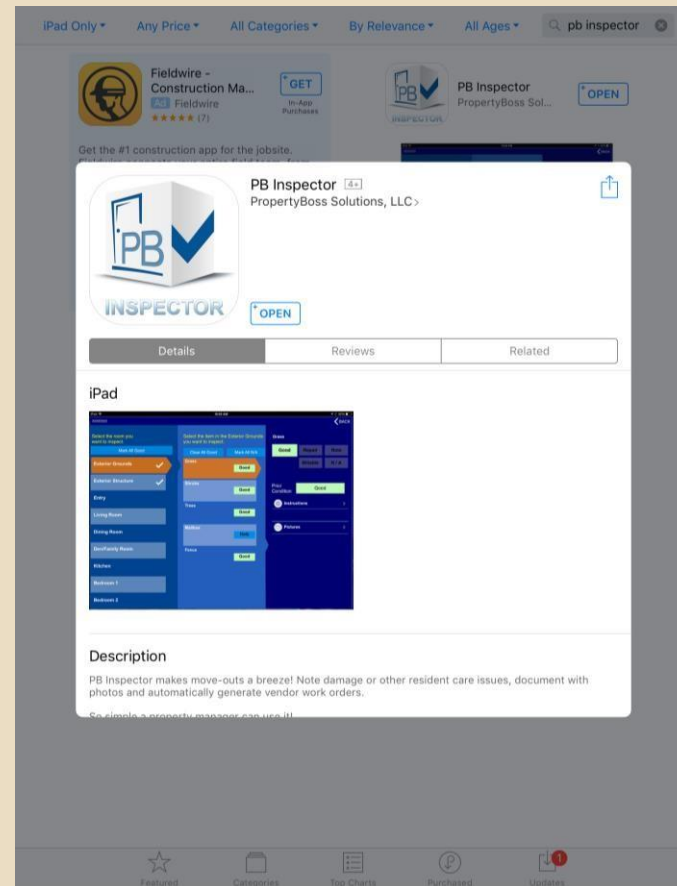


HOW TO COMPLETE YOUR RCR WITH THE **PB INSPECTOR APP**

A Guide to using the
free PB Inspector App
to complete your
**Room Condition
Report (RCR)** with
Capstone Properties at
Towson University.

