

# 1. ACCESS / GETTING STARTED

## Obtaining a CAT CWS ID

A CAT CWS ID registered to a Finning Dealer and linked to a Customer UCID is required for access to and usage of Cat Inspect Web and Mobile application. Once users have obtained their CWS ID, follow the [Accessing Cat Inspect](#) below.

### *Users requiring a CAT CWS ID*

Contact the Digital Services team at [digitalservices@finning.com](mailto:digitalservices@finning.com) to create a CWS ID account.

CWS ID set-up requires all of the following:

- Customer Name (e.g. ABC Exploration Inc.)
- Contact First Name and Last Name
- Contact E-mail
- Indication whether user(s) require VisionLink access and SOS Web

Once set-up, users are sent a Welcome e-mail with the following information to start utilizing Cat Inspect.

- CWS ID Login and **temporary** password
- Quick Start Guide and [pre-registering SOS samples via Cat Inspect link](#)
- Contact for Finning Cat Inspect support to set up an overview session – 1 hour Skype session

### *Users with a CWS ID*

Users with a CWS ID can log in to Cat Inspect application at <https://catinspectweb.cat.com>

If user has forgotten their password, reset by selecting 'Reset Password' at the login screen.

## Accessing Cat Inspect

1. Download the MOBILE application from the [iTunes](#) or [Google Play](#)



2. To being inspections, log into Cat Inspect app on device (for new users, this registers them into the system)
3. To access reports, manage/build forms, manage users, etc., log into Cat Inspect Web at <https://catinspectweb.cat.com>

**NOTE:** All users with CWS ID have Inspector access.

If a different access level is required, please contact [digitalservices@finning.com](mailto:digitalservices@finning.com) to request access upgrade.

**TIP:** Once any given user(s) have Administrative access in Cat Inspect Web, they are able to provision access levels to the users within their organization.

## Note on Cat Inspect Web Access Levels


There are three different access levels within Cat Inspect Web, shown below. These are managed in the Users panel, and access levels adjusted by the Administrator of the database.

**Inspector**  
Ability to assign inspections, view completed inspections, use advanced search as well as create QR Codes. Inspector can also use all features in the mobile app as well as complete online inspections.

**Author**  
Ability to create and manage forms, assign inspections, view completed inspections, use advanced search as well as create QR Codes. Author can also use all features in the mobile app as well as complete online inspections.

**Administrator**  
Ability to manage access levels for Cat Inspect Web users. Also can perform all activities within Cat Inspect Web and mobile app.

To adjust a user's access level *\*requires Administrator access\**

- Navigate to the Users panel in Cat Inspect Web
- Locate user by using the filter bar
- Click on 
- Select the access level required
- Click OK

## Resetting Password

If you have forgotten your password or require a reset:

- Log into <https://login.cat.com> (or go to the login screen in the mobile app)
- Enter your CWS ID > Click on 'Forgot Password' and follow prompts
- Once password is reset, head back to the same login page and enter credentials, then navigate to <https://catinspectweb.cat.com> (if not re-directed) or within the mobile app, and log in with new account information.