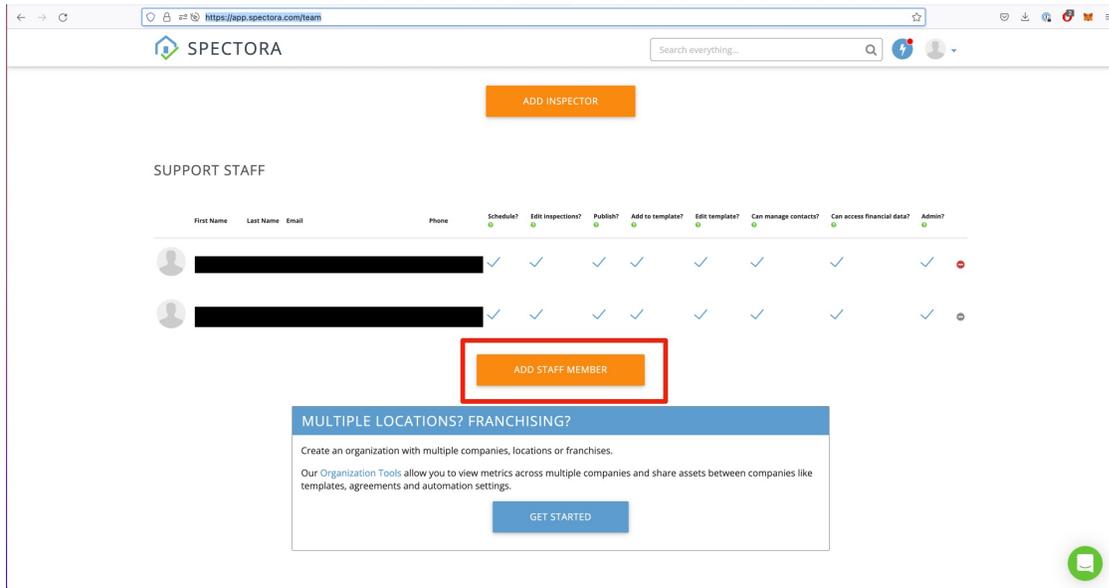**Spectora Version A - Integration Instructions** *(Last updated: May 11, 2022)*

1. In order to create inspections in Spectora when orders are created in Homebase, first navigate to the Team page (https://app.spectora.com/team) and click "Add Staff Member"
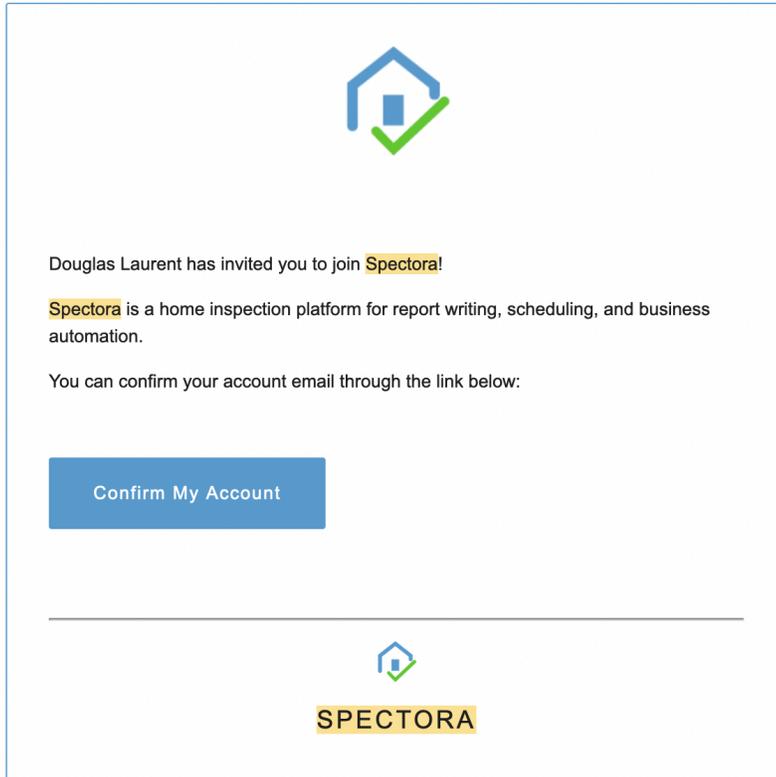

2. Give the new staff member a first name of "Homebase" a last name of "Integration", and a valid email address. Make a note of the email address you used, then click "Add Staff Member". Homebase will use this Staff Member to add notes to Spectora inspections on your behalf.

3. After a moment or two, you should receive an invitation from Spectora sent to the email you entered. Click the "Confirm My Account" link in the email, then enter a password for this account. Make note of this password, as you'll need it in the next step.

Douglas Laurent has invited you to join Spectora!

Spectora is a home inspection platform for report writing, scheduling, and business automation.

You can confirm your account email through the link below:

Confirm My Account

SPECTORA

4. Sign in to Homebase and navigate to the Manage screen (https://www.inspectorshomebase.com/Manage/index.html). Scroll down and open the "Spectora Integration" section. Enter the email and password for the Staff Member you just created, then click "Verify Integration".

Spectora Integration   (Image From Homebase Manage Tab)

Integration Type

○ Use Homebase for scheduling and Spectora for reports
With this type of integration, Homebase creates a new inspection in Spectora each time a new Homebase order is created. When Spectora reports are published, a new Report URL is added to the Homebase order.

○ Use Spectora for scheduling and reports
With this type of integration, a new Homebase order is created each time an inspection is created in Spectora. As the Homebase order is updated, notes are added to the Spectora order.

ⓘ Click here to view our instructions for setting up this type of integration

Email Address

Email Address

Password

Password

Verify Integration

5. After a few moments, the "Verification Status" should change to "VERIFIED". If it does not, please click the "Remove Integration" button, double check your credentials, and try verification again. If it continues to fail, please reach out to support@inspectorshomebase.com.

Spectora Integration

Integration Type

○ **Use Homebase for scheduling and Spectora for reports**
With this type of integration, Homebase creates a new inspection in Spectora each time a new Homebase order is created. When Spectora reports are published, a new Report URL is added to the Homebase order.

○ **Use Spectora for scheduling and reports**
With this type of integration, a new Homebase order is created each time an inspection is created in Spectora. As the Homebase order is updated, notes are added to the Spectora order.

ⓘ **Click here** to view our instructions for setting up this type of integration

Email Address

doug@homefaxinspections.com

Verification Status

VERIFIED

Remove Integration

6. Once your Verification Status has changed to "VERIFIED", Homebase will be able to add inspections in Spectora as you create orders in Homebase.