



zInspector

Template Customization Webinar

What is zInspector?

zInspector is a **powerful field-to-office property inspection solution for property managers, contractors, and real estate/rental agents.**





zInspector

Template Customization Webinar

Speakers:



Athina Gkouziadi
Training & Onboarding
Specialist



Andrew Wallace
CEO & Founder

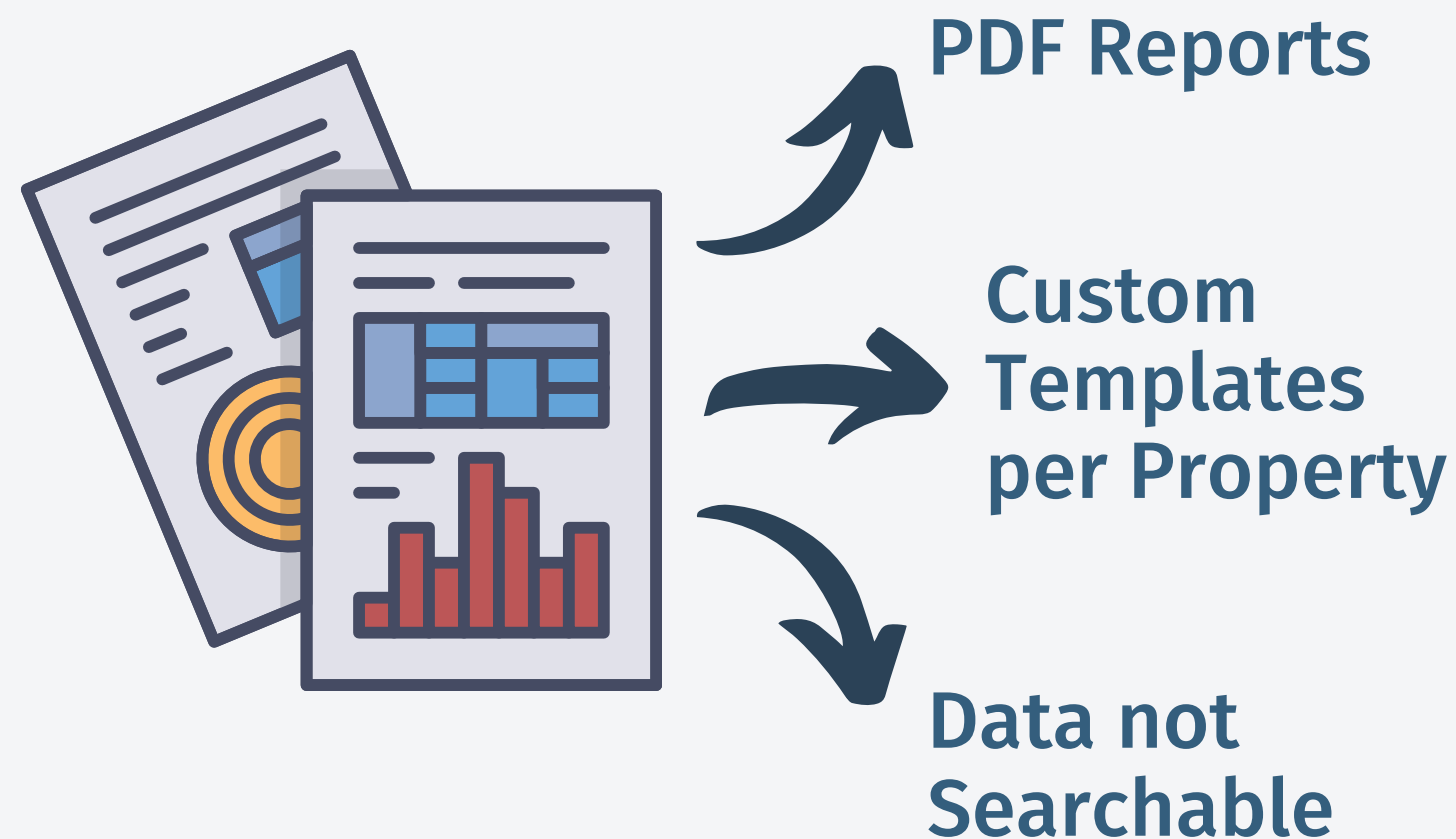
Database VS Templates

What is a database?

