Tenmast Winten2+

Version 4.28.5
Mobile Inspections User Guide

November 20, 2018

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Update Users, Login & Sync Data

1. Open the **Tenmast Inspections** mobile application.

2. If new users have been added since this device was last used, you should update the user list. To do so, tap **Synchronize Data** on the **Home** page and go to step 3. Otherwise, skip this step and go to step 4.
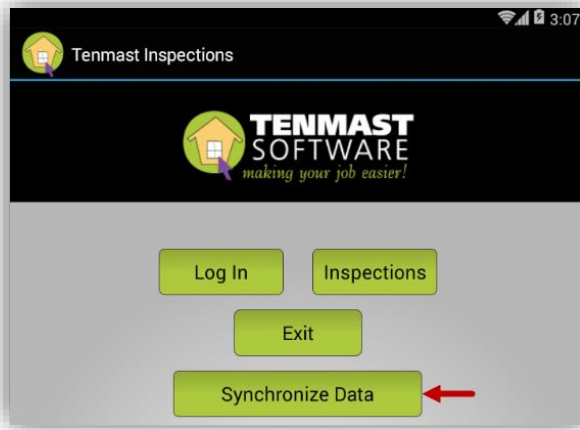
3. Enter your Winten2+ **Username** and **Password**, then tap **Retrieve User List From Server**. When finished, the page will display **User Retrieval completed**. Click **Back** on your device.
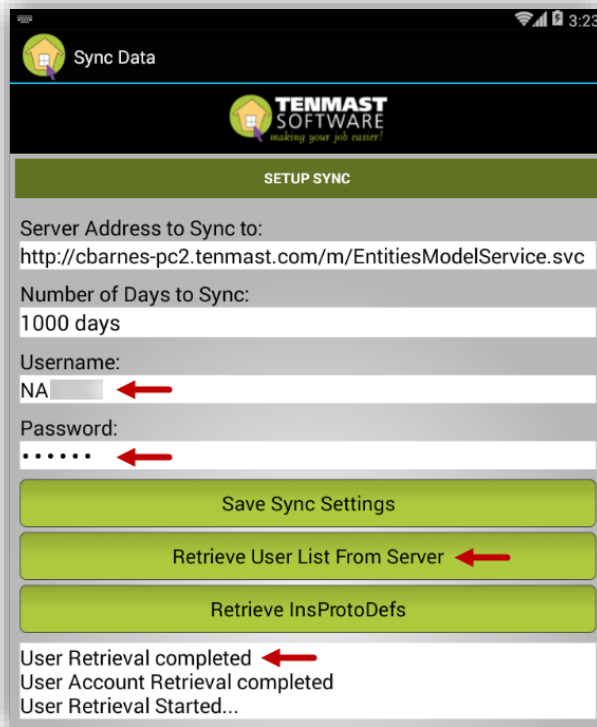
4. Tap **Log In**.

