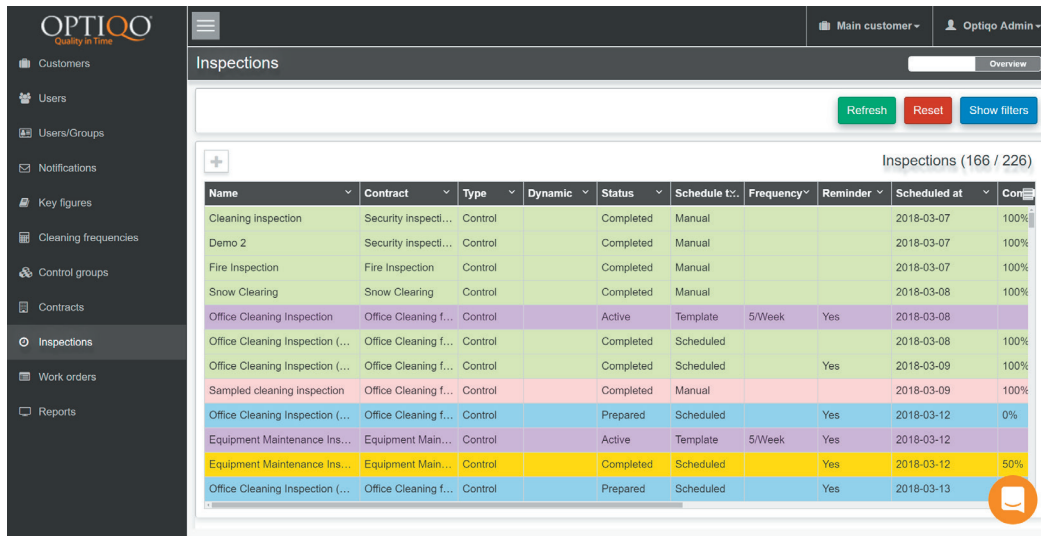


Inspections



Name	Contract	Type	Dynamic	Status	Schedule type	Frequency	Reminder	Scheduled at	Completion
Cleaning Inspection	Security inspect...	Control		Completed	Manual			2018-03-07	100%
Demo 2	Security inspect...	Control		Completed	Manual			2018-03-07	100%
Fire Inspection	Fire Inspection	Control		Completed	Manual			2018-03-07	100%
Snow Cleaning	Snow Cleaning	Control		Completed	Manual			2018-03-08	100%
Office Cleaning Inspection	Office Cleaning f...	Control		Active	Template	5/Week	Yes	2018-03-08	
Office Cleaning Inspection (...)	Office Cleaning f...	Control		Completed	Scheduled			2018-03-08	100%
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	

On this tab you can manage inspections.

Green = Completed and accepted

Red = Completed and not accepted

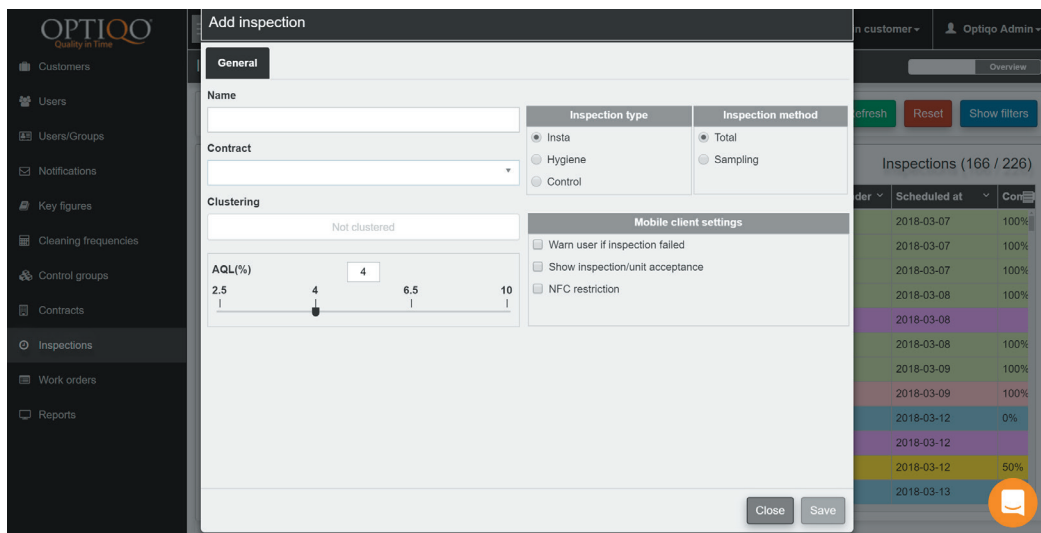
Yellow = Completed and accepted(incomplete)