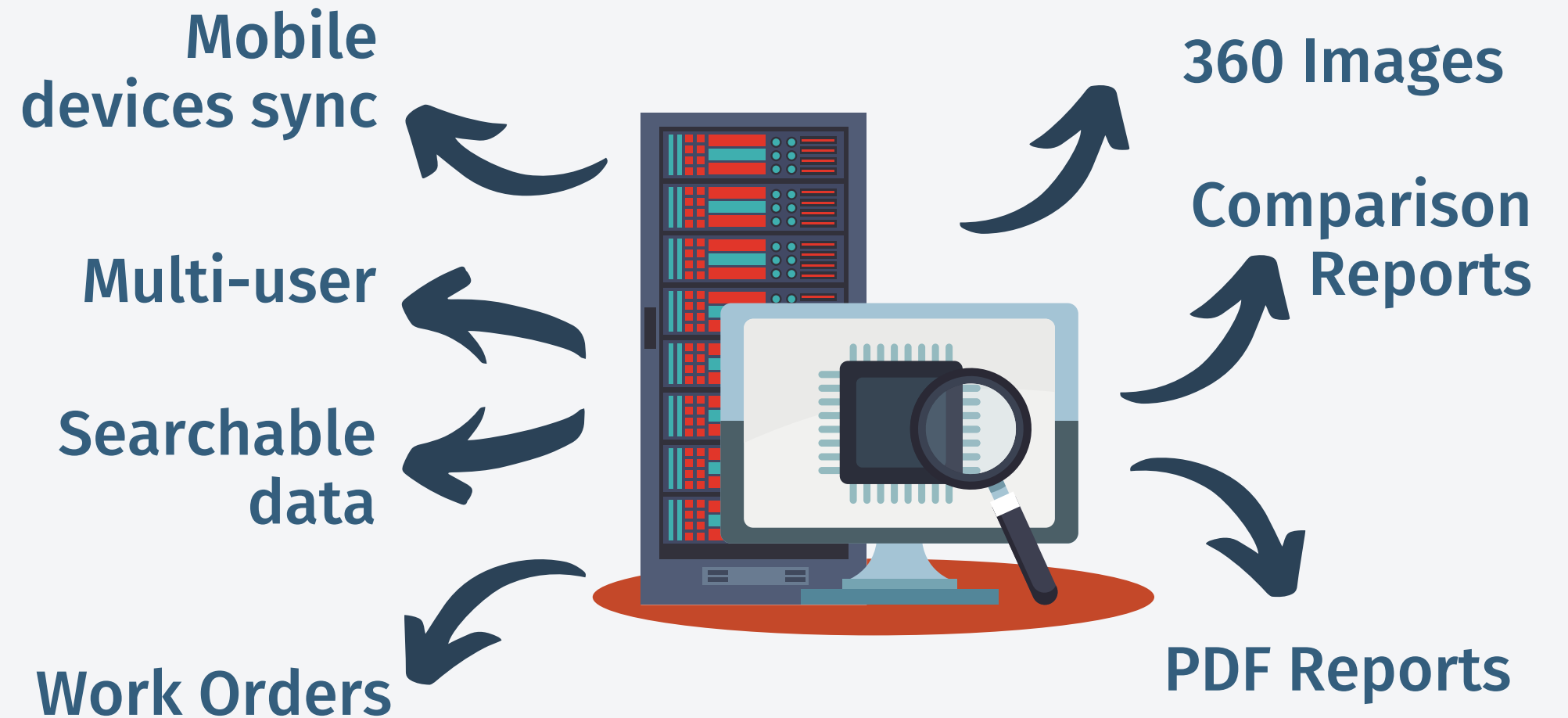
A database is an organized collection of structured information, or data, stored electronically in a computer system. The data can then be easily accessed, managed, referenced, updated, controlled, and organized.



Simple Templates



zInspector Database



How is zInspector different?

Each inspection/template is based on your process not the property.

App View

7:02 AM

Move In
1278 East Village Unit 11

✓ Entry

Door/Knob/Lock [zData]
Tap here to add comments

Doorbell [zData]
Tap here to add comments

Flooring/Baseboard [zData]
Tap here to add comments

Light Fixture/Fan [zData]
Tap here to add comments

Other [zData]

A "Condition Table" field pulls from the Property database automatically embedding applicable Areas - Details - zData, just for that property.

Add Custom Fields as Applicable

- Field Examples: Text Entry, Take Picture, Drop-downs, Rich Text Entry
- Use Cases: Legal Disclaimers, General Comments, Tenant Present/Not Present Selector

Report View

Oven: Miele H2265	- S - -	None	
Range/Fan/Hood/Filter: Ghhyg 5203069047510	- S - -	None	
Refrigerator: Frigidaire HVG56620H	- S - -	None	
Sink/Disposal	- S - -	None	
Smoke Detector	- S - -	None	
Switch/Outlet	- S - -	None	
Trash Compactor	- S - -	None	
Wall/Ceiling	- S - -	None	
Window Covering	- S - -	None	
Window/Lock/Screen	- S - -	None	

