Homebase Quick Start Guide

Minimum Setup – Items in light blue are not required. Includes instructions for processing your first order

1. Complete the admin "Organization Details" page

Contraction Detection For a species the results is not provided in the local is the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a PHO (integration of the local is a specified to be a phone) Comparison of the phone is a specified to be a phone integration of the local is a specified to be a	Subs	ription Details	
Image: Section of the sec			
Final logic spears: Provided inspection's Normbase, Including the invokes:, The logic is specied to be a PHG file. Cognization Name Second Quere Release hashing Cognization file inspection's Normbase convergence of the species of the s	Orga	ization Details	
Final logic spears: Provided inspection's Normbase, Including the invokes:, The logic is specied to be a PHG file. Cognization Name Second Quere Release hashing Cognization file inspection's Normbase convergence of the species of the s	1.000		
The logo appears throughout impactor's homebase, including the involves. The logo is expected to be a PNG Bie. Cigarization Therms Second Charce Reform Reform Cigarization Therms Second Charce Reform Reform Second Charce Second Charce Second Charce Second Charce Second Reform Reform Reform Reform Reform Reform Reform Reform Reform Reform R	Logo	and Changes	
The logo appears throughout impactor's homebase, including the involves. The logo is expected to be a PNG Bie. Cigarization Therms Second Charce Reform Reform Cigarization Therms Second Charce Reform Reform Second Charce Second Charce Second Charce Second Charce Second Reform Reform Reform Reform Reform Reform Reform Reform Reform Reform R		and the second	
Organization Nume			
Second Charter Rudon Testing Organization Flow Number Se2475-1071 Organization Flow Number Second Charter Rudon Testing Second Charter Rudon Testing Organization Flow Number Second Charter Rudon Testing Charter Rudon Testing Organization Address Line 1 Organization Address Line 2 Organization Clay P			NG file.
Organization former Number 612-875-897 Organization fund (gentom) Image: State in the state of the state state of the state of the state of the state of the			
#24 25-307 Organization find (optionsit) • Wentfiel drog@bitstoday.ust Image: The semial address will be used to send notifications to your clients. If it is not provided, notifications will be sent from find@imagetorshomebase.com. Compary Key Charce Staddomin The provided an account, we set up a custom subdominin for your organization. It can take up to 24 hours to set up, but you'll be able to use weak-inspectorshomebase.com/Order/index.html Mine you created an account, we set up a custom subdominin for your organization. It can take up to 24 hours to set up, but you'll be able to use weak-inspectorshomebase.com/Order/index.html Mine you created an account, we set up a custom subdominin for your organization. It can take up to 24 hours to set up, but you'll be able to use weak-inspectorshomebase.com/Order/index.html Organization Address Line 1 Hours A subsectorshomebase.com/Order/index.html Organization Address Line 1 Address Line 2 Organization Address Line 2 Organization Address Line 2 Organization Address Line 2 Organization Address Line 3 Organization Address Line 3 Organization Address Line 4 Organization Address Line 4 Address Hill a spece and enders will appear throughout inspector's Homebase.including the invoices. When a client enters an address outside of yo service area or tries to cancel a request that has alwedy starter(, they will be prompted to call the phone number you provide here. When cucl			
Cognization Address line 1 Cognization Address line 2 Cognizatine Address line 2 Cognizatine Address line 4 C			
This email address will be used to send notifications to your clients. If it is not provided, notifications will be sent from indefiningectorshomebase com. Corpusy Kyy dance Subdomain May concerted an account, we set up a custom address info your organization. It can take up to 24 hours to set up, but you'll be able to use www.inspectrohomebase.com in the meantime. Retail Like May concerted an account, we set up a custom address hell Organization Address line 1 Organization Address line 2 Organization Address line 3 Organization Address line 4 Organization Address line 5 Organization Address line 6 Organization Address line 7 Organization Address line 8 Organization Address line 9 Organization Address line 1 Organization Address line 1 Organization Address line 1 Organization Address line 2 Organization Address line 2 Organization Address line 3 Organization Address line 1 May Organization Address line 2 Organization Address line 3 Organization Address line 3 Organization Address line 3 Organization Address line 4 Organization Address line 3 Organization Address line 4 Organization Address line 4 Organization Address line 4 Intervent line address line 1 May			
	doug	vitstoday.net	
Chance Subdomain Subdomain Methods Subdomain Method We you created an account, we set up a cutoon subdomain for your organization. It can take up to 24 hours to set up, but you'l be able to use www.inspectroshomebase.com/it der/index.html Compour subdomain hab been set up, you can use this Retail Link to let customers sign up for a test without having to create an account, in order to take payments the the Retail Link, you'l also need to add your Square details to the Square Integration section of this page. Crganization Address Line 1 4010 Gismodulare Crganization Address Line 2 Crganization Address Line 3 Crganization City Phymouh Crganization State MM Crganization State MM Crganization State MM Crganization State MM Crganization footer Pharis Bet Home Implexer ad address will appear throughout Inspector's Homebase, Including the invoices. When a clustating the distance to a te fraction's Homebase will use the address you enter here as the origin. There is to cancel a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a te fraction's Homebase will use the address you enter here as the origin. There is to cancel a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a te fraction's Homebase will use the address you enter here as the origin. There is the origin fonter appears	C		ded, notifications will be sent from
Market Miles Miles Miles Miles Miles Organization Address Line 2 Organization City Pimonch Organization Line 4 Mile Stati The organization footer suppose on the test and address will appear throughout Inspector's Homebase, Including the Invoices. When a client enters an address outside of yo survice area or tis to cancel a reactive systematice there as the origin. Notification Footer These supposed acceleration footer supposes at the boltom of each test message and email notification to clients. Email notifications will include the logo you've upleaded for your organization underens the horification footer. The Reguice Liser Inst	Compa	ny Key	
Nttps://dance.inspectorshomebase.com/Viginia/IMI When you created an account, we set up a custom subdomain for your organization. It can take up to 24 hours to set up, but you'll be able to use weinspectorshomebase.com/Vider/Index.html Retail Link Retail Link Retail Link Once your subdomain has been set up, you can use this Retail Link to let customers sign up for a test without having to create an account. In order to take payments the the Retail Link you'll also need to add your Square details to the Square Integration section of this page. Organization Address Line 1 4000 Kilowood Lane Organization Address Line 2 Organization Address Line 2 Organization State MN Organization name, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a clean enters an address outside of you sequentiation is an or this to care a a reiso care a reign at the tak aready started, they will be prompted to call the phone number you provide here. When calculating the distance to a temperation name, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a clean enters an address outside of you reganization state in starte as the origin. Netification Footer Than's Maries Maxies Bet Home Inspector Ever Image: Bet Home Inspector Ever Image: Bet Home Inspector Ever Require Inspector State <td></td> <td></td> <td></td>			
When you created an account, we stup a custom subdomin for your organization. It can take up to 24 hours to set up, but you'll be able to use within subsequents the meantime. Retail Link Mttps://chance.singectors/homebase.com/Order/index.html Organization Address Line 1 4010 Kriewood Line Organization Address Line 2 Organization Address Line 2 Organization Address Line 2 Organization State MM Organization State MM Organization name, phone number, and address will appear throughout Inspector's Homebase, Including the invoices. When a client enters an address outside of your organization footer acrea crists to create an account the outer state or egin. Notification nome, phone number, and address will appear throughout Inspector's Homebase, Including the invoices. When a client enters an address outside of your organization footer appears at the bottom of each text message and email notification to clients. Email notifications will include the logo you've uploaded for your organization footer appears at the bottom of each text message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underness the notification to clients. Email notifications will include the logo you've uploaded for your organization underness the notification footer MN Image Require lasting agent name for all orders Require lasting agent name for all orders Require listing agent mane for			
Retail Link MILE Organization Address Line 1 MILE Organization Address Line 2 Organization Address Line 2 Organization State MIN Organization state MIN Organization name, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a client enters an address outlike of your sepacetarion name, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When actualting the distance to a ten enspector's Homebase will use the address you enter here as the origin. Notification footer Mile Mile Mile Best Home Impactor Ever			ours to set up, but you'll be able to use
Nttps://chance.snspectorshomebase.com/Q/der/mdex.html Interps://share.snspectorshomebase.com/Q/der/mdex.html Organization Address Line 1 4010 Kinecod Line Organization Address Line 2 Organization Address Line 2 Organization Address Line 2 Organization State Pigmodh Organization State Mil Organization State Mil Organization ranker, particular the base area or their state and address will appear throughout Inspector's Homebase, including the invoices. When a client enters an address outside of you service area or theirs to carele a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a test inspector's Homebase will use the address you enter here as the origin. Notification footer Thanks Mile Best Home Inspector Ever Experime Inspector Ever Experime Inspector Ever Require Esting agent name for all orders Experime Inspector Ever Require Esting agent name for all orders Experime Inspector Ever Require Esting agent name for all orders Experime Inspector Ever			
Once your subdomain has been set up, you can use this Rehall Link to let customers sign up for a text without having to create an account. In order to take payments the the Rehall Link, you'll also need your Square details to the Square Integration section of this page. Organization Address Line 1 Organization Address Line 2 Organization State MN Organization State MN Organization State MN Organization State Field State Field Field Field Field Field Field Field Field Field Field Fiel			
