



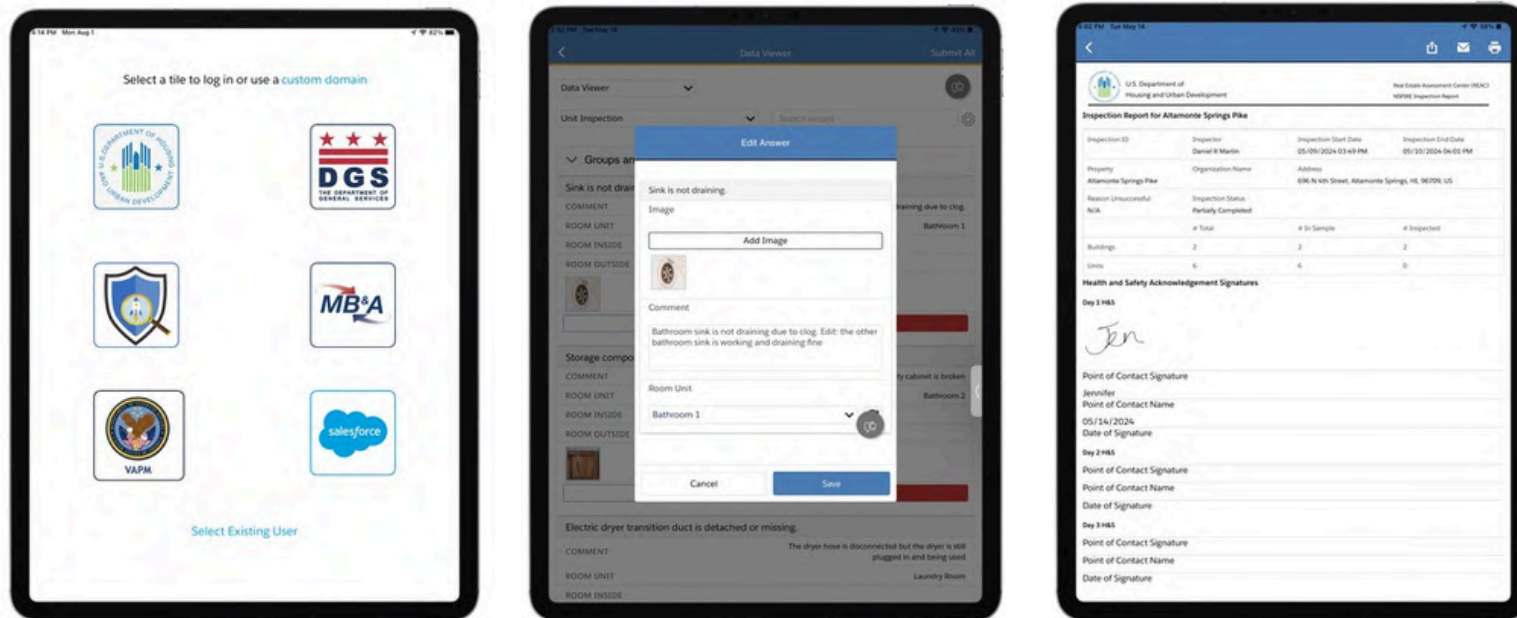
# Federal Inspection Mobile App User Guide

**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.



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## 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
3.0	January 26, 2026	Time Stamp Collection and Sync Features
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

**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



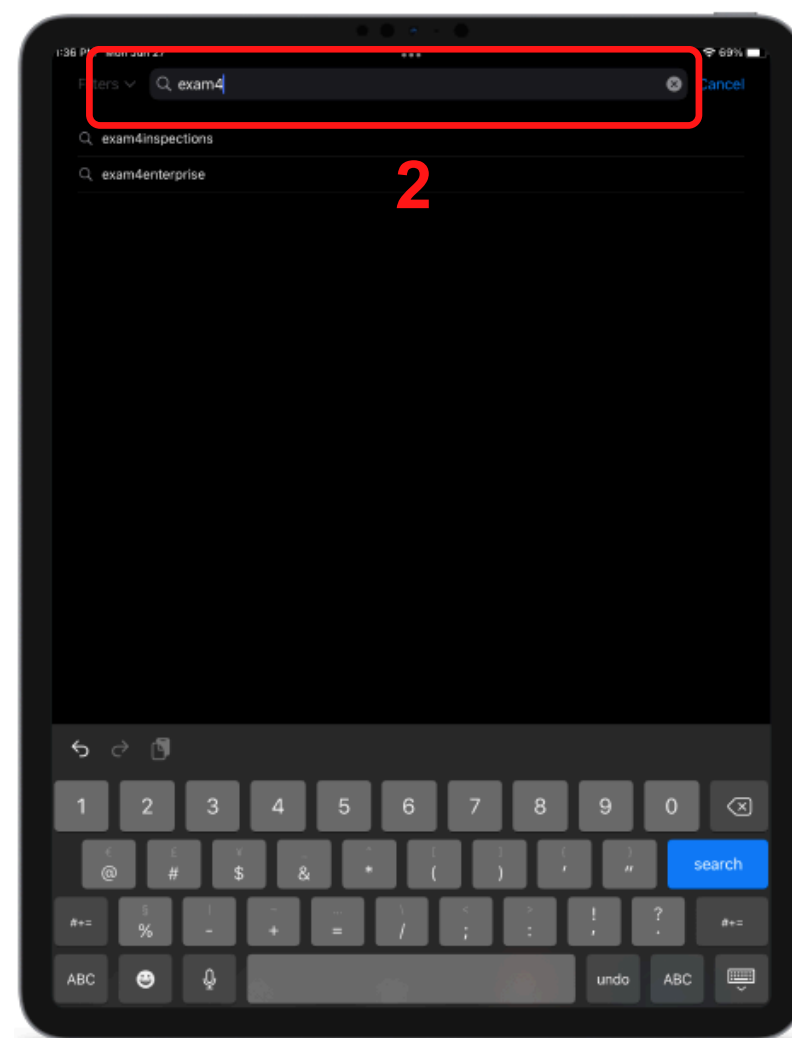
# Install ExAM4Inspections



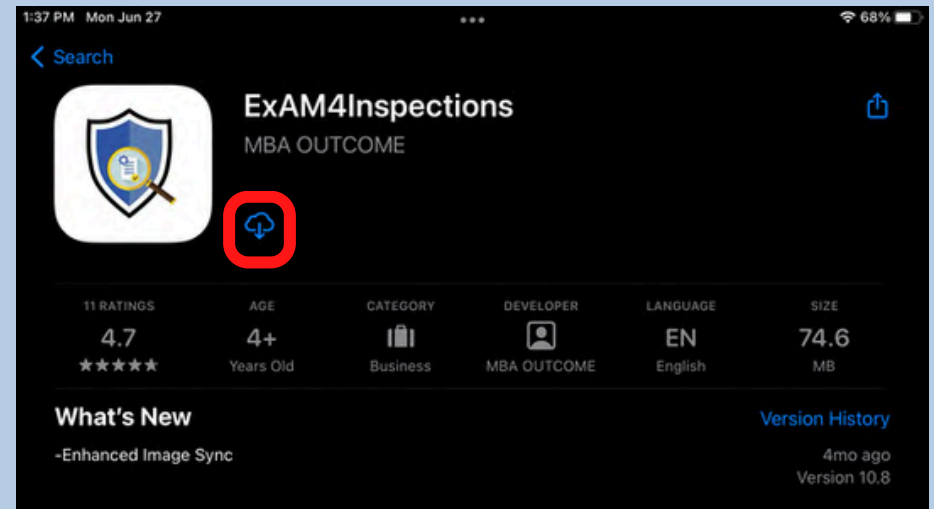
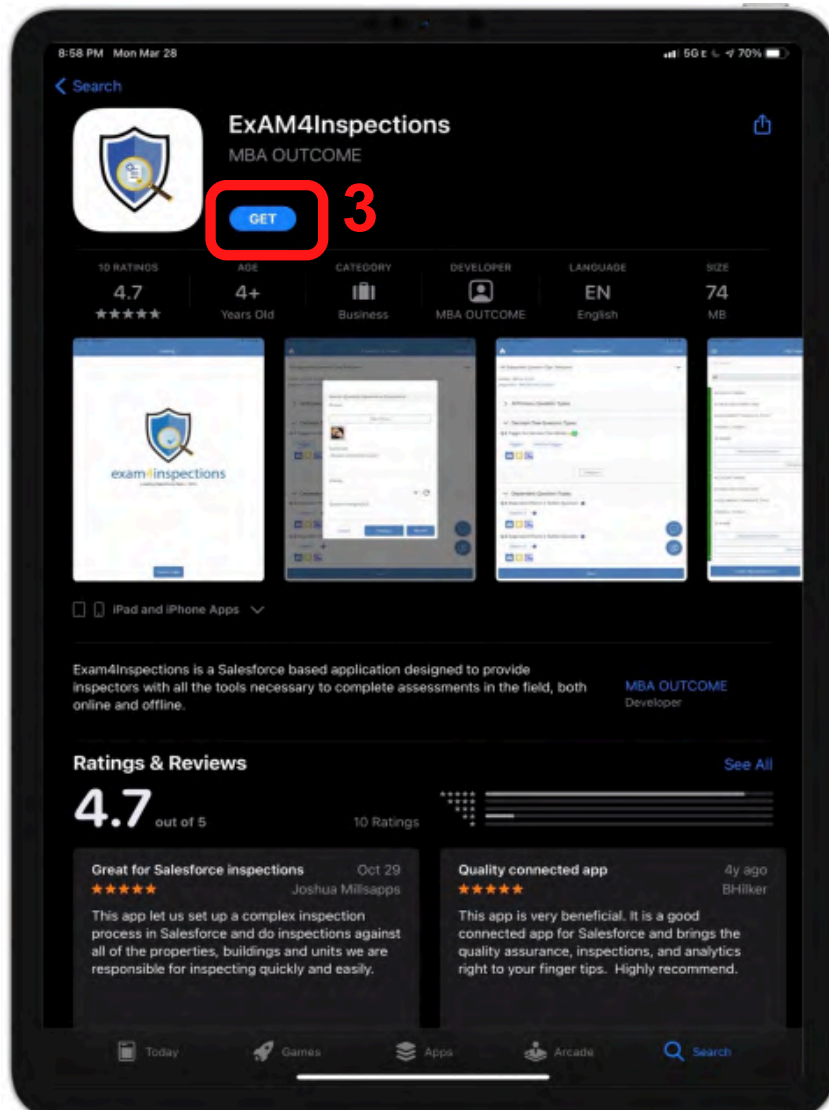
## Install ExAM4Inspections (iOS)

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.*

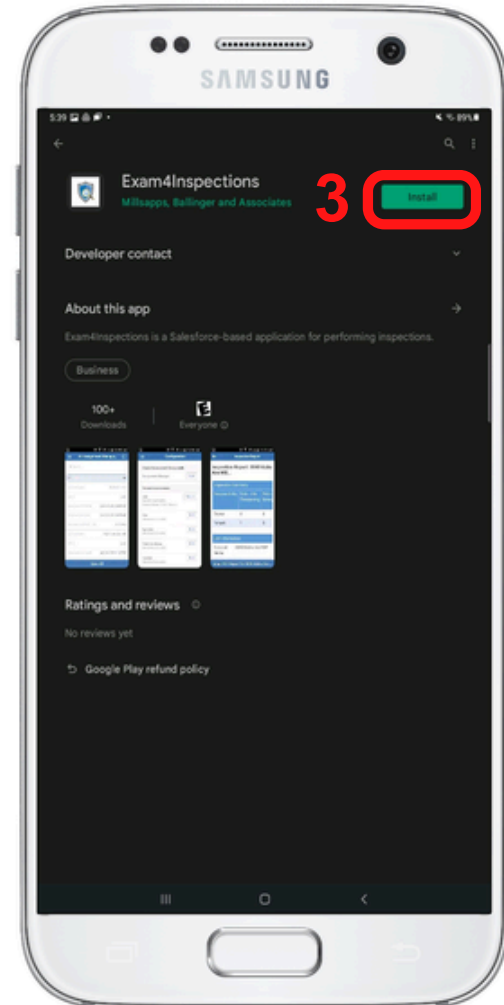
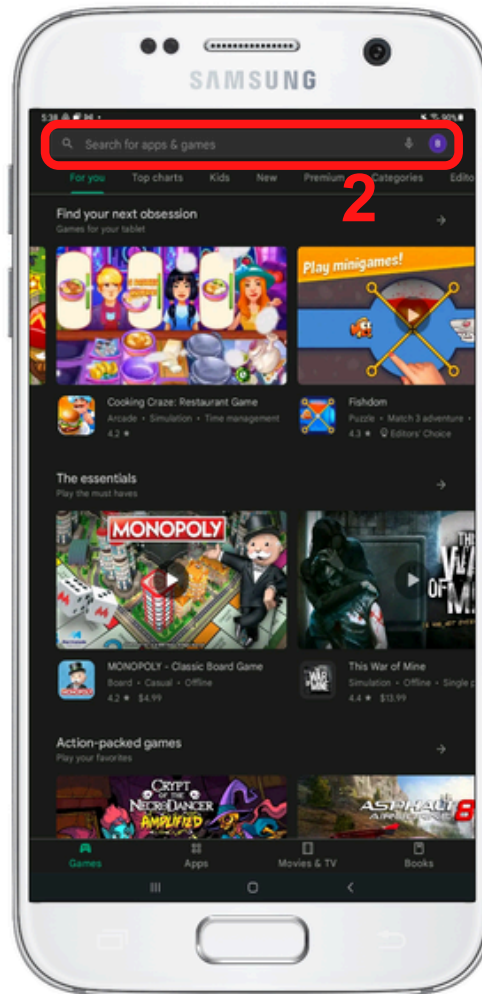
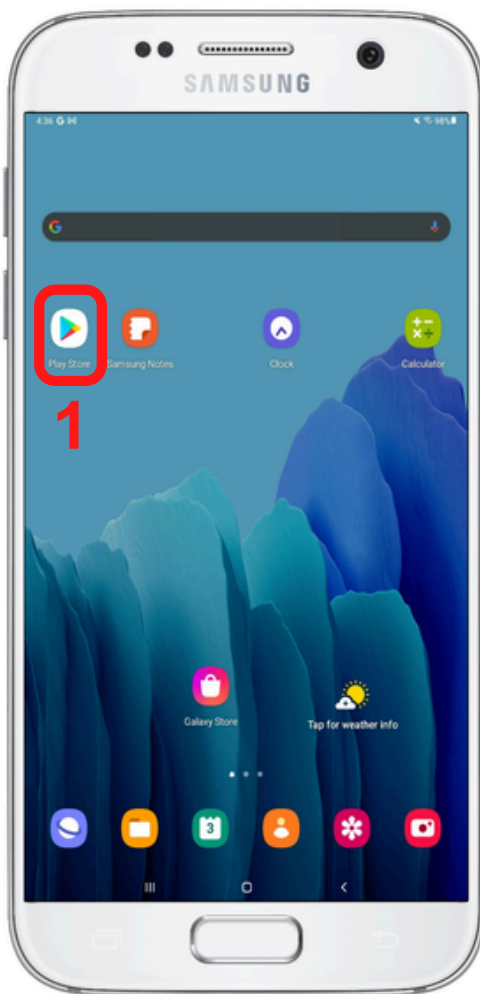


## Install ExAM4Inspections (Android)

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

2 | Search for **ExAM4Inspections**.

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





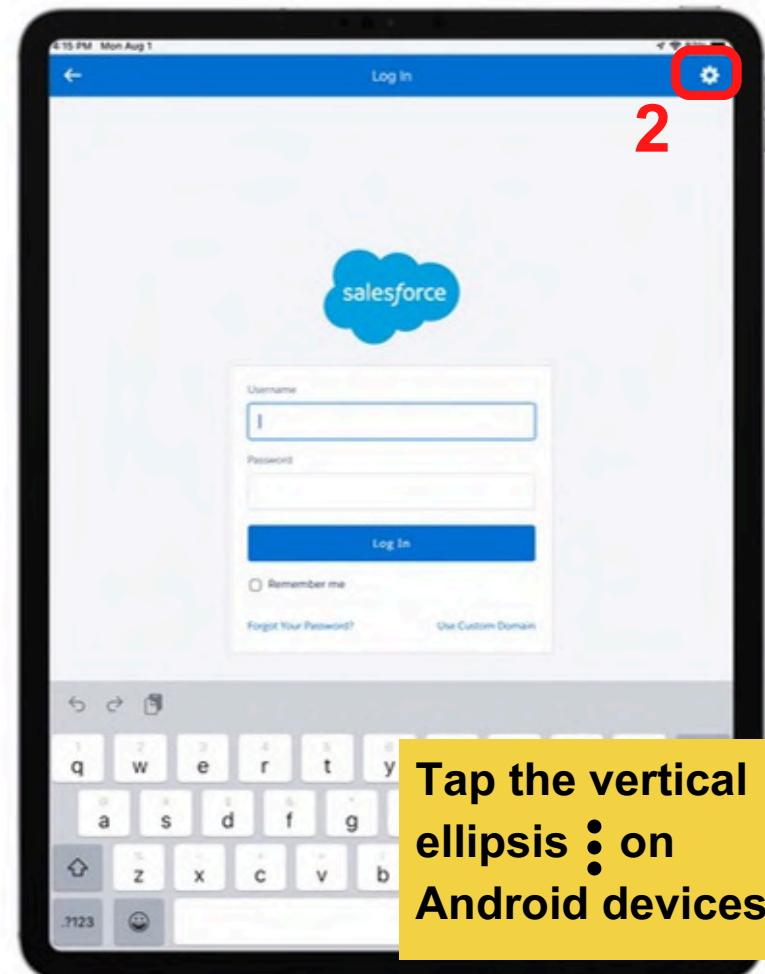
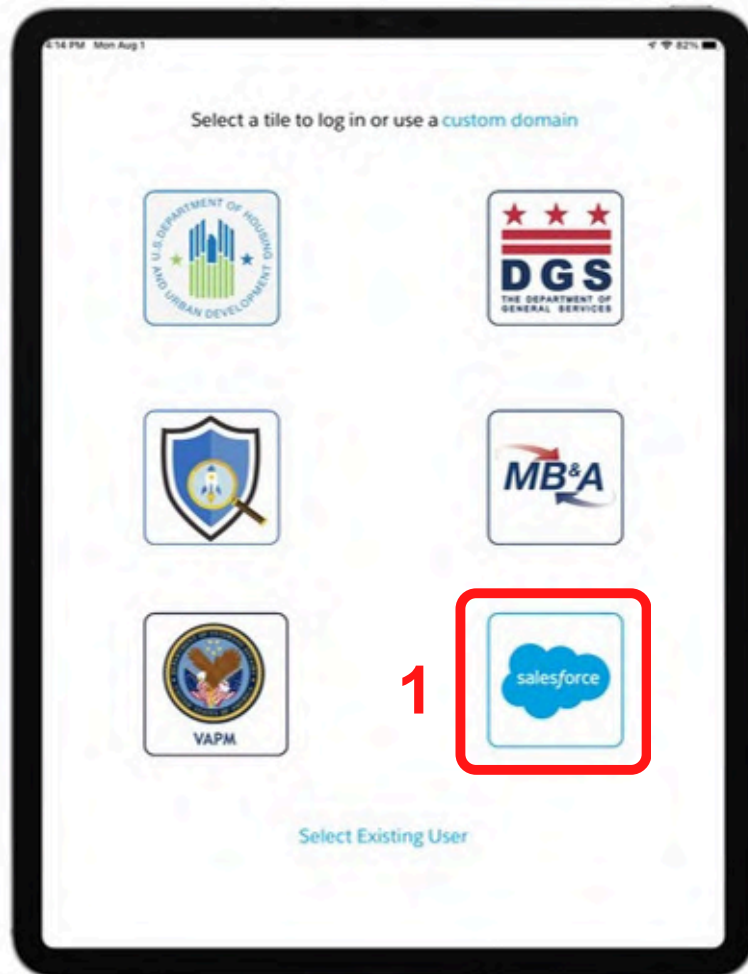
[Log in to ExAM4Inspections](#)



## Log in to ExAM4Inspections

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

2 | Tap the **gear** icon.



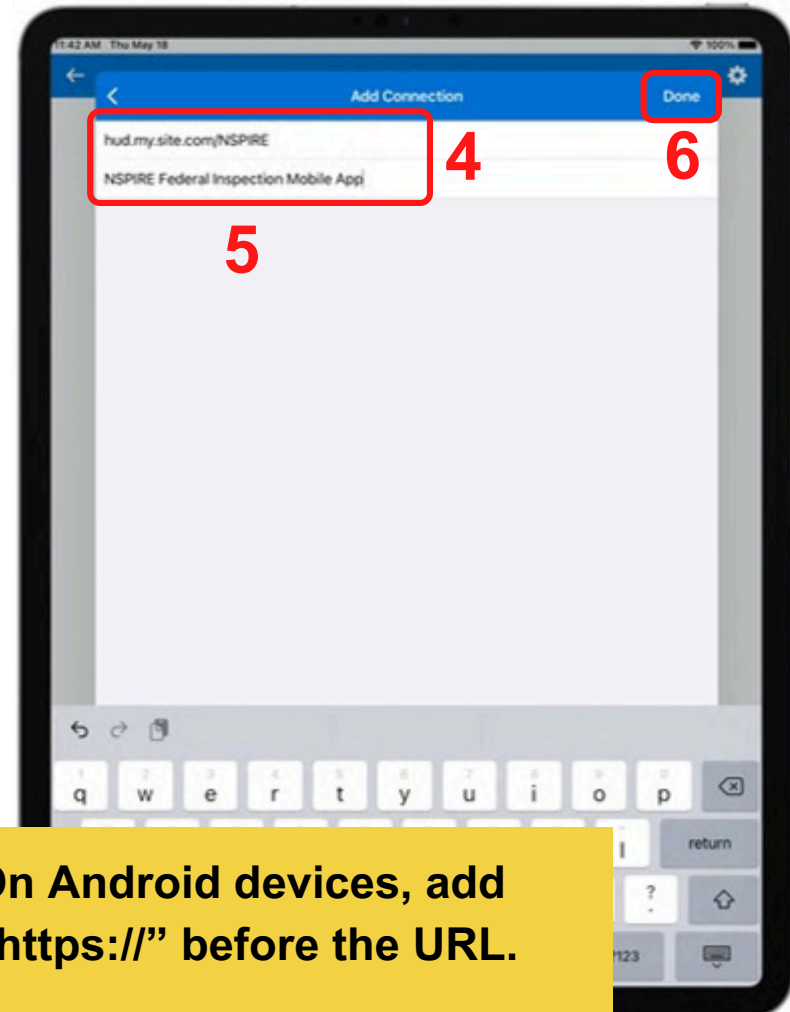
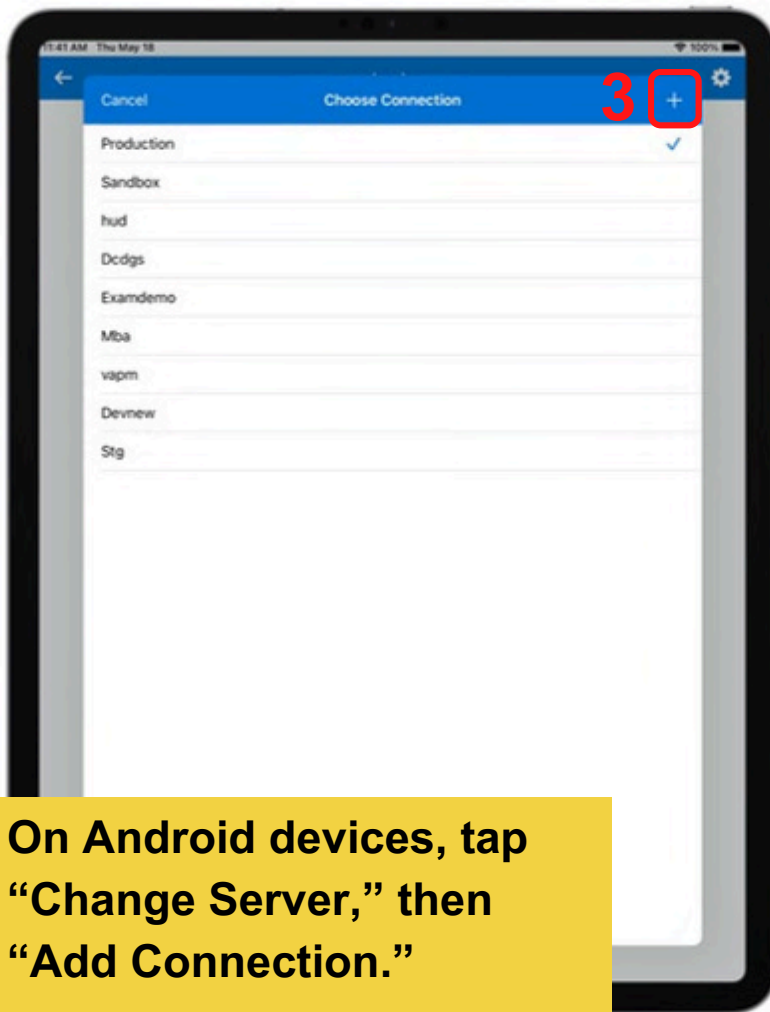
Tap the vertical ellipsis **⋮** on Android devices

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

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

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

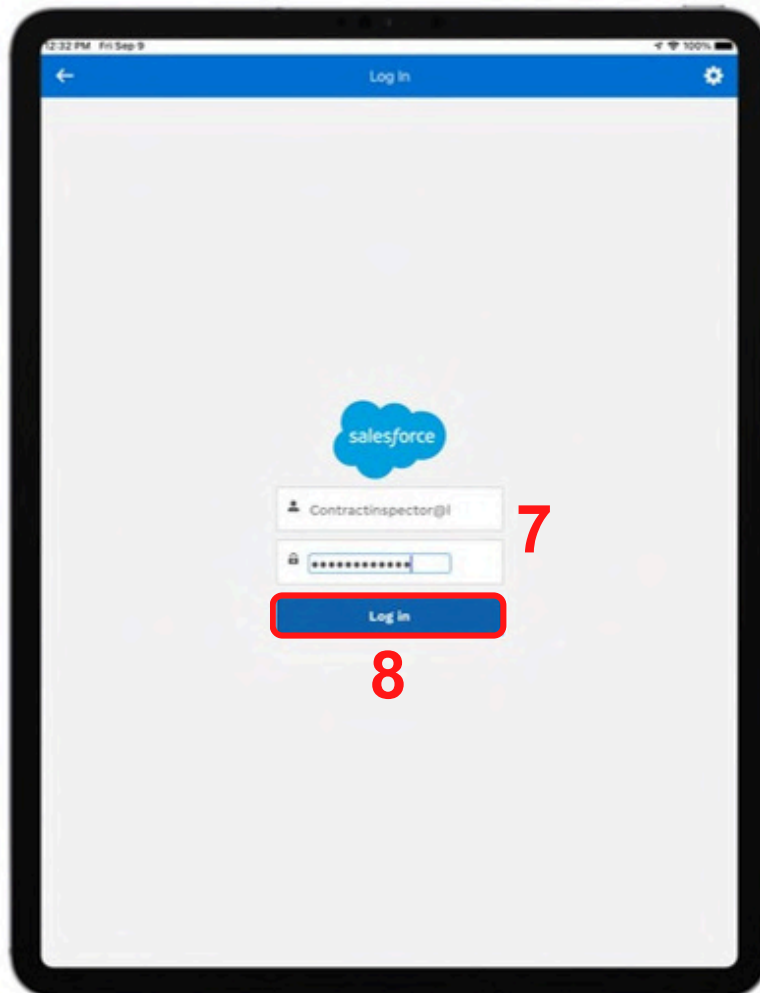
6 | Tap **Done** (or **Apply**, on Android Devices.)



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

8 | Tap **Log In**.

9 | Tap **Allow** to continue.





# Manage Auto-Updates

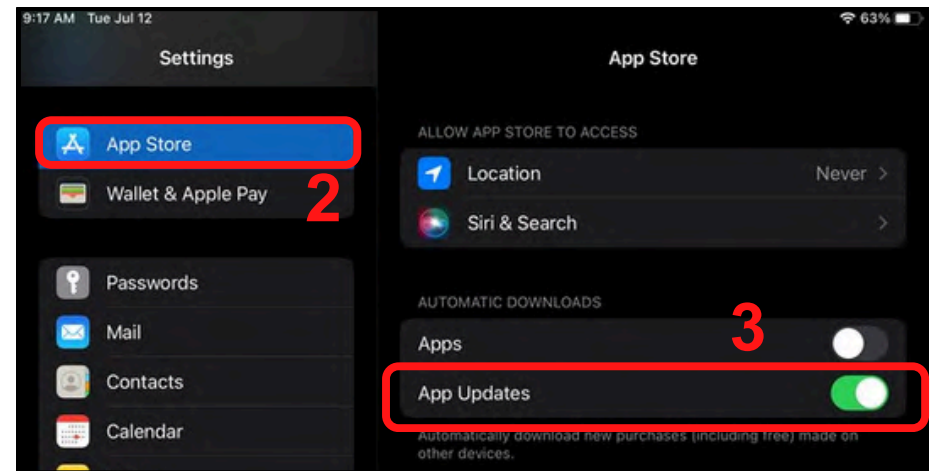


## Manage App Auto-Updates (iOS)

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.

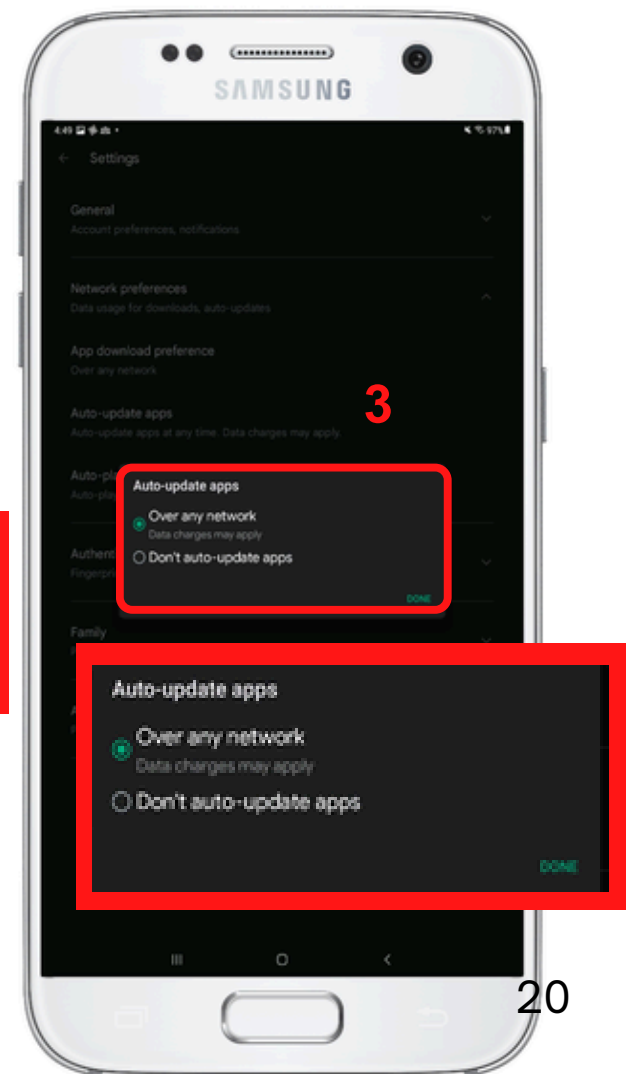
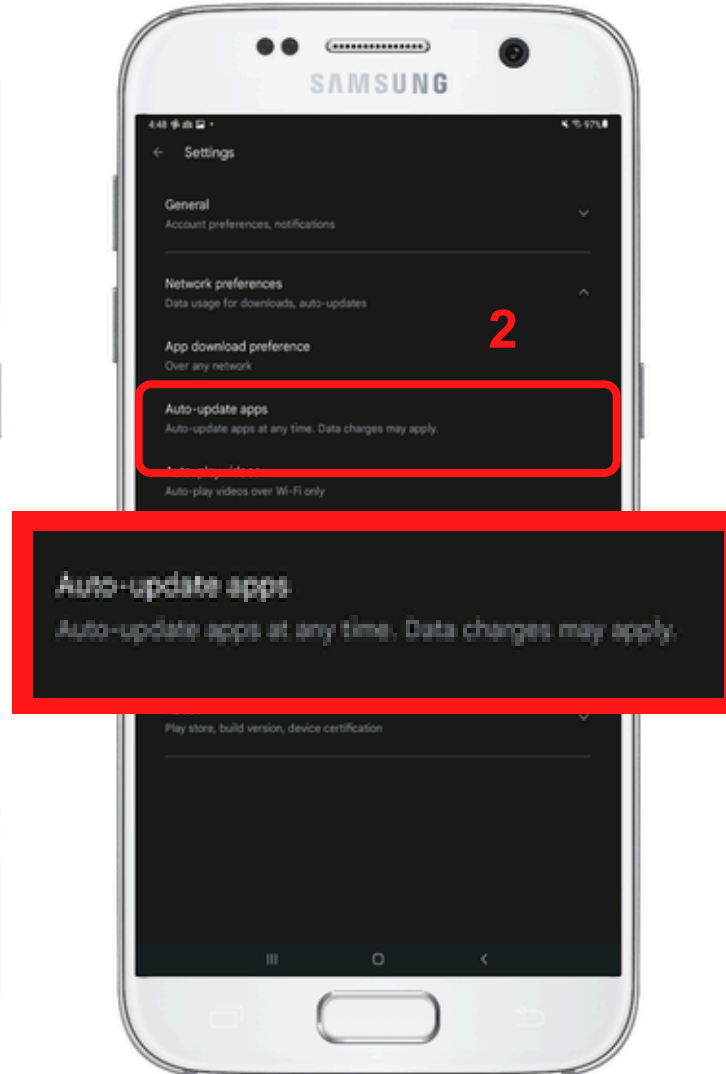
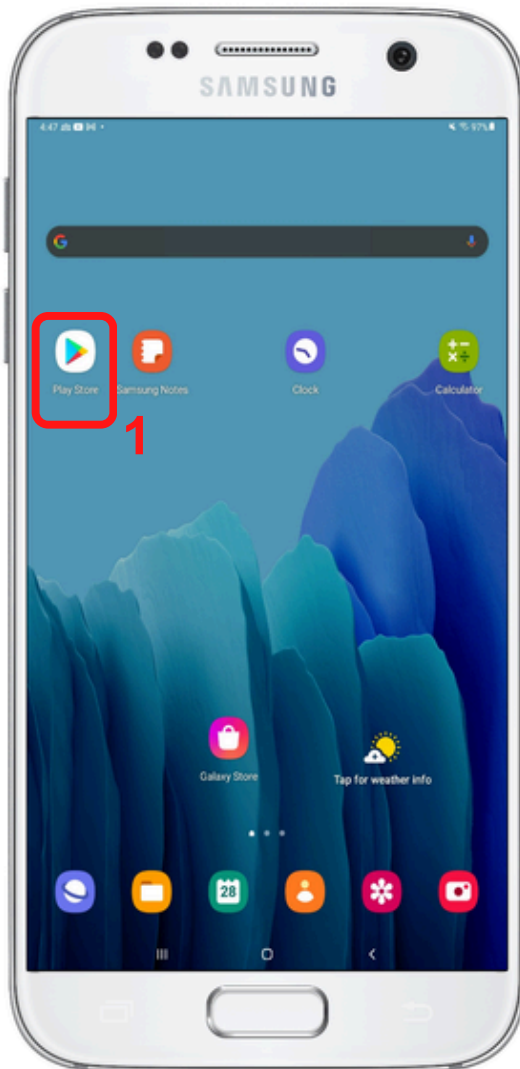


## Manage App Auto-Updates (Android)

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

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

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





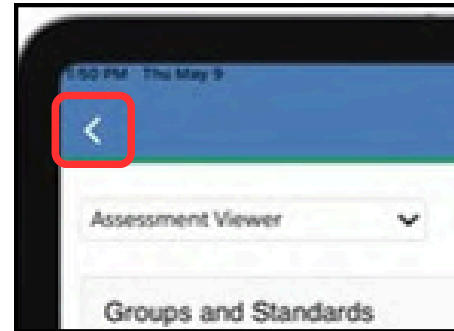


# Navigate the Main Menu

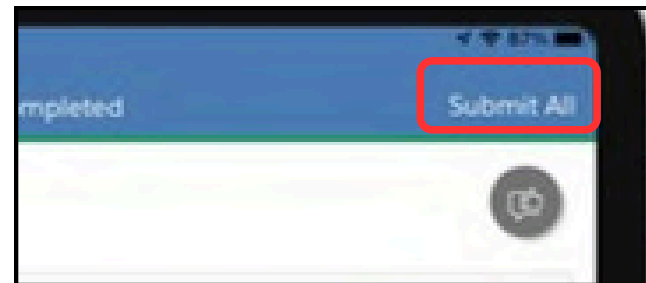


## General Navigation Tips

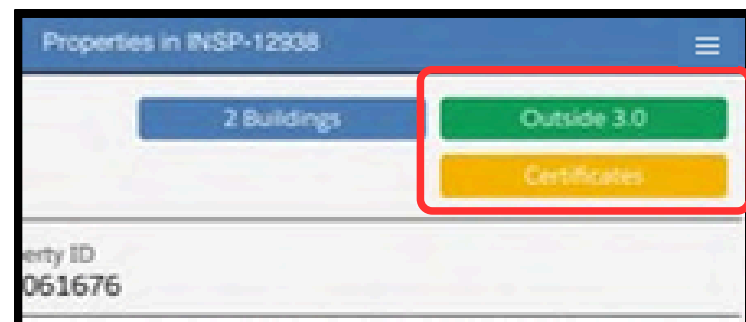
Use the **Back** button to return to the previous screen.



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**.



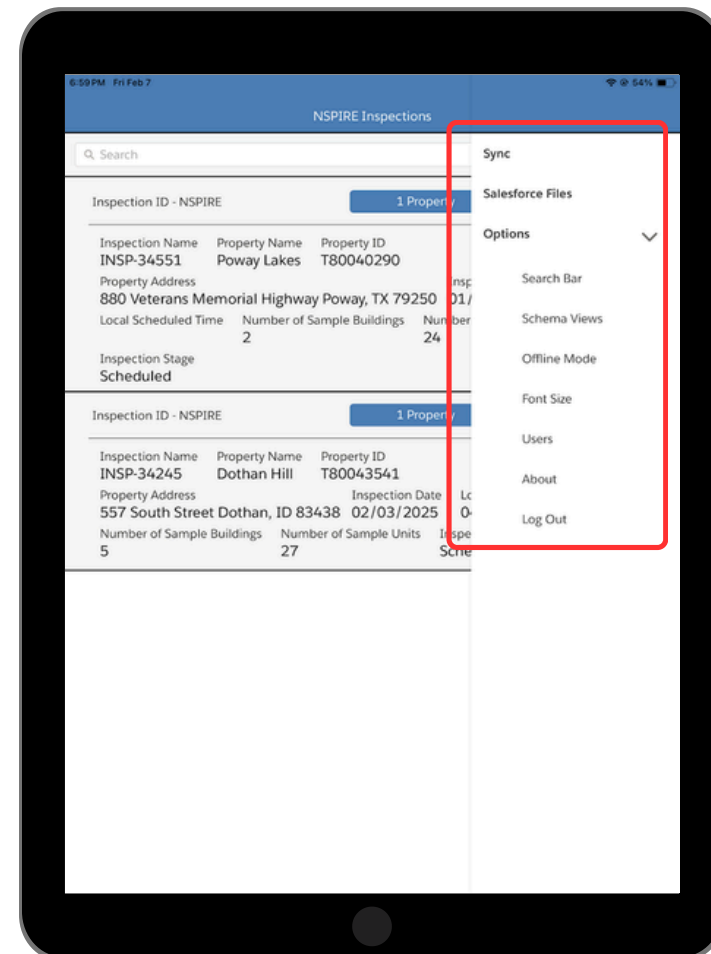
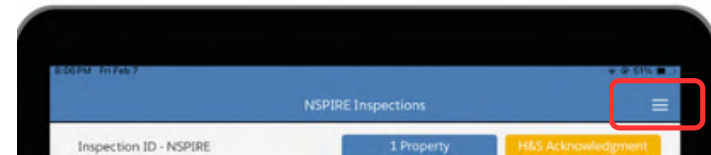
## Navigate the Main Menu

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

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

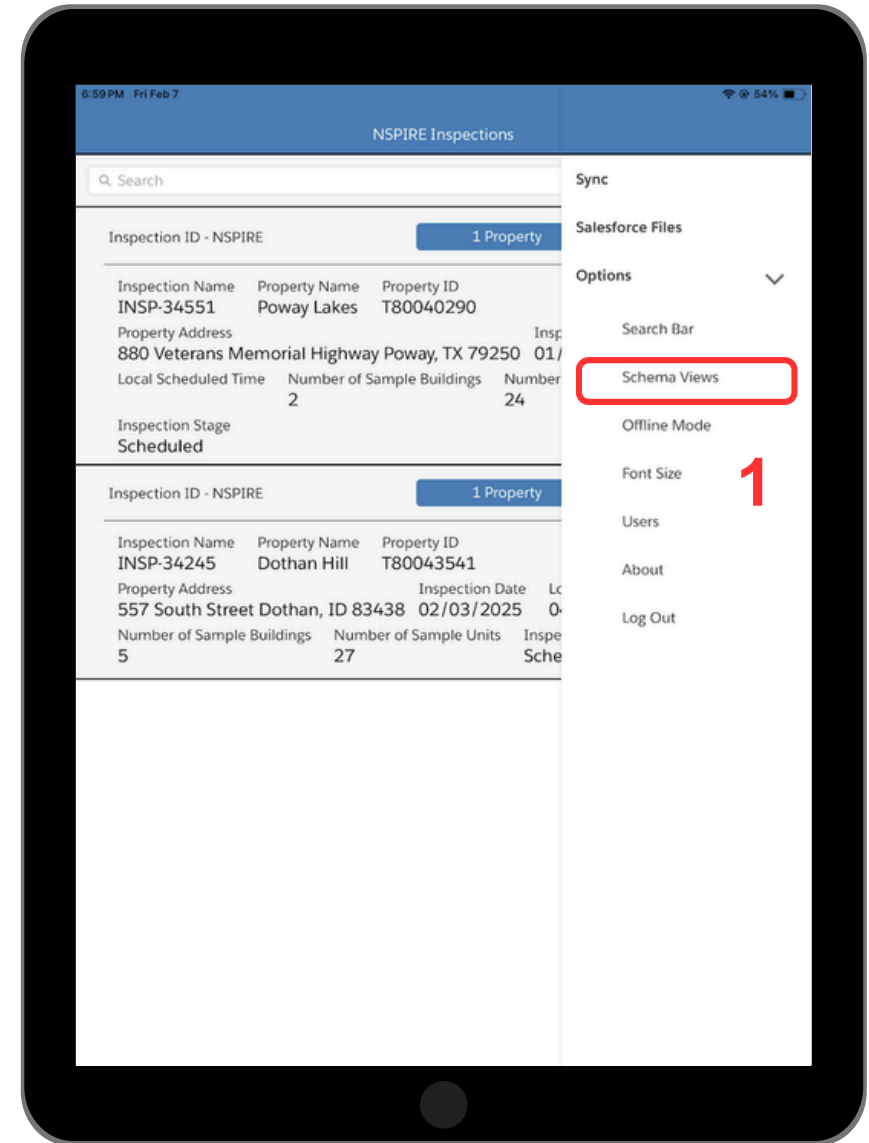
### Options:

- **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



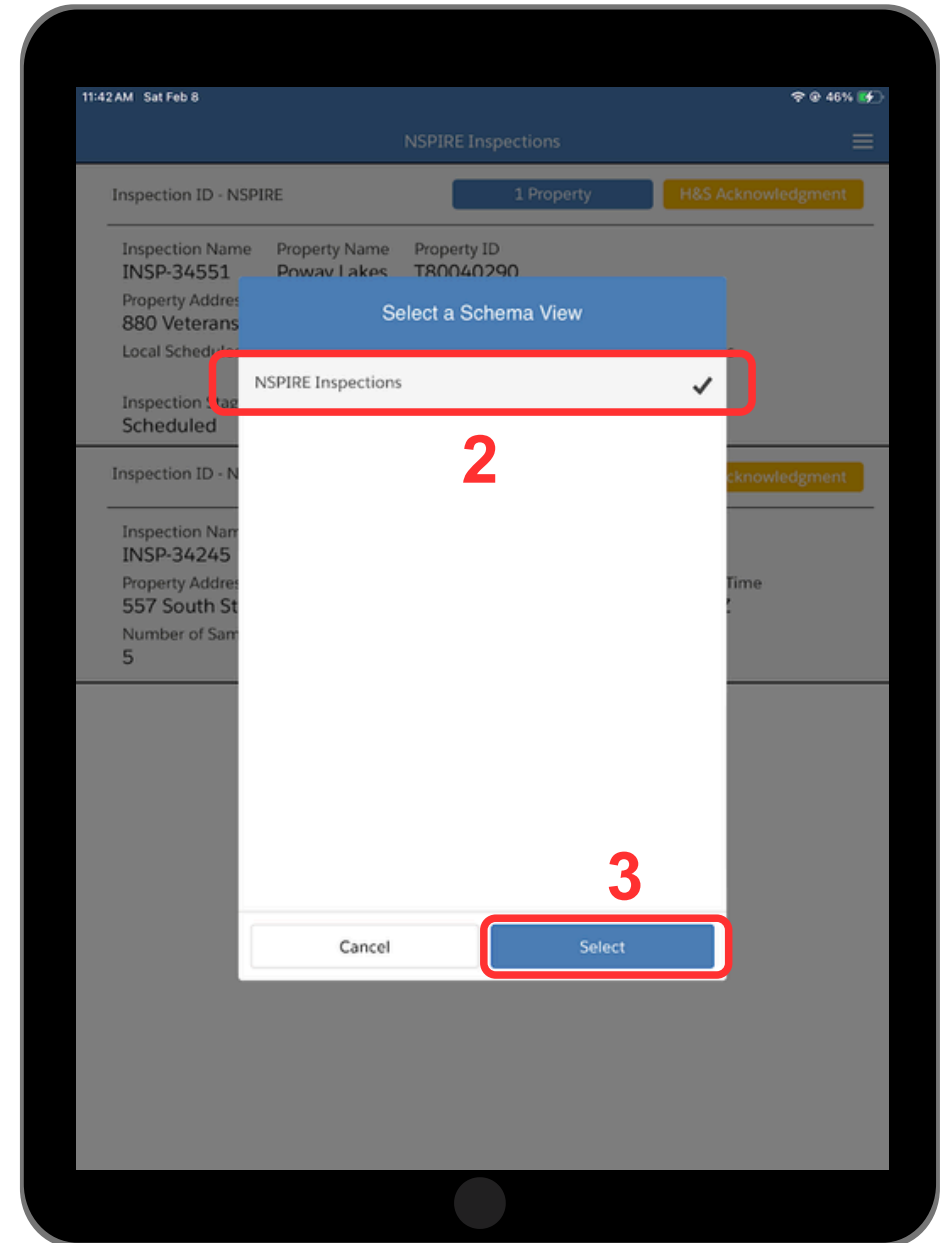
## Select a Schema View

1 | Tap **Schema Views**.



