



How To:

Print a Blank Inspection

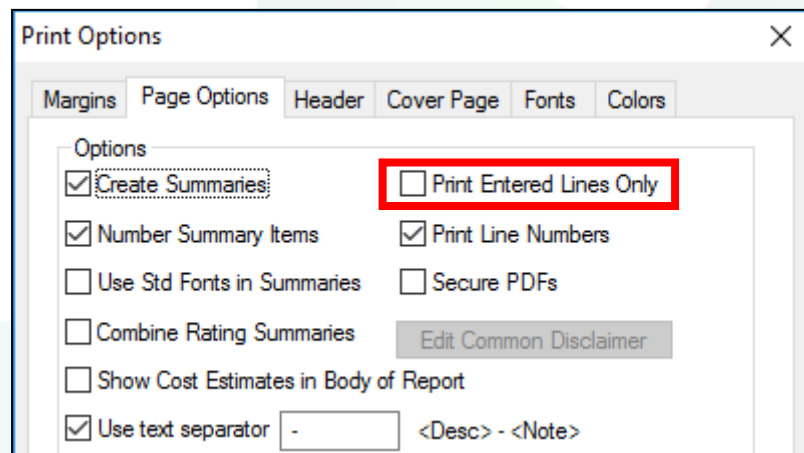
This step by step How To article explains how to print a blank version of your report

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How To: PRINT A BLANK INSPECTION

This document explains how to print a blank version of your report (with no information filled out) which can be helpful to use in the field to take notes on as you are learning how to do inspections and/or getting used to how the software works. Some inspectors also like to do this to have a copy of their inspection items as a backup in case they experience an issue with their mobile device (drops and breaks, etc) in the field.

1. The first step is to start a new inspection with the template that you want to print a blank copy of. If you're new to the program or to inspections, then a great template to choose is the 'House.tmx' template.
2. Once the inspection is started, go to Setup -> Print Settings, and make sure you **do not** have 'Print Entered Lines Only' checked. By default this will be unchecked, however, if you modified the print settings and checked this, then you'll want to uncheck so the report prints out all of the inspection items in the template. You can always recheck it once you have finished the steps in this document.



3. Finally, go to File -> Print to print out the report.

