



COMPLETIONS USER GUIDE

SAFETY, QUALITY &

INEIGHT 

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EXERCISES



INEIGHT COMPLETIONS OVERVIEW

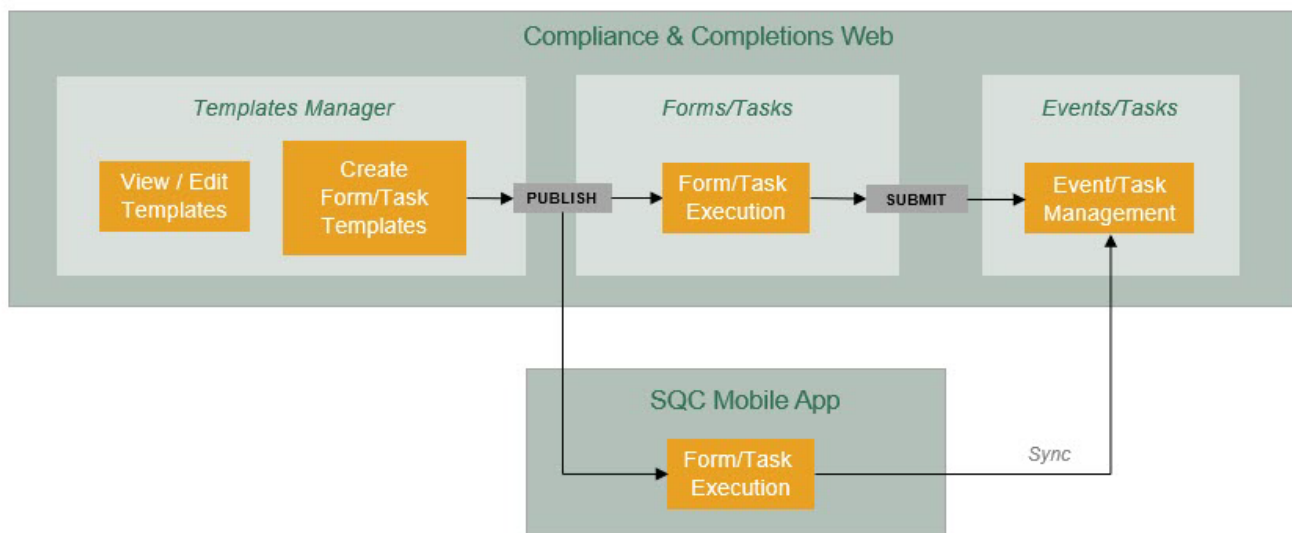
1.1 OVERVIEW

The InEight Completions application is used for managing forms and tasks that also lets you capture data, send out notifications, and use the information in all types of reports and dashboards. This includes:

- Creating and storing form and task templates in the Template manager.
- Selecting, filling out, and submitting events and tasks.
- Tracking the status of and managing data on the Events and Tasks pages.

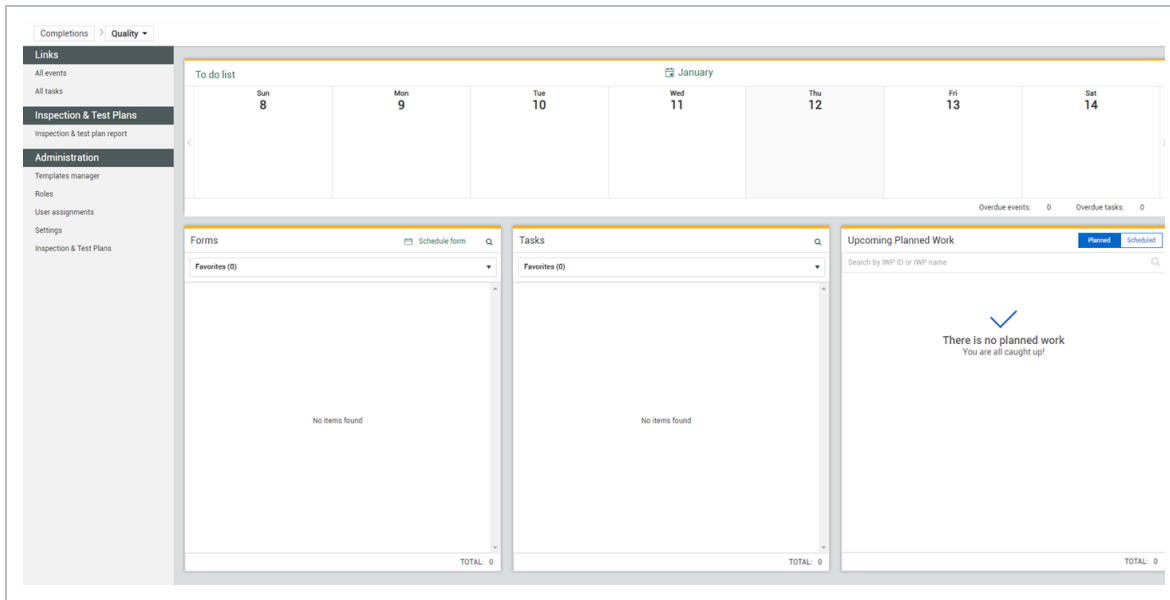
1.1.1 Workflow

Completions provides a workflow for creating templates, executing events and tasks, and managing them.



1.1.2 Landing page

Completions contains standard templates for construction quality processes and the ability to customize any other template. You can access events, tasks, and administrative functions depending on your role and permissions.



1.1.3 Templates manager

You can access the Templates manager to view templates and check statuses (Published, Draft, or Inactive). You can also create new templates using the form builder or task builder. The creation of forms or tasks templates is an administrative function performed using web Completions.

1.1.4 Form & task execution

1.1.4.1 Mobile application

When you are out in the field, you can fill out and submit inspections, forms, questionnaires, and tasks using the Completions mobile application. You can complete events or tasks offline using the mobile app, and then synchronize the results when you are online.

Verizon LTE 9:17 AM 100%

Cancel Quality review - I Save

Sections	Questions	Answered	Exceptions	
1	6	6	0	i

QUALITY HEADER

Did you recognize any quality wins:

Yes

No

Please provide location information


GPS

Latitude : 33.5758931154505

Longitude : -111.885464591354

Clear GPS

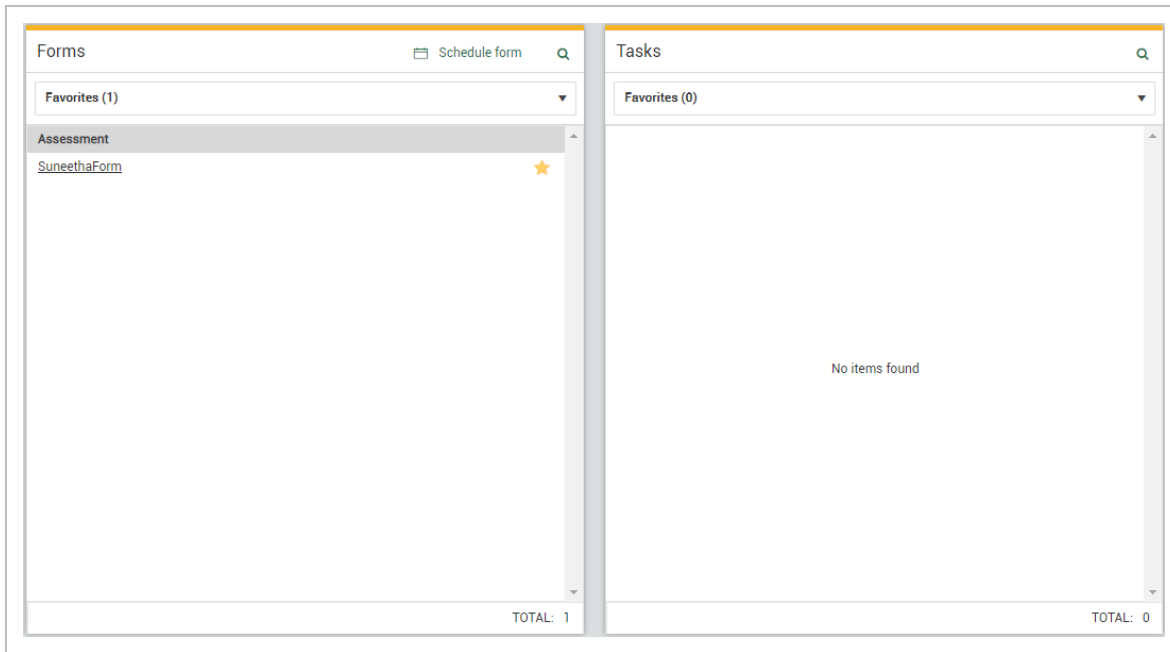
Supervisor's signature

x 

Select to approve

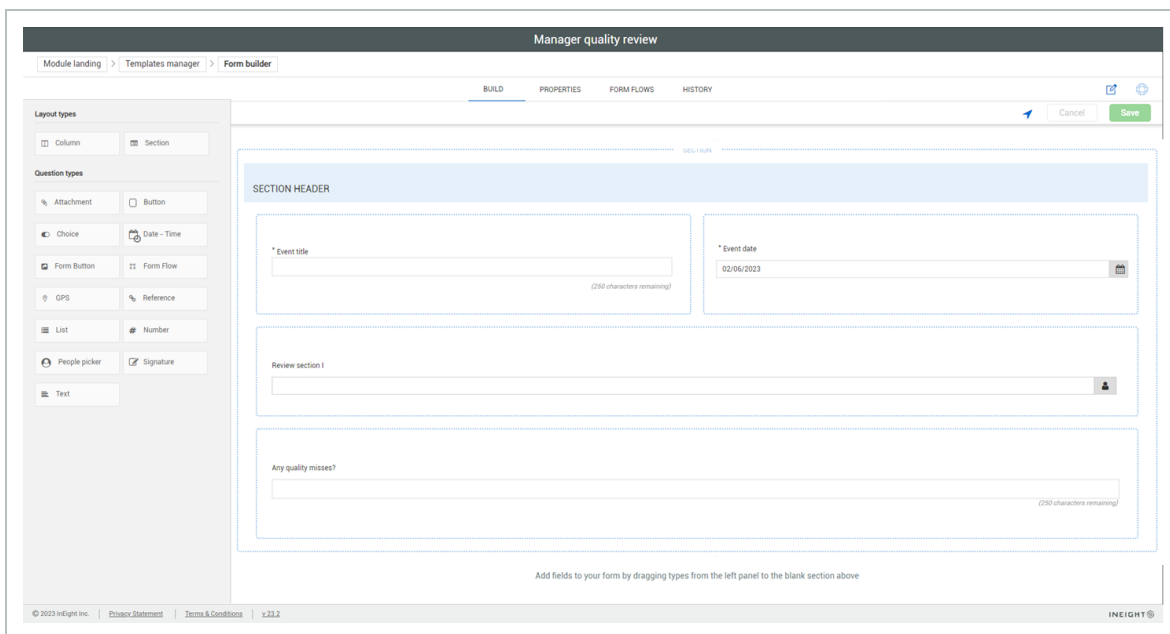
1.1.4.2 Web forms and tasks

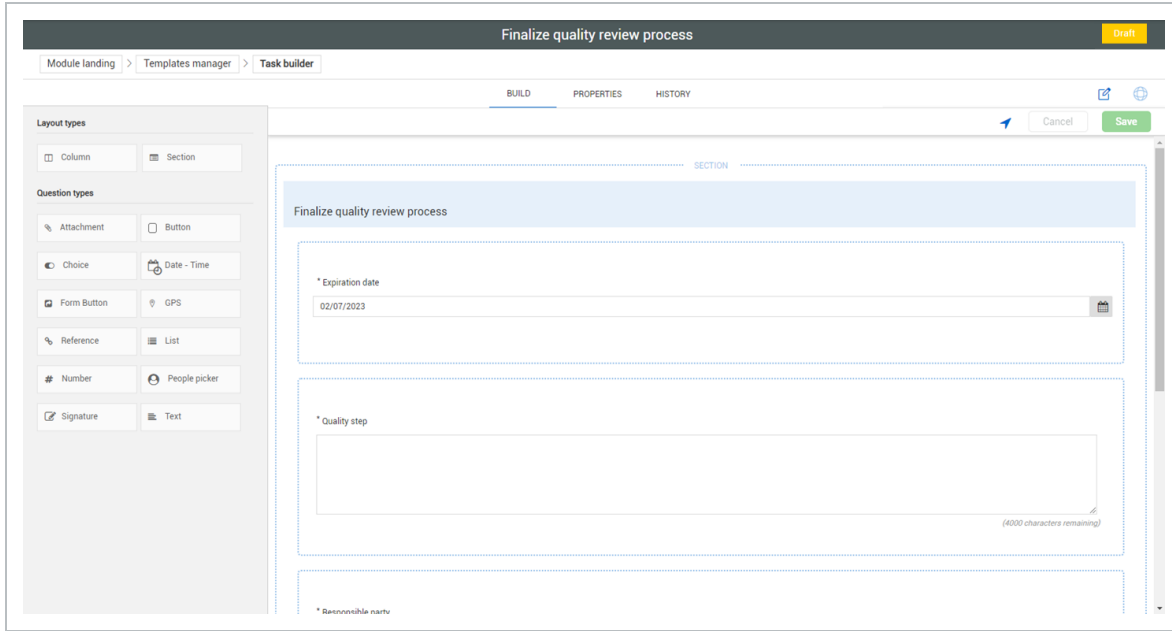
To fill out a form or task, select and launch the form or task using the Forms or Tasks dialog box.



1.1.4.3 Form and task builders

Completions has an intuitive form and task builder to create forms or tasks. The module includes numerous question types to collect the information you need from the field and provides functional-level permissions with customizable workflows for each form or task.





1.1.5 All events and all tasks

When you submit forms, you can track forms as events on the events page. You can track the status (i.e., Pending, With Claims Manager, Complete) of your events approval process. The due dates shown in red indicate the event form is overdue.

Event title	Category	Event date	Event ID	Form name	Project/Organization	Reporter	Status
Mid	QA Performance	01/14/2023	2023011300014	Quality ITP Header 1 - Simple - DO NO...	Van N...	Jyothim	Pending
ITP	NEW CATEGORY	01/13/2023	2023011300013	ITP Form 1	Van N...	Jyothim	Pending
Dnd	QA Performance	01/09/2023	2023011300006	Quality ITP Header 1 - Simple - DO NO...	Van N...	Jyothim	Scheduled
ITP	NEW CATEGORY	01/13/2023	2023011300005	ITP Form 1	Van N...	Jyothim	Scheduled
1	QA Performance	01/11/2023	2023011300004	Quality ITP Header 1 - Simple - DO NO...	Van N...	Jyothim	Scheduled
Qdp	QA Performance	01/12/2023	2023011200067	23.2 Template DND_MR (ITP Form)	The Bc	Meghane	Pending
Qdp	QA Performance	01/12/2023	2023011200063	23.2 Template DND_MR (ITP Form)	The Bc	Meghane	Pending
Qdp	QA Performance	01/12/2023	2023011200059	23.2 Template DND_MR (ITP Form)	The Bc	Meghane	Pending
Qdp	QA Performance	01/12/2023	2023011200055	23.2 Template DND_MR (ITP Form)	The Bc	Meghane	Pending
23.2	QA Performance	01/13/2023	2023011200054	23.2 Template DND_MR (ITP Form)	The Bc	Meghane	Scheduled
Text	QA Performance	01/13/2023	2023011200053	Quality ITP Header 1 - Simple - DO NO...	Van N...	Mahesh	Pending
ITP	QA Performance	01/12/2023	2023011200052	ITP Form 2	Van N...	Mahesh	Scheduled

When you submit tasks, you can track them on the tasks page. The due dates shown in red indicate the task is overdue.

Task title	Category	Due date	Project/Organization	Responsible party	Status	Task Id	Task name
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200070	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200069	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200068	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200066	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200065	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200064	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200062	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200061	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200060	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200058	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200057	23.2 task
QA Performance	QA Performance	01/12/2023	The B	Meghana	Scheduled	2023011200056	23.2 task

1.1.5.4 Exports

You can export events or tasks. Click the **Export** icon to begin the export of your selected items from the Events or Tasks page. The system generates an Excel file that is sent to your email.

Export Tasks to Excel
You will receive an email with the Excel file once completed.

Cancel Export

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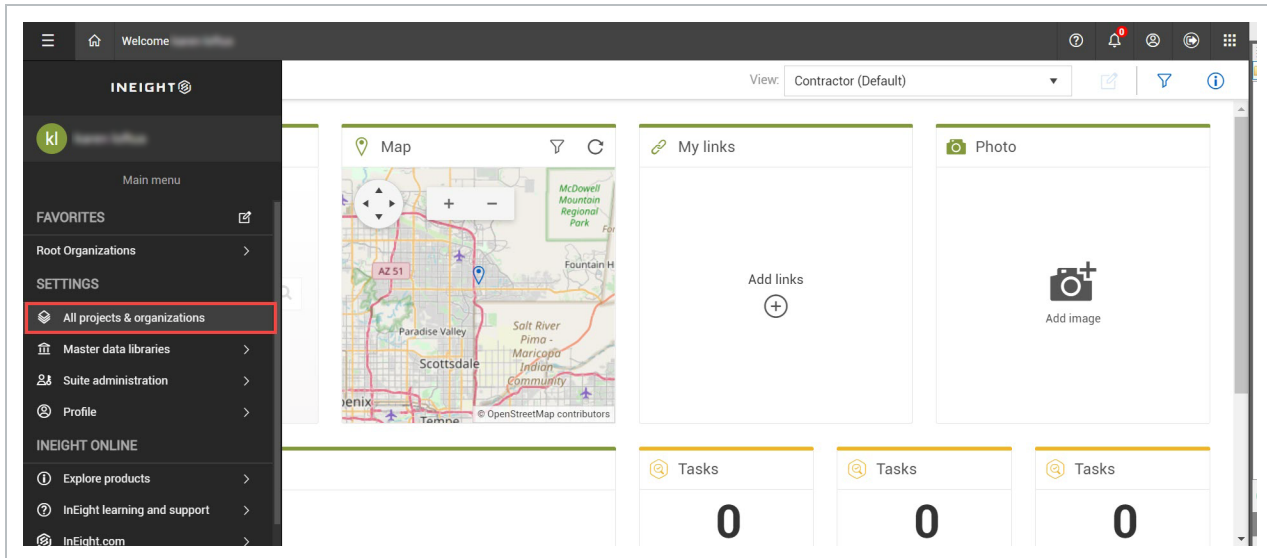


GENERAL NAVIGATION

2.1 LAUNCH COMPLETIONS

To open a project in Completions, use the link provided to you by your manager or other source.

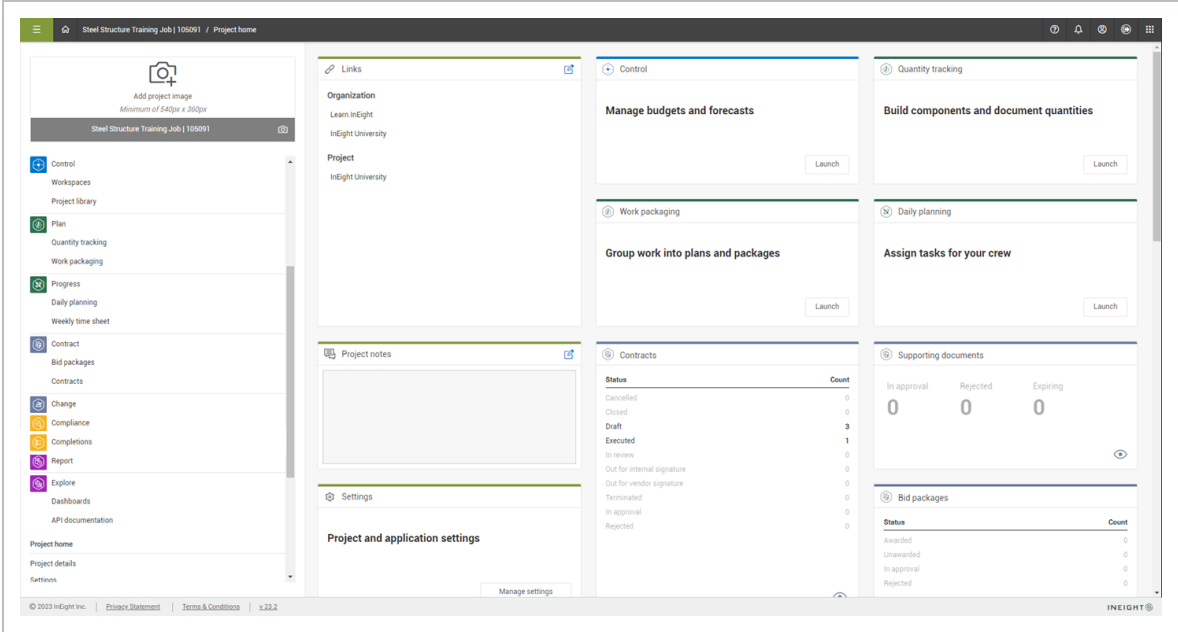
Click the **Main menu** icon at the top left, and then select **All projects & organizations**.



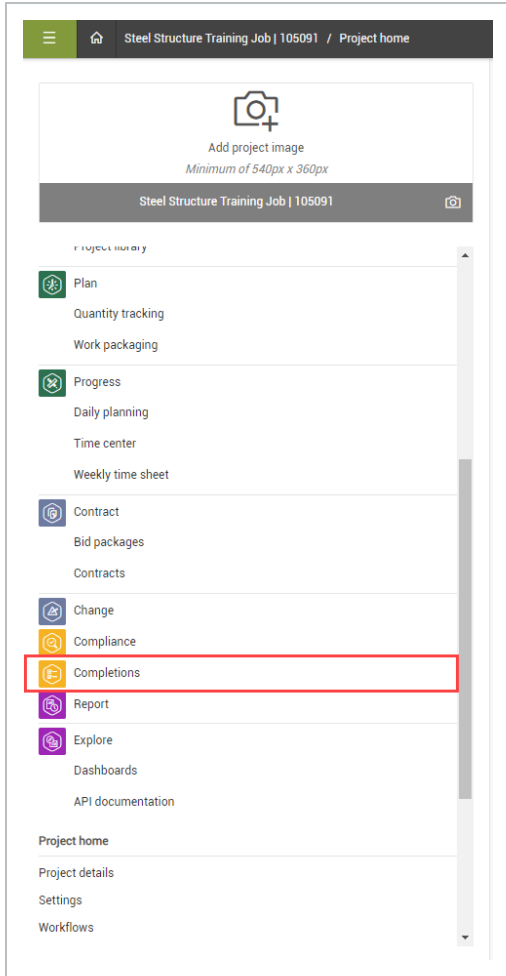
Click the project link in the Name column to open the project. You can use the Search function at the top right to find a specific project.

ID	Name	Stat...	Pha...	Organization	Created by	Created on	Forecast duration	Original contract ...	Contract number	Contract start date	Contract date
105091	Steel Structure Training Job	Active	Execution	C-XYZ	Jeremy	08/31/2018 1:40:49 PM					
105092	Steel Structure Training Job 2	Active	Execution	C-XYZ	Jeremy	08/31/2018 1:44:12 PM					
105093	Steel Structure Training Job 3	Active	Execution	C-XYZ	Jeremy	08/31/2018 1:44:46 PM					
105094	Steel Structure Partner Job	Active	Execution	C-XYZ	Jeremy	08/31/2018 1:45:25 PM	365			10/07/2015	
183850	Wards Island WWTP	Active	Execution	C-XYZ	Jeremy	11/07/2018 8:02:08 AM					
	BMS Test	New	Execution	C-XYZ	Brenda	10/20/2020 1:55:15 PM					
	Heavy PM Estimate	Active	Execution	C-XYZ	Jeremy	01/08/2019 1:33:34 PM					
	Training Job	Active	Execution	C-XYZ	Steflin	09/11/2018 10:28:37 ...					

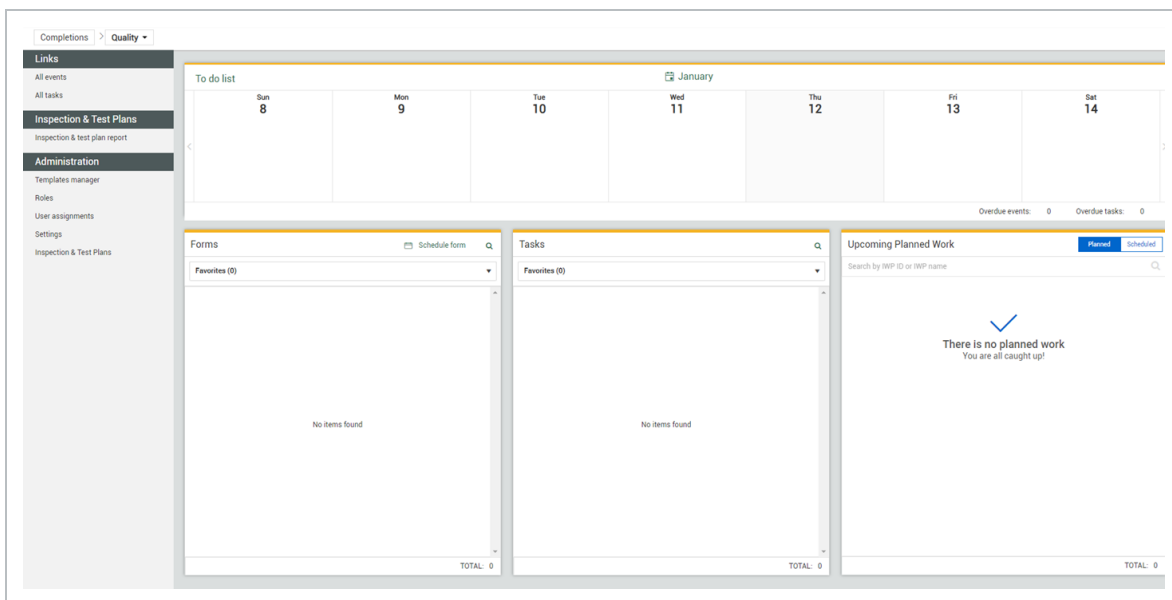
The Project home page opens.



Click **Completions** on the left navigation.



The Completions landing page opens.

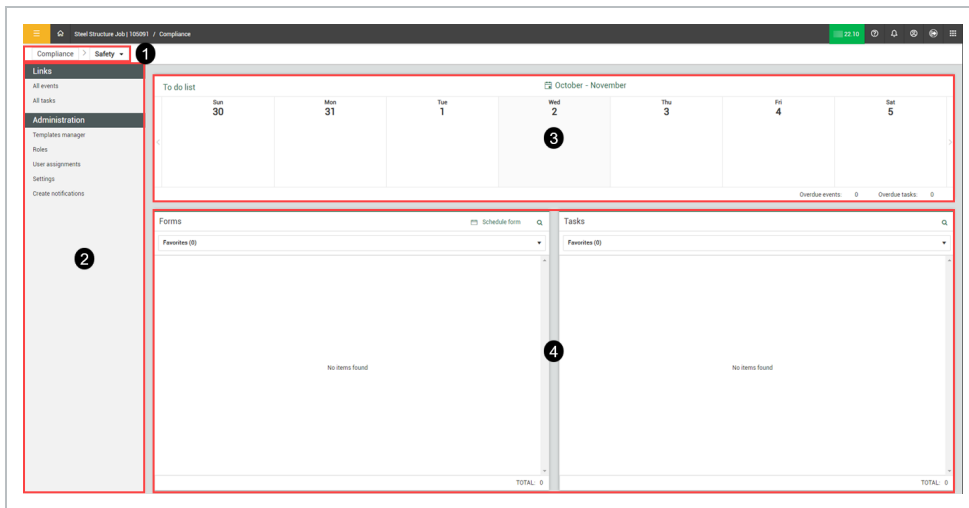


NOTE In the Projects home landing page you can launch Completions in other ways not mentioned here.

2.2 LANDING PAGE

When you launch Completions, the landing page opens. The landing page is the home page that contains all the quality processes.

On the landing page you can find and fill out forms or tasks.



Overview – module landing page

	Item	Description
1	Module navigation	Navigation showing your current landing page. You can use it to navigate the application.
2	Left navigation menu	Access all events (filled out forms) or tasks and view their status. If you have Administrator settings permissions, you can access the Administration options: <ul style="list-style-type: none"> • Templates manager - Library of all forms and tasks in your organization, where you can manage blank forms and tasks, and build new ones.

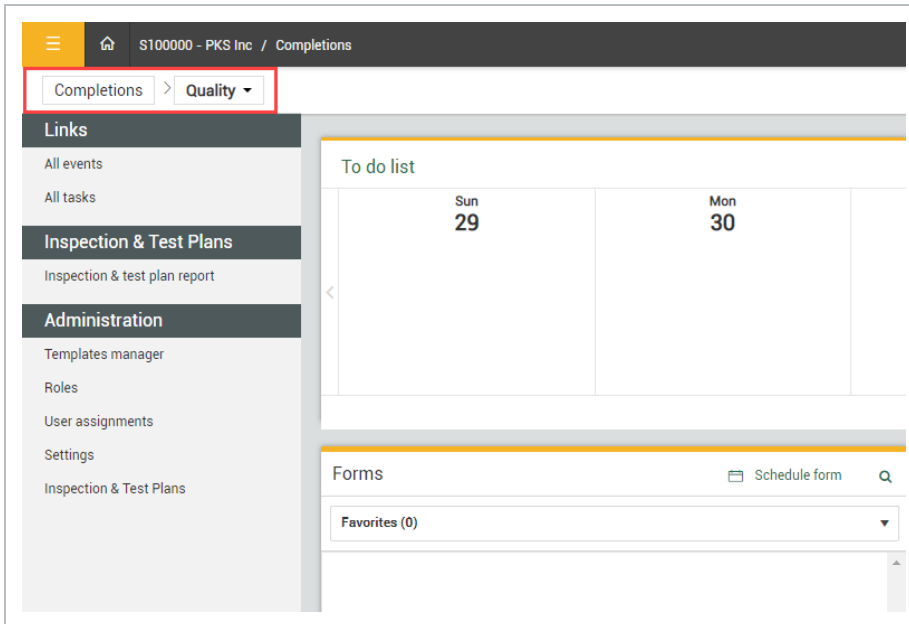
Overview – module landing page (continued)

	Item	Description
		<ul style="list-style-type: none"> • Roles - Manage roles and permissions for Compliance. • User Assignments - Assign users to organizations, projects, categories, and roles. • Settings - Edit modules, categories, statuses, roles, email templates, and user assignments. • Create Notifications - Send email notifications to users or roles with a personalized message.
3	To do list	A week's view of your current assigned and pending tasks and scheduled or pending events.
4	Forms or Tasks	Fill out a form or task by selecting a category from the Forms or Tasks drop-down list. You can also search by title. You can schedule a form for a specific date by using the button at the top right of the Forms section.
5	Upcoming planned work	You can view upcoming planned or scheduled work from InEight Plan IWPs associated with an activity.

The following steps walk you through navigating the landing page. You need to have admin permissions to access Administration settings.

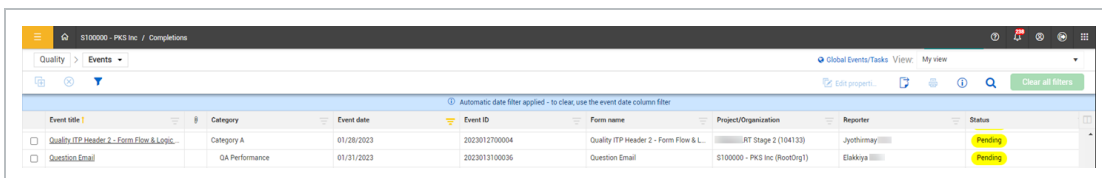
2.2 Step by Step 1 — Navigate module landing page

1. [Launch web Completions](#) to open the home landing page.



