QUICK START · HOW-TO 02

The left panel: your whole report on one line

What do the dots, numbers and colors on the left mean?

1. **Open it**
   Tap the navy Your report tab on the left edge. Every section of the new report is a stop, in the same order as TOTAL and Appraise-It Pro.

2. **The top**
   How many sections are clear, with a bar that fills. What you have takes you back to your paperwork.

3. **Read a stop**
   Navy check: clear. Navy number: answers still owed. Teal ring: drafts waiting for your Keep. Dashed "in TOTAL" or "in Appraise-It Pro": you finish it in your own program.

4. **One tap**
   Tap a name to go there. Tap a number to see exactly what is left, then tap a line to go straight to the box.

5. **The end of the line**
   Export to TOTAL or Export to Appraise-It Pro, with how many answers are left or Ready. Under it, Not on this report.

6. **Close it**
   The button in the top corner, or Control and backslash. On a Mac, Command and backslash. On an iPad or phone, the X.

> THE ONE THING THAT TRIPS PEOPLE UP
> Every report opens with the panel closed. Look for the tab on the left edge. A small teal dot on it means drafts are waiting.