



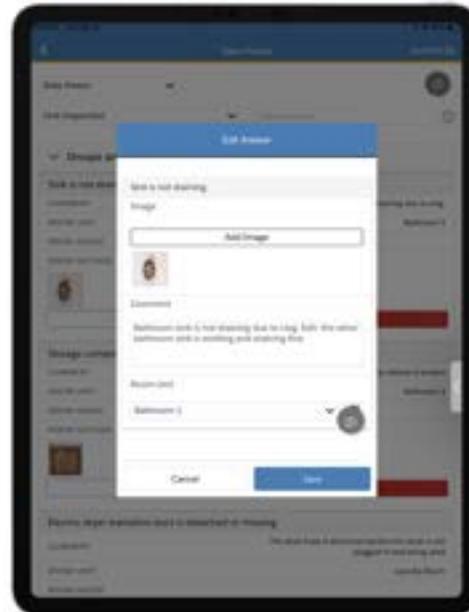
# Federal Inspection Mobile App User Guide

**HUD NSPIRE**

## Federal Inspection Mobile App

The Federal Inspection Mobile App (ExAM4Inspections) enables NSPIRE inspectors to complete physical inspections and accurately record their observations against NSPIRE standards.

The ExAM4Inspections app is available for iOS (Apple) and Android devices, and is used by both Contract and REAC QA inspectors.





# Table of Contents

Version Management

Important Notes

## Getting Started

Install the App

Log In

Manage Auto-Updates

Navigate the Main Menu



Click the **book icon** on any page to return to the Table of Contents.

## Completing Mobile Inspections

Perform a Full Sync

Inspection Information

Property Information & Assessments

Building Information & Assessments

Unit Information & Assessments

## Finish the Inspection

## Generating Reports

Generate the Inspection Checklist Report

Generate the Health and Safety Report

## Troubleshooting



# REAC TAC Contact Information

Please contact the REAC Technical Assistance Center (TAC) if you need assistance with the Federal Inspection Mobile App.

## REAC TAC Contact Information



**Phone:** 1 (888)-245-4860



**Email:** REAC\_TAC@hud.gov



# Version Management

Version	Date	Notes
2.0	June 01, 2025	Time Stamp Collection
1.2	February 07, 2025	Mobile Package update 11.27.2 changes
1.1	May 30, 2025	Updated to include timestamp collection
1.0	May 31, 2024	Reformatted for improved inspector experience; screenshots updated for UI changes

**Disclaimer:** Due to ongoing development, the text and screenshots shown in the live applications may differ slightly from the text and screenshots that appear in this document.



## Using this Guide

This guide primarily shows user interactions on an iPad device. Note that app features might display differently when using other devices.

This PDF guide displays on any device. Consider downloading **Adobe Reader** for the best experience.

### If you use:

Google Pixel, Samsung, Acer, ASUS, Lenovo, Dell, etc.

**You need the Android app.**

### Download:



[Download Adobe Reader from the Google Play Store](#)

### If you use:

Apple iPhone, iPad, Mac, etc.

**You need the iOS app.**



[Download Adobe Reader from the App Store](#)



# Important Notes - Assignment Managers

As of April 2024, inspectors now manage Property, Building, and Unit information within their respective assignment managers.

Assignment managers contain information about each inspectable area, including their location, assigned inspector, and any associated assessments.

**Inspection** - H&S Acknowledgment Assignment Manager

**Property** - Outside Assignment Manager, Certificates Assignment Manager

**Building** - Inside Assignment Manager

**Unit** - Unit Assignment Manager

Inspectors continue to complete assessments by tapping the buttons labeled “H&S Acknowledgment,” “Certificates,” “Outside 3.0,” “Inside 3.0,” and “Unit 3.0.”

# Important Notes - Alternate Properties

## In-Sample and Alternate Properties

Alternate buildings and units are available in the inspection sample.

If a sampled building or unit cannot be inspected, complete the assignment manager for an alternate building or unit.

Only complete an alternate building/unit assignment manager **in place of** an in-sample assignment manager.

**Do not** complete alternates in addition to in-sample assignment managers. Doing so will impact inspection scoring.

Assessment Template Type	
Unit 3.0	
Name - Inspector Corrected Arc	
1	
Reason Uninspectable	
Reason Uninspectable Details	
Disconnected Electric	Disconnected Gas
No	No
Disconnected Water	Sampling Status
No	Alternate
Alternate Number	Overall Status
Alternate #1	Open
Unit 3.0	



# Getting Started



## Section One



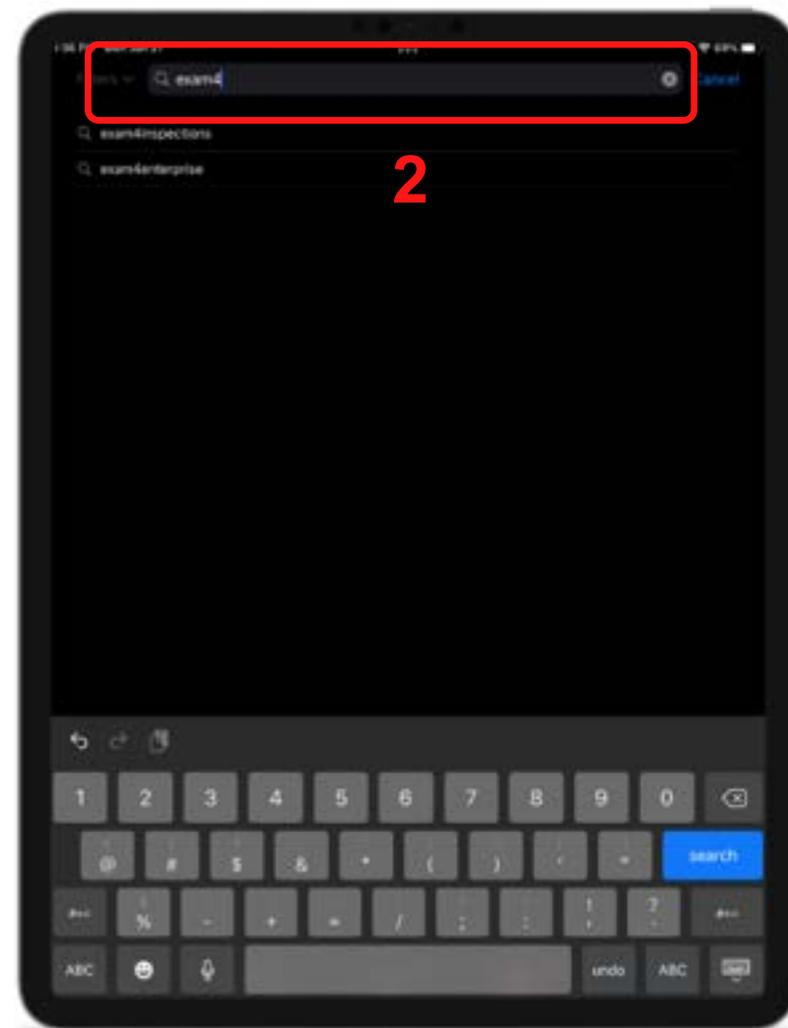
# Install ExAM4Inspections



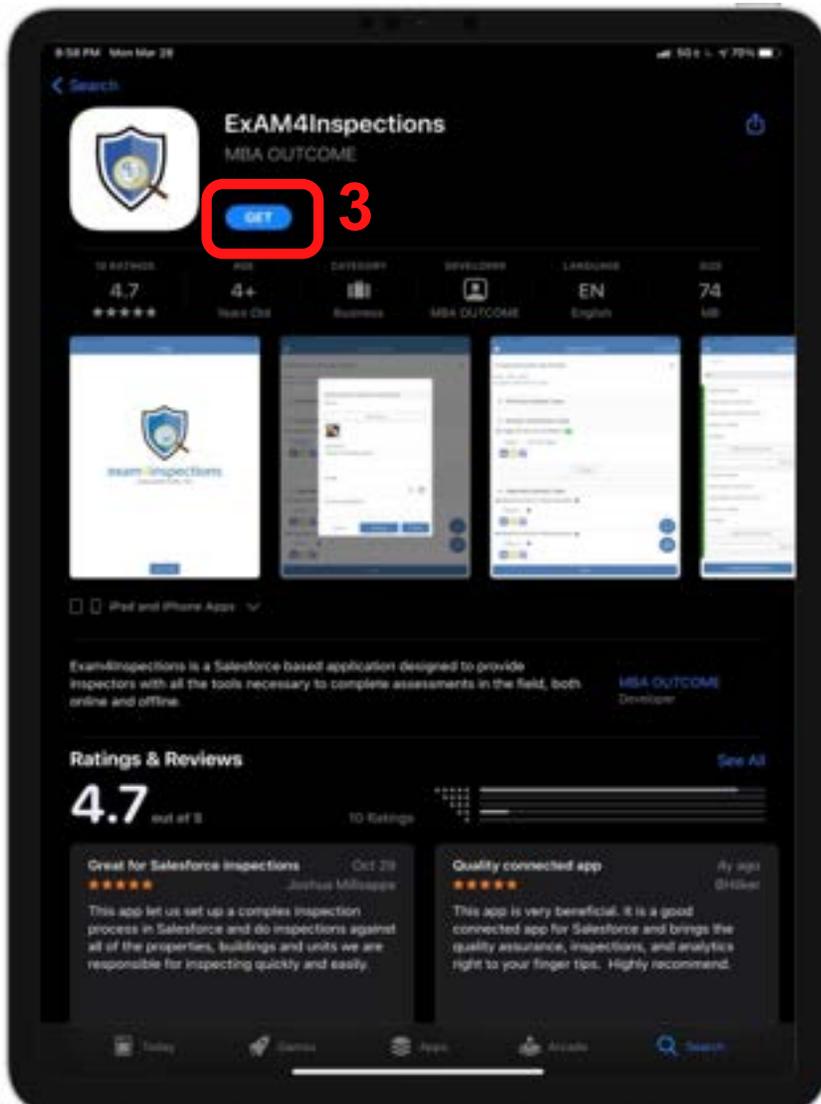
## Install ExAM4Inspections (iOS)

1 | Open the **App Store** app.

2 | Search for **ExAM4Inspections**.



3 | Tap **Get** to download the app.



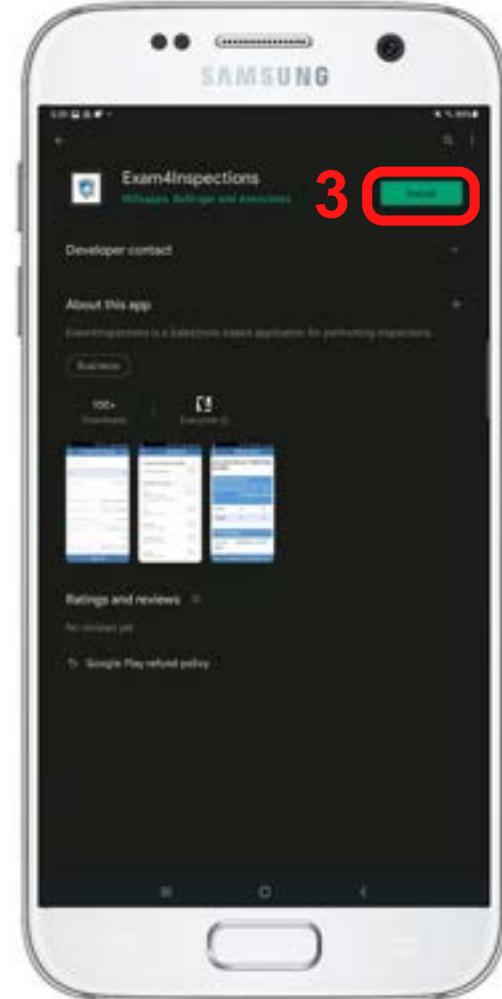
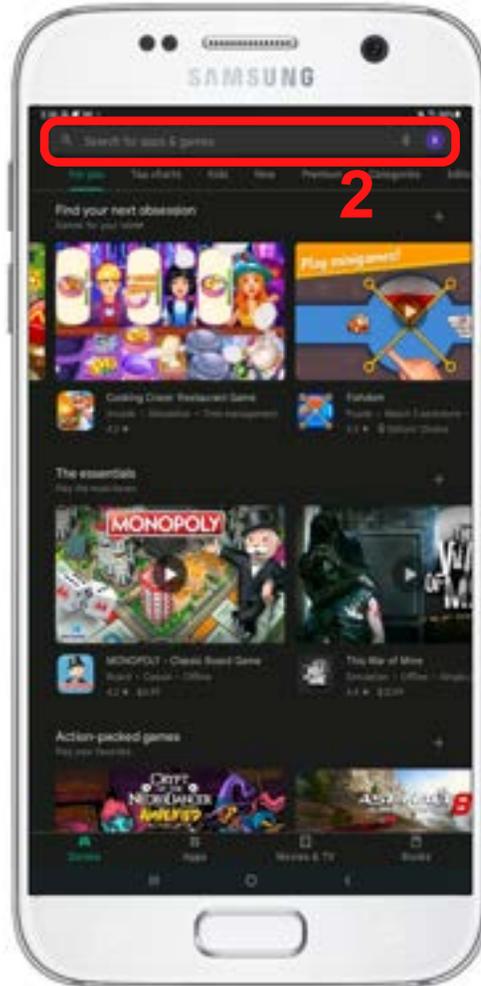
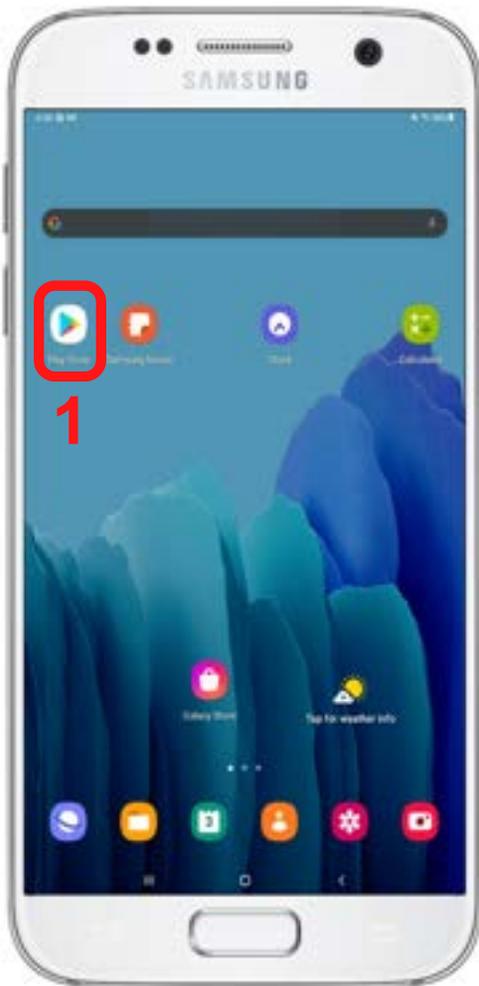
*If you see a cloud icon instead of "Get," then the app was previously downloaded or accessed by your iCloud account. To continue, tap the cloud icon to download the app.*

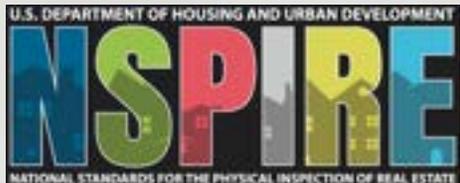
## Install ExAM4Inspections (Android)

1 | Open the **Play Store App**.

2 | Search for **ExAM4Inspections**.

3 | Tap **Install** to download the app.





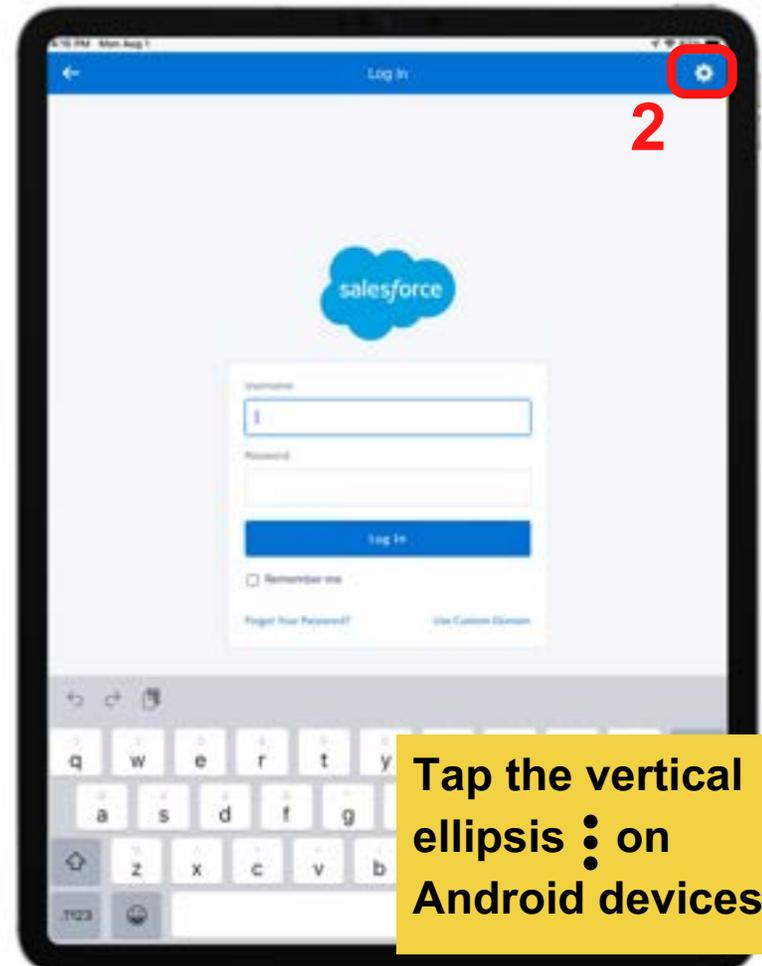
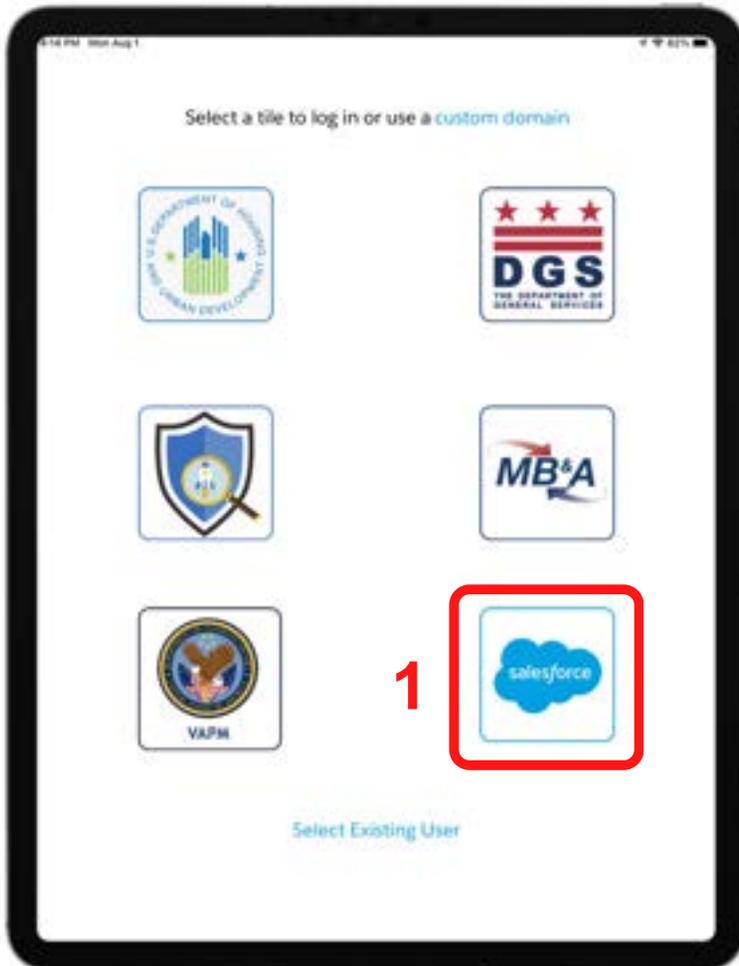
**Log in to ExAM4Inspections**



## Log in to ExAM4Inspections

1 | Open the app. Tap the **Salesforce cloud** icon.

2 | Tap the **gear** icon.

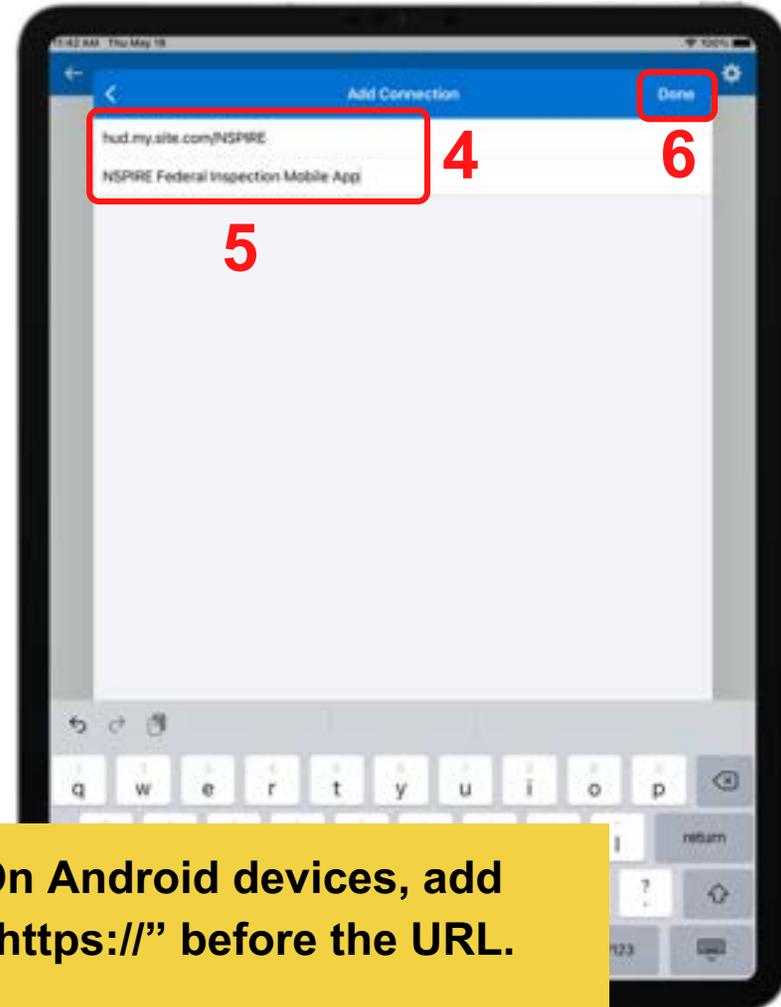
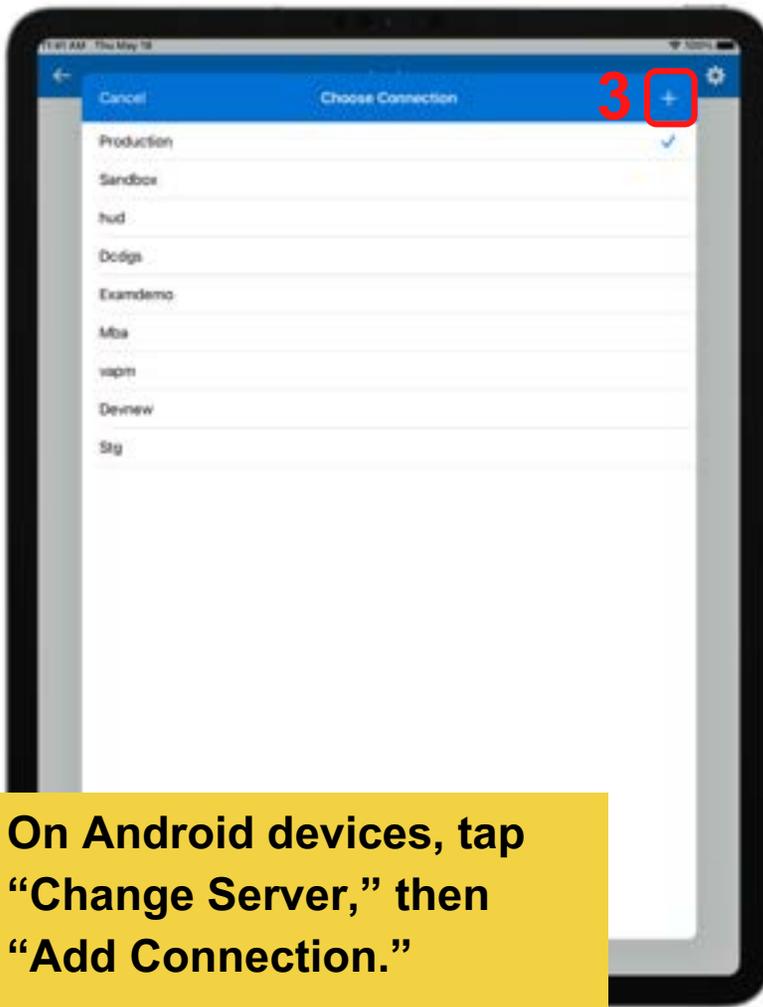


3 | Tap "+" to add your custom domain.

4 | Enter the following URL:  
**hud.my.site.com/NSPIRE**

5 | Add a **label** (recommended).

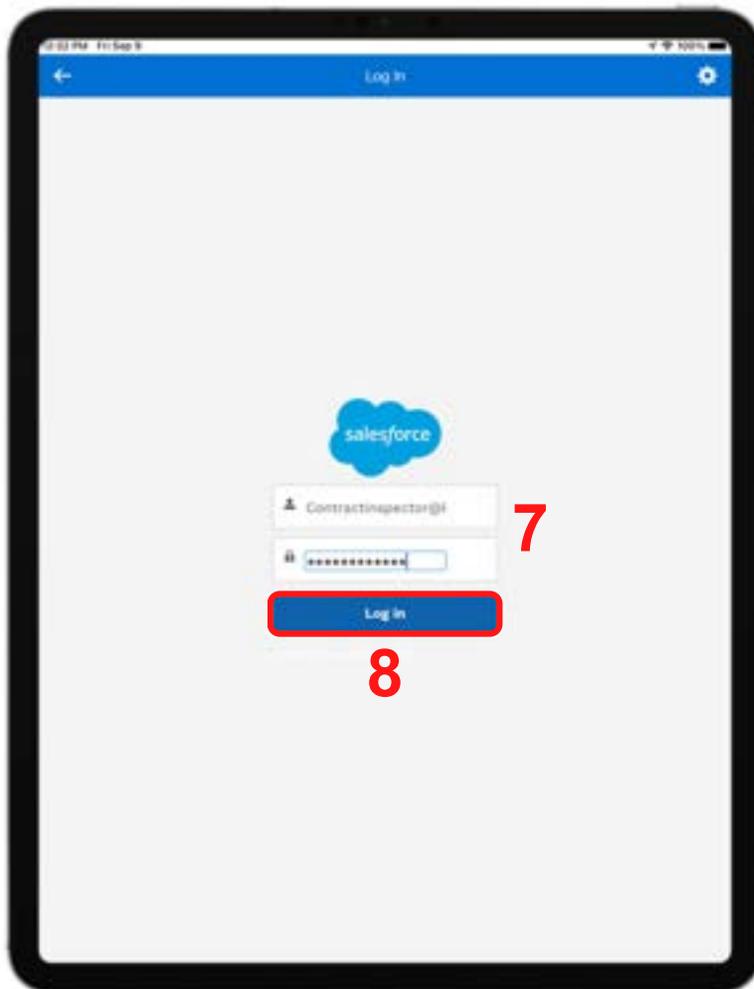
6 | Tap **Done** (or **Apply**, on Android Devices.)



7 | Enter your **username** and **password**.

8 | Tap **Log In**.

9 | Tap **Allow** to continue.





# Manage Auto-Updates

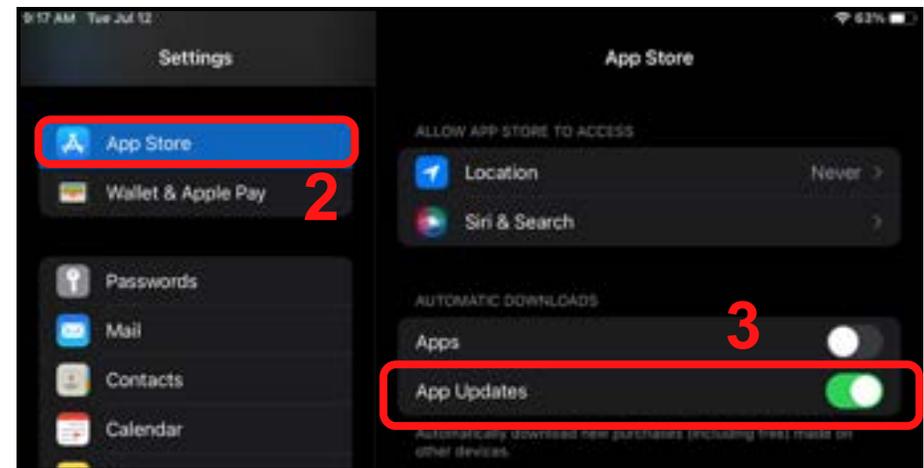


# Manage App Auto-Updates (iOS)

1 | Tap the **Settings** app.



2 | Tap **App Store** in the left sidebar (you might need to scroll down under Settings).



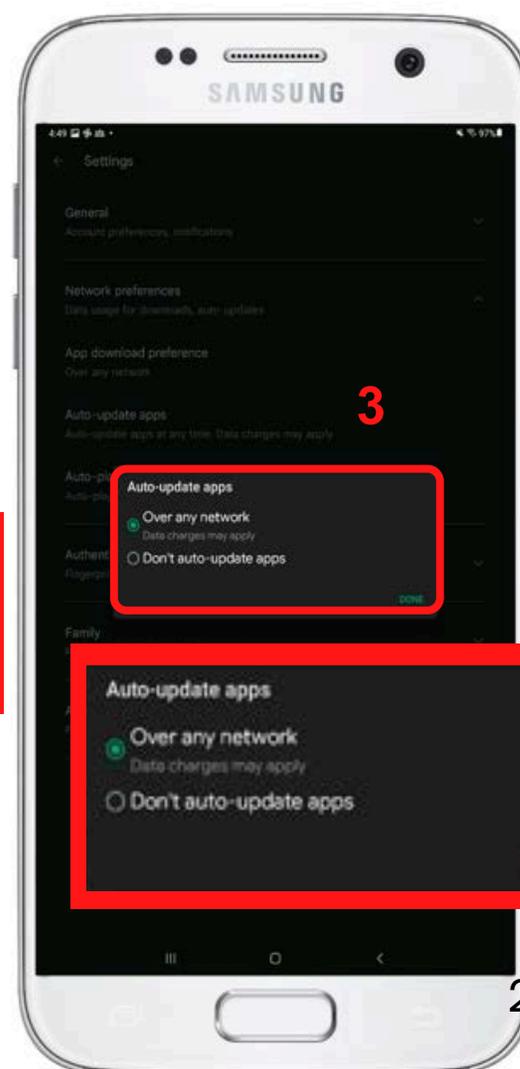
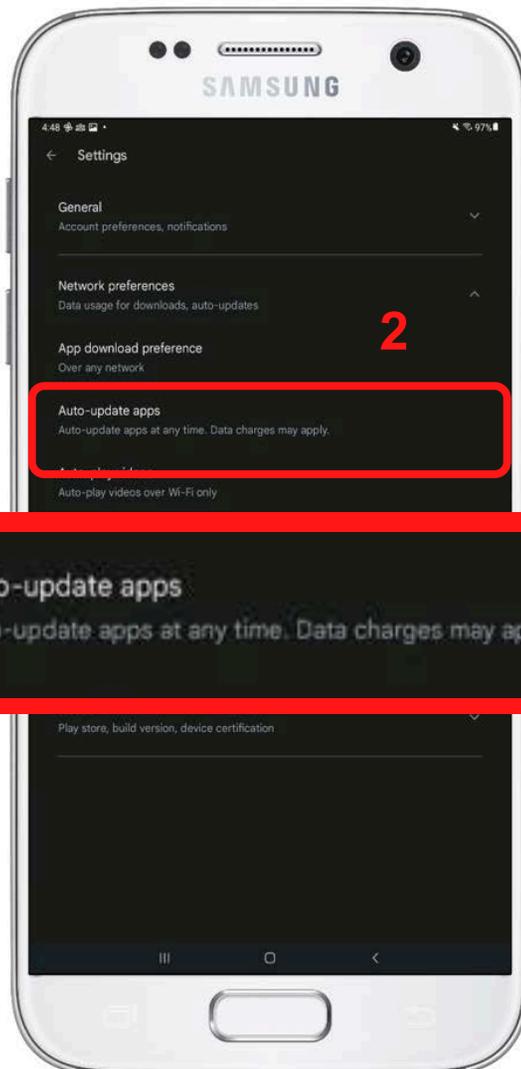
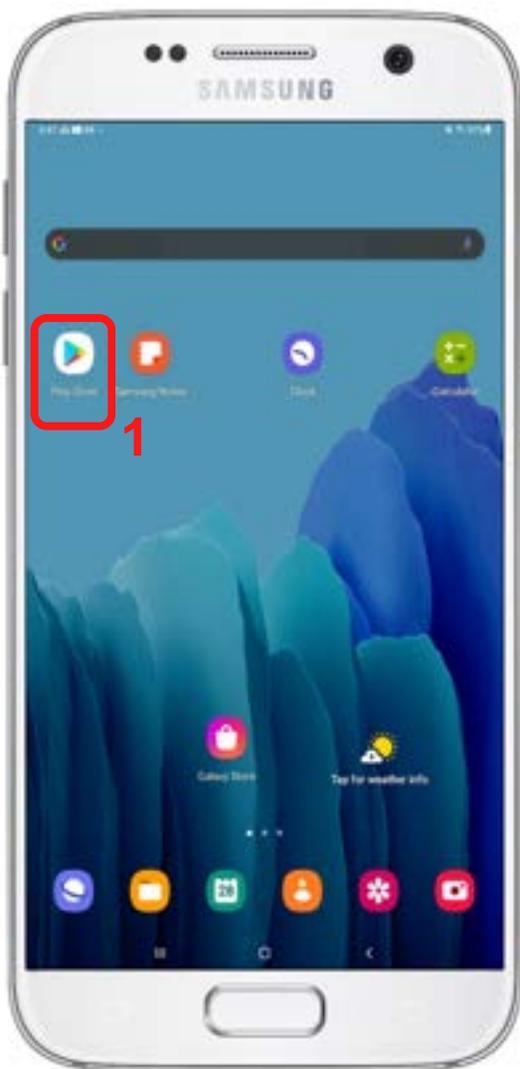
3 | Toggle **App Updates** ON or OFF. This setting will apply to all apps installed on your device.

## Manage App Auto-Updates (Android)

1 | Tap the **Play Store** App.

2 | Tap **Auto-update apps**.

3 | Select "**Over any network**." Tap **Done**.





# Navigate the Main Menu

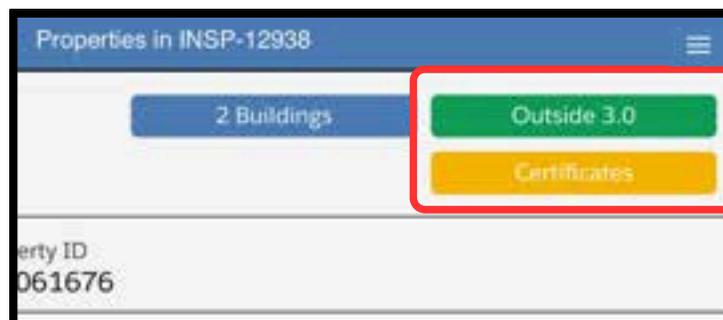
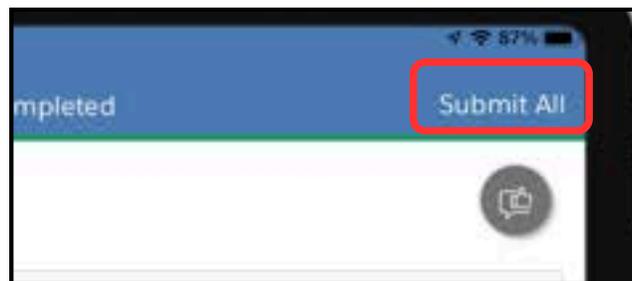
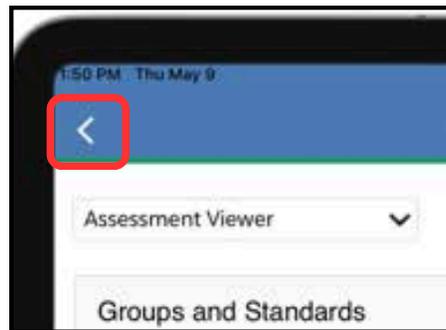


## General Navigation Tips

Use the **Back** button to return to the previous screen.

Remember to tap **Submit All** when you complete an assessment, to ensure that your answers are saved.

When an assessment has been completed and submitted, its button will turn from **orange** to **green**.



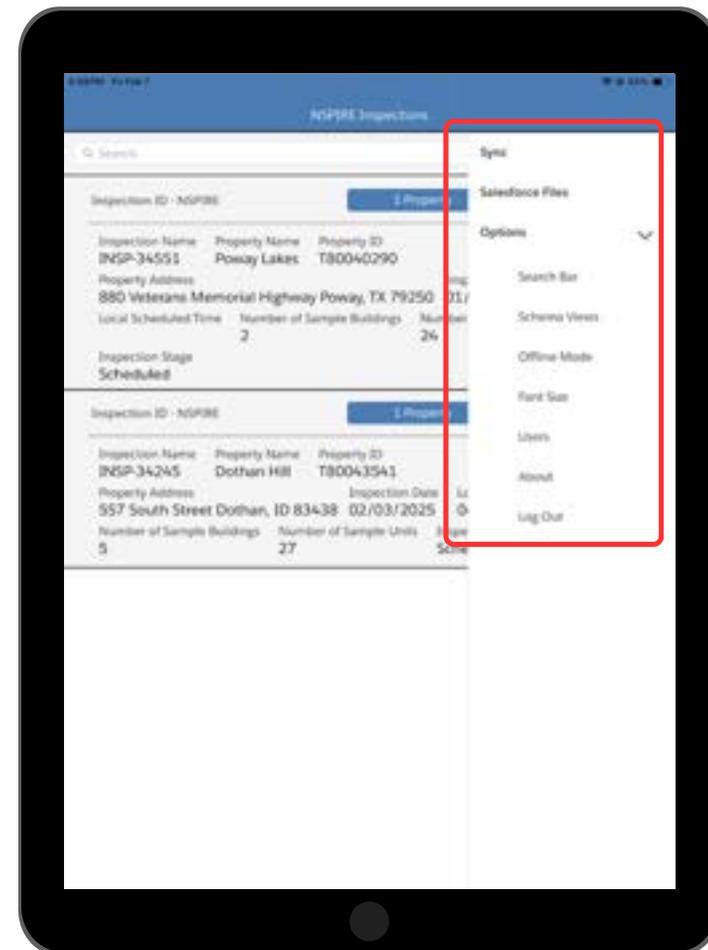
## Navigate the Main Menu

Tap the **hamburger menu** to review main menu options:

**Sync:** Share inspection data to Salesforce.

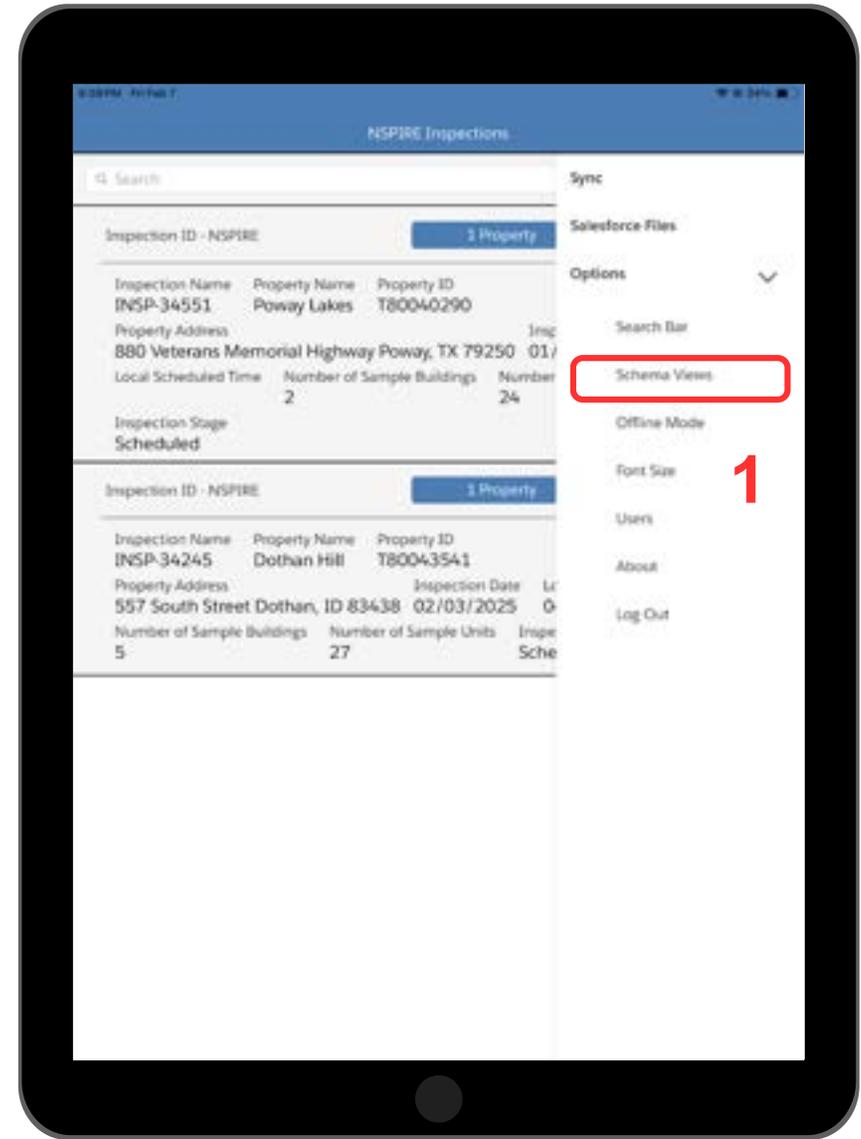
### Options:

- **Schema Views:** Select the correct information hierarchy for your user type.
- **Font Size:** Change the font size used throughout the app.
- **Users:** Change to another logged-in user account.
- **About:** View the current app version
- **Log Out:** Log out of the current user account



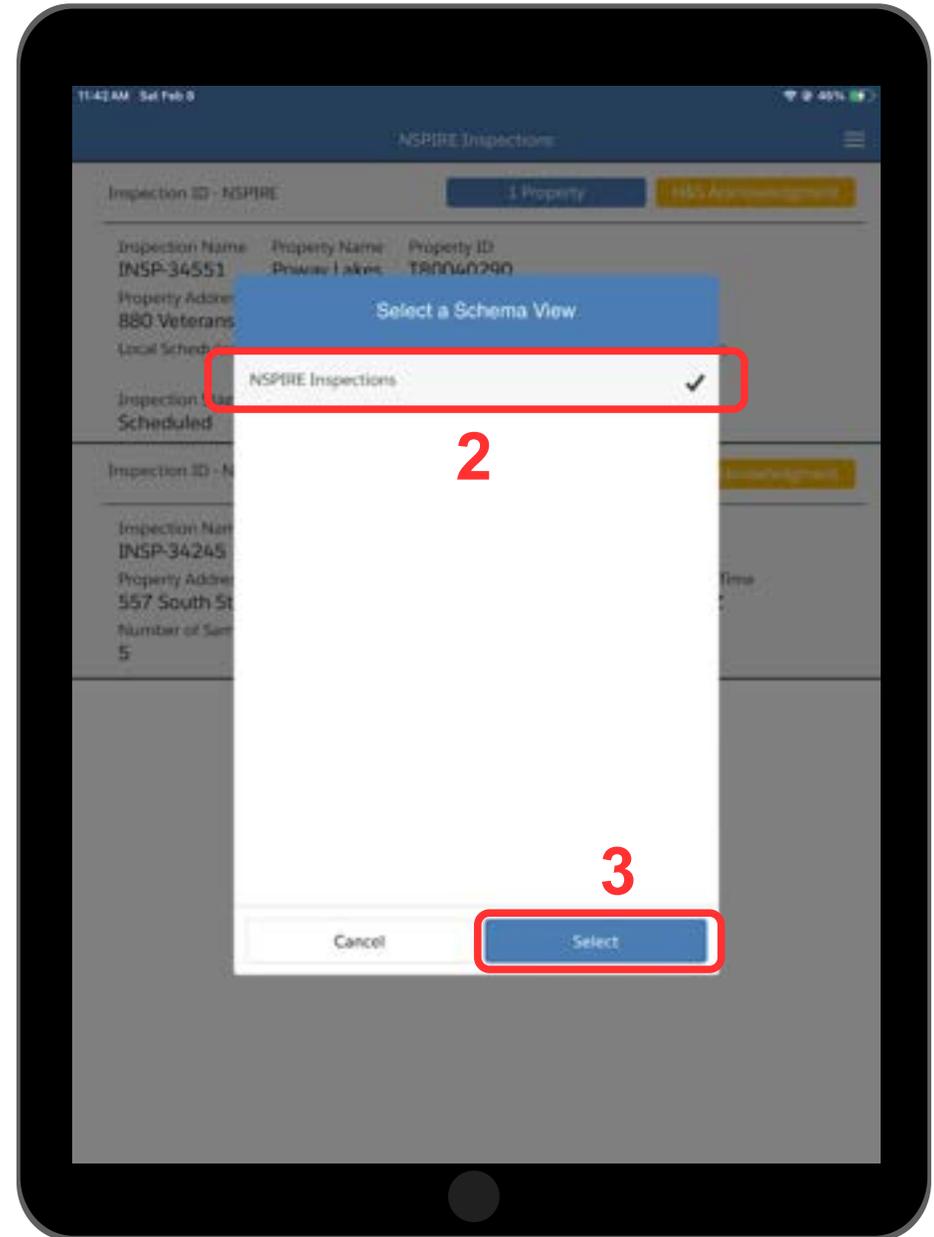
## Select a Schema View

1 | Tap **Schema Views**.



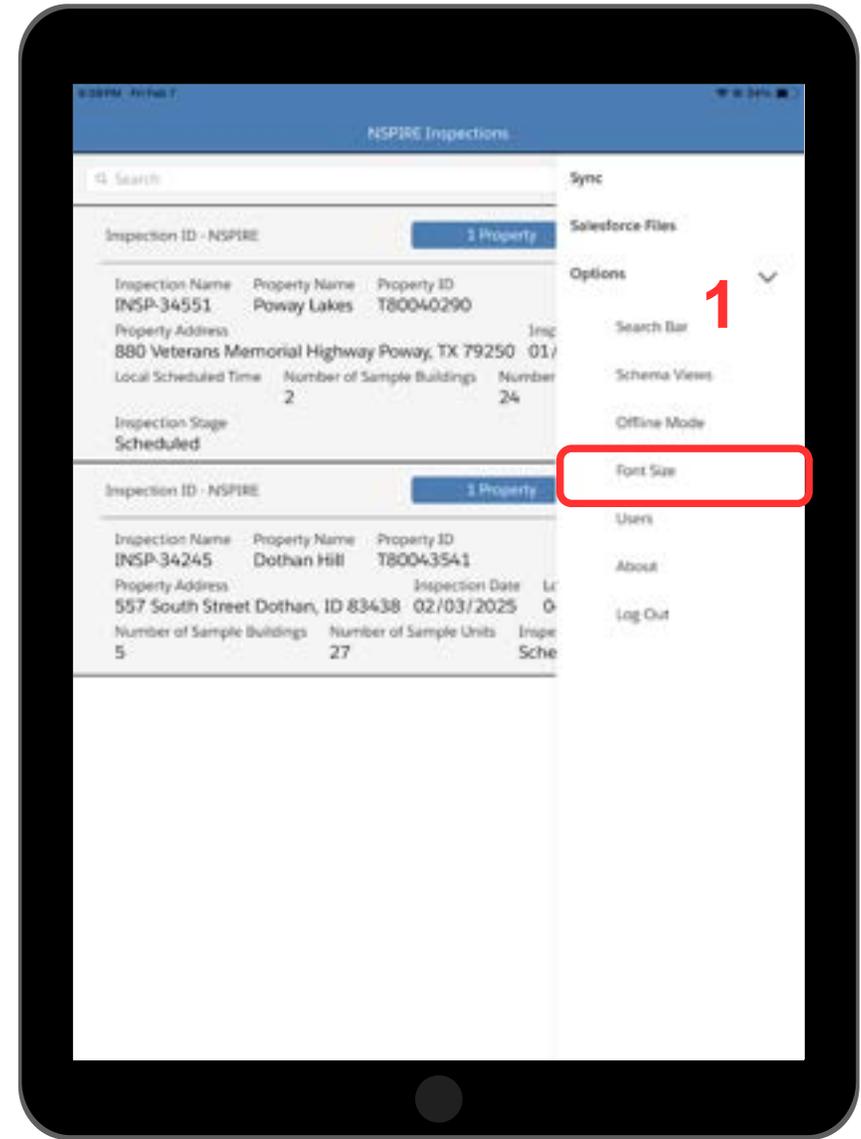
2 | Select “NSPIRE Inspections.”

3 | Tap **Select** to return to the home screen.



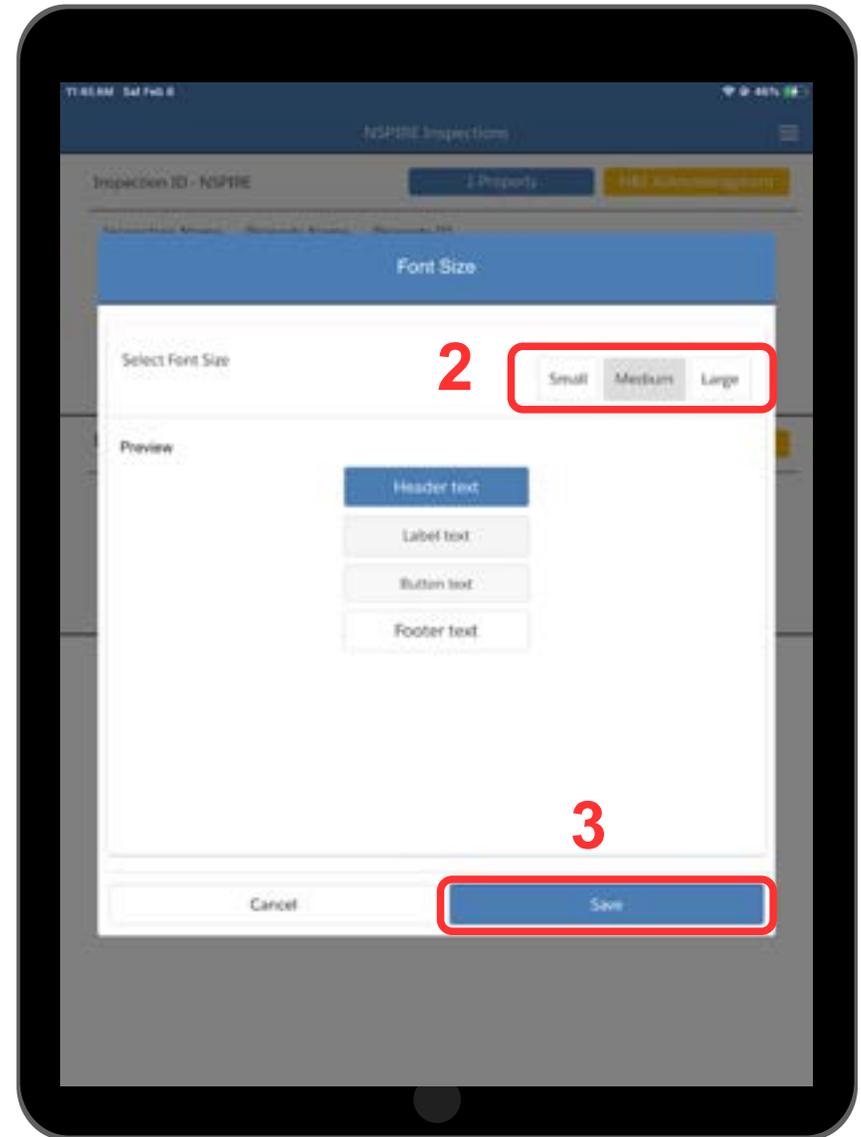
## Configuration Options

1 | Tap **Font Size** to change the font sizes used throughout the app.



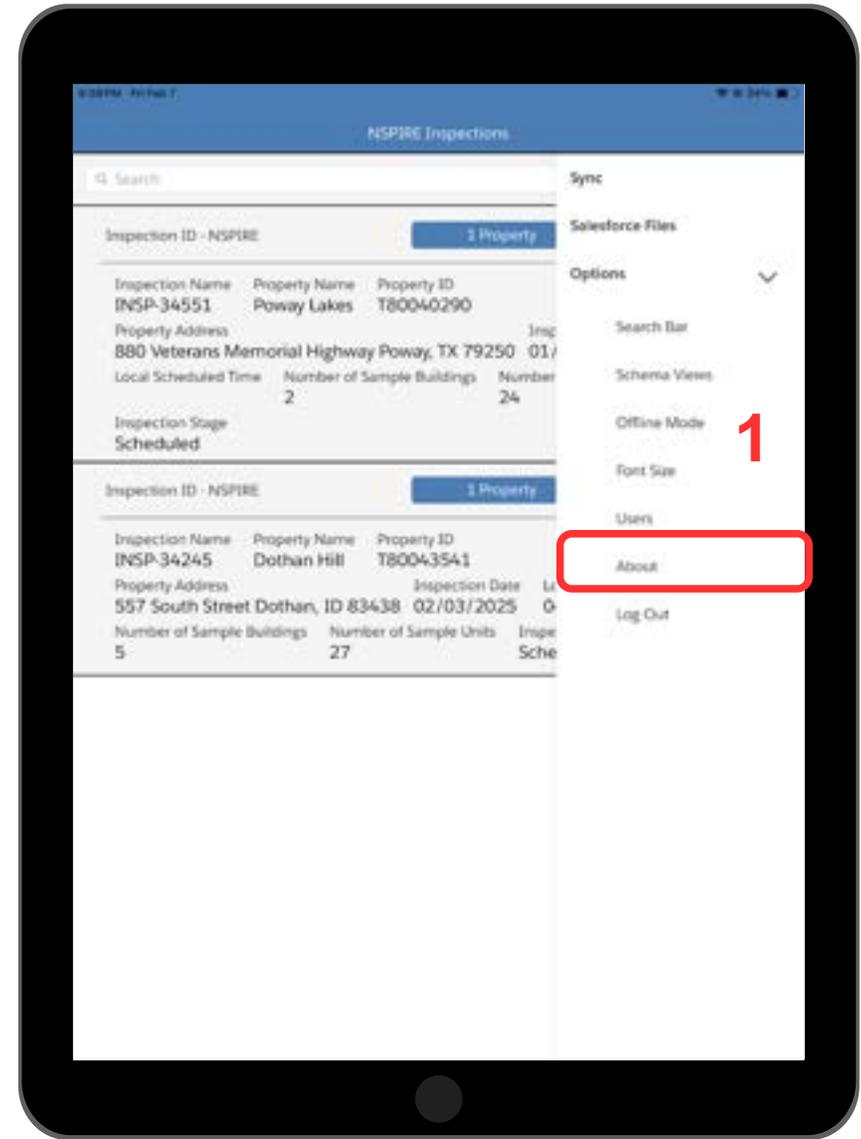
2 | Tap the “**Small,**” “**Medium,**” and “**Large**” buttons to change the font size.

