Inspections

OPTIQO [®]								💼 Main cust	omer 🗸 🚽	L Optiqo Admin
Customers	Inspections									Overview
嶜 Users								Refrest	Reset	Show filters
Users/Groups								Renear	Reset	Unow Intera
☑ Notifications	+								nspection	s (166 / 226)
Key figures	Name ×	Contract ~	Туре ~	Dynamic Y	Status ~	Schedule t∷.	Frequency	Reminder ~	Scheduled	at × Con∰
,	Cleaning inspection	Security inspecti	Control		Completed	Manual			2018-03-07	100%
Cleaning frequencies	Demo 2	Security inspecti	Control		Completed	Manual			2018-03-07	100%
& Control groups	Fire Inspection	Fire Inspection	Control		Completed	Manual			2018-03-07	100%
-	Snow Clearing	Snow Clearing	Control		Completed	Manual			2018-03-08	100%
Contracts	Office Cleaning Inspection	Office Cleaning f	Control		Active	Template	5/Week	Yes	2018-03-08	
Inspections	Office Cleaning Inspection (Office Cleaning f	Control		Completed	Scheduled			2018-03-08	100%
Work orders	Office Cleaning Inspection (Office Cleaning f	Control		Completed	Scheduled		Yes	2018-03-09	100%
	Sampled cleaning inspection	Office Cleaning f	Control		Completed	Manual			2018-03-09	100%
C Reports	Office Cleaning Inspection (Office Cleaning f	Control		Prepared	Scheduled		Yes	2018-03-12	0%
	Equipment Maintenance Ins	Equipment Main	Control		Active	Template	5/Week	Yes	2018-03-12	
	Equipment Maintenance Ins	Equipment Main	Control		Completed	Scheduled		Yes	2018-03-12	50%
	Office Cleaning Inspection (Office Cleaning f	Control		Prepared	Scheduled		Yes	2018-03-13	

On this tab you can manage inspections. Green = Completed and accepted Red = Completed and not accepted Yellow = Completed and accepted(incomplete) Orange = In progress Blue = Prepared Purple = Template White = Preparing

OPTIQO	Add inspection			n customer - ,	👤 Optiqo Admin -
Quality in Time	General				Overview
嶜 Users	Name				
E Users/Groups		Inspection type Insta 	Inspection method Total	efresh Reset	Show filters
Notifications	Contract	Hyglene	Sampling	Inspection	is (166 / 226)
		Control		der 🖌 Scheduled	lat ∨ Com⊟
Key figures	Clustering	Mobile c	lient settings	2018-03-07	
Cleaning frequencies	Not clustered	Warn user if inspection faile		2018-03-07	
locontrol groups	AQL(%) 4	Show inspection/unit accep	tance	2018-03-07	7 100%
Contracts		NFC restriction		2018-03-08	
	•			2018-03-08	
 Inspections 				2018-03-08	3 100%
Work orders				2018-03-09	
				2018-03-09	
Reports				2018-03-12	2 0%
				2018-03-12	
				2018-03-12	2 50%
			Close Save	2018-03-13	

The options you can choose from will change depending on what type of inspection you choose.



OPTIQO [®]	Add inspection			n customer -	
	General				Overview
Users	Name	Inspection type	Inspection method	efresh Res	set Show filters
Users/Groups Notifications	Contract	Insta Hygiene Control	Total Sampling		ions (166 / 226)
Key figures	Clustering			der Y Schedu	
Cleaning frequencies Control groups Contracts Inspections Work orders Reports	Not dustared	Mobile clie Hygiene sensitive Warn user if inspection failed Show inspection/unit acceptar NFC restriction		2018-02 2018-02 2018-02 2018-02 2018-02 2018-03 2018-03 2018-03 2018-03 2018-03 2018-03 2018-03 2018-03 2018-03	3-07 100% 3-07 100% 3-08 100% 3-08 100% 3-09 100% 3-09 100%
			Close	2018-03	

Hygiene inspection will look like above.

