



# How To:

## Collect a Signature on the App

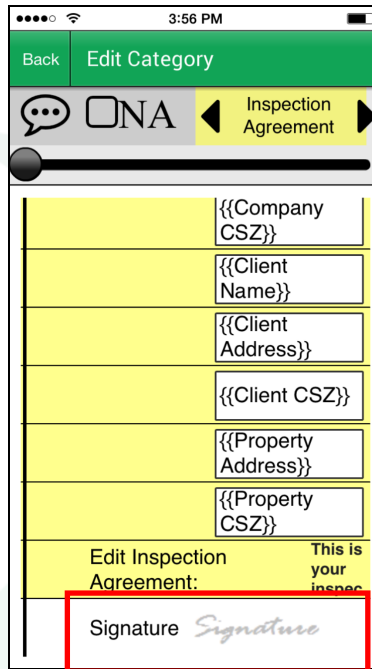
**This step by step How To article explains how to collect an electronic signature on the Palm-Tech app.**

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



The screenshot shows the 'Edit Category' screen in the Palm-Tech app. The top bar is green with 'Back' and 'Edit Category' buttons. Below the bar is a header with a speech bubble icon, the 'ONA' logo, and 'Inspection Agreement' with left and right navigation arrows. The main content area contains several yellow input fields with placeholder text: {{Company CSZ}}, {{Client Name}}, {{Client Address}}, {{Client CSZ}}, {{Property Address}}, and {{Property CSZ}}. At the bottom, there is a section titled 'Edit Inspection Agreement' with a 'Signature' field highlighted by a red box. The signature field contains the word 'Signature' in a cursive font.

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

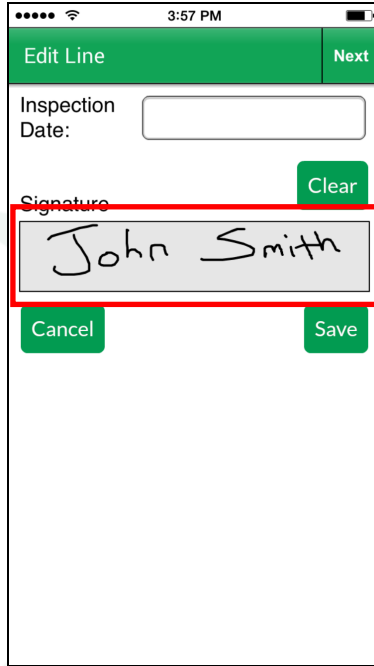


The screenshot shows the 'Edit Line' screen in the Palm-Tech app. The top bar is green with 'Edit Line' and 'Next' buttons. Below the bar is a form with the following fields and buttons: 'Inspection Date' with an empty input field; 'Signature' with an empty input field; a 'Clear' button; a 'Cancel' button; and a 'Save' button.

## How To: COLLECT A SIGNATURE ON THE APP

---

4. You can collect a signature with a stylus pen or a finger. Simply sign in the grey box and the signature will be captured. If you are using a phone, with a smaller screen, it can be helpful if you switch the phone to landscape to have a larger area to sign. If a mistake is made or the signer wants to sign again, simply tap on the 'Clear' button and re-sign.

A screenshot of a mobile application interface. At the top, there is a green header bar with the text "Edit Line" on the left and "Next" on the right. Below the header, there is a white input field labeled "Inspection Date:". To the right of this field is a green button labeled "Clear". Below the date field is a grey rectangular box containing a handwritten signature "John Smith". This signature box is highlighted with a red border. Below the signature box are two green buttons: "Cancel" on the left and "Save" on the right. The status bar at the top of the phone shows the time as 3:57 PM and a battery icon.

5. You can also enter a date by tapping on the 'Inspection Date' entry box. When finished. Tap on 'Save' and the signature will be collected with a date.