5. Enter your Winten2+ **User Name** and **Password**, then tap **Log In**.

6. Your name now appears at the top of the page. Tap **Synchronize Data**.
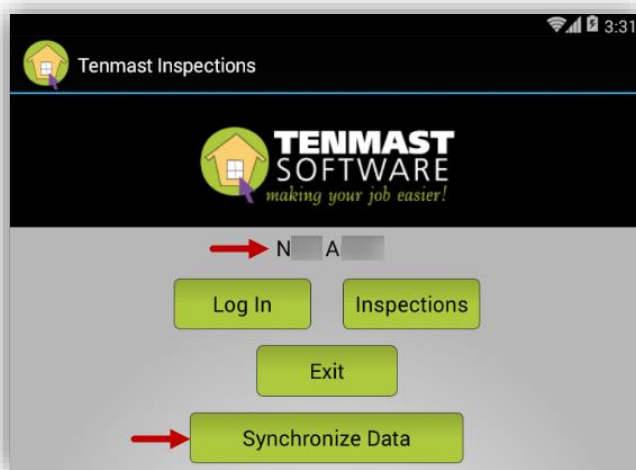
Note

Synchronization is what makes the mobile app and desktop app communicate with each other. If you assign or unassign an inspection to a user from the desktop, the mobile app will not know it until the mobile user syncs again. Likewise, if an inspection is done on the mobile app, the desktop will not know it until the mobile app is synched back to the desktop. We recommend mobile users sync at the beginning of their shift, before and after lunch, and at the end of their shift.
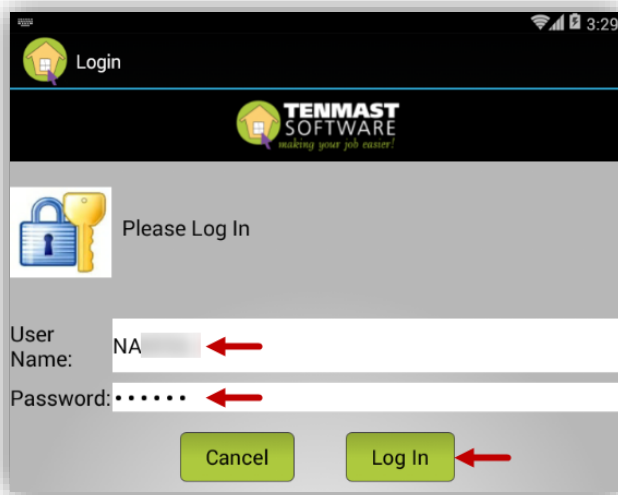
7. Under the **SYNCHRONIZE** tab, tap **Start Sync**. When finished, the page will display **Synchronization completed**. Click **Back** on your device.
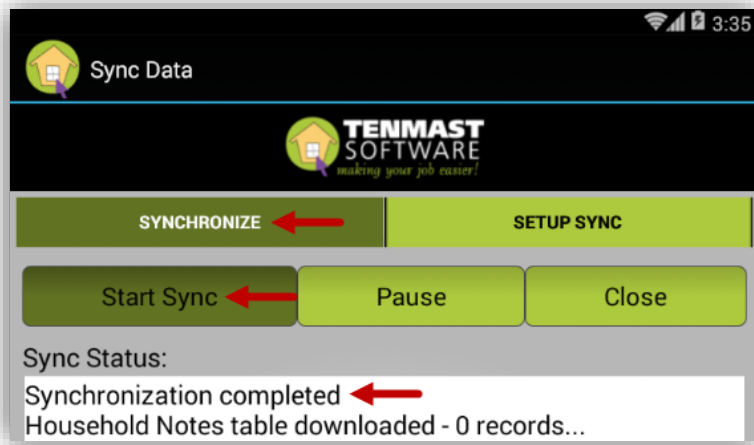
Complete An Initial Inspection

1. Tap **Inspections**.

2. Your scheduled inspections are displayed on the page. Select an inspection to view the tenant's **Name** and **Phone** at the bottom.
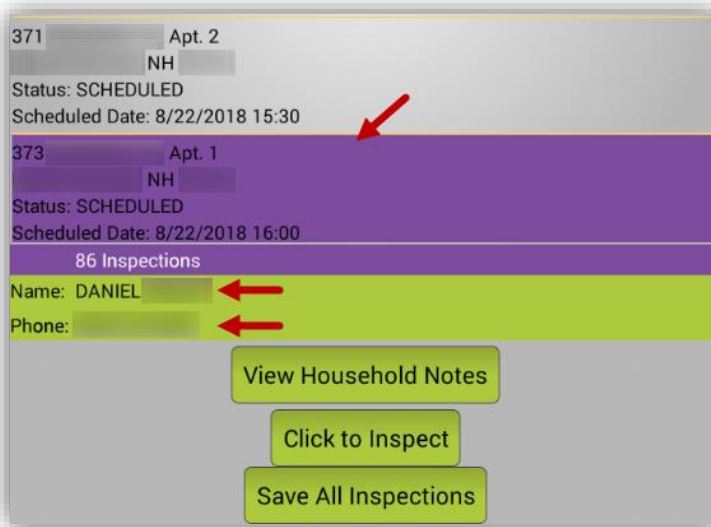

3. To access notes about the household, tap **View Household Notes**.
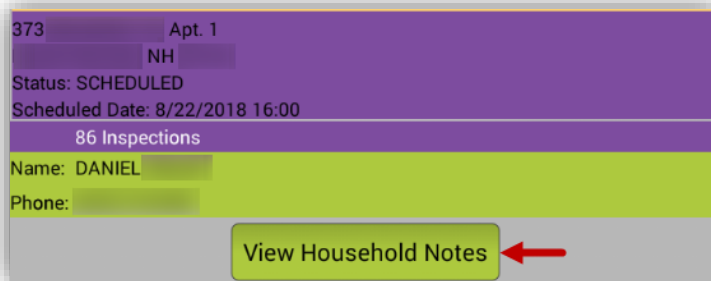
4. The **Household Notes** page opens, where you can navigate through any notes that have been entered. Click **Back** on your device to return to the **Inspections** page.
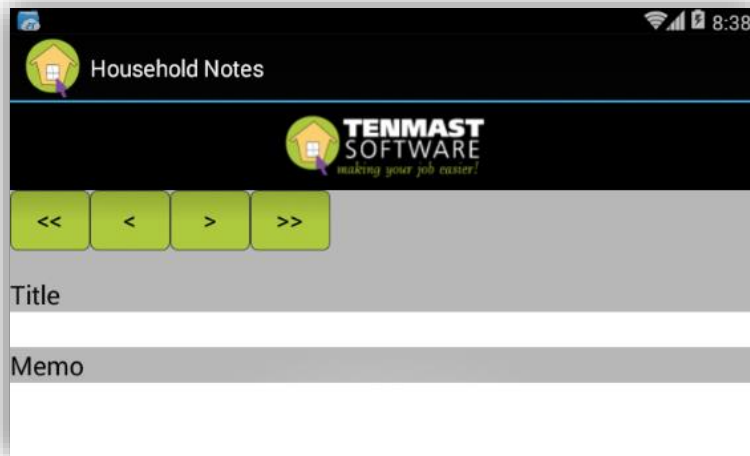
5. To inspect the unit, tap **Click to Inspect**.

