

USER MANUAL

INSPECT

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OVERVIEW

Inspect is an application used to streamline the inspection process for businesses, providing a software solution will solve the duplication of paperwork created by on-site inspections. Often traditional paper forms are taken on-site and filled out, then at a later date and time, digitised and photos added. This App provides a solution that will bridge the gap between initial on-site inspection and the digitisation process that occurs later and in the process saving resources, time, and money.

SECTION ONE: GETTING STARTED

1.1 DOWNLOADING THE INSPECT APP:

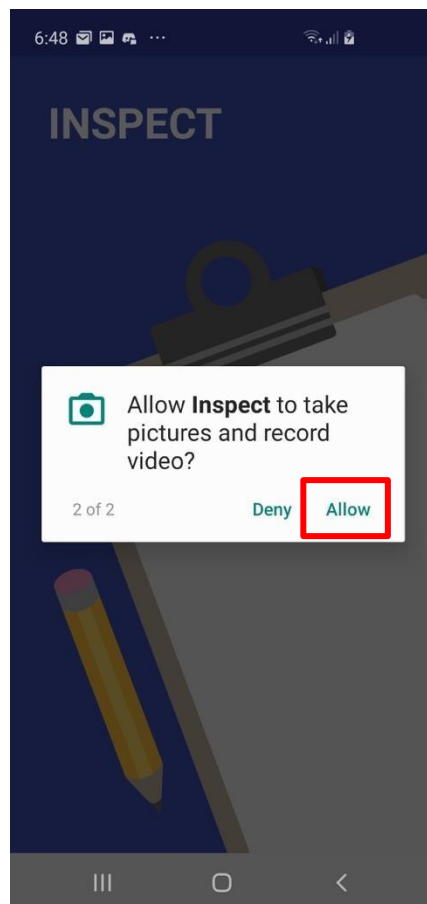
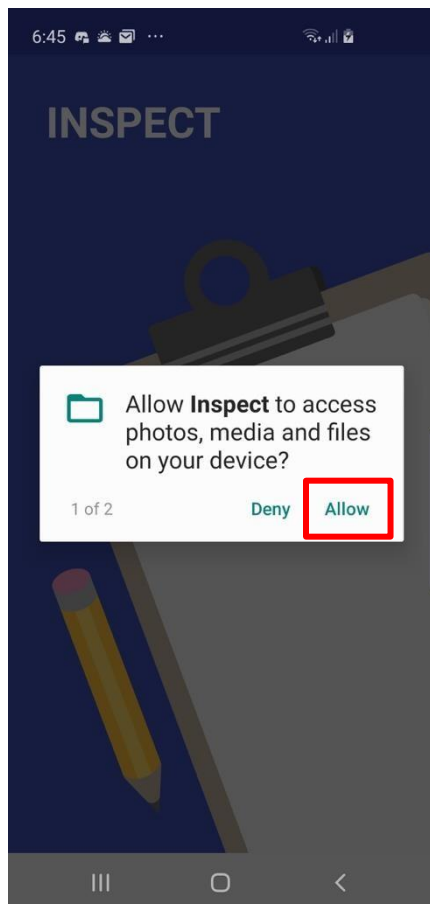
1. Download the Inspect App from Android's Google Play Store
(Download link: <https://play.google.com/apps/testing/com.binarygiant.inspect>)

2. Once the download is complete, tap the Inspect App Icon  to access the App.

1.2 APP PERMISSIONS:

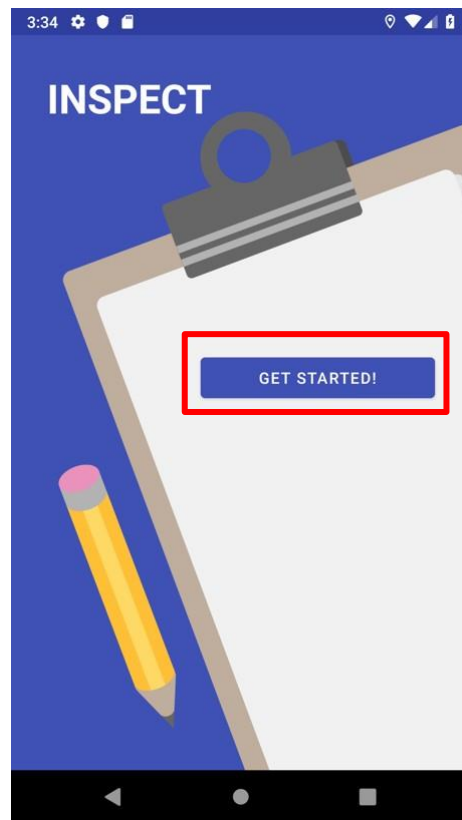
1. Before using the App, ensure that permissions are allowed to access photos, media and files on the device as well as take pictures and record video.

This will prove to be useful in the event of adding photos to the inspection form/template that are taken directly by the camera. Saved files/templates can also be located in the event of editing an existing template or sharing it with a client.



2. Once the Inspect App has been granted these permissions, tap to begin using the App.

GET STARTED!

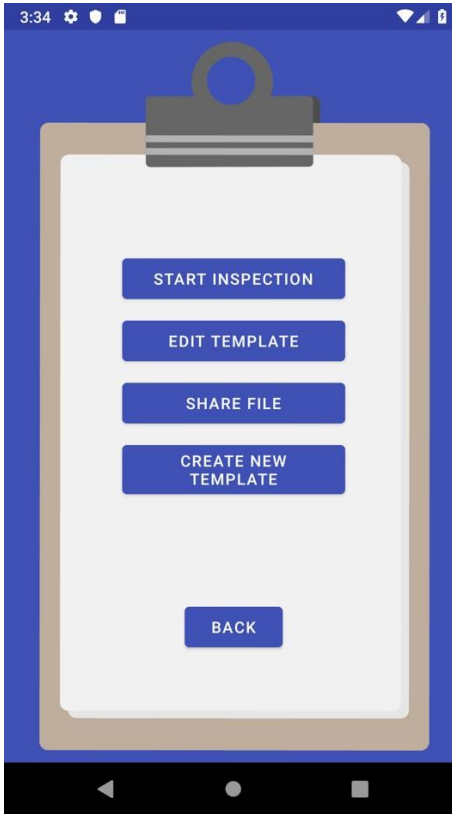


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SECTION TWO: MAIN MENU

OVERVIEW OF MAIN MENU FEATURES

Located on the main menu are the following features:



2.1 - START INSPECTION:


Tapping the **START INSPECTION** button will allow the user to select an existing template that has been created and saved and fill it out during an on-site inspection. These additions to the inspection form can be saved and returned to later, previewed, or shared/sent to the client.

NOTE: The camera can only be accessed during this part of the process once a template has already been created and saved, and then proceeded to be filled out using the START INSPECTION feature where a photo may need to be taken and added to the template.


2.2 - EDIT TEMPLATE:

Tapping the **EDIT TEMPLATE** button will allow the user to select an existing template that has been created and saved and make changes to it as per the needs of the inspection. These changes can be saved and returned to later.

2.3 - SHARE FILE:


Tapping the  button will allow the user to select an existing template that has been created and saved, preview it in the form of a PDF file and share and/or send it to the client accordingly.

2.4 - CREATE NEW TEMPLATE:

Tapping the  button will allow the user to create their own inspection form with their own customizable headings, questions, placeholders for photos to be attached as well as number of desired pages.

This template can be saved and returned to later – either in the process of editing it further through the EDIT TEMPLATE feature or filling it out during the inspection phase through the START INSPECTION feature.

2.5 - BACK:

The  button will take you back to the previous introductory screen to 'GET STARTED!'

