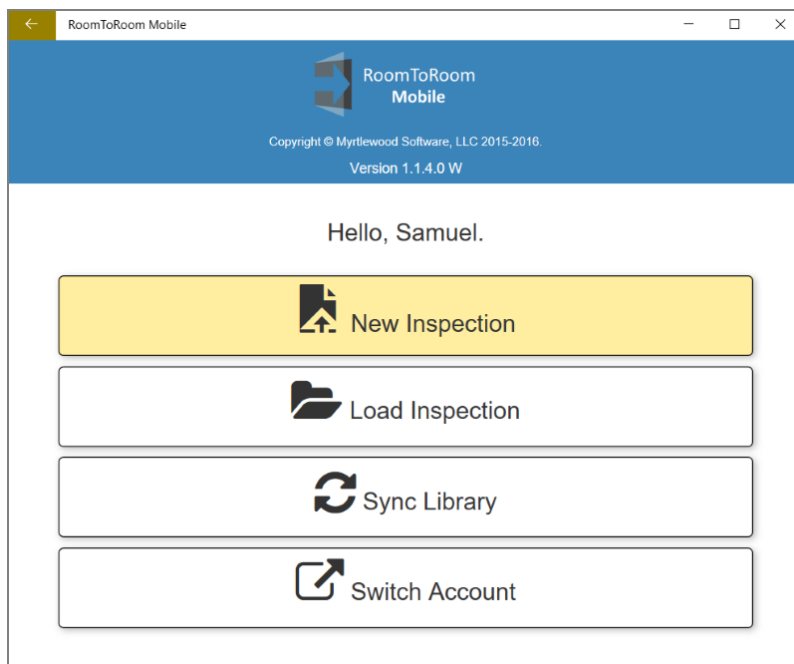


Tutorial 1: Using RoomToRoom Mobile

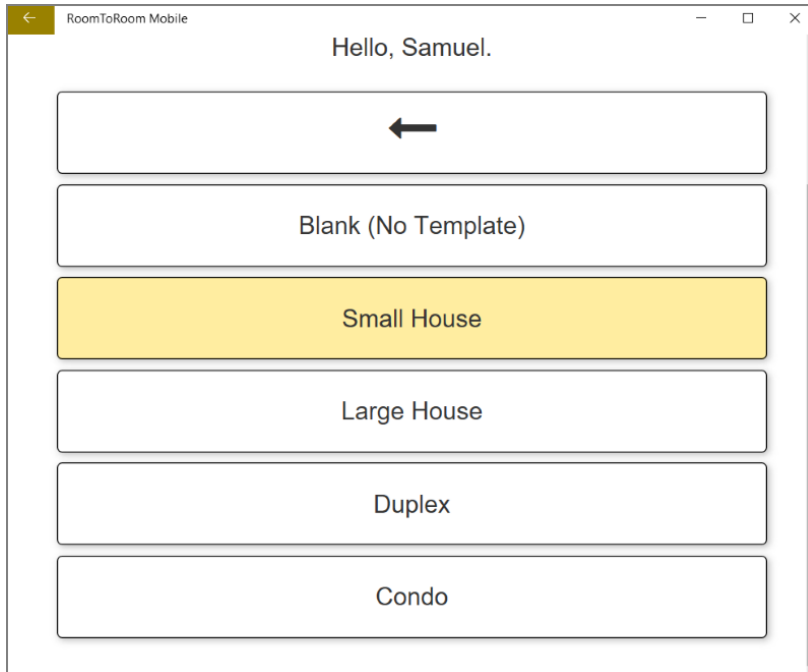
This is an example of what a typical home inspection looks like with RoomToRoom Web Reports. You can follow along to get a feel for how it works.

First, we'll open RoomToRoom Mobile which we can use on the job to take down the inspection information. You'll need to sign into the app, but after that no internet connection is required to do an inspection. The app will stay signed in until you sign out. You will of course need to create an account on www.r2rwebreports.com first. Once you log into your new account, you'll find links to download the mobile app on your dashboard.

