InspectDeck Trial — Complete Training Guide for New Home Inspectors

InspectDeck Professional · Training Guide

InspectDeck Trial — Complete Training Guide for New Home Inspectors

Distributed Version | From Setup to Final Report | Version 1.2.1 | Offline-First on Windows

> **Who this is for:** you have never used InspectDeck before and you installed the distributed **Trial** build (`InspectDeck Trial`). Follow top to bottom. By the end you will have set up your company, completed a practice inspection with photos and findings, and exported a branded PDF report.
>
> **How to use this guide:** Each module ends with a ✅ *Do-it-now* checklist. Don't skip them — they build on each other.
>
> Companion files: `images/` diagrams referenced below are also embedded in the PDF version of this guide.

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Module 0 — What InspectDeck Is (and Isn't)

InspectDeck Trial is the distributed, offline-first desktop reporting app for home inspectors. Your inspection data stays on your machine unless *you* export or share a file — no cloud sync of jobs. One free account (email + emailed code, no password) holds only your subscription across devices.



Fig. 1 — The InspectDeck workflow: Company setup once → New inspection → Details → Findings + Photos → Report PDF.

What it does: - 6 inspection templates (pre-sale, 1-year warranty, four-point, wind mitigation, rental move-in / move-out) — all editable per job. Rentals share one dashboard button; 4-point / wind-mit offer a Standard report or the official Florida form. - Equipment age decoder: serial-number manufacture dates with a per-job log and standalone equipment PDFs. - ~1,190 starter comments across 19 categories, fully editable. - Photo pipeline that stays fast with hundreds of photos (original + 1800px report copy + 420px thumbnail). - Non-destructive markup (arrows, boxes, circles, freehand, text). - 3 branded PDF report styles + 2 Florida fillable forms + equipment age reports. - Single-file `.inspecx` job packages (ZIP with `manifest.json` + `inspection.json` + photo tree) — inspections, standalone Florida forms, and standalone equipment reports all open from the same Open button.

What it is NOT: - Not a cloud scheduling/CRM tool. - Not a substitute for judgment, your client agreement, or your state Standards of Practice. - Four-point / wind-mit workflows document findings — they do not replace the carrier's or state's official current form. Always attach the version in effect on the inspection date.

✅ **Do-it-now:** Read the box above out loud. If you expected cloud sync, stop — InspectDeck moves jobs as `.inspecx` files (Module 15).

Module 1 — Setup & Install (Trial Build)

This guide covers only the distributed build: **InspectDeck Trial**. The window title reads `InspectDeck Trial`.

1.1 System requirements

- **Windows 10/11 64-bit (x64)** — only 64-bit builds are produced. 4 GB RAM minimum, 8 GB recommended if you carry 300+ photos per job. ~400 MB free disk + room for photo libraries.
- No internet required after install, except for license activation and periodic license re-checks (Module 2).

1.2 Which installer?

There is one distributed installer:

File	What it is
`InspectDeck-Trial-Setup-1.2.1-x64.exe`	**The distributed build.** 3-day trial clock, Export/Print disabled until you sign in with an active subscription. Install this.

> If you bought a subscription, you keep this same install and unlock it in place by signing in — you do not reinstall. Windows buyers paste the license key once to link it to the account.

1.3 Install steps (with SmartScreen)

1. Double-click the `.exe`.
2. Windows SmartScreen says *"Unknown publisher"* because the build is unsigned → click **More info** → **Run anyway**.
3. Installer: per-user (no admin needed, elevation optional), **pick your folder**, leave Desktop + Start Menu shortcuts checked. The shortcut is named `InspectDeck`.
4. Finish → launch from shortcut. The `.inspecx` file type is registered — double-clicking a job file later opens it.

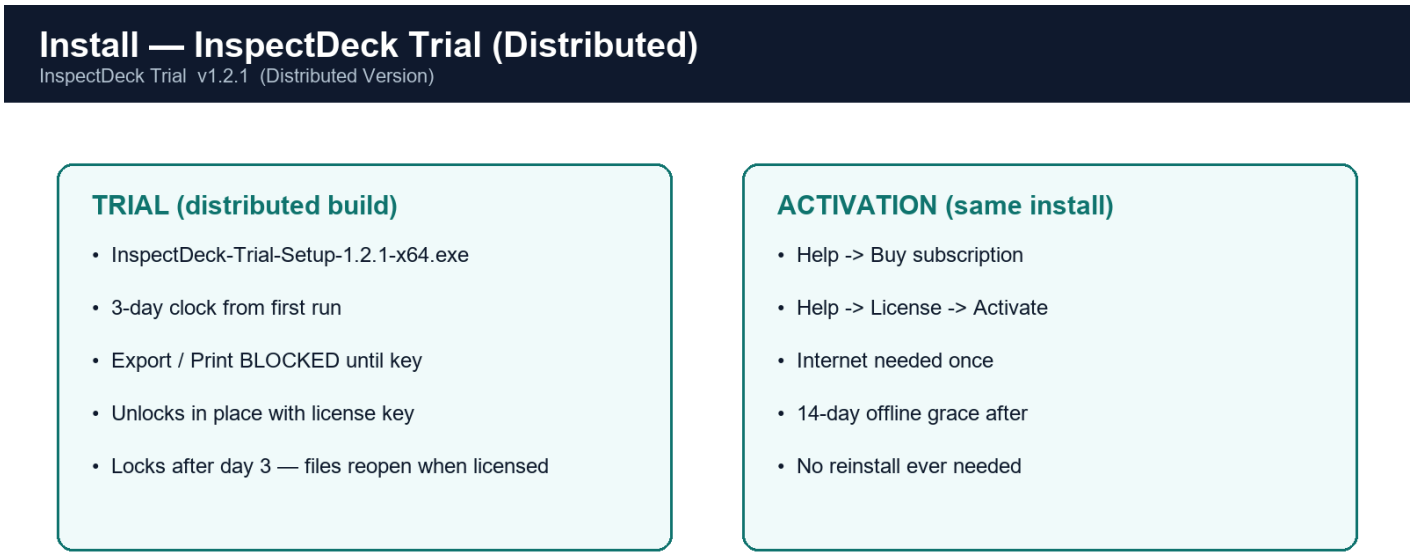


Fig. 2 — SmartScreen: More info → Run anyway (unsigned) → per-user folder → shortcuts → .inspecx registered.

