

Manual: reporting Audits as completed by the Responsible

Why Ed Controls?

How easy would it be if you had a clear overview of what's still left to do? With how much more pleasure would you work (together) if it was clear to everyone which task they have to pick up? Also, if you were not only able to report tickets as completed but also to complete your prepared inspections?

This manual is a continuation of the one that explains how to report tickets as Completed when you're a Responsible. In this manual we will focus on how an audit/inspection can be completed by a Responsible.

How can I use Ed Controls?

If you work together with a construction partner who uses Ed Controls and you receive instructions (tickets) or inspections to be conducted (audits), then you can use Ed Controls cost-free. The only thing you are required to do is one-time registration.

In this manual you will read how to register your own account and how to use Ed Controls.

1. Registration

Turn on your computer or open the Ed Controls app. In the internet browser, preferably Google Chrome or Mozilla Firefox, go to <https://web.edcontrols.com> When the login page is open, click on the button "Create an account" or "Register now". After filling out the mandatory fields, click on "Register".

If you forgot your password, then you can click on the "Forgot password" button.

09:01

ed
CONTROLS

V7.1

Email
support@edcontrols.com

Password

Log In

[Forgot password?](#)

[Create an account](#)

or

Sign in with Google

Sign in with Apple

By clicking 'Sign in with' you agree to our [Privacy Agreement](#).

09:01

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Email

First name

Last name

Password

Confirm password

By registering you agree our [privacy statement](#)

Register

After you click on “Register”, a confirmation email will be sent. It may happen that this mail ends up in your SPAM- folder. When you click on “Confirm”, your registration is completed. You can now log in on your computer as well as in the app on your mobile devices.

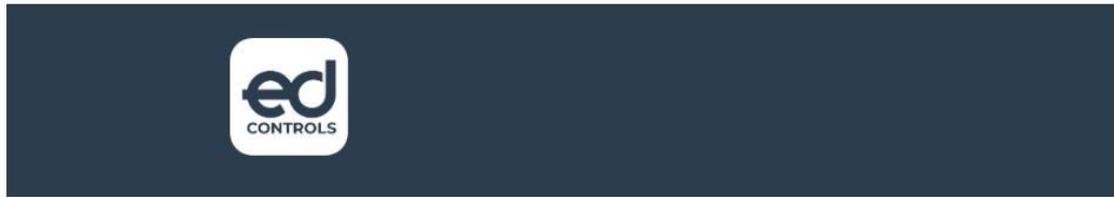


Team Ed Controls <noreply@edcontrols.com>

11:14 (0 minutes ago)



to i



Welcome to Ed Controls! We are glad to have you.

You are almost ready to get going. We just need to verify your email
before starting. Please click on the button below to confirm your
address



2. Downloading

Ed Controls can be used on tablets and mobile phones with Android or iOS operating systems. To download Ed Controls on your iOS device, go to the App Store. To download Ed Controls on your Android device, go to the Play Store.

After downloading and installing, you will be able to log in with your email address and password and you are ready to use Ed Controls!

