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.
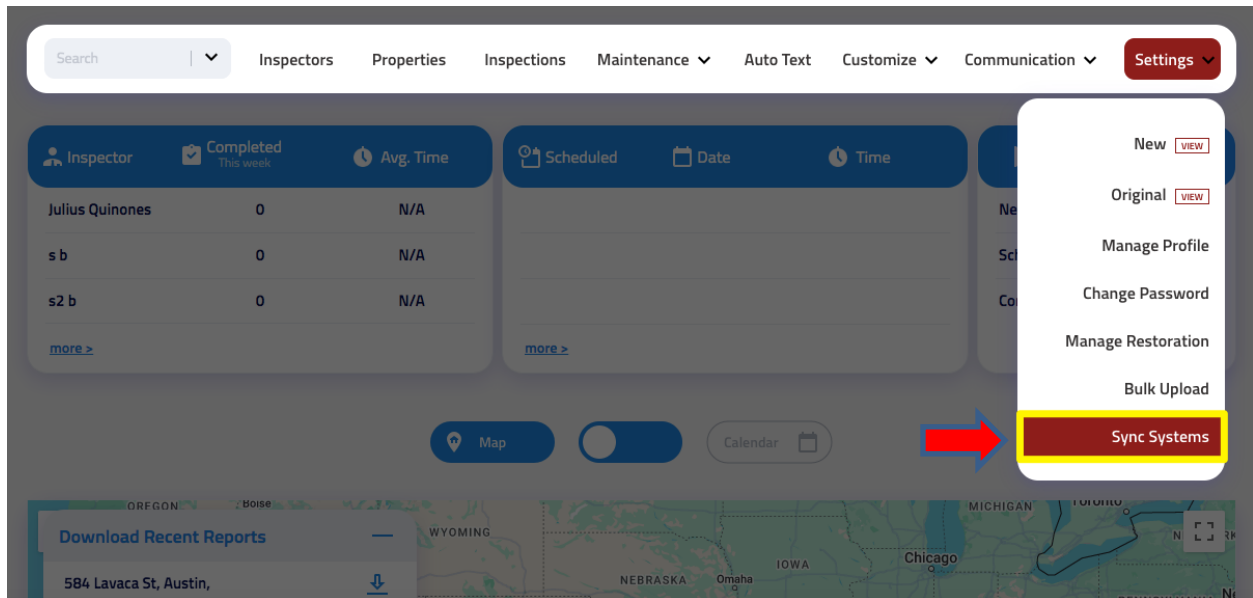
Quick Links to Topics

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*.

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*.

Select the Generate Token icon.

