This document reviews the various icons and buttons you'll see in Version 5 on the tablet version. You may also wish to [view the tutorial video](#) to see this in action. Keep in mind that you may or may not have access to all of these options, which is dependent on your permissions settings.

Depending on the button you may need to press and hold for ¼ second for the program to execute your command.

The **Navigation Menu** can be accessed via the tree button in the upper left. It features green, red, and yellow squares and numbers to indicate complete, open, and pending final items.

Navigate to areas and rooms in your project via the Navigation Window.
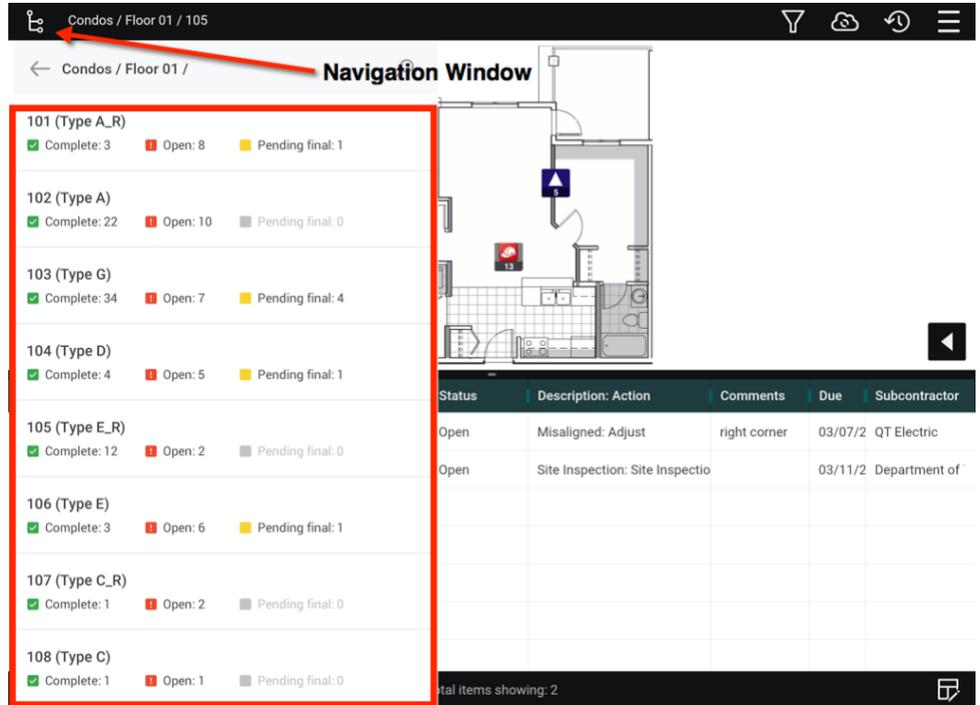
The **Filter**, which looks like a funnel is in the upper right. Use it to set global filters based on a number of options.

The **Sync** button is in a prominent location, in the upper right to remind you to sync often, when you have access to a strong Wi-Fi Connection. Use this button to sync with the servers.

