## **IQ6000.COM USER MANUAL**

This will cover most functions, see our training videos on the web site, IQ6000.com

### **Categories in this manual:**

- A. Introduction: Function Buttons---
- **B. Standard Input**
- C. Photo Editor
- **D.** Hyperlinks in your report
- E. Add Hyperlinks to library
- F. Templates (basically I modify one for nearly every inspection)
- G. Make a new template
- H. Edit Mode
- I. Edit State Captions (Inaccessible, N/A, OK, Marginal, Unacceptable, Safety)
- J. Report Output PDF, making
- K. Save PDF to ???
- L. Back up, Back up for the day your computer dies, it will happen be prepared!!

I've been inspecting for 38 years, have been developing this report for the past 12 years.

It's designed to make reports Quickly and is quick to learn how to use.

The software is not cost to you, try it, I hope it works as well for you as it does for us. If not please let me know what you don't like, we are always looking for ways to improve it.

Drew Finn P.E., ASHI, InterNACHI Drew@IQ6000.com

### **IQ6000.COM** Introduction: FUNCTION BUTTONS:

- A. Opens New File, after choosing template to build from.
- B. Opens existing Files.
- C. Saves. Note what folder it saves to so you can find it later.
- D. Save AS.
- E. Save to Data Base, can see data base by clicking on "Stored Reports" button right side of page, same line we are on.
- F. Output---- Makes a PDF (delete one report you purchased and downloaded (I / J)
- G. Proof PDF, you can make free of charge.
- H. Check report for "Item" boxes not, use when your done to see if you missed anything.
- I. Reports you have purchased and downloaded if your on a monthly program.
- J. Reports you purchased, "Bulk", you can use any time.

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Information S	tructure Elect. Plumb Baths 1 & 2 Baths 3	& 4	Heat Inter Exterior Opt	ional MA Req Info MA State Question	s Contract
Inspection date	October 27, 2010		File #		
Start time			Inspection street		
Stop time			City/State/Zip		
Weather			Client name		
Temperature			Street address		
House Type			City/State/Zip		
Age			Home Phone		
Fee (s) \$			Cell phone		
Total Fee \$			Work phone		
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NOT inspected			Email 2		
Buyer's agent			Email 3		
Listing agent			Attendees	<b></b>	
	L			M	
Info to display in the top center	Your Home Inspection Report		Info to display in the top right	Finn & Associates	
of Info page	° Drew Finn MA-414		of all pages	Drew Finn-The Home Inspector 413-684-2019	
	* www.HIP123.com			Drew@HIP123.com	
	WWW.IIII 123.0011				

L Change info to your info, click on edit and save. Displays on top of report PDF Info page

K. Your info to be on each page, change click on edit and save.

# **STANDARD INPUT:**

Once you have selected the Template you will start with, you can start filling in the report.

Red Oval---- Your Tab for the different subjects, you may add and delete tabs. Note the "Structure" tab is selected (note blue shading of tab).

Green Oval---- "Items" for each item a green box pops up with notes relative to that item, here we have Item A: Foundation notes. Just click on the note to put it in the report, click a second time to remove.

Blue Oval---- "Notes" are selected (note blue shading shows what is selected). The "System Speed Notes" are to the right (they bring up a blue set of notes in place of the green ones) and are seen in the bottom left of the page (Yellow Oval----). The "Photo/ Images" are on the right side of the blue oval and brings you to the photo edit mode.

Click one of the 5 round button or the box to the right of the Item to select it. In example above, Item A: Foundation the MA round button is selected. This automatically brought up the corresponding notes in green which you click on to choose.

Click on any of the other round buttons to select it and deselect MA (if you change your mind or accidentally clicked on the wrong rating). Or if you double click on the currently selected round button twice it will deselect.

Square box can be selected with any one of the round buttons. Click a second time on the square box to deselect the square box.

## **PHOTO EDITOR:**

You must load your photos into the IQ photo folder. To access open the photo tab, (see Blue Arrow below) then bottom left of page click button Open IQ photo folder, then and drag or copy photos into this folder. To see the photo thumbnails open click the "Refresh" button (Red arrow below).

