2B. WEB – ASSIGN INSPECTION

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

Click ASSIGN INSPECTION

Equipment and Customer Information Quick Tips

- For CAT Makes, the Serial Number field has an 8-character limit
- If no Asset ID for the unit, enter the Serial Number into Asset ID field
- For Customer No – enter UCID or CA#
- 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 →

Next, locate the form required for assignment:

1 — Customer/Asset Details   **2** — Inspection Form   **3** — Assignee   **4** — Preview/Assign

← →

Search By	**Family ARTICULATED DUMP TRUCK Selected for Serial Number Prefix RJS**

Search By

○ Serial Number
● Family

ARTICULATED DUMP TRUCK ▼

☐ Show Custom Forms Only

Filter by Type   TA1 ▼

Search filter by inspection name 🔍

○	Articulated Truck (Внешний о�?мотр грузового автомобил�? �? шарнирно) TA1 (Russi	Created By: Cat Corp.
○	Articulated Truck (铰接式卡车外观检查) TA1 (Chinese)	Created By: Cat Corp.
○	Articulated Truck TA1	Created By: Cat Corp.
○	Articulated Truck TA1 (Portuguese)	Created By: Cat Corp.
○	Articulated Truck TA1 (Spanish)	Created By: Cat Corp.
○	GMD-PPG-Articulated Truck TA1 w/ Performance Inspection	Created By: Cat Corp.
○	PRHP Site C AT Truck	Created By: Finning Canada
○	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 ➔

Select Assignee from list – use filter to navigate list
   NOTE: Assignees need to have an active CWS ID and have logged into Cat Inspect App for their name to display.

1 — Customer/Asset Details   **2** — Inspection Form   **3** — Assignee   **4** — Preview/Assign

← →
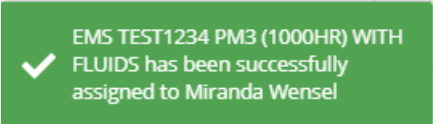
Select Assignee

mir 🔍

○ Miranda Wensel

○ Miranda Wensel

○ Samira Jomha-Farag

Click ➔ and review assignment details

Inspection Name and Type	Assignee	Equipment Information	Customer Information
Articulated Truck TA1 TA1 ARTICULATED DUMP TRUCK	Miranda Wensel mwensel@finning.com	Serial Number: RJS00963 Model: 745 Asset ID: RJS00963 Location: SMU: Hours SMR: Make: CATERPILLAR	Customer No: Customer Name: Customer Email: catinspectapp@finning.com Customer Phone: Work Order:

Click to upload and make assignment

- When Assignee opens up Cat Inspect APP, this inspection will display under Inspections > Assigned
- When Assignee opens up Cat Inspect WEB, this inspection will display under Perform Inspections > Assigned Inspections
- A confirmation window will notify successful assignment.

Click to reset form, if incorrect assignment.