The **Recently Accessed Plans** button gives you quick access to return to Plan Views you've recently accessed.
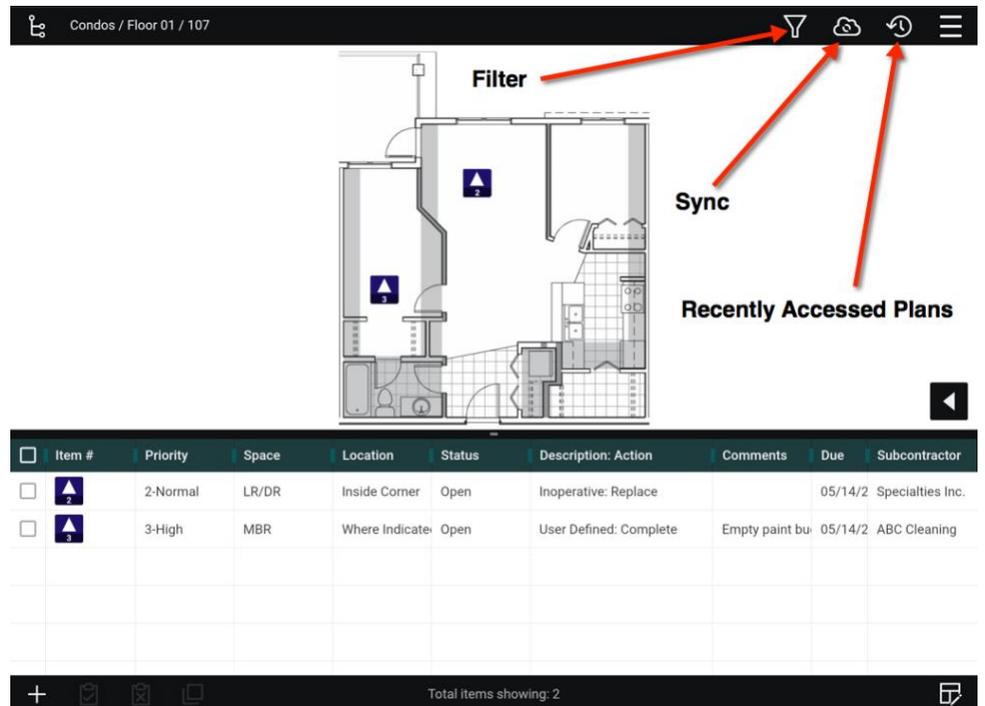
The **Menu** button in the upper right corner provides access to several features:

Screen layout which allows you to change your view of the Plan and List view, depending on your preferences.

Selecting the **Administration** option will open an internet browser to access the online version of FinishLine. *An internet connection is required for this.*

You may also access various options by selecting **Settings**. Access **Logout** from the Menu.
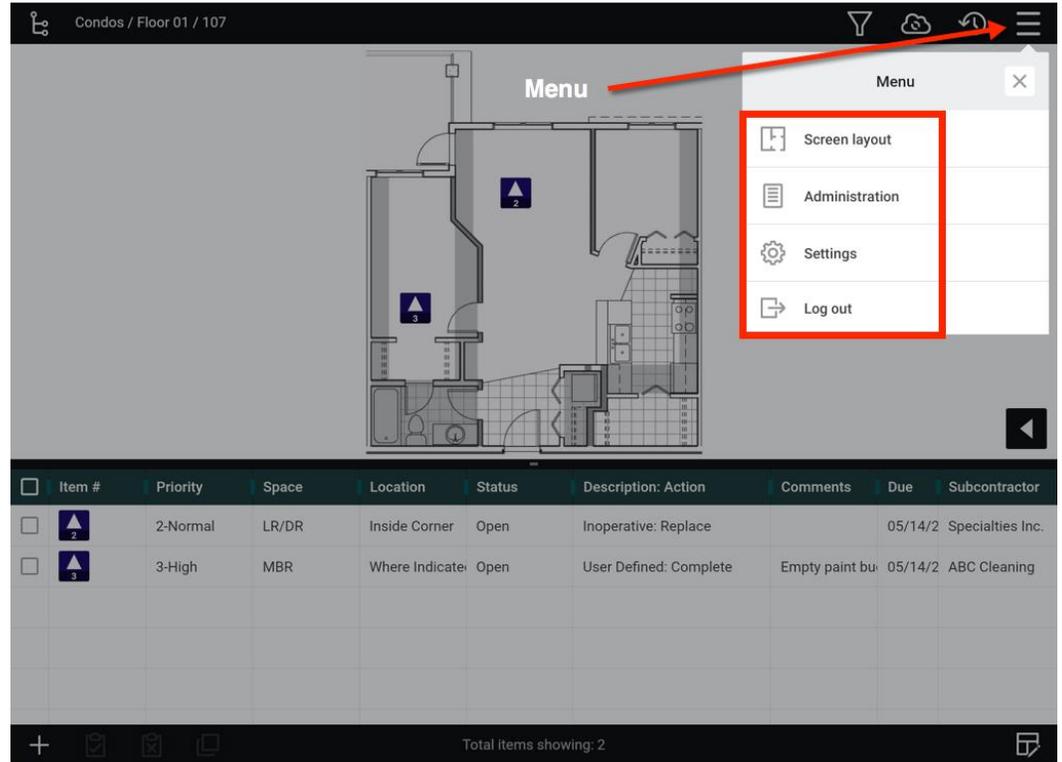
There's an **Expandable Tab** on the Plan View, press the white triangle in the black square to access several options.