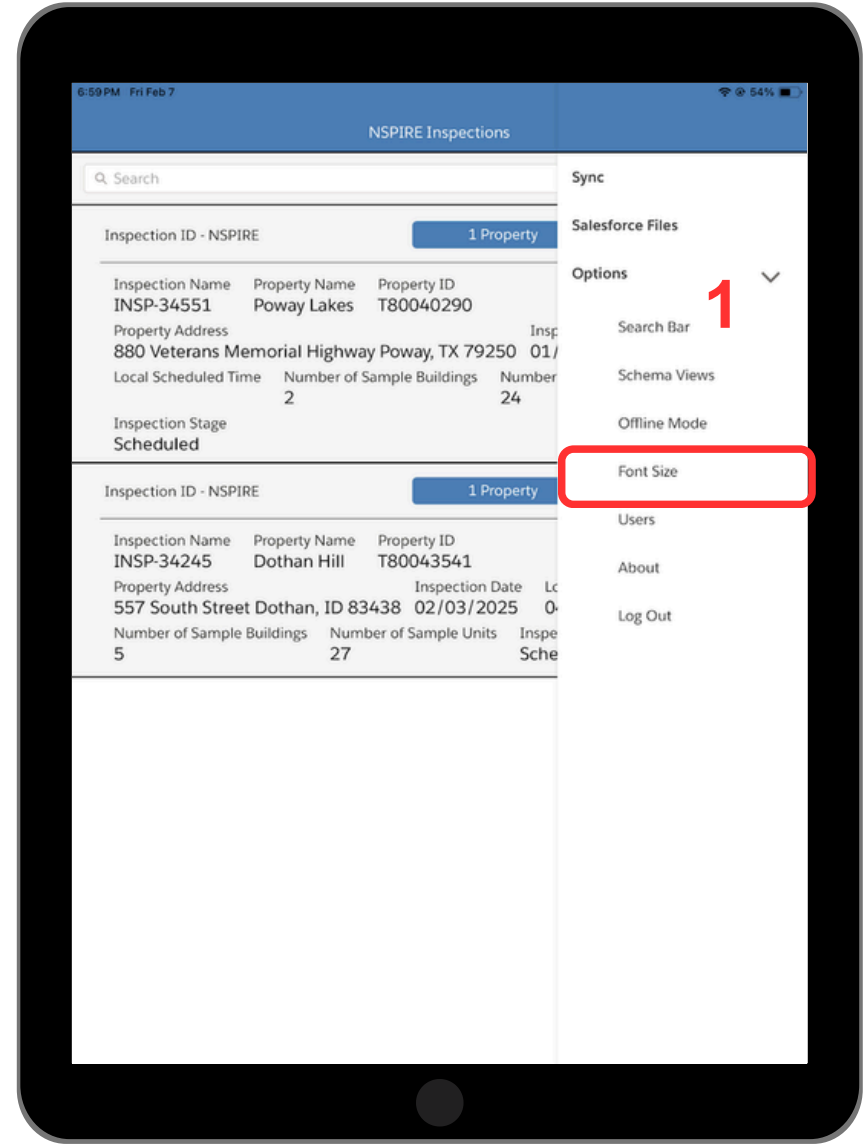
2 | Select “NSPIRE Inspections.”

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



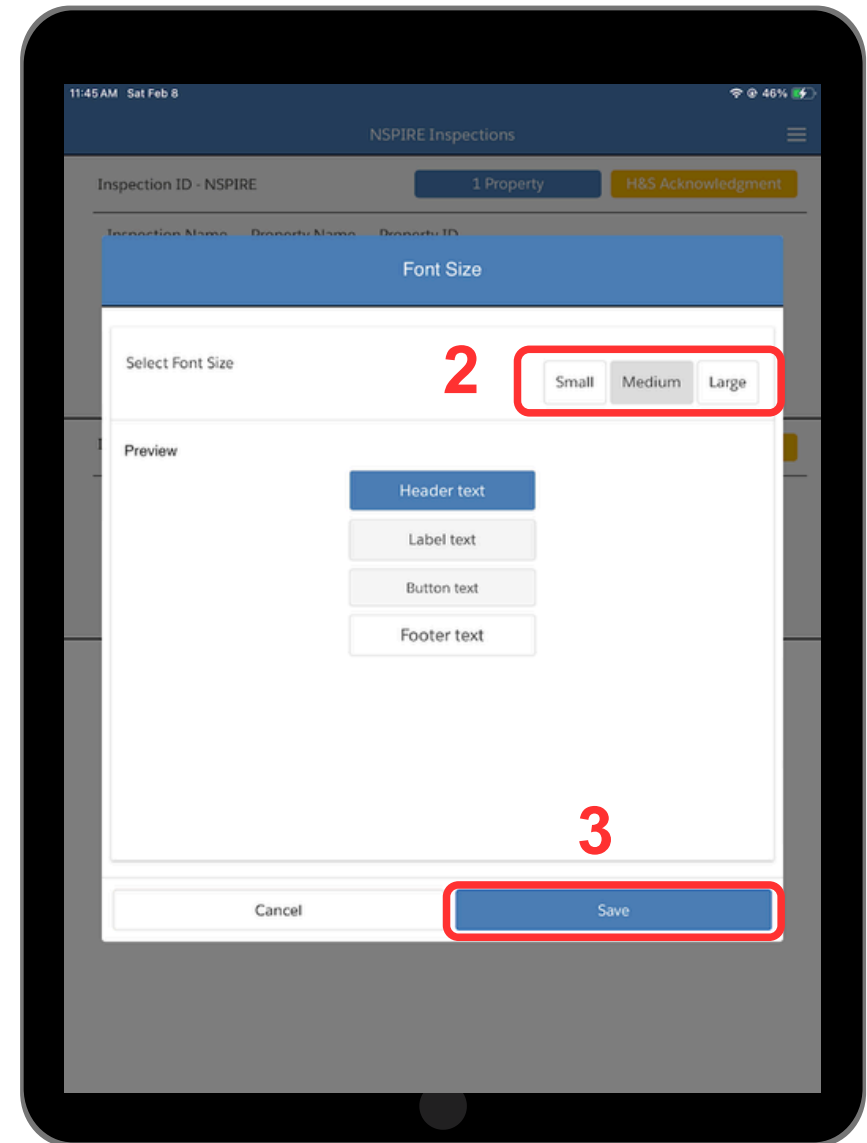
## Configuration Options

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



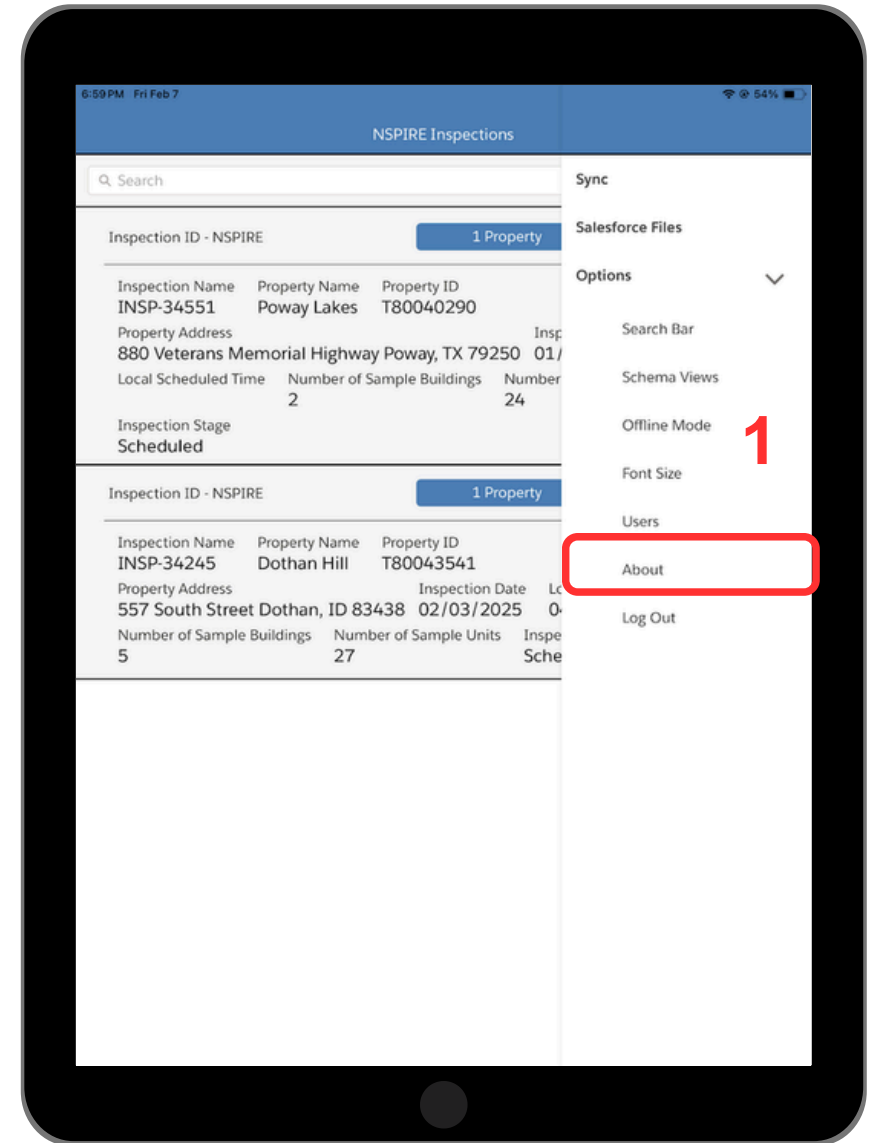
2 | Tap the “**Small**,” “**Medium**,” and “**Large**” buttons to change the font size.

3 | Tap **Save**.



## View App Version

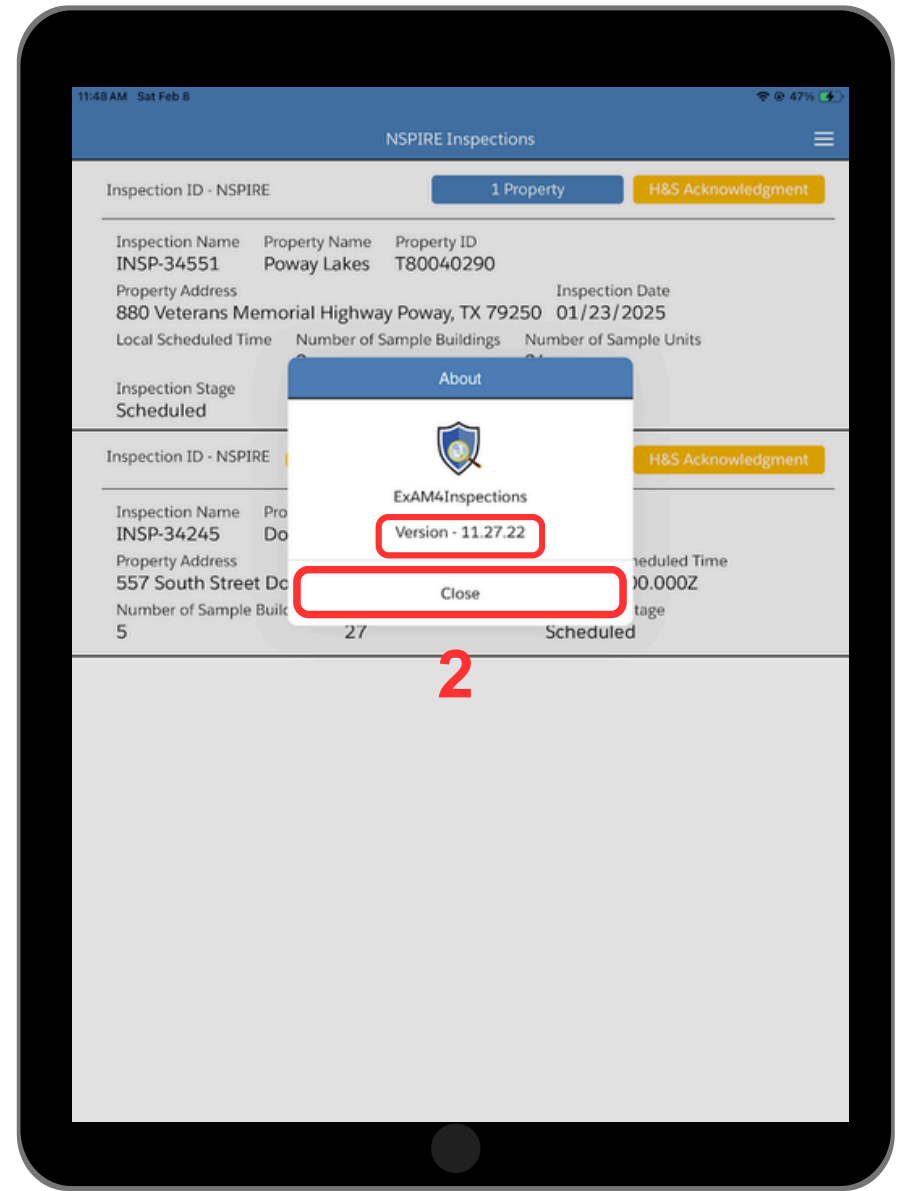
1 | Tap **About** to view the app version.





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

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





# Completing Mobile Inspections



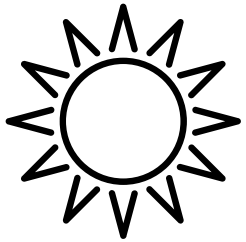
## Section Two



# Perform a Full Sync

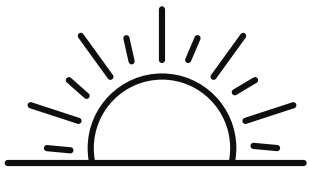


## When should I “Full Sync” to Salesforce?



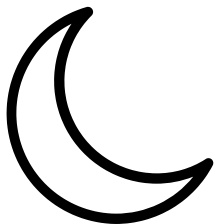
### **Before starting the inspection**

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**.

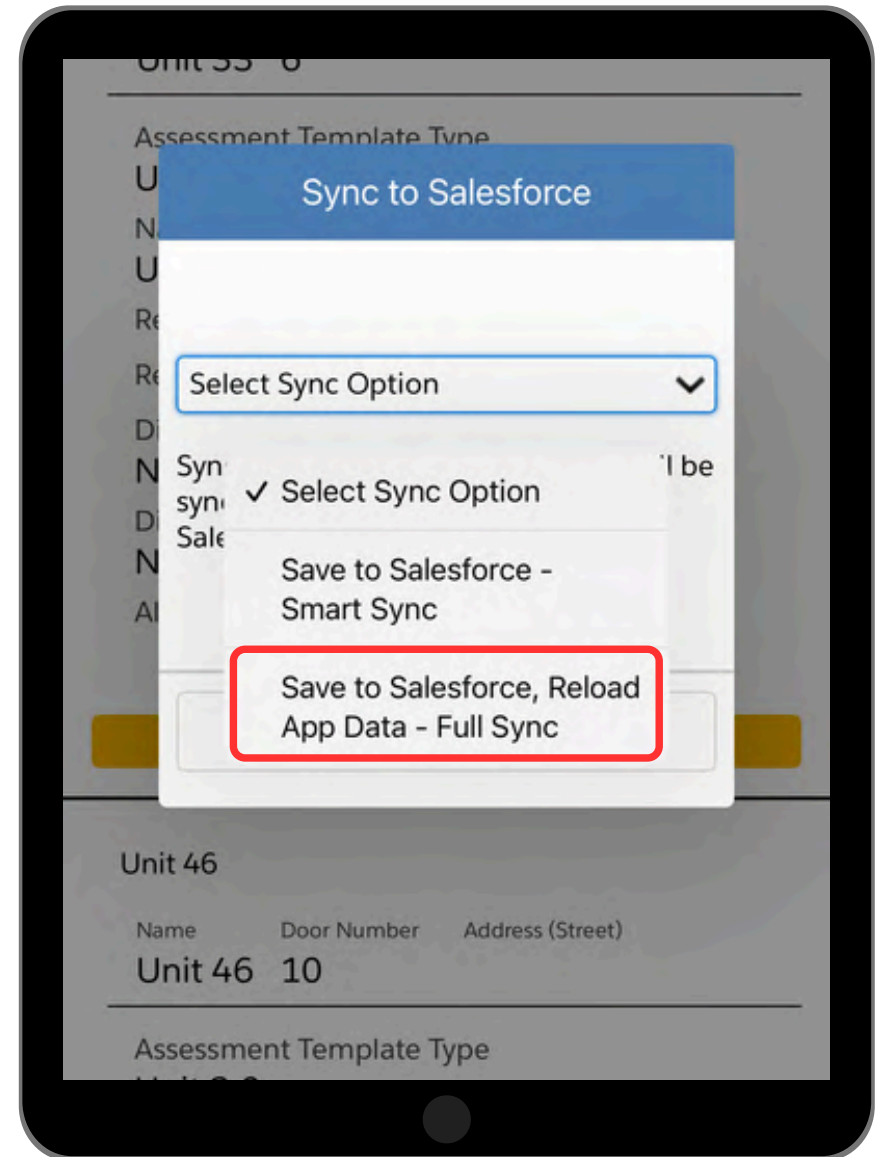
## Full Sync to Salesforce

**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**.

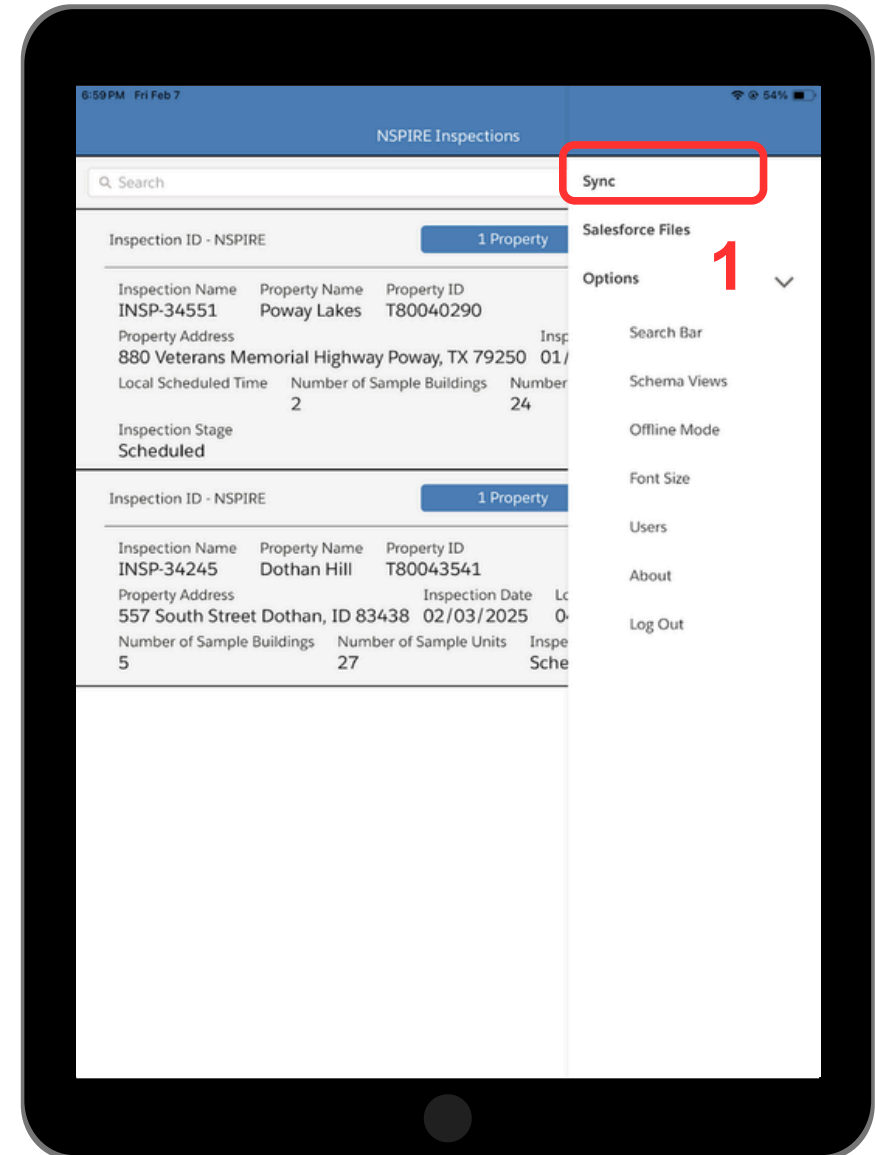
Previously-entered assessment answers are stored in Salesforce after a Full Sync, but will no longer be visible on the mobile app.

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



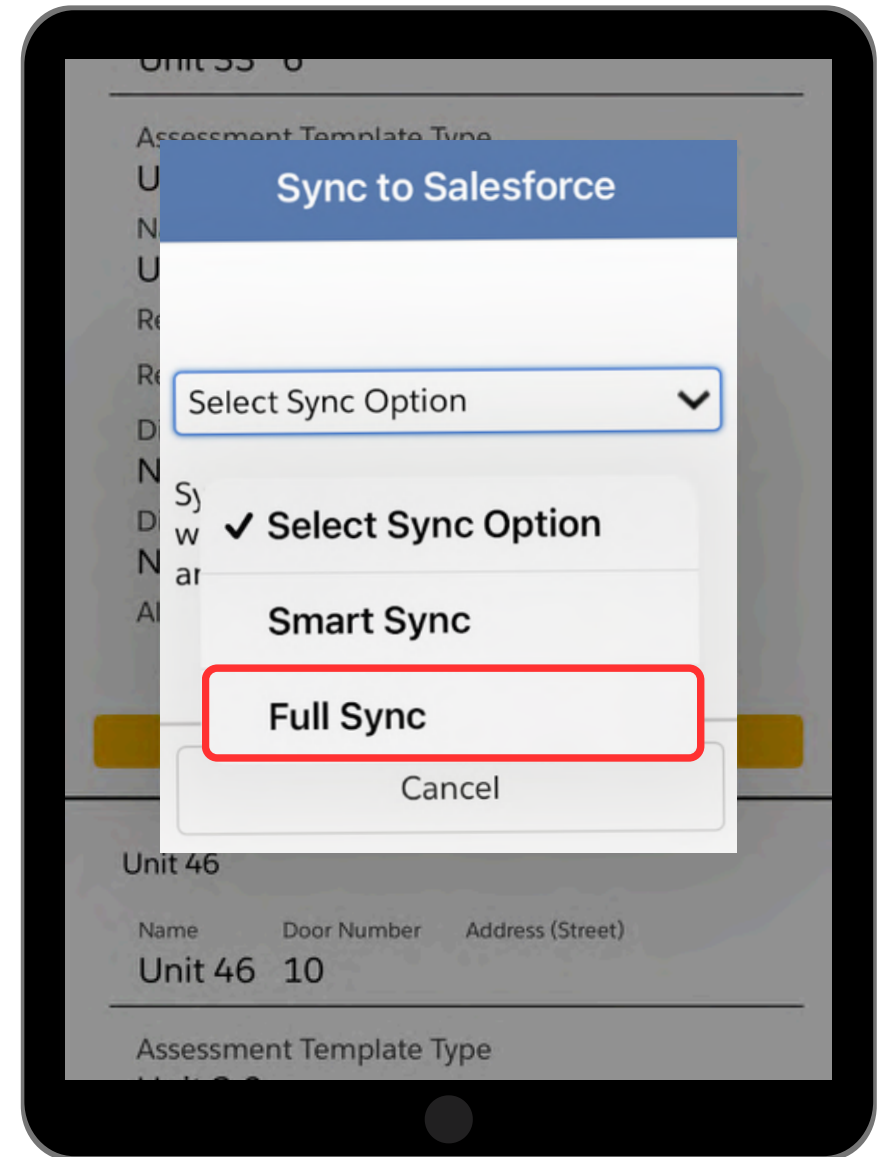
## Perform a Full Sync

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



2 | Select **Full Sync**.

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



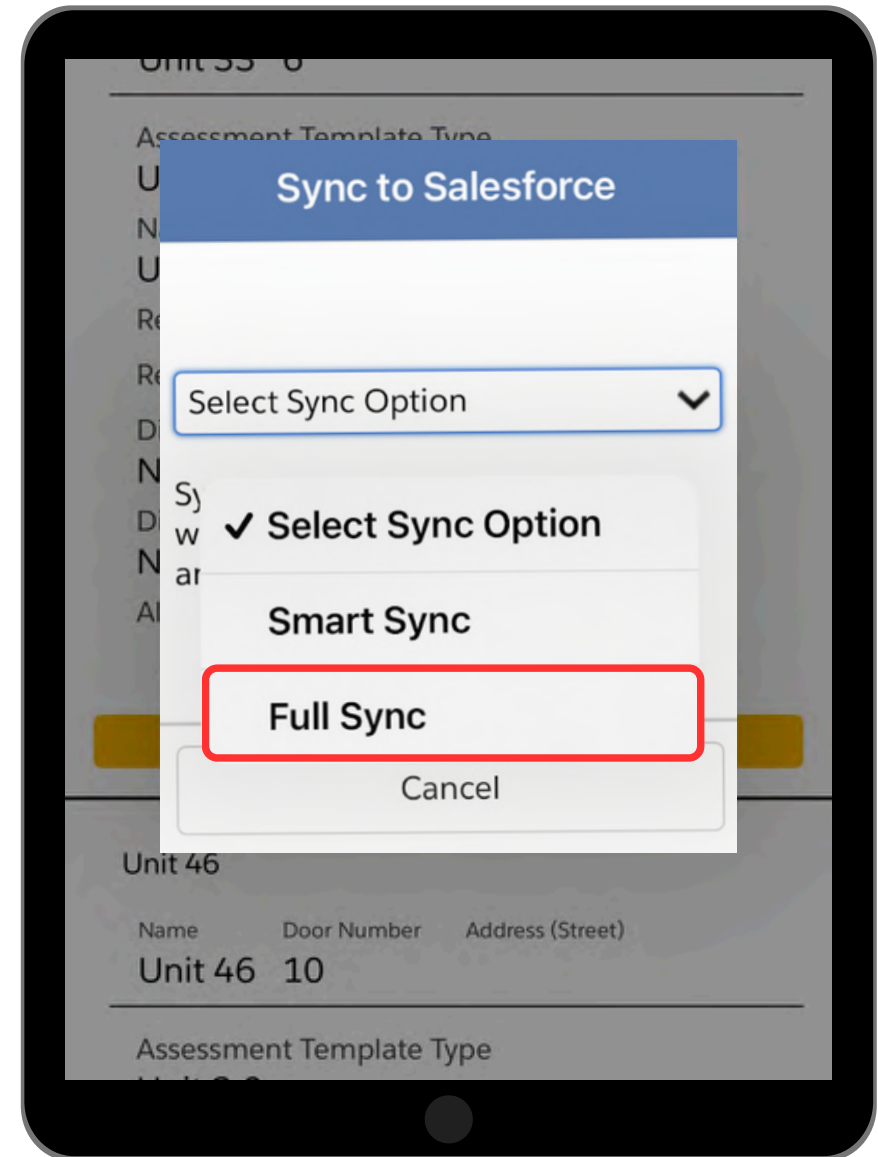


## Smart Sync Option

**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.

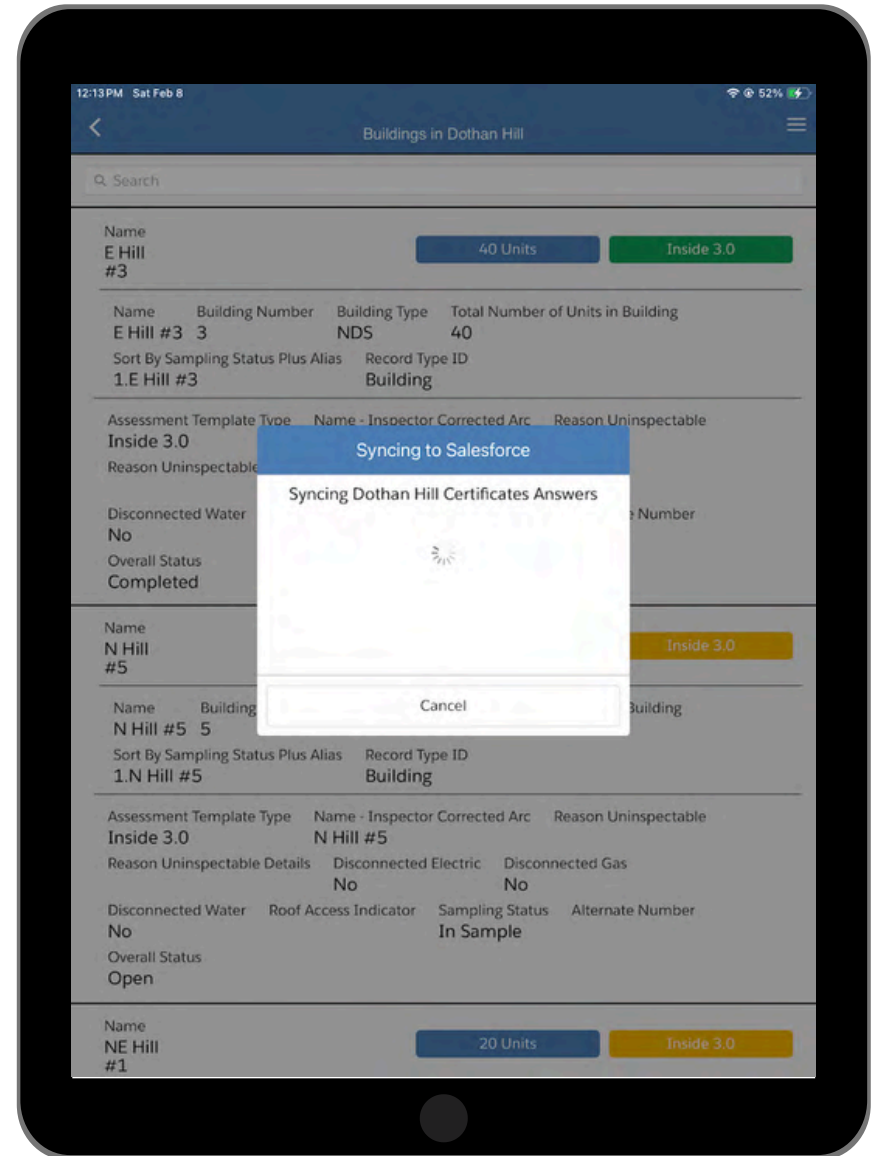


## Images Syncing in Background

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

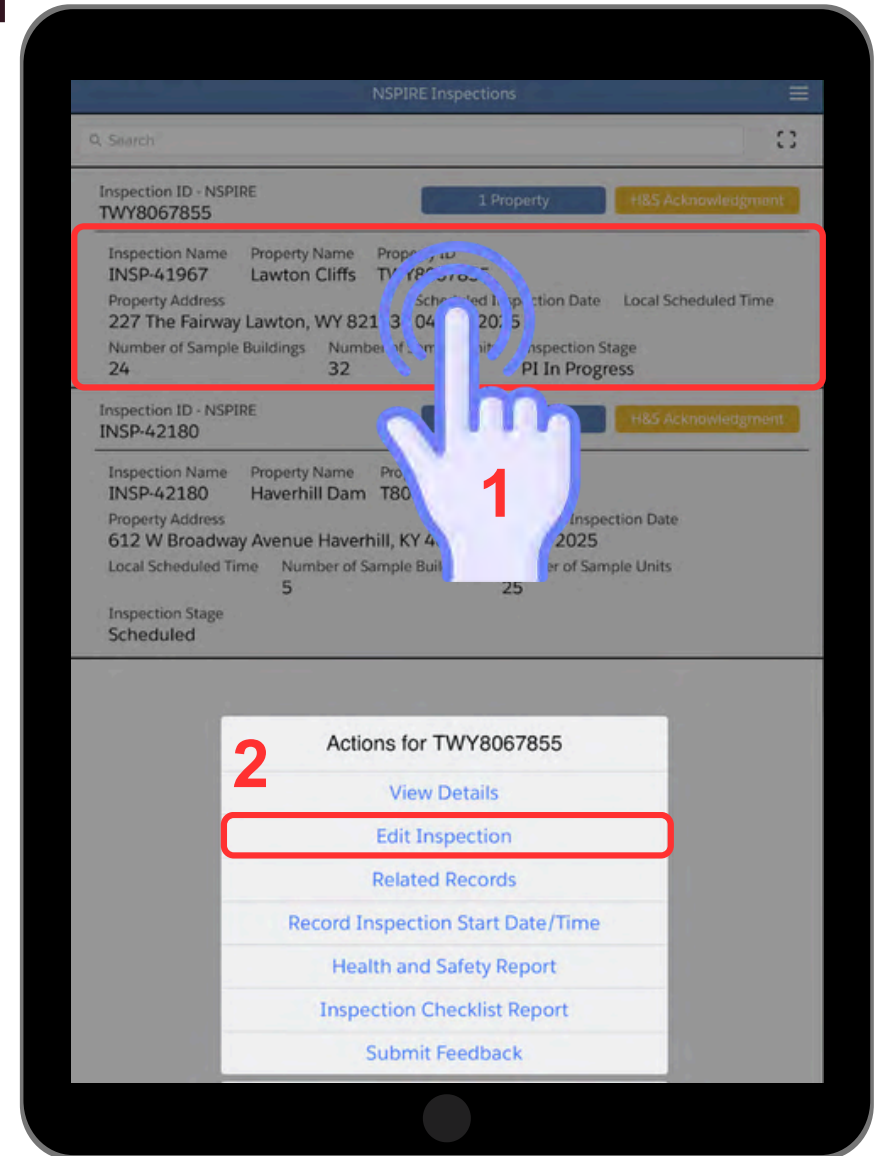


## Edit Inspection Information

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

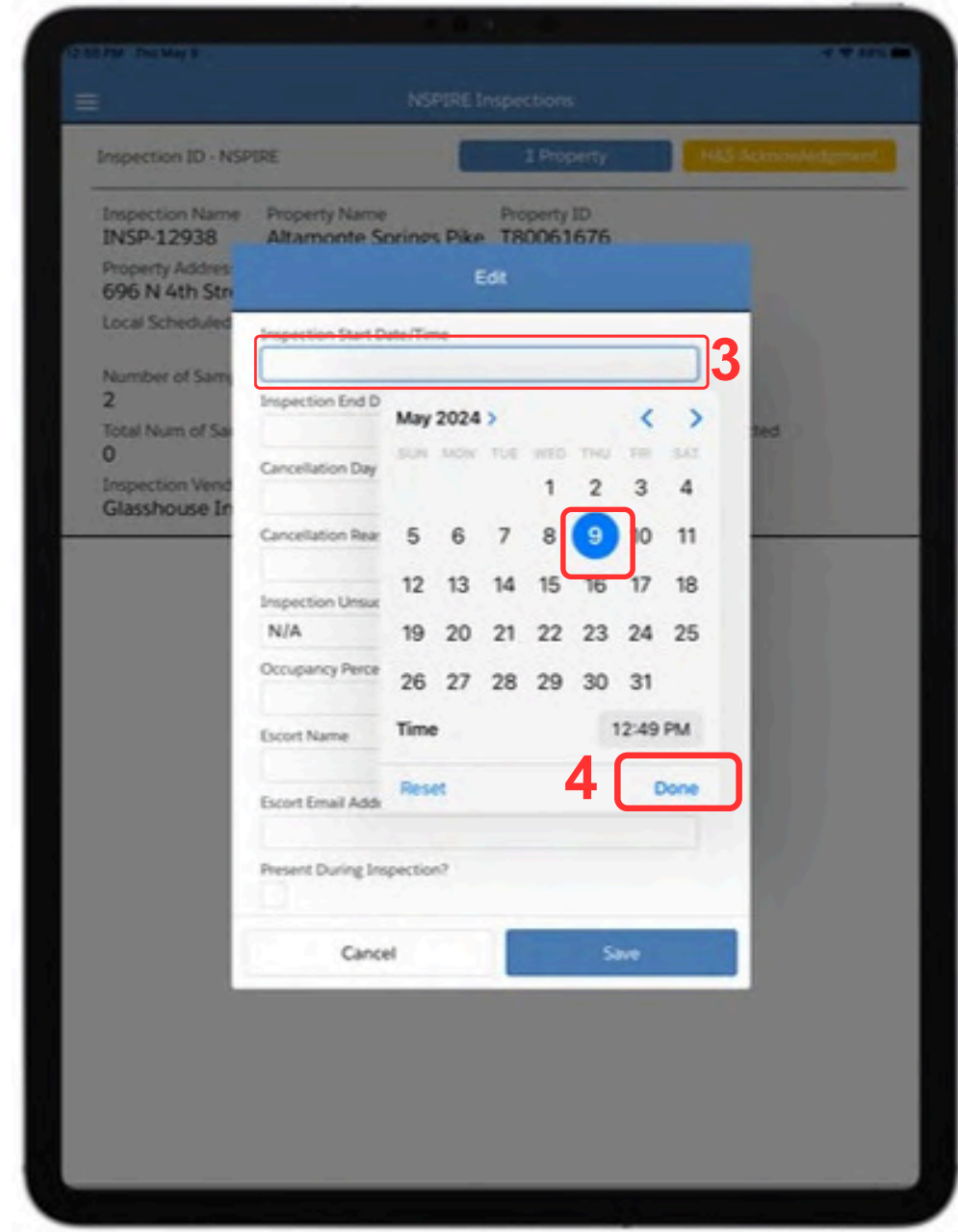
1 | **Long press** (tap and hold) on the **inspection** to open the Actions Menu.

2 | Tap **Edit Inspection**.



3 | Tap the **Inspection Start Date/Time** field, then select a **date** and **time**.

4 | Tap **Done** to insert the selected date and time.



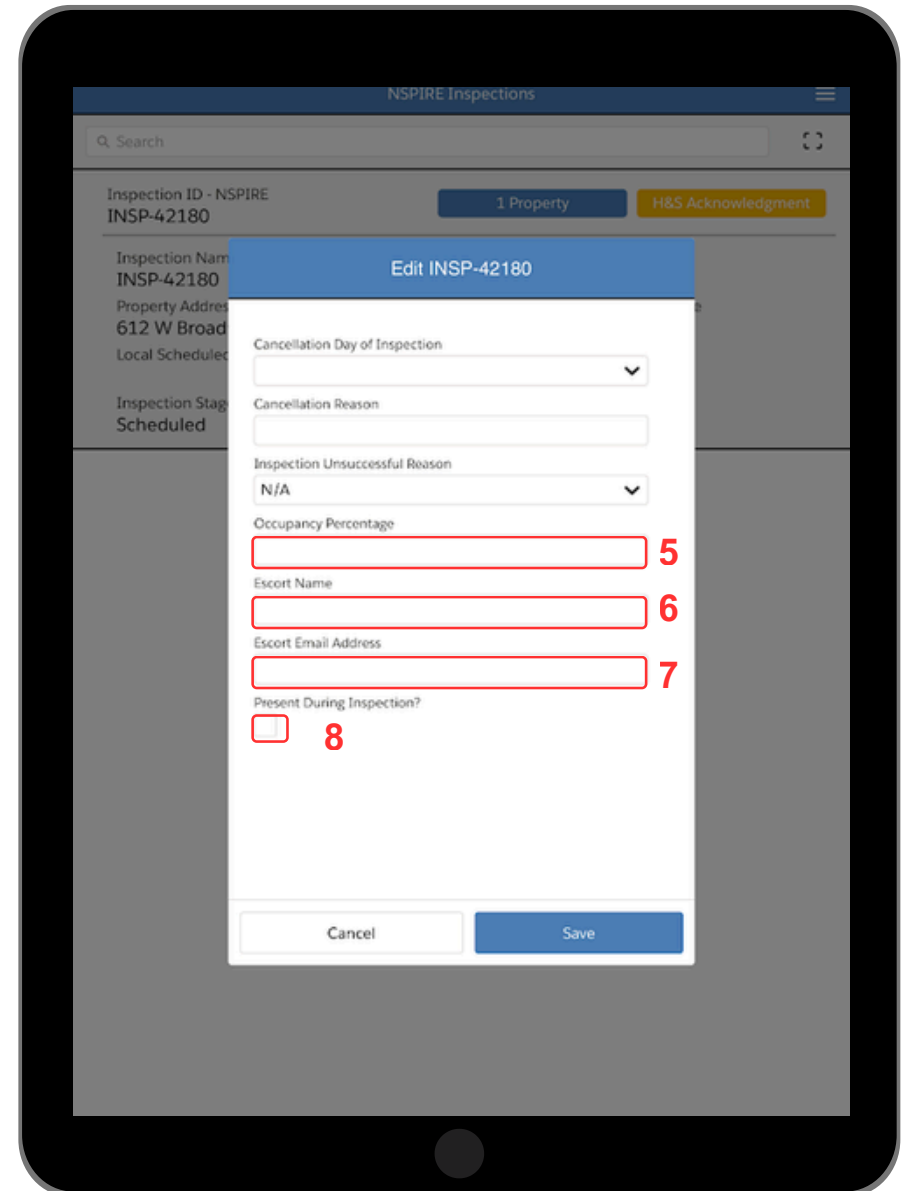
5 | Enter an **Occupancy Percentage** in the text box (example: 100).

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**.



NSPIRE Inspections

Search

Inspection ID - NSPIRE  
INSP-42180

1 Property H&S Acknowledgment

Inspection Name  
INSP-42180

Property Address  
612 W Broad

Local Scheduled

Inspection Stage  
Scheduled

Edit INSP-42180

Cancellation Day of Inspection

Cancellation Reason

Inspection Unsuccessful Reason  
N/A

Occupancy Percentage

5

Escort Name

6

Escort Email Address

7

Present During Inspection?

8

Cancel 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**.

The screenshot shows the NSPIRE mobile app interface for editing inspection INSP-42180. The form is titled 'Edit INSP-42180' and includes the following fields:

- Cancellation Day of Inspection:** A dropdown menu with 'Severe Weather' selected. (Red box 1)
- Cancellation Reason:** A text box containing 'Severe weather alert at time of inspection.' (Red box 2)
- Inspection Unsuccessful Reason:** A dropdown menu with 'N/A' selected.
- Occupancy Percentage:** A text box.
- Escort Name:** A text box.
- Escort Email Address:** A text box.
- Present During Inspection?:** A checkbox.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom. (Red box 3)

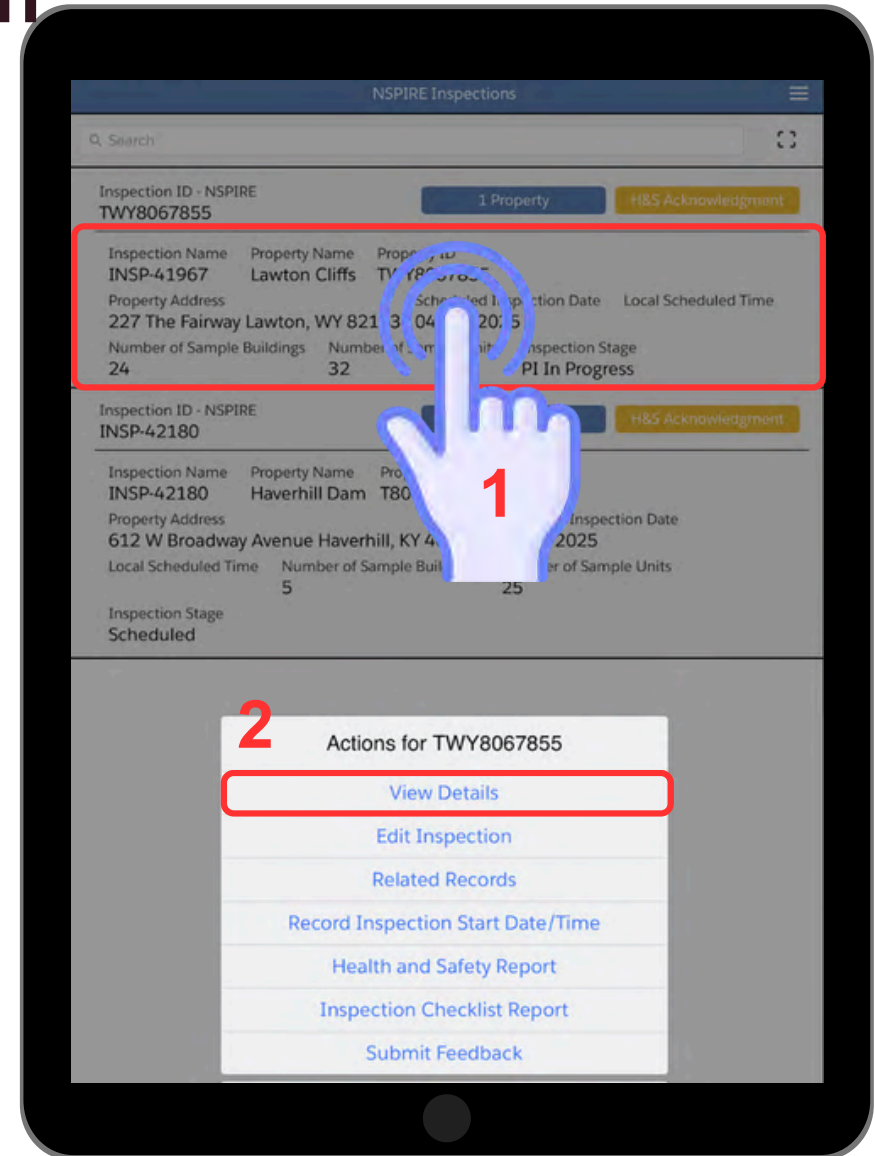
Red numbers 1, 2, and 3 are overlaid on the image to indicate the steps for cancellation.

