



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 horizontal form element with a hamburger menu icon on the left, a dropdown arrow, the text "Driveway:", another dropdown arrow, a "Note" button, and a final dropdown arrow.

Without Rating and Note



A horizontal form element with a hamburger menu icon on the left, the text "Type:", and a dropdown arrow on the right.

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 horizontal form element with a hamburger menu icon on the left, the text "Item 1", a dropdown arrow, the text "Item 2", and a dropdown arrow on the right.

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



A horizontal form element with a hamburger menu icon on the left, the text "Item 1", a dropdown arrow, the text "Item 2", a dropdown arrow, the text "Item 3", and a dropdown arrow on the right.

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 horizontal form element with a hamburger menu icon on the left, the text "Item", two radio buttons labeled "Yes" and "No", a "Note" button, and a dropdown arrow on the right.

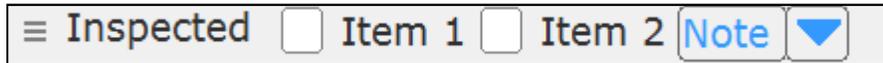
5. Next is the Stand Alone Note line.



A horizontal form element with a hamburger menu icon on the left, a "Note" button, and a dropdown arrow on the right.

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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.



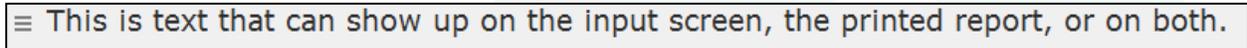
A screenshot of a checkbox line type interface. It features a hamburger menu icon on the left, followed by the text "Inspected". To the right of "Inspected" are two checkboxes, each followed by the text "Item 1" and "Item 2" respectively. Further right is a blue "Note" button and a blue downward-pointing triangle icon.

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 an option list line type interface. It features a hamburger menu icon on the left, followed by the text "Electric On". To the right of "Electric On" are three radio buttons, each followed by the text "Yes", "No", and "Not Applicable" respectively.

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 text line type interface. It features a hamburger menu icon on the left, followed by the text "This is text that can show up on the input screen, the printed report, or on both."

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 signature line interface. It features a hamburger menu icon on the left, followed by a blue "Signature" button, the text "Date:", and a white rectangular input field.

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



A screenshot of a rating, prompt, and note line type interface. It features a hamburger menu icon on the left, followed by a white rectangular input field with a blue downward-pointing triangle icon to its right. To the right of the input field is the text "Item", followed by a blue "Note" button and a blue downward-pointing triangle icon.