

ExpressInspections GUIDE

- ❖ To access client Inspection database go to app.expressinspections.net and enter your Company Number, User Name and Password

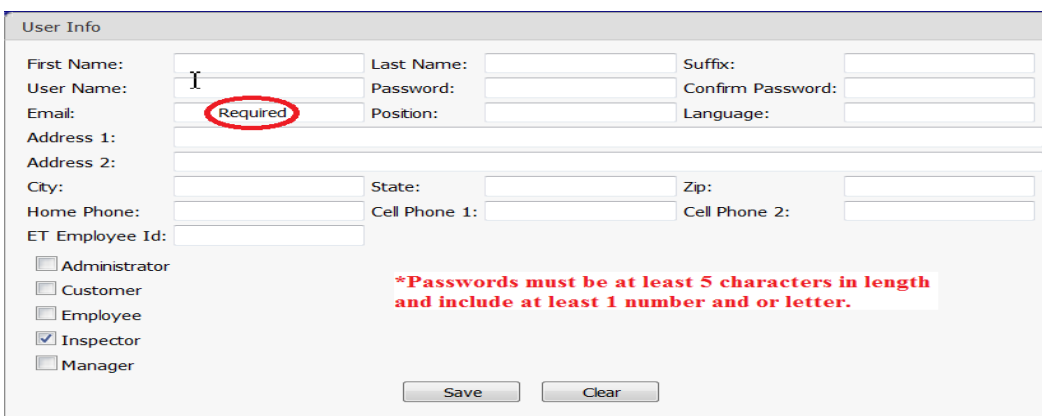


The screenshot shows a web browser window with the URL <http://app.expressinspections.net/login>. The page features the Express Inspections logo at the top. Below the logo is a login form with the following fields: Company Number, User Name, and Password. A 'Login' button is located at the bottom of the form.

- ❖ To enter the mobile application, go to m.expressinspections.net and enter your Company ID, User ID and Password. (See user information later in guide.)

Start by adding User's under Administration.

- **ADD USER**- Create a new user by clicking on *Administration* and then *Add User*, fill in the appropriate boxes and click Save.



The screenshot shows the 'User Info' form with the following fields: First Name, Last Name, Suffix, User Name, Password, Confirm Password, Email (marked as 'Required'), Position, Language, Address 1, Address 2, City, State, Zip, Home Phone, Cell Phone 1, Cell Phone 2, and ET Employee Id. Below the form are radio buttons for user roles: Administrator, Customer, Employee, Inspector (checked), and Manager. A red text box states: ***Passwords must be at least 5 characters in length and include at least 1 number and or letter.** At the bottom are 'Save' and 'Clear' buttons.

Unit Types, Item types and Inspection Types all have a list of defaults that has been added for your convenience. Look them over and add or change them to match your company's needs.

- **UNIT TYPES** - Types of locations to be inspected i.e. school, medical facility, office building, church, airplane etc. Unit Types can be any type of location that you want to inspect. Click on *Administration* and *Unit Type* to create a list of Unit Types you wish to inspect. A list of defaults has been added for your convenience.

Maintain Unit Types	
Action	Unit Type Name
Edit New Delete	Bank
Edit New Delete	Church
Edit New Delete	Industrial
Edit New Delete	Medical
Edit New Delete	Professional
Edit New Delete	School

- **ITEM TYPES** - the rooms or different parts of the unit that you wish to inspect i.e. bathrooms, offices, waiting rooms, classrooms, entrance etc. Click on *Administration* then *Item Types* to create a list of different item types that you wish to inspect. A list of defaults has been added for your convenience.

Maintain Item Types	
Actions	Description
Edit New Delete	Ball Room
Edit New Delete	Break Room
Edit New Delete	Class Rooms
Edit New Delete	Conference Room
Edit New Delete	Elevators
Edit New Delete	Employee
Edit New Delete	Escalator
Edit New Delete	Exam Rooms
Edit New Delete	Halls

- **INSPECTION TYPES** - the different points within an item that you want to inspect i.e. sinks, mirrors, floors, dusting etc. Click on *Administration* and *Inspection Types* and enter in a list of all of the different points that you want to inspect. A list of defaults has been added for your convenience.

Maintain Inspection Types	
Action	Description
Edit New Delete	Attitude
Edit New Delete	Baseboards
Edit New Delete	Blinds
Edit New Delete	Corners
Edit New Delete	Dispenser
Edit New Delete	Flat Surfaces
Edit New Delete	Floors

Units Type Template and Item Type Templates are the next things that you would want to set up and they are also under the *Administration* heading on the toolbar. When you are setting up a Unit Type Template you want to include the typical Item Types within that Unit i.e. the bathrooms, the offices and so on. When setting up an Item Type Template you want to include all of the typical Inspection points for that item i.e. floors, dusting, garbage cans etc.

