User guide: Webbased inspections

1. Definitions

Inspections can be done with our Mobile App and with our Website. This user guide explains the webbased inspections.

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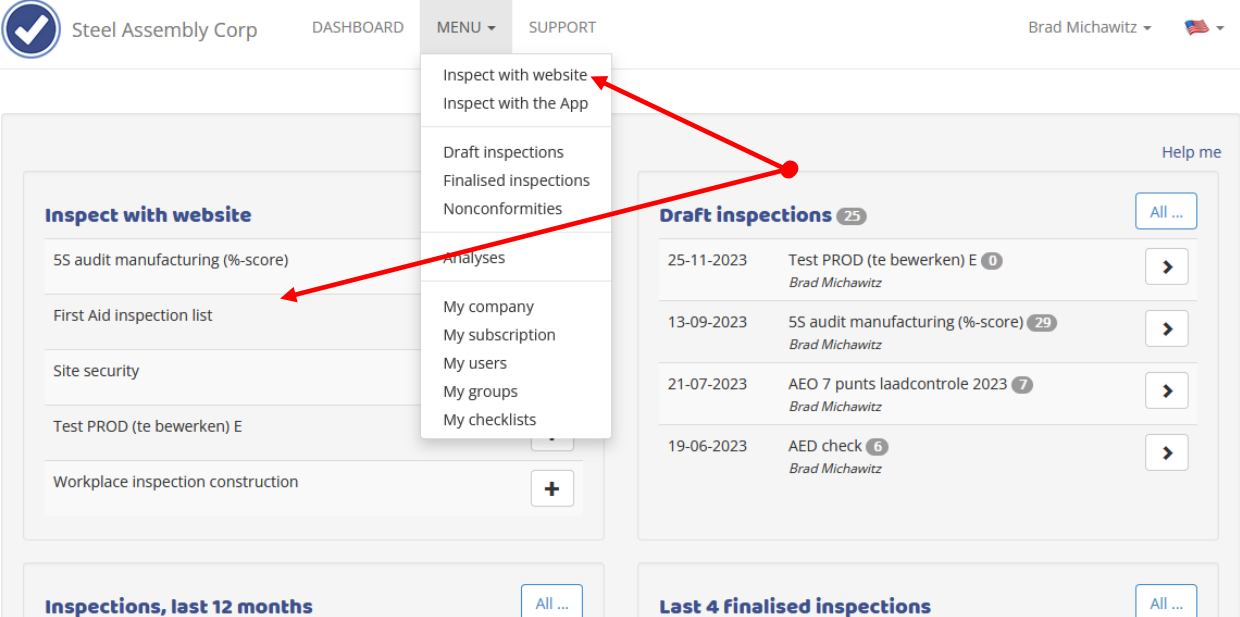
Finalised inspection:
A finalised inspection is a completed inspection that you do not want to modify anymore.

2. Web inspection - How to start the inspection

You can start the web inspection in two ways:
1. Via the Menu and then the option Inspect with the website
2. With one of the favourites on the dashboard.

3. Web inspection – Select your checklist

Select your checklist for the inspection. In the favorites you will find the checklists that have been marked by our administrator or by yourself.
Your company checklists can be found in the section My Checklists.

Click on the pencil icon [✏] to start your inspection.