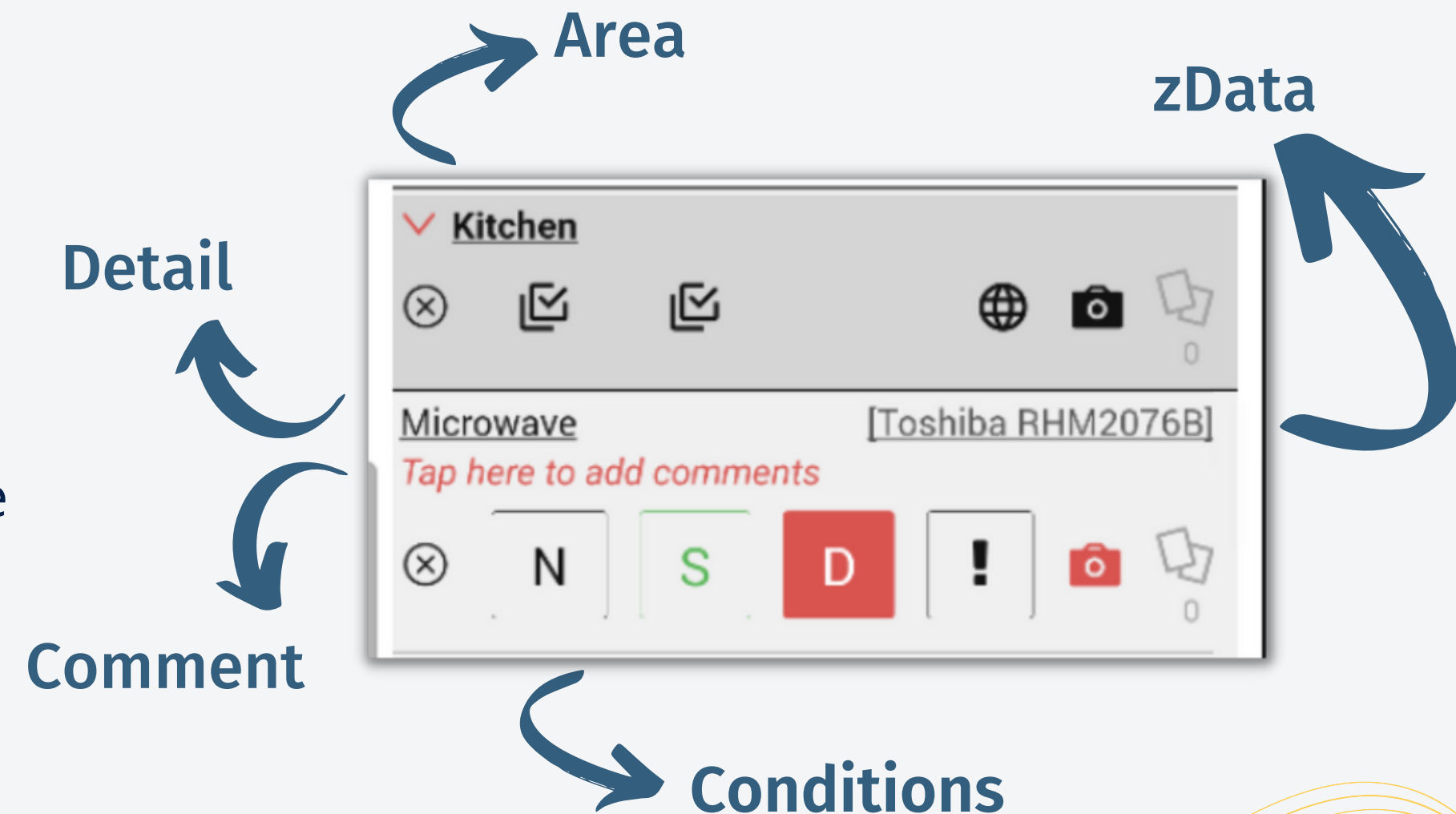
Bedroom: Master	CONDITION	ACTION	COMMENTS
Bed and Mattress	- S - -	None	
Closet/Door/Track/Shelving	- S - -	None	
Door/Knob/Lock	- S - -	None	
Flooring/Baseboard	- S - -	None	
Light Fixture/Fan	- S - -	None	
Smoke Detector	- S - -	None	
Sofa	- S - -	None	
Switch/Outlet	- S - -	None	
Wall/Ceiling	- S - -	None	
Window Covering	- S - -	None	
Window/Lock/Screen	- S - -	None	

Tenants are in agreement with the above conditions:
Yes
Additional Comments
Final Comments
To dispute any findings of this inspection please notify us within 3 business days.

Agent / Technician Signature

zInspector Database Terminology

- **Areas:** Areas are defined inspection spaces or other elements within the property, such as Bedroom.
- **Details:** Details focus on specific items within an Area, for example: Door/Knob/Lock.
- **Conditions:** Conditions are used to document the condition of a Detail within an Area.
- **Comments:** Comments are used to describe the condition of a Detail during the inspection.
- **zData:** zData is used to store attributes of the property related to the specific Details.



Getting Started - Create a Property

On the Website:

Accounting Software Sync:

Rent Manager
Rentec Direct
AppFolio
Propertyware
Rentvine

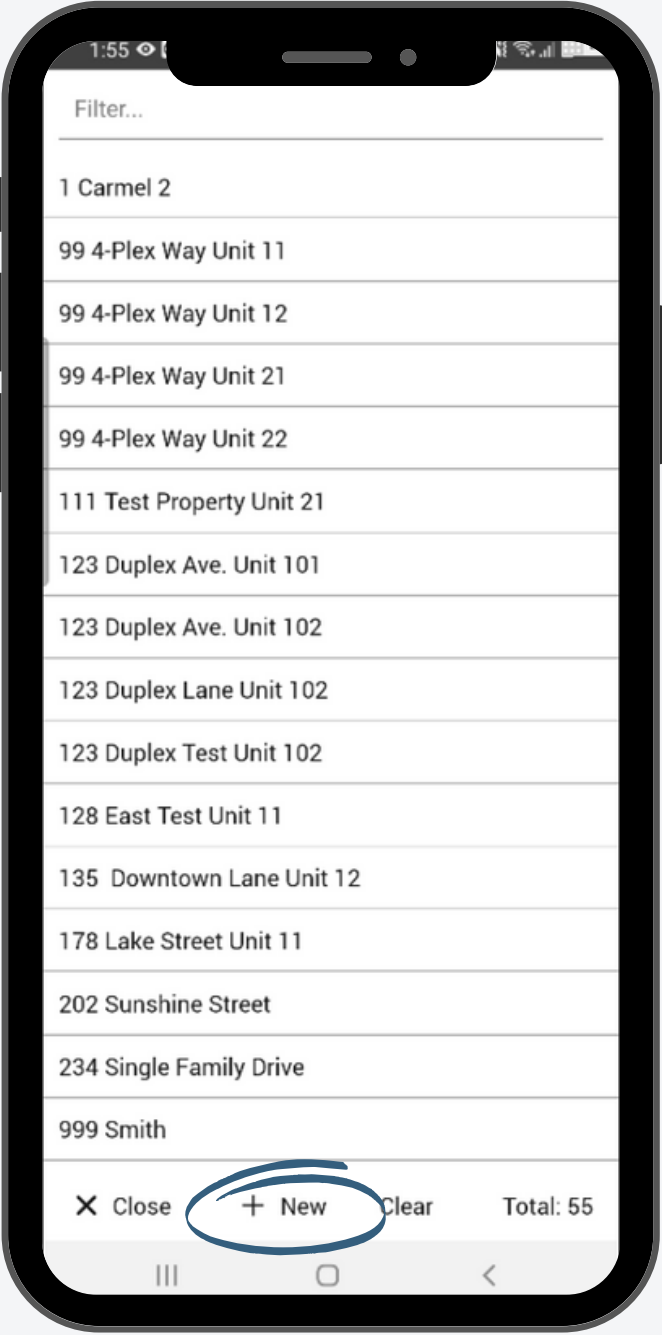
OR

Create manually:

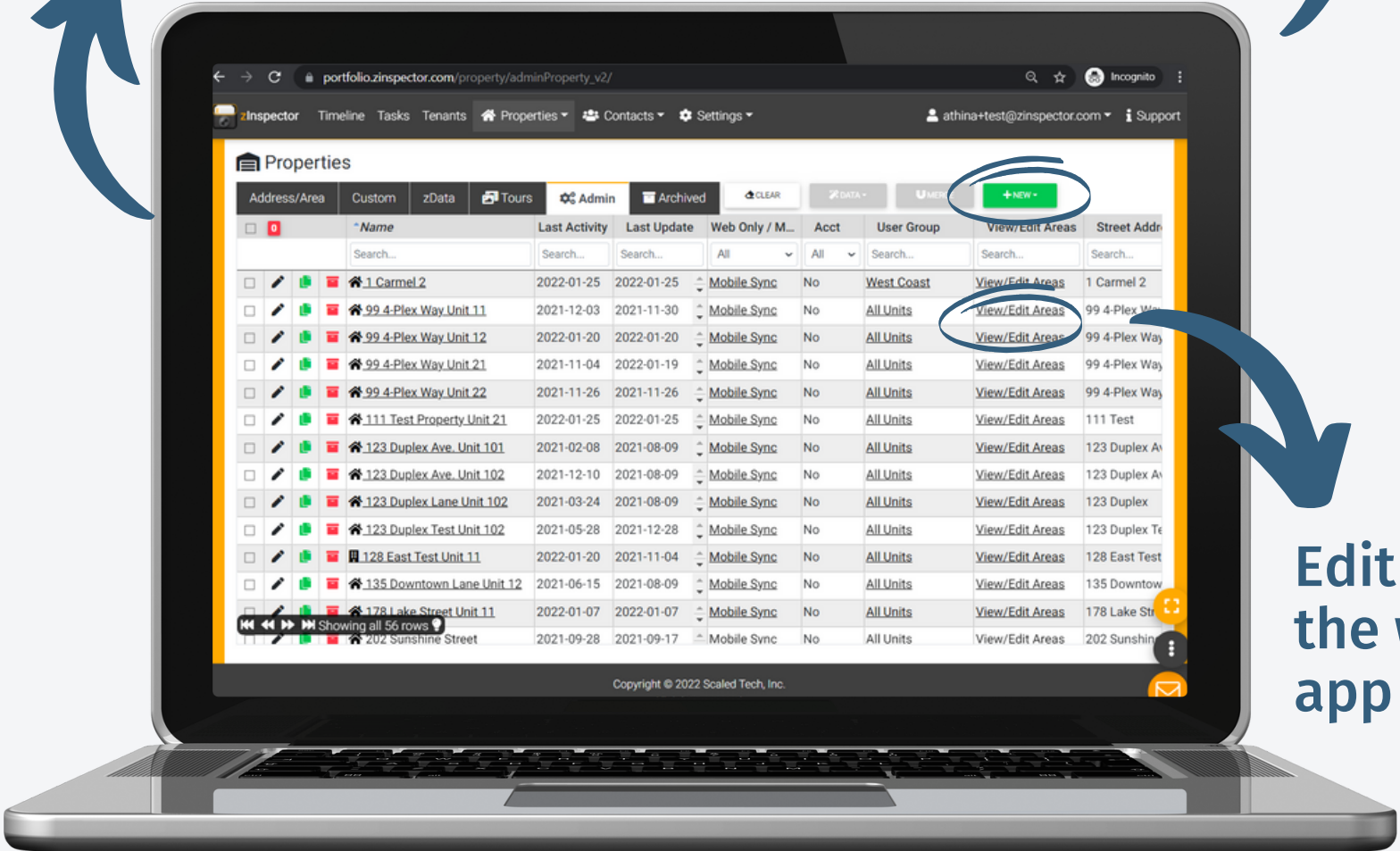
1. Properties Admin Page
2. New Property

