



Draft versus Finalised checklists

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1. Purpose of this document

To explain how the difference between a draft inspection report and a finalised inspection report.

2. Definitions

Draft inspection:

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

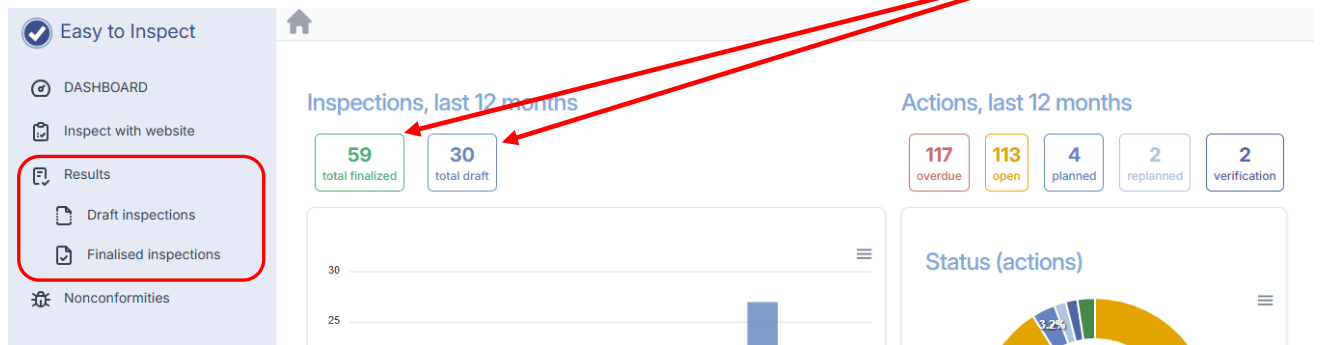
Finalised inspection:

A finalised inspection is a completed inspection that needs no further change in evaluation comments, photos etc.

3. Where to find your inspection results

You can find your inspection results via the main menu. Click on results and the option will appear to display the draft reports or the finalised inspection reports.

Alternatively, you can access your results via the counter button in the main dashboard.



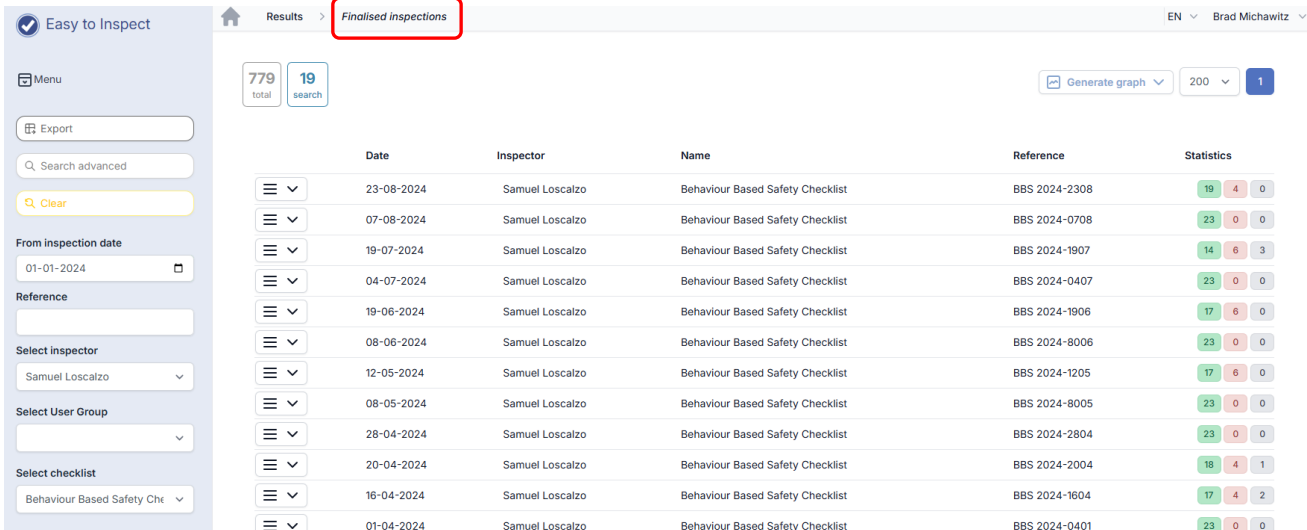
Once you click on the counter, a new screen will open.



