



Colliers Inspect

Accelerate your productivity
on your next inspection

Colliers Inspect Summary

Two Components

- Mobile Progressive Web App (PWA) for data-capture during inspections
- Back-office web app for data extraction post inspection

Key Features - PWA

- Capture notes, photos and voice recordings directly in app
- Customisable forms suited to individual asset classes and teams
- Auto-save, multi-user and offline capabilities
- Copy previous inspection notes for property re-inspection

Key Features – Back-Office Web App

- View and download captured information in one place
- Inspection notes in Excel format for ease of process integration
- Photos automatically date stamped and size-compressed

User Guides

1. PWA Installation

2. PWA Use

- New Inspection
- View/Copy Existing Inspection

3. Back-office (Valuers)

- Data extraction

4. Back-office (Product Admin)

- Form Creation
- Users/Teams Management

01. PWA Installation

REGISTRATION & ACCESS

Before you can access Colliers Inspect, you need to:

1. Register with your Colliers SSO here:
<https://ourapps.colliers.com/ColliersInspect/>
Expect to see a message saying 'you don't have permissions to view this screen'
2. Request access from Fiona at Fiona.Urquhart@colliers.com and await confirmation

You should now be able to access the web app to view and download inspections here:
<https://ourapps.colliers.com/ColliersInspectBackOffice/>

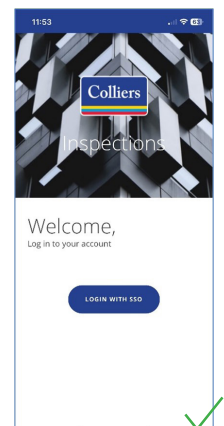
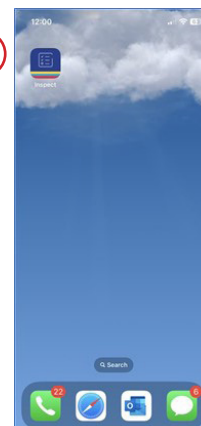
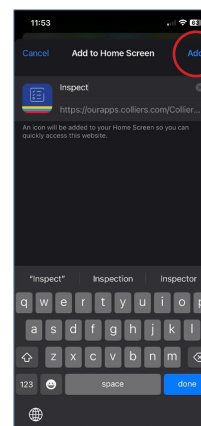
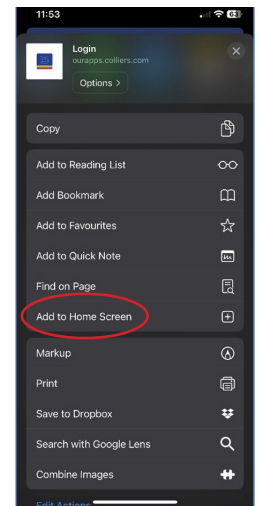
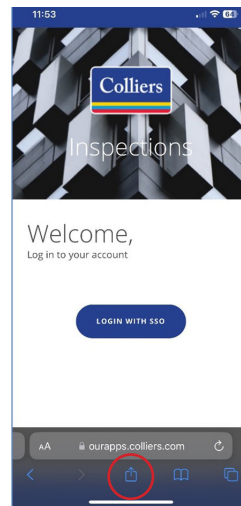
MOBILE APP INSTALLATION

ACCESS LINK: [HTTPS://OURAPPS.COLLIERS.COM/COLLIERSINSPECT/](https://ourapps.colliers.com/colliersinspect/)

Installation - iPhone/iPad

1. Open link in Safari
2. Select 'share' icon at the bottom of the screen
3. Scroll down and select 'Add to Home Screen'
4. The app name should default to 'Inspect'
Click 'Add'
5. Open the app from your home screen

If installed correctly, the screen should now look like the bottom right image (no web browser bar the bottom of the screen)

