

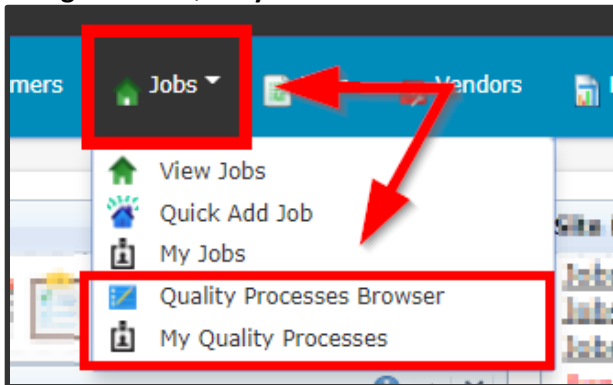
## Quality Process Browsers

### QUALITY PROCESS BROWSER

**Quality Process Browser** locate QP's quickly by customizing and saving the browser's search and filter criteria. The column headers, the amount of columns displayed, and their order and grouping are selected and can be saved. This feature saves time in locating QPs. The sort features changes the order of the display. The filter feature limits the data in the results.

**My Quality Processes** is the same QP browser with the user that is logged in as the default inspector. This page can be further filtered, sorted and saved.

### Navigation to Quality Process Browser:



From the Dashboard-Click the Buildings Tab and Select Inspections Browser

**Note:** Selecting "My Quality Processes" will result in Inspections assigned to the user who is logged in only

### Features of Quality Process Browser

Inspections Browser

Save Grid Preferences? (unchecked for defaults) Reset Grid

Drag a column header and drop it here to group by that column

Inspection ID	Building Name	Scheduled	Primary Inspector	State/Zip	Address	Status	Ready Date
I-2016-00003173-01-F				IL, FL 33126		Pending	05/26/2016
I-2016-00003176-01-T				ATLANTA, TX 76234		Pending	07/15/2016
I-2016-00003180-01-F				CHARLOTTE, NC 28273		Pending	
I-2016-00003182-01-F				INDIANAPOLIS, IN 46204		Pending	
I-2016-00003182-01-T				INDIANAPOLIS, IN 46204		Pending	09/15/2016
I-2016-00003185-01-F				OKLAHOMA CITY, OK 74136		Pending	05/02/2016

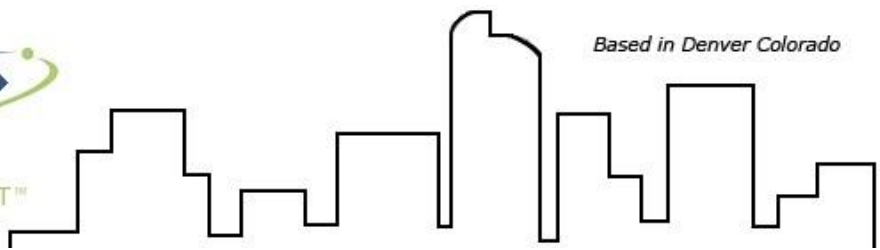
**BROWSER OPTIONS**

- Save Grid Preference
- Column Grouping
- Column Header Selection
- Lock vs Scroll Columns
- Sort
- Ascending/Descending
- Page Navigation
- Select Feature

Page 1 of 149 | 30 items per page | 1 - 30 of 4447 items

### Features:

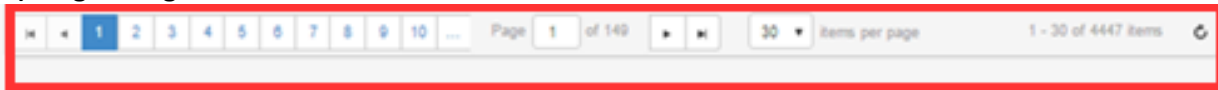
- Page Navigation
- Save Grid Preference
- Column Header Selection
- Select Feature
- Lock vs Scroll Columns
- Column Grouping
- Sort Ascending/Descending
- Reset Grid



## Quality Process Browsers

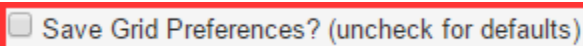
### FEATURES

#### 1.) Page Navigation



Change number of items to display per page and select desired page number. There is also a refresh button that quickly reloads the screen.