## 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**.

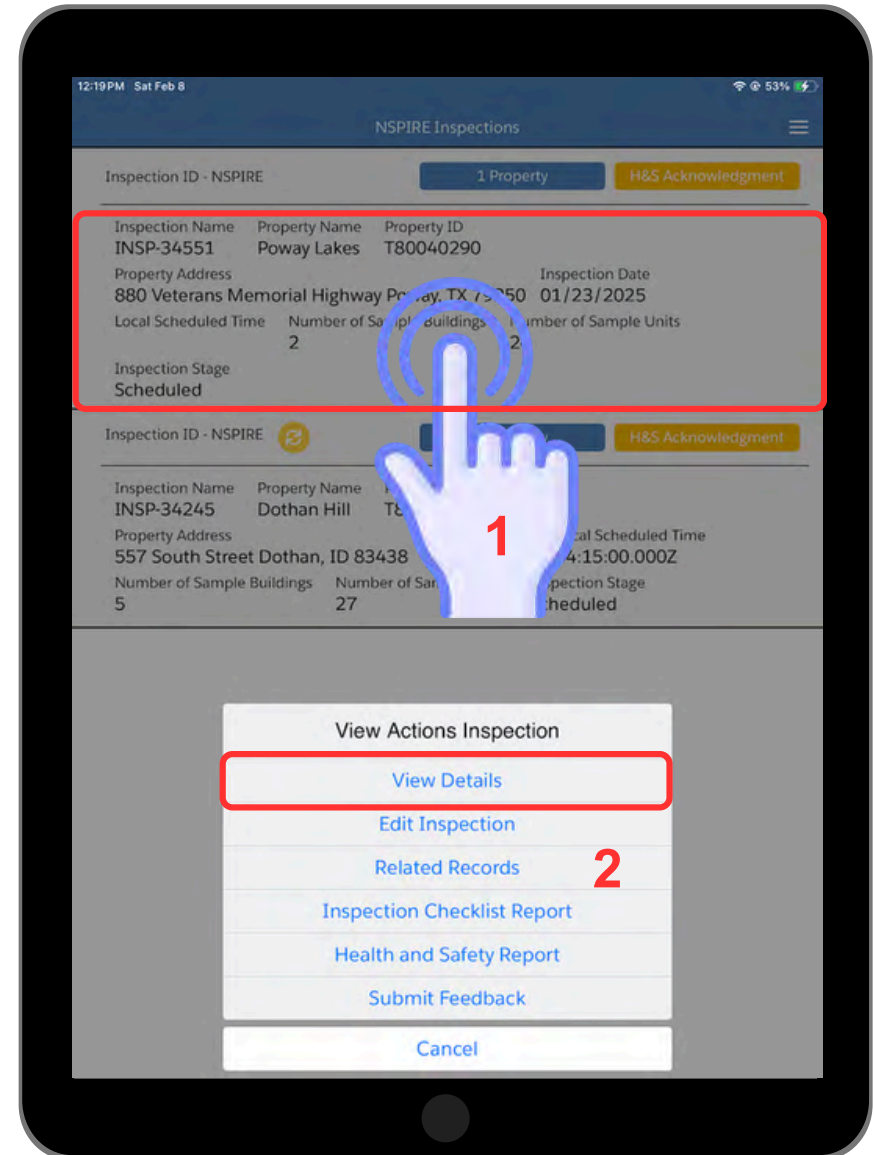




## View Inspection Information

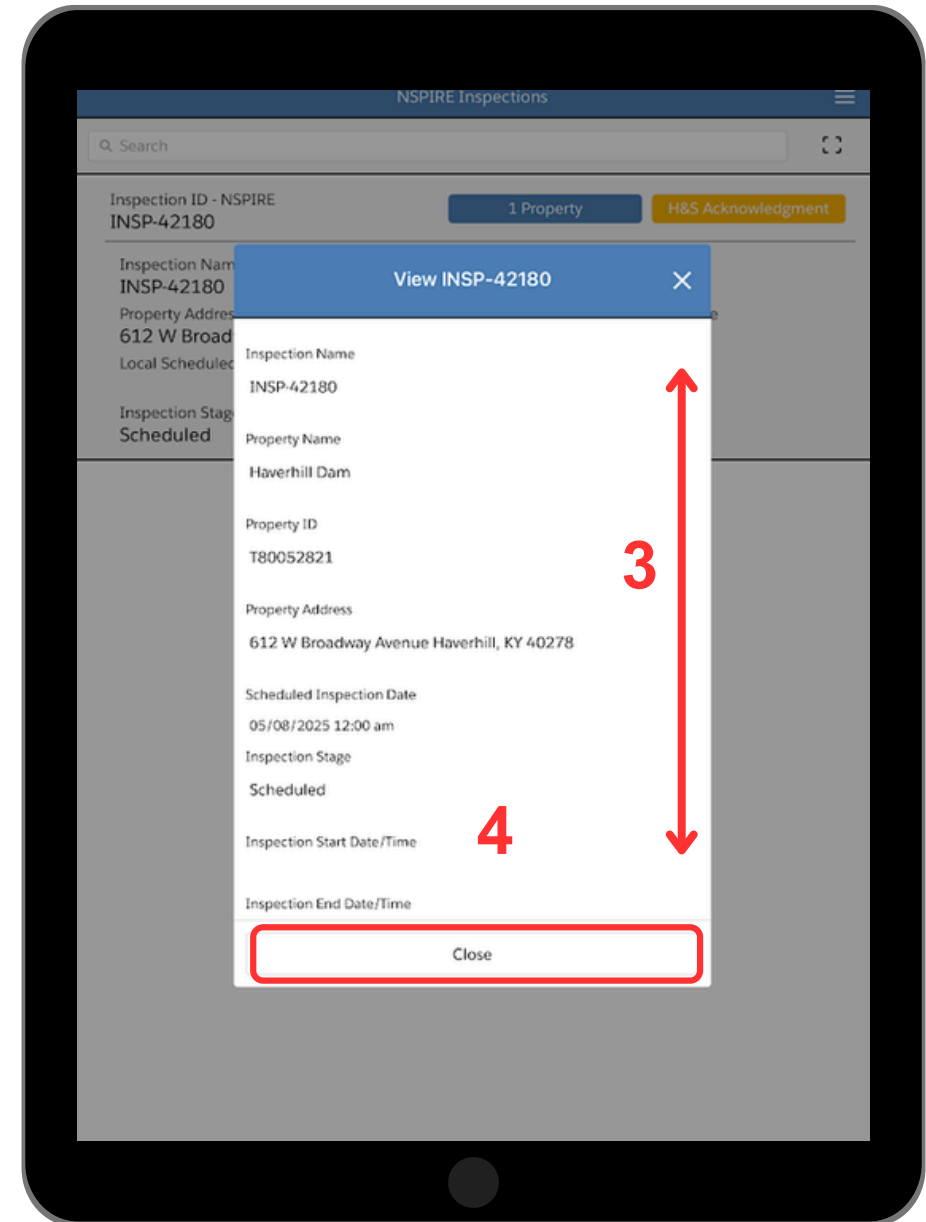
1 | **Long press** on the inspection to open the Actions Menu.

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.

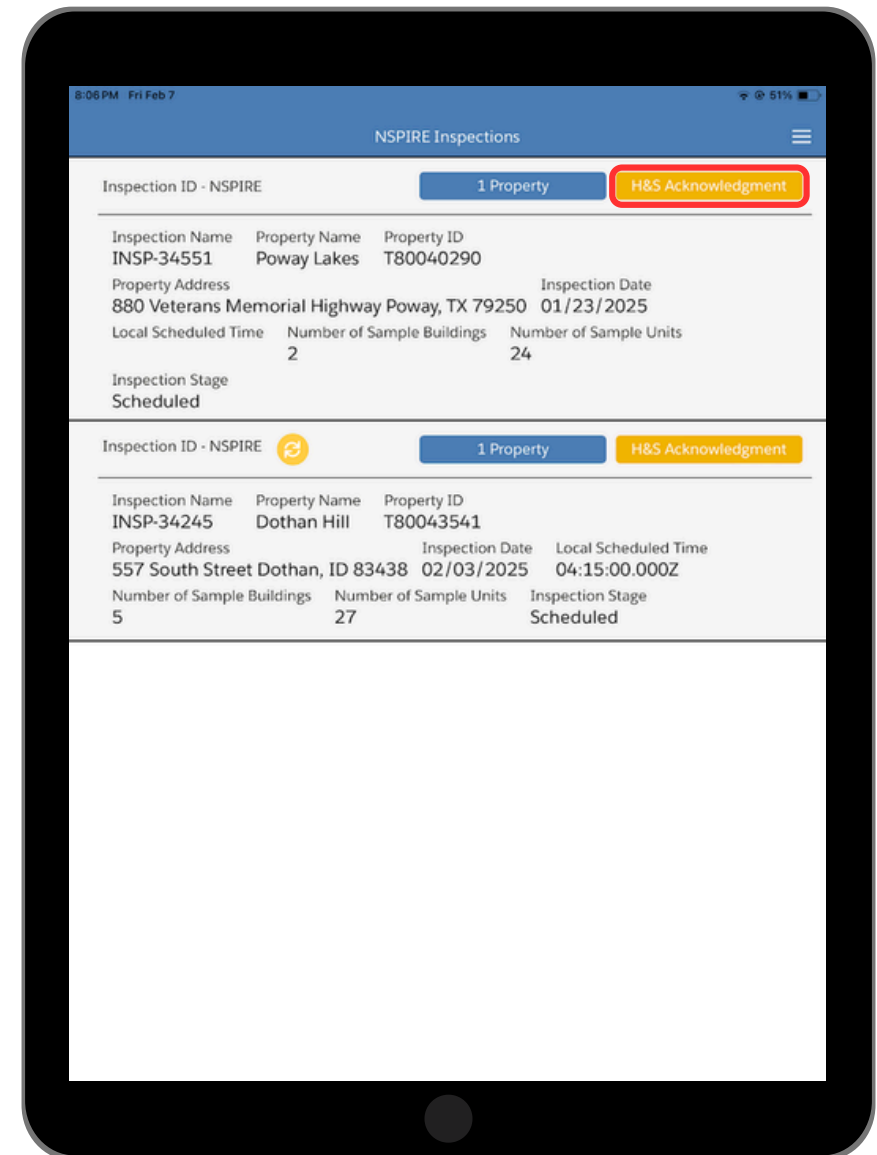


## H&S Acknowledgment

The **H&S Acknowledgment** assessment is available at the Inspection level.

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.

View the [H&S Acknowledgment](#) instructions in the "Finish an Inspection" section.



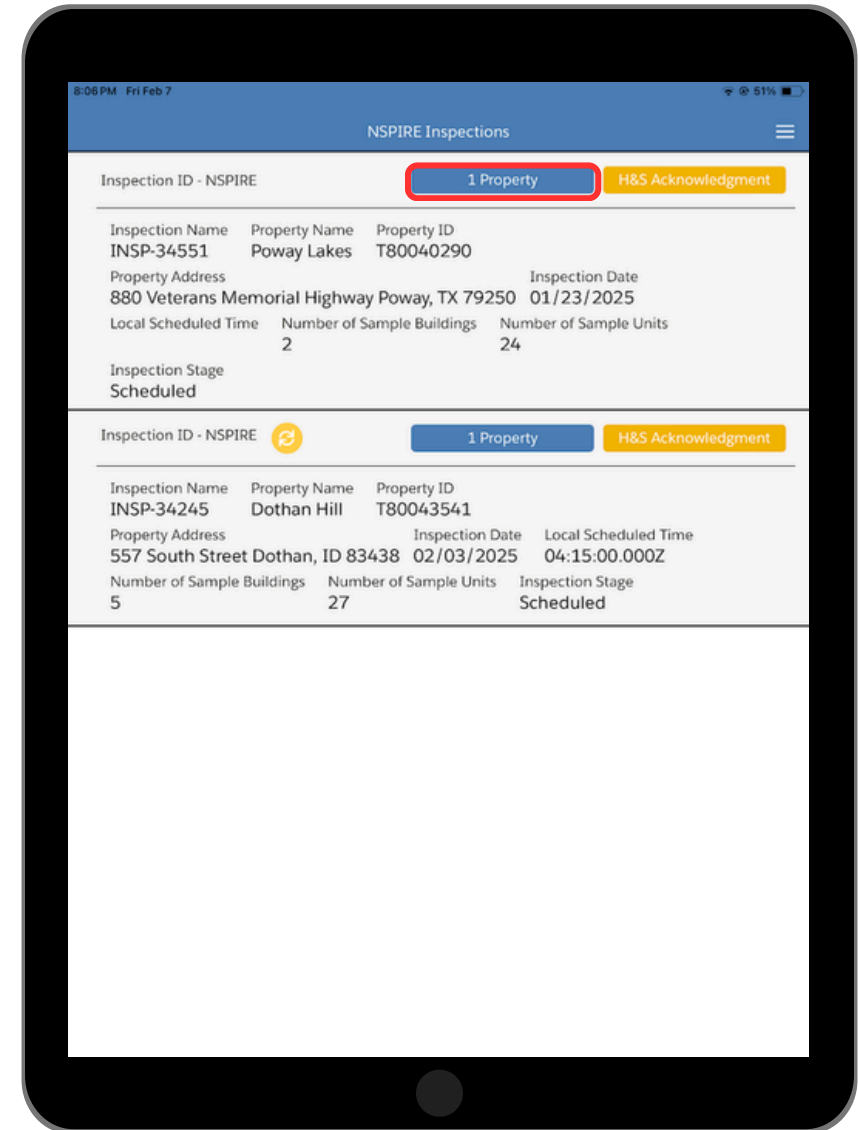


# Property Information & Assessments

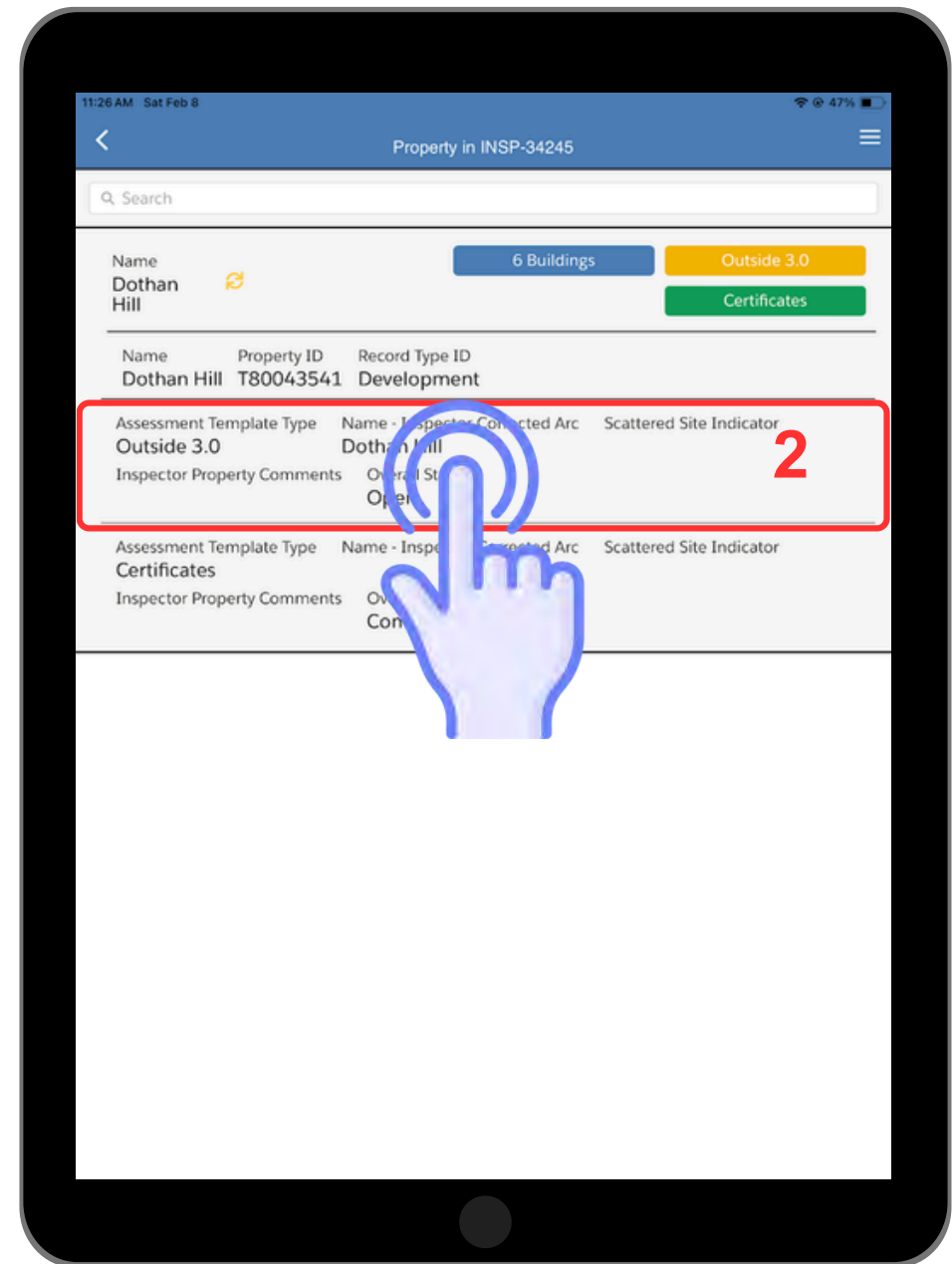


## Edit Property Information (Outside)

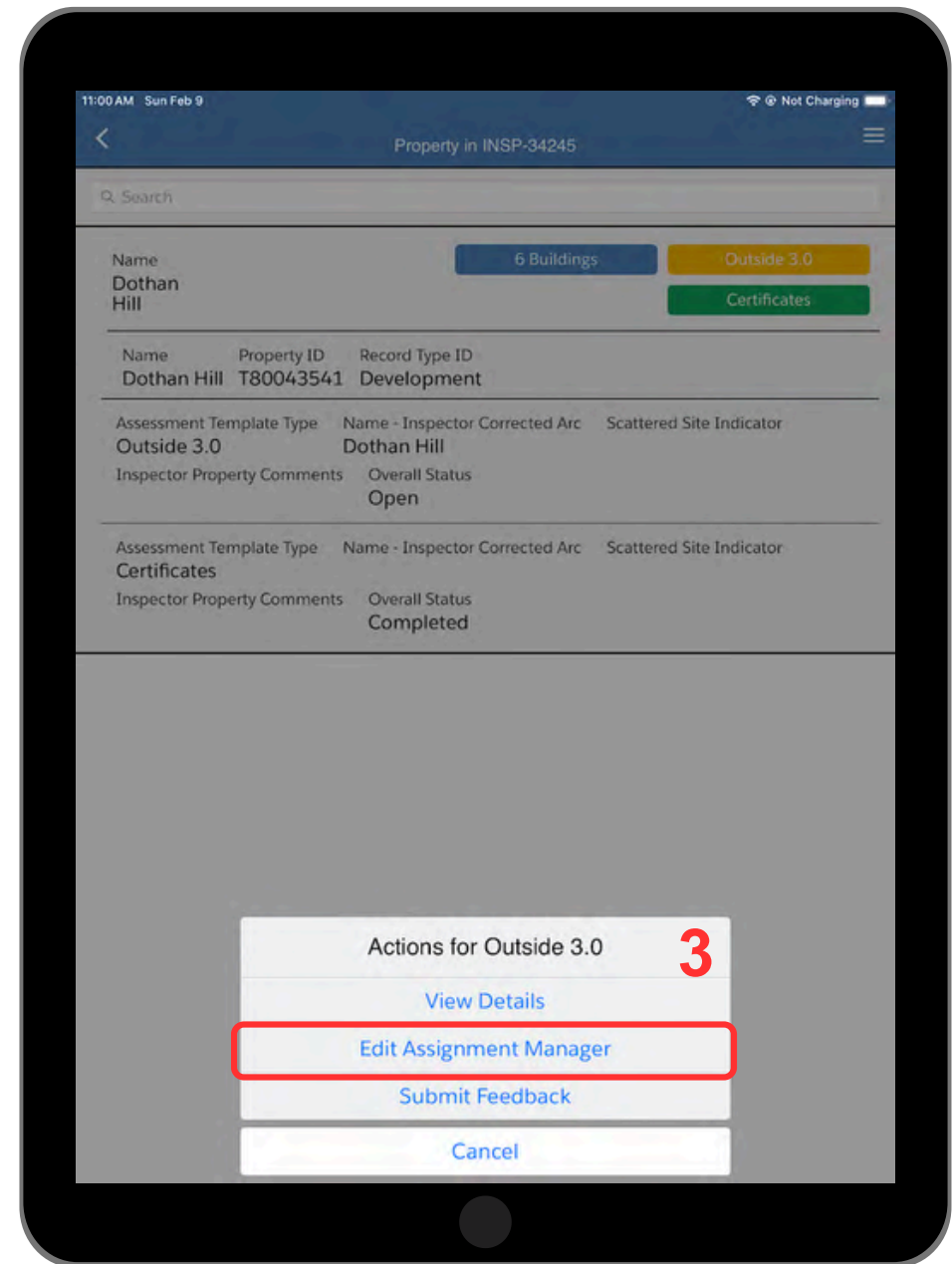
1 | Tap the **Properties** button on the inspection to view associated properties (developments)



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.

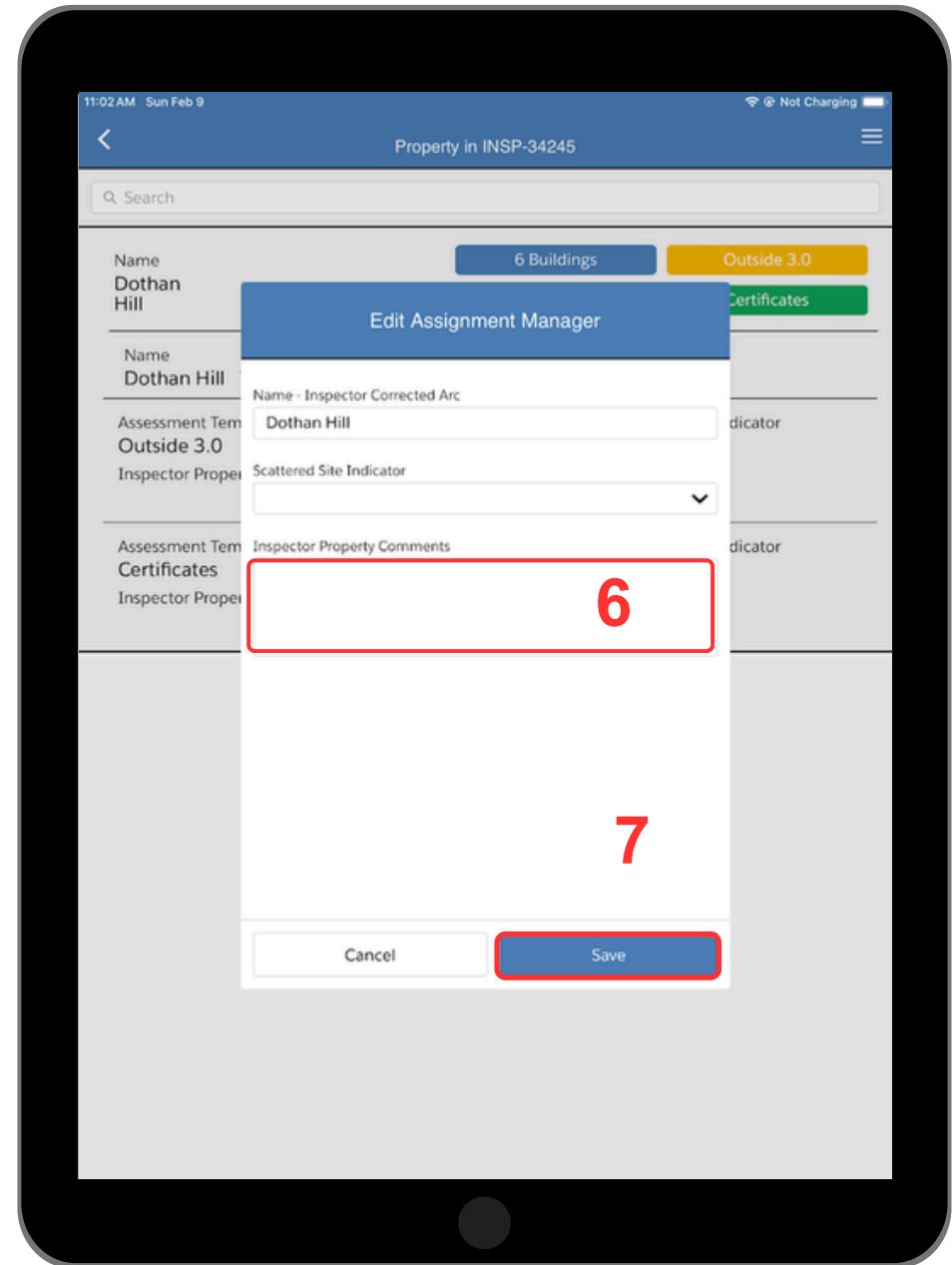
The screenshot displays the 'Edit Assignment Manager' dialog on a tablet. The dialog is overlaid on a property record for 'Dothan Hill'. A red box labeled '4' highlights the 'Name - Inspector Corrected Arc' text input field, which contains 'Dothan Hill'. Another red box labeled '5' highlights the 'Scattered Site Indicator' dropdown menu, which is currently set to 'Yes'. The background shows property details including '6 Buildings', 'Outside 3.0', and 'Certificates'. The status bar at the top indicates '11:03 AM Sun Feb 9' and 'Not Charging'.



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

This field has a 500-character limit.

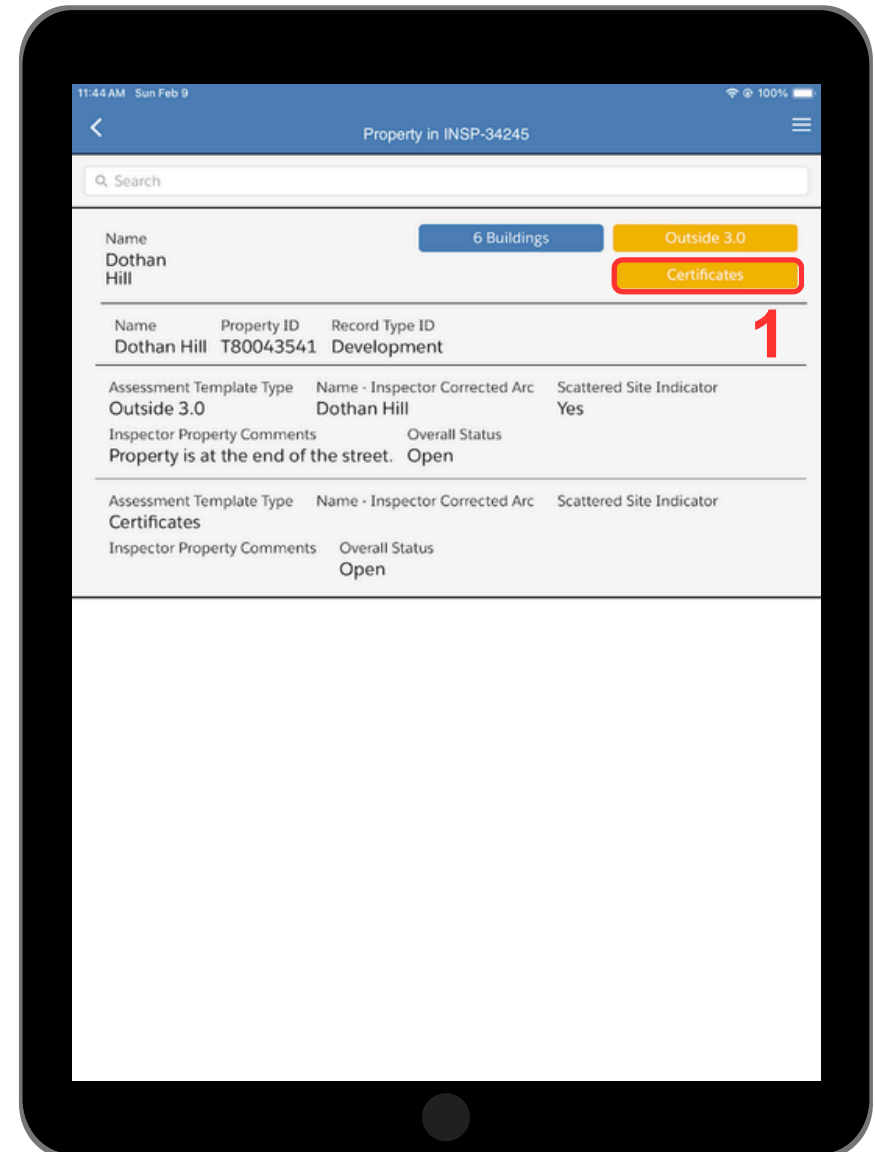
7 | Tap **Save**.



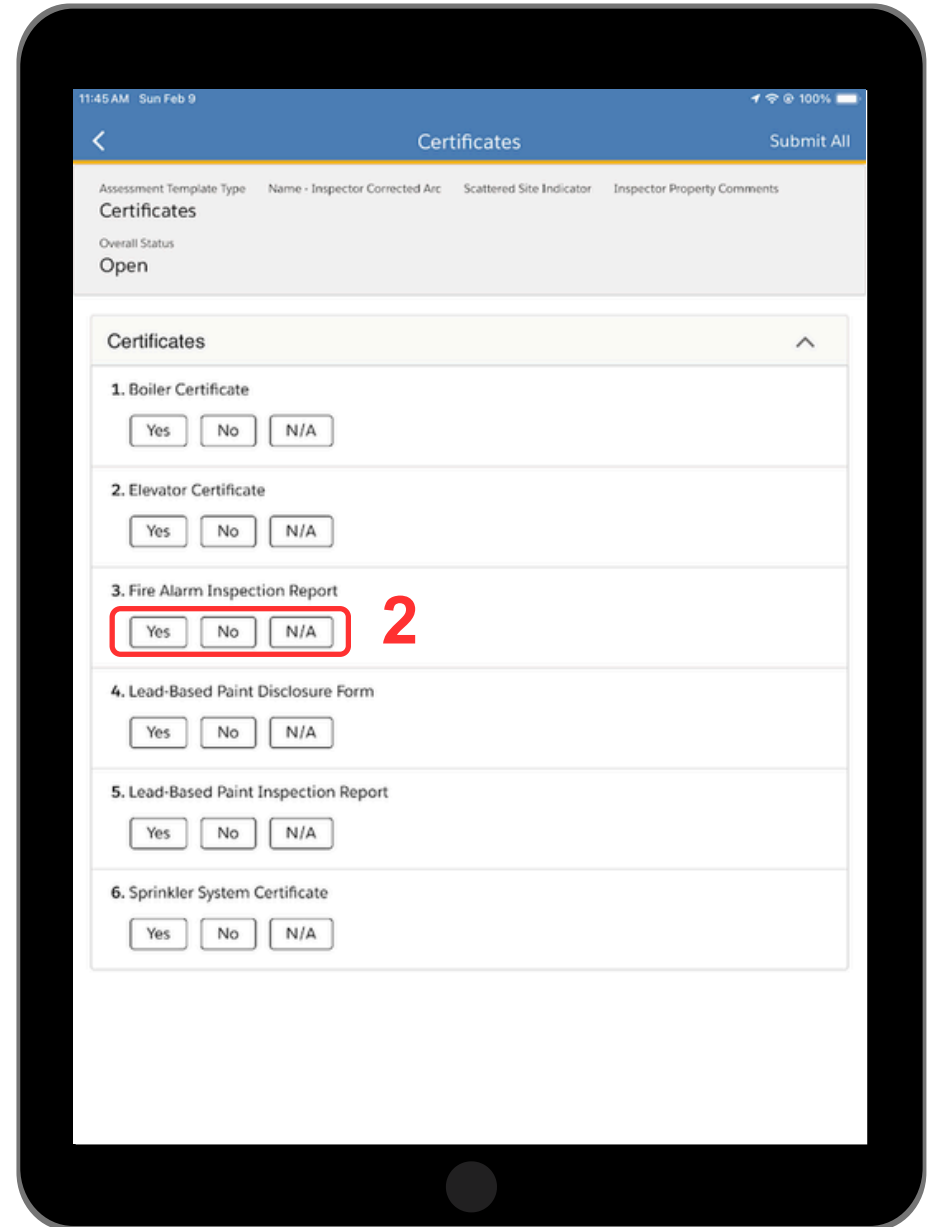
The screenshot shows a mobile app interface for 'Property in INSP-34245'. A modal dialog titled 'Edit Assignment Manager' is open. Inside the dialog, there is a text input field labeled 'Inspector Property Comments' which is highlighted with a red box and a red number '6'. Below this field is a large empty text area. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box and a red number '7'. The background of the app shows a property record for 'Dothan Hill' with buttons for '6 Buildings', 'Outside 3.0', and 'Certificates'.

## Complete the Certificates Assessment

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



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



11:45 AM Sun Feb 9 100%

Certificates Submit All

Assessment Template Type Name - Inspector Corrected Arc Scattered Site Indicator Inspector Property Comments

Certificates

Overall Status

Open

Certificates

1. Boiler Certificate

Yes No N/A

2. Elevator Certificate

Yes No N/A

3. Fire Alarm Inspection Report

Yes No N/A

4. Lead-Based Paint Disclosure Form

Yes No N/A

5. Lead-Based Paint Inspection Report

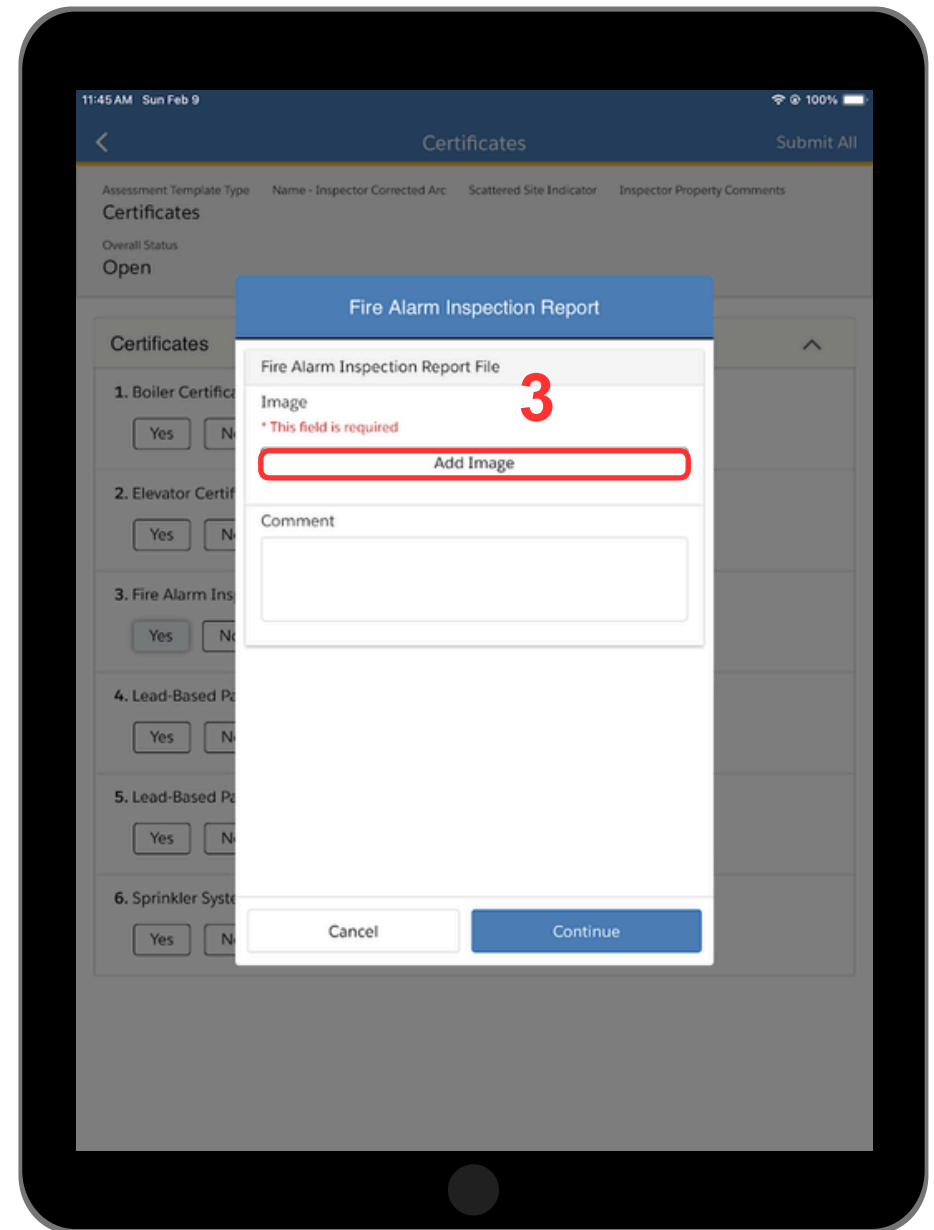
Yes No N/A

6. Sprinkler System Certificate

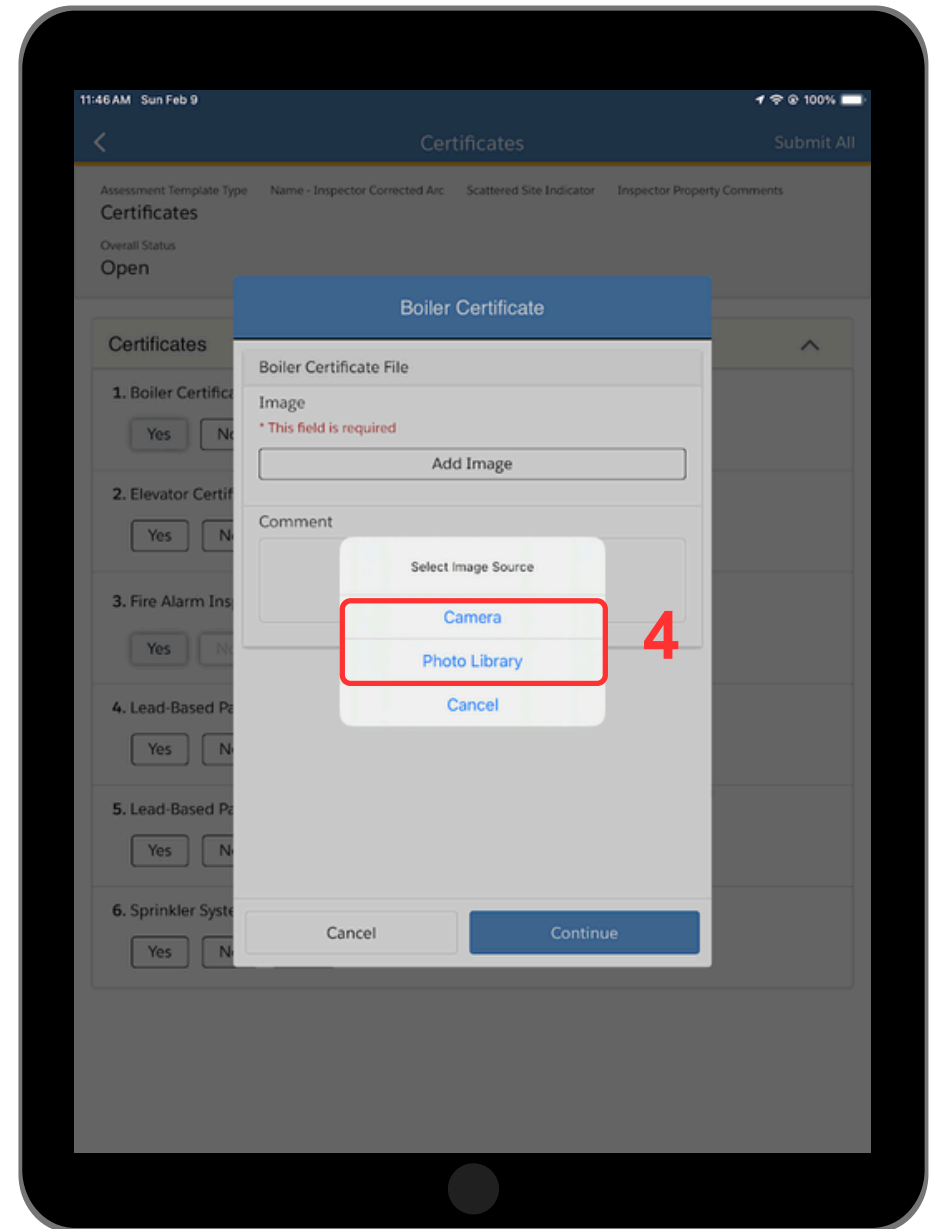
Yes No N/A

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.

11:46 AM Sun Feb 9

Certificates

Submit All

Assessment Template Type Name - Inspector Corrected Arc Scattered Site Indicator Inspector Property Comments

Certificates

Overall Status

Open

Fire Alarm Inspection Report

Fire Alarm Inspection Report File

Image

Add Image

Comment

Test alarm certification

5

6

Cancel Continue

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**.

The screenshot shows the 'Certificates' section of the NSPIRE mobile app. At the top, there is a blue header bar with the time '11:48 AM', date 'Sun Feb 9', and battery status '99%'. Below the header, the title 'Certificates' is displayed. A red box highlights the 'Submit All' button in the top right corner. A red number '7' is also visible in the top right corner. The main content area lists six certificate questions, each with 'Yes', 'No', and 'N/A' response buttons. The first question, '1. Boiler Certificate', has a green number '1' next to it. The third question, '3. Fire Alarm Inspection Report', has a green number '2' next to it. The other questions are '2. Elevator Certificate', '4. Lead-Based Paint Disclosure Form', '5. Lead-Based Paint Inspection Report', and '6. Sprinkler System Certificate'.

## 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.



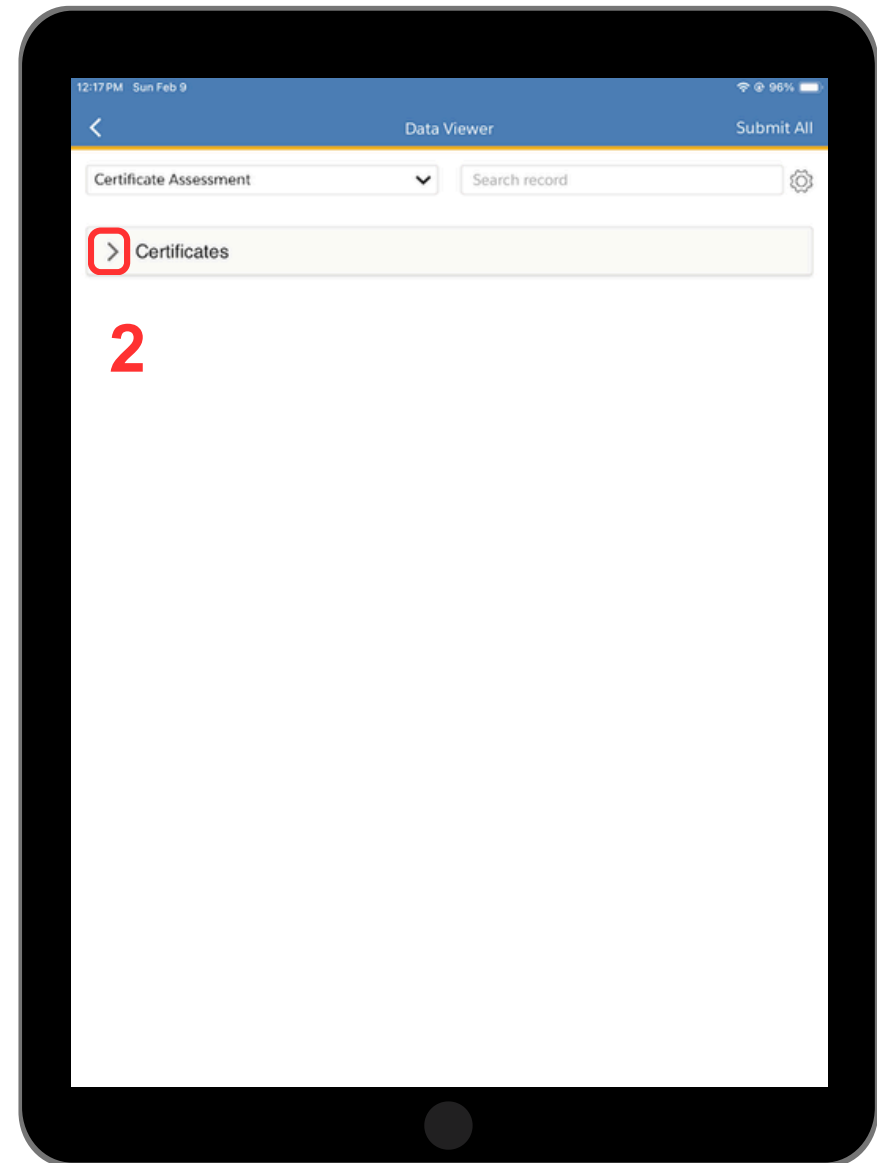


## Edit Certificates Assessment Answers

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

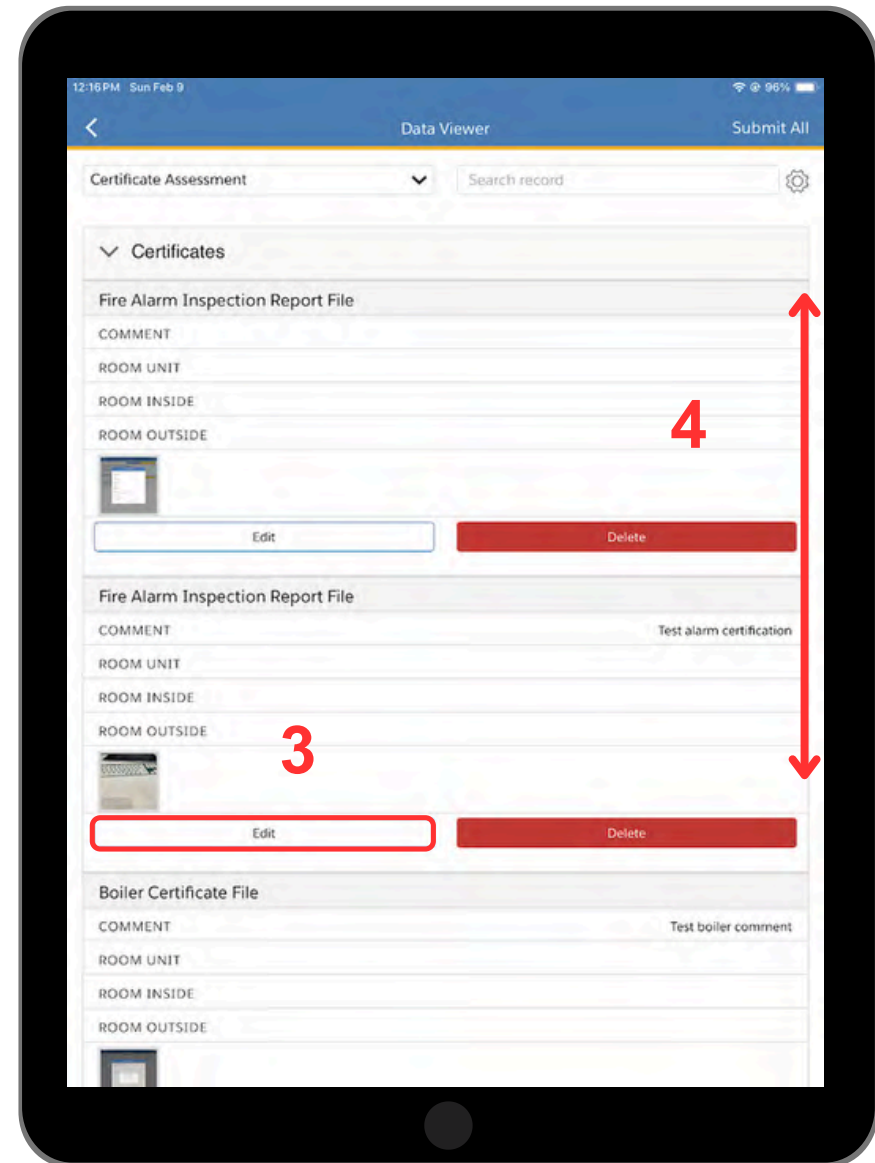
The screenshot shows the 'Certificates' screen in the NSPIRE mobile app. At the top, there's a status bar with the time '11:48 AM' and date 'Sun Feb 9'. Below that, a header bar contains a back arrow, the title 'Certificates', and a 'Submit All' button. The main content area lists six certificates, each with a numbered title and three buttons: 'Yes', 'No', and 'N/A'. The first two certificates, '1. Boiler Certificate' and '2. Elevator Certificate', have a green circle with the number '1' next to their titles. The third certificate, '3. Fire Alarm Inspection Report', has a green circle with the number '2' next to its title. The bottom of the screen features a navigation bar with three buttons: 'Data Viewer', 'Submit Feedback', and 'Cancel'. A red box highlights the 'Data Viewer' button, and a red number '1' is placed to its right.

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.

