



How to use the App

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1. Purpose of this document

The Easy to Inspect App is meant to be 'plug and play'. Simply download the App from the App store (iOS or Android) and install it on your mobile device. After login and you can start working immediately.

Nevertheless, it can become handy to look up specific features of the App and have some additional help. That's why we made this user guide.

2. Register via the website

Before you can work with the Easy to Inspect App you have to sign in. You create an account after starting the app or via our website.

Visit our website: www.easytoinspect.com

Click on the "Try 30 days for free" button and register for your free trial. You can subscribe to a plan at any time during the trial. Your 30 days free always remain.

When registering you must enter an email account. We know that's exactly what you don't like. You are afraid to get spammed, even after your trial period. Worry not, we will not send unnecessary mails. We send you 4 mails during your trial period (one per week) to remind you to use the App and benefit from it. After that we stop mailing.

Your email address is **very important**.

All inspection reports will, after being submitted to the database, be sent directly to your email address as a PDF. So, even if you only try out Easy to Inspect, you can only make use of its benefits when you receive your inspection results. Fill in an existing email address, no matter if it is business wise or private.

3. Login in the App

After registering (via the website or app) and downloading and installing the App, you can login with your email address and your password and make use of the App right away.



4. How the App works

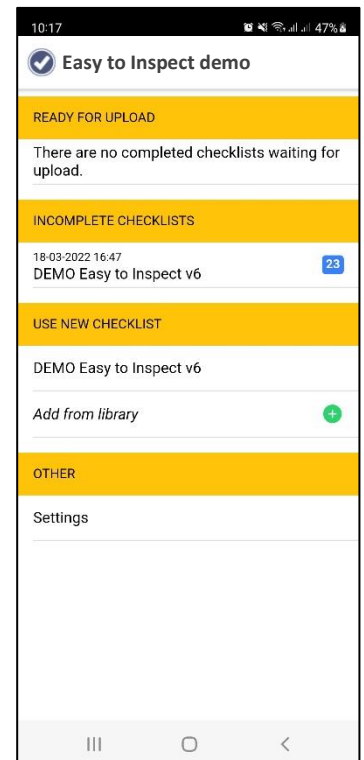
4.1. Start up screen

Your start up screen is composed of 4 sections.

- ✓ Checklist ready for upload to the database: checklists that you have completed and would like to upload to the database when you are connected to wifi (due to speed of connection and cellphone plan limits).
- ✓ Incomplete checklists (inspections that have been started but not yet finished). When you first open the App, this section is not yet present, since you have not started an inspection yet.
- ✓ Use new checklist (overview of checklists selected in the library that you frequently use)
- ✓ Other (settings menu)

Note that the App combines swipe and tap functions!

In “the library” the custom made checklists (your own checklists) are included. In the other categories, you can find more than 75 Easy to Inspect pre-defined checklists, that are ready to use.

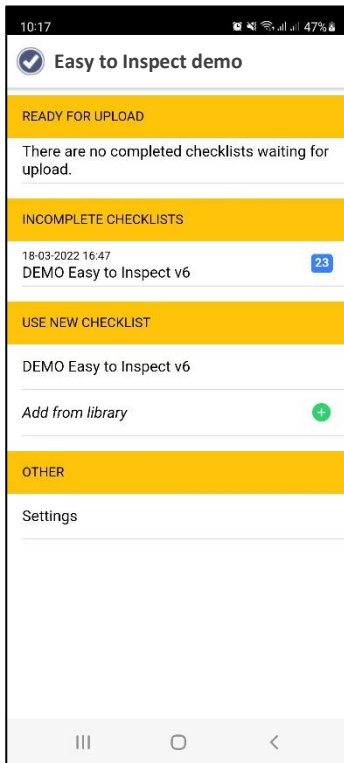




4.2. The account details

4.2.1. Settings

Tap on the 'settings' to open the user menu.





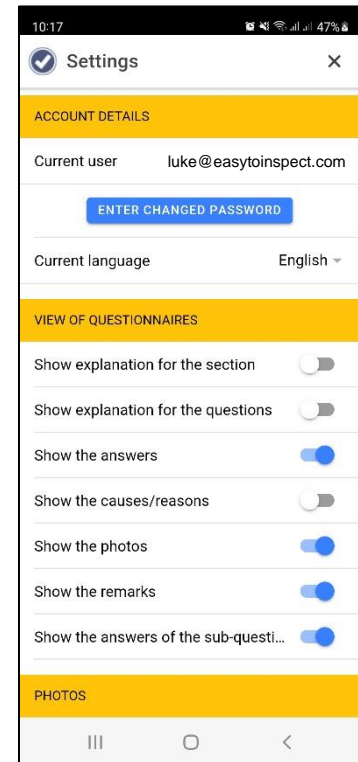
4.2.2. Account details



You can change the default language settings or change your password in this menu.

You can select a language of your choice. It is possible to change the language to English, French, German and Dutch. This will change the language in the App and will display the checklists in the chosen language, it will however not impact the findings you entered in a checklist.

In some cases, your administrator has not translated the checklist. The default language of the checklist will be displayed then.



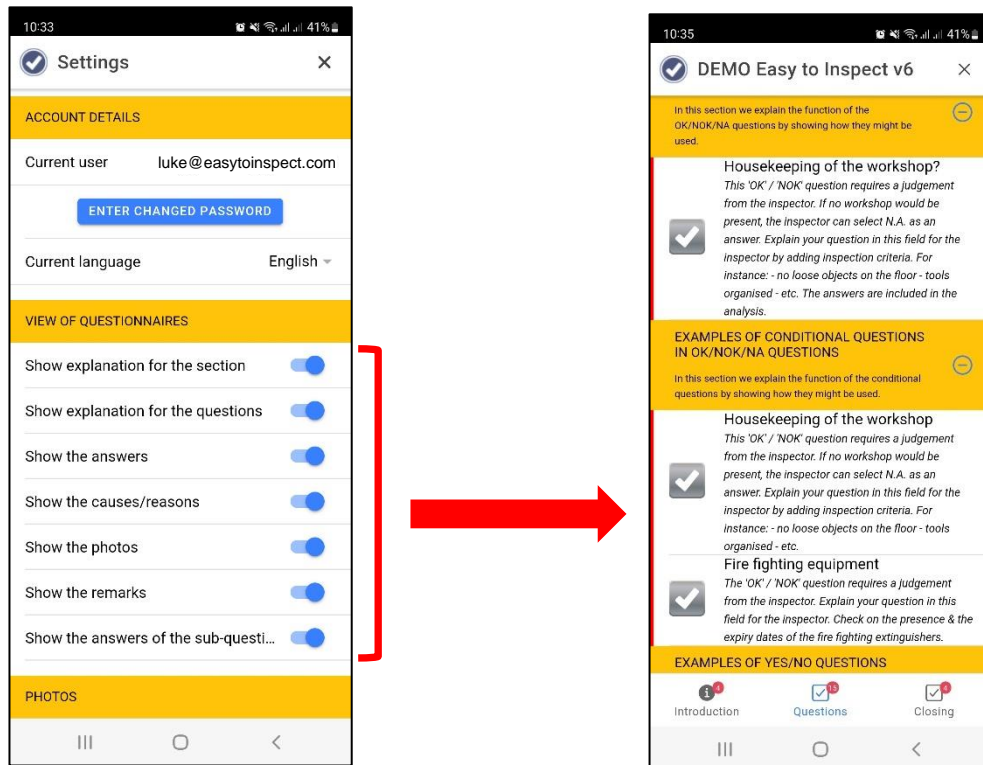


4.2.3. Questionnaire view

You can change the default setting of the display of the continuous checklist mode.

As a default we show the checklist in a summarized way, so you have more overview. Once you click on a question more details are displayed. You can however, choose yourself if you would like more items to be shown in your continuous checklist.

Here an example how such continuous checklist would look like if you select all items.



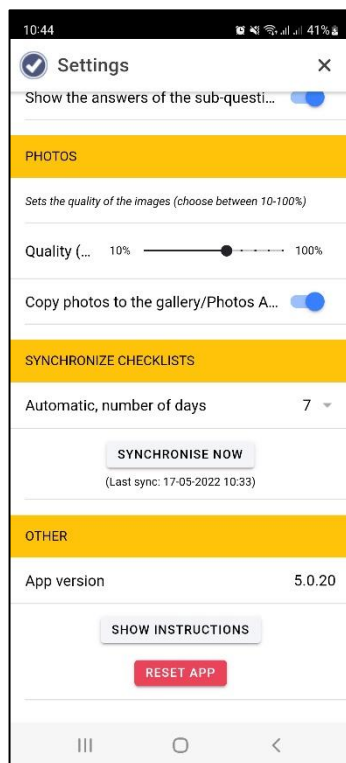


4.2.4. Photos

Select the quality of the photos. The higher the quality the more memory you will use on your device. The larger the size, the longer it takes to upload your report. Although we maximise the format, be aware of your data plan.

Remember that new devices can easily create photos of 15 MB or more. **For a high-quality report in Easy to Inspect we need no more than 2 MB file size.** If your PDF report will be too big, we cannot send it via email (restriction of IT email providers [< 10 MB]). You must manually download your report in such cases.

You can also define here if you would like to keep photos on your device. We recommend doing so. If the App does not function anymore after an operating system update, you always have your photos in your library.






4.2.5. Synchronise

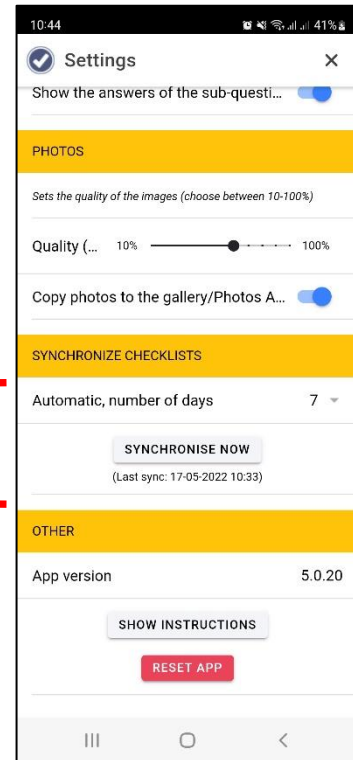
We have implemented automatic synchronisation, which is enabled at start-up of the App after a complete shut-down. If you leave your App open in the background, the App will synchronise periodically.

Synchronisation is required to get access to the newest checklists.

The synchronising will technically consist of multiple sequences and can take some time depending on the connection, server occupation etc. You therefor can choose to set your own synchronisation frequency which you can always override by an instant synchronisation. Just push the 'synchronise' button. 

We suggest you synchronise when you have a WIFI connection.

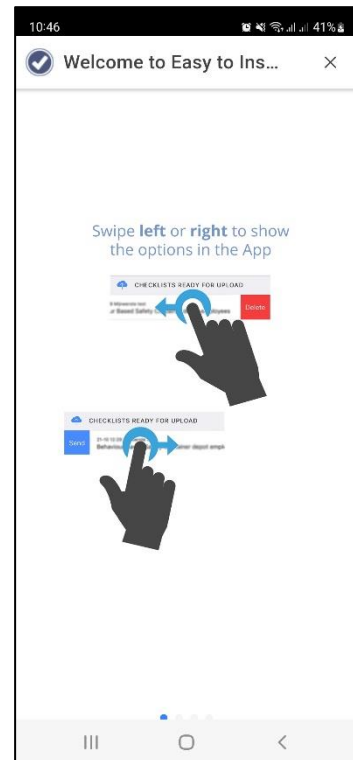
If sync doesn't work. Just close the App (hard closure) and start up again.





4.2.6. Other: Show instructions

The use of swiping options in the App will be explained if you click on the show instruction part.

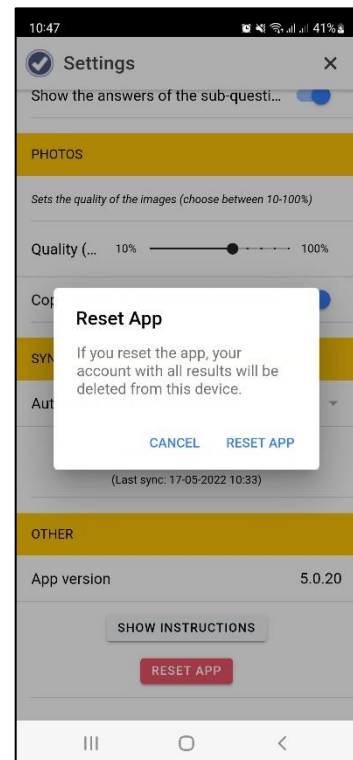


4.2.7. Other: Reset App

Be aware that upon resetting the App, all data will be lost.

So, all inspections that are in progress or completed but not uploaded, will be lost and cannot be restored.

Make sure you complete and upload your results first before resetting the App.





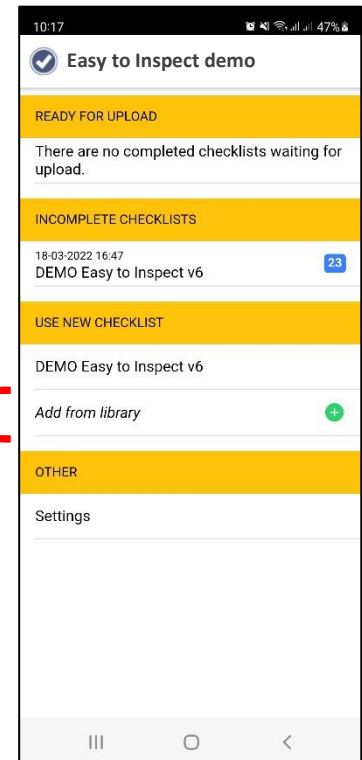
4.3. Your inspection

4.3.1. Select your checklist

Make sure you have internet connection when you add a checklist. You can use the App offline once the checklist is included in your personal overview.

First you must add a checklist from the general library.

Tap the text to open the library



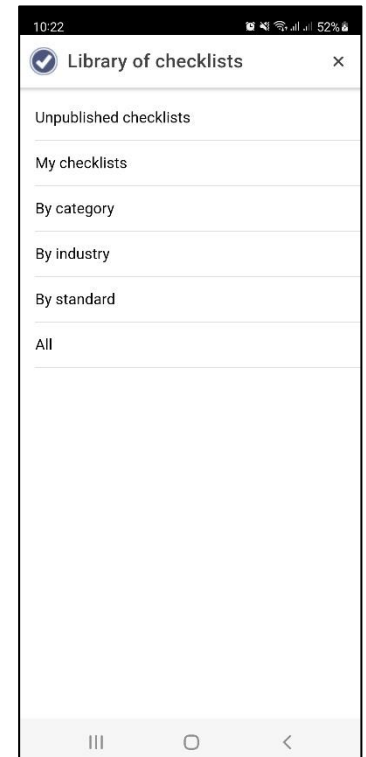
You can now search for the checklist you might want to use.

The unpublished checklist can only be selected by the administrator for testing of newly developed versions.

The custom-made checklist made available for you can be found under the “My checklist” section.

All other categories are categories to help you find the example checklists of Easy to Inspect. They can be used right away. It might be that your administrator allows you to use only the custom-made checklists and that the standard Easy to Inspect checklists are disabled. If so, you will be notified by a pop up in the App.

It can also be that you cannot access a checklist that is available for your colleague. The administrator can assign Easy to Inspect users to custom made checklists and by doing so, limit your options.



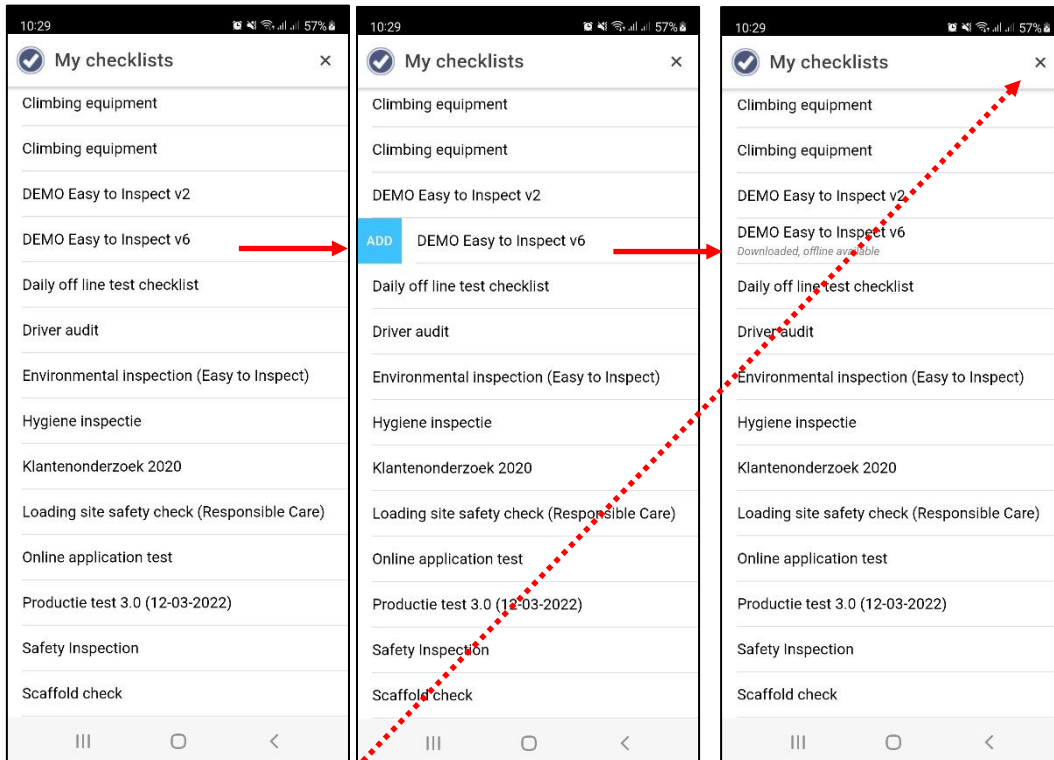


In this example a custom checklist is selected.

Place your finger on top of the text and swipe to the right and tap the 'Add' box.

Alternatively, you can simply tap the checklist and it will download to your personal checklist overview at the main screen.

You can see that the checklist is added to the set of available checklists.



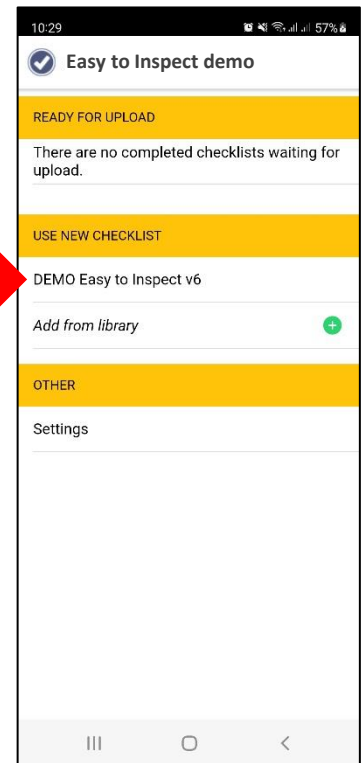
You now tap twice on back and you will be back on the main screen, where you can select the checklist and use it.



4.3.2. Use new Checklist

Once you have selected a checklist, it will be placed in the main menu under the category ‘use new checklist’.

You can start this inspection offline. Just tap on the textline to open the checklist.

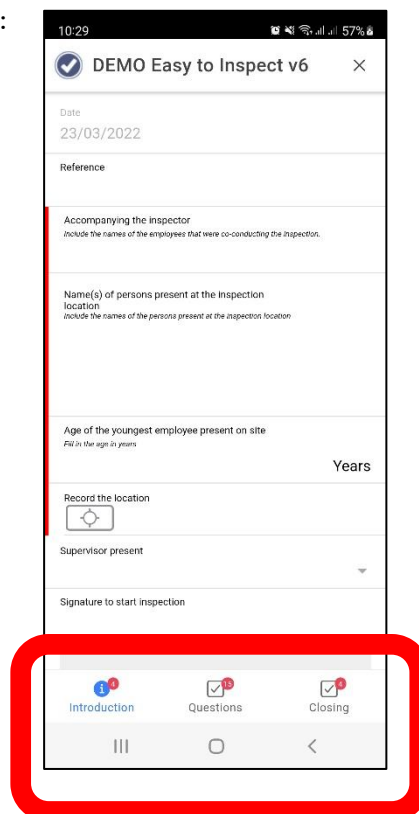


4.3.3. Open your checklist

When you tap on a checklist, it will open.

The checklist consists of tabs:

- Introduction
- Questions
- Closing

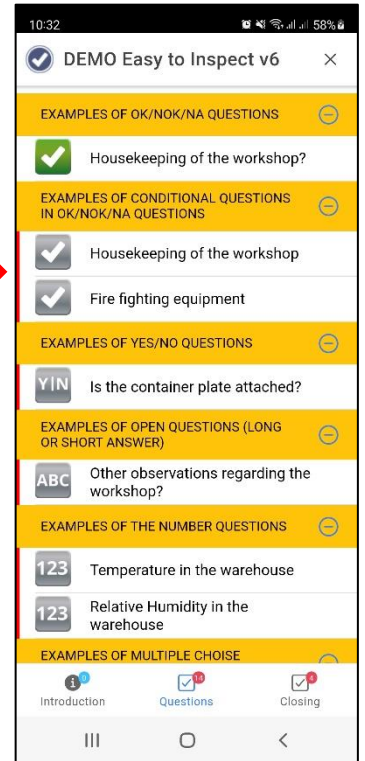




4.3.3.1. Mandatory items

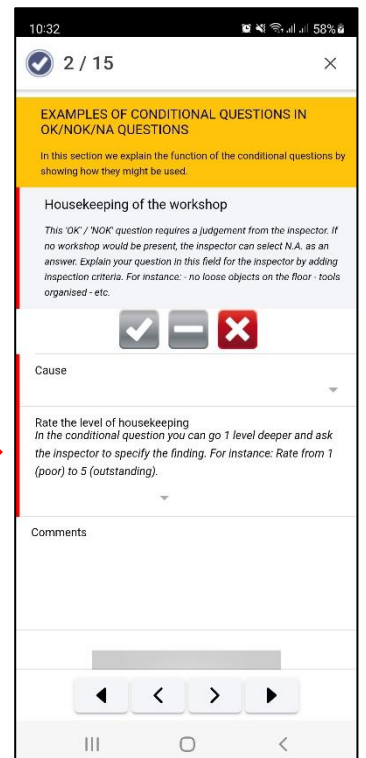
If a question is mandatory or a part of the question must be filled in completely, such is indicated with a red bar next to the element.

In this case you see that the non-answered questions are all marked as 'mandatory to answer during the inspection'.



The same applies to details within the question. For instance, if a cause must be filled in when a 'Not OK' answer is given, this is indicated with a red bar. So, if you are unable to upload your inspection result, this is most likely because you have not completed your checklist entirely.

Because of the red Bar, you can easily find the questions that need to be completed.



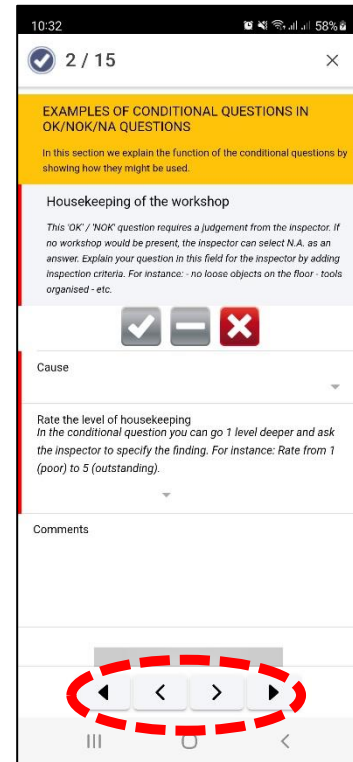


4.3.3.2. Next or previous question

To continue answering you have two options.

- 1) When you are in the question screen, tap on the next or previous button
- 2) When you have the checklist displayed as a continuous checklist, simply continue working on the next question that is displayed below the one that you just answered.

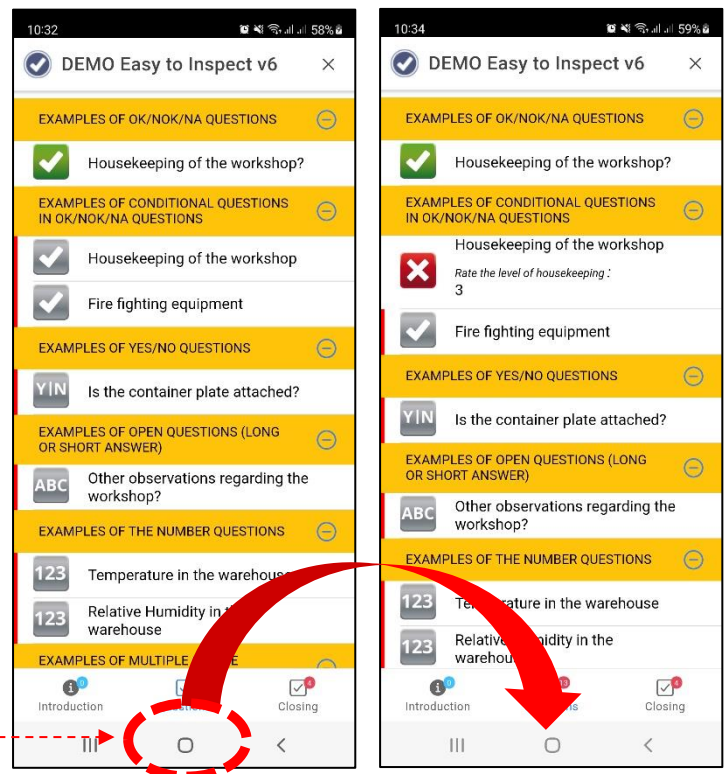
Tap the outer buttons to jump to the begin or end of your questions.



4.3.3.3. Progress status

The progress of your inspection is marked by indicating the number of inspection points / questions still to be completed. Please note that we only point out the questions that have been marked as mandatory. So, even other questions could not yet have been answered. As it is possible to skip non mandatory questions, we don't track those questions.

When all questions are answered the counter turns **blue**.





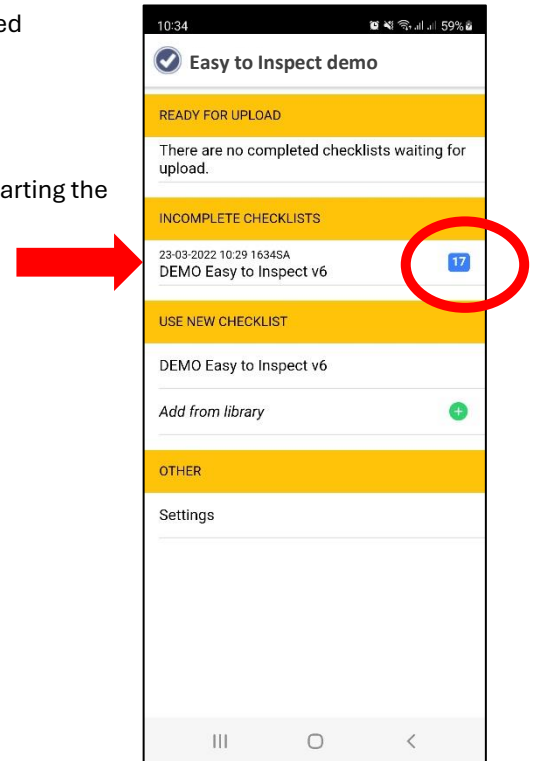
4.3.3.4. Interrupting your inspection

You can interrupt your inspection at any time. Click 'back' to get back to the main menu.

You will see that your checklist is listed in the overview of completed checklists (ready for upload) or incomplete checklists.

Also indicated is the number of questions yet to be completed.

Of course you can also completely shut down your App. When restarting the incomplete checklist is displayed as well.

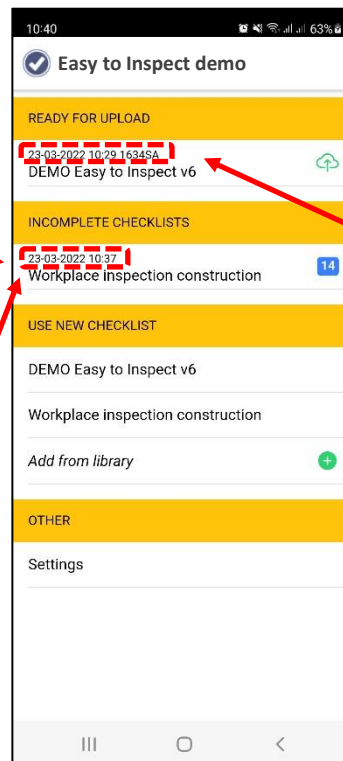


4.3.3.5. Continue an inspection

In the main screen following information is displayed about you running inspections

The start date and time and reference of your inspection are displayed.

You can always continue to work on your inspection. Simply select the checklist in the overview of incomplected checklists and tap on it to re-open.



The same applies for completed checklists that are not yet uploaded to the database. You can re-open these checklists by tapping on them and modifying the results.

Note: In the example, a reference number was included in the completed checklist. The incomplete checklist does not contain a reference number.



4.3.3.6. Upload the inspection result

We recommend that you upload your completed inspection results as soon as possible. Once included in the database you can still modify results (depending on the checklist settings by your checklist administrator).

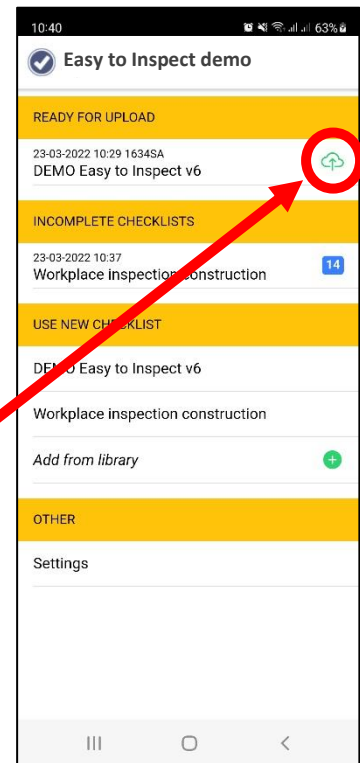
To prevent loss of any data it is best to upload immediately after the inspection. It may happen that an upgrade to the operating system of your device can result in the loss of Easy to Inspect data. We cannot prevent that. Please upload before upgrading.

To upload just tap on the upload button.

We suggest that you only send a checklist to the database when you have a Wi-Fi connection. If you would have included a lot of photos you'll run out of your dataplan quickly.

After you sent a checklist to the database you'll be notified.

Warning! Please don't keep multiple (in)completed inspections on your device. Due to operating system limitations you can run out of memory and you may lose all your inspections results! Also, in case of operating system updates or Easy to Inspect App updates, sometimes data is lost, although such is not intended.





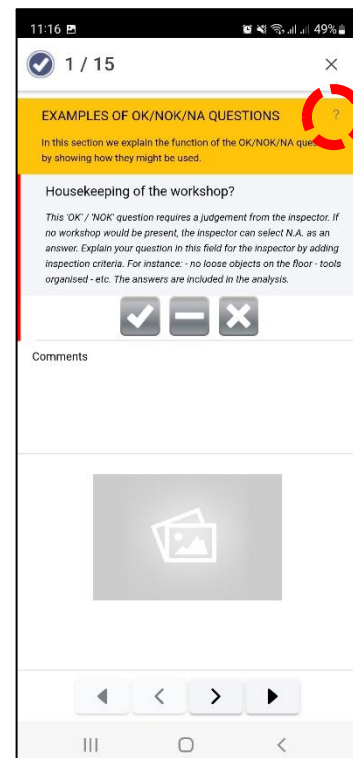
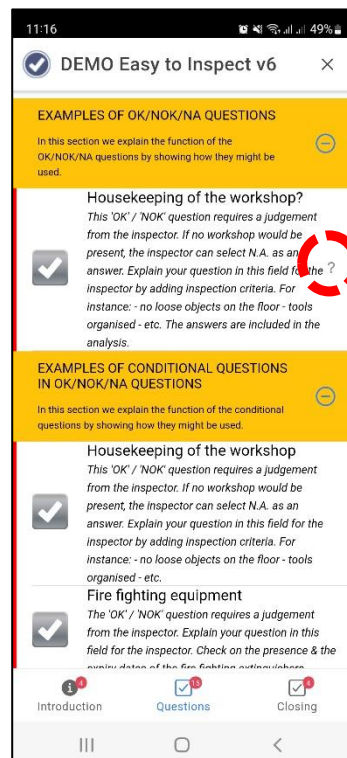
4.3.4. How to interpret the question / inspection point

In the display of the question you may find an explanation of the question in small text below the question. If you click on the question it will open in a separate screen and you can find the entire explanation. This often contains useful guidance on how to interpret and evaluate the situation.



4.3.5 Additional guidance

In some cases the questions explanation should be clarified with photo's etc. In the "question marks" a link can be included to a webpage with additional information. Of course, this requires an internet connection during the inspection.



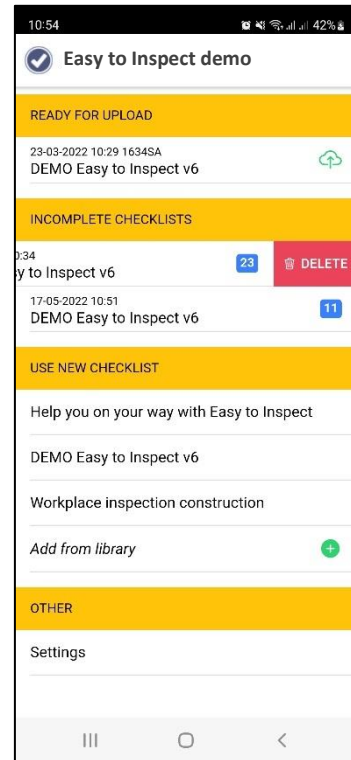


4.3.6 How to delete an entire inspection result

If you would like to re-open an inspection report but did not re-open a specific checklist in the section Incomplete Checklists, but you open an entire new one, you might want to delete this blank checklist.

You can do so by selecting the checklist and swipe from right to left. Then click on delete. Make sure it is actually the report you would like to delete (Always check based on the date and time stamp and number of unanswered questions that you delete the correct checklist).

Once a report is deleted, it cannot be restored.





4.4. The two or three tabs of a checklist

4.4.1. The introduction tab

The introduction part contains the option to include general photos of the site / location you are inspecting. And you can include a reference, by which you can easily retrieve your report later.

You can add multiple photos.

In this Introduction section you can also include the general inspection data such as: location, date, projects etc. Depending on the set up of the questionnaire of course.

In some cases, you can fill in a free text field and in some cases, you can only select from a drop down menu. The drop-down menu is shown if your administrator requires you to select a pre-set value. This enables in depth analysis.

When you cannot find your desired value, inform your administrator and select 'other' if available. When your administrator includes the value in the system, you can synchronise and select the value in your App.

10:56 42%

DEMO Easy to Inspect v6

Date
17/05/2022

Reference

Accompanying the inspector
Include the names of the employees that were co-conducting the inspection.

Name(s) of persons present at the inspection location
Include the names of the persons present at the inspection location

Age of the youngest employee present on site
Fill in the age in years Years

Record the location

Supervisor present

Signature to start inspection

Introduction Questions Closing



4.4.2. The questions tab

The actual inspection part of the checklist consists out of one or of multiple sections. A section contains a clustered set of questions belonging to the same subject. For instance, Behavioural aspects or Workshop or Lifting. The sections are most often divided by indicating the subject.

Within a section you find the inspection questions. The type of questions might vary from OK/NOK/NA, Score with a percentage (5S), Yes/No, Drop down - multiple choice, Number, Text, Date, Signature or a GPS Location.

The type of questions used is indicated:



OK/NOK/NA



Yes / No



Drop down list / multiple choice



Number



Text



Date



GPS Location



Score with percentage



Signature



4.4.3. The closing tab

Not all checklist have a closing tab. Only when the administrator has chosen to include a (set of) concluding question(s) or a request to have the participant in the inspection authorise the outcome, a closing tab is included.

In the example at the right, you see a mandatory final question to indicate if the inspection has been completed.

After that questions are included to confirm the date, the inspection location and to have the representative that participated in the inspection needs to sign for approving of the outcome.

10:44 66%

DEMO Easy to Inspect v6

Inspection completed?

Date signed
During the inspection, the inspector is requested to fill in a date (dd-mm-yyyy).

Location
The location of the inspection is requested from the device's GPS sensor and stored as latitude/longitude with a timestamp

Signature de la personne responsable
Regulator's signature is required

REMOVE CURRENT SIGNATURE

Opmerkingen

Introduction Questions Closing



4.5. Answering your Inspection questions

4.5.1. The OK/NOK/NA type of question further explained

The most used type of question is the OK, NOK, N.A.- type. These questions are designed to be answered with 'OK'. The results of these questions will be included in analyses. This means that not only the answer itself but also the causes are included in analyses.

When you fill in your observation on this type of question you have 3 options:

- 1 tap: Answer the question with OK (OK)
- 2 taps: Answer the question to be not applicable (NA)
- 3 taps: Answer the question with Not OK (NOK)

Sometimes the question immediately opens after 1 tap. This is because in that case you must indicate why the observation results in an OK answer. Or a conditional subquestion is included in the primary question.

Sometimes the question immediately opens after 2 ticks. This is because in that case you must indicate why the observation results in a N.A.-answer. Or a conditional subquestion is included in the primary question.

When the question does not apply, you can consider answering with not applicable. For instance questions included in a checklist concerning the office are considered to be not applicable when you carry out a field inspection.





4.5.1.1. OK / Not OK / N.A. reason codes

When a checkpoint is found to be not in order, you answer NOK.

Easy to Inspect is designed to obtain management information. So, if your administrator indicated so, you must try to find out the reason/cause of the deviation. To ensure this happens a detail screen will open every time you select NOK as an answer.

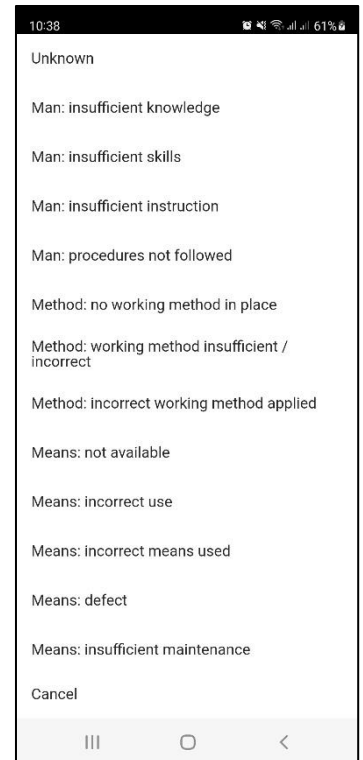
You will notice the red bar next to the Cause. This indicates that a cause must be selected before the inspection point will be completed. If you tap the pointer, a pop-up screen will open with causes from which you can choose.

You cannot enter custom causes. If you do not know the cause, please fill in 'unknown' if that option is made available for you.

You can fill in a comment or a required action in the free text field. After the inspection is carried out and the report is included in the database, this information can be used to appoint an action taker to the NOK-issue.

In some case the administrator requires you to include an explanatory code in case of OK and N.A. answers too. This works the same.

The use of the OK, NOK, or N.A. reason codes is not mandatory. The checklist administrator can define if such reason codes must be applied.

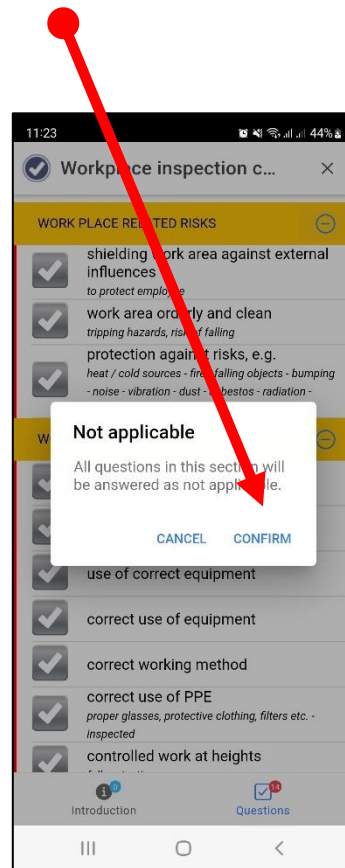
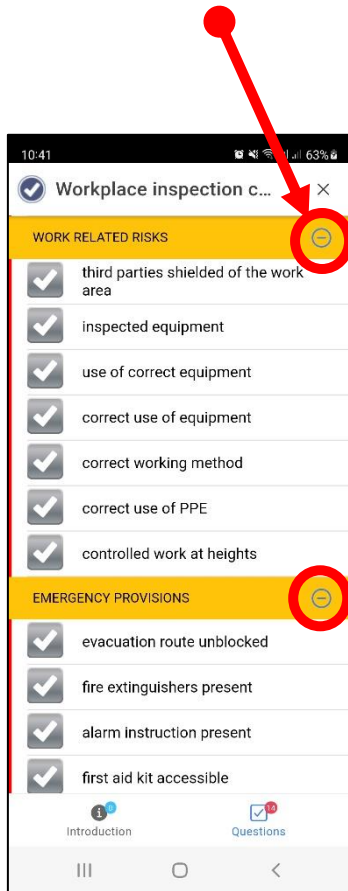




4.5.1.2. Marking all questions in one section as Not Applicable

In some cases, an entire section of the checklist is not applicable. For instance, if there is no above ground tank present or because there is no workshop on site. You can mark all questions as N.A. at once

Just click on the N.A. button in the section and confirm



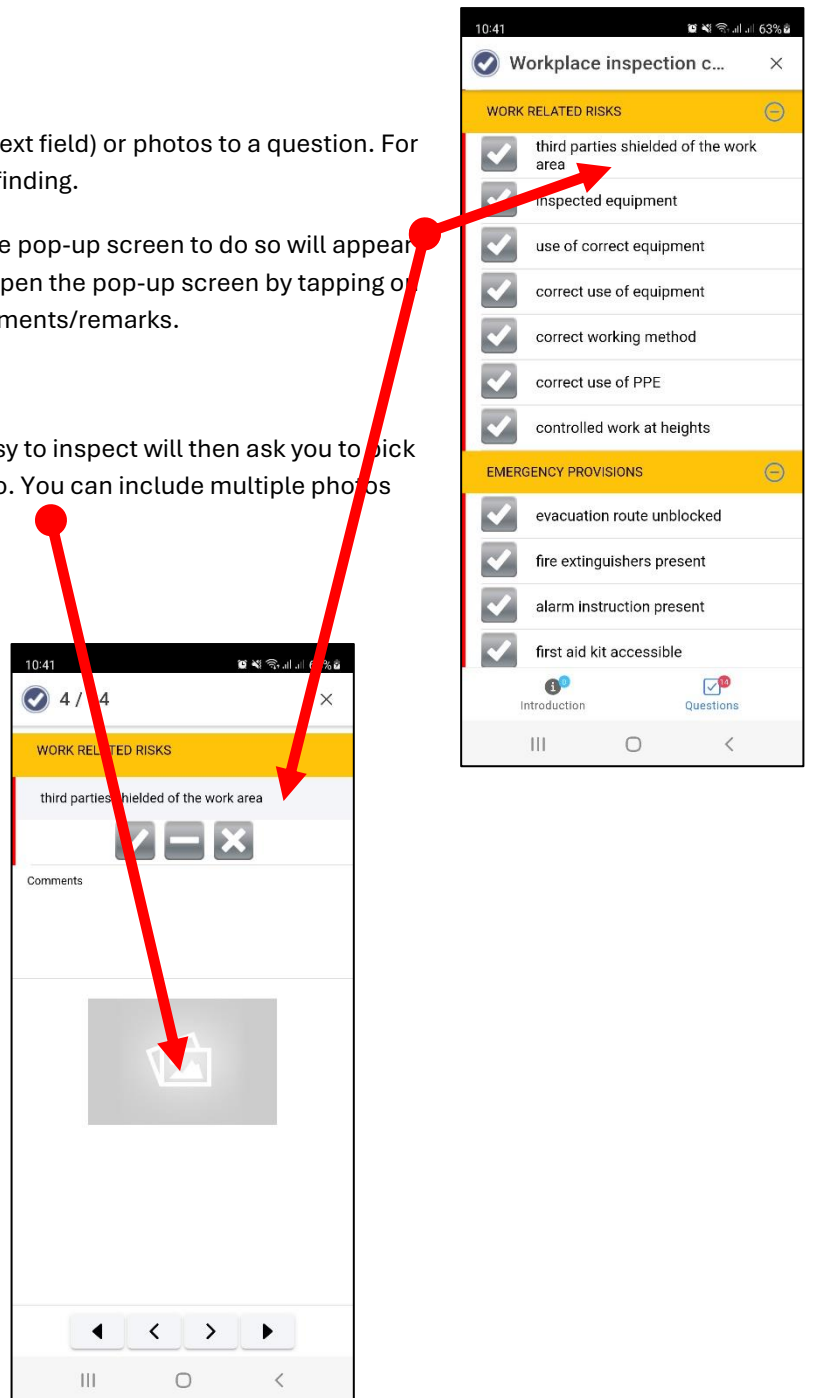


4.5.2. Adding a photo or a comment

At all times you can add a comment (free text field) or photos to a question. For instance, to illustrate your observation or finding.

When you answer a question with NOK, the pop-up screen to do so will appear automatically. In any other case you can open the pop-up screen by tapping on the question text. You can then enter comments/remarks.

To include a photo, tap the photo icon. Easy to inspect will then ask you to pick a photo from your gallery or to take a photo. You can include multiple photos per question if desired.

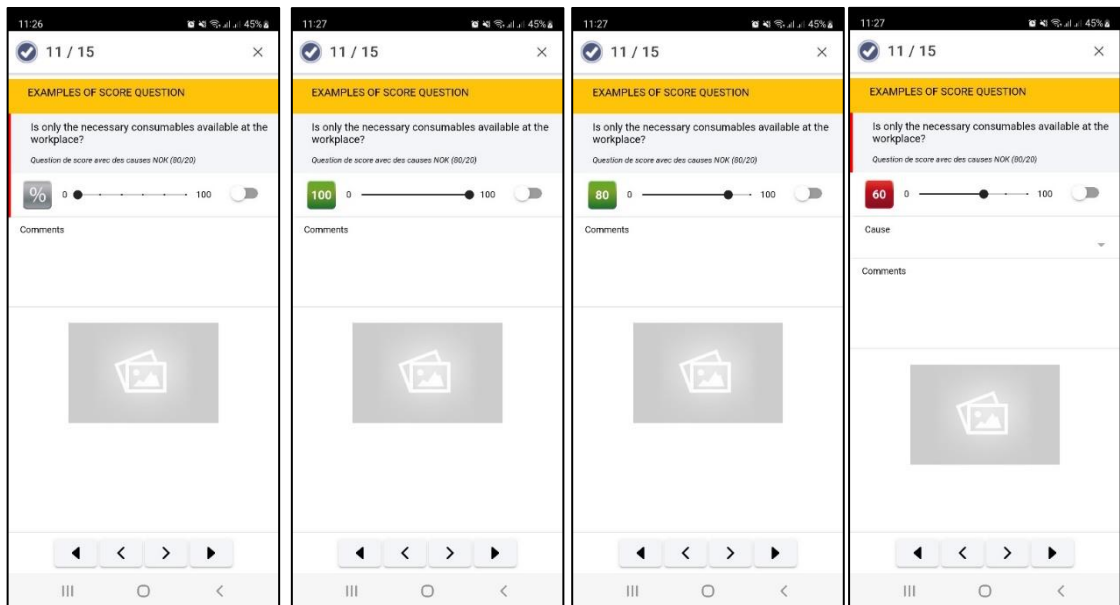




4.5.3. Scoring with a percentage

The scoring with a percentage scoring question can be answered in two ways.

- 1) You can click on the percentage button in the main checklist overview. Upon each click the score changes. As soon, as the score reaches a set point that indicates a Not OK-scoring level, the question will open in detail. Now you can slide the scoring bar if another score is desired and fill in the cause and add comments and photos.

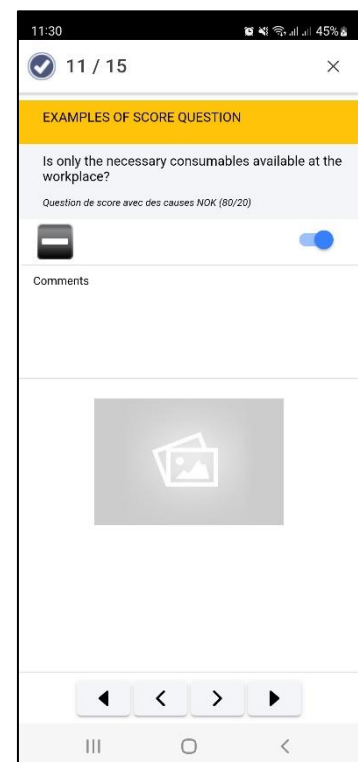




- 2) You tap on the question and the question details will open. Simply slide the bar to the correct position. Indicate reason codes if requested, add a comment and include photos.



If you would like to mark a score with a percentage question as Not Applicable, you can tap the button at the right side of the slider.



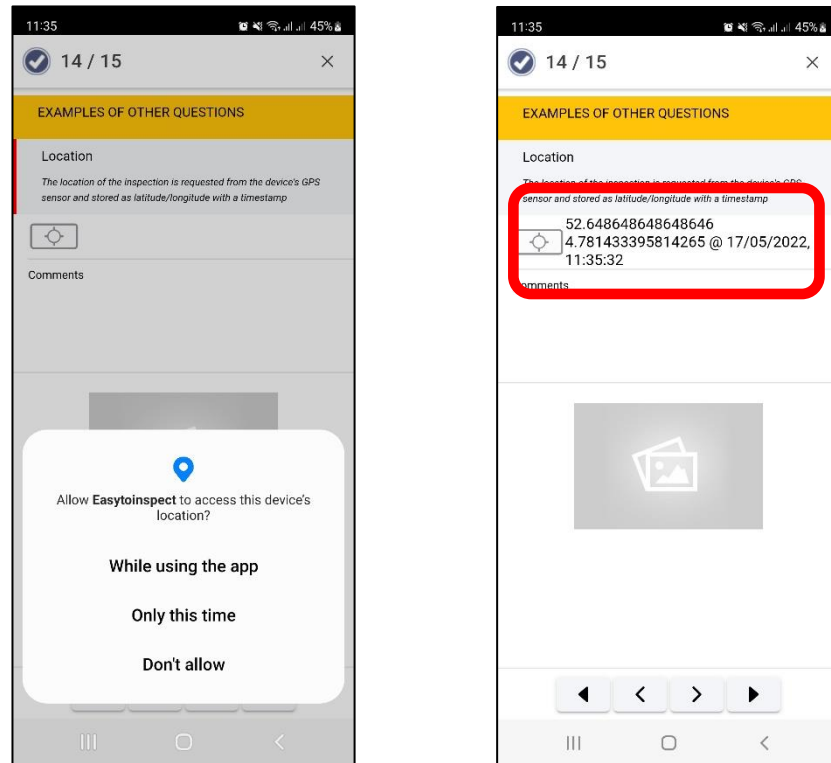


4.5.4. The locator question

The locator question will include the longitude and latitude data as well as a date and timestamp to indicate the position you have been conducting your inspection.

Click on the question to open the detailed screen and then tap on the GPS icon to include the GPS data.

Note: the first time you will use this feature, a locator approval will be asked for. You can choose if you would like to limit for just that inspection or authorise always.



4.5.5. Other questions

The other question types speak for themselves. As you tap the question, the detailed screen will open and you can select a date, scroll down the selection list or enter a numeric value or enter text.



5. Troubleshooting when using the App

Nb.	Issue	Remark
1.	I would like to change the language of the App.	<p>If you press the 'settings' text you see the selected language displayed under the account details. You can change your language by ticking the language drop down menu.</p> <p>Easy to Inspect will then automatically change the language of the App and the language of the checklists. Be aware of the fact, that the administrator might not have translated the checklist. You then see the Easy to Inspect fields translated, however your checklist is still displayed in the language that the administrator entered.</p>
2.	My administrator has published a checklist but this is not displayed in my App.	<p>The checklist will first be available in the App, after synchronisation. This can be done by restarting the app or after selecting 'synchronise' in the user menu of the App for a manual synchronisation. An internet connection is required.</p> <p>But it might be that your administrator has assigned the checklist to designated inspectors only. In that case you cannot find the inspection checklist.</p>
3.	I created a new checklist and would like to inform my users to use this.	Please send them a notification per email.
4.	I would like to use the App without an internet connection.	That is possible. Be aware that the questionnaires itself must be downloaded when an internet connection exists. Once selected and shown in the App 'Use new checklist' menu, you can use the checklist without internet connection.
5.	The icons are displayed differently than in the user guide.	The way the icons in the App are displayed depends of the device, the size of the screen and the operating system.
6.	The App is not displayed properly in my device.	<p>This is probably because you either run the App on a device with an outdated operating system or on a device with a recently updated operating system.</p> <p>Keep in mind that we normally support the last three versions of Android and iOS. However, the operating systems are continuously upgraded and we, unfortunately, cannot guarantee are up-to-date with all new versions at all times.</p>
7.	I try to find the custom-made checklists in the App.	Select 'Add from library' and choose 'My checklists'. Under that section you find the custom-made checklists of your organisation.



Nb.	Issue	Remark
		But it might be that your administrator has assigned the checklist to designated inspectors only. In that case you cannot find the inspection checklist.
8.	I only have access to my own checklists. I would also like to use Easy to Inspect's checklists.	Ask your administrator to unhide the checklists of Easy to Inspect. Probably (s)he won't.
9.	I only have access to my own checklists. I would also like to use some of Easy to Inspect's checklists.	Ask your administrator to unhide the checklists of Easy to Inspect. Probably (s)he won't. It is however not possible to shown only a part of the standard Easy to Inspect checklists. An option would be that your administrator would copy the Easy to Inspect checklist and use or modify it as a custom-made checklist. Once published, this checklist can be found under 'My Checklists' as well.
10.	I would like to add a photo in the checklist.	At every question you can include multiple photos to illustrate the finding.
11.	I am not sure if I have to use the camera in portrait position.	We recommend landscape photo use. Easy to Inspect can handle landscape and portrait photos. However, landscape is displayed better in the PDF reports.
12.	I would like to include a photo of my photo library to illustrate my inspection finding.	In the App you can also select a photo already available in your library.
13.	I have filled in a questionnaire but cannot send it.	Check if you completed the checklist. It will be displayed in the overview of 'ready for upload'. If it's not there, you cannot send it. If it is ready for upload check your internet connection. If you have a checklist with a lot of photos, it can take considerable time to upload. After 15 minutes we automatically break the connection, to ensure that you can continue working with your device on other matters.
14.	I answered all questions, but the App indicates that one or more questions are not answered.	You might have answered these questions but forgot to enter a reason code or answer a subsequent question. Questions that are not completely answered are indicated with a red bar in the left margin.
15.	I did send the checklist to the database but would like to modify a finding.	After sending you can always open and modify the checklist findings. If you cannot open your inspection results in the website, the administrator has withdrawn that rights for you. You must contact him/her.
16.	I would like to send my inspection report to someone else.	You will receive the inspection report as a PDF in your email. Simply forward the report to someone else. Easy to Inspect offers a filter-based email function that is available at an additional cost.



Nb.	Issue	Remark
17.	I would like to delete a checklist result of an inspection that I started but not going to finish.	Select the tab 'incompleted checklists' in the App. Swipe the checklist you would like to delete from the right to the left. Then click on delete. Note: This is an irreversible action. All data including photos (in case you do not save them in your gallery) will be lost.
18.	I did delete the incorrect completed checklist in the App. I would like to restore my data.	Unfortunately, once deleted, the data is lost.
19.	I would like to assign action takers to findings immediately in the App.	That is not possible. You have to login on our website and open your checklist result or nonconformities. Via the website, you can fill in the selection fields and assign action takers.
20.	I would like to create an inspection analysis in the App.	That is not possible. You have to login on our website to create analyses.
21.	The App is running slow.	The speed is completely depending on your mobile device, it's operating system, the memory capacity etc.
22.	I try to install the App on a Blackberry.	Easy to Inspect is not fit for Blackberries.
23.	I try to install the App on a Windows mobile device.	Easy to Inspect is not fit for Windows mobile devices.
24.	I try to start up on my new device but I cannot login	We have limited the use of our system per user to 2 devices. Please login to www.easytoinspect.com and delete one of your previous devices under your personal login (menu item: my devices).