



How To:

Add a Cover Page on the App

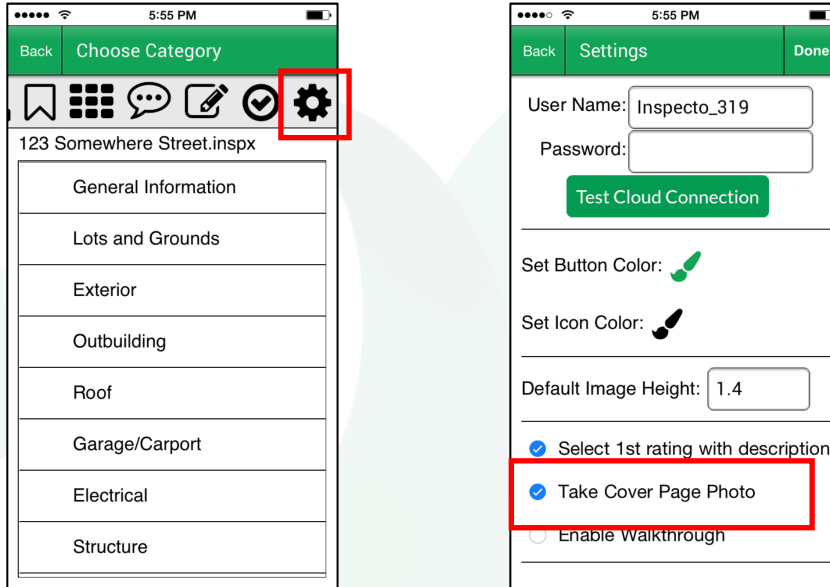
This step by step How To article explains how to add a cover page to your reports on the Palm-Tech app.

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

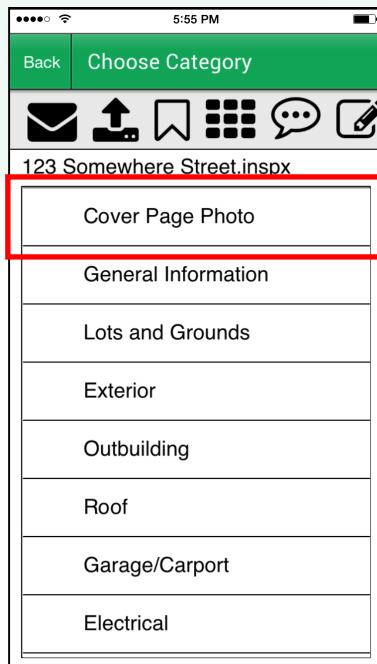
How To: Add a Cover Page on the App

In order to have a cover page at the beginning of the reports you create in the app, you must first have the option to 'Print a Cover Page at the beginning of each report' checked in the print settings you have on your cloud drive. You can send these settings to your cloud from Print Settings on the PC.

1. First, you must have the option checked for 'Take Cover Page Photo'. To do this, tap on the 'Settings' icon from the toolbar and then check the box on the Settings screen.

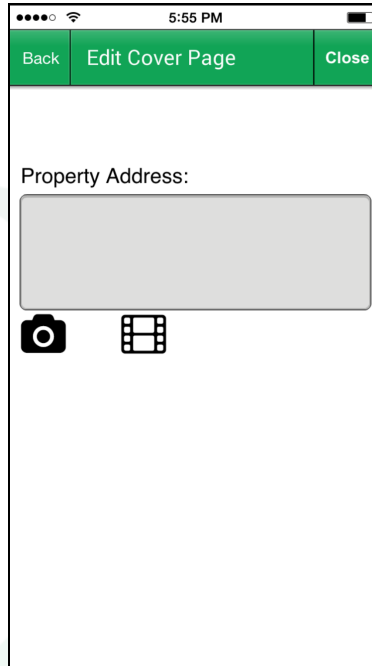


2. Next, tap 'Done' in the top right corner. This will take you back to the 'Choose Category' screen and you will have the option for 'Cover Page Photo' in the category list.



How To: ADD A COVER PAGE ON THE APP

3. Tap on the 'Cover Page Photo' category to enter the 'Edit Cover Page' screen. On this screen you can enter the Property Address as well as a photo for the cover page. You can add a photo by tapping on the 'Take Picture' button on the left or the 'Camera Roll' button on the right.



4. When you have finished filling out the information and adding your photo, tap 'Close' in the top right corner and your cover page will be setup for the inspection.

