

LICIEL
ENVIRONMENT

LICIEL
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New York, NY 10001

LICIEL Diagnostics v4

Analysis and Reporting Software
for Home and Building Inspections



Installation and Startup Guide

Version 4

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Introduction

In order to respond more quickly to customer requirements and the many regulatory constraints, we wanted to develop a tool that would be both simple and comprehensive.

The programming language chosen has enabled us to quickly and optimally design a powerful software suite. With LICIEL Diagnostics, you can work without fear of emerging market demands and developments. Constant software updates allow you to obtain the necessary tools to adapt to the new standards.

System Requirements

Recommended Configuration

- 32/64 bits versions of Windows 7/Windows 8 (very important in both cases)
- Microsoft Office Professional 2010, 2013
- Pentium Core i5 or AMD equivalent w/ 4 to 6 GB of RAM
- Minimum display resolution:
 - o 1024x768 for mobile devices
 - o 1280 x 1024 for desktops
- Internet network speed (for updates) of 768 Kbits/sec (Via Cable or DSL)

Supported Operating Systems *



*

Supported Word Processing Software



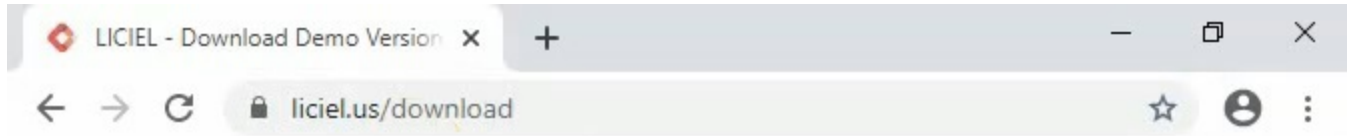
* For additional details or up-to-date information, please refer to the minimum requirements provided in the second paragraph of the installation instructions email.

NOTE: Open Office software is a freeware, and hence we cannot guarantee compatibility with their upcoming versions.

Downloading the Software from the Internet

Download a free trial version of the **LICIEL Inspection Software** to verify its reliability.

Begin by opening your browser of choice and go to [Liciel.us/download](https://liciel.us/download).



Click the "**Download Information Form**" button.

No commitment or period of enforcement

The download of the free trial version of LICIEL Software is provided in order to prove its reliability

Increase your speed when creating your reports and gain flexibility when sharing technical diagnosis.

Download Information Form

Fill out the contact information to receive an email with a link to our secure software download page.

Jane Doe's Inspection Company

Jane Doe

janedoeinspections@email.com 3051234567

1700 Convention Center Dr

Miami beach, FL 33139

I accept the terms and conditions for the purchase of LICIEL Software and it's user license agreement. (For Consulting)

Send demo version by email

After ordering your software, you will receive a confirmation email with installation instructions.

To Download the Software:

1. Click on the URL (web address) provided in the email to open the download site in your browser.



2. Download the software from the link displayed on the site.



[Click Here To Download](#)


Recommended Configuration

For optimal use, we recommend :

- » Seven 32/64 bits, Windows 8 32/64 bits, Windows 10 32/64 bits
- » Microsoft Office Professional 2010, 2013, 2016
- » PC Pentium Core i5 or equivalent AMD, RAM 4 Go (6 Go)
- » Minimum display resolution : 1024x768 see 1 280 x 1 024 for fixed computers
- » Internet connectivity speed : 768 kbits/s or more (DSL/cable)

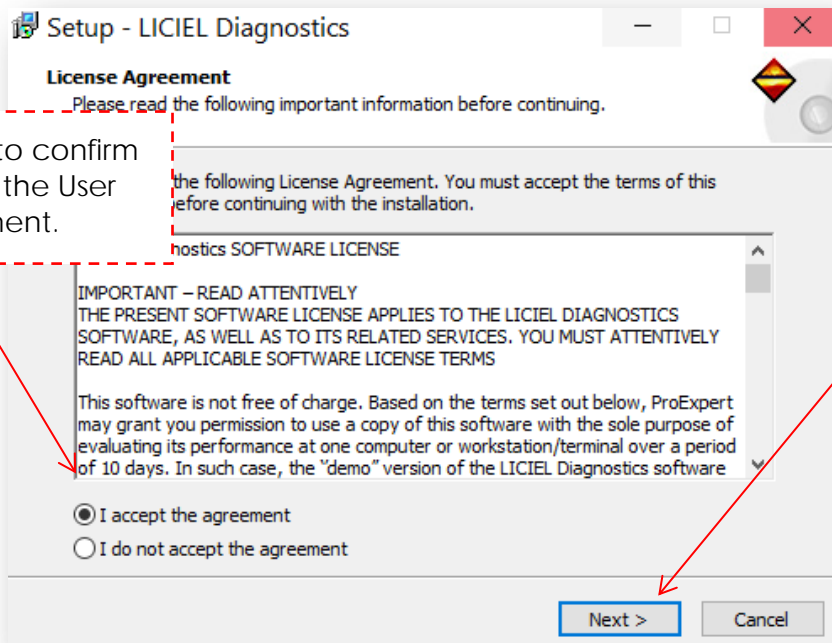
Remote Users :

- » Many of you have made a good investment on Surface tablets Surface PRO 3 and 4
- » As well as for the protection "Incipto Capture 12.3" Black Cover Case"

A photograph of a computer workstation. It features a large monitor on the left, a keyboard in the foreground, and a mouse to the right of the keyboard. In the background, another monitor and a printer are visible on a desk. The scene is lit with a cool, blue-toned light.

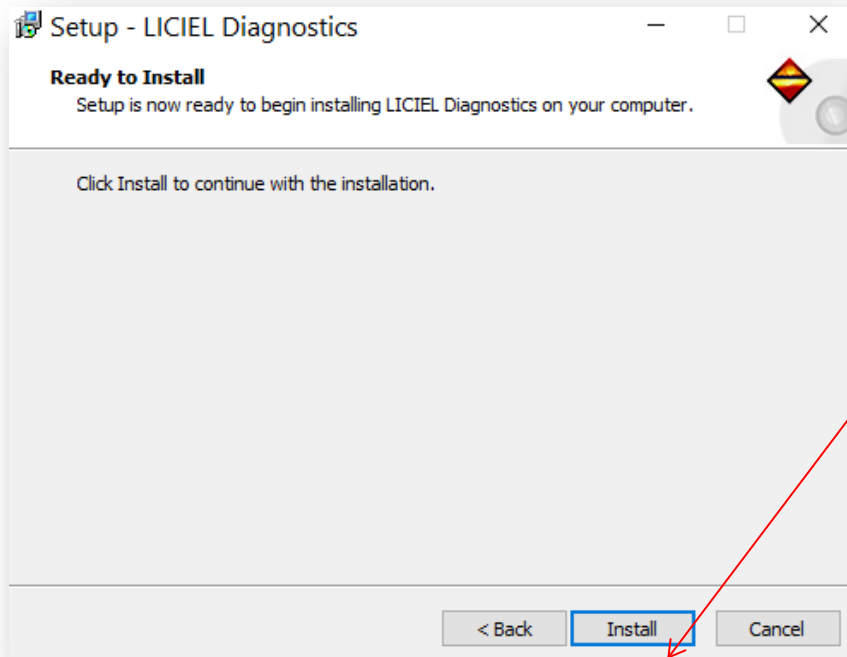
Software Installation

1. Before you begin, close any applications that are running to avoid problems during software installation.
2. Double-click the "**LICIEL_Diagnostics_US_V4.exe**" file that you downloaded to your computer. This is a Microsoft installation file, which makes it safer but usable only on a computer running Microsoft Windows.

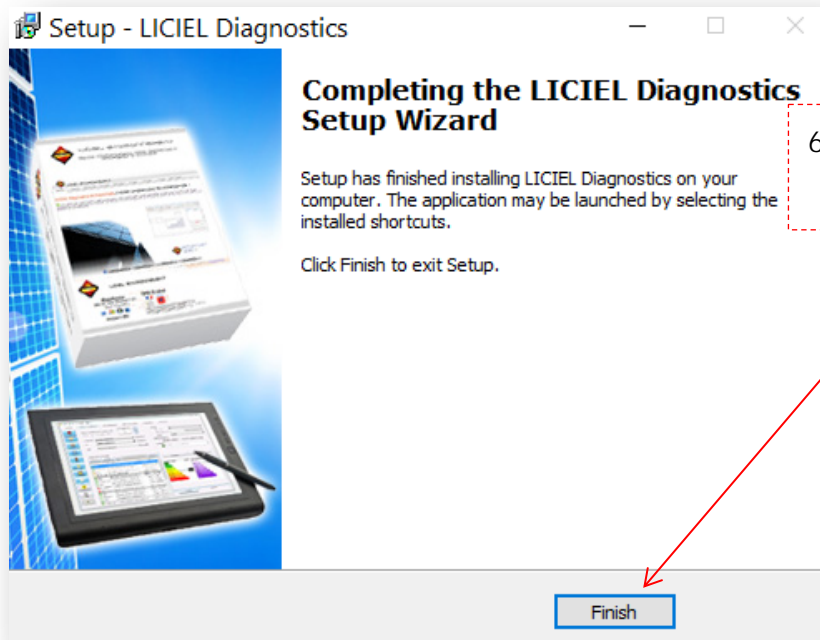


3. Check the box to confirm acceptance of the User License Agreement.

4. Continue installation.



5. Continue.

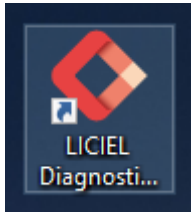


6. Complete the installation.

In this final step, the software downloads the latest regulatory standards and software suite updates.

Software Start-Up

After the software installation is complete, the icon below is available on your desktop.



7. Double click the icon on your desktop to start the software.

LICIEL ENVIRONMENT

Platform
Windows XP, VISTA, 7, 8, 10
MS Word / LibreOffice

**Registered trademark
PROEXPERT, LLC**

Under the supervision of licensed home inspectors
Cautionary Statement as per the regulation currently in effect -
May 2020

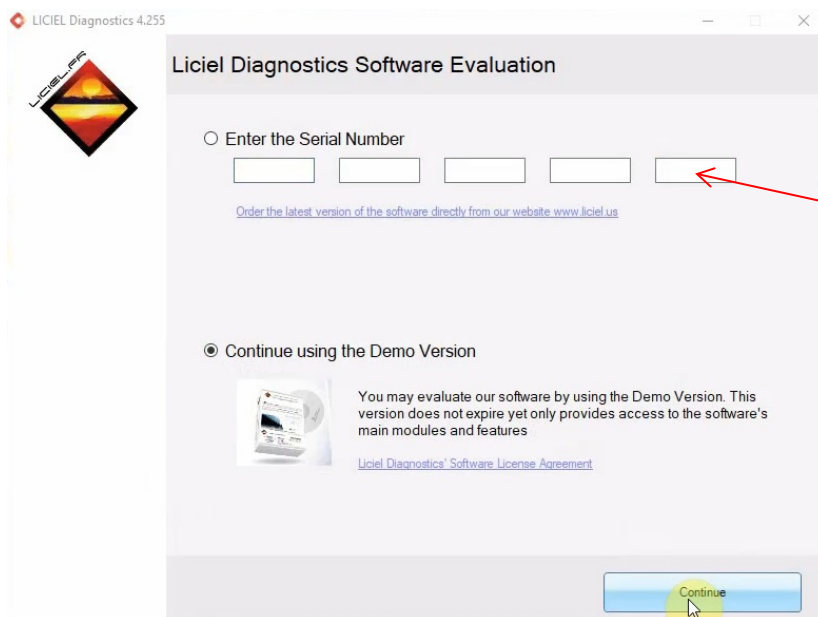
Version 4.256

The splash screen features a dark blue background with a white geometric pattern. It includes the LICIEL logo, the product name "LICIEL ENVIRONMENT", platform compatibility information, logos for MS Word, Windows, and LibreOffice, the version number "Version 4.256", and a disclaimer about supervision and regulation.