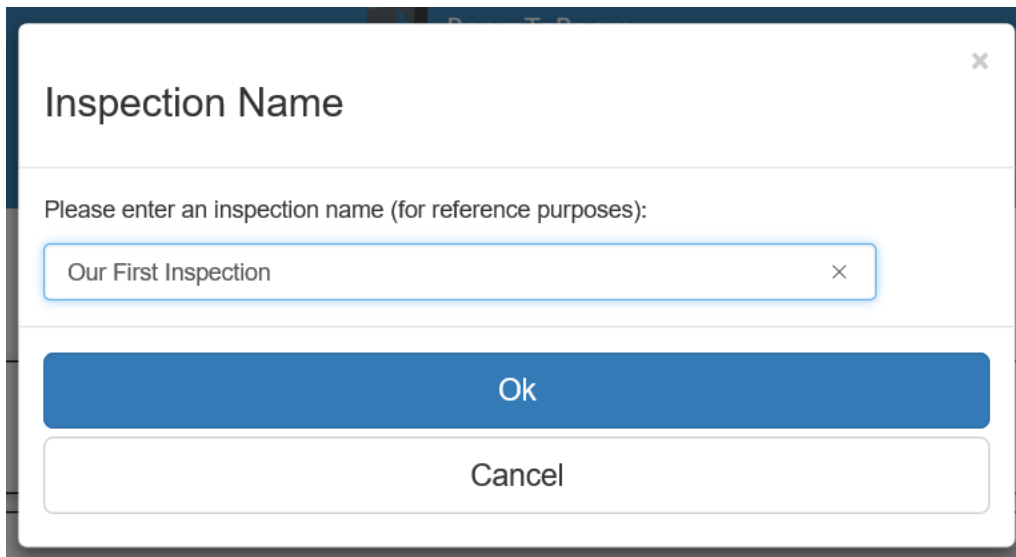
Once you've downloaded RoomToRoom Mobile and are signed in, click New Inspection:



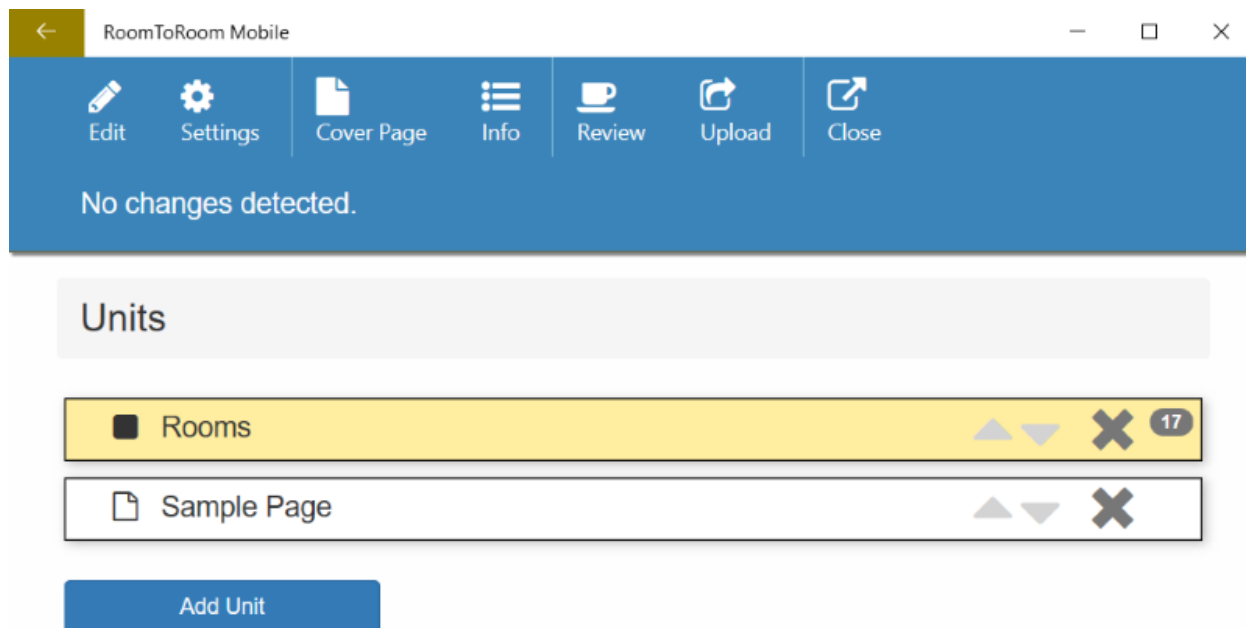
Now you need to choose a template. For now, let's choose the "Small House" template:



Enter a name for the inspection. It's important to give your inspection a name which uniquely identifies it, so you don't get it confused with another one. A good practice might be to include the inspection number in the name, or just use the first line of the inspection address. For our purposes, we'll call it "Our First Inspection":



Once inside the inspection, you'll see the content from the top-level perspective:

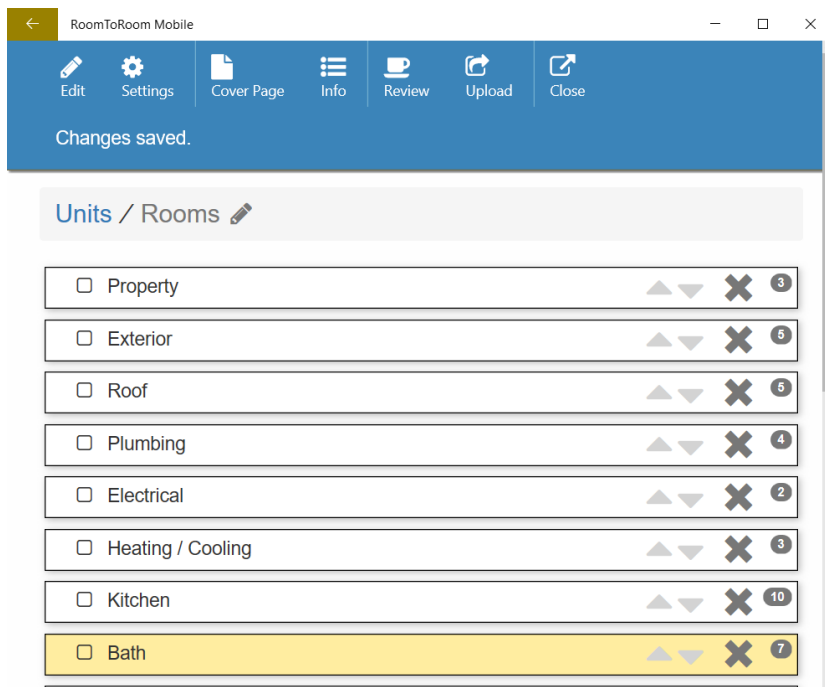


“Rooms” is a collection of all the rooms in this inspection. If it was a multi-unit inspection like a Duplex, you would see “Unit 1”, “Unit 2”, and maybe “Shared Space”, but since we chose the Small House template we just have “Rooms” which contains all the rooms (interior and exterior) for this house.

“Sample Page” is not a unit, but is a custom page (notice the page icon). These are pages which you can add at the Units or Rooms level of an inspection and can contain just about anything you like. An example would be to put a custom page called “Disclaimer” at the beginning of the report so that the first thing the reader sees is some legal content. These pages can be written and then inserted into your templates so that they will always be there on all of your inspections. Note that you cannot edit a page within RoomToRoom Mobile, but will be able to edit and add new custom pages once the report is uploaded to the website.

A couple other quick points: notice the “17” on the right side of the “Rooms” tile. This shows that there are 17 rooms inside of the “Rooms” unit. The “X” is for deleting “Rooms”, and the arrows move it up and down in the list.

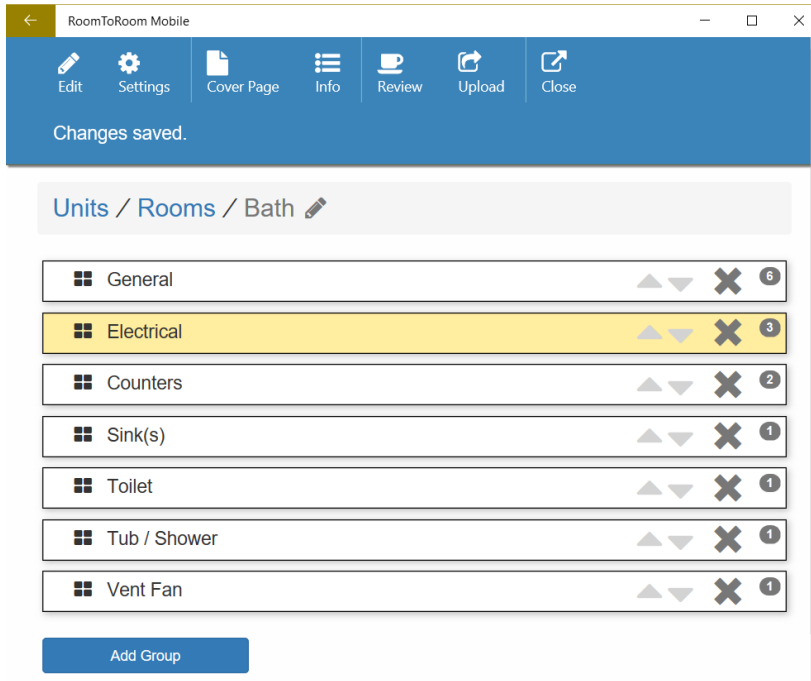
Go ahead and click “Rooms” and you will see the following:



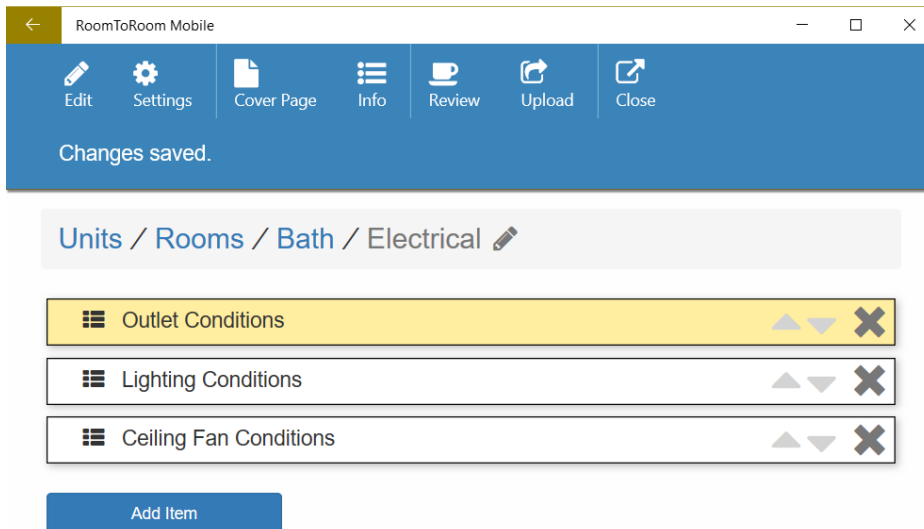
Notice that a “Room” need not be an actual physical room. It could be “Exterior”, or “Plumbing”, but it also can definitely be a physical room like Bath. You could put all of your bathrooms in one room called “Bathrooms”, or you could have multiple bathrooms, as is seen above (“Bath” is just one out of potentially multiple bathrooms).

As you go through the inspection, you might rename each bathroom to indicate where it is found (for example, “Hall Bath”, or “Master Bath”), but all of your bathrooms are based on your “Bath” library room so they have all of the conditions built into them for you to select while inspecting.

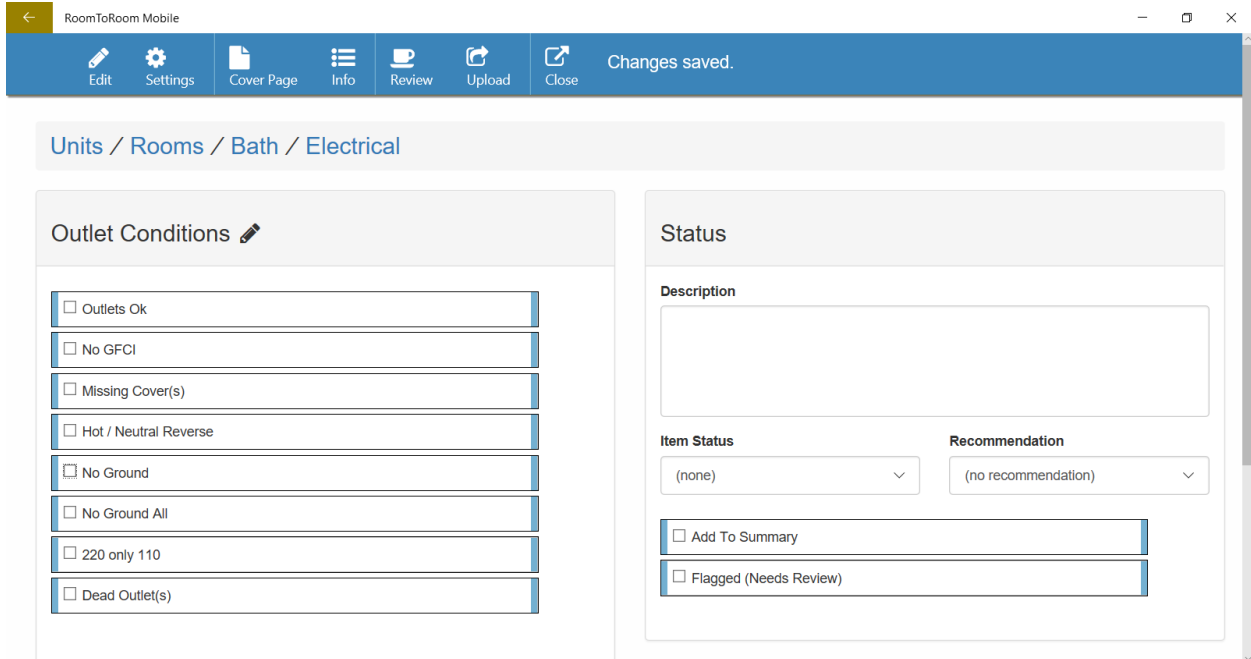
For now, let’s open “Bath”:



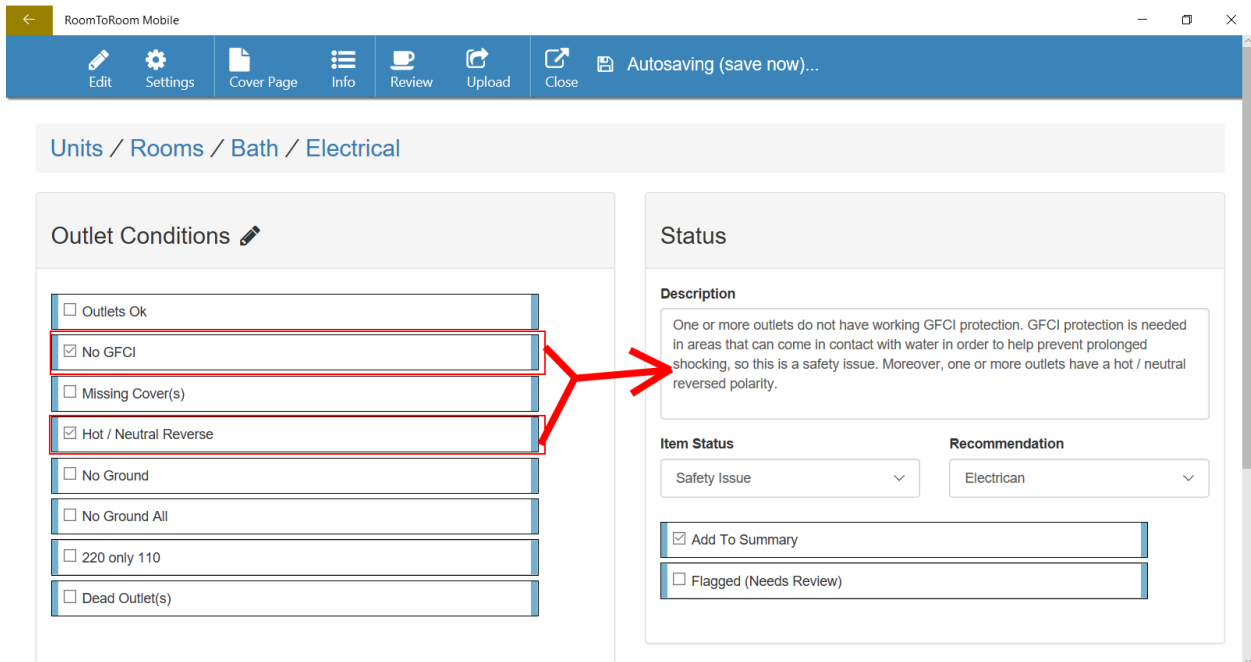
Here you can see the groups within the “Bath” room. Let’s select “Electrical”:



It is at this level where you can now select an item to report on. Let’s try reporting on “Outlet Conditions”:



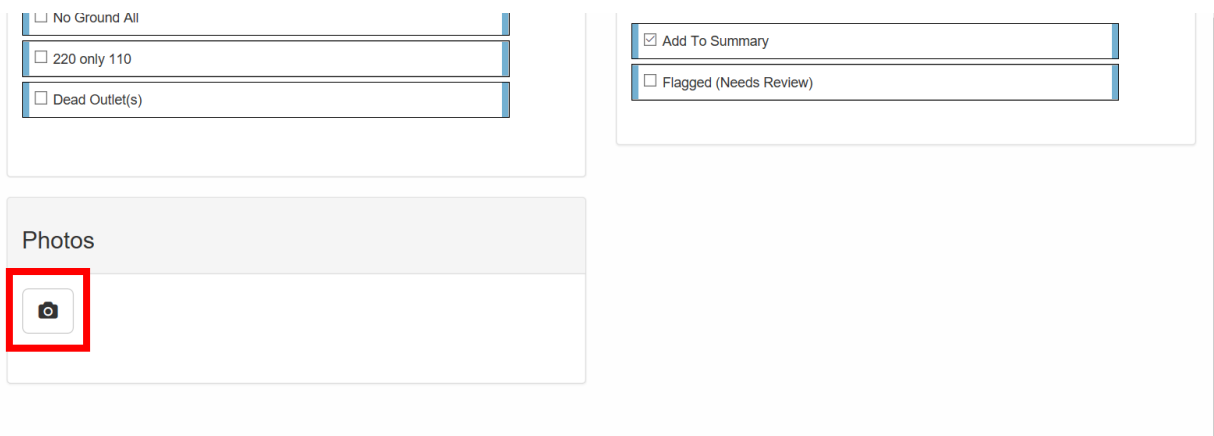
This is where the actual reporting gets done. On the left are the possible conditions for this particular item. On the right, the description box is where the text will be automatically inserted once we start selecting conditions. Let's make some selections:



As you can see, selecting “No GFCI” and “Hot / Neutral Reverse” generates a description that automatically combines the two conditions. This is where the power of RoomToRoom really becomes evident. After this, I marked the item as a “Safety Issue” and also recommended an “Electrician”. Furthermore, this is an important issue that will require some electrical work before the sale of the house can go through, so I’ve added it to the summary.

The “Flagged” check box is an option if you want to mark an item as needing further editing later. This is useful when you’re on the job and don’t have time to fully edit a paragraph of text. Once the report is uploaded to the website, you can press the “Scan” button on the website to scan your report for any flagged items that need further editing. We’ll get to this later.

If you scroll down just a little, there’s a camera icon:



The screenshot shows a form with several sections. On the left, there are three checkboxes: No Ground All, 220 only 110, and Dead Outlet(s). To the right, there are two more checkboxes: Add To Summary and Flagged (Needs Review). Below these is a section titled "Photos" with a camera icon highlighted by a red box.

This enables you to take a photo with your device. If you use a separate, external camera, don’t worry. You can always upload and insert your photos later.

Once you’re done with this item, you can click or touch “Electrical” at the top to go back one level:



You can then select the next item to report, for example “Ceiling Fan Conditions”:

RoomToRoom Mobile

Edit Settings Cover Page Info Review Upload Close Changes saved.

Units / Rooms / Bath / Electrical

- Outlet Conditions
- Lighting Conditions
- Ceiling Fan Conditions

Add Item

For this item, let's pretend we've encountered an unusual situation and need to write up something lengthy when we get back to the office. Let's manually enter "unusual situation" and click the "Flagged" box:

RoomToRoom Mobile

Edit Settings Cover Page Info Review Upload Close Autosaving (save now)...

Units / Rooms / Bath / Electrical

Ceiling Fan Conditions

Good
 Not Operational
 Unstable

Status

Description: unusual situation

Item Status: Safety Issue Recommendation: General

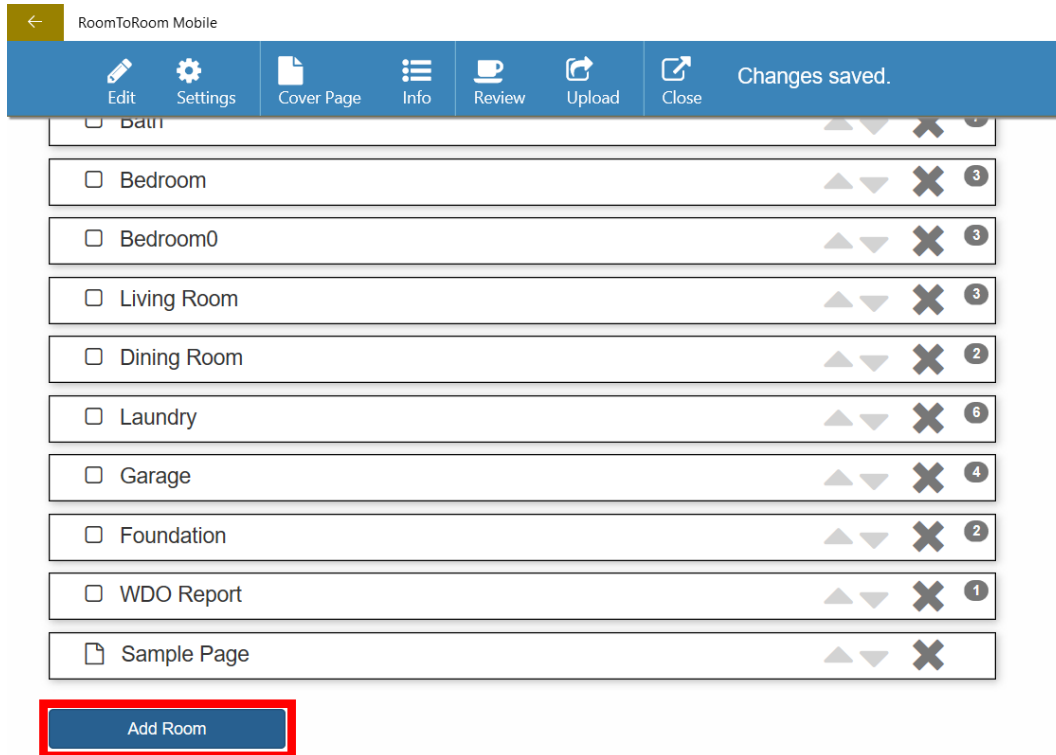
Add To Summary
 Flagged (Needs Review)

Notice that we can still choose a status and recommendation, but we'll definitely want to do further editing later.

