# Webbased inspections

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## 1. Purpose of this document

To explain how you can carry out an inspection via our web based interface..

### 2. 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.

## 3. Web inspection - How to start the inspection

You can start the w	eb inspection in via the main menu "Ins	spect with website".
Easy to Inspect	<b>A</b>	EN \vee Brad Michawitz 🗸
DASHBOARD	Inspections, last 12 months	Actions, las 12 months
Inspect with website	51 23	77 77 2 1 2
E Results	total finalized total draft	overons open planned replanned verification
爺 Nonconformities	25	■ Status (actions)
	20	
Easy to Ir	nspect	
DASHBUAR		
Inspect with	i website	
F Results		
🏠 Nonconform	nities	



## 4. 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 penci	l icon 💉 to start your inspection.	
Easy to Inspect	Results > New	EN $\vee$ Brad $\vee$
Menu	Use our web app to fill in checklists online. Select your checklist below to start inspectine. Yo	ou can also use our Android or IOS app. You can also work offline with our App.
Google Play	Check Select your category	Search
Cownload on the App Store	Favorites	B      Workplace inspection construction (v1)
	Unpublished checklists	
	My checklists	
	By category	
	By industry	
	By standard	
	All	

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

<ul> <li>Easy to Inspect</li> </ul>	Results > New	EN $\checkmark$ Brad $\checkmark$
€ Menu	Use our web app to fill in checklists online. Select your checklist by ow to start inspecting. You	a can also use our Android or iOS app. You can also work offline with our App.
Geogle Play	Check Select your category	Search
Download on the App Store	Favorites	Workplace inspection construction (v1)
	Unpublished checklists	
	My checklists	
	« By industry	
	Automotive	
	Construction	
	Business services	
Settings	Food / Feed processing industry	



# 5. 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.

Easy to Inspect	Results > Workplace inspection construction (v2)	EN \vee Brad
▼ Menu	Introduction	
× Go to top	Date	
2 14 open questions	27-12-2024	٦
0 OK questions	Inspector Brad	~
O Not OK questions	Reference	
O N.A. questions	Customer	
Close as draft version	Project number	~
× Go to bottom		~
	Country	
<ul> <li>Settings</li> </ul>		~

You can stop at any moment and save the inspection result as draft by clicking the button on the bottom of the page.

Close as draft version Close as draft version Close as draft version	D 0 N.A. questions	
Go to bottom  Close as draft version	Close as draft version	Closure
Close as draft version	× Go to bottom	
O Settings	O Settings	Close as draft version



	* Go to top
	2 14 open questions
	0 OK questions
	1 Not OK questions
	O N.A. questions
	Close as draft version
Å	➢ Go to bottom



# 6. Web inspection – Inspect with the web, answer questions

Use the buttons or the dropdown menu. Or click in the empty field.	
work place related risks	
shielding work area against external influences to protect employee	
Okay	
Not okay	
Not applicable	

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

shielding work area against external influences to protect employee	
Not okay	~ 🗸 🗙 —
Reason	
	~
Man: insufficient knowledge	
Man: insufficient skills	
Man: insufficient instruction	
Man: procedures not followed	
Method: no working method in place	
Method: working method insufficient / incorrect	
Method: incorrect working method applied	
Means: not available	
Means: incorrect use	
Means: incorrect means used	
Means: defect	
Means: insufficient maintenance	
Environment: weather	
Environment: vandalism	
Environment: third party	
Unknown	



~ **X**—

Note! Questions will have to be completed fully, please watch out for the 'orange bar; marking, that points out which questions are not yet completed. In this example, the reason has not yet be filled in.

work place related risks

shielding work area to protect employee	a against external influences e
Not okay	
Reason	
Explanation	
No protection app	blied

R



# 7. Web inspection – Inspect with the web, mark as final

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



Once you have completed your inspection / audit, you can choose wether you want to close and store as draft (for later adjustments) or save as finalised inspection / audit. After finalising your report, you can no longer edit it.

Okay	~ 🗸 🔪
Explanation	
sure	
Proposal date for next inspection	
dd-mm-jjjj	



## 8. Web inspection – Draft inspections

Easy to Inspect	You find your Draft inspections via the main menu item "draft inspections"
👿 Menu	
O DASHBOARD	
Inspect with website	
F Results	
Draft inspections	
Finalised inspections	
Ronconformities	

# You can re-open, and edit or complete your inspection via the action button.

Easy to Inspect	Results > Draft inspections				EN $\checkmark$ Brad $\checkmark$
₩enu	7 total <b>Search</b>				50 ~ 1
Export					
Q Search advanced	Date	Inspector	Name	Reference	Statistics
D Clear	≡ ~ 27-12-2024	Brad	Workplace inspection construction (v3)	1234	0 14 0 0
	🕑 Edit				
From inspection date					
01-08-2024	resolution)				
Reference	Report (high resolution)				
	Email inspector				
	Export Data				
	Export complete				



## 9. 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.

	Easy to Inspect	
Ţ M	enu	
ୢ	DASHBOARD	
	Inspect with website	
F)	Results	
	Draft inspections	
	Finalised inspections	s
Û	Nonconformities	

Via the action button, you can define which action you would like to take.

<ul> <li>Easy to Inspect</li> </ul>	Resu	lts >	Finalised inspections				EN 🗸 I	Brad $\vee$
Menu	9 total	9 earch		_		Generate graph V	50 ~ 1	
Export								
Q Search advanced			Date	Inspector	Name	Reference	Statistics	
D Clear		~	27-12-2024	Brad	Workplace inspection construction (v3)	1234	14 0 0	
From inspection date								
01-08-2024								
Reference								
Select inspector								

## 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.
- 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.
- 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.