Software Activation



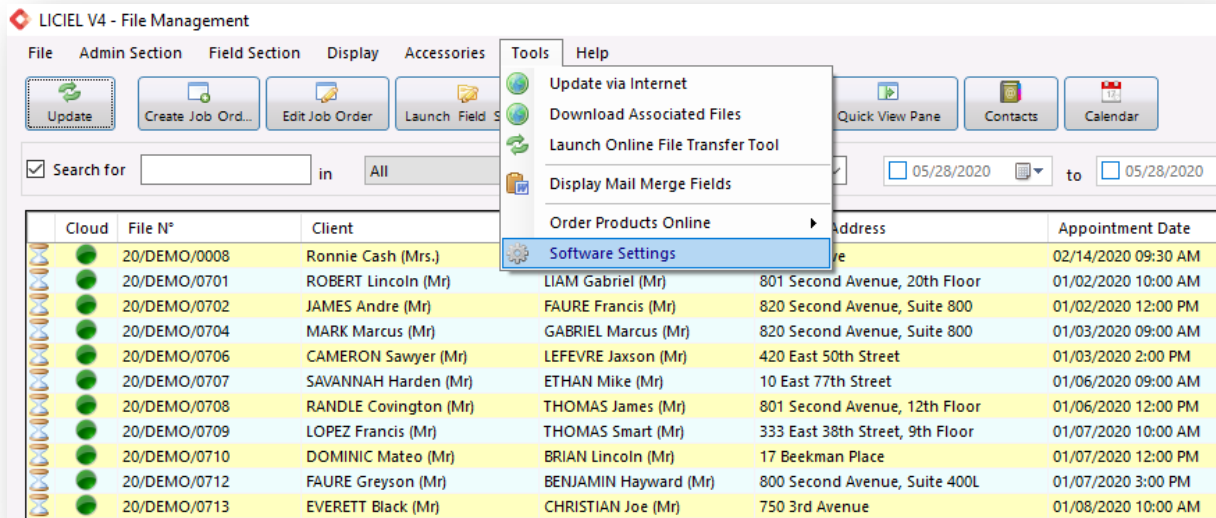
1. Locate your software's **Serial Number** in the installation instructions email.



2. Enter that **Serial Number** in the fields provided.
Be sure not to confuse the number "0" with the letter "O," or the number "1" with the letter "I".

First Use - Software Settings

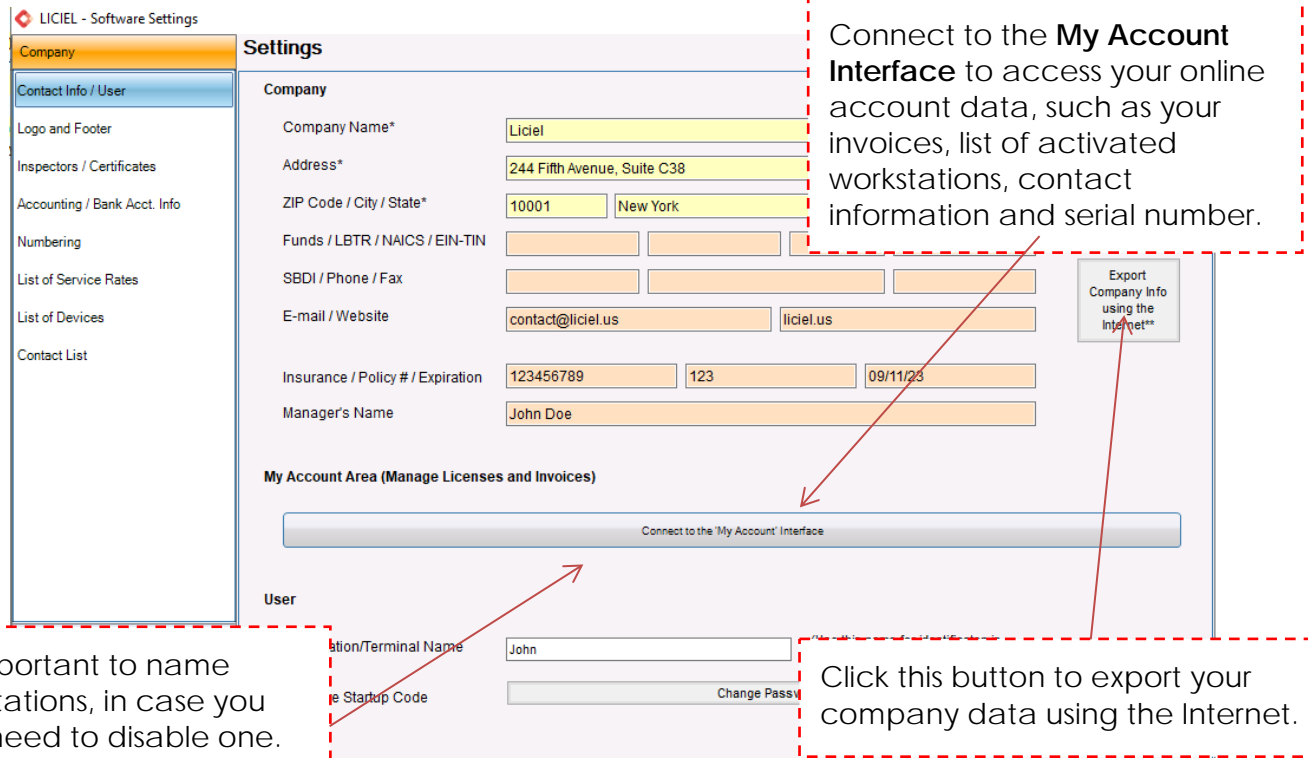
On your *Home* screen, go to the *Tools* menu, then select **Software Settings** to display the *Software Settings* window.



Company Settings

Contact Info / User

The *Contact Info / User* section allows you to enter your company's data.



Logo and Footer

Set up your footer.

Set a watermark image on the background of every page of your report.

Logos can only be captured in image format. A Word document is not an image.

Optimal size: 536 x 76 pixels in 96 DPI
Optimal size: 1675 x 236 pixels in 300 DPI

Find Image Edit Image Update

Automatically insert your logo in Word or Office documents.

Save a smaller logo that you can manually add to your reports using the mail-merge fields.

Use Company E-mail fields instead of FAX fields on Reports

See the "Software Settings" WikiLICIEL article for instructions on how to set your logo and footer.

Inspectors/Certificates

Company-Related Settings - Inspectors / Certificates

Group/Inspector to add

Company Name: Liciel
Inspector's Name: SMITH John
Inspector's Identifier (Use 3 letters): SMJ

Licensing Details for Group/Inspector (It is highly recommended to include a line for General Services)

Service	Inspector	License
General	SMITH John Tel: 1234567890 Signature: Signature.jpg Photo:	Certification Assoc. N#: 1234567 Start Date: 01/09/2010 - End Date: 01/01/2020 PDF: john-smith-certificate.pdf

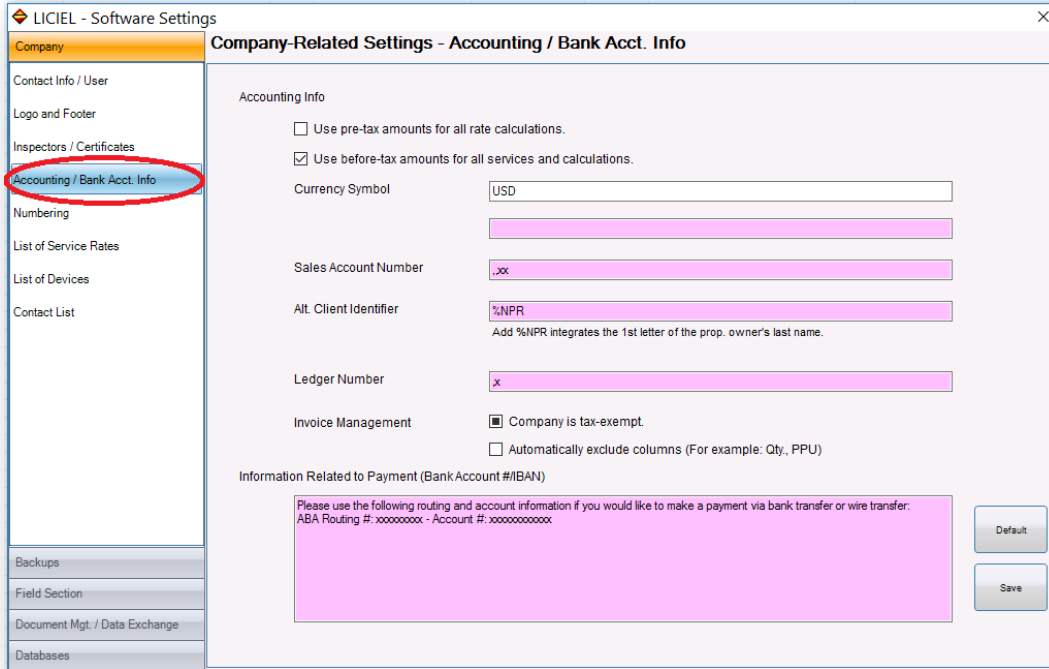
Enter your certificate of insurance to automatically add it to your reports.

Manage your list of property inspectors.

Save Edits Cancel

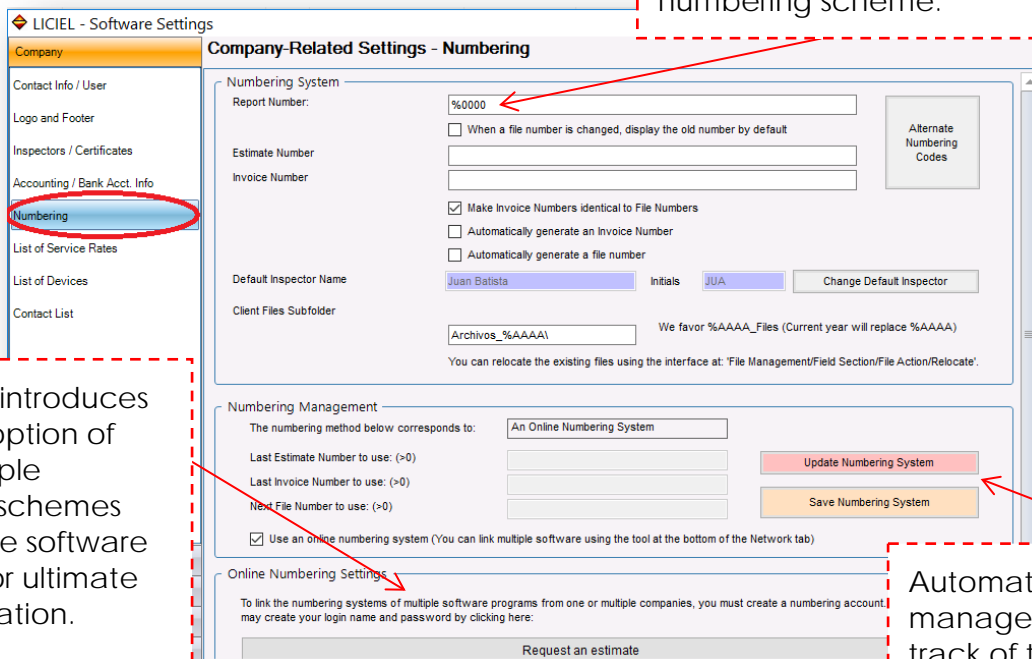
Accounting / Bank Account Information

Use this tab to establish accounting standards and invoice management preferences.



