

Nationwide Virtual Site Inspection User Guide for Virtual Inspectors and Assistant

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- [Phone BlueTooth](#)
- [Phone Camera and Microphone](#)
- [Phone Improved Communication Experience](#)

Sample Report:

- [Branch Office Inspection](#)
- [Disaster Inspection](#)
- [Loss Draft](#)
- [Merchant](#)
- [Photo Inspection](#)

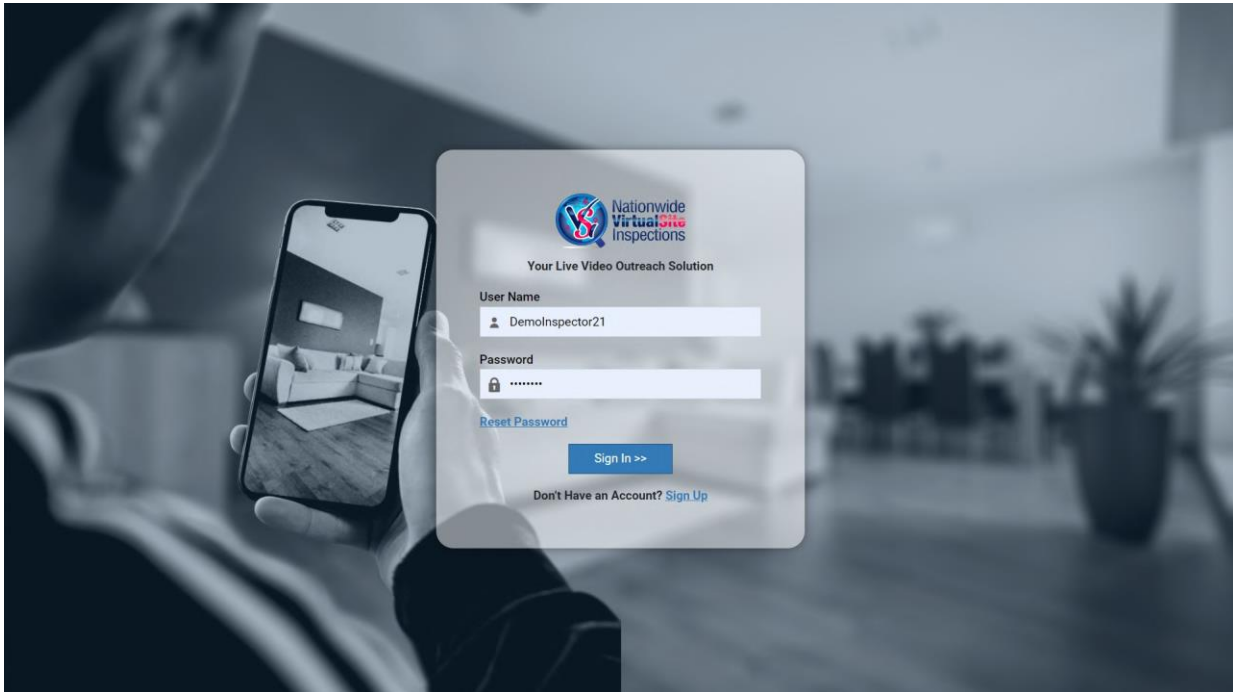
Photo CheckList:

- [Branch Office Inspection](#)
- [Disaster Inspection](#)
- [Loss Draft](#)
- [Merchant](#)
- [Photo Inspection](#)

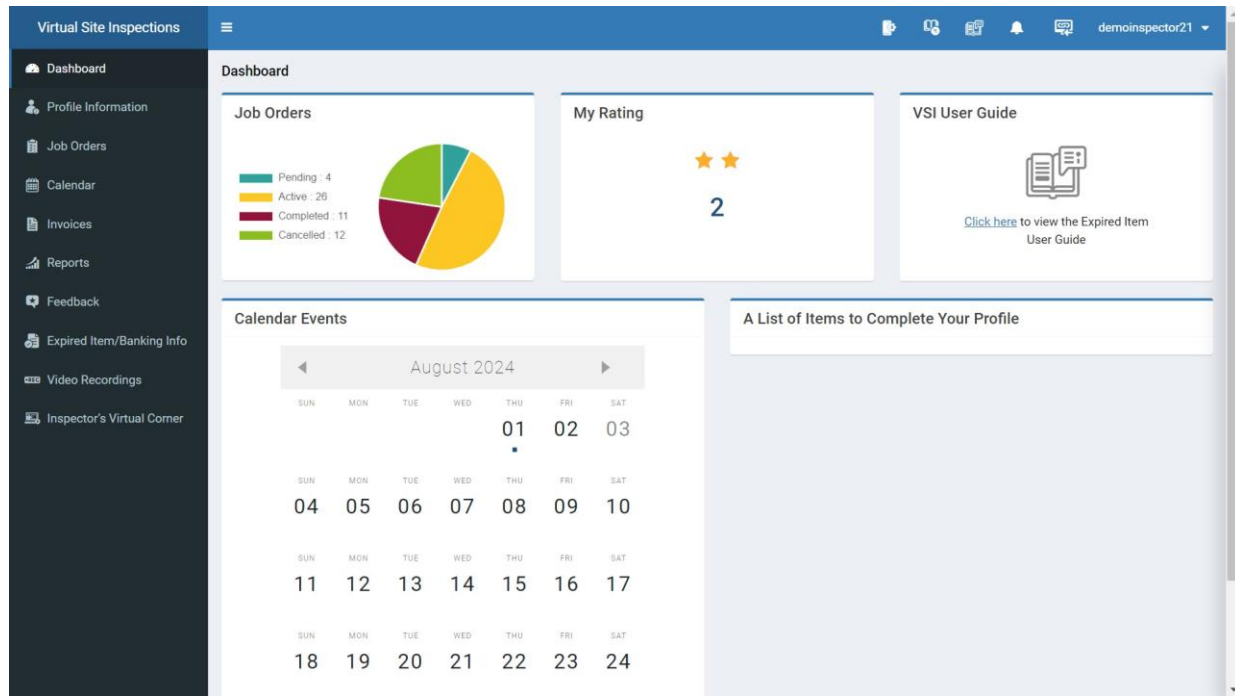
Log In

Get yourself registered on the Nationwide Virtual Site portal and create secure log-in credentials. Now, all you need to do is simply log in using your user name and password that you would have generated at the time of signing up.

Once you are logged in, you will land on the Dashboard of the portal. This is a home page of

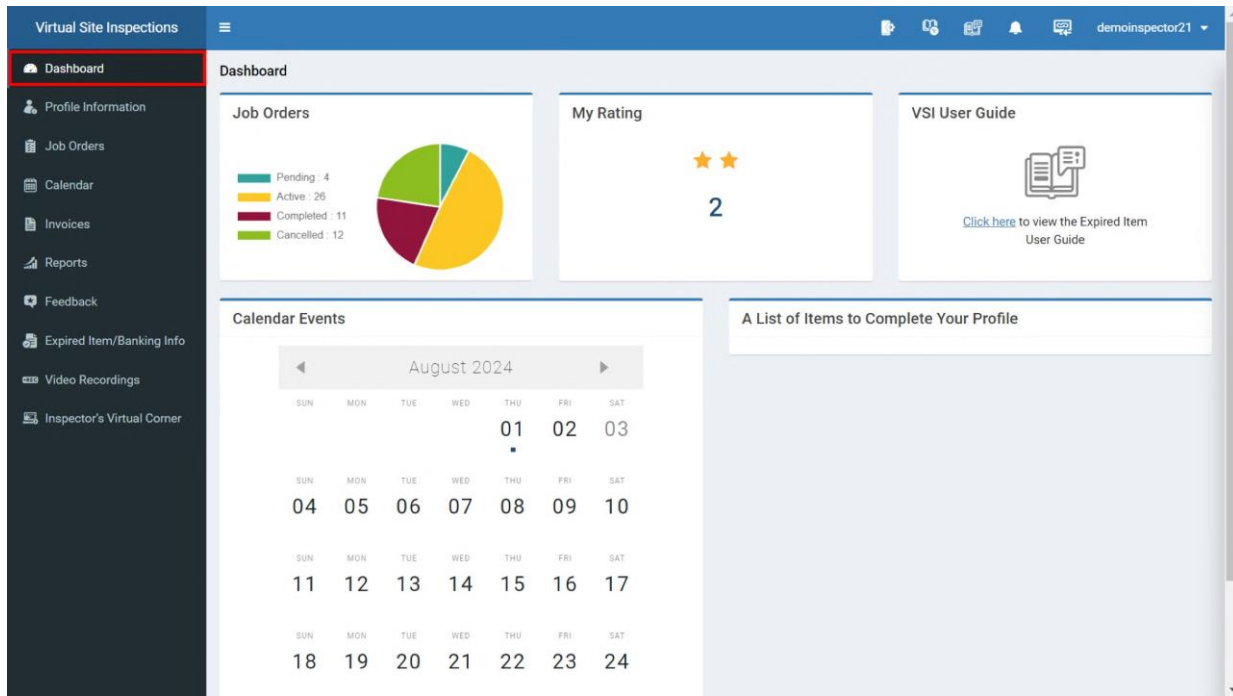


the portal that shows all the statistics in a visually appealing way. You will find the summary of the orders of property inspections in various forms like the analysis of job order status, a list of top 10 clients, regional-based order details, a list of category-based job orders, a list of job order tags, and a scheduling calendar. The calendar shows all the scheduled property inspections that can be scheduled immediately or in the future.



Dashboard

The dashboard of the inspector's portal shows a quick picture of important things like Job Orders, and how users are rated when they're logged in. It also gives easy access to the VSI App user guide. To help with planning and keeping track of tasks, there's a calendar. You also get a checklist to finish your user profile, and it shows you when important things are about to expire. The screenshot below gives a good look at all the useful features on the dashboard.



Profile Information

To view and update your user profile, simply click on the 'Profile Information' tab located on the left side of the screen. This action will redirect you to a new page, where you can make any necessary changes to your profile.

To easily find your information, the portal has different tabs like "User Information", "Account Information", "Invoice Information", "Inspector Photo", "VSI Inspector Terms", "Compliance Document" and "Coverage Area". Just click on the tab you need, and it will take you to that part where you can manage those specific details.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

Profile Information

User Information Account Information Invoice Information Inspector Photo VSI Inspector Terms Compliance Documents Coverage Area

User Information

User Name * Email *

demoinspector21 jaldhi.sculptsoft+02789@gmail.com Reset Password

How did you hear about us ? *

LinkedIn

Notification Preference

☐ Email

☐ SMS

☐ Push

Choose your current Cell Phone's Brand and Model

Brand * Model *

Apple Iphone 14 Pro Max

Two Factor Authentication

☐ Enable Two Factor Authentication

Save >> Continue >>

a) User Information Tab

In the 'User Information' section, you can check the details like your User Name, Password, and how you heard about us. There are different options for that, like Facebook, LinkedIn, other social media, referral, search engine, and email marketing, and you can choose one of them.

You also get to choose how you want to get notifications: by email, SMS, or push. The kind of notifications you get will depend on what you pick. Additionally, you can find details about the brand and model of your cell phone right below.

Choose your current cell phone's brand and model in that section. It displays two dropdowns for brand and model selection.

Virtual Site Inspections

Profile Information

User Information Account Information Invoice Information Inspector Photo VSI Inspector Terms Compliance Documents Coverage Area

User Information

User Name * Email *

demoinspector21 jaldhi.sculptsoft+02789@gmail.com Reset Password

How did you hear about us ? *

LinkedIn

Notification Preference

☐ Email ☐ SMS ☐ Push

Choose your current Cell Phone's Brand and Model

Brand * Model *

Apple Iphone 14 Pro Max

Two Factor Authentication

☐ Enable Two Factor Authentication

Save >> Continue >>

To enhance security, there is a two-factor authentication section where you can establish your password using OTP (One-Time Password).

Password: The initial factor is the conventional password you have set for your account.

Mobile OTP: The second factor involves a time-sensitive, unique code sent to your mobile device. After entering your password, you will receive a one-time code on your mobile through SMS.

To activate or deactivate two-factor authentication, simply mark or unmark the 'Enable Two-Factor Authentication' checkbox.

If two-factor authentication is enabled, after clicking 'login' and entering your current password during the initial login, you will be automatically redirected to the OTP (One-Time Password) screen. This screen serves as a verification step, prompting you to enter the OTP sent to your registered cellphone number in your profile.

To reset your password, click on the 'Reset Password' button.

Virtual Site Inspections

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Video Recordings

Inspector's Virtual Corner

Profile Information

User Information

Account Information

Invoice Information

Inspector Photo

YSI Inspector Terms

Compliance Documents

Coverage Area

User Information

User Name *

demoinspector21

Email *

jaldhi.sculptsoft+02789@gmail.com

Reset Password

How did you hear about us ? *

LinkedIn

Notification Preference

Email

SMS

Push

Choose your current Cell Phone's Brand and Model

Brand *

Apple

Model *

Iphone 14 Pro Max

Two Factor Authentication

Enable Two Factor Authentication

Save >>

Continue >>

After clicking, a sidebar will open. In this sidebar, enter your current password and the new password you want to set. Below the new password, you'll see an indication of your password strength.

Virtual Site Inspections

Dashboard

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Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

Profile Information

User Information

Account Information

Invoice Information

Inspector Photo

YSI Inspector Terms

Compliance Documents

Coverage Area

User Information

User Name *

demoinspector21

Email *

jaldhi.sculptsoft+02789@gmail.com

Reset Password

How did you hear about us ? *

LinkedIn

Notification Preference

Email

SMS

Push

Choose your current Cell Phone's Brand and Model

Brand *

Apple

Model *

Iphone 14 Pro Max

Two Factor Authentication

Enable Two Factor Authentication

Reset Password

Old Password

New Password

Password Strength: Strong

Confirm New Password

Submit >>

To save the changes made in the User Information tab, please click on the 'Save' button. The Save button will store all the modifications on the server. Afterward, click on the 'Continue >>' button to proceed to the next tab. This process ensures that the changes are successfully saved before moving to the next section.

b) Account Information Tab

Clicking the 'Account Information' tab opens a new section that contains four different sub-sections: Account Information, Status. This section provides an overview of your account details, current status.

The Account Information section is where you will find your personal details, including your name, address, cell phone number, and Social Security Number (SSN). Depending on whether you select 'Individual' or 'Business' as your business type, the corresponding fields will be displayed. If you choose 'Individual' you will see the SSN field, but if you select 'Business' you will see the new field Company Name and Tax ID fields instead of the SSN.

The screenshot shows the 'Virtual Site Inspections' interface. On the left is a dark sidebar with navigation links: Dashboard, Profile Information (selected), Job Orders, Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main content area is titled 'Profile Information' and has several tabs: User Information, Account Information (highlighted with a red box), Invoice Information, Inspector Photo, VSI Inspector Terms, Compliance Documents, and Coverage Area. The 'Account Information' section contains the following fields:

Account Information			
Business Type *	Name *	Address *	Country *
☒ Individual ☐ Business	demo inspector 21	1350 CENTRAL AVE	USA
Zip Code *	City *	County *	State *
87544	Bandelier National Monument	Los Alamos	NM
Cell Phone *	SSN *		
1 (701) 663-7736	XXX-XX-5354		

Below the account information is a 'Status' section with a 'Vacation' field showing the date range '07/01/2023 - 08/05/2023' and a calendar icon. At the bottom right are 'Save >>' and 'Continue >>' buttons.

How to Place Yourself on Vacation

In the status section, there's a specific field labeled "Vacation Date" where inspectors can indicate their vacation plans by entering the start and end dates of their time off. Once these dates are set, the system automatically moves that the inspector is on vacation status.

When the vacation period ends, the system automatically moves the inspector's status back to "Active" status.

Upon clicking on the "Vacation Date" field, a calendar date picker will open, so the inspector can select the vacation period (Vacation Start and Vacation End) dates.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

User Information

Account Information

Invoice Information

Inspector Photo

VSI Inspector Terms

Compliance Documents

Coverage Area

Account Information

Business Type *

☒ Individual
 ☐ Business

Name *

demo inspector 21

Address *

1350 CENTRAL AVE

Country *

USA

Zip Code *

87544

City *

Bandelier National Monument

County *

Los Alamos

State *

NM

Cell Phone *

1 (701) 663-7736

SSN *

XXX-XX-5354

Status

Vacation

08/19/2024

08/22/2024

Apply

Clear

Save >>

Continue >>

After selecting the Vacation Start and Vacation End dates, click on the "Apply" button on the calendar, and the selected dates will be set in the Vacation Field. Please tap on the 'Save >>' button to apply the vacation related changes.

Virtual Site Inspections

Profile Information

[User Information](#) [Account Information](#) [Invoice Information](#) [Inspector Photo](#) [VSI Inspector Terms](#) [Compliance Documents](#) [Coverage Area](#)

Account Information

Business Type *
☒ Individual ☐ Business

Name *
demo inspector 21

Address *
1350 CENTRAL AVE

Country *
USA

Zip Code *
87544

City *
Bandelier National Monument

County *
Los Alamos

State *
NM

Cell Phone *
1 (701) 663-7736

SSN *
XXX-XX-5354

Status

Vacation

08/05/2024 08/08/2024 **Apply** Clear

Jul 2024

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Aug 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Save >> **Continue >>**

Note: If an inspector is on vacation status, the vacation date field will be disabled.

Virtual Site Inspections

Profile Information

[User Information](#) [Account Information](#) [Invoice Information](#) [Inspector Photo](#) [VSI Inspector Terms](#) [Compliance Documents](#) [Coverage Area](#)

Account Information

Business Type *
☒ Individual ☐ Business

Name *
demo inspector 21

Address *
1350 CENTRAL AVE

Country *
USA

Zip Code *
87544

City *
Bandelier National Monument

County *
Los Alamos

State *
NM

Cell Phone *
1 (701) 663-7736

SSN *
XXX-XX-5354

Status

Vacation

08/05/2024 - 08/08/2024 **Save** Clear

Save >> **Continue >>**

To save the changes made in the Account Information tab, please click on the 'Save' button. The Save button will store all the modifications on the server. Afterward, click on the 'Continue>>' button to proceed to the next tab. This process ensures that the changes are successfully saved before moving to the next section.

Note: TAX/SSN ID, Automobile Insurance Details and Driver's License Information will be disabled once details are filled and save the details.

c) Invoice Information

When you click on the 'Invoice Information' tab, a new section will open with three distinct subsections: Invoice Information, Payment Information, and Select Job Order Type. The Invoice Information section focuses on invoicing details like company name and address. The Payment Information section includes details about payment methods and banking information, such as the bank name, routing number, and account number. Additionally, in the 'Select Job Order Type' section, you'll find information about the type of job and its associated pricing.

The screenshot shows the 'Virtual Site Inspections' profile page. The 'Invoice Information' tab is selected and highlighted with a red box. The page is divided into three main sections: Invoice Information, Payout Information, and Select Job Order Type.

Invoice Information

☒ Same as Company Information

Name * demo inspector 21 Address * 1350 CENTRAL AVE Country * USA Zip Code * 87544

City * Bandelier National Monument County * Los Alamos State * NM

Payout Information

Payment Method: Pay by ACH/Direct Deposit

Bank Name * SBI Bank Routing Number * XXXX5678 Account Number * XXXX5678 Confirm Account Number * *****

Select Job Order Type

[Click Here to Select](#)

Job Order Type	
Insurance Inspection	\$0.00

Upon clicking on "Click Here to Select" a sidebar will open.

The screenshot shows the 'Virtual Site Inspections' profile page with the 'Select Job Order Type' sidebar open. The 'Click Here to Select' link is highlighted with a red box. The sidebar displays a list of job order types and their associated prices.

Select Job Order Type

[Click Here to Select](#)

Job Order Type	
Insurance Inspection	\$0.00
Property Inspection	\$50.00
On Site Field Inspection	\$45.00
Fire Inspections	\$0.00
22	\$0.00
Commercial Drive By 5	\$10.00
LMS Type	\$0.00
check type	\$10.00
Commercial Drive By Inspection	\$0.00
Home Interior Type	\$0.00

Show 10 Go entries Showing 1 to 10 of 47 entries Page 1 of 5 Save >> Continue >>

In the provided functionality, users can select from various job order types listed in a dropdown menu. Once a specific job order type is chosen, clicking the 'Save' button adds it to the list along with an associated price. Each job order type may have a different price, representing the amount that can be earned upon the successful completion of that particular job order. This feature allows for easy selection and pricing of job orders based on their types.

The screenshot shows the 'Add Job Order Type' modal in the 'Virtual Site Inspections' system. The modal has a title bar with 'Add Job Order Type' and a close button. Below the title bar, there is a dropdown menu for 'Job Order Type' with 'Branch Office Inspection' selected. Below the dropdown, there is a table with the following data:

Job Order Type	Price
Insurance Inspection	\$0.00
Property Inspection	\$50.00
On Site Field Inspection	\$45.00
Fire Inspections	\$0.00
22	\$0.00
Commercial Drive By 5	\$10.00
LMS Type	\$0.00
check type	\$10.00
Commercial Drive By Inspection	\$0.00
Home Interior Type	\$0.00

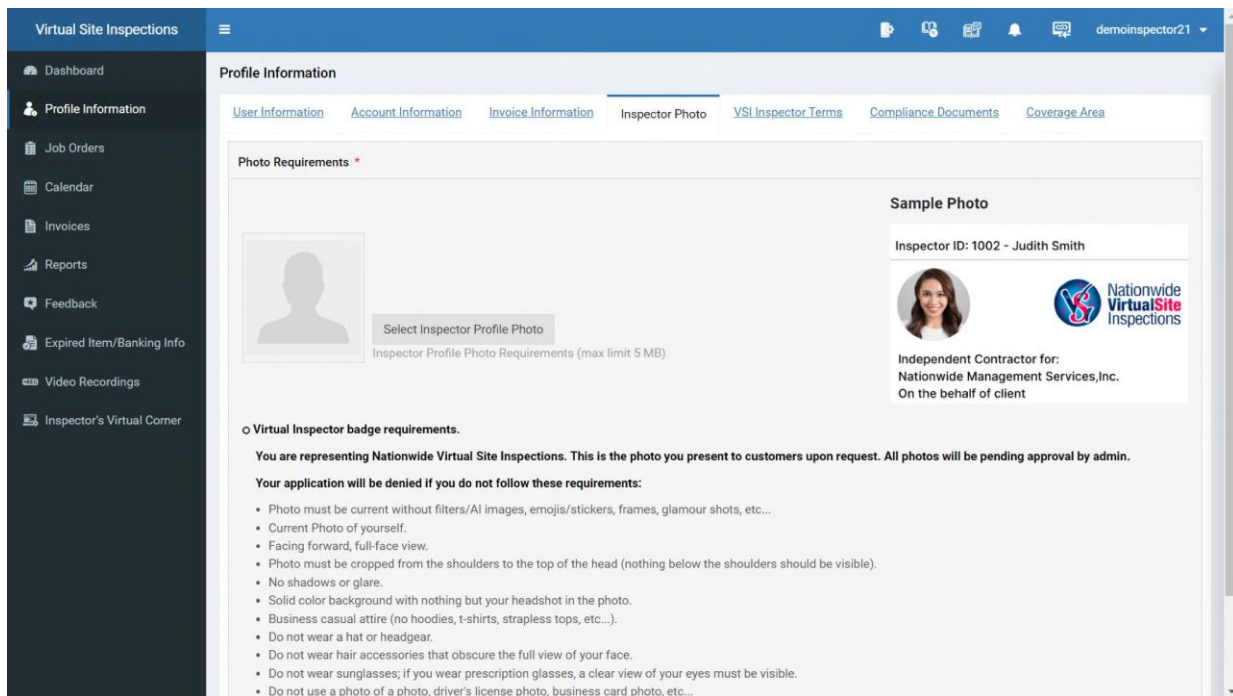
At the bottom of the modal, there are two buttons: '<< Cancel' and 'Save >>'. The 'Save >>' button is highlighted with a red box.

To save the changes made in the Invoice Information tab, please click on the 'Save' button. The Save button will store all the modifications on the server. Afterward, click on the 'Continue >>' button to proceed to the next tab. This process ensures that the changes are successfully saved before moving to the next section.

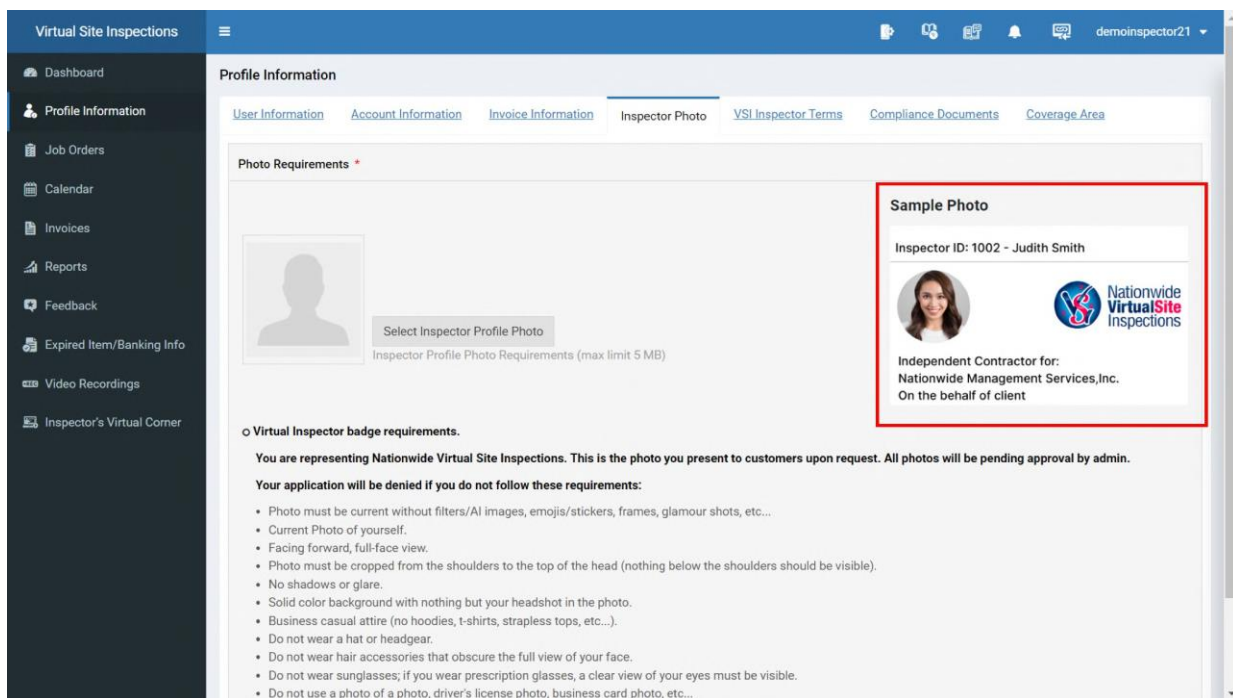
Note: Banking Information such as Bank Name, Routing Number, Account Number and Confirmation Account Number, SSN/Tax ID field will be disabled after successfully saving those details.

d) Inspector Photo Tab

When you click on the 'Inspector Photo' tab, a new section will open allowing you to set your photo. Below that, you'll find the photo guidelines section.



Inspector can view the sample photo on the right side, Please Make sure you follow the virtual inspector badge guide line for your profile photo.



To upload a profile photo, click on the "Select Inspector Profile Photo" button. Upon clicking, a browser pop-up will open, allowing the inspector to choose the desired photo.

When the inspector uploads a profile photo and "Select Inspector Profile, it will be sent for approval. Once approved, the profile photo will be automatically set in the profile photo.

Note: The 'Select Inspector Profile' button will be disabled after the inspector clicks on it to select and upload a photo, remaining disabled until the uploaded photo is either approved or declined.

Virtual Site Inspections

Profile Information

User Information Account Information Invoice Information **Inspector Photo** VSI Inspector Terms Compliance Documents Coverage Area

Photo Requirements *

Select Inspector Profile Photo

Inspector Profile Photo Requirements (max limit 5 MB)

Sample Photo

Inspector ID: 1002 - Judith Smith

Independent Contractor for:
Nationwide Management Services, Inc.
On the behalf of client

Virtual Inspector badge requirements.

You are representing Nationwide Virtual Site Inspections. This is the photo you present to customers upon request. All photos will be pending approval by admin.

Your application will be denied if you do not follow these requirements:

- Photo must be current without filters/AI images, emojis/stickers, frames, glamour shots, etc...
- Current Photo of yourself.
- Facing forward, full-face view.
- Photo must be cropped from the shoulders to the top of the head (nothing below the shoulders should be visible).
- No shadows or glare.
- Solid color background with nothing but your headshot in the photo.
- Business casual attire (no hoodies, t-shirts, strapless tops, etc...).
- Do not wear a hat or headgear.
- Do not wear hair accessories that obscure the full view of your face.
- Do not wear sunglasses; if you wear prescription glasses, a clear view of your eyes must be visible.
- Do not use a photo of a photo, driver's license photo, business card photo, etc...

To save the changes made in the Inspector Photo tab, please click on the 'Save' button. The Save button will store all the modifications on the server. Afterward, click on the 'Continue >>' button to proceed to the next tab. This process ensures that the changes are successfully saved before moving to the next section.

e) VSI Inspector Terms Tab

When you click on the 'VSI Inspector Terms' tab, a new section will open where you can review and fill out the required fields for the Virtual Site Inspection Inspector Terms."

Virtual Site Inspections

Profile Information

User Information Account Information Invoice Information Inspector Photo **VSI Inspector Terms** Compliance Documents Coverage Area

Virtual Site Inspection Inspector Terms

Have you ever been convicted of a felony? *

☐ Yes ☒ No

If yes please explain:

Test

Our work orders/inspections require photos. Please check the following resources that you currently have access to: *

☒ Smart Phone

☐ Computer

I affirm that the information provided on this vendor application is true and complete. I understand that any false information, misrepresentations or omissions, oral or written, may disqualify me from further consideration and may result in dissolving my independent contractor relationship with Nationwide Management Services Inc. I authorize Nationwide Management Services Inc. to investigate all statements contained in this vendor application, including references, police departments, and any other background check or sources concerning me. I authorize all such references and sources (and the company) to release this information without liability for damage resulting from such releases. I waive any written notice of the release of such records that may be required by state or federal law.

☒ I Agree *

Save >> Continue >>

To save the changes made in the VSI Inspector Terms tab, please click on the 'Save' button. The Save button will store all the modifications on the server. Afterward, click on the 'Continue >>' button to proceed to the next tab. This process ensures that the changes are successfully saved before moving to the next section.

f) Compliance Document

When you click on the 'Compliance Document' tab, a new section will open. Inside this tab, you will find two documents: 'W-9' and 'Code of Conduct'. From there, you will need to fill in all the required details for each document. Additionally, there is a background check document section.

Virtual Site Inspections

Profile Information

User Information Account Information Invoice Information Inspector Photo VSI Inspector Terms **Compliance Documents** Coverage Area

Required Compliance Documents

W-9 Code of Conduct

Background Check Document

I have completed background check Please refrain from uploading the background check document multiple times. Once you upload a document, it will be sent for approval. Upon approval, your background check document will be updated by us.

☒ Yes ☐ No

Background checked through Aspen Grove?

☒ Yes ☐ No

Abc# *

Test

Expiration Date *

07/31/2024

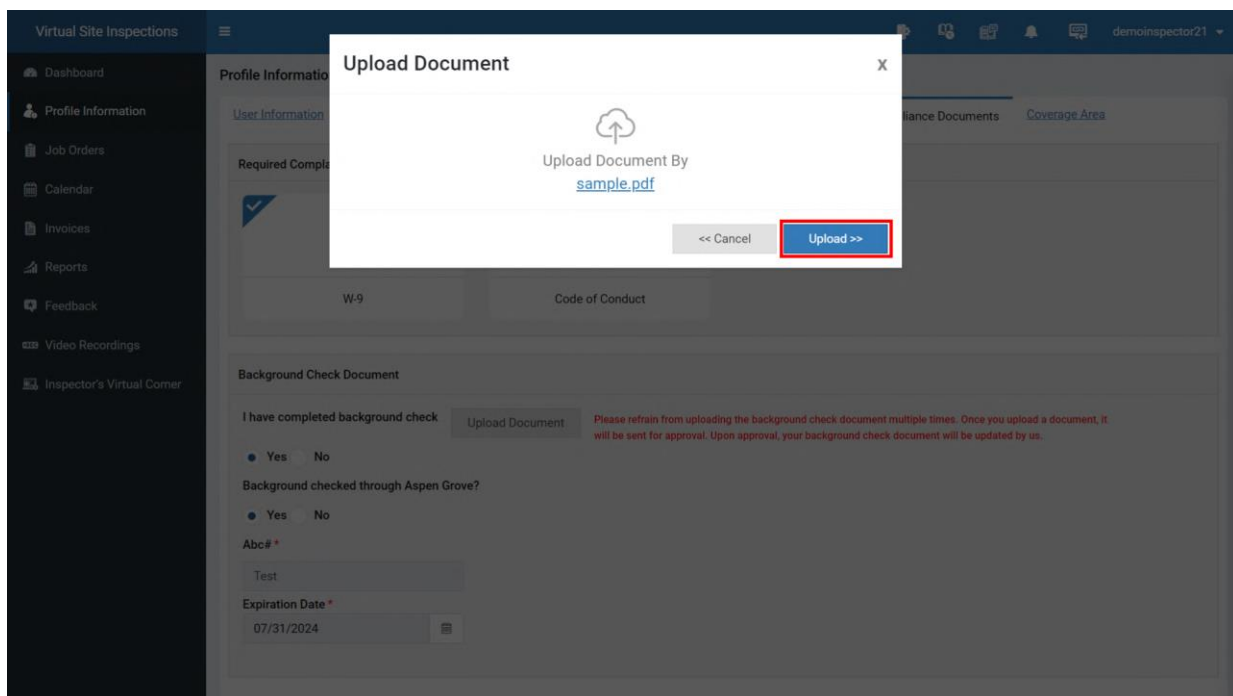
Only inactive inspectors can modify their answers to questions “I have completed background check document” and “Background checked through Aspen Grove”. ABC# and Expiration Date fields are disabled for modification for all inspectors.

The "Upload Document" link will only be visible for inactive inspectors. To upload the background check document, click on the "Upload Document" button.

The screenshot displays the 'Virtual Site Inspections' web application interface. On the left is a dark sidebar with navigation links: Dashboard, Profile Information, Job Orders, Calendar, Invoices, Reports, Feedback, Video Recordings, and Inspector's Virtual Corner. The main content area is titled 'Profile Information' and includes tabs for User Information, Account Information, Invoice Information, Inspector Photo, VSI Inspector Terms, Compliance Documents, and Coverage Area. The 'Compliance Documents' tab is active, showing 'Required Compliance Documents' with 'W-9' and 'Code of Conduct' items. Below this is the 'Background Check Document' section. It contains the question 'I have completed background check' with radio buttons for 'Yes' (selected) and 'No'. A red-bordered button labeled 'Upload Document' is positioned to the right of the 'Yes' option. To the right of the button is a red warning message: 'Please refrain from uploading the background check document multiple times. Once you upload a document, it will be sent for approval. Upon approval, your background check document will be updated by us.' Below the first question is another question: 'Background checked through Aspen Grove?' with 'Yes' (selected) and 'No' radio buttons. At the bottom are two disabled input fields: 'Abc# *' with the placeholder 'Test' and 'Expiration Date *' with the value '07/31/2024'.

After clicking on the 'Upload Document' link, a browser pop-up will open. From there, you can select the file and click on the 'Upload' button.

Once Inspector uploads a background check document, it will be sent for approval. Once approved, the background check document information will be updated by the admin.



To save the changes made in the Compliance Documents tab, please click on the 'Save' button. The Save button will store all the modifications on the server. Afterward, click on the 'Continue >>' button to proceed to the next tab. This process ensures that the changes are successfully saved before moving to the next section.

Note: The 'Upload Document' button will be disabled after the inspector clicks on it to select and upload the document, remaining disabled until the uploaded document is either approved or declined.

g) Coverage Area

Within the "Coverage Area" section, you'll find six major options in the blue header bar: 'Select All', 'Add New', 'Click here to upload multiple zip codes', 'Filter', 'XLS Export' and 'Delete'.

To access the Coverage Area section, the Inspector can click on the "Profile Information" menu located in the left-side panel. This action will redirect them to the Profile Information page. On this page, clicking on the "Coverage Area" tab will open the Coverage Area List page, where all created Coverage Area are displayed.

The screenshot shows the 'Virtual Site Inspections' application. The left sidebar contains a menu with options: Dashboard, Profile Information, Job Orders, Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main content area is titled 'Profile Information' and has several sub-tabs: User Information, Account Information, Invoice Information, Inspector Photo, VSI Inspector Terms, Compliance Documents, and Coverage Area. The 'Coverage Area' tab is highlighted with a red box. Below the tabs is a search bar with a magnifying glass icon. The main table displays a list of coverage areas with columns: City, State/Province, County, and Zip/Postal Code. The table contains eight rows of data.

		City	State/Province	County	Zip/Postal Code
☐	 	Bandelier National Monument	NM	Los Alamos	87544
☐	 	Toledo	AR	Cleveland	71665
☐	 	Gulledge	AR	Ashley	71646
☐	 	Bovine	AR	Ashley	71646
☐	 	Bovine	AR	Ashley	71646
☐	 	Milo	AR	Ashley	71646
☐	 	Berea	AR	Ashley	71646
☐	 	Beech Creek	AR	Ashley	71646

To search for a Coverage Area using a keyword, the system conducts the search in the Name field. Enter your search term in the highlighted search field, as shown in the provided screenshots, and press enter or click on the finder icon next to the text field. The system will then search for matching words in the City, State/Province, County, Zip/Postal code, and display the relevant Coverage Area records.

The screenshot shows the 'Virtual Site Inspections' application. The left sidebar contains a menu with options: Dashboard, Profile Information, Job Orders, Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main content area is titled 'Profile Information' and has several sub-tabs: User Information, Account Information, Invoice Information, Inspector Photo, VSI Inspector Terms, Compliance Documents, and Coverage Area. The 'Coverage Area' tab is highlighted. Below the tabs is a search bar with a magnifying glass icon. The main table displays a list of coverage areas with columns: City, State/Province, County, and Zip/Postal Code. The table contains eight rows of data.

		City	State/Province	County	Zip/Postal Code
☐	 	Bandelier National Monument	NM	Los Alamos	87544
☐	 	Toledo	AR	Cleveland	71665
☐	 	Gulledge	AR	Ashley	71646
☐	 	Bovine	AR	Ashley	71646
☐	 	Bovine	AR	Ashley	71646
☐	 	Milo	AR	Ashley	71646
☐	 	Berea	AR	Ashley	71646
☐	 	Beech Creek	AR	Ashley	71646

To add a new Coverage Area, click on the 'Add New' icon, as highlighted in the provided screenshot. This action will commence the process of adding a coverage area in the inspector profile.

	City	State/Province	County	Zip/Postal Code
☐	Bandelier National Monument	NM	Los Alamos	87544
☐	Toledo	AR	Cleveland	71665
☐	Gullledge	AR	Ashley	71646
☐	Bovine	AR	Ashley	71646
☐	Bovine	AR	Ashley	71646
☐	Milo	AR	Ashley	71646
☐	Berea	AR	Ashley	71646
☐	Beech Creek	AR	Ashley	71646

When you click on 'Add Coverage Area', the sidebar will open a side modal. Select the country, and based on that, it will load the corresponding state. After selecting the state, it will load the available county, choose a county, and it will then load the associated zip codes. Select a zip code, and it will load the available city. Clicking on the 'Add' button will input the specified information locally, displaying it below in a card view. However, it will not be stored on the server until the 'Save' button is clicked.

There is an important distinction to note: the fields for country and state are mandatory, while county, zip code, and city are optional. If we select the country and state and click on the add button, the system will automatically add all the corresponding mapping Zip Codes of the chosen country, state.

If we select the country, state and county and click on the add button, the system will automatically add all the corresponding mapping Zip Codes of the chosen state, county, and city.

Virtual Site Inspections

Profile Information

Country *
Select One

State *
Select One

County
Select One

Zip Code
Select One

City
Select One

Add >>

<< Back Save >>

	City	State/Province	County
	Bandelier National Monument	NM	Los Alamos
	Toledo	AR	Cleveland
	Gulledge	AR	Ashlee
	Bovine	AR	Ashlee
	Bovine	AR	Ashlee
	Milo	AR	Ashlee
	Berea	AR	Ashlee
	Beech Creek	AR	Ashlee

We can update and delete data directly from the card view. Additionally, it is possible to add multiple zip codes using the 'Add' button, Adding data in the card view. To edit specific data from the card view, click on the edit icon within the card view. It's important to note that adding and editing data in the card view implies that no actions are performed on the server until the 'Save' button is clicked.

Virtual Site Inspections

Profile Information

Country *
Select One

State *
Select One

County
Select One

Zip Code
Select One

City
Select One

Add >>

<< Back Save >>

	City	State/Province	County
	Bandelier National Monument	NM	Los Alamos
	Toledo	AR	Cleveland
	Gulledge	AR	Ashlee
	Bovine	AR	Ashlee
	Bovine	AR	Ashlee
	Milo	AR	Ashlee
	Berea	AR	Ashlee
	Beech Creek	AR	Ashlee

After clicking on the edit button, all values are automatically pre-selected in their respective dropdowns, such as country, state, county, zip code, and city. The 'Add' button is renamed to 'Update.' You can modify the values, and upon clicking the 'Update' button, the card view is automatically updated with the latest information, and the above dropdowns will reset.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Video Recordings

Inspector's Virtual Corner

Profile Information

User Information

Account Information

Invoice Information

Inspector Photo

VSI Inspector Terms

Compliance

		City	State/Province	County
		Long Beach	CA	Los Angeles
		Bandelier National Monument	NM	Los Alamos
		Toledo	AR	Cleveland
		Bovine	AR	Ashley
		Gulledge	AR	Ashley
		Bovine	AR	Ashley
		Berea	AR	Ashley
		Beech Creek	AR	Ashley

Add Zip Code

Country *

USA

State *

Alabama

County

Autauga

Zip Code

36006

City

Billingsley

Update >>

Zip Code - 36006

Country - USA

State - Alabama

Date - 07/23/2024

City - Billingsley

County - Autauga

<< Back

Save >>

There is an additional option in the card view "Delete" providing the capability to delete data from the card view.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

Profile Information

User Information

Account Information

Invoice Information

Inspector Photo

VSI Inspector Terms

Compliance

		City	State/Province	County
		Bandelier National Monument	NM	Los Alamos
		Toledo	AR	Cleveland
		Gulledge	AR	Ashley
		Bovine	AR	Ashley
		Bovine	AR	Ashley
		Milo	AR	Ashley
		Berea	AR	Ashley
		Beech Creek	AR	Ashley

Add Zip Code

Country *

Select One

State *

Select One

County

Select One

Zip Code

Select One

City

Select One

Add >>

Zip Code - 36003

Country - USA

State - Alabama

Date - 07/19/2024

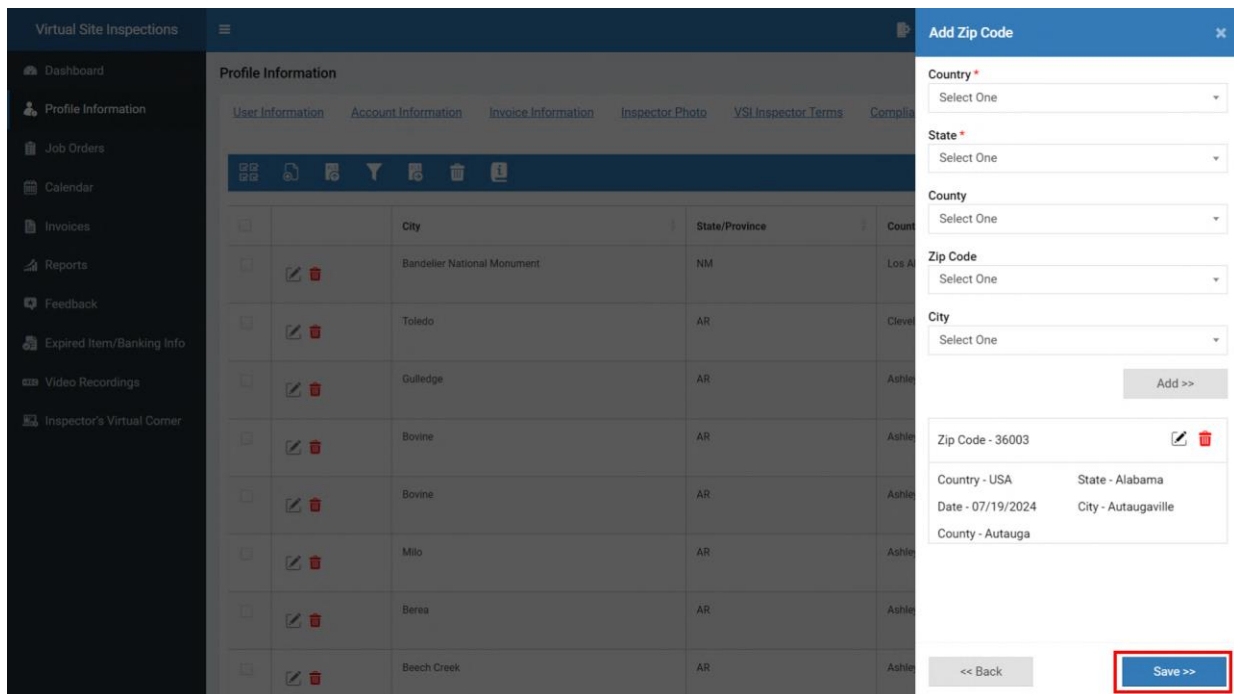
City - Autaugaville

County - Autauga

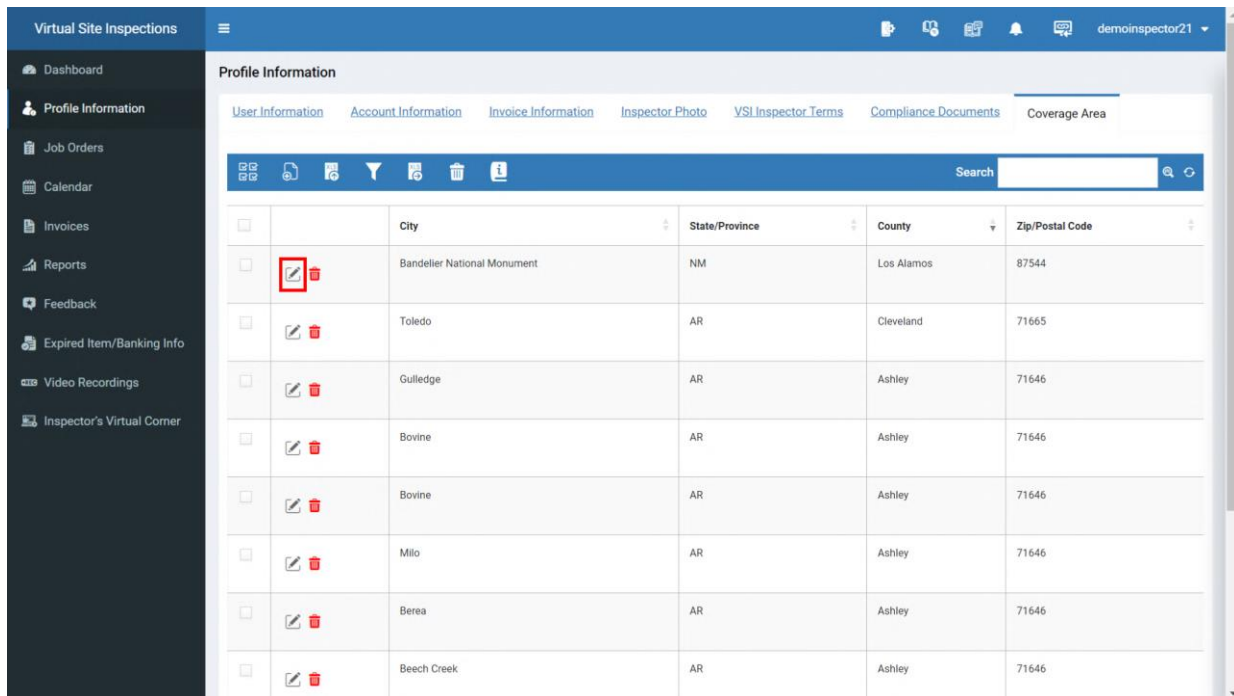
<< Back

Save >>

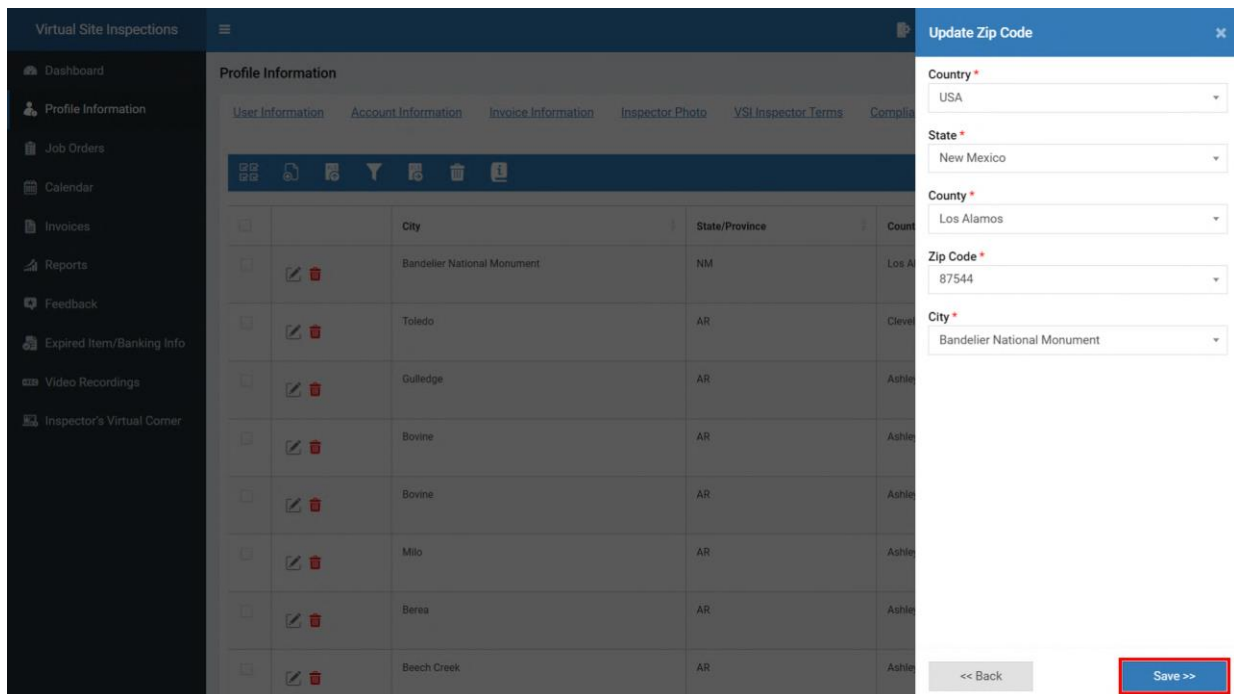
Once you've added all the zip codes in the card view, just click "Save" to store the data on the server, and it will be visible in the list.



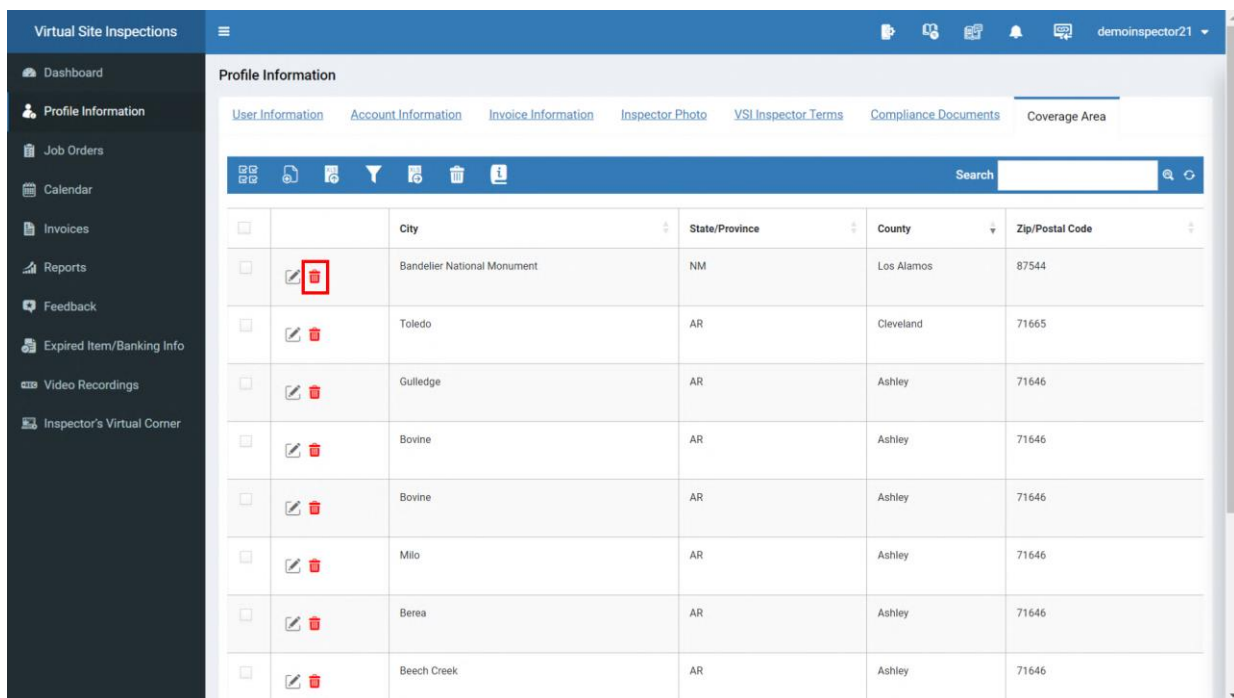
In this feature, there is an edit option to update details, as illustrated in the screenshot below.



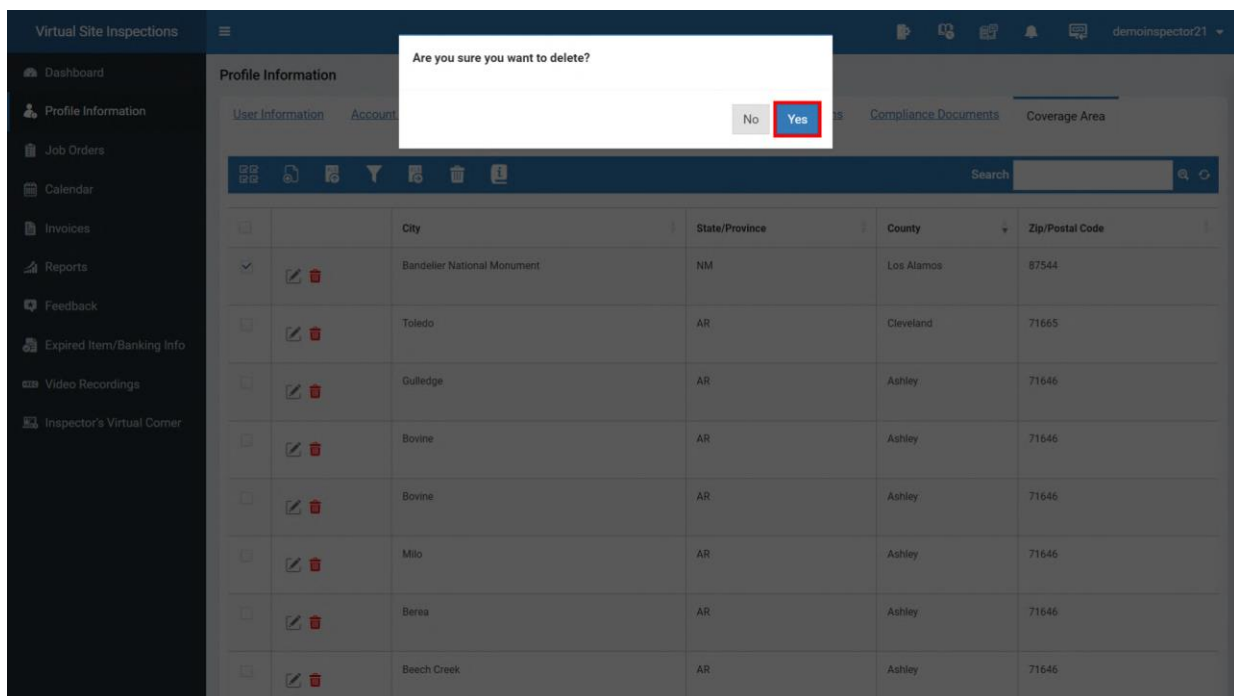
After clicking on the edit button, a side modal will open, allowing us to update the details. After making the necessary changes, click on the "Save" button to update the list.



