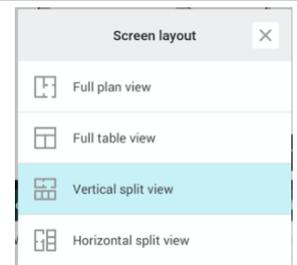


The FinishLine Pro screen is made up of two primary windows: The Plan View and the List View. These two windows can be displayed in the Vertical split view (as shown above), Horizontal split view (side by side), Full plan view, or Full table view. The Screen layout button is accessible via the Menu dropdown in the upper right.

Choose the layout you want by touching on it in the dropdown list. The Sizer control can be used to adjust the size of the windows. Touch and drag to adjust window size.



The List View reflects all the items in the Plan View in a spreadsheet style format. The columns that display in the List View can be adjusted by clicking on the Table Columns Configuration icon in the lower right.

**NOTE:** FinishLine Pro App for iPad and Android uses a press, hold and release method to ensure that the program responds to your choices. In many cases you will need to press and hold the item for ½ second before releasing. In trials light taps were being interpreted by the tablet as a swipe, resulting in a pan action. By incorporating a slight delay, we were able to eliminate this confusion.

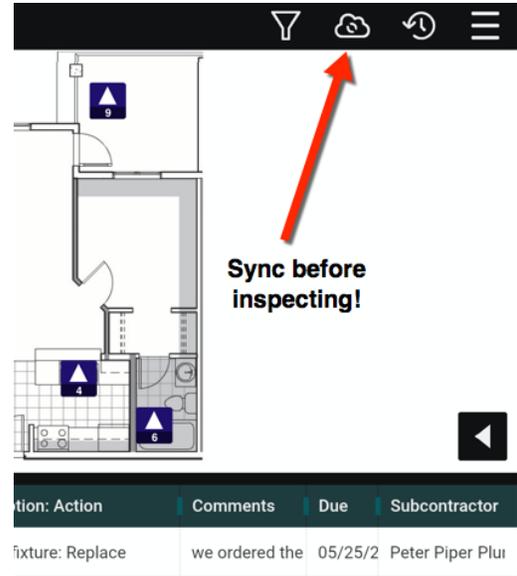
**Syncing the FinishLine Pro App**

Before inspecting, connect your device to a wireless internet connection. You can always go into your browser software (i.e. Safari™, Firefox™, etc.) and go to a site like www.Google.com to confirm you have a connection.

Once you are sure you have a connection, touch the Sync button in the upper right-hand corner.

It only takes a minute or 2 to download updated files from the server and upload any data you have collected during inspections.

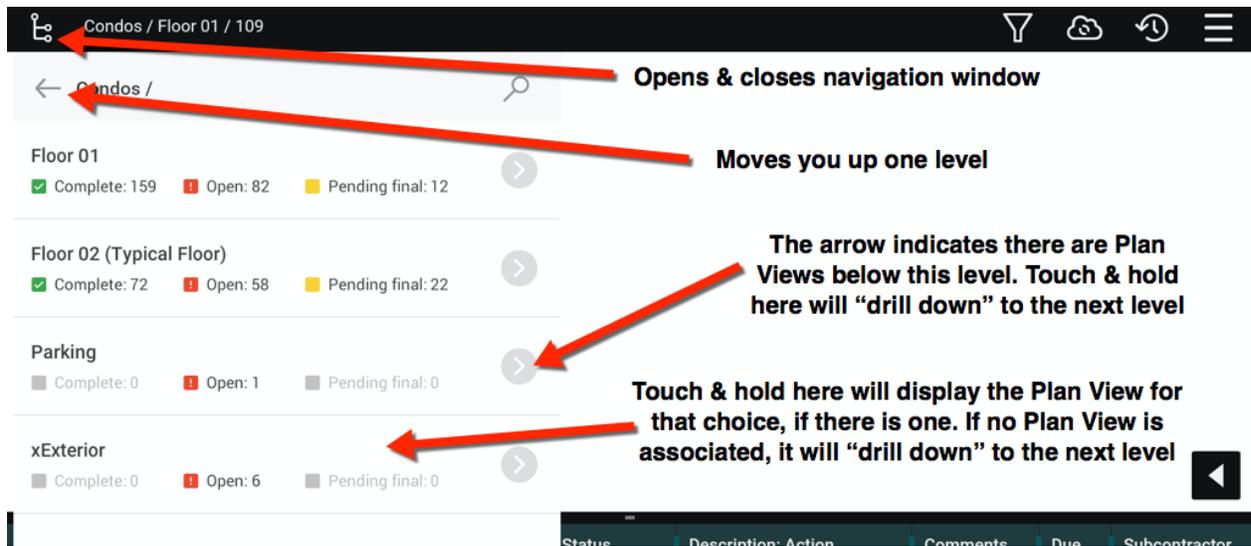
**Note:** The Browser version of FinishLine does not have a sync button. If you are using FinishLine through a web browser, you are connected directly to the server and do not need to sync.



