



How To:

Use Edit Checks

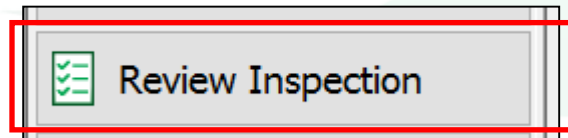
This step by step How To article explains how to use edit checks

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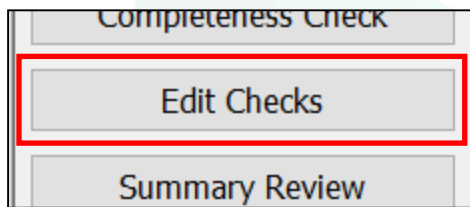
How To: Use Edit Checks

Palm-Tech has several built-in tools that make it easy for you to review your inspection once it is complete. Edit checks is one of the tools available and runs a series of logic checks on your report to check for inconsistencies. Edit Checks is designed to provide you with information that may be helpful and it is up to you to make any changes based on what it lists. There may be times you purposely filled out information in a way that gets it flagged with Edit Checks. You are not required to adjust responses.

1. With an inspection open, the first step is to click 'Review Inspection' tab in the lower left corner.



2. This brings up the 'Review' tab. On this tab, click on 'Edit Checks'.



3. You will now see a listing of every item that is flagged by 'Edit Checks'. The listing will say what the line item is, what category it is in and the reason for being flagged. If you double click on an item, you will go to where it is in the report.

Exterior - Fascia:: Contains an unentered rating and has other data entered on the line.
Roof - Leader/Extension:: Is marked Not Inspected and has data entered in the line
Roof - Leader/Extension:: Is marked with a rating that typically requires a note.
Structure - Piers/Posts:: Is marked Not Inspected and has data entered in the line
Basement - Floor Drain:: Is marked Not Inspected and has data entered in the line
Living Space - Electrical:: Has a cost estimate entered with no explanation
Laundry Room/Area - Washer Hose Bib:: Is marked with a rating that typically requires a note.

4. You can adjust data that has been entered as desired. If you adjust an item and it is no longer flagged as an 'Edit Check', it will no longer appear in the list.