Property Pal User Guide

Congratulations on purchasing the world's most detailed move-in inspection software. Property Pal is a very easy way to protect your investments and this guide will help speed up the process of mastering it.

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Property Pal App

Getting Started

First, you should feel comfortable with Apple smart phones, iPads, or the iPod Touch. If you're not, that's okay! We suggest downloading a free game on your Apple device and play it (*Can Knock Down* or *Frisbee* are good ones). This is the fastest way to get comfortable with touch screens and other features.

The next process has to do with the start of the process in your office. We suggest a form that you have the residents sign when they take a home or apartment off the market. The form should have:

- All residents emails

- All resident signatures

- An acknowledgement from the resident(s) that they're okay with receiving electronic forms

- An acknowledgement that the residents will inform you if they change their email address

- An area at the bottom for them to initial that they have received the move-in. This is for the day of move-in.

We suggest that after you have read over these instructions, try running through two complete inspection *sets,* with each set being made up of three inspections (a move-in, a pre-inspection, and then a move-out). They don't have to be large, just try adding a few items, editing rooms, adding a forwarding address before a move-out, creating a template, re-arranging rooms, taking pictures, and sending the other reports (maintenance, painting, and cleaning). We would also like to stress that you practice taking photos! Having 400 blurred images won't help your cause. So be patient and make sure they're quality photos. If you are not aware, touching the screen with your finger will focus that particular area or turn a dark area brighter. Good luck and have fun!

So you just purchased Property Pal. You can now begin the process of converting your paper move-ins into a detailed paperless report. Since there is a chance that you have properties that started with a paper/clipboard move-in, you can continue them with Property Pal. Property Pal offers the ability to begin your inspection mid-stream. So you can begin with the pre-inspection or the move-out. The only advice we offer is that you can only judge the same conditions that were marked on the original move in.

Now, let's get started!

The first thing you want to do is customize your settings. This is where you will set up default emails, cities, photo quality, manage/download your templates, check your current app version, and add your company's image.

Instructions for Customizing Settings:

- Select settings from the main menu. We'll start by adding your company logo. Select "Attach Company Logo" and choose your logo from your photo album. This will automatically appear on the final inspection report.

- Next, let's add the default inspector's name, email and company name. The name and email will appear on the final inspection report.

- If most of your properties are in the same city or state, filling out the default city and state options will help save you time by having that information automatically included on the address form. It can be easily changed during the move-in if it differs.

- To add the email addresses of your company's property managers, maintenance team, painters and cleaners, select "Default Email Addresses" from the "Email" settings category. You can add up to five email addresses per category.

- **Advanced Users:** The "Photo Quality" setting in the "Inspection" settings category allows you to change the quality of your photos to increase the quantity you can take. There is a description of what compression and resolution mean. The lower the compression and higher the resolution, the fewer pictures you can take. The default setting of 800x600 and medium compression, which allows you to take around 400 pictures to include with your report, will more than likely meet your needs. Hit the small save button then save and continue to return to the main menu.
- Custom codes can be added in the custom codes settings or downloaded and managed online for our cloud users. These consist of a description and code which will be added with all the other default conditions when you are doing an inspection.

New Move-in Instructions

This is for the first time the resident will take possession of the home/apt. This is your opportunity to document everything! You can add rooms, items, issued items, create a reusable template, and take up to 400 pictures documenting the condition the resident(s) received the home/apt. Note that once you generate the move-in report, it will not allow you to alter items or rooms in the pre-inspection or move-out. So make sure you get it all during the move-in! Also, any alterations to the inspection after you generate the report will show a date stamp and what you changed (e.g., new blinds were added 2 weeks after move-in).