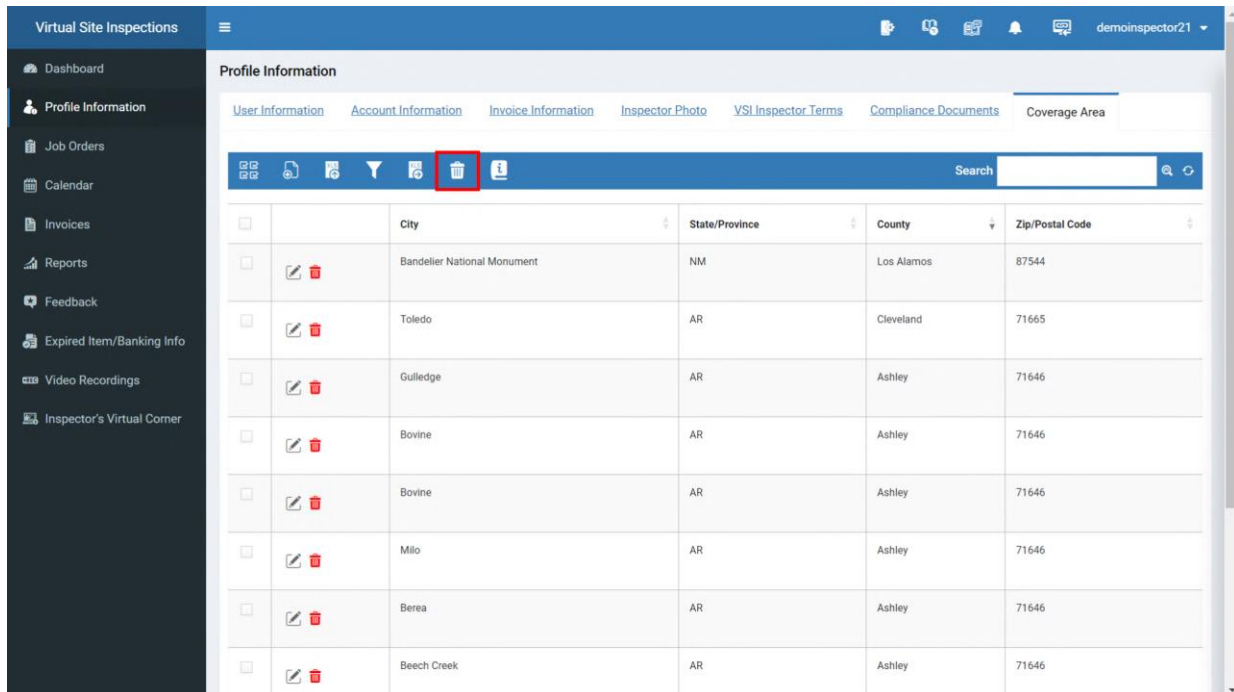
In the list, the initial column features a delete button. This button allows users to remove or delete the corresponding entry from the list.



Upon clicking the 'Delete' button, a dialog box will emerge, featuring an alert with the query, 'Are you sure you want to delete ?' Within the dialog, two buttons are available. The first button, labeled 'Yes' confirms the deletion, subsequently removing the entry from the list. The second button, 'No' closes the dialog without performing any action.



We can delete multiple coverage areas by selecting them using checkboxes and clicking on the delete button in the blue header bar icon, as shown in the screenshot below.



To access the coverage area user guide, click on the "Coverage Area User Guide" icon. Upon clicking, the guide will open in a new tab, allowing you to explore the document seamlessly.

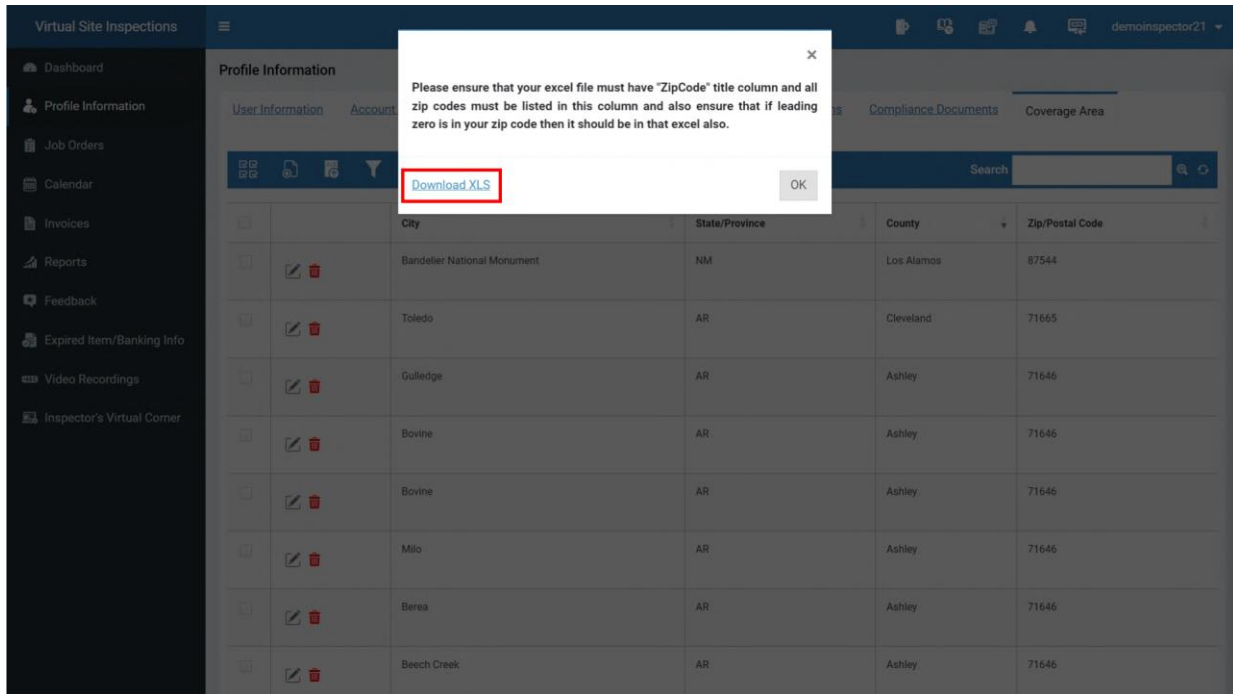
The screenshot shows the 'Virtual Site Inspections' application. The left sidebar contains navigation links: Dashboard, Profile Information, Job Orders, Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main content area is titled 'Profile Information' and has several tabs: User Information, Account Information, Invoice Information, Inspector Photo, VSI Inspector Terms, Compliance Documents, and Coverage Area. The 'Coverage Area' tab is active. Below the tabs is a toolbar with icons for grid view, add, edit, filter, delete, and a red box highlights the 'Upload Multiple Zip Code' icon. To the right of the toolbar is a search bar. Below the toolbar is a table with the following columns: City, State/Province, County, and Zip/Postal Code. The table contains eight rows of data:

	City	State/Province	County	Zip/Postal Code
☐	Bandelier National Monument	NM	Los Alamos	87544
☐	Toledo	AR	Cleveland	71665
☐	Gulledge	AR	Ashley	71646
☐	Bovine	AR	Ashley	71646
☐	Bovine	AR	Ashley	71646
☐	Milo	AR	Ashley	71646
☐	Berea	AR	Ashley	71646
☐	Beech Creek	AR	Ashley	71646

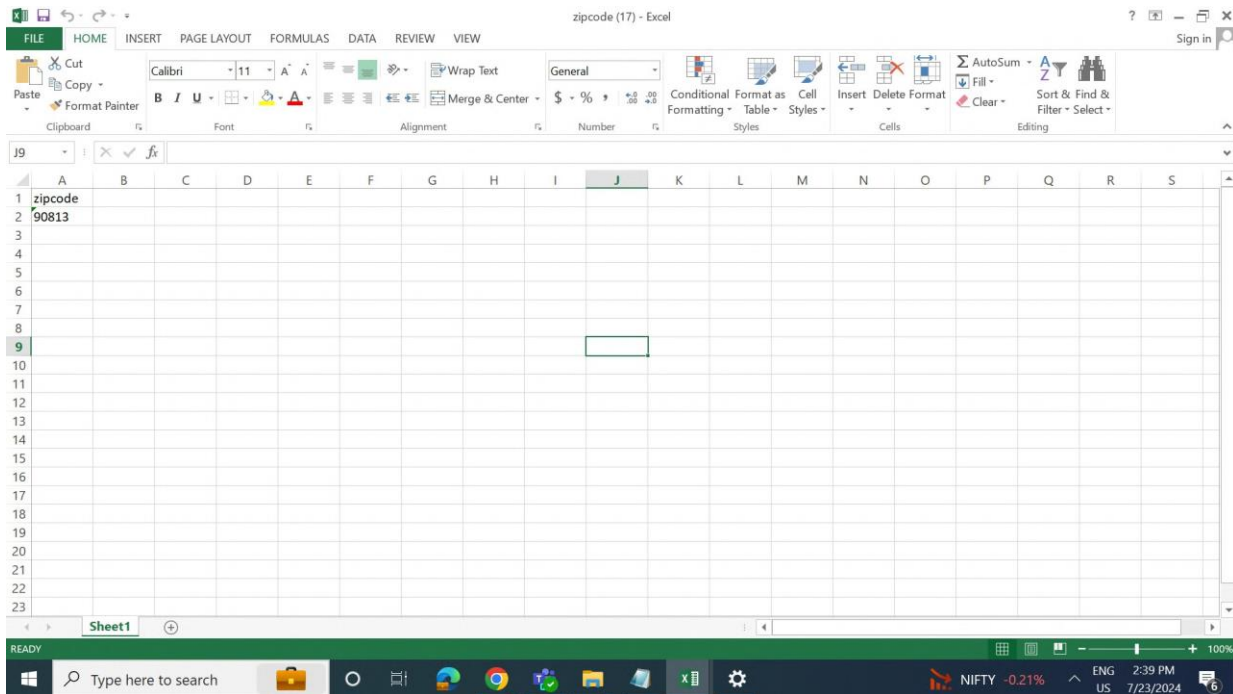
To add several coverage areas, simply click on the "Upload Multiple Zip Code" icon, shown in the screenshot below.

This screenshot is identical to the one above, showing the 'Virtual Site Inspections' application with the 'Coverage Area' tab selected. In this version, a red box highlights the 'Download XLS' icon in the toolbar, which is located to the right of the 'Upload Multiple Zip Code' icon.

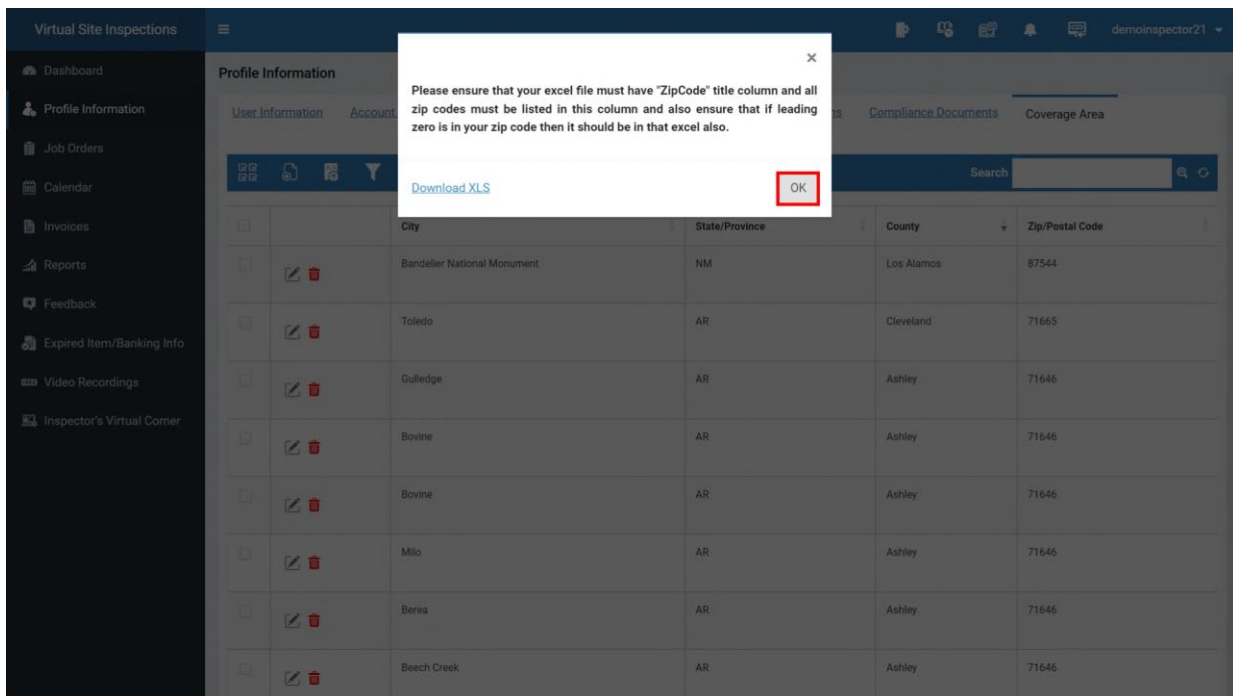
After clicking on that, it will open a dialog with guidelines, and the "Download XLS" link will download the XLS file with a predefined format. Clicking on "Download XLS" will save the file on our system.



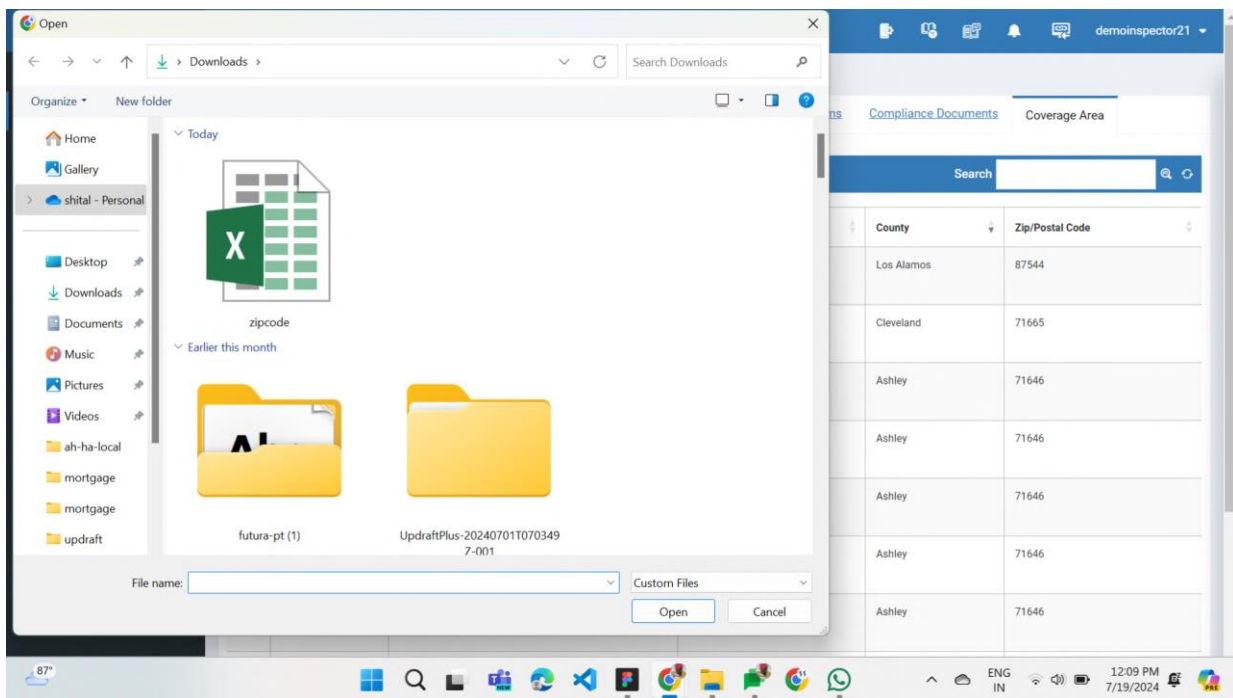
When you open the XLS file, it displays a column labeled "Zip Code". To update the file, you need to add the zip codes to this specific column.



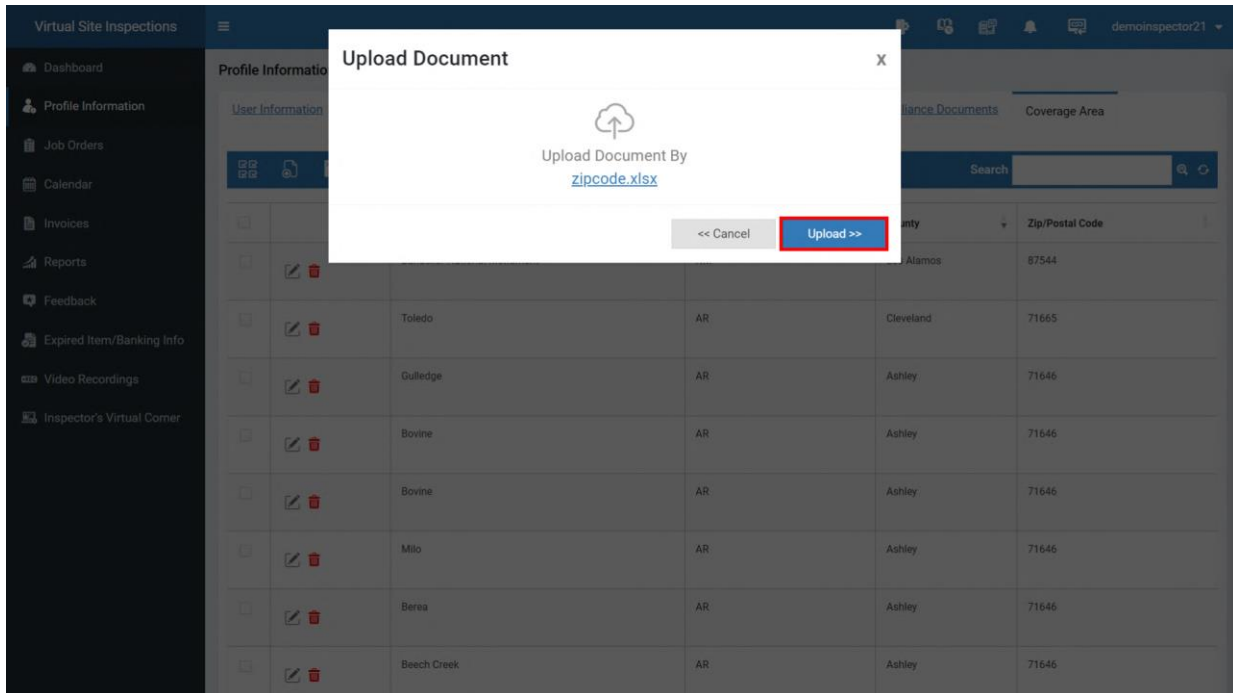
To upload the updated file after adding zip code, Click on the "OK" button, as shown in the screenshot, to initiate the upload process.



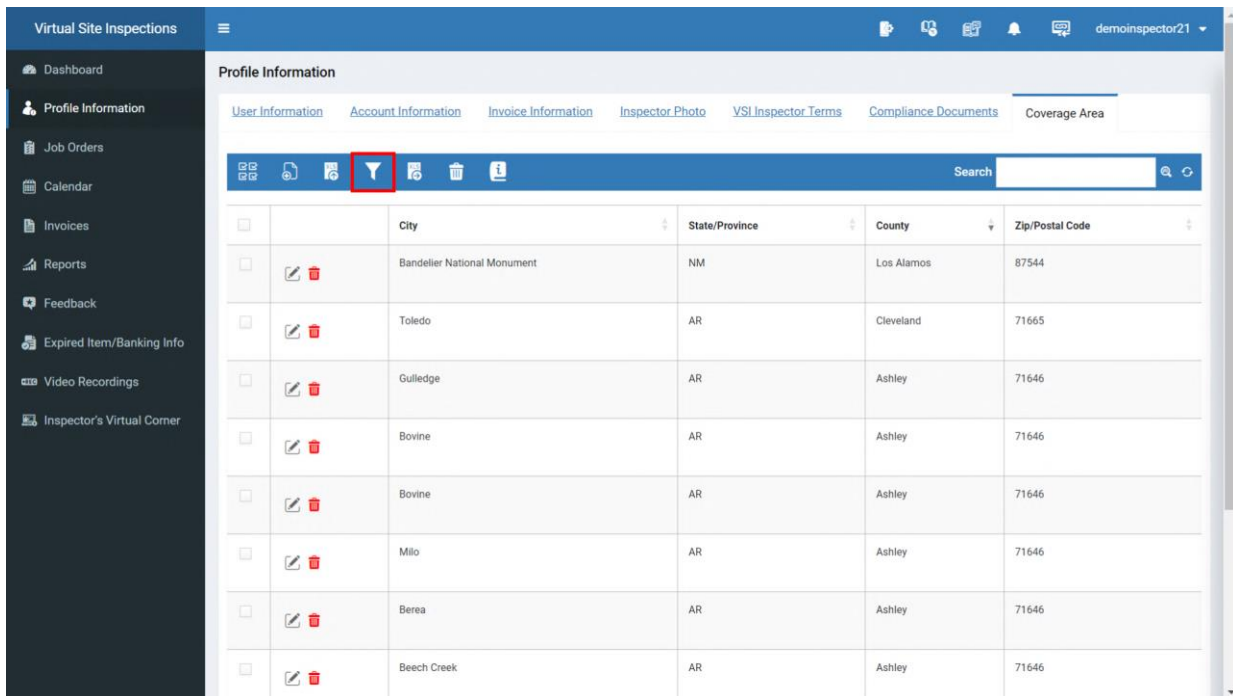
After clicking the button, a system dialog will open, allowing you to choose your file for upload.



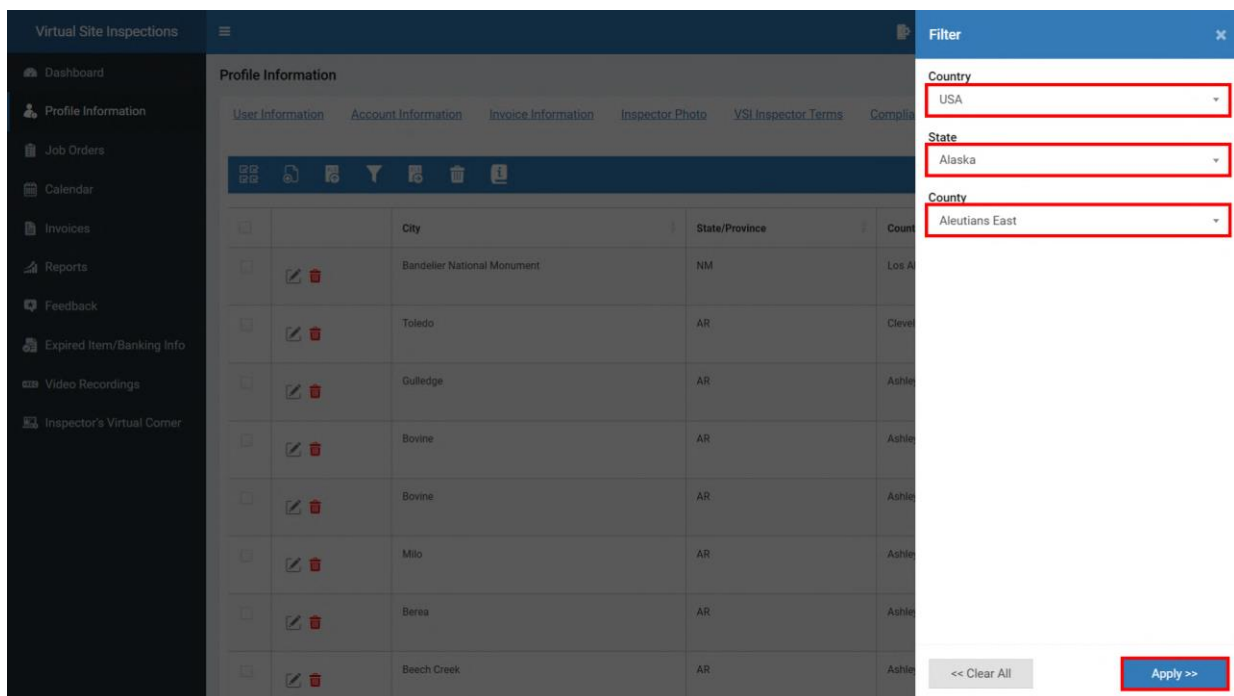
After clicking the "Open" button, a dialog will appear showing the selected file name. If you want to change the file, click on the file name, and you can modify the file. To upload the file, click on the "Upload File" icon. This action will add all the coverage areas from the file to the list.



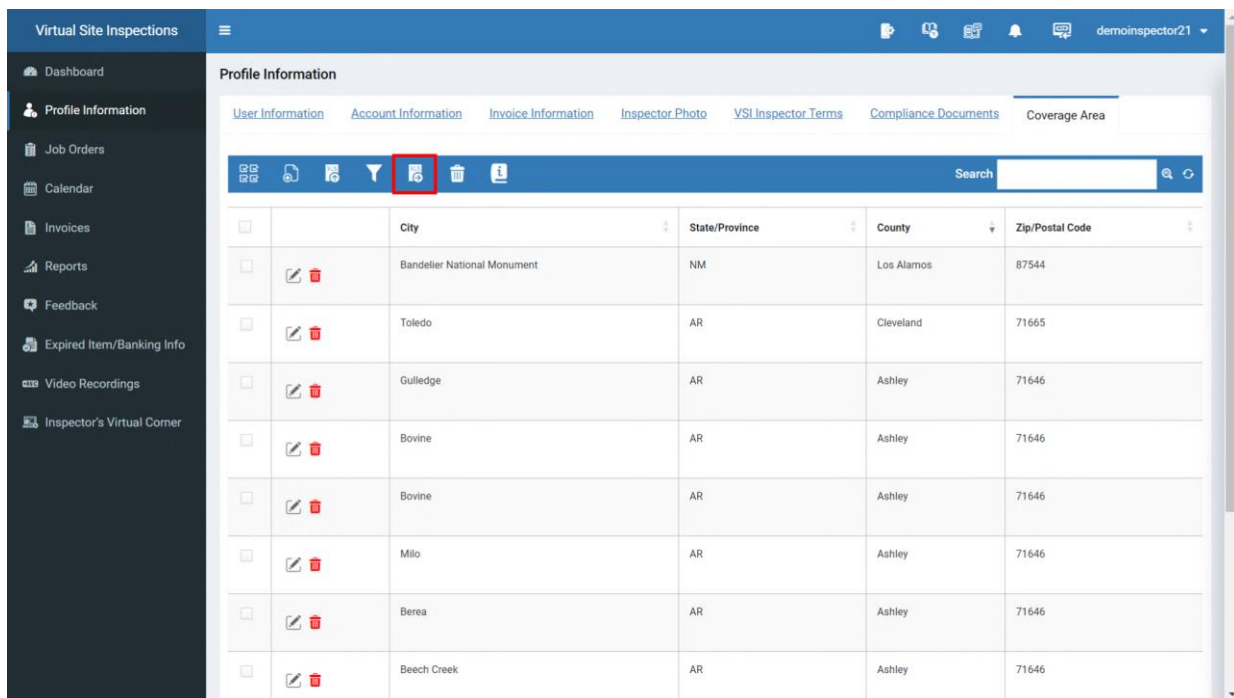
We can filter coverage areas by clicking on the filter icon, as highlighted in the screenshot below.



After clicking on the filter icon, it will open a side modal where you can filter by country, state, and county. After selecting the desired values, click on the "Apply" button. This action will filter the data in the list accordingly.



To export the coverage area, click on the 'Export to XLS' icon, as shown in the screenshot below.



If you want to download all coverage areas, click on the 'Select All' icon, and then click on the 'XLS File' icon. This action will download an XLS file containing all the zip codes.

Virtual Site Inspections

- Dashboard
- Profile Information**
- Job Orders
- Calendar
- Invoices
- Reports
- Feedback
- Video Recordings
- Inspector's Virtual Corner

Profile Information

User Information | Account Information | Invoice Information | Inspector Photo | VSI Inspector Terms | Compliance Documents | Coverage Area

Grid View | Add New | Filter | Delete | Info | Search []

☒		City	State/Province	County	Zip/Postal Code
☒	[Edit] [Delete]	Long Beach	CA	Los Angeles	90813
☒	[Edit] [Delete]	Bandelier National Monument	NM	Los Alamos	87544

Show 10 Go entries Showing 1 to 10 of 7254 entries Page 1 of 726 Save >>

If you want to download a particular coverage area, select it and click on the 'Export XLS' icon.

Virtual Site Inspections

- Dashboard
- Profile Information**
- Job Orders
- Calendar
- Invoices
- Reports
- Feedback
- Video Recordings
- Inspector's Virtual Corner

Profile Information

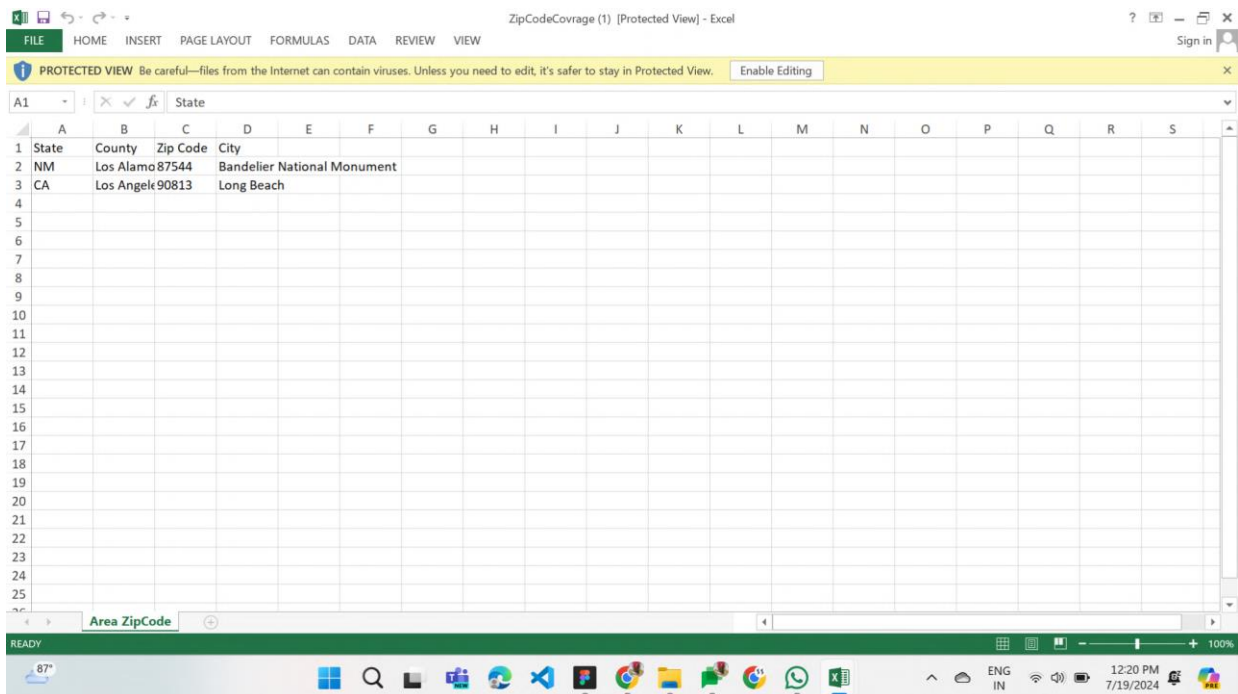
User Information Account Information Invoice Information Inspector Photo VSI Inspector Terms Compliance Documents Coverage Area

Grid View List View Filter Add Edit Delete Info Search

		City	State/Province	County	Zip/Postal Code
☒		Long Beach	CA	Los Angeles	90813
☒		Bandelier National Monument	NM	Los Alamos	87544
☐		Bandelier National Monument	NM	Los Alamos	87544

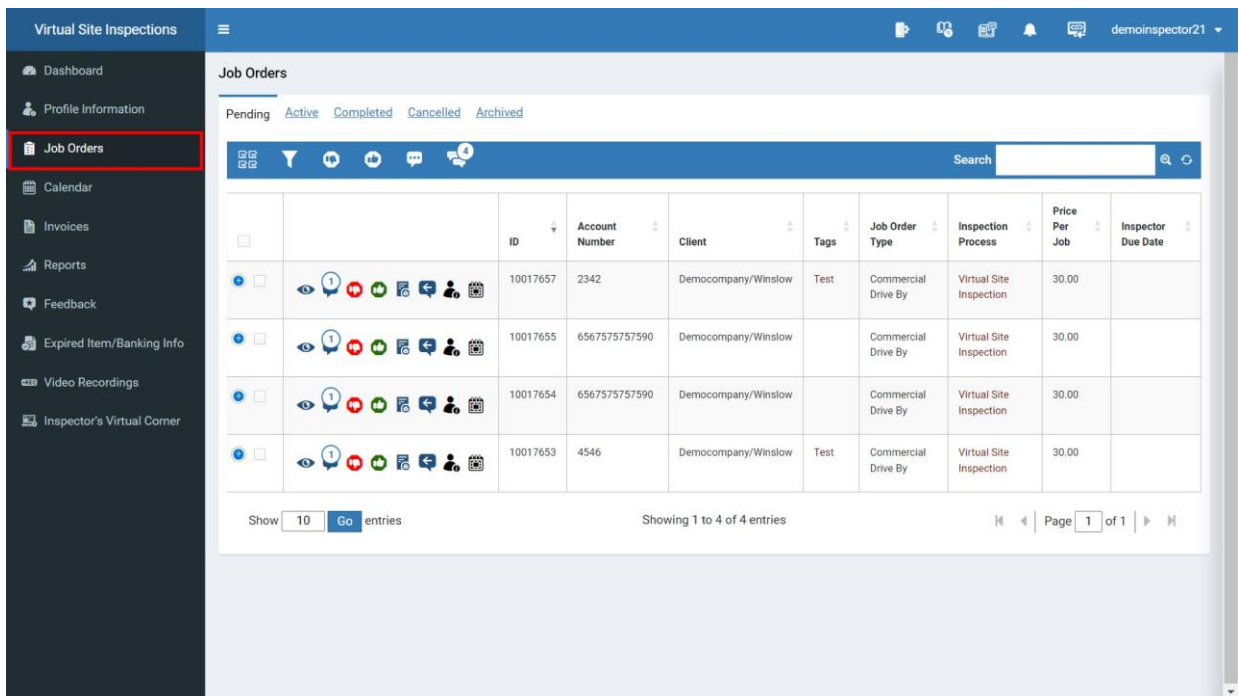
Show 10 Go entries Showing 1 to 10 of 7254 entries Page 1 of 726 Save >>

Here, you can view the data of the downloaded file.



Job Orders

Inspectors can view job orders assigned to them by clicking on the 'Job Orders' menu in the left-side panel. This action redirects users to the Job Orders List page.



Within the job order, there are various tabs such as Pending, Active, Completed, Cancelled, and Archived. Clicking on a specific tab loads a corresponding job order list for that status and displays blue header options based on the selected status.

The Job Order List encompasses various functionalities, such as view orders, edit orders, decline orders, accept orders, accessing property details, viewing user information, share link, booking appointments, checking special instructions, downloading available documents, providing decline reasons, and sending appointment links. These functionalities are presented based on specific tabs.

To search for a job order using a keyword, the system performs the search across various parameters, including Transaction ID, Account Number, client, tags, job order type, company name, cell phone, onsite email contact, address, city, state, county, and zip code. Enter your search term in the highlighted search field, as illustrated in the provided screenshots, and then press enter or click on the finder icon next to the text field. The system will then display a list of relevant job order records.

The screenshot displays the 'Virtual Site Inspections' application interface. On the left is a dark sidebar with navigation links: Dashboard, Profile Information, Job Orders (highlighted), Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main content area is titled 'Job Orders' and has tabs for 'Pending', 'Active', 'Completed', 'Cancelled', and 'Archived'. Below the tabs is a blue action bar with icons for grid view, filter, refresh, add, edit, and delete. A search bar in the top right of this bar contains the text '10017654'. Below the action bar is a table with the following columns: ID, Account Number, Client, Tags, Job Order Type, Inspection Process, Price Per Job, and Inspector Due Date. The table contains one entry with the following data: ID: 10017654, Account Number: 65675757590, Client: Democompany/Winslow, Tags: (empty), Job Order Type: Commercial Drive By, Inspection Process: Virtual Site Inspection, Price Per Job: 30.00, and Inspector Due Date: (empty). At the bottom of the table, there is a 'Show 10 Go entries' button and a pagination indicator 'Showing 1 to 1 of 1 entries'.

ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date
10017654	65675757590	Democompany/Winslow		Commercial Drive By	Virtual Site Inspection	30.00	

Pending Tab

The "Pending" tab displays job orders assigned to inspectors by the administrator. When selecting the "Pending" status, the blue header bar presents options including "Select All", "Filter", "Accept", "Decline order", "Message" and "Message Count".

Select All

The "Select All" option is utilized to select all job orders within the respective tab. When you click on the "Select All" option, it will automatically mark all the job orders listed in that particular tab.

Filter

Filters functionality includes fields such as Job Order Types, Job Order Tags, Client, Country, State, County, Zip/Postal Code, City, and Inspector Due Date, Date completed. Users can select values from the dropdown menus for Client, Country, State, County, Zip/Postal Code, City, Job Order Types, and Job Order Tags.

For the Inspector Due Date and Date Completed, users can choose a value from the date picker, specifying a specific range from the "From" date to the "To" date.

Additionally, there is an interconnected feature: if a country is selected, the state dropdown will dynamically load options based on the chosen country. Similarly, selecting a state will load options for county and zip code or postal code will dynamically load options based on the chosen state. Similarly, selecting a county will load options for city and after selecting city will dynamically load options for zip code/ postal code. This interconnected filtering system enhances the precision of selecting criteria in the "Pending" tab.

Upon selecting values from the filters, click on the "Apply" button. This action will retrieve and display relevant job order data in the list based on the specified filter criteria. Conversely, clicking the "Clear All" button will reset both the job order list and the Filters fields, restoring them to their default states.

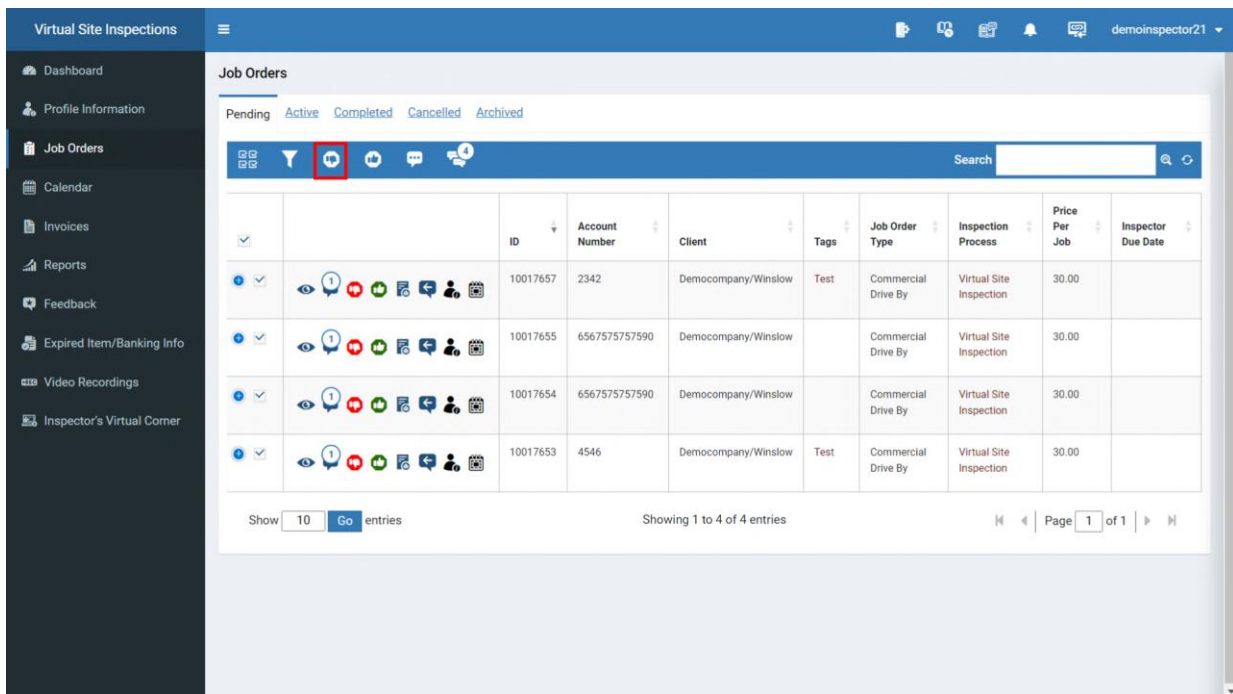
The screenshot displays the 'Virtual Site Inspections' application interface. On the left is a dark sidebar with navigation links: Dashboard, Profile Information, Job Orders, Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main area is titled 'Job Orders' and has tabs for Pending, Active, Completed, Cancelled, and Archived. Below the tabs is a blue header bar with icons for grid view, filters, refresh, add, and delete. A table lists job orders with columns: ID, Account Number, Client, Tags, Job Order Type, and Inspector. Three entries are shown, all with a 'Renewed' tag. At the bottom of the table is a pagination bar showing 'Showing 1 to 3 of 3 entries'. On the right, a 'Filter' panel is open, containing fields for Job Order Types, Job Order Tags, Client, Date Completed, Inspector Due Date, Country (set to USA), State, County, Zip/Postal Code, and City. At the bottom of the filter panel are '<< Clear All' and 'Apply >>' buttons, with the latter highlighted by a red rectangle.

ID	Account Number	Client	Tags	Job Order Type	Inspector
10018086	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Inspector
10017759	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Inspector
10017758	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Inspector

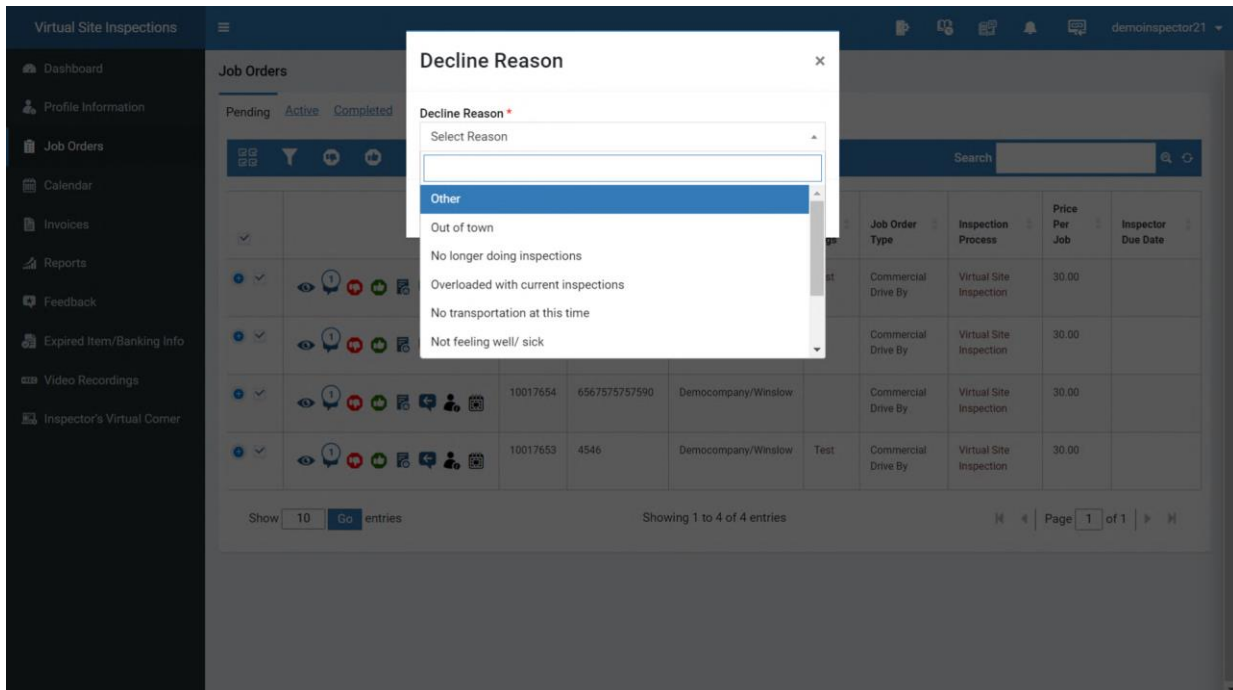
Decline Order

Inspectors have the ability to decline a job order if they choose to do so, utilizing the decline functionality.

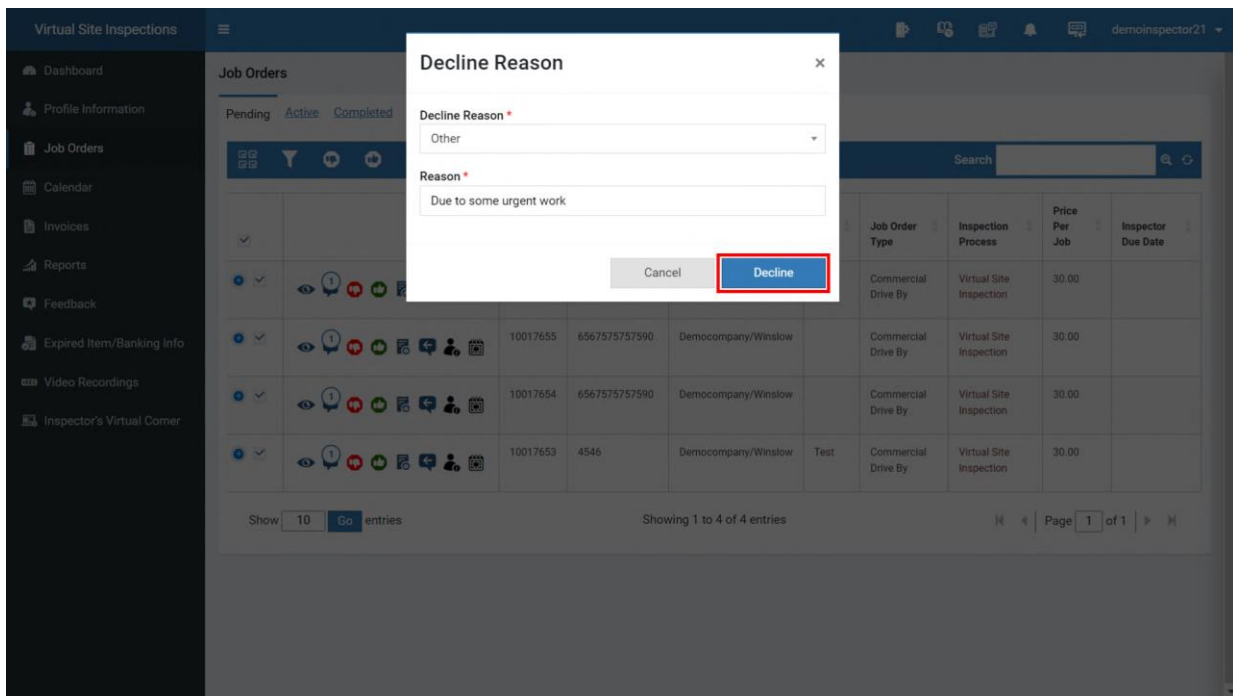
To decline job orders, select the desired orders and click on the decline icon located in the blue header bar.



After clicking on the decline icon, a dialog box will open. In this dialog, the inspector needs to select the reason for declining the job order. If a custom reason is desired, the inspector can choose the "Other" option.



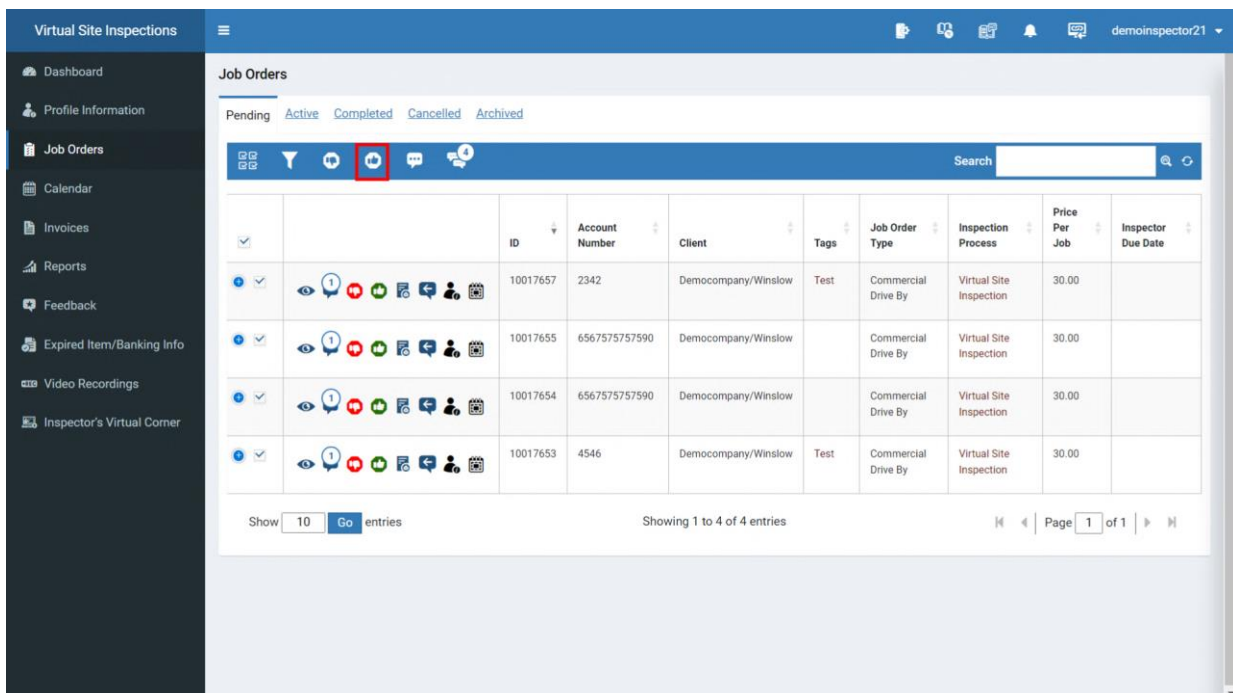
After selecting the "Other" reason, a label and text box will appear. Upon entering the custom reason, clicking on the decline icon will decline the order and it will return to the admin's new tab, automatically removing it from the pending tab.



Accept Orders

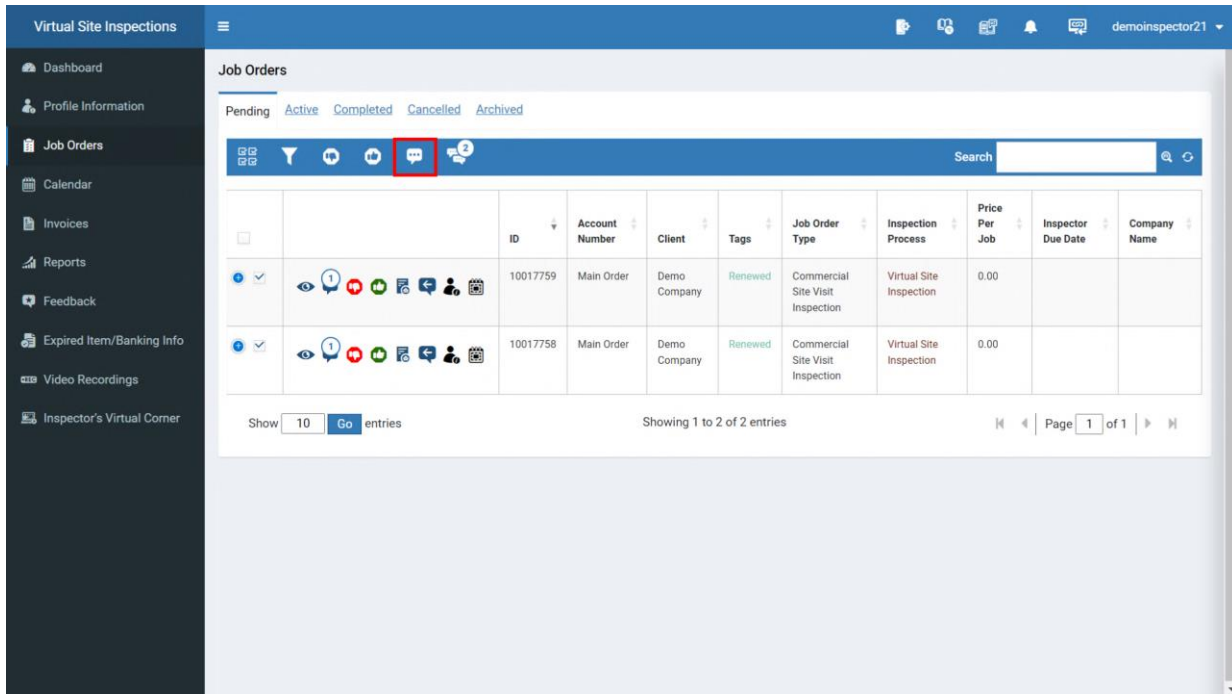
Inspectors have the ability to accept multiple job orders if they choose to do so, using the Accept Order functionality. To accept job orders, select the desired orders and click on the accept icon located in the blue header bar. By accepting the orders, you confirm your commitment to conduct the inspections associated with the job orders.

After clicking on the accept icon, all the selected job orders will be moved to the active tab.



Message

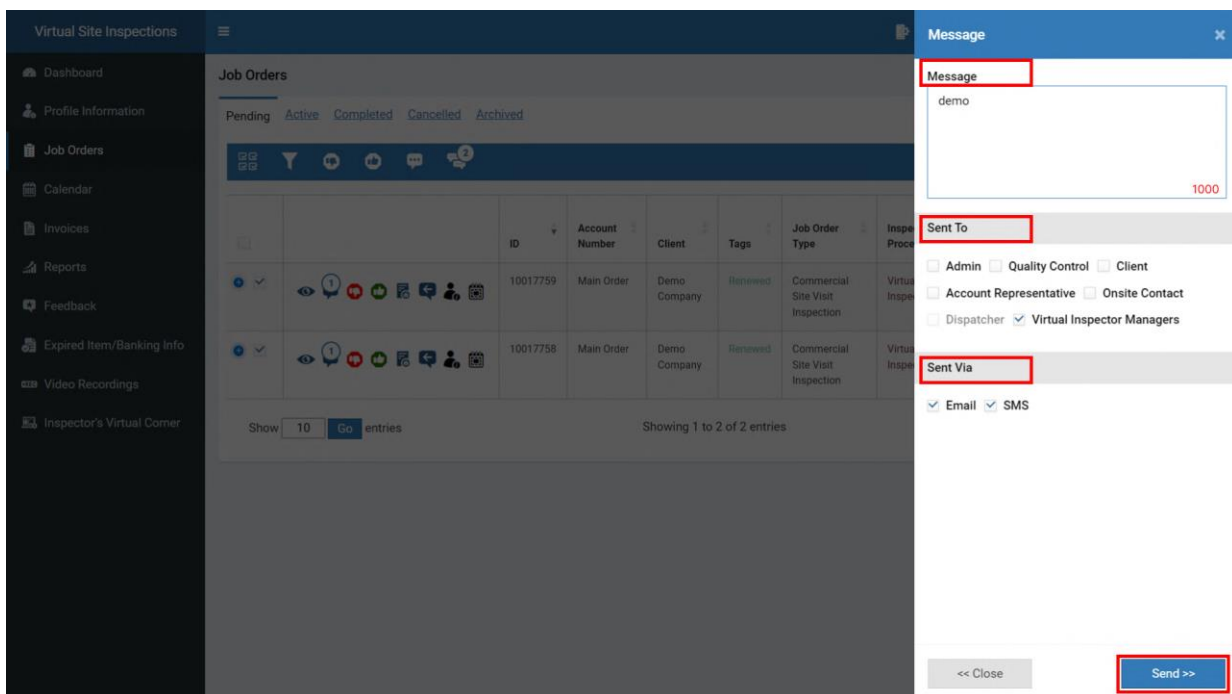
The "Message" functionality allows users to send messages to various recipients such as Client, Quality Control, Account Representative, Admin. To send a message, you need to select more than one job order, and then click on the message icon, as illustrated in the provided screenshot.



The screenshot shows the 'Virtual Site Inspections' application interface. On the left is a dark sidebar with navigation links: Dashboard, Profile Information, Job Orders, Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main area is titled 'Job Orders' and has tabs for Pending, Active, Completed, Cancelled, and Archived. Below the tabs is a toolbar with icons for grid view, filters, add, refresh, message (highlighted with a red box), and notifications. A search bar is on the right. The table below has columns: ID, Account Number, Client, Tags, Job Order Type, Inspection Process, Price Per Job, Inspector Due Date, and Company Name. Two rows are visible, both with 'Renewed' tags. At the bottom, there's a 'Show 10 Go entries' and 'Showing 1 to 2 of 2 entries'.

