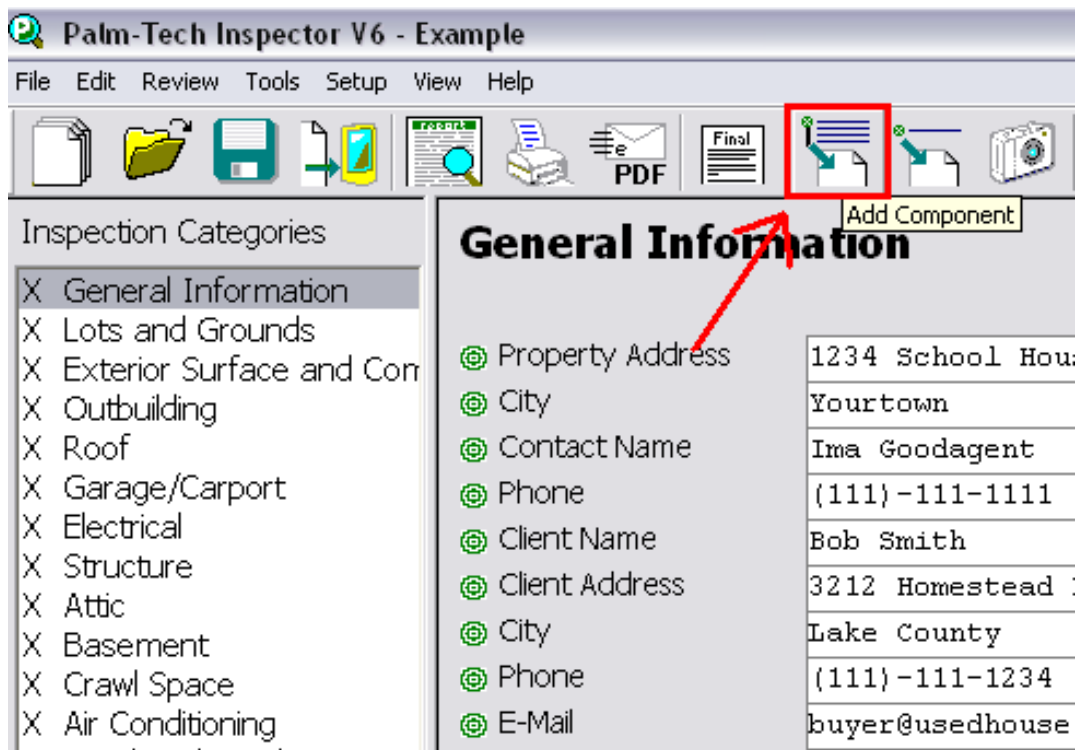


This guide will take you through every step of the process of adding an inspection agreement to your report, and how to edit it to fit your needs.

