

Quick Lesson...

# Inspection Details Report

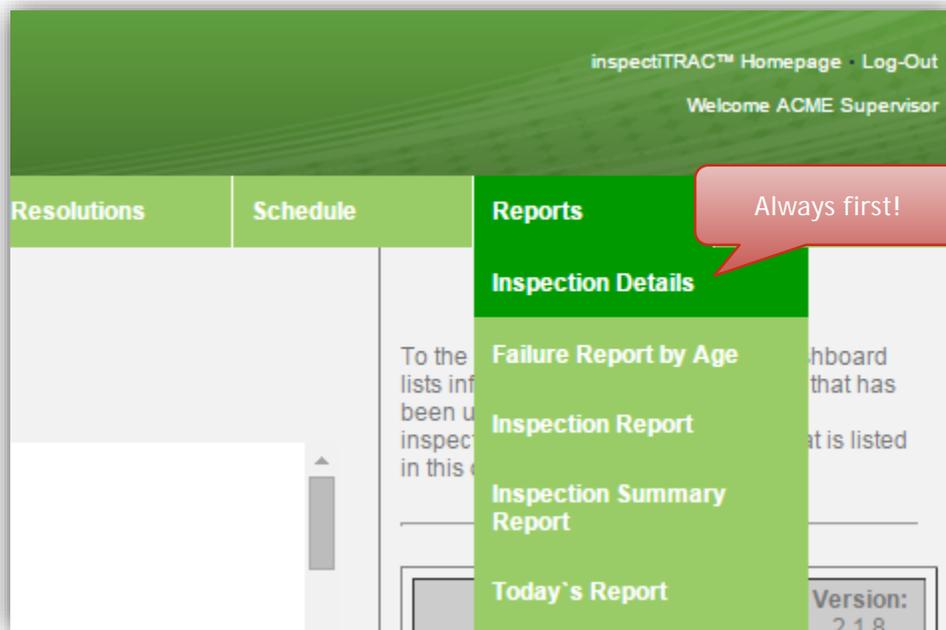
## About

The Inspection Details Report is a more useful re-design of the discontinued "Original Report". Similar to the Original Report, the Inspection Details Report shows the questions from the inspectiTRAC Data Collector questionnaire and the information collected like Pass/Fail, comments, More Detail dropdown selection, etc. In addition to what was shown in the Original Report, this report also delivers Corrective Action data and Resolutions. Another new feature is how you select the data you want to see. You can sort and search through all your inspections, audits, and observations to select one or more to show on the report. When you are viewing the report, you can filter out all the questions marked N/A or even all the Passed questions.

Let's take a tour of the new report.