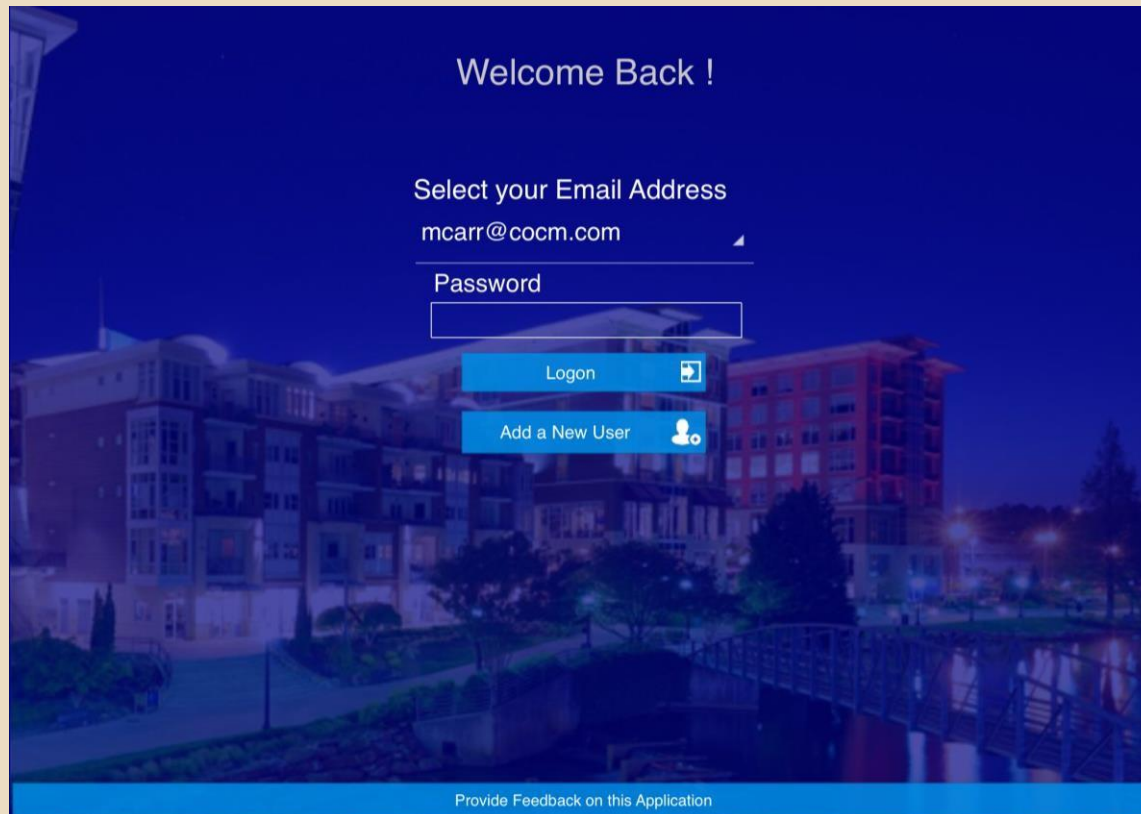
STEP 1: DOWNLOAD PB SOLUTIONS APP

Visit the Apple App or Google Play Store and download the free PB Solutions App.



STEP 2: OPEN THE APP AND LOGIN

- Once you have downloaded the PB Inspector App, open the app.
 - The app will bring you into your login page.
- Use the email and password from your Paca & Tubman Resident Portal account to login.

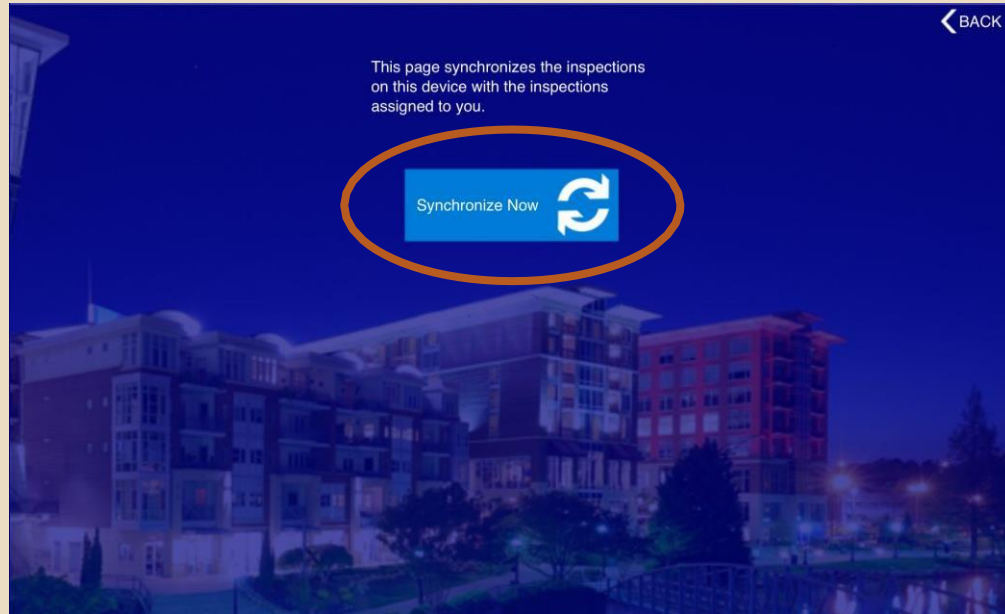


Note: If you have not registered for the Paca & Tubman Resident Portal under 'Current Students' on www.pacatubman.com, you must complete this step first before you can have access to the PB Solutions App.

