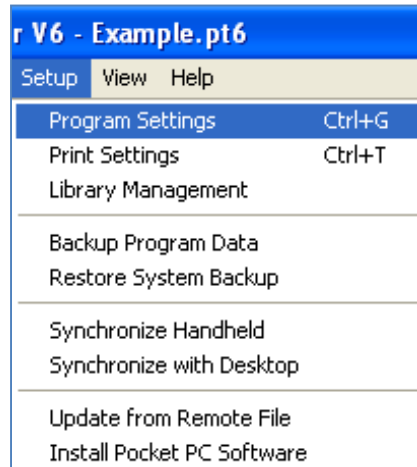


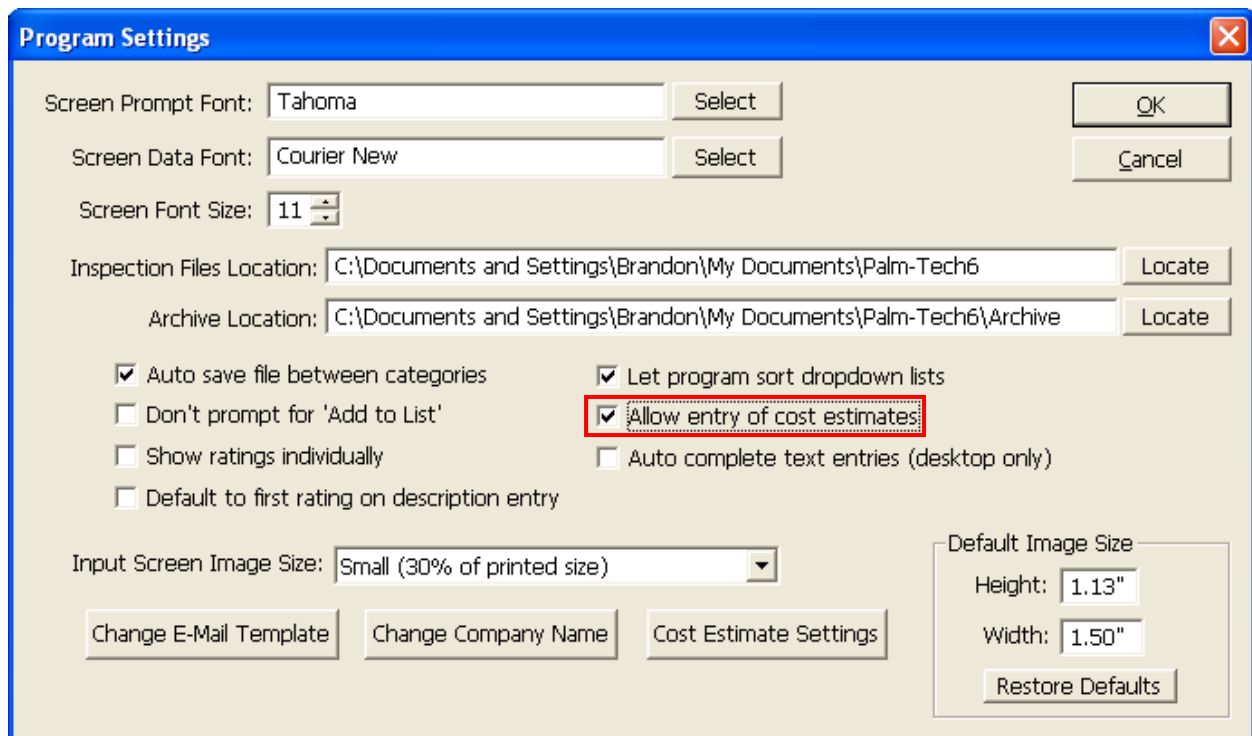
This How To will explain how to add a Cost to Cure summary to your report so that you can list the estimated costs of repairs and replacement items in your report.

