The inspector needs to login

The inspector needs to see a list of other stores to see previous inspection reports.

The inspector needs to select a site

The inspector needs to select the type of inspection to begin

The inspector needs to be able to review all the latest inspections for a site.

**Scenario: Creating a new inspection for the store in “Donelson”**

* The inspector, after clicking “Donelson” in “Site Select”, should click “New Safety inspection”
* The inspector should see:
  + The current year, current quarter “Store Safety Inspection”
  + The current date and the inspector’s name from the login and the store’s name and manager’s name.
  + The Previous Safety score is blank and the field is in red.
  + The Current Safety score is “100” and the field is in green.
  + There is text underneath that says ‘\*Note: All items in red text constitute an "all or nothing" point scale’
* In the section “Video Review” the inspector shall see:
  + ‘Cashiers are physically counting change back to customer? ‘ with a score of 5 in a field of green and a max value of 5 in a field of green. The score is in green. When the score changes to less than the max value the field turns to red. There is a field to capture the date and time.
  + ‘Cashiers are using counterfeit prevention methods on bills $20 and over’ with a score of 5 in a field of green and a max value of 5 in a field of green. When the score changes to less than the max value the field turns to red. There is a field to capture the date and time.
  + ‘Two employees are counting and verifying deposit’ with a score of 5 in a field of green and a max value of 5 in a field of green. When the score changes to less than the max value the field turns to red. There is a field to capture the date and time.
  + ‘Closing Procedures completed?’ with a score of 5 in a field of green and a max value of 5 in a field of green. When the score changes to less than the max value the field turns to red. There is a field to capture the date and time.
* In the section “Cash Accountability” the inspector shall see:
  + A field for the month, a field for “Abs Var”, a field for the “% of Dep”, a field for the “Co Avg Amt” with its value in blue, a field for “Co Avg % Dep” with its value in blue in terms of percentage and the Rank calculated from the previous values, a field for “Number of Checks at POS: “ expressed as an integer and default value of “0” and a field for “Number Not in Compliance: “ expressed as an integer and default value of “0”. It also has a field with a score of 5 in a field of green and a max value of 5 in a field of green. When the score changes to less than the max value the field turns to red.
  + ‘Cashier training complete and documented?’ with a score of 6 in a field of green and a max value of 6 in a field of green. When the score changes to less than the max value the field turns to red.
  + ‘Assigned tills for cashiers / countdowns between’ with a score of 1 in a field of green and a max value of 1 in a field of green. When the score changes to less than the max value the field turns to red.
  + ‘Register audits completed / documented? (2/week) with a score of 10 in a field of green and a max value of 10 in a field of green. When the score changes to less than the max value the field turns to red.
* In the section “Transaction Review” the inspector shall see:
  + A sub section called “Voids” with fields for “Date”, “Cashier”, “Reg#” as integer and “Problem” as text. There is a field for the score in green with a default value of “10” and a max score of “10” in green. When the score changes to 1 or 2 below the max, the field turns yellow and greater changes turn to red.
  + A sub section called “Refunds” with fields for “Date”, “Cashier”, “Reg#” as integer and “Problem” as text. There is a field for the score in green with a default value of “3” and a max score of “3” in green. When the score changes to 1 below the max, the field turns yellow and greater changes turn to red.
  + A sub section called “Exchanges” with fields for “Date”, “Cashier”, “Reg#” as integer and “Problem” as text. There is a field for the score in green with a default value of “2” and a max score of “2” in green. When the score changes to 1 below the max, the field turns yellow and greater changes turn to red.
  + A sub section called “No Sales” with fields for “Date”, “Cashier”, “Reg#” as integer and “Problem” as text. There is a field for the score in green with a default value of “3” and a max score of “3” in green. When the score changes to 1 below the max, the field turns yellow and greater changes turn to red.
  + A sub section called “Variances” with fields for “Date” and “Amount” as decimal. There is a field for the score in green with a default value of “6” and a max score of “6”. When the score changes to 1 below the max, the field turns yellow and greater changes turn to red.
  + The inspector shall see a Total field that is calculated from the sums from “Video Review”, “Cash Accountability”, “Voids”, “Refunds”, “Exchanges”, “No Sales”, “Variances” and is updated as each value changes. The field is green with a default value of “62” and a max score of “62”. When the score changes from 4 to 7 below the max it turns to yellow and greater changes turn to red.
* In the section “Policies and Procedures” the inspector shall see:
  + ‘GivEx and Smart Cards being tracked?’ with a score of 2 in a field of green and a max value of 2 in a field of green. When the score changes to 1 less than the max value the field turns to yellow and greater changes turn to red.