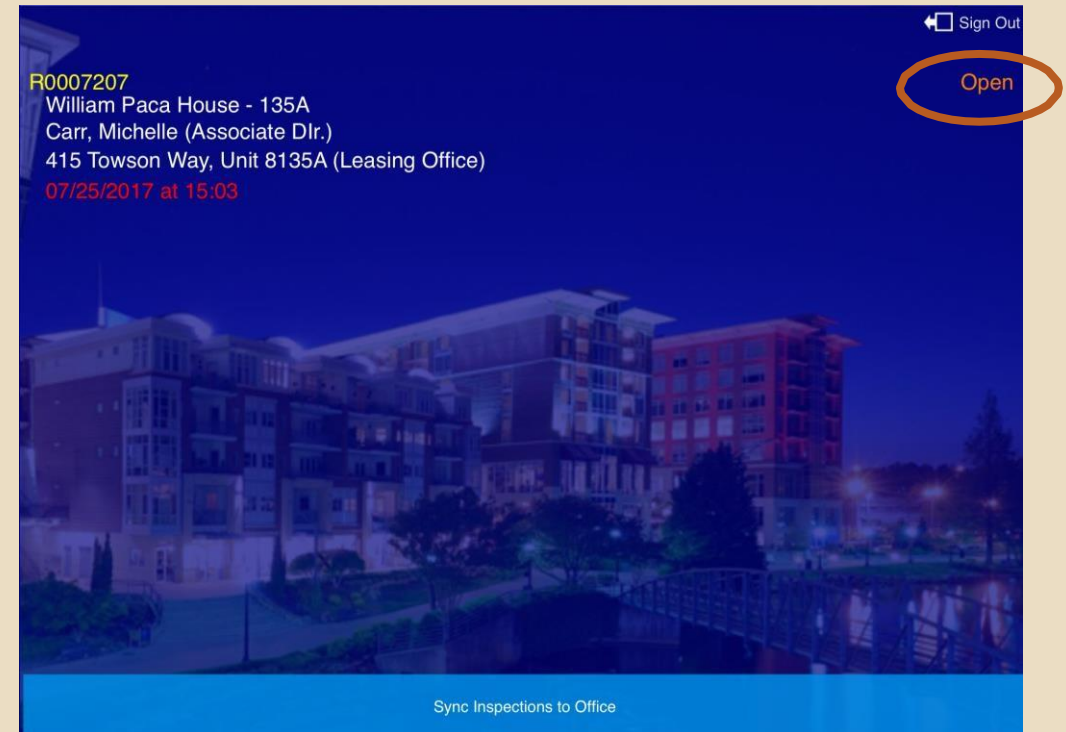
Registration can take up to 48 hours to process.

STEP 3: SYNCHRONIZE AND FIND YOUR RCR

- Once you have logged on, you will need to click 'Synchronize Now' in order for the app to find your RCR.

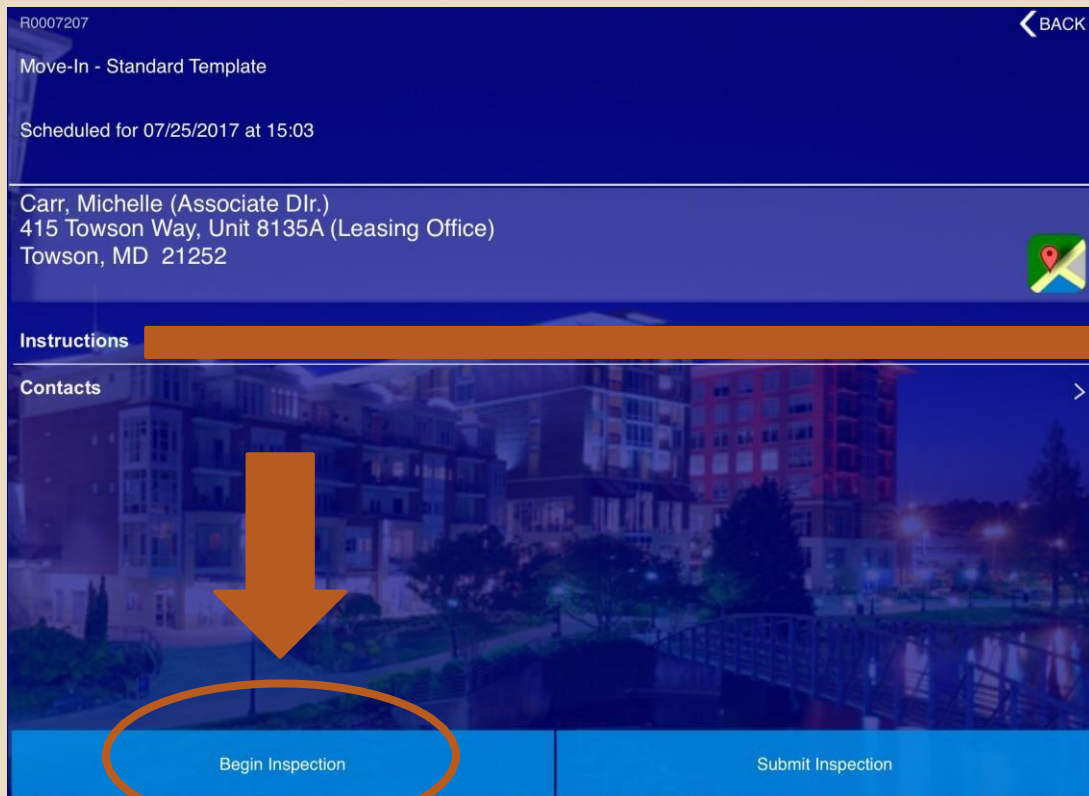


- When the app finds your RCR, you will need to click 'open.'



STEP 4: OPEN YOUR RCR


- Click 'Begin Inspection' to start your RCR.



R0007207 ← BACK


Move-In - Standard Template

Scheduled for 07/25/2017 at 15:03

Carr, Michelle (Associate Dlr.)
415 Towson Way, Unit 8135A (Leasing Office)
Towson, MD 21252 

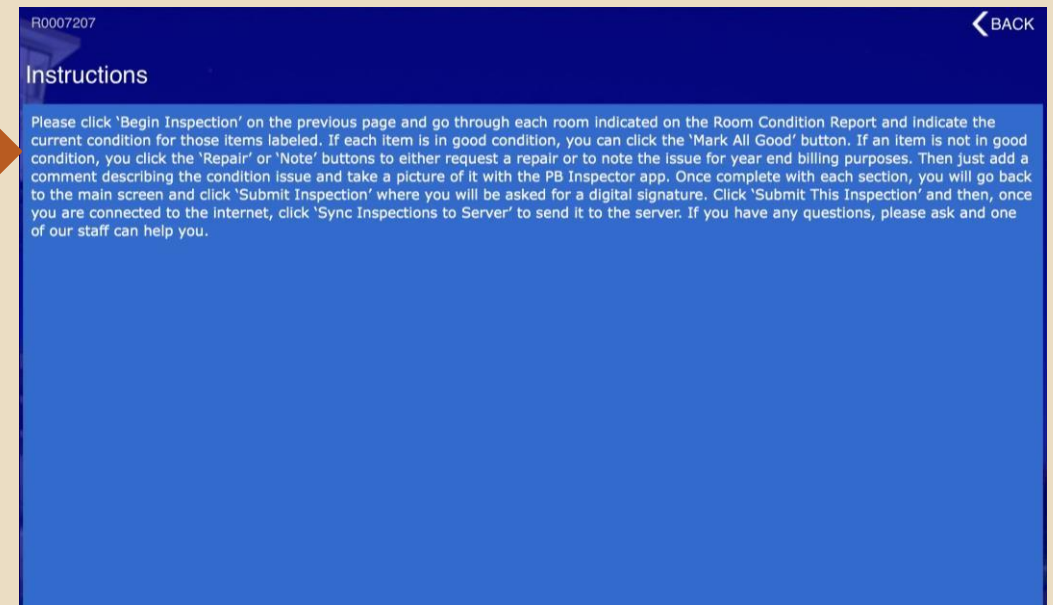
Instructions

Contacts >



Begin Inspection **Submit Inspection**

- If you should need help, clicking 'instructions' below your room/address will give you helpful tips for when you do not have access to this pdf.



R0007207 ← BACK

Instructions

Please click 'Begin Inspection' on the previous page and go through each room indicated on the Room Condition Report and indicate the current condition for those items labeled. If each item is in good condition, you can click the 'Mark All Good' button. If an item is not in good condition, you click the 'Repair' or 'Note' buttons to either request a repair or to note the issue for year end billing purposes. Then just add a comment describing the condition issue and take a picture of it with the PB Inspector app. Once complete with each section, you will go back to the main screen and click 'Submit Inspection' where you will be asked for a digital signature. Click 'Submit This Inspection' and then, once you are connected to the internet, click 'Sync Inspections to Server' to send it to the server. If you have any questions, please ask and one of our staff can help you.

STEP 5: COMPLETE YOUR RCR

- Click 'bedroom' to complete the bedroom portion of your RCR.

- Click 'bathroom' to complete the bathroom portion of your RCR.

R0007207

Select the room you want to inspect.

Mark All Good

Bedroom

Select the item in the Bedroom you want to inspect.

Mark All Good

Door

Vanity Cabinet/ Drawers

Vanity Top

Vanity Light

Sink

Good Repair Note

N / A

Pictures >

This screenshot shows the 'Bedroom' selection process. The 'Bedroom' button in the room selection list is highlighted with an orange circle. The 'Door' button in the item selection list is highlighted with an orange arrow. The 'Good' button in the status selection list is highlighted with an orange circle.

R0007207

Select the room you want to inspect.

Mark All Good

Bathroom

Bedroom

Select the item in the Bathroom you want to inspect.