**Synchronize Often!**

**As often as is practical, synchronize with the server to ensure that all users are seeing the same information.**

**Navigating to Plan Views**



Press the Navigate button to bring up the Navigation Pop-over window.

By clicking on the arrows on the right you can drill down to the Plan View you need to work on.

If a Plan View has a floor plan associated with it, you can touch to the left of the arrow to immediately display the floor plan. If you touch on the Plan View name and it “drills down” there wasn’t a floor plan associated with this Plan View.

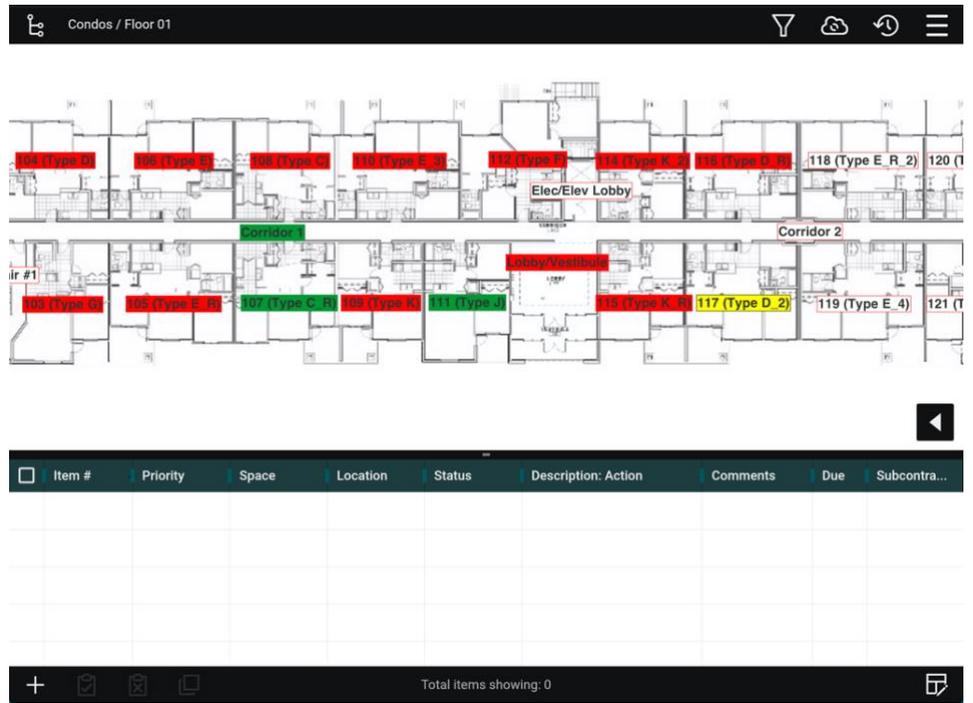
The arrow button takes you up one level.

**Visual Navigation**

Some installations include the ability to navigate to an area by clicking or tapping on a hot spot link on a larger plan.

You can use the Recently Accessed Plans Panel to return to the previous screens.

The labels will also show status of items, outline red for no Items in this area, solid red for at least one Open Item in this Area; solid yellow, for no Open Items, but at least one Pending Final Item in this area and solid green for all Items Complete in this area.

