USER GUIDE

Multi Point Pro

Home inspection software for your tablet. Standard Home Inspections, Wind Mitigation, 4-Point and Texas TREC reports – step by step.

For Android tablets, iPad, and the web version

November 2026 · info@multipointpro.com

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ABOUT THIS GUIDE

Each chapter covers one part of the app, with screenshots and step-by-step instructions. Names of buttons you tap are shown like **this**. Each chapter also has a short narrated video – look for the ▶ Video label.

1 Getting Started

▶ Video: **Part 1 – Welcome and the Home Screen**

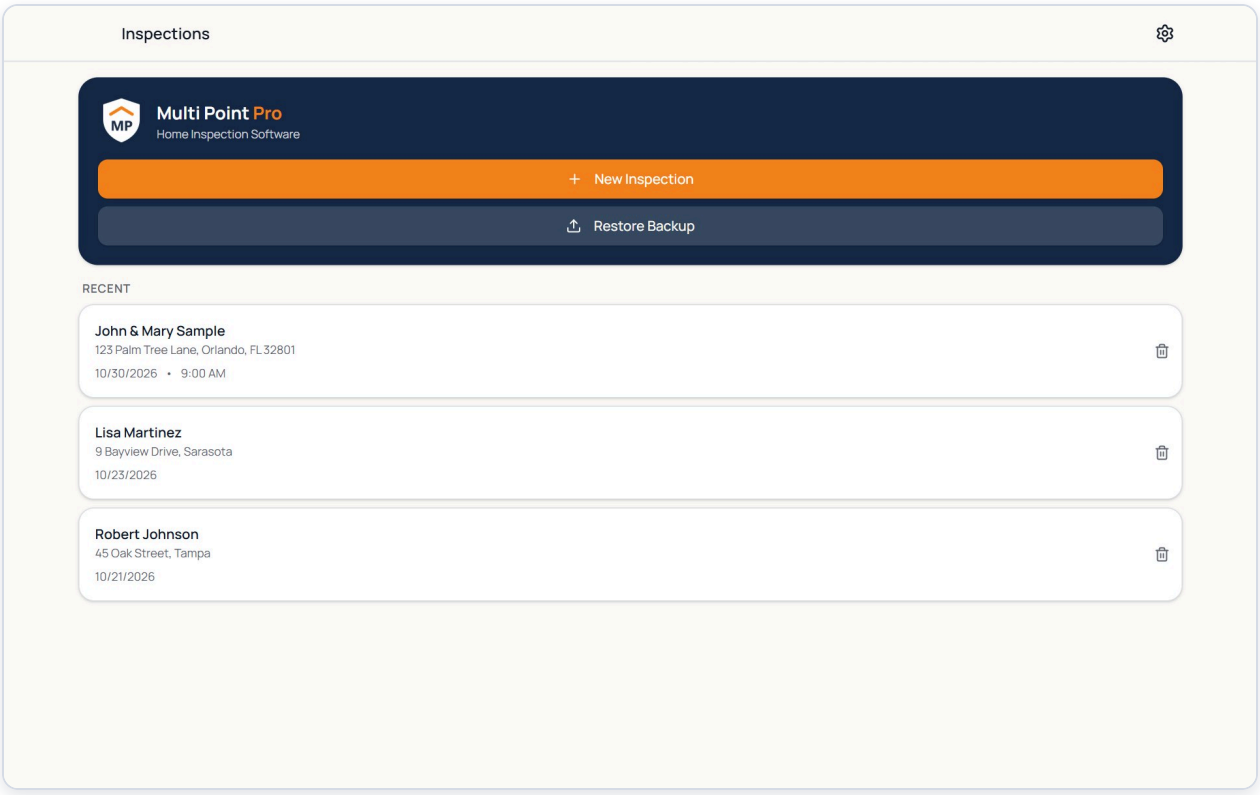
Multi Point Pro is home inspection software for your tablet. With it you can complete four kinds of reports on site and turn them into professional PDF reports:

- **Standard Home Inspection** – a full home inspection, section by section, with checkboxes, comments, and photos.
- **Wind Mitigation (OIR-B1-1802)** – laid out exactly like the official Florida form.
- **4-Point Inspection** – electrical, HVAC, plumbing, and roof, on the official form layout.
- **Texas TREC (REI 7-6)** – the Texas Real Estate Commission's Property Inspection Report, on the official form layout.

> **GOOD TO KNOW**
>
> Multi Point Pro works **without an internet connection**. Everything you enter is stored on the tablet itself and saved automatically as you type – there is no Save button to remember. You only need internet for sync, the AI writing helper, and sending reports by email.

The Home screen

The Home screen is the first thing you see when you open the app.



The Home screen

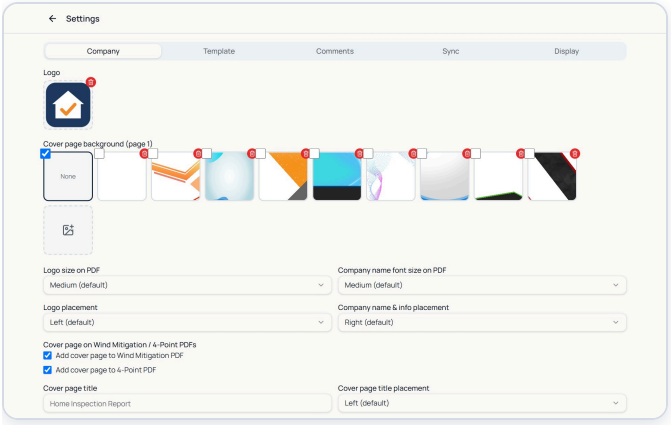
New Inspection	Starts a new inspection report (see chapter 3).
Restore Backup	Brings back an inspection from a backup file you saved earlier (see chapter 10).
Settings	The gear at the top right. Your company details, logo, signature, templates, comment library, sync, and display options.
Recent	Your inspections, with the most recently changed one at the top. Each shows the client's name, the address, and the date and time of the inspection. Tap one to open it.
Trash can	Deletes that inspection. The app asks you to confirm first. A deleted inspection can't be brought back unless you have a backup.

2 Setting Up Your Company

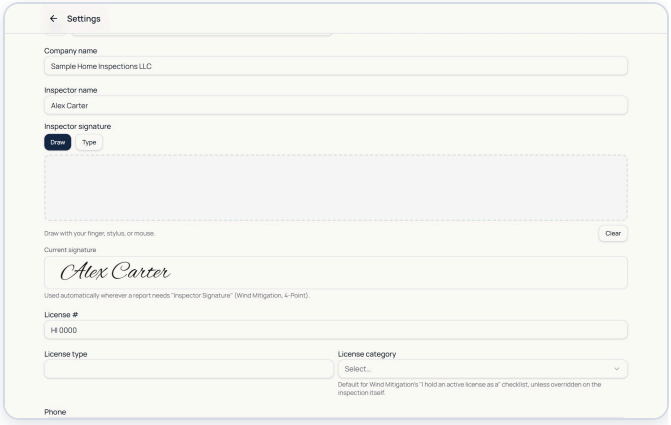
▶ Video: **Part 2 – Setting Up Your Company**

Do this once, before your first inspection. Your company details, logo, and signature are printed on every report.

1. On the Home screen, tap the gear ⚙ at the top right to open **Settings**. The **Company** tab opens first.
2. Tap the **Logo** box and choose your company logo from your photos. To remove it, tap the small red trash can on the logo.
3. Type your **Company name** and **Inspector name**.
4. Add your **Inspector signature**: draw it in the box with your finger or a stylus, or tap **Type**, type your name, choose a handwriting style, and tap **Use This Signature**. Tap **Clear** to start over.
5. Enter your **License #**, **License type**, and **License category**. The license category is used as the default answer on the Wind Mitigation form's certification section.
6. Texas inspectors: enter your **TREC License #**, and your **Sponsor name** and **Sponsor TREC License #** if you have a sponsor. These are printed on page 1 of the Texas TREC report (chapter 8).
7. Finish with your **Phone**, **Email**, **Website**, and **Address**.



Settings – Company tab: logo and report appearance



Company name, inspector, and signature

How your reports look

Between the logo and your company name are options that change the look of your PDF reports. The defaults work well, so you can leave them until you want to customize your reports.

Option	What it does
Cover page background	A full-page background design for page 1 of your reports. Tap one of the ready-made designs to use it, or **None** for a plain white page.
Logo size / Company name font size	Makes your logo and company name smaller or larger on the report.
Logo placement / Company name & info placement	Puts the logo and your company details on the left, center, or right.
Cover page on Wind Mitigation / 4-Point / Texas PDFs	Adds your cover page to the front of those reports too. Set its title and where the title is placed.
Property photo size and placement	Size and position of the property photo on the first page.
Client Information placement	Where the client's details appear on the first page.
Report heading and section title colors	The colors of the heading lines, heading text, and section titles, so the report matches your brand.

Using your own cover page

Already have a cover page design, or want one made to match your brand? You can use it instead of the ready-made designs.

1. In Settings › Company, find **Cover page background (page 1)**.
2. Tap the **+** box at the end of the row of designs, and choose your image.
3. Your design is added to the row and selected. It now prints behind page 1 of every Standard report.

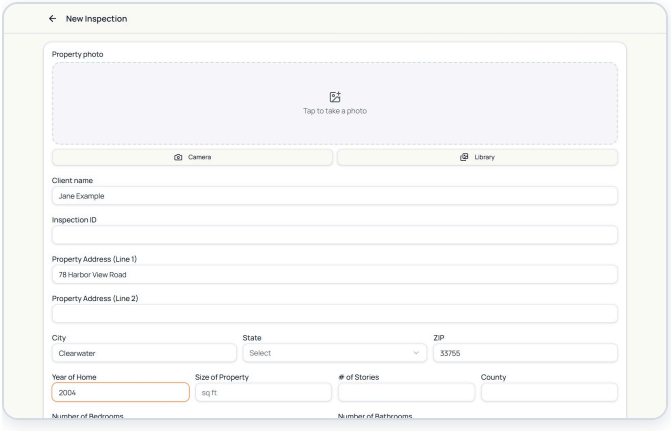
> **TIP**
> Use a portrait image the shape of a letter-size page (8.5 × 11), about 1500 × 2000 pixels, with space left for your logo, the property photo and the client's details. A light design keeps the text easy to read.

To remove a design you added, tap the red trash can on its corner. To print it on Wind Mitigation, 4-Point and Texas TREC reports too, check the boxes under **Cover page on Wind Mitigation / 4-Point / Texas PDFs**.

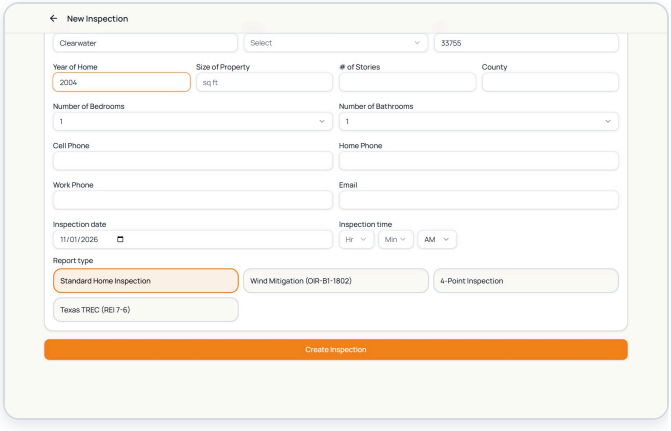
3 Starting a New Inspection

▶ Video: **Part 3 – Starting a New Inspection**

1. On the Home screen, tap **New Inspection**.
2. Add a **property photo**: tap **Camera** to take one now, or **Library** to choose a photo you already took. This photo goes on the first page of the report.
3. Type the **Client name**. **Inspection ID** is optional – use it for your own job or file number.
4. Enter the property address: **Line 1**, **Line 2** if needed, **City**, **State** (choose from the list), and **ZIP**.
5. Fill in what you know about the home: **Year of Home**, **Size of Property** (square feet), **# of Stories**, and **County**.
6. Choose the **Number of Bedrooms** and **Number of Bathrooms**. The app creates a separate section for each one (Bedroom 1, Bedroom 2, and so on).
7. Add the client's **Cell Phone**, **Home Phone**, **Work Phone**, and **Email**.
8. Check the **Inspection date** (today is filled in for you) and set the **Inspection time**: hour, minutes, and AM or PM.
9. Choose the **Report type**: Standard Home Inspection, Wind Mitigation, 4-Point Inspection, or Texas TREC (REI 7-6).
10. Tap **Create Inspection**. The inspection opens on its Client Info & Invoice page.



New Inspection – top of the form



Report type and Create Inspection

TIP

You don't have to fill in everything now. Every detail can be changed later on the inspection's Client Info page.

