



INFORM CLOUD

Updates, Fixes and What's to Come

Instructed by Melanie Meister, Kenn Garder and Jon McCreath

MEET YOUR INSTRUCTORS



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HARDWARE REQUIREMENTS



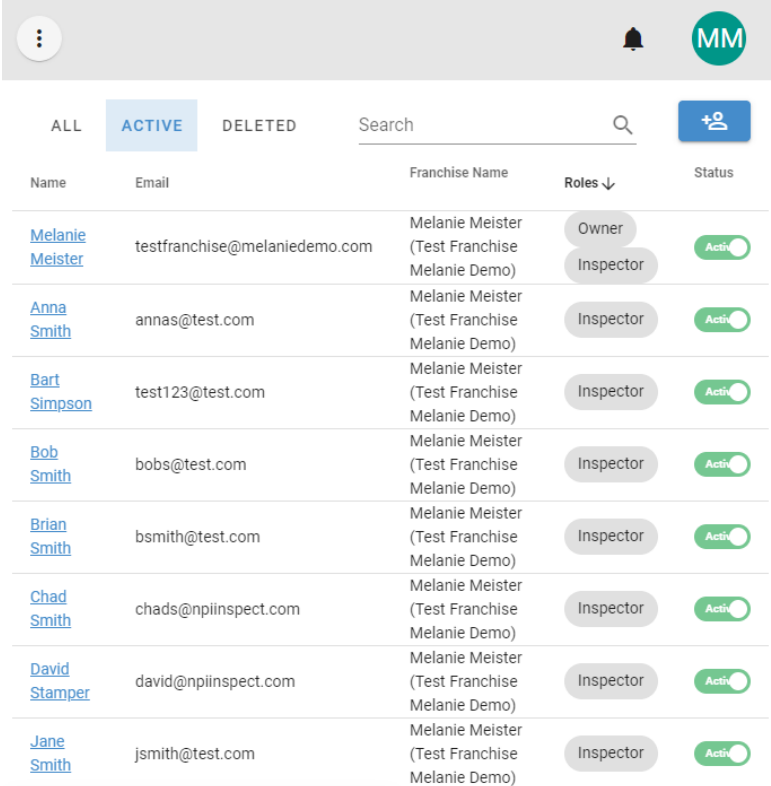
InForm Cloud is available on most mobile devices, tablets and computers, including iPhone, iPad, Android phones, Samsung tablets, Microsoft tablets, laptops and desktop.

It's best to have and maintain a consistent internet connection, along with a back-up power supply for the device you're using. All of your inspection information will be saved to the Cloud instantly and backed-up routinely.

With InForm Cloud, you'll now have...

1. Multi-Inspector Support

- Different user roles have different access (Franchise Owner, Inspector and Office Admin)
- More than one inspector can work in the same inspection at a *time—in different sections*. (Ex: one inspector can be working in roof section while other inspector is working in the crawl space section)



The screenshot shows a user management interface with a header bar containing a menu icon, a notification bell, and a user profile icon labeled 'MM'. Below the header, there are tabs for 'ALL', 'ACTIVE', and 'DELETED', along with a search bar and a user icon. The main content is a table with columns for Name, Email, Franchise Name, Roles, and Status.

| Name | Email | Franchise Name | Roles ↓ | Status |
|---------------------------------|-------------------------------|---|--------------------|--------|
| Melanie Meister | testfranchise@melaniedemo.com | Melanie Meister (Test Franchise Melanie Demo) | Owner Inspector | Active |
| Anna Smith | annas@test.com | Melanie Meister (Test Franchise Melanie Demo) | Inspector | Active |
| Bart Simpson | test123@test.com | Melanie Meister (Test Franchise Melanie Demo) | Inspector | Active |
| Bob Smith | bobs@test.com | Melanie Meister (Test Franchise Melanie Demo) | Inspector | Active |
| Brian Smith | bsmith@test.com | Melanie Meister (Test Franchise Melanie Demo) | Inspector | Active |
| Chad Smith | chads@npiinspect.com | Melanie Meister (Test Franchise Melanie Demo) | Inspector | Active |
| David Stamper | david@npiinspect.com | Melanie Meister (Test Franchise Melanie Demo) | Inspector | Active |
| Jane Smith | jsmith@test.com | Melanie Meister (Test Franchise Melanie Demo) | Inspector | Active |

With InForm Cloud, you'll now have...

