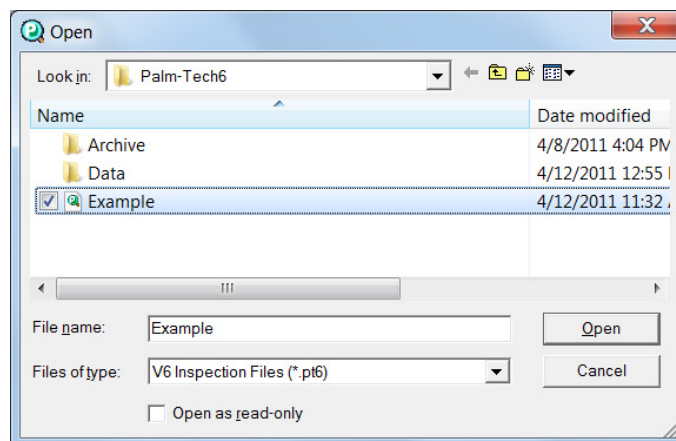


Occasionally an inspector may conduct a reinspection on a property. Palm-Tech makes it easy to do this by allowing the inspector to see what ratings and comments they previously used in the original report.

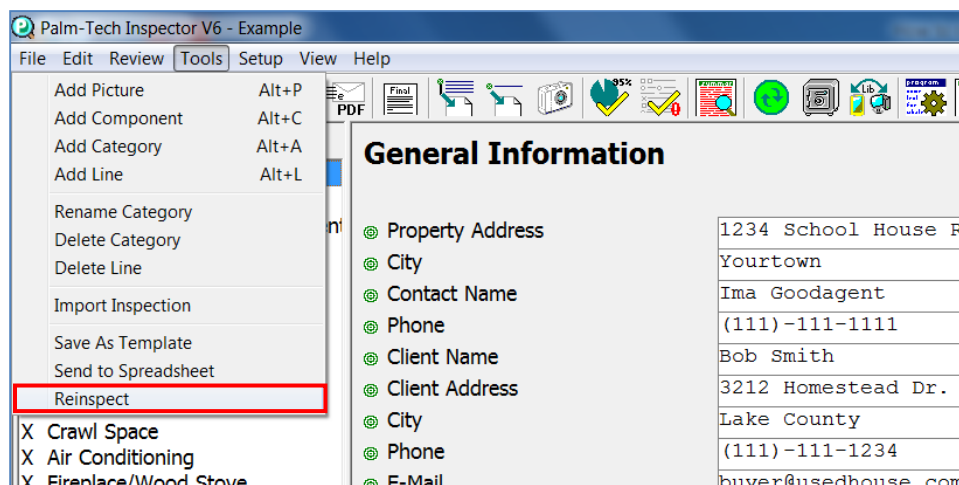
Note: To use the reinspection feature, the inspection must have been started in version 6. In some cases it may be an option in version 5 as well, but only for customers who purchased the software after a certain date.

Conducting a Reinspection

1. To conduct a reinspection, open the inspection report in Palm-Tech for the property where you are doing the reinspection. For this How To, we are going to use the Example inspection.

