

## Control groups

On the this tab you can add control groups and tasks. These can be added onto inspections.

When setting up control groups you'll start by choosing a name and description.

**Control groups**

| Group name         | Description | Weight points |
|--------------------|-------------|---------------|
| Field Maintenance  |             | 6             |
| Fire Extinguishers |             | 0             |
| Office Cleaning    |             | 0             |
| Periodical tasks   |             | 0             |
| Security           |             | 0             |

**Control tasks**

| Task type    | Task name                | Description | Weight points | Mandatory | Show in Check app |
|--------------|--------------------------|-------------|---------------|-----------|-------------------|
| Control task | Inspect Air Conditioning |             | 2             | No        | No                |
| Control task | Inspect Central Heating  |             | 2             | No        | No                |
| Control task | Inspect Lawn Mowers      |             | 2             | Yes       | No                |
| Control task | Inspect Tractors         |             | 0             | No        | No                |
| Control task | Inspect Ventilation      |             | 0             | No        | No                |

Press a control group and there's an option to add control tasks onto that specific control group.

**Add task**

Task type: Control task

Task name: [Input field]

Weight points: 0

Count as: Standard

Show in Check app: No

Task description: [Input field]

Options: Standard, Mandatory, Optional

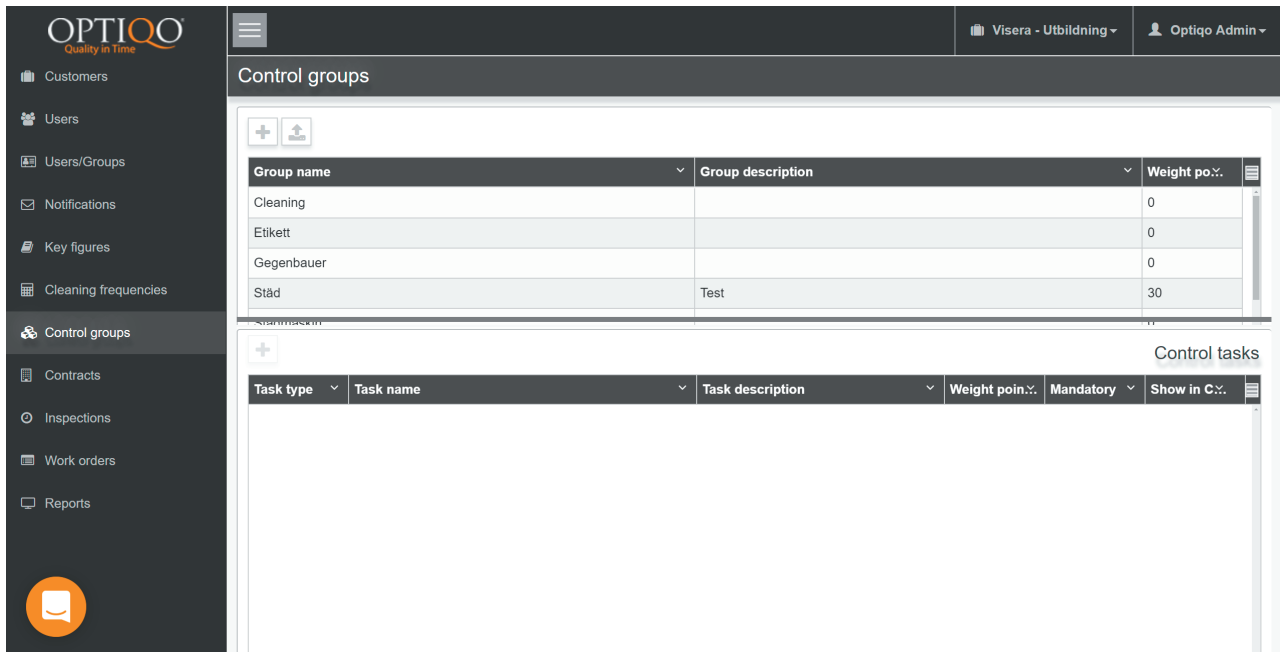
Buttons: Close, Save

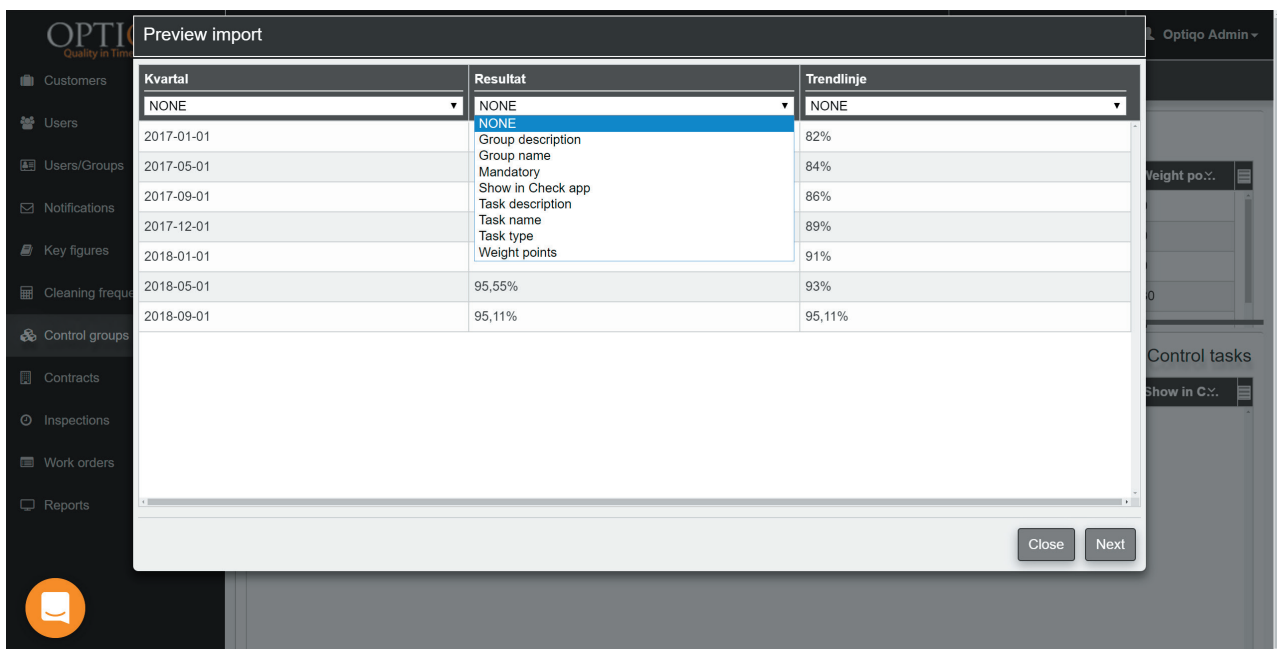
**Control tasks**

| Task type       | Task name                | Description  | Weight points | Count as | Show in Check app |
|-----------------|--------------------------|--|---------------|----------|-------------------|
| Control task    | Empty trash bins         | Empty trash (If needed) and make sure the bin is c | 0             | Standard | Yes               |
| Work order task | Issue                    | Has the problem been resolved?                     | -             | -        | -                 |
| Control task    | Mop/Vaccum floor         | Depending on the type of floor.                    | 0             | Standard | Yes               |
| Control task    | Wipe horizontal surfaces | Wipe down with a moist cloth.                      | 0             | Standard | Yes               |