3 | Tap **Save**.



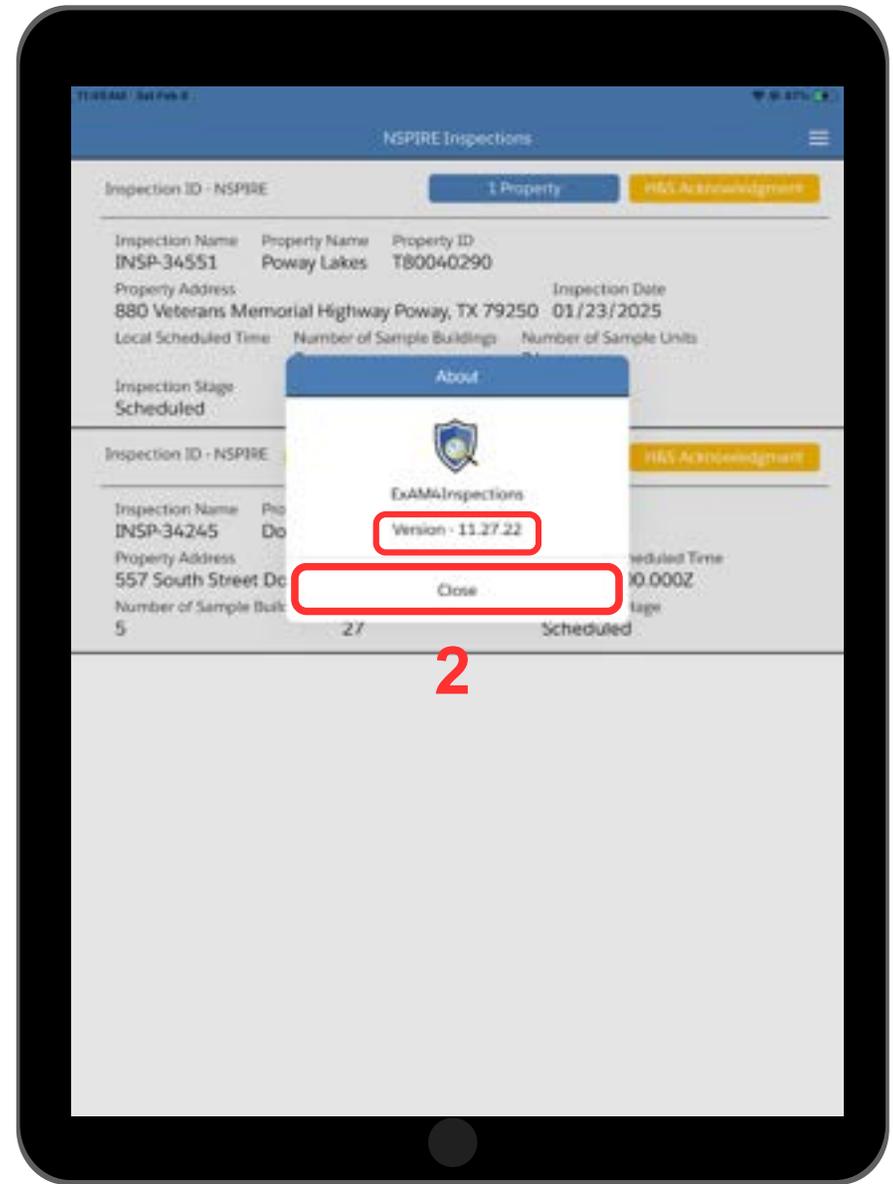
## View App Version

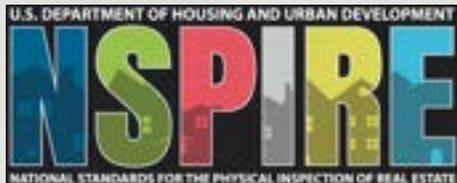
1 | Tap **About** to view the app version.



The current app version is shown below the **ExAM4Inspections** logo.

2 | Tap **Close** to return to the home screen.





# Completing Mobile Inspections



## Section Two

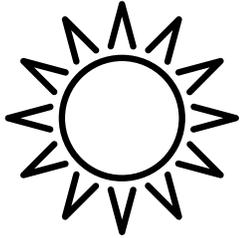


**Perform a Full Sync**



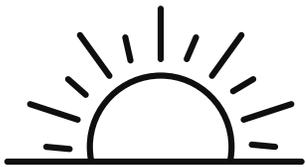


# When should I “Full Sync” to Salesforce?



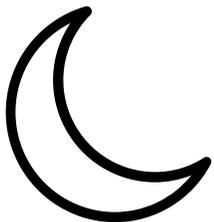
## **Before starting the inspection**

Full Syncing prior to starting the inspection ensures that you see the most up-to-date property information.



## **At the end of the day (for multi-day inspections)**

Full Syncing at the end of each day ensures that your multi-day inspection data has been stored in Salesforce.



## **When the inspection has been 100% completed**

Full Syncing after the inspection has been completed ensures that all of your observations and deficiency images are stored in Salesforce. Full Syncing will also load an updated version of your next assigned inspection.



# Syncing for Multi-Day Inspections

Before performing a Full Sync during a multi-day inspection:

- ✓ **Finish and submit any assessments that you have started.**  
Completed assessment buttons will appear **green** when you reload the app.
  
- ✓ Make any necessary **edits** to your recorded deficiencies.  
You can edit or delete deficiencies in Data Viewer.
  
- ✓ Ensure that you have a **strong internet connection**.

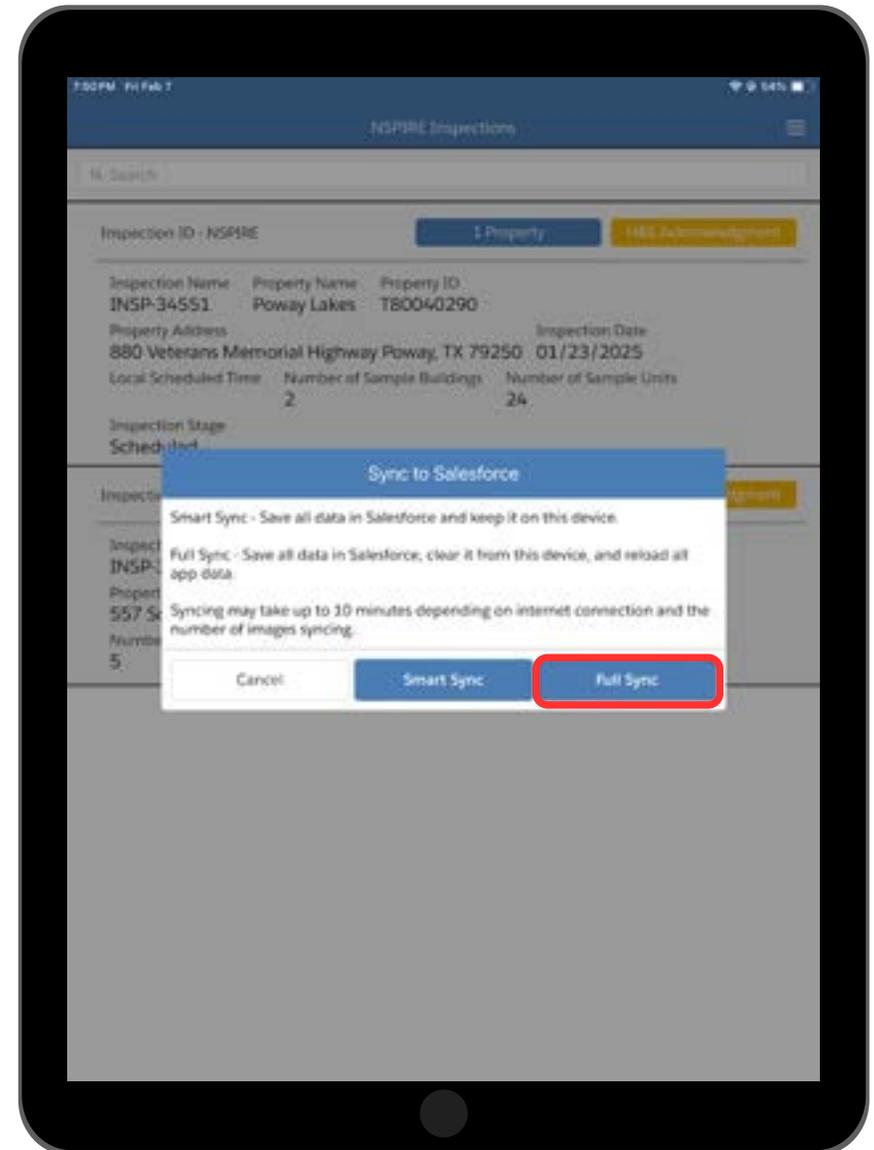
# Full Sync to Salesforce

**Full Sync** saves your inspection data to Salesforce and clears it from your local device.

After you perform a Full Sync, the mobile app will reload. Completed assessment buttons appear **green**.

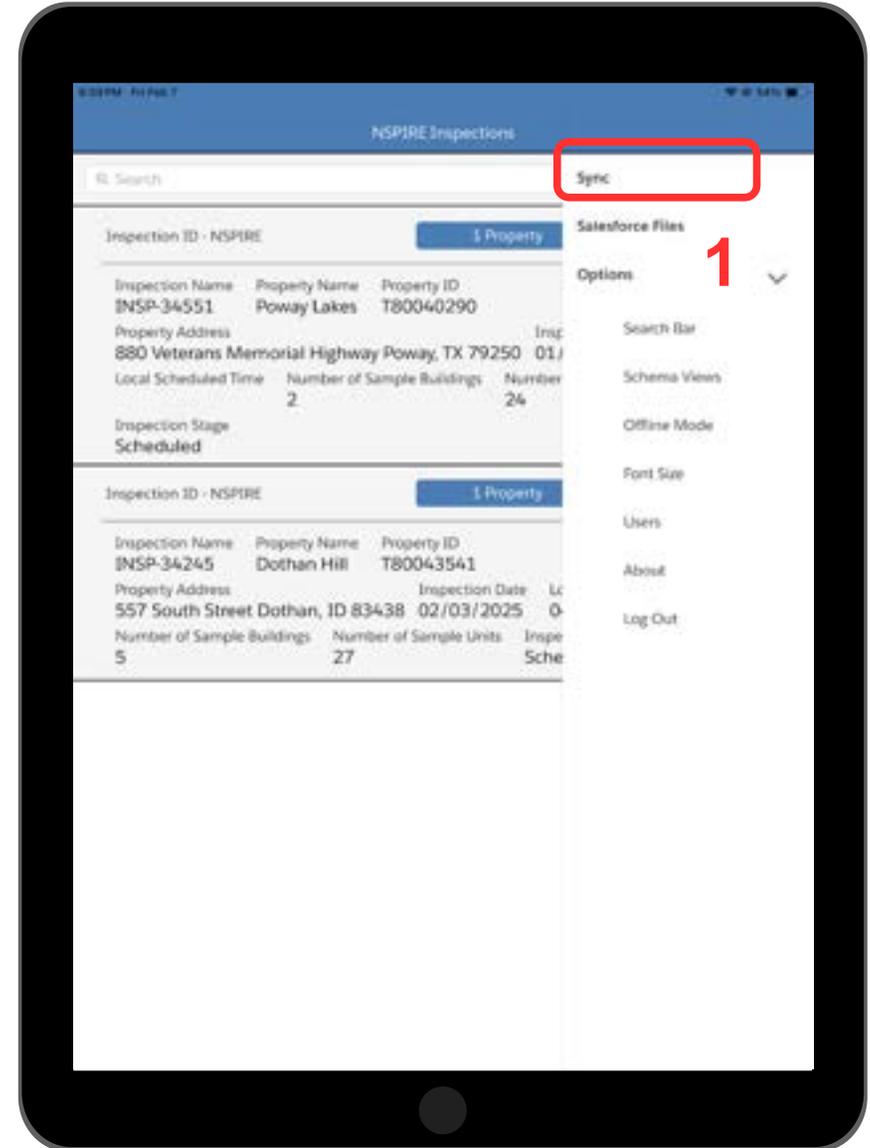
Previously-entered assessment answers are stored in Salesforce after a Full Sync, but will no longer be visible on the mobile app.

**Following a Full Sync, you can continue performing your inspection.**



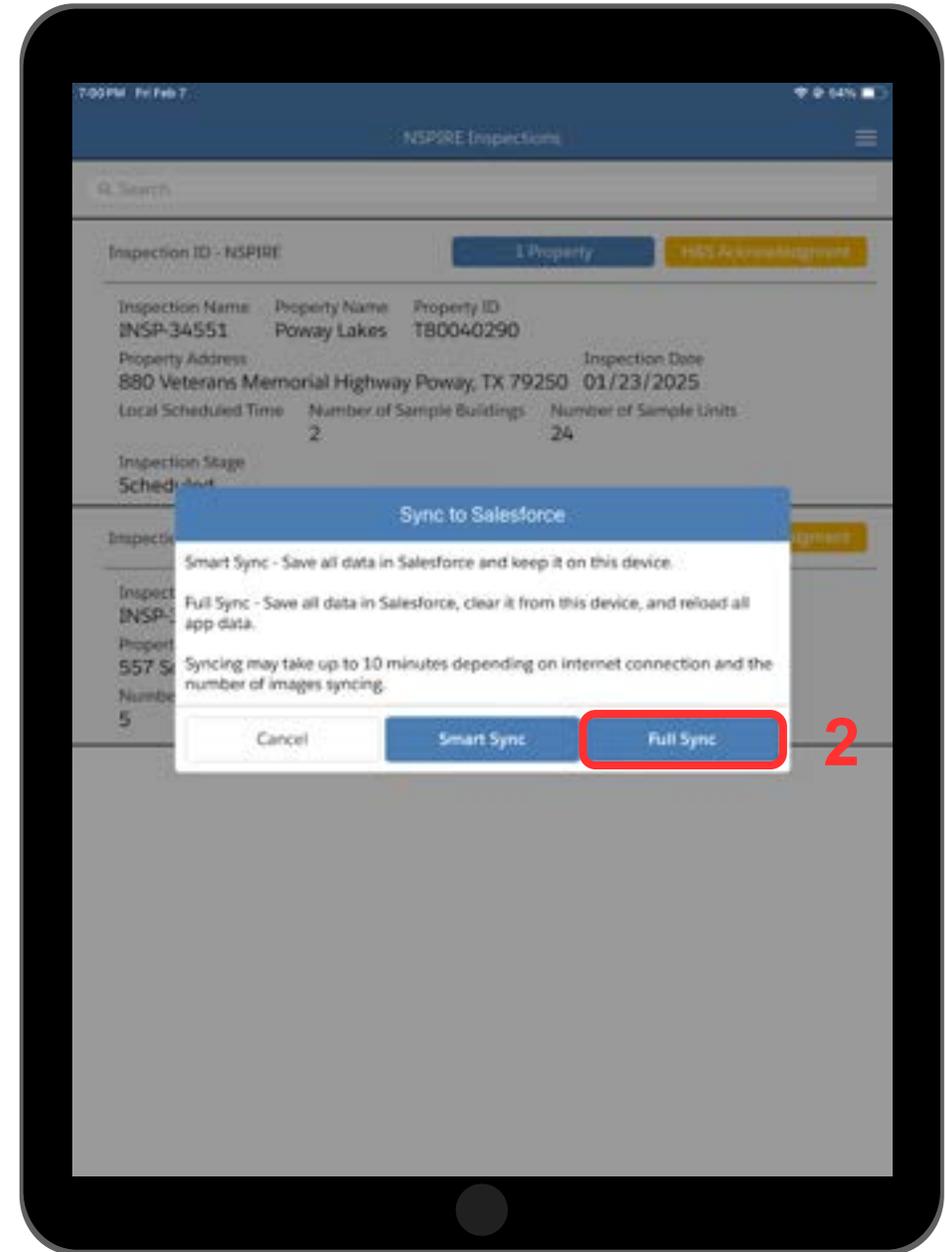
## Perform a Full Sync

1 | From the Main Menu, tap **Sync** to view available sync options.



2 | Select **Full Sync**.

3 | Follow **on-screen prompts**.

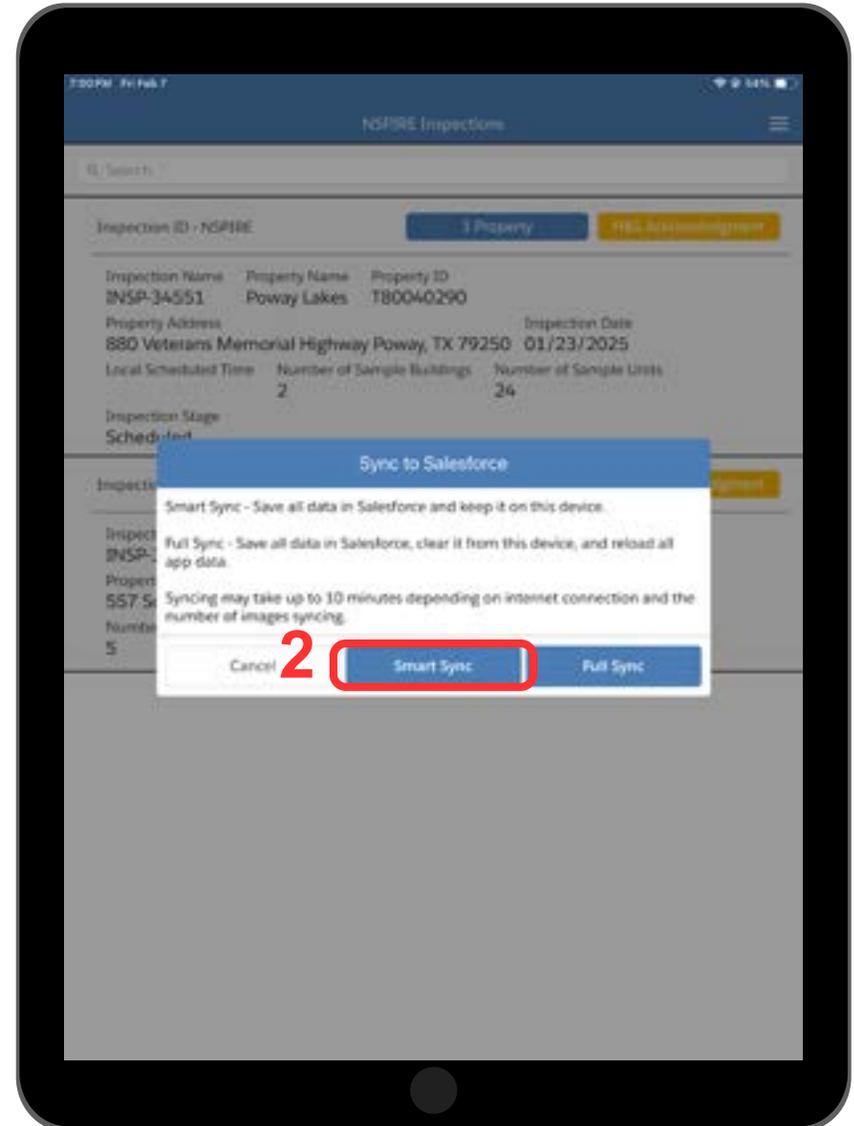


## Smart Sync Option

**Smart Sync** saves data to Salesforce without clearing it from the local device.

While Smart Sync sends your inspection data to Salesforce, it **does not** update your mobile app to show the most up-to-date property profile or inspection information.

It is recommended to instead use **Full Sync** before and after completing an inspection. This ensures that you see the most up-to-date information.

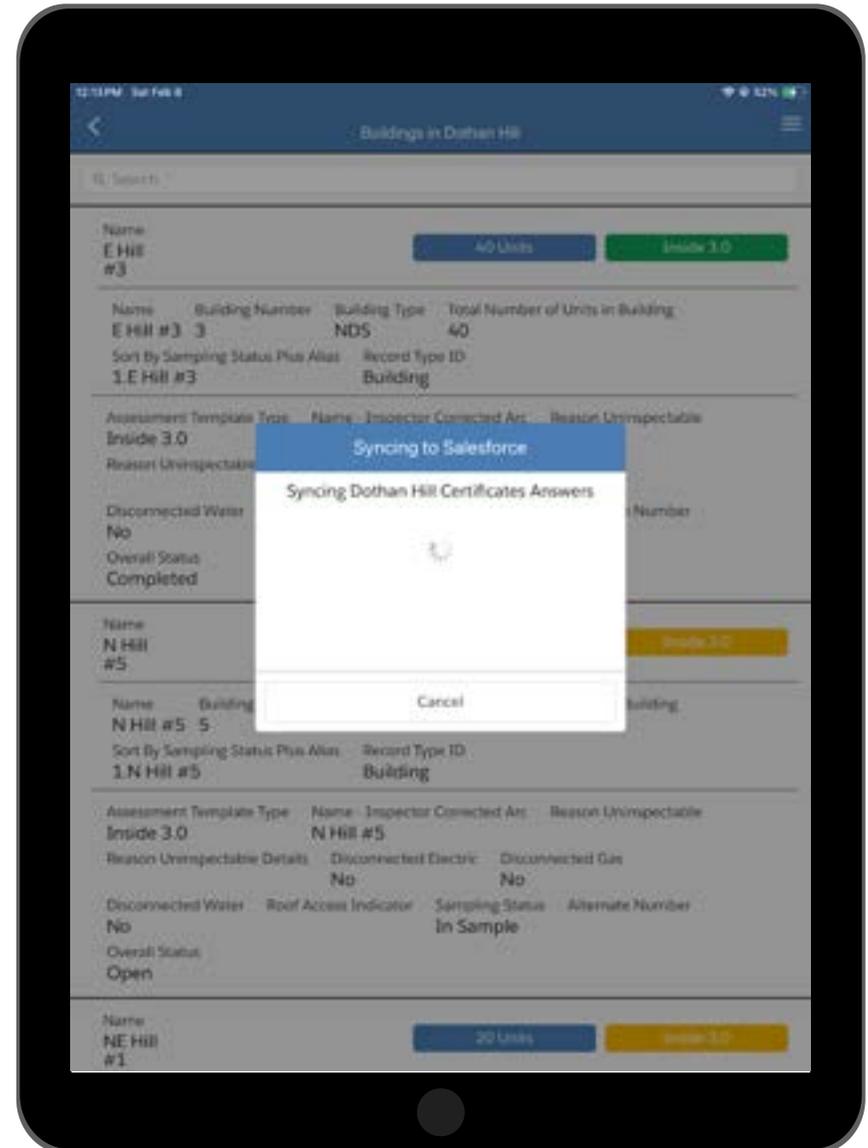


## Images Syncing in Background

During a Smart Sync, the following message may display if a large number of images is being synced to Salesforce:

“Click Continue to Save Images in the Background.”

Tap **Continue** to close this message and resume working.





# Inspection Information

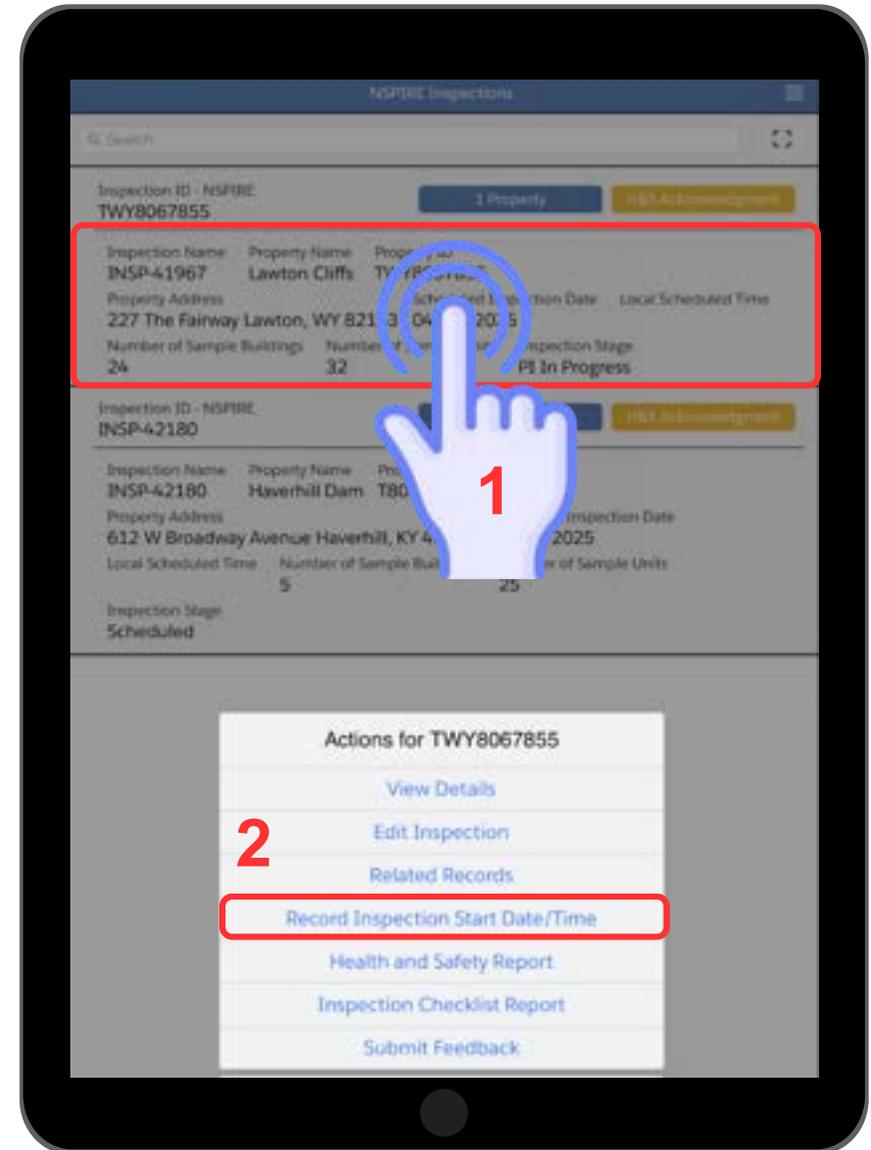


## Collect Time Stamps

Your assigned inspections appear on the home screen of your app.

1 | **Long press** (tap and hold) on the **inspection** to open the Actions Menu.

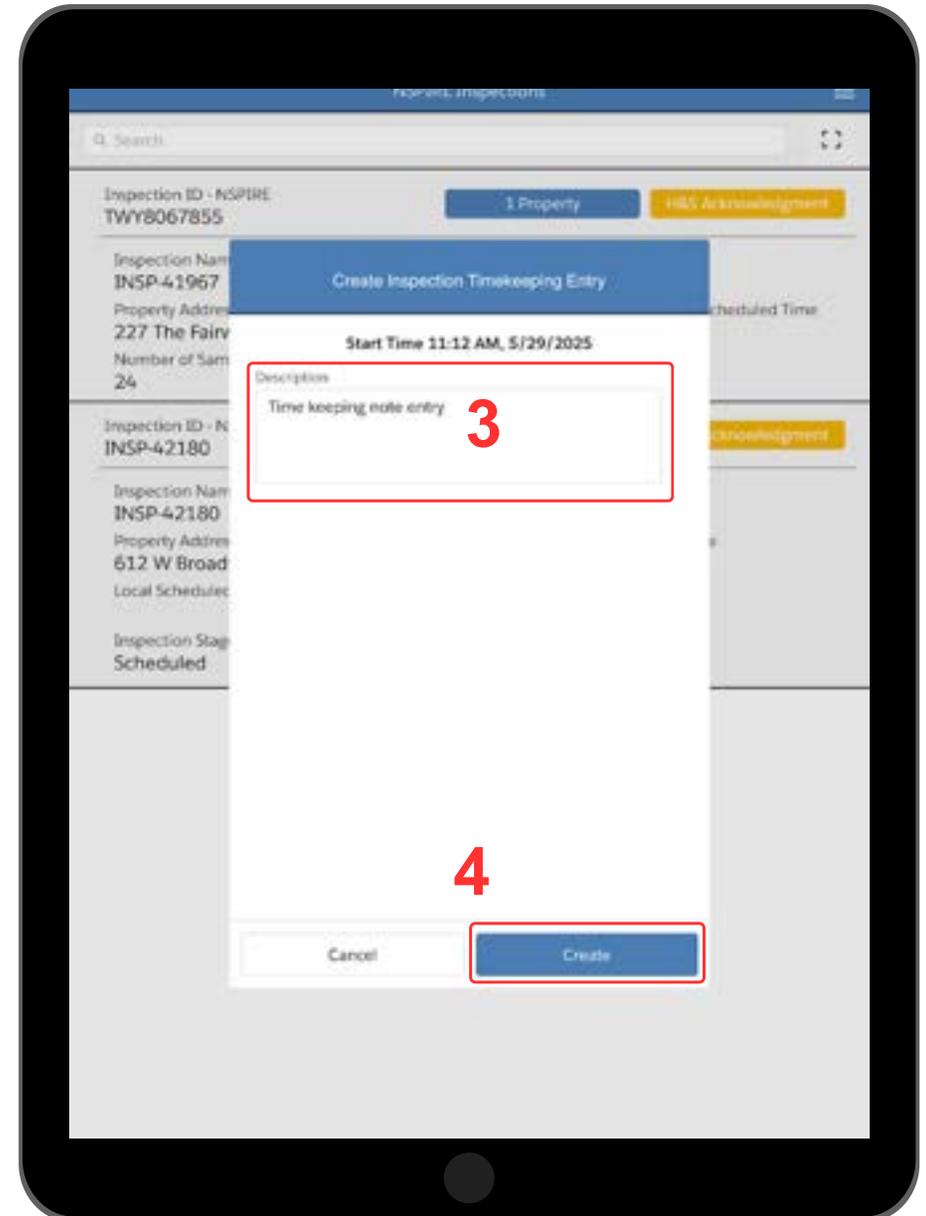
2 | Tap **Record Inspection Start Date/Time**.



The device Start Date/Time will be displayed on screen. Enter a comment if the Start date or time is delayed.

3 | Enter a comment into the **Description** field if the start date/time is not as expected.

4 | Tap **Create** to add the displayed date and time stamp.

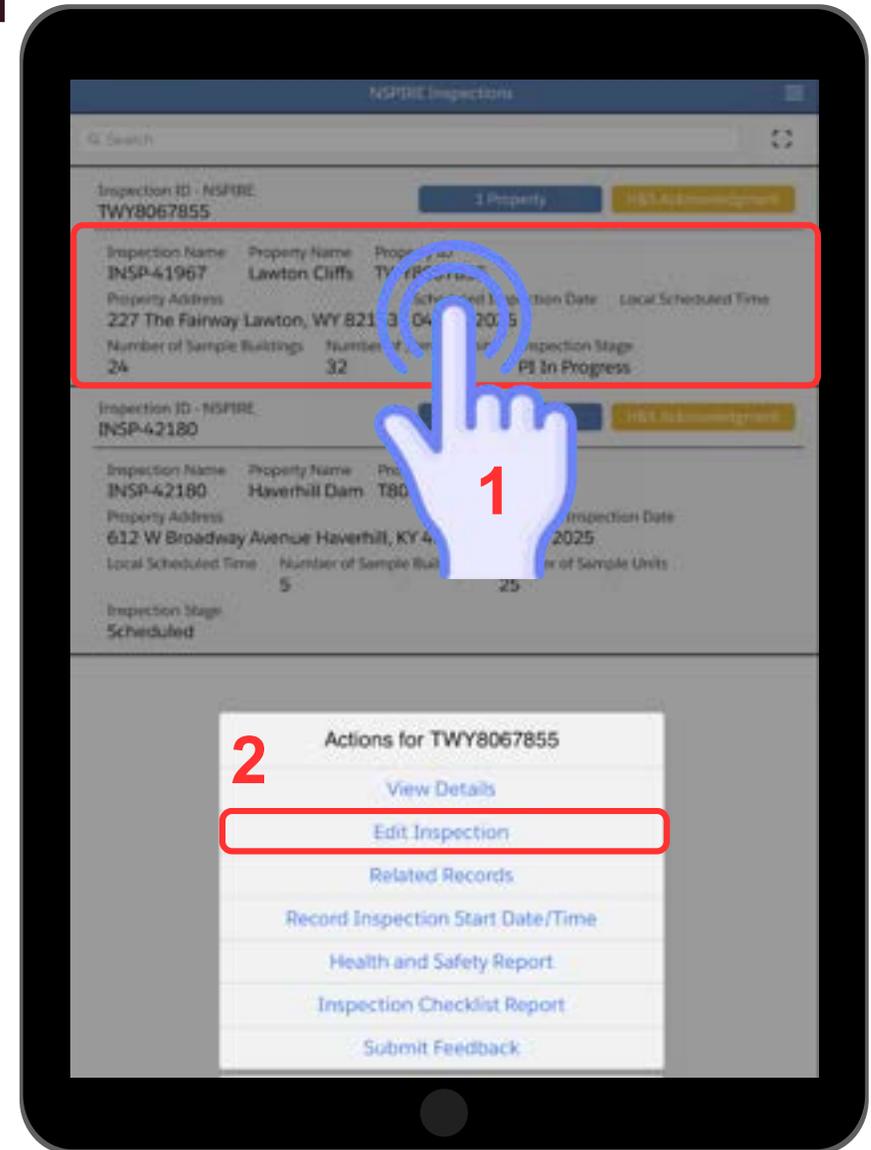


## Edit Inspection Information

Your assigned inspections appear on the home screen of your app.

1 | **Long press** (tap and hold) on the **inspection** to open the Actions Menu.

2 | Tap **Edit Inspection**.



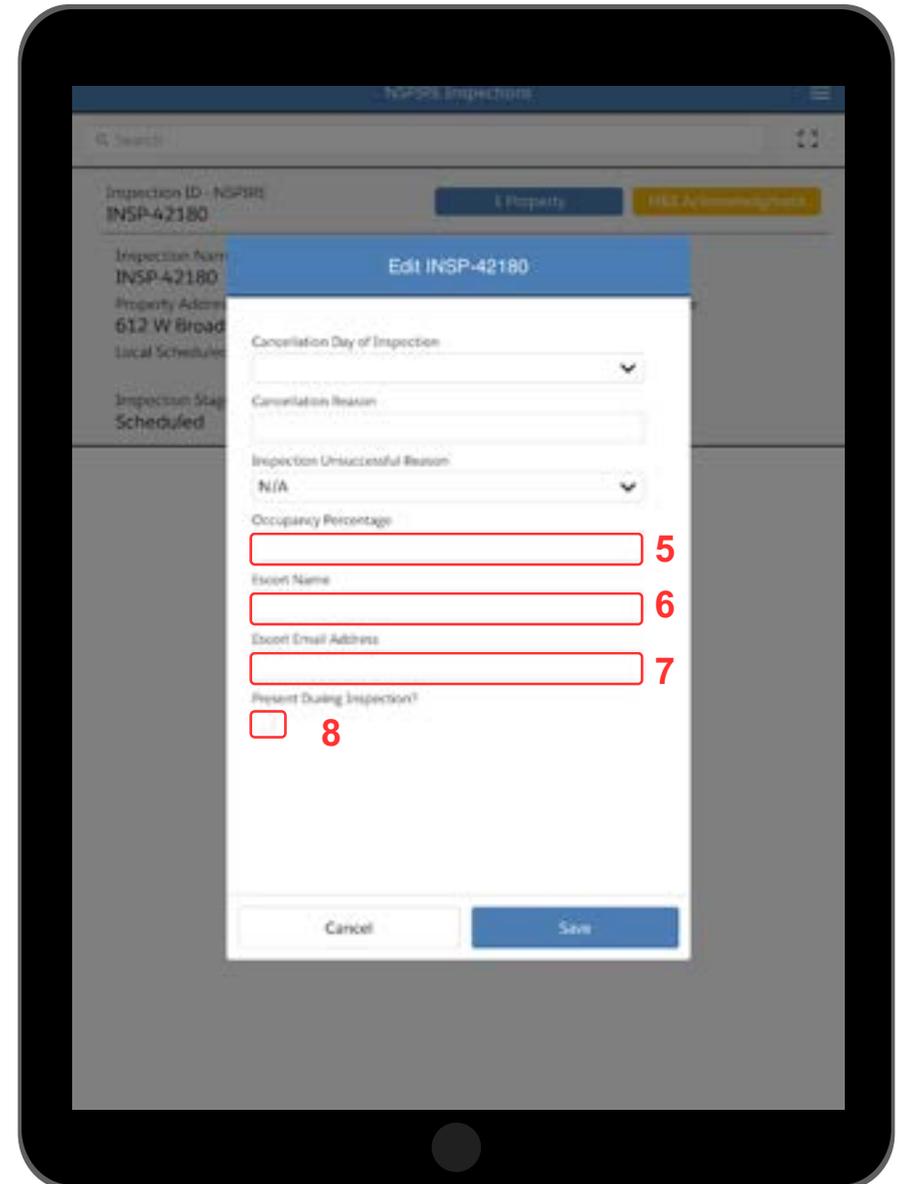
5 | Enter an **Occupancy Percentage** in the text box (example: 100).

6 | Enter the **Escort Name** in the text box.

7 | Enter the **Escort Email Address**.

8 | Check the **box** to confirm that the escort was present during the inspection.

9 | Tap **Save**.



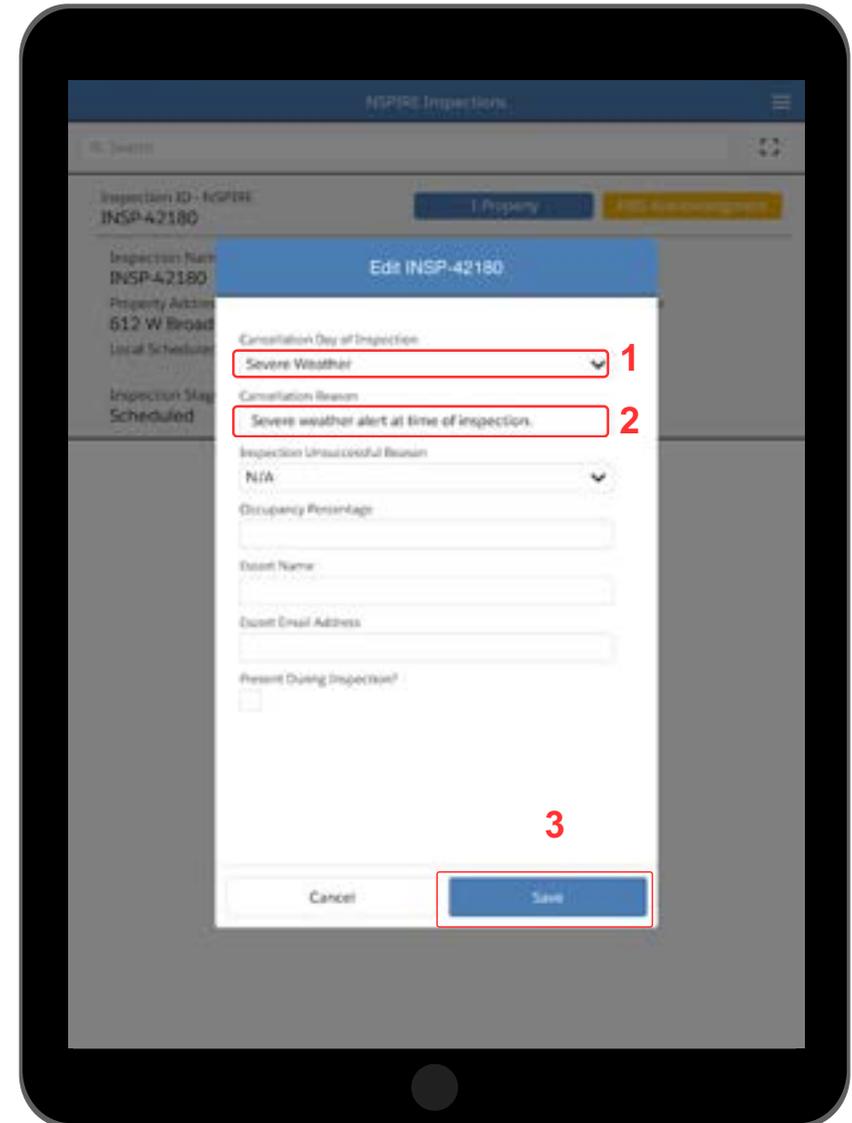
## Inspection Cancellation

If an inspection cannot be completed as scheduled:

1 | Select a value from the **Cancellation Day of Inspection** dropdown picklist.

2 | Enter a **Cancellation Reason** in the text box.

3 | Tap **Save**.

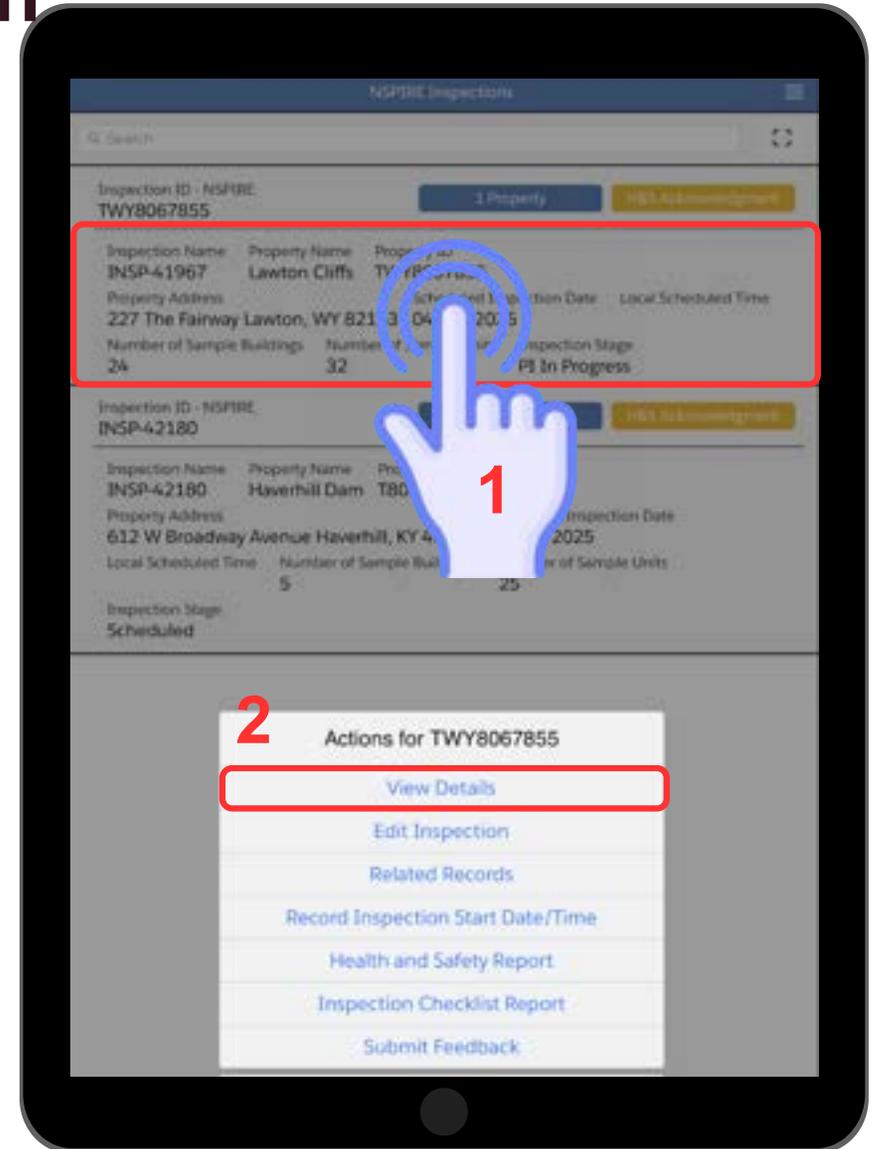


## View Inspection Information

Your assigned inspections appear on the home screen of your app.

1 | **Long press** (tap and hold) on the **inspection** to open the Actions Menu.

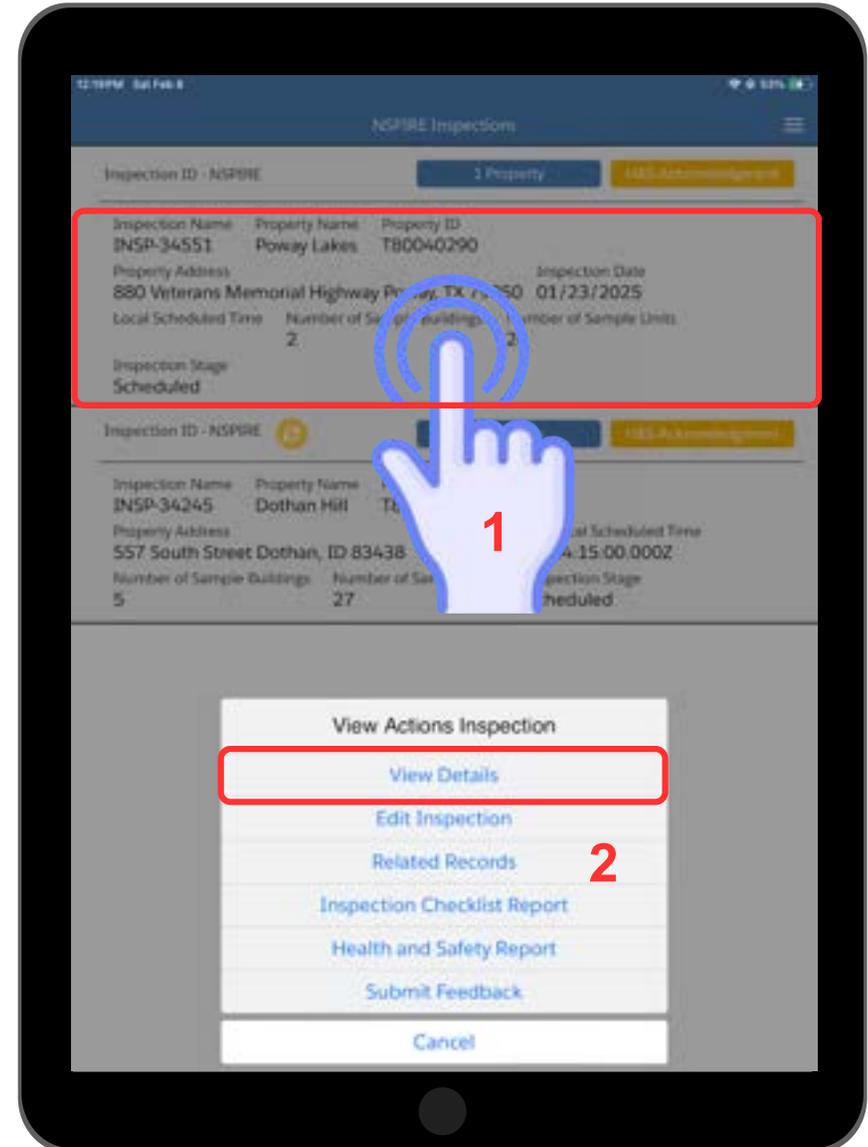
2 | Tap **View Details**.



## View Inspection Information

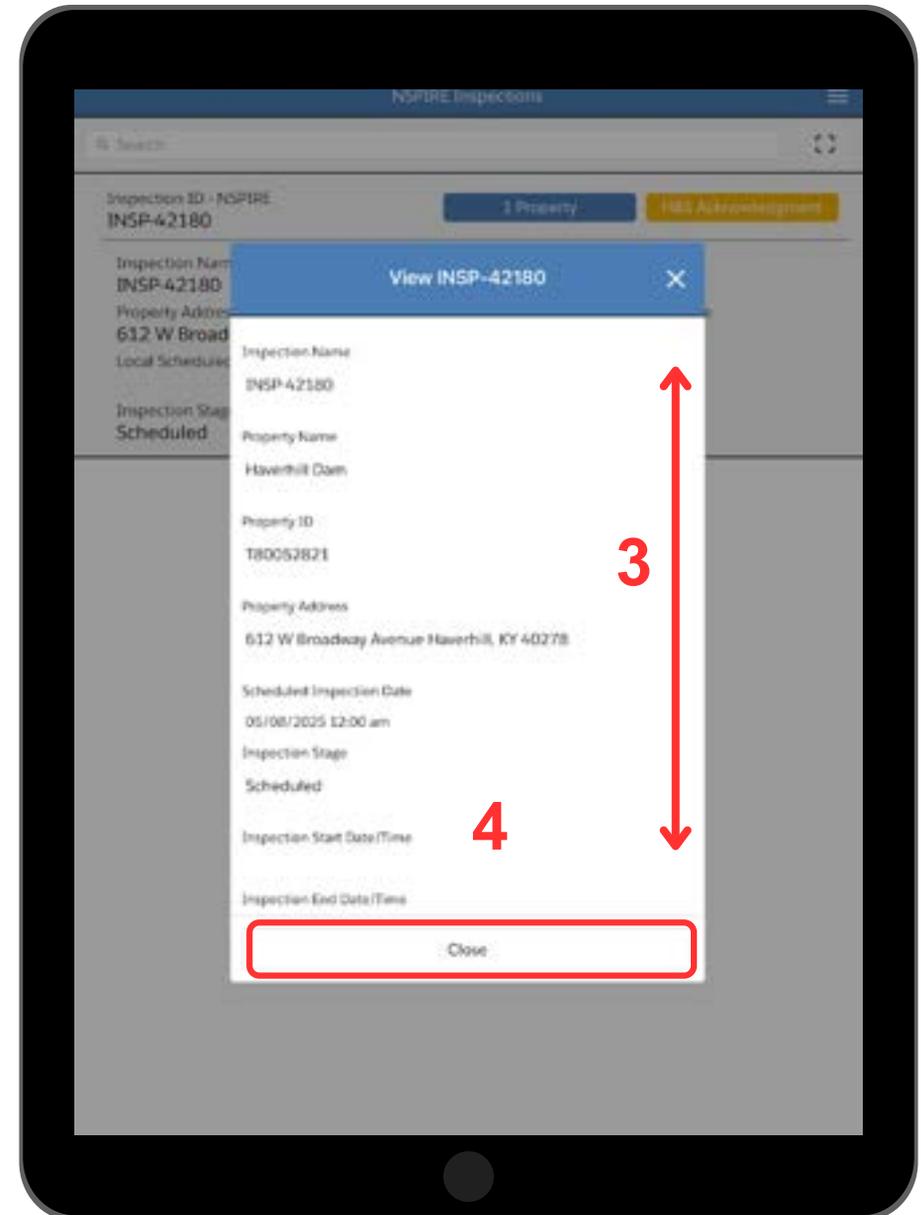
1 | **Long press** on the inspection to open the Actions Menu.

2 | Tap **View Details**.



3 | **Scroll** to view inspection information, including property location, sample counts, and any data entered in the Edit Inspection screen.

4 | Tap **Cancel** or “x” to return to the inspection.

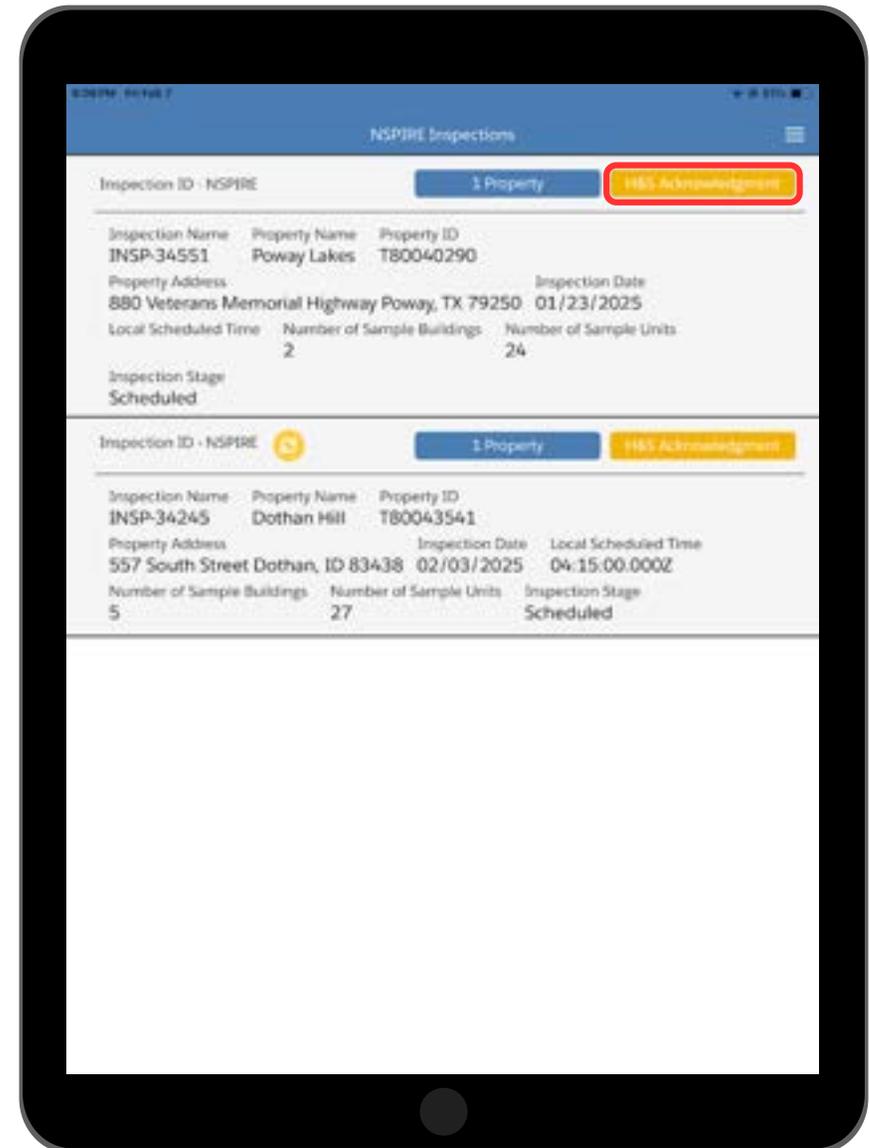


## H&S Acknowledgment

The **H&S Acknowledgment** assessment is available at the Inspection level and contains the **Daily Time Stamps and Image capture**.

This assessment is completed **after** the physical inspection has been completed, and **prior** to generating the Health and Safety (H&S) report. This ensures that the escorts' signatures are added to the H&S report.

1 | Tap the **H&S Acknowledgment** to collect Daily time stamps and images.

