

# REPORT FORM PRO NITRO INSTRUCTIONS

APPLE – IOS FOR IPHONE & IPAD

CLICK THE LINK BELOW TO DOWNLOAD  
EDITABLE PRE-INSPECTION AGREEMENTS FOR YOUR CLIENTS,  
PRINTABLE PAPER REPORT TEMPLATES,  
AND OUR MS WORD REPORT TEMPLATE:

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FOR TECHNICAL SUPPORT PLEASE EMAIL:  
[STAFF@HOMEINSPECTIONFORM.COM](mailto:STAFF@HOMEINSPECTIONFORM.COM)

IF NECESSARY YOU MAY ALSO CALL:  
(866) 892-4396



**Quick Start Guide (see detailed step by step instructions below):** The first step when you use the app for the first time is to tap on My Business Info and Enter the information you wish to appear in all of your reports regarding your inspection business. If this is your first time using this software, you will need to save your logo to your photo gallery. You can simply take a photo of your logo with your device by tapping on the camera icon\* or email a digital logo to yourself and save it to your photo gallery, so you can insert it into the photo section.

Next, tap on inspection report to start a new inspection. Fill out each item as you see fit per your inspection. If you leave an item blank it will not appear in your report. Once a page is complete, tap on next to move to the next page. The app has 7 standard pages for you to complete for each report:

Page 1: General Inspection Information

Page 2: External Amenities, Roof, Exterior

Page 3: Landscape, Garage, Attic, Bathrooms

Page 4: Bedrooms, Living Area, Kitchen

Page 5: Foundation, Plumbing, Electrical, HVAC

Page 6: Additional Details (Here you can add unlimited custom items)

Page 7: Summary – Finish Report

**When you have finished entering the information for your report hit the Finish button in the lower right hand corner of page 7.** You will then be taken back to the home page. Tap on View/Edit Report. From here you can review, edit, and share your report.




## Step 1 – Start a new report

Tap on “New Inspection Report” to begin a new inspection.

← Inspection Editor

Business Name  
Report Form Pro Nitro

Business Logo 

Inspection Date Aug 18, 2019

Inspection Time 9:33 PM

Inspector Name  
Robert Eichmann

Street Address  
|

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City

State

Page 1

← BACK      NEXT →


Q W E R T Y U I O P  
A S D F G H J K L  
↑ Z X C V B N M ↵  
123      space      return

## Step 2 – Enter Description of Report

Start entering the information on page 1 about your inspection company by tapping on each item and entering information. To enter a photo of the building you are inspecting tap on the camera icon directly to the right of Building Photo on page one. It's easiest to just take a live photo by tapping on "Take a Photo" or you can choose a photo from your device Library.



\*Camera icon

Building Photo 

Pre-Inspection Agreement Signed? ▾

How do you want to add a photo?

Take a Photo

Choose from Library

Cancel

Zip Code  
92120


---

Inspection Description  
Single family home

---

Square Footage

---

Building Photo 

---

Pre-Inspection Agreement Signed? Yes ▾

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Is the client present? No ▾

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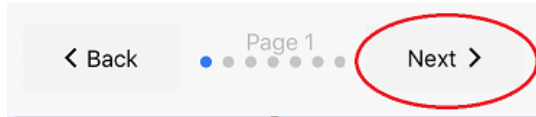
Is the real estate agent present? No ▾

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< Back   Page 1   Next >

Continue to fill out the rest of the page by tapping on each item and entering the required information in the fields.

When finished with the info on page 1, tap on the Next button in the lower right-hand corner to proceed to pg. 2.



← Roof Roof Installation NEXT

Condition

Satisfactory


Fair

Poor

N/A

Inspected

Not Inspected

Notes 

tap here to enter notes...|

and   are   to

1 2 3 4 5 6 7 8 9 0

### Step 3 – Complete the checklist items on pages 2 -5

Tap on a line item such as “Gate” at the top of page 2.

This will open the rating area for each item. Tap on Satisfactory, Fair, Poor, N/A, Inspected, or Not Inspected to give each item a rating.

Next you have the option to enter notes. Tap into the notes section and your keyboard will appear on your device.

Another way to enter notes is the quick comments button:



It looks like this.

When you tap on the quick comments button, a list of pre-loaded comments will appear. You can customize these to be anything you would like to use often in your reports.

To insert the quick comment in to your report, simply tap on the comment.