OPTIQO	Add inspection	n customer -	👤 Optiqo Admin 🗸
Quality in Time	General Control task		Overview
👑 Users	Name		
	Inspection type Inspection method	lefresh Res	et Show filters
	Contract Insta Total		_
Motifications	Wigene Sampling	Inspecti	ons (166 / 226)
	Clustering	der 🖌 Schedu	iled at
	Not clustered Mobile client settings	2018-03	
	Warn user if inspection failed	2018-03	I-07 100%
	AC (%) 100 Show inspection/unit acceptance	2018-03	
	0 100 NFC restriction	2018-03	
		2018-03	
		2018-03	
	WP (%) 0		
	0 100 Dynamic inspection	2018-03	
	Pre checked tasks	2018-03	-09 100%
		2018-03	-12 0%
		2018-03	-12
		2018-03	-12 50%
		2018-03	13
	Close Save		

Control inspections have some more options to choose from and needs to be setup differently. Here you get to setup a target value.

OPTIQO	Add inspection								n customer -	👤 Op	tiqo Admin -
Quality in Time	General Contro	ol task									
🔮 Users		Control groups			Contro	ol tasks					
👕 Users	Group name				Task name	WP	Mandato		efresh Rese	et SI	how filters
Isers/Groups	Field Maintenance			×	Inspect Air Conditioning	2	No	×			
☑ Notifications	Fire Extinguishers			+	Inspect Central Heating	2	No	×	Inspectio	ons (16	6 / 226)
	Office Cleaning			+	Inspect Lawn Mowers	2	Yes	×	der 🌱 Schedu	led at	~ Con≣
Key figures	Periodical tasks			+	Inspect Tractors	0	No	×	2018-03		100%
Cleaning frequencies	Security			+	Inspect Ventilation	0	No	×	2018-03		100%
	Snow Clearing			+					- 2018-03		100%
lange Control groups			Assia	nod a	objects tasks	_	_	_	2018-03		100%
Contracts	Group name	Task name	Descripti	_		WP	Mandato		2018-03		
 Inspections 	Field Maintenance	Inspect Air Conditioning				2	No	×	2018-03		100%
	Field Maintenance	Inspect Central Heating				2	No	×	2018-03		100%
Work orders	Field Maintenance	Inspect Lawn Mowers				2	Yes	×	2018-03		100%
🖵 Reports	Field Maintenance	Inspect Tractors				0	No	×	2018-03		
	Field Maintenance	Inspect Ventilation				0	No	×	2018-03		
									2018-03		50%
									•		
							Close	Save	2018-03	-13	

Next tab is called control task. Here you can add the desired control group to the inspection. Or, you can add just the desired tasks.

OPTIQO' Quality in Time	Fire inspection - August - S	ampling data			💼 Main custo	mer + 👤 Op	otiqo Admin √
Customers	Sampling data						Overview
👑 Users	Lot(N)	Sample size	Acceptance number	Rejection number		Reset S	how filters
📰 Users/Groups	3	3	0	1			
Notifications						spections (16	57 / 227)
Key figures	Filters					Scheduled at	~ Con⊒
Cleaning frequencies	Quality profile Building/storey	Unit size, m ² Description				2018-07-31	0%
	Quality profile				Count	2018-08-01	0%
🗞 Control groups	A				3	2018-08-01	
						2018-08-02	
O Inspections						2018-08-03	0%
Work orders						2018-08-03	0%
						2018-08-06	0%
C Reports				Close	Generate	2018-08-06	0%
		1				2018-08-07	0%
	Equipment Maintenance Ins	Equipment Main Control	Prepared	Scheduled	Yes	2018-08-07	0%
	Fire inspection - August	Fire Inspection Insta	Preparing	Manual		2018-08-07	

After an inspection is created you will have to press the three cogwheel button called create sample plan. Here you will choose the rooms/units you want to be included in the inspection.