2. Click **All events** in the Links section of the left navigation menu.

The All events page opens where you can see all filled out events and their status.



NOTE You can select All tasks to open the Tasks page where you can see all filled out tasks and their status.

3. Click **Quality** on the top left navigation menu to go back to the Completions home landing page.
4. On the landing page, in the Forms section, click the **Favorites** drop-down menu to view the form categories.

The screenshot shows a web interface titled "Forms". At the top right, there is a "Schedule form" button and a search icon. Below the header is a list of form categories. A red box highlights the entire list area. A red arrow points from a small downward-pointing triangle in the top right corner of the list box to the "New Category' Bug (1)" item.

Category	Count
Field Forms	1
Incidents	8
Medical (Confidential)	1
New Category' Bug	1
QA	1
Quality	2
Quality Issue	5

TOTAL: 1

5. Select a form from the category list.

The screenshot shows a web interface for selecting forms. At the top, there's a header 'Forms' with a 'Schedule form' button and a search icon. Below this is a dropdown menu currently showing 'Quality Issue (5)'. Underneath the dropdown is a list of five forms, each with a star icon to its right. The 'Quality Issue' form is highlighted with a red rectangular border. The forms listed are: 'ITP R22.12', 'Mobile2-Currency vs Ref', 'Mobile-Currency vs Ref', 'Quality Issue', and 'Ref Ques Vs Number Ques 22.8 vs 22.10'. At the bottom right of the list area, it says 'TOTAL: 5'.

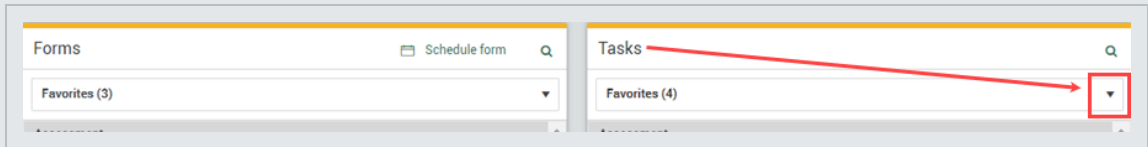
The form opens for you to fill out.

The screenshot displays a 'Quality Issue' form with the following sections and fields:

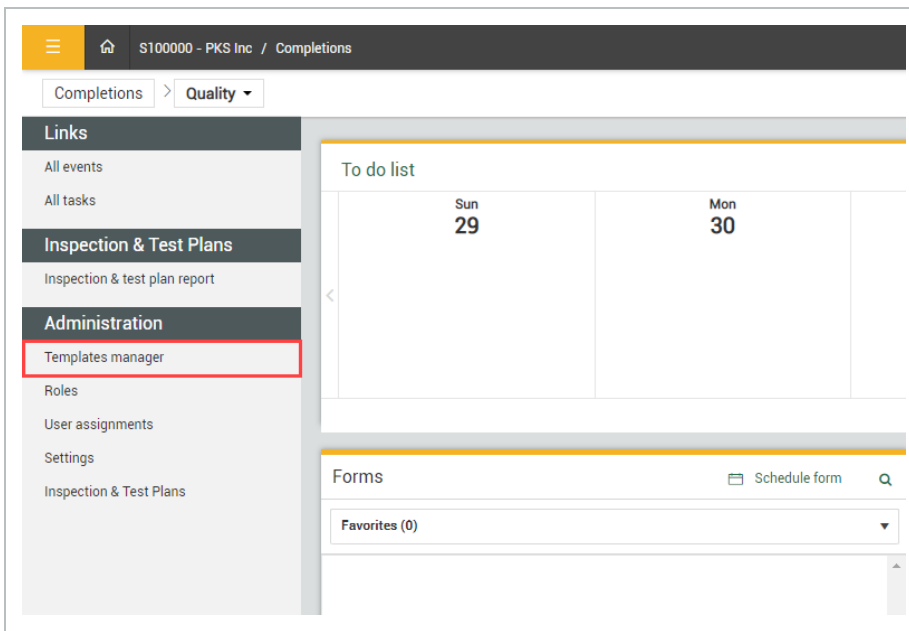
- Issue Name / Title**: Text input field.
- Date Issue Occurred**: Date picker.
- Issue Number**: Text input field.
- Detailed Issue Information**: Large text area.
- Segment / Area**: Text input field.
- Location of Issue**: Text input field.
- Attachments**: Section with a 'Select files or drag and drop' button.
- Reference Documentation (Spec & Drawing & etc.)**: Text input field.
- Discipline**: Dropdown menu.
- Is this issue related to a subcontractor or supplier?**: Radio buttons (Yes/No).
- Issue identified by?**: Text input field.
- Manager of Issue**: Text input field.
- Type of Issue**: Radio buttons (Product, Process).
- Adaptive Issue**: Radio buttons (Yes/No).
- Severity Level**: Dropdown menu.
- Severity Level Examples**: Text input field.
- Case**: Text input field.
- Potential Cost Impact**: Text input field.
- Is Issue Impacting Future Work**: Radio buttons (Yes/No).
- Are Air-Built Required**: Text input field.
- Normalize as a Lesson Learned**: Text input field.

NOTE

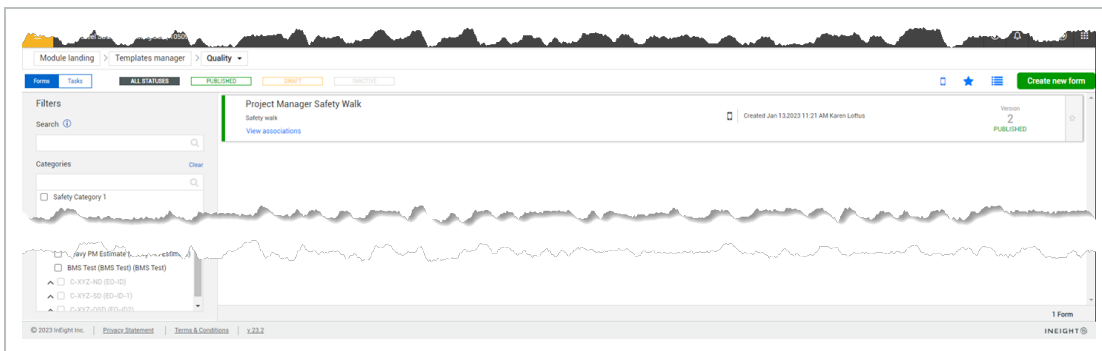
You can select All tasks to open the Tasks page where you can see all filled out tasks and their status.



- You can manage, filter, and create new forms or tasks for your team or organization in Templates manager. In the landing page, click **Templates manager** on the left navigation menu.



The Template manager page opens.

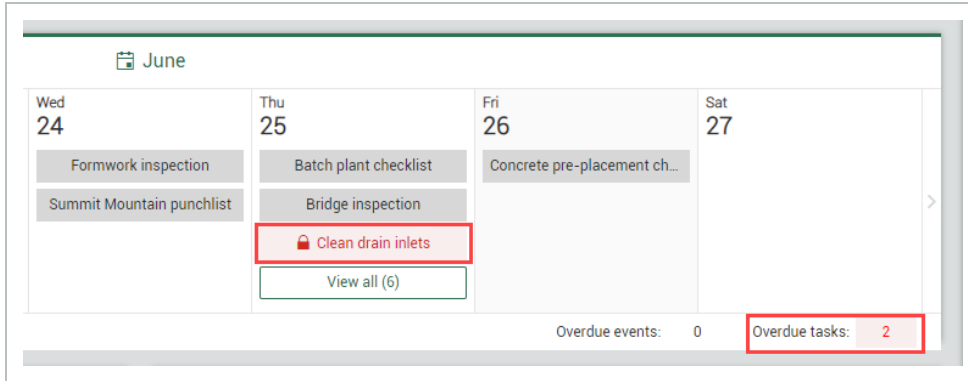


7. Click **Module landing** at the upper left navigation to go back to the landing page.

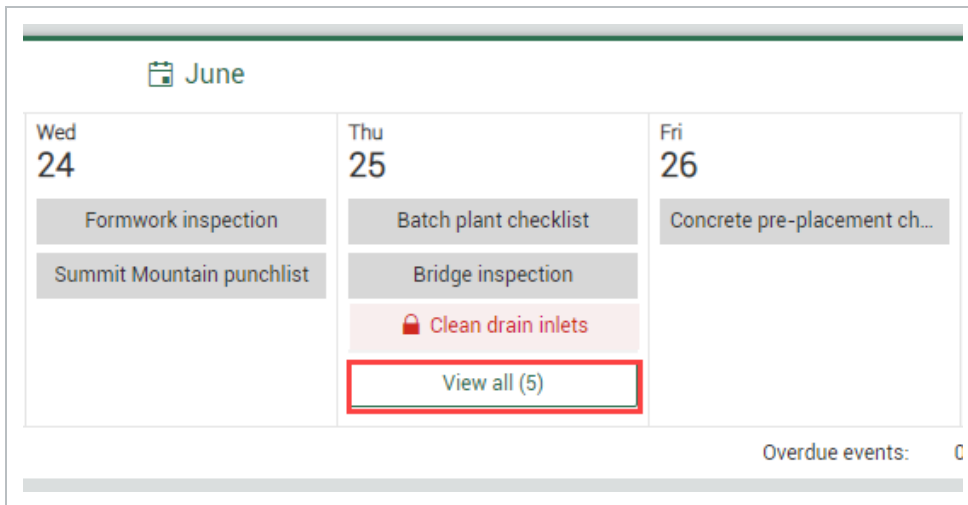
2.2.1 To do list

The To do list shows the events and tasks assigned to you that need to be completed in the current week.

You can scroll forward or backward to view events and tasks for other weeks. To scroll, click the arrow icons to the left or right of the window. To go to a specific month, click the month button. Events are shown in dark gray, and tasks are light gray. When events or tasks are overdue, their text color changes to red. You can see how many overdue events and tasks you currently at the bottom right of the To do list.



You can click **View all** to see a list of all your assigned items for that day when you have several events or tasks assigned in one day.

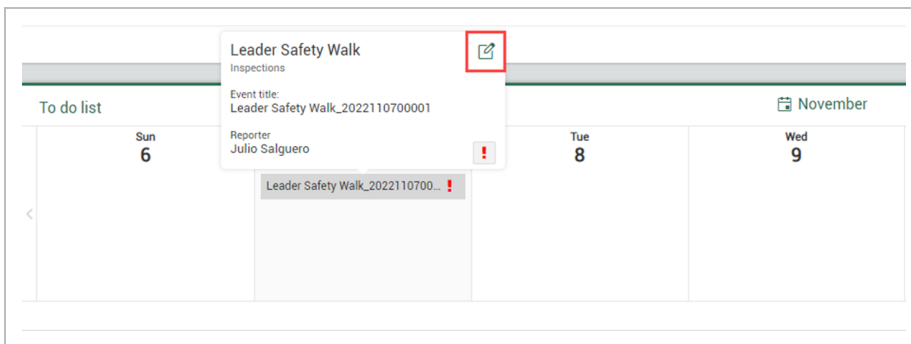


The following Step by Step walks you through editing a To do list item:

2.2 Step by Step 2 — Edit a To do list Item

1. In the To do list, click an event or task.
 - A box shows you the item's name and reporter, a High importance icon to mark items of importance, and the Edit icon

2. Click the **Edit** icon.



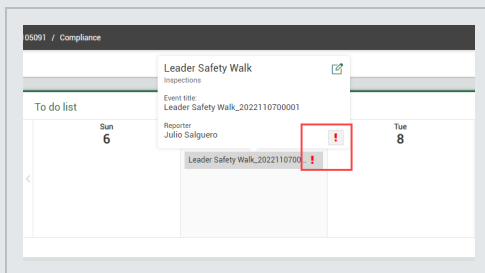
The Edit item dialog box opens

3. You can make changes to the following fields

- Event title
- Reporter
- Event date
- Importance:

NOTE

When the Importance icon is red, the item is High importance, which is also reflected in the Events or Tasks pages.



Click **Save**.

2.2.2 Schedule a form

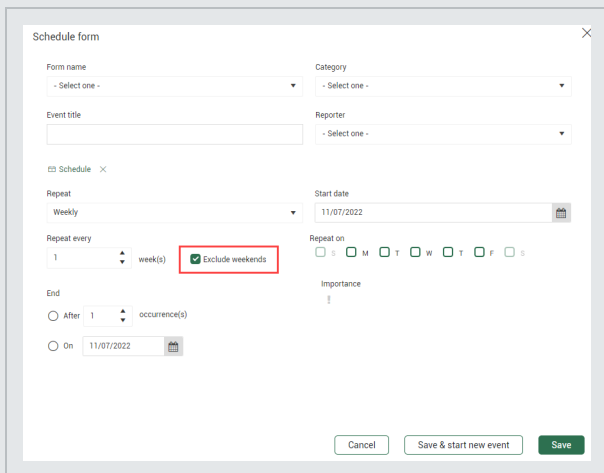
You can schedule a form to be filled out on a specific date. If the event goes beyond the scheduled date, the state is changed to overdue.

The following step by step walks you through scheduling a form from the landing page.

2.2 Step by Step 3 — Schedule a form

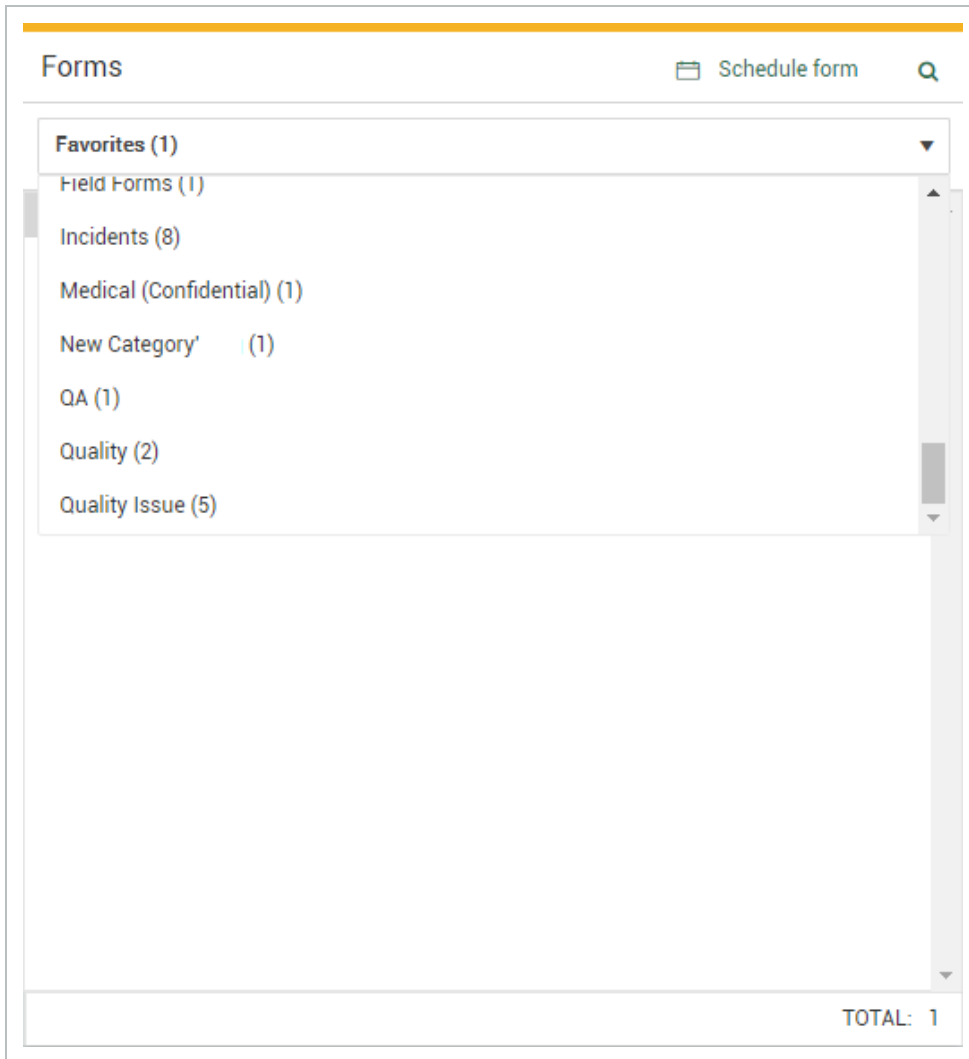
1. In the Forms section, click **Schedule form** at the top right corner.
The Schedule form dialog box opens.
2. Fill out the required fields.
3. You can click the **High importance** icon to flag this event as important.
4. You can click **Schedule** to set this event to repeat daily, weekly, monthly, or yearly and fill out the required fields.

NOTE If you select to Exclude weekends , Saturdays and Sundays are greyed-out and will be excluded, even if you have already selected those days.



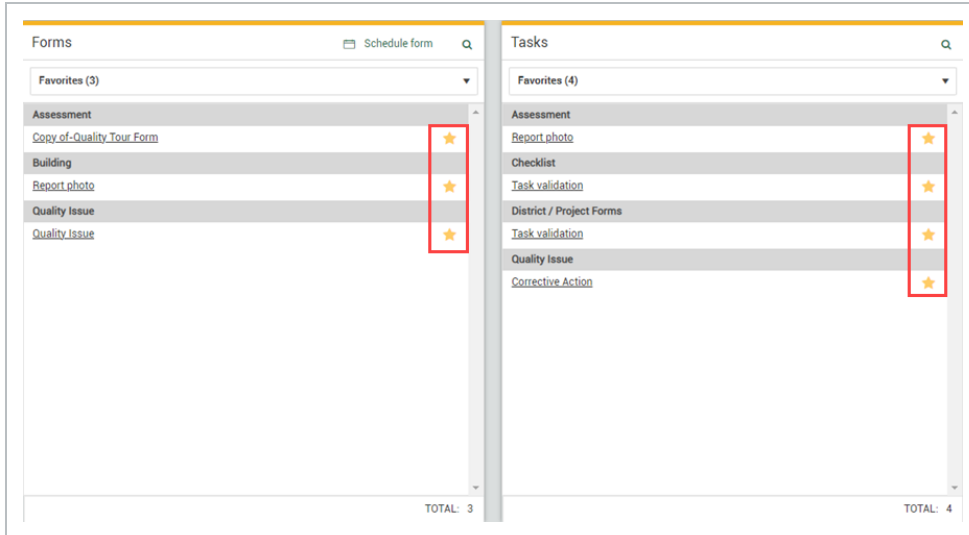
2.2.2.1 Forms and tasks categories

Under Forms you can select a category for the type of form you need. Aside from favorites, only categories that have available templates show in the drop-down menu. The number of templates associated with each category is shown next to the title.



2.2.3 Form and task favorites

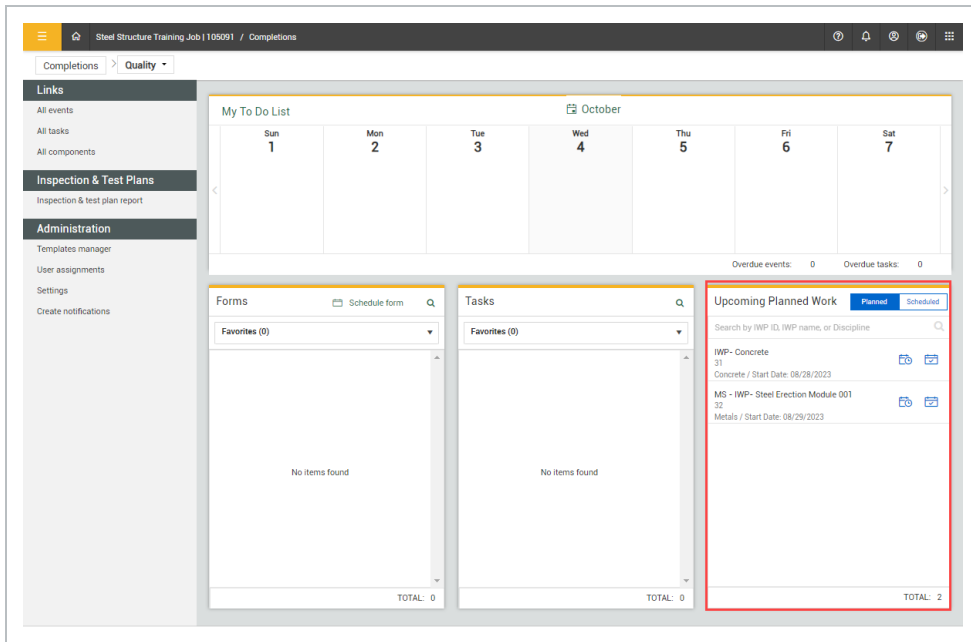
When you open the module, the default view for Forms and Tasks is Favorites. In each category, you can add your favorites by selecting the **Favorite** icon next to each category title. When you add forms to your favorites, they show listed in alphabetical order. To remove from your favorites, deselect the Favorite icon.



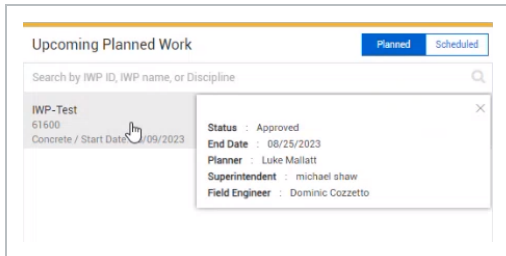
2.3 UPCOMING PLANNED WORK TILE

The IWP widget tile lets you track upcoming planned and scheduled work for InEight Plan IWP components that have been mapped to Inspection and Test Plans. You can schedule events from the IWP widget panel to components that have ITP mapped. For more information, see [Inspection and Test Plans](#). To enable the IWP widget, go to project > Module settings > Project Settings. Inspection & Test Plans and Integrate with Plan components must be enabled before you can enable the IWP widget. For more information, see [Project Settings](#).

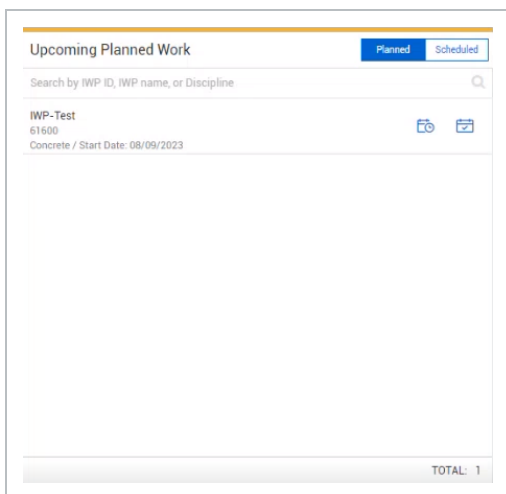
When enabled, the Upcoming Planned Work tile shows in the module landing page.



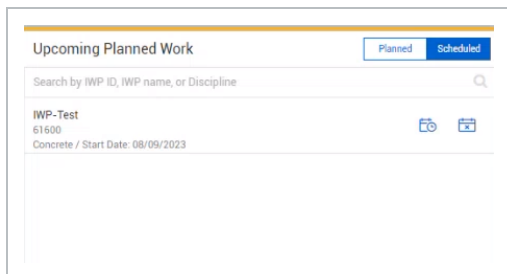
Click the IWP to show status, end date, planner, superintendent, and field engineer information.



You can schedule IWP forms from the Planned tab, and then mark them as scheduled to move them to the Scheduled tab.



Items marked as Scheduled are listed in the Scheduled tab. You can schedule additional items from the Scheduled tab if needed, or unschedule the item to move it back to the Planned tab.



2.3.1 Considerations

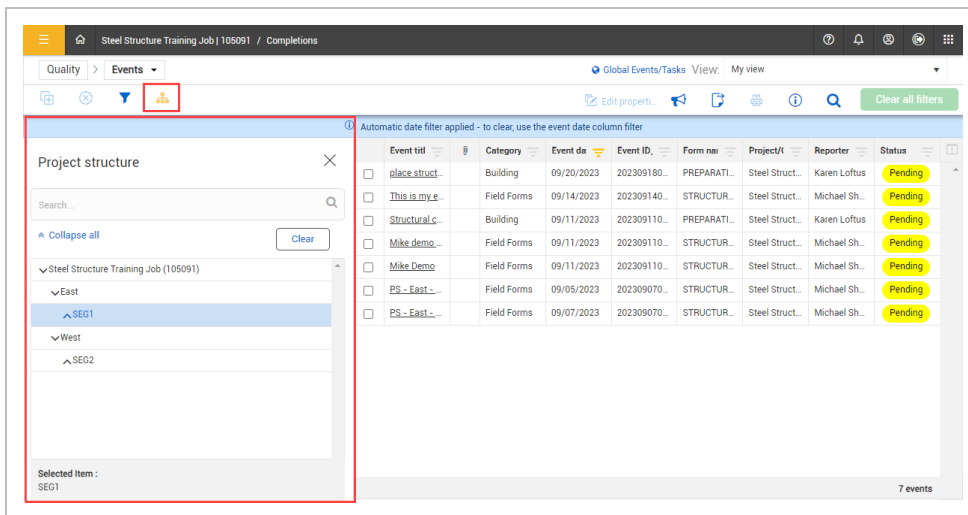
- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- Components must first be associated to ITPs in InEight Plan
- IWPs must have a status of Approved or Work started.
- You must add your published template form to Required records – Compliance Forms in the ITP activity.

2.3.2 Related information

InEight Plan **Link activity components** in [Work Package Creation](#)

2.4 PROJECT STRUCTURE

You can use the project structure hierarchy to view and filter the events performed on a project structure in the Events page. The relationships in the hierarchy list are defined in InEight Platform in Project values and Project Structure definition.



When the project structure feature is enabled, you can click the **Project structure** icon on the Events page to view the project structure. Component values are shown in the project structure, based on their configuration defined in InEight Plan. For more information, see InEight Plan [Work Package Creation](#).

2.4.1 Considerations

- It is imperative that the Platform project definition and Plan component configuration match exactly for components to show in the structure. For example, when the project structure definition is Area = North and Segment = 1, the Plan component configuration needs to be the same. If the Plan component configuration has an area = South Area and a segment = Segment 1, the component will not show in the structure.
- Commodity and Work Classification project structure values do not exist on a component and should not be used in the project structure definition.
- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

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3.1 COMPLETIONS SETTINGS AND ADMINISTRATION

3.2 SETTINGS OVERVIEW

Organization and project level settings provide the structure necessary to manage the application successfully.

At the Organization level, you can manage the following:

- Product Settings – Module management and template integrations.
- Module settings – Manage individual module settings and configurations.

At the Project level, you can do the following:

- View Product, Template integration and Module settings configured at the organization level.
- View and manage Roles, User assignments, and Project settings.

3.2.1 Considerations

- You must have Level 3 – Account Admin permissions in InEight Platform, an admin role in the assigned module or modules, or an assignment to the root organization based on permission configuration.
- There are other ways to navigate to the organization or project level settings not mentioned in this document.

3.2.2 Steps

Access organization level settings

1. From the Main menu, go to organization > **Settings**. The organization General Settings page opens.
2. Click the **Compliance** or **Completions** icon on the left navigation menu. The settings page opens to the Product Settings tab.
3. You can click the **Module Settings** tab to open the module tiles page. Click a module to open its settings.

Access project level settings

1. From the project's home page, click **Settings** on the left navigation menu, and then the **Compliance** or **Completions** icon. The settings page opens to the Product Settings tab. In the Product Settings tab, you can view Module management and Template integration settings configured at the organization level.
2. Click the **Module Settings** tab to open the module tiles page.
3. Click a module to open its settings. The Module settings page opens. You can manage roles, user assignments, and project settings.
4. Click the **Project Settings** tab to open the Project Settings page.

3. ORGANIZATION LEVEL SETTINGS

As an administrator, you can set up the correct settings at the organization level to manage and organize the application successfully. These settings will apply to all projects in the organization. You can view organization level settings at the project level, depending on your permissions.

Organization level settings include the following:

- Product settings
 - Module management
 - Template integrations
- Module settings
 - Module summary
 - Categories
 - Types
 - Classifications
 - Statuses
 - Email-templates
 - Roles
 - User-assignments
 - Inspection and Test Plans

3.0.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

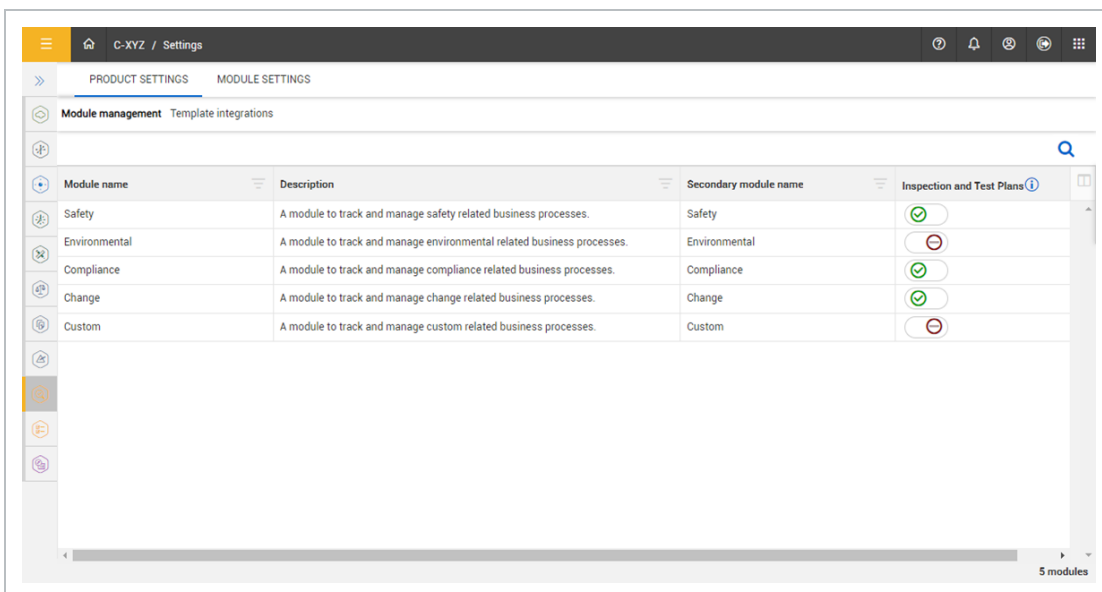
3.0.2 Steps

To navigate to Organization settings, go to steps to access organization level settings in [Settings overview](#).

3. PRODUCT SETTINGS

At the organization level, the Product settings page contains settings that apply to the entire application in the following tabs:

- **Module management** - Manage modules for your organization and enable Inspection and Test Plans for individual modules.
- **Template integrations** - Manage templates that integrate with other InEight applications for your organization.



3.0.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.0.2 Steps

To open Product Settings, see steps to access organization level settings in [Settings overview](#).

3.1 MODULE MANAGEMENT

In Module management you can view the list of available modules. You can filter the module’s view using the **Filter** icon. You can also choose from the available columns to update your list view using the **Column chooser** icon.

In each module, you can enable the **Inspection and Test Plans (ITP)** feature. Inspection and Test Plans are disabled by default.