The **Legend** button provides information for menu options which are currently on the Plan View.

**Markers** allows you to hide the item markers on the Plan View to have a clean view.

Full Display allows you to zoom out to full view if you've been zoomed in on the Plan View.
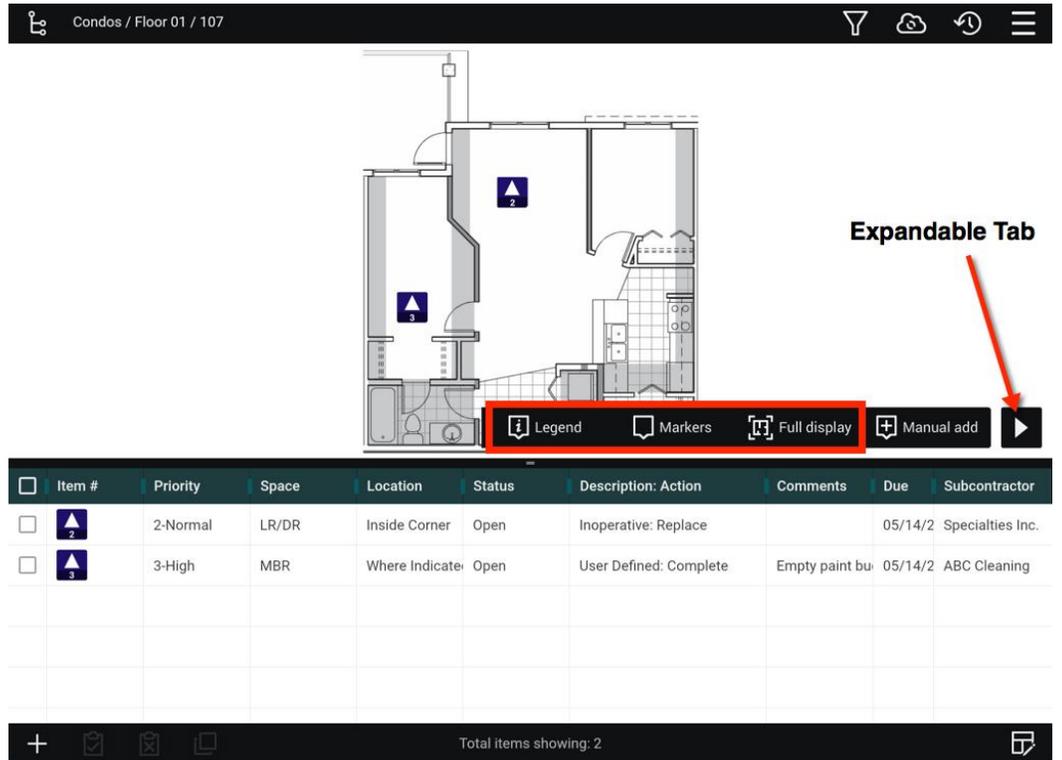
Select **Manual add** to open the **Item creation modes** menu. This menu allows you to choose how you'd like to add items. Add items one by one with **Manual add**.