2. Automatic Back-Ups

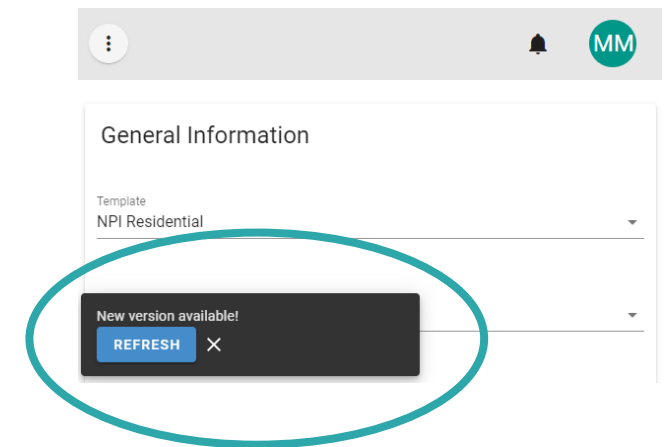
- Back-ups now run automatically once every hour, 24-hours per day, to ensure that your report and photos are always saved to the Cloud.
- You'll still need to save your raw photos and final inspection report PDFs to your external hard drive. If you're using multiple devices during an inspection, it's also best to save those raw photos to your external hard drive.

3. Almost no limitation on hardware requirements

With InForm Cloud, you'll now have...

4. Automatic Software Updates

- No more running manual software updates when new features or fixes are released. Simply look for the blue “Refresh” button, and you’ll get automatic access to the newest version.



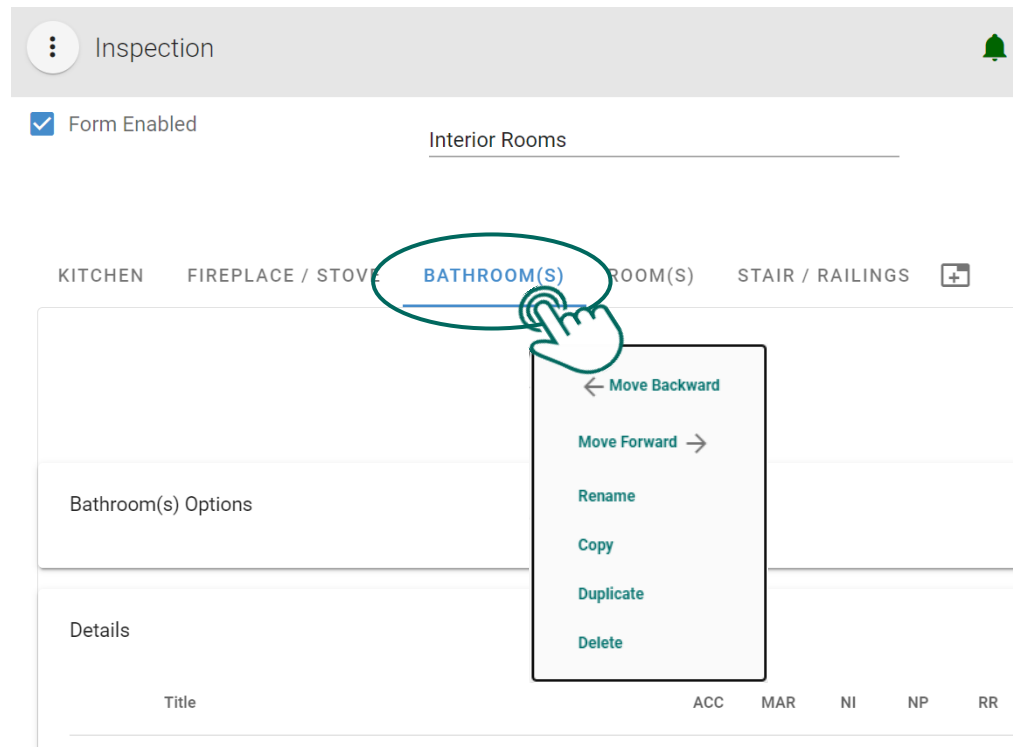
5. Automatic Photo Re-Sizing

- No more resizing photos before you upload them into your report.