On the zInspector App:

Select a
Property



OR:
Create a new
property

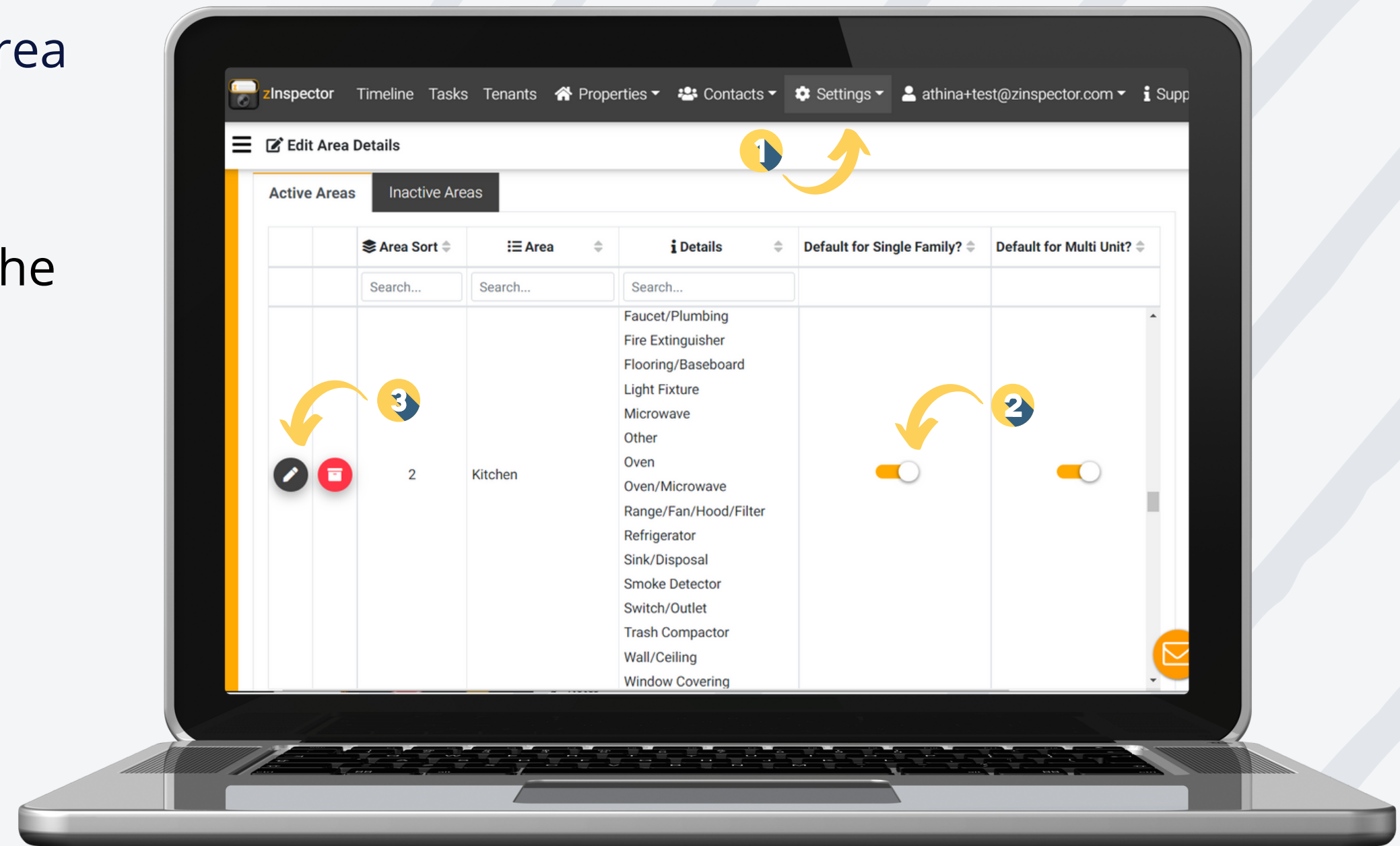


Edit Areas on
the website or
app

Property Database -Advanced Setup

Customize your default Areas and Details.

- 1 Go to Settings → Admin Settings → Area Details.
 - 2 Review Default Areas (used for new property creation), by toggling on/off the appropriate buttons.
 - 3 Review Default Area Details (you can change these at any time). Example: if you need Smoke Detectors in your Bedrooms, you can add them here.
 - 4 Create a Test Property, Try Move In / Move Out templates.
- ! On the Properties page, you can modify areas for each property individually as well as indicate which details do not apply.



