



How To:

Work with Summaries

This step by step How To article explains how to change the various settings related to how your summaries show up in the printed report

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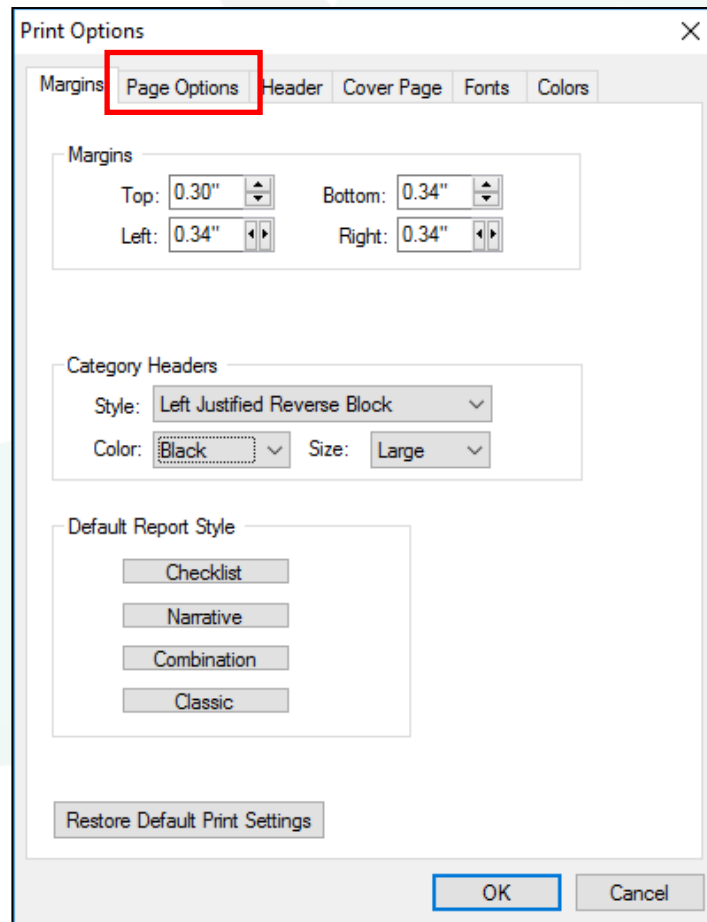
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You can setup your inspection reports to automatically create summaries. The summaries are created based on ratings that are assigned to each line item. By default, the program will create a summary for every item that is marked 'Marginal' and for every item marked 'Defective'. This document walks through the various settings available in 'Print Settings' related to summaries.

1. The first step is to click on the Print Settings icon from the Toolbar.

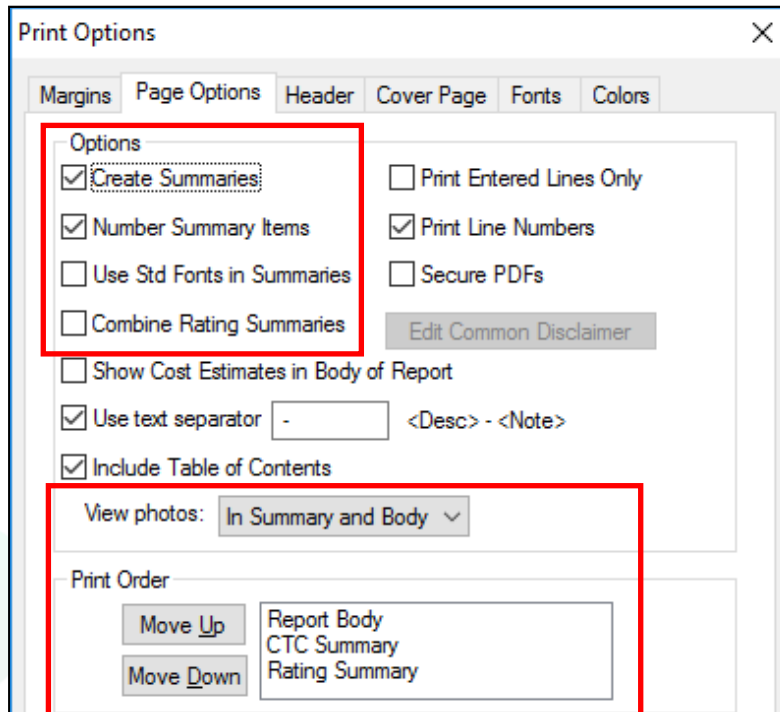


1. This will bring up the Print Options window. Click on the 'Page Options' tab.



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2. On the 'Page Options' tab we have several options related to summaries. Let's take a look at what each option does.



- a. Create Summaries – If this option is checked the program will create summaries based on which ratings have the option checked for going to a summary. If this option is not checked, no summaries will be created.
- b. Number Summary Items – Check this option if you want the items in your summary to be numbered.
- c. Use Standard Fonts in Summaries – Check this option if you want the font, color, etc formatting to be consistent for every item in the summaries. If it is not checked, then the font, color, etc will look the same way for each item as it does in the body of the report.
- d. Combine Rating Summaries – If you have multiple ratings set to create a summary (by default Marginal and Defective are set to), then by checking this option the program will create one combined summary for both Marginal and Defective items instead of separate summaries for each of them.
- e. View Photos – Here you have the option to have photos show up in the summary or have them not show up in the summary.
- f. Print Order – This allows you to change whether the summary shows up before the body of the report or after it.