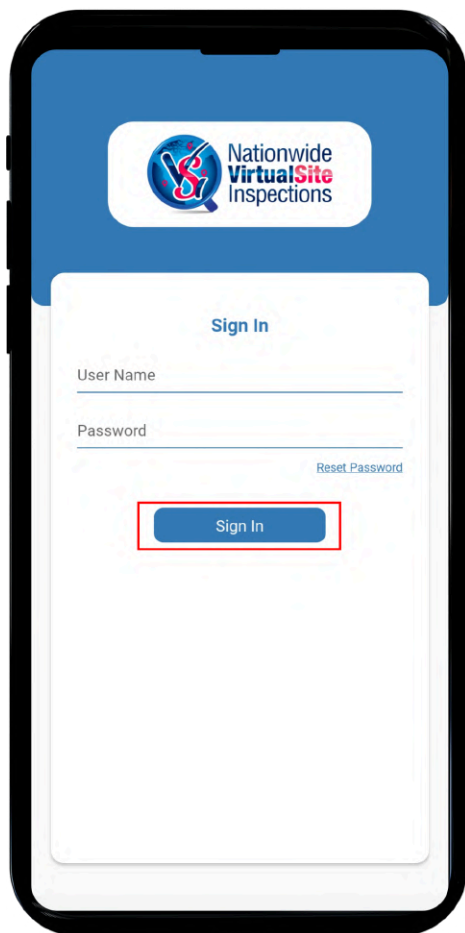


Nationwide Virtual Site Inspection User Guide for Mobile Application

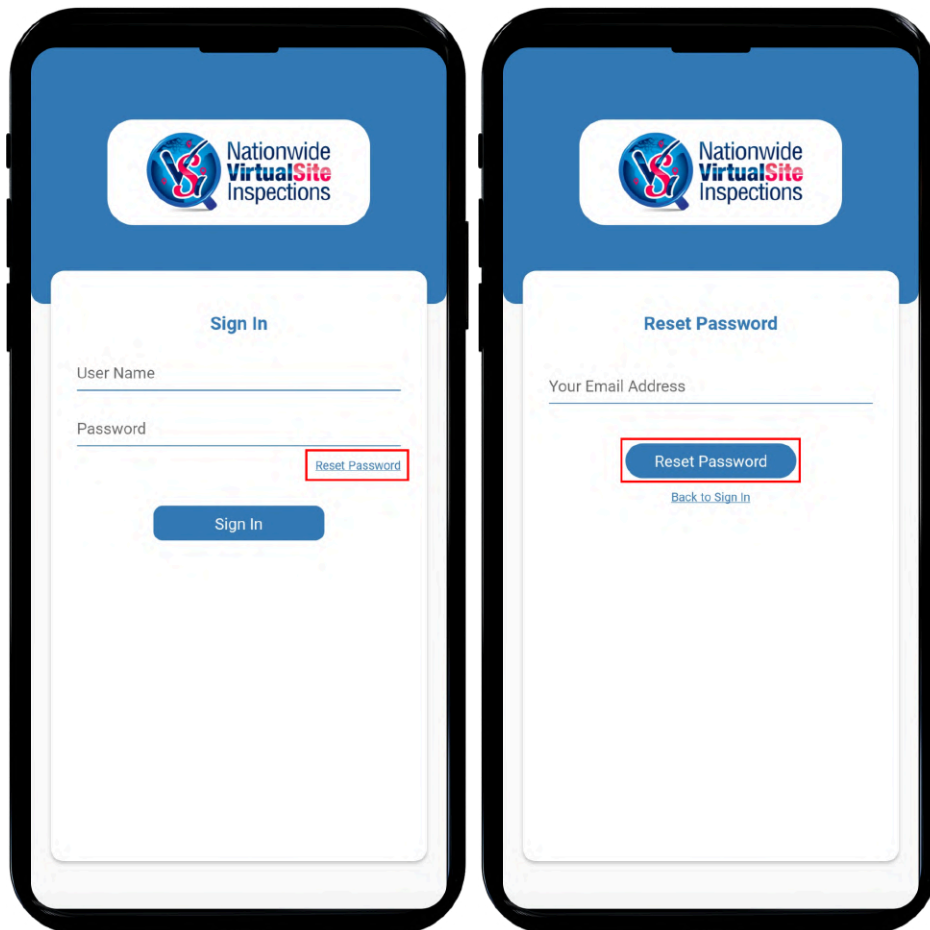
1) Sign in

Register on the Nationwide Virtual Site portal and create secure log-in credentials. Now, you may log in with the username and password that you generated at sign up.



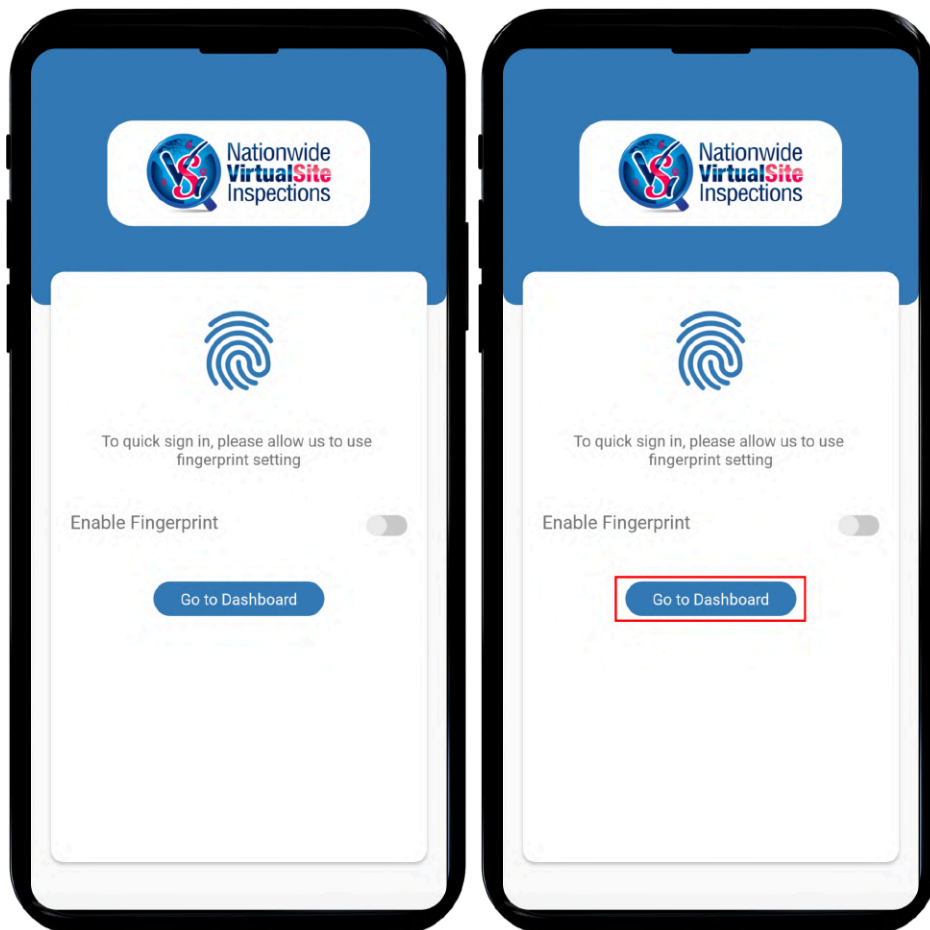
2) Reset Password

If you have forgotten your password, there is a 'Reset Password' option at the Sign In screen. Tap the link to and you will be redirected to the 'Reset Password' screen. Enter your email address and click 'Reset Password.' If successful, an email containing the password reset instructions will be sent to the email address you used to register as an inspector.



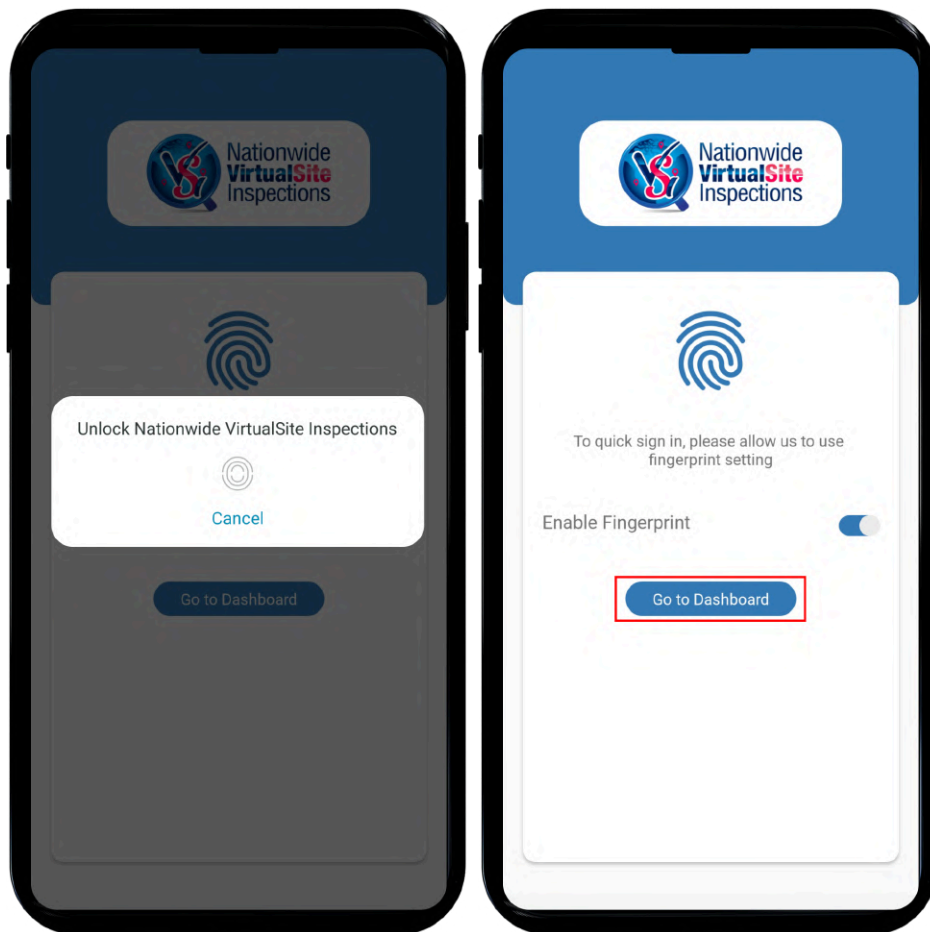
3.a) Enable Fingerprint

After logging in, the next screen will prompt you to set up biometric login. If your device supports biometrics, you can configure fingerprint access for the application. If you choose not to set up fingerprint access, you can proceed by tapping the 'Go to Dashboard' button, which will take you directly to the Dashboard screen skipping the fingerprint access process.



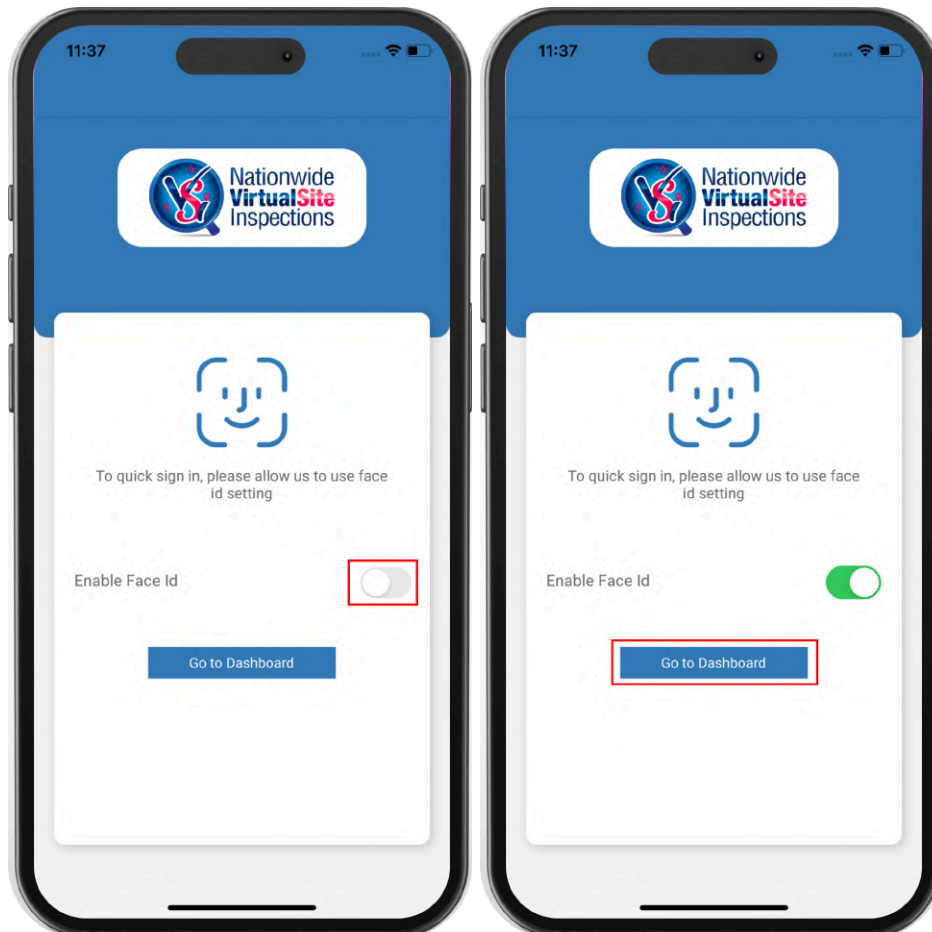
When you enable fingerprint authentication, the screen below will appear, allowing you to scan and register your fingerprint. After you have created fingerprint access, tap the 'Go to Dashboard' button, and you will be directed to the Dashboard screen.

Once a biometric fingerprint is set, each time you launch the application, it will require your fingerprint. This adds an extra layer of security to the application.



3.b) Enable Face ID for iPhone Users

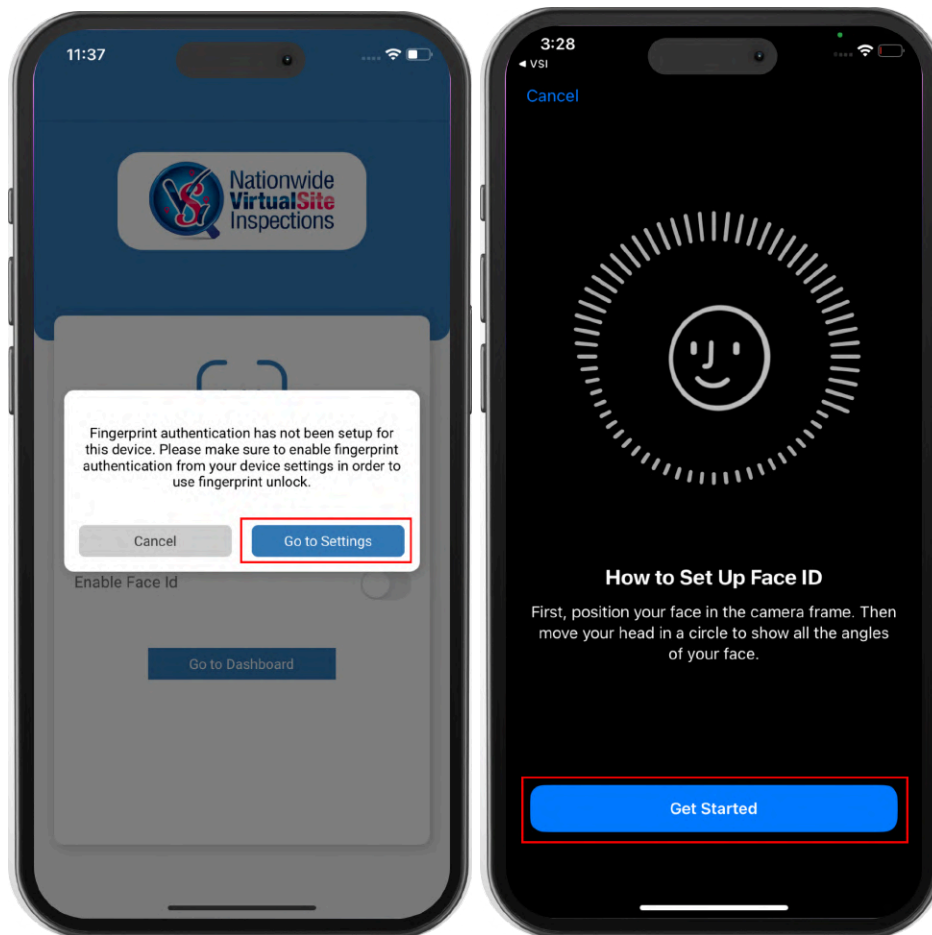
After logging in, the next screen will prompt you to set up biometric login. If your device supports biometrics, you can configure Face ID access for the application. If you choose not to set up fingerprint access, you can proceed by tapping the 'Go to Dashboard' button, which will take you directly to the Dashboard screen skipping the Face ID access process.



When you enable Face ID authentication, you'll see a screen that allows you to scan and register your Face ID. To set up Face ID, tap the 'Go To Settings' button, which will take you to the Settings screen. From there, select 'Face ID & Passcode' to open the 'How to Set Up Face ID' screen. Follow the on-screen instructions to complete the Face ID setup.

Once you've successfully set up Face ID, tap the 'Go to Dashboard' button, and you will be directed to the Dashboard screen.

With Face ID enabled, every time you launch the application, it will require your Face ID for authentication. This additional security feature enhances the application's security



4) Dashboard

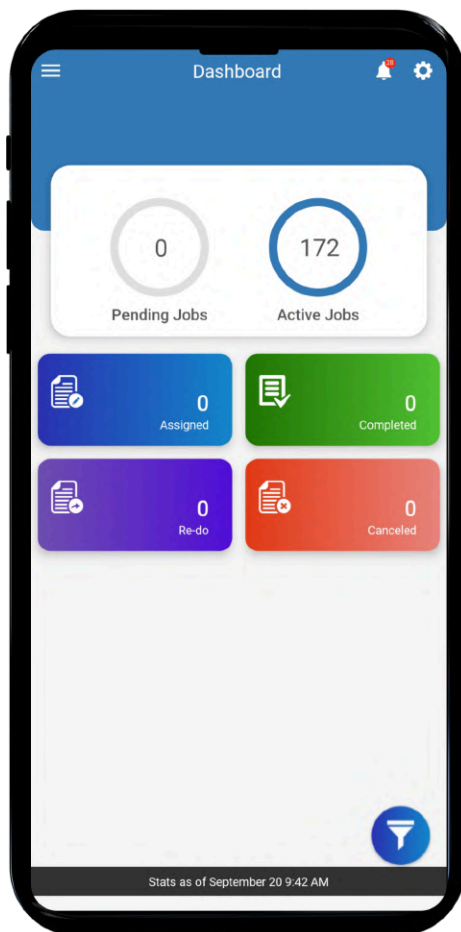
The dashboard provides a summary of your Job Orders, displaying counts for Pending Jobs, Active Jobs, Assigned Jobs, Completed Jobs, Re-do Jobs, and Canceled Jobs.

Each status count is clickable, directing you to the respective Job Orders page, where you can view the list of job orders assigned to you arranged by their status.

Additionally, the dashboard displays the number of push notifications sent to you in the top-right corner, represented by a bell icon. Clicking on the bell icon will take you to the notification list page.

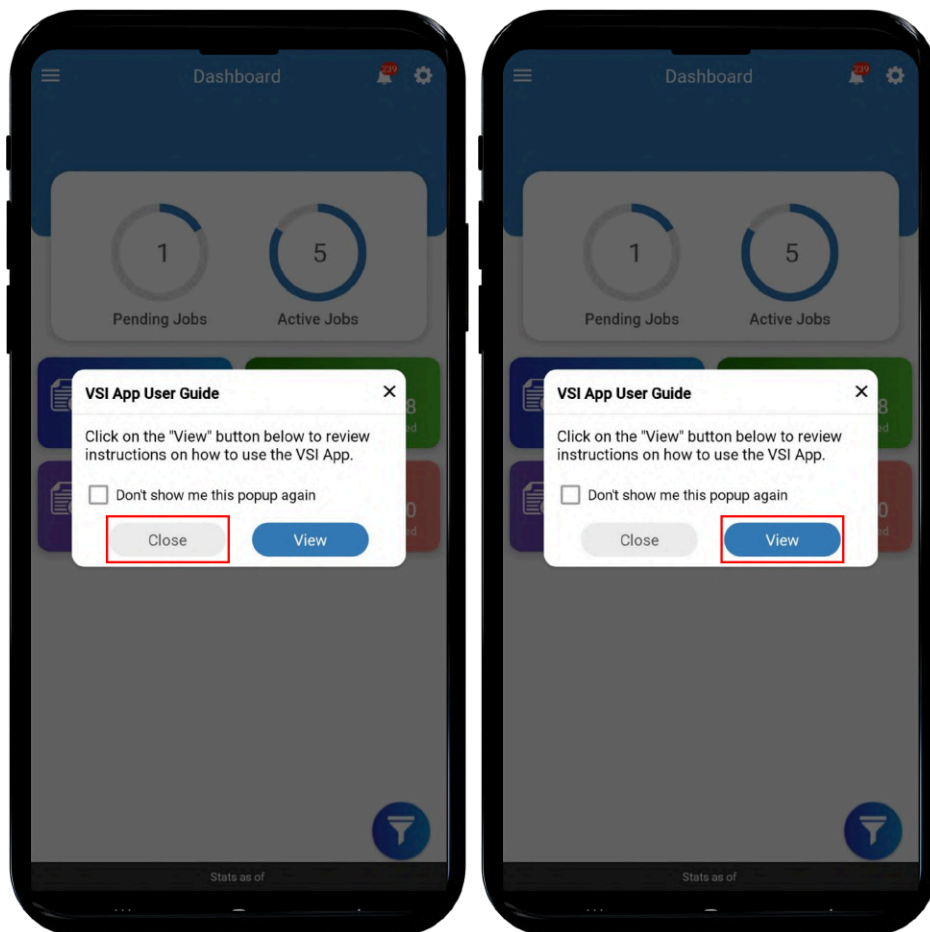
There is also a settings icon in the top-right corner of the Dashboard. Clicking on it will direct you to the settings page.

Tapping on the Filter icon at the bottom-right corner redirects you to the filter screen where you can sort your job listings.

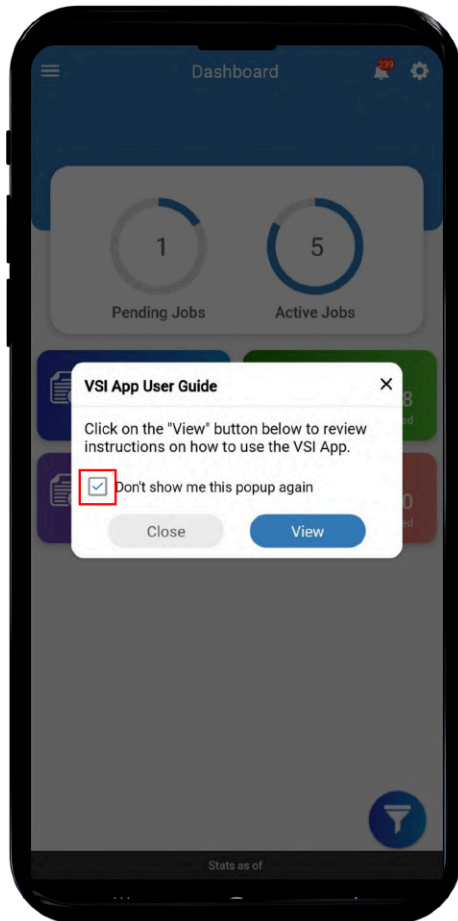


5) VSI App User Guide

A pop-up of the mobile app user guide will appear either upon the user's initial login to the app or after installing the app and logging in. Pop up has two buttons 'Close' and 'View'. When clicking on the 'Close' button the user guide pop-up will close and if we click on the 'View' you can view the VSI Mobile Application User Guide.



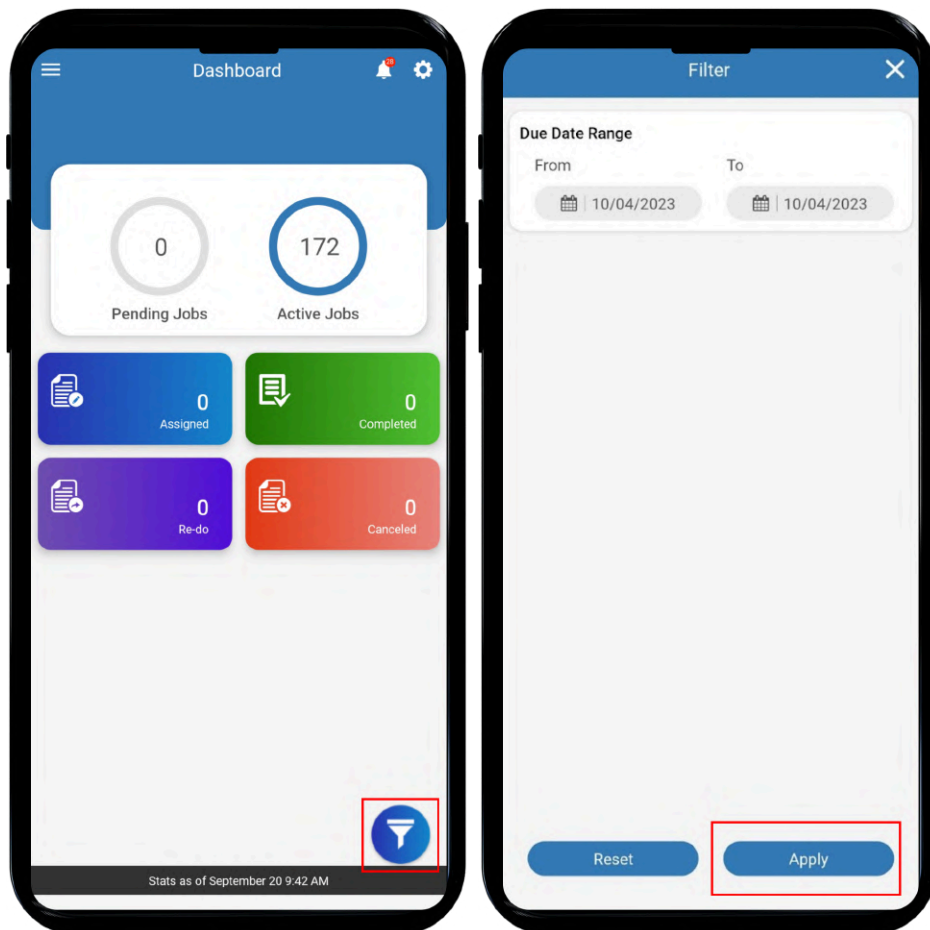
If you check the checkbox labeled 'Don't show me this pop-up again', the pop-up will not appear again when you kill and reopen the app. However, it will still be displayed if you log out and log in again or if you reinstall the app.



