

# Date and Time Stamps

You can now have the **date and time** the **requirement** and **input fields** were filled out.

In order to enable this you:

1. Go to the **Template settings** in the **Template Builder**.
2. Select **Reports Tab** at the top.
3. **Deselect** “Disable the Requirement Timestamps on the Completed Audit Report, Completed Audit Summary and PDF reports.” setting, so it looks like the image below.



The time will display in **Pdfs** and on the **completed report** like this.



## **PLEASE NOTE:**

- Requirements/Input Fields which aren't filled in won't show a timestamp.
- Time Stamp for Input Fields won't show if conducted on the iPad.