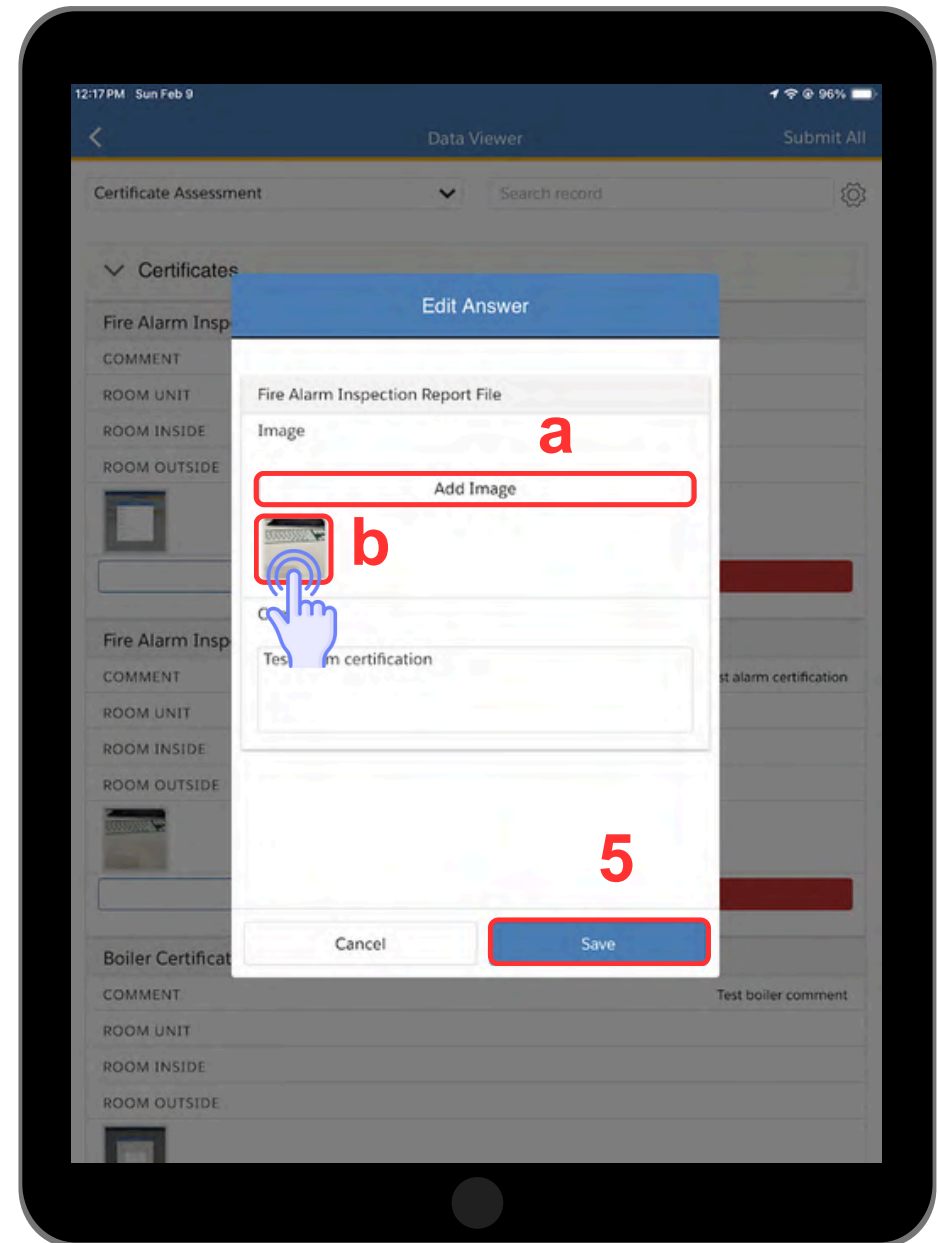


## Edit Options

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.

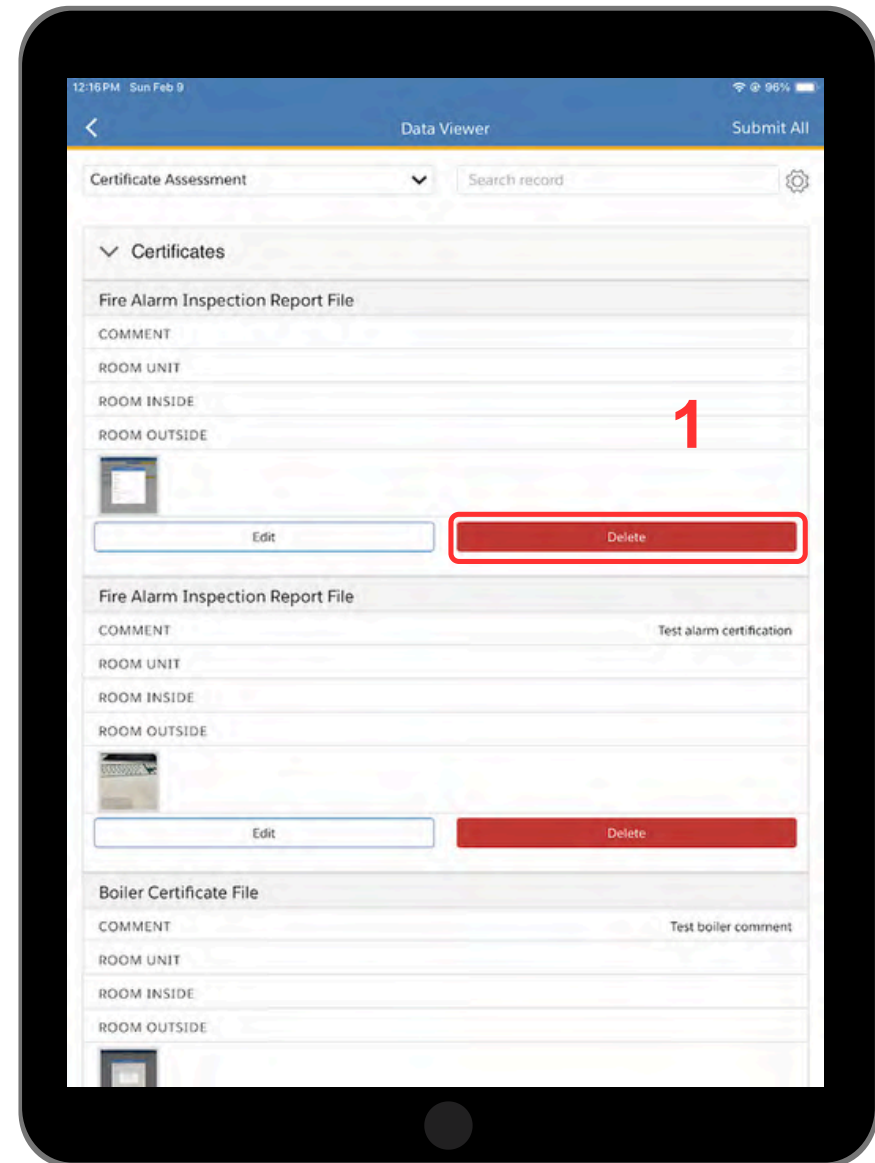
b. To delete an image, long press on the image **thumbnail**, then tap “Delete.”

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

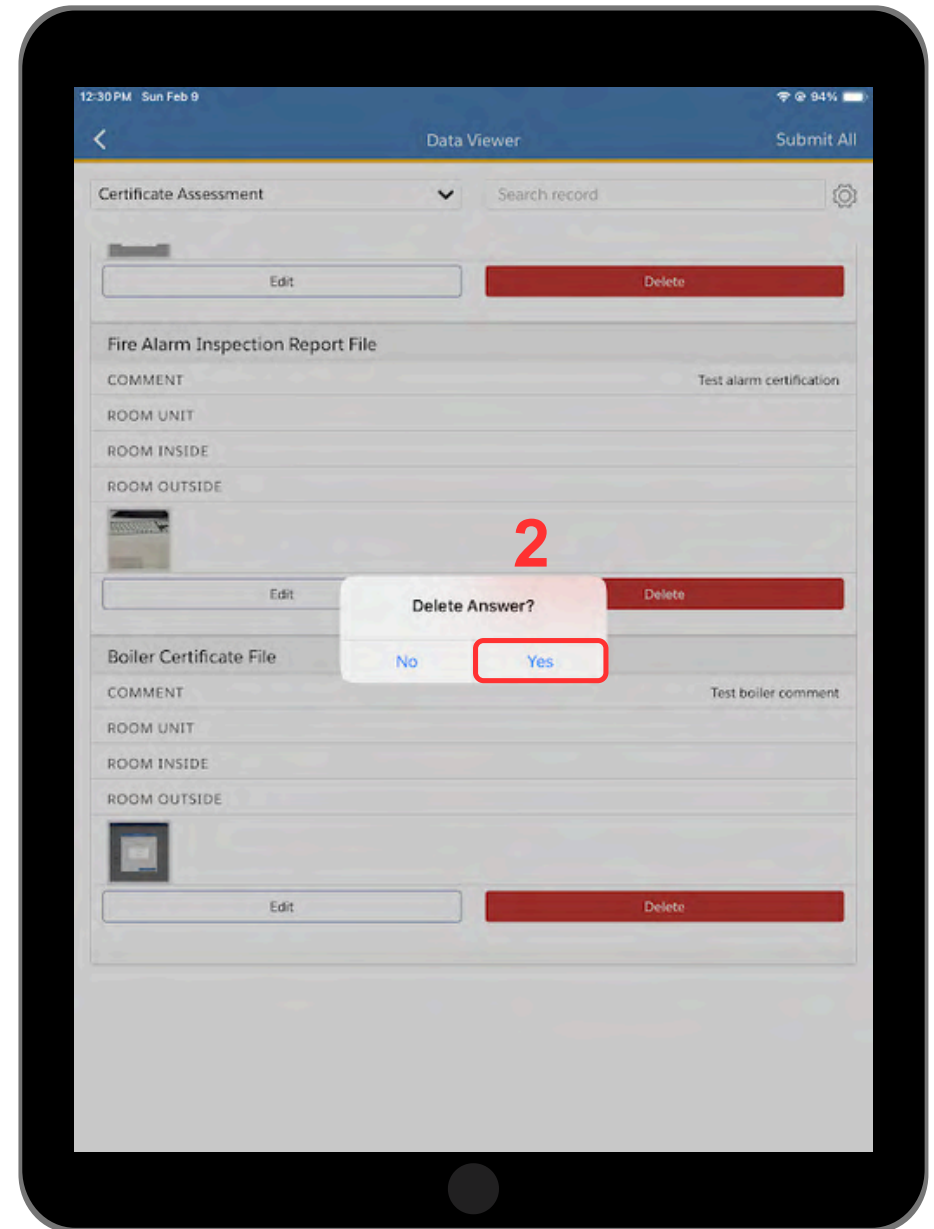


## Delete Certificate Answers

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

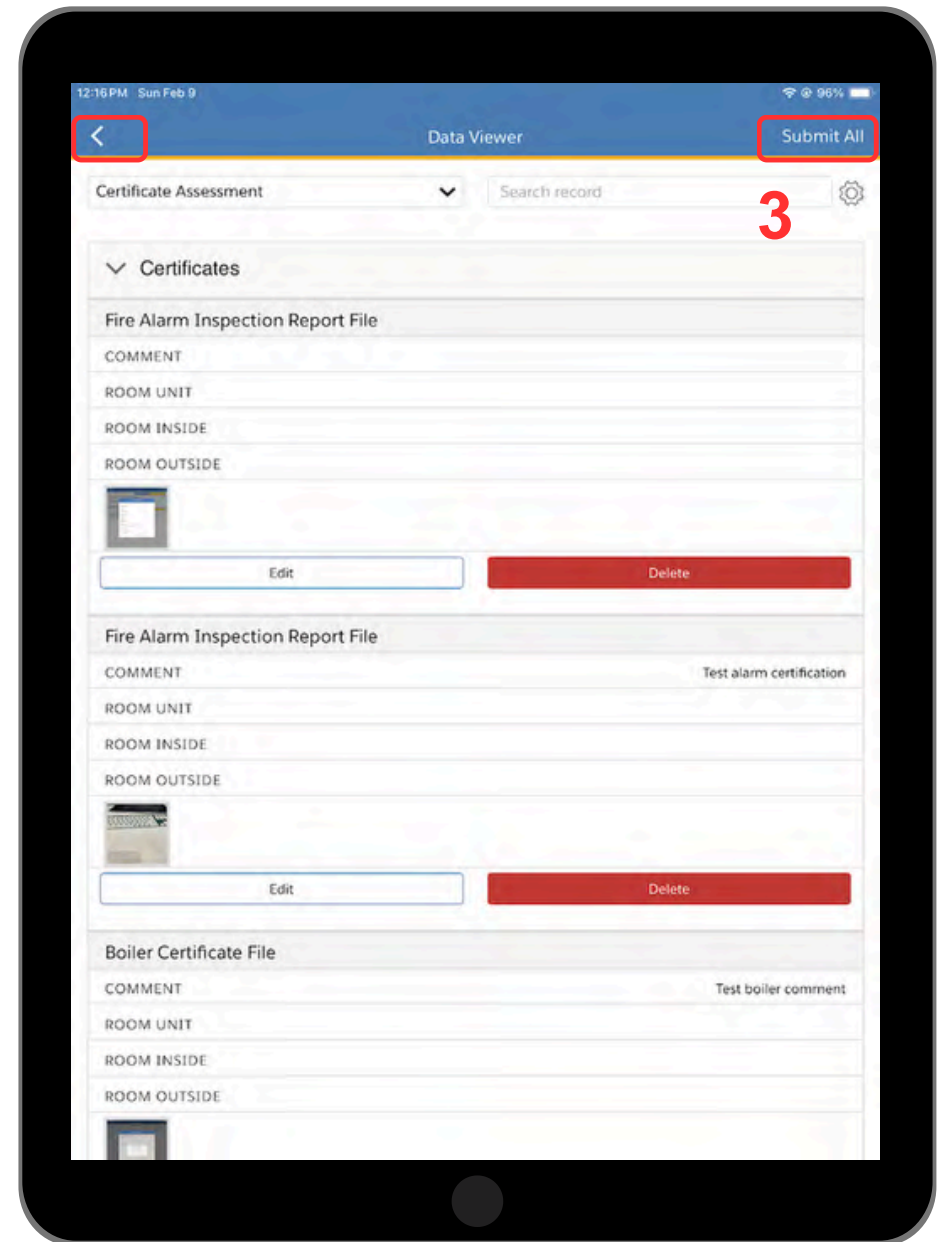


2 | Tap “Yes” to confirm deletion.



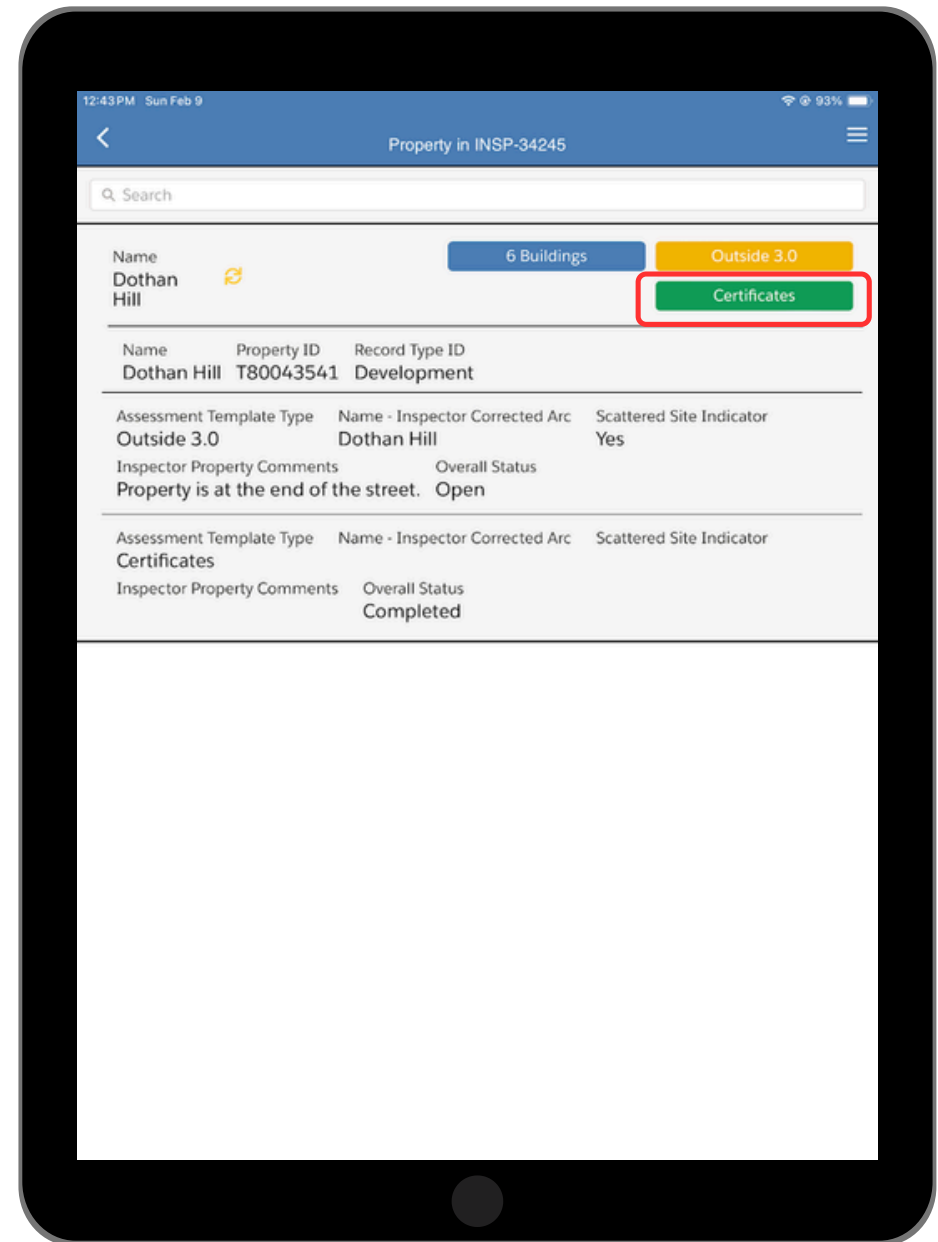
Select “**Back**” from the top left of the screen to return to the Certificates page.

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**.

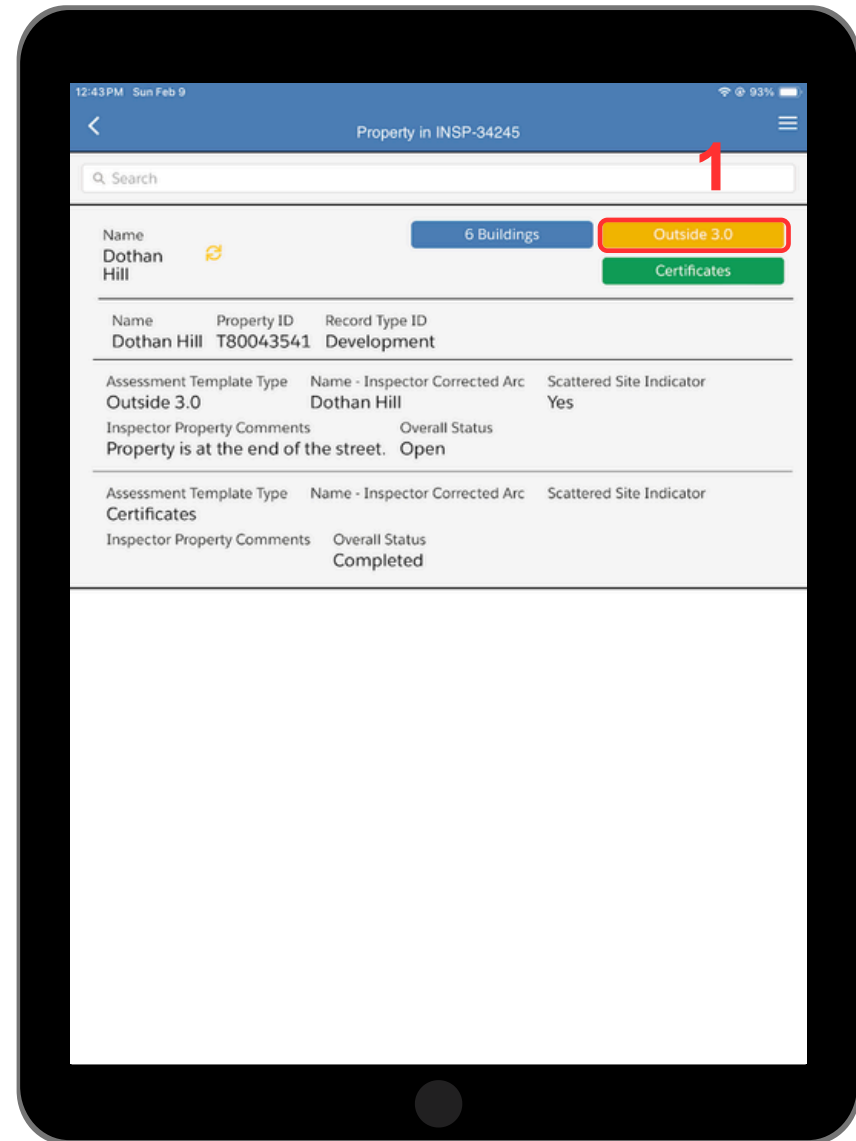
Add additional certificates by following previous steps (1-6) of the **Complete the Certificates Assessment** process.





## 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.

1:34 PM Sun Feb 9

Outside 3.0 Submit All

Assessment Template Type: Outside 3.0 Name - Inspector Corrected Arc: Dothan Hill Scattered Site Indicator: Yes

Inspector Property Comments: Property is at the end of the street. Overall Status: Open

Groups and Standards (0/25) 0% Completed

1. Address and Signage - This field is required.  
NOD OD

2. Chimney - This field is required.  
NOD OD N/A

3. Clothes Dryer Exhaust Ventilation - This field is required.  
NOD OD N/A

4. Doors - This field is required.  
NOD OD N/A

5. Drainage - This field is required.  
NOD OD N/A

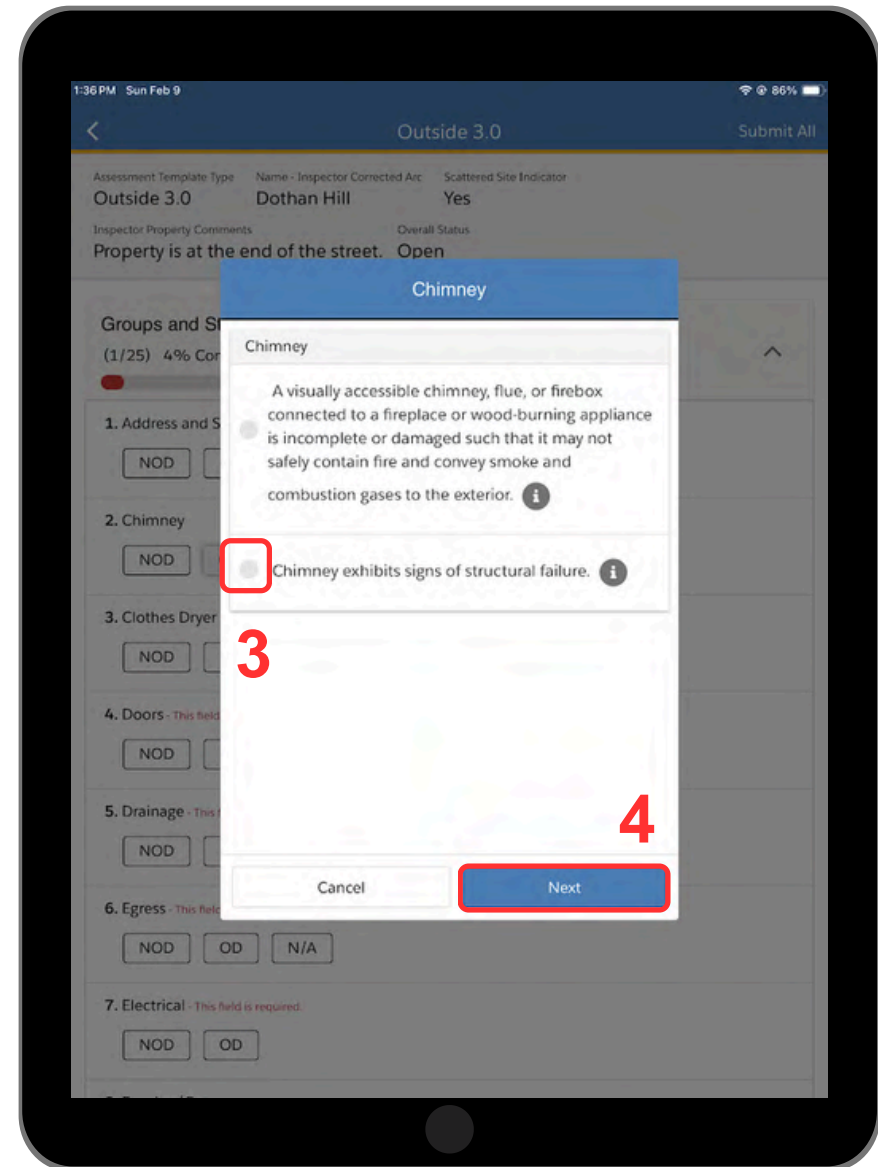
6. Egress - This field is required.  
NOD OD N/A

7. Electrical - This field is required.  
NOD OD

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).

1:36 PM Sun Feb 9 Outside 3.0 Submit All

Assessment Template Type: Outside 3.0 Name - Inspector Corrected Arc: Dothan Hill Scattered Site Indicator: Yes

Inspector Property Comments: Property is at the end of the street. Overall Status: Open

**Chimney**

Chimney exhibits signs of structural failure.

Health & Safety Determination: Life-Threatening

Correction Timeframe: 24 hours

Deficiency Criteria: The chimney exhibits signs of structural failure such that the integrity of the chimney is jeopardized.

More Information: 1. Examples of chimney structural failure include, but are not limited to:  
- Misaligned  
- Detached

Image:

Cancel Previous Record Deficiency

Groups and S (1/25) 4% Cor

1. Address and S [NOD]

2. Chimney [NOD]

3. Clothes Dryer [NOD]

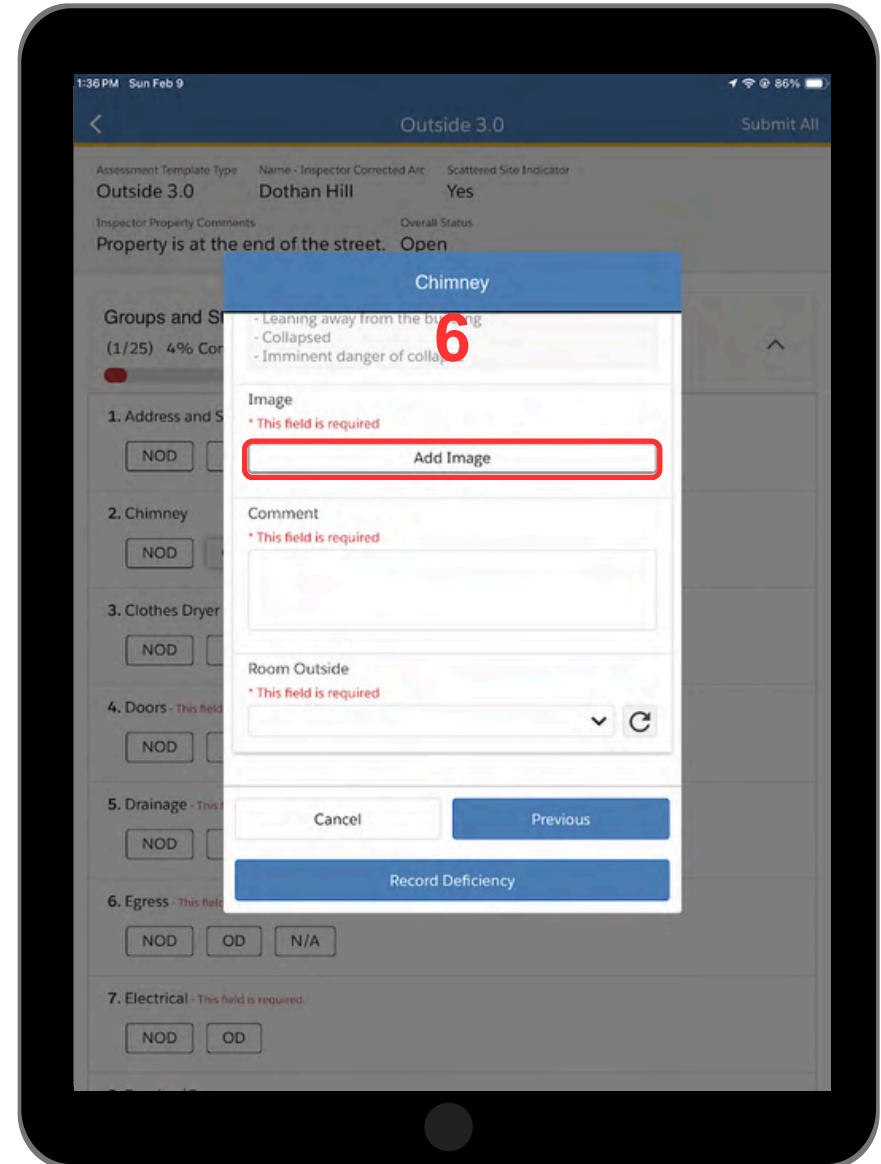
4. Doors - This field [NOD]

5. Drainage - This field [NOD]

6. Egress - This field [NOD] [OD] [N/A]

7. Electrical - This field is required. [NOD] [OD]

## 6 | Tap **Add Image**.

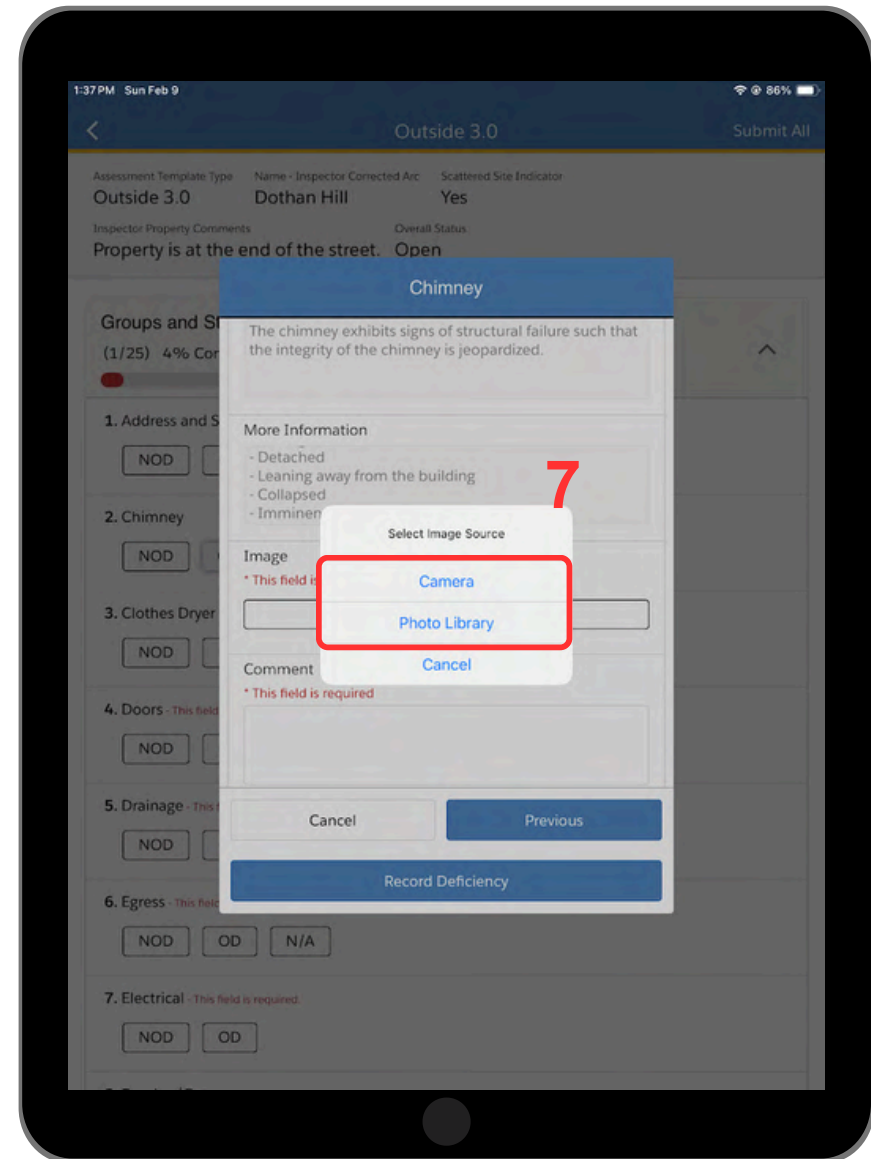


The screenshot shows a mobile inspection app interface. A modal form titled "Chimney" is displayed over a background of inspection categories. The modal contains the following fields:

- Image:** A red asterisk indicates this field is required. Below the label is a red box around the "Add Image" button, with a large red number "6" next to it.
- Comment:** A red asterisk indicates this field is required. Below the label is a text input area.
- Room Outside:** A red asterisk indicates this field is required. Below the label is a dropdown menu with a "v" icon and a "Record Deficiency" button.

At the bottom of the modal are two buttons: "Cancel" and "Previous".

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.

1:40 PM Sun Feb 9 Outside 3.0 Submit All

Assessment Template Type: Outside 3.0 Name: Inspector Corrected Arc: Dothan Hill Scattered Site Indicator: Yes

Inspector Property Comments: Property is at the end of the street. Overall Status: Open

Groups and S (1/25) 4% Cor

1. Address and S NOD

2. Chimney NOD

3. Clothes Dryer NOD

4. Doors - This field NOD

5. Drainage - This field NOD

6. Egress - This field NOD OD N/A

7. Electrical - This field is required. NOD OD

**Chimney**

- Collapsed
- Imminent danger of collapse

Image

Add Image

8

Comment

Bricks and chimney or not aligned and some are missing.

Room Outside

Building Site N 9

10 Cancel Previous

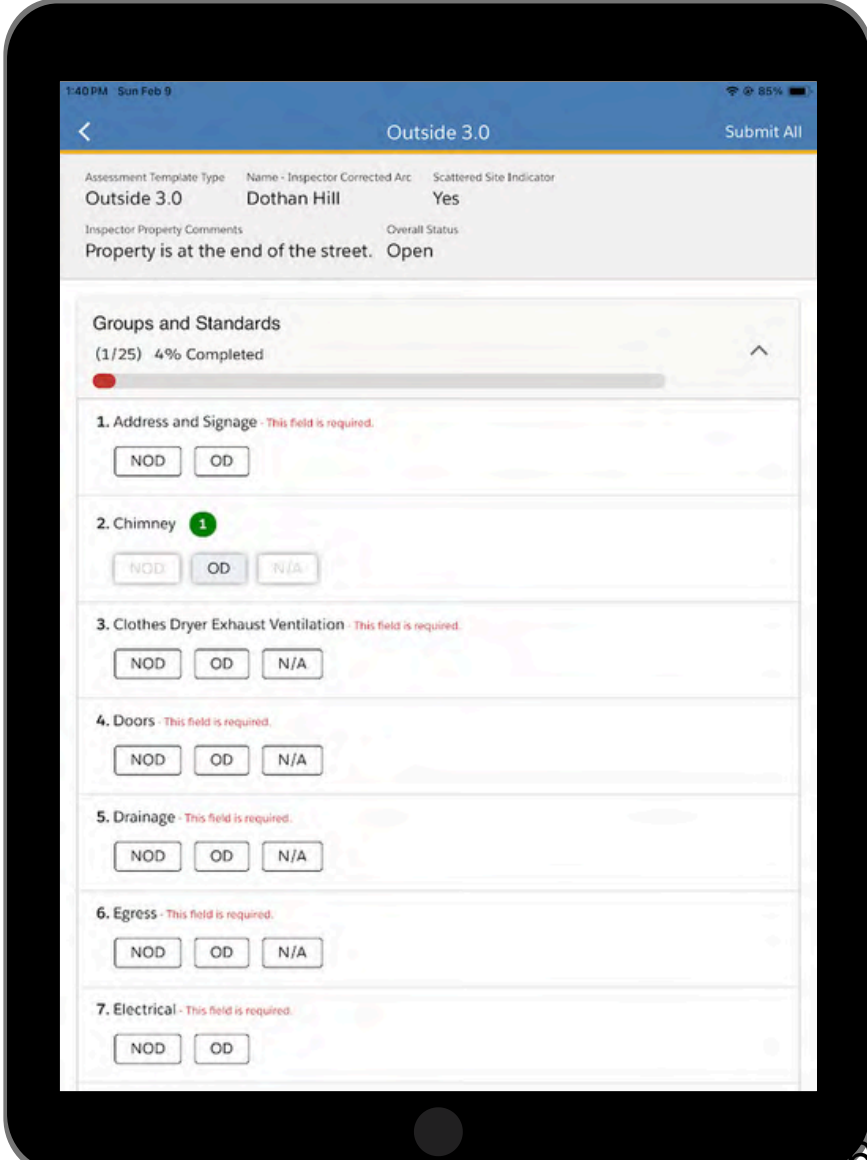
Record Deficiency

## 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**.



1:40 PM Sun Feb 9

Outside 3.0 Submit All

Assessment Template Type	Name - Inspector Corrected Arc	Scattered Site Indicator
Outside 3.0	Dothan Hill	Yes
Inspector Property Comments	Overall Status	
Property is at the end of the street.	Open	

Groups and Standards  
(1/25) 4% Completed

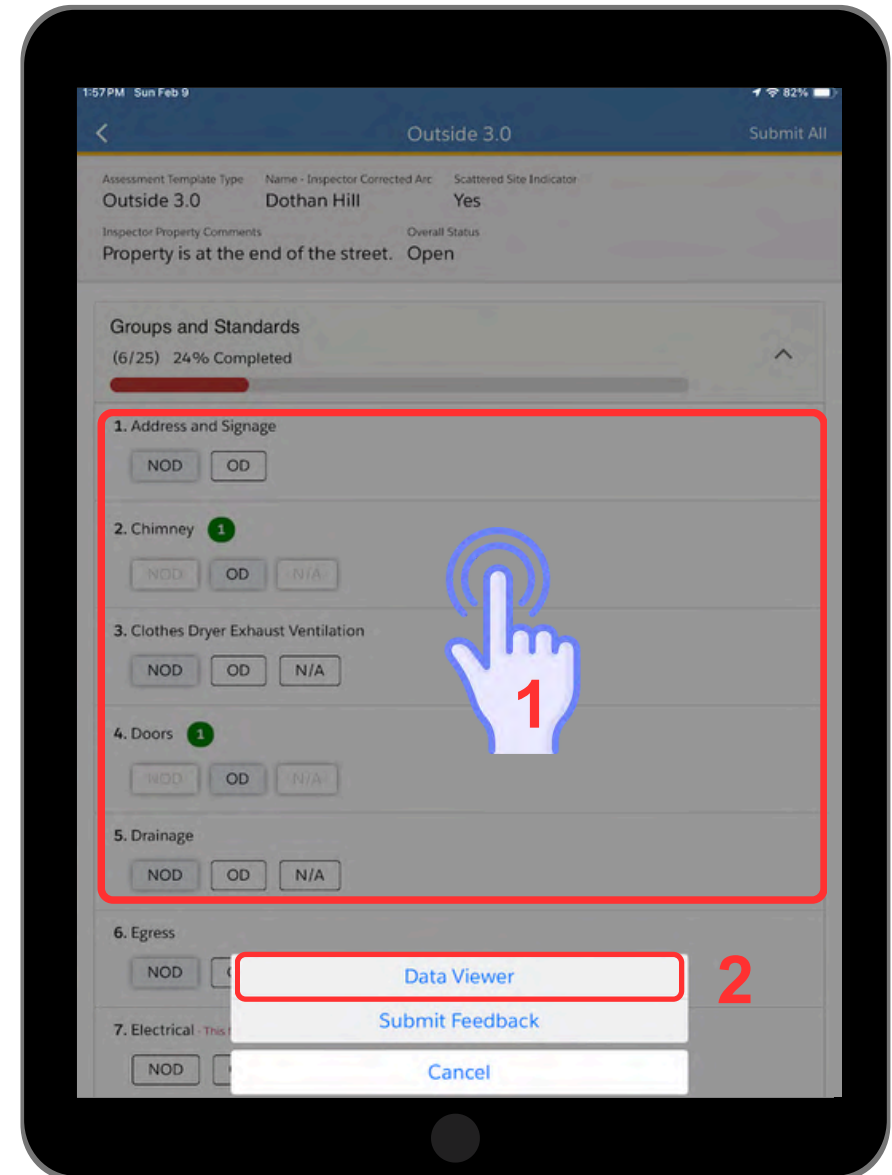
1. Address and Signage - This field is required.  
NOD OD
2. Chimney **1**  
NOD OD N/A
3. Clothes Dryer Exhaust Ventilation - This field is required.  
NOD OD N/A
4. Doors - This field is required.  
NOD OD N/A
5. Drainage - This field is required.  
NOD OD N/A
6. Egress - This field is required.  
NOD OD N/A
7. Electrical - This field is required.  
NOD OD



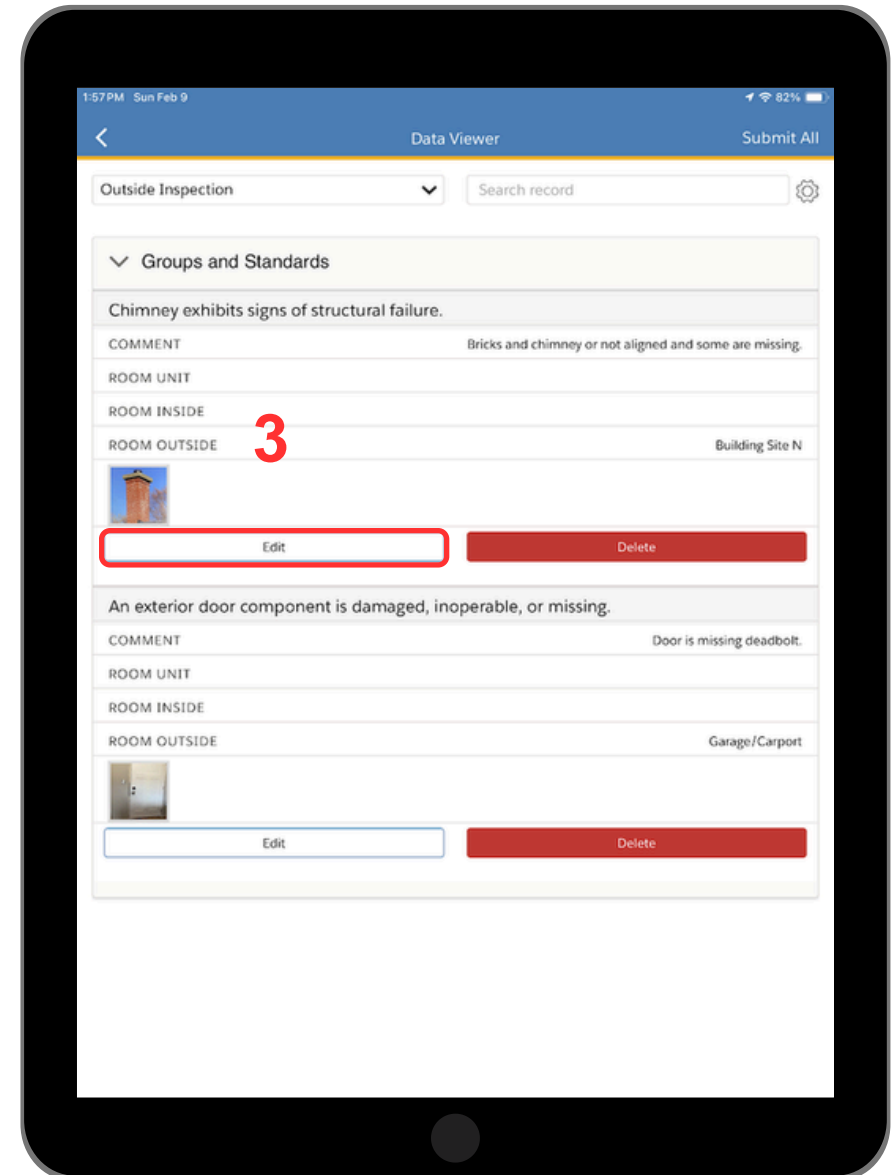
## Edit Outside Assessment Answers

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

2 | Tap **Data Viewer**.

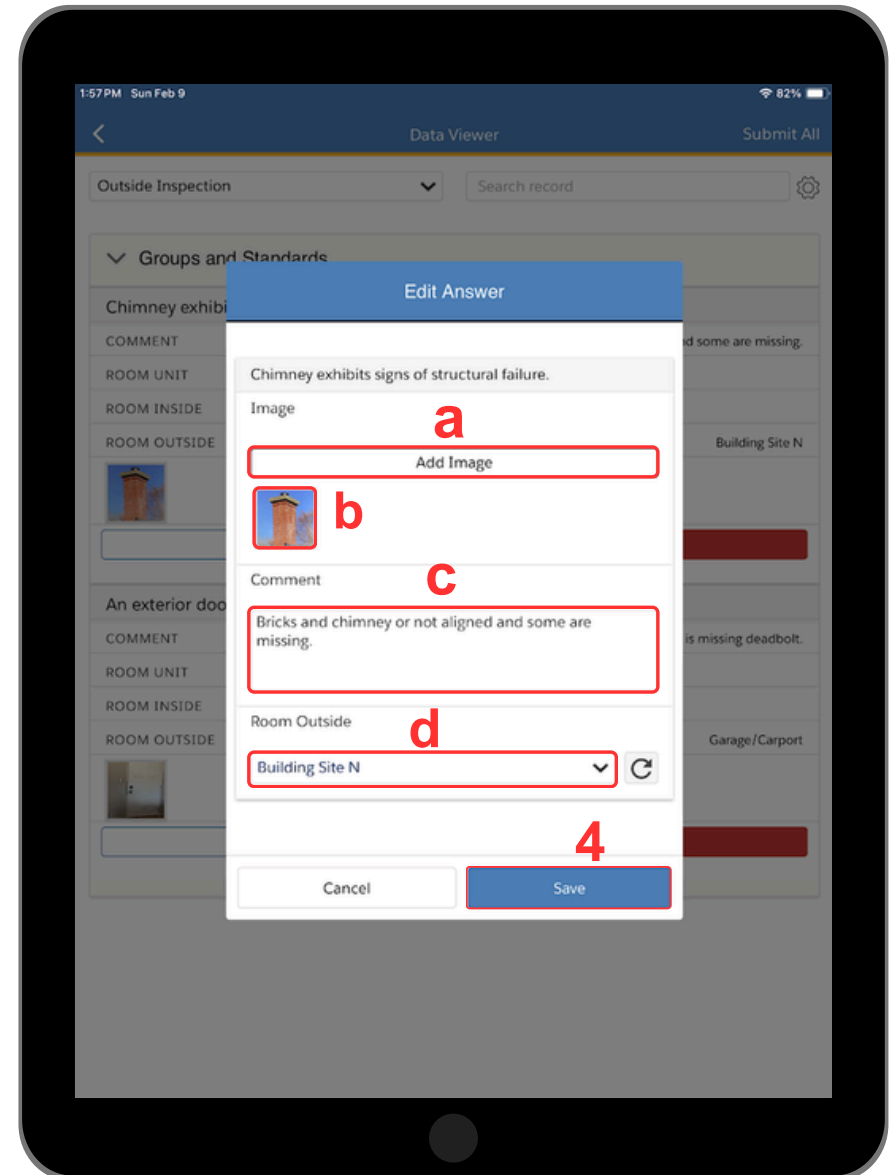


3 | Tap **Edit** on an answer.