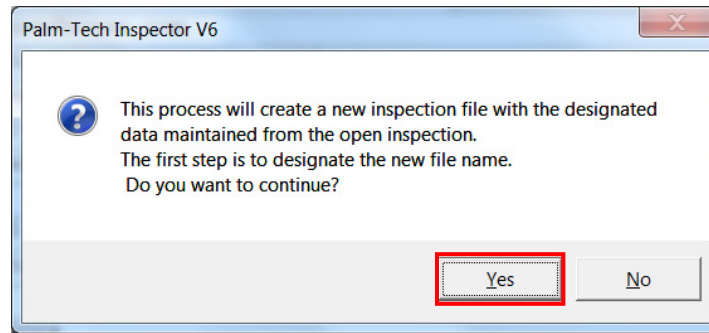


2. Click on Tools > Reinspect.

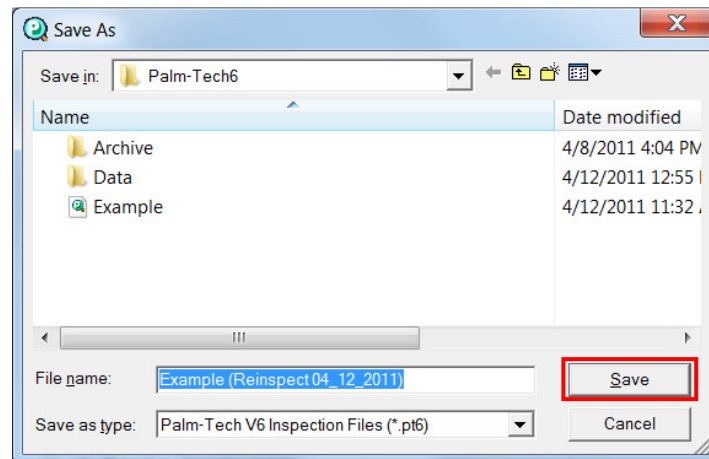


How to: Conduct a Reinspection

3. A box will appear asking if you want to continue, click Yes.

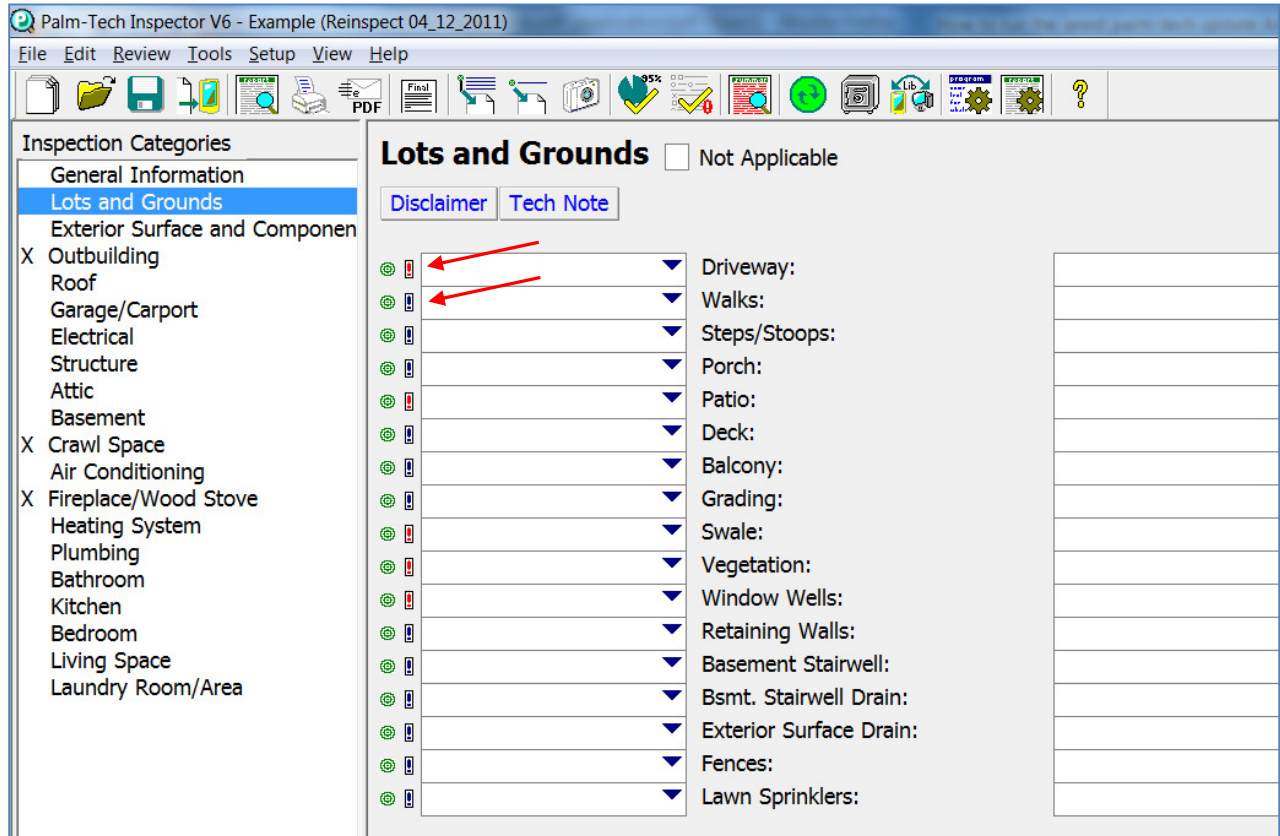


4. A Save As box will appear next, allowing you to give your reinspection file a name. You can choose to use the default name given by Palm-Tech or give it a new name. Click Save.

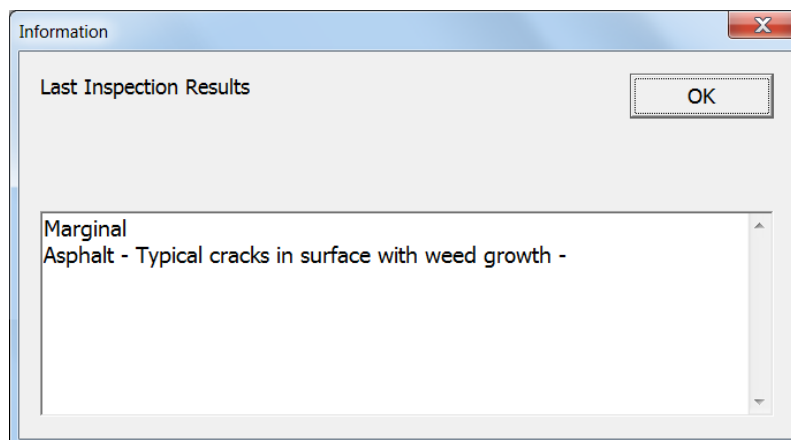


How to: Conduct a Reinspection

- Your new inspection report will open with the previous information cleared. You will notice blue and red exclamation points next to each line. A blue