



## InspectCloud Integration Guide

Property Management Solutions for Over 30 Years

### Overview

The PROMAS sync is now an automatic process. Any time you add new units in PROMAS, they will sync automatically into IC (Inspect Cloud). This guide explains how to sync your PROMAS account with Inspect Cloud using the automatic token authentication. This method enables you to sync your property units, tenants, and vendor data, and your data will remain updated in IC. All your unit data will be displayed on your Add/Assign Properties page in IC and will be ready for assignment.

If you have the maintenance feature for your account, you can sync your vendors and assign items from your inspection to create maintenance notification reports. This helps accelerate your existing work order system in PROMAS so that all your vendors will be informed about the items from your inspection reports.

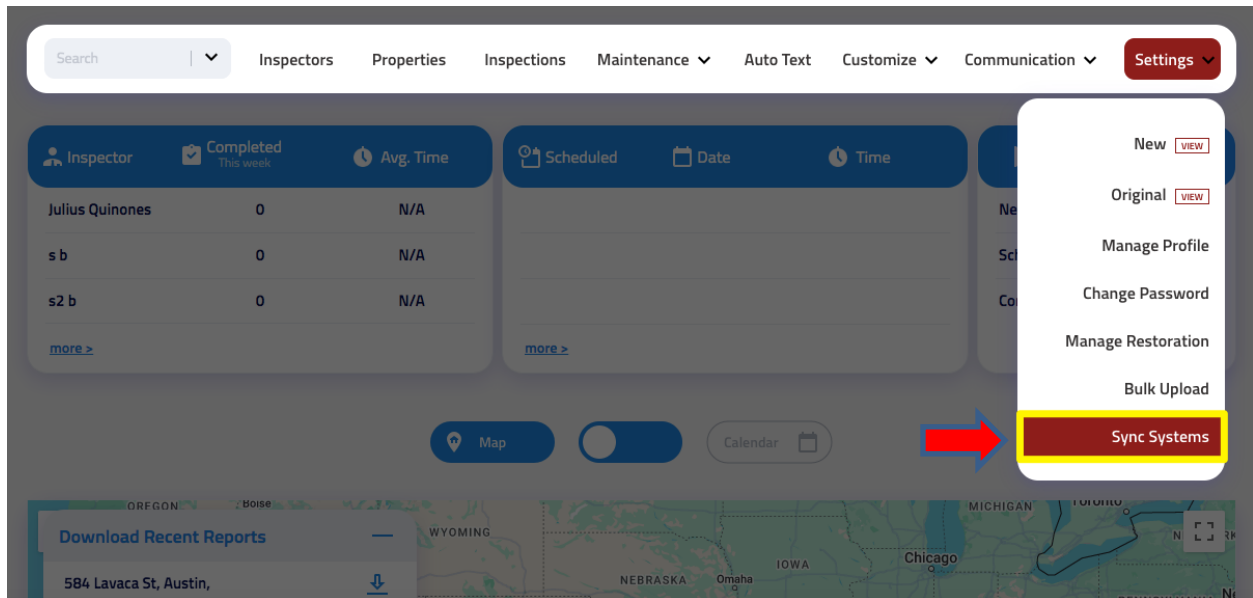
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### Quick Links to Topics

- A. [How to Get Your Partner Token from Inspect Cloud](#)
- B. [How to Set Up Your Sync in PROMAS](#)
- C. [How to Verify Your Units, Tenants, and Vendors Synced to Inspect Cloud](#)
- D. [How to View Inspection History From PROMAS](#)

# How to Get Your Partner Token from Inspect Cloud

First, ensure you have PROMAS selected as your integrated software. From your Dashboard -> *Settings* -> *Sync Systems*.



Select *PROMAS* and then *Save*.

The screenshot shows the 'Sync System' interface. At the top, there is a navigation bar with buttons: 'Update Profile', 'Change Password', 'Bulk Upload', 'Sync Systems', 'Import Partner', 'Email Productivity Feature', and 'Manage Subscription'. Below this, there are two main sections. The left section is titled 'Accounting Software' and contains three radio button options: 'Appfolio', 'Promas' (which is selected and highlighted with a yellow box), and 'Rent Manager'. A red arrow points to the 'Promas' option. The right section is titled 'Google Calendar' and contains the text 'Synchronize your scheduled inspections on google calendar' and a button labeled 'Connect Google Calendar'. At the bottom of the 'Accounting Software' section, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a yellow box, and a red arrow points to it.