Customizing templates

Full template editor with version control

Preview report

Active: Prepolulated

Samples: Other reference templates

Add logo here

Selected template preview

Edit template

Make inactive

Active Templates

Inactive Templates

Drafts

Samples

Customize

Task Docs

New Template

CLEAR

COMPLETED DOCS

	Title	Version	Creation Date
	Annual Inspection	14	2021-12-09 08:58:17
	Drive-by Inspection	17	2021-09-20 10:29:57
	Inspection	14	2021-07-26 08:21:08
	Move In	144	2022-01-17 09:56:41
	Move Out	42	2021-08-31 13:57:40
	New Property Setup	9	2022-01-18 13:06:54
	New Property Setup Inspection	1	2022-01-18 13:06:31
	Periodic Inspection	1	2021-09-17 14:56:29
	Pet Inspection	14	2021-06-10 09:19:19
	Pre Move Out Walk Thru	15	2020-04-06 15:09:51
	Smoke Detector Inspection	14	2020-04-07 10:52:52

999 Smith TEST

2:00 PM

Annual Inspection

999 Smith TEST

Property Name: 999 Smith TEST

Property Address: 999 Smith TEST, Sacramento, CA 95616, US

System Date: 2022-01-24

Inspector Name: Type here...

At Arrival

0

Property / Unit Summary

General Property Condition: Tap to select...

Desc. Overall Prop. Condition: Type here...

Customizing templates

If you change the title, it will create a copy of the template.

System Document:
Delete in order to edit.

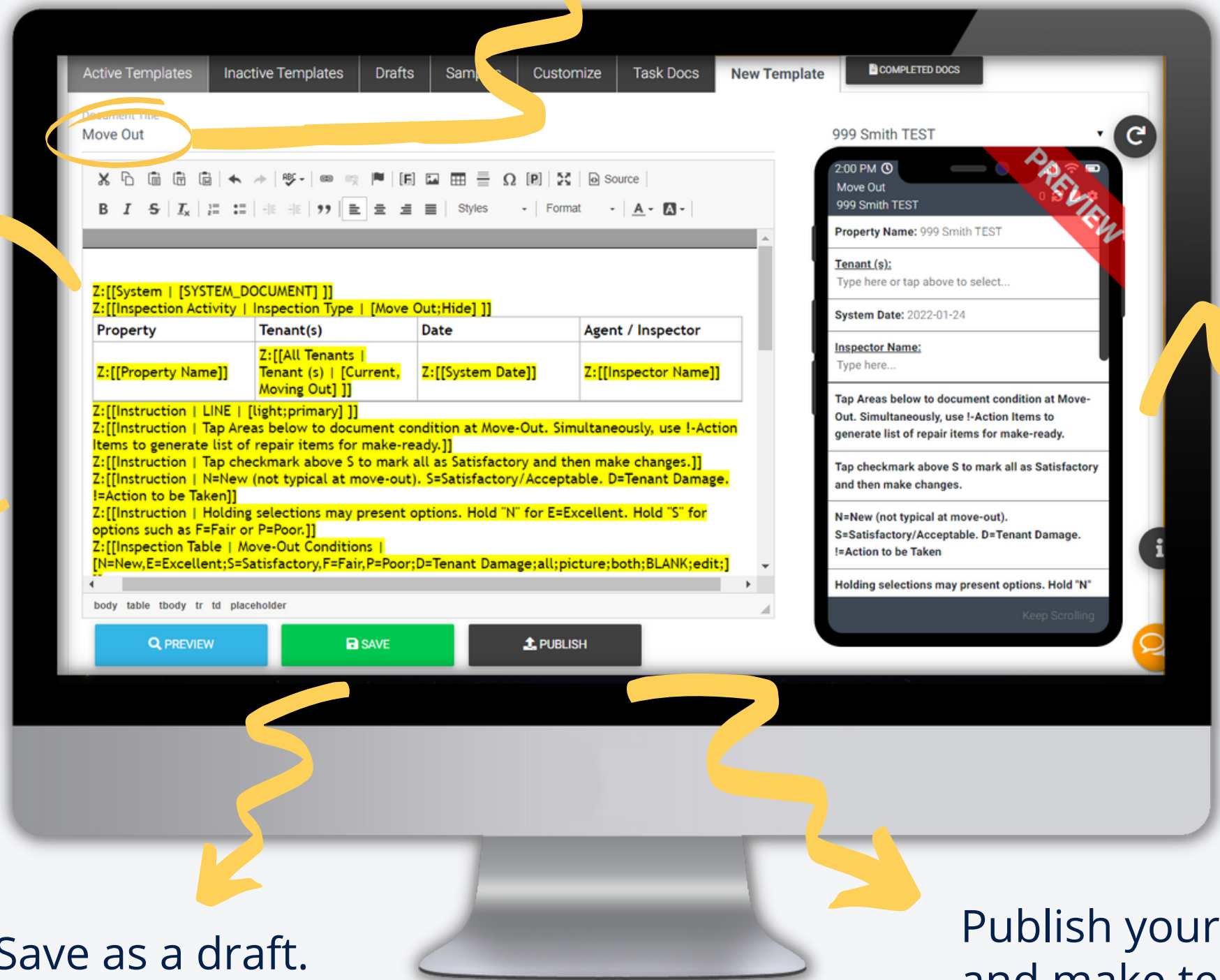
Yellow fields:
Everything your inspector sees on the app.

