



Palm-Tech
HOME INSPECTION SOFTWARE

Step by Step

How To

Different Line Types

This How To article explains the different line types that you can add into your template by going to Tools -> Add Line.

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HOW TO: DIFFERENT LINE TYPES

This document explains the different line types that you can add to your templates. The line types covered in this document are:

- | | | |
|----------------------|---------------------|--------------------------|
| 1. 1 Question/Answer | 5. Stand Alone Note | 9. Page Break |
| 2. 2 Question/Answer | 6. Checkboxes | 10. Signature |
| 3. 3 Question/Answer | 7. Option List | 11. Rating, Prompt, Note |
| 4. Yes/No | 8. Text | |

1. The most common line type is the 1 question/answer. There are two options for this line type which are shown below.

With Rating and Note



A screenshot of a form line type. It features a green target icon on the left, followed by a dropdown menu, the text "Driveway:", another dropdown menu, and a blue "<Note>" button with a downward arrow.

Without Rating and Note



A screenshot of a form line type. It features a green target icon on the left, followed by the text "Type:" and a dropdown menu.

2. The next line type is 2 question/answer. With this line type you can also select to have a Rating and/or Note. For the example below we don't have either.



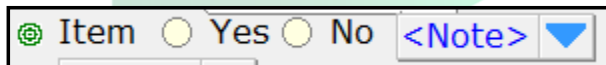
A screenshot of a form line type. It features a green target icon on the left, followed by the text "Item 1:", a dropdown menu, the text "Item 2", another dropdown menu, and a third dropdown menu.

3. The next line type is 3 question/answer.



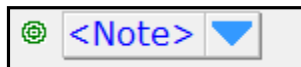
A screenshot of a form line type. It features a green target icon on the left, followed by the text "Item 1", a dropdown menu, the text "Item 2", another dropdown menu, the text "Item 3", and a final dropdown menu.

4. Next is the Yes/No line type. With this line you can have a note piece on it as well. This example shows it with a note.



A screenshot of a form line type. It features a green target icon on the left, followed by the text "Item", two radio buttons labeled "Yes" and "No", a blue "<Note>" button, and a downward arrow.

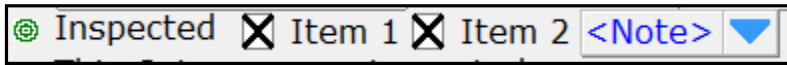
5. Next is the Stand Alone Note line.



A screenshot of a stand-alone note form line type. It features a green target icon on the left, followed by a blue "<Note>" button and a downward arrow.


HOW TO: DIFFERENT LINE TYPES

6. Next is the Checkbox line type. With checkboxes you can have up to 5 checkboxes on a single line. With this line you can include a Note and/or a Rating.



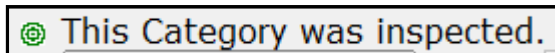
A screenshot of a software interface for a checkbox line type. It features a green circular icon with a plus sign on the left. The text "Inspected" is followed by two checkboxes, each with an "X" mark, labeled "Item 1" and "Item 2". To the right is a dropdown menu with the text "<Note>" and a downward arrow.

7. The next line type is the Option List. With this you can have up to 5 options. With this line you can include a Note and/or a Rating.



A screenshot of a software interface for an option list line type. It features a green circular icon with a plus sign on the left. The text "Electric On" is followed by three radio buttons labeled "Yes", "No", and "Not Applicable".

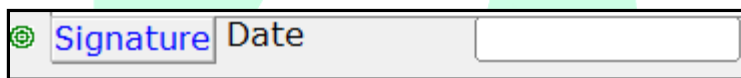
8. The next line type is Text. This can be set to show up on the input screen, on the printed report, or on both.



A screenshot of a software interface for a text line type. It features a green circular icon with a plus sign on the left. The text "This Category was inspected." is displayed in a text box.

9. The next line type is Page Break. When you put this line into a report it means any information after it will start on the next page of the report.

10. Next is the Signature Line. This line allows you to collect an electronic signature and make it part of your inspection report.



A screenshot of a software interface for a signature line type. It features a green circular icon with a plus sign on the left. The text "Signature" is followed by the word "Date" and an empty text input field.

11. The last line type is Rating, Prompt, Note.



A screenshot of a software interface for a rating, prompt, and note line type. It features a green circular icon with a plus sign on the left. There is an empty dropdown menu, followed by the text "Item", and another dropdown menu with the text "<Note>" and a downward arrow.