This will add the Promas Import Partner button next to the Sync Systems button. Now you will be able to obtain your partner token by selecting *Promas*.



The screenshot shows the 'Sync System' interface after the 'Promas' selection. The 'Import Partner' button in the top navigation bar is now highlighted with a yellow box, and a red arrow points to it. The 'Accounting Software' section remains the same, with 'Promas' selected. The 'Google Calendar' section is also present. The 'Cancel' and 'Save' buttons are still at the bottom of the 'Accounting Software' section.

Select the Generate Token icon.

**Import Promas** << Back

[Update Profile](#) [Change Password](#) [Bulk Upload](#) [Sync Systems](#) **Import Partner** [Email Productivity Feature](#) [Manage Subscription](#)

All mandatory (\*) fields must be filled out in order to process.

Partner Token 8a719f12d3cb50b1f6bae808c7545a0eb70b1de08036643620739b56b6ee987  

Select Partner Type: \*



Partner JSON File: \*  No file chosen

After your token is generated, select the *copy icon* to copy the partner token.

**Import Promas** << Back

[Update Profile](#) [Change Password](#) [Bulk Upload](#) [Sync Systems](#) **Import Partner** [Email Productivity Feature](#) [Manage Subscription](#)

All mandatory (\*) fields must be filled out in order to process.

Partner Token 8a719f12d3cb50b1f6bae808c7545a0eb70b1de08036643620739b56b6ee987  

Select Partner Type: \*

Partner JSON File: \*  No file chosen

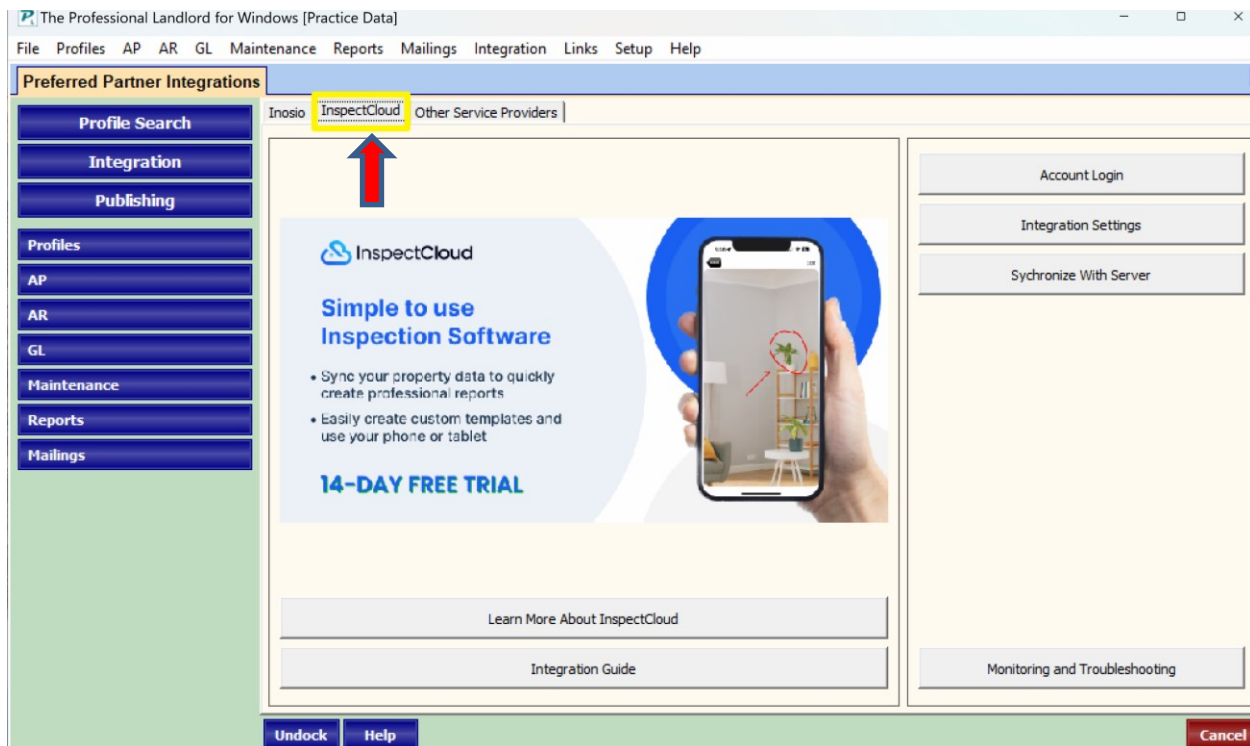
Now you can paste your partner token into your Promas account to connect the sync.