In most cases your administrator will have hidden the example Easy to Inspect checklists, if not you have additional selections options for our library.
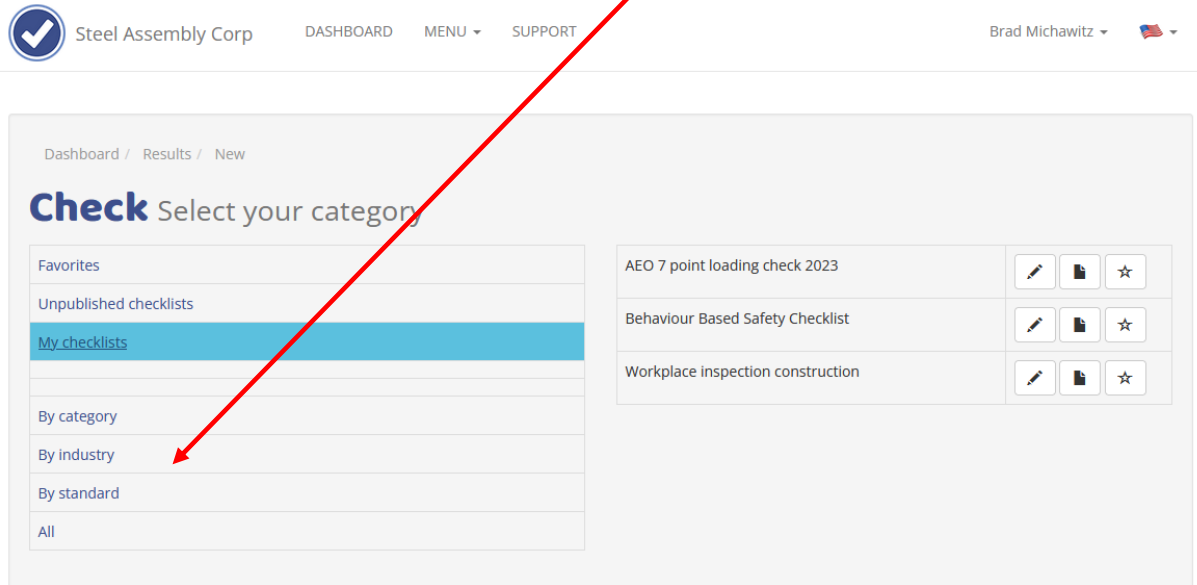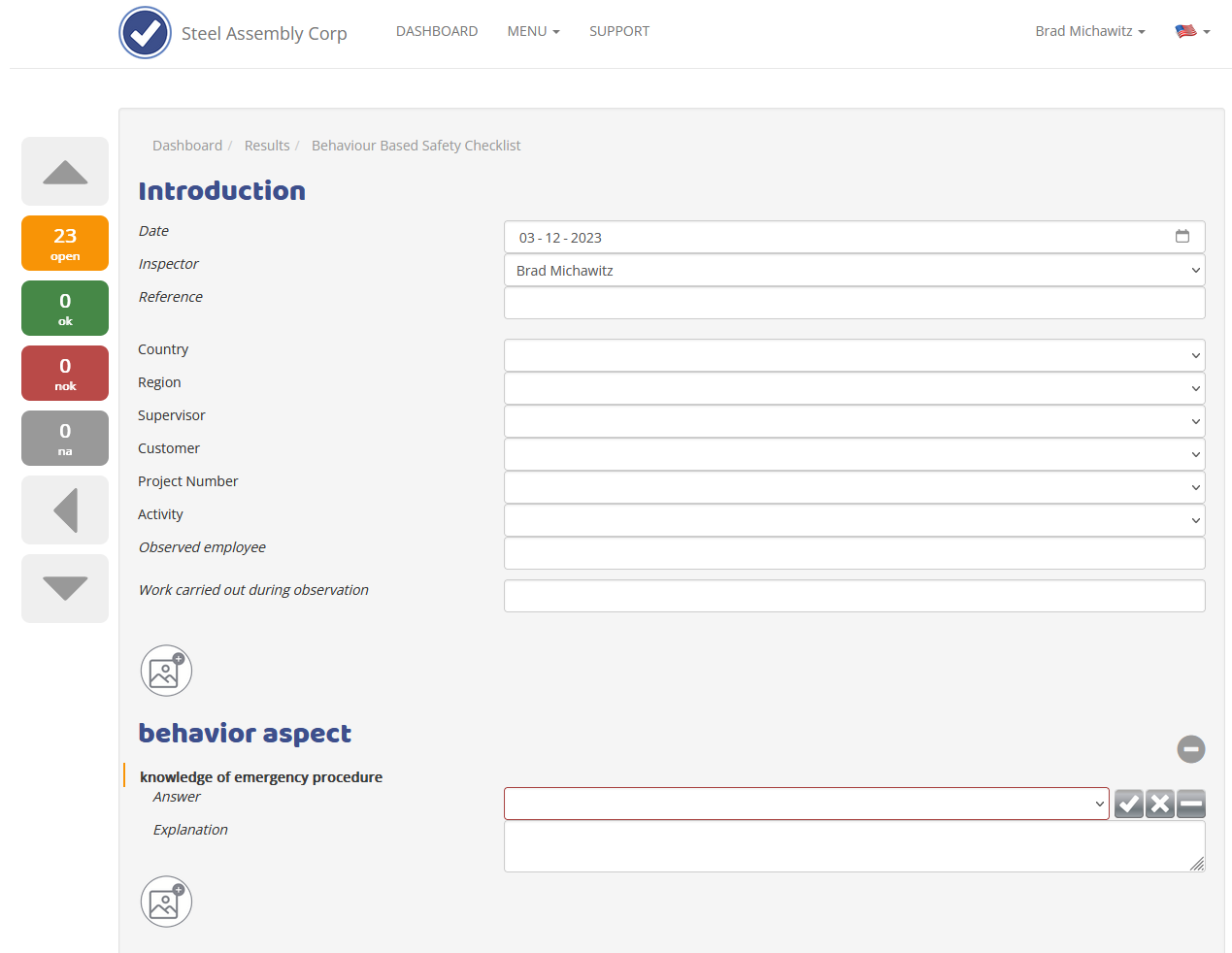
4. Web inspection – Inspect with the web