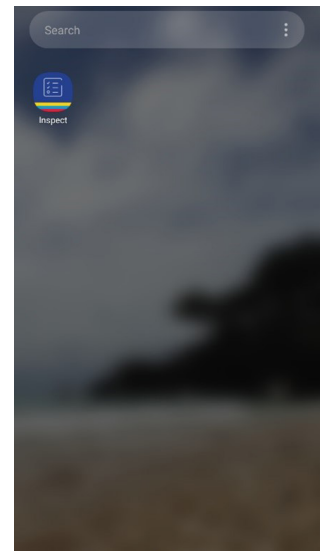
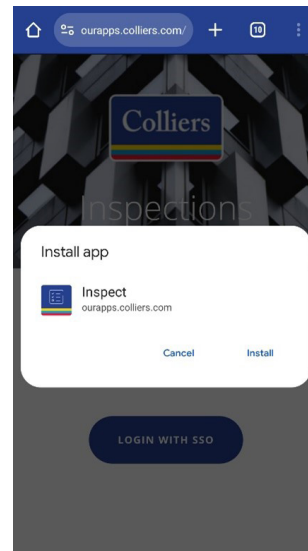
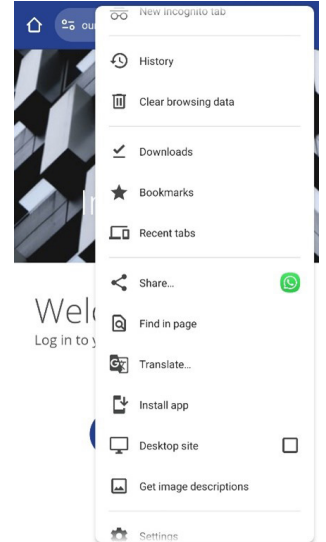


01. PWA Installation

Installation - Android

1. Open link in any main browser (Firefox, Chrome, Edge, etc.
2. Open browser settings
3. Scroll down and select 'Install app'
4. Confirm by selecting 'Install'
5. The app should now appear on your home screen, ready for use

If installed correctly, the screen should now appear in full screen mode (no web browser bar the bottom of the screen)



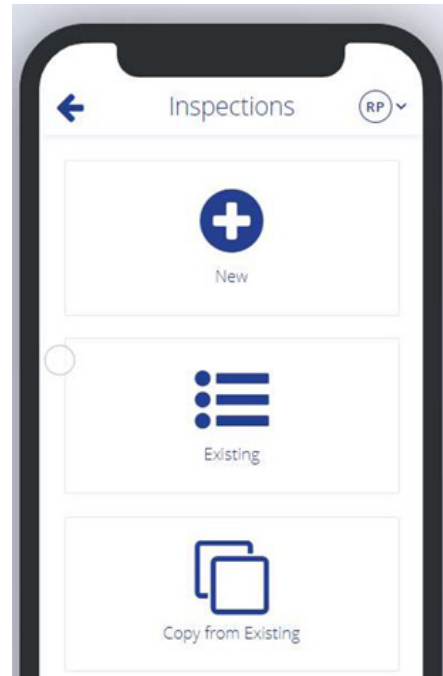
02. PWA Use

HOME SCREEN

1. Create New Inspection
2. View/Edit Existing Inspections
3. Copy Existing Inspections

Please Note

First Time Sync: Please allow additional time for the data sync to complete upon opening/using the app for the first time



CREATE NEW INSPECTION

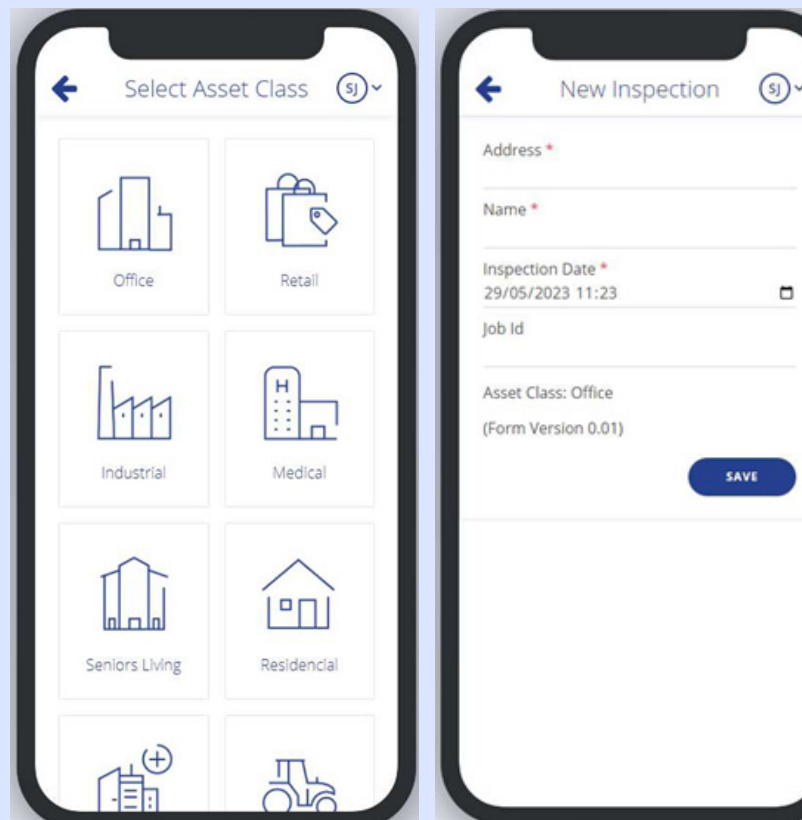
1. Select 'New' from Home Screen
2. Select Asset Class
3. Inspection Basics Screen
 - Add address, property name (if relevant), date, Job ID
 - If inspecting with another valuer, fill in primary/secondary inspector to enable collaboration within the same inspection form
 - Select 'Save'

