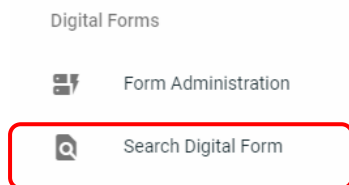
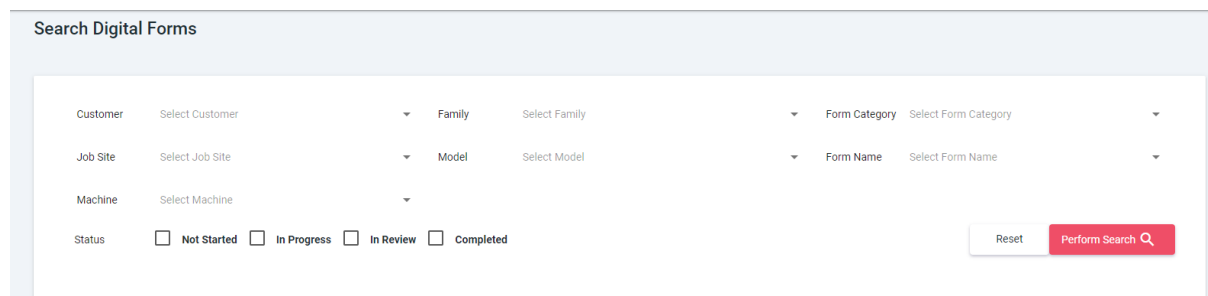


How Do I – Start a New Inspection?

Navigate to the menu item, Digital Form, it is at the bottom of the menu items, if you cannot see it please contact your administrator – you will need to be given access, then click on Search Digital Forms



Then use the Search Criteria provided to search for your form;

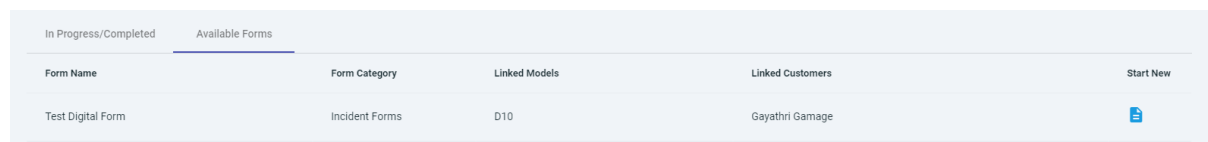



The image shows a search form titled "Search Digital Forms". It contains several dropdown menus for selection: "Customer" (Select Customer), "Family" (Select Family), "Form Category" (Select Form Category), "Job Site" (Select Job Site), "Model" (Select Model), and "Form Name" (Select Form Name). There is also a "Machine" dropdown (Select Machine). Below these are four radio button options for "Status": "Not Started", "In Progress", "In Review", and "Completed". A "Reset" button and a "Perform Search" button with a magnifying glass icon are located on the right side of the form.

Select the tab - Available Forms

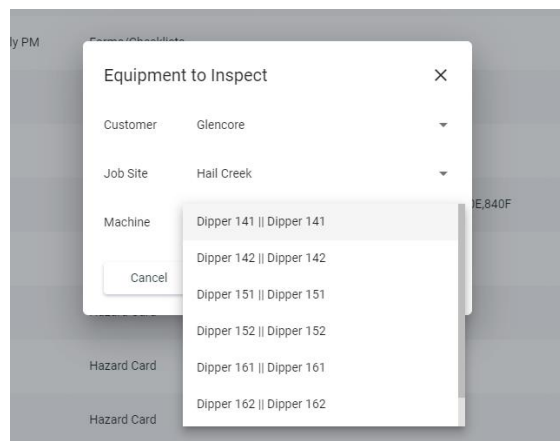
These are forms which are blank or setup to be used as a template

Click on Start New



In Progress/Completed		Available Forms		
Form Name	Form Category	Linked Models	Linked Customers	Start New
Test Digital Form	Incident Forms	D10	Gayathri Gamage	

Select the equipment that needs the inspection and click on Start.



This will load the inspection and open the screen.