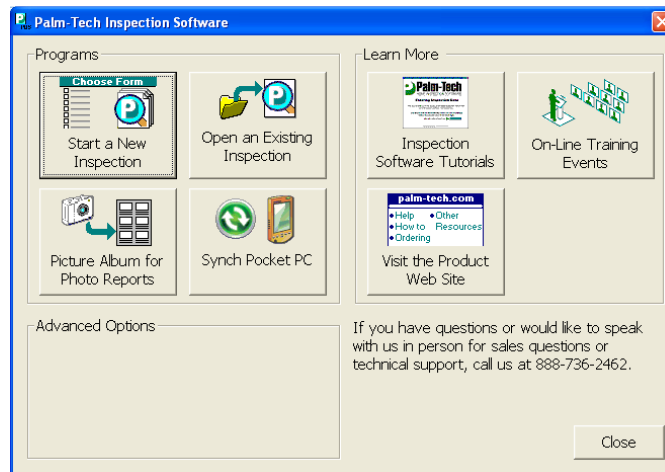


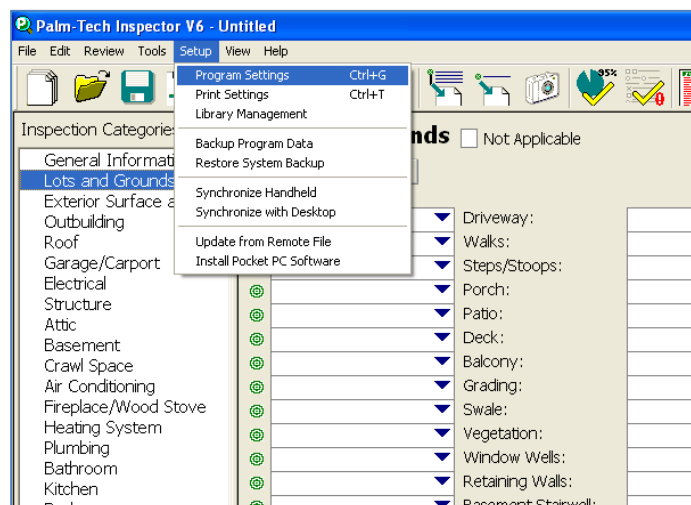
Auto Rating Entry is a new feature for Version 6 that allows you to save time and effort while conducting an inspection. It is an optional feature that makes it so that if you select the description for an item before you fill out the line's rating, the rating will automatically populate to the first rating in your list ('Acceptable' by default).

Setting up Auto Rating Entry

1. Open up Palm-Tech on your desktop.
2. Start a new inspection or open an existing inspection to get to the main Palm-Tech screen.

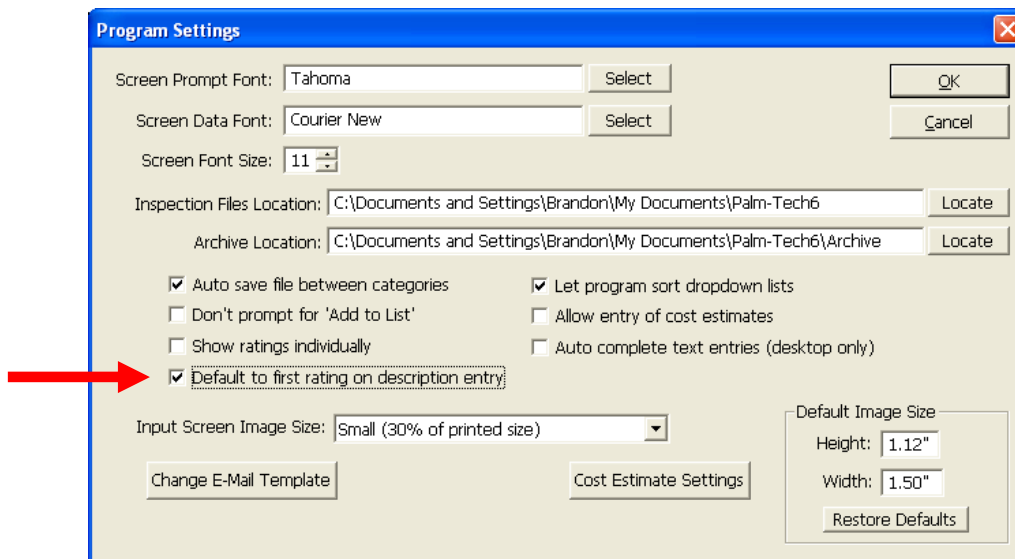


3. Click on Setup -> Program Settings.



How to: Email a Single Page of Your Report

4. In the Program Settings window, check the box that says 'Default to first rating on description entry' and click OK.



5. Now when you select the description first, your first rating will automatically populate. For items that are not 'Acceptable', simply select the appropriate rating and then the description.

