



# **PDspect**

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 report by going to Tool -> Add Line.*

For a complete list of available How To documents visit the  
Support section of our website: <http://www.pdspect.com/support/index.php>

# HOW TO: DIFFERENT LINE TYPES

This document explains the different line types that you can add to your report. 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 first line type is the 1 question/answer. There are two options for this line type which are shown below.

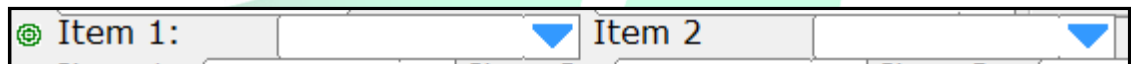
With Rating and Note



Without Rating and Note



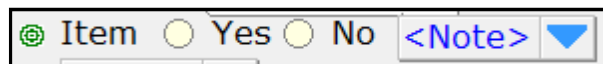
2. The next line type is 2 question/answer. With this line type you can also select to have a Rating and/or Note. For the example below we don't have either.



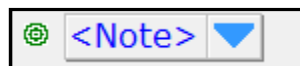
3. The next line type is 3 question/answer.



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.



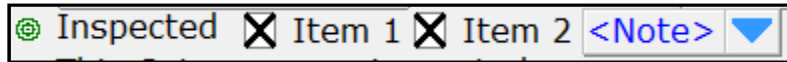
5. Next is the Stand Alone Note line.



## HOW TO: DIFFERENT LINE TYPES

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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.



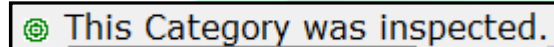
A screenshot of a software interface for a checkbox line type. It features a green gear icon on the left, followed by the text "Inspected". To the right of "Inspected" are two checkboxes, each with an "X" mark, labeled "Item 1" and "Item 2". Further right is a blue text field containing "<Note>" and a blue downward-pointing arrow 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.



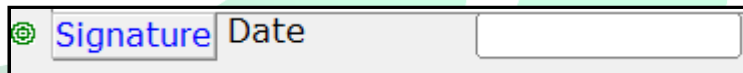
A screenshot of a software interface for an option list line type. It features a green gear icon on the left, followed by the text "Electric On". To the right of "Electric On" are three radio buttons, each with a label: "Yes", "No", and "Not Applicable".

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 gear icon on the left, followed by the text "This Category was inspected." enclosed in a rectangular 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 gear icon on the left, followed by the text "Signature" and "Date". To the right of "Date" is a rectangular input field.

11. The last line type is Rating, Prompt, Note, and it is the most common line type.



A screenshot of a software interface for a rating, prompt, and note line type. It features a green gear icon on the left, followed by a rectangular input field, a blue downward-pointing arrow icon, the text "Item", another blue downward-pointing arrow icon, the text "<Note>", and a final blue downward-pointing arrow icon.