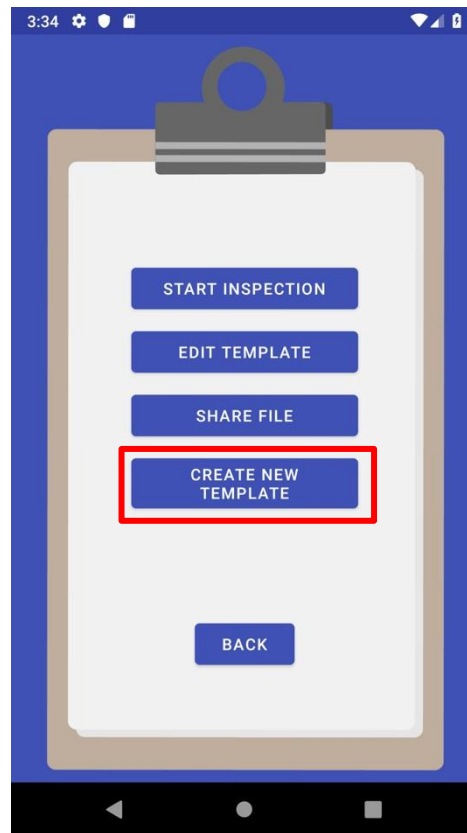
SECTION THREE: CREATING A TEMPLATE

1. To begin the process of creating a template, tap the

CREATE NEW
TEMPLATE

button on

the main menu screen.



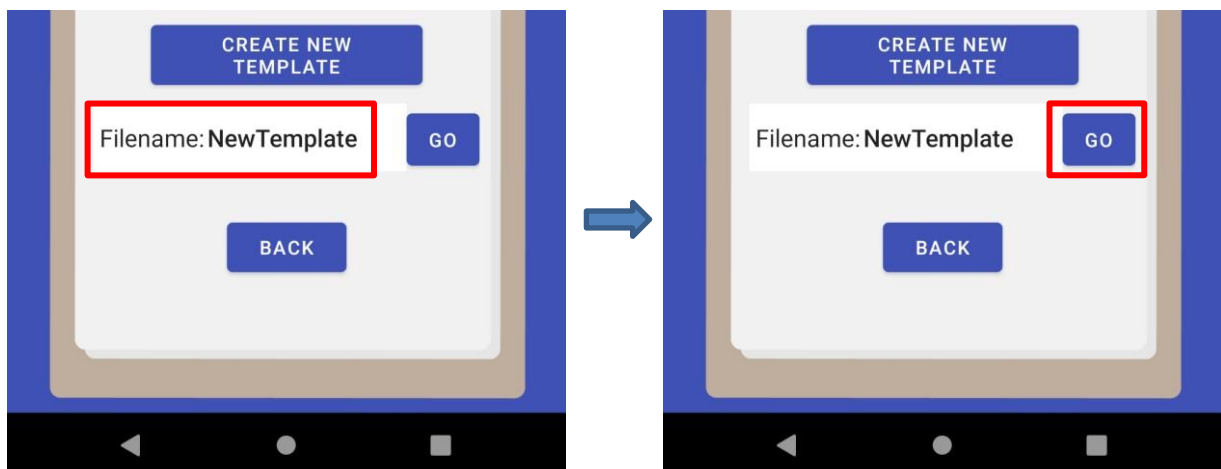
2. A textbox will appear below the

CREATE NEW
TEMPLATE

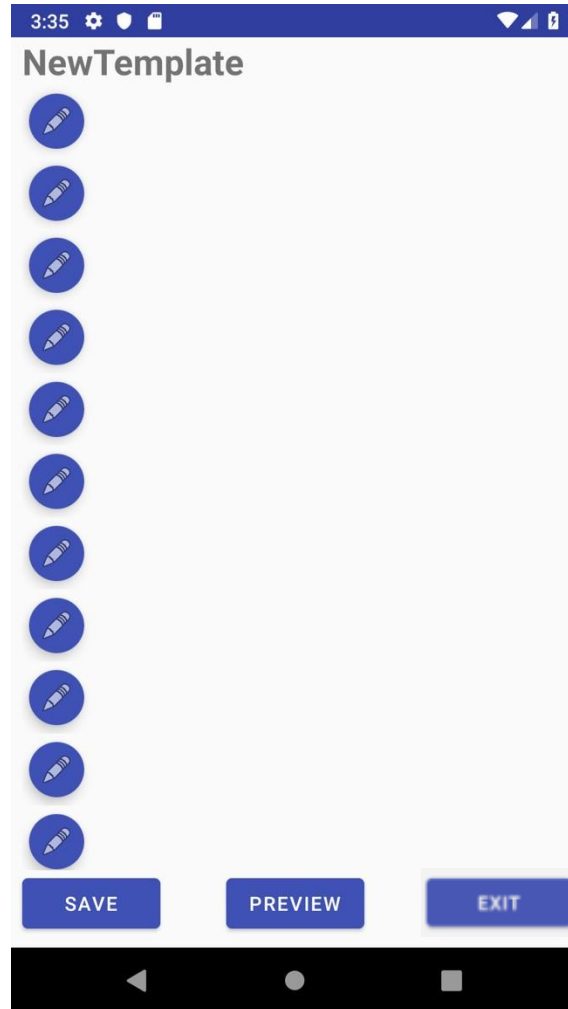
 button, prompting you to enter the desired name for this template. Once you have named the template, tap the


GO

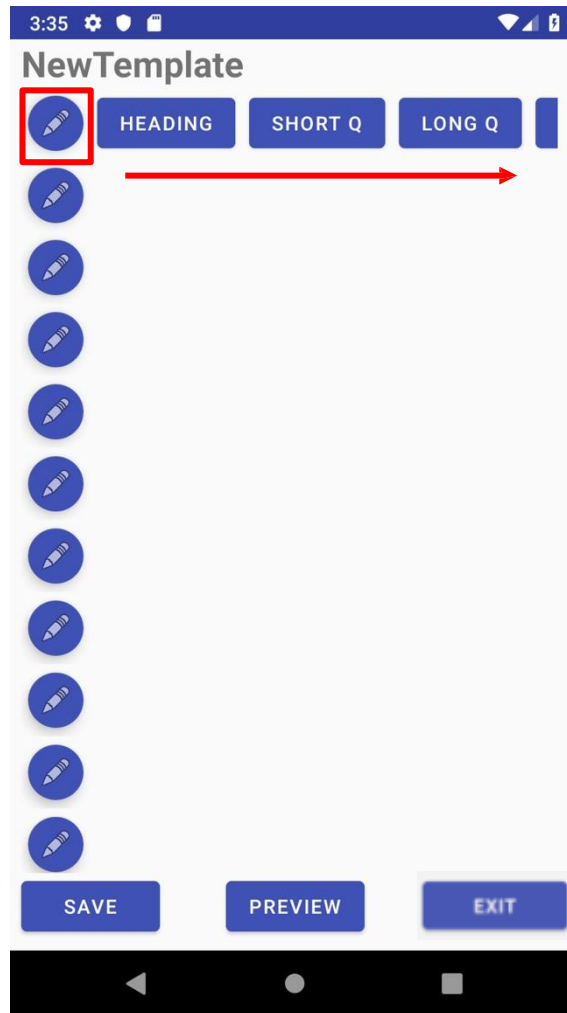
 button to the right of the textbox to go to the template page.

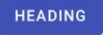


3. A blank template will appear containing a column of pencil icons.



Tapping the  icon will allow a horizontal slide menu of buttons to appear across the top of the screen. These can be scrolled through to add custom elements to the template you will be creating.



3.1 ADDING A HEADING: To add a Heading to the template, tap the  button and enter a heading in the textbox that will appear beside it.



Once you have entered the desired Heading element for your template, simply scroll back to the left of the screen to view the pencil icons to add other elements to your template.

