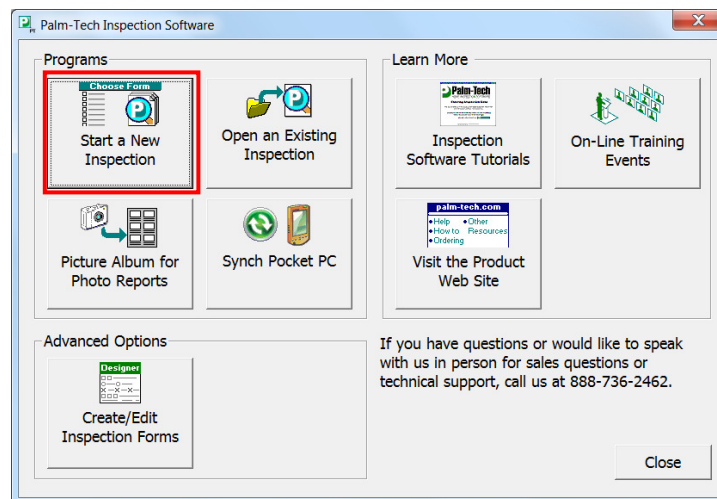


This How To will walk you through the steps of importing information from one inspection file into another.

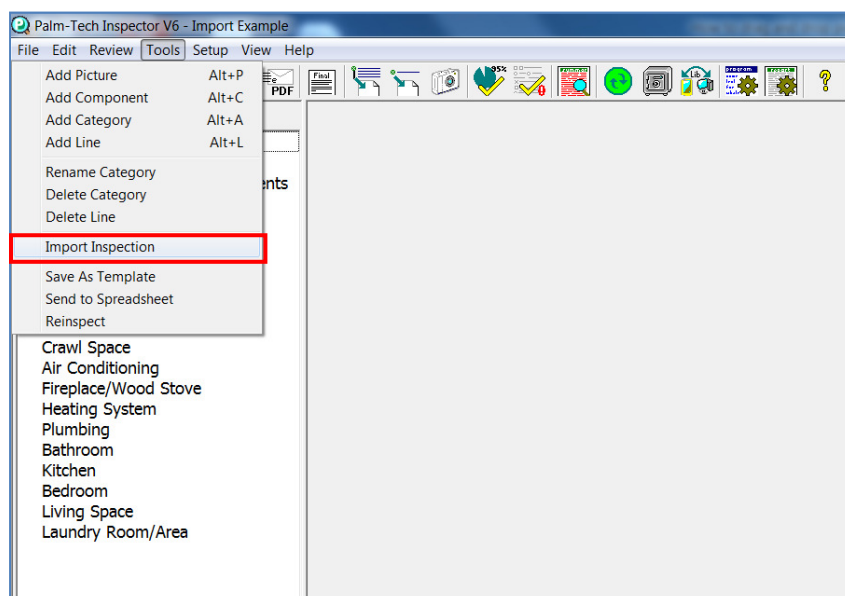
Note: In order to import an inspection, both inspections must be using the same template and library.

Importing an Inspection

1. Start a new inspection using the same template and library as the one you want to import from. For this How To, we are going to use the Master template for our new inspection.

