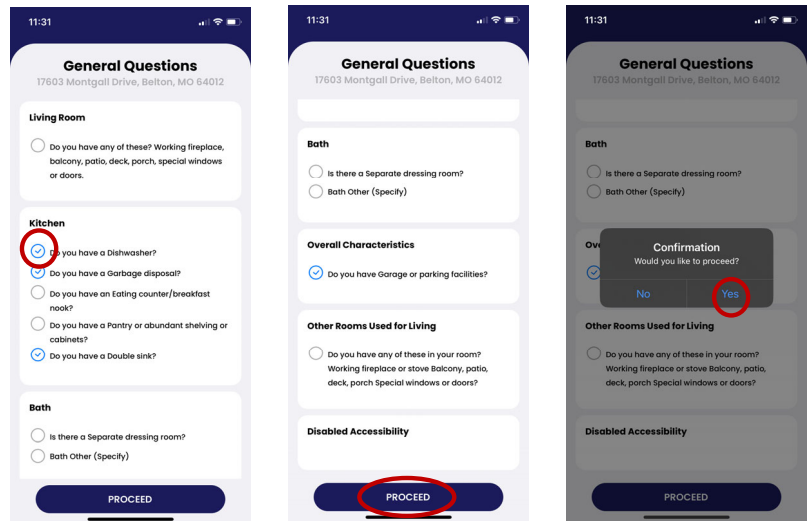
As you complete each area within a selected room, and then the room in its totality a green check will appear. You must inspection all rooms before you can proceed. Once all rooms have a green check, click 'Proceed'.



## STEP 14:

Next answer the general property questions by tapping the toggle button until a check mark appears; selecting those items that apply to the property you are inspecting.

Once all applicable items have been checked click 'Proceed' and then confirm 'Yes'.

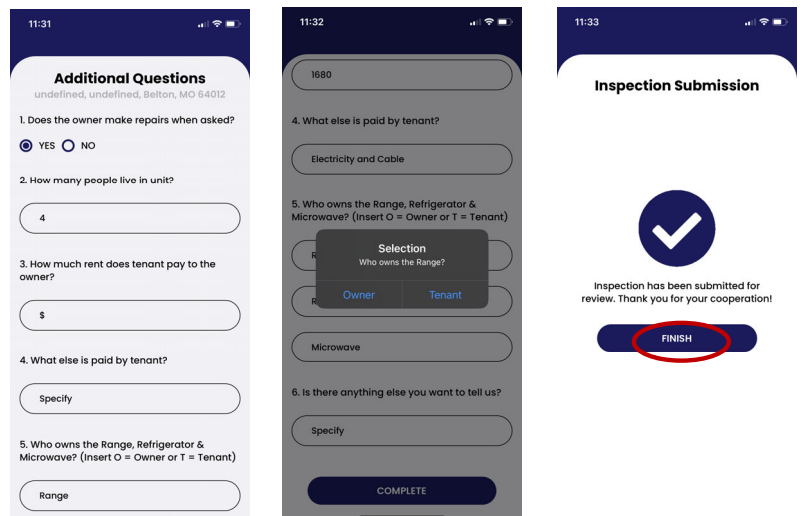


## STEP 15:

Additional questions should be answered by typing in the answer to the required questions.

Once all applicable questions have been answered click 'Complete' and you arrive at the submission screen.

Click 'Finish'



## Completion & Evaluation

The inspection submitted is reviewed by AI for anomalies and a report is compiled. Inspective Quality Assurance team reviews a percentage of all reports to ensure compliance and review the AI findings.

Your report will be ready for download within 24 hours from the portal.

Your report will also be submitted to your Housing Authority, Municipality, or Ordering Agency automatically if your inspection was originally ordered by such an entity.

For more information:

Please visit [www.inspective.io](http://www.inspective.io)

Fill out an online inquiry form

Or email us at [info@inspective.io](mailto:info@inspective.io)