Select a photo to work with by clicking on a small thumbnail photo

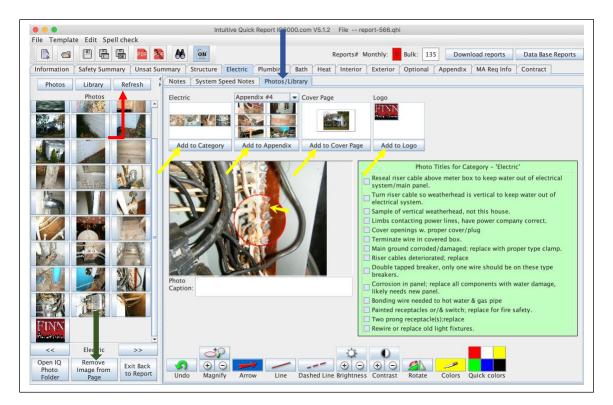
Add captions below the photos, add arrows, circles/ovals, lines. Blow up one area by circling it then press the "+" under the Magnifier (bottom row).

Place the photo in one of four locations by clicking the "Add ...." Buttons (Yellow Arrows). "Electric" Is selected now, to change to another tab area simply click on the tab to select.

Change color of Arrows, circles etc. by tapping on one of 6 colors, far right bottom. Other functions; enlarge/reduce entire photo, rotate, lighten, darken, contrast etc. are along the bottom row.

Add your logo for every page of report, store with photos.

Remove Image from Page; Bottom left side button, (Green Arrow). Click on image that you have put on a page, it will show up in the large edit box, press Remove Image to remove.



## HYPERLINKS: are simply internet links to specific articles.

We use them to explain certain items in more detail for the buyer. For instance, what a double tapped breaker is and why it's not good.

We have created a list of links to articles we wrote, but any article you find on the internet can be linked.

To make one simply highlight a word or set of words and right click, click add a hyper link and a directory of links will appear, see below. You can search for terms to narrow down the choices, then click the Insert button and it will be in your report. You may also add them in your template in the pop up standard notes, so they appear whenever you choose a specific note.

To remove a hyperlink highlight it and right click, choose Remove Hyperlink.

		Hyperlinks Library
Name	Key words	
Sump pump	sump pump	pit water in basement
Link		
https://www.is6000	com/ig6000v2/public/sample/St%	205
https://www.iq6000.	com/iq6000v2/public/sample/sta	20sump%20rumps.put
Inse	t	Save changes Open in browser Clear Copy Delete
	Search:	
Name	Key Words	Link
Ice Dam	Ice Dam	https://www.ig6000.com/ig6000v2/public/sample/lr%20Ice%20Damming.pdf
IR Camera	infrared camera water leak heat l	https://www.ig6000.com/ig6000v2/public/sample/In%20IR%20Camera.pdf
Attic Venting Proper	proper vents attic venting	https://www.ig6000.com/ig6000v2/public/sample/In%20proper%20vents.pdf
Sky Light Leakage	skylight sky light leakage stains fla	https://www.iq6000.com/iq6000v2/public/sample/lr%20Skylight%20Leakage.pdf
	skylight sky light leakage stains fla	
		https://www.iq6000.com/iq6000v2/public/sample/IM520Skyligh0K20Leakage.pdf https://www.iq6000.com/iq6000v2/public/sample/PB/20Water%20Logged%20Ta https://www.iq6000.com/iq6000v2/public/sample/PB/20Water%20Well.pdf
Water Logged well Tan	water logged tank well	https://www.iq6000.com/iq6000v2/public/sample/P%20Water%20Logged%20Ta https://www.iq6000.com/iq6000v2/public/sample/P%20Water%20Well.pdf
Water Logged well Tan Well water	water logged tank well well water how it works	https://www.iq6000.com/iq6000v2/public/sample/PMs20WaterR20Logged%20Ta https://www.iq6000.com/iq6000v2/public/sample/PMs20WaterR20UeterR20Weter.pdf https://www.iq6000.com/iq6000v2/public/sample/SMs20Basemen%20Water.pdf
Water Logged well Tan Well water Basement Water Notched Joist	water logged tank well well water how it works basement water leakage in cracks notched joists cut damaged	https://www.iq6000.com/iq6000v2/public/sample/PBi20Water%20Logged%20Ta https://www.iq6000.com/iq6000v2/public/sample/PBi20Water%20Well.pdf https://www.iq6000.com/iq6000v2/public/sample/SBi20BasementBi20Water.pdf https://www.iq6000.com/iq600v2/public/sample/SBi20Notches%20joists.pdf
Water Logged well Tan Well water Basement Water Notched Joist Sump pump	water logged tank well well water how it works basement water leakage in cracks notched joists cut damaged sump pump pit water in basement	https://www.iq6000.com/iq6000v2/public/sample/PMs20WaterR20Logged%20Ta https://www.iq6000.com/iq6000v2/public/sample/PMs20WaterR20UeterR20Weter.pdf https://www.iq6000.com/iq6000v2/public/sample/SMs20Basemen%20Water.pdf
Water Logged well Tan Well water Basement Water Notched Joist	water logged tank well well water how it works basement water leakage in cracks notched joists cut damaged	https://www.iq6000.com/iq600042/public/sample/PR20Vater#20Logged%2071 https://www.iq6000.com/iq600042/public/sample/PR20Vater#20Vat
Water Logged well Tan Well water Basement Water Notched Joist Sump pump Temporary Columns	water logged tank well well water how it works basement water leakage in cracks notched joists cut damaged sump pump pit water in basement Temp Temporary Columns screw	https://www.iq6000.com/iq6000v2/public/sample/PRo20Vater/i20Logged%2071 https://www.iq6000.com/iq6000v2/public/sample/PRo20Vater/i200ell.pdf https://www.iq6000.com/iq6000v2/public/sample/Stk20Basement%20Vater.pdf https://www.iq6000.com/iq6000v2/public/sample/Stk20Basement%20Vater.pdf https://www.iq6000.com/iq6000v2/public/sample/Stk20Basement%20Vater.pdf https://www.iq6000.com/iq6000v2/public/sample/Stk20Basement%20Comms.pdf https://www.iq6000.com/iq6000v2/public/sample/Stk20Sumpk20Pc20Eaea.pdf https://www.iq6000.com/iq6000v2/public/sample/Stk20Sumpk20Pc20Eaea.pdf
Water Logged well Tan Well water Basement Water Notched Joist Sump pump Temporary Columns Wood I Beam	water logged tank well well water how it works basement water leakage in cracks notched joists cut damaged sump pump pit water in basement Temp Temporary Columns screw wood I "" beam notch	https://www.iq6000.com/iq600042/public/sample/PR20Vater#20Logged%2071 https://www.iq6000.com/iq600042/public/sample/PR20Vater#20Vat