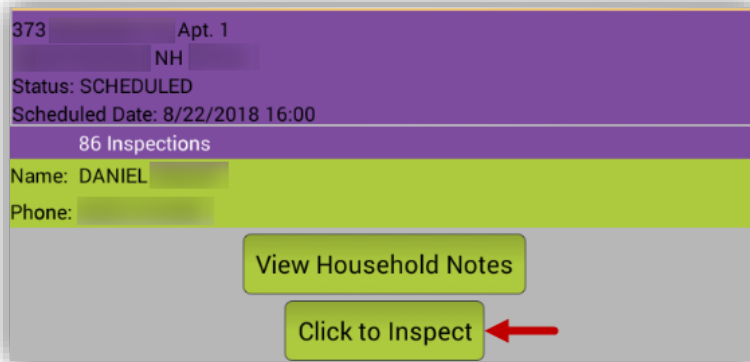6. The **UNIT** tab is selected by default. Update any fields on the page as needed. Tap **Amenities** to view or add amenities for the unit.

7. To add an amenity, select the desired amenity from the drop-down list at the bottom and tap **Add**. The amenity will appear in the list at the top. When finished, tap **Save Amenities** to save your selection(s) and return to the **UNIT** tab.

8. Tap the **MAIN** tab to view or modify basic information about the inspection, such as the inspection status, type, and dates. To view rental amounts and phone numbers for the tenant and owner, tap ⓘ .