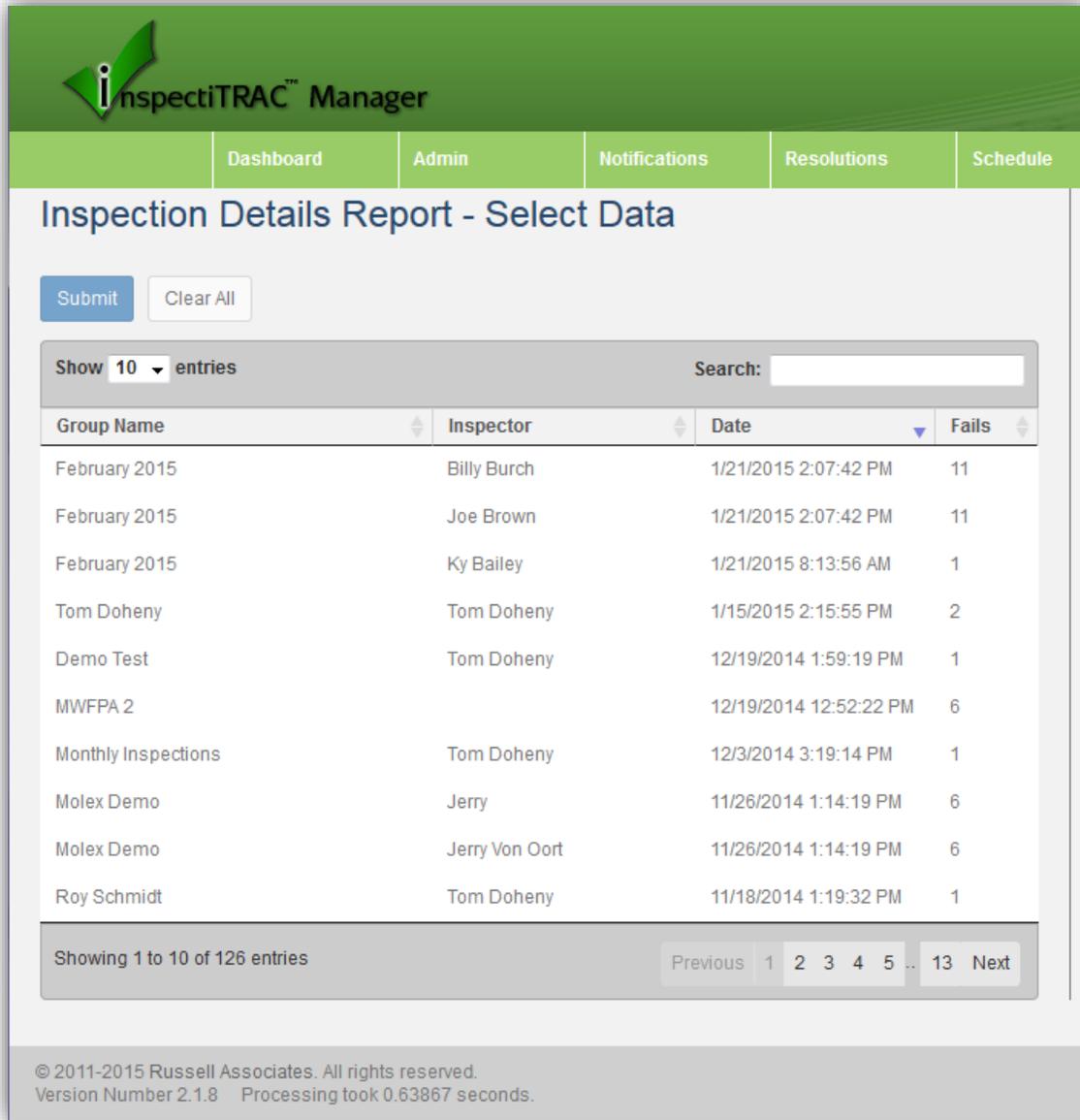
## Getting to the Report

The Inspection Details report can be found under the Reports menu on Manager. It will always be the very first report on the list.



## Selecting Data

The first screen that appears when you select the report is the Data Selection screen. On this screen, you will select the inspections, audits and/or observations that you want to view on the report.



InspectiTRAC™ Manager

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### Inspection Details Report - Select Data

Submit Clear All

Show 10 entries Search:

Group Name	Inspector	Date	Fails
February 2015	Billy Burch	1/21/2015 2:07:42 PM	11
February 2015	Joe Brown	1/21/2015 2:07:42 PM	11
February 2015	Ky Bailey	1/21/2015 8:13:56 AM	1
Tom Doheny	Tom Doheny	1/15/2015 2:15:55 PM	2
Demo Test	Tom Doheny	12/19/2014 1:59:19 PM	1
MWFPA 2		12/19/2014 12:52:22 PM	6
Monthly Inspections	Tom Doheny	12/3/2014 3:19:14 PM	1
Molex Demo	Jerry	11/26/2014 1:14:19 PM	6
Molex Demo	Jerry Von Oort	11/26/2014 1:14:19 PM	6
Roy Schmidt	Tom Doheny	11/18/2014 1:19:32 PM	1

Showing 1 to 10 of 126 entries Previous 1 2 3 4 5 ... 13 Next

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Selecting the data is as easy as clicking on the inspection you wish to view and then clicking the Submit button. But, there are a few options to look at on this screen, so let's begin with pages.