	Office Cleaning Inspectio	a - Users/Groups						(iii) Main c	ustomer -		
Customers			_	_							
嶜 Users	G	roups				Users					
	Name	Description			Name 🔺	Surnam	e	Status	Res	et Sh	now filters
Users/Groups	Arbetsordergrupp		<u>^</u>	\odot	Clint	Lavallee		Active			
Notifications	dig				Andreas	Wahlströ	m	Active	specti	ons (16	6 / 226)
E Roundations	dig				Jack	Vienneau	J.	Active	Schedu	ulad at	✓ Con
Key figures	Hospital				Optiqo	Admin		Active	2018-03		100%
Cleaning frequencies	Siemens								2018-0.		100%
💩 Control groups									2018-03	3-07	100%
Contracts									2018-0	8-08	100%
Contracts									2018-03	8-08	
 Inspections 									2018-03	8-08	100%
Work orders	ĸ			¢					, 2018-0	3-09	100%
WOIK Olders									2018-03	3-09	100%
C Reports								Clos	2018-0	3-12	0%
	Equipment Maintenance In	s Equipment Main Con	ntrol		Active	Template	5/Week	Yes	2018-03	3-12	
	Equipment Maintenance In	s Equipment Main Con	ntrol		Completed	Scheduled		Yes	2018-03	3-12	50%
	Office Cleaning Inspection	Office Cleaning f Con	ntrol		Prepared	Scheduled		Yes	2018-03	3-13	

If u press the show inspection users button you can assign users and usergroups to the inspection.

OPTIOO Outlity in Time								💼 Main custor	ner -	L Optiqo Admin
Customers	Inspections								Inspecti	ons
🖉 Users								Refresh	Reset	Show filters
Users/Groups								_	-	
Notifications	+600			Inspecti	ons (166 /	226)	Sampling of	lata		
Kev figures	Name ~	Contract ~	Туре ~	Dynamic ~	Status ~	s	Lot(N) Si	ample Rejecti	Rejecte	d Accepte
	Cleaning inspection	Security inspe	Control		Completed	Ma	2 2	0	0	2
Cleaning frequencies	Demo 2	Security inspecti	Control		Completed	Mε				
Control groups	Fire Inspection	Fire Inspection	Control		Completed	Mε				
Contracts	Snow Clearing	Snow Clearing	Control		Completed	Mε				
j Contracts	Office Cleaning Inspection	Office Cleaning f	Control		Active	Ter				
D Inspections	Office Cleaning Inspection (Office Cleaning f	Control		Completed	Sc				
Work orders	Office Cleaning Inspection (Office Cleaning f	Control		Completed	Sc	Units			
	Sampled cleaning inspection	Office Cleaning f	Control		Completed	Ma	Unit number	Description	Un	it size, Qual
☐ Reports	Office Cleaning Inspection (Office Cleaning f	Control		Prepared	Sc	1	Room no.1	1.0	
	Equipment Maintenance Ins	Equipment Main	Control		Active	Ter	2	Room 2	1.0	
	Equipment Maintenance Ins	Equipment Main	Control		Completed	Sc			110	
	Office Cleaning Inspection (Office Cleaning f	Control		Prepared	Sc				

By pressing an inspection and then pressing the button overview above show filters you will see this view. Here you will see the sampling data and the units status.