Fig. 2 — Install: Run anyway → Choose folder → Shortcuts → Launch.

✅ **Do-it-now:** Install, launch once, confirm you see the Welcome screen with *"Start a new inspection"* and the window title `InspectDeck Trial`.

Module 2 — Trial Period & License Activation

How the trial works

- The trial runs for **3 days from first launch**. Export and Print stay **disabled** until you sign in with an active subscription — that covers report PDFs, Florida form PDFs, and equipment PDFs, plus the form Print button and `Ctrl+P` anywhere in the app.

- The equipment age decoder allows **3 full lookups** during the trial (only successful decodes count — mistyped serials cost nothing). After that, recognized units show their type and manufacturer with a subscribe notice instead of ages and specs.
- After day 3 without a license, the app locks. Your `.inspecx` files reopen once the install is licensed — your work carries over.
- The first-run date is stored in the app data folder (`trial.json`) **and** in the Windows registry (`HKCU\Software\InspectDeck\Trial`). The earliest credible date across both stores wins, so reinstalling or wiping one store alone does not reset the 3-day counter. This is a deterrent, not DRM — the license check is the real gate.

Activating (unlock in place, no reinstall)

1. Help menu → **Buy subscription…** (opens the checkout) → purchase. Or subscribe later in Google Play / App Store — one subscription spans all platforms.
2. Settings → **Account** (or the lock screen) → sign in with your email → enter the emailed code. You need internet **once** for this step. Windows buyers paste the license key **once** to link it to the account (Account → Link a license key).
3. Signing in activates this installation into one of your **two device slots**. Access is verified through our subscription backend, which returns a signed, device-bound entitlement stored on your PC. Access re-confirms with the server about weekly (launches never wait on the network). **14-day offline grace** covers field work with no signal.
4. Company screen → Account card shows your badge/status and device list. Removing a device (with confirm) frees its slot immediately; the removed app keeps working only until its cached access expires.
5. Second installation (office + field laptop, phone, or tablet — any two combined): install the app, sign in with the same account. Never buy twice.
6. Updates are built in: the app checks GitHub for new Trial versions after the license check on launch — you are only interrupted when an update is actually available. Help → **Check for Updates…** checks on demand; **Skip This Version** silences one release; uncheck **Check for Updates Automatically** (or the box in the update dialog) to opt out. Confirming a download restarts the app into the installer — inspections and settings carry over.
7. Updates are built in: the app checks GitHub for new Trial versions after the license check on launch — you are only interrupted when an update is actually available. Help → **Check for Updates…** checks on demand; **Skip This Version** silences one release; uncheck **Check for Updates Automatically** (or the box in the update dialog) to opt out. Confirming a download restarts the app into the installer — inspections and settings carry over.

✅ **Do-it-now:** Help → About (confirm version 1.2.1). Then Help → License… and note the days remaining. Prefer watching first? Help → **Watch Overview Video…** plays the 4-minute narrated tour offline (subtitles via CC).

Module 3 — First Launch & Tour (Dashboard, Nav, Menus)

On first launch with no company name/logo you get a **Getting started** popup (7 steps). Keep it — it mirrors this guide.

Top bar (always visible): - Left: **Brand** (logo + company name + current property label + `•` if unsaved changes). - Center **Nav** (7 tabs): `Dashboard | Inspection | Photos | Equipment | Comments | Report | Company` — also `Ctrl+1 … Ctrl+6` for the first six. - Right **Actions**: `Open | Save | Export PDF` (Save/Export disabled until a project exists).

Dashboard has two modes: - *No project:* Welcome — company bar, **Start a new inspection** template grid (5 template cards + a Serial Lookup tool tile), **Open existing / Recover draft**, **Recent** list. - *Project open:* Details form (Module 6) + stat tiles (Findings / Safety / Repair / Maintenance / Monitor / Photos) + cover-photo card. The Florida add-on card appears here only when the property State is Florida.

Menus: File (New `Ctrl+N`, Open `Ctrl+O`, Save `Ctrl+S`, Save As `Ctrl+Shift+S`, Export `Ctrl+E`), View (jump to tabs, Reload, Zoom — no DevTools), Help (License…, Buy subscription…, Watch Overview Video…, Training Guides, Getting Started, About).

