



# How To:

## Add a Signature Line to a Report

**This step by step How To article explains how to add a signature line to a template so you can collect an electronic signature in your report**

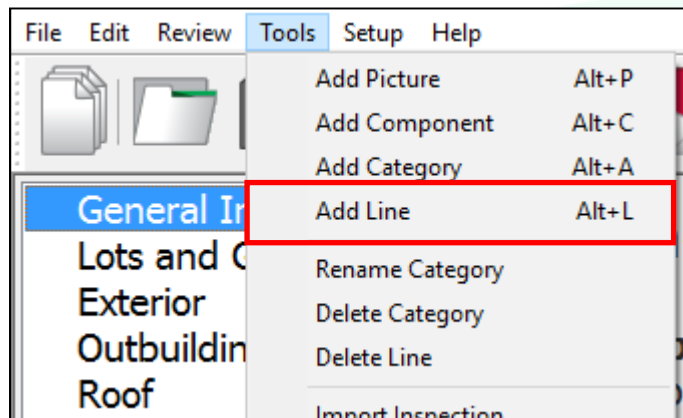
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# HOW TO: ADD A SIGNATURE LINE TO A REPORT

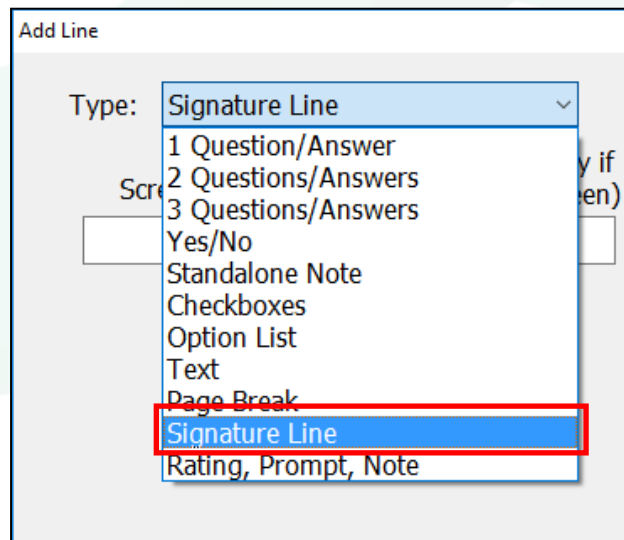
In order to collect an electronic signature in the app you first must have an inspection open that has a signature line in it. There are two main ways of adding a signature line in which are: (1) By adding in a standalone signature line and (2) By adding a component such as Inspection Agreement that has a signature as part of it.

## Adding in a Standalone Signature Line

1. You can add a signature line anywhere in a report. The first step in doing this is to go to Tools -> Add Line in the main Palm-Tech program.



2. Next, we need to select 'Signature Line' from type.



3. Once you have 'Signature Line' selected you have the option to enter a *Screen Prompt* and a *Print Prompt*. If you leave this blank then it will default to say 'Signature'.
4. Once you have the prompt set to what you want, you can then select where you want the line to be added to. After selecting the spot, click on 'OK'.

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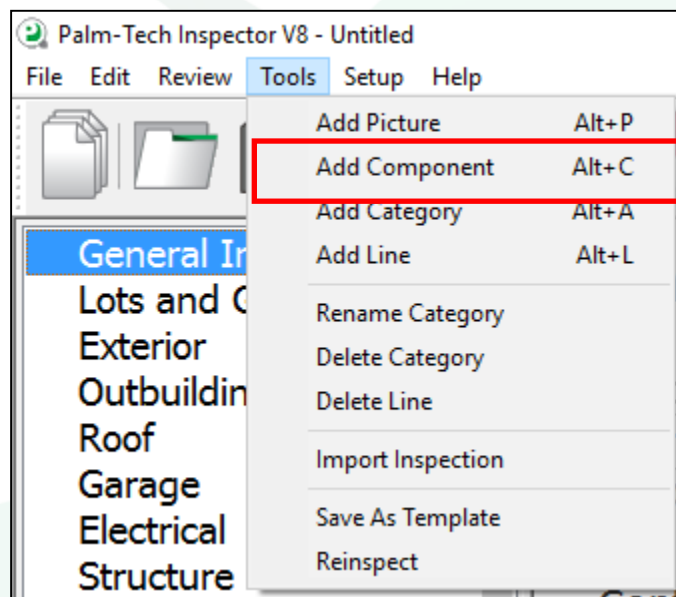
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5. You have now added a Signature Line into the report that has a spot for the date as well.

☰	Signature	Date:	04/13/17
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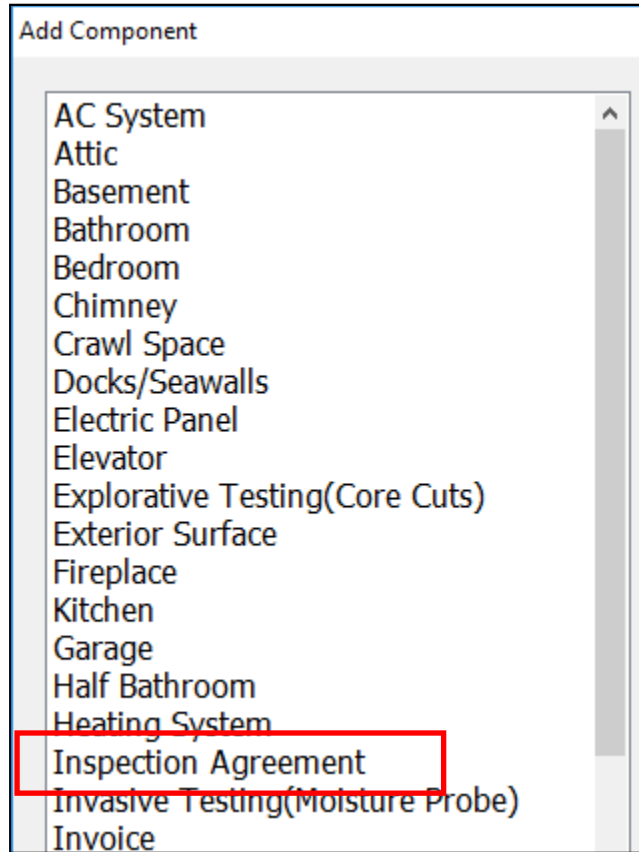
## Adding in a Component with a Signature Line

1. You can add in a component such as an Inspection Agreement that has a Signature Line as part of it. The first step in doing this is to go to Tools-> Add Component.



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2. On the Add Component window which appears next, select the component that you want to add in.



3. Once you've selected the component you want to add in, in the right column select where you want it to show up in the Category. After selecting the spot, click on 'OK'.
4. You have now added in a component that includes a Signature Line into the report.