Next you will also want to fill in the rest off the list such as Company, Area, Division and Regions. These are filtering tools that you can use when setting up your new Units.

Item Templates

Item Type:

- Baseboards
- Blinds
- Car Wash
- Corners
- Dispenser
- Engine Oil
- Flat Surfaces

UNITS - the locations that are to be inspected. Click on the Administration button then the button that says Unit. You will see a button at the top that says Add New Unit, click there and enter the information for a new unit. After you click SAVE another box will pop up called Item Details, this is the template that was set up showing the different items (or rooms) that you created in Administration.

Cleaning Units

Add New Unit

Drag column header here to group by that column

Action	Scheduled	Name	Unit Number	Address	City	State	Zip
<input type="checkbox"/>	Scheduled	Test Unit	2000	216 W. 5th Ave.	Petal	Ms	39465

Unit Details

Unit Number:

Address:

State:

Contact:

Fax:

Unit Name:
You must enter a Unit Name.

City:

Zip:

Phone:

Schedule Type:
You must select a Schedule Type.

Start Date: Active:

Default Inspector:
You must select a Default Inspector.

Company:

Unit Template: Area:

Business Type: Division:

Region: Alarm Code:

Notes:

ITEM DETAILS - Template will show you all of different parts of the unit that you will inspect. Enter the quantities of the different items on the left and on the right label them how you wish separated by a semicolon. (example) If the Unit Type selected is an office building your Item Details should include bathrooms, offices, conference room, copy room etc. If you have four bathrooms in the quantity you should label them under the names column so that you can distinguish all four separately. i.e. Women's lobby restroom; men's lobby restroom; women break room restroom; men's break room restroom etc. After you click SAVE another box will pop up called Inspection Points, this is the template you set up in Administration.

1. Inspection Points are the different things that you want to inspect in each Item. You created this template in Administration, however all buildings are not alike and you can add or take away in this template to custom fit each Unit. After you have set up the Unit and both templates you can also go back and make one bathroom completely different from the others within the Unit. Once you click save you can now schedule this Unit for inspection.
2. To schedule your units for inspection click on the scheduling tab on the toolbar and then schedule inspections. A list of all of the units will appear. Check the box for the appropriate units and enter the date range that you want below and the click schedule selected. A list of all of the schedule dates for that building will show up on the bottom and it will transfer these scheduled inspections to the mobile device that you will use for inspecting.
3. Once logged into the handheld device your inspections will appear with an inspection I.D. on the left, a schedule date in the middle and a Unit name on the right.
4. Open the desired inspection by the I.D. number and a list of you Item Details will appear in the order of inspection.
5. Grade the inspection point on a five point scale. Red=1 Yellow=2 Wclicke=3 Blue=4 and Green=5.
6. After inspecting all points, click save to send data to the database for review.
7. Once reviewed the inspection can be marked complete.

ADMINISTRATION

Units – Specific inspection locations. (Individual buildings, planes, homes etc...)

Add User – Where inspectors, employees, managers, administrators and customers are added.

Maintain User – Where edits and changes are made to existing “Users.”

Unit Types – Types of Inspection locations. (Business types; church, bank etc...)

Item Types – Specific inspection areas within a “Unit.” (Restrooms, office, lobby)

Inspection Types – Specific inspection points within an “Item type.” (base boards, blinds, sinks, corners etc...)

Unit Types Templates - Templates used to define individual “Unit Types.”

Item Type Templates – Templates used to define specific inspection points within an “Item Type” (such as sinks, mirrors, urinals in a bathroom)

Companies – Used in the “Units Details” to group.

Area - Used in the “Units Details” to group.

Business Type - Used in the “Units Details” to group.

Regions - Used in the “Units Details” to group.

Divisions - Used in the “Units Details” to group.

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All scheduled inspections should be list for his user for the date range noted. If not you will need to create one

The screenshot shows the Express Inspections mobile application interface. At the top, there is a yellow header with the logo 'Express Inspections'. Below this is a red navigation bar with the following menu items: HOME, SCHEDULES, REPORTS, and LOGOUT. The main content area is titled 'Scheduled Inspection List for Paul Hinton'. It features a table with three columns: Unit Number, Schedule Date, and Unit Name. The 'Schedule Date' column contains the value '9/13/2011'. Below the table, the text 'No data to display' is shown. At the bottom of the interface, there are two date input fields: 'Begin Date: 9/13/2011' and 'End Date: 9/27/2011'. A button labeled 'Change Date Range' is located below these fields.

Unit Number	Schedule Date	Unit Name
	9/13/2011	

No data to display

Begin Date: 9/13/2011 End Date: 9/27/2011

[Change Date Range](#)