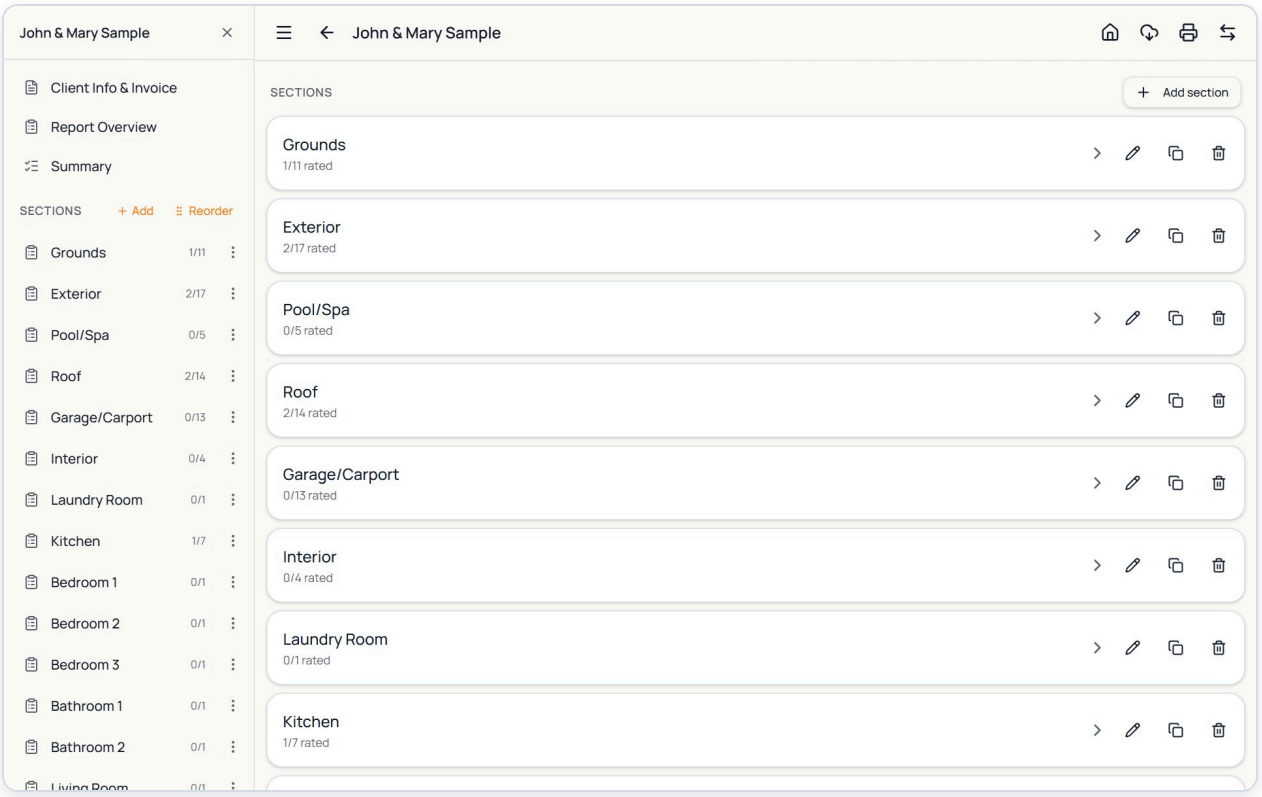
GOOD TO KNOW

One inspection can hold all four report types for the same client. Pick the one you'll start with – you can add the others later with the Switch Report Type button (chapter 7).

4 Finding Your Way Around

▶ Video: **Part 4 – Finding Your Way Around**

When you open an inspection, you see the **section menu** on the left and the page you're working on to the right.



An open inspection: the section menu on the left, the list of sections on the right

The section menu

- At the top: **Client Info & Invoice**, **Report Overview**, and **Summary**. (Report Overview and Summary are part of the Standard report only.)
- Below that, every section of the inspection. The numbers beside each one, such as **2/14**, show how many of its items you've filled in out of the total. An item counts as filled in once it has a checked box or a comment.
- **+ Add** adds a new section – type a name for it when asked.
- **Reorder** lets you change the order of the sections.
- The three dots ⋮ beside a section open a menu to **Rename**, **Duplicate** (copy), or **Delete** that section.

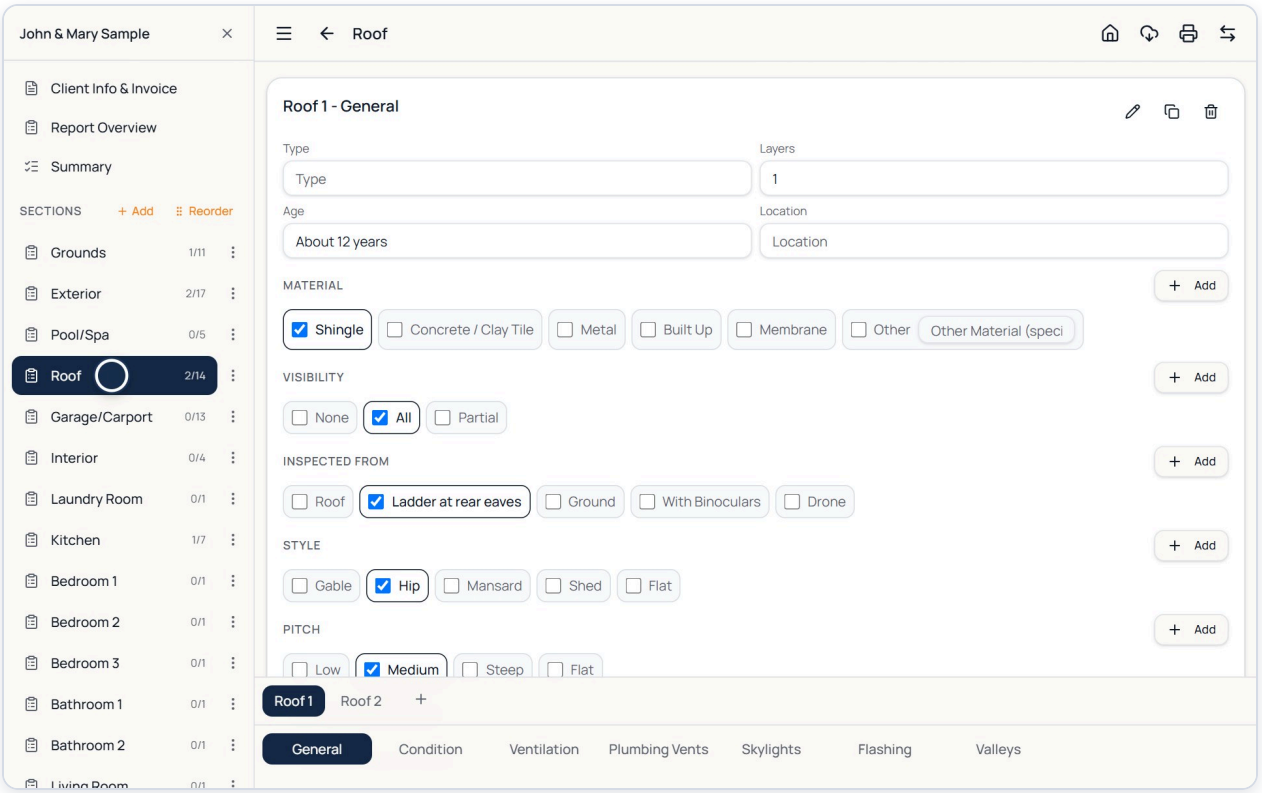
The buttons at the top

These buttons are at the top of every page of an inspection.

☰	**Menu** – hides or shows the section menu. Hide it to give yourself more room.
←	**Back** – returns to the previous page.
⌂	**Home** – goes back to the Home screen.
☁↓	**Save Backup** – saves or shares a backup copy of this inspection (chapter 10).
🖶	**Create PDF Report** – makes the finished PDF report (chapter 9).
⇆	**Switch Report Type** – moves between the Standard, Wind Mitigation, 4-Point, and Texas TREC reports for this client (chapters 7 and 8).

Inside a section

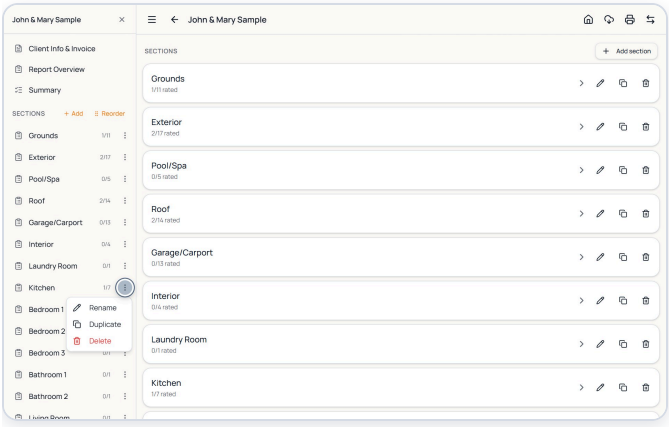
Tap a section in the menu to open it. Each section is split into **items**, shown as tabs along the bottom of the screen – for example, the Roof section has General, Condition, Ventilation, Plumbing Vents, Skylights, Flashing, and Valleys. Tap a tab to move to that item.



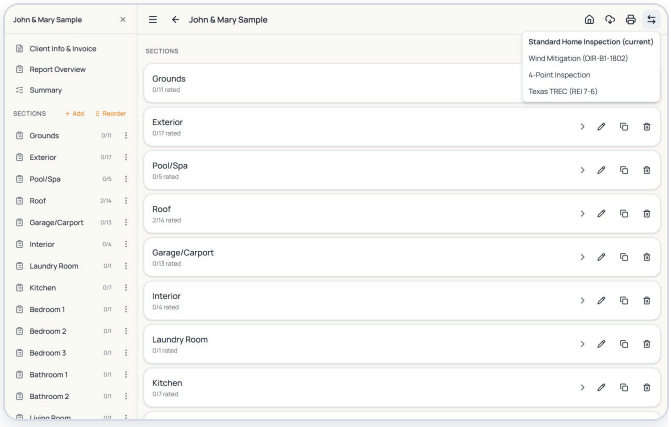
The Roof section. Item tabs are along the bottom; Roof 1 and Roof 2 are just above them.

Some sections can have more than one of the same thing – a second roof, a second water heater, and so on. These appear as tabs just above the item tabs (Roof 1, Roof 2). Tap + to add another.

At the top right of each item, the **pencil** renames the item, the **copy** button duplicates it, and the **trash can** deletes it. Each one asks first and says what it's about to do.



The ⋮ menu: Rename, Duplicate, Delete



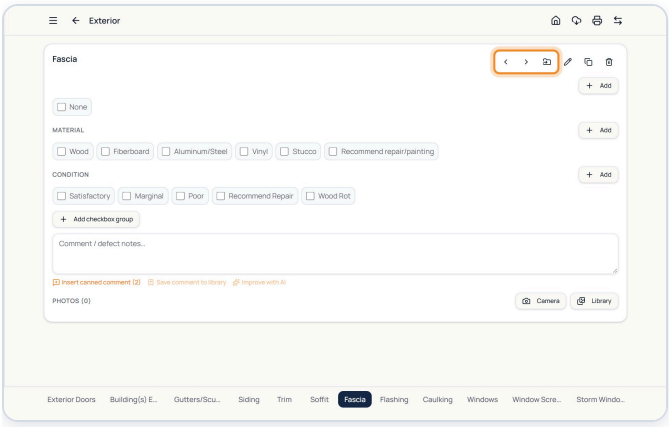
Switch Report Type menu

Rearranging items

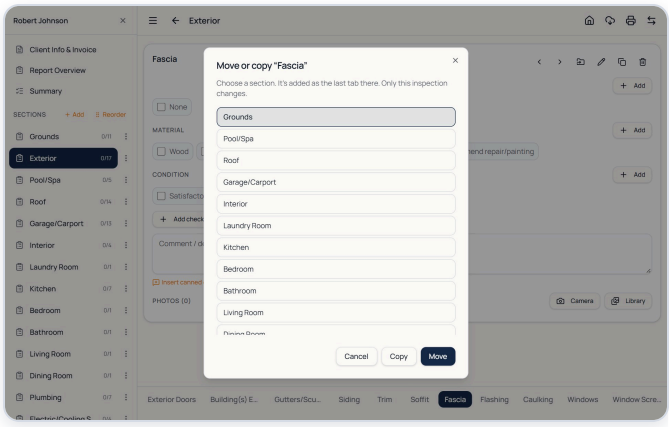
▶ Video: **Part 12 – Rearranging Sections and Items**

On a Standard report, each item also has buttons to change where it goes:

- The **left and right arrows** ‹ › move the item's tab one place along the bottom of the screen. An arrow is greyed out when the tab is already first or last.
- The **folder** button moves or copies the item to a different section. Choose the section, then tap **Move** to take it there, or **Copy** to keep it in both places. It's added as the last tab in that section, with everything you've filled in, including photos.



The arrows and the folder button at the top right of an item



Choose a section, then Move or Copy

GOOD TO KNOW

Rearranging changes this inspection only. To use your own layout for every new inspection, set it up in your own template – see Template in chapter 11. Wind Mitigation, 4-Point and Texas TREC follow the official forms, so their items can't be moved.

TIP

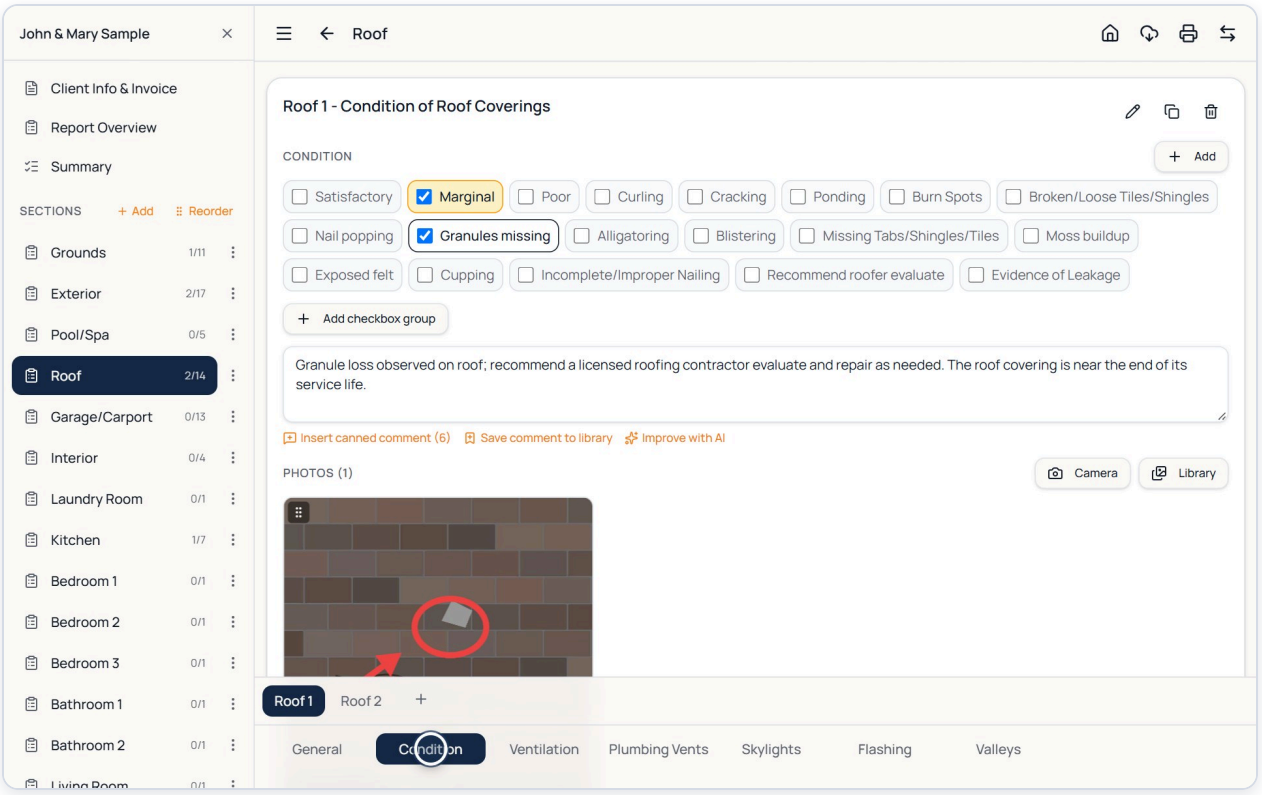
An item moved into the Roof section appears under its own **Other** tab, next to Roof 1 and Roof 2.