#### 2.) Save Grid Preference



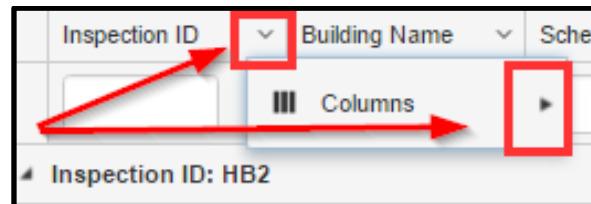
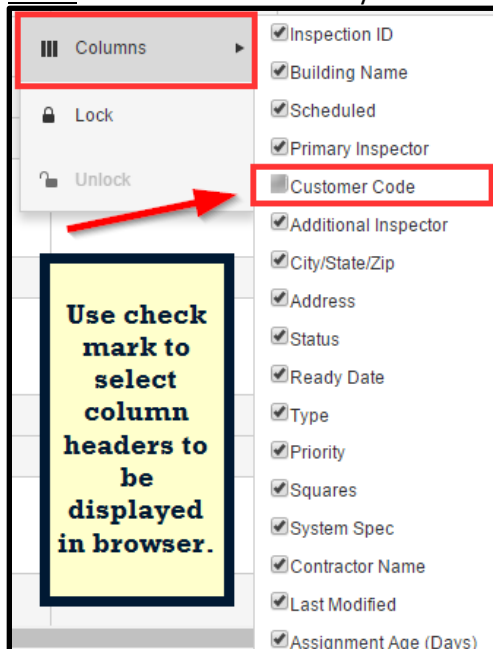
After selecting sort and filter criteria, check the box to SAVE.

**Note:** The Grid preferences are the same whether Quality Process Browser or My Quality Process is selected.

#### 3.) Column header Selection

Click on the carrot at the right corner of any header to display the list of options.

**Note:** All fields are selected by default.



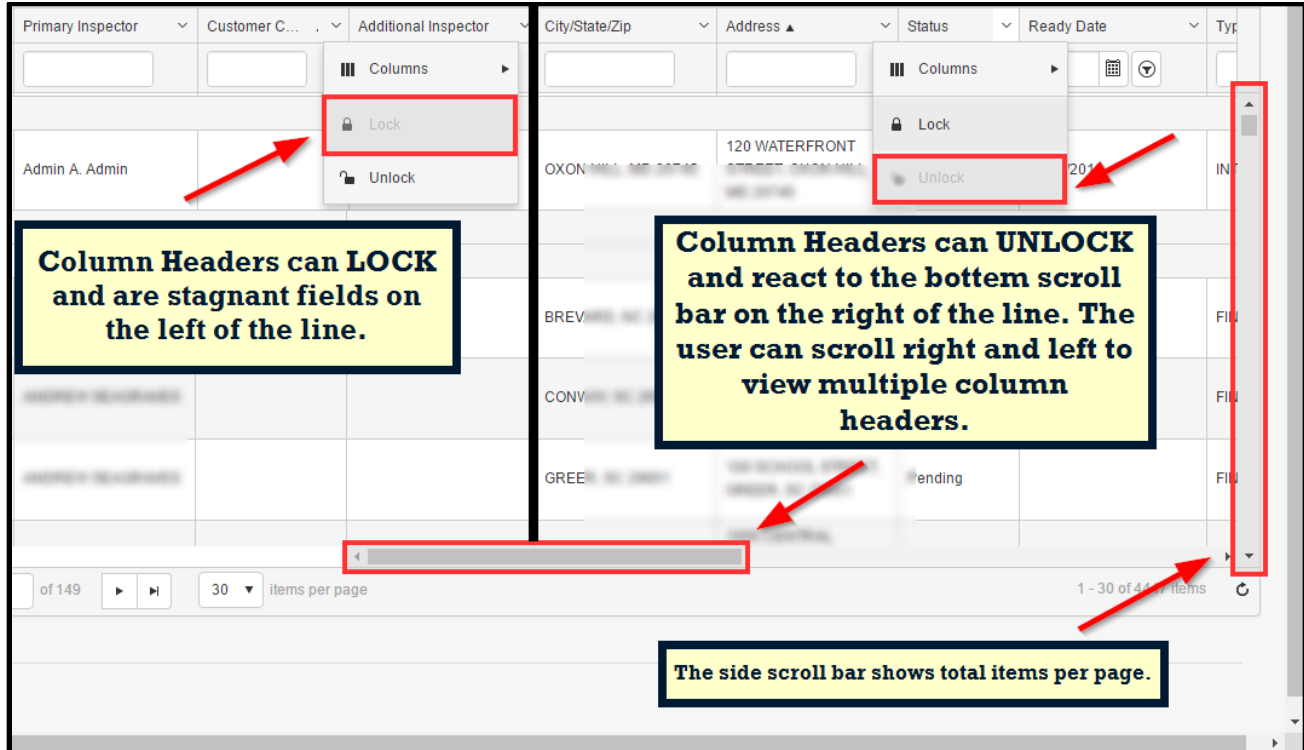
**Note:** At least one selection is required.