Text or tables in black:
Formating / Standard text.

Preview all your changes real-time.

Save as a draft.

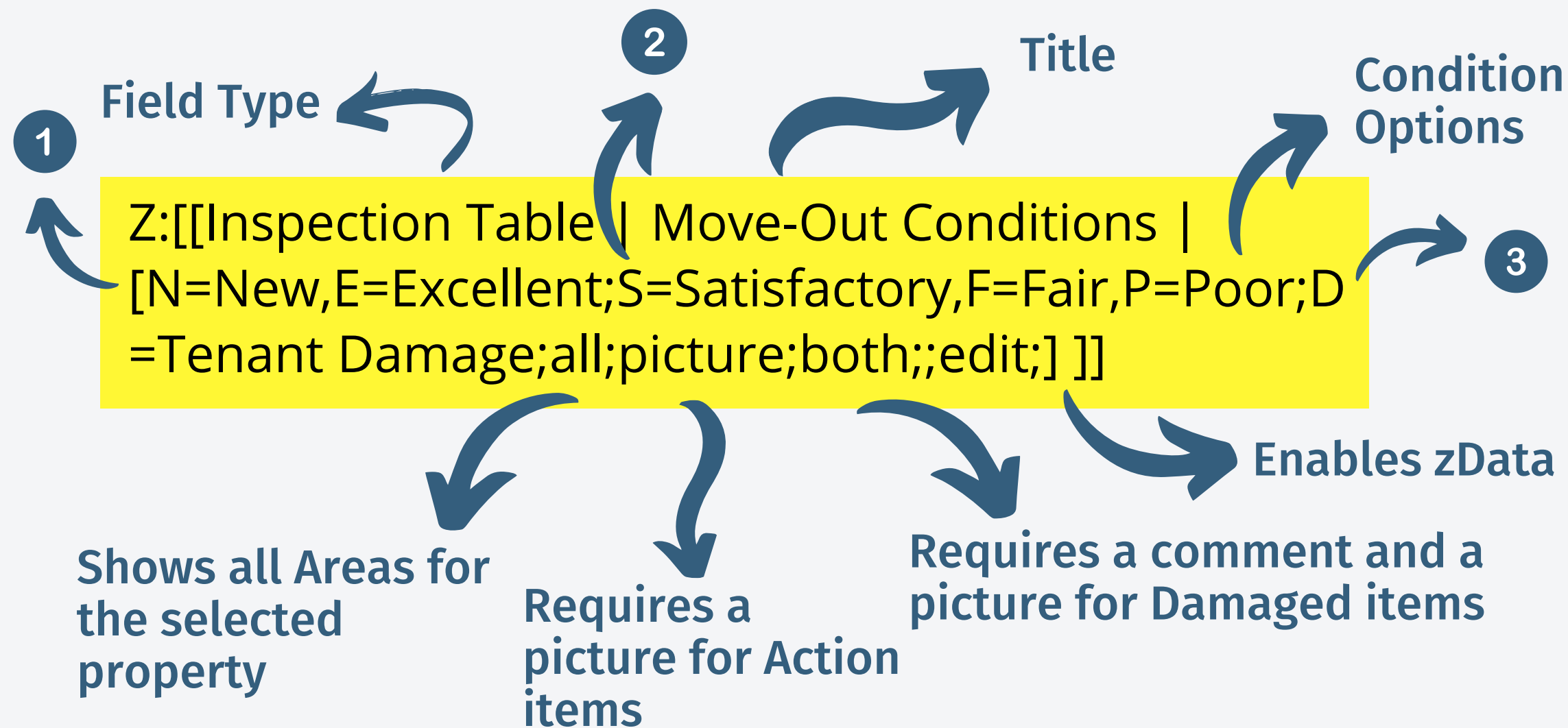
Publish your changes and make template live.



Condition Table Field

Pulls from the Property Database

Renders the list of Areas and Details for the selected property, with different condition values, such as New, Satisfactory, or Damaged.



Template Customization – Inspection Condition Table

<https://support.zinspector.com/article/8-10-1-inspection-condition-table/>



Other Common Fields

Select Field

Shows a dropdown selection list, with each selectable option separated by a semicolon under Arguments.

Paragraph Field

Renders a multi-line text field. Similar to the text field, you can add a title and a preloaded text here as well.

Take Pictures Field

Adds a camera button for the user to tap to take photos.