PLEASE NOTE

Auto-Save: Once an inspection has been saved on the Basics Screen, any data captured is auto-saved locally on the app (whether online or offline).

Sync: You must return to the home screen to trigger sync for uploading/updating content

- to the back-office (required for data extraction post inspection)
- during inspection form collaboration (if inspecting property with another valuer)

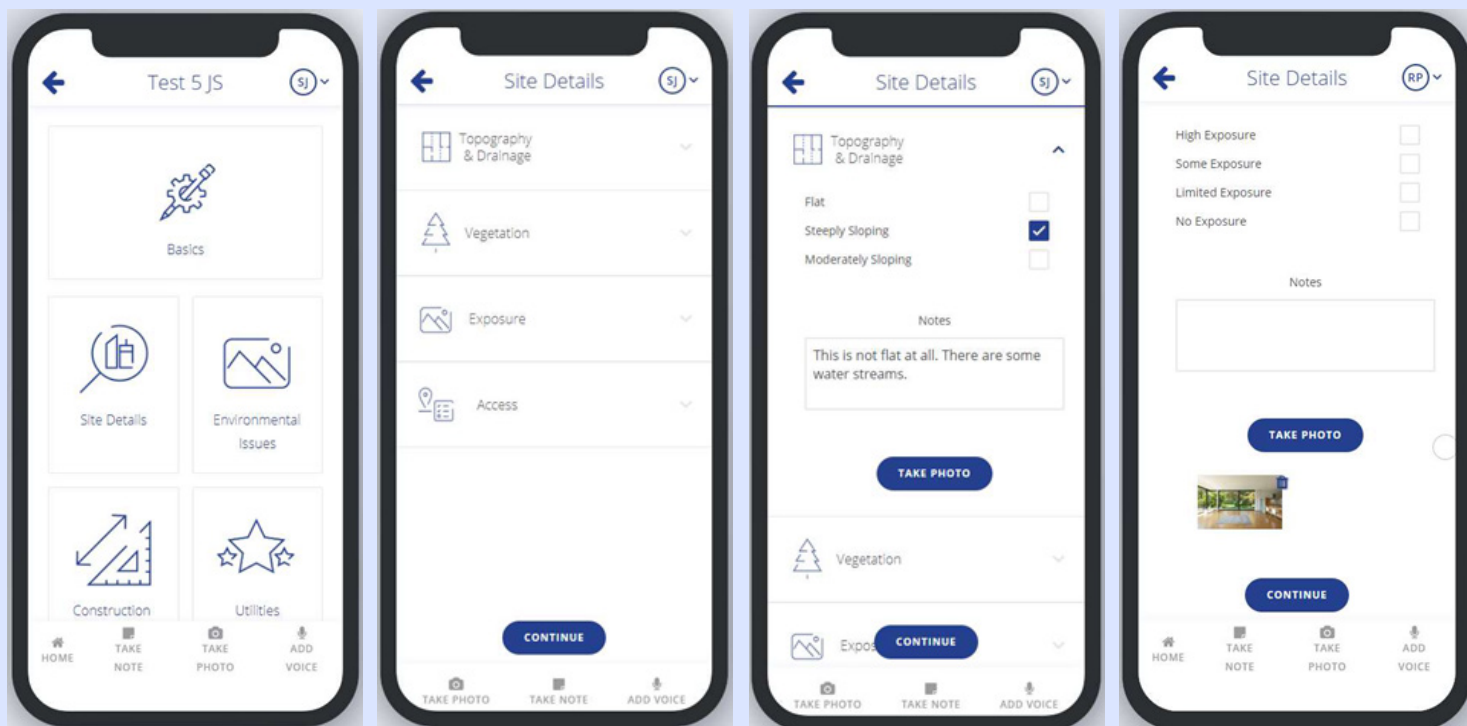


4. Inspection Main Screen

- Gallery of all sections of the form, including sub-sections and options.
- Each sub-section may include a number of options, including:
 - Radio buttons
 - Checkboxes
 - Text boxes
 - Photo capture (with added section tag)
- Basics – edit address, property name, date and Job ID

