

## User guide: Draft versus Finalised checklists

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## 1. Definitions

### Draft inspection:

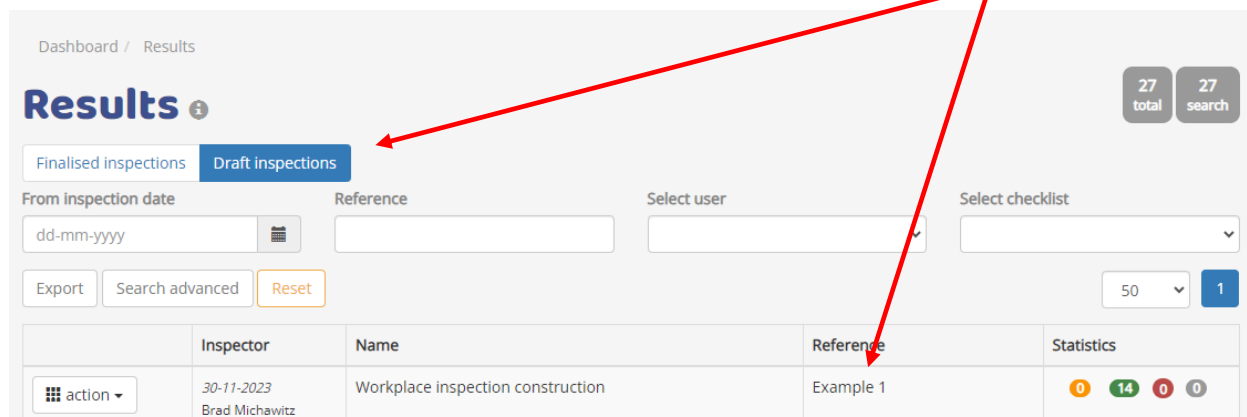
A draft inspection is either an incomplete inspection or an inspection that should be completed. For instance, because a photo should be added, or a comment should be clarified.

### Finalised inspection:

A finalised inspection is a completed inspection that you do not want to modify anymore.

## 2. Webbased inspection - how to upload a report as Draft

When you are working online, you report will automatically be stored as a Draft inspection.



Dashboard / Results

# Results

27 total 27 search

Finalised inspections Draft inspections

From inspection date dd-mm-yyyy Reference Select user Select checklist

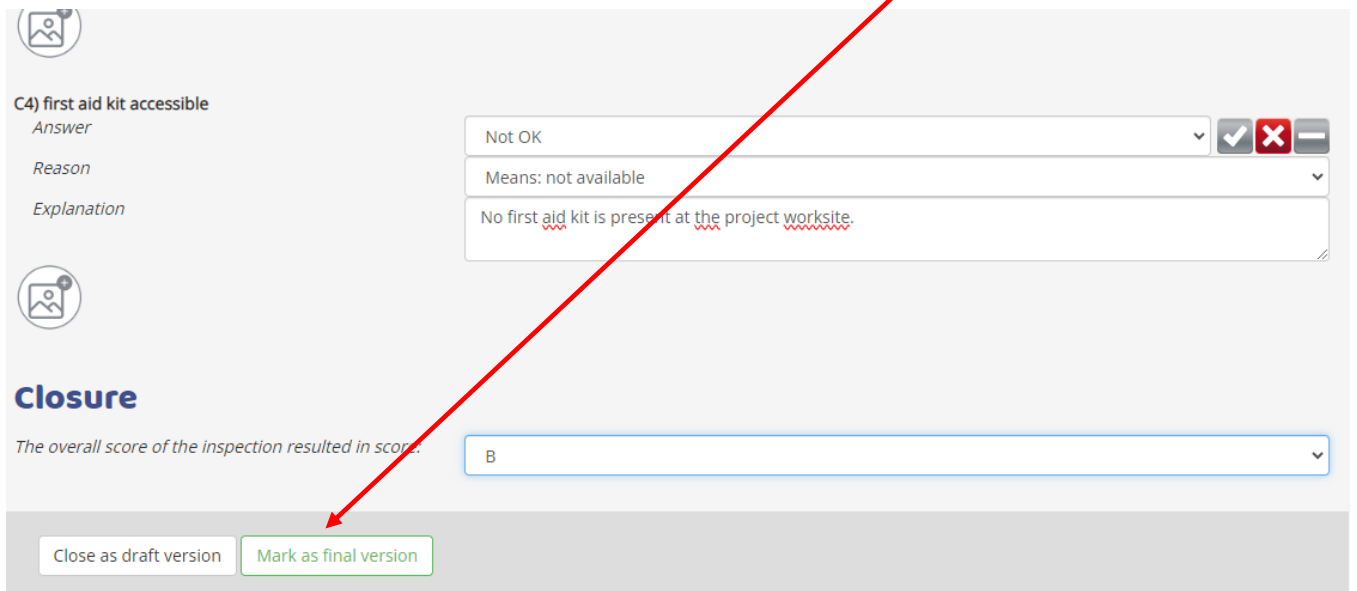
Export Search advanced Reset 50 1

	Inspector	Name	Reference	Statistics
action	30-11-2023 Brad Michawitz	Workplace inspection construction	Example 1	0 14 0 0

You find your Draft inspections via the main menu item “draft inspections”

Once finished, you can save your inspection result as finalised inspection. It will then be included in the Finalised Inspection overview.

