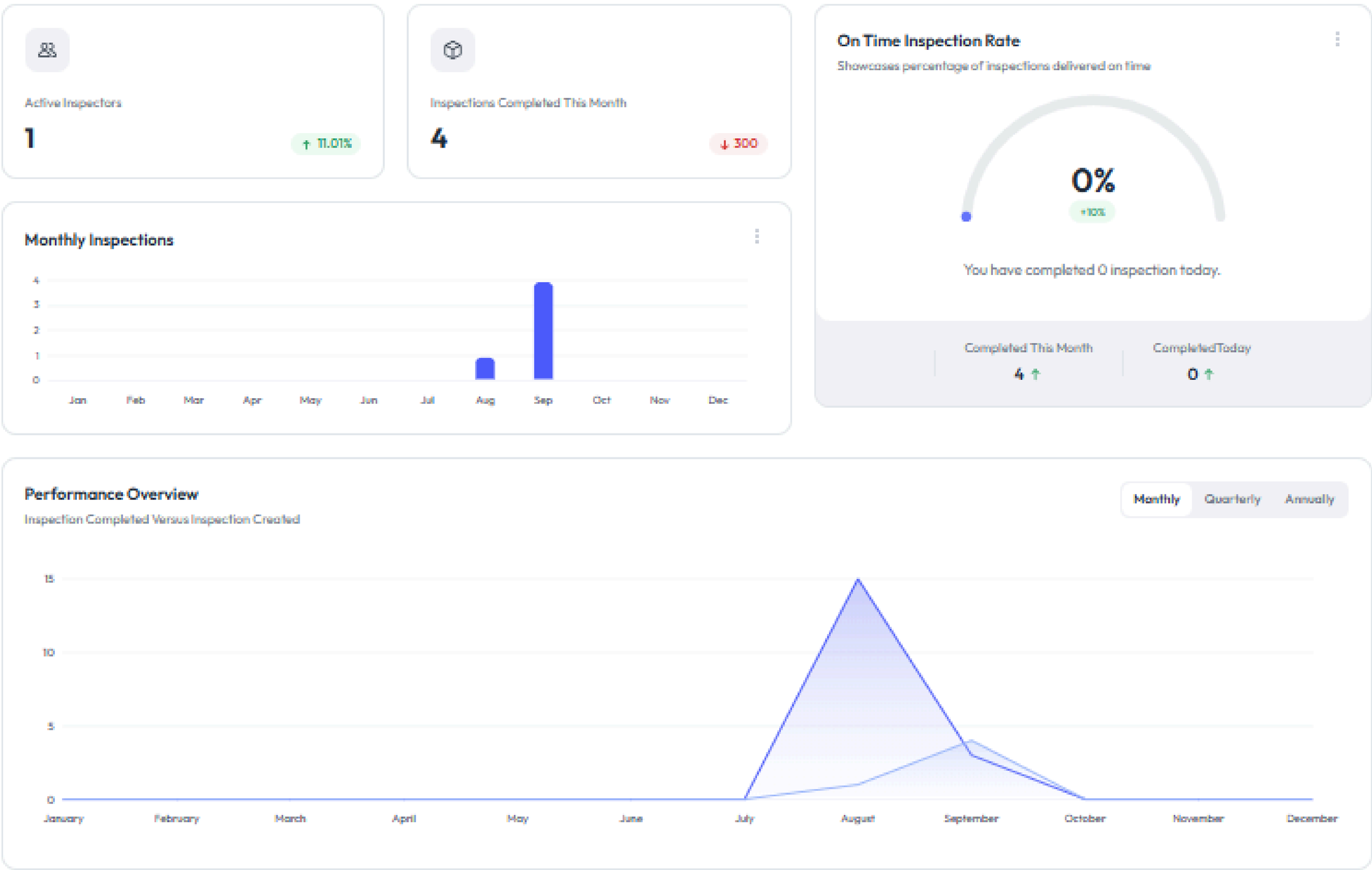
Inspection AI
user manual

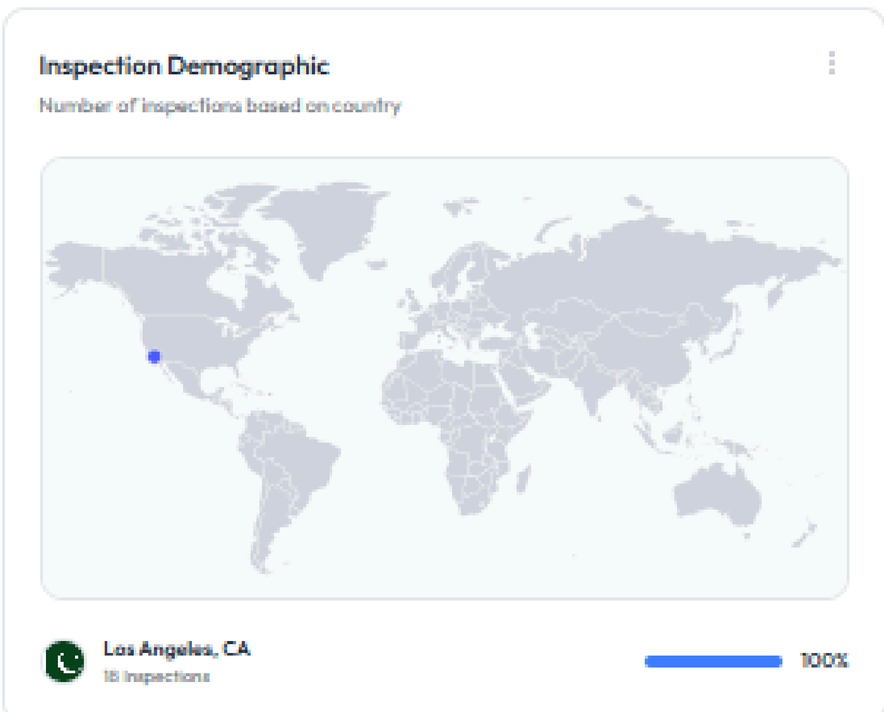
Version : 0.1

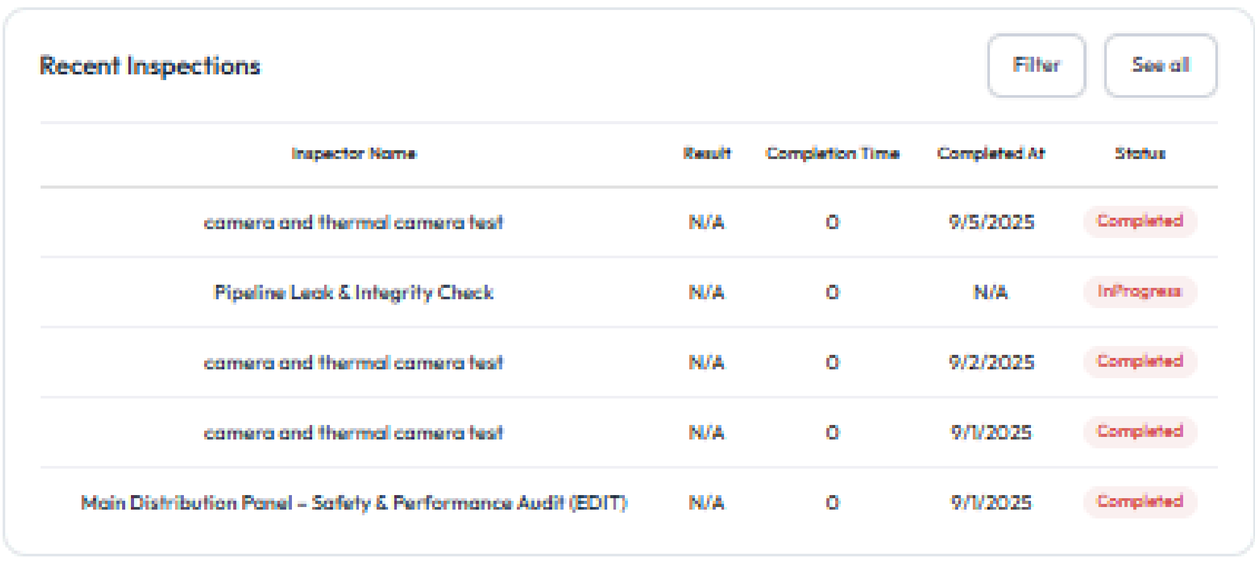
Administrator Workflow

When you open the app for the first time, you will be asked to register an Admin account along with an organisation. The user who registers the organisation automatically becomes its Admin.
Once the organisation is registered, an email will be sent to the organisation's email address for activation and further steps. After this, please contact us to activate your organisation and begin the demo.
The Admin account is required to set up and manage the application. Only the Admin has access to the Admin Page, where configuration and user management are performed.
After the Admin account is created and the organisation is activated, the Admin can add and manage additional users directly from the Admin Page.

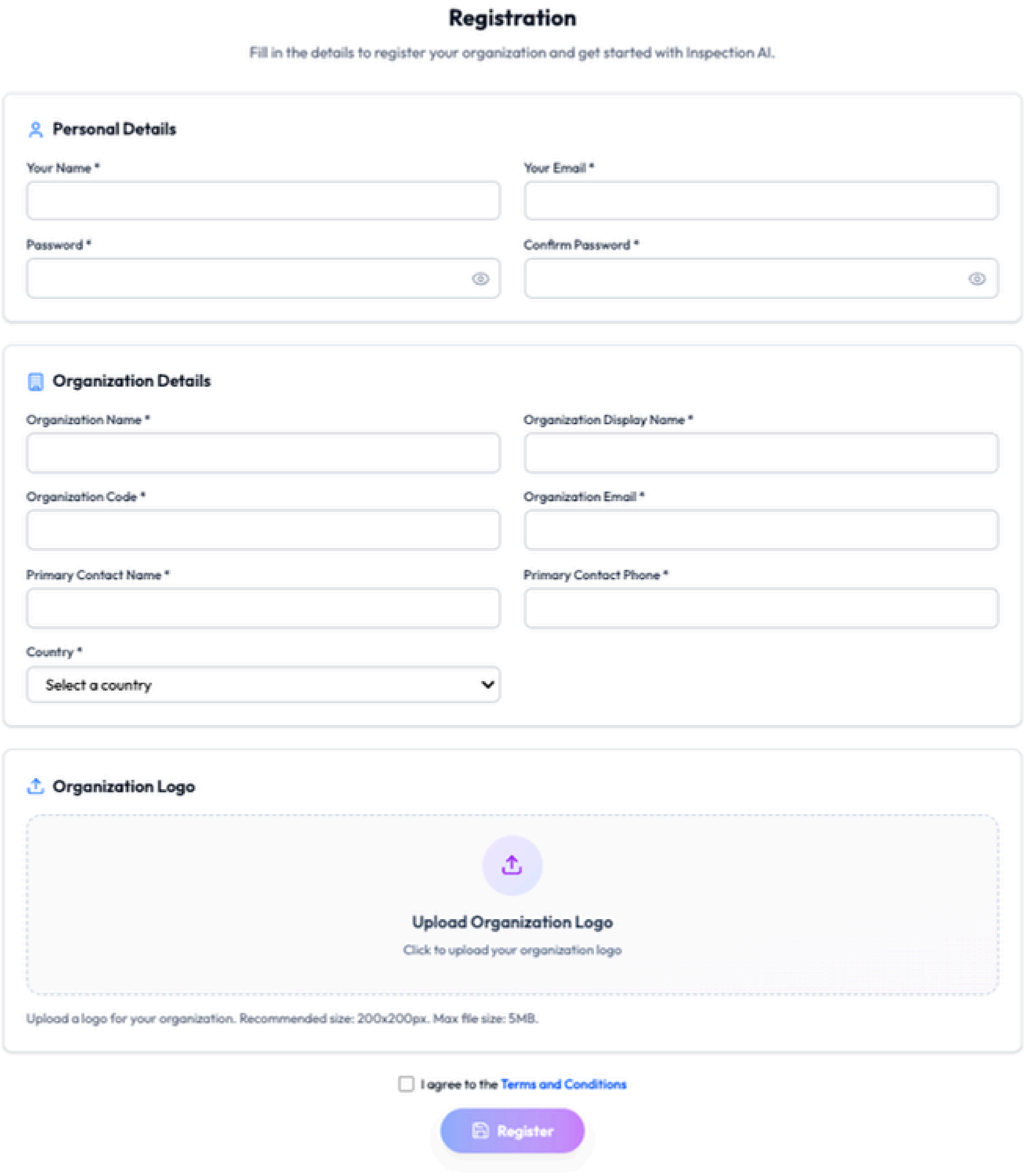
Dashboard







Register admin and organisation



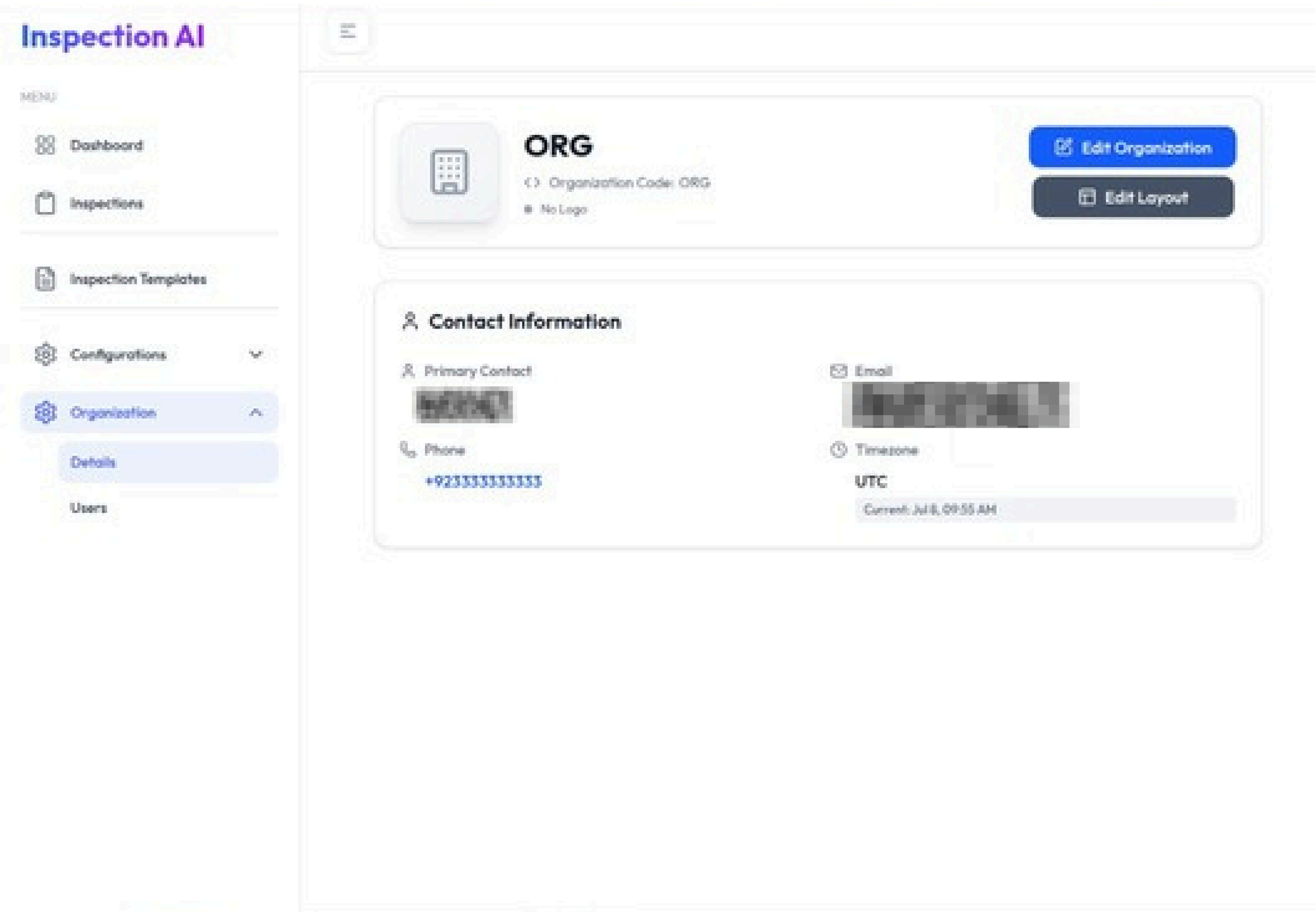
After logging in, the Dashboard will appear, giving you an overview of your inspections, tasks, and key controls in one place.