PLEASE NOTE

Photo Access: You must allow the app access to your device's camera to enable the photo capture feature.

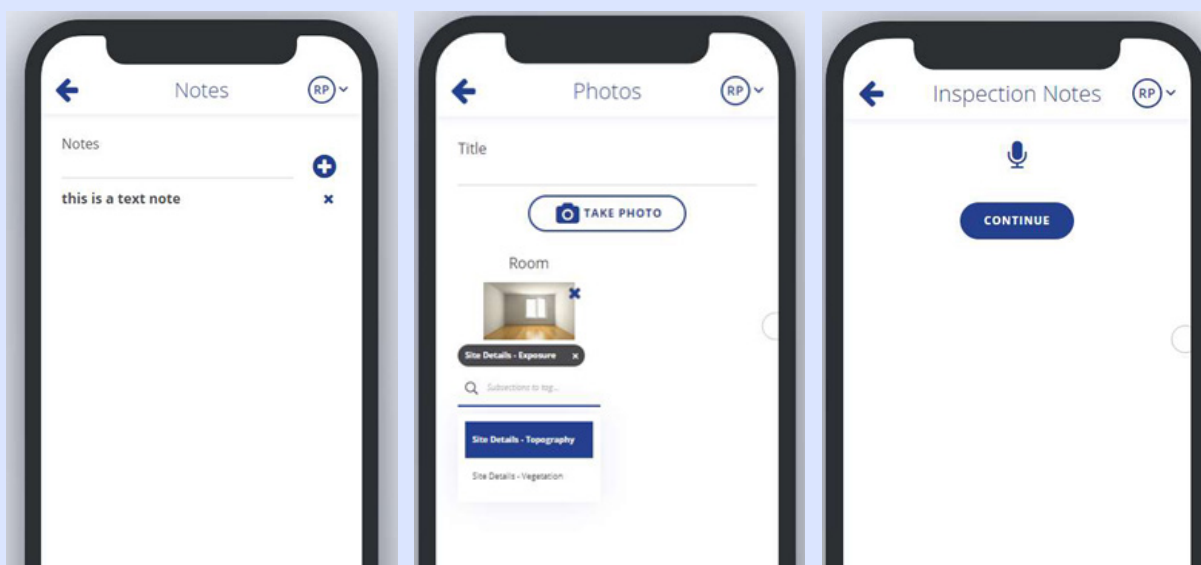


5. Bottom bar

- Home - navigate to home screen
- Take Note - add generic notes
- Take Photo – view and add photos, add/edit photo tags
- Add voice notes – view and/or delete voice notes. To add new voice note, select the microphone button

PLEASE NOTE

Photo-tags: Automatically applied to photos captured inside sub-sections - photos captured via bottom bar will require adding of photo-tags



VIEW/EDIT & COPY INSPECTION

1. View/Edit Inspection

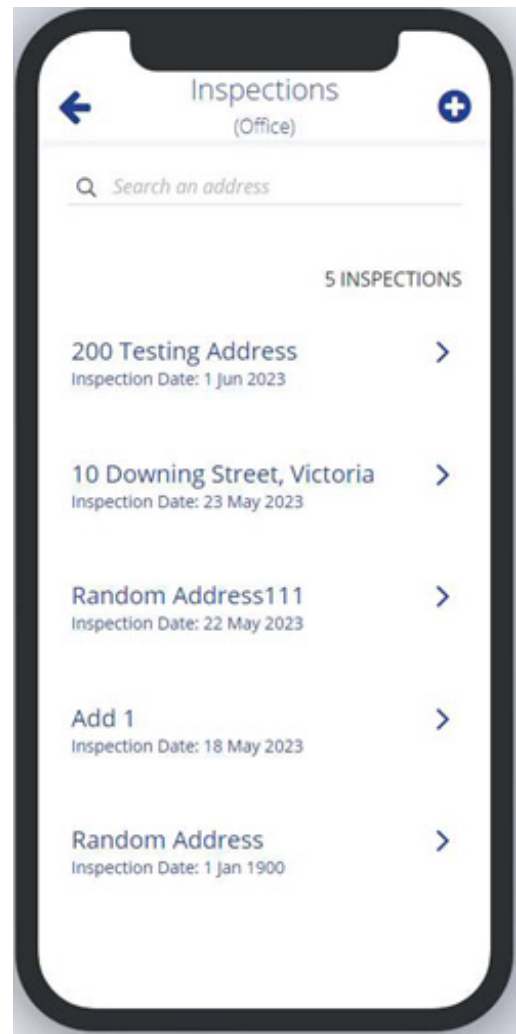
- Select 'Existing' to access previously saved inspections