5 Recording What You Find

▶ Video: **Part 5 – Recording What You Find**

Checkboxes and details

- Each item has groups of checkboxes for the common answers – Material, Condition, and so on. Tap a box to check it, and tap again to uncheck it.
- Type extra details, such as age, size, or location, in the boxes at the top of the item.
- If the answer you need isn't listed, tap **+ Add** beside the group to add your own checkbox. **Add checkbox group** adds a whole new group.
- Double-tap a checkbox or a group heading to rename it.

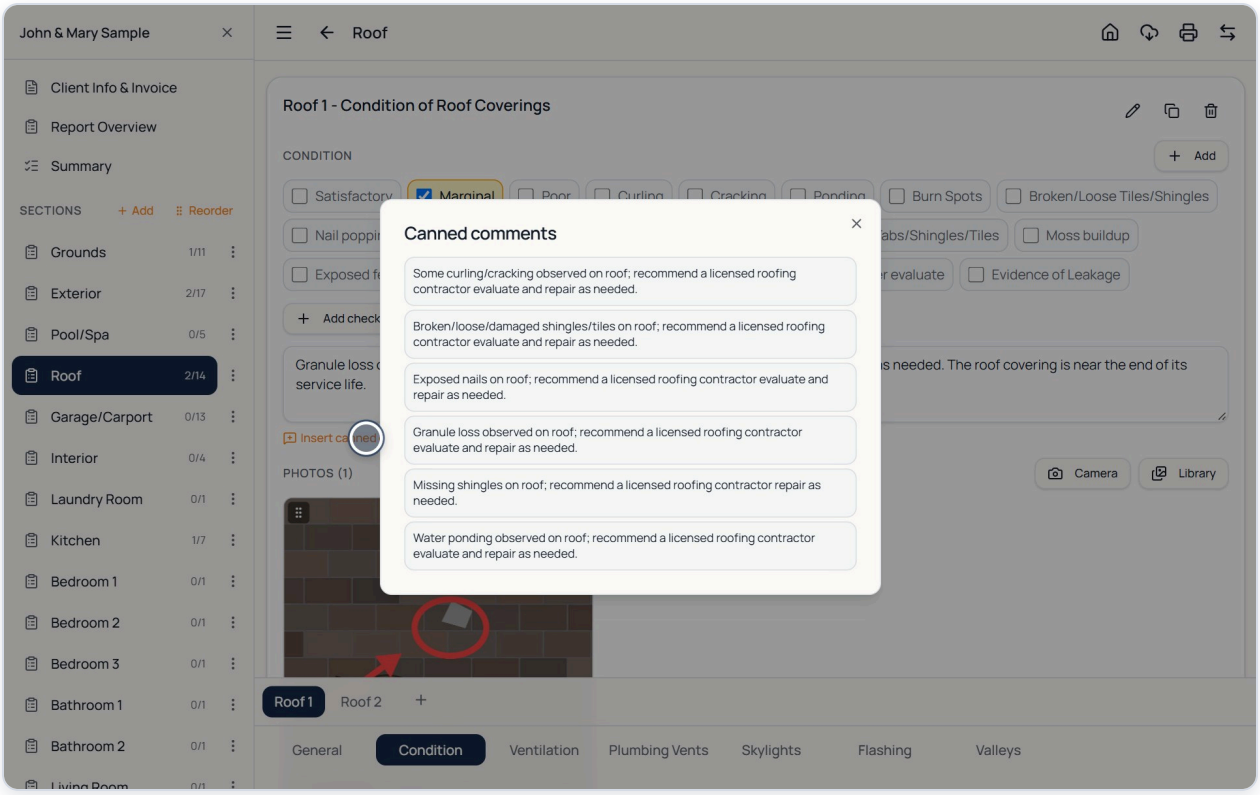


An item with checkboxes, a comment, and the Photos area

Comments

Type your notes in the **Comment / defect notes** box. Below it are these helpers:

Insert canned comment	Opens a list of ready-made comments for this item. Tap one to add it to the comment box. The number in brackets is how many are available.
Save comment to library	Saves the comment you just wrote, so it appears in the canned comment list next time.
Improve with AI	If your plan includes AI: rewrites your comment in clear, professional wording. Tap **Use it** to keep the suggestion, or **Discard**.
Dictate comment	Tablet app only: tap it and speak your comment instead of typing.



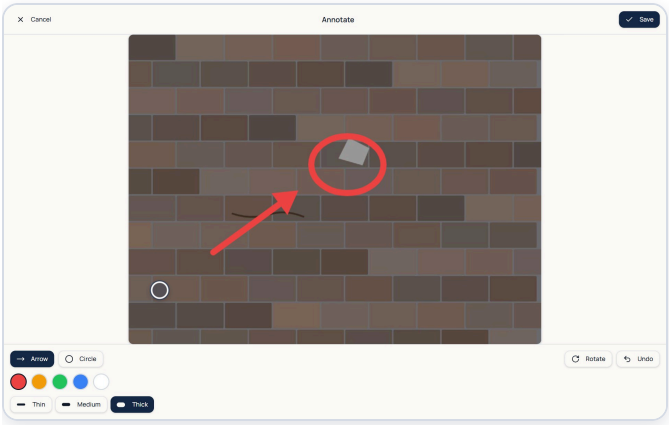
Canned comments for the roof

Photos

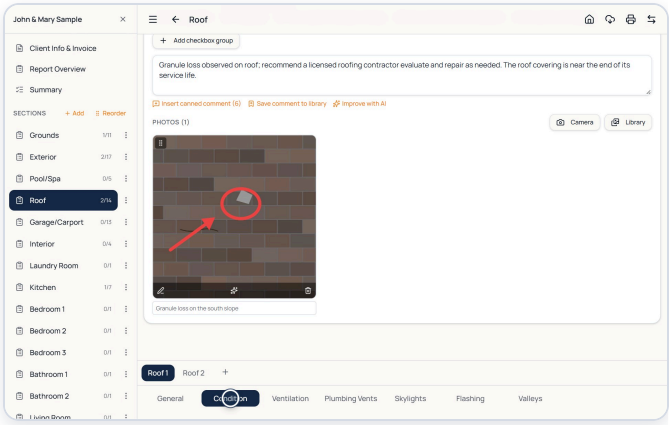
1. Tap **Camera** to take a picture, or **Library** to choose photos from your gallery.
2. Type a **caption** under the photo if you like. Captions print under the photo in the report.
3. To **mark up** a photo, tap the pencil on it. Choose **Arrow** or **Circle**, a color, and **Thin**, **Medium**, or **Thick**, then draw on the photo. **Undo** removes the last mark and **Rotate** turns the photo. Tap **Save** when you're done, or **Cancel** to leave it unchanged.

4. To change the order of the photos, press and drag the handle in the top-left corner of a photo.

5. To delete a photo, tap its trash can.



Marking up a photo



A marked-up photo with its caption

TIP

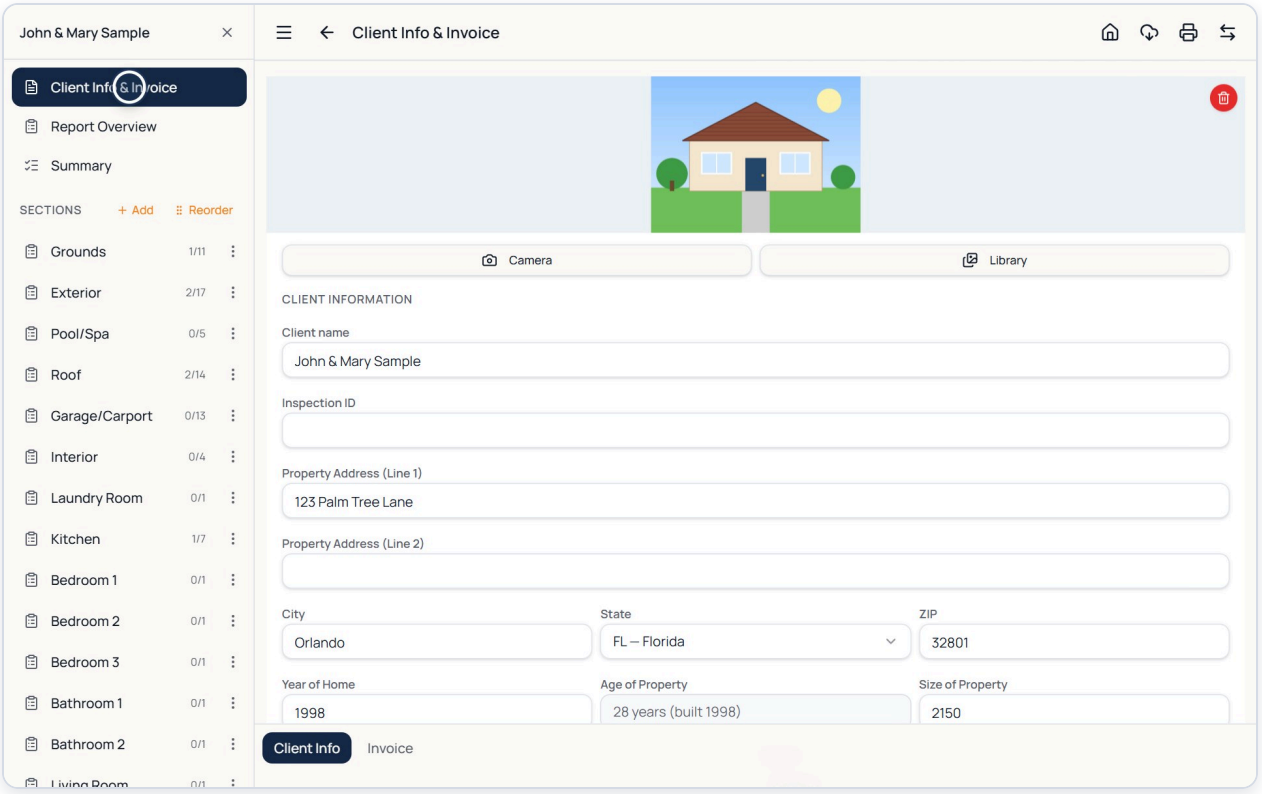
Photos can make a PDF report large. If your reports are too big to email, choose a smaller Photo Size in Settings › Display (chapter 11). It applies to photos you take from then on.

6 Client Info, Invoice, Overview and Summary

▶ Video: **Part 6 – Client Info, Invoice, Overview and Summary**

Client Info

Tap **Client Info & Invoice** in the section menu. This page has two tabs at the bottom: **Client Info** and **Invoice**. Client Info holds everything you entered when you created the inspection, and you can change any of it here – including the property photo. **Age of Property** is worked out for you from the year the home was built.



Client Info

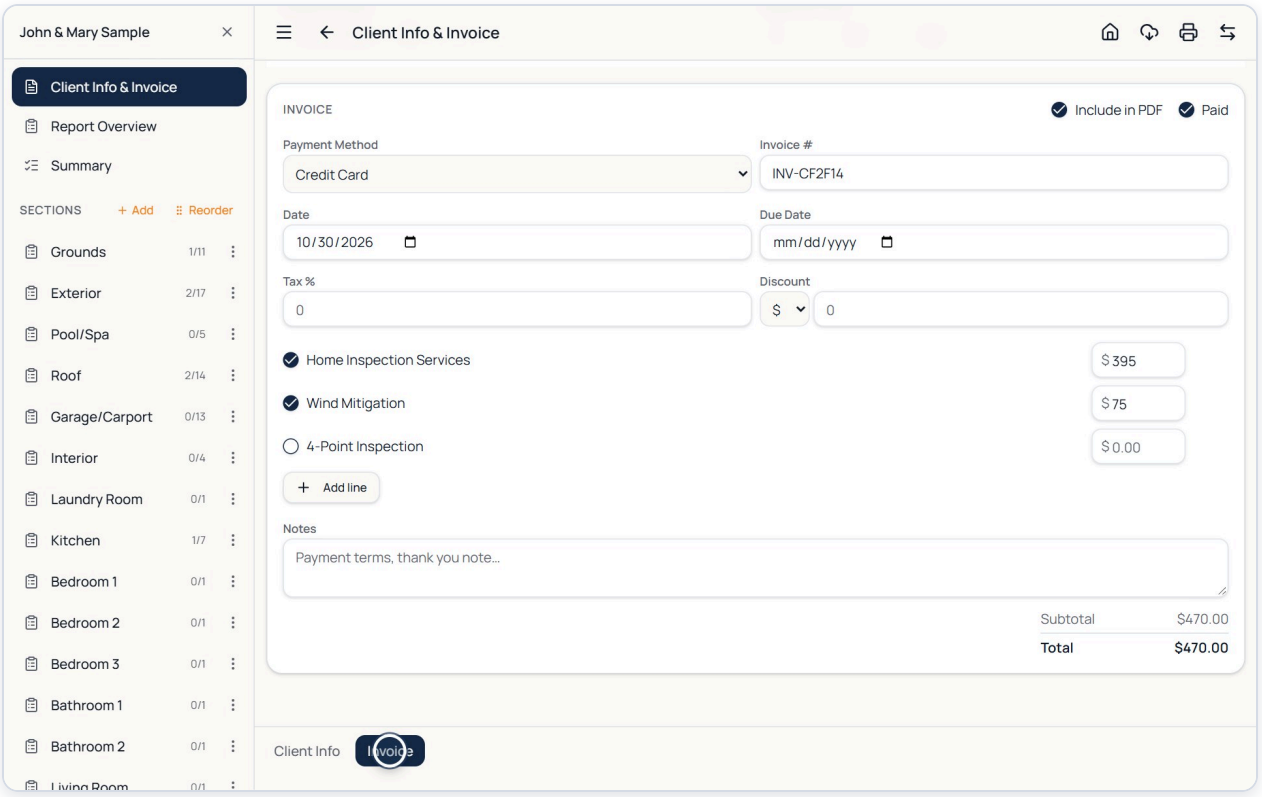
Invoice

1. Tap the **Invoice** tab at the bottom of the page.
2. Check the services you're providing – Home Inspection Services, Wind Mitigation, 4-Point Inspection – and type a price for each. **Add line** adds any other charge.
3. Choose the **Payment Method** (Check, Cash, or Credit Card). The **Invoice #** is filled in for you, and you can change it.