PRODUCT SETTINGS		MODULE SETTINGS	
Module management		Template integrations	
Module name	Description	Secondary module name	Inspection and Test Plans ⓘ
Safety	A module to track and manage safety related business processes.	Safety	<input checked="" type="checkbox"/>
Environmental	A module to track and manage environmental related business processes.	Environmental	<input type="checkbox"/>
Compliance	A module to track and manage compliance related business processes.	Compliance	<input checked="" type="checkbox"/>
Change	A module to track and manage change related business processes.	Change	<input checked="" type="checkbox"/>
Custom	A module to track and manage custom related business processes.	Custom	<input type="checkbox"/>

3.1.1 Considerations

- You can only view available default modules.
- You can filter and update views at the organization level only.

3.1.2 Steps

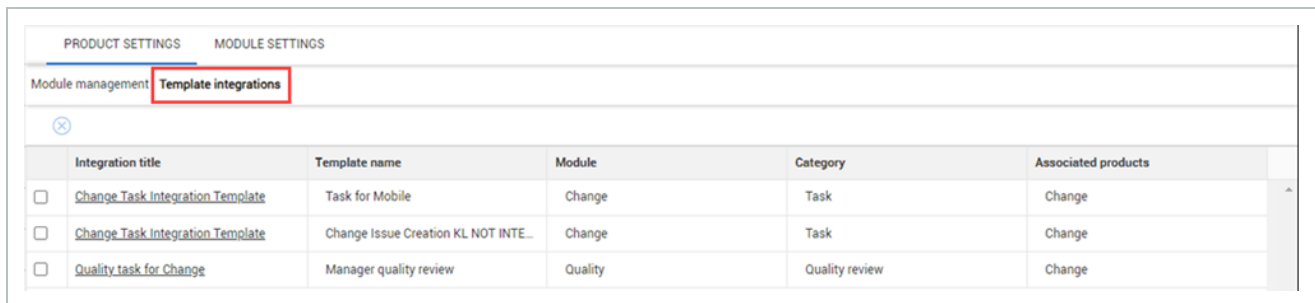
To open Module management, see steps to access organization level settings in [Settings overview](#).

3.1.3 Related information

[Inspection and Test Plans](#)

3.2 TEMPLATE INTEGRATIONS

In Template integrations you can view, edit, and delete the list of templates created in the form builder.



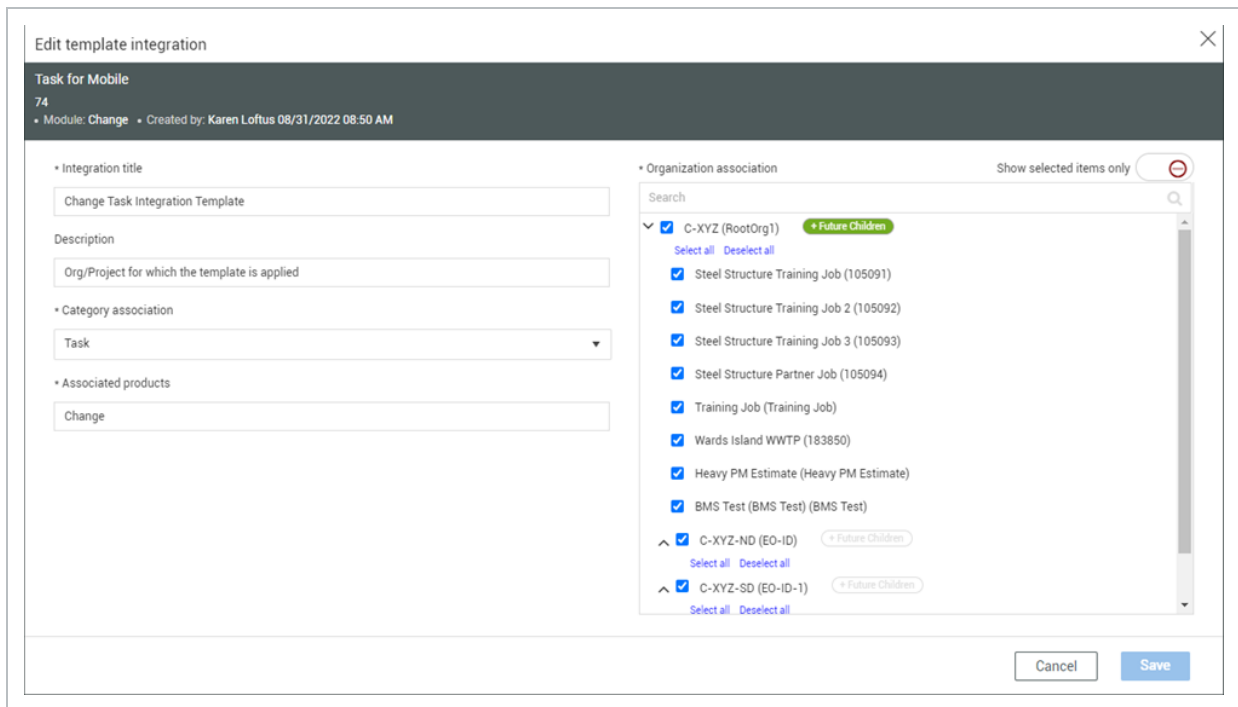
The screenshot shows a web interface with two tabs: 'PRODUCT SETTINGS' and 'MODULE SETTINGS'. Under 'MODULE SETTINGS', there is a 'Module management' section with a sub-tab 'Template integrations' highlighted in a red box. Below this is a table with the following columns: Integration title, Template name, Module, Category, and Associated products. There are three rows of data, each with a checkbox in the first column.

	Integration title	Template name	Module	Category	Associated products
<input type="checkbox"/>	Change Task Integration Template	Task for Mobile	Change	Task	Change
<input type="checkbox"/>	Change Task Integration Template	Change Issue Creation KL NOT INTE...	Change	Task	Change
<input type="checkbox"/>	Quality task for Change	Manager quality review	Quality	Quality review	Change

Click on a template title to Edit the template. In the dialog box, you can edit the following:

- Integration title
- Description
- Category association
- Associated products

- Organization association



3.2.1 Considerations

- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- Currently template integration only integrates with InEight Change tasks.
- You can only edit and delete integration templates at the organization level.
- You cannot add new integration templates in this section.

3.2.2 Steps

To open Template integrations, see steps to access organization level settings in [Settings overview](#).

Edit a template

1. Click the Templates Integration title. The Edit template integration dialog box opens.
2. Complete your edits, and then click **Save**.

3.2.3 Related topics

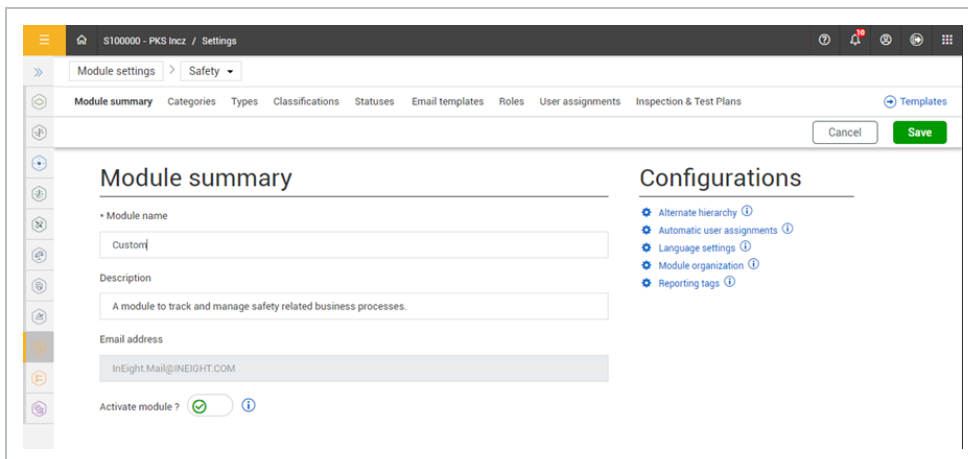
[Template Integration](#)

3.3 MODULE SETTINGS

Configuring module settings at the organization level provides the structure necessary to organize and manage the application successfully. In Module settings, you can configure:

- Module summary
 - Configurations
- Categories
- Types
- Classifications
- Statuses
- Email templates
- Roles
- User assignments
- Inspection & Test Plans

In settings, select the **Module Settings** tab, and then a module to open its settings.



3.3.1 Considerations

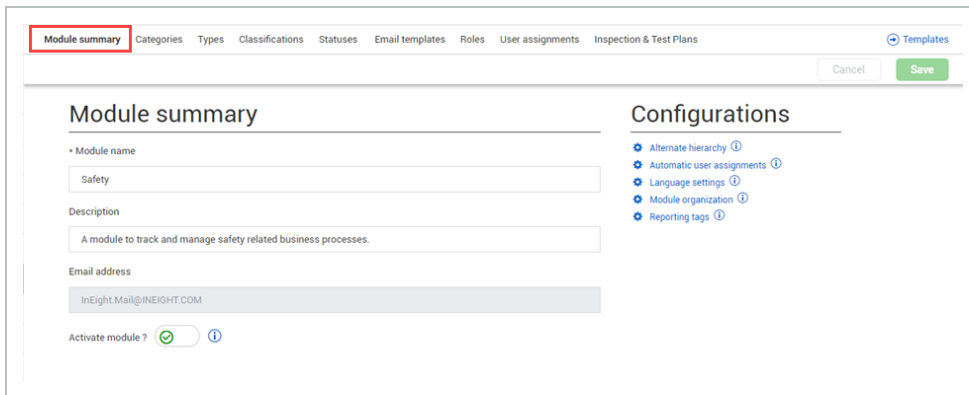
You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.3.2 Steps

To access Module settings, see steps to access organizational level settings in [Settings overview](#).

3.4 MODULE SUMMARY

On the module summary tab, you can activate or deactivate the module, view and modify the module name and description, and edit module configurations.



The Activate module toggle can be used to activate or deactivate the module for the entire InEight product portfolio, organization, and project. Each module is self-contained and does not share information with the other modules. The changes made to a module will be shown throughout the product portfolio, module page, tabs, landing page and mobile device.

3.4.1 Considerations

- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- To activate the module, you must select at least one module organization, a category, and a published template.
- To make the module available, you must select the **Activate module** toggle.

3.4.2 Steps

To navigate to Module summary, go to steps to access organization level settings in [Settings overview](#).

To save any changes in Module summary, click **Save**.

3.5 CONFIGURATIONS

On the Module summary tab, you can configure additional settings in Configurations. Each link shows an information dialog box you can hover over for more details.

Configuration	Description
Alternate hierarchy	Future children assignments applied to organization level nodes on the default organization or project structure are applied to the child project per their additional relationship.
Automatic user assignments	Automatically add users from InEight Platform into Compliance/Completions.
Language settings	Select which languages you want to use in this module.
Module organization	Include or exclude organizations or project in the structure from seeing the current module.
Reporting tags	Secure information displayed in reports.

3.5.1 Considerations

- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- Configuration settings must be done at the organization level.

3.5.2 Steps

To go to Configurations, see steps to access organization level settings in [Settings overview](#).

3.6 ALTERNATE HIERARCHY

An alternate hierarchy is separate from the default organization and project hierarchy in InEight Platform. You can set up an alternate hierarchy when you need to share templates and user permissions across projects that do not follow the default hierarchy. For example, if your default hierarchy is organized into legal entities for financial reporting purposes, you can create an alternate hierarchy based on project locations. A project in the infrastructure division might need to share templates and user permissions with a project in the Energy division because both are in the Western region.

To set up an alternate hierarchy, you must perform the following steps:

1. Define hierarchy attributes in Platform.
2. Associate hierarchy attributes at the project level with other projects or organizations.
3. Extend templates and user permissions between future child projects or organizations via hierarchy attributes in Completions organization settings.

3.6.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.6.2 Steps

To navigate to Alternate hierarchy, see steps to access organization level settings in [Settings overview](#).

Define alternate hierarchy attributes at the organization level in Platform.

1. From the Main menu, go to organization > **Settings**. The organization's Home Page opens.
2. Click the **General** icon on the left navigation menu, and then click the **Attribute Definitions** tab.
3. Click the **Add** icon. The Add attribute side panel opens.
4. Enter the required fields.

NOTE For hierarchy purposes, the Data type field is most often set to text or data. When the type is set to Data, you must select a data source.

NOTE In a location-based hierarchy example, an attribute might be named Region, Data type set to Data, Data source set to Organization, and Category set to Location, which lets you associate organizations with regions.

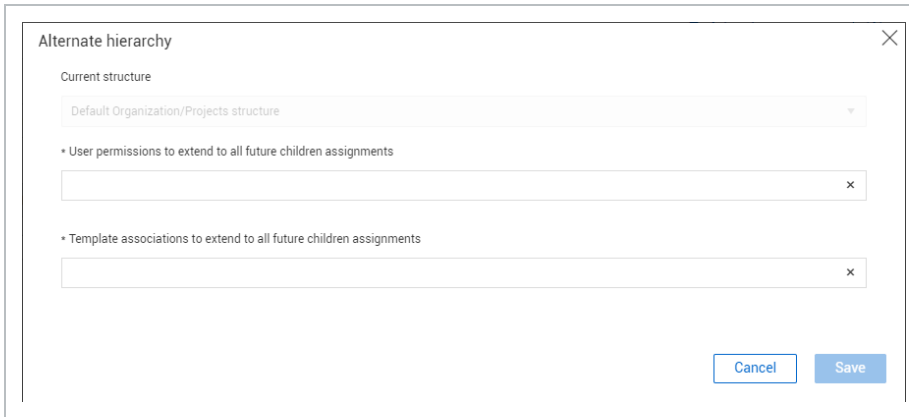
Associate alternate hierarchy attributes at the project level

1. From the Main menu, go to **All projects & organizations**.
2. Select the check box next to the project, and then click the **Edit project** icon.
3. Select the **Attributes** tab. For each attribute you want to associate, select an organization from its drop-down list or enter a project ID in its field, depending on the attribute's data source.
4. Click **Save**.

NOTE In a location-based hierarchy example, you might associate an attribute named Region with an organization that represents the Western region. If you set this association in a project in the infrastructure division of your default hierarchy, you are saying that project is also part of the Western region in an alternate location-based hierarchy.

Apply alternate hierarchy to templates and user permissions

1. On the Module summary tab, click **Alternate hierarchy** under Configurations. The Alternate hierarchy dialog box opens.



2. Select attributes from the drop-down lists for user permissions and template associations.

NOTE User permissions and template associations are applied to all future child organizations or projects of the attributes you select. If you remove the attributes, the associations themselves are not removed.

NOTE In the example of a location-based hierarchy, if you add the Region attribute to these fields, for projects that are both associated with the Western region, templates and user permissions will be automatically assigned to users in future children of the Western region organization.

3.7 AUTOMATIC USER ASSIGNMENTS

The Automatic user assignments configuration lets you save administrative setup time by automatically assigning a Compliance or Completions role and categories to all InEight Platform users.

Users will need to be assigned a role and a Project assignment in Platform, and then they will automatically get the following from automatic user assignments:

- User assignments for the role and category you provide.
- Assignment into any project they are related to in Platform.

The updates run nightly.

3.7.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

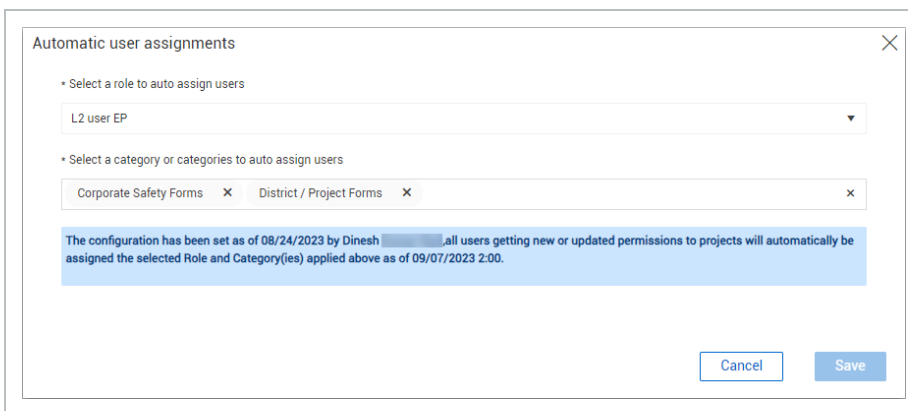
Automatic user assignments will not be assigned when organization level is chosen as the assignment in InEight Platform.

3.7.2 Steps

To navigate to Automatic user assignments, see steps to access organization level settings in [Settings overview](#).

Add automatic user assignments

1. Click **Automatic user assignments** under Configurations. The Automatic user assignments dialog box shows.



The screenshot shows a dialog box titled "Automatic user assignments" with a close button (X) in the top right corner. It contains two sections:

- Select a role to auto assign users:** A dropdown menu showing "L2 user EP".
- Select a category or categories to auto assign users:** A multi-select field showing "Corporate Safety Forms" and "District / Project Forms".

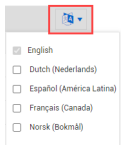
Below these fields is a blue informational message: "The configuration has been set as of 08/24/2023 by Dinesh [redacted], all users getting new or updated permissions to projects will automatically be assigned the selected Role and Category(ies) applied above as of 09/07/2023 2:00." At the bottom right are "Cancel" and "Save" buttons.

2. Select a role and categories from the drop-down menus, and then click **Save**.

3.8 LANGUAGE SETTINGS

You can select different languages to use in modules. All user-configurable fields can be translated into the languages you select.

After you configure your languages, to translate user-configurable fields, click the **Manage Translations** icon to select a language from the drop-down list.



To apply translations to a template, use the import function in a template's Properties tab. For more information, see [Template translation](#).

3.8.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.8.2 Steps

To navigate to Language settings, see steps to access organization level settings in [Settings overview](#).

Add a language

1. Click Language settings under Configurations. The Language settings dialog box shows.



2. Click in the **Select which languages you would like to use with this module** field to view the language drop-down list, and then select a language or languages.
3. Click **Save**.

3.8.3 Related information

[Template Translation](#)

3.9 MODULE ORGANIZATION

The Module organization lets you exclude any organization or project from seeing the current module. By default, all organizations and projects are included. When you exclude organizations or projects, you will not see the current module in those organizations or projects. When you exclude a project, the project cannot be used in user assignments or templates.

You might want to exclude the safety module from your project, if for example, the project is using a different software to keep track of safety data.

3.9.1 Considerations

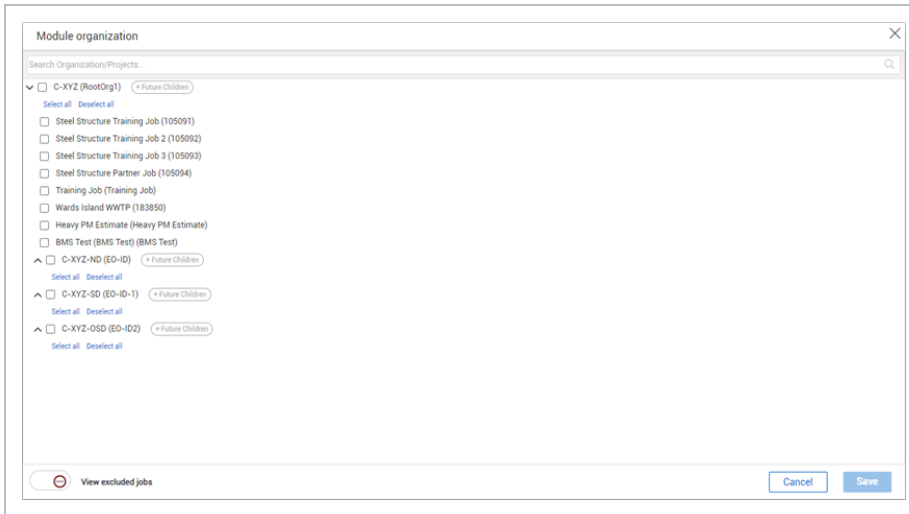
You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.9.2 Steps

To navigate to Module organization settings, see steps to access organization level settings in [Settings overview](#).

Exclude projects or organizations

1. Click Module organization under Configurations. The Module organization dialog box opens. The hierarchy shown, is your organization's operational structure.



NOTE You can expand and collapse organizations to view their projects.

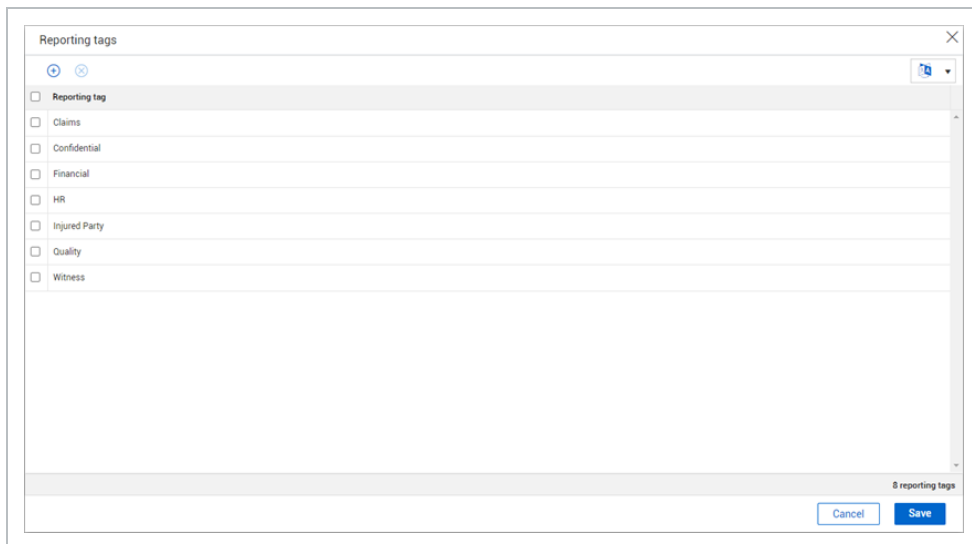
2. Uncheck the organization or project to exclude it from seeing the module, and then click **Save**.

To select or deselect all projects in the organization click the **Select all** or **Deselect all** buttons. You can also click the **+Future Children** button to automatically include future children projects. When selected, the button will turn green.

To view all excluded organizations or projects, enable the **View excluded jobs** toggle.

3.10 REPORTING TAGS

Within Compliance or Completions individual modules, you can configure reporting tags to secure information shown in reports. Reporting tags drive permissions when running reports. If a question is assigned a reporting tag and you are not assigned that reporting tag, you cannot see the response to the question in a report. Reporting tags are defined per module.



After you add reporting tags, you can assign reporting tags to users in Module settings > **User assignments**.

When you build your form, you can define who can see the question reporting data in Template manager > Form builder > **Access** section.

3.10.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.10.2 Steps

To navigate to Reporting tags, see steps to access organization level settings in [Settings overview](#).

Add a reporting tag

1. Click the **Add tag** icon.
2. Enter the reporting tag name, and then click **Save**.

Delete a reporting tag

1. Select a tag or tags.
2. Click the **Delete tag** icon.

3.11 CATEGORIES

You can create and manage categories in your organization to divide your templates into topics that have shared characteristics. Categories are module specific and can be applied as another layer of permissions to drive security within the module.

Each template must be associated with at least one category. You can associate categories to a template in Template Properties > **Category association**. In the Templates manager page, under **Filters**, you can also filter your templates by categories.

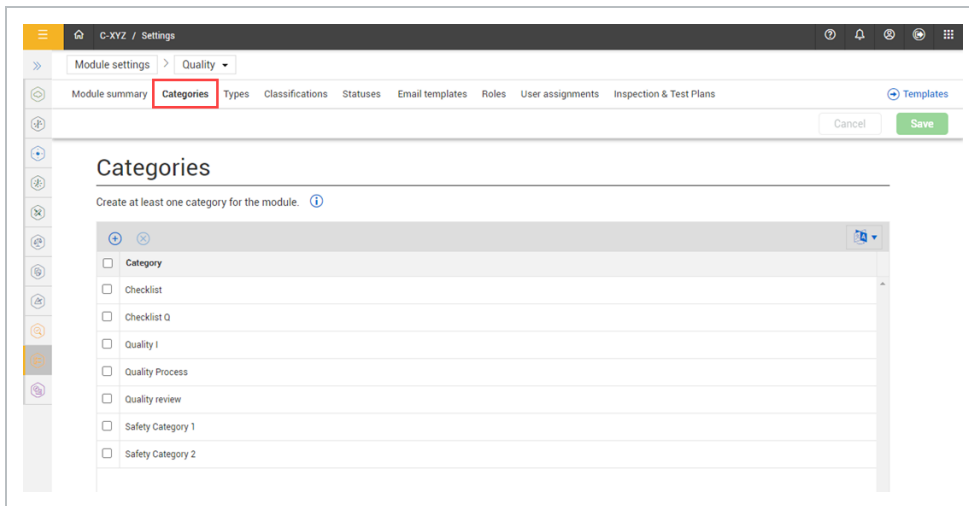
In User assignments, you must designate categories as part of the assignment. For more information, see [User assignments](#).

By creating categories, you can partition the module into smaller areas that can help define the module’s purpose.

For example, you could break your module down into four different categories, such as:

- Work types
- Disciplines
- Processes
- Subcontractors

Categories can be created for anything you need based on your company’s business processes.



3.11.1 Considerations

- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- To activate the module, you must add at least one category created, in addition to a published template.
- You cannot delete categories that are designated in user assignments or used in published templates.

3.11.2 Steps

To navigate to Categories, see steps to access organization level settings in [Settings overview](#).

Add a category

1. Click the **Add category** icon.
2. Enter the category name, and then click **Save**.

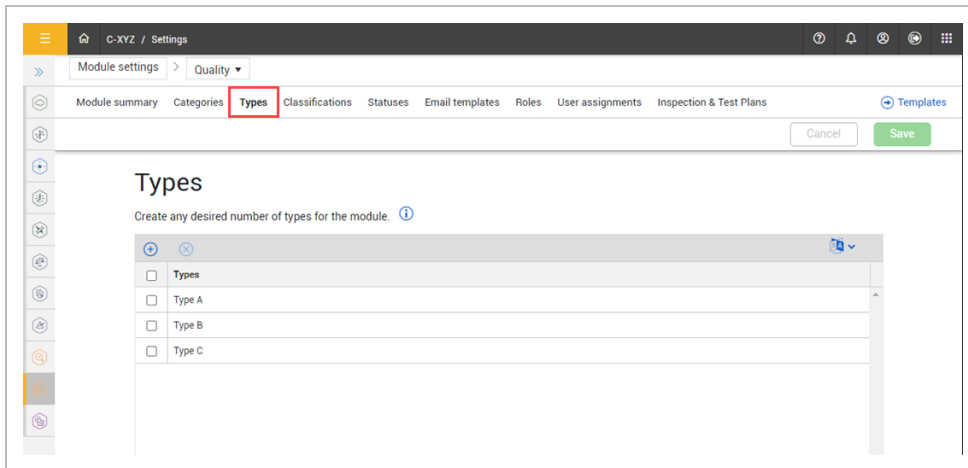
Delete a category

1. Select a category or categories.
2. Click the **Delete category** icon.

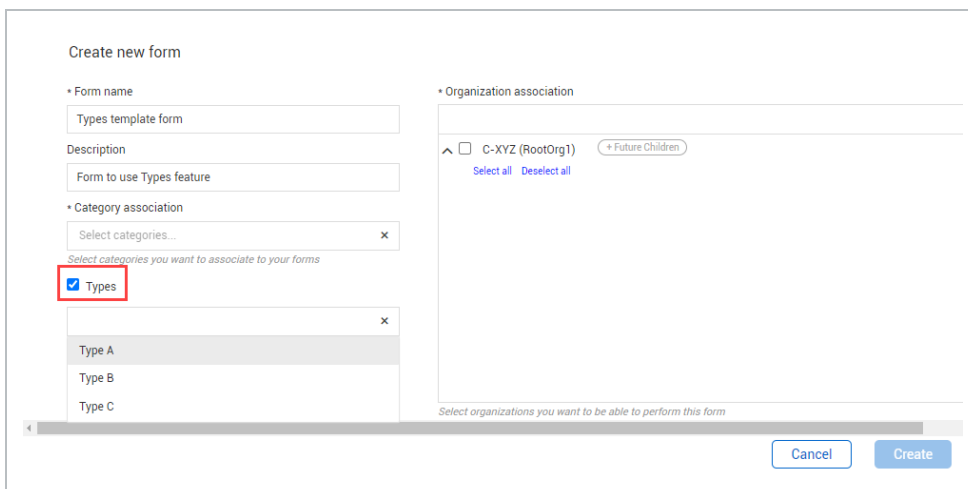
3.12 TYPES

Type values can be used to classify an event or task for association to filters and reporting. They allow you to add identifiers to a template to further define the activity. These are typically associated with identifying the risk of the event or task. Defining types lets you bring awareness to those risks during the closing of a phase in your project.

Types can be defined and added in the Module settings > **Types** tab. They can then be used in the Template Managers properties section, and on the reference question type.



In Templates manager, when creating a new form, the Types option is available to select or deselect in the Create new form page. Select the option to associate types to the template. When selected, the Types drop-down menu shows where you can then select from the list of defined types and make them available to use in the template form.



When building the form, the Types section is automatically populated as a header.

Like other question types, you can create a chain of associated events, set up default values, associate classifications, add form details, among other options, depending on your business process.

After the template form is created, you can enable or disable the Types option in the template properties tab.

When filling in the form, the Types option shows as a question. You can select a value from the pre-defined list.

3.12.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

You cannot delete Type values used in published templates.

3.12.2 Steps

To navigate to Types, see steps to access organization level settings in [Settings overview](#).

Add a Type value

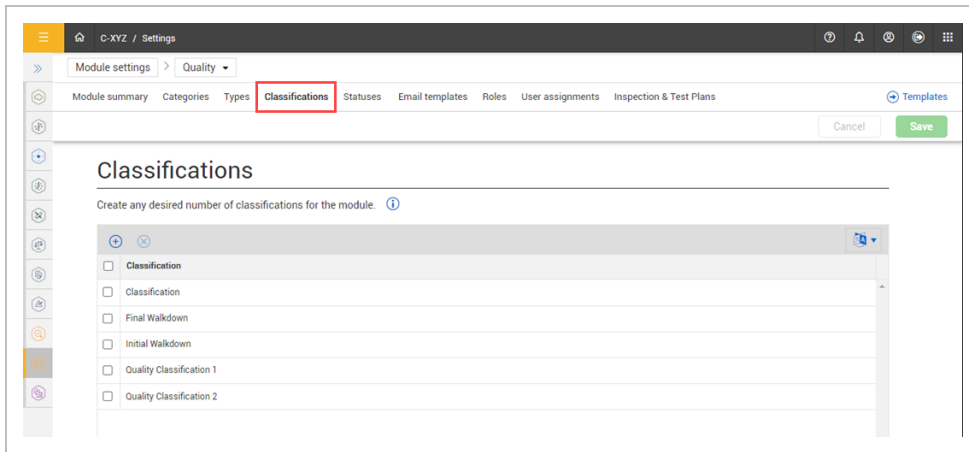
1. Click the **Add** icon.
2. Enter the Type name.
3. Click **Save**.

