Welcome to

T.H.I.S.

The Home Inspector's Solution

The best reporting tool for Home Inspectors

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Introduction

Allow us to introduce T.H.I.S. the best reporting tool for your business, GUARENTEED. Yes, this is a bold statement, but the proof is in the experience. There are many databases available on the market today; the difference between them and us is enormous.

We designed T.H.I.S. to be easy to use. As we all know trying to correlate information can sometimes involve many screens and operations to perform tasks. What we have done is make is easy to get to other areas of the program without loosing your original starting point.

What are the advantages?

An enormous saving of the time you currently require to manage your business.

Where is the data stored?

All information is stored on your computer or server.

When do you implement?

The best time would be as soon as possible.

How does it do this?

The program has dissected every process involved with creating reports. We have added color coding to help you know what has been worked on. There are access points in every screen that allows for quick verification of information.

Things you should know

Mouse conventions

Right mouse button: When you point your mouse at different sections of any screen a pop menu will appear offering choices of things you can do. The choices vary depending on where you are pointing.

Cut	If you would need to move information, select it then choose Cut. The data will be removed from the field and place in memory. Click on the field you want the data in, right mouse button click then chose Paste.
Copy	Similar to Cut, but leaves the information where it was.
Paste	Inserts any data that is in memory.
Sort Ascending	Sorts the list A-Z
Sort Descending	Sorts the list Z-A
Properties	Allows you to change aspects of the field you are pointing to.
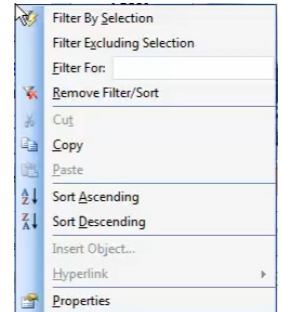
Deleting Records

If you accidently created a record and you want to delete it, you must first make sure you delete the line items within the record first, if it has any. You know there can be sub items within a record by the + beside a record

Point to the small box to the left of first item in the record, hold down your *Left* mouse button and drag down until you have selected all the items.

Hit the Delete key on your keyboard.

Close the list by clicking on the ☐ now choose the upper portion (header) of the record, hit Delete again, or choose "Delete Record" from the Edit menu.

Changing visuals

Any screen can be views in either Form view or Datasheet view. To accomplish this, when in a Form view, point to any part of the screen that is empty, right mouse button click and choose Datasheet view.

Or, from the View menu option, choose Datasheet View.

When in a datasheet view, point to the column name area, right mouse button click and choose Form view from the list.

Opening Screen

The program opens asking what you want to do.
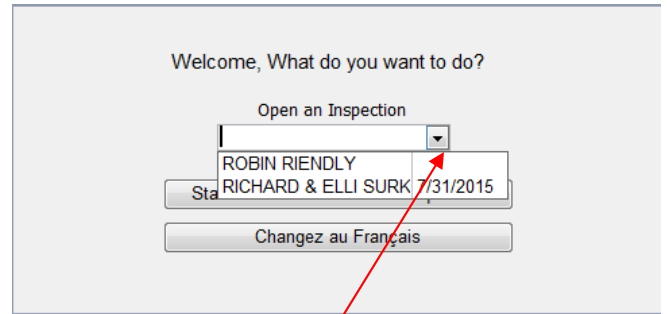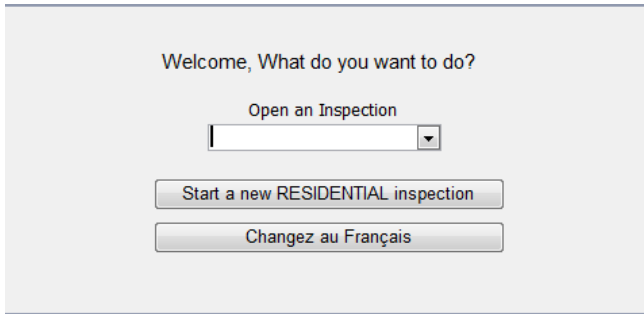
If you have already started an inspection, simply choose it from the drop down list. The inspection will appear on screen.

To begin a new one, choose the 'Start a New Residential inspection' button

Once you login the program opens with a Master toolbar and Main Switchboard.