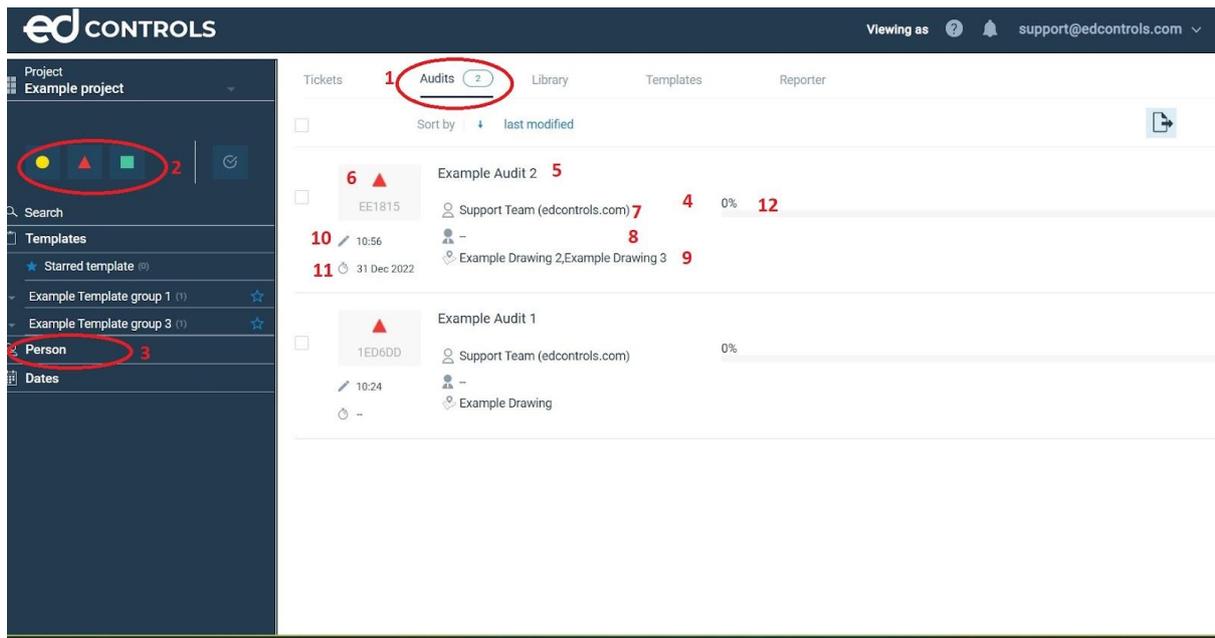
3. Receiving and completing Audits

As a construction partner you have been added to an audit in the role of a Responsible. This means that you are responsible for completing the inspection (audit) that has been assigned to you. **As Responsible, you are able to view the audit, fill it out, sign it and report it as completed.** All this can be done in the Ed Controls application, on your computer as well as in the mobile app.

An audit in Ed Controls is an inspection, checklist or a delivery form that has been prepared. Here you can always add photos to a question, and, if the Reporter role has been activated, create tickets as well. This can be done on a computer or on your mobile device.

4. Completing an audit on the computer

Log in at <https://web.edcontrols.com>, click on your project and go to Audits (1). You now see an overview that resembles the picture below. These are the audits that you've been assigned Responsible for.



On the left side, you can filter the open audits by clicking on the red triangle (2) or one of the other filter options (3). To open the audit, click on (4).

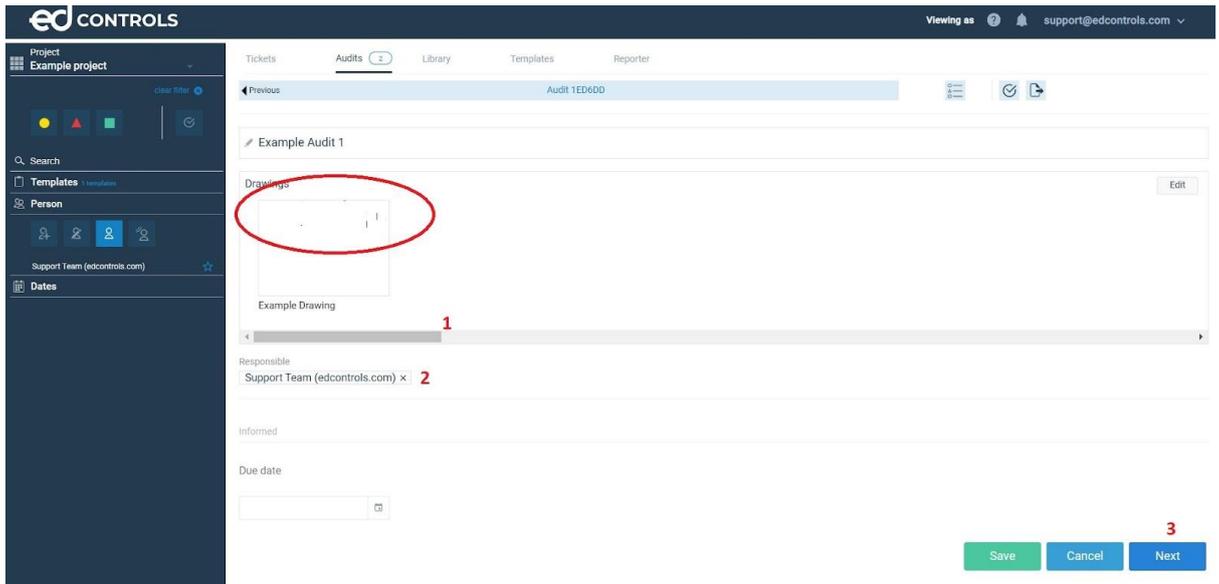
With regard to the audit, the following is shown:

5. Title of the audit/inspection/checklist
6. Status of the audit
7. Person Responsible for the audit
8. Who signed the audit
9. Which drawings are linked to the audit, with optionally the tickets that have been created on the drawings
10. When did the last change in the audit occur
11. When does the audit need to be completed
12. What % of questions has already been filled out

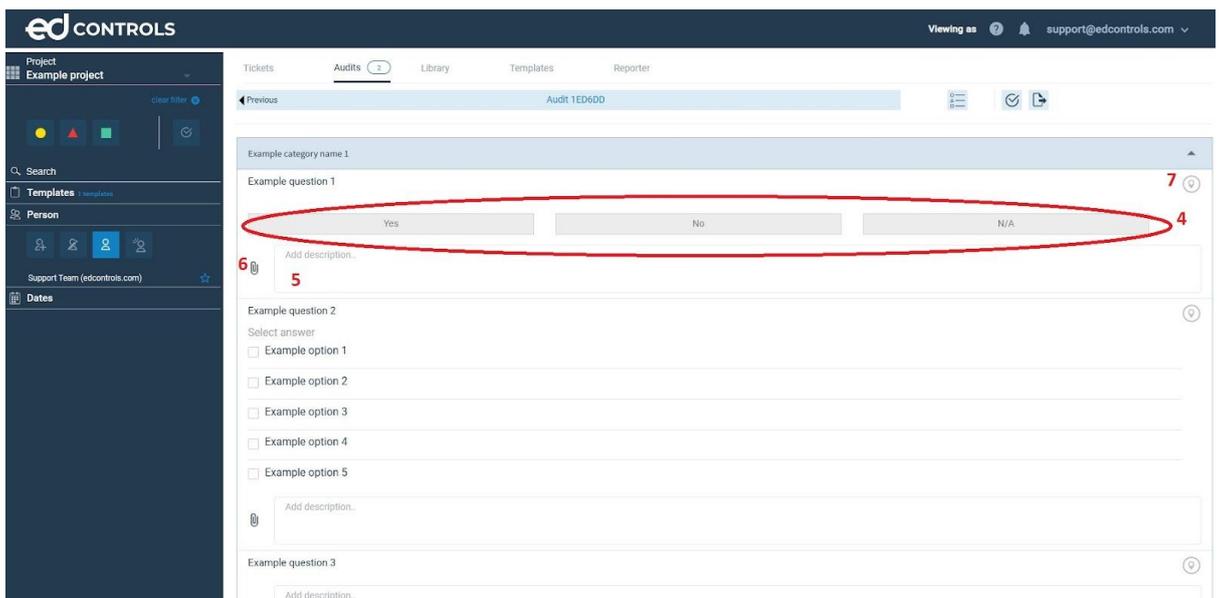
On the following page you can view what is being displayed and what the options are when the audit is opened.

In the opened audit, the following information is available to work with:

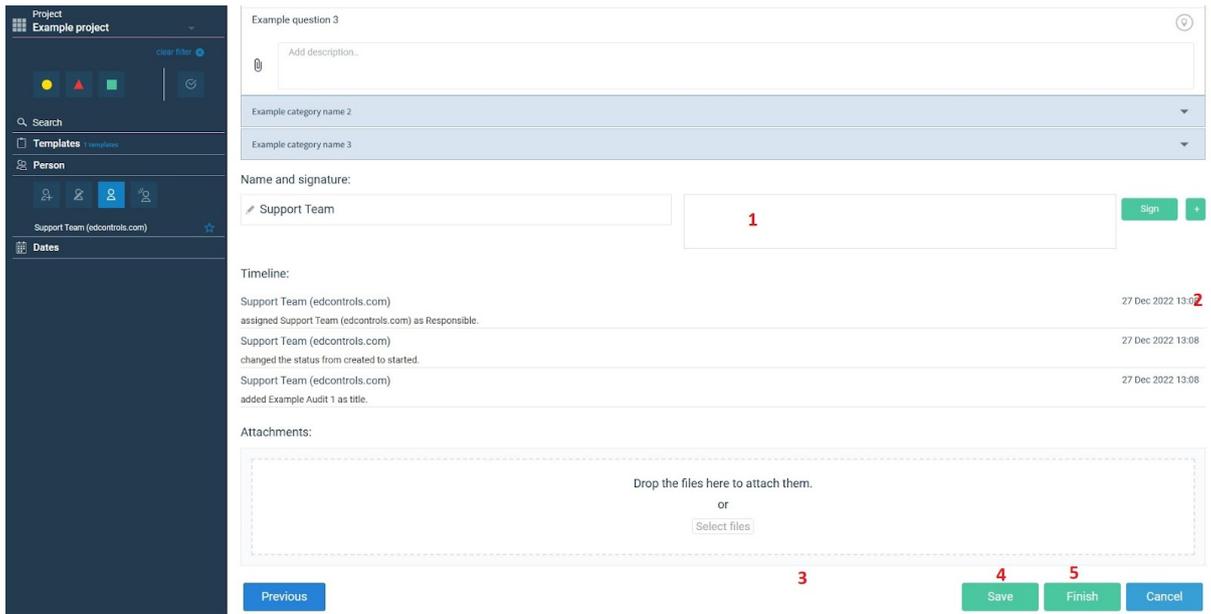
1. The linked drawing on which tickets can be created or selected
2. Your email address as Responsible
3. Via "Next" you can go to the question list.