Quality in Time		Edit sch	edule							💼 Main cust		
	Inspections	F	Period	Interval			Week	days				Overview
		Weekly	×	1 week(s)	Ŧ		Monday			Refresh	Reset Sh	ow filters
							Tuesday					
	+26		Schedu	le date			Wednesda	ay		h	nspections (16	6 / 226
	Name	2018-03-	08 (Thursday)				Thursday			Reminder ~	Scheduled at	~ Con
	_		Status (activ	/e/paused)			Friday		quency~	Reminder *	2018-03-07	100%
	Cleaning inspectic		Active	Pause			Saturday				2018-03-07	
	Fire Inspection	· · · · ·	-cuve				Sunday				2018-03-07	100%
	Snow Clearing							Close Sa	ive		2018-03-08	100%
	Office Cleaning In	spection	Office Cleanin	a Control	_	_	Active	Template	5/Week	Yes	2018-03-08	
Inspections	Office Cleaning Ins						Completed	Scheduled			2018-03-08	100%
	Office Cleaning Ins			f Control			Completed	Scheduled		Yes	2018-03-09	100%
	Sampled cleaning		Office Cleaning			(Completed	Manual			2018-03-09	100%
	Office Cleaning Ins	pection (Office Cleaning	f Control		1	Prepared	Scheduled		Yes	2018-03-12	0%
	Equipment Mainter	nance Ins	Equipment Mai	n Control			Active	Template	5/Week	Yes	2018-03-12	
	Equipment Mainter	nance Ins	Equipment Mai	n Control			Completed	Scheduled		Yes	2018-03-12	50%
	Office Cleaning Ins	pection (Office Cleaning	f Control		1	Prepared	Scheduled		Yes	2018-03-13	

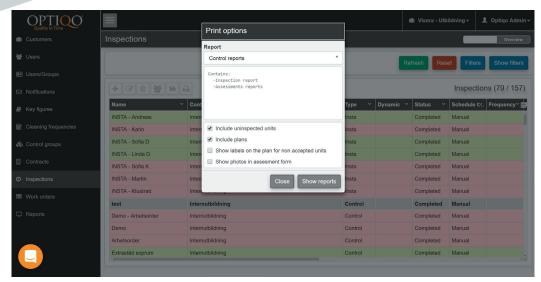
It is possible to setup scheduled inspections. This template will send out inspections automatically to whatever settings you desire.

OPTIOO					_		💼 Main cust		
Quality in Time	Inspections	Reminde	r configurat	ion					
Customers	Inspections	🔲 Not start	ed		_				Overview
		0 day(s)	Ŧ	0 hour(s) *			Refresh	Reset S	how filters
		🔲 Not finis	hed						
	+6642.	0 day(s)	Ŧ	0 hour(s) *			I	nspections (10	36 / 226)
	Name ~	Cont Complet	ed		Schedule t∷.	Frequency~	Reminder ~	Scheduled at	✓ Con
	Cleaning inspection	Secu		Close Save	Manual			2018-03-07	100%
	Demo 2	Security inspecti	Control	Completed	Manual			2018-03-07	100%
	Fire Inspection	Fire Inspection	Control	Completed	Manual			2018-03-07	100%
	Snow Clearing	Snow Clearing	Control	Completed	Manual			2018-03-08	100%
	Office Cleaning Inspection	Office Cleaning	Control	Active	Template	5/Week	Yes	2018-03-08	
	Office Cleaning Inspection (Office Cleaning f	Control	Completed	Scheduled			2018-03-08	100%
Work orders	Office Cleaning Inspection (Office Cleaning f	Control	Completed	Scheduled		Yes	2018-03-09	100%
	Sampled cleaning inspection	Office Cleaning f	Control	Completed	Manual			2018-03-09	100%
	Office Cleaning Inspection (Office Cleaning f	Control	Prepared	Scheduled		Yes	2018-03-12	0%
	Equipment Maintenance Ins	Equipment Main	Control	Active	Template	5/Week	Yes	2018-03-12	
	Equipment Maintenance Ins	Equipment Main	Control	Completed	Scheduled		Yes	2018-03-12	50%
	Office Cleaning Inspection (Office Cleaning f	Control	Prepared	Scheduled		Yes	2018-03-13	