Type a date by typing the mm/dd or click on the calendar button to choose one.
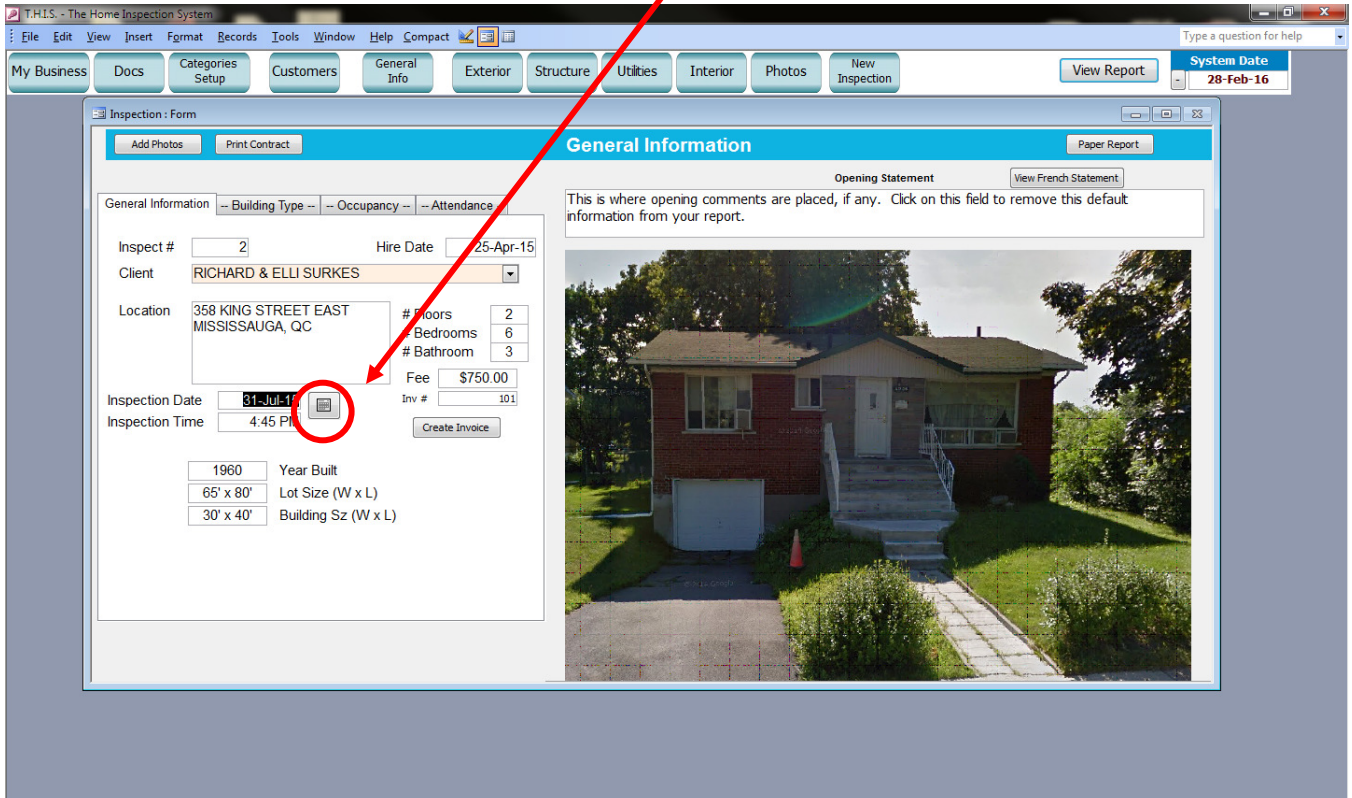
When a new Inspection is required, simply click on the **New Inspection** button on the main menu to create it. The initial choice window will reopen then choose the "Start a New RESIDENTIAL inspection" button.