  + ‘Change Fund/Petty Cash (810) reviewed daily?’ with a score of 5 in a field of green and a max value of 5 in a field of green. When the score changes to 1 less than the max value the field turns to yellow and greater changes turn to red.
  + ‘Safe Policy/check combination/cash drawer key/unclaimed payroll policy’ with a score of 5 in a field of green and a max value of 5 in a field of green. When the score changes to 1 less than the max value the field turns to yellow and greater changes turn to red.
  + ‘Deposit Security Procedures sign off sheet signed/in personnel file?’ with a score of 5 in a field of green and a max value of 5 in a field of green. When the score changes to 1 less than the max value the field turns to red.
  + ‘Nightly Deposit Log completed daily and timely?’ with a score of 4 in a field of green and a max value of 4 in a field of green. When the score changes to 1 less than the max value the field turns to red.
  + ‘Deposit slip reviewed and bank bag number recorded?’ with a score of 4 in a field of green and a max value of 4 in a field of green. When the score changes to 1 less than the max value the field turns to yellow and greater changes turn to red.
  + ‘Late Deposits?’ with a score of 4 in a field of green and a max value of 4 in a field of green. When the score changes to 2 less than the max value the field turns to yellow and greater changes turn to red.
  + The inspector shall see a Total field that is calculated from the sums from “Policies and Procedures” and is updated as each value changes. The field is green with a default value of “27” and a max score of “27”. When the score changes from 1 to 3 below the max it turns to yellow and greater changes turn to red.
* In the section “Physical Security” the inspector shall see:
  + ‘Check POS Authorizations/Passwords comply with policy’ with a score of 2 in a field of green and a max value of 2 in a field of green. When the score changes to any less than the max value the field turns to red.
  + ‘POS area is neat and well organized’ with a score of 2 in a field of green and a max value of 2 in a field of green. When the score changes to any less than the max value the field turns to red. There is additional text, ‘POS area is neat and well organized’ and ‘Bills $20.00 and larger and checks under till and neatly organized’.
  + ‘Office door locked when unattended?’ with a score of 3 in a field of green and a max value of 3 in a field of green. When the score changes from 1 below the max it turns to yellow and greater changes turn to red.
  + The inspector shall see a Total field that is calculated from the sums from “Physical Security” and is updated as each value changes. The field is green with a default value of “6” and a max score of “6”. When the score changes from 1 to 2 below the max it turns to yellow and greater changes turn to red.
* In the section “DEC” the inspector shall see:
  + ‘Attendant wearing gloves’ with a score of 1 in a field of green and a max value of 1 in a field of green. When the score changes to any less than the max value the field turns to red.
  + ‘Merchandise out of place/ADC area clean and organized with a score of 1 in a field of green and a max value of 1 in a field of green. When the score changes to any less than the max value the field turns to red.
  + ‘Jewelry handled per policy’ with a score of 1 in a field of green and a max value of 1 in a field of green. When the score changes to any less than the max value the field turns to red.
  + ‘Proper lifting’ with a score of 1 in a field of green and a max value of 1 in a field of green. When the score changes to any less than the max value the field turns to red.
  + ‘Donations on dock/on ground outside’ with a score of 1 in a field of green and a max value of 1 in a field of green. When the score changes to any less than the max value the field turns to red.
  + The inspector shall see a Total field that is calculated from the sums from “DEC” and is updated as each value changes. The field is green with a default value of “5” and a max score of “5”. When the score changes from 1 to 2 below the max it turns to yellow and greater changes turn to red.
* The inspector shall see the following checkmarks (Boolean values):
  + Found money procedure followed
  + Jewelry procedure followed
  + Back door attended or secured / trash behind store
  + Dumping theft signs posted
  + Silent Whistle signs posted
  + Safety posters visible
  + Alarm system working properly
  + Camera system working properly
  + Exterior lights checked and working
* The inspector shall see a section “LP Inspection Score” and the following:
  + A field for “Inspection Score” in green with a default value of 100 and a max score of 100. The score is calculated by sum of the totals for Store accountability, Policies and Procedures, Physical Security, DEC.
  + A field for “Penalty Points for Repeat Issues:” with a default value of “0” in red.
  + A field for “Final Score” in green with a default value of 100 and a max score of 100. The score is calculated by the sum of the “Inspection Score” and “Penalty Points”
  + Text set apart containing:

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| **96 - 100** | **Excellent** |  | |
| **91 - 95** | **Passing** |  | |
| **84 - 90** | **Reinspect within 30 days** | | |
| **84 - or less** | **Reinspect within 10 days** | |  |