## Quality Process Browsers

### 4.) Lock vs Scroll Colum Headers

Left side is the Locked group

**Note:** Each column width is adjustable.



The screenshot shows a table with various columns. A 'Columns' menu is open over the 'Primary Inspector' column, showing 'Lock' and 'Unlock' options. A red arrow points to the 'Lock' option. Another 'Columns' menu is open over the 'Address' column, also showing 'Lock' and 'Unlock' options. A red arrow points to the 'Unlock' option. A vertical scroll bar on the right side of the table is highlighted with a red box. A horizontal scroll bar at the bottom of the table is also highlighted with a red box. The page shows 149 items, with 30 items per page.

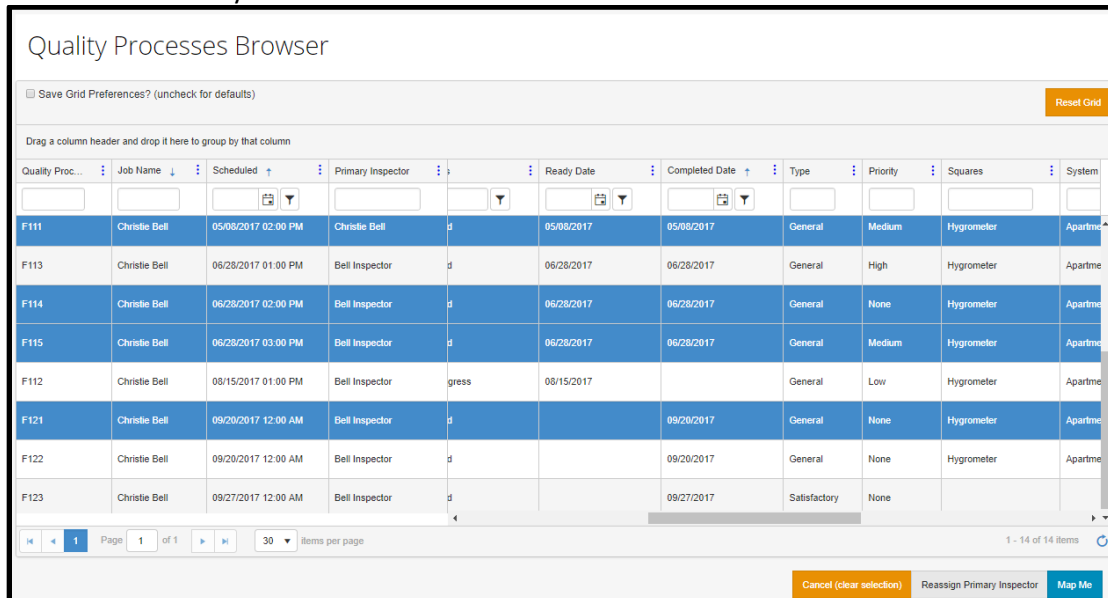
**Column Headers can LOCK and are stagnant fields on the left of the line.**