6) Filter Job Orders From Dashboard

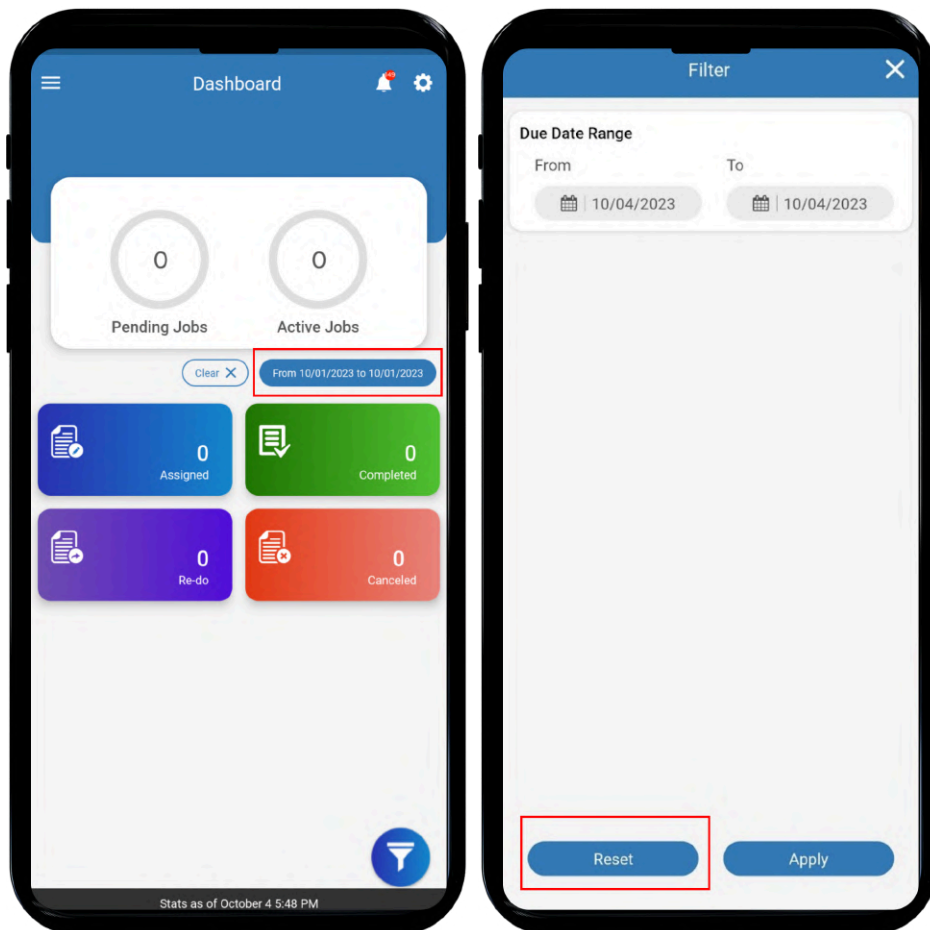
Tapping on the Filter icon on the Dashboard will take you to the Filter screen, where you can apply various parameters to filter and view job orders.

To filter job orders by due date, set the due date range and tap the 'Apply' button. You will be returned to the Dashboard where the job order counts will be updated based on the applied filters.



You can view the selected due date range highlighted on the dashboard, as shown below.

To reset the filters, simply tap the 'Reset' button on the Filter screen.

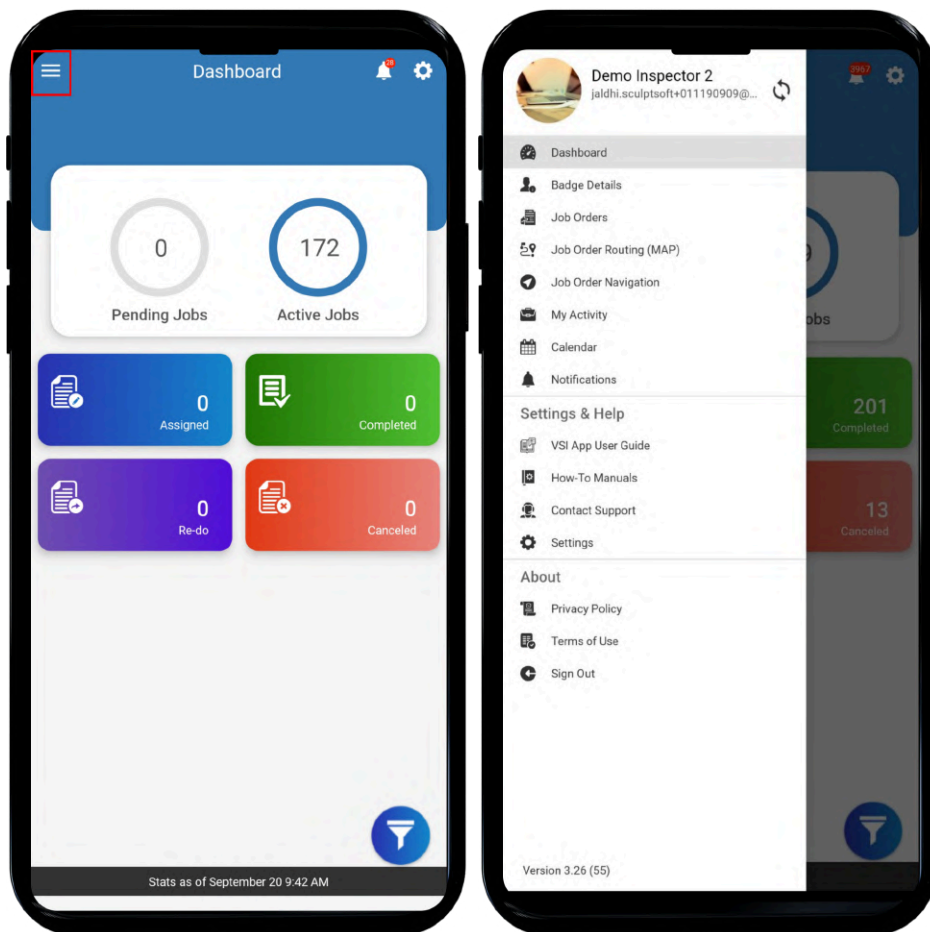


7) View Side Panel

To access the Side Panel options, click on the Three-Lines icon in the upper left corner of the Dashboard highlighted in the screenshots below.

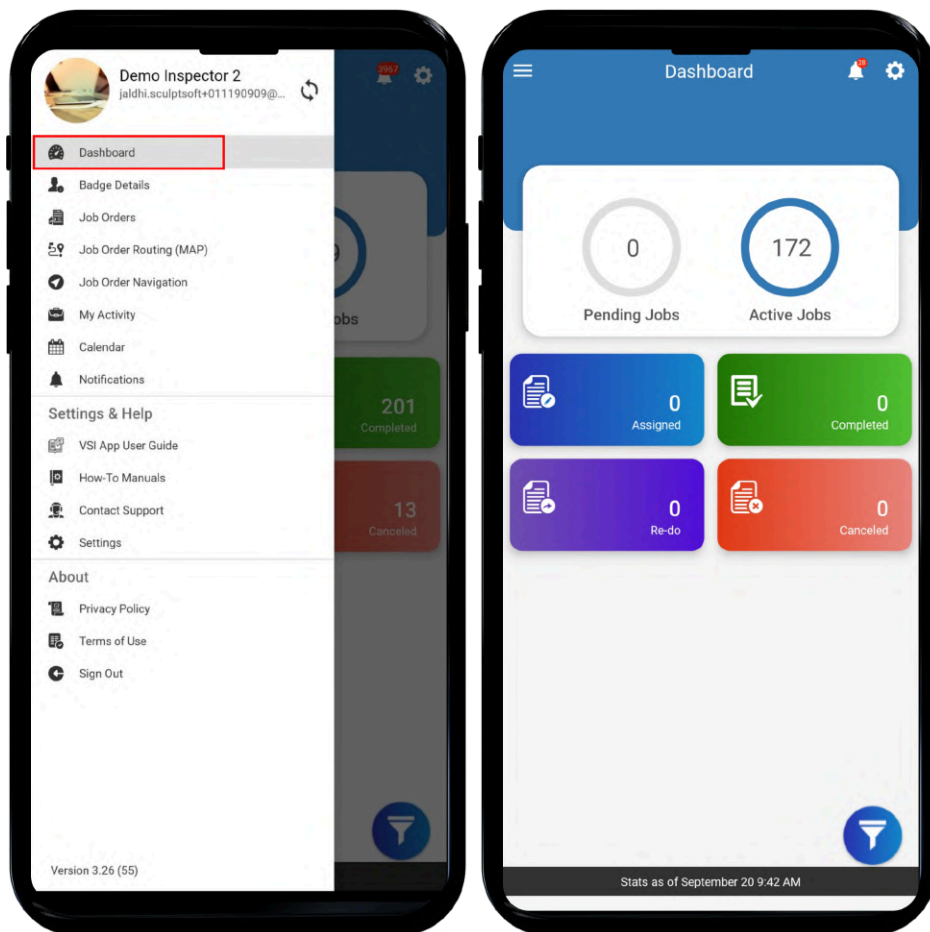
A list of menus will appear within the Side Panel. The Side Panel will help you to navigate or switch to the different Menus.

At the top of the list, you should see your name and email address as the 'Inspector'. To refresh and obtain the latest photo, email, and name, simply click the refresh button next to the Inspector's name and email.



8) Dashboard From Side Panel

To switch to the Dashboard screen from any other screen, tap on the 'Dashboard' menu in the Side Panel.

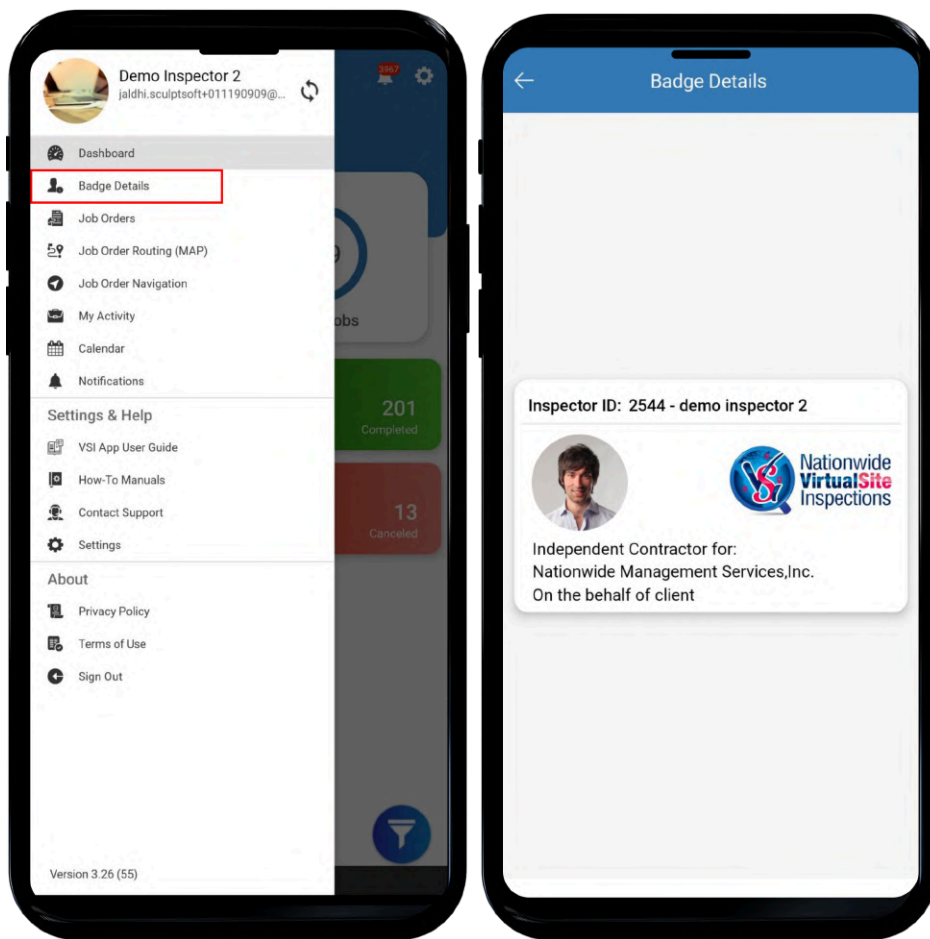


9) Badge Details

To view Badge Details, tap on the 'Badge Details' menu, which will take you to the Badge Details screen.

In the Badge Details screen, you can access your badge information, including Inspector ID, Inspector name, Inspector picture, Company Picture, and other relevant details.

You may be required to present this badge before initiating the inspection process.

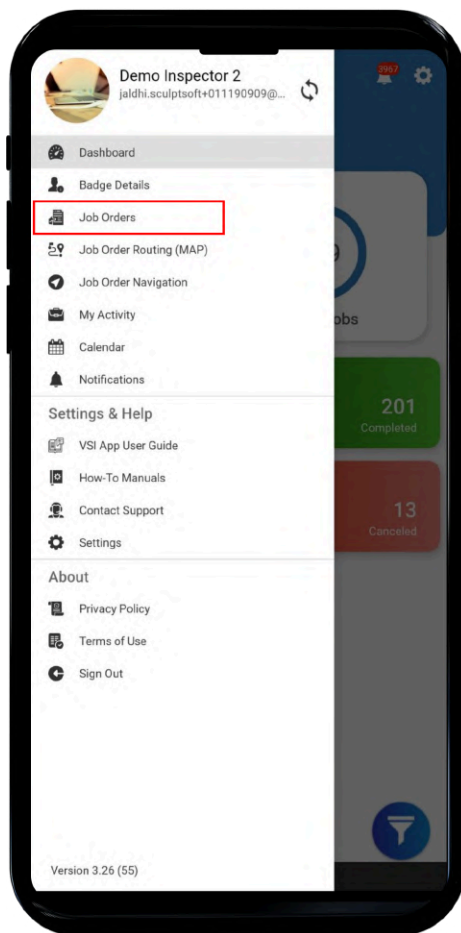


10) Job Orders

To access the job order details that have been assigned to you, tap on the 'Job Orders' menu. This will take you to the Job Orders listing page.

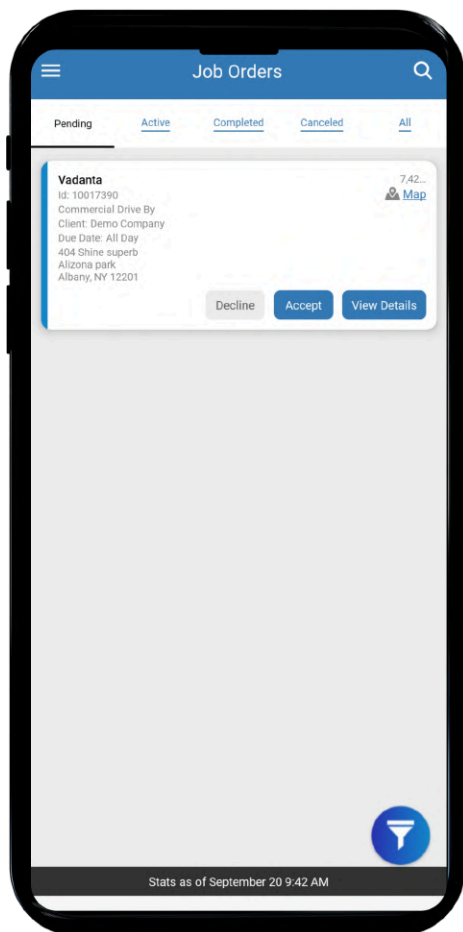
On the listing page, you will find tabs such as 'Pending,' 'Active,' 'Completed,' 'Canceled,' and 'All.' These tabs represent the status of your job orders, and clicking on each tab will display the corresponding list.

Within the listing, you can view details such as the Job order ID, job order type, client name, payout, various job order tags, and other relevant information. Tags are used to specify the actions that need to be taken for the job order. See Section 9(b) for a further discussion of Tags.

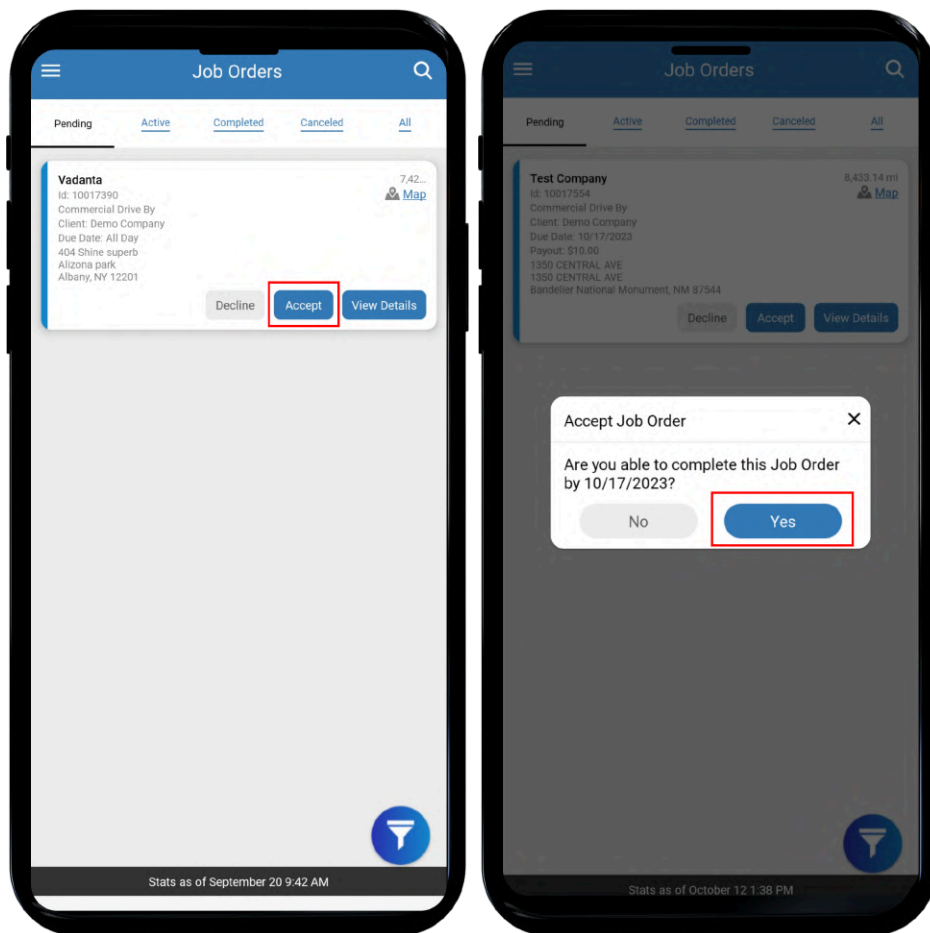


a) Pending Tab

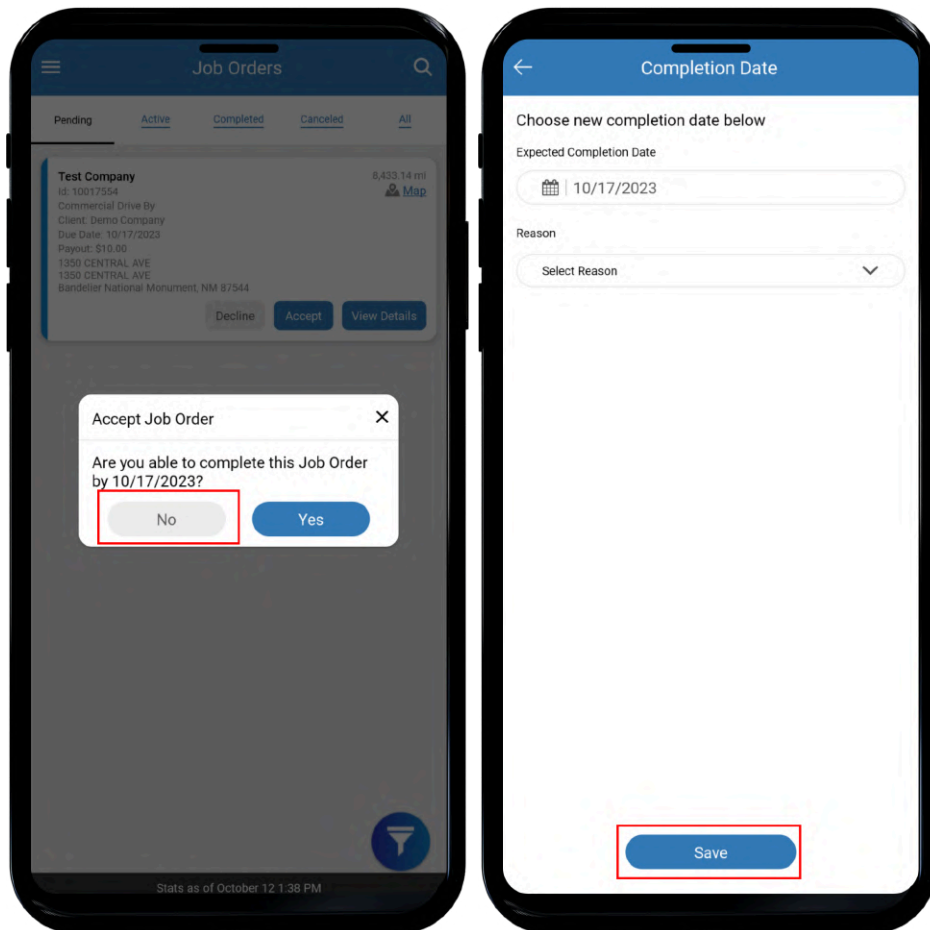
The Pending tab displays job orders that have been assigned to you but haven't yet been confirmed by you. Here, you can view the number of assigned orders with details such as job order ID, customer name, client name, property address, tags associated with the job orders, the distance of the address from your current location, and a map icon.



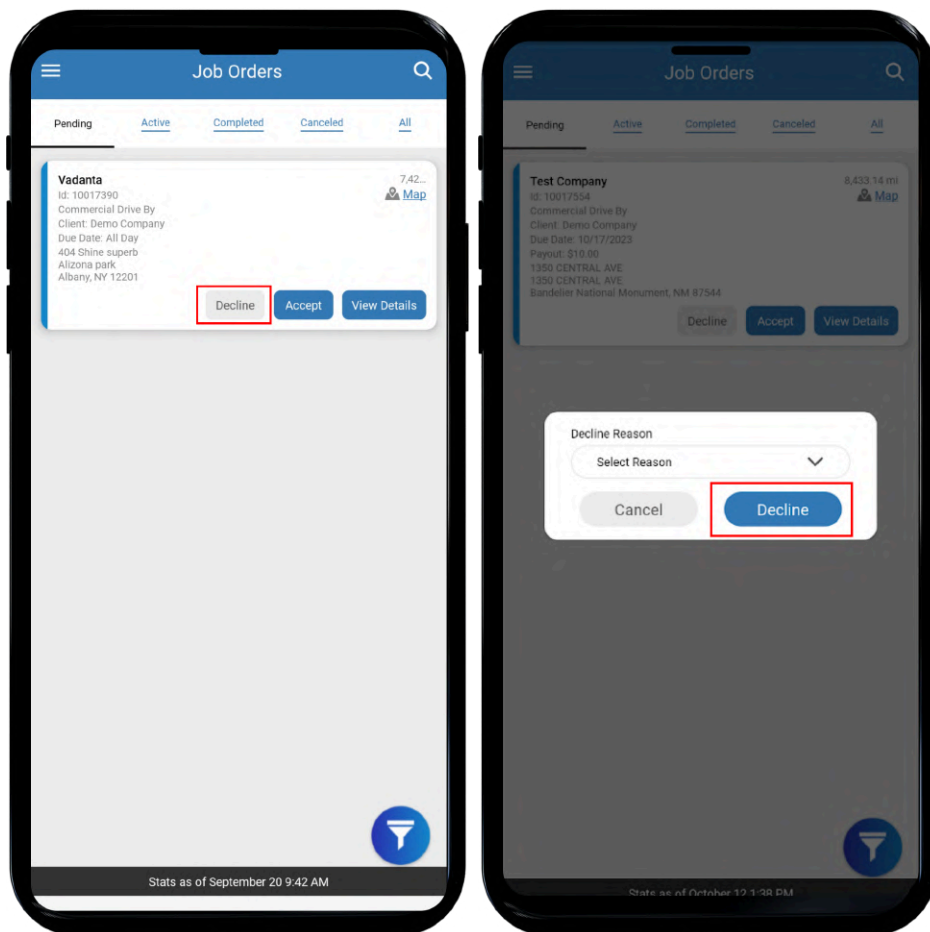
You have two options with these Pending orders: You may Accept or Decline each job order. If you are ready to take on the job, you can tap the 'Accept' button. By accepting a job order in this way, a confirmation notice will pop up, asking whether you will complete the job order by the specified date. Choosing 'Yes' will move the job order to your 'Active' list. If there's a potential delay in completing the job, clicking 'No' will navigate to the completion date screen where you can set the expected completion date.



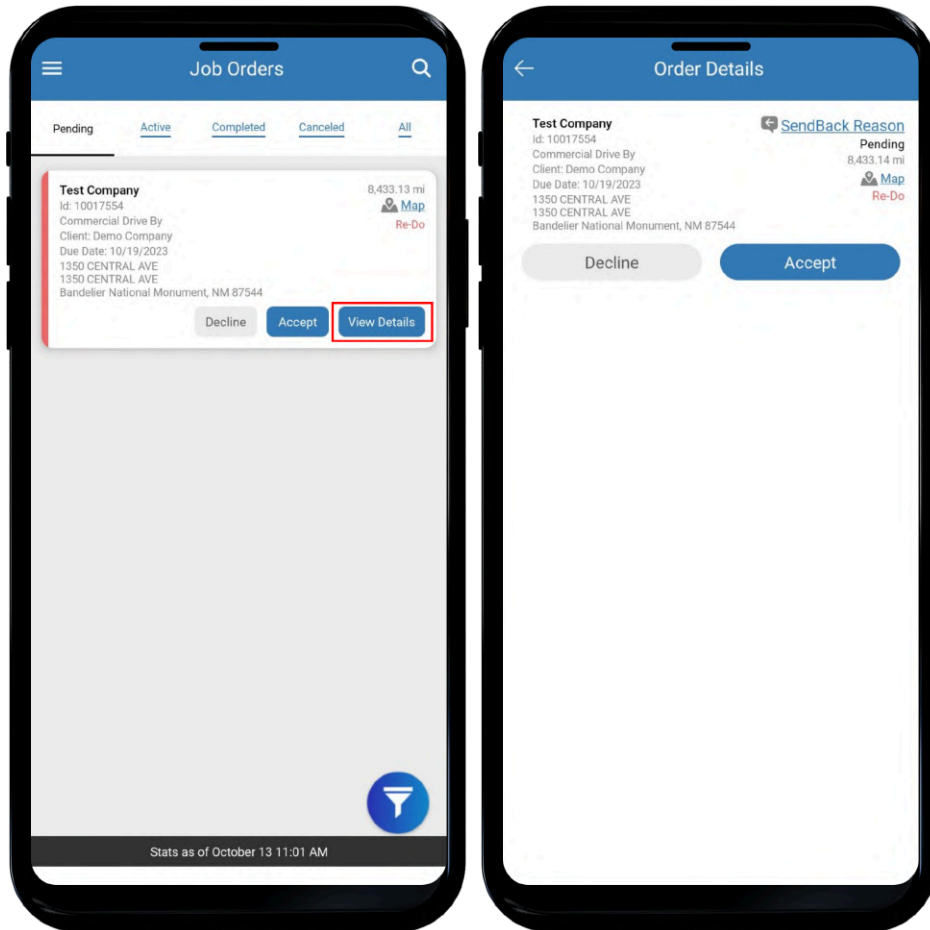
On the Completion Date screen, you may select the expected completion date and you will be asked to provide a reason. Click 'Save' when you are finished. Once saved, the order will move to your 'Active' list. You may always complete the job before the expected completion date.



If you cannot complete the job order within the designated date range, you can click the 'Decline' button. After you click 'Decline', the system will prompt you to provide a reason. Selecting a reason and tapping 'Decline' will remove the order from your list and will assign it to a different inspector.



