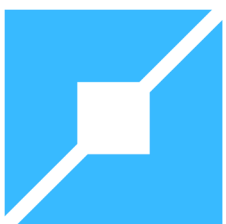




## Inspect Edge Inspection Software: Portal and Mobile App (iPad/iPhone) User Manual



# Inspect Edge: Portal Access

---

## Sign in to Inspect Edge

An Inspect Edge representative will provide you with a unique username and password.

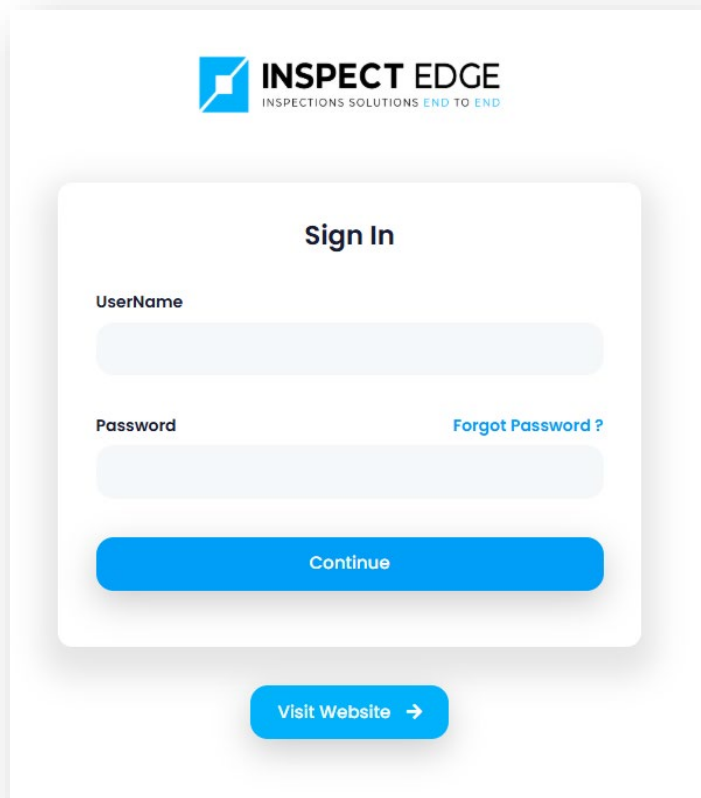
### Login to Inspect Edge

Enter portal.inspect-edge into your browser

- Enter Username and Password and then press continue

### Forgot Password?

- Click “Forgot Password” to reset and receive a temporary password via email.



The screenshot shows the Inspect Edge login portal. At the top, the logo for INSPECT EDGE is displayed, with the tagline "INSPECTIONS SOLUTIONS END TO END" below it. The main heading is "Sign In". Below this, there are two input fields: "UserName" and "Password". To the right of the Password field is a link labeled "Forgot Password?". Below the input fields is a blue "Continue" button. At the bottom of the page, there is a blue button labeled "Visit Website" with a right-pointing arrow.

# Inspect Edge: Home Page

## Inspect Edge: Homepage Tour

Upon logging in, you'll access the Administration Home Page, a centralized dashboard to manage properties, users, inspections, and reports.

- The **red-outlined** navigation menu on the left features five key buttons, listed in top-to-bottom order
  - Home: Takes you back to the main page.
  - Participants: Access and manage inspector and administrator information.
  - Certificates: Upload and store vital certifications, including LBP, Elevator, Boiler, Fire Alarm, and Sprinkler documents.
  - HCV/PBV Templates: Utilize pre-built templates for Pass/Fail, Initial, Bi-Annual, Re-Inspection, and Special Inspections.
- Click the **green-outlined** "Add New Property" button to create a new property listing and corresponding folder.
- The **purple-outlined** "Add Inspection" button allows you to create a new inspection for any existing or newly added property, which will be organized within that property's folder.
- The **yellow-outlined** plus sign expands your property folder. When you add a new property, a dedicated folder is created to store multiple inspections for that property, keeping all relevant information organized in one place.

The screenshot displays the Inspect Edge homepage dashboard. On the left, a vertical navigation menu is highlighted with a red border, containing five icons: a building, a group of people, a gear, a group of people, and a right-pointing arrow. At the top center, a blue button labeled "Add New Property" is highlighted with a green border. Below this, a table lists property groups. The plus sign icon in the first column of the table is highlighted with a yellow border. The "Add Inspection" buttons in the "ACTION" column are highlighted with a purple border. The table has columns for "GROUP NAME" and "ACTION".

