

Cloud Inspections



User's Manual

version 1.3

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CLOUD INSPECTIONS: MANAGEMENT OVERVIEW

Cloud Inspections (THE CLOUD) is a process that inspectors and managers can create electronic inspections and instantly share and create work orders with others in the organization. Cloud Inspections can cut down the need for paper based inspections, reports and work orders and record all data in a permanent database for historical reporting and comparisons.

Database setup and inspections are performed using your Internet browser and all data is stored on a professional server farm. Your data is safe and secure and can be accessed 24/7.

You can use Cloud Inspections to:

- Create New or modify existing inspections for Sites, Buildings and Units.
- Automatically create work orders separated by emergency and non-emergency items.
- Print various reports about inspections.
- Template Inspections are already setup, and others are available upon request:
 - Initial
 - Move-In
 - Move-Out
 - Move-In/Move-Out (incl. HUD 90106)
 - Quarterly
 - Annual
 - Surprise
 - Public Housing UPCS Unit (REAC)
 - Public Housing UPCS Building (REAC)
 - Public Housing UPCS Site (REAC)
 - Special
 - Re-Inspection
 - Others are available upon request.

THE CLOUD is designed around a few basic user types. Each basic user type will see different options in the cloud interface. This manual is designed to meet the day-to-day needs of the user type we call “Inspector”. Here is a list of the other user types:

- Management Company Administrator
 - Add, edit, delete users and inspectors
 - Add, edit, delete properties
- Inspector for management company
 - Add; edit all types of inspections for all properties in a management company.
 - Inspectors can even be assigned to multiple management companies
- Read-Only user for management company
 - This user can print all available reports.

THE CLOUD USER INTERFACE:

Login Screen is used to enter the inspection area with the rights assigned to you by your administrator. Your administrator will assign you a Company ID, User Name and password. To login to the cloud open your internet browser and navigate to <http://www.cloudinspections.com> and click on the “Customer Login” shortcut.



Enter your information and press OK.

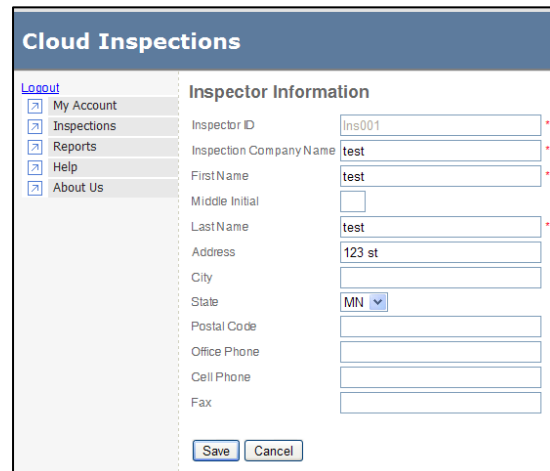
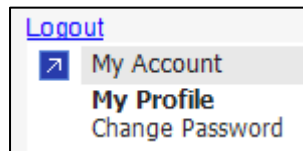
After you successfully login your screen will look like this:

If this is the first time you are logging in then update your information on the right side of the screen. Press the Save button when you are finished updating your information.

From this main screen you can Logout or click on menu choices on the left side of the screen.

Click on My Account

You are already on My Profile so the only available menu item is Change Password.



CREATING A NEW INSPECTION



Click on “Inspections” and you can create a New Inspection or Manage Inspections.

The data entry area will then offer you choices to begin your new Inspection.

Click the dropdown “Inspection Type” and choose the inspection you wish to create.

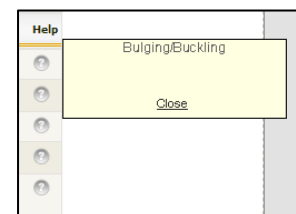
Next choose the property and then the Building and Unit dropdowns will pre-fill with the buildings and units for the selected property.