1. Select new move-in on main page
2. Enter the address of the property. If it's a "half address" (e.g., *123 ½ Main Street*), type ½ to indicate that. If you make an error on entering the address, you can suspend the report and go to "Saved Inspections" from the main menu, select the address and change it. If you entered a default city and state from the settings menu, you'll notice that the city and state are already filled in. Double-check all of this information to make sure it's correct, then tap continue.
3. To identify residents, select the red box titled Resident #1. Here, you can enter the name, phone number and email address of each resident. Co-signer information can also be added with each resident. When you're ready to email the finished inspection, the resident and co-signers' email addresses entered here will automatically be included in the "To" field. To add additional residents, select "Add Resident" in the lower left corner and another red resident button will appear. To delete a resident, select "Delete Resident" in the lower center of your screen. 'X' buttons will pop up next to all residents. Select the X on the resident you'd like to delete. You CAN change the resident information in later inspections, if necessary. Select continue when done.
4. You will now be on the rooms list. A standard template will always appear or you have the option to load a custom template that you have already created and saved (tap Load Template on iPad, or "Edit" and then "Save/Load Template" on iPhone/iPod Touch). You can rearrange the order and add or delete rooms on this page as well by tapping on the "Edit" button. To rearrange the rooms, tap "Edit," touch the three grey lines that appear next to each room name, and move the room up or down to where you want it. You can also delete rooms by touching the red circle and tapping "Delete." To add a bedroom, bathroom, empty room, or to duplicate an existing room's layout, tap the "+" icon on the bottom left corner. *For a detailed look at how to add a room, please see the instructions*

in the "Instructions on Adding Items/Rooms, Loading Standard Template, and Suspending Inspections" section of this guide.

5. Select the first room and you will see all of the default items come up for that room. This can be edited to add or remove items by tapping the "Edit" button. Once you are ready, tap your first item. This takes you to a condition list. Select all the conditions that apply. On iPad, after you finish picking an item's condition, you can select the next item on the left side of the screen. On iPhone or iPod Touch, hit the "Save & Continue" button on bottom of the screen (or the "Move-In Report" back button on the top of the screen) to return to the room and item list. Note that any items marked dirty, needing repair/replacement, or paint will carry over to the maintenance, painting, and cleaning reports with pics if you took them. A check mark appears after each item is inspected on the item list. You can also take pictures for the room itself. To do this select the camera image, select "Take Photo" and snap up to thirty pictures for each room. Select "Done" when finished and review your photos, then select the "Move-In Report" back button on the top of the screen to get back to the list.

6. In addition to the listed conditions, specific notes can be added in the "Notes" section and photos for particular items taken. Here's where you can add photos to each item to show specific damage. To take a photo, tap the beige box with a camera in the box on iPad or the "Add/View Photos" button on iPhone/iPod Touch. Take as many photos as you like (up to thirty for each item) or choose existing photos from the album. When you take photos you can either use them or retake them. Select "Add Picture" when you get to the photo you'd like to include. Continue working your way through the entire inspection. Please note, if an item or room is unmarked it WON'T show up in the final report, and WON'T be available to mark during the pre-inspection and move-out. For example, if there's no fan or vent in the entryway, don't fill out that section and it won't appear on the report. To get back to your main list of rooms, tap the "Rooms" icon on the bottom left on iPad, or just continue scrolling down on iPhone/iPod Touch. When you've filled out all applicable rooms and items, select "Generate Report" or "Suspend Inspection." You can also save that inspection as a template. Suspending the report will allow you to come back later to finish the inspection. To resume a suspended inspection, go to "Saved Inspections" from the main menu and select the unit. To continue to finish the report, tap "Generate Report."

7. You will come to a screen that will give you options for allowing signatures, downscaling pictures (if you have trouble emailing), or emailing an unsigned report. You will also have an option to select your other reports (Maintenance, Painting, Cleaning). Just tap other reports and select the one you would like to send. Otherwise, you can continue by tapping "View & Sign Report" in bottom right corner. This will make the resident go through every page to review and sign at the end. On the final report the company logo, property address, inspection date and time, as well as the legend explaining the conditions are all listed at the top. *Important note about downscaling pictures: Downscaling pictures will create a NEW report without any of the existing resident signatures, so if you have to downscale pictures in order to email the report, any resident signatures previously added to the report will be lost.*

8. Scroll down to see the notes with coinciding numbers listed at the bottom. The photos are at the end of the report. When finished reviewing the report, select "Continue."
9. This takes us to the SIGNATURE. The agent and resident signatures need to tap on the agent or resident's name. Tap the inspection button above the signature box before signing. Tap in the center box to begin signing. To delete the signature select "Clear Signature" at the bottom of the box. Select "Done" in the bottom right, and once when you've added all the signatures, select "With Signatures" under the "Email Inspection Report" heading.
10. An email window will pop up with the PDF version of the report already attached. Notice the residents, co-signers and default inspector's email addresses have already been entered. You can add as many recipients as you like. Send when done.