Numbering

Setting up a coded numbering system in the following tab will allow you to manage your estimate, file and invoice numbers.



List of Service Rates

Use this tab to create a database of the services (or products) that you offer. This database is very useful for facilitating estimate and invoice creation.

Company-Related Settings - List of Service Rates

Asbestos Inspection Service Rates:

TEM Fee: PLM Fee:

Reference	Description	U.P.	Tax Rate
IMO1001	Pack Repeating Pack - Studio	115	7
HI-RES1	Residential Home Inspection < 1500 sqft	321	7
HI-RES2	Residential Home Inspection < 2000 sqft	374,5	7
HI-RES3	Residential Home Inspection > 3000 sqft	428	7
HI-LUX	Luxury Home Inspection	588,5	7
HI-CON1	Condo Inspection < 1000 sqft	267,5	7
HI-CON2	Condo Inspection < 2000 sqft	321	7
HI-CON3	Condo Inspection > 2500 sqft	374,5	7
4-POINT	4-Point Inspection	128,4	7
WDO-I	Wind Mitigation Inspection < 2000 sqft	214	7
WDO-1	Wind Mitigation Inspection > 2000 sqft	267,5	7

Buttons: Add, Duplicate, Even Fields to Sort, Sort

Callout 1: Enter asbestos lab analysis rates (for asbestos inspection samples).

Callout 2: Click to add your products and services.

List of Devices

Use this tab to enter your lead analyzer specifications.

Company-Related Settings - List of Devices

List of measuring devices used during inspections

Delete	Name	Model	Serial Number	Date of Ong. Purchase	NRC Auth. #	NRC Auth. Exp. Date	NRC Auth. Holder
X	Device n°1	US Inspection	74208	01/01/2019	1232098372	01/01/2019	SMITH John

Lead Detection Device

Name: Manufacturer: Model: Source Type:

Serial Number: Date of Ong. Purchase: Usage Time at Purchase (and Useful Life): Accuracy:

NRC Auth. #: NRC Auth. Date: NRC Auth. Exp. Date: NRC Auth. Holder:

Standard: Mfr., NIST #, Accuracy and Concentration
US Inspection ; 226722 ; 1,01 mg/cm² +/- 0,01 mg/cm²

Certification in PDF format (optional)

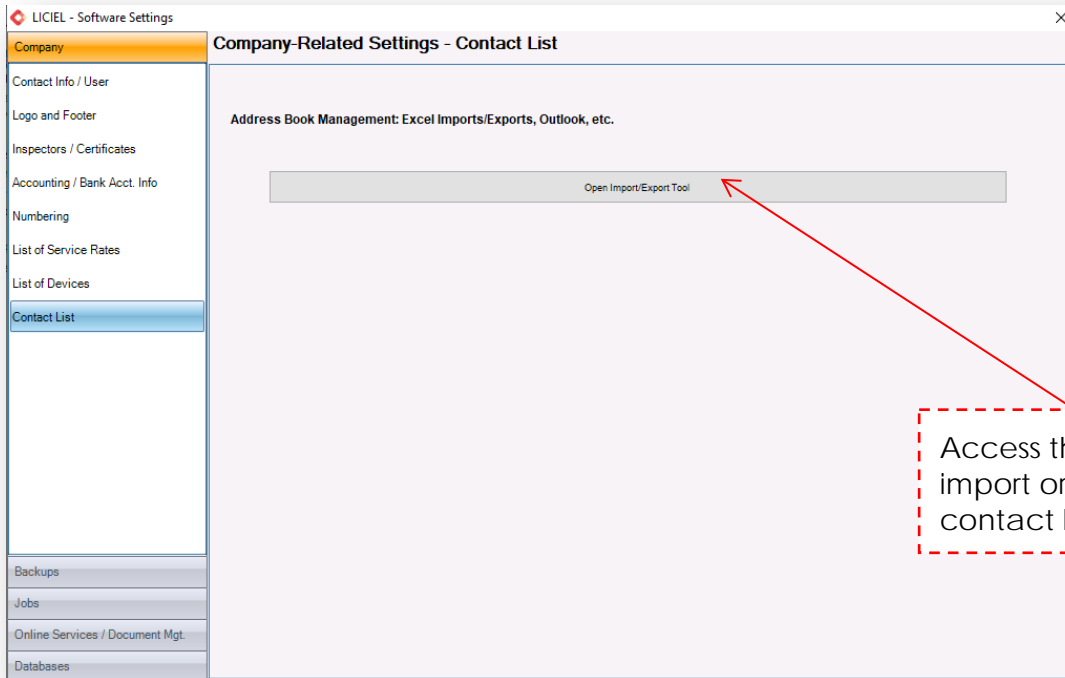
Buttons: Validate as new, Update, Update and Close

Callout 1: Enter information that you will later be able to conveniently add to your Lead Inspection reports.

Callout 2: Include detailed device data to add credibility to your report.

Contact List

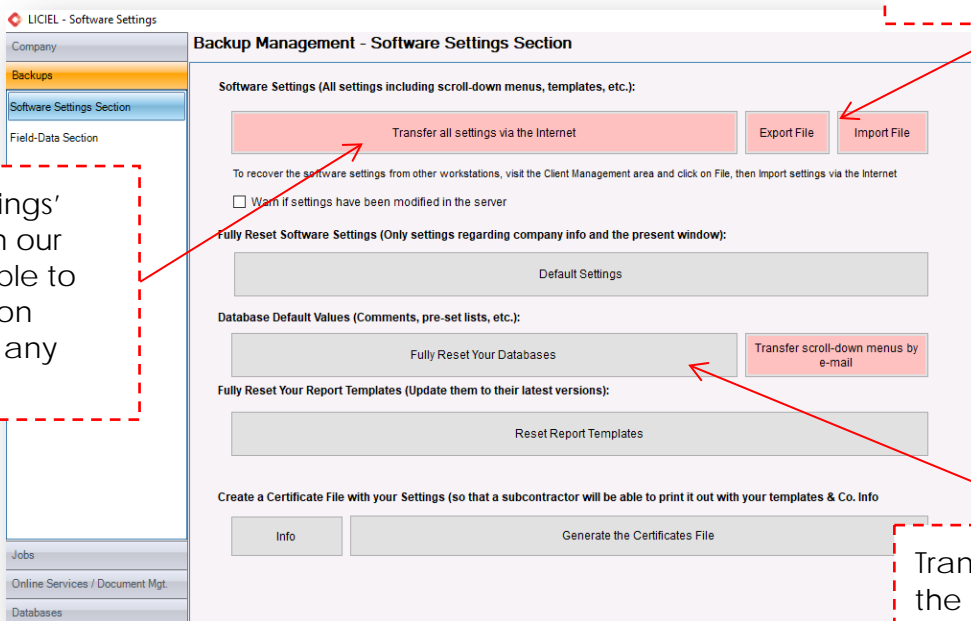
Use the **Import / Export Tool** to select contacts.



Access this tool to import or export contact lists.

Backups

Software Settings Section

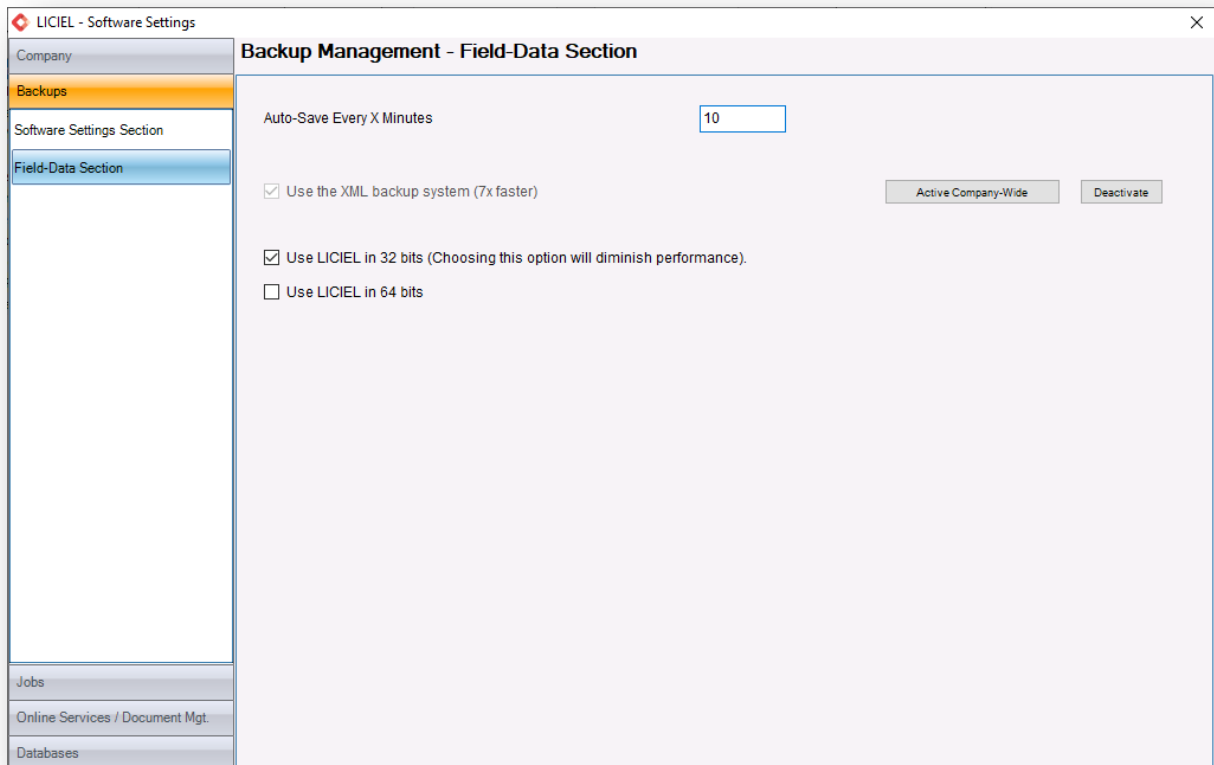


Add and export company data from your computer.

Store your settings' parameters on our server to be able to retrieve them on demand from any computer.

Transfer your data using the LICIEL server.