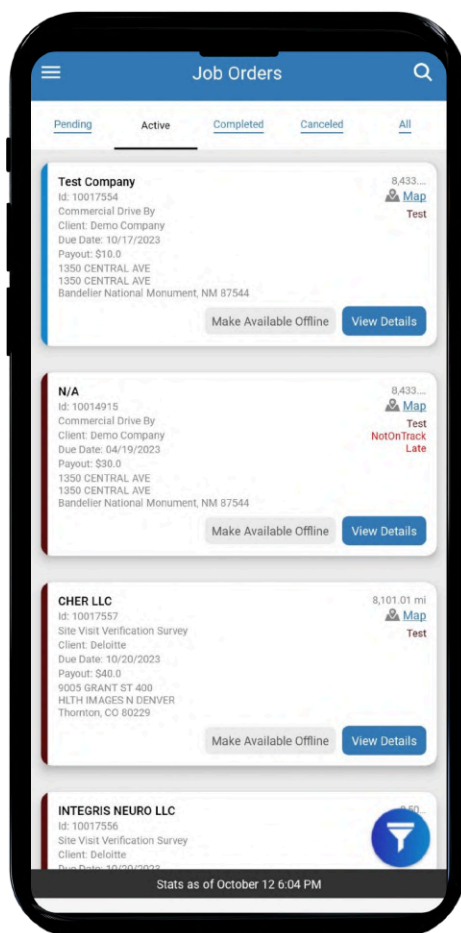
To access more details about a job order, click on the 'Job Order Details' button. This will take you to the Job Order Details screen. On the Details screen, you also have the option to either accept and decline the job order.



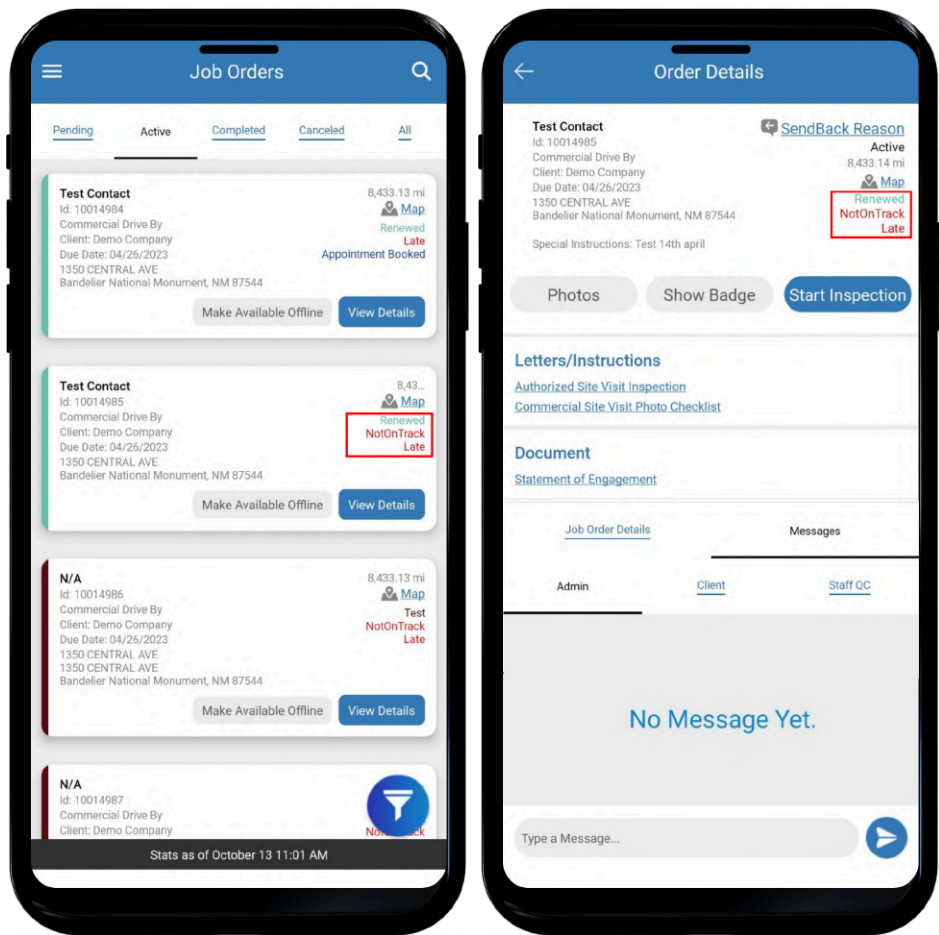
b) Active Tab

The 'Active' tab displays all the job orders that you have accepted and confirmed for inspection from the 'Pending' tab, as well as job orders that were returned to you due to missing or insufficient information which will be described to you in the Send-Back Reason notification discussed below.

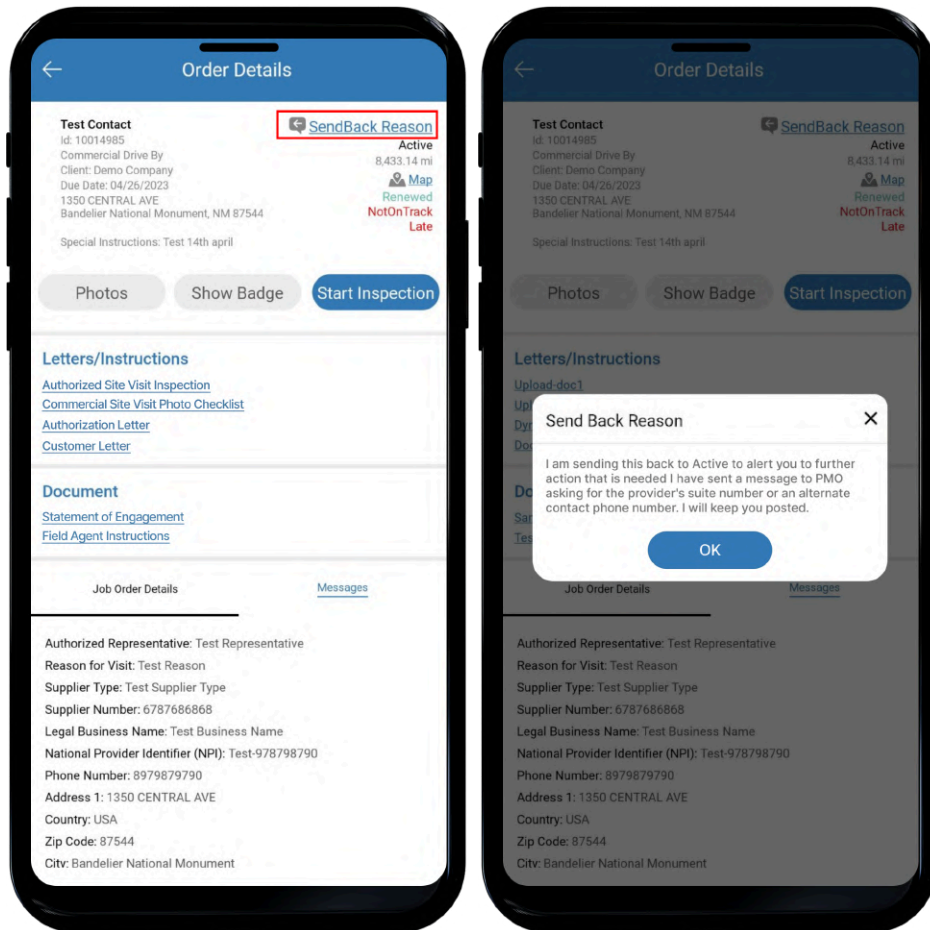
In this tab, you can view the number of assigned orders with details such as job order ID, customer name, client name, property address, tags associated with the job orders, the distance of the address from your current location, and a map icon.



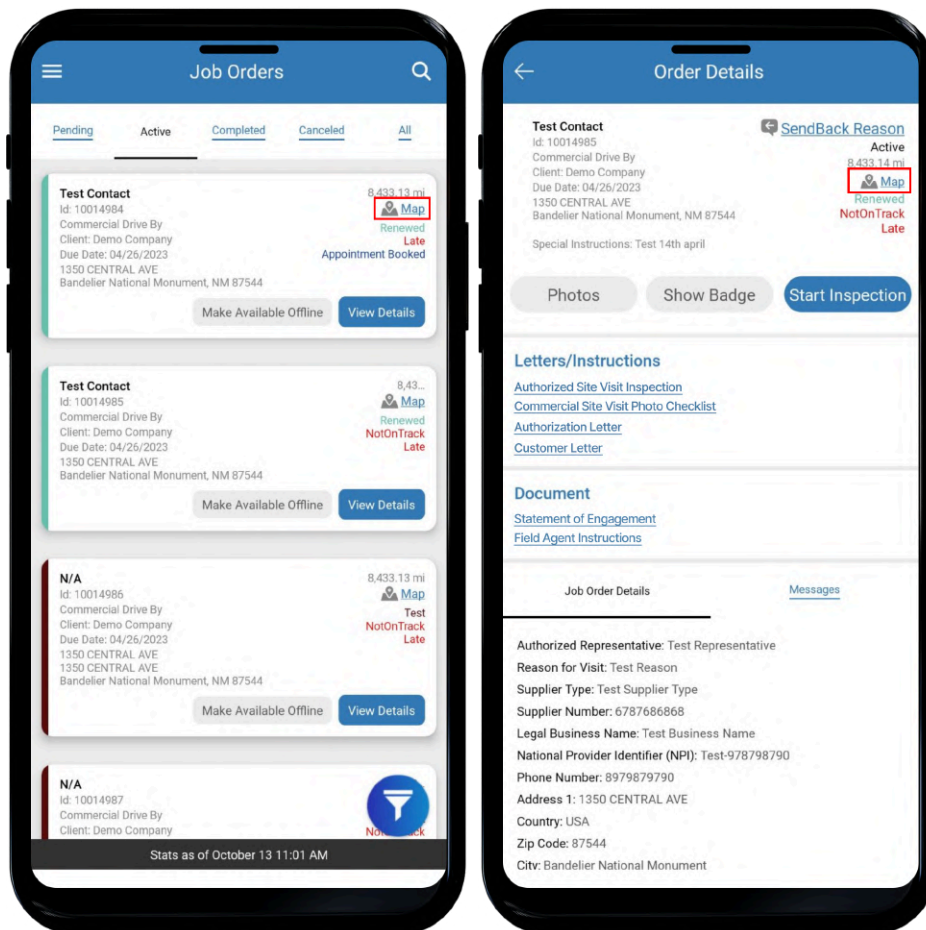
Tags are used to specify the actions that need to be taken for the job order. The labels included below the Map button on the right-hand side represent these tags.



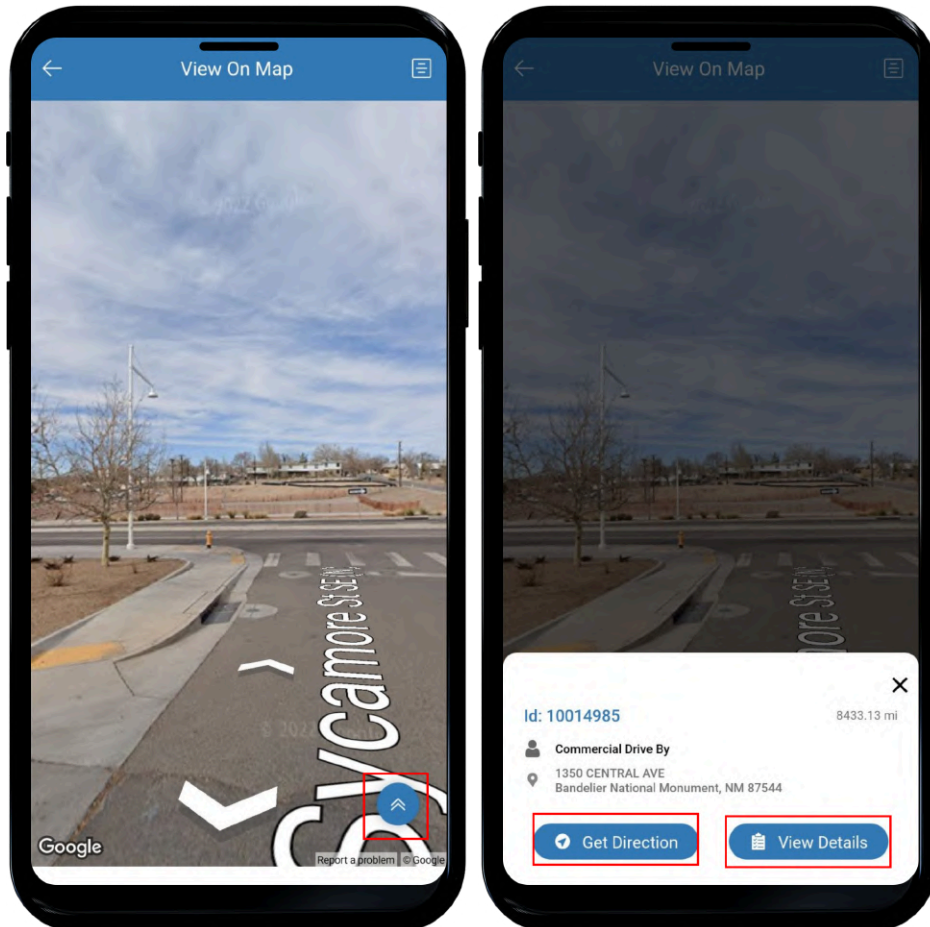
To review the Send-Back Reason, click on the 'Send Back Reason' link highlighted in the screenshots below. This will display the Send-Back Reason in a popup.



To access a map view of the job order address, click on the Map Icon. Clicking on the map icon will take you to the map view screen where you can see the property address pinned on the map.

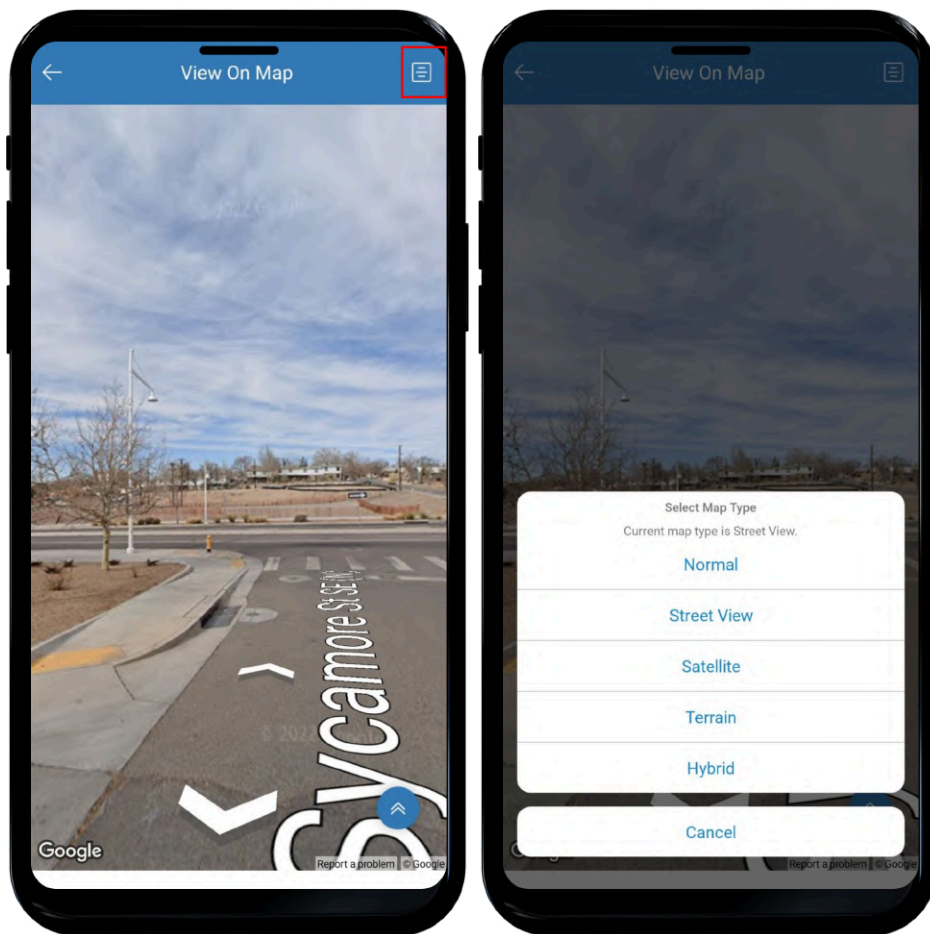


Click on the arrow icon (identified below in the red square) to open a popup. From there, you can navigate to the job order details screen by clicking on 'View Details,' and you can get direction by clicking on 'Get Directions,' where you will be directed to the map with live directions.

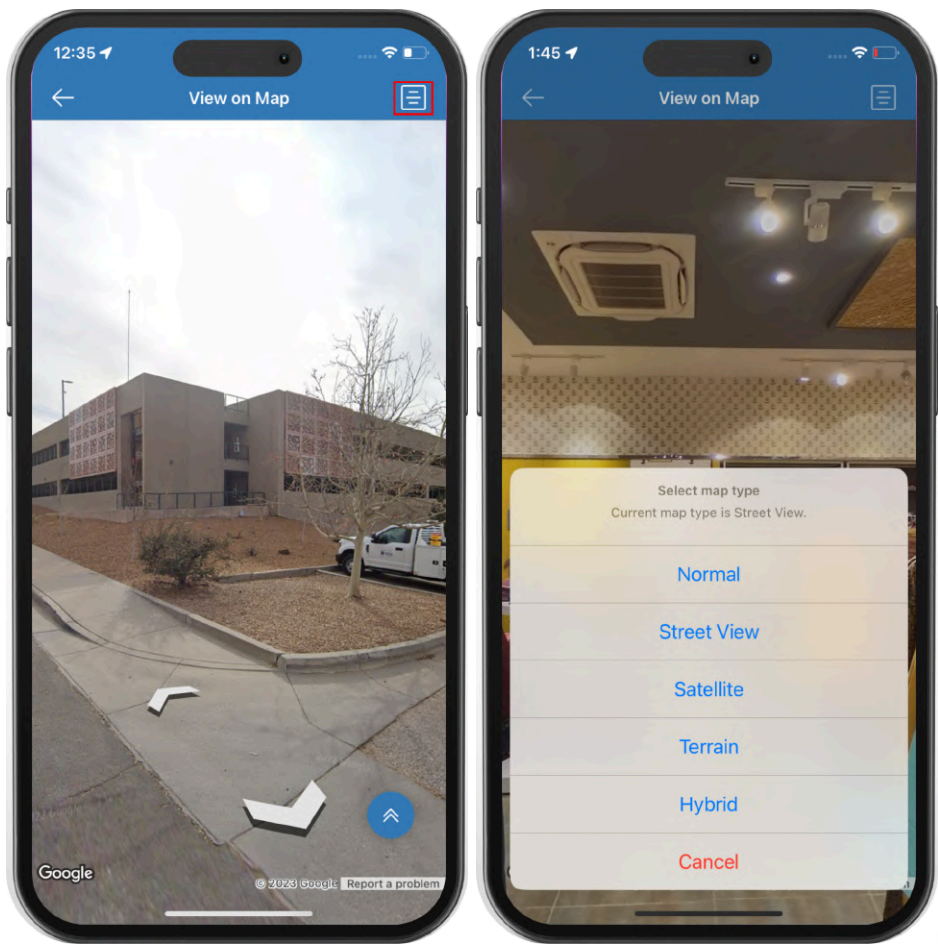


Click on the top right corner icon in the blue navigation bar (identified below in the red square) to open a popup at the bottom of the screen. Here, you can select different map types, including 'Normal,' 'Street View,' 'Satellite,' 'Terrain,' and 'Hybrid.' To switch from the current 'Street View' map type to 'Normal,' simply click on 'Normal.' You can change to any of the given map types in the same way.

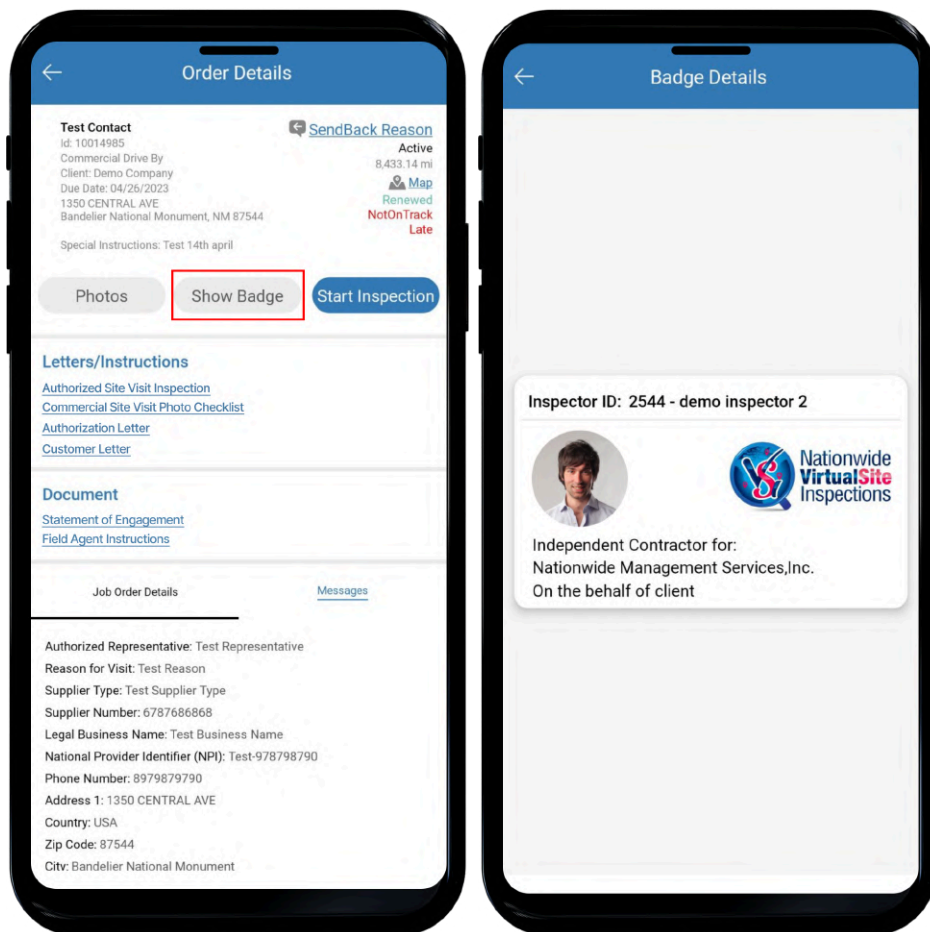
For Android User



For iPhone User

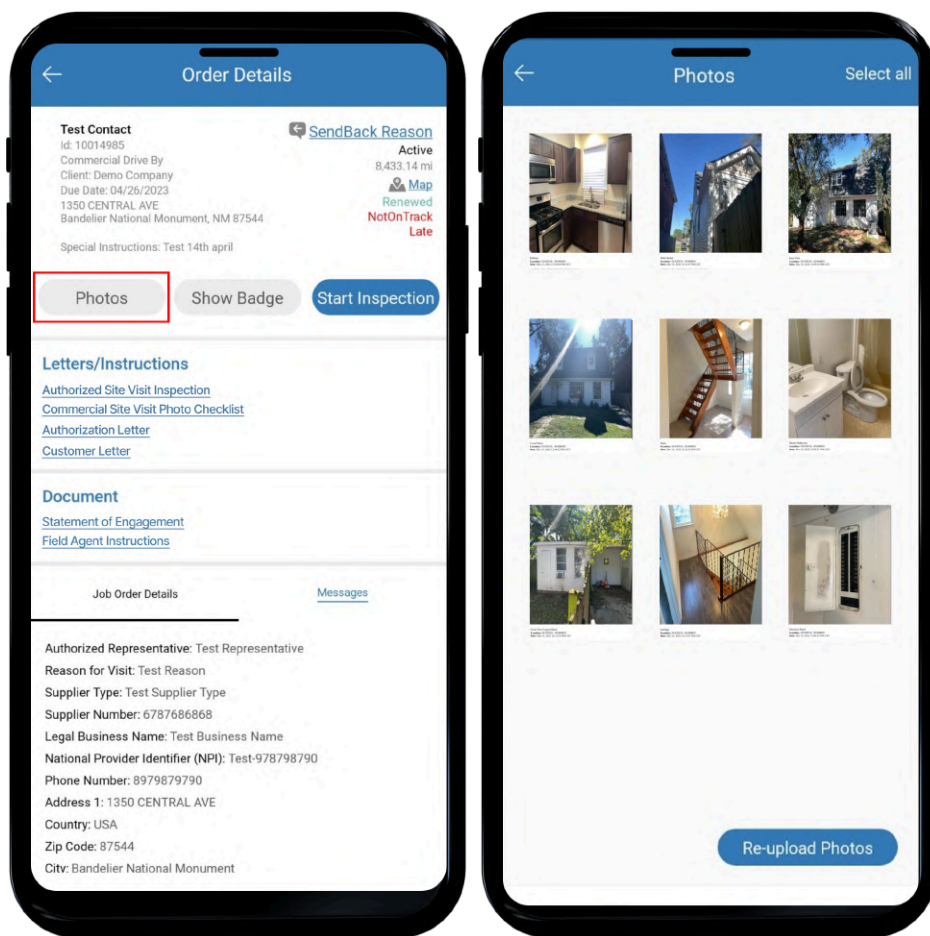


To view the Badge details, click on the 'Show Badge' button, which will take you to the Badge details screen. The Badge details refer to the badge that you need to present to the property owner during inspections when requested.

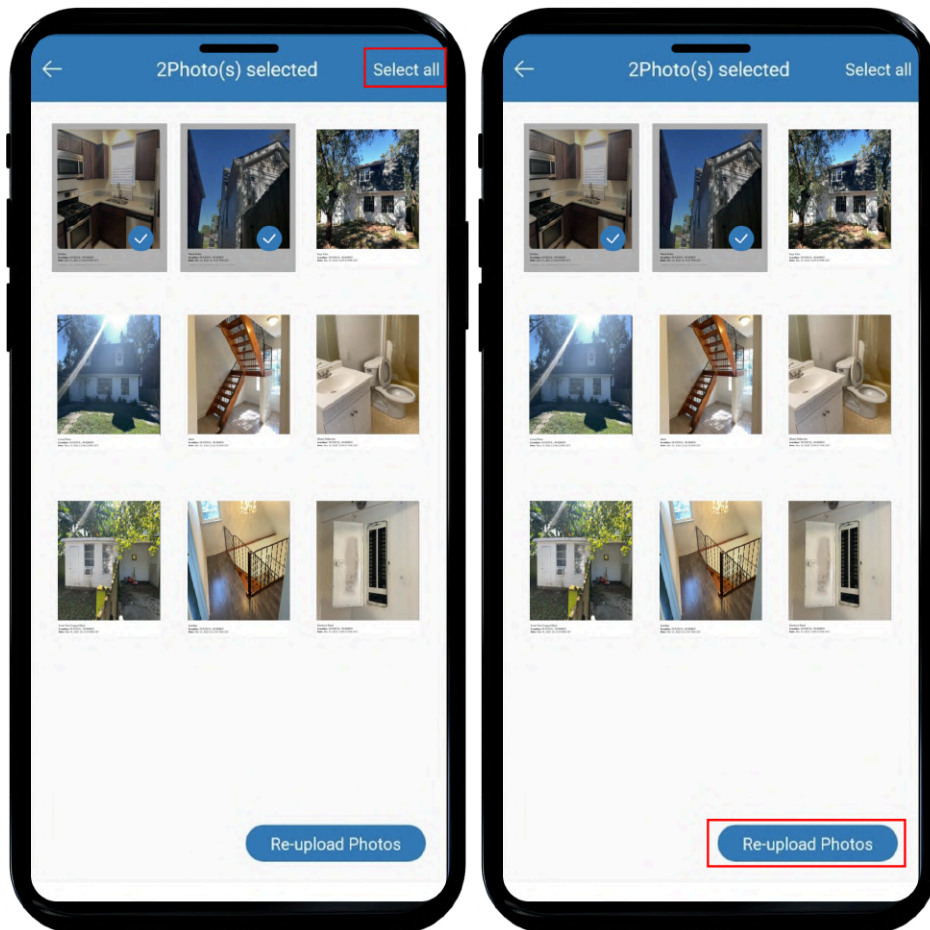


The 'Photos' button will only be visible and accessible when photos have been captured from the device. Clicking on this button will take you to the Photos list page, where all the photos captured on the VSI mobile app Inspection Forms page are stored. This feature allows you to re-upload photos in cases where the original upload was unsuccessful for various reasons.