2. Copy Inspection

- Select 'Copy' to access previously saved inspections
- Select relevant inspection from list
- A copy of the selected inspection is now available in 'Existing'

PLEASE NOTE

- Only information from within the inspection form will be copied across to a new inspection
- Photos, voice notes and notes from the bottom bar will not be copied across



03. Back Office User Guide - Valuers

EXISTING INSPECTIONS/DATA EXTRACTIONS

1. Displays list of inspections created from mobile app
2. Filter/sort list by
 - Asset class or address
 - Date
 - Creator
3. Checkbox to show any deleted inspections (these will appear in red)
4. Use buttons on right hand side to download data captured during inspection
 - inspection form (Excel)
 - photos (zip-file) – compressed and date stamped
 - voice notes (zip-file)

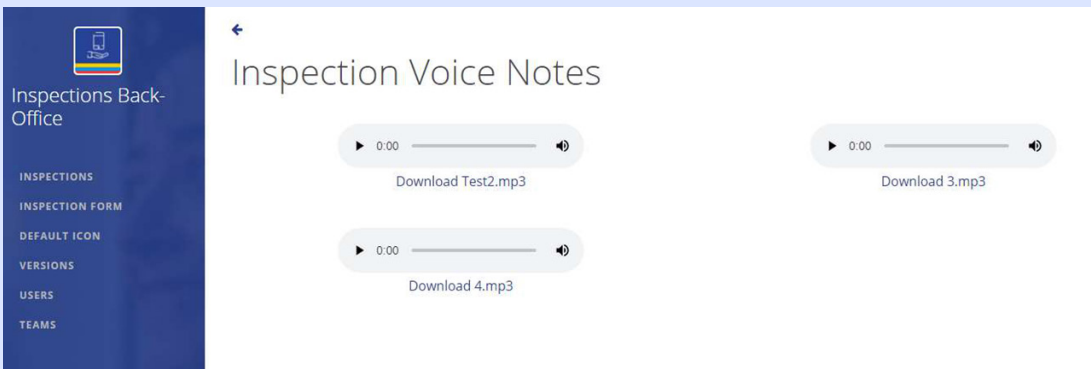
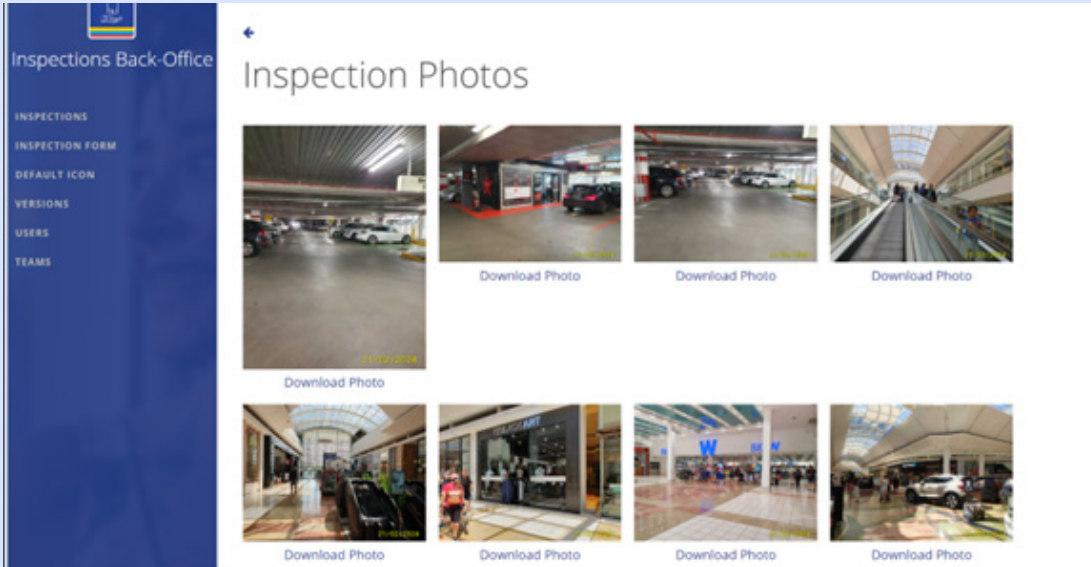
The screenshot displays the 'Existing Inspections' interface. On the left is a dark blue sidebar with navigation links: 'INSPECTIONS', 'INSPECTION FORM', 'DEFAULT ICON', 'VERSIONS', 'USERS', and 'TEAMS'. The main content area has a white background with a blue header bar containing the 'Colliers' logo and the text 'Inspections Back-Office'. The title 'Existing Inspections' is centered at the top, with a 'NEW INSPECTION' button on the right. Below the title is a checkbox for 'Show deleted inspections'. A search bar is on the left, and filters for 'Find by Date' (27/02/2024) and 'Find by Inspector' (Johnsen, Lynn) are on the right. A table with columns for 'Asset Class', 'Address', 'Inspection Date', 'Created On', 'Created By', and 'Form Version' contains one row: 'Retail', 'Retail property example', '27/02/2024', '27/02/2024 03:32 PM', 'Johnsen, Lynn', and '1182.00'. Action icons for download, print, and delete are on the right of the row. At the bottom left, it says '1 TO 1 OF 1 ITEMS'.