	GROUP NAME	ACTION
+	Singleton Group	Add Inspection
+	Hillview Manor Apartments	Add Inspection
+	Sample Inspections Group	Add Inspection
+	Hillview Manor Properties	Add Inspection
+	East Crest Housing Group	Add Inspection
+	Clyde Court Group	Add Inspection
+	Avalon Apartment Group	Add Inspection
+	Florence Housing Pine Park	Add Inspection
+	Oakland Place Group	Add Inspection
+	Gandy Almon Manor Group	Add Inspection

# Inspect Edge: Add Participant

## To add a participant, follow these steps:

- To add a participant, click the "Participant" button in the left menu and complete the registration form, assigning a unique username. An email will then be sent to the participant with a temporary password, enabling them to log in to the frontend application.

**Participants Form** ✕

**Inspector \***

Select ▼

**Primary Contact**  **Is Present During Inspection**

**First Name \***  **Last Name \***

**Organization \***

**Address/Contact Information**

**Address Line 1 \***

**Address Line 2**

**State/City \***  ▼

**Zip Code \***  **Phone \***

**Email \***

**Username \***

Close Save

# Inspect Edge: New Property Form (Part 1)

## To add a property, follow these steps:

- Enter the Group or Folder name (e.g., Brownville Apartments Folder). This only needs to be created once.
- Enter the inspection name (e.g., Brownville Apartments).
- Fill in the scheduled date/time and other required information.
- Select the correct inspection type:
  - For Multi-Family or Public Housing inspections, choose "NSPIRE."
  - For HCV/PBV or NSPIRE-V inspections, select "HCV/NSPIRE."
- Press "Save" to complete the process.

This will create a new inspection under the designated folder, streamlining your workflow.

**Property Form**

Group Name \*  
Brownville Apartments Folder

Inspection Name \*  
Brownville Apartments

Scheduled Date/Time \*  
2025/02/17 09:00

Inspection Type \*  
NSPIRE

**Address/Contact Information**

Address Line 1 \*  
1985 Westend Road

Address Line 2  
Address Line 2

State/City \*  
North Carolina(NC), Raleigh

Zip Code \*  
29858

Phone  
+1(919)858-9885

Email  
Brownvilleapts@yahoo.com

Development Comment  
Development Comment

Save

# Inspect Edge: New Property Form (Part 2)

## To add a property, follow these steps:

Please note that when selecting an HCV/PBV or NSPIRE-V inspection, additional information will be required to complete the voucher inspection.

### Property Form

Inspection Name \*

Scheduled Date/Time \*      Inspection Type \*

       ▼

Tenant First Name *	Tenant Last Name *	Tenant Phone *	Tenant Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Landlord First Name *	Landlord Last Name *	Landlord Phone *	Landlord Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedroom Size *	No of Adult *	No of children *	Inspection Type *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> <span>▼</span>

### Address/Contact Information

Address Line 1 \*

Address Line 2

State/City \*

 ▼

Zip Code *	Phone	Email
<input type="text" value="Zip Code"/>	<input type="text" value="Phone"/>	<input type="text" value="Email"/>

Development Comment

# Inspect Edge: Building & Unit Upload

## To add a property, follow these steps:

- After setting up your property folder and property, click the "+" button to expand the folder. Next, select the property name under "Development Name" to access its details page, where you can add building and unit information.