Organization Address Line 1 4010 Kriwood Lane Organization Address Line 2 Organization Address Line 2 Organization City Pymouth Organization State MN Organization Tip S5441 The organization name, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a cleant enters an address outside of yo service area or tries to cancel a request that has already started, they will be prompted to call the phone number, you provide here. When calculating the distance to a tempsector's Homebase, including the invoices. When a calculating the distance to a tempsector's Homebase will use the address you enter here as the origin. Notification Footer Than's Mike Best Home Inspector Ever Imaging agent name for all orders Buyer Agreement Behavior Require listing agent name for all orders Require listing agent stree of all orders only	Once	our subdomain has been set up, you can use this Retail Link to let customers sign up for a test witho	ut having to create an account. In order to take payments throu
4010 Kirkwood Lane Organization Address Line 2 Organization City Pymouth Crganization State MN Crganization name, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a client enters an address outside of yos service area or thris to cancel a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a te trapector's Homebase, including the invoices. When a client enters an address outside of yos service area or thirs to cancel a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a te trapector's Homebase will use the address you enter here as the origin. Notification footer Thanks Mise Best Home Impactor Ever Thanks Mise Require latyper name, phone, and email for all orders Require listing agent name for all orders Require listing agent name for all orders Require listing agent name for all orders Require listing agent the butter for Retail orders ony	the Re	ail Link, you'll also need to add your Square details to the Square Integration section of this page.	
Organization Address Line 2 Organization City Pymouth Organization State M Organization T2p 5541 The organization mame, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a client enters an address outside of yo service area or tries to cancel a request that has already started, they will be prompted to call the phone number, you provide here. When calculating the distance to a test to protect Homebase will use the address you enter here as the origin. Notification Footer Than's Mike Bet Home Inspector Ever Imaging the function of each test message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneati the notification footer. Require lasting agent name for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only	Organ	ration Address Line 1	
Organization Address Line 2 Organization City Pymouth Organization State MN Organization Zip 5541 The organization mame, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a client enters an address outside of yos spector's Homebase will use the address you enter here as the origin. Notification Footer Than's MMe Dest Home Inspector Ever Imagin Require Isting agent name for all orders Buyer Agreement Behavior Require Isting agent mame for all orders Require a signed agreement from the buyer for Retail orders only	4010	Kirkwood Lane	
Organization City Pymouth Crignization State M MN Organization Table Stati Stati The organization name, board a request that has already started, they will be prompted to call the phone number, when a client enters an address outside of yos states are sor this to care a request that has already started, they will be prompted to call the phone number, you provide here. When calculating the distance to a test inspector's Homebase, including the involces. When a client enters an address outside of yos states are sor this to care a request that has already started. They will be prompted to call the phone number you provide here. When calculating the distance to a test inspector's Homebase will use the address you enter here as the origin. Notification Footer Thanks Mile Best Home Impector Ever Imaginization underneast the bottom of each test message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneast the notification footer. Imaginization underneast the notification footer. Best Home Impector Ever Imaginization underneast the notification footer. Best Home Impector Ever Imaginization underneast the bottom of each test message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneast the notification footer. Imaginization underneast the bottom of each test message and email notification to clients. Email notifications will include the logo you've uploaded for yo	Organ	ation Address Line 2	
Pymouth Crganization State MN Crganization Top 5541 The organization name, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a client enters an address outlike of you stream core its to care a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a ternspector's Homebase will use the address you enter here as the origin. Notification Footer Thanks Mile Best Home Impactor Ever The notification footer appears at the bottom of each test message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneath the notification footer. Require lating agent name for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only	Orga	vization Address Line 2	
Crganization State MN Crganization Zip S341 The organization name, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a client enters an address outside of yo service area or tries to cancel a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a te inspector's Homebase will use the address you enter here as the origin. Notification Footer Thanks Mise Rest Home Inspector Ever The notification footer appears at the bottom of each text message and email notification to clients, Email notifications will include the logo you've uploaded for your organization underneath the notification footer. Buyer Agreement Behavior Require la signed agreement from the buyer for Retail orders only	Organ	ation City	
MN Crgnization Zip 55441 The organization member, and address will appear throughout inspector's Homebase, including the invoices. When a cleant enters an address soutiside of yos service area or tries to cancel a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a tempector's Homebase, including the invoices. When a cleant enters an address outside of yos service area or tries to cancel a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a tempector's Homebase, including the invoices. When a calculating the distance to a tempector shore homebase will use the address you enter here as the origin. Notification footer Than's Mike Best Home Inspector Ever The notification footer appears at the bottom of each text message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneath the notification footer. Require lasting agent name for all orders Buyer Agreement Behavior Require lasting agent stree for Betail orders only Require a signed agreement from the buyer for Betail orders only			
Crganization Zip 5541 5541 The organization name, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a client enters an address outside of yos encodes are are tries to cancel a request that has already started, they will be prompted to call the phone number, you provide here. When calculating the distance to a test inspector's Homebase will use the address you enter here as the origin. Notification Footer Thanks Mide Best Home Inspector Ever Crganization underneast the bottom of each test message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneast the notification footer. Require lasting agent name for all orders Ekyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only		ation State	
5541 The organization name, phone number, and address will appear throughout Inspector's Homebase, including the invoices. When a client enters an address outside of yo service area or tries to cancel a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a term terpector's Homebase will use the address you enter here as the origin. Notification Footer Thanks Mile Best Home Inspector Ever The notification footer appears at the bottom of each text message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneath the notification footer. Require buyer name, phone, and email for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only		zation Zin	
service area or tries to cancel a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a te inspector's Homebase will use the address you enter here as the origin. Notification Footer Thanks Mike Best Home Inspector Ever The notification footer appears at the bottom of each text message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneath the notification footer. Buyer Agreement Behavior Require la signed agreement from the buyer for Retail orders only			
service area or tries to cancel a request that has already started, they will be prompted to call the phone number you provide here. When calculating the distance to a te inspector's Homebase will use the address you enter here as the origin. Notification Footer Thanks Mike Best Home Inspector Ever The notification footer appears at the bottom of each text message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneath the notification footer. Buyer Agreement Behavior Require la signed agreement from the buyer for Retail orders only	The or		on the invoices. When a client enters an address outside of vou
Notification Footer Thanks Mike Best Home Inspector Ever The notification footer appears at the bottom of each text message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneath the notification footer. Require buyer name, phone, and email for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only	service	area or tries to cancel a request that has already started, they will be prompted to call the phone nu	
Thanks Mike Best Home Inspector Ever The notification footer appears at the bottom of each text message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneath the notification footer. Require buyer name, phone, and email for all orders Require listing agent name for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only	Inspec	or's Homebase will use the address you enter here as the origin.	
Mike Best Home Inspector Ever The notification footer appears at the bottom of each text message and email notification to clients. Email notifications will include the logo you've uploaded for your organization underneath the notification footer. Require buyer name, phone, and email for all orders Require listing agent name for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only			
Best Home Inspector Ever The notification footer appears at the bottom of each text message and email notification to clients. Email notifications will include the logo you/ve uploaded for your organization underneath the notification footer. Require buyer name, phone, and email for all orders Require listing agent name for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only		S	
organization underneath the notification footer. Require buyer name, phone, and email for all orders Require listing agent name for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only		Iome Inspector Ever	
organization underneath the notification footer. Require buyer name, phone, and email for all orders Require listing agent name for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only			
organization underneath the notification footer. Require buyer name, phone, and email for all orders Require listing agent name for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only			
Require buyer name, phone, and email for all orders Require listing agent name for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only	The no	ification footer appears at the bottom of each text message and email notification to clients. Email i	notifications will include the logo you've uploaded for your
Require listing agent name for all orders Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only	organi	ation underneath the notification footer.	
Buyer Agreement Behavior Require a signed agreement from the buyer for Retail orders only	C Re	juire buyer name, phone, and email for all orders	
Require a signed agreement from the buyer for Retail orders only	Re	uire listing agent name for all orders	
	Buyer	greement Behavior	
	Req	ire a signed agreement from the buyer for Retail orders only	
Buyer Agreement	P.a.re	greement	