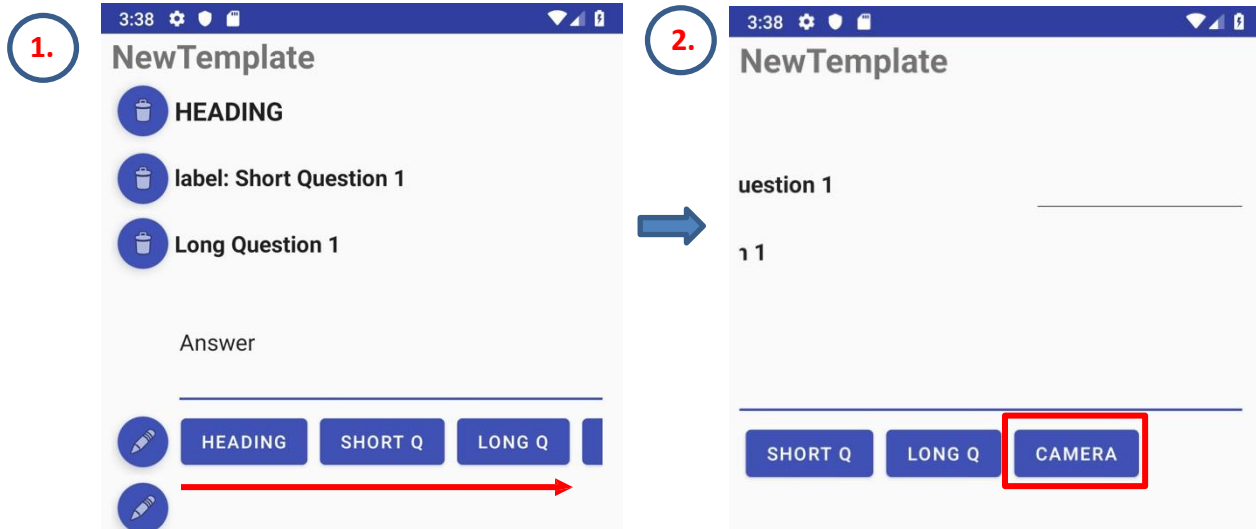
3.2 ADDING A SHORT QUESTION: To add a Short Question to the template, tap the **SHORT Q** button and enter a short question in the textbox that will appear beside it.

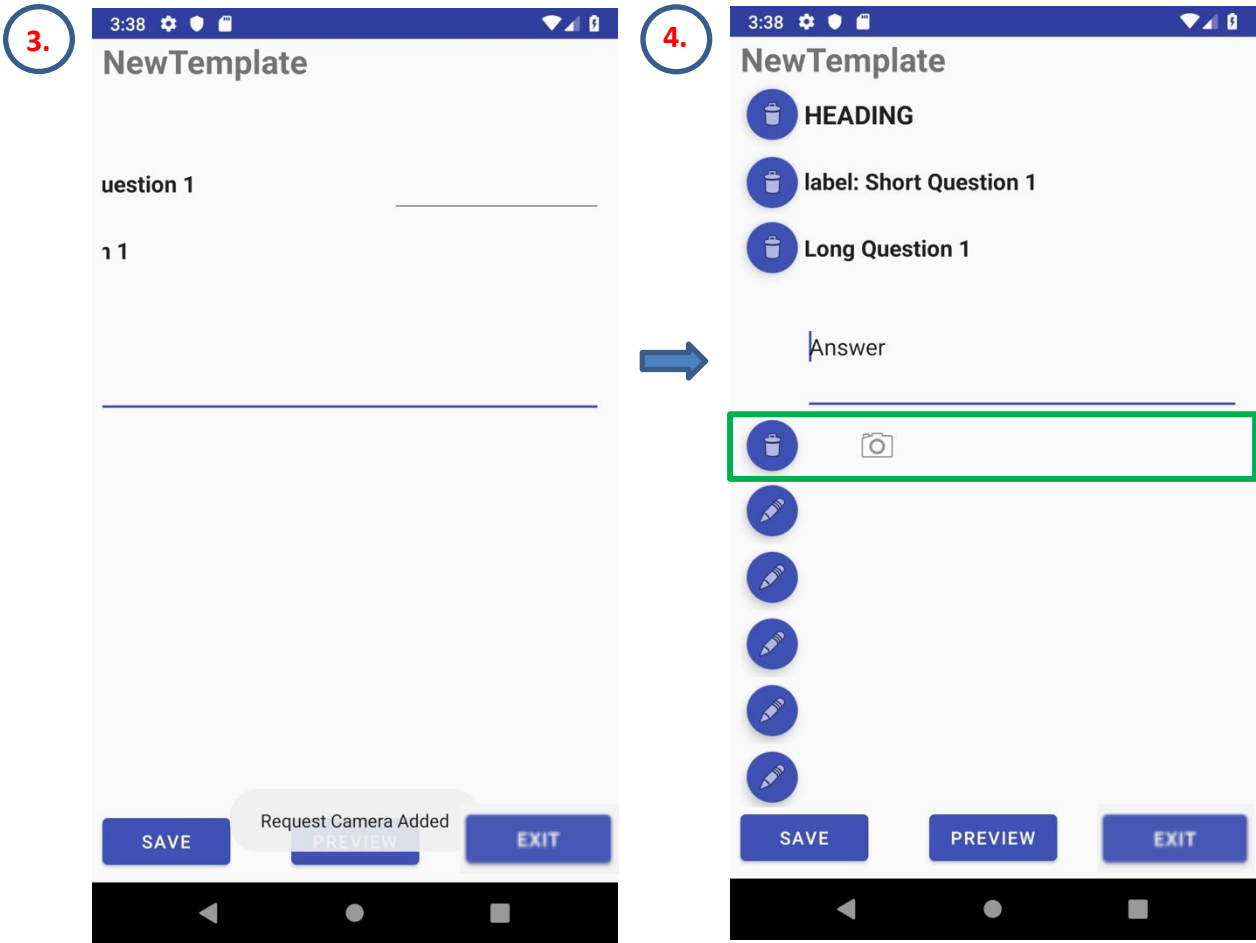


3.3 ADDING A LONG QUESTION: To add a Long Question to the template, tap the **LONG Q** button and enter a long question in the textbox that will appear beside it.

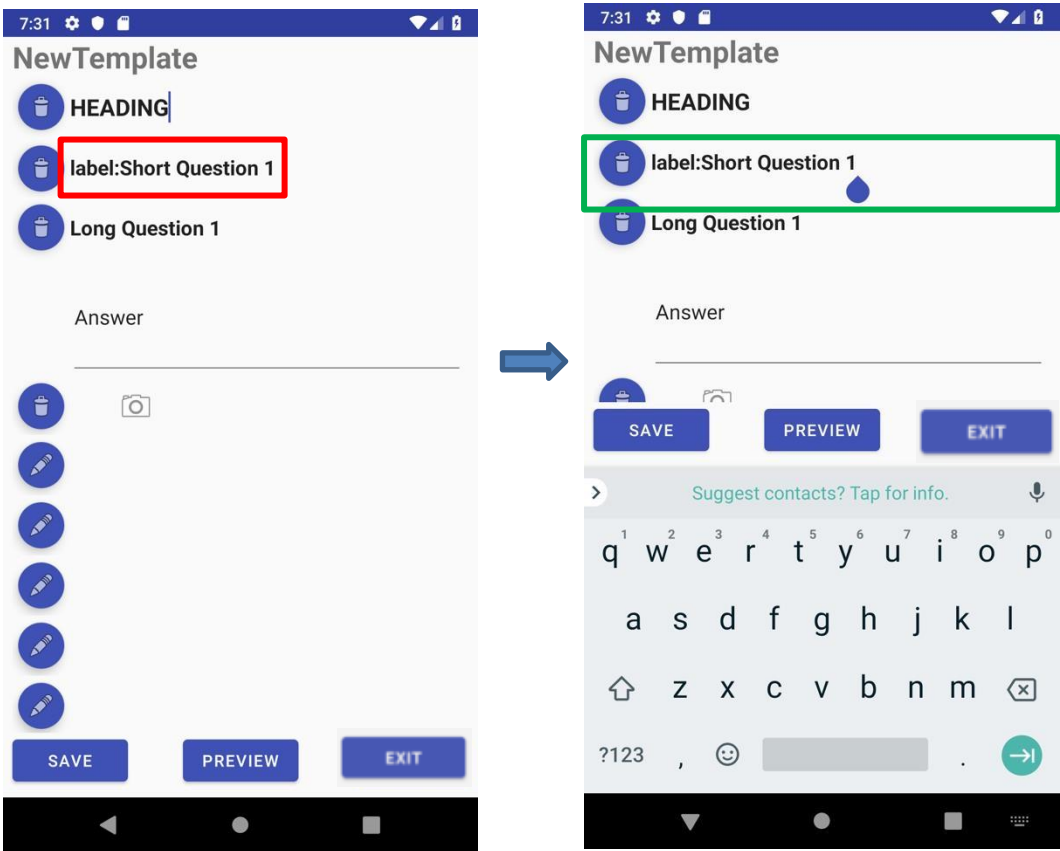



3.4 ADDING A CAMERA: To add a placeholder for a photo to be attached to the template, tap the **CAMERA** button. A photo logo/icon will appear – this will function as a placeholder during the Inspection process for photos to be added in its place. NOTE: You will have to scroll through the horizontal elements menu to access the button.