9. The **Owner Info** page opens. Tap **Cancel** or **OK** to return to the **MAIN** tab.

10. To access notes about the inspection, tap **Notes**.
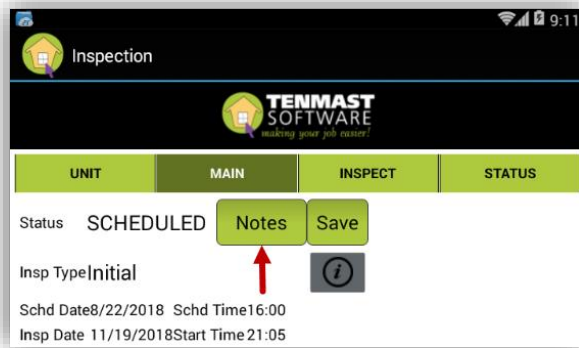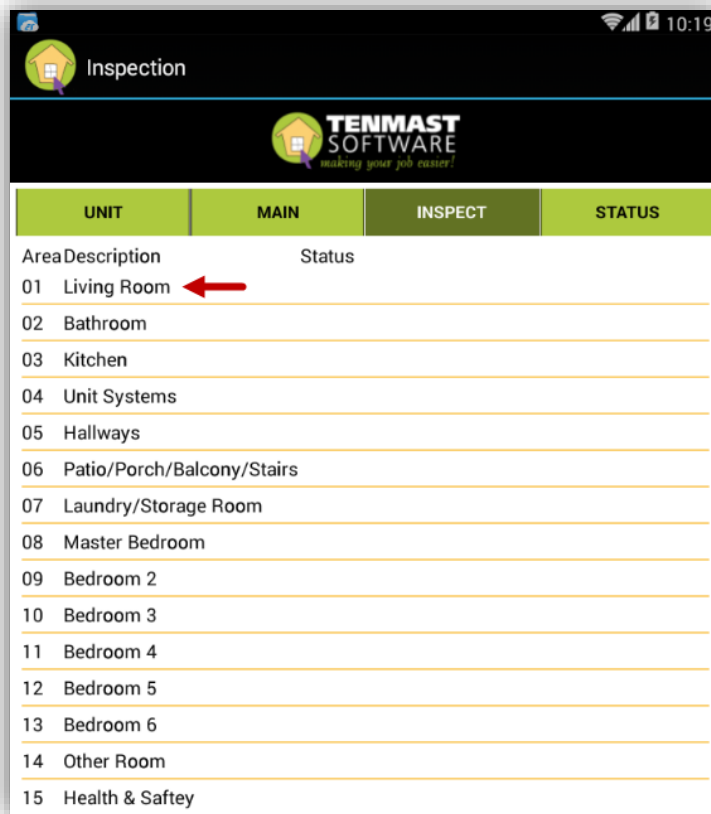
11. The **Notes** page opens, where you can navigate through any notes that have been entered. To add a note, tap **+** , select a **Date** (if different from today's date), tap **To Tenant** and/or **To Landord** to indicate who the note is for, enter a **Title** and the **Memo**, then tap **Save**. Click **Back** on your device to return to the **MAIN** tab.
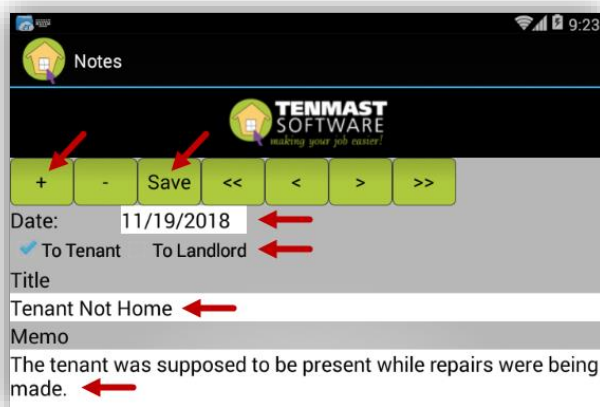
12. Tap **Save** to save any changes made to this page. Tap the **INSPECT** tab when you are ready to begin your inspection.
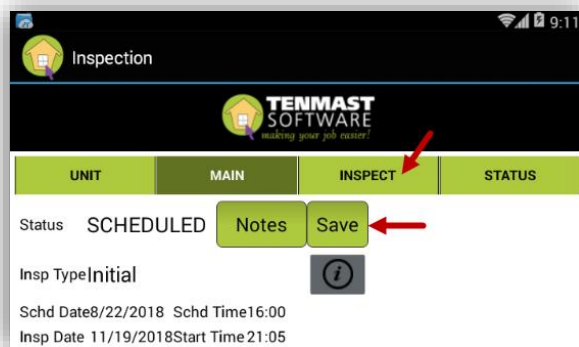
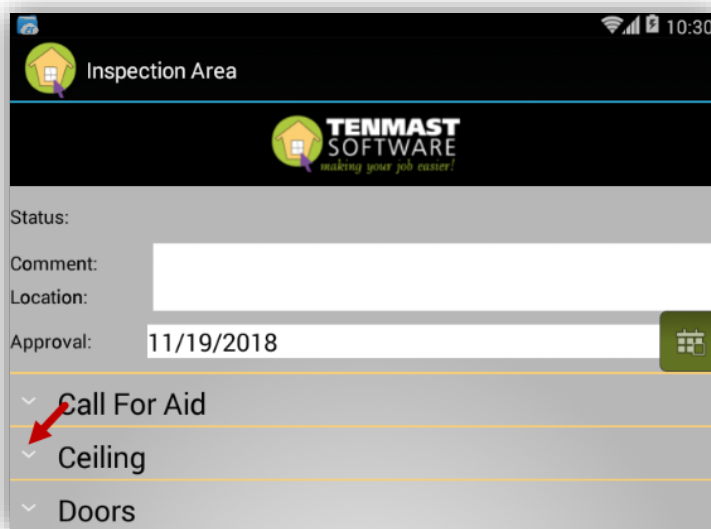13. The page displays all areas that may be inspected. Select the first area you want to inspect.