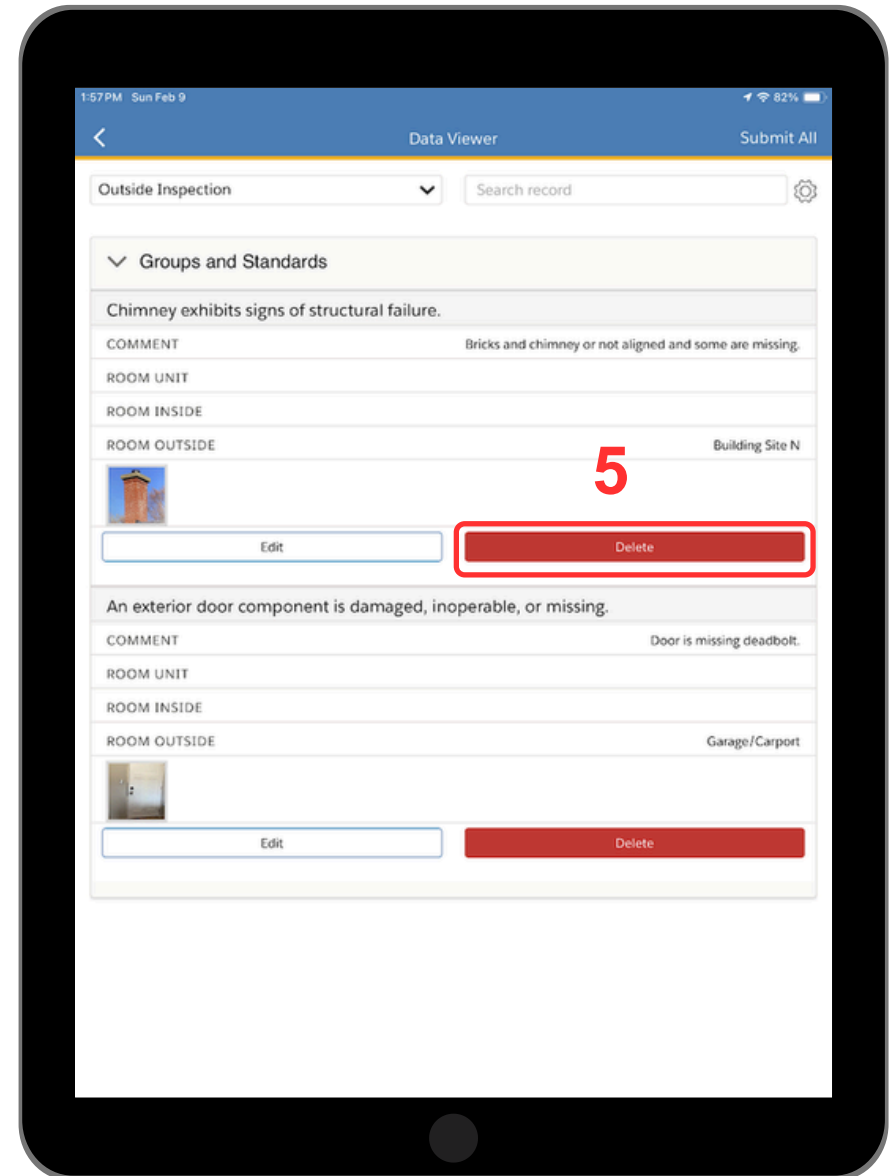


## Edit Options

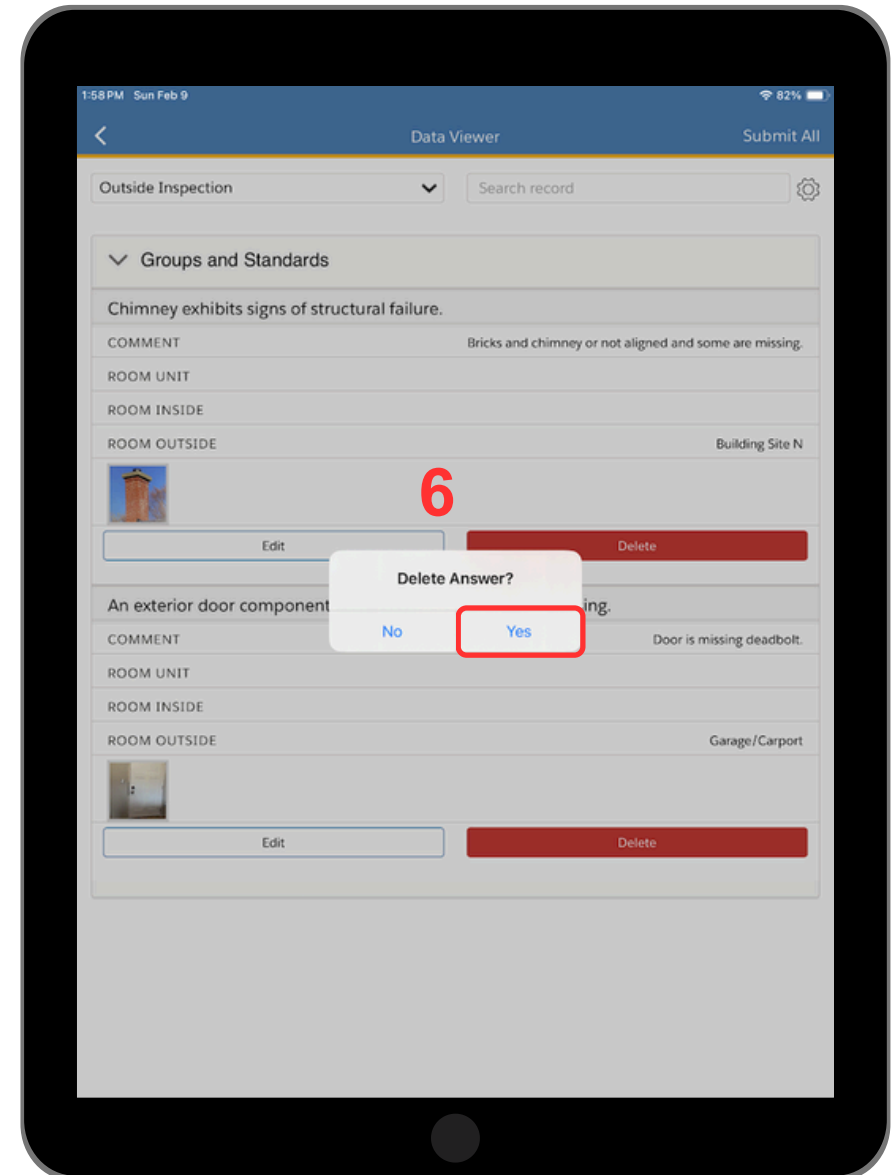
- a. On the edit screen, tap **Add Image** to take an additional photo with your device or to select an image from your device folders.
  - b. To delete an image, long press on the image **thumbnail**, then tap **“Delete.”**
  - c. Edit text in the **Comment** text box.
  - d. Select a different location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



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

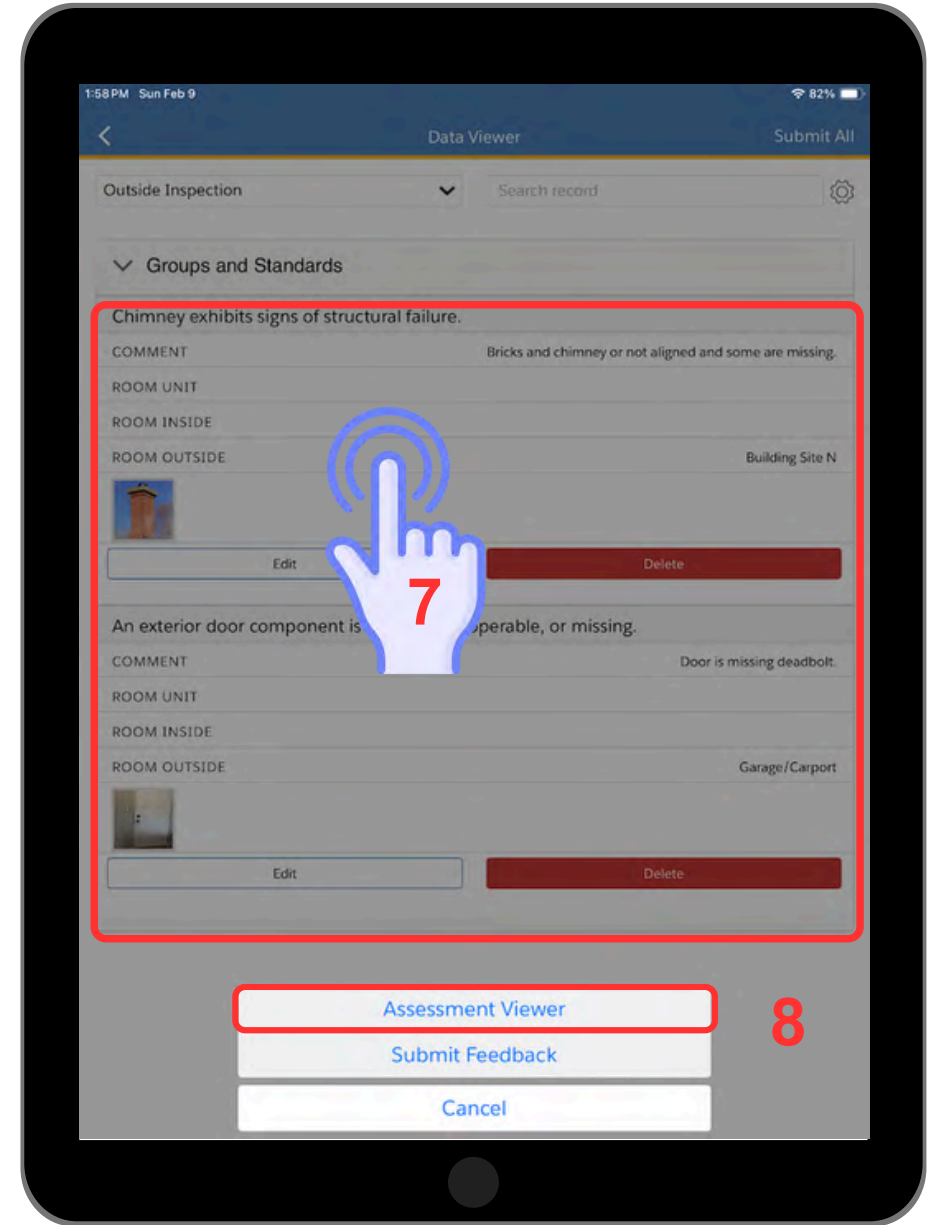


6 | Tap “**Yes**” to finish deleting the answer.



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

8 | Tap **Assessment Viewer**.



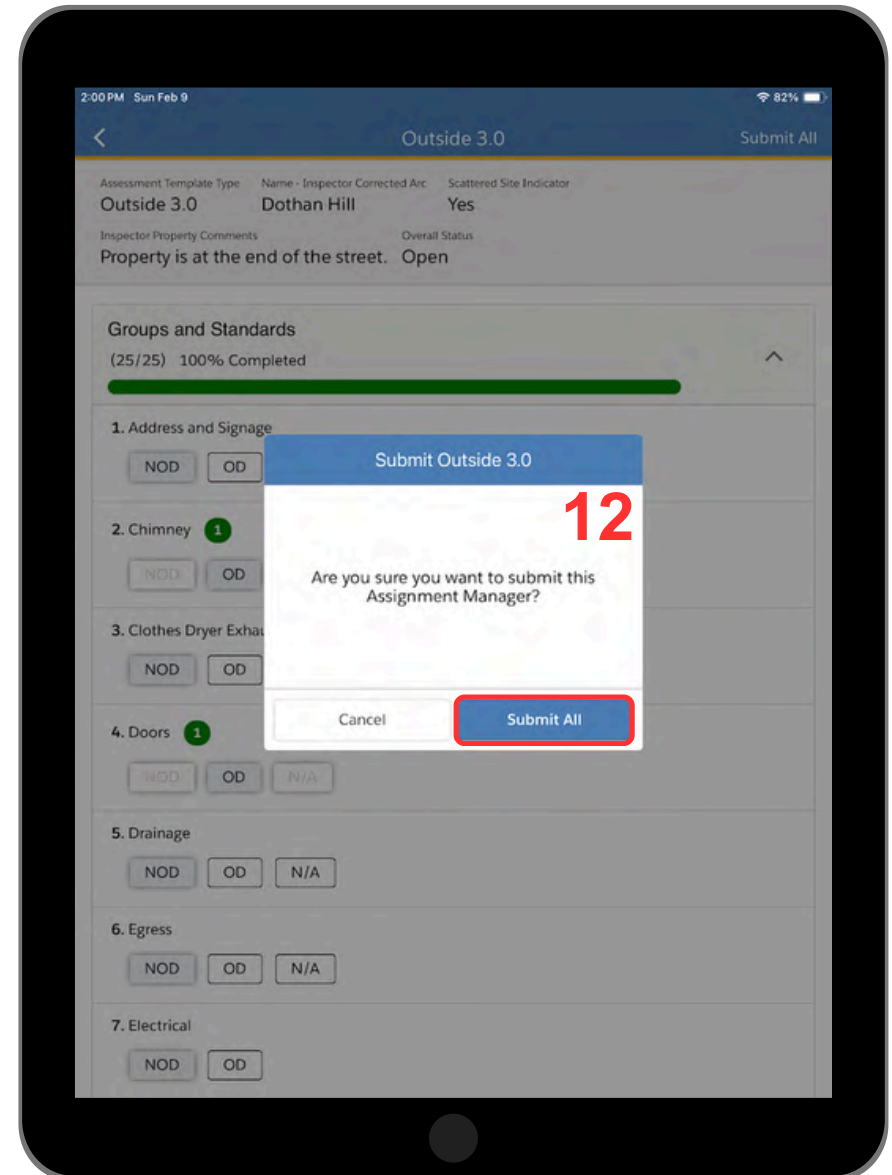
9 | Select a new **answer** for the question with the deleted answer.

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

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

The screenshot shows the NSPIRE mobile app interface for an inspection titled 'Outside 3.0'. The top status bar shows the time as 4:11 PM on Sun Feb 9, with a battery level of 68%. The app header includes a back arrow, the title 'Outside 3.0', and a 'Submit All' button (highlighted with a red box and labeled 11). Below the header, there is a section for 'Assessment Template Type' (Outside 3.0), 'Name - Inspector Corrected Arc' (Flower Mound Extensions), and 'Scattered Site Indicator' (Open). A completion tracker bar shows 'Groups and Standards (24/25) 96% Completed' with a yellow progress bar (labeled 10). The main content area lists inspection items with corresponding buttons: 1. Address and Signage (NOD, OD), 2. Chimney - This field is required. (NOD, OD, N/A) (labeled 9), 3. Clothes Dryer Exhaust Ventilation (NOD, OD, N/A), 4. Doors (NOD, OD, N/A) (labeled 1), 5. Drainage (NOD, OD, N/A), 6. Egress (NOD, OD, N/A), and 7. Electrical (NOD, OD).

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





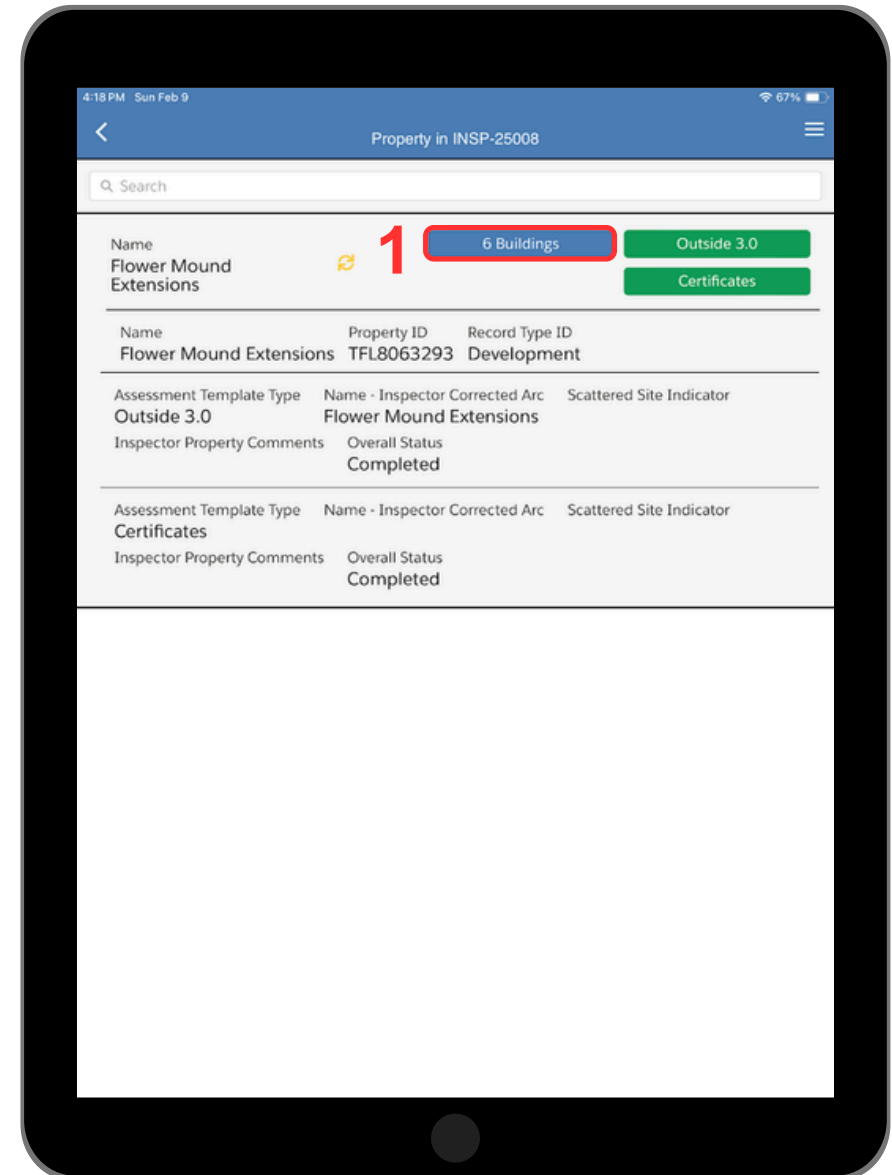


# Building Information & Assessments

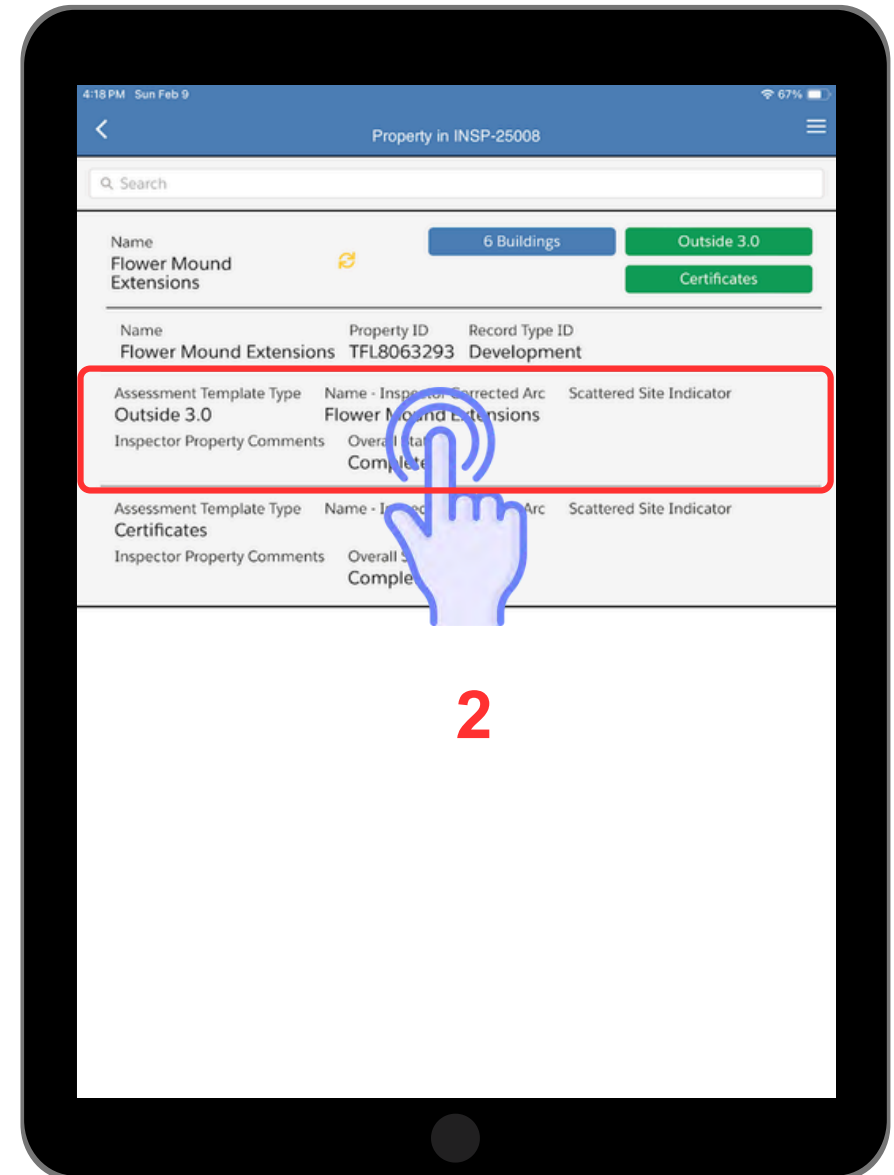


## Edit Building Information (Inside)

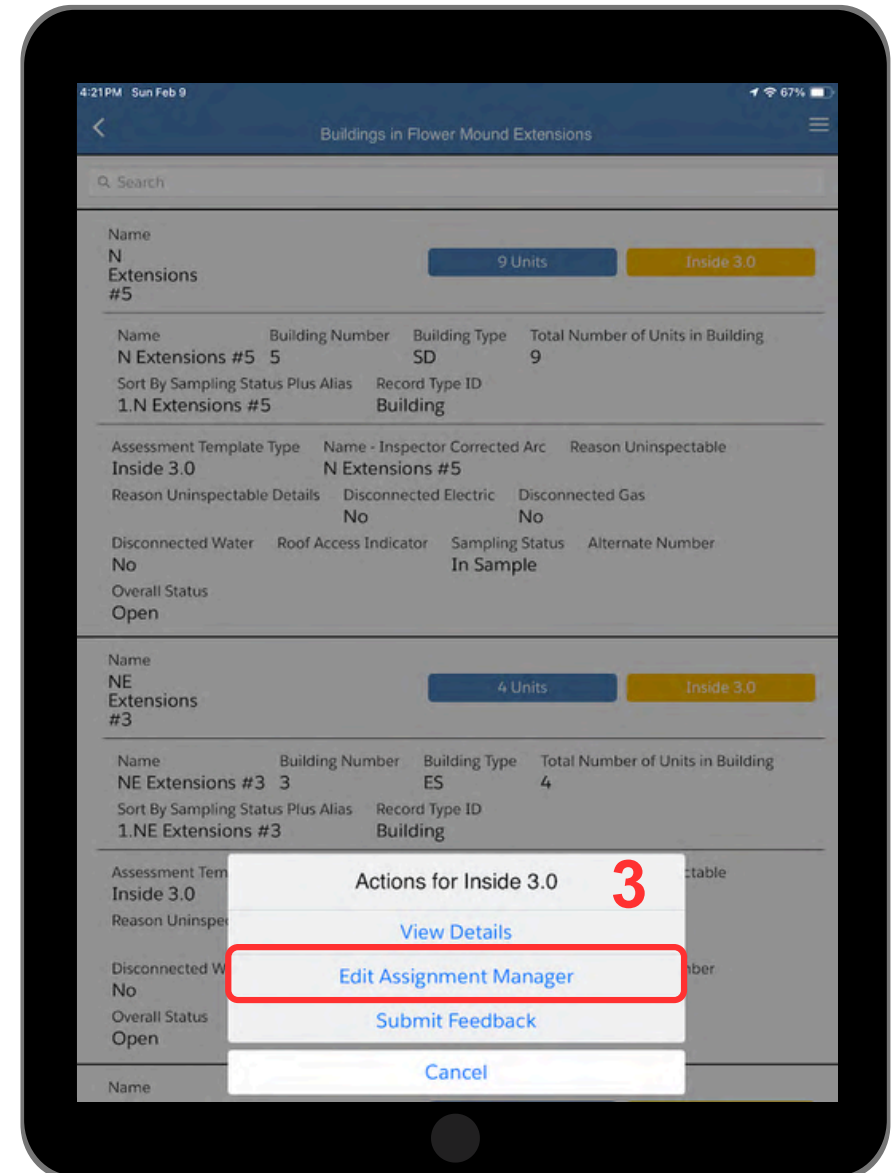
1 | Tap the **Buildings** button on the inspection to view associated buildings.



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.

The screenshot shows the 'Edit Assignment Manager' form in the mobile app. The form is for 'N Extensions #5'. The 'Name' field is 'Name - Inspector Corrected Arc'. The 'Reason Uninspectable' dropdown is highlighted with a red box and labeled 'a'. The 'Reason Uninspectable Details' text box is highlighted with a red box and labeled 'b'. The form also includes fields for 'Disconnected Electric', 'Disconnected Gas', 'Disconnected Water', and 'Roof Access Indicator', all with 'No' selected. The 'Assessment Term' is 'Inside 3.0'. The 'Overall Status' is 'Open'. The 'Sampling Status' is 'In Sample'. The 'Alternate Number' is blank. The 'Name' field is 'Name - Inspector Corrected Arc'. The 'Reason Uninspectable' dropdown is highlighted with a red box and labeled 'a'. The 'Reason Uninspectable Details' text box is highlighted with a red box and labeled 'b'. The form also includes fields for 'Disconnected Electric', 'Disconnected Gas', 'Disconnected Water', and 'Roof Access Indicator', all with 'No' selected. The 'Assessment Term' is 'Inside 3.0'. The 'Overall Status' is 'Open'. The 'Sampling Status' is 'In Sample'. The 'Alternate Number' is blank. The 'Name' field is 'Name - Inspector Corrected Arc'.

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

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

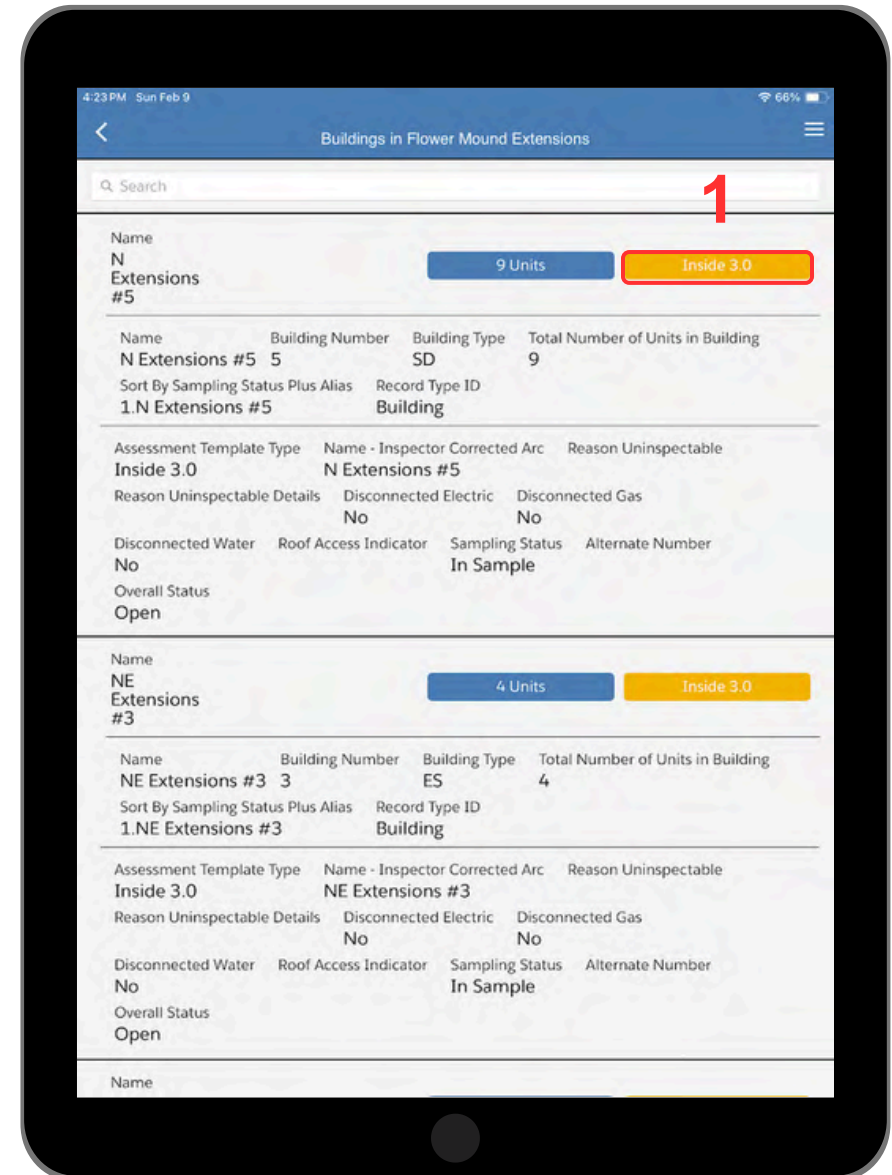
6 | Select a value from the **Roof Access Indicator** dropdown picklist.

7 | Tap **Save**.

The screenshot shows the 'Edit Assignment Manager' form in the NSPIRE mobile app. The form is overlaid on a list of buildings. The form contains several dropdown menus for 'Disconnected Electric', 'Disconnected Gas', 'Disconnected Water', and 'Roof Access Indicator'. Red boxes and numbers 5, 6, and 7 highlight the 'No' selection for 'Disconnected Electric', the 'Roof Access Indicator' dropdown, and the 'Save' button respectively.

## 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.

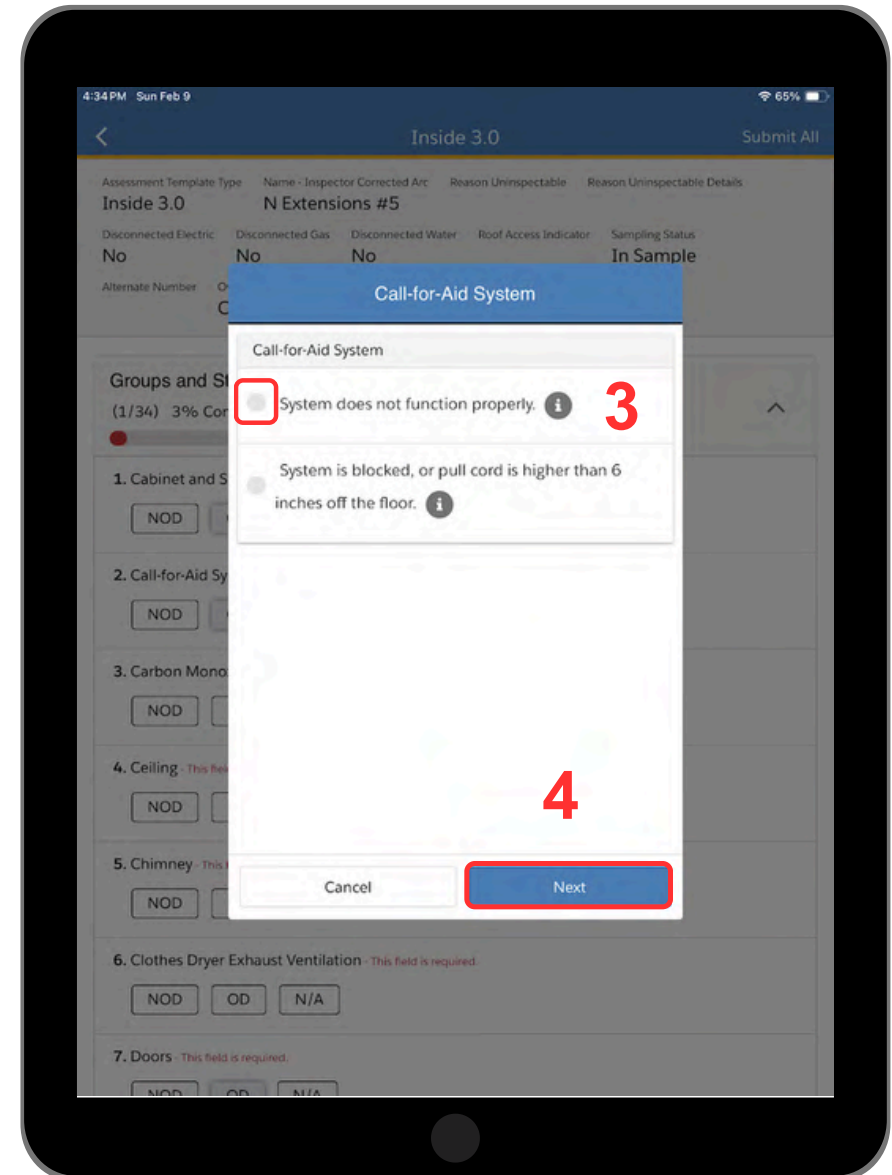
The screenshot displays the 'Inside 3.0' mobile application interface. At the top, the status bar shows '4:33 PM Sun Feb 9' and '65%' battery. The app header includes a back arrow, the title 'Inside 3.0', and a 'Submit All' button. Below the header, there's a section for 'Assessment Template Type' (Inside 3.0) and 'Name - Inspector Corrected Arc' (N Extensions #5). A table of status indicators follows: 'Disconnected Electric' (No), 'Disconnected Gas' (No), 'Disconnected Water' (No), 'Roof Access Indicator' (In Sample), and 'Sampling Status' (In Sample). Below this, 'Alternate Number' is 'Open' and 'Overall Status' is 'Open'. The main section is titled 'Groups and Standards' with a progress bar at '(0/34) 0% Completed'. A list of inspection items is shown, each with a title and a 'This field is required.' note. Item 2, '2. Call-for-Aid System', is highlighted with a red box and a large red number 2. The items and their buttons are: 1. Cabinet and Storage (NOD, OD, N/A), 2. Call-for-Aid System (NOD, OD, N/A), 3. Carbon Monoxide Alarm (NOD, OD, N/A), 4. Ceiling (NOD, OD), 5. Chimney (NOD, OD, N/A), 6. Clothes Dryer Exhaust Ventilation (NOD, OD, N/A), and 7. Doors (NOD, OD, N/A).



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).

The screenshot shows the 'Inside 3.0' mobile app interface. The top status bar displays '4:34 PM Sun Feb 9' and '65%' battery. The app header shows 'Inside 3.0' and a 'Submit All' button. The main content area is titled 'Call-for-Aid System' and contains the following fields:

- System does not function properly.**
- Health & Safety Determination:** A dropdown menu with 'Life-Threatening' selected.
- Correction Timeframe:** A dropdown menu with '24 hours' selected.
- Deficiency Criteria:** A text area containing the text: 'A call-for-aid system does not emit sound or light or send a signal to the annunciator. OR The annunciator does not indicate the correct'. A red '5' is overlaid on this section, and a red double-headed arrow indicates it is scrollable.
- More Information:** A text area containing the text: 'If the property has third party documentation of a call-for-aid inspection, then the inspector does not need to test call-for-aid stations. Instead, the inspector should: - Verify that the documentation addresses all parts of'.
- Image:** A placeholder for an image.

At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Record Deficiency'.

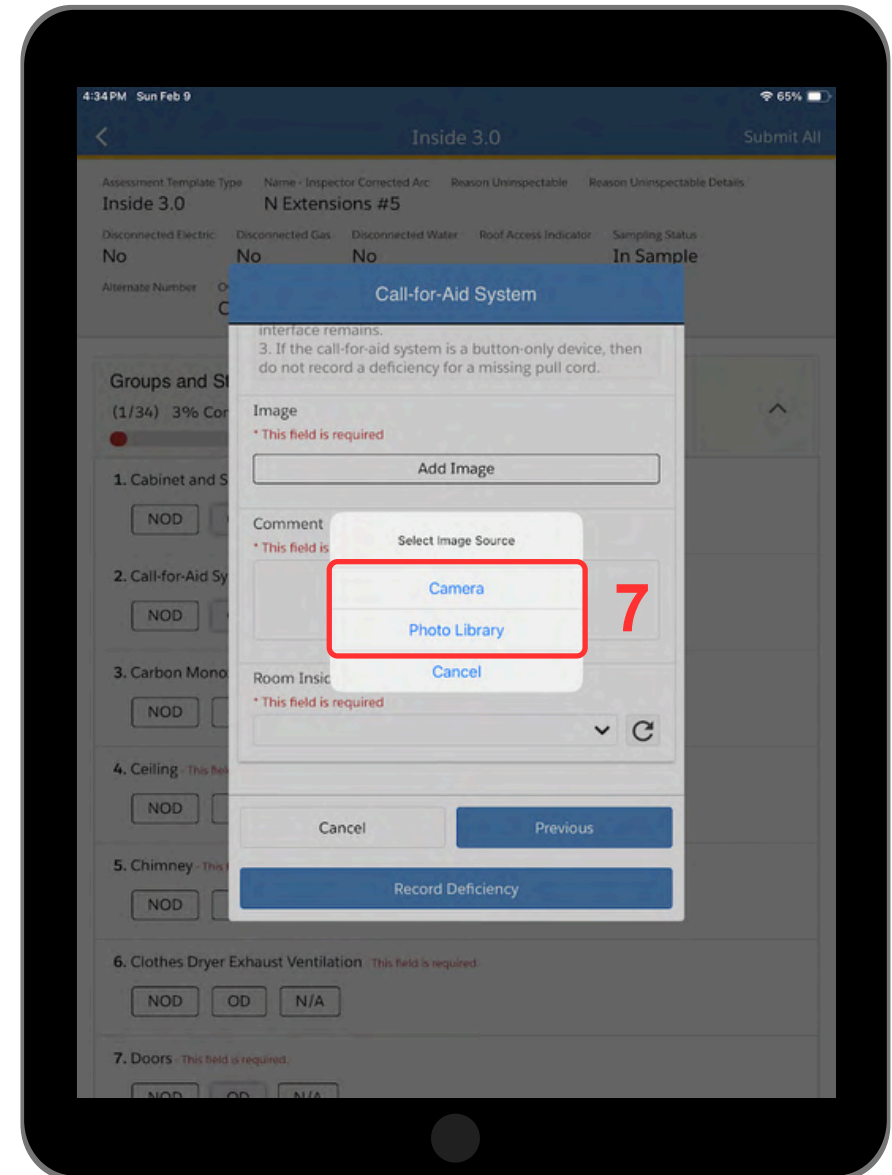
## 6 | Tap **Add Image**.

The screenshot shows the 'Inside 3.0' mobile app interface. A modal form titled 'Call-for-Aid System' is displayed over the main inspection form. The modal contains the following fields:

- Image:** A text input field with a red asterisk indicating it is required. A red box highlights the 'Add Image' button next to it. A large red number '6' is overlaid on this section.
- Comment:** A text input field with a red asterisk indicating it is required.
- Room Inside:** A dropdown menu with a red asterisk indicating it is required.

At the bottom of the modal are three buttons: 'Cancel', 'Previous', and 'Record Deficiency'.

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.

The screenshot shows a mobile application interface for recording deficiencies. A modal form titled "Call-for-Aid System" is displayed over a background of inspection categories. The form contains the following elements:

- Image:** A section with an "Add Image" button and a small thumbnail image.
- Comment:** A text input field containing the text "Call for aid system does not have make sound". This field is highlighted with a red box and labeled with a red "8".
- Room Inside:** A dropdown menu currently showing "Kitchen". This dropdown is highlighted with a red box and labeled with a red "9".
- Buttons:** At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Record Deficiency". The "Record Deficiency" button is highlighted with a red box and labeled with a red "10".

The background application interface shows a list of inspection items with status buttons (NOD, OD, N/A) and a "Submit All" button at the top right.

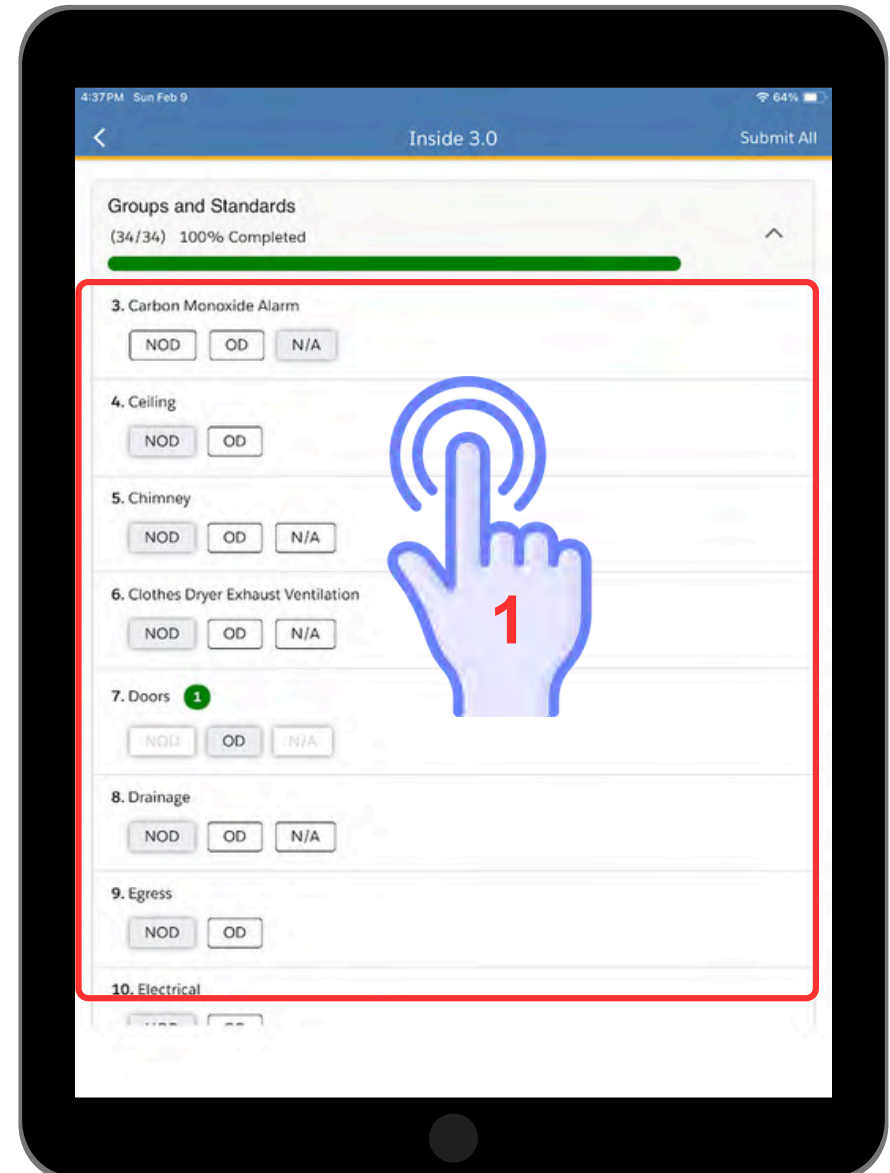
## Edit Inside Assessment Answers

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).

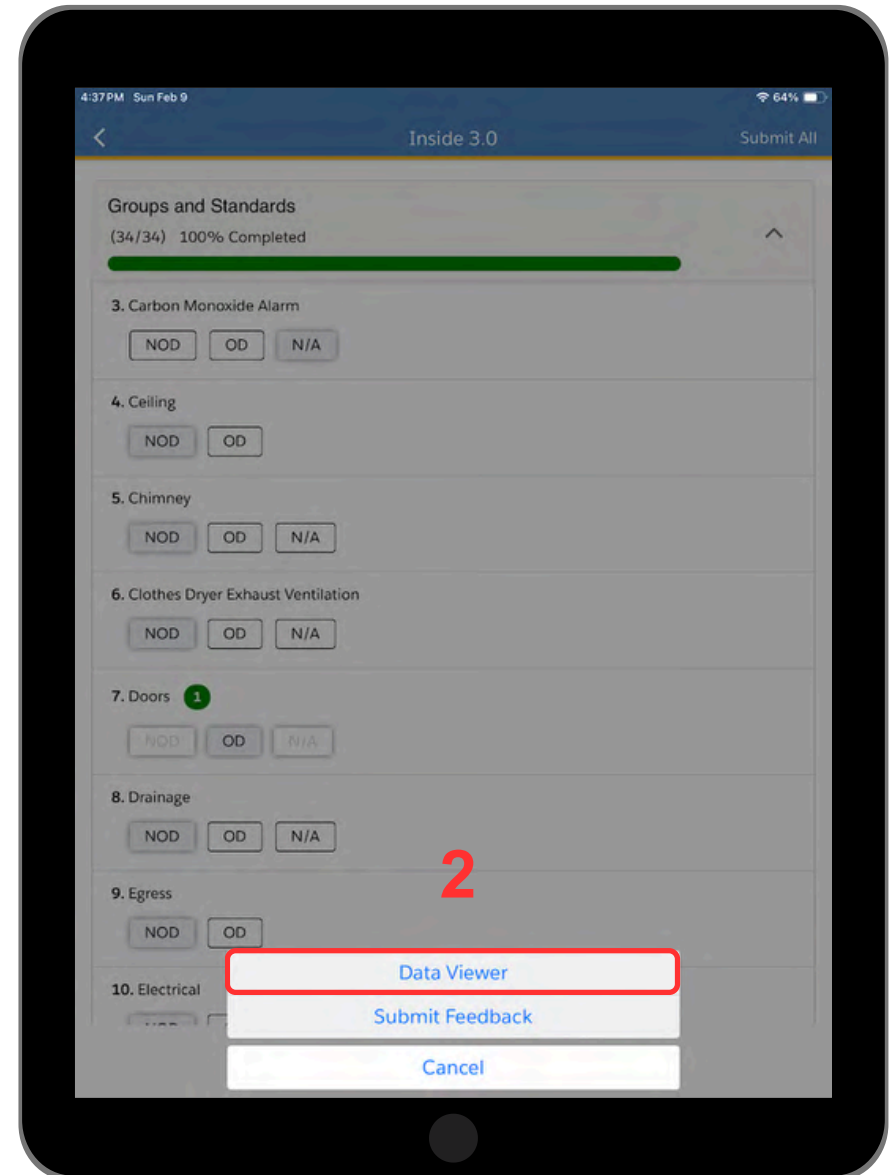
Answers can be edited or deleted in the **Data Viewer**.