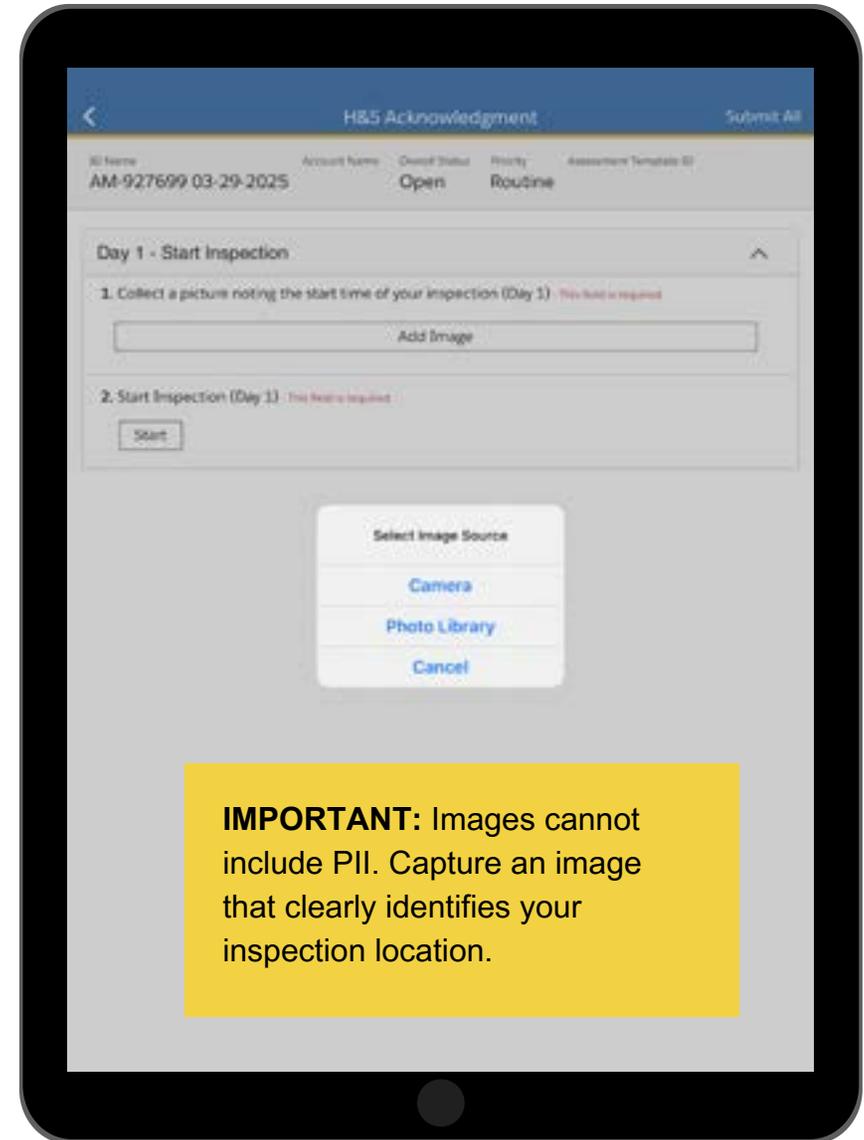


**IMPORTANT:** The page will always default to “Day 1 - Start Inspection” section open, use the up arrow or tap the title to collapse.

1 | Tap **Add Image** to collect an image showing your location. Use the Camera function to open our device camera.

2 | Tap **Start** to collect the device date and time.

NOTE: See the ***Finish the Inspection*** section on page 140 for the H&S Acknowledgment process.





# Important Notes - Daily Time Stamps

**Daily Time Stamps are a two part process.**

Daily Time Stamps are only collected under the H&S Acknowledgment section and must be started AND stopped each day with an image attachment.

Users must collect time stamps and images for up to the first three days of an inspection.

Begin your day by collecting the location Image and selecting Start.

End your day by returning to this section, completing the escort details as found in the ***Finish the Inspection*** section, and selecting to Stop.

The screenshot shows the 'H&S Acknowledgment' screen in a mobile application. At the top, there is a blue header with a back arrow on the left, the title 'H&S Acknowledgment', and a 'Submit All' button on the right. Below the header is a table with the following data:

ID Number	Account Name	Overall Status	Priority	Assessment Template ID
AM-927699	03-29-2025	Open	Routine	

Below the table is a list of six items, each with a dropdown arrow on the right:

- Day 1 - Start Inspection
- Day 1 - Stop Inspection
- Day 2 - Start Inspection
- Day 2 - Stop Inspection
- Day 3 - Start Inspection
- Day 3 - Stop Inspection

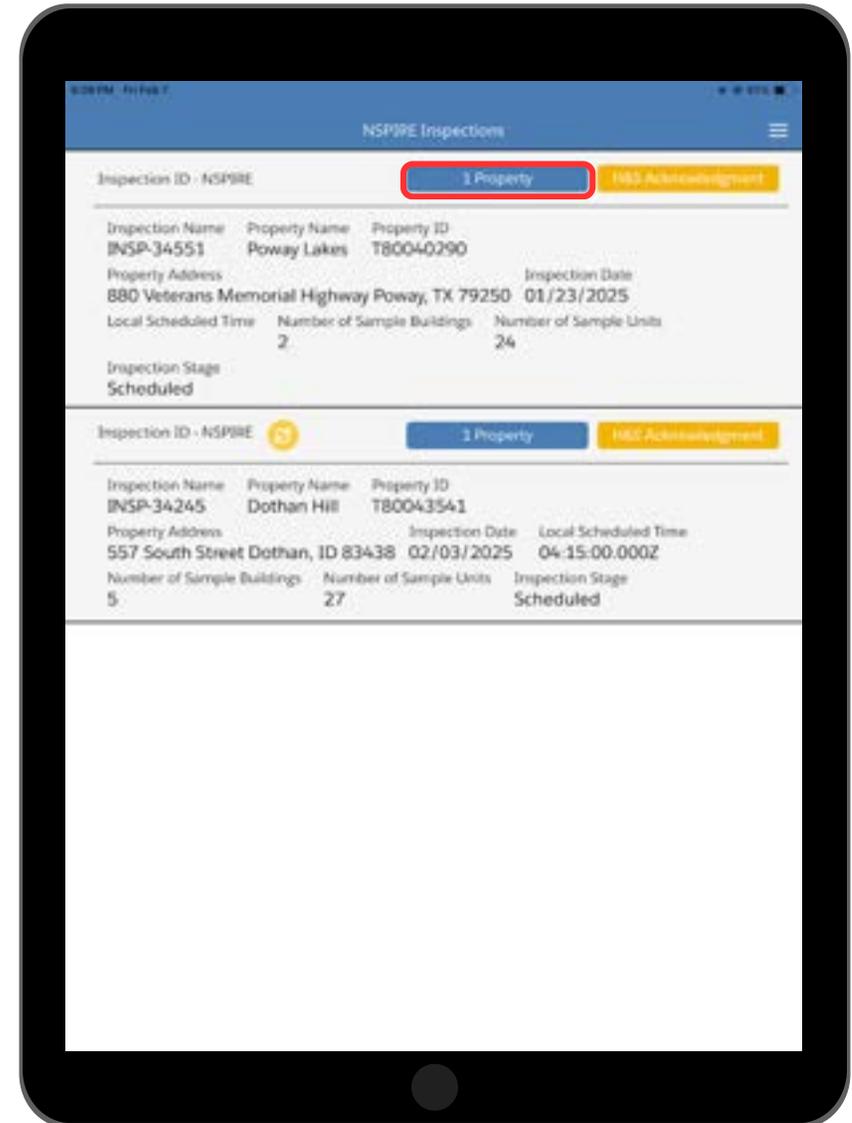


# Property Information & Assessments

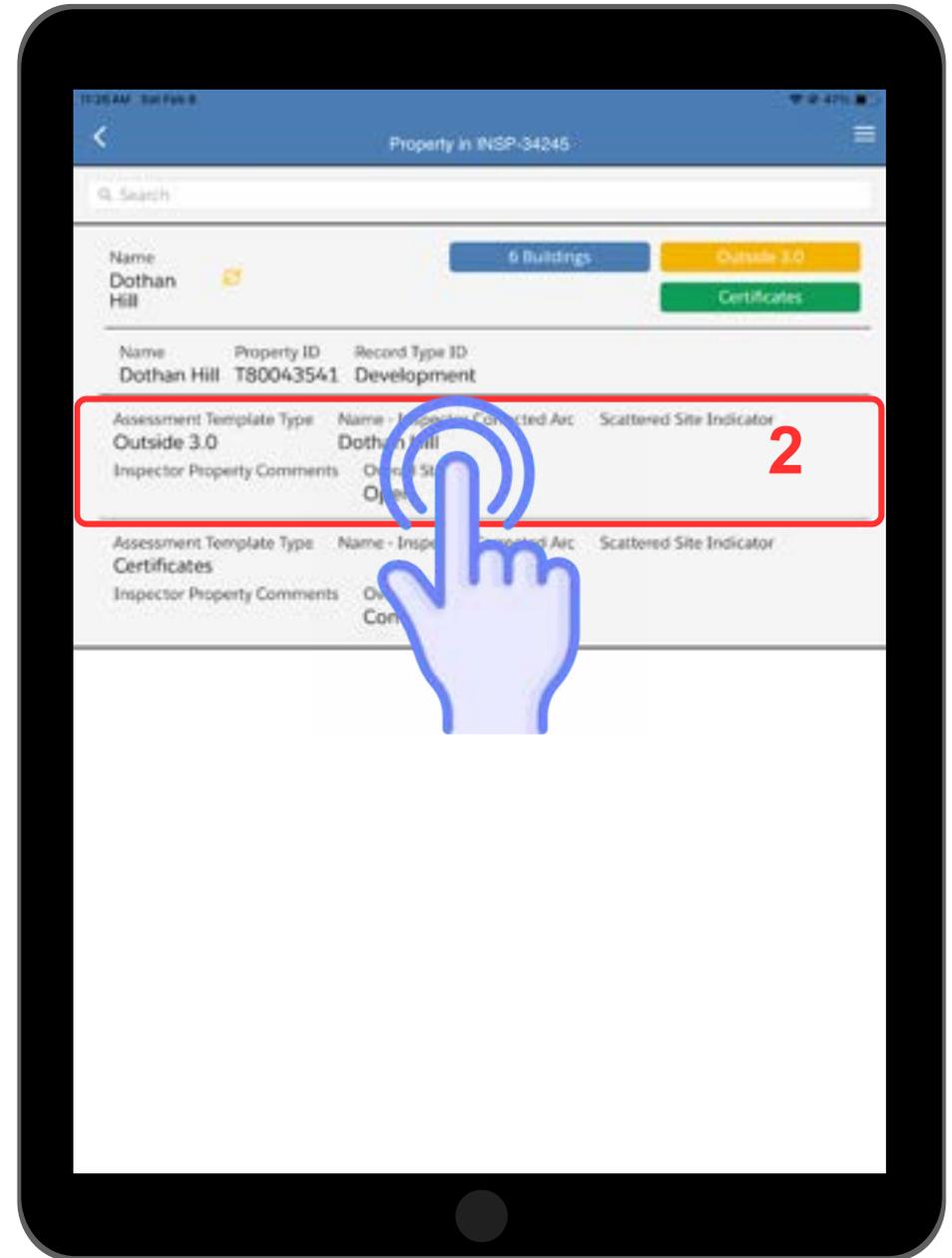


## Edit Property Information (Outside)

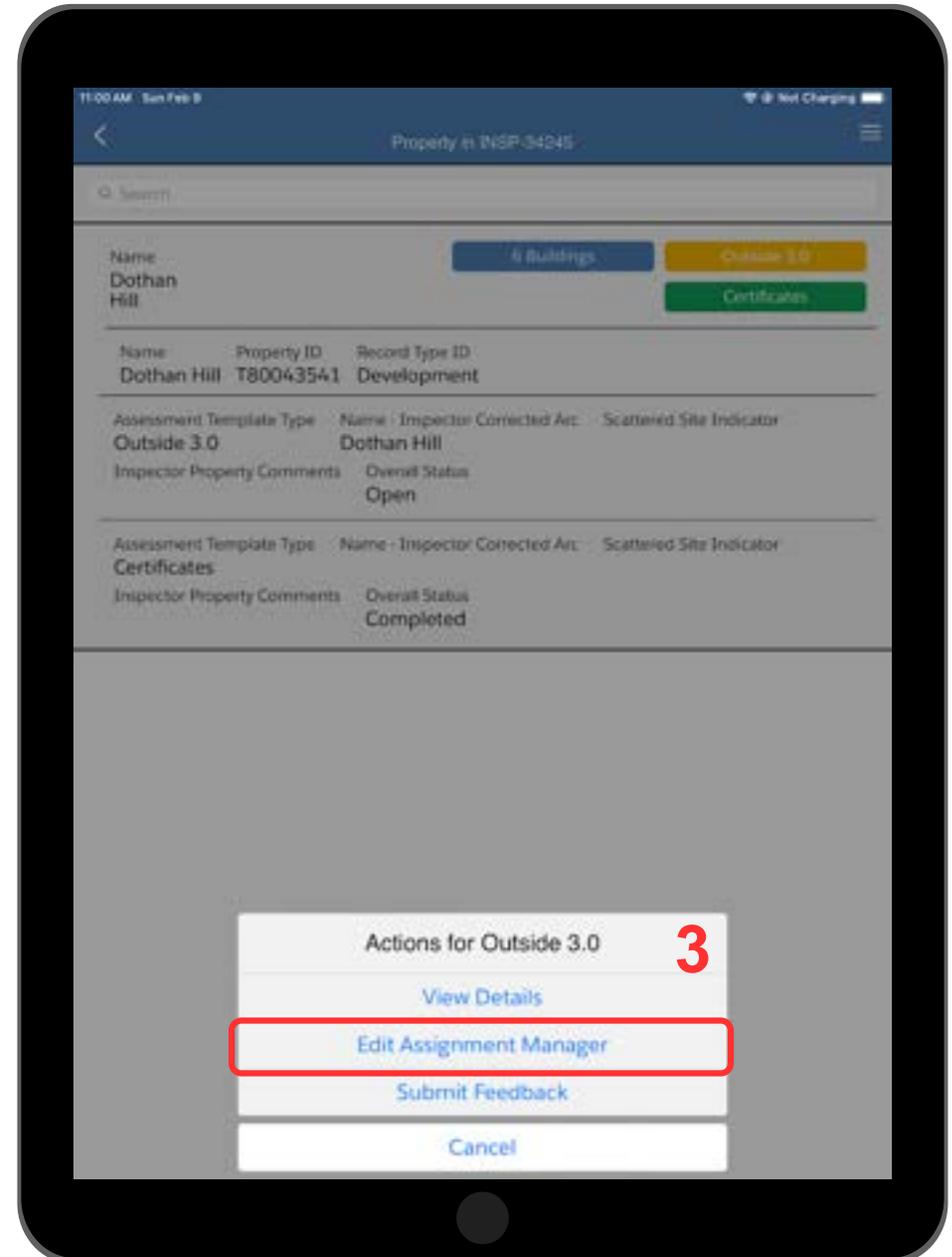
1 | Tap the **Properties** button on the inspection to view associated properties (developments)



2 | **Long press** (tap and hold) on the **Outside 3.0 assignment manager** to open the Actions Menu.



## 3 | Tap Edit Assignment Manager.

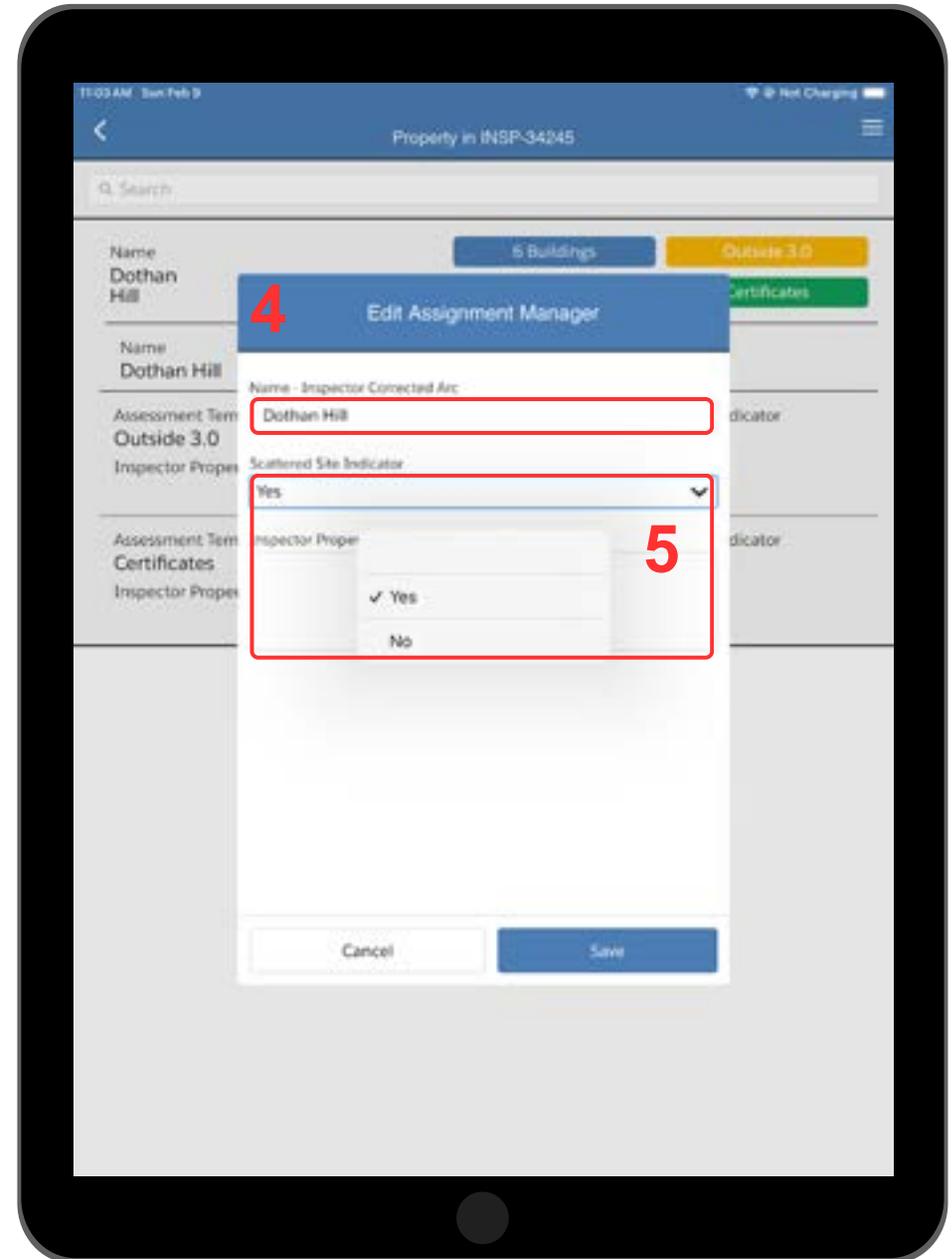


**IMPORTANT:** The “Select Assessment Template” and “Selected Assessable Record” fields are for system use only.

**Do not edit these fields.**

4 | Tap the **Name - Inspector Corrected Arc** field to modify the Property name (optional).

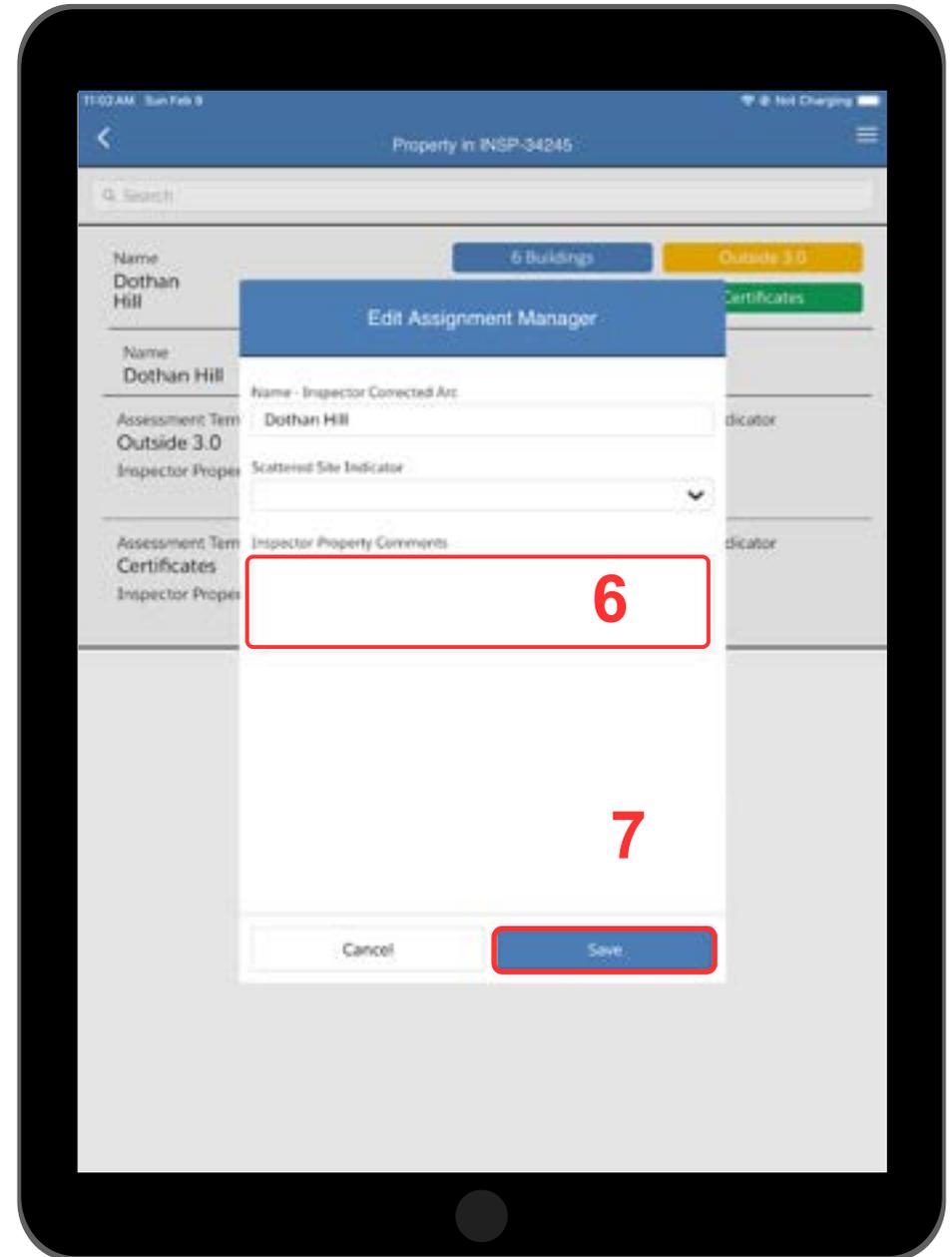
5 | Select “**Yes**” or “**No**” from the **Scattered Site Indicator** dropdown picklist.



6 | Add text to the **Inspector Property Comments** field (optional).

This field has a 500-character limit.

7 | Tap **Save**.

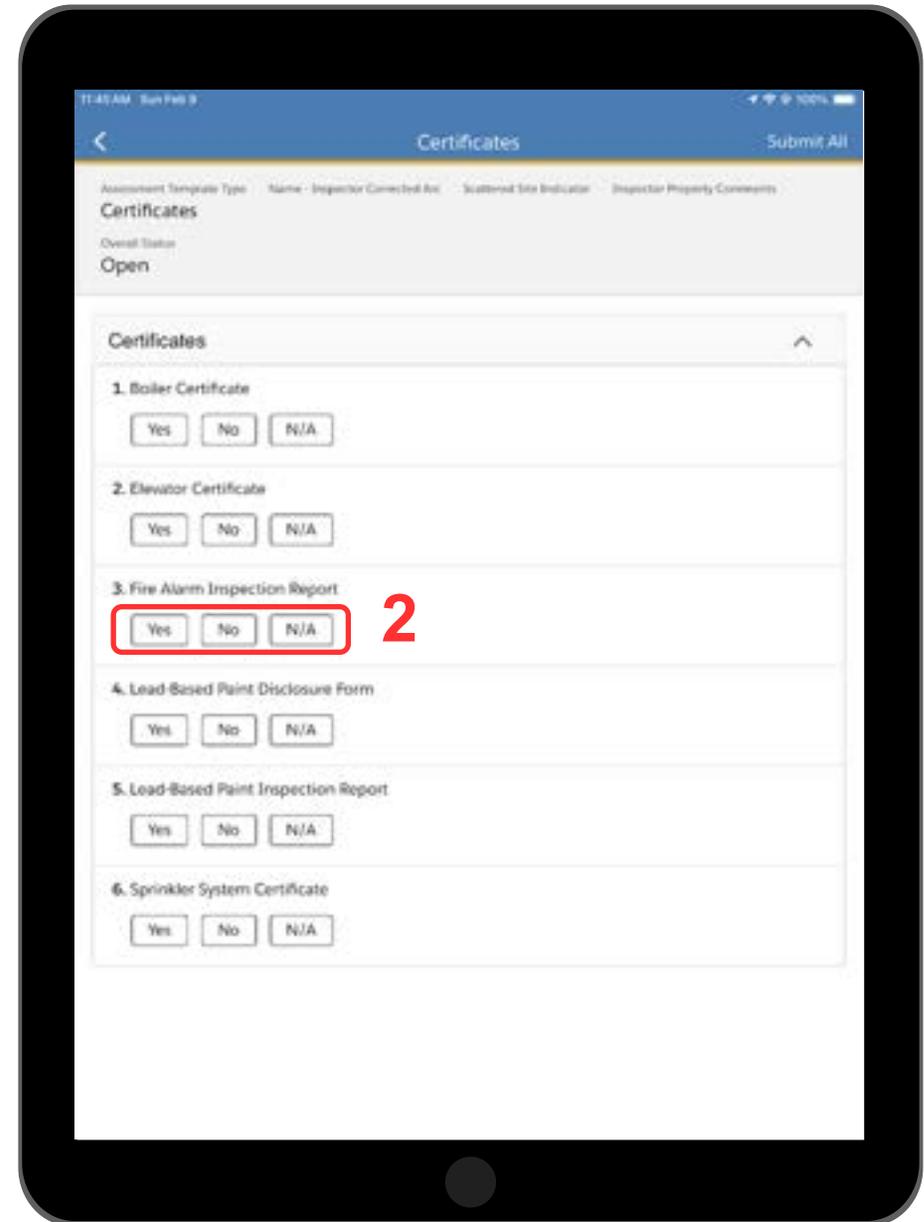


## Complete the Certificates Assessment

1 | Tap the **Certificates** button at the Property level.

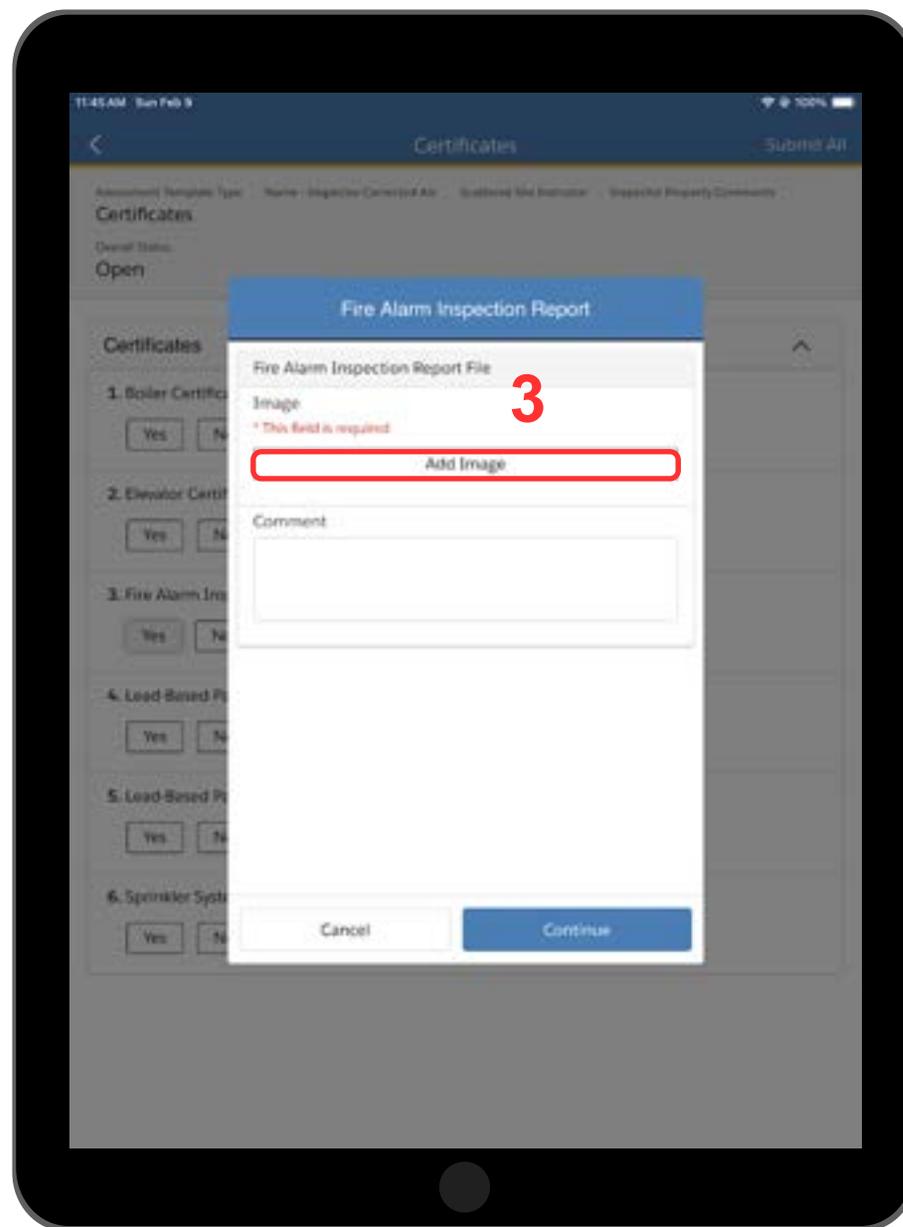


2 | Select **“Yes,” “No,”** or **“N/A”** for each certificate question.

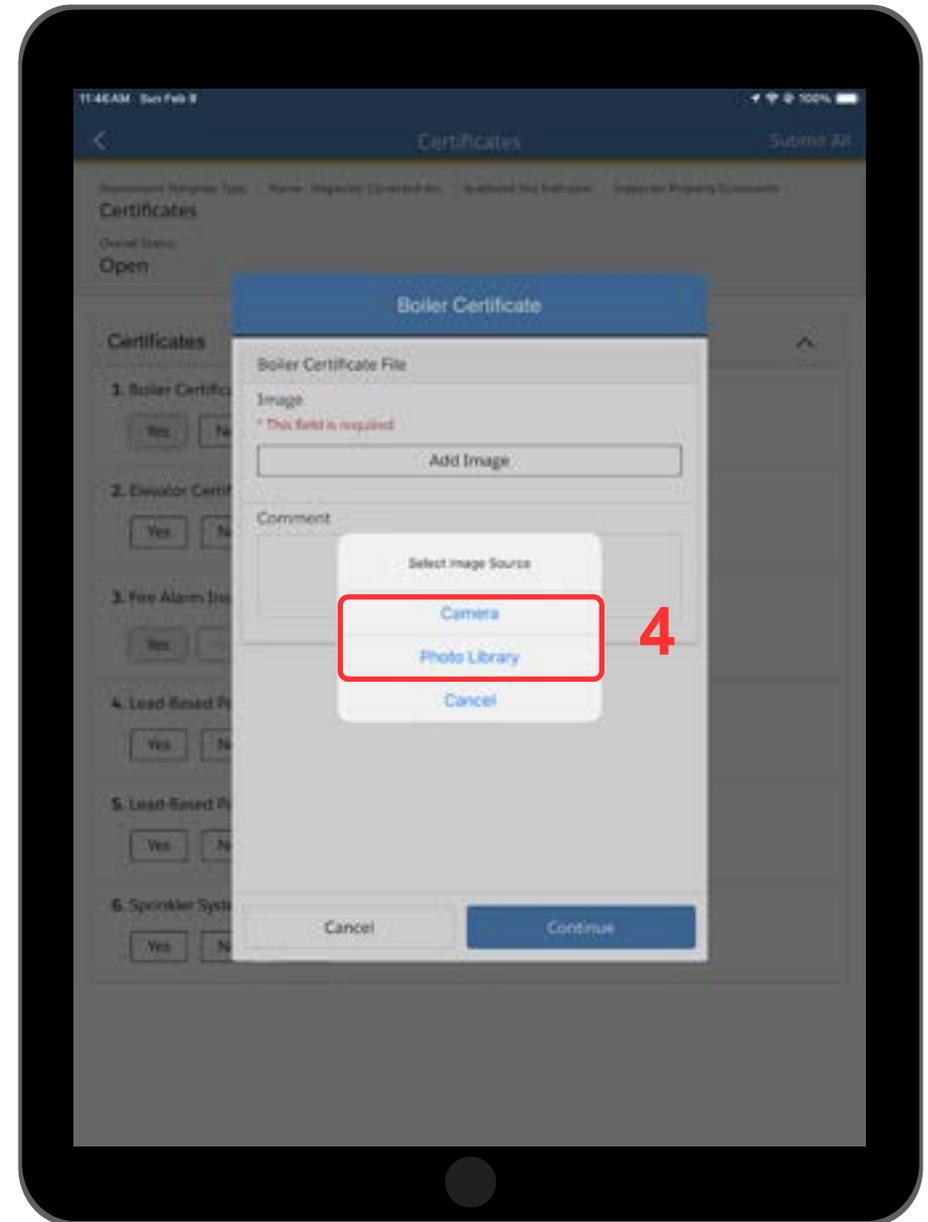


If you selected “**Yes,**” upload at least one image of the relevant certificate.

3 | Tap **Add Image**.

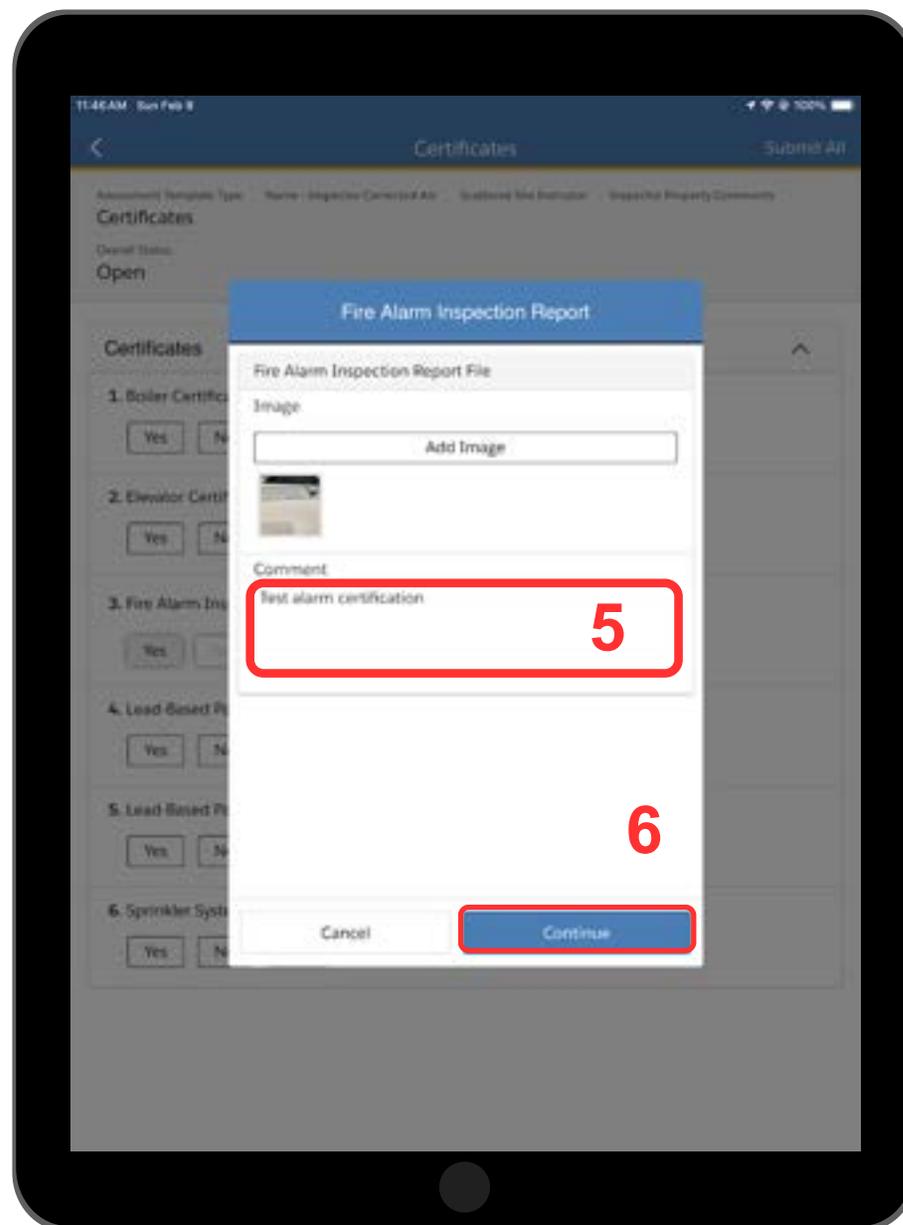


4 | Select “**Camera**” to take a photo using your phone/tablet, or select “**Photo Library**” to select an image from your device folders.



5 | Add text to the **Comment** field (optional).

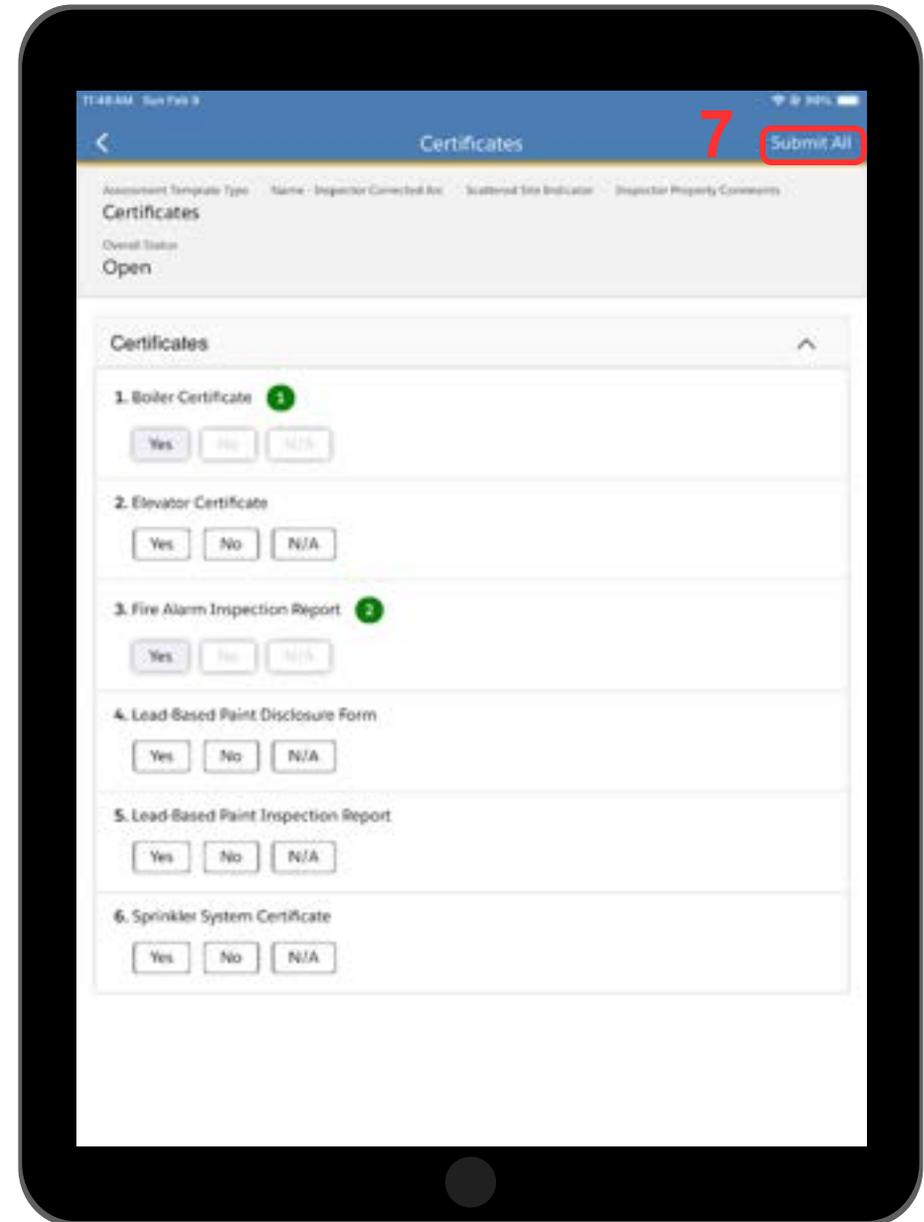
6 | Tap **Continue** to record certificate.



After a “Yes” answer and certificate image(s) have been recorded, a **green number** will appear next to the question.

Add additional images by following the previous steps (2-6).

7 | When you have finished answering all certificate questions, tap **Submit All**.



## Edit Certificates Assessment Answers

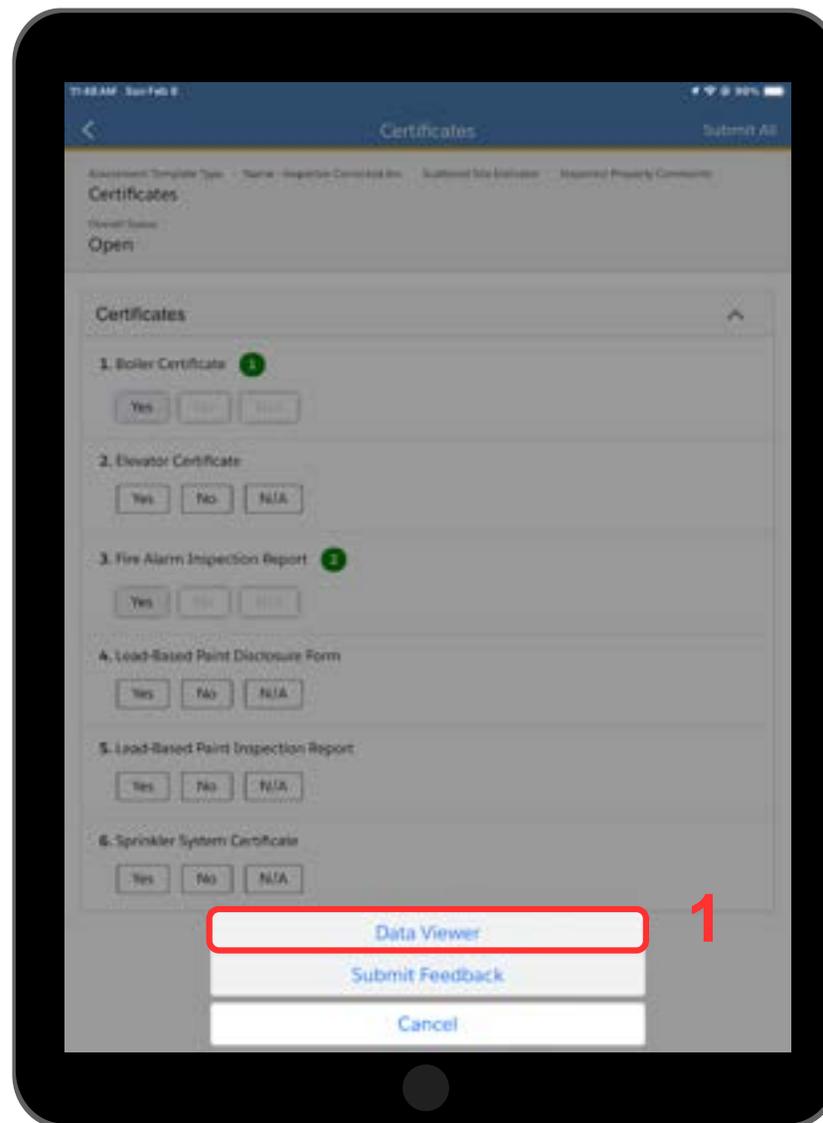
Answers can be edited or deleted in the **Data Viewer**.

1 | **Long press** (tap and hold) on the Certification section to open the Actions Menu.

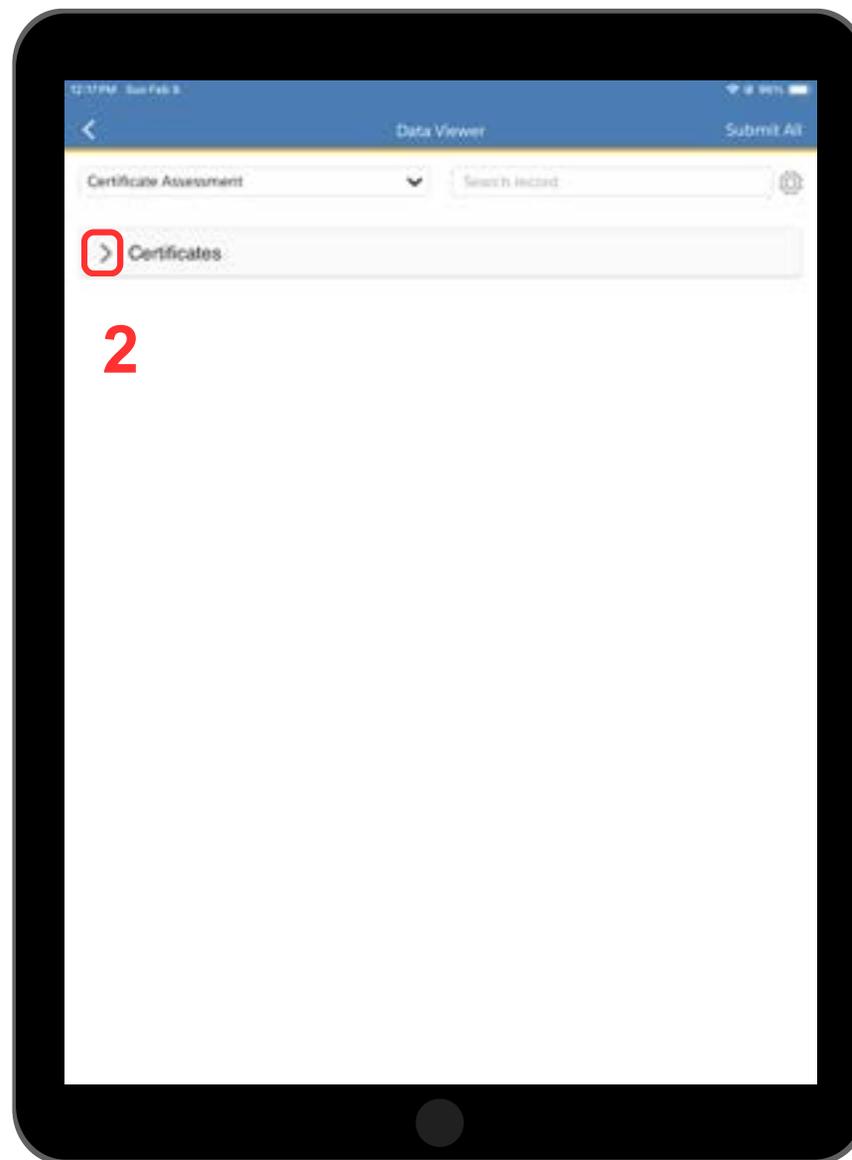


## Edit Certificates Assessment Answers

1 | Select “**Data Viewer**” from the dropdown picklist at the top of the screen.

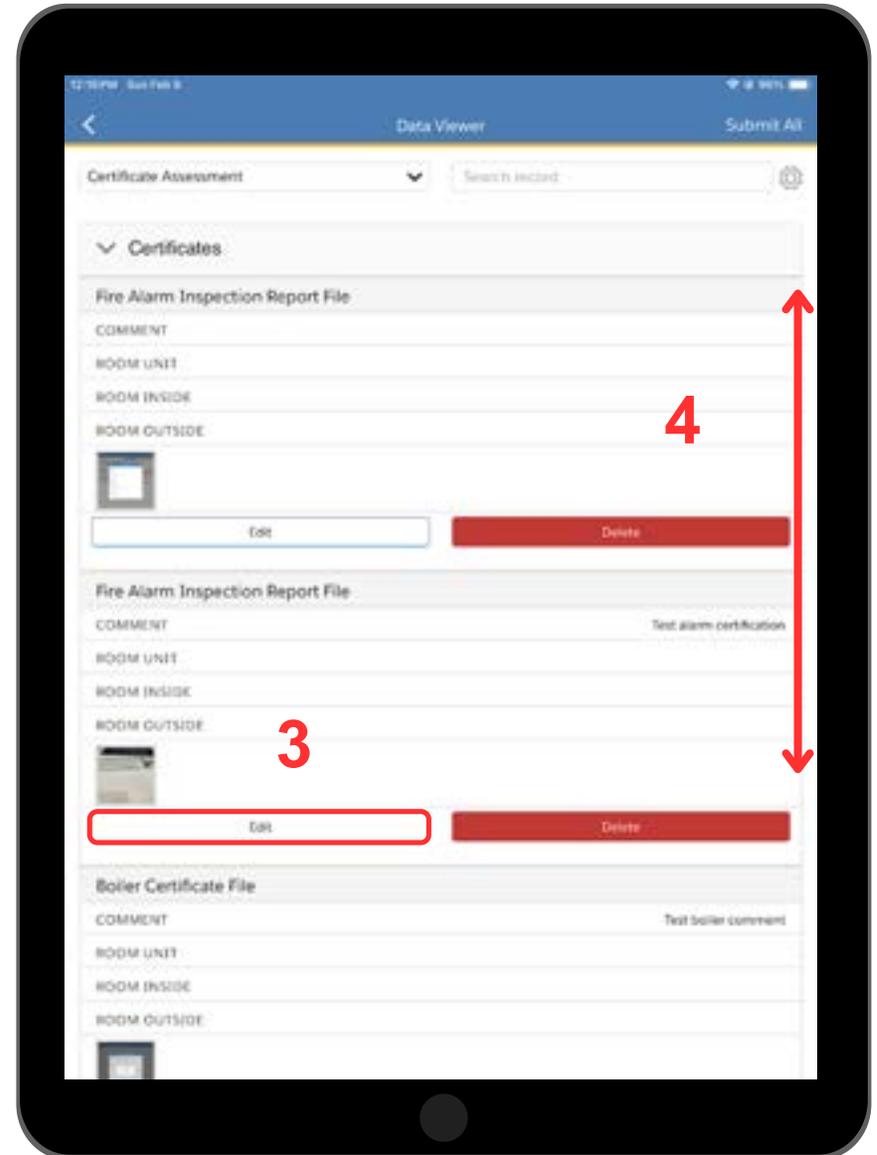


2 | Tap **caret** to expand the **Certificates** section.



3 | Tap **Edit** on an answer.

4 | **Scroll** to view additional answers, if not all answers are shown.

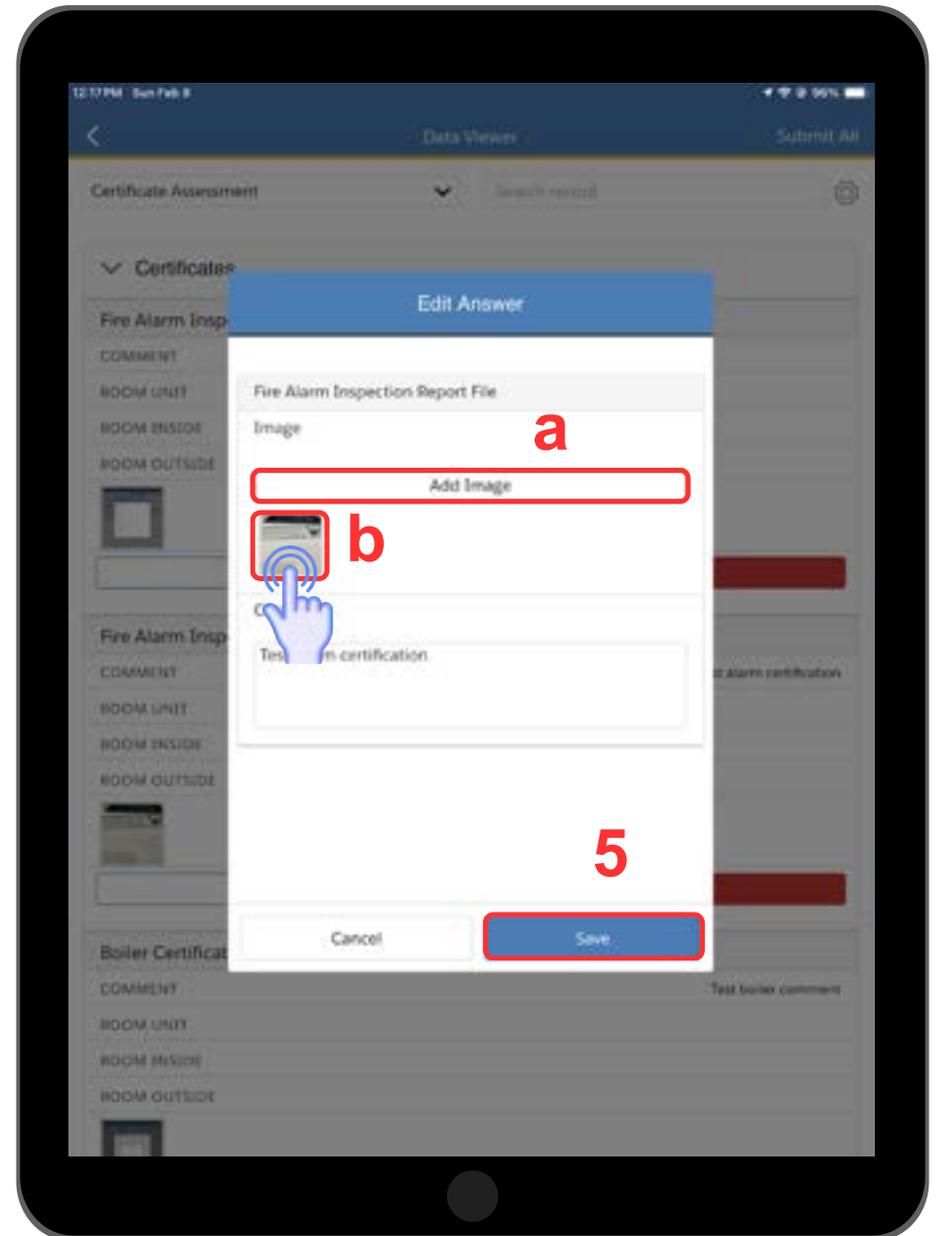


## Edit Options

a. On the edit screen, tap **Add Image** to take an additional photo with your device or to select an image from your device folders.

