

How to Export InspectIT™ Reports

InspectIT Cloud

1. Go to *View Inspections*
2. Generate the PDF file.

Reports - Click *View Details*, then click the **Reports** tab near the top of the screen. Next, click in the left column to select a report name. Click the red **Generate Report** button from the bottom of the screen, and select **Generate PDF** from the dropdown. To view an existing report PDF, click the **View Report** button from *View Inspections*.

Inspection Agreements - Click *View Details*, then click the red **Agreement** button, and select **Generate PDF** from the dropdown.

Invoices/Receipts - Click *View Details*, then click the red **Invoices** or **Receipts** button, and select **Generate PDF** from the dropdown.

3. Click the **Down Arrow** icon to download and save a copy of the PDF to your computer.
-

InspectIT App for iOS

1. Go to *Existing Inspections*, select the inspection you want to save. Click the **Three Dots** from the top right of the screen, and select the **Paper/Pencil** icon.
2. Create a report, invoice, or inspection agreement.

Reports/Invoices - Select **Inspection Report**, click **Done**, choose whether to include *Invoice*, *Summary*, and *Overview*, click **Done** again. To save to your device, click **View File**.

Inspection Agreements - Select **Inspection Agreement**, click **Done**, choose your settings and click **Done** again.

3. Click the **up arrow**, select "**Save to Files**", then select where you would like the PDF file to be saved.
-

InspectIT App for Android

1. Go to *Existing Inspections*, select the inspection you want to save. Click the **envelope** icon from the top right of the screen.
2. Create a report, invoice, or inspection agreement.

Reports/Invoices - Select **Inspection Report**, click **Done**, choose whether to include *Invoice*, *Summary*, and *Overview*, click **Create**. To save to your device, click **View**.

Inspection Agreements - Select **Inspection Agreement**, click **Done**, choose your settings and click **Create Agreement**.

3. Click the **Three Dots** at the top right of the screen to select **Download**, then to save a copy of the PDF to your device.
-

E122221