# How to Set Up Your Sync in PROMAS

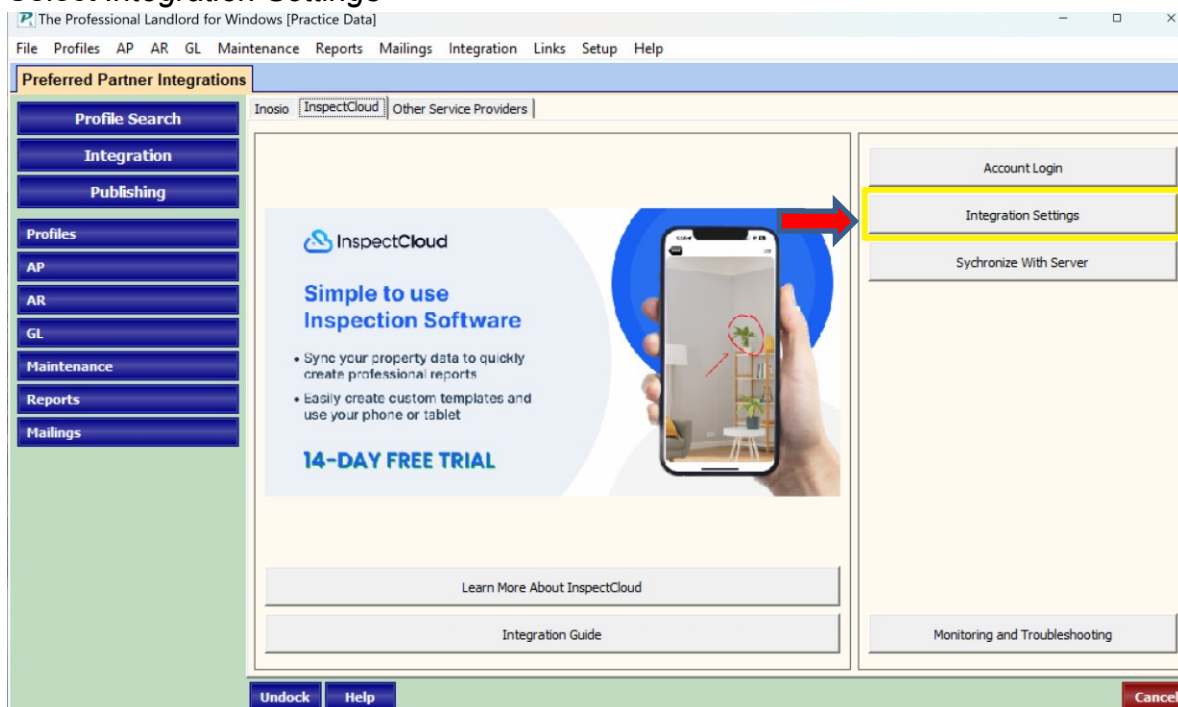
From your *Homescreen* -> *Integration*



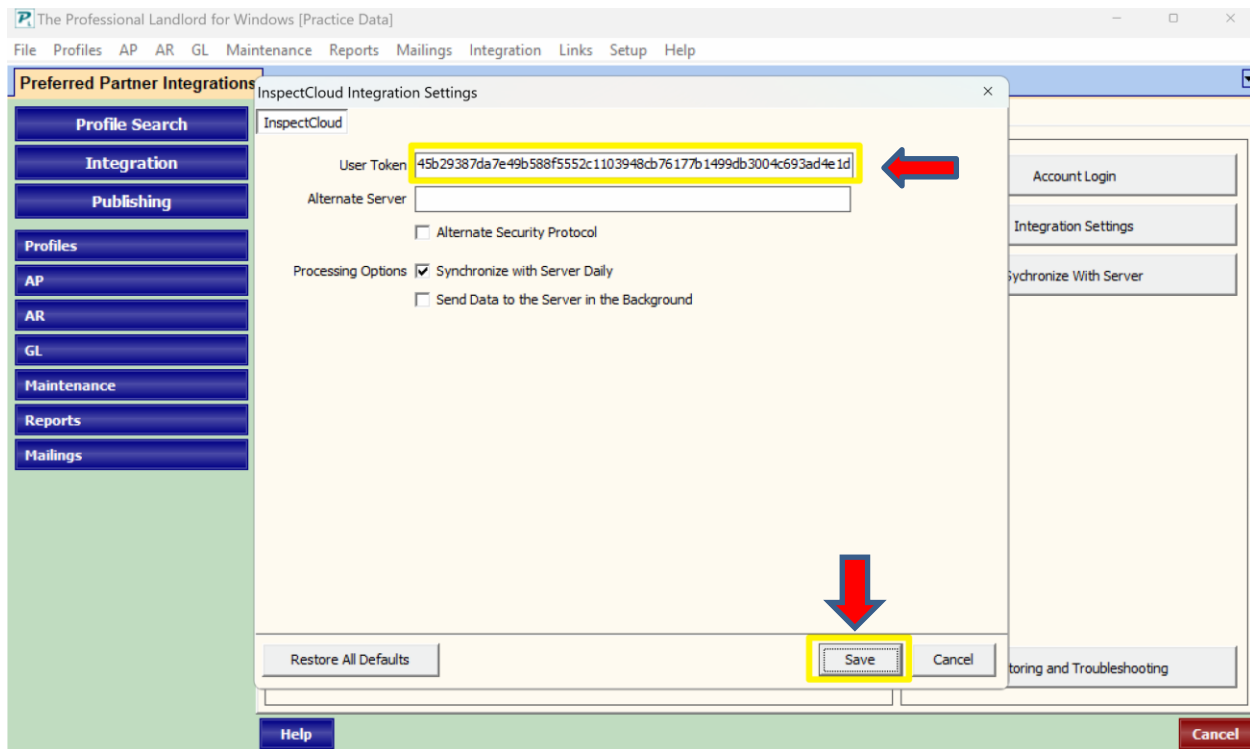
Select *Inspect Cloud*



## Select *Integration Settings*



Paste your partner token in the User Token field and click **Save**.



### Processing Options:

- Synchronize with Server Daily - Check this box to synchronize with the server daily.
- Send Data to the Server in the Background - Check this box to send data to the server in the background.


# How to Verify Your Units, Vendors, and Tenants Synced to Inspect Cloud


After you connect your sync using the token, verify the data synced in your Inspect Cloud account.

## Units (Properties)

To verify your units are synced, from your *Dashboard* -> *Properties*.

MANAGE PROPERTIES

 Add Property

 Bulk Upload

Assign Properties

Dashboard

Property address

Inspector Name

Select

▼

Search

















Owner Name

Report Status

Select Type

▼

Reset

	Property Address	Owner Name	Tenant Name	Inspector Name	Report Status	Recurring Type	Inspection Date	Action
<input type="checkbox"/>	9317 Rockport Road, Vienna, 22180	Ira C. Lebenso n			 Pending	Single		  
<input type="checkbox"/>	327 Cedar Lane, Vienna, 22181	Harrison S. Go lden	Rita Roseman		 Pending	Single		  
<input type="checkbox"/>	Willow Brooke Unit 203, Vienna, 22181	Charles W. Ha rris	Phyllis Schrad er		 Pending	Single		  