There are actually 4 screens involved with your inspection's information screen:
General Information   Building Type   Occupancy   Attendance
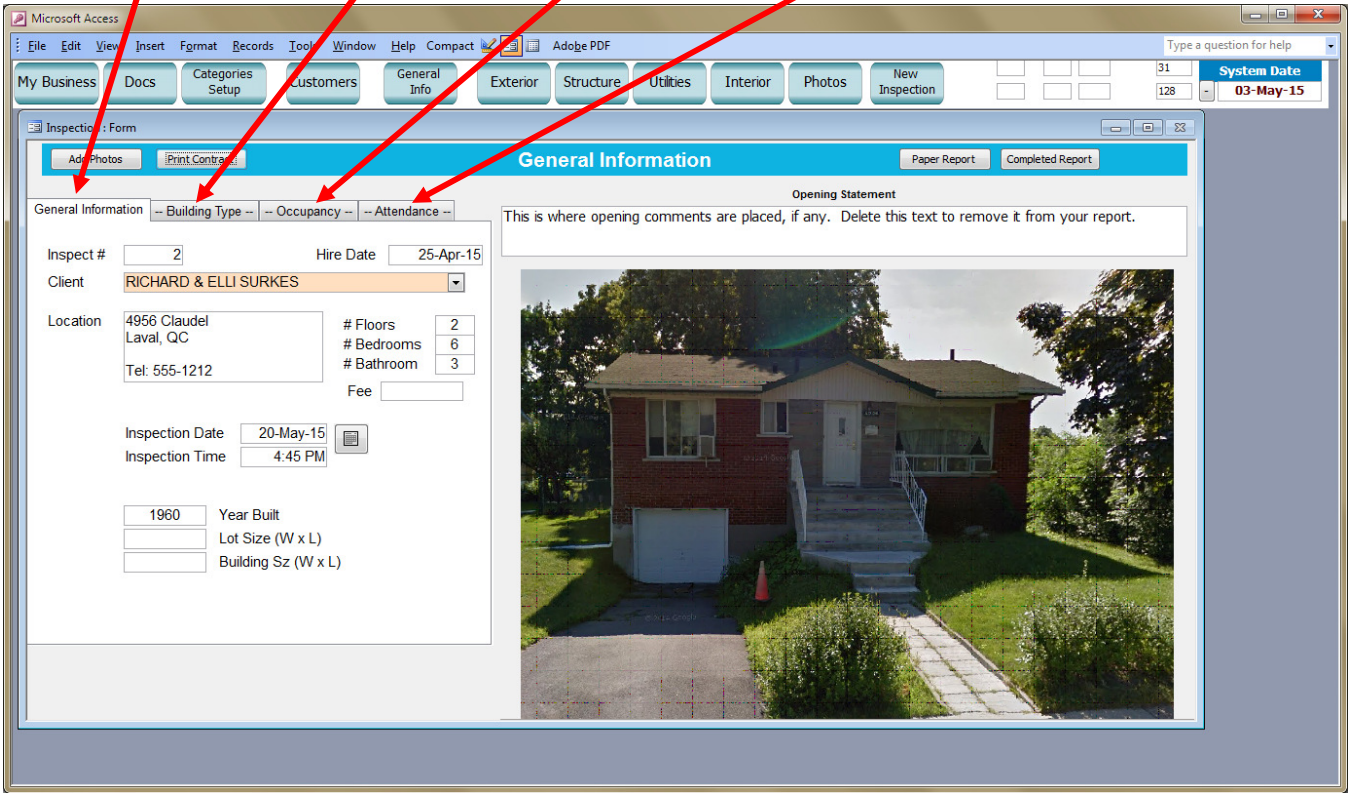
The primary screen is where you enter the general information and set the date about the inspection.

To begin, choose the customer from the drop down list. If they are a new customer, double click on the field to add them to your database.
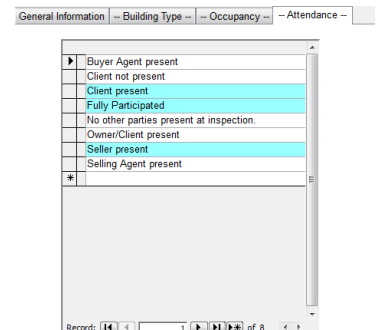
Once complete choose the Building Type tab and make your choice by simply single clicking on the type of building.   >>
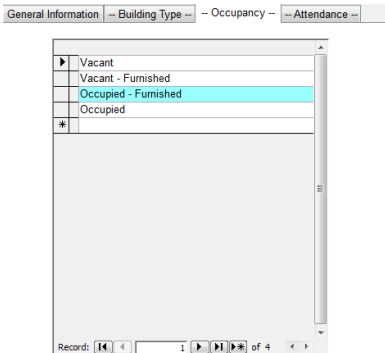
<< Next would be whether the premise is occupied.
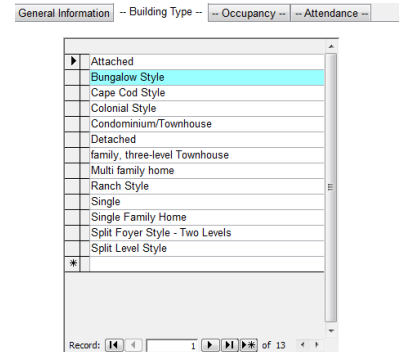
Lastly who attended the inspection >>.

My Business

This is where you register your company's information.

Documents

Enhancements are also available in this part of the program.

Select the text you want to change then use the RTF2 toolbar at the top of the window.

