

**PALM**  **TECH**

home inspection software

V E R S I O N 9

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# HOW TO:

## Edit a Component

**This step by step How To article explains how to edit a component.**

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# HOW TO: Edit a Component

With Palm-Tech, you can edit components. This means you can customize what happens when you tap on an 'Add Another' button such as for Bedroom or Bathroom.

1. With an inspection open, make the desired changes to the component you want to make permanent changes to. In this example we'll make a few changes to the standard Bedroom component. These changes could include adding new lines, removing lines, changing the order of items or renaming existing items.

## Before Making Changes

The screenshot shows the 'Bedroom' component form. At the top, there is a title 'Bedroom' followed by a checkbox 'Not Applicable', and two buttons: 'Disclaimer' and 'Tech Note'. Below this is a 'Bedroom Location' dropdown menu. The main section is titled 'Bedroom' and contains a list of items with dropdown arrows on the left and 'Note' buttons on the right. The items are: Closet, Ceiling, Walls, Floor, Doors, Windows, Electrical, HVAC Source, Smoke Detector, and Carbon Monoxide De. At the bottom left is an 'Add Another Bedroom' button, and at the bottom center is an 'Advance to Living Space' button.

## After Making Changes

The screenshot shows the 'Bedroom' component form after changes. The layout is identical to the previous screenshot, but the list of items has been modified. The items are: Closet, Ceiling, Walls, Floor, Doors, Windows, and Smoke Detector. The 'Carbon Monoxide De' item has been removed. The 'Add Another Bedroom' and 'Advance to Living Space' buttons remain at the bottom.

# HOW TO: Edit a Component

- Once you have the component set up the way you want, click on the icon to the left of the 'Location' line.

**Bedroom**  Not Applicable

**Bedroom Location** [Dropdown Menu]

**Bedroom**

|            |                 |            |      |            |
|------------|-----------------|------------|------|------------|
| [Dropdown] | Closet:         | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Ceiling:        | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Walls:          | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Floor:          | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Doors:          | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Windows:        | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Smoke Detector: | [Dropdown] | Note | [Dropdown] |

- Now, click on 'Save to Library'.

**Bedroom**  Not Applicable

**Bedroom Location** [Dropdown Menu]

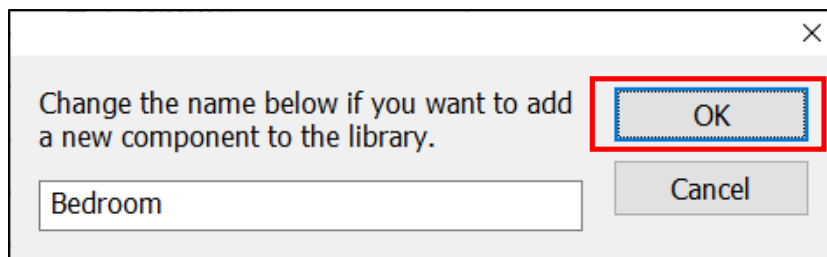
- Cut Component: Bedroom
- Copy Component: Bedroom
- Paste Line
- Delete Component: Bedroom
- Save to Library**

**Bedroom**

|            |                 |            |      |            |
|------------|-----------------|------------|------|------------|
| [Dropdown] | Closet:         | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Ceiling:        | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Walls:          | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Floor:          | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Doors:          | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Windows:        | [Dropdown] | Note | [Dropdown] |
| [Dropdown] | Smoke Detector: | [Dropdown] | Note | [Dropdown] |

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4. A window will appear that confirms the name of the component. We do not want to change the name because we want this modified component to come in when we tap on the 'Add Another Bedroom' button. Click on 'OK'.



5. Now, when you click on the 'Add Another Bedroom' button it will add in the modified version of the component we just created.

