



INSPI Mobile

App Update Quick Guide

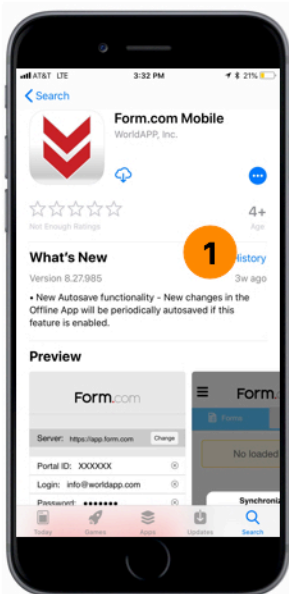
Project: WorldAPP Integration - Fannie Mae Orders

Overview: This update links the INSPI Mobile app and WorldAPP's Form.com app, allowing inspectors to access and complete WAFI and WAFIDC scripts on their devices using both apps.

Fannie Mae WorldAPP Order Details

- FNMA WAFI and WAFIDC inspection orders are now required to be completed with WorldAPP's Form.com mobile app
- Users must download the Form.com app from their device's app store in order to complete these orders
- For these order types, INSPI Mobile will now link out to Form.com's app from within the work order
- Users must complete and transmit the work order in both the Form.com app and the INSPI app for full order completion

Downloading the Form.com App



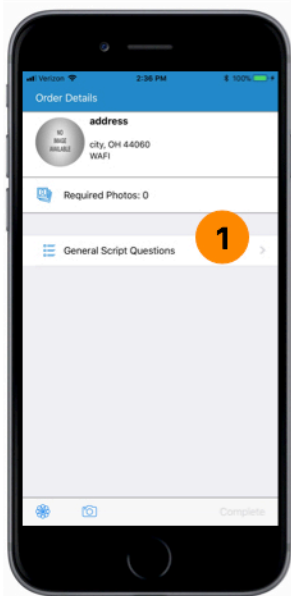
1 App Store
Searching for Form.com in the app store will pull the correct app for download.

2 Form.com Download Screen
If the Form.com app is not downloaded to the device prior to attempting to start a FNMA WAFI or WAFIDC order, the Form.com link will take the user to a Form.com Download Screen instead of the Login Screen.

If this happens, after the download is complete, the user should reopen INSPI and return to the Work Order Details Screen to retrigger the Form.com Login Screen.



Completing a WorldAPP Script - New Orders

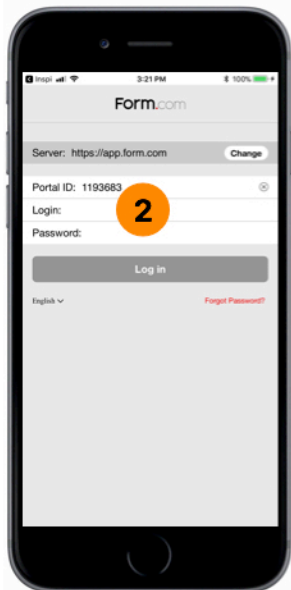


Connecting to the Form.com App

- 1 Link from an INSPI Work Order**
Clicking "General Script Questions" on the Order Contents Screen of a WAFI or WAFIDC order will take the user to the Form.com app.
- 2 Logging in to Form.com**
The first time the user triggers the Form.com app, he or she will be taken to the Login Screen.

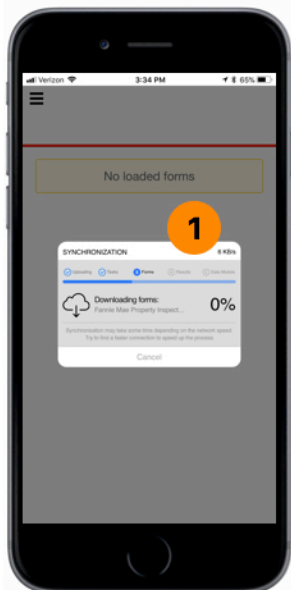
- A Portal ID should automatically generate when a user triggers the Form.com login screen. If no ID populates, users should contact their VAM to ensure they are set up within WorldAPP.

