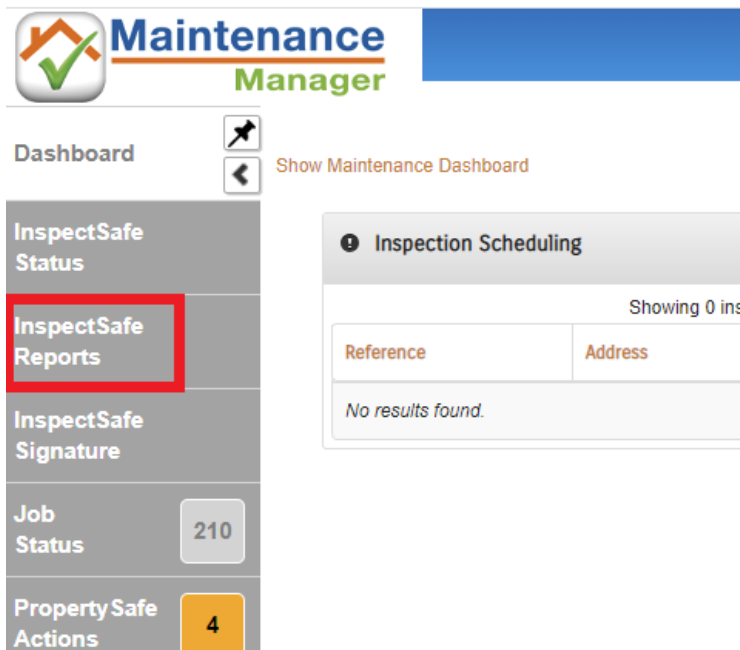
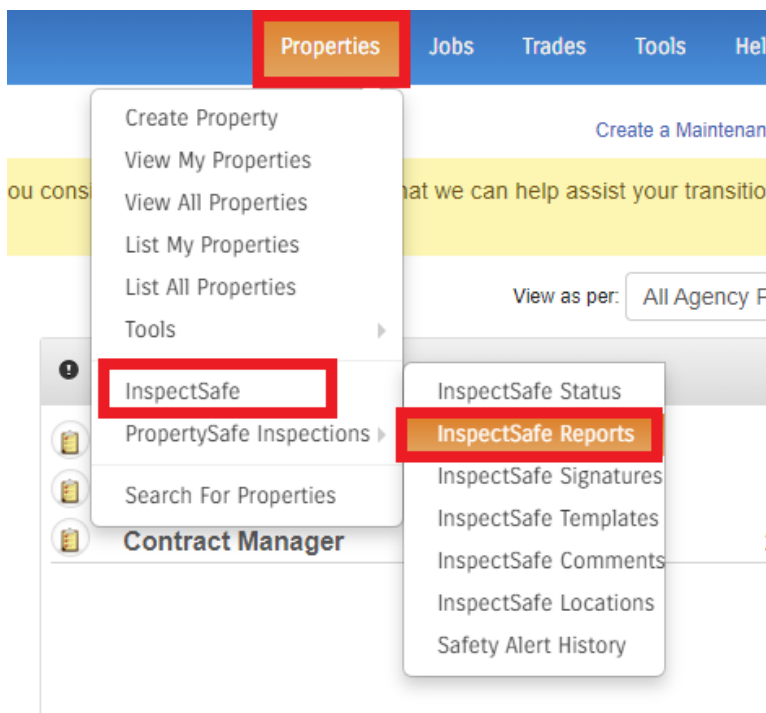


This document is a guide on how to generate InspectSafe Report for your active properties and download them onto your computer.

1. If you are an Inspectsafe only client or if you have enabled the Inspectsafe Dashboard and Side Bar, click on the InspectSafe Reports on the side bar on the side bar of Maintenance Manager



2. For other clients, go to Properties → InspectSafe → Reports – You will then be redirected to the below page, where you can see a list of all your properties, along with all inspection reports that have been completed.