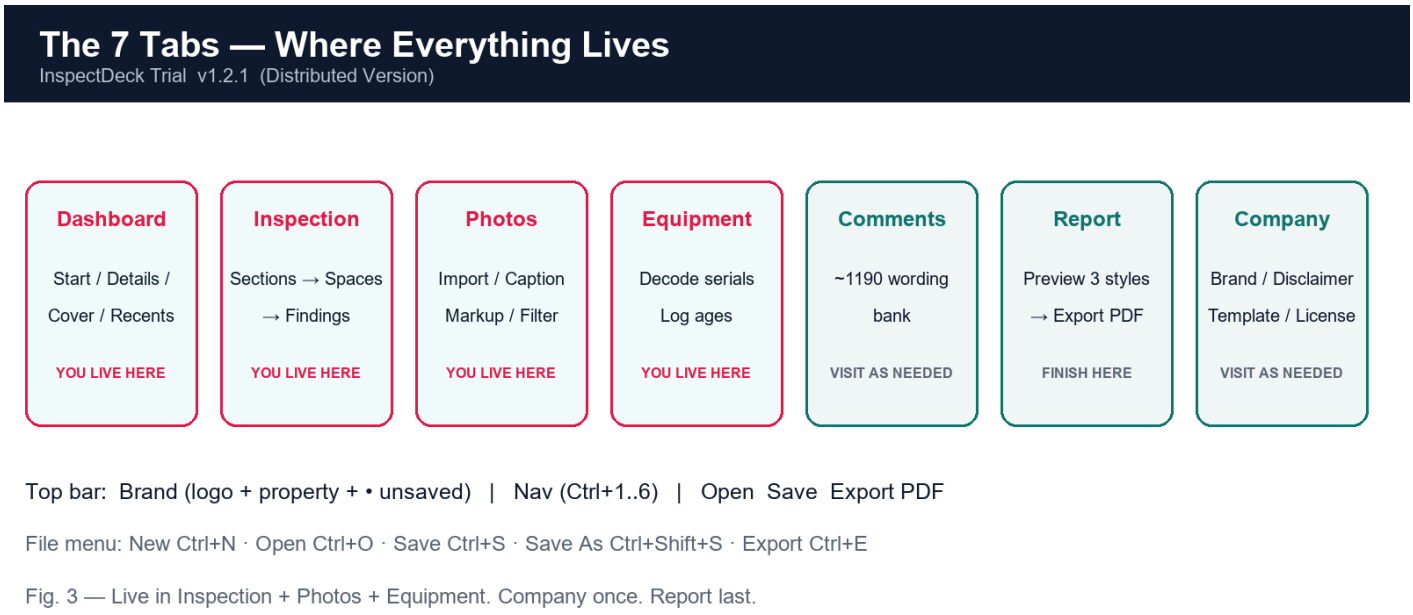


Fig. 3 — The 7 tabs and what each is for. You will live in Inspection + Photos; visit Company once; finish in Report.

✅ **Do-it-now:** Click each nav tab with no project open. Note the empty-states that point you back to Dashboard. Press `Ctrl+1` … `Ctrl+6`.

Module 4 — One-Time Company Setup

> Do this **once** before your first paid job. Everything here stamps every future PDF automatically.

Go to **Company** tab.

4.1 Branding

- **Company logo:** Choose image… → PNG with transparent background is best. Auto-scaled to 600px wide. Appears top-left in app + centered on report cover.
- **Certification & affiliation logos:** Add logos… (multi-select). CPI, InterNACHI, infrared, IAC2 mold/radon, WDO, state association, franchise marks. Reorder with ←/→, label each, toggle *Print label text under each logo*. They print as a small row beneath your logo on the cover.
- **Report accent colour:** color picker (default teal `#0f766e`) — headers, badges, rules.

4.2 Contact / License block

Company name, Inspector name, License number, Phone, Email, Website, Business address. These print in header/footer and cover detail table. The Welcome company bar pulls from here.

4.3 Report language

- **Report footer:** one field, e.g. *"Thank you for choosing…"*.
- **Scope & disclaimer:** formatted editor — select text → Bold / Italic / Underline / Strikethrough / Font / Size / Colour / Alignment / Bulleted + Numbered lists / Clear. Paste arrives as **plain text** (safe — can't break layout). Only presentation markup is kept at build time.
- ⚠️ Replace the shipped paragraph with your state SOP + client-agreement language. Plain-text disclaimers from older versions carry over on first open.

4.4 Styles & Materials template (master)

Button **Edit template…** → master categories/fields offered to every *new* inspection, matched to sections by name (aliases included). You can add categories, add fields with dropdown values, or Reset to defaults. Per-job edits + **Sync template** covered in Module 7.

4.5 License / About / Data

- The License card (signed out) or Account card (signed in) shows your activation badge/status (see Module 2). The License card hides while you are signed in — everything lives under Account.

- About shows version, platform, and working data folder (`userData`). **Open data folder** + **Save profile** buttons. Always click **Save profile** after edits (also syncs `project.company` snapshot into the open job).

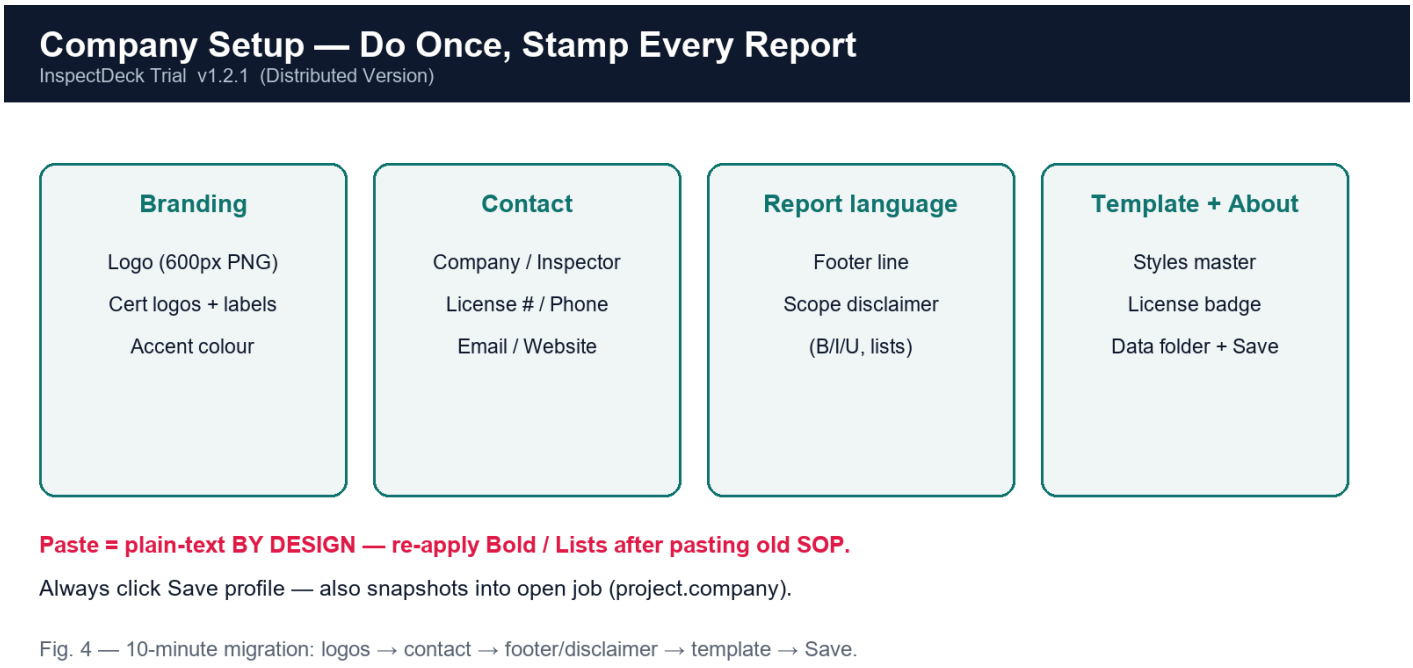


Fig. 4 — 10-minute migration: logos → contact → footer/disclaimer → template → Save.