Orange = In progress

Blue = Prepared

Purple = Template

White = Preparing



Add inspection

General

Name:

Contract:

Clustering:

AQL(%): (Range: 2.5 to 10)

Inspection type: ☒ Insta, ☐ Hygiene, ☐ Control

Inspection method: ☒ Total, ☐ Sampling

Mobile client settings: ☐ Warn user if inspection failed, ☐ Show inspection/unit acceptance, ☐ NFC restriction

Buttons: Close, Save

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

OPTIQO
Quality in Time

Add inspection

General

Name:

Contract:

Clustering:

AQL(%) 2.5 4 6.5 10

Inspection type: ☒ Hygiene ☐ Control

Inspection method: ☒ Total ☐ Sampling

Mobile client settings

☐ Hygiene sensitive

☐ Warn user if inspection failed

☐ Show inspection/unit acceptance

☐ NFC restriction

Close Save

Hygiene inspection will look like above.

OPTIQO
Quality in Time

Add inspection

Control task

Name:

Contract:

Clustering:

AC (%) 0 100

WP (%) 0 100

Inspection type: ☒ Control ☐ Hygiene ☐ Insta

Inspection method: ☒ Total ☐ Sampling

Mobile client settings

☐ Warn user if inspection failed

☐ Show inspection/unit acceptance

☐ NFC restriction

Inspection settings

☐ Dynamic inspection

☐ Pre checked tasks

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
Quality in Time

Add inspection

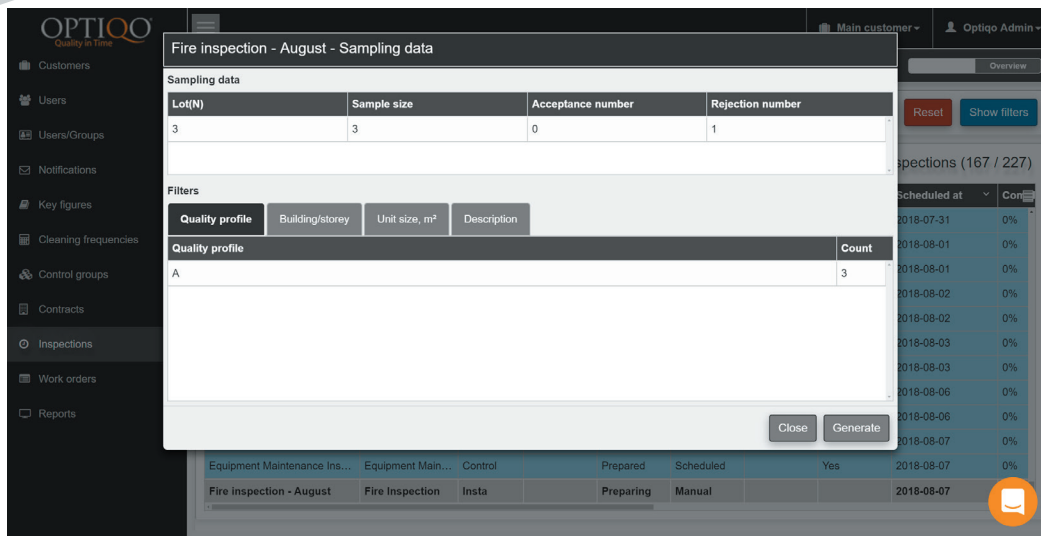
Control task

Control groups		Control tasks			
Group name		Task name	WP	Mandato...	
Field Maintenance	+	Inspect Air Conditioning	2	No	✗
Fire Extinguishers	+	Inspect Central Heating	2	No	✗
Office Cleaning	+	Inspect Lawn Mowers	2	Yes	✗
Periodical tasks	+	Inspect Tractors	0	No	✗
Security	+	Inspect Ventilation	0	No	✗
Snow Clearing	+				