4. Set the **Date** and **Due Date**, and any **Tax %** or **Discount** (in dollars or as a percentage). The **Subtotal** and **Total** are worked out for you.

5. Add **Notes** such as payment terms, and tick **Paid** once the client has paid.

6. Keep **Include in PDF** checked to add the invoice to the report.

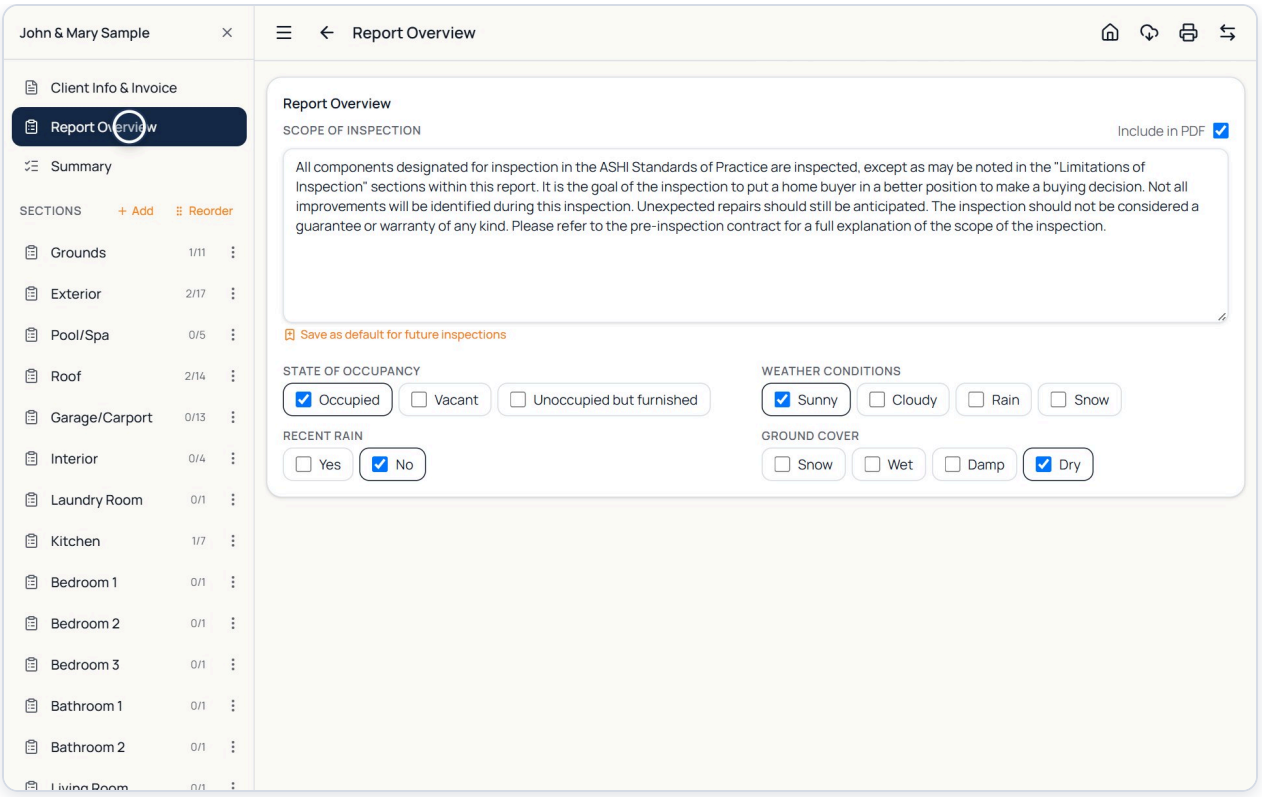


The Invoice tab

Report Overview

Standard report

This page holds the **Scope of Inspection** text and the conditions on the day of the inspection. Check **Include in PDF** to add it to the report, then tick the **State of Occupancy**, **Weather Conditions**, **Recent Rain**, and **Ground Cover**. If you change the scope wording, tap **Save as default for future inspections** to use your wording every time.

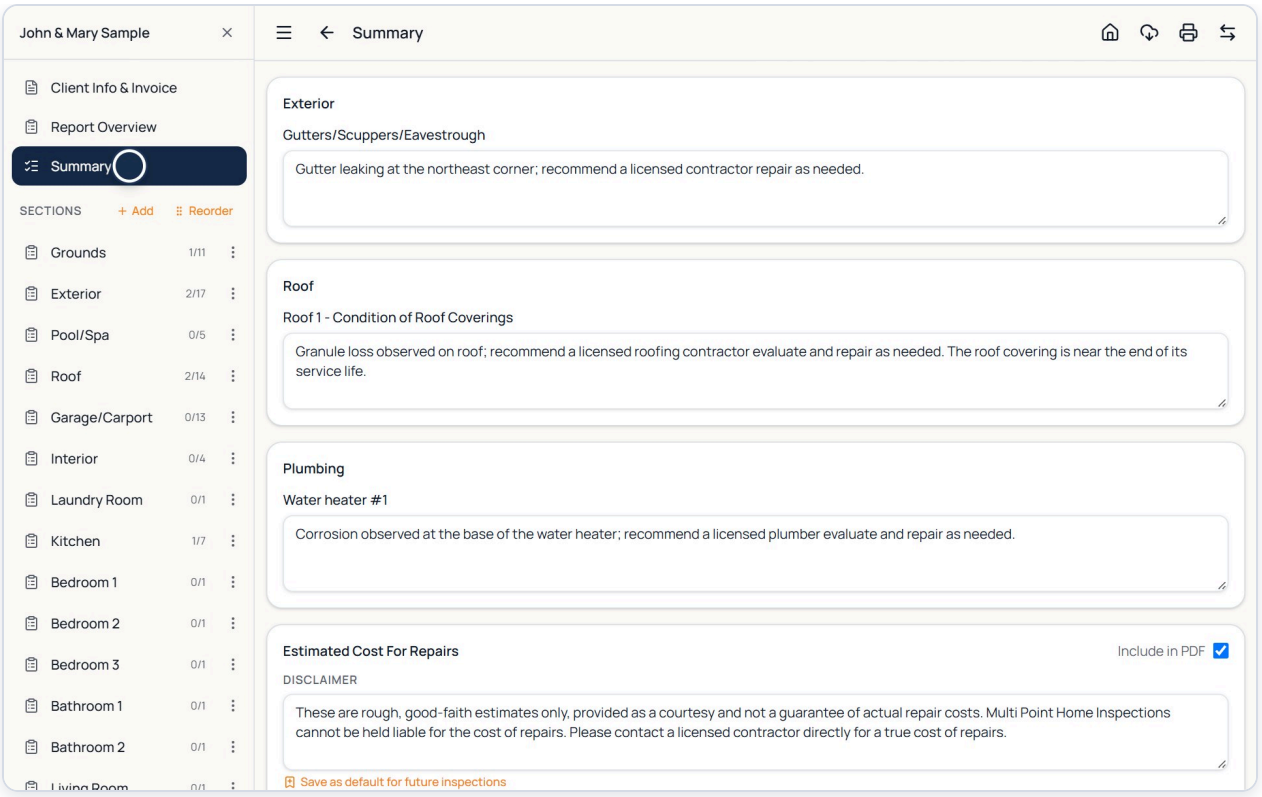


Report Overview

Summary Standard report

The Summary page gathers every item you commented on into one list, grouped by section, so you can review your findings before you finish. Changing the wording here changes only what's printed in the summary, not the original comment.

Below it, **Estimated Cost For Repairs** lets you give your client rough repair costs. Tap **Add item**, type the repair and the cost, and check **Include in PDF**. The disclaimer text can be edited, and saved as your default.



Summary and Estimated Cost For Repairs

7 Wind Mitigation and 4-Point Reports

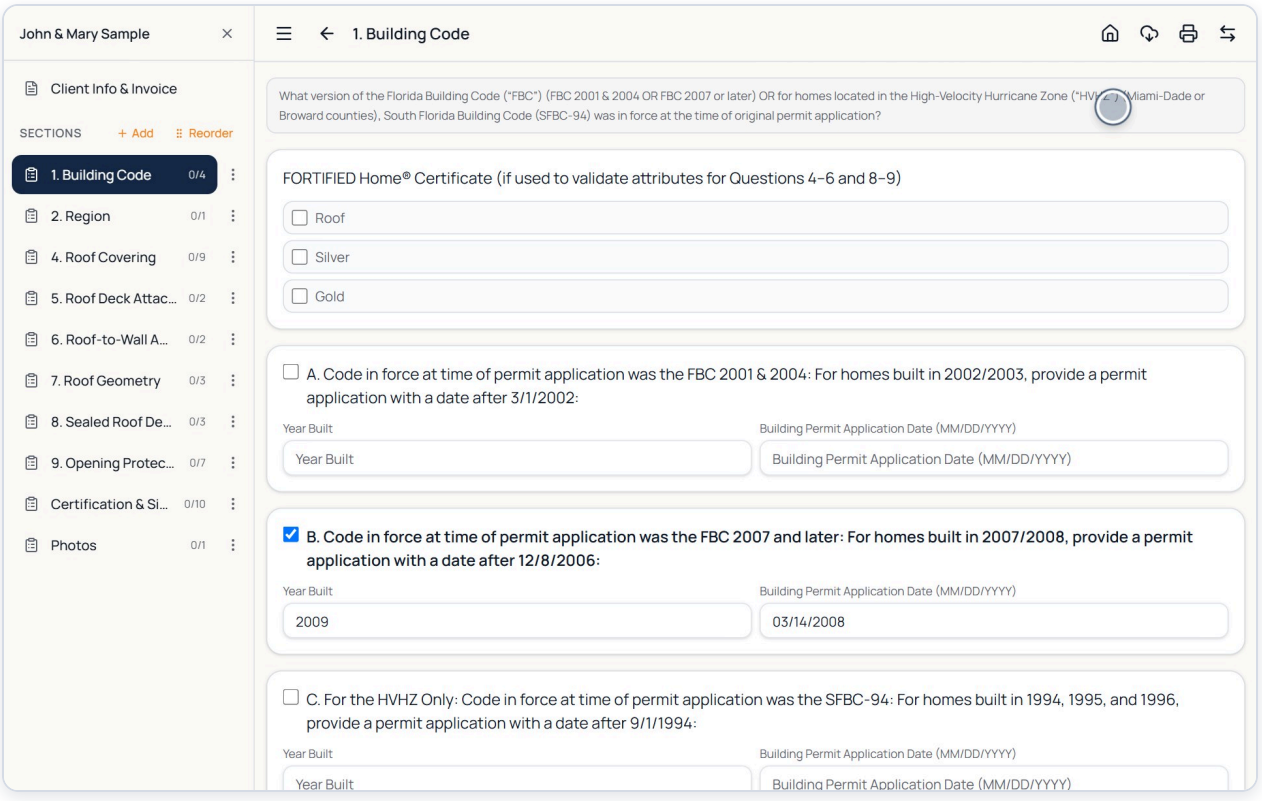
▶ Video: **Part 7 – Wind Mitigation and 4-Point Reports**

One inspection can hold all four report types for the same client. The client's name, address, and other details are shared; each report type keeps its own answers.

1. Tap the **Switch Report Type** button ⇆ at the top right.
2. Choose **Wind Mitigation (OIR-B1-1802)** or **4-Point Inspection** (or **Texas TREC (REI 7-6)** – see chapter 8). The current one is marked *(current)*.
3. The section menu changes to follow that form. Switch back at any time – nothing is lost.

Wind Mitigation

The sections follow the official OIR-B1-1802 form, question by question – Building Code, Region, Roof Covering, Roof Deck Attachment, Roof-to-Wall Attachment, Roof Geometry, Secondary Water Resistance, and Opening Protection. Each question shows the form's own wording at the top. Check the answer that applies, and fill in any years, dates, or approval numbers.

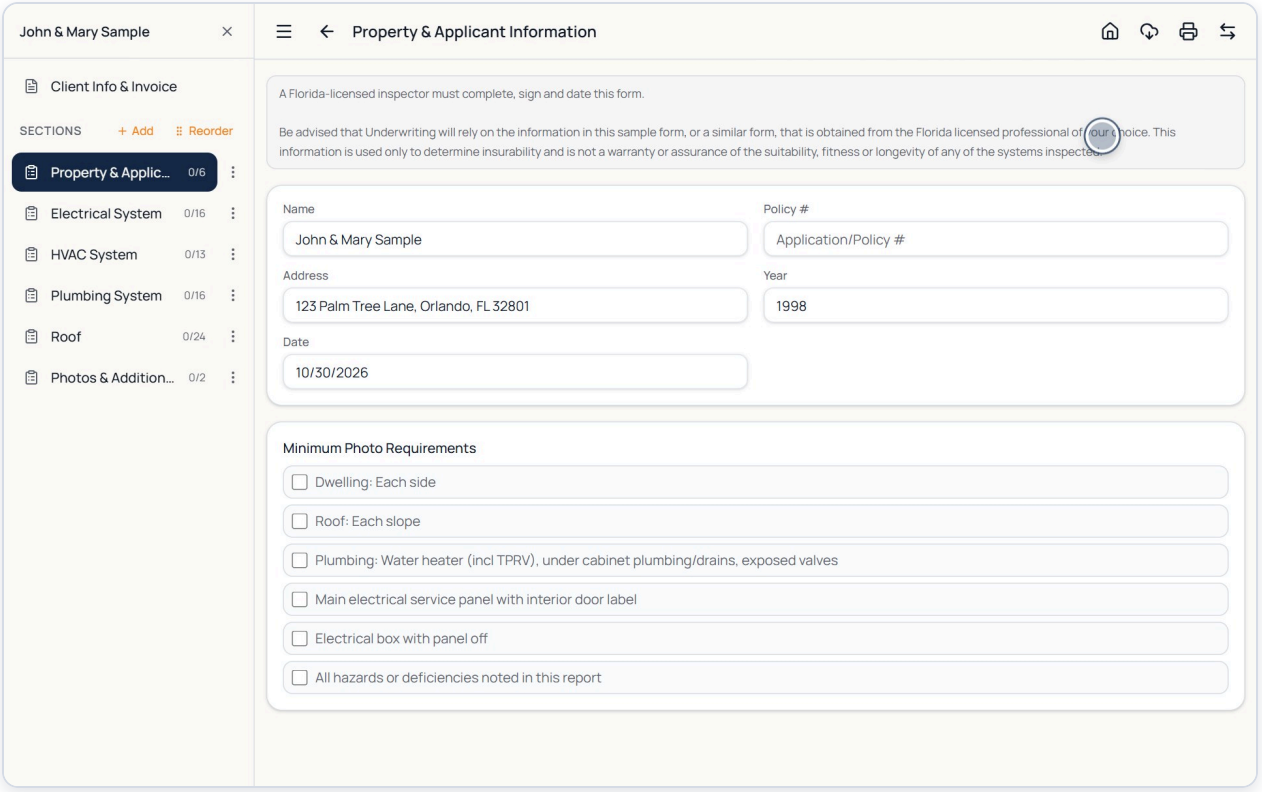


Wind Mitigation – Building Code

Certification & Signatures: the inspector's name, license details, company, phone, and signature come from Settings automatically. Fill in any of them here only if you need something different on this one report.