Fig. 4 — Company screen: branding (top-left), report language (top-right), template + license/about (bottom). Save profile when done.

✅ **Do-it-now:** Upload logo, fill all contact fields, set accent, write 2-sentence footer, bold one sentence in disclaimer, Save profile.

Module 5 — Starting a New Inspection (The 6 Templates)

Dashboard → **Start a new inspection** → pick the template that matches the job. Sections/rooms stay fully editable after.

Template	Short	Use when	Sections
Residential pre-sale	Pre-Sale	Buyer/seller full condition	13: Site, Exterior, Roof & Attic, Structure, Electrical, Plumbing, HVAC, Kitchen, Laundry, Bathrooms, Interior, Garage, Life Safety
One-year builder warranty	1-Year	Before builder warranty expires	Same 13 + **Warranty Punch List** (cosmetic, functional, settlement, callbacks)

Template	Short	Use when	Sections
Four-point	4-Point	Insurance underwriting (FL etc.)	5: Roof, Electrical, Plumbing, HVAC, General/Documentation
Wind mitigation	Wind Mit	Insurance wind credits	8: Code compliance, Covering, Deck attachment, Roof-to-wall, Geometry, SWR, Opening protection, Attachments
Rental condition	Rental	Move-in baseline or move-out turnover — one button, then a popup asks which direction	8: Tenancy, Entry/Living, Kitchen, Bedrooms, Bathrooms, Laundry, Exterior, Cleanliness (in) or Wear vs Damage (out)

Clicking **Four-point** or **Wind mitigation** first asks **Standard inspection or Florida official form**. Standard is the normal findings report below. Florida fills the official form: with nothing open it stands alone (no inspection behind it — save it as its own file); with a job open you choose **Add to current inspection** (same file, address autofilled) or **Start a new inspection**. The same choice appears under File → New Inspection, which shows a real template picker even mid-job.

If you have unsaved changes, you'll be asked *"Start a new inspection?"* — current work stays in the working draft (autosave) but isn't written to `.inspecx` until you Save.

The dashboard's **Serial Lookup** tile jumps to the Equipment tab (Module 14) — it decodes serials with no inspection open.

✅ **Do-it-now:** Start a **Pre-Sale** practice job. You should land on Dashboard Details with stat tiles at 0.

Module 6 — Inspection Details: Property, Client & Cover Photo

With a project open, Dashboard becomes the Details form. Everything autosaves to the working draft; Save writes the file.

Stat row (read-only): Findings, Safety, Repair, Maintenance, Monitor, Photos counts.

Property card: Street (spans 2 cols), City, **State (dropdown of all states, stored as the abbreviation — e.g. FL)**, ZIP, Year built, Sq ft, Property type (Single family … Commercial), Occupancy (Occupied … Under construction), Utilities (All on … Multiple off).

Inspection & client card: Report number, Inspection date (date picker), Start time, Fee, Weather, Temp °F, Client name (span 2), email, phone, Present at inspection.

Rental-only card (move-in/out): Tenant, Lease/move date, Keys/remotes/fobs, Electric/Water/Gas meters.

Report summary note: free text under the executive summary on the PDF — e.g. *"Overall serviceable for its age, with priority items below…"*.

Florida add-on reports (card appears only when State is Florida): Attach & open either official form — property, client, and company info autofill in for verification. Each add-on exports its own PDF, Autofill re-applies current info, and **Import saved…** pulls a previously saved standalone form file into this job.

Cover photo (Front of property)

Card with preview + **Choose photo… / Replace…**, **Use an inspection photo…** (thumbnail grid, import via Photos tab first), **Remove**. Landscape front elevation works best; auto-resized (max 1500px wide, JPEG 82). Prints centered on cover with address beneath (street line 1, city/state/ZIP line 2). Long addresses auto-shrink. Stored inside `.inspecx`.



Fig. 5 — Autosaves to draft; Save writes .inspecx. Dirty • = file behind draft.

Fig. 5 — Details: stats → cover → property/client → summary note. Fill top to bottom.

✅ **Do-it-now:** Fill every Property + Client field for a fake address (1234 Palm Grove Blvd). Add a cover photo from file.

Module 7 — Styles & Materials

Every section carries its own **Styles & Materials** record — e.g. Roof Covering, Roof Structure, Electrical Service, Water Heater — each with typed fields: dropdown, multi-select, yes/no, text, number+unit, date, notes + optional note per field. Values save as you type and **print at the top of the matching report**

section — no second copy.

- Open from **Inspection** → **Styles & materials** button under spaces list (shows filled-count pill) + read-only recap (first 6 lines).
- Matched to sections by name via master template (Company → Edit template). Add/rename/remove categories+fields per inspection, extend dropdowns, type custom values — without touching master.
- **Sync template** pulls newly added template fields into an in-progress section, keeping entered values. Older `.inspecx` files get their copy on open.

✅ **Do-it-now:** Open Electrical → Styles & materials → fill Service amperage + Panel brand → close → confirm recap line appears.

Module 8 — The Core Loop: Sections → Spaces → Findings

This is 80% of your field work. Layout is 3 columns:

```
[Sections] | [Spaces/Rooms + Styles + Notes] | [Findings]
```

Sections (left)

List with safety (red dot) / repair (orange dot) flags + finding counts. `+` Add, ✎ Rename, ✕ Delete (confirm; deletes spaces+findings inside).

Spaces (middle)

Per-section rooms. `+` Add, duplicate (⧉ — copies structure, fresh IDs, no photos), rename, delete. Bottom: **Styles & materials** button + recap + **Section notes** textarea.

Findings (right)

Header: space name + section + **Add finding** (primary) + **Insert from library**. Cards show: status badge (color), title, *In summary* chip if checked, location, observation, Recommendation, thumbnail strip with captions. Footer per card: **Edit | Photos (n) | Delete**.