<input type="checkbox"/>	Willow Brooke Unit 202, Vienna, 22181	Charles W. Ha rris	Robert Spotz		 Pending	Single		  

Click on the edit pencil icon to go to the property details and verify the property details.

MANAGE PROPERTIES

Add Property
Bulk Upload
Assign Properties
Dashboard



















Property address
Inspector Name
Select
Search

Owner Name
Report Status
Select Type
Reset

	Property Address	Owner Name	Tenant Name	Inspector Name	Report Status	Recurring Type	Inspection Date	Action
<input type="checkbox"/>	9317 Rockport Road, Vienna, 22180	Ira C. Lebenso n			Pending	Single		
<input type="checkbox"/>	327 Cedar Lane, Vienna, 22181	Harrison S. Go lden	Rita Roseman		Pending	Single		
<input type="checkbox"/>	Willow Brooke Unit 203, Vienna, 22181	Charles W. Ha rris	Phyllis Schrad er		Pending	Single		
<input type="checkbox"/>	Willow Brooke Unit 202, Vienna, 22181	Charles W. Ha rris	Robert Spatz		Pending	Single		

## Note:




- To confirm the number of total units that synced, click the *Last* button of the page pagination located at the bottom. By default, 10 properties are displayed per page. Calculate the number of properties synced by multiplying the last page's pagination. For example, if it shows 120 pages,  $120 \times 10$  (properties per page) = 1,200 units synced.

