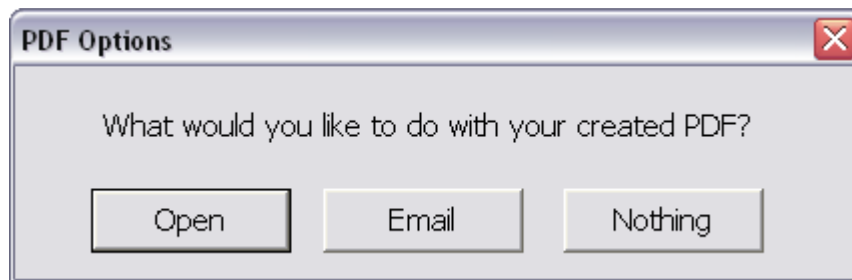


Palm-Tech has a built-in tool for emailing inspection reports to your customers, however it can only work if you use an email application to send and receive email from your PC, such as AOL, Windows Mail, Outlook etc. If you use a web-based service such as Yahoo or Gmail, then the email tool will not work as it cannot direct connect to a website. You can however still email your reports to customers, the process is a little bit different, and this step-by-step guide will take you through the entire process.

Email your reports using a web-based email service

1. Click on the 'PDF' button like you normally would, and when the window comes up asking if you want to Open, Email or Do Nothing with the PDF simply select 'Nothing' for now.



2. Go to the website you normally do to access your email and log in.
3. Compose your email, then click on 'Attach File'.
 - a. This may be worded differently depending on the provider. Usually it will involve the terminology 'Attach'.
4. Locate your PDF file. By default, this will be saved in the same location with the same file name as the raw inspection report.
5. Click on 'Open' to attach the file.
 - a. Again, the wording may be different. Some will say 'Attach', others will say 'Select File'.
6. Verify your email is composed to your liking and click 'Send'. You have successfully emailed your inspection report.