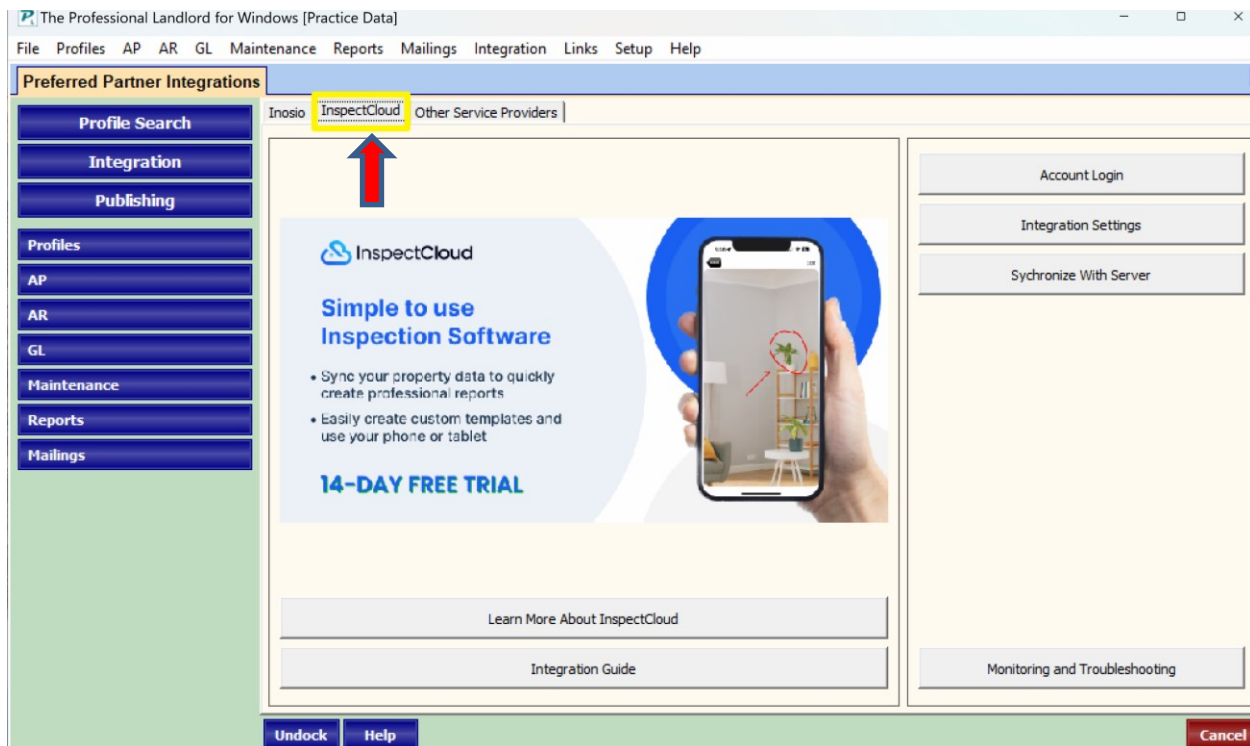After your token is generated, select the *copy icon* to copy the partner token.

