



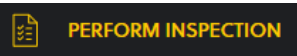
# 2A. WEB – PERFORM INSPECTION

**NOTE:** Preferred web browser for optimal performance is **Google Chrome** <https://catinspectweb.cat.com>

## Performing Inspection Online

**NOTE:** Inspections are best performed via the app, but may be performed via Cat Inspect Web.

- Any media (photos/videos) will need to be transferred to the user’s desktop/laptop in order to incorporate into the inspection.

Click 

Perform Inspection ☰

**1**  
Inspection Form

**2**  
Customer/Asset Details

**3**  
Questions

**4**  
Submit

Assigned Inspections
New Inspection
➔

Form Name ↑	Product Family	Type	Serial Number	Model	↻
Finning Canada Management Safety Walkthrough	FAMILY - ALL	Safety	TEST1234	D03 OFFICE	
Track-Type Tractor TA1		TA1			

- Any inspections that have been assigned to User will display under the Assigned Inspections tab
- Click on New Inspection tab to create a new inspection

**QR Codes cannot be scanned for online inspections**

## Starting a New Inspection

Click on New Inspection

Assigned Inspections    **New Inspection**

Search By

- Serial Number
- Family

ARTICULATED DUMP TRUCK

Show Custom Forms Only

Family ARTICULATED DUMP TRUCK Results

Filter by Type: TA1

Search filter by inspection name

<input type="radio"/>	Articulated Truck (Внешний осмотр грузового автомобиля с шарнирно TA1 (Russian)	Created By: Cat Corp.
<input type="radio"/>	Articulated Truck (铰接式卡车外观检查) TA1 (Chinese)	Created By: Cat Corp.
<input type="radio"/>	Articulated Truck TA1	Created By: Cat Corp.
<input type="radio"/>	Articulated Truck TA1 (Portuguese)	Created By: Cat Corp.
<input type="radio"/>	Articulated Truck TA1 (Spanish)	Created By: Cat Corp.
<input type="radio"/>	GMD-PPG-Articulated Truck TA1 w/ Performance Inspection	Created By: Cat Corp.
<input type="radio"/>	PRHP Site C AT Truck	Created By: Finning Canada
<input type="radio"/>	Underground Articulated Truck TA1	Created By: Cat Corp.

*Custom forms are forms created and owned by the customer/user(s) of that Inspect database – toggle on if only looking for Custom Forms created*

Search via Serial Number Prefix (not full Serial Number) OR Family – follow prompts

- Select the Form Type from list that results
- Select the Form required
  - Click on the Form Name to preview the form prior to selection
- Click

From here, this will be very similar to the process identified in Assigned Inspection - from the Equipment and Customer Information entry.

## Starting from an Assigned Inspection

\*This is the default tab when user clicks into Perform Inspection

- Select form to be completed > →
- 'Are you sure you want to start the inspection?' window prompt > Click OK

### Equipment Information

Make\*  
CATERPILLAR

Serial Number\*  
TEST1234

Family\*  
ARTICULATED DUMP TRUCK

Model\*  
740

Asset ID

Service Meter Unit\*  
Hours

Service Meter Reading\*  
89

### Customer Information

Customer No

Customer Name

Customer Email  
catinspectapp@finning.com

Customer Phone ⓘ

Work Order

### Equipment and Customer Information Quick Tips

- If CAT is the selected Make, the Serial Number field must meet an 8-character length (e.g. RFB01928)
- If no Asset ID for the unit, enter the Serial Number into Asset ID field
- The e-mail indicated in Customer E-mail will receive an e-mail notification for the resulting inspection once submitted. *Only one e-mail allowed in this field online.*

Once all Equipment and Customer Information is completed, click →

←
📁 →

- General Comments >
- Prepare Machine (7) >
- Lower-Level Inspection (12) >
- Middle-Level Inspection (15) >
- Upper-Level Inspection (6) >
- Implement/Attachment Inspection (5) >
- Site Conditions (11) >

←
📁 →

To complete the tasks, click to toggle open each category and tasks as users move through the form

Prepare Machine (7) ▾

1.1 Check with customer for operator complaints
1

Monitor
 Action
 N/A

2

+ Add Picture
+ Add Video

3

4

1. Select rating
  - a. If there is no response or task is not required, ensure **N/A** is selected. This allows opportunity to edit the comments/media post-submission.
2. Enter comments, as applicable
3. Add Picture (max. 10 per question) and/or Video (max. 1 per question)
4. Click  to save

- As each task is clicked on to progress through, the previous tasks will minimize
- Ensure work is saved periodically by clicking on → this saves inspection data to the cloud and ensures data is not lost should there be a connection issue
- Some tasks will contain Additional Information, indicated by the icon
  - Clicking on it opens up the guidance notes for review

Help Information

**Text**

Check for:

- Debris or excessive dirt on service platform
- Loose or damaged bolted access covers
- Proper function of access panels, latches, hinges
- Loose or damaged platform mounts, bolts

Once all tasks are complete, click

- Select Title from drop down list
- Click Signature Canvas – using mouse or touchpad, initial/sign off on inspection
- Click
- Click to submit the inspection – a window prompt will return indicating whether the submission was successful or not.
  - Clicking resets the form