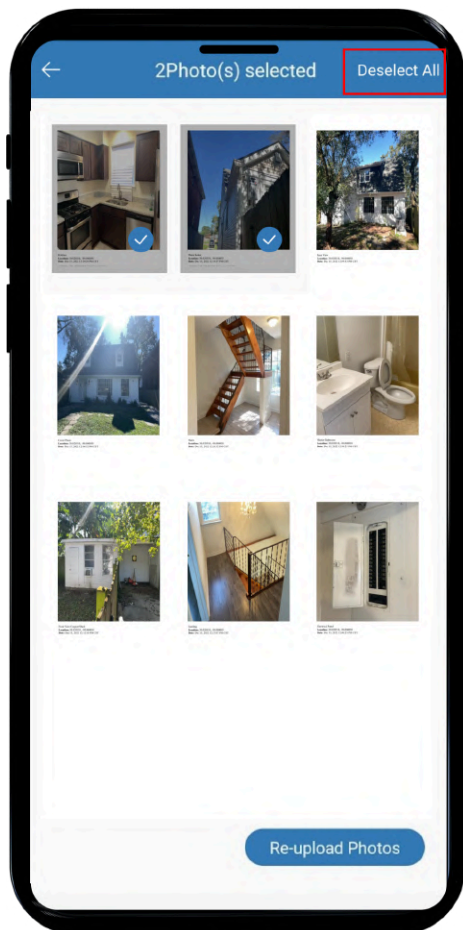
It's important to note that these photos are typically stored locally on the mobile device. Please be aware that the photos will be deleted or removed when you log out of the App or clear the cache/storage.



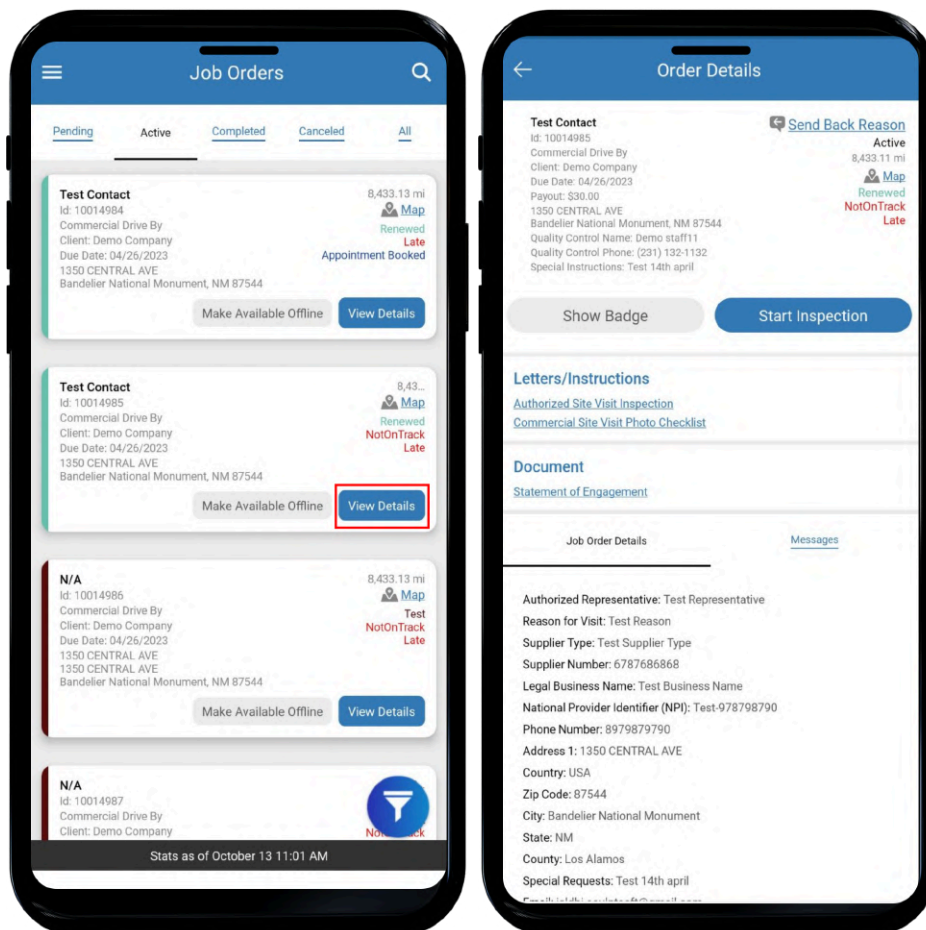
To re-upload photos, first select the photos by tapping on the photos you want to upload, or use the 'Select all' button to choose all photos. Then, tap on the 'Re-upload' button to upload and attach those photos to the job order.



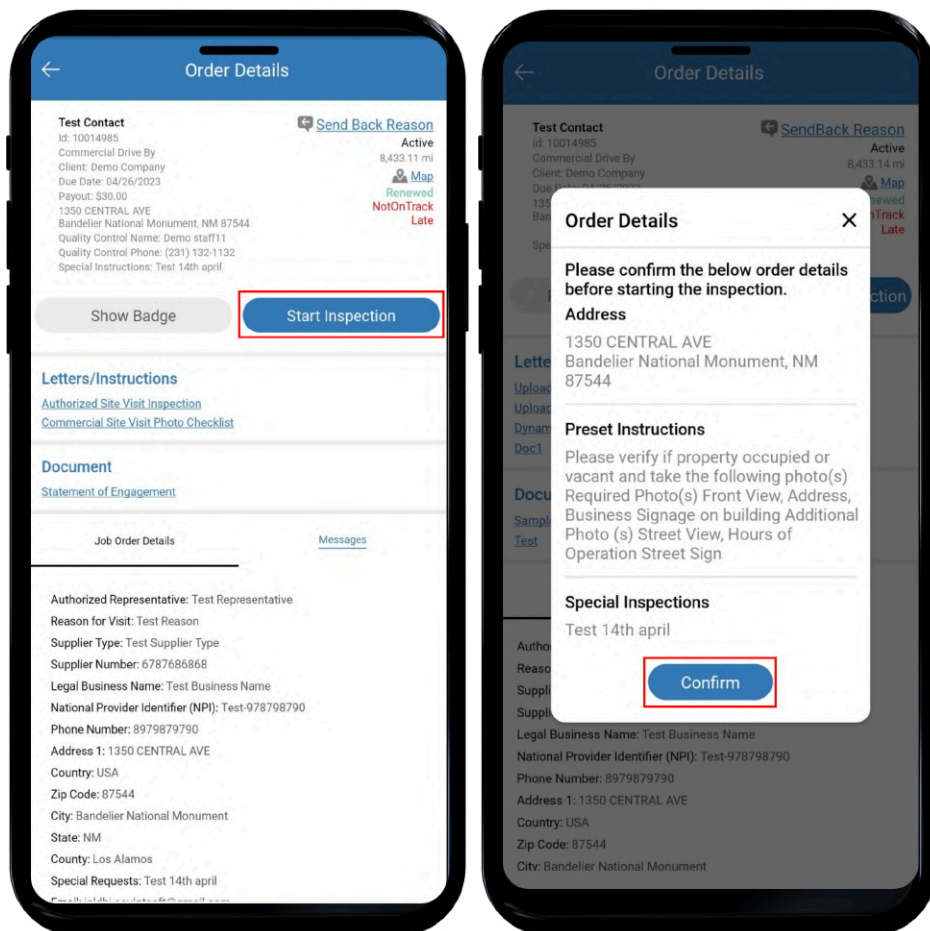
To deselect all your selected photos, tap on the 'Deselect All' button located in the navigation bar at the top right corner, as highlighted in the screenshot below.



To access more details about the job order, click on the 'View Details' button. On the Job Order Details page, you can find comprehensive information related to the job order, including the job order ID, customer name, client name, any letters or instructions, attached documents, job order details, and a messages section.



To initiate the inspection, click on the 'Start Inspection' button. A popup will appear with details and instructions. To proceed with the inspection, click 'Confirm.' This will redirect you to the inspection form Group list for your inspection with the 'Submit for Review' button. You can find information related to the Job Order Details, Re- Do reason, Group List.



In the Job Order Details Section you can find the job order id, customer name, contact name, address, client, job order type.

In the Redo reason section you can find the Re- Do Reason for the job order.

In the group list, you can find a compilation of various group lists. These lists are integral components of the inspection forms. By tapping on a specific group list, you gain access to a detailed set of questions that need to be filled out during the inspection process.

← Inspection Form

LABORATORY CORPORATION OF AMERICA
1800 BUCKNER ST
B200, Shreveport, LA 71101
Job Order ID: 10017736
Client: Deloitte Company
Job Order Type: Site Visit Verification Survey

Re-Do Reason:
Since they are in a suite, #101 need full name/title of person who confirmed their address should or should not reflect Suite#.

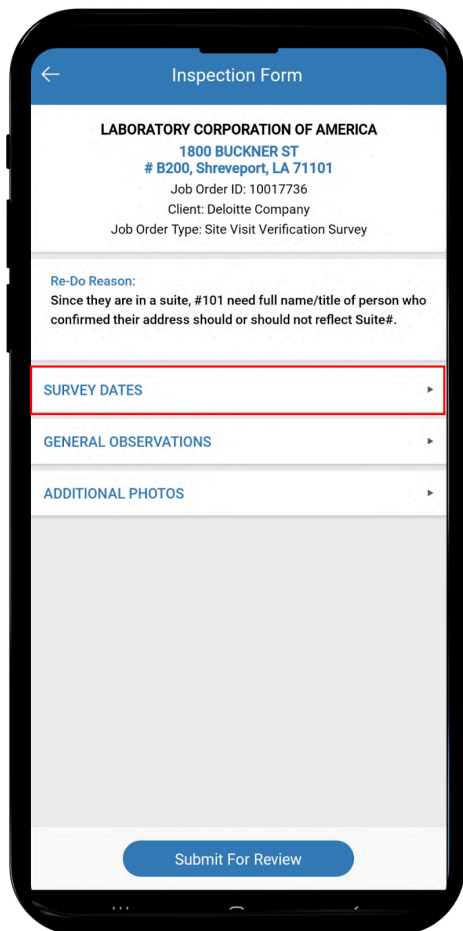
SURVEY DATES ▶

GENERAL OBSERVATIONS ▶

ADDITIONAL PHOTOS ▶

Submit For Review

After selecting the group, you will be redirected to a specific group page where you can find sections for job order details, reasons for re-do, and group-specific questions.



The image shows a mobile application interface for an "Inspection Form". At the top, there is a blue header bar with a back arrow and the title "Inspection Form". Below the header, the form contains the following information:

- LABORATORY CORPORATION OF AMERICA**
- 1800 BUCKNER ST**
- # B200, Shreveport, LA 71101**
- Job Order ID: 10017736
- Client: Deloitte Company
- Job Order Type: Site Visit Verification Survey

Below this information is a section titled "Re-Do Reason:" with the text: "Since they are in a suite, #101 need full name/title of person who confirmed their address should or should not reflect Suite#.".

There are three expandable sections, each with a right-pointing arrow:

- SURVEY DATES** (highlighted with a red border)
- GENERAL OBSERVATIONS**
- ADDITIONAL PHOTOS**

At the bottom of the form is a large grey rectangular area, likely for a photo or additional notes. At the very bottom is a blue button labeled "Submit For Review".

After gathering and inputting the required information in the group like dates, dropdown values, text inputs or pictures, you have the option to either back or save a button in the group list screen in the bottom.

Inspection Form

LABORATORY CORPORATION OF AMERICA
1800 BUCKNER ST
B200, Shreveport, LA 71101
Job Order ID: 10017736
Client: Deloitte Company
Job Order Type: Site Visit Verification Survey

Re-Do Reason:
Since they are in a suite, #101 need full name/title of person who confirmed their address should or should not reflect Suite#.

SURVEY DATES

Date of First Survey *
12/22/2023

Time of First Survey *
09:15 AM

Date of Second Survey
12/28/2023

Time of Second Survey
10:30 AM

Back **Save**

When you click the 'Back' bottom button, all changes get saved, and you will be redirected to the group list screen. No validation message will appear for the required fields if they are not filled.

The image shows a mobile application interface for an "Inspection Form". At the top, there is a blue header bar with a back arrow and the title "Inspection Form". Below the header, the form contains the following information:

- LABORATORY CORPORATION OF AMERICA**
- 1800 BUCKNER ST**
- # B200, Shreveport, LA 71101**
- Job Order ID: 10017736
- Client: Deloitte Company
- Job Order Type: Site Visit Verification Survey

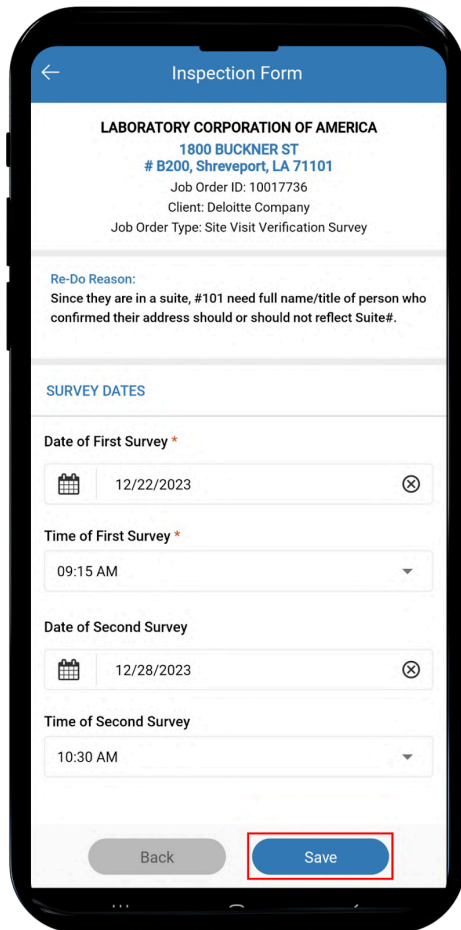
Below this information, there is a section titled "Re-Do Reason:" with the text: "Since they are in a suite, #101 need full name/title of person who confirmed their address should or should not reflect Suite#."

The next section is titled "SURVEY DATES" and contains four input fields:

- Date of First Survey ***: A date picker showing 12/22/2023.
- Time of First Survey ***: A time picker showing 09:15 AM.
- Date of Second Survey**: A date picker showing 12/28/2023.
- Time of Second Survey**: A time picker showing 10:30 AM.

At the bottom of the form, there are two buttons: a grey "Back" button and a blue "Save" button. The "Back" button is highlighted with a red rectangular box.

Clicking the 'Save' button will only save your changes, and your order will remain in the 'Save' group. 'Inspection form saved successfully' toast message will appear on the 'Save' button and data will be saved and synced with the server. No validation message will appear for the required fields if they are not filled.



The image shows a mobile application interface for an 'Inspection Form'. At the top, there is a blue header bar with a back arrow and the title 'Inspection Form'. Below the header, the form contains the following information:

- LABORATORY CORPORATION OF AMERICA**
- 1800 BUCKNER ST**
- # B200, Shreveport, LA 71101**
- Job Order ID: 10017736
- Client: Deloitte Company
- Job Order Type: Site Visit Verification Survey

Below this information, there is a section titled 'Re-Do Reason:' with the text: 'Since they are in a suite, #101 need full name/title of person who confirmed their address should or should not reflect Suite#.'

The next section is titled 'SURVEY DATES' and contains four input fields:

- Date of First Survey ***: A date picker showing '12/22/2023' with a clear icon (X).
- Time of First Survey ***: A dropdown menu showing '09:15 AM'.
- Date of Second Survey**: A date picker showing '12/28/2023' with a clear icon (X).
- Time of Second Survey**: A dropdown menu showing '10:30 AM'.

At the bottom of the form, there are two buttons: a grey 'Back' button and a blue 'Save' button. The 'Save' button is highlighted with a red rectangular border.

When you click the 'Back' button at the top, the changes will not be saved, and you will be redirected to the group list screen. Changes will not save on the tap 'Back' button. No validation message will appear on the top back button.

The screenshot shows a mobile application interface for an 'Inspection Form'. At the top, there is a blue header bar with a white back arrow icon on the left and the text 'Inspection Form' in the center. Below the header, the form contains the following sections:

- LABORATORY CORPORATION OF AMERICA**
1800 BUCKNER ST
B200, Shreveport, LA 71101
Job Order ID: 10017736
Client: Deloitte Company
Job Order Type: Site Visit Verification Survey
- Re-Do Reason:**
Since they are in a suite, #101 need full name/title of person who confirmed their address should or should not reflect Suite#.
- SURVEY DATES**
- Date of First Survey ***
12/22/2023
- Time of First Survey ***
09:15 AM
- Date of Second Survey**
12/28/2023
- Time of Second Survey**
10:30 AM

At the bottom of the form, there are two buttons: 'Back' (grey) and 'Save' (blue). A red box highlights the back arrow icon in the top navigation bar.

You can only change the label of photos that you've added yourself. You can't modify the label for predefined labels. Additionally, you are not permitted to change labels for offline orders and completed orders.

After adding a new photo, you can click on the label name, and a popup will appear where you can change the label.

Inspection Form

Preset Label: Cover Photo

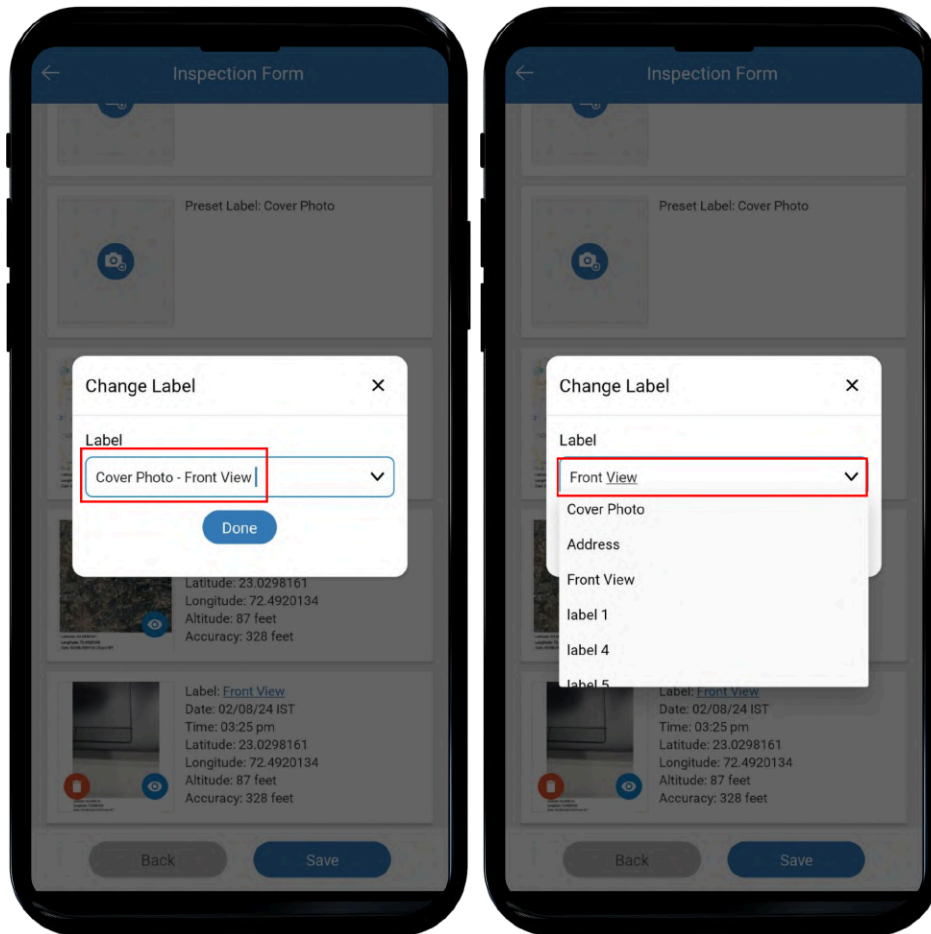
Label: Map View
Date: 02/08/24 IST
Time: 03:23 pm
Latitude: 23.0298161
Longitude: 72.4920134
Altitude: 87 feet
Accuracy: 328 feet

Label: Aerial View
Date: 02/08/24 IST
Time: 03:23 pm
Latitude: 23.0298161
Longitude: 72.4920134
Altitude: 87 feet
Accuracy: 328 feet

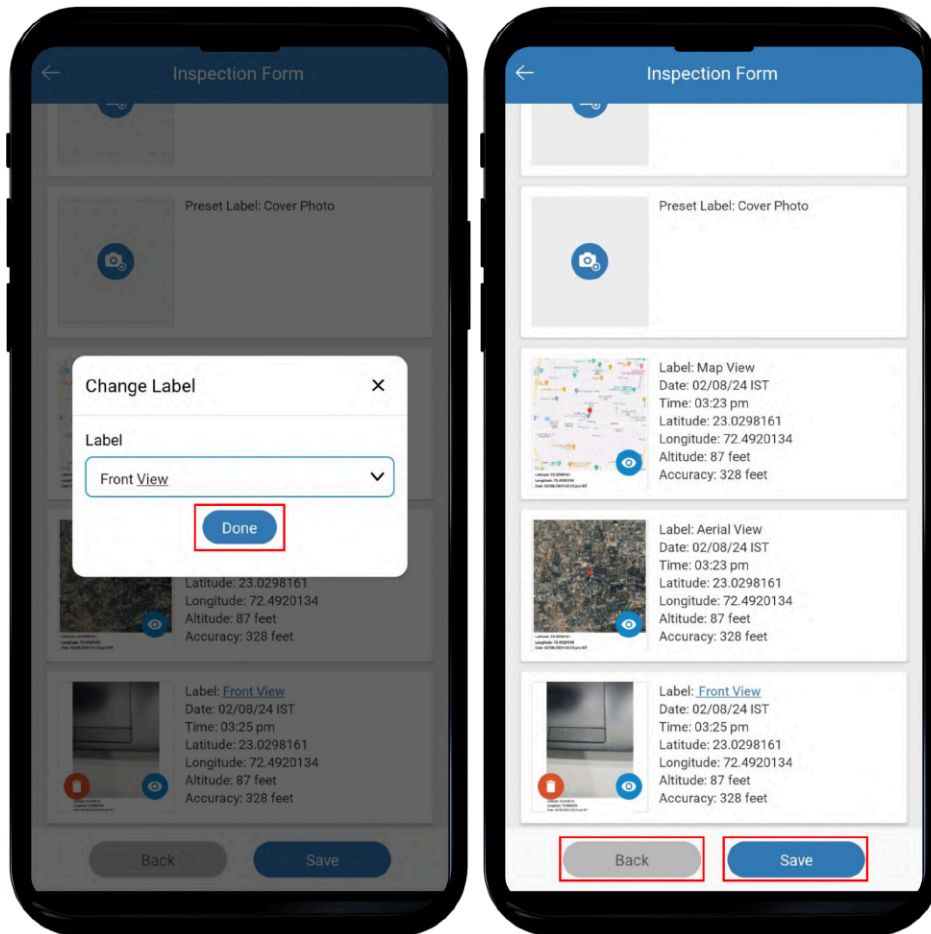
Label: Cover Photo - Front View
Date: 02/08/24 IST
Time: 03:25 pm
Latitude: 23.0298161
Longitude: 72.4920134
Altitude: 87 feet
Accuracy: 328 feet

Back Save

You can either type the label name or select it from a dropdown menu. as demonstrated in the attachment.

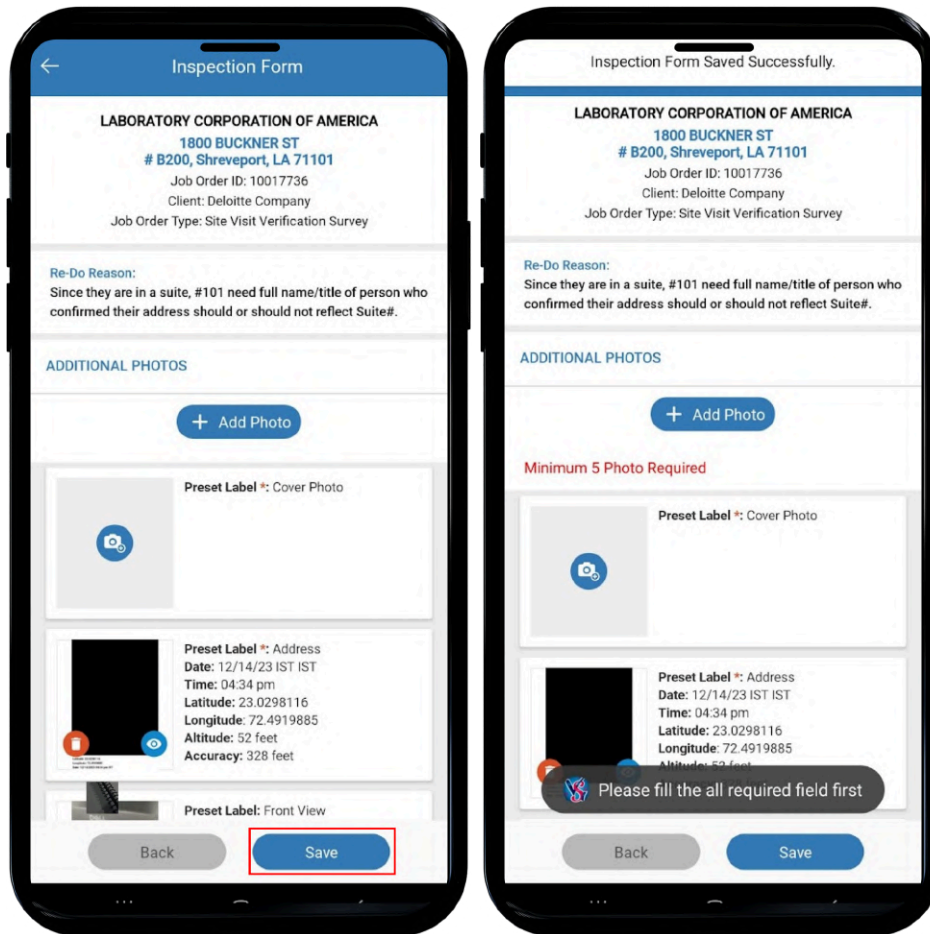


After selecting or typing a photo label, click on the 'Done' button. This ensures that the updated photo label name appears in the list. Then, click on the Save or Back button to save the changes made to the order.



