



Mobile Inspector[®]

USING MOBILE INSPECTOR

Mobile Inspector Application:

- Go to <https://mobileinspector.app/>

Background:

- Mobile Inspector is a mobile application created specifically for Construction Inspectors to enter Daily Work Report data in real-time, at the moment of observation. The application was designed to be used with mobile devices like phones and tablets, making recording site data and conditions as easy and efficient as possible.
- In Mobile Inspector, Inspectors can record their site inspections when their device is offline. The application will save and safeguard the data in Draft reports; also, users can Lock reports when they are completed. Once your device is back online, Mobile Inspector will allow you to sync the Daily Work Report to AASHTOWare Project. An error message will be displayed if you attempt to sync while your device is offline.

Checking What's New:

- **Note:** Multiple software updates are pushed to the application throughout the year. Each update will be automatically downloaded, so there is never a need to manually update your application. If you would like to learn the features that are included in the latest update, check out the What's New page to view those details.
1. In Mobile Inspector, click the **Menu** icon.
 2. Click the **About** tab.
 3. Click the **WHAT'S NEW?** button.
 4. View the latest features in each software update.



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Syncing to Get Started:

- **Note:** Mobile Inspector does not sync data to or from AASHTOWare Project automatically. Data, such as Contractor Equipment or Items added through a Change Order, can be added to a Contract since the last time you synced your device. As a result, it is best practice to sync your Mobile Inspector device prior to beginning a Daily Work Report to ensure that you are working with the most up-to-date data.

1. Click the **Menu** icon.
2. Click the **SYNC** tab.
3. Click the **SYNC DATA** button.

- **Note:** For more information about syncing in Mobile Inspector, refer to the *Sync Process* instruction guide.

Viewing Items:

- **Note:** The **Items** tab allows you to easily view all the items that are on the Contract. Using the Items feature makes it easier to quickly check for new Items you are expecting to receive through a Change Order.

1. Click the **Menu** icon.
2. Click the **Items** tab.
3. Use the **Search** field to filter Items based on any variable, such as Supplemental Description, Source, Units, and more.

Adding a Report:

1. Click the **Menu** icon.
2. Click the **Add Report** tab to start a new Daily Work Report.



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Using Attachments & Uploading Photos:

- **Note:** All files are supported. For photos, once they are added, the user can mark up and edit their photos as needed.
1. From the **REPORT DETAILS** tab, click the **Attach File** icon to add an attachment from your device.
 - **Note:** Mobile Inspector limits photo and file sizes to 25 MB.
 2. Select the file you want to attach.
 3. Click **Open**.
 4. From the **REPORT DETAILS** tab, click the **Camera** icon to take a photo directly in the moment or choose a photo from your device library.
 - **Note:** Multiple photos can be added at one time when uploading photos from the device library.
 - **Note:** If taking a photo, you may be prompted to allow the app to access the device camera.
 5. Select the camera you want to use, if needed.
 6. Click **Take Photo**.
 - **Note:** Photos taken in the app will not be added to your device's photo library.
 7. To edit attachment details, you can click the **Title** and **Description** fields to enter text.
 8. For image file types supported by your browser, you can click the **Crop** icon to adjust the size of the photo or click the **Markup** icon to add symbols, text fields, and arrows to your image.

Satisfying Required Remarks:

1. From the **REPORT DETAILS** tab, you can view the **Remarks** section.
 - **Note:** SCDOT configured some Remarks within the Daily Work Report as required. Required Remarks are unable to be deleted.
2. You must satisfy the required Remarks before you can Lock and Sync a Daily Work Report.



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Saving Daily Work Report Progress:

1. Click the **Save** icon to save your Daily Work Report progress.
 - **Note:** Mobile Inspector will automatically save your progress as you go. However, it is also encouraged that you utilize the Save feature once you complete each activity within your report before moving on to the next section.

Copying a Daily Work Report:

- **Note:** If you need to record similar site conditions and inspection data from a previous day's report, you can copy that Daily Work Report.
1. Click the **Copy** icon to copy a Daily Work Report.

Deleting a Daily Work Report:

- **Note:** If you added a Daily Work Report by mistake, or no longer need the report you started, you can simply delete the report.
1. Click the **Delete** icon to delete a Daily Work Report.

Accessing the In-App Help:

- **Note:** If you need help using Mobile Inspector and the information isn't included in this guide, or you don't have immediate access to this document, you can navigate to the in-app help for additional support.
1. Click the **Menu** icon.
 2. Click the **Help** tab.



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Switching Between Light & Dark Modes:

- **Note:** Mobile Inspector allows you to change the appearance of your device to a setting that is most comfortable for you. The system will default to Light Mode, but it will remember your setting if Dark Mode is selected.
1. To switch to the Dark Mode setting, click the **Menu** icon.
 2. Click the **About** tab.
 3. Click the **DARK** mode button.
- **Note:** If you click the **SYSTEM** button, it will match the appearance settings of the mobile device you are using to run Mobile Inspector.

Providing In-App Feedback:

- **Note:** You can use the Feedback widget to provide comments on your in-app experience. Please share any ideas that would make Mobile Inspector a better experience for everyone. If there is a particular workflow within the app that slows you down, or you want to share a positive outcome you've encountered, feel free to provide that feedback as well.

1. Click the **Menu** icon.
2. Click the **About** tab.
3. Click the **Feedback** widget.
4. Select one of the available emojis to indicate your experience.
5. Enter your feedback in the text box.
6. Click the **Send** button to submit your feedback to Infotech[®].



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Frequently Asked Questions:

- **If I sync when my device is offline and receive the error message, will my device automatically sync once I have service again?**

No, the user must select the sync button any time they attempt to their Daily Work Report to AASHTOWare Project.