Use **Copy by dragging** by selecting that option in the Item creation modes menu. Then return to the Plan View, select an Item in the Plan View, then drag and release to replicate.

Add favorite allows you to add items by pressing and holding on the Plan View. There are currently 3 Favorite options listed in this example.
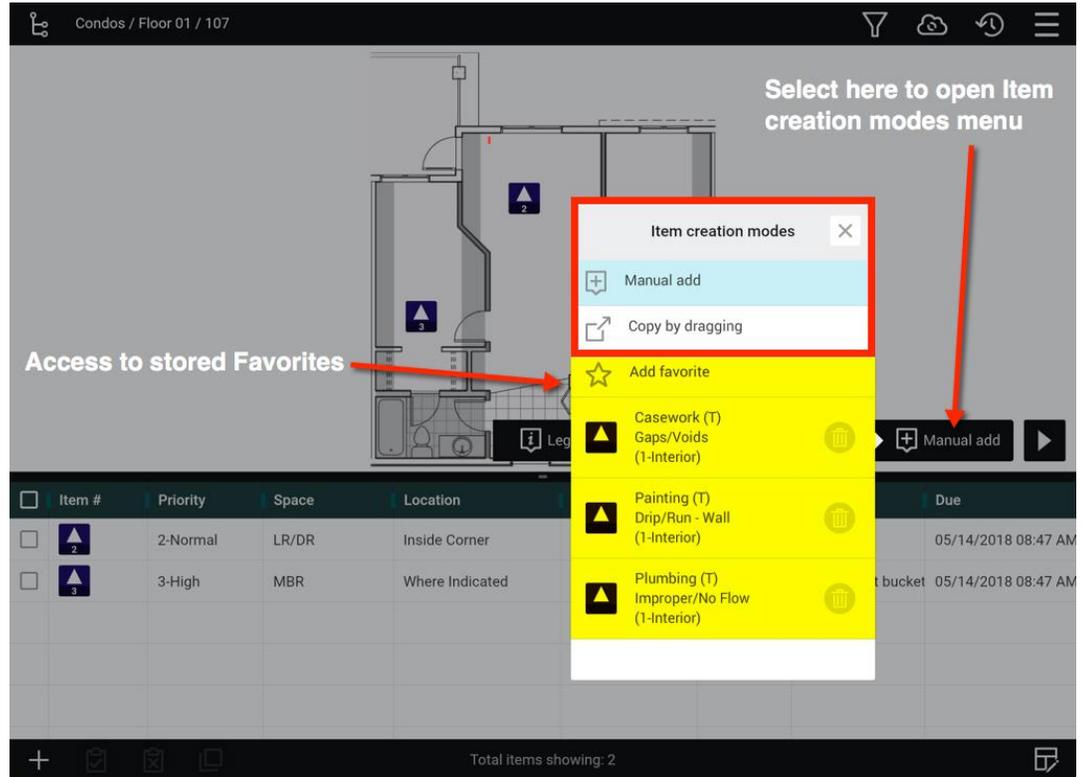

The + in the lower right is the **Add new item** button. **NOTE**: If you use this option, the new item will only appear in the List View and not on the Plan View.

The **Complete button** is the icon with the checkmark. The **Uncomplete button** has an X. Use these to complete or uncomplete items.

Multi-unit item copy can be used to copy items from one Plan View to another.