Mark All Good

Door

Shower

Toilet

Light

Towel Rack

Good Repair Note

N / A

Pictures >

This screenshot shows the 'Bathroom' selection process. The 'Bathroom' button in the room selection list is highlighted with an orange circle. The 'Door' button in the item selection list is highlighted with an orange arrow. The 'Good' button in the status selection list is highlighted with an orange circle.

COMPLETING YOUR RCR (CONTINUED)

- If the designated portion of the room looks good, you click on the item (such as 'door ') and select 'good.' This will indicate that there is nothing wrong with that part of the room.

R0007207

Select the room you want to inspect.

Mark All Good

Bathroom

Bedroom

Select the item in the Bathroom you want to inspect.

Mark All Good

Door

Shower

Toilet

Light

Towel Rack

Good

Repair

Note

N / A

Pictures

- If a portion of the room needs a repair, click the item (such as 'shower') and select 'repair.' You may then leave notes on what needs repairing and save the note.

R0007207

Select the room you want to inspect.

Mark All Good

Bathroom

Bedroom

Select the item in the Bathroom you want to inspect.

Mark All Good

Door

Shower

Toilet

Light

Towel Rack

Walls

Floor

Good

Repair

Shower

Repair

Notes

Shower head is loose.

Save

COMPLETING YOUR RCR (CONTINUED)

- You may also leave a note about an item if it is not in good condition and cannot be repaired (Example: a scuff on a desk or chair.)

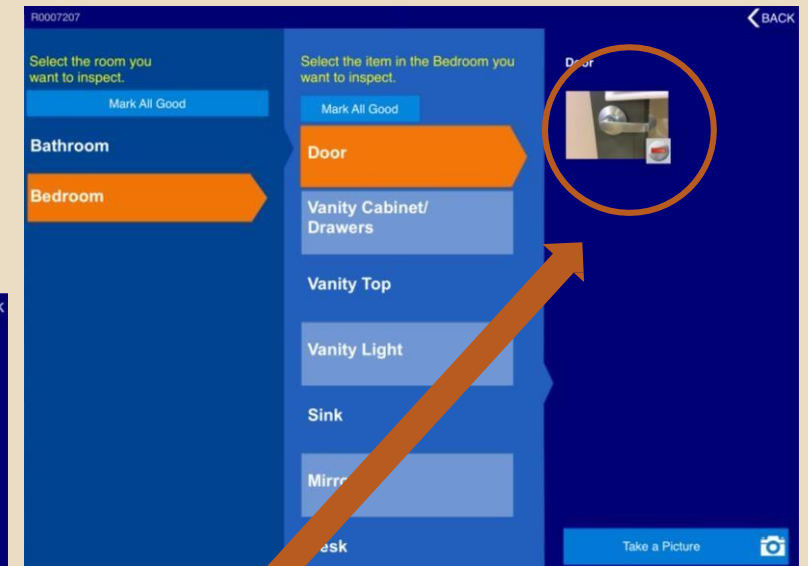
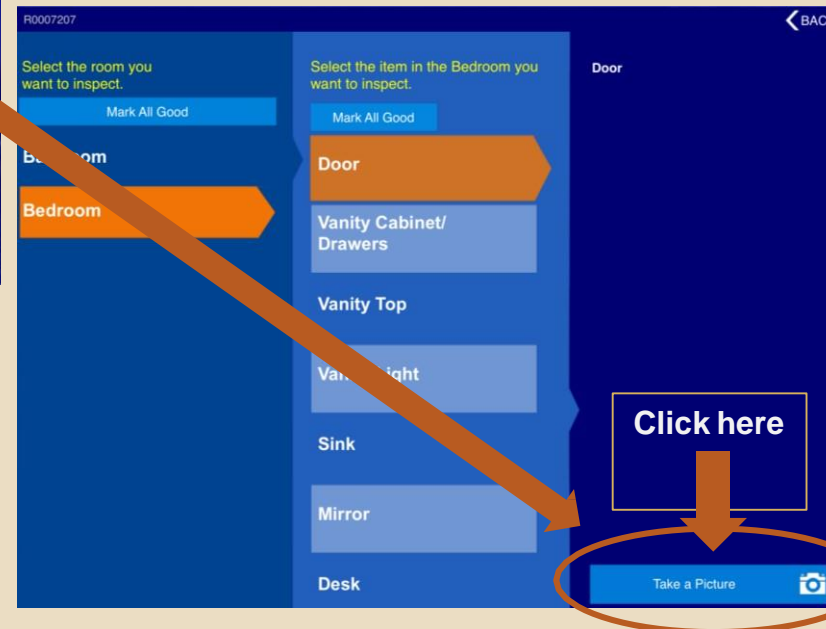
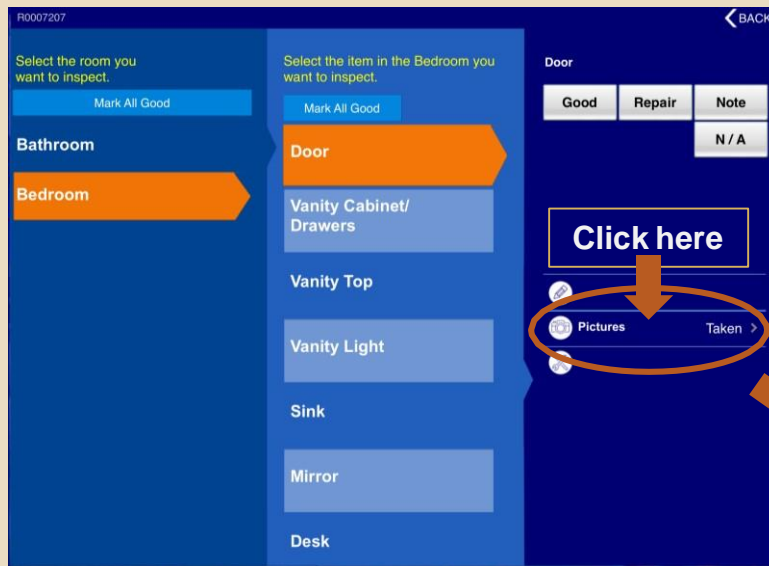
The screenshot shows the RCR form for room R0007207. The 'Bathroom' room is selected. The 'Toilet' item is selected, and the 'Note' button is highlighted. The 'Notes' section contains the text 'Toilet seat slightly loose.' The 'Save' button at the bottom is circled. An inset shows the 'Good', 'Repair', and 'Note' buttons, with the 'Note' button circled and an arrow pointing to the 'Note' button in the main form.

