



# How To:

## Setup Auto Rating Entry

**This step by step How To article explains what Auto Rating Entry is and shows how to turn it on and off**

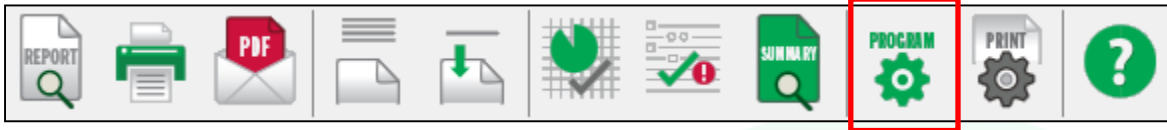
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# How To: SETUP AUTO RATING ENTRY

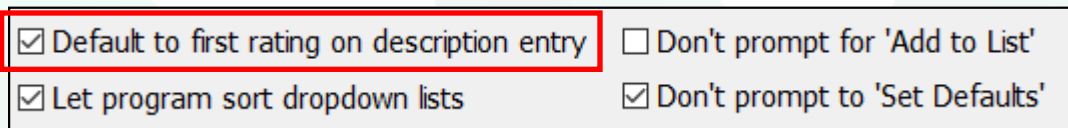
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**Auto Rating Entry is a program option that is checked by default. When turned on, Auto Rating Entry saves you time by automatically filling in the first rating ('Acceptable' by default) if you enter the description on a line before entering the rating.**

1. The first step is to click on the Program Settings icon from the Toolbar.



2. The Program Settings window will now appear.
3. Next, you will have an option for 'Default to first rating on description entry'. If this option is checked, Auto Rating Entry is turned on. If it is unchecked, it is turned off.



4. After setting the Auto Rating Entry to what you want, click on 'OK'.