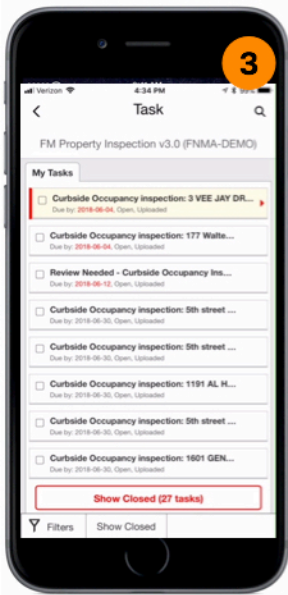
- Users should use their existing INSPI Mobile credentials (e.g., username and password) to log in to the Form.com app. If for any reason the inspector changes his or her password in INSPI after downloading the Form.com app, he or she will have to manually update it for the Form.com app — passwords are not automatically updated across both platforms.



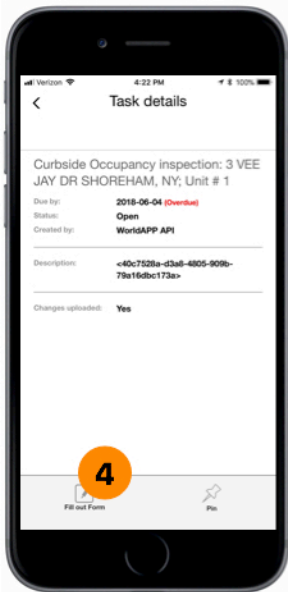
Completing a New Order in the Form.com App

- 1 Downloading Orders**
Once logged in to Form.com, the user will see the app will synchronize and download any new orders (same as with INSPI).
- 2 "Tasks"**
After sync, users will see tasks are assigned to him or her. A "task" correlates to a work order inspection. The user will need to click on the appropriate FMNA bar to show all assigned Fannie Mae tasks.





3 Corresponding Work Order Task
 To find the correct task / inspection to complete, users will need to search by the work order address on the Task List Screen. Logged in users are not automatically dropped to the correct task when connecting to the Form.com app in the INSPI app.

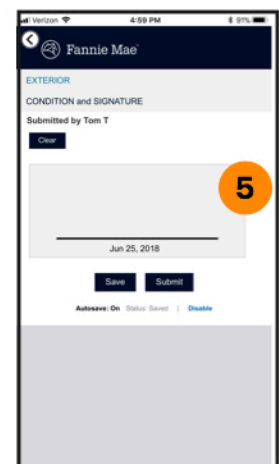
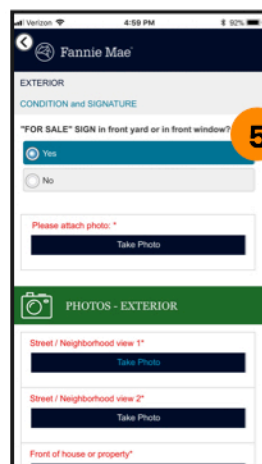


4 Task Details Screen
 Clicking on a task bar will take the user to that particular task's Task Details Page. The user will need to click "Fill out Form" on the Task Details Page to initiate the task inspection script.



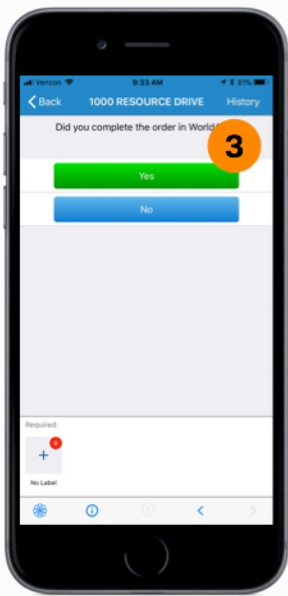
5 Task Inspection Script
 Users must answer all questions and take all photos to complete the task / script in the Form.com app.

