












QUICK REFERENCE GUIDE

InCheck Form Builder

Here's a quick reference list of every question format type available in your InCheck Form Builder – including its icon, what it means, and an example of how it's used by teams in similar forms.

To see these questions live and in action, visit our [InCheck Video Hub](#).

| QUESTION FORMAT | HERE'S HOW IT WORKS | EXAMPLES |
|---|---|--|
|  YES/NO | This question format is perfect for when you want a simple YES or NO response. | Is the carbon monoxide alarm functioning? |
|  MULTIPLE CHOICE | Users can select more than one response. Please note — this question format cannot automatically trigger work or begin a branching sequence | Select all of the pieces of equipment that are in this gym: |
|  CONDITION | The Condition question format allows the user to select one response from several pre-set ratings with associated visual icons (New, Good, Fair, Poor, Missing, Damaged, or N/A). | What is the condition of the refrigerator? |
|  CUSTOM ICON | The structure of this question format is similar to the Condition and Select One question types, but you can customize the responses here - including rating options and associated icons. Users can still only select one response from the options you give them. | Based on our company's rating system, how would you rate the overall condition of the kitchen? |
|  CUSTOMER SATISFACTION | Users can choose one response ranging from Very Happy to Very Unhappy, with a corresponding "smile icon" for each choice. | Was the resident satisfied with the walkthrough? |
|  DATE | This question format can be used to add dates to any form, including a default date value. Please note that Inspection date is typically already included on many existing forms. | What date does the oven warranty expire? |
|  DROPDOWN | This question format allows users to make one selection from a dropdown menu featuring customized options. | Select the flooring type in the living room area: |
|  INTEGER | This question format allows the user to input an integer (whole number) only. No other text or special characters can be submitted. | How many smoke alarms are in the unit? |
|  MONEY | This question format allows the user to put in a number and that number is formatted as currency (e.g. \$20.38) | What is the estimated cost of repair for this item? |
|  NUMBER | This question format allows the user to input a number, but will allow for decimal places. | What is the current temperature in the unit based on your reading? |
|  QR CODE | This question format allows the user to scan a QR code or barcode and capture any associated information (a serial number, for example). | Capture the barcode on the refrigerator: |

| QUESTION FORMAT | HERE'S HOW IT WORKS | EXAMPLES |
|---|--|--|
|  SELECT ONE | This question format allows the user to view a list of customizable response options and select one. | How many bedrooms does this unit have? |
|  SIGNATURE | This question format allows the user to capture a signature. | Capture the resident's signature at the end of the walkthrough: |
|  STAFF | This question format allows the user to select a staff member from your account as something you want to capture/input in the form. Staff here is defined as anyone who has an InCheck role at the building. | Who was the security guard onsite during the incident? |
|  STAR RATING | This question format allows the user to select a star rating from 1 – 5 stars. | How would you rate the cleanliness of the space overall? |
|  STATUS | This question format allows the user to select a status from a set of customizable options. It can be used to determine overall status of a record (inspection, compliance item, etc.) | Based on our team's standards, would you include this unit on the watchlist, the immediate renovation list, or approve it for leasing? |
|  TENANT | This connects to the Tenants listed on your account, if you have any. It allows users to select a specific Tenant. | Which resident was present during the walkthrough? |
|  TEXT AREA | This question format allows the user to input a large amount of text (a couple of sentences). | Describe the condition of the exterior |
|  TEXT FIELD | This question format allows the user to input a small amount of text (a few words). | Name the brand of the washer and dryer |
|  USERS | This question format allows your staff to select a person who is assigned to the property, even if they don't have an InCheck role there. | Which team member accompanied the inspector? |
|  VENDOR | This question format allows the user to select a vendor from your team's existing records setup on your account, if you have any. | Which vendor performed the extermination? |
|  VIDEO | This question format allows you to upload a video that can be watched as part of the form. It's great for providing additional instructions and/or context before another question – nothing can be submitted by the user as part of this field. | Here's a video walking through the boiler inspection process – watch to learn how to input the right details |
|  MULTI-QUESTION | This allows you to combine multiple questions into a single screen for your onsite user. This can include either "Select One" question types, or "Multiple Choice" question types. | Here are several basic questions about the condition of the bathroom |
|  UPDATE RELATED | Update Related lets users update the status of a Work Order depending on the results of the inspection/what they've submitted in the form. | Mark the Work Order as Investigated, In Progress, or Completed based on your assessment. |