Field Data Section

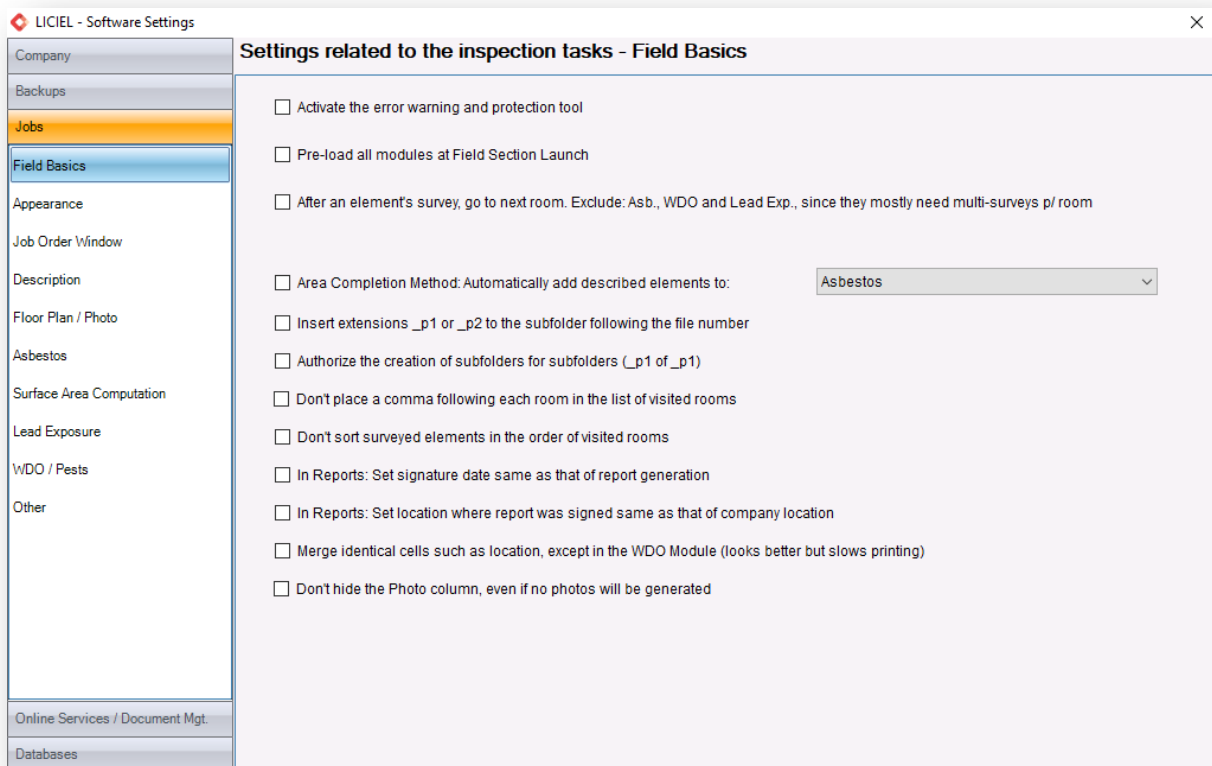


Field Section

The *Field Section menu* is organized by module. It allows you to customize your software according to your needs. Each submenu offers many options.

Field Basics

The *Field Basics submenu* includes all of the software's global options.



Appearance

Customize your software's appearance, especially the number of **Job Orders** displayed in the Home Window (**File Management Window**).

Job Order window

Change the appearance and functions of your **Job Orders**.

Description

Customize the various **Room Description** methods used in your software.

Floorplans / Photo

Set and customize the functionality of the **Floorplans / Photo** module.

Asbestos

Customize the use of the **Asbestos** module.

Surface Area Computation

Customize your work on the **Surface Area Computation** module.

Lead Exposure

Configure your **Lead Exposure** module and manage printing options for the measurements table.

WDO / Pests

Customize the use of the **WDO / Pests** module through user-friendly checkboxes.

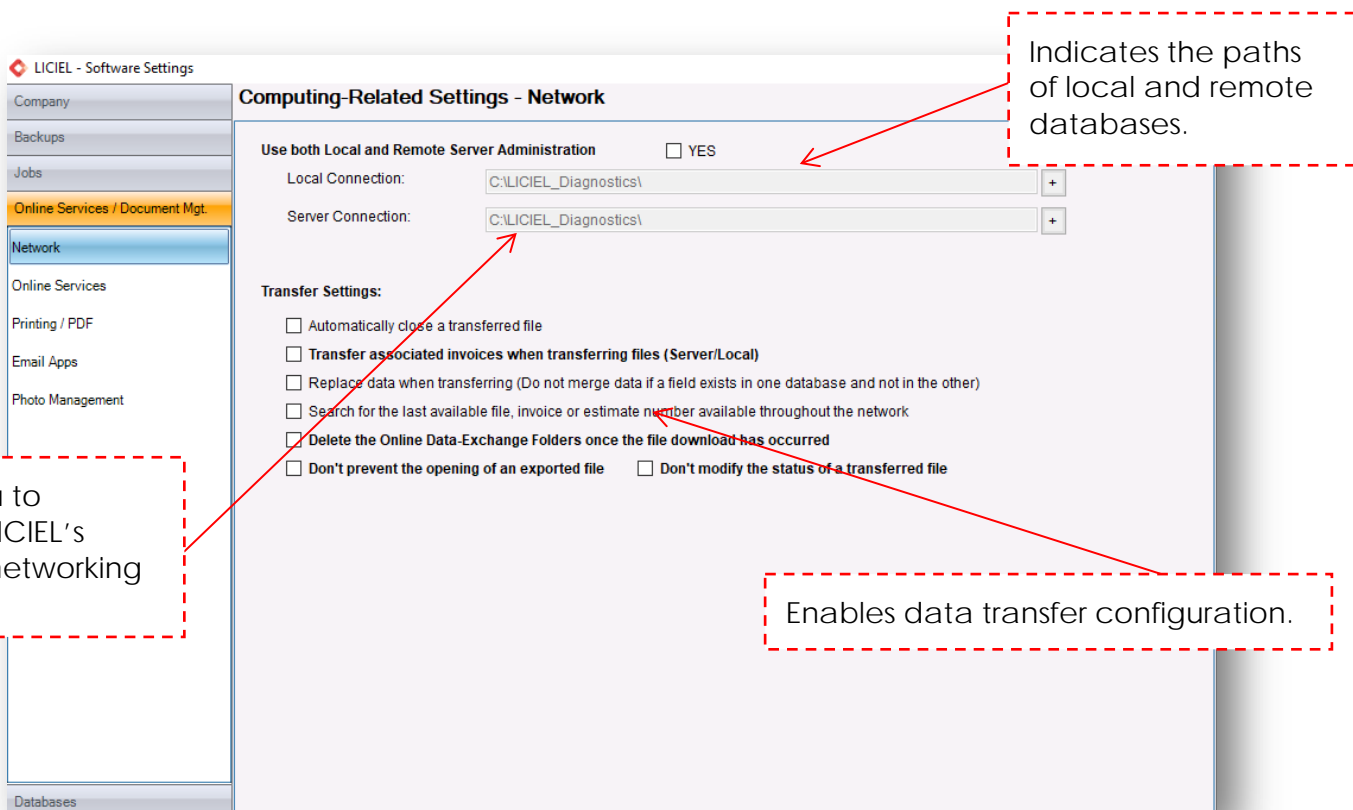
Other

Groups all other modules and setting options.

Document Management / Data Exchange

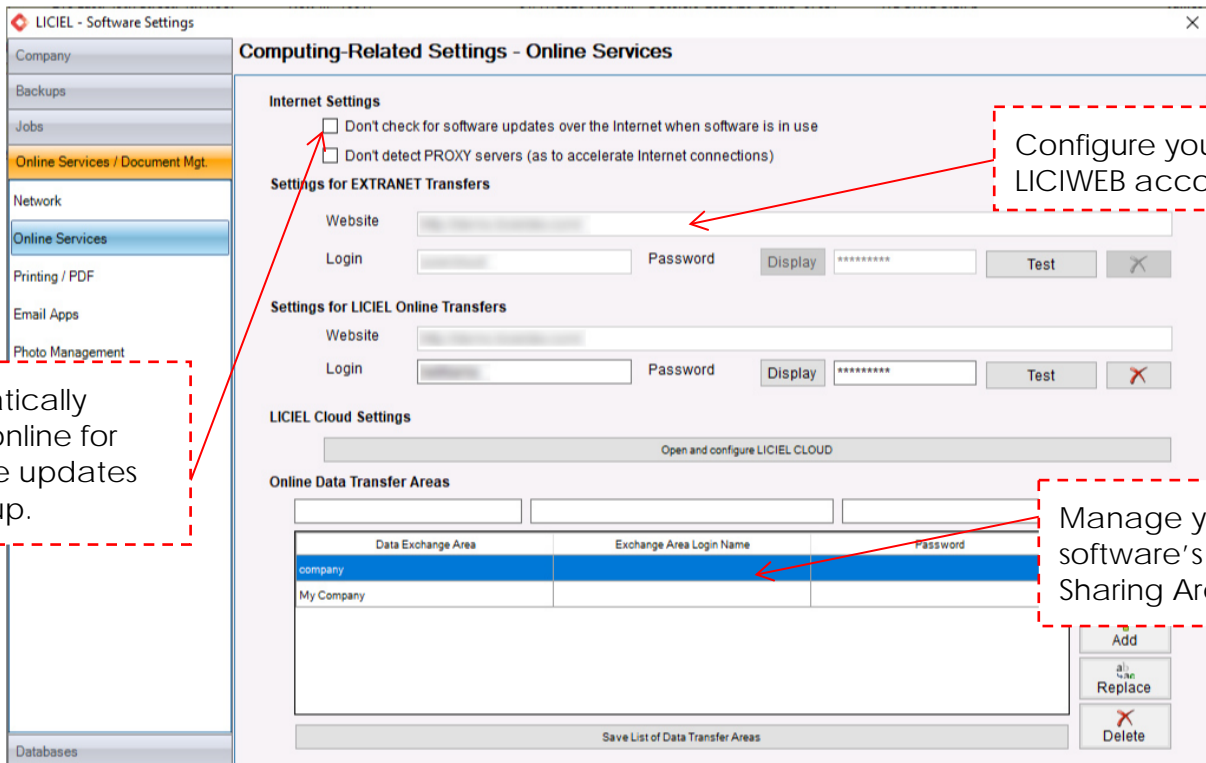
Network

This window allows you to manage the use of the server and data transfer parameters.