4. Select the right (multiple choice) answer
5. Add an explanation/remark
6. Add loose photos as evidence
7. Add a ticket (Note: this is only possible if the Responsible has the Accountable or the Support role as well, or if the Reporter role is activated and assigned to the Responsible in the project).



The audit can be completed by placing a signature and saving.



1. Sign the audit
2. Add optional signature(s)
3. Add attachments
4. Save the audit (possible in the meantime as well).
5. When you're ready, you can report the audit as completed. A check will take place to control if you have filled out everything. In this case the audit status will change from a red triangle to a green square.

Reporting as completed on a tablet or a smartphone

Log in via the Ed Controls app on your mobile device. Go to the "Cloud" tab (1) and download the project you want to work with (2). Use a good WiFi connection or a stable 4G connection for the download process.

how to improve your score.

Tickets and Audits in your name

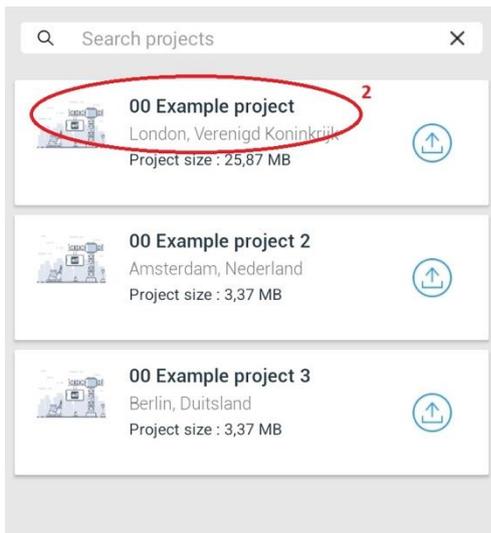
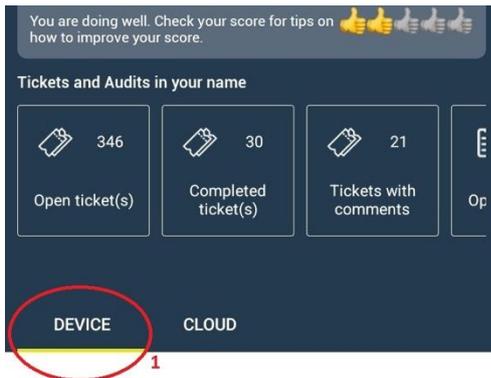
 346 Open ticket(s)	 30 Completed ticket(s)	 21 Tickets with comments	Op
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DEVICE **CLOUD** 1