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

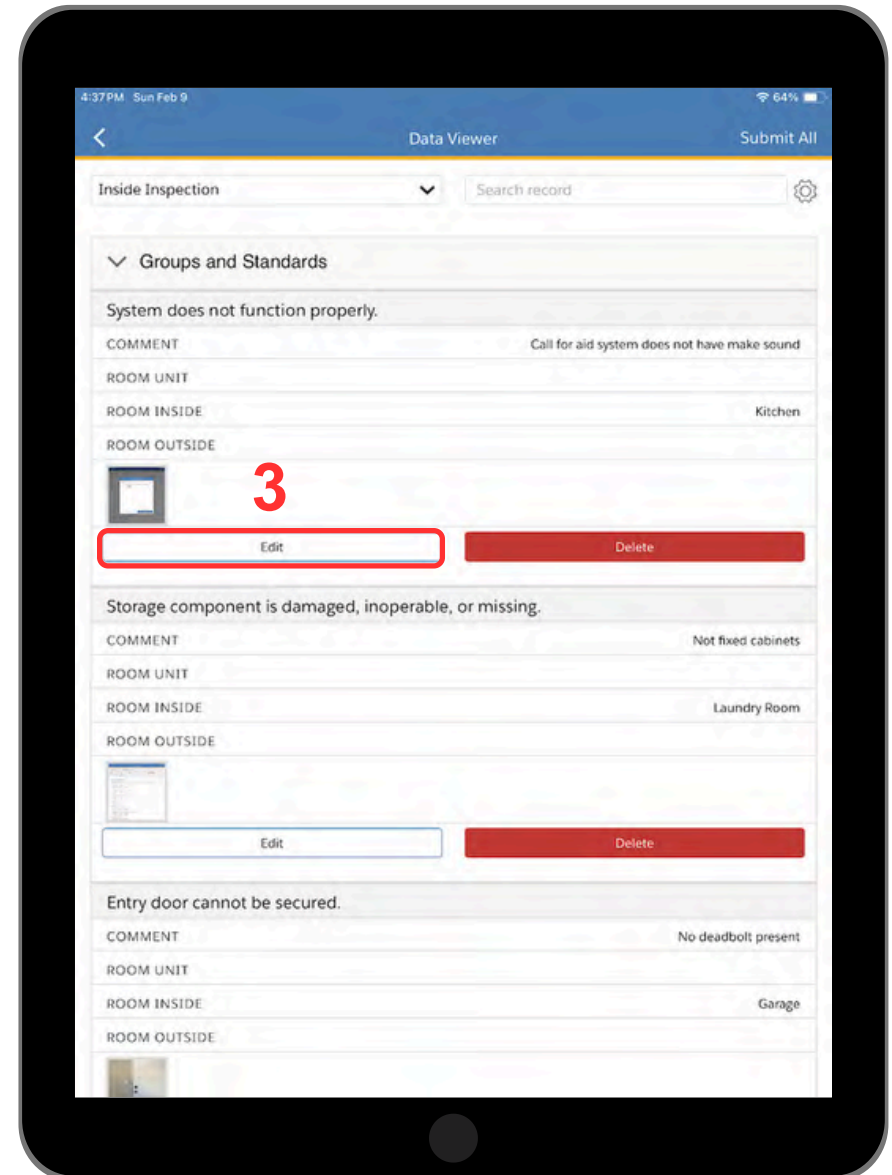


## Edit Inside Assessment Answers

2 | Tap **Data Viewer**.



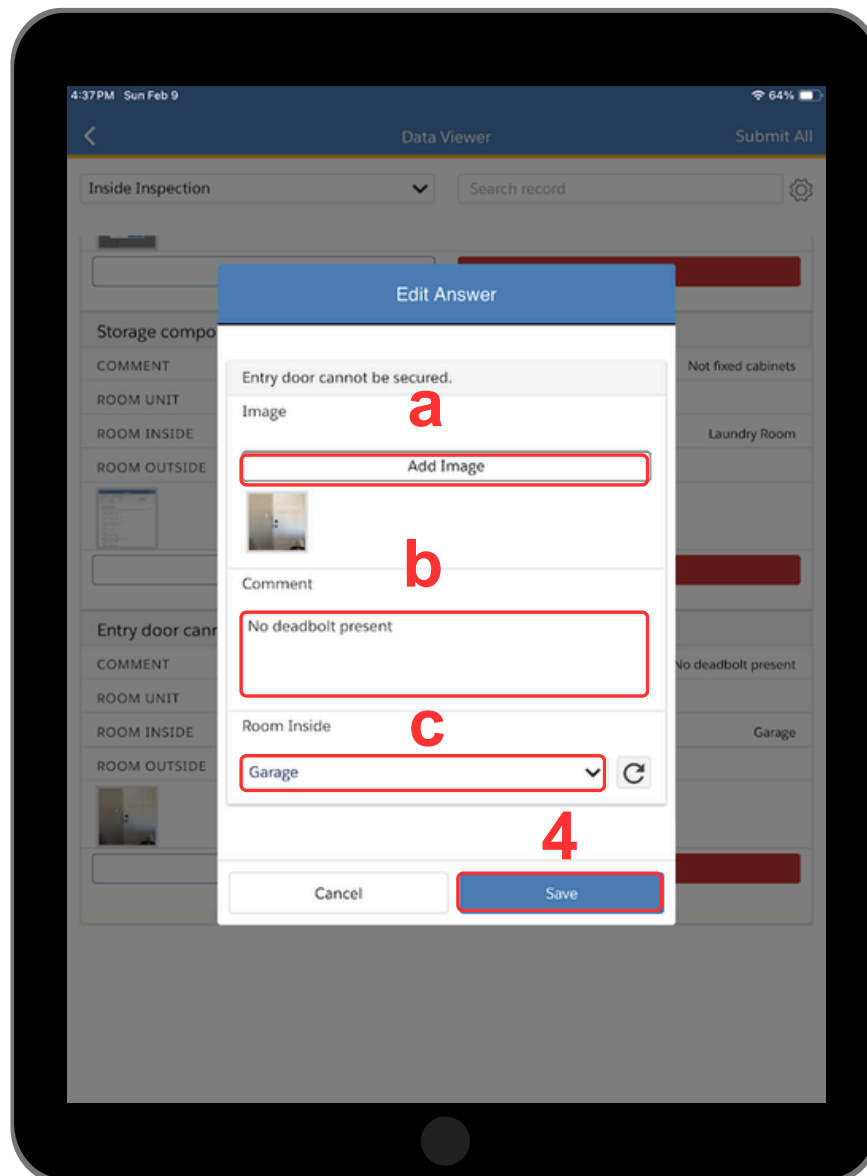
3 | Tap **Edit** on an answer.



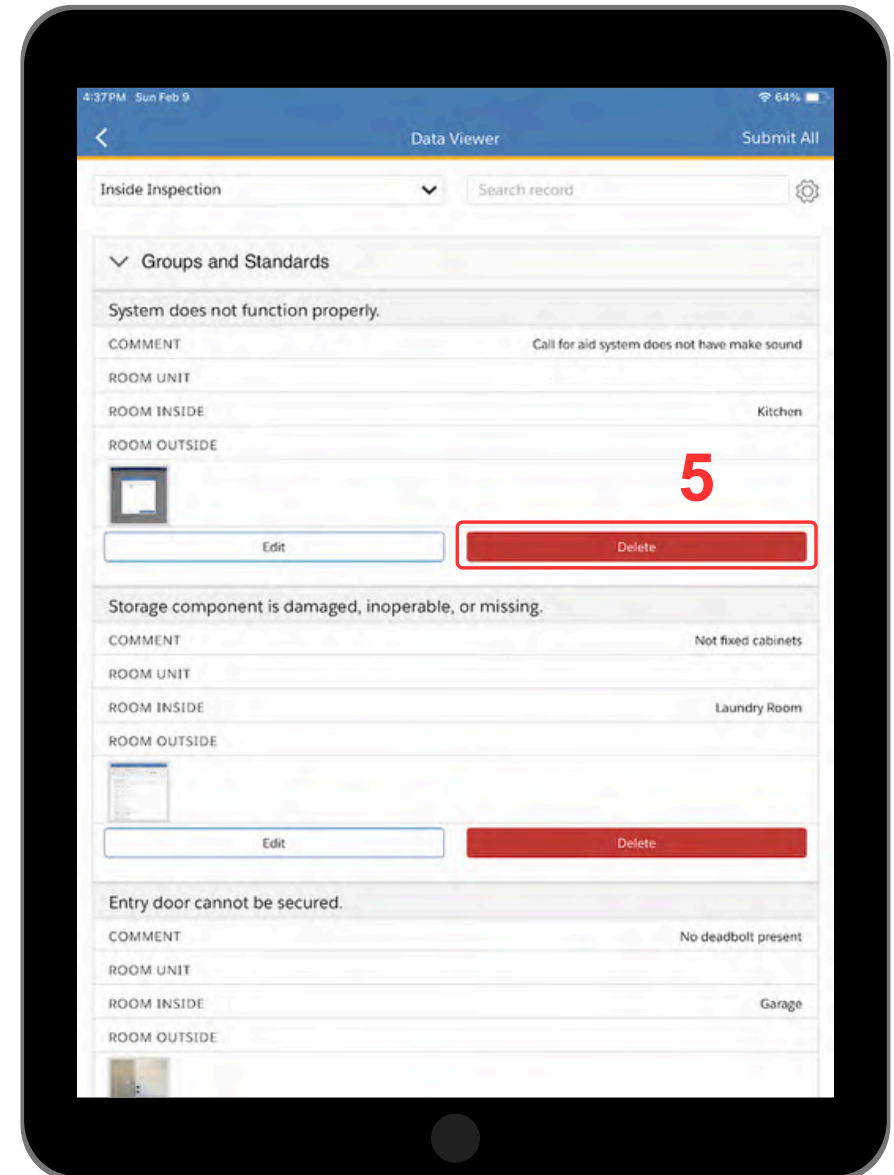


## Edit Options

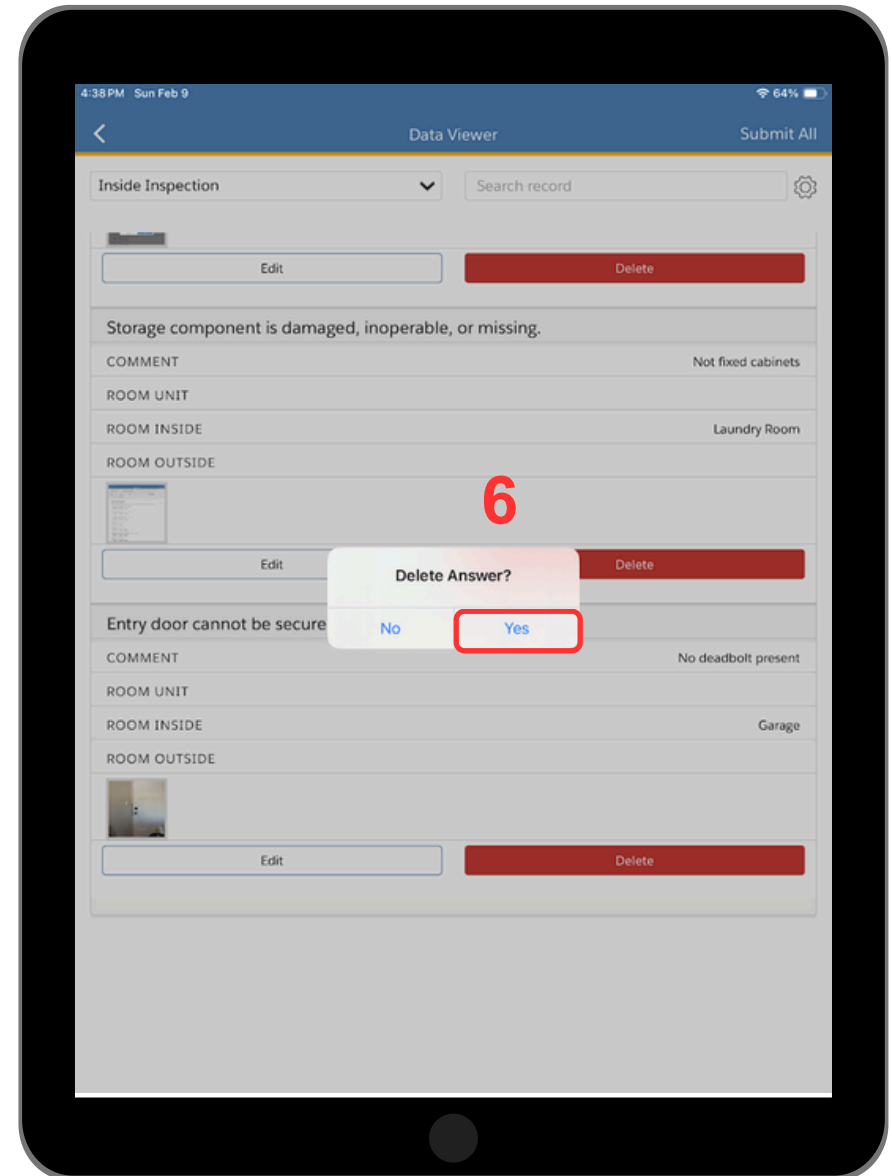
- On the edit screen, tap **Add Image** to take an additional photo with your device or to select an image from your device folders.
  - To delete an image, long press on the image **thumbnail**, then tap **“Delete.”**
  - Edit text in the **Comment** text box.
  - Select a different location from the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



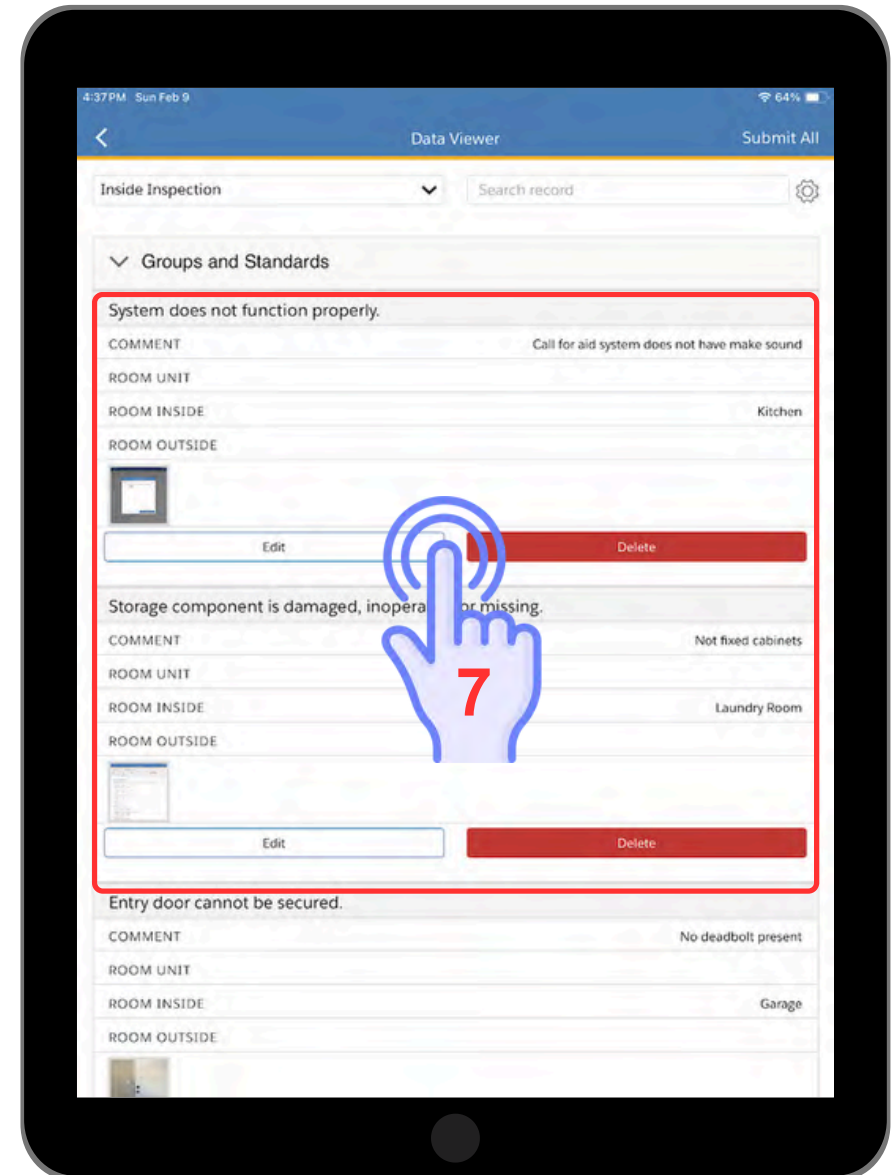
5 | To delete an answer, tap the **Delete** button.



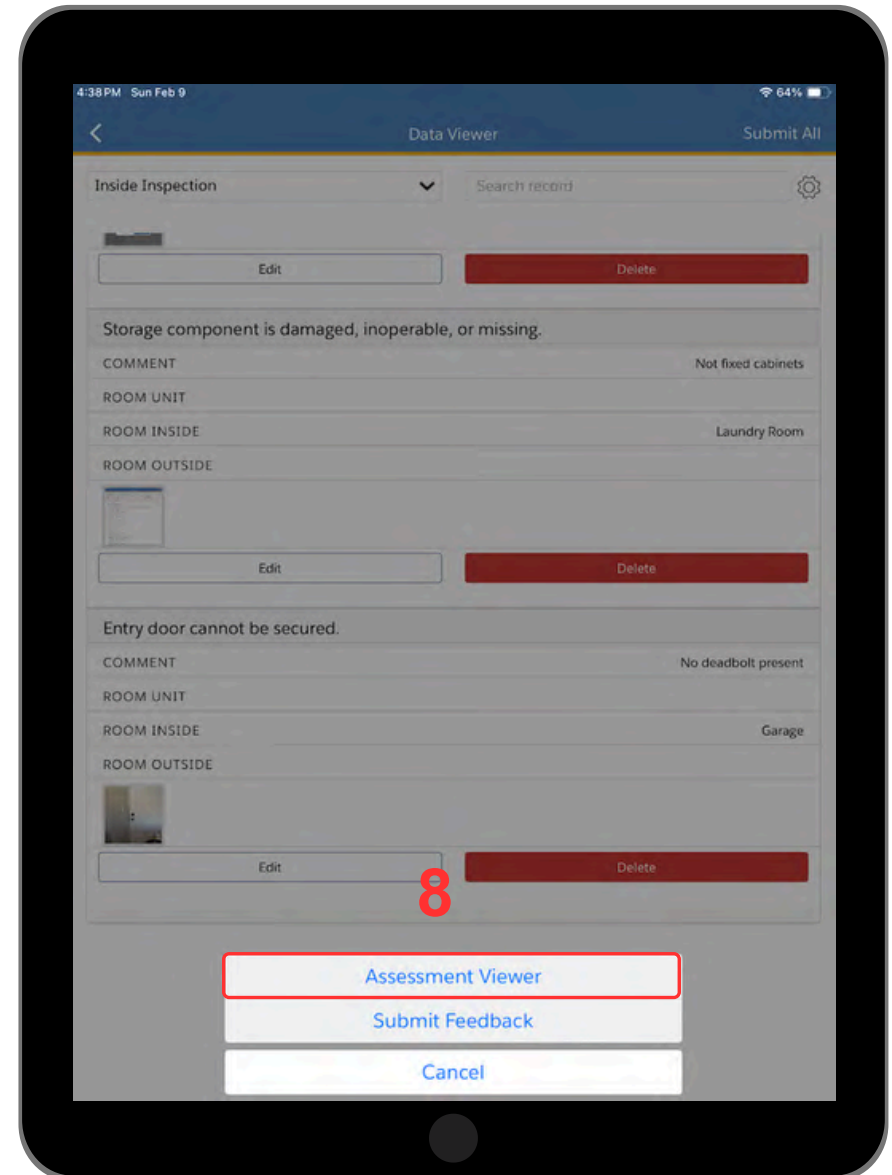
6 | Tap “**Yes**” to finish deleting the answer.



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.

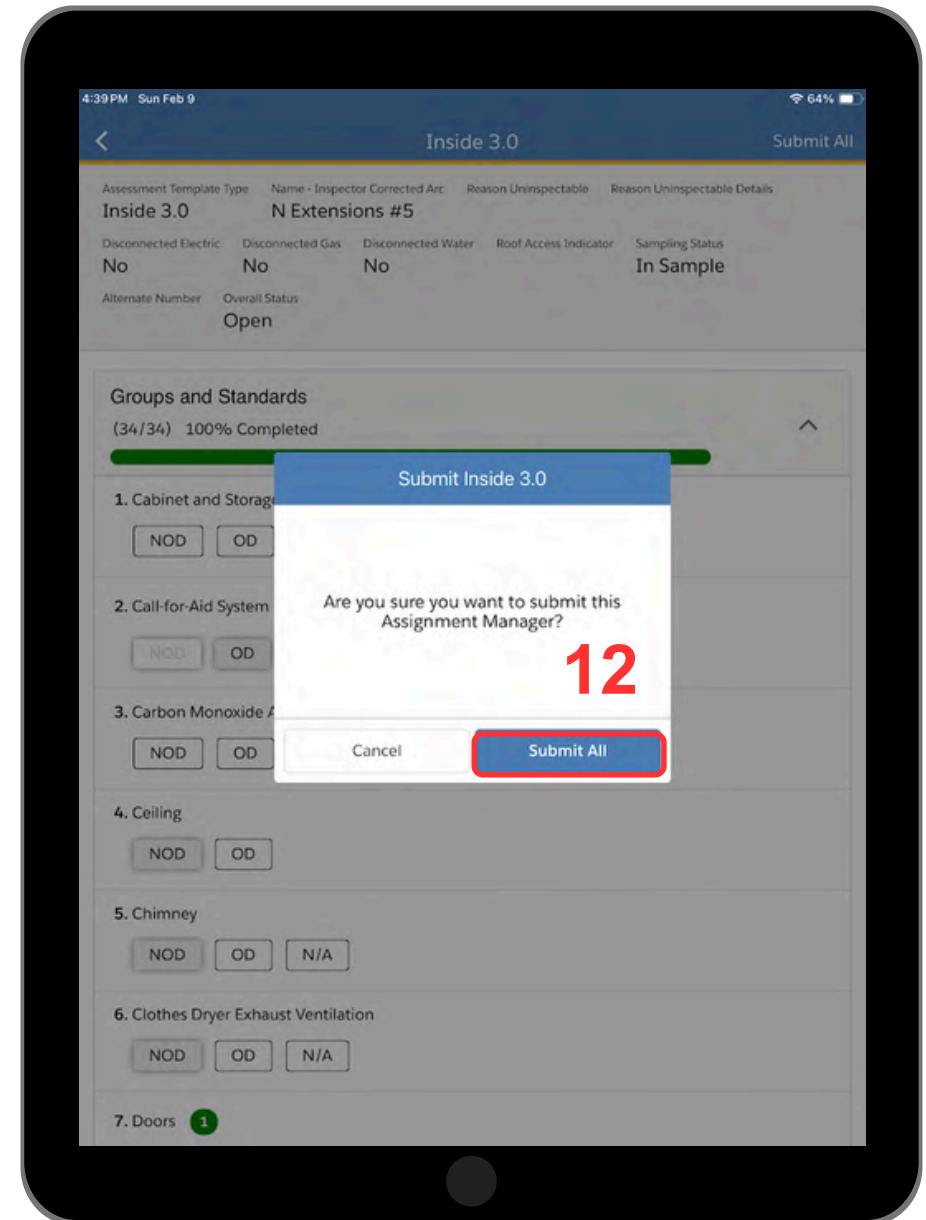
11 | Tap **Submit All** when the assessment has been completed.

The screenshot shows the NSPIRE mobile inspection app interface. At the top, the status bar shows 4:38 PM, Sun Feb 9, and 64% battery. The app header displays 'Inside 3.0' and a 'Submit All' button (labeled 11). Below the header, there's a section for 'Assessment Template Type' (Inside 3.0) and 'Name - Inspector Corrected Arc' (N Extensions #5). A table lists various inspection items with their status: 'Disconnected Electric' (No), 'Disconnected Gas' (No), 'Disconnected Water' (No), 'Roof Access Indicator' (In Sample), and 'Sampling Status' (In Sample). Below this, there's a 'Groups and Standards' section (labeled 10) showing a completion tracker for (33/34) 97% Completed. The main form contains several inspection items, each with a status button (labeled 9):

- 1. Cabinet and Storage - This field is required. (Buttons: NOD, OD, N/A)
- 2. Call-for-Aid System (1) (Buttons: NOD, OD, N/A)
- 3. Carbon Monoxide Alarm (Buttons: NOD, OD, N/A)
- 4. Ceiling (Buttons: NOD, OD)
- 5. Chimney (Buttons: NOD, OD, N/A)
- 6. Clothes Dryer Exhaust Ventilation (Buttons: NOD, OD, N/A)
- 7. Doors (1)

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).





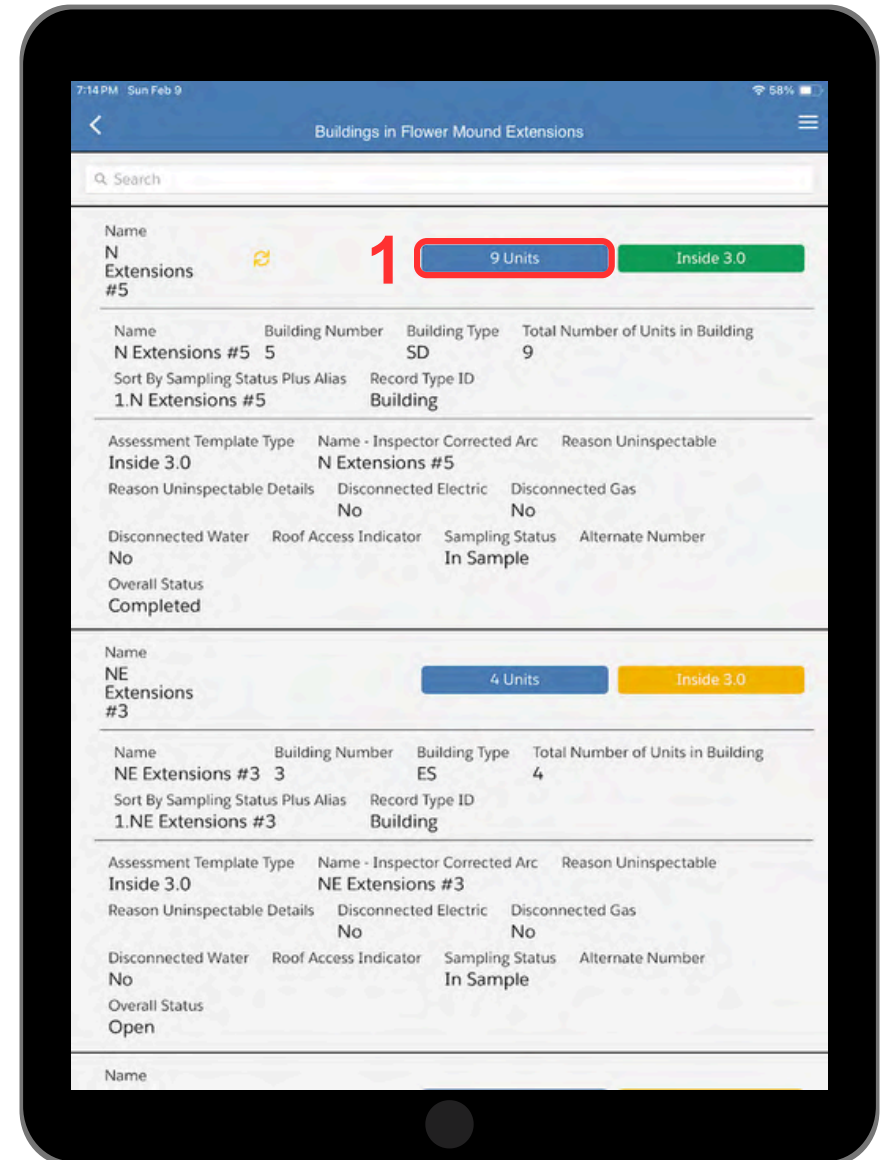
## Unit Information & Assessments



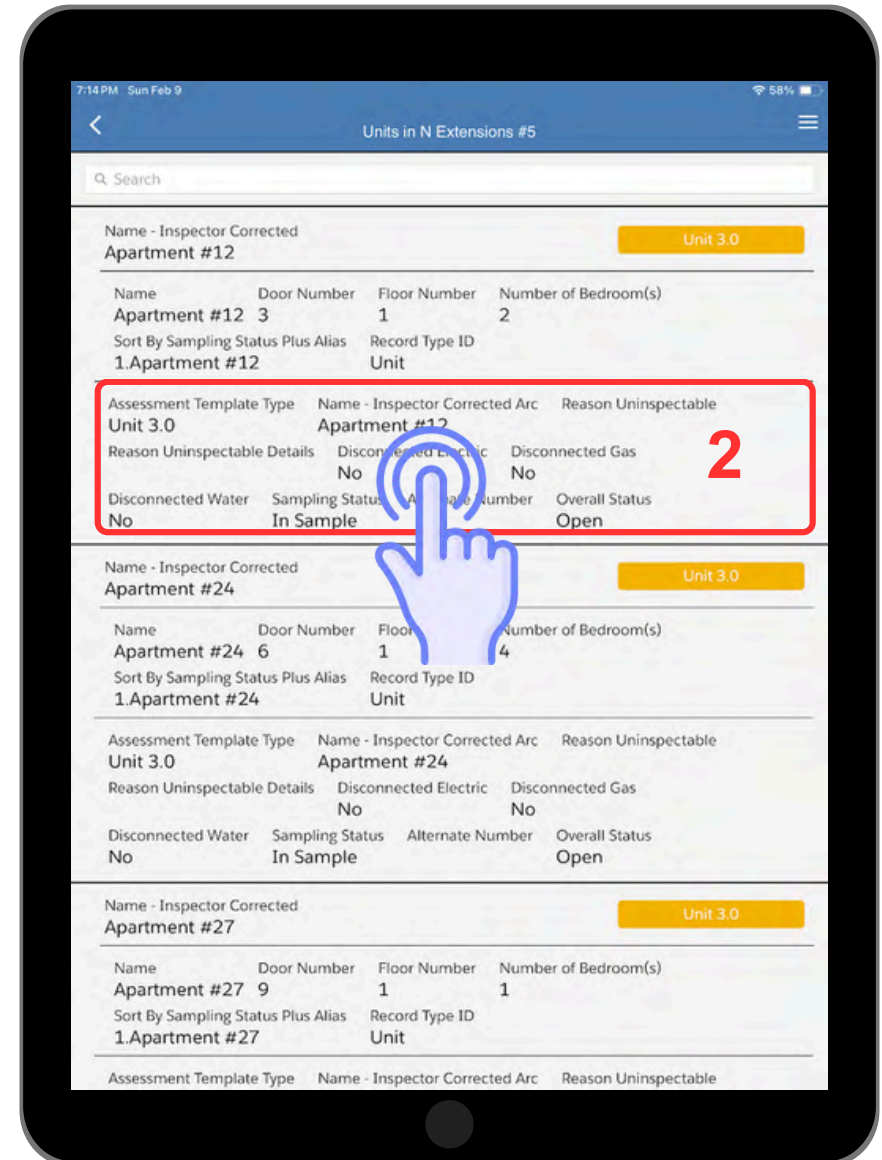


## Edit Unit Information

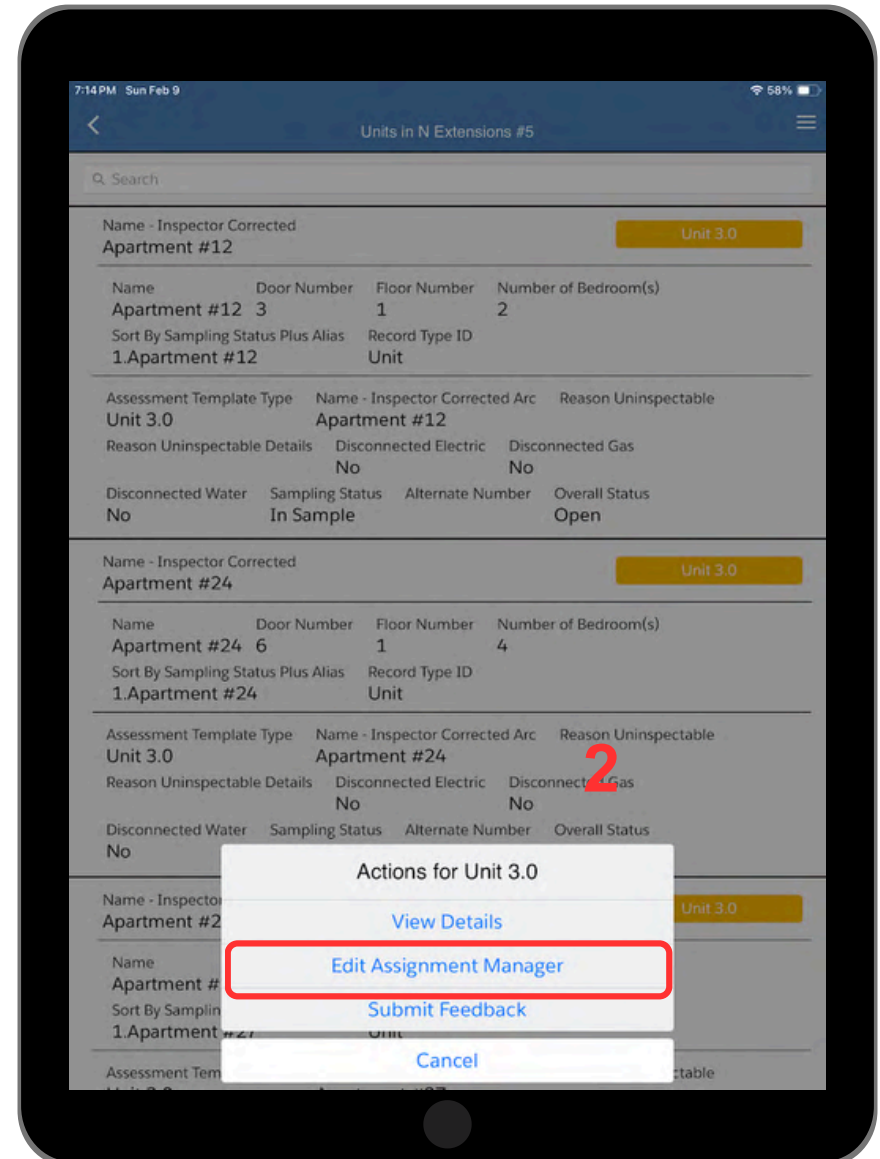
1 | Tap the **Units** button on the inspection to view associated units.



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.

7:14 PM Sun Feb 9 Units in N Extensions #5

Q Search

Name - Inspector Corrected Arc Apartment #12 Unit 3.0

Name - Inspector Corrected Arc Apartment #12

Reason Uninspectable

Reason Uninspectable Details

Disconnected Electric No

Disconnected Gas No

Disconnected Water No

Cancel Save

Name	Door Number	Floor Number	Number of Bedroom(s)
Apartment #27	9	1	1
Sort By Sampling Status Plus Alias	Record Type ID		
1.Apartment #27	Unit		

Assessment Template Type Name - Inspector Corrected Arc Reason Uninspectable

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

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

6 | Tap **Save**.

The screenshot shows the 'Edit Assignment Manager' dialog box in the mobile inspection app. The dialog box is overlaid on a list of units. The dialog box contains the following fields:

- Name - Inspector Corrected Arc: Apartment #12
- Reason Uninspectable: (dropdown menu)
- Reason Uninspectable Details: (text area with a red '5' over it)
- Disconnected Electric: (dropdown menu with 'No' selected)
- Disconnected Gas: (dropdown menu with 'No' selected)
- Disconnected Water: (dropdown menu with 'No' selected)
- Buttons: Cancel and Save (with a red '6' over it)

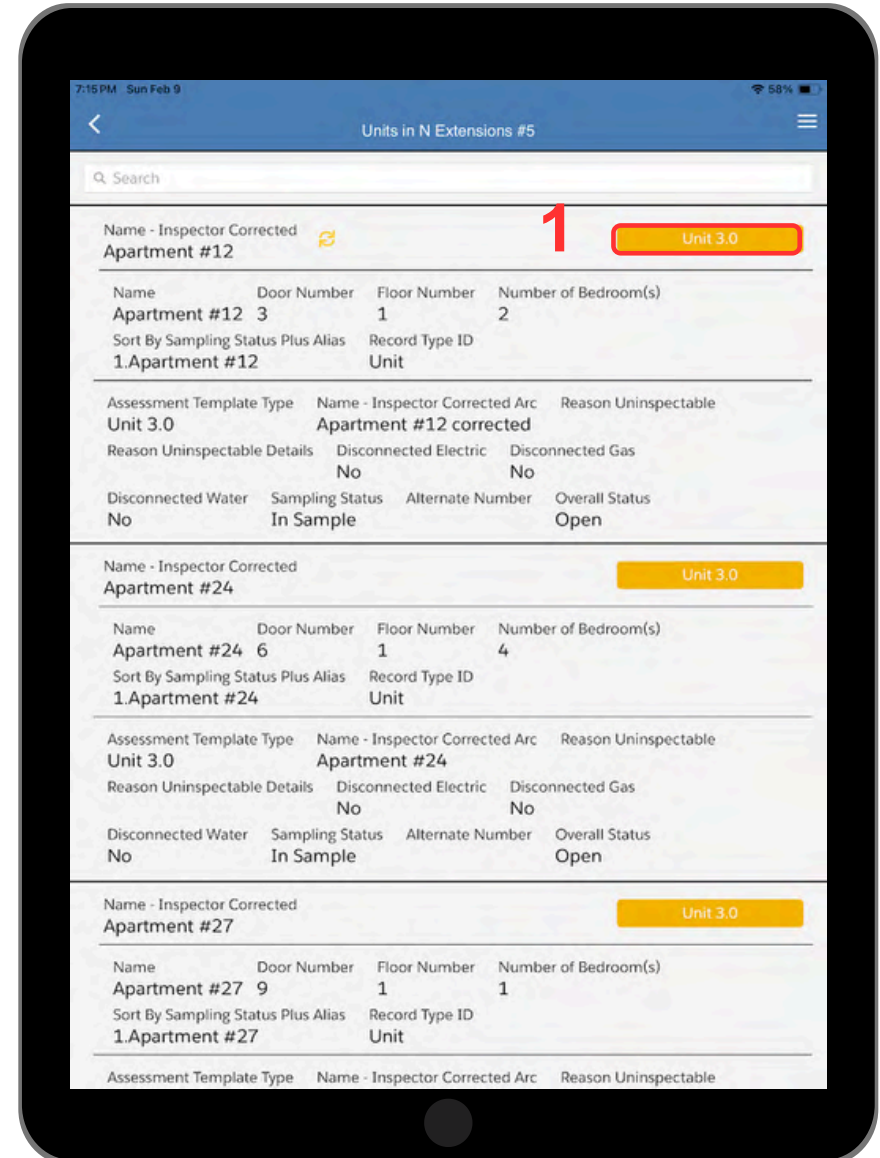
The background shows a list of units with details for Apartment #12, #2, and #27. The details for Apartment #27 are as follows:

Name	Door Number	Floor Number	Number of Bedroom(s)
Apartment #27	9	1	1

Below the table, there are additional fields for 'Sort By Sampling Status Plus Alias' and 'Record Type ID'.

## 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.

The screenshot shows a mobile application interface for a unit inspection. At the top, there is a blue header bar with a back arrow, the text 'Unit 3.0', and a 'Submit All' button. Below the header is a table with inspection details:

Assessment Template Type	Name - Inspector	Corrected Arc	Reason Uninspectable	Reason Uninspectable Details
Unit 3.0	Flat 115			

Below the table, there are several status fields:

Disconnected Electric	Disconnected Gas	Disconnected Water	Sampling Status	Alternate Number	Overall Status
No	No	No	Alternate	Alternate #18	Open

The main section is titled 'Enter Unit (Start)' and contains two numbered steps:

1. Collect a picture of the outside of the Unit Door - This field is required. Below this text is a red-bordered button labeled 'Add Image'.
2. Enter Unit - This field is required. Below this text is a red-bordered button labeled 'Enter Unit'.

Red callout numbers are present: a large '2' next to the 'Add Image' button and a large '3' next to the 'Enter Unit' button.



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.

The screenshot shows a mobile application interface for completing inspections. At the top, there's a blue header with a back arrow, 'Unit 3.0', and a 'Submit All' button. Below this is a table with assessment details:

Assessment Template Type	Name	Inspector	Corrected Arc	Reason Uninspectable	Reason Uninspectable Details
Unit 3.0	Flat 115				

Below the table, there are more details: Disconnected Electric (No), Disconnected Gas (No), Disconnected Water (No), Sampling Status (Alternate), Alternate Number (Alternate #18), and Overall Status (Open).

The main section is titled 'Enter Unit (Start)'. It contains several steps:

1. Collect a picture of the outside of the Unit Door. This step has an 'Add Image' button and a small image placeholder.
2. Enter Unit. This step has an 'Enter Unit' button.

Below these steps is a section titled 'Groups and Standards' with a dropdown arrow and '(0/31) 0% Completed'. It lists several items with 'NOD', 'OD', and 'N/A' buttons:

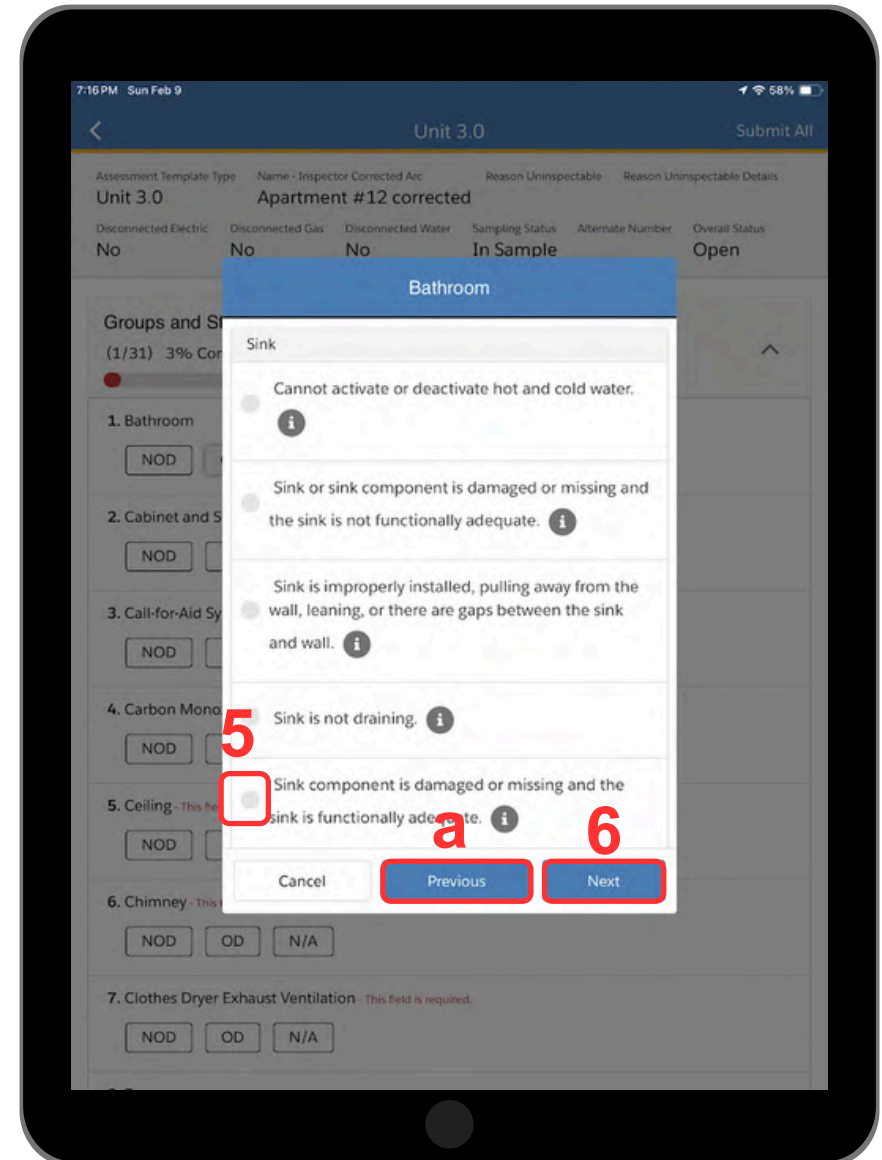
- 1. Bathroom - This field is required. (NOD, OD, N/A buttons are visible, with 'NOD' highlighted by a red box and a large red number '4' next to it)
- 2. Cabinet and Storage - This field is required. (NOD, OD, N/A buttons)
- 3. Call-for-Aid System - This field is required. (NOD, OD, N/A buttons)
- 4. Carbon Monoxide Alarm - This field is required. (NOD, OD, N/A buttons)



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).

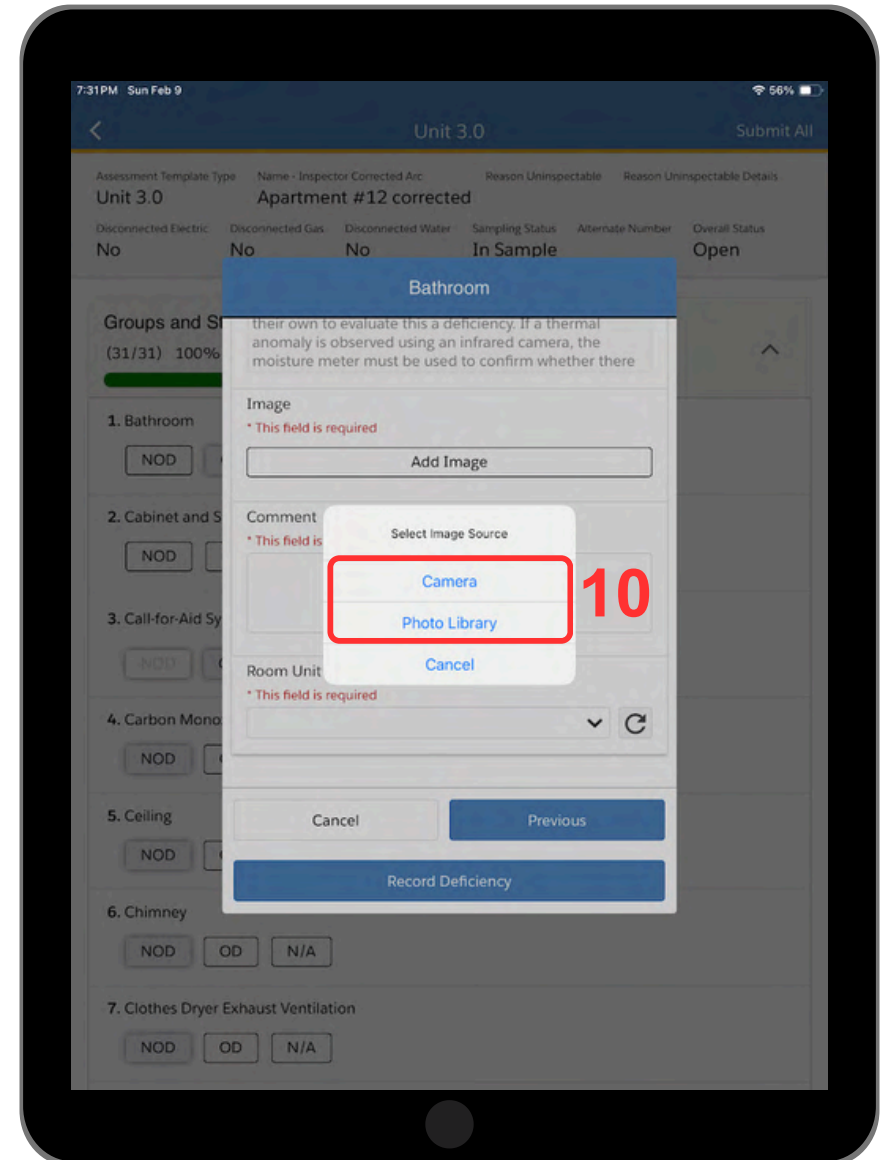
The screenshot shows a mobile application interface for recording a deficiency. The background screen is titled 'Unit 3.0' and 'Apartment #12 corrected'. It lists various systems: Disconnected Electric (No), Disconnected Gas (No), Disconnected Water (No), Sampling Status (In Sample), Alternate Number, and Overall Status (Open). A modal window titled 'Bathroom' is open, showing the following fields:

- Elevated moisture level.
- Health & Safety Determination: Moderate
- Correction Timeframe: 30 days
- Deficiency Criteria: Elevated moisture level. (This section is highlighted with a red number 7 and a red double-headed arrow indicating scrolling.)
- More Information: 1. Infrared cameras are optional and will not be used on their own to evaluate this a deficiency. If a thermal anomaly is observed using an infrared camera, the moisture meter must be used to confirm whether there
- Image: (Empty field)
- Buttons: Cancel, Previous, Record Deficiency

## 9 | Tap **Add Image**.

The screenshot shows a mobile application interface for completing inspections. The background is a list of inspection items for 'Unit 3.0', 'Apartment #12 corrected'. The items include '1. Bathroom', '2. Cabinet and S...', '3. Call-for-Aid Sy...', '4. Carbon Mono...', '5. Ceiling - This...', '6. Chimney - This...', and '7. Clothes Dryer Exhaust Ventilation'. Each item has a status button (NOD, OD, N/A). A modal form is open over the '1. Bathroom' item. The modal has a blue header 'Bathroom' and contains the following fields: 'Image' (with a red asterisk and 'This field is required'), 'Add Image' (a button highlighted with a red box and a large red number '8'), 'Comment' (with a red asterisk and 'This field is required'), and 'Room Unit' (with a red asterisk and 'This field is required'). At the bottom of the modal are three buttons: 'Cancel', 'Previous', and 'Record Deficiency'.