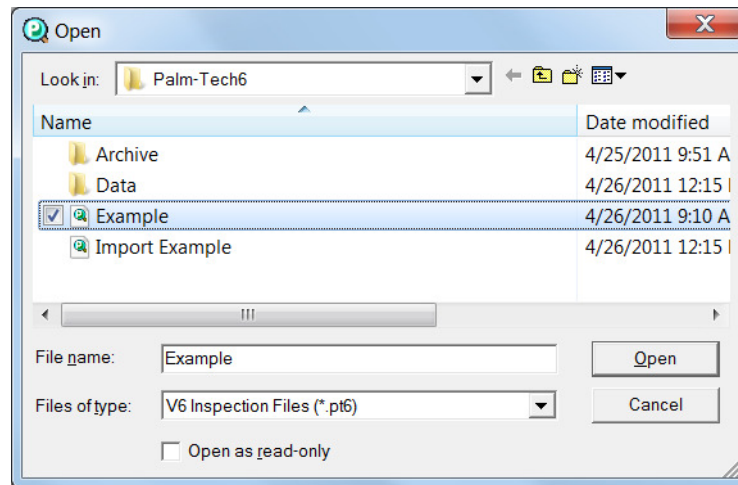


2. With your new inspection open, click on Tools > Import Inspection.

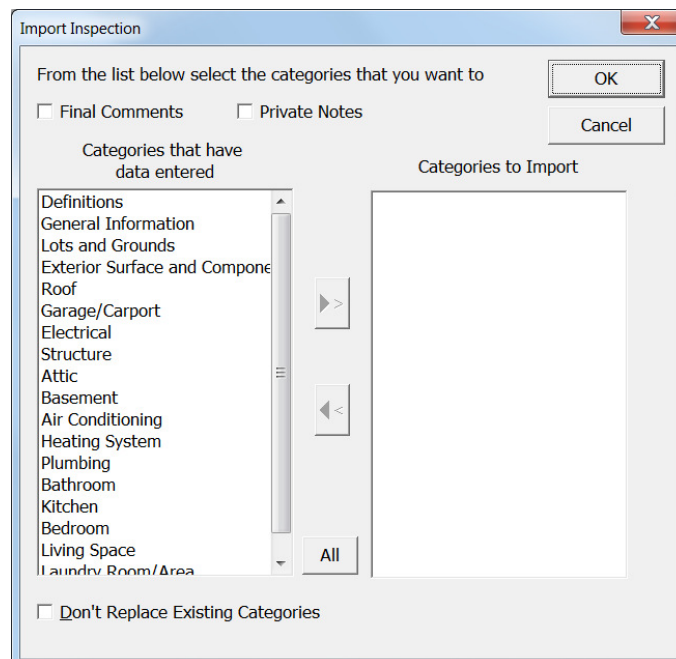


How to: Import an Inspection

- An Open window will pop up where you will choose the inspection that you want to import. We are going to select Example and click 'Open'.

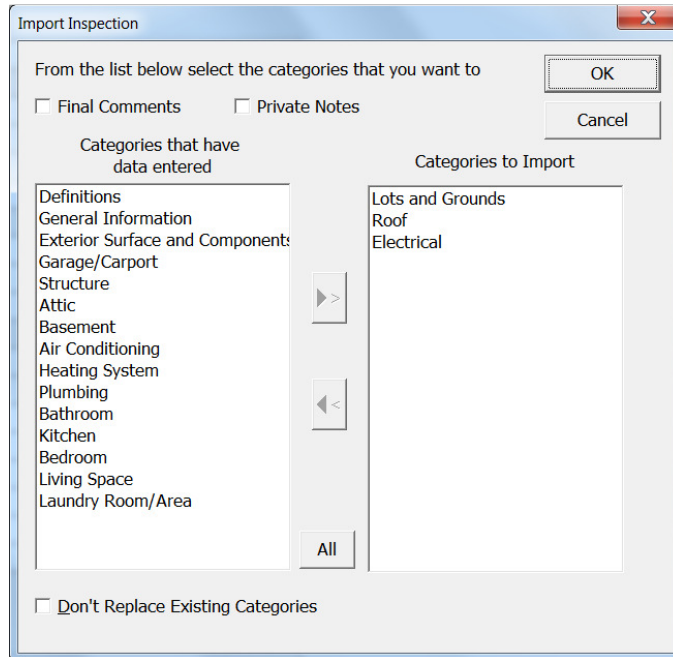


- The next box that pops up is the Import Inspection box. Here we can select which categories we want to import into our new inspection report. Highlight the category on the left and then click the arrow to move it over to the 'Categories to Import' box. You can import individual categories or you can import the whole inspection by clicking 'All'.



How to: Import an Inspection

- For this How To, we are going to import the Lots and Ground, Roof, and Electrical categories. We want to replace our existing categories, so we will leave the box in the lower left corner for 'Don't Replace Existing Categories' unchecked. Click 'OK'.



- You will notice the new categories appear in the category list with an 'X' next to them to show that they have been completed.