Adding a Cost to Cure Summary

1. With your inspection open click on Setup > Program Settings.

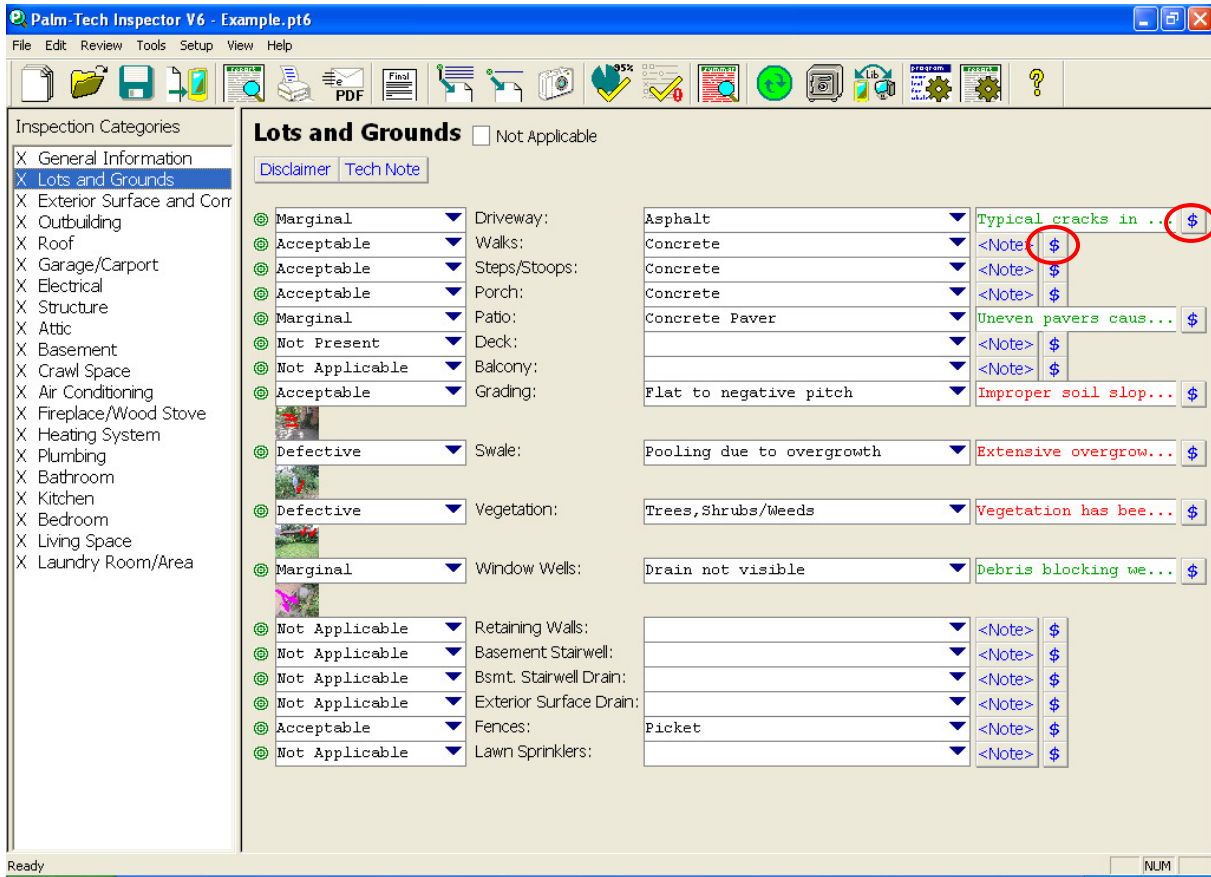


2. Check the box next to 'Allow entry of cost estimates'

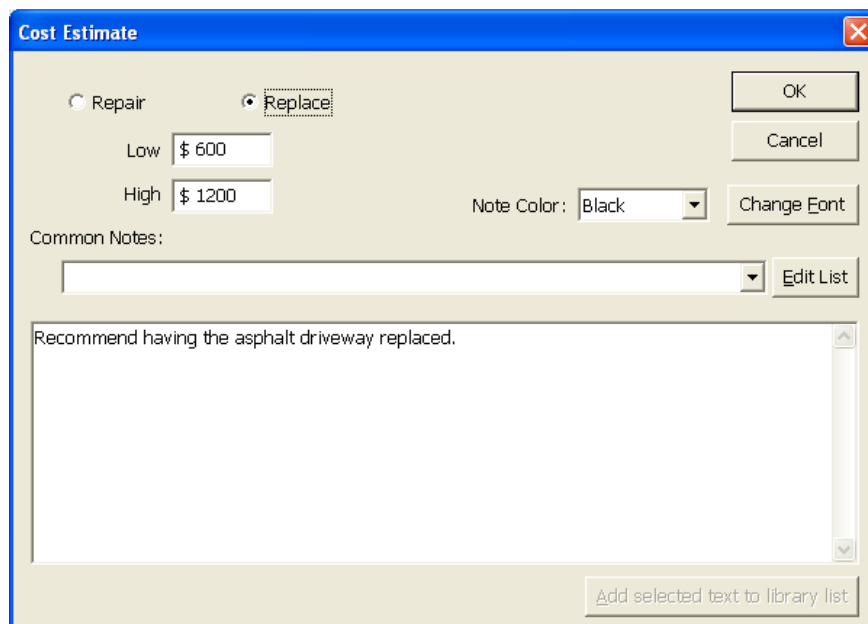


How to: Add a Cost to Cure Summary

3. You will notice a \$ at the end of each line now.

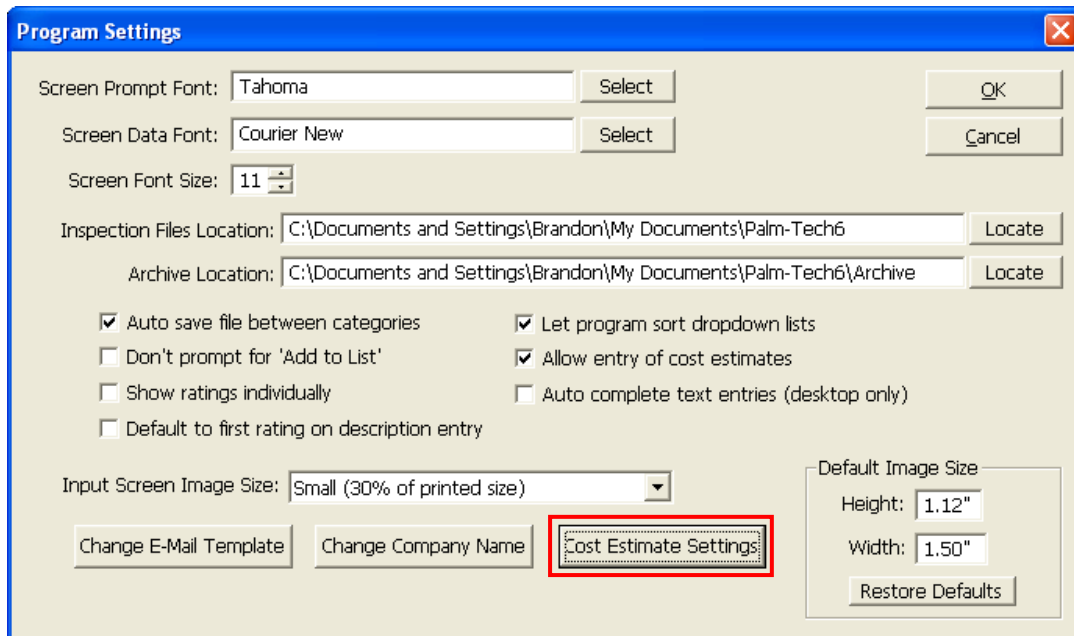


4. By clicking on the \$, you can enter the cost information for that particular issue.

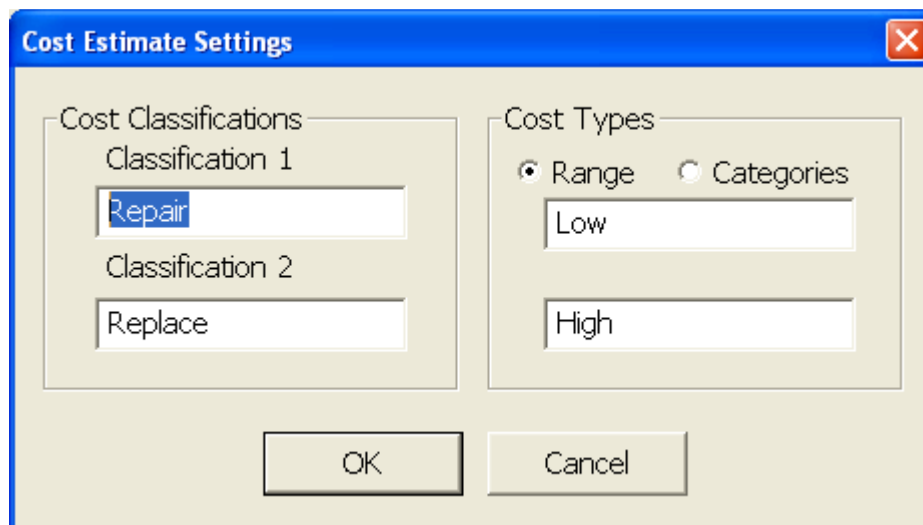


How to: Add a Cost to Cure Summary

5. To edit your cost estimate settings, click on Setup > Program Files.



6. Here you can customize the wording to whatever you prefer.



How to: Add a Cost to Cure Summary

7. If you click Print Preview, you will notice your Cost to Cure summary show up in the summary section of your report.

16:06 January 21, 2011 **PDmB, Inc.** Page 15 of 22
Example.pt6

Cost Estimate Summary

Client Name: Bob Smith
Property Address: 1234 School House Road
Yourtown, US 12345

Repair Total

<u>Items Recommended for Replacement</u>	<u>Low</u>	<u>High</u>
<u>Lots and Grounds</u>		
Driveway: Recommend the asphalt driveway be replaced.	\$ 600	\$ 1200
Replacement Total	\$ 600	\$ 1200
Cost Estimate Total	\$ 600	\$ 1200

8. If you wish to change the location of where the CTC Summary appears in your printed report, go to Setup > Print Settings > Page Options.

Print Options

Margins | Page Options | Page Layout | Fonts

Options

Create Summaries Print Entered Lines Only

Number Summary Items Print Line Numbers

Combine Rating Summaries

Use Standard Fonts in Summaries

Show Cost Estimates in Body of Report

Print a cover page at the beginning of each report

Use text separator <Desc><Note>

Include Table of Contents

View photos:

Print Order

Report Body
CTC Summary
Rating Summary

Ratings

View ratings:

Ratings keys: