

FP2 - TIP 'O THE WEEK #76 DELETING OR MOVING INSPECTION REPORTS



Deleting or Moving Inspection Reports

OOPS! If you find that you have created an Inspection report in error, or assigned it to the wrong address, you can easily fix it!

Other times you may find that you have done an inspection that you would like to copy to another location, either because the properties are linked or the inspection is so similar that it would be easier to copy it and then make changes rather than start from scratch.

First, find the inspection you want to move or delete. If you wish to copy or move the report, take note of the inspection number*.

When the Inspection is open on your screen, you will see the "Action" menu.

** If you don't use inspection numbers, click the last item on the "Action" menu ("Show Inspection Number") to obtain the number before proceeding.*

Action	
Add	Ctrl+A
Edit	Ctrl+E
Edit Next Inspection Due	
<hr/>	
Show Inspection Details	Ctrl+S
<hr/>	
Print	Ctrl+P
Duplicate	
Delete	
<hr/>	
Print Blank Inspection	
Print All Pictures	
<hr/>	
Copy an Inspection to this property	
Move an Inspection to this property	
Show Inspection number	

DELETING:

If you wish to delete the report, just select delete from the menu.

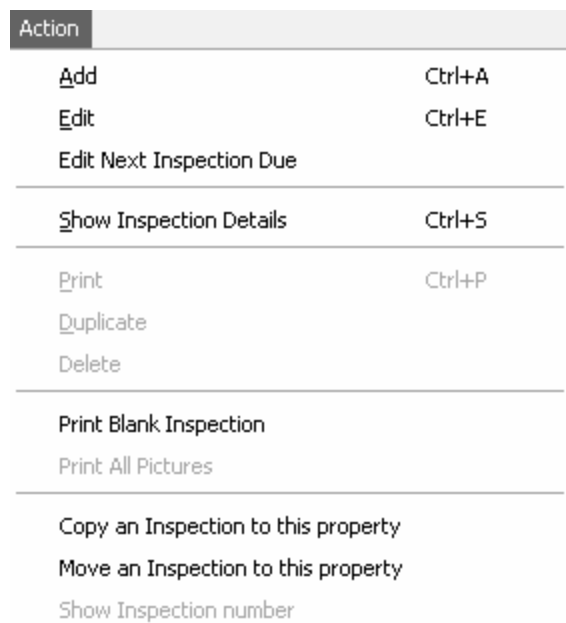
MOVING OR COPYING:

If you wish to copy or move the report, take note of the inspection number.

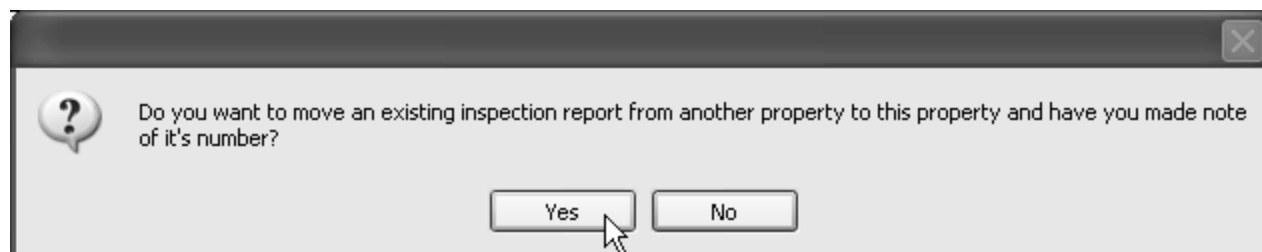
Then, go to the property record where you want to copy or move the inspection report to.

Click the "Inspection" button on the property window.

Using the Action menu, select "Copy an Inspection to this Property" or "Move an Inspection to this Property".



The following window will come up.



Click "Yes" (or if you forgot to write down the Inspection number, click no and go find the inspection report again).

Enter the inspection number, and click "OK"



Voila! Your report will now be associated with the property you selected. That's all there is to it.



Quote of the week:

"To err is human, but to really foul things up requires a computer."
Farmers Almanac