Search projects

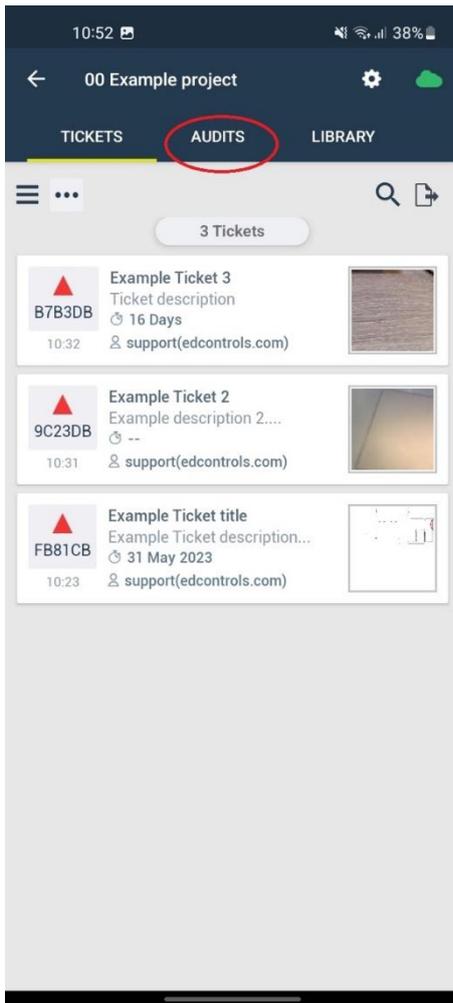
 00 Example project London, Verenigd Koninkrijk Project size?	 2
 00 Example project 2 Amsterdam, Nederland Project size?	
 00 Example project 3 Berlin, Duitsland Project size?	

After the download, the project appears on the Device tab. Here, you are able to open the project. Note: tap on the project name or the project image to open the project.

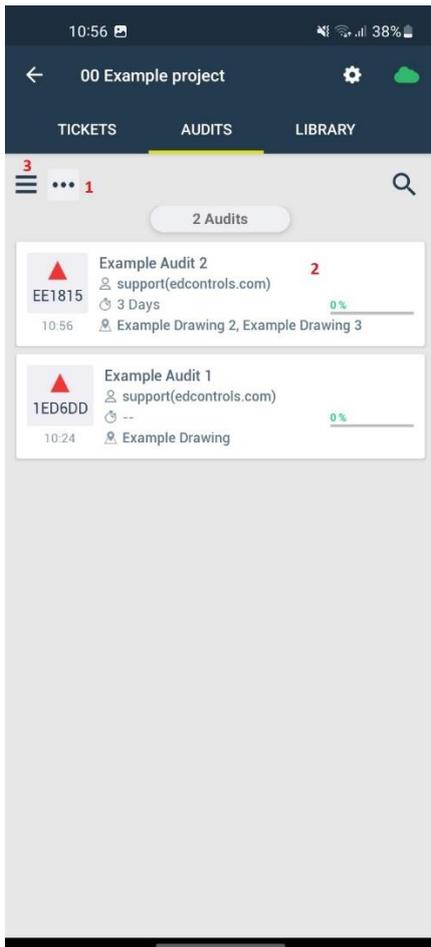


Tip: Now that the project has been downloaded, you can work offline. All changes that you make while offline, are saved on your device. Later, when the internet connection is back, everything will be synchronized with our servers.

On the following screen you see an overview that resembles the one below. You are now in the Tickets module and you have to go to the Audits module to be able to perform the inspections. Tap on “Audits”.



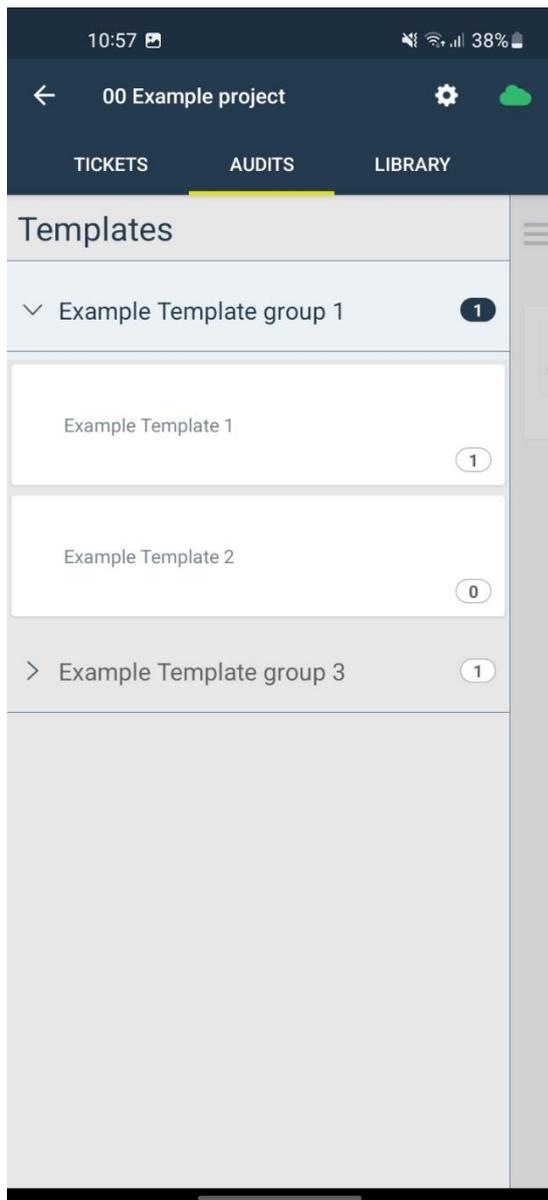
The audits that are available in the project are now displayed. You can filter the audits that you're Responsible for, or the ones that are still open (1).