- 2. Sample Buyer Agreement Content NOT REQUIRED IF YOU ARE NOT USING HOMEBASE FOR YOUR INSPECTION AGREEMENTS
 - a. Choose option for Buyer Inspection Agreement
 - i. A signed agreement is not required
 - ii. Require a signed agreement from the buyer for all orders
 - iii. Require a signed agreement from the buyer for Retail orders only

Buyer Agreement Behavior	
Require a signed agreement from the buyer for Retail orders only	~
A signed agreement is not required	
Require a signed agreement from the buyer for all orders	
Require a signed agreement from the buyer for Retail orders only	

b. Use Template Variables to insert order details such as inspection address, buyer names etc.



c. Sample agreement content with variables (Variables are field names beginning and ending with %, i.e. %current date%)

INSPECTION AGREEMENT

2nd Chance Inspection

5733 Juneau Lane

Plymouth, MN 55446

612-875-3017

Date: %current-date%

CLIENT: %buyer-name%

EMAIL: %buyer-email%

Buyer PHONE(S): C: %buyer-phone%

INSPECTION ADDRESS: %inspectionaddress%

PLEASE READ THIS AGREEMENT CAREFULLY

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the client as identified above (hereinafter "Client") and Inspection Services LLC (hereinafter "Company") agree as follows:

I. PURPOSE AND SCOPE OF INSPECTION SERVICE(S).

The following services will be conducted by Company:

%selected-service-list%

The purpose and scope for the inspection(s):

{if %radon-enabled-for-order% }**Radon Test:** The purpose of the radon test is to detect the level(s) of radon within the lowest livable area, any adjacent slab(s) and/or crawl space(s) of the Subject Property and provide the client the radon levels for possible radon mitigation if levels are elevated above 4.0 pCi/L. This is a short-term test conducted in accordance with the regulations set forth by the Minnesota Department of Health (MDH).{/if}

{if % water-enabled-for-order% } Water Test: The purpose of a water test is to determine overall levels of nitrates and bacteria in the water supply. Nitrates and bacteria are included in a standard water test. Testing for additional heavy metals and chemicals can be added for additional fees.{/if}

{if %sewer-enabled-for-order%} Sewer Inspection: The purpose of this inspection is to assess the overall condition of the mainline sewer from the foundation wall of the home to the connection at the main city sewer line or the connection at the septic tank. This inspection is not a guarantee of the longevity of the pipe. Any areas referenced in the report which fall outside of the aforementioned section of the mainline sewer are done so as a courtesy and are not required.{/if}

{if %chimney-enabled-for-order%}**Chimney Inspection:** The purpose of this inspection is to assess the overall condition of the chimney in accordance with the standards for a Level 2 Chimney Inspection as set forth by the Chimney Safety Institute of America (CSIA).{/if}

{if %wood-foundation-enabled-for-order% }**Wood Foundation Inspection:** The purpose of a wood foundation inspection is to determine if moisture intrusion has occurred at the wood foundation, which would indicate a failed water management system. This is considered an intrusive inspection, and will only be conducted with the homeowner's written consent. The baseboard trim in the finished basement areas will be removed as needed to cut or drill small holes in the drywall, in order to view the foundation in a representative number of locations – possibly as many as eight. The holes made in the drywall will be no more than 1" tall by 3" wide. We will attempt to make these holes only in areas that will be covered over by the baseboard trim. Any drywall dust or debris will be cleaned up. The baseboard trim will be re-installed, however, this will require new nails. The nail heads will not be repainted or filled with putty. We will be as careful as possible not to damage the walls while removing the baseboard trim, but it's possible for a small dent to be left in the wall from the trim being pried off; no patching or painting of the walls is included.{/if}

{if % mold-enabled-for-order% } Mold Inspection w/ Home Inspection: The purpose of this inspection is to attempt to detect the presence of mold by performing a visual inspection of the property, taking certain readings and obtaining samples, using an infrared camera, conducting moisture testing, and issuing a written report with recommendations. The scope of the inspection is limited to the readily accessible areas of the

property, based on the current conditions of the property at the time of the inspection and the laboratory analysis of any samples collected. The inspection is not technically exhaustive. Mold can exist in inaccessible areas which include, but are not limited to, areas behind walls or ceilings, or under flooring or carpeting. Mold also grows under certain conditions. As such, the report is not a guarantee that mold does, or does not, exist. The report is only indicative of the potential presence or absence of mold. We may point out conditions that could contribute to mold growth, but such comments are not a part of the inspection itself.

