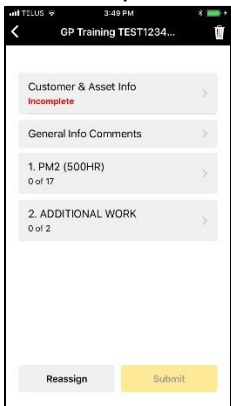# 4D. IN-APP FUNCTIONS

Form Reassignment

In-App

Forms may be reassigned from user to user in-app and Cat Inspect Web.

- Tap on Reassign
- Enter comments related to inspection, as required
- Select inspector to reassign checklist to
- Submit

This moves the checklist out of the Assignor's 'In Progress' and into the Assignee's 'Assigned' sections of the Inspections in-app.

NOTE: There are no push notifications currently with assignment/reassignments

In Web

Navigate to the In Process inspection form, click on the
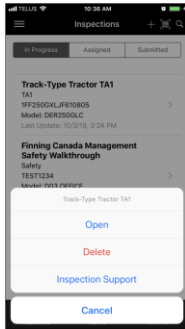On the bottom the Inspection Detail window are the options:

- Click on Reassign
- Select inspector
- Click Ok

Removing an Assigned Form

TIP: Assigned forms can **only** be removed in-app; this places the form into a Cancelled state on Cat Inspect Web.
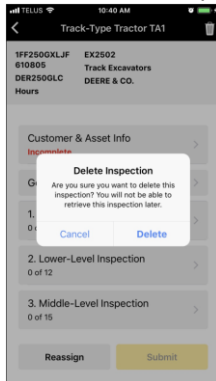
If a form was incorrect or no longer required:

- Locate form in the **In Progress** or the **Assigned** tabs > Long press and hold > tap Delete

Users may also remove the inspection form from their app by:

- Locate form in-app > tap to open > tap 🗑 to confirm delete

A Word of Caution:

When deleting inspections in-app, ensure that the inspection removed is no longer required. Removed inspections are NOT retrievable, and the only other way to capture the lost inspection is to perform a new one.