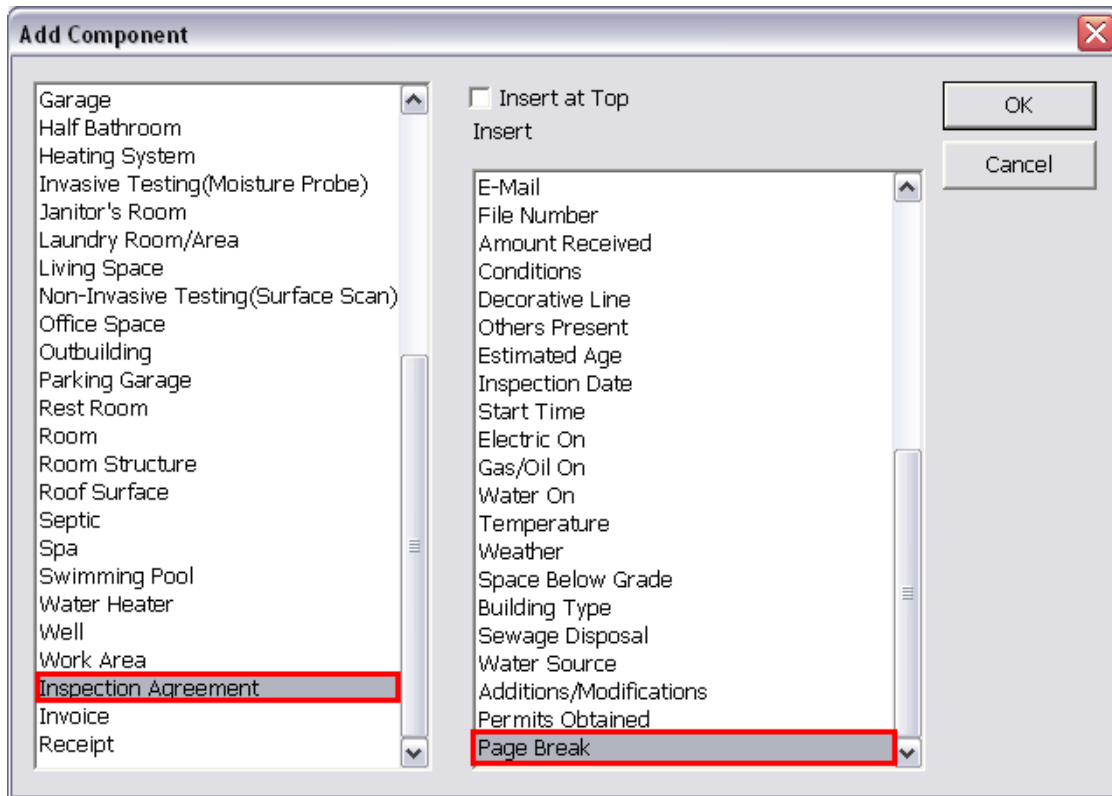
I. Adding your Inspection Agreement

1. From an open inspection window, click on the "Add a Component" button.



How To: Add an Inspection Agreement

2. This will bring up the "Add Component" menu. On the left side select "Inspection Agreement".
 - a. The right column of this menu is where you select where you will place the inspection agreement. You can place it wherever you like, for the sake of this demonstration we are placing it at a page break in "General Information".



3. Click on "OK" when you are finished.

How To: Add an Inspection Agreement

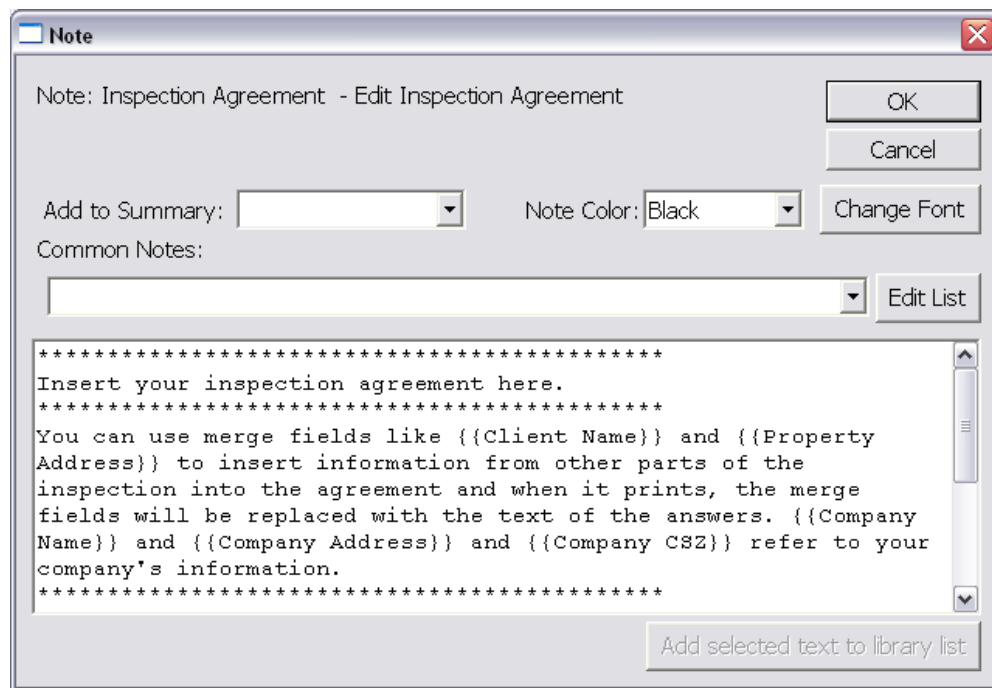
4. You will notice that this adds the Inspection Agreement to your inspection report.

Building Type	Single family	Garage
Sewage Disposal	City	How Verified
Water Source	City	How Verified
Additions/Modifications	Upgraded electrical service	
Permits Obtained	Electrical	How Verified
Inspection Agreement Location		
Company Address	{{Company Address}}	
Company City State Zip	{{Company City}} {{Company State}} {{Company Zip}}	
Client Name:	{{Client Name}}	
Address:	{{Client Address}}	
City, State Zip:	{{Client CSZ}}	

II. Editing your Inspection Agreement

1. Add your inspection agreement by clicking on the area that says "****Insert your inspection agreement here****". The inspection agreement edit field will appear.
 - a. This will be the details and legal print of your agreement. You can copy from other sources (Text file, Word document, Etc.) in this field.
 - b. The change font button lets you change the font style that you want the agreement to be printed in.
 - c. Edit list allows you to make changes to the library items for your inspection agreement.
 - d. Add selected text to library list will allow you to add any highlighted text to your library, so you can select it from the drop down menu. This is useful if you plan on using the same agreement for many different inspections.

How To: Add an Inspection Agreement



2. The signature button allows you to make an electronic signature. Clicking it will bring up an electronic signature window. You can edit the signature in various ways.
 - a. Color changes the displayed color of the signature.
 - b. Line width changes how thick the lines are for the signature.
 - c. Undo erases the last drawn item.
 - d. Clear erases the whole signature field.