		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date	Company Name
☐		10017759	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00		
☐		10017758	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00		

After clicking on the message icon, a pop-up will appear, prompting you to input the message content. In this pop-up, you can add your message and select the recipients from the "Sent To" section. Additionally, you can choose the channel through which the message will be sent by selecting the appropriate option in the "Sent Via" section. Now, hit on the 'Send >>' button to send the message.



This screenshot shows the same 'Job Orders' table as the previous one, but with a 'Message' pop-up window open on the right. The pop-up has a 'Message' text area with 'demo' entered and a character count of 1000. Below this is the 'Sent To' section with checkboxes for Admin, Quality Control, Client, Account Representative, Onsite Contact, Dispatcher, and Virtual Inspector Managers (which is checked). The 'Sent Via' section has checkboxes for Email and SMS (both checked). At the bottom of the pop-up are '<< Close' and 'Send >>' buttons (the latter is highlighted with a red box).

Message										
Message										
demo										
1000										
Sent To										
☐ Admin ☐ Quality Control ☐ Client										
☐ Account Representative ☐ Onsite Contact										
☐ Dispatcher ☒ Virtual Inspector Managers										
Sent Via										
☒ Email ☒ SMS										
<< Close										
Send >>										

Message Count

The Message Count icon, visible within the job order list, serves as an indicator of incoming messages associated with each respective job order and is yet to view(Pending for view). When the user interacts with this icon and clicks on it, the system responds by revealing a list of job orders specifically tied to messages. This functionality allows users to efficiently access and manage job orders that have associated messages, enhancing the overall user experience, as illustrated in the accompanying screenshot.

The screenshot shows the 'Virtual Site Inspections' application interface. On the left is a sidebar with navigation links: Dashboard, Profile Information, Job Orders (selected), Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main area is titled 'Job Orders' and has tabs for Pending, Active, Completed, Cancelled, and Archived. The 'Active' tab is selected. Above the table is a blue header bar with icons for Select All, Filter, Download Document, Message, Mark as Delay, Export Job Orders, Book Appointment, and Message Count (highlighted with a red box and a '2'). A search bar is also present. The table has columns: ID, Account Number, Client, Tags, Job Order Type, Inspection Process, Price Per Job, Inspector Due Date, and Company Name. It contains two rows of data, both for 'Main Order' from 'Demo Company', with 'Renewed' status and 'Commercial Site Visit Inspection' type. The bottom of the table shows 'Showing 1 to 2 of 2 entries' and pagination controls for Page 1 of 1.

ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date	Company Name
10017759	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00		
10017758	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00		

Active Tab

When you click on the **"Active"** status, it shows job orders that have been accepted by inspectors.

When selecting the "Active" status in the blue header bar, it offers options such as "Select All", "Filter", "Download Document", "Message", "Mark as Delay", "Export Job Orders", "Book Appointment" and "Message Count", "Move to New".

Active Tab Filters functionality includes fields such as Country, State, County, Zip/Postal Code, City, Job Order Types, Job Order Tags, Client, Inspector Due Date. Users can select values from the dropdown menus for Country, State, County, Zip/Postal Code, City, Job Order Types, Client, and Job Order Tags.

In the "Active" tab, you can perform the same actions as explained above for the Pending tab for the fields: "Select All", "Filter", "Message" and "Message Count".

Download Document

The "Download Document" feature lets you download all documents for a chosen job order. Simply select the job order, click "Download Document," and a zip file will download to your system. The files are neatly organized by job order ID. You also have the option to select and download documents for multiple job orders at once.

Virtual Site Inspections
demoinspector21

Job Orders

Pending Active **Completed** Cancelled Archived

		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date
		10017134	2424342	Demo Company	Re-Do Link Sent To Onsite Contact Appointment Completed Session Ended	Commercial Drive By	Virtual Site Inspection	40.00	
		10018086	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00	
		10017590	321313214	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	40.00	
		10017365	7828493024	Demo Company	Session Ended	Commercial Drive By	Virtual Site Inspection	30.00	
		10017340	7828493024	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	0.00	
		10017303	234424	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	30.00	
		10017156	2131234	Demo	Appointment	Commercial	Virtual Site	30.00	

Mark As Delay

Inspectors can utilize this functionality to modify the completion date of an order.

To change the completion date of a selected job order, inspectors can click on the "Mark as Delay" icon.

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Completed

Cancelled

Archived

Grid

Filter

Refresh

Share

Print

Calendar

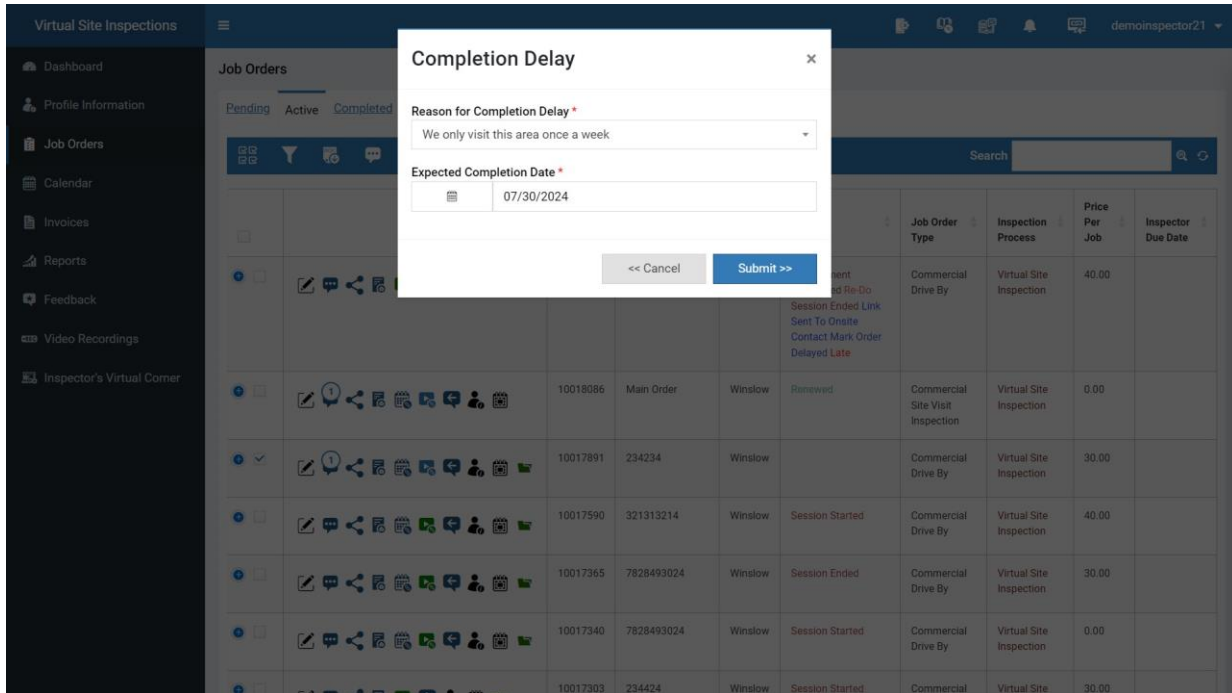
Help

Export

Search

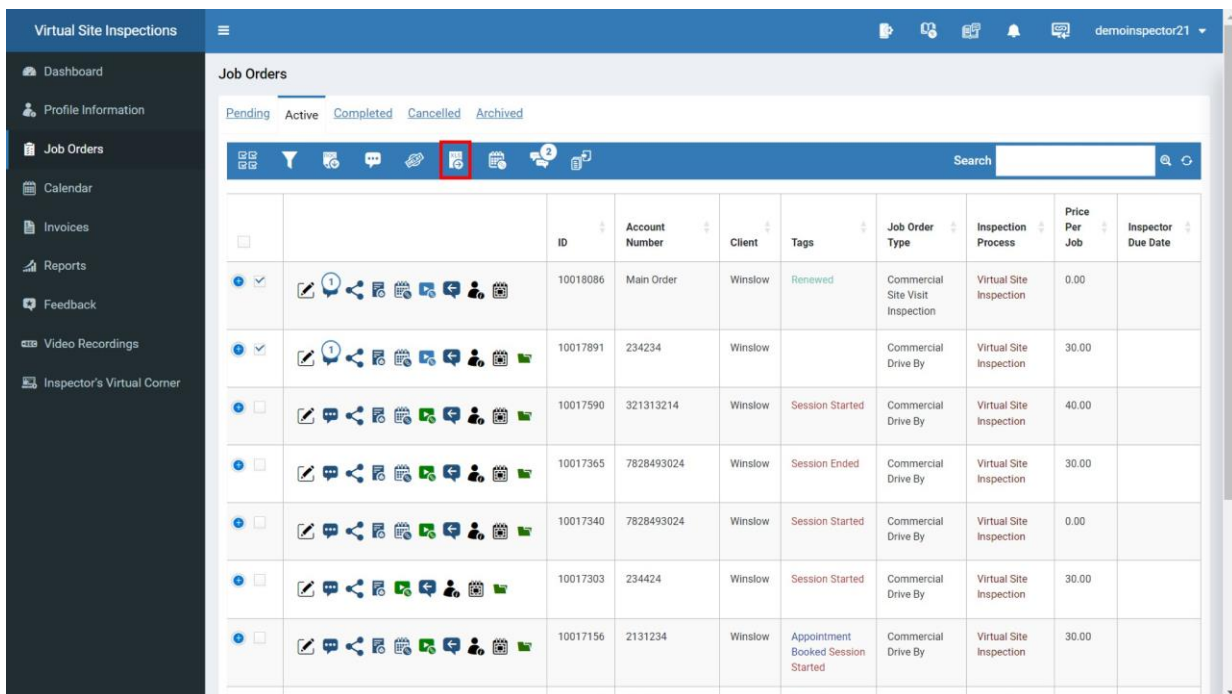
		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date
		10017134	2424342	Demo Company	Re-Do Link Sent To Onsite Contact Appointment Completed Session Ended	Commercial Drive By	Virtual Site Inspection	40.00	
		10018086	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00	
		10017590	321313214	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	40.00	
		10017365	7828493024	Demo Company	Session Ended	Commercial Drive By	Virtual Site Inspection	30.00	
		10017340	7828493024	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	0.00	
		10017303	234424	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	30.00	
		10017356	2121224	Demo Company	Appointment	Commercial Drive By	Virtual Site Inspection	30.00	

Clicking on the "Mark as Delay" icon will open a dialog box where inspectors can choose the reason for the completion delay and select the new date for the completed order. Upon selecting the necessary details, clicking the "Submit" button will update the completion date for that order.

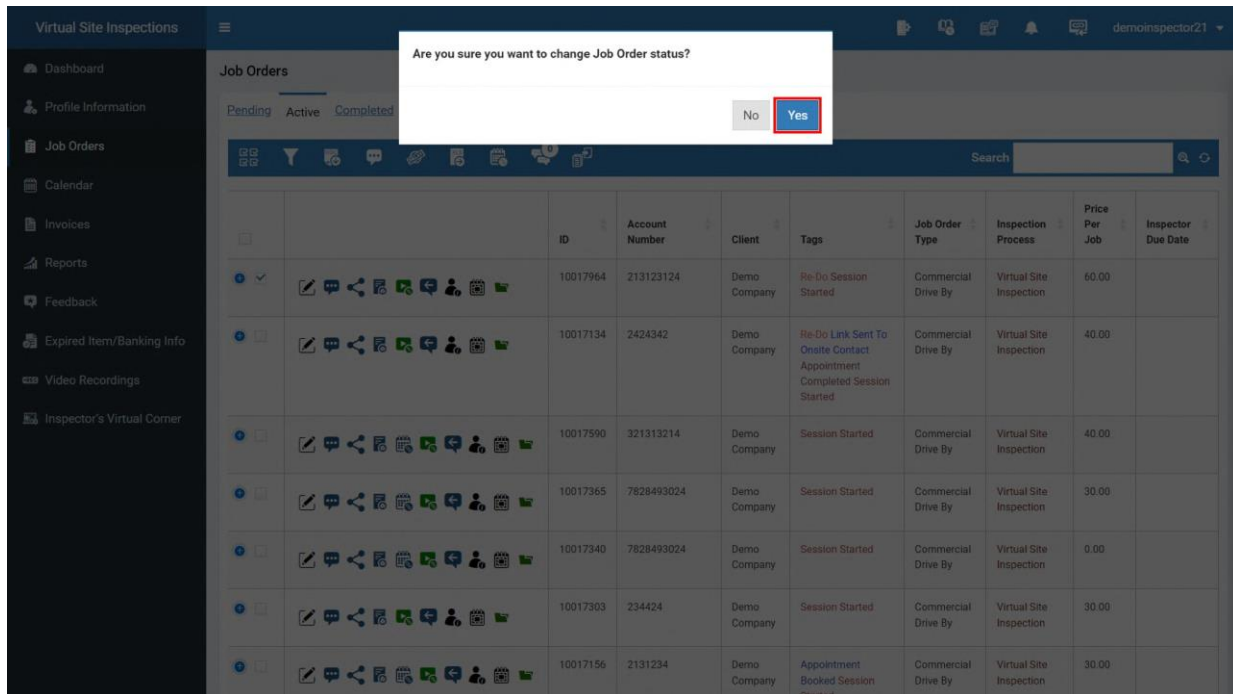


Export Job Orders

The "Export Job Orders" icon is utilized to download job order details in an XLS file format. It is mandatory to select at least one job order, and you also have the option to choose multiple job orders. If you wish to download the entire list, click on the "Select All" icon and then press the "Export Job Orders" icon. This action will generate an XLS file containing the information based on the selected job orders.



Once you click the "Move to New" icon, a confirmation pop-up will appear. Clicking "Yes" will remove the order from your active tab and display it in a new tab in the Admin and Dispatcher portals as a field order.



Book Appointment

The "Book Appointment" functionality is utilized to schedule appointments with the onsite contact. It is booking the appointment date and time on behalf of the onsite contact.

To book an appointment, only select job orders containing the "Send Appointment Link" icon. You can choose only one job order at a time. After selecting the desired job order, click on the "Book Appointment" icon located in the blue header, as illustrated in the screenshot below.

Note: To schedule an appointment for a specific date and time, the inspector needs to create a timeslot for that particular date in the calendar menu. Detailed information on calendar-related actions is covered later in the document, providing instructions on how to add a timeslot.

Virtual Site Inspections
demoinspector21

Job Orders

Pending Active Completed Cancelled Archived

Search

		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date
		10018086	Main Order	Winslow	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00	
		10017891	234234	Winslow		Commercial Drive By	Virtual Site Inspection	30.00	
		10017590	321313214	Winslow	Session Started	Commercial Drive By	Virtual Site Inspection	40.00	
		10017365	7828493024	Winslow	Session Ended	Commercial Drive By	Virtual Site Inspection	30.00	
		10017340	7828493024	Winslow	Session Started	Commercial Drive By	Virtual Site Inspection	0.00	
		10017303	234424	Winslow	Session Started	Commercial Drive By	Virtual Site Inspection	30.00	
		10017156	2131234	Winslow	Appointment Booked Session Started	Commercial Drive By	Virtual Site Inspection	30.00	

After clicking on the "Book Appointment" icon, the system will redirect you to the calendar page. On this page, you can view available slots listed. Choose the desired slot to book the appointment, as highlighted in the screenshot below.



Nationwide
VirtualSite
Inspections

 English (USA)

Schedule Your Appointment For Inspection



demo inspector 21

jaldhi.sculptsoft+02789@gmail.com

(701) 663-7736

« July 2024 »

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Time Zone: [Asia/Calcutta](#)

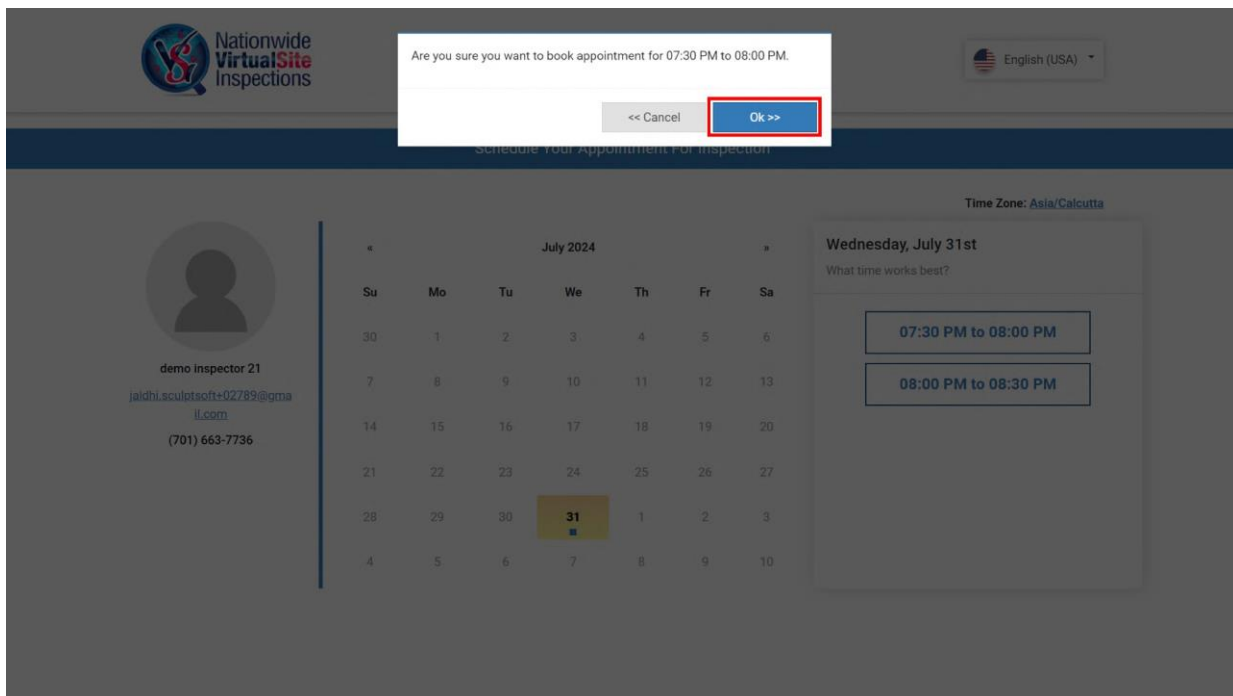
Wednesday, July 31st

What time works best?

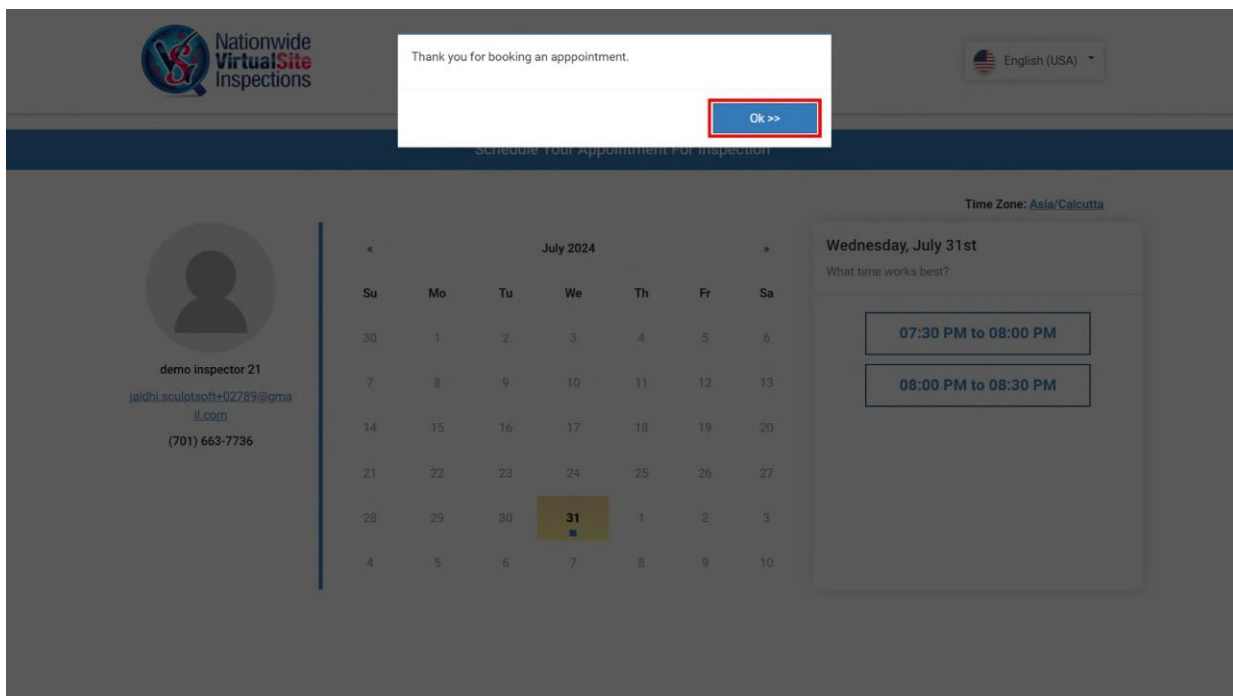
07:30 PM to 08:00 PM

08:00 PM to 08:30 PM

After clicking on the selected time slot, a dialog box will open to confirm the booking of the appointment. Clicking the "OK" button will proceed with the booking, while clicking the "Cancel" button will result in no action being performed.



After clicking the "OK" button, a "Thank You" dialog box will be displayed.



After clicking the "OK" button, the pop-up will be dismissed, and the system will redirect to the confirmation page.

Schedule Your Appointment For Inspection

Time Zone: Asia/Calcutta



demo inspector 21

jaldhi.sculptsoft+02789@gmail.com

(701) 663-7736



Your appointment has been scheduled for 07:30 PM on July 31, 2024

Completed Tab

When you select the 'Completed' status, it shows job orders that have been completed.

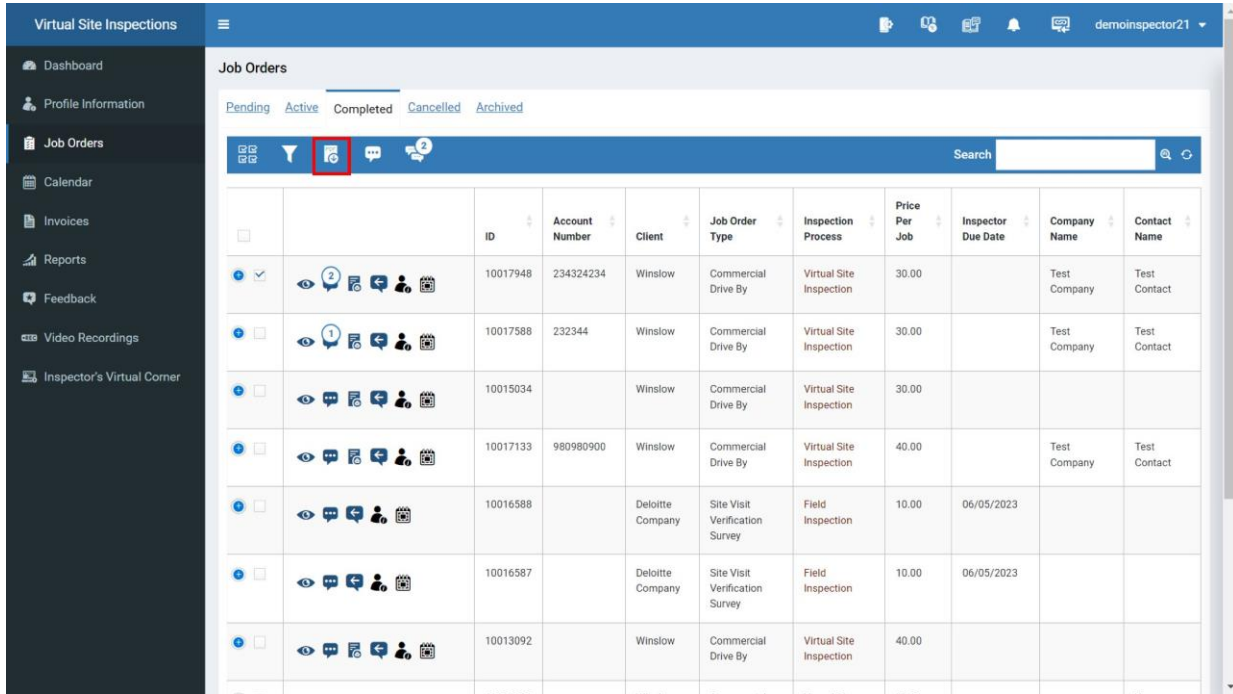
When selecting the "Completed" status in the blue header bar, it offers options such as "Select All", "Filter", "Download Selected PDF Reports", "Message" and "Message Count."

In the "Completed" tab, you can perform the same actions as explained above for the "Active" tab with regard to the fields: "Select All", "Filter", "Message" and "Message Count."

Virtual Site Inspections										
Dashboard Profile Information Job Orders Calendar Invoices Reports Feedback Expired Item/Banking Info Video Recordings Inspector's Virtual Corner										
Job Orders Pending Active Completed Cancelled Archived										
Search										
		ID	Account Number	Client	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date	Company Name	Contact Name
☐	   	10017948	234324234	Demo Company	Commercial Drive By	Virtual Site Inspection	30.00		Test Company	Test Contact
☐	   	10017588	232344	Demo Company	Commercial Drive By	Virtual Site Inspection	30.00		Test Company	Test Contact
☐	   	10015034		Demo Company	Commercial Drive By	Virtual Site Inspection	30.00			
☐	   	10017133	980980900	Demo Company	Commercial Drive By	Virtual Site Inspection	40.00		Test Company	Test Contact
☐	   	10016588		Deloitte Company	Site Visit Verification Survey	Field Inspection	10.00	06/05/2023		
☐	   	10016587		Deloitte Company	Site Visit Verification Survey	Field Inspection	10.00	06/05/2023		
☐	   	10013092		Demo Company	Commercial Drive By	Virtual Site Inspection	40.00			

Download Selected PDF Reports

The "Download Selected PDF Reports" function is utilized to generate reports for job order. You can choose only one job order at a time. After selecting the desired job order, click on the "Download Selected PDF Reports" icon located in the blue header, as illustrated in the screenshot below.



The screenshot shows the 'Virtual Site Inspections' application interface. On the left is a dark sidebar with navigation links: Dashboard, Profile Information, Job Orders (selected), Calendar, Invoices, Reports, Feedback, Video Recordings, and Inspector's Virtual Corner. The main area is titled 'Job Orders' and has tabs for Pending, Active, Completed, Cancelled, and Archived. Below the tabs is a blue header bar containing icons for selection, filter, download (highlighted with a red box), chat, and help, along with a search bar. The main content is a table with the following data:

		ID	Account Number	Client	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date	Company Name	Contact Name
☐	☒	10017948	234324234	Winslow	Commercial Drive By	Virtual Site Inspection	30.00		Test Company	Test Contact
☐	☒	10017588	232344	Winslow	Commercial Drive By	Virtual Site Inspection	30.00		Test Company	Test Contact
☐	☒	10015034		Winslow	Commercial Drive By	Virtual Site Inspection	30.00			
☐	☒	10017133	980980900	Winslow	Commercial Drive By	Virtual Site Inspection	40.00		Test Company	Test Contact
☐	☒	10016588		Deloitte Company	Site Visit Verification Survey	Field Inspection	10.00	06/05/2023		
☐	☒	10016587		Deloitte Company	Site Visit Verification Survey	Field Inspection	10.00	06/05/2023		
☐	☒	10013092		Winslow	Commercial Drive By	Virtual Site Inspection	40.00			

After clicking on the "Download PDF Reports" icon, the system will redirect you to the report opened in a new tab, allowing you to view and download it directly from that tab. To download the PDF report click on the 'Download' icon highlighted in the screenshot below.



Commercial Drive By 

Onsite Contact Info

Account Number: 234324234
Site Visit Key: test key
Company Name: Test Company
Contact Name: Test Contact
Address: 1350 CENTRAL AVE 1350 CENTRAL AVE,
Bandelier National Monument, NM 87544, USA

Job Order Info

Job Order ID: 10017948
Date Assigned: 01/16/2024
Date Completed: 01/23/2024

Test Group

Date Completed
05/02/2024

Radio Option - Yes/No
☒ No

☒ Test Checkbox

Test Radio Button List
☒ Radio 1

Radio Option - Yes/No/N/A
☒ No

Test Checkbox (multiple choice)
☒ Check 2
☒ Check 3

Winslow 226 N Nova Rd, Los Angeles, CA 90010, USA

Cancelled Tab

When you choose the **"Cancelled"** status, it shows job orders that have been canceled Approved by the administrator.

When selecting the "Cancelled" status in the blue header bar, it presents options such as "Select All", "Filter", "Message" and "Message Count."

In the "Cancelled" tab, you can execute the same actions as described for the "Active" tab concerning the fields: "Select All", "Filter", "Message" and "Message Count."

Virtual Site Inspections
demoinspector21 ▾

Job Orders

Pending Active Completed **Cancelled** Archived

Search

		ID	Account Number	Client	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date	Company Name	Contact Name
		10014460	456789	Demo Company	Commercial Drive By	Virtual Site Inspection	30.00			
		10014423		Demo Company	Commercial Drive By	Virtual Site Inspection	30.00			Test Contact
		10014422		Demo Company	Commercial Drive By	Virtual Site Inspection	30.00			Test Contact
		10014407		Demo Company	Commercial Drive By	Virtual Site Inspection	30.00			Test
		10014406		Demo Company	Commercial Drive By	Virtual Site Inspection	30.00			Test
		10014393	6567575757590	Demo Company	Commercial Drive By	Virtual Site Inspection	30.00			
		10014392	12345678 7th	Demo Company	Commercial Drive By	Virtual Site Inspection	30.00			
		10014391	3456789	Demo	Commercial	Virtual Site	30.00			

Archived Tab

When you choose the **"Archived"** status, it shows all job orders that have been archived by the administrator.

When we select the "Archived" status in the blue header bar, it provides options such as "Select All", "Filter", "Export Job Orders" and "Message Count".

In the "Archived" tab, you can perform the same actions as explained above for the Active tab for the fields: "Select All", "Filter", "Export Job Orders" and "Message Count".

After clicking on the 'Edit' button, you will be directed to a new page where you can access five different sections: job order type, job order details, inspection details, payment information, and other details.

The screenshot displays the 'Virtual Site Inspections' application interface. The left sidebar contains navigation links: Dashboard, Profile Information, Job Orders (highlighted), Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main content area is titled 'Job Orders > Edit Order'. At the top, it shows 'Test Company / Test Contact' with the address '1350 CENTRAL AVE, 1350 CENTRAL AVE, Ahmedabad, GJ 380015, India', 'Job Order ID: 10017590', and 'Job Order Status: Active'. Below this, there are five tabs: 'Job Order Types', 'Job Order Details', 'Inspection Details' (highlighted with a red box), 'Payment Information', and 'Other Details'. The 'Inspection Details' tab contains a 'Test Group' section with the following fields: 'Date Completed' (with a calendar icon), 'Text Signature' (a large text input area), 'Multi Image' (a placeholder with a plus sign and a 'Click Here' link), 'Signature' (a text input area with a refresh icon), 'Image' (a placeholder with a mountain icon and a 'Click Here' link, with a 'Max limit 5 MB' note), 'Test Radio Button List' (three radio buttons labeled 'Radio 1', 'Radio 2', and 'Radio 3'), 'What % of the property appears to be occupied?' (a text input field), and 'Radio Option - Yes/No' (two radio buttons labeled 'Yes' and 'No'). At the bottom, there are checkboxes for 'Radio Option - Yes/No/N/A', 'Calendar', 'Test Checkbox', and 'Test Checkbox (multiple choice)'.

In the 'Job Order Type' section, there are two subsections: 'Client Job Order Types' and 'Client Inspection Forms'.

In the 'Client Job Order Type' section, you will find several fields such as 'Client' which indicates the client's name for the job order, 'Job Order Type' representing the type of job order, 'Inspection Process' indicating the type of process, and 'Assignment Rules.'

In the 'Client Inspection Form' section, you will find all the inspection forms mapped with the selected job order and client. In the first column, there are markers indicating the selected inspection forms. Following that, the second column displays the names of the inspection forms. Afterward, you will find the date of the latest modification for each inspection form. Action buttons are also provided, allowing you to view each inspection form.

Virtual Site Inspections

Job Orders > Edit Order

Test Company / Test Contact
1350 CENTRAL AVE, 1350 CENTRAL AVE, Ahmedabad, GJ 380015, India
Job Order ID: 10017590
Job Order Status: Active

Job Order Types Job Order Details Inspection Details Payment Information Other Details

Client & Job Order Types

Client * Job Order Types * Inspection Process * Assignment Rules

Demo Company Commercial Drive By Virtual Site Inspection Auto Manual

Client Inspection Forms *

	Inspection Form	Date Modified	Action
☐	Copy New form - 04	06/26/2024 12:55 PM	View
☐	Created New Form For Rules - 02	04/12/2024 04:31 PM	View
☐	Create New Form Rules - 01	04/12/2024 04:18 PM	View
☐	Created New Form For Rules - Copy	04/12/2024 04:08 PM	View

To search for an inspection form using a keyword, the system performs the search in the 'Name' field. Enter your search term in the highlighted search field, as illustrated in the provided screenshots, and press enter or click on the finder icon next to the text field. The system will then search for matching words within the inspection form names and display the relevant inspection form records.

Virtual Site Inspections

Job Orders > Edit Order

Test Company / Test Contact
1350 CENTRAL AVE, 1350 CENTRAL AVE, Ahmedabad, GJ 380015, India
Job Order ID: 10017590
Job Order Status: Active

Job Order Types Job Order Details Inspection Details Payment Information Other Details

Client & Job Order Types

Client * Job Order Types * Inspection Process * Assignment Rules

Demo Company Commercial Drive By Virtual Site Inspection Auto Manual

Client Inspection Forms *

	Inspection Form	Date Modified	Action
☐	Copy New form - 04	06/26/2024 12:55 PM	View
☐	Created New Form For Rules - 02	04/12/2024 04:31 PM	View
☐	Create New Form Rules - 01	04/12/2024 04:18 PM	View
☐	Created New Form For Rules - Copy	04/12/2024 04:08 PM	View

To view an inspection form, click on the 'View' button in the inspection form list. This will open a new tab where you can preview the form, including all groups, image section, and document section.

Virtual Site Inspections

Dashboard
Profile Information
Job Orders
Calendar
Invoices
Reports
Feedback
Expired Item/Banking Info
Video Recordings
Inspector's Virtual Corner

Job Orders > Edit Order

Test Company / Test Contact
1350 CENTRAL AVE, 1350 CENTRAL AVE, Ahmedabad, GJ 380015, India
Job Order ID: 10017590
Job Order Status: Active

Job Order Types
Job Order Details
Inspection Details
Payment Information
Other Details

Client & Job Order Types

Client *

Job Order Types *

Inspection Process *

Assignment Rules

Client Inspection Forms *

Search

	Inspection Form	Date Modified	Action
☐	Copy New form - 04	06/26/2024 12:55 PM	
☐	Created New Form For Rules - 02	04/12/2024 04:31 PM	
☐	Create New Form Rules - 01	04/12/2024 04:18 PM	
☐	Created New Form For Rules - Copy	04/12/2024 04:08 PM	

Inspection Form

Header Info

Account Number *

Company Name

Contact Name

Address *

Country *

State *

Zip Code *

City *

Email

Cell Phone Number

Preset Instructions

Site_Visit_Key

address_2 *

Provider/Supplier Number

Provider/Supplier Type

Reason for Visit

Site Visit Priority

Authorized Representative *

Contractor Name *

Test Group

Text Signature

Multi Image Multi Image2 Multi Image3

Signature

Image test Image2 Image3 Image4

In the 'Job Order Details' section, you will find three subsections: Header Info, Client Information, and Acct Rep. Information.

In the 'Header Info' section, you will find job order-related fields such as account number, company name, contact name, address of the property, and additional fields that have been added to the inspection form.

Virtual Site Inspections

Dashboard
Profile Information
Job Orders
Calendar
Invoices
Reports
Feedback
Expired Item/Banking Info
Video Recordings
Inspector's Virtual Corner

Job Orders > Edit Order

Test Company / Test Contact
1350 CENTRAL AVE, 1350 CENTRAL AVE, Ahmedabad, GJ 380015, India
Job Order ID: 10017590
Job Order Status: Active

Job Order Types
Job Order Details
Inspection Details
Payment Information
Other Details

Header Info

Account Number *

321313214

Company Name

Test Company

Contact Name

Test Contact

Address *

1350 CENTRAL AVE

Country *

India

State *

GJ

Zip Code *

380015

City *

Ahmedabad

Email

Email

Cell Phone Number

Cell Phone Number

Preset Instructions

Please verify if property occupied or vacant and take the following photo(s) Required Photo(s) Front View, Address, Business Signage on building Additional Photo (s) Street View, Hours of Operation Street Sign

Site_Visit_Key

test key

address_2 *

1350 CENTRAL AVE

Provider/Supplier Number

87999899890

Provider/Supplier Type

test type

Reason for Visit

test visit

Site Visit Priority

Authorized Representative *

Contractor Name *

In the 'Client Information' section, you will find details related to the client. This includes the client's name, hours of operation, as well as the client's contact cell phone number and email.

After that, in the 'Acct Rep. Information' section, you will see details related to the account representative. This includes the account rep. name, office phone number, cell phone number, and email address of the account representative.

Virtual Site Inspections

Dashboard
Profile Information
Job Orders
Calendar
Invoices
Reports
Feedback
Expired Item/Banking Info
Video Recordings
Inspector's Virtual Corner

Street View, Hours of Operation
Street Sign

address_2 *

1350 CENTRAL AVE

Provider/Supplier Number

87999899890

Provider/Supplier Type

test type

Reason for Visit

test visit

Site Visit Priority

test priority

Authorized Representative *

test account rep

Contractor Name *

test contractor

Client Information

Client

Demo Contact

Hours Of Operation

https://Google.com

Office Phone

(287) 979-8788

Cell Phone

Cell Phone

Email

jaldhi.sculptsoft+200008881@gmail

Acct Rep. Information

Acct Rep. Name

Demo account rep

Office Phone

(951) 088-8000

Cell Phone

(951) 009-3428

Email

jaldhi.sculptsoft+5122118@gmail.c

<< Back To Search Results

Save >>

Submit For Review >>

In the 'Inspection Details' section, you will find a list of inspection form groups, followed by the Images and Documents sections.

In the 'Inspection Details' section, you will find a comprehensive list of inspection form groups. Within each group, you will see the questions related to the job order. Here, you can review and update the existing field question's answers.

The screenshot displays the 'Inspection Details' section of the 'Virtual Site Inspections' application. The interface includes a dark sidebar with navigation links: Dashboard, Profile Information, Job Orders (highlighted), Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main content area shows the 'Edit Order' page for a job order titled 'Test Company / Test Contact' with address '1350 CENTRAL AVE, 1350 CENTRAL AVE, Ahmedabad, GJ 380015, India'. The job order ID is 10017590 and the status is Active. Below this, a tabbed interface shows 'Inspection Details' as the active tab. The 'Test Group' section contains several form fields: 'Date Completed' with a calendar icon, 'Text Signature' with a large text input area, 'Multi Image' with a plus icon and a 'Click Here' link, and 'Signature' with a text input area and a refresh icon. Below these, there is an 'Image' upload section with a 'Click Here' link and a 'Max limit 5 MB' note. To the right of the image upload is a 'Test Radio Button List' with three radio buttons labeled 'Radio 1', 'Radio 2', and 'Radio 3'. Further right is a question 'What % of the property appears to be occupied?' with a text input field and a 'Radio Option - Yes/No' section with 'Yes' and 'No' radio buttons. At the bottom, there are checkboxes for 'Radio Option - Yes/No/N/A', 'Calendar', 'Test Checkbox', and 'Test Checkbox (multiple choice)'.

Video Recording

Inspector can view a list of recorded videos in job order and also has the capability to play or download any video from the list.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

Test Label

Video Recordings

	Action	Captured Online	Date Completed
☐	 	No	10/23/2023 12:25 AM
☐	 	No	10/23/2023 12:21 AM

Images

Click Here to Upload Images






	Action		Label	Size	Width	Height	Date Uploaded
☐	   		No Label	137.07 KB	640	640	10/23/2023 12:26 AM PDT
☐	   		Street View	93 KB	640	640	10/23/2023 12:25 AM PDT
☐	   		No Label	137.07 KB	640	640	10/23/2023 12:25 AM PDT

Recorded video can play by clicking on the Play icon from the grid.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

Test Label

Video Recordings

	Action	Captured Online	Date Completed
☐	 	No	10/23/2023 12:25 AM
☐	 	No	10/23/2023 12:21 AM

Images

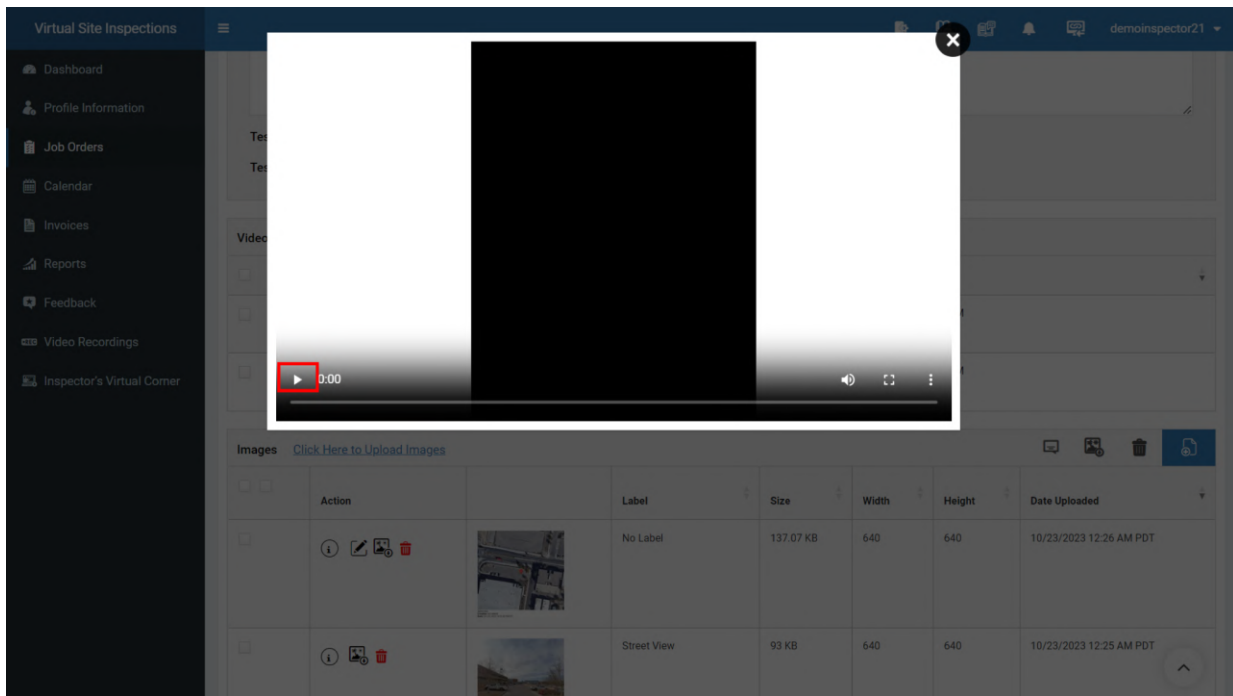
Click Here to Upload Images



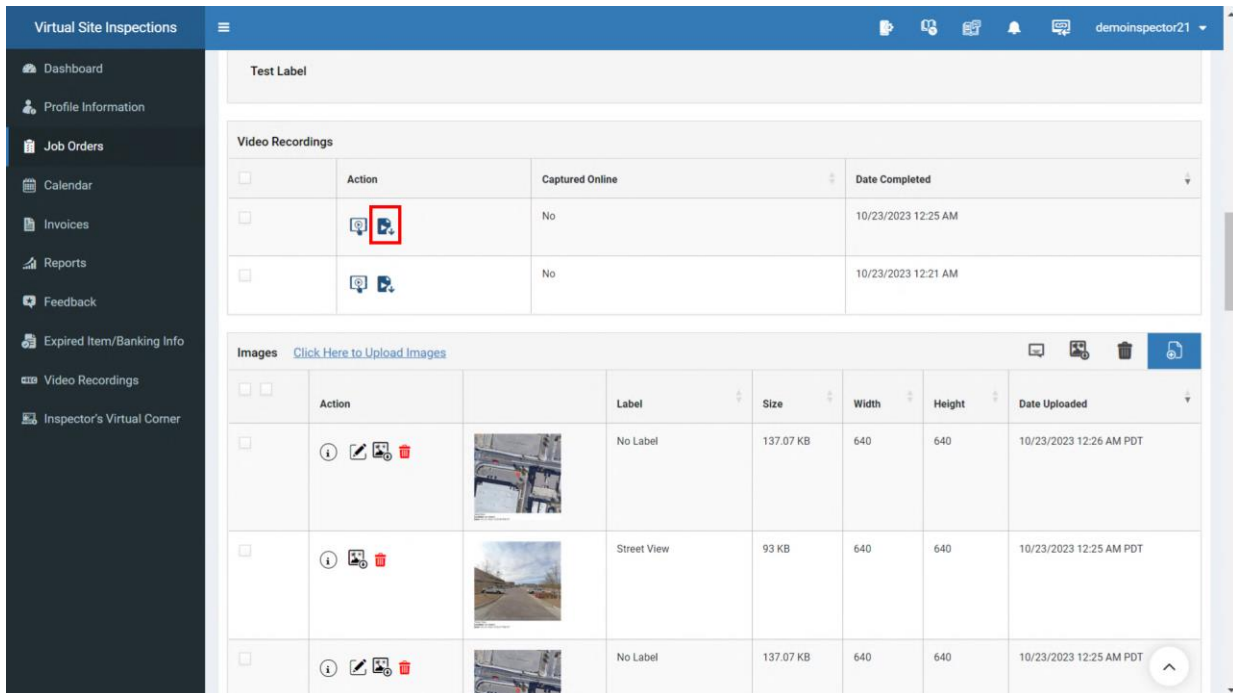



	Action		Label	Size	Width	Height	Date Uploaded
☐	   		No Label	137.07 KB	640	640	10/23/2023 12:26 AM PDT
☐	   		Street View	93 KB	640	640	10/23/2023 12:25 AM PDT
☐	   		No Label	137.07 KB	640	640	10/23/2023 12:25 AM PDT

After clicking on the "Play" icon from the grid, a video popup will appear, enabling the inspector to play the recorded video by clicking the play icon within the popup.



Inspector can download a video from the recording list by clicking on the "Download" icon, as highlighted in the screenshot below.



In the image section, you will find all the uploaded and predefined images that are mapped in the inspection form, along with their respective labels, sizes, widths, heights, and the date of upload.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

Test Label

Video Recordings

	Action	Captured Online	Date Completed
☐		No	10/23/2023 12:25 AM
☐		No	10/23/2023 12:21 AM

Images

Click Here to Upload Images

	Action		Label	Size	Width	Height	Date Uploaded
☐			No Label	137.07 KB	640	640	10/23/2023 12:26 AM PDT
☐			Street View	93 KB	640	640	10/23/2023 12:25 AM PDT
☐			No Label	137.07 KB	640	640	10/23/2023 12:25 AM PDT

In the 'Image' section, you will find various options at the top of the image bar, including 'Add Label', 'Download Selected Images', 'Delete Selected Images' and 'Add New'.

On clicking the 'Add New' or 'Click Here to Upload Images' button, a system dialog will open, allowing you to choose your file for upload.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

	Action	Captured Online	Date Completed
☐		No	10/23/2023 12:25 AM
☐		No	10/23/2023 12:21 AM

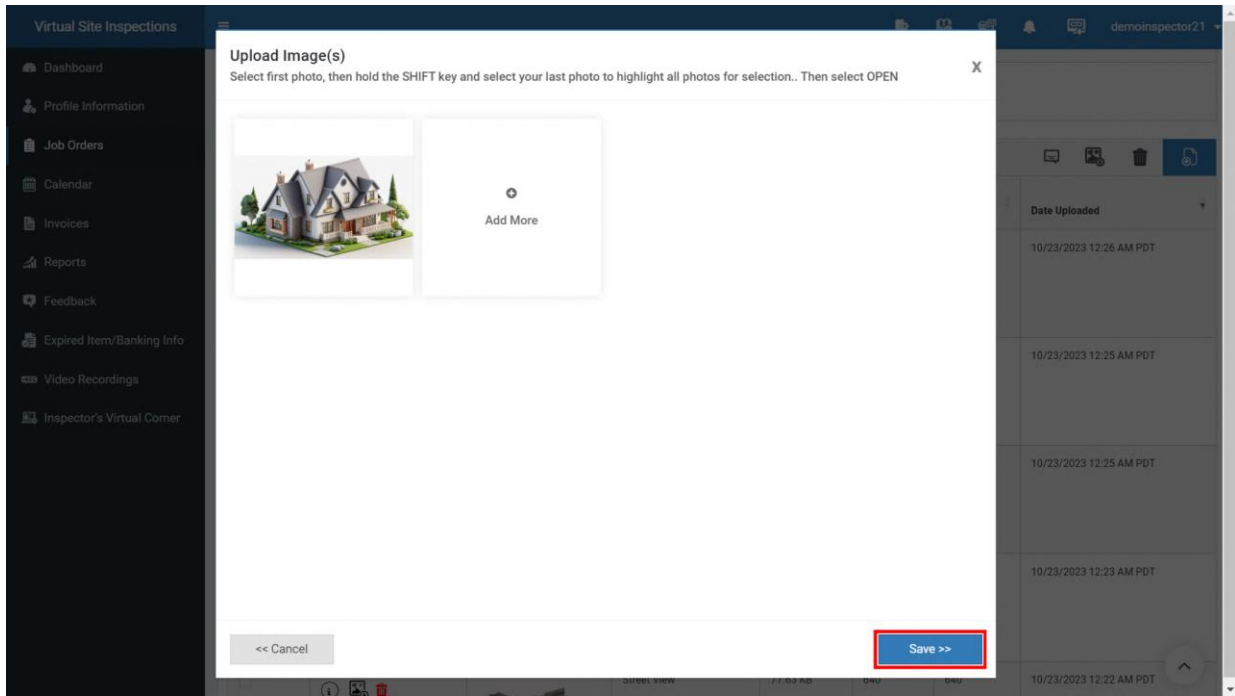
Images

Click Here to Upload Images

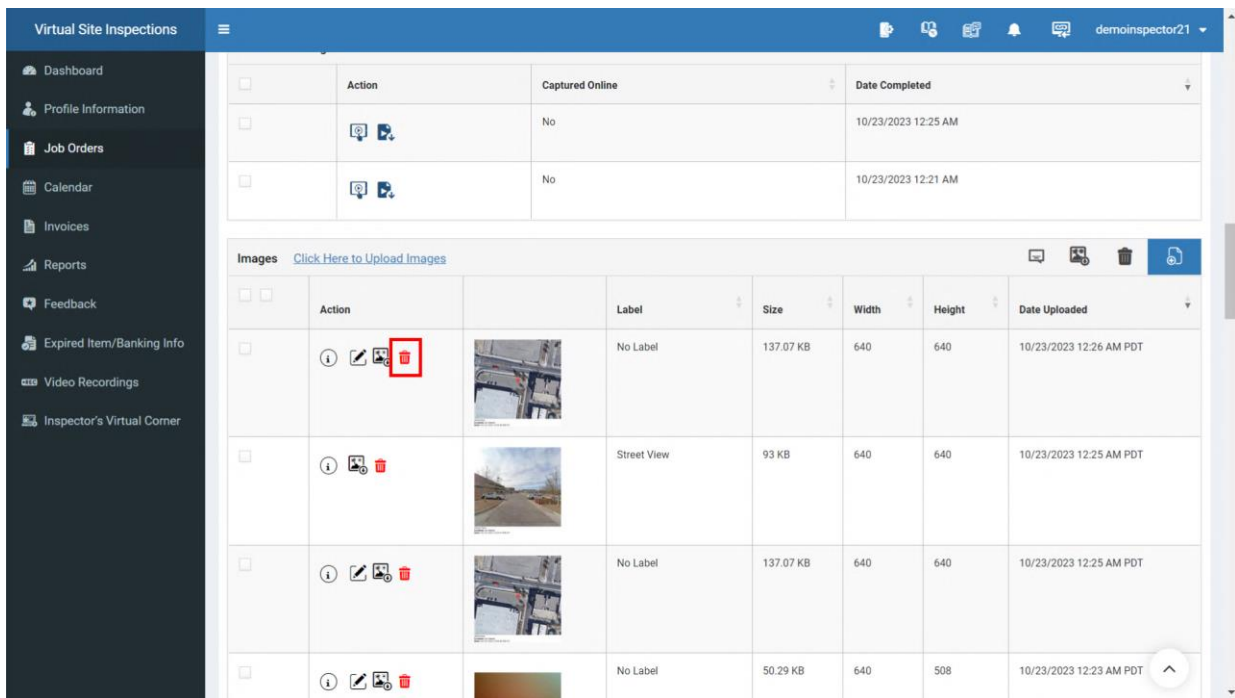
	Action		Label	Size	Width	Height	Date Uploaded
☐			No Label	137.07 KB	640	640	10/23/2023 12:26 AM PDT
☐			Street View	93 KB	640	640	10/23/2023 12:25 AM PDT
☐			No Label	137.07 KB	640	640	10/23/2023 12:25 AM PDT
☐			No Label	50.29 KB	640	508	10/23/2023 12:23 AM PDT

In the dialog, select the image and click the 'Open' button in the system file selection dialog. This action will close the current dialog, and subsequently, another dialog will appear, showcasing the selected files. Below, you will find the 'Save' button. Clicking on the 'Save' button will temporarily store

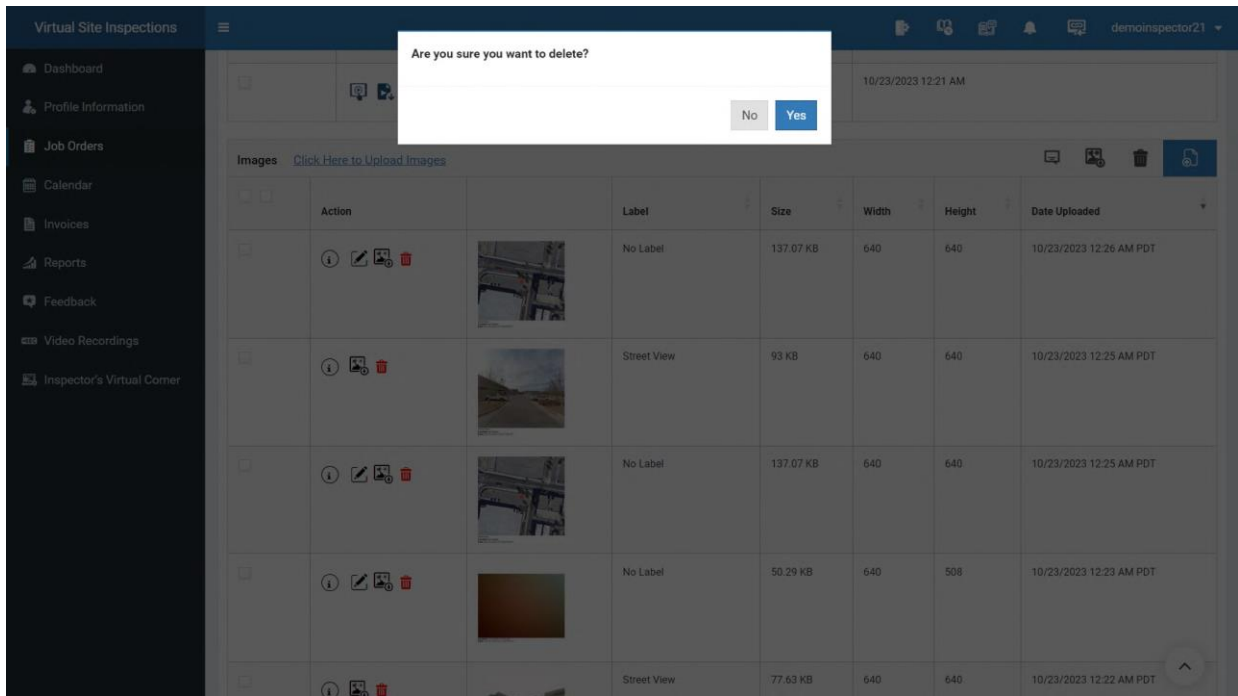
the images. To ensure permanent storage along with the job order, it is necessary to click on the 'Save' button located at the bottom of the form.