<input type="checkbox"/>	585 Lavaca St, Austin, 78701			Julius Quinones	✓ Completed	Single	02/27/2025	  
<input type="checkbox"/>	584 Lavaca St, Austin, 78701			Julius Quinones	✓ Completed	Single	02/25/2025	  
<input type="checkbox"/>	583 Lavaca St, Austin, 78701			Julius Quinones	✓ Completed	Single	02/23/2025	  
<input type="checkbox"/>	582 Lavaca St, Austin, 78701			Julius Quinones	✓ Completed	Single	02/23/2025	  
<input type="checkbox"/>	581 Lavaca St, Austin, 78701			Julius Quinones	✓ Completed	Single	02/21/2025	  
<input type="checkbox"/>	580 Lavaca St, Austin, 78701			Julius Quinones	✓ Completed	Single	02/21/2025	  

←
1
2
3
4
5
6
7
8
9
→
Last
Show 10
Delete

MANAGE PROPERTIES
Add Property
Bulk Upload
Assign Properties
Dashboard

Property address
Inspector Name
Select
Search
Owner Name
Report Status
Select Type
Reset

<input type="checkbox"/>	Property Address	Owner Name	Tenant Name	Inspector Name	Report Status	Recurring Type	Inspection Date	Action
<input type="checkbox"/>	708 white hawk trail, Harker Heights, 76548	Test	Test		✓ Completed	Single	10/01/2014	  

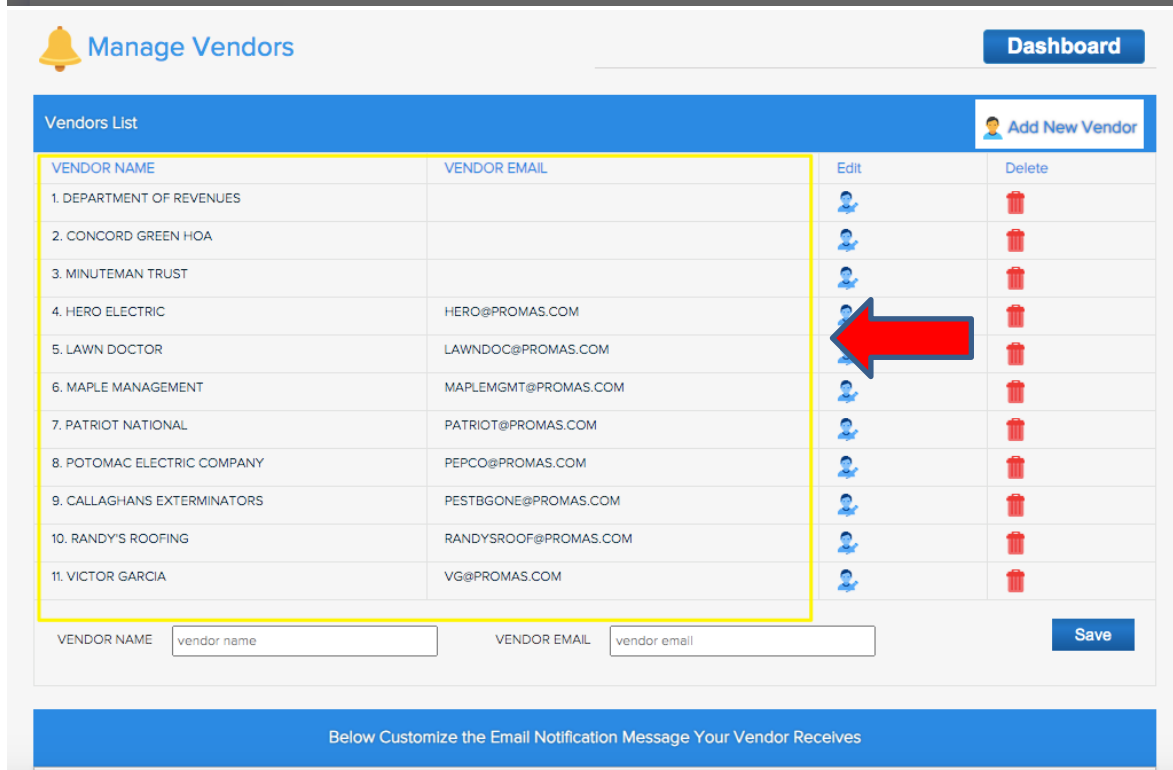
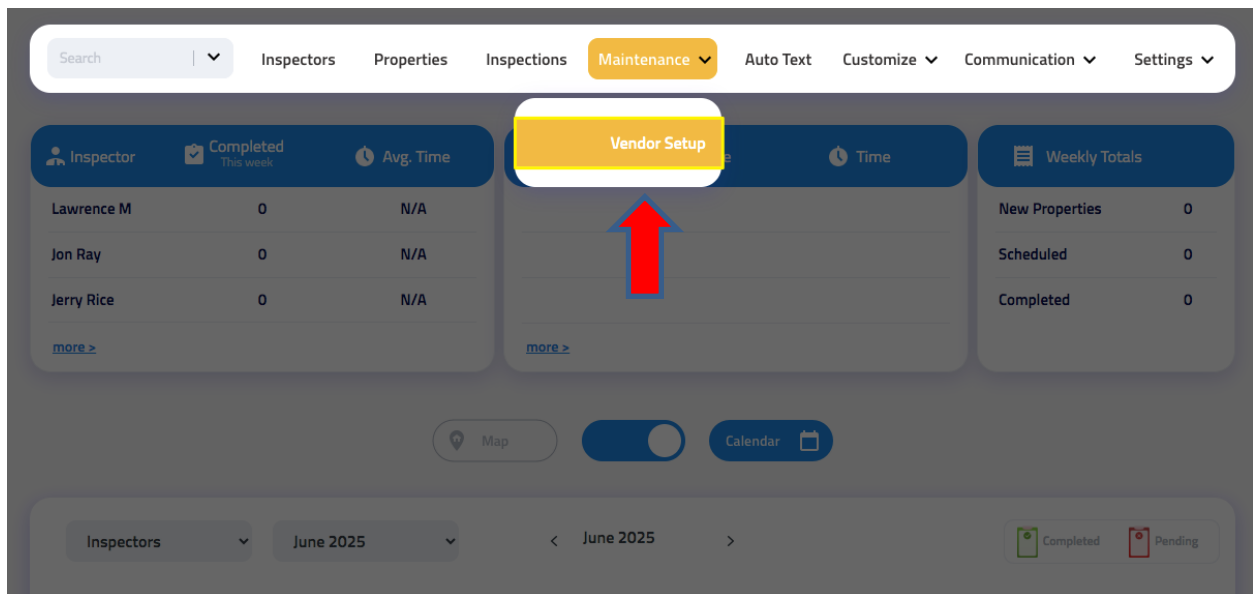
First
←
382
383
384
385
386
387
388
389
390
→
Show 10
Delete

**Remember:**

- After your sync is connected, anytime you add new units in Promas, those units will be synced to IC. It is not necessary to manually enter property data into IC. When you need to assign properties for inspections, use your existing properties.
- Once synced, all properties will show as pending status. When you are ready to assign an inspection, just select an inspection date and the inspector to assign.
- When you need to schedule additional inspections, use the same property profile and select a new inspection date. This will save all inspection history under the same property profile.
- Property inspections can be assigned using three methods. From the desktop using the edit property page, from the desktop using the Assign Properties button (multi-assign ability), or from the mobile, using the Existing Properties icon.

## **Vendor Names and Emails**

If you have the Maintenance Notification feature included with your account, go to the *Vendor Setup* page to verify that all your vendor names and emails are synced.



## Remember:

- After your vendors have synced, you can send maintenance notifications directly from the inspection reports to your vendors. You can do this from the desktop using the edit inspection page, the Quick View version of the report, or directly from the mobile using the drop-down arrow on the room item. A maintenance

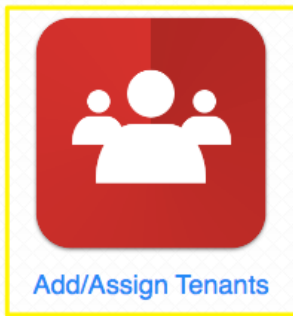
notification report provides the vendor with the specific comments, checkboxes, and photos/videos of the room item.

## Tenant Names and Emails




























To verify your tenant names and emails are synced, mouse over *Dashboard -> Resident Inspection -> Add/Assign Tenants*.