Note

When you click the 'Save' button for the 'Additional Photos' group, changes related to the inspection form will be saved. However, validation messages will appear if the necessary images are not filled, or if the minimum number of photos required for the additional group has not been uploaded



When you click on the 'Submit For Review' button in the group list screen, a validation message will appear in red color for the particular group if the required group details are not filled for the specific group. You can view the error message as shown in the image below.

The image displays two side-by-side smartphone screens showing an "Inspection Form" application. Both screens show the same header information: "LABORATORY CORPORATION OF AMERICA", "1800 BUCKNER ST", "# B200, Shreveport, LA 71101", "Job Order ID: 10017736", "Client: Deloitte Company", and "Job Order Type: Site Visit Verification Survey".

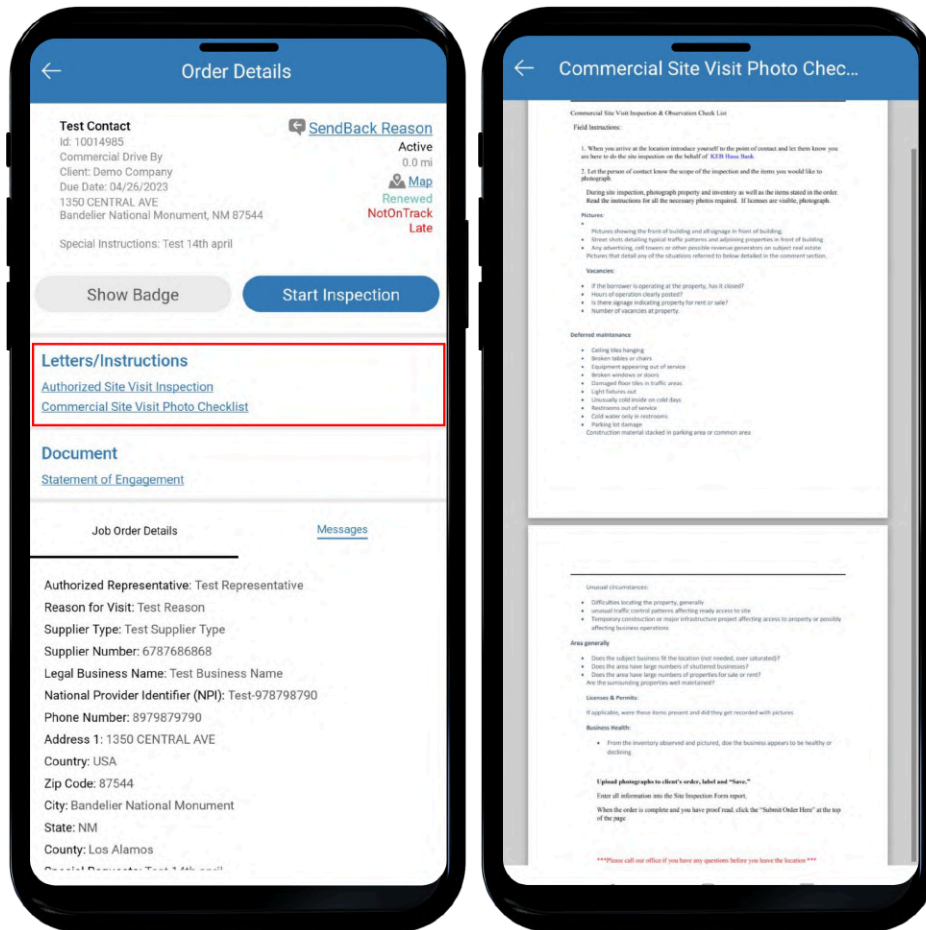
Below the header, there is a "Re-Do Reason" section with the text: "Since they are in a suite, #101 need full name/title of person who confirmed their address should or should not reflect Suite#."

The left screen shows three expandable sections: "SURVEY DATES", "GENERAL OBSERVATIONS", and "ADDITIONAL PHOTOS". The "Submit For Review" button at the bottom is highlighted with a red rectangle.

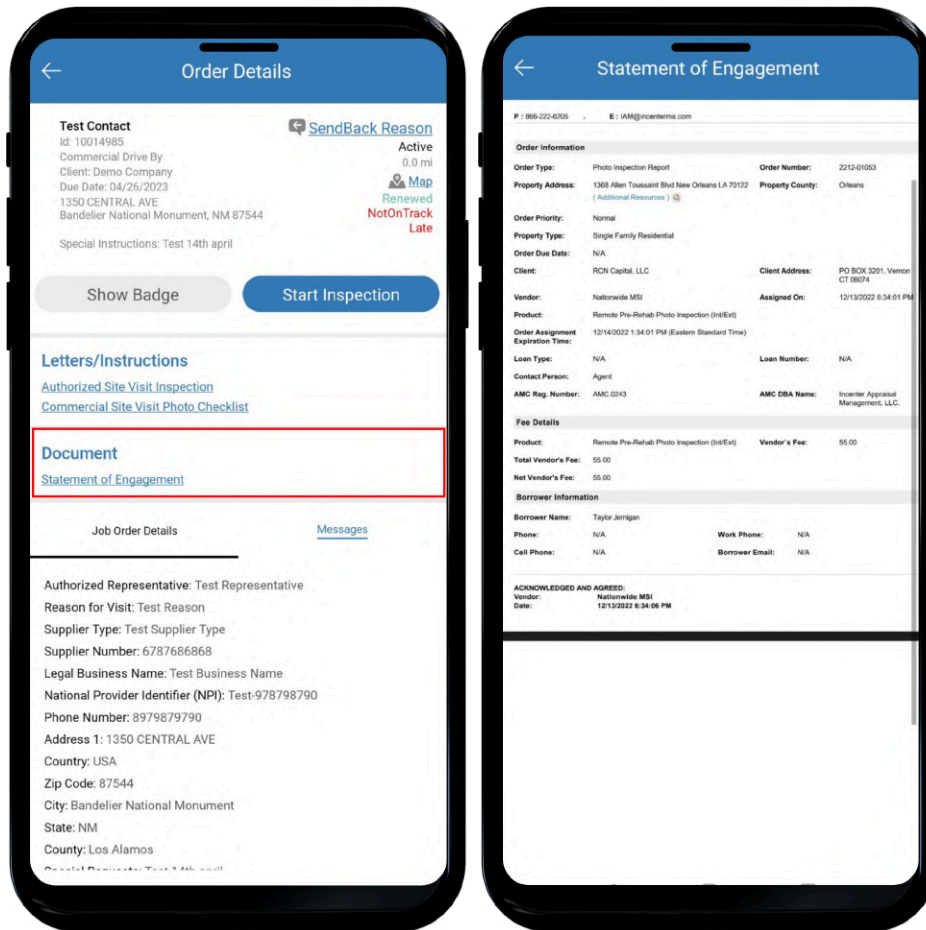
The right screen shows the same sections, but with red error messages next to "GENERAL OBSERVATIONS" and "ADDITIONAL PHOTOS": "All required fields must be filled.".

If all the required data for the inspection details in the group is filled, your changes will be submitted and synced with the server and your orders will be moved to the 'Completed' tab. When you 'Submit', your inspections will be sent to the Staff QC team for review.

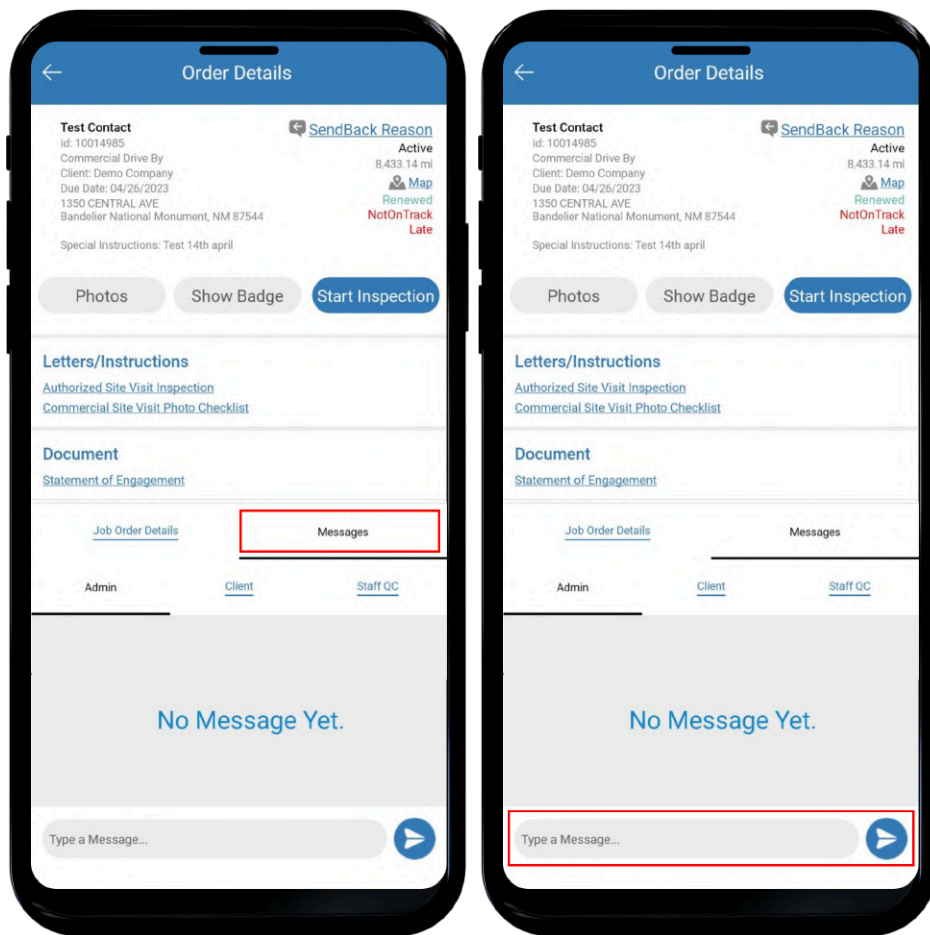
The 'Attached Letters/Instructions' section displays one or more letters of direction associated with the job order. This section is only visible when there is a letter of direction associated with the job order. Clicking on the attachment will redirect you to the content of the attached document.



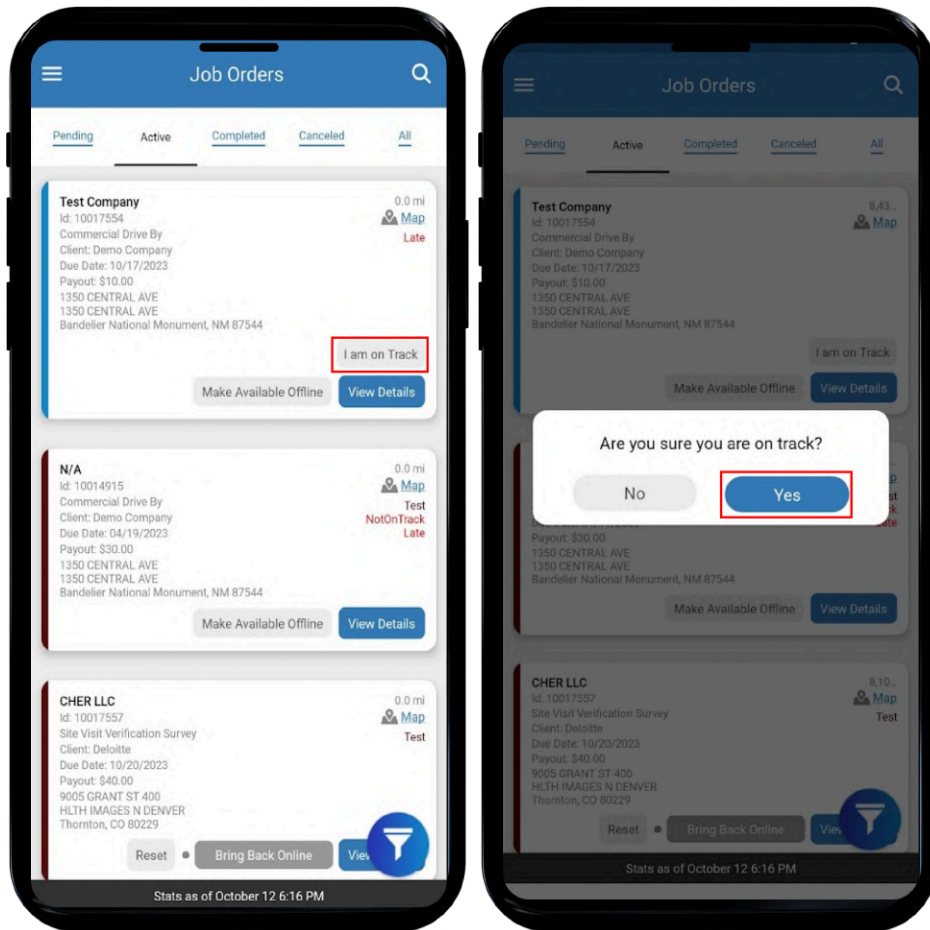
The 'Document' section displays one or more documents associated with a job order. This section is visible only when there are documents associated with the job order. Clicking on any of the document links will redirect you to a new screen where you can view the document content.



When you tap on the 'Message' section on the job order detail page, three tabs are displayed: 'Admin,' 'Client,' and 'Staff QC.' Each tab shows a list of the chat/message conversations you have had with any of these parties. To send a message to any of them, first select 'Admin,' 'Client,' or 'Staff QC,' depending on who you want to send the message to. Then, type your message in the text field at the bottom where it says 'Type a message' and click the 'Send' button to send the message.

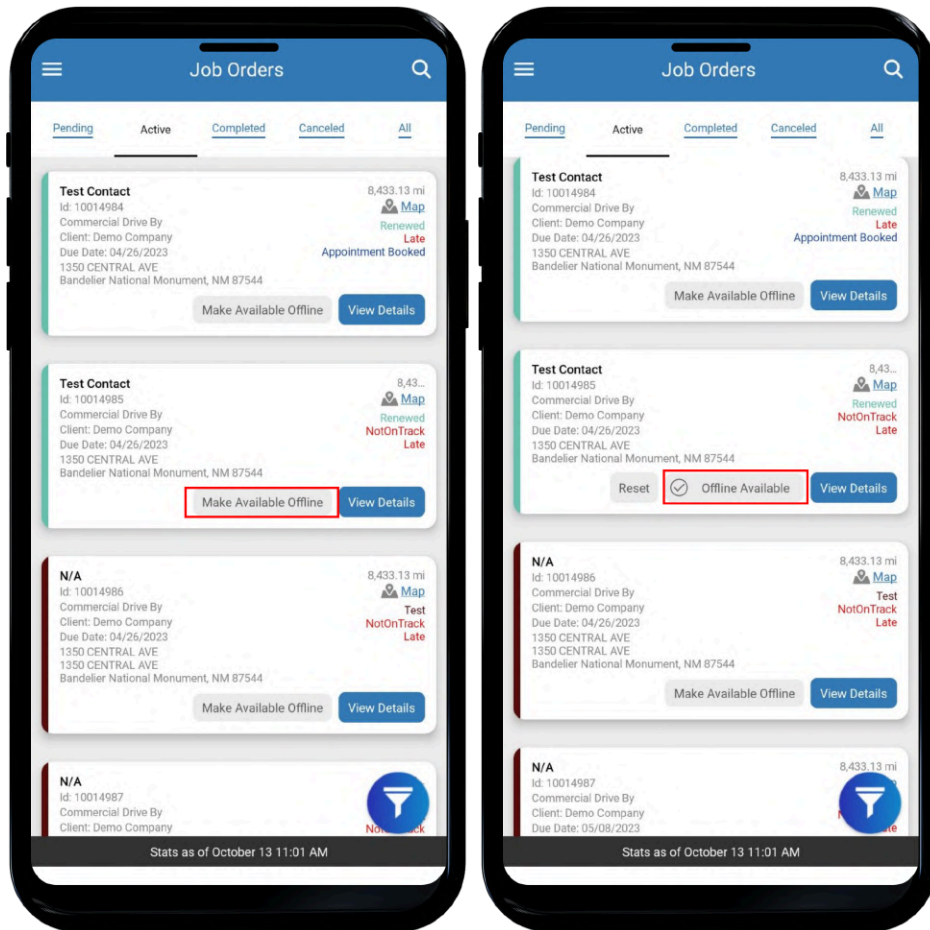


If there is no activity on a job order within 72 hours of when you accepted the job order an 'I am on Track' button will appear in the Active tab. To mark the order or orders as on track click on the 'I am on Track' button. So, the Job Order would be tagged as OnTrack. If you do not click on the button within 24 hours then the order will be tagged as 'NotOnTrack'. So, the Dispatching Department would know when to follow up on the status of the Job Order.



Make Available Offline and Bring Back Online

The application provides offline features that allow you to submit inspection forms later when you experience low or no internet connectivity. To use this feature, mark job orders as offline by tapping on the 'Make available Offline' button. It's essential to do this while you still have an internet connection, preferably before reaching the property location to ensure proper internet speed.



Once you mark the order as offline, you can continue to fill out the inspection form even without an internet connection. To do this, tap on the 'View Details' button. This will navigate you to the details screen. Then, click on the 'Start Inspection' button and follow the next instructions to complete the offline inspection.

After the click on the 'Confirm' button of order details pop up you will be redirected to the group list screen.

When you click the 'Back' or 'Save' button from the group list, data, including additional group images you captured, will be stored in the mobile device's local storage.

← Inspection Form

LABORATORY CORPORATION OF AMERICA
1800 BUCKNER ST
B200, Shreveport, LA 71101
Job Order ID: 10017736
Client: Deloitte Company
Job Order Type: Site Visit Verification Survey

Re-Do Reason:
Since they are in a suite, #101 need full name/title of person who confirmed their address should or should not reflect Suite#.

SURVEY DATES

Date of First Survey *
12/22/2023

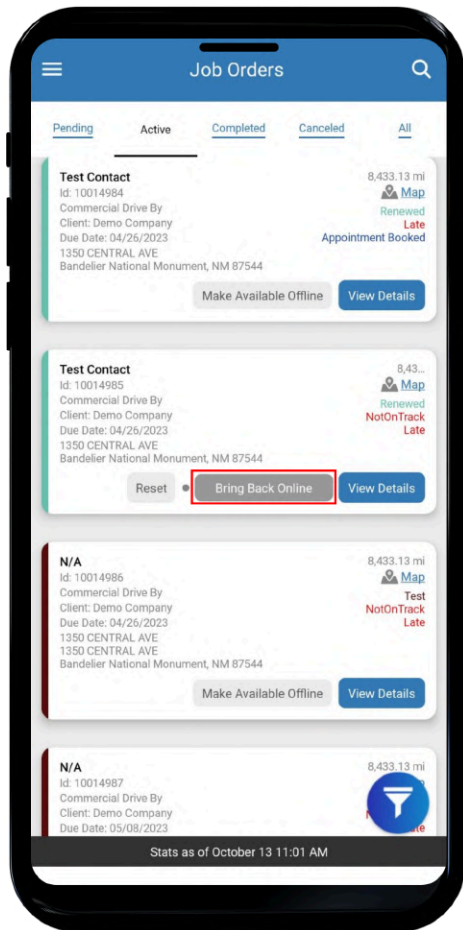
Time of First Survey *
09:15 AM

Date of Second Survey
12/28/2023

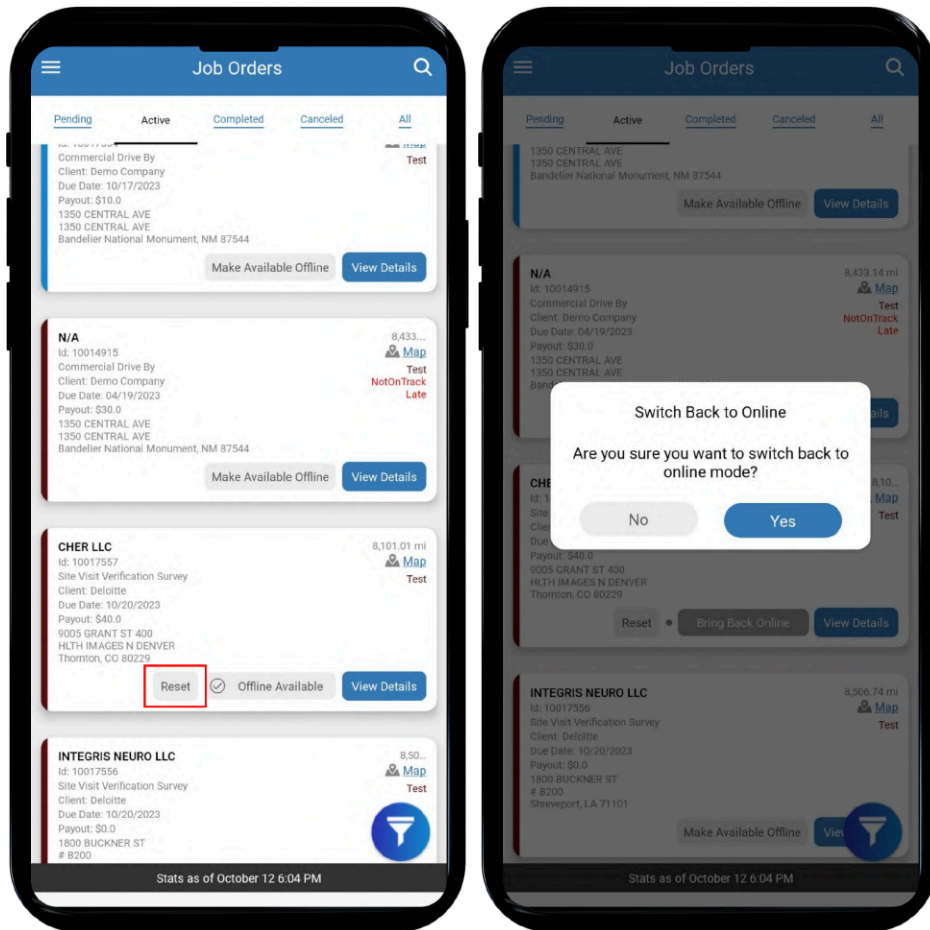
Time of Second Survey
10:30 AM

Back Save

To sync your offline data to the server, tap on the 'Bring Back Online' button when you have a proper internet connection. You will receive a notification via a message indicating whether the synchronization was successful or if there was an error. Upon successful synchronization, the order will be moved to 'Completed' if it was submitted, or it will remain in 'Active' but with the status changed from offline to online if the changes were only saved and not submitted.



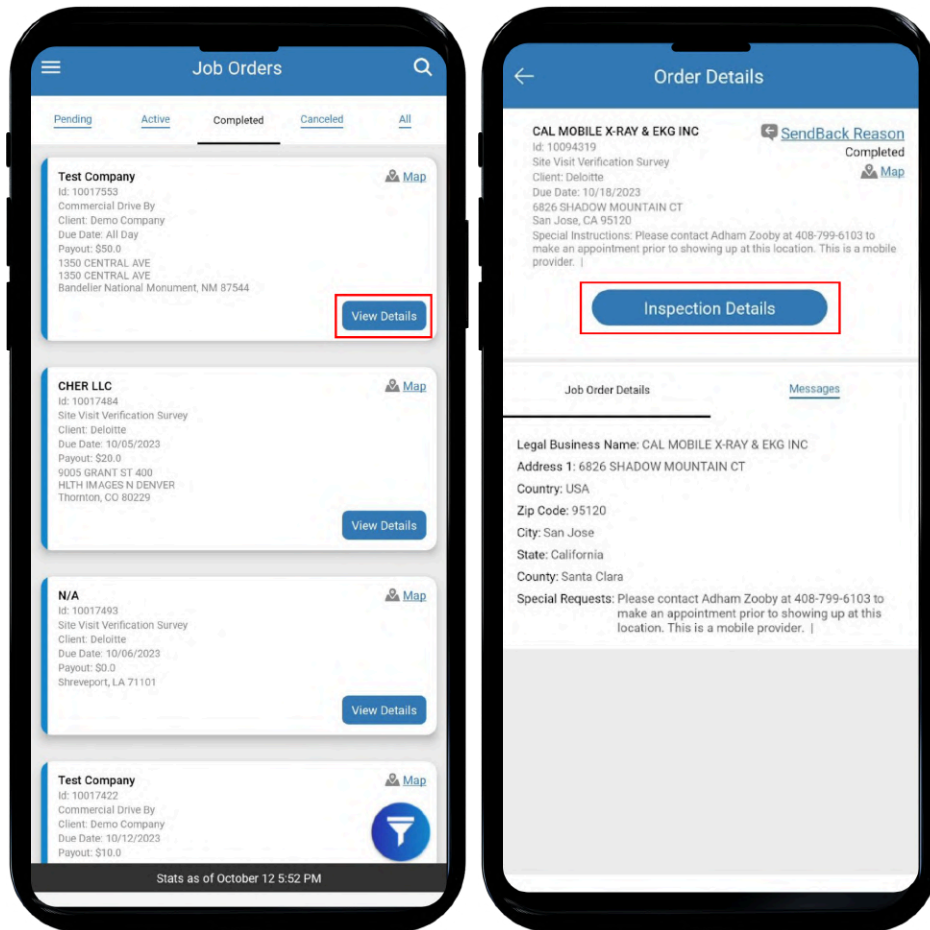
You can also reset your offline orders to online by tapping on the 'Reset' button. Tapping on the Reset button will prompt you to confirm that you want to switch to online mode, and upon confirmation, the offline form will be reset. This action will discard all your offline changes and return the form to its state before going offline.



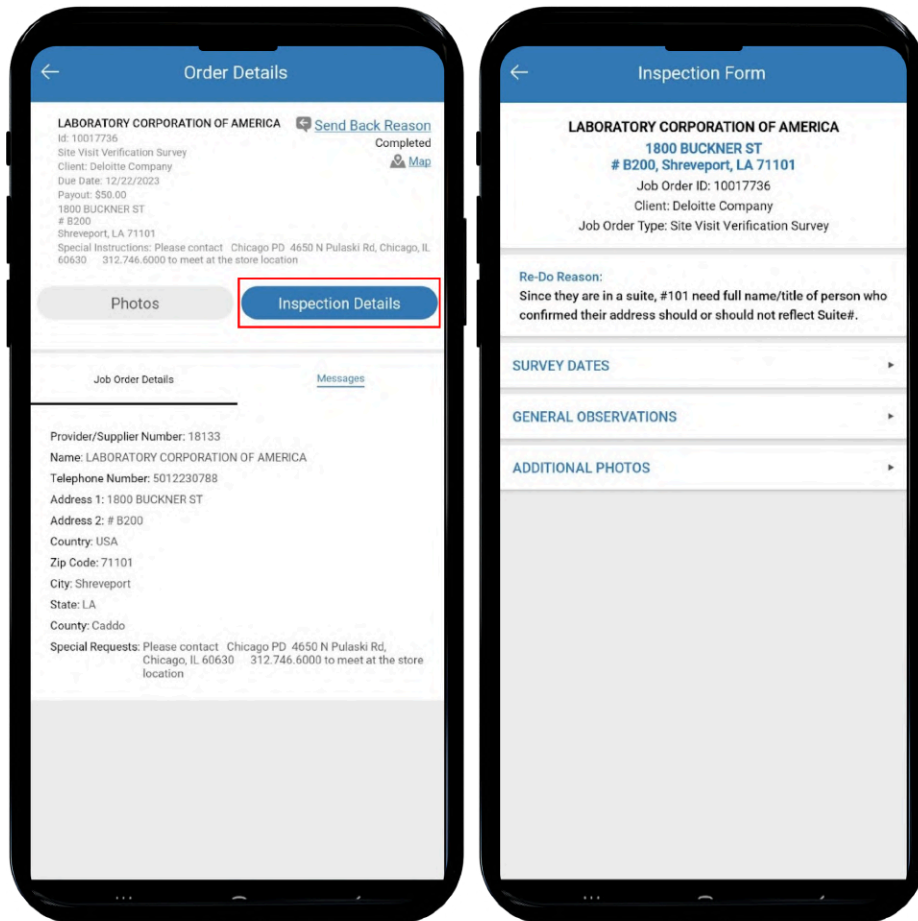
c) Completed Tab

The 'Completed' tab displays all the job orders which you completed and submitted for review. Here you can view the details of the job order by tapping on the 'View Details' button of the job order. This will take you to the job order details page.