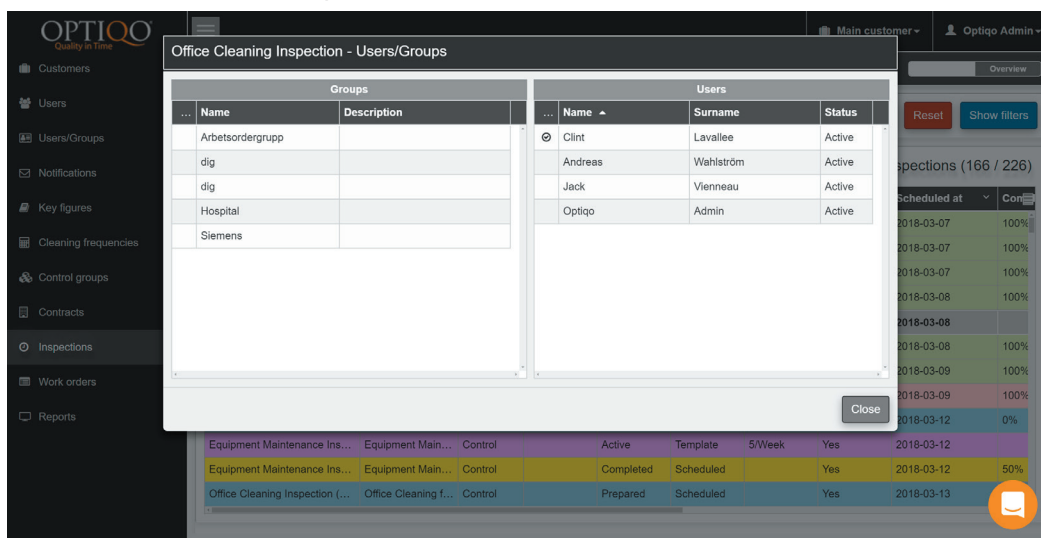
Assigned objects tasks				
Group name	Task name	Description	WP	Mandato...
Field Maintenance	Inspect Air Conditioning		2	No
Field Maintenance	Inspect Central Heating		2	No
Field Maintenance	Inspect Lawn Mowers		2	Yes
Field Maintenance	Inspect Tractors		0	No
Field Maintenance	Inspect Ventilation		0	No

Close Save

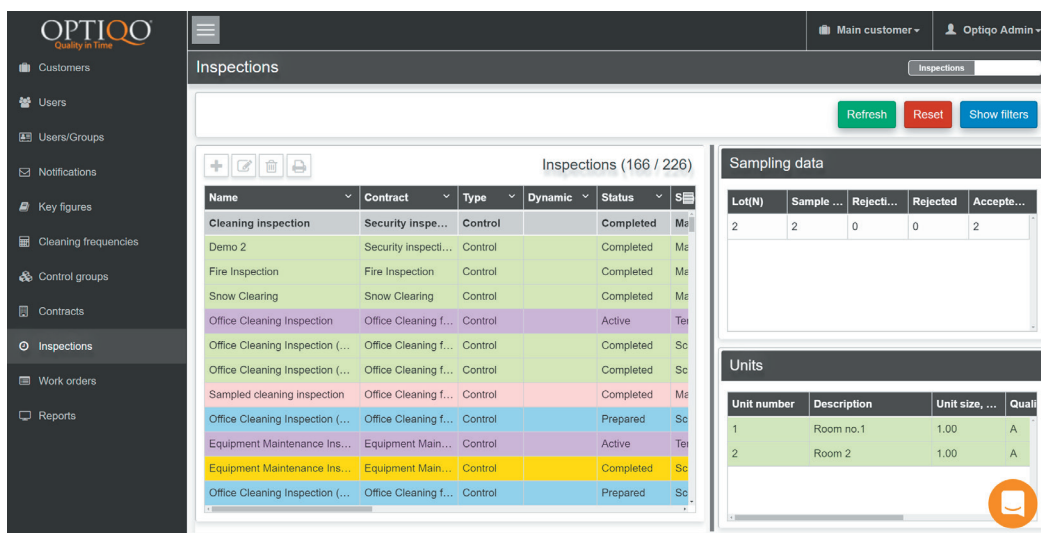
Next tab is called control task. Here you can add the desired control group to the inspection. Or, you can add just the desired tasks.