Now you can paste your partner token into your Promas account to connect the sync.
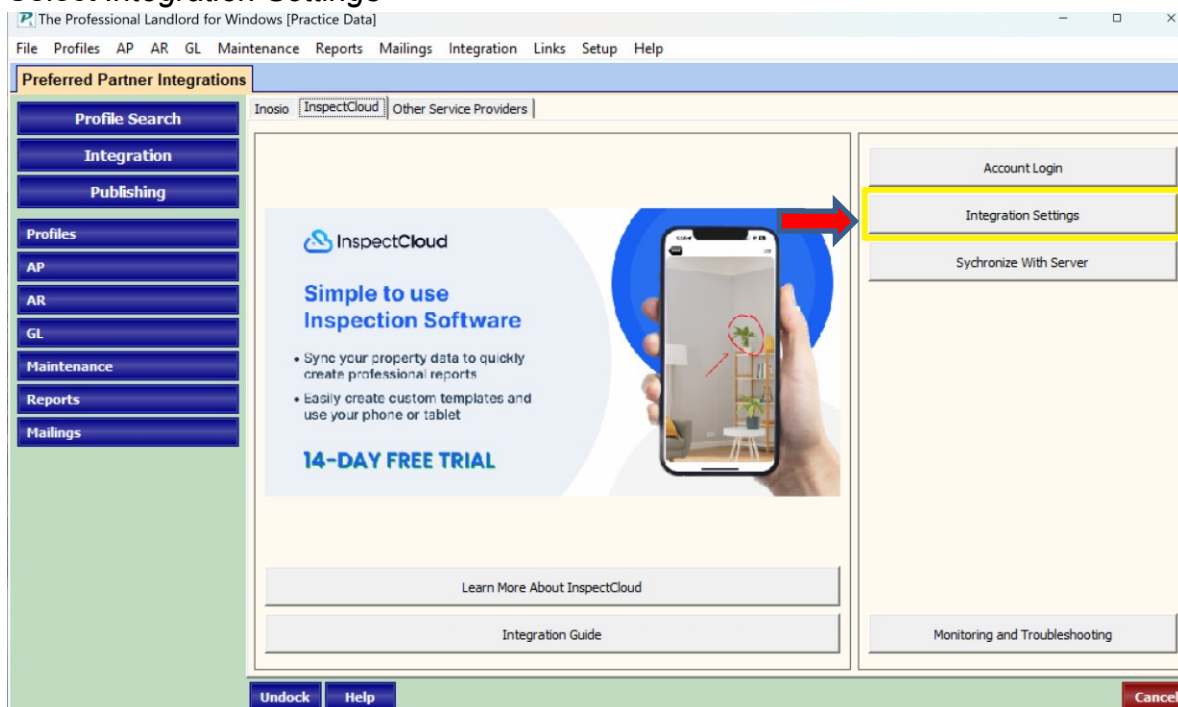
How to Set Up Your Sync in PROMAS
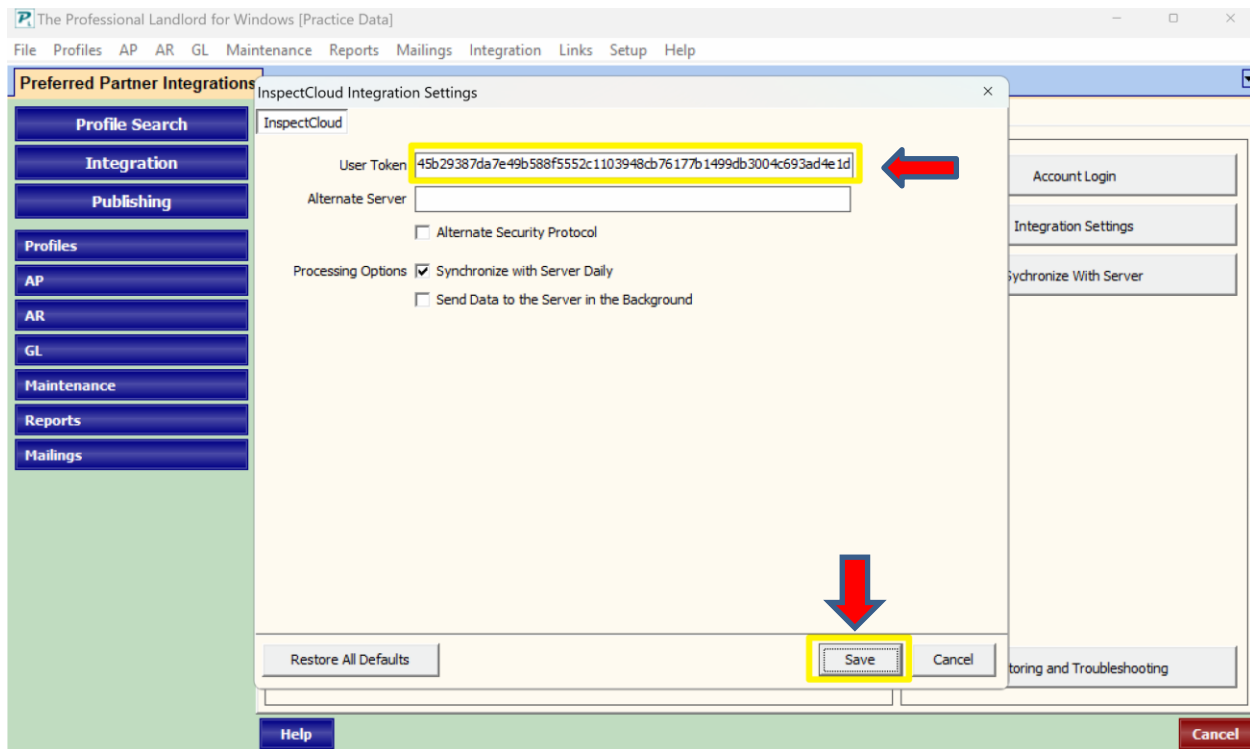
From your *Homescreen -> Integration*

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*.

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

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 x 10 (properties per page) = 1,200 units synced.

☐	585 Lavaca St, Austin, 78701			Julius Quinones	✅ Completed	Single	02/27/2025
☐	584 Lavaca St, Austin, 78701			Julius Quinones	✅ Completed	Single	02/25/2025
☐	583 Lavaca St, Austin, 78701			Julius Quinones	✅ Completed	Single	02/23/2025
☐	582 Lavaca St, Austin, 78701			Julius Quinones	✅ Completed	Single	02/23/2025
☐	581 Lavaca St, Austin, 78701			Julius Quinones	✅ Completed	Single	02/21/2025
☐	580 Lavaca St, Austin, 78701			Julius Quinones	✅ Completed	Si	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 |

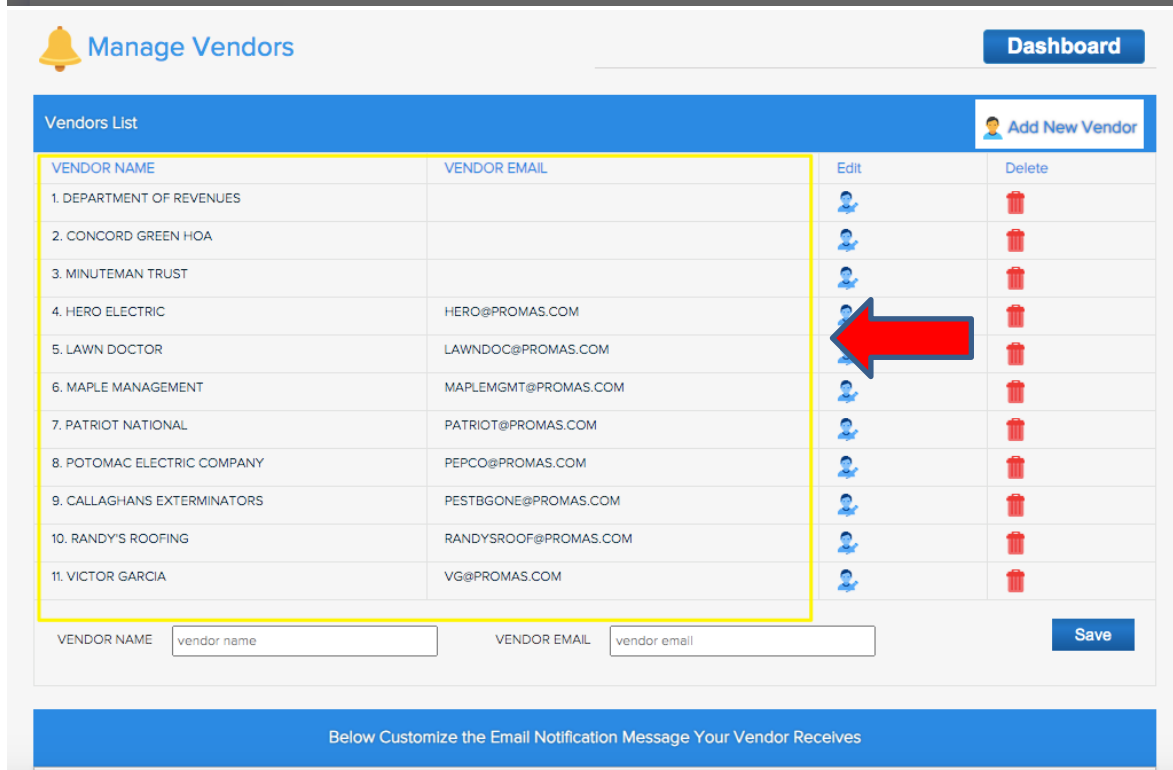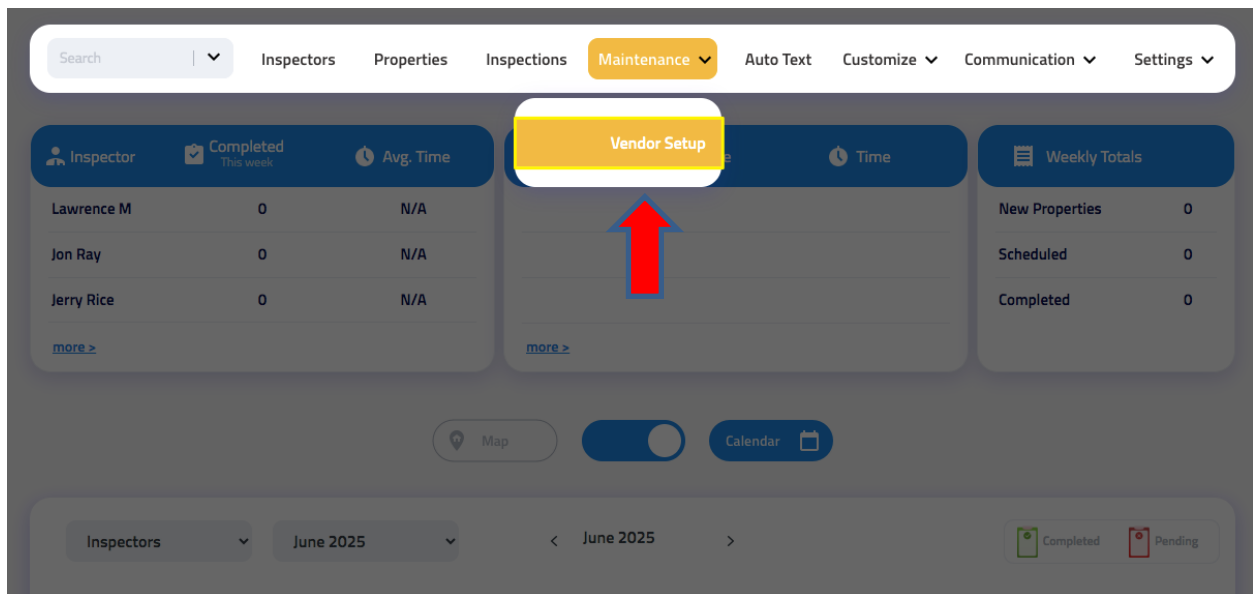| ☐	Property Address	Owner Name	Tenant Name	Inspector Name	Report Status	Recurring Type	Inspection Date	Action
☐	708 white hawk trail, Harker Heights, 76548	Test	Test		✅ Completed	Single	10/01/2014	

First ← 382 383 384 385 386 387 388 38 390 → 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
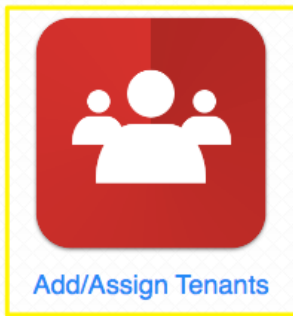
notification report provides the vendor with the specific comments, checkboxes, and photos/videos of the room item.

Tenant Names and Emails

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

Tenant Access Control Dashboard

Add/Assign Tenants

Add/Assign Tenant Inspections

Completed Tenant Inspections

Setup/Settings

Tenant Property Calendar

Tenant Property Map

Add / Manage Tenants

	First Name	Last Name	Email	Password	Template-Inspection Type	Status ▼	Action
	Abbie	Atterbury	atterbury@email.com		Routine Inspection	Expired	
	Adwin	Talib	talib@rmmail.com				
	Ahmad	Nassid	ahmad.nassid@rmmail.com				
	Akiko	Tang	tang@email.com				
	Alexander	Briggs	alexanderbriggs@osu1.com				
		American Eagle	info@rmmailae.com				
	Andree	Brasher	brasher@email.com	ELXH3T	Ingoing Inspection	Expired	
	Andy	Huber	huber@email.com				
	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.

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.