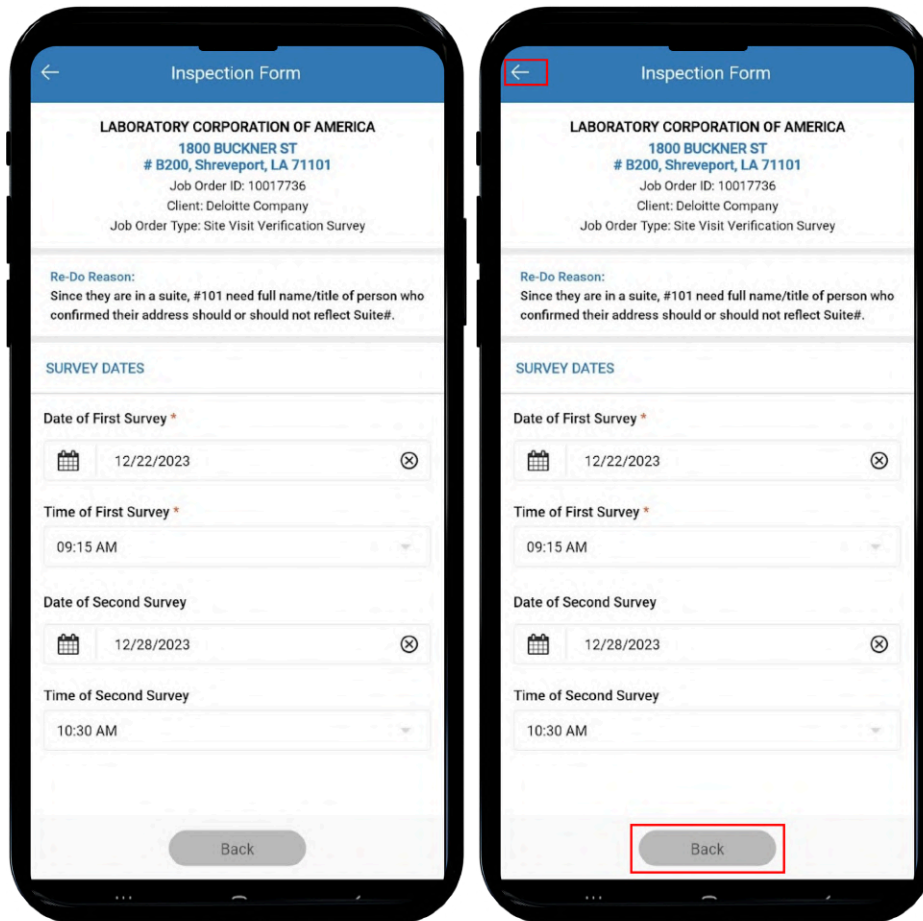
To view submitted job order inspection details click on the 'Inspection Details' button. This will take you to the inspection form screen where you can view the job order details, re-do reason, group list. Tap on the group it will redirect to a particular group.



After clicking on the 'Inspection Details' it will be redirected to the group list screen.

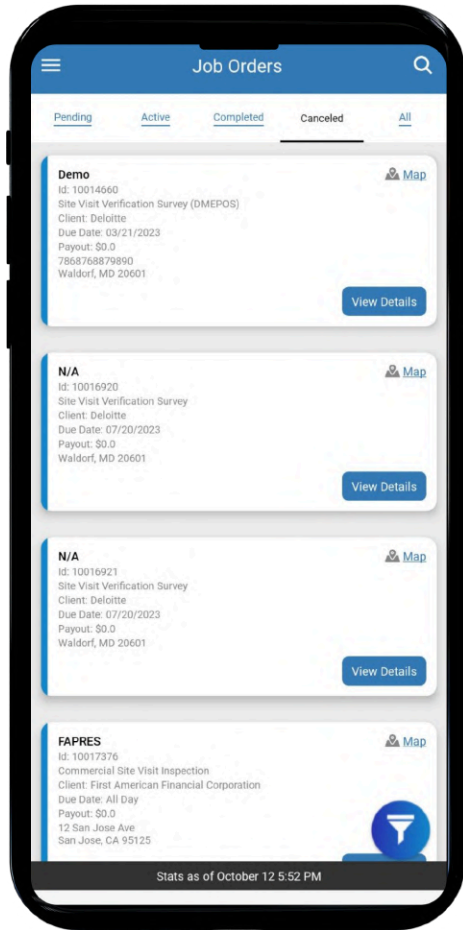


To view submitted job order inspection details tap on the particular group. This will take you to the inspection form screen where you can view all the job order information. The screen will be redirected to the group list screen if Tap on the 'Back' button at the bottom or Tap 'Back' button at the top.

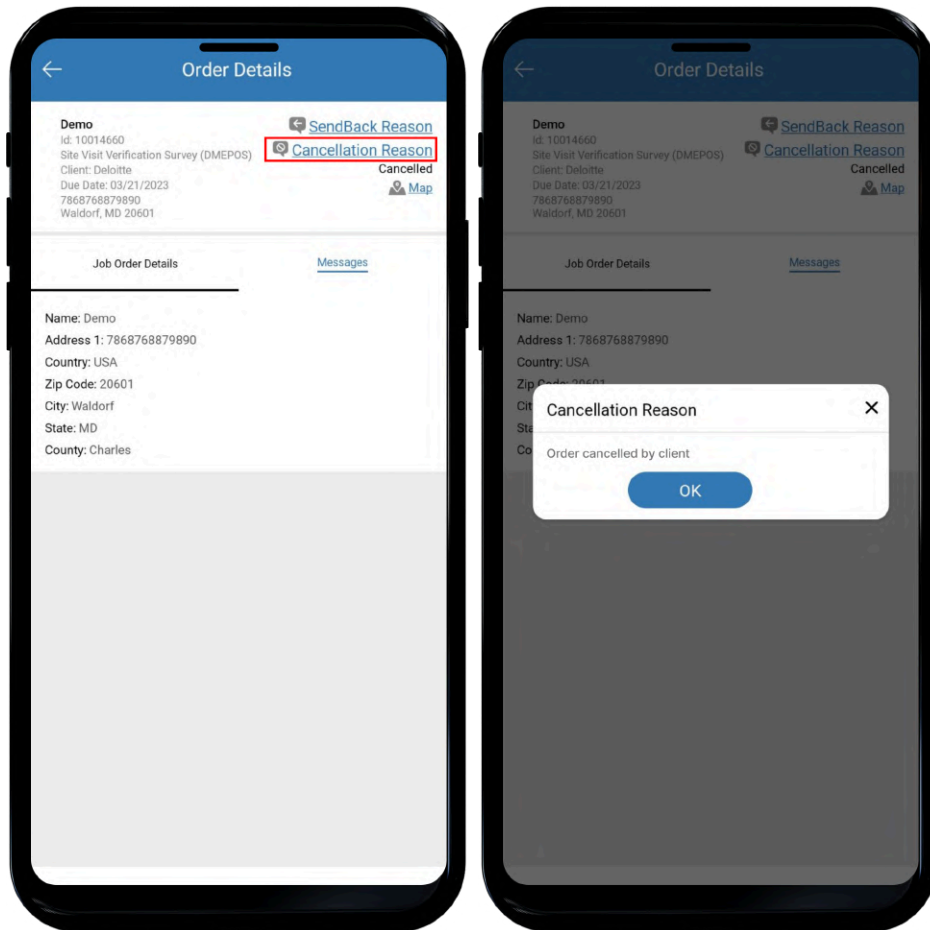


d) Canceled Tab

The 'Canceled' tab displays job orders that were initially assigned to you but were later canceled. Orders can be canceled by the Administrator. A reason for cancellation is typically provided.

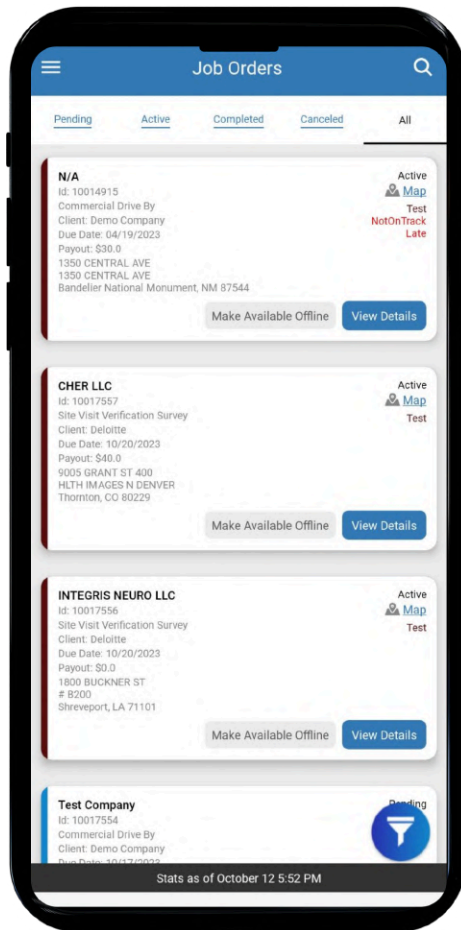


To view the cancellation reason, tap on the 'Cancellation Reason' link visible on the top right side of the screen.



e) All Tab

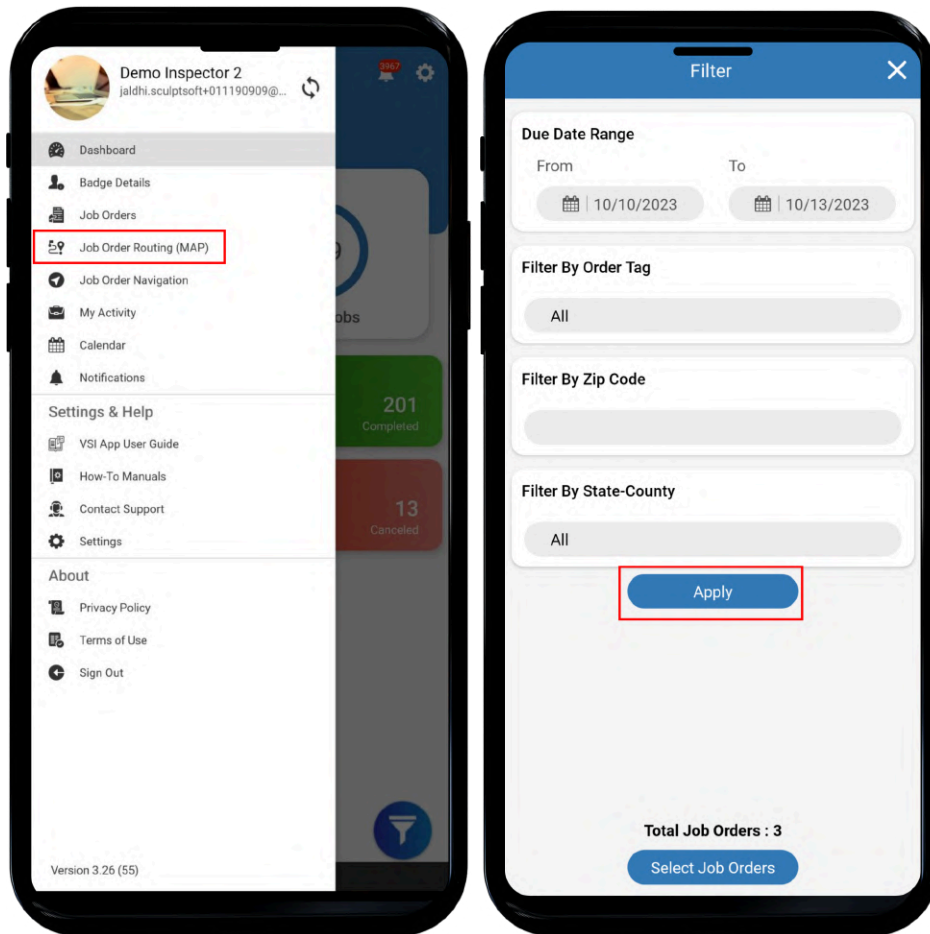
All tabs show all the job orders regardless of their status.



10) Job Orders Routing(MAP):

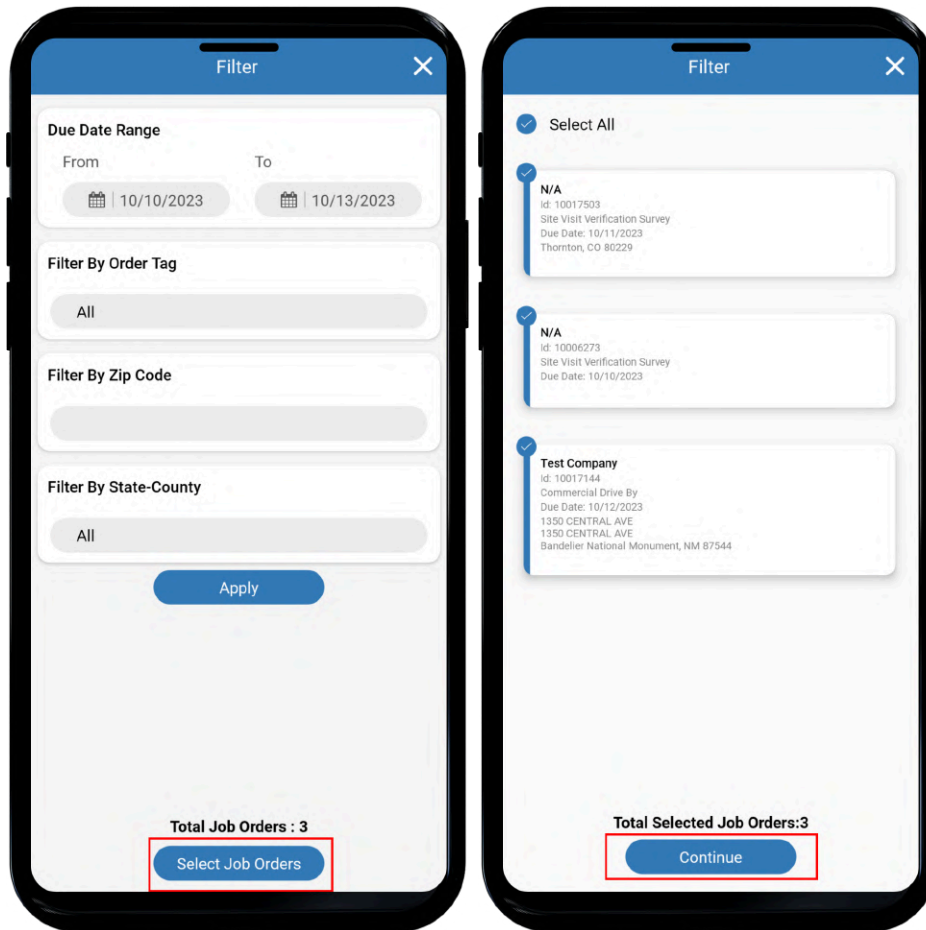
The Job Order Routing (MAP) feature allows you to filter multiple job orders based on various criteria, including due date range, job order tags, zip code, and state-county.

You can view the total filtered job order count after applying the filter by clicking the 'Apply' button.



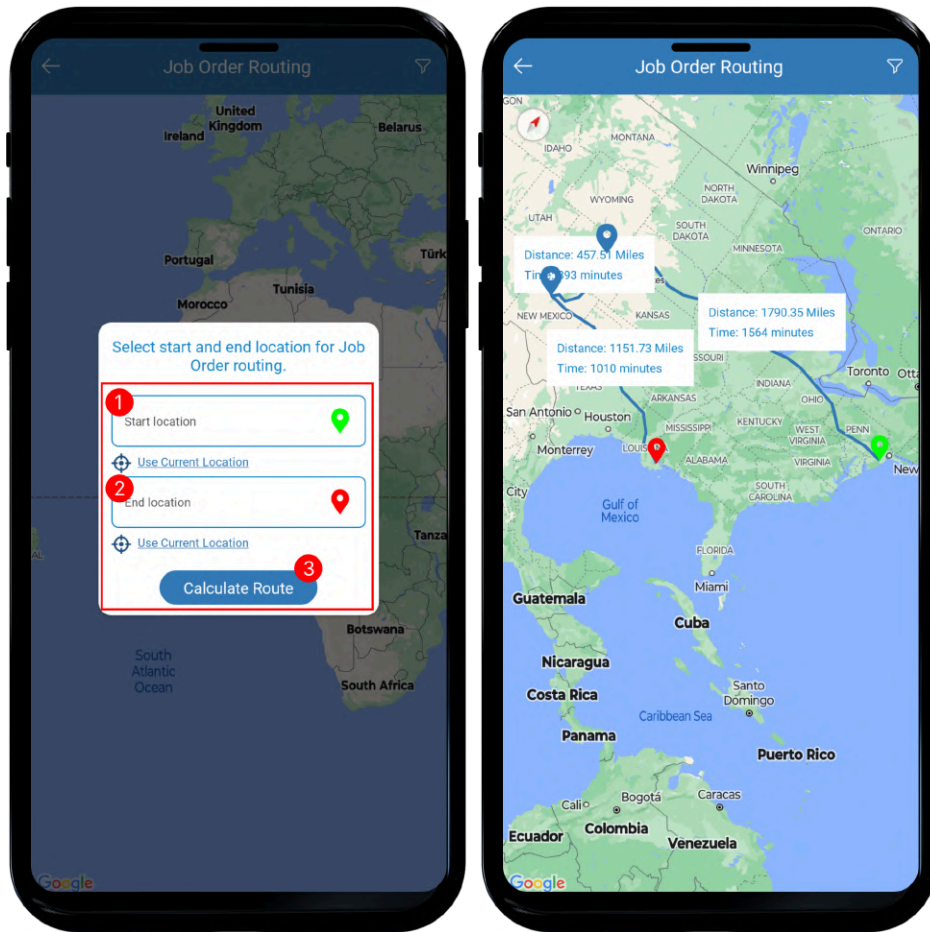
By clicking on the 'Select Job Orders' button, you will be directed to the next screen where the filtered job orders are listed. From here, you can select job orders by clicking on the listed items. After selecting one or more job orders, click the 'Continue' button.

You can also choose to select all the listed job orders by clicking on the 'Select All' radio button for inclusion in the navigation.

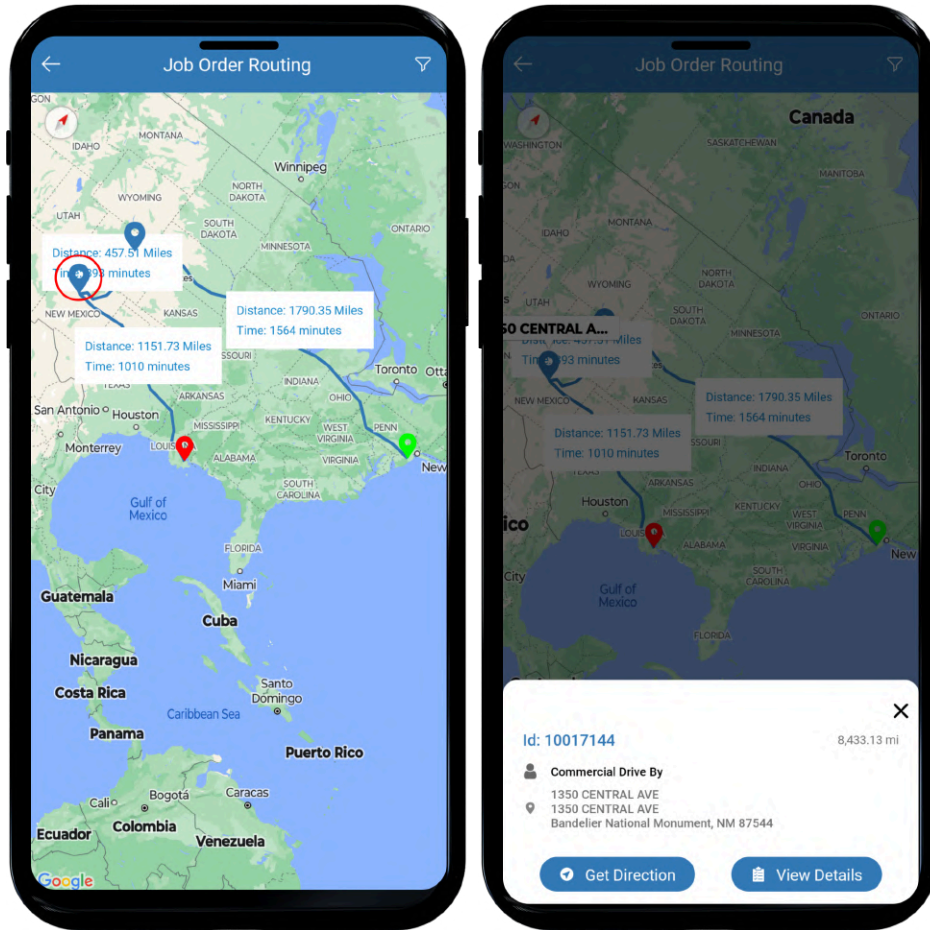


Next, when you click 'Continue', you will be taken to the job order routing screen, where you can choose the start and end locations to map out your route. To select these locations, click on the text field or the green or red map icon. This will redirect you to the Google Maps screen, where you can search for the job order address. A list of matching addresses will be displayed, and you can select the desired address by tapping on it.

To calculate the route from your starting location, to each of the selected job order addresses, and finally to your ending location, click on the 'Calculate Route' button. This will redirect you to the Map Screen.



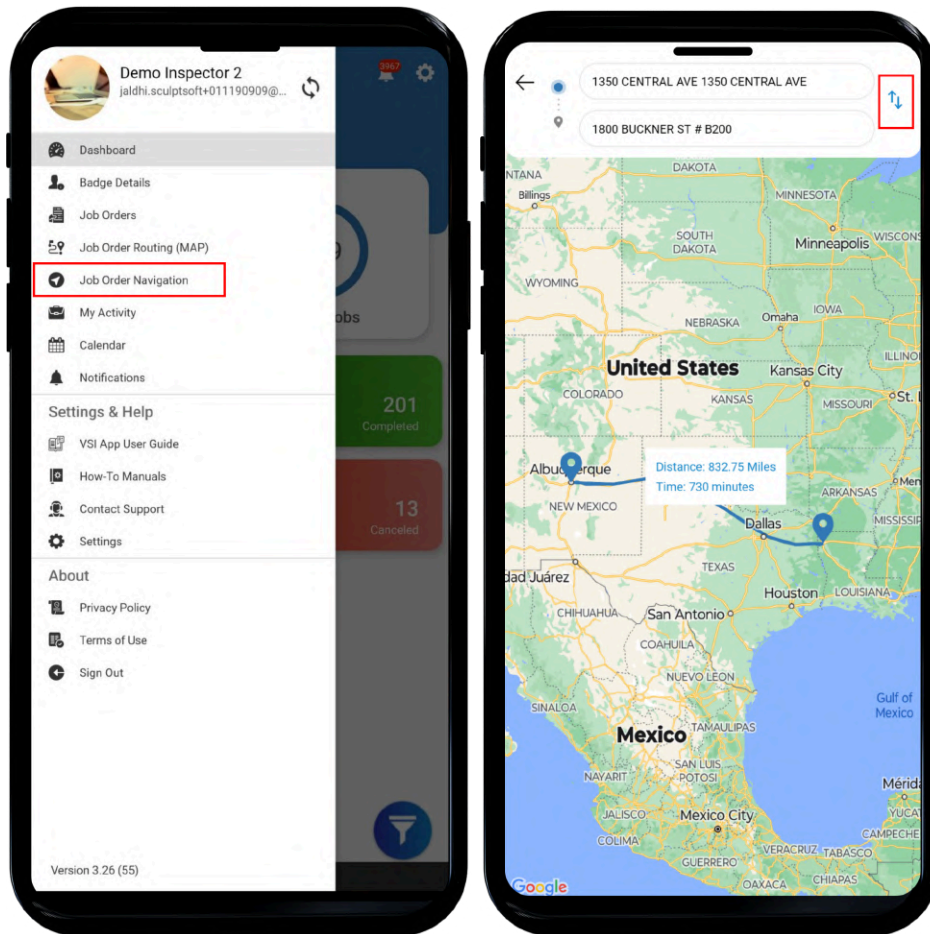
To access job order details while in the mapping function, click on the blue map icon. This will prompt a job order details popup at the bottom of the screen, where you can get live directions by clicking the 'Get Direction' button. You can also access more details about the job order by clicking the 'View Details' button.



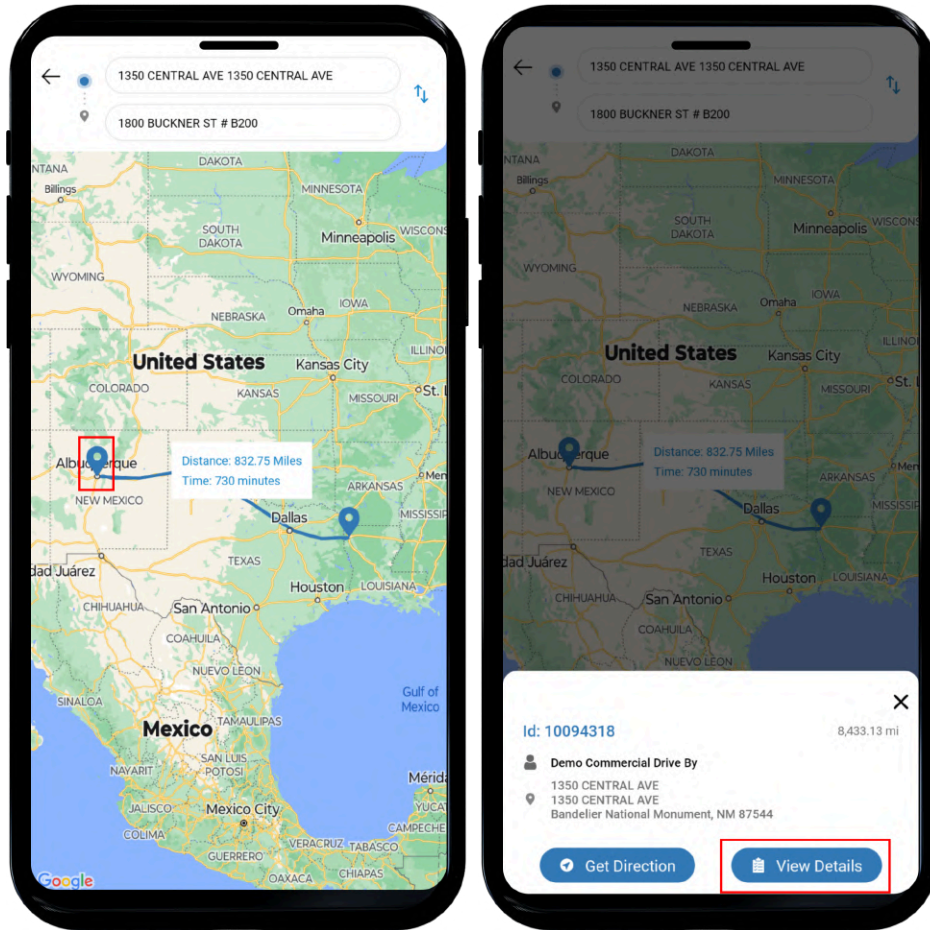
11) Job Orders Navigation

To access details about the navigation route, distance, and estimated time between two property addresses, tap on the 'Job Order Navigation' menu. This will take you to the Navigation screen, where you'll find a map displaying the two addresses and a navigation path.