Delete a Type value

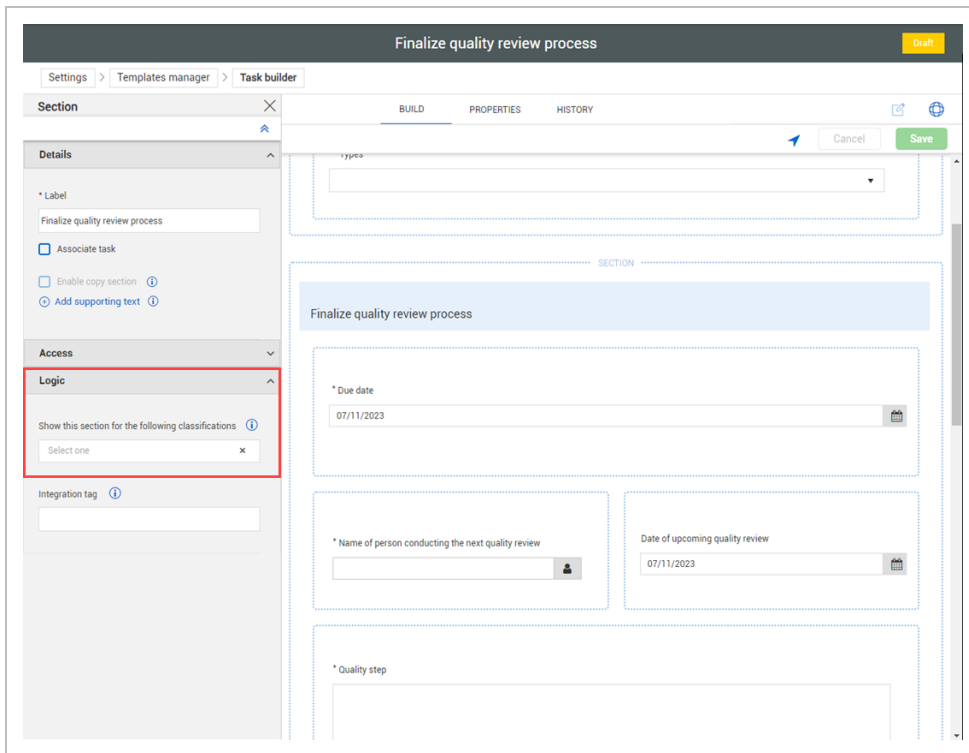
1. Select a type or types.
2. Click the **Delete** icon.

3.13 CLASSIFICATIONS

Classifications are used to further classify forms and associate them to filters and reporting, as well as facilitate logic within a form. You can use classifications on any template in the module.



You can use classifications to apply logic to template headers.



Go to Template creation > Form and Task Builder – Build Tab > **Classifications** section for more information.

3.13.1 Considerations

- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- You cannot delete classifications used in published templates.

3.13.2 Steps

To navigate to Classifications, see steps to access organization level settings in [Settings overview](#).

Add a category

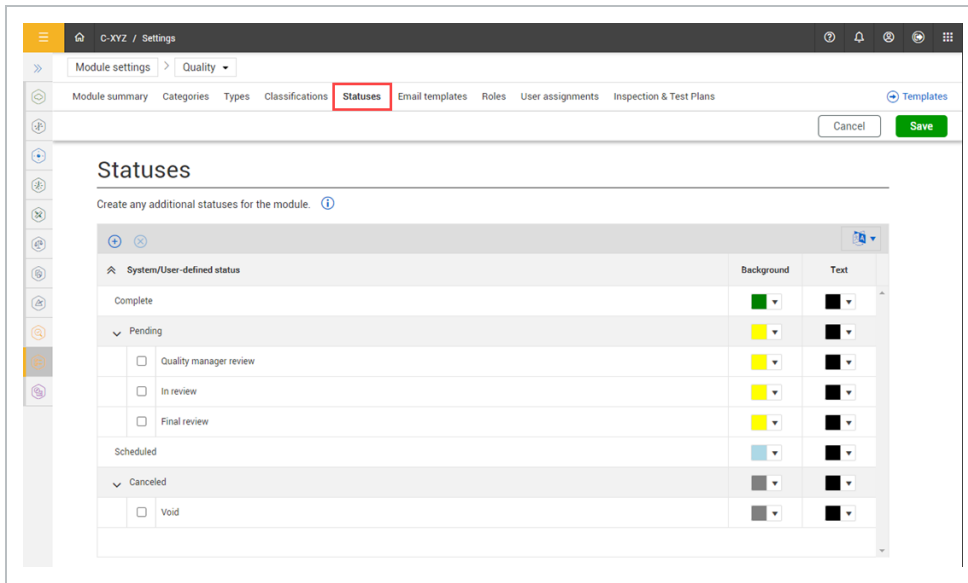
1. Click the **Add Classification** icon.
2. Enter a name.
3. Click **Save**.

Delete a category

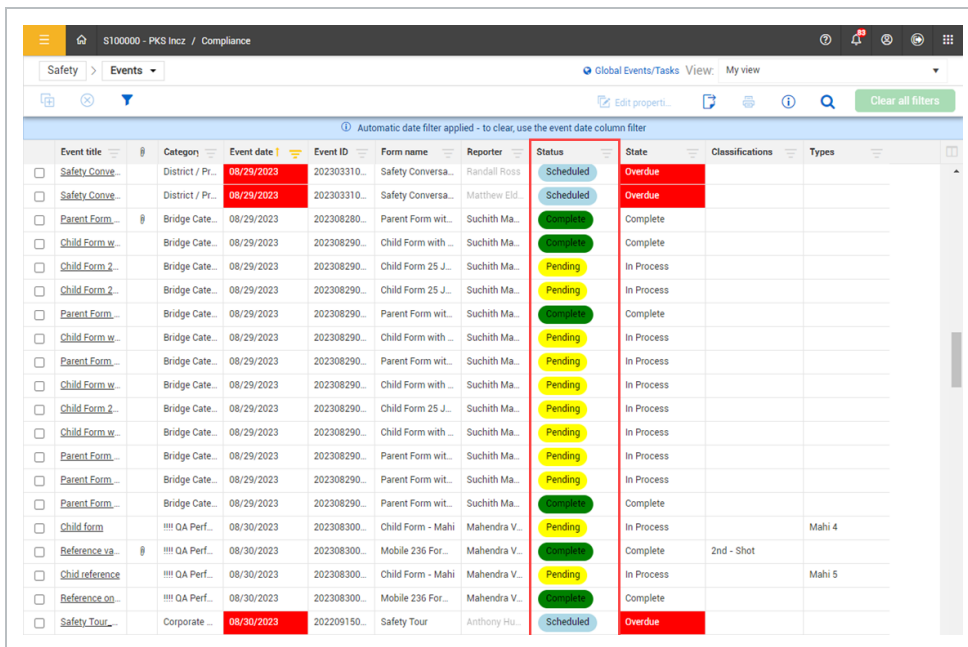
1. Select a Classification or Classifications.
2. Click the **Delete classification** icon.

3.14 STATUSES

Statuses represent the condition of a form or task. Default statuses of complete, pending, scheduled, and canceled are applied to each module. New sub statuses can be created under Complete, Pending, and Canceled statuses to facilitate your business processes. You can also change or add background and text colors to statuses to customize your view.



You can apply statuses to a template, and when used as an option on the perform form, either through a button or form flow, it will show on the Events and Tasks pages.



The following table provides more information on the default statuses.

Status	Notes when:	Customizable	Permissions	Can Be Overdue	Editable
Complete	Form or Task is	Yes	It has permissions	No	Permission

Status	Notes when:	Customizable	Permissions	Can Be Overdue	Editable
	completed, and workflow is done.		tied to it such as when completed form or task locks and cannot be reopened by certain roles.		based
Pending	Form or Task is started and is in this status until completed.	Yes	All roles have permission to this status.	Yes	x
Scheduled	An Event or Task has been scheduled.	No	All roles have permission to this status.	Yes	x
Canceled	An Event or Task was started but there is no intent to complete it.	Yes	All roles have permission to this status.	No	x

3.14.0.1 Differences between a state and a status

The state of a form or task is another indication of their condition that is different from a status. Unlike statuses, states cannot be changed or customized. States are driven actions you take in forms or tasks. For example, they let you know that a work item is overdue regardless of its status in your workflow or process.

The following table provides more information about states:

State	Notes when:	Work item types
In Process	Form or Task is pending.	Forms and tasks.
Complete	Form or Task is complete.	Tasks only.
Overdue	Form or task workflow or due date has passed.	Forms and tasks.

State	Notes when:	Work item types
Saved	Task is not yet assigned.	Tasks only.
Scheduled	Form or task has been scheduled.	Forms and tasks.
Canceled	Form or task was started but there is no intent to complete it.	Forms and tasks.

3.14.1 Considerations

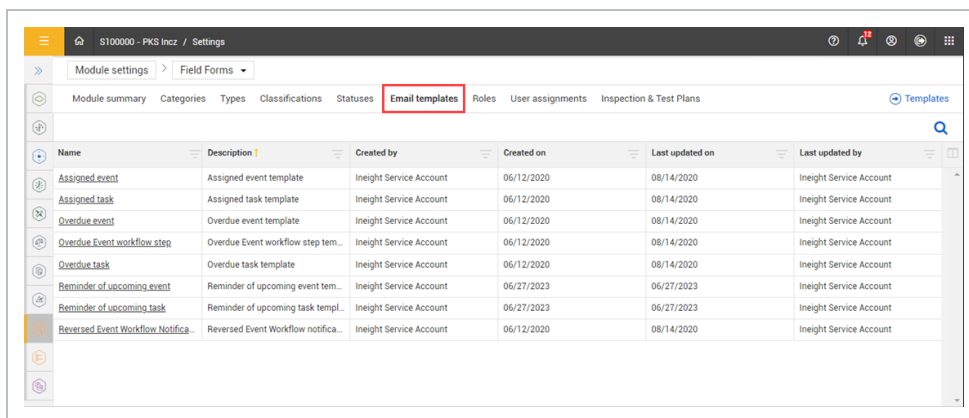
- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- The standard statuses cannot be renamed or deleted.

3.14.2 Steps

To navigate to Statuses, see steps to access organization level settings in [Settings overview](#).

3.15 EMAIL TEMPLATES

You can apply system generated email templates to send to responsible parties when events and tasks are assigned, overdue, or reversed, and to send reminders of upcoming events and tasks before they are due.

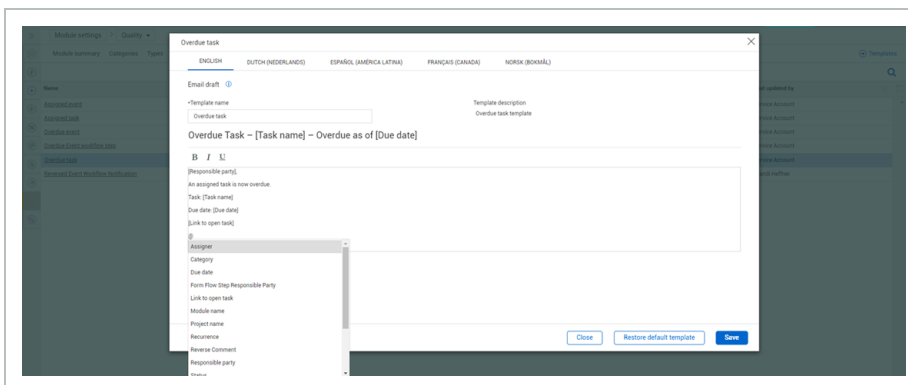


The system-generated emails leverage predefined templates that are configurable by module administrators.

Template	Description
<ul style="list-style-type: none"> • Assigned event • Assigned task 	Emails are sent to responsible parties when you assign a task or event.
<ul style="list-style-type: none"> • Overdue event • Overdue Event workflow step • Overdue task. 	Emails are sent to responsible parties when their assigned event, task, or workflow step has passed its due date.
<ul style="list-style-type: none"> • Reminder of upcoming event • Reminder of upcoming task 	Emails are sent to responsible parties prior to the event or task due dates.
<ul style="list-style-type: none"> • Reversed Event Workflow Notification 	Emails are sent to responsible parties when a workflow is reversed back to a step already completed by the responsible party.

You can edit the following items in the email templates:

- Template name.
- The body of the email, including the font.
- Change the email language.
- Add variables so that users can enter information such as reporter names or event titles into emails. To add a variable, type @, and then select an option from the drop-down list.
- Click the **Restore default template** button to restore a template to its original state.



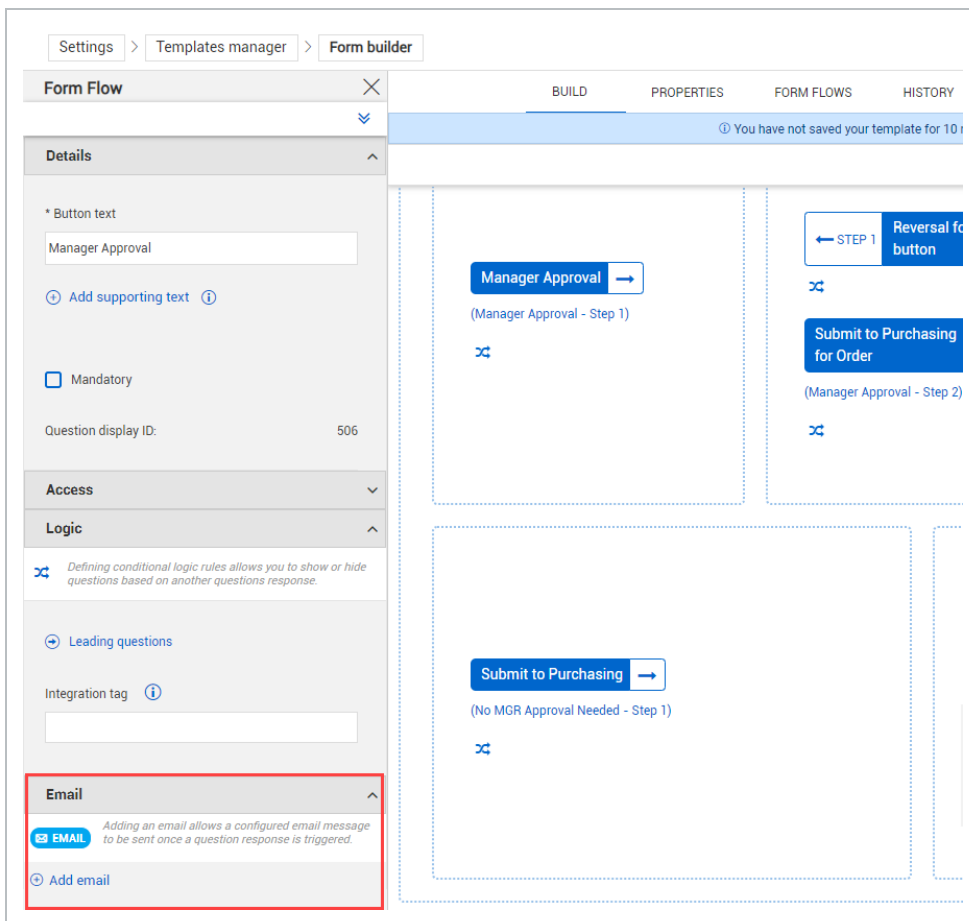
Click the **Restore default template** button to restore a template to its original state.

3.15.0.1 Assigned, overdue, and reversed event workflow templates

When building your template, you can use Email templates in the following form questions:

- Button
- Form Button
- Form Flows
- Number
- People picker
- Text questions

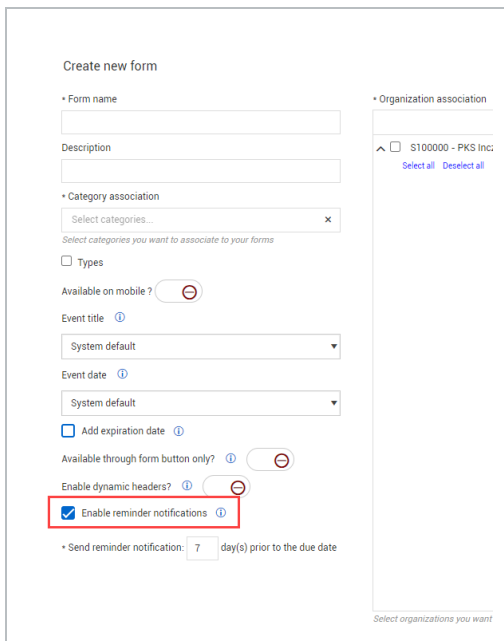
Question types that support email notifications can be configured by selecting the question and expanding the Email option on the question property panel.



3.15.0.2 Reminder of upcoming event and upcoming task

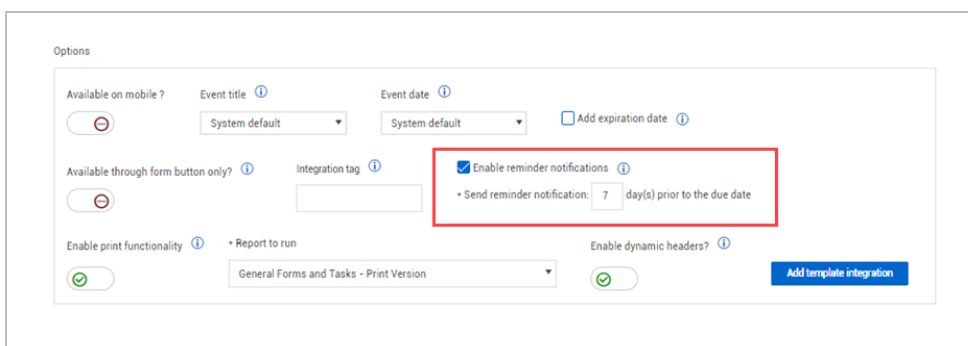
The feature can be enabled on a template-by-template basis when creating a new form or in existing templates.

When creating a new form, select **Enable reminder notifications**, and then enter the number of days of the reminder prior to the due date.



The screenshot shows the 'Create new form' configuration interface. On the left side, there are several settings: 'Form name', 'Description', 'Category association', 'Types', 'Available on mobile?' (disabled), 'Event title' (System default), 'Event date' (System default), 'Add expiration date' (disabled), 'Available through form button only?' (disabled), 'Enable dynamic headers?' (disabled), and 'Enable reminder notifications' (checked and highlighted with a red box). Below the 'Enable reminder notifications' checkbox, there is a text label 'Send reminder notification: 7 day(s) prior to the due date'. On the right side, there is an 'Organization association' section with a dropdown menu showing 'S100000 - PKS Inc.' and options to 'Select all' or 'Deselect all'.

For existing templates, you can enable the feature in template properties, under **Options**. Select **Enable reminder notifications**, and then enter the number of days prior to the due date.



The screenshot shows the 'Options' configuration page for an existing template. The 'Enable reminder notifications' checkbox is checked and highlighted with a red box. Below it, there is a text label 'Send reminder notification: 7 day(s) prior to the due date'. Other settings visible include 'Available on mobile?' (disabled), 'Event title' (System default), 'Event date' (System default), 'Add expiration date' (disabled), 'Available through form button only?' (disabled), 'Integration tag', 'Enable print functionality' (checked), 'Report to run' (General Forms and Tasks - Print Version), and 'Enable dynamic headers?' (checked). There is also an 'Add template integration' button.

NOTE

The default reminder notification is 7 days, and the maximum number of days allowed is 99. You will not receive a reminder when the number of notification days is past the due date.

3.15.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.15.2 Steps

To navigate to Email templates, see steps to access organization level settings in [Settings overview](#).

3.16 ROLES OVERVIEW

Roles and permissions are maintained in both InEight Platform and the Compliance or Completions applications respectively.

In Compliance or Completions, you can configure roles and permissions in the Roles tab. You can add, copy, delete, and edit roles.

When creating or updating a role, you can configure permissions for the following items:

- Module
- Events
- Roles/Users
- Templates
- Project Settings

The History tab shows in existing roles.

3.16.0.1 Organization and project's home page access to application

The Compliance and Completions icons show in your home's landing page left navigation menu and tiles regardless of permissions.

When you click to open Compliance or Completions and do not have the applicable permissions assigned, a message shows requesting you to coordinate permissions setup with your administrator.

3.16.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.16.2 Steps

To navigate to Roles, see steps to access organization level settings in [Settings overview](#).

3.16.3 Related links

InEight Platform [Roles and permissions](#)

3.17 INEIGHT PLATFORM PERMISSIONS

InEight Platform account administrators must have Level 3 – Account Admin permissions and full access to all modules to manage and set up Compliance or Completions roles and permissions. By default, these permissions are assigned to the Account Administrator and Dev/Ops roles. These roles should be assigned with discretion.

In Platform, you can access permissions by navigating to Main menu > Suite administration > **Roles and permissions**. Permissions for Compliance and Completions are found in the **Organization and project** drop-down menu.

NOTE

There is no drop-down menu for the Compliance or Completions application in Platform Permissions.

During initial setup, a Platform role lower than level 3 will not have access to Compliance or Completions. Other permissions to access Compliance or Completions outside of the Level 3 role need to be configured and obtained within Compliance or Completions.

Platform level 3 roles are set up to edit all modules. These settings override all other Compliance or Completions level permissions. There are no settings or permissions in Platform that will allow a level lower than a Level 3 to access Compliance or Completions as an administrator.

A level 3 user must be the first user to log into the application to set up users and configure the module or modules or set up a module administrator in the application to perform these tasks. It is common practice for level 3 administrators to set up additional administrative roles in Compliance or Completions.

The following table shows examples of InEight Platform’s user roles and definitions:

Role	Definition	Example
Platform account	Level 3 - Account Admin - with edit and view	<ul style="list-style-type: none"> Account

Role	Definition	Example
administrators	permissions of all modules - Highest level access.	administrator
Compliance or Completions product Administrator	Level 3 - Responsible for creating or modifying the roles for Compliance or Completions Admins within each module.	<ul style="list-style-type: none"> Quality Dept Administrator Compliance or Completions Product Administrator

3.17.1 Considerations

- In general, the average Compliance or Completions user does not need Platform permissions to access the product. Users (other than a level 3 user) are maintained directly in Compliance or Completions. A level 3 user assignment overrides all Compliance and Completions-level assignments.
- The level 3 role must be maintained correctly in Platform to add subsequent users in Compliance or Completions.

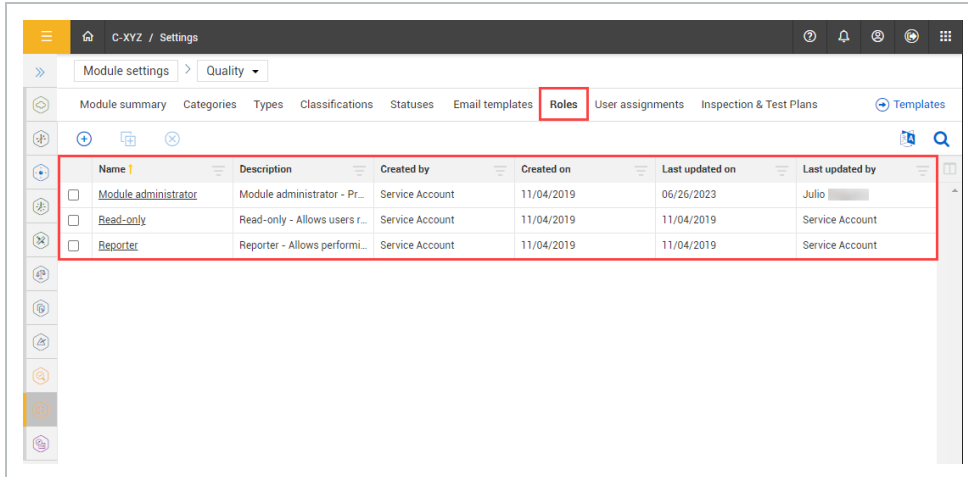
3.17.2 Related information

InEight Platform [Roles and permissions](#)

3.18 ROLES

The setup and design of Compliance and Completions roles and permissions are different than any other of the InEight cloud platform applications. A Level 3 – Account Admin role, with full permissions of all modules must be present and maintained correctly in Platform for subsequent users to get added to the Compliance and Completions application. The level 3 administrator can set up module administrators and configure modules according to business needs.

The image below shows the default seated roles:



Name	Definition
Module administrator	Full access to all the permissions.
Reporter	A general role that allows the execution of forms in any category or project assigned. It does not allow manipulation of other users, role creation, or template creation.
Read-only	A general role that allows the viewing of events and tasks in assigned categories or projects. It does not allow manipulation of other users, roles, templates, events, or tasks.

Role permissions are module specific. They are comprised of permissions that you can perform in a specific module. You can create different roles with specific permissions as needed to facilitate any process you plan to do in a module. When you create a new role, it will default to Reporter role permissions. After you create a role, you can update its permissions.

The following table shows examples of user roles and definitions:

Role	Definition	Example names
Module Administrator	Responsible for administering Compliance or Completions daily per the organizational assignments.	<ul style="list-style-type: none"> Compliance or Completions Module administrator
Other general roles	Specific job roles with limited access.	<ul style="list-style-type: none"> Form Creator Crane Manager

NOTE

In User assignments, you must designate roles as part of the assignment. The users in the assignment will inherit the permissions in the designated role. For more information, see [User assignments](#)

The roles tab page shows the following role columns:

- Name
- Description
- Created by
- Created on
- Last Updated on
- Last updated by

You can filter the columns and use the Column chooser to customize your view.

3.18.1 Considerations

InEight Completions is comprised of one module, Quality.

3.18.2 Steps

To navigate to Roles, see steps to access organization level settings in [Settings overview](#).

Add a new role

1. Click the **Add role** icon. The Add role dialog box opens.
2. Fill in the required role name and optional description.
3. Select the designated permissions, and then click **Save**.

Copy or delete a role or roles

1. Select the checkbox next to the role or roles.
2. Click the **Copy role** icon to copy or the **Delete role** icon to delete.

Edit a role

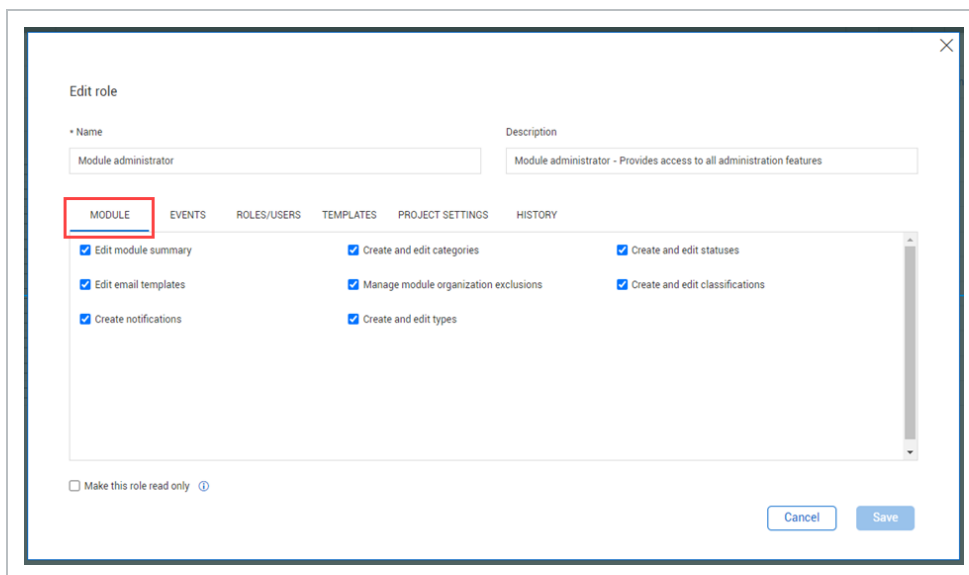
1. Click the role name link. The Edit role dialog box opens.
2. Edit the role, and then click **Save**.

3.18.3 Related links

InEight Platform [Roles and permissions](#)

3.19 MODULE PERMISSIONS

Within Compliance or Completions individual modules, you can configure permissions for the module. To go to Module permissions, go to Module settings > **Roles**. Select **Add role** or click an existing role to edit the role, and then select the **Module** tab.



The following table is a summary of permissions in the Module tab:

Permission	Location	Allowed actions
Edit module summary	Module settings > Module summary tab .	<ul style="list-style-type: none"> • Edit Module name and description. • Activate and deactivate

Permission	Location	Allowed actions
	<p>Compliance/Completions landing page.</p> <p>Module landing page.</p>	<p>module toggle.</p> <ul style="list-style-type: none"> • Manage Configurations. • View module tiles according to your assignments. • View side menu Settings link.
Edit email templates	<p>Module settings > Email templates tab.</p> <p>Template manager > Form builder or Task builder.</p>	<ul style="list-style-type: none"> • Edit email templates. • Use Email templates in form questions.
Create notifications	<p>Events and tasks lists (Project level).</p>	<ul style="list-style-type: none"> • Create notifications for projects, roles, and users in your assignments.
Create and edit categories	<p>Module settings > Categories tab.</p> <p>User assignments.</p> <p>Template properties.</p>	<ul style="list-style-type: none"> • Add and delete categories. • Designate categories. • Associate categories.
Manage module organization exclusions	<p>Module settings > Module summary > Configurations > Module organization.</p>	<ul style="list-style-type: none"> • Exclude or include organizations or projects.
Create and edit types	<p>Module settings > Types tab.</p> <p>Template manager > Create new form.</p> <p>Template manager > Form builder > Properties tab.</p>	<ul style="list-style-type: none"> • Add and delete types. • Select or deselect Type drop-down option. • Select or deselect Types option.
Create and edit statuses	<p>Module settings > Statuses tab.</p>	<ul style="list-style-type: none"> • Add statuses. • Edit statuses background and text color.

Permission	Location	Allowed actions
	Form or task.	<ul style="list-style-type: none"> Delete a status. Edit statuses when performing an event.
Create and edit classifications	Module settings > Classifications tab. Template manager > Form builder or Task builder .	Add classifications. Delete Classifications. Select classifications in template headers under the Logic drop-down.

3.19.1 Considerations

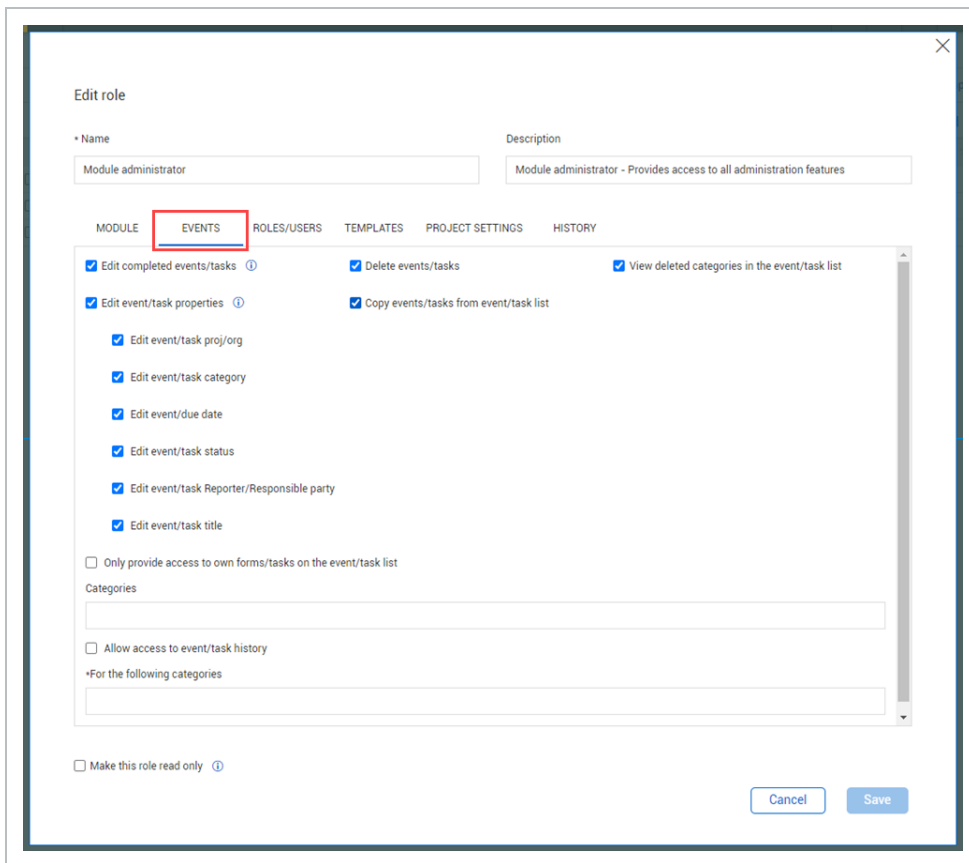
- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- The **Make this role read-only** option is available in all tabs, except for the History tab. For more information, see [Read-only role](#).