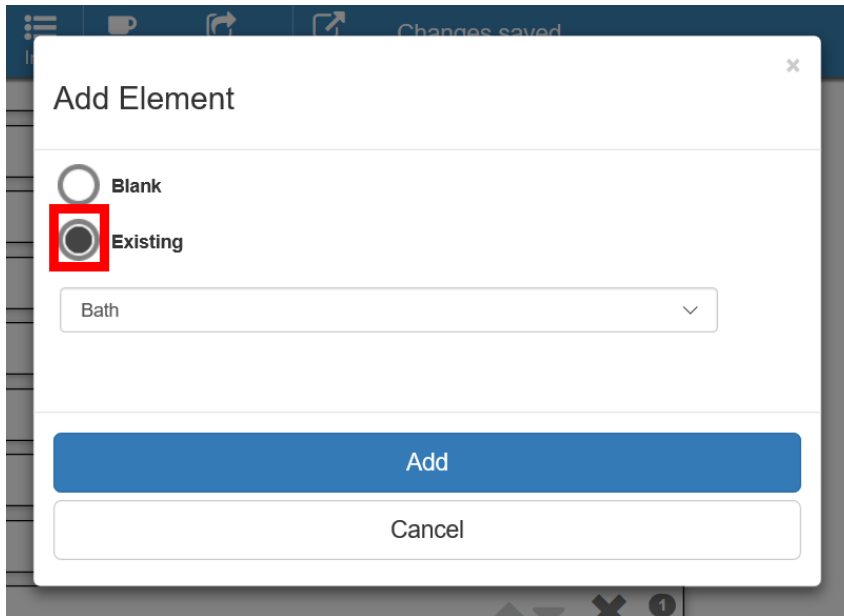
Before we upload this report to our online account, let's try adding another bathroom, like we talked about earlier. Click "Rooms" at the top:

Units / **Rooms** / Bath / Electrical

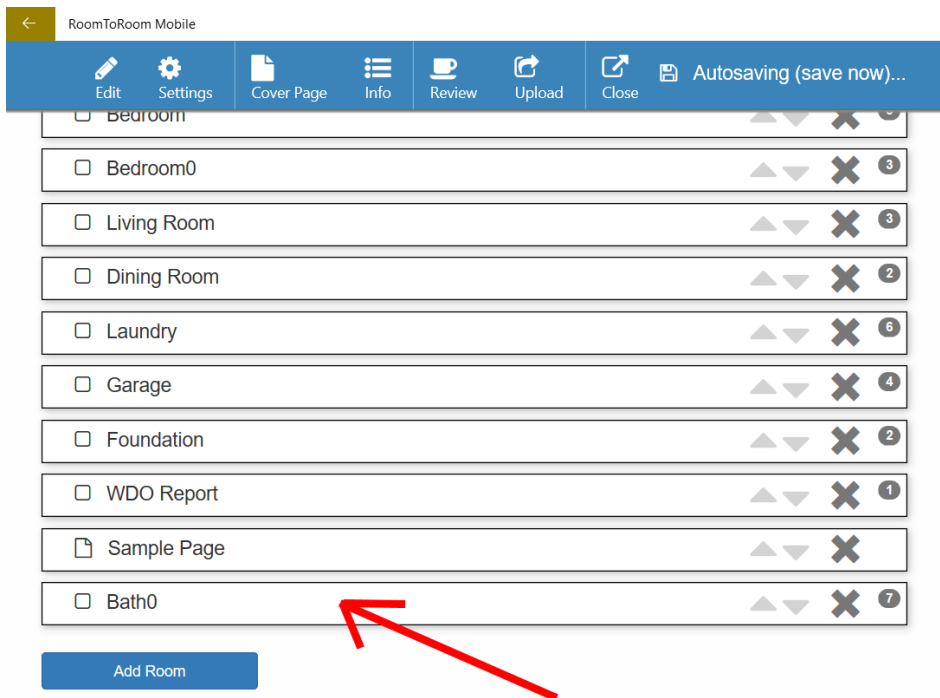
Scroll down to the bottom of the screen and choose “Add Room”:



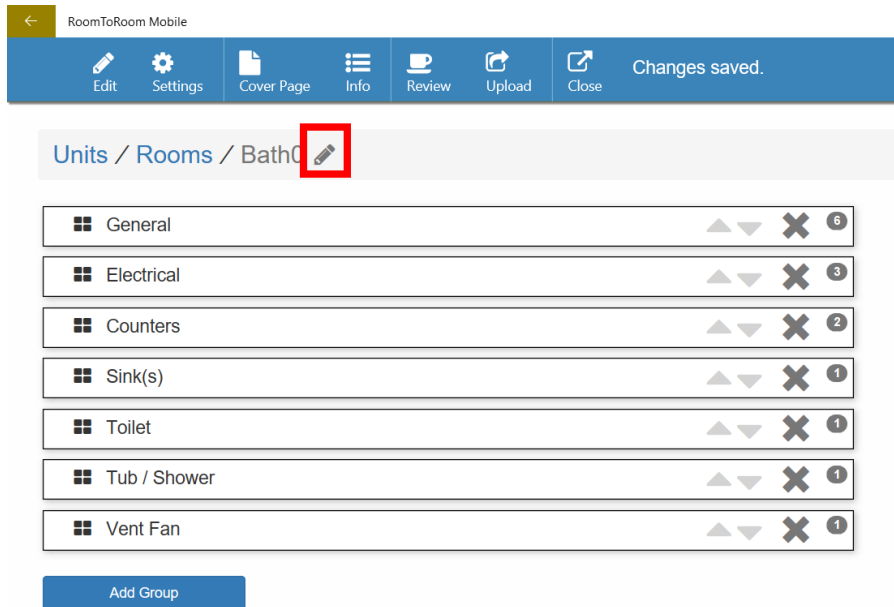
Choose “Existing” in the window that appears. This will allow you to select a room template from your library, as opposed to creating a totally blank room without any groups or items in it (which would not be very useful). Then, select “Bath”:



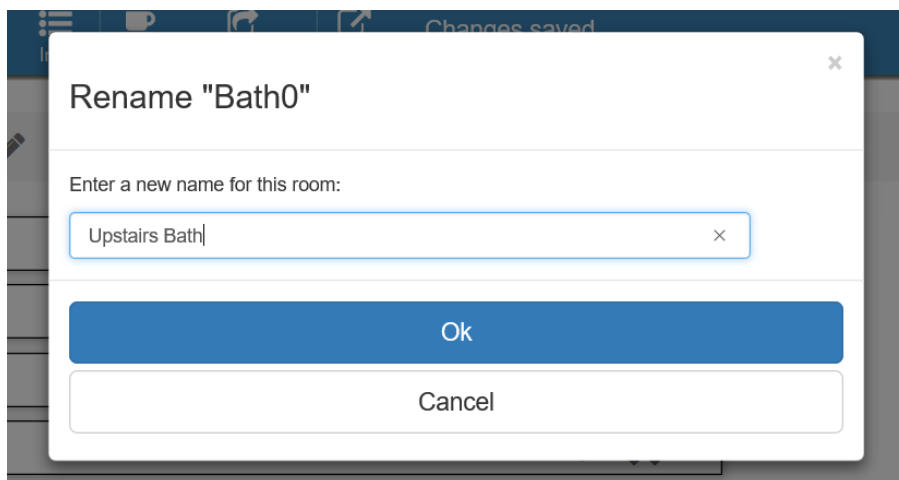
This adds a Bath to the end of the report:



You can use the arrows to move the bath up next to the other bathrooms, but for now let's just open that room. Then, click the pencil next to the room name:



This is how you would rename the “Bath0” room to something that makes sense, like “Upstairs Bath”:



At this point, let's go ahead and upload the inspection:

The screenshot shows the RoomToRoom Mobile app interface. At the top, a navigation bar contains icons for Edit, Settings, Cover Page, Info, Review, Upload (highlighted with a red box), and Close. The text 'Changes saved.' is visible on the right side of the bar. Below the navigation bar, the breadcrumb path 'Units / Rooms / Upstairs Bath' is displayed. A list of units is shown, each with a grid icon, a name, and a delete icon with a count:

General	6
Electrical	3
Counters	2
Sink(s)	1
Toilet	1
Tub / Shower	1
Vent Fan	1

At the bottom of the list is a blue button labeled 'Add Group'.

That's it for this tutorial! Stay tuned for the next one, where we'll go over editing this report on www.r2rwebreports.com