Customers

The form opens ready to accept a new customer. As always, you know where you are on the form by the field's orange background. In this case, our starting point is the find customer by *Cust #* field.

If you do not know the customer's account number, click on the *Search* field and start typing any part of their name, or address. When you hit the Enter key, a small window will open and reveal the customers that match your query. Double click on the one you want and the account will appear on screen.

For consistence purposes, the program is designed to automatically convert characters to UPPER CASE, so do not be concerned with capitalization.

If they correspond with you in English, leave the *Lang* field empty.

Notice that the *Email* field's background is shaded, this indicates that if you double click on the field, a new email message will open ready to receive your message.

The second page tab is designed for customers that have multiple inspection locations.

Now to create our inspection. Each area is accessed by the main menu buttons.

Inspection Categories

There are 4 main categories in this program: Exterior – Structure – Utilities – Interior
Within each category there are a variety of subcategories. You may add, modify or delete sub-categories at will.

The column on the left is where you create the types of items for the Category you have chosen in the window on the right.

For example, we have 17 types of stairs. To add another, click on the New Record line and insert the type of item.
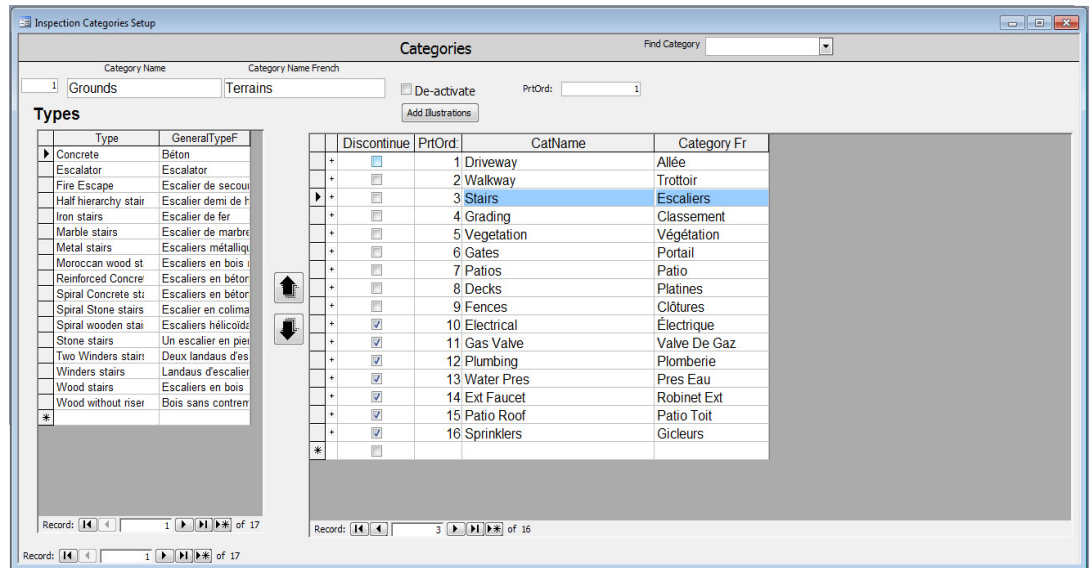
The UP and DOWN arrows in the middle of the screen offer you a way of changing the order in which you see your sub-categories. For example, if you wanted to see Gates after Fences, choose Gates, then click on the DOWN arrow 3 times.

If you do not want to see a sub-category, Discontinue it.
Notice the + beside each sub-category, this is where the comments are held.
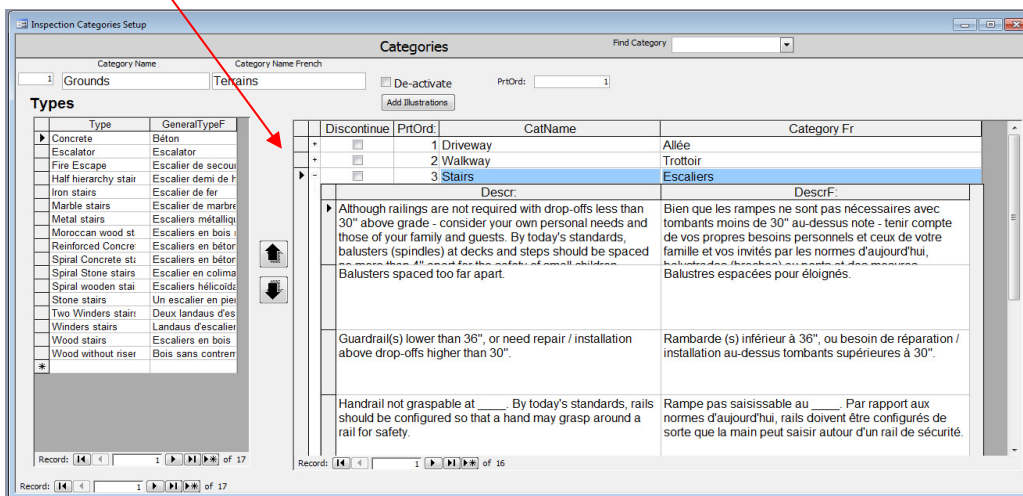
Click on the + to open the list. Add, modify or delete any comment.