3.19.2 Steps

To navigate to Module permissions, see steps to access organization level settings in [Settings overview](#).

3.20 EVENTS PERMISSIONS

Within Compliance or Completions individual modules, you can configure permissions for Events. To go to Events permissions, go to Module settings > **Roles**. Select **Add** role or click an existing role to edit the role, and then select the **Events** tab.



The following table is a summary of permissions in the Events tab:

Permission	Location	Allowed actions
Edit completed events/tasks	Events and Tasks lists Event (inside) Task (inside)	<ul style="list-style-type: none"> Reopen a completed event/task to pending status. Use the Complete button after a closed event or task is edited.
Edit event/task properties (The sub-permissions below can be selected and deselected after Edit event/task properties is selected.)	Events list Task list Event (inside) Task (inside)	<ul style="list-style-type: none"> Edit and event or task in your assignments using the Information slide-out panel.
<i>Edit event/task proj/org</i>	Form flow panel for event. Events list	<ul style="list-style-type: none"> Edit user on the current active step. Edit the project and organization

Permission	Location	Allowed actions
	Tasks list Event (inside) Task (inside)	field of any event or task in your assignments using the Information slide-out panel.
<i>Edit event/task category</i>	Events list Tasks list Event (inside) Task (inside)	<ul style="list-style-type: none"> Edit the Category field of any event or task in your assignments using the Information slide-out panel.
<i>Edit event/task due date</i>	Events list Tasks list Event (inside) Task (inside)	<ul style="list-style-type: none"> Edit the Event date and Due date fields of any event or task in your assignments using the Information slide-out panel.
<i>Edit event/task status</i>	Events list Task list Event (inside) Task (inside)	<ul style="list-style-type: none"> Edit the Status field of any event or task in your assignments using the Information slide-out panel.
<i>Edit event/task Reporter/Responsible party</i>	Events list Task list Event (inside) Task (inside)	<ul style="list-style-type: none"> Edit the Reporter and Responsible party fields of any event or task in your assignments using the Information slide-out panel.
<i>Edit event/task title</i>	Events list Task list Event (inside) Task (inside)	<ul style="list-style-type: none"> Edit the title field of any event or task in your assignments using the Information slide-out panel.
Delete events/tasks	Events list Task list	<ul style="list-style-type: none"> Delete any event in the assignments area.
Copy events/tasks from event/task list	Events list Task list	<ul style="list-style-type: none"> Copy an event or task. You cannot copy an event with form flow.
View deleted categories in the event/task list	Events list Task list	<ul style="list-style-type: none"> Filter to show inactive categories.
Only provide access to own forms/tasks on the event/task list	Event list Task list	<ul style="list-style-type: none"> View only events where you are a reporter. You cannot see any other events or tasks you did not initiate

Permission	Location	Allowed actions
(Select one or more categories from the drop-down list)		as a reporter.
Allow access to event/task history (Select one or more categories from the drop-down list)	Event and task information panel	<ul style="list-style-type: none"> • View the history of the event or task.

3.20.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

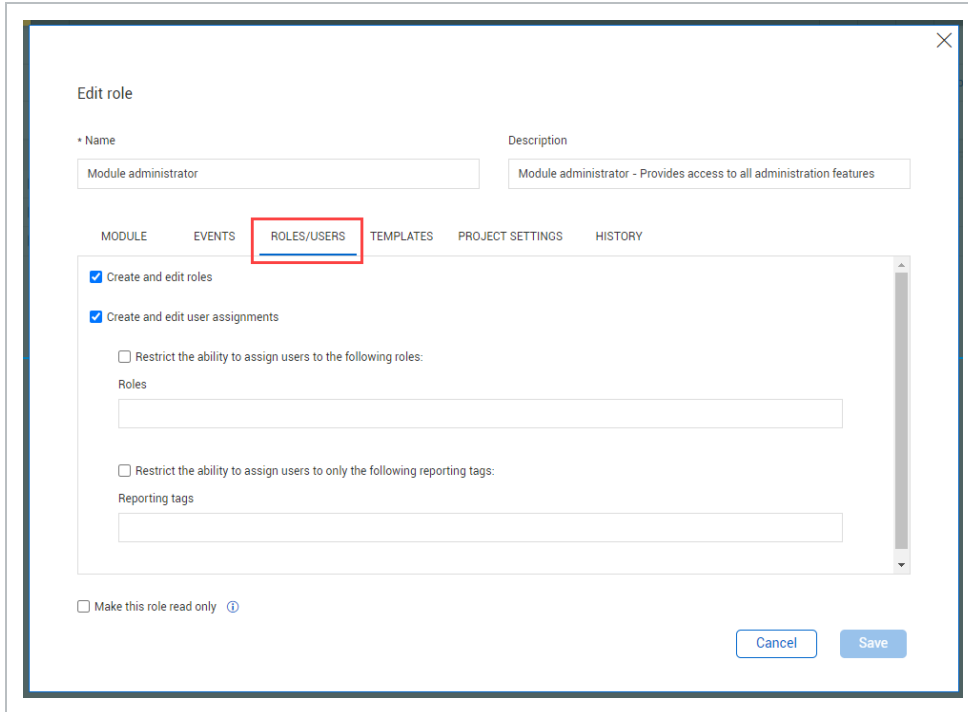
The **Make this role read-only** option is available in all tabs, except for the History tab. For more information, see [Read-only role](#).

3.20.2 Steps

To navigate to Module permissions, see steps to access organization level settings in [Settings overview](#).

3.21 ROLES AND USERS PERMISSIONS

Within any Compliance or Completions individual modules, you can configure roles and user permissions. To go to Roles/Users permissions, go to Module settings > **Roles**. Select **Add role** or click an existing role to edit the role, and then select the **Roles/Users** tab.



The following table is a summary of permissions in the Roles/Users tab:

Permission	Location	Allowed actions
Create and edit roles	Roles	<ul style="list-style-type: none"> Add, edit, copy, and delete roles.
	Add and edit role dialog box	<ul style="list-style-type: none"> Add and edit name. Add and edit description. Add and edit all permissions.
Create and edit user assignments (The sub-permissions below can be selected and deselected after Edit event/task properties is selected)	Compliance/Completions Landing page	<ul style="list-style-type: none"> View tiles according to your assignments.
	User assignments	<ul style="list-style-type: none"> Add, remove and transfer user assignments. Add reporting tags.
	Compliance/Completions	<ul style="list-style-type: none"> View module tiles

Permission	Location	Allowed actions
	landing page	according to your assignments.
	Module landing page	<ul style="list-style-type: none"> View side menu User assignments link.
Restrict the ability to assign users to the following roles:	Add user assignments wizard	Restrict roles available to create and edit user assignments.
	Remove user assignments	Remove icon is available only from roles list associated with the permissions.
Restrict the ability to assign users to only the following reporting tags:	Add reporting tags dialog box in User assignments	Can only assign the selected reporting tags to users.

3.21.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

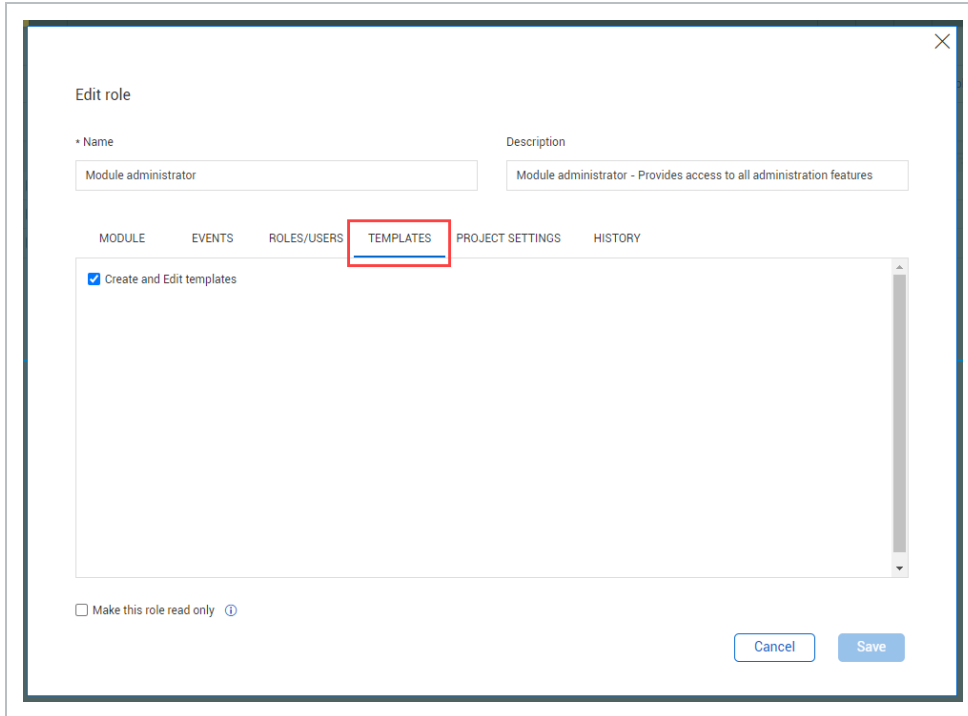
The **Make this role read-only** option is available in all tabs, except for the History tab. For more information, see [Read-only role](#).

3.21.2 Steps

To navigate to Module permissions, see steps to access organization level settings in [Settings overview](#).

3.22 TEMPLATES PERMISSIONS

Within any Compliance or Completions individual modules, you can configure template permissions. To go to Templates permissions, go to Module settings > **Roles**. Select **Add role** or click an existing role to edit the role, and then select the **Templates** tab.



The following table is a summary of permissions in the Templates tab:

Permission	Location	Allowed actions
Create and edit templates	Templates manager forms	<ul style="list-style-type: none"> • Create, edit, copy, deactivate and delete forms.
	Templates manager tasks	<ul style="list-style-type: none"> • Create, edit, copy, deactivate and delete forms.
	Form builder	<ul style="list-style-type: none"> • Use all functions including form flows.
	Task builder	<ul style="list-style-type: none"> • Use all functions.
	Compliance/Completions landing page	<ul style="list-style-type: none"> • View module tiles according to your assignments.
	Module landing page	<ul style="list-style-type: none"> • View side menu Templates manager link.

3.22.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

The **Make this role read-only** option is available in all tabs, except for the History tab. For more information, see [Read only role](#).

3.22.2 Steps

To navigate to Module permissions, see steps to access organization level settings in [Settings overview](#).

3.23 PROJECT SETTINGS PERMISSIONS

Within Compliance or Completions individual modules, you can configure project settings permissions that can be associated to roles. To go to Project Settings permissions, go to Module settings > **Roles**. Select **Add role** or click an existing role to edit the role, and then select the **Project Settings** tab.

The following table is a summary of permissions in the Project Settings tab:

Permission	Description
Enable/ Disable Project Structure (When selected, the Edit header template checkbox is automatically selected)	Enable or disable the ability to manage, add, and edit project structure header templates, and add them to forms, based on user assignments at the project level.
Edit header template	Enable the ability to edit header templates associated with the project structure process at the project level.
Manage Project Inspection and Test Plans (When enabled, the Create and edit Inspection and Test Plans and Edit header template checkboxes are automatically selected)	Enable the ability to manage, add, and edit Inspection and Test Plans (ITPs), and edit ITP header templates in Module settings > Inspection and Test Plans tab at the project level. You can access the Inspection and Test plan report in the module landing’s page on the left navigation menu.
Create and edit Inspection and Test Plans	Enable the ability to create and edit Inspection and Test Plans (ITPs) at the project level in the project’s Module settings >

Permission	Description
Edit header template	Project Settings > Inspection and Test Plans section. You can access the Inspection and Test plan report in the module landing's page on the left navigation menu.
Manage Project User Groups (When selected, the Create and edit User groups checkbox is automatically selected as well)	Enable or disable the ability to manage, create and edit User Groups at the project level in the project's Module settings > Project Settings > User Groups section.
Create and edit User groups	Enables the ability to create and edit user groups.

3.23.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

The **Make this role read-only** option is available in all tabs, except for the History tab. For more information, see [Read only role](#).

3.23.2 Steps

To navigate to Module permissions, see steps to access organization level settings in [Settings overview](#).

3.24 HISTORY

Within any Compliance or Completions individual modules, you can view the history of any changes performed in a role. To go to the history of a role, go to Module settings > **Roles**. Click an existing role to edit the role, and then select the **History** tab.

The History tab provides a list of changes made to a role. You can also edit the role's **Name** and **Description** fields. As with other InEight features, data in these columns can be filtered or sorted.

Each time a role is updated and saved a new entry is created. Each change constitutes a new line item on the History tab.

For auditing purposes and to meet ISO requirements, changes to roles are recorded with date and version history.

The following is a summary of the contents in the History tab:

Column name	Description
Permission category	Name of the category where the change occurred. Module, Events, Roles/Users, Templates, or Project Settings.
Permission	Specific permission in the category that was changed.
Action	The action that was performed.
Change date	The date the change took place.
Changed by	The name of the user responsible for the change.

3.24.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.24.2 Steps

To navigate to Module permissions, see steps to access organization level settings in [Settings overview](#).

3.25 READ-ONLY ROLE

Within Compliance or Completions individual modules, you can configure roles with read-only permissions. To enable **Make this role read only**, go to Module settings > **Roles**. Select **Add role** or click an existing role to edit the role, and then select **Make this role read only**. You can select the option in the Module, Events, Roles/Users, Templates, or Project Settings tab.

The Make this role read-only option allows you to only view events and tasks based on their user assignments.

The screenshot shows a configuration interface with tabs for MODULE, EVENTS, ROLES/USERS, TEMPLATES, and HISTORY. Under the MODULE tab, there are several checkboxes for permissions:

- Edit module summary
- Edit email templates
- Create and edit User groups
- Create and edit types
- Create and edit categories
- Manage module organization exclusions
- Create and edit classifications
- Create and edit statuses
- Create notifications
- Create and edit Inspection and Test Plans
- Make this role read only ⓘ

The following table is a summary of the read-only role:

Location	Description
Compliance or Completions landing page	<ul style="list-style-type: none"> View module tiles according to your assignments.
Module landing page	<ul style="list-style-type: none"> View links, forms, and tasks To-do list is not shown because forms and tasks cannot be assigned.
Events page	<ul style="list-style-type: none"> View events according to your assignments. View information side panel. Cannot enter information in fields.
Tasks page	<ul style="list-style-type: none"> View tasks according to your assignments. View information side panel. Cannot enter information in fields.

- Considerations
- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- When you select **Make this role read only option**, any other permissions previously selected will be automatically deselected.

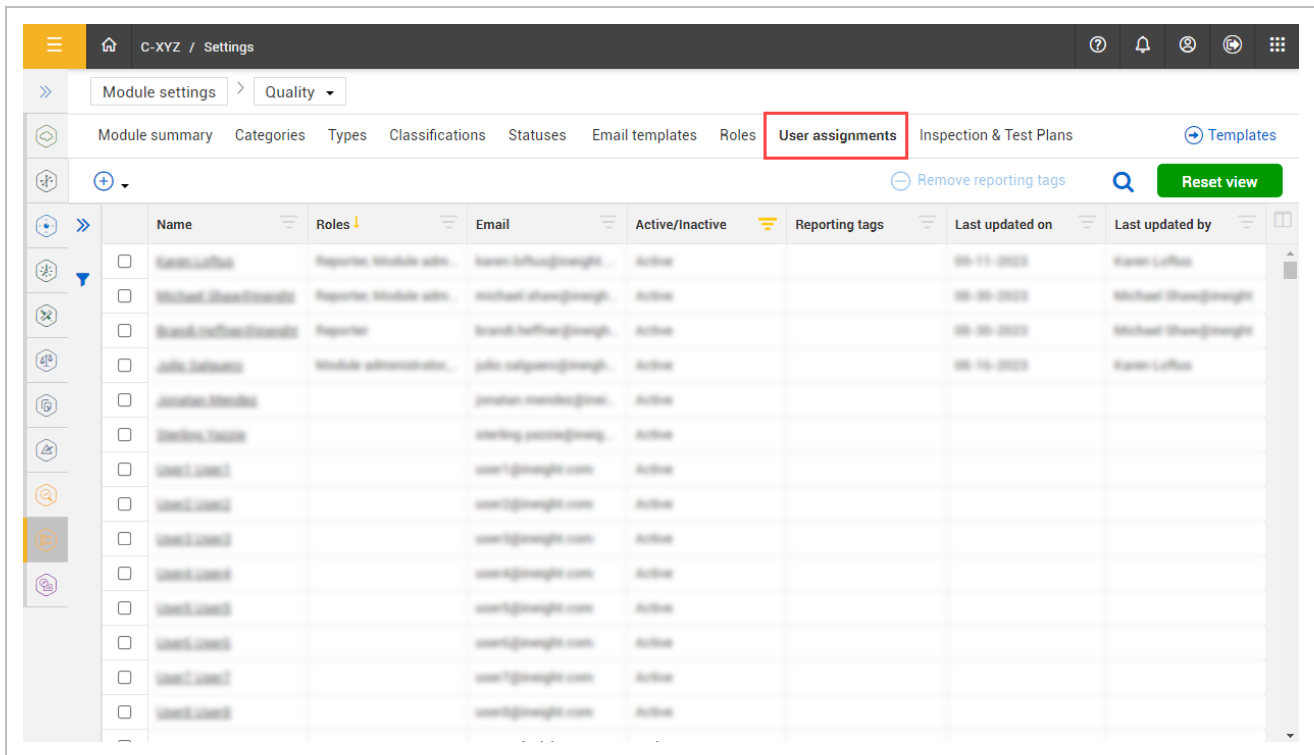
3.25.1 Steps

To navigate to Module permissions, see steps to access organization level settings in [Settings overview](#).

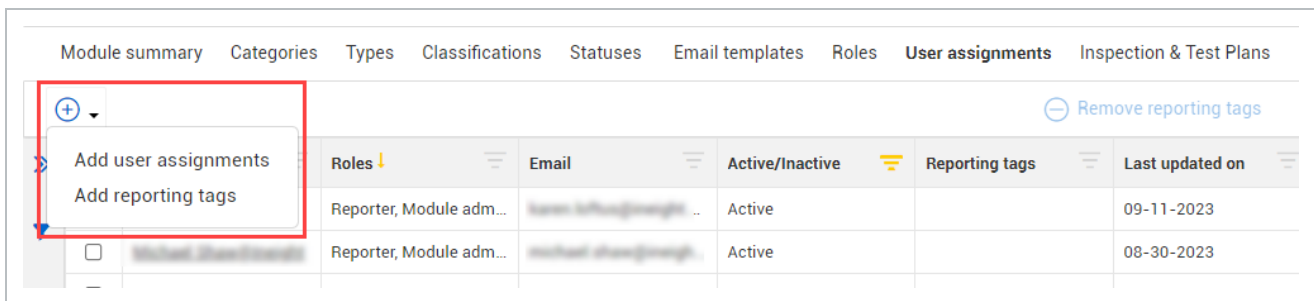
3.26 USER ASSIGNMENTS

You can use user assignments to assign any InEight Platform user to a Compliance or Completions organization, project, category, and role. The user will have access to manage Compliance or Completions, according to their assignment.

The User assignments tab page shows all users from InEight Platform. The user’s name, email, and status are pulled from their profiles in Platform. The designated Roles, Reporting tags, and Last updated information from their assignments are also shown.



User assignments are added by designating users to organizations, projects, categories, and roles. You can also assign Reporting tags to users. For more information about reporting tags, see [Reporting tags](#).



NOTE

Automatic user assignments can be configured to assign roles and categories to InEight Platform users. For more information see [Automatic user assignments](#).

After user assignments have been designated, they can be removed or transferred to other users.

Organization/Project	Role	Category	
ABC Mining Group (ABC-W1),BMS Test (BMS Test),...	Module administr...	Checklist,Checklist Q,Quality I,Quality Process,Quality review,Safety Category 1,Safety Category...	
ABC Mining Group (ABC-W1),BMS Test (BMS Test),...	Read-only	Checklist,Checklist Q,Quality I,Quality Process,Quality review,Safety Category 1,Safety Category...	
ABC Mining Group (ABC-W1),BMS Test (BMS Test),...	Reporter	Checklist,Checklist Q,Quality I,Quality Process,Quality review,Safety Category 1,Safety Category...	

In the Add user assignment wizard an assignment consists of one or more users, organizations, projects, categories, and roles.

3.26.0.1 Assignments and History

When viewing a user assignment, the user assignment page shows the Assignments and History tabs. The Assignments tab lists all user assignments. You can filter them by Organization/Project, Role, or Category. The History tab lists the history of all assignment's changes. You can filter them by Change type, Role, Category, Organization/Projects, Reporting tags, Change date, and Changed by.

3.26.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.26.2 Steps

To navigate to User assignments, see steps to access organization level settings in [Settings overview](#).

Add a User Assignment

1. Click the **Add** icon, and then select **Add user assignments** from the drop-down list.
2. Select users to add assignments to, and then click **Next**.

NOTE When you add multiple users, the assignment is listed individually for each user.

3. Select the organizations, projects, categories, and roles to designate for the selected users, and then click **Done**.

NOTE You can be assigned multiple assignments. Assignments do not affect existing Platform roles.

Transfer user assignments

1. Click a user's name. The user assignment window opens that shows all user's assignments.
2. Click the **Transfer assignment** icon next to the role you want to transfer.
3. In the assignment wizard, select the user, categories, organizations and projects to transfer the assignment to, and then click **Next**.
4. In the Confirmation step, click **Transfer**. You can click the Transfer drop-down, and select **Transfer and select next user**, or **Transfer and close**.

NOTE You can only transfer one role's assignment at a time.

Remove user assignments

1. Click a user's name, and then click the **Remove assignment** icon next to the role. The Remove user assignment wizard opens.
2. Select organizations, projects, and categories to remove, and then click **Done**.

NOTE Email notifications are sent when adding, transferring, and removing assignments.

View user's assignment history

1. Click a user's name, and then select the **History** tab.
2. Click **Close** to close the window.

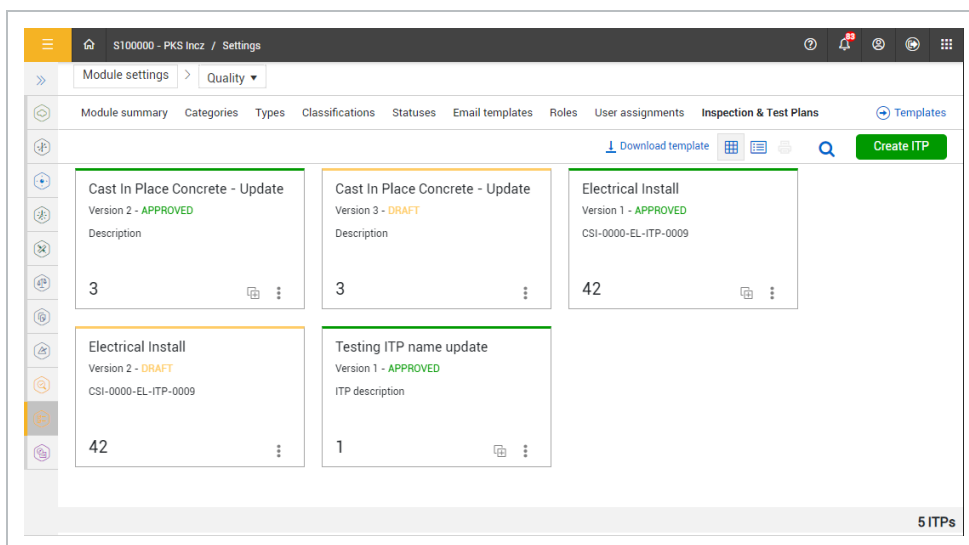
Add reporting tags

1. Click the **Add** icon, and then select Add reporting tags.
2. Select users to add reporting tags to, and then click **Next**.
3. Select reporting tags to include, and then click **Save**.

NOTE To create reporting tags, see [Reporting tags](#).

3.27 INSPECTION AND TEST PLANS

You can manage Inspection and Test Plans (ITP) in the Inspection & Test Plans tab. You can create, edit, copy, create new versions, and import ITPs at the organization level.



For more information about managing ITPs, see [Inspection & Test Plans](#).

3.27.1 Considerations

- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- To access Inspection & Test Plans, it must be enabled for the module in org > Product Settings > **Module management**. For more information, see [Module management](#).

3.27.2 Steps

To navigate to the Inspection and Test Plans tab, see steps to access organization level settings in [Settings overview](#).

For more information about creating ITPs at the organization level, see [Create ITPs At The Organization Level](#).

3. PROJECT LEVEL SETTINGS

As an administrator, you can set up the correct settings at the project level to manage and organize the project successfully. You can configure these settings on a project-by-project basis.

Project level settings include the following:

In Project Settings, you can manage the projects' ability to use the following:

- Inspection & Test Plans
 - Integrate with Plan components
 - Installation Work Package (IWP) widget
- Project Structure
- User Groups

3.0.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.0.2 Steps

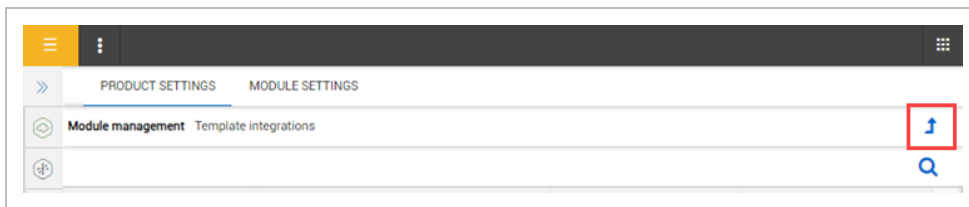
To navigate to Project settings, see steps to navigate to project level settings in [Settings overview](#), and then click the **Project settings** tab.

3. PROJECT LEVEL SETTINGS OVERVIEW

You can configure project level settings to manage projects successfully. The settings will apply throughout your project.

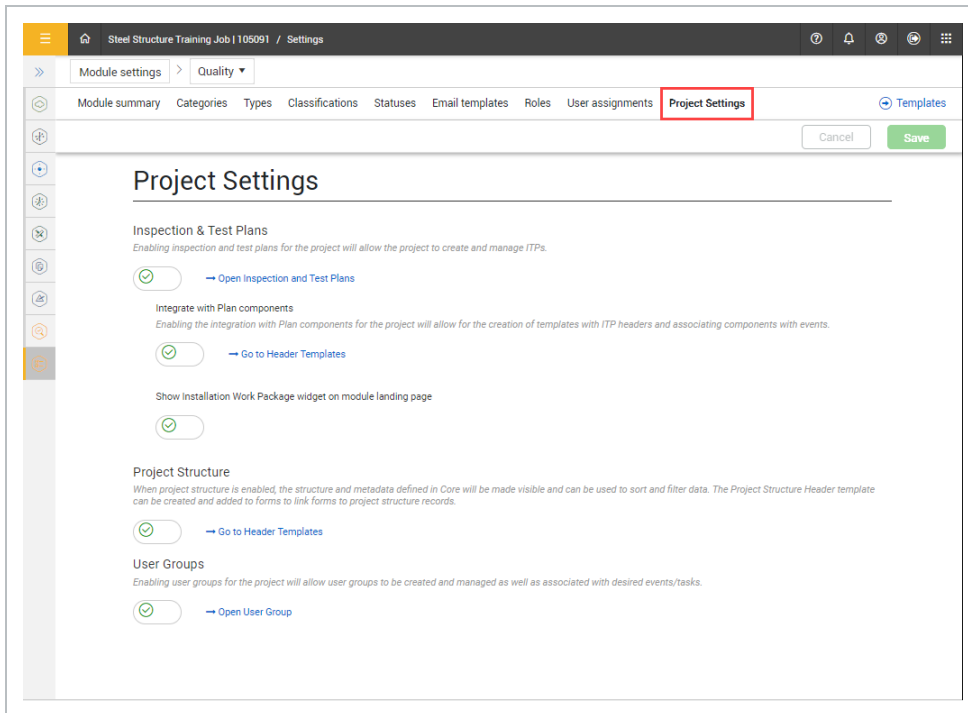
In Module settings, at the project level, you can manage roles, user assignments, and project settings. Roles and user assignments are also managed at the organization level. For more information about roles, see [Roles](#). For more information about user assignments, see [User assignments](#).

You are only allowed to view and not edit other product and module settings that have been configured at the organization level. To modify other product or module settings configured at the organization level, click the **Modify at the root level organization** icon in the upper right hand of the page.



In Project Settings, you can manage the projects' ability to use the following:

- Inspection & Test Plans
 - Integrate with Plan components
 - Installation Work Package (IWP) widget
- Project Structure
- User Groups



These functions can be enabled on a project-by-project basis.

3.0.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.0.2 Steps

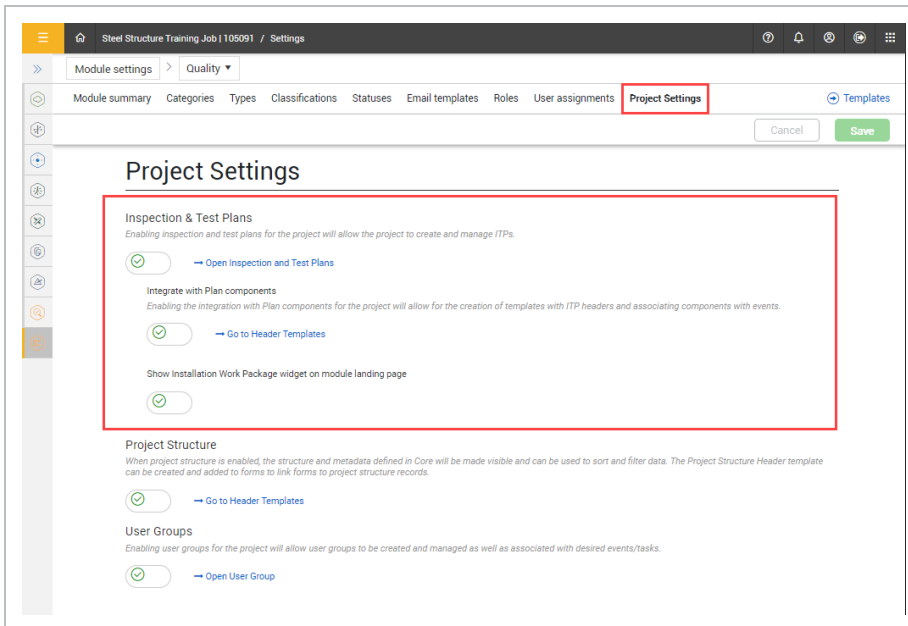
To navigate to Project settings, see steps to navigate to project level settings in [Settings overview](#), and then click the **Project settings** tab.

