

## **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---**
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- C. Photo Editor**
- D. Hyperlinks in your report**
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- F. Templates (basically I modify one for nearly every inspection)**
- G. Make a new template**
- H. Edit Mode**
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- 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.**

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## IQ6000.COM Introduction: FUNCTION BUTTONS:

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- 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.

The screenshot shows the IQ6000.COM software interface. At the top, there are buttons labeled A through J. Below the buttons, there are two columns of input fields for inspection data. The left column includes fields for Inspection date, Start time, Stop time, Weather, Temperature, House Type, Age, Fee (s) \$, Total Fee \$, Items inspected, NOT inspected, Buyer's agent, and Listing agent. The right column includes fields for File #, Inspection street, City/State/Zip, Client name, Street address, City/State/Zip, Home Phone, Cell phone, Work phone, Email 1, Email 2, Email 3, and Attendees. Below the form, there are two boxes labeled L and M. Box L contains the text: "Info to display in the top center of info page", "Your Home Inspection Report", "\* Drew Finn MA-414", "\* www.HIP123.com". Box M contains the text: "Info to display in the top right of all pages", "Finn & Associates", "Drew Finn - The Home Inspector", "413-684-2019", "Drew@HIP123.com".

- 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:

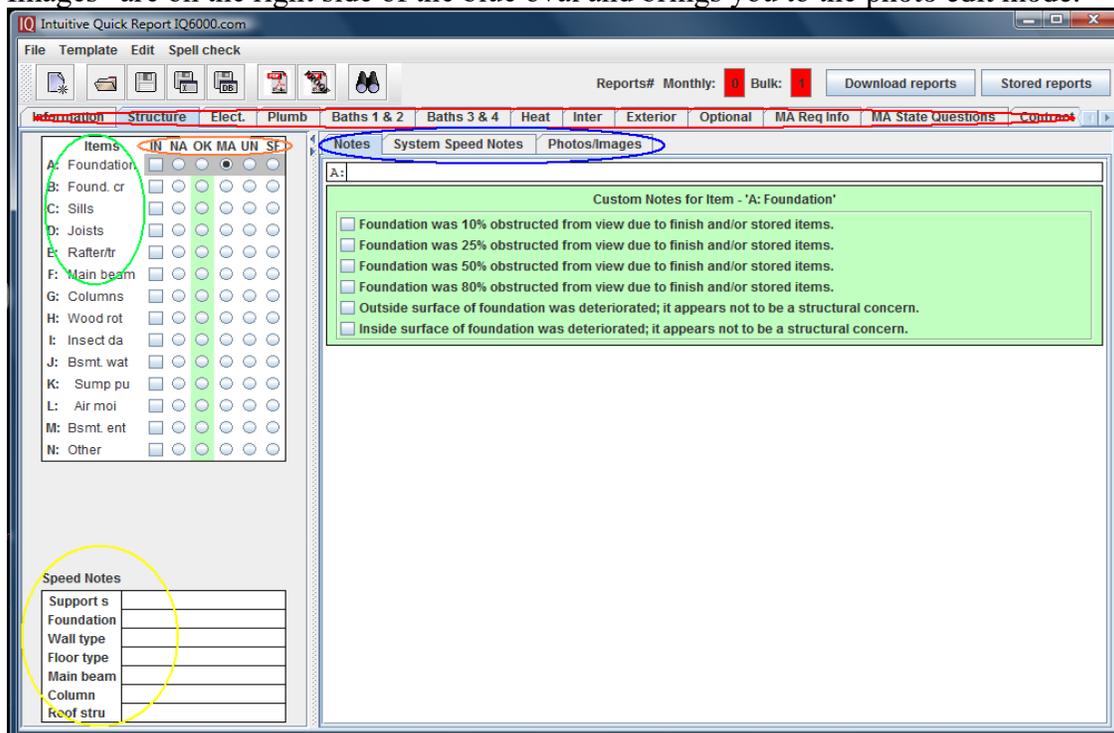
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Once you have selected the Template you will start with, you can start filling in the report.