**Column Headers can UNLOCK and react to the bottom scroll bar on the right of the line. The user can scroll right and left to view multiple column headers.**

**The side scroll bar shows total items per page.**

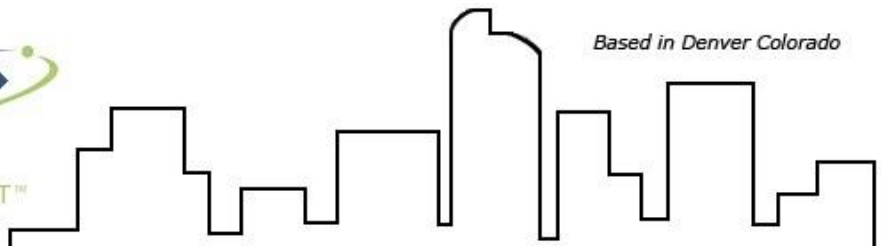
### 5.) Select Single or Multiple QP lines

Use the Control Key to select more than one row.



The screenshot shows a table titled 'Quality Processes Browser'. The table has columns for Quality Proc..., Job Name, Scheduled, Primary Inspector, Ready Date, Completed Date, Type, Priority, Squares, and System. The table contains 14 rows of data. The first row is highlighted in blue. The page shows 14 items, with 30 items per page. There are buttons for 'Cancel (clear selection)', 'Reassign Primary Inspector', and 'Map Me' at the bottom.

Quality Proc...	Job Name	Scheduled	Primary Inspector	Ready Date	Completed Date	Type	Priority	Squares	System
F111	Christie Bell	05/08/2017 02:00 PM	Christie Bell	05/08/2017	05/08/2017	General	Medium	Hygrometer	Apartme
F113	Christie Bell	06/28/2017 01:00 PM	Bell Inspector	06/28/2017	06/28/2017	General	High	Hygrometer	Apartme
F114	Christie Bell	06/28/2017 02:00 PM	Bell Inspector	06/28/2017	06/28/2017	General	None	Hygrometer	Apartme
F115	Christie Bell	06/28/2017 03:30 PM	Bell Inspector	06/28/2017	06/28/2017	General	Medium	Hygrometer	Apartme
F112	Christie Bell	08/15/2017 01:00 PM	Bell Inspector	08/15/2017		General	Low	Hygrometer	Apartme
F121	Christie Bell	09/20/2017 12:00 AM	Bell Inspector		09/20/2017	General	None	Hygrometer	Apartme
F122	Christie Bell	09/20/2017 12:00 AM	Bell Inspector		09/20/2017	General	None	Hygrometer	Apartme
F123	Christie Bell	09/27/2017 12:00 AM	Bell Inspector		09/27/2017	Satisfactory	None		



