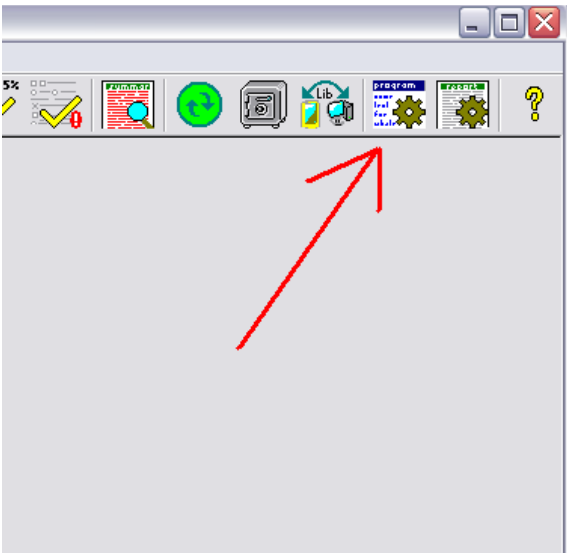


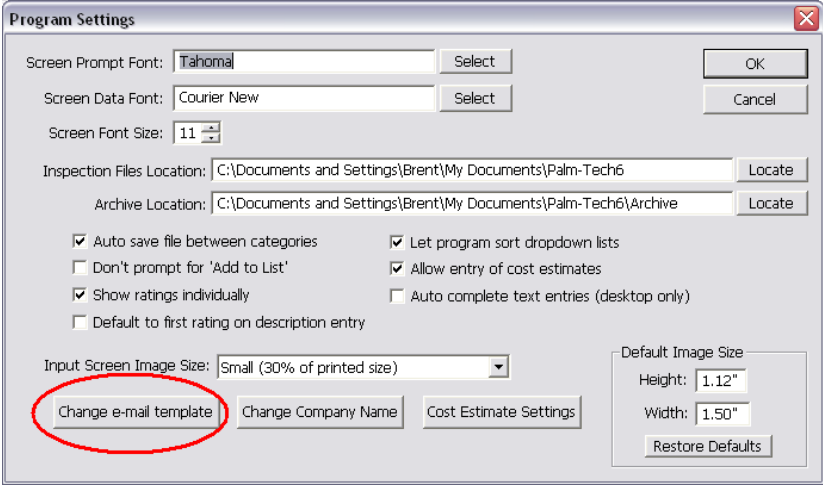
E-mailing an inspection report to your clients is quick and simple with Palm-Tech, but did you also know that it is nearly automatic? Palm-Tech gives you the option to type out a customized E-mail template for your customers, complete with merge fields that input all of the customer information for you right in the body of the message. The software comes with a pre-loaded template to get you started, but this step-by-step guide will show you the process of going into the software and making a template of your own.

Changing your automatic E-mail template

- 1. From any open inspection, click on your "Program Options" button.

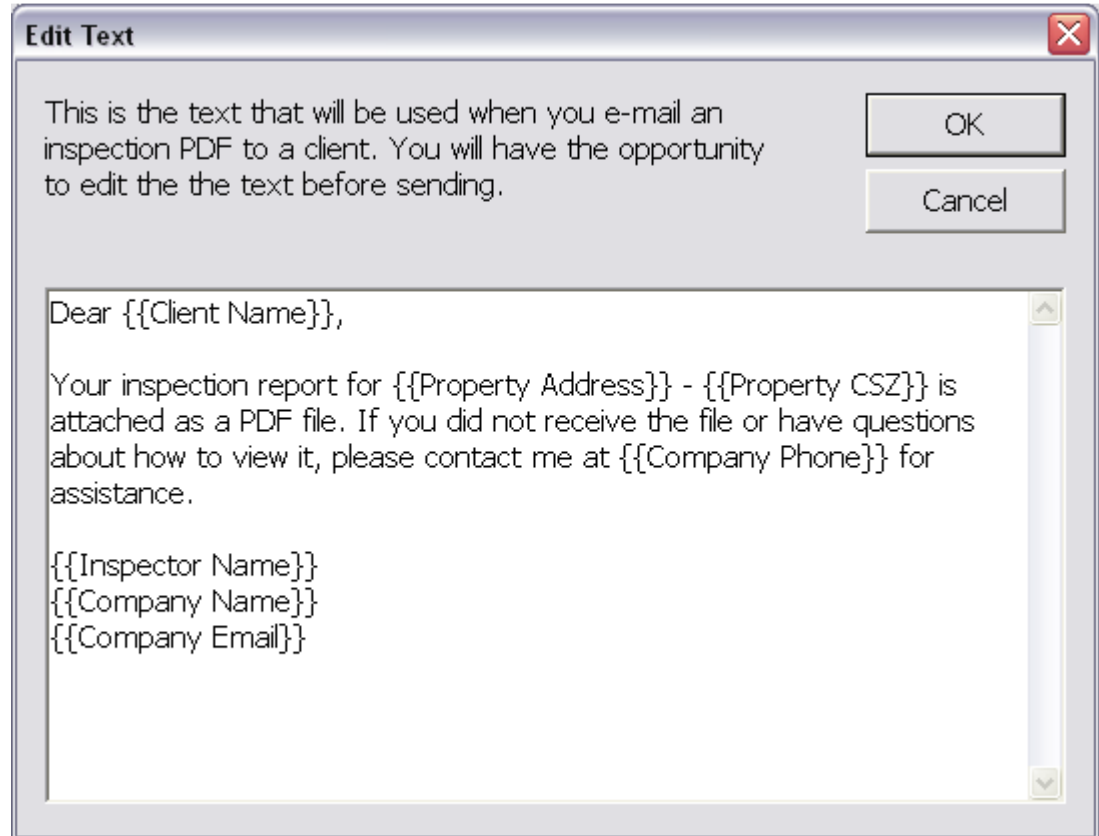


- 2. From the Program Settings window that will appear, click on "Change E-mail Template".



How To: Change your automatic E-mail template

3. This will bring up an edit window where you can input a custom E-mail template of your own. You can edit the text however you see fit here.
 - a. If you have any custom merge fields that you use, you can use those here. Any merge field that you can use in the inspection report can also be used here to auto populate any information you see fit into the body of your E-mail.



4. Once you have made all of the edits you need, click on "Ok" when finished.
5. You have successfully edited your E-mail template.