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:

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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

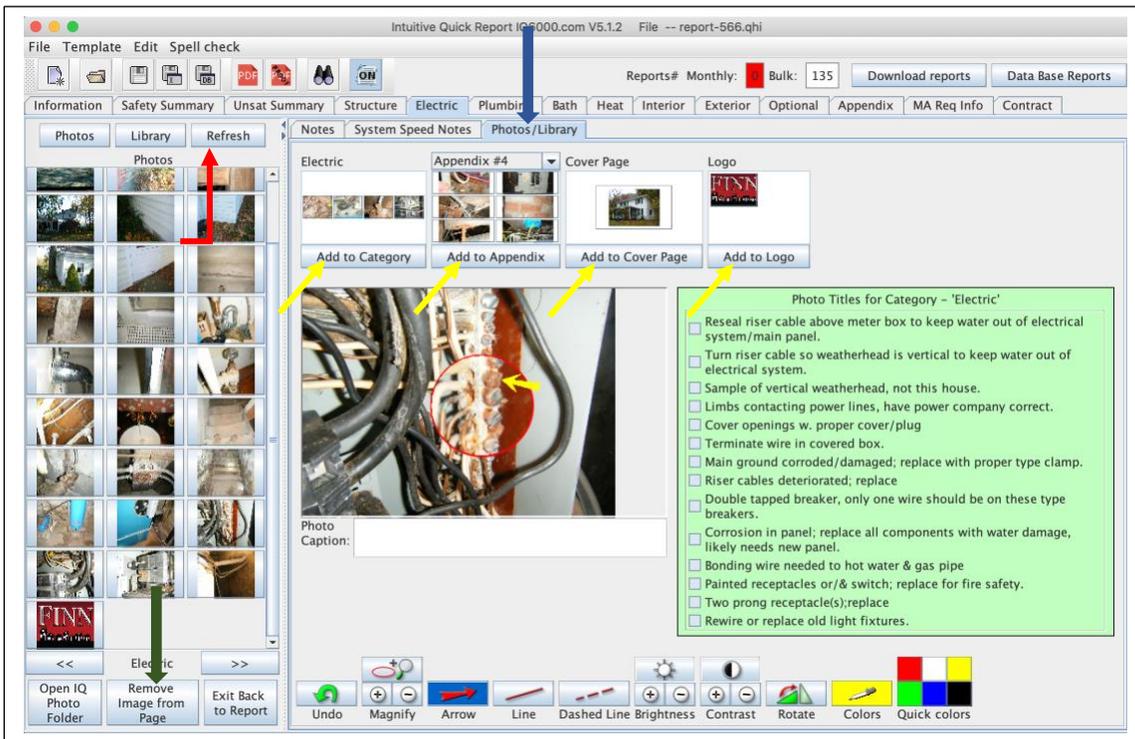
Add captions below the photos, add arrows, circles/ovals, lines. Blow up one area by circling it then press the “+” under the Magnifier (bottom row).

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.**

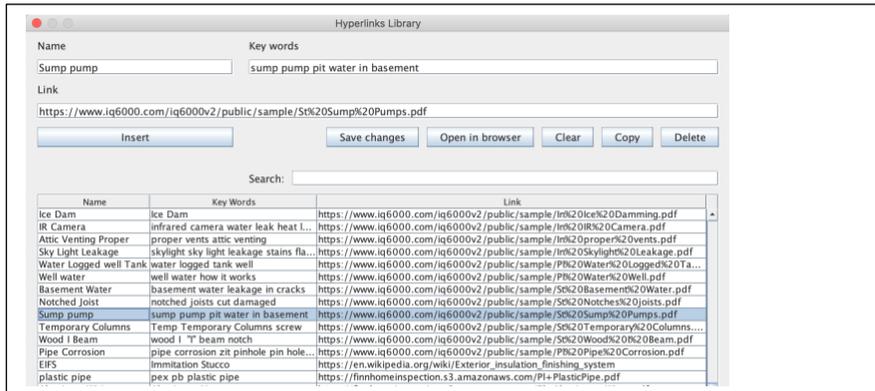
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We use them to explain certain items in more detail for the buyer. For instance, what a double tapped breaker is and why it's not good.

