



How To:

Add Disclaimers

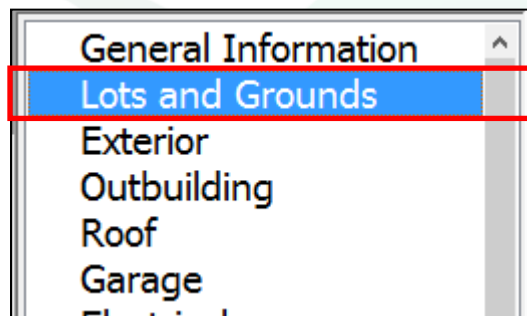
This step by step How To article explains how to add disclaimers to your inspections

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

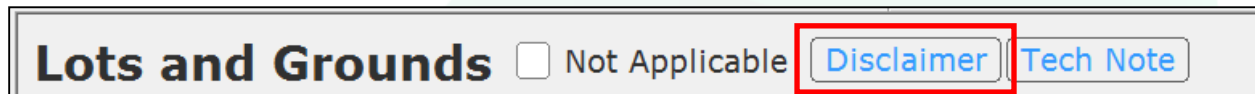
How To: ADD DISCLAIMERS

At the top of most categories in your inspection there is a Disclaimer button that allows you to enter any text that you want to show up at the top of that category on the printed report. This can be used to put in a wide variety of information, but is typically used for items such as: standards of practice, what an inspector does and does not inspect for that area of the home, common safety and maintenance tips that homeowners could find helpful, environmental information about the area of the home and much more.

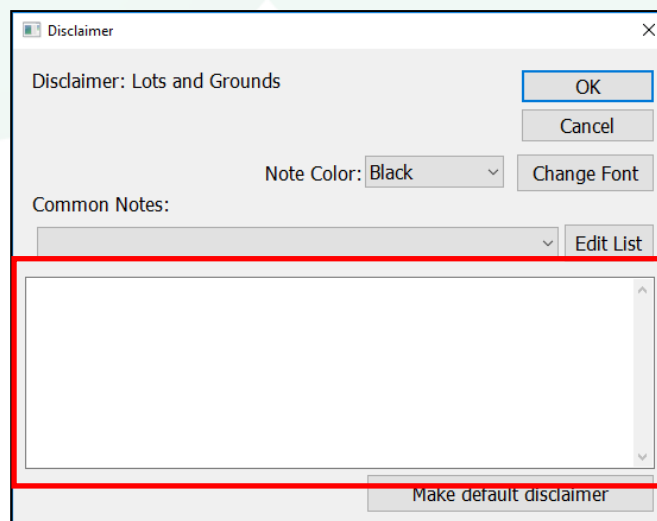
1. The first step is to click on the category that you want to add a disclaimer to in the Category List on the left of the main screen. For this document, we'll be adding a generic disclaimer to the Lots and Grounds category.



2. Next, click on the disclaimer button at the top of the category.



3. This will bring up the 'Edit Disclaimer' screen. To enter a disclaimer simply click in the white box and type it in. You can also copy and paste text from another document into the disclaimer to save time.



How To: ADD DISCLAIMERS

4. When you have finished entering your disclaimer click on 'OK'. If you want the disclaimer you added in to be there by default with every new inspection you start, then click on 'Make default disclaimer' and the next time you start a new inspection the disclaimer will be there by default.

Disclaimer: Lots and Grounds

Note Color: Black

Common Notes:

This is the lots and grounds disclaimer. You can enter as much or as little information as you want here.

You can start new paragraphs and change the font by clicking on 'Change Font' above. You can also add items to the disclaimer dropdown list if you use several standard disclaimers for this section.

Make default disclaimer