



Palm-Tech

HOME INSPECTION SOFTWARE

Step by Step

How To

Email a Report from the App

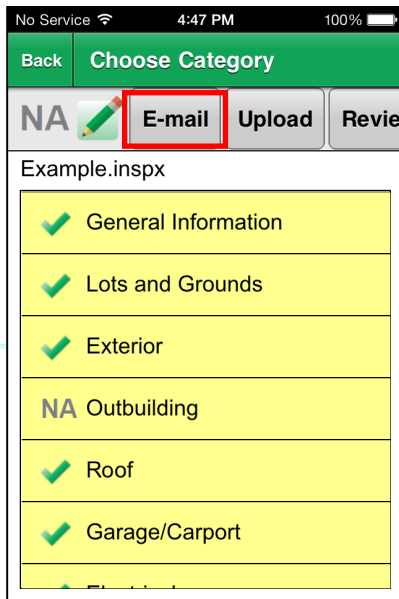
*This How To article explains how to email an
inspection report from the app*

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

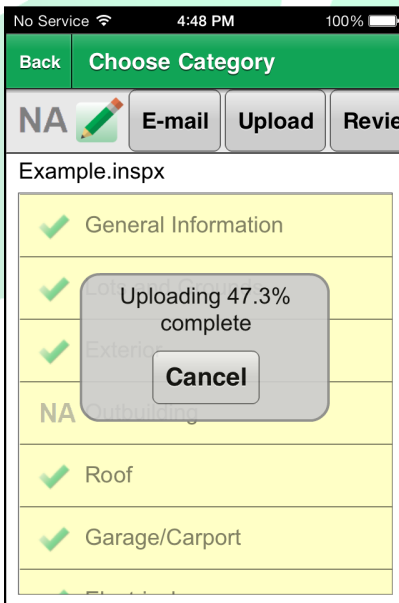
HOW TO: EMAIL A REPORT FROM THE APP

With version 7 of the Palm-Tech app, you are able to deliver a PDF of your inspection report from the app to your client.

1. Once your inspection is finished and you are ready to deliver the inspection, tap the 'Email' button at the top of the Choose Category screen.



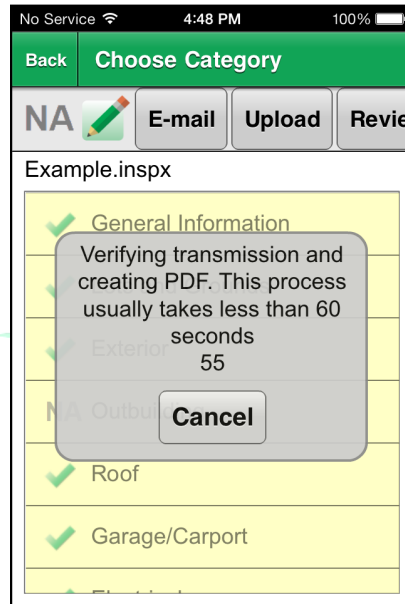
2. Next, a popup will appear letting you know the inspection is being uploaded.



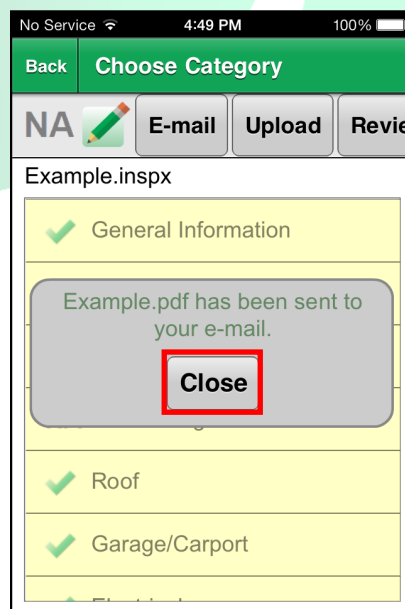
HOW TO: EMAIL A REPORT FROM THE APP

- Once the upload is complete, another box will appear letting you know the report is being converted into a PDF and delivered to your email. This typically will take less than 60 seconds.

Note: If the inspection is larger than 5 MB, it will need to be emailed from your PC.



- You will see a notification on the screen letting you know the report has been delivered to your email, tap 'Close'. The report will be delivered to the email we have on file for the cloud. If you need to change this email address, fill out the form here and state the change you would like to make: http://palm-tech.com/support/license_request.php



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5. At this point, you can open the PDF from your email and review it and/or forward the report on to your client.