Click on the – to close the sub-form.

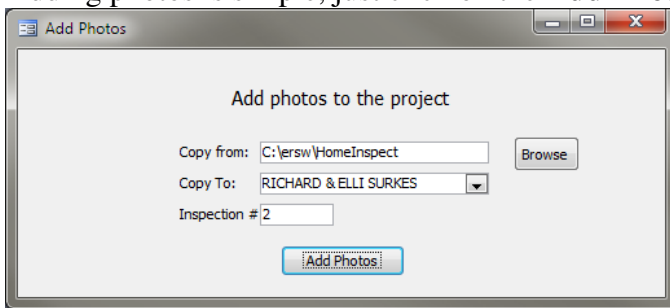When you need to add a French translation to one of your comments, double click on the comment you want to edit.

The translation screen will open to Google translate to enable you to enter the French translation.
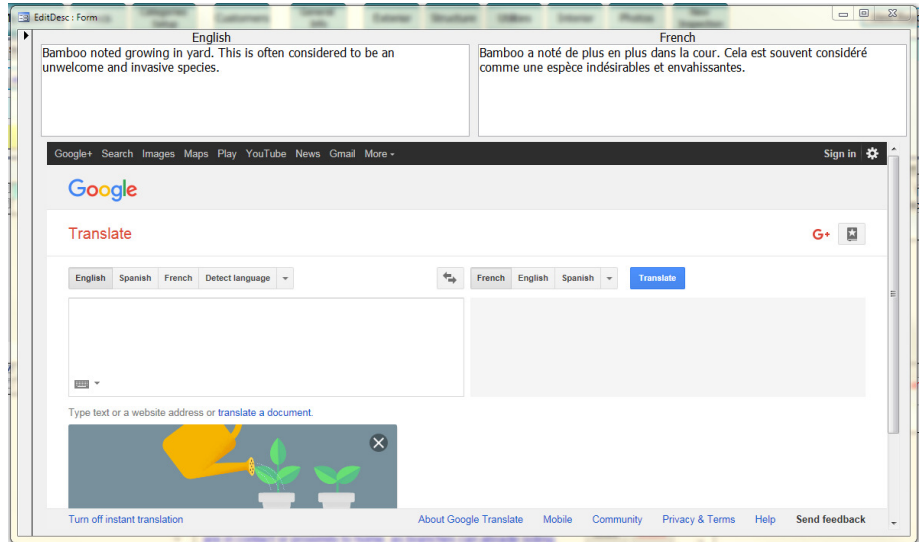
Adding Photos

Adding photos is simple, just click on the **Add Photos** button to open the screen.