4-Point Inspection

The sections are Property & Applicant Information, Electrical System, HVAC System, Plumbing System, Roof, and Photos & Additional Comments. The first page includes the form's **Minimum Photo Requirements** checklist, to help you make sure you've taken every required photo.

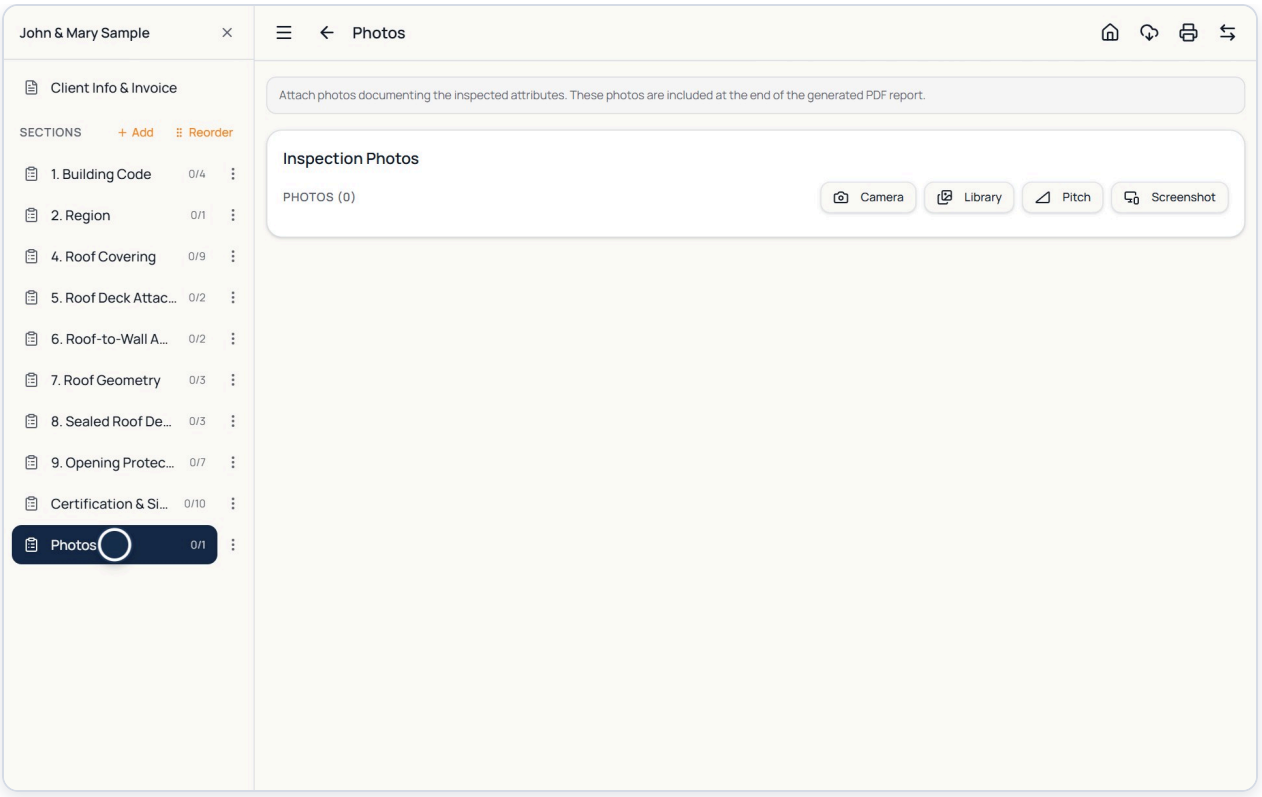


4-Point – Property & Applicant Information

Pitch and Screenshot

The photo areas on these two forms have two extra buttons:

- **Pitch** measures roof pitch with the tablet's camera and tilt sensor. Tilt the tablet until the orange line runs along the roof edge, and tap the shutter button. You can then drag the ends of the orange line to fine-tune it, and tap **Save** – or **Retake** to try again. The photo is saved with the lines and the pitch reading drawn on it. If the level line looks wrong, tap **Calibrate**.
- **Screenshot** adds a picture of a document, such as a permit record or a property appraiser page. Each screenshot gets its own half-page box at the end of the report.



Camera, Library, Pitch, and Screenshot

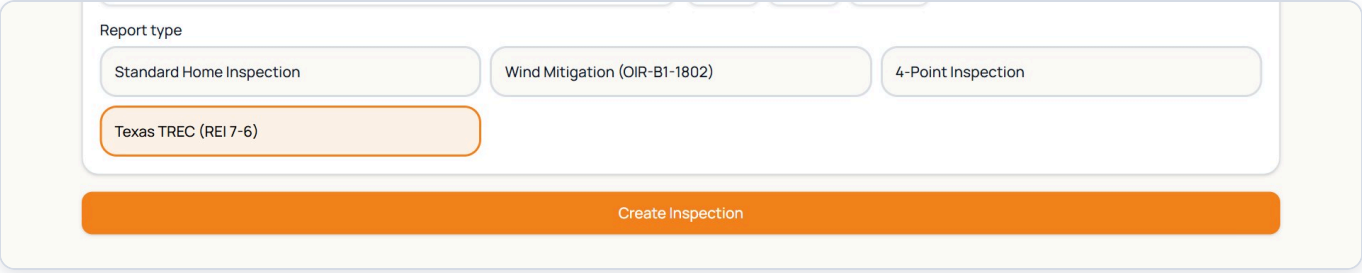
8 Texas TREC Reports

▶ Video: **Part 11 – Texas TREC Reports**

For homes in Texas, Multi Point Pro includes the Texas Real Estate Commission's **Property Inspection Report, form REI 7-6** – the form TREC-licensed inspectors use for one- to four-family homes. The report follows the official form, section by section and word for word.

Starting a Texas report

1. Start a new inspection as usual (chapter 3) and fill in the client and property.
2. Under **Report type**, choose **Texas TREC (REI 7-6)**, then tap **Create Inspection**.



Choosing Texas TREC as the report type

To add a Texas report to an inspection you already started, tap the **Switch Report Type** button ⇆ and choose **Texas TREC (REI 7-6)**. The client's details carry over.

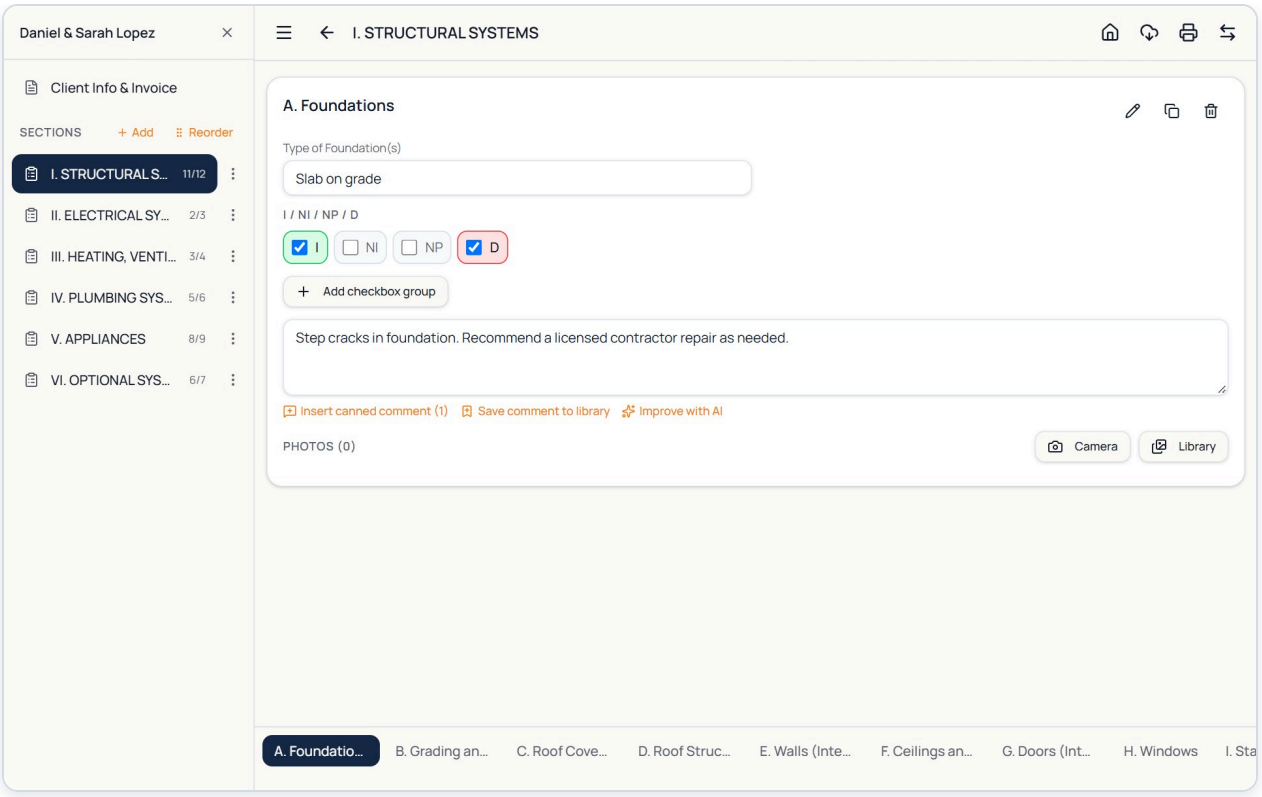
The sections follow the form: **I. Structural Systems**, **II. Electrical Systems**, **III. Heating, Ventilation and Air Conditioning Systems**, **IV. Plumbing Systems**, **V. Appliances**, and **VI. Optional Systems**. Each section has the form's lettered items, such as *A. Foundations* or *B. Grading and Drainage*. Tap the item names along the bottom of the page to move between items.

The I / NI / NP / D boxes

Every item has the form's four boxes:

I – Inspected	You inspected the item. Shows green when ticked.
NI – Not Inspected	The item is there, but you didn't inspect it.
NP – Not Present	The item isn't at this property.
D – Deficient	The item has a deficiency. Shows red when ticked.

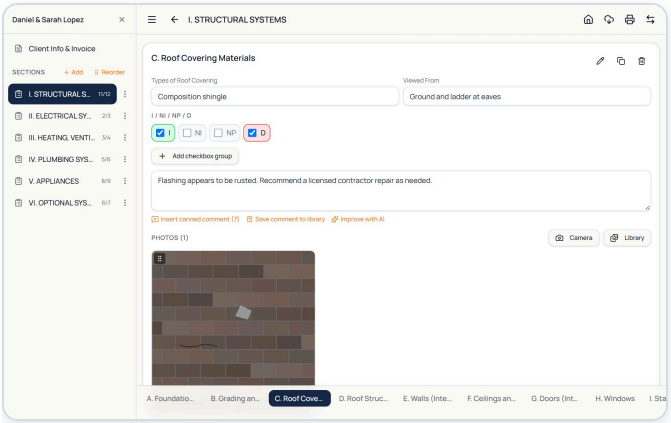
I, NI and NP go together: ticking one clears the other two. D works on its own – for an inspected item with a problem, tick both **I** and **D**, as on the paper form.



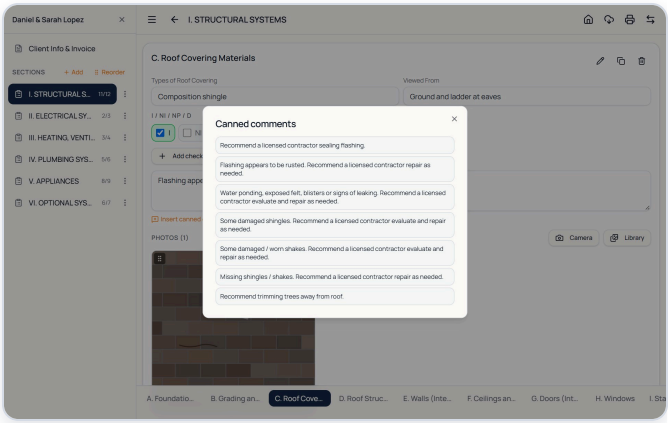
An item marked Inspected and Deficient, with its field and comment

Fields, comments and photos

- **Fields.** Many items have the form's own lines to fill in, such as *Type of Foundation(s)*, *Types of Roof Covering* and *Viewed From*. Type your answer in the box.
- **Comments.** Type in the comment box, or tap **Insert canned comment** to choose from a ready-made list for that item. You can edit the comment afterwards, and save your own comments to the library, just like in a Standard report (chapter 5).
- **Photos.** Tap **Camera** or **Library**. Captions and markup work the same as in your other reports.



An item with two fields and a photo



Ready-made comments for the item

Your TREC license and the cover page

In Settings › Company, enter your **TREC License #**. If you have a sponsoring inspector, enter their **Sponsor name** and **Sponsor TREC License #**; otherwise leave them blank. They're printed on page 1 of every Texas report.