Organization Management

Easily manage your organization details and users in one place.

- ## Organization Settings

Admin accounts can update and maintain the organization's details. This includes editing basic information such as the organization name, contact information, and other relevant data to ensure records remain accurate and up to date.



Edit Organization

Update organization details and settings

Basic Information

Organization Name *
Skyline Infrastructure Inc.

Organization Display Name *
Skyline Infra

Organization Code *
SKY4457

Primary Contact Name *
Maria Gonzalez

Primary Contact Email *
support@skylineinfra.com

Primary Contact Phone
1-415-678-2234

Timezone *
Eastern Time (ET)

Organization Logo

Upload Organization Logo

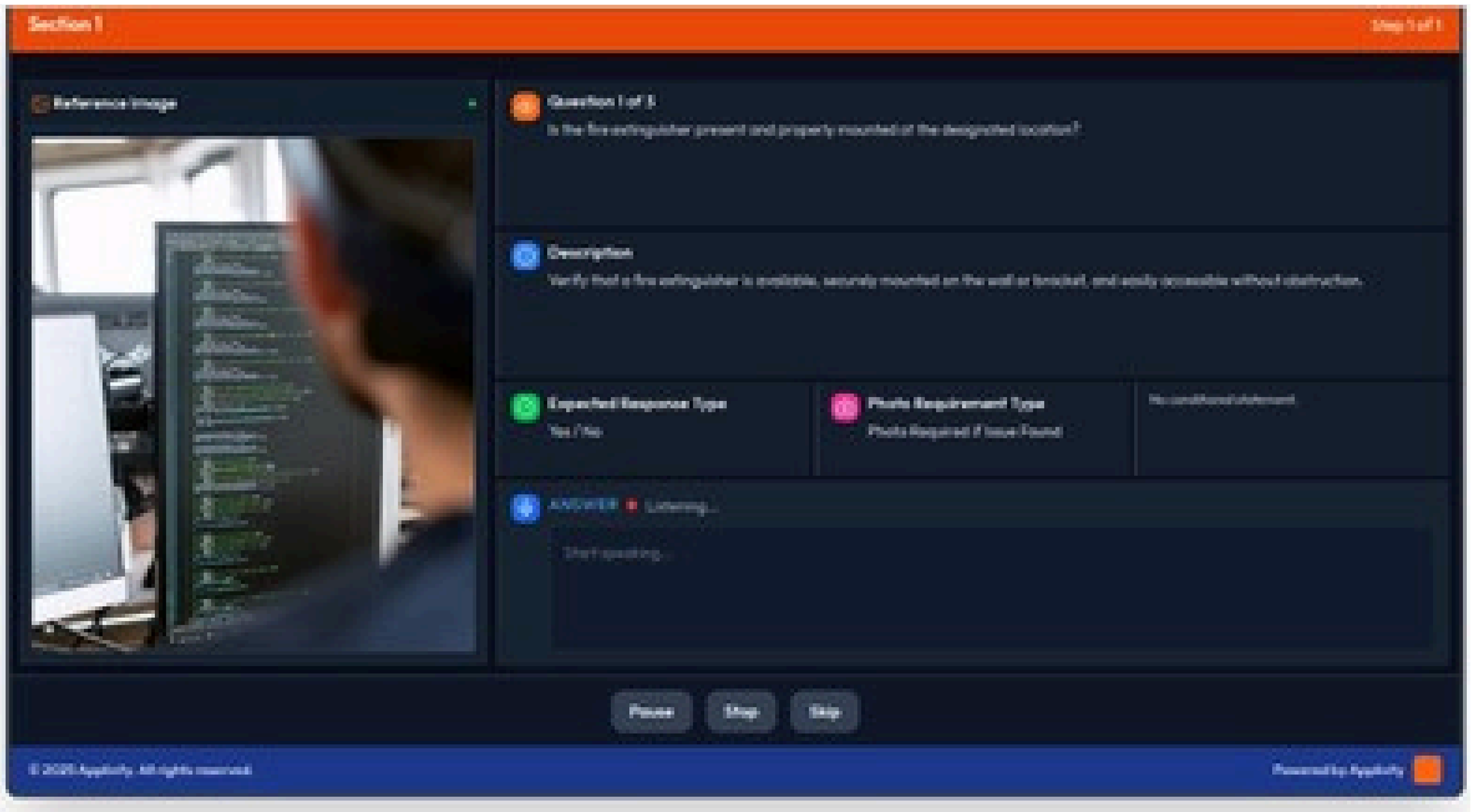
Click to upload your organization logo

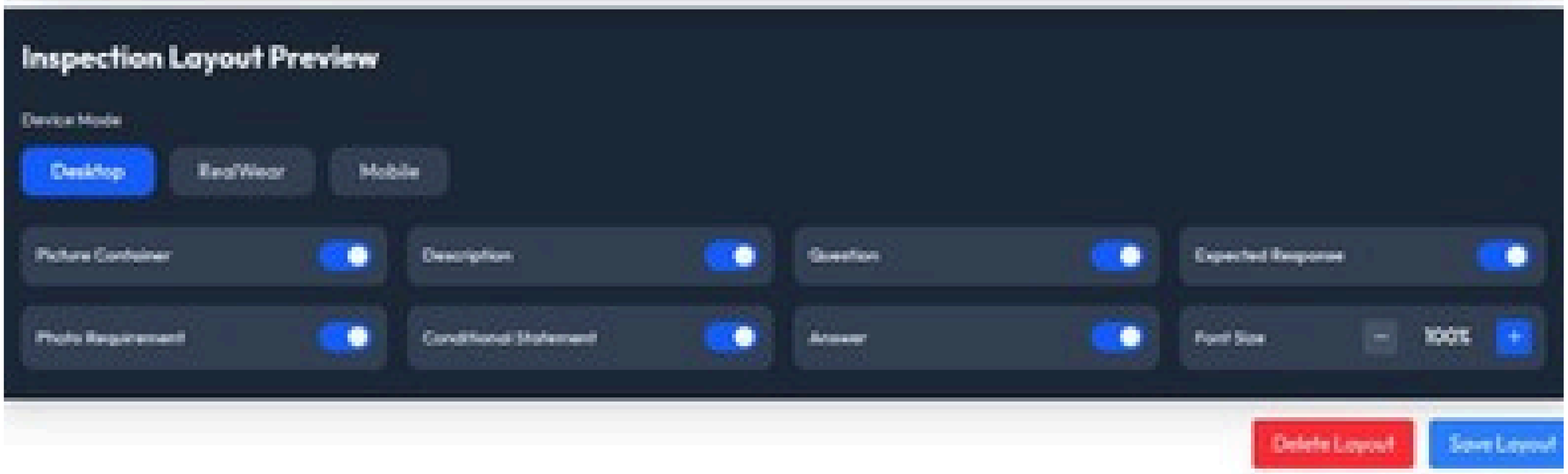
Upload a logo for your organization. Recommended size: 200x200px. Max file size: 5MB.

Cancel | Save Changes

Inspection Layout Preview

Configure your inspections layout according to your accessibility, and user preferences.

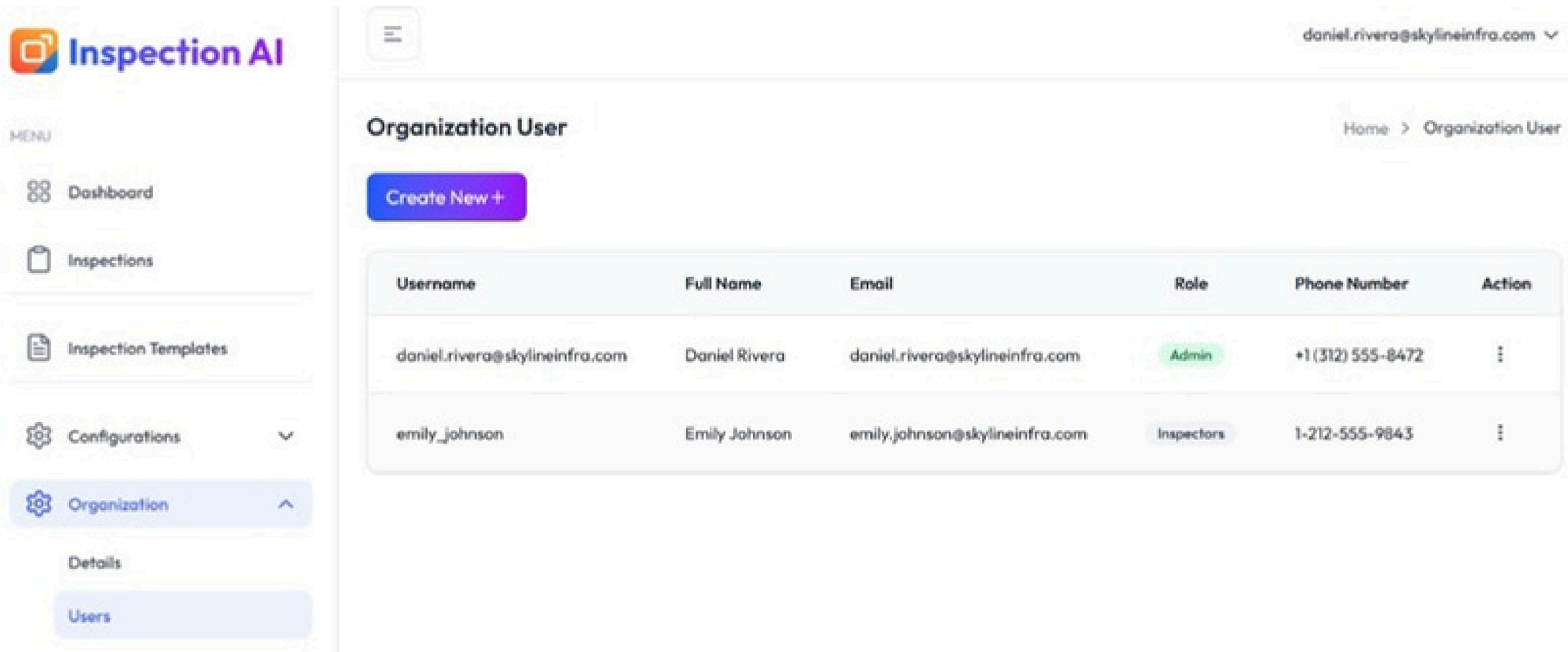


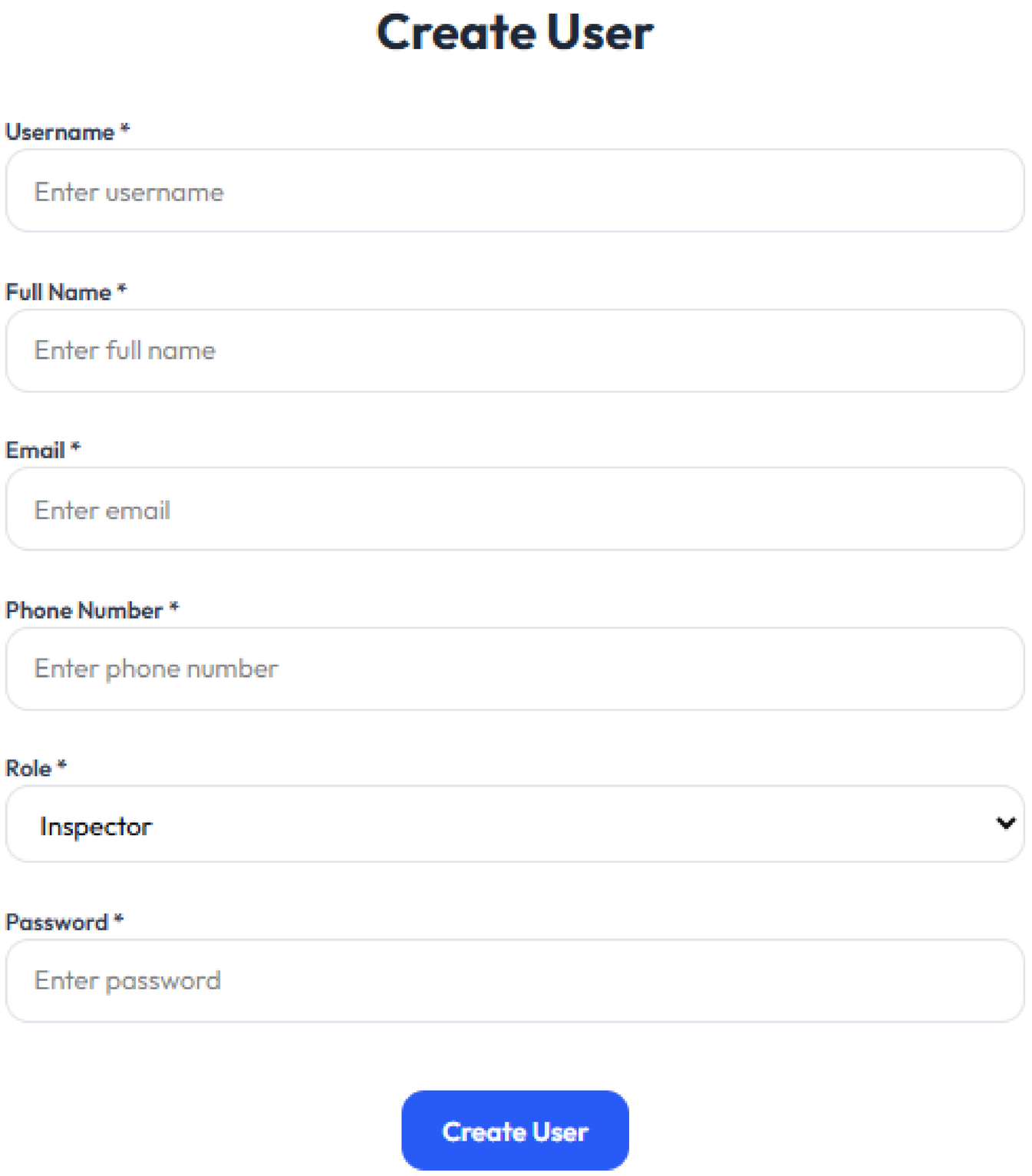


- **Device Modes**: Preview and optimize the inspection interface for the specific hardware your team will be using in the field, including Desktop, RealWear, and Mobile views.
- **Display Settings:** Toggle individual interface elements on or off (such as Question Descriptions, Expected Responses, and Photo Requirements) to streamline the workflow.
- **Accessibility:** Adjust the default font size and visual layout to ensure a comfortable and accessible experience for all inspectors.

