

## How Do I – Start Inspection on Mobile App?

There are two ways to complete a digital form inspection on the mobile app; but firstly, ensure you have downloaded the most recent version of the app.

### Start by Inspector Forms

When creating a digital form, select the Start by Inspector checkbox. This will allow you to perform unscheduled inspections on the mobile app. If you have already created the form you can edit it to include this feature at any time.

**Edit Digital Form**

**Form Type** Forms/Checklists

**Form Name** 7.1 Test Form **Email on Complete**

**Customers to Include** QA Customer **Start by Inspector**

Apply to equipment

**Families to Include** Dozer -Elevated Sprocket | DOZ

**Models to Include** D10

**Form Header**

The form header can include up to 6 fields. The following basic fields are included by default. You may also select to include Question and Answers from the Default Category (first category/section displayed below) by ticking the "Include in Header" check box next to the question.

Date Started  Customer/Jobsite  
 Form Revision #  Unit #  
 Username

Log into the mobile app and click Inspection Forms. Search for your form and select to load. Click on the loaded form to begin inspection.

### Attach to Equipment

In the web app, go to Search Digital Form and then click on the Available Forms tab.

**Search Digital Forms**

Customer Select Customer Family Select Family Form Category Select Form Category

Job Site Select Job Site Model Select Model Form Name Select Form Name

Machine Select Machine

Status  Not Started  In Progress  In Review  Completed

In Progress/Completed **Available Forms**

Form Name	Form Category	Linked Models	Linked Customers	Start New
Test Digital Form	Incident Forms	D10	Gayathri Gamage	
Digital Form Two	Incident Forms	D10	Gayathri Gamage	
Digital Form Test 03	Incident Forms	D10		
Digital Form Identity	Incident Forms			

Find the wanted form from the list, or use the search function to narrow down the results, and click the Start New icon.

Select the equipment you are wanting to inspect and click start.

The image shows a dialog box titled "Equipment to Inspect" with a close button (X) in the top right corner. Below the title, there are three rows of dropdown menus:

- Customer: Select Customer
- Job Site: Select Job Site
- Machine: Select Machine

At the bottom of the dialog, there are two buttons: a white "Cancel" button and a red "Start" button.

From here you can open the mobile app and log in. Once logged in click Inspection Forms and find your form. Select it to load and then press next. Click on the loaded form to begin inspection.