

**PALM**  **TECH**

home inspection software

V E R S I O N 9

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# HOW TO:

## Rename an Inspection in the App

**This step by step How To article explains how to  
rename an inspection file in the app**

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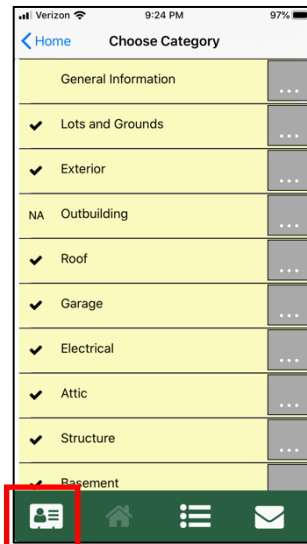
For a complete list of available How To documents, visit the  
Support section of our website: [www.palm-tech.com/support/](http://www.palm-tech.com/support/)

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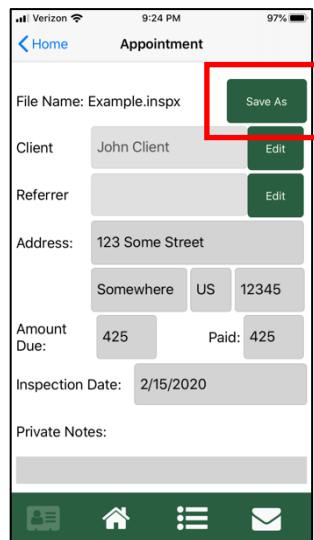
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There may be times when you want to rename an existing inspection file on the Palm-Tech App. The steps below walk through how to do this.

1. You will first need to navigate to the 'Appointment' screen. You can do this by tapping on the 'Appointment' icon from the navigation bar.



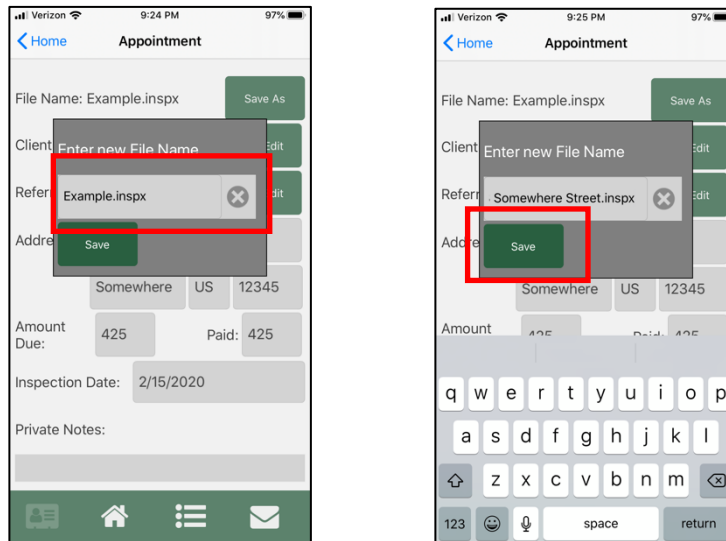
2. On the Appointment screen tap the 'Save As' button. This will bring up a box where you can give the file a new name.



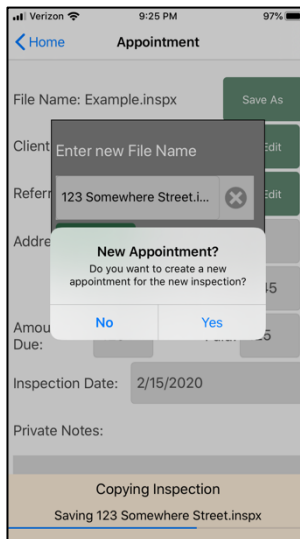
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3. Tap in the box to bring up the keyboard and type in the new file name. Tap on 'Save' when finished.



4. A message will appear asking if you want to create a new appointment. Tap 'Yes' if you want to create a new appointment and 'No' if you do not. If you are renaming the file because this is a new inspection then you will most likely want to tap 'Yes'.



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5. The file will now have a new name.