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.

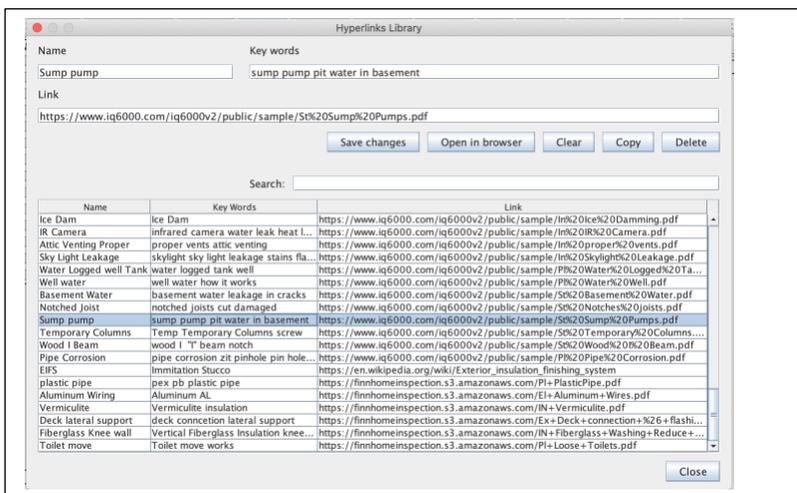
To remove a hyperlink highlight it and right click, choose Remove Hyperlink.



## 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.

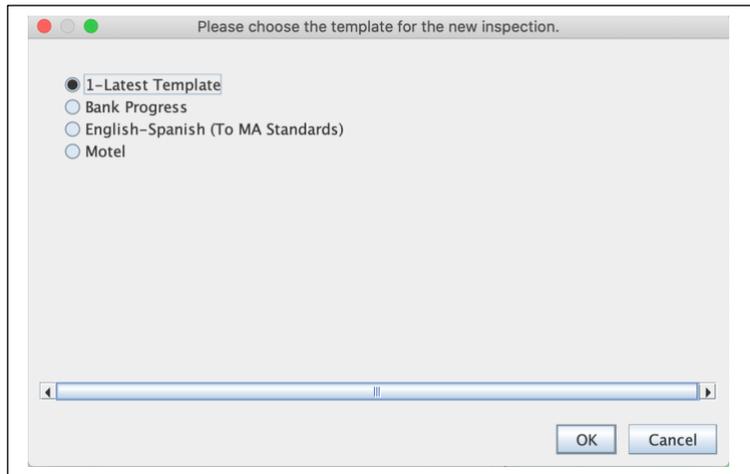


## TEMPLATES:

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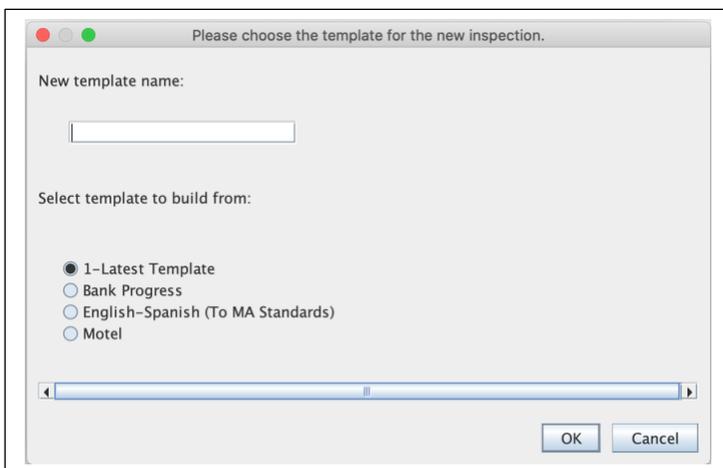
When you start a new inspection, you will choose one of these templates to start with. Most inspectors use one or two templates.

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.



