



How To:

Conduct a Reinspection

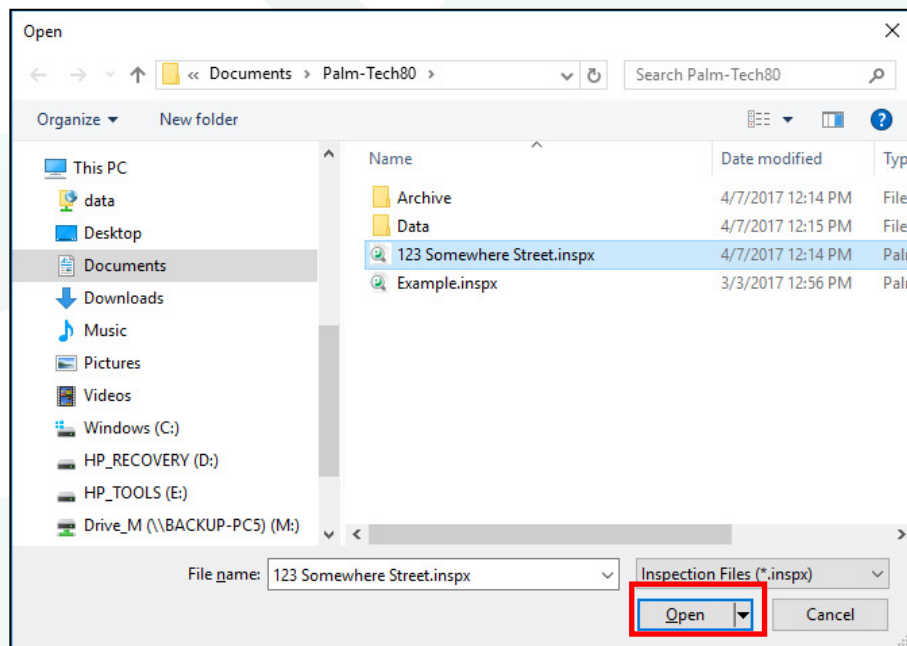
This step by step How To article explains how to conduct a reinspection on an already completed inspection

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

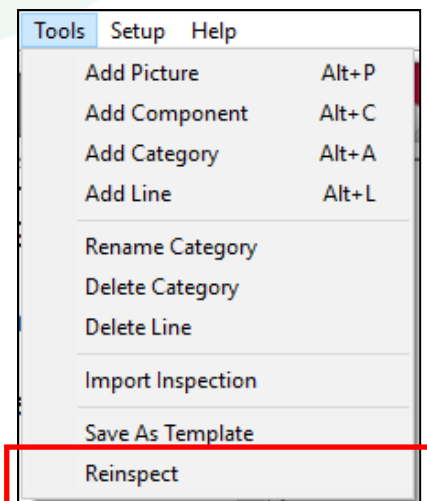
How To: CONDUCT A REINSPECTION

You can conduct a reinspection on an already completed inspection in Palm-Tech. When you do this, the program will start a new inspection file that keeps some of the key General Information from the first inspection and clears out the rest of the data. The other thing the program does is provide a spot on each line where you can see the results from the last inspection and color codes it so that you know which items were marked as issues. This makes it very easy to see what items need to be inspected again. It is important to note, that this feature is only available in the PC version of Palm-Tech.

1. The first step in conducting a reinspection is to open the inspection report for the property you will be reinspecting. For this example we'll be using the file for 123 Somewhere Street.

