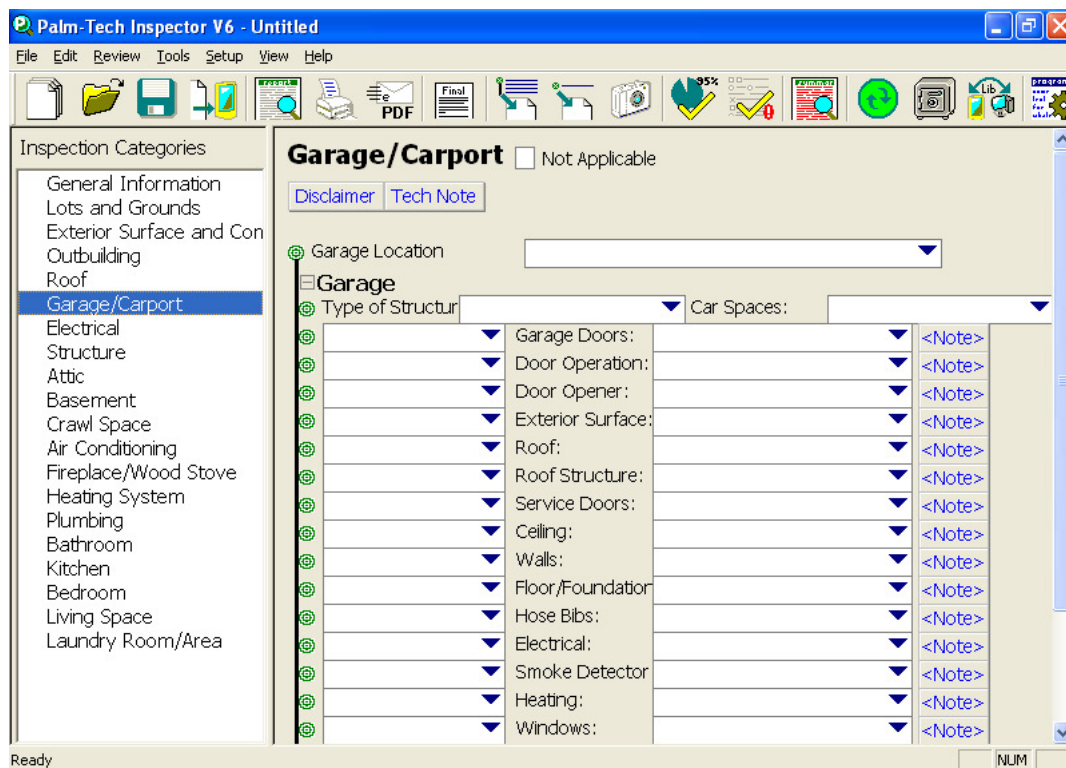


Palm-Tech makes it very easy to rename inspection categories so that you can customize a template to your liking. Below is a step by step guide on how to rename categories.

Renaming an inspection category

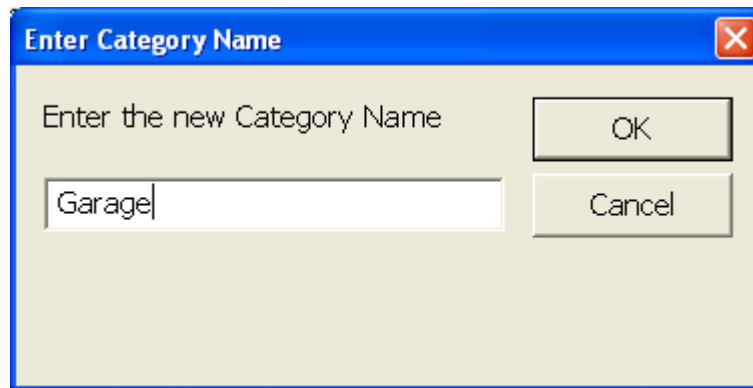
1. Open up a new inspection, and select the template closest to the type of property you'll be inspecting. For this guide we're going to use the master template.
2. From the blank inspection, click and highlight the category that you want to rename. For this example, we want to rename "Garage/Carport".



3. With the inspection category highlighted, go the menu and click 'Tools' - > Rename Category.

How To: Rename an inspection category

- Here you can change the name of the category to whatever you prefer. We are going to rename this category 'Garage' and get rid of 'Carport'.



- When you are done, click 'OK' and your changes will take place immediately.

