

Mobile Inspections

Usage

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Introduction

This manual describes how to use the mobile inspections system.

Starting the Mobile Inspections

Click on the desktop icon Mobile Inspections. This will bring up the Mobile Inspection system. At this time, only one button is active.

Press the Login to System to login.

Editing an Address

Follow these steps to edit an existing address.

1. Start the Program
2. Login to System.
3. Press the List Addresses.
4. If searching by address, enter the Street Number and Street Name in the space provided. Press **Find by Address** to access all addresses that match the search criteria. Refer to tips on searching for additional info.
5. If searching by occupant, enter the Occupant in the space provided. Press **Find by Occupant** to access all addresses that match the search criteria. Refer to tips on searching for additional info.
6. Highlight the address that you would like to edit. Select the address by:
 - Double clicking on the address.
 - Press enter on the address.
 - Press the Edit Address button.

This will bring up the first page of the address entry screen. This screen is customized to your departments preplan layout.

7. Edit the fields in the each form. The fields are automatically saved to the database when you exit each screen.

System Navigating

This section covers how to navigate from one screen to the other. The address record is typically broken up into several different entry screens.

Sample Address Entry Screen

The top buttons are the primary chapters of the form. The left buttons are the paragraphs, or entry screens. Press each left button to move to the next section of the address record. Press the top button to change the set of left buttons.

Printing

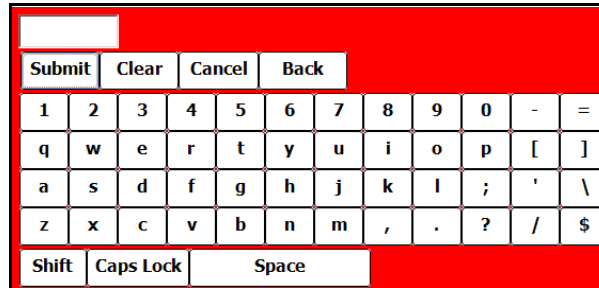
Following these steps to print.

1. While viewing an address or an inspection, press the print button on the lower button set.

Touch Screen Key Board

There are several special functions found in the inspection system.

- Touch Screen Key Board. Double click in any field to bring up the touch screen key board.



| | | | | | | | | | | | |
|---------------------|-----------|--------|------|---|---|---|---|---|---|---|----|
| [Empty Input Field] | | | | | | | | | | | |
| Submit | Clear | Cancel | Back | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 | - | = |
| q | w | e | r | t | y | u | i | o | p | [|] |
| a | s | d | f | g | h | j | k | l | ; | ' | \ |
| z | x | c | v | b | n | m | , | . | ? | / | \$ |
| Shift | Caps Lock | Space | | | | | | | | | |