Asset Class	Address	Inspection Date	Created On	Created By	Form Version
Retail	Retail property example	27/02/2024	27/02/2024 03:32 PM	Johnsen, Lynn	1182.00

INSPECTION DETAIL SCREEN

Click anywhere on the inspection to to:

- Edit 'Basics' section
- Delete Inspection
- View gallery of all photos/voice notes (option to download individual files)



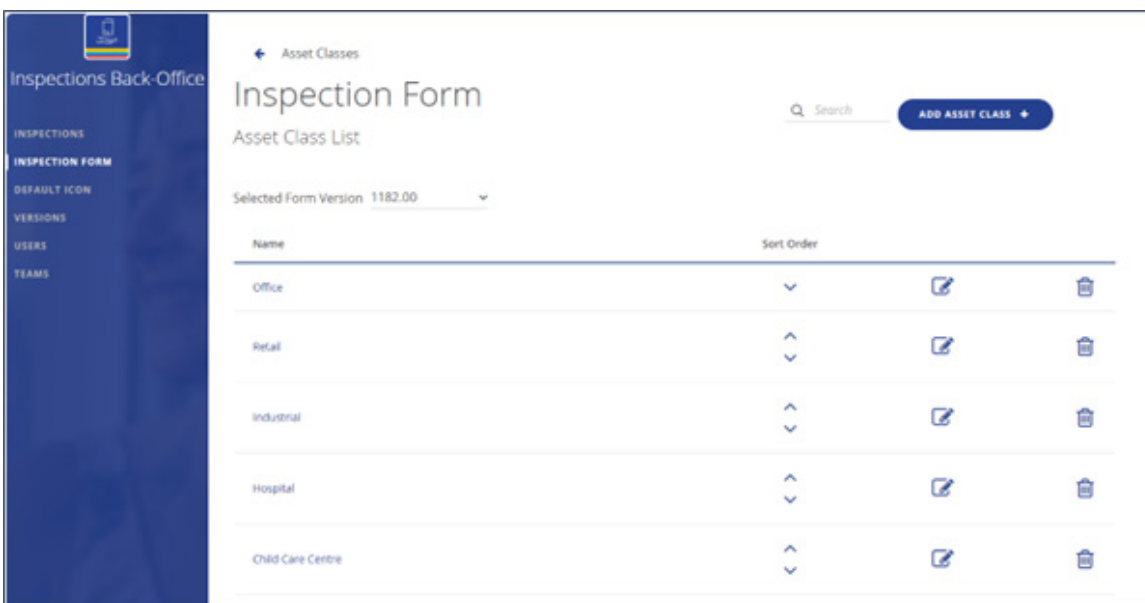
NEW INSPECTION

- Option to create new inspection from back office (basics section only)