3.1 INSPECTION & TEST PLANS

Within Compliance or Completions individual modules, you can enable and manage the following features for your project:

- **Inspection & Test Plans (ITP)** - Create and manage ITP’s for your project. For more information, see [Inspection & Test Plans](#).

- **Integrate with Plan components** – Create templates with ITP headers and associate InEight Plan components with events. For more information, see [ITP header template](#).
- **Show Installation Work Package (IWP) widget on module landing page** – You can view and manage IWP's from the module landing page in the Upcoming Planned Work tile. For more information, see [Upcoming Planned Work tile](#).



3.1.1 Considerations

- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- To integrate with Plan, you must enable ITP mapping between Completions and Plan in InEight Plan project settings.

3.1.2 Steps

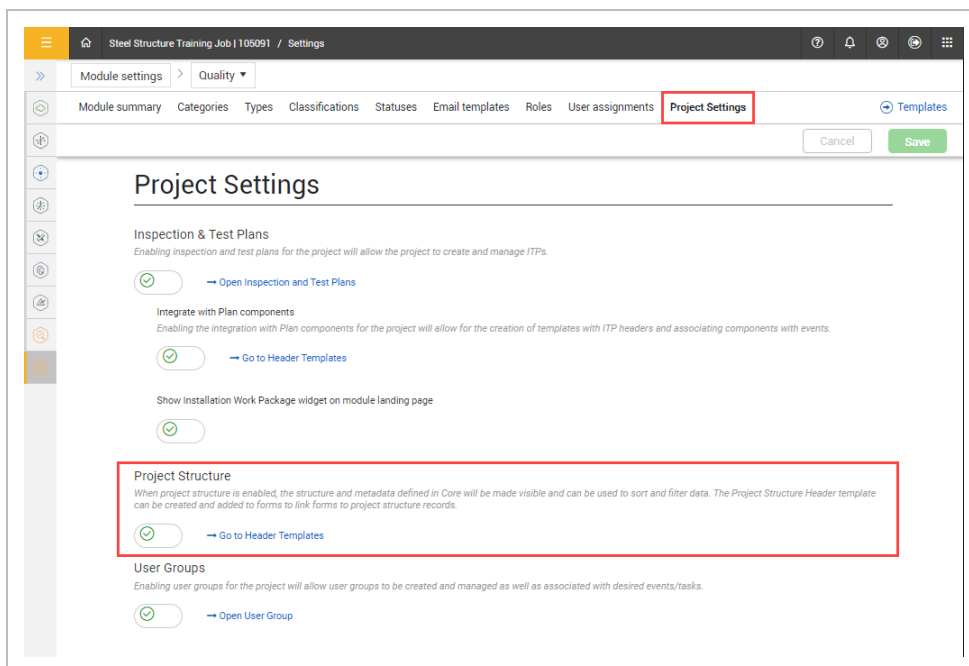
To navigate to Project settings, see steps to navigate to project level settings in [Settings overview](#), and then click the **Project settings** tab.

3.2 PROJECT STRUCTURE

Within Compliance or Completions individual modules, you can enable the Project Structure setting for your project. The setting will apply throughout your project.

When enabled, a Project Structure Header is created in the Headers tab and the structure and metadata defined in InEight Platform shows in the header template. You can use the structure to sort and filter data.

To do this, enable the **Project Structure** toggle. This will enable the **Go to Header Templates** link to access the Headers page.



In the Headers page, you can oversee and manage Project Structure Headers for projects. For more information, see [Project structure header template](#).

3.2.1 Considerations

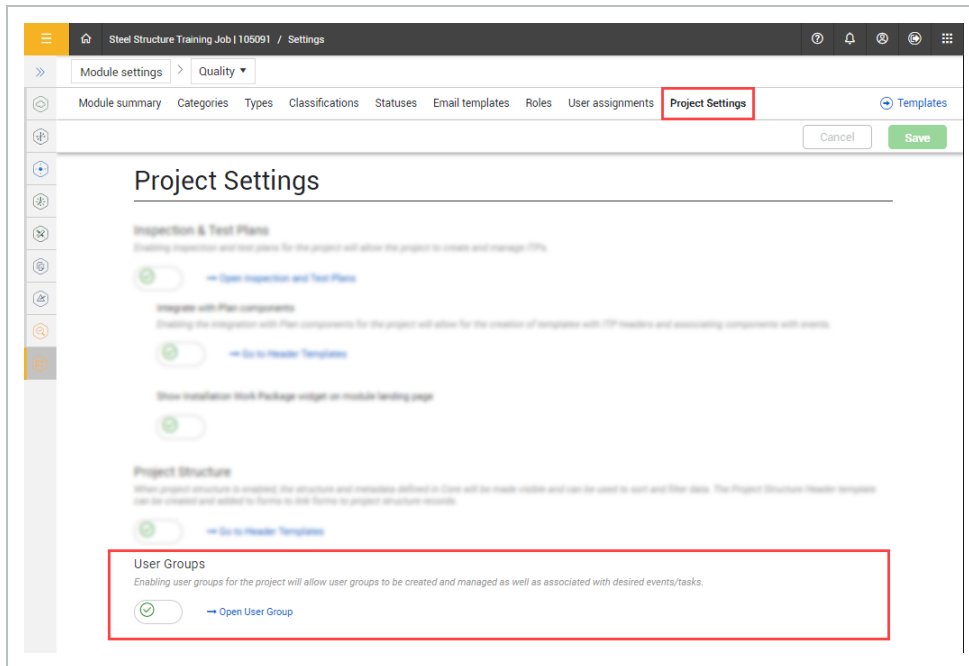
You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

3.2.2 Steps

To navigate to Project settings, see steps to navigate to project level settings in [Settings overview](#), and then click the **Project settings** tab.

3.3 USER GROUPS

Within Compliance or Completions individual modules, you can enable user groups to be created and managed for your project. User groups provide access to events and tasks that may be beyond the usual permissions.

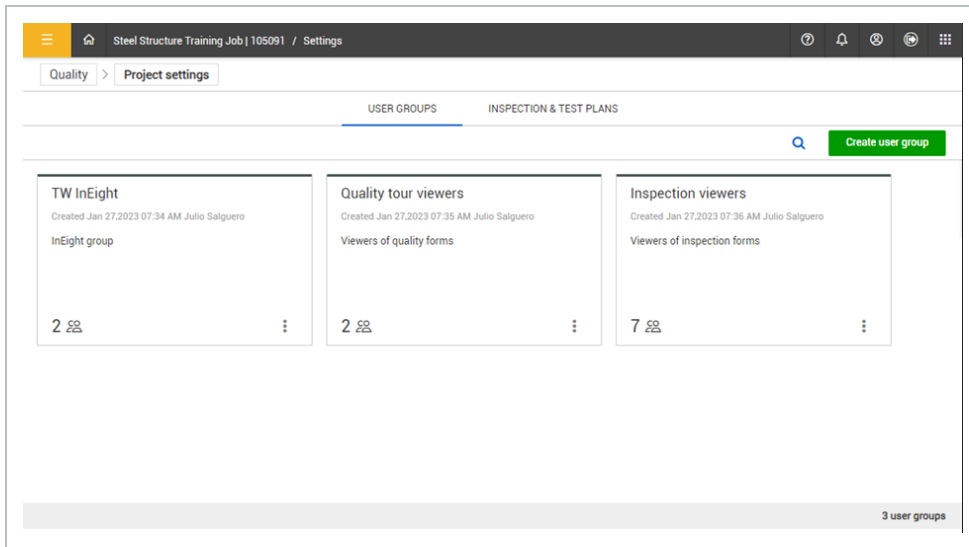


You can use a user group to give access to events and tasks to members of that group, even if they would normally not have permission to view events or tasks in selected categories. User groups can also be used in a template's From Flow option as responsible parties.

After you create a user group, you can assign the user group to individual forms or tasks when you fill them out or when you open an event or task after it has been started.

For example, when a subcontractor is performing work on a project, and another entity is doing quality assurance, the subcontractor will not be part of the project's NCR process and will not be assigned the category for the form. However, if a piece of the subcontractor's work was non-conforming, users from the subcontractor can be associated to a specific user group, and the user group associated with the events (NCRs) to address them.

Click **Open User Group** to open the User groups page tab. In User Groups you can create, edit, copy, deactivate, and delete user groups.



3.3.1 Considerations

- You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.
- To delete a user group, you must deactivate it first, and then remove all users from the group.
- Only users with assignments to the project are shown on the list of Available users. For more information, see [User assignments](#).

3.3.2 Steps

To navigate to User Groups, see steps to access project level settings in [Settings overview](#), and then click **Open User Group**.

Create User Groups

1. Click the **Create user group** button, and then fill in the User group name, Description, and select users from **Available users** to include in the group. You can use the search box and select users or use the Select all option.
2. Click **Save**. The new group tile will show. The tile will show the group name, date and creator name, description, and number of users in the group.

View, edit, or copy a group

1. Click a group tile. The group opens and shows the Detail and History tab. In the history tab, you can view the history of changes, names, change dates, and changed by information.
2. In the Details tab, make your changes, and then click **Save**. Select the **Show selected users only** toggle to view the selected users only.
3. To copy, click the ellipses in the group tile, and then select **Copy**. A copy of the group is created.

Deactivate and Activate a group

1. Click the ellipses in the group tile, and then select **Deactivate**. The group tile will turn gray when deactivated.
2. Click the ellipses in the group tile, and then select **Activate** to activate the group.

Delete a group

1. You must first deactivate the group, and then remove all users from the group by editing the group.
2. Click the ellipses, and then select **Delete**.

TEMPLATE MANAGEMENT

Lesson Duration: 40 Minutes

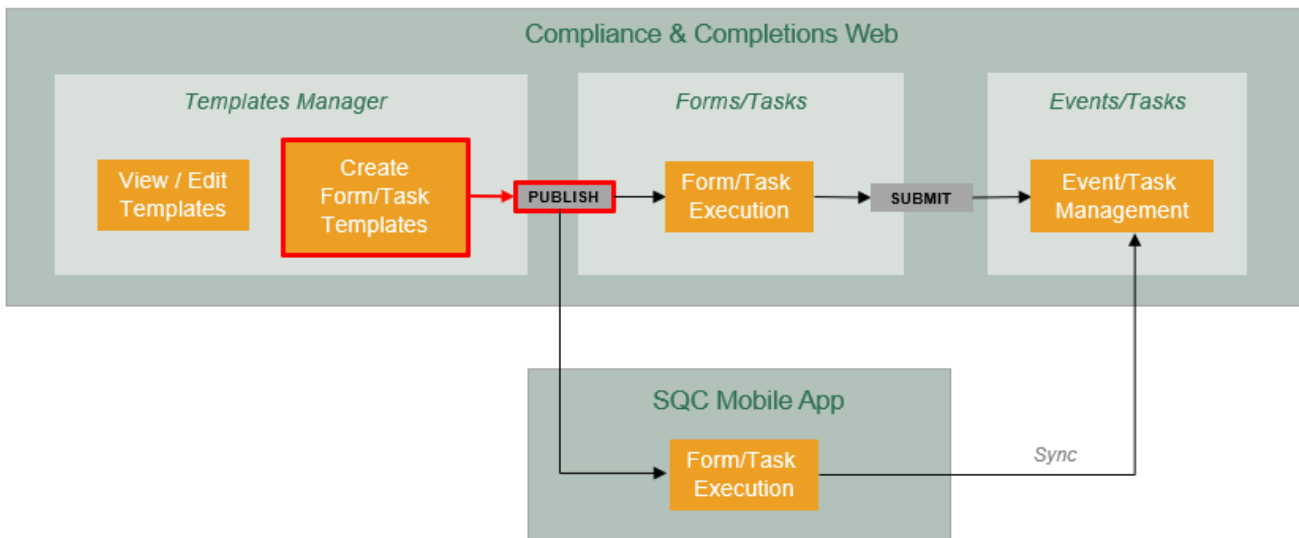
Lesson Objectives

After completing this lesson, you will be able to:

- Explain the purpose of both form and task templates and how they are managed in InEight Compliance
- Navigate the Templates Manager page
- Create and build out both a form and task template

Topics in this Lesson

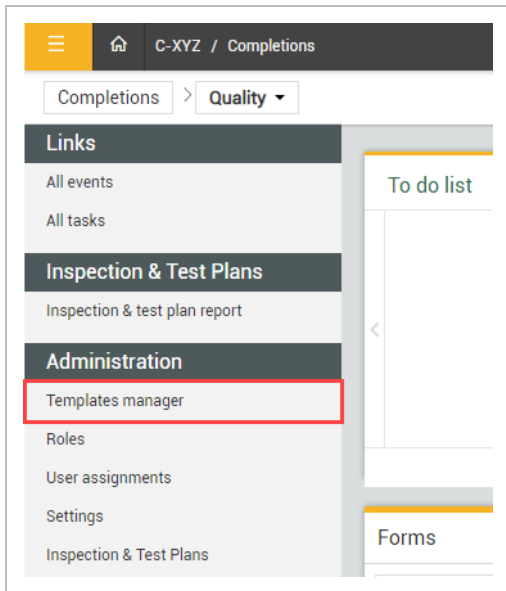
4.1 TEMPLATE OVERVIEW



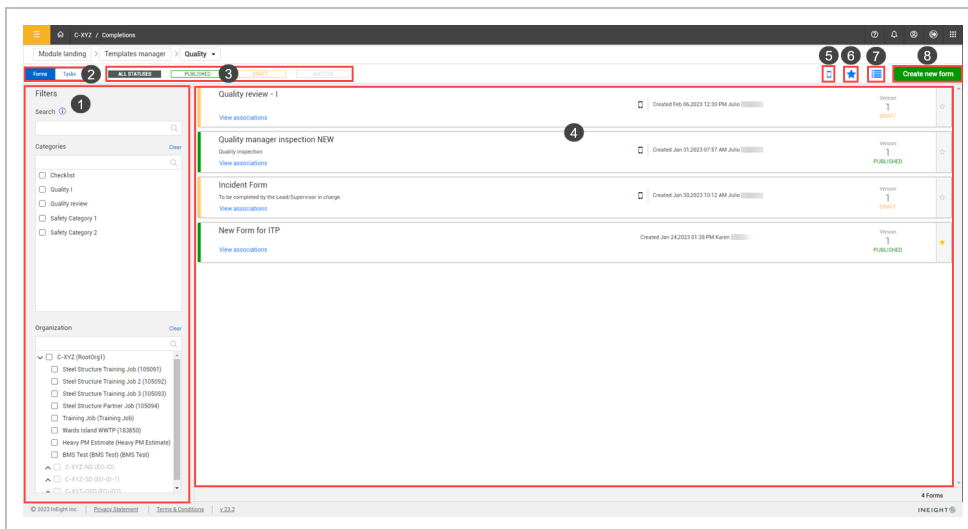
A template is a task, or a form (or checklist) that is set up in advance for inspections and other tasks that require documentation during the life cycle of your projects.

You can use templates to standardize your organization's form and data capturing process. For example, if your projects always require a safety tour, you can create a safety tour template, so the same safety tour form is used for every project. This leads to capturing the same data from project to project, and to reporting that is clear, concise, and meaningful. At the same time, should your project have unique requirements for a safety tour, you can customize your template for your specific project needs.

The Templates Manager is the storehouse for all your template forms. You access the Templates Manager from your Module landing page.



NOTE Depending on your permissions, you may not have access to edit or create new template forms/tasks but will have access to copy them.



Overview – Templates manager

	Title	Description
1	Filters	Search for a template by keyword or filter down your templates by selecting the appropriate category and/or organization.

Overview – Templates manager (continued)

	Title	Description
2	Form or Task toggle	Toggles between each the Form and Task templates, per module.
3	Template status	Each template has a status: Published - available to fill out via web or mobile device Draft - being built and not yet available for use to fill out Inactive - not drafts, but available to activate when needed Selecting a status option filters to only templates with that status.
4	Template form	Provides key information about the template, including: form name and ID, associations, creation date, time and author, and version. When hovered over, options appear to delete the form (if it is a draft) or to edit, copy, or deactivate the form (if it is published).
5	Available on mobile device	This option visually identifies if a template is available on a mobile device. [Shown as the column “Mobile” when in the List View for Tasks.]
6	Favorites	This option filters to templates tagged as favorites
7	List or Card view toggle	Click this icon to view templates in list or card view.
8	Create new form or task	Click this button to launch the Form Builder or Task Builder page, where you can create a new template form or task.

4.1.0.1 Templates manager page view

Each template form or task shows important information including:

- Name and description of the form or task
- Associations
- Availability on mobile device

- Creation date, time, and author
- Version
- Status
- Favorite selection icon

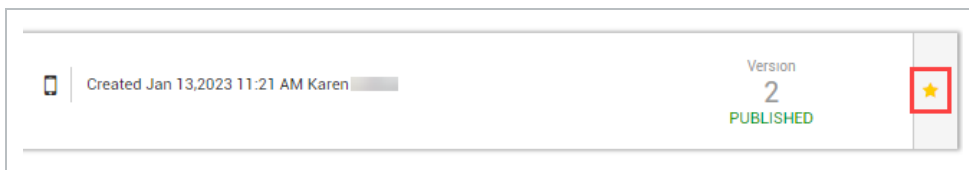


4.1.0.2 Versioning

A new version is created when a draft is published. Even if no information has changed on the template. Once it enters a draft status and that draft is published it will move to the next version.

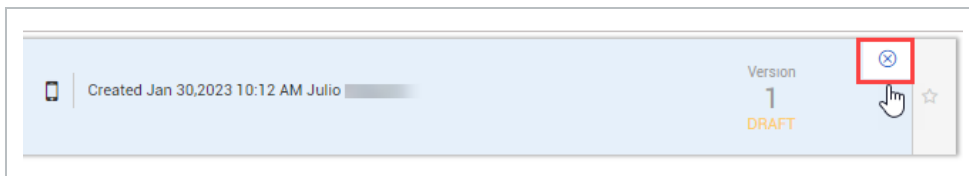
4.1.0.3 Favorites

You can select the favorite icon at the right-end of the card to mark the template as a favorite.

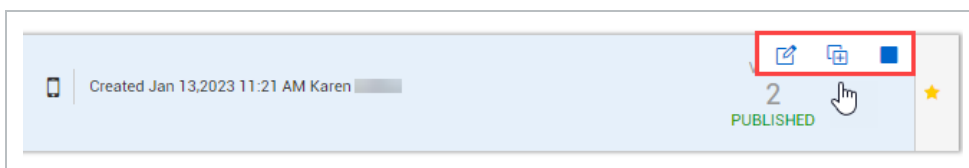


4.1.0.4 Additional Options

When you hover over a template in card view, additional options appear for the form or task. For draft templates, a delete option appears.



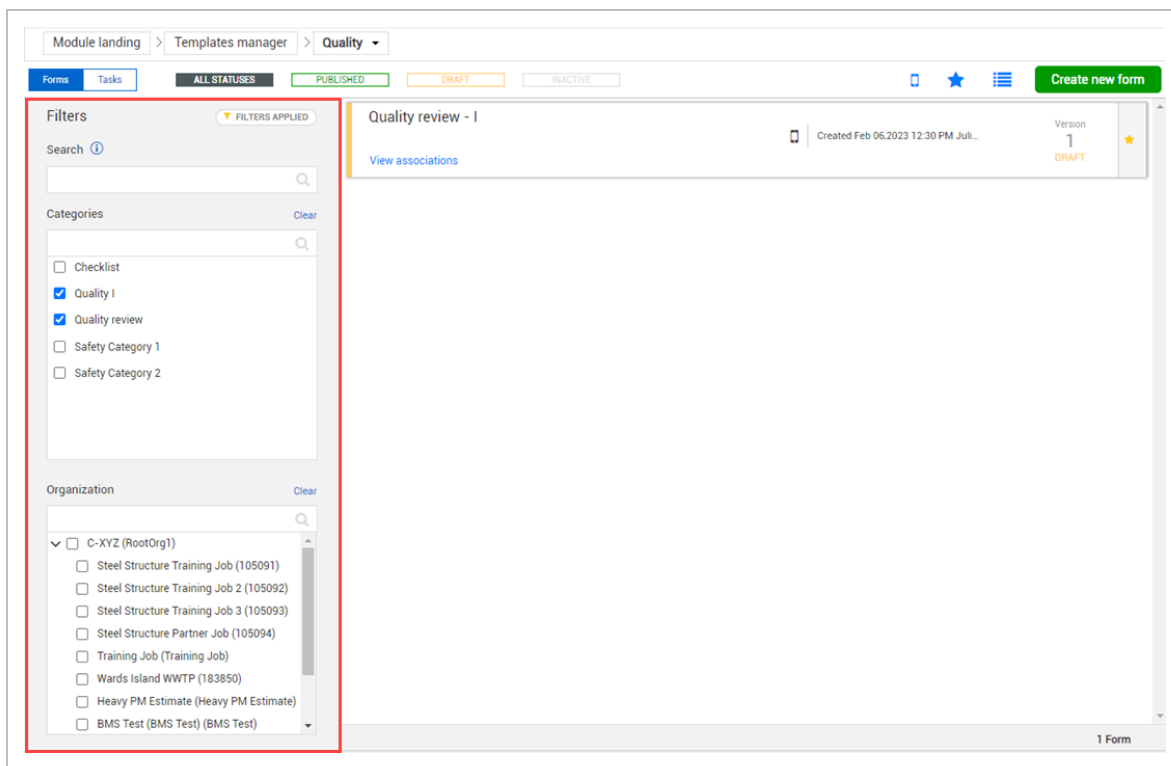
For published templates, options appear to either edit, copy, or deactivate the form or task.



4.1.1 Filters

The left panel of the Templates manager contains a search bar to look up templates by keyword, as well as filtering lists to narrow down your template list.

You can filter by categories and organization. Check the boxes in the categories to filter the view to show the templates associated with your selection.

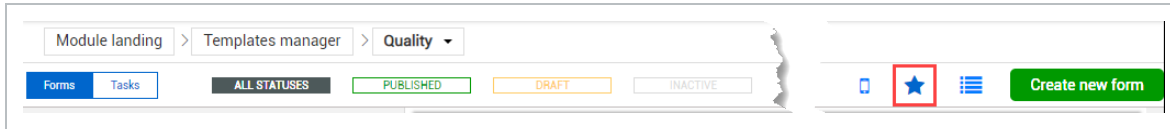


NOTE The only items that appear as choices within the Filters side panel are the ones that have templates associated to them. In other words, you can have more categories or projects in the system, but they won't display in the Filters panel unless you have created a template that uses them.

TIP All the filters work together. If you are not seeing what you need, clear all the filters, and start with a new search. When filters are selected, a Filters Applied button will show.

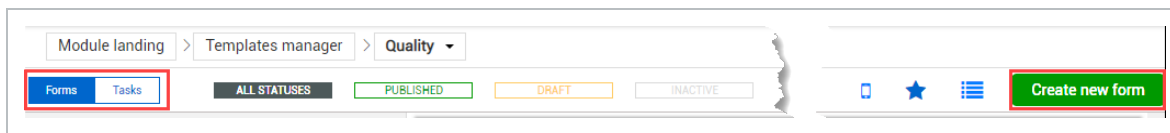
4.1.2 Favorites

When you select the Favorites icon at the top right of the page, it filters your view to the templates you marked as favorites. This is a quick way to filter to the templates you use most often.



4.2 TEMPLATE CREATION

You can create new form and task templates in the Templates manager with the correct permissions. On the Templates manager page, to create a new template, click **Create new form** when in Forms, or **Create new task** when in Tasks.



This launches a two-step process:

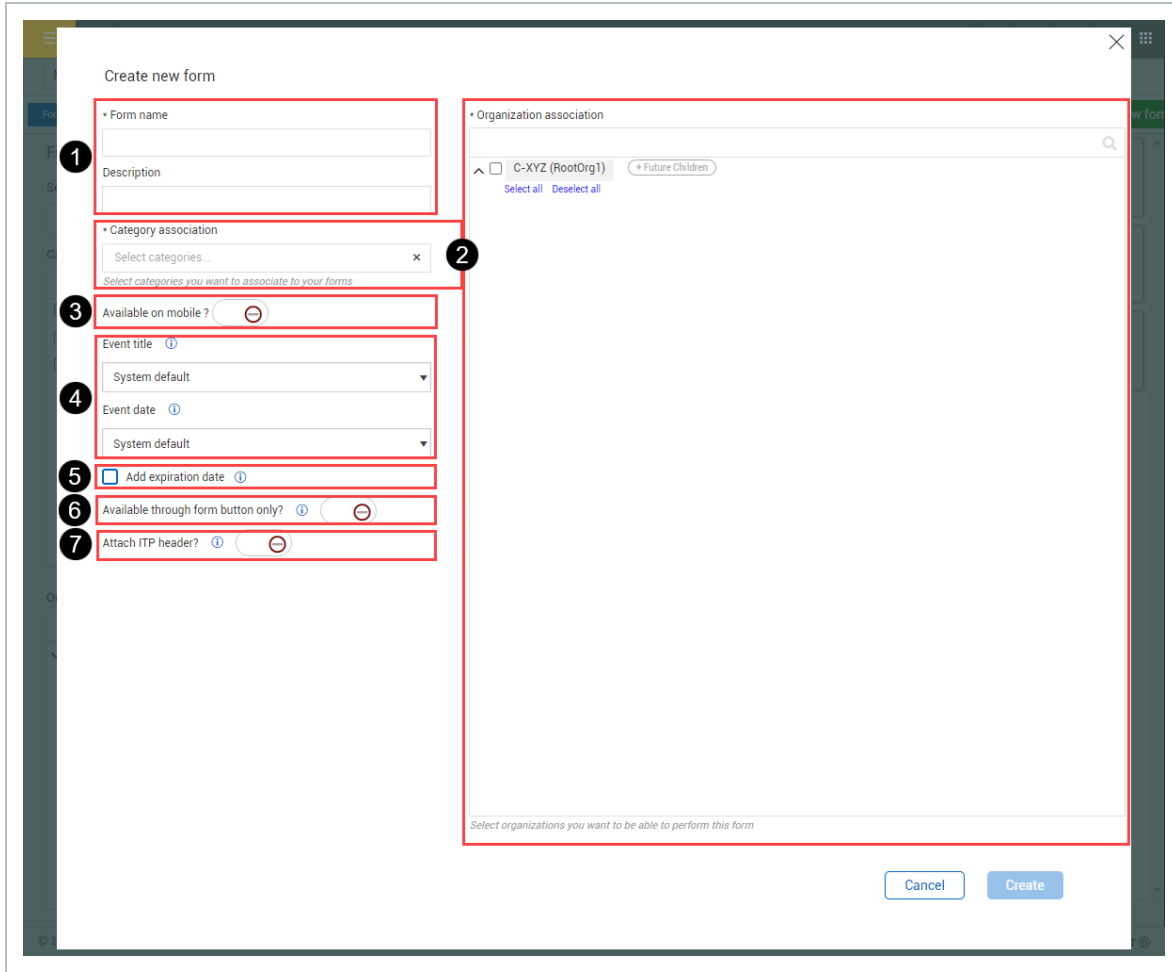
1. Creates a dialog box to begin the creation process.
After the first step is complete, it will lead to the second step.
2. The form or task builder.

4.2.1 Create a form or task dialog box

From the Create a form or Create a task dialog box, fill out basic information and settings for the form or task.

NOTE You only have the options to create templates for organizations, projects and categories for which you already have assignments.

Each new form or task requires these initial entries:



Overview - Create a Form Dialog Box

	Title	Description
1	Form or task name and description	The name or title for the template. The description is optional and can also be added.
2	Category and Organization associations	Associating the form or task with categories and organizations makes it easy to find the form or task using the category and organization filters on the Templates manager page. Categories also determine who can use the forms or tasks. If you do not have assignments to that category, you will not be able to view the form or task to fill it out.
3	Availability on mobile devices	Enable the toggle to make it available on iOS mobile devices.

Overview - Create a Form Dialog Box (continued)

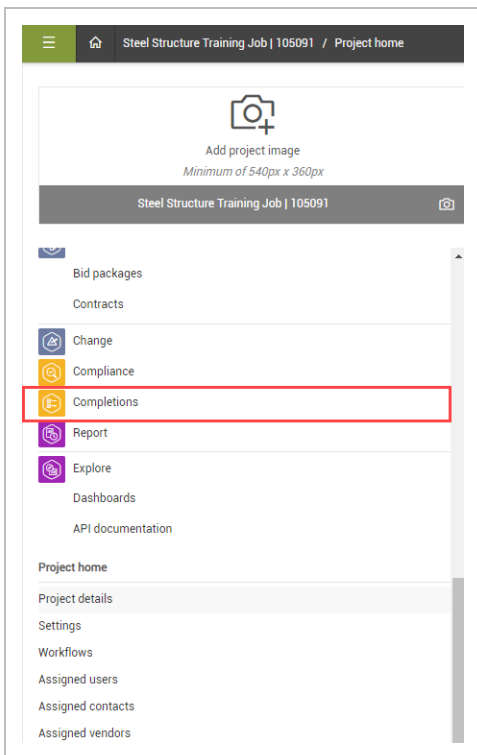
	Title	Description
4	Event title and date settings	These settings indicate if the date and title will be filled out automatically with the system default or if they will be filled out with a custom title and date by the person filling out the form or task. An expiration date can also be added if the check box is selected.
5	Add expiration date	Select the check box to add a mandatory date of expiration question on the form.
6	Available through form button only?	Enable the toggle so that the form can only be accessed through a form button association on a template. The form will not show on the new events or tasks tile or be able to be scheduled as a stand-alone item.
7	Attach ITP header?	When the inspection and test plan process has been enabled for a module, you can enable this toggle to add the inspection and test plan header to the template allowing users to capture component related data on events.

Click the **Create** button after you fill out the initial form entries. This will create a new template form or task. You can continue building your form or task or return to it to complete later.

The following step-by-step walks you through creating a new template form.