- If there is an item on the check list your room does not have, you may simply click the item (such as 'phone jack') and select 'N/A'.

The screenshot shows the RCR form for room R0007207. The 'Bedroom' room is selected. The 'Phone Jack' item is selected, and the 'N/A' button is highlighted. The 'Phone Jack' item is listed under the 'Bedroom' room. The 'N/A' button is highlighted. The 'Phone Jack' item is listed under the 'Bedroom' room. The 'N/A' button is highlighted.

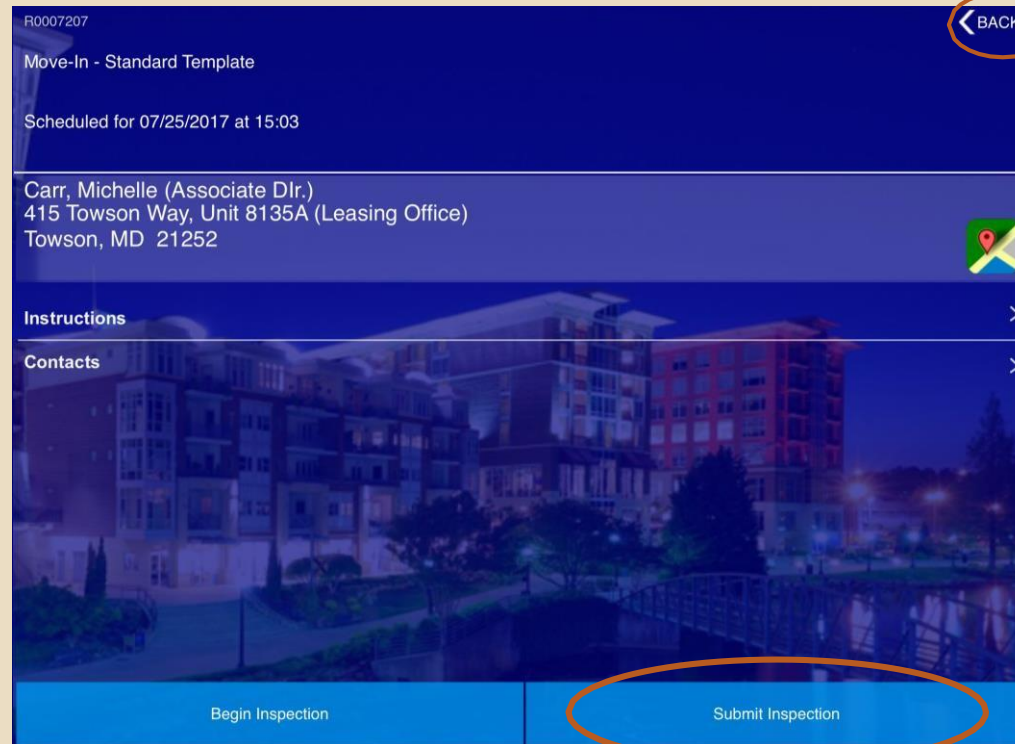
COMPLETING YOUR RCR (CONTINUED)