6. Unlimited Photos You Can Upload into Report

- No more restrictions on the # of photos you can load into each section.

TIPS TO SPEED UP REPORT CREATION



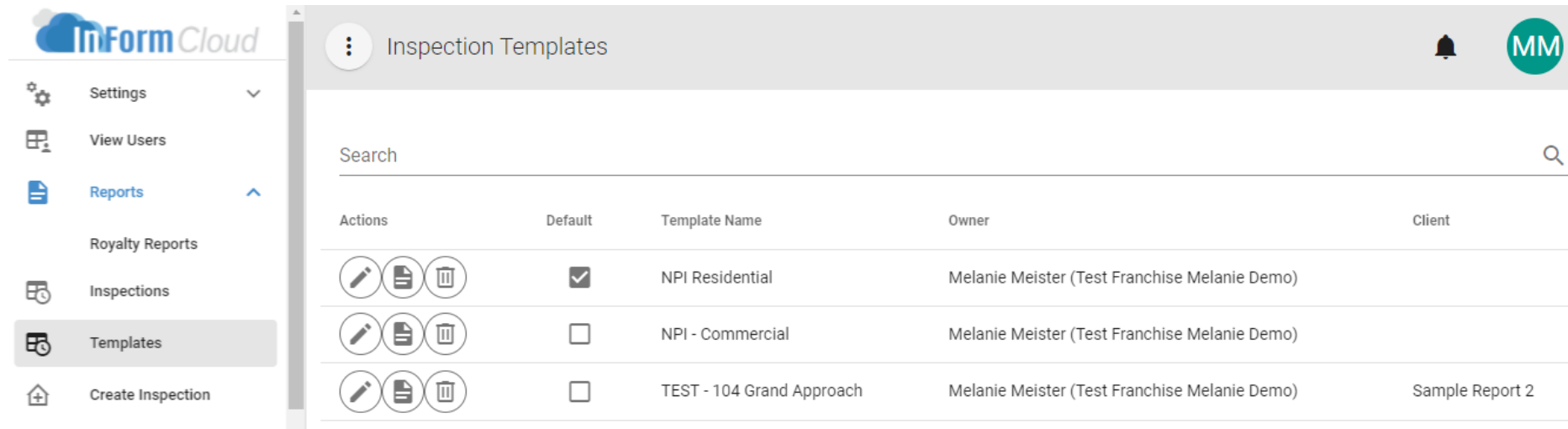
Duplicate or Add Custom Sections










Duplicating sections and adding custom sections is easy! Simply right-click on an existing tab (or press and hold on a touch screen device), provide it a new name, and it'll copy over all of your details, conditions and comments. All you have to do is add your photos.

TIPS TO SPEED UP REPORT CREATION

Templates

Templates allow you to save a specific inspection type (Pre-Drywall, Condo, Single-Family home, etc.), so it can be re-used. Templates save all of your sections (including customized sections) in order, options, details and comments, allowing you to make just small modifications if need be and add any photos. This feature was recently updated and re-enabled.