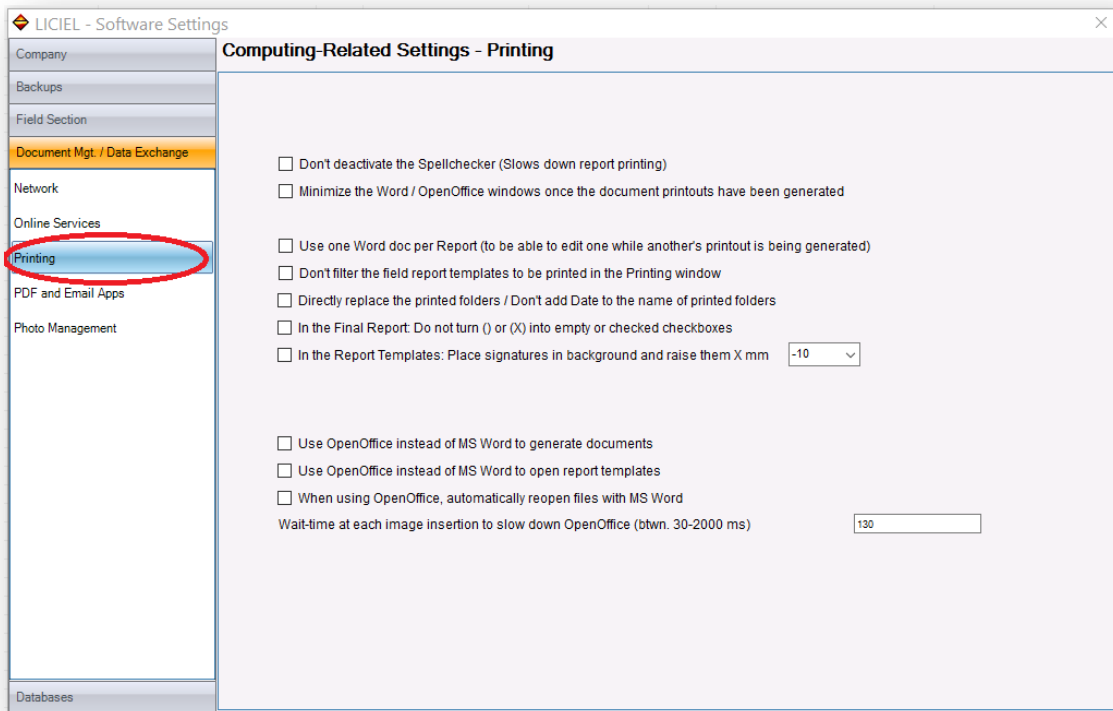
Online Services

You can configure your online services (LICIWEB, LICIELWEB, File-Sharing Areas, ...) to synchronize LICIEL Diagnostics with your other job tools.



Printing

Allows you to manage and configure the generation of your inspection reports.



PDF and Email Apps

Manage emails and the compatibility of the PDF-creation software.

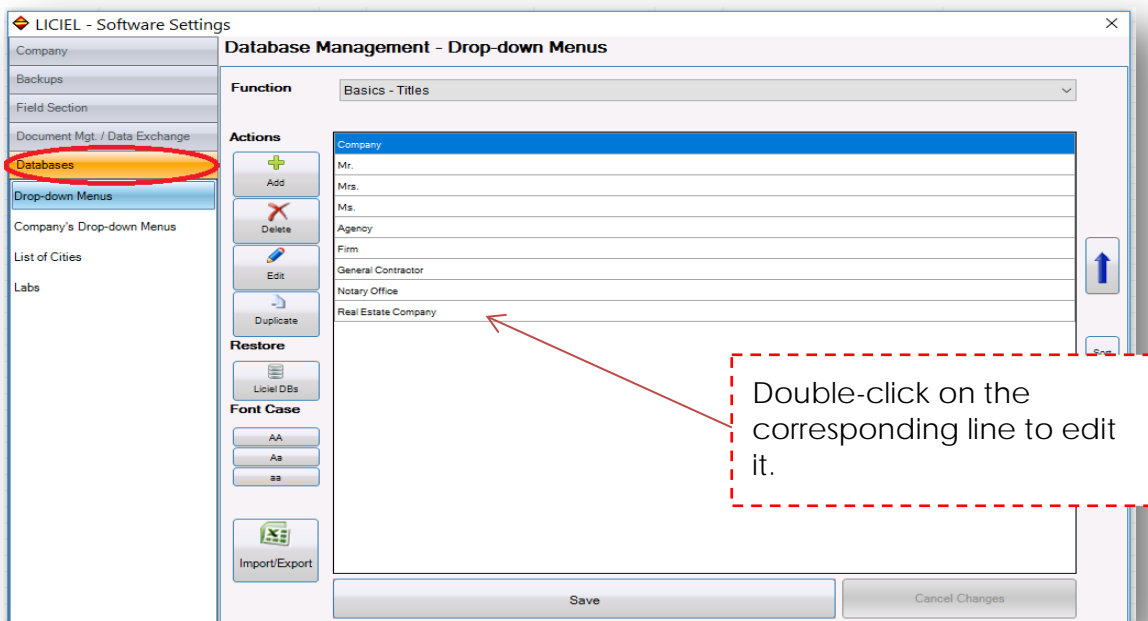
Photo Management

Manage image, photo and floorplan quality.

Databases

Drop-down Menus

Configure all of the software's drop-down menus. You will be able to modify their content to suit your needs.



Company's Drop-down Menus

Customize administrative drop-down menus related to back-office functions.

List of Cities

LICIEL software includes a cities database, created using official data available on the Internet. Use this tab to sort, add or delete cities as needed.

Labs

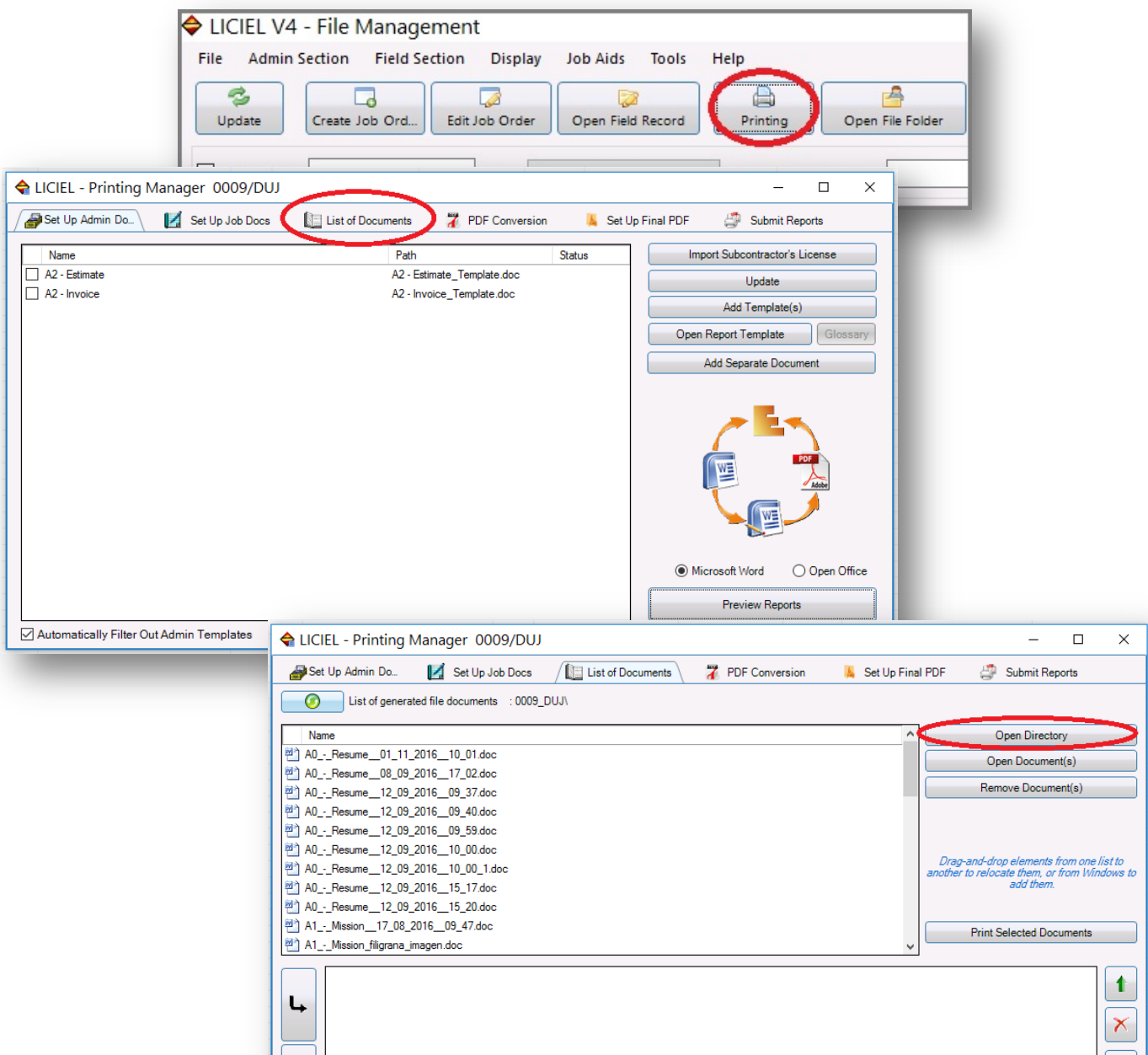
Allows you to keep a log of the laboratories you work with.

Editing Report Templates

The LICIEL Diagnostics software lets you modify all report templates to suit your needs. LICIEL does not limit the number of report templates you can have, so you can create and use any number of report templates that you see fit.

How Do I Access Source Templates?

Your *Home* screen is the main interface of the LICIEL Diagnostics Software. Click the **Printing** button to open the **Printing Manager**. Then, click on **List of Documents**>**Open Directory** to access the directory where your report templates are stored.

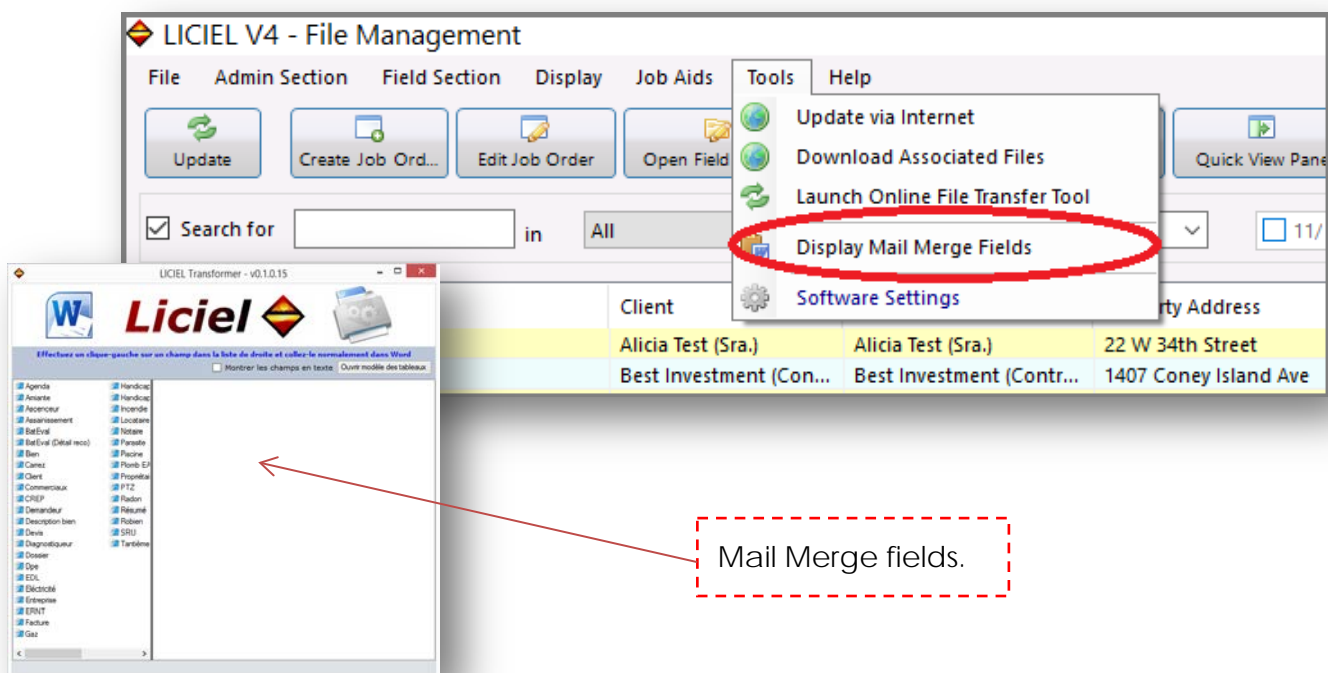


What is a Mail-Merge Field?