To customize a comment, tap on the edit icon



5 Unable to inspect due to access limitations. See photo below |

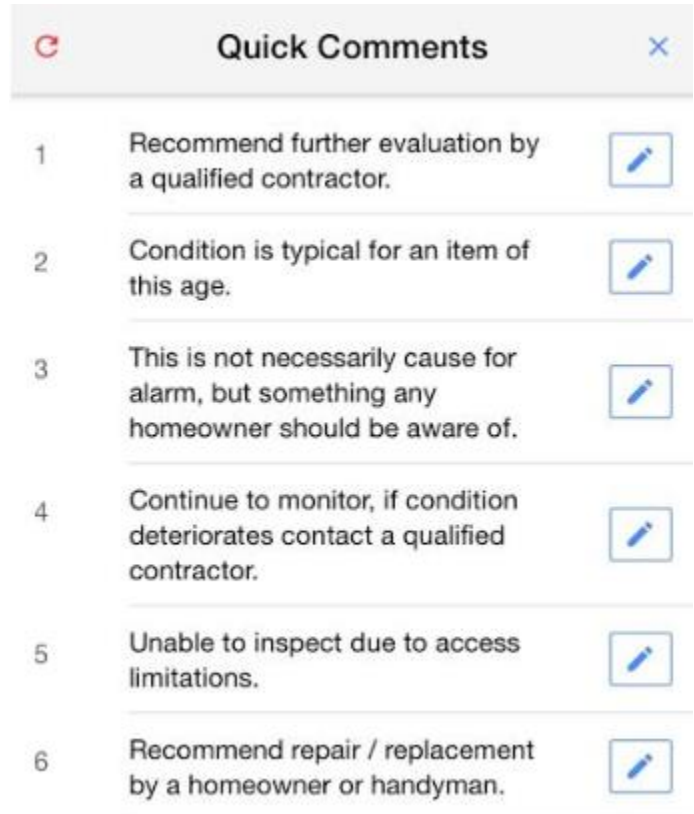


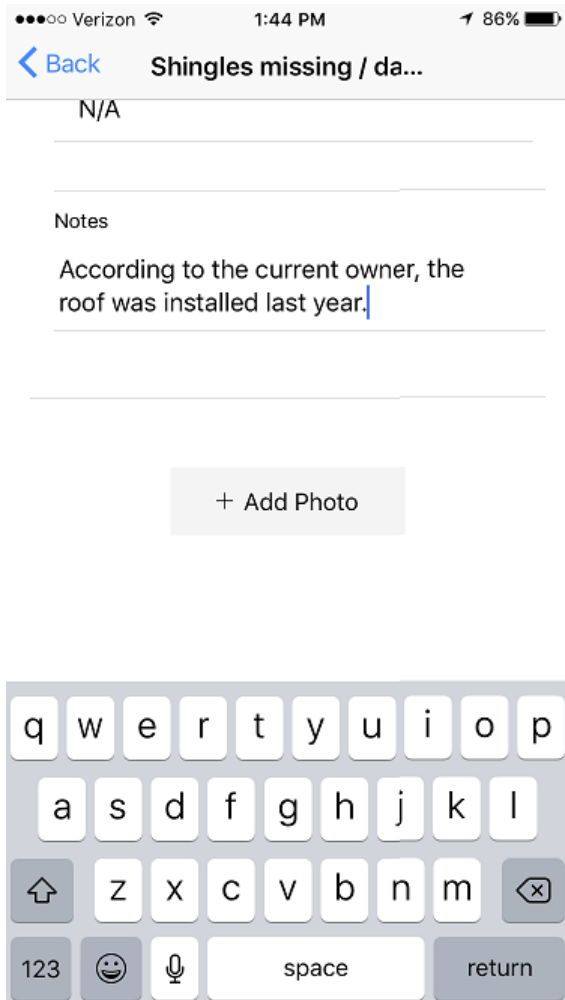
When you are done, tap on the save icon



The Refresh Button in the upper left hand corner will reset your quick comments back to the factory default at any time you choose.

You can exit the quick comment page at any time by tapping on the “x” in the upper right corner of your screen.

