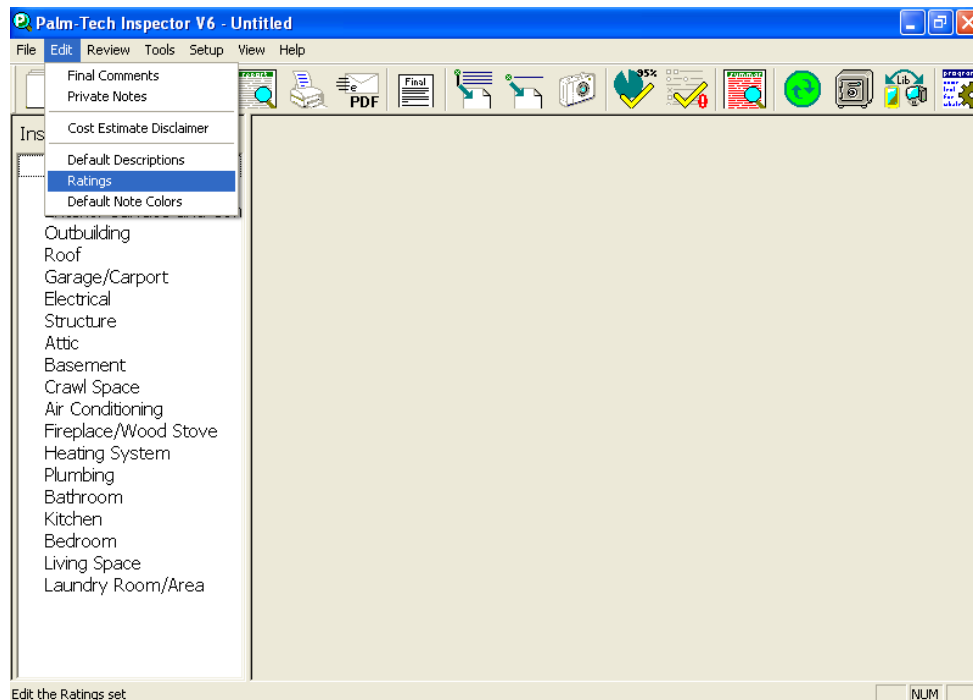
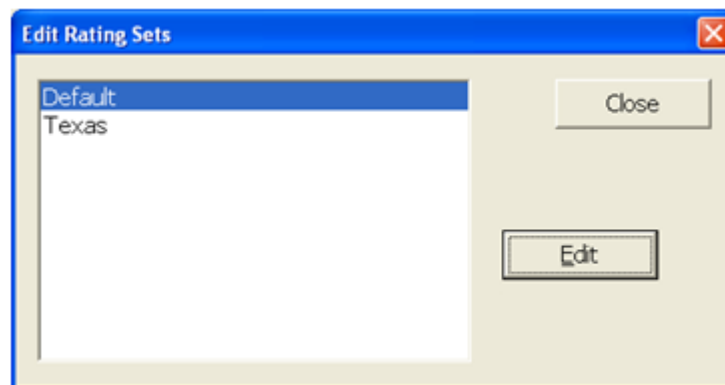


This How To will show you how to customize your rating sets by adding, deleting, renaming, or editing the default ratings to meet your preferences.

1. Open up a new inspection, and select the template of your choosing. For this guide we're going to use the master template.
2. From the blank inspection, click 'Edit' - > Ratings.



3. The 'Edit Rating Sets' box will appear like below. Highlight 'Default' and then click 'Edit'.



## How to: Edit Rating Sets

- The 'Edit Rating Set' box will appear like below. Here you will see all of the settings for the Default Ratings. The ratings are listed on the left side of the box. To edit a Rating, highlight it on the left and all of its properties will show up on the right. You can then edit these properties for the selected rating.

The screenshot shows the 'Edit Rating Set' dialog box. At the top, there are fields for 'Name: Default' and 'Rating Set ID: 1'. A 'Disclaimer' field contains the text: 'NOTE: All definitions listed below refer to the property or item listed'. Below this are 'Add Rating' and 'Delete Rating' buttons. On the left, a list of ratings is shown: 'Acceptable', 'Not Present', 'Not Inspected', 'Marginal', 'Defective', and 'Not Applicable'. 'Acceptable' is highlighted. On the right, the properties for the selected rating are shown: 'Name: Acceptable', 'Abbreviation: A', and 'Rating: Black'. The 'Explanation' field contains the text: 'Functional with no obvious signs of defect.'. Below this are several checkboxes: 'Indicates item is not present (prints on report)', 'Indicates item is not applicable and should not print', 'Indicates item was not inspected (prints on report)', 'Use value for scoring' (with an empty input field), 'Include as being inspected for "Required" edits' (checked), 'Requires Note', and 'Create Summary of items marked with this rating'. At the bottom, there is a 'Summary Disclaimer' field.

