

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Use Completeness Checks

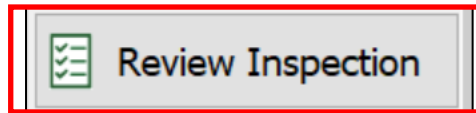
This step by step How To article explains how to use completeness checks

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

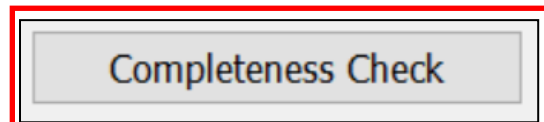
HOW TO: Use Completeness Checks

Palm-Tech has several built-in tools that make it easy for you to review your inspection once it is complete. 'Completeness checks' is one of the tools available and will list every line item in the open inspection that is not completely filled out.

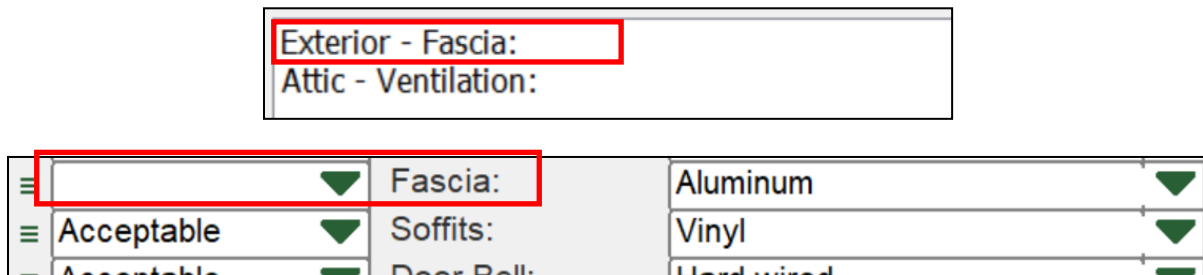
1. With an inspection open, the first step is to click the 'Review Inspection' tab in the lower left corner.



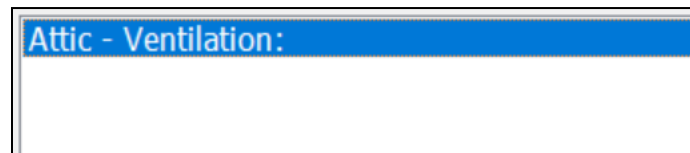
2. This brings up the 'Review' tab. On this tab, click on 'Completeness Check.'



3. You will now see a listing of every item that is not complete. To fill out an item, double click on it and it will take you to that section of the report.



4. Once you fill out the line to make it complete, go back to the 'Review' tab. Fascia has now been removed from the list of incomplete items.



5. You can continue filling out information until every item has been entered. There may be times when you want to leave items incomplete and that is OK.