User guide

Webbased inspections

Easy to Inspect
check, report analyse

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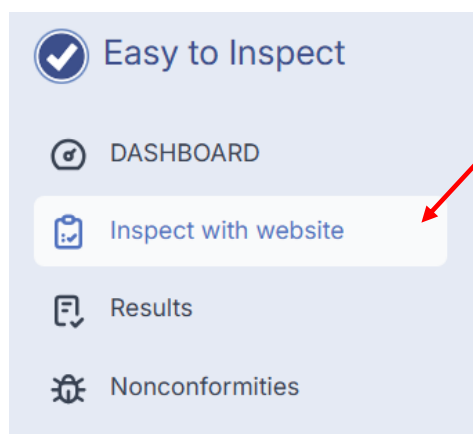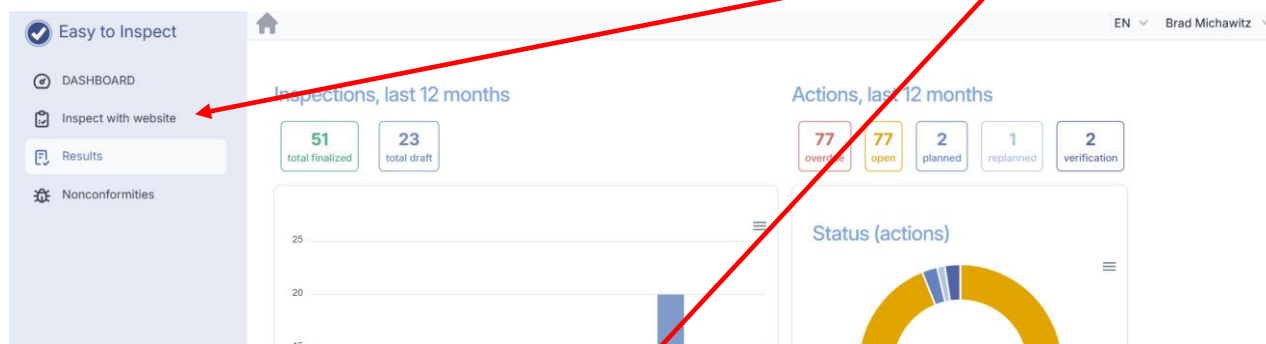
Draft inspection:
A draft inspection is either an incomplete inspection or an inspection that should be completed. For instance, because a photo should be added, or a comment should be clarified.