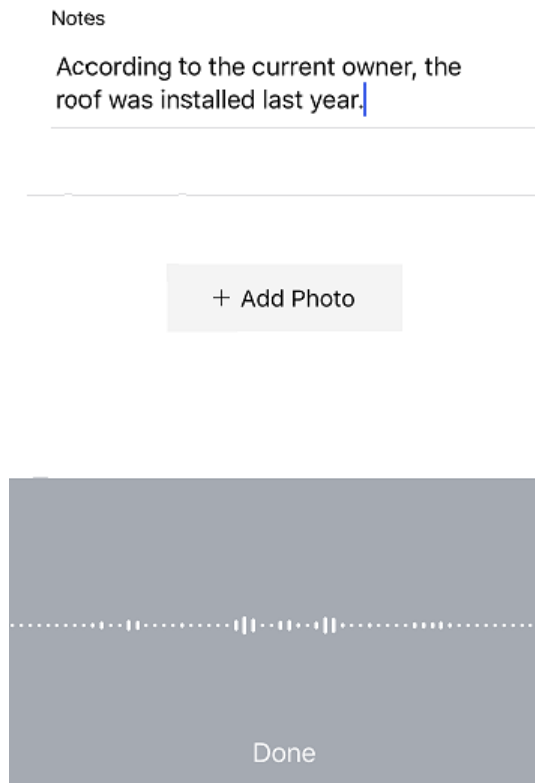




A third way to enter notes is to tap on the microphone icon\* to incorporate voice to text by speaking clearly into your device, this allows for faster note writing.

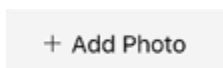


microphone icon\*



When done entering notes, tap away from the notes section and the keyboard will disappear.

To add optional Photos to your report, simply tap on the +Add Photo Button\*



Just the same as entering your business logo, you will have the option to take a photo or choose one from your library. **Photos taken using the app are not stored on your device, so you may want to take important photos with the camera app on your phone or a separate digital camera in case you need to supply a larger copy to the client later on.**



How do you want to add a photo?

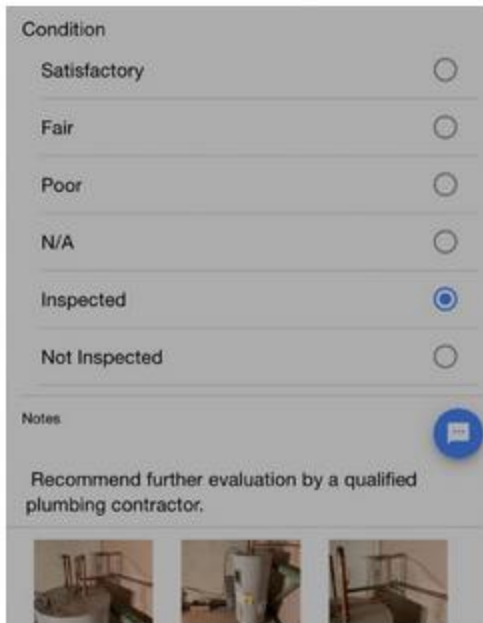
Take a Photo

Choose from Library

Cancel

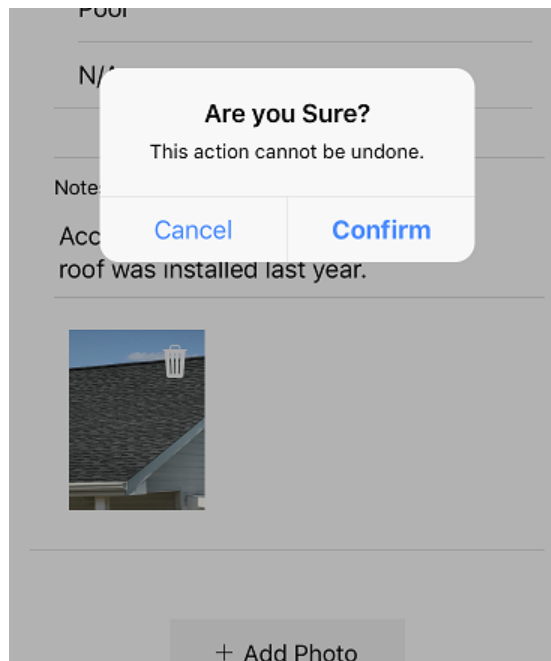


Landscape photos typically work best to tighten up your report, so it is best to take your photos with your device turned sideways, however it is up to you.



After you choose a photo for the report, it will appear as you see in the graphic listed on the left-hand side of the screen.

If you decide to delete the photo, simply tap on the photo again and tap on "confirm" to delete. If you do not want to delete the photo, tap on cancel.



What would you like to do with this picture?


Add Arrow(s)

Draw

Delete Picture

+ Add Photo

To add another photo to your report, simply tap on the + Add Photo button again and you can insert another photo. There is no limit for photo entry, so you may add as many as you would like. Keep in mind that adding photos does increase the amount of memory needed to process, email, and store reports, so it is recommended to only enter photos as needed. You can also draw on photos or insert arrows. To draw or add an arrow tap on the photo and then tap on the

action you wish to perform. If you do not like what you have done, hit the refresh  button. When done hit the save button.



What would you like to do with this picture?