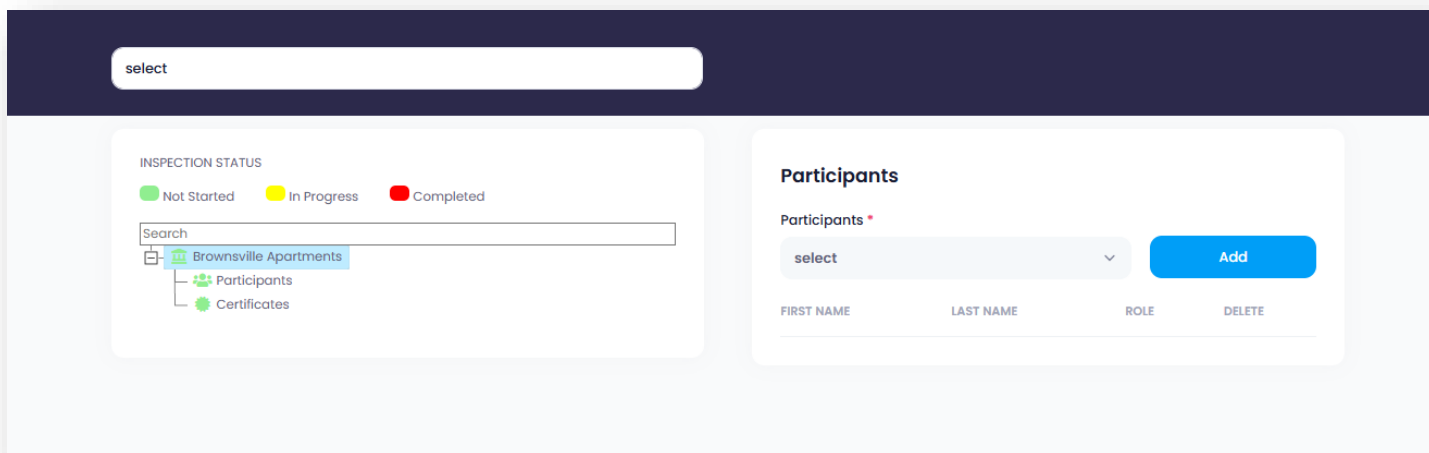
The screenshot displays the Inspect Edge interface. At the top left, there is a blue button labeled "Add New Property". Below it, a "Show 50 entries" dropdown menu and a "Search:" input field are visible. The main content area features a table with the following columns: "Development No.", "Development Name", "Inspection Type", "Scheduled DateTime", "Inspection Status", "Created Date", "Active", and "Actions". A single entry is shown for "2028" under "Brownsville Apartments" with an "NSPIRE" inspection type, scheduled for "2025-02-17T09:00:00", and a status of "Not Started Yet". The "Active" column has a toggle switch, and the "Actions" column contains icons for edit, refresh, and delete. A blue "Add Inspection" button is located to the right of the "Brownsville Apartments Folder" header. At the bottom, it shows "Showing 1 to 1 of 1 entries" and navigation buttons for "Previous" and "Next" with a page indicator "1".

Development No.	Development Name	Inspection Type	Scheduled DateTime	Inspection Status	Created Date	Active	Actions
2028	Brownsville Apartments	NSPIRE	2025-02-17T09:00:00	Not Started Yet	2/22/2025, 11:56:34 PM	<input checked="" type="checkbox"/>	

# Inspect Edge: Assign Participant to Property

## To add participants to a property, follow these steps:

- After selecting a property and entering its details, right-click on any level of the building hierarchy to access a range of functions, such as manual building creation, Excel building import, property information editing, sample creation, and report viewing.
- Additionally, right-click on the Participants tab to assign an inspector from your list. Inspect Edge supports simultaneous collaboration among multiple inspectors on an inspection. Please note that each participant must have a unique login ID, and sharing IDs is strictly prohibited.