• User Management

Admin accounts can also manage user access. They have the ability to add new users, assign roles, and even create additional Admin accounts. This ensures that the right people have the correct level of access within the organization.

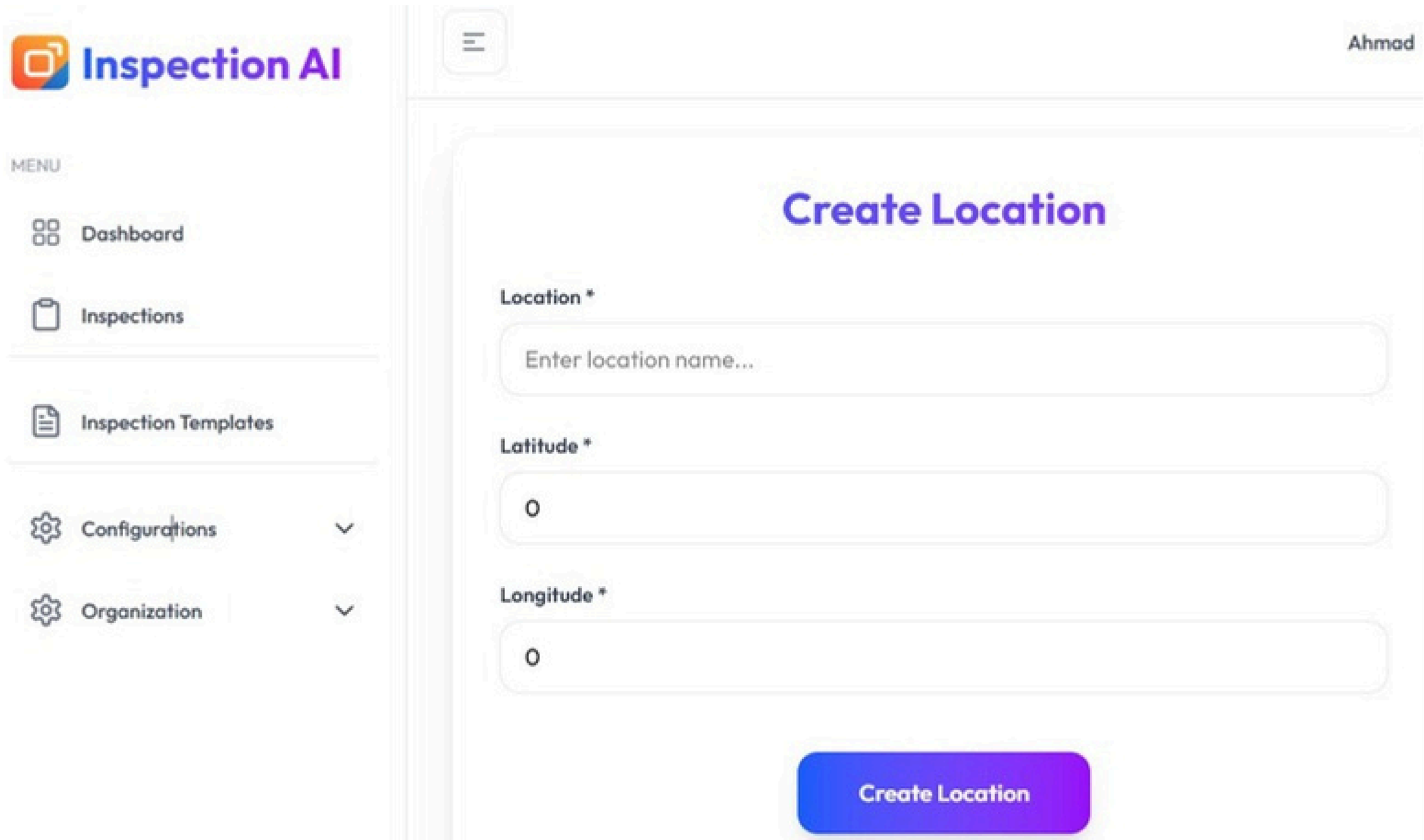




This page provides a complete list of Admins and Inspectors within your organization.
From here, the Admin can:

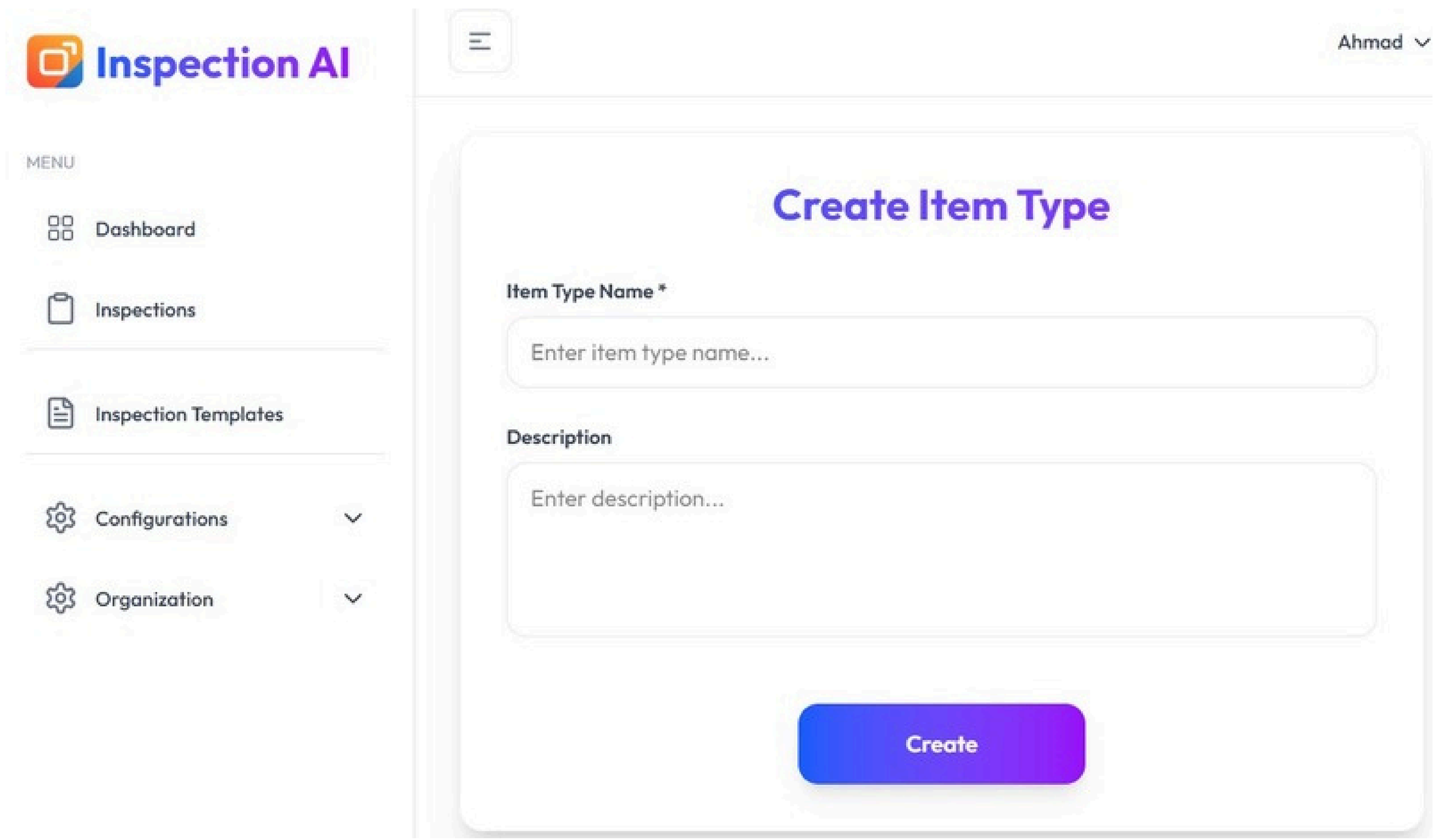
Create Location

To set up a new inspection, the first step is to create a Location.

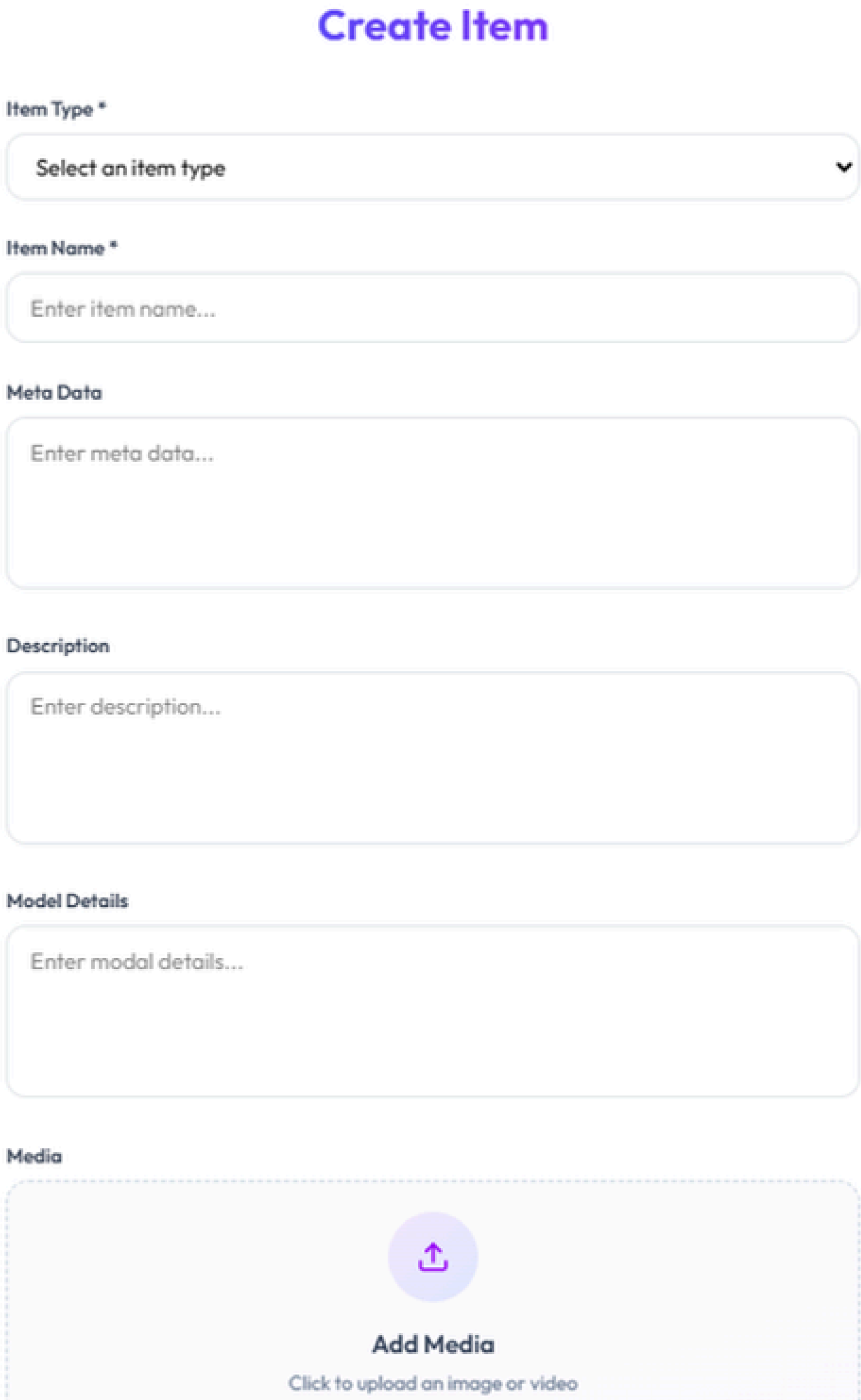


Create Item Type

After creating a location, the next step is to add an Item Type — a broad category for the item you want to inspect like e.g electric generator.



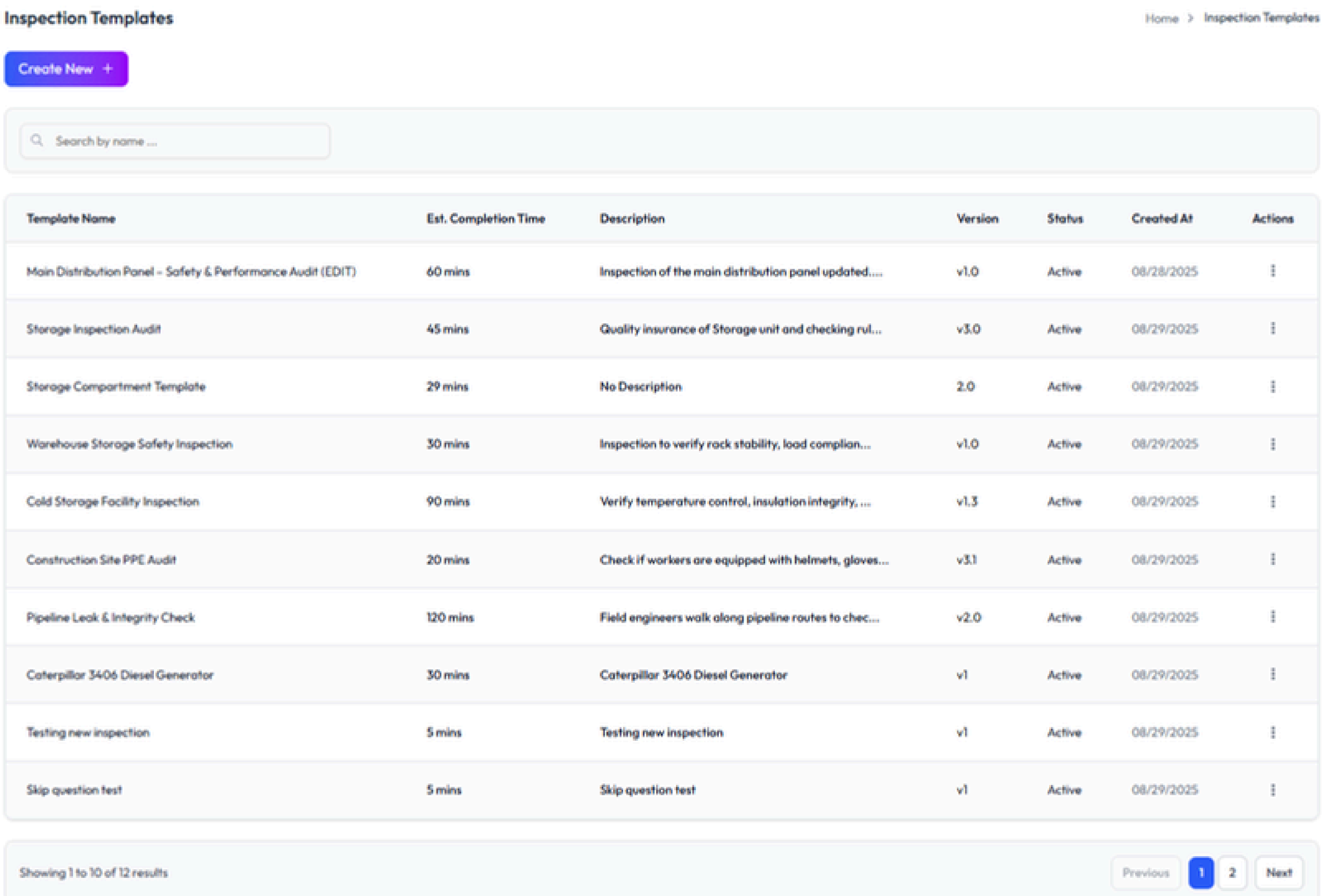
Create item



Item is a specific model within that item type, such as a particular model of a generator.