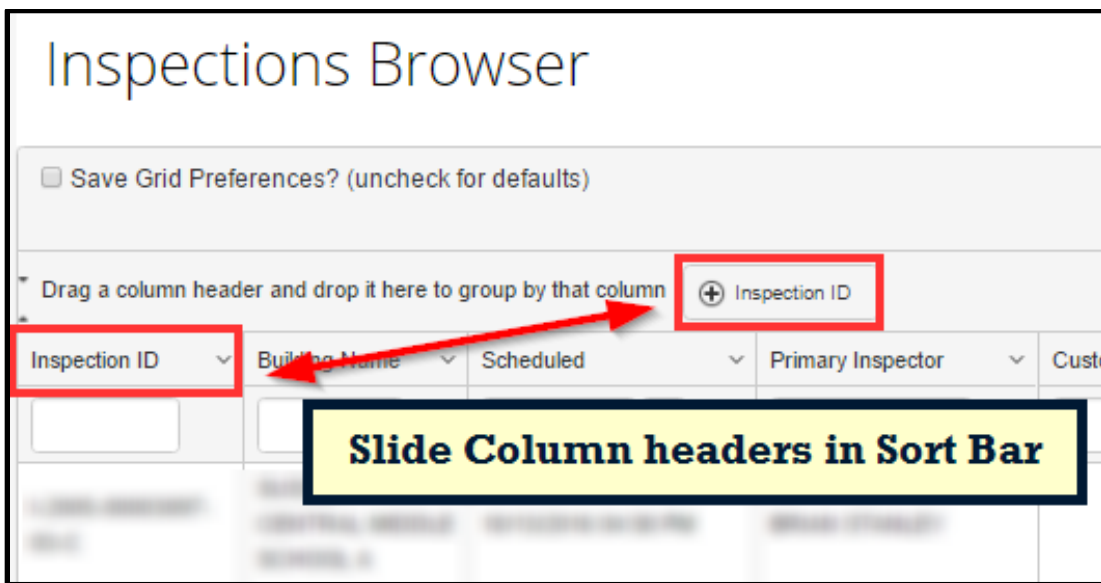
## Quality Process Browsers

### 6.) Group by Colum Headers

To group by one or multiple column headers:

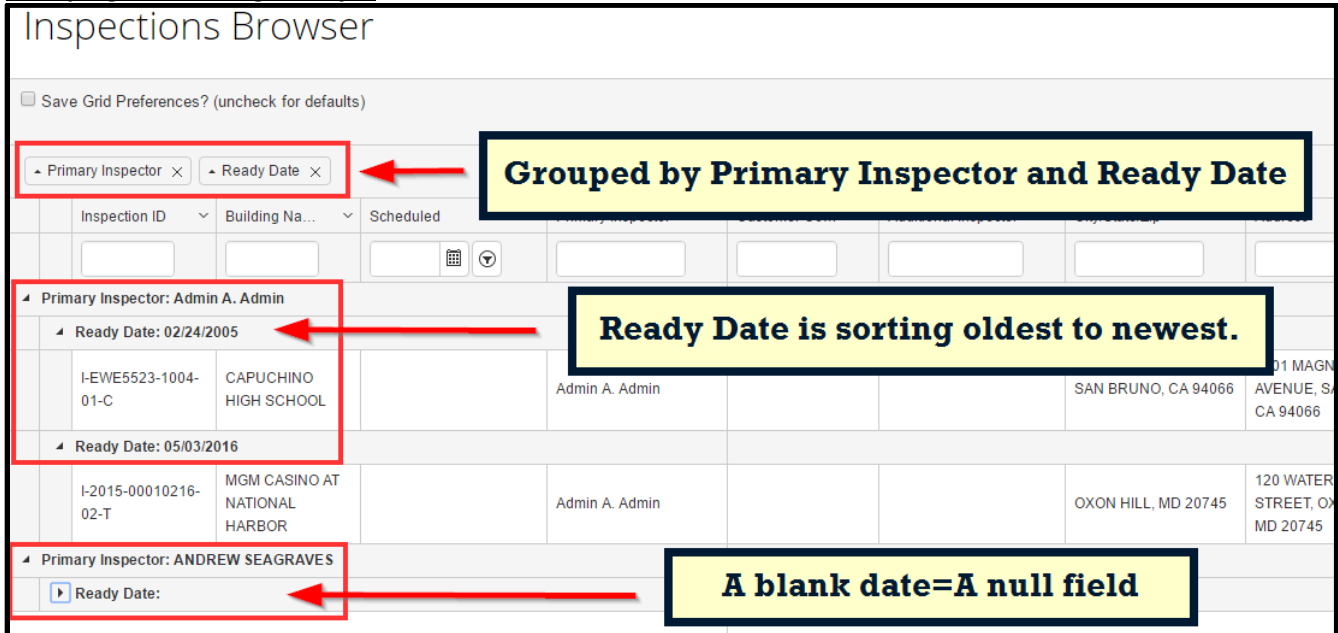
**Note:** Multiple headers can be added to the Sort bar.