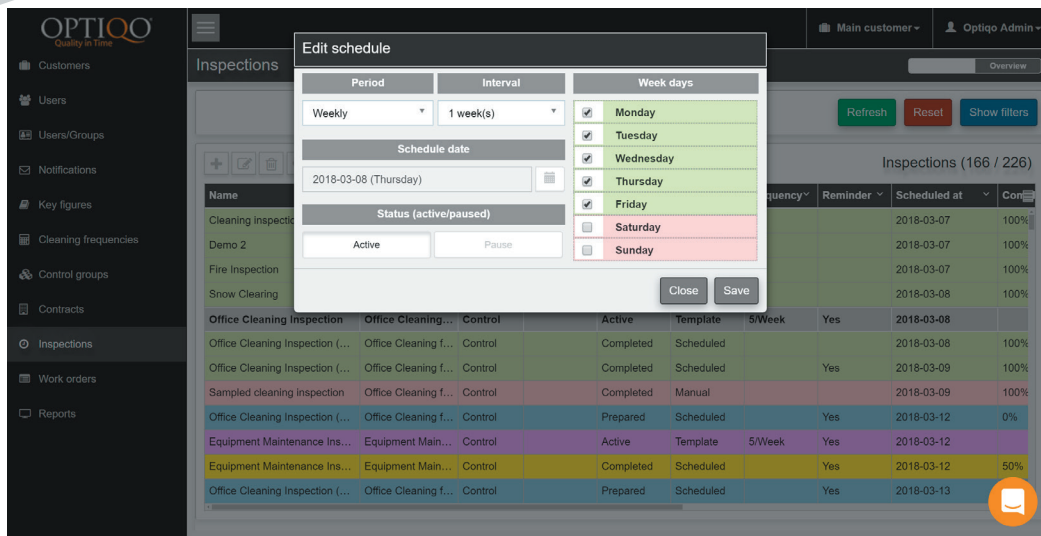
After an inspection is created you will have to press the three cogwheel button called create sample plan. Here you will choose the rooms/units you want to be included in the inspection.



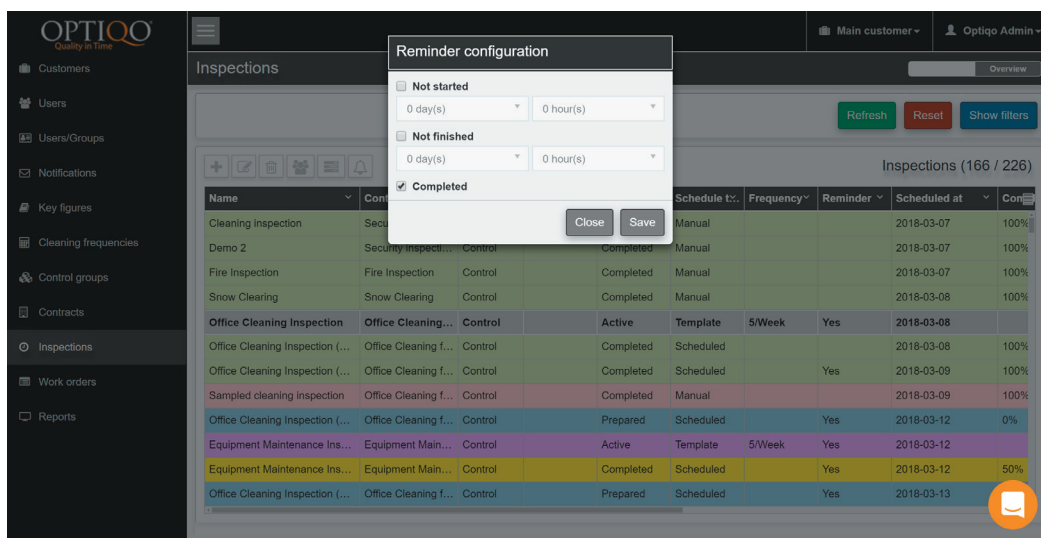
If u press the show inspection users button you can assign users and user-groups to the inspection.