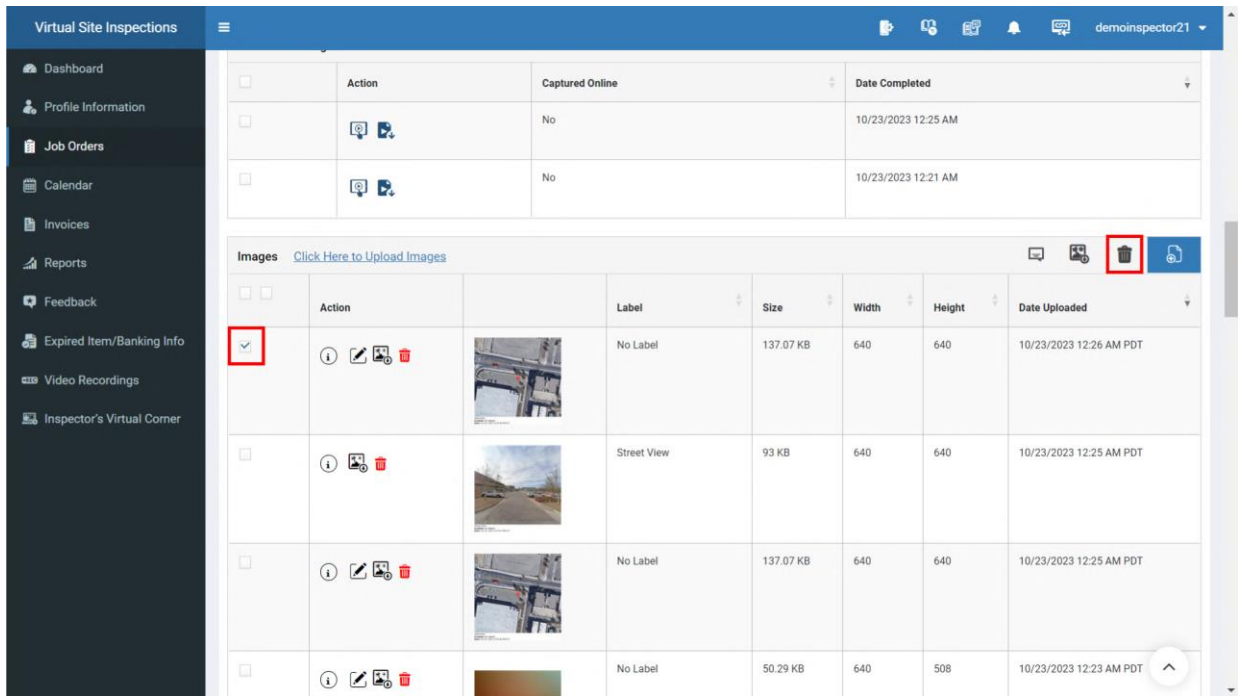
In the list, the initial column features a delete button. This button allows users to remove or delete the corresponding entry from the list.



Upon clicking the 'Delete' button, a dialog box will emerge, featuring an alert with the query, 'Are you sure you want to delete ?' Within the dialog, two buttons are available. The first button, labeled 'Yes' confirms the deletion, subsequently removing the image from the list. The second button, 'No' closes the dialog without performing any action.



We can delete multiple images by selecting them using checkboxes and clicking on the delete button in the top of the image sections, as shown.



On clicking the 'Download Selected Images' a zip file containing the selected images, marked with checkboxes on the left of each image, will be downloaded.

The screenshot shows the 'Virtual Site Inspections' dashboard. On the left is a sidebar with navigation links: Dashboard, Profile Information, Job Orders, Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main area displays a table with columns: Action, Captured Online, and Date Completed. Below this is an 'Images' section with a link 'Click Here to Upload Images'. The 'Images' table has columns: Action, Label, Size, Width, Height, and Date Uploaded. The first row in the 'Images' table has a checkbox selected (indicated by a red box). The table contains four rows of image data.

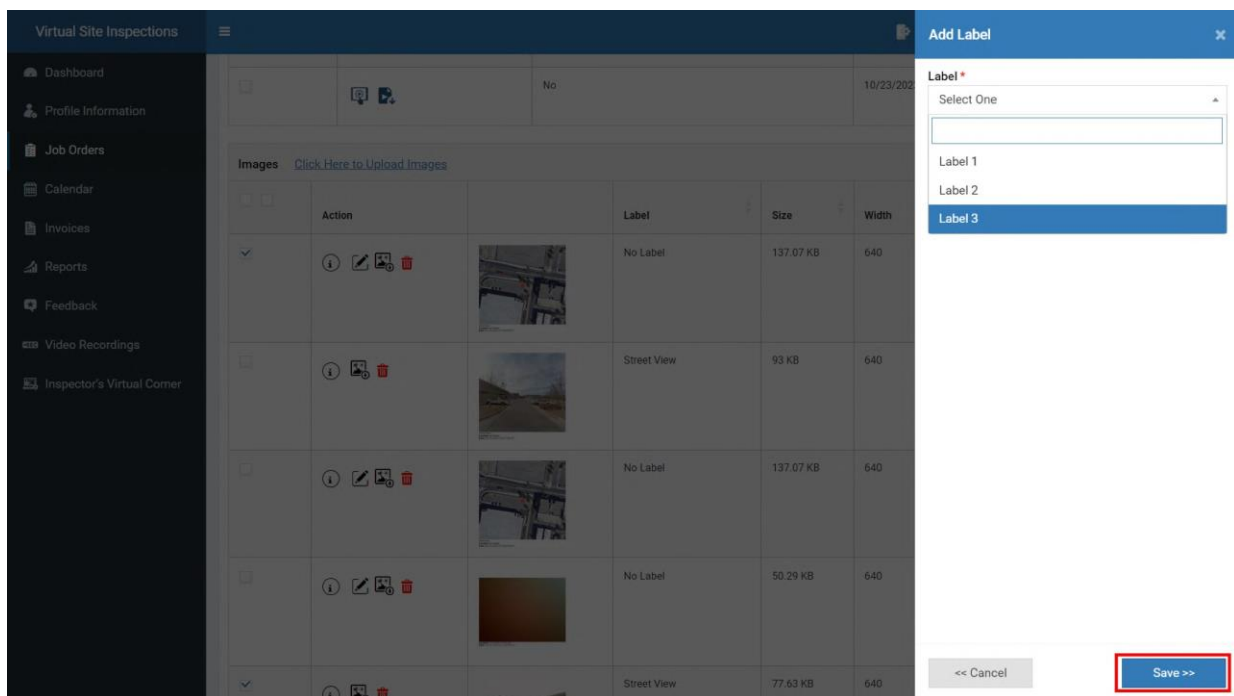
Action	Captured Online	Date Completed
☐	No	10/23/2023 12:25 AM
☐	No	10/23/2023 12:21 AM

Action	Label	Size	Width	Height	Date Uploaded
☒	No Label	137.07 KB	640	640	10/23/2023 12:26 AM PDT
☐	Street View	93 KB	640	640	10/23/2023 12:25 AM PDT
☐	No Label	137.07 KB	640	640	10/23/2023 12:25 AM PDT
☐	No Label	50.29 KB	640	508	10/23/2023 12:23 AM PDT

When selecting an image for label updating, clicking the 'Add Label' button will open a side modal on the sidebar.

This screenshot is identical to the previous one, showing the 'Virtual Site Inspections' dashboard. The 'Add Label' button (represented by a speech bubble icon) in the top right corner of the 'Images' table is highlighted with a red box. The first row in the 'Images' table also has its checkbox selected (indicated by a red box).

There, you can choose labels from the dropdown list, and the selected label will be assigned to the chosen image.

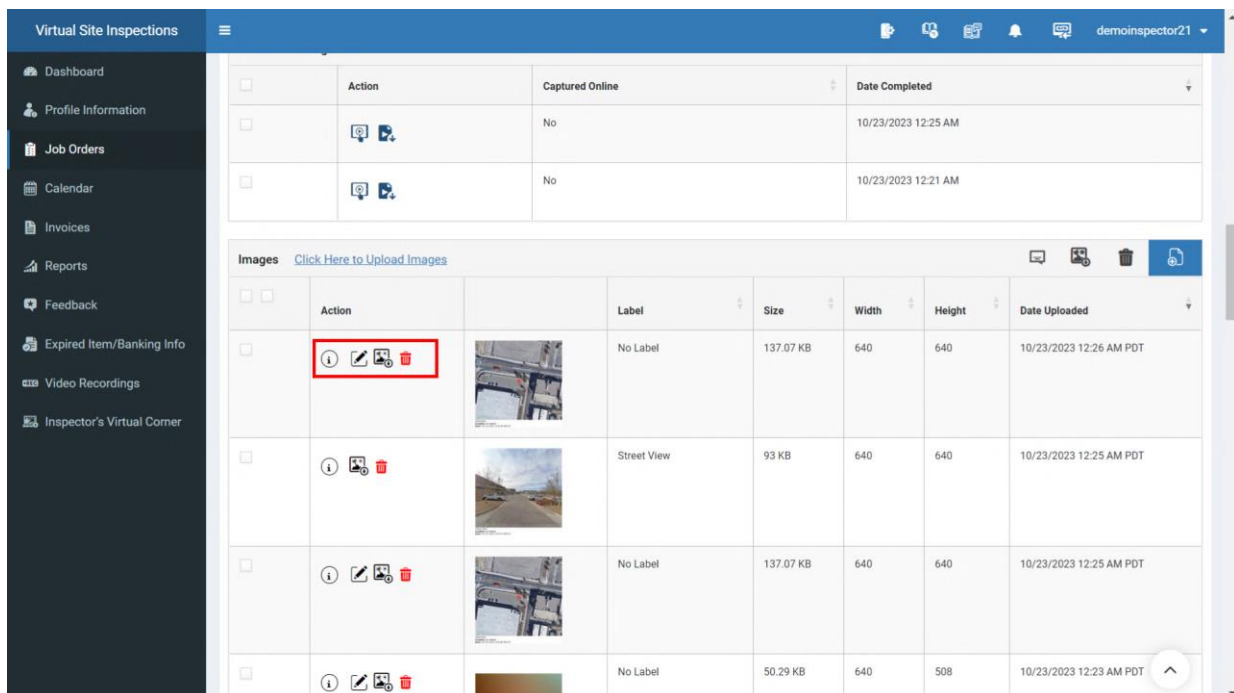


In the image list, the Action column contains multiple icons, including information, download image, and delete button.

On clicking the 'Edit' icon, a edit image popup will appear

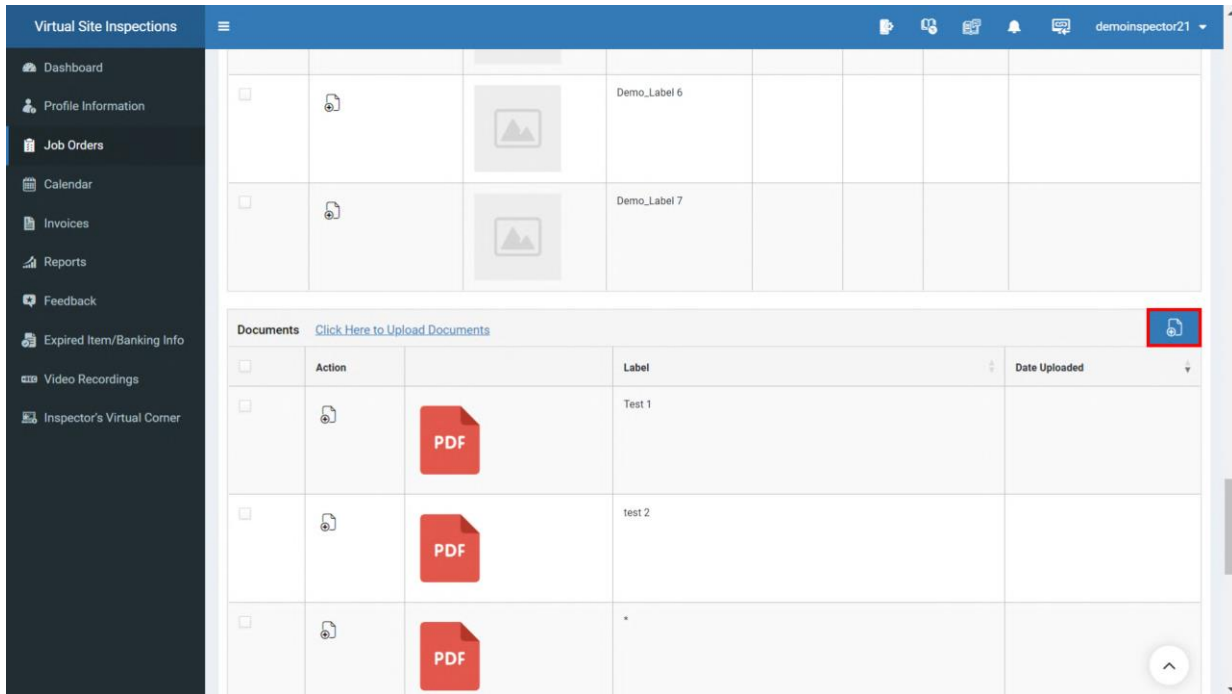
On clicking the 'Information' icon, a popup will open, providing details about the image.

On clicking the 'Download Image' icon, the selected image will be downloaded to your device.

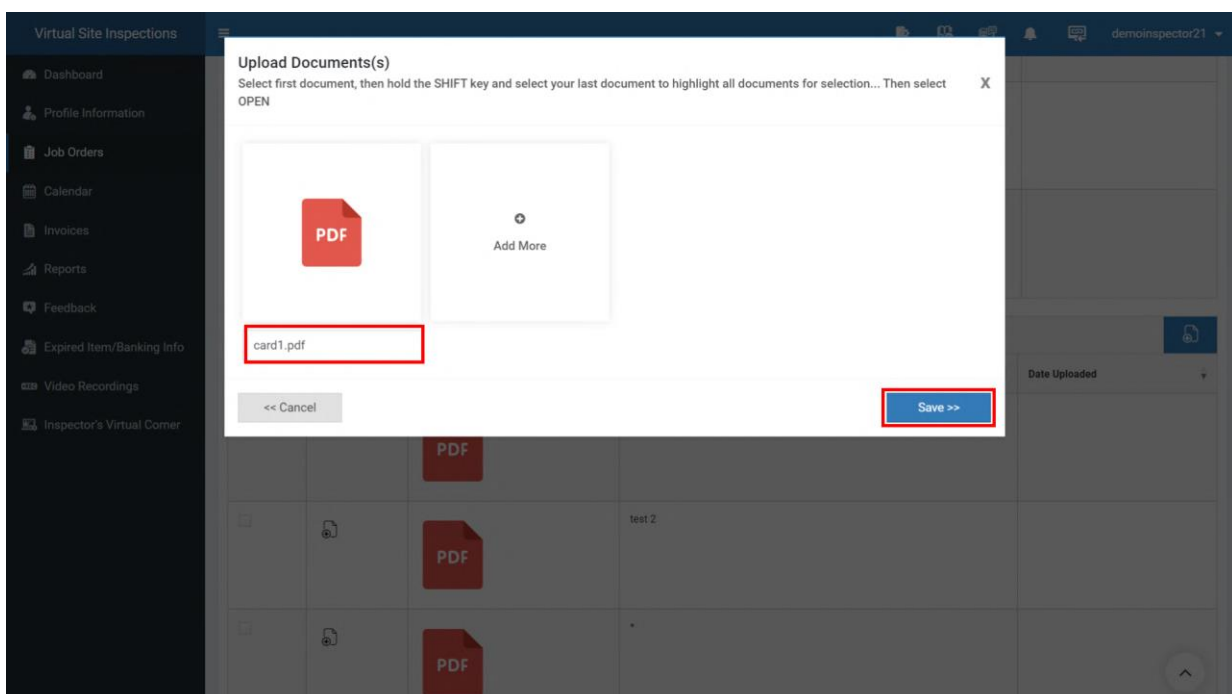


In the Document section, you will find all the uploaded and predefined documents that are mapped in the inspection form, along with their respective label, Date Uploaded.

On clicking the 'Add New' or 'Click Here to Upload Documents' button, a system dialog will open, allowing you to choose your file for upload.



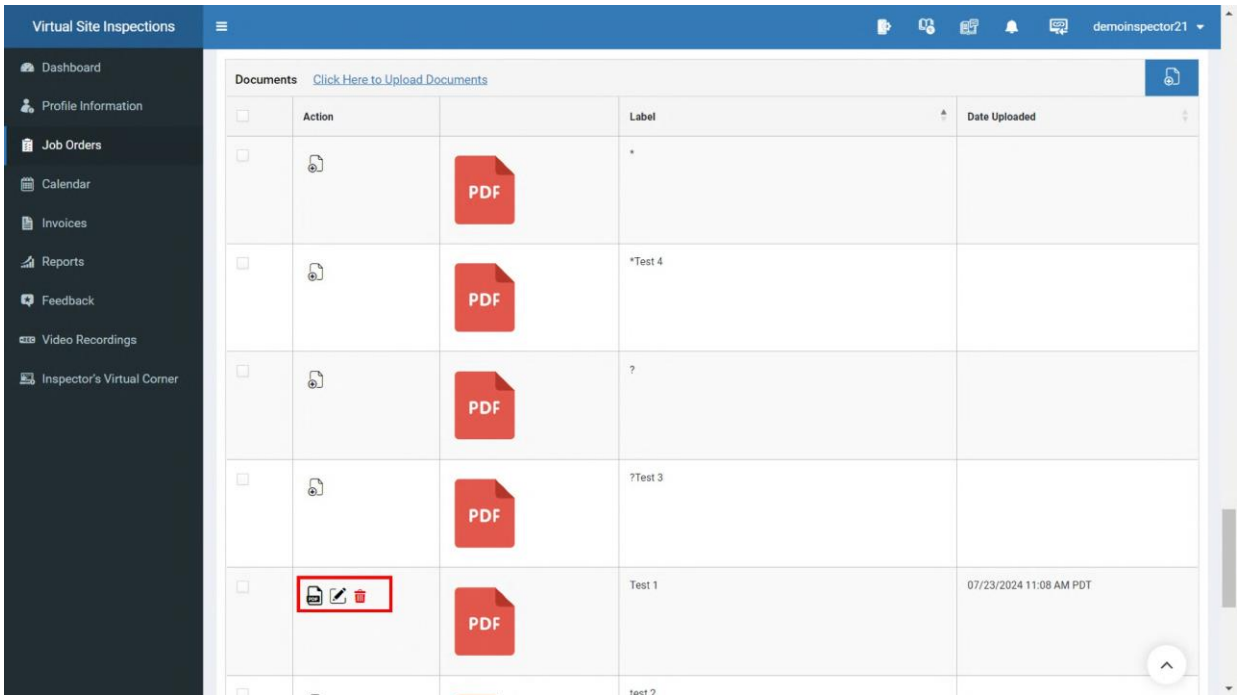
In the dialog, choose the document and click the 'Open' button in the system file selection dialog. This will close the current dialog, and subsequently, another dialog will appear, displaying the selected files. Below, you will encounter the 'Save' button. Clicking on the 'Save' button will temporarily store the documents. For permanent storage along with the job order, it is essential to click on the 'Save' button located at the bottom of the form.



In the document list, the Action column contains multiple icons, including information, download document, and delete button and edit document.

When you click the 'Edit' icon, an edit document popup will appear, allowing you to modify both the document and its name.

When you click the 'Delete document' icon, the document will be temporarily removed from the document list. To save those changes permanently click on the 'Save' button located at the bottom of the form.



	Action		Label	Date Uploaded
☐			*	
☐			*Test 4	
☐			?	
☐			?Test 3	
☐	  		Test 1	07/23/2024 11:08 AM PDT
☐			test 2	

The Payment Information section provides details related to the financial aspects of a transaction.

The Payment Information tab features a Pricing section that includes two key components: the Inspector Price and the Adjusted Inspector Price. The Inspector Price represents the initially quoted cost for the inspection service, while the Adjusted Inspector Price reflects any modifications or adjustments made to the original pricing. This section provides a clear breakdown of the financial details associated with the inspection, ensuring transparency and accuracy in the payment process.

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Job Orders > Edit Order

Test Company / Test Contact
1350 CENTRAL AVE, 1350 CENTRAL AVE, Ahmedabad, GJ 380015, India
Job Order ID: 10017590
Job Order Status: Active

Job Order Types

Job Order Details

Inspection Details

Payment Information

Other Details

Pricing

Inspector Price *

30.00

Adjusted Inspector Price

10.00

<< Back To Search Results

Save >>

Submit For Review >>

The "Other Details" tab encompasses several essential sections, including a Message section for facilitating communication, a Notes section for recording important details, a Reminder section for setting and managing task-specific deadlines, and Other Related Files section for attaching and accessing supplementary documents or materials. This comprehensive arrangement ensures effective organization, communication, and documentation within the context of the task or project.

The Message section gathers messages with sender and recipient details, content, and date. Inspectors employ this module for sending task-related messages, ensuring transparent communication regarding job order details. The process for sending messages follows the steps explained on the subsequent page.

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Test Company / Test Contact
1350 CENTRAL AVE, 1350 CENTRAL AVE, Ahmedabad, GJ 380015, India
Job Order ID: 10017590
Job Order Status: Active

Job Order Types

Job Order Details

Inspection Details

Payment Information

Other Details

Message

Name	From	To	Message	Date
demo inspector 21	Inspector	Virtual Inspector Manager	test	01/25/2024 05:55 AM
demo inspector 21	Inspector	Virtual Inspector Manager	test	01/25/2024 05:55 AM
demo inspector 21	Inspector	Virtual Inspector Manager	test	01/25/2024 05:55 AM
demo inspector 21	Inspector	Virtual Inspector Manager	test	01/25/2024 05:55 AM
demo inspector 21	Inspector	Dispatcher	123456	01/16/2024 11:40 PM
demo inspector 21	Inspector	Dispatcher	123456	01/16/2024 11:40 PM
demo inspector 21	Inspector	Dispatcher	123456	01/16/2024 11:40 PM
demo inspector 21	Inspector	Onsite Contact	123456	01/16/2024 11:40 PM
demo inspector 21	Inspector	Quality Control	123456	01/16/2024 11:40 PM
demo inspector 21	Inspector	Admin	123456	01/16/2024 11:40 PM

The Notes section is utilized to add relevant notes for this specific job order. Inspectors can add notes by clicking on the "Add New" icon, allowing them to include additional information or observations related to the job order.

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demo inspector 21

Inspector

Virtual Inspector Manager

test

01/25/2024 05:55 AM

demo inspector 21

Inspector

Virtual Inspector Manager

test

01/25/2024 05:55 AM

demo inspector 21

Inspector

Virtual Inspector Manager

test

01/25/2024 05:55 AM

demo inspector 21

Inspector

Dispatcher

123456

01/16/2024 11:40 PM

demo inspector 21

Inspector

Dispatcher

123456

01/16/2024 11:40 PM

demo inspector 21

Inspector

Dispatcher

123456

01/16/2024 11:40 PM

demo inspector 21

Inspector

Onsite Contact

123456

01/16/2024 11:40 PM

demo inspector 21

Inspector

Quality Control

123456

01/16/2024 11:40 PM

demo inspector 21

Inspector

Admin

123456

01/16/2024 11:40 PM

Show

10

Go

entries

Showing 1 to 10 of 24 entries

Page 1 of 3

Notes

Show More Details

Reminders

Show More Details

Other Related Files

Show More Details

<< Back To Search Results

Save >>

Submit For Review >>

Upon clicking the "Add New" icon, a side modal window appears. Within this modal, inspectors can input notes into a text area. After entering the notes, clicking the "Save" button will close the side modal, and the newly added notes will be included in the notes list for the job order.

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Other Details

Message

Name	From	To	Message
demo inspector 21	Inspector	Virtual Inspector Manager	test
demo inspector 21	Inspector	Virtual Inspector Manager	test
demo inspector 21	Inspector	Virtual Inspector Manager	test
demo inspector 21	Inspector	Virtual Inspector Manager	test
demo inspector 21	Inspector	Dispatcher	123456
demo inspector 21	Inspector	Dispatcher	123456
demo inspector 21	Inspector	Dispatcher	123456
demo inspector 21	Inspector	Onsite Contact	123456
demo inspector 21	Inspector	Quality Control	123456
demo inspector 21	Inspector	Admin	123456

Show 10 Go entries Showing 1 to 10 of 24 entries

Notes

Add Notes

Notes *

Inspection is incomplete

976

<< Cancel

Save >>

Inspectors can edit notes by clicking on the edit icon, providing them with the ability to make necessary modifications to the content of the notes.

The Reminder feature is employed to set reminders. Clicking on the "Add New" icon opens a side modal where users can input details such as email, date, and message. After completing all the required information, clicking the "Save" button adds the reminder to the list. Additionally, an email notification is sent at the specified date and time to serve as a reminder for the user.

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demo inspector 21	Inspector	Virtual Inspector Manager	test
demo inspector 21	Inspector	Virtual Inspector Manager	test
demo inspector 21	Inspector	Virtual Inspector Manager	test
demo inspector 21	Inspector	Dispatcher	123456
demo inspector 21	Inspector	Dispatcher	123456
demo inspector 21	Inspector	Dispatcher	123456
demo inspector 21	Inspector	Onsite Contact	123456
demo inspector 21	Inspector	Quality Control	123456
demo inspector 21	Inspector	Admin	123456

Showing 1 to 10 of 24 entries

Notes

Reminders

Other Related Files

<< Back To Search Results

Reminder

Email *

johnmarsh@gmail.com

Date *

07/24/2024 02:39:00 PM

Message *

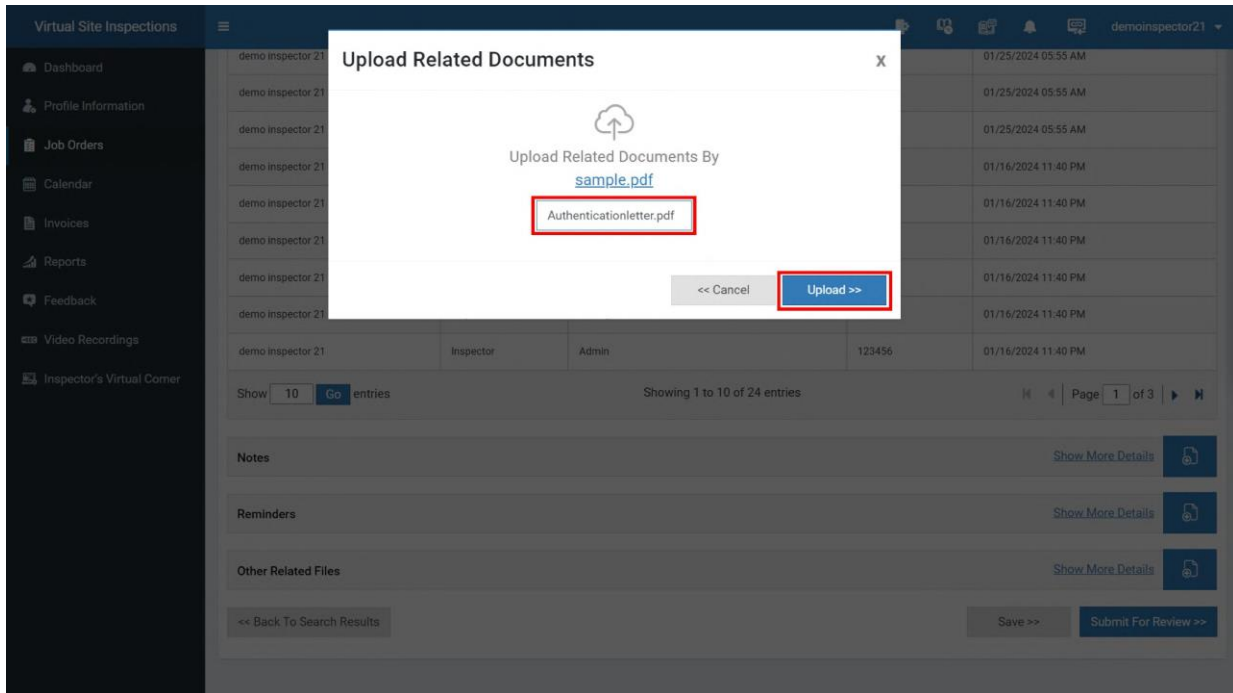
Please upload proper images

<< Cancel

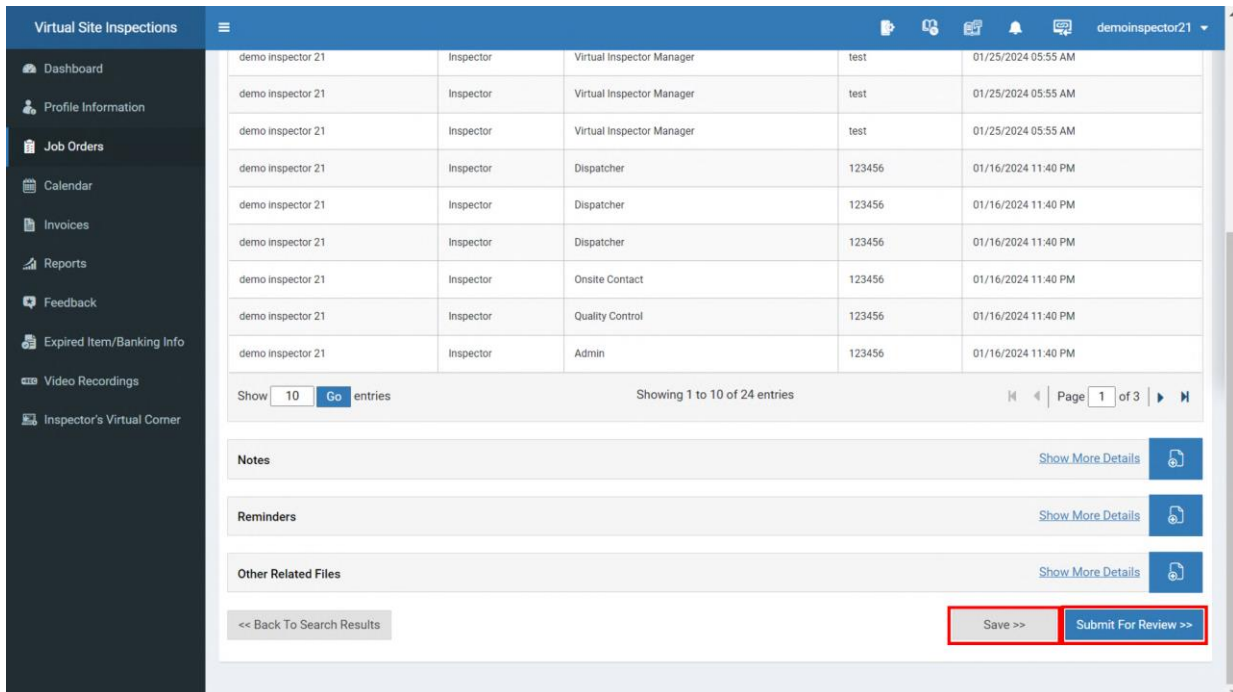
Save >>

Inspectors have the option to both edit and delete reminders within the reminder list. This functionality allows them to make changes to existing reminders or remove ones that are no longer needed.

In the "Other Related Files" section, inspectors can upload additional documents by clicking on the add icon. After uploading a document, inspectors have the flexibility to view and delete it if necessary. This feature enhances organizational efficiency, allowing inspectors to manage supplementary files associated with the task or project.



Within the job order editing interface, two buttons are present: "Save", and "Submit for Review." If the inspector "Click on the "Save" button will preserve any changes made, while selecting the "Submit for Review" button will initiate the submission of the order for administrative review.

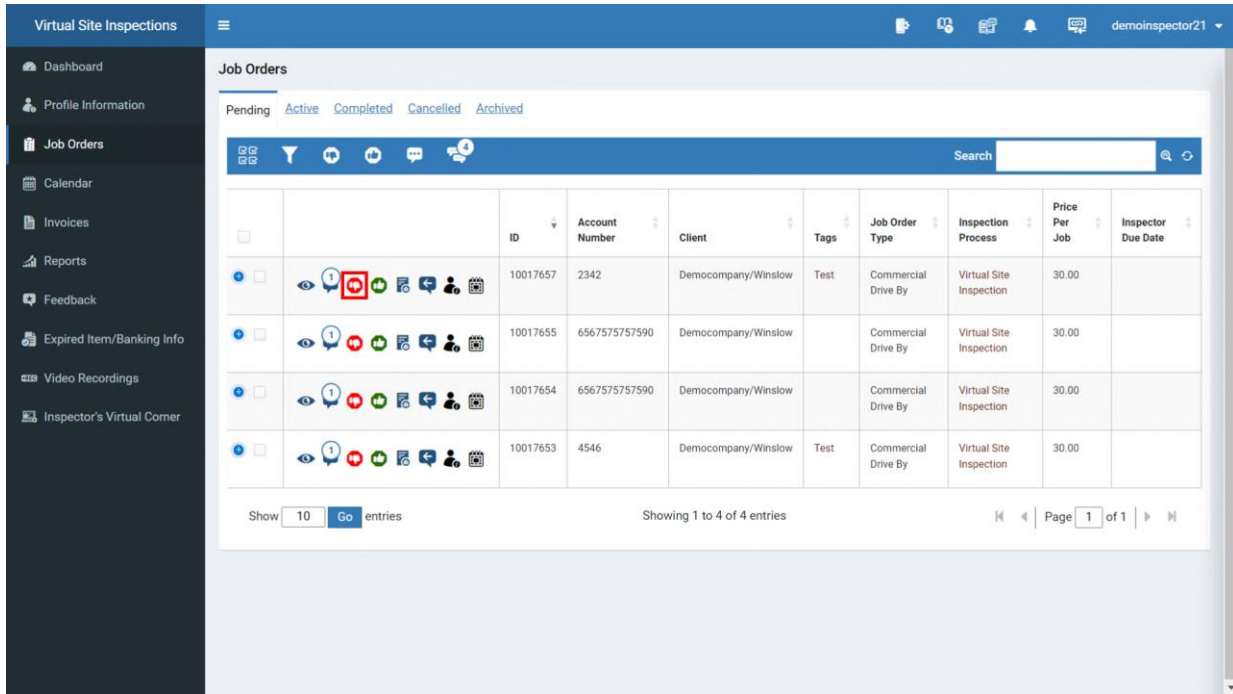


Message

The "Message" functionality allows users to send messages to various recipients such as Client, Quality Control, Account Representative, Admin. To send a message or View received messages, you need to click on the message icon from a specific job order item, as illustrated in the provided screenshot below.

Decline Order

Inspectors can choose not to take on a job by using the decline functionality. This feature is specifically designed for rejecting a single job order, and the steps involved in the process remain the same as when declining multiple job orders. Decline orders will be removed from the pending list and assigned to a different inspector.



The screenshot displays the 'Virtual Site Inspections' application interface. On the left is a dark sidebar with navigation links: Dashboard, Profile Information, Job Orders (highlighted), Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main content area is titled 'Job Orders' and features tabs for Pending, Active, Completed, Cancelled, and Archived. Below the tabs is a search bar and a toolbar with icons for grid view, filters, add, edit, delete, and a notification bell. A table lists four pending job orders. The first row is highlighted, and its 'Decline' icon (a red square with a white 'X') is highlighted with a red box. At the bottom, there is a pagination control showing 'Showing 1 to 4 of 4 entries' and 'Page 1 of 1'.

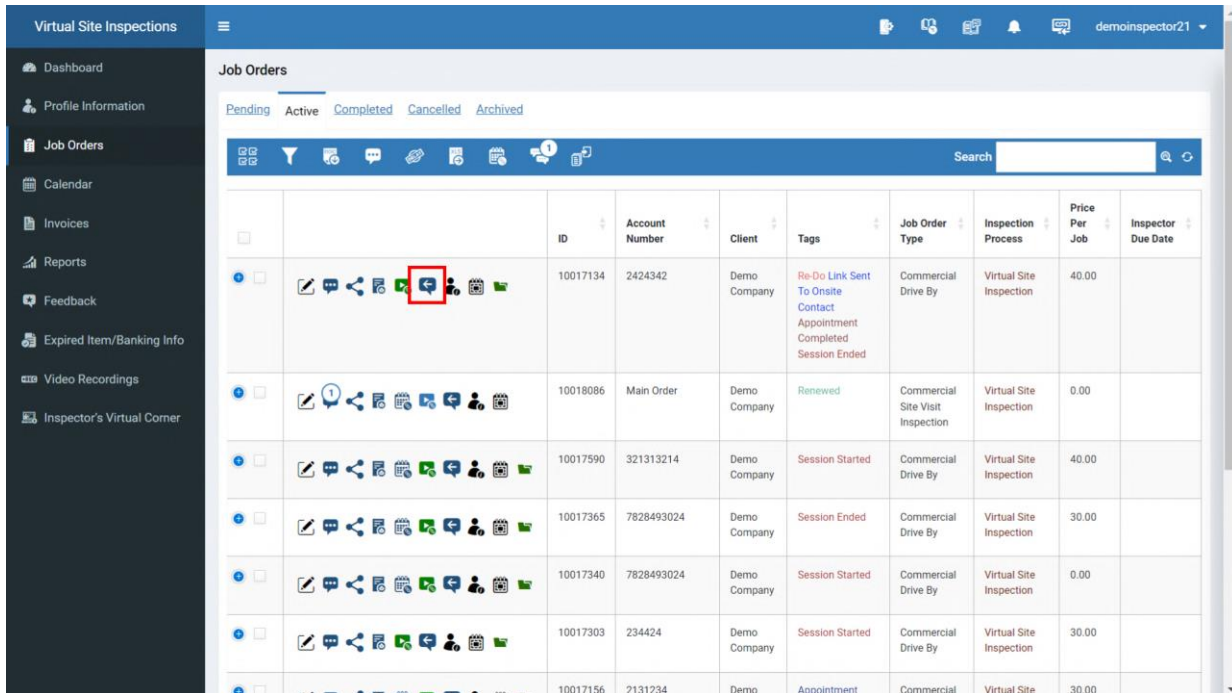
		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date
☐		10017657	2342	Democompany/Winslow	Test	Commercial Drive By	Virtual Site Inspection	30.00	
☐		10017655	656757575790	Democompany/Winslow		Commercial Drive By	Virtual Site Inspection	30.00	
☐		10017654	656757575790	Democompany/Winslow		Commercial Drive By	Virtual Site Inspection	30.00	
☐		10017653	4546	Democompany/Winslow	Test	Commercial Drive By	Virtual Site Inspection	30.00	

Accept Order

Inspectors have the option to accept a job by using the accept functionality. This feature is specifically designed for accepting a single job order, and the steps involved in the process remain the same as when accepting multiple job orders. By Accepting you confirm that the job order inspection will be conducted by you.

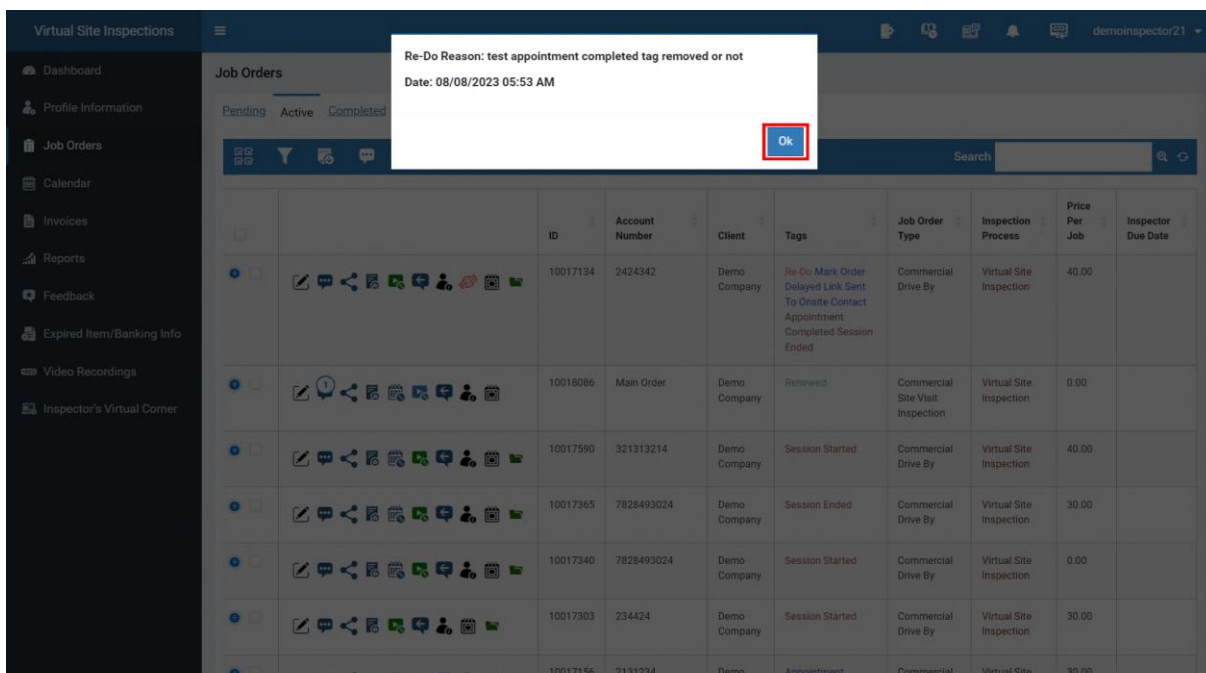
Send Back Reason

This feature shows the reason for sending back or redoing a specific job order, as illustrated in the provided screenshot. The "Send Back/Redo Reason" feature enhances transparency and communication by providing clear reasons for why a particular job order has been sent back or marked for redo. It promotes collaboration between the Client, Quality Control Team, Admin, Dispatcher facilitating a clear understanding of the required modifications or improvements.



Virtual Site Inspections									
Job Orders									
Pending Active Completed Cancelled Archived									
Search									
		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date
		10017134	2424342	Demo Company	Re-Do Link Sent To Onsite Contact Appointment Completed Session Ended	Commercial Drive By	Virtual Site Inspection	40.00	
		10018086	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00	
		10017590	321313214	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	40.00	
		10017365	7828493024	Demo Company	Session Ended	Commercial Drive By	Virtual Site Inspection	30.00	
		10017340	7828493024	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	0.00	
		10017303	234424	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	30.00	
		10017156	2131234	Demo	Appointment	Commercial	Virtual Site	30.00	

On clicking the send back reason icon, It will show that job order send back/redo reason otherwise It will show reason 'there is no Re-Do tag available' in dialog.



Virtual Site Inspections									
Job Orders									
Pending Active Completed									
Search									
		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date
		10017134	2424342	Demo Company	Re-Do Mark Order Delayed Link Sent To Onsite Contact Appointment Completed Session Ended	Commercial Drive By	Virtual Site Inspection	40.00	
		10018086	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00	
		10017590	321313214	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	40.00	
		10017365	7828493024	Demo Company	Session Ended	Commercial Drive By	Virtual Site Inspection	30.00	
		10017340	7828493024	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	0.00	
		10017303	234424	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	30.00	
		10017156	2131234	Demo	Appointment	Commercial	Virtual Site	30.00	

Re-Do Reason: test appointment completed tag removed or not

Date: 08/08/2023 05:53 AM

Ok

Appointment Date & Time

This feature shows the appointment date and time if the appointment is scheduled for the job order otherwise It will show N/A, as illustrated in the provided screenshot. The "Appointment Date and Time Display" feature enhances visibility and organization by presenting crucial information about scheduled appointments for specific job orders. This feature is designed to streamline the process of managing appointments, ensuring that relevant parties have quick access to appointment details.

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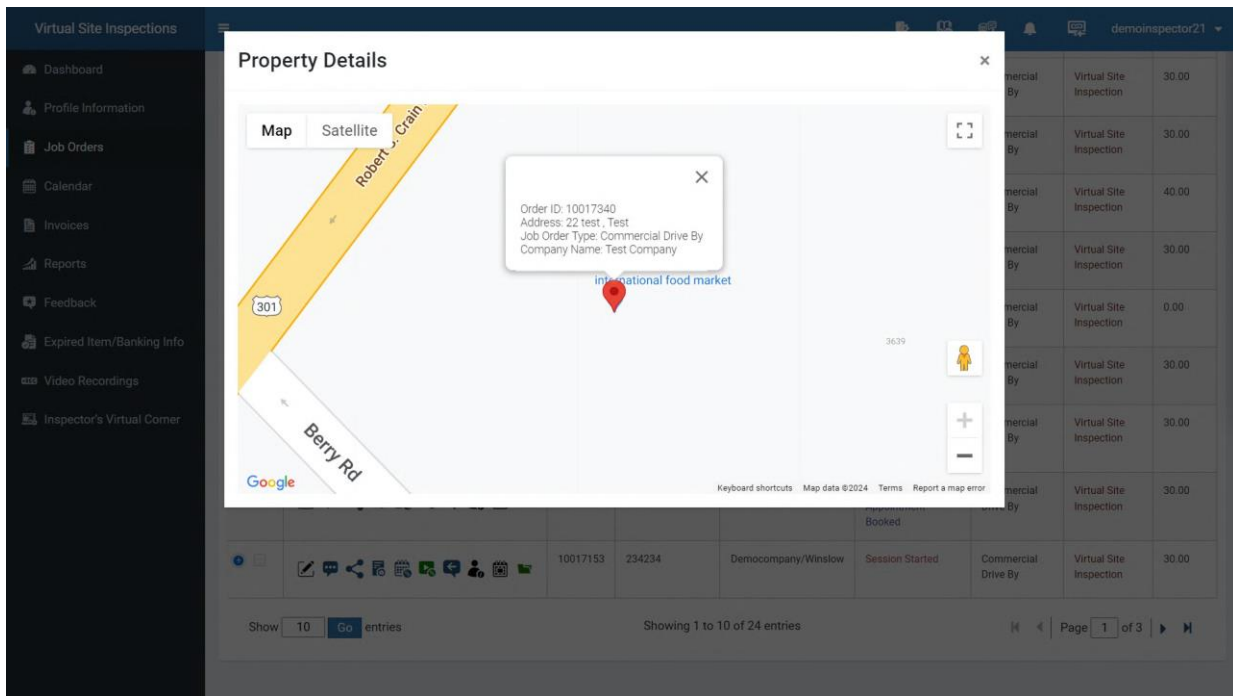
Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

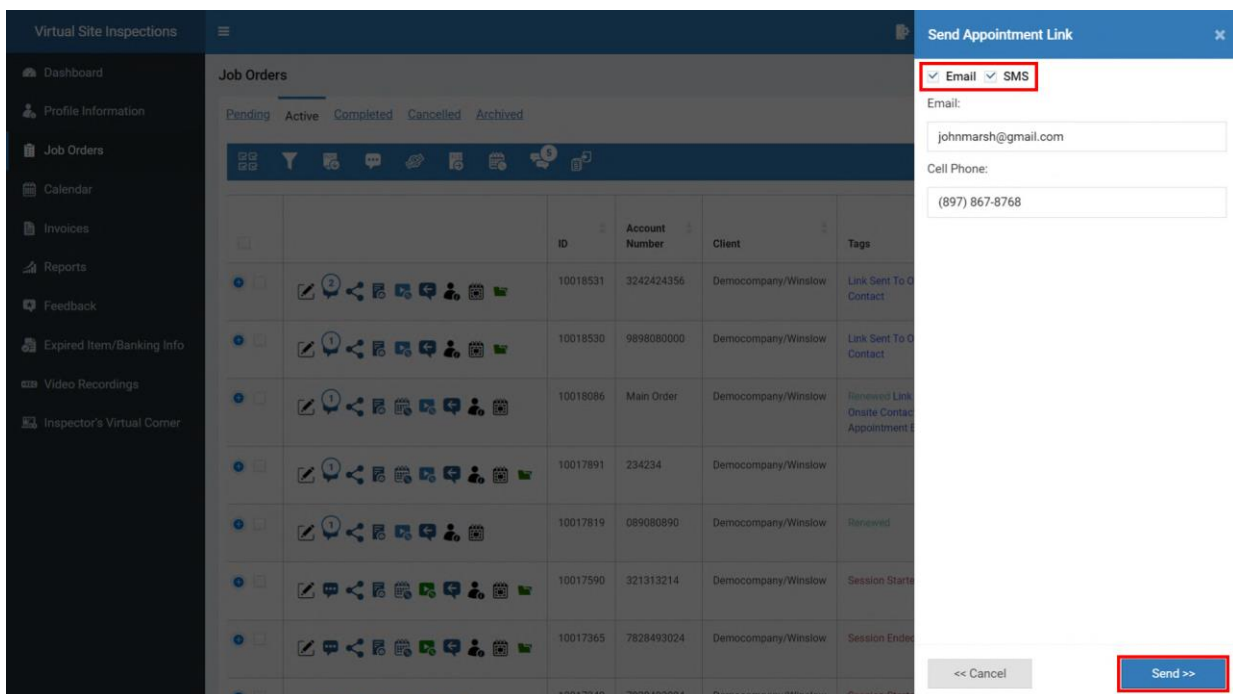
Document Available for Download

In the "Edit" or "Create Job Order" process, when the "Client Letter Campaign Series" is selected or other files are uploaded, the document availability icon appears in the job order grid. Conversely, if these conditions are not met, the icon will not be displayed in the grid, as depicted in the provided screenshot.



Send Appointment Link

The "Send Appointment Link" feature is designed to dispatch an appointment link to the onsite contact. When activated, it opens a side modal presenting two options: Email and SMS. If the email checkbox is selected, the modal displays an email box pre-filled with the onsite contact's email. Alternatively, if the SMS checkbox is chosen, the modal shows a Cell Phone text box populated with the onsite contact's number. Clicking the "Send" button transmits the appointment link to the onsite contact through the selected communication method.



Inspect a Property through a Video Call

An inspector can set a video call with the property owner and inspect a property virtually.

On the job order page click on the button; 'Send Video Call Link' from the buttons in the second column cell.

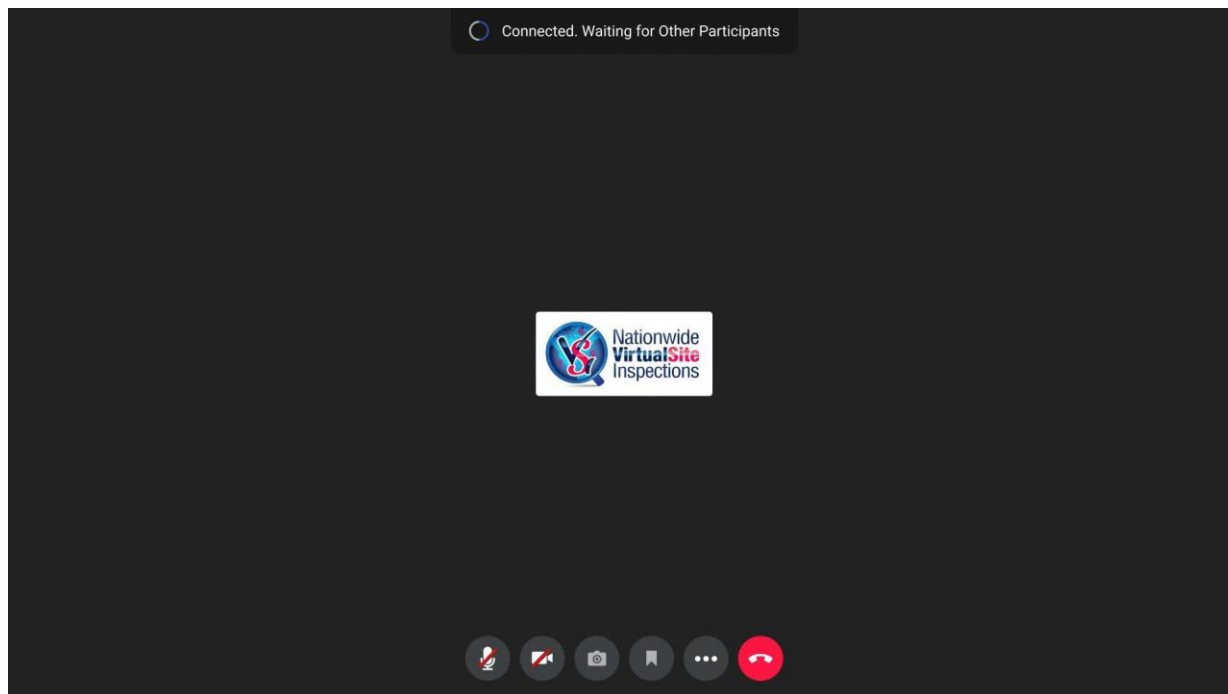
After clicking on the button, a new dialogue box will appear.

The dialog box appears displaying the details of the customer; such as 'Property Owner Name', and 'Property Owner Address'.

A dialogue box in this new window will prompt you to enter your name.

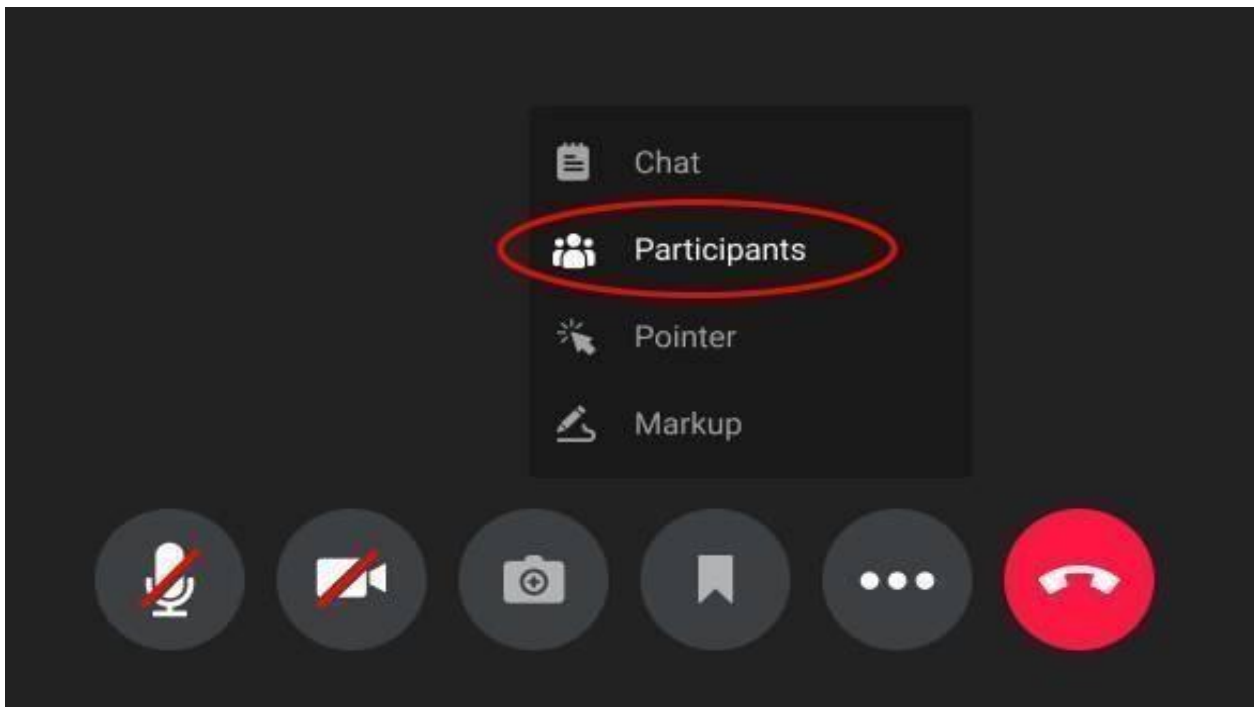
You can also see the privacy policy for the video call.

Once you enter your name, click the 'Join' button and you will be on the video call.



As an inspector, you are provided with various features which can help make it easy to perform your virtual inspection. However, these tools will be visible and functional once only after any of the invited members joins the scheduled virtual call.

You can check the details of the participants by clicking on the button 'Participants' given at the bottom of the screen. This will tell you how many and who has joined your video call.



Once the customer connects to the video call using the link sent to him/her, your video screen will also appear. Remember, this will not be active until at least one invited participant joins the scheduled virtual call.

Audio-Video

You are also given a choice to turn on or off your microphone and video. You can turn it on or off as per your inspection requirements.

