

# Inspection Tips

# TRAINING REFERENCES



## Inspection Planner & Inspection Follow Up

The Inspection Planner and Inspection Follow Up features in REST Professional are designed to streamline the way you schedule and complete the inspection process.



### Tips for Using Inspection Planner

- Use the filter options to sort the grid by date range, area code and manager.
- Remember to refresh after making changes
- Click column headings to sort
- Sort by suburb to see what Inspections are due in each suburb.
- Schedule properties in the same suburb for the same date
- Important tenant inspection notes display in the Inspections Comments box above the grid
- Schedule inspections and click Save & Close if you do not want to send out the notifications right away



### Tips for Using Inspection Follow Up

- Filter the grid for the period of inspections you have completed
- If the Inspection time or date changed you can edit these details to show when the inspection took place.
- Add notes on the Advise Owner screen to save in the tenants Action/Diary
- The Advise Owner and Advise Tenant steps are optional. Click straight to the Finalise tab if you don't need to notify your Owners or Tenants



## REST Mobile

REST Mobile is a free app that allows you to look up owner, tenant and property information on your mobile device.

You can look up key numbers and alarm codes and see if there are any outstanding maintenance items for the property.

Learn more about [REST Mobile](#) on the Rockend Knowledgebase.



## Area Codes

Scheduling property inspections to minimise travel time is a smart idea and saves you from a lot of running around.

To add a new Area code:

1. Go to Files > Descriptors & Comments > Property Area Codes
2. Click the Add Mode (F4) button to add a new area code
3. Then, add the area code to the properties in that area



## Inspection Manager

To activate Inspection Manager Integration with REST Professional you will need an Inspection Manager account.

Visit the [Inspection Manager website](#) for more information on getting started.