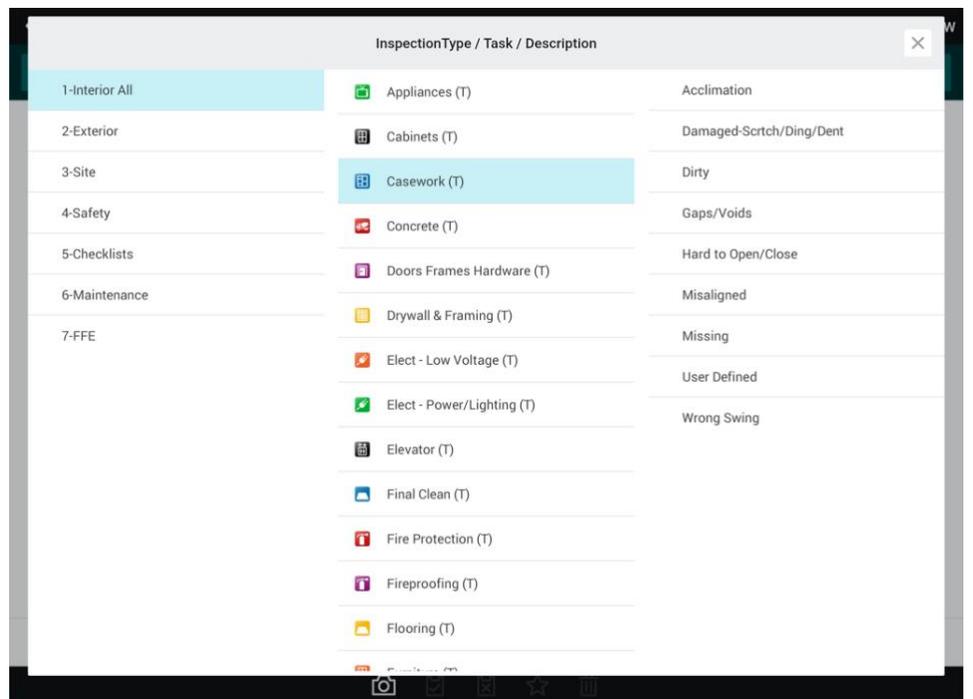


**Creating an Item**

Touch, hold and release anywhere on the Plan View and the “Super Grid” will come up.

Choose an Inspection Type in the first column and the related Tasks will show in the second column. Choose a Task and the related Descriptions will show in the third column.

After you select your choice in the description column, the Add/Edit form will appear.



**Item Add/Edit form**

You'll see that this is a NEW item form as indicated in the upper right and the "Add new item" text at the top. When you are editing an open item, it will say "Open" in the upper right and "Edit item" across the top.

The Dot# is filled in automatically based on the next available Dot#.

The Space field will show the appropriate space. (Not all projects will use the space field.)

Location helps to identify where an item is in our 3-dimensional world using a 2-dimensional drawing.

The Task group identifies the category of an item on which you are working. Usually this is related to Trade or Construction Division.

A default Action and Subcontractor will be automatically displayed by your choices for Inspection Type, Task and Description. You can override these defaults.

When you create your first item, the Due Date is set to a preset due date. If you change this date it will carry forward as the default due date for the subsequent Items you create. It will reset back to the default due date when you log out.

Add any comments and then select the Save changes button.

← Add new item Status: NEW

Details | 1 Files | 0 Logs | -

InspectionType: 1-Interior  
 Task: Casework (T) ▾  
 Description: Gaps/Voids  
 Action: Fill ▾  
 Priority: 2-Normal ▾  
 Location: Joint ▾  
 Space: LR/DR ▾  
 Subcontractor: Casey's Casework ▾  
 Due Date: 05/28/2019 03:24 PM ▾  
 Quantity:

Workorder #:   
 Dot#: - 19 +  
 Comments:   
 Initiating Party:   
 Last updated on:   
 Created on: 05/23/2019 03:26 PM (Bob Anderson)  
 ID: 0  
 Is inventory