TREC license and sponsor in Settings › Company

Further up the Company tab, **Add cover page to Texas TREC PDF** puts your cover page – logo, company details, property photo and client information – in front of the form. It's on to begin with; untick it to start the report straight at the form's page 1.



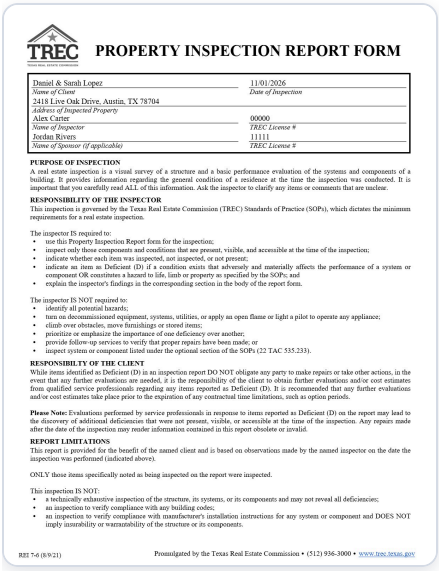
The cover-page checkboxes

The Texas PDF report

Tap the printer button and choose **Current inspection** (or **Texas TREC (REI 7-6)** from another report type). The file name starts with **TX-**. The report contains:

- Your **cover page**, if it's switched on.
- **Page 1** of the form, with the TREC logo, the client's name, the inspection date, the property address, your name and TREC license number, the sponsor lines, and TREC's own fixed text.
- **Page 2**, TREC's notice about hazardous conditions, and the *Additional Information Provided by Inspector* box.
- **Page 3**, a table of contents. Tap a section in it to jump to that page.
- The **item pages**: each page shows the Report Identification (the property address) and the I / NI / NP / D bar, then every item with its boxes, fields, comments and photos. Each form page is numbered "Page x of y", not counting the cover.

Like Wind Mitigation and 4-Point reports, a Texas report doesn't use the Report Overview or Summary pages.



PROPERTY INSPECTION REPORT FORM

Daniel & Sarah Lopez *Name of Client*	11/01/2026 *Date of Inspection*
2418 Live Oak Drive, Austin, TX 78704 *Address of Inspected Property*	
Alex Carter *Name of Inspector*	00000 *TREC License #*
Jordan Rivers *Name of Sponsor (if applicable)*	11111 *TREC License #*

PURPOSE OF INSPECTION
A real estate inspection is a visual survey of a structure and a basic performance evaluation of the systems and components of a building. It provides information regarding the general condition of a residence at the time the inspection was conducted. It is important that you carefully read ALL of this information. Ask the inspector to clarify any items or comments that are unclear.

RESPONSIBILITY OF THE INSPECTOR
This inspection is governed by the Texas Real Estate Commission (TREC) Standards of Practice (SOPs), which dictates the minimum requirements for a real estate inspection.

The inspector IS required to:
- use this Property Inspection Report form for the inspection;
- inspect only those components and conditions that are present, visible, and accessible at the time of the inspection;
- indicate whether each item was inspected, not inspected, or not present;
- indicate an item as Deficient (D) if a condition exists that adversely and materially affects the performance of a system or component OR constitutes a hazard to life, limb or property as specified by the SOPs; and
- explain the inspector's findings in the corresponding section in the body of the report form.

The inspector IS NOT required to:
- identify all potential hazards;
- turn on decommissioned equipment, systems, utilities, or apply an open flame or light a pilot to operate any appliance;
- climb over obstacles, move furnishings or stored items;
- prioritize or emphasize the importance of one deficiency over another;
- provide follow-up services to verify that proper repairs have been made; or
- inspect system or component listed under the optional section of the SOPs (22 TAC 535.233).

RESPONSIBILITY OF THE CLIENT
While items identified as Deficient (D) in an inspection report DO NOT obligate any party to make repairs or take other actions, in the event that any further evaluations are needed, it is the responsibility of the client to obtain further evaluations and/or cost estimates from qualified service professionals regarding any items reported as Deficient (D). It is recommended that any further evaluations and/or cost estimates take place prior to the expiration of any contractual time limitations, such as option periods.

Please Note: Evaluations performed by service professionals in response to items reported as Deficient (D) on the report may lead to the discovery of additional deficiencies that were not present, visible, or accessible at the time of the inspection. Any repairs made after the date of the inspection may render information contained in this report obsolete or invalid.

REPORT LIMITATIONS
This report is provided for the benefit of the named client and is based on observations made by the named inspector on the date the inspection was performed (indicated above).

ONLY those items specifically noted as being inspected on the report were inspected.

This inspection IS NOT:
- a technically exhaustive inspection of the structure, its systems, or its components and may not reveal all deficiencies;
- an inspection to verify compliance with any building codes;
- an inspection to verify compliance with manufacturer's installation instructions for any system or component and DOES NOT imply insurability or warrantability of the structure or its components.

Page 1 of the form

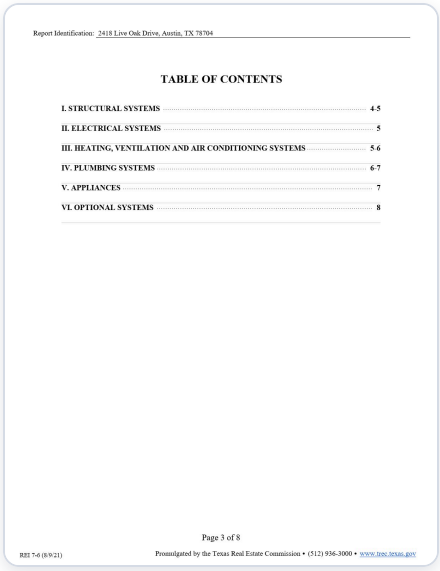
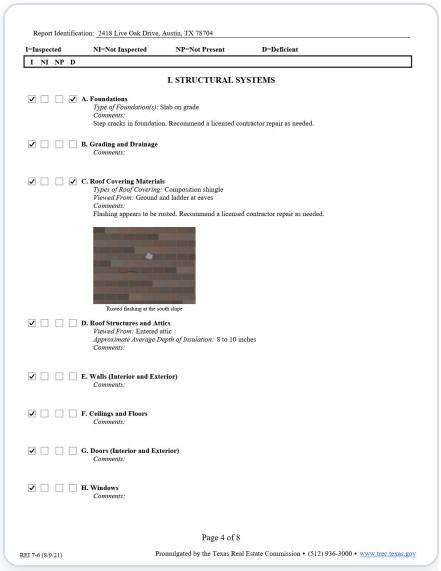


TABLE OF CONTENTS

I. STRUCTURAL SYSTEMS 4-5
II. ELECTRICAL SYSTEMS 5
III. HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS 5-6
IV. PLUMBING SYSTEMS 6-7
V. APPLIANCES 7
VI. OPTIONAL SYSTEMS 8

The table of contents



I=Inspected NI=Not Inspected NP=Not Present D=Deficient

I	NI	NP	D

I. STRUCTURAL SYSTEMS

☑ ☐ ☐ ☑ **A. Foundations**
Type of Foundation(s): Slab on grade
Comments:
Step cracks in foundation. Recommend a licensed contractor repair as needed.

☑ ☐ ☐ ☐ **B. Grading and Drainage**
Comments:

☑ ☐ ☐ ☑ **C. Roof Covering Materials**
Type of Roof Covering: Composition shingle
Viewed From: Ground and ladder at eaves
Comments:
Flashing appears to be rusted. Recommend a licensed contractor repair as needed.

Rusted flashing at the south slope

☑ ☐ ☐ ☐ **D. Roof Structures and Attics**
Viewed From: Entered attic
Approximate Average Depth of Insulation: 8 to 10 inches
Comments:

☑ ☐ ☐ ☐ **E. Walls (Interior and Exterior)**
Comments:

☑ ☐ ☐ ☐ **F. Ceilings and Floors**
Comments:

☑ ☐ ☐ ☐ **G. Doors (Interior and Exterior)**
Comments:

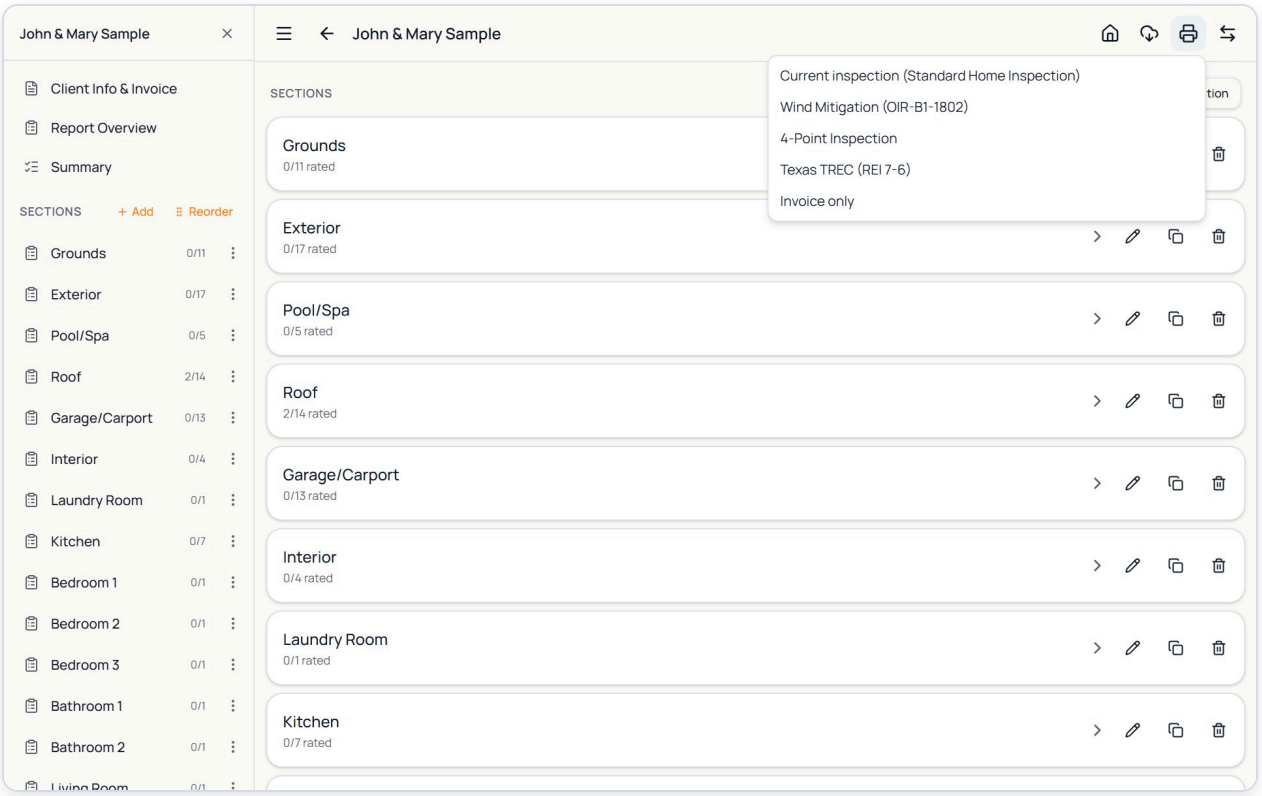
☑ ☐ ☐ ☐ **H. Windows**
Comments:

An item page with boxes, comments and photos

9 Creating the PDF Report

▶ Video: **Part 8 – Creating the PDF Report**

1. Open the inspection and tap the printer button at the top right.
2. Choose which report to create: **Current inspection**, **Wind Mitigation**, **4-Point Inspection**, **Texas TREC (REI 7-6)**, or **Invoice only**.
3. Wait a moment while the report is created. On the tablet, the PDF opens in your PDF viewer, where you can email, share, or print it. In the web version, it downloads to your computer's Downloads folder.



Choosing which report to create

What's in the Standard report

- A first page with your logo, company details, the property photo, and the client's information, on the cover page design you chose (chapter 2).
- The invoice, the Report Overview, and the Estimated Cost For Repairs – each only if **Include in PDF** is checked.
- A summary of findings.
- Every section you filled in, with your checked answers, comments, and photos. Items you left blank are left out.



Sample Home Inspections LLC

Inspector: Alex Carter
License # HI 0000
(555) 010-2030
alex@example.com

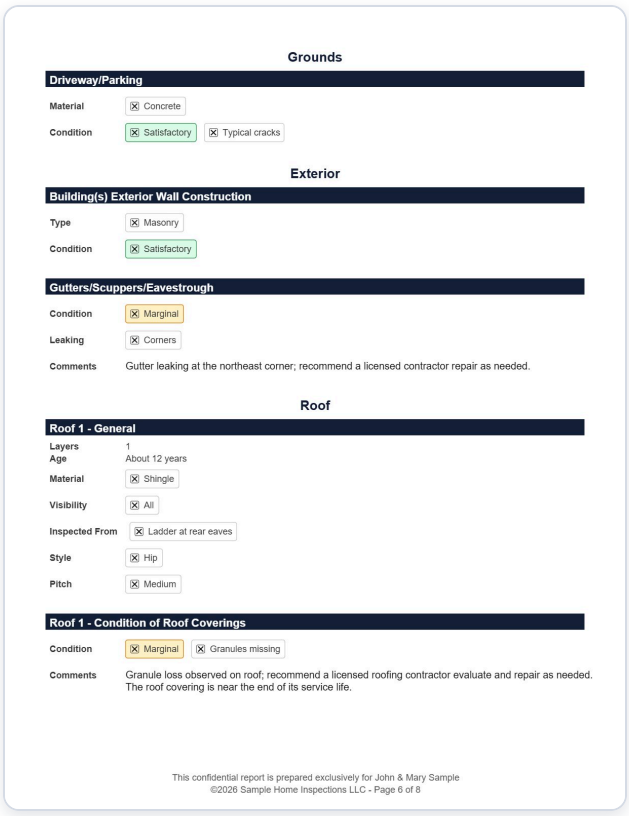
Home Inspection Report

Client Information

Client:	John & Mary Sample
Property:	123 Palm Tree Lane Orlando, FL 32801
Cell Phone:	(555) 123-4567
Email:	jmsample@example.com
Inspection Date:	10/30/2026

This confidential report is prepared exclusively for John & Mary Sample
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Page 1 of a Standard report



Grounds

Driveway/Parking

Material	☒ Concrete
Condition	☒ Satisfactory ☒ Typical cracks

Exterior

Building(s) Exterior Wall Construction

Type	☒ Masonry
Condition	☒ Satisfactory

Gutters/Scuppers/Eavestrough

Condition	☒ Marginal
Leaking	☒ Corners
Comments	Gutter leaking at the northeast corner; recommend a licensed contractor repair as needed.