If you wish to swap the addresses, simply click on the 'Swap' button located next to the 'From' and 'To' address, as highlighted in the screenshot below.

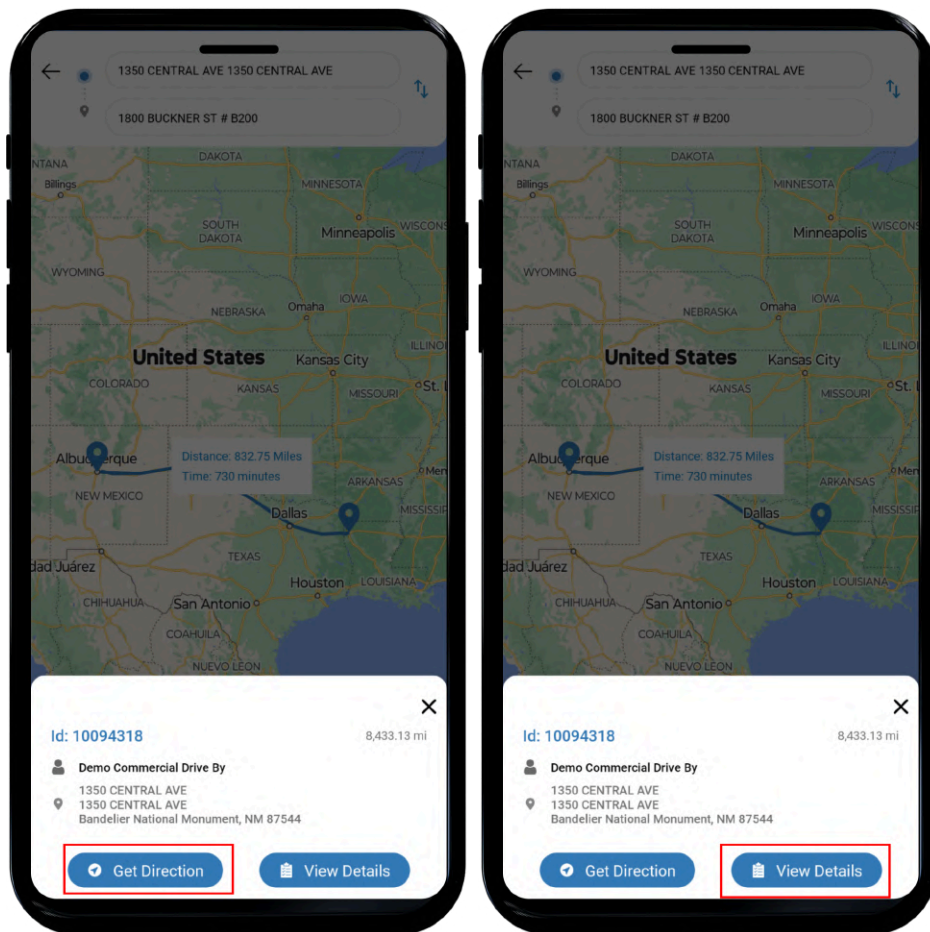


In this map function, you can click on any of the Job Order address pins to view details such as the job order ID, job order type, address, and distance.



For directions from your current location to the job order address, click on the 'Get Direction' button. This will direct you to the built-in iOS or Android map application, providing live directions

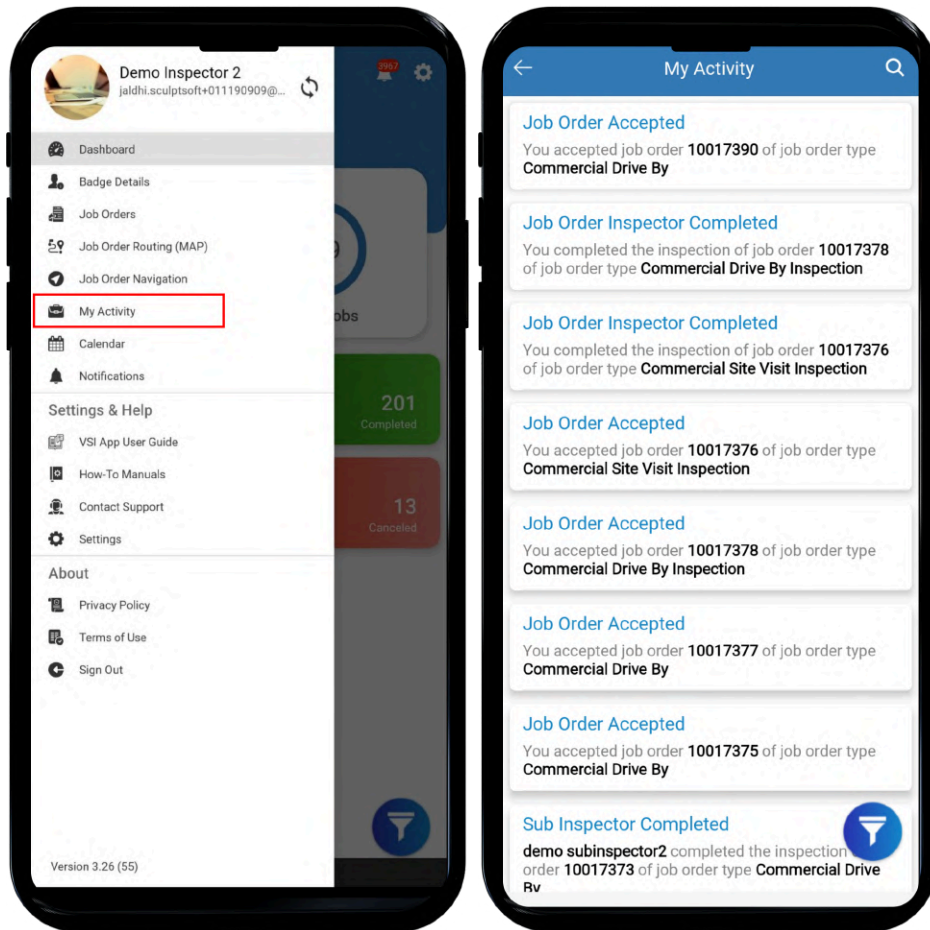
To access more job order details, click on the 'View Details' button, which will navigate you to the Details screen.



12) My Activity

To access the list of all activities that you have performed for the job orders, click on the 'My Activity' menu. This will take you to the 'My Activity' screen.

On this screen, you have the option to search for specific activities. To perform a search, click on the search icon.

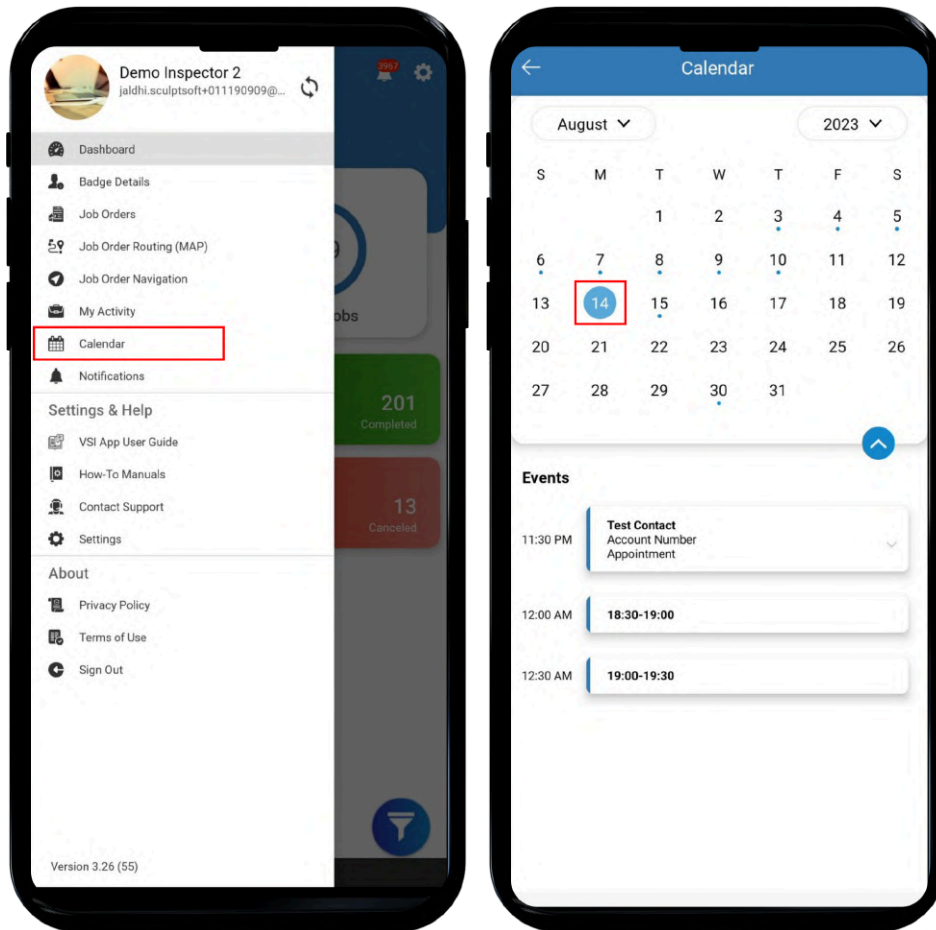


13) Calendar

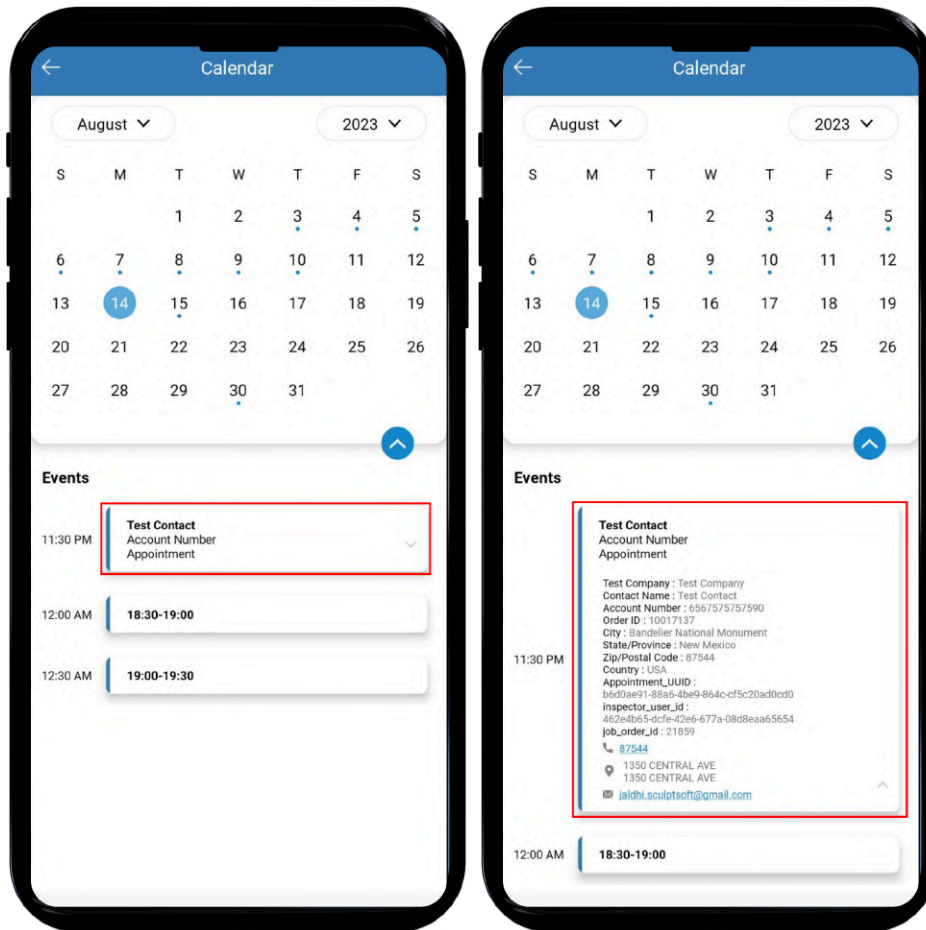
To access upcoming event details for the job order, click on the 'Calendar' menu, which will take you to the Calendar screen.

By default, the current month's calendar will be displayed. If there are any events scheduled for a date, a dot will appear below that date on the calendar. Clicking on a date with an event will display an event list for that date.

To change the month or year, select the desired options from the provided dropdown boxes for Year and Month.



In the event list, you can view any available time slots, job order details for appointments booked with the client and any canceled appointments. To view job order details, tap on the corresponding item in the event list.

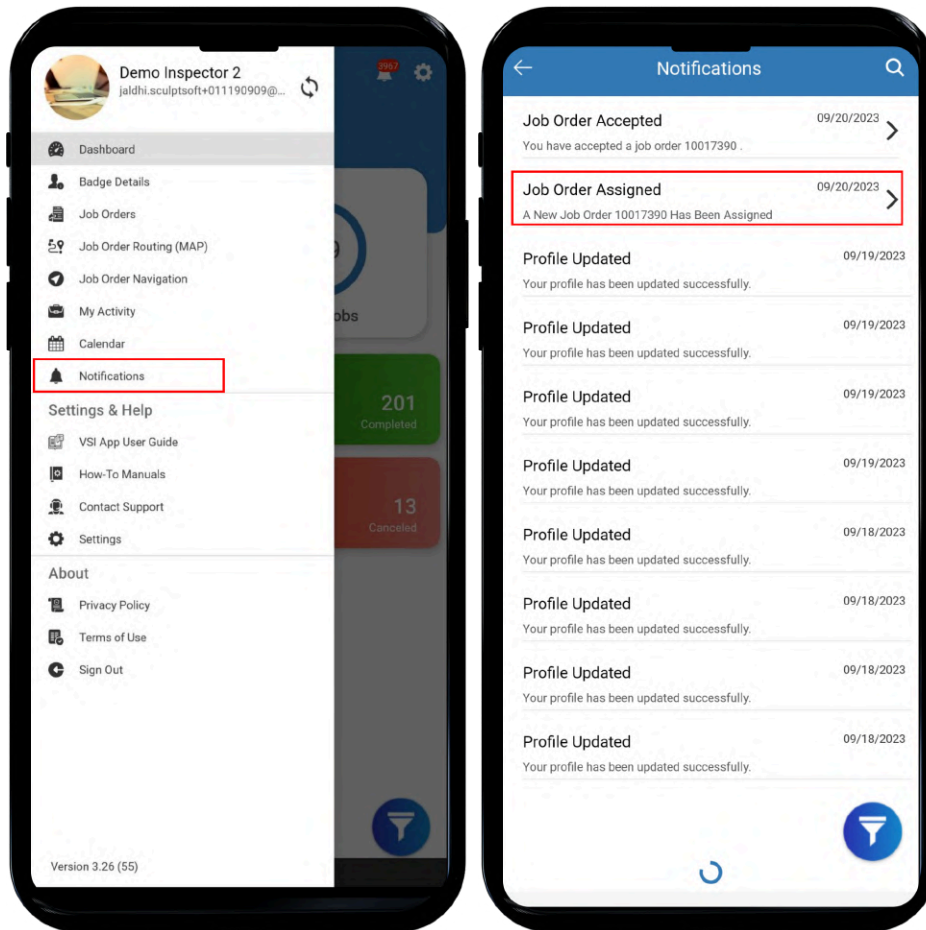


14) Notifications

To access all the notifications sent to you, click on the 'Notification' Menu. This will take you to the Notification screen.

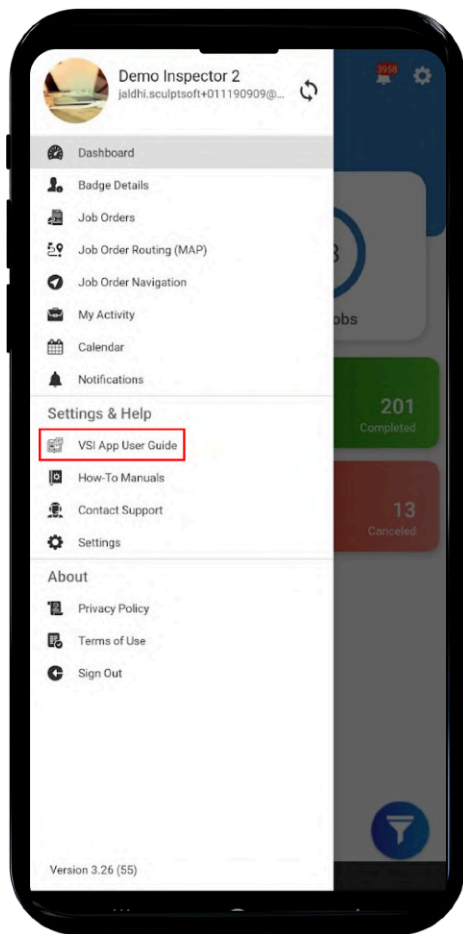
If you have been sent a job order-related notification, you will see an arrow icon to the right of the job order. By tapping on the item, you will be directed to the job order details page where you review the notification and take the necessary action.

On this screen, users have the option to search for specific notifications. To initiate a search, click on the search icon.



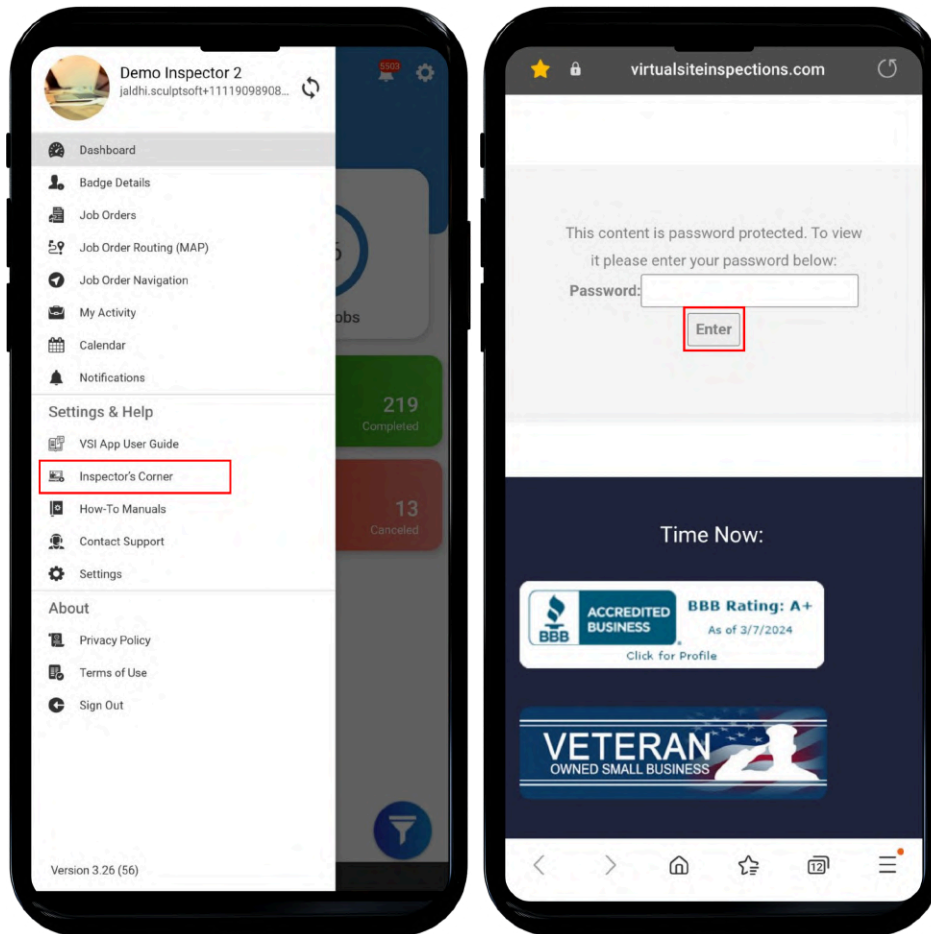
15) VSI App User Guide

In the side panel, there is an option labeled 'Mobile App User Guide'. When you tap on this option, the mobile app user guide will open, providing detailed instructions and information to assist you in using the application effectively.



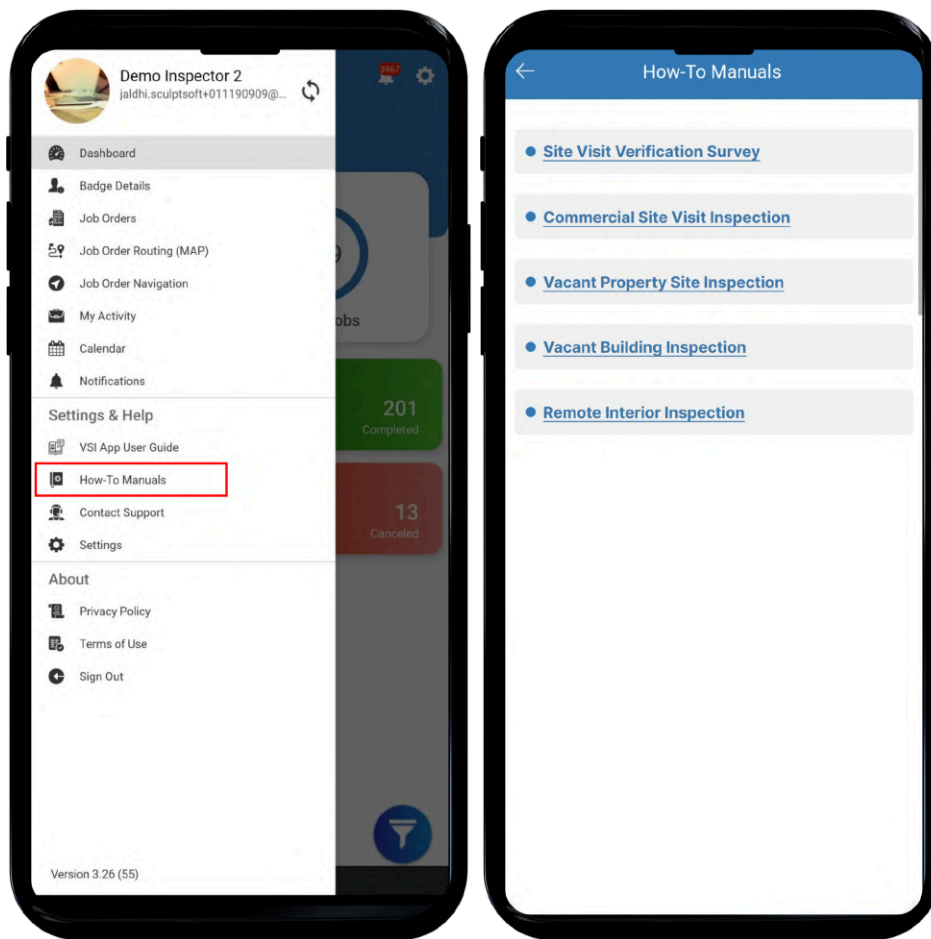
16) Inspector's Corner

Inspector's Corner offers a user guide and a sample report for inspectors to review, enabling them to collect and submit job orders with accurate inspection details. Clicking on the Inspector's Corner menu opens a new window with the corresponding specific URL.



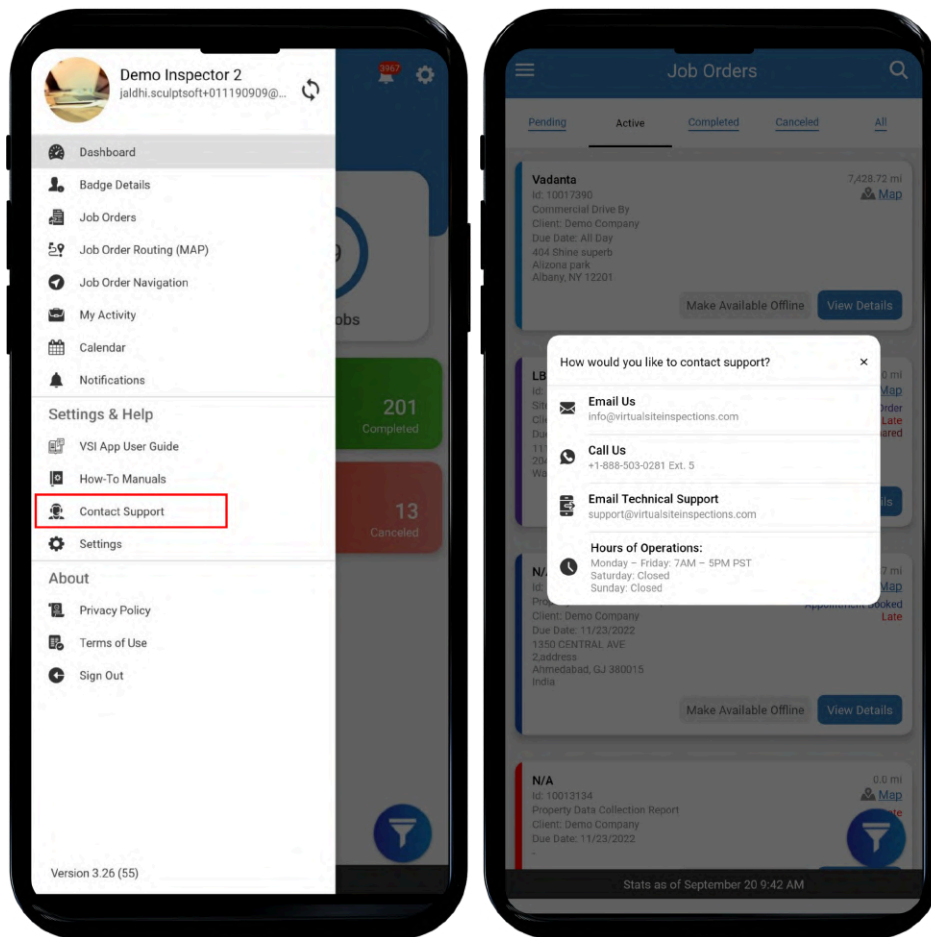
17) How-To Manuals

The How-To Manuals allow you to view a comprehensive list of job order types. By clicking on a specific job order type, the corresponding training manual will open for your review.