The **Table columns configuration button** allows you to modify the column settings.
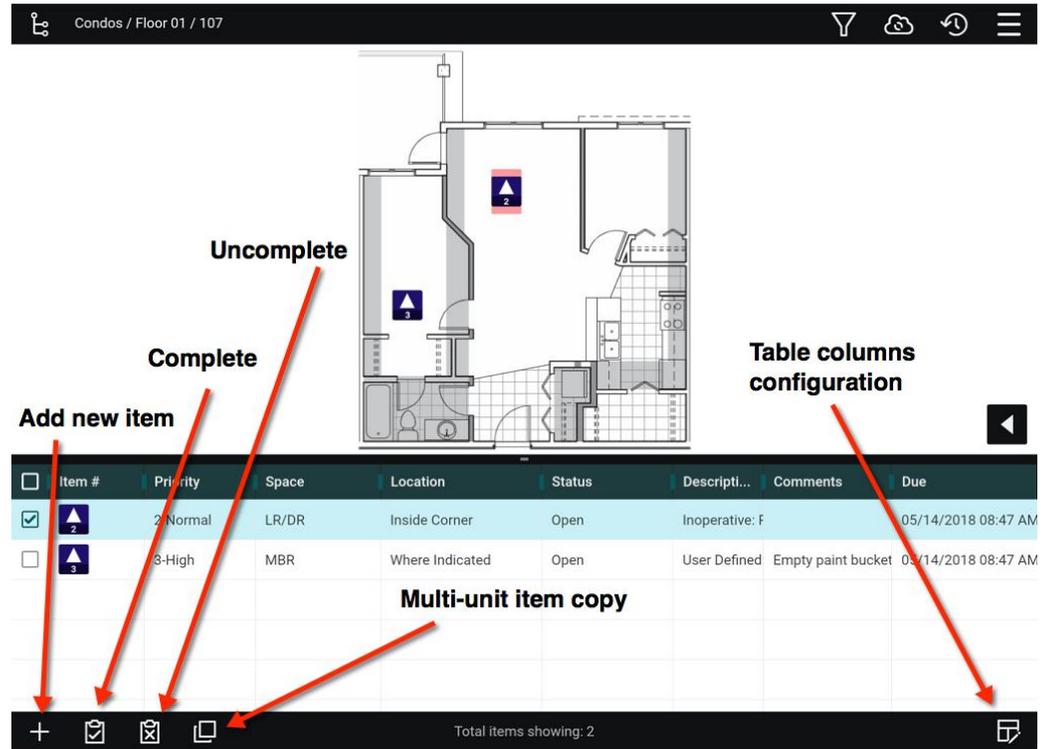
Press and hold on the **Plan View** or "*Punch on the plan*" to add a new item. This will bring up the **Super Grid** which will allow you to select the Inspection **Type**, **Task**, and **Description**. Depending on your selections, the option will change based on what you select in each column.

After you make your selections in the **Super Grid**, the **Add new item form** will appear.
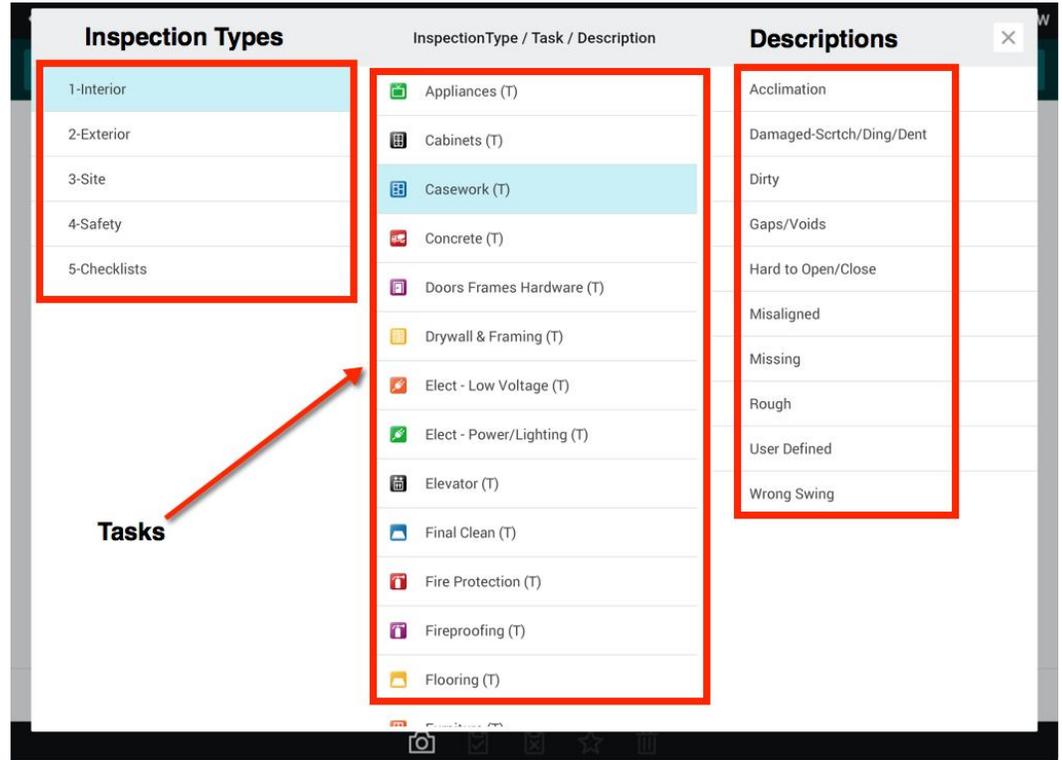
This is the **Add new item** form as inditated by the text across the top and the Status of NEW.

