

1

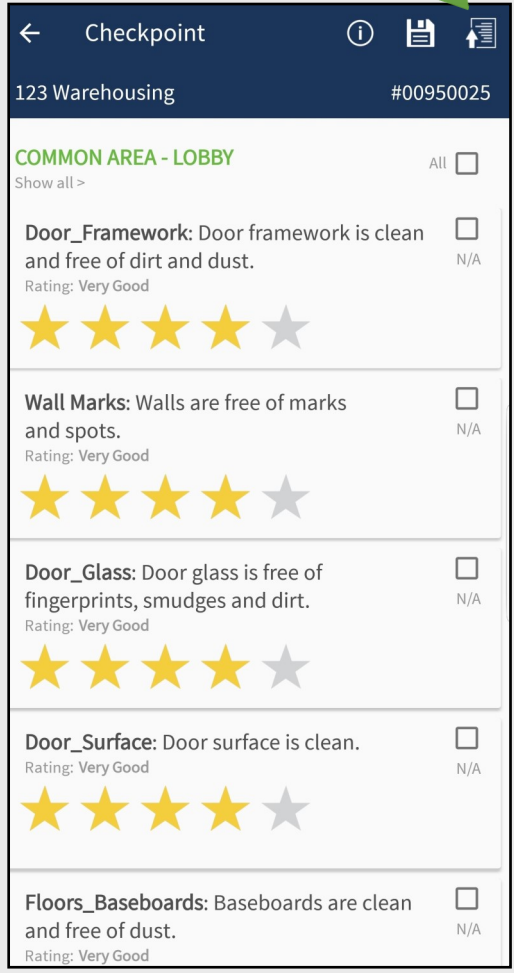
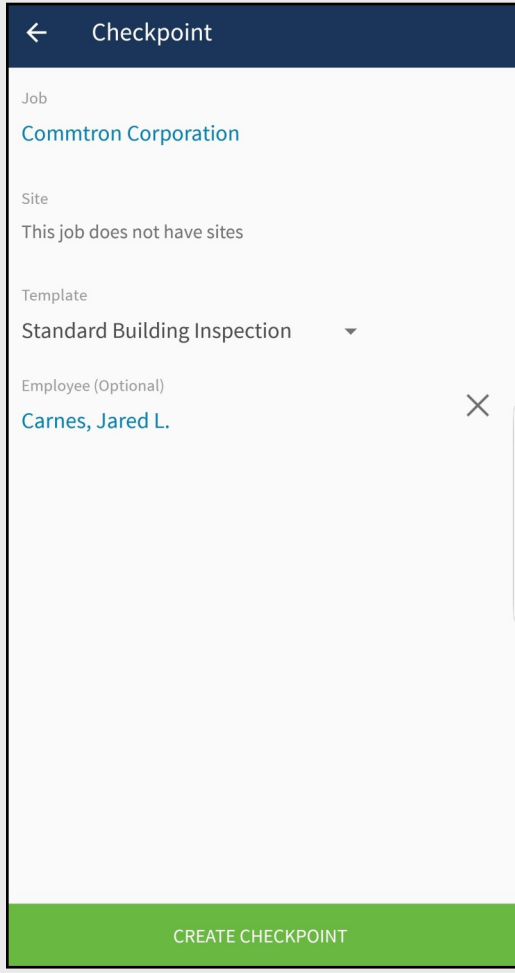
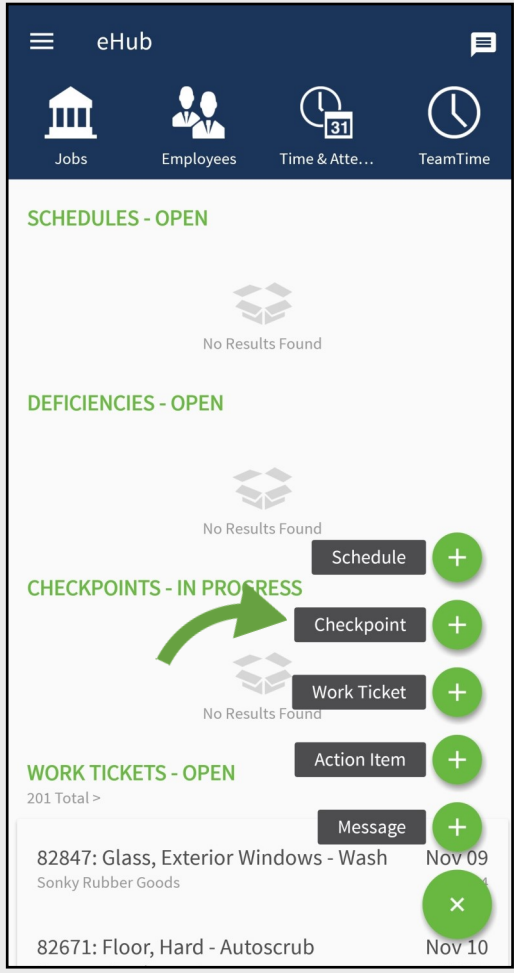
Tap the + button in the lower-right and select **Checkpoint**.

2

Select the job, site (if applicable), template, and employee (optional). Tap **Create Checkpoint** to accept the entries and proceed.

3

Tap on the stars to apply a rating, or an item to access details. Swipe left/right to change areas. Use the **submit** button on top when finished. After submitting a **camera** button will appear in this area to attach a picture.



4

Depending on the checkpoint template setup, you may be required to sign and enter your name. When finished, tap **Done** to submit the checkpoint.