# TO ADD A HYPERLINK:

Open Hyperlinks Library, under File click Open Hyperlinks Library. Insert the https:// link on the link line. Above that name for the file, like in example "Sump pump". In the box to the right put in key words that the search will look for. Then click the Save changes button

To see the link simply click the link and if you on the internet it will open the link.

Name Key words		
Sump pump	sump pump	pit water in basement
Link		
https://www.ig6000.c	om/ig6000v2/public/sample/St%	20Sump%20Pumps.pdf
		Save changes Open in browser Clear Copy Delete
	Search:	
Name	Key Words	Link
Ice Dam	Ice Dam	https://www.ig6000.com/ig6000v2/public/sample/In%20Ice%20Damming.pdf
IR Camera	infrared camera water leak heat l	https://www.ig6000.com/ig6000v2/public/sample/In%20IR%20Camera.pdf
Attic Venting Proper	proper vents attic venting	https://www.ig6000.com/ig6000v2/public/sample/In%20proper%20vents.pdf
Sky Light Leakage	skylight sky light leakage stains fla	. https://www.iq6000.com/iq6000v2/public/sample/In%20Skylight%20Leakage.pdf
Water Logged well Tank	water logged tank well	https://www.iq6000.com/iq6000v2/public/sample/Pl%20Water%20Logged%20Ta
Well water	well water how it works	https://www.ig6000.com/ig6000v2/public/sample/PI%20Water%20Well.pdf
Basement Water	basement water leakage in cracks	https://www.iq6000.com/iq6000v2/public/sample/St%20Basement%20Water.pdf
Notched Joist	notched joists cut damaged	https://www.iq6000.com/iq6000v2/public/sample/St%20Notches%20Joists.pdf
Sump pump	sump pump pit water in basement	https://www.iq6000.com/iq6000v2/public/sample/St%20Sump%20Pumps.pdf
Temporary Columns	Temp Temporary Columns screw	https://www.iq6000.com/iq6000v2/public/sample/St%20Temporary%20Columns
Wood I Beam	wood I "I" beam notch	https://www.iq6000.com/iq6000v2/public/sample/St%20Wood%20%20Beam.pdf
Pipe Corrosion		https://www.iq6000.com/iq6000v2/public/sample/Pl%20Pipe%20Corrosion.pdf
	Immitation Stucco	https://en.wikipedia.org/wiki/Exterior_insulation_finishing_system
	pex pb plastic pipe	https://finnhomeinspection.s3.amazonaws.com/PI+PlasticPipe.pdf
	Aluminum AL	https://finnhomeinspection.s3.amazonaws.com/El+Aluminum+Wires.pdf
	Vermiculite insulation	https://finnhomeinspection.s3.amazonaws.com/IN+Vermiculite.pdf
	deck conncetion lateral support	https://finnhomeinspection.s3.amazonaws.com/Ex+Deck+connection+%26+flashi
	Vertical Fiberglass Insulation knee	https://finnhomeinspection.s3.amazonaws.com/IN+Fiberglass+Washing+Reduce+
Toilet move	Toilet move works	https://finnhomeinspection.s3.amazonaws.com/Pl+Loose+Toilets.pdf

