



**THESE ARE THE BASIC FUNCTIONS REQUIRED TO COMPLETE A QUALITY INSPECTION:**

**SYNC:**

- On PSSLive Dashboard, press the Sync icon
- Enter 'Email Address'
- Enter 'Password'
- Press 'Sync'
- Press 'Download All Sites'

**BEGIN AN INSPECTION:**

- Press Menu icon to check that your own name appears next to 'Logged in Inspector' if not then repeat Sync steps.
- Press 'Inspections' then 'New Inspection'
- Select 'Site Owner'
- Select 'Site'
- Select 'Inspection Type'
- Select 'Weather/Ground Condition'
- Press 'Start Inspection'

**CHECK AND RECORD FINDINGS:**

- Press on the Asset that you are inspecting
- Check the Unresolved Findings listed
- If a Finding has been resolved press the Task (green section)
- Press 'Complete Task' and select from the three options

**TO ADD A NEW FINDING:**

- Press 'New Finding'
- Select 'Finding Group'
- Select 'Finding Type' - search function available
- Select Cause
- Select 'Risk Value', 'Risk Score' or 'Risk Level'
- Select 'Urgency'
- Add 'Notes' - if required
- Add 'Location' - if required
- Press
- Press 'Camera'
- Take photo
- Press 'OK' or 'use photo'
- Press 'New Task'
- Select 'Task'
- Select 'Assign' - if required
- Add 'Notes' - if required
- If you are completing the Task at the time of the Inspection press 'Complete Task' select option of when the Task was completed: 'Today', 'Select a Date' or 'Unknown', if not press 'Save Task'
- To Add another finding to the same Asset repeat steps above or press 'back' to move to the next Asset

**FINISH AN INSPECTION**

- Press 'Finish Inspection'
- Sign in the box
- Press 'Finish Inspection'