Ensure the *Copy from* field is correct. Click on the **Browse** button to view what folders are available on your computer. Set that location in the *My Business* section of the program so it will become your default location.
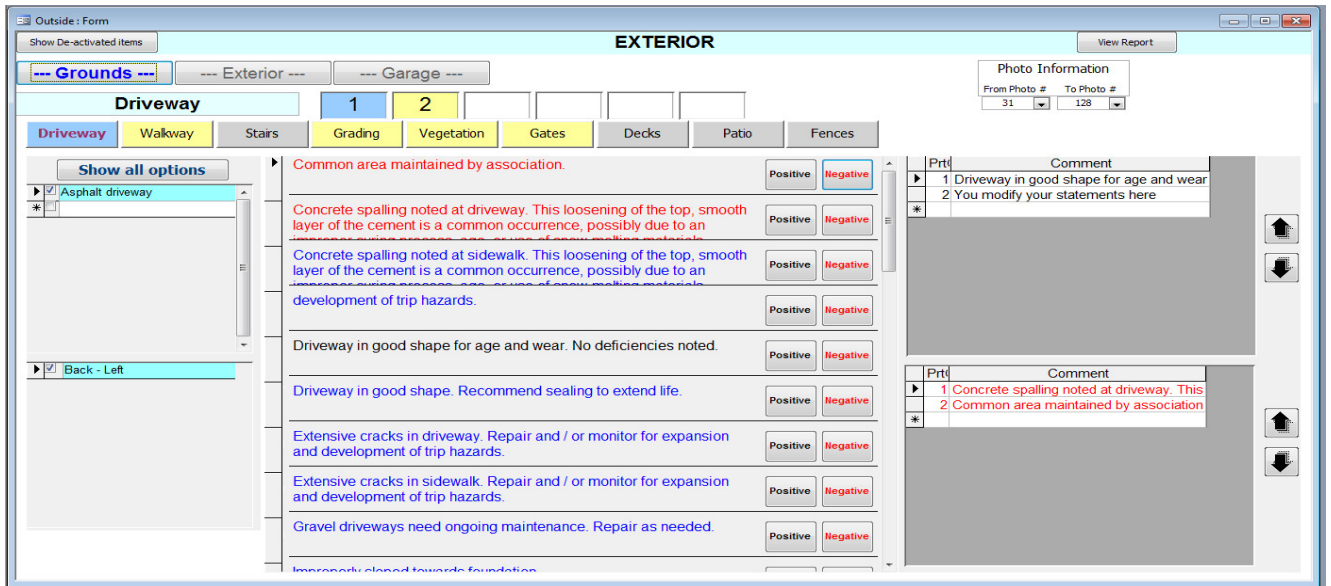
Click on the **Add Photos** button

The program will create a Project folder on your C drive located at C:\ersw\HomeInspect\Inspect\Project#.
The # will use the inspection number you are working on.
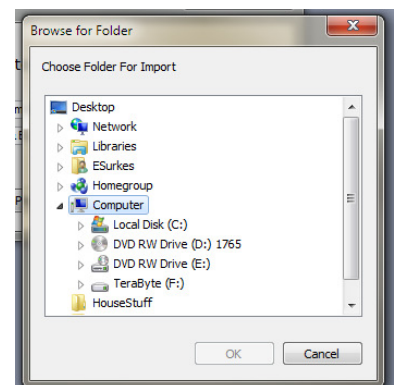
It will also create a backup of your photos and copy them into a sub-folder under the current inspection named *Orig*.

Creating your report

The program is color coded to help you complete your report.
In this example, you know:
You are working on the **Grounds** Category.
On the **Driveway** subcategory page tab.
There are 2 driveways on the property, you are on the first.
You know you have worked on the **Walkway**, **Grading**, **Vegetation** and **Gates** subcategories.
The first driveway is constructed of Asphalt and located in the Back Left of the property.
There are 2 positive and negative comments about this driveway.

When you choose driveway 2, the screen will change to reflect its information.
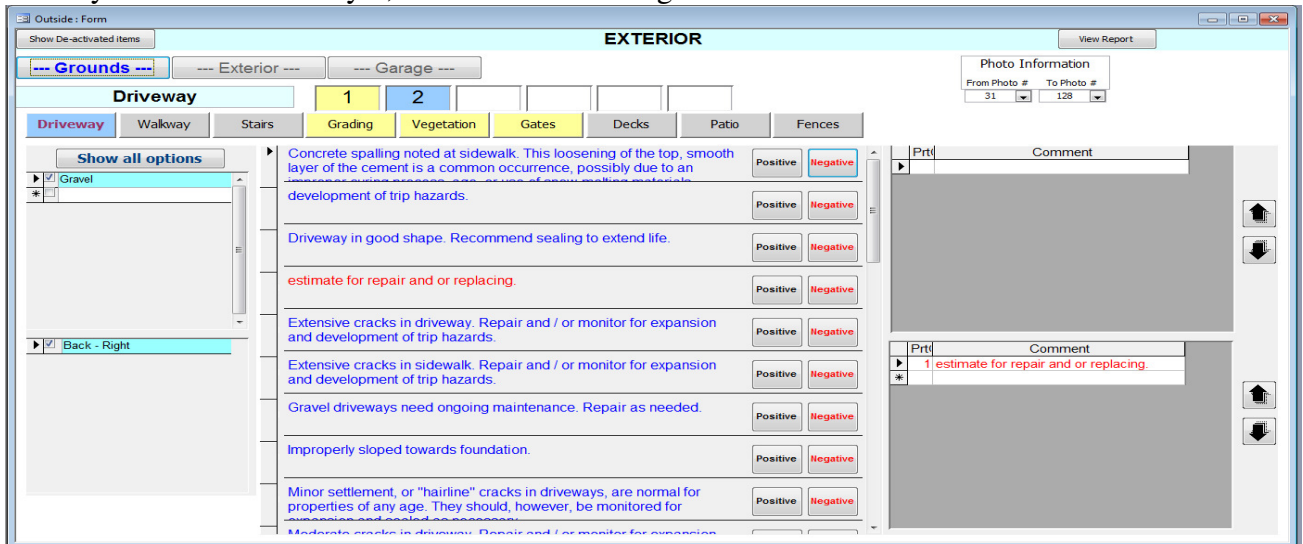
Here, there is one negative comment and the driveway is Gravel and located in the Back Right of the property.