#### **TEMPLATES:**

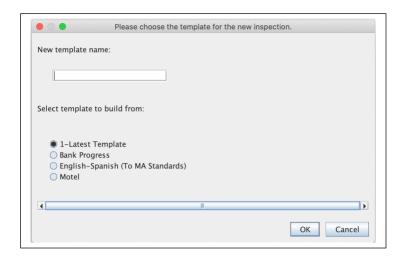
When you start a new inspection, you will choose one of these templates to start with. Most inspectors use one or two templates.

You will make your own templates, many states have their own state standards, so you will modify the template to represent this. Most inspectors insert their own copy of the contract, you can use a document sign service to have the contract signed and add to report when you make the PDF. We use a paper contract to get an ink signature, then photograph it and add to report when making PDF.

Please choose the template for the new inspection.	
<ul> <li>1-Latest Template</li> <li>Bank Progress</li> <li>English-Spanish (To MA Standards)</li> <li>Motel</li> </ul>	
•	
OK	el

# MAKE A NEW TEMPLATE:

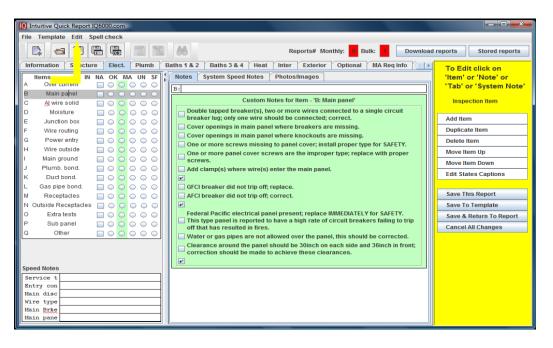
Open IQ6000 program, Select "Template", which is just to the right of "File". From the drop down select "New …" and the screen below comes up. Name your new template and choose which old template you want to build from/ modify. If this is the template you will use most of the time I would name it something starting with the number "1" so it is first on the list and will come up as selected when you open templates.



# **EDIT MODE:**

The bright yellow column on the right signifies you are in EDIT MODE.

Enter it by selecting "Edit" at the top of the IQ6000 screen and clicking on the drop down "Edit"



The focus is on Item B: Main panel (note shaded area). Click on whatever you wish to change and type in the change. In the yellow area, click on any note to perform that task, like clicking on "<u>Add Item</u>" will add a blank line above "Main panel".

You may Duplicate Item or Delete Item, move Item Up or Down.

Click on the green notes to change, delete or add.

Same with the Speed notes

Same with the tabs themselves, you need to change the focus to the tab you want, click on that tab. When in this mode the top line in the yellow will say "<u>Add Tab</u>". When I have more than 4 bathrooms I duplicate the tab, every thing is duplicated, just need to change the name of the tab, and bottom right name of bathrooms and move the tab to the right, its proper location.

<u>Save to Template</u>, will permanently change the Template. <u>Save & Return to Report</u> will save the changes only for this report, not the template.

# EDIT STATES CAPTION (IN, NA, OK, MA, UN, SF):

You may change the 6 rating categories (IN, NA, OK, MA, UN, SF), by clicking the "<u>Edit States Captions</u>" in the yellow edit area, circled in red.

You may change the Description for each.

The two bottom categories, in the green box, will be put in the Summary tabs for SAFETY and UNSATIFACTORY. The line description will appear at the top of the page, change as you please.