Inspection Template management

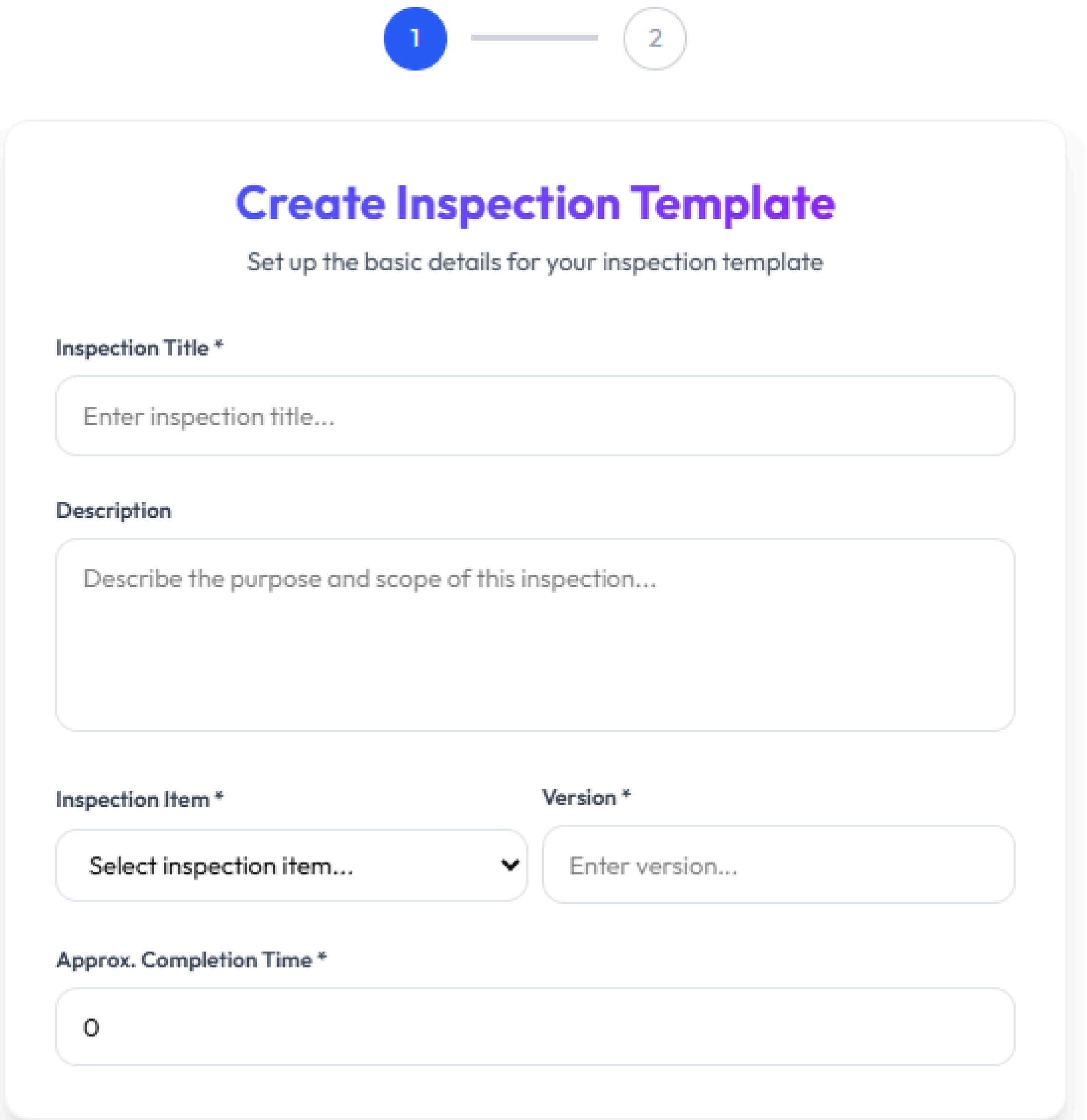
Inspection templates are the blueprints for individual inspections. To assign an inspection, you must first create a template. Once a template is created, it can then be used to generate an inspection, which can later be assigned to a user.
From this section, you can manage your inspection templates. This includes creating new templates as well as editing existing ones. Templates can also be activated, deactivated, or deleted as needed.

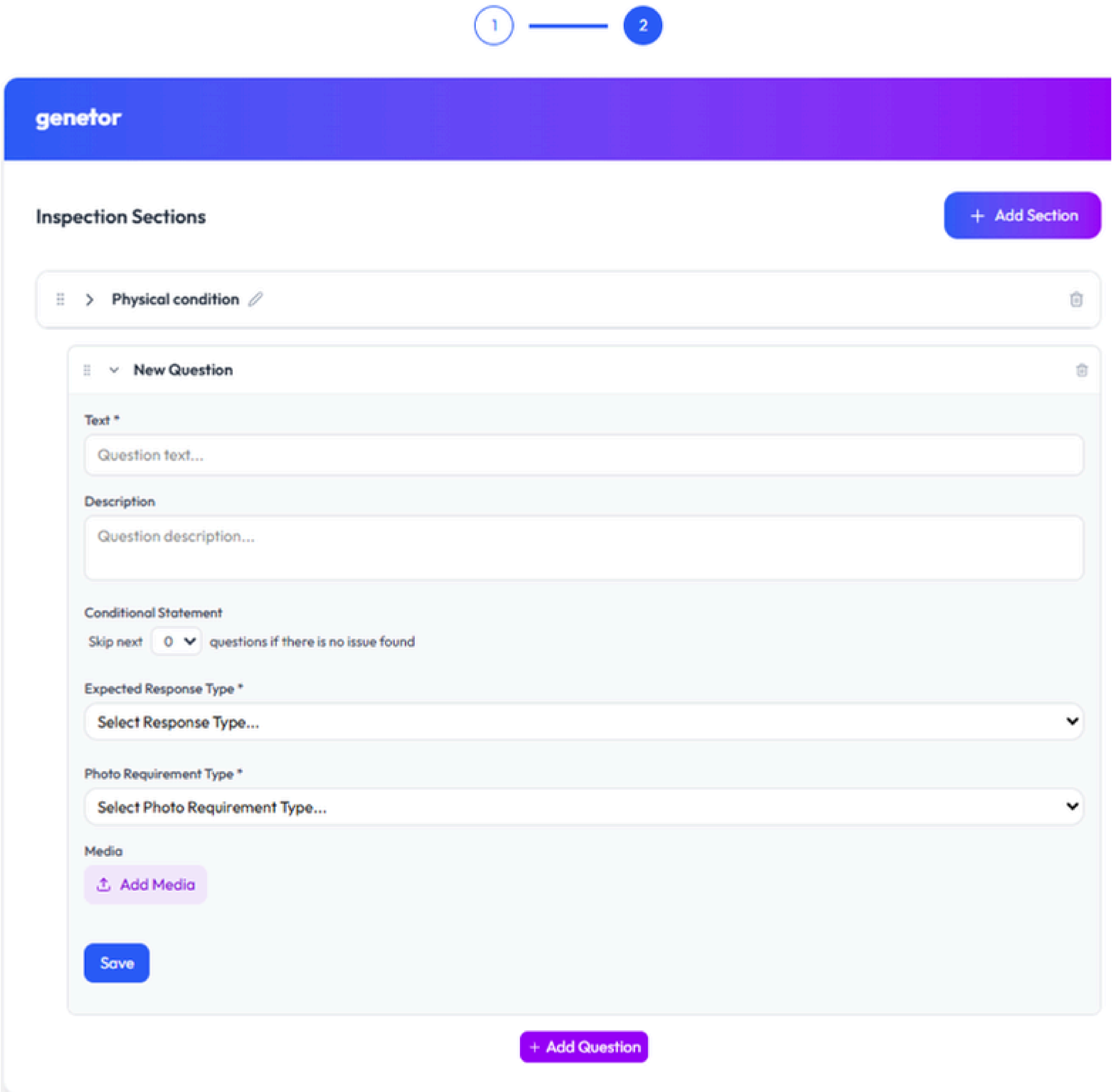


Template Name	Est. Completion Time	Description	Version	Status	Created At	Actions
Main Distribution Panel - Safety & Performance Audit (EDIT)	60 mins	Inspection of the main distribution panel updated....	v1.0	Active	08/28/2025	⋮
Storage Inspection Audit	45 mins	Quality insurance of Storage unit and checking rul...	v3.0	Active	08/29/2025	⋮
Storage Compartment Template	29 mins	No Description	2.0	Active	08/29/2025	⋮
Warehouse Storage Safety Inspection	30 mins	Inspection to verify rack stability, load complian...	v1.0	Active	08/29/2025	⋮
Cold Storage Facility Inspection	90 mins	Verify temperature control, insulation integrity, ...	v1.3	Active	08/29/2025	⋮
Construction Site PPE Audit	20 mins	Check if workers are equipped with helmets, gloves...	v3.1	Active	08/29/2025	⋮
Pipeline Leak & Integrity Check	120 mins	Field engineers walk along pipeline routes to chec...	v2.0	Active	08/29/2025	⋮
Caterpillar 3406 Diesel Generator	30 mins	Caterpillar 3406 Diesel Generator	v1	Active	08/29/2025	⋮
Testing new inspection	5 mins	Testing new inspection	v1	Active	08/29/2025	⋮
Skip question test	5 mins	Skip question test	v1	Active	08/29/2025	⋮

Create Inspection Template

Once your location and item type are set, you can proceed to create a inspection template.





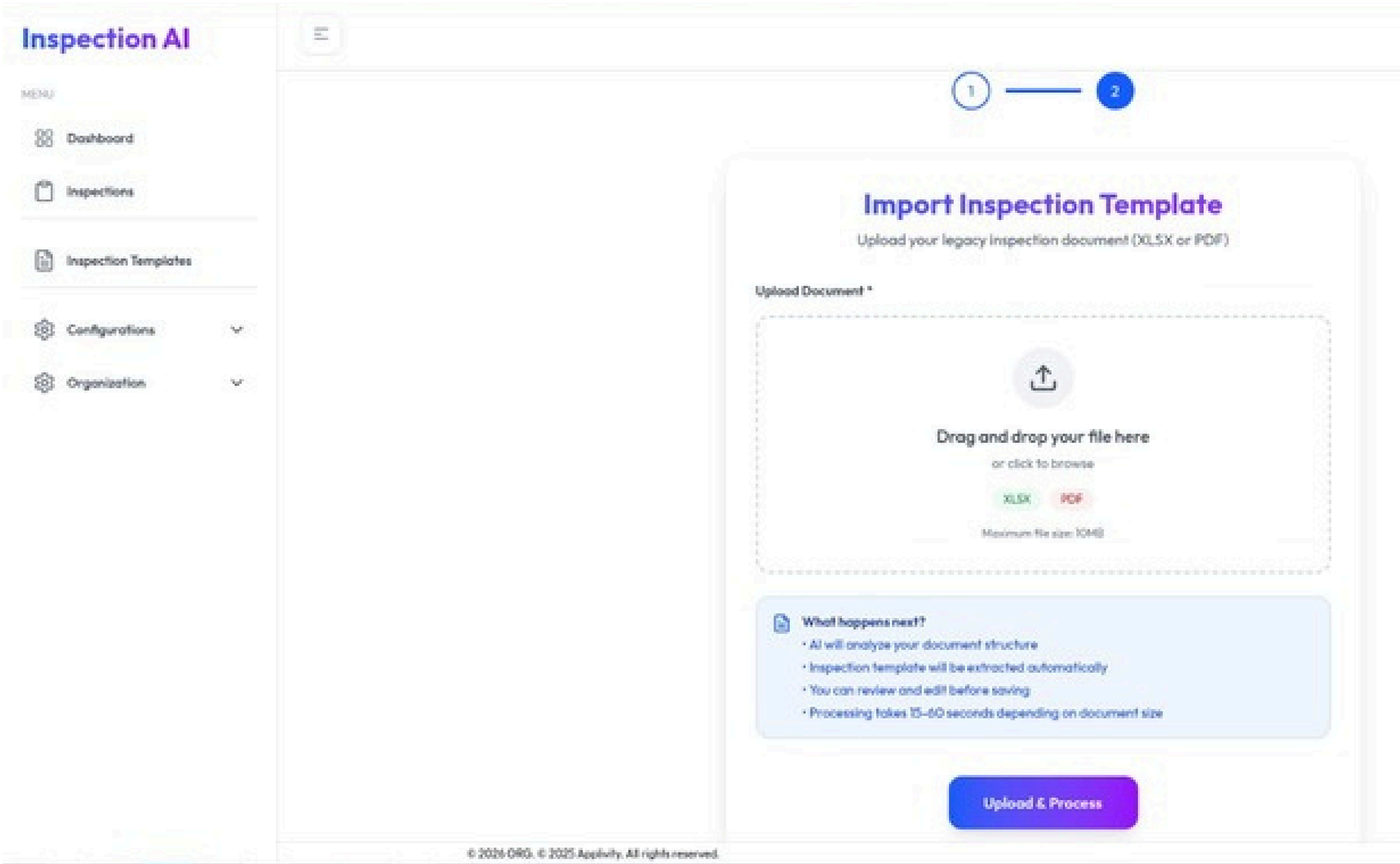
Add and manage detailed information for your inspection.
When setting up an inspection template, you will need to create questions that guide the inspection process.