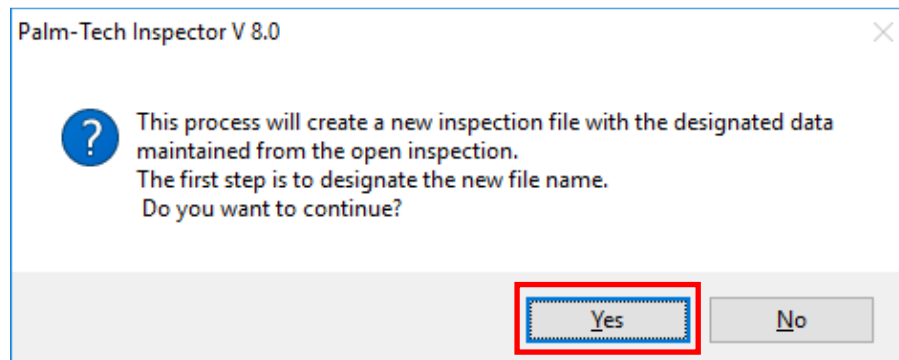


2. Once the inspection is open, go to Tools->Reinspect.

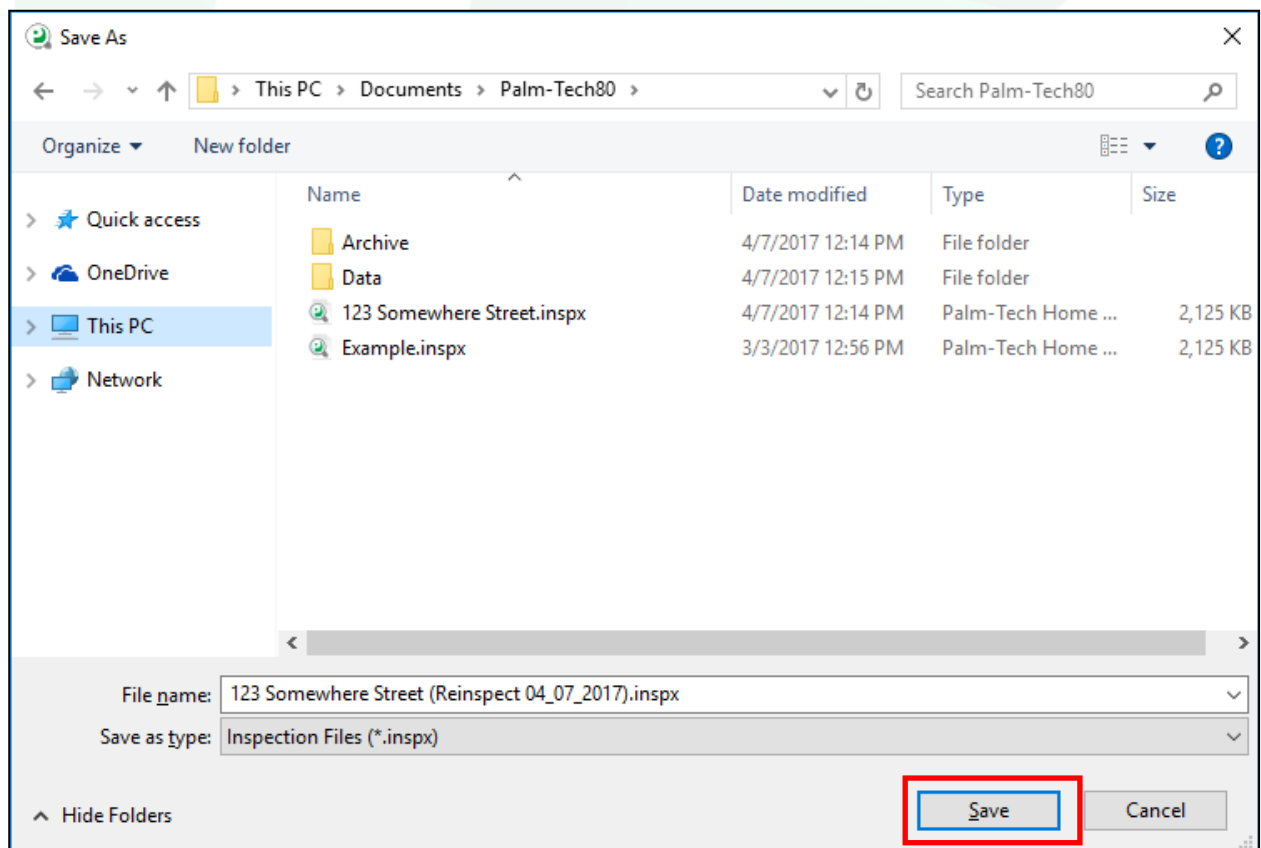


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3. Next a window appears explaining the process. It lets you know that a new file will be created, the original will remain intact and then asks if you want to continue. Click on 'Yes'.




4. Next the 'Save As' screen appears. This is where you give your new file a new name. By default it will have the original file's name followed by '(Reinspect TODAYS DATE)'. When you have the desired file name entered click on 'Save'.





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- You will now have the new file open and ready for use. When you click on a category you will notice that there are exclamation points on the left of each line. If you click on them they will pull up the information that was entered for that line in the last inspection. If the exclamation point is *green* then that means the item was marked with a rating that doesn't go to a summary and if the exclamation point is *red* then it means the item was marked with a rating that goes to a summary.

Lots and Grounds Not Applicable [Disclaimer](#) [Tech Note](#)

☰  Driveway: [Note](#)

☰  Walks: [Note](#)

☰  Steps/Stoops [Note](#)

Information

Last Inspection Results [OK](#)

Marginal
Concrete - Cracks noted, Heaving at walk at rear 3 season storm door -

- If you are only inspecting a small number of inspection items and you only want those items to appear in the final report, then you can make a change to a Print Setting that will set it so that only lines with information entered will print. You can do this by going to Setup->Print Settings and then going to the 'Page Options' tab and checking the box for 'Print Entered Lines Only'.

Print Options

Margins Page Options Header Cover Page Fonts Colors

Options

Create Summaries **Print Entered Lines Only**

Number Summary Items Print Line Numbers