It should be noted that the central part of the screen lists the comments in your library. The object of this library is for you to be able to input your dialogue into the inspection report, and then edit it if needed. Should you want to edit the library, simply double click on the comment in question. To create a new one, double click on a blank comment.

When you need to add another item, click on the **Show all options** button. It will refresh and all available types and locations will be available to choose another.

You also have the ability to edit and assign photos to your comments. To do so, double click on the comment you want to enhance.

The action will open the editing screen.
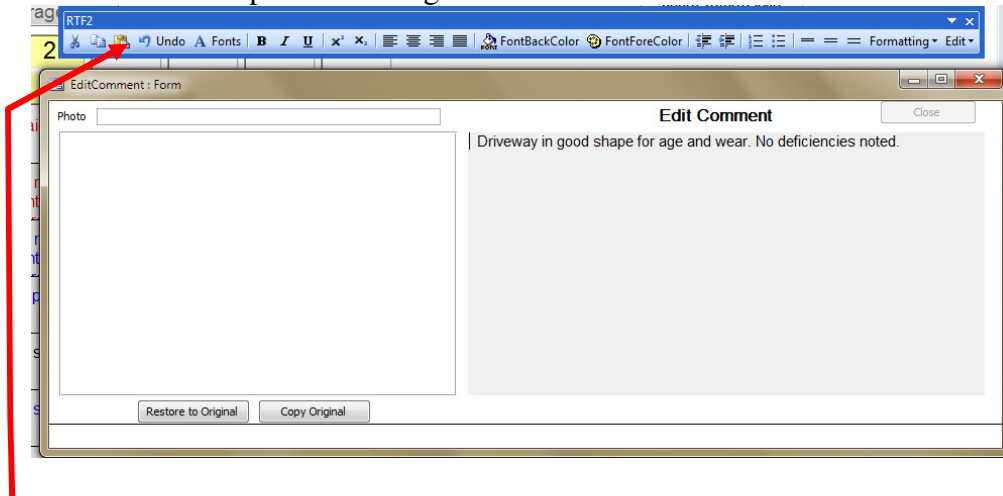
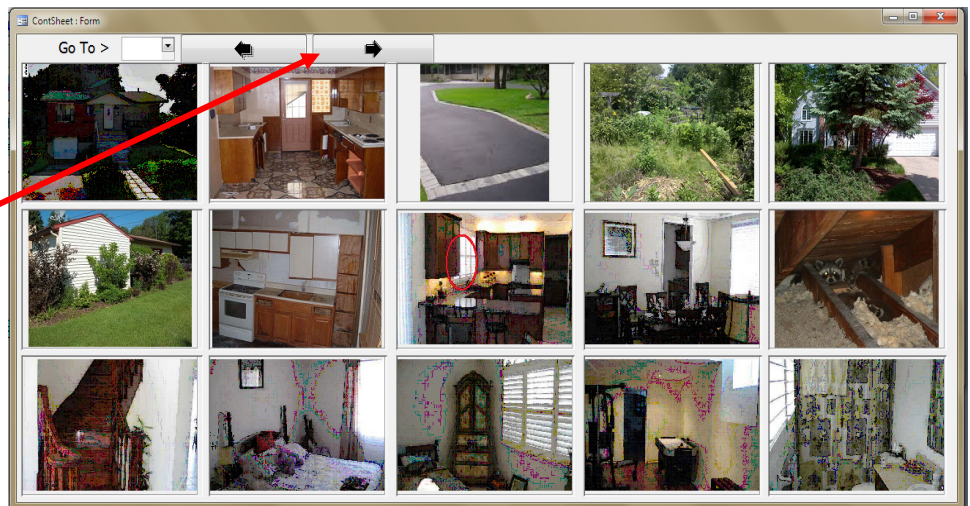Notice the tool bar at the top of the window. Add text or select the text you want to enhance.

To add a photo, double click on the Photo address line.

The action will cause the contact sheet to open.