Our web inspection tool will open. You can start with filling in the results from your inspection right away. Everything you enter will be saved in the background automatically.
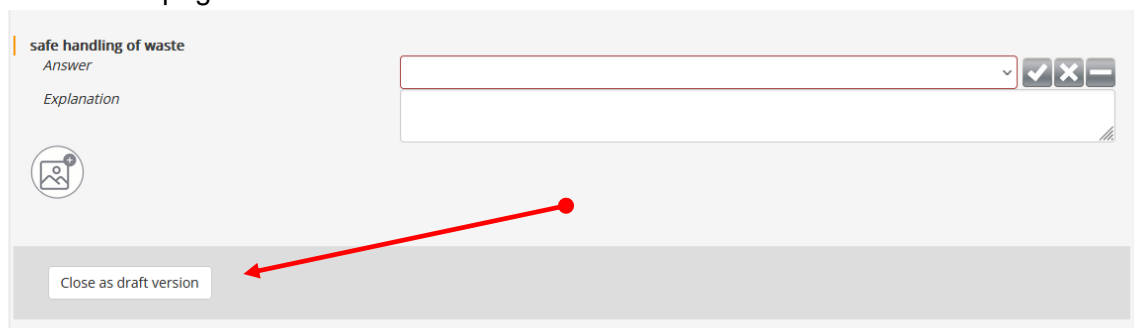
You can stop at any moment and close the inspection result as draft by clicking the button on the bottom of the page.

 go to the top of the page

 Number of questions that are not answered or not yet complete

 Number of questions that are answered as okay

 Number of questions that are answered as not okay

 Number of questions that are answered as not applicable

 close as draft version

 close as final version

 go to the bottom of the page

5. Web inspection – Inspect with the web, answer questions

Use the buttons or the dropdown menu.

Various questions types will trigger a follow-up questions of reasons.