The screenshot shows the InspectCloud dashboard interface. At the top, there is a blue header bar with the InspectCloud logo and navigation links: Dashboard, Faq, Videos, Live Updates, Resources, and a user profile 'Hi, Professional'. Below the header, a secondary navigation bar contains a search bar and several menu items: Inspectors, Prop, Resident inspection (highlighted with a red arrow), Maintenance, Auto Text, Customize, Communication, and Settings. The main content area is divided into three columns. The left column is titled 'Inspector' and lists three inspectors: Lawrence M, Jon Ray, and Jerry Rice, each with a 'Completed This week' count of 0 and an 'Avg. Time' of N/A. The middle column is titled 'Scheduled' and shows a table with columns for Date and Time. The right column is titled 'Weekly Totals' and shows counts for New Properties (0), Scheduled (0), and Completed (0). At the bottom of the dashboard, there are filters for 'Inspectors' and 'June 2025', a calendar icon, and a legend for 'Completed' (green) and 'Pending' (red).

## Tenant Access Control Dashboard



Name:  Status:

<input type="checkbox"/>	First Name	Last Name	Email	Password	Template- Inspection Type	Status ▼	Action
<input type="checkbox"/>	Abbie	Atterbury	atterbury@email.com		Routine Inspection	Expired	  
<input type="checkbox"/>	Adwin	Talib	talib@rmmall.com				  
<input type="checkbox"/>	Ahmad	Nassid	ahmad.nassid@rmmall.com				  
<input type="checkbox"/>	Akiko	Tang	tang@email.com				  
<input type="checkbox"/>	Alexander	Briggs	alexanderbriggs@osu1.com				  
<input type="checkbox"/>		American Eagle	info@rmmallae.com				  
<input type="checkbox"/>	Andree	Brasher	brasher@email.com	ELXH3T	Ingoing Inspection	Expired	  
<input type="checkbox"/>	Andy	Huber	huber@email.com				  
<input type="checkbox"/>	Annalisa	Hitch	hitch@email.com				  

**Remember:**

- Anytime you add new tenants in Promas, those names and emails will automatically sync to IC. It is not necessary to manually enter tenant data into IC. When assigning tenants' Resident Inspections, use your existing tenant data and select the assign finger icon.
- Also, all your tenant names and emails will be displayed under their associated properties in the edit property page.

# How to View Inspection History From PROMAS

If you are in PROMAS and open the profile of a unit, you will see an Inspections button. Once you have added your account information in the dashboard, by clicking Inspections, you will be brought to the Units information on Inspect Cloud and can view all inspection history for that Unit.

The screenshot shows the PROMAS software interface. At the top, there is a menu bar with options: File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Integration, Links, Setup, Help. Below this is a sub-menu bar with 'Preferred Partner Integrations', 'Profile Search', and '327 Cedar Lane [Unit]'. The 'Inspections' button is highlighted in the top navigation bar. The main content area displays unit information for '327 Cedar Lane'. It includes fields for 'Unit Description', 'Ledge' (GOLDEN, Harrison S. Golden [Owner]), 'Unit Type' (SFR, Single Family), 'Mgmt Fee' (10% A, Percent of Actual), 'Manager', and 'Building'. There are also sections for 'Rental Information' (Market Rent: \$890.00, Square Footage, Sq Ft Percentage, CAM Percentage) and 'Fee Summary' (On Collected: \$890.00, Not On Collected, When Vacant, Owner % Late Fee). A yellow arrow points from the 'Inspections' button to the 'INSPECTION HISTORY: 2' section below.

The screenshot shows the Inspect Cloud interface. At the top, there is a map of Austin, Texas, with a red pin indicating the location of the unit. Below the map, the text 'INSPECTION HISTORY: 2' is displayed. There are two entries in the history, both completed on 'SAT, FEB, 22 2025 04:11:00 PM' and 'SAT, FEB, 22 2025 04:05:00 PM'. Each entry has a set of icons (pencil, eraser, envelope, magnifying glass) for editing, deleting, emailing, and searching. At the bottom, there is a blue button labeled 'Schedule New Inspection'.

This directs to the Property Detail page that contains all the inspection history and does not require to be logged in. Log in to add additional images, remove images, or make the necessary changes for the new inspection as needed.

**Remember:**

- Use the same Property (Unit) to assign new inspections and keep all the inspection history under the same property.