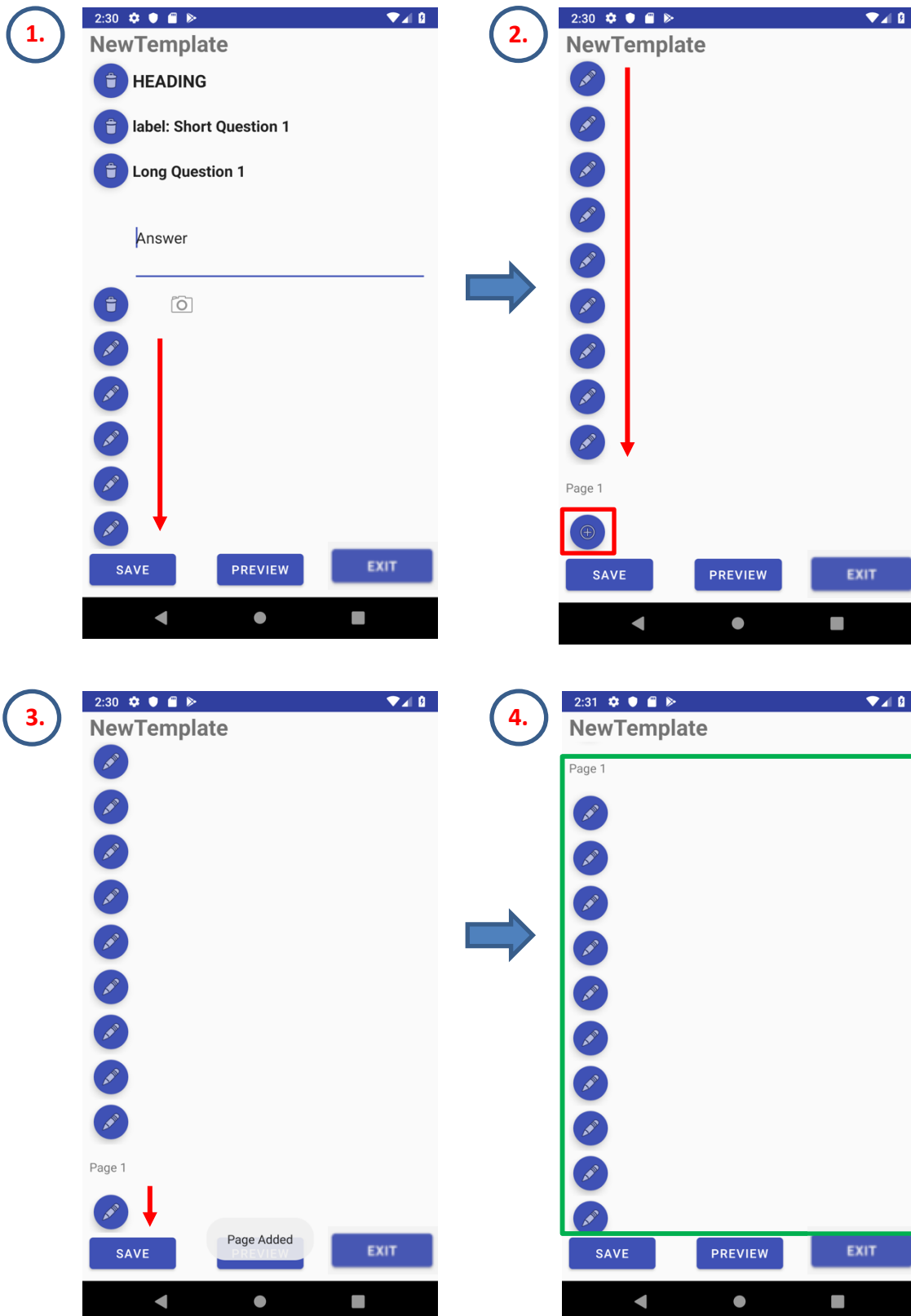



- To go back and edit previous fields or elements, simply tap on the textboxes for each element added to make the necessary changes.

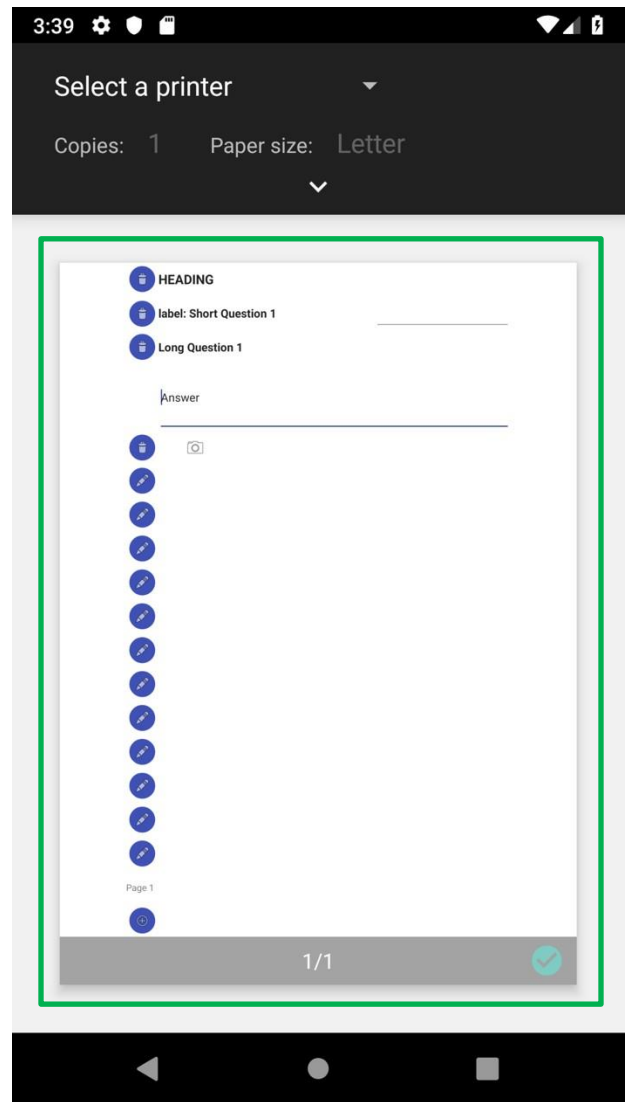
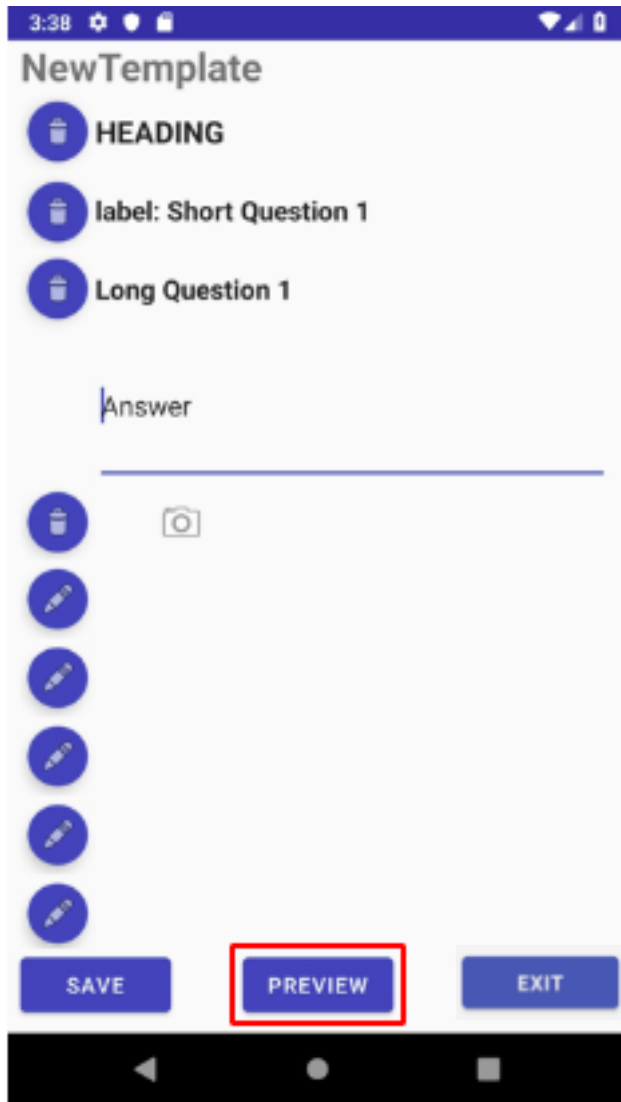


NOTE: To remove any elements you have added, simply tap on the  icon next to the element you wish to delete. The icon will appear once you have added an element.