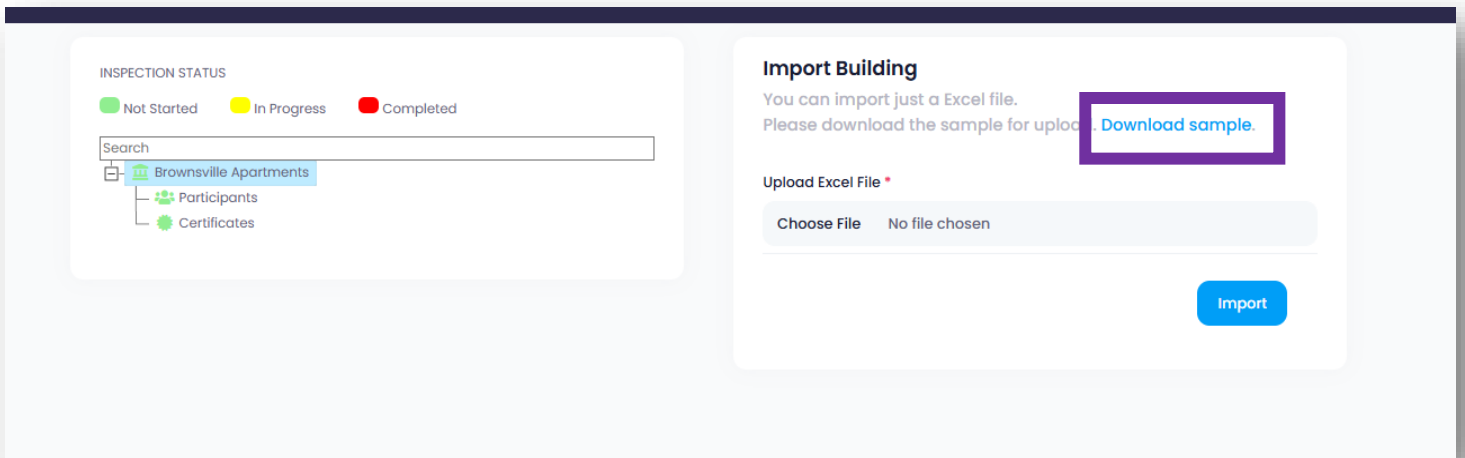
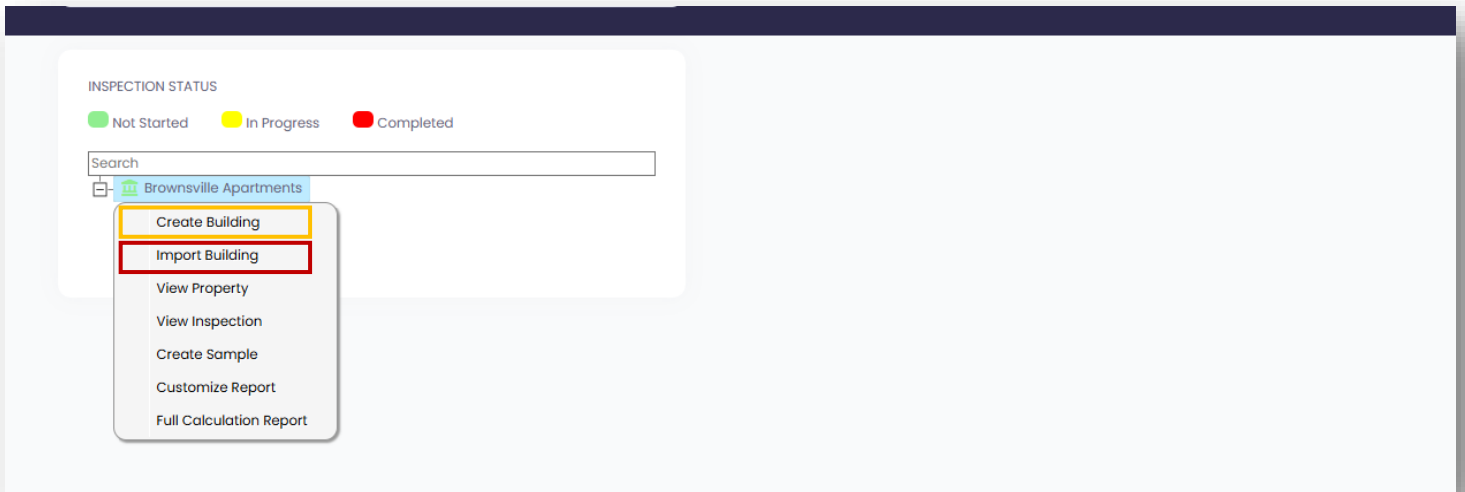




