2Ai. WEB – EDIT INSPECTION

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

Editing a Completed Inspection Report

In the Inspections dashboard, locate the Inspection required

- Hover on the Inspection line to the far right until the following icons appear
- Click ✏ > Form will open up in Edit mode
- Media (Images, Videos) and No Response questions are toggled off by default. Select them to display in Edit mode.
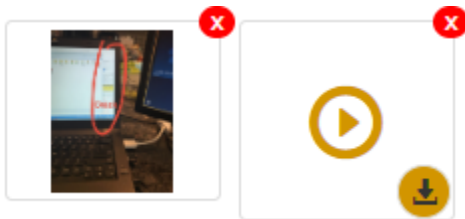
- Click on each category to expand as you move along with editing
- Click on Question to expand / click again to minimize Question
    - Click on applicable option set
    - Add in comments
    - Click to add in photos
    - Click to add in a supporting file (e.g. PDF, Word)
        - **NOTE:** *ONLY available in Inspect Web Edit mode and the General Comments Category.*
    - Click to save

Media/Supporting Files

Media/supporting files may be added, downloaded or removed from the Edit mode.
- Images – right click > Save Image as
- Video – click on
- Supporting File – right click > Save File as

No Response Questions

Working alone or person check in use (1)

8.1 **Are the employees aware of the working alone policy and procedure as well as the person check system?**
No Response Provided

Questions without a response in-app will remain non-editable.

TIP: If task(s) are not applicable or not required, inspectors need to select

Finalizing Inspection

Once edits are complete, click save.

Update Confirmation

Are you sure you want to update changes to this inspection? This will trigger a new completed inspection in other applications such as VisionLink and API's. To email the completed changes, click on the PDF and save locally.

OK