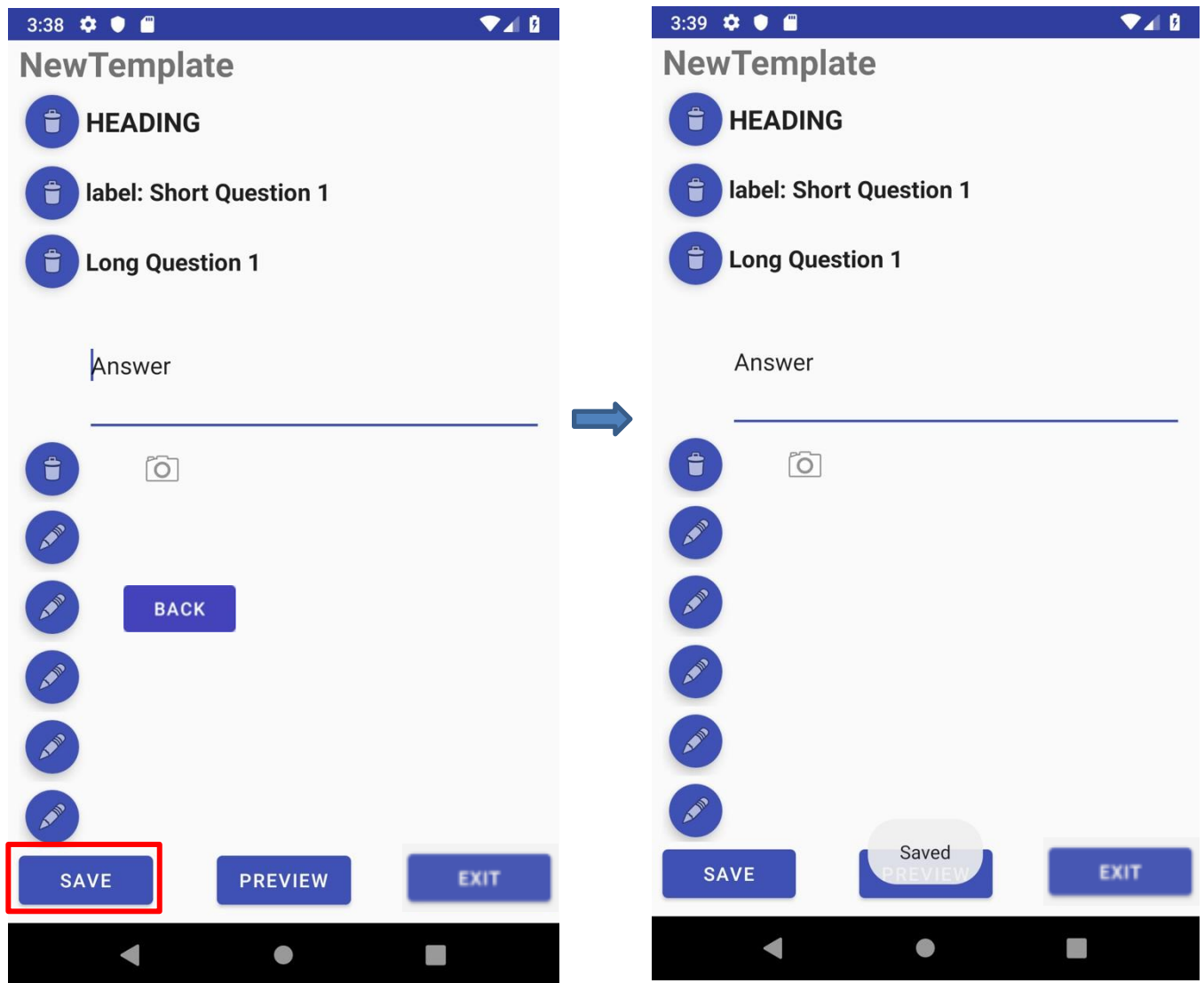
3.5 ADDING A PAGE: To add a page to your template, scroll down to the bottom of the screen and tap on the  icon. A new page will then be added with its own column of icons to add/remove elements.



- To preview your current template, tap the **PREVIEW** button at the bottom of the screen. Once you have seen your template previewed, tap on the  button to return to your template.



4. Once you have created your template and added the desired elements, tap the **SAVE** button at the bottom of the screen to save your template. A brief prompt confirming your template has been saved will then appear.

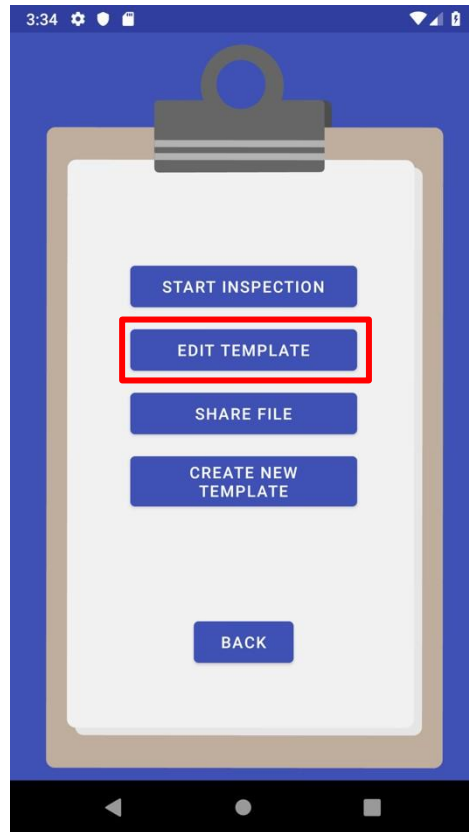


5. To return to the main menu, tap on the  button at the bottom of the screen.

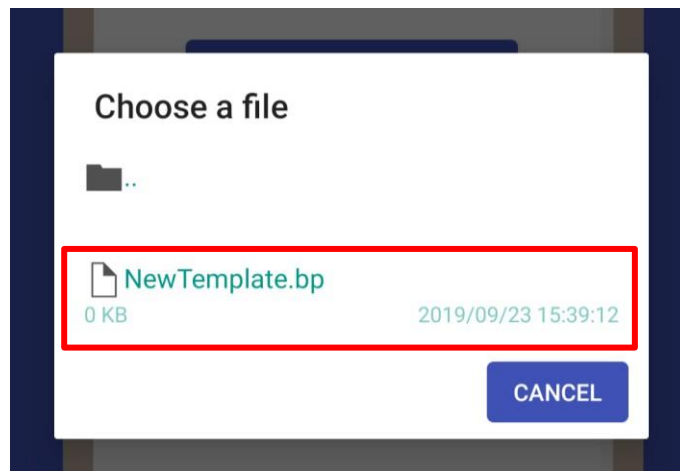
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SECTION FOUR: EDITING A TEMPLATE

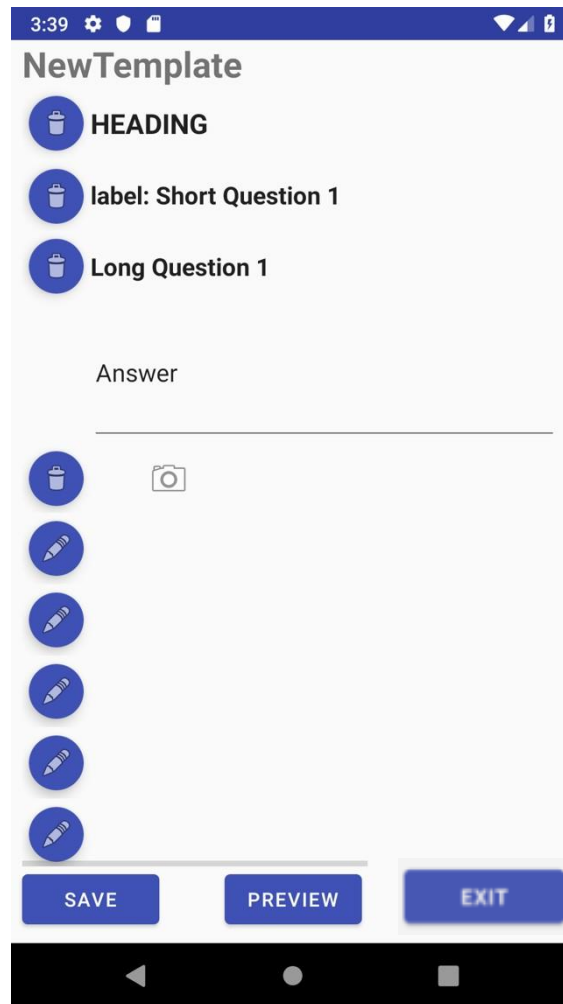
1. To begin the process of editing an existing template that has already been created and saved, tap the **EDIT TEMPLATE** button on the main menu screen.