## Pages

In the upper-left, you can select how many inspection groups are shown per page. You can choose to view 10, 25, 50, or all of them.

The screenshot shows the iInspectiTRAC Manager interface. At the top, there is a navigation bar with tabs for Dashboard, Admin, Notifications, Resolutions, and Schedule. Below this is a section titled "Inspection" with a "Select Data" sub-header. There are "Submit" and "Clear" buttons. A dropdown menu is open, showing options for "Show 10 entries", "Group 25", "50", and "All". A red callout bubble points to this menu with the text "Select how many groups per screen." Below the menu is a table with columns for "Inspector", "Date", and "Fails". A red callout bubble points to the pagination controls at the bottom right of the table with the text "Select your page." The pagination controls show "Previous", "1", "2", "3", "4", "5", "13", and "Next".

Inspector	Date	Fails
Billy Burch	1/21/2015 2:07:42 PM	11
Joe Brown	1/21/2015 2:07:42 PM	11
Ky Bailey	1/21/2015 8:13:56 AM	1
Tom Doheny	1/15/2015 2:15:55 PM	2
Tom Doheny	12/19/2014 1:59:19 PM	1
Tom Doheny	12/19/2014 12:52:22 PM	6
Tom Doheny	12/3/2014 3:19:14 PM	1
Tom Doheny	11/26/2014 1:14:19 PM	6
Tom Doheny	11/26/2014 1:14:19 PM	6
Tom Doheny	11/18/2014 1:19:32 PM	1

Showing 1 to 10 of 126 entries

Previous 1 2 3 4 5 .. 13 Next

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In the bottom-right of the screen, you can select the page to view.

## Sorting

You can sort the data columns by clicking on the column by which you want to sort. Each column can be sorted. The default sort is by Inspection Date (newest first).

The screenshot shows the InspectiTRAC Manager interface. At the top, there is a navigation bar with tabs for Dashboard, Admin, Notifications, Resolutions, and Schedule. Below this is the 'Inspection Details' section, which includes a 'Submit' button, a 'Clear All' button, and a search bar. A table displays inspection data with columns for Group Name, Inspector, Date, and Fails. A red callout box points to the 'Group Name' column header, stating: 'By clicking on the Group Name heading, you can sort by the Group Name (A to Z). Click it again, and it reverses the sort (Z to A)'. The table shows 10 entries, with a pagination control at the bottom indicating 'Showing 1 to 10 of 126 entries'.

Group Name	Inspector	Date	Fails
2nd Quarter	Auditor #1	4/2/2014 10:11:40 AM	0
9-11-2013 Be-Safe	Max Payne	9/11/2013 7:45:23 AM	2
ACME Anvil Plant	Tom Doheny	11/17/2014 10:38:04 AM	3
ACME Anvil SQF Audit 092513	Jerry L Van Oort	9/25/2013 4:15:22 PM	5
ACME Demo 42913		4/29/2013 4:06:11 PM	1
Alied demo 101413		10/14/2013 1:43:00 PM	0
April 2013 Safety Inspections		4/23/2013 9:20:26 AM	2
asdf	t	1/7/2014 11:54:02 AM	0
asdf	Tom	10/23/2013 4:14:55 PM	0
asdf	Tom	7/5/2013 7:21:33 AM	6

Showing 1 to 10 of 126 entries

Previous 1 2 3 4 5 .. 13 Next

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## Searching

You can also use the Search field to enter search criteria. If you want to see all inspection groups with "demo" in the Group Name or Inspector fields, you simply start typing "demo" in the search box and the system filters the data.

