



# **PDspect**

INSPECTION SOFTWARE

**Step by Step**

## **How To**

## **Rearrange Lines**

*This How To article explains how to rearrange the order of lines.*

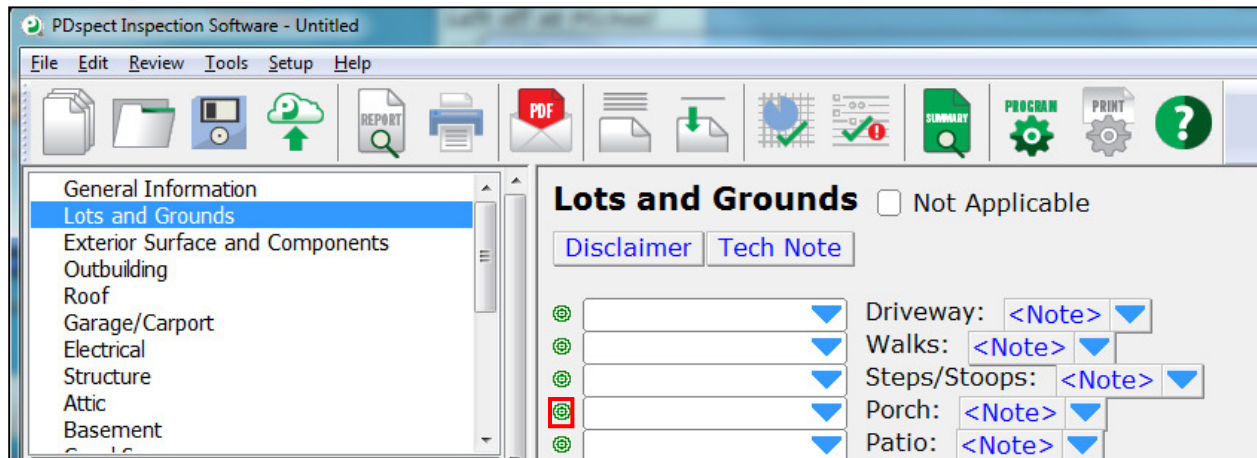
For a complete list of available How To documents visit the Support section of our website: <http://www.pdspect.com/support/index.php>

# HOW TO: REARRANGE LINES

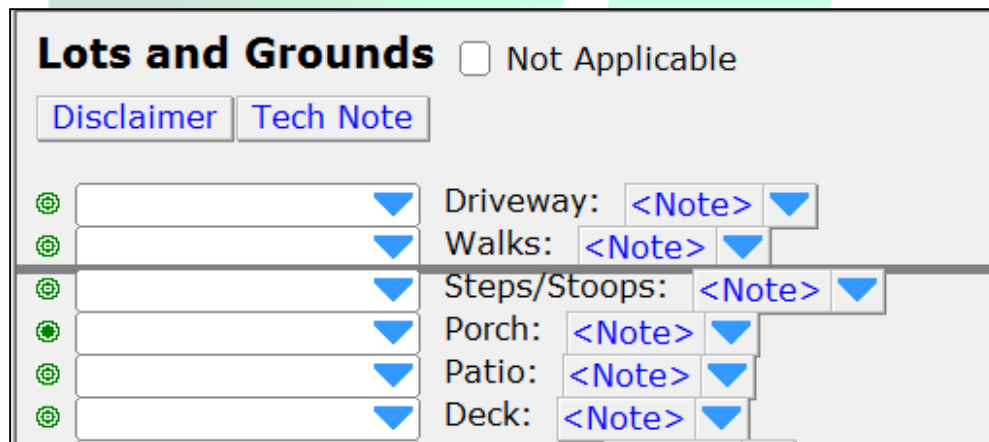
This document will show you how to rearrange the order of lines within a category in your inspection reports. It will show the steps for rearranging lines for an individual inspection, as well as, how to rearrange lines in a template and make it a permanent change.

## Rearranging Lines in one Report

1. To change the order of lines, simply click and hold on the circle to the left of the line you want to move up or down.

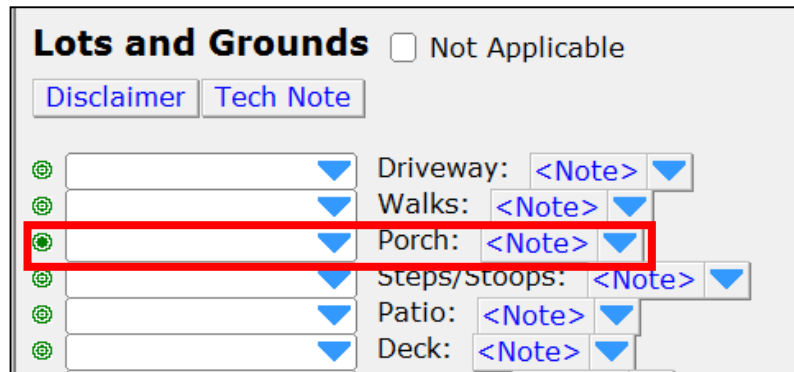


2. Next, (while still holding the left click on your mouse down) move your mouse to drag and drop the line to the new position you want it to be in. As you are doing this, you'll see a gray line indicating where the line will be moved to once you let go of the mouse button.



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3. Once you let go of the mouse the line will be moved to the desired position.