Q Intuitive Quick Report IQ6000.com								
File Template Edit Spell check								
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Information Structure Elect. Plumb Baths 1 & 2	Baths 3 & 4 Heat Inter Exterior Optional	I MA Req Info 🛛 🖛 🕨	To Edit click on					
	System Speed Notes Photos/Images		'Item' or 'Note' or					
	tion was 25% obstructed from view due to finish and/or s of foundation was deteriorated: it appears not to be a st		'Tab' or 'System Note'					
C Edit item states captions	or roundation was deteriorated. It abbears not to be a str		Inspection Item					
D J E Raft Abbreviation Description	PDF Abbreviation PDF Description	Reset all	Add Item					
F Mair IN Inaccessible	INAC Inaccessible; partially or fully	Reset	Duplicate Item					
G Co			Delete Item					
H WC NA Not Applicable	N/A Not applicable	Reset	Move Item Up					
J Barri OK OK	OK Typical condition	Reset	Move Item Down					
K Sun MA Marginal	MARGNL Marginal, maintenance needed	Reset	Edit States Captions					
L Air UN Unsatisfactory	UNSAT Unsatisfactory - repair / replace	Reset						
M Bag	items the inspector classified as unsatisfactory items		Save This Report					
SF Safety Concern	SAFETY Is or can be a hazard	Reset	Save To Template Save & Return To Report					
SAFETY SUMMARY: The following items are all the			Cancel All Changes					
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Support s Basement								
Foundatio Poured concrete								
Wall type Wood frame Floor typ Wood frame								
Main beam Wood								
Column Steel Roof stru Iruss								

## **REPORT OUTPUT ---MAKING THE REPORT PDF:**

The output of the program is to a secure PDF.

You may make a Proof PDF, cost you NO reports (see black arrow), identical to a purchased one but has a water mark across it labeling it as a proof....

Make a permanent one by using one of your purchased monthly or bulk reports (see red arrow).

Intuitive Quick Report IQ6000.com File test one.qhi	
File Template Edit Spell check	
	Reports# Monthly: Bulk: Download reports Stored reports
Information Structure Elect. Plumb Raths 1 & 2 Baths 3 & 4 H	leat Inter Exterior Optional MA Req Info MA State Questions Contract
Items IN NA OK MA UN SF Notes System Speed Notes	Photos/Images
A: Foundation  B: Found. cr	ed from view due to finish and/or stored items. Outside surface of foundation was deteriorated; al concern. T

Click the proof PDF and this box pops up. A similar box pops up if you click the red arrow.

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Information	- Cre	ate PDF First PDF options		_
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Electric		Highlighting	transparency	
Plumbing				
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Baths 3-4		Create s	econd PDF	
Heat		Second PDF optio	ns	
Interior		Black outer bord	er	-
Exterior		No states colorir	ng	-
Optional		Highlighting	transparency	_
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<ul> <li>ASHI Standards.pdf</li> <li>INACHI.pdf</li> <li>MA Standards for Home</li> <li>NAHI Standards.pdf</li> <li>Add Cover PDF to report</li> </ul>	DF fil	le selected	Select PDF Use	
ASHI Standards.pdf INACHI.pdf MA Standards for Home NAHI Standards.pdf Add Cover PDF to report Selected PDF: No PC	DF fil	le selected		
ASHI Standards.pdf INACHI.pdf MA Standards for Home NAHI Standards.pdf Add Cover PDF to report Selected PDF: No PC Last selected PDF:Co Add Signed Contract to rep	DF fil overS port	le selected		
ASHI Standards.pdf INACHI.pdf MA Standards for Home NAHI Standards.pdf Add Cover PDF to report Selected PDF: No PC Last selected PDF:Co Add Signed Contract to rep	DF fil overS port file	le selected 5heetReport.pdf selected	Use	

### Continued: OUTPUT MAKING THE REPORT PDF:

Select the pages you wish to print. You may make two PDF's if you wish. There are selections for highlighted output, that we call Colored States. Try some proof PDF's to decide which colors, if any you want to highlight the text in. The second set of PDF's can be selected to have no color highlight of the text, this choice will be easier to read if printed out, or faxed. If made at the same time it only costs you one purchased report.

Add PDF's, Can be in front and/or after report.