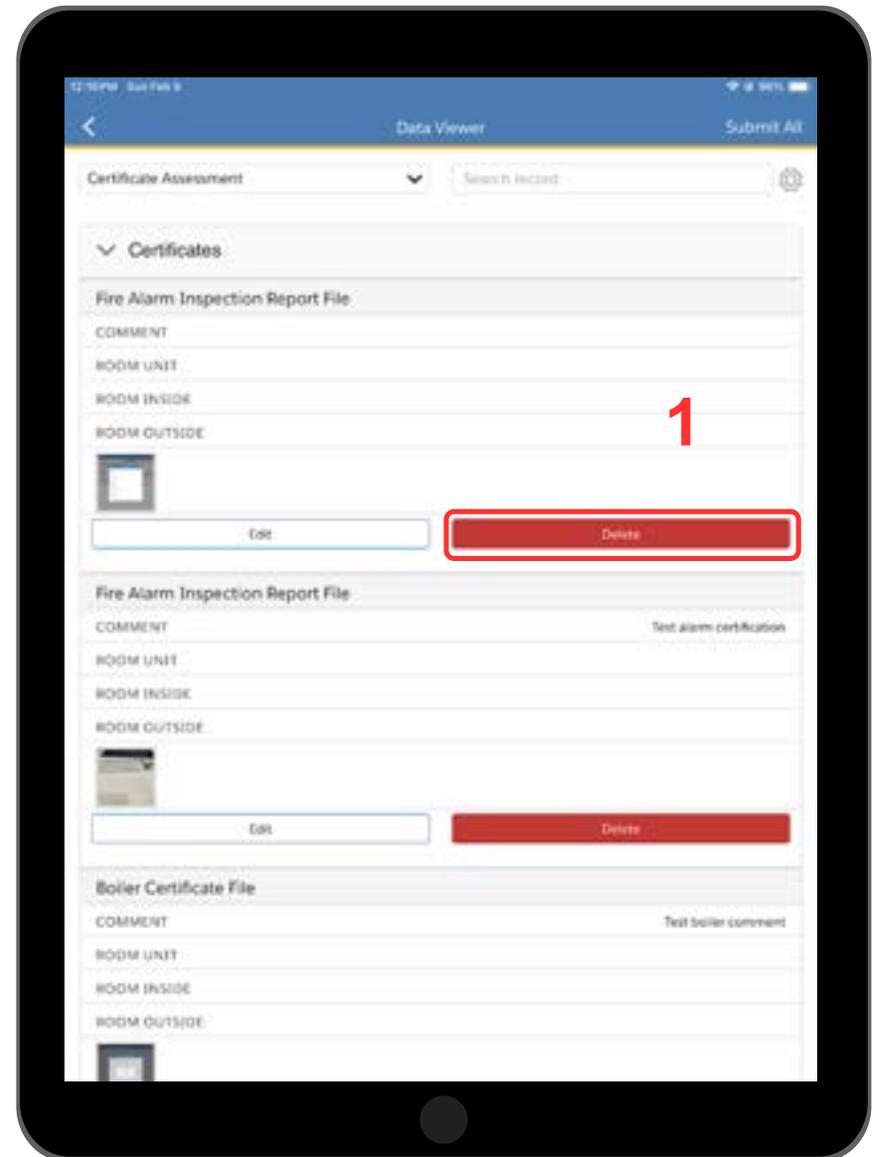
b. To delete an image, long press on the image **thumbnail**, then tap **“Delete.”**

5 | Tap **Save** to save your changes.

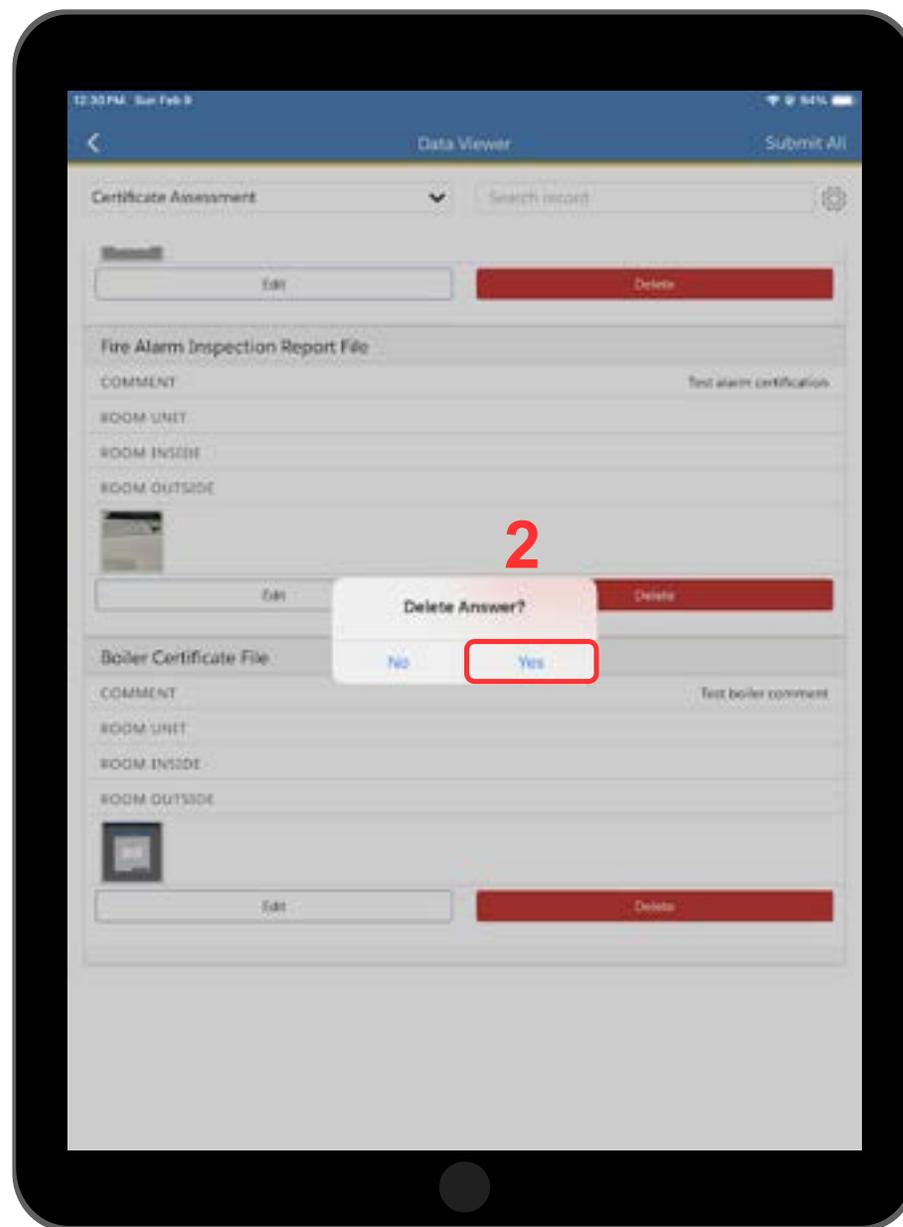


## Delete Certificate Answers

1 | Tap **Delete** on an answer.

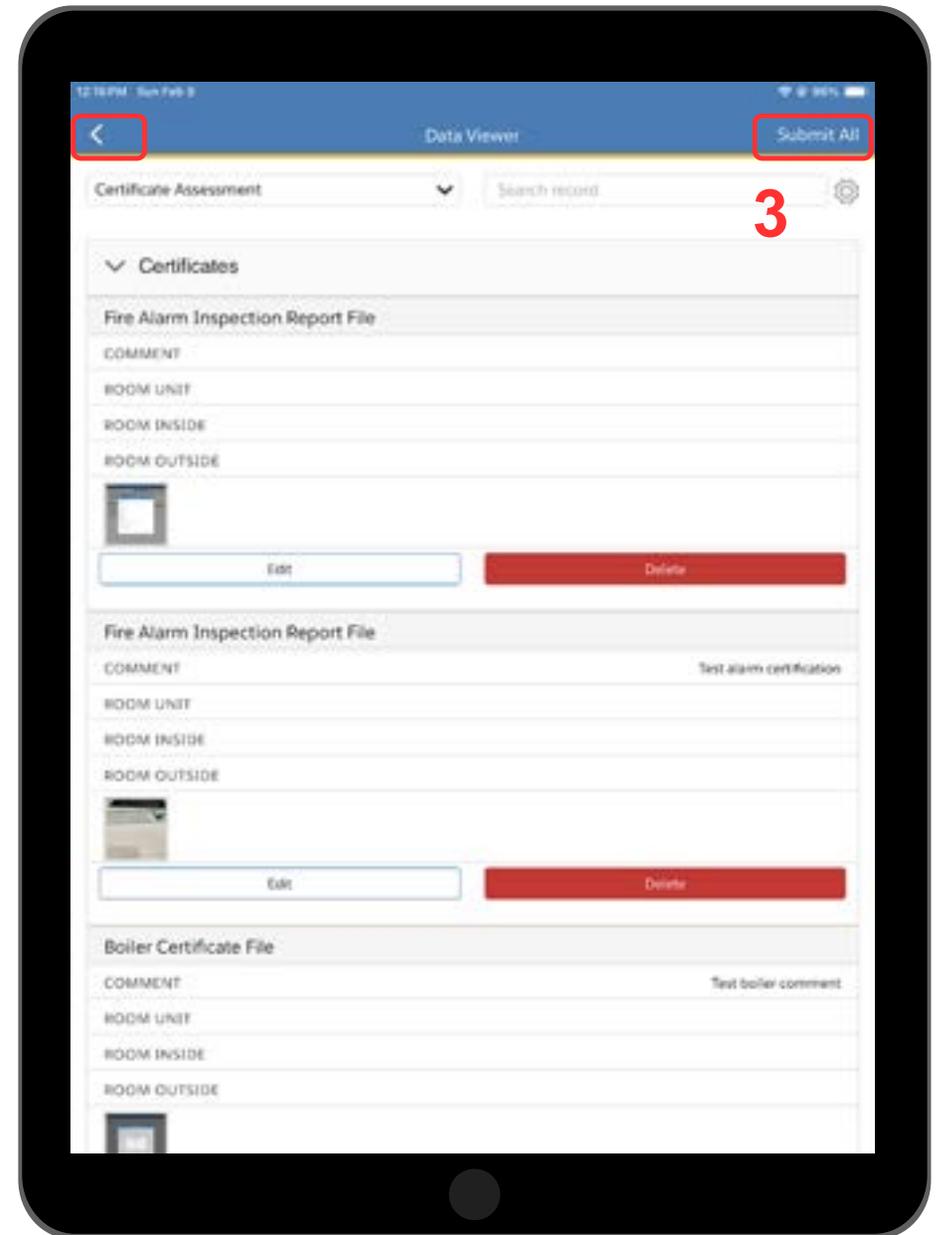


2 | Tap “Yes” to confirm deletion.



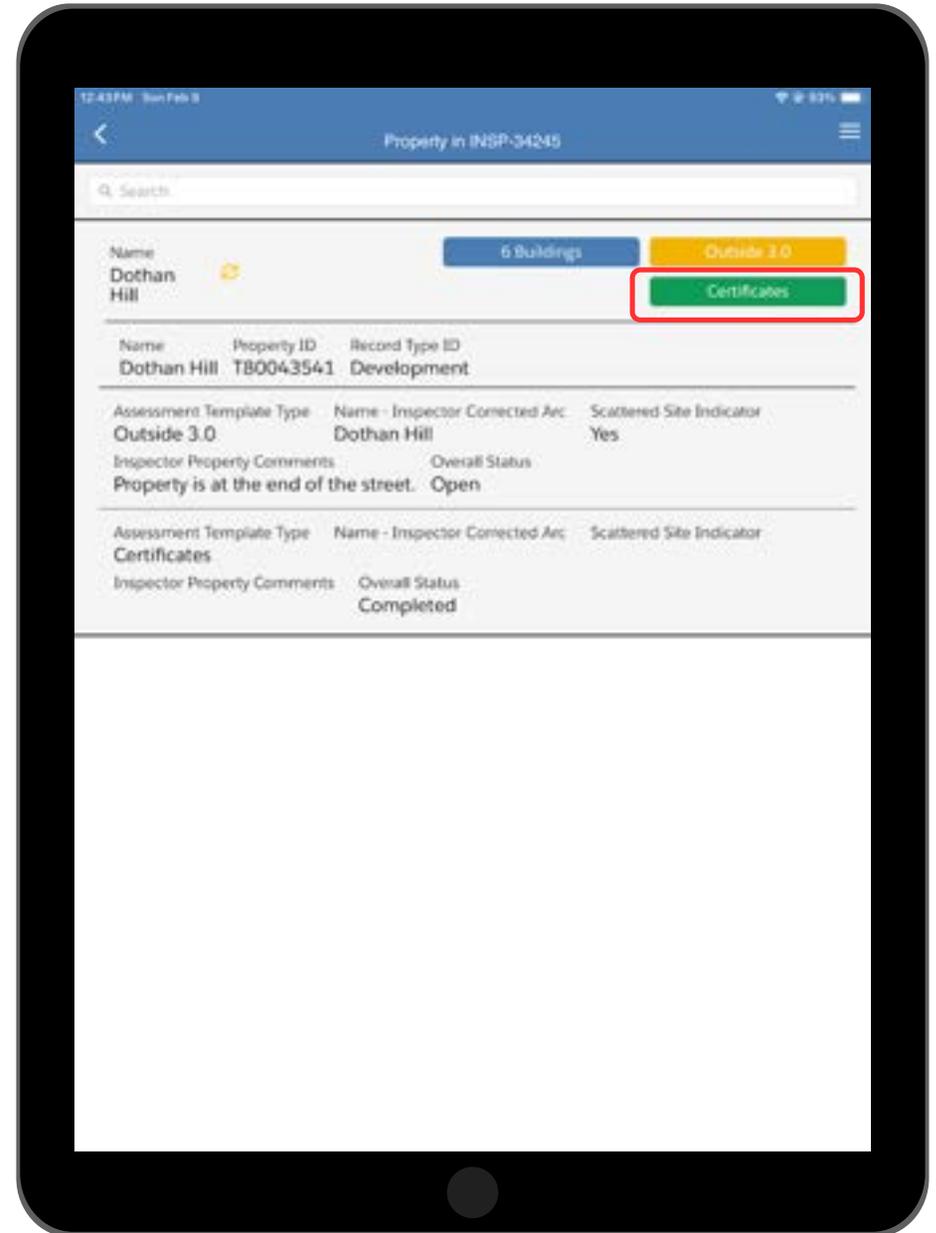
Select “**Back**” from the top left of the screen to return to the Certificates page.

3 | When you have finished updating all certificate answers, tap **Submit All**.



After a “Submit All” answer, you will be redirected to the Property page and the Certificates button will appear **Green**.

Add additional certificates by following previous steps (1-6) of the **Complete the Certificates Assessment** process.



## Complete the Outside Assessment

1 | Tap the **Outside 3.0** button at the Property level.



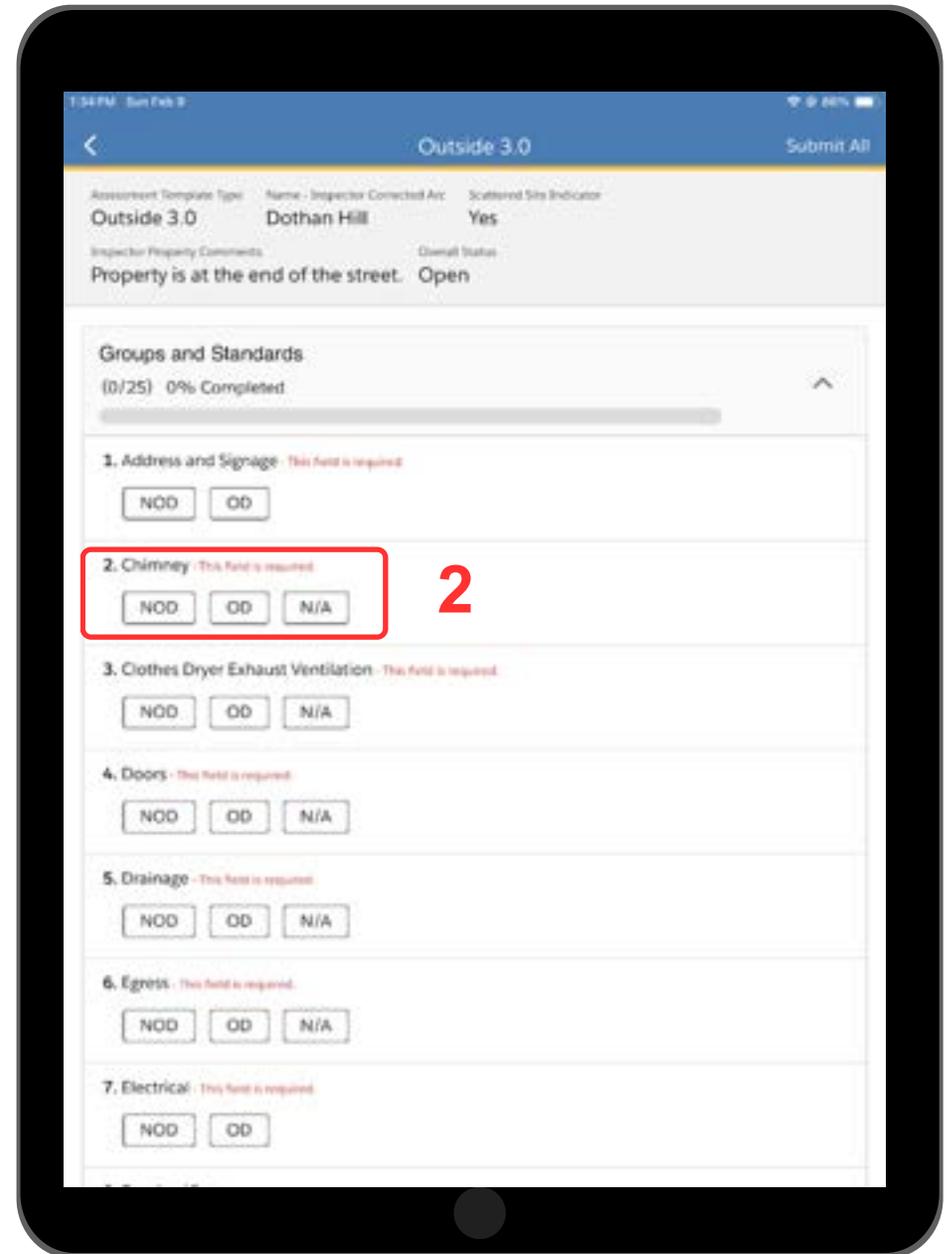
2 | Select an answer for each question in the assessment:

“**NOD**” - No Observed Deficiency

“**OD**” - Observed Deficiency

“**N/A**” - Not Applicable

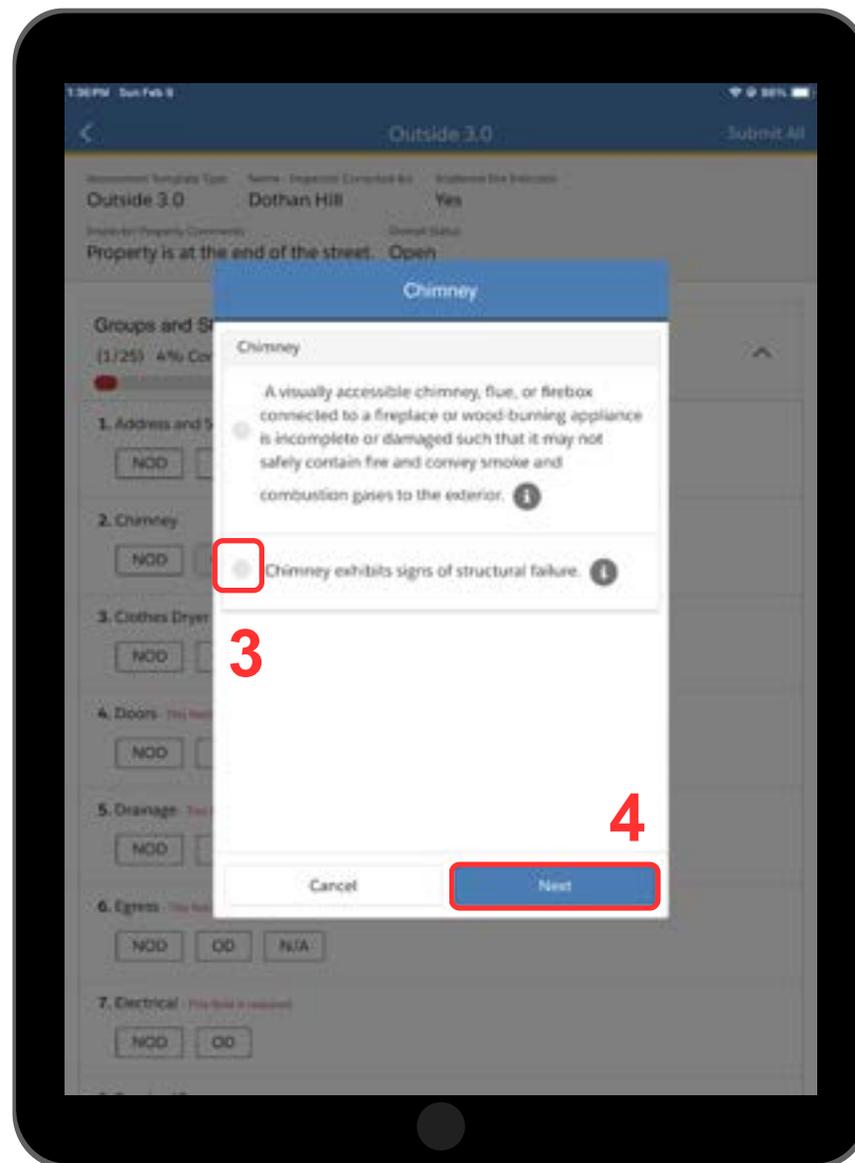
**NOTE:** Not all questions have an “N/A” answer option.



3 | If you selected “OD,” make **additional selections** as prompted to complete the decision tree.

The decision trees in the Federal Inspection Mobile App enable you to accurately record your observations against NSPIRE standards.

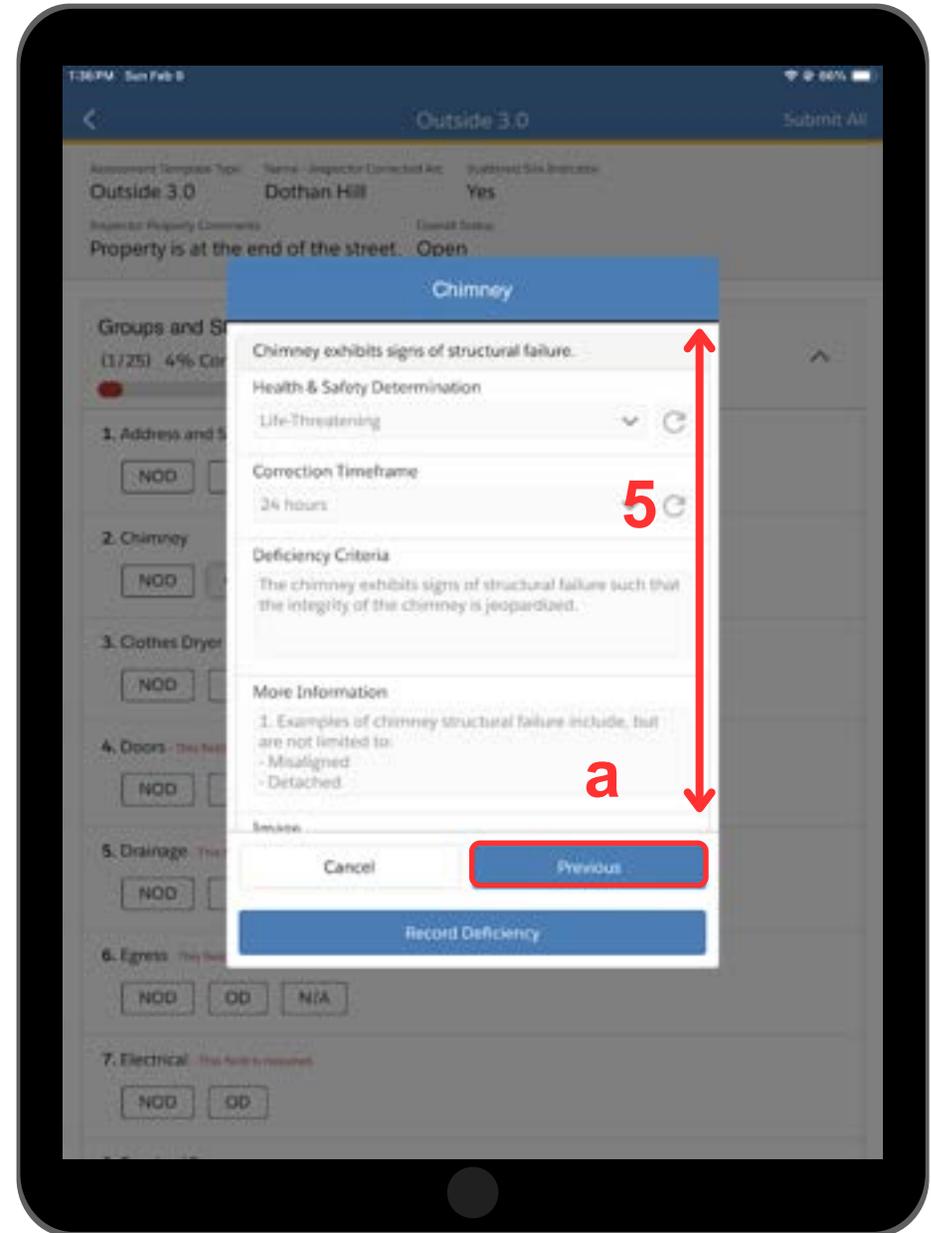
4 | Tap **Next** to continue.



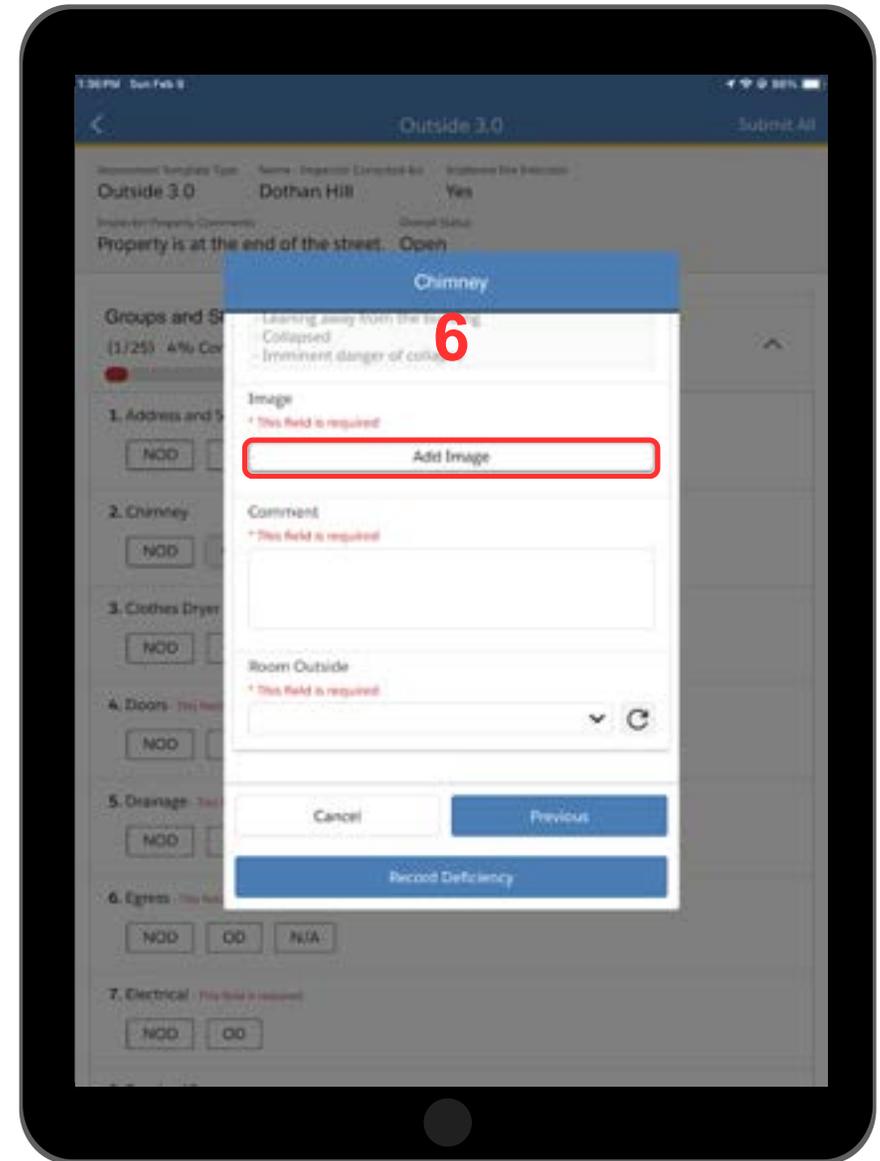
Once the decision tree has been completed, the final screen displays system fields with deficiency severity information.

a | Click **Previous** to change your decision tree selections.

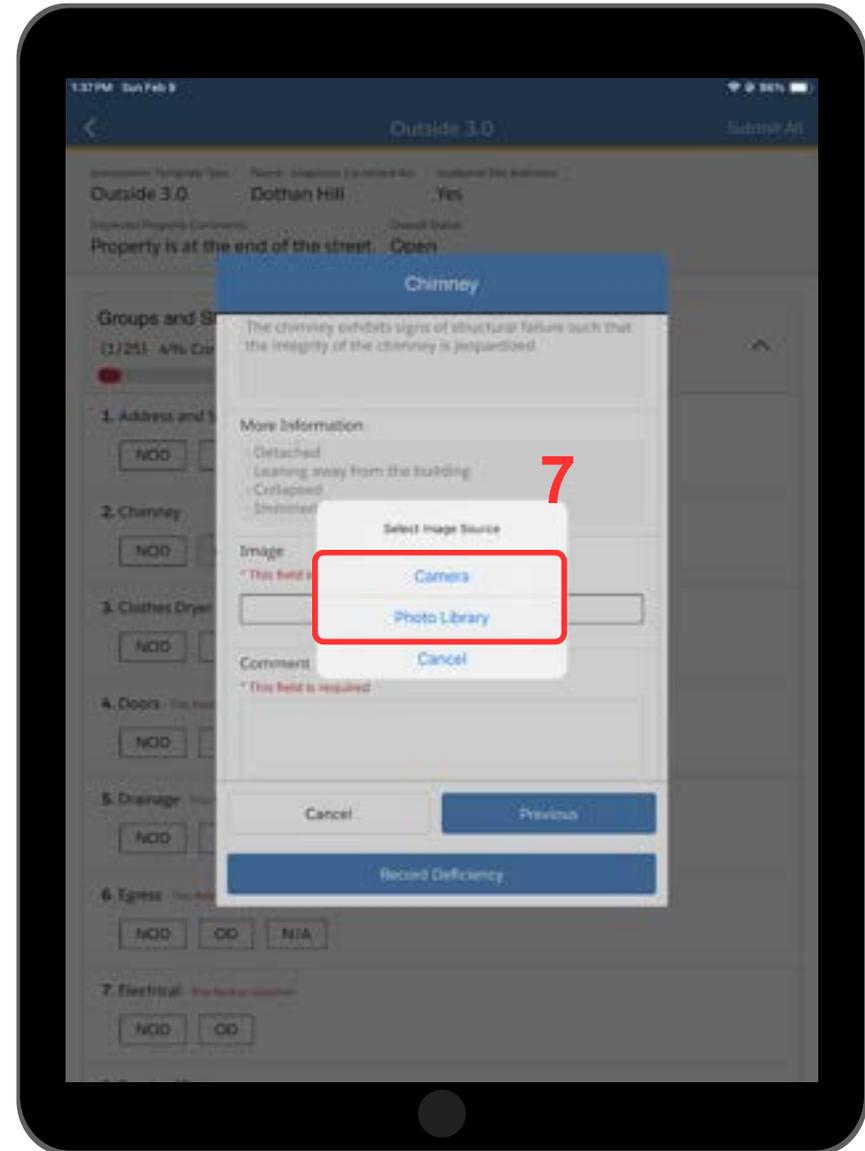
5 | **Scroll down** on this screen to enter additional deficiency details (required).



6 | Tap **Add Image**.



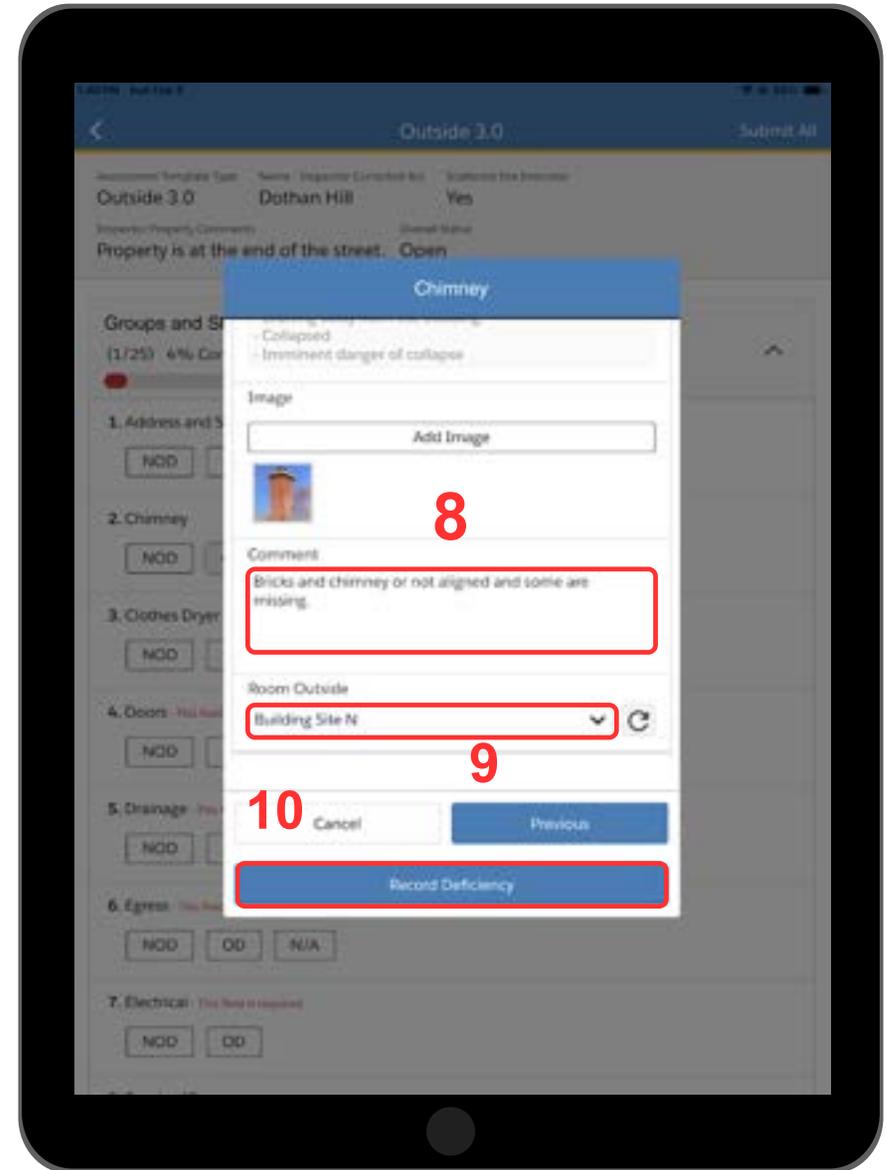
7 | Select “**Camera**” to take a photo using your phone/tablet, or select “**Photo Library**” to select an image from your device folders.



8 | Enter deficiency comments in the **Comments** text box.

9 | Select a deficiency location from the **Room Outside** dropdown picklist.

10 | Tap **Record Deficiency** to finish adding the deficiency.

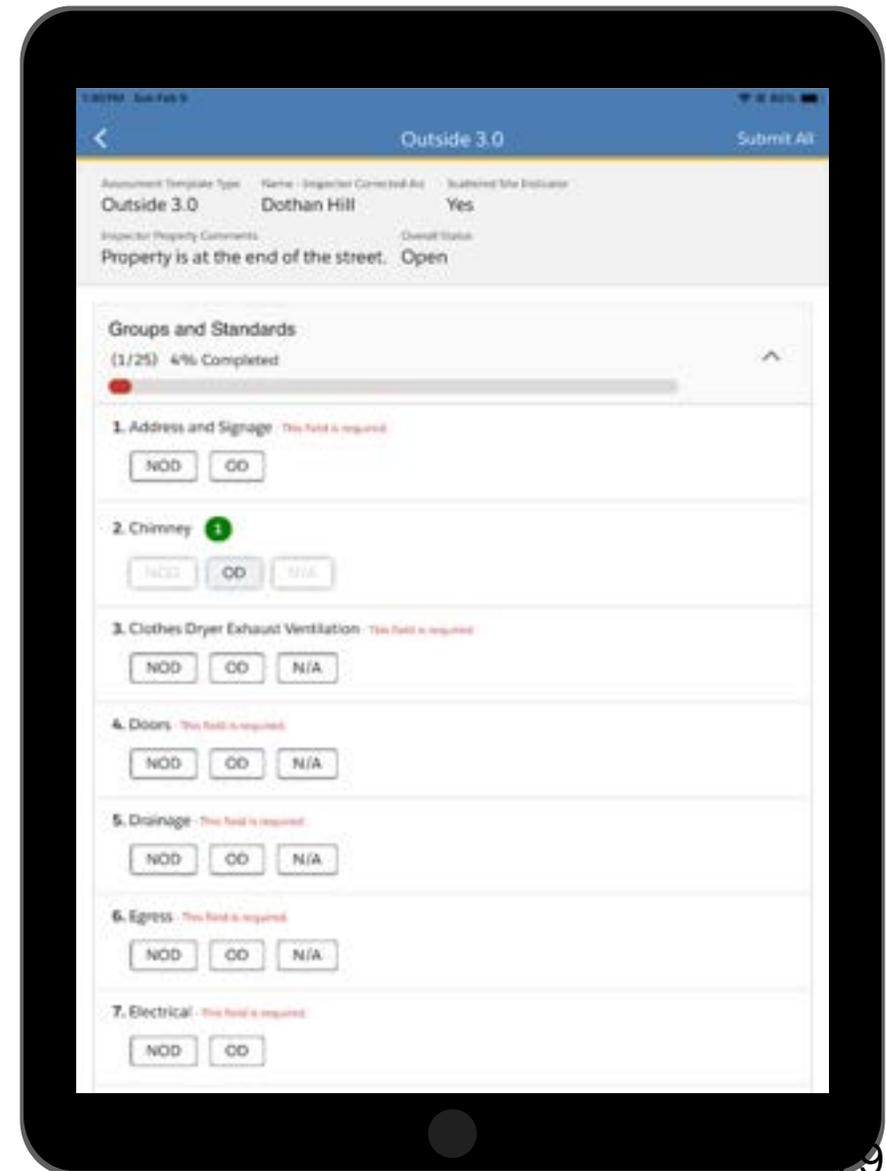


## Edit Outside Assessment Answers

After an “OD” answer has been recorded, a **green number** appears next to the question.

Add additional deficiencies for the same question by following the previous steps (2-10).

Answers can be edited or deleted in the **Data Viewer**.



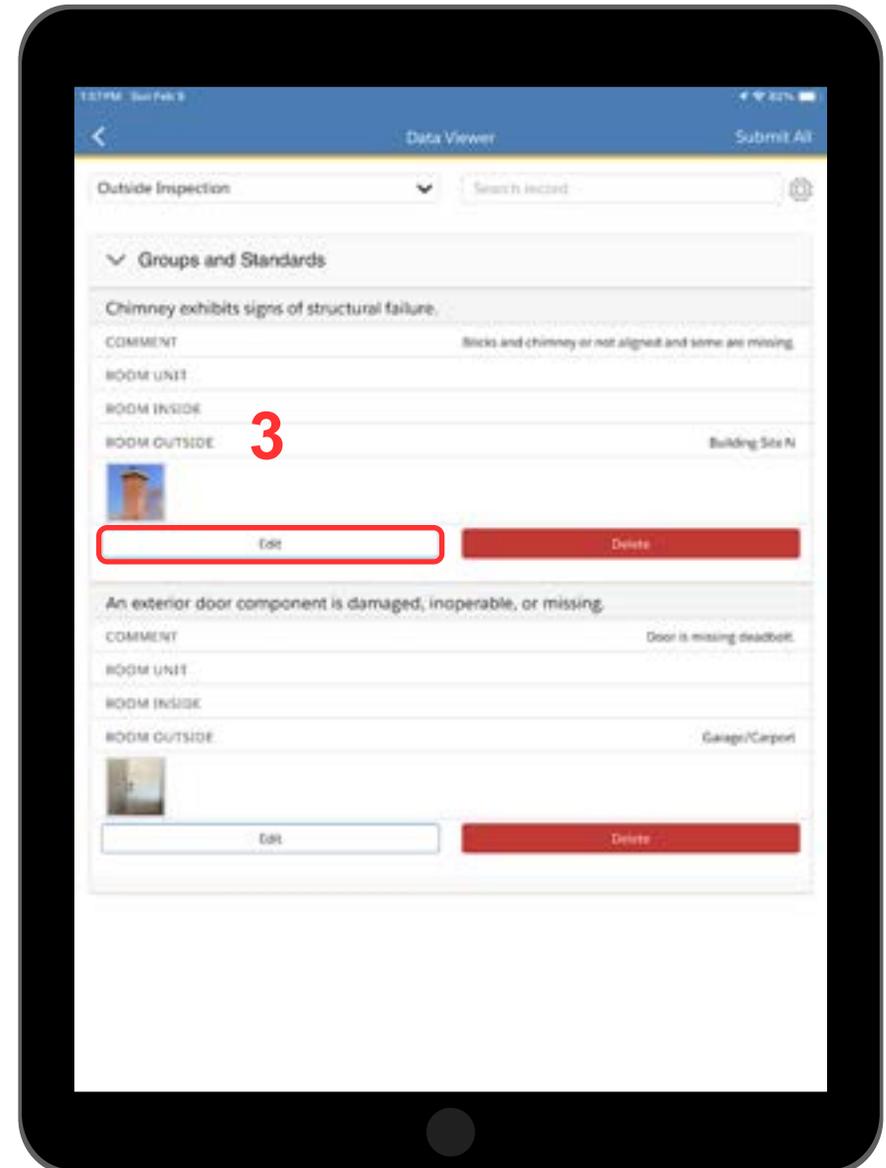
## Edit Outside Assessment Answers

1 | **Long press** (tap and hold) on the **Groups and Standards** area to open the Menu.

2 | Tap **Data Viewer**.

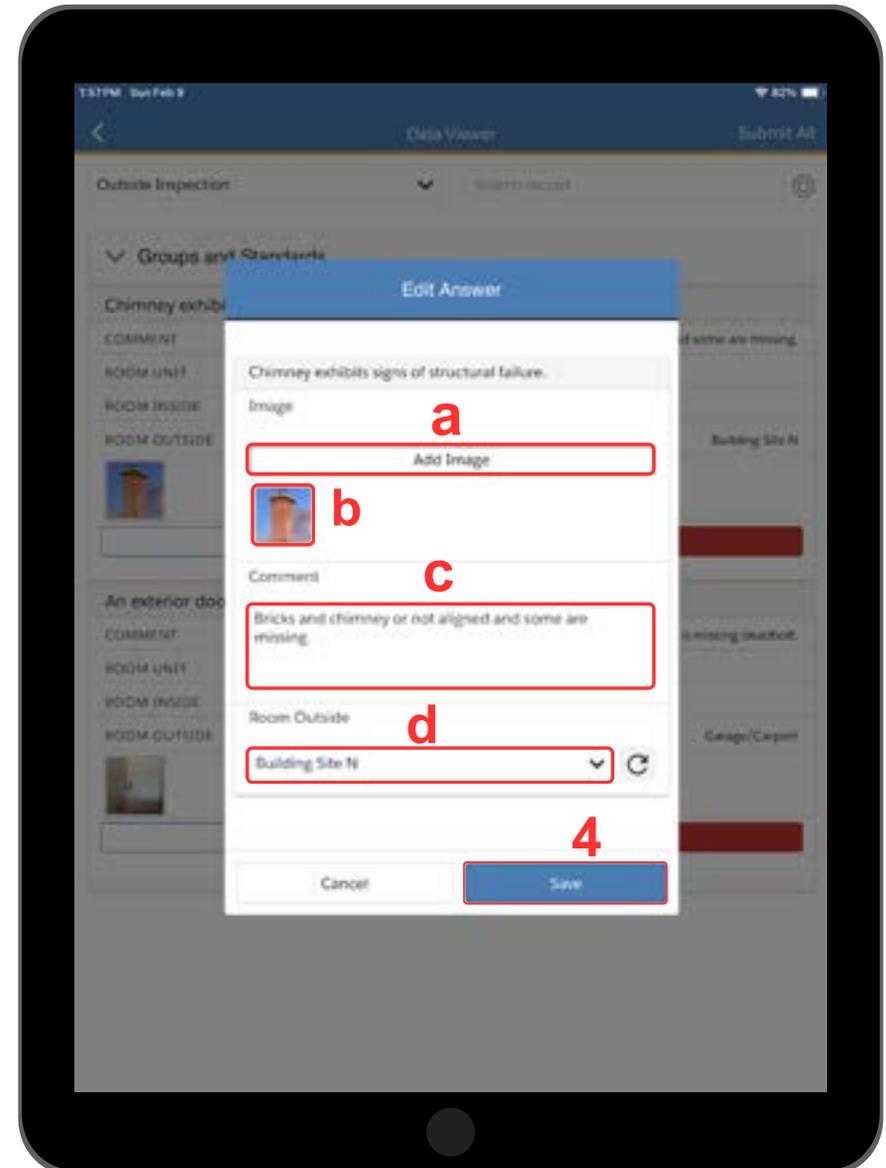


3 | Tap **Edit** on an answer.

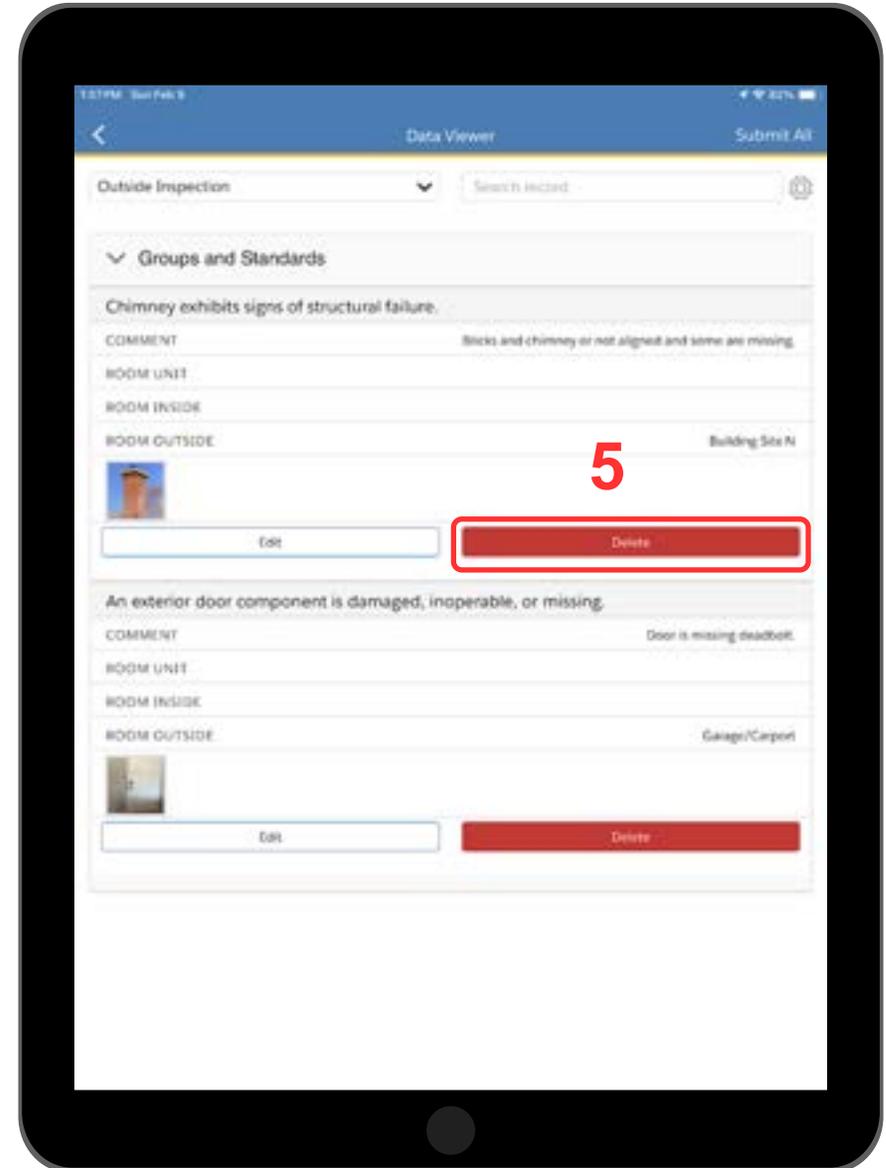


## Edit Options

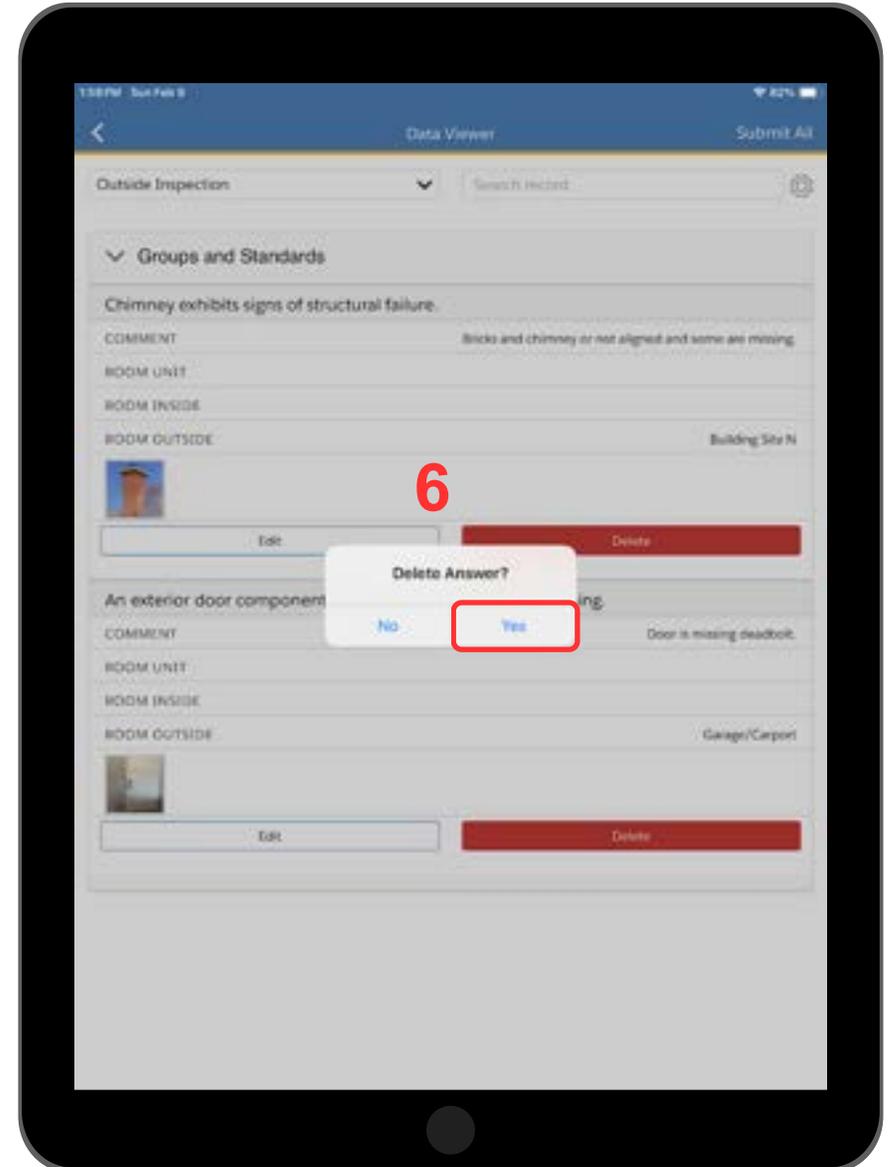
- a. On the edit screen, tap **Add Image** to take an additional photo with your device or to select an image from your device folders.
  - b. To delete an image, long press on the image **thumbnail**, then tap **“Delete.”**
  - c. Edit text in the **Comment** text box.
  - d. Select a different location from the **Room Outside** dropdown picklist.
- 4 | Tap **Save** to confirm your changes.



5 | To delete an answer, tap the **Delete** button.

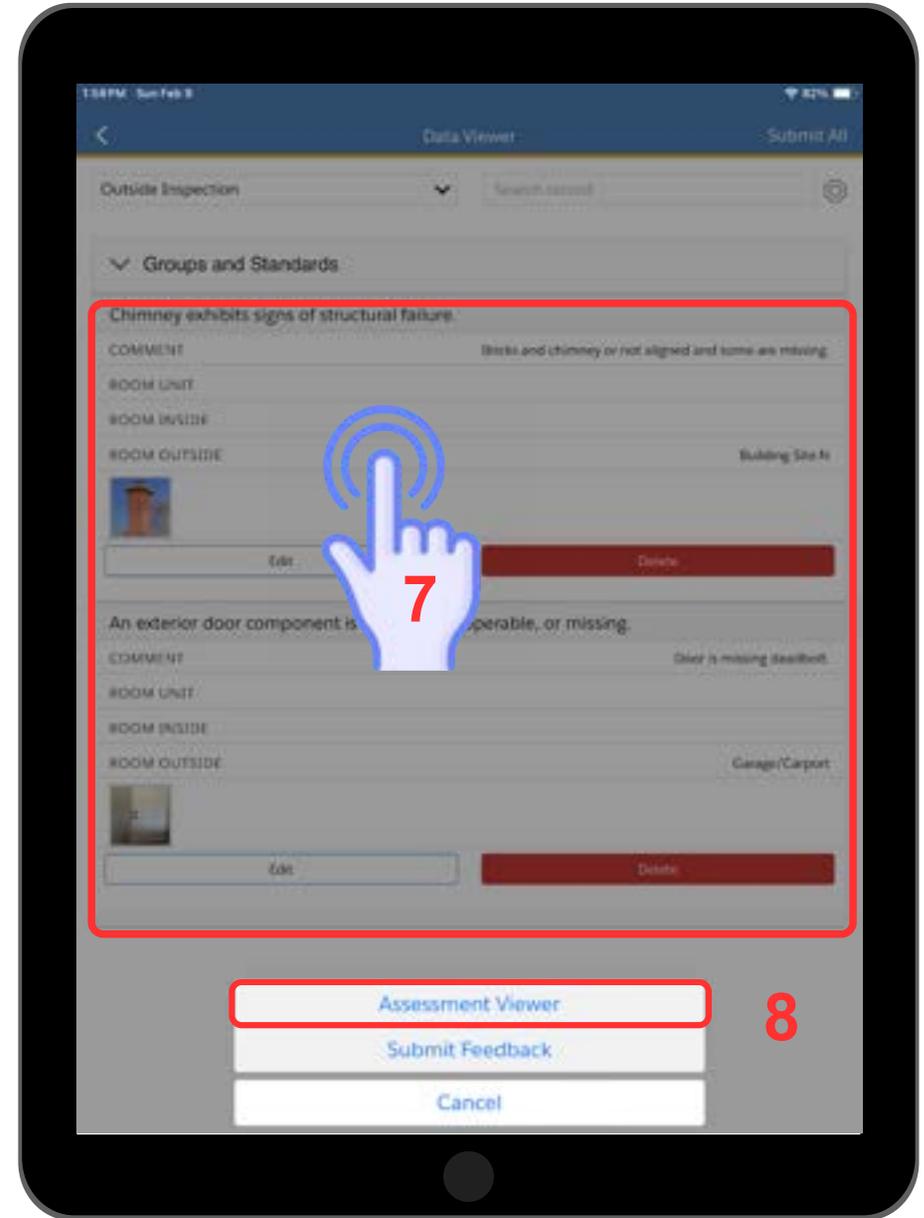


6 | Tap “**Yes**” to finish deleting the answer.