04. Back Office User Guide - Prod Admin

INSPECTION FORMS

- Edit and add asset class forms
- Each form comprise:
 - Sections & sub-sections
 - Options (questions)

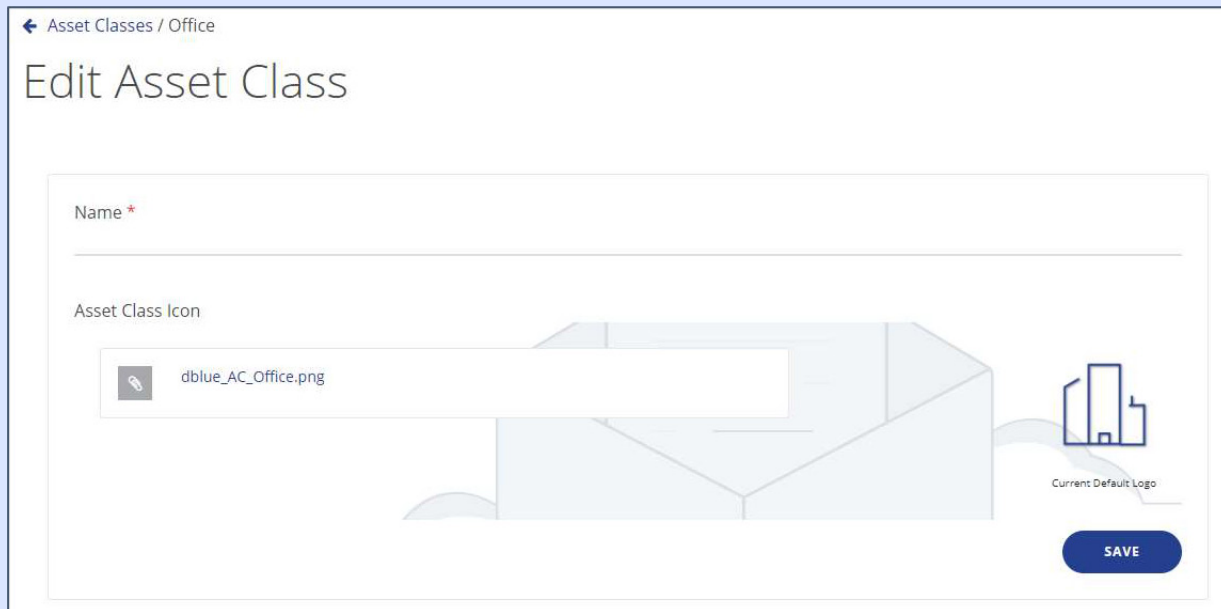


CREATE NEW FORM

1. Select Add Asset Class - enter asset class name, and choose relevant asset class icon
 2. Select 'Add Section' to add section/s within the form – enter name and relevant icon
 3. Select 'Add Subsection' to add subsection/s within each section of the form – enter name and relevant icon
 4. Select 'Add Option' to add option/s within each sub-section of the form
 - Choose from the following options:
 - Checkbox (allows multi-select)
 - Radiobutton (single-select)
 - Date-picker
 - Text single line
 - Textbox (multi-line)
 - Photo capture
- Optional – conditional visibility (master/slave) - checkboxes
- An option marked as 'Master' will determine the visibility of options marked as 'Slaves'
 - 'Enabled by Default' – options marked as slaves and enabled by default will be disabled if the master option is checked.
 - If slave options are not marked enabled by default, these options will be disabled unless the master option is checked.

PLEASE NOTE

- Options can only be generated in sub-sections
- **Re-order items:** Select the arrows under 'Sort Order' to reorder forms, sections/sub-sections or options within forms
- Versions
 - When something is changed within a form (new or existing), a new version is created.



The screenshot shows a web interface for editing an asset class. At the top left, there is a breadcrumb trail: "Asset Classes / Office". The main heading is "Edit Asset Class". Below the heading is a form with the following elements:

- A "Name *" field with a red asterisk indicating it is required.
- An "Asset Class Icon" section containing a file upload area with a link icon and the filename "dblue_AC_Office.png".
- A "Current Default Logo" section with a building icon.
- A blue "SAVE" button at the bottom right.