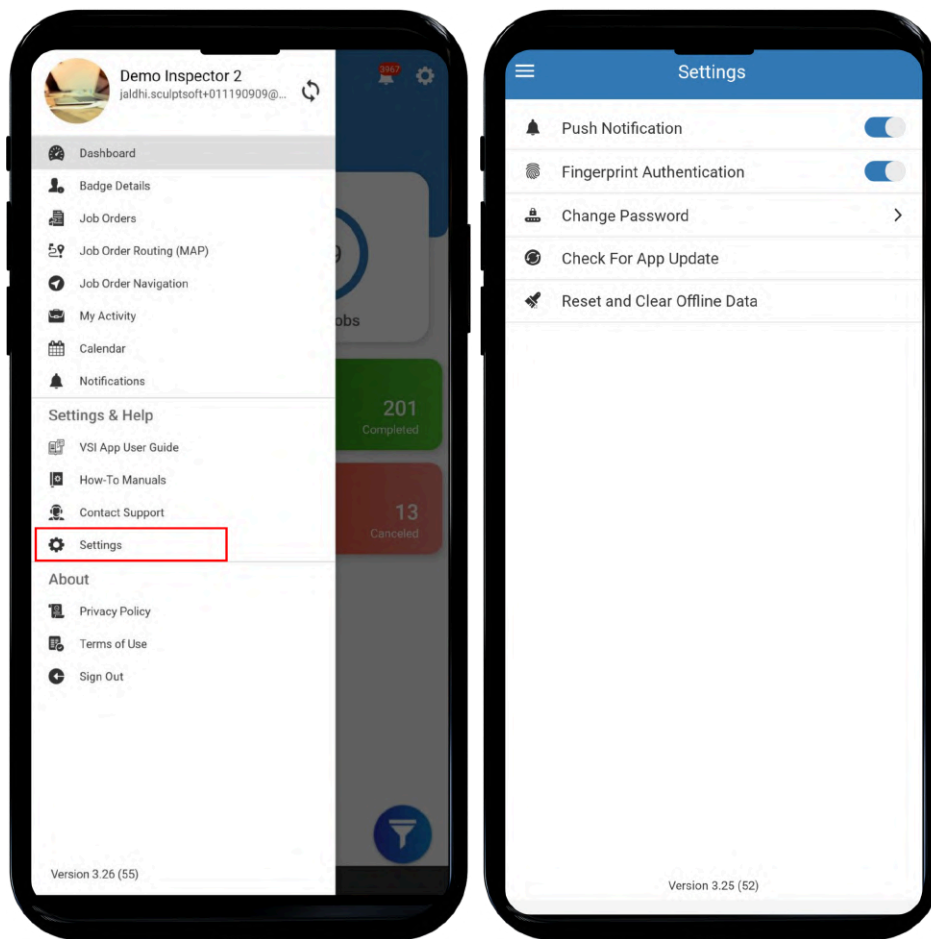
18) Contact Support

To access technical support details for VSI, such as email, contact number, and hours of operation, click on the 'Contact Support' menu. A pop-up will appear displaying the contact information.



19) Settings

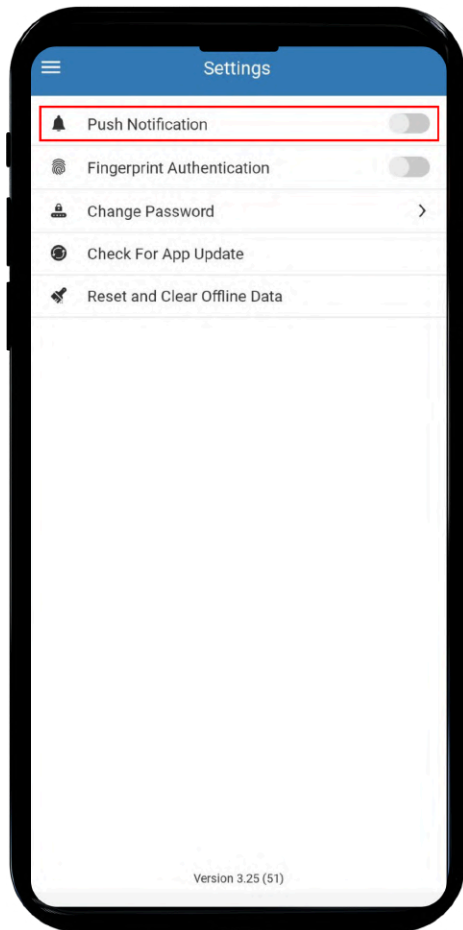
Clicking on the 'Settings' Menu will navigate you to the Settings page. At the Settings page, you can manage app preferences, configure settings, check for application updates, change passwords, and clear offline data.



a) Push notification

By default, Push notifications are enabled and you will receive updates by such push notifications. If you prefer not to receive any push notifications, simply tap the switch to turn off Push notifications.

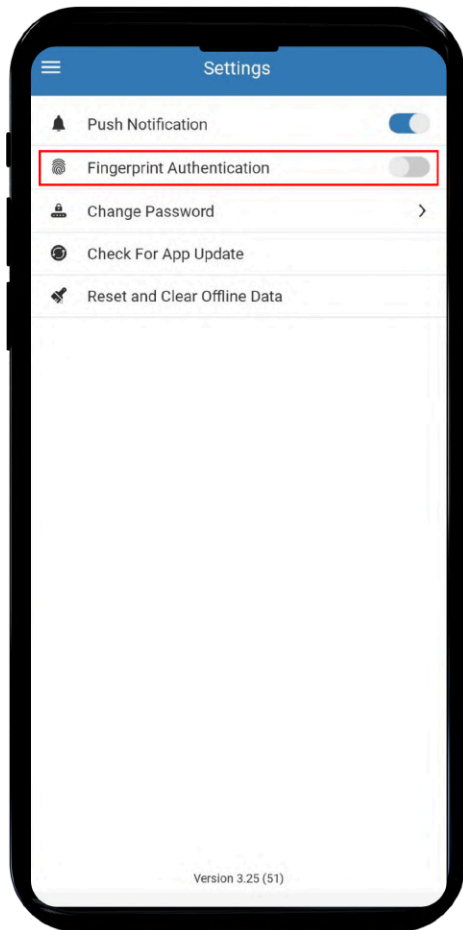
Push notifications will be sent to your mobile device, appearing either on the lock screen or in the notification drawer. These notifications will inform you of any new updates or notifications.



b) Fingerprint Authentication

If fingerprint authentication is enabled, it will display as 'Turned On'. If it is disabled, it will display as 'Turned Off'. If you wish to enable fingerprint authentication after login, you can turn it on. If your device supports fingerprint authentication, it will prompt you to set it up. Otherwise, an alert will be displayed indicating that your device does not support fingerprint authentication.

For iPhone users, if Face ID is supported, the system will prompt you to set it up.



c) Change Password

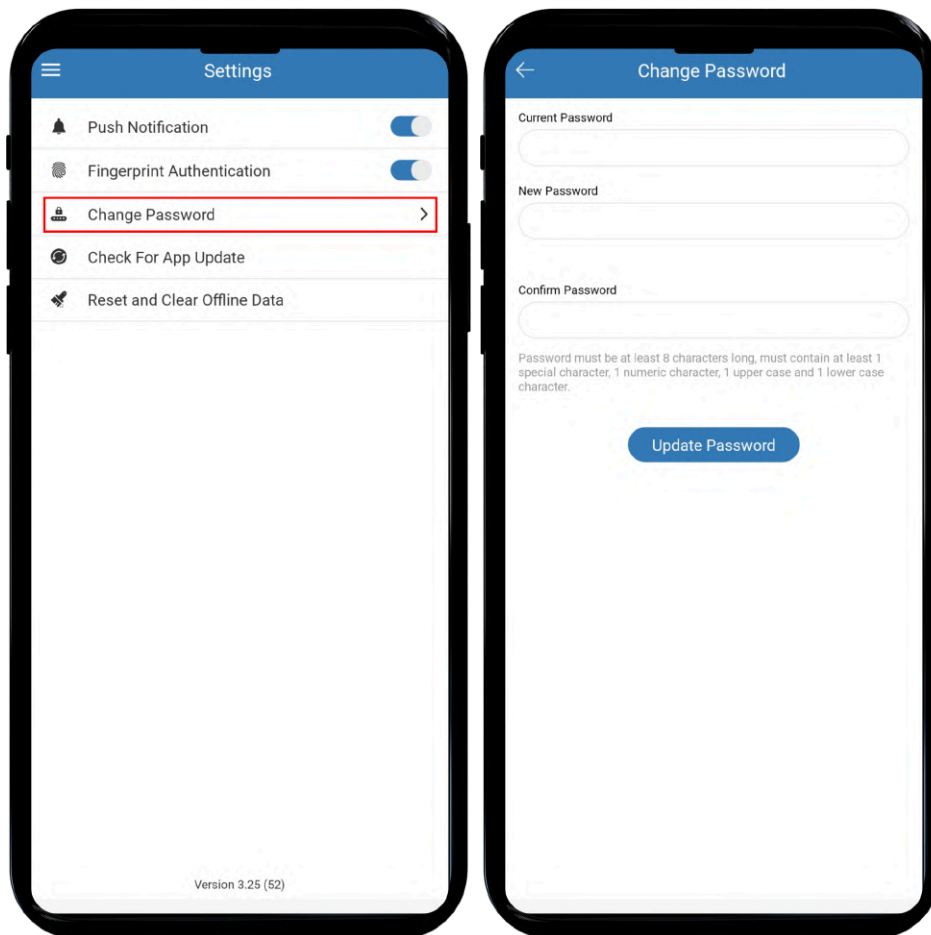
To change your password, tap on 'Change Password'. This will take you to the Change Password screen. Here, you'll find three fields:

- 'Current Password': Enter your current password.
- 'New Password': Input the new password you wish to use.
- 'Confirm Password': Re-enter the same new password for confirmation.

Please note that there are rules for setting the new password:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one special character, one numeric character, one uppercase character, and one lowercase character.
- The 'New Password' and 'Confirm Password' fields should match.

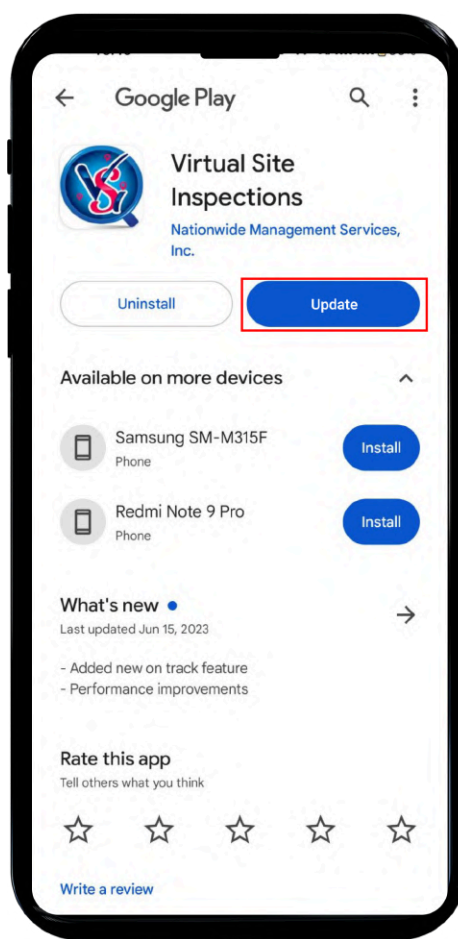
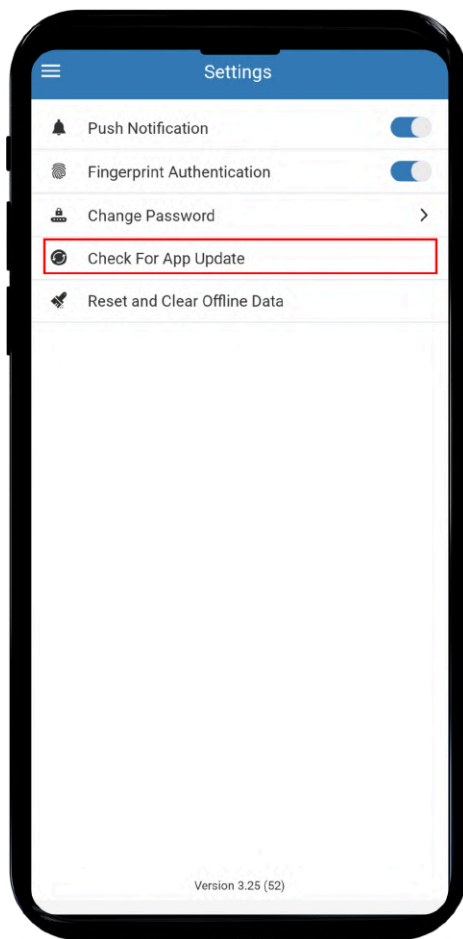
In case of any errors or validation failures while setting the new password, you will receive an error message. Upon successfully changing your password, you will be logged out automatically and redirected to the login screen.



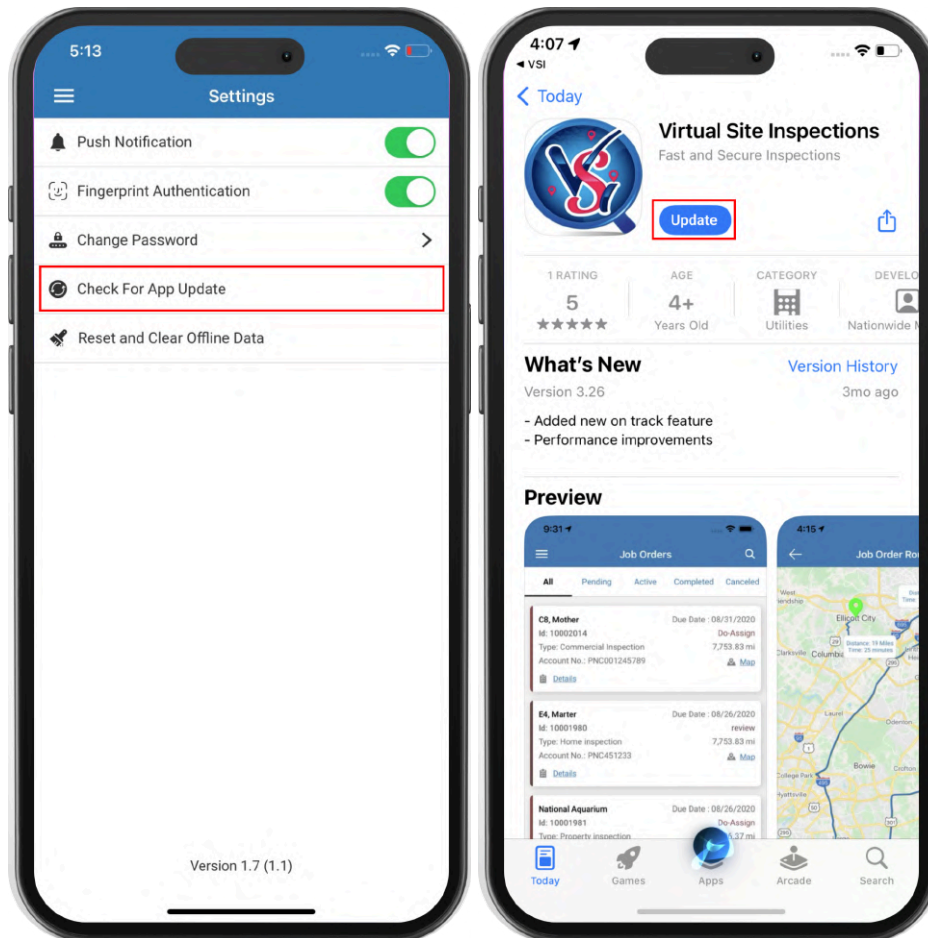
d) Check for App Update

To check for the availability of a new version on the store, click on 'Check for App Update'. This will redirect you to the Play Store (for Android) or the Apple App Store (for iOS), where you can update the application if a newer version is available.

For Android User



For iPhone User



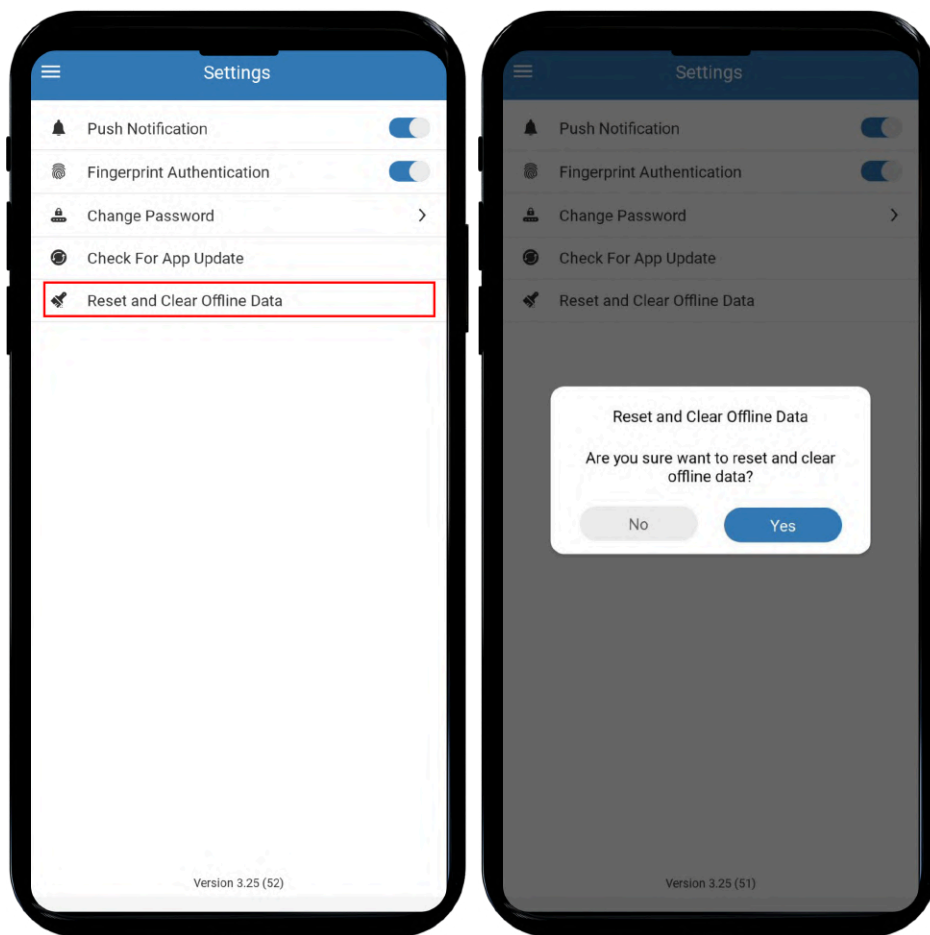
e) Reset and Clear Offline Data

To reset and clear offline data, tap on 'Reset and Clear Offline Data'. This action will prompt a pop-up confirmation box, where you'll be asked to confirm. If you confirm by tapping 'Yes', it will erase all your offline data, including images you captured and forms you saved or submitted offline.

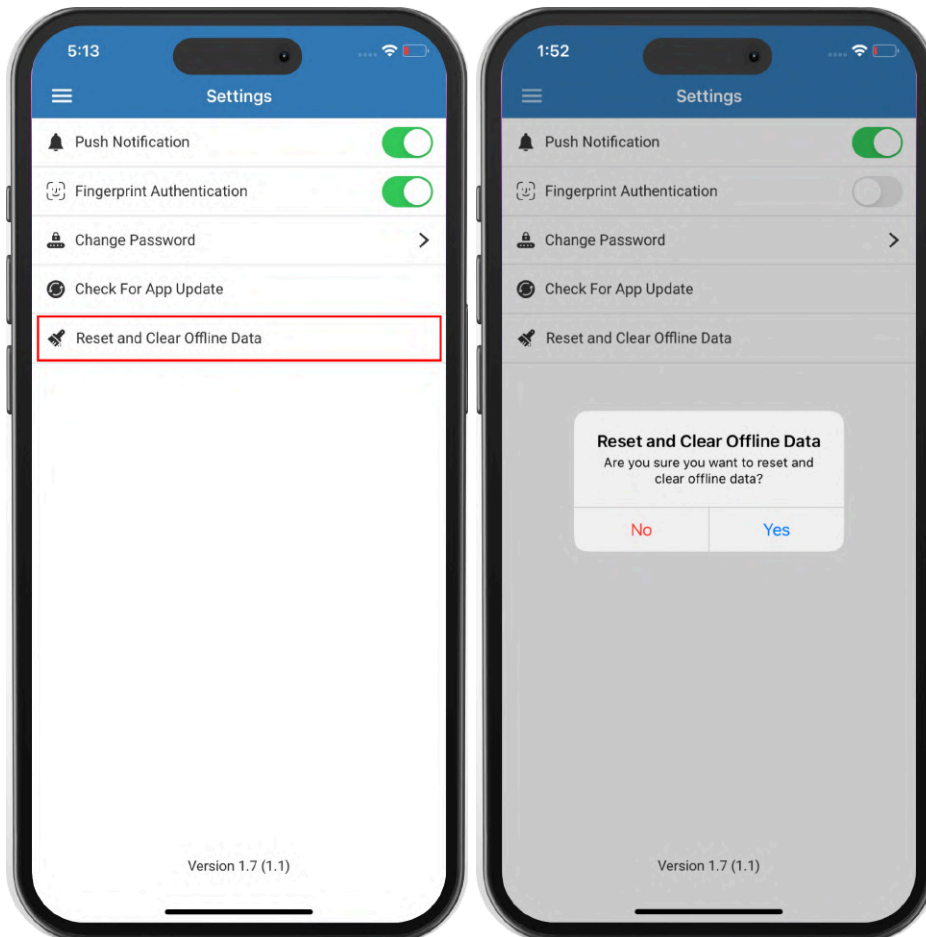
You can utilize this option when you need to clear old data.

Please note: Before clearing offline data, ensure that all your offline data has been synced and uploaded to the server and synchronized with the job orders. Otherwise, you will lose all your offline inspection data.

For Android User

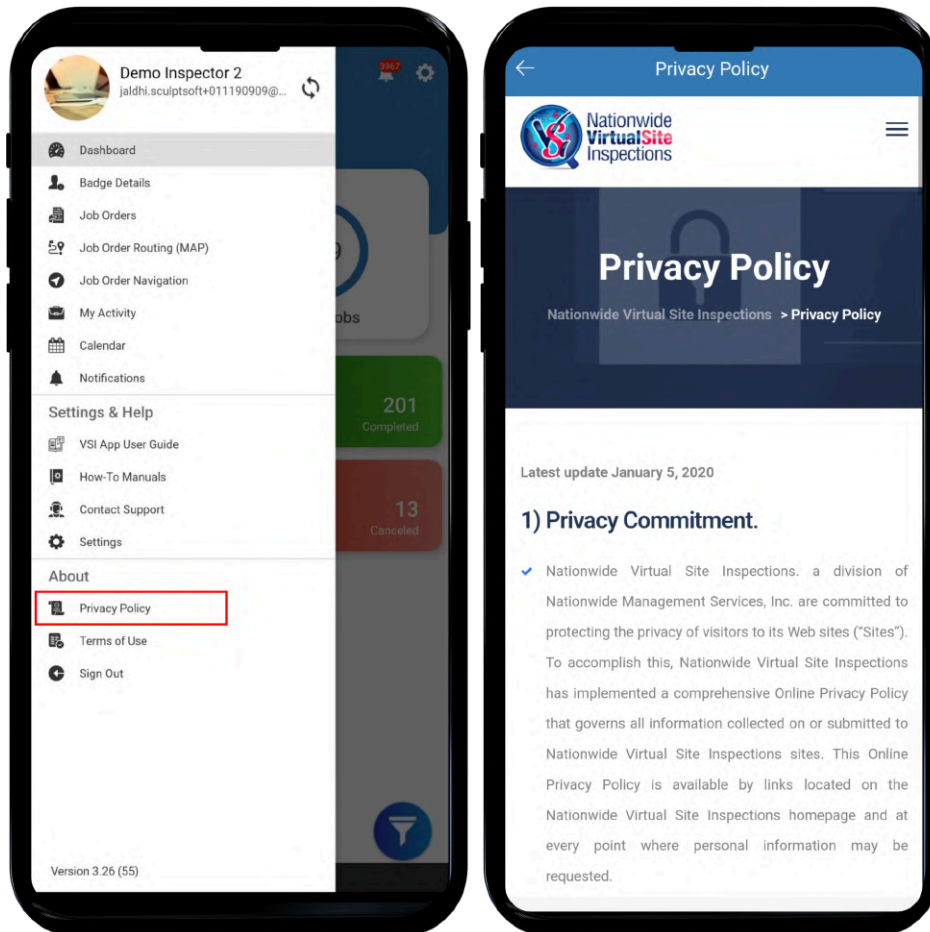


For iPhone User



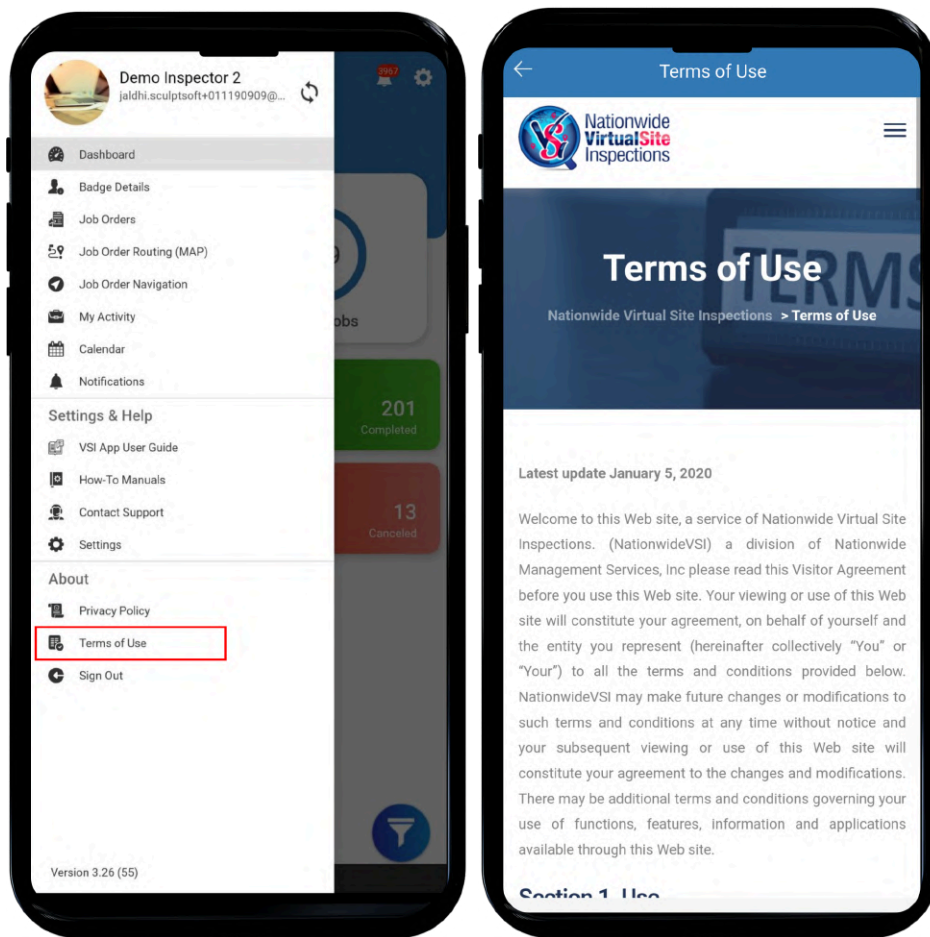
20) Privacy Policy

To read the Privacy Policy, click on the 'Privacy Policy' menu. This will direct you to the Privacy Policy web page. There, you can find all the details about VSI's privacy practices.



21) Terms of Use

To read the Terms of Use, click on the 'Privacy Policy' menu. This will redirect you to the Terms of Use web page. There, you can access all the details about the Terms of Use for our services.



22) Sign Out

If you wish to log out from the mobile application, click on the 'Sign Out' menu. This will prompt a confirmation box for logout. By tapping on the 'Sign Out' button, you will confirm the logout. Upon successful logout, you will be redirected to the login screen to log in again.

You can tap on the 'Cancel' button if you do not wish to log out from the application.