7 | **Long press** (tap and hold) on the **Groups and Standards** area to open the Menu.

8 | Tap **Assessment Viewer**.



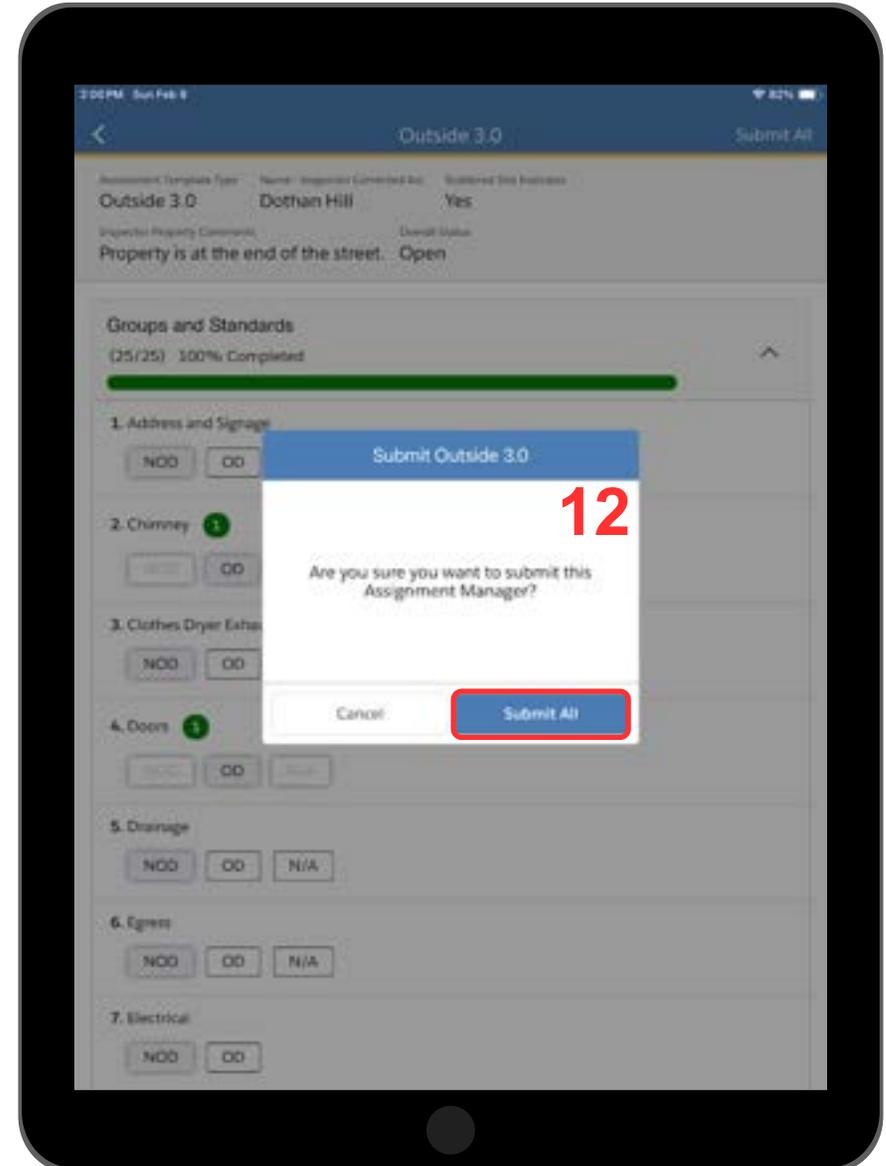
9 | Select a new **answer** for the question with the deleted answer.

10 | The completion tracker will appear **Green** when all answers have been recorded.

11 | Tap **Submit All** when the assessment has been completed.



12 | Tap **Submit All** on the confirmation message to finish submitting the Outside assessment.





# Building Information & Assessments

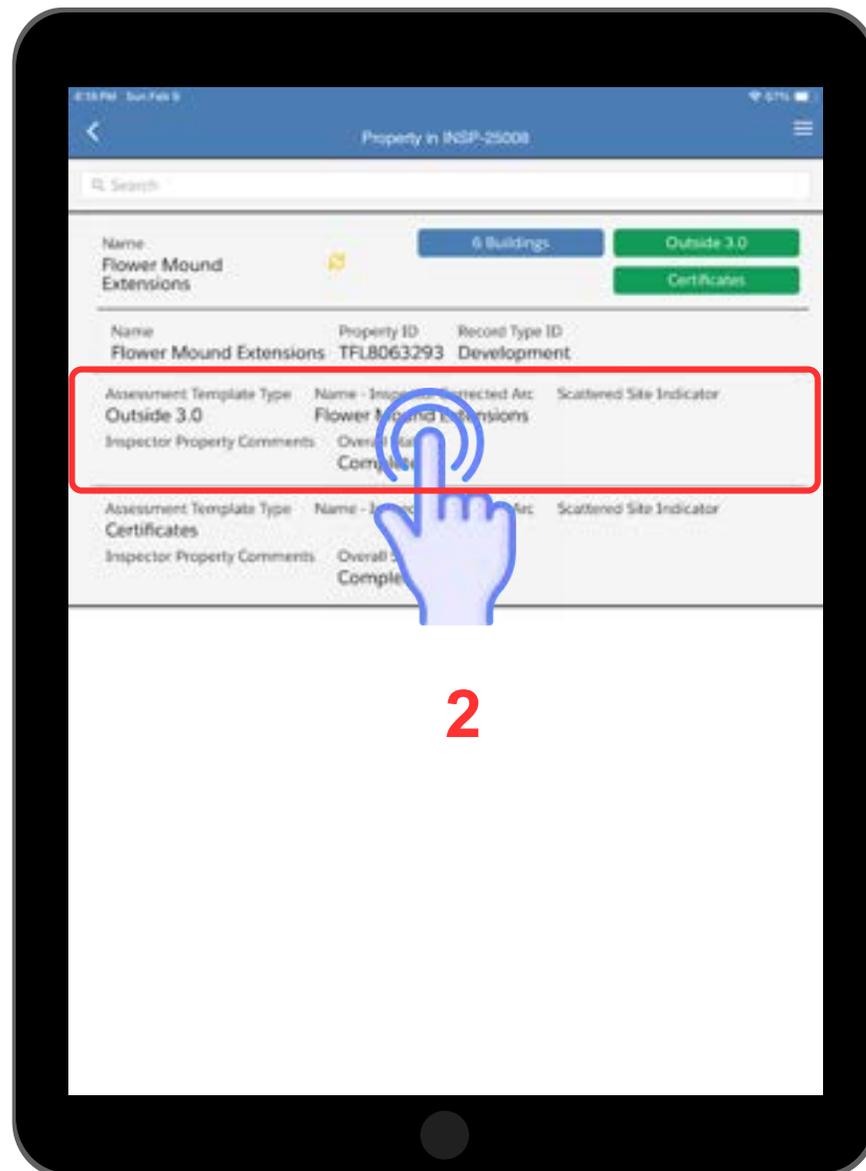


## Edit Building Information (Inside)

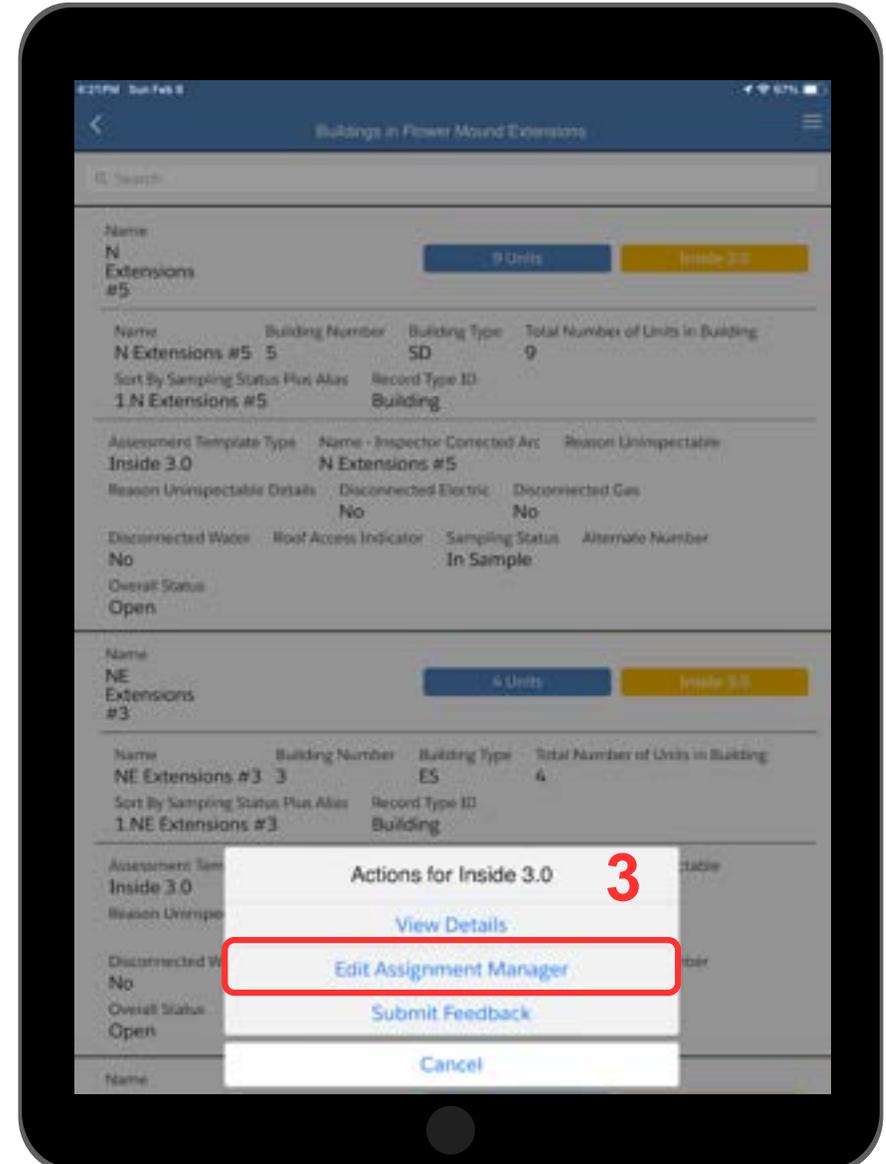
1 | Tap the **Buildings** button on the inspection to view associated buildings.



2 | **Long press** (tap and hold) on the **Inside 3.0 assignment manager** to open the Actions Menu.



## 3 | Tap Edit Assignment Manager.



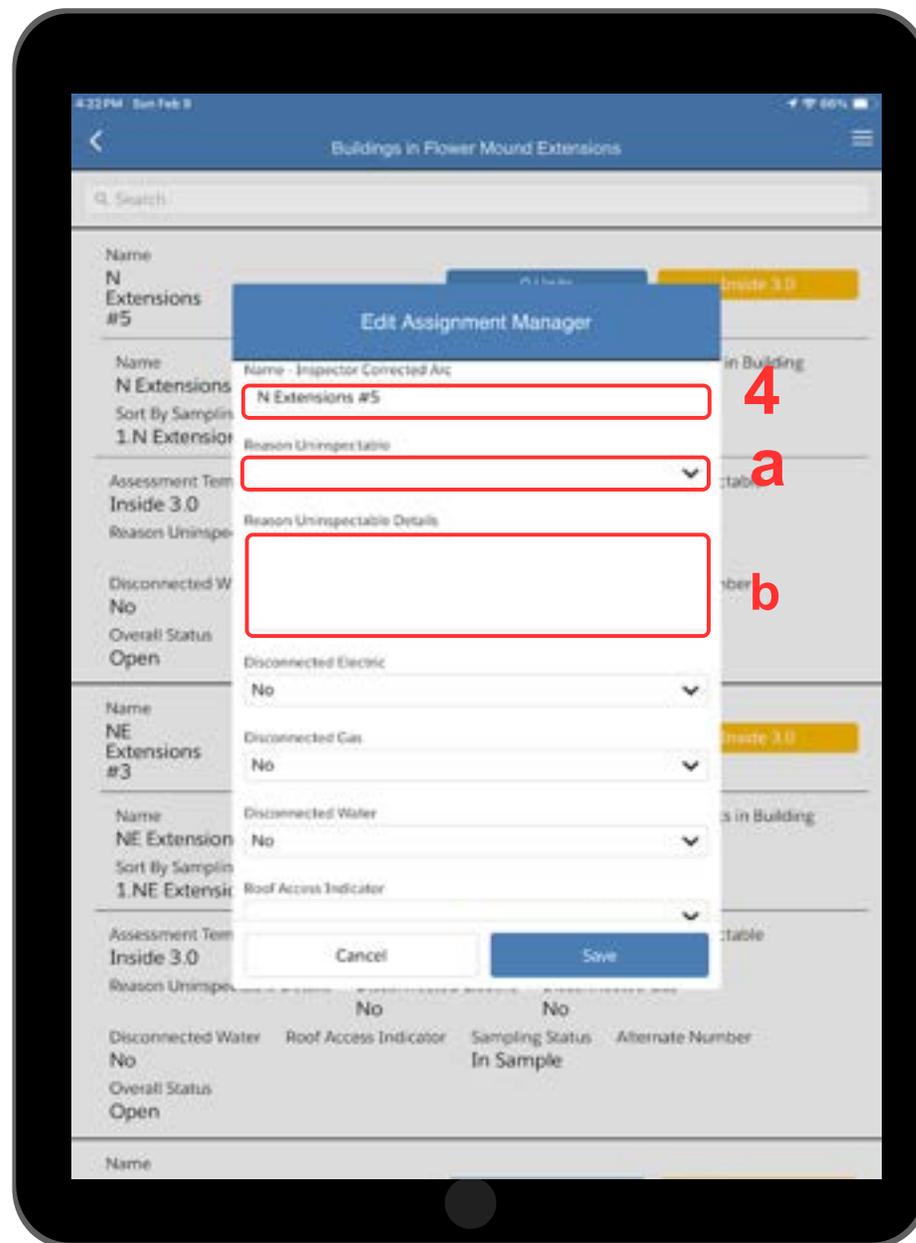
## 4 | Modify **Name - Inspector Corrected Arc** field (optional).

This field is used to correct the building name, as needed.

### If the building cannot be inspected:

a. Select a value from the **Reason Uninspectable** dropdown picklist.

b. Enter **Reason Uninspectable Details** in the text box.

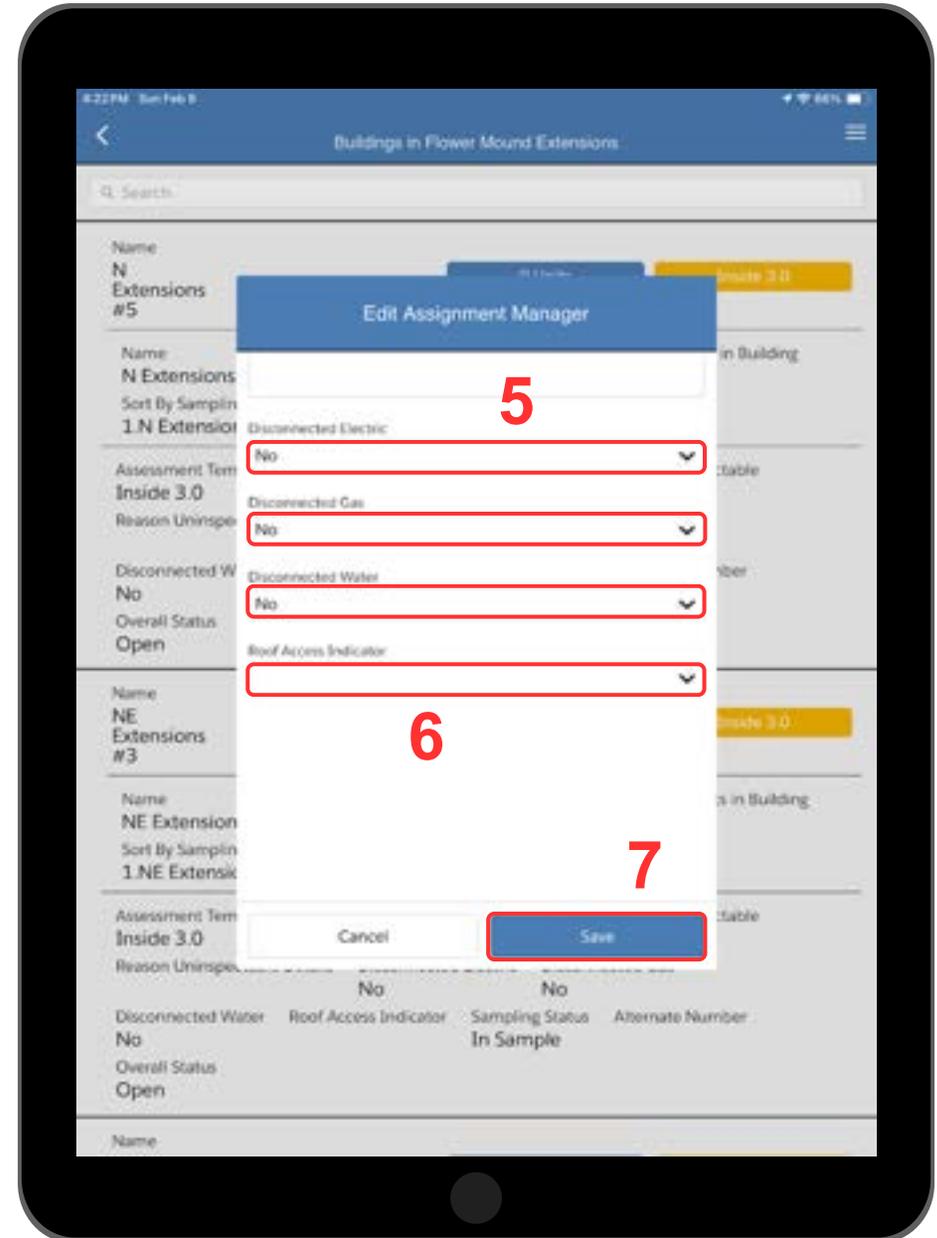


5 | Select “**Yes,**” “**No,**” or “**N/A**” for the following fields:

- Disconnected Electric**
- Disconnected Gas**
- Disconnected Water**

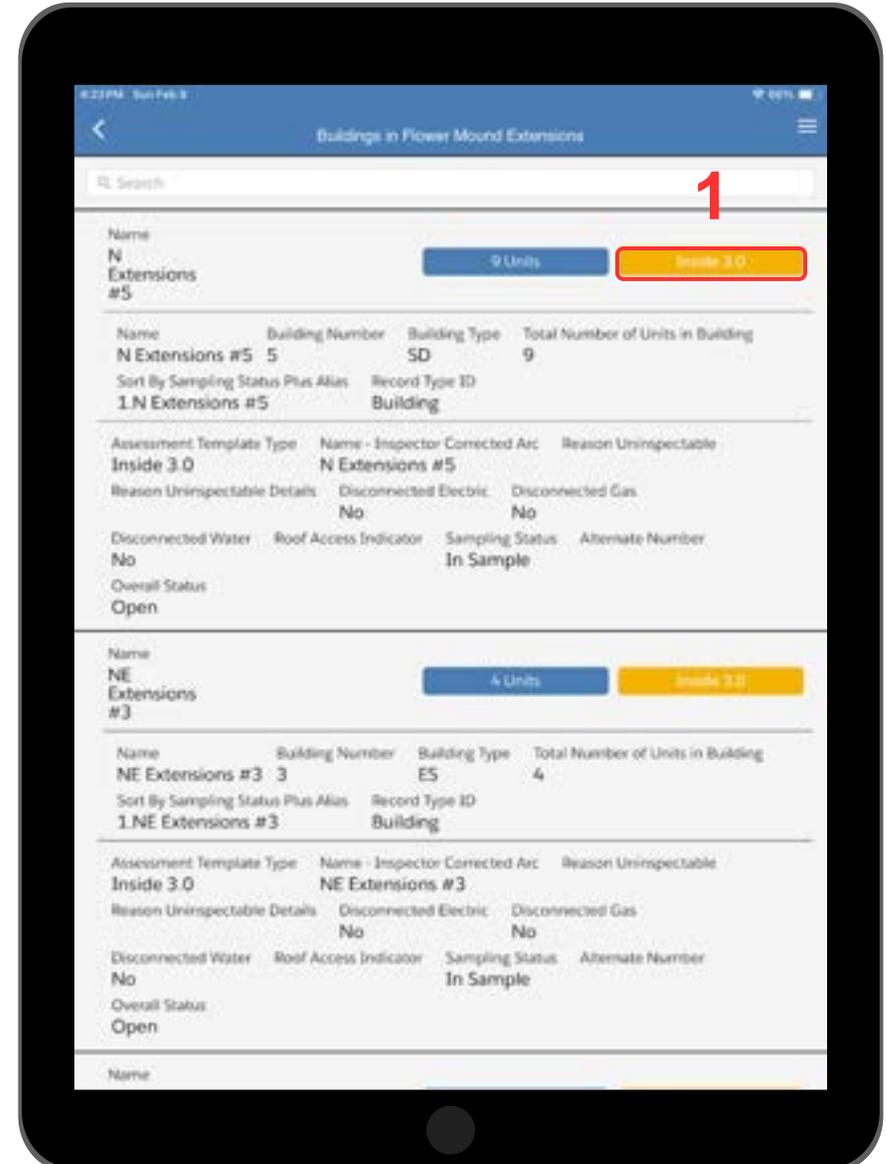
6 | Select a value from the **Roof Access Indicator** dropdown picklist.

7 | Tap **Save**.



## Complete the Inside Assessment

1 | Tap the **Inside 3.0** button at the Building level.



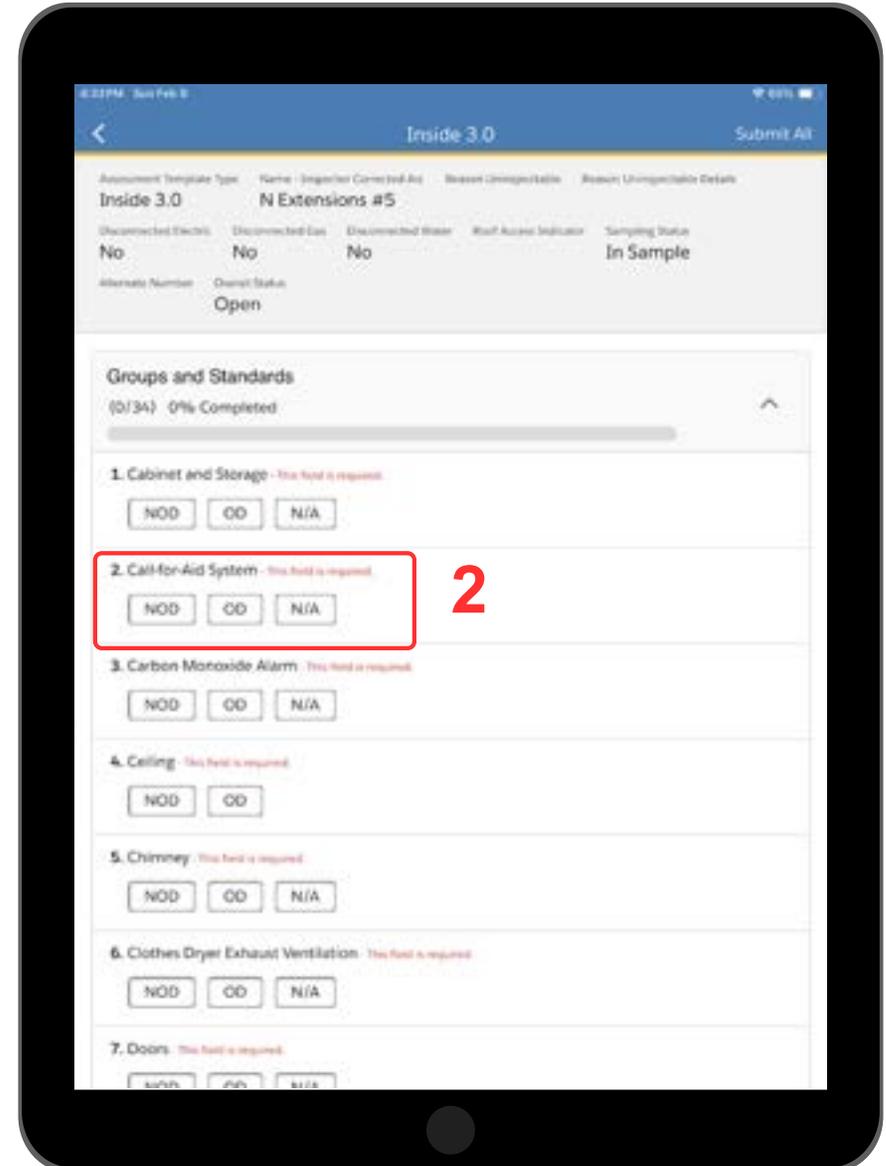
2 | Select an **answer** for each question in the assessment:

“**NOD**” - No Observed Deficiency

“**OD**” - Observed Deficiency

“**N/A**” - Not Applicable

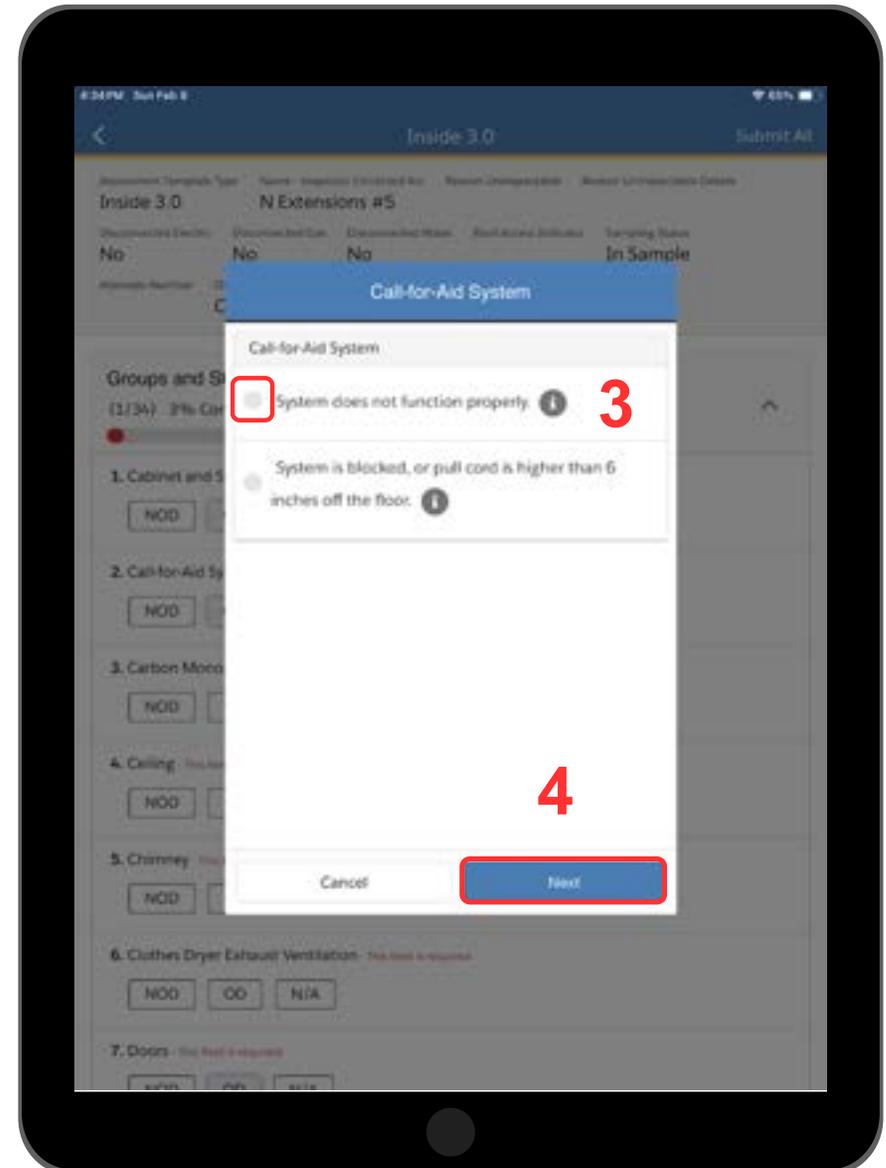
**NOTE:** Not all questions have an “N/A” answer option.



3 | If you selected “OD,” make **additional selections** as prompted to complete the decision tree.

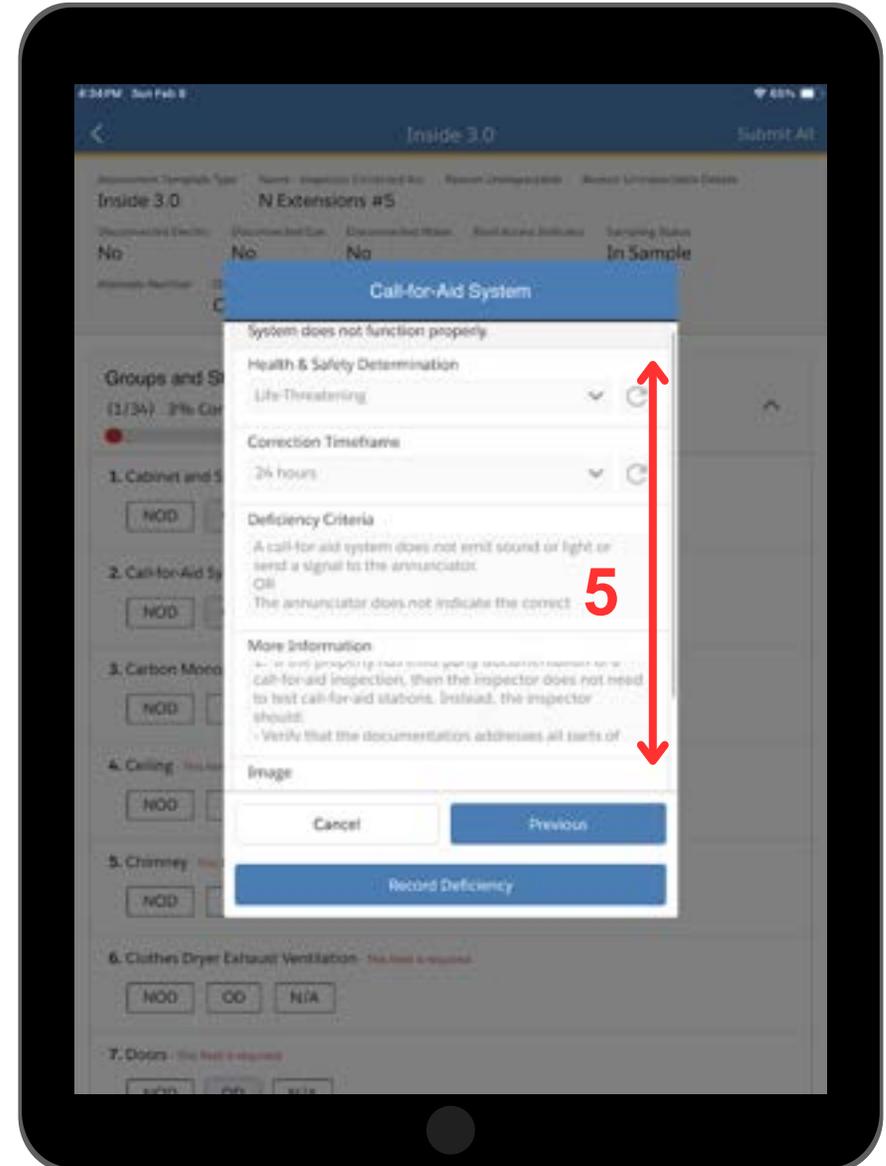
a | Click **Cancel** to change your decision tree selections.

4 | Tap **Next** to continue.

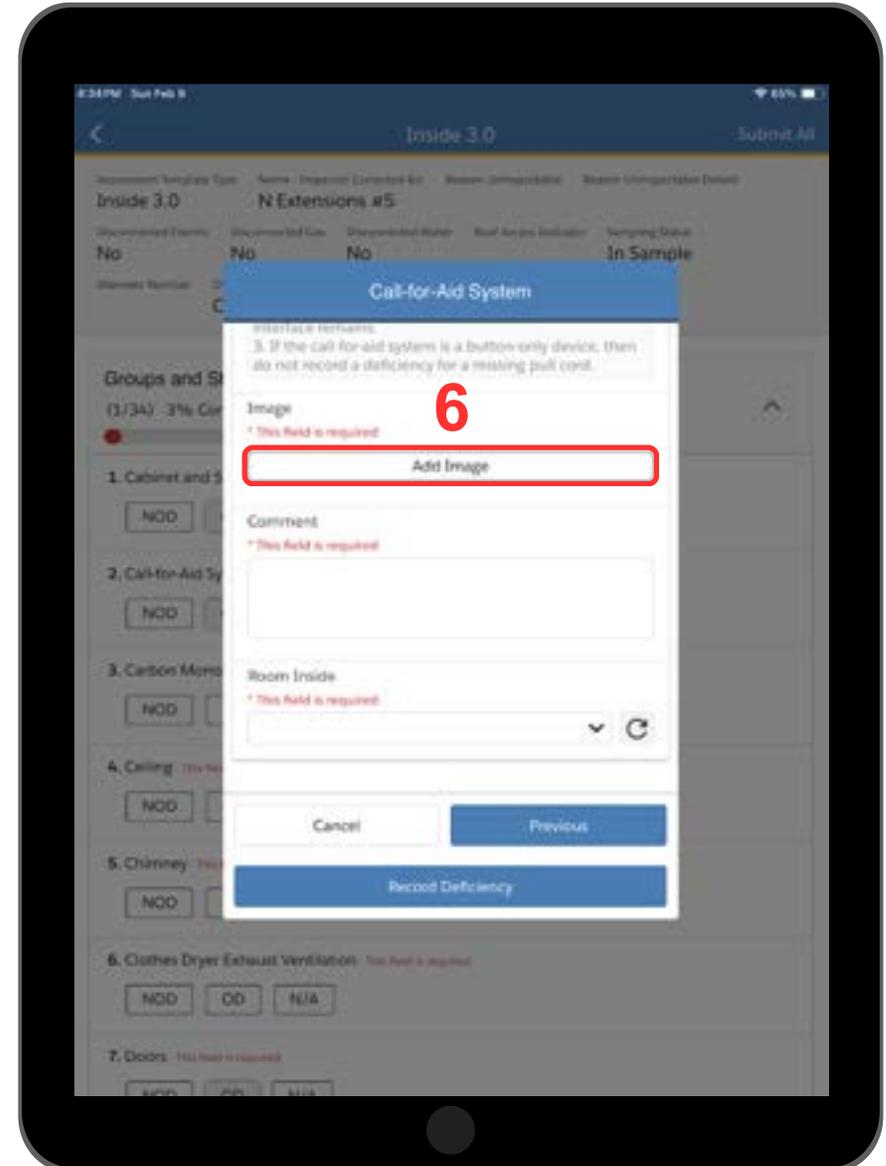


Once the decision tree has been completed, the final screen displays system fields with deficiency severity information.

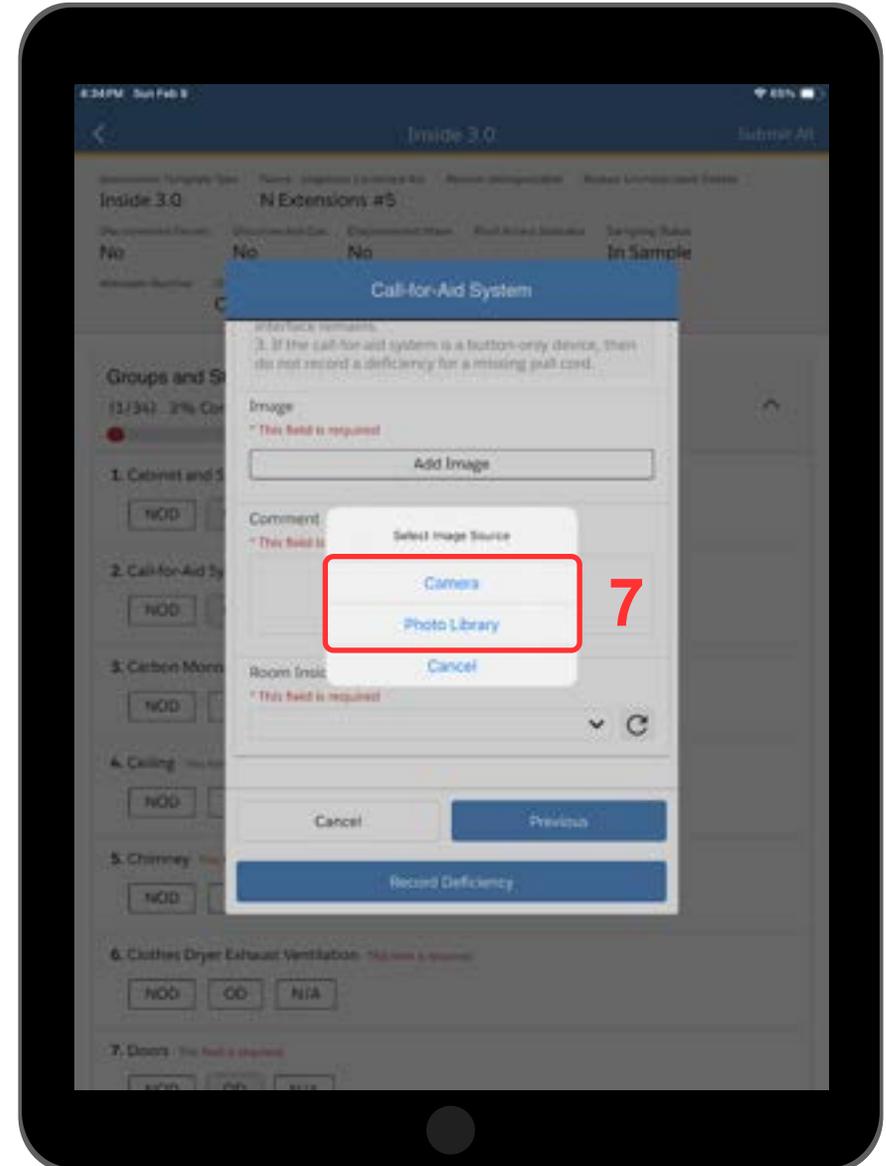
5 | **Scroll down** on this screen to enter additional deficiency details (required).



6 | Tap **Add Image**.



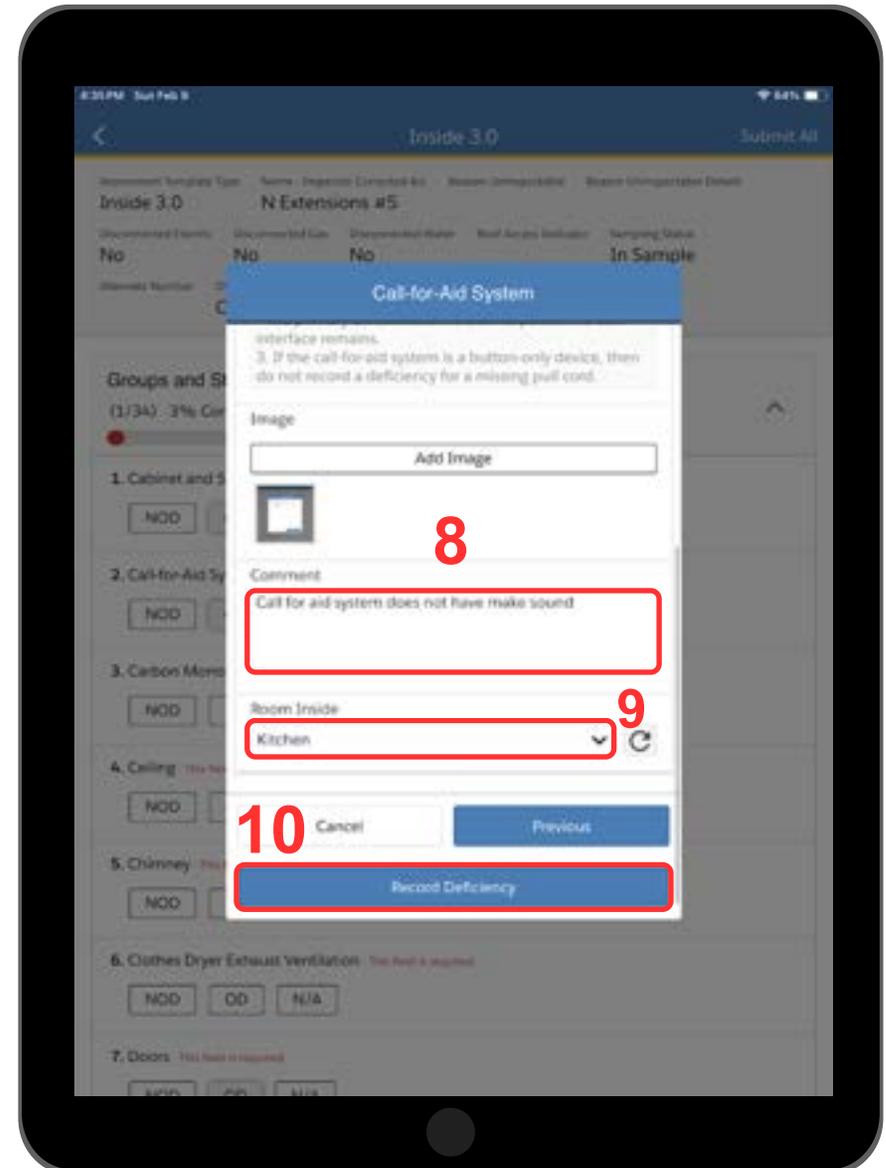
7 | Select “**Camera**” to take a photo using your phone/tablet, or select “**Photo Library**” to select an image from your device folders.



8 | Enter deficiency comments in the **Comments** text box.

9 | Select a deficiency location from the **Room Inside** dropdown picklist.

10 | Tap **Record Deficiency** to finish adding the deficiency.



# Edit Inside Assessment Answers

After an “OD” answer has been recorded, a **green number** appears next to the question.

Add additional deficiencies for the same question by following the previous steps (2-10).

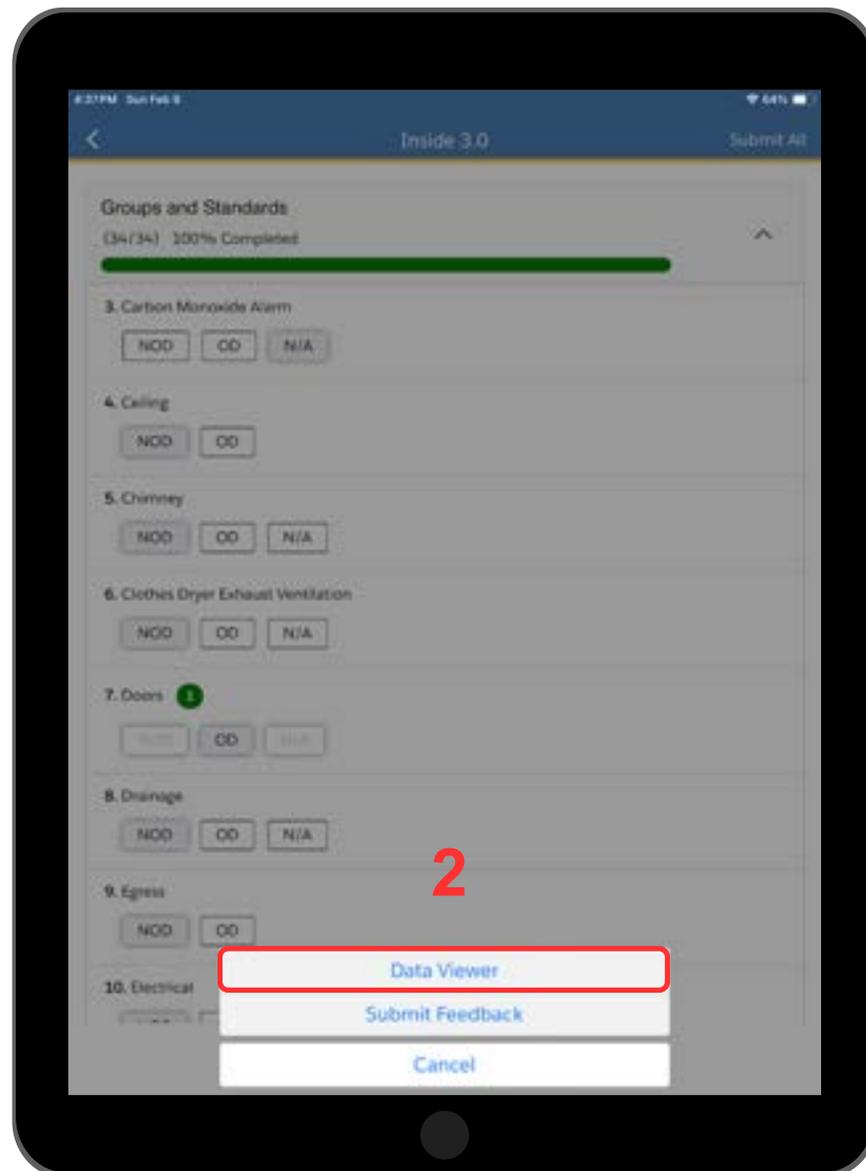
Answers can be edited or deleted in the **Data Viewer**.

1 | **Long Press** (tap and hold) on the **Groups and Standards** to open the Menu.

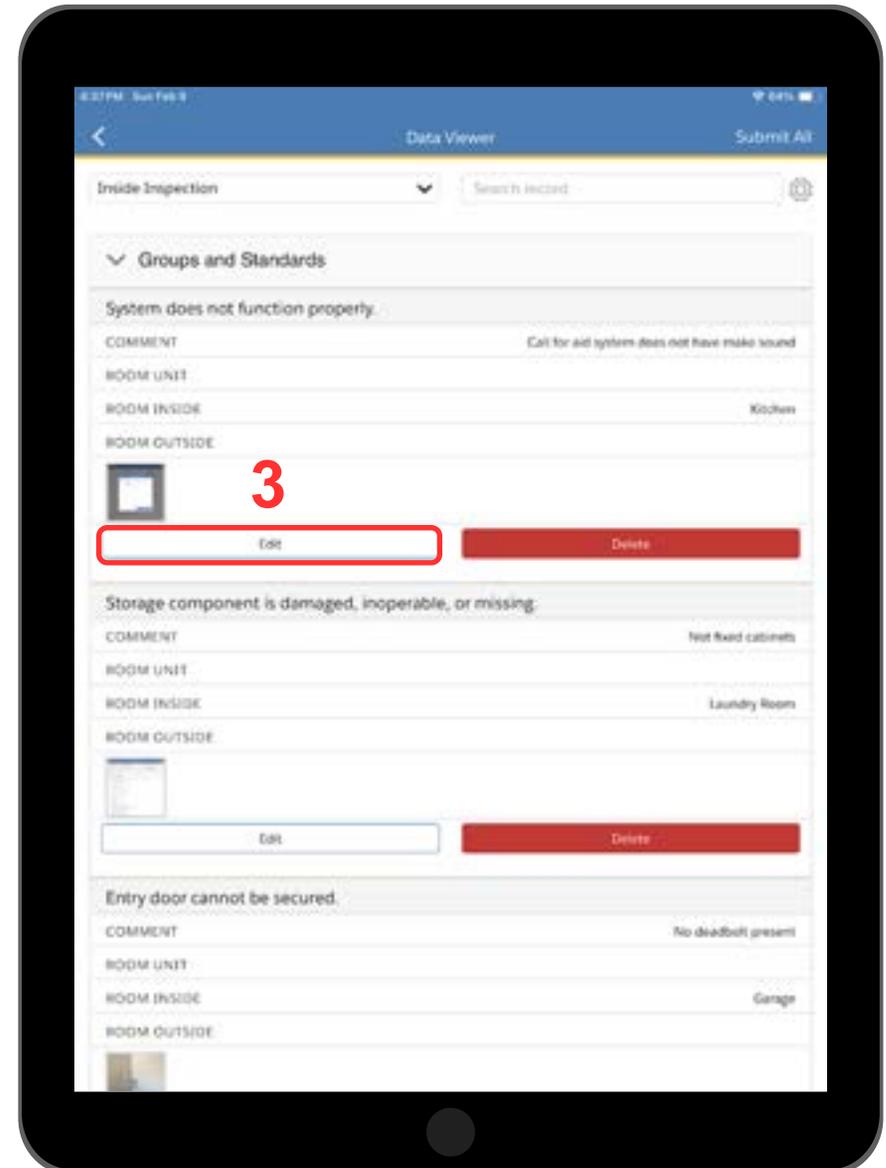


## Edit Inside Assessment Answers

2 | Tap **Data Viewer**.

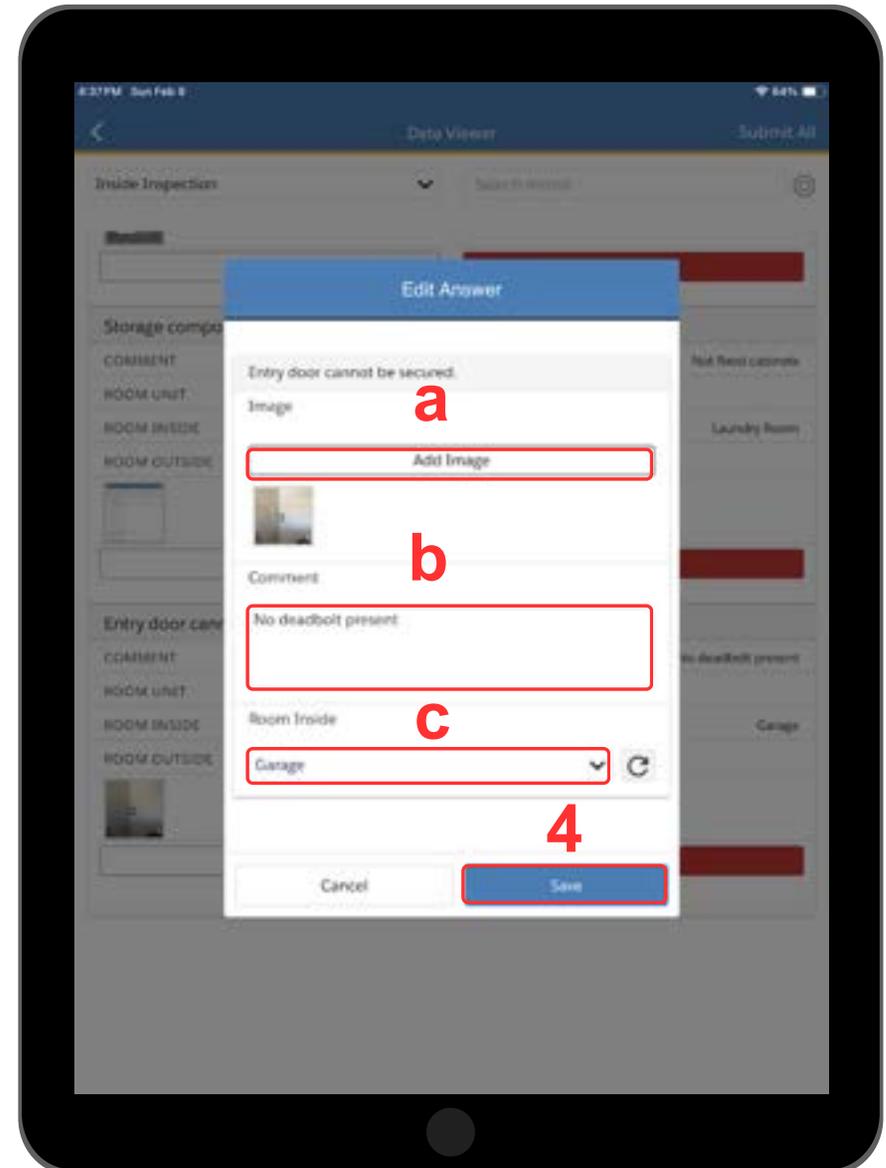


3 | Tap **Edit** on an answer.