Note! Questions will have to be completed fully, please watch out for the red markings, that mark the missing items.
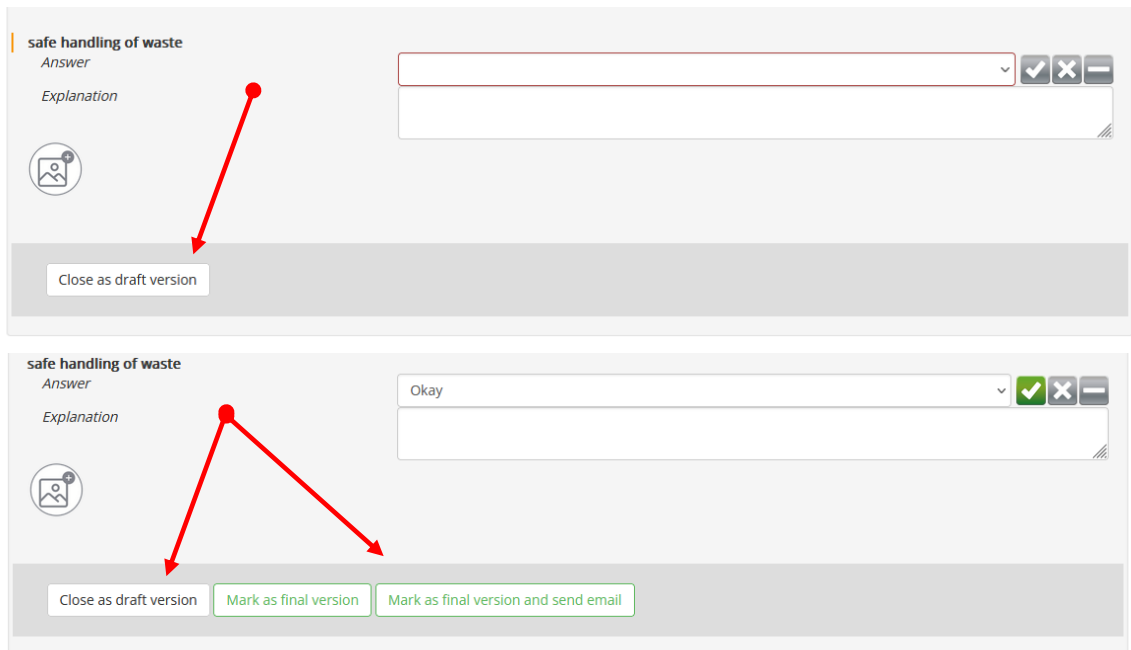
6. Web inspection – Inspect with the web, mark as final

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

Close the inspection as draft and go back to the Draft inspections overview
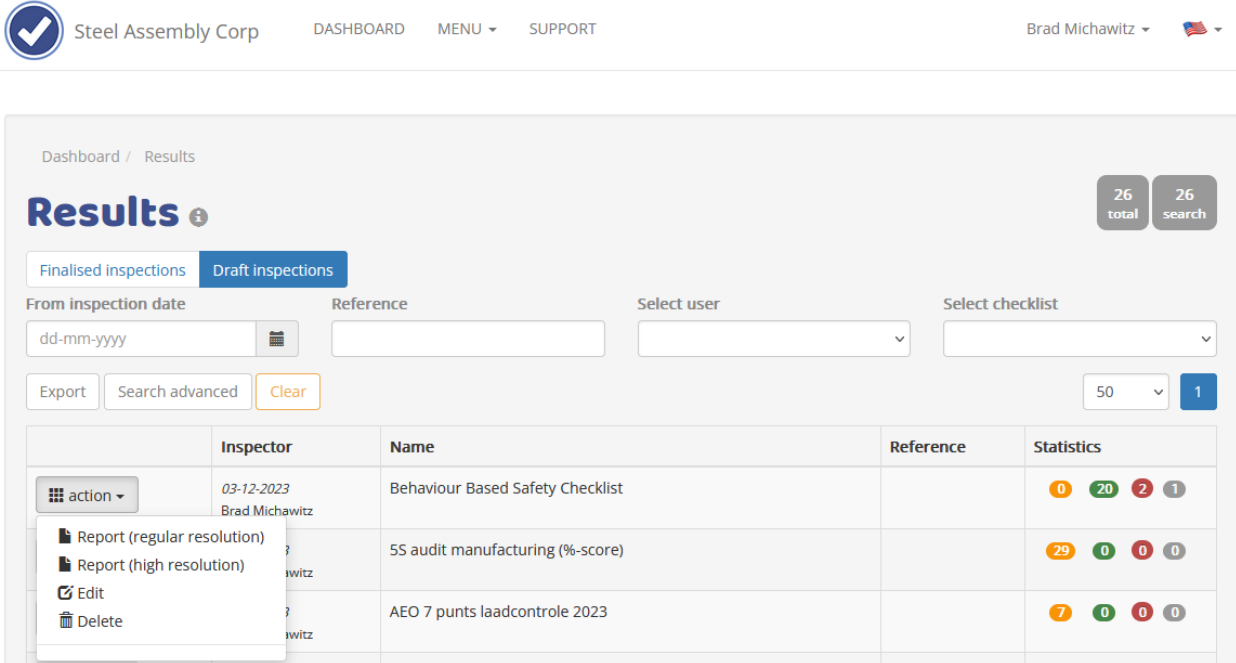
Close the inspection as final, the inspection will be made final and cannot be edited anymore. Go back to the Draft inspections overview