					1			ning - 💄 Opti	
Inspections	Autocom	plete conf	guration						
	0 day(s)		1 hour(s)	٣		Def			
			Clo	se Save		Refr	esh Reset	Filters Sh	now filte
+0044		_	_					Inspections (9	0 / 17
Name	✓ Contract ✓	Туре ~	Dynamic 🗠	Status ~	Schedule t:	Frequency	Reminder ~	Scheduled at	~ Au
test	Internutbildning	Control		Completed	Manual			2017-05-19	
Demo - Arbetsorder	Internutbildning	Control		Completed	Manual			2017-08-02	
Demo	Internutbildning	Control		Completed	Manual			2017-08-02	
Arbetsorder	Internutbildning	Control		Completed	Manual			2017-08-17	
Extrastād soprum	Internutbildning	Control		Completed	Manual			2017-08-21	
Insta	Internutbildning	Insta		Completed	Manual			2017-08-21	
Kontroll	Internutbildning	Control		Completed	Manual			2017-08-22	
Demokontroll 1	Internutbildning	Control		In progress	Manual			2017-08-22	
Demokontroll 2	Internutbildning	Control		Prepared	Manual			2017-08-22	20
Demokontroll 3	Internutbildning	Control		Sampled	Manual			2017-08-22	
Elin	Internutbildning	Insta		Completed	Manual			2017-08-28	
Maddo	Intornuthildning	Incto		Completed	Manual			2017 08 28	

Choose days and/or hours until inspection will automatically be completed.



Press the print report button to get a pdf report of selected inspection. Choose between control report and incident report. Incident report will only include not accepted areas. Two tabs will be opened in your browser as shown below. One called control report and the other called assessment form..

Office Cleaning Inspec	tion (weanesaay, w28 11 July, 2018)	1
Building	Linkoping Office Building]
Address	123 Rock	1
Customer	Main customer	1
Contract	Office Cleaning for AG]
Inspection conducted by	Clint Lavallee	1
Started at	2018-07-12 01:53:00	1
Finished at	2018-07-12 01:54:31] ←
Duration	00:01:31]
Dynamic	No]
Number of inspection units in the lot (N)	3]
AC (%)	85%]
Completion	100% (66.67%)]
Result	66.67%	1
Sample size (n)	3]
Number of accepted	2]
Number of not accepted	1	1
Acceptance	Not accepted]

Time & Inspector	Room type	Room no.	Building/storey	Comment/picture	Quality profile	Unit size, m ²	Status
2018-07-12 01:53 Clint Lavallee	Kitchen	002	123 Rock - Linkoping Office Building /1	Photo 1	A	7.00m²	Not accepted
2018-07-12 01:54 Clint Lavallee	Bathroom	003	123 Rock - Linkoping Office Building /1		A	4.00m²	Accepted
2018-07-12 01:54 Clint Lavallee	Main Office	004	123 Rock - Linkoping Office Building /1		A	70.00m²	Accepted

Kitchen	to 1 (false) 0
	Kitchen
	A WATTER

- 1. Basic information about the inspection.
- 2. Each inspected unit with status and comment.
- 3. Photos attached to the unit.
- 4. Below the arrow blueprints will be shown if you scroll down.

Assessment form (Control inspection)

Control	Office Cleaning Inspection (Thursday, w20 17 May, 2018)								
Performed by	Clint Lavailee								
Address	123 Rock								
Customer	Main customer	Room type	Kitchen						
Building/storey	Linkoping Office Building / 1	Room no	002						
	Office Cleaning								
Empty Trash			Accepted 2018-05-17 16:11:05						
Wipe Counter tops			Accepted 2018-05-17 16:11:06						
Vacuum Floors			Accepted 2018-05-17 16:11:07						
Clean windows			Accepted 2018-05-17 16:11:08						
Comments		Acceptance	Accepted						
Signature		Date	2018-05-17 16:11:05						