Drag a column header and drop it here to group by that column



**Slide Column headers in Sort Bar**

### Grouping and Sorting Example

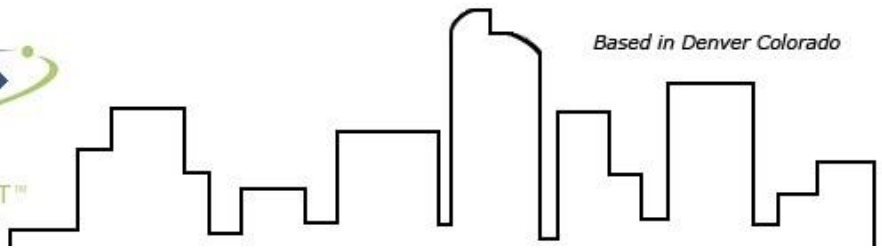


**Grouped by Primary Inspector and Ready Date**

**Ready Date is sorting oldest to newest.**

**A blank date=A null field**

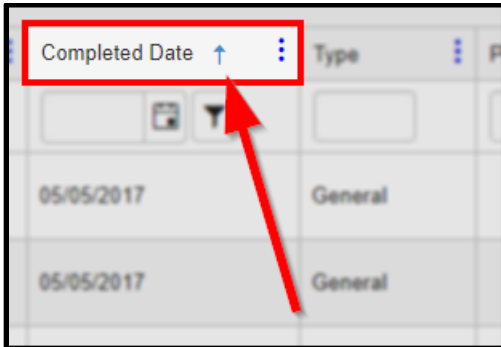
Primary Inspector	Ready Date	Inspection ID	Building Name	Scheduled	Primary Inspector	Custom
Admin A. Admin	02/24/2005	I-EWE5523-1004-01-C	CAPUCHINO HIGH SCHOOL		Admin A. Admin	SAN BRUNO, CA 94066
Admin A. Admin	05/03/2016	I-2015-00010216-02-T	MGM CASINO AT NATIONAL HARBOR		Admin A. Admin	OXON HILL, MD 20745
ANDREW SEAGRAVES						



## Quality Process Browsers

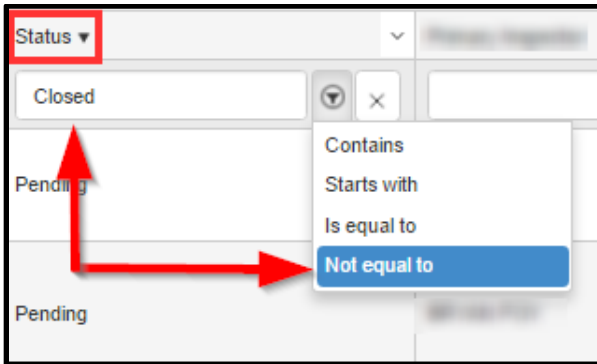
### 7.) Sort Ascending/Descending

Click on the header itself and a small arrow will show if the column is sorted ascending or descending order.