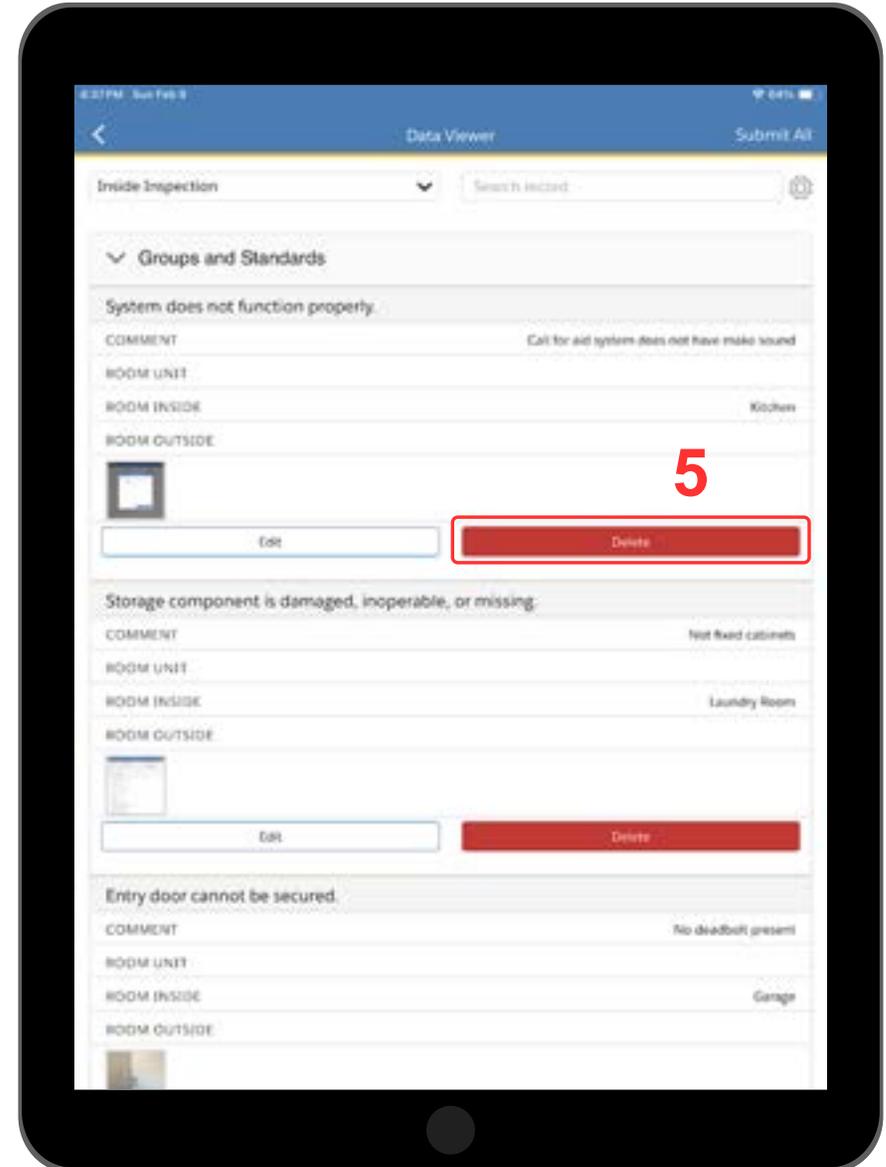


## Edit Options

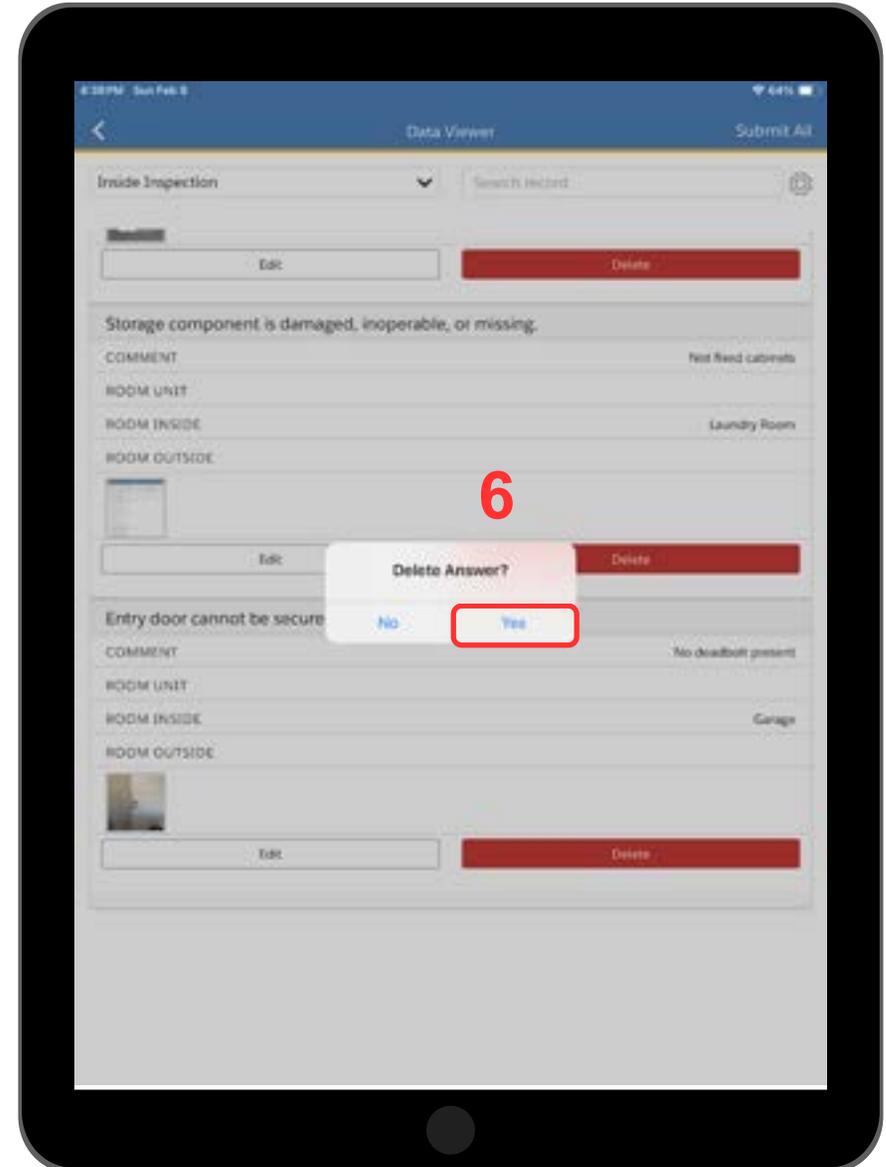
- a. On the edit screen, tap **Add Image** to take an additional photo with your device or to select an image from your device folders.
  - b. To delete an image, long press on the image **thumbnail**, then tap **“Delete.”**
  - c. Edit text in the **Comment** text box.
  - d. Select a different location from the **Room Outside** dropdown picklist.
- 4 | Tap **Save** to confirm your changes.



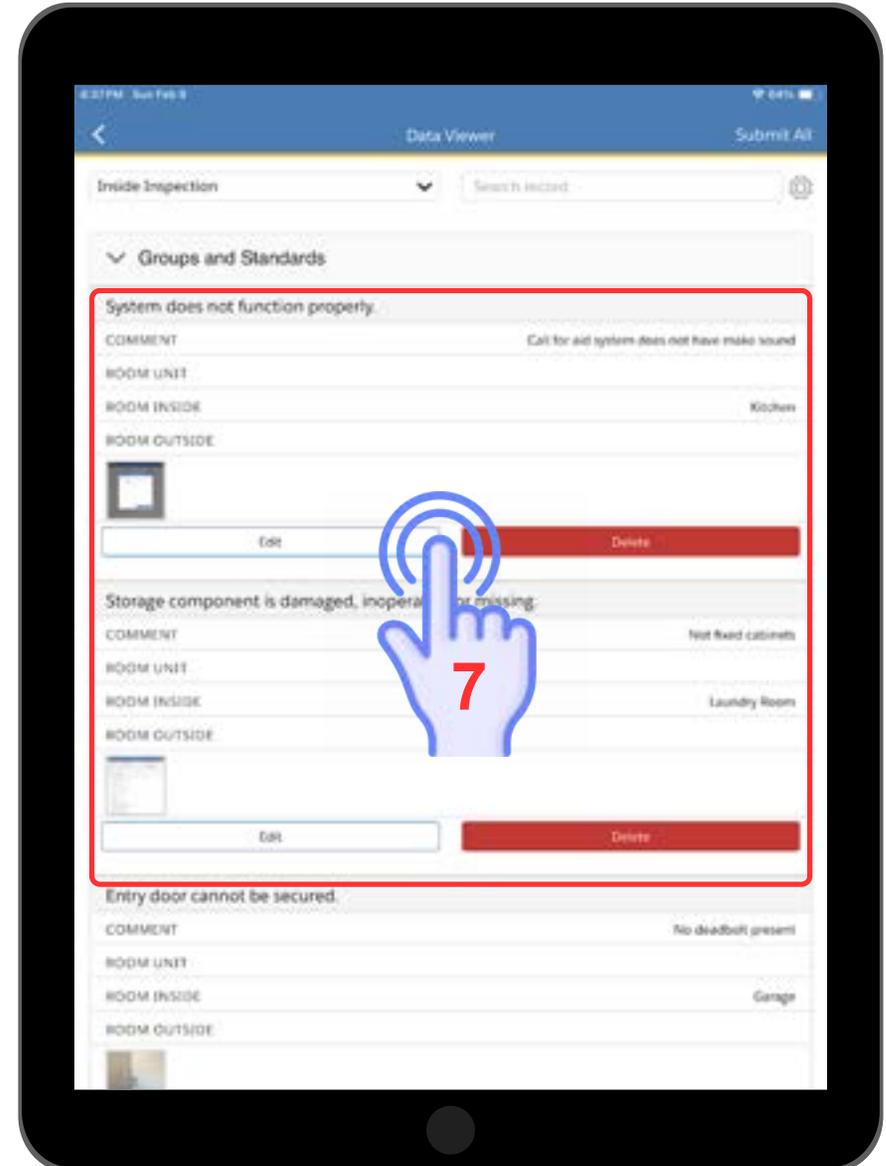
5 | To delete an answer, tap the **Delete** button.



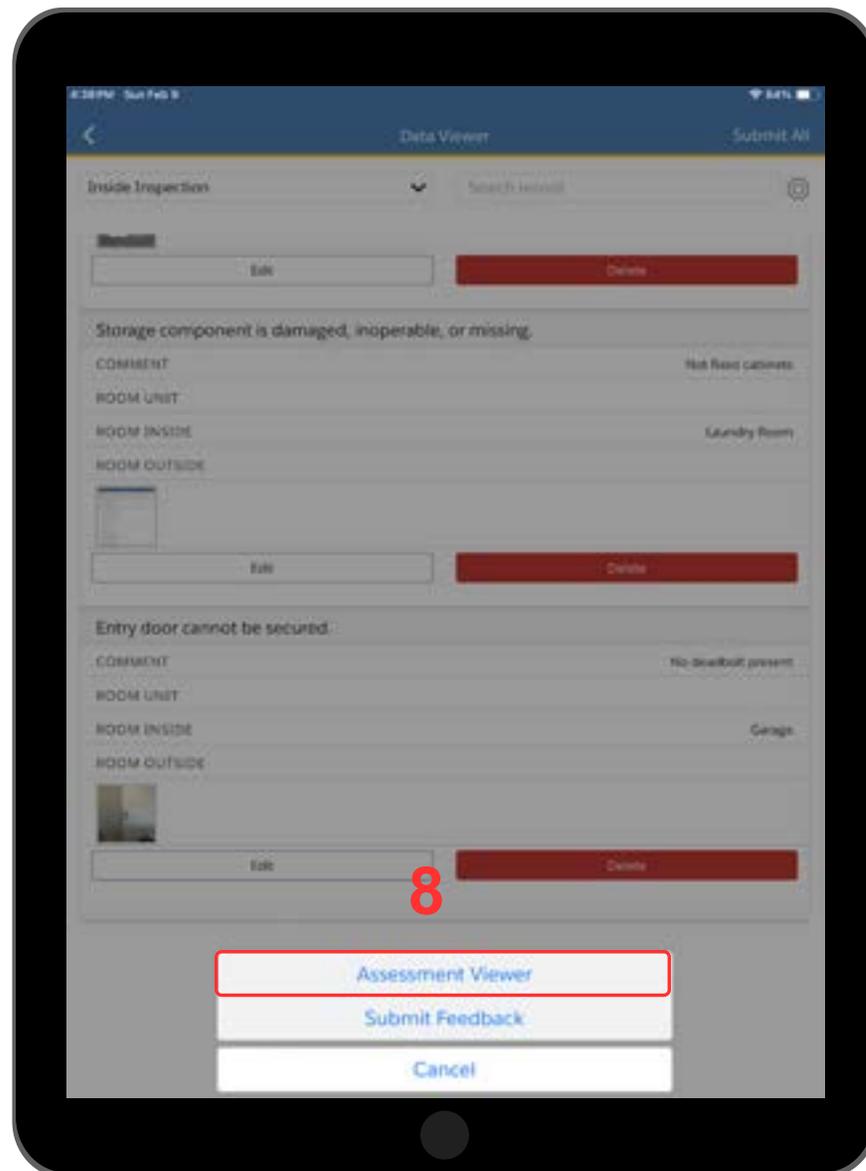
6 | Tap “**Yes**” to finish deleting the answer.



7 | **Long Press** (tap and hold) on the **Groups and Standards** to open the Menu.



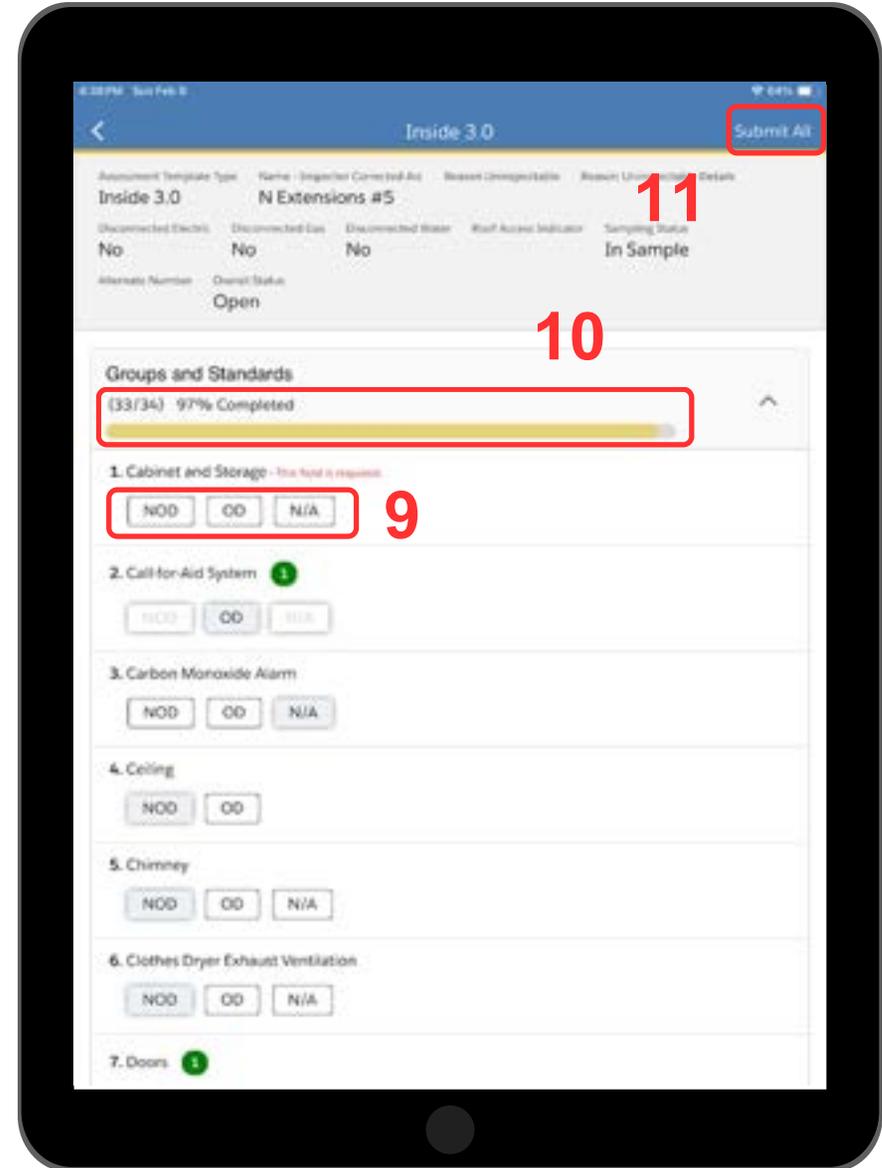
8 | Tap **Assessment Viewer**.



9 | Select a new **answer** for the question with the deleted answer.

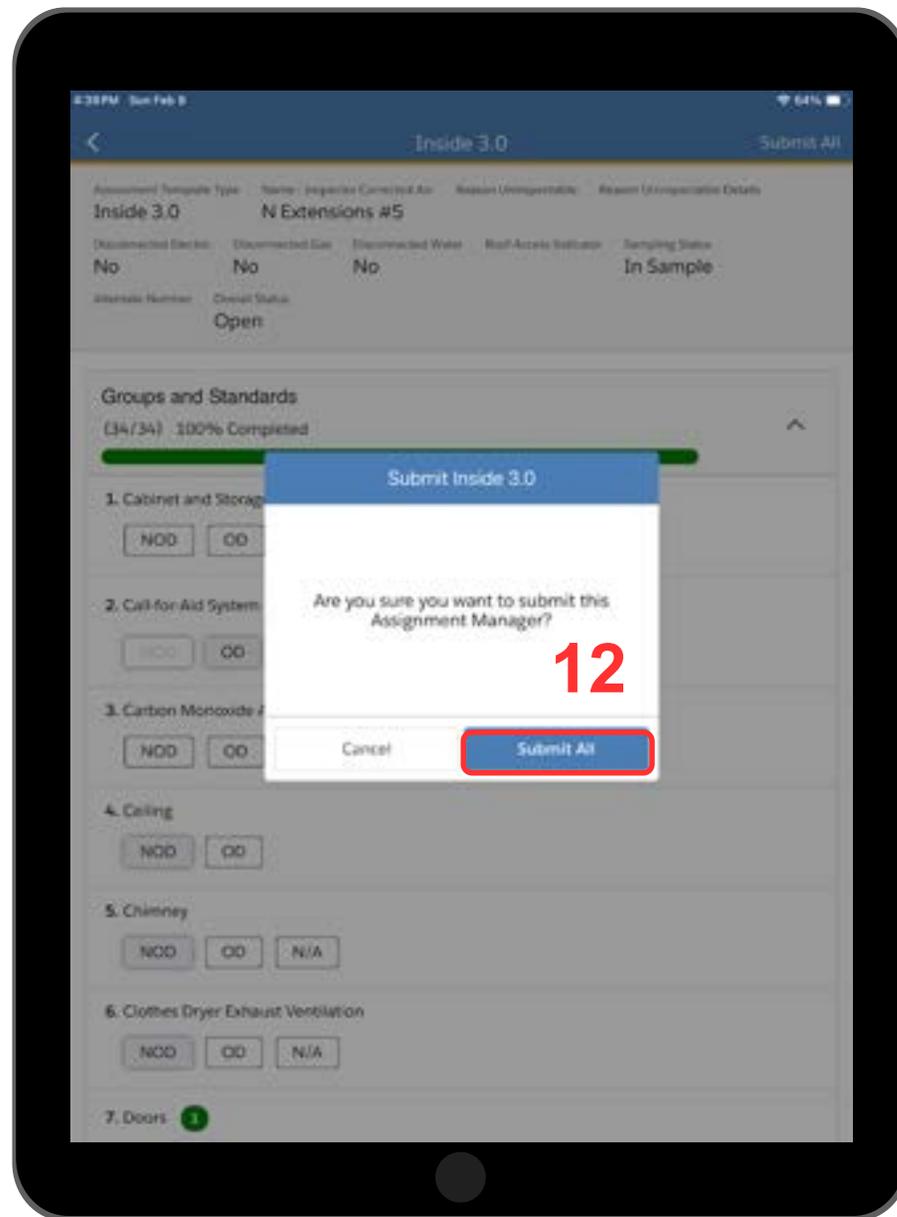
10 | The completion tracker will appear **Green** when all answers have been recorded.

11 | Tap **Submit All** when the assessment has been completed.



12 | Tap **Submit All** on the confirmation message to finish submitting the Inside assessment.

**Repeat** the steps in this section to complete all Inside assignment managers (one per building in the sample).



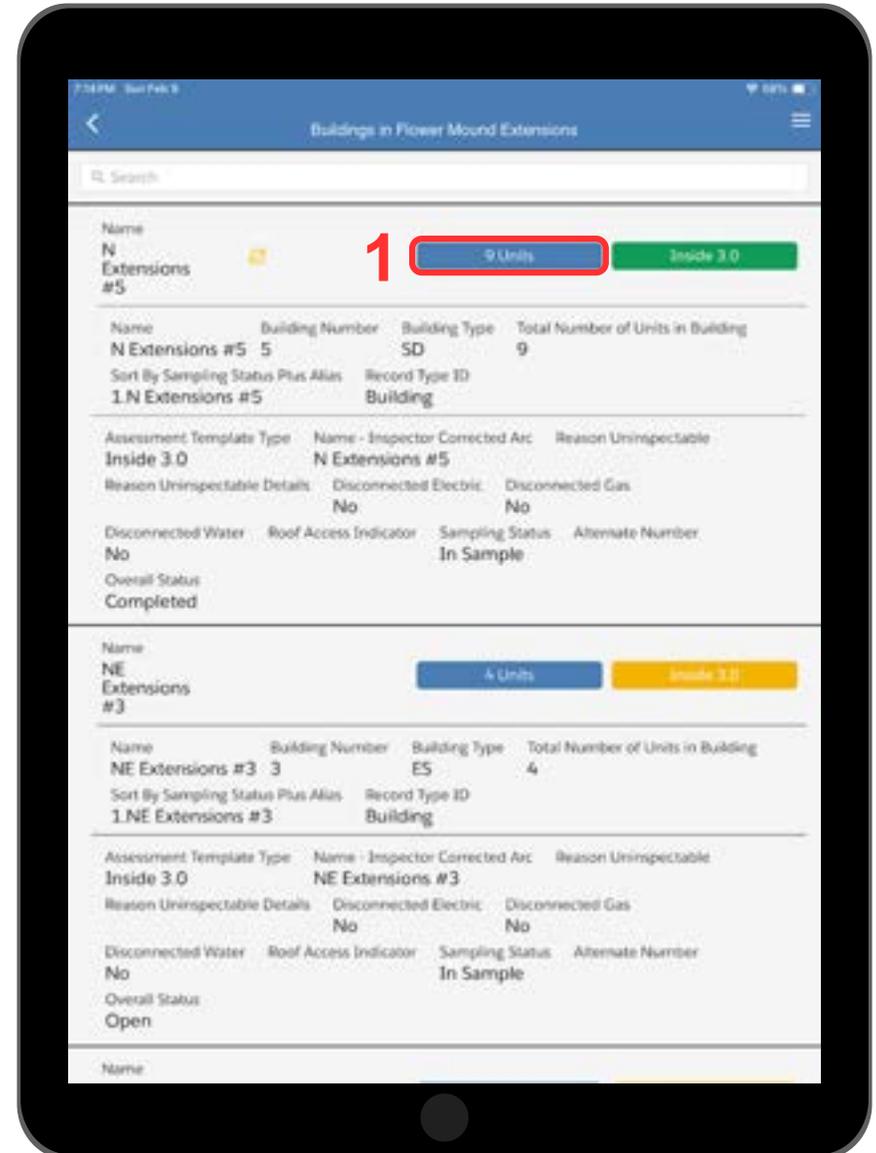


## Unit Information & Assessments

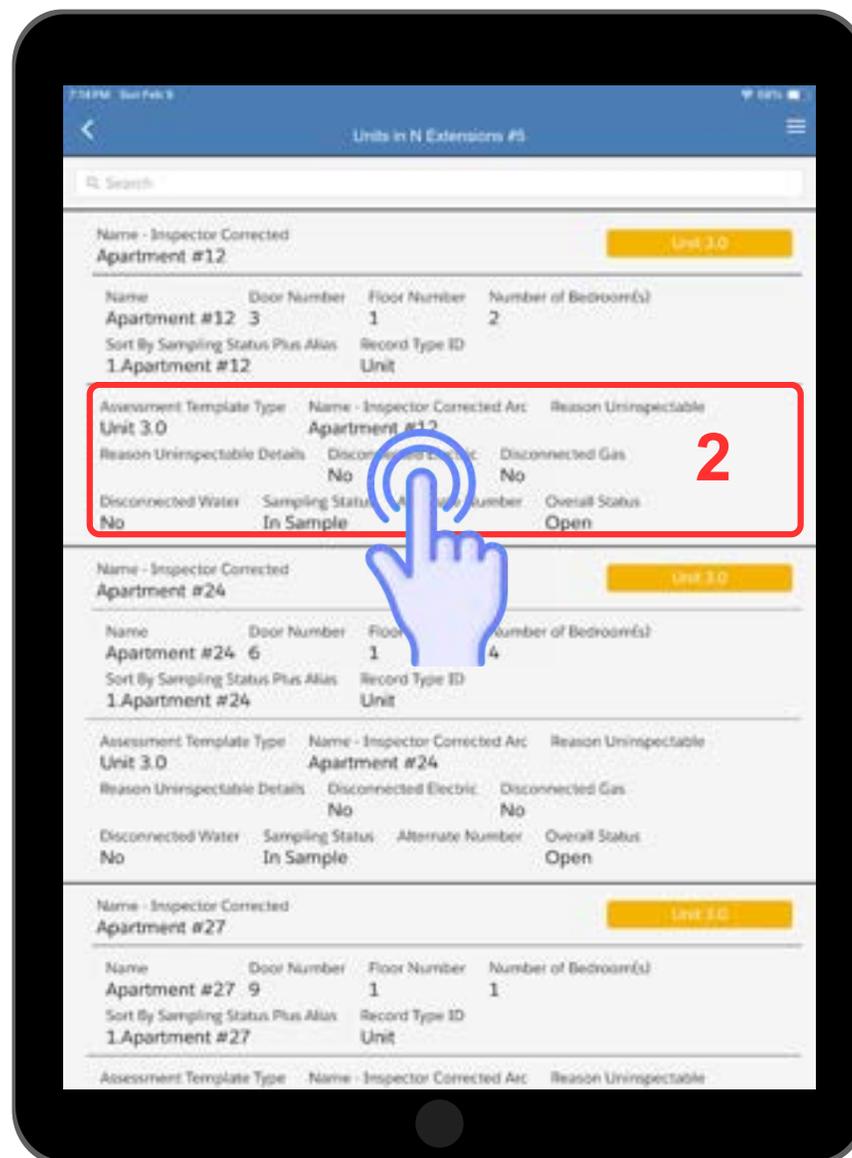


## Edit Unit Information

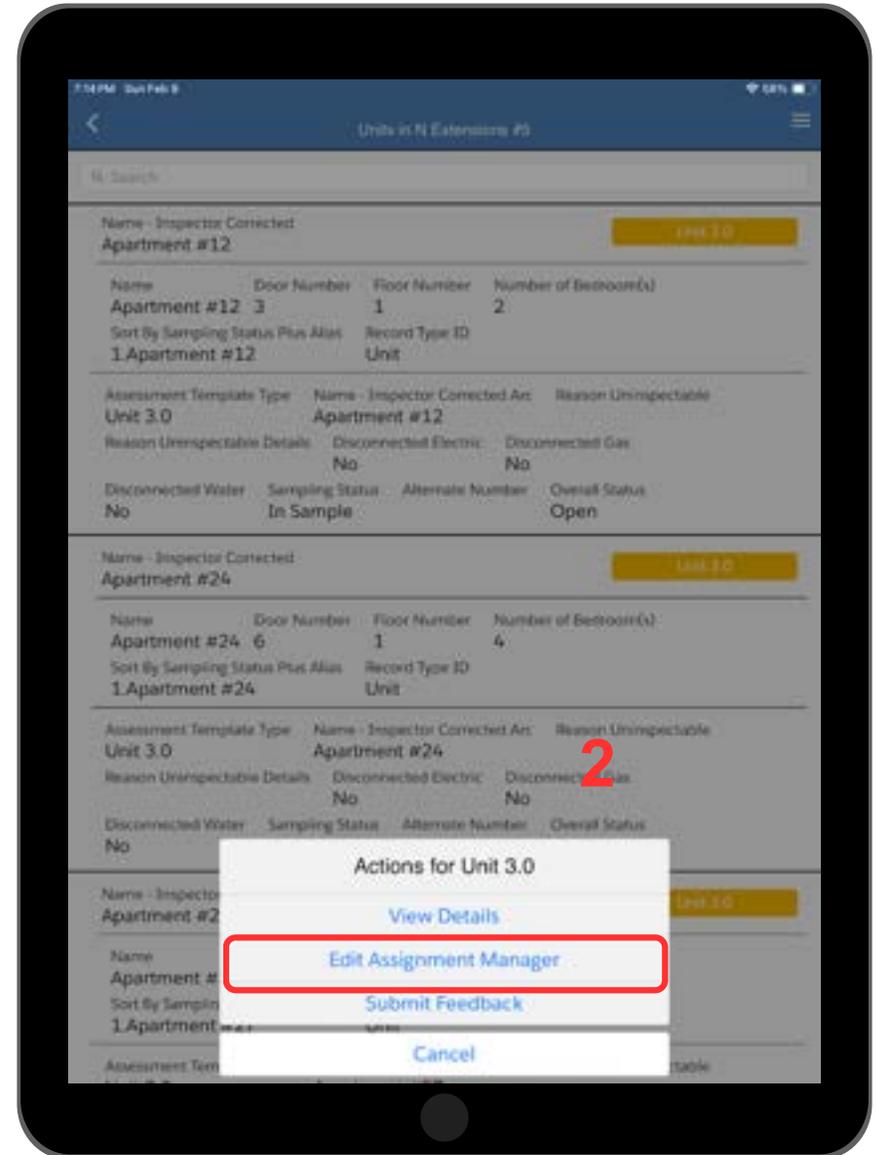
1 | Tap the **Units** button on the inspection to view associated units.



2 | **Long press** (tap and hold) on the **Unit 3.0 assignment manager** to open the Actions Menu.



## 3 | Tap Edit Assignment Manager.



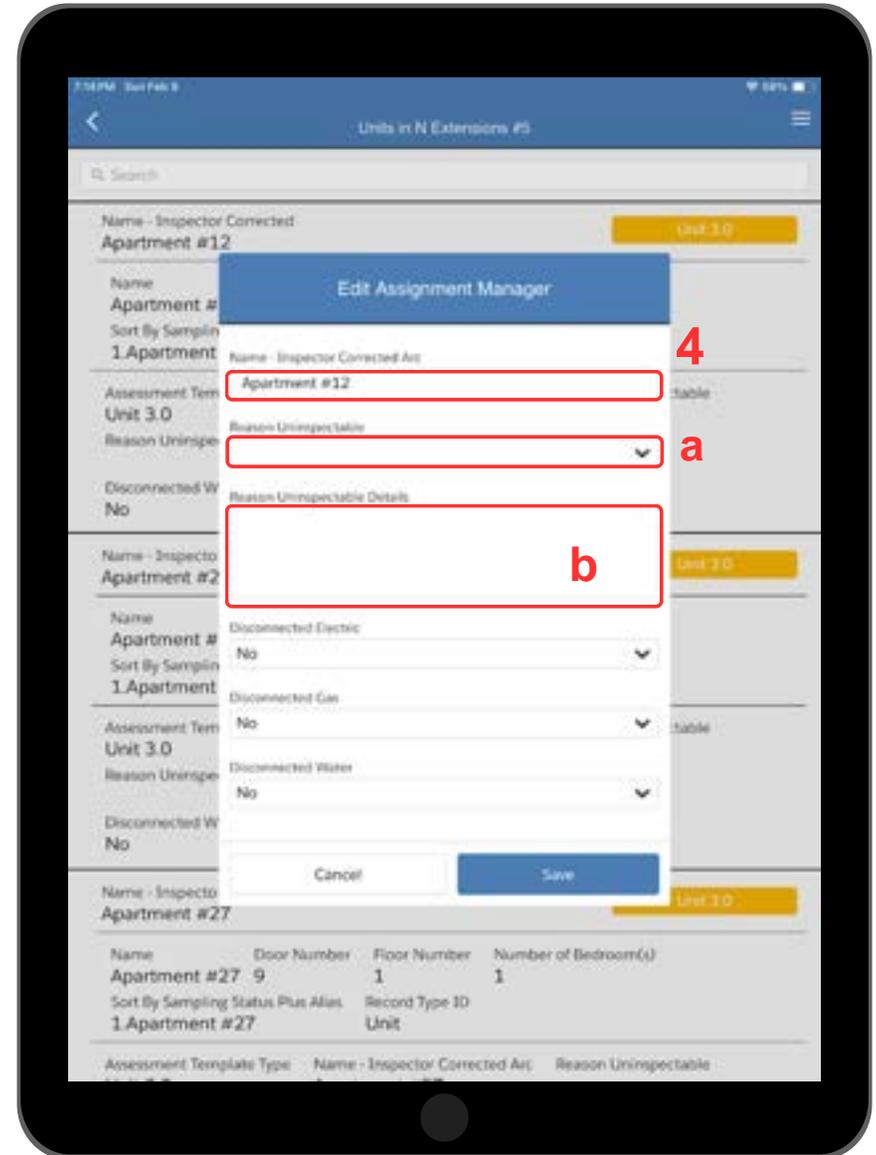
## 4 | Modify Name - Inspector Corrected Arc field (optional).

This field is used to correct the unit name, as needed.

### If the unit cannot be inspected:

a. Select a value from the **Reason Uninspectable** dropdown picklist.

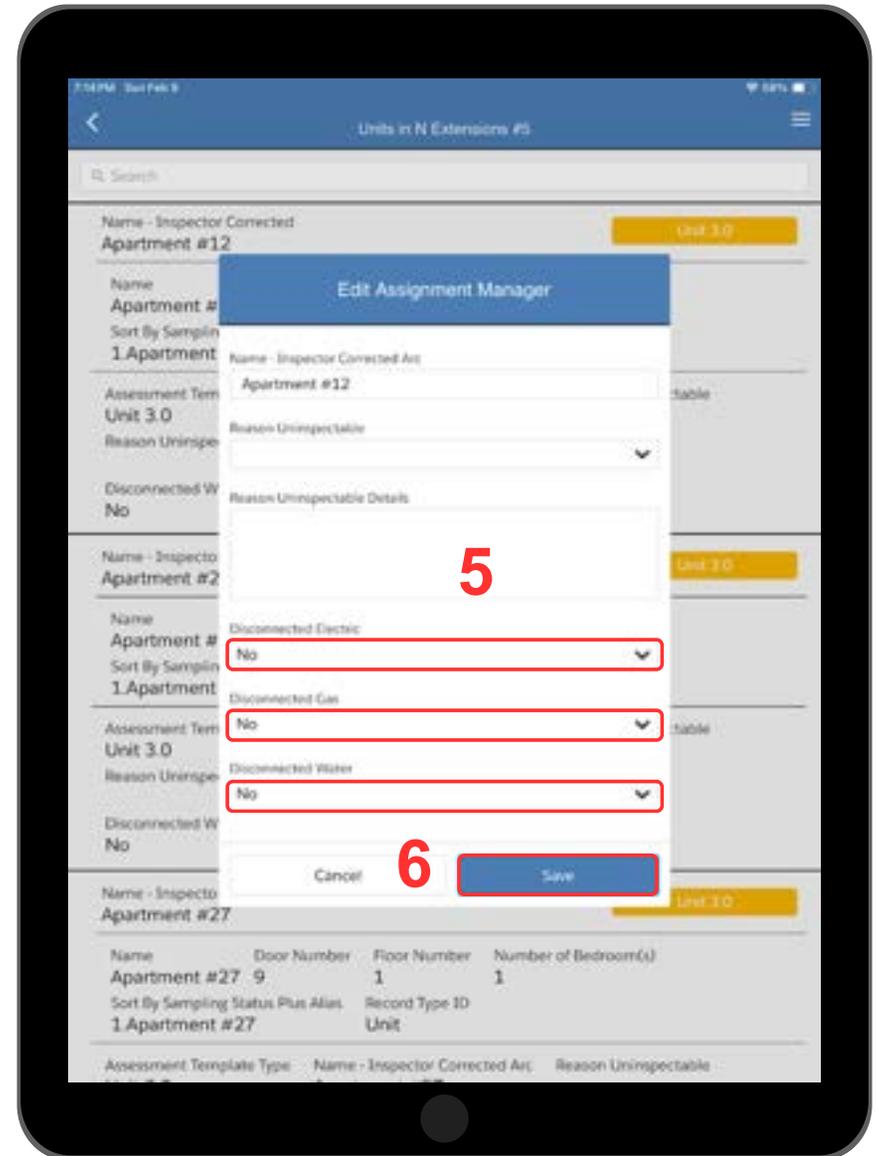
b. Enter **Reason Uninspectable Details** in the text box.



5 | Select “**Yes,**” “**No,**” or “**N/A**” for the following fields:

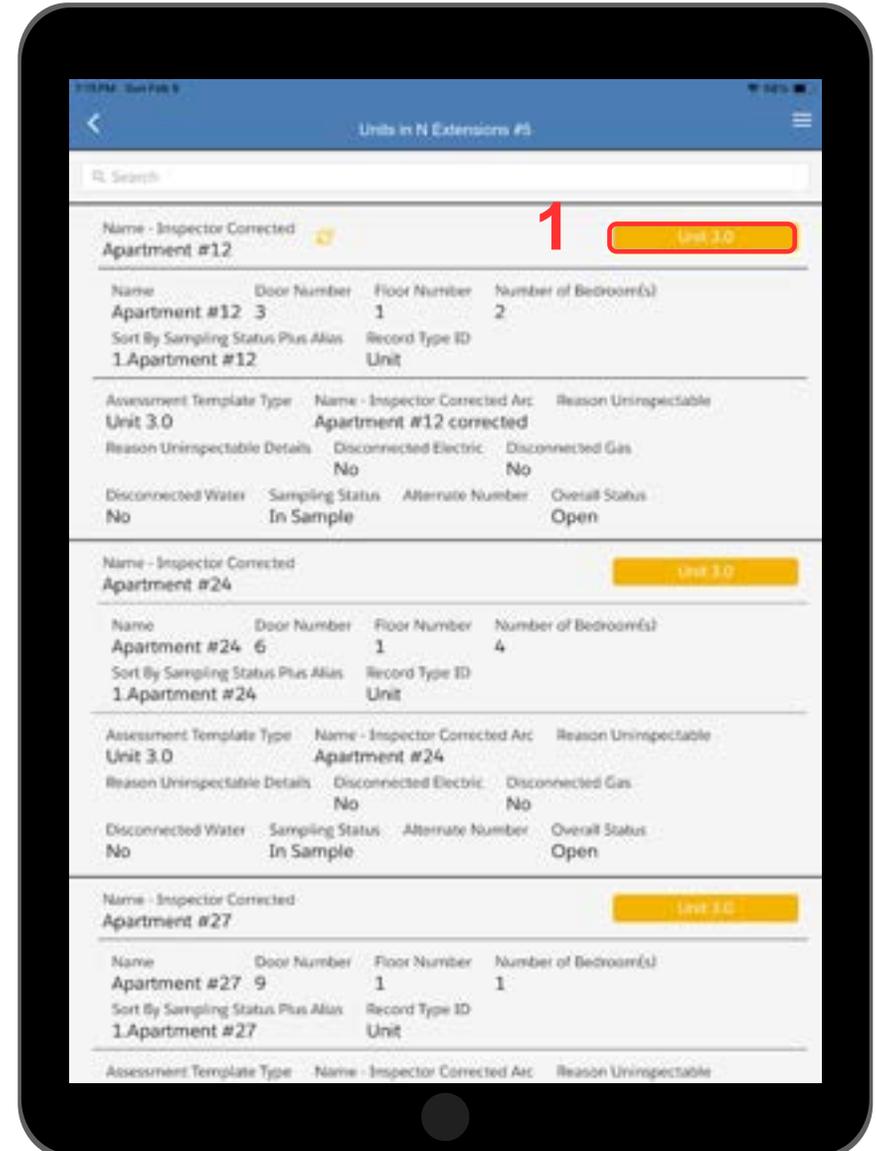
**Disconnected Electric**  
**Disconnected Gas**  
**Disconnected Water**

6 | Tap **Save.**



## Complete the Unit Assessment

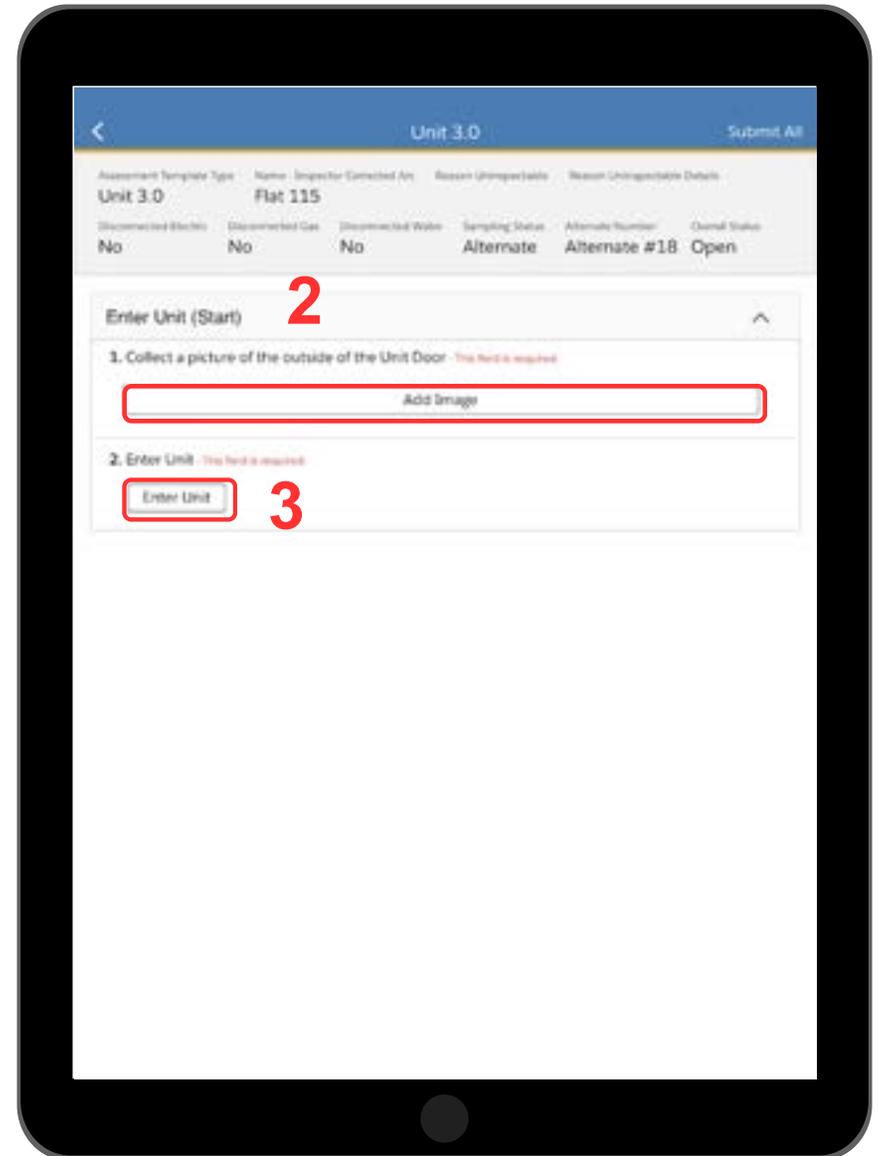
1 | Tap the **Unit 3.0** button at the Building level.



2 | Select an **Add Image** in the Enter Unit (Start) to capture an image of the OUTSIDE of the unit door.

3 | Select an **Enter Unit** to collect the device date and time.

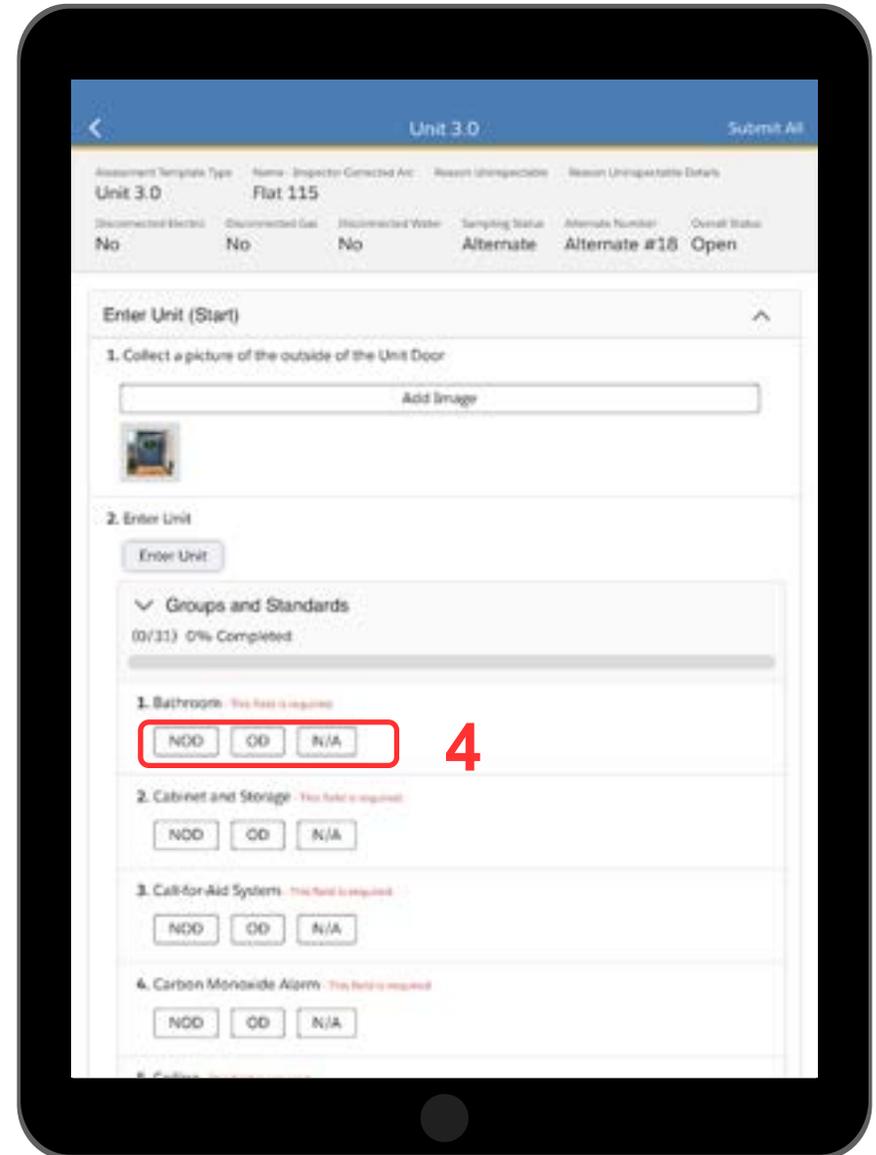
**NOTE:** Observation questions will not load until the Image and Entry time have been collected.



4 | Select an **answer** for each question in the assessment:

- “**NOD**” - No Observed Deficiency
- “**OD**” - Observed Deficiency
- “**N/A**” - Not Applicable

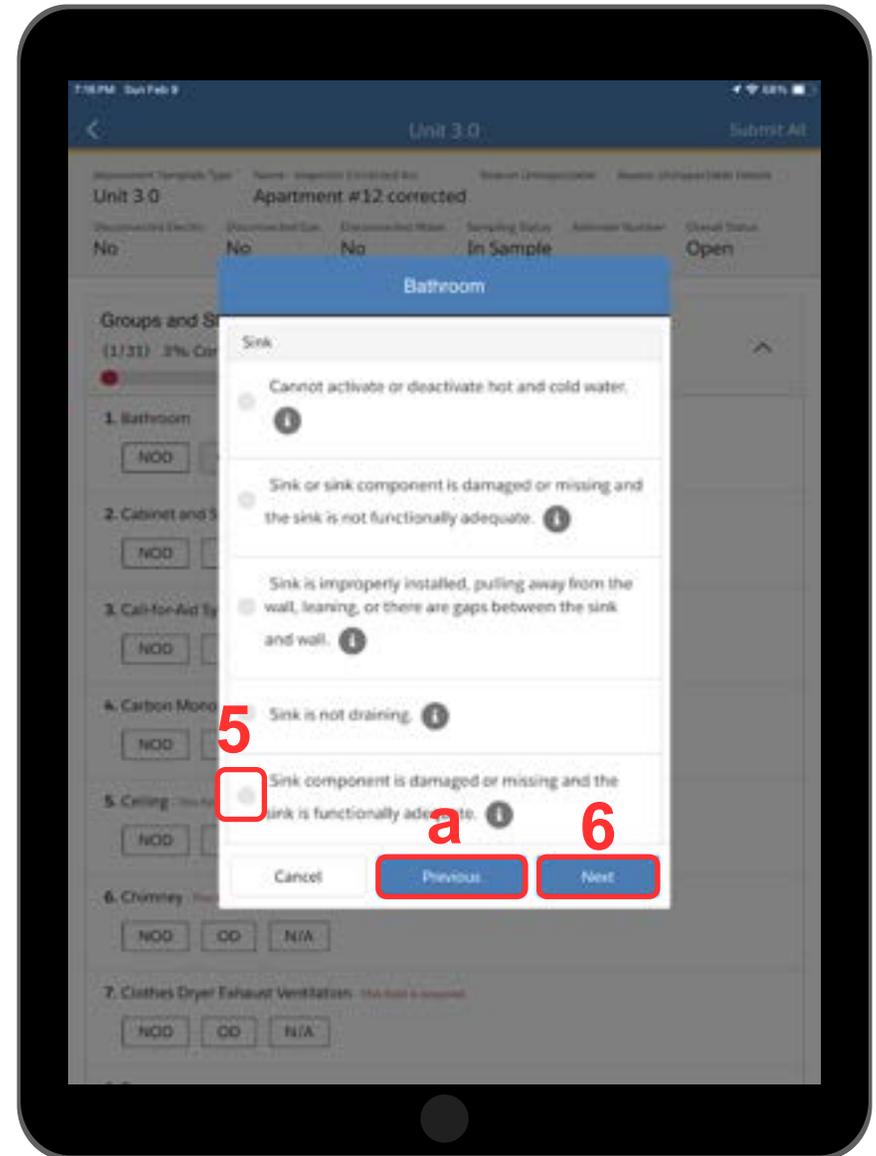
**NOTE:** Not all questions have an “N/A” answer option.



5 | If you selected “OD,” make **additional selections** as prompted to complete the decision tree.

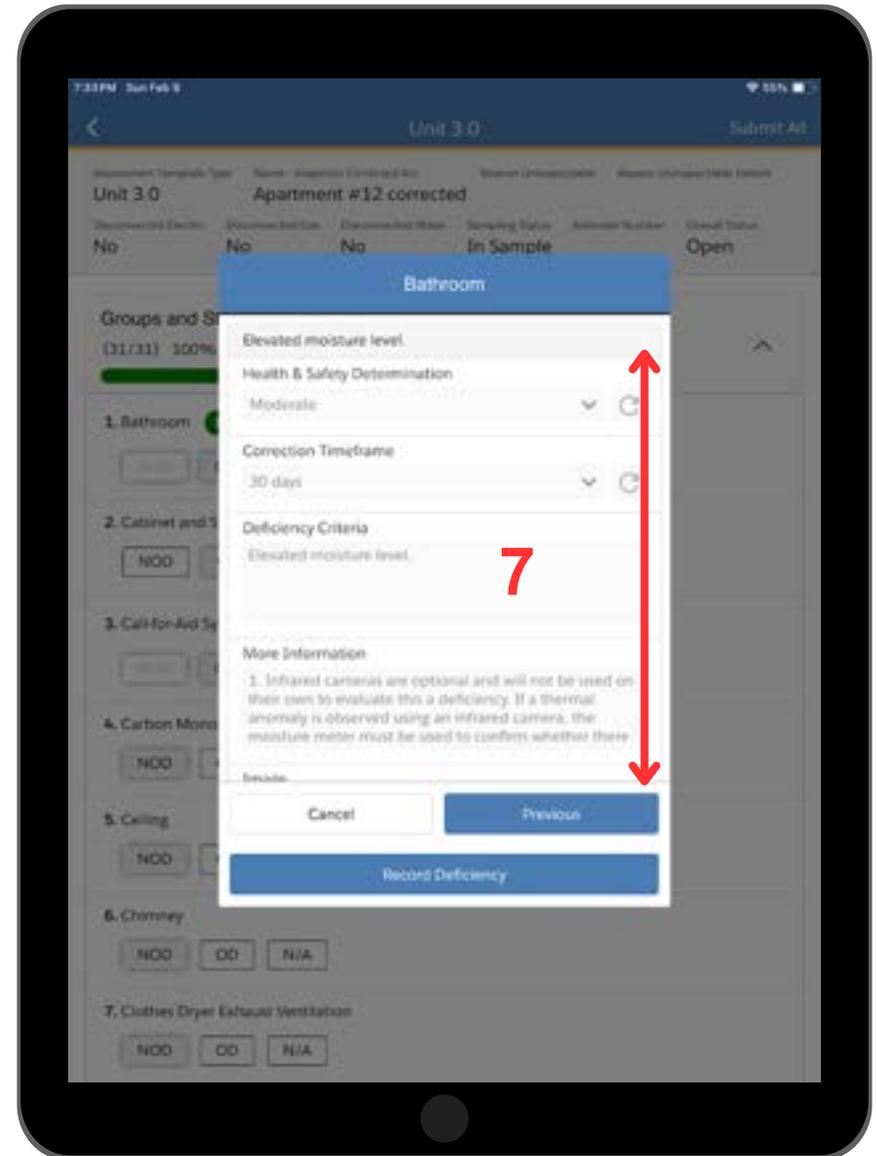
a | Click **Previous** to change your decision tree selections.

6 | Tap **Next** to continue.

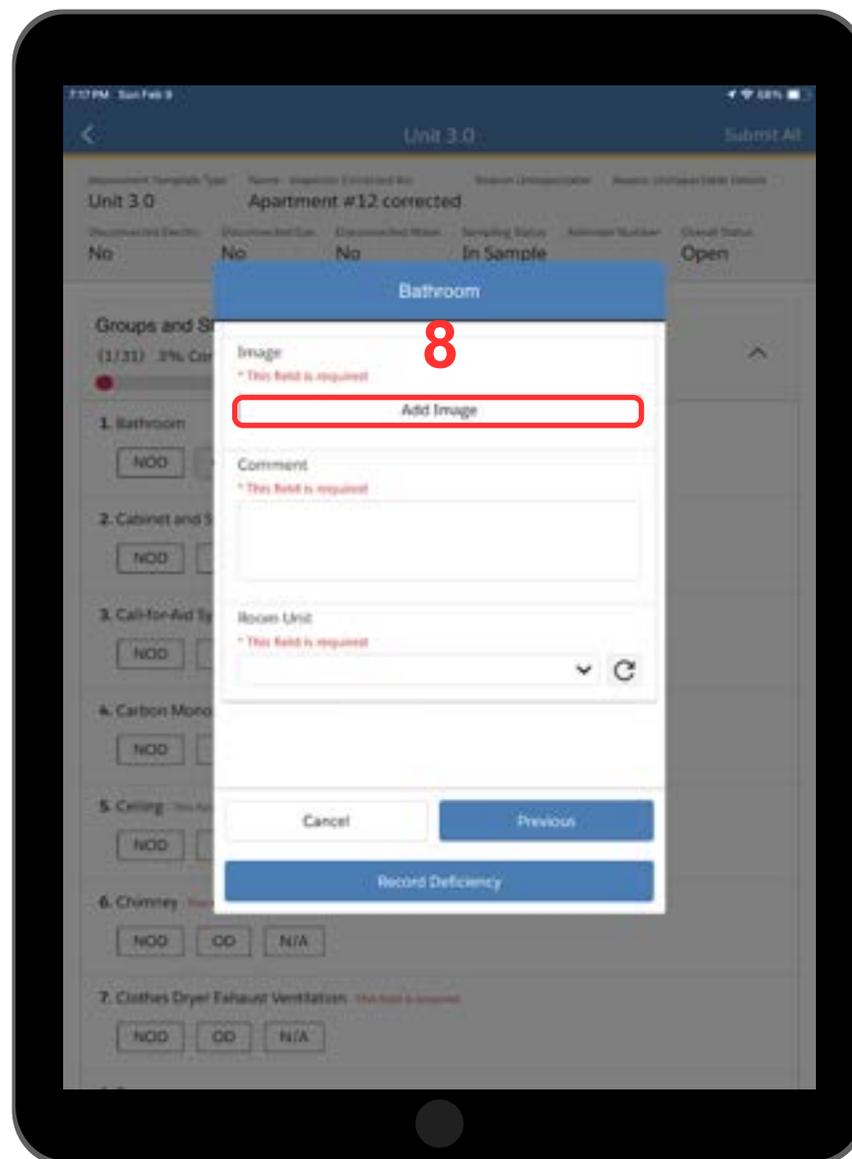


Once the decision tree has been completed, the final screen displays system fields with deficiency severity information.