14. Categories within the selected area are displayed. Tap ⌄ beside a category you want to inspect.
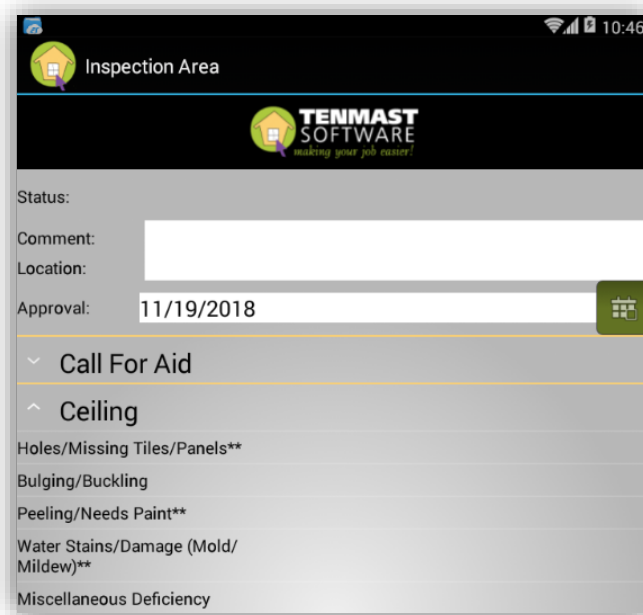
15. Possible observations are displayed. If you do not observe any deficiencies, you do not have to select any of the observations. They will be passed by default.
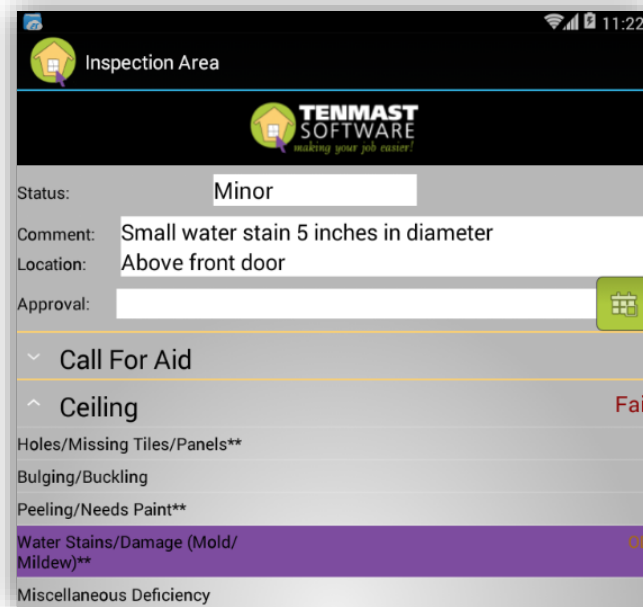
16. If you do observe a deficiency, select the observation. By default, its **Status** is set to **NOD** (for Public Housing units, which stands for No Observed Deficiency) or **Pass** (for Section 8 units). Change the **Status** to another code other than **NOD** or **Pass**, then enter a **Comment** and **Location** to further describe the deficiency.

17. Repeat steps 14-16 until all categories within this area have been inspected. Then click **Back** on your device to return to the **INSPECT** tab. Notice that any failed areas display a **Status** of **F**. Passed areas do not display a **Status** but will be marked as passed by default.
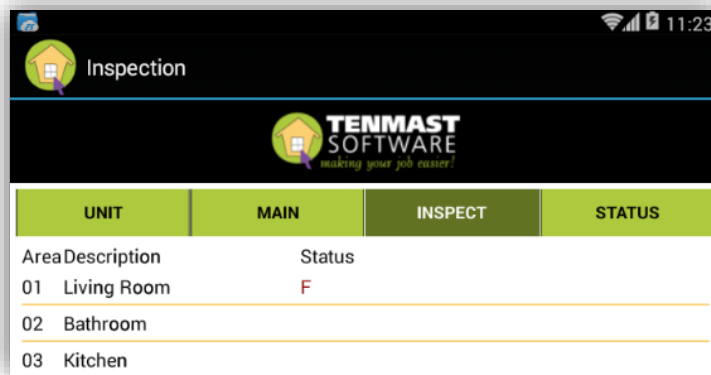
18. Repeat steps 13-17 until all areas have been inspected, then tap the **STATUS** tab. Tap **Update** to update the inspection's **Status**.
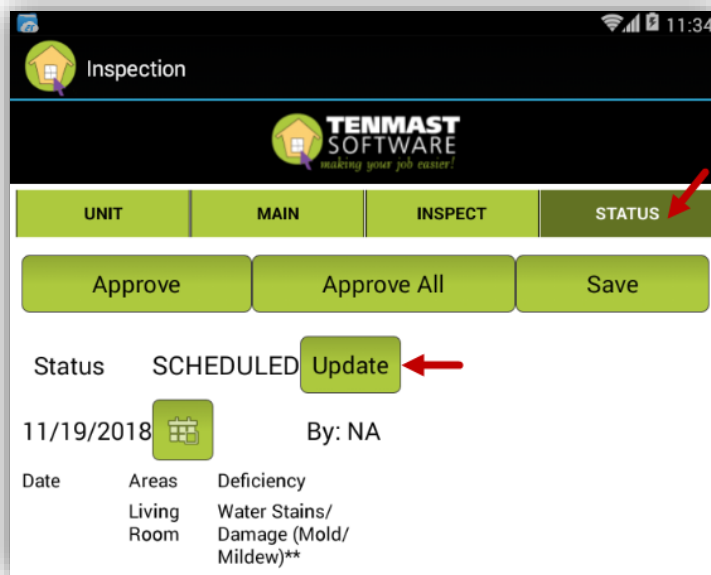
19. At the confirmation, tap **OK**.
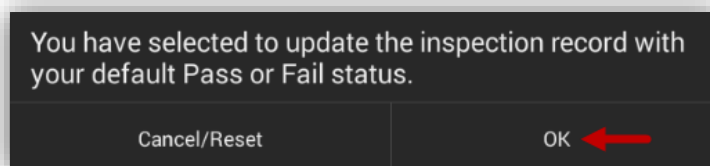
20. Notice that the inspection's **Status** has changed. Tap **Save**, then click **Back** on your device to return to the **Inspections** page.
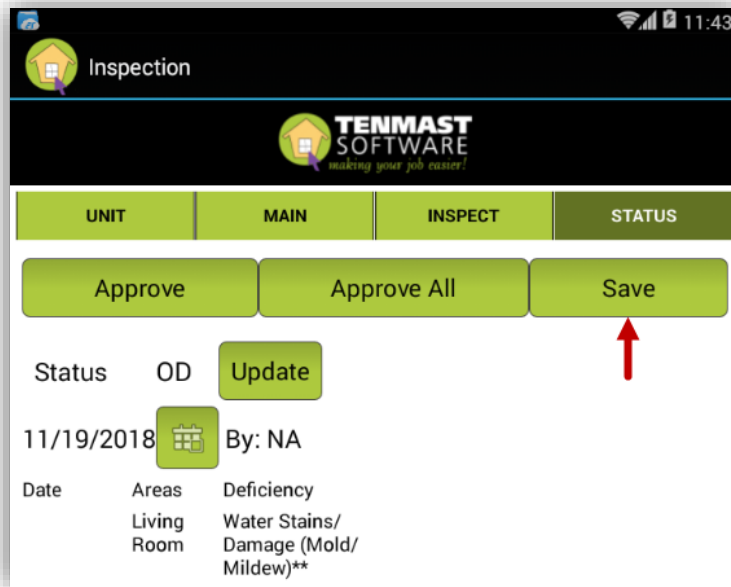
21. If you did not save the inspection in the previous step, you will see buttons beside the unit in the list that allow you to save or delete the changes.
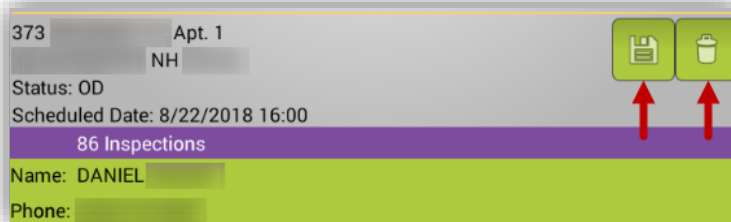
22. To save all inspections in the list that have not yet been saved, tap **Save All Inspections**.
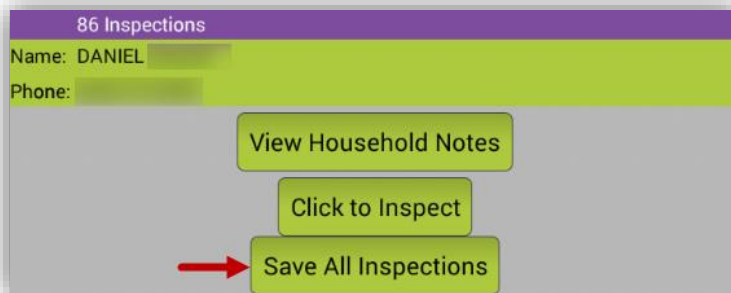
Complete A Re-Inspection