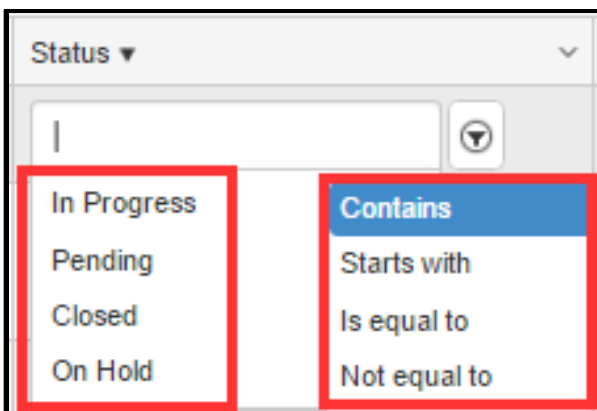


### 8.) Status Options to Filter/Sort by

Select the Status by typing/selecting In Progress, Pending, Closed, On Hold  
Use the filter to define the search



Displays **OPEN** Inspections by Default  
All Inspections whose status is "Not Equal To- Closed"



## Quality Process Browsers

### 9.) Reassigning

The user will highlight a QP row and reassign the inspector on the QP. Multiple QPs can be selected.

**Step 1:** Single Click to highlight the QP row displaying three buttons at the bottom of the screen. Ctrl+Single Click allows the user to highlight more than one Inspection.

### Inspections Browser

Save Grid Preferences? (uncheck for defaults) Reset Grid

Drag a column header and drop it here to group by that column

Inspection ID	Building Name	Scheduled	Primary Inspector	Squares	Customer Code	City/State/Zip	Additional In
ID00194823GP0...	SHADY OAKS CONDOMINIUM ASSOCIA		BRYAN FOY	16.00		RED BANK, NJ 07701	
ID00194819GP0...	SHADY OAKS CONDOMINIUM ASSOCIA		BRYAN FOY	16.00		RED BANK, NJ 07701	
ID00194829GP0...	SHADY OAKS CONDOMINIUM ASSOCIA		BRYAN FOY	16.00		RED BANK, NJ 07701	
ID00194830GP0...	SHADY OAKS CONDOMINIUM ASSOCIA		BRYAN FOY	16.00		RED BANK, NJ 07701	
I-2016-00006455-01-F	OMEGA 5 UPPER ROOF		BRYAN FOY	187.00		BRIDGEPORT, NJ 08014	

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Cancel (clear selection)
Reassign Primary Inspector
Map Me

Cancel (clear selection)

**Note:** Unselects the Inspection that is highlighted

**Step 2:** After highlighting a QP Click REASSIGN PRIMARY INSPECTOR button.

Select a name and Click Reassign.

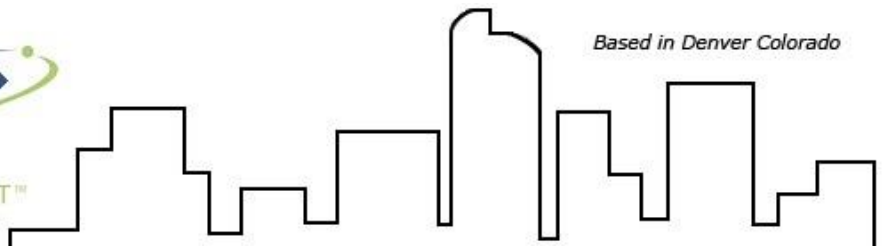
**Note:** Screen will refresh after reassignment.

Cancel (clear selection)
Reassign Primary Inspector
Map Me

Primary Inspector Type a employee name e.g. 'Bob'

\*Reassigning the Primary Inspector will remove all Secondary Inspector(s)