Close the inspection as final, the inspection will be made final and cannot be edited anymore. An email with the inspection PDF will be send to you. Go back to the Draft inspections overview

7. Web inspection – Draft inspections

You find your Draft inspections via the main menu item "draft inspections"
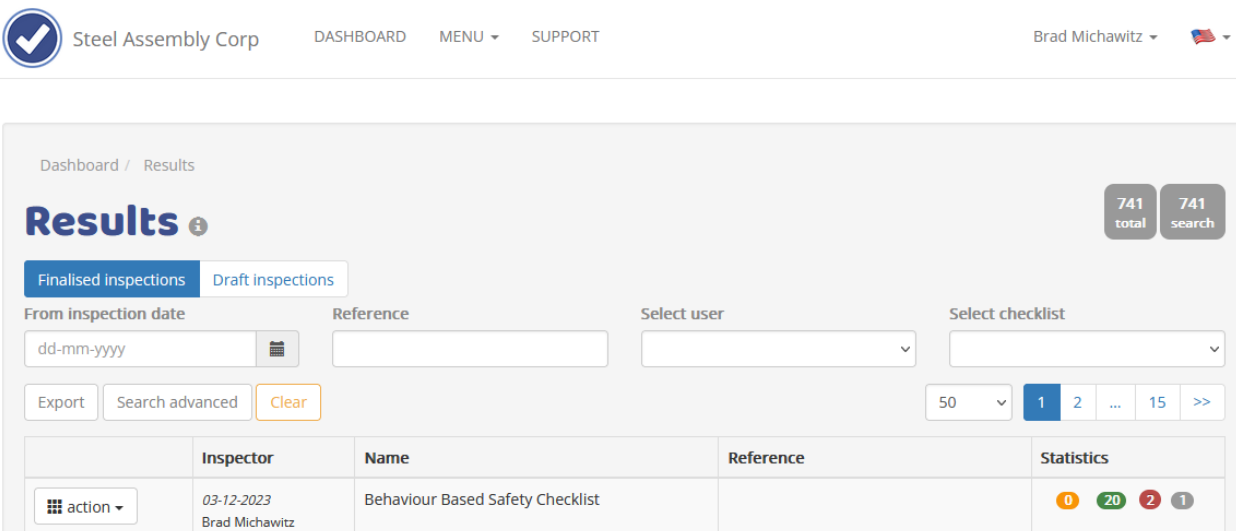
8. Web inspection – Finalised inspections