Each question should be:

- Clear and specific – so inspectors know exactly what to check
- Relevant to the item – tailored to the equipment or location being inspected
- Actionable – designed to collect meaningful responses (e.g., Yes/No, Pass/Fail, or short notes)

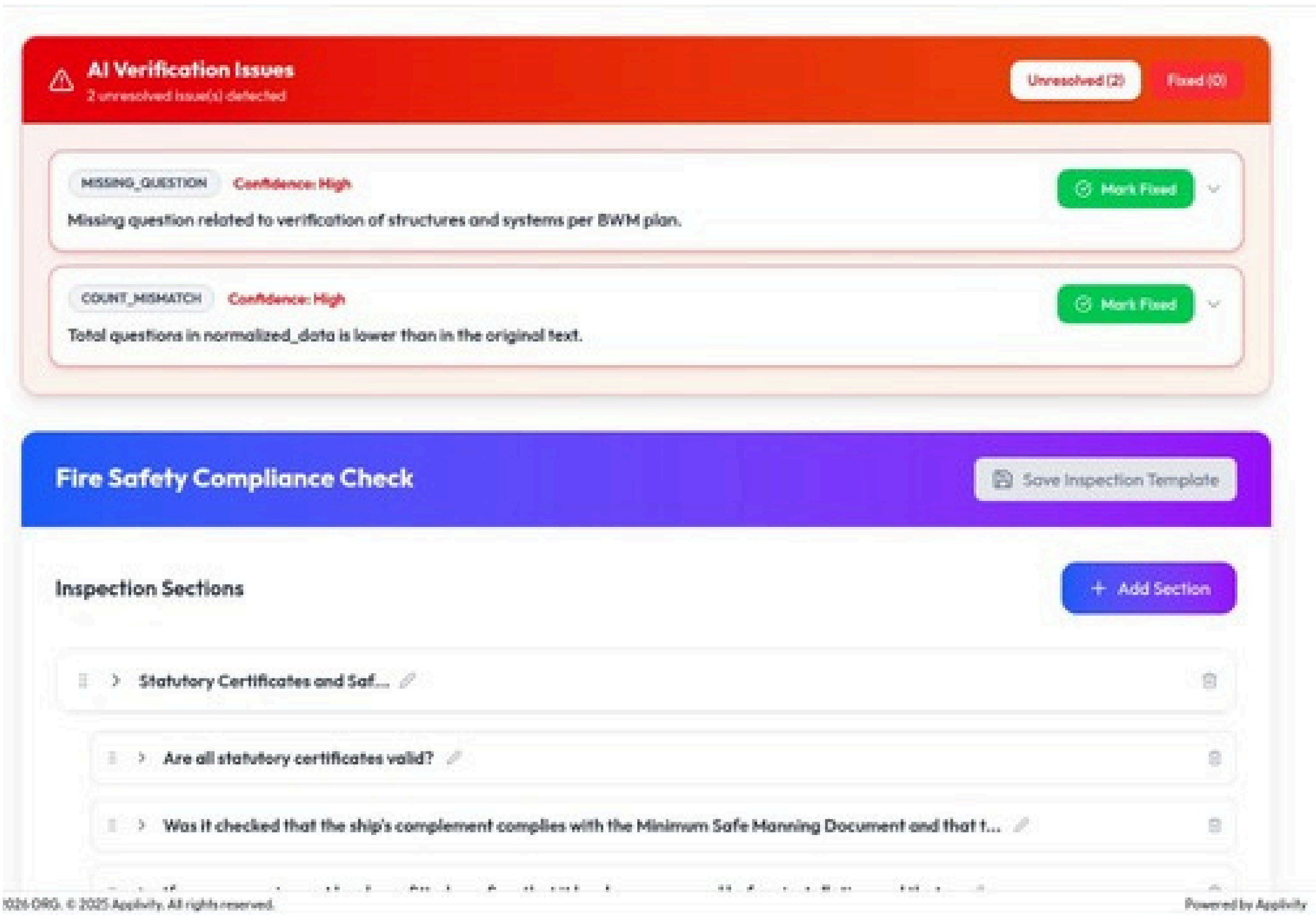
Import Inspection Template

To save time and streamline your setup, you can import an inspection template directly from your predefined PDF or Excel files.



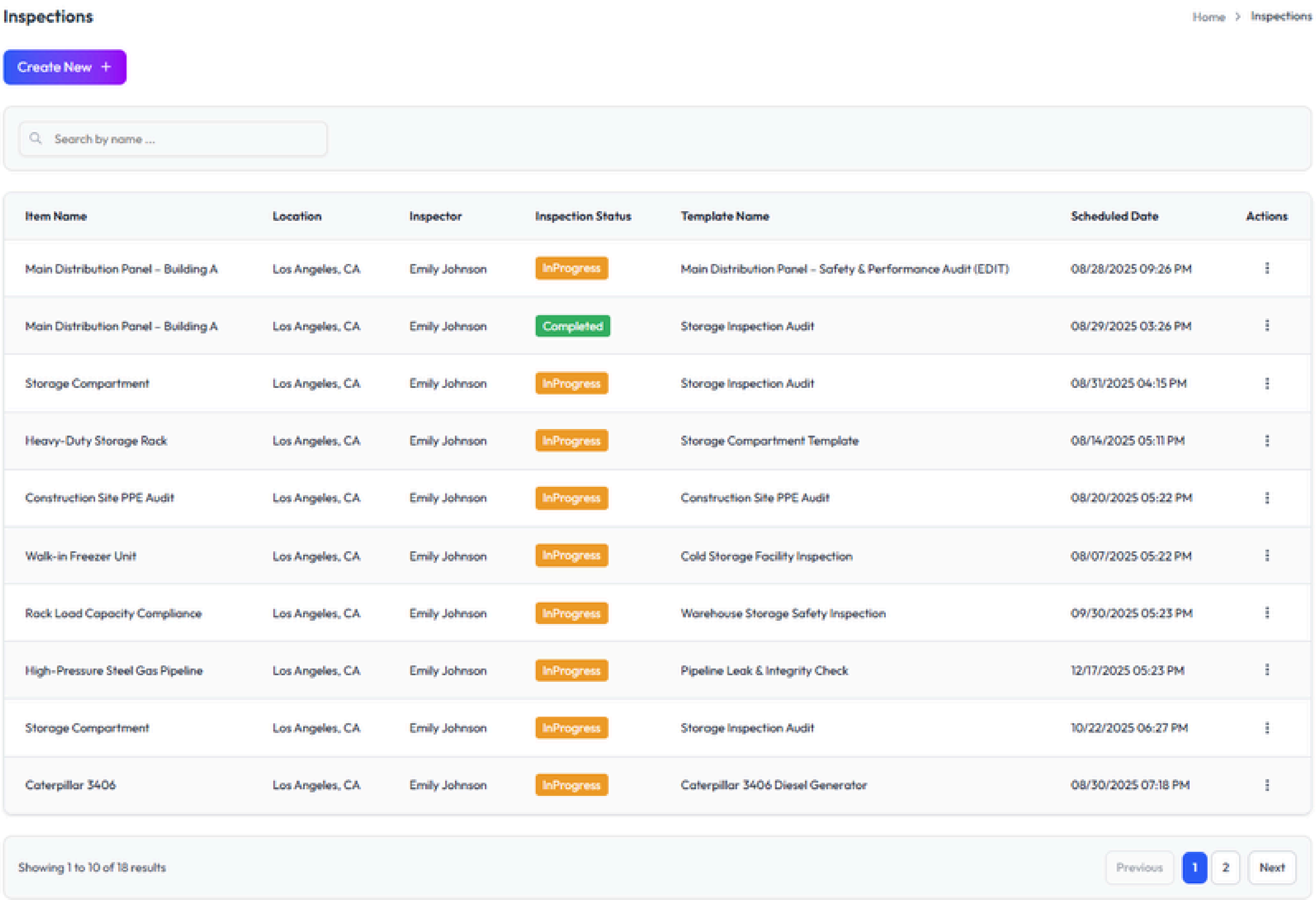
Upload Document: Select the import option and upload your existing .pdf or .xlsx inspection files.

Generation Status: View the real-time status of the AI-enabled inspection template generation as it processes your PDF or Excel files.



Review and Finalize: Once the import is complete, you can review the draft, modify questions, and assign specific expected response types before saving the template for field use.

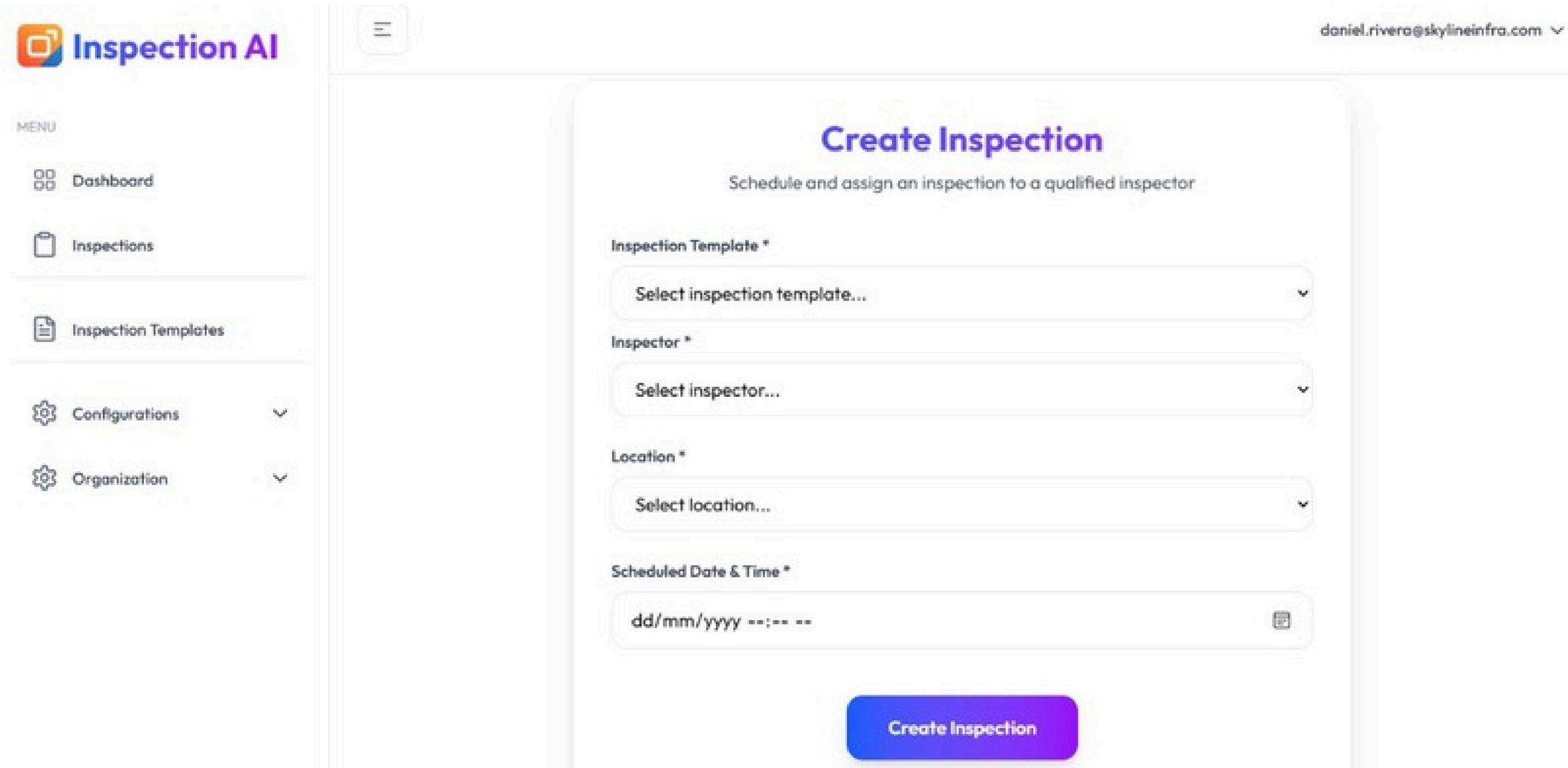
Inspection management



Item Name	Location	Inspector	Inspection Status	Template Name	Scheduled Date	Actions
Main Distribution Panel – Building A	Los Angeles, CA	Emily Johnson	InProgress	Main Distribution Panel – Safety & Performance Audit (EDIT)	08/28/2025 09:26 PM	⋮
Main Distribution Panel – Building A	Los Angeles, CA	Emily Johnson	Completed	Storage Inspection Audit	08/29/2025 03:26 PM	⋮
Storage Compartment	Los Angeles, CA	Emily Johnson	InProgress	Storage Inspection Audit	08/31/2025 04:15 PM	⋮
Heavy-Duty Storage Rack	Los Angeles, CA	Emily Johnson	InProgress	Storage Compartment Template	08/14/2025 05:11 PM	⋮
Construction Site PPE Audit	Los Angeles, CA	Emily Johnson	InProgress	Construction Site PPE Audit	08/20/2025 05:22 PM	⋮
Walk-in Freezer Unit	Los Angeles, CA	Emily Johnson	InProgress	Cold Storage Facility Inspection	08/07/2025 05:22 PM	⋮
Rack Load Capacity Compliance	Los Angeles, CA	Emily Johnson	InProgress	Warehouse Storage Safety Inspection	09/30/2025 05:23 PM	⋮
High-Pressure Steel Gas Pipeline	Los Angeles, CA	Emily Johnson	InProgress	Pipeline Leak & Integrity Check	12/17/2025 05:23 PM	⋮
Storage Compartment	Los Angeles, CA	Emily Johnson	InProgress	Storage Inspection Audit	10/22/2025 06:27 PM	⋮
Caterpillar 3406	Los Angeles, CA	Emily Johnson	InProgress	Caterpillar 3406 Diesel Generator	08/30/2025 07:18 PM	⋮

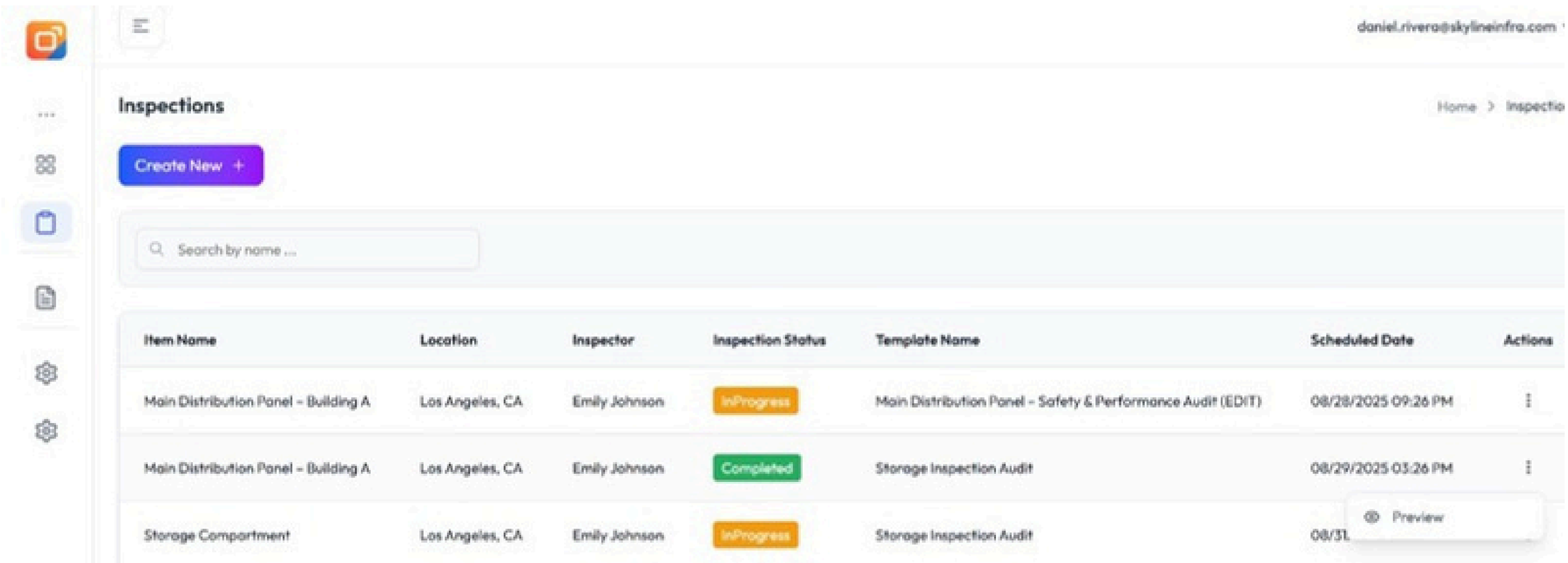
From this section, you can manage inspections and track their status. If an inspection is in Assigned status, users can edit it. Once an inspection is Completed, users can view a PDF preview of the report.

Create inspection



After all details and questions have been added, the inspection template is ready and can be used to create new inspections.

