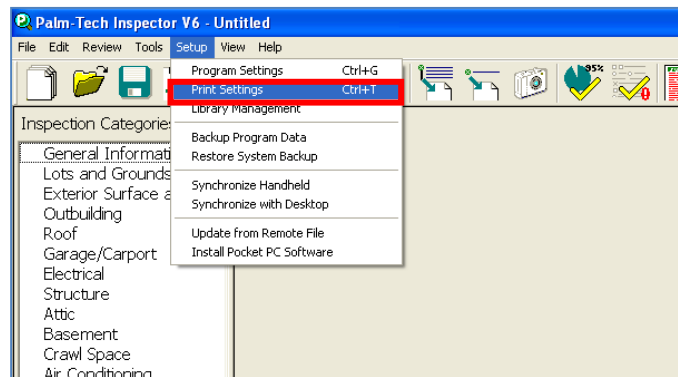


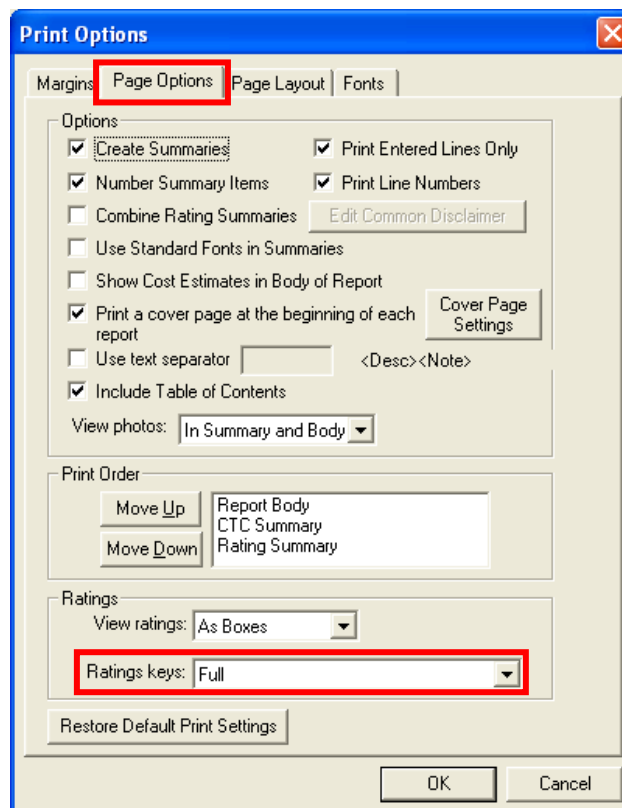
Palm-Tech makes it easy to customize the look of your printed report, including the Rating Keys. This How To will walk you through the different options you have as well as how you can change them.

Working with Rating Keys in your Printed Report

1. With an inspection open, click on Setup > Print Settings.

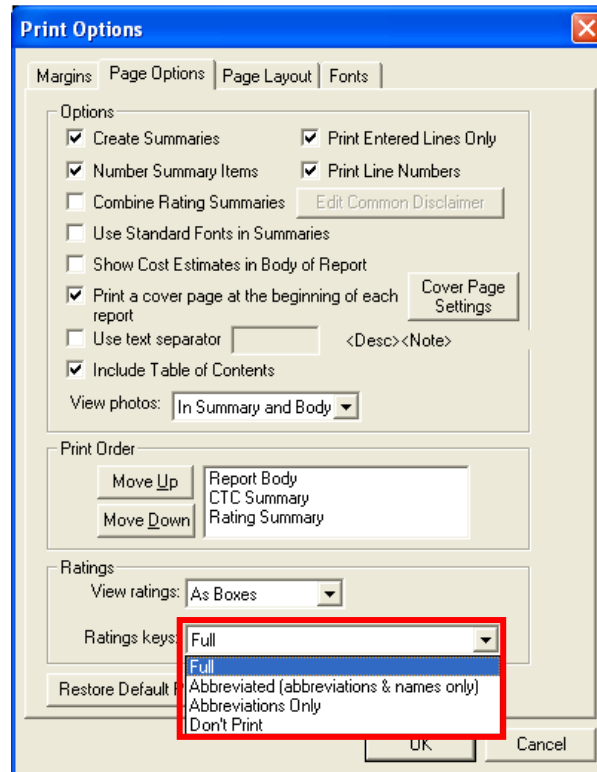


2. Select the Page Options tab and then go down to Ratings Keys.

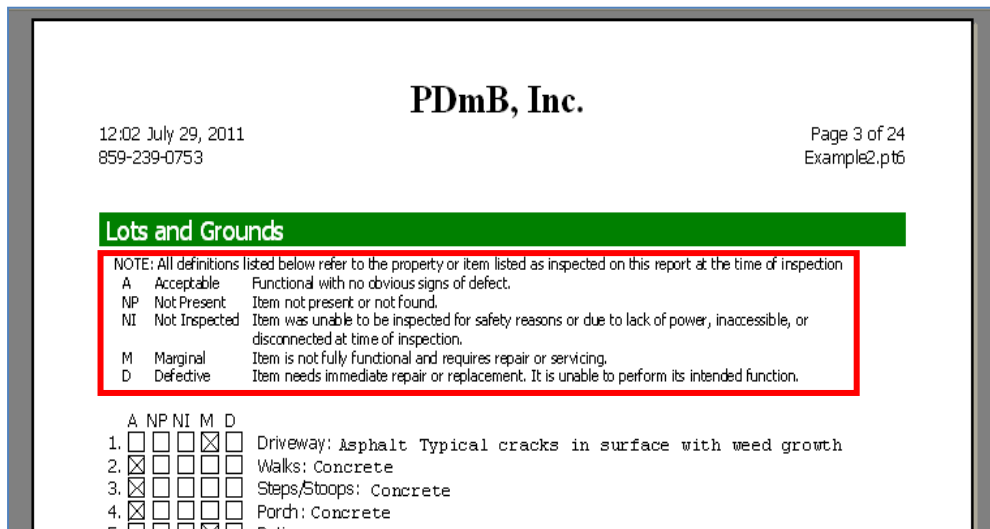


How to: Work with Rating Keys In your Printed Report

3. If you click on the dropdown, you will see the four options you have for your rating keys. These options include: Full, Abbreviated (Abbreviations and Names Only), Abbreviations Only and Don't Print. Scroll down to see how each setting looks in your printed report.



Full



How to: Work with Rating Keys In your Printed Report

Abbreviated (Abbreviations and Names Only)

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Lots and Grounds

A = Acceptable, NP = Not Present, NI = Not Inspected, M = Marginal, D = Defective

	A	NP	NI	M	D	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driveway: Asphalt Typical cracks in surface with weed growth
2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walks: Concrete
3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steps/Stoops: Concrete
4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Porch: Concrete
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patio: Concrete Paver Uneven pavers causing trip hazard along with weed growth

Abbreviations Only

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Lots and Grounds

A NP NI M D

	A	NP	NI	M	D	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driveway: Asphalt Typical cracks in surface with weed growth
2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walks: Concrete
3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steps/Stoops: Concrete
4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Porch: Concrete
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patio: Concrete Paver Uneven pavers causing trip hazard along with weed growth

Don't Print

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Lots and Grounds

	A	NP	NI	M	D	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driveway: Asphalt Typical cracks in surface with weed growth
2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walks: Concrete
3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steps/Stoops: Concrete
4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Porch: Concrete
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patio: Concrete Paver Uneven pavers causing trip hazard along with weed growth
6.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deck:
7.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading: Flat to negative pitch Improper soil slope towards foundation, recommend the addition of 