- Additional questions and photo documentation may be triggered by certain responses.
- Clicking "Submit" at the end of a task / script will only queue the task for transmit (same as with orders in INSPI).



6 Transmitting in Form.com
 Users must transmit their task / script answers before returning to the INSPI app for work order completion.

- All queued tasks will appear in the upload count in the top left navigation dropdown on the "Tasks" main screen. To transmit, users must click "Upload" to begin the synchronization process. All successfully transmitted tasks / scripts will be removed from the upload count.



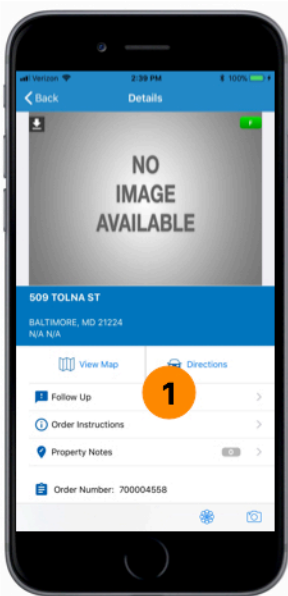
3

Finishing in the INSPI App

After transmitting the task in the Form.com app, the user must return to the INSPI app to answer any remaining script questions and complete the order for Safeguard.

- Upon completion, the user must send the completed order to the queue and transmit the order like any other.

Completing a WorldAPP Script - Follow Up Orders



Connecting to the Form.com App

1

Link from an INSPI Work Order

Clicking on the "Follow Up" bar on the Work Order Details Screen of a WAFI or WAFIDC order will take the user to the Form.com app.

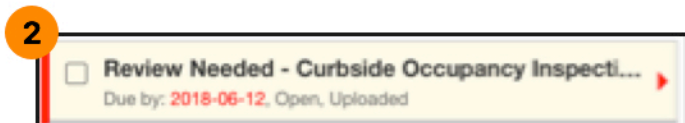
- Users with follow up orders will log in to Form.com and sync follow up tasks the same way as those users with new orders.

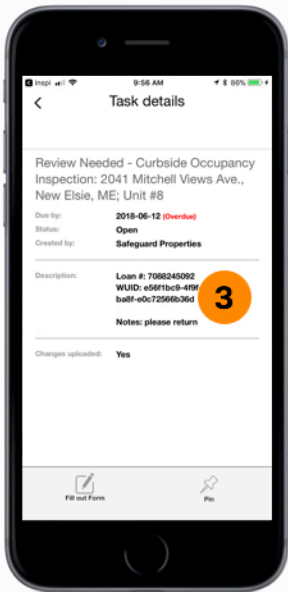
Completing a Follow Up Order in the Form.com App

2

Review Needed Tasks

Follow up orders will appear on the user's Task List Screen with "Review Needed" in front of the task name.





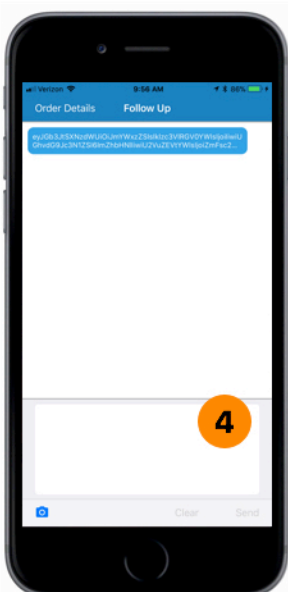
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Follow Up Task Inspection Script

As with new tasks, users must answer all questions and take all photos to complete the task / script.

- Additional directions may be given in the “Description” section of the Task Details Screen.

- Users will have to submit and upload the follow up task the same as a new task.



4

Finishing in the INSPI App

After transmitting the task in the Form.com app, the user must return to the INSPI app to send a follow up response and complete the order for Safeguard.

- Upon completion, the user must send the completed order to the queue and transmit the order like any other follow up order.