## 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.

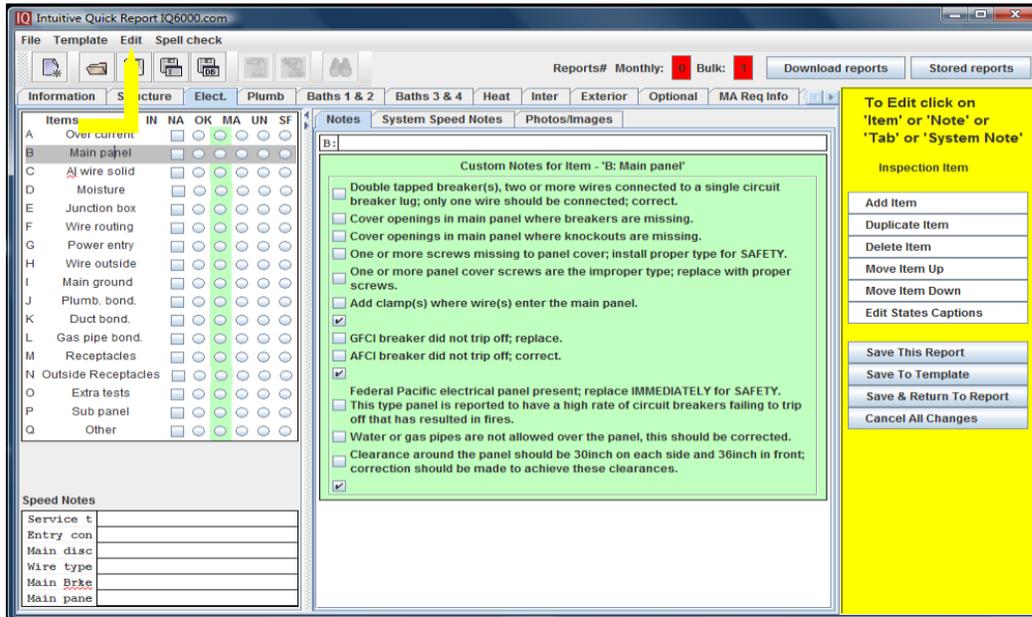


## EDIT MODE:

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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 “Add Item” 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 “Add Tab”. 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.

Save to Template, will permanently change the Template.

Save & Return to Report will save the changes only for this report, not the template.

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

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You may change the 6 rating categories (IN, NA, OK, MA, UN, SF), by clicking the “Edit States Captions” 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 UNSATISFACTORY. The line description will appear at the top of the page, change as you please.

The screenshot shows the Intuitive Quick Report (IQ6000.com) software interface. The main window displays a list of items with columns for rating categories: IN, NA, OK, MA, UN, SF. A dialog box titled "Edit item states captions" is open, showing a table with columns for Abbreviation, Description, PDF Abbreviation, and PDF Description. The 'UN' and 'SF' rows are highlighted with a green box. The 'Edit States Captions' button in the yellow sidebar is circled in red.

Abbreviation	Description	PDF Abbreviation	PDF Description
IN	Inaccessible	INAC	Inaccessible; partially or fully
NA	Not Applicable	N/A	Not applicable
OK	OK	OK	Typical condition
MA	Marginal	MARGNL	Marginal, maintenance needed
UN	Unsatisfactory	UNSAT	Unsatisfactory - repair / replace
SF	Safety Concern	SAFETY	Is or can be a hazard

UNSAT SUMMARY: The following items are all the items the inspector classified as unsatisfactory items

SAFETY SUMMARY: The following items are all the items the inspector classified as safety items

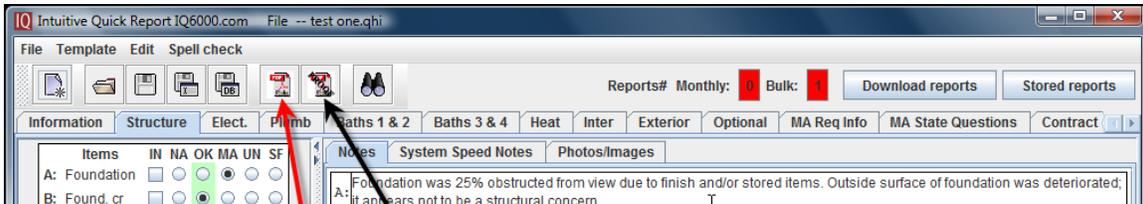
## REPORT OUTPUT ---MAKING THE REPORT PDF:

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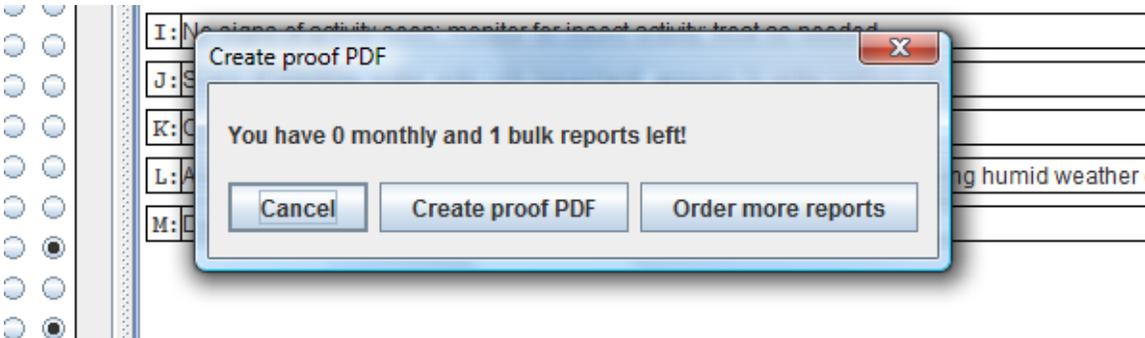
The output of the program is to a secure PDF.

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....

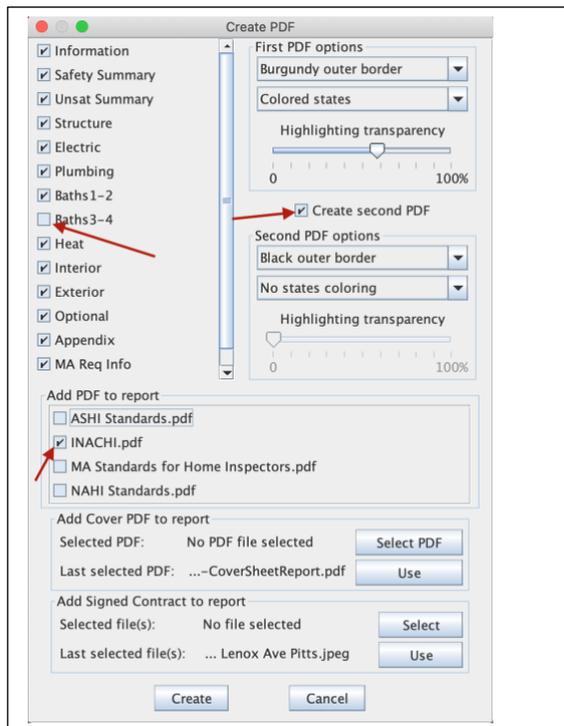
Make a permanent one by using one of your purchased monthly or bulk reports (see red arrow).



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



Click create and the selection box comes up, see next page



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).

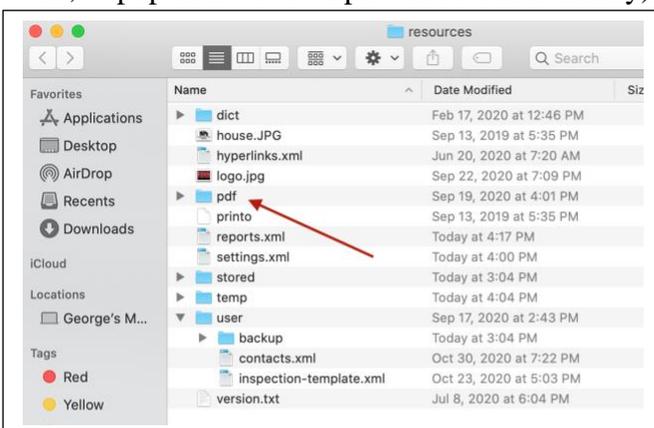
We use a 2 page PDF cover, Page 1 about us, page 2 how to read this report, like click on blue words to activate Hyperlink for more info.