Mold Inspection w/o Home Inspection: The purpose of this inspection is to attempt to detect the presence of mold by performing a visual inspection of the property, taking certain readings and obtaining samples, using an infrared camera, conducting moisture testing, and issuing a written report with recommendations. The scope of the inspection is limited to the readily accessible areas of the property, based on the current conditions of the property at the time of the inspection and the laboratory analysis of any samples collected. The inspection is not technically exhaustive. Mold can exist in inaccessible areas which include, but are not limited to, areas behind walls or ceilings, or under flooring or carpeting. Mold also grows under certain conditions. As such, the report is not a guarantee that mold does, or does not, exist. The report is only indicative of the potential presence or absence of mold. We may point out conditions that could contribute to mold growth, but such comments are not a part of the inspection itself.

Mold (PRV) Post-Remediation Verification: The purpose of this inspection is to attempt to detect the presence of mold by performing a visual inspection of the property, taking certain readings and obtaining samples, using an infrared camera, conducting moisture testing, and issuing a written report with recommendations. The scope of the inspection is limited to the readily accessible areas of the property, based on the current conditions of the property at the time of the inspection and the laboratory analysis of any samples collected. The inspection is not technically exhaustive. Mold can exist in inaccessible areas which include, but are not limited to, areas behind walls or ceilings, or under flooring or carpeting. Mold also grows under certain conditions. As such, the report is not a guarantee that mold does, or does not, exist. The report is only indicative of the potential presence or absence of mold. We may point out conditions that could contribute to mold growth, but such comments are not a part of the inspection itself.{/if}

II. LIMITATIONS. There is no express or implied warranty of any kind regarding the condition of the property or any of the items or systems contained therein, or as to the future performance or expected lifespan of any of the items or systems contained therein, whether or not mentioned in the Inspection Report(s). The inspection services do not constitute a general warranty, an insurance policy, a certification, or a guarantee of any kind.

III. NOTICE OF CLAIM. Any claim arising out of or related to any act or omission of the Company in connection with the inspection of the property shall be made in writing and reported to the Company within fourteen (14) business days of discovery and to allow Company a reasonable opportunity to re-inspect the issue giving rise to the claim before undertaking any repairs. Client agrees that a failure to comply with the terms of this paragraph shall constitute a waiver of such claim.

IV. LIMITED LIABILITY. The parties agree that the maximum liability of the Company, and its employees and agents, for any loss or damage, in the event the Company, or its employees or agents, are negligent, in breach of contract, or otherwise at fault in the performance of its obligations, shall be limited to a sum equal to the fee for the inspection service(s). In the event of litigation relating to the subject matter of this Agreement, the non-prevailing party shall reimburse the prevailing party for all reasonable attorney fees and costs resulting therefrom.

V. NON-ASSIGNMENT AND INDEMNITY. The inspection and report are performed and prepared for the sole, confidential, and exclusive use and possession of the undersigned client only; they do not run with the land.

VI. ENTIRE AGREEMENT. This agreement represents the entire agreement between the parties. No change or modification shall be enforceable against any party unless such change or modification is in writing and signed by the parties. This agreement shall be binding upon and enforceable by the parties, and their heirs, executors, administrators, successors, and assigns.

VII. SEVERABILITY PROVISION. If any portion of this agreement is ruled to be illegal or unenforceable, that provision shall be null and void but the remainder of the agreement shall remain in full force and effect.

VIII. DISPUTE RESOLUTION; MEDIATION. If any dispute arises out of or relates to this contract or the Company's provision of services, and if the dispute is not settled through negotiation, the parties agree to attempt in good faith to resolve the dispute first through mediation, within 60 days, before resorting to litigation or some other dispute resolution procedure. Each party shall bear its own costs and will share equally in the mediator's fee. If the parties cannot agree on a mediator, then the parties agree that Tim Cook of Cook ADR shall serve as the mediator for the dispute.

IX. NO RULE OF CONSTRUCTION. The parties acknowledge that each of them has had ample opportunity for their own counsel to participate in negotiating and drafting this Agreement. Therefore, no rule of construction shall apply to this Agreement that construes ambiguous or unclear language in favor of or against any party.

X. BINDING ON OTHERS CLAUSE. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective spouses, heirs, and successors.

XI. INTEGRATION CLAUSE. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior negotiations, agreements, and understandings with respect thereto. This Agreement may only be amended by a written document duly executed by all parties and shall be construed and enforced in accordance with the laws of the State of Minnesota.

XII. NON-WAIVER CLAUSE. The failure by one party to require performance of any provision shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

XIII. PHOTOGRAPHS/VIDEO. Consistent with 17 USC Section 107, Company may use photographs and/or video images obtained during an inspection of the Property for the nonprofit educational purposes of internal training and teaching of employees and independent contractors, and for scholarship or research. Customer further grants Company permission to use any obtained visual images as an advertisement, or to promote Company website, products or services, or ideas.

XIV. WAIVER OF STATUTE OF LIMITATIONS. Any dispute, controversy, interpretation, or claim including claims for, but not limited to, breach of contract, any form of negligence, fraud, or misrepresentation arising out of, from, or related to this contract or arising out of, from, or related to the inspection and inspection report shall be commenced within one year of the date of the inspection, without regard to the date the breach is discovered. Any action not brought within that one-year time period shall be barred, without regard to any other limitations period set forth by law or statute.

CLIENT ACKNOWLEDGES THAT HE OR SHE HAS READ THIS AGREEMENT IN FULL PRIOR TO SIGNING IT AND UNDERSTANDS ALL TERMS AND CONDITIONS.