1. Tap **Inspections**.

2. Your scheduled inspections are displayed on the page. Select the desired re-inspection to view the tenant's **Name** and **Phone** at the bottom. To inspect the unit, tap **Click to Inspect**.

3. The **UNIT** tab is selected by default. Tap the **MAIN** tab to verify this is a re-inspection. The **Insp Type** should display **Re-Inspection**.

4. Tap the **STATUS** tab. All deficiencies are displayed at the bottom.

5. To approve deficiencies one at a time, select a deficiency and tap **Approve**. Or, you can approve all deficiencies at once by tapping **Approve All**.

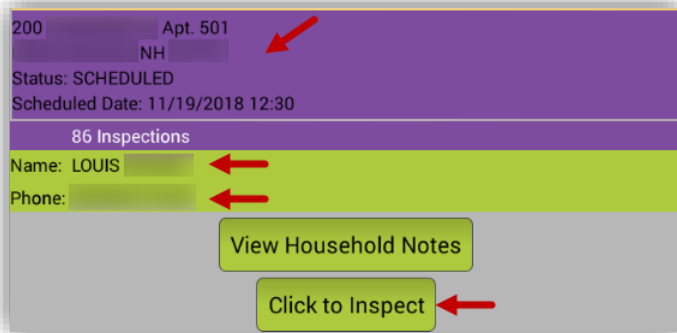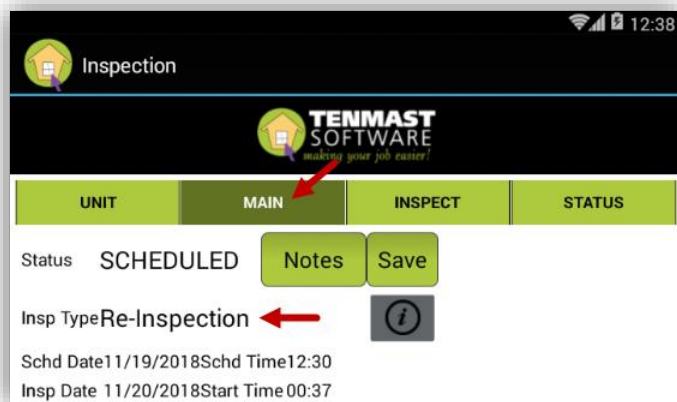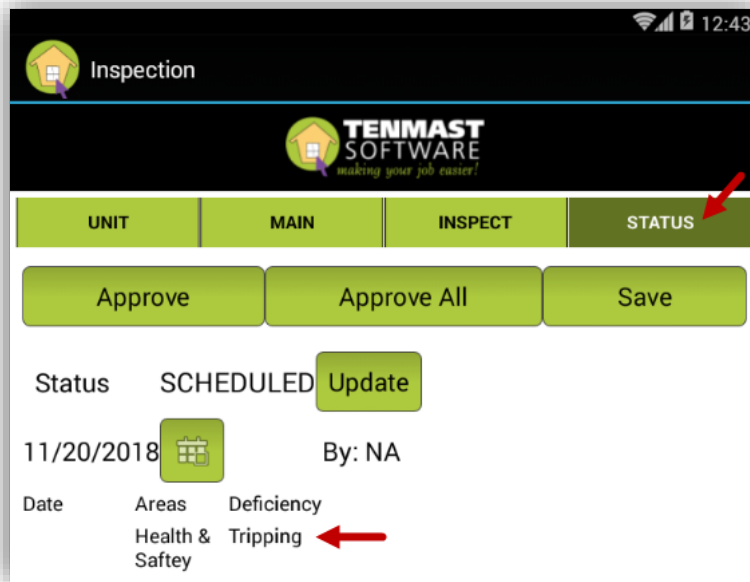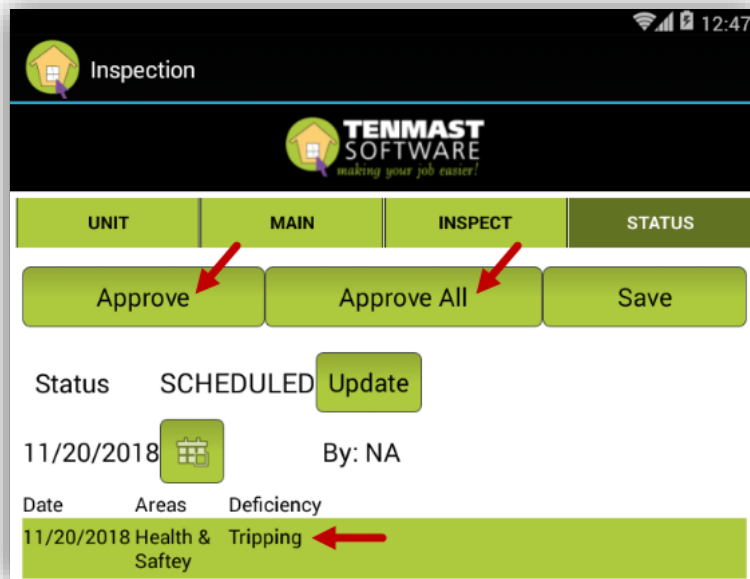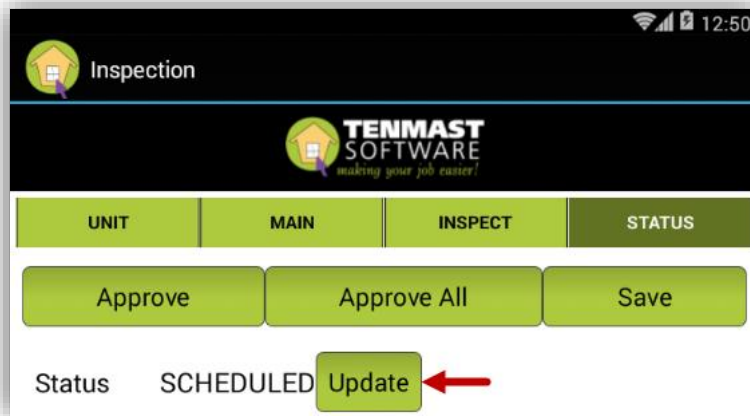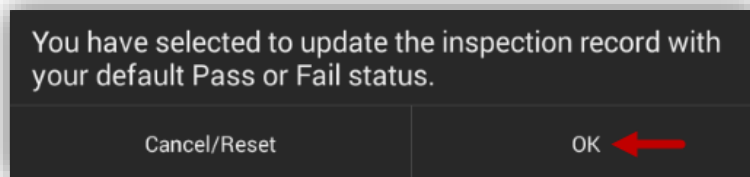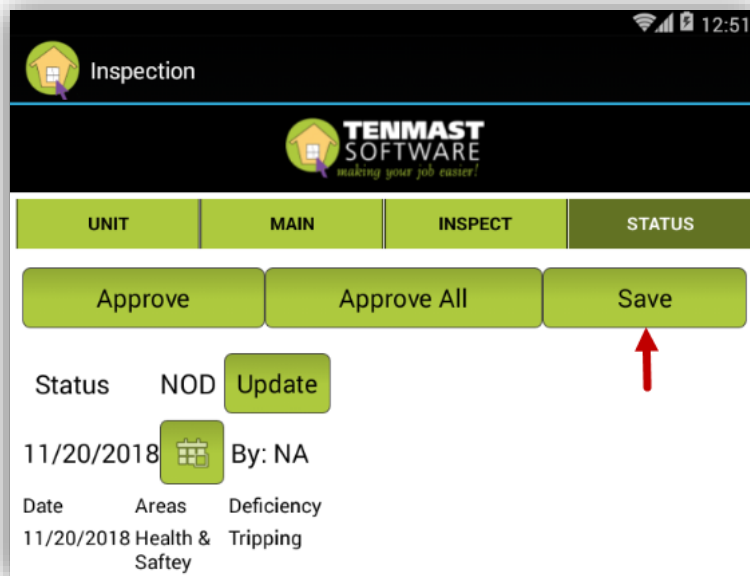6. Tap **Update** to update the inspection's **Status**.
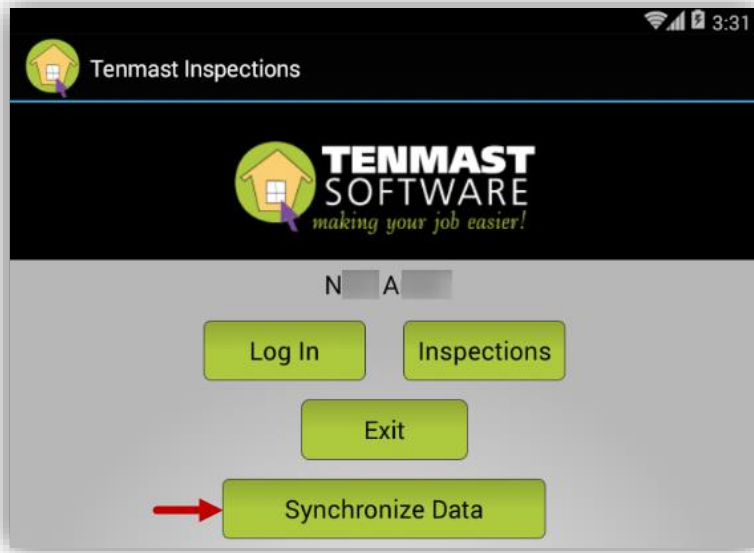