**Be sure to Save!**

Save changes

**To Edit/Complete an Item**

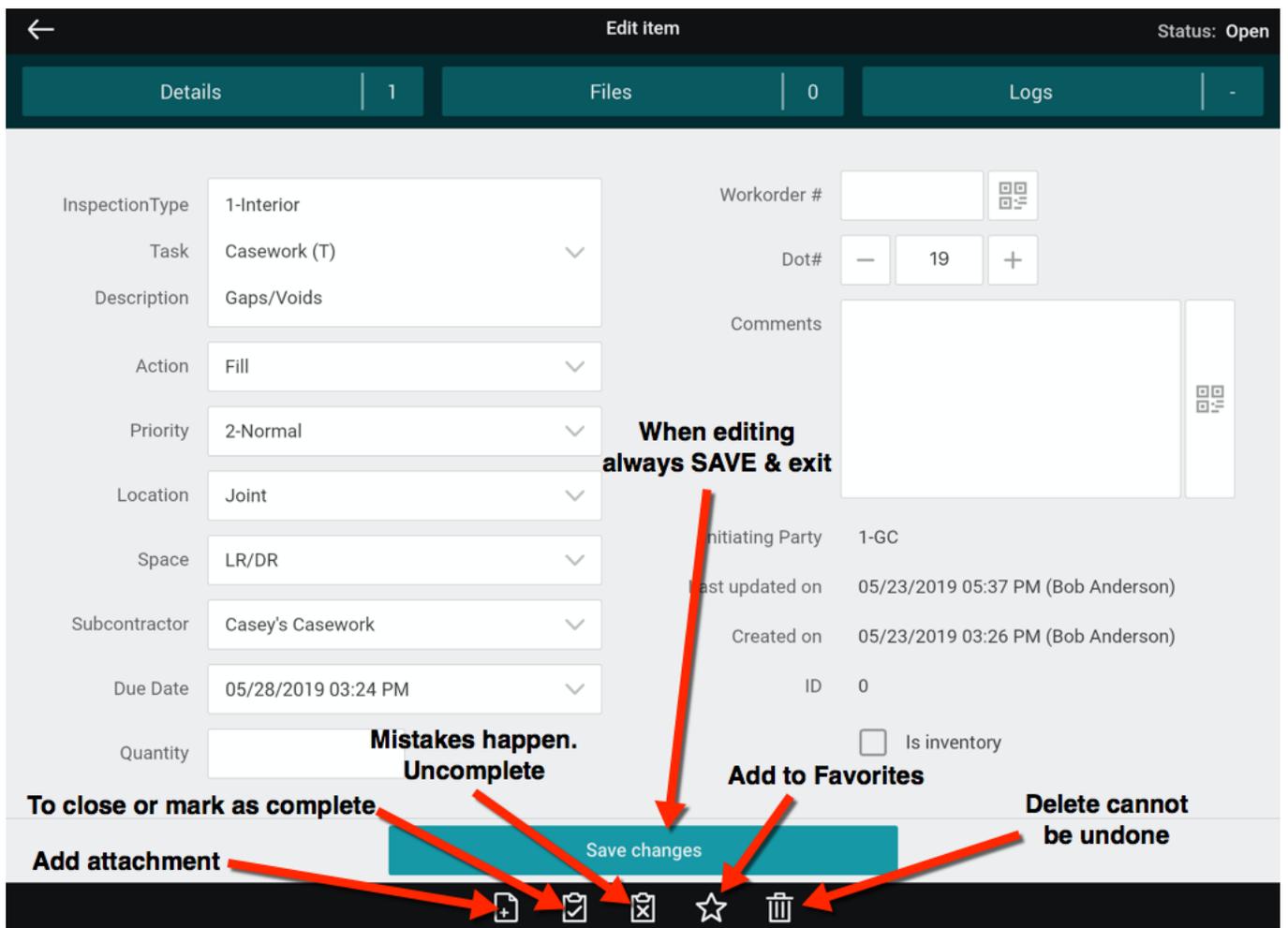
Simply touch or click on an existing Item in the Plan View or List View, then click on the Complete button.

This Item will disappear from the Plan View and List View but it is still in the database as a Complete or closed Item.