In the webbased inspection checklist, this option is available at the bottom of your checklist.



C4) first aid kit accessible

Answer: Not OK

Reason: Means: not available

Explanation: No first aid kit is present at the project worksite.

**Closure**

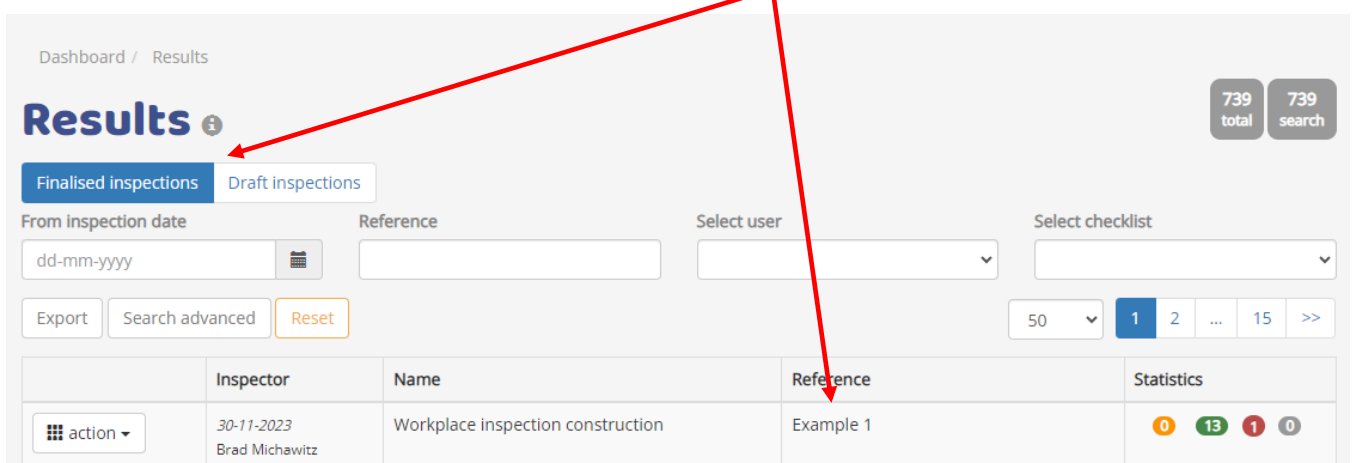
The overall score of the inspection resulted in score: B

Close as draft version    Mark as final version

When you select mark as final version, a pop up will appear asking for a confirmation. This is because finalised checklists cannot be modified anymore.

Are you sure you want to make this result final? If you select OK, it is not possible to edit this result anymore!

After confirmation the checklist result is included in the Finalised Inspections.



Dashboard / Results

**Results** 739 total 739 search

Finalised inspections    Draft inspections

From inspection date: dd-mm-yyyy    Reference:    Select user:    Select checklist:

Export    Search advanced    Reset    50    1 2 ... 15 >>

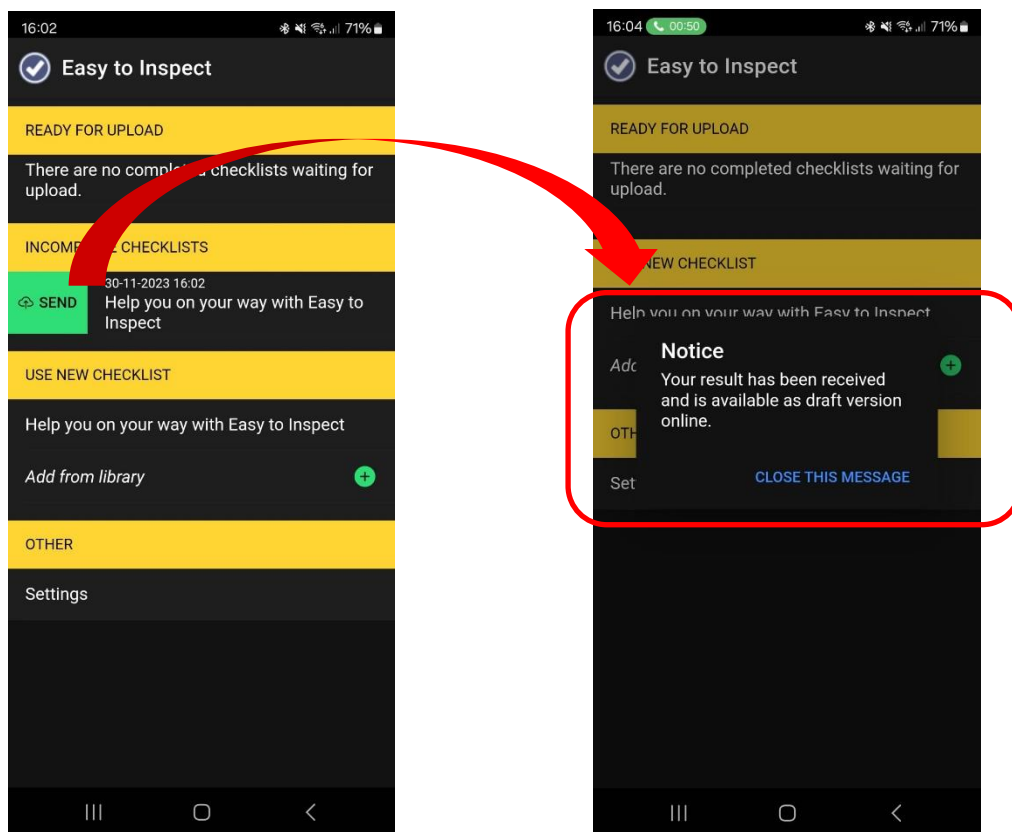
	Inspector	Name	Reference	Statistics
action	30-11-2023 Brad Michawitz	Workplace inspection construction	Example 1	0 13 1 0

### 3. App based inspection - how to upload a report as Draft

When you are working with your mobile device (phone or tablet), your report will automatically be stored in your device when you close it. However, it is possible to upload your incomplete inspection result to our database and complete your inspection online.

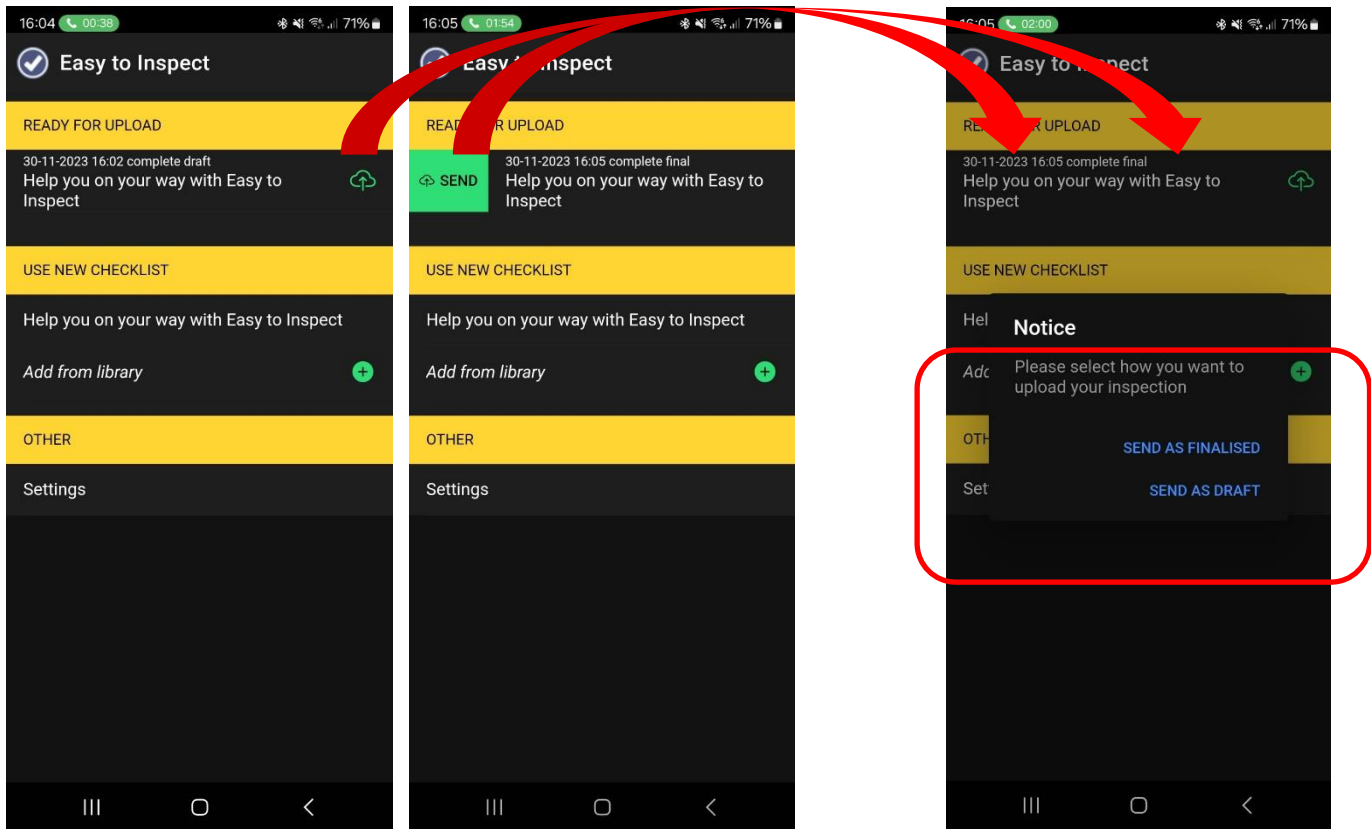
Also, in case of a completed inspection report, it is possible to send in the report as a draft version, which enables modifying the report online.