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

You find your finalised inspections via the main menu item "Finalised inspections"
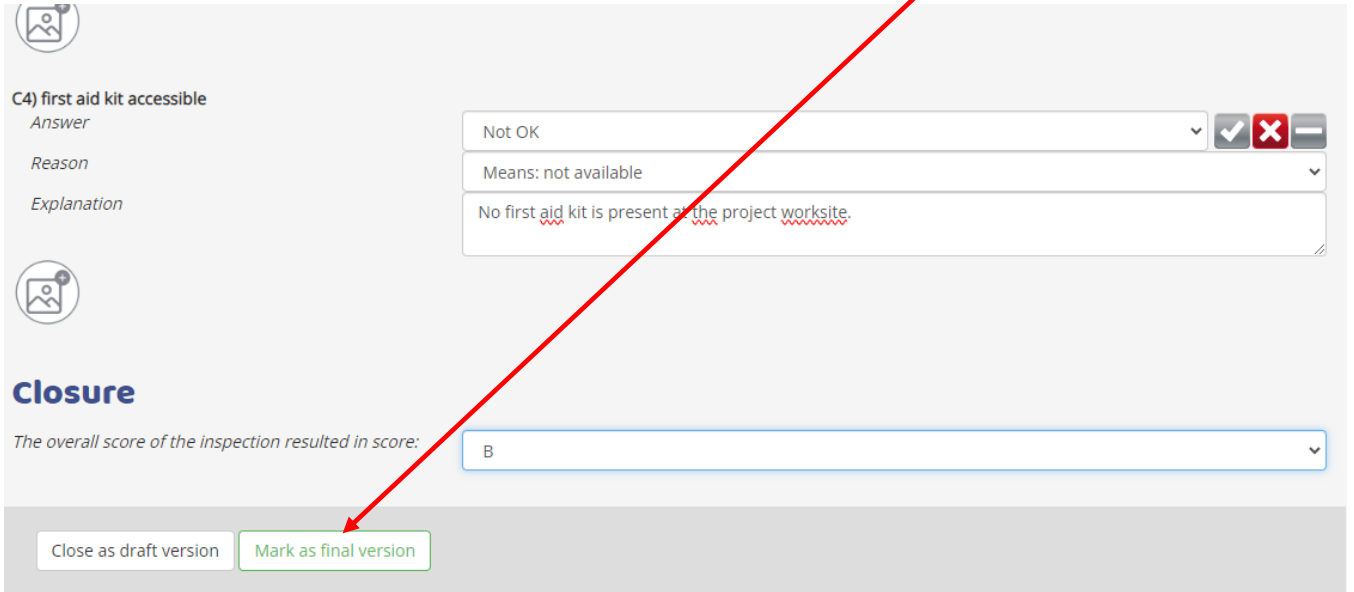
In the webbased inspection checklist, this option is available at the bottom of your checklist.
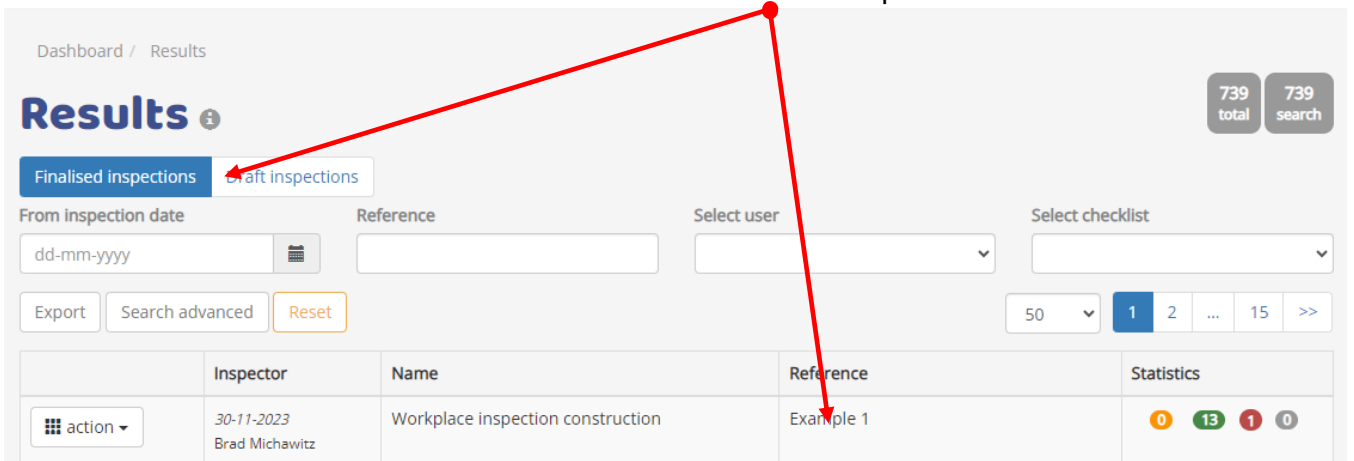
When you select mark as final version, a pop up will appear asking for a confirmation. This is because finalised checklists cannot be modified anymore.

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.