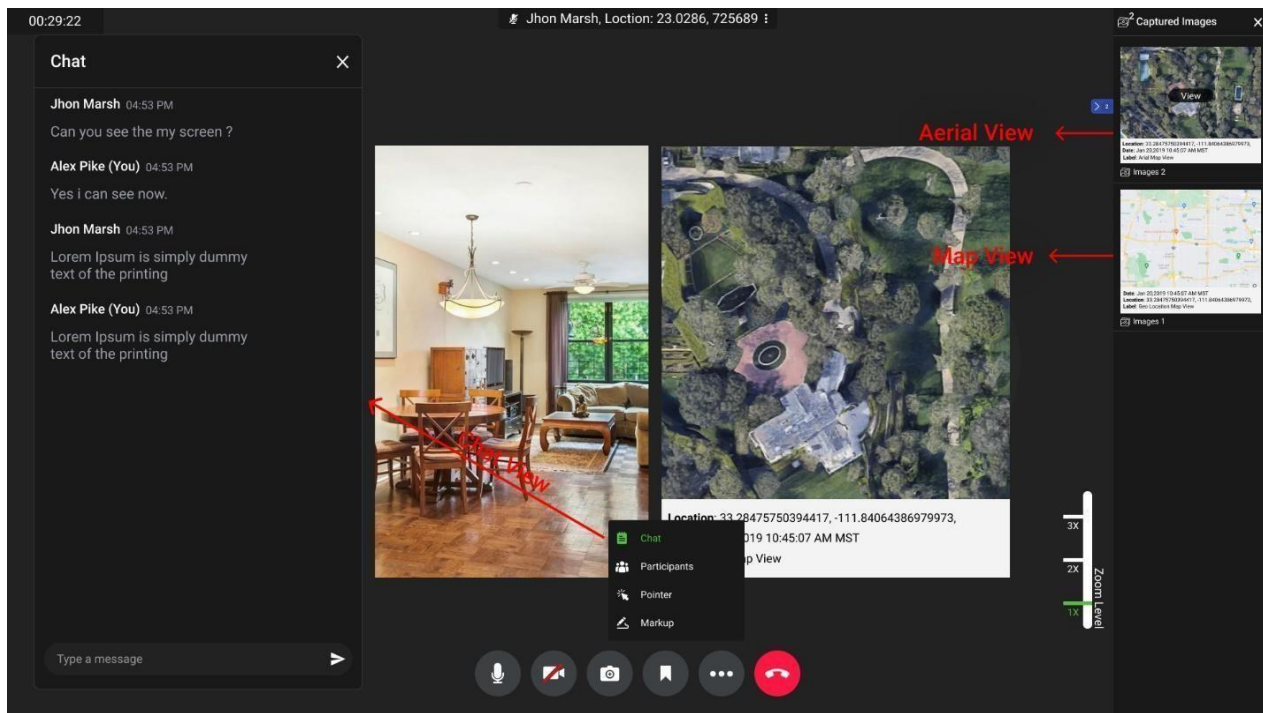
There is a maximum of four participants including the inspector who can join a video call.

Map and Aerial View of a Property

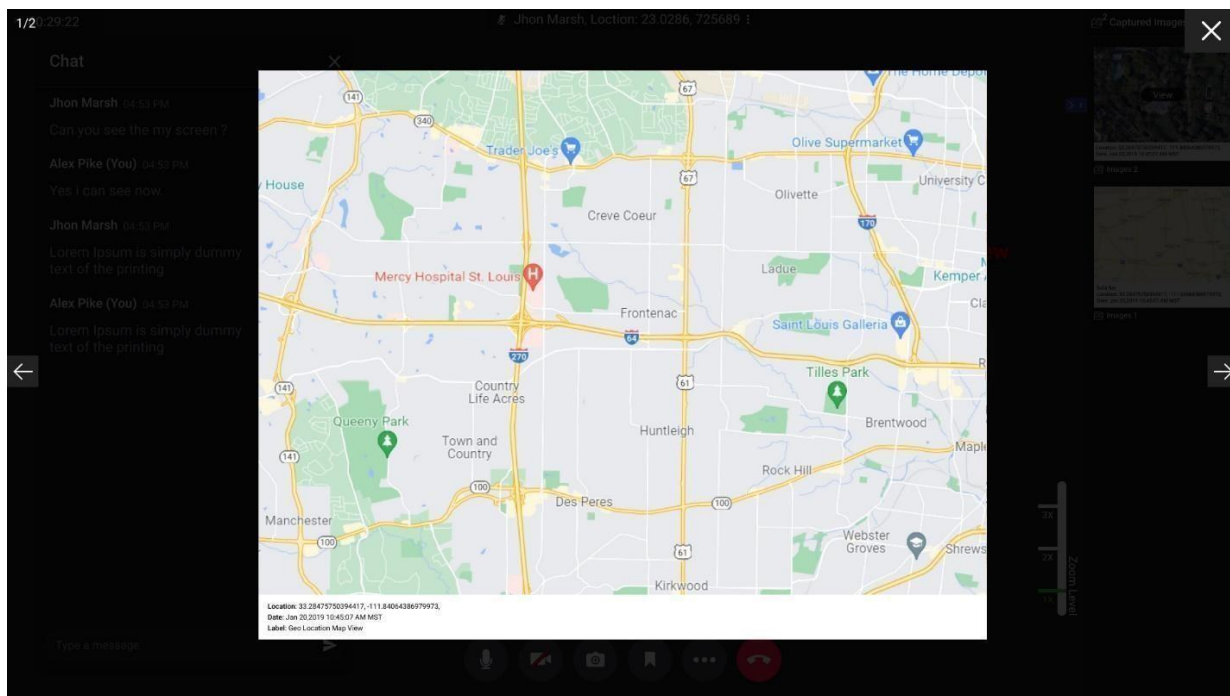
One of the important parameters for inspecting any property is its location. This service provides detailed location-finding technology providing you with location coordinates and a map with an aerial view.

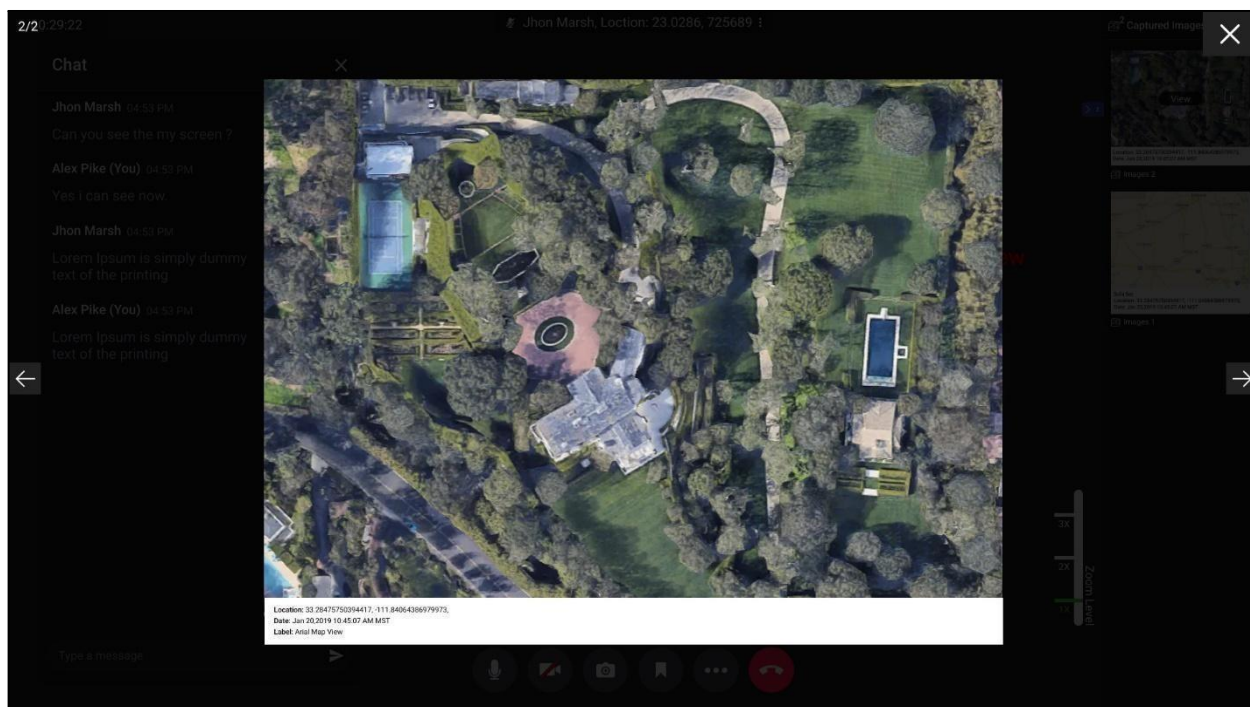
The moment a property owner joins a video call, the system adds two images of the location of the property in the sidebar.

The first image is of the location of the property on the map and the second image is the aerial view of the property with a red dot for easy identification. Again, these images display location coordinates as well.



To view the images closer, use your cursor and hover over the image and a 'view' button will appear. Click on the button and the image will open. Now you can see the property on the map or aerial view for closer examination.



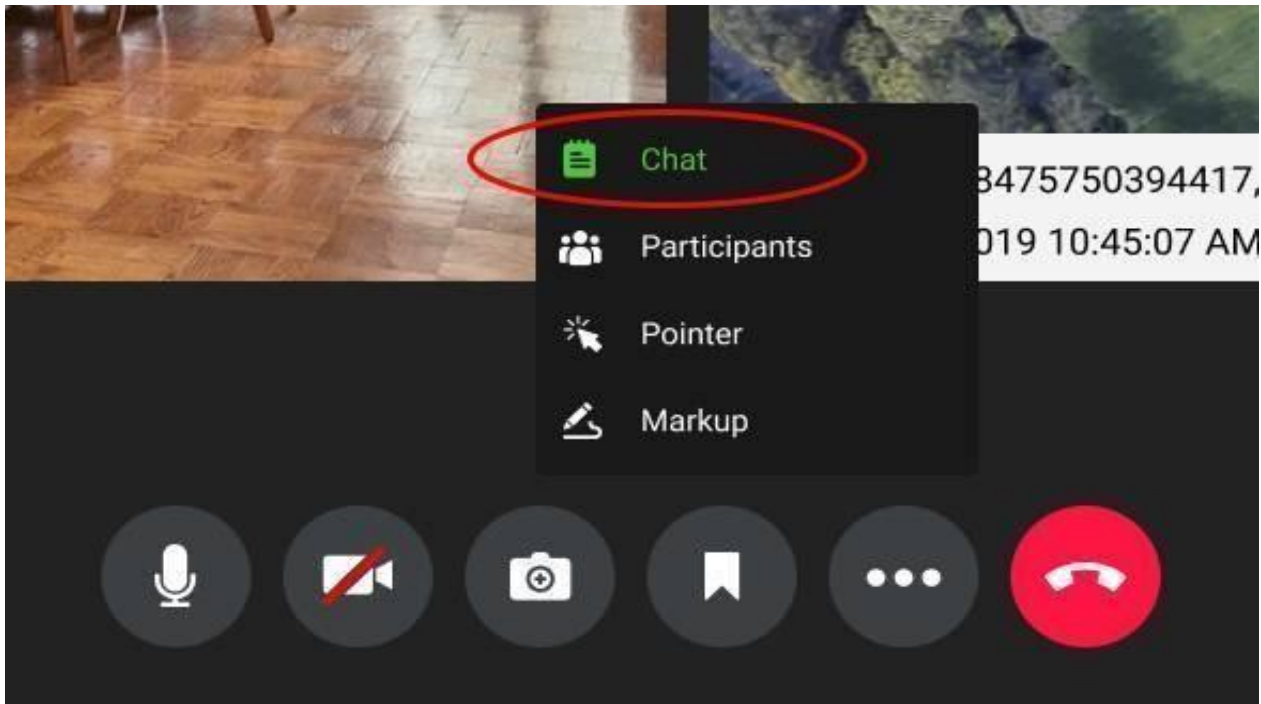


Note: The property owner will be asked for permission to capture the location. The images of the location will be captured only if the property owner allows it.

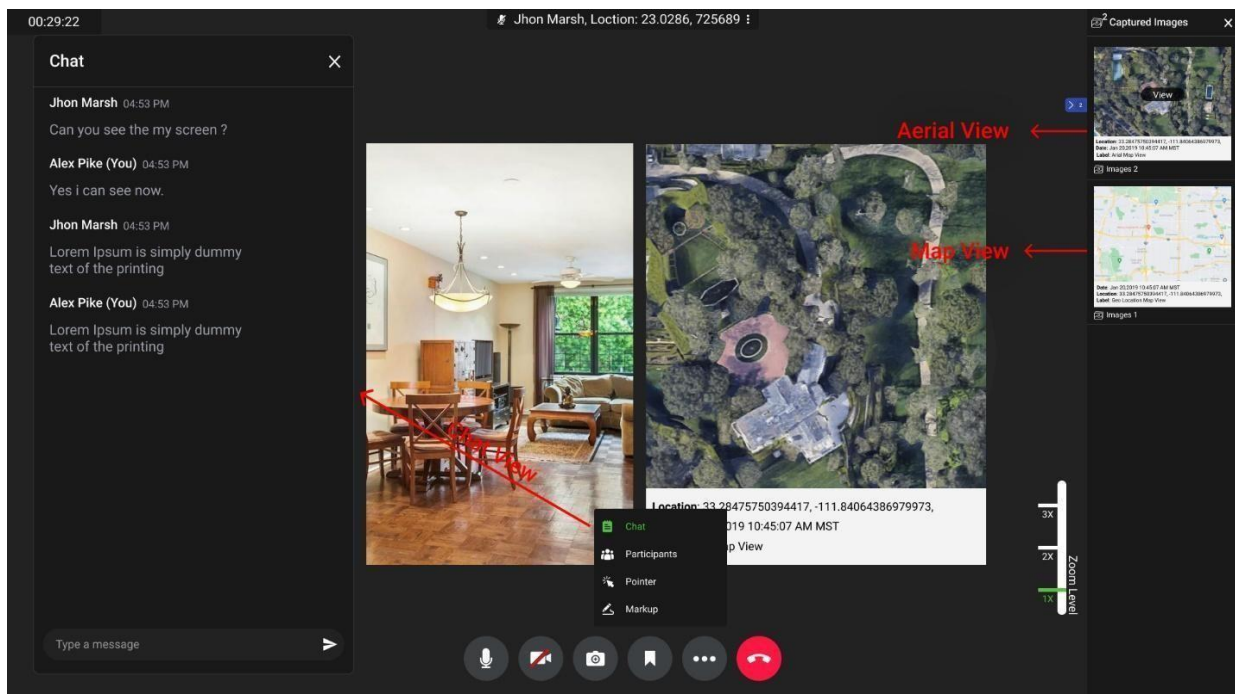
Chat During Video Call:

You can also exchange messages with all participants of a video call.

You have the capability of chatting with any and all participants on the call. A chat button is available at the bottom of the screen to do this.



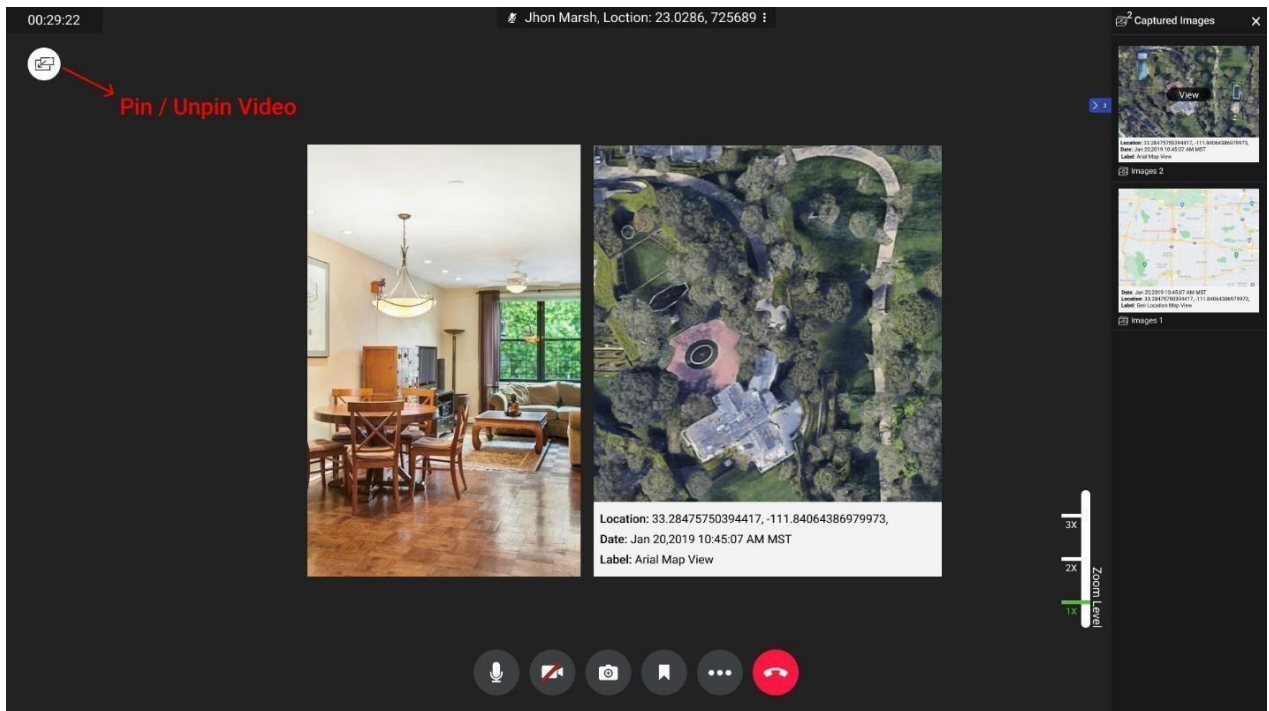
Click on the button and a new dialogue box will open wherein the participants can exchange messages during a video call.



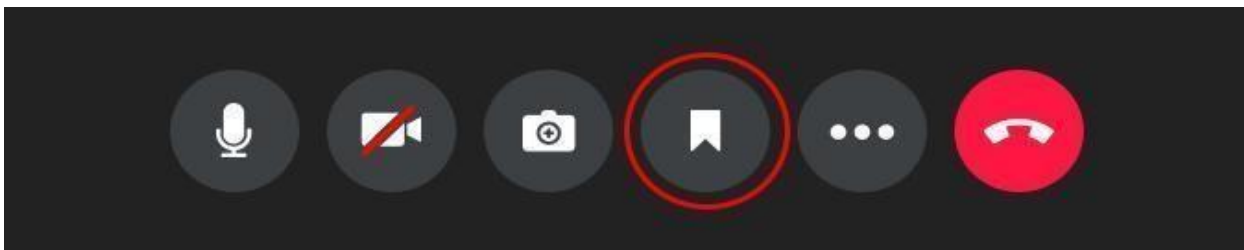
Labeling Images

While inspecting a property, if you wish to mark any part of the property, you can capture an image and label it.

Before capturing and labeling an image, you need to pin the screen. However, the option of pinning a screen is available only when the video is on. Hence, make sure the video is on to pin the screen at the upper left corner. The screen you pin comes in the center screen and other screens will disappear.



Now, all you need to do is click on the 'Labels' button at the bottom of the screen.



The moment you click on the button 'Labels' it will capture an image of that part of the property which is visible on the screen.

The image will automatically be added in the sidebar menu with a previously designated label such as; drawing room, bedroom, kitchen, etc. so you can identify a part of the property easily.

To verify that you have labeled the image correctly, click on the image from the sidebar menu and the image will open. You can see a label added at the bottom of the image.

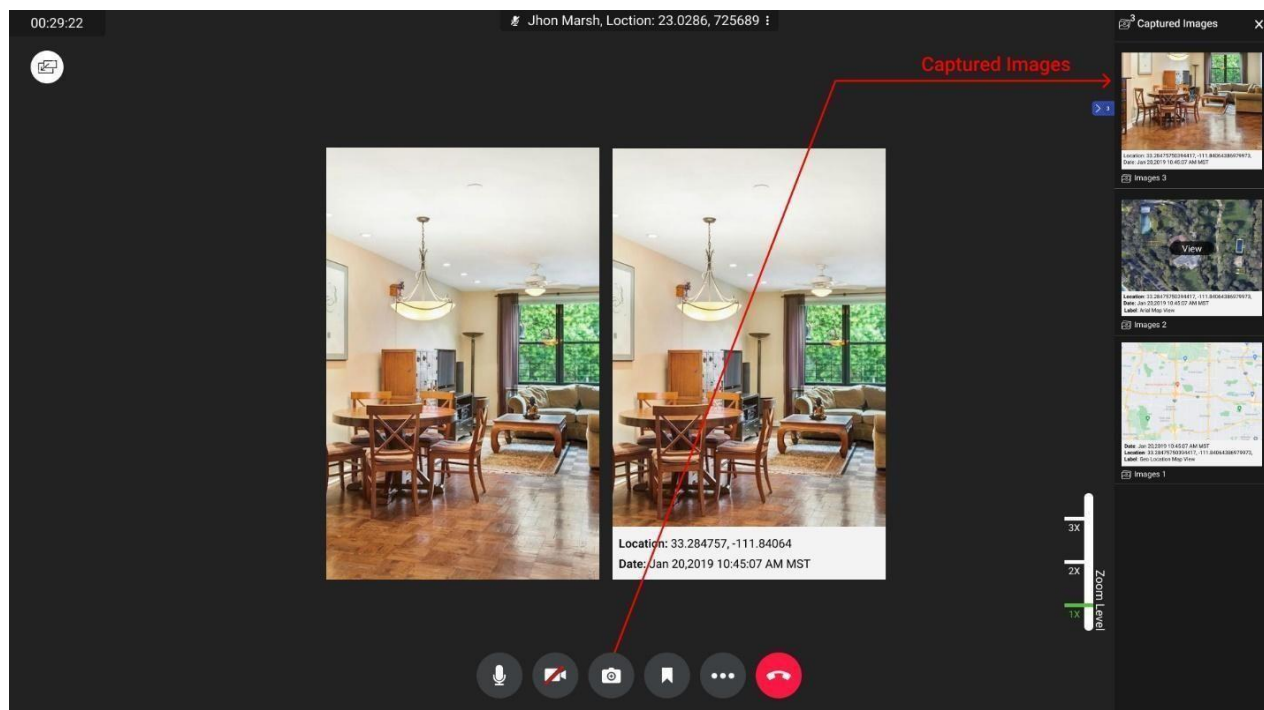
Capture Image

It is vital to ensure that you are capturing all of the important parts of a property. This allows you to inspect the property closely and capture all required and supporting images. The tool, 'Capture Image' will help you to do this.

Click on the 'Capture Image' at the bottom of the screen and a screenshot of the pinned video screen will be taken and added to the sidebar automatically.

View Captured Image

To see the image you captured, hover your cursor on the specific image in the sidebar and the 'View' button will appear. Click on the button and the image will open.



If you have captured multiple images, you can also scroll the images from the left and right arrows.

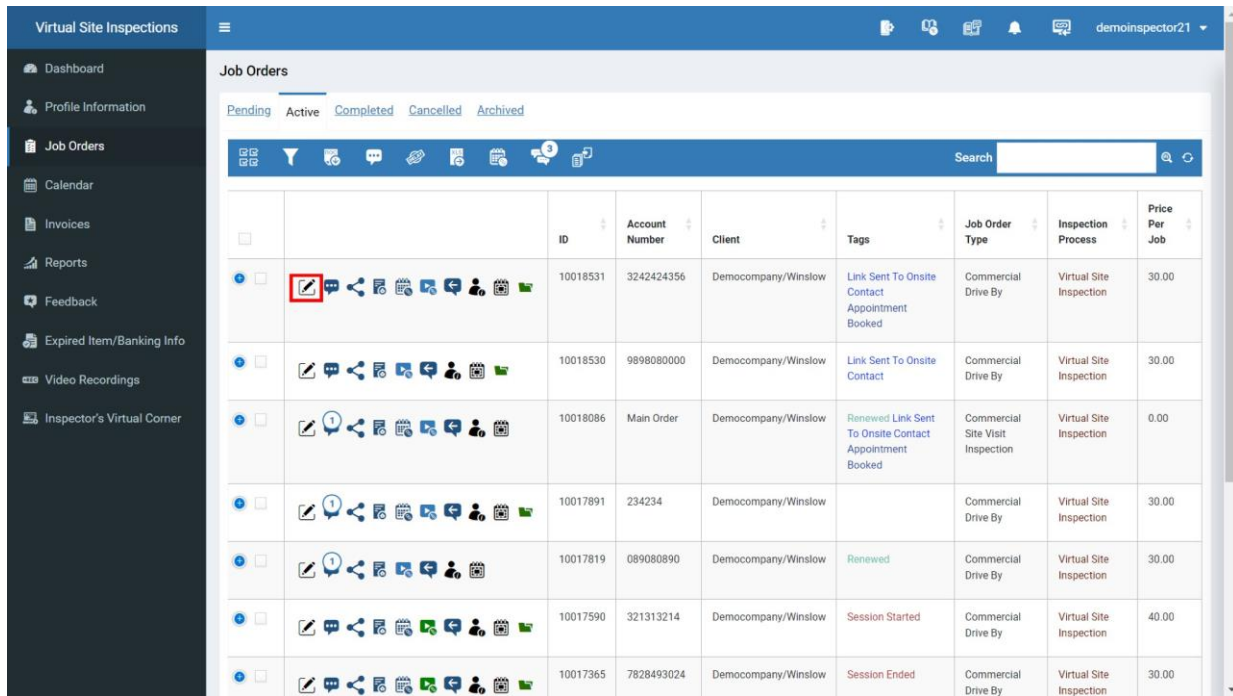
Note: The functions of the label and capturing images are available only when the screen is pinned. Otherwise the features will remain disabled.

View Labels and Captured Images after the Call

The images and labels you captured during a video call will be available to you any time you wish to see them again. You can see the images even after a video call so that you can make informed decisions about the property you are trading in.

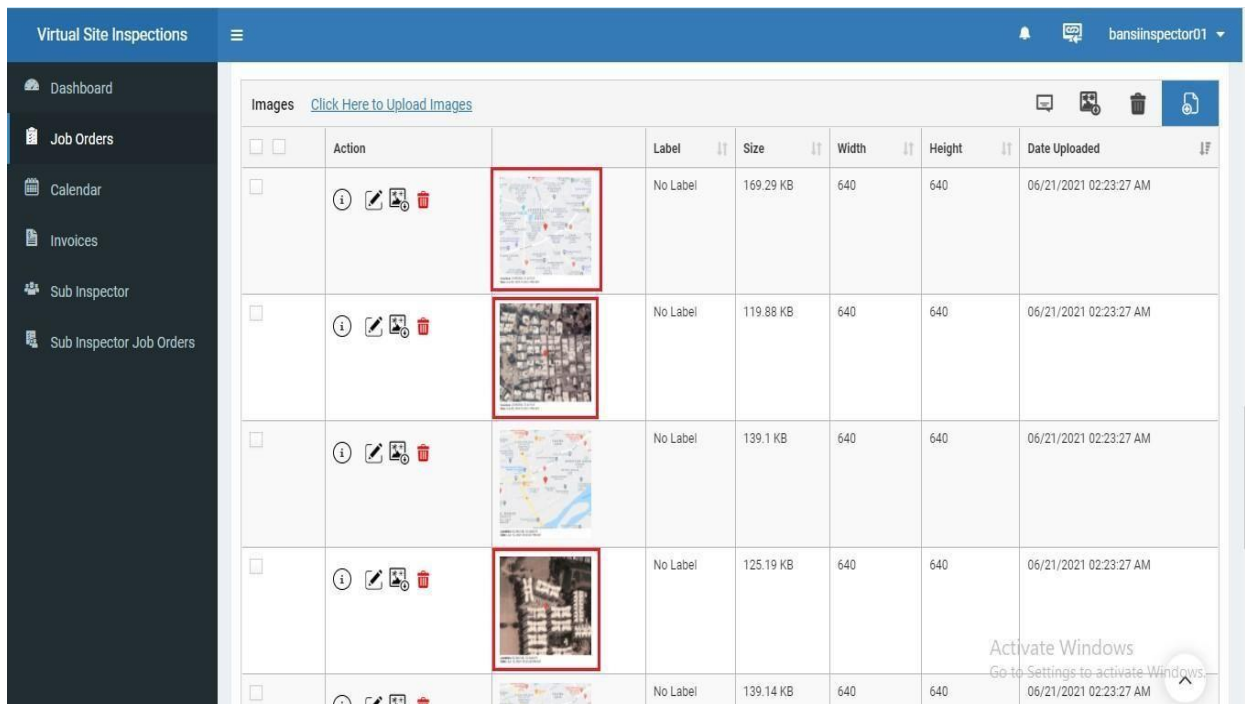
Go to the job orders as has been shown in step 1 of Job Orders.

There you find an edit button as shown in the below image. Click on the button and a new page of 'Edit Order' opens.

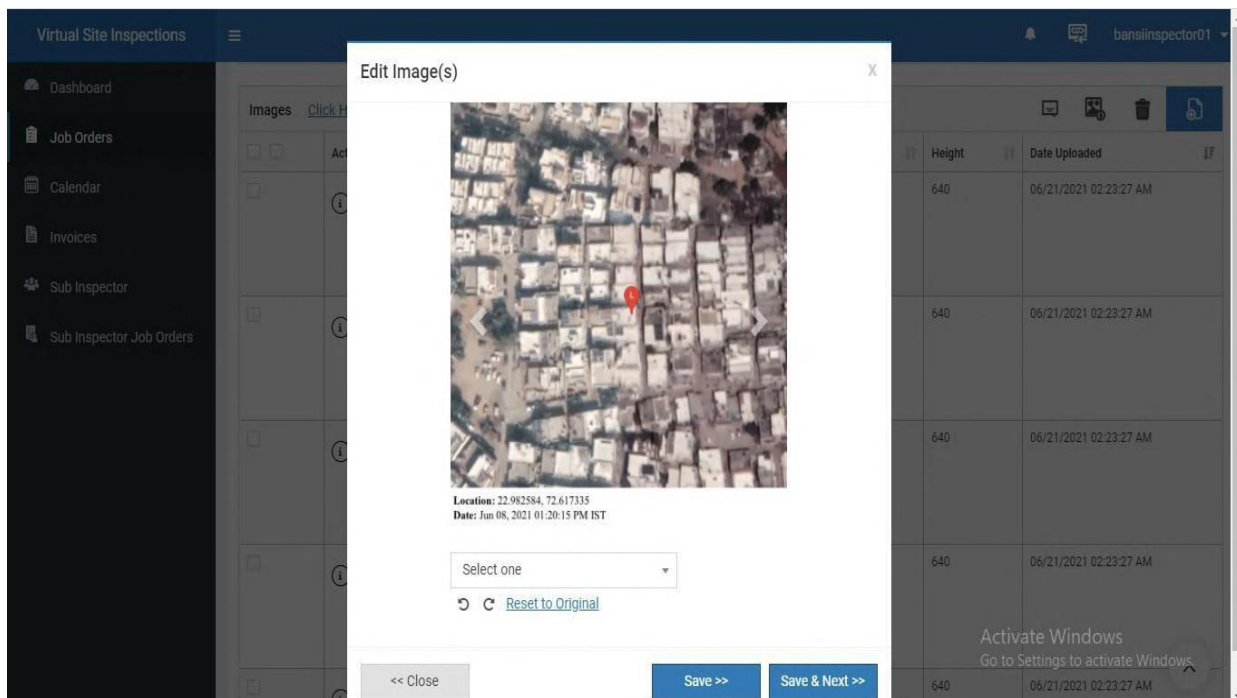


		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job
		10018531	3242424356	Democompany/Winslow	Link Sent To Onsite Contact Appointment Booked	Commercial Drive By	Virtual Site Inspection	30.00
		10018530	9898080000	Democompany/Winslow	Link Sent To Onsite Contact	Commercial Drive By	Virtual Site Inspection	30.00
		10018086	Main Order	Democompany/Winslow	Renewed Link Sent To Onsite Contact Appointment Booked	Commercial Site Visit Inspection	Virtual Site Inspection	0.00
		10017891	234234	Democompany/Winslow		Commercial Drive By	Virtual Site Inspection	30.00
		10017819	089080890	Democompany/Winslow	Renewed	Commercial Drive By	Virtual Site Inspection	30.00
		10017590	321313214	Democompany/Winslow	Session Started	Commercial Drive By	Virtual Site Inspection	40.00
		10017365	7828493024	Democompany/Winslow	Session Ended	Commercial Drive By	Virtual Site Inspection	30.00

Scroll down the page and a list of all the images will be available to you as shown in the following image.

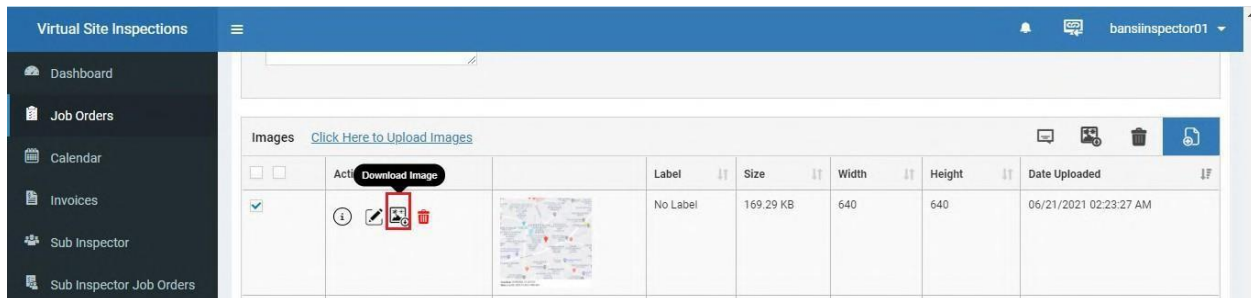


From all the images and labels, click on any of the images you wish to see and the image will be open.



Not only you can see the images but also store the images on your device. All you need to do is click on the 'Save' or 'Save & Next' button as shown in the above image and the image will be downloaded and stored on your device. Click the button 'Save' when you want to only save the image on your device. Click the 'Save & Next' button when you wish to save the image and also move to the next image.

You can also download an image directly from the main page of 'Edit Order' itself. Just click on the button 'Download Image' from the menu bar as shown in the below image and get the image stored in your device.

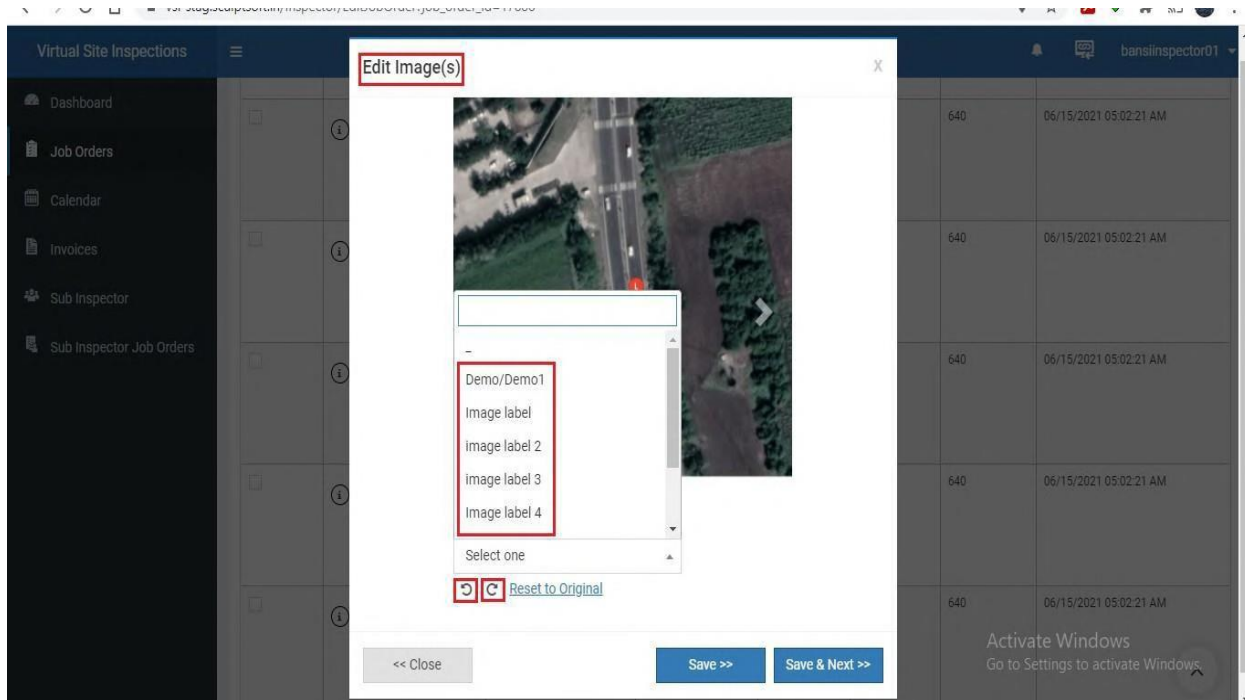


The system also provides a facility for downloading multiple images at one click. Select the images you want to download by checking the box in the first column.

Now click on the button 'Download Selected Images' given on the right side of the title bar and the images will be stored on your device. See the image below.

In case you want to edit any image, this feature is also available to you. Click on the button 'Edit' from the second column and the image will open.

Now, you can add a label to the image and also rotate the image as per your need. See the image below.

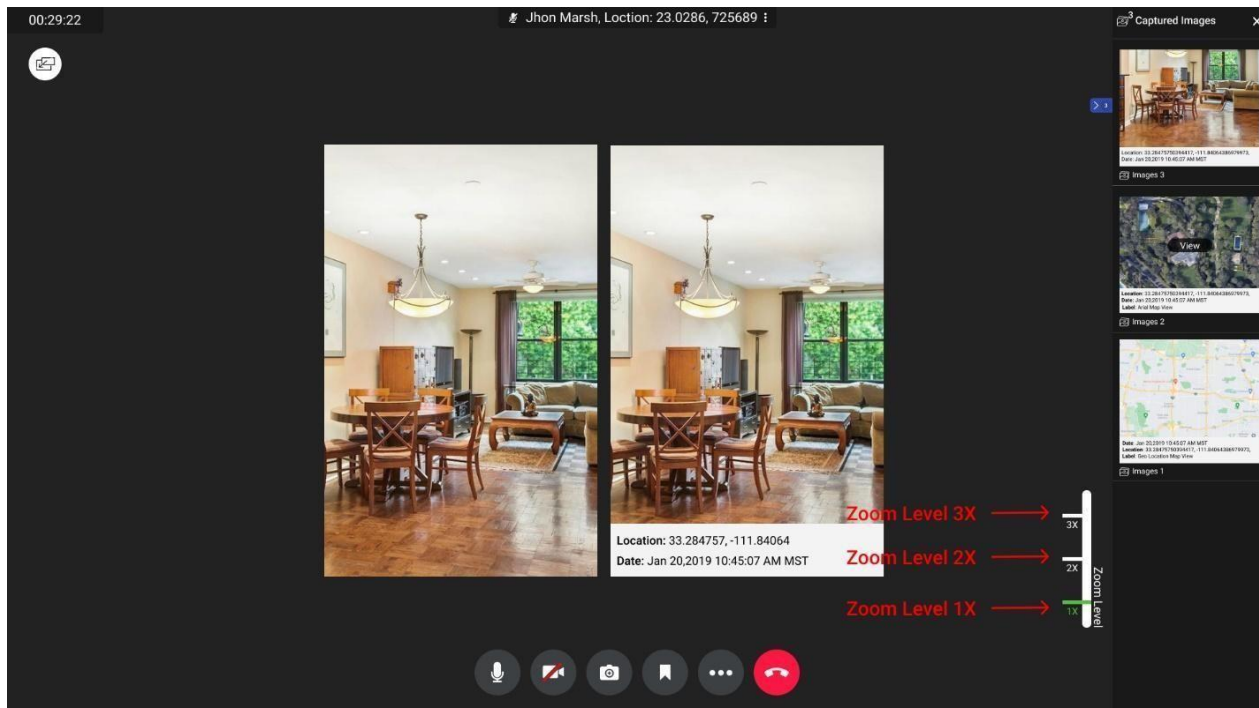


Zoom the Screen for Close Inspection:

If you need to take a closer look at any part of the property, you also have the capability to zoom in on the screen. You can zoom in on the screen of any participant within the video call.

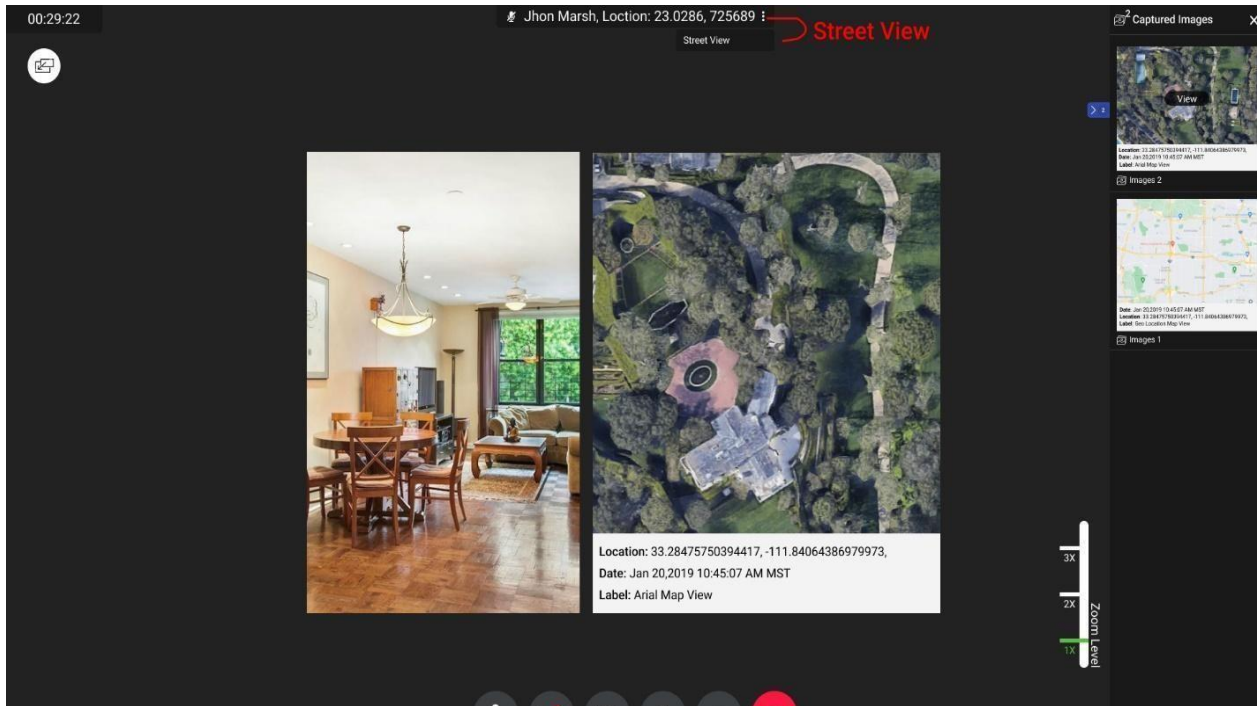
Pin the screen you want to zoom in on.

The moment you pin a particular screen, a three-level zoom menu will appear on the screen.



Click on the zoom level as needed, and you can see the screen zoom in or out.

Street View



While inspecting the property, it is important to not only to see the property but also to see the surrounding areas of the property. The convenient tool, 'Street View' gives you this capability.

Pin the participant's screen.

To display a street view and to look at the surrounding area of a property, pin the screen of that particular participant of the video call at the upper left corner.

After a screen is pinned, click on the kebab menu (three horizontal lines) at the top of the screen and the 'Street View' will appear. Click on that button.

After clicking the 'Street View' button, a new window appears showing you the street view. You can now see the surrounding areas and scroll the screen as you need.

Inviting Participants during a Video Call

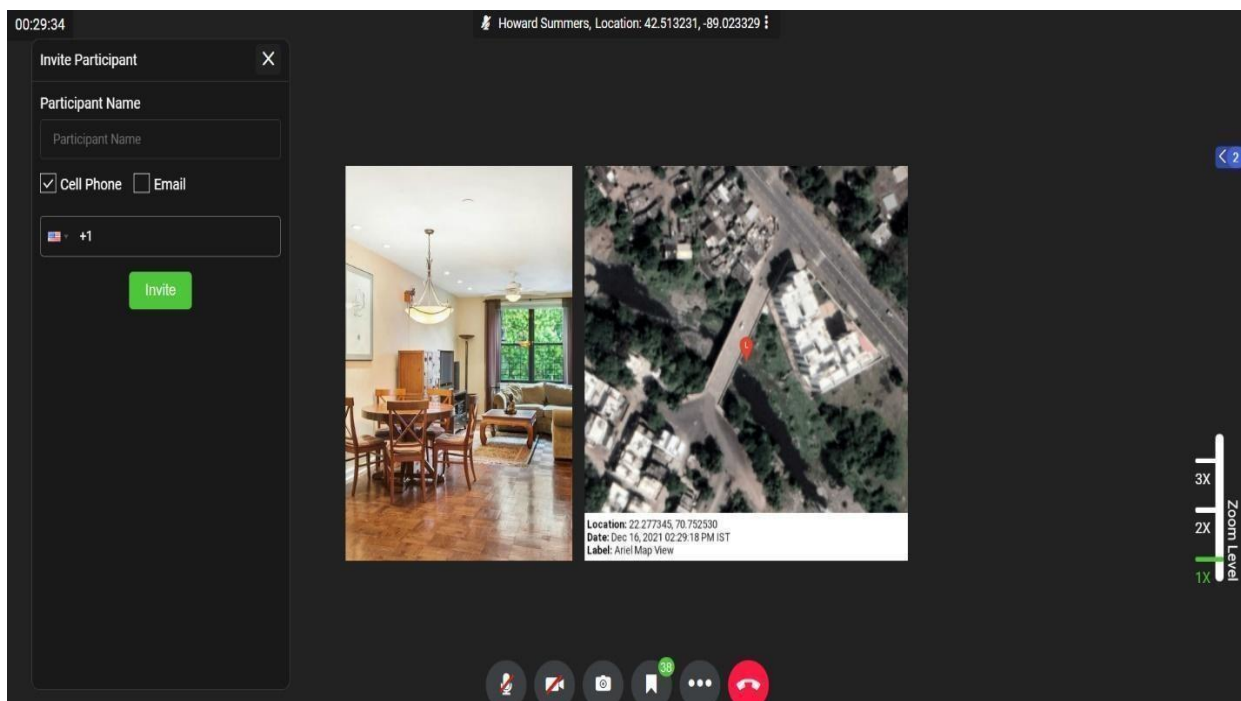
An invitation for a video link is sent to the customer at the time of setting a video meeting. However, as an inspector, if you want somebody to join the meeting while the meeting is going on, you have the capability to do so. You can invite any participant to join the video meeting at any time during the meeting.

Click on the button 'Invite Participants' given at the upper right corner of the screen.

The moment you click on the button, a new dialogue box will appear at the top left corner of the screen.

Enter the name of the person you want to invite and select the option of communication i.e. cell phone or email and press the button 'Invite' to send an invitation.

You can send this invitation by email, cell phone SMS text, or both.



Virtual Assistant

We understand the importance of keen observation of the properties while making deals with them. It is the acute inspection of the property that helps make the deals in our favor. This platform equipped with a range of tools provides all the facilities for such acute inspection. However, it is likely to happen that an inspector is occupied with many things at a time during a video call which may cause him to miss out on a thing here and there. Therefore, this platform also provides a facility of having an assistant to the inspector. The inspector can now take the help of a virtual assistant to inspect the properties closely and not miss out on any important aspect. As an inspector, all he/she needs to do is to invite a virtual assistant to join a video call for an inspection. Once the virtual assistant joins, he/she can be of assistance to the inspector for close inspection of the property in the following ways.

Joining a Video a Call

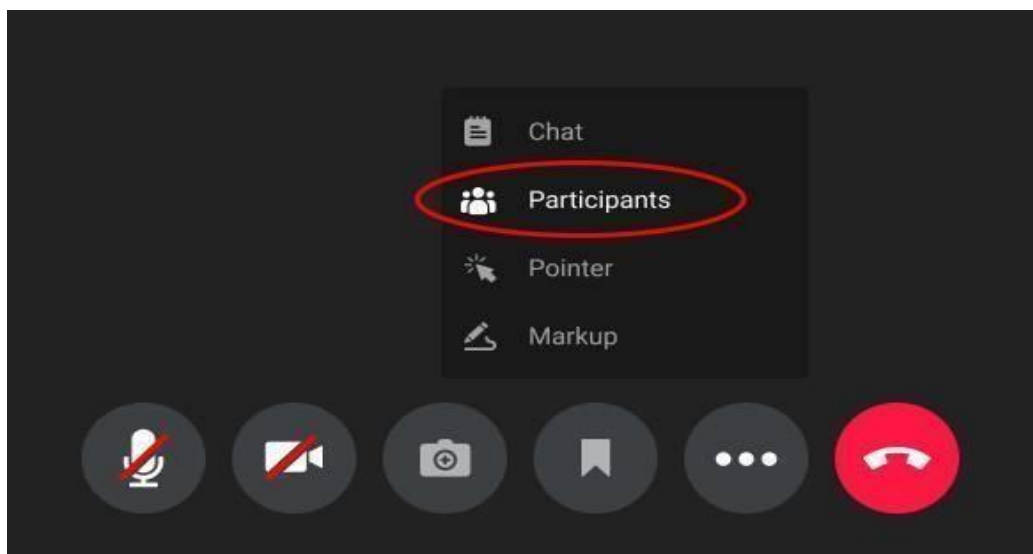
A virtual assistant can join a video call through an invitation link sent by an inspector. The steps for inviting a virtual assistant to join a video call are mentioned in the manual for inspectors under the title 'inviting participants during a video call'.

Upon receiving an invitation link, the virtual assistant can join using the link and start assisting the inspector.

Checking Other Participants

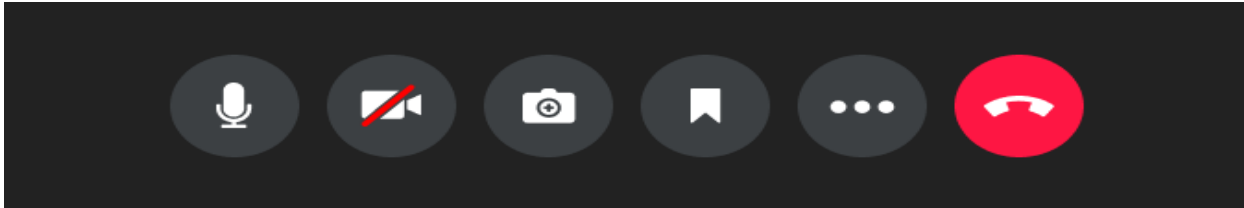
As an assistant to the inspector, it is important for you to know who the participants of the meeting are. That's why you have the facility available to see the details of the participants. Once you join a video call for inspection of a property, you can see who the other participants are on the video call.

Click on the button 'Participants' given at the bottom of the screen. This will let you know how many and who has joined the video call.



Audio-Video Access

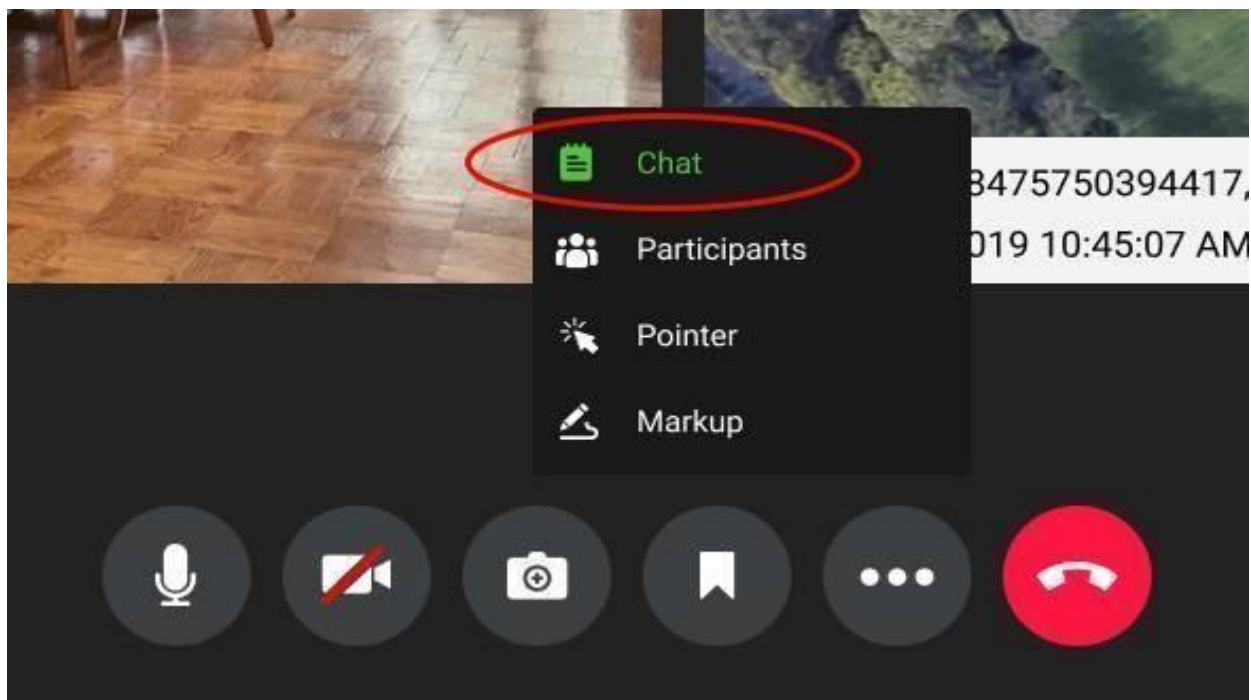
As your requirements for the inspection, you can turn on or off your microphone and video both. Just click on the button for 'microphone' and/or 'video' to get it on or off.



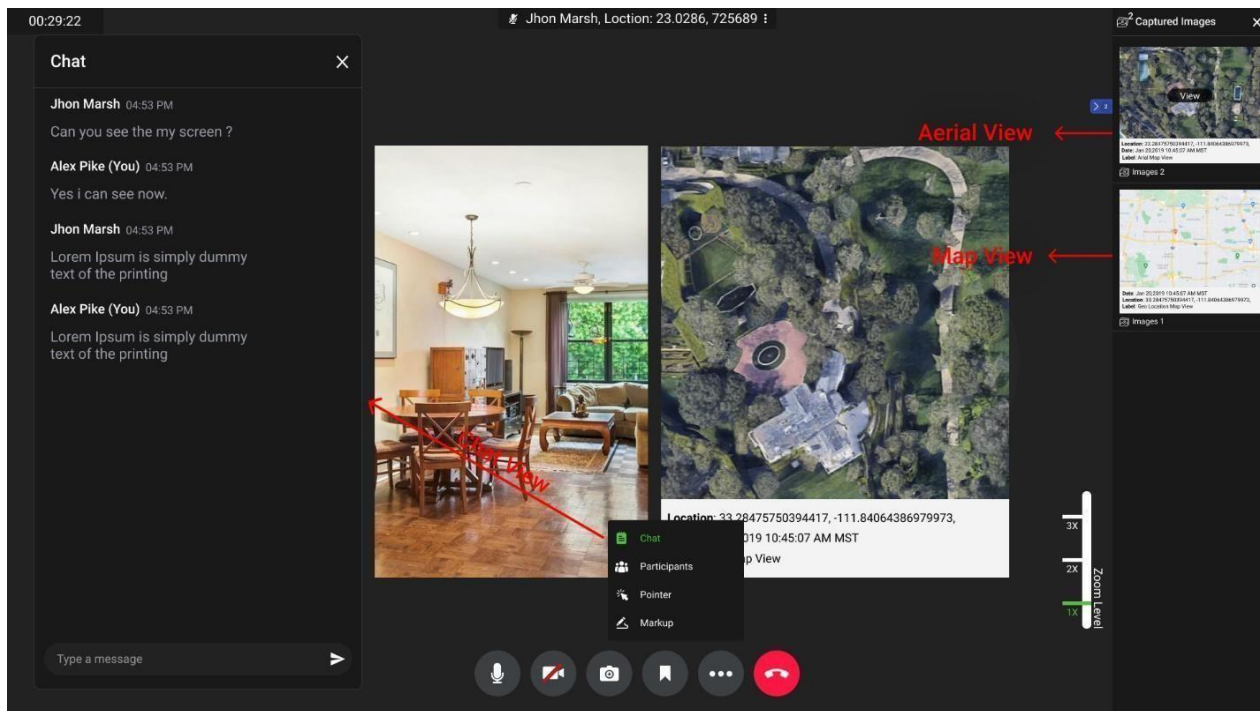
Chat During Video Call

You can also exchange messages with all the participants of a video call.

You have the capability of chatting with any and all participants on the call. A chat button is available at the bottom of the screen to do this.