- You can take a picture of any portion of the room you feel should be documented.



STEP 6: SUBMITTING YOUR RCR

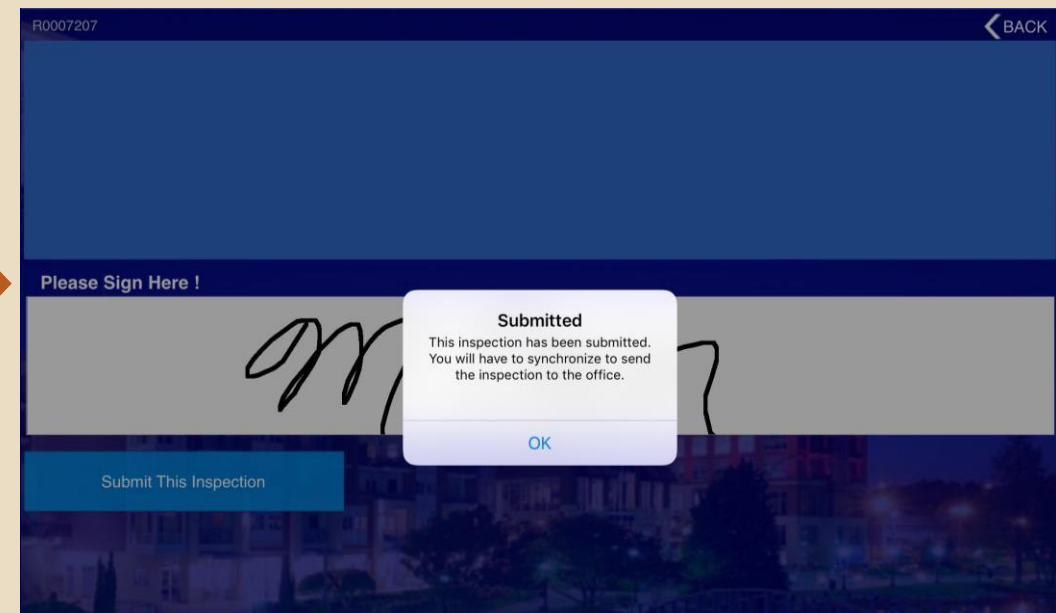
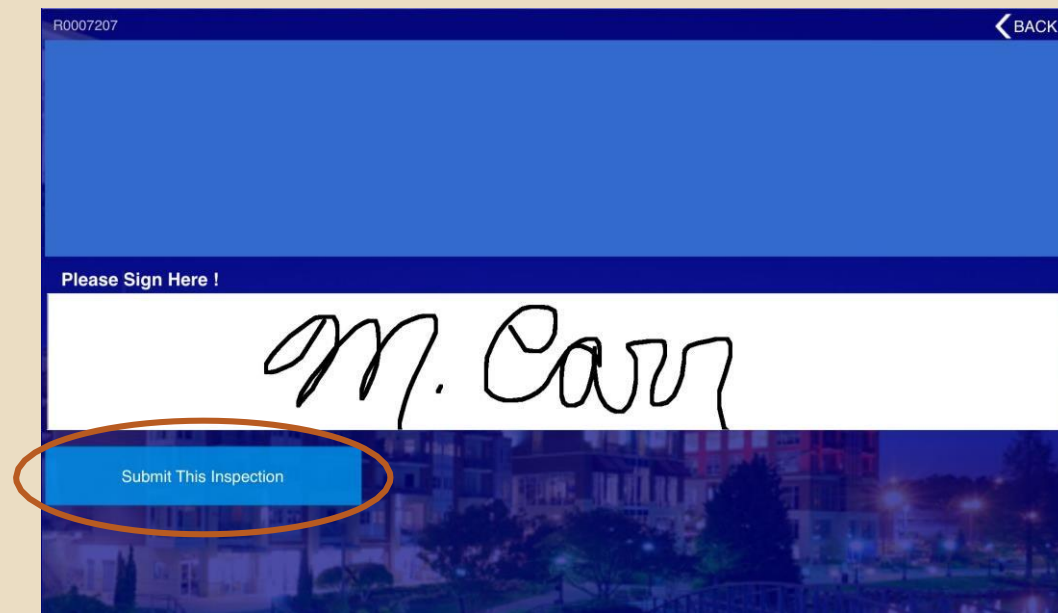
- Click 'back' in the upper right hand corner of the app to return to your beginning screen. (Beginning screen pictured below.)
 - At the bottom of the screen, click 'submit inspection.'



Clicking this button at any point in the RCR process will return you to this beginning screen. 'Begin Inspection' will take you back to your RCR. 'Submit Inspection' submits your RCR as completed.

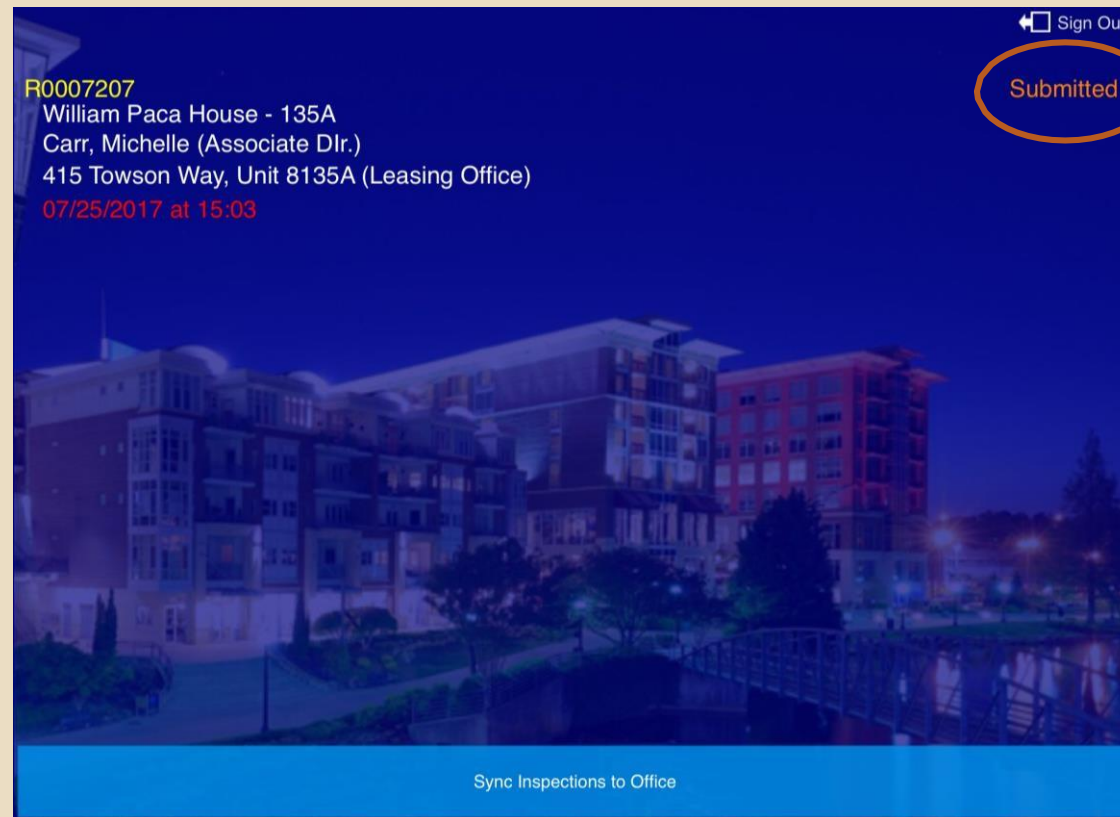
SUBMITTING YOUR RCR (CONTINUED)

- Using your device as a touch pad, sign your name and select 'Submit This Inspection.'



STEP 9: YOUR RCR IS SUBMITTED

- If you have successfully submitted your RCR, your screen will reflect that it has been submitted for review to the management office.



QUESTIONS?

- If you should have any questions, please call the Paca & Tubman management office at 410-704-7484 or stop by in person. The office hours are Monday-Friday 9am-5pm.

You may also email the management office at pacatubman@cocm.com.