Reassign



## Quality Process Browsers

### 10.) Map Features

**Step 1:** After highlighting a QP row, Click MAP ME to open a map view showing the location of the QP

**Note:** User may be asked to allow location. Multiple selections show on the map.

ID00154819GP...	SHADY OAKS CONDOMINIUM ASSOCIA	BRYAN FOY	16.00	RED BANK, NJ 07701
ID00154829GP...	SHADY OAKS CONDOMINIUM ASSOCIA	BRYAN FOY	16.00	RED BANK, NJ 07701
ID00154830GP...	SHADY OAKS CONDOMINIUM ASSOCIA	BRYAN FOY	16.00	RED BANK, NJ 07701
I-2016-00006455-01-F	OMEGA 5 UPPER ROOF	BRYAN FOY	187.00	BRIDGEPORT, NJ 08014


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Cancel (clear selection) Reassign Primary Inspector **Map Me**

Primary Inspector:

\*Reassigning the Primary Inspector will remove all Secondary Inspector(s)

Reassign




**Step 2:** Map view opens below the browser with pins.

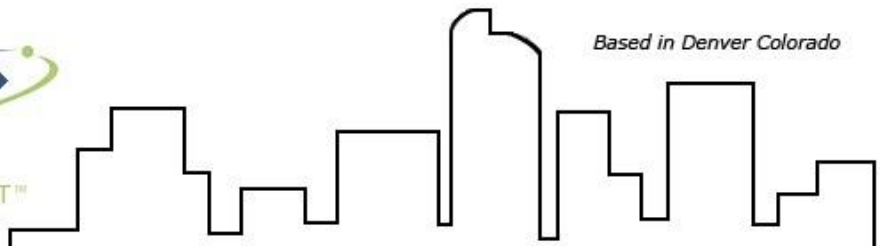
I-2007-00004744-07-C	CHILTS GRILL & BAR RESTAURANT	RICHARD MURTON	STUART, FL 34997	MAITLAND, FL 32751	US 1 & MARKET PLACE DRIVE, STUART, FL 34997	Pending
I-2007-00008024-12-C	RED / PALMETTO SHOPPES - BUILD	RICHARD MURTON	MIAMI LAKES, FL 33014	16100 NORTHWEST 57 AVENUE, MIAMI LAKES, FL 33014		Pending
	EDWARD A.					

Page 1 of 36 | 30 Items per page | 1 - 30 of 1079 Items

Cancel (clear selection) Reassign Primary Inspector **Map Me**

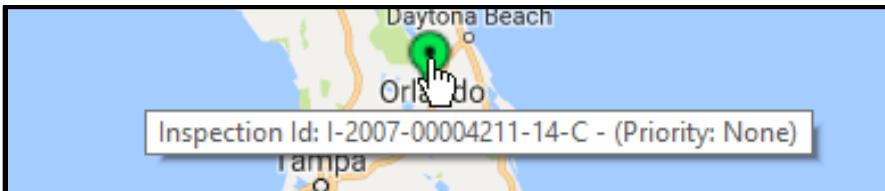






## Quality Process Browsers

**Map Pins:** Hover over the pin and the Inspection ID and Priority level display.  
Click the pin to reveal details and a link to the Inspection in a pop-up window.



Map is interactive with the ability to zoom in and out

**Inspection Id** ✕  
[I-2007-00004211-14-C](#)

**Inspection Type**  
COMPLAINT

**Status**  
Pending

**Building Name**  
DWELL APARTMENT

**Address**  
8700 MAITLAND SUMMIT  
BOULEVARD, MAITLAND, FL 32751

**Squares / System Spec**  
1114 / TMANI60

**Priority**  
None

**Assignment Age (days)**  
3405

**Contact Name**  
**Contact Email**  
**Contact Phone**  
**Ready Date**  
08/12/2016  
**Scheduled Date**

Remove

**Note:** Clicking the “x” on the top right closes the detail pane.  
Clicking the **RED REMOVE** button removes the marker from the map.  
Clicking on the **BLUE** link opens the Inspection Tab on the Job.

**Fields that are included:**

- QP ID as a link
- QP Type
- Status
- Building Name
- Address
- Squares/System Spec
- Priority Level
- Assignment Age
- Contact Name
- Contact Phone
- Ready Date
- Scheduled Date