

**PALM**  **TECH**

home inspection software

V E R S I O N 9

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# HOW TO:

## Use Cost Estimates on the PC

**This step by step How To article explains how to use cost estimates on the PC**

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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: Use Cost Estimates on the PC

In Palm-Tech you are able to add cost estimates into your reports on the PC.

1. In order to use cost estimates in Palm-Tech on your PC, you will first need to have the option for cost estimates turned on. To do this, go into Program Settings and check the box that says 'Allow entry of cost estimates' and click OK.

Options

<input checked="" type="checkbox"/> Auto save file between categories	<input checked="" type="checkbox"/> Allow entry of cost estimates
<input checked="" type="checkbox"/> Default to first rating on description entry	<input checked="" type="checkbox"/> Don't prompt for 'Add to List'
<input checked="" type="checkbox"/> Let program sort dropdown lists	<input checked="" type="checkbox"/> Don't prompt to 'Set Defaults'

2. Once this has been checked, a dollar sign (\$) will appear at the end of each line.

☰	▼	Driveway:	▼	Note	▼	\$
☰	▼	Walks:	▼	Note	▼	\$
☰	▼	Steps/Stoops:	▼	Note	▼	\$

3. To enter a cost estimate for a line item, click on the cost estimate button with the dollar sign. This will pull up the Cost Estimate window.

Enter Cost Estimate

Low  High

Repair  Replace

OK Cancel

Common Notes: Note Color: Black Change Font

Edit List

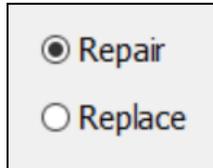
Copy Text from Note

Add selected text to library list

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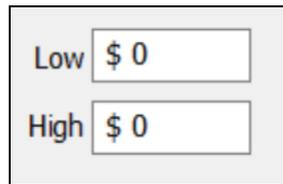
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4. Here you can choose whether you are giving a cost estimate to repair or replace the item. Select either option by clicking the circle next to 'Repair' or 'Replace.'



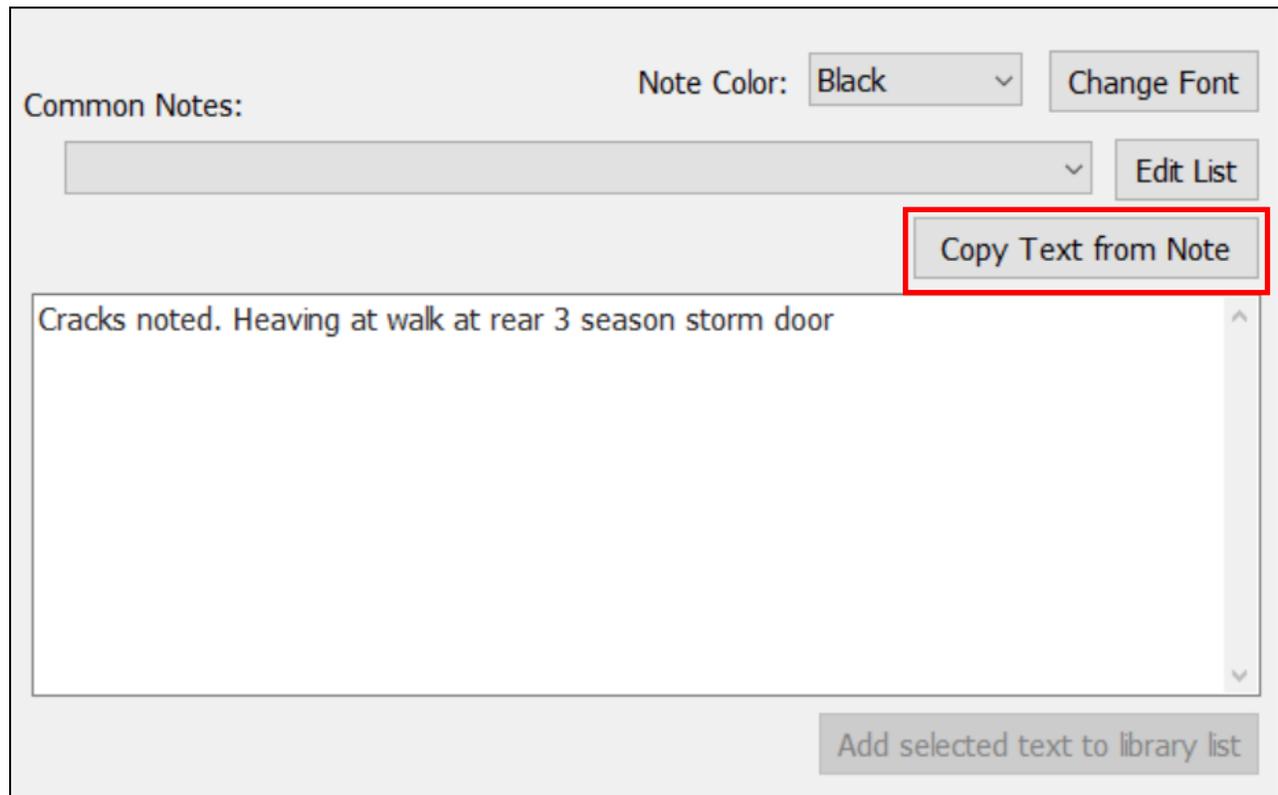
Repair  
 Replace

5. Next, you can enter a low cost and a high cost to provide an approximate amount for the repair.



Low \$ 0  
High \$ 0

6. In the note box, you are able to add a note about the cost estimate. Or you can tap 'Copy text from Note' and the note that you already added to the line will be entered here.



Common Notes: Note Color: Black Change Font

▼ Edit List

Copy Text from Note

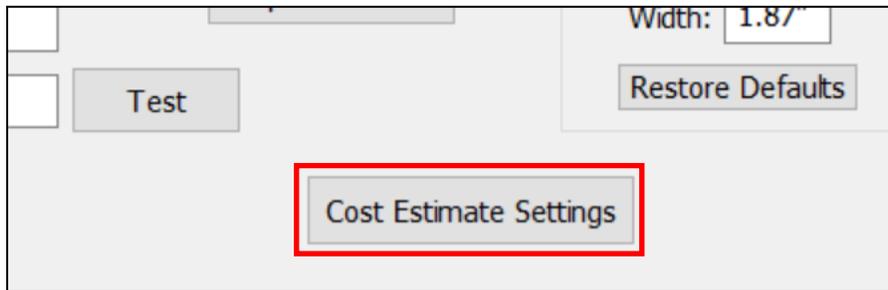
Cracks noted. Heaving at walk at rear 3 season storm door

Add selected text to library list

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7. You are able to edit your cost estimates by going into Program Settings and clicking on the button at the bottom of the box for 'Cost Estimate Settings.'



8. Here you can change the classification from 'Repair' and 'Replace' to something different. You can also change the cost type from 'Range' to 'Categories' and use 'Materials' and 'Labor' for example instead of 'Low' and 'High.'