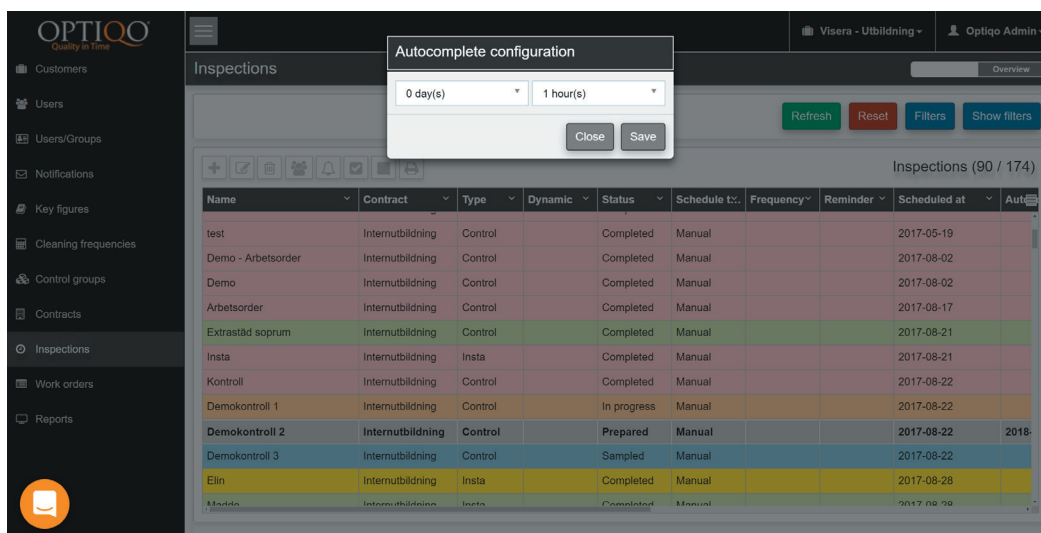
By pressing an inspection and then pressing the button overview above show filters you will see this view. Here you will see the sampling data and the units status.



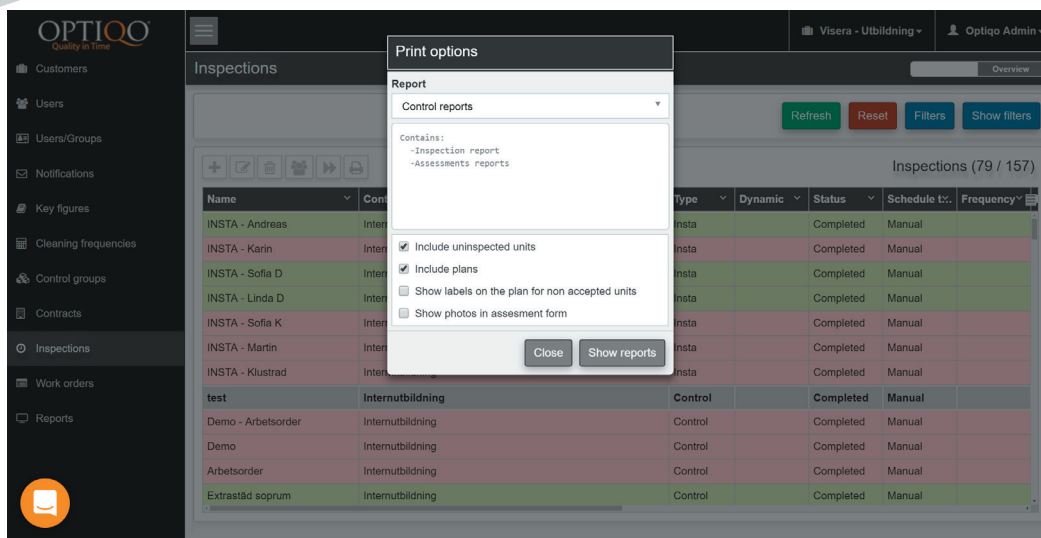
It is possible to setup scheduled inspections. This template will send out inspections automatically to whatever settings you desire.