A mail-merge field in the LICIEL Diagnostics Software is used to indicate where you want a certain data point, such as name or address, to appear in your report.

All LICIEL report templates are composed of several mail merge fields. For example, if you open the "Job Order" template, you will see the mail-merge field "li_client_name", which is the client's mail-merge field. When you generate a report, your software automatically replaces the mail-merge field with the client's name.

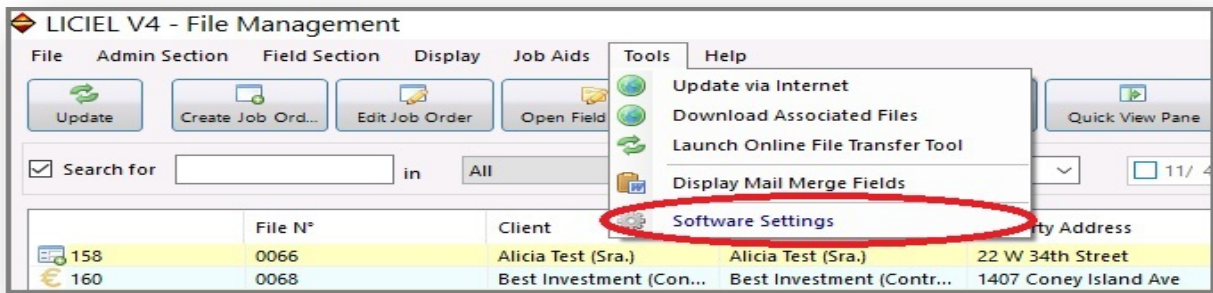
In your Home Screen, access the "**Tools**" drop-down menu and click on the "**Display Mail Merge Fields**" option which will display the entirety of the software's mail-merge fields. These fields are used in all of LICIEL's report templates. Should you need to customize your report templates, you can consult this list to add the desired field to the report template in question.



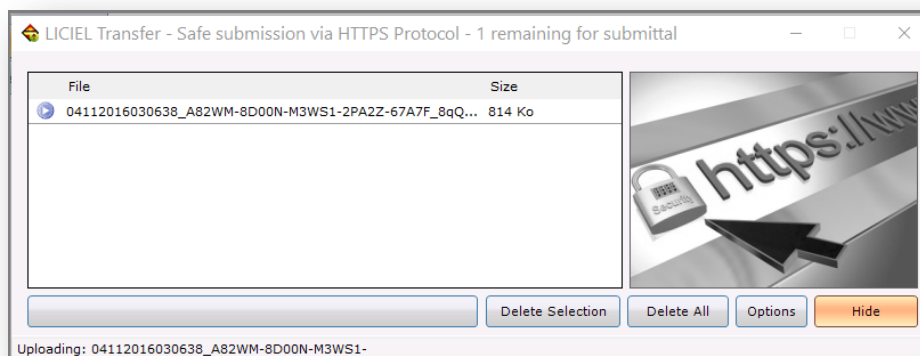
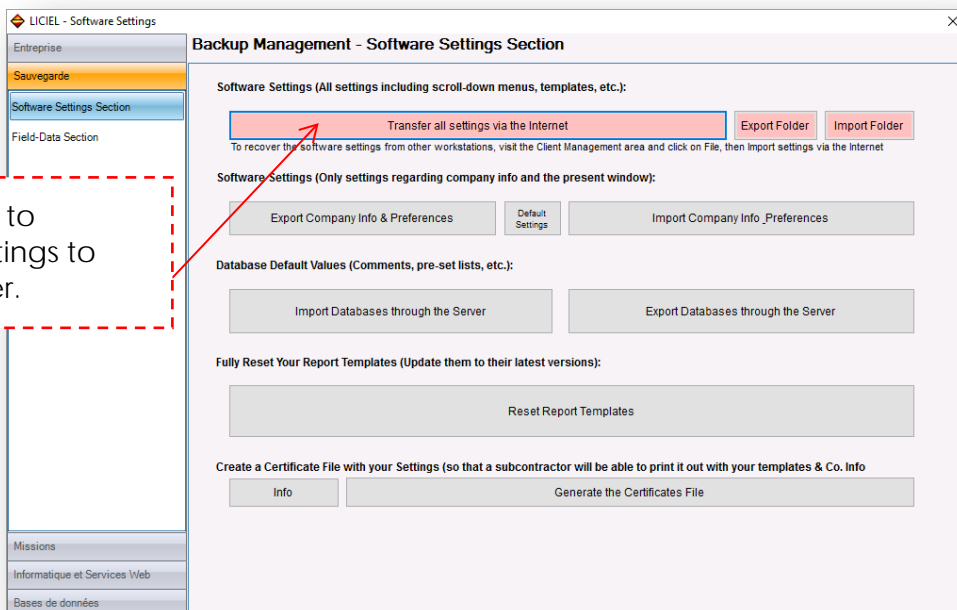
To copy a mail field, simply select it, and it is automatically copied. You can then paste it anywhere you wish within your report templates.

Saving your Settings

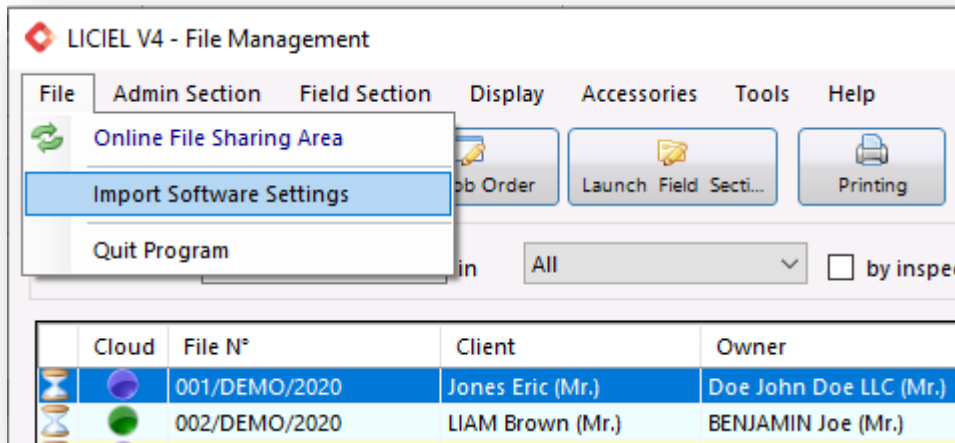
In order to both safeguard your preferences and help you share them with other users in your work team with ease, we created a storage area for your settings and report templates. This allows other LICIEL Diagnostics users in your company to apply company preferences without having to manually recreate them.



File Transmission



To retrieve such settings from other workstations, access the *File Management (Admin) Home screen*, and click on **File > Import Software Settings** as shown below.



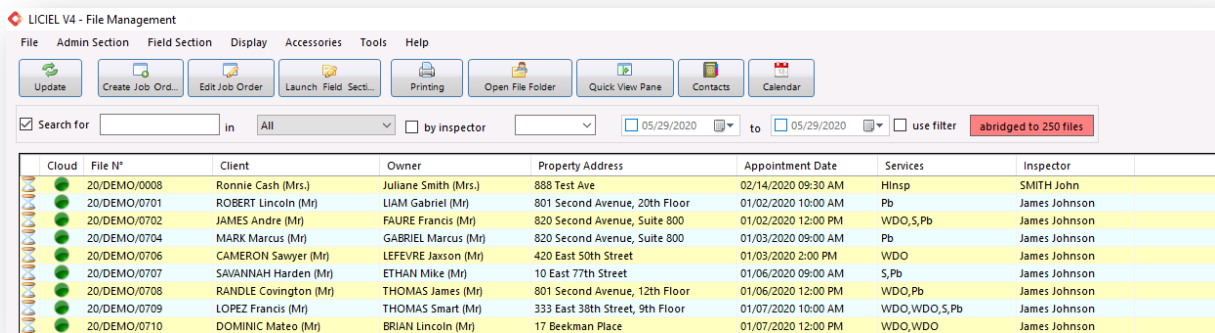
Key Features and Functions of LICIEL Diagnostics

File Management (Admin section)

The Admin Section is the main interface of your LICIEL Diagnostics software. It allows you to create or browse job orders, and manage billing.


LICIEL also offers statistics and accounting tools that help you to analyze your sales and revenue based on various parameters such as: date ranges, inspectors, services, etc.

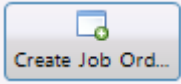
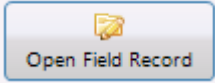
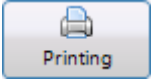
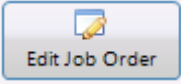
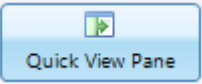

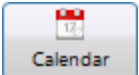
See the **File Management** WikiLICIEL article for additional info.