Preview Inspection Summary / Results



If you wish to preview the summary or results of an inspection:

- Click on the action button next to the designated inspection
- Then select the Preview option to view the inspection details

Main Distribution Panel – Building A Inspection Report

Location: Los Angeles, CA

Inspector: Emily Johnson
Date: September 01, 2025
Time: 08:30 AM

1. Report Overview

This report summarizes the AR-assisted inspection of **Siemens SIVACON S8, 2023 Edition** (Item Name: **Main Distribution Panel – Building A**) at **Los Angeles, CA**. All critical check items were evaluated using Applivity Inspection AI workflow.

2. Site Details

Field	Value
Model	Siemens SIVACON S8, 2023 Edition
Item Name	Main Distribution Panel – Building A
Description	Central panel distributing electricity across Building A with integrated safety switches.

3. Inspection Checklist

Section 1

#	Question	Observation	Notes
1	Are all circuit breakers properly labeled (Update)?	Issue	Probably labeled.
2	Is the distribution panel free from dust, moisture, or signs of overheating?	Issue	Dust noted.
3	Are all breaker switches functioning without looseness or damage?		

Section 2

#	Question	Observation	Notes
1	Is the panel door securely locked with no missing screws or hinges?	OK	OK

4. Summary

All critical check items were evaluated using Applivity Inspection AI workflow. The inspection was completed successfully with no major issues found.

6. Photos

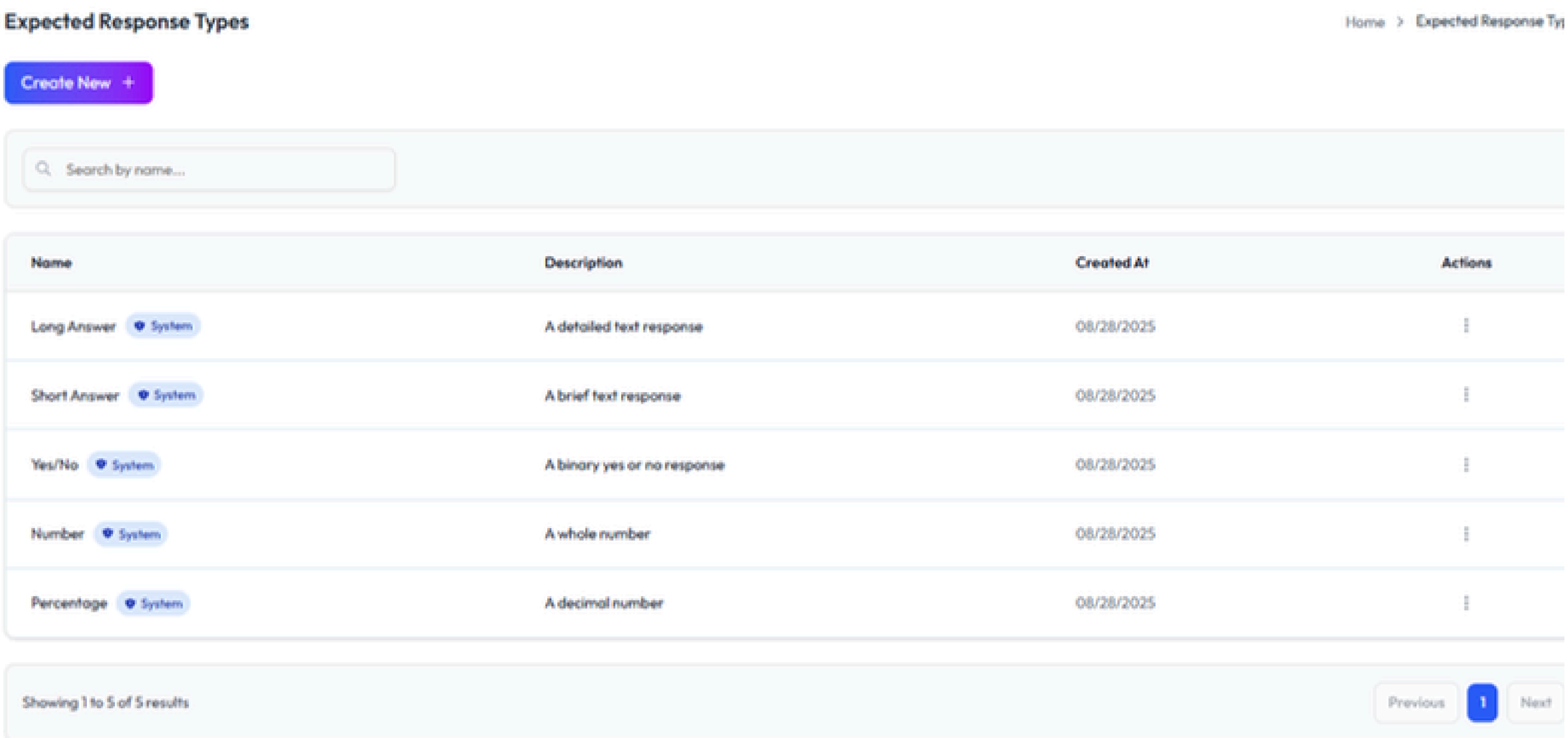
No photos were taken during this inspection.

5. Sign-Off

Inspection AI

applivity

Expected Response Type



This section provides the basic system-defined question response types. These default types cannot be edited. However, you can add your own custom response types or delete them as needed.

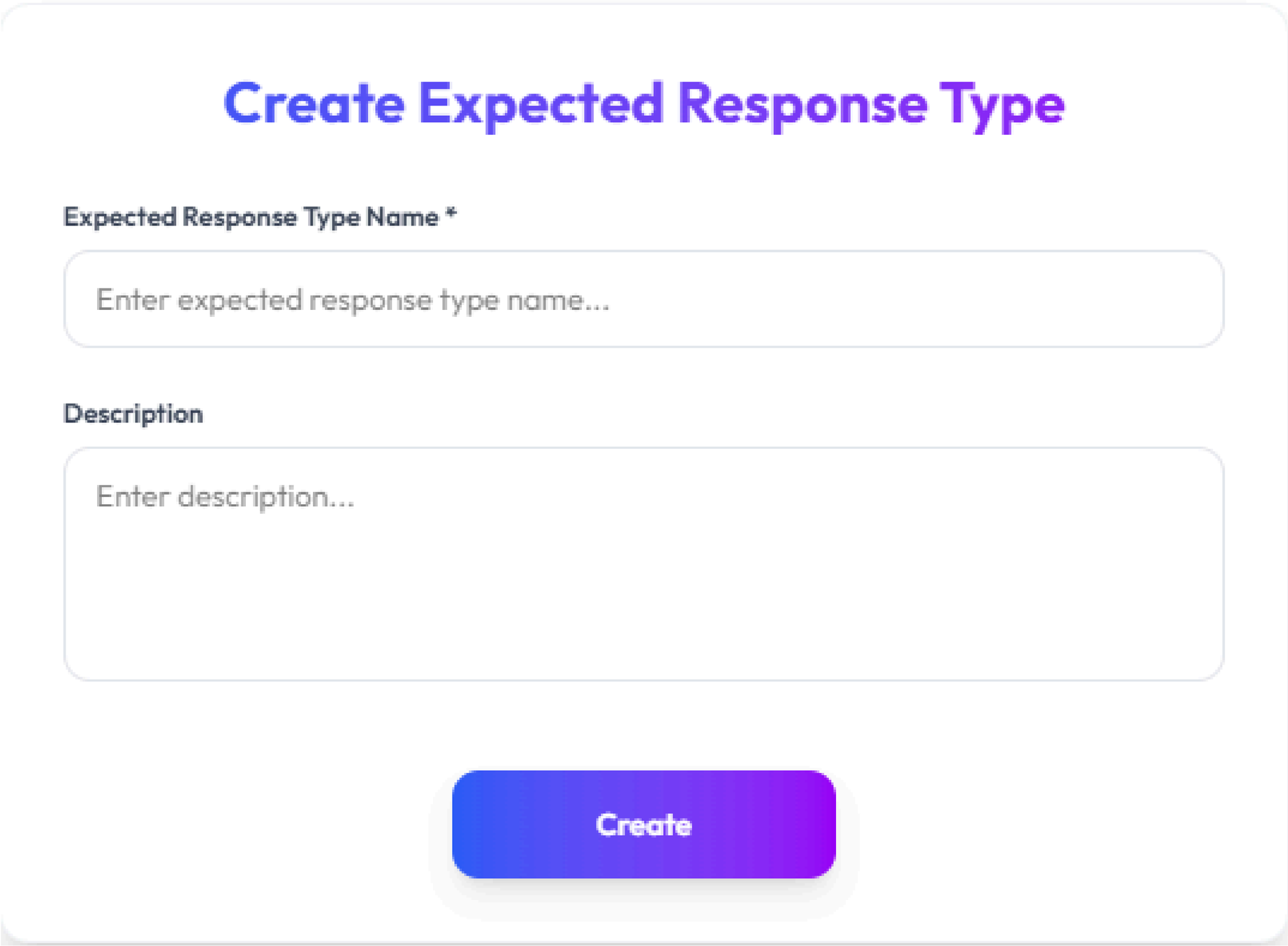
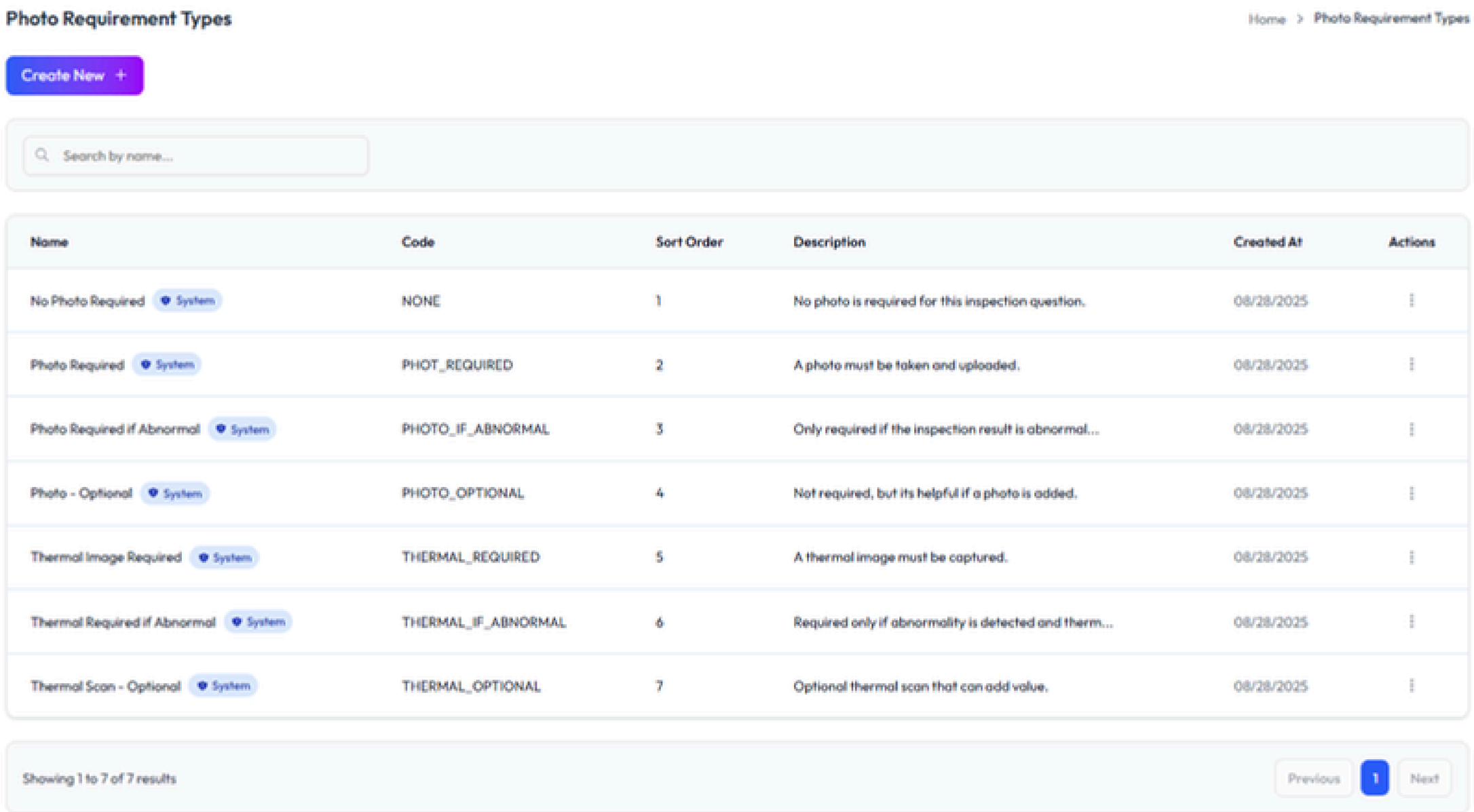