The screenshot displays the InspectiTRAC Manager web application. At the top, there is a navigation bar with tabs for Dashboard, Admin, Notifications, Resolutions, and Schedule. The main content area is titled "Inspection Details Report - Select Data". Below the title, there are "Submit" and "Clear All" buttons. A search bar contains the text "Demo". A red callout bubble points to the search bar with the text "Enter your search terms here." Below the search bar, there is a table with the following columns: Group Name, Inspector, Date, and Fails. The table contains 10 rows of data, all filtered by the search term "Demo". At the bottom of the table, there is a pagination control showing "Showing 1 to 10 of 25 entries (filtered from 126 total entries)" and buttons for "Previous", "1", "2", "3", and "Next".

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### Inspection Details Report - Select Data

Submit Clear All

Show 10 entries Search: Demo

Group Name	Inspector	Date	Fails
Demo Test	Tom Doheny	12/19/2014 1:59:19 PM	1
Molex Demo	Jerry	11/26/2014 1:14:19 PM	6
Molex Demo	Jerry Von Oort	11/26/2014 1:14:19 PM	6
Demo 10/31/2014	Tom	10/31/2014 3:40:36 PM	0
Demo	Tom Doheny	10/15/2014 11:39:29 AM	2
Demo Test	John Doe	9/22/2014 8:54:51 AM	15
Demo Test	Tom Doheny	9/22/2014 8:54:51 AM	15
Demo	Demo	9/15/2014 9:54:17 PM	20
Demo	Tom	7/23/2014 1:50:10 PM	2
Demo	Tom 2	7/23/2014 1:50:10 PM	2

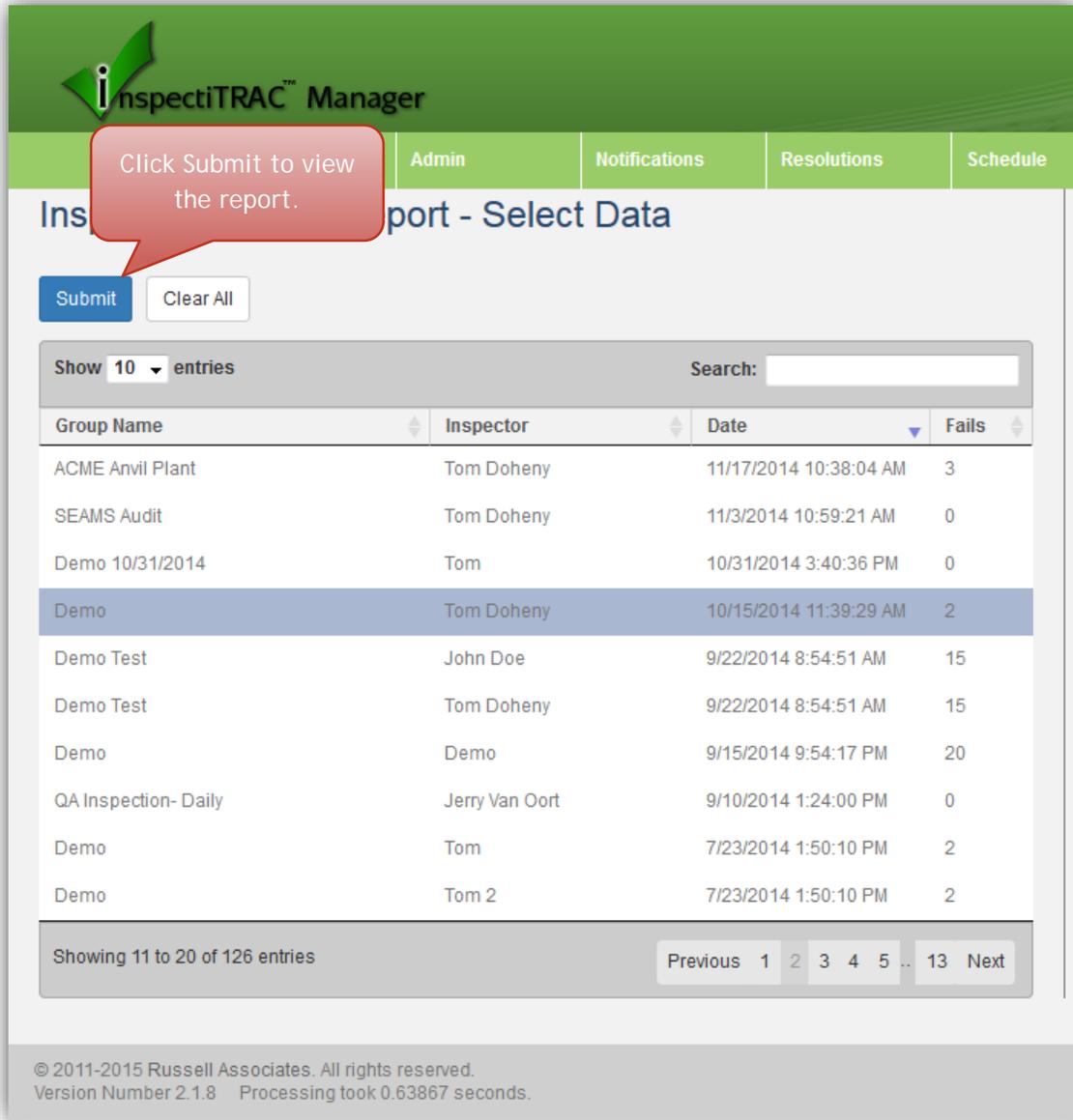
Showing 1 to 10 of 25 entries (filtered from 126 total entries) Previous 1 2 3 Next