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

When you are working with your mobile device (phone or tablet), you 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 allways be included in the Draft inspection database.
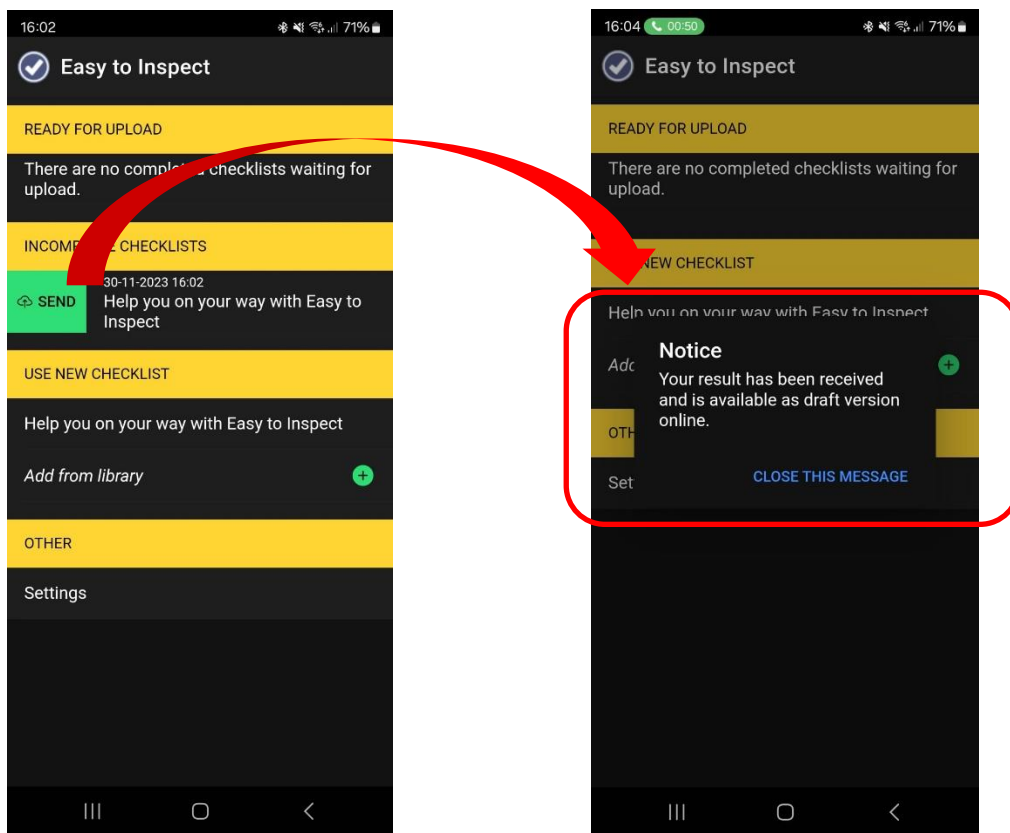
To send completed inspection to the database you can swipe to the right or click on the upload icon.