Add/Edit Finding window: - Title (required, e.g. *"Missing GFCI protection"*), Condition (status — see Appendix B), Priority, Location detail (prefilled with space name — refine to *"under sink, north wall"*), Observation/comment (8-row textarea), Recommendation (*"Evaluation and repair by qualified licensed electrician"*), ☑ *Include in report summary*. - Right rail: **Comment library** search + results (up to 40) → click to insert. Placeholders auto-filled: `{LOCATION}` → your location/space/section, `{COMPONENT}` → comment's

component, `{TRADE}` → *"a qualified contractor"*. Title/action/priority/status auto-suggest; safety/repair auto-checks *Include in summary*. **You must review wording before export.** - Bottom: **Photos for this finding** panel (Module 12).

> Tip: One finding = one defect. Don't bundle 5 issues into one card — summary counts and report grouping depend on it.

✅ **Do-it-now:** In Electrical → GFCI space: Add finding → Title *"Missing GFCI protection"* → Status Safety → Priority Safety → Location *"Kitchen — north wall"* → Save. Add 2 more in different sections.

Module 9 — Comment Library (Your Wording Assistant)

Comments tab = shared library across all inspections. Ships with ~1,190 starter comments in 19 categories: Site & Grounds, Exterior, Decks & Porches, Pool & Spa, Roof, Attic, Structure, Garage, Electrical, Plumbing, HVAC, Kitchen (~184 entries), Laundry, Bathrooms, Interior, Rental, Furnishings, Insurance, Limitations.

Each entry: priority, narrative with `{LOCATION}` / `{COMPONENT}` / `{TRADE}` placeholders, short recommendation, search tags. `Starter` vs `Custom` badge.

- **Search:** title/wording/tags input + category dropdown. Shows 150 at a time — *"Showing 150 of N — search to narrow"*.
- **New comment:** Title, Category (with datalist), Component, Priority, Narrative, Recommendation, Tags.
- **Edit / Duplicate / Delete** per card. **Restore starter set** brings back shipped wording (keeps your customs; folds in new starters on launch).

> Legal: library is a drafting aid, not a substitute for judgment, agreement, or SOP. Review every inserted comment.

✅ **Do-it-now:** Comments → search *"GFCI"* → open one → Duplicate → rename *"My GFCI — kitchen"* → Save. Search *"roof leak"*.

Module 10 — Photos: Import, Organize, Caption

Photos tab is thumbnail-first (loads 420px thumbs only) so 300+ photo jobs stay fast on old hardware.

Import (3 ways): 1. **Import photos...** button → multi-select JPG/PNG/WEBP/BMP/HEIC → per file writes 3 copies in workspace: `photos/original` (untouched, JPEG 92), `photos/optimized` (1800px, JPEG 82 — used in reports), `photos/thumbnails` (420px, JPEG 72). 2. **Drag & drop** image files onto the Photos view (or onto a finding's photo panel). 3. Inside Add/Edit Finding → **Add photos...** (auto-attaches to that finding).

Failed files are listed (unsupported/unreadable skipped, rest import).

Organize per photo card: - Thumbnail (click → markup) + *marked up* / ★ badges. - **Caption** input (defect note — prints with photo). - **Section + Space** dropdowns (import auto-assigns to current section or the `All sections` filter; finding-attached photos get section/space stamped). - Actions: **Mark up | Rotate ↺ ↻ | ★ Favorite | Report (include toggle) | Delete** (confirm; removes from findings + deletes files). - Meta line: filename + dimensions.

Toolbar: All / Unassigned / Attached / Marked up / Favorites / Excluded filters + section dropdown + *"N of M shown · originals kept..."* counter.

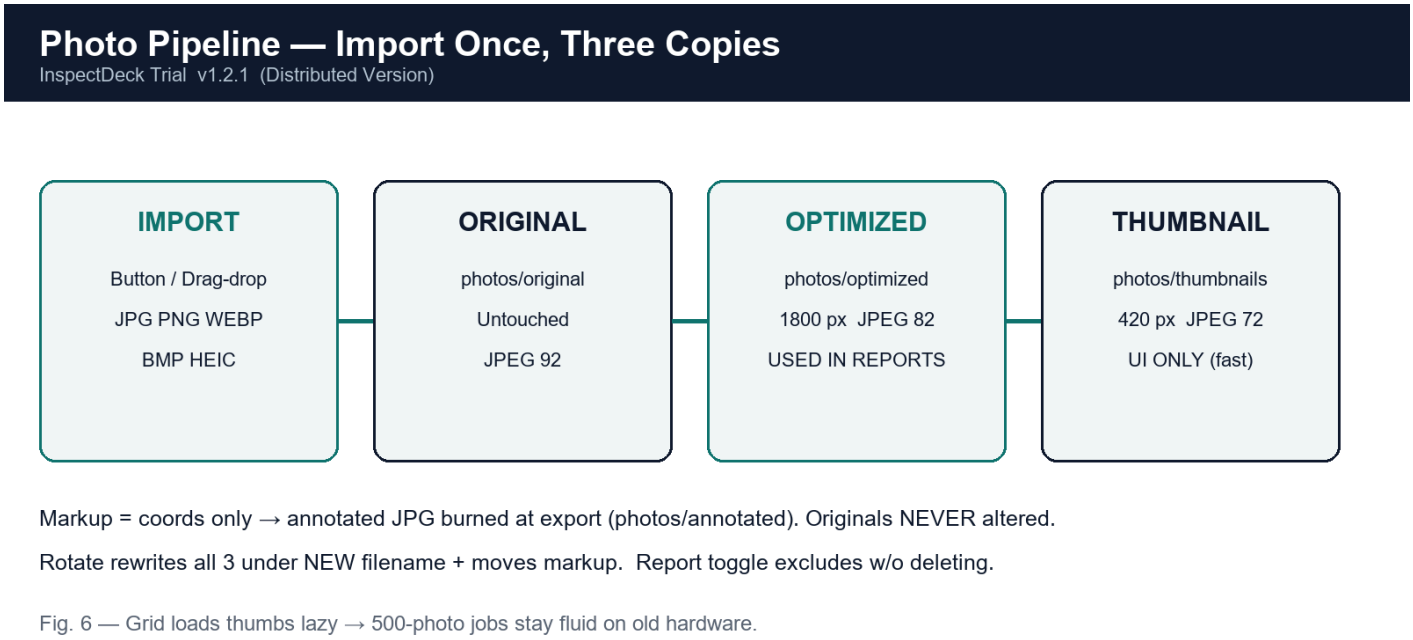


Fig. 6 — Grid loads thumbs lazy → 500-photo jobs stay fluid on old hardware.