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.

The screenshot shows a mobile application interface for recording deficiencies. The background is a list of inspection items for 'Unit 3.0', including Bathroom, Cabinet and S, Call-for-Aid Sy, Carbon Mono, Ceiling, Chimney, and Clothes Dryer Exhaust Ventilation. A modal form is open for the 'Bathroom' item. The form has a title bar 'Bathroom' and a subtitle 'Condition under Deficiency 1, Deficiency 2, Deficiency 3, or Deficiency 4 of this Standard.' It contains an 'Image' section with an 'Add Image' button and a small image of a sink. Below this is a 'Comment' text box containing the text 'Mold in sink'. Underneath the comment is a 'Room Unit' dropdown menu currently set to 'Bathroom 2'. At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Record Deficiency'. Red numbers 11, 12, and 13 are overlaid on the image to indicate the steps: 11 points to the comment box, 12 points to the room unit dropdown, and 13 points to the 'Record Deficiency' button.

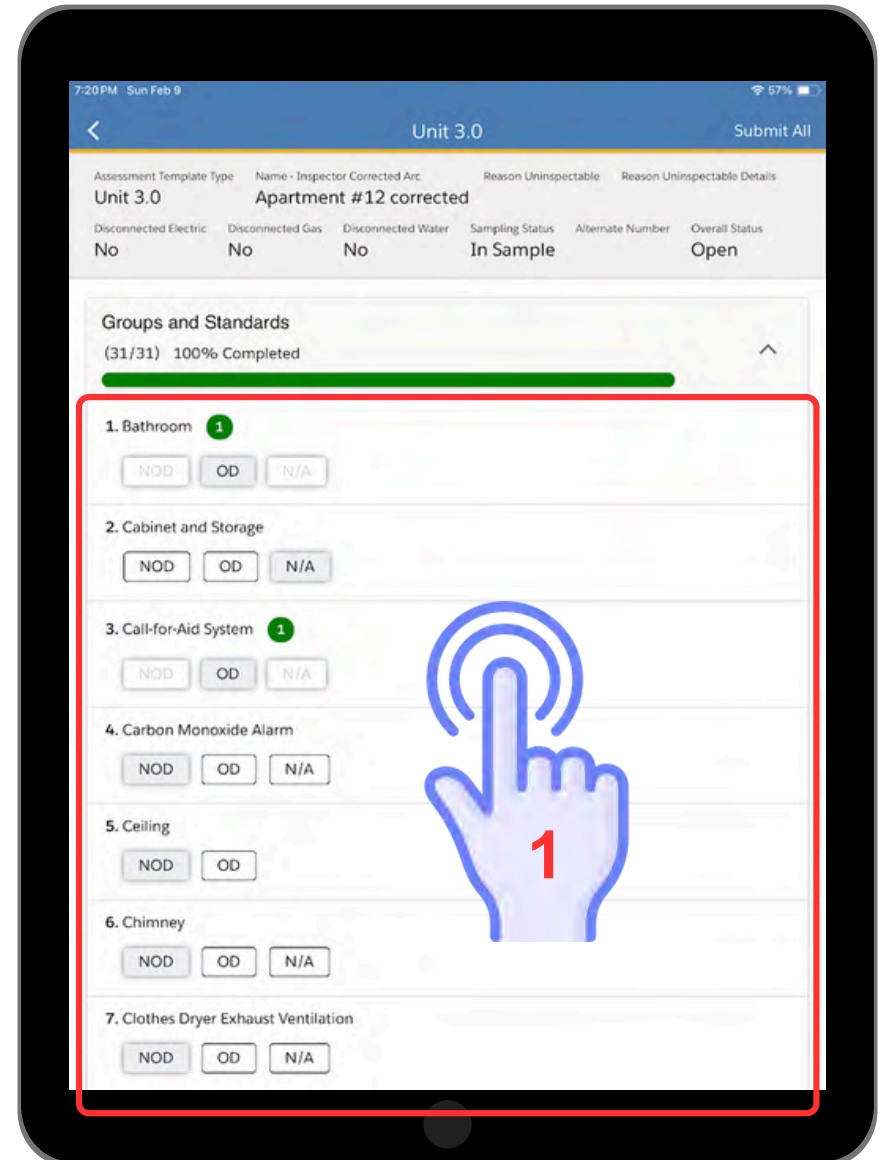
## Edit Unit Assessment Answers

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).

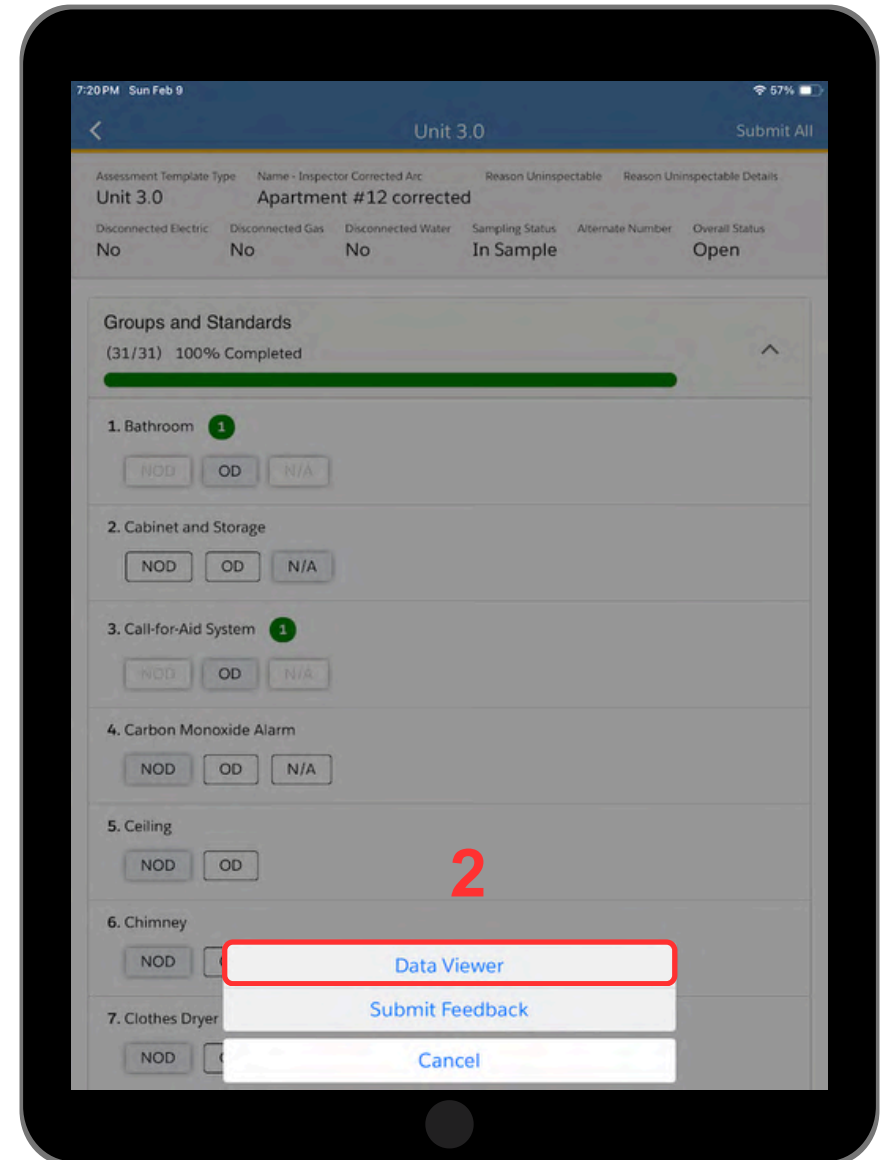
Answers can be edited or deleted in the **Data Viewer**.

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

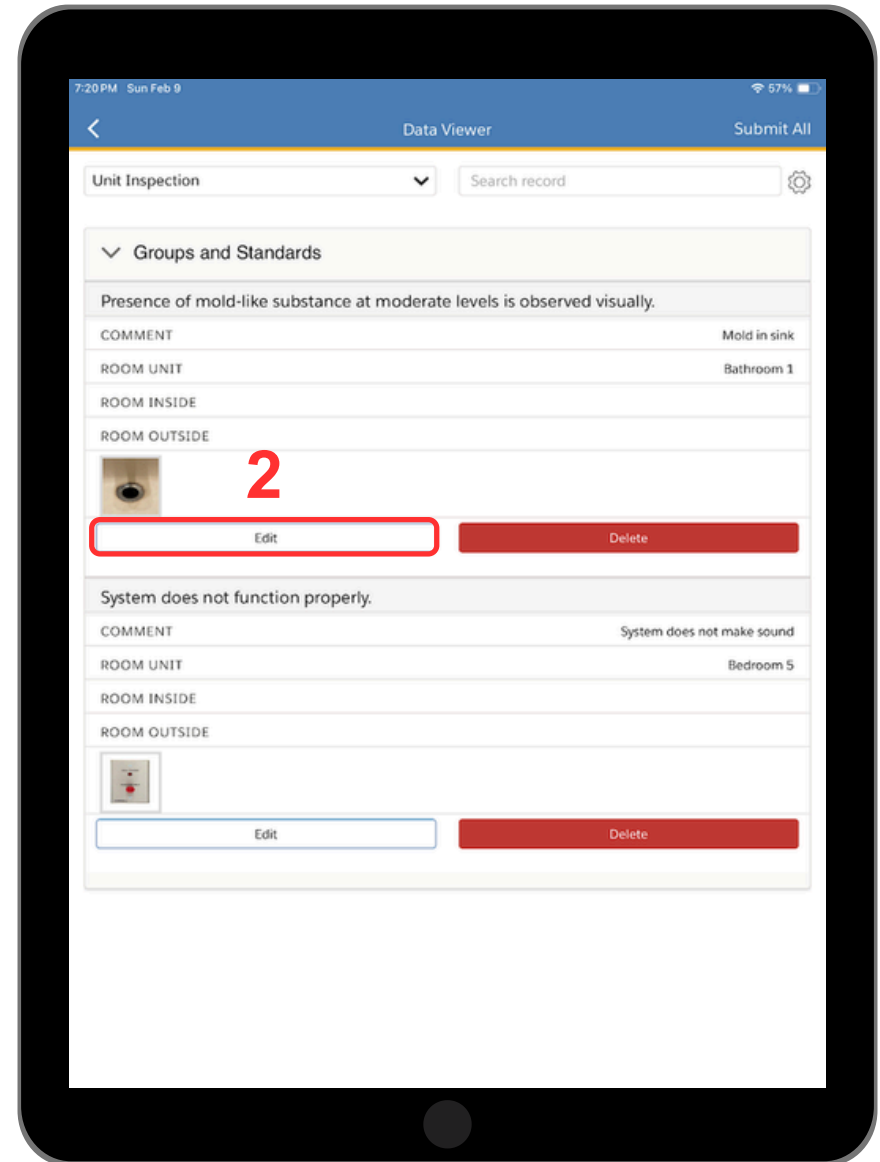


## Edit Unit Assessment Answers

2 | Tap **Data Viewer**.



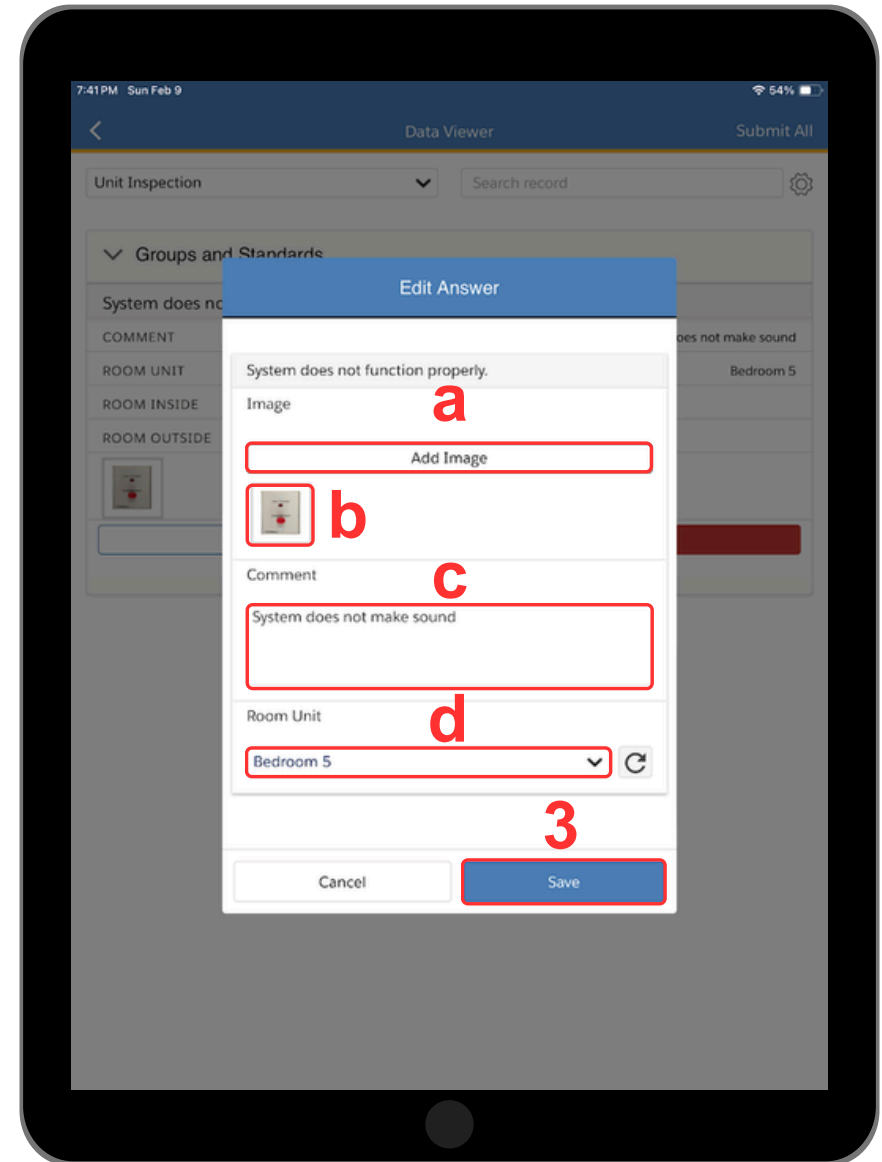
2 | Tap **Edit** on an answer.



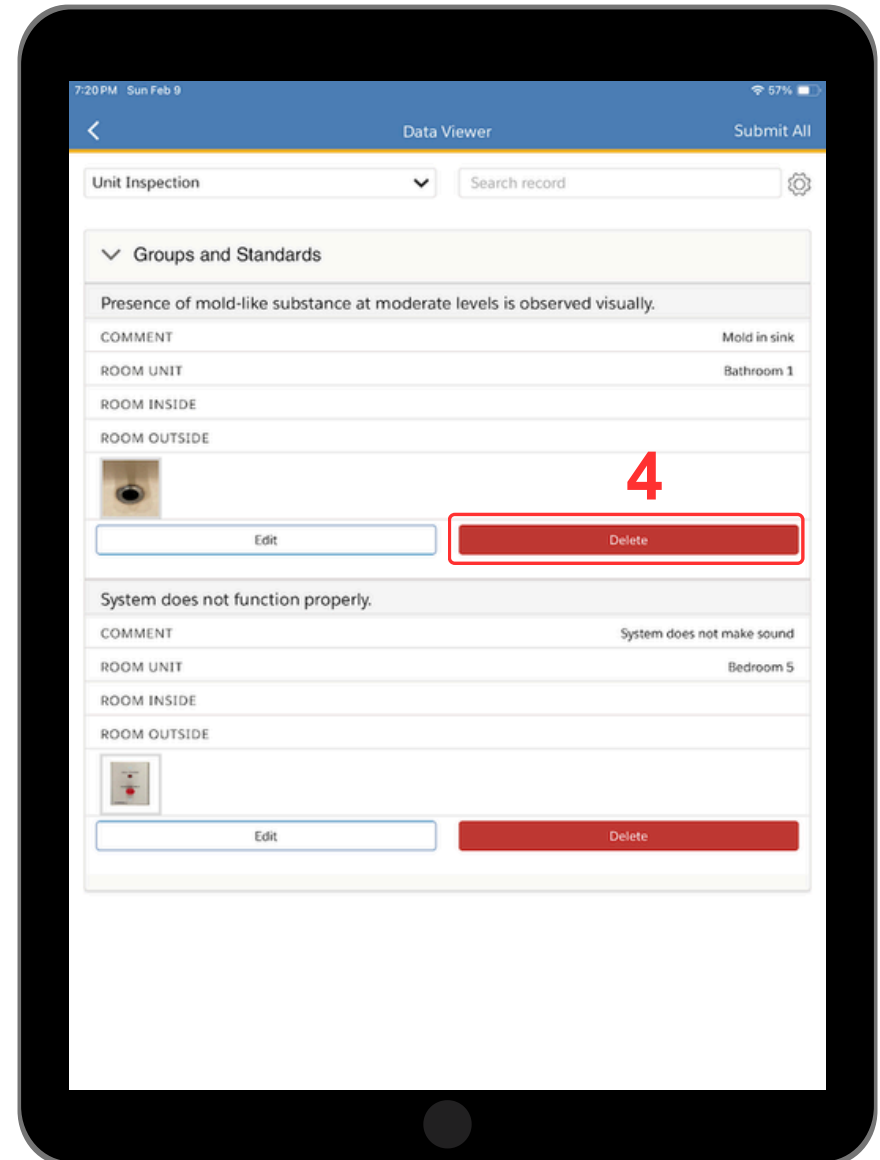


## Edit Options

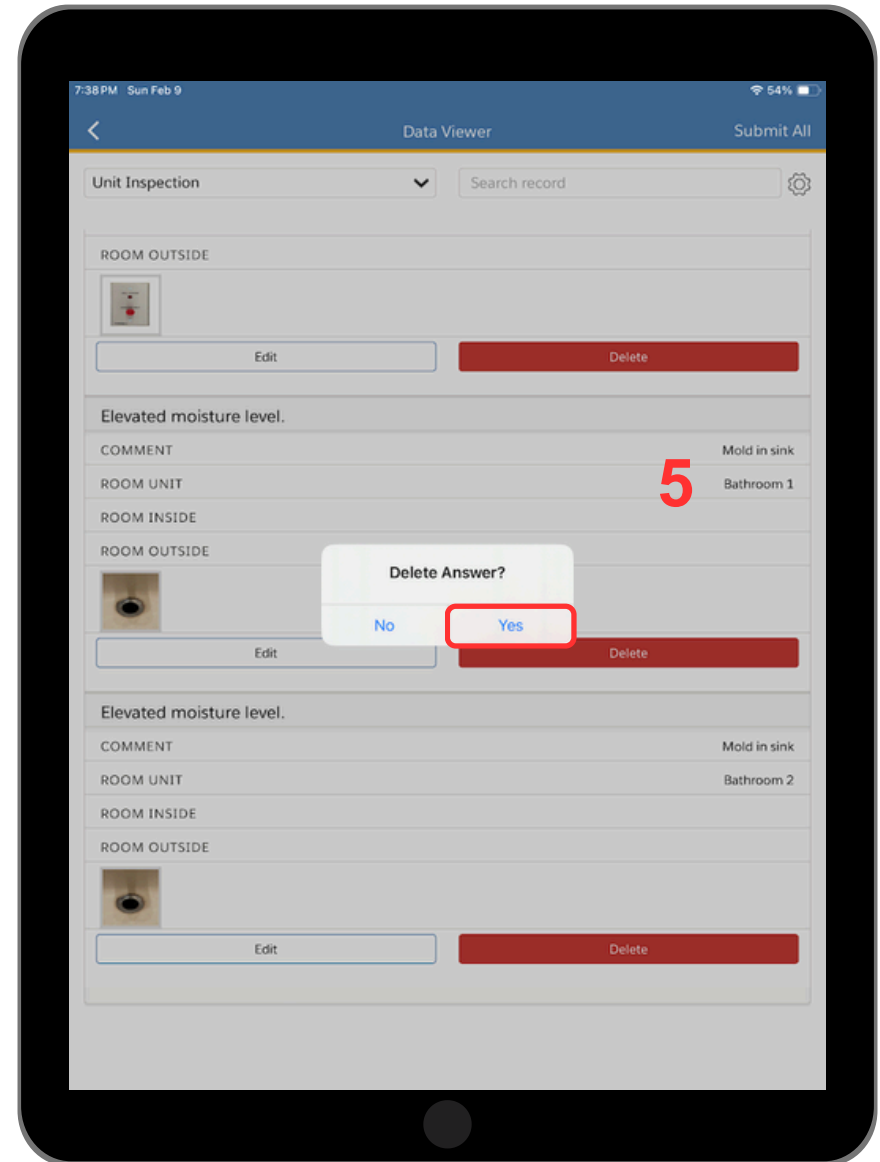
- a. On the edit screen, tap **Add Image** to take an additional photo with your device or to select an image from your device folders.
  - b. To delete an image, long press on the image thumbnail, then tap **“Delete.”**
  - c. Edit text in the **Comment** text box.
  - d. Select a different location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



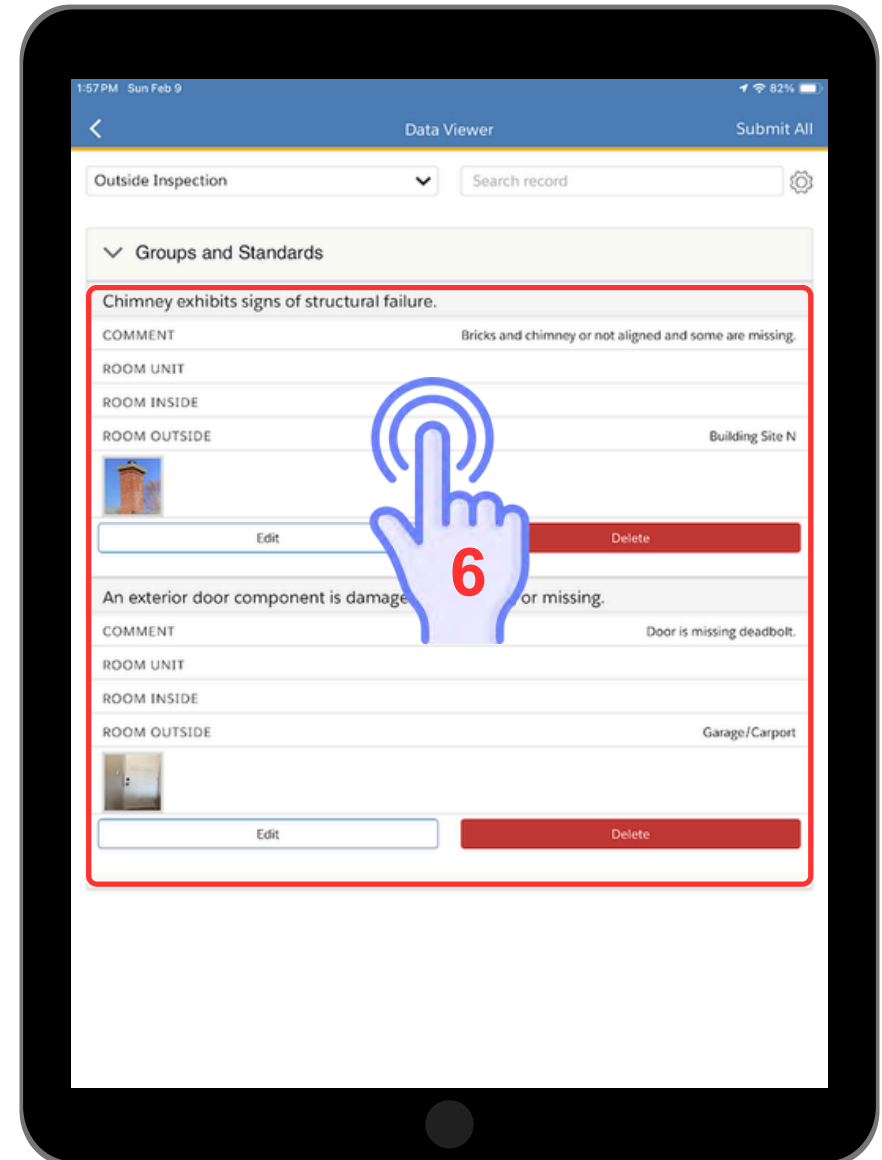
4 | To delete an answer, click the **Delete** button.



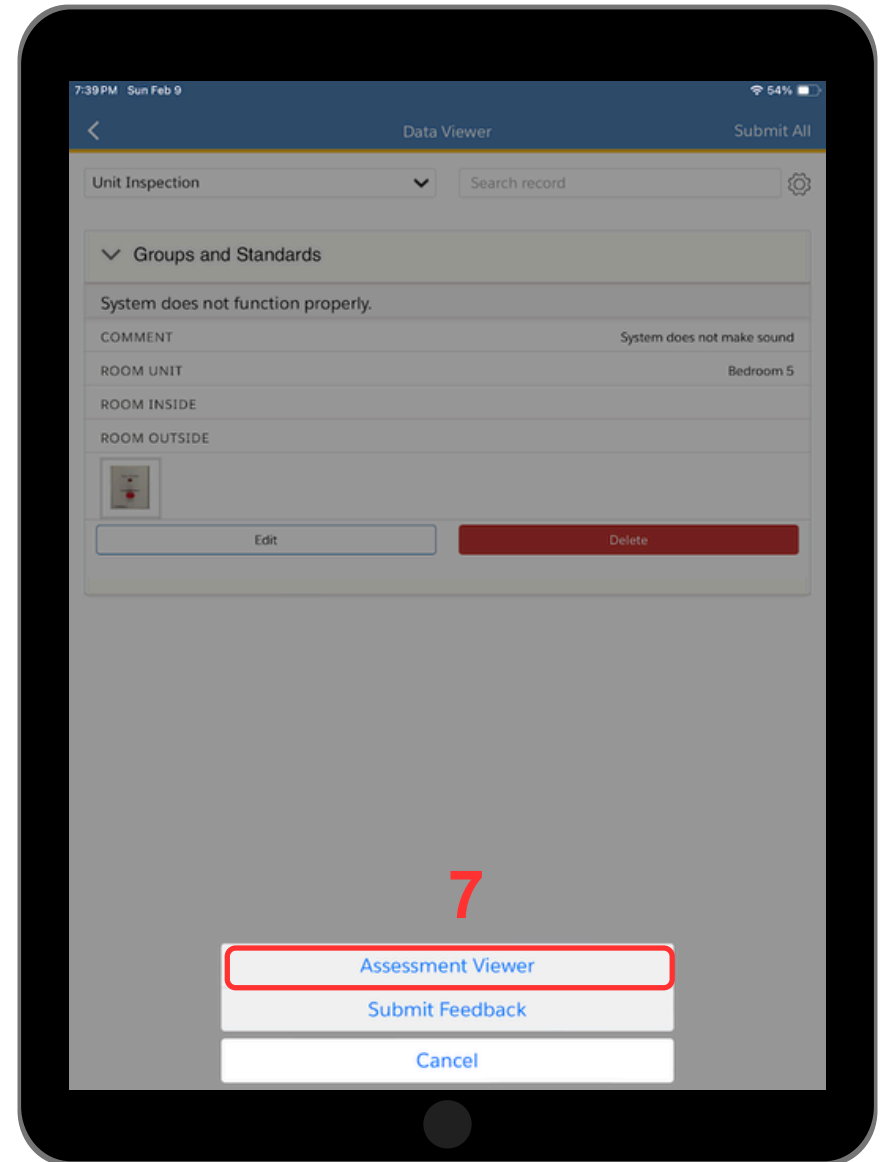
5 | Tap “**Yes**” to finish deleting the answer.



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.

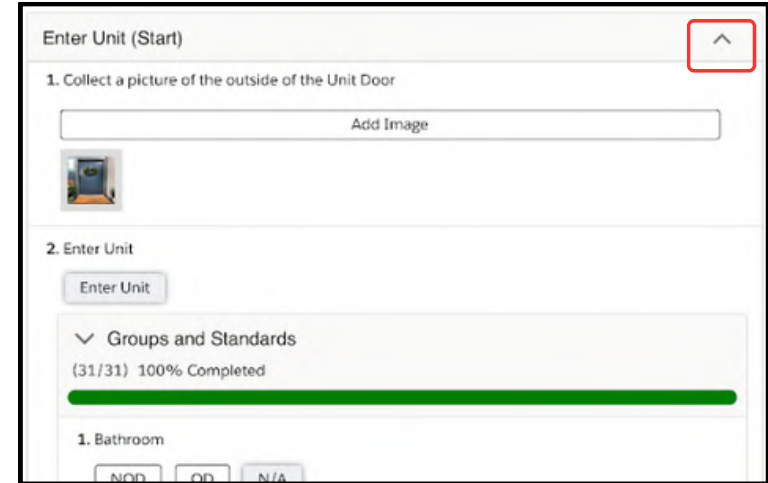
10 | Tap **Submit All** when the assessment has been completed.

**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



The screenshot shows the 'Enter Unit (Start)' form. At the top right, there is a small up arrow icon (chevron) inside a red square, indicating it should be tapped to collapse the section. Below the header, the form contains two main sections: '1. Collect a picture of the outside of the Unit Door' with an 'Add Image' button and a small photo thumbnail, and '2. Enter Unit' with an 'Enter Unit' button. Below these is a 'Groups and Standards' section showing '(31/31) 100% Completed' with a full green progress bar. At the bottom, there is a '1. Bathroom' section with three buttons: 'NOD', 'OD', and 'N/A'.

12



The screenshot shows the top portion of the form with two expandable sections. The first section is 'Enter Unit (Start)' with a down arrow icon on the right. The second section is 'Exit Unit (End)' with a down arrow icon on the right. Both sections are currently collapsed.

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.

The screenshot shows the 'Exit Unit' screen in the NSPIRE mobile app. The top bar is blue with a back arrow, 'Unit 3.0', and 'Submit All'. Below this is a table with inspection details:

Assessment Template Type	Name - Inspector Corrected Arc	Reason Uninspectable	Reason Uninspectable Details
Unit 3.0	Flat 115		

Below the table are several status fields:

Disconnected Electric	Disconnected Gas	Disconnected Water	Sampling Status	Alternate Number	Overall Status
No	No	No	Alternate	Alternate #18	Open

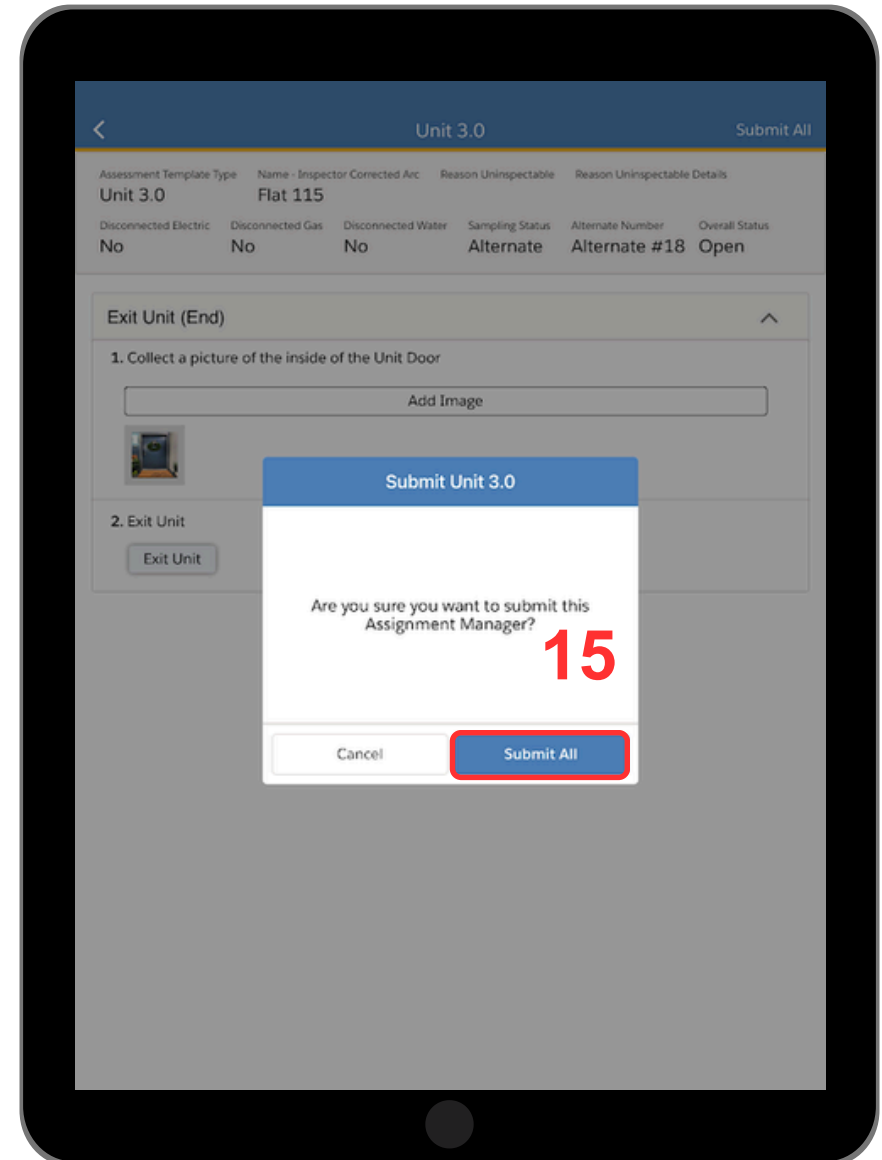
The main content area is titled 'Exit Unit (End)' with a red '13' next to it. It contains two numbered steps:

1. Collect a picture of the inside of the Unit Door - This field is required. Below this is a red box around the 'Add Image' button.
2. Exit Unit - This field is required. Below this is a red box around the 'Exit Unit' button, labeled with a red '14'.



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



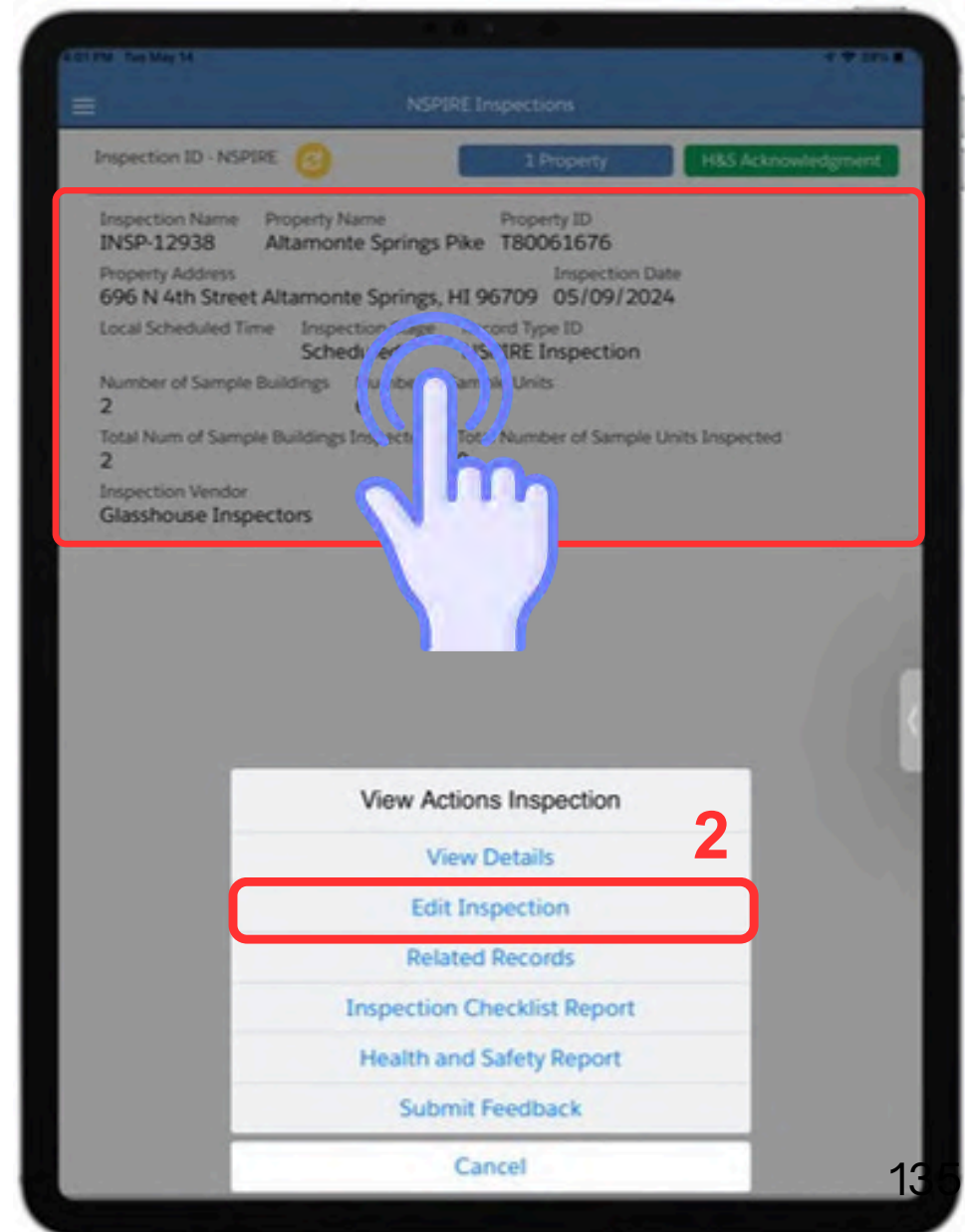
## Enter an Inspection End Date/Time

**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.

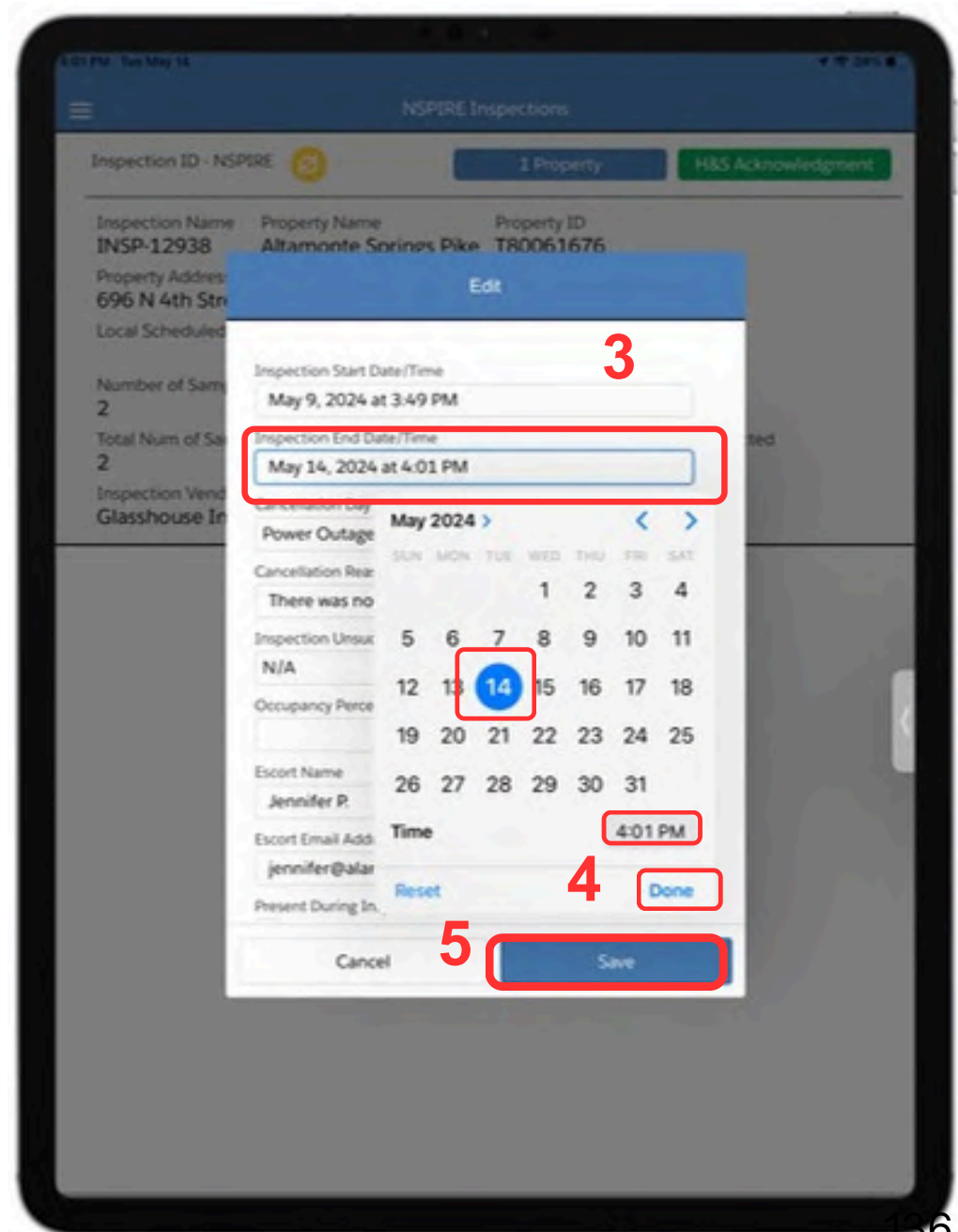
2 | Tap “Edit Inspection.”



3 | Tap the **Inspection End Date/Time** field to select a date and time.

4 | Tap **Done**.

5 | Tap **Save**.



The screenshot shows the 'NSPIRE Inspections' app interface. The 'Edit' form is displayed, showing inspection details for 'INSP-12938' at 'Altamonte Springs Pike'. A date and time picker is overlaid on the form, showing the date 'May 14, 2024' and time '4:01 PM'. The picker includes a calendar view with the date '14' highlighted and a time selection area with '4:01 PM' selected. The 'Done' button is visible at the bottom right of the picker, and the 'Save' button is at the bottom of the form.

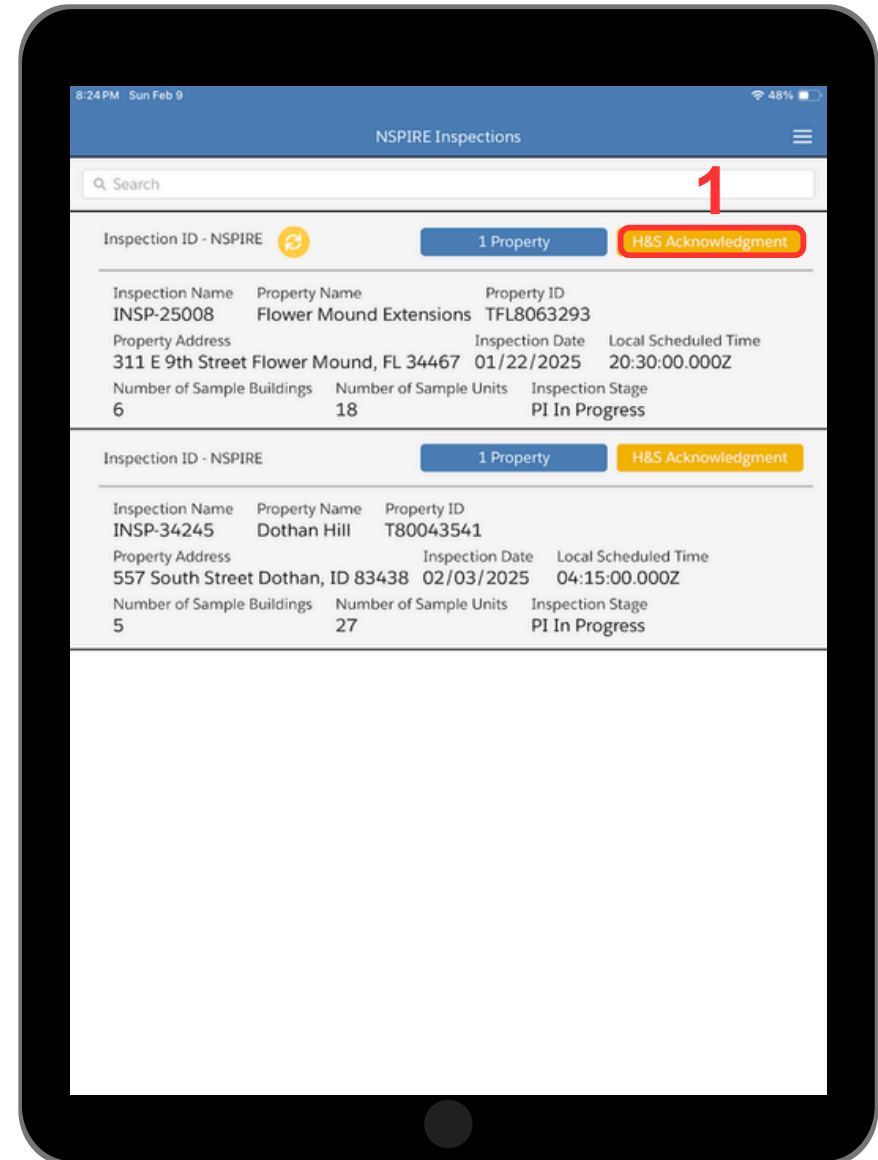
3 | Tap the **Inspection End Date/Time** field to select a date and time.

4 | Tap **Done**.

5 | Tap **Save**.

