

**ANCILLARY REPORT REQUEST FORM**

Create custom ancillary tabs for you to collect report data for your added services. Using the template included complete the required Tab name, category names and list items needed.

**TIPS**:

* Entries longer than 32 characters may be truncated on input screens.
* Avoid using all capitals since capital letters take more space on the input screens.
* There is an absolute limit of 64 characters per item set by the database field size.
* 23 or less Categories for optimal reporting (more than this causes excessive scrolling)

Template:

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| **Tab name**: | | |
| **Descriptions** | **Category / Node name**: a group name for your collection of items | **Items**: the items you want listed |
| *example* | *Roof materials* | *Asphalt, Wood shingle, Clay, Slate* |
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| **Limitations** | **Category / Node name**: | **Items**: |
| *example* | *Inspection prevented by* | *Limited access, Too Steep, Trees/Shrubs, Weather conditions* |
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| **Recommendations** | **Category / Node name:** | **Sub-category:** | **Items:** |
| *example* | *Sloped roof* | *Flashings* | *Damaged, Missing, Rust, Not set into shingle, Overlap inadequate* |
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