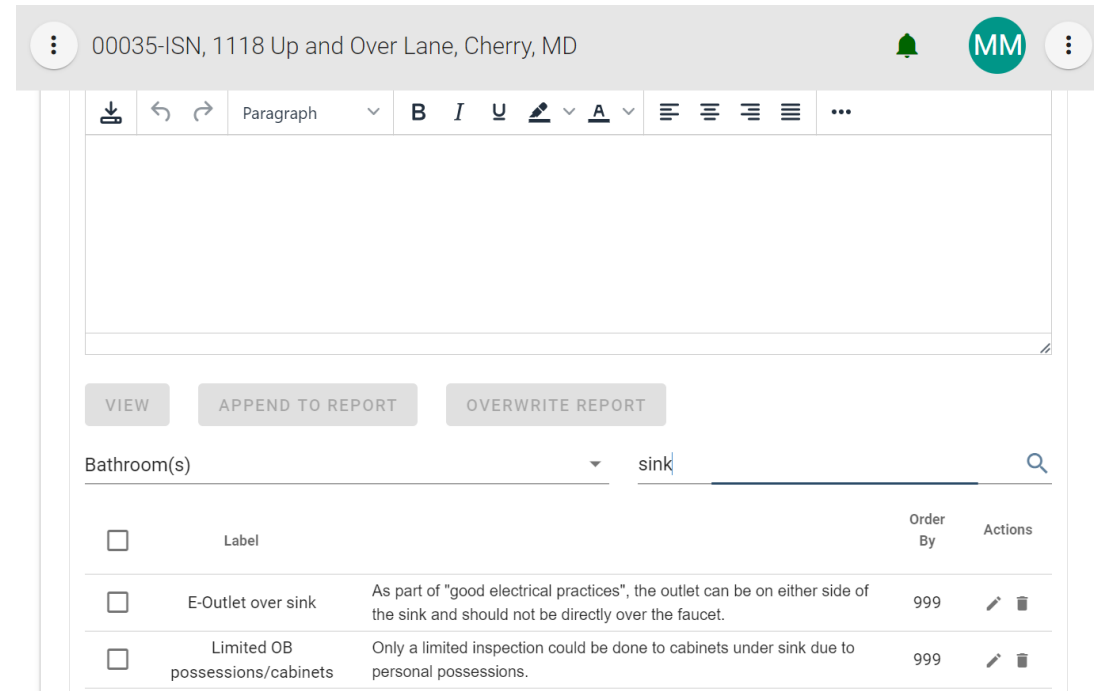


| Actions | Default | Template Name | Owner | Client |
|---|-------------------------------------|---------------------------|---|-----------------|
|    | <input checked="" type="checkbox"/> | NPI Residential | Melanie Meister (Test Franchise Melanie Demo) | |
|    | <input type="checkbox"/> | NPI - Commercial | Melanie Meister (Test Franchise Melanie Demo) | |
|    | <input type="checkbox"/> | TEST - 104 Grand Approach | Melanie Meister (Test Franchise Melanie Demo) | Sample Report 2 |





TIPS TO SPEED UP REPORT CREATION

Comment Organization

Organizing your comments using a short-hand system or acronyms. Then, you can find them quickly and efficiently using the auto-filling Search bar.



The screenshot shows a software interface for report creation. At the top, there is a header bar with a menu icon, the address "00035-ISBN, 1118 Up and Over Lane, Cherry, MD", a notification bell, a user profile icon "MM", and another menu icon. Below the header is a rich text editor toolbar with icons for download, undo, redo, paragraph style, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent. The main content area is a large text input field. Below the text field are three buttons: "VIEW", "APPEND TO REPORT", and "OVERWRITE REPORT". Underneath these buttons is a search bar with the text "Bathroom(s)" on the left and "sink" on the right, with a magnifying glass icon. Below the search bar is a table with the following columns: "Label", "Description", "Order By", and "Actions".

| <input type="checkbox"/> | Label | | Order By | Actions |
|--------------------------|---------------------------------|--|----------|---|
| <input type="checkbox"/> | E-Outlet over sink | As part of "good electrical practices", the outlet can be on either side of the sink and should not be directly over the faucet. | 999 |   |
| <input type="checkbox"/> | Limited OB possessions/cabinets | Only a limited inspection could be done to cabinets under sink due to personal possessions. | 999 |   |

ONBOARDING & TRAINING



It's important that everyone gets trained and onboarded to InForm Cloud *by the end of this year*. It's crucial that you all have time to get comfortable with the program before Microsoft discontinues support for InForm 2015.

To get onboarded, sign up for a training session and send me (Melanie) the most recent back-up file from your InForm 2015 software. Email this file to hostmaster@npiweb.com using Google Drive or DropBox. **I need this file at least 24 hours prior to your scheduled training session.**

If you need assistance with running or sending your back-up file, please contact Jon, Kenn or Melanie.

ONBOARDING & TRAINING



To sign up for a training session, click the link below that applies to you:

- Current InForm users: <https://calendly.com/informcloud/inform-cloud-current-users>
- Advanced InForm users: <https://calendly.com/informcloud/inform-cloud-advanced-users>
- New to InForm: <https://calendly.com/informcloud/inform-cloud-new-to-inform>

Contact Jon, Kenn or Melanie for InForm Support at Any Time