Field Type

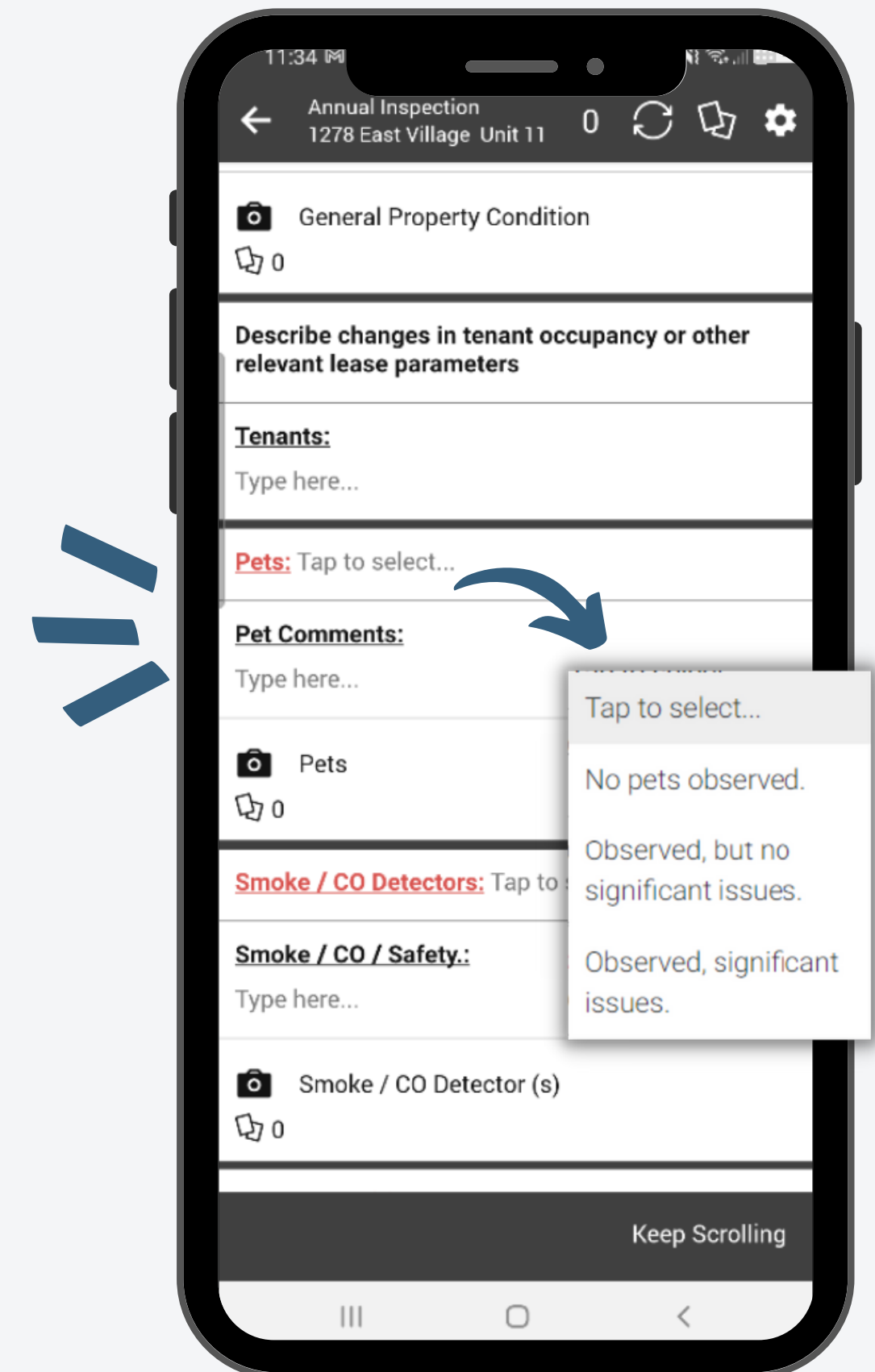
Title

Z:[[Select Field | Pets | [No pets observed.;Observed, but no significant issues.;Observed, significant issues.]]]

Drop-down selectable options

Z:[[Paragraph | Pet Comments]]

Z:[[Take Pictures | Pets]]



Area Summary Table

Area Summary is considered an alternative to the Condition Table if you are not looking for that level of detail. It is a newer option and can be found in Samples.

The Area Summary Table renders a list of all the Areas with camera buttons and comment fields for each Area (no Details).

Field Type Title

Z:[[Area Summary | Area Summary | [all;optional-comments]]]

Comments are optional, pictures are required

Shows all Areas for the selected property



Great Property Management
(555) 555 - 5555
Sunny Lane 123

New Property Summary

Property	Address	Date	Agent / Inspector
1 Carmel 2	1 Carmel 2, Davis, Greece	2022-01-26	Athina G.

New Property Area Summary

AREA	COMMENTS
Entry	Good.
Dining Room	Walls need painting.
Kitchen	Dishwasher not working, need to replace.
Bedroom: Master	Smoke Detector not functional, need to replace.
Bathroom	Good.

Inspector / Agent, Tenant Signature

Athina G.




Entry



10:17

New Property Setup
1 Carmel 2

0



New Property Area Summary

Edit Areas ?

* Entry

Tap here to add comments

0 0

* Hallway/Stairs

Tap here to add comments

0 0

* Dining Room

Tap here to add comments

0 0

* Kitchen

Tap here to add comments

0 0

* Bedroom: Master

Tap here to add comments

0 0

* Living Room

Tap here to add comments

0 0

* Storage

Tap here to add comments

0 0

* Bathroom

Tap here to add comments

0 0

* Systems

0 0

Proceed

Questions?

- **Schedule a personalized web-conference:**
<https://support.zinspector.com/webconference/>
- **Contacts us:**
support@zinspector.com

Template Customization – General Fields And Options

<https://support.zinspector.com/article/8-10-template-customization-advanced-fields-and-options/>

Template Customization – Inspection Condition Table

<https://support.zinspector.com/article/8-10-1-inspection-condition-table/>