Roof

Roof 1 - General

Layers	1
Age	About 12 years
Material	☒ Shingle
Visibility	☒ All
Inspected From	☒ Ladder at rear eaves
Style	☒ Hip
Pitch	☒ Medium

Roof 1 - Condition of Roof Coverings

Condition	☒ Marginal ☒ Granules missing
Comments	Granule loss observed on roof; recommend a licensed roofing contractor evaluate and repair as needed. The roof covering is near the end of its service life.

This confidential report is prepared exclusively for John & Mary Sample
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A section page with photos

Wind Mitigation and 4-Point reports are printed on the official form layout, ready to send to the insurance company. Texas TREC reports are printed on the official REI 7-6 form (chapter 8).

10 Backups, Restore and Sync

▶ Video: **Part 9 – Backups, Restore and Sync**

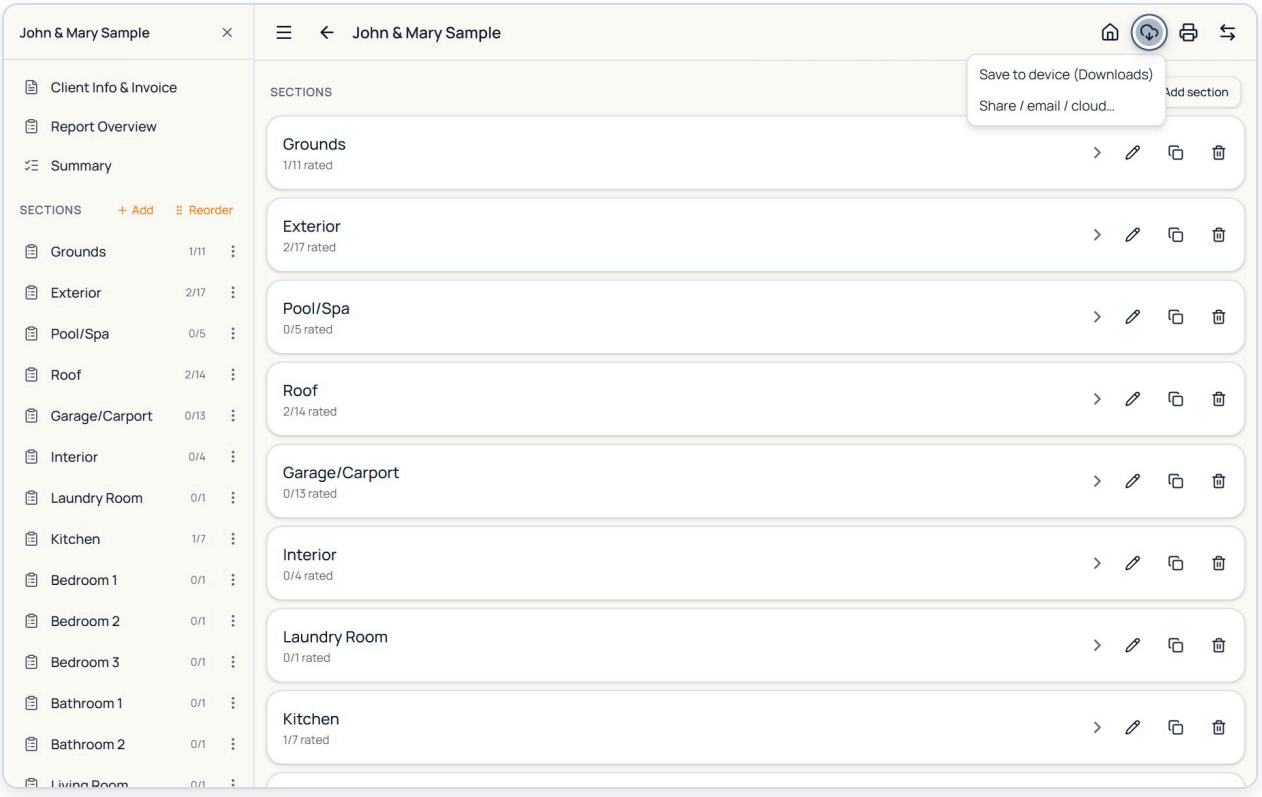
IMPORTANT

Your inspections are stored on the tablet. If the tablet is lost or broken, or the app is uninstalled, inspections that haven't been backed up or synced are lost. Back up regularly, or turn on Sync.

Saving a backup

1. Open the inspection and tap the Save Backup button .
2. Choose **Save to device (Downloads)** to keep the backup file on the tablet, or **Share / email / cloud…** to send it to your email, Google Drive, or another app.

A backup includes every report type for that client, with all of the photos.



The Save Backup menu

Restoring a backup

1. On the Home screen, tap **Restore Backup**.

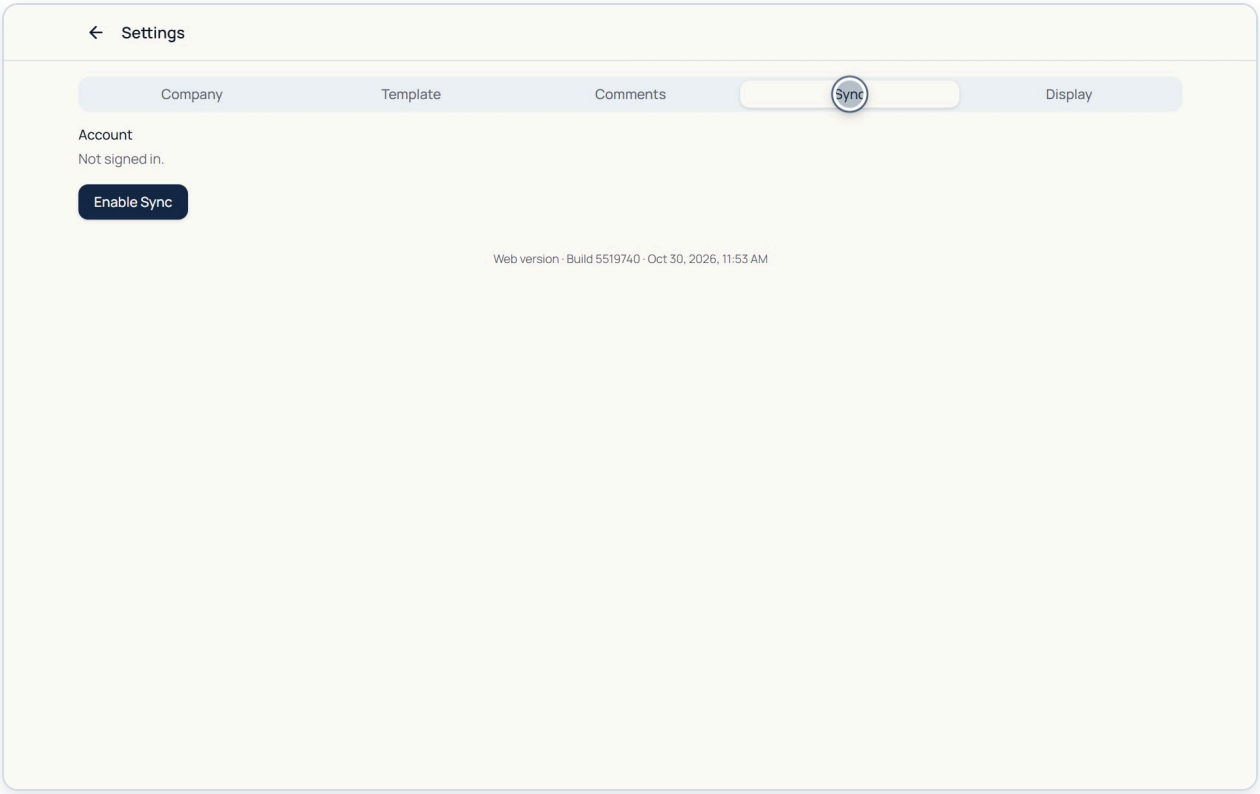
2. Choose the backup file. The inspection is added as a **new** inspection and opens – nothing you already have is replaced.

> **TIP**
> Moving to a new tablet? Save a backup of each inspection with Share / email / cloud, then restore them on the new tablet. Or turn on Sync on both.

Sync

If your plan includes sync, your inspections can stay up to date between your tablet and the web version.

1. Open **Settings** and tap the **Sync** tab.
2. Tap **Enable Sync** and sign in with your email address.
3. Sign in the same way on your other devices. The Sync tab shows who you're signed in as and the sync status. **Sign Out** turns sync off on that device.



Settings – Sync

11 Settings

▶ Video: **Part 10 – Templates, Comments and Display**

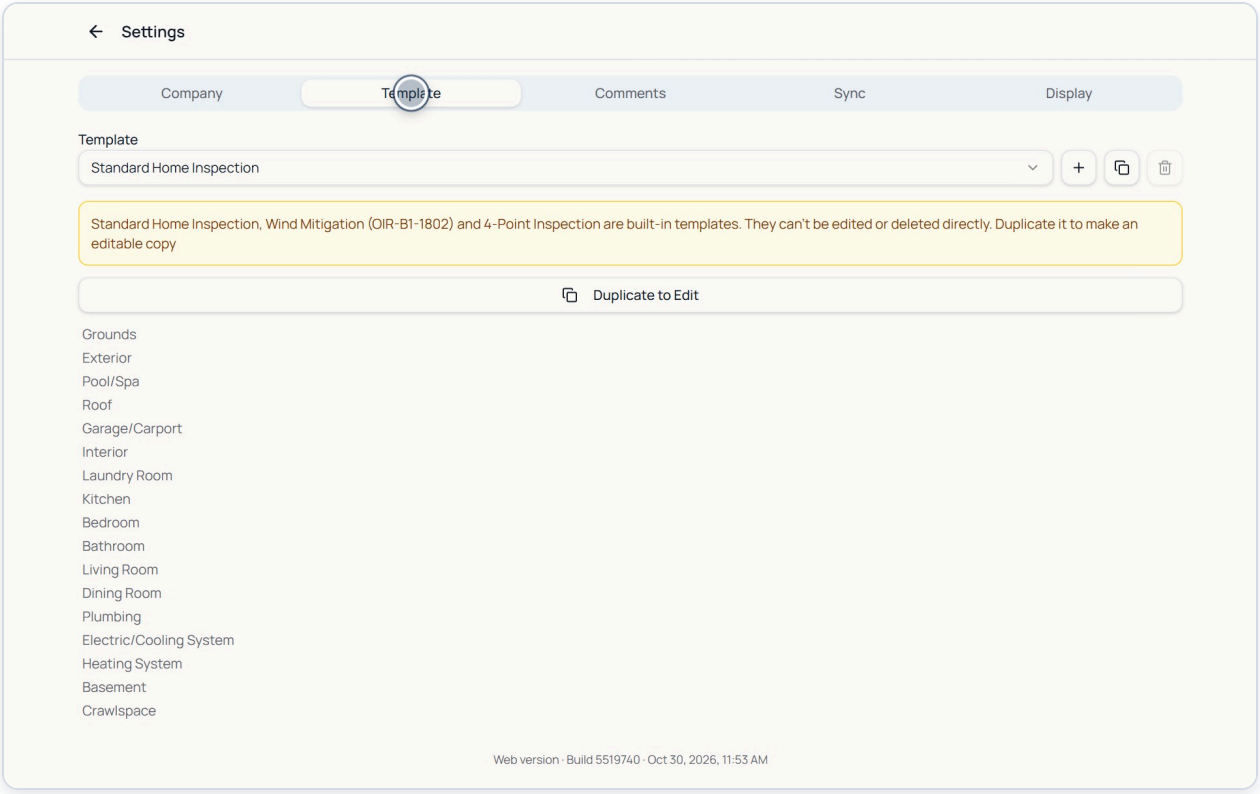
Open Settings from the gear on the Home screen. It has five tabs.

Company

Your logo, report appearance, company and inspector details, signature, and license. See chapter 2.

Template

Shows the sections in each report type. The four built-in templates – Standard Home Inspection, Wind Mitigation, 4-Point Inspection, and Texas TREC (REI 7-6) – can't be changed directly, so the official forms always stay correct. Tap **Duplicate to Edit** to make your own copy that you can change, or **+** to start a new template.

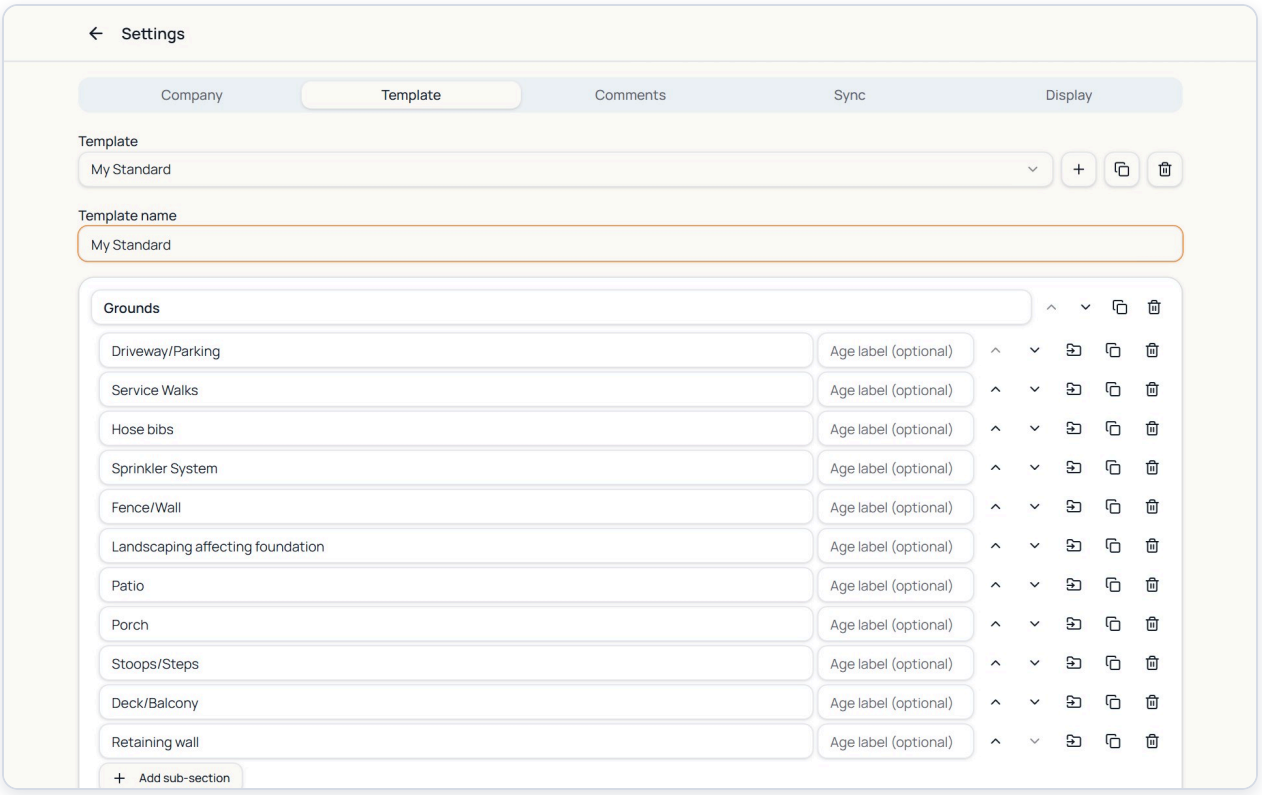


Settings – Template

To set up your own layout for every new inspection:

1. Choose **Standard Home Inspection** and tap **Duplicate to Edit**.
2. Type a name for your copy in **Template name**, for example "My Standard".