Then you will be asked if you would like to send in as Draft version or as Finalised version.
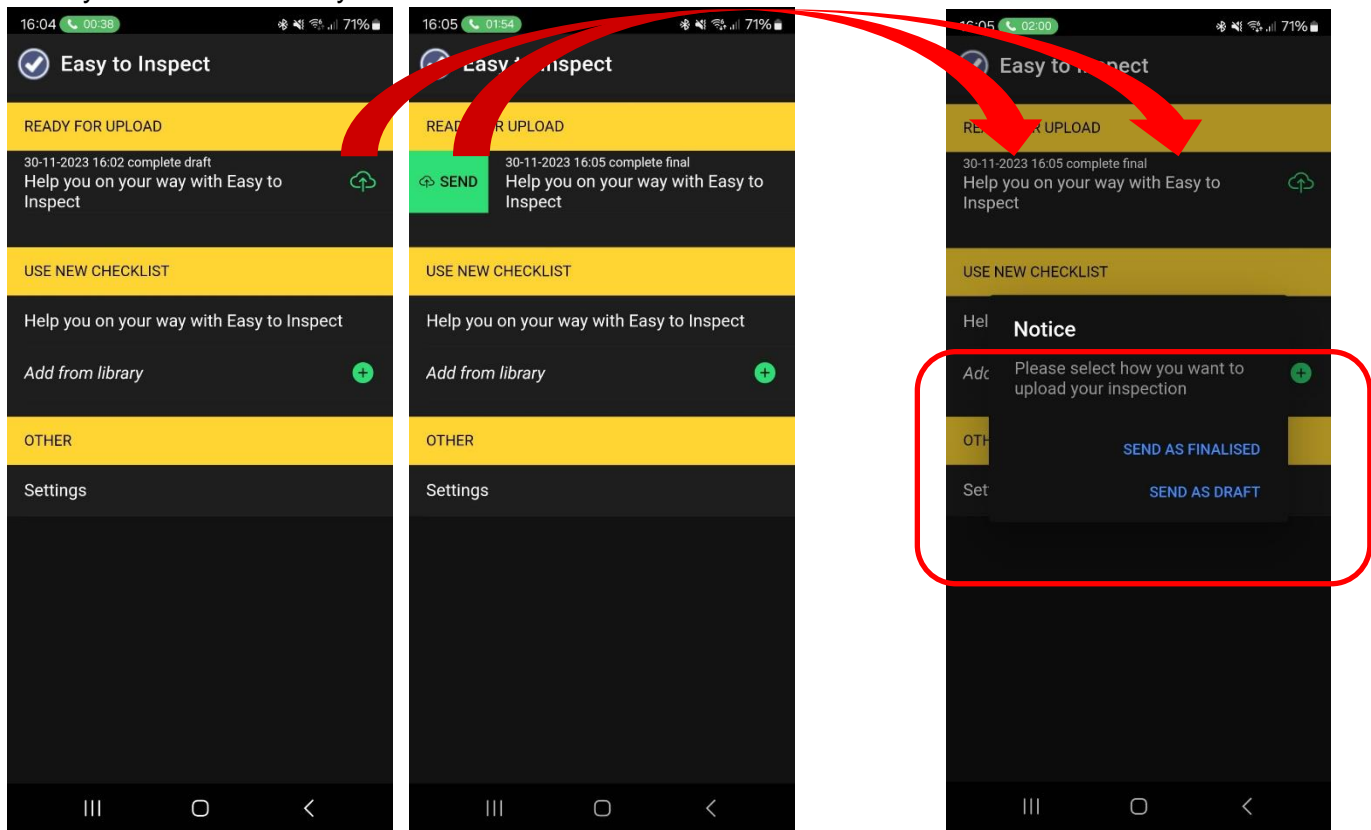
Depending on your selection you will receive a confirmation message after your upload.

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.

Help me

Edit your checklist ⓘ

Preview

| General settings | Introduction | Questions | Closing | Translate | Report settings |

Default language of the checklist

English

Checklist Name

Start rental inspection

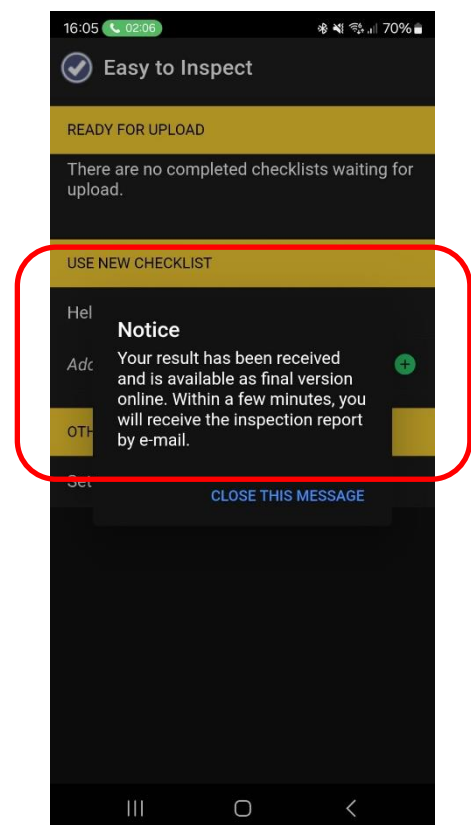Results that have been made using the App, can be edited online.

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 (5S): Automatically create a non-conformity for answers below the limit value.

Yes

More settings

Save

10. 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.

11. 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.