Open an audit you want to proceed with (2).

View and select the Template groups and Templates to start an audit (3). The following screen will show.

Tap (3) again to close this screen and return to the audit list.



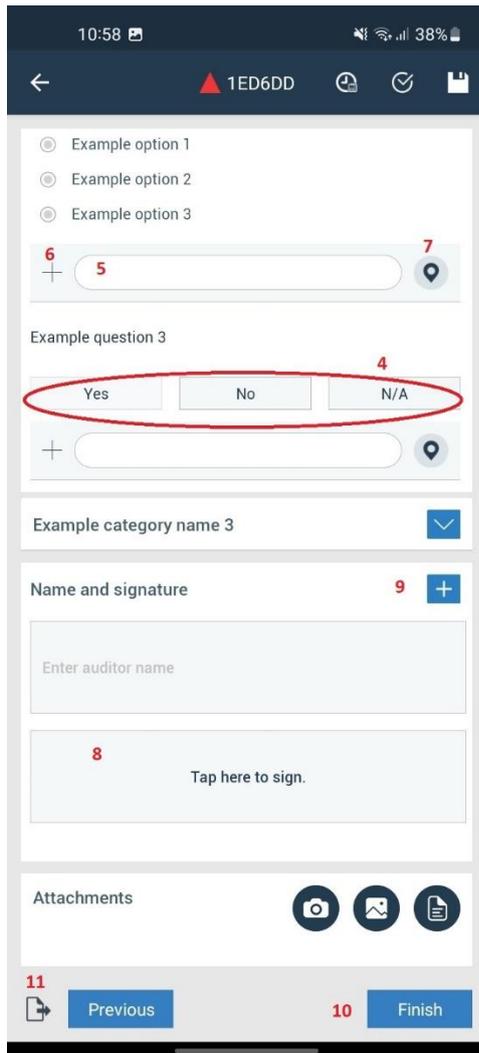
In the opened audit, you can find the following information:

1. The name of the audit. It informs what is supposed to happen.
2. Via “Next” you can go to the question list.
3. If possible, here you can add drawings to create tickets as evidence.

The screenshot shows a mobile application interface for creating a drawing. At the top, the status bar displays the time 10:57, signal strength, Wi-Fi, and 38% battery. Below the status bar is a navigation bar with a back arrow, a red triangle icon, the ID '1ED6DD', and icons for refresh, checkmark, and a document. The main form consists of several sections: 'Name' with a text field containing 'Example Audit 1' and a red '1' indicator; 'Drawings' with a red '2' and a plus icon, containing a drawing thumbnail labeled 'Example Dra...'; 'Responsible' with a dropdown menu showing 'support (edcontrols.com)'; 'Informed' with a text field containing the placeholder 'Tap here to enter email address.'; and 'Due date' with a calendar icon. At the bottom, there is a red '3' and a blue 'Next' button.

When you tap on Next, you can:

4. Answer the question
5. Add an explanation
6. Add loose photos as evidence
7. Add a ticket (Note: this is only possible if the Responsible has the Accountable or the Support role as well, or if the Reporter role is activated and assigned to the Responsible in the project).



10:58 1ED6DD 38%

Example option 1
Example option 2
Example option 3

6 5 7

Example question 3

4 Yes No N/A

Example category name 3

Name and signature 9 +

Enter auditor name

8 Tap here to sign.

Attachments

11 Previous 10 Finish

8. Here, the audit can be signed

9. Optionally, a 2nd or 3rd person can place their signature as well

10. Here, the audit can be marked as completed. If all questions have been answered, the audit status will then change to a green square.

11. Here you can optionally send the audit to yourself or to someone else.

Support

In addition to this manual, we are offering more ways to support the optimal use of Ed Controls. We have a support site <https://support.edcontrols.com> and we also have a support desk available on the phone and per e-mail.

Good luck with Ed Controls!