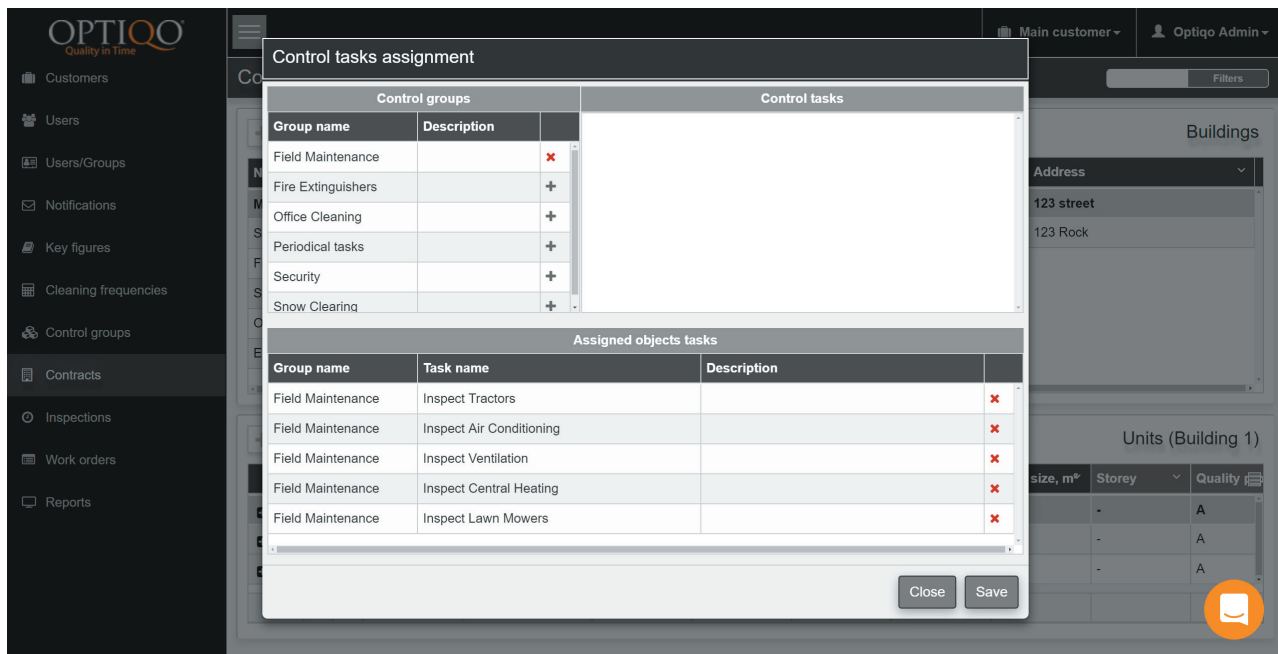
When making a new task you can add weight points. The higher the weight points the more it will effect the end result of inspections. You can also make a task standard, mandatory or optional. Optional tasks wont effect the end result of inspection if not done. You can also choose if it should show in the Check app.



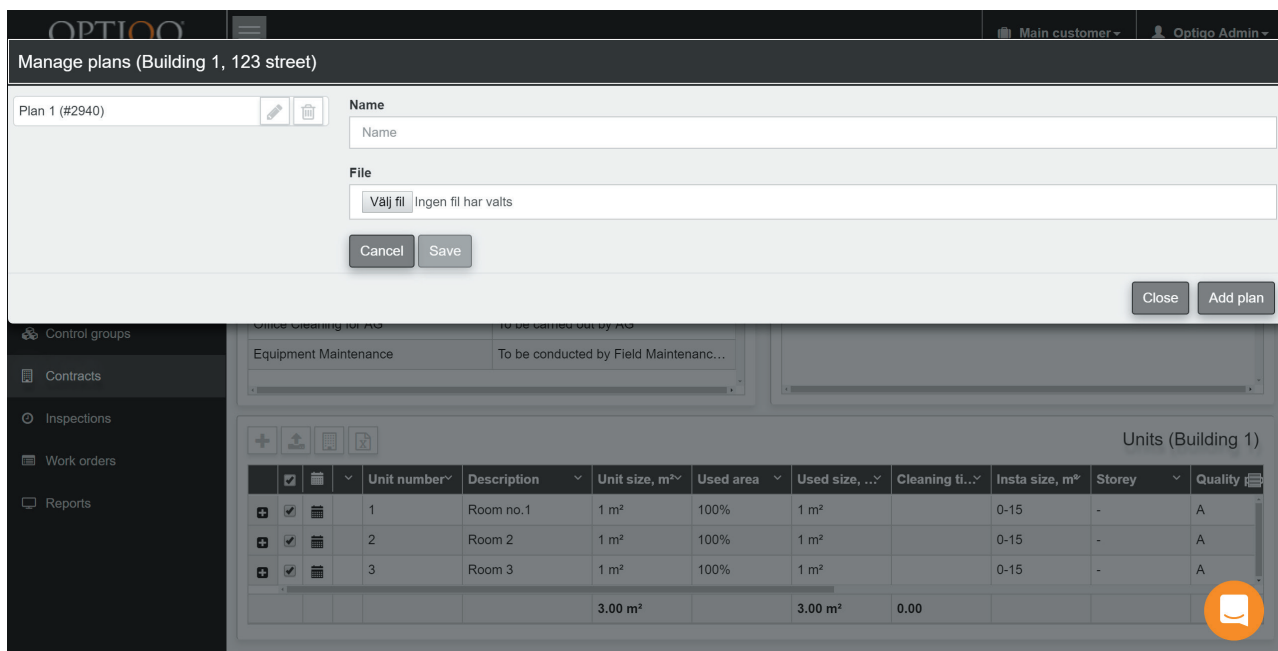
It is possible to import control groups through csv file. Press the import button to start. Then choose a file to import.



