

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

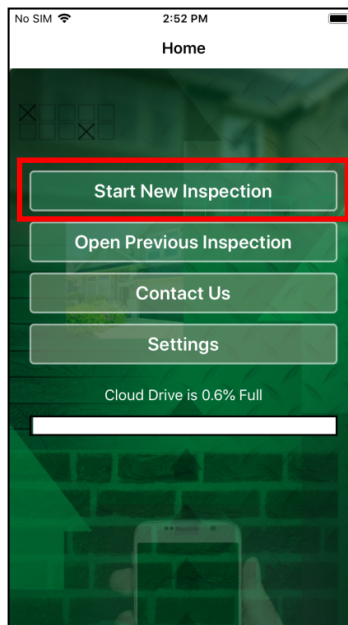
Start a New Inspection On the App

This step by step How To article explains how to start a new inspection on the Palm-Tech App

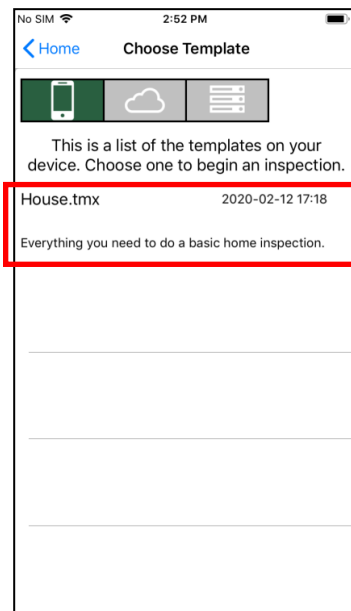
For a complete list of available How To documents, visit the Support section of our website: www.palm-tech.com/support/

HOW TO: Start a New Inspection On the App

1. The first step is to tap 'Start New Inspection' on the opening screen of the app.



2. Next, the 'Choose Template' screen appears. From here you can select a template from three places. You can access the templates on your local device by tapping the phone icon, your cloud drive by tapping the cloud icon or the list of other templates available to you by tapping the template icon to the far right. To select a template, simply tap on it. Let's tap the 'House.tmx' template from the local device.



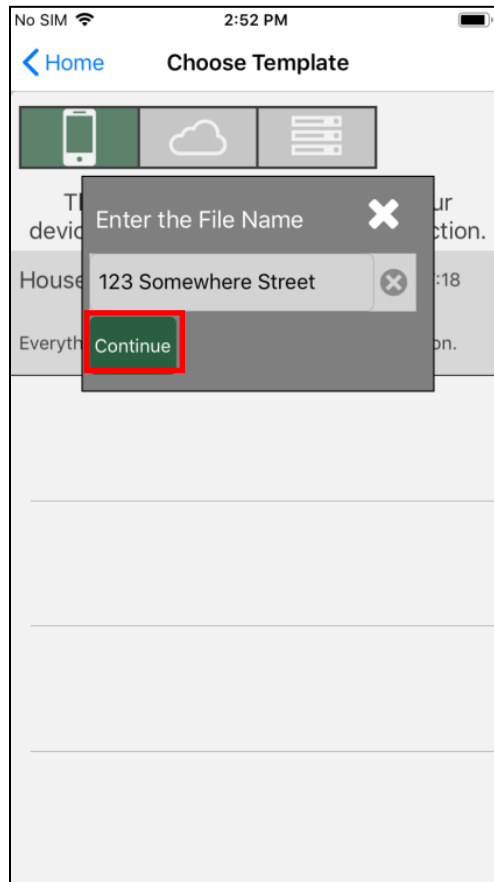
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3. If you have appointments scheduled in the portal, the next screen will prompt you to either choose an appointment or continue without one. If the inspection you're starting is for an appointment, you can choose it by tapping the appointment in the list. Otherwise, you can tap "Continue with no appointment."



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4. Finally, the 'Enter the File Name' screen appears. Here, you can give your inspection file a name by tapping in the entry box. When finished, tap 'Continue.'



5. You have now started a new inspection and can begin entering information.