

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Show Ratings Individually Onscreen

This step by step How To article explains how to change the rating entry to an option list from a dropdown list on a PC

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HOW TO: Show Ratings Individually Onscreen

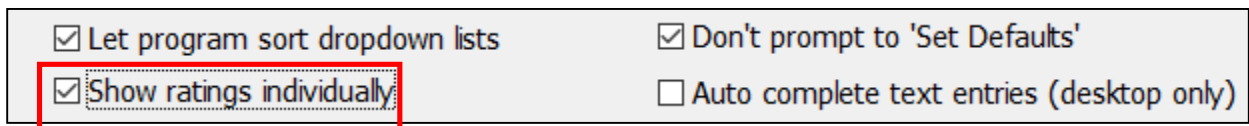
By default, ratings are entered by selecting the proper rating(s) from a dropdown list. If you prefer, you can change it so that each rating is displayed individually, and you can select the rating(s) by clicking on an option button. This can only be done on a PC.

1. The first step is to click on the Program Settings icon from the Toolbar.



2. The Program Settings window will now appear.

3. Next, check the box for 'Show ratings individually' and click on 'OK'.



4. The ratings will now be displayed as option buttons instead of a dropdown list.

Before the change



After the change