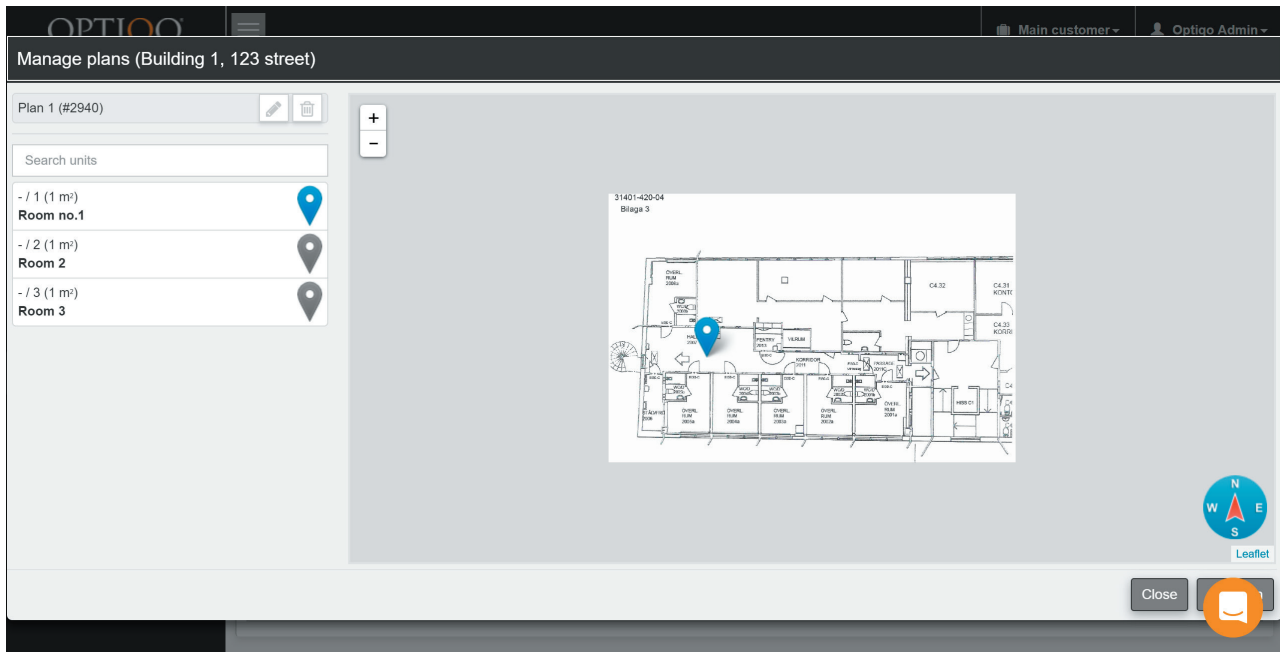
Choose and match the titles with your data to import control groups. Columns need to be green for the import to work. Red columns need to be solved before importing.