Your selections from the **Super Grid** have been filled in for the **Inspection Type**, **Task**, and **Description**.

Depending on how your project is setup, information such **Action**, **Location**, **Subcontractor** and **Due Date** might be pre-filled on the **Add new item** form.

Add more information to the item or add **Comments**.

Press the **Camera** button to snap and add a photo to the item.

Select the **Save changes** button to save it when you're done.
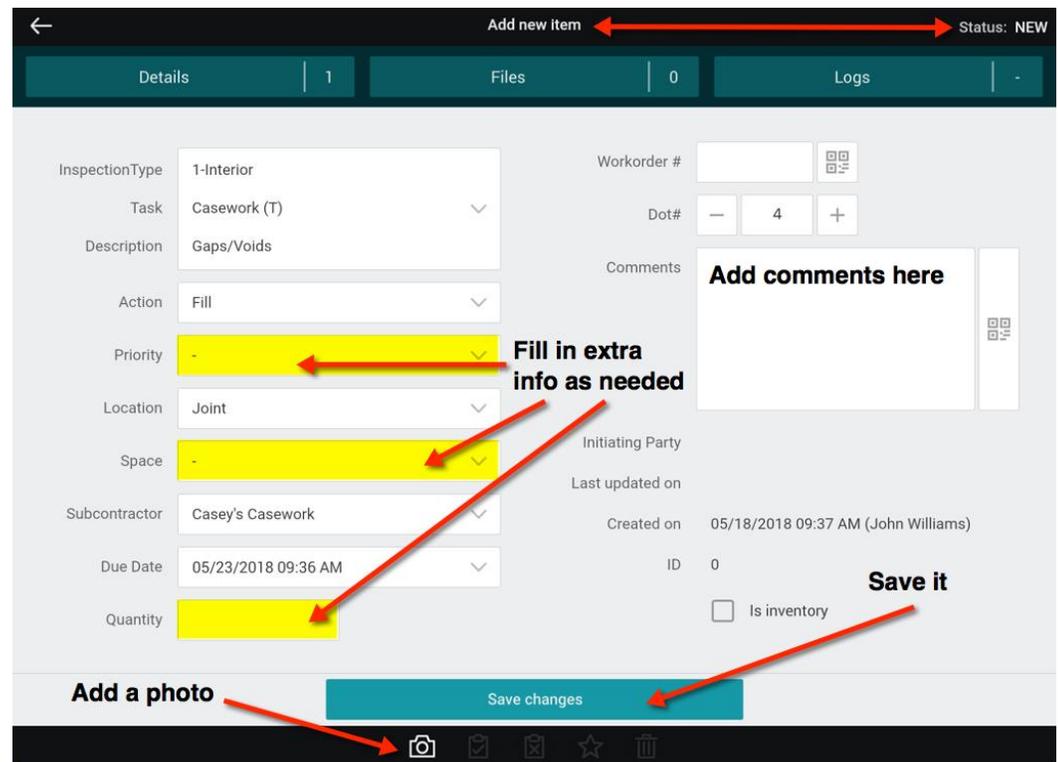
You may open and edit an item in one of two ways:

1) Select the item from the List View

OR

2) Press and hold the item on the Plan View

Then you'll be taken to the Edit item from.

Now we're in the Edit item Form. From here you can make edits as needed.

The **back arrow** will return you to the main screen. Across the top of the form you'll see three tabs:

Details contain the various steps required to resolve the issue.

Files contain the item attachments such as photos, plan annotations, signatures, and other files.

Select the **Logs** tab to access the **Change Logs** for this item, which shows the type of changes made to the item, when the changes occurred, along with other details.

Access the **Camera** button from the botton of the Item form. To the right of that you'll see the **Complete** button and the **Uncomplete** button.

To add an item to **Favorties**, select the star button. And next to that is the **Trash** button, if you want to delete an item.
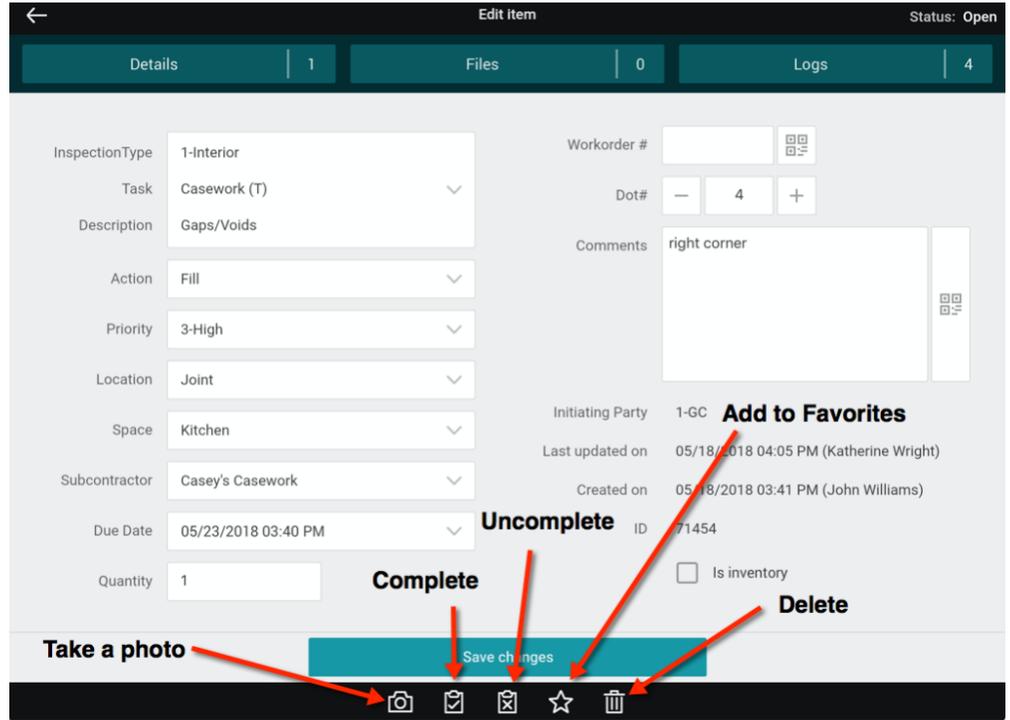
If you make any updates to an item, be sure to save it by selecting the **Save changes** button.

To learn more about FinishLine Version 5 for Smartphones please see this document. Call 1-888-869-8685 or email support@punchlist.net if you have questions or need more information.