3. Use the **up and down arrows** to change the order of sections and items. The top of a section's list is its first tab in the inspection.
4. Tap an item's **folder** button to move or copy it to another section, the same as in an inspection.
5. Rename, duplicate, or delete sections and items, or add new ones, as you need. Your changes save as you go.
6. When you start a new inspection, choose your template as the report type.



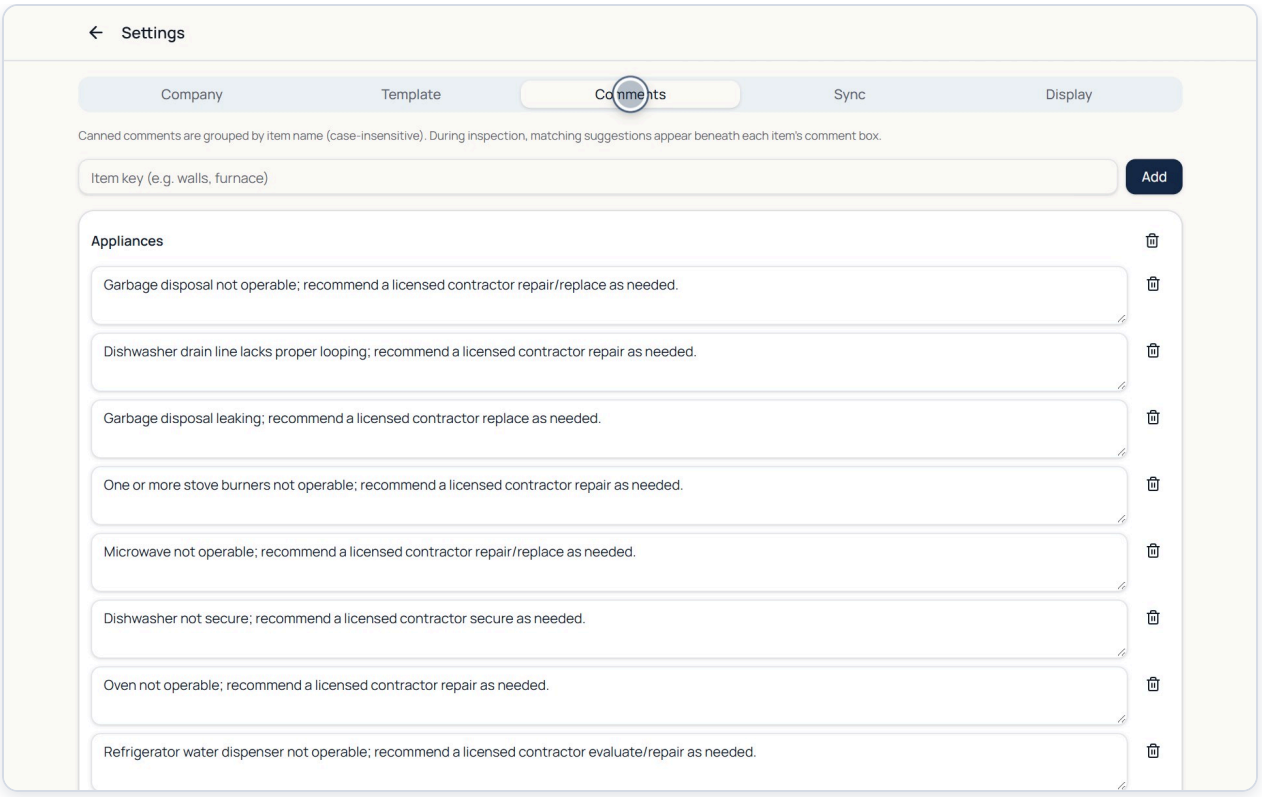
Your own copy: arrows, folder, copy, and delete on every section and item

GOOD TO KNOW

Changing a template only affects inspections you start from it afterwards. Inspections you've already started keep their layout.

Comments

Your canned comment library. Comments are grouped by item name. Edit any comment by typing in it, delete one with its trash can, or type a new item name in the box at the top and tap **Add** to start a new group. Comments you save with **Save comment to library** also appear here.



Settings – Comments

Sync

Turns sync on or off. See chapter 10.

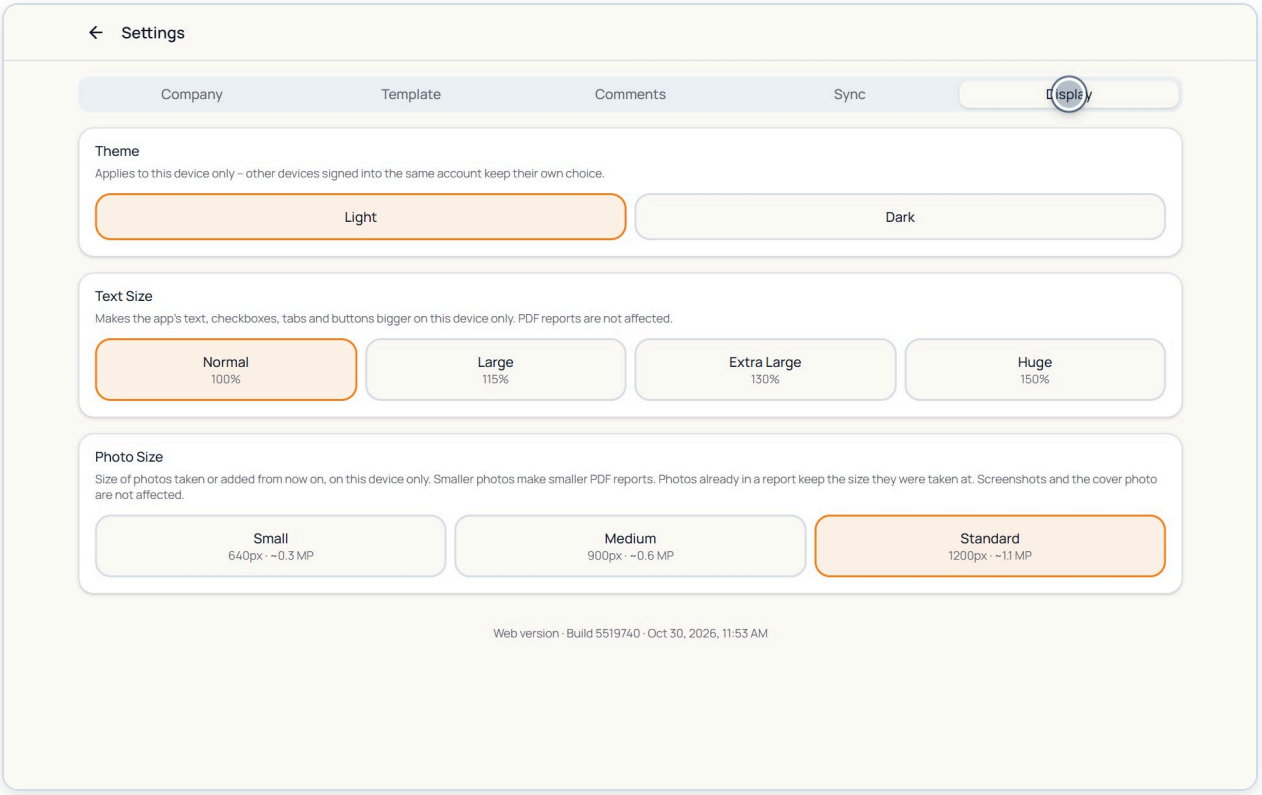
My Plan

Shows your plan, when it renews or ends, the email address of your account, and this device's Device ID. See chapter 12.

Display

These settings apply to this device only.

Theme	Light or Dark.
Text Size	Normal, Large, Extra Large, or Huge. Makes the text, checkboxes, tabs, and buttons bigger – handy outdoors. PDF reports aren't affected.
Photo Size	Small, Medium, or Standard. Sets the size of new photos. Smaller photos make smaller PDF reports. Photos already taken keep their size.
Preferred Camera	Android tablets: choose which camera app opens when you tap Camera, if the built-in one gives you trouble.



Settings – Display

12 Your Plan and Subscription

Your free trial

The first time you open the app, it asks you to sign in. There's nothing to pay and no card needed.

1. Type your name and email address, and tap **Email me a code**.
2. Check your email for a 6-digit code from Multi Point Pro. It's valid for 10 minutes.
3. Type the code in the app and tap **Continue**.

Your **14-day free trial** starts right away, with every feature included. We email you when it starts, again 4 days before it ends, and when it has ended.

> GOOD TO KNOW
>
> Each tablet gets one free trial. Signing in again with a different email address on the same tablet doesn't start a new one.

Subscribing

You subscribe on our website, in **My Account**. You can do it during the trial or after it ends – everything you did in the trial is kept.

1. Open My Account: tap **Subscribe** in any of our emails, or go to multipointpro.com and tap **My Account**.
2. Sign in with the **same email address** you use in the app. We email you a 6-digit code, the same way as in the app.
3. Under **Choose a plan**, pick **Monthly** or **Yearly**, then tap **Subscribe** on the plan you want.
4. Pay on the secure checkout page. Card payments are handled by Stripe – we never see or store your card number.
5. Your tablet unlocks by itself the next time it's online. To check right away, open Settings > My Plan and tap **Refresh my plan**.

For what each plan includes, see the Pricing page on our website.

Updating your card, changing plan or cancelling

Sign in to My Account and tap **Manage billing**. On the billing page you can:

- **Update your card** or other payment details.
- **See and download receipts** for past payments.

- **Change your plan** – move up to a bigger plan, or down to a smaller one.
- **Cancel** your subscription.

Changes reach your tablet the next time it's online, or straight away with **Refresh my plan**.

> GOOD TO KNOW
> If you cancel, the app keeps working until the end of the time you've paid for. You won't be charged again. If a renewal payment fails, we email you – update your card under Manage billing to keep going.

Settings › My Plan

Plan	Your plan, and when it renews or ends.
Account	The email address this tablet is signed in with.
Device ID	This tablet's ID. We may ask for it if you contact us for help.
Refresh my plan	Checks for changes to your plan straight away, such as a payment you just made.
I have an unlock code	Only for a tablet that's never online: paste the unlock code we sent you for its Device ID.
Sign out of this device	Signs this tablet out of your account and frees its place on your plan.

Working offline

The app doesn't need the internet to work. It checks your plan whenever the tablet is online, and keeps working offline until the end of the time you've paid for. Go online now and then so a renewal can reach your tablet.

When a plan or trial ends

The app becomes **read-only**. Your reports are safe: you can still open them and create PDFs, but you can't start or change inspections. Subscribe or renew in My Account and everything is unlocked again – nothing is lost.

Tablets and devices

Each plan is for one user. The Tablet plan covers 1 tablet or phone. The Tablet + Web plans add the web version in 1 browser at a time. To move to a new tablet or browser, sign out on the old one first (**Sign out of this device** in Settings › My Plan), or, if it's lost or broken, sign in to My Account and tap **Remove** next to it under **Devices**. Then sign in on the new one. For a second inspector or another tablet, email us to add a user.

13 Tips and Troubleshooting

Do I need to save my work?

No. Everything saves automatically as you enter it.

Do I need the internet?

No – you can complete inspections and create PDF reports with no connection. You only need internet for sync, Improve with AI, and emailing or sharing reports.

My PDF is too large to email.

Choose a smaller Photo Size in Settings › Display before taking photos. Medium or Small make much smaller reports.

The text is too small to read on site.

Choose a larger Text Size in Settings › Display.

My logo, company name, or signature isn't on the report.

Check Settings › Company. The signature is used on Wind Mitigation and 4-Point reports.

My TREC license number isn't on the Texas report.

Enter it in Settings › Company, under TREC License #. The sponsor lines stay empty unless you fill in Sponsor name and Sponsor TREC License #.

Can I move an item to a different section, or change the order of the tabs?

Yes, on Standard reports. Use the arrows and the folder button at the top right of the item (chapter 4). To keep your layout for every new inspection, set it up in your own template (chapter 11).

The invoice, overview, or cost estimates aren't in the PDF.

Check that **Include in PDF** is ticked on that page.

I deleted an inspection by mistake.

Deleted inspections can only be brought back from a backup. Tap Restore Backup on the Home screen and choose the backup file.

My tablet says my plan has ended, but I've paid.

Connect to the internet, then open Settings › My Plan and tap Refresh my plan. Make sure the tablet is signed in with the same email address you paid with.

I'm getting a new tablet.

Back up each inspection with Share / email / cloud and restore it on the new tablet, or turn on Sync on both devices.

Dictate comment doesn't hear me.

Make sure the app is allowed to use the microphone in your tablet's settings.

The camera doesn't work well on my tablet.

> On Android, choose another camera app under Settings › Display › Preferred Camera. You can always use Library to add photos you took with any camera app.

Need more help?

Email **info@multipointpro.com**. Please include which device you're using, the app version (shown at the bottom of Settings), and what you were doing when the problem happened. We aim to respond within 1–2 business days.