Add Arrow(s)

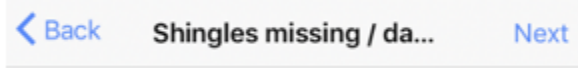
Draw

Delete Picture



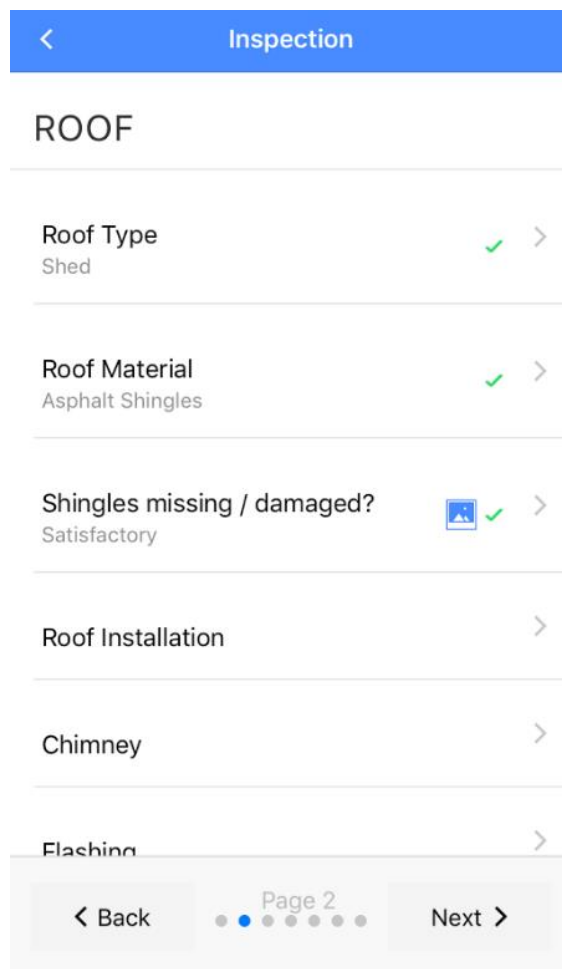
When you are satisfied with the information entered for a certain field, you will have two methods for navigating through the report.

The first option is to simply tap the next button in the upper right-hand corner, which will take you into the rating area for the next item on your checklist.



The other option is to tap the back button which will take you back to the entire list of items for the last page you were on in the report. As you can see in the example below there is a green check indicating you have given a rating for the item. If you included a photo you will also be able to see the photo icon\* as well. Any checklist item without a rating, notes, or photo will not appear in the pdf report created by the app.

\*Green check and Photo icon:  



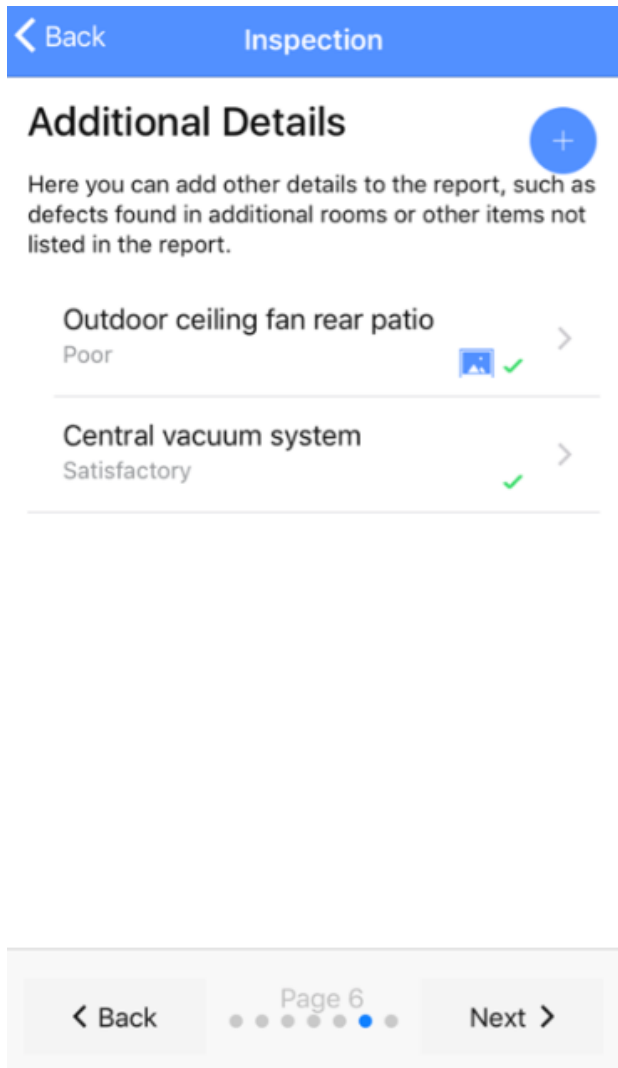
Continue to fill out the information using the same method until you reach page 6 – Additional Details.