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 web inspection in via the main menu "Inspect with website".
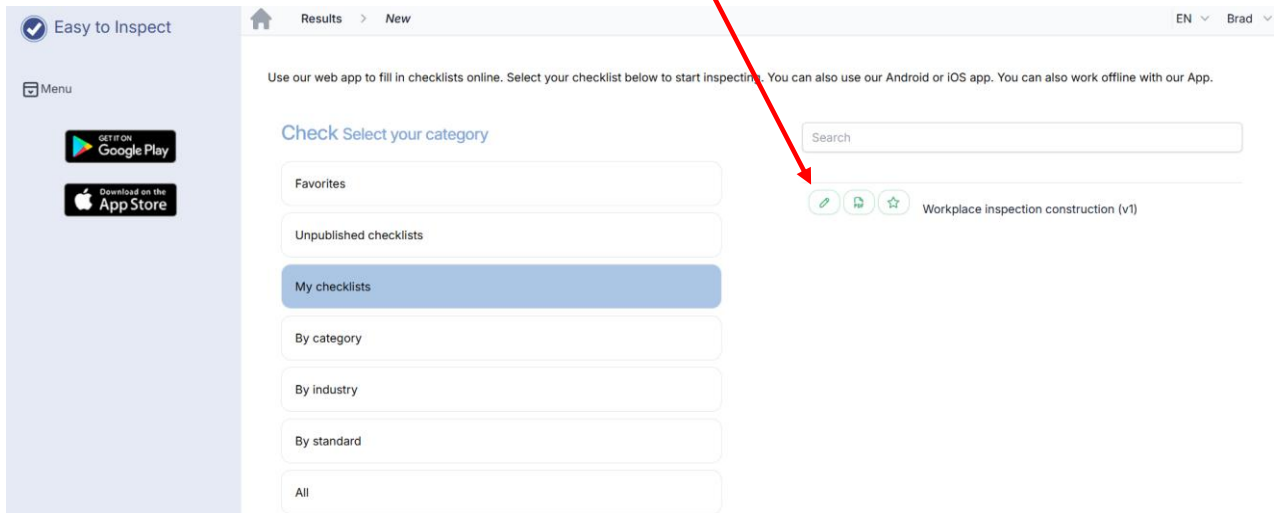
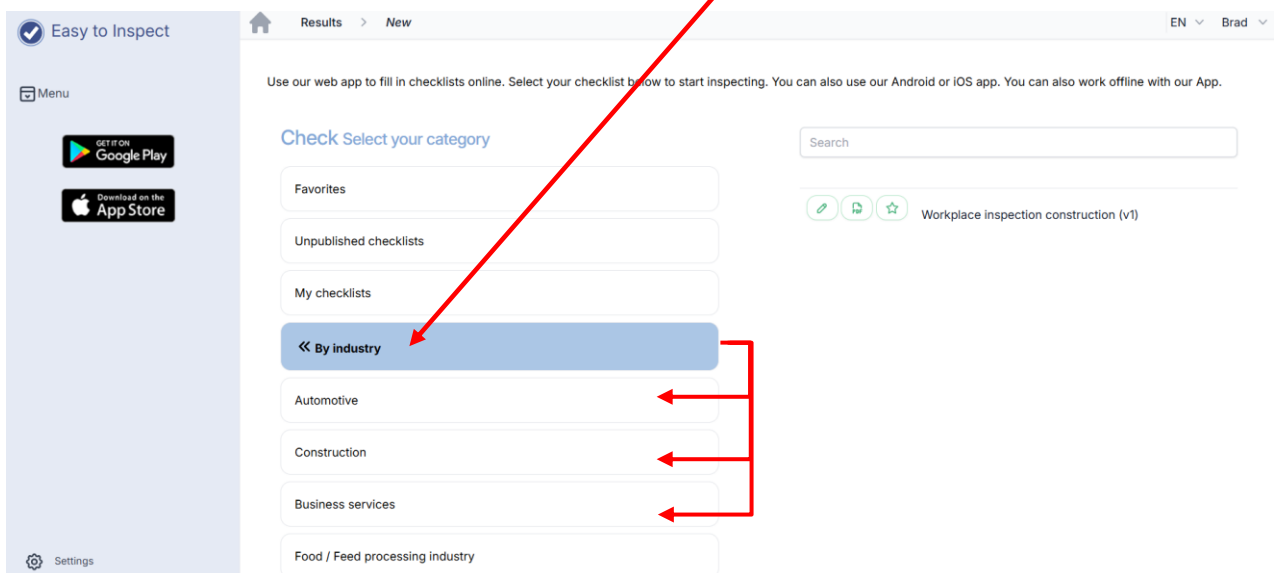**4.   Web inspection – Select your checklist**

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 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.

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.

You can stop at any moment and save the inspection result as draft by clicking the button on the bottom of the page.
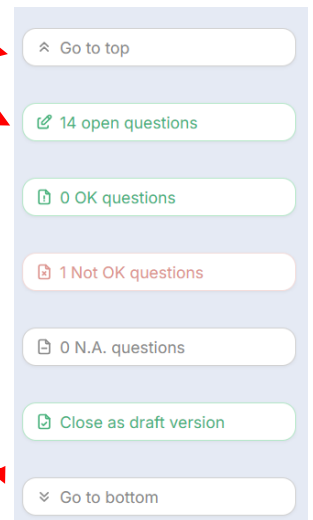
You can easily go to the top of your checklist, to the bottom of your checklist or to the first question that is unanswered via the buttons in the lef menu.

≪ Go to top

✎ 14 open questions

📄 0 OK questions

📄 1 Not OK questions

📄 0 N.A. questions

📄 Close as draft version

≫ 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.

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

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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 against external influences
to protect employee

Not okay

Reason

Explanation

No protection applied

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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.

first aid kit accessible

Explanation

Closure

Proposal date for next inspection

dd-mm-jjjj

Close as draft version

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.