This requires your signature

By signing you acknowledge that you are % buyer-name% or you are legally authorized to sign on their behalf. %buyer-name% %buyer-email% %signature-line% %current-date% (Once signed you will receive an email with a pdf copy of the signed agreement)

3. Edit Calendar Settings

	^
Show lines every 15 minutes When this is enabled, the calendar will display horizontal lines every 15 minutes, in addition to every 30 minutes and every hour,	
Send late setup/pickup alerts When this is enabled, automatic emails will go out to the administrator and assigned technician when setup and pickup appointments aren't ma hours after it was scheduled to happen. Only setup and pickup appointments that are scheduled to take place after this option is selected will be notifications.	
Only notify the ISN Buyer's Agent on pickup When this is enabled, only the ISN Buyer's Agent will be notified when a request transitions to the Pickup Scheduled state. If there is no ISN Buye email address, no pickup notification will be sent.	er's Agent or if the agent has no
Default Appointment Window	
1.50 Hours	~
Setup or pickup appointments that do not yet have an access approved time range will use this to determine the length of the appointment win	dow.
Maximum Number of Calendar Columns	

- 4. If you wish to connect Homebase to your home inspection scheduling system, choose your system. (Not required) (Each integration type includes a pdf instruction sheet)
 - a. ISN Inspection Support Network
 - b. Spectora

d.

c. Nxt Inspekt

ISN Integration	~
Nxt Inspekt Integration	~
Spectora Integration	~

- 5. If you are planning on accepting payments through Homebase, setup your payment processor. (Not Required) (Look for instructions within the setup pane)
 - a. Square for Credit Card Payment
 - b. Stripe for Credit Card and ACH Payments Square Integration Stripe Integration
- 6. Add at least one CRM (Continuous Radon Monitor)

All Repuests Calendar Involu CRMs Services Reports Radon Report Settings Manage Contact Information	
If it's been 100 days since the last SIS lest for a CRM, Homebase will automatically set the tests since the last SIS to 9	
1 in-service CRM is within five days of one year since the last calibration	Show All
Not inset 1 howine and tocket 0	
Kell Hotolus O anyres CNA	
Selicit by CRM Number Sort by Tests since last SBS V	

New CRM	
CRM Number	
New calibration date	
Current tests since last SBS	
If the current tests since last SBS field is left empty, it will be set to 0	
Device Code	
Make	
Model	
Serial Number	
	Add CRM Cancel

- a. CRM Number The code (alpha & numeric characters allowed) you use to identify your monitors
- b. New Calibration Date The date the CRM was last Calibrated
- c. Current tests since last SBS (Side-by-Side Duplicate) O.K. to leave blank
- d. Device Code AARST code assigned to your monitor make and model (Link to latest AARST List https://nrpp.info/devices/approved-devices/)
- e. Make Manufacturer Name
- f. CRM Model Name or Number
- g. Serial Number Serial number unique to this unit

7. Invite at least one technician

Note: User Name cannot ever be changed. Initials and Password can be changed anytime

All Technicians (4)	
Pending Invitations (1)	
Invite Clients	
Invite Technician	
Username	Temporary Password
Username	Temporary Password
Email address	
Email Address	
Initials	
mitials	
Invite Technicians	

8. Invite (create) a Test Client

Note: User Name cannot ever be changed. Initials and Password can be changed anytime

Invite Technicians	
Invite Clients	
Client Business	
Client business	
Email Address	
Email address	
Username	Temporary Password
Usemame	Temporary Password
Invite Client	
Pending Invitations (1)	
All Technicians (4)	
All Clients (0)	

9. Technician invitation

a. Technician receives email



b. Tech follows Link in email and enters username and temporary password

Daniel	almost-home	
	Username	(case sensitive
Password (case sensit	Daniel	
	Password	(case sensitive
••••••	•••••	Ø

C. Technician enters New Password

Company Key	(case sensitiv
almost-home	
Username	(case sensitiv
Daniel	
Password	(case sensitiv
*******	ø
New Password	(case sensitiv
•••••	ø
Please set a new pa account	issword for this
Sut	omit
	Password

d. Technician completes contact information

	e provide your contact information
Basic Information	
First Name*	Last Name*
Phone Number*	
doug@itstoday.net	
Separate multiple addresses with a ser	nicolon: test@example.com: john@example.com: etc.
Technician Details	
DJL	
Wood Foundation Mold	Testing
License or Certification Number	
License or Certification Expiration	Date
Connect to Google Calendar	

- (Do Not Synch with Google Calendar at this time)
 - e. At this time check the boxes as shown below. These can be changed later if needed

City*	State*	Zip*	
Notifications			
Send text mess	age notifications		
Send email noti	ifications		
Send me a setu	p notification for all request	s	
Share setup/pic	kup notification with all emain	ail addresses in "Send reports 1	o" fiek
Constant and an other	t to the Buyer's email addres	s and phone number	
Send the report			
		s and phone number	

- f. Save Changes
- g. Technician is then taken to this screen. Here they can follow the link to download the free Apple or Google App



10. Setup your Radon Service Pricing, Service Area and Distance Charges. At least one distance setting must be entered to set your service area and avoid a warning message "Outside of service area, please call to confirm..."

Wholesale Base Charge	Retail Base Ch	harge		
\$ 135.00	\$	185.00		
From Distance (in miles)		To Distance (in miles)	Distance Charge	
0		40	\$	0.00
From Distance (in miles)		To Distance (in miles)	Distance Charge	
41		51	\$	25.00 Rem
rom Distance (in miles)		To Distance (in miles)	Distance Charge	
52		62	s	50.00 Rem
Maximum Travel Distance (in miles)				
63				
Add Another Distance Charge Swe	Changes			
The second country of	. continges			
			nization address, Inspector's Homebase will sl	how a popup message asking th
	ber. The Maxim	ium Travel Distance Charge will be added	to the total amount due for the test.	
to call the organization phone num				
Product Description				

a. The Radon Listing Agent Notification is sent out by the scheduler once the appointment to access the home has been requested. A sample email and seller compliance form have been entered to help you get started, HOWEVER, it must be personalized to your organization and

state requirements.



b. If you do not wish to send a compliance form when you send a notification, remove the text from the Radon Compliance Form template.



c. Add an attachment to the email if desired



- d. Compliance form is accessed by the seller through a link in the notification email. The form can be signed by the seller online, a copy is uploaded to the work order under reports.
- 11. Activate the services your organization will be using in Homebase (Radon is Always Selected)