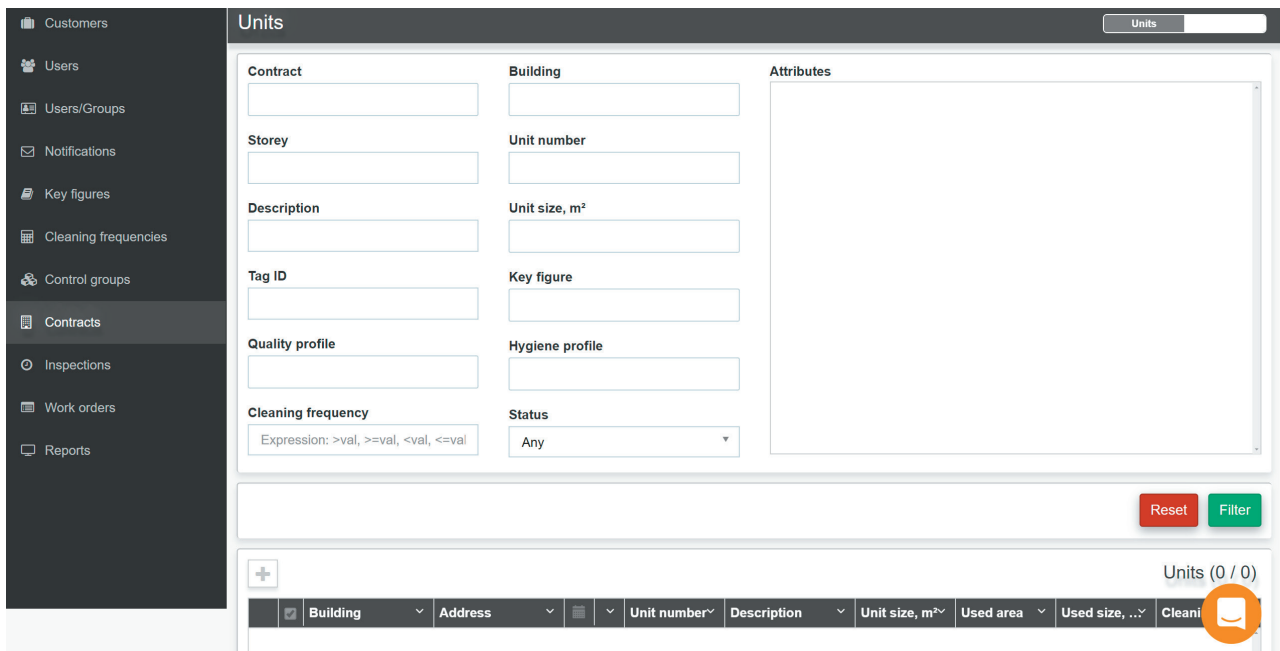
By pressing the three blocks icon called control groups assignments this view will show up. Here you can add desired control tasks to a room/unit. This needs to be done for the rooms/units to show up when making an inspection.



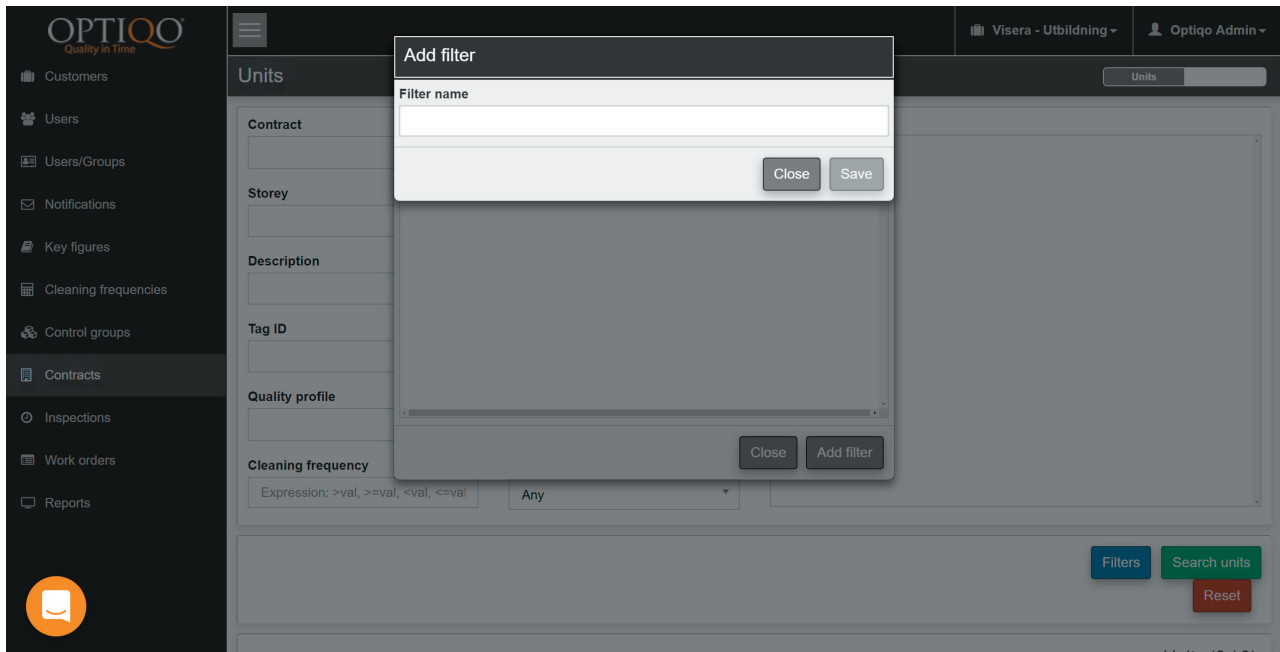
By pressing the building icon you can add plans. To the left you will see existing plans. When adding a plan you choose a name and a file. The file can be a pdf, jpg or png.