Move-ins are one of the most important processes you do. They set up how the rest of the lease will play out. We do our move-ins without the residents present so we can focus and be more efficient, then give our residents 5 days after the move-in to respond to any new additions to the walkthrough. If you choose, you can have them use *Adobe Notes* to add notes or comments to the PDF you generated at the end of the inspection. It's really cool and streamlines the process nicely!

Pre-inspection Instructions

Depending on the laws in your state, you may need to offer a pre inspection. The pre-inspection will follow the same report you did for the move-in and give the residents an opportunity to repair or clean items before their move-out.
1. For an existing property that you conducted a Property Pal move-in on, select pre-inspection and select an address from a saved move-in. Remember you can add or delete residents during this inspection.
2. If you'd like to enter information for a property, and the move-in has already been completed without Property Pal, the pre-inspection allows you to enter that information as a new property. You must base this on the original move-in forms legally if you're just starting Property Pal. You will see a warning pop up on the screen when you select "New Address." Read the displayed message, then select "OK." Then continue through the inspection just like the move-in.

Instructions for Move-out

If you just got Property Pal and are ready to move out a resident, select "Enter Address" under "New Address" if this is the first inspection or you did a paper inspection.

If this is a move-out for a property that has a move-in or pre-inspection done with Property Pal, tap "Move-Out" on the main menu, then select the applicable address to continue. During the

move-out you have the capability to change the inspector. You can also make changes to the residents if necessary.

1. Complete the rest of the process as you did with the move-in or see the move in instructions above.
2. If desired, you can add a forwarding address by tapping the "Add Forwarding Address" button in the bottom left of the "Property Address" screen.

Instructions on Adding Items/Rooms, Loading Standard Template, and Suspending Inspections

Adding/Deleting Rooms

- **iPad:** After entering resident information, you'll come to the inspection menu. To add or delete rooms, first tap the "Edit" button on the top-right. At the bottom-left, there is a "+" icon. Tap on this icon and select the desired option. If you want to add or delete items, go to the desired room and tap the "Edit" button on the top-right, then tap the "+" icon to add, or select the red circle to remove. Name it and then tap "Done" in the top right corner.
- **iPhone/iPod Touch:** After entering resident information, you'll come to the inspection menu. To add rooms, first tap the "Edit" button on the top-right. At the bottom-left, you'll see the "Add/Move Room" button. Tap this and select the desired option. To delete rooms, after hitting the "Edit" button, you'll see a red "X" button appear next to the room name. Tapping this button will bring up a prompt asking you if you want to delete this room. Select "Yes," and the room will be deleted. Once finished, tap the "Done" button on the top-right.

There are many pre-set choices for adding rooms. You can add a bedroom, a bathroom, an "Other" room, or an empty room. When you add a bathroom it will contain the typical bathroom items like sink, toilet, etc. When you add a bedroom, it will contain typical bedroom items like closet, windows, etc. The "Other" room option adds items that are fairly standard in any room. The "Empty" room option creates a room without any items in it, letting you add all the items yourself.

Renaming Existing Rooms

- **iPad:** Select the room you would like to rename, then hit the "Edit" button on the top-right. Tap the field with the room name in it, and enter the new name for the room. Once finished, tap the "Done" button on the top-right.
- **iPhone/iPod Touch:** From the inspection menu, hit the "Edit" button on the top-right. Select the "Name" button on the line of the room you'd like to rename. Type the new name, then select "Done" on the keyboard. Rename any rooms you like, and once finished, hit "Done" on the top-right to leave "Edit Mode".