The Ribbon

The quick buttons below the *Menu bar* are shortcuts to the most frequently used menu options, as explained below:

Button	Description
	refreshes your Home screen display

Button	Description
	launches the Job Order creation window
	opens an existing job's field record for editing
	opens the <i>Print</i> tool to generate your reports in Word, Open Office, or PDF format
	allows you to edit an existing Job Order
	displays a pop-up panel for the selected file on the right side of your screen, showing file details for quick access
	opens your Contact List directory
	opens your LICIEL planner

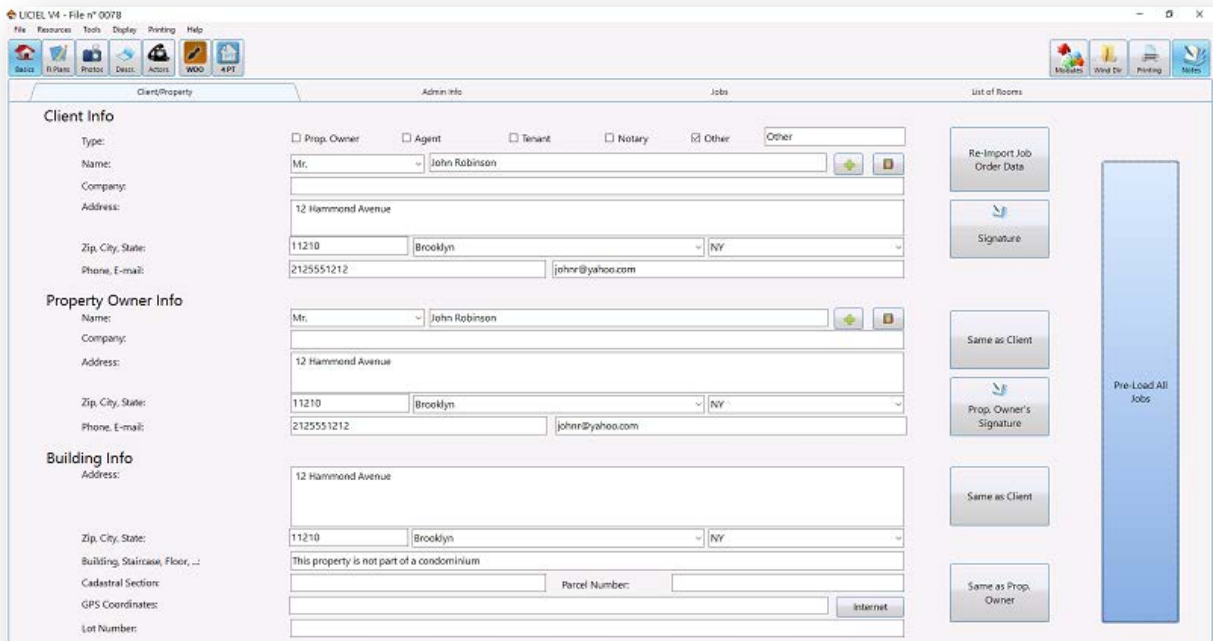
Launching a File

1. On your *Home screen*, select a job from the grid, then click  to display its file in the **Field** section.

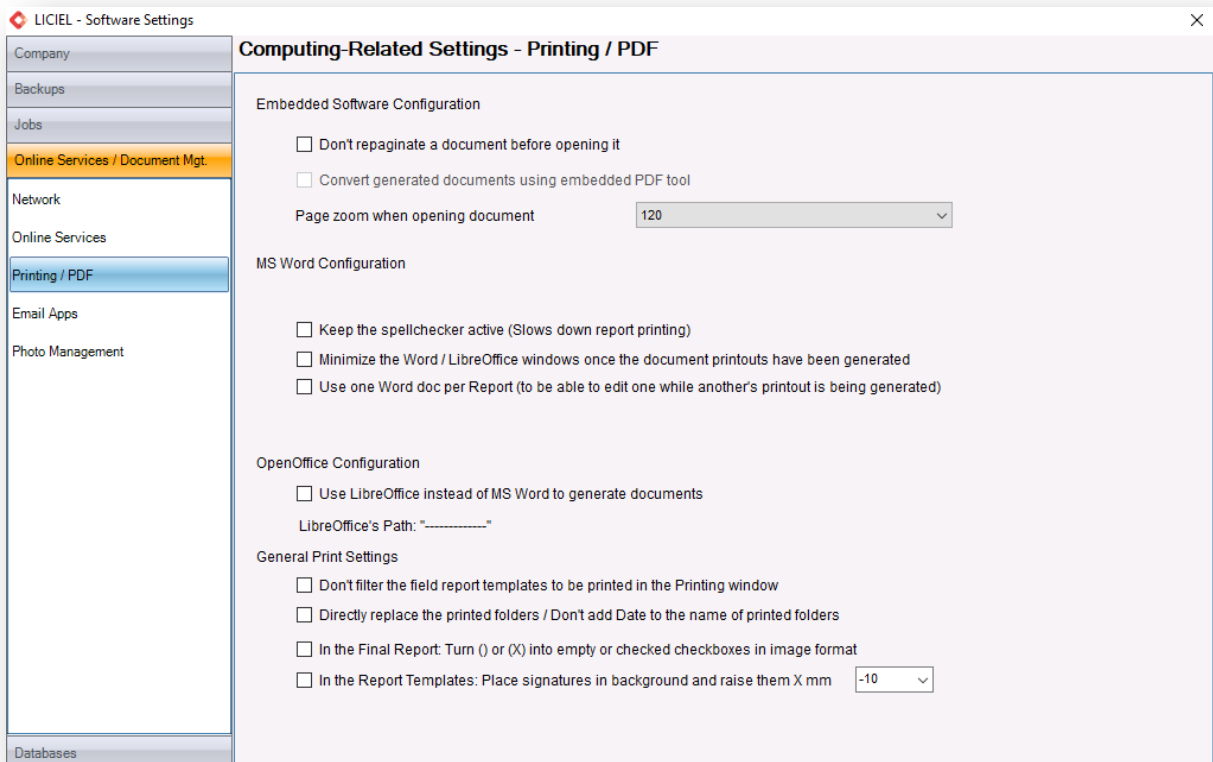
Records Management (Field Section)

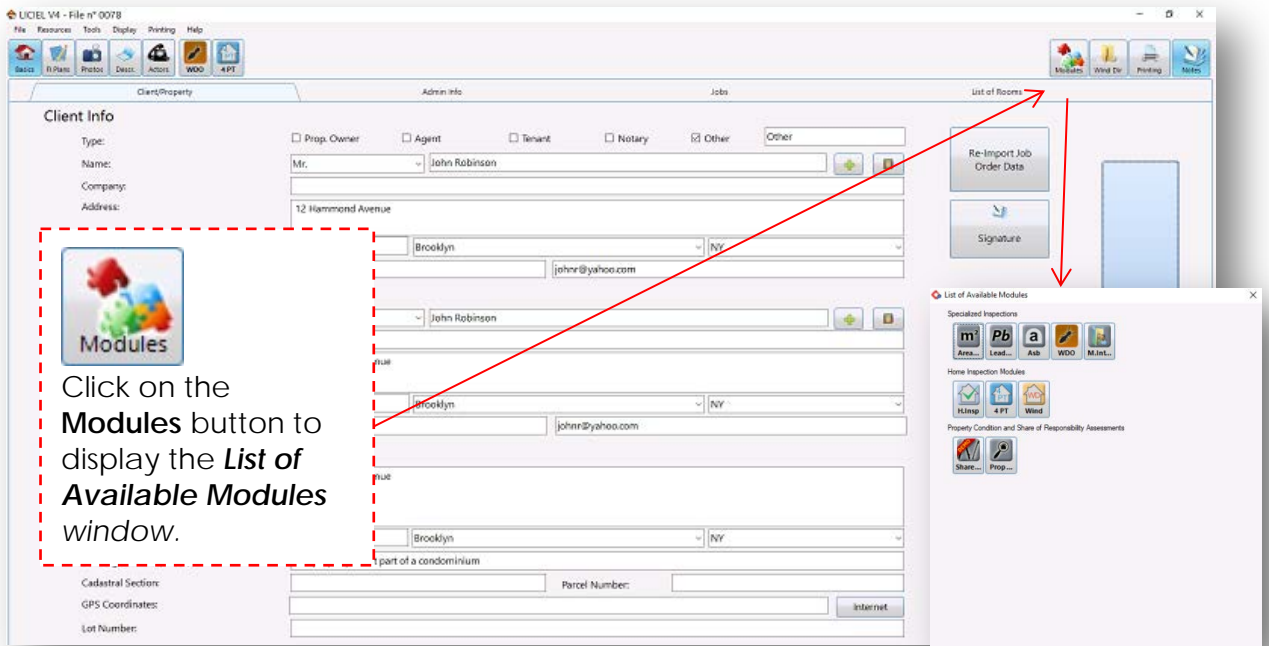
The Field Section is the interface used to execute job orders (AKA: complete property inspections).

- ➔ See the **Field Section Basics** WikiLICIEL article for more info.



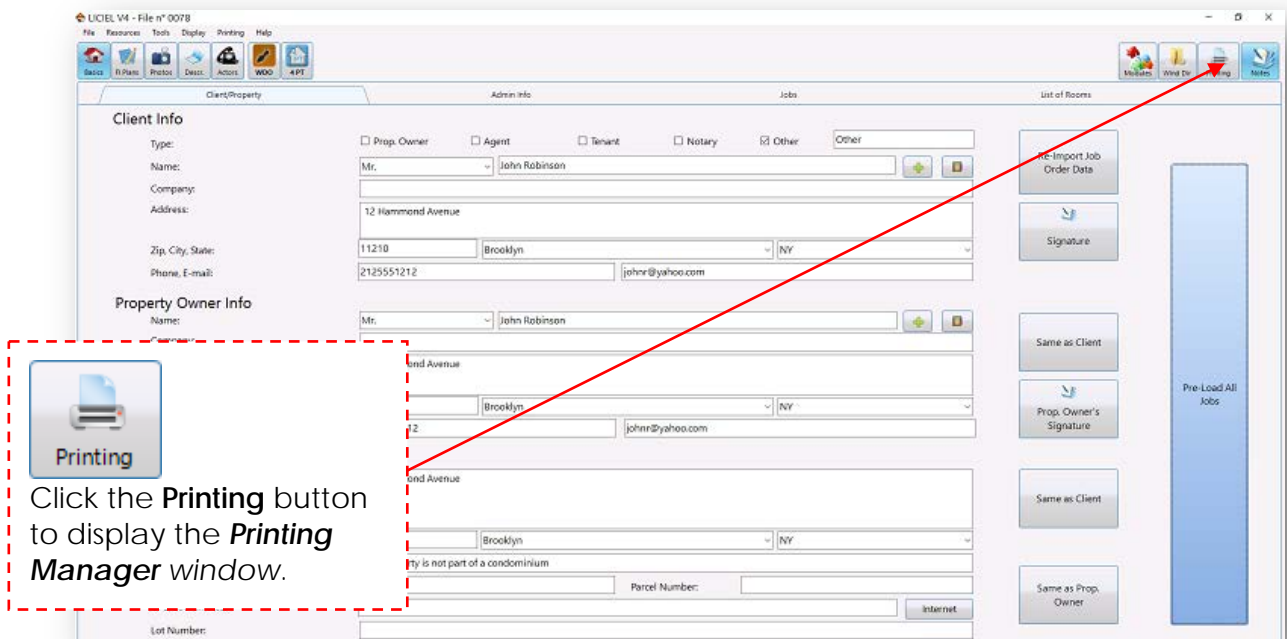
2. Select the appropriate module for the inspection you want to complete.

