

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

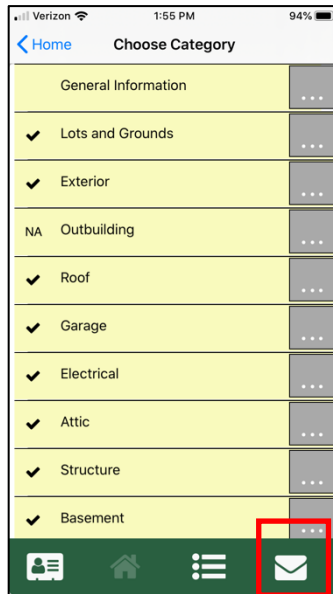
Email a Report from the App

This step by step How To article explains how to email an inspection report from the Palm-Tech app

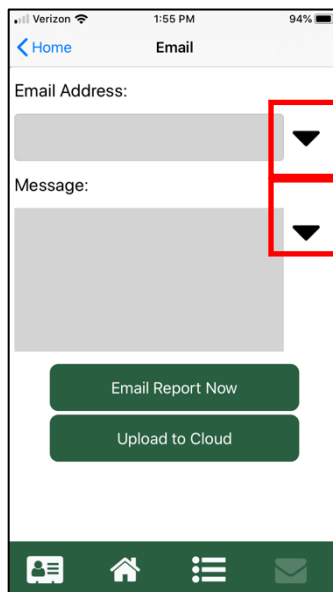
For a complete list of available How To documents, visit the Support section of our website: www.palm-tech.com/support/

HOW TO: Email a Report from the App

1. When you are ready to email the inspection, tap the envelope button on the navigation bar to go to the 'Email' view.

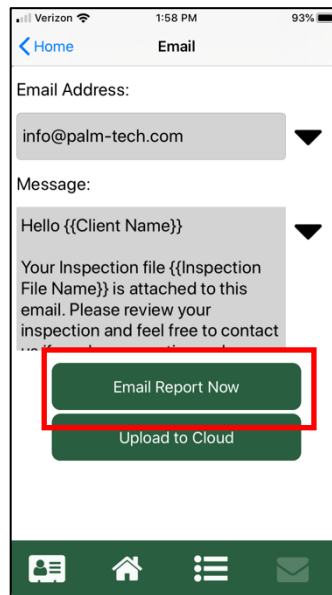


2. On this screen you can enter the email address you want to send the report to as well as enter a 'Message' for the email body. For the email you can tap the dropdown list to select your email, the client's email or the agent's email. For the 'Message' you can select a pre-set message to save time.

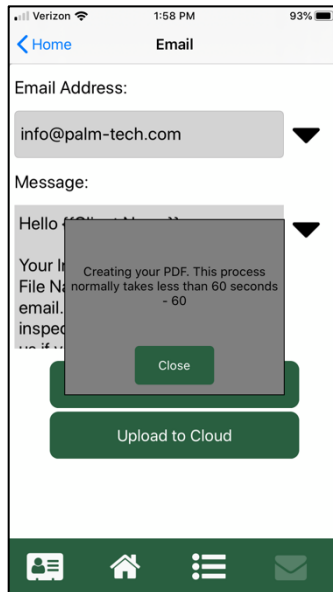


HOW TO: Email a Report from the App

3. Once the Email Address and Message are entered, tap on 'Email Report Now'.



4. The inspection will first be uploaded and then another box will appear letting you know the report is being converted to a PDF. This process typically takes less than 60 seconds.



HOW TO: Email a Report from the App

5. When the process is complete you will see a notification on the screen letting you know the report has been sent.

