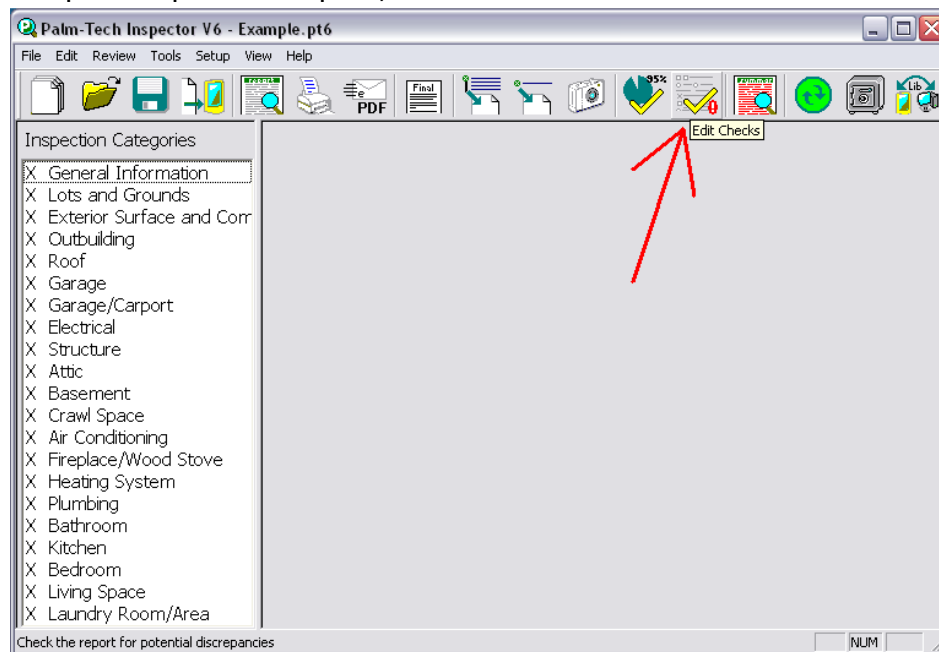


Like you, we believe the professionalism is one of, if not the most important tool you have available in expanding your business and satisfying your customers. Palm-Tech Home Inspection Software has a number of tools to help you make your reports as professional as possible, and this guide will show you two of them that go hand-in-hand. Edit checks and completeness checks will help you ensure that your reports are looking their best, and have all of your necessary data entered before you ever send them off to your customers, and this step-by-step guide will show you exactly how to use them.

Using Edit Checks

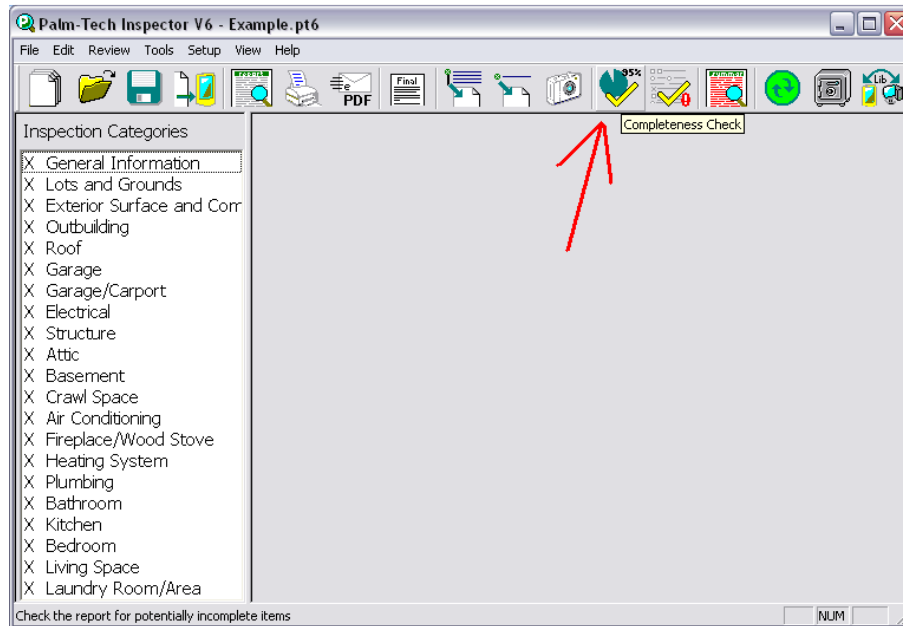
1. From the open inspection report, click on the "Edit Check" button.



2. This will bring up the edit check window, which will advise you on making various edits throughout your report.
3. You will notice that it shows you exactly where the edits it suggests are.
4. Simply navigate to the category with the suggested edit, find the line it is in and make your changes.
5. Once you have made your changes, click the "Edit Check" button again and the notices will no longer be present.

Using Completeness Checks

1. From your open inspection window, click on the "Completeness Check" button.



2. You will notice a window appears that has a list of incomplete items in your report.
3. The list will tell you which line in your report is incomplete, as well as the category the line is located in.
4. Make your changes to the line, and run the completeness check again. You will notice that the errors it lists are now gone.