Please note: if you're integrated with Spectora, ISH, or Nat Inspekt, orders entered in those syste Homebase. For example, if you offer Chimney inspections as a service in Spectora, but don't yet automatically appear in Homebase.	
Invite Technicians	
Invite Clients	
Pending Invitations (0)	
All Technicians (6)	
All Clients (1)	
Radon trabled	
Water Enabled	
Sewer Enabled	
Chimney Enabled	
Intrusive Moisture Enabled	
Wood Foundation Instead	
Mold Testing Enabled	
Aerial Roof Inspection Disatled	

a. Select Services offered and enter Product description, pricing, and notification template

tholesale Base Charge	Fatal Ison Charge									
5 0.08		0.00								
Dolesale Re-impection Fee	Extel Independent	1.714								
1 0.00		6.00								
Indexale Additional Fee to Pa	. Destruction									
siet			.00							
	.00									
Ine Charges										
hoded Description										
Tere Changes										
this description is available as a		tare.								
Sever Usting Agent Natificati										
Template Variables # Sans Serif # =		33 14	HL Ha		ж. х,	E C	-1	Normal	۰.	A 1
0000 000 · Ξ	/w									
										spect
request. If part of hits to contain out the										speci
										spect
migaett. E paur e hite to caritanise this Ann Dongs	n es sage se de reque									ipeti
migaett. E paur e hite to caritanise this Ann Dongs	n es sage se de reque									speci
The linking agent Mathematics waters of the or control of the Car Things Mater Johns Scient Mathematics	n es sage se de reque									speci
migaett. E paur e hite to caritanise this Ann Dongs	n es sage se de reque									1,perc)
migaett. E paur e hite to caritanise this Ann Dongs	n es sage se de reque									1941)
migaett. E paur e hite to caritanise this Ann Dongs	an dindardi.									iperi
migaett. E paur e hite to caritanise this Ann Dongs	n es sage se de reque									speci
migaett. E paur e hite to caritanise this Ann Dongs										1. perch
mpart. Epor chiefo schoole the Aur Douge										19471
mpart. Epor chiefo schoole the Aur Douge										ipeti
meant. The of a late for subsect that the formation of the subsect that the subsect that the subsect time subsect the subsect the subsect time subsect the subsect time subsect the subsect time su	en stage with requir	nd-specific and		iest sour of Wi	r (glior), a	offe "Joseph	1111111			
mpart. Epor chiefo schoole the Aur Douge		nd. ye dix anta	du, photor to	iest sour of Wi	r (glior), a	offe "Joseph	1111111			

12. Enter your first test order

a. Navigate to the "All Request" screen and select "Start New Request"

< November 202	Active Requests Surt New Request Vice List	
Email everyone		Technician's App - Impector's Link, Download the phone app, Impector's Link, here, Constraints App Store Coople Play
Search client name or address		
In-House Client - 14330 40th Pl N , Minner	ipolis, MN 55446	View
Request created: 10/23/2022, 8:06:40 AM		
Radon SUBMITTED Target Setup: None set	Target Pickup: None set	

b. Select the test Client created in step #8 above

In-House Client	
Select a client/usemame	
Administrator - ThirdBase	
Almost Home #1 Client - Best	
In-House Client	
Radon Radical (Test Client) - Radical	
Retail Customers	
Technician - Blair	
Technician - Daniel	
Technician - Doug	
Technician - Itstoday	
Technician - Third	

c. Complete the Order Form

ssign to user "		
Radon Radical (Text Client) - Radical		*
nspection Details		
rspection Date	Start Time	End Time
Fri, December 2 2022	8.00 AM	11.00 AM
Contingency Date		
Mon, November 28 2022		
Once complete, send reports to these email doug@itstoday.net	addresses	
Separate multiple addresses with a servicolory test	@example.com; john@example.com; etc.	
Comments		
Services Requested		
🛛 Radon 🗌 Water 📄 Sever 📄 C	Simmey 📄 Intrusive Maisture 📄 Wood Founde	tion 🗌 Mold Testing
Radon 🗌 Same time as inspection		\$135.00
Requested Stort Date Thu, Navember 3 2022	Time B00 AM	
	Billio Ava	
Radon Comments		
Property Address		
izeet address *		
5733 Janeou Lane		
Street address Line 2	State / Province *	79 / Postal code -
9733 Janeau Lane Rirett address Line 2 CRy ^ Plymouth	Stale / Province *	29 / Fedal color * 5540
Street address Lite 2 CRy ^ Pfymouth	MN	05440
Street address Line 2 		
Street wöckness Line 2 	MN	05440
Street address Line 2 CBy * Planoath MI S Dompaney?	MN Vear fuilt 2000	05440
Street address Like 2 CRy * Pirmoth MIS Dougewsy? Coopied	MN	05440
Street address Line 2 Cop * Pymotch Orospensy? Coopied Bill Royer Directly	MN Vear fuilt 2000	05440
timet aldens Size 2 City	6/N Ver 5/LT 2009	SAM Space Fast
timet aldens Size 2 City	MN Vear fuilt 2000	05440
Street address Line 2 Cop * Pymotch Orospensy? Coopied Bill Royer Directly	6/N Ver 5/LT 2009	SMA
timet aldens Size 2 City	6/N Ver 5/LT 2009	SAM Space Fast
there address Lee 2 CDy * Pareneth Pareneth Company * Company * Company * Company Comp	6/N Ver 5/LT 2009	SMA
tiere abless the 2 april - prevail Anse	N w bit 200 Pice Nater	State Species Fast Species Fast Contact Species Spec
tiere abless the 2 april - prevail Anse	6/N Ver 5/LT 2009	SMA
timet aldens Size 2 City	N w bit 200 Pice Nater	SSA
tiere abless the 2 april - prevail Anse	N w bit 200 Pice Nater	State Species Fast Species Fast Contact Species Spec
tiere abless the 2 april - prevail Anse	N w bit 200 Pice Nater	Exal
Reef address the 2 Cp - Parenth Asso Second Bill Approf Davidy Cooped Bill Approf Davidy Cooped	N w bit 200 Pice Nater	SSA
there address the 2 Copy 1 Proved Pro	N w bit 200 Pice Nater	Exal
there address the 2 Copy 1 Proved Pro	N whit whit bit point po	Sold Space Fat Fat Fat Fat Fat
there address the 2 Copy 1 Proved Pro	N whit whit bit point po	State Space Test
tiere abless the 2 april - prevail Anse	N whit whit bit point po	State Spain Fat Spain Fat Spain Fat State State State State State State State State
Reef address the 2 Cop - Finance - Finance - Cop - Endinger Davidy - Copped - Endinger Davidy - Regret - Station - Regret - Station - Regret - Station -	N whit whit bit point po	State Spain Fat Spain Fat Spain Fat State State State State State State State State
Iner address the 2 Cape 1 Cape 1 Cape 2 Cape	N whit whit bit point po	
here address the 2 Spy - Freedom At A Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper	N whit whit bit point po	SR Figur 10 F
here address the 2 Spy - Freedom At A Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper Spy Cooper	N whit whit bit point po	
Iner address the 2 Cape 1 Cape 1 Cape 2 Cape	N whit whit bit point po	SR Figur 10 F

Homefax Inspections	e voug Laurer	nt 🐛 (612) 875-301	r 🚔 doug@insp	ectorsnomebase.co	-				
nspection Date/Time									
Mon, October 24 2022 fr	om 8:00 AM to 11:00	AM 🖌							
Buyer Contact Informatic									
Doug Johnson, (612) 555	i-5555, doug@itstoo	day.net 🖌							
isting Agent									
down, (612) 201-9602, di	illaurent@gmail.con	n 🥕							
Suyer's Agent									
iot set 🧨									
Once complete, send rep		addresses 😗							
doug⊜inspectorshomet	lase.com 🧨								
lear Built Square Feet	MLS#O	ccupancy?							
2000 / 2000 /	Not set 🖌 No	ot Occupied 🧨							
Contingency Date					1.5 days	1.1.400	1 day 3	5 days >	ı.
iot set 🖌									5
SERVICES 🖌	DURATION	THU 3	FR14	SAT 5	SUN	0	M	DN 7	6
Inspection Radon Setup	45								6
Radon Pickup	45								4
Sever	45								
Accept Order and Notify Clien									
Cancel Order	ust bases started								
Cancel Order Jote: Full fee applies once test?	has been started								

Bill Buyer Directly: This box is used when your home inspector client places an order for the buyer but wants the buyer to be billed directly by your organization. If checked, the buyer contact information must be included. This feature is not used for orders imported from ISN, Spectora or Nxt Inspekt.