2. A prompt will appear in front of the main menu, asking you to choose the file you wish to edit. Select the template you have already created and saved.



3. Your saved template will now appear in edit-mode, allowing you to make the desired changes to it.

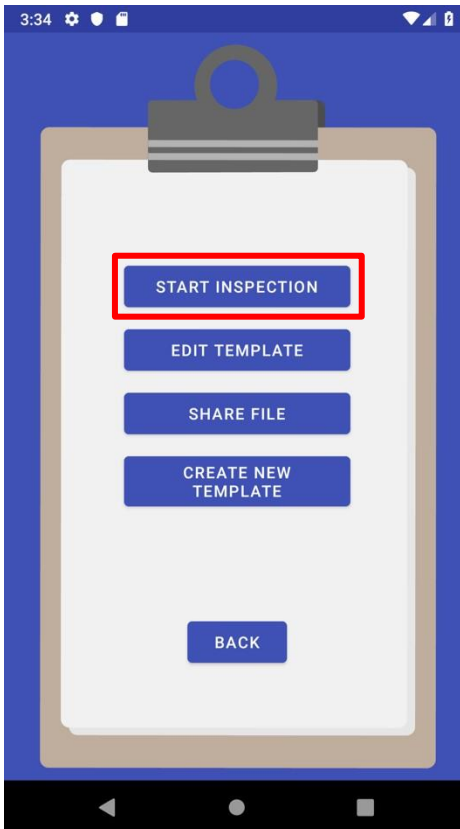


4. Once you have made the desired changes/edits to the template, you may select the **PREVIEW** button at the bottom of the screen to preview your template with these current changes or tap the **SAVE** button to save these changes.
5. To return to the main menu, tap on the **EXIT** button at the bottom of the screen.

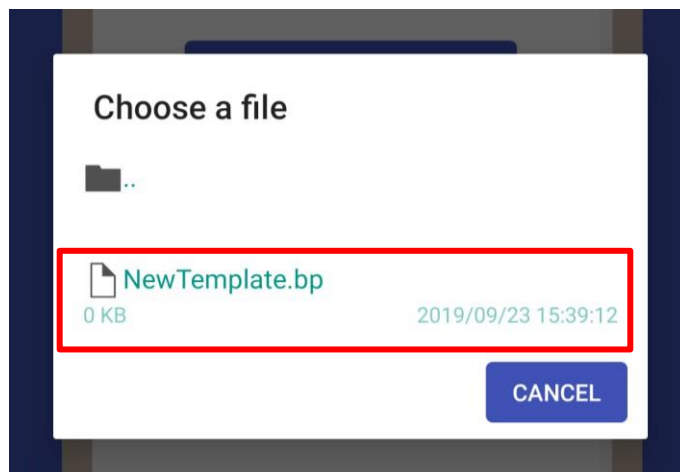
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SECTION FIVE: STARTING AN INSPECTION

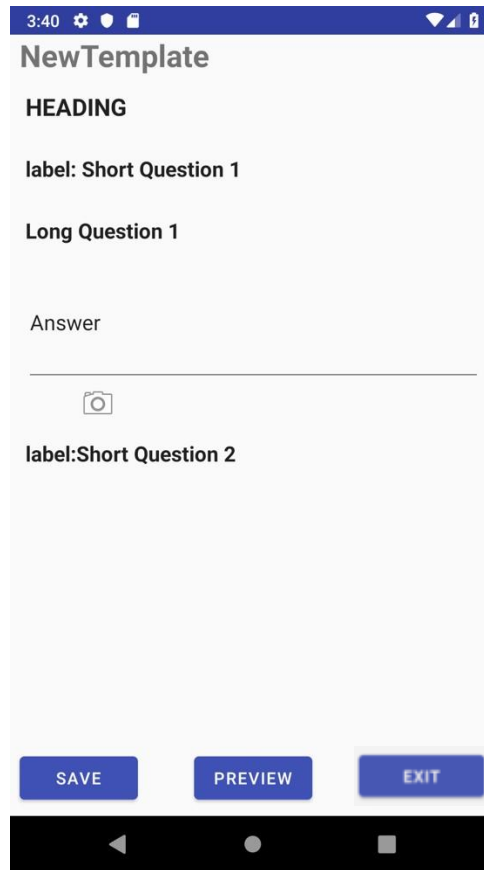
1. To begin the process of starting an inspection – that is, filling out a custom made template that has already been created and saved – tap on the **START INSPECTION** button on the main menu screen.



2. A prompt will appear above the main menu, asking you to choose the file or template you wish to use for the inspection. Select the desired template for the inspection.



3. Your saved template for inspection will now appear in inspection-mode, allowing you to fill out the template and carry out in the inspection process.




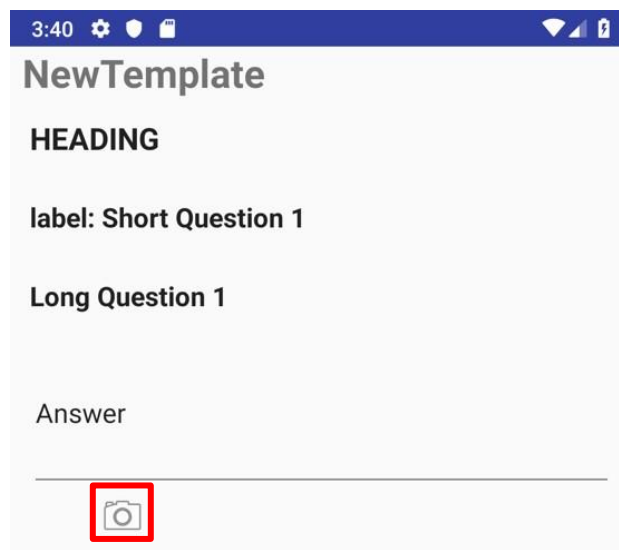
A screenshot of a mobile application interface titled "NewTemplate". The form contains the following fields and elements:

- HEADING**
- label: Short Question 1**
- Long Question 1**
- Answer**
- A horizontal line separator.
- A camera icon.
- label: Short Question 2**



At the bottom of the form are three blue buttons: **SAVE**, **PREVIEW**, and **EXIT**. The status bar at the top shows the time 3:40 and various icons. The bottom of the screen shows the Android navigation bar.

4. During the on-site inspection, simply tap on the textbox fields already added to the custom template and fill them out with the necessary details.