Loading Templates

When performing new inspections at properties you've previously used Property Pal with, it will remember the rooms and items from the last inspection at that property. If you'd like to change the room and item layout to one saved in another template, simply follow these instructions:

- **iPad:** When the inspection menu first comes up, you can load a template by tapping the "Load Template" button in the right half of the screen. A menu will come up with a list of all templates on your device. Select the template you'd like to use, and tap the "Use Template" button.
- **iPhone/iPod Touch:** Tap the "Edit" button on the top-right. Next, tap the "Save/Load Template" button on the bottom-right, and choose "Load Template." A menu will show up listing all the templates on your device. Select the template you'd like to use, and tap the "Use Template" button.

Suspending Inspections

If you begin an inspection, but need to stop before finishing it, you can choose to *suspend* it to resume later without losing any work. This can be useful if you get an emergency call, or something else interrupts an inspection.

- **iPad:** Tap the finish button on the top-right. You'll see the option to "Suspend Report." Tap it, and you'll be returned to the main menu. Later, when you're ready to resume the inspection, select "Saved Inspections" on the main menu and you'll see a list of all of your the incomplete inspections. Simply tap the inspection you want to resume, and you'll be able to resume the inspection exactly where you left off.
- **iPhone/iPod Touch:** From the inspection menu, tap the "Finish Inspection" button on the bottom-right, then select "Suspend Inspection." You'll be returned to the main menu. Later, when you're ready to resume the inspection, select "Saved Inspections" on the main menu, and select " Incomplete Inspections" above your address list. You'll see a list all of your incomplete inspections. Simply tap the inspection you want to resume, and you'll be able to resume the inspection exactly where you left off.

Instructions on Modifying Existing Inspections

Property Pal also allows you to modify existing inspections. This is useful if you get a new item for a home, like a fridge or a window, after a move-in has been completed. Any modifications you make will be date stamped for legal reasons.

1. To begin modifying a previous report, tap the "Saved Inspections" button on the main menu.
2. Select the address for the property whose inspection you'd like to modify to see a list of inspections, then tap the inspection to be modified.
3. You will have the option to load the inspection in "read-only" mode or to "Allow Modification." Read-only mode can be used to view inspection reports without modifying the inspection. In this case, we want to modify the inspection, so select

"Allow Modification." You will be asked if you really want to alter it, select "Yes" and continue through to the item list.

4. Select the room and item in it to be modified. For example, under living room window and screens you could type "New dual-pane windows installed." Then select "Done" on the keyboard. After you've made modifications, select "Finish Inspection" to continue and generate your PDF report.

5. Include the inspection you modified in the report. Toggle the pictures button if you'd like to include them, then generate the PDF.

6. In the report you'll see the new note you added with a date stamp. Go to the last page and select "Done." You can have residents sign here acknowledging the new modifications. *Note that if residents signed the report previously, those signatures will not be carried over, since you've made changes to the report since they signed it.*

7. The report can now be emailed by selecting "Email Inspection Form."

Property Pal Cloud

What is Property Pal Cloud?

As an option for Property Pal users, we have created Property Pal Cloud, a subscription-based service which allows copying inspections and reports to all of your company's devices that have the Property Pal app installed. Property Pal Cloud also backs up all uploaded inspections and reports, allowing for easy restoration if a device running Property Pal is lost or damaged. This is great service for having multiple agents sharing multiple properties.

Key Features:

- Save inspections and reports to the cloud, allowing access from anywhere you have internet access

- Manage employees and their devices' access to Property Pal Cloud

- Review all inspections and reports from your PC, laptop, or mobile device

- Upload your custom room layout templates and download them to all of your company's devices running Property Pal

- Easily search for properties by entering address

- Generate custom maintenance, cleaning, and painting reports from your PC, laptop, or mobile device (Requires *Professional Cloud* or above)

- Prepare inspections in advance from your PC or laptop, filling out address, resident information, and room layout templates (Requires *Professional Cloud* or above)

- Control on-site cloud accounts from the central office with one login (Requires *Enterprise Cloud*)

Signing Up

You can get started by visiting https://manager.mypropertypal.net and clicking the "Sign Up" button.

1. Select a subscription type that best suits your business's needs. Each subscription type has detailed information about what's offered to help you make your decision.