MODIFY EXISTING FORM

- Reorder items
- Form name and/or icon:
 - select edit/delete button on the right of the form name
- Form section name and/or icon:
 - Select form name
 - then edit/delete button to the right of the section
- Form sub-section name and/or icon:
 - Select form name
 - Select section name
 - then edit/delete button to the right of the sub-section
- Options
 - Select form name
 - Select section name
 - then edit/delete button to the right of the sub-section

DEFAULT ICON

Choose a default icon to be displayed for asset class forms, sections and sub-sections to act as an 'icon placeholder' when specific icons are not specified within the form

Inspections Back-Office

EXISTING INSPECTIONS
EDIT INSPECTION FORM
DEFAULT ICON
VERSIONS

Default Icon

Name *

Default Icon

dblue_Office Buildings.png

Current Default Logo

SAVE

VERSIONS

- When something is changed within a form (new or existing), a new version is created.
- To 'activate' any changes and make them visible within the mobile app, the latest version must be marked as version 'in use'
- An existing inspection can still be viewed/edited even if it was created in a previous and/or deleted version

Inspections Back-Office

EXISTING INSPECTIONS
EDIT INSPECTION FORM
DEFAULT ICON
VERSIONS

Version List

NEW VERSION +

Is Version In Use	Major Number	Minor Number	Created On	Created By
	1	1	25 May 2023 15:46	Santos, Joao
	1	0	24 May 2023 23:57	Santos, Joao
✓	0	1	25 May 2023 14:57	Santos, Joao
	0	0	25 May 2023 17:14	Santos, Joao

1 TO 4 OF 4 ITEMS

Version List / Version 0.01

Edit Version

Version 0.01

Major Number *
0

Minor Number *
1

Description
First test1

Is Version In Use

Is Locked

BACK SAVE

USERS

Manages users and their respective roles - roles as follows:

- Product Administrator
 - Access to the entire application and content
 - No restrictions within back-office or mobile app
- Department Administrator
 - As above for now – intended to evolve as/if application expands beyond valuations division (future stages)
- Team Leader
 - Can be assigned team leader for relevant team
 - Can view inspections and content by those within their team
- Power User
 - Can view their own inspections and direct reports (currently just their own – intended for stage 2)
- User
 - Can view their own inspections only

PLEASE NOTE

Users can only have one role

Inspections Back-Office

INSPECTIONS
INSPECTION FORM
DEFAULT ICON
VERSIONS
USERS
TEAMS

Users and Roles

Search

1 TO 10 OF 5107 ITEMS

Name	Username	Is Product Administrator	Is Department Administrator	Is Team Leader	Is Power User	Is Basic User
Adam Dybala, MAI	adam.dybala@colliers.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Albert Crosby, MAI	albert.crosby@colliers.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adam Henderson	adam.hendersonx@colliers.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniel McElrath	daniel.mcelrath@colliers.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abigail Bird	abigail.bird@colliers.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
gs_our_financials_user_expandedmenu	gs_our_financials_user_expandedmenu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

TEAMS

- Create/manage teams
- Assign team leaders and members (TL must have corresponding role assigned)

Inspections Back-Office

INSPECTIONS
INSPECTION FORM
DEFAULT ICON
VERSIONS
USERS
TEAMS

Teams

CREATE TEAM

Search

1 TO 3 OF 3 ITEMS

Team Name	Team Leader	Team Members	
Dev test	Santos, Joao	Luis Ivars ✕, Luis Ivars ✕, Macedo, Luis ✕, Luis.Macedo-DL@colliers.com ✕, luis macedo ✕, Luis Ivars ✕	🗑️
654	Adam Henderson	On Behalf Of Rodriguez Roberts, Natascha ✕, Joao Amaral ✕	🗑️
werwer	Adam Dybala, MAI	926Dummy Broker ✕, A Dummy On Behalf Of IB Test User D ✕, Aaron Murray ✕	🗑️

1 TO 3 OF 3 ITEMS

Inspections Back-Office

INSPECTIONS
INSPECTION FORM
DEFAULT ICON
VERSIONS
USERS
TEAMS

Edit Team - Dev test

Team Name: Dev test

Current Team Leader: Santos, Joao

Team Members:

Luis Ivars ✕, Luis Ivars ✕, Macedo, Luis ✕, Luis.Macedo-DL@colliers.com ✕, luis macedo ✕, Luis Ivars ✕

Select a user