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.

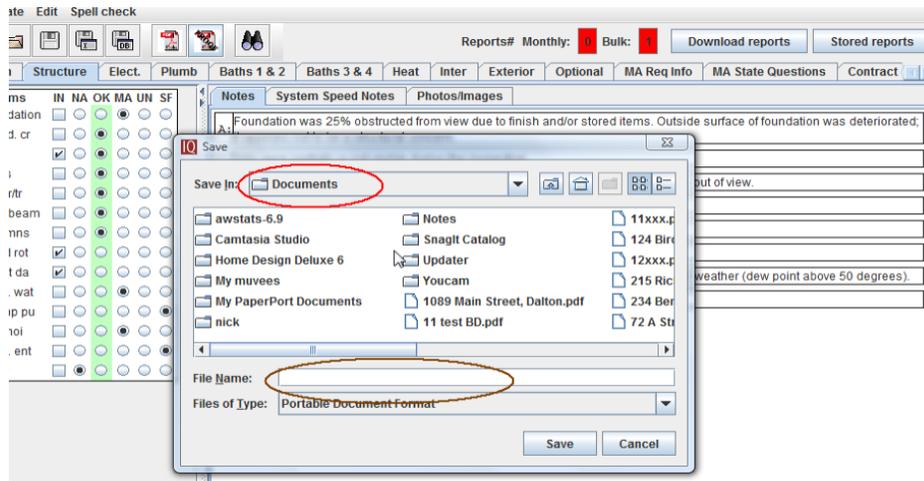
You may add other PDF's, standards, your contract, info, etc. Make the document a PDF and insert it in the PDF folder found in the resource directory (In report click top row Files, in pop down click Open resources directory).



## SAVE PDF TO:

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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.



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

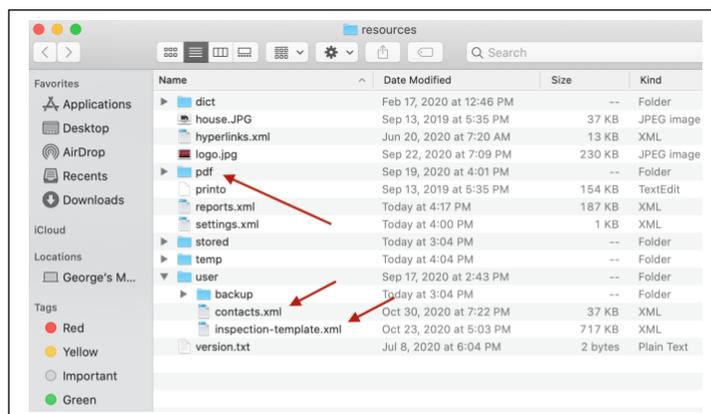
Save the files after changes are made: Save to a flash drive so when your computer dies you have what you need to recreate your report quickly.

Contacts.xml

Inspection-template.xml

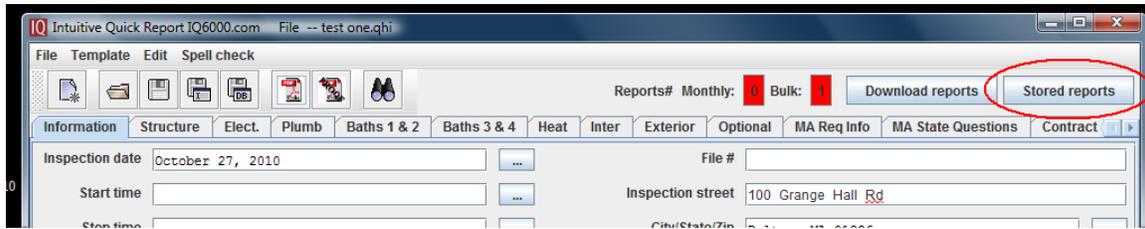
Hyperlinks.xml

See below



# DATA BASE----STORED REPORTS

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



**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 }.