2. Proceed below and fill in the required information about yourself and your business, select a username and password, and agree to the terms. Hit next and your account will be created.

3. You'll be notified to verify your account by clicking the link sent to you by email. If you don't see an email from Property Pal, be sure to check your spam folder!

4. You'll be prompted to enter credit card and billing information. Once your payment is received, you'll be ready to start taking advantage of your new Property Pal Cloud account.

Or you can sign up using the app.

1. Click "Interactive Cloud" on the Main menu then select "Purchase" on the sub menu.
2. Select a subscription plan type that best suits your business's needs. Each subscription type has detailed information about what's offered to help you make your decision.
3. You'll be notified to verify your account by clicking the link sent to you by email. If you don't see an email from Property Pal, be sure to check your spam folder!

Adding Devices

Once you've signed up, the first thing you'll need to do is add your companies device(s).

1. Click on the "Device Management" button on the right side of the bar near the top of the screen.

2. If this is your first time adding a device, you'll be prompted to enter a company passphrase. Simply follow the displayed instructions and then hit the "Submit" button.

3. Click the "Add New Device" link.

4. Enter a brief device description (e.g. "John's Tablet") in the field that appears and hit submit. An "Activation Key" will appear in the "Activation Key" column. This key, along with your company's passphrase, will be used when connecting this device on your cloud. (Take note of the "Revoke" button. If you want to remove this device/user from your cloud, you can simply press this button.)

5. You are now ready to connect this device to the Property Pal Cloud.

Connecting Device to Cloud

1. Grab the iPhone/iPad that you just authorized on your cloud.

2. From the main menu of the Property Pal app, tap the "Cloud" button.

3. You'll be prompted to enter the activation key for the device along with your company passphrase. Enter them and hit the "Submit" button. You'll only need to enter this information the first time you connect with this device.

4. The "Cloud" menu will appear. Notice this menu's blue color distinguishes it from the "Saved Inspections" menu.

5. On the bottom left corner (or along the bottom of the screen on iPhone), you'll see two buttons which can be used to switch between viewing what's on your device, and what's saved to your company's cloud. If you switch to view your cloud at this time, you'll probably receive an alert informing you that you don't have anything saved to your cloud.

Uploading Inspections

1. If you're not already in the "Cloud" menu, tap the "Cloud" button from the Property Pal Main Menu.

2. If you have any inspections on your device, the first thing you'll want to do is upload them all to the cloud by selecting the "Upload All" row near the top of the screen. There, you'll have the option of including pictures and signed reports with your inspections. Make your selections and press the "Begin Uploading Inspections" button below. Depending on the size and number of inspections, this process could take some time to upload everything. We recommend using a stable Wi-Fi connection, as well as plugging your device into a power source and temporarily disabling any auto-locking settings in your device's Settings menu.

3. You can also upload individual inspections by selecting the desired property from the address list, tapping on the inspection you'd like to upload, and choosing an upload option.

Downloading Inspections

1. If you're not already in the "Cloud" menu, tap the "Cloud" button from the Property Pal Main Menu.

2. Tap the "Cloud" button on the bottom of your screen. If you have inspections uploaded to the Property Pal Cloud already, you should see a list of properties under the "Cloud Address List" heading.

3. Select the property with the inspection you wish to download.

4. You'll see a list of the inspections at that property. Tap the desired inspection, and select a download option.

5. Once the download completes, you'll see an alert letting you know that the download completed successfully. To view the downloaded inspection, return to the main menu and select "Saved Inspections." You can also start your Pre-inspection or Move-out for this property by pressing the appropriate button on the main menu.

Managing Your Cloud Properties and Other Features

There are many features available from the Property Pal Cloud Manager website (https://manager.mypropertypal.net) which you can access on your PC, laptop, or mobile device.

Viewing and Managing Properties

This feature is available to all Property Pal Cloud subscribers.

1. Click the "Your Properties" button on the main bar near the top of the screen. On the left-hand side, you'll see a list of all properties that you have uploaded to the cloud. On the right-hand side you'll see controls for interacting with these properties. *Petite Cloud* subscribers will see two icons:

   - A "Paper" icon for viewing the inspections at a property or downloading any signed reports associated with it. After clicking on this icon, you'll see a list of inspections. Clicking on an inspection link will give you a simple overview of the inspection. If a signed report exists for this inspection, you'll also see a "PDF" icon that will allow you to download the signed report for this inspection directly. Additionally, there will be an "X" icon for deleting the inspection.

