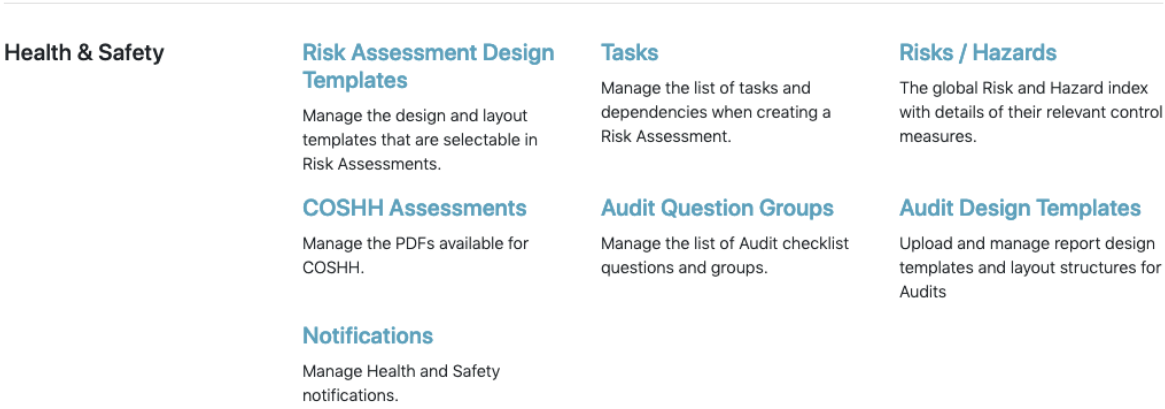
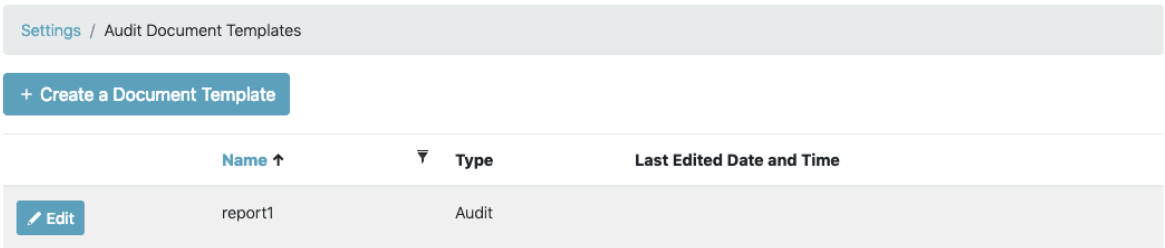
MyConstructionline Support Article

Modifying the Audit Design Template

You can edit your Audit Design template document from the settings menu in the MyConstructionline Portal. Click “Audit Design Templates” to see a list of current templates.



You can create a new template by clicking the “Create a Document Template” button, you will then be asked to upload the document you want to use as your new template. Alternatively, you can select a current template to edit.



To build your template design in Word you will need to use the reference tags and sample table structures provided on both the create and edit template screens.

Document Information

Tag Name	Description
@Site_Name	The name of the site the Audit was completed at
@Site_Town_City	The Town or City the Site is located at
@Audit_Type	The type of audit completed
@Audit_Date	The scheduled date of the audit
@Audit_Time	The scheduled time of the audit
@Audit_Date_Started	The date the audit was actually marked as "In Progress"
@Audit_Time_Started	The time the audit was actually marked as "In Progress"
@Audit_ID	The unique document ID
@Job_Ref	The job number the audit is for
@Audit_Notes	Notes that are recorded during the audit
@Audit_Summary	The summary of what the audit is reviewing when setup

Audit Checklists - Example Table Layout

@Checklist_Index_Table	
@Checklist_Status	**@Checklist_Title** @Checklist_Description *Checklist_Checked_By_On*

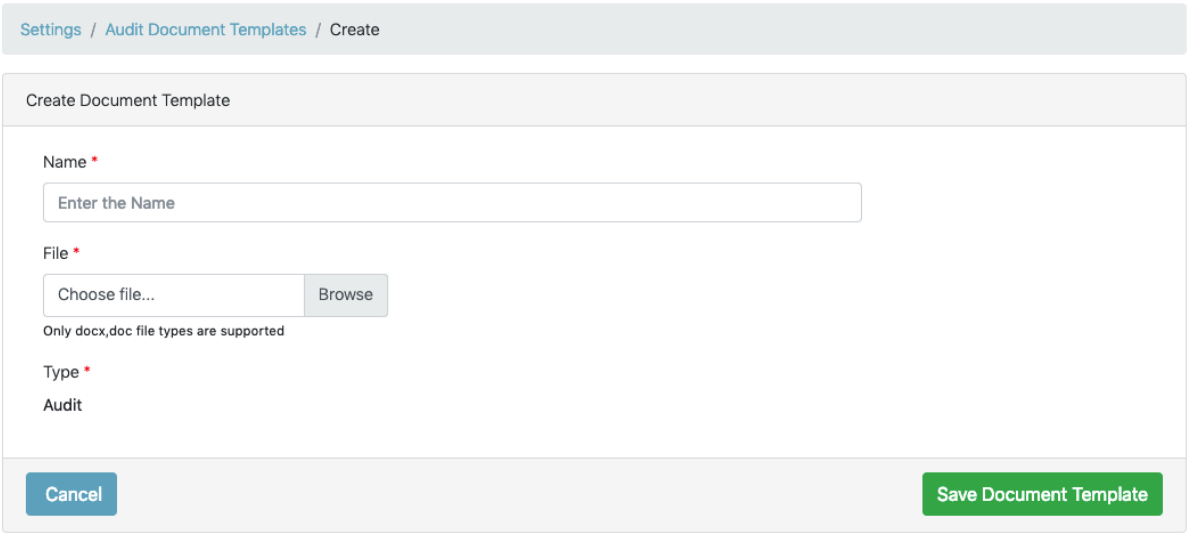
Audit Observations - Example Table Layout

@Observation_Index_Table		
Time	**Details of Observation**	**Observation Action**
@Observation_Time	@Observation_Details @Observation_Photos	@Observation_Action

These tags when placed in your document will show where the corresponding data will be placed when the report is generated. An example can be seen below.

@Observation_Index_Table	
Details of Observation	**Observation Action**
@Observation_Checklist **@Observation_Details** **@Observation_Photos**	@Observation_Action

When you are happy with your template design you can upload it via the portal and activate it. Your audit reports will now be generated using this design.



Once you have named your template and selected the file to upload you can click "Save".