



PDspect

INSPECTION SOFTWARE

Step by Step

How To

Use Custom Fields

This How To article explains how to use custom fields.

For a complete list of available How To documents visit the Support section of our website: <http://www.pdspect.com/support/index.php>

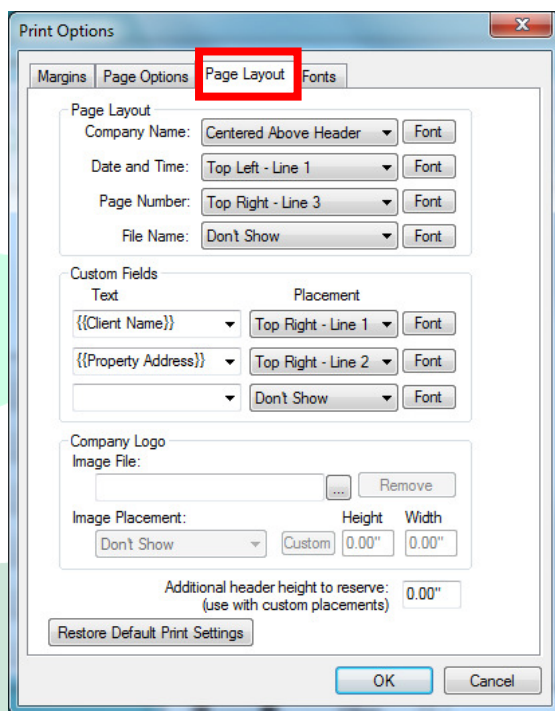
How To: Use Custom Fields

In PDspect you can use custom fields to have any information you choose show up on each page of your inspection report. This document will walk you through how to use them.

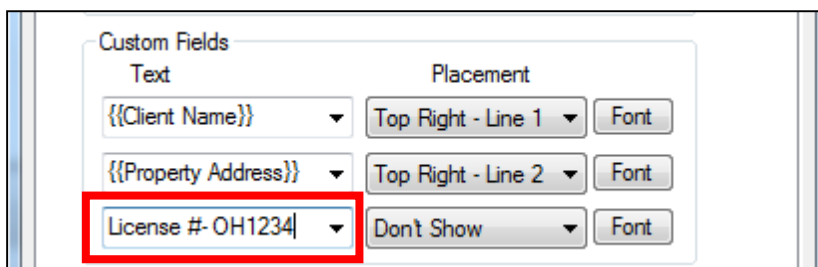
1. For this How To, we want to add our license number to the top left corner of every page of our report. To use custom fields, open an inspection and click on Setup > Print Settings.



2. Then go to Page Layout.



3. Find the Custom Fields section. In the third blank box, type in the text that you want to show up on each page. We are going to type our license number, which is 'License # - OH1234'.



How To: Use Custom Fields

- The next box is for placement, this is where you can decide where you want your text to show up on the page. We are going to select Top Left - Line 2 and then click OK.

Text	Placement	Font
{{Client Name}}	Top Right - Line 1	Font
{{Property Address}}	Top Right - Line 2	Font
License #- OH1234	Top Left - Line 2	Font

- When we click File > Print Preview, we now see our custom text at the top of each page.

10:45 May 25, 2011
License# - OH1234

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Example

General Information

Property Information

Property Address **1234 School House Road**
City **Yourtown** State **US** Zip **12345**
Client Name **Ima Goodagent**
Phone **(111)-111-1111** Fax **(111)-111-1111**

Client Information

Client Address **3212 Homestead Dr.**
City **Lake County** State **IL** Zip **12345**
Phone **(111)-111-1234** Fax **(111)-111-2345**
E-Mail **buyer@usedhouse.com**

Inspection Company

Inspector Name **Will Singer**
Company Name **PDmB, Inc.**
Address **9600 Colerain Ave., Suite 110**
City **Cincinnati** State **OH** Zip **45251**
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File Number **2222**