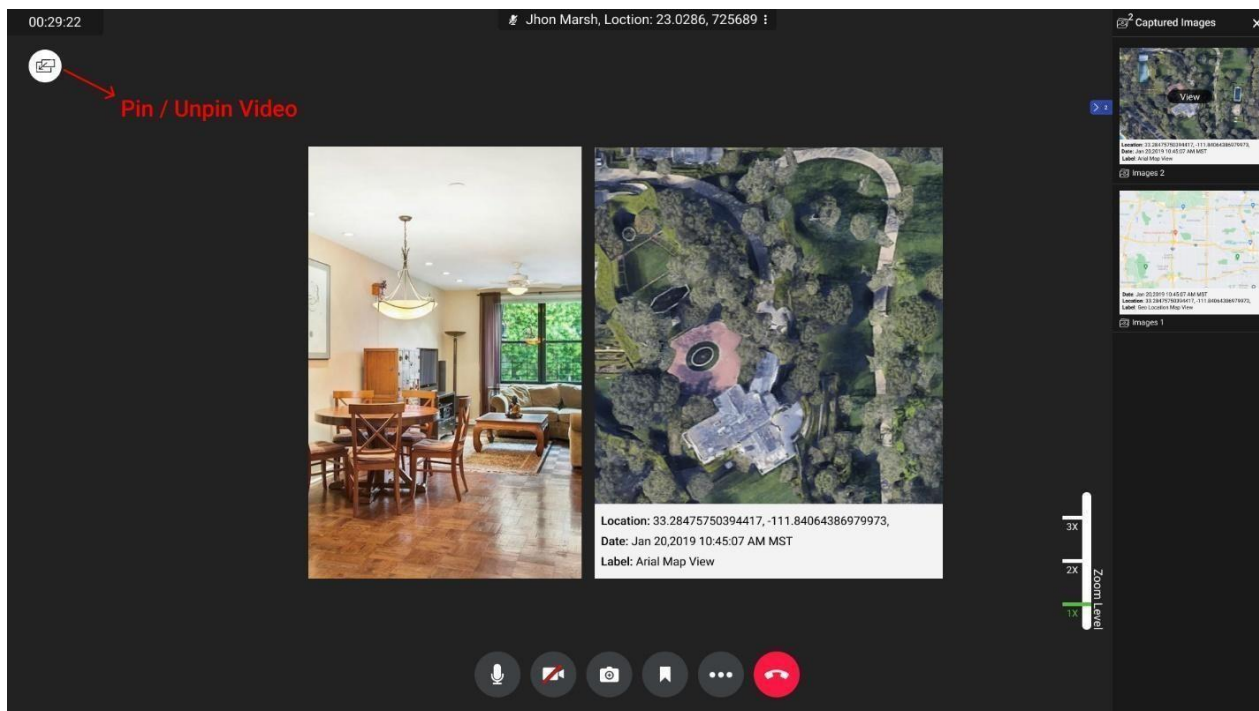
Click on the button and a new dialogue box will open wherein the participants can exchange messages during a video call.



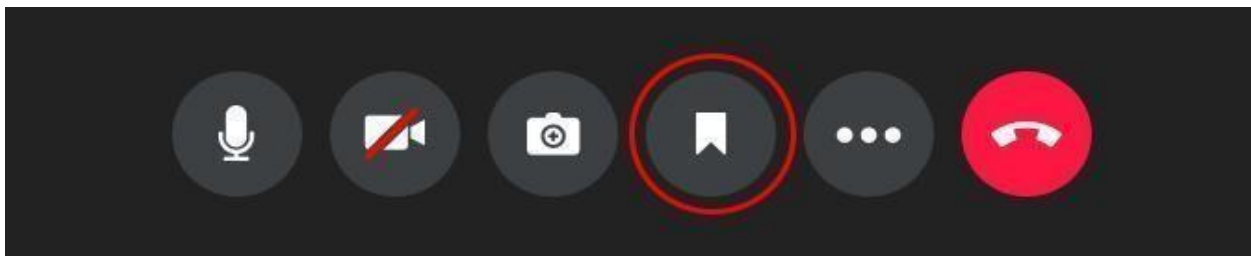
Labeling Images

While inspecting a property, if you wish to mark any part of the property, you can capture an image and label it.

Before capturing and labeling an image, you need to pin the screen. However, the option of pinning a screen is available only when the video is on. Hence, make sure the video is on to pin the screen at the upper left corner. The screen you pin comes in the center screen and other screens will disappear.



Now, all you need to do is click on the 'Labels' button at the bottom of the screen.



The moment you click on the button 'Labels' it will capture an image of that part of the property which is visible on the screen.

The image will automatically be added in the sidebar menu with a previously designated label such as; drawing room, bedroom, kitchen, etc. so you can identify a part of the property easily.

To verify that you have labeled the image correctly, click on the image from the sidebar menu and the image will open. You can see a label added at the bottom of the image.

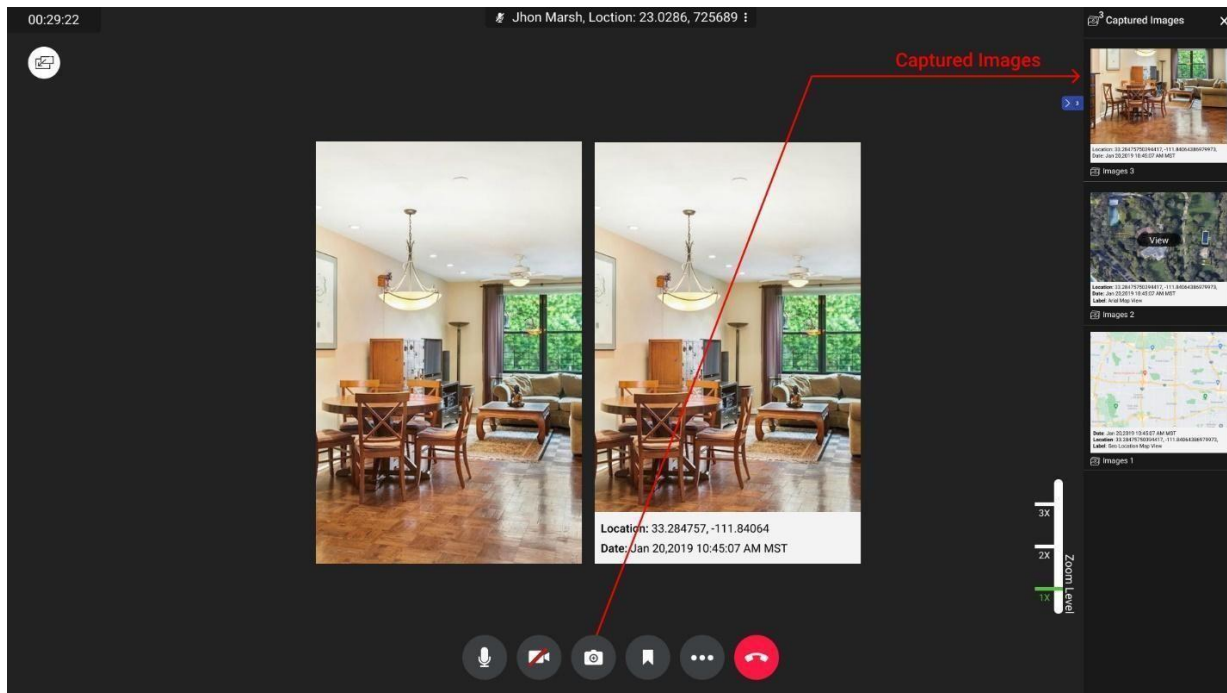
Capturing Images

It is vital to ensure that you are capturing all of the important parts of a property. This allows you to inspect the property closely and capture all required and supporting images. The tool, 'Capture Image' will help you to do this.

Click on the 'Capture Image' at the bottom of the screen and a screenshot of the pinned video screen will be taken and added to the sidebar automatically.

Viewing Captured Images

To see the image you captured, hover your cursor on the specific image in the sidebar and the 'View' button will appear. Click on the button and the image will open.



If you have captured multiple images, you can also scroll the images from the left and right arrows.

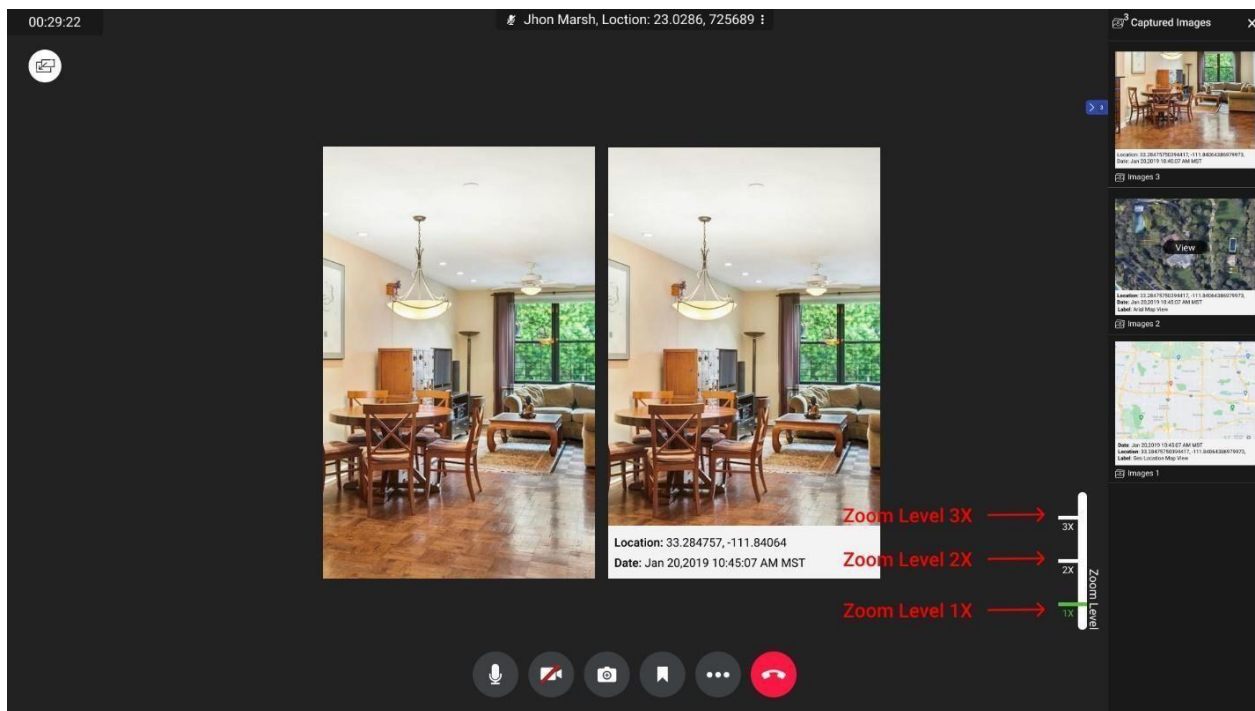
Note: The functions of the label and capturing images are available only when the screen is pinned. Otherwise the features will remain disabled.

Zoom the Screen for Close Inspection

If you need to take a closer look at any part of the property, you also have the capability to zoom-in on the screen. You can zoom in on the screen of any participant within the video call.

Pin the screen you want to zoom-in.

The moment you pin a particular screen, a three level zoom menu will appear on the screen.



Click on the zoom level as needed, and you can see the screen zoom in or out.

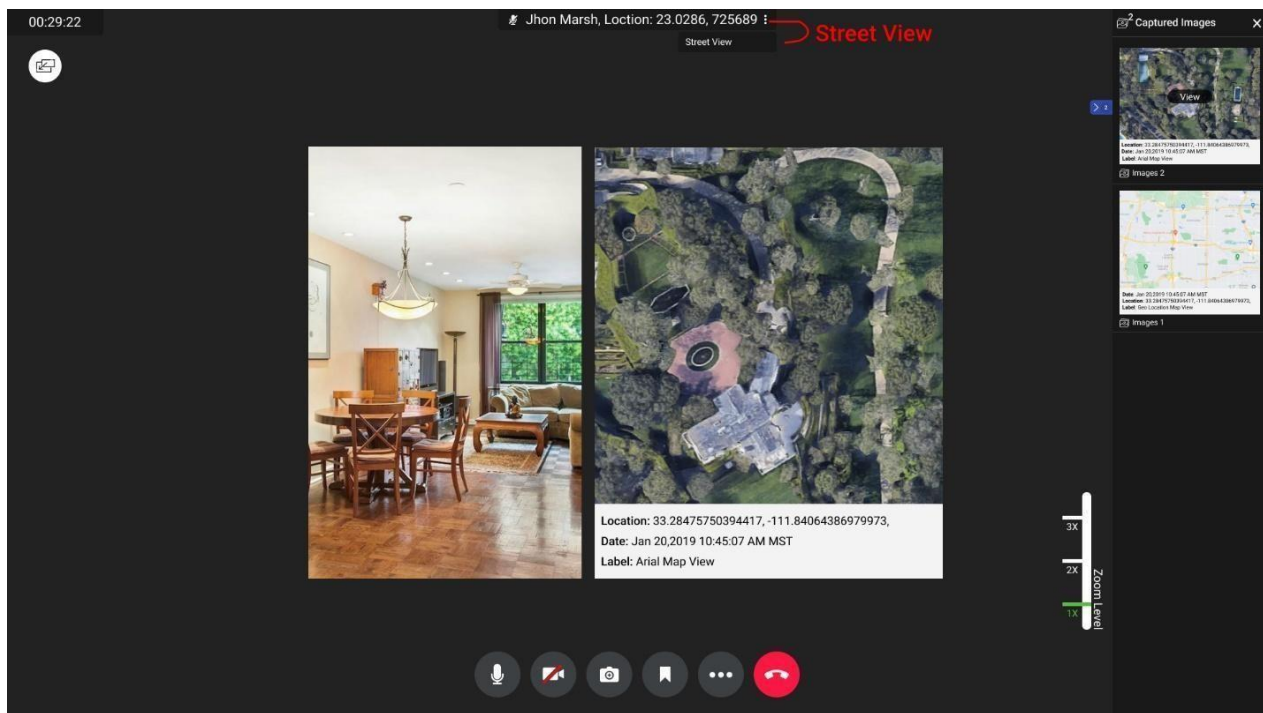
Street View

While inspecting the property, it is important not only to see the property but also to see the surrounding areas of the property. The convenient tool, 'Street View' gives you this capability.

Pin the participant's screen.

To display a street view and to look at the surrounding area of a property, pin the screen of that particular participant of the video call in the upper left corner.

After a screen is pinned, click on the kebab menu (three horizontal lines) at the top of the screen and the 'Street View' will appear. Click on that button.

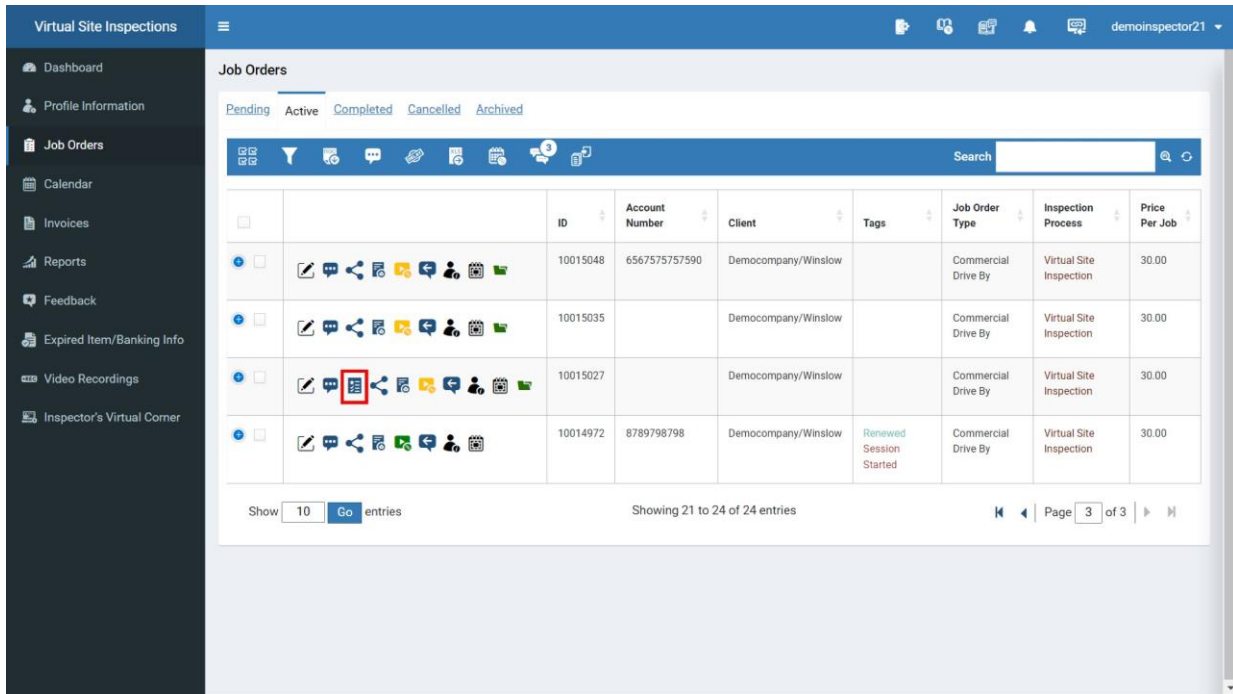


After clicking the 'Street View' button, a new window appears showing you the street view. You can now see the surrounding areas and scroll the screen as you need.

Special Instructions

Special instructions in a job order function as supplementary guidelines or specific details that must be adhered to when executing a task.

The "Special Instructions" icon is visible only when instructions are added to the job order. Otherwise, it will not be displayed, as illustrated in the provided screenshot.



Virtual Site Inspections

Job Orders

Pending Active Completed Cancelled Archived

Search

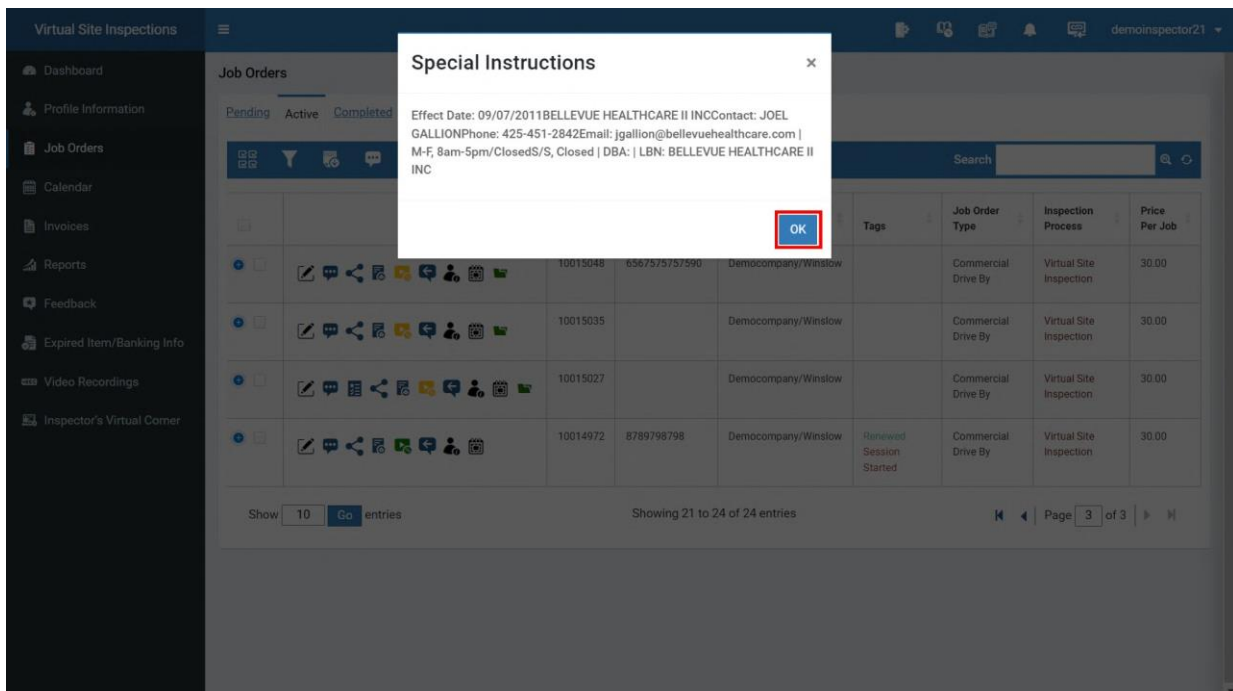
		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job
		10015048	65675757590	Democompany/Winslow		Commercial Drive By	Virtual Site Inspection	30.00
		10015035		Democompany/Winslow		Commercial Drive By	Virtual Site Inspection	30.00
		10015027		Democompany/Winslow		Commercial Drive By	Virtual Site Inspection	30.00
		10014972	8789798798	Democompany/Winslow	Renewed Session Started	Commercial Drive By	Virtual Site Inspection	30.00

Show 10 Go entries

Showing 21 to 24 of 24 entries

Page 3 of 3

Upon clicking on the "Special Instructions" icon, a pop-up will appear containing guidelines or instructions. The pop-up includes an "OK" button; clicking on it will dismiss the pop-up.



Virtual Site Inspections

Job Orders

Pending Active Completed Cancelled Archived

Search

Special Instructions

Effect Date: 09/07/2011BELLEVUE HEALTHCARE II INCContact: JOEL GALLIONPhone: 425-451-2842Email: jgallion@bellevuehealthcare.com | M-F, 8am-5pm/ClosedS/S, Closed | DBA: | LBN: BELLEVUE HEALTHCARE II INC

OK

		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job
		10015048	65675757590	Democompany/Winslow		Commercial Drive By	Virtual Site Inspection	30.00
		10015035		Democompany/Winslow		Commercial Drive By	Virtual Site Inspection	30.00
		10015027		Democompany/Winslow		Commercial Drive By	Virtual Site Inspection	30.00
		10014972	8789798798	Democompany/Winslow	Renewed Session Started	Commercial Drive By	Virtual Site Inspection	30.00

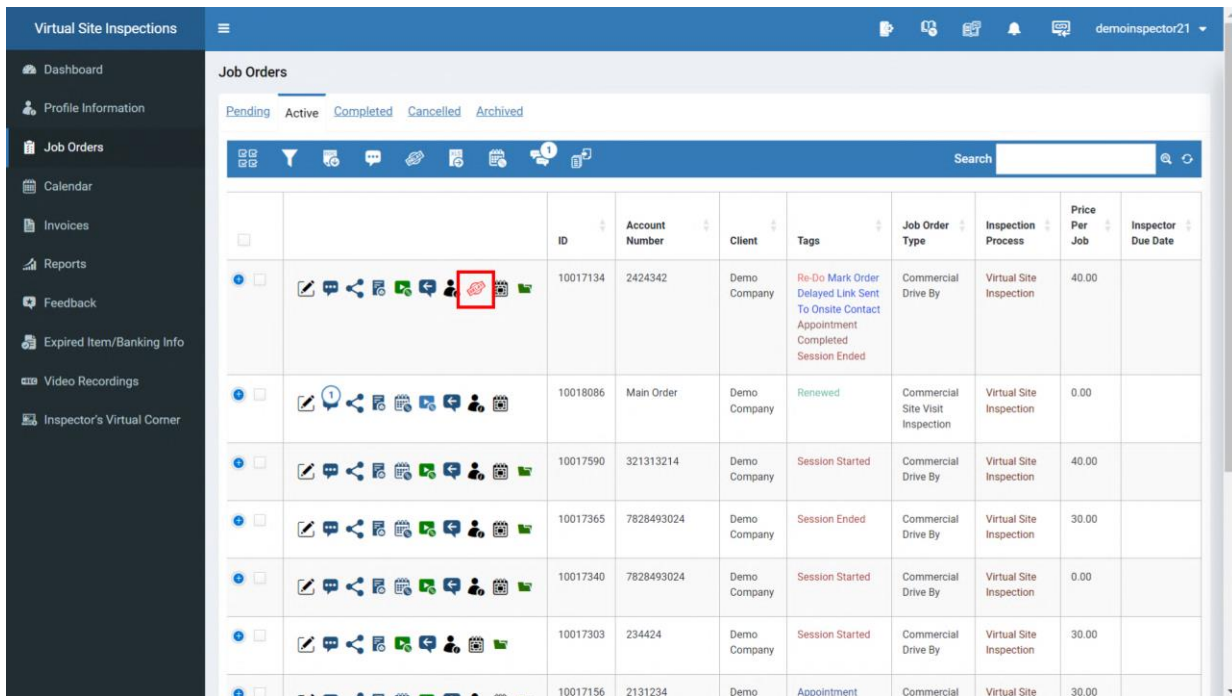
Show 10 Go entries

Showing 21 to 24 of 24 entries

Page 3 of 3

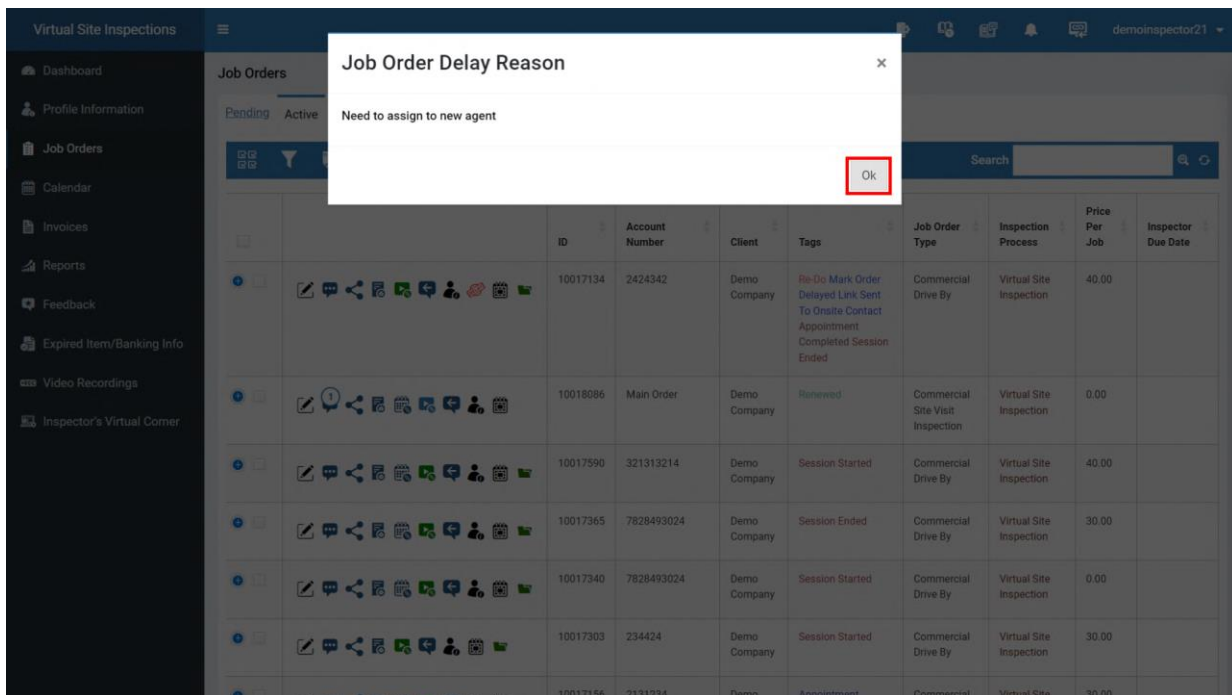
Delay reason

The Delay Reason icon exclusively displays job orders that have been marked as delayed, as elucidated in the previously explained "Mark as Delay" functionality.



		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date
		10017134	2424342	Demo Company	Re-Do Mark Order Delayed Link Sent To Onsite Contact Appointment Completed Session Ended	Commercial Drive By	Virtual Site Inspection	40.00	
		10018086	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00	
		10017590	321313214	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	40.00	
		10017365	7828493024	Demo Company	Session Ended	Commercial Drive By	Virtual Site Inspection	30.00	
		10017340	7828493024	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	0.00	
		10017303	234424	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	30.00	
		10017156	2131234	Demo	Appointment	Commercial	Virtual Site	30.00	

Clicking on the Delay Reason icon triggers a popup box that reveals the specific delay reason. The box is equipped with an "OK" button, and upon clicking it, the dialog box is dismissed.



		ID	Account Number	Client	Tags	Job Order Type	Inspection Process	Price Per Job	Inspector Due Date
		10017134	2424342	Demo Company	Re-Do Mark Order Delayed Link Sent To Onsite Contact Appointment Completed Session Ended	Commercial Drive By	Virtual Site Inspection	40.00	
		10018086	Main Order	Demo Company	Renewed	Commercial Site Visit Inspection	Virtual Site Inspection	0.00	
		10017590	321313214	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	40.00	
		10017365	7828493024	Demo Company	Session Ended	Commercial Drive By	Virtual Site Inspection	30.00	
		10017340	7828493024	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	0.00	
		10017303	234424	Demo Company	Session Started	Commercial Drive By	Virtual Site Inspection	30.00	
		10017156	2131234	Demo	Appointment	Commercial	Virtual Site	30.00	

Job Order Delay Reason

Need to assign to new agent

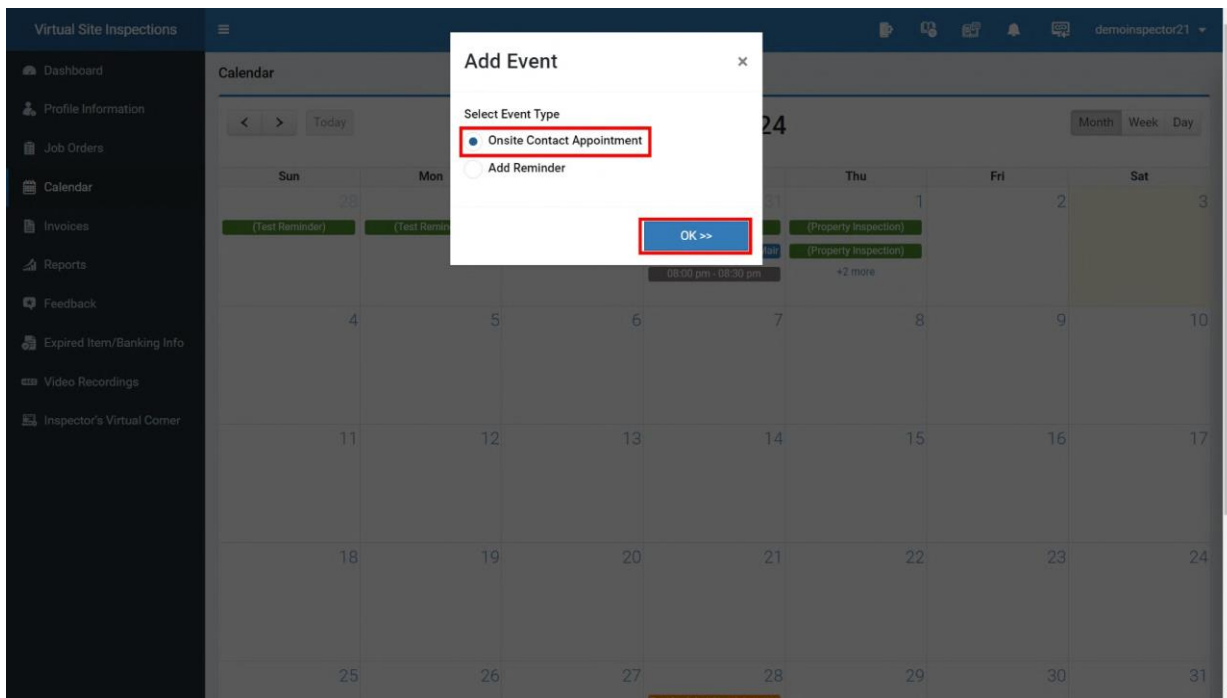
Ok

Calendar

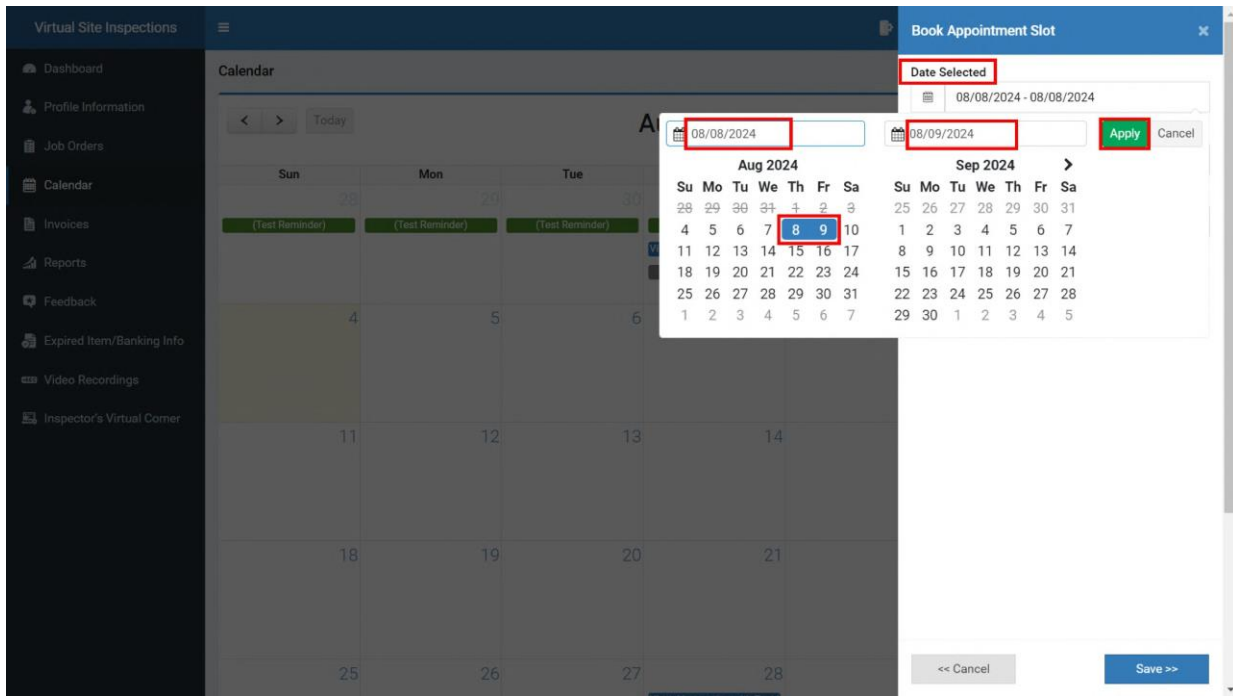
Once you have logged-in, click on the tab of Calendar from the left hand sidebar menu. Upon clicking on the Calendar button, a calendar opens.

Now, as an inspector, all you need to do is create available slots for appointments. Click on the date or day for which you want to create available appointment slots and a pop-up menu will appear with three options.

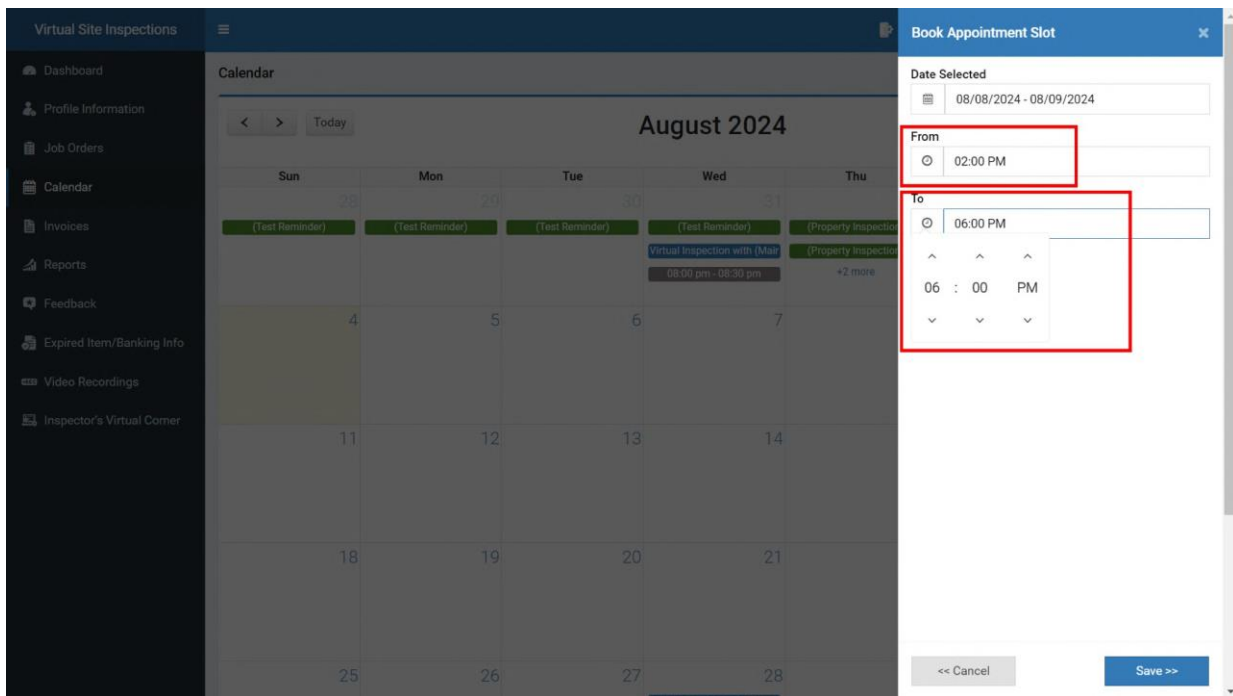
Select the first option of 'Customer Appointment' (this option would have been selected by default) and hit the button 'OK' as shown in the below image.



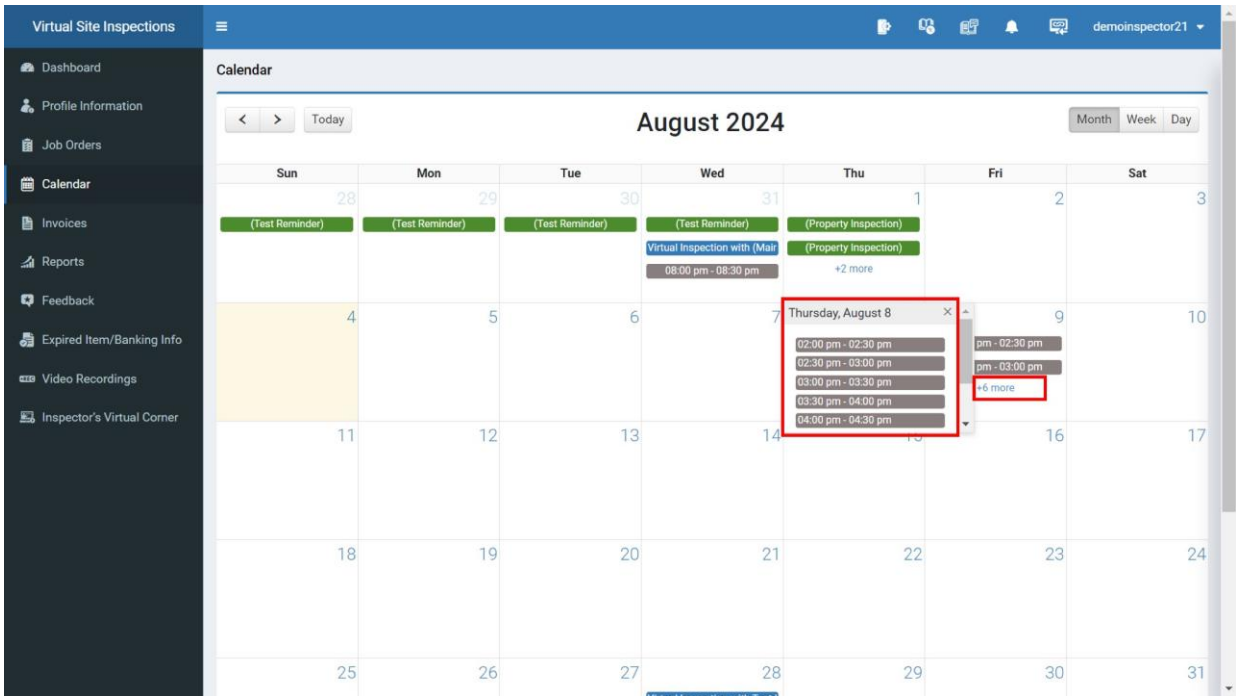
A sidebar menu will appear on the right-hand side. Here, click on the cell of 'Date Selected' and a pop-up calendar will appear. The current date would have been selected by default. However, you can select the date range as per your choice (a day or any number of days) and click the green button of 'Apply' and the date range will be stored.



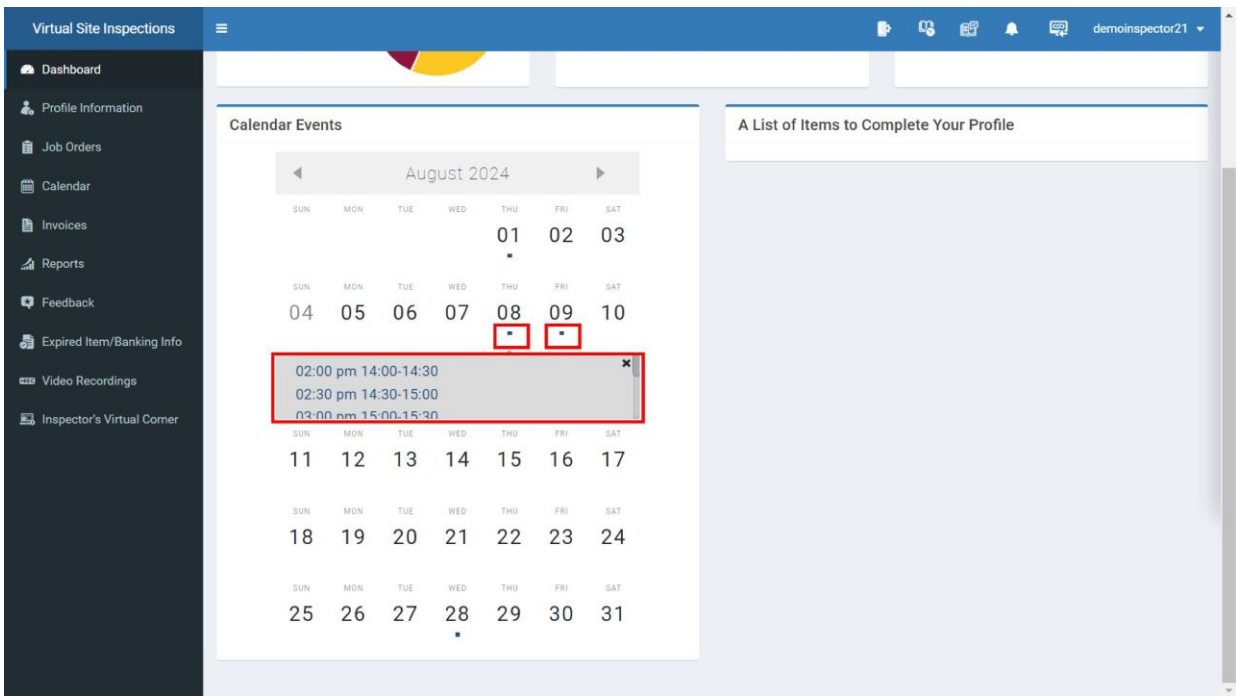
Now, select the time of the day when you are available for the virtual inspection. Select 'From' and 'To' as shown in the below image.



Now, click the button 'Save' and the system will add slots of 30 minutes each between the selected range of date and time as shown in the image below.



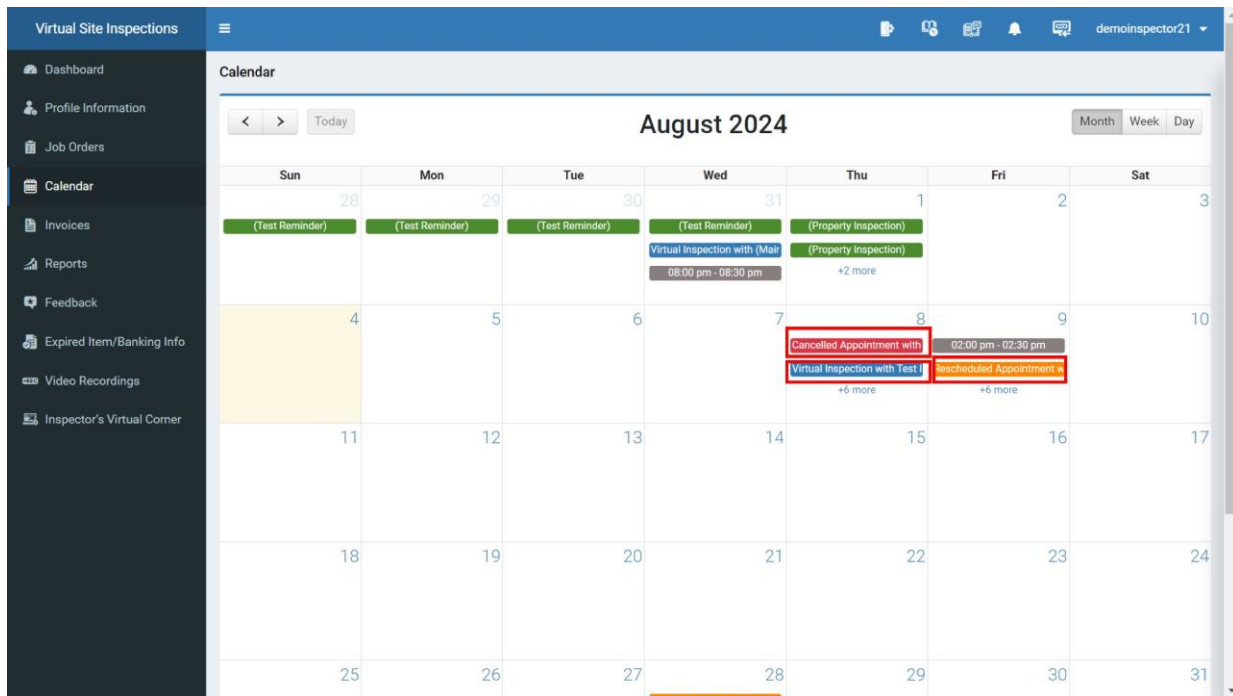
Once the slots are created, these slots highlighted with blue dots are visible to the inspector in the main calendar as well as the quick calendar available on the dashboard.



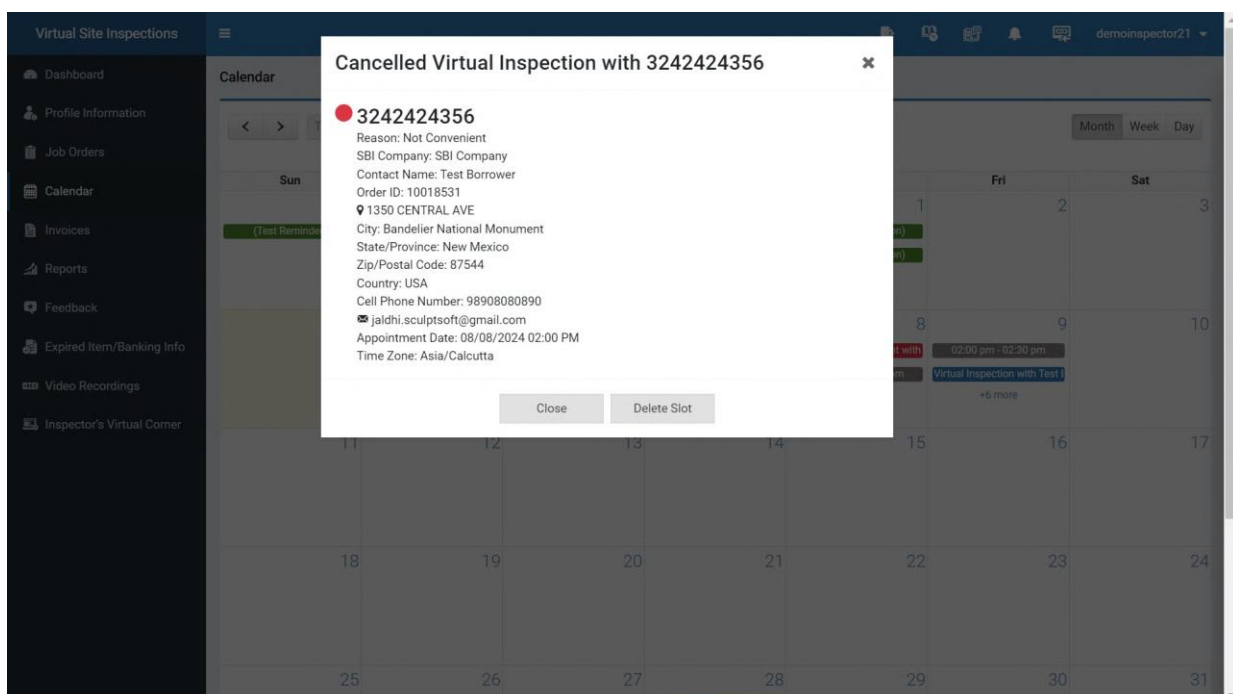
The available appointment slots will also reflect in the customer's portal highlighted with blue dots.

When an inspector sends an appointment link to a customer, the customer can book an appointment from any of the preferred slots.

Once an appointment is booked, the slot will turn blue. If the booked appointment is canceled, the slot will turn red. If the booked appointment is rescheduled, the slot will turn orange and if the particular job order is completed, the slot will turn green.



The inspector can see details of the booked, canceled and rescheduled slots by clicking on the particular slot.

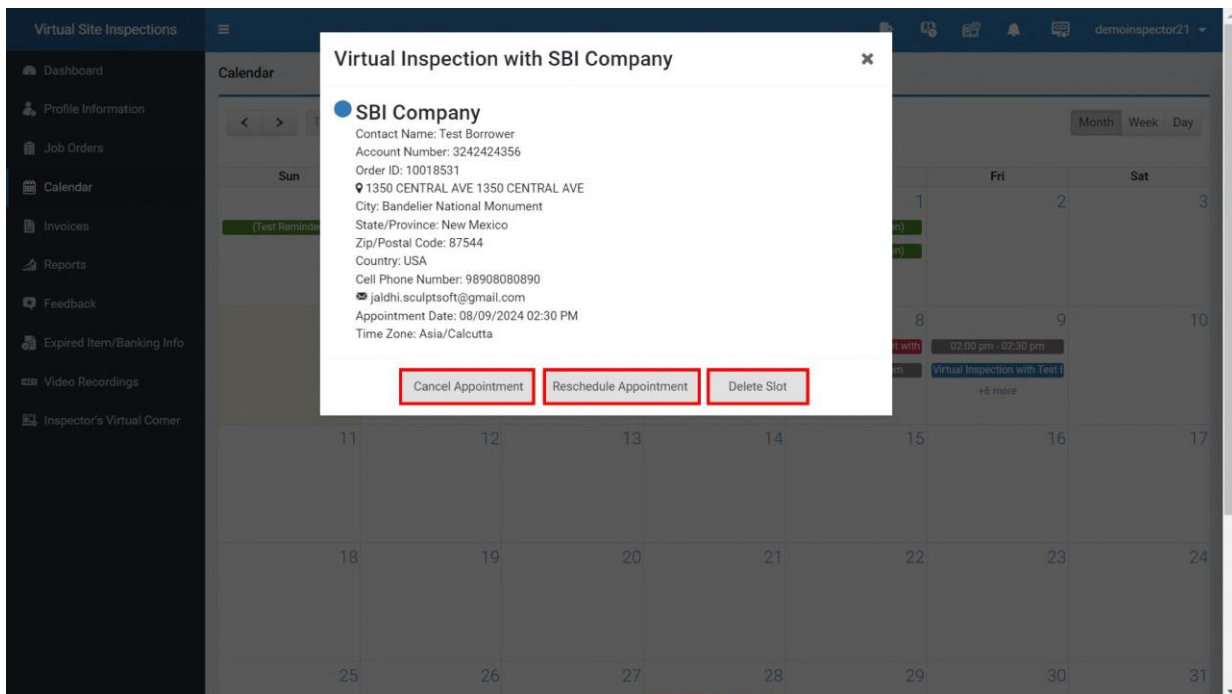


Reschedule and/or Canceled the Booked Appointments:

An inspector can cancel as well as reschedule the booked slots of appointments.

All you need to do is go to the calendar, click on the booked slot that you want to cancel and a pop menu with the options of 'Cancel Appointment' and 'Reschedule Appointment' will appear.

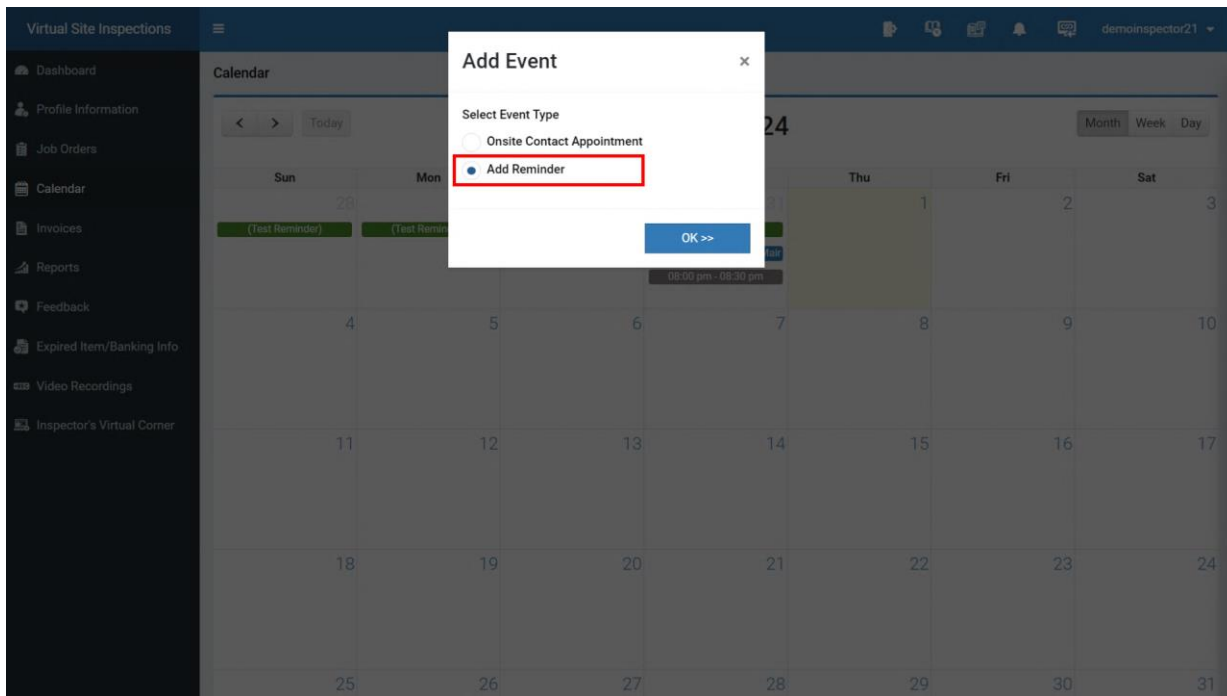
When you select any of the options, a pop-up bar will appear. There you need to provide a reason either for canceling an appointment or rescheduling an appointment. After providing an explanation save it and the booked slot will turn red if the appointment is canceled and the booked slot will turn orange if the appointment is rescheduled.



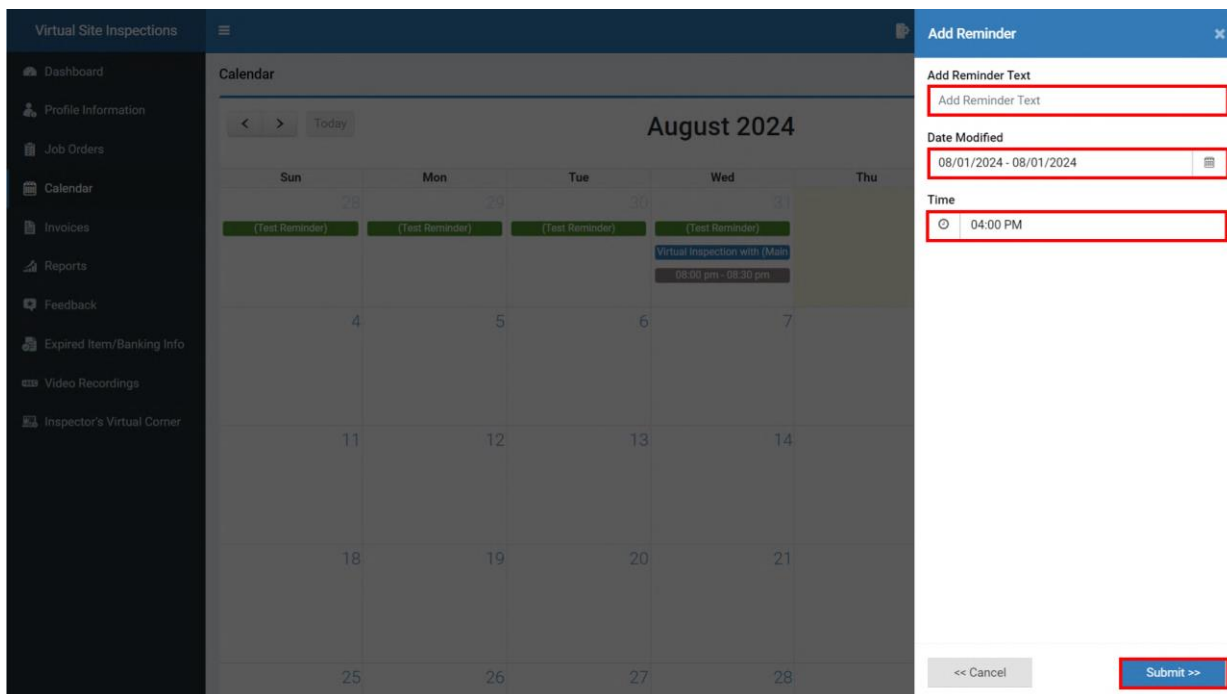
Once any booked slot is canceled or rescheduled, this particular slot will be available again to the customer for booking.

