

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Use Edit Checks

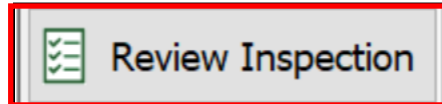
This step by step How To article explains how to use edit checks

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

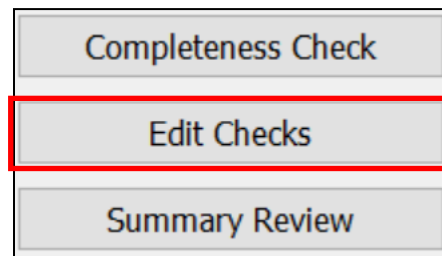
HOW TO: Use Edit Checks

Palm-Tech has several built-in tools that make it easy for you to review your inspection once it is complete. Edit checks is one of the tools available and runs a series of logic checks on your report to check for inconsistencies. Edit Checks is designed to provide you with information that may be helpful; it is up to you to make any changes based on what it lists. There may be times you purposely filled out information in a way that gets flagged with Edit Checks. You are not required to adjust your responses.

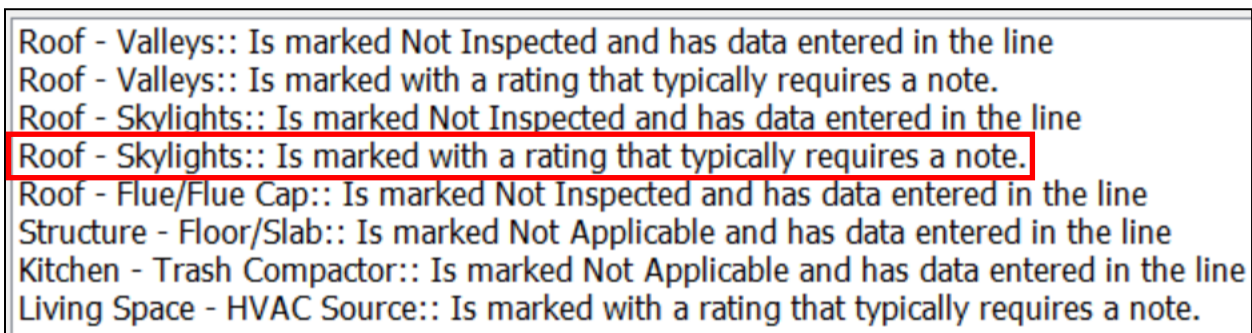
1. With an inspection open, the first step is to click the 'Review Inspection' tab in the lower left corner.



2. This brings up the 'Review' tab. On this tab, click 'Edit Checks.'



3. You will now see a listing of every item flagged by 'Edit Checks'. The listing will say what the line item is, what category it is in and the reason for it being flagged. If you double click on an item, you will go to where it is located in the report.



4. You can adjust the data that has been entered as desired. If you adjust an item and it is no longer flagged as an 'Edit Check,' it will no longer appear in the list.