Fig. 6 — Import once → 3 copies. UI uses thumbnails; reports use optimized; originals never altered by markup.

✅ **Do-it-now:** Import 5 photos. Caption 2. Assign 3 to Electrical, 2 to Roof. Toggle one to Excluded, star one Favorite, filter to confirm.

Module 11 — Photo Markup & Rotate

Click any thumbnail → **Markup window** (modal over your finding draft — closing returns you to the same finding, draft intact).

- Tools: **Arrow | Box | Circle | Draw (freehand) | Text**. Colors: red, amber, green, blue, white, black. Stroke slider 2–14px. **Undo / Clear all**.
- Caption field at bottom (same as card).
- **Rotate** ↺ ↻ in toolbar *and* on thumbnails: rewrites original + optimized + thumb a quarter-turn under a **new filename** (no stale cache) and **moves markup coordinates** so arrows stay on target.
- Shapes stored as **normalized coordinates**; burned into a separate **annotated copy** only at export — originals never altered.

✅ **Do-it-now:** Mark up one photo with a red arrow + text *"Corrosion"*. Save → confirm *marked up* badge. Rotate a copy left then right.

Module 12 — Attaching Photos to Findings

Two paths (same result — `photoIds` on the finding + `itemId/sectionId/spaceId` stamped on the photo):

A. Inside Add/Edit Finding → **Photos for this finding:** - **Add photos…** (from camera roll/SD, auto-attaches) + **Choose from inspection** (thumbnail grid, **unattached first**, click to attach/detach). - Per-thumb: click to markup (badge refreshes on return), caption inline, rotate arrows, Remove (unlinks, doesn't delete file). - Drag & drop onto the panel also works.

B. From finding card → **Photos (n)** button → checkbox picker grid → Apply.

Thumbnails in cards show captions; report prints attached photos with their findings (if *Include* is on).

✅ **Do-it-now:** Attach 2 photos to your GFCI finding via method A. Detach one via Choose grid, re-attach.

Module 13 — Florida Forms (Four-Point & Wind Mitigation)

For insurance jobs you produce **both** the InspectDeck findings/report **and** the official fillable form PDF.

Standalone (no job open): Dashboard → 4-Point / Wind Mit → **Florida official form** → the form opens on its own. Fill it, then **Save…** to keep a reopenable `.inspecx` file or **Export PDF** for the flattened report. Closing with unsaved edits asks Save / Don't Save / Cancel — Cancel drops you back into the form, so an accidental × never loses work.

Attached (job open): pick Florida → **Add to current inspection** → the form attaches to the job with address and shared info autofilled (verify every field). It still exports its own PDF, and it rides inside the same `.inspecx` when you save the inspection. Did the 4-point yesterday and the buyer added a full inspection

today? **Import saved…** on the Florida add-on card pulls yesterday's file into today's job.

Pane basics: fields stay lined up with the sheet; **browser-style zoom** (0.5×–2.5×, one uniform factor, remembered per form) for small text; **Export PDF** is a Save-as flattened PDF (Letter, background on) — no print dialog, you pick the location upfront.

Attach the **current official version** (OIR-B1-1802 for wind mit changes periodically; carrier 4-point forms vary). Verify version in effect on inspection date.

> Trial: form PDF export, the form Print button, and `Ctrl+P` are all blocked without an active license — same gate as report export. Filling and saving the form always work.

✅ **Do-it-now:** Open the Wind Mit form standalone → zoom to 150% → fill 3 fields → Save… → close → reopen it via Open. Then attach it to your practice job via Import saved…. (PDF export requires an active license — see Module 2.)

Module 14 — Equipment Age Decoder (Serial Lookup)

The **Equipment tab** decodes appliance and equipment manufacture dates from serial numbers — water heaters, condensers, air handlers, furnaces, washers, dryers, and more. It works with no inspection open, and logs into the open job when there is one.