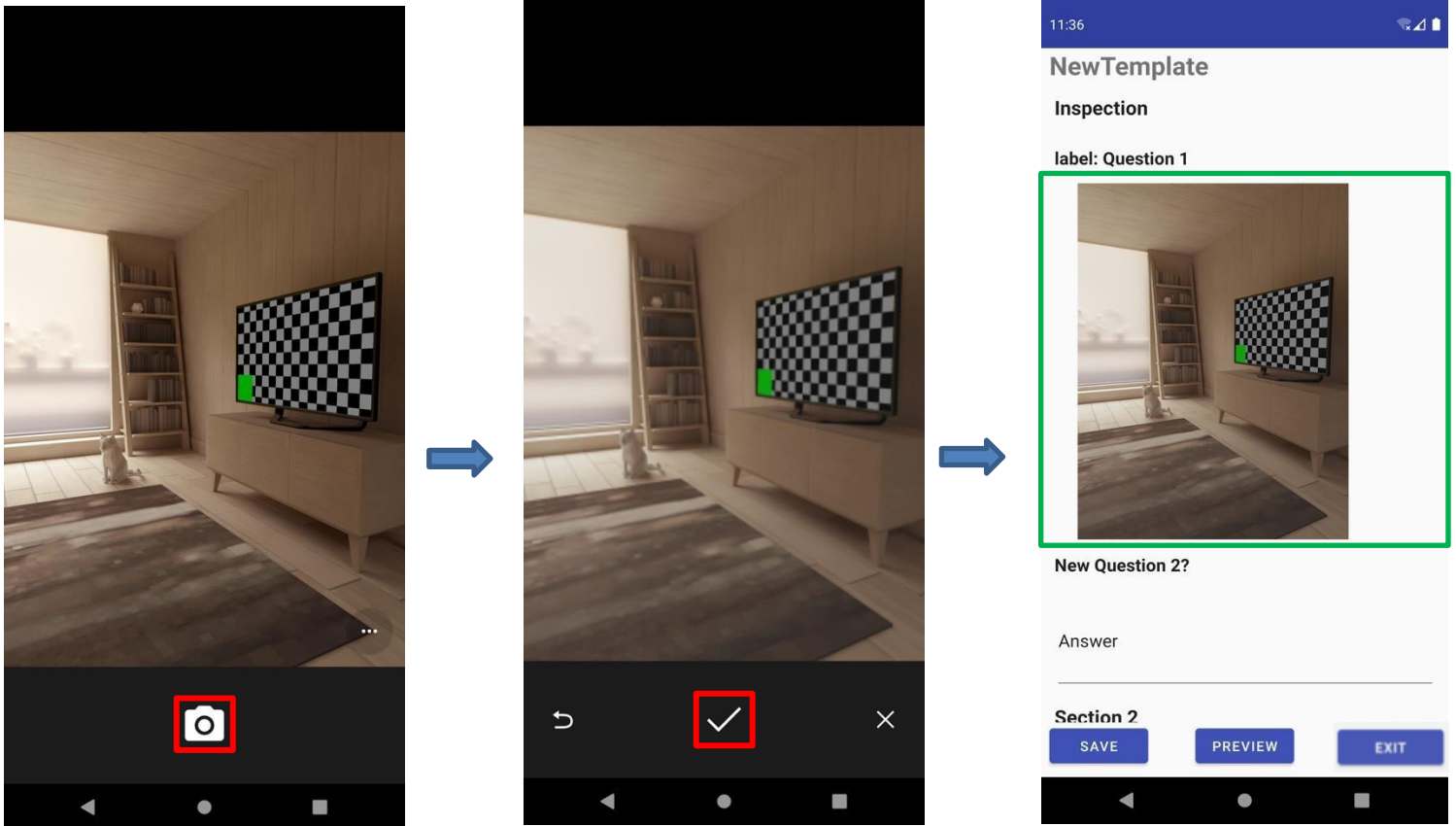
To add a photo to the template, simply tap on the  icon that you added either during the CREATING A TEMPLATE or EDITING A TEMPLATE stages.





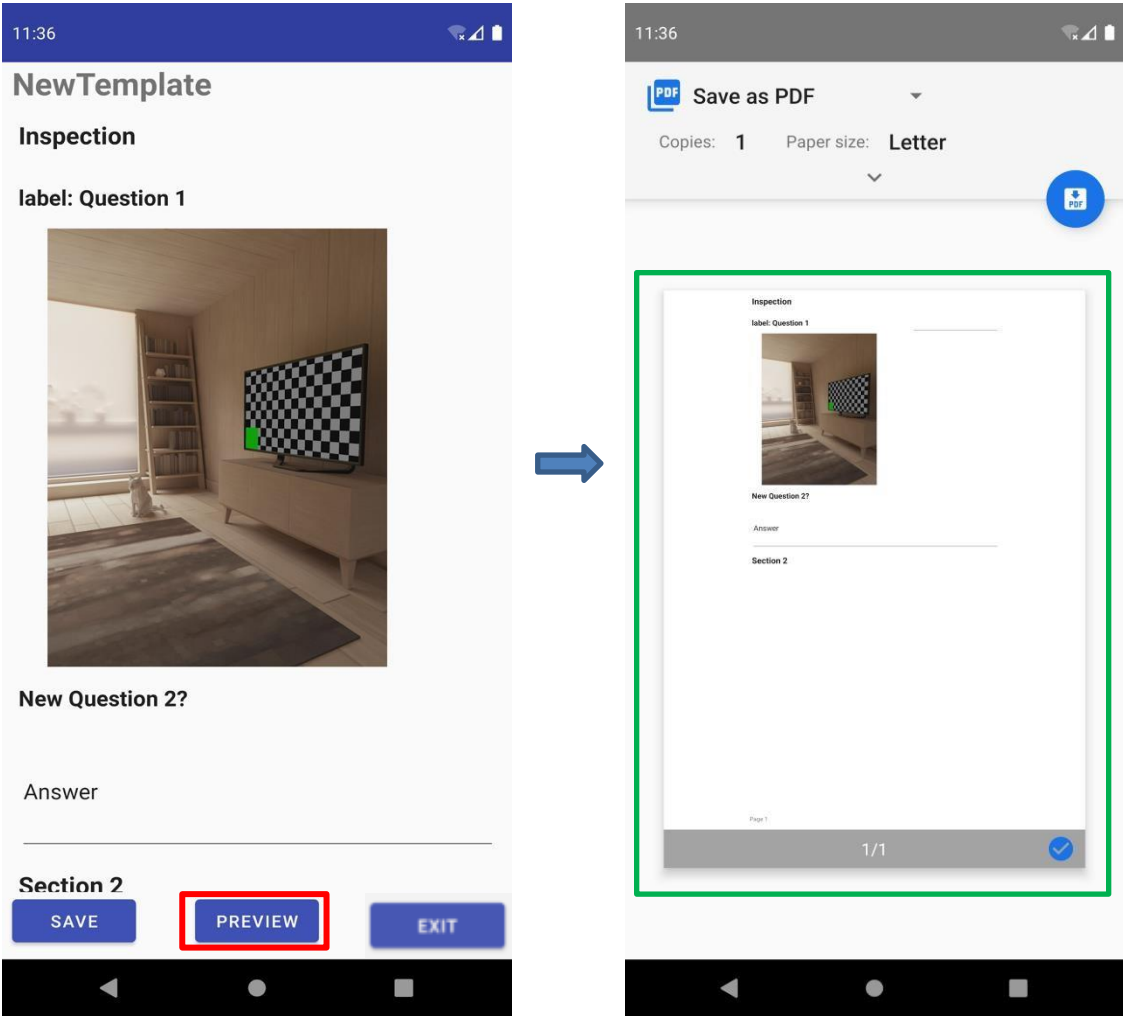
A screenshot of the same "NewTemplate" form as above. In this version, the camera icon located below the "Answer" field and above the "label: Short Question 2" field is highlighted with a red square border.



5. You will then be taken to the camera on the device. Tap on the  icon to take a photo and then tap on the  icon to approve the photo and add it to the template.

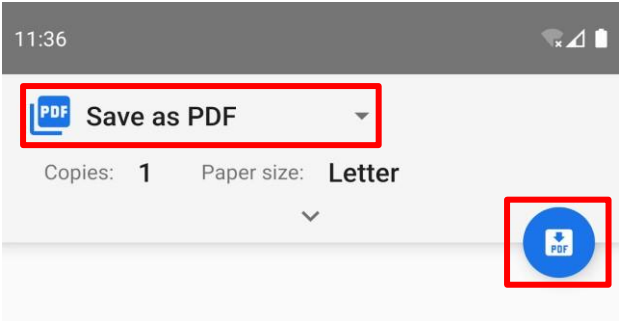
The photo will now appear in place of the camera logo placeholder in the template.