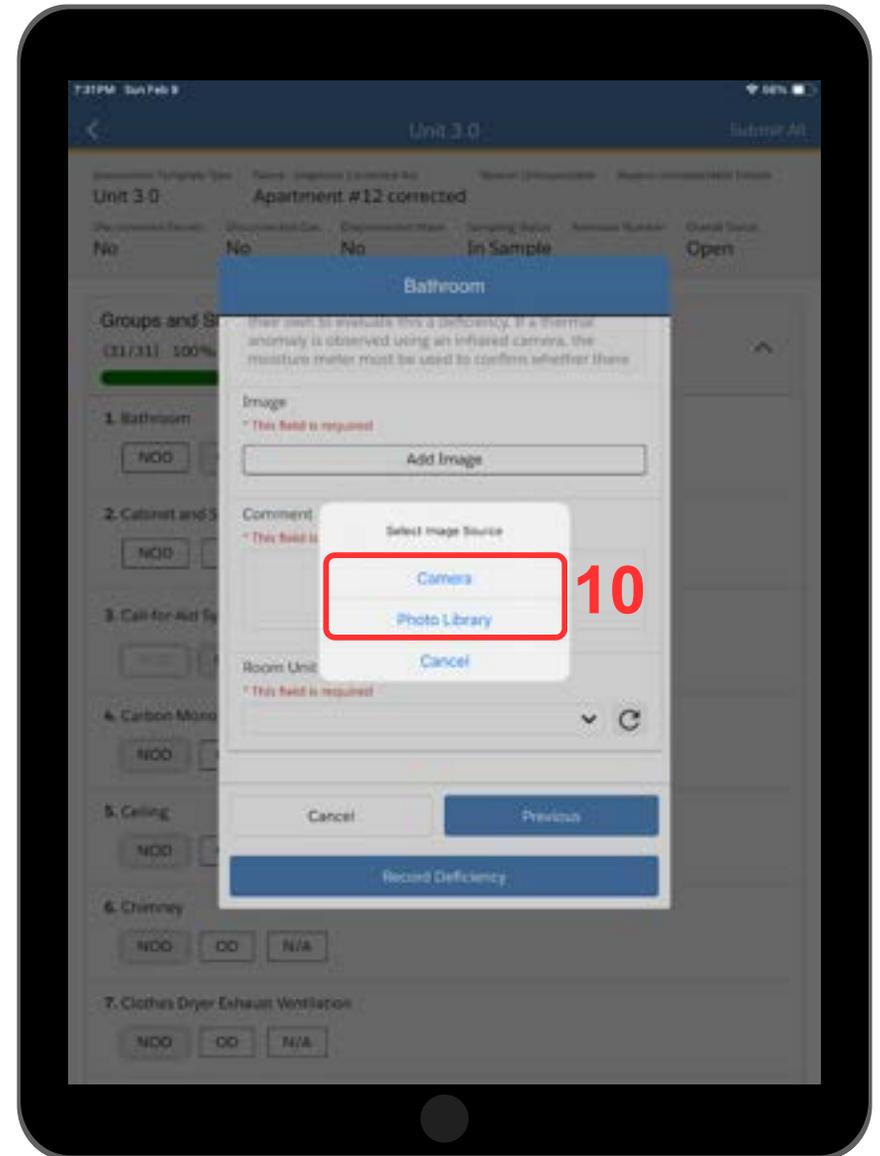
7 | **Scroll down** on this screen to enter additional deficiency details (required).



9 | Tap **Add Image**.



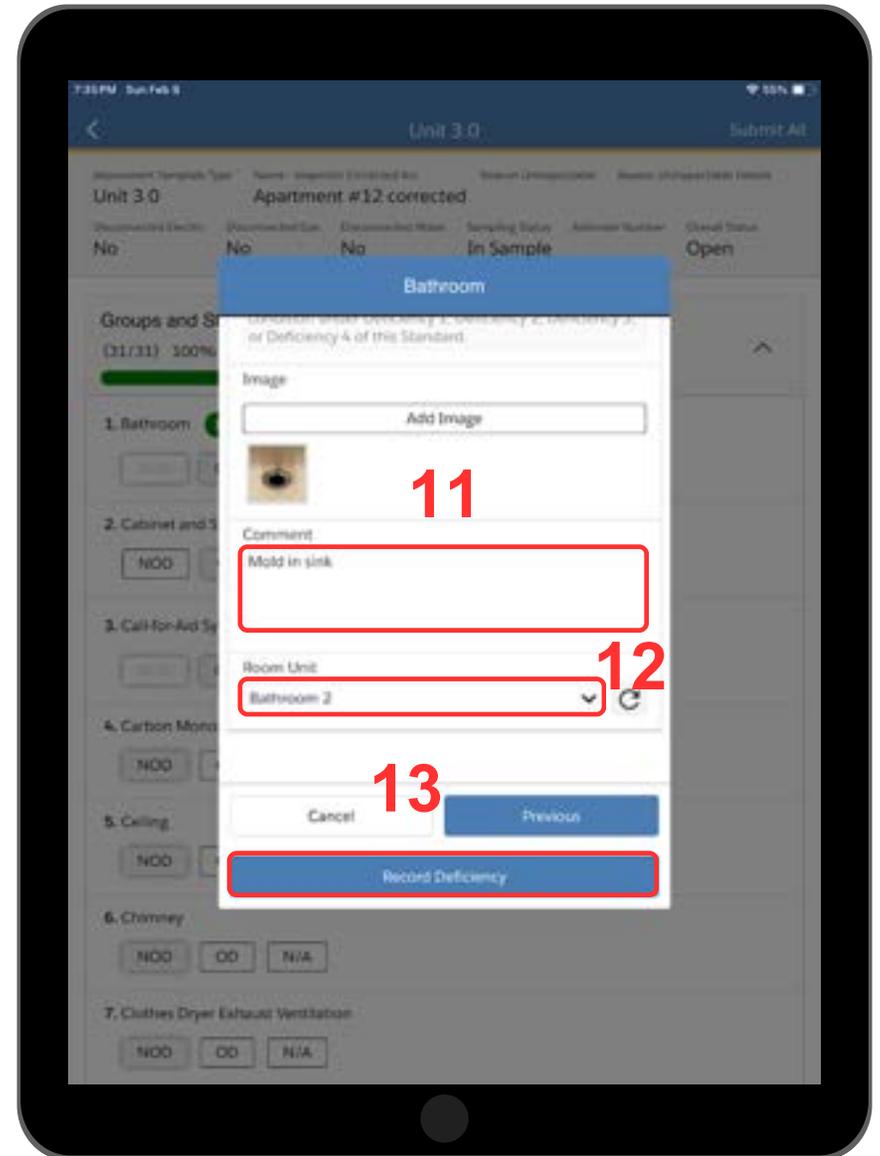
10 | Select “**Camera**” to take a photo using your phone/tablet, or select “**Photo Library**” to select an image from your device folders.



11 | Enter deficiency comments in the **Comments** text box.

12 | Select a deficiency location from the **Room Unit** dropdown picklist.

13 | Tap **Record Deficiency** to finish adding the deficiency.



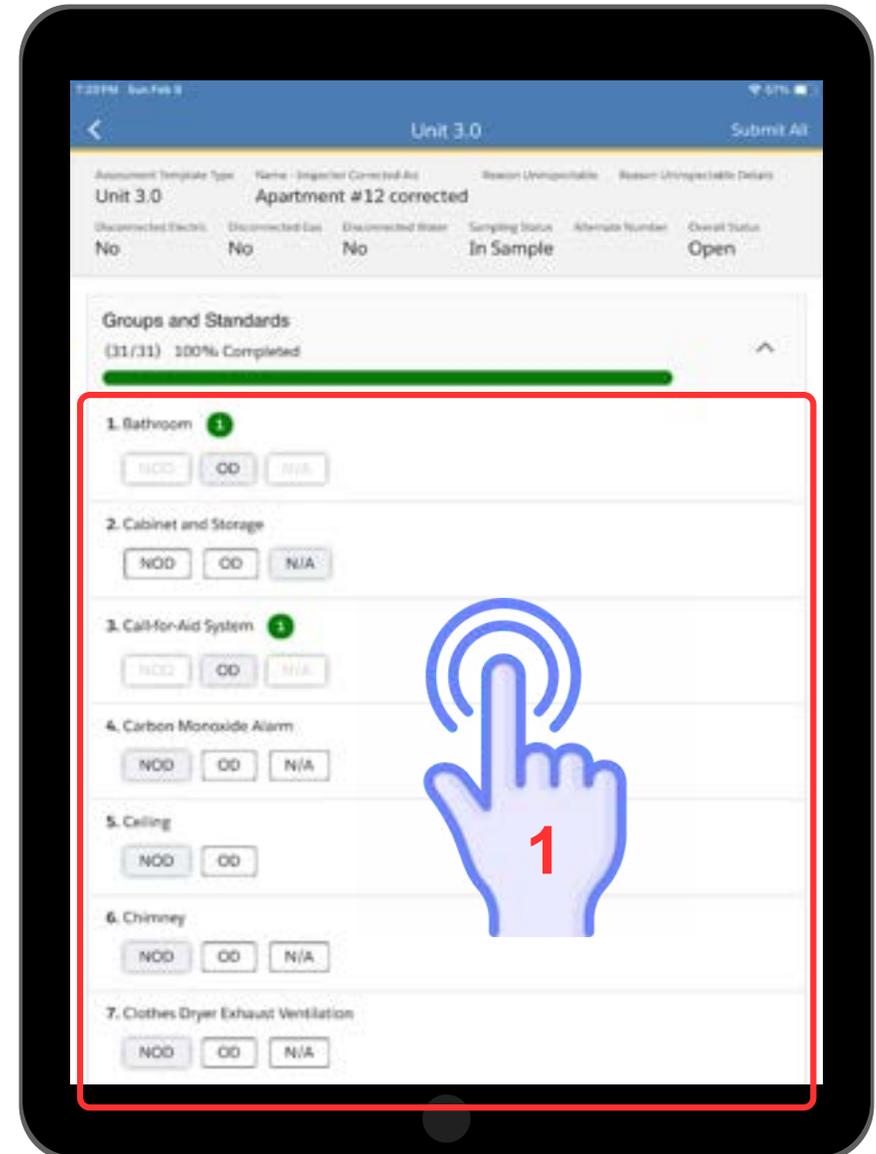
# Edit Unit Assessment Answers

After an “OD” answer has been recorded, a **green number** appears next to the question.

Add additional deficiencies for the same question by following the previous steps (2-10).

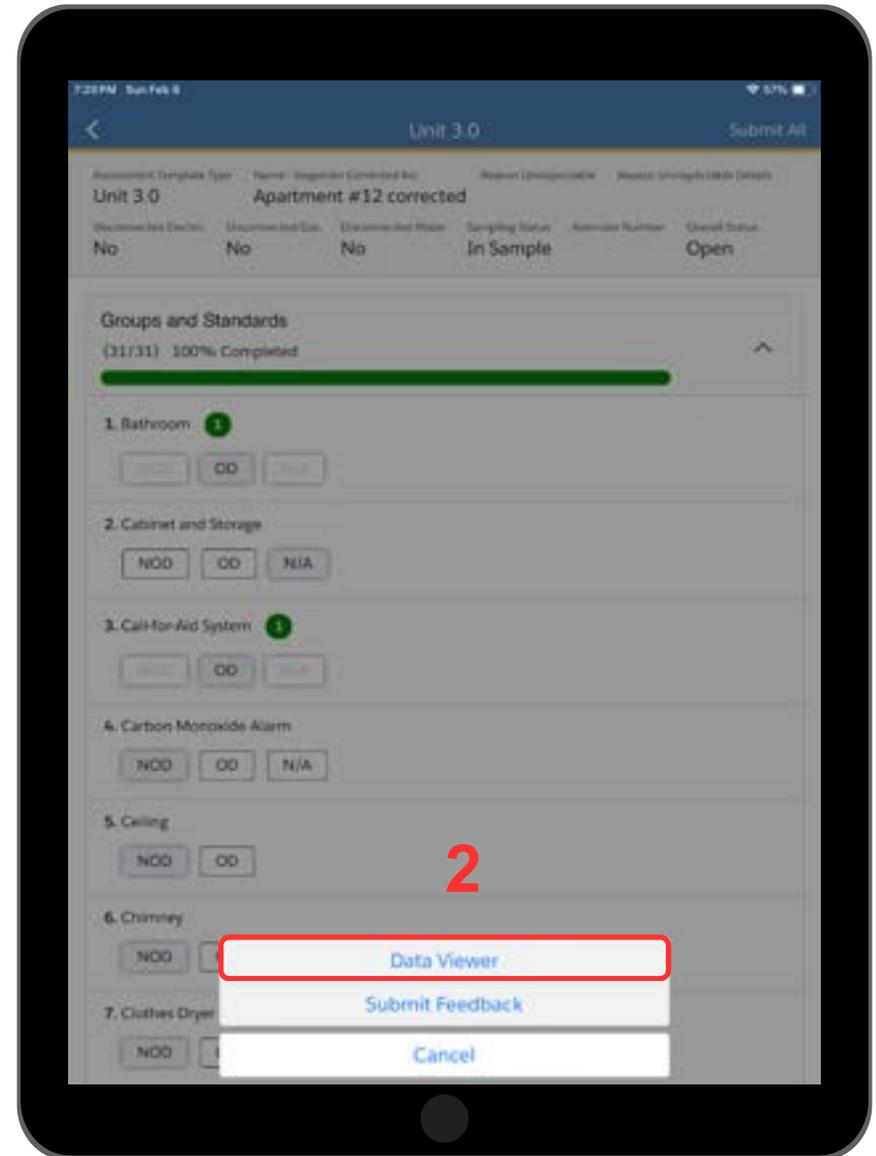
Answers can be edited or deleted in the **Data Viewer**.

1 | **Long Press** (tap and hold) on the **Groups and Standards** to open the Menu.

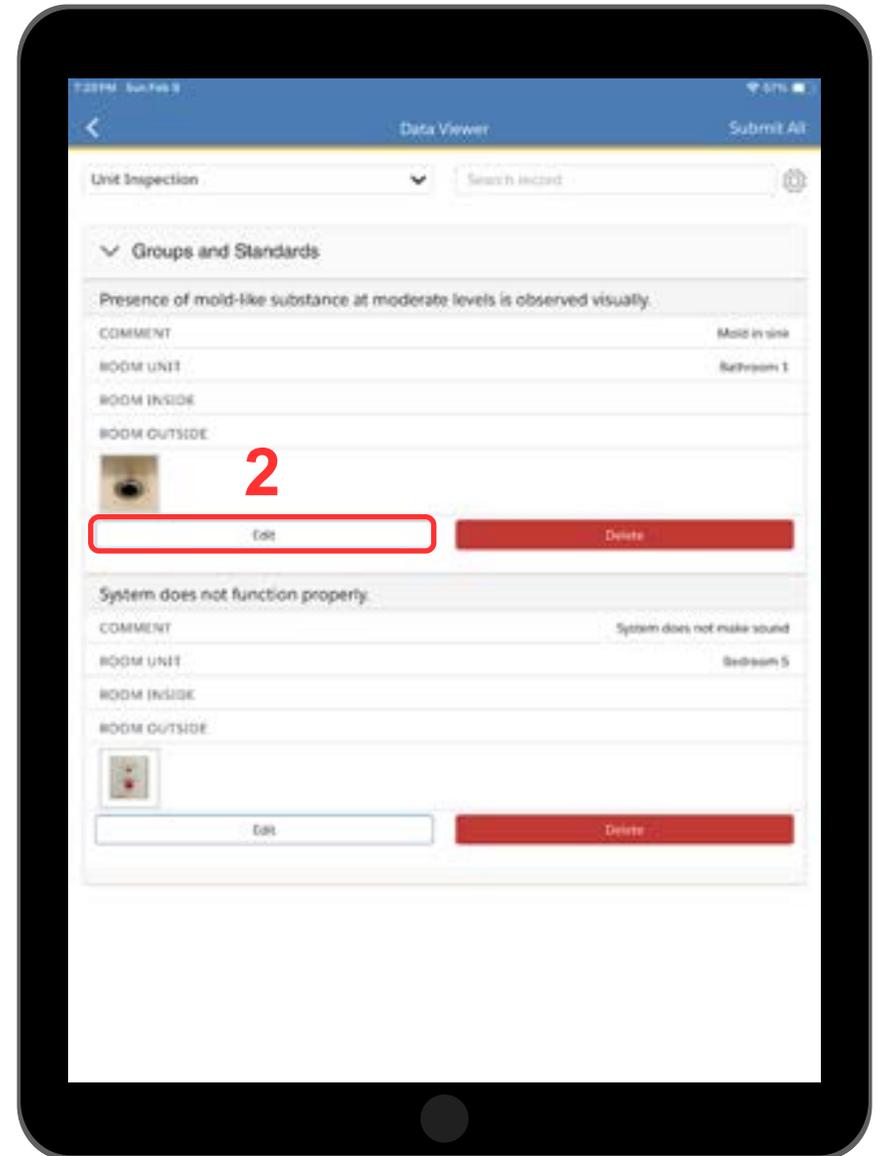


## Edit Unit Assessment Answers

2 | Tap Data Viewer.

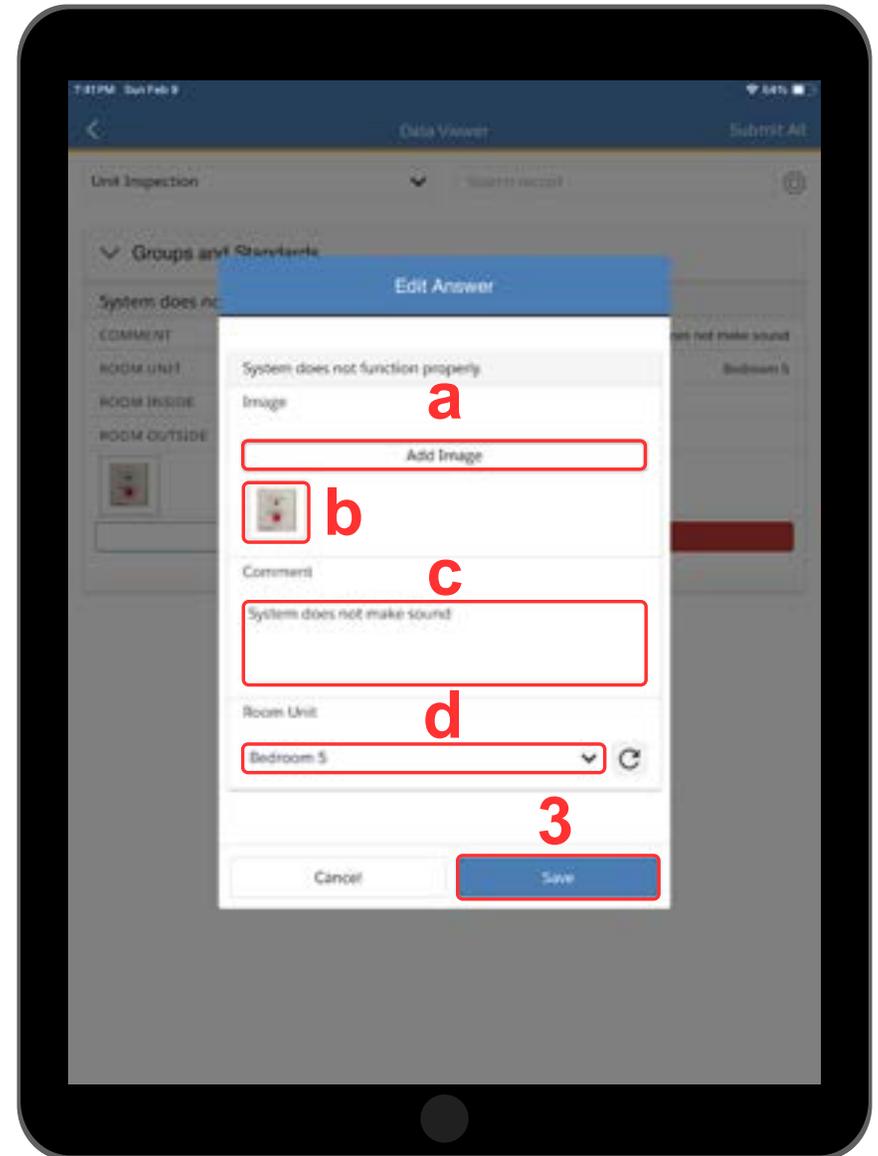


2 | Tap **Edit** on an answer.

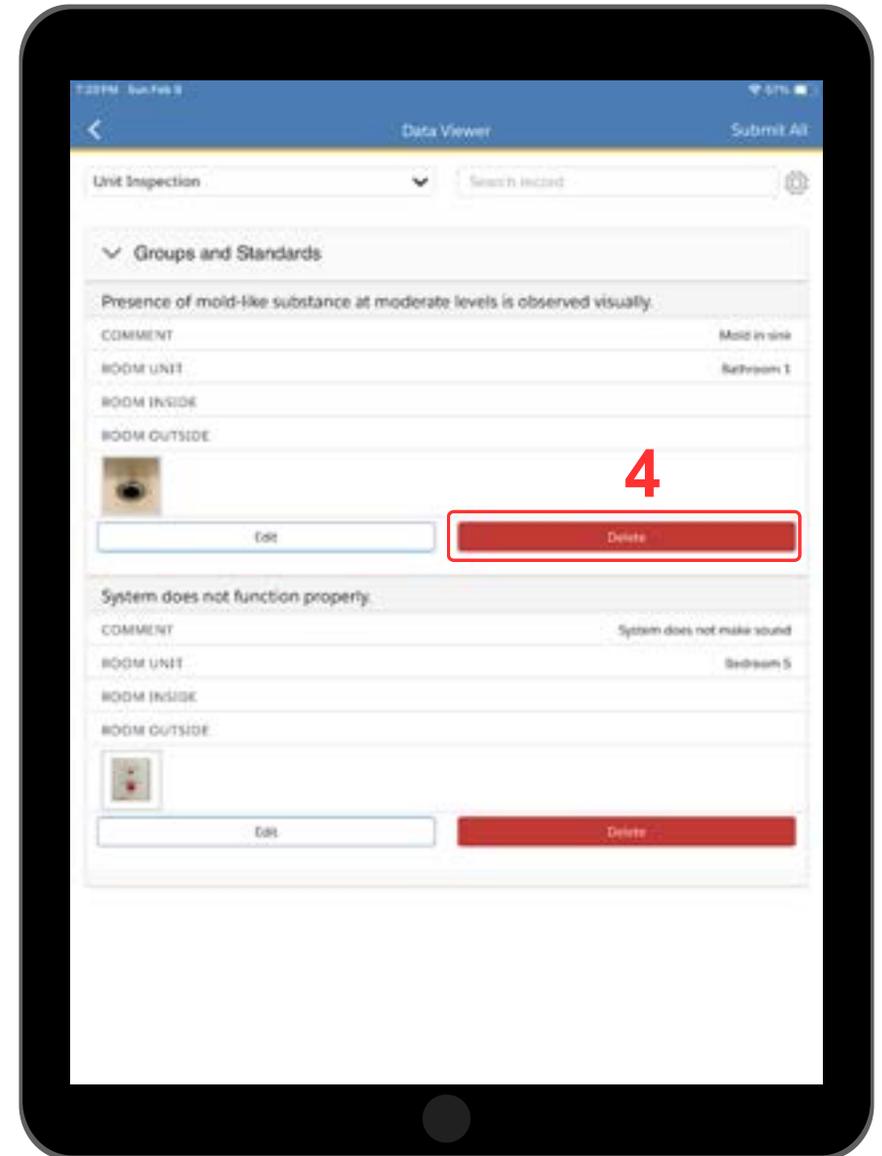


## Edit Options

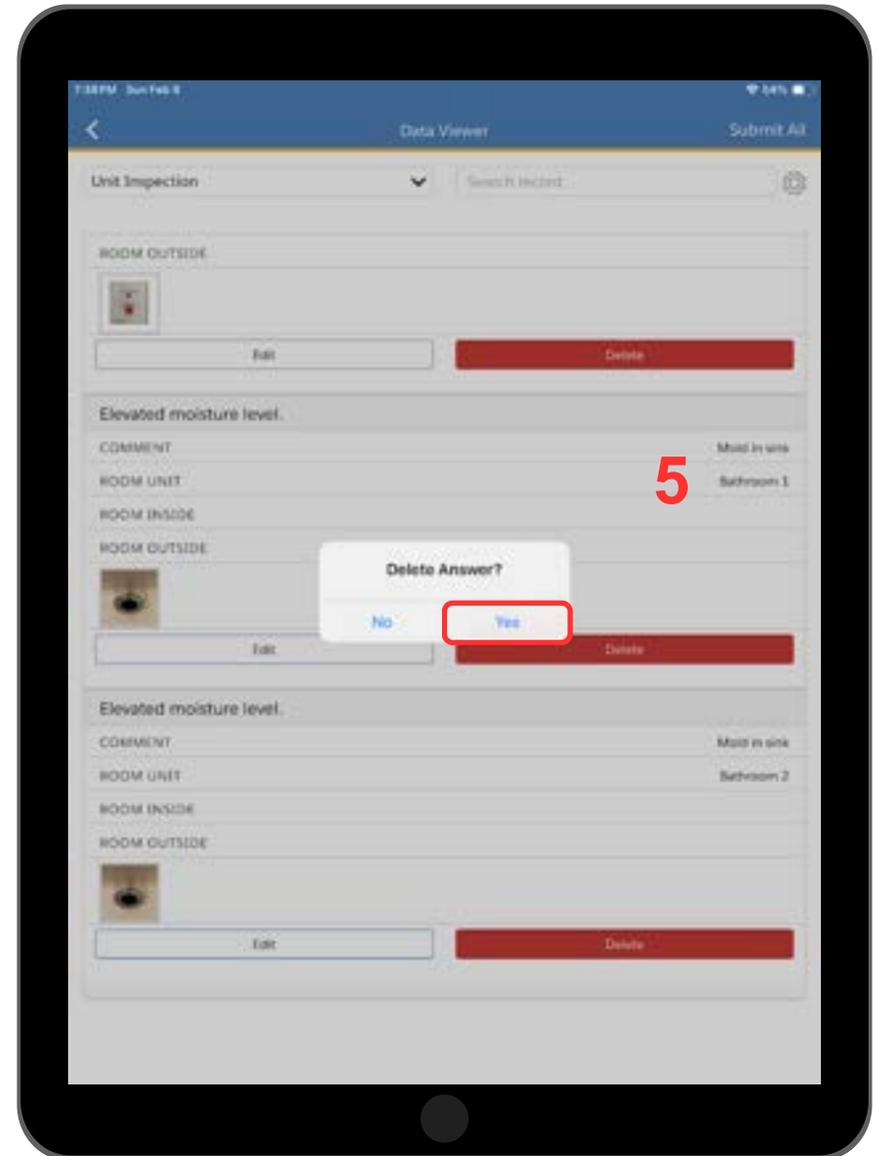
- a. On the edit screen, tap **Add Image** to take an additional photo with your device or to select an image from your device folders.
  - b. To delete an image, long press on the image thumbnail, then tap **“Delete.”**
  - c. Edit text in the **Comment** text box.
  - d. Select a different location from the **Room Unit** dropdown picklist.
- 3 | Tap **Save** to confirm your changes.



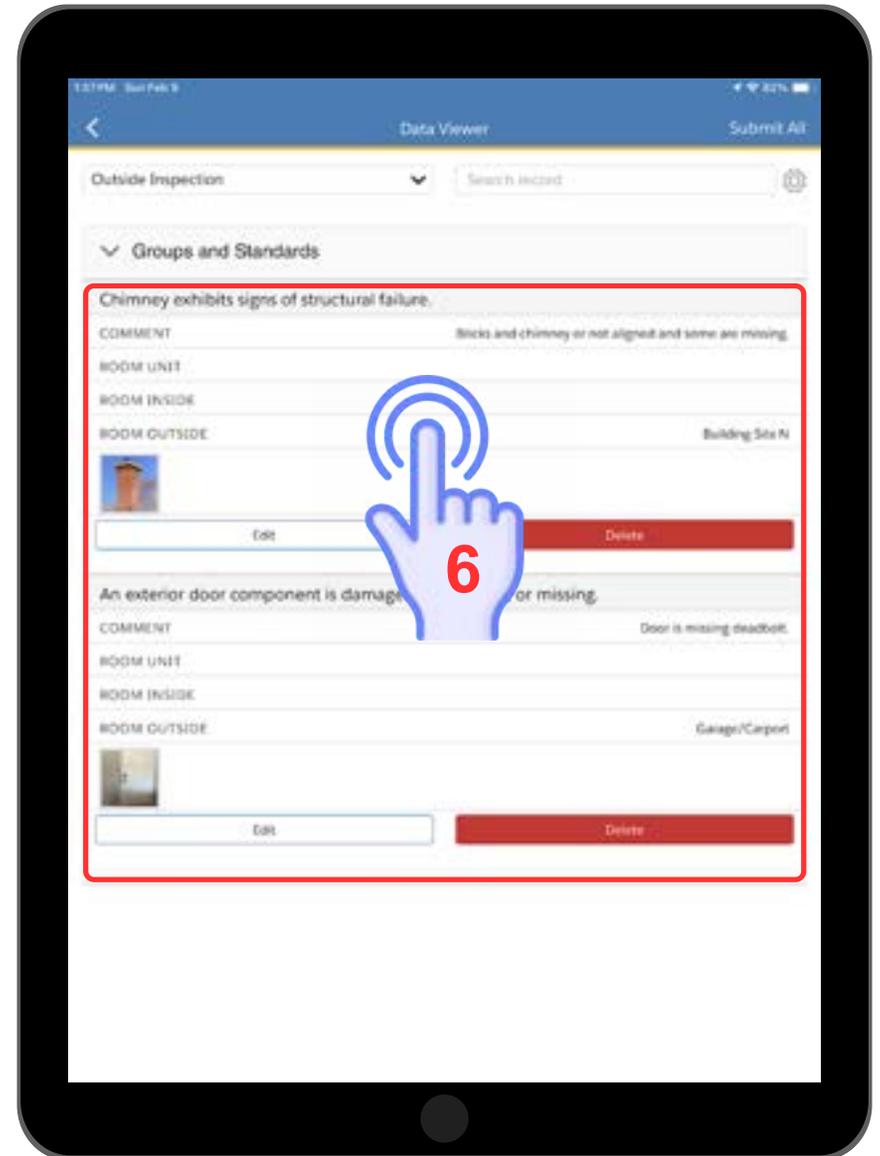
4 | To delete an answer, click the **Delete** button.



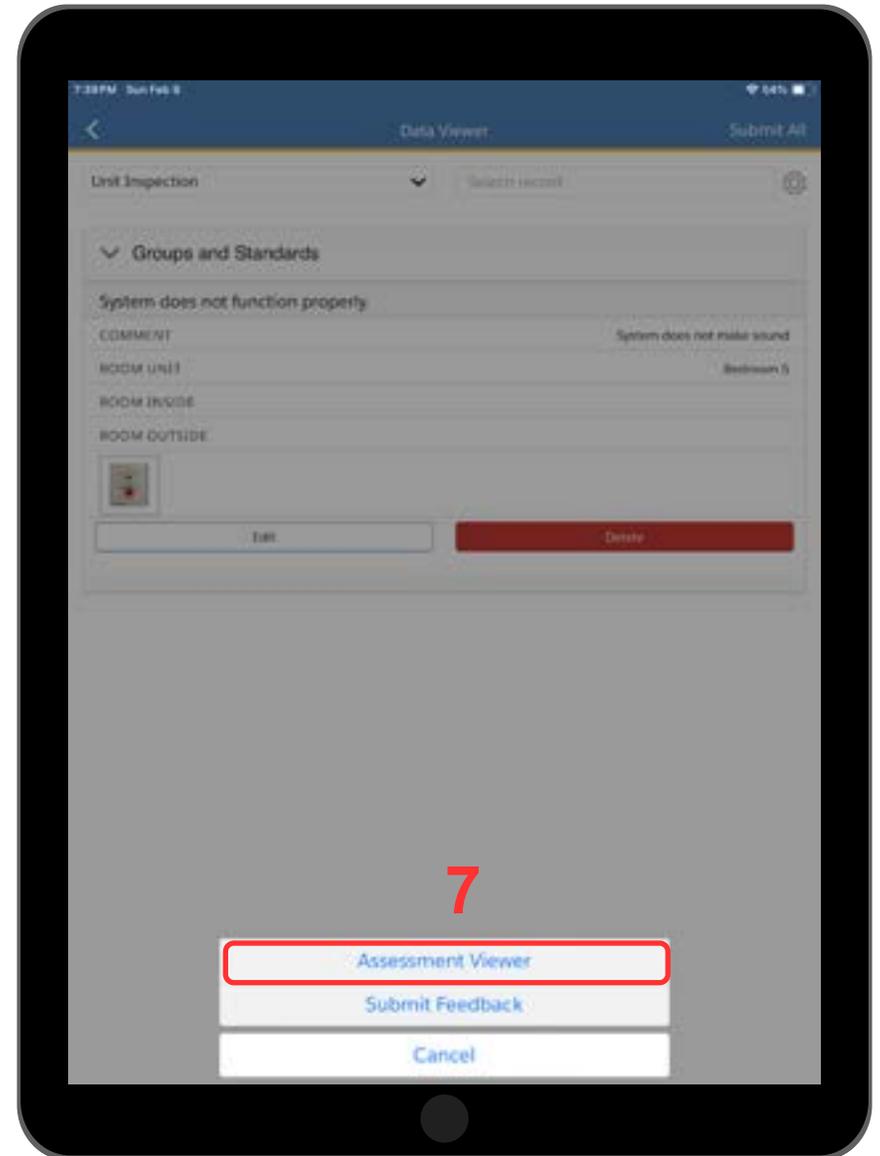
5 | Tap “**Yes**” to finish deleting the answer.



6 | **Long Press** (tap and hold) on the **Groups and Standards** to open the Menu.



7 | Tap **Assessment Viewer**.

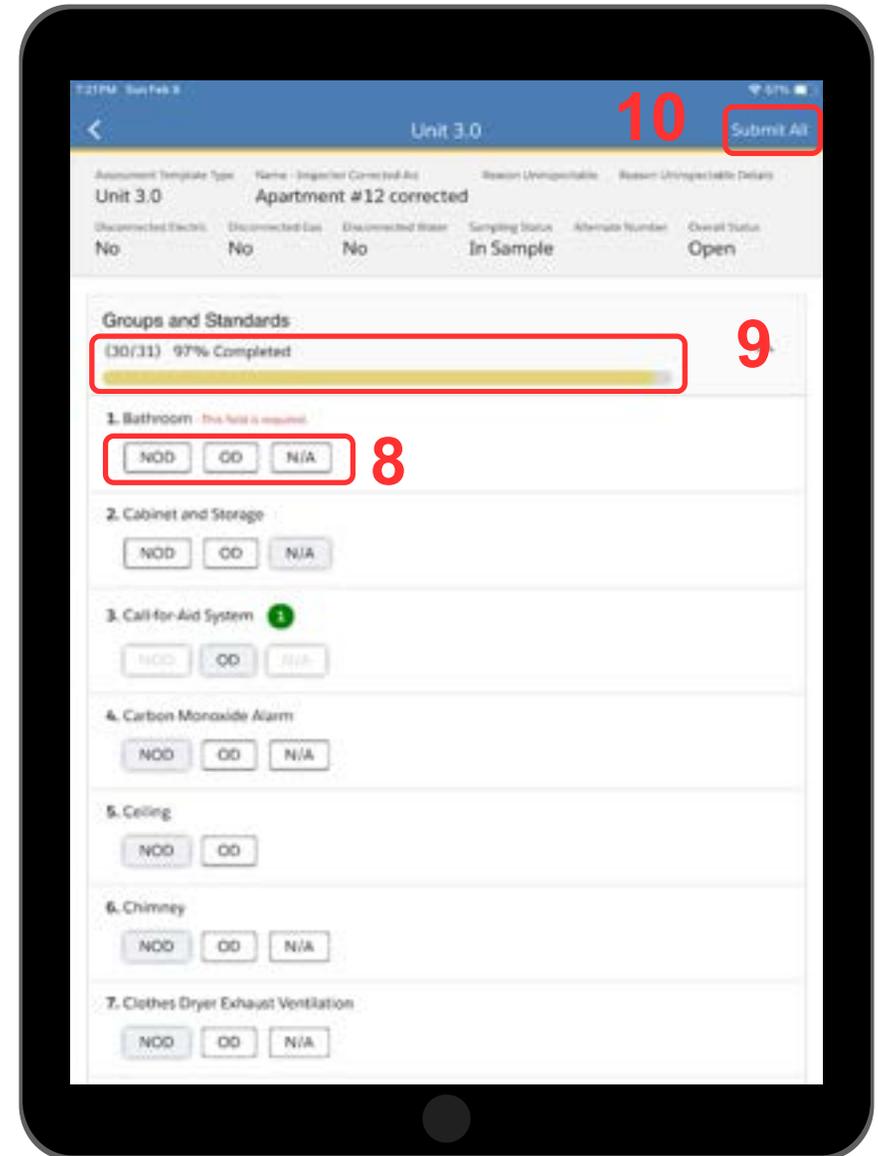


8 | Select a new **answer** for the question with the deleted answer.

9 | The completion tracker will appear **Green** when all answers have been recorded.

10 | Tap **Submit All** when the assessment has been completed.

**Ensure that all Outside, Inside, and Unit assignment managers have been completed before ending the inspection.**



11 | Select the **Up arrow** in the Enter Unit (Start) header to collapse the section.

13 | Tap **Down arrow** in the Exit Unit (End) header to expand the section.

11



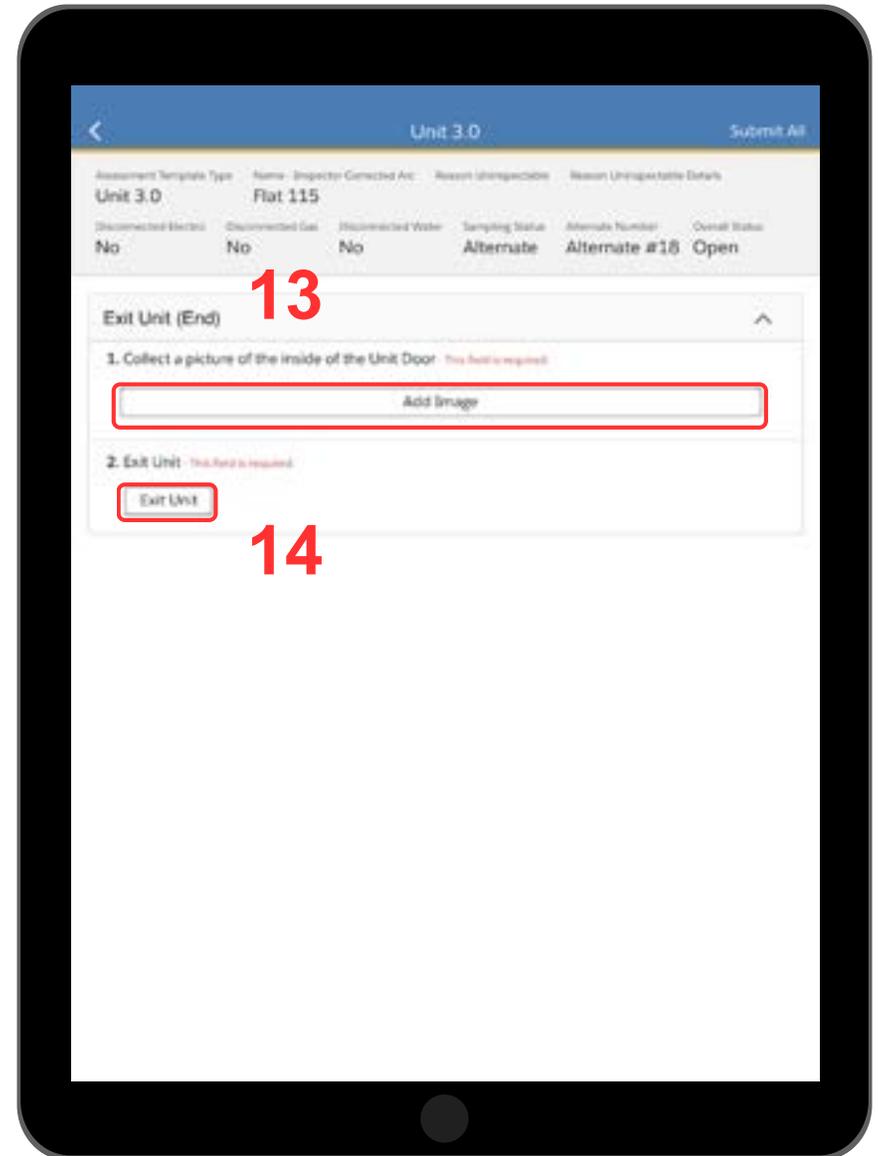
12



13 | Tap **Add Image** to collect an image of the Outside of the unit door.

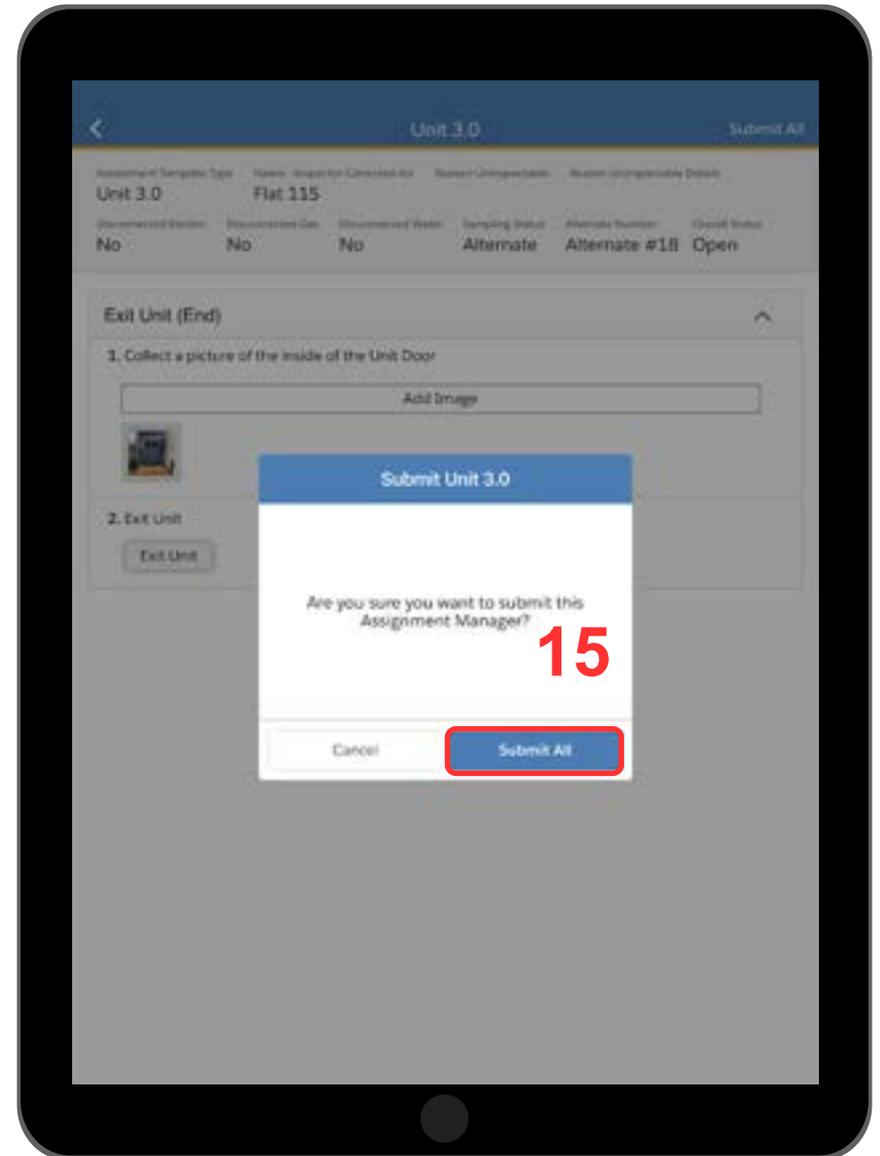
14 | Tap **Exit Unit** to capture the device date and time.

**Entry and Exit image capture and time stamps are required to Submit the assignment manager and mark it complete.**



15 | Tap **Submit All** on the confirmation message to finish submitting the Inside assessment.

**Repeat** the steps in this section to complete all Unit assignment managers.





# Finish the Inspection



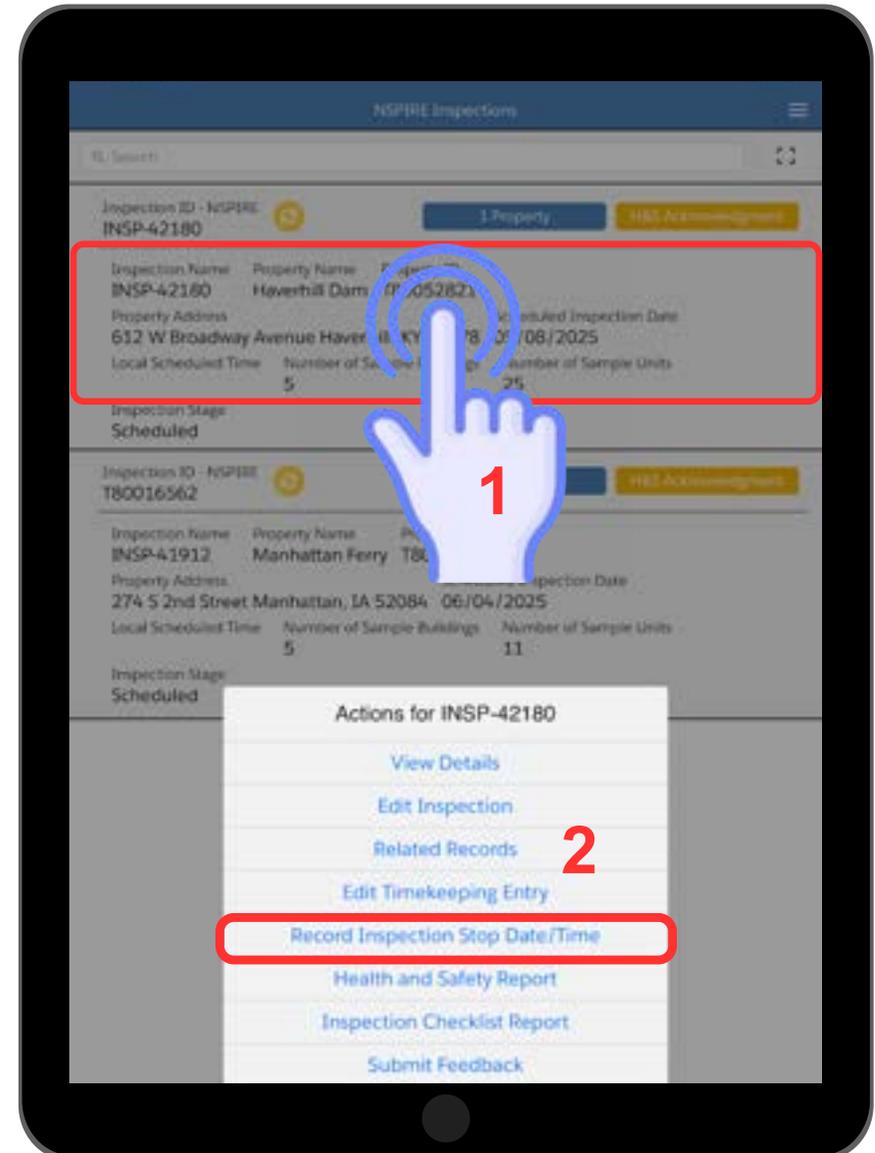
## Enter an Inspection End Date/Time

Ensure that all Outside, Inside, and Unit assignment managers have been completed before ending the inspection.

**NOTE:** Tap the **back** button from the Unit level until you return to the Inspection level.

1 | **Long press** on the **inspection** to open the Actions Menu.

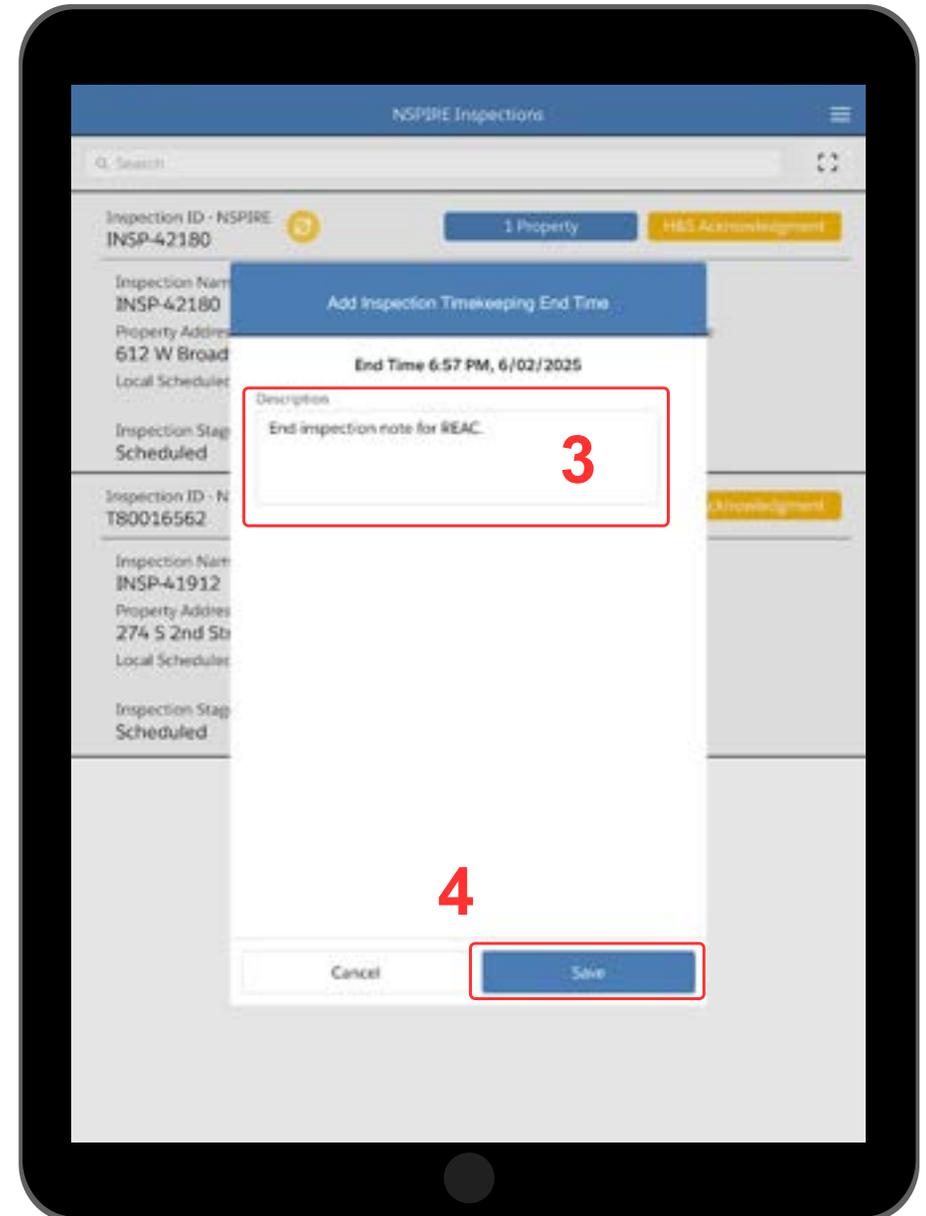
2 | Tap **Record Inspection Stop Date/Time**.



The device StopDate/Time will be displayed on screen. Enter a comment if the Start date or time is delayed.

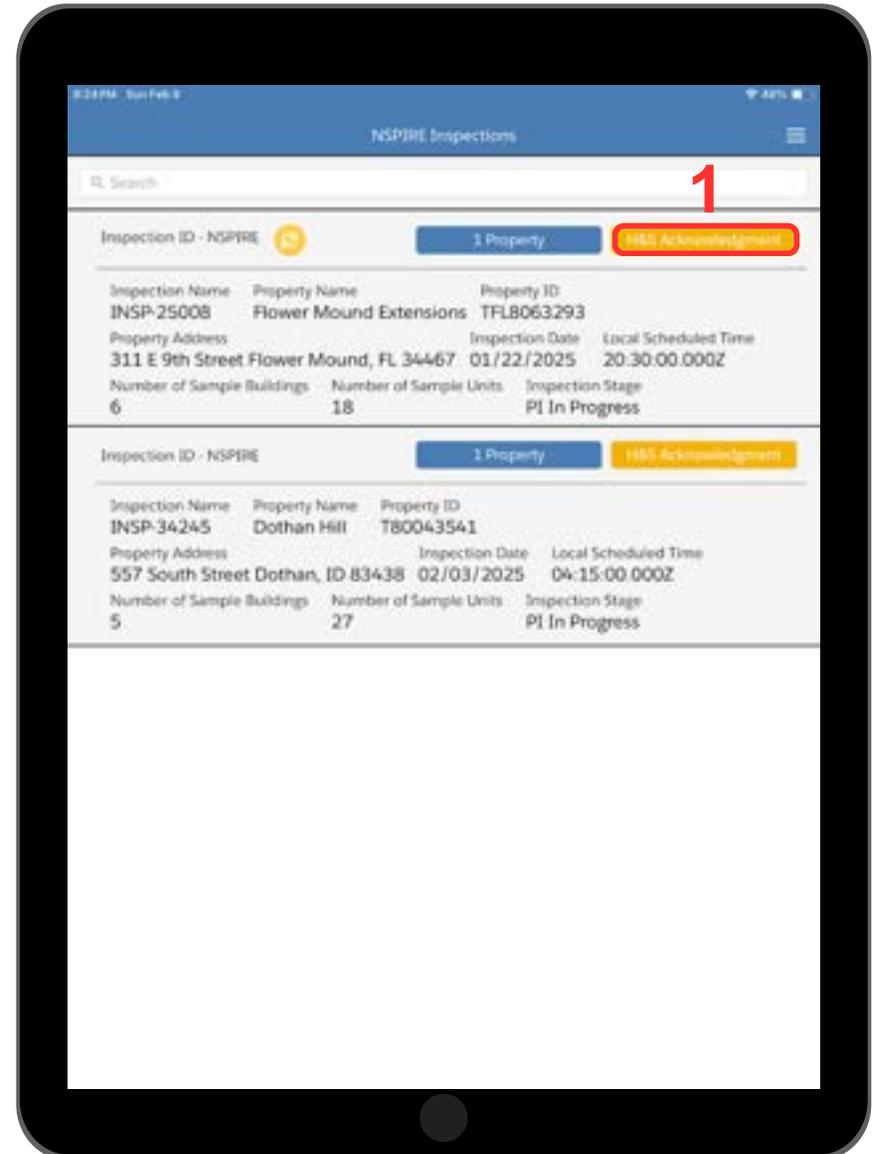
3 | Enter a comment into the **Description** field if the stop date/time is not as expected.

4 | Tap **Create** to add the displayed date and time stamp.