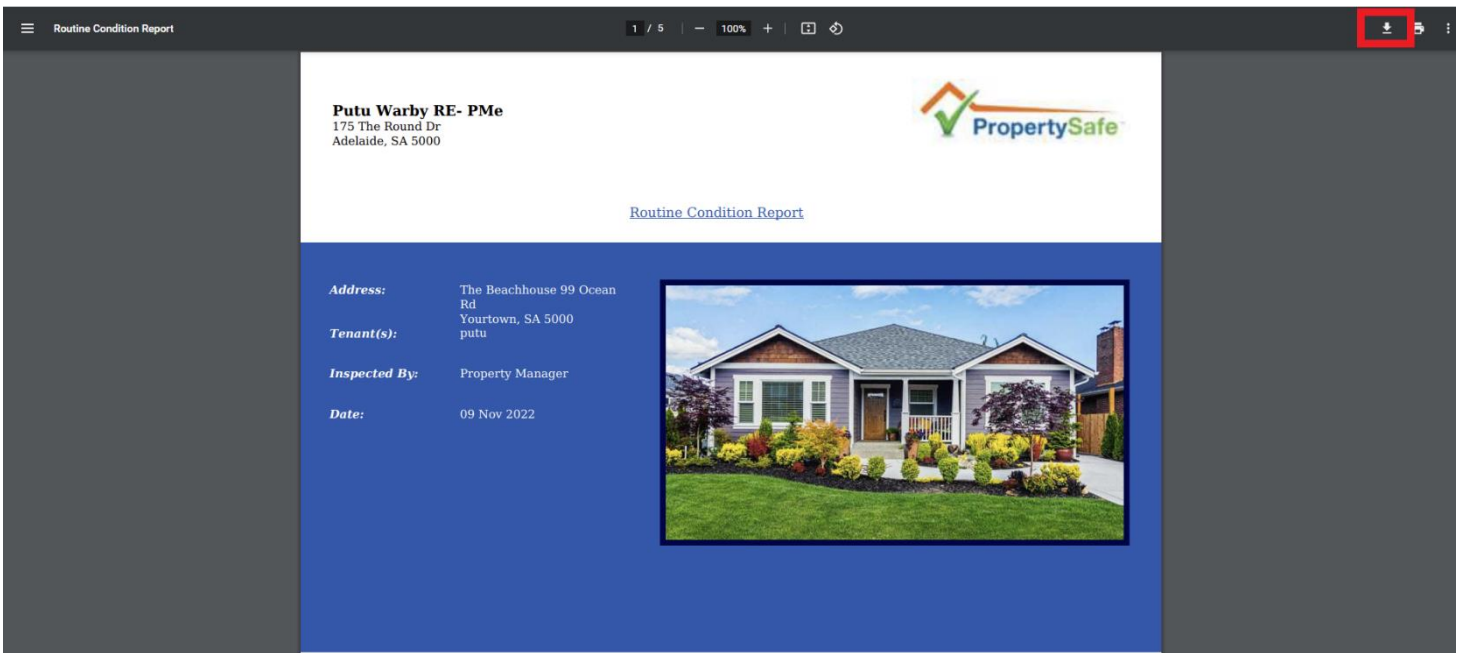
- If the report has been opened by a Maintenance Manager user, you will see View as the option in this column. If the report has never been opened, you will see Generate PDF as the option.

***If this is the 1<sup>st</sup> time you generated the report, it may take longer to generate especially if it is an entry/condition report where there are more than 100 photos.***

## InspectSafe Reports

| Reference            | Address                              | Inspection Type      | Status               | Assignee             | Time Started         | Landlord                     | Tenant                       |
|----------------------|--------------------------------------|----------------------|----------------------|----------------------|----------------------|------------------------------|------------------------------|
| <input type="text"/> | <input type="text"/>                 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |                              |                              |
| PI2673               | The Beachhouse 99 Ocean Rd, Yourtown | Routine              | Finalised, Saved     | Property Manager     | 09-11-22 14:42:18    | <a href="#">View</a>         | <a href="#">View</a>         |
| PI3156               | 2 One Street, Sydney                 | Routine              | Finalised, Sent      | Rob                  |                      | <a href="#">View</a>         | <a href="#">View</a>         |
| PI1750               | 16 Second Ave, Sandy Creek           | Entry                | Finalised, Saved     | House Account        | 30-10-19 10:17:14    | <a href="#">Generate PDF</a> | <a href="#">Generate PDF</a> |
| PI2734               | 2 One Street, Sydney                 | Entry                | Finalised, Sent      | House Account        | 04-03-21 16:35:24    | <a href="#">Generate PDF</a> | <a href="#">View</a>         |
| PI3014               | 2 One Street, Sydney                 | Entry                | Finalised, Sent      | Rob                  |                      | <a href="#">Generate PDF</a> | <a href="#">Generate PDF</a> |

- Click on View or Generate PDF, it will take you to a new screen where you can download the report by clicking on the downward arrow icon on the top right of the screen.



**Putu Warby RE- PMe**  
175 The Round Dr  
Adelaide, SA 5000

**PropertySafe**

[Routine Condition Report](#)

**Address:** The Beachhouse 99 Ocean Rd  
Yourtown, SA 5000

**Tenant(s):** putu

**Inspected By:** Property Manager

**Date:** 09 Nov 2022