7. At the confirmation, tap **OK**.

8. Notice that the inspection's **Status** has changed. Tap **Save**, then click **Back** on your device to return to the **Inspections** page.
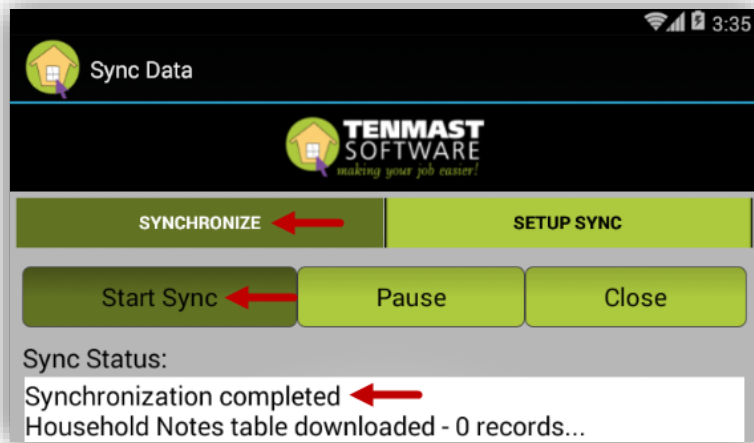
Sync Data & Logoff

1. When you are finished working and ready to turn off the mobile device, click **Back** on the device until you return to the **Home** page. Then tap **Synchronize Data**.

2. Under the **SYNCHRONIZE** tab, tap **Start Sync**. When finished, the page will display **Synchronization completed**. Click **Back** on your device.

3. Tap **Exit**.

Note

In Winten2+, passed inspections will update the 5.i (certification date of last inspection) and 5.h (certification date of last passed inspection) fields. Failed inspections will only update the 5.i field and will appear on the scheduler under **Failed Inspections** to be rescheduled for re-inspection.