Photo Requirement Types



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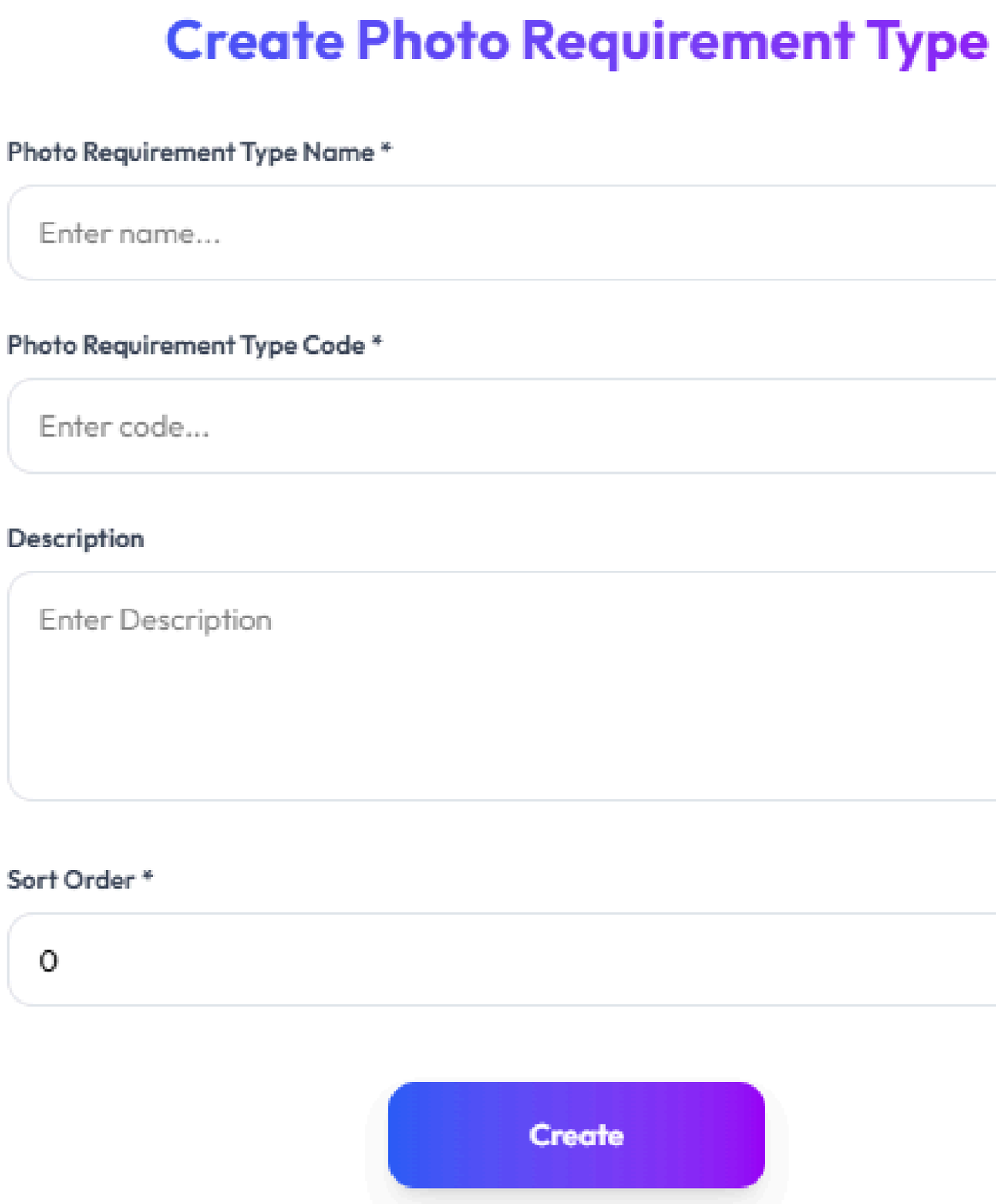
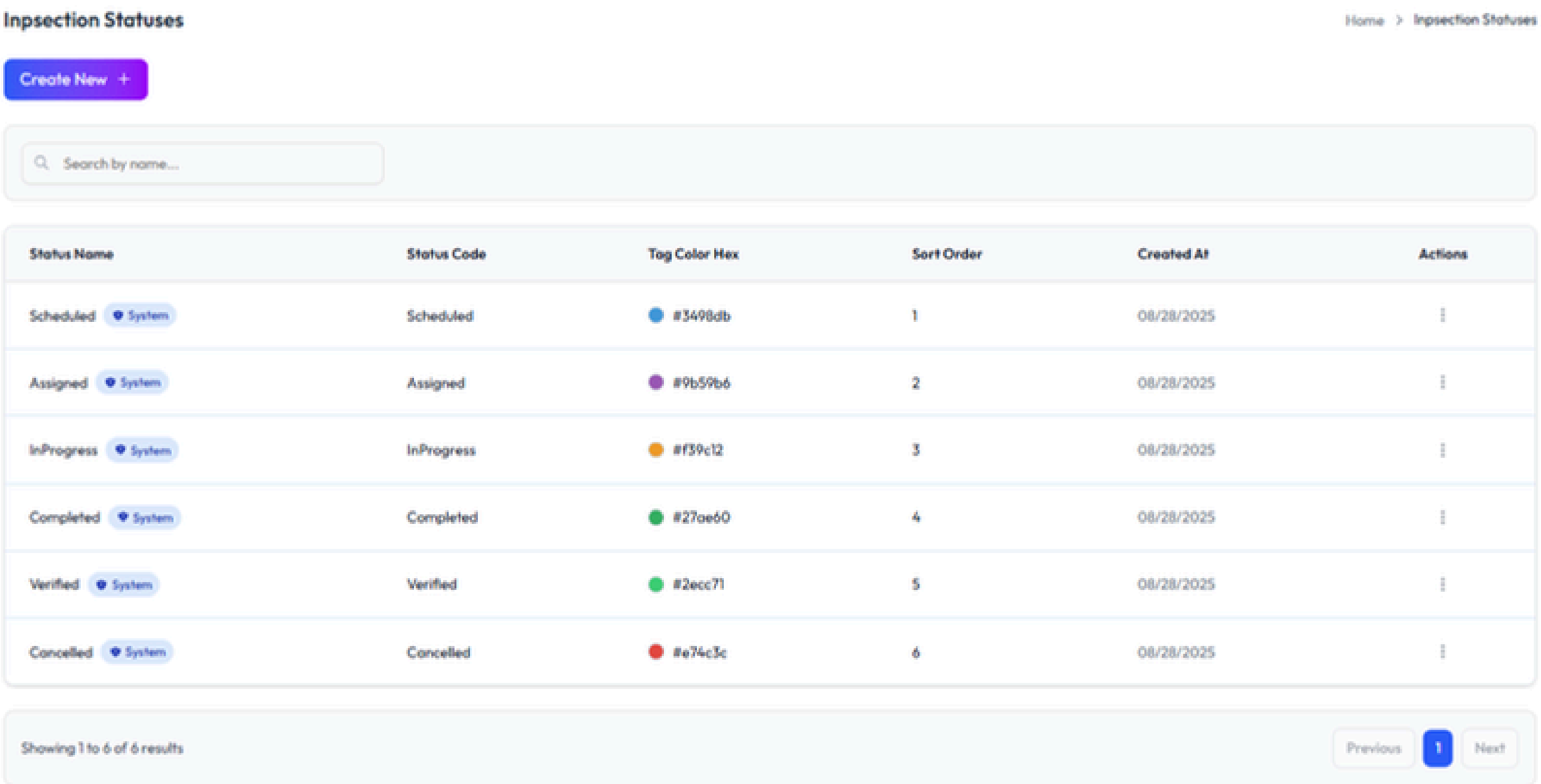
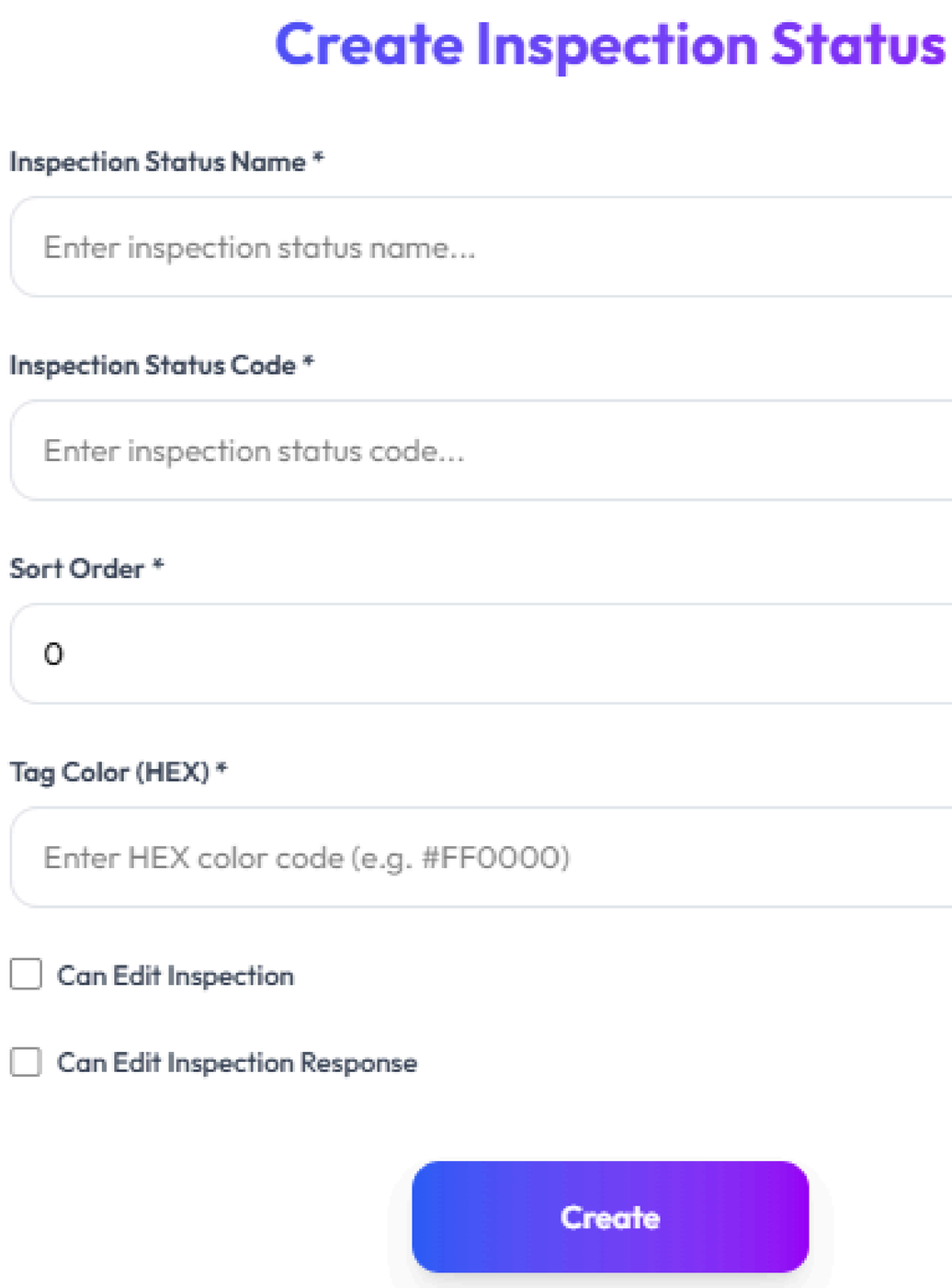


Inspection Statuses



This section provides the basic system-defined inspection statuses. These default statuses cannot be edited. However, you can add your own custom statuses or delete them as needed.



Generate QR Code for Inspector

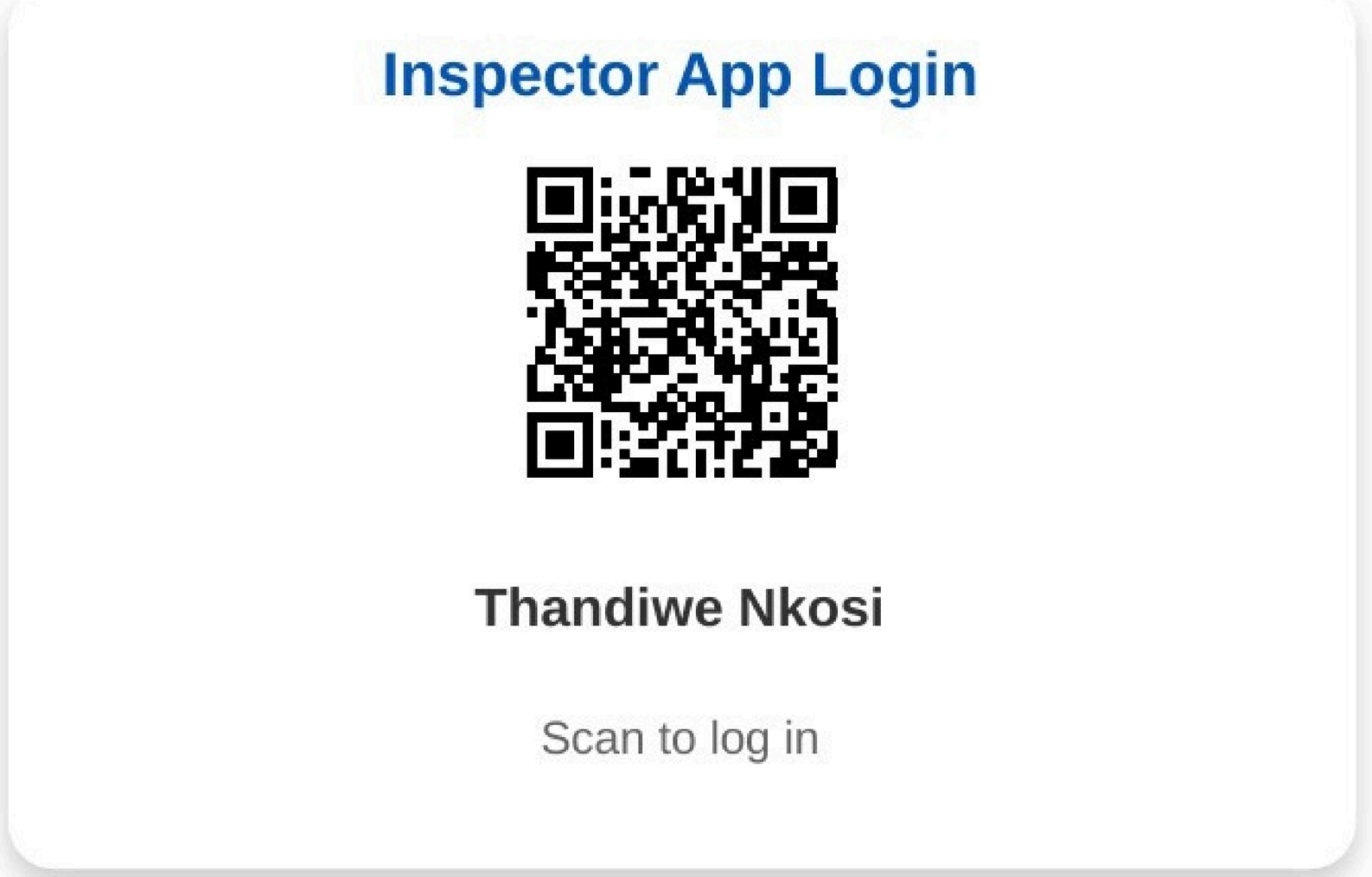
From the Action button of a designated inspection, you can choose the option to Generate QR Code.

- This QR Code can be shared with the assigned Inspector
- The Inspector can scan the QR Code to quickly log in and access the inspection

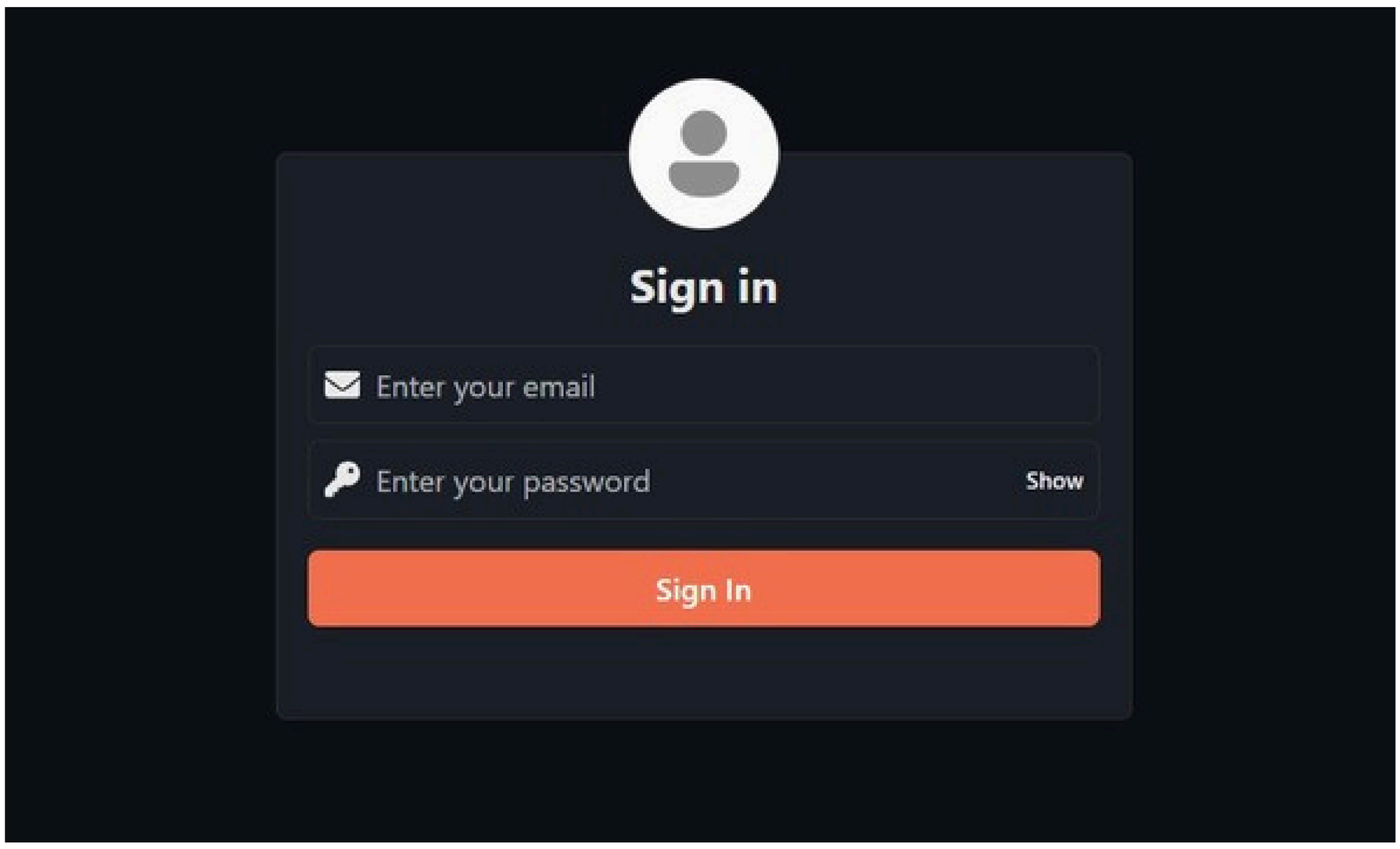
Inspector Workflow

Inspector Login

Inspectors can log in to the app using either of the following methods:



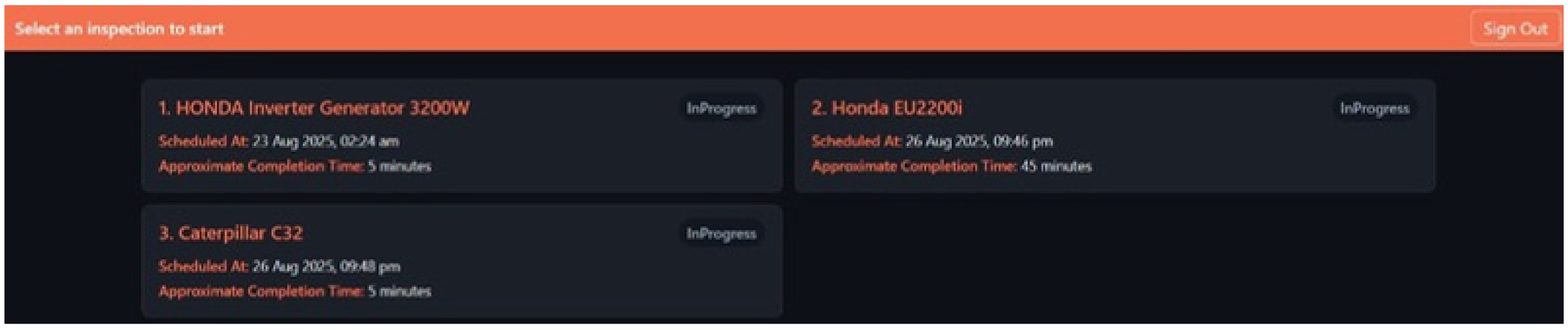
QR Code Login – Scan the QR code shared by the Admin to access the assigned inspection directly.



Credential Login – Enter your username and password to sign in manually.

Assigned Inspections

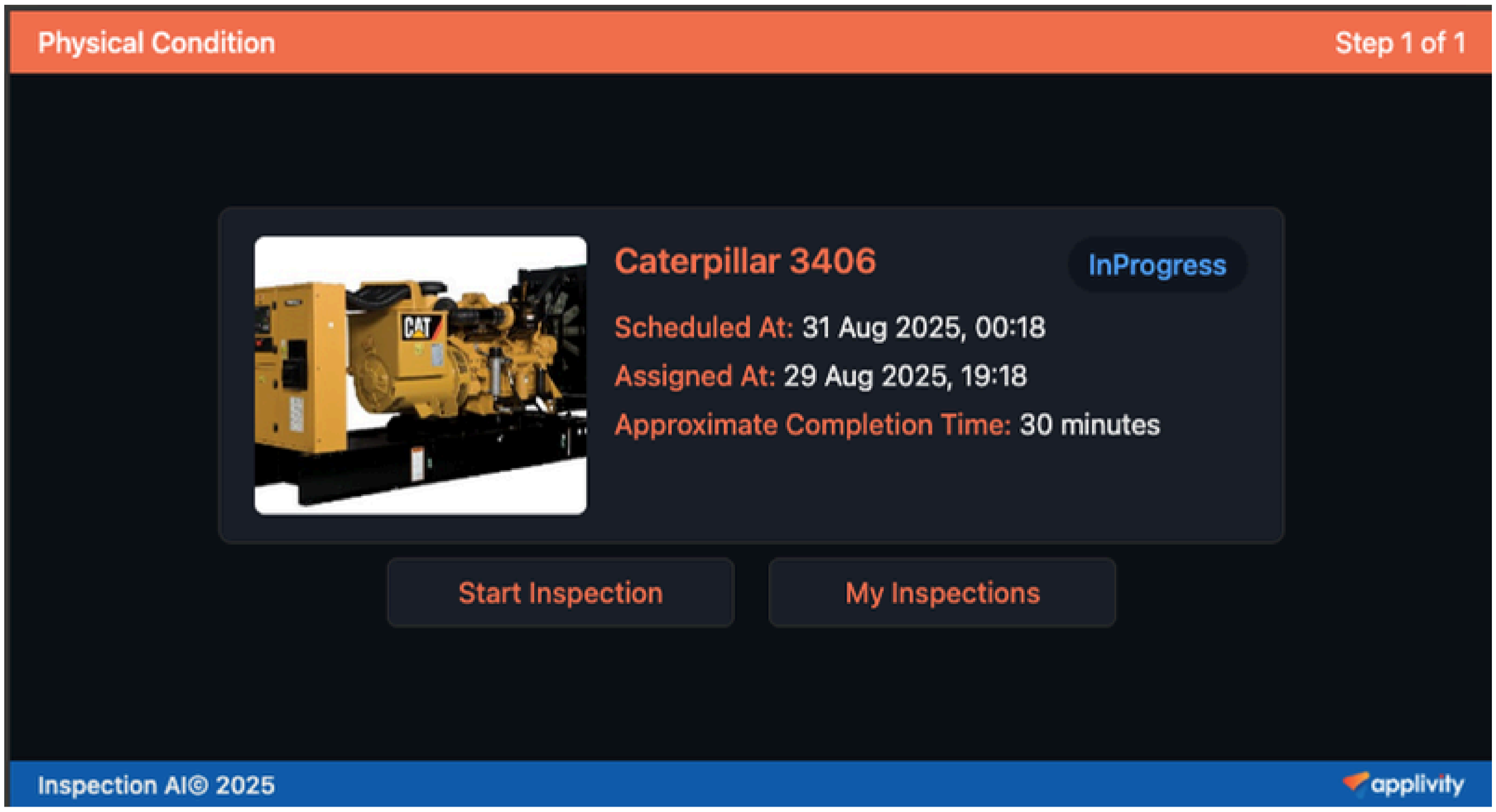
After logging in, the Inspector will see a list of inspections assigned by the Admin.



- Each inspection in the list shows its name and key details
- Inspectors can select an inspection from the list to begin working on it

Inspection Details

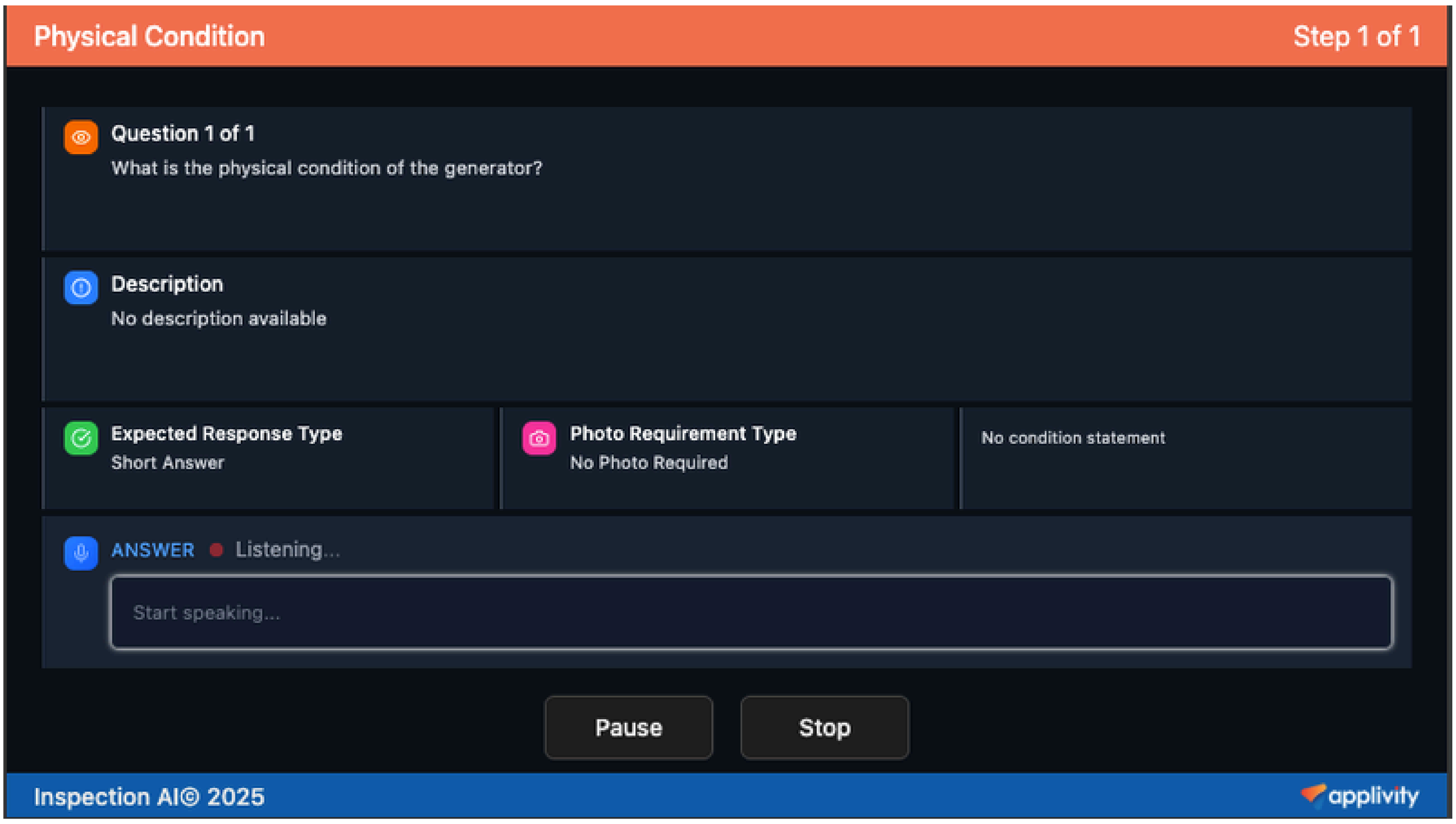
After selecting an inspection from the list, the inspection details page will open.



- Displays key information such as location, item type, and scheduled date
- Shows the list of questions defined in the inspection template
- Provides options to start and complete the inspection process

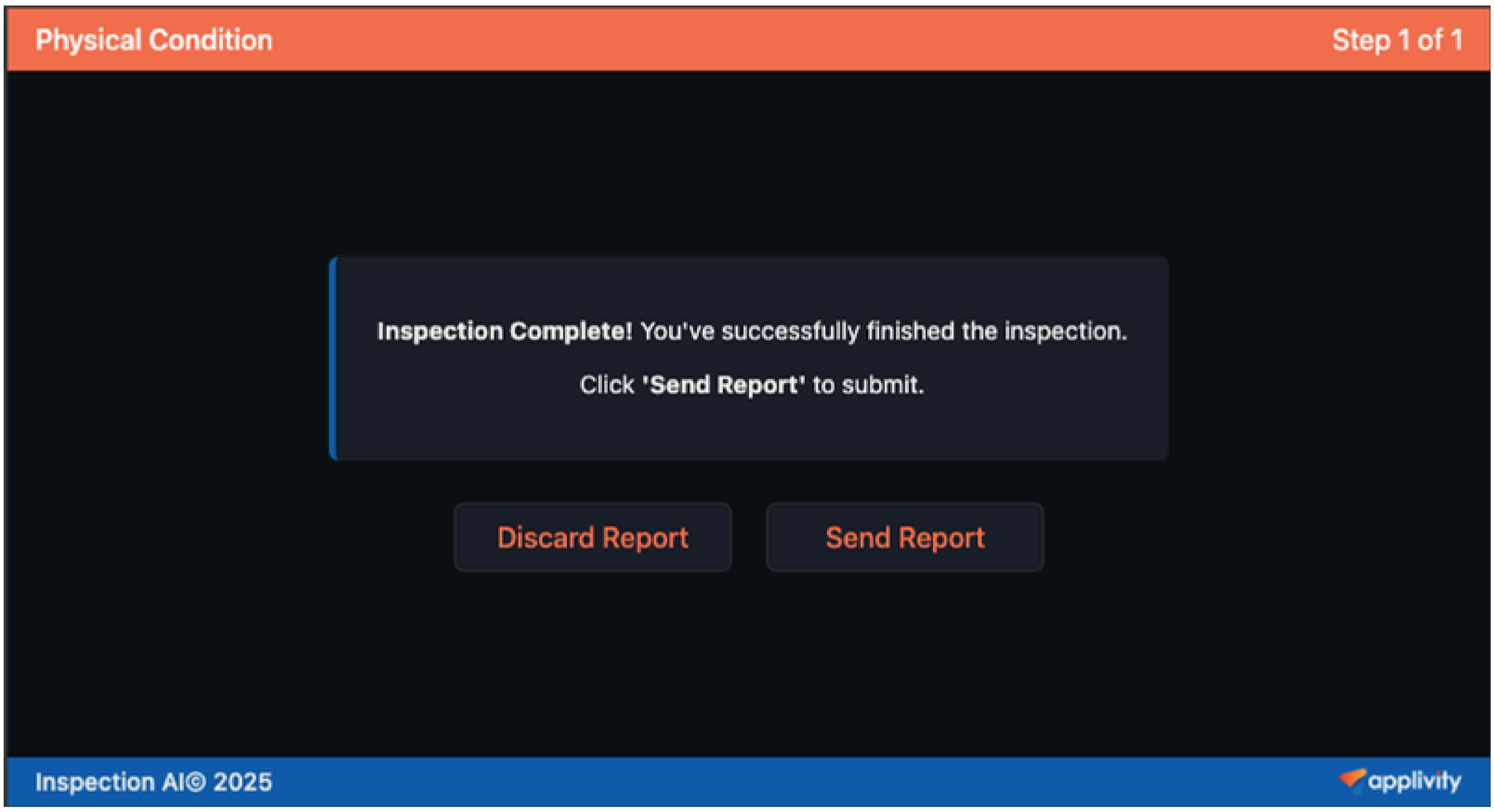
Starting an Inspection

When Start Inspection is selected, the inspection window opens.



- Questions created by the Admin will appear one by one
- The Inspector can answer each question in sequence until the inspection is complete

Send Report



Once the inspection is complete, click on the Send Report button. The system will send a PDF version of the report to your email as well as to the email of the Admin of your organization.