# Inspect Edge: Building & Unit Import from Excel

## To add, create, or import buildings and units to a property, follow these steps:

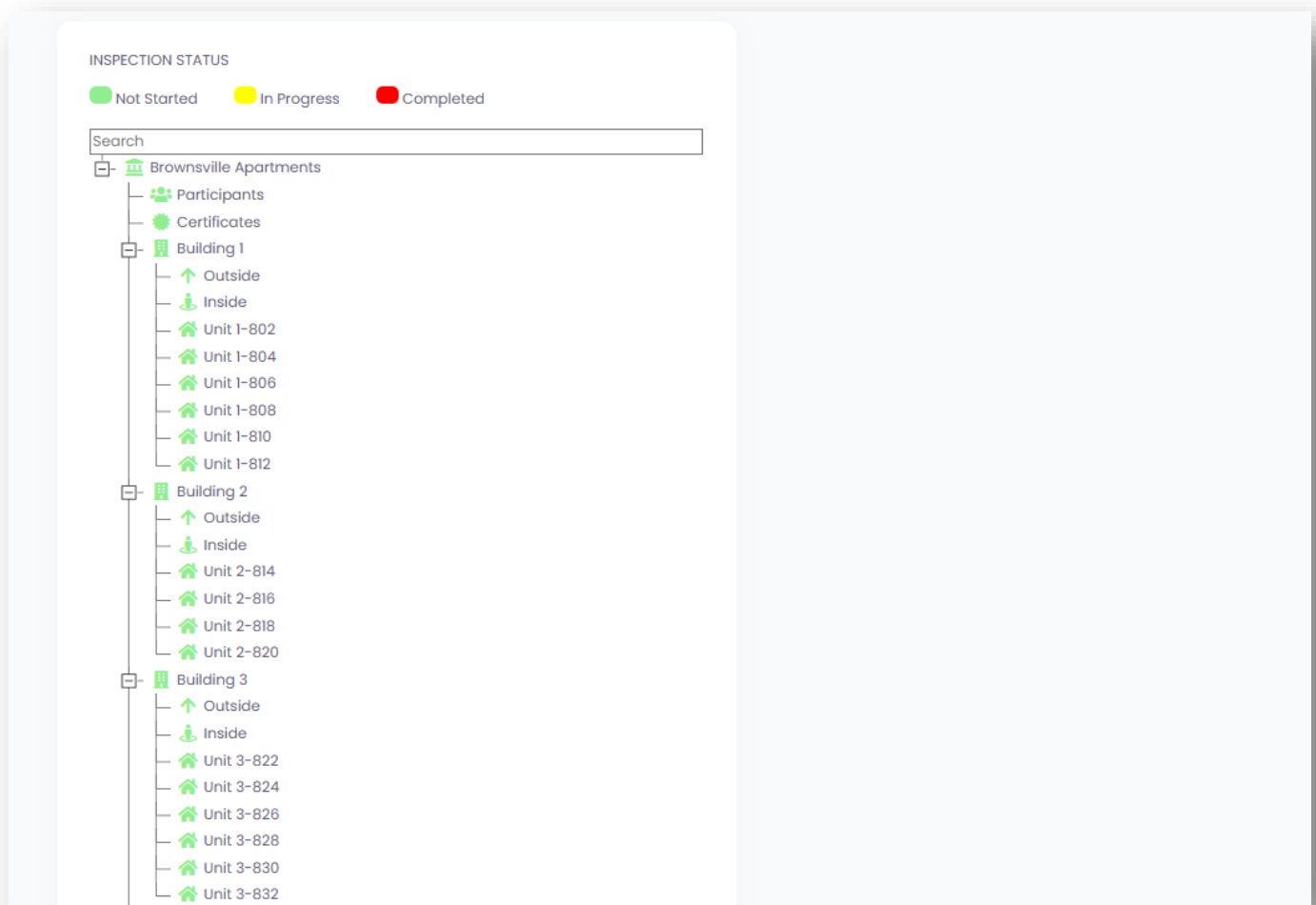
- To manually import building and unit data, right-click on the property name in the hierarchy and select "**Create Building**" from the dropdown menu. You will then fill out a form for each building and unit, creating them one by one.
- To upload building and unit information, right-click and select "**Import Building**" and download the **Sample Excel template**. Complete the template carefully, ensuring all required fields are accurate and complete. Then, upload the file, noting that errors or omissions will prevent a successful import.



# Inspect Edge: Building & Unit Import from Excel

To add, create, or import buildings/units to a property, or create a sample, follow these steps:




- After manually creating or uploading the Excel document with building and unit information, your data will be organized as shown in the picture below. The hierarchy will display each building name, along with its corresponding inspectable areas, including Inside, Outside, and Units.
- Sample Creation: You have two options to create a sample. Either right-click to select "Create Sample" from the menu, or, alternatively, the inspector can create the sample directly from the tablet during the inspection.



# Inspect Edge: View Inspection Data

## To view/edit and copy inspection data, follow these steps:

- To start an inspection, ensure all building, unit, and participant data is uploaded. If the sample is already created, inspectors just need to sync their tablet. Otherwise, they'll create the sample on the tablet before beginning.
- Once the inspector has synced their inspection data to the server, you can immediately access and review the report, provided the data has been successfully uploaded.
- To access reporting information, navigate to the "Actions" tab and click on the Dashboard button, identified by a clock icon. The dashboard will then become accessible.

Seneca Gardens Folder							Add Inspection	
Development No.	Development Name	Inspection Type	Scheduled DateTime	Inspection Status	Created Date	Active	Actions	
4935	Seneca Gardens	NSPIRE	2025-02-17T08:00:00	Completed	2/14/2025, 2:18:50 AM	<input checked="" type="checkbox"/>	  	

# Inspect Edge: Reporting Types & Dashboard

## Inspect Edge Dashboard:

- The Inspect Edge dashboard offers a user-friendly interface, providing valuable insights and data metrics to help users understand their property's condition more effectively.
- **Our platform supports various reporting styles:**
  - **Inspection Report:** Comprehensive property assessment with detailed findings and photos.
  - **Customizable Report:** Query data by specific parameters (Area, Building, Unit, Severity).
  - **Excel Report:** Summarized data for custom reporting and analysis.
  - **Inspection Scoring Overview:** Property condition snapshot with frequency and severity of deficiencies.
  - **Inspection Picture Report:** Visual summary of deficiencies with images and detailed information.
  - **Post-Inspection Report:** Real-time updates on deficiency corrections with photos and comments.
  - **HCV/PBV Inspection Report:** Pass/fail rating and detailed findings for Housing Agencies, auto-populating HUD's HCV form.