Contact information is generally not required unless you are requiring Buyer Inspection agreements or billing buyer directly. A listing agent email is required for the "Listing Agent Notification Email", however this can be added by the scheduler later in the process. d. Submit Request – takes you back to the Active Requests screen where you will see the new order with the status "Submitted"



e. Navigate to the Calendar – Order appears as a green (setup) and a red (pickup) appointment block



- f. When hovering over the appointment blocks several pieces of information appear
 - i. Client Name and test address
 - ii. Requested Start Date/Time Green shaded area
 - iii. Inspection Date/Time Yellow shaded area
 - iv. After Setup appointment is placed on the calendar, the projected pickup Date/Time Red shaded area



g. Move (drag and drop) appointments to the calendar. Each column represents a technician. When setup and pickup appointments have been placed you will be asked "Do you want to accept this request now?" Replying yes sends an email to the client with the setup and pickup dates. The client is not notified about the setup or pickup time until the appointment to access the home has been approved and the lock box code or access instructions are entered.

										DIL
				Do you want t	o accept this n	equest now?	- 1			
					_		_			
				No		Wes				
Accepted	Request - 5	733 Junea	u Lane, Ply	mouth, MN	55446					
	@inspectorsh: foug itstoday.net	imebase.com								
Your request	for 5733 Junea	a Lane, Plymo	uth, MN 5544	5 has been acce	pted.					
	setup inspectic pickup inspecti									
Here is a link t	to your request	https://almo	st-home.inspe	ectorshomebas	e.com/Order/e	dit.html?id=2	022-11-3-EA0	28FF1-5080-0	82A-48A0-68E3	VEA005A1
Thanks! Third Man Top Tech										
Almos	st									
Home										

If the year built was not entered into the order for the scheduler will receive this prompt. The h. year is not required to process the order. However, most states require this information when submitting test records. There is a link to a Google search of the address to lookup the year built)



Perform scheduling tasks, arrange efficient routes using the mapping and distance tools i. i. Arrange Routes



Request access appointments – A single left click on the appointment block brings up ii. the enhanced popup



when request is made to the listing agent. (Adds a little "R" to the setup appointment block) Enter Lockbox or access information (Adds little "A" for approved, to the setup appointment block) Email listing agent of test closed hose conditions (Adds little "CF" for compliance form, to the setup appointment block) Plymouth Radon Radical (Test A R A CF NOTE: a lockbox value must be entered to allow the techs to start or pickup a test in their phone app. Clicking pink box with setup time changes the popup

13. Setup and pickup order in the phone app Link

a. Login to the phone app for the technician with the test appointment. See the initials at the top of the column the setup is placed on the calendar.



b. Technician selects Start test, then "Add CRM"

7:28 4 🗢 🛋	7:30 🗹 , 🛛 🗢 🖿	7:31 4 .11 🤝
5733 Juneau Lane Plymouth,	\$ 5733 Juneau Lane Plymouth,	Cancel S
Setup Details	Setup Details	CRM Number
Technician: Blair Laurent	Technician: Blair Laurent	CRM # Other CRM Number
Start Test	Test Start: Thu, November 3, 2022 at 7:30 AM	Test Type
	Undo Start Test	Standard
Delayed start?	No CRMs	Room
Test Type		None selected
l Edit	Add CRM Delayed start?	Floor Tested
Mitigation System	Test Type I Edit	None selected
Mitigation Tag Number	Mitigation System	Foundation Type
Mitigation Tag Number	Edit	None selected
	Mitigation Tag Number	Photo
Email Client Reports Text Client	Email Client Reports Text Client	
Send to Admin Call Client	Send to Admin Call Client	
Summary View Routes CRMs Contact	Summary View Routes CRMs Contact	

- c. Technician enters the crm id and selects the test type. The three test type options are:
 - i. Standard A single monitor in the home
 - ii. SBS (Side-by-Side or Duplicate) A duplicate test tech will be prompted for a second crm



The tech will see this screen after saving the first crm. The tech then enters the second crm id. Note: the rest of the fields and the picture will be the same for a SBS (Side-by-Side) test.

iii. Multi – Multiple test locations in the home.

The tech then completes entering the Room, Floor tested, Foundation Type and Takes a photo. The photo is used in the test report if you are using the Homebase Report Writer televed start is used the technician selects the "Delayed Start?" option. This action triggers:

d. If a delayed start is used the technician selects the "Delayed Start?" option. This action triggers:

i. An email notification is sent to the client and the administrator



ii. An alert is placed the pickup appointment on the calendar and "Delayed Start" is entered into the comments



e. Technician returns to the route screen and receives a Check Mark indicating the appointment is complete. The summary view also shows the appointment completed check mark

7:52 9	7:53 🕫 👘
About Routes 🗇 🖒	About Summary View 🗇 🖒
Thursday, November 3, 2022 <1week <1day 1day 1week >	Thursday, November 3, 2022
Route for Blair Laurent (BL)	Blair Laurent
Route for blair caurent (BC)	8:00 AM-8:45 AM Setup Plymouth 5733 Juneau Lane 🗸
Monitors 8	3:15 PM-4:00 PM Setup Minneapolis 14330 40th PI N Test Buyer
8:00 AM-8:45 AM Setup	4:00 PM-4:45 PM Setup Plymouth 5727 Juneau Ln N test Online order
Access Approved For 8:00 AM to 9:30 AM	4:45 PM-5:30 PM Setup Plymouth 5733 Cheshire Pkwy Blair Laurent
Plymouth, 55446	
5733 Juneau Lane	
LB Code: 1234 or seller may let you in	
Occupancy? Occupied	
Year built: 2000	
Radon Radical (Test Client)	
CRM: 1005 SBS CRM: 1003 SBS	
Customer comments:	
General comments: Delayed start.	
No unsaved changes	No unsaved changes
	i 🗉 💿 😩
mmary View Routes CRMs Contact	Summary View Routes CRMs Contact

f. The Pickup – Use the navigations tools to advance by day to the pickup appointment



g. The Technician selects "Pickup Test"



- i. The technician reads the crm and save the report pdf to their phone
- ii. The technician enters the test results and sets the mitigation type. If it is a SBS the Relative Percent Difference (RPD) is displayed. The technician or administrator needs to determine if special action/comments are required.