Click **Start Inspection**, begin your inspection.

| Item | NA | NOD | OD | E | Comments | Photo | Help |
|--------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------|-------|------|
| Damaged or Missing Gates | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | West gate damaged beyond r | | |
| Damaged/Falling/Leaning | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Holes | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Missing Sections | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | South east fence is missing t | | |
| Sharp Edges | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Others | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Thymol | | |

The form above displays in your browser to begin the inspection process within each “Category” and “Inspectable Area”. Each time either the Category or Inspectable Area changes the form is saved to the remote database and the form is filled with Inspectable Items (labeled ‘Items’).

- The columns above like “NA”; “NOD” & “OD” & “E” are called Option buttons.
- You may only check one button or no buttons.
- The “Comments” field is for your comments. You may add up to 255 characters.
- The “Help” button will display a specification note if one



exists in the form of a popup box. (see below for larger screenshot)



- The “Photo” column allows you to add photos to your inspection.

Note: The icon in the Photo column will display in “color” if photos already exist on the inspectable item. No photos and the icon will display without color.

- The Option Buttons may be different for each type of inspection. The above example is for Public Housing UPCS Inspection.
- All types of inspections will have the column “E”. “E” is an abbreviation for “Emergency”. When checked this item will be placed on an Emergency Work Order and all items with a deficiency will be placed on one or more Non-Emergency Work Orders.

When you have completed you inspection in all categories press “Complete Inspection” button.

The Inspection Summary opens and you may enter your closing inspection information. Click “Finish” when you have completed.

Inspection Summary for Inspection ID : INSP-212

Inspection Type
 Initial Inspection
 Special Inspection
 Reinspection

Inspection Begin Date: 10/23/2010 5:41:50 PM

Inspection Completion Date: 10/23/2010 6:00:00 PM

Inspection Status
 Passed
 Failed
 Inconclusive

Date Passed: 10/23/2010 12:00:00 AM

Additional Inspection Info

Comments

Finish

After you press, “Finish” you will be taken back to the “Manage Inspections” form.

Example of Specification Help:

Inspection Help

Holes (Fencing and Gates)

Deficiency: There is an opening or penetration in any fence or gate *designed to keep intruders out or children in.* Look for holes that could allow animals to enter or could threaten the safety of children.

Note: If the fence or gate is not designed to keep intruders out or children in--such as a rail fence--do not evaluate it for holes.

Level of Deficiency:

- Level 1: The hole is smaller than 6 inches by 6 inches.
- Level 2: N/A
- Level 3: The hole is larger than 6 inches by 6 inches.

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MANAGE INSPECTIONS FORM

If you do not see your inspection listed in the grid below, change the Inspection Type and press Submit.

Filtering:

Filter the inspections by using the Begin and End Date and pressing Submit.

Manage Inspections

Company Name **CloudManagement, Inc.**

Inspection Type **PH UPCS Site Inspection**

Begin Date **10/25/2010**

End Date **11/24/2010**

Submit

| ID | SITE | BUILDING | UNIT | BEGIN DATE | ACTION |
|------------------------|----------------------------------|----------|------|------------|-------------------------------------------------------------------------------|
| INSP-1 | Cloud Apartments | | | 11/22/2010 | Edit Upload Photos Work Order |

[Show Filter](#) - Records: 1 - 1 of 1 - Pages: << < 1 > >>

At the bottom of the form you may expose additional custom filters. Each filter is for filtering the column directly above the filter selection.

Manage Inspection Shortcuts:

- ID - click to show the printable report form PDF.
- Site – click to show the Site or Property information
- Action – this column has two shortcuts:
 - Edit – click to Edit the Inspection
 - Upload Photos – click to upload photos to this inspection from your device or computer that is logged on to the Cloud.
 - Work Order – show work orders. See Work Orders for Inspection below.
- ID – click to show the Inspection Report. See report sample below.
Sample Inspection Report

**PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)
SITE INSPECTION UPCS
(DIRECCION DE CAMPO)**

| | |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Project Name Cloud Apartments <small>(Nombre del Proyecto)</small> | Census Tract NC-1234-14BCI-1 <small>(Zona de Censo/Veedinaria)</small> |
| Development Number NC-01234 <small>(Numero de Proyecto)</small> | Address 111 Second St <small>(Direccion)</small> |
| Number of Buildings on Site 2 <small>(Total de Edificios)</small> | |
| <input type="checkbox"/> Elderly Designated <input type="checkbox"/> 50+ <small>(Designada para Envejecientes)</small> | |
| Date of Last Inspection 11/1/10 <small>(Fecha de la ultima Inspeccion)</small> | |
| Inspector Name Erent Lawrence <small>(Nombre del Inspector)</small> | |
| Modernization in Process YES <small>(Modernizacion en Proceso)</small> | |
| Pass <input checked="" type="checkbox"/> [X] <small>(Cumple)</small> | |

**PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)
UNIT INSPECTION UPCS
(Inspeccion de Unidad)**

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Project Name Alpha <small>(Nombre del Proyecto)</small> | Census Tract XXX-101-R <small>(Zona de Censo/Veedinaria)</small> |
| Development Number D-123456 <small>(Numero de Proyecto)</small> | Address 1125 Main St. <small>(Direccion)</small> |
| Unit Identification Unit1 <small>(Numero de la Unidad)</small> | Number of Bedrooms 3 <small>(Numero de Dormitorios)</small> |
| Resident John Doe <input type="checkbox"/> Home <input type="checkbox"/> Unoccupied <small>(Nombre del Jefe de Familia) (Estaba en la VV.) (Desocupada)</small> | |
| <input type="checkbox"/> Elderly Designated <input type="checkbox"/> 50+ Handicap Accessible <input checked="" type="checkbox"/> General Occupancy <input type="checkbox"/> Other <small>(Designada para Envejecientes) (Seccion 504) (Ocupacion General) (Otro)</small> | |
| Modernization in Process YES [X] NO [] <small>(Modernizacion en Proceso) (Si) (No)</small> | |
| Date of Last Inspection 11/1/2010 <small>(Fecha de la ultima Inspeccion)</small> | |
| Inspector Name Deepak Inspector <small>(Nombre del Inspector)</small> | |
| Pass <input type="checkbox"/> [] Fail <input type="checkbox"/> [] Date Pass _____ <small>(Cumple) (No Cumple) (Fecha Cumple)</small> | |

UPLOAD PHOTOS

You can upload one or more photos from your computer or device from two different areas in the Cloud Inspections Interface:

1. During the inspection when you are focused on an item.
 - a. Click the Photo Icon.
 - b. This is called adding photos “on the fly”.
 - c. You will find this most convenient when you are using a device with an attached camera.
2. After the Inspection.
 - a. Click Manage Inspections then click on the “Upload Photos” shortcut under the column “ACTION”.
 - b. This action can be used after the inspection is complete and you have uploaded your photos from a separate camera.

Adding Photos ‘On the Fly’



The Icon “Photo” column is shown to the left. Notice that some icons are colored and some are greyed out. The colored icons indicate that one or more photos already exist on the item.

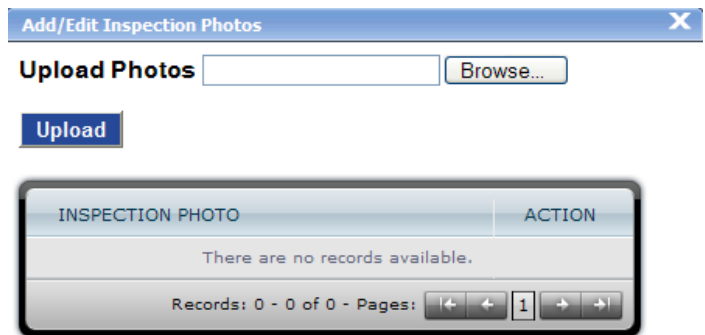
Click on an icon to add or remove photos from the inspectable item.

Click on a greyed icon and the “Upload Photos” form opens.

Click “Browse” and select your photo.

Click “Upload” to resize your photo and upload to the Cloud Servers.



If you click on a colored icon you will see all photos currently attached to the item.



