

MyConstructionline Support Article

Completing an Audit (App)

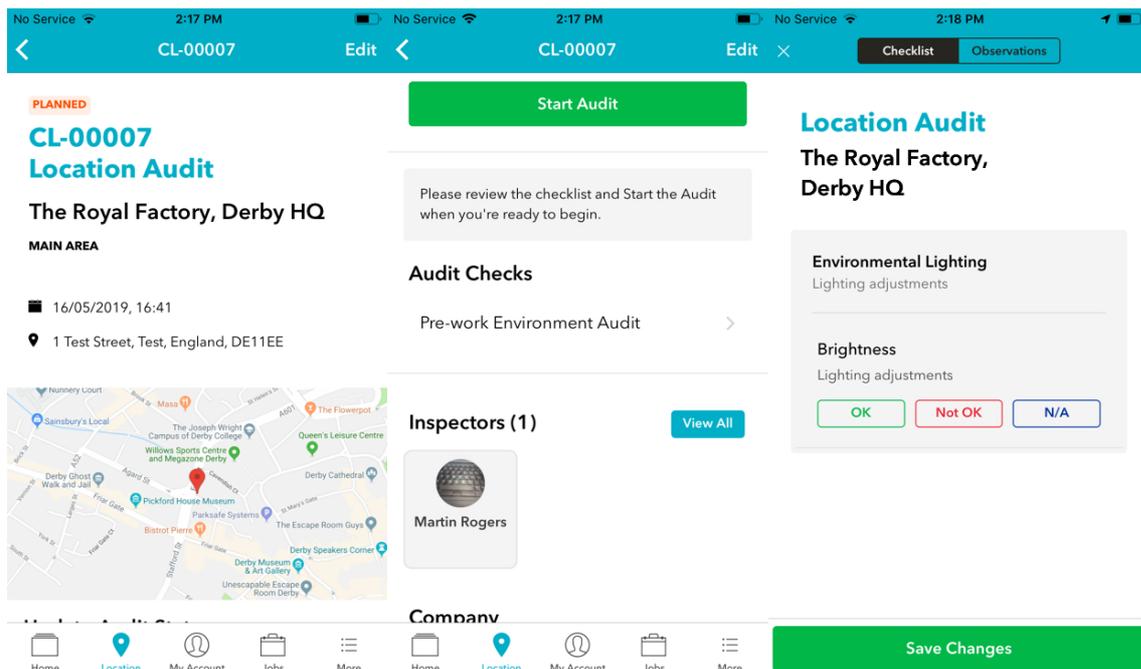
The My Constructionline app provides ways to easily conduct your Audit on site, capturing observations and writing notes as you go.

Audits will be assigned to either a site or a job which the mobile app user can then complete.

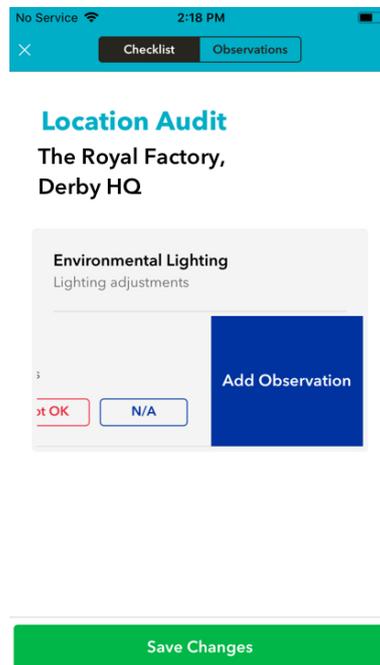
To access an audit assigned to a site select the site either from the "Nearest Site" option on the "Home" screen, or, search for the relevant site on the "Location" page.

To view Audits assigned to a job select the job from either the "Todays jobs" smart card on the home page, or from the "Jobs" tab on the navigation bar.