There's also a reminder configuration.



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 inspection (Wednesday, 12 July, 2018)	
Building	Linköping Office Building
Address	123 Rock
Customer	Main customer
Contract	Office Cleaning for AG
Inspection conducted by	Clint Lavallee
Started at	2018-07-12 01:53:00
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%
Sample size (n)	3
Number of accepted	2
Number of not accepted	1
Acceptance	Not accepted

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

Photo 1 (false)	Kitchen	002

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 Lavallee		
Address	123 Rock		
Customer	Main customer	Room type	Kitchen
Building/storey	Linköping 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 (Thursday, w20 17 May, 2018)		
Performed by	Clint Lavallee		
Address	123 Rock		
Customer	Main customer	Room type	Bathroom
Building/storey	Linköping Office Building / 1	Room no.	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			Accepted 2018-05-17 16:27:26
Comments	Acceptance	Not accepted	

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.

- Customers
- Users
- Users/Groups
- Notifications
- Key figures
- Cleaning frequencies
- Control groups
- Contracts
- Inspections**
- Work orders
- Reports

Main customer
Optigo Admin

Inspections

Contract
Type
Status
Name
From
To
Acceptance
Inspector
Template
Schedule type
Frequency
Inspection method

Refresh
Reset
Hide filters

+
-

Inspections (166 / 226)

Name	Contract	Type	Dynamic	Status	Schedule t..	Frequency	Reminder	Scheduled at	Cor
Cleaning inspection	Security inspe...	Control		Completed	Manual			2018-03-07	100%
...

There's also a filter option..

The screenshot shows the 'Inspections' page in the OPTIQO application. The left sidebar contains a menu with options: Customers, Users, Users/Groups, Notifications, Key figures, Cleaning frequencies, Control groups, Contracts, Inspections (selected), Work orders, and Reports. The main content area has a header with 'Main customer' and 'Optiqo Admin'. Below the header, there are several filter fields: Contract, Type, Status, Name, From, To, Template, Schedule type, Acceptance, Frequency, Inspector, and Inspection method. At the bottom right of the filter section are buttons for 'Refresh', 'Reset', and 'Hide filters'. Below the filters is a table of inspections with columns: Name, Contract, Type, Dynamic, Status, Schedule t., Frequency, Reminder, Scheduled at, and Cor. The table shows two rows of data. A small orange icon is visible in the bottom right corner of the table area.

There's also a filter option..

This screenshot shows the 'Inspections' page with the 'Add filter' dialog box open. The dialog box has a title 'Add filter' and two input fields: 'Filter name' and 'Period'. There are 'Close' and 'Save' buttons at the bottom of the dialog. The background shows the same filter fields and table as the previous screenshot, but the table now shows only one row of data. The orange icon is still present in the bottom right corner of the table area.

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

This screenshot shows the 'Events' page in the OPTIQO application. The left sidebar is the same as in the previous screenshots. The main content area has a header with 'Visera - Utbildning' and 'Optiqo Admin'. Below the header, there are filter fields for 'Name', 'Building', and 'Address'. At the bottom right of the filter section are buttons for 'Refresh', 'Reset', 'Filters', and 'Show filters'. Below the filters is a table of events with columns: Name, Building, Address, and Date. The table shows one row of data. A small orange icon is visible in the bottom right corner of the table area.