Tip: If you link your photo to the item immediately after taking the picture the photo selection will be easier. Most devices keep the last photo taken at the top of the list in their gallery.

Adding Photos after the inspection

The Upload Photos form opens and you may Browse for and Upload photos to each Inspectable Area. You can also delete your photos. You may add as many photos as you desire.

| Inspection Id : INSP-214 | | |
|--------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Inspectable Item <input type="text" value="ENTRANCE/HALLS"/> | | |
| Item | Inspection Photo | Action |
| Steps and Landings |  | <input type="text"/> <input type="button" value="Browse..."/> |
| | Delete | <input type="button" value="Upload"/> |
| Handrails |  | <input type="text"/> <input type="button" value="Browse..."/> |
| | Delete | <input type="button" value="Upload"/> |
| Doors | | <input type="text"/> <input type="button" value="Browse..."/> |
| Hardware/Locks | | <input type="text"/> <input type="button" value="Browse..."/> |





NOTE: You can add one or more photos for each Inspectable Area and Inspectable Item.

WORK ORDERS

Viewing and printing work orders can be accomplished in at least two different places:

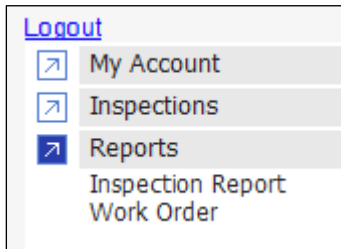
1. From the “Manage Inspections” screen you can update the work orders.
 - a. This view is shown below as “Edit Work Orders for Inspection”
2. And, from the “Reports” menu.
 - a. The Action Column has two Actions:
 - i. “View” action displays the work orders on the screen
 - ii. “Download PDF” allows you to download a PDF of the work orders.

Edit Work Orders for Inspection (screenshot)

| Inspection Id : INSP-248 | | | | | | |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------|--------|---------------|------------------------------------------------------------------------------------------------------------|--------|
| Item | Comments | Charge | Cost | Work Order No | Date Completed | Action |
| EXTERIOR - FENCING & RETAINING WALL - Missing Sections | South east fence is missing three sections completely | <input type="checkbox"/> | 172.50 | 100 | 5/06/2011  | Delete |
| EXTERIOR - GROUNDS - Overgrown Vegetation | Over grown near office | <input type="checkbox"/> | | 102 | 5/5/2011  | Delete |
| EXTERIOR - GROUNDS - Penetrating Vegetation | Plants have visibly damaged a component, area, or system of the property or have made them unusable/un | <input type="checkbox"/> | | 103 | 5/5/2011  | Delete |
| EXTERIOR - LIGHTING - Electric Post/ Cracks/ Expose Wire or Reinforced Rebar | More than 50% of the lighting fixtures and bulbs surveyed are broken or missing. -OR- | <input type="checkbox"/> | | 104 | <input type="text"/>  | Delete |

REPORTS

The Cloud has Inspection Reports for each Inspection Type in your Inspections list and other summary reports for groups of inspections. The Inspection Report and Work Order for a specific Inspection needs to be launched from “Manage Reports” menu so the proper information will fill in from the database.



Currently there are two reports:

1. Inspection Report which prints out the formatted inspection report.
2. And, Work Order, which prints out the work orders.

Other reports will soon be available, a few we have planned are:

- Inspections by Inspector by Date Range
- Inspections by Property by Date Range
- Inspections by Inspection Type by Date Range

IMPORT DATA

The Cloud makes it easy for you to add new Properties, Buildings and Units from a CSV file. This feature automatically builds a new Property with Buildings and Units ready for inspections.

This feature is not in the Inspectors interface but can be found when logged in as an administrator.

EXPORT DATA TO WORKORDERS

Create work orders in your current property management software. Your property management software can use our Web Services to create work orders from your inspections. Our current integration partner is [MultiSite Systems](#). Ask your software provider to integrate with Cloud Inspections.



Coming Soon: Ability to export to CSV files.

CONTACT SUPPORT

Should you need additional technical support please email us at support@cloudinspections.com. We will answer your questions within 24 hours.