

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Modify Rating Keys in the Report

This step by step How To article explains how to modify rating keys in the report

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

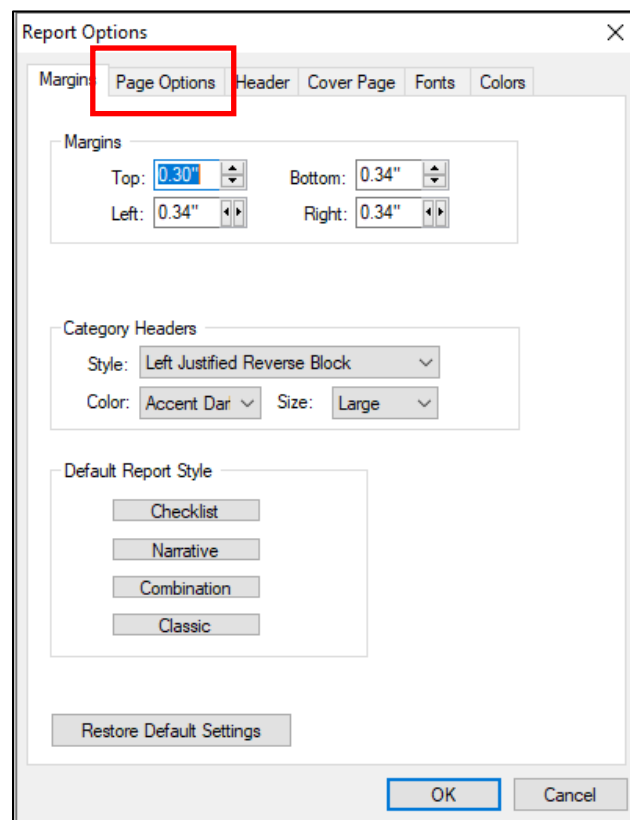
HOW TO: Modify Rating Keys in the Report

You have several options to choose from for how much information is displayed with rating keys at the top of each category. By default, they appear as abbreviations only, but you can easily switch them to appear with the full explanation, a short explanation or not appear at all.

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

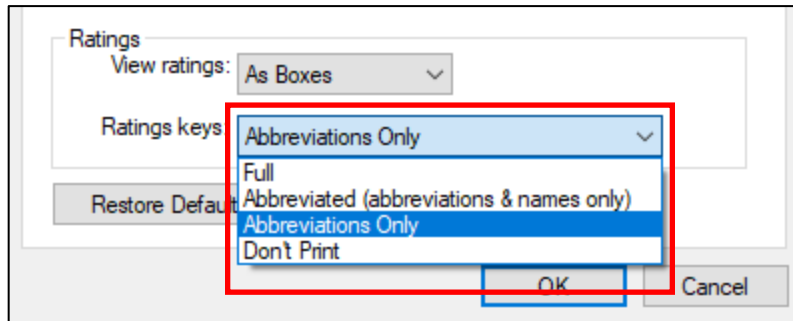


2. This will bring up the Report Options window. Click on the 'Page Options' tab.

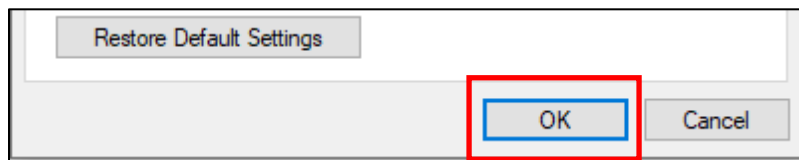


HOW TO: Modify Rating Keys in the Report

3. On this screen, there is an option for 'Rating Keys'. By clicking on the dropdown arrow you can choose between: Full, Abbreviated, Abbreviations Only, and Don't Print.



4. When you have made the desired change, click on 'OK' in the bottom right corner.



5. You have now modified how rating keys appear in your report.