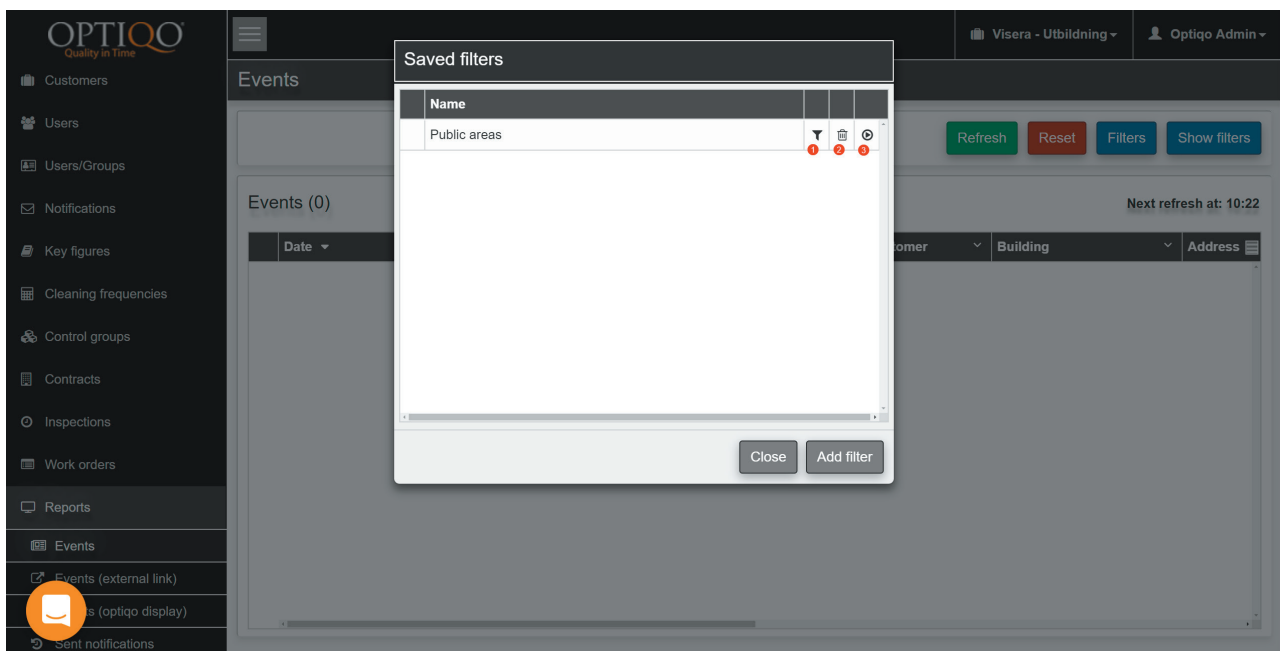
Press a plan and you will see your attached file. You can drag the grey markings to the image and they will change to blue. These markings will be shown in the Insta and Check apps. Right click the markings on the blueprints to remove them.



There's also a filter option to search for specific rooms/units.



Press the filters button and add filter to save current filter settings for future use. Choose a name and it will be saved permanently.



Here you will see all saved filters.

1. Hold your mouse over this symbol to see timeperiod for saved filter
2. Press this button to delete saved filter.
3. Press this button to apply saved filter.