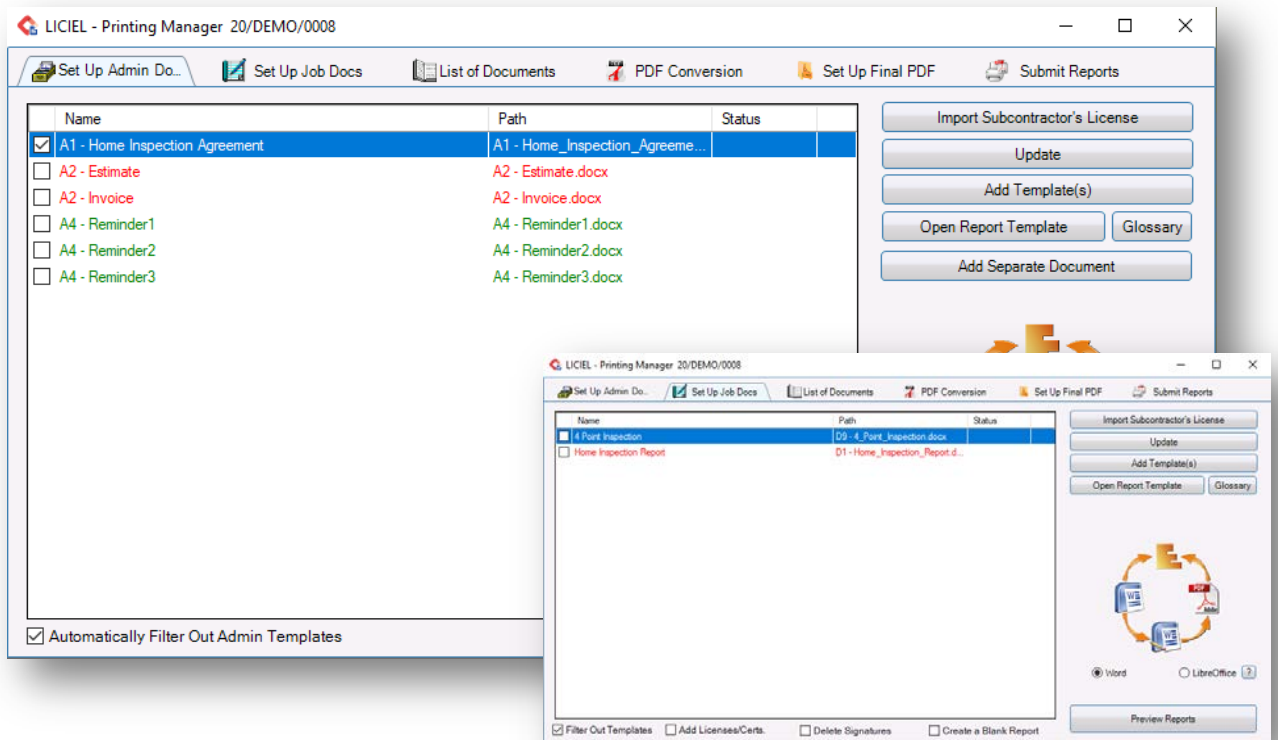




Printing

Generate your reports in Word, Open Office, or PDF by opening the software Printing module.



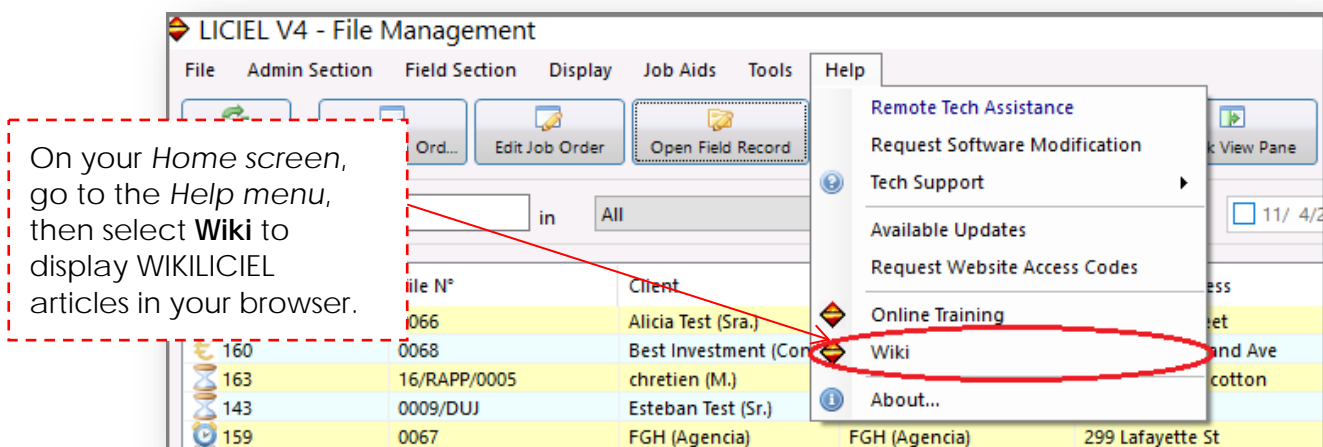


See the **Print Management** WikiLICIEL article for detailed instructions.

Additional Support Tools

To help you better understand the software and how it works, LICIEL offers a constantly growing set of WikiLICIEL articles. These detailed articles will help you get the job done.

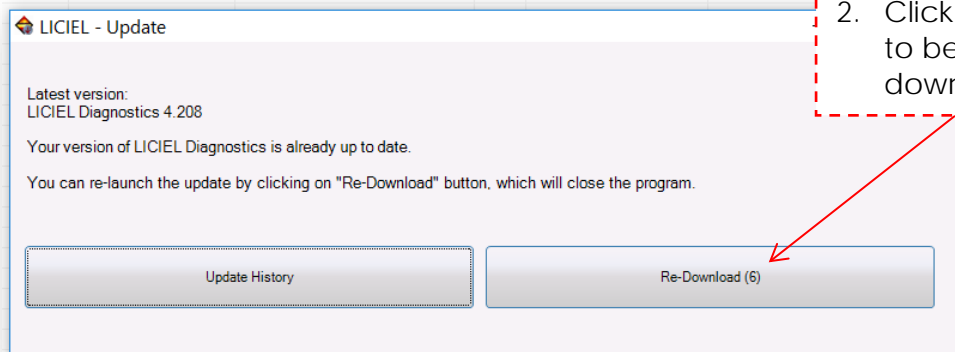
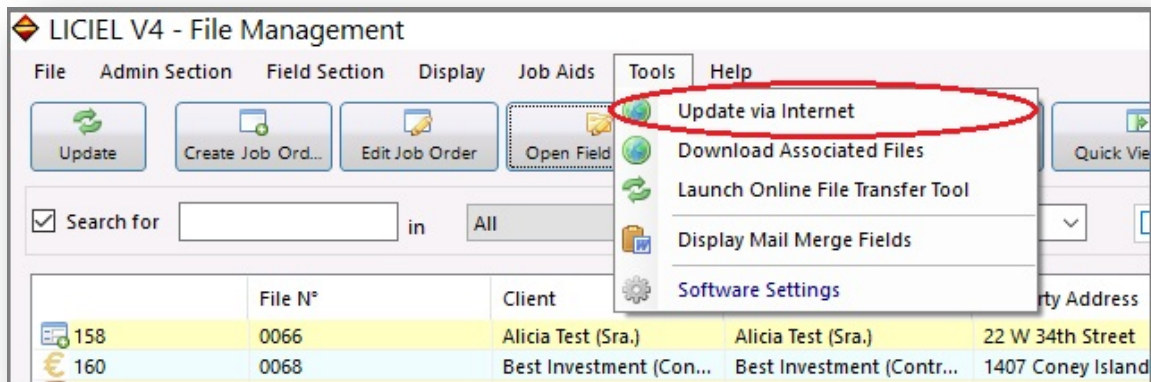
On your *Home* screen, access the *Help* menu. Then, select the **Wiki** option to display WikiLICIEL articles in your browser.



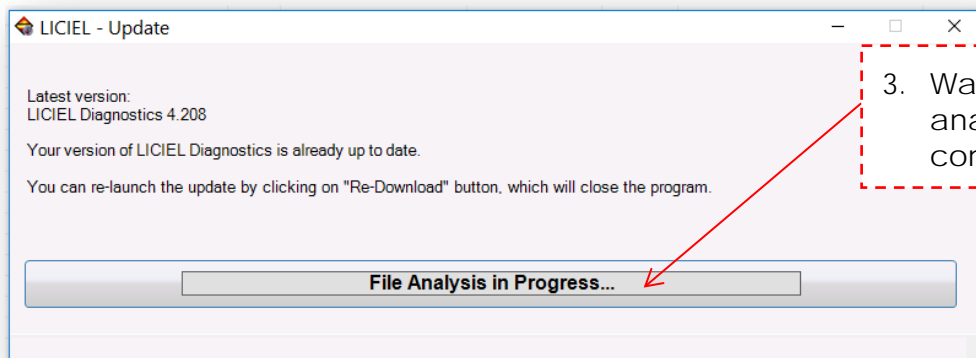
Software Updates

The software automatically updates as needed when you restart LICIEL. However, if you rarely restart your software, you can manually download the updates.

1. On your *Home* screen, access the *Tools* menu, then select **Update via Internet** to force an immediate download of any pending updates.

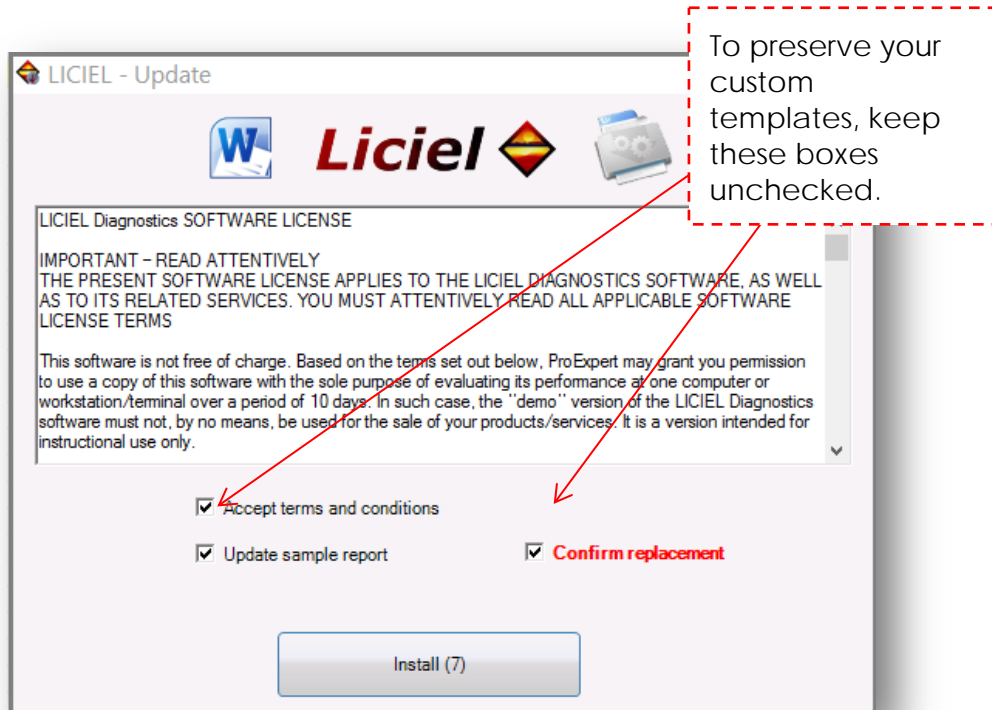


2. Click on this button to begin the download.



3. Wait while a file analysis is completed.

4. Indicate your preference regarding template updates. You can update your report templates by checking both boxes indicated by arrows. However, keep in mind that this action will replace your existing templates with LICIEL's standard templates.



To avoid the risk of losing your report templates with LICIEL standard templates when updating the software altogether, you can set the templates to **Private** status in the "Print Manager" window by right-clicking on the selected folder and selecting "Private (this template will no longer be modified or deleted when updates are completed)."

