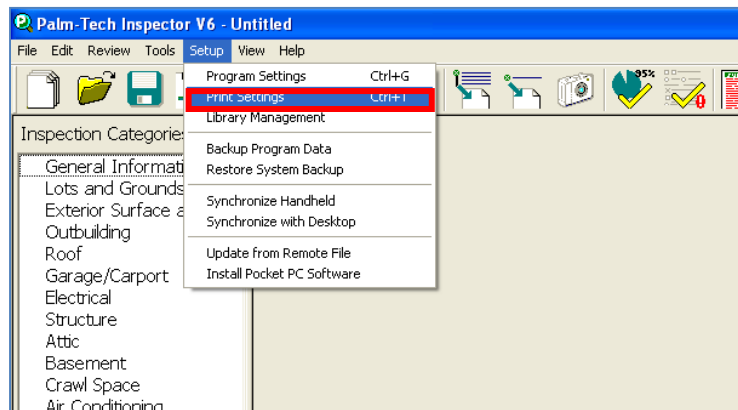


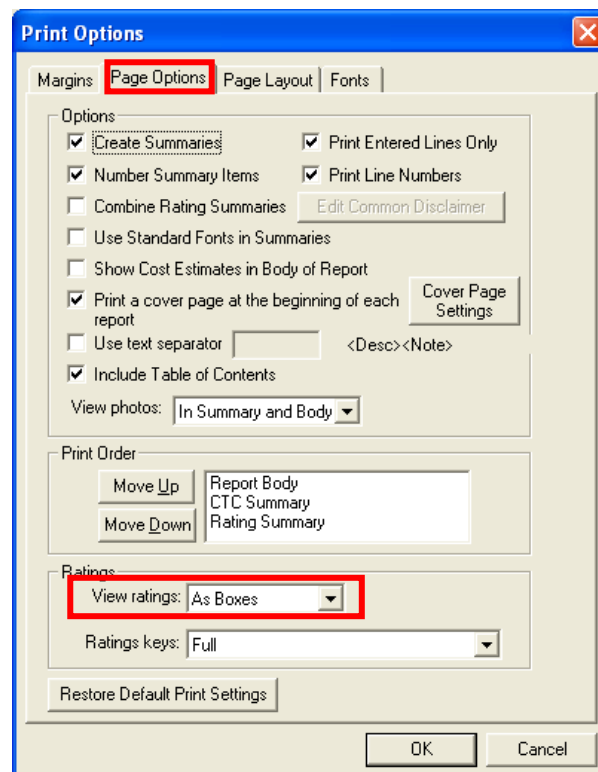
With Palm-Tech, you have many different options for how you want your printed report to look. One of these options is the appearance of your ratings. This How To will show you the different options you have and also how to change them.

Working with Ratings in your Printed Report

1. With an inspection open, click on Setup > Print Settings.

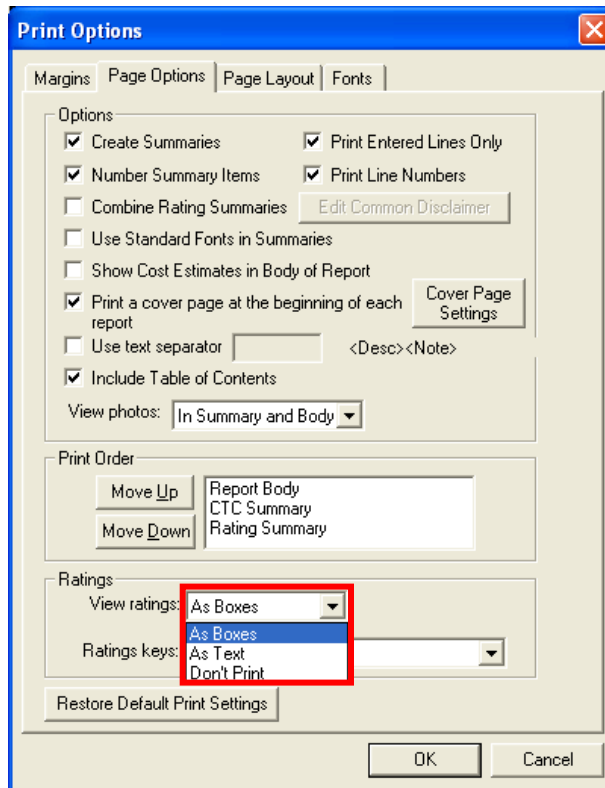


2. Select the Page Options tab and then go down to View Ratings.



How to: Work with Ratings In your Printed Report

3. If you click on the dropdown, you will see three different options you have for your ratings. These options include 'As Boxes', 'As Text' and 'Don't Print'. Scroll down for a look at how each option looks in your printed report.



As Boxes

PDmB, Inc.


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 859-239-0753 Example2.pt6

Lots and Grounds

NOTE: All definitions listed below refer to the property or item listed as inspected on this report at the time of inspection

A	Acceptable	Functional with no obvious signs of defect.
NP	Not Present	Item not present or not found.
NI	Not Inspected	Item was unable to be inspected for safety reasons or due to lack of power, inaccessible, or disconnected at time of inspection.
M	Marginal	Item is not fully functional and requires repair or servicing.
D	Defective	Item needs immediate repair or replacement. It is unable to perform its intended function.

1.	A	NP	NI	M	D	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driveway: Asphalt Typical cracks in surface with weed growth
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walks: Concrete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steps/Stoops: Concrete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Porch: Concrete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patio: Concrete Paver Uneven pavers causing trip hazard along with weed growth
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deck:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading: Flat to negative pitch Improper soil slope towards foundation, recommend the addition of fill dirt to improve grade



How to: Work with Ratings In your Printed Report

As Text

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Lots and Grounds

NOTE: All definitions listed below refer to the property or item listed as inspected on this report at the time of inspection

Acceptable	Functional with no obvious signs of defect.
Not Present	Item not present or not found.
Not Inspected	Item was unable to be inspected for safety reasons or due to lack of power, inaccessible, or disconnected at time of inspection.
Marginal	Item is not fully functional and requires repair or servicing.
Defective	Item needs immediate repair or replacement. It is unable to perform its intended function.

1. Marginal	Driveway: Asphalt Typical cracks in surface with weed growth
2. Acceptable	Walks: Concrete
3. Acceptable	Steps/Stoops: Concrete
4. Acceptable	Porch: Concrete
5. Marginal	Patio: Concrete Paver Uneven pavers causing trip hazard along with weed growth
6. Not Present	Deck:
7. Acceptable	Grading: Flat to negative pitch Improper soil slope towards foundation, recommend the addition of fill dirt to improve grade



Don't Print

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Example2.pt6

Lots and Grounds

1. Driveway: Asphalt Typical cracks in surface with weed growth
2. Walks: Concrete
3. Steps/Stoops: Concrete
4. Porch: Concrete
5. Patio: Concrete Paver Uneven pavers causing trip hazard along with weed growth
6. Deck:
7. Grading: Flat to negative pitch Improper soil slope towards foundation, recommend the addition of fill dirt to improve grade