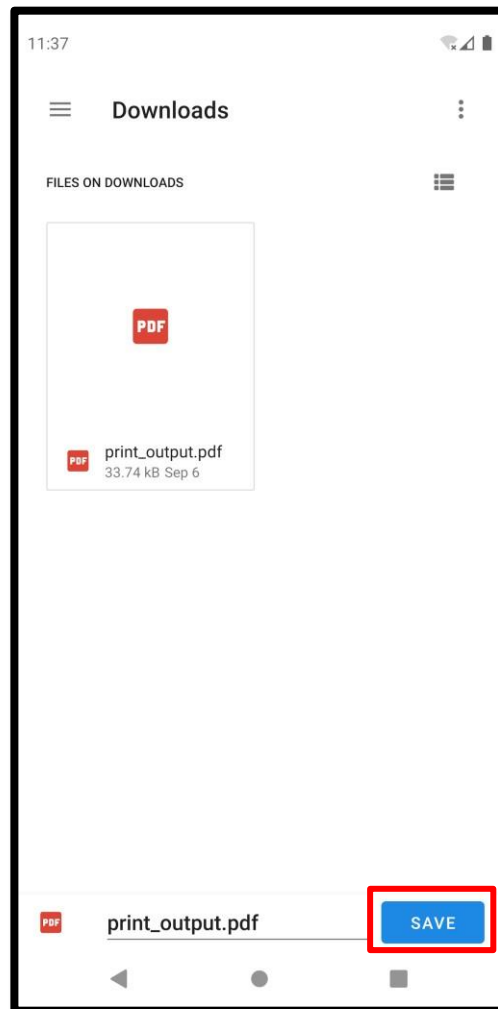
6. Once the template has been filled out to the user's satisfaction, tap on the  button at the bottom of the screen to save these changes. These changes can be returned to later via the STARTING AN INSPECTION phase to complete the inspection process at a later time or the EDITING A TEMPLATE phase to go back and edit certain fields/elements which may/may not be required for the inspection.
7. To preview the template in its current (completed or partially completed) form, tap on the  button at the bottom of the screen.



8. To save the completed inspection form as a PDF file, tap on the  or  button at the top of the preview screen.




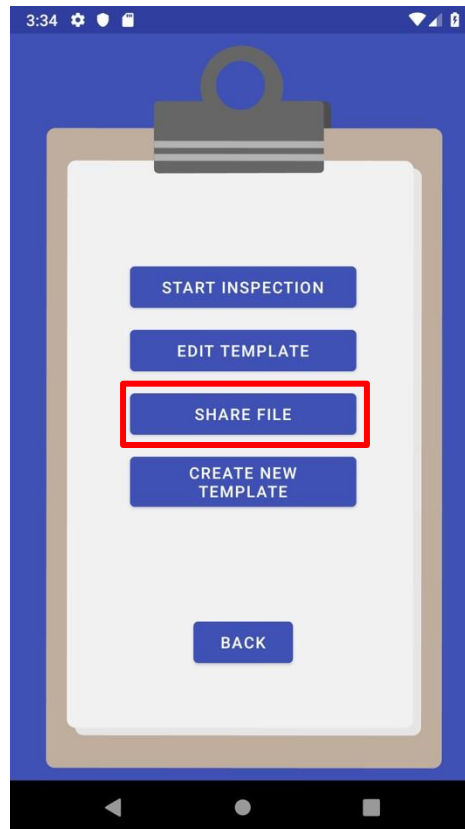
9. Once you have named the file, tap the  button to save it as an output PDF file.



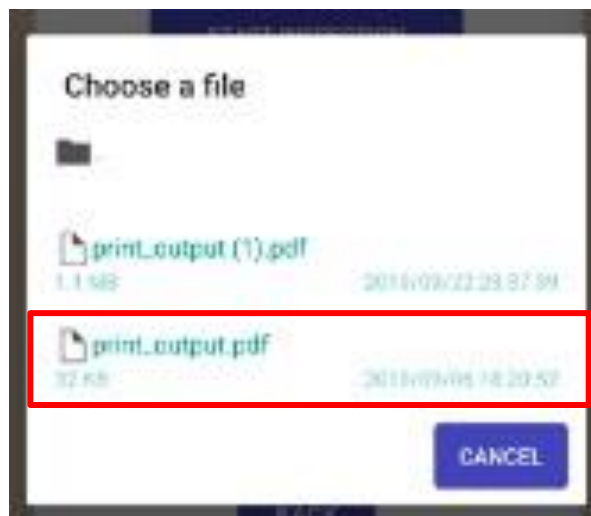
10. To return to the main menu, tap on the  button at the bottom of the screen.

SECTION SIX: SHARING AN INSPECTION FORM

1. To begin the process of sharing the completed inspection form with the client, tap on the  button on the main menu screen.



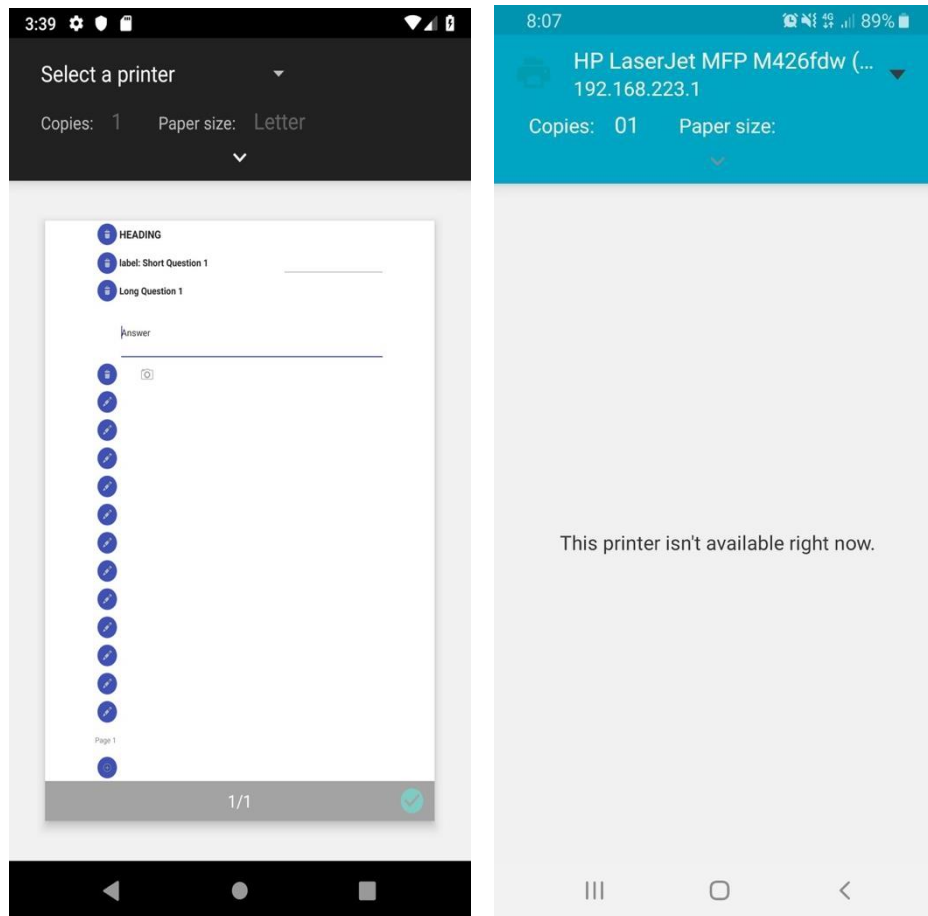
2. A prompt will appear above the main menu, asking you to choose the file you wish to share (or send to) the client. Select the desired file for sharing.



3. Select the email client with which you would like to communicate with the client (Hotmail, Gmail, etc.). Simply enter the client's email address (the file itself will already be attached to the email) and tap the send icon.

SECTION SEVEN: TROUBLESHOOTING

EXAMPLE: When coming to preview an inspection form – either when creating a template, editing a template, starting an inspection, or sharing the file – it may not always allow you to preview the document as a PDF file (as seen in the screenshot on the right).



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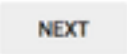
SECTION EIGHT: USER FEEDBACK


1. To access the user feedback form to provide feedback on the Inspect App, please click on the following link: <https://forms.gle/E4iw6JjeybwvxNoZ7>

During this survey, you will be asked to complete four tasks then answer questions based on those tasks. The tasks include:

- Creating a Template
- Editing a Template
- Completing an Inspection
- Sharing a File

NOTE: You may need to use both your computer and phone to complete this survey.

2. To begin filling out the Inspect Feedback form, click on  and follow the prompts to complete the survey.

3. Once you have completed filling out the Inspect Feedback form, click on  to submit your responses.

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