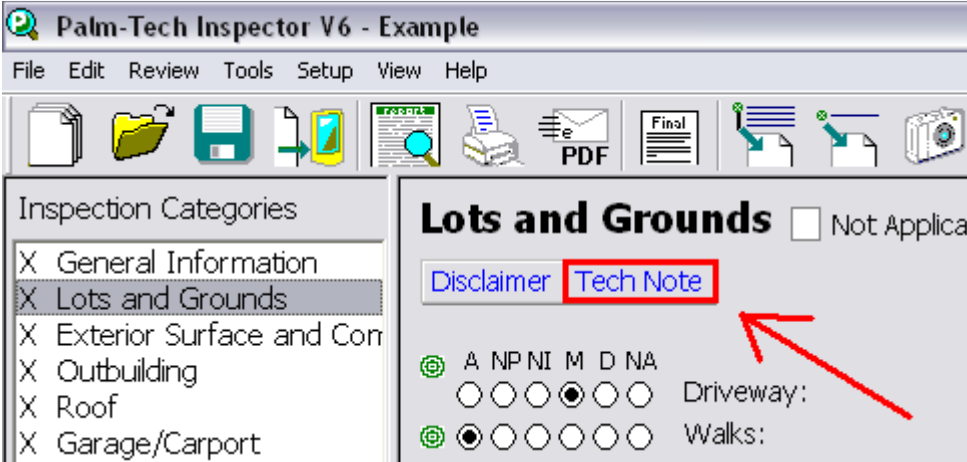


Tech notes are an important part of your inspections, as they can be used to provide an inspector on the field with important information to keep in mind during an inspection. Most companies keep notes on recalled appliances, known electrical defects and other common issues to keep an eye out for. Adding these notes is simple, and this step-by-step guide will show you how to do it.

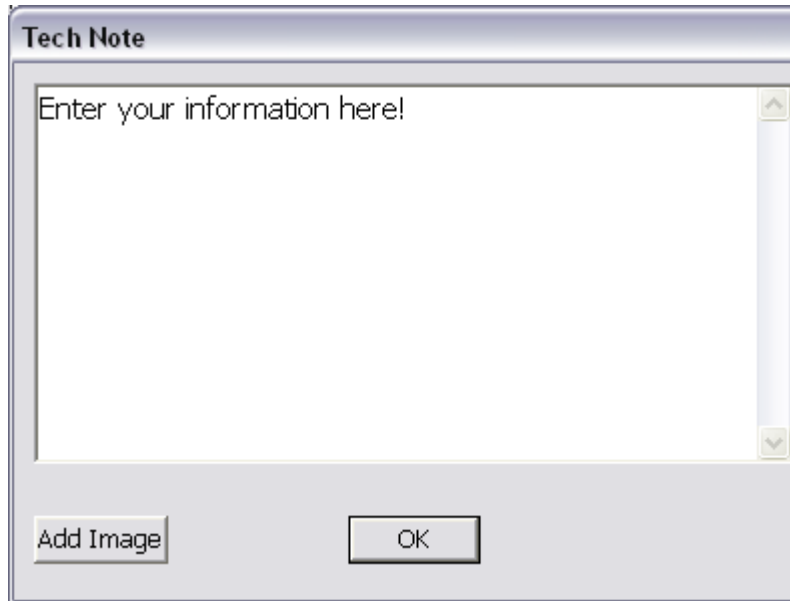
Adding tech notes to your inspection

1. Open an inspection, it can be a new or an existing one.
2. Select the category for the tech note you wish to edit, for the example here we are editing the notes for "Lots and Grounds".
3. Click on "Tech Notes".



How To: Add tech notes to an inspection.

4. The Tech Note window will appear, in the text field pictured below you can add your tech note.
 - a. Please note that these **do not** print on your report.
 - b. Also note that these will be different for every category, so you will need to add them as you go along.
 - c. You can also add pictures to the tech notes by clicking on "Add Picture". This is useful for showing an inspector pictures of common faults to look for.



5. Click on "Ok" when you are finished. You have successfully added a tech note to your inspection!