## Complete the H&S Acknowledgment

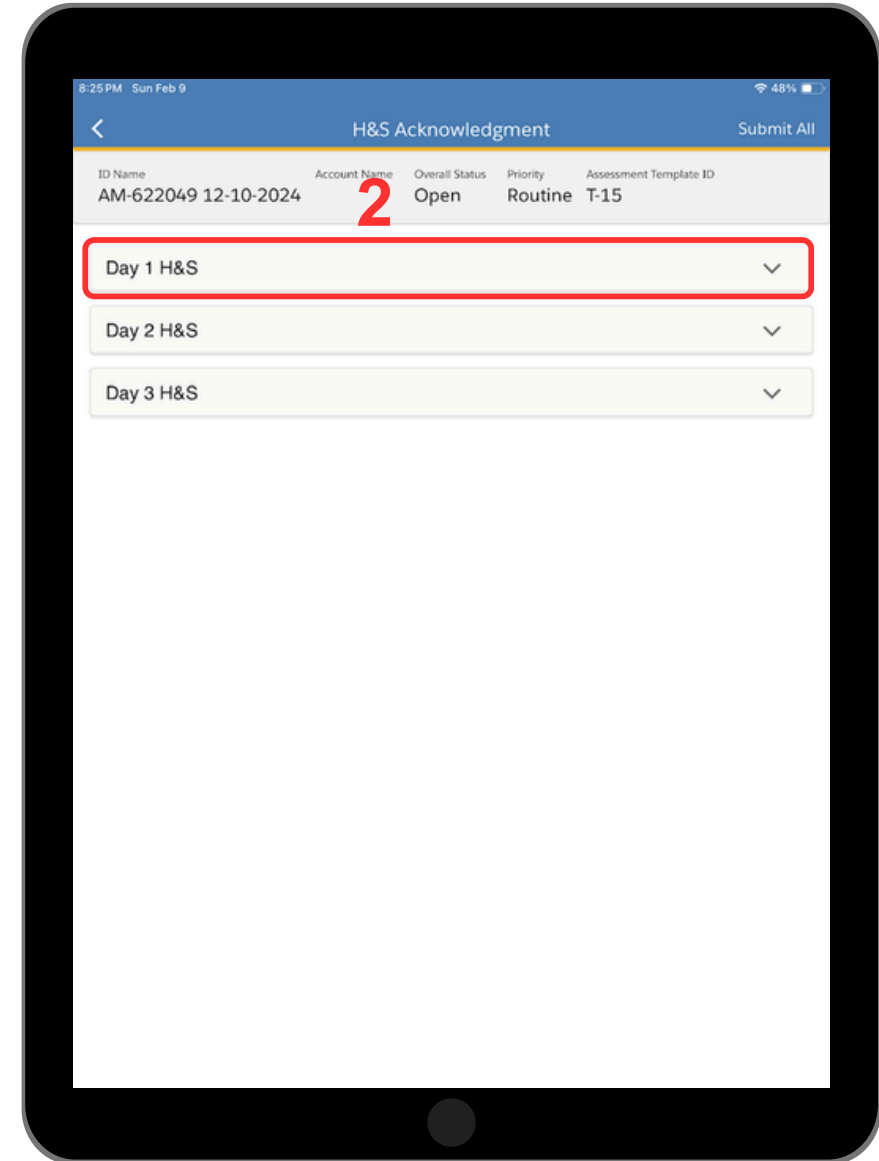
1 | Tap the **H&S Acknowledgment** button at the Inspection level.



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.

The screenshot shows the 'H&S Acknowledgment' app interface. At the top, there's a status bar with the time '8:25 PM', date 'Sun Feb 9', and battery level '48%'. Below the title bar, there's a 'Submit All' button. The form displays the following information:

- ID Name: AM-622049 12-10-2024
- Account Name: Open
- Overall Status: Routine
- Assessment Template ID: T-15

The main section is titled 'Day 1 H&S'. It contains three numbered steps:

- 1. Point of Contact Name:** A text box containing 'Jennifer' is highlighted with a red box and labeled with a large red '3'.
- 2. Date of Signature:** A date picker is open, showing 'February 2025'. The date 'Feb 7, 2025' is selected and highlighted with a red box, labeled with a large red '4'. The date picker also shows a calendar grid with the number '7' highlighted in blue.
- 3. Point of Contact Signat:** A text box labeled 'Signature' is highlighted with a red box and labeled with a large red '6'. A 'Done' button is highlighted with a red box and labeled with a large red '5'.

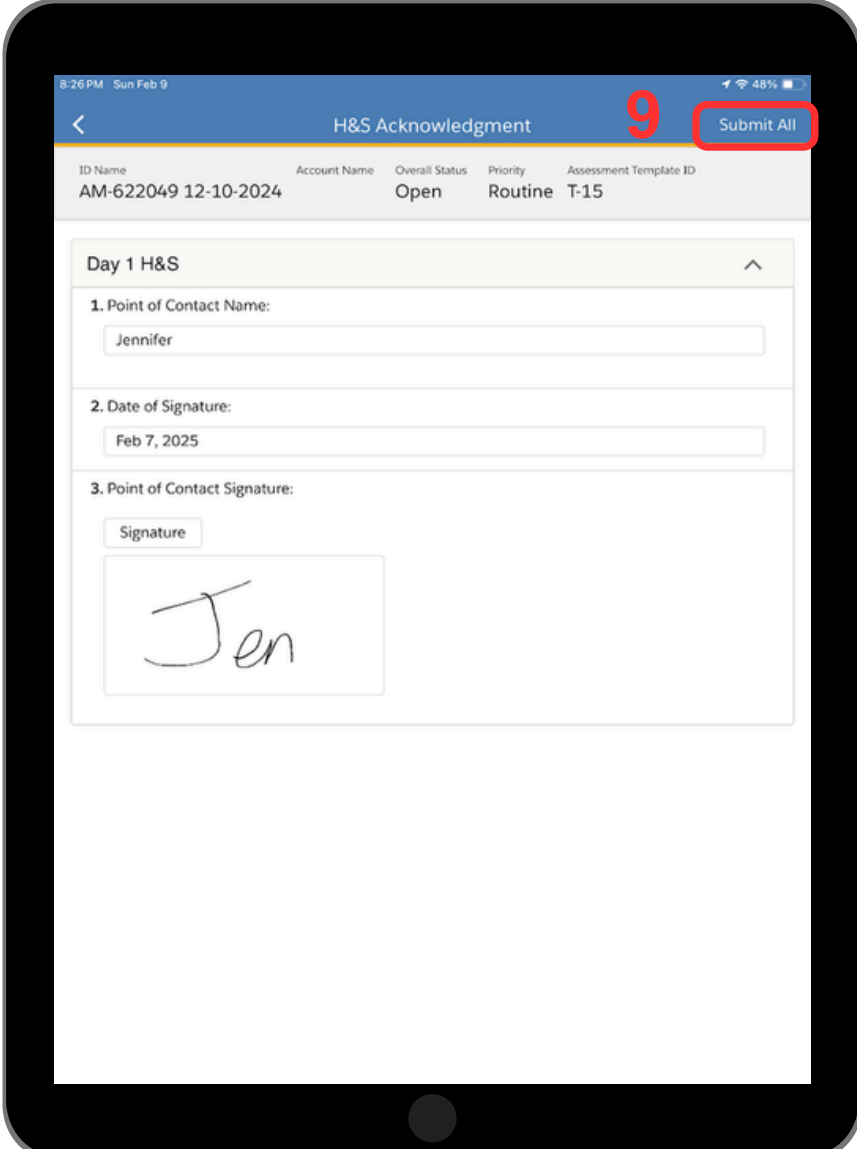
7 | Have the Point of Contact **sign** directly on the screen, using their finger or a digital stylus.

8 | Tap **Save**.





9 | Tap **Submit All**.



8:26 PM Sun Feb 9

H&S Acknowledgment **9** **Submit All**

ID Name	Account Name	Overall Status	Priority	Assessment Template ID
AM-622049 12-10-2024		Open	Routine	T-15

Day 1 H&S

1. Point of Contact Name:  
Jennifer

2. Date of Signature:  
Feb 7, 2025

3. Point of Contact Signature:  
Signature  
Jen



## 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.

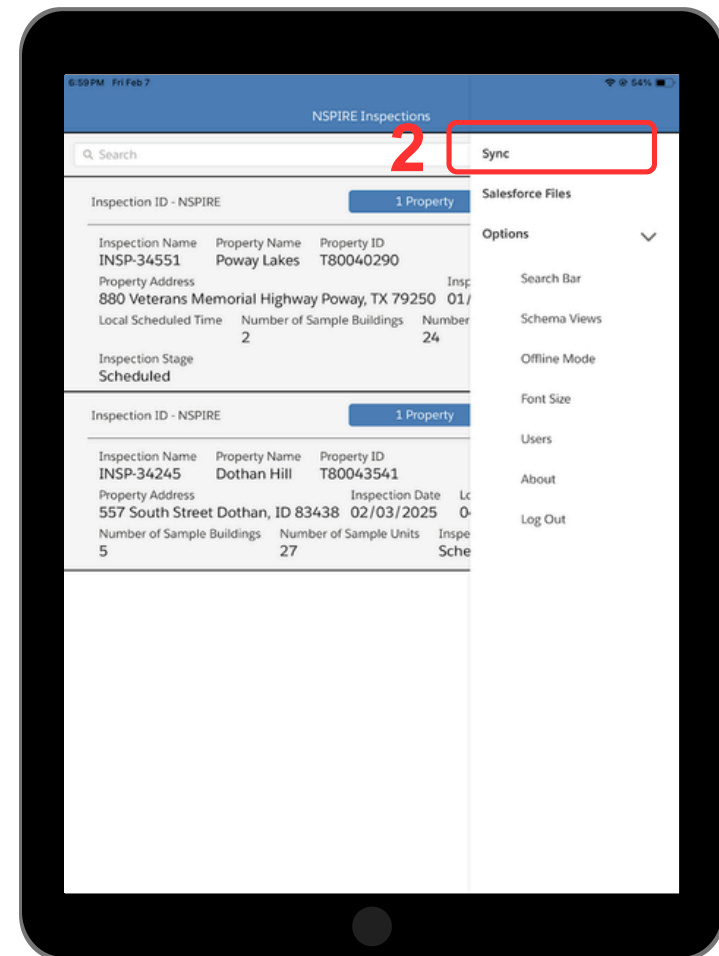
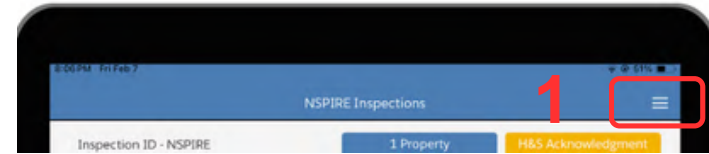


Ensure that you have a **strong internet connection**.

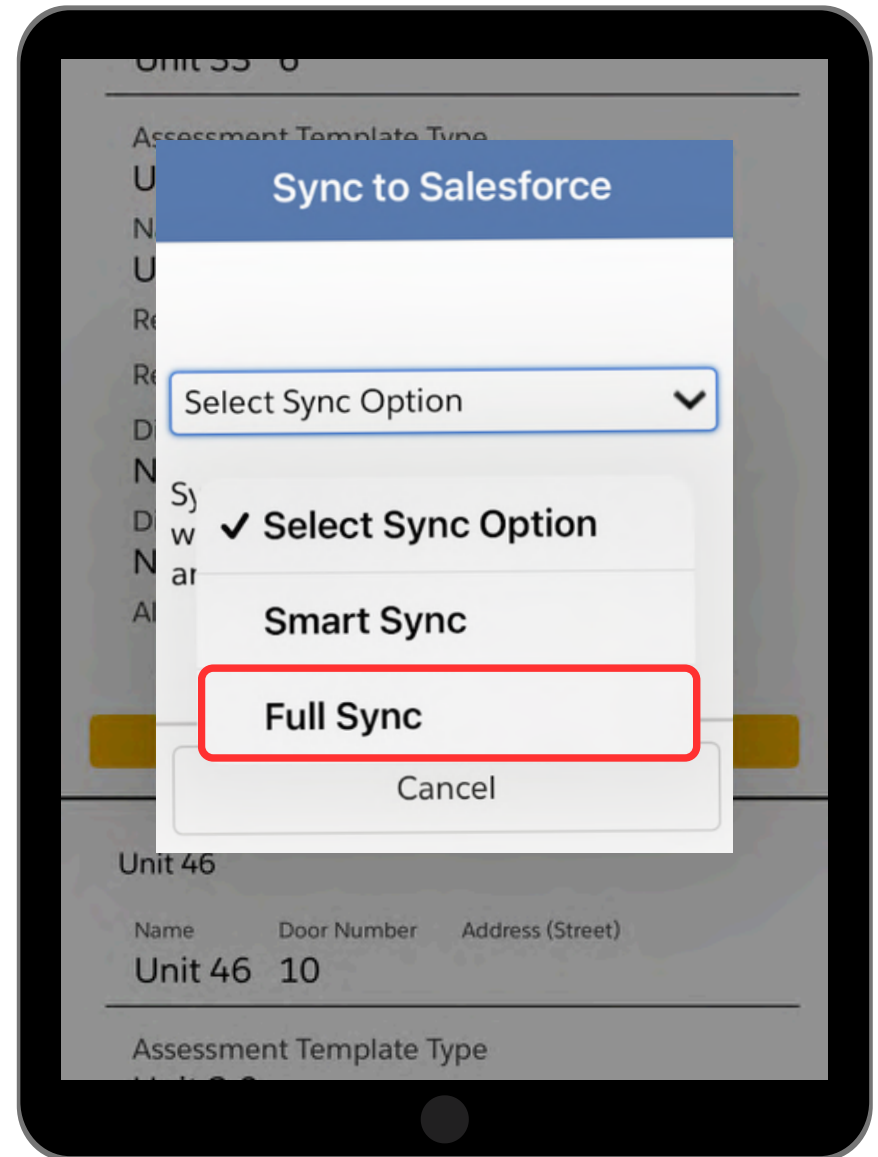
## Perform a Full Sync

1 | Tap the hamburger Menu in upper right corner

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



## 2 | Select **Full Sync**.

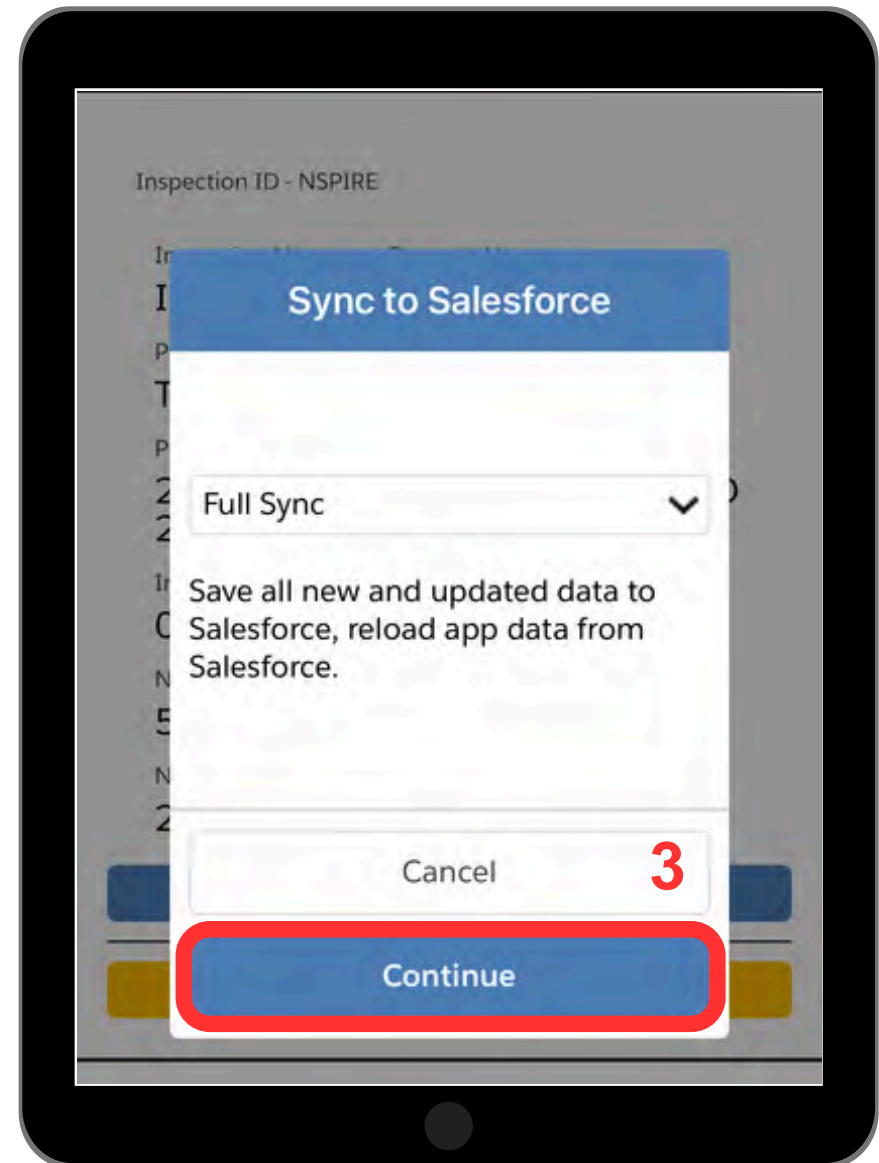


**Full Sync** saves your inspection data to Salesforce and **clears it from your local device.**

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

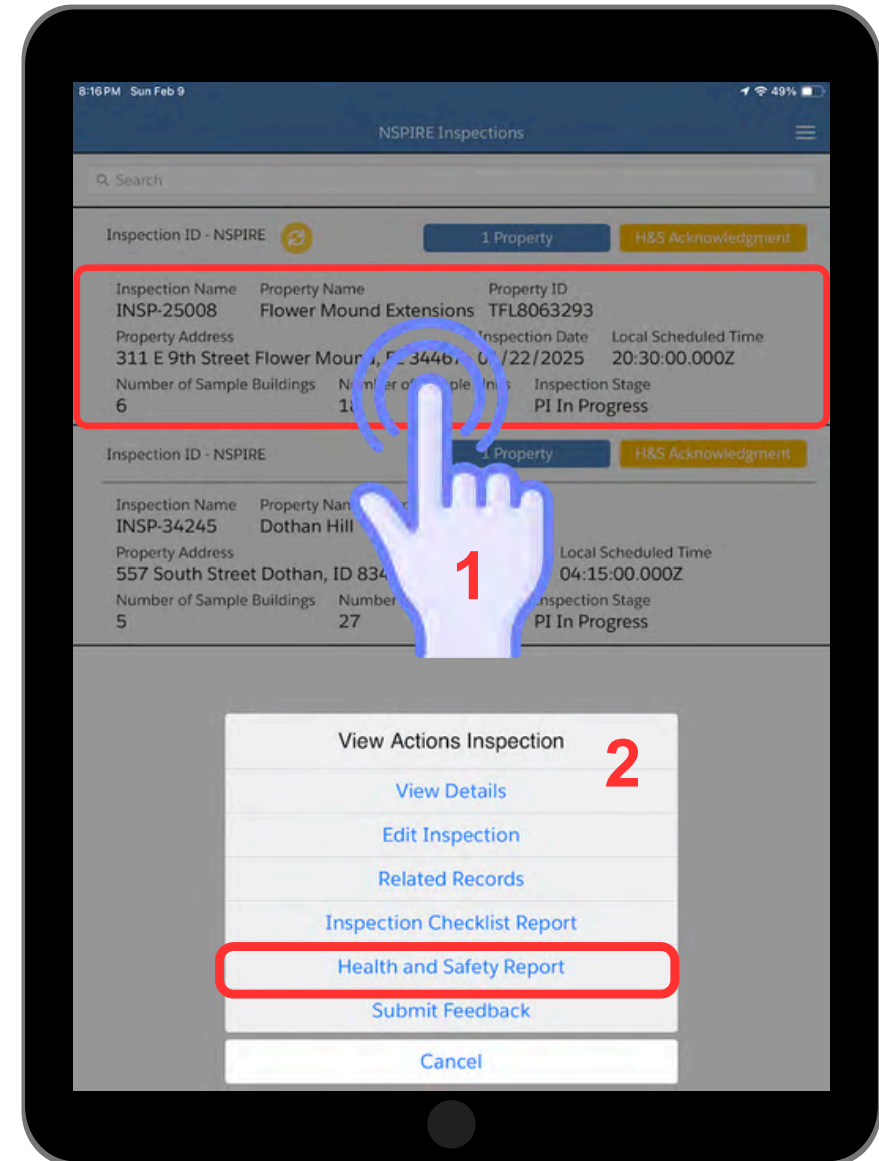
## Report Options: My Device or Salesforce Data

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)**





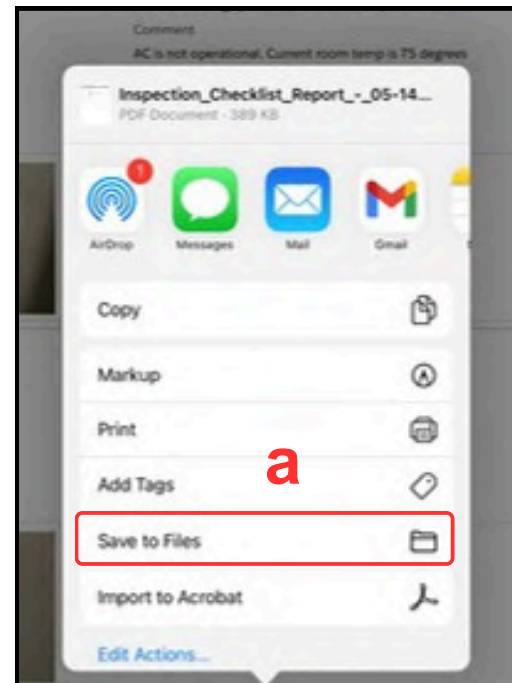
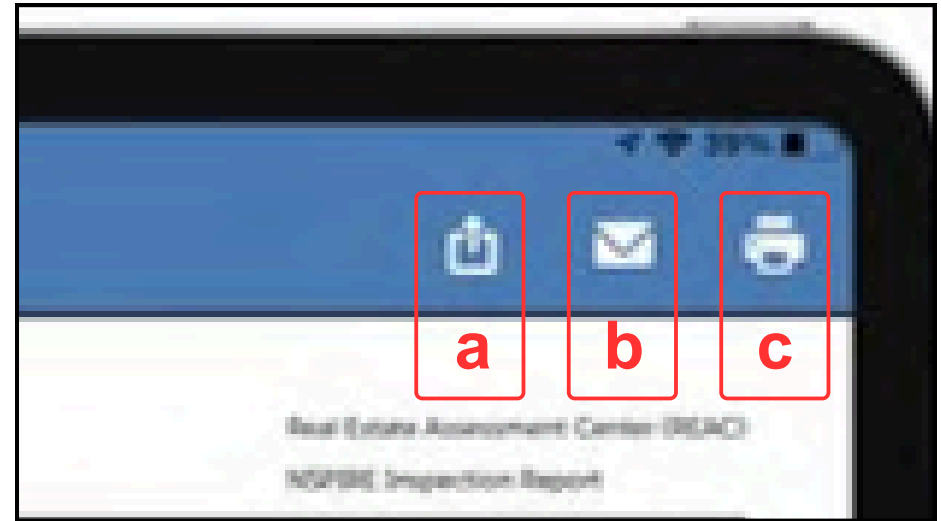
## Share and Send Reports

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

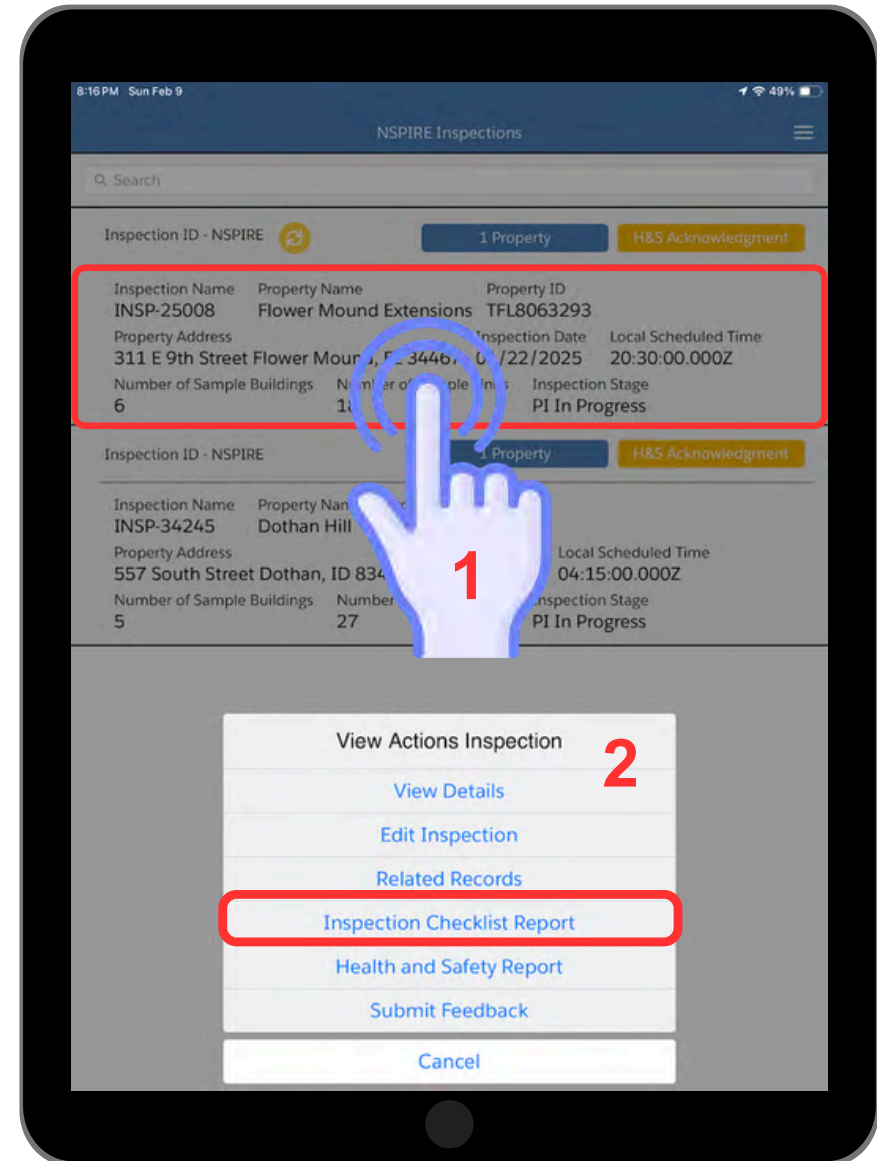


## Generate the Inspection Checklist Report

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.

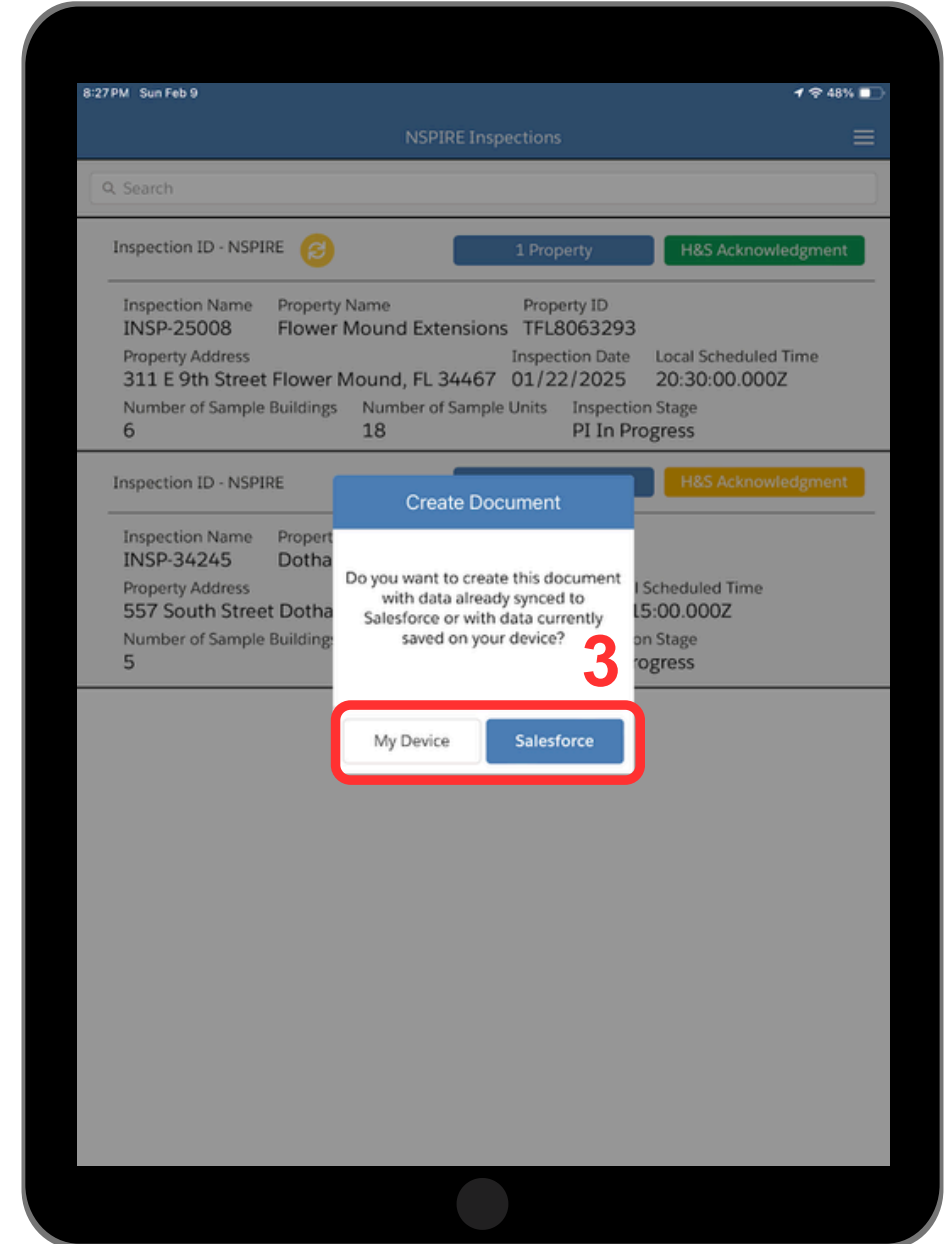
2 | Select **Inspection Checklist Report**.



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.



4:02 PM Tue May 14

U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC) NSPIRE Inspection Report

### Inspection Report for Altamonte Springs Pike

Inspection ID	Inspector	Inspection Start Date	Inspection End Date
	Daniel R Martin	05/09/2024 03:49 PM	05/10/2024 04:05 PM
Property	Organization Name	Address	
Altamonte Springs Pike		696 N 4th Street, Altamonte Springs, FL 32709, US	
Reason Unsuccessful	Inspection Status		
N/A	Partially Completed		
	# Total	# In Sample	# Inspected
Buildings	2	2	2
Units	6	6	0

#### Certificates

Elevator Certificate  
No Certificate

Lead-Based Paint Inspection Report  
N/A

Boiler Certificate  
No Certificate

Fire Alarm Inspection Report  
Yes

Fire Alarm Inspection Report  
Yes



# Health and Safety (H&S) Report

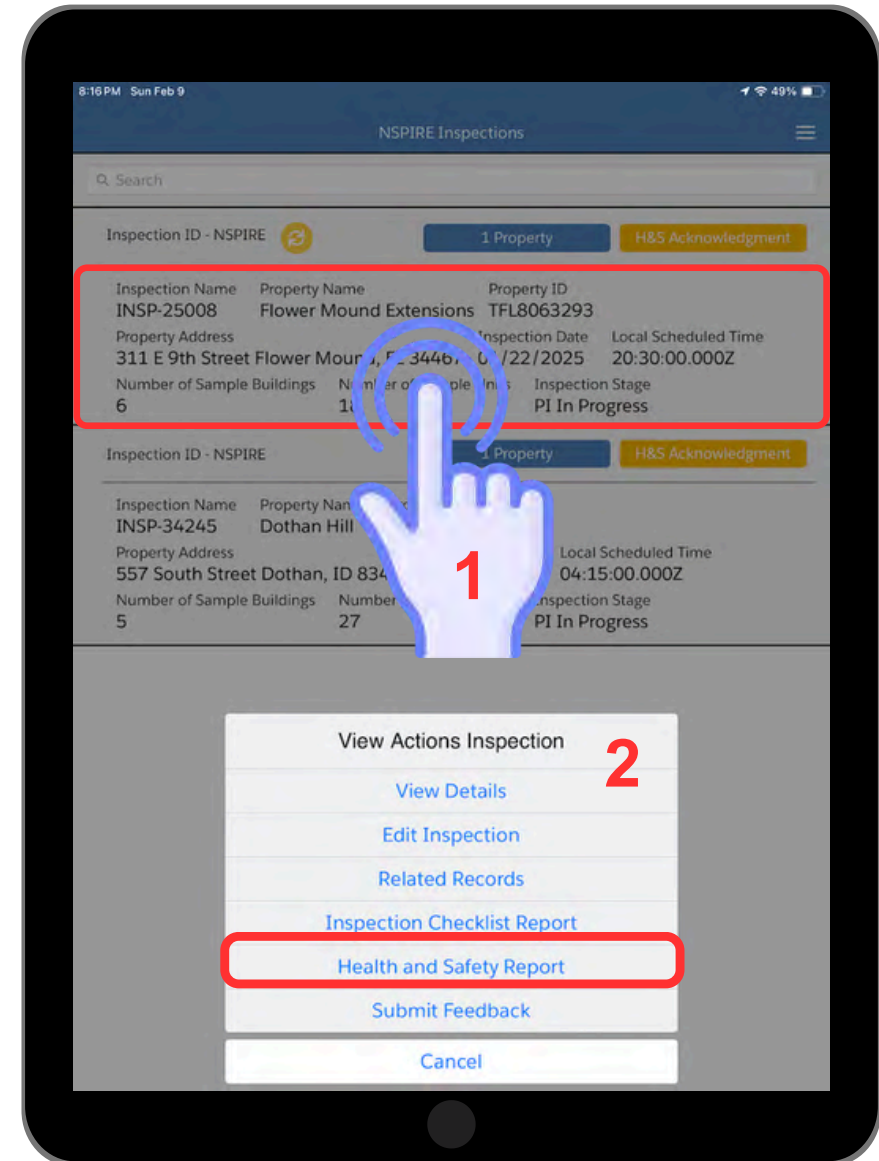


## Generate the Health and Safety (H&S) Report

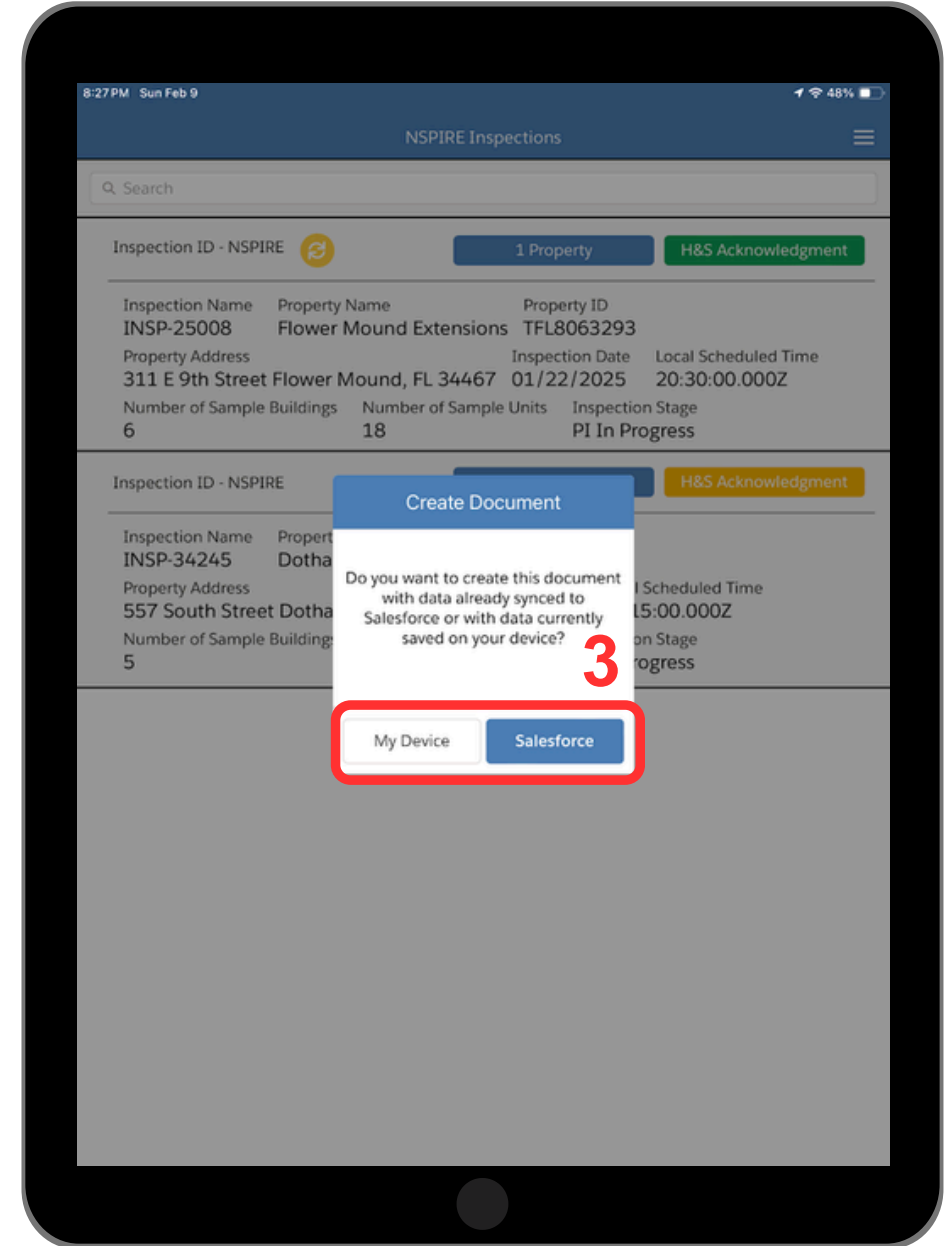
The **Health and Safety (H&S) Report** contains information about severe deficiencies with a 24-hour correction timeframe. The report also contains the Point of Contact signatures recorded in the H&S Acknowledgment.

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.



4:02 PM Tue May 14

**a** **b**

U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)  
NSPIRE Inspection Report

**Inspection Report for Altamonte Springs Pike**

Inspection ID	Inspector Daniel R Martin	Inspection Start Date 05/09/2024 03:49 PM	Inspection End Date 05/10/2024 04:01 PM
Property Altamonte Springs Pike	Organization Name	Address 696 N 4th Street, Altamonte Springs, FL 34709, US	
Reason Unsuccessful N/A	Inspection Status Partially Completed		
	# Total	# In Sample	# Inspected
Buildings	2	2	2
Units	6	6	0

**Health and Safety Acknowledgement Signatures**

**Day 1 H&S**

*Jen*

Point of Contact Signature  
Jennifer  
Point of Contact Name  
05/14/2024  
Date of Signature

**Day 2 H&S**

Point of Contact Signature  
Point of Contact Name  
Date of Signature

**Day 3 H&S**

Point of Contact Signature  
Point of Contact Name  
Date of Signature



# Troubleshooting



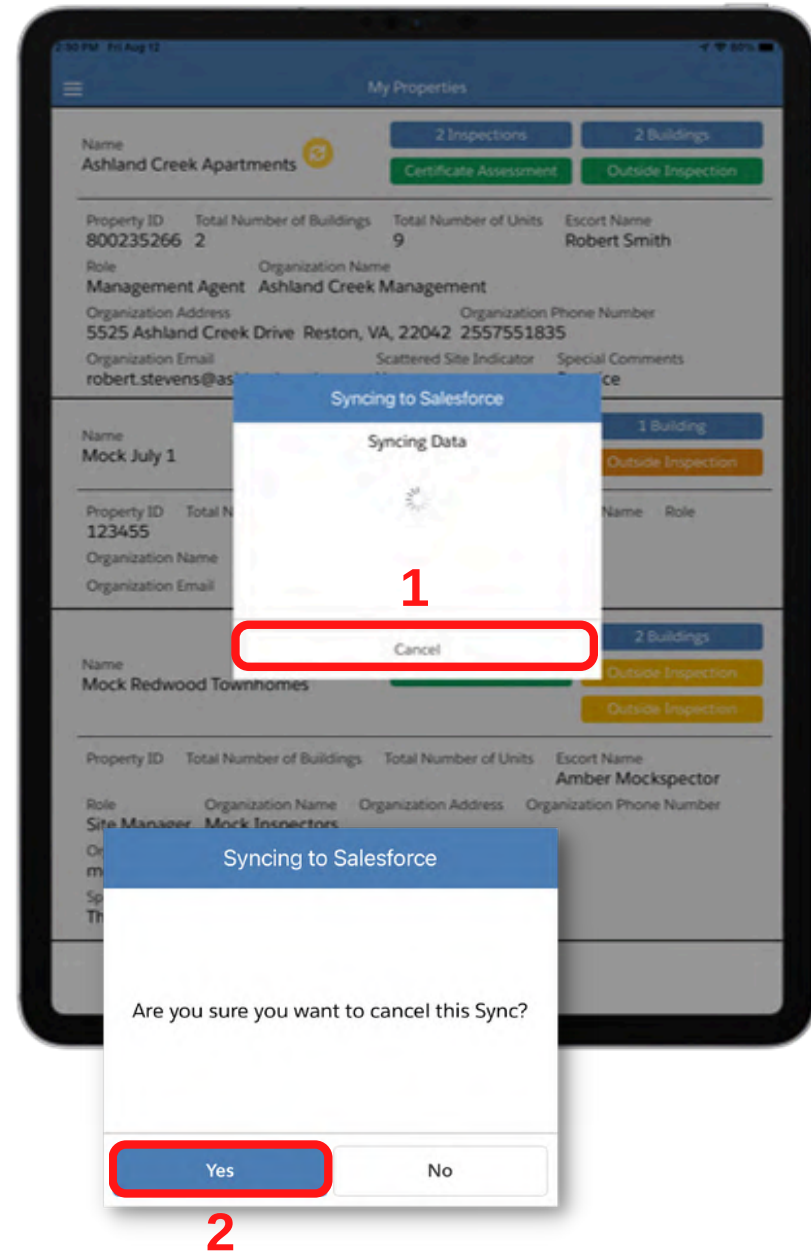
## Inspection Sync Delays

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.



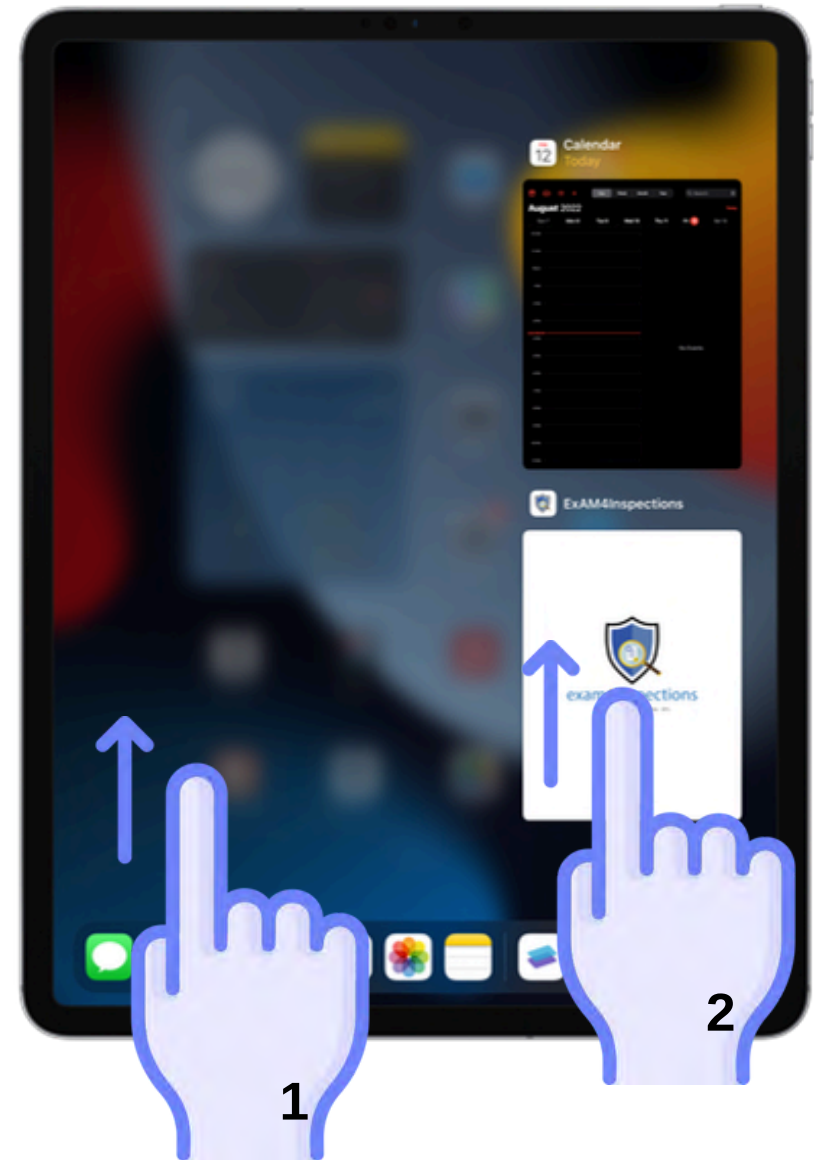
## Tip 2: Fully close and re-open the app

### **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)**

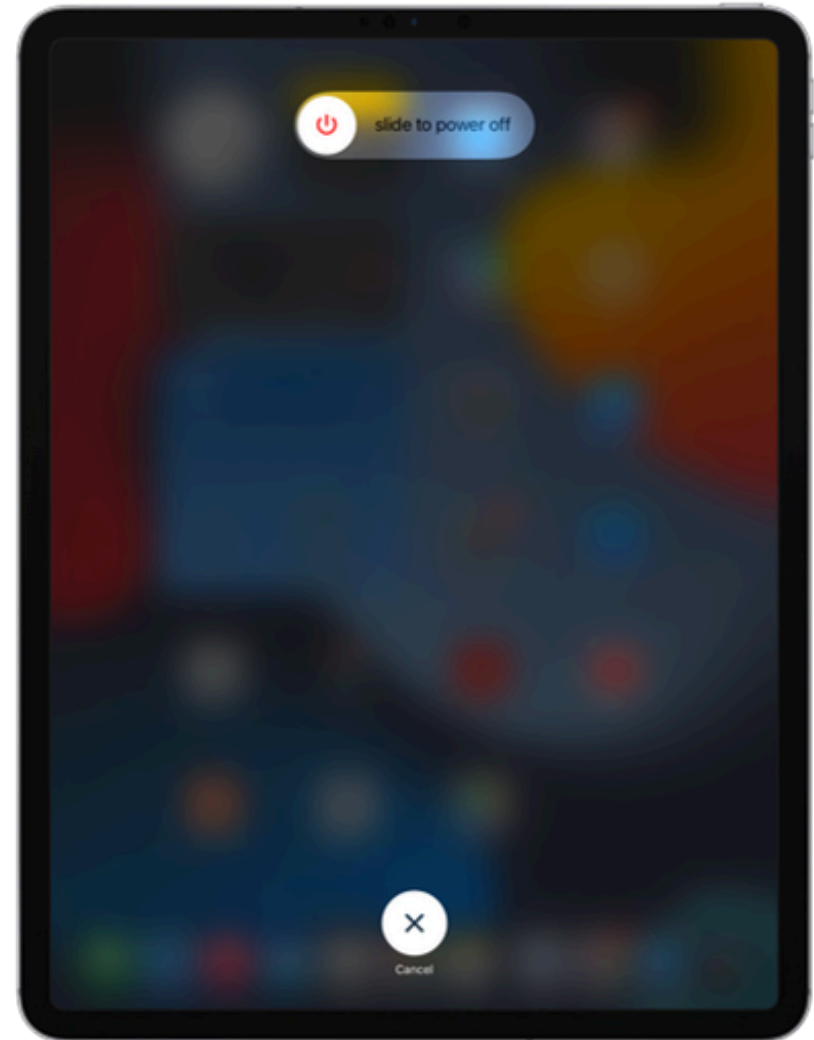
1 | **Turn your device off** or select the restart option (if restart is available on your device).

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