QUICK START · HOW-TO 03

Teal and Keep: what the intern drafts and what you decide

What does teal mean, and what do I do with it?

1. **Teal is a draft**
   A teal border and a light teal fill: the intern wrote it for you, and it is waiting for your yes.
2. **Right? Tap Keep**
   The teal goes away, and the answer is yours.
3. **Wrong? Change it**
   Pick the right answer or type over it. The teal falls away.
4. **Ink is your paperwork**
   Dark ink with a small note, like "from the contract," came straight off your own documents. No Keep needed.
5. **Find the drafts**
   A teal dot on the Your report tab. A teal ring on a stop. "Drafts waiting for your Keep" on a folded section. Keep all for a set you have looked over.
6. **Before you export**
   It lists anything drafted and not kept yet. Tap a line to go look, or Keep all once you are satisfied.

THE ONE THING THAT TRIPS PEOPLE UP

A draft you have not kept stays out of your file. It does not go to TOTAL or Appraise-It Pro until you keep it or change it.

ALWAYS YOURS

Never drafted: your quality and condition ratings, your highest and best use, your adjustments, your weighting and your value. They stay blank until you answer them.