

**PALM**  **TECH**

home inspection software

V E R S I O N 9

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# HOW TO:

## Add Disclaimers

**This step by step How To article explains how to add disclaimers to your inspections**

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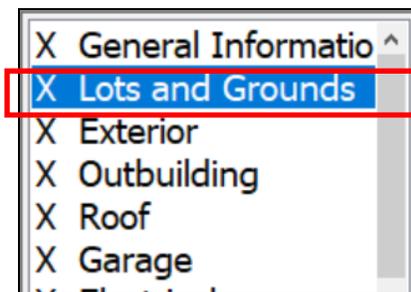
For a complete list of available How To documents, visit the Support section of our website: [www.palm-tech.com/support/](http://www.palm-tech.com/support/)

# HOW TO: Add Disclaimers

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At the top of most categories in your inspection there is a Disclaimer button that allows you to enter any text that you want to show up at the top of that category on the report. This can be used to put in a wide variety of information, but is typically used for items such as standards of practice, what an inspector does and does not inspect for that area of the home, common safety and maintenance tips that homeowners could find helpful, environmental information about the area of the home and much more.

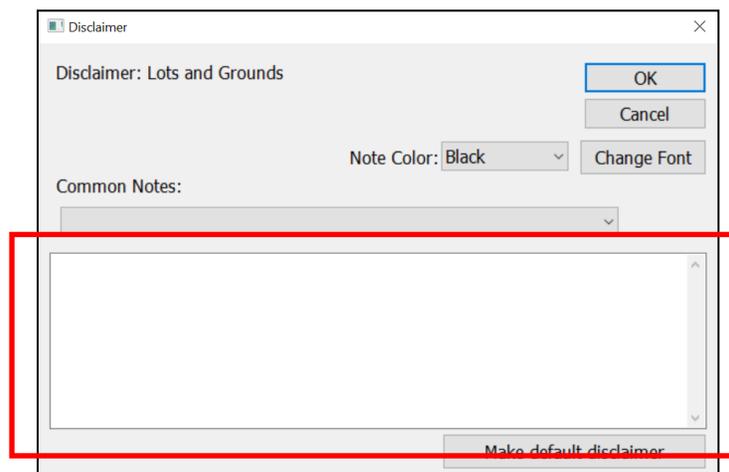
1. The first step is to click on the category that you want to add a disclaimer to in the Category List on the left of the main screen. For this document, we'll be adding a generic disclaimer to the Lots and Grounds category.



2. Next, click on the disclaimer button at the top of the category.



3. This will bring up the 'Edit Disclaimer' screen. To enter a disclaimer simply click in the white box and type it in. You can also copy and paste text from another document into the disclaimer to save time.



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- When you have finished entering your disclaimer click 'OK.' If you want the disclaimer you added in to be there by default with every new inspection you start, then click 'Make default disclaimer' and the next time you start a new inspection the disclaimer will be there.

Disclaimer

Disclaimer: Lots and Grounds

OK

Cancel

Note Color: Black

Change Font

Common Notes:

This is the disclaimer section. Each category has a disclaimer section. In this section you can include any relevant text for the category. Common uses for this area include: standards of practice, what the inspector does/does not inspect, general information that the client may find helpful, etc.

There is no limit to the amount of information that is included in the section. It can be a few words or a few pages worth of information. You can also change the color and the font of the text.

Make default disclaimer