## Complete the H&S Acknowledgment

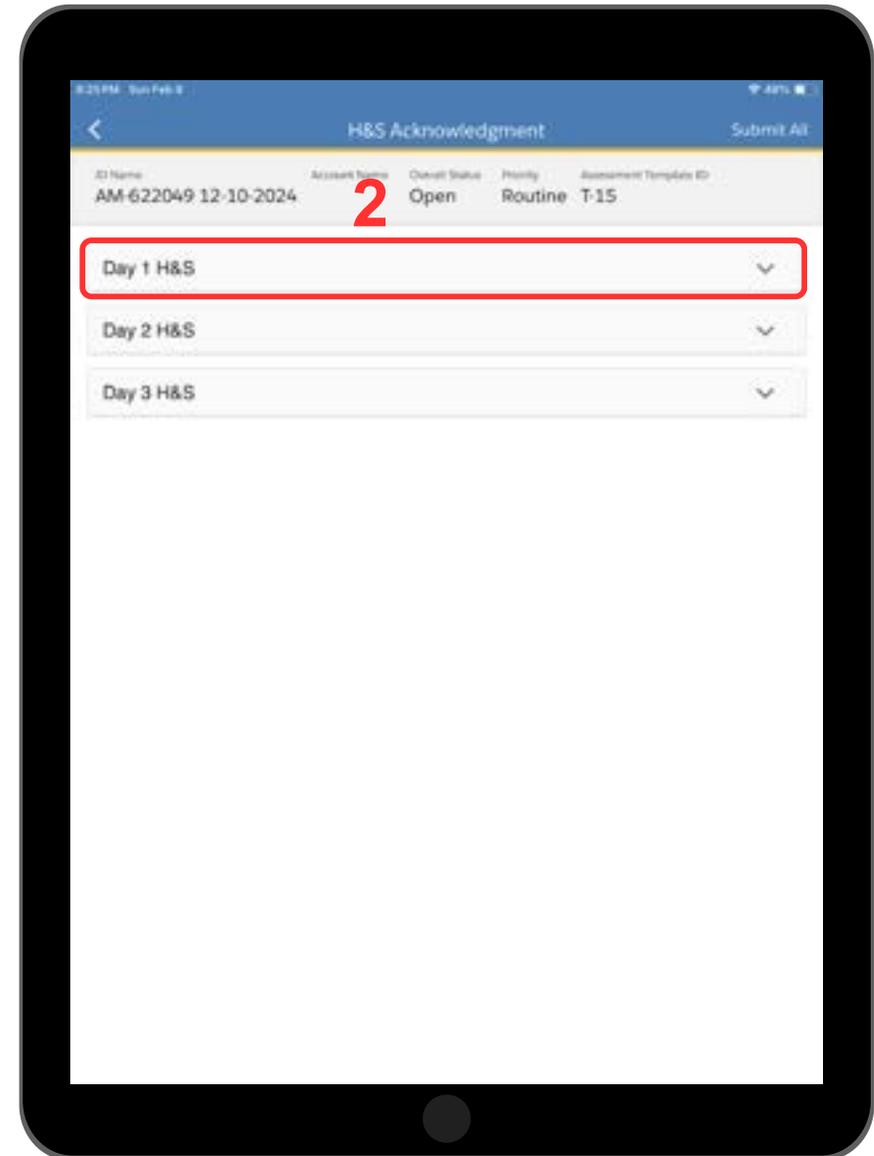
1 | Tap the **H&S Acknowledgment** button at the Inspection level.



2 | Tap “**Day 1 H&S**” to expand.

If you are performing a multi-day inspection, you will also complete “Day 2 H&S” and “Day 3 H&S” before finalizing the inspection.

Collapse “Day 1 H&S” to select and expand “Day 2 H&S” or “Day 3 H&S.”

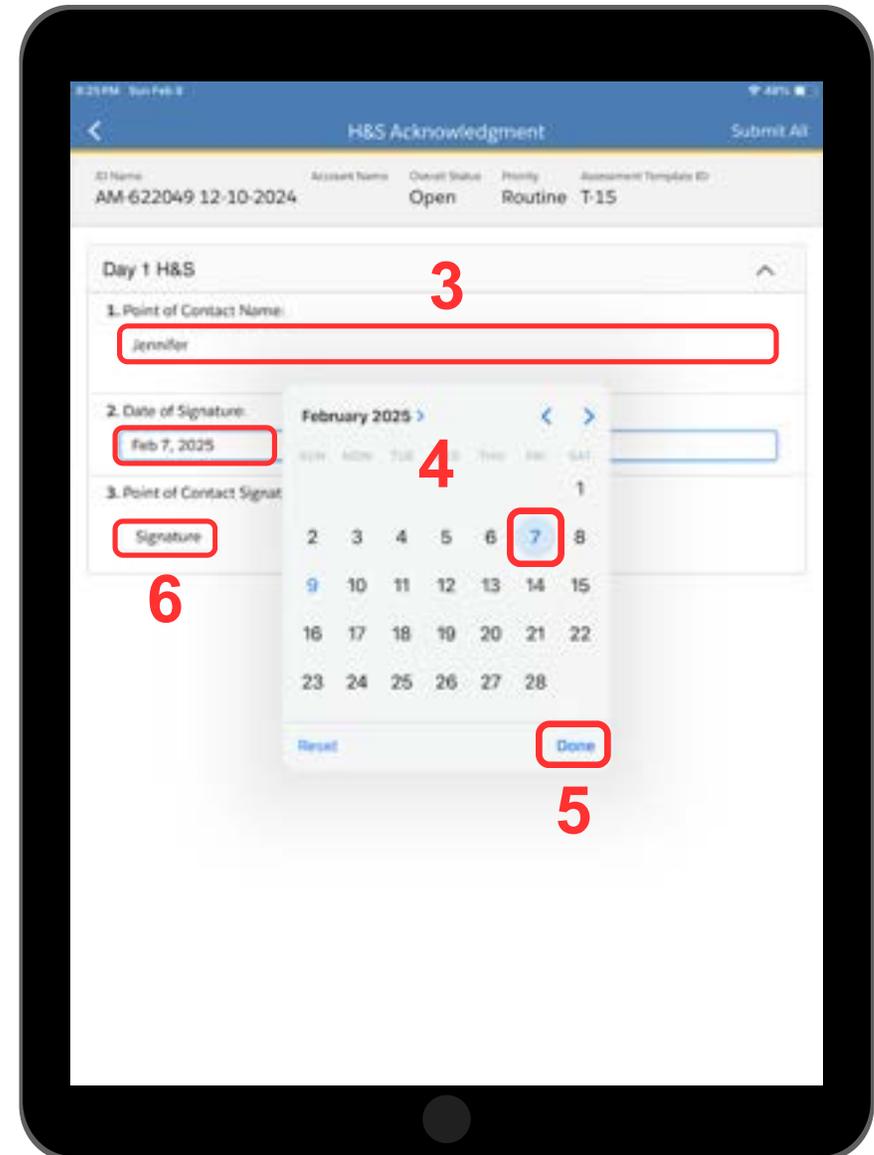


3 | Enter the **Point of Contact Name** in the text box.

4 | Tap the **Date of Signature** field to select the current date.

5 | Tap **Done** to confirm the selected date.

6 | Tap **Signature** to add the Point of Contact's signature.

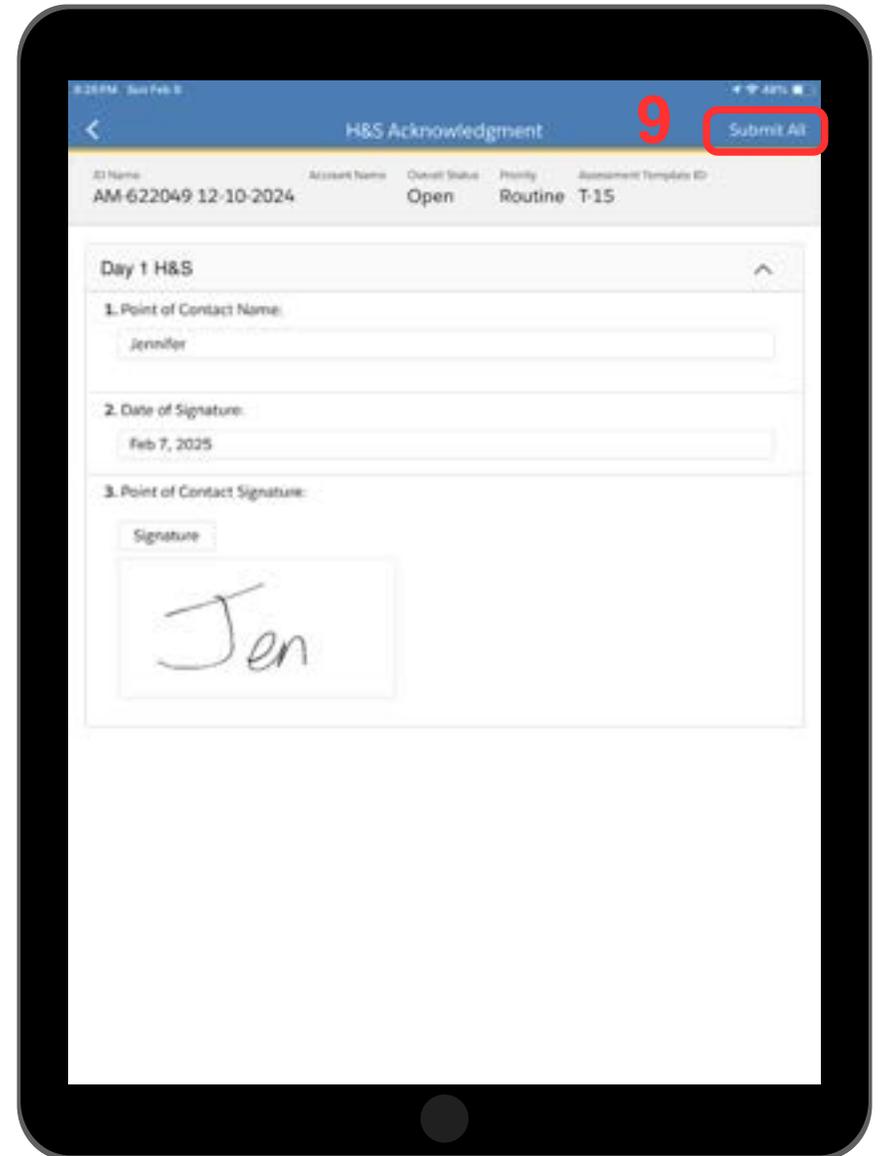


7 | Have the Point of Contact **sign** directly on the screen, using their finger or a digital stylus.

8 | Tap **Save**.



9 | Tap **Submit All**.





## Perform a Final Sync





## Before you perform a final Full Sync...

- ✓ **Ensure that all assessments have been completed and submitted.** Check that the H&S Acknowledgment, Certificates and Outside assessments, and all Inside and Unit assessments required for inspection completion have **green** buttons.

This includes any “in sample” or “alternate” buildings and units that were inspected.

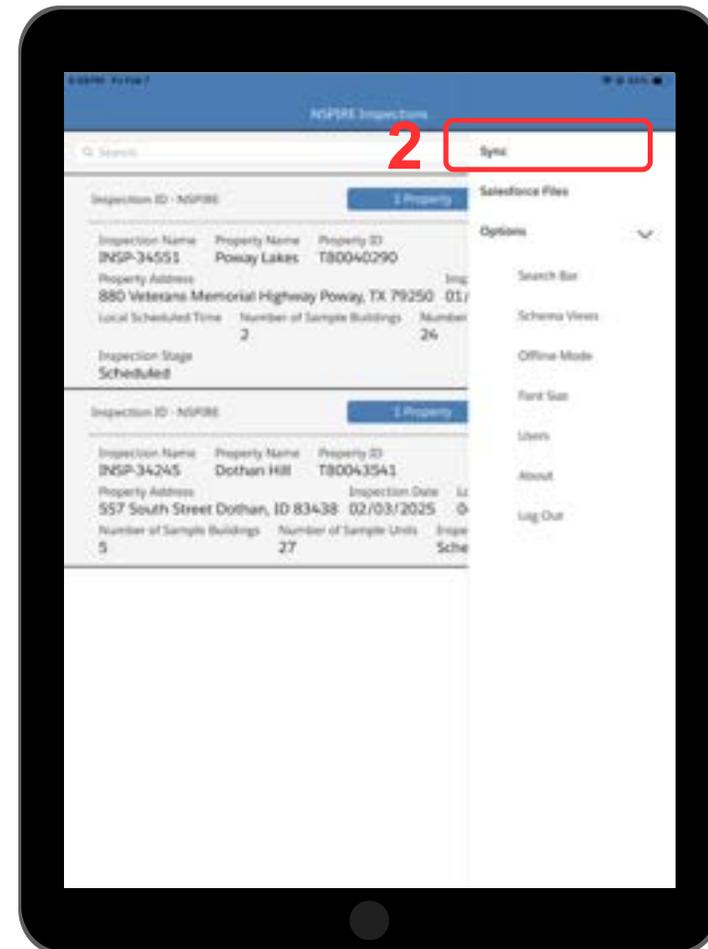
- ✓ Make any necessary **edits** to your recorded deficiencies and certificate answers. You can edit or delete your answers in Data Viewer, within each assessment.

- ✓ Ensure that you have a **strong internet connection.**

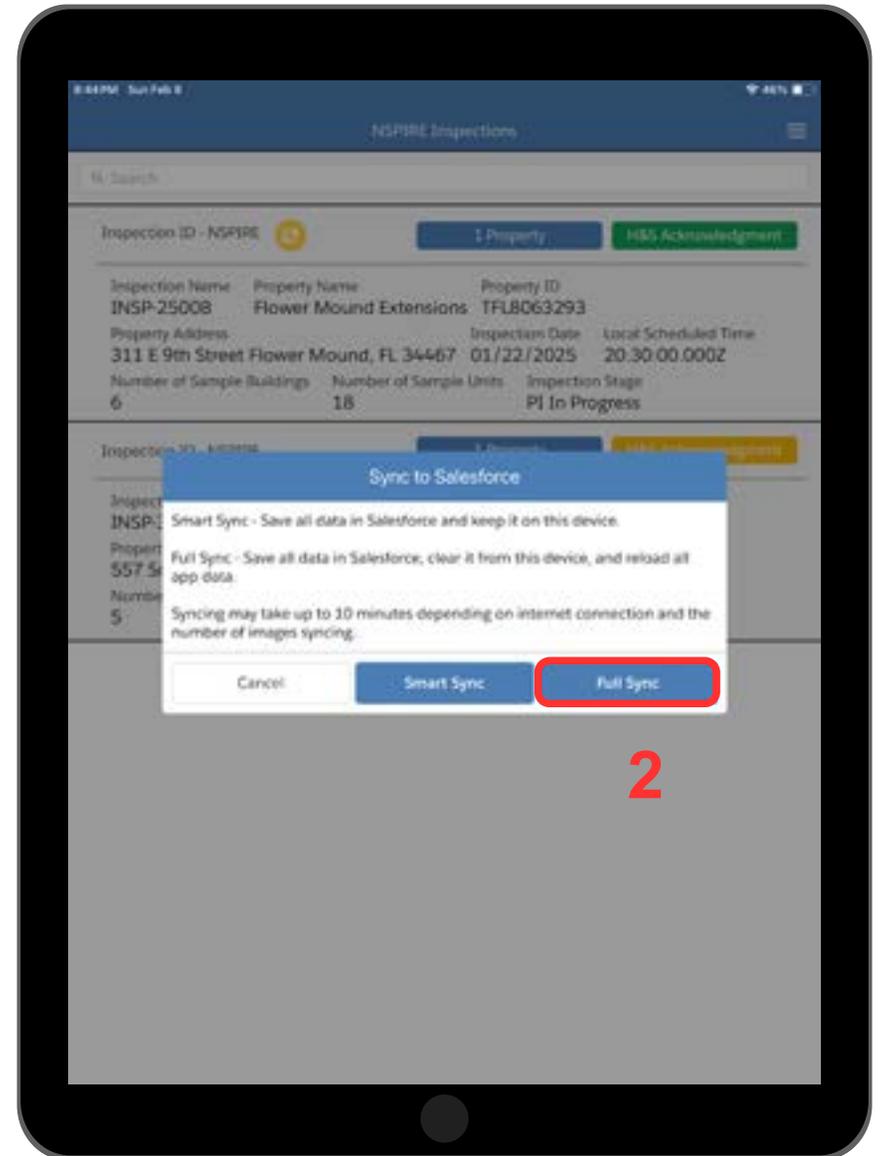
## Perform a Full Sync

1 | Tap the hamburger Menu in upper right corner

2 | From the Menu, tap **Sync** to view available sync options.



## 2 | Select Full Sync.

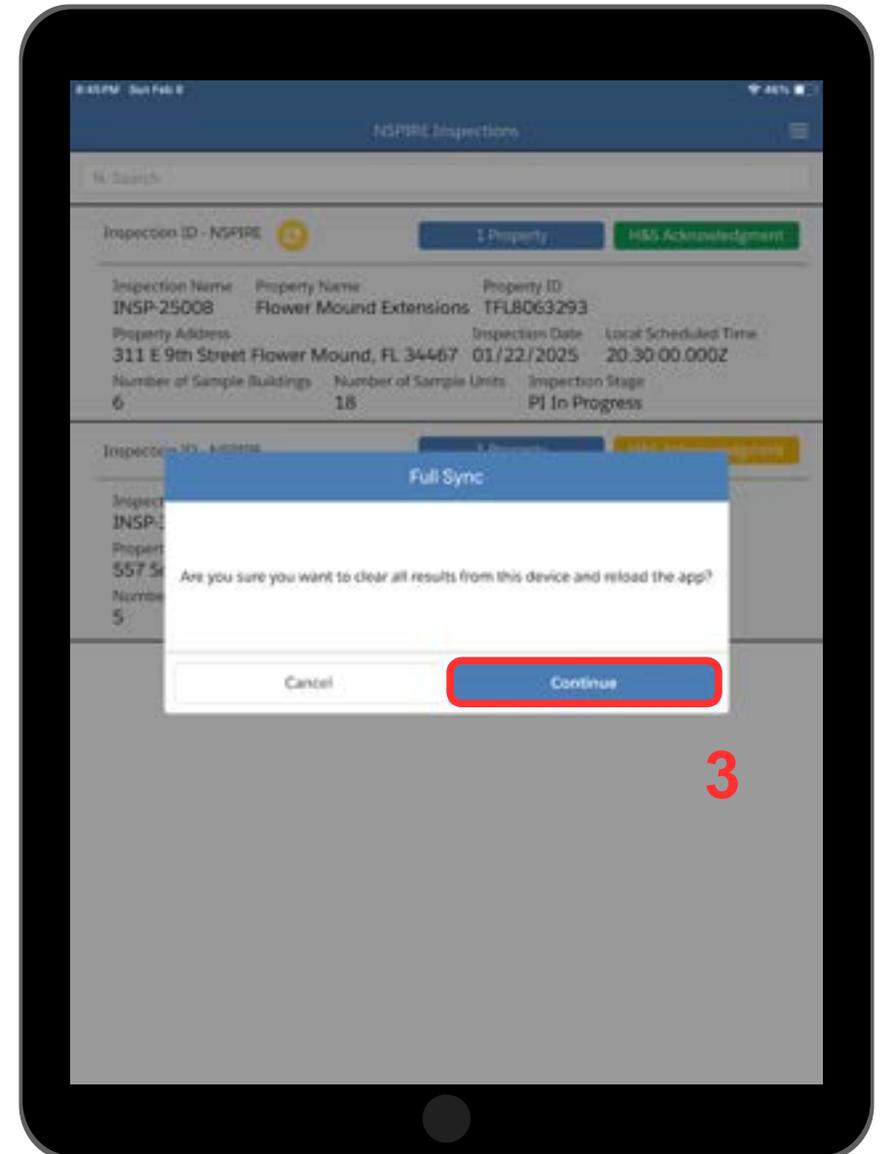


**Full Sync** saves your inspection data to Salesforce and **clears it from your local device.**

After you perform a Full Sync, the mobile app will reload. Completed assessment buttons appear **green.**

Previously-entered assessment answers are stored in Salesforce after a Full Sync, but will no longer be visible on the mobile app.

3 | Select **Continue.**





# Generating Reports



## Section Three

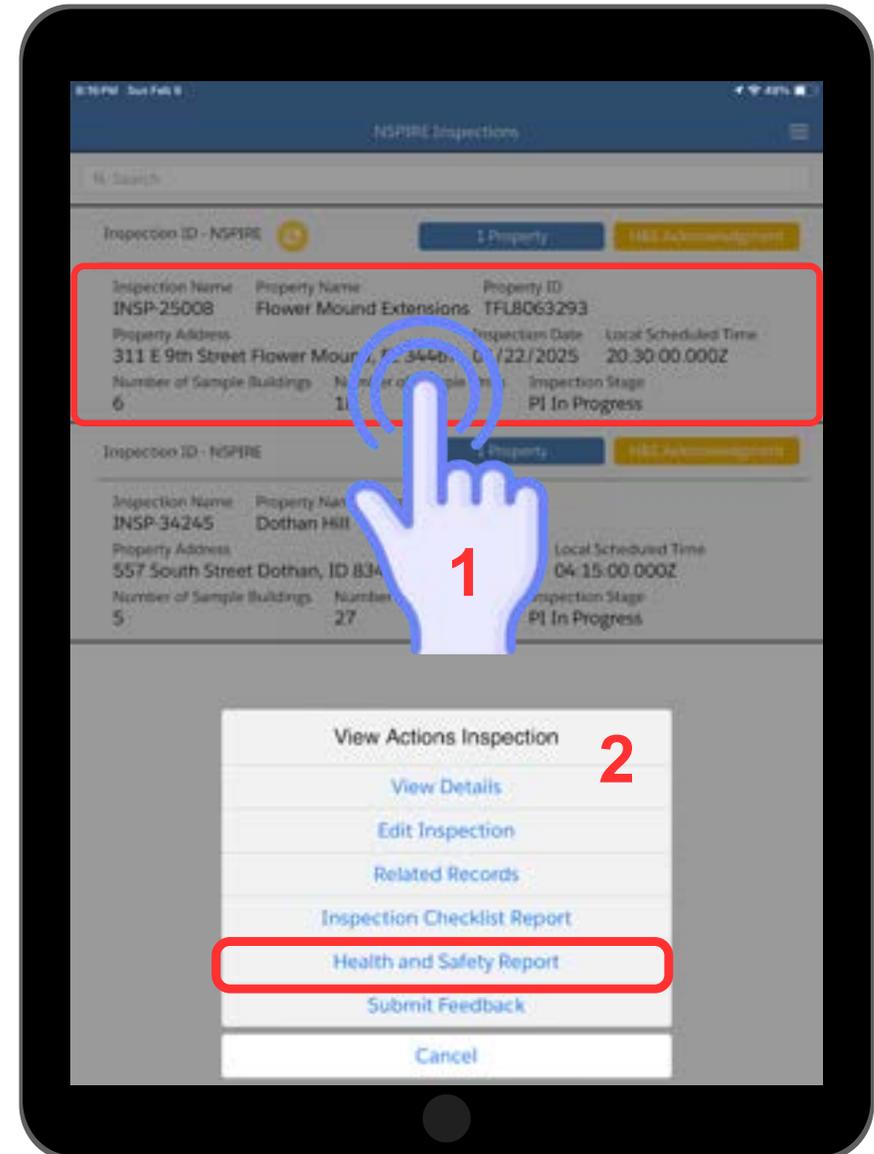
## Report Options: My Device or Salesforce Data

The Inspection Checklist Report and Health and Safety (H&S) Report can each be generated using either local device data or Salesforce data.

Select **“My Device”** if you have not yet synced to Salesforce. This option generates the report using inspection data that is located on the local device.

Select **“Salesforce”** if you recently synced to Salesforce, or after your final sync. This option generates the report using inspection data contained in the NSPIRE Salesforce org.

**(Recommended)**



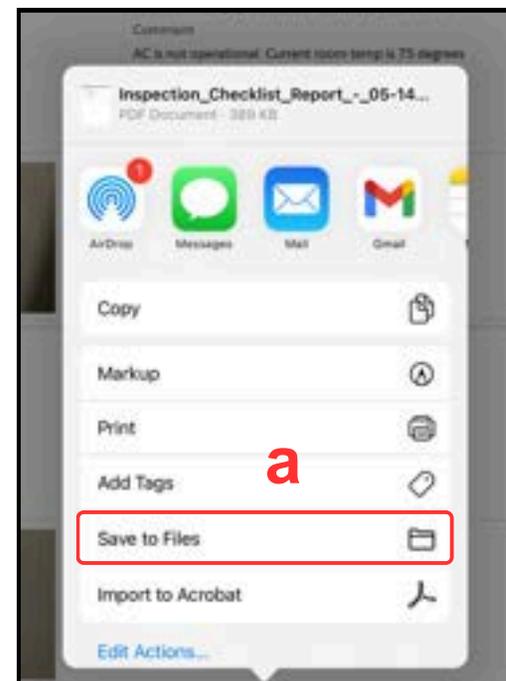
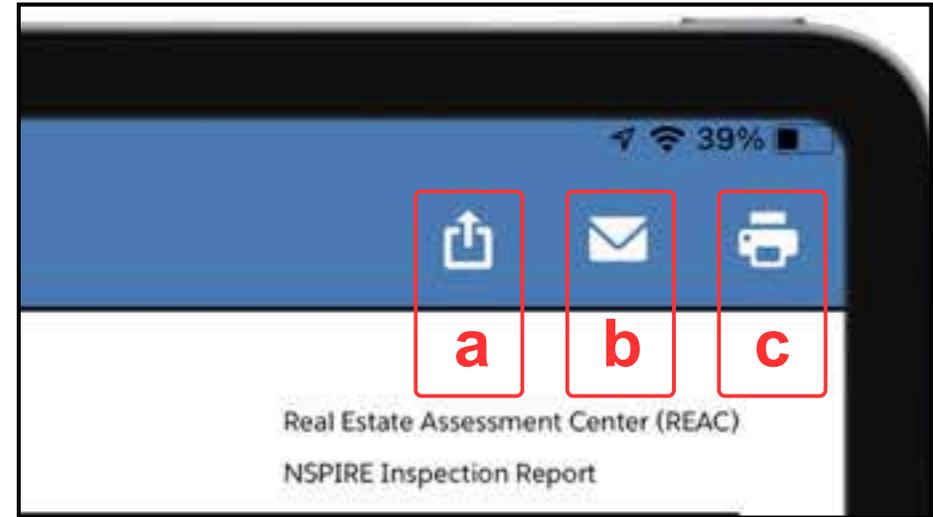
## Share and Send Reports

After generating a report, use the following options to share and send the report externally.

a. **Share** the report via SMS, social media, and email programs. Use this option to **save the report** to your device folders.

b. **Email** the report.  
(A default email program must be configured on your device.)

c. **Print** the report.





# Inspection Checklist Report

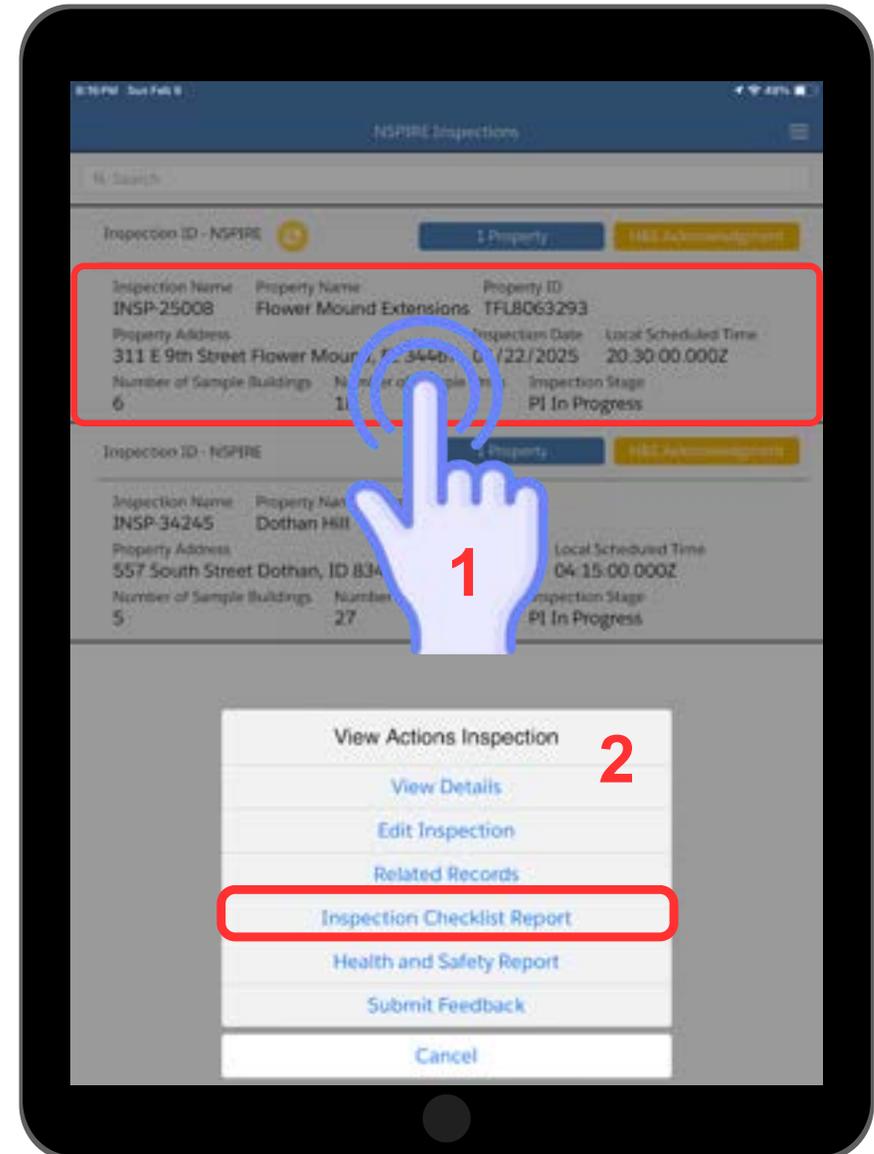


## Generate the Inspection Checklist Report

The **Inspection Checklist Report** is designed to help inspectors verify that the inspection data they have entered is accurate and complete.

1 | **Long press** on the **inspection** to open the Actions Menu.

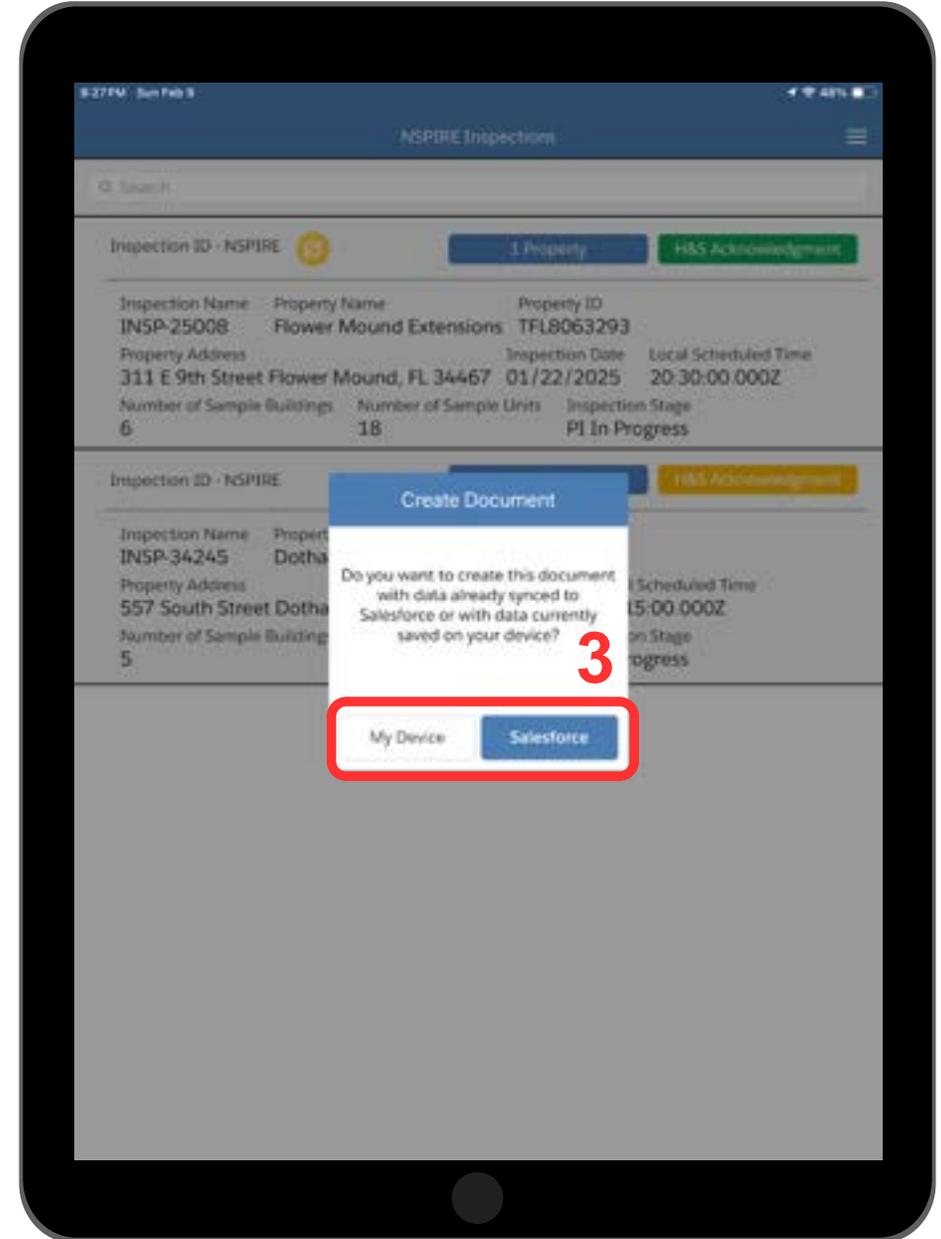
2 | Select **Inspection Checklist Report**.



3 | Select **My Device** or **Salesforce** to generate the report.

Select **“My Device”** if you have not yet synced to Salesforce. This option generates the report using inspection data that is located on the local device.

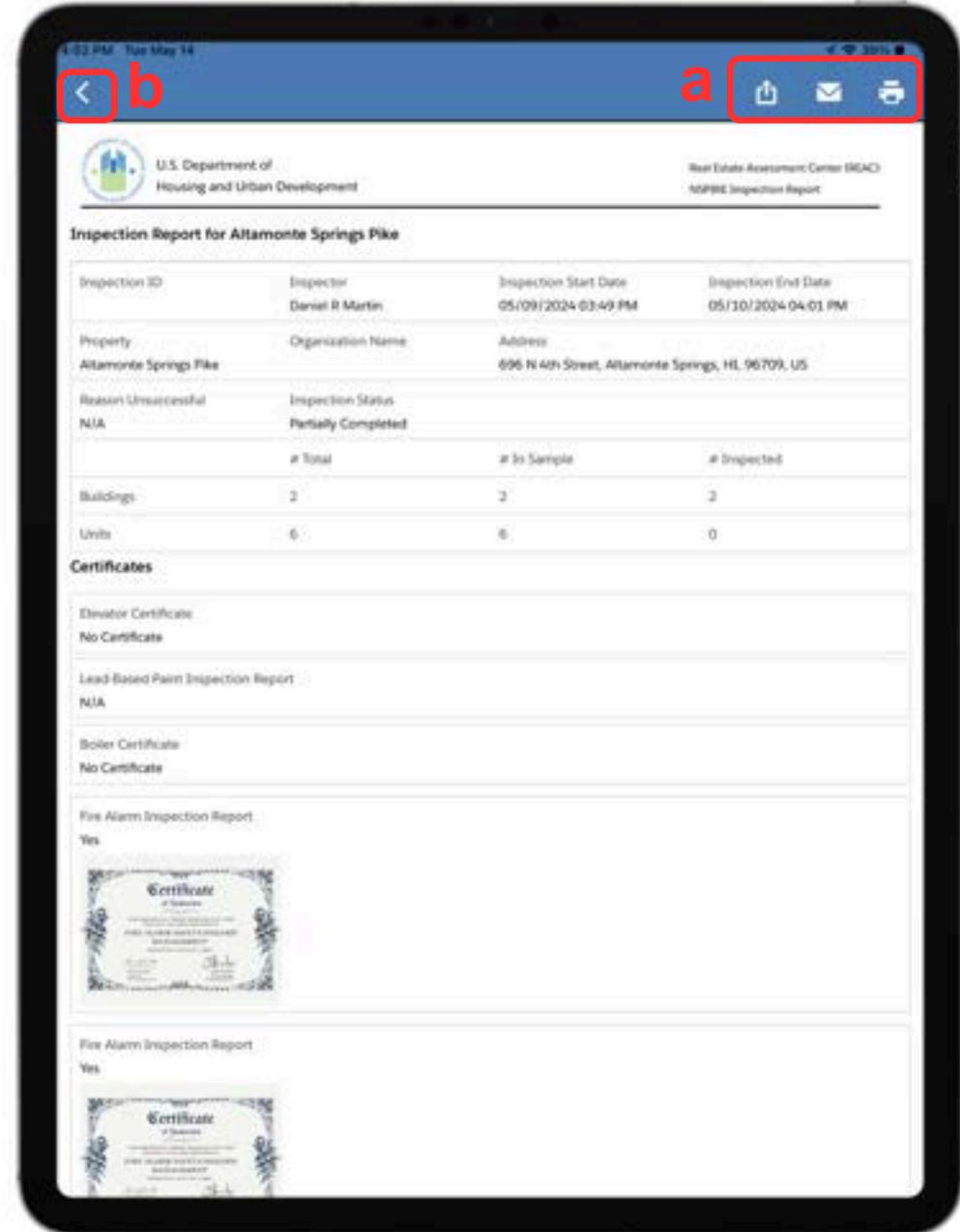
Select **“Salesforce”** if you recently synced to Salesforce, or after your final sync. This option generates the report using inspection data contained in the NSPIRE Salesforce org.



The Inspection Checklist Report contains all assessment answers and any data entered in the Certificates, Outside, Inside, and Unit assignment managers.

a. **Download, share, and send** the report.

b. Tap the **back button** to return to the inspection.





# Health and Safety (H&S) Report

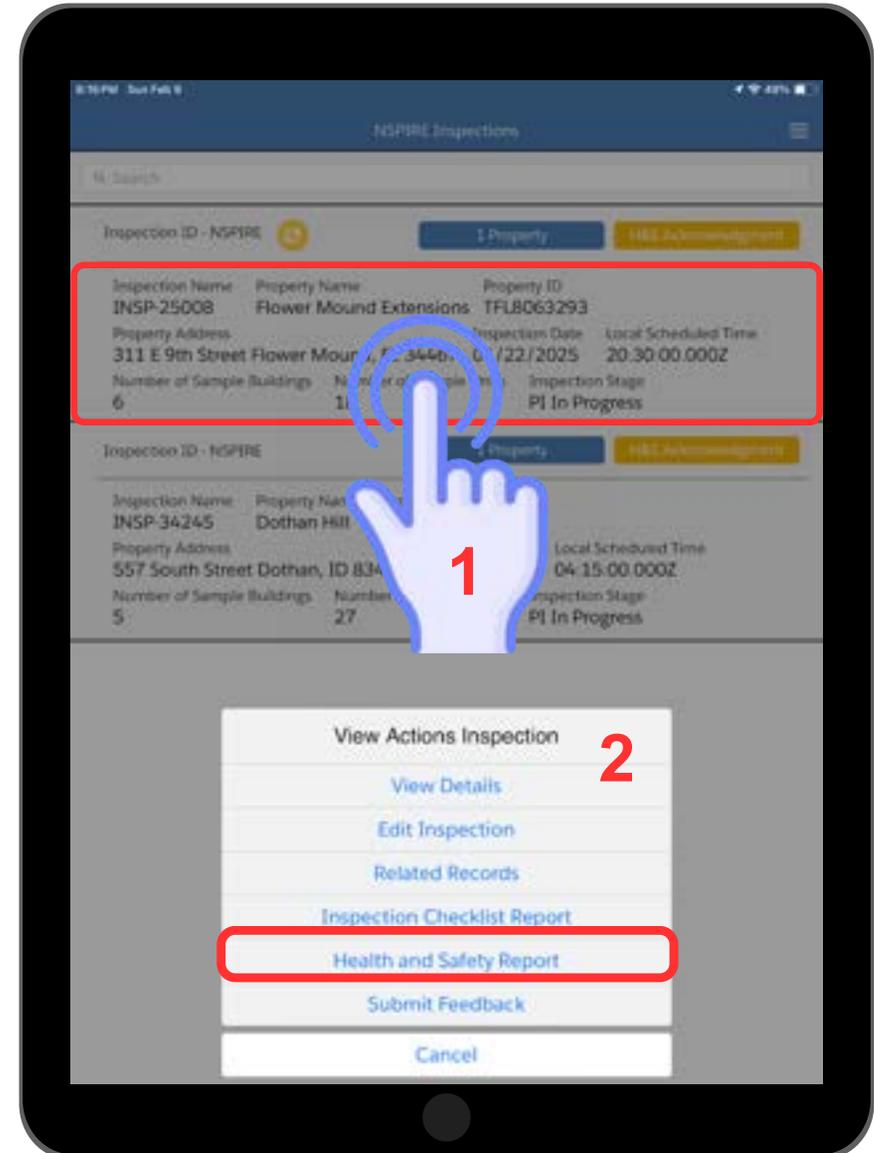


## Generate the Health and Safety (H&S) Report

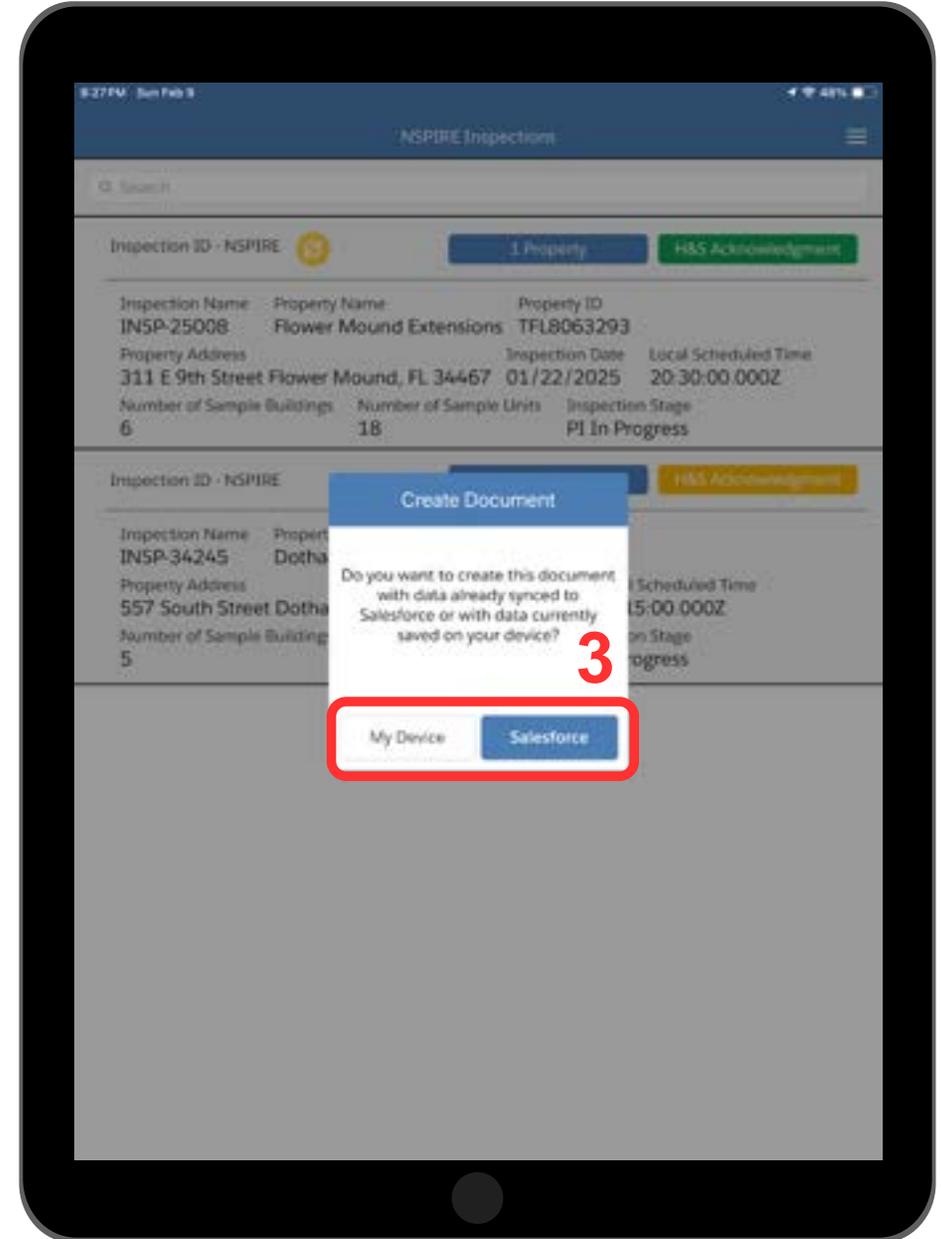
The **Health and Safety (H&S) Report** contains information about severe deficiencies with a 24-hour correction timeframe. The report also contains the Point of Contact signatures recorded in the H&S Acknowledgment.

1 | **Long press** on the **inspection** to open the Actions Menu.

2 | Select **Health and Safety Report**.



3 | Select **My Device** or **Salesforce** to generate the report.



a. **Download, share, and send** the report.

b. Tap the **back button** to return to the inspection.





# Troubleshooting



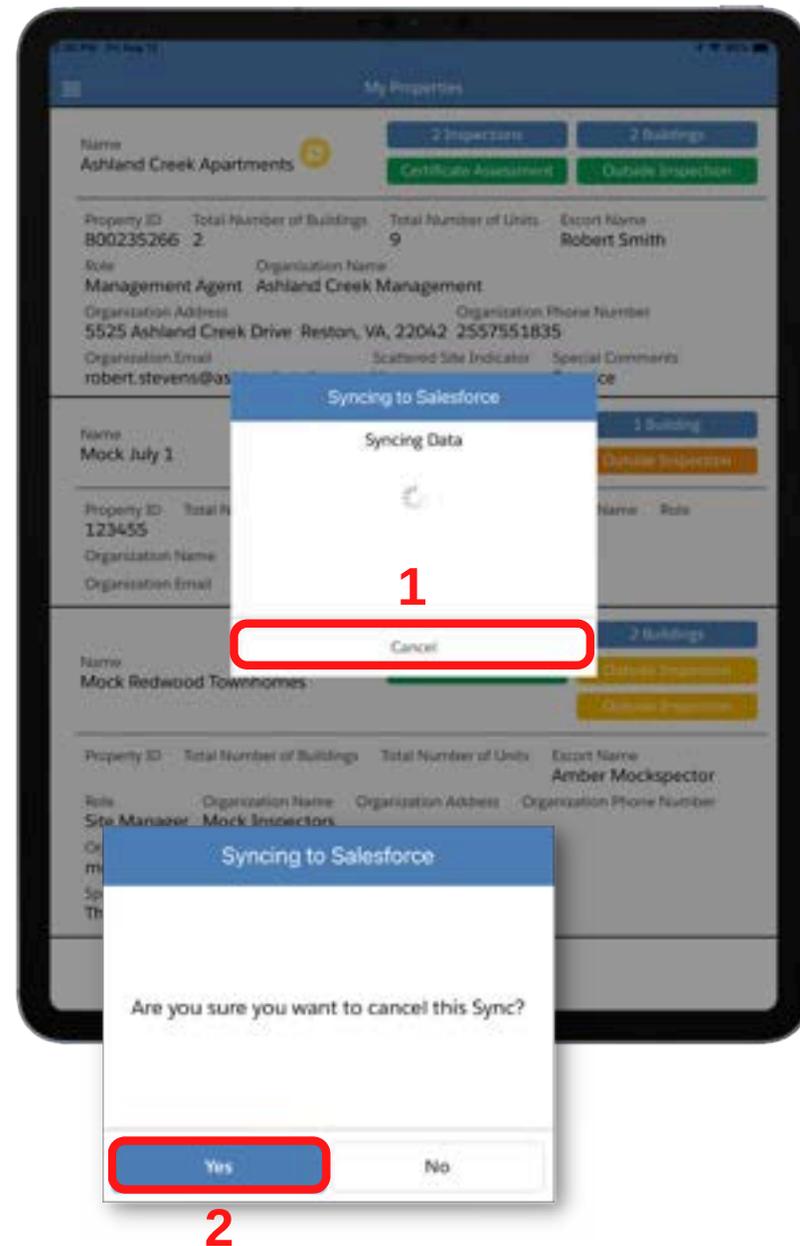
## Inspection Sync Delays

Syncing your inspection normally takes under 15 minutes. Factors that might affect Sync times include inspection size and the strength of your internet connection.

If you experience long Sync times, try the following tips (in order) to avoid data loss.

### Tip 1: If possible, cancel Smart Sync

- 1 | Tap **Cancel** in the Sync Window.
- 2 | Tap **Yes** to confirm cancellation.
- 3 | **Attempt to Smart Sync again.** If your attempt is not successful, proceed to the next tip.



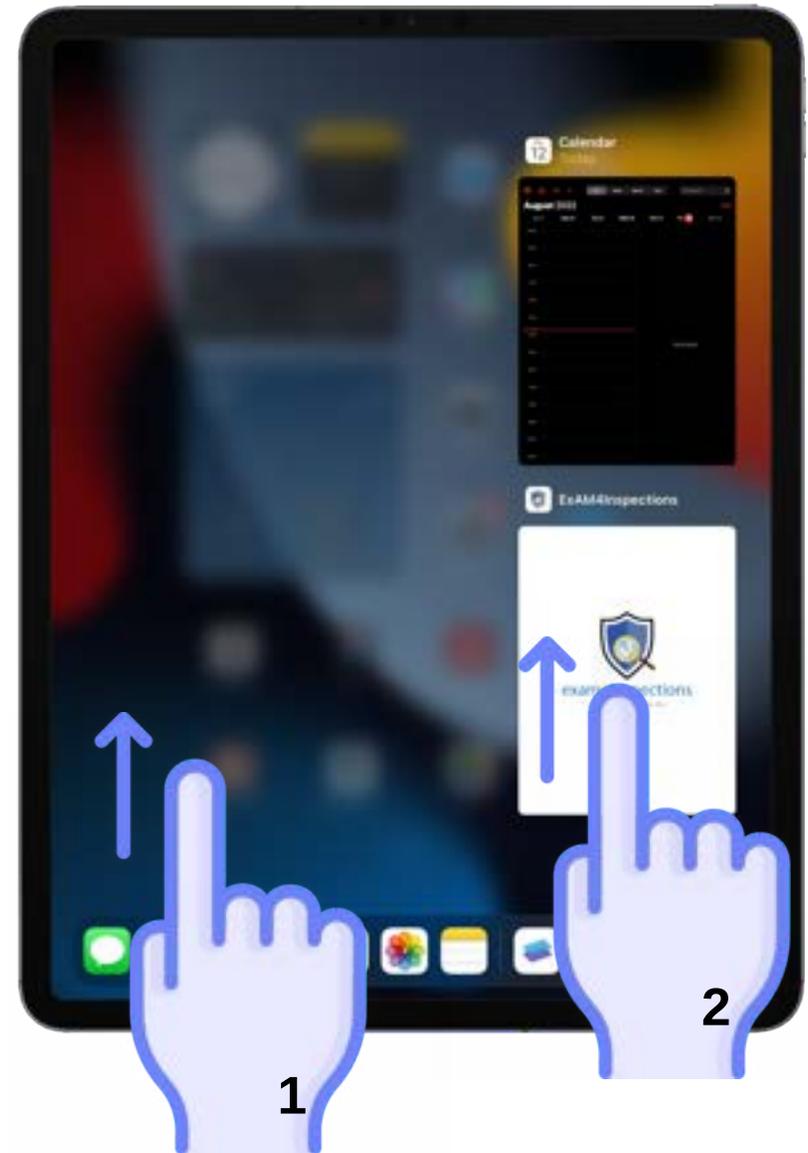
## Tip 2: Fully close and re-open the app

### Android Devices and iOS Devices *without* a Home Button

- 1 | Swipe up from the bottom of the screen, hold, and let go.
- 2 | Swipe upwards on the ExAM4Inspections app preview to close it.

### iOS Devices *with* a Home Button

- 1 | Double-tap on the home button to show your recently used apps.
- 2 | Swipe upwards on the ExAM4Inspections app preview to close it.

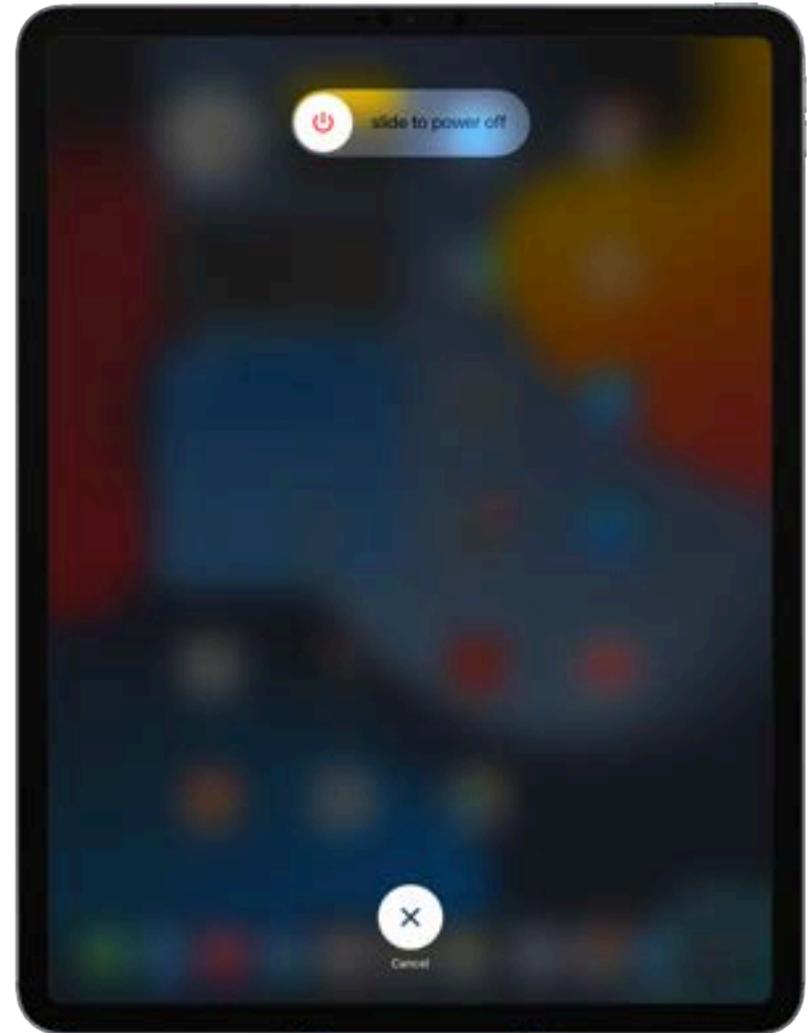


**Tip 3: Power cycle your device (turn it off and then on again)**

- 1 | **Turn your device off** or select the restart option (if restart is available on your device).
- 2 | **Turn your device back on.**
- 3 | **Tap the ExAM4Inspections app** to load your data and attempt your Sync again.

**CAUTION: DO NOT ATTEMPT to uninstall and reinstall the app OR log out then back in to the app to resolve a slow or frozen Sync.**

**Doing this can cause irreversible data loss!**



# Do you need further assistance with the Federal Inspection Mobile App?

Please Contact REAC TAC:

## REAC TAC Contact Information



**Phone:** 1 (888)-245-4860



**Email:** REAC\_TAC@hud.gov