



How To:

Add Tech Notes to an Inspection on a PC

This step by step How To article explains how to add tech notes into your inspections on a PC

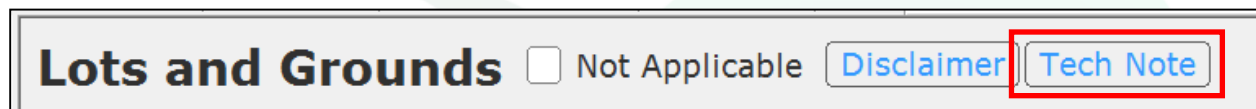
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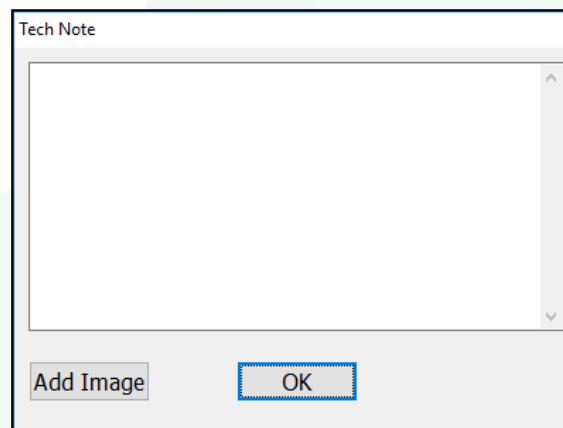
Tech Notes provide an area where you can input helpful inspection related information that won't appear in the report, but that you have easy access to. You are not required to use tech notes and many inspectors keep them blank.

Common uses for the tech notes include: inspection procedures, notes/reminders for the inspector, common defects to keep an eye out for, etc. There is a spot to input tech notes at the top of most categories.

1. With an inspection open, go to the category you want to add a tech note into. The first step is then to click on the 'Tech Note' button at the top of the category.



2. This brings up the 'Tech Note' window. On this screen you can enter whatever text you want for the tech note. You can also add in an image by clicking on the 'Add Image' button in the lower left corner.



3. When you have finished adding in the desired tech note click on 'OK' and your tech note will be added for that category.