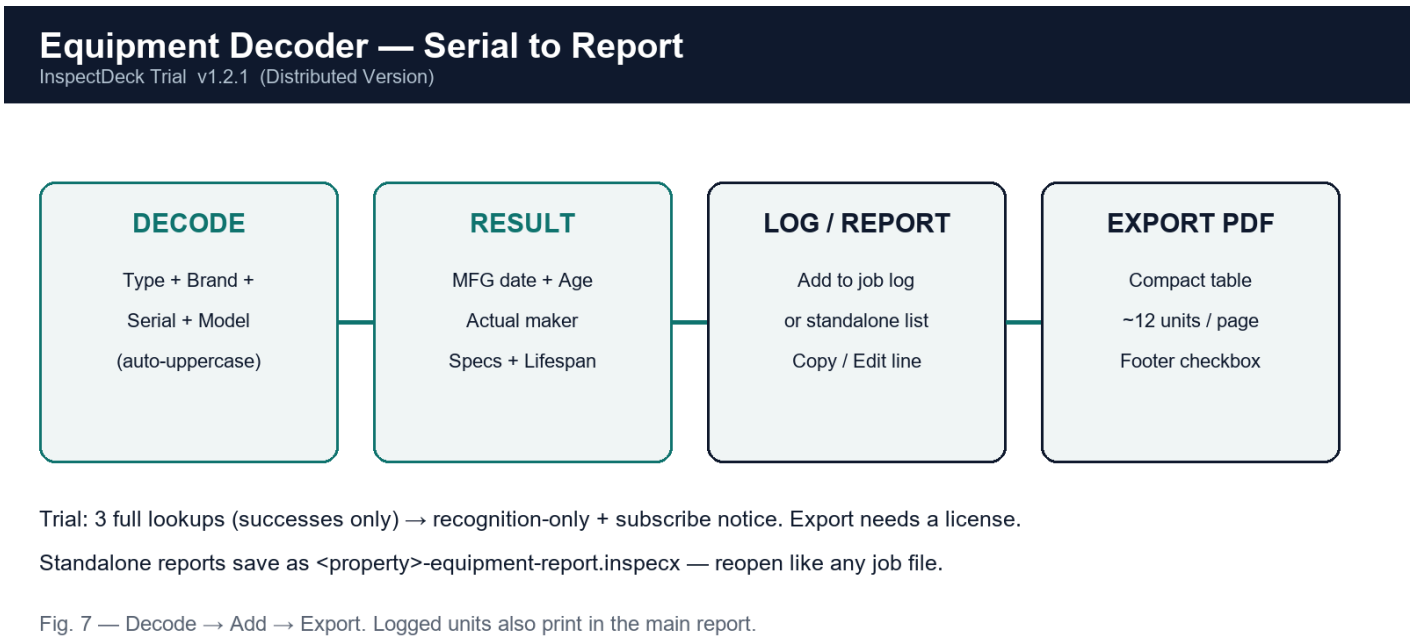


Fig. 7 — Decode → Add → Export. Logged units also print in the main report.

Fig. 7 — Decode a serial → Add to report → Export a standalone PDF, or log into the open inspection.

Decode one unit: 1. Pick **Equipment type** (item-type choices follow it — including **A/C Condenser Unit** under HVAC), **Brand**, then type the **Serial** and **Model** (letters auto-uppercase as you type). 2. **Decode** → manufacture date, age, actual manufacturer, size/specs (HVAC/water-heater models with a real estimate — appliances skip this), lifespan note, plant, and confidence. A manual **Plate electrical** reading prints only if you enter it. Copy the **report line** for pasting anywhere. 3. Wrong brand selected? The result names the actual decoded manufacturer — trust the plate over your pick.

Trial allowance: 3 full lookups per trial install (only successful decodes count — typos cost nothing). Counter shown under Decode. After that, recognized units show type + manufacturer with a subscribe notice instead of ages/specs — another reason to activate.

Two destinations: - *Job open:* **Add to inspection log** → unit joins the job and prints in the main report's **Equipment age log** section. Per-row Copy / **Edit** (item type + location) / Remove. - *No job:* fill the **Client report header**, **Add to report** per unit, then **Export equipment PDF…** (compact table, ~12 units/page, decode confidence under MFG/Age, optional **Company footer on PDF** checkbox). **Save…** keeps a reopenable `<property>-equipment-report.inspecx` file — reopen it like any job file.

> Equipment PDF export needs an active license, like every other export.

✅ **Do-it-now:** Decode serial `1605123456`, brand Goodman, model `GSX140241` → confirm ~2-ton, May 2016 → Add to report → Export equipment PDF (licensed) → Save… the report file.

Module 15 — Report Preview & PDF Export (3 Report Styles)

Report tab: style switcher + **Export PDF…** + **Refresh preview** + *"N summary items · M report photos"* counter. Without a license it shows a notice with *Enter a license key / buy a subscription* links.

Style ID	Label	What it contains
`full`	Full inspection report	Cover (logos, cover photo, address, detail table, count tiles) + Scope page (your formatted disclaimer) + every section (styles block on top, then findings with photos/captions) + equipment log if units logged + footer
`summary`	Repair / safety summary	Only findings with *Include in summary* checked (safety/repair auto-suggest)
`rental`	Rental condition report	Tenancy/meters + condition per room + wear-vs-damage grouping

Preview: same HTML builder as export, shown in a sandboxed preview frame with copy protection (no select/copy/cut/drag, `Ctrl+A/C/X/P` blocked — *"Use Export PDF…"* on print attempt). Per-page footer strip in preview mirrors PDF footer. **Refresh preview** after big edits.

Export (requires an active license): 1. Add property address first (blocked with *"Add address first"* otherwise). 2. Click **Export PDF…** (or top-bar Export / File → Export `Ctrl+E` — all go through the same license gate). 3. Save dialog → suggest `"1234 Palm Grove Blvd – inspection report.pdf"` → **Rendering report…** → annotated overlays written to `photos/annotated/*.jpg` → PDF rendered (Letter, background on) with footer: thin rule + `Company · Address · Report N` left + `Page X of Y` right (count filled by engine, always correct). 4. Toast *"PDF exported"* → folder revealed.

Cover details: branding + accent from Company, cover photo capped in height so cover band + logos + address + table + tiles + footer stay on page one. Every printed page carries the footer.

✅ **Do-it-now:** Report → Full → Refresh → Export PDF → open PDF → check cover, scope, one finding with photo, footer page numbers. Repeat for Summary. (Requires an active license.)

Module 16 — Saving, Files (.inspecx), Autosave & Backup

`.inspecx` **= ZIP package:** `manifest.json` (format, package v2, app version, savedAt) + `inspection.json` (entire project incl. company snapshot, styles, cover data URL) + photo tree (`photos/original|optimized|thumbnails`). Moves between machines as one file. Your `.inspecx` files remain

yours and reopen once the install is licensed. Standalone Florida forms and standalone equipment reports save as `.inspecx` too and reopen through the same Open button — equipment first-saves default to `<property>-equipment-report.inspecx`.

Save / Open: - **Save** (`Ctrl+S` , top-bar, File menu): first time → Save dialog (`"Address.inspecx"` default, safe filename); after → overwrites silently. **Save As** (`Ctrl+Shift+S`) forces dialog. - **Open** (top-bar, `Ctrl+O` , Dashboard button, Recents, double-click `.inspecx` in Explorer). Adds to Recents (12 max, OS recent docs too). - **Recover last working draft:** continuous autosave as you type. After crash, Dashboard → Recover → Save to file when ready. - Dirty dot `•` in brand label tracks unsaved vs file (autosave ≠ file save). - **Closing with unsaved work** (window × or File → Exit) asks **Save / Don't Save / Cancel** naming the open job — cancelling the save dialog aborts the close, and Don't Save also drops the draft so it can't resurface under Recover. Unsaved standalone equipment reports get the same prompt.

Backup SOP: - Save every job as `YYYY-MM-DD — Address — Client.inspecx` in `Documents\Inspections\` . - Copy `.inspecx` to USB/cloud folder nightly. - To move machines: copy `.inspecx` → Open → workspace + photos rebuild automatically.