4.2 Step by Step 1 — Create a template form

1. From the Project home landing page, select **Completions** on the left navigation menu.

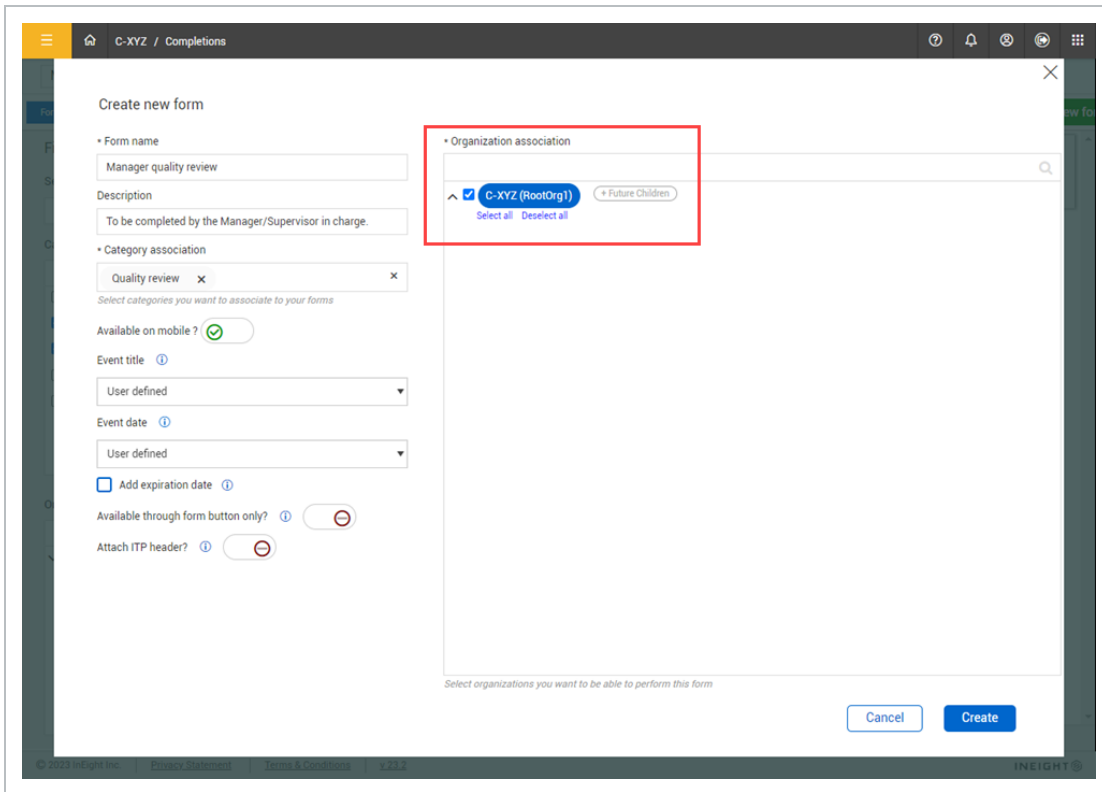


2. Select **Templates manager** on the left navigation menu.
3. In the Templates Manager page, select **Create new form**.
4. In the Create a form dialog box, enter a form name in the Form name field.
For this example, we will name it **Manager quality review**
5. For Category association, select an appropriate item from the drop-down menu.
6. Enable **Available on mobile** to indicate it will be available on mobile devices.
7. Change Event title and Event date to **User defined**.

TIP

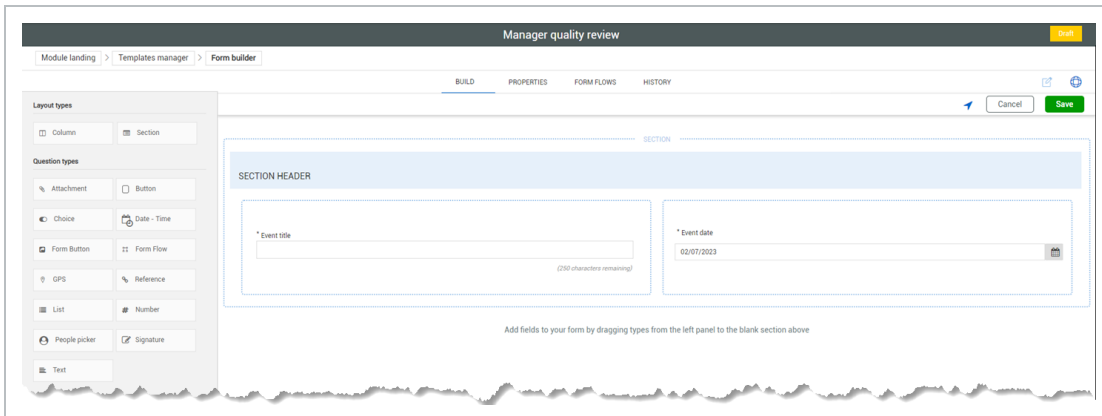
Selecting User defined lets you add a future or past date. Select this option to be able to control user defined fields.

8. In Organization association, select the check box for the highest organization level to make the template available for the entire association.



9. Click **Create**.

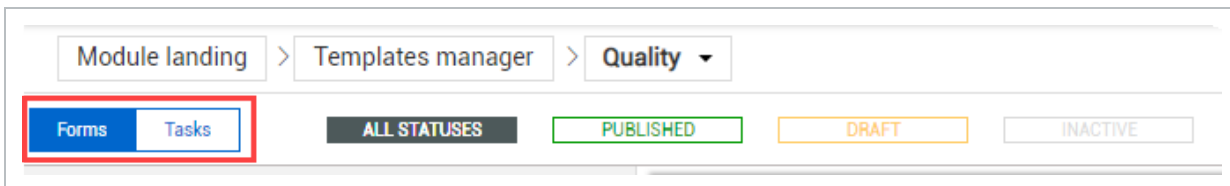
The Form builder opens with a section already created and Event title and Event date already populated on the form.



4.2 Step by Step 2 — Build a Template Task

1. Select **Templates manager** on the left navigation menu.

2. Select **Tasks** in the top left.

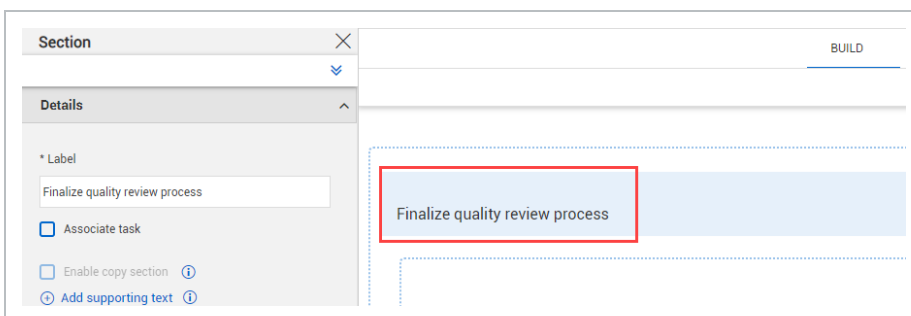


3. Click **Create new task**.
4. On the Create a new task dialog box, enter a task name. in the Task name field. Add a Description if needed.
For this example, we will name it **Finalize quality review**.
5. In Category association, select an appropriate item from the drop-down menu.
6. Enable **Available on mobile** to indicate it will be available on mobile devices.
7. Select **System default** in the Task title drop-down menu.

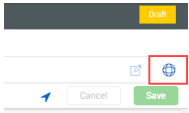
NOTE

The Due date field provides a mandatory date question on the template where the user can provide a date that will become the due date.

8. Check the **Add expiration date** check box.
9. In Organization association, select the check box for the highest organization level to make the template available for the entire organization.
10. Select the **+ Future Children** button.
11. Click **Create**.
The Task builder page opens in the appropriate Category, in a section already created and with Description, Responsible party, Due date, and Assign fields already populated on the tasks form Section.
12. In the Description field, change the Question text to Identify steps in the process.



13. Change the **Assign** button text to Assigned, keeping the status as Scheduled.
14. Click **Save**.
15. Click the **Publish** icon.



4.2.2 Activate, deactivate, and copy published tasks and forms

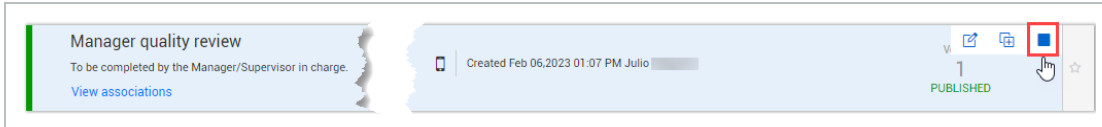
You can deactivate, reactivate, and copy tasks and forms after they are published.

The following step-by-steps walk you through the processes.

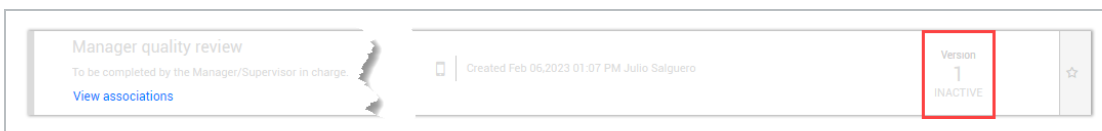
NOTE All step-by-steps are shown in Card view.

4.2 Step by Step 3 — Deactivate a form or task

1. In the Templates manager page, hover your cursor over a published form.
2. Click the **Deactivate form** icon.

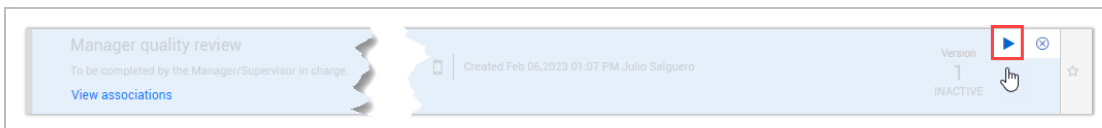


The form will remain visible in the Templates manager, but its status will show as Inactive.

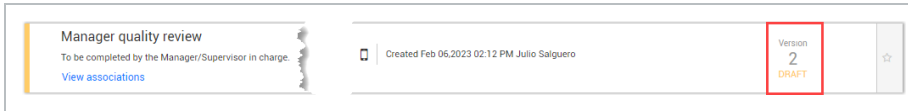


4.2 Step by Step 4 — Activate a form or task

1. In the Templates manager page, locate the inactive form.
2. Hover over the form, and then click the **Activate form** or **Activate task** icon when visible.

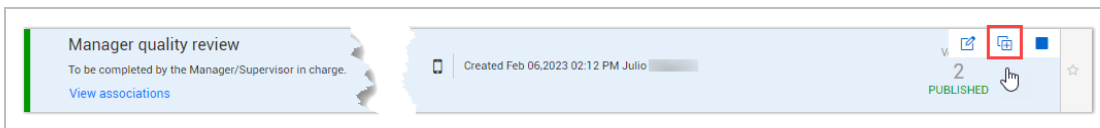


The form or task is shown in Draft mode in the Status column.



4.2 Step by Step 5 — Copy a published form or task

1. Hover over a published form and the Edit, Copy, and Deactivate form icons will show.
2. Select the **Copy form** or **Copy task** icon.



A new copy of the form opens.

3. You can now edit the copy of the form or task.

4. The Copy button will be available after you fill out the required fields.
5. Click **Copy**.

The form builder opens to further edit the form.

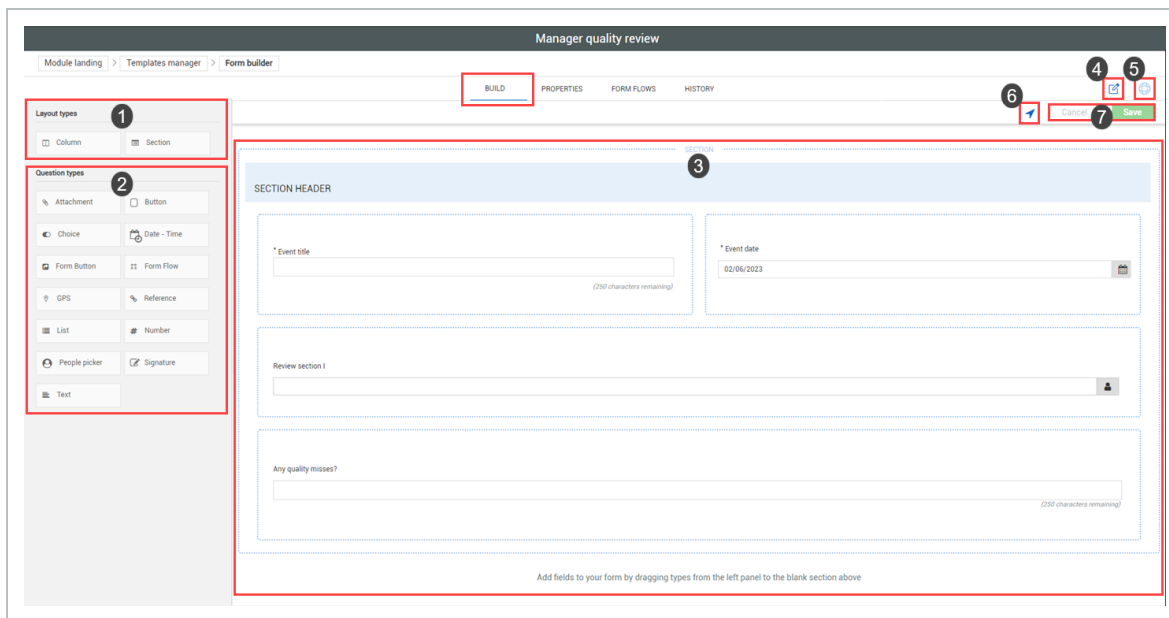
- Click **Save** after any edits are made, and then click the **Publish** icon to publish the form.
After the form is published, the Templates manager opens with your new copied form.

4.2.3 Form and task builder – Build tab

The form and task builder consist of the following tabs:

- Build
- Properties
- Form flows (forms only)
- History

This section focuses on the Build tab.

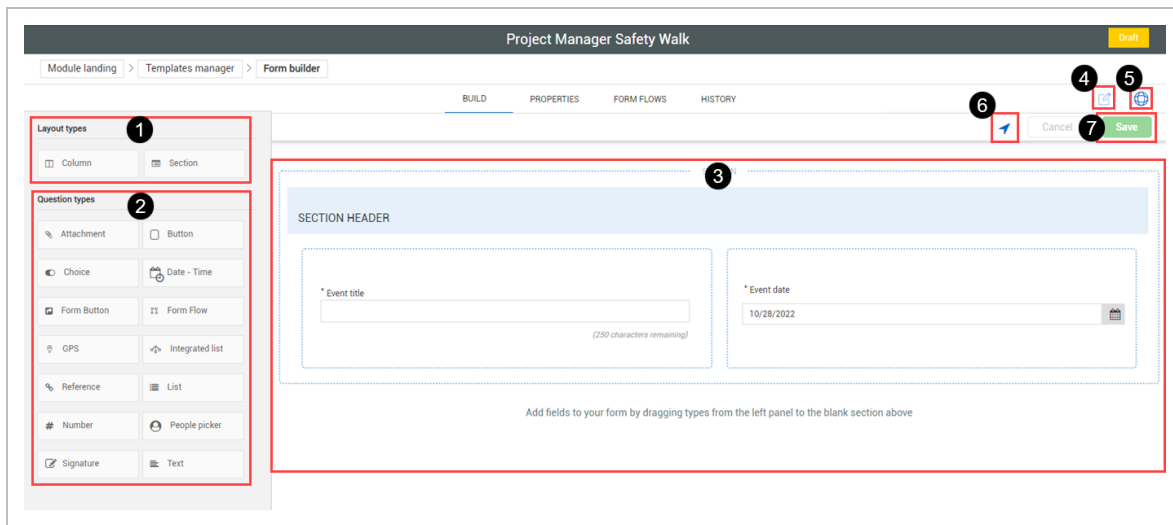


Overview - Form and task builder: Build tab

	Title	Description
1	Layout types	Drag and drop columns and sections onto your form or task.
2	Question types	Drag and drop attachments, buttons, dates, times, form buttons, form flows, GPS, integrated lists, references, lists, numbers, people, signatures, and text fields to your form or task.

Overview - Form and task builder: Build tab (continued)

	Title	Description
3	Building area	The blank area you drag your sections and questions onto. It represents the template you are creating.
4	Edit	For existing templates, allows you to edit the existing template.
5	Publish	When finished building the template, click this button to make the template available for use.
6	Section	Lists each section on the form or task.
7	Cancel/Save	You can Cancel new changes and they will not be retained since your last save. Select Save to save the form or task in its current state. If not yet published, it is saved as a draft.

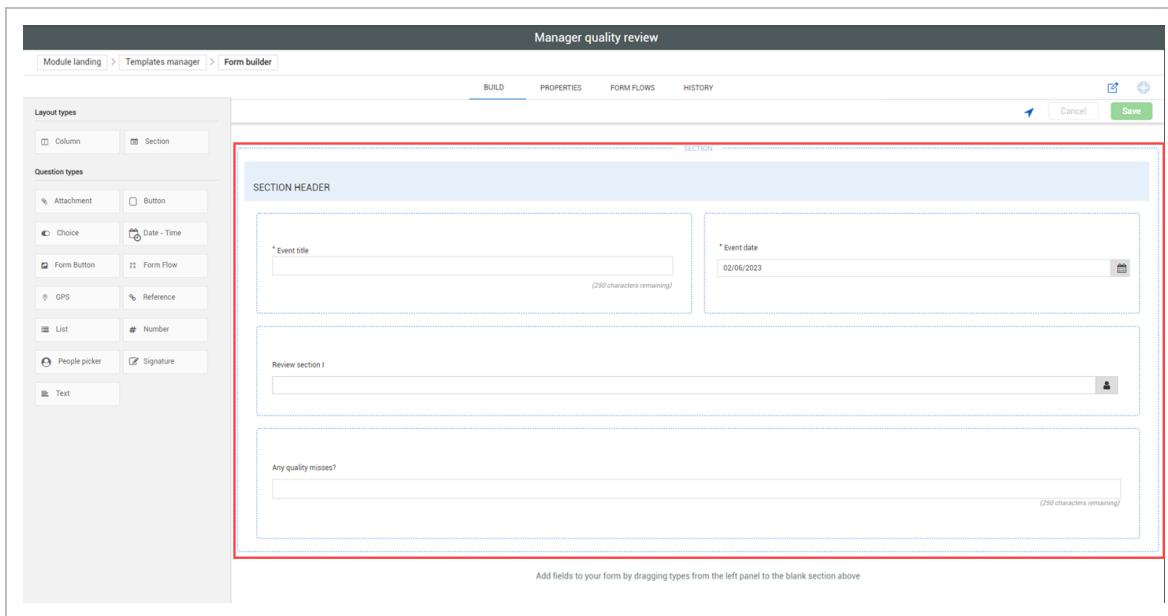


NOTE The system does not automatically save your changes.

4.2.3.1 Layout Types

Layout types let you divide your form or task into sections. Your form or task may cover different topics or areas and you want to organize the form or task accordingly.

When you first drag a section onto the form or task, it creates a section that extends the width of the form or task.

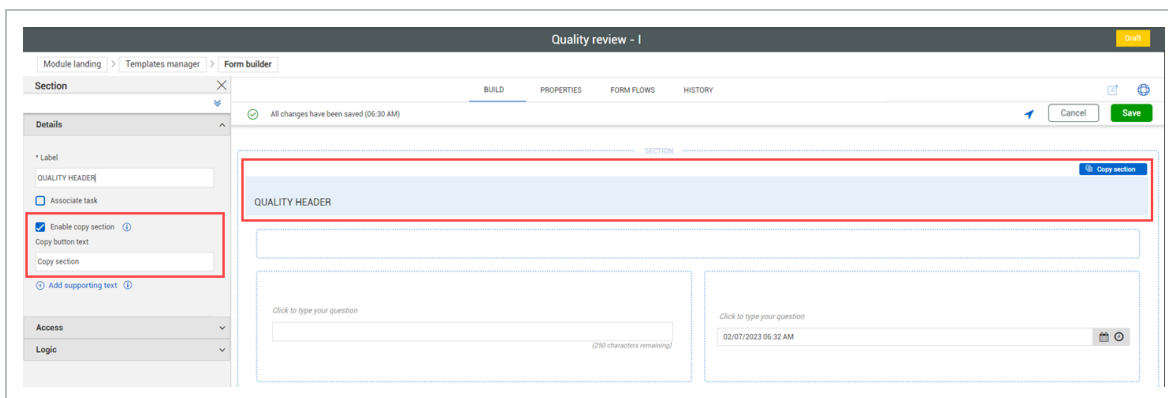


You can let users copy sections when filling out a form or task. This feature lets a user determine if duplicate sections are needed, instead of creating templates with duplicate sections in advance.

To allow a user to copy a section, click the section header, and then select the **Enable copy section** check box on the side panel.

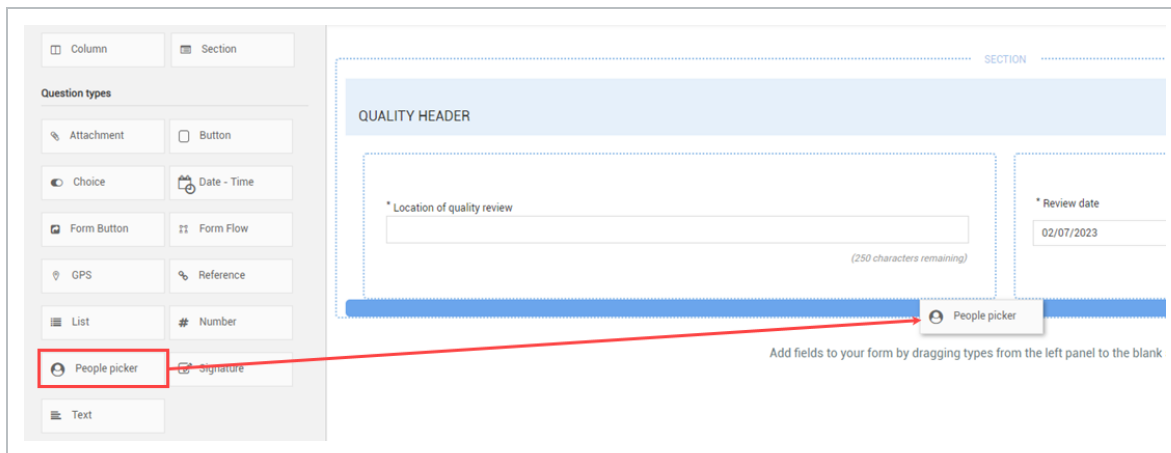
You can change the text of the button. By default, it is named Copy section.

NOTE You can enable the copy section option only for sections without mandatory questions, form buttons, or associated tasks.



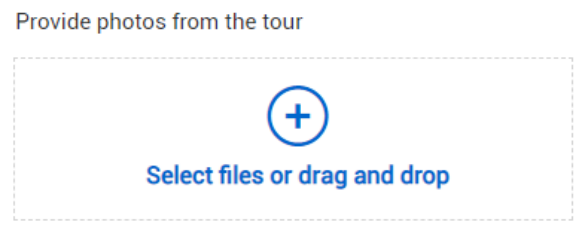
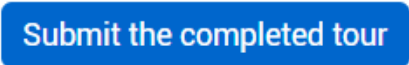
4.2.3.2 Question Types

You can drag different question types into your form or task sections area.

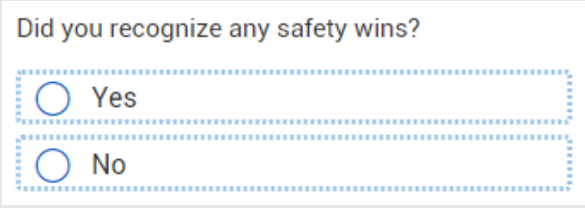

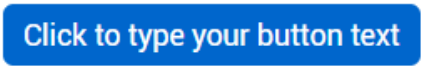



The following is a brief overview of each question type and its key characteristics.

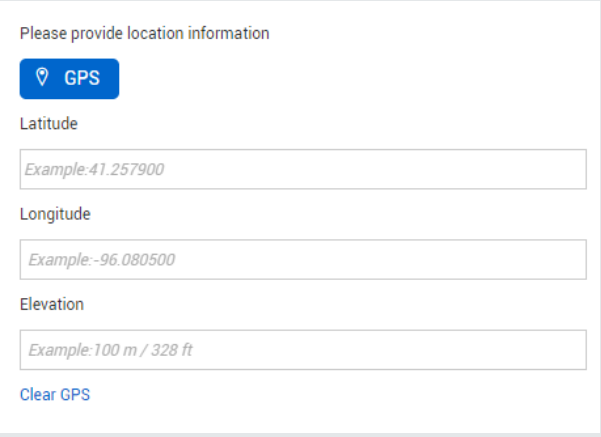
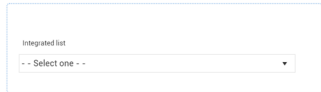
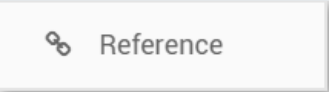

Overview – Question types

Question Type	Image	Description
Attachment		<p>Enables an attachment to be added to the form or task, such as photos and documents. You can include additional text with this question if needed, such as instructions. Attachments can be marked as Mandatory. If integration with InEight Document is set up, attachments can be supporting documents from the Document application.</p>
Button		<p>Adds a button to the form or task. You can set the button to close or change the status of the form or task. The button type can also be marked as single-use or multi-use. Buttons can be marked as Mandatory.</p>

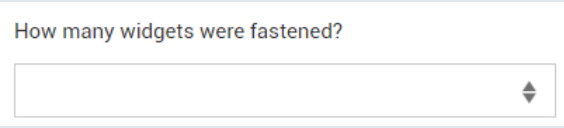

Overview – Question types (continued)

Question Type	Image	Description
Choice		<p>Adds a question with two options. Settings include icons and predefined text answers (e.g., yes/no, pass/fail, and accept/reject) or you can customize your own. Choices can be marked as mandatory. You can mark answers as exceptions.</p>
Date - Time	<p><i>Click to type your question</i></p> 	<p>Adds a field to fill out either date and time, just the date, or just the time. Dates can be marked as Mandatory.</p>
Form Button		<p>Adds a button that opens another template from within your form or task. It can be designated as single-use or multi-use. Form buttons can be marked as Mandatory. You can set this button to change the form or task's status when it is clicked. Status change does not affect the form or task that is opened by the button.</p>
Form Flow Button		<p>Adds a button that facilitates a specific step in a form flow. Form flow buttons can also go back to a previous step.</p>

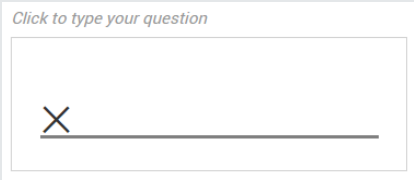
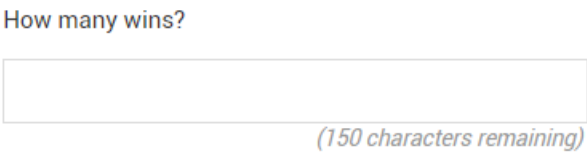
Overview – Question types (continued)

Question Type	Image	Description
GPS		<p>Lets users enter their location coordinates. Coordinates can be entered manually or by clicking the button.</p>
Integrated list		<p>Adds the integrated list question type to your form that integrates with InEight Platform Master data list resources.</p>
Reference		<p>Adds a supporting document attachment, event or task, or a hyperlink to other pertinent information. References cannot be marked as Mandatory.</p>
List		<p>Adds a multiple-choice question to the form or task. Answer options include radio buttons, check boxes, drop-down lists, or multi-level drop-down lists. You can select answers from predefined lists or create your own. Lists can be marked as Mandatory.</p> <p>You can set default values for radio buttons, check boxes, and drop-down lists. Default values are selected when a user opens a form or task and requires the</p>

Overview – Question types (continued)

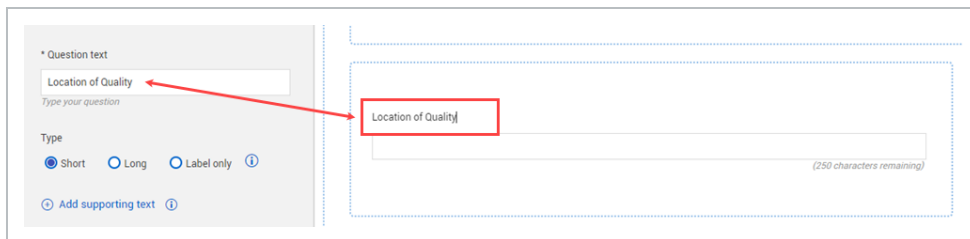
Question Type	Image	Description
		<p>user to manually select a different value. You can mark answers as exceptions. For more information about multilevel drop-down lists, see Multilevel Drop-Down Lists.</p>
<p># Number</p>		<p>Adds a question that requires a numerical answer to the form or task. The number can be formatted to be currency, decimal, \$, %, or phone number. Numbers can be marked as Mandatory.</p>
<p>People Picker</p>		<p>Adds a question that must be answered by selecting users from the drop-down list. People pickers can be marked as Mandatory. You can let end users select multiple users or none. You can also select whether end users can choose from only assigned users, who have a Compliance role, or all project-level operational resource, which includes users who do not have Compliance roles. You can also show users' employee IDs with their names and set up an email to send when a user is selected. Operational resources are managed in project home page > Assigned operational resources.</p>

Overview – Question types (continued)

Question Type	Image	Description
Signature	 A signature line with a placeholder 'X' and a horizontal line below it. Above the line is the text 'Click to type your question'.	Adds a signature block to the form or task. Signatures can be marked as Mandatory.
Text	 A text input field with the question 'How many wins?' above it. Below the field is the text '(150 characters remaining)'.	Adds a question that requires text for the answer. The field can be short or long text, or you can use this question type to only be a label with no text field. Text can be marked as Mandatory.

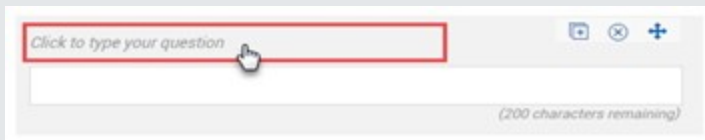
4.2.3.3 Question settings

After a question is added, you can click the question in the section. A slide-out panel is shown on the left. You can type your question and define the settings related to the question. As you type the question, the question populates into your template.



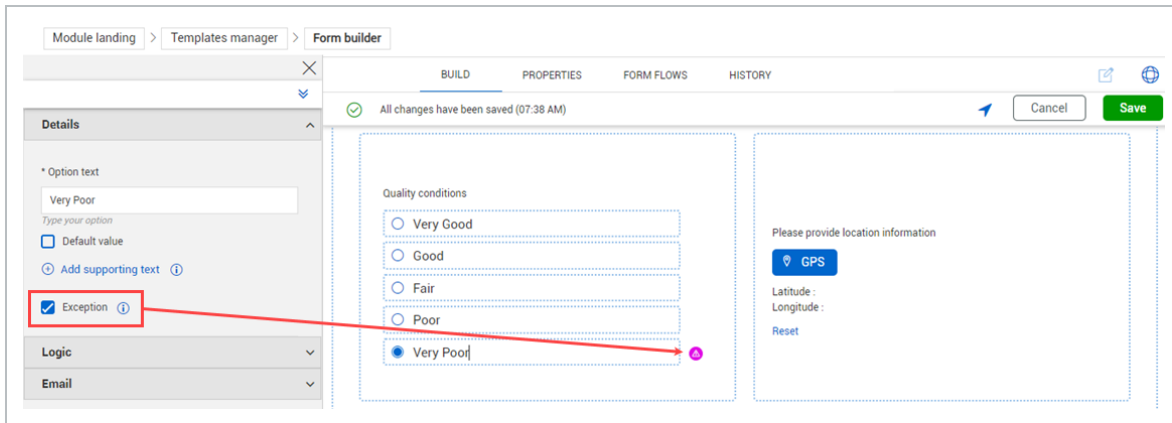
TIP

You can also click on the text within the question type on the form or task and it will enter the text on the slide-out panel.