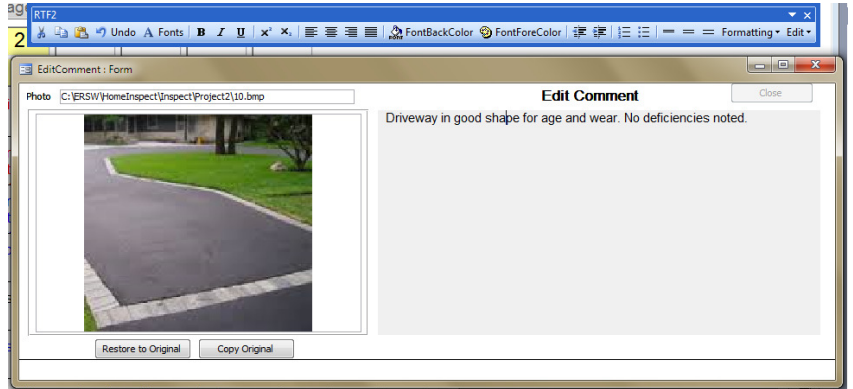Jump to other photos by using the **Left** or **Right** arrow keys.

To choose a photo, simply double click on it.

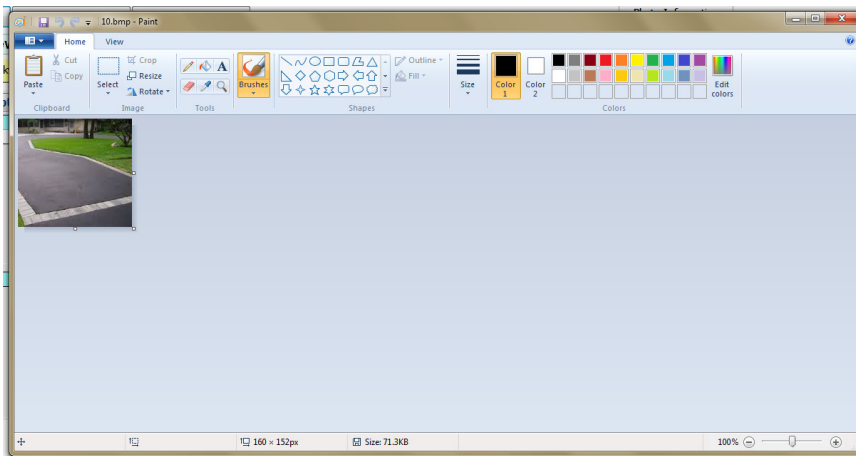The contact sheet will close and you will be returned to the edit screen.

If you want to add enhancements to the photo, double click on it.

This action will cause your default paint program to open.

On this computer, Microsoft Paint is the default program.

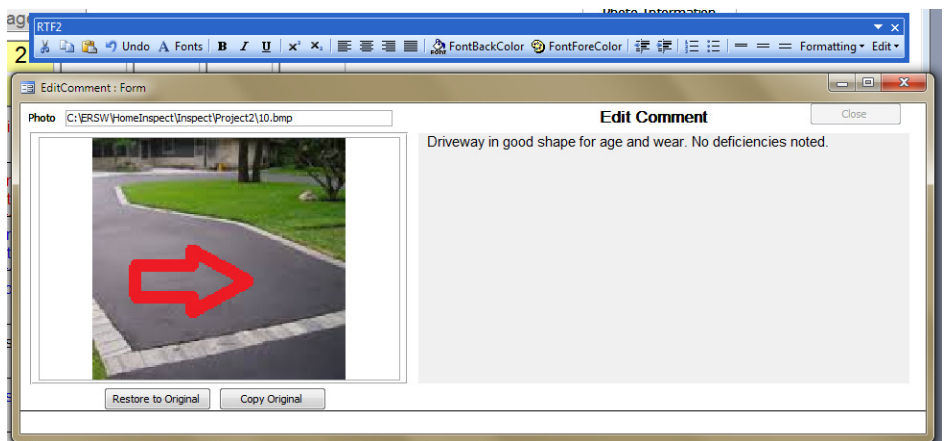Make whatever changes or additions you wish then close the program.

Answer Yes to the saving question.

Paint closes and you are returned once again to your editing screen.

If you made a mistake and want to restore the image, click on the **Restore to Original** button.

If you want to make a copy, choose the **Copy Original** button

Close the window when done.

Continue this process with each category until you have reached the end of your inspection.

View the Report

View or Print the report at any time. Click on the **View Report** button on the main menu.

A screen will open showing you all the documents you can included in the report.

Choose which information document you want to include then choose the View Report button in this screen.

A print preview of the report will appear on screen.