- If, for example, you wanted to change the 'Acceptable' rating to 'Satisfactory', you would highlight it on the left and then type 'Satisfactory' in the Name field on the right. You could then change the abbreviation to 'S'.

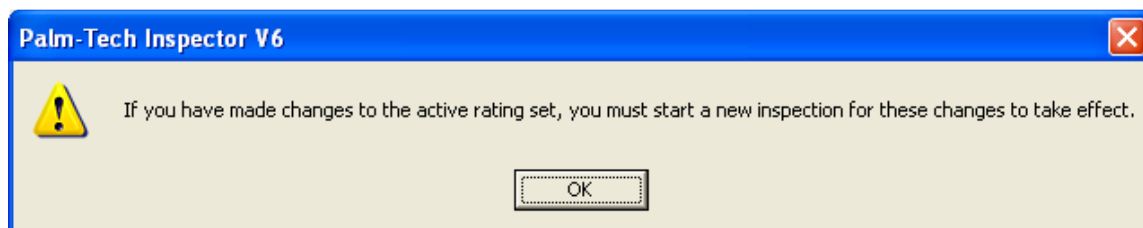
The screenshot shows the 'Edit Rating Set' dialog box. At the top, there are fields for 'Name: Default' and 'Rating Set ID: 1'. A 'Disclaimer' field contains the text: 'NOTE: All definitions listed below refer to the property or item listed'. Below this are 'Add Rating' and 'Delete Rating' buttons. On the left, a list of ratings is shown: 'Satisfactory', 'Not Present', 'Not Inspected', 'Marginal', 'Defective', and 'Not Applicable'. 'Satisfactory' is highlighted. On the right, the properties for the selected rating are shown: 'Name: Satisfactory', 'Abbreviation: S', and 'Rating: Black'. The 'Explanation' field contains the text: 'Functional with no obvious signs of defect.'. Below this are several checkboxes: 'Indicates item is not present (prints on report)', 'Indicates item is not applicable and should not print', 'Indicates item was not inspected (prints on report)', 'Use value for scoring' (with an empty input field), 'Include as being inspected for "Required" edits' (checked), 'Requires Note', and 'Create Summary of items marked with this rating'. At the bottom, there is a 'Summary Disclaimer' field.

## How to: Edit Rating Sets

- If you wanted to add a new rating to the list, simply click 'Add Rating' on the left. For this example we will add 'Safety Issue' to my Ratings. After we click 'Add Rating', we are going to type 'Safety Issue' into the Name field. We are also going to make the abbreviation 'SI' and make the rating show up in Red. In the explanation field, type a brief message about the rating and then check the box 'Requires Note' below.

The screenshot shows the 'Edit Rating Set' dialog box. At the top, there are fields for 'Name' (Default) and 'Rating Set ID' (1). A 'Disclaimer' field contains the text: 'NOTE: All definitions listed below refer to the property or item listed'. Below this, there are 'Add Rating' and 'Delete Rating' buttons. A list of ratings is shown on the left, with 'Safety Issue' selected. The main area contains fields for 'Name' (Safety Issue), 'Abbreviation' (SI), and 'Rating' (Red). The 'Explanation' field contains the text: 'There is a safety issue present that needs immediate attention.' Below the explanation field are several checkboxes: 'Indicates item is not present (prints on report)', 'Indicates item is not applicable and should not print', 'Indicates item was not inspected (prints on report)', 'Use value for scoring', 'Include as being inspected for "Required" edits', 'Requires Note' (checked), and 'Create Summary of items marked with this rating'. At the bottom, there are fields for 'Summary' and 'Disclaimer'.

- You can also move the ratings into whatever order you prefer by clicking on the rating on the left and moving it to your desired location. This way you can decide the order that the ratings show up when you are filling out your inspection.
- When you are finished with your changes click 'Close' and then 'Close' again. A message will pop up informing you that you must start a new inspection for your changes to show up. Therefore, the ratings for your current inspection and past inspections will not change. Click 'OK'.



- Now open up a new inspection and you will see all of the recent changes you made to your rating set.