exclamation point means the item was marked Acceptable and there was no issue in the original report. A red exclamation point means that there was an issue noted in the original report.

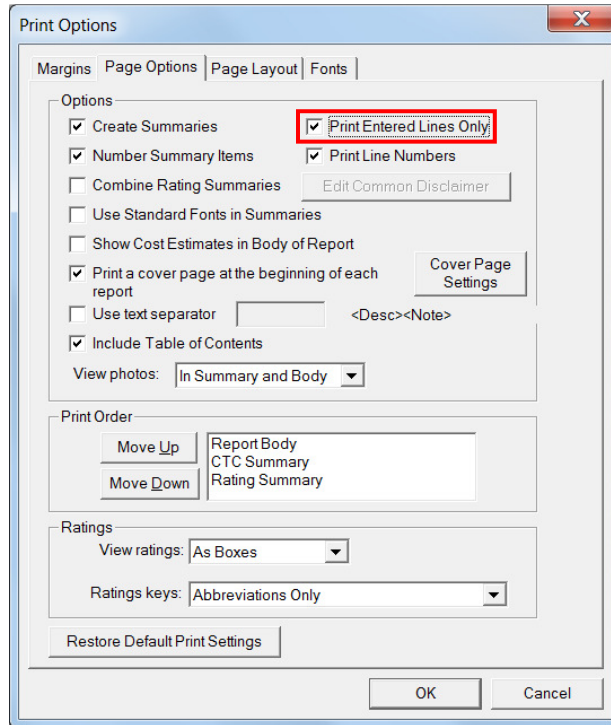


- If you click on the exclamation point, it will show you what information you entered into the original report for that item.



How to: Conduct a Reinspection

7. If you are only inspecting certain problem areas again and don't want all of the other empty lines showing up in your report, click on Setup > Print Settings. Go to Page Options and select 'Print Entered Lines Only'.



8. You are now ready to complete the reinspection.