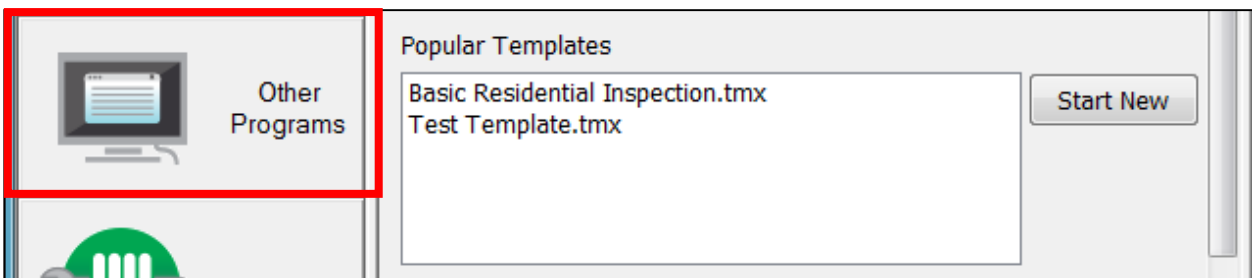
To make the change permanent you can save a new copy of your template by going to Tools->Save As Template. You will then be able to give a new name(or the same name if you want to overwrite what you already have) to the template that has the changes you made to the inspection that is open.

### Rearranging Lines in a Template

There are two different ways to rearrange lines in a template. The first method is from within the PDspect Inspector program. You can rearrange a line following the steps outlined on pages 2-3 of this document. To make the change permanent you can save a new copy of your template by going to Tools->Save As Template. You will then be able to give a new name to the template that has the changes you made to the inspection that is open.

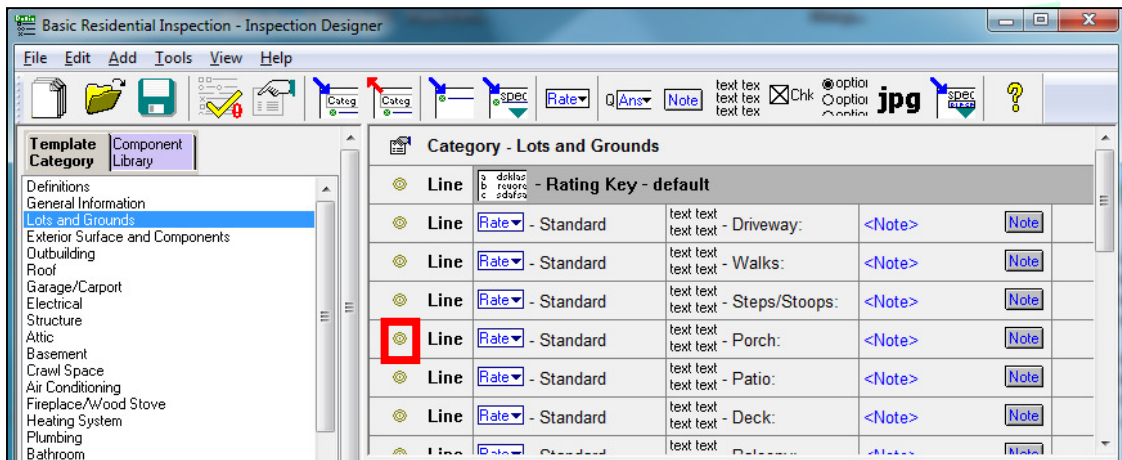
The second method for rearranging lines in a template is done in Inspection Designer and the steps are below:

1. First, open your PDspect icon and then select the 'Other Programs' tab to open Inspection Designer.

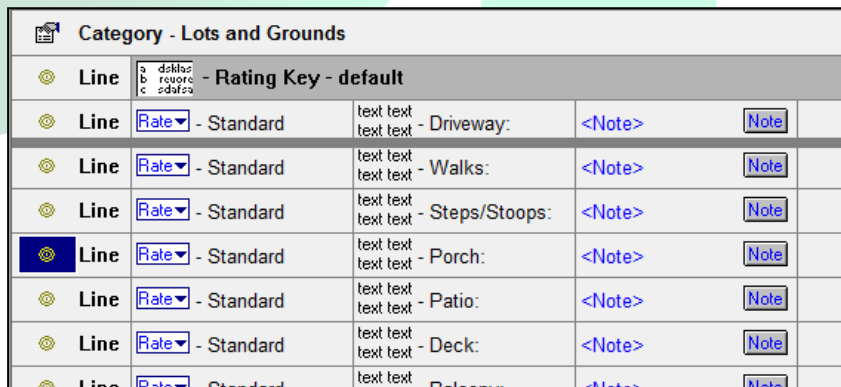


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2. Next you need to open the template file that you want to modify by going to File->Open. Click on the template you want to change, and once it is highlighted click on OK.
3. You will now need to go to the category that contains the line(s) you want to rearrange.
4. You can change the order of lines from either the Work Area (top half of the screen) or the Preview Area (bottom half of the screen). In both cases, you simply need to left click on the circle that is on the left of the line.



5. Next, (while still holding the left click on your mouse down) move your mouse to drag and drop the line to the new position you want it to be in. As you are doing this, you'll see a gray line indicating where the line will be moved to once you let go of the mouse button.



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6. Once you let go of the mouse the line will be moved to the desired position.

Category - Lots and Grounds						
Line	Rating Key - default					
Line	Rate - Standard	text text	text text	- Driveway:	<Note>	Note
Line	Rate - Standard	text text	text text	- Porch:	<Note>	Note
Line	Rate - Standard	text text	text text	- Walks:	<Note>	Note
Line	Rate - Standard	text text	text text	- Steps/Stoops:	<Note>	Note
Line	Rate - Standard	text text	text text	- Patio:	<Note>	Note
Line	Rate - Standard	text text	text text	- Deck:	<Note>	Note
Line	Rate - Standard	text text	text text	- Deck:	<Note>	Note

7. The line will now be moved to the desired position and the last step is to save the change. To save the template, go to File-> Save. If you wanted to create a new template that included the change you can do this by going to File -> Save As and giving the template a new template name.