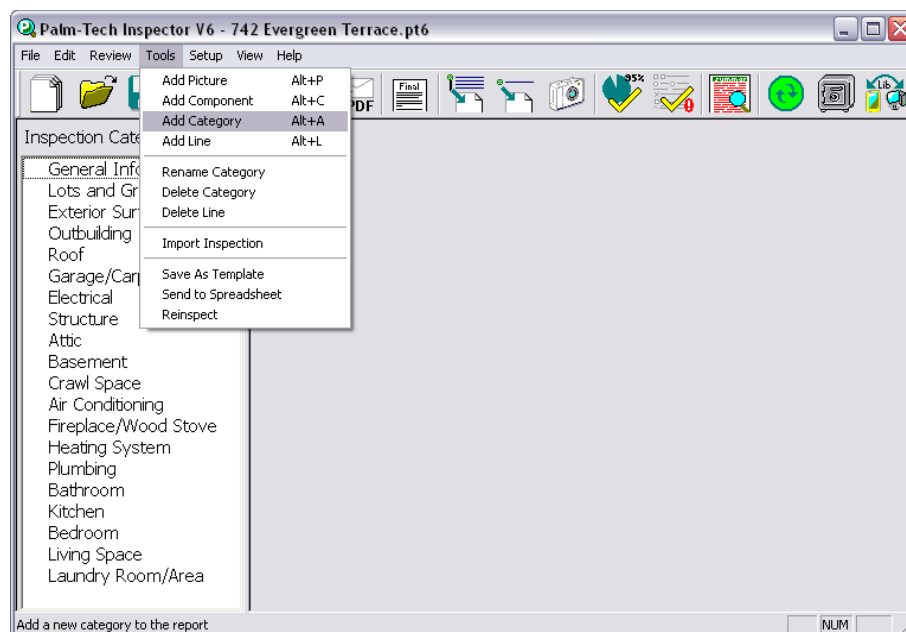


For the most part, your inspection templates will contain categories for most of what you will encounter on the field. However, you may find yourself in a new market with different types of property and adding new categories for new areas of inspection may be necessary. This step-by-step guide will take you through the entire process.

## Creating a new inspection category

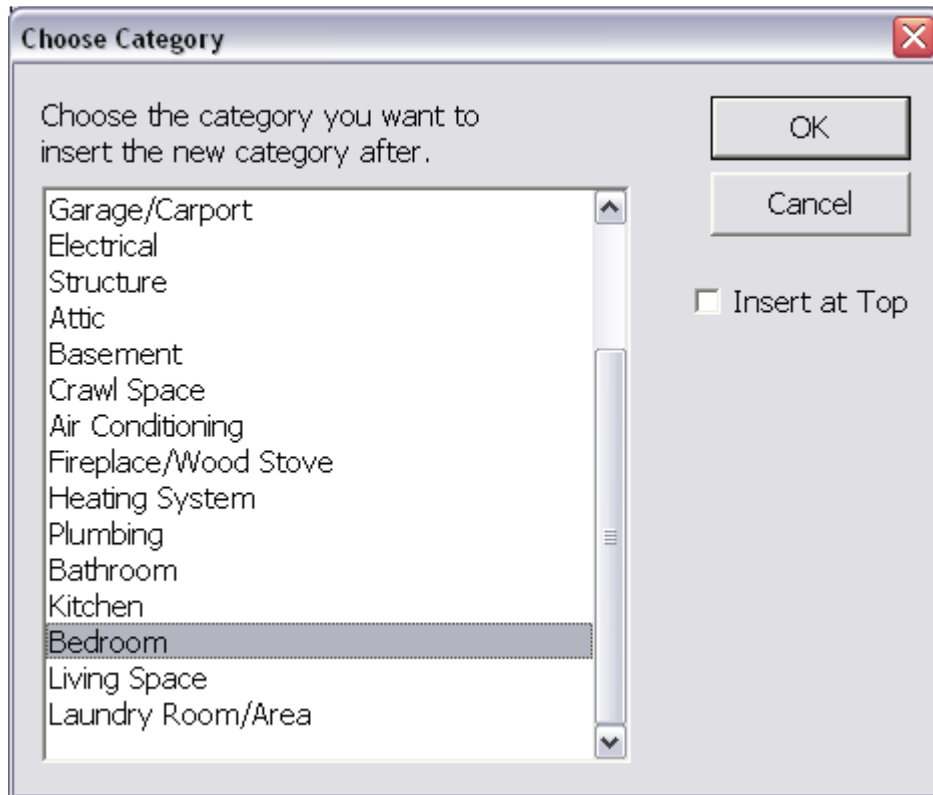
1. Open up a new inspection, and select the template closest to the type of property you'll be inspecting. For this guide we're going to use the master template.
2. From the blank inspection, click on "Tools" and select "Add Category".



3. The program will then ask you if you want to copy an existing category, if you do select "Yes" and select the category to copy. If you want a new one altogether then select "No".
4. Name the category after whatever you will be inspecting in the property.

## How To: Create a new inspection category

5. Select where you want the new category to appear in your inspection report. The selected category will be the one your new category appears after.



6. Once it is placed where you like, simply add your components and lines as you normally would to build the category. You are now finished creating a category for your report.