   - An "X" icon for deleting the property.

   - *Professional* and *Enterprise Cloud* subscribers will also see a "Tools" icon which allows generation of custom reports such as maintenance, cleaning, and painting.

2. To narrow down the list of properties displayed, scroll to the bottom of the screen to the "Filter Properties" box. Here you'll be able to enter an address to view all properties matching your filter criteria. For example, to view all properties on "Main Street", you would enter "Main Street" into the *Street Name* field and click "Apply Filter".

Viewing Inspections

All Property Pal Cloud subscribers can view simple overviews of uploaded inspections. To view an inspection, select the "Your Properties" button from the bar near the top of your screen, click the "Inspections" icon for the desired property, and click on the inspection you would like to view.

You'll see a list of rooms, the items in those rooms, and the conditions and notes for each item. Additionally, if there are pictures associated with a room or item, they can be viewed by clicking on the "Pictures" icon, which looks like a box with a "P" in it.

Uploading Templates to Property Pal Cloud from Property Pal app

This feature is available to all Property Pal Cloud subscribers. This feature allows you to upload the templates on your device to your Property Pal Cloud, where they can then be downloaded to your company's other devices.

1. In the Property Pal app, select "Settings" from the main menu.
2. Select the "Inspection" category.
3. Select the "Manage Saved Templates" row.
4. You will see a list of the room layout templates. Select the template you wish to upload.
5. You'll see many options for modifying data about the template, as well as a few buttons. If you choose to change the name, description, or "Default Template" status of this template, be sure to press the "Apply Changes" button before continuing.
6. Press the "Upload Template" button. Your template will be uploaded to the cloud.

Downloading Templates from Property Pal Cloud to Property Pal app

This feature is available to all Property Pal Cloud subscribers. It allows you to download any room layout templates that were previously uploaded to or created on the Property Pal Cloud.

1. In the Property Pal app, select "Settings" from the main menu.
2. Select the "Inspection" category.
3. Select the "Download Templates" row.
4. You will see a list of all room layout templates saved to your company's Property Pal Cloud.
5. To download all templates saved to the cloud, select the "Download All" row above the cloud template list, and tap the "Download All" button.
6. To download a single template, select the desired template from the cloud template list and tap the "Download" button.
7. The downloaded template(s) are now available to use on your device.

Adding custom disclaimers to reports generated by Property Pal app

This feature is available to all Property Pal Cloud subscribers. It allows all devices running the Property Pal app in your company to include a custom disclaimer (or other text) on every inspection report generated by the Property Pal app.

1. Log into your Property Pal Cloud account from https://manager.mypropertypal.net/

2. From the Property Pal Cloud Membership Page, click the "App Report Settings" link under the "Active Resources" heading.

3. Enter the disclaimer/note into the text box and click "Submit" when finished.

4. Launch the Property Pal app on your mobile device.

5. From the main menu, tap the "Settings" button, and then select the "Reports" settings category.

6. Tap "Report Disclaimer Settings".

7. Tap the "Download Disclaimer" button. *Note that if this device hasn't been activated on Property Pal Cloud, you will be prompted to activate it.*

8. The disclaimer you wrote in step 3 will be downloaded. It will be available to include in all inspection reports generated on this device.

9. At this time, you can choose whether or not this disclaimer should appear on all reports generated with this device by default using the switch underneath the "Download Disclaimer" button on this screen. Regardless of what you choose, you'll still be able to choose whether or not to include the disclaimer every time you generate a report.

10. Repeat steps 4 through 9 for any additional devices.

Custom Reports (Maintenance, Painting, Cleaning)

This feature is available to *Professional* and *Enterprise Cloud* subscribers.

1. Start by clicking the "Your Properties" button on the bar near the top of your screen, if you aren't already on the "Your Properties" page.