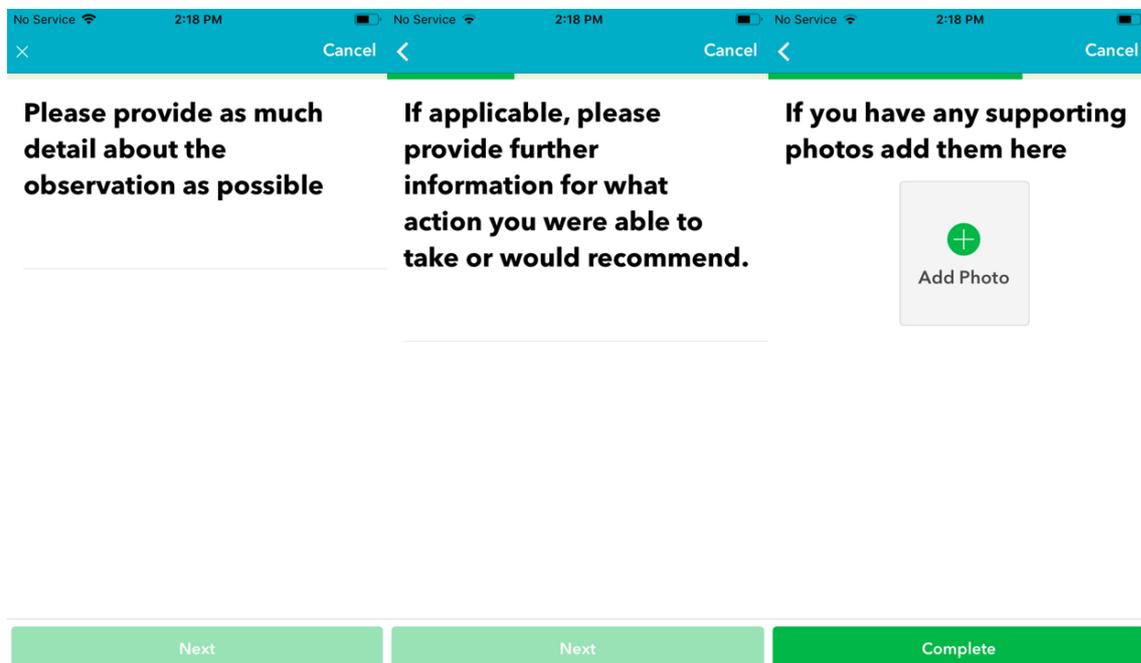
To begin, press the "Start Audit" button at the bottom of the Audit overview, then underneath this, you will need to select and complete all of the audit checklists within this audit. Click on one and you will be taken to the Checklist/Observation screen where you will have the list of questions that require answering. Just tap the Ok/Not Ok/N/A buttons to record your answer, once finished you can click "Save Changes" save your answers and return to the audit screen.



If you'd like to capture any observations, you can either tap the observations tab, where you can add a general observation, or you can swipe left against any checklist item to record an observation against that element.

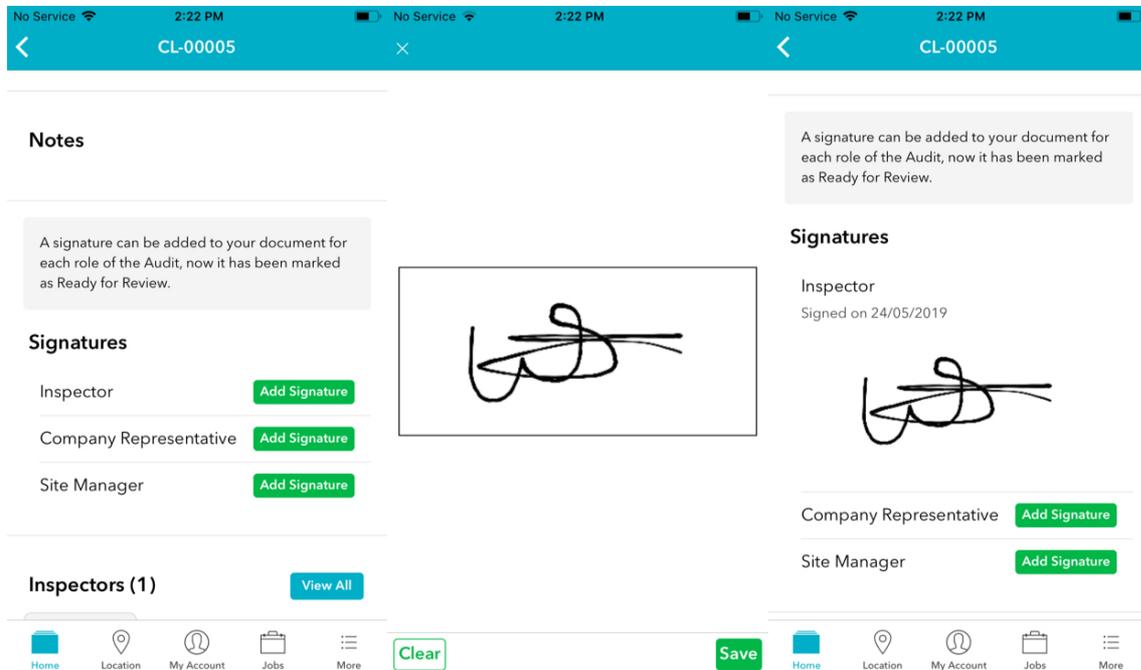


This will then load the observation detail screen where you can capture your notes and add photos accordingly.



Once you have completed all items, you will then be able to complete your Audit. Just press the Review Audit button at the top of the Audit page.

Now your Audit is "Ready for Review" you can collect signatures as required. Just tap on the "Add Signature" button where you will then be able to capture a drawing of a signature, within the app.



Once you are satisfied you have answered all questions and captured all relevant signatures you can click "Complete Audit".