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## Selection

Once you find the inspection group(s) you want to view, click the line to highlight that group. Click it again to de-select the group. You can click another group to add it to your report (even if it's on a different page).

After you've selected the groups you want to view, click the Submit button at the top to view the report.



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Report - Select Data

Submit Clear All

Show 10 entries Search:

Group Name	Inspector	Date	Fails
ACME Anvil Plant	Tom Doheny	11/17/2014 10:38:04 AM	3
SEAMS Audit	Tom Doheny	11/3/2014 10:59:21 AM	0
Demo 10/31/2014	Tom	10/31/2014 3:40:36 PM	0
Demo	Tom Doheny	10/15/2014 11:39:29 AM	2
Demo Test	John Doe	9/22/2014 8:54:51 AM	15
Demo Test	Tom Doheny	9/22/2014 8:54:51 AM	15
Demo	Demo	9/15/2014 9:54:17 PM	20
QA Inspection- Daily	Jerry Van Oort	9/10/2014 1:24:00 PM	0
Demo	Tom	7/23/2014 1:50:10 PM	2
Demo	Tom 2	7/23/2014 1:50:10 PM	2

Showing 11 to 20 of 126 entries Previous 1 2 3 4 5 .. 13 Next

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## Viewing the Report

The Inspection Details Report is not just a list of questions and whether they were marked pass or fail. In addition to the questions and comments, there are options for filtering what you see and for showing Corrective Action/Resolution data.

Below is the report as you would initially view it.

The screenshot displays the inspectiTRAC Manager web application. The top navigation bar includes 'Dashboard', 'Admin', 'Notifications', 'Resolutions', 'Schedule', 'Reports', and 'Support'. The main content area is titled 'Inspection Details Report - View Data'. It features filter controls for 'Show Pass' (ON), 'Show Fail' (ON), and 'Show N/A' (OFF). Below the filters, the report details for a specific inspection are shown, including the group name 'Demo', start and end dates, and the inspection item 'FE #75'. A table lists the inspection questions, their status (pass/fail), and any notes. The final question, 'The fire extinguisher has a proper charge.', is marked as failed with a note 'Charge is low'. The interface also shows a signature 'Jon' in a yellow box.