ATTENTION: If your organization is using the Homebase Report Generator the following does not apply. See the specific instructions for the report generator.

iii. The tech selects "Email Client Report" Unless there is an issue, then they can send the report to admin for review.

B:18 🕈			
573	33 Juneau La	ane Plymo	outh,
Test P 8:10 /	Pickup: Thu, Nov AM	vember 3, 20	22 at
Undo	Pickup Test		
Test	Results		
100	Report S	t a way to	Ci/L
100	share you	r report.	Ci/L
SB5 24.1	Paste	URL	1.
Tes	Add F	PDF	
1	Notificati	on Only	Edit
Miti	Can	cel	
None			Edit
Mitigat	tion Tag Number		
Email C	Client Reports	Text Cli	ent
Sen	d to Admin	Call Cli	ent
自		0	۲

iv. Tech selects "Add PDF", inserts the crm report pdf from the phone and then confirms emailing the report and returns to the route screen to receive the completed stop check mark



- 14. When the report is sent the client receives an email with the test results and a link to the report and the report is uploaded to Homebase.
 - a. Client Email

Radon Results for: 5733 Juneau Lane, Plymouth, MN 55446 24.5 pCi/L		
Info@inspectorshomebase.com To doug itstoday.ret doug itstoday.ret doug itstoday.ret	← Reply ← Reply All → Forward … Thu 11/3/2022 8:26 AM	
The average of the two tests and the number to use for evaluation is 24.5 pC/I. The EPA-recommends mitigation 4.40 pC/I and above. Side by Side - Doplicate Test. This is the official result of duplicate tests run side by side. It is expected that the individual tests will be different. THE AVERAGE IS WHI PRIPOSES.	T SHOULD BE USED FOR EVALUATION	
Test results are acceptable and meet the requirements of AARST Standards. Side-By-Side testing or "Duplicate Tests" are part of our ongoing quality control.		
Access Reports Here		
Thanks1 Third Man		
Almost		
Home		
i. The report link takes them to the report in the	public view or	they can view it in their
client portal		
💠 JIRA 📕 USBk 🗯 Chase 🖬 Squ 🧧 YouTube 🔝 Chance 🕀 Sp		
5733 Juneau Lane, Pymouth, MH 55446 fit devine faultat (free Cleve) = 0 extent = 1, inst set		

5733 Juneau Lane, Plymouth, MN 55446					
Bradon Radical (Test Client) ⊕ Not set Coug@itstoday.net					
inspection Data/Time					
Fri, November 4 2022 from 8:00 AM to 11:00 AM					
Buyer Contact Information Not set					
Listing Agent Not set					
Buyer's Agent Not set					
Once complete, send reports to these email addresses doug@Rstoclag.net	int it beach	nation Devilati Internation Manage Reports			
Year Built Square Feat MLS # Occupancy? 2000 Not set Not set Occupied					
Contingency Date S days S 1 day 1 day S days S		+ November 2022	Active Requests		
SERVICES DURATION THU 3 FRI 4 SAT 5 SUN 6 MON 7			Start New Respect		
Inspection BIOD AM - 11:00 AM			Pia Lit		
Radon Setup 45 B00 AM					
Radon Pickup 45 8:00 AM					
		Search by address.			
Reports					
NAME TYPE		5733 Junese Lawe, Plymouth, MN 55446			Ves
CRM 8028.pdf Raden		Request control 11/3/2022, 60430 AM Reder Control Setup Tra November 3 # 73044	Roburd up: The Nevember) at 111044	SIS Average: 24.5 pC/s	(In the second
Crow ouzepen watern		Radon Council Senge The November 3 at 73044	Picked op: Thu Nevember 3 at 810AAA	SEG Average: 24.5 gC/L	CON BUILD

- 15. Invoices and payments: Once the report is sent the order moves to the invoiced state.
 - a. The client will receive an email notification giving them a link to the invoice and showing their current balance. Also, the client can view and pay the invoice in their client portal.

Invoice for 16055 Excelsior Drive, Rosemount, MN 55068					
kathy@homefaxradonservices.com		炎 Reply All	→ Forward	4	
To doug homefaxinspections.com			Mon 10/31/202	22 6:01	ΡN
① Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.					
Start your reply all with: Payment has been made. Received, thank you. Thank you! ① Feedback					
Your invoice for 16055 Excelsior Drive, Rosemount, MN 55068 is now available. Please visit this link for review and payment: https://homefax-radon.inspectorshome	base.com	/Invoices/in	dex.html		
Your current account balance is: \$455.00 Your balance over 10 days is: \$0.00					
Thank you for your continued patronage and prompt payments!					
Thank you,					

All Requests Involces Con	tact information Manage Payment				
Search by address					
Invoice credit: \$0.00 View Cred	1 Inc.				
	applied to the next invoices you pay. A negative value means that your next i	nvoices will be disc	ounted by the d	isplayed amou	et.
Report Date	Test Address	Report	Amount	Invoice	Selected for payment
Radon: 10/31/2022	16055 Excelsior Drive, Rosemount, MN 55068	View	\$65.00	View	
Radon: 10/27/2022	2223 Buffalo Street. White Bear Twp. MN 55110		\$65.00	View	
Radon: 10/24/2022	4354 19th Avenue South, Minneapolis, MN 55407	View	\$65.00	View	
Radon: 10/20/2022	16641 Franchise Avenue West, Rosemount, MN 55068	View	\$65.00	View	
Radon: 10/15/2022	2220 Cedar Lane, Mound, MN 55364	View	\$65.00	View	
Radon: 10/13/2022	19504 Tyler Street Northwest, Elk River, MN 55330		\$65.00		
Radon: 10/7/2022	6118 Creek Ridge Court, Minnetonka, MN 55345		\$65.00		
	Ided help paying indices? Hare's a video from A 3% Convenience Fee will be added to the invoice amounts at theclout				
Homebase founder Doug Laurent walking you through the process: \$					Pay With ACH NO FEE
H Paving You	Paying Your Involces in Ho. :				

b. Admin can view the invoice by navigating to the invoice tab

All Requests Calendar Invoices FMs	Users & Services Reports Radion Report Settings F	Aonage Contact Information		
		Unpaid Invoices		
nding Payment 1.00 (0 requests)	Total unpaid \$730.00 (3 requests)	Unpaid over 20 days \$595.00 (2 requests)	Unpaid over 30 days \$595.00 (2 requests)	
learch client name or address				
lient	Report Date	Test Address	Report A	mount Invoice
Vmost Home #1 Client iend statement lever sent	Radon: 6/3/2022	9874 94th Ave N. Maple Grove. MN 55369	\$	460.00 View
Vmost Home #1 Client	Radon: 4/7/2022	5729 Juneau, Plymouth, MN 55446	View S	135.00 View
ladon Radical (Test Client) iend statement lovor sont	Radon: 11/3/2022	5733 Juneau Lane, Plymouth, MN 55446	View S	135.00 View