Be aware: Our system is designed such, that your previous search settings are kept. So, the amount of results that will be displayed might differ from the main dashboard.

In underneath example, settings were kept for the BBS-checklist, for inspector SL in the period 2024.

You can clear the filter and re-start your search or even your advanced search.



Easy to Inspect Results **Finalised inspections** EN Brad Michawitz

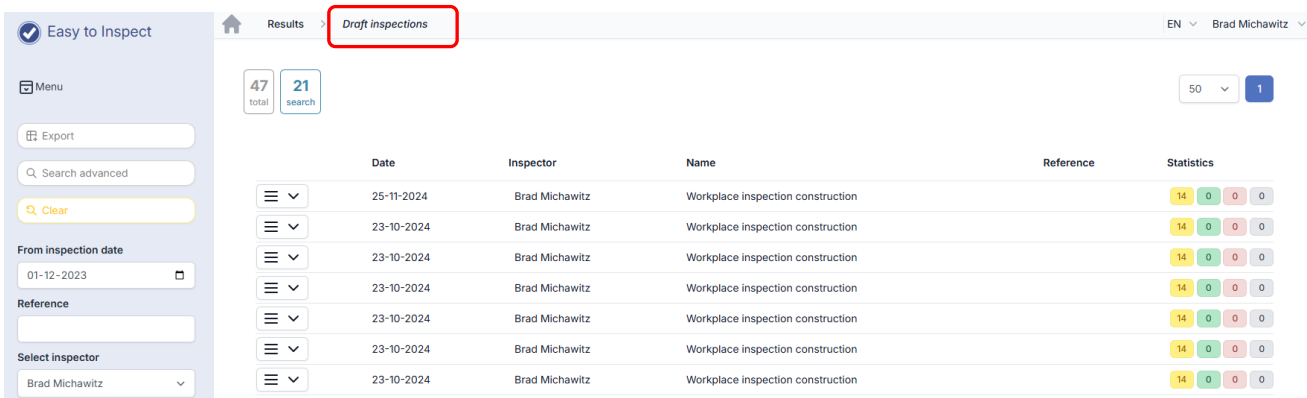
779 total 19 search

Generate graph 200 1

	Date	Inspector	Name	Reference	Statistics
☰	23-08-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-2308	19 4 0
☰	07-08-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-0708	23 0 0
☰	19-07-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-1907	14 6 3
☰	04-07-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-0407	23 0 0
☰	19-06-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-1906	17 6 0
☰	08-06-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-8006	23 0 0
☰	12-05-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-1205	17 6 0
☰	08-05-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-8005	23 0 0
☰	28-04-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-2804	23 0 0
☰	20-04-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-2004	18 4 1
☰	16-04-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-1604	17 4 2
☰	01-04-2024	Samuel Loscalzo	Behaviour Based Safety Checklist	BBS 2024-0401	23 0 0

You can find your ‘draft inspection results’ via the main menu item “draft inspections”

As a default, we always display the results of the last 12 months.



Easy to Inspect Results **Draft inspections** EN Brad Michawitz

47 total 21 search

50 1

	Date	Inspector	Name	Reference	Statistics
☰	25-11-2024	Brad Michawitz	Workplace inspection construction		14 0 0 0
☰	23-10-2024	Brad Michawitz	Workplace inspection construction		14 0 0 0
☰	23-10-2024	Brad Michawitz	Workplace inspection construction		14 0 0 0
☰	23-10-2024	Brad Michawitz	Workplace inspection construction		14 0 0 0
☰	23-10-2024	Brad Michawitz	Workplace inspection construction		14 0 0 0
☰	23-10-2024	Brad Michawitz	Workplace inspection construction		14 0 0 0
☰	23-10-2024	Brad Michawitz	Workplace inspection construction		14 0 0 0





4. Webbased inspection - how to upload a report as Draft

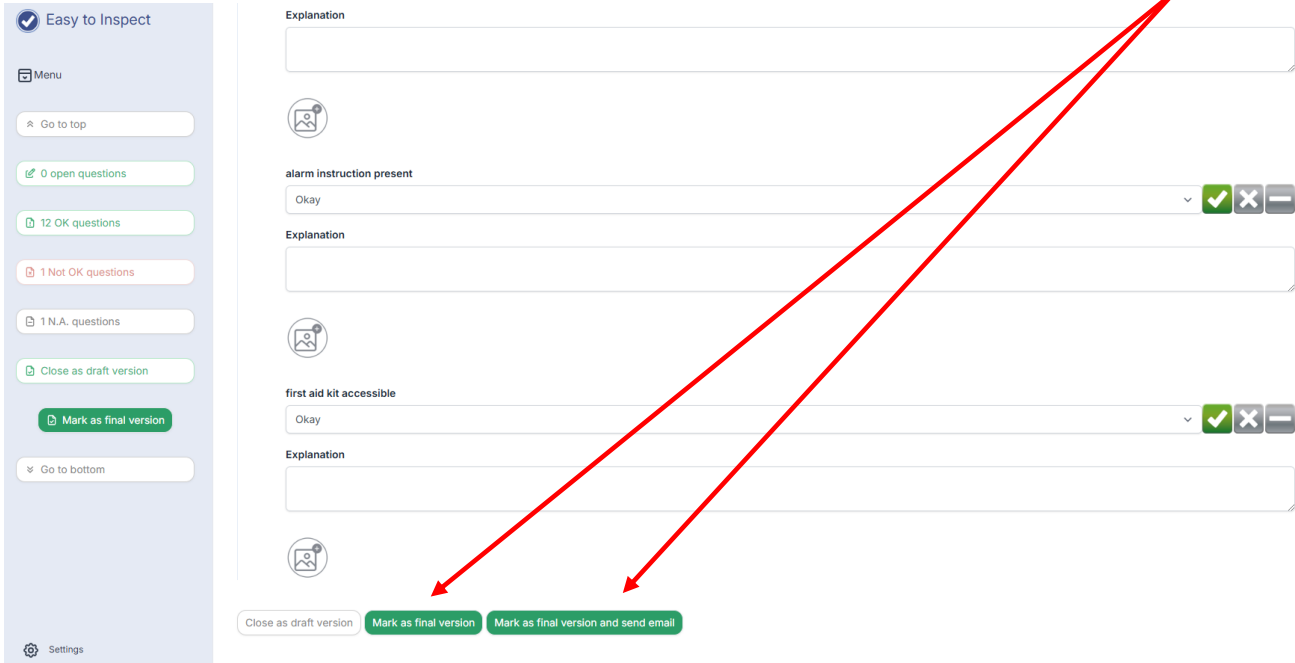
When you are working online, you can stop working on your inspection / audit report and close and save as draft inspection. This is the only option you have. Your report will automatically be stored as a Draft inspection.

The screenshot displays the 'Easy to Inspect' web interface. On the left is a sidebar menu with options: 'Go to top', '12 open questions', '2 OK questions', '0 Not OK questions', '0 N.A. questions', 'Close as draft version', and 'Go to bottom'. The main content area shows a list of inspection items. Each item includes a question title, a dropdown menu with 'Okay' selected, a status indicator (green checkmark, red X, or grey minus), and an 'Explanation' text box. A red arrow points from the text above to the 'Close as draft version' button located at the bottom of the main content area.



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

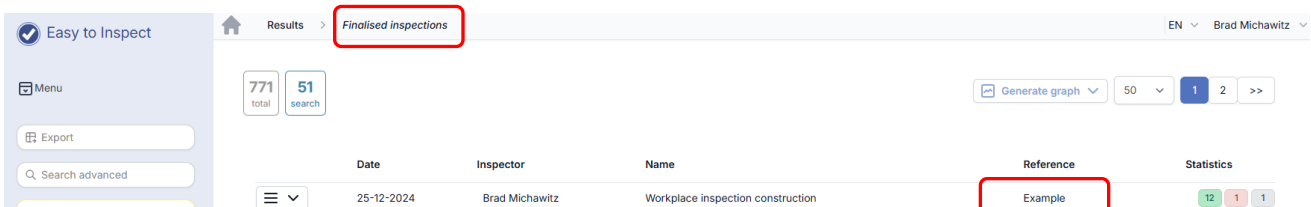
In the webbased inspection checklist, this option is available at the bottom of your checklist.



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.



Date	Inspector	Name	Reference	Statistics
25-12-2024	Brad Michawitz	Workplace inspection construction	Example	12 1 1



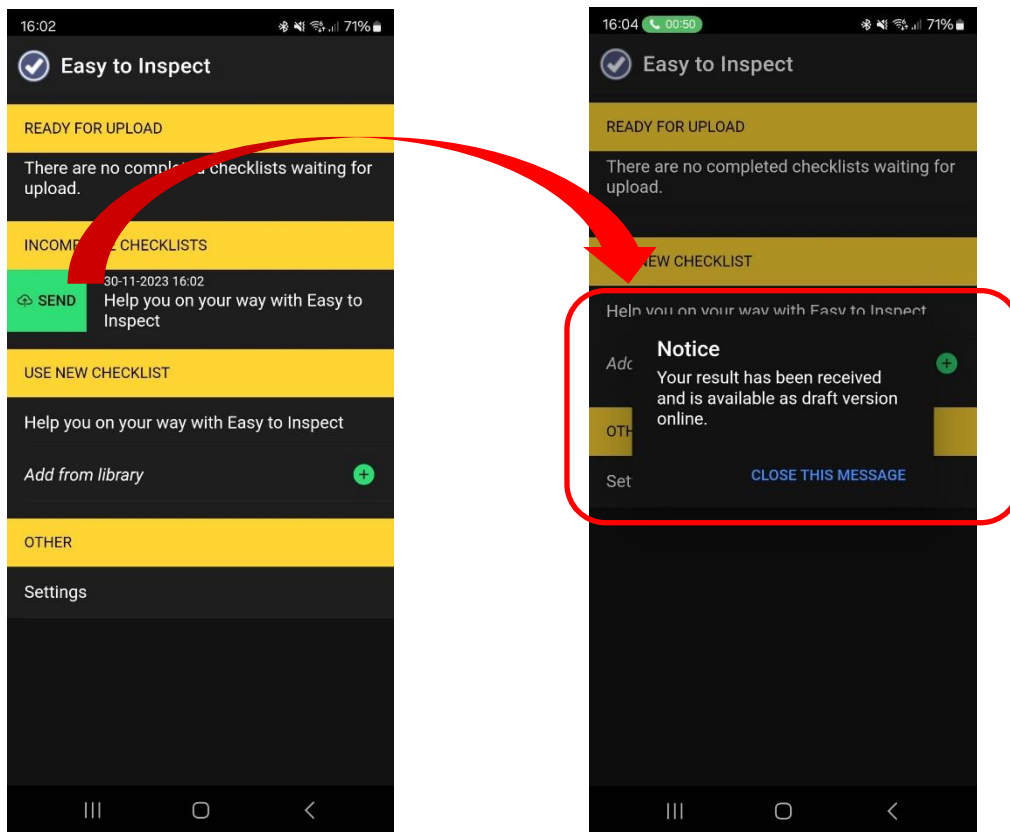


5. App based inspection - how to upload a report as Draft

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.

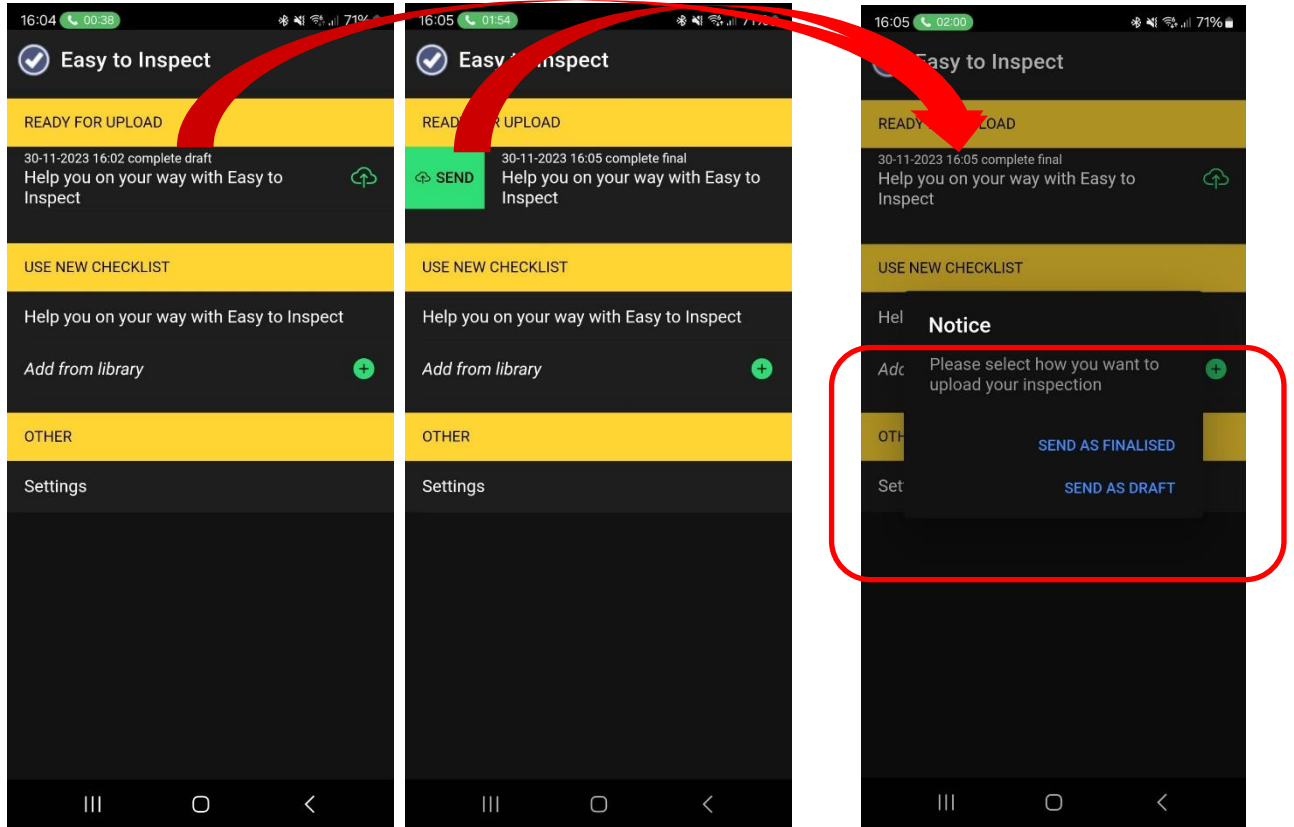
Also, in case of a completed inspection report, it is possible to send in the report as a draft version, which enables modifying the report online.

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

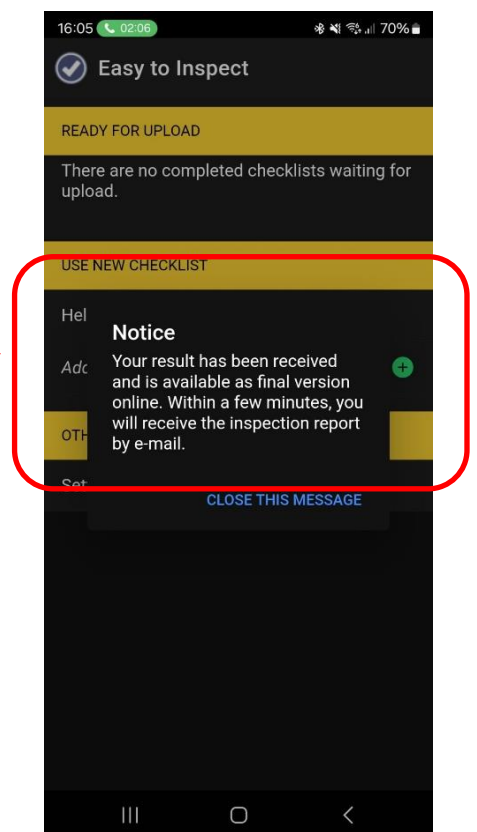


To send completed inspection to the database you can swipe to the right or click on the upload icon.

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

[More settings](#)

6. What can be done with finalised inspections

Finalised inspections can be dealt with based on assigned roles.

Actions with finalised results vary from:

- View in regular or high resolution, download, print
- Export the inspection report data.
- Email the report to the inspector
- Assign actions resulting from inspections (see help guide action tracker).
- Analyse inspection results.





7. 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. Next time, upload as draft version or upload only once you completed your inspection completely.