Assessment form (Control inspection)									
Control	Office Cleaning Inspection	Office Cleaning Inspection (Thursday, w20 17 May, 2018)							
Performed by	Clint Lavallee								
Address	123 Rock								
Customer	Main customer Room type								
Building/storey	Linkoping Office Building / 1	003							
	Office Cleaning								
Empty Trash			Not accepted 2018-05-17 16:27:29						
Wipe Counter tops	Accepted 2018-05-17 16:27:22								
Vacuum Floors	Vacuum Floors								
Comments		A	Not accented						

Assessment form of each inspected unit more in-depth than the inspection report. Here you can see each control tasks status with comments and photos aswell.

OPTIOO Quality in Time								💼 Main customer -	L Optic	qo Admin -		
Customers	Inspections							C		Overview		
嶜 Users	Contract						Temp	ate				
IUsers/Groups												
☑ Notifications	Туре			From To				Schedule type				
🛢 Key figures												
Cleaning frequencies	Status	Accep	Acceptance				Frequency					
& Control groups	Name		Inspec	Inspector				Inspection method				
O Inspections												
Work orders								Refresh	eset Hi	de filters		
C Reports	+C to A							Inspec	tions (166	3 / 226)		
	Name ~	Contract ~	Туре ~	Dynamic ¥	Status [~]	Schedule t:.	Frequency	Reminder Schee	iuled at 🚿	∕ Con⊒		
	Cleaning inspection	Security inspe	Control		Completed	Manual		2018-	03-07	100%		
	Pomo 2	Cocurity incocoti	Control		Completed	Manual		2010	07			

There's also a filter option..

OPTIQO [®]								💼 Main customer -	L Optiq	lo Admin -	
Customers	Inspections									Overview	
嶜 Users	Contract						Templa	te			
E Users/Groups											
☑ Notifications	Туре		From		То		Schedu	ile type			
Key figures						C 🗎					
Cleaning frequencies	Status	Accept	ance			Freque	Frequency				
& Control groups	Name		Inspec	tor			Inspect	Inspection method			
Contracts											
O Inspections										_	
Work orders								Refresh	eset Hio	le filters	
C Reports	+609							Inspec	tions (166	/ 226)	
	Name ~	Contract ~	Туре 🗸	Dynamic 🗡	Status [~]	Schedule t∷.	Frequency	Reminder ¥ Scheo	luled at ∽	Con	
	Cleaning inspection	Security inspe	Control		Completed	Manual		2018-	03-07	100%	
	, Domo 9	Concrity inequali	Control		Completed	Manual		2010 /	07	IJ	

There's also a filter option..

	OPTIOO												o Admin 👻
	Quality in Time	Increations	Add	l filter				-			_		
		Inspections	Filter	name					_		_		Overview
*		Contract							Те	mplate			
			Perio	d									
Þ		Туре						×	So	hedule type			
							Close	Save					
		Status							Fr	equency			
đ		Name							In	spection method			
			-								_		
-							Close	Add filter		Refresh Res	et Filt	ers Hic	le filters
		+									Inspec	tions (69	/ 147)
		Name	ř	Contract ~	Туре ~	Dynamic 🗠	Status [~]	Schedule t::.	Freque	ncy~ Reminder ~	Schedu	iled at V	Con
		INSTA - Andreas		Internutbildning	Insta		Completed	Manual			2017-05	5-09	100%
													·····

Press the filters button and add filter to save current filters settings for future use. Choose a name and time interval to save filter.

OPTIQO				1	💼 Visera - Utbildning -	💄 Optiqo Admin -
Quality in Time	Events	Saved filters				
		Name Public areas	▼ 🕆 ⊙ 0 0 0		Refresh Reset Fi	Iters Show filters
			0 0 0			
	Events (0)					Next refresh at: 10:22
	Date 👻			omer	Y Building	✓ Address
		Close	Add filter			
Events						
C Events (external link)						
s (optiqo display)						
Sent notifications						