**Note:** You can Uncomplete an Item.

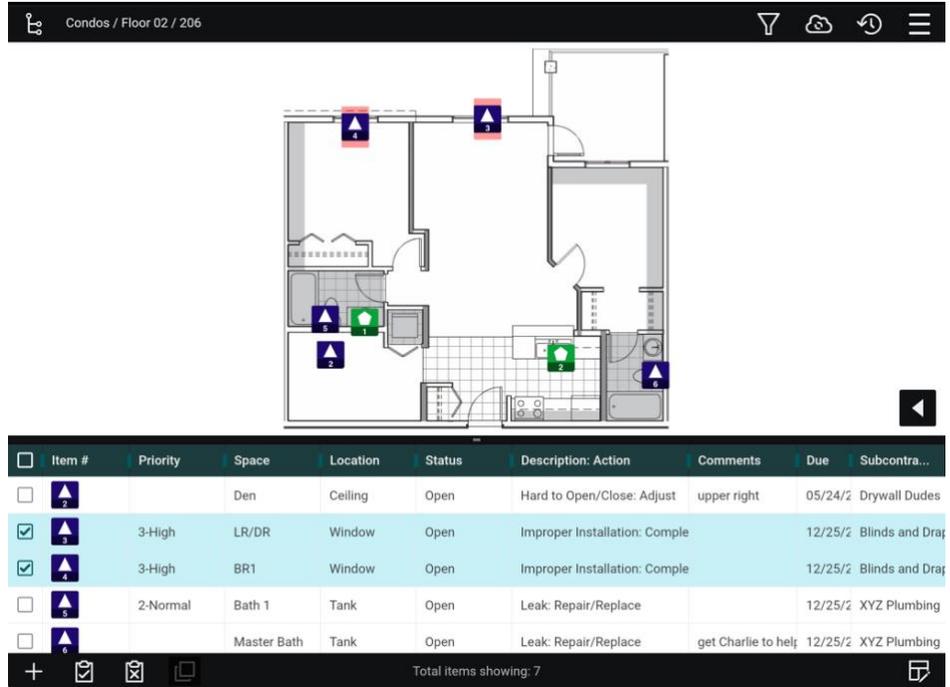
**You cannot, however, Undelete an Item.**

**Note:** Some options will not be available to all users. For example, if you do not have delete permissions the garbage can will be greyed out.



You can also Complete many Items at one time from the List View. Check the box on the left side of all the items you want to Complete, then select on the Complete button.

If you select the checkmark of one or more items in the List View, FinishLine will highlight the items in the Plan View.



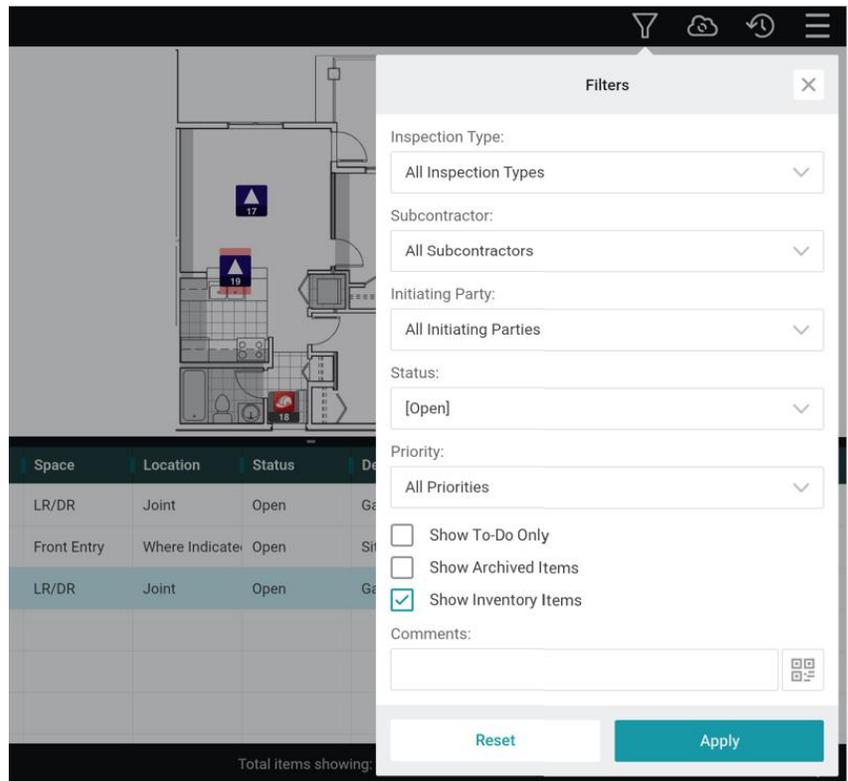
### Using Filters

On the top of the FinishLine screen is the Filter. It allows you to filter by Inspection Type, Sub-Contractor, Initiating Party, Item Status, Priority, Comments OR any combination. Once you have selected your filters, click on Apply.

Notice that the Items that were previously in the Plan View and the List View are filtered to your criteria. The default filter is ALL Open Items.

These filters will also affect the status totals in the navigation window.

Click on the Reset button to set the filter to the default of All Open Items.



### Have questions or need more information?

Email us at [support@punchlist.net](mailto:support@punchlist.net) or call 1-888-869-8685 – we’re here to help.