Once any job order is completed by the inspector, the appointment slots will turn green and no changes can be made in these slots as well as any of the calendar events.

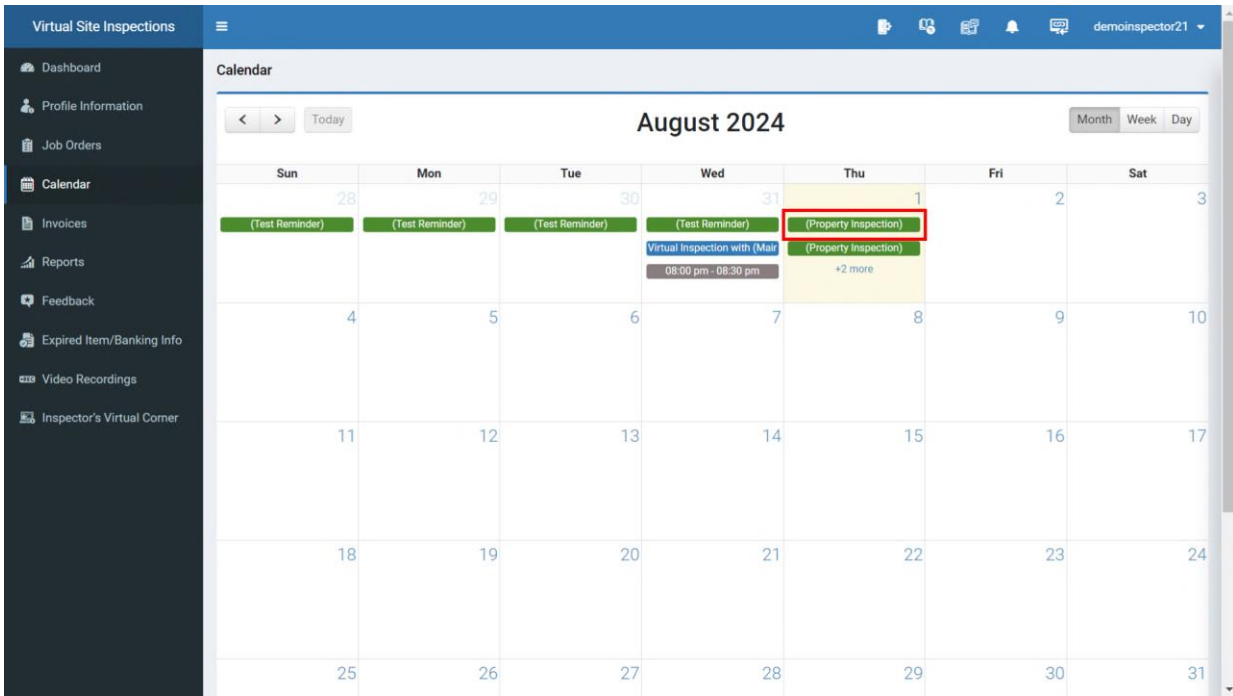
You can put in a reminder by clicking the "Reminder" option and then pressing "OK." Just remember, you can't add reminders for dates that have already passed. Check out the screenshot below for a visual guide.



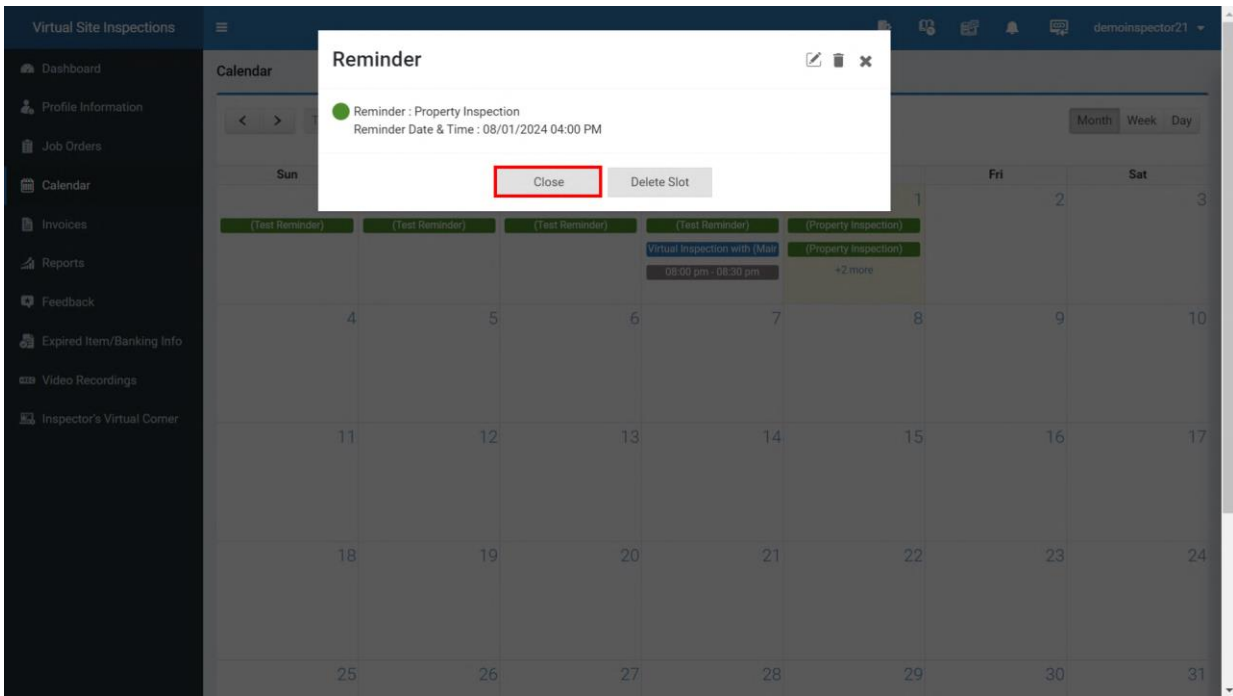
After clicking the "OK" button, a side model will open for adding a reminder. This model includes fields for Reminder Text, Date Modified, and Time. After filling in these fields, click on the "Submit" button to create a reminder for that date, as illustrated in the provided screenshot.



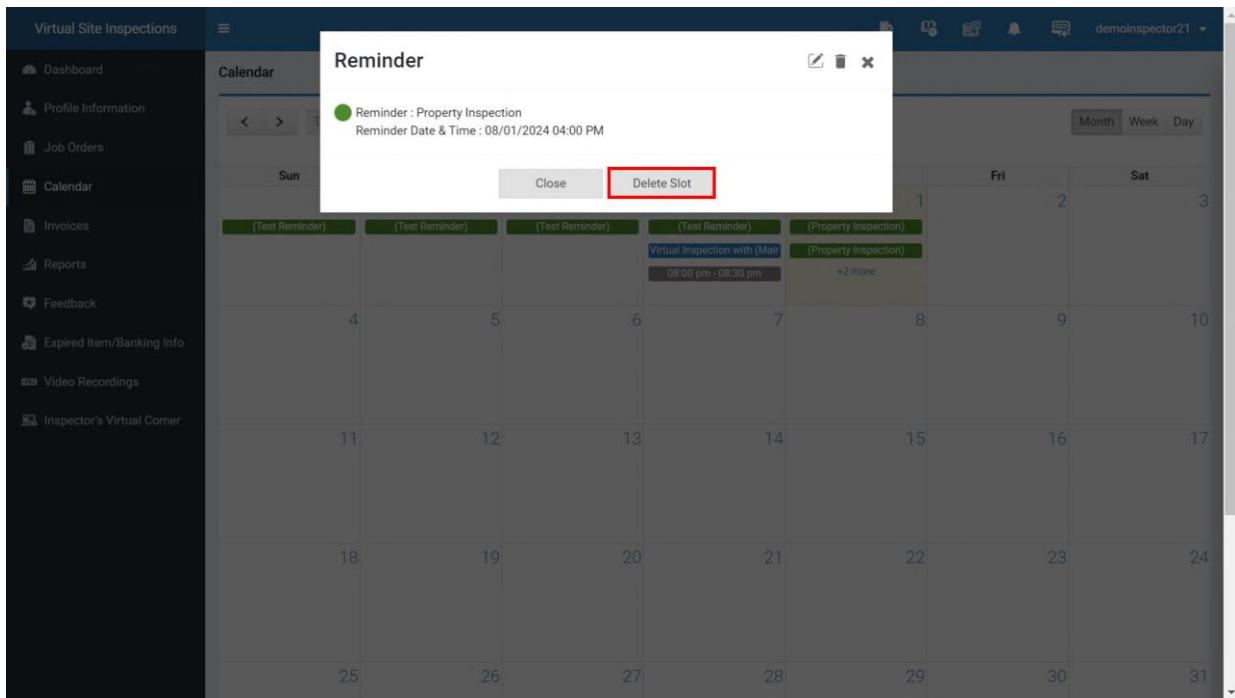
In the below screenshot, you can observe the reminder events scheduled for the respective date.



Clicking on the reminder text will open a pop-up displaying brief details, as shown in the screenshot below. The pop-up includes a "Close" button; clicking on it will close the pop-up.



Within the Reminder pop-up, there is an additional button labeled "Delete Slot." Clicking on this button will close the pop-up, and the reminder event will be deleted.



Invoices

The Inspector can access their invoice details by selecting the 'Invoice' menu in the left-side panel, directing them to the Invoice page. Furthermore, they have the ability to download the invoice.

The Inspector can access their invoice details by selecting the 'Invoice' menu in the left-side panel, directing them to the Invoice page. Furthermore, they have the ability to download the invoice.

The Invoices page is organized into two tabs: "Invoice Pending" and "Invoice Paid". Within the "Invoice Pending" tab, a comprehensive list of unpaid invoices is displayed. Each entry in the list is accompanied by a preview icon, enabling users to inspect the details of a specific invoice. The information presented for each entry includes the invoice number, payout details, date of creation, order count, and late fee, as illustrated in the screenshot below.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

Invoices

Invoice PendingInvoice Paid

Search

		Invoice#	Order Counts	Total Amount	Late Fee	Payout	Date Created
☐		611	2	\$80.00	- \$0.00	\$80.00	10/20/2022
☐		1288	1	\$40.00	- \$0.00	\$40.00	10/01/2023
☐		1565	1	\$30.00	- \$0.00	\$30.00	06/01/2024
☐		1169	3	\$60.00	- \$0.00	\$60.00	05/30/2023
☐		795	1	\$30.00	- \$0.00	\$30.00	02/01/2023

Show10GoentriesShowing 1 to 5 of 5 entriesPage1of1

To search for an invoice using a keyword, the system conducts the search specifically based on the invoice number. Enter your search term in the highlighted search field, as depicted in the provided screenshots, and press enter or click on the finder icon next to the text field. Subsequently, the system will display a list of relevant invoices corresponding to the specified search criteria.

Virtual Site Inspections

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Invoices

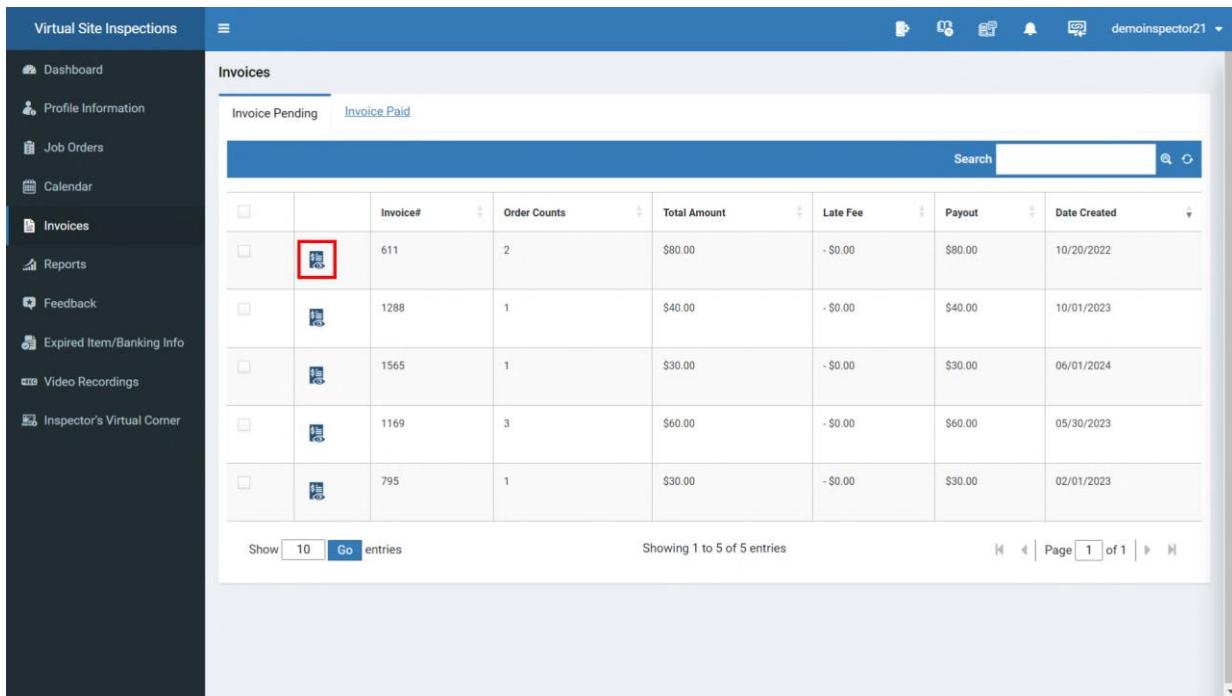
Invoice PendingInvoice Paid

Search

		Invoice#	Order Counts	Total Amount	Late Fee	Payout	Date Created
☐		611	2	\$80.00	- \$0.00	\$80.00	10/20/2022
☐		1288	1	\$40.00	- \$0.00	\$40.00	10/01/2023
☐		1565	1	\$30.00	- \$0.00	\$30.00	06/01/2024
☐		1169	3	\$60.00	- \$0.00	\$60.00	05/30/2023
☐		795	1	\$30.00	- \$0.00	\$30.00	02/01/2023

Show10GoentriesShowing 1 to 5 of 5 entriesPage1of1

To view the details of an invoice, click on the "Preview Invoice" icon, as demonstrated in the screenshot below.



Virtual Site Inspections

Invoices

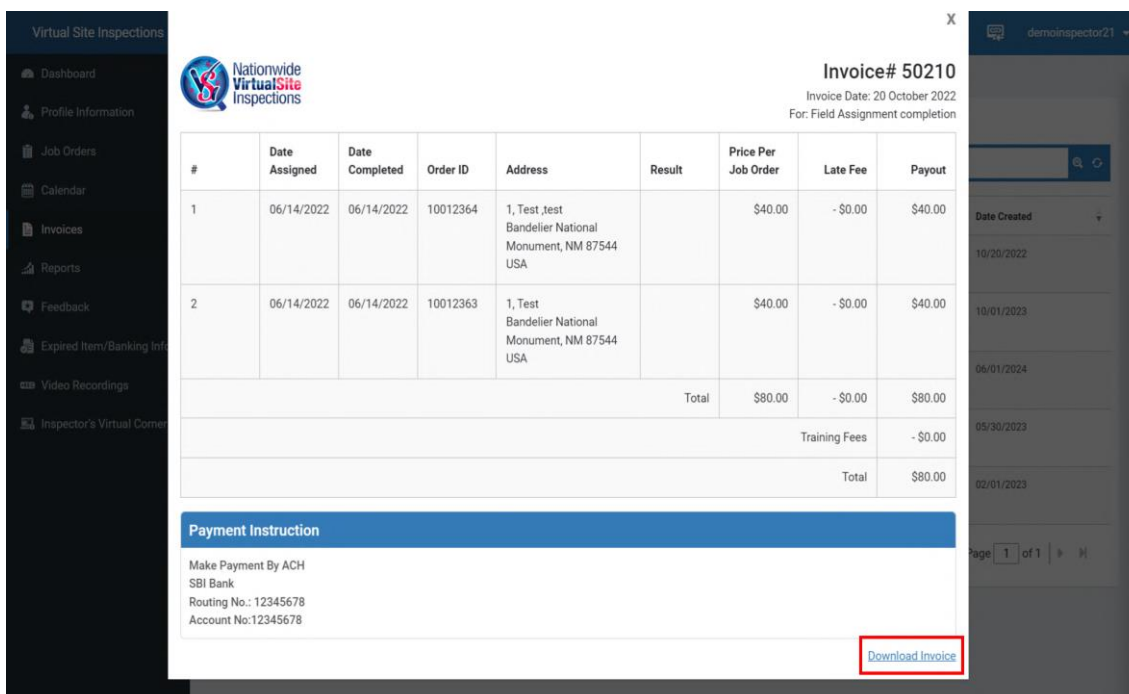
Invoice Pending [Invoice Paid](#)

Search

		Invoice#	Order Counts	Total Amount	Late Fee	Payout	Date Created
☐		611	2	\$80.00	-\$0.00	\$80.00	10/20/2022
☐		1288	1	\$40.00	-\$0.00	\$40.00	10/01/2023
☐		1565	1	\$30.00	-\$0.00	\$30.00	06/01/2024
☐		1169	3	\$60.00	-\$0.00	\$60.00	05/30/2023
☐		795	1	\$30.00	-\$0.00	\$30.00	02/01/2023

Show 10 Go entries Showing 1 to 5 of 5 entries Page 1 of 1

After clicking on the "Preview Invoice" icon, a pop-up will open, allowing you to see detailed information about the invoice. Additionally, you can download the invoice by clicking on the highlighted link "Download Invoice" as shown in the screenshot below.



Virtual Site Inspections

Nationwide Virtual Site Inspections

Invoice# 50210
Invoice Date: 20 October 2022
For: Field Assignment completion

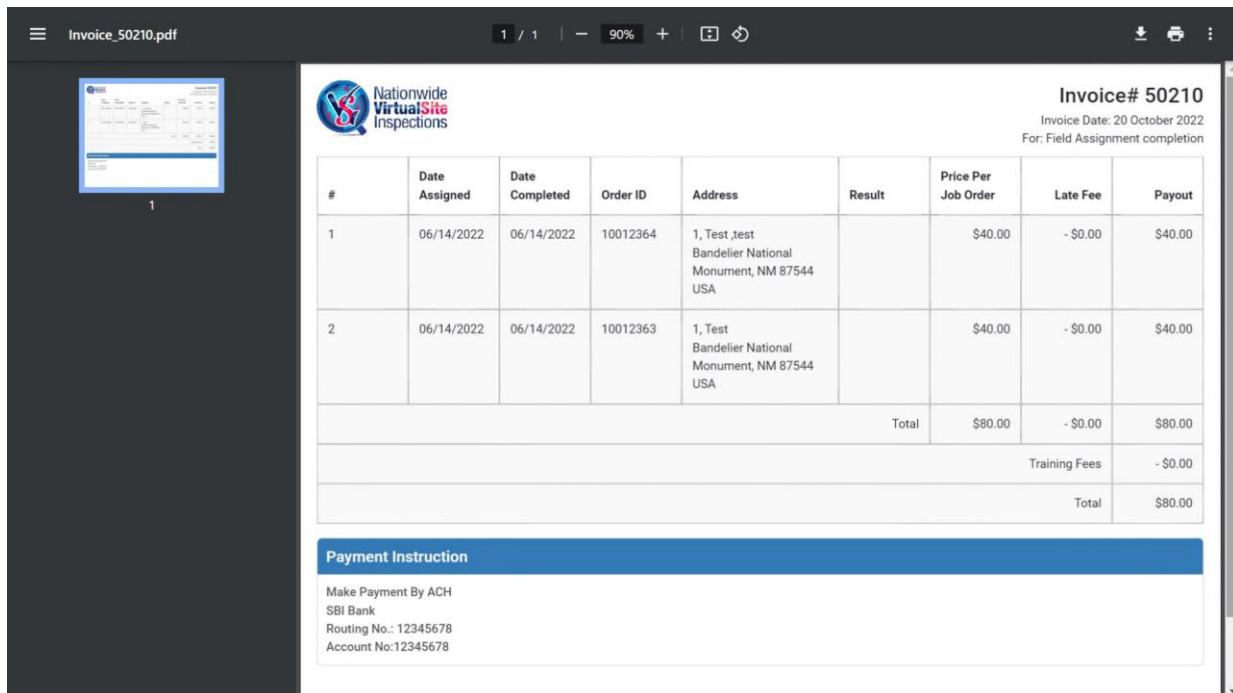
#	Date Assigned	Date Completed	Order ID	Address	Result	Price Per Job Order	Late Fee	Payout
1	06/14/2022	06/14/2022	10012364	1, Test, test Bandelier National Monument, NM 87544 USA		\$40.00	-\$0.00	\$40.00
2	06/14/2022	06/14/2022	10012363	1, Test Bandelier National Monument, NM 87544 USA		\$40.00	-\$0.00	\$40.00
Total						\$80.00	-\$0.00	\$80.00
						Training Fees		-\$0.00
						Total		\$80.00

Payment Instruction

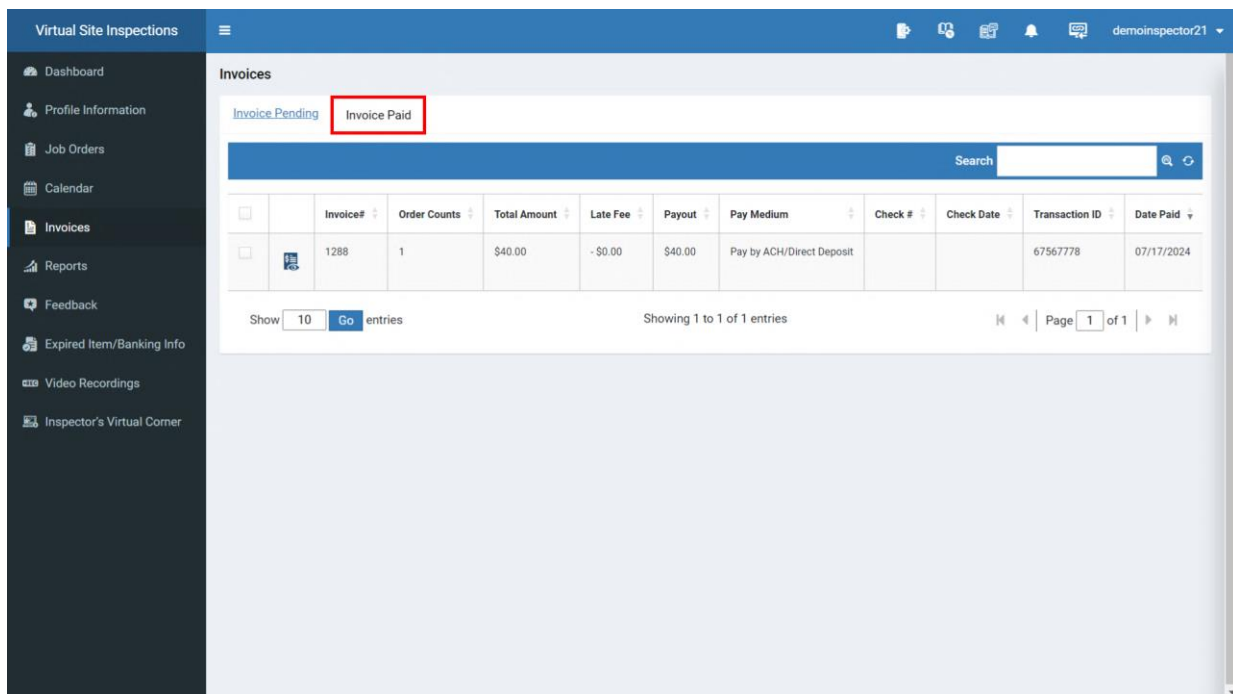
Make Payment By ACH
SBI Bank
Routing No.: 12345678
Account No: 12345678

[Download Invoice](#)

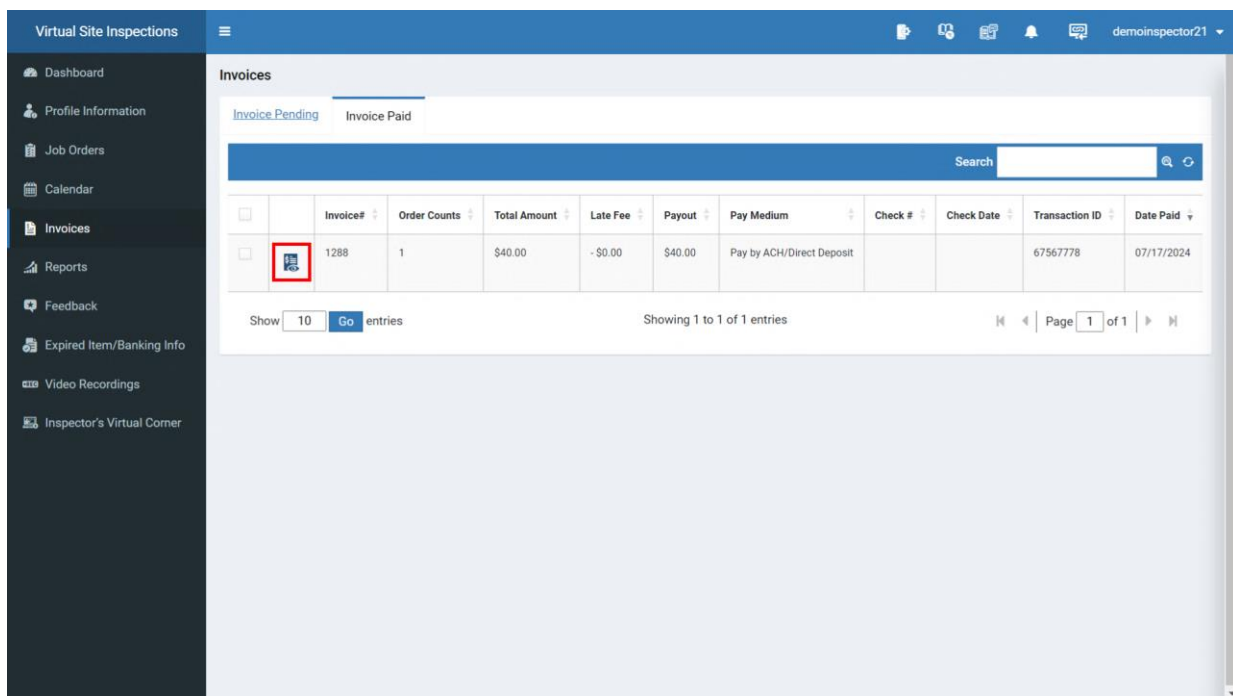
After clicking on the "Download Invoice" link, the invoice PDF file will be downloaded to your system. You can preview the content of the PDF file, as shown in the screenshot provided below.



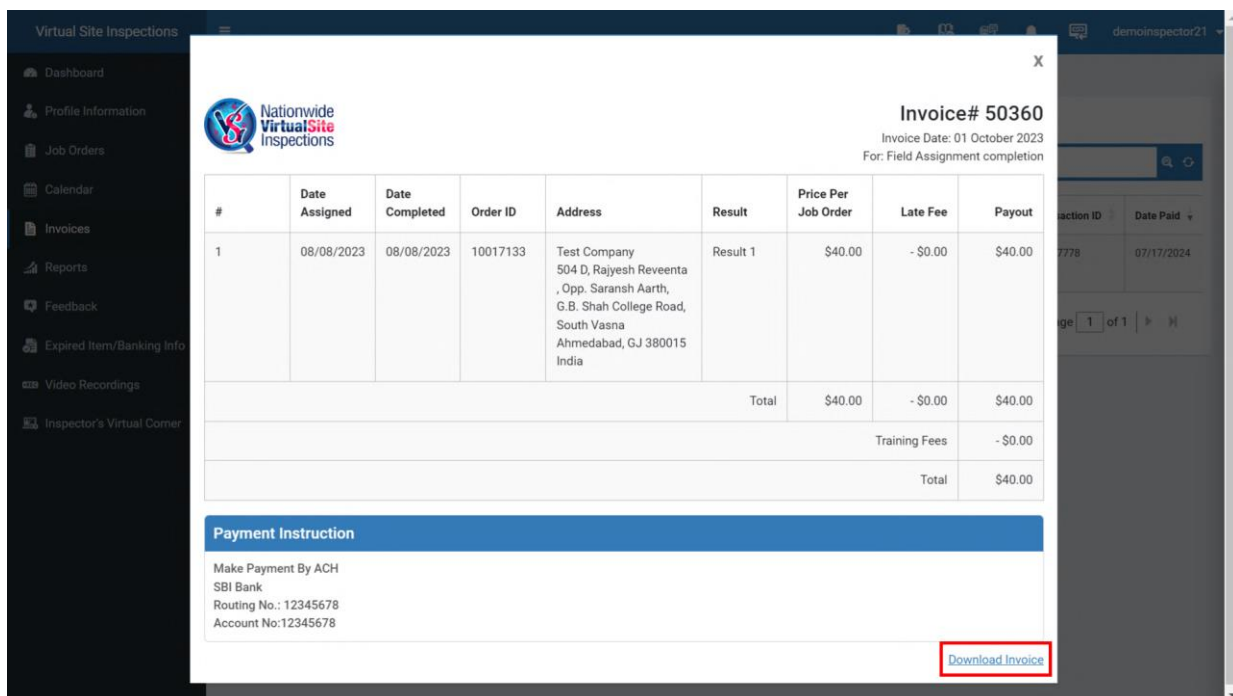
Clicking on the "Invoice Paid" tab, you can access a list of all paid invoices. Each entry in the list includes a preview icon, enabling you to examine the details of a specific invoice. The provided information encompasses the invoice number, order count, total amount, late fee, payout, payment medium, check number, check date, transaction ID, and date paid, as depicted in the picture below.



To view the details of an invoice, click on the "Preview Invoice" icon, as demonstrated in the screenshot below.



After clicking on the "Preview Invoice" icon, a pop-up will open, allowing you to see detailed information about the invoice. Additionally, you can download the invoice by clicking on the highlighted link "Download Invoice" as shown in the screenshot below.



After clicking on the "Download Invoice" link, the invoice PDF file will be downloaded to your system. You can preview the content of the PDF file, as shown in the screenshot provided below.

Invoice_50360.pdf

1 / 1 | 90% + | [icon] [icon]

[download] [print] [menu]

Virtual Site Inspections

1

Invoice# 50360

Invoice Date: 01 October 2023

For: Field Assignment completion

#	Date Assigned	Date Completed	Order ID	Address	Result	Price Per Job Order	Late Fee	Payout
1	08/08/2023	08/08/2023	10017133	Test Company 504 D, Rajyesh Rajyesh Aarth, G.B. Shah College Road, South Vasna Ahmedabad, GJ 380015 India	Result 1	\$40.00	- \$0.00	\$40.00
Total						\$40.00	- \$0.00	\$40.00
Training Fees								- \$0.00
Total								\$40.00

Payment Instruction

Make Payment By ACH
 SBI Bank
 Routing No.: 12345678
 Account No:12345678

Reports

The 'Reports' feature serves the purpose of showing pre-defined notifications indicating the expiration of your items & documents such as Background Check Document.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

Reports

Inspector Ranking

Notification for Insurance Expiration

Filter

Search [input] [icon]

Notification for Insurance Expiration

Name of attribute about to expired	Expiration Date
Background Check	07/20/2024

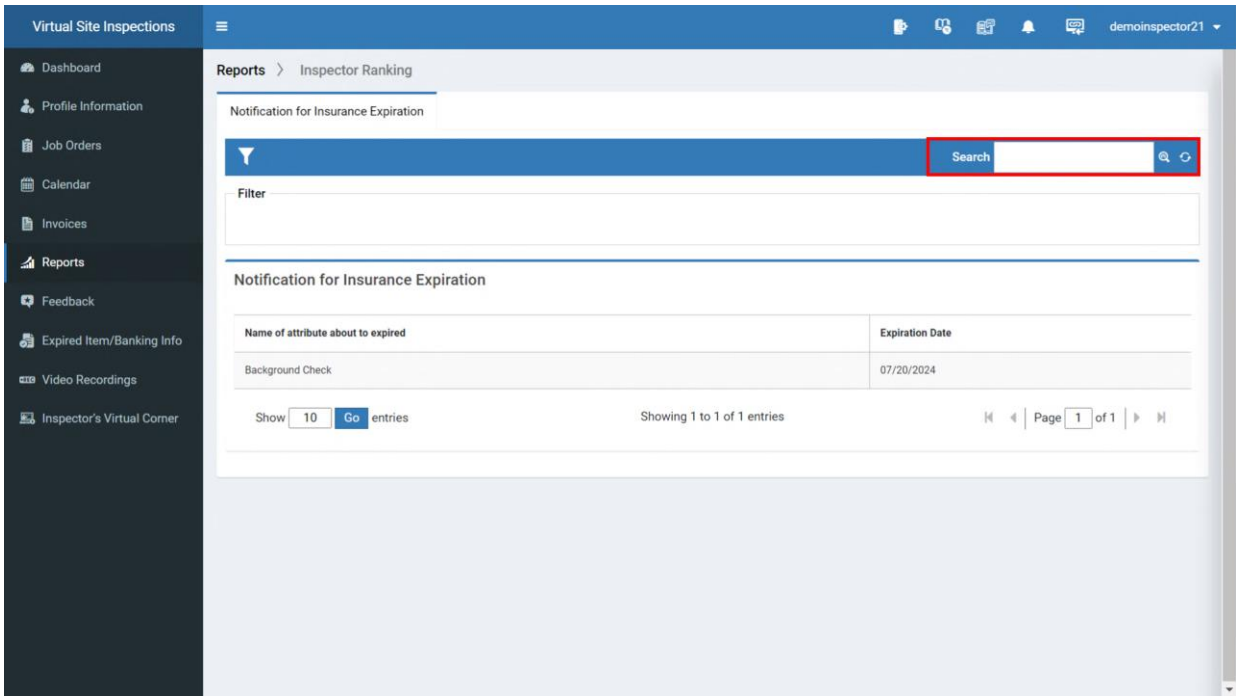
Show 10 Go entries

Showing 1 to 1 of 1 entries

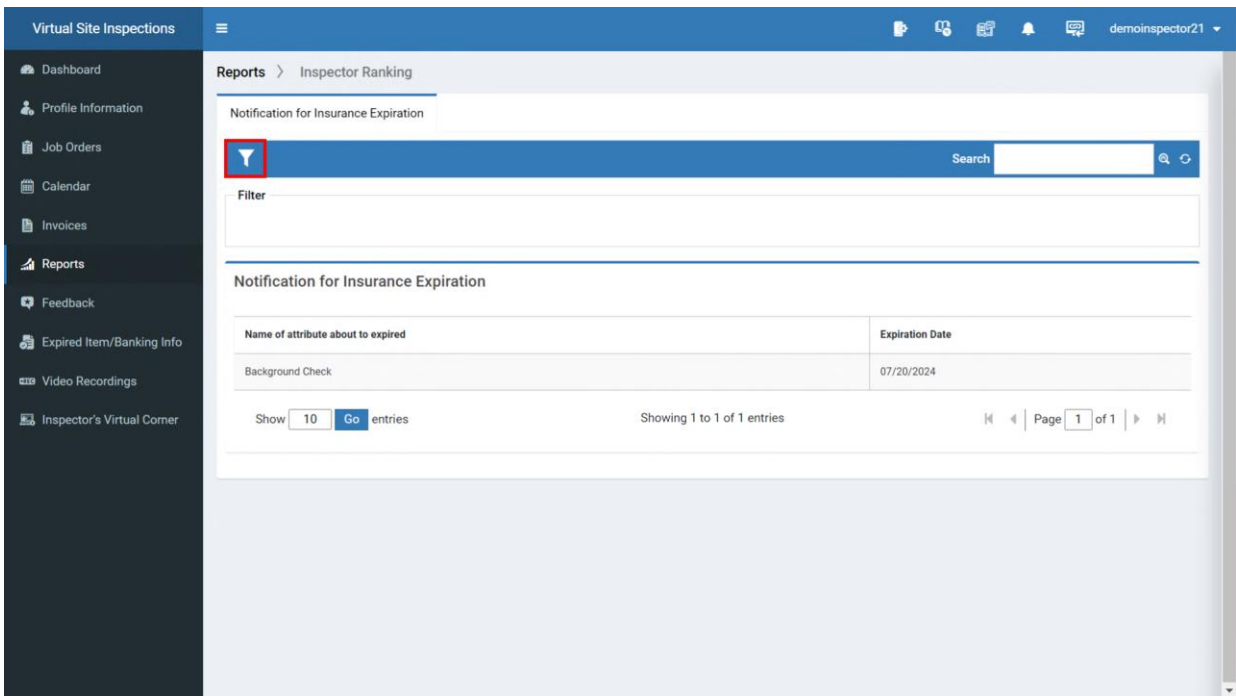
Page 1 of 1

To search for notifications regarding insurance expiration using a keyword, the system conducts the search based on parameters such as the name of the attribute about to expire. Enter your search term in the highlighted search field, as demonstrated in the provided screenshots, and then press enter or

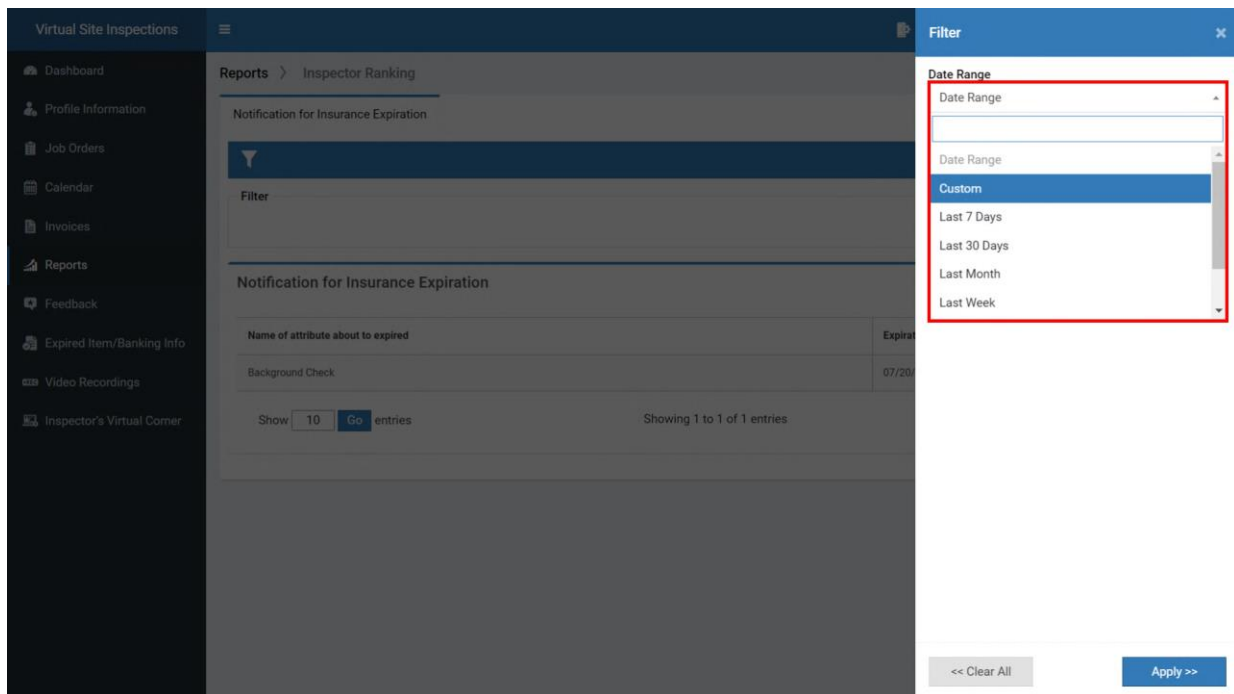
click on the finder icon next to the text field. Subsequently, the system will display a list of relevant notification records for insurance expiration information corresponding to the specified search criteria.



The 'Insurance Expiration' notification tab displays all upcoming expired items & which are already expired. Additionally, users can apply filters by clicking on the filter icon.

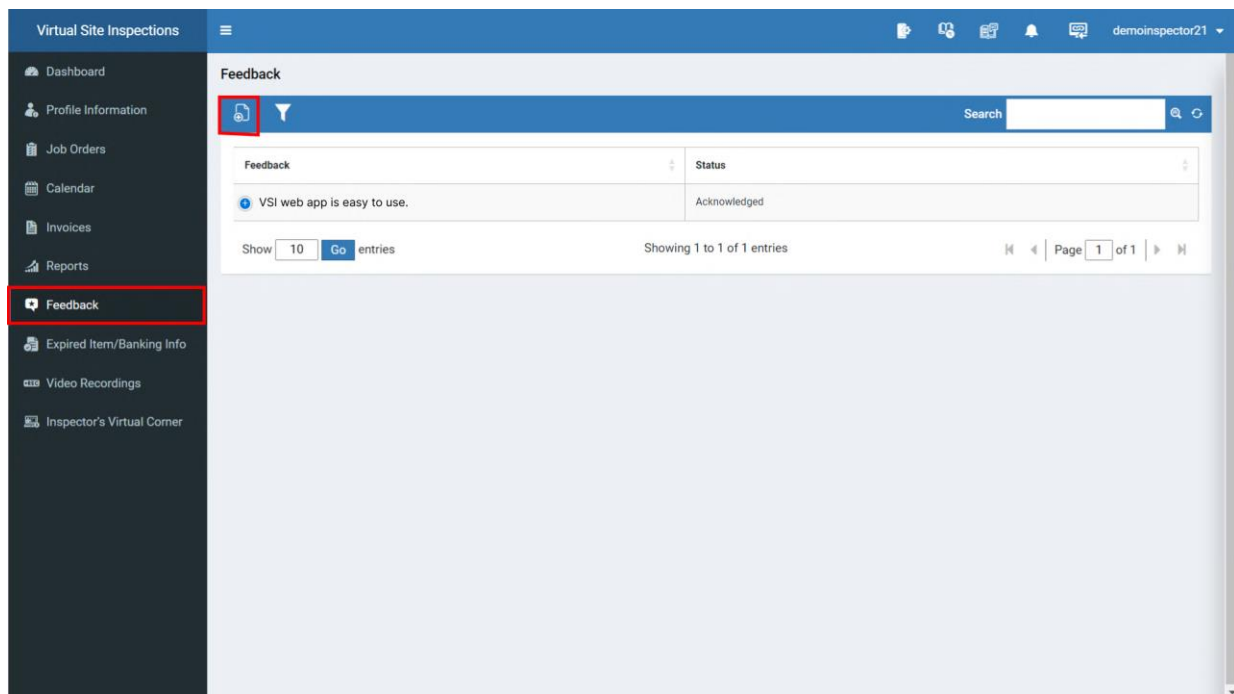


When the filter icon is clicked, a side modal opens, allowing users to apply filters based on specific range and days. Users can select values from the dropdown menu and click the 'Apply' button, resulting in the display of filtered data in the list.



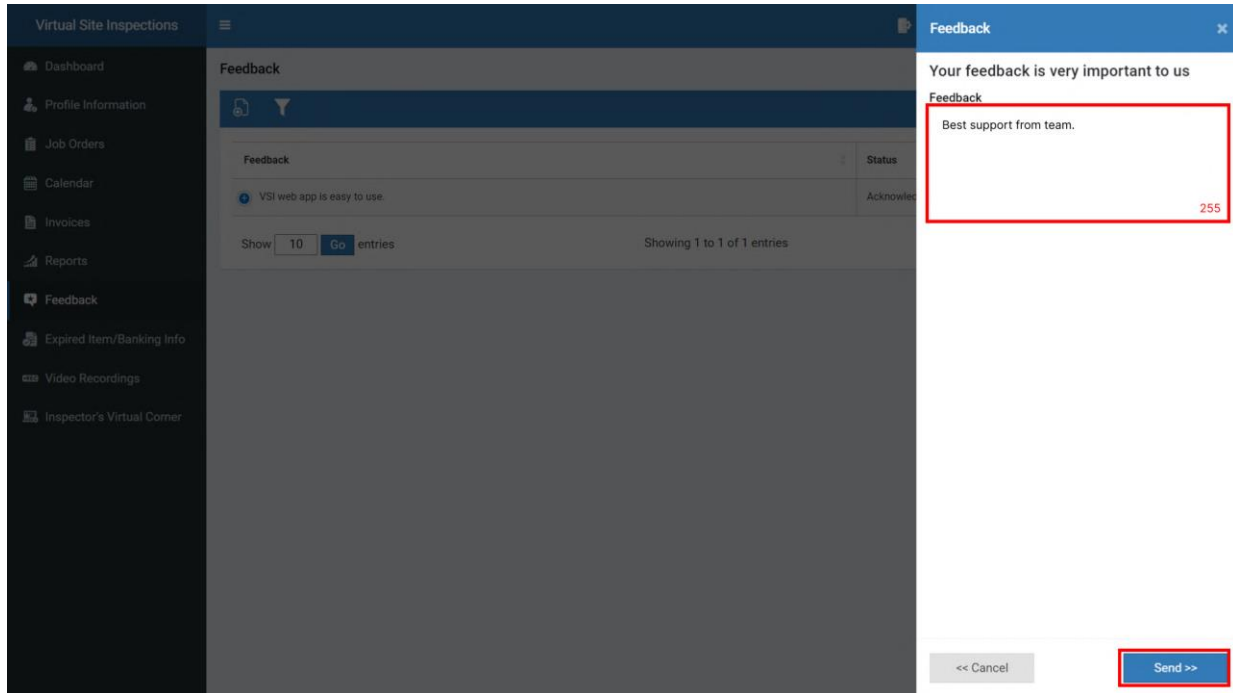
Feedback

Inspector can provide feedback by clicking on the 'Feedback' menu located in the left-side panel of the Inspector, which then redirects them to the feedback page.

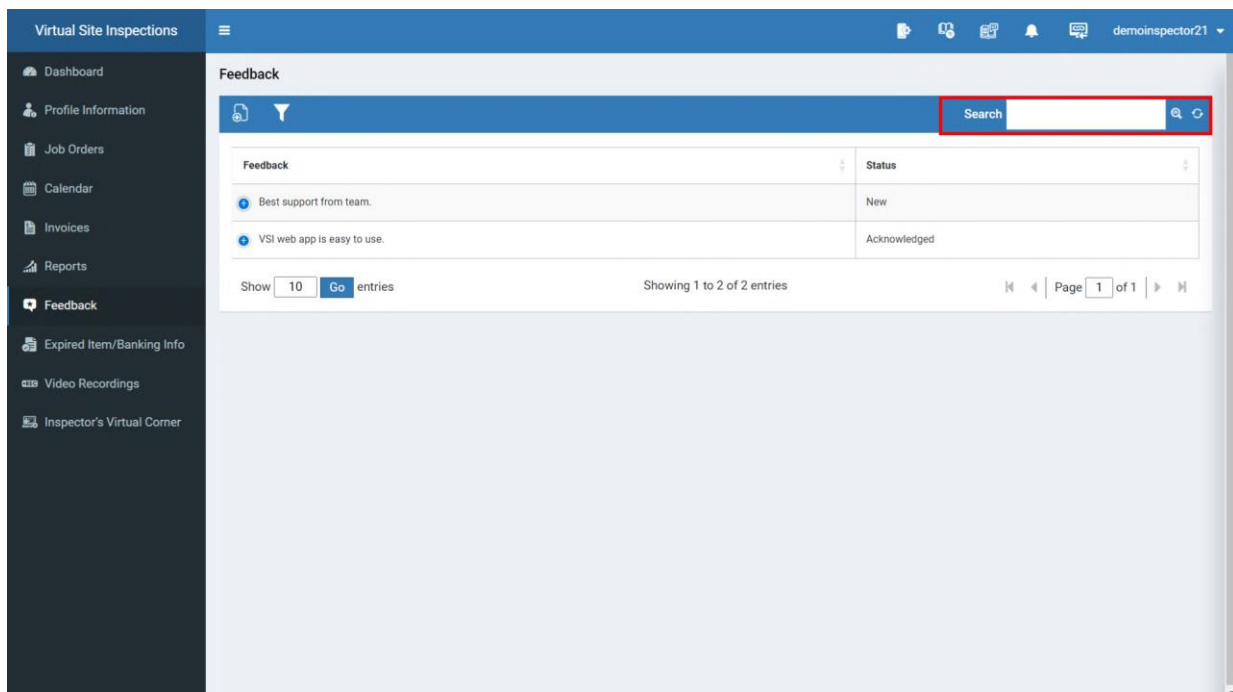


On the feedback page, a blue header bar is present. By clicking on the "Add New" icon within this header, a side modal opens, enabling users to submit feedback to the admin, as illustrated in the accompanying screenshot below.

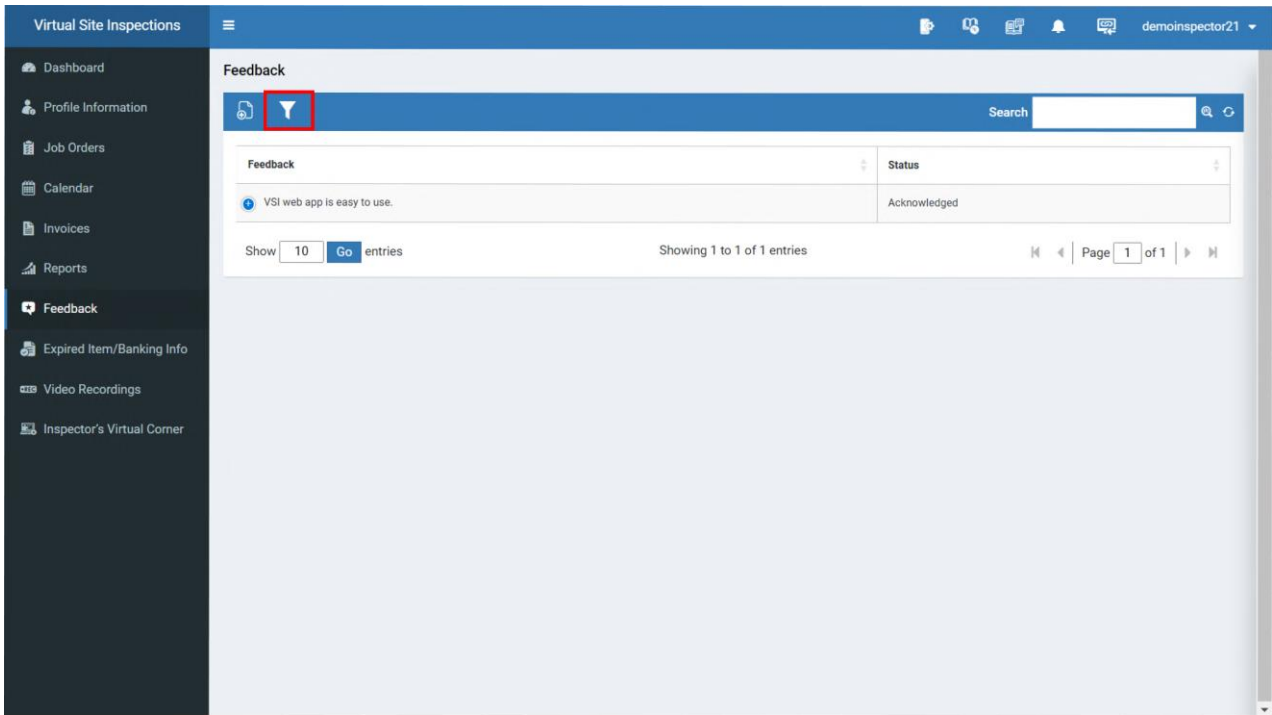
Users can input their feedback in the feedback text box, with a maximum character limit of 255. After entering their feedback, users can click on the "Send" button. Subsequently, the side modal will close, and the feedback is sent to the admin. The user's feedback is then displayed in the feedback list with a new status. The admin has the ability to reply to the feedback, and the status can be changed from 'new' to 'acknowledged'.



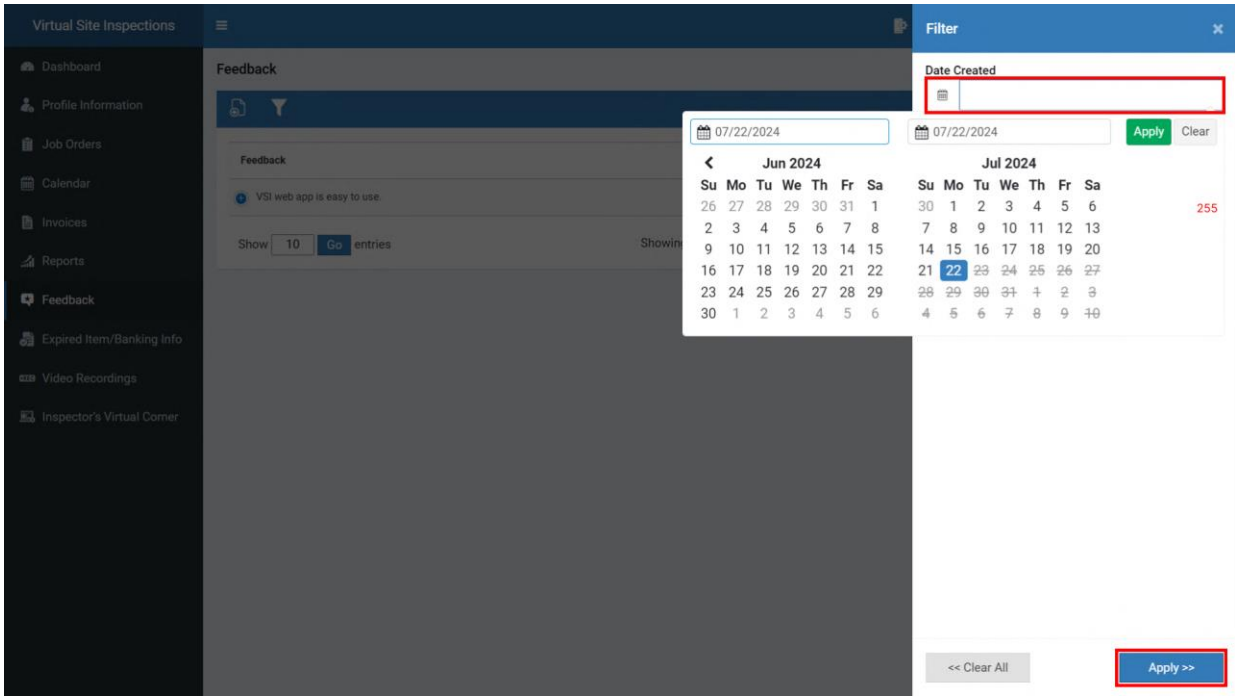
To search for feedback using a keyword, the system conducts the search based on the feedback and status parameters. Enter your search term in the highlighted search field, as shown in the provided screenshots, and press enter or click on the finder icon next to the text field. Subsequently, the system will display a list of relevant feedback records corresponding to the specified search criteria.



Users can utilize the filter option for feedback, accessible in the blue header bar as depicted in the accompanying screenshot.



Clicking on the "Filter" option will open a side modal. Within this filter modal, there is a text box labeled "Date Created" where users can apply filters based on a specific date range using the date picker. Once the desired date range is selected, clicking on the "Apply" button will implement the filter, returning the records in the feedback list. Subsequently, the side modal will close.



Expired Items/Banking Info

The "Expired Item/Banking Info" feature serves the purpose of uploading new documents if the existing ones have expired. However, this menu will not be visible when your profile status is InActive.