To send an incomplete inspection report to the database of Draft inspections, swipe to the right. Incomplete results will always be included in the Draft inspection database.

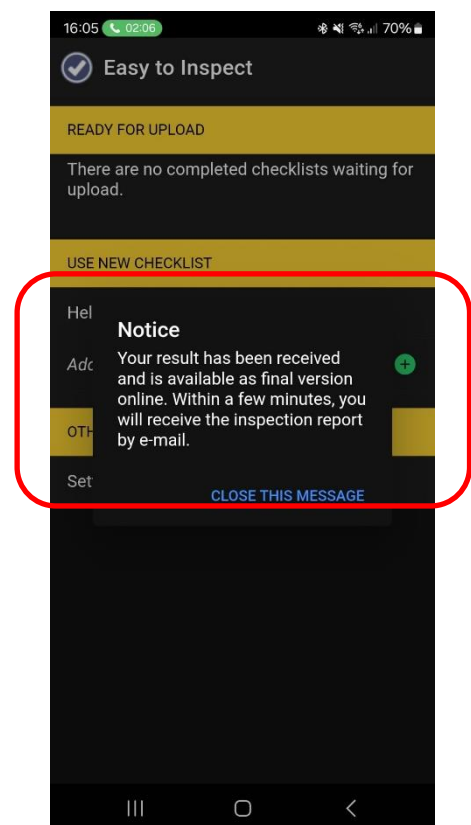


To send completed inspection to the database you can swipe to the right or click on the upload icon.

Then you will be asked if you would like to send in as Draft version or as Finalised version.



Depending on your selection you will receive a confirmation message after your upload.





**Note:** In some cases it is not possible to upload an incomplete inspection report or send in a report as Draft version. This is because your checklist administrator has defined that such is not allowed.

Example: you are carrying out an inspection for which the representative is signing of the inspection result. In such case it would not be allowed to change the inspection outcome afterwards.

my checklists / new checklist Help me

## Edit your checklist ⓘ

[General settings](#) [Introduction](#) [Questions](#) [Closing](#) [Translate](#) [Report settings](#) Preview

Default language of the checklist:  Checklist Name:

Results that have been made using the App, can be edited online.  No

Inspection results that have been made using the App, may be uploaded as incomplete.  No

Completed inspections that have been made using the App, can be uploaded as drafts.  No

OK-NOK-question: Automatically create a non-conformity for 'Not OK'- answers.  Yes

Scoring (SS): Automatically create a non-conformity for answers below the limit value.  Yes

[More settings](#)



## 4. What can be done with finalised inspections

Finalised inspections can be dealt with based on assigned roles.

Actions with finalised results vary from:

- ✔ View, download, print.
- ✔ Assign actions resulting from inspections (see help guide action tracker).
- ✔ Analyse inspection results.

## 5. Frequently Asked Questions

- 1) I can't see the inspection result in the overview draft inspections.
  - a. Your inspection result might have been saved as a finalised inspection. Check the finalised inspections tab.
  - b. Your browser opens in the last view-mode. Press the reset button.
  
- 2) I can't upload my inspection result from my app as an incomplete draft version.

Your checklist administrator defined that this is not possible for this specific checklist.
  
- 3) I can't upload my inspection result from my App as a draft version.

Your checklist administrator defined that this is not possible for this specific checklist.
  
- 4) I would like to modify my report, but I cannot see how.

If your report is displayed in the Results overview under the Tab 'finalised inspections' this is no longer possible. In the future, upload as draft version or upload first after completing your inspection completely.