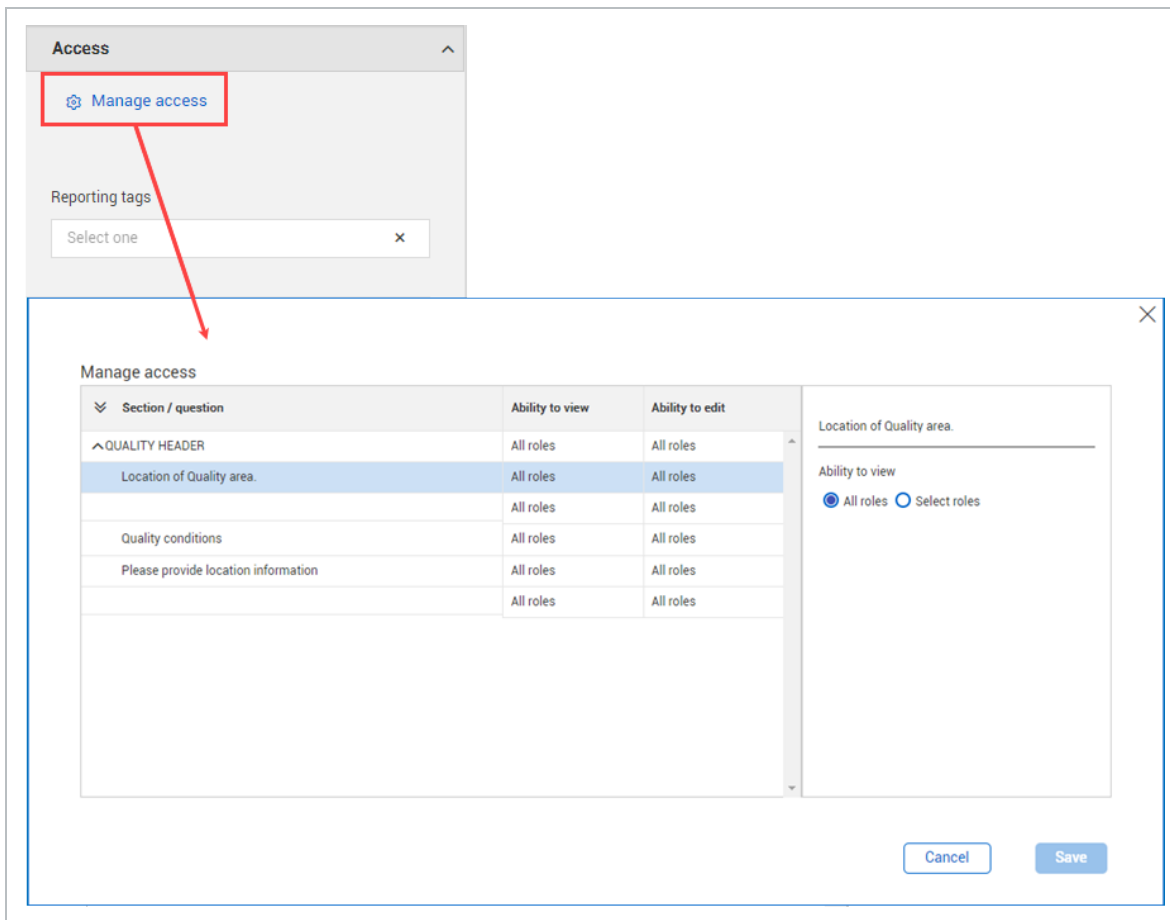
All question settings include the option to make the question mandatory. This means the form or task cannot be submitted unless the question is answered.

You can mark responses to list and choice questions as exceptions. This feature is useful to indicate responses that are undesired or outside of normal business processes in some way and have those exceptions shown in reporting. To set a response as an exception in the form or task builder, select a response to a list or choice question. In the Details side panel, select the **Exception** check box. An Exception icon is added to the right of the response. This icon is visible only in the builder.



4.2.3.4 Access

In the Access section you can manage access using the Manage access button. In the Manage access dialog box, you can control which users or roles can view or answer each individual question or entire sections when filling out the form or task. If they do not have access, they will not see the question on the form or task.



In Manage access, the ability to view and edit permissions are set separately from each other. You can manage access for all sections and questions in a template in the dialog box. It does not matter which section you choose when you click the **Manage access** button.

To control who can see data in reports for question responses, add reporting tags in the Access section. Users with the same reporting tags you set here can see this data when using reports.

4.2.3.5 Logic

The Logic setting lets you show or hide a question based on the response from another question on the form or task. For example, you are creating template for a Quality review, and have added the Choice question “Did you recognize any quality wins?”

Did you recognize any quality wins?

Yes

No

Following this question, you add a Text question for them to indicate the wins they had, but you only want this question to show up if they answered yes to the previous question.

Under the Logic section of the Text question’s properties, you select **Leading questions**.

Module landing > Templates manager > Form builder

Text [Close] BUILD

✓ All changes have been saved (07:27 AM)

Details

* Question text
Safety wins: explanation
Type your question

Type
 Short Long Label only ⓘ

[Add supporting text](#) ⓘ

Mandatory

Question display ID: 1202

Access [Down Arrow]

Logic [Up Arrow]

⚙ Defining conditional logic rules allows you to show or hide questions based on another questions response.

Leading questions

Integration tag ⓘ

* Did you recognize any safety wins?

Yes

No

Safety wins: explanation

Approval after safety walk

A Leading questions dialog box opens, where you set the Text question to show when the user answers Yes to the “Did you recognize any safety wins?” question.

TIP

Depending on the form or task, you can show or hide the question depending on how the other question is answered.

TIP

If there is a form flow button that can be reversed, you can apply separate leading logic sets to the reverse form flow button and the form flow button that advances to the next step.

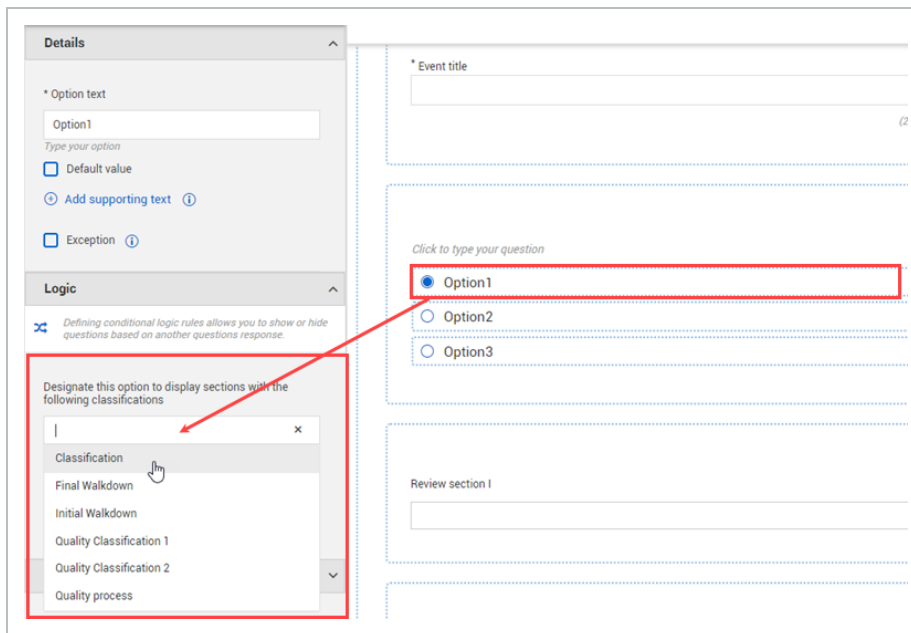
4.2.3.6 Classifications

You can use classifications to apply logic at a section level to show the section only if that classification is chosen on a question somewhere else in the template. Using classifications to drive logic means you do not need to apply logic to every question in the section you want to hide. Classifications also let you sort and filter in the Events and Tasks lists.

The following step-by-step shows how to use classification logic to show a section based on a question response.

4.2 Step by Step 6 — Show a section using classification logic

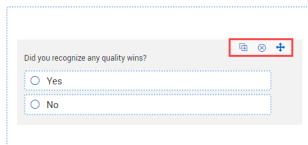
1. Select an option of a List question.
2. In the Details side panel, open the Logic section, and then select at least one classification from the drop-down list.



3. Click the section you want to show.
4. In the Details side panel, open the Logic section, and then select the classification from the dropdown list.

4.2.3.7 Copying, deleting and moving questions

When hovering over a question on your template, three options are shown:



- Copy icon creates a duplicate question in the same section.
- Delete icon removes the question from the template.
- Move icon lets you drag and drop the question to a different area on your template.

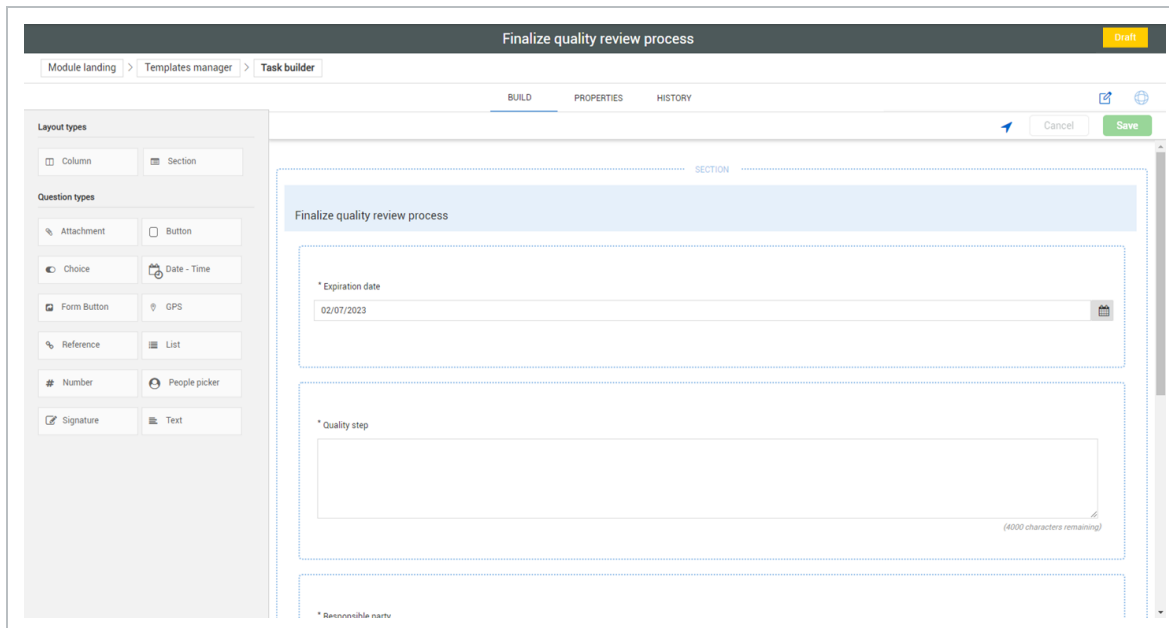
TIP You can move questions by clicking and holding anywhere on the question and dragging it into place.

4.2.3.8 Using the form and task builder – Build tab

The following step-by-steps walk you through building out a template using the Task builder and Form builder.

4.2 Step by Step 7 — Build a Template Using the Task Builder

In the Task builder page, design the template with the following changes. In this example, we will use the Finalize quality review process template you created in the Build a Template Task Step by Step:

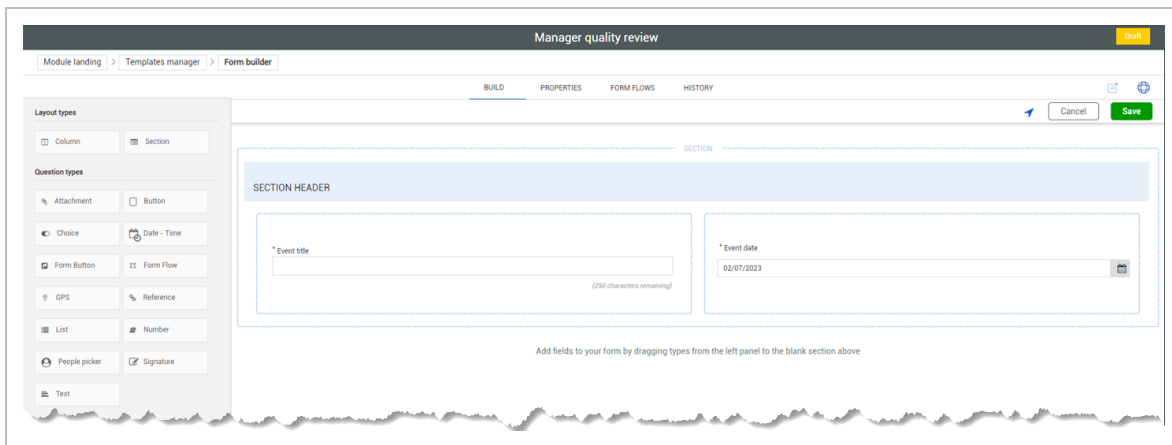


1. Drag and drop the **People picker** question type underneath the Due date question.
2. Click the question and enter **Name of person conducting the next quality review** in the Question text field.
3. Select the Mandatory check box.
4. Close the People picker settings slide-out panel by clicking the X at the top right of the panel.
5. Drag and drop the **Date - Time** question type to the right of the Name of person conducting the next quality review question, so it becomes a second column on the same row.
6. Make the title of the Date-Time field, Date of upcoming Safety Walk.
7. On the Details panel, change the **Type** to Date so the answer selection will only be for a date, not a time.
8. Close the settings slide-out panel.
9. Click the **Assigned** button at the bottom of the section and notice the Close task upon the button selection is selected and grayed out. Ensure that Change status to is Scheduled.

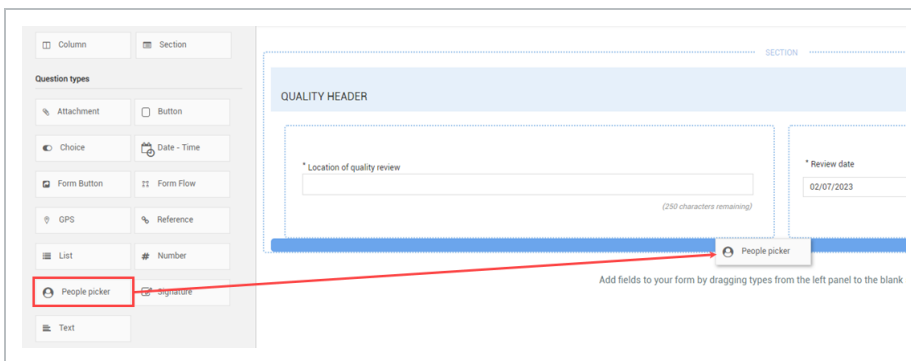
10. In the top right corner, click **Save** to save your new template task. A notification is shown indicating the time the change was saved.
11. To make the template available for use, click the **Publish** icon.

4.2 Step by Step 8 — Build a template using the form builder

In the Form builder page, design the template with the following changes. In this example we will use the Project Manager quality review created in the previous step by step. As needed, close the settings slide-out-panel.

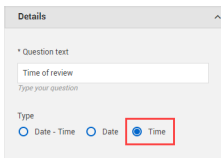


1. Drag and drop the **People picker** question type into the existing section underneath the Location and Date questions.



2. Click the question and enter **“Who is leading the review?”** in the Question text field.
3. Close the **People Picker** settings slide-out panel.

4. Drag and drop the **Date - Time** question type to the right edge of the "Who is leading the review" question, so it becomes a second column on the same row.
5. Click the **Date - Time** question and enter "**Time of review**" in the Question text field.
6. Under Type, select **Time** so the answer selection will only be for a time, not a date.

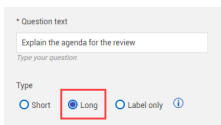


Details

* Question text
Time of review
Type your question

Type
 Date - Time Date Time

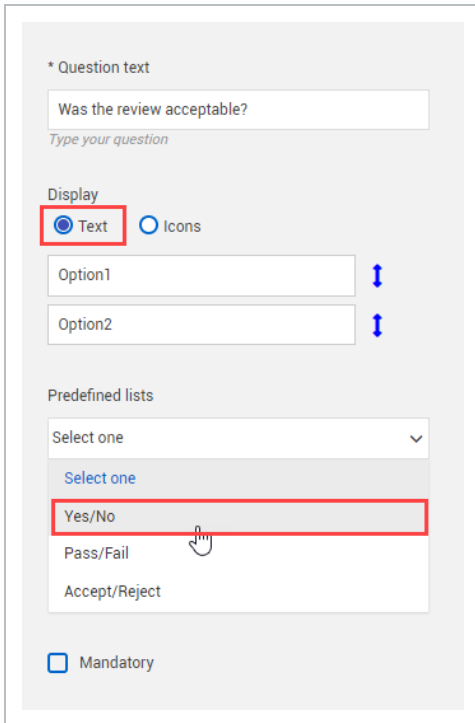
7. Close the **Date - Time** settings slide-out panel.
8. Drag and drop the **Text** question below these two questions.
9. Click the question and enter **Explain the agenda for the review** in the Question text field.
10. Under Type, select **Long** so the user has more room (4000 characters) to enter a response when filling out the form.



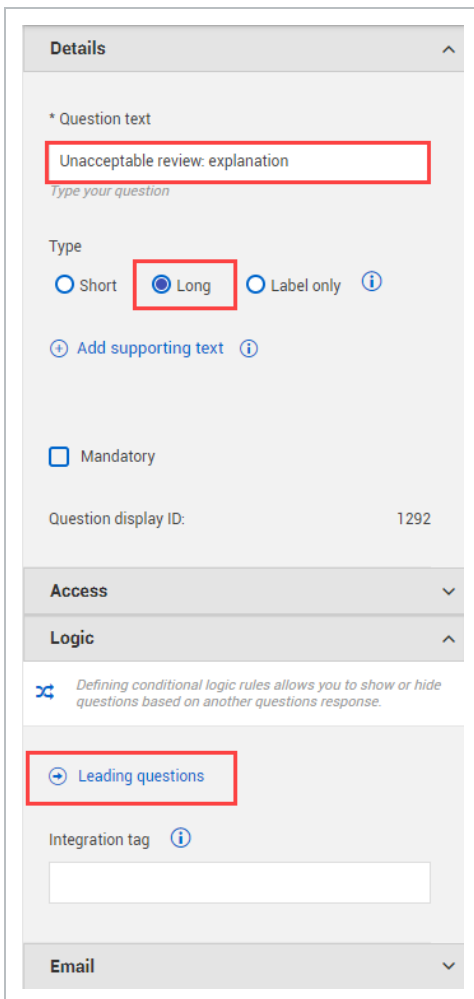
* Question text
Explain the agenda for the review
Type your question

Type
 short Long Label only ⓘ

11. Close the **Text** settings slide-out panel.
12. Drag and drop the **Choice** question type into the existing section underneath the agenda question.
13. Click the question and enter "**Was the review acceptable**" in the Question text field.
14. Under Predefined lists, select **Yes/No** from the drop-down list.

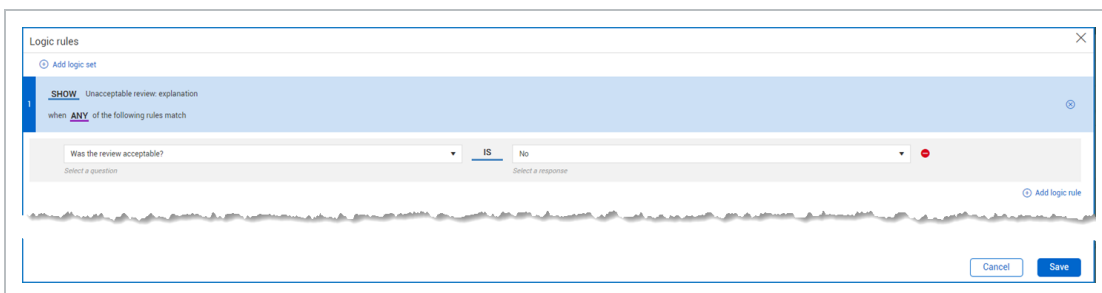


15. Select the **Mandatory** check box.
16. Close the **Choice** settings slide-out panel.
17. Drag and drop the **Text** question type into the existing section underneath the Was the review acceptable question.
18. Click on the question and enter “**Unacceptable review: explanation**” in the Question text field.
19. Under Type, select **Long**. You want to only show this question if the user answered “No” to the previous question (Was the review acceptable?).
20. Expand the **Logic** section and select **Leading questions**.



The screenshot shows a 'Details' section for a question. The 'Question text' field contains 'Unacceptable review: explanation'. The 'Type' section has radio buttons for 'Short', 'Long' (which is selected), and 'Label only'. Below this is a link to 'Add supporting text'. A 'Mandatory' checkbox is unchecked. The 'Question display ID' is 1292. The 'Access' and 'Logic' sections are collapsed. The 'Logic' section has a sub-section for 'Leading questions' which is highlighted with a red box. Below it is an 'Integration tag' field. The 'Email' section is also collapsed.

The Logic rules dialog box opens.



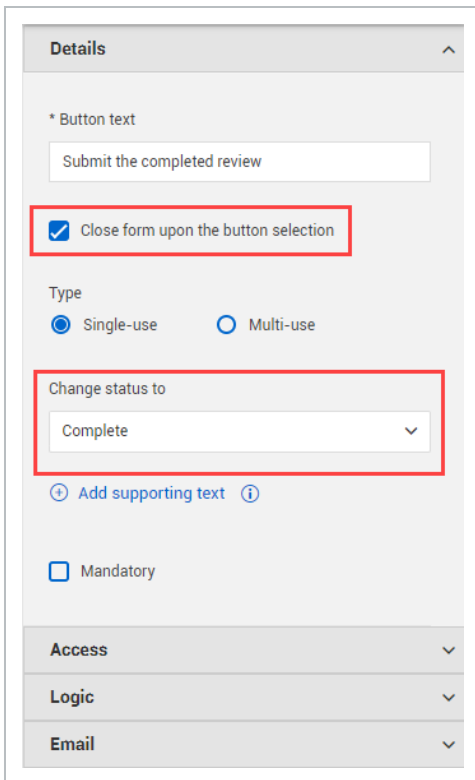
The 'Logic rules' dialog box is open. It has a title bar with a close button. Below the title bar is a section for 'Add logic set'. A rule is shown with a 'SHOW' toggle and the text 'Unacceptable review: explanation'. Below this, it says 'when ANY of the following rules match'. There is a configuration row with a dropdown menu set to 'Was the review acceptable?', a radio button selected for 'IS', and another dropdown menu set to 'No'. There are also 'Select a question' and 'Select a response' labels. At the bottom right of the dialog are 'Cancel' and 'Save' buttons.

21. Switch the Show/Hide toggle to **Show**.
22. From the Select a question drop-down list, select **Was the review acceptable?**
23. From the Select a response drop-down list, select **No**.

- 24. Click **Save** to close the Logic rules dialog box.
- 25. Close the **Text** settings slide-out panel.

NOTE The "Unacceptable review: explanation" question now only shows if No is answered to "Was the review acceptable?" question.

- 26. Drag and drop the **Attachment** question type into the existing section underneath the existing questions.
- 27. Click the question and type **Provide photos from the review** in the Question text field.
- 28. Close the **Attachment** settings slide-out panel.
- 29. Drag and drop the **Button** question type into the existing section underneath the existing questions.
- 30. Click the question and enter "**Submit the completed tour**" in the Button text field.
- 31. Select the **close the form upon the button selection** box.
- 32. Under Change status to, select **Complete** from the drop-down list.



- 33. Expand the Email section, and then select **Add email**.

34. From the dialog box, enter a Subject line, such as "**Review has been completed**". Enter **Roles** and/or **Users**, and then add content to the body of the email, such as "**Please review at your convenience.**" Select the **@Reporter** if needed.

35. Click **Save**.
36. In the upper-right corner, click **Save** to save your new template form.
A dialog box is shown indicating the time the change was saved.
37. To make the template available for use, click the **Publish** icon.

Multi-level drop-down lists

When you use the List question type, you can build branching questions using a multilevel drop-down list. For more information about multilevel drop-down lists, see [Multilevel Drop-Down Lists](#).

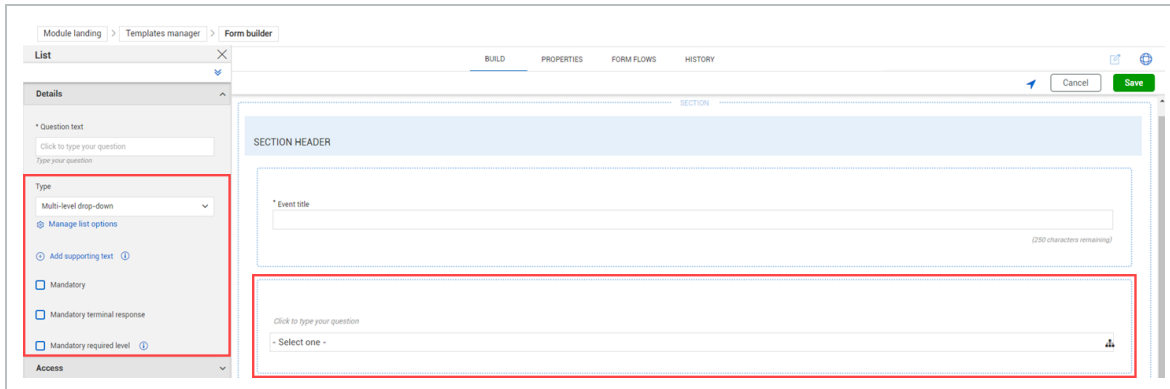
Referenced Forms and Tasks

When you create a task or an event from another task or event, you see the referenced item in both associated tasks or events, letting you see which events and tasks are associated. For more information, see [Referenced Forms and Tasks](#).

4.3 MULTILEVEL DROP-DOWN LISTS

Using the List question type, you can build branching questions using a multilevel drop-down list. When you select from a list of question options, your response branches off to another question. This functionality helps you manage list items better for greater control of data in the database.

A Multilevel drop-down list can be nested at several levels. For example, this type can be useful for showing a complicated organizational structure.

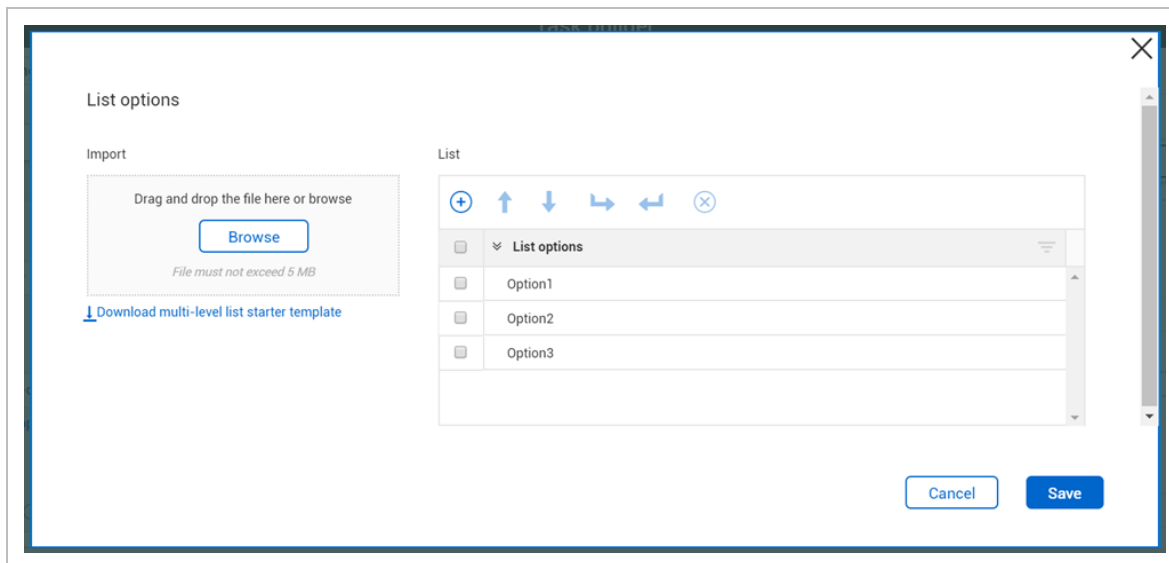


In the List side panel, there are options to make features of a multilevel drop-down list mandatory:

- **Mandatory** – The multilevel drop-down list question must be answered.
- **Mandatory terminal response** – The user must go all the way to the last level of the list to make a selection, instead of just clicking through without expanding the list beyond the first level. If you select this option, you cannot select Mandatory required level.
- **Mandatory required level** – You must select a mandatory required level from a drop-down list that determines how many levels down users must expand the list to make a selection, instead of clicking through without expanding the list beyond the first level. If you select this option, you cannot select Mandatory terminal response.

If you click **Manage list options**, the List options dialog box lets you organize list options manually or through Excel import.

In the dialog box, there are buttons to add and remove options, as well as move them up and down in the list, and in and out of other options to create a hierarchy.

**NOTE**

There can be up to a maximum of 10,000 items in the complete list, including all items in the levels.

4.3 Step by Step 1 — Add a manual multilevel list question

1. In a form, drag the List question type onto the form or task.
2. In the **Question** text field, type in the question.
3. In the **Type** drop-down list, select the **Multi-level drop-down** option.
4. Click **Manage list options** to open the List options dialog box.

TIP

When a check box to the left of an option is selected, the up and down arrows are shown to let you move that question response up or down in the listing

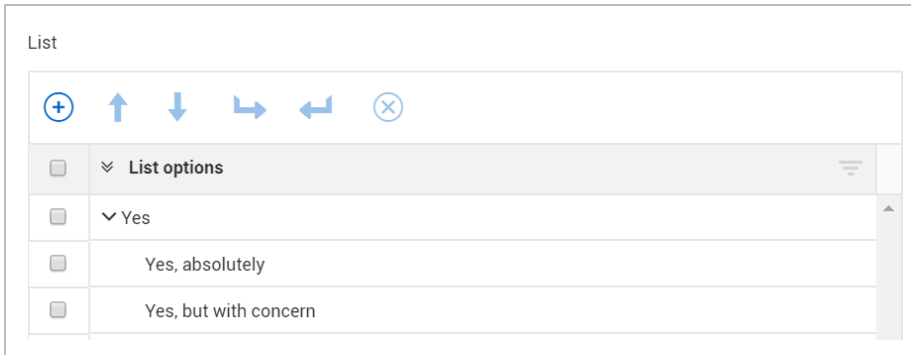
NOTE

If available, indenting can be done with the **Move List in to** and **Move List Out of** arrows.

The **Add list** option and **Delete list** option icons are available for you to use.

5. Select the check box of the second list item, and then select the **Move list option in to** icon. That option now falls below, or within, the item above it.
6. Unselect the second list item.
7. Select the third list item.
8. Indent the third list option using the **Move list option in to** icon.

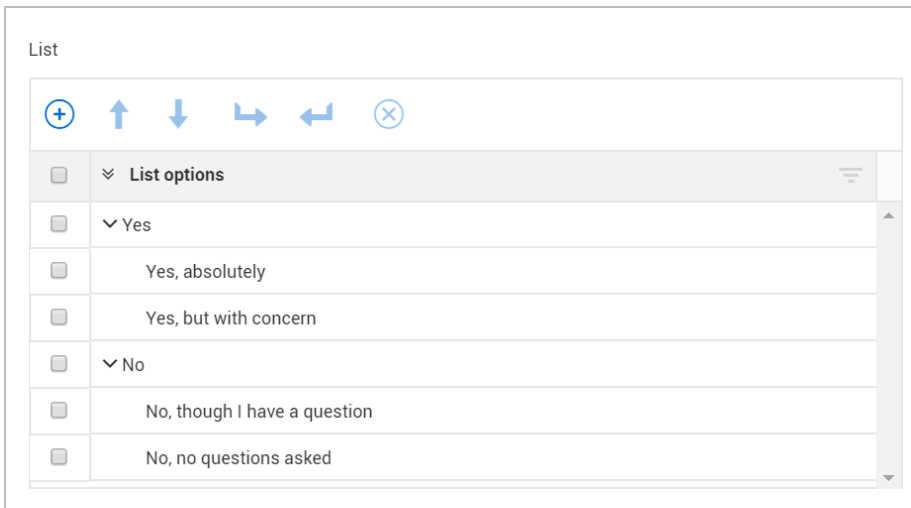
Your List option dialog box should look like this example:



9. Using the **Add List** icon, add three more list options.

