

PALM▲**TECH**

home inspection software

V E R S I O N 9

HOW TO:

Collect a Signature on The App

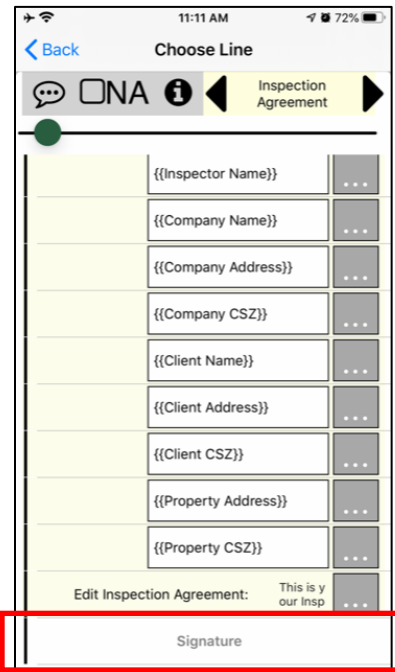
This step by step How To article explains how to collect an electronic signature on the Palm-Tech app.

For a complete list of available How To documents, visit the Support section of our website: www.palm-tech.com/support/

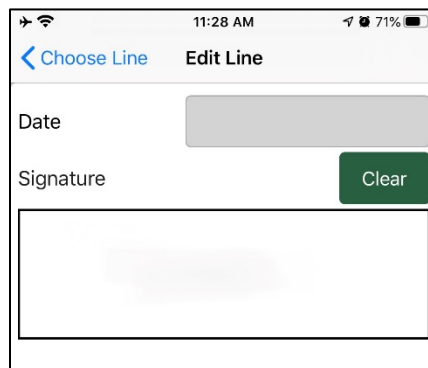
HOW TO: Collect a Signature on the App

In order to collect an electronic signature in the app you first must have an inspection open that has a signature line in it. You can add a signature line to an inspection by going to Tools->Add Line on the PC version of Palm-Tech.

1. The first step is to navigate to the category that contains the signature line.
2. Next, tap on the signature line to enter the 'Edit Line' screen.



3. On the 'Edit Line' screen you can enter a date and collect a signature.



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4. You can collect a signature with a stylus pen or a finger. Simply sign in the box and the signature will be captured. If a mistake is made or the signer wants to sign again, simply tap the 'Clear' button and re-sign.



5. You can also enter a date by tapping on the 'Date' entry box. When finished, tap on 'Choose Line' to go back to the 'Choose Line' screen.