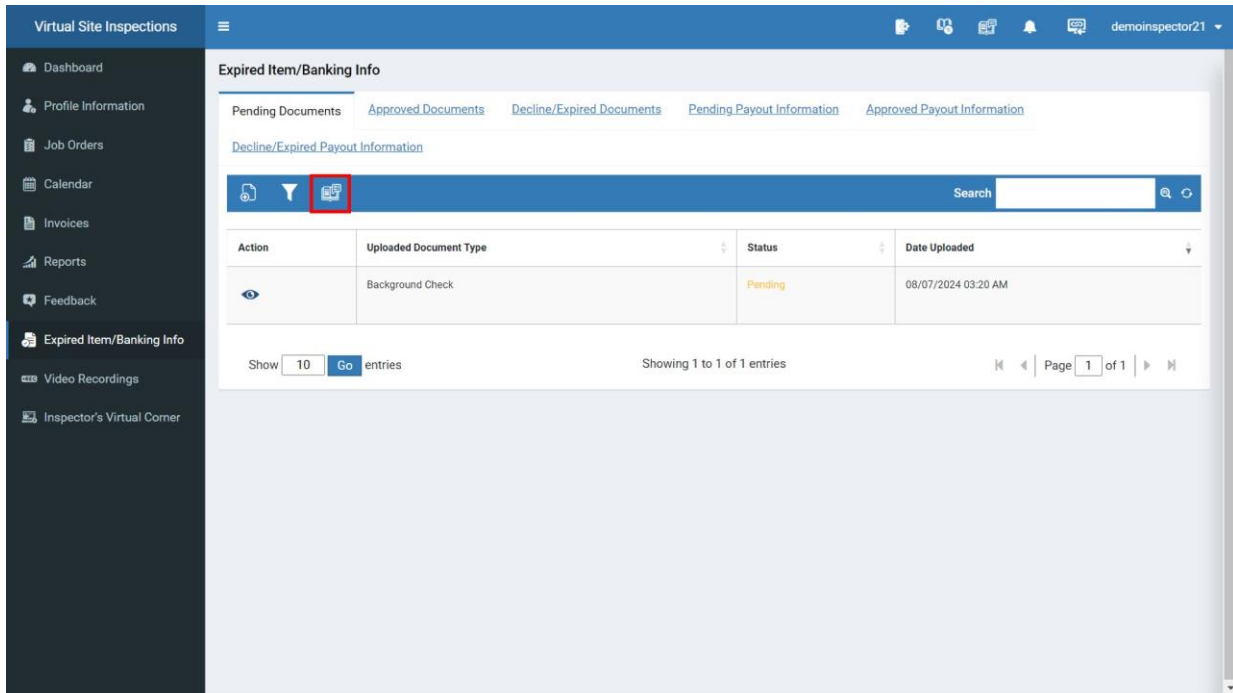
Inspectors can access the Expired Items by clicking on the 'Expired Item/Banking Info' menu located in the left-side panel. This action directs users to the Expired Item/Banking Info List page, where they can view and manage documents that have reached their expiration date.

The screenshot shows the 'Expired Item/Banking Info' page. The left sidebar contains a menu with the following items: Dashboard, Profile Information, Job Orders, Calendar, Invoices, Reports, Feedback, **Expired Item/Banking Info** (highlighted with a red box), Video Recordings, and Inspector's Virtual Corner. The main content area is titled 'Expired Item/Banking Info' and has tabs for Pending Documents, Approved Documents, Decline/Expired Documents, Pending Payout Information, and Approved Payout Information. Below the tabs is a search bar and a table with the following data:

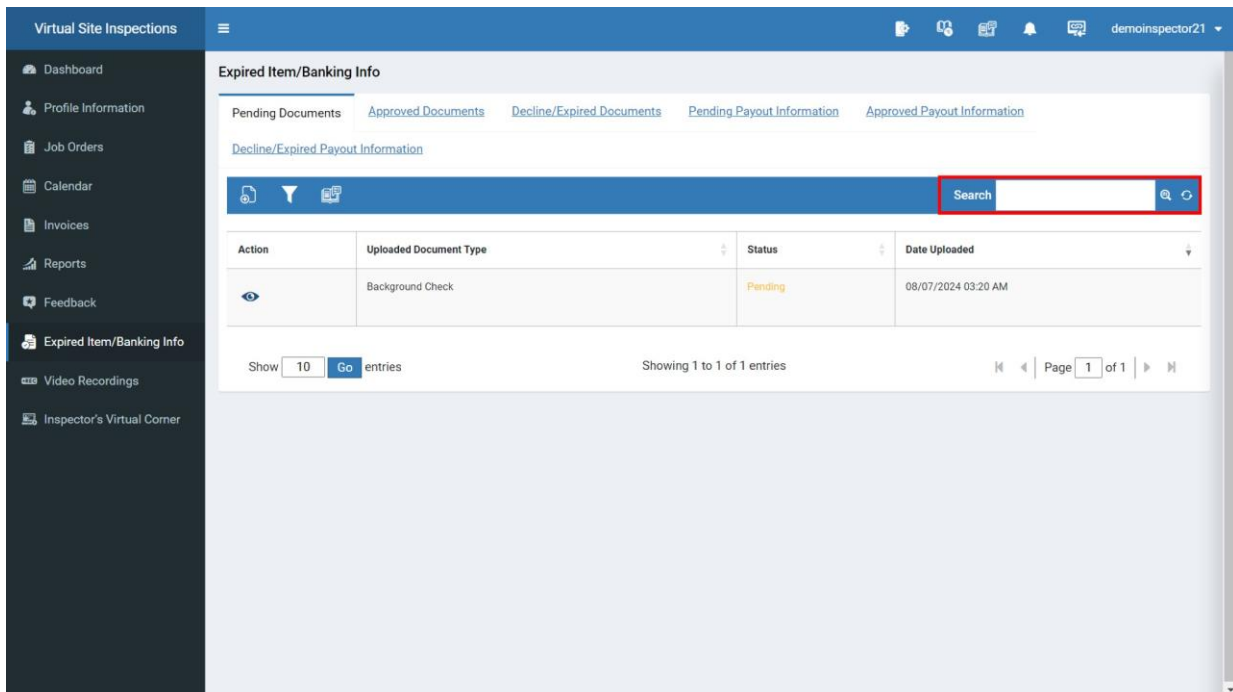
Action	Uploaded Document Type	Status	Date Uploaded
	Background Check	Pending	08/07/2024 03:20 AM

Below the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and a search bar.

To access the User Guide, click on the "Expired Item User Guide" button provided. This action will redirect you to a new page and display information related to the Expired Item.

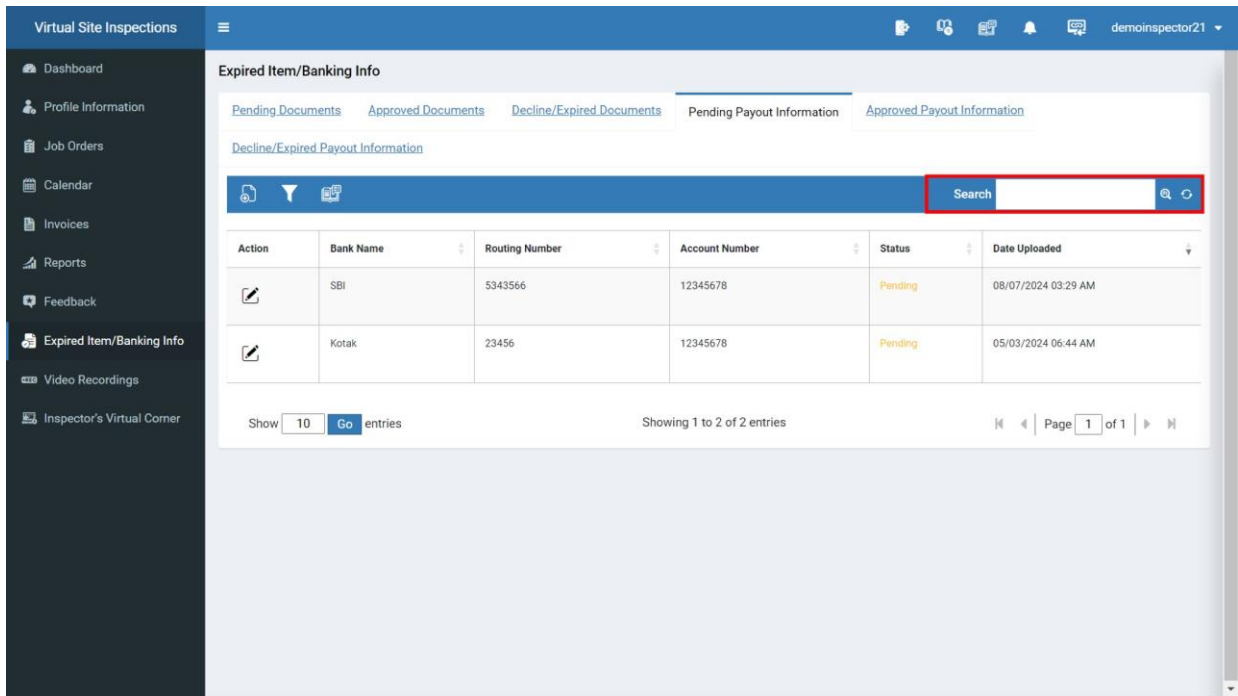


To search for a document using a keyword, the system conducts the search based on the uploaded document type parameters. Enter your search term in the highlighted search field, as demonstrated in the provided screenshots, and press enter or click on the finder icon next to the text field. Subsequently, the system will display a list of relevant document records corresponding to the specified search criteria.



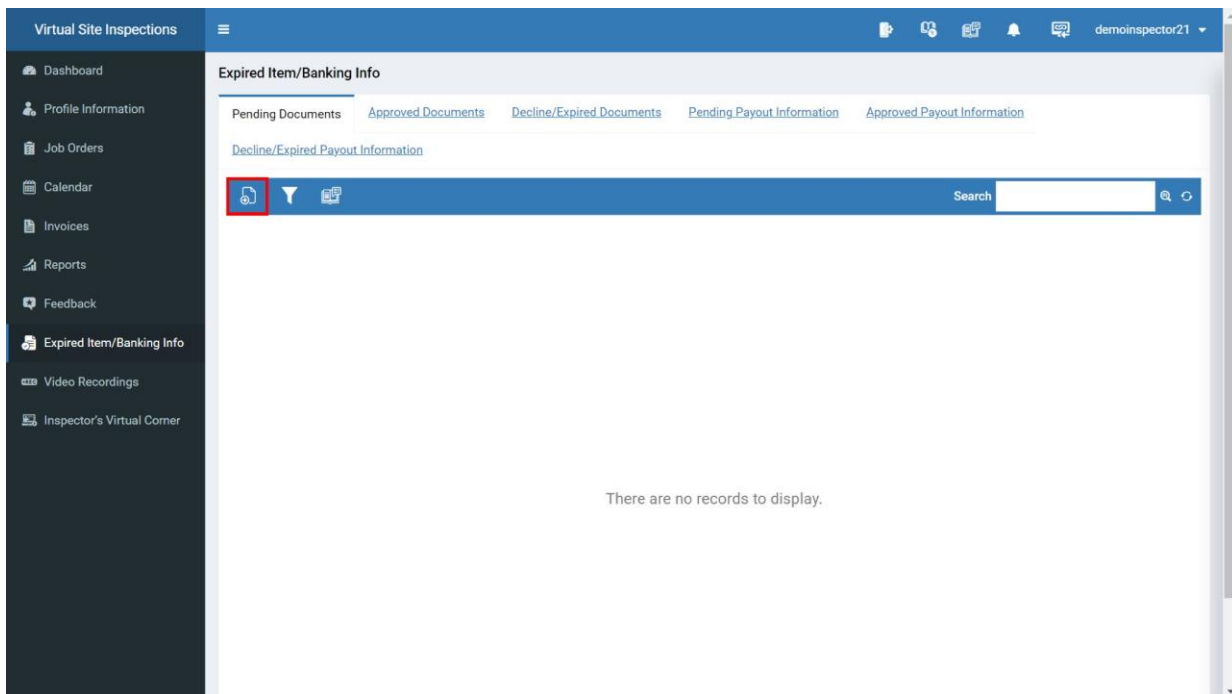
To search for payout information using a keyword, the system performs the search based on parameters such as the bank name and routing number. Enter your search term in the highlighted search field, as demonstrated in the provided screenshots, and then press enter or click on the finder

icon next to the text field. Subsequently, the system will display a list of relevant payout information records corresponding to the specified search criteria.



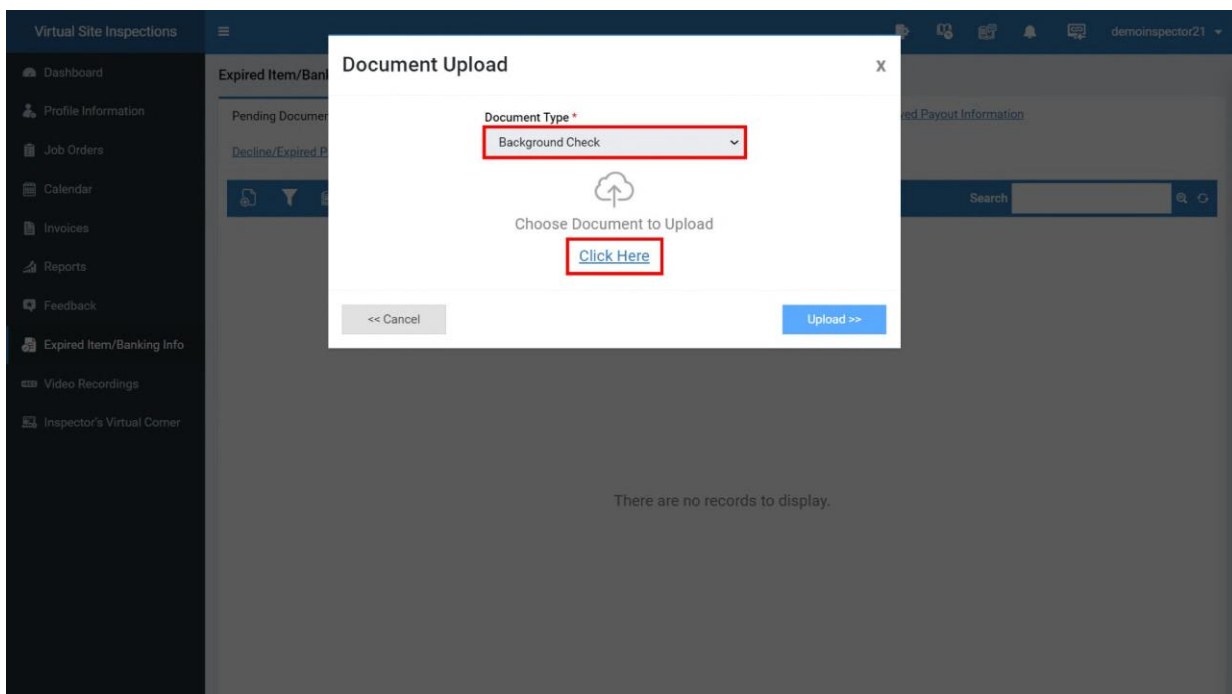
The "Expired Item/Banking Info" Page comprises six tabs: "Pending Documents", "Approved Documents", "Decline/Expired Documents", "Pending Payout Information", "Approved Payout Information" and "Decline/Expired Payout Information." The "Pending Document" tab showcases all pending documents, the "Approved Documents" tab presents a list of all approved documents, and the "Decline/Expired Documents" tab exhibits all declined or expired documents.

To upload a new document, inspectors can click on the "Add New" button icon. This functionality enhances the organization and management of documents within the system.

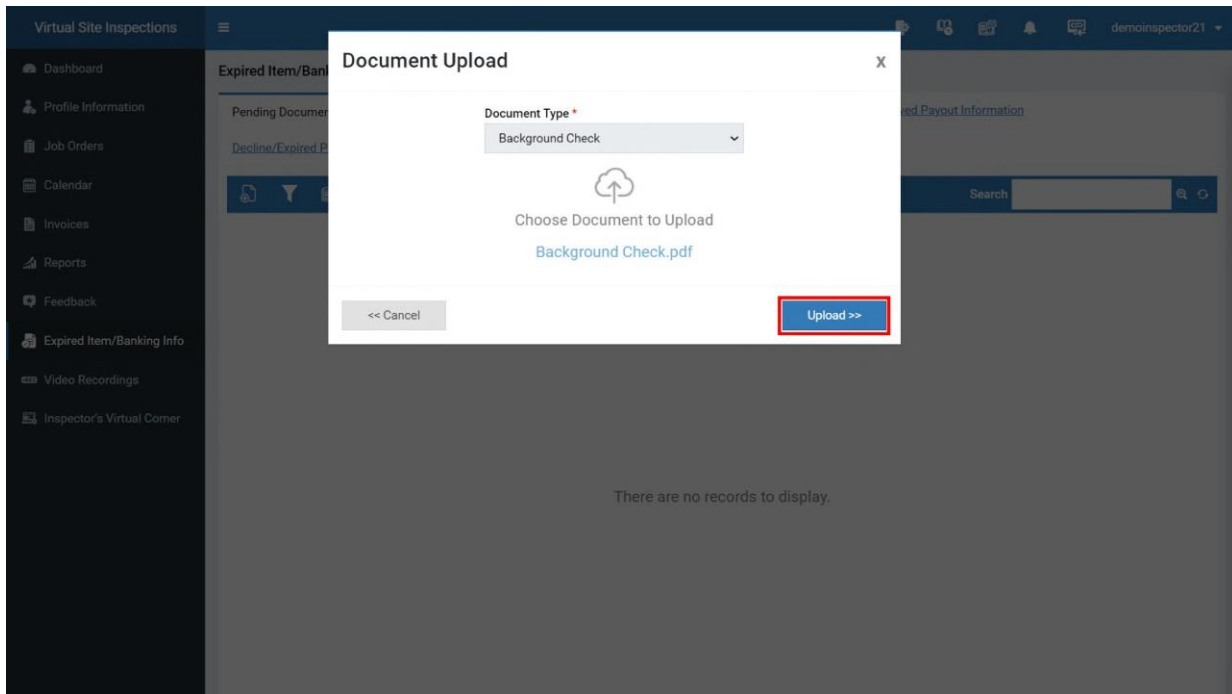


Upon clicking the "Add New" icon, it opens a dialog box for uploading documents. In the dialog box, the "Background Check" document is automatically selected in the drop-down menu, and it remains disabled. To upload the Background Check document, they need to click on the "Click Here" hyperlink, facilitating a straightforward process for adding new documents in the system.

Note : Inspector can not upload the background check document again until it's not approved or declined by the admin.

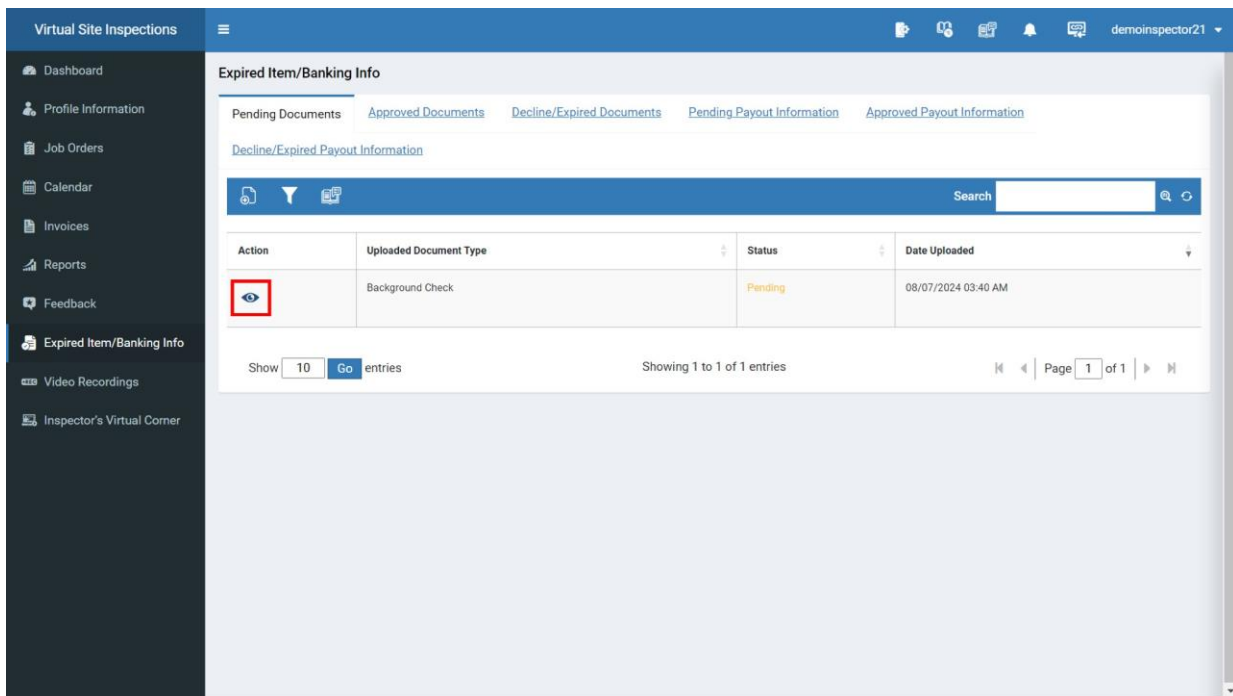


After clicking on the "Click Here" hyperlink, a system pop-up prompts the user to select a file. The system allows the upload of only doc, pdf, and image files. Once the user selects a file, the system displays the name of the chosen file. Subsequently, clicking the "Upload" button finalizes the upload process, adding the document to the list.

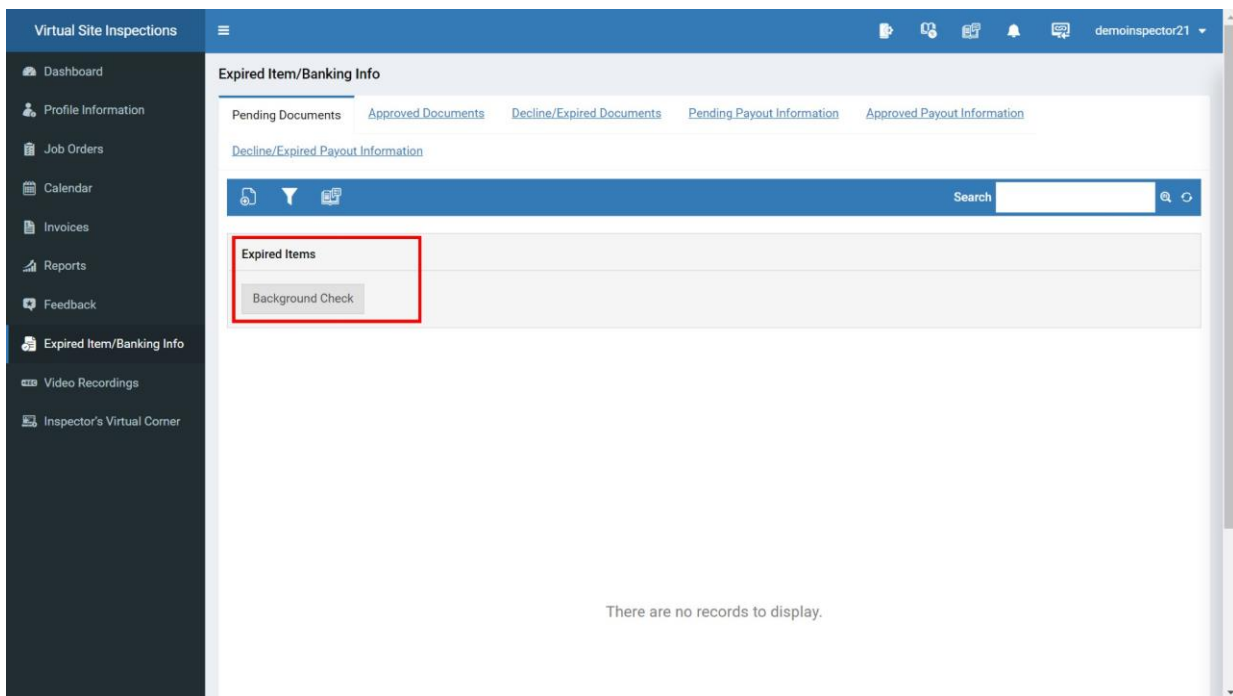


Various status tabs, such as pending documents, approved documents, and decline/expired, are assigned to documents within the system. When an inspector uploads a document, its initial status is set as pending. Upon approval by the admin, the document's status transitions from pending to approved. Conversely, if the admin rejects the document, its status changes from pending to declined.

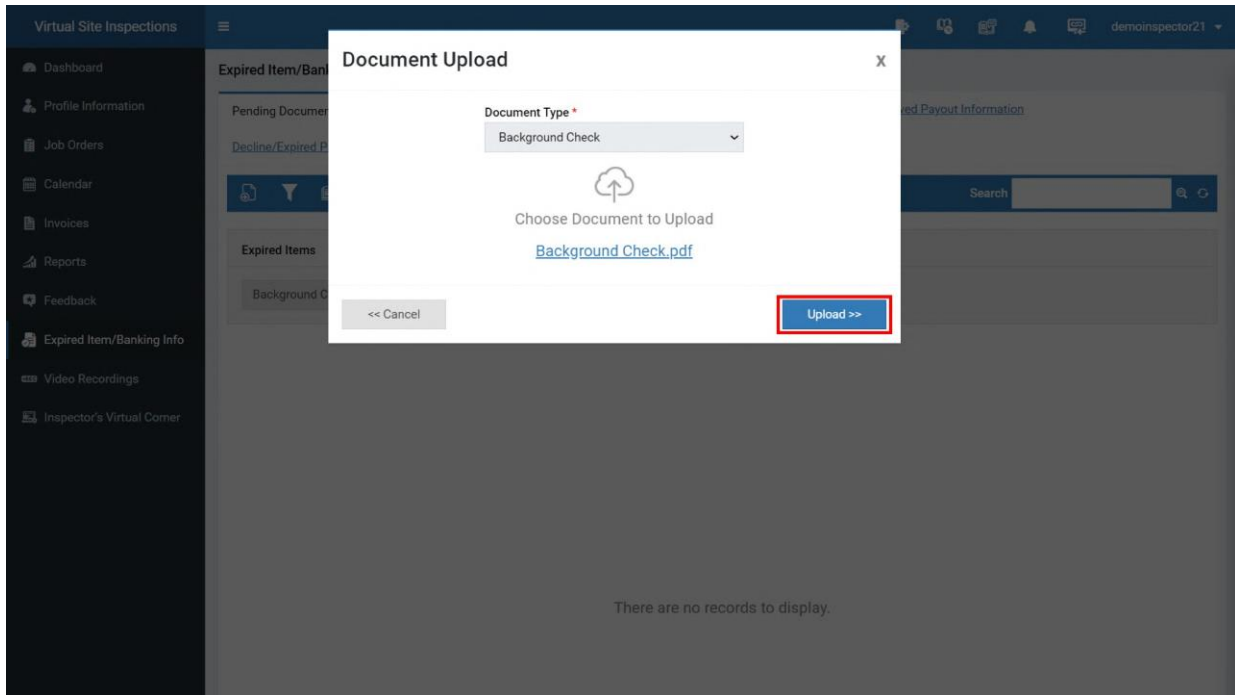
In the Document list, there is one icon: View. Clicking on the View icon redirects to a new window, displaying the document file that was uploaded into the system. This functionality enables easy access to view the content of the document directly.



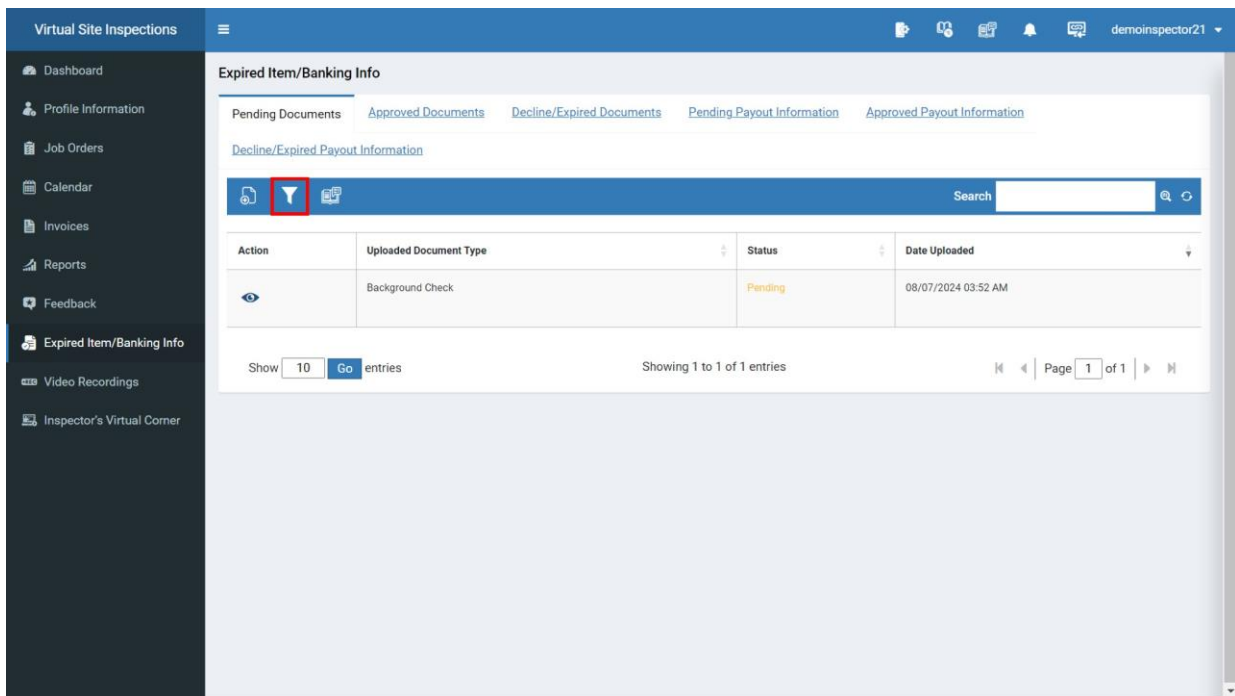
After the blue header bar, there is a section titled "Expired Items" that appears if any item has expired. This section becomes visible along with an "Expired Items" button.



Upon clicking this button, it opens a dialog box for uploading documents. In the dialog box, the expired item is automatically selected in the drop-down menu, and it remains disabled, indicating that only document upload is required.



Inspectors have the ability to apply filters to documents, allowing them to refine and customize the display based on specific criteria.



Clicking on the filter icon opens a side modal where users can select criteria such as type, date. After selecting the desired filter options, clicking on the "Apply" button returns a filtered list based on the chosen criteria, providing a tailored view of documents.

Virtual Site Inspections

Dashboard
Profile Information
Job Orders
Calendar
Invoices
Reports
Feedback
Expired Item/Banking Info
Video Recordings
Inspector's Virtual Corner

Expired Item/Banking Info

Pending Documents Approved Documents Decline/Expired Documents Pending Payout Information Approved Payout Information

Decline/Expired Payout Information

Filter

Document Type
Background Check

Date Uploaded
08/04/2024 - 08/06/2024

Action	Uploaded Document Type	Status
	Background Check	Pending

Show 10 Go entries Showing 1 to 1 of 1 entries

<< Reset Apply >>

Inspectors have the ability to add their payout information. Additionally, they have the ability to view a list of the payout information they have entered.

The purpose of adding payout information is to enable inspectors to update their banking details. Once banking information is added, it becomes disabled for modification. Upon the admin's approval of the payout information, your payout/banking information will automatically be updated in the 'Profile Payout Information' section of the 'Invoice Information' tab in your profile.

Virtual Site Inspections

Dashboard
Profile Information
Job Orders
Calendar
Invoices
Reports
Feedback
Expired Item/Banking Info
Video Recordings
Inspector's Virtual Corner

Expired Item/Banking Info

Pending Documents Approved Documents Decline/Expired Documents Pending Payout Information Approved Payout Information

Decline/Expired Payout Information

Search

Action	Bank Name	Routing Number	Account Number	Status	Date Uploaded
	Kotak	23456	12345678	Pending	05/03/2024 06:44 AM

Show 10 Go entries Showing 1 to 1 of 1 entries

Page 1 of 1

To add payout information, click on the "Add New" icon.

Virtual Site Inspections

Dashboard
Profile Information
Job Orders
Calendar
Invoices
Reports
Feedback
Expired Item/Banking Info
Video Recordings
Inspector's Virtual Corner

Expired Item/Banking Info

Pending Documents Approved Documents Decline/Expired Documents Pending Payout Information Approved Payout Information

Decline/Expired Payout Information

   Search

Action	Bank Name	Routing Number	Account Number	Status	Date Uploaded
	Kotak	23456	12345678	Pending	05/03/2024 06:44 AM

Show 10 Go entries Showing 1 to 1 of 1 entries Page 1 of 1

After clicking on the "Add New" icon, a popup will appear, prompting users to fill in details such as bank name, routing number, confirm routing number, account number and confirm account number. Once all the information is entered, clicking on the "Upload" button will add the payout information to the list and the popup will close.

Virtual Site Inspections

Dashboard
Profile Information
Job Orders
Calendar
Invoices
Reports
Feedback
Expired Item/Banking Info
Video Recordings
Inspector's Virtual Corner

Expired Item/Banking Info

Pending Documents Approved Documents Decline/Expired Documents Pending Payout Information Approved Payout Information

Decline/Expired Payout Information

   Search

Action	Bank Name	Routing Number	Account Number	Status	Date Uploaded
	Kotak	23456	12345678	Pending	05/03/2024 06:44 AM

Show 10 Go entries Showing 1 to 1 of 1 entries Page 1 of 1

New Payout Information

Bank Name *
Kotak

Routing Number *
23456

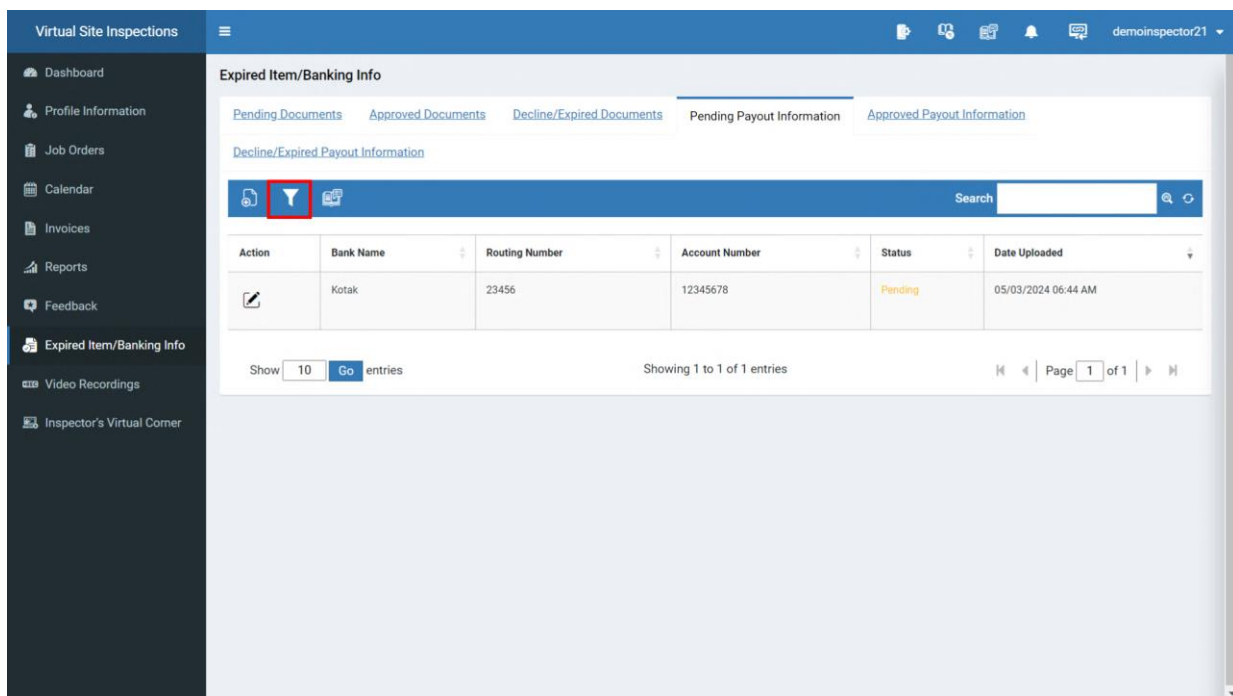
Confirm Routing Number *
23456

Account Number *
12345678

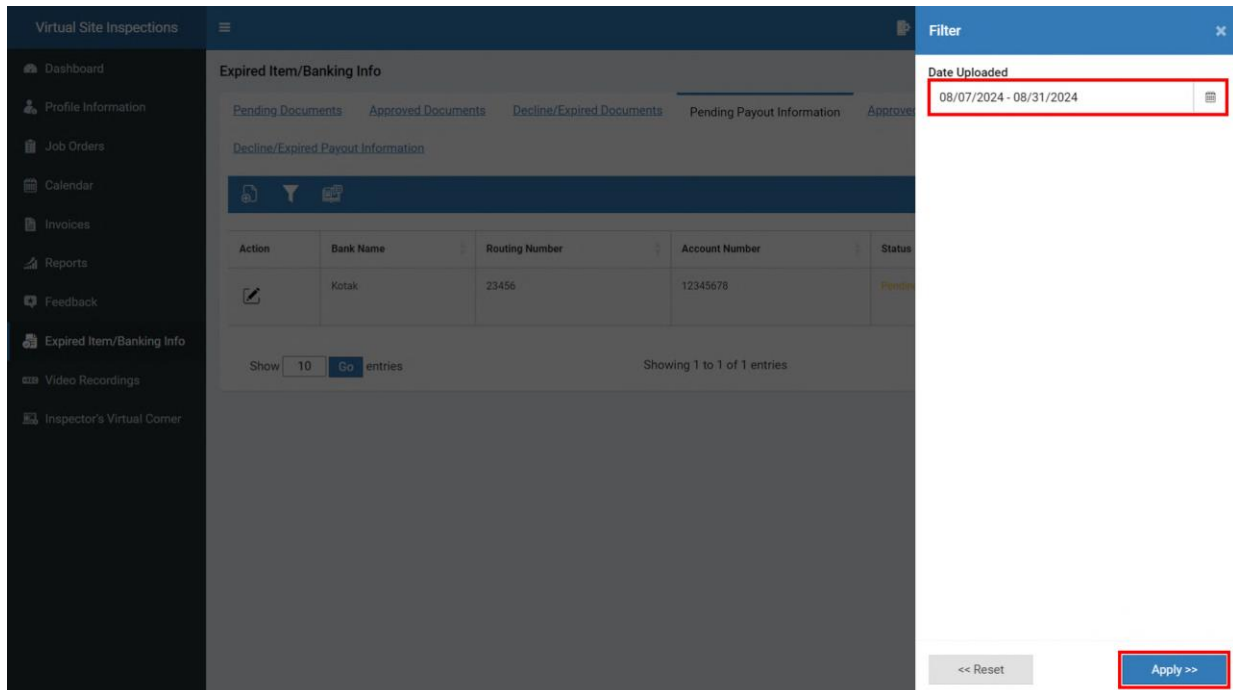
Confirm Account Number *
12345678

<< Cancel Save >>

Inspectors have the capability to apply filters to payout information by clicking on the filter icon.



Clicking on the filter icon opens a side modal, allowing inspectors to apply filters to payout information based on criteria such as status and upload date. After selecting the desired options, clicking the "Apply" button returns a list of payout information tailored to the chosen filter selections.



In the payout information list, various statuses such as pending, approved, declined, and expired are assigned to payout data. When an inspector add payout information, its status begins as pending. If the admin approves the payout information, the status transitions from pending to approved, and the new payout information will be updated. This updated payout information will be used for any subsequent payments. Conversely, if the admin rejects the payout information, the status changes from pending to declined.

If the inspector adds new payout information of the same type multiple times and the admin accepts or declines the status, the status of the latest payout information of that type changes accordingly. Meanwhile, the statuses of the previously added payout information of the same type are marked as expired.

Within the payout information list, When the status is approved, declined, or expired, only the View icon is displayed. For pending statuses, the Edit icon is visible. To modify payout information, users can click on the Edit icon, and the process follows the same steps as adding new payout information. Clicking on the View icon opens a popup in disabled mode.

Virtual Site Inspections

Expired Item/Banking Info

Pending Documents Approved Documents Decline/Expired Documents Pending Payout Information Approved Payout Information

Decline/Expired Payout Information

Search

Action	Bank Name	Routing Number	Account Number	Status	Date Uploaded
	Kotak	23456	12345678	Pending	05/03/2024 06:44 AM

Show 10 Go entries Showing 1 to 1 of 1 entries Page 1 of 1

Video Recording

Inspectors can record video calls during inspections, and these recorded videos are accessible through the video recording menu for later review and reference.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Reports

Feedback

Expired Item/Banking Info

Video Recordings

Inspector's Virtual Corner

Video Recordings

Search

		Order Id	Captured Online	Client	Job Order Type	Address	City	State/Province	County	Zip Code/Postal Code	Country	Date Completed
		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:19 AM
		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:17 AM
		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:15 AM
		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:14 AM
		10017153	No	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	10/26/2023 06:01 AM
		10017153	No	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	10/26/2023 05:59 AM
		10017134	Yes	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	02/29/2024 09:14 AM
		10017134	Yes	Demo Company	Commercial Drive By	1350 CENTRAL	Bandelier National	New Mexico		87544	USA	02/24/2024 01:42 AM

To search for a video recording keyword, the system conducts the search based on the Job Order ID, Address, City, State, County, Zip Code, Country. Enter your search term in the highlighted search field, as depicted in the provided screenshots, and press enter or click on the finder icon next to the text field. Subsequently, the system will display a list of relevant video recording lists corresponding to the specified search criteria.

Virtual Site Inspections

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After clicking on the filter icon, a side modal will open, allowing users to apply filters on Job Order Type Field. Users can select the Job Order Type field. Upon clicking the 'Apply' button, the system will generate a list based on the selected Job Order Type.

The screenshot displays the 'Virtual Site Inspections' application interface. On the left is a dark sidebar with navigation links: Dashboard, Profile Information, Job Orders, Calendar, Invoices, Reports, Feedback, Expired Item/Banking Info, Video Recordings, and Inspector's Virtual Corner. The main content area is titled 'Video Recordings' and contains a table with columns: Order Id, Captured Online, Client, Job Order Type, Address, City, State/Province, and Co. A filter modal is open on the right, showing a dropdown for 'Job Order Type' with 'Branch Office Inspection' selected. At the bottom of the modal are buttons for '<< Clear All' and 'Apply >>'. The table below shows several rows of data, including job order IDs like 10017340 and 10017133, and locations like Waldorf, Maryland and Bandelier National Monument, New Mexico.

Order Id	Captured Online	Client	Job Order Type	Address	City	State/Province	Co
10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland	
10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland	
10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland	
10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland	
10017133	No	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico	
10017133	No	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico	
10017134	Yes	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico	
10017134	Yes	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico	

Export Video Recording Details

The "Export Video Recording Details" icon is utilized to download video recording details in an XLS file format. It is mandatory to select at least one job order, and you also have the option to choose multiple records. If you wish to download the entire list, click on the "Select All" icon and then press the "Export Video Recording Details" icon. This action will generate an XLS file containing the information based on the selected job orders.

Virtual Site Inspections											
Dashboard Profile Information Job Orders Calendar Invoices Reports Feedback Expired Item/Banking Info Video Recordings Inspector's Virtual Corner Video Recordings Search											
		Order Id	Captured Online	Client	Job Order Type	Address	City	State/Province	County	Zip Code/Postal Code	Country
☒	☒	10017340	No	Democompany/Winslow	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA
☒	☒	10017340	No	Democompany/Winslow	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA
☒	☒	10017340	No	Democompany/Winslow	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA
☒	☐	10017340	No	Democompany/Winslow	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA
☒	☐	10017153	No	Democompany/Winslow	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA
☒	☐	10017153	No	Democompany/Winslow	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA
☒	☐	10017153	No	Democompany/Winslow	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA
☒	☐	10017153	No	Democompany/Winslow	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA

After clicking on the icon, it will download an XLS file to your system. You can preview the download in the screenshot below.

Virtual Site Inspections											
Dashboard Profile Information Job Orders Calendar Invoices Reports Feedback Expired Item/Banking Info Video Recordings Inspector's Virtual Corner Video Recordings Search											
		Order Id	Captured Online	Client	Job Order Type	Address	City	State/Province	County	Zip Code/Postal Code	Country
☒	☒	10017340	No	Democompany/Winslow	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA
☒	☒	10017340	No	Democompany/Winslow	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA
☒	☒	10017340	No	Democompany/Winslow	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA
☒	☐	10017340	No	Democompany/Winslow	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA
☒	☐	10017153	No	Democompany/Winslow	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA
☒	☐	10017153	No	Democompany/Winslow	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA
☒	☐	10017153	No	Democompany/Winslow	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA
☒	☐	10017153	No	Democompany/Winslow	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA

Play Video

Recorded video can play by clicking on the Play icon from the grid.

Virtual Site Inspections												
Video Recordings												
Search												
		Order Id	Captured Online	Client	Job Order Type	Address	City	State/Province	County	Zip Code/Postal Code	Country	Date Completed
☐		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:19 AM
☐		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:17 AM
☐		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:15 AM
☐		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:14 AM
☐		10017153	No	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	10/26/2023 06:01 AM
☐		10017153	No	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	10/26/2023 05:59 AM
☐		10017134	Yes	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	02/29/2024 09:14 AM
☐		10017134	Yes	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	02/24/2024 01:42 AM

After clicking on the "Play" icon from the grid, a video popup will appear, enabling the inspector to play the recorded video by clicking the play icon within the popup.

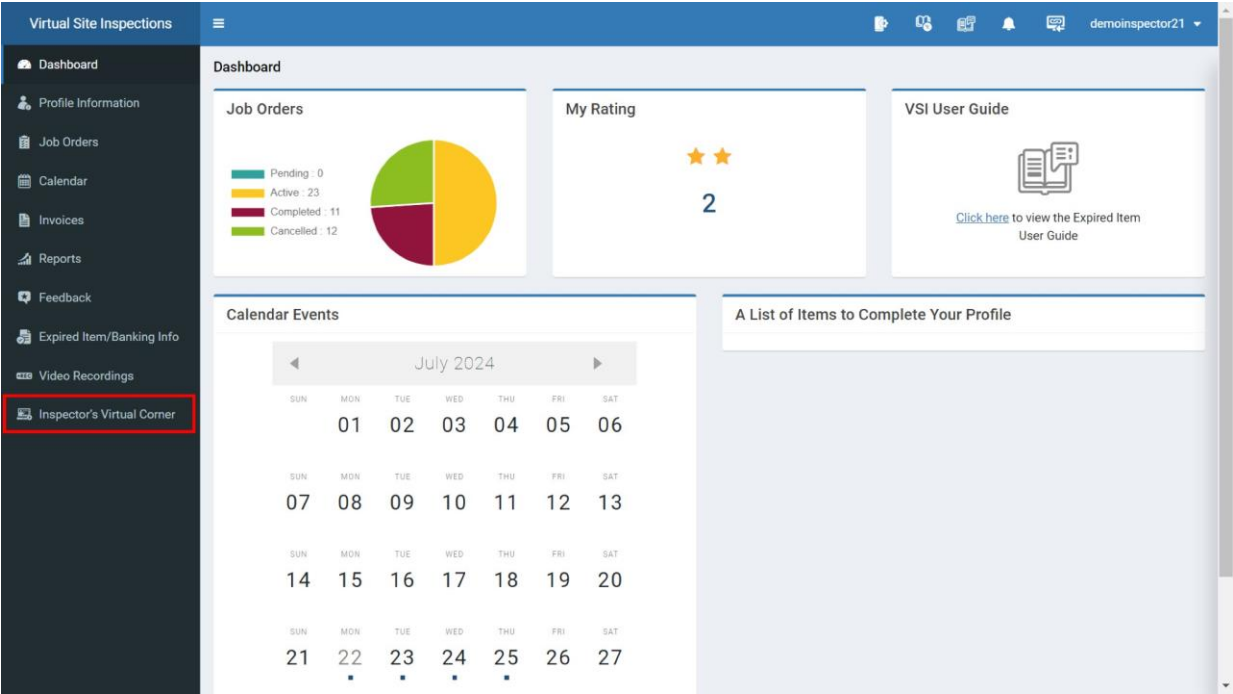
Virtual Site Inspections												
Video Recordings												
Search												
		Order Id	Captured Online	Client	Job Order Type	Address	City	State/Province	County	Zip Code/Postal Code	Country	Date Completed
☐		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:19 AM
☐		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:17 AM
☐		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:15 AM
☐		10017340	No	Demo Company	Commercial Drive By	22 test	Waldorf	Maryland		20601	USA	10/26/2023 06:14 AM
☐		10017153	No	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	10/26/2023 06:01 AM
☐		10017153	No	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	10/26/2023 05:59 AM
☐		10017134	Yes	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	02/29/2024 09:14 AM
☐		10017134	Yes	Demo Company	Commercial Drive By	1350 CENTRAL AVE	Bandelier National Monument	New Mexico		87544	USA	02/24/2024 01:42 AM

0:00

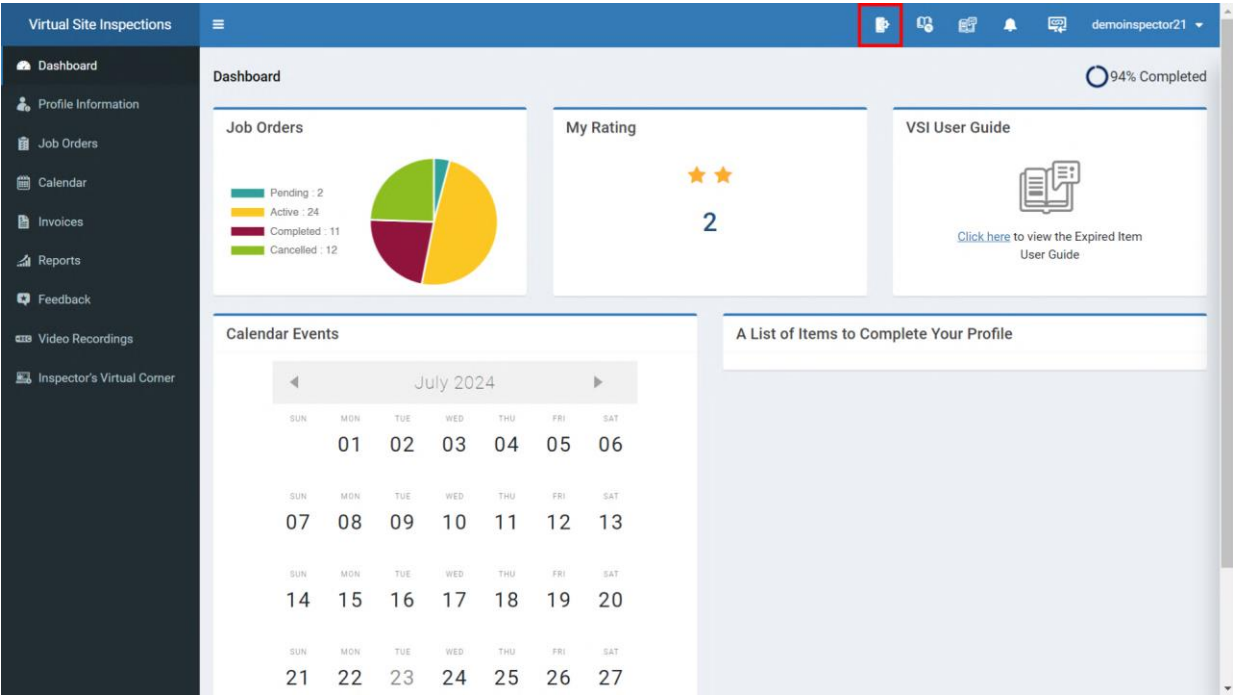
Inspector can navigate directly to the Inspection Form Details tab of a particular job order by clicking on that job order from the grid.

Inspector's Virtual Corner

Inspector Corner is employed for user guides. When the Inspector Corner menu is clicked, it opens a new window with the corresponding specific URL.

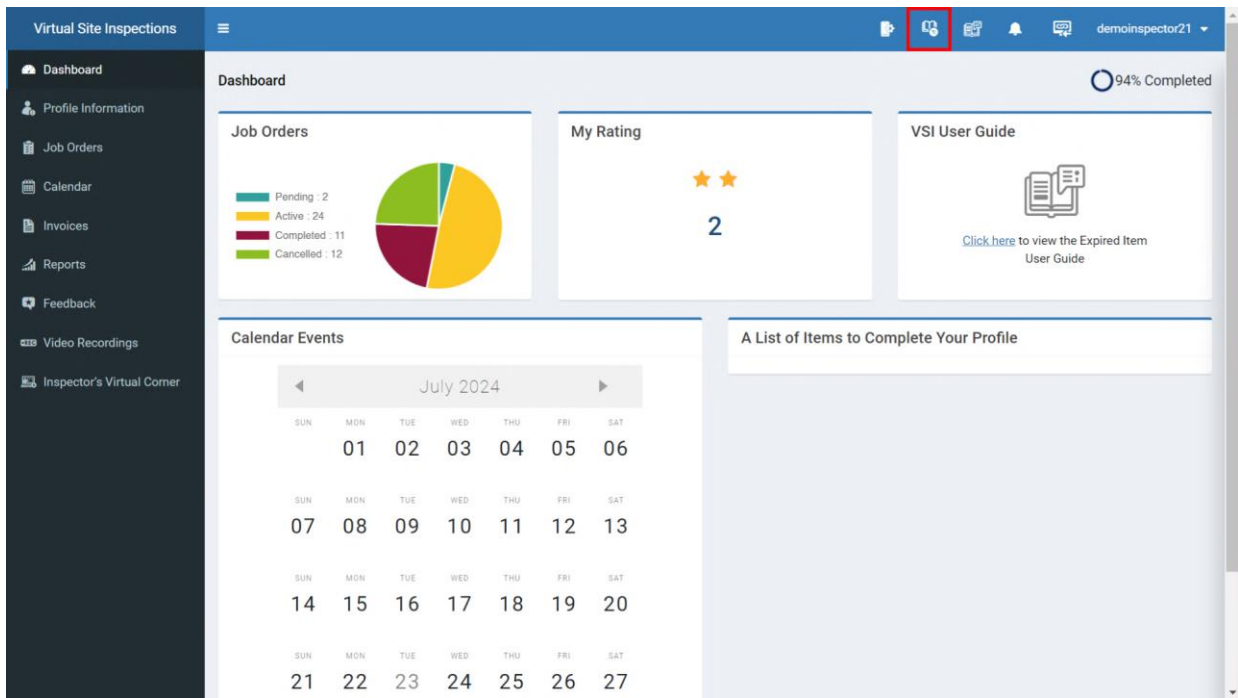


Mobile Settings



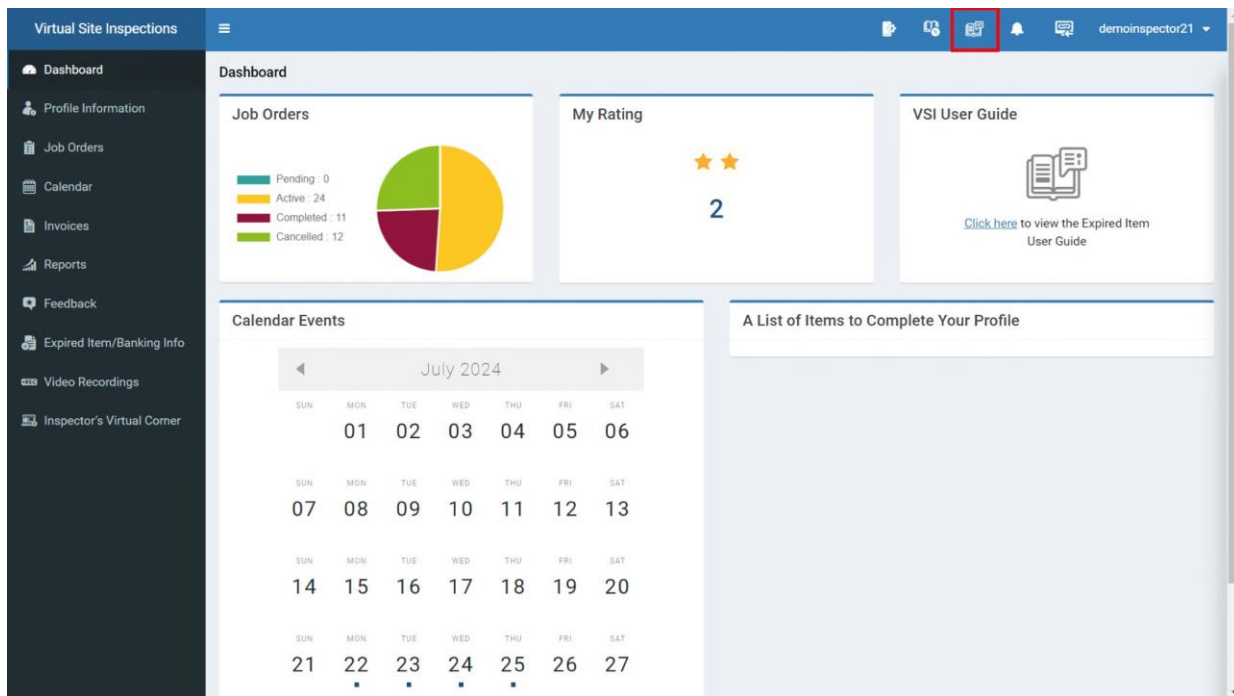
Offline User Guide

Inspectors can access the user guide document by clicking on the 'User Guide' icon. This action will redirect them to a new window, opening the document. The offline user guide provides instructions for conducting video calls without requiring internet connectivity.



User Guide

Inspectors can access the user guide document by clicking on the 'User Guide' icon. This action will redirect them to a new window, opening the document.



Notifications

You can view all the notifications they have received by clicking on the notification icon. This action will open a side modal displaying all the events and notifications.