2. You'll see a list of your properties. Click the "Tools" icon to the right of the desired property. You'll be taken to the "Custom Report" page, where you'll see a list of filter controls, as well as a list of inspections at this property.

3. You can narrow down the types of information displayed by entering filters. For example, to only view carpets, enter "Carpet" into the "Only display items with name" field.

Preparing Move-in Inspections

This feature is available to *Professional* and *Enterprise Cloud* subscribers. It allows you to enter the information for an inspection (address, resident information, room layout template) from your PC or laptop, and download it to your device to perform the inspection later.

1. There are two ways to begin preparing a move-in inspection. Which method you should choose depends on the property you're preparing the move-inspection for.

    - To prepare a move-in at a new address, click the "Prepare Move-In Inspection" link under "Active Resources" from the main page on the Property Pal Cloud Manager website.

    - To prepare a move-in at property that already exists on your cloud, go to the "Your Properties" page and click the "Inspections" icon for the property you want to prepare the inspection for. Next, click the link that says "Prepare new move-in for this unit".

2. Enter address data if you're preparing a move-in at a new address.

3. If you have room layout templates saved to the cloud, you can select one to be used for this inspection.

4. If you would like to specify a new room layout template, you can start by entering room names and specifying the items. You can also choose to save this data to a new template to be used later.

5. Next, add any resident information for this inspection. Co-signer data can be entered, but isn't required. You can add up to ten residents by clicking the "Add Resident" link.

6. When you've finished entering your inspection data, click the "Done" button.

Downloading Prepared Move-in to Device

1. From the Property Pal app main menu, tap the "Cloud" button.

2. From the "Cloud" menu, tap the "Cloud" button on the bottom of the screen.

3. If using iPhone or iPod Touch, you will need to tap the "Prepared Inspections" row above the "Cloud Address List." On iPad, the prepared inspections will be displayed on the right half of the screen by default.

4. You'll see a list of the move-ins that you have prepared. Tap the desired inspection, and select "Download Inspection". You will see an alert once it has finished downloading.

5. To begin performing the inspection, return to the main menu and tap the "Saved Inspections" button.

6. The prepared inspection you downloaded will be listed under "Incomplete Inspections." Tap the inspection you downloaded, and continue as usual with a new move-in.

Managing Satellite Accounts

This feature is available only to *Enterprise Cloud* subscribers. This feature is generally for larger companies that have many remote locations (e.g., apartment complexes with on-site offices, regional offices, etc.) that are managed from one central office. These companies can have their remote locations sign up for smaller Property Pal Cloud subscriptions while the central office, with an *Enterprise Cloud* subscription, has access to view properties, inspections, and reports, as well as manage devices and users for these remote locations.

1. From the main page of your *Enterprise Cloud* account's Property Pal Cloud Manager site, click the "Link Account" link under "Active Resources". You'll see an explanation of this feature, as well as the fields "Link to Sub-account" and "Link to Master Account."

2. Enter the username of the account that you would like to link to as your sub-account, and press the "Link Accounts" button. Note that the sub-account needs to have specified a company passphrase from the "Device Management" page before you can link to it.

3. You'll see a "Pending" column appear next to the name of the sub-account entered.

4. Follow the instructions below to link the sub-account to this master account.

5. You will now be able to view the properties for this sub-account from the "Your Properties" page by selecting the account from the "Display Properties for Account" drop-down menu.

Link to Master Account

This feature is available to all Property Pal Cloud subscribers. However, the master account you link to will need to be an *Enterprise Cloud* subscriber.

1. Ensure that the master account you would like to link to has a "Pending" link to your username. See the above section for the steps required to create this pending link, if necessary.

2. From the main page of your Property Pal Cloud Manager site, click the "Link Account" link under "Active Resources". You'll see an explanation of this feature, as well as a field to "Link to Master Account."

3. Enter the username of the account you would like to link to as your master account and click the "Link Account" button.

Hints and tips

You can speed up an Inspection by applying a default condition code at the start of an inspection. For instance on a move-in everything should be clean so if you set all default conditions to clean you only need to change the things that are not.

Creating templates of your floor plans is very useful that way you only have to go through things that exist in that building.