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### Inspection Details Report - View Data

Filters

Show Pass  ON

Show Fail  ON

Show N/A  OFF

Group Name: Demo  
Start Date: 10/15/2014 11:20:57 AM End Date: 10/15/2014 11:39:29 AM

Inspection: Safety Inspections - Anvil Works - Fire Extinguishers  
Item: FE #75  
Inspection Date: 10/15/2014 11:33:12 AM

Question	Notes	Selection
<input checked="" type="checkbox"/> The fire extinguisher is in the correct location.		
<input checked="" type="checkbox"/> The fire extinguisher has a plastic lock tab on the extinguisher.		
<input checked="" type="checkbox"/> The fire extinguisher has an inspection tag and it is initialed and dated for the current month.		
<input checked="" type="checkbox"/> The fire extinguisher has a visible sign designated for its recognizable location.		
<input checked="" type="checkbox"/> The fire extinguisher is easily accessible and does not have any obstacles near it.		
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> The fire extinguisher has a proper charge.	Charge is low	

Inspection: Safety Inspections - Anvil Works - Fire Extinguishers  
Item: FE #100  
Inspection Date: 10/15/2014 11:33:12 AM

## Filters

As you will see, there is a "Filters" section above the report. Using the ON/OFF switches, you can choose to show questions that were marked Pass, Fail, and/or N/A. Note that the "Show N/A" option is turned OFF by default.

If we turn OFF the option to "Show Pass", all the Passed questions will be hidden. This leaves only the failed items in our report.

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### Inspection Details Report - View Data

Filters

Show Pass  OFF

Show Fail  ON

Show N/A  OFF

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Group Name: Demo  
Start Date: 10/15/2014 11:20:57 AM End Date: 10/15/2014 11:39:29 AM

---

Inspection: Safety Inspections - Anvil Works - Fire Extinguishers  
Item: FE #75  
Inspection Date: 10/15/2014 11:33:12 AM

Question	Notes	Selection
<input checked="" type="checkbox"/> The fire extinguisher has a proper charge.	Charge is low	

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Inspection: SEAMS Audit - 2.0 Communications  
Item: Communications  
Inspection Date: 10/15/2014 11:37:23 AM

Question	Notes	Selection
<input checked="" type="checkbox"/> 2.4 EHS required training completed.	EHS training not recorded.	10

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Group Name: February 2015

## Corrective Actions

Next to each failed items is a button that, when clicked, will display corrective action and resolution information. Below you can see the screen after both of our failed items buttons are clicked.

Show N/A OFF

---

Group Name: **Demo**  
 Start Date: 10/15/2014 11:20:57 AM End Date: 10/15/2014 11:39:29 AM

---

Inspection: Safety Inspections - Anvil Works - Fire Extinguishers  
 Item: FE #75  
 Inspection Date: 10/15/2014 11:33:12 AM Tom

Question	Notes	Selection
<span style="color: red;">-</span> <span style="color: green;">✓</span> The fire extinguisher has a proper charge.	Charge is low	

**Corrective Actions**

Status:	Overdue		
Assigned to:	ACME Maintenance	Due Date:	11/28/2014

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Inspection: SEAMS Audit - 2.0 Communications  
 Item: Communications  
 Inspection Date: 10/15/2014 11:37:23 AM Tom

Question	Notes	Selection
<span style="color: red;">-</span> <span style="color: green;">✓</span> 2.4 EHS required training completed.	EHS training not recorded.	10

**Corrective Actions**

Status:	Completed		
Assigned to:	Tom Doheny	Due Date:	1/30/2015
Comment by:	Tom Doheny	Comment date:	1/23/2015
Comments:	An audit revealed training was completed. A new system for automating recording will be implemented.		
Completed by:	Tom Doheny	Date completed:	1/23/2015
Comments:	New Training recording system implemented.		

The corrective actions information includes the current status of the item, to whom the corrective action was assigned and the due date, any comments entered by a corrective action user, and who completed the corrective action and his/her comments.