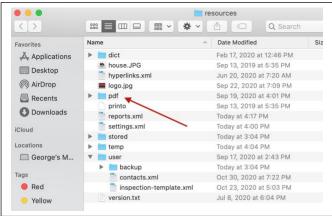
Cover Sheet About YOUR service, (some inspectors put their contract first with their cover).

We use a 2 page PDF cover, Page 1 about us, page 2 how to read this report, like click on blue words to activate Hyperlink for more info.

We then attach a copy of the signed contract at the end of the report.

We have included ASHI, NAHI, INACHI and MA Standards in PDF with the program. You may add your own Standards

Note we deselected, unchecked box for Bath 3 & 4, this page will not print. You may add other PDF's, standards, your contract, info, etc. Make the document a PDF and insert it in the PDF folder found in the resource directory (In report click top row Files, in pop down click Open resources directory).



## **P-10**

### SAVE PDF TO:

This may sound simple, but when you save your report, make note of what folder the file is in. Once you do several this will be automatic. The file will be saved to whatever location is indicated in the red oval, change to the one you wish (like October reports). Then you need to name it, we use the street address, just copy the street address from the report cover page, type the town and save.

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3	E	9 6	1	DB		7	1	Reports# Mont	hly: 0 Bulk: 1	D	ownload reports	Stored reports
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	1		0	$\bigcirc$	0							
	-	_	-		-		File Name:					
							Files of Type: Portable Docum	ent Format	-			
									Save Cancel			
								3	Cancer			
						C	131			_		

# -----YOU MUST BACK UP YOUR TEMPLATE FOLDER:

Save the files after changes are made: Save to a flash drive so when your computer dies you have what you need to recreate your report quickly.

Contacts.xml

Inspection-template.xml

Hyperlinks.xml

See below

< >		🖞 🖸 🔍 Search		
Favorites	Name	Date Modified	Size	Kind
👗 Applications	dict	Feb 17, 2020 at 12:46 PM		Folder
Desktop	house.JPG	Sep 13, 2019 at 5:35 PM	37 KB	JPEG image
	hyperlinks.xml	Jun 20, 2020 at 7:20 AM	13 KB	XML
(@) AirDrop	logo.jpg	Sep 22, 2020 at 7:09 PM	230 KB	JPEG image
Recents	🕨 🚞 pdf 🚤	Sep 19, 2020 at 4:01 PM		Folder
-	printo	Sep 13, 2019 at 5:35 PM	154 KB	TextEdit
🕑 Downloads	reports.xml	Today at 4:17 PM	187 KB	XML
iCloud	settings.xml	Today at 4:00 PM	1 KB	XML
lolouu	stored	Today at 3:04 PM		Folder
Locations	temp	Today at 4:04 PM		Folder
George's M	🔻 📃 user	Sep 17, 2020 at 2:43 PM		Folder
	🕨 🚞 backup	Today at 3:04 PM		Folder
Tags	📄 contacts.xml	Oct 30, 2020 at 7:22 PM	37 KB	XML
🔴 Red	inspection-template.xml	Oct 23, 2020 at 5:03 PM	717 KB	XML
Yellow	version.txt	Jul 8, 2020 at 6:04 PM	2 bytes	Plain Text
Important				

# DATA BASE----STORED REPORTS

Click the Stored reports to see saved reports, see next page

ſ	Intuitive Quick Report IQ6000.com	File test one.qhi				<b>X</b>
	File Template Edit Spell check					
		🔝 🛣 👪		Reports# Monthly:	0 Bulk: 1 Download reports	Stored reports
	Information Structure Elect.	Plumb Baths 1 & 2	Baths 3 & 4 Heat	Inter Exterior Opti	onal MA Req Info MA State Questions	G Contract
	Inspection date October 27, 20	10		File #		
0	Start time			Inspection street	100 Grange Hall <u>Rd</u>	
	Stop time			Citu/Stato/7in		

Any time you save to Data Base (DB) or make a PDF it is stored in the data base. When I start a report, I fill out the Info page and then save it to the Data Base. Each additional SAVE just updates the file, does not make another. Once a week I go in and delete the reports that do not have a PDF saved with them.

To open a report click on the BLUE file, far right side

To open a PDF of the report open the BLUE file under PDF Report

Select the files you wish to delete with a check mark in the left box (circled red)

In the Square box choose the action you wish to make.

When done select OK, if you select cancel or close with the red X it does not delete or do any of the other changes you may have selected. {You will likely only use the delete function}.

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