first aid kit accessible

Okay
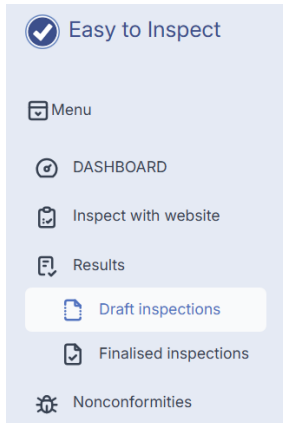
Explanation

Closure

Proposal date for next inspection

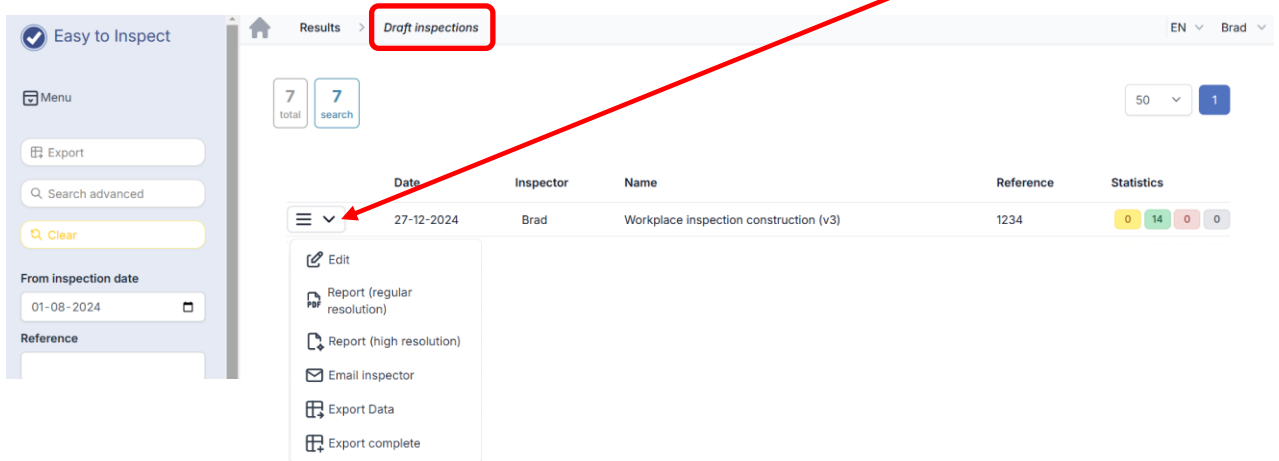dd-mm-jjjj

Close as draft version   Mark as final version   Mark as final version and send email

8. **Web inspection – Draft inspections**

You find your Draft inspections via the main menu item "draft inspections"

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

Easy to Inspect
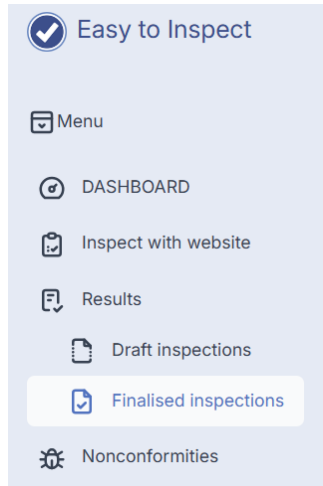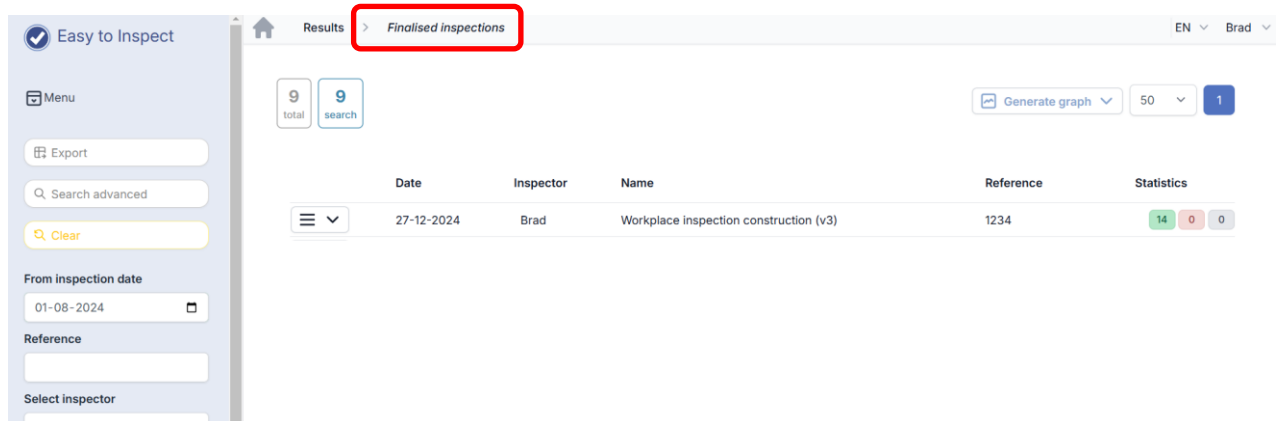check, report analyse

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.

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

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.