✅ **Do-it-now:** Save practice job → note path → close → Reopen via Recents → Save As with dated name.

Module 17 — End-to-End Practice Inspection (50-Minute Drill)

> Do this start-to-finish without re-reading earlier modules. Time yourself. (Report exports require an active license — see Module 2.)

0:00–0:05 — Setup check: Company profile saved? Logo + license number present? License activated? **0:05–0:10 — Start + Details:** New Pre-Sale → fill Property + Client + Fee + Weather → cover photo → summary note (2 sentences). **0:10–0:15 — Styles:** Electrical + Plumbing + Roof → fill 3 fields each. **0:15–0:30 — Findings (6 minimum):** Add 1 Safety (Electrical GFCI via library insert + edited), 1 Repair (Plumbing leak), 1 Maintenance (HVAC filter), 1 Monitor (Roof), 1 Inspected/Satisfactory (Kitchen), 1 Not present/Inaccessible (Crawlspace). Check *Include in summary* on Safety + Repair. **0:30–0:38 — Photos (8 minimum):** Import 8 → caption all → assign sections → mark up 2 (arrow + text) → attach 2 per Safety/Repair finding → exclude 1 → favorite 1. **0:38–0:43 — Equipment (2 units):** Decode the water heater + condenser serials → Add to inspection log → confirm they appear under the log. **0:43–0:48 — Report:** Preview Full → Refresh → Export Full PDF → Preview Summary → Export Summary PDF → open both, verify cover/address/footers/photos + equipment log section. **0:48–0:50 — Save:** Save As `2026-09-27 — 1234 Palm Grove Blvd — Practice.inspecx` → confirm in Recents.

Pass criteria: Both PDFs open, cover photo + address correct, ≥6 findings, ≥8 photos with 2 marked up, ≥2 logged units, footers numbered, `.inspecx` saved.

Module 18 — Daily Workflow, Shortcuts & Troubleshooting

Recommended field-to-office flow: Field (offline OK after activation): Start from template → Details → walk property section-by-section adding findings + importing SD photos → attach as you go → Save to `.inspecx` on laptop. Office: captions + markup + summary checks → preview → export → deliver PDF + archive `.inspecx`.

Shortcuts & menus: `Ctrl+N` New (template picker, even mid-job) · `Ctrl+O` Open · `Ctrl+S` Save · `Ctrl+Shift+S` Save As · `Ctrl+E` Export · `Ctrl+1..6` Dashboard/Inspection/Photos/Equipment/Comments/Report · `Ctrl+R` Reload, Zoom in View menu (no DevTools). `Ctrl+P` never prints — trial shows the license modal, licensed copies get a "Use Export PDF" notice. Closing with unsaved work (× or File → Exit) asks Save / Don't Save / Cancel.

Troubleshooting:

Symptom	Fix
Export button disabled / *"Disabled in trial"* / license notice	No active subscription — sign in (Settings → Account) and link if needed, or Help → Buy subscription…. Export and form PDFs require activation; there is no bypass.
Trial equipment decode shows subscribe notice, no ages	The 3 trial lookups are spent — activate to unlock unlimited decoding. Typos never consume lookups.
Form Print button / `Ctrl+P` does nothing or shows license modal	Trial print lock — activate, then use Export PDF. Licensed copies print forms normally.
App locked after trial expired	Sign in with your InspectDeck account (lock screen button) — an active subscription unlocks immediately, trial work carries over. Windows buyers paste the key once if it was never linked.
Preview stale after edits	**Refresh preview**.
Photo won't import	Unsupported/HEIC variant — convert to JPG; check *"N file(s) could not be read"*.
Double-clicked `.inspecx` didn't open	Use Open dialog and try again; relaunch if the app was still starting.
Lost work after crash	Dashboard → **Recover last working draft** → Save As immediately.
Pasted disclaimer looks wrong	By design — paste is plain-text; re-apply Bold/Lists in editor.
Markup arrows drifted after rotate	Should auto-move — if not, Clear + redo.

Symptom	Fix
SmartScreen blocks installer	More info → Run anyway (unsigned build).
Activation fails offline	Connect once to activate; after that the app works offline with periodic re-checks and 14-day grace.

Appendix A — Glossary

- **Trial build:** the distributed `InspectDeck Trial` install covered by this guide. **InspectDeck account:** free email-code sign-in that carries one subscription across up to two devices. **License key (Windows):** purchased key, pasted once to link it to the account — afterwards sign-in alone unlocks. **Section:** system (e.g. Electrical). **Space:** room/area inside it (e.g. Main panel). **Finding:** one defect/observation card. **Status:** condition (Inspected, Maintenance…). **Priority:** urgency (safety/repair…). **Cover photo:** front elevation on report cover. **Styles & Materials:** per-section attributes. **Comment library:** shared wording bank. **Markup:** shapes/text on photo (non-destructive). **Annotated copy:** export-time burn-in. **`.inspecx`:** ZIP job package (inspections, standalone Florida forms, and standalone equipment reports all use it). **Autosave:** continuous draft (≠ file Save). **Summary:** subset flagged *Include in summary*. **Equipment log:** decoded units on the job, printed in the report. **Decode:** manufacture date from a serial number.

Appendix B — Status & Priority Reference

Statuses: Inspected/Satisfactory (ok/green) · Maintenance (amber) · Monitor (blue-gray) · Repair (orange) · Safety concern (red) · Not present / Inaccessible / Not inspected (muted gray). Section dots: red = safety inside, orange = repair inside + count.

Priorities: map to status on library insert (safety→Safety, repair→Repair, maintenance→Maintenance, else keep current). Safety + Repair auto-check *Include in summary*.

Appendix C — Insurance & Legal Note

Four-point and wind-mitigation workflows document findings for underwriting; they do not replace the official carrier or state form. Florida's OIR-B1-1802 and carrier four-point forms are revised periodically — attach the version in effect on the inspection date. The comment library is a drafting aid, not a substitute for inspector judgment, your client agreement, or your state standards of practice. Review and edit every inserted comment before delivering a report.

End of Beginner Guide (Trial distributed version) — save your practice `.inspecx` and keep it as your reference job. Next: Experienced Switcher guide for power workflows, or Trainer guide for teaching others.
