QUICK START · HOW-TO 05

Your menu: Settings, the Comment Library and the Library

What do I set up on day one, and where are my comments and guides?

1. **Your reports**
   Tap the three lines at the top right. Inspections lists every report, newest first. New Inspection starts one.
2. **Settings**
   License and Identity, then your company.
3. **Report software**
   Tap TOTAL or Appraise-It Pro. It saves on the tap, and your export button matches it on every report.
4. **Signature and defects**
   Sign with your finger or your mouse. Under Defects from your photos, pick what the intern drafts as a defect.
5. **Save Profile**
   Tap it before you close the menu.
6. **Comment Library**
   The clipboard. Search, then Copy to Clipboard, Edit Before Copying, or Add Your Own.
7. **The Library and help**
   The book opens the Library in a new tab. Under Need help, Email us.

> THE ONE THING THAT TRIPS PEOPLE UP
> Tap Save Profile before you close the menu, or what you typed is lost.