This page gives you the opportunity to add custom items to the report. To add detail tap on the blue plus sign\* found in the upper right hand corner of your screen.



Blue plus sign\*

The additional details page will look like the example listed to the left. In this example, two custom inspection items have already been added to the report.



The screen shot below shows what you will see once you tap on the blue plus sign.

Tap on name and give the item a title such as "Central vacuum system"

Custom Item Delete Done

Name

CONDITION

Satisfactory

Fair

Poor

N/A

Notes

Q W E R T Y U I O P

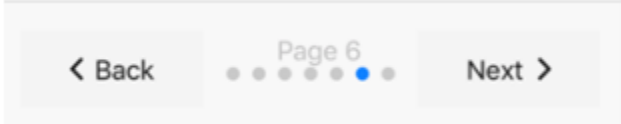
A S D F G H J K L

↑ Z X C V B N M ↵

123 😊 🎤 space return

Just like all other typical items found in the report, you may rate each custom item and add optional photos. When you are finished with the item, simply tap done in the upper right-hand corner. You may also delete each custom item at any time, by tapping on the delete button.

After you have entered all of the custom items needed for your report you can tap on the next button in the lower right corner of your screen.



Now you will be on page 7 the summary page. From here you will enter a summary of your report.

< Back      Inspection

---

Inspected By  
Robert Eichmann

---

Summary  
The home is in overall

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Tap in the summary area to enter your summary information. You may type, use a custom quick comment or use voice to text.

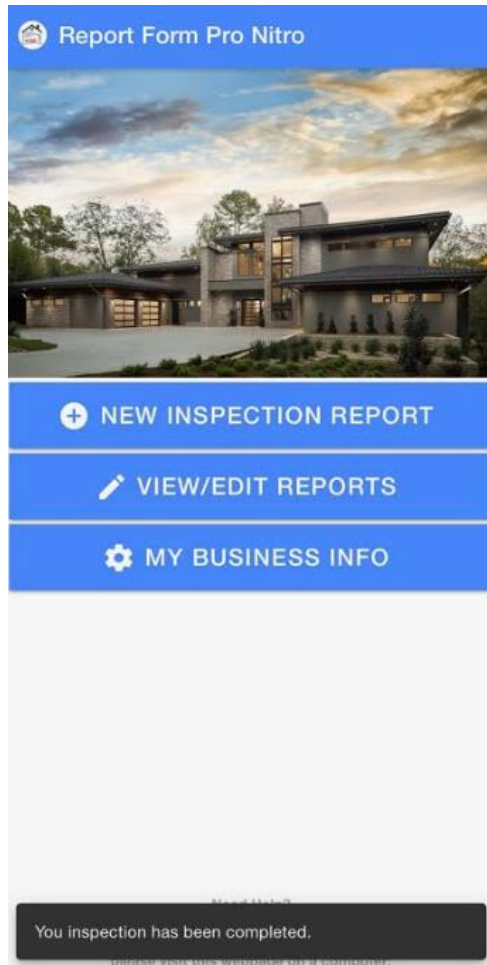
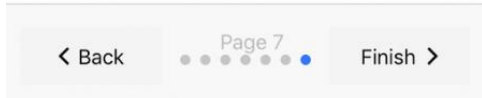
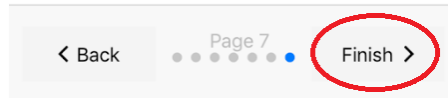
Inspected By

Robert Eichmann

Summary

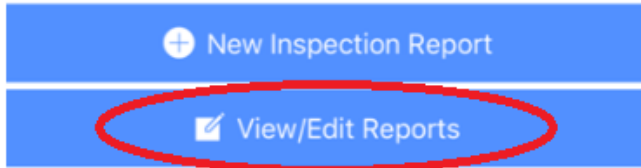
The home is in overall good condition.

To create your pdf file, tap on the Finish button in the lower right-hand corner of your screen.

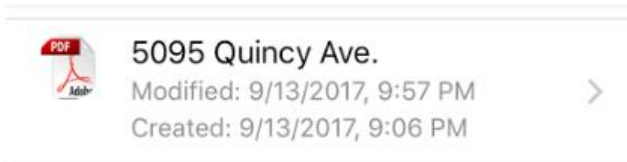


You will now be automatically taken back to the home page. A message will appear stating that your Inspection has been completed. If you have a large report full of photos, this may take a minute so please be patient.

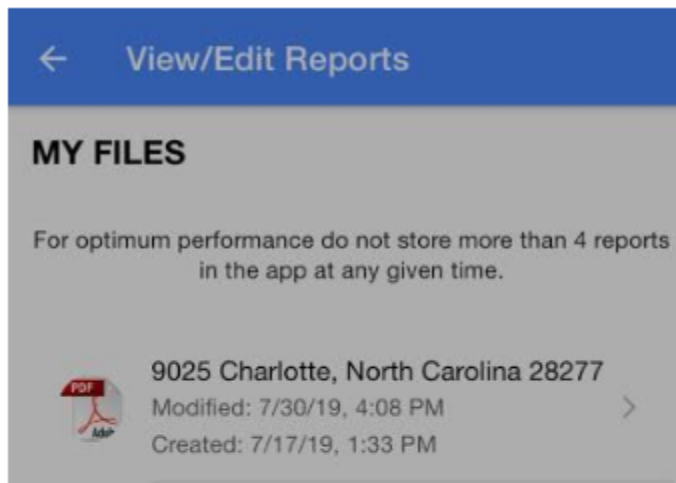
You will now be automatically taken back to the home page. Users will have the option to View, Edit, Print and Share the pdf report right from the mobile device by tapping on “View/Edit Reports”



### MY FILES

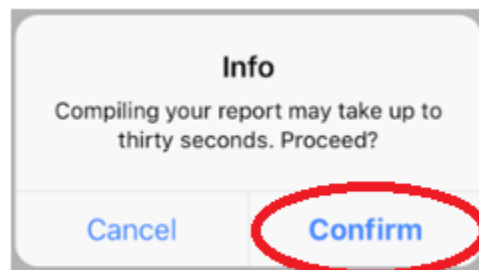


This is the View/Edit Reports Page. All reports are listed by the address and you can see when each report was created as well as modified.



Tap on the report you would like to share or edit and this window will appear.

Tap on view to see your report. A box will appear asking you to confirm. Tap on confirm to continue.



View

Share

Edit

Delete

Cancel

Please give the application time to process your report. This time may vary based upon the amount of information in your report.

< Back

View Inspection

**Dynamic Inspection Service Group**



**September 13th 2017, 7:06 am**

Inspection performed by:  
Robert Eichmann

**General Information**

**BUILDING ADDRESS:** 5095 Quincy Ave.  
**CITY:** Braintree  
**STATE:** MA  
**ZIP CODE:** 02184  
**INSPECTION DESCRIPTION:** Townhouse  
**SQUARE FOOTAGE:** 1750

Picture:



Has the **PRE-INSPECTION AGREEMENT** been signed by the client?  
Yes  
Is the client present for the inspection?  
No  
Is the real estate agent present for the inspection?  
Only to unlock the doors

Dynamic Inspection Service Group Contract: To view user's use by any individual person is prohibited

< Previous

1

Next >

Now you will see your report appear. If you plan on delivering the report immediately, you will be able to look over the report right on your device.

To navigate through each page of your report tap on the "Previous" and "Next" Buttons on the bottom of the page.

< Previous

1

Next >

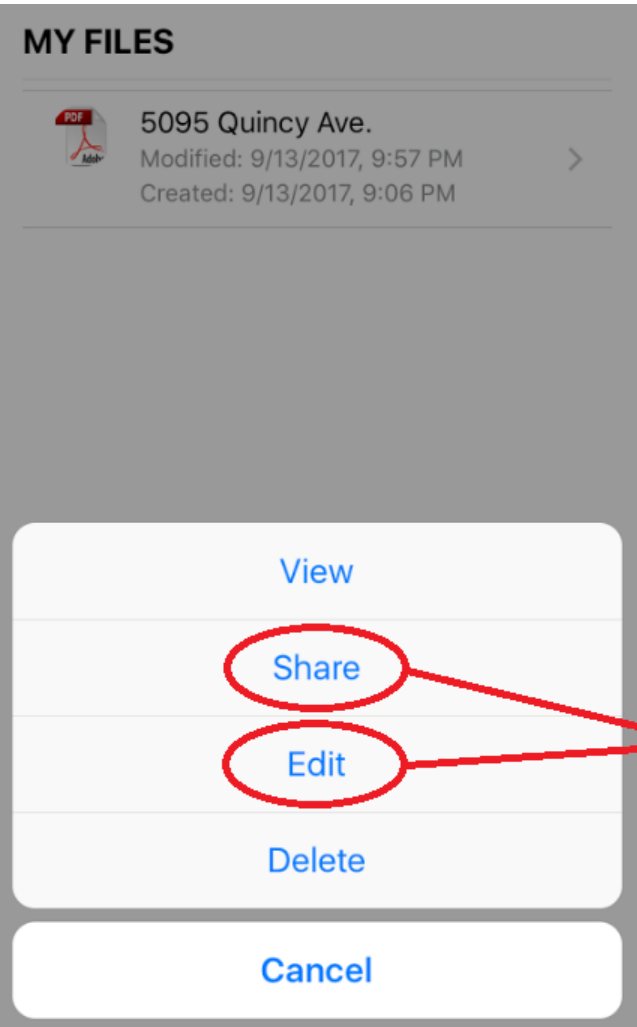
When you are done reviewing the report, hit the Back button in the upper left corner of you screen. This will take you to the back to the page where you can also share or edit the report.

< Back

View Inspection

**Dynamic Inspection Service Group**

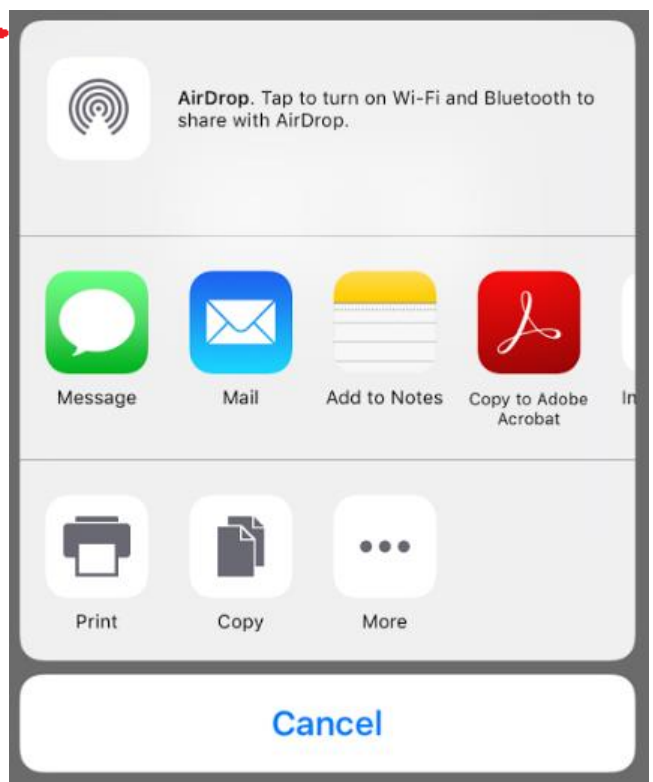


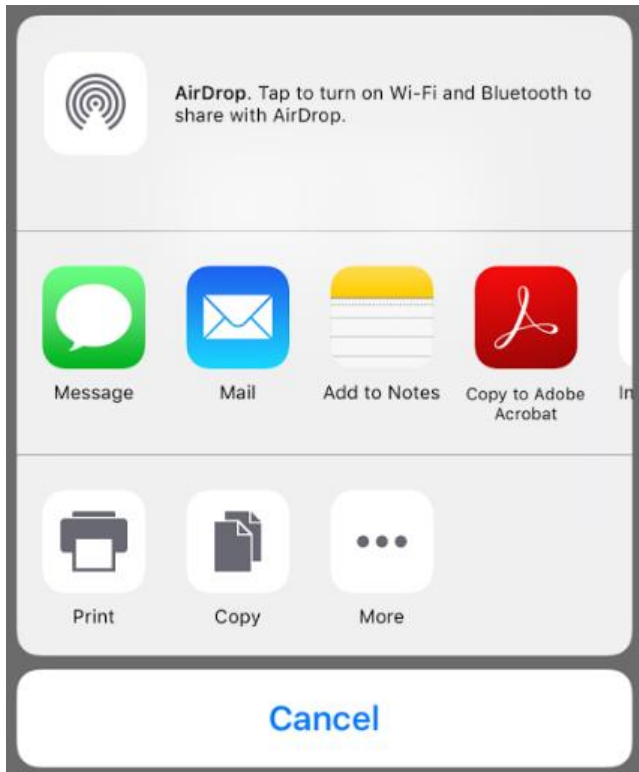


Editing your reports is optional. You may skip this step if you are satisfied with the report. If you would like to make any changes to your report, simply tap on the Edit button. This will bring you back into the original form used to create the report. You can always go back and add or remove photos or edit text as needed.

When done editing, go through the report navigation to the summary page again and tap on finish report.

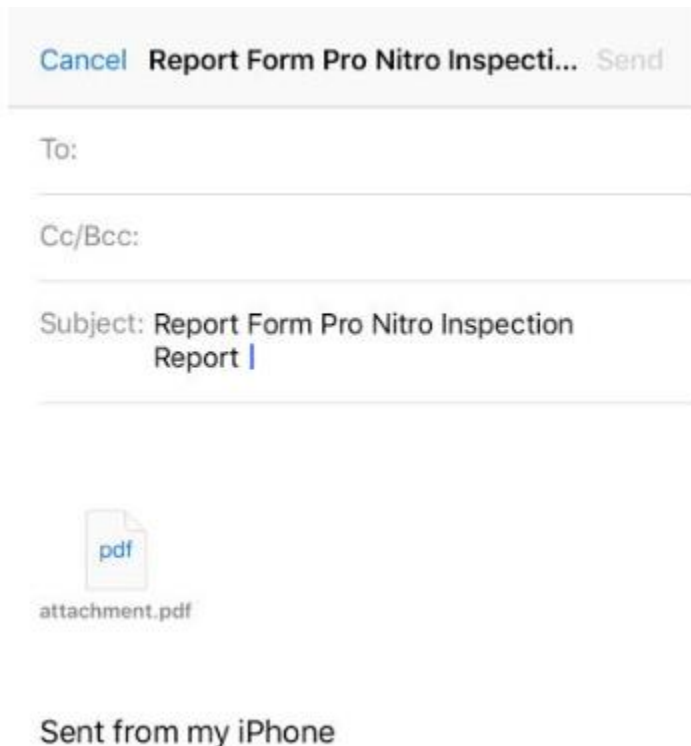
If you would like to share or print your report. Tap on the Share button.





This screen allows you to share your report with any compatible printer.

You also will have the ability to share your reports via email or save them to the cloud if you choose.



The easiest way to send a report is via email. Tap on the mail icon and your default mail app will launch.

The report will be automatically attached as you can see in the graphic to the left.

You may now email your report directly by entering an email address for your client in the "To" line.

You can add any details you would like to the email subject line or in the body of the email.

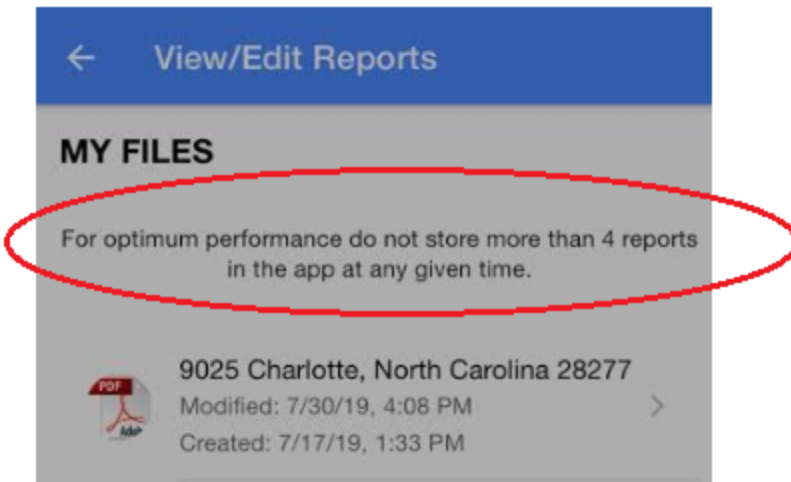
Hit send when done (connection to the internet is required for your report to deliver)

If your report is too large to send iCloud mail will ask you if you would like to use mail drop. If you agree, Mail Drop is turned on and the attachments will be uploaded to iCloud.

Click here for more details about mail drop: [https://support.apple.com/kb/ph2629?locale=en\\_US](https://support.apple.com/kb/ph2629?locale=en_US)

Congratulations you have now completed your first report using Report Form Pro Nitro!

After your report has been delivered to your client, we recommend you save a digital copy on a computer or using a cloud service of your own choosing to store your reports. We also recommend you print a copy and save it for your own records (optional). If you are a new inspector it is a good idea to also keep a spreadsheet with a list of all your past inspections labeled with the Address and Date. This always comes in handy.



Once your completed report is delivered, saved and recorded for your records, we recommend you return to the View/Edit Reports page and delete your old reports. This will improve the performance of both your app and your device.

View

Share

Edit

Delete

Cancel

If you have any questions or need help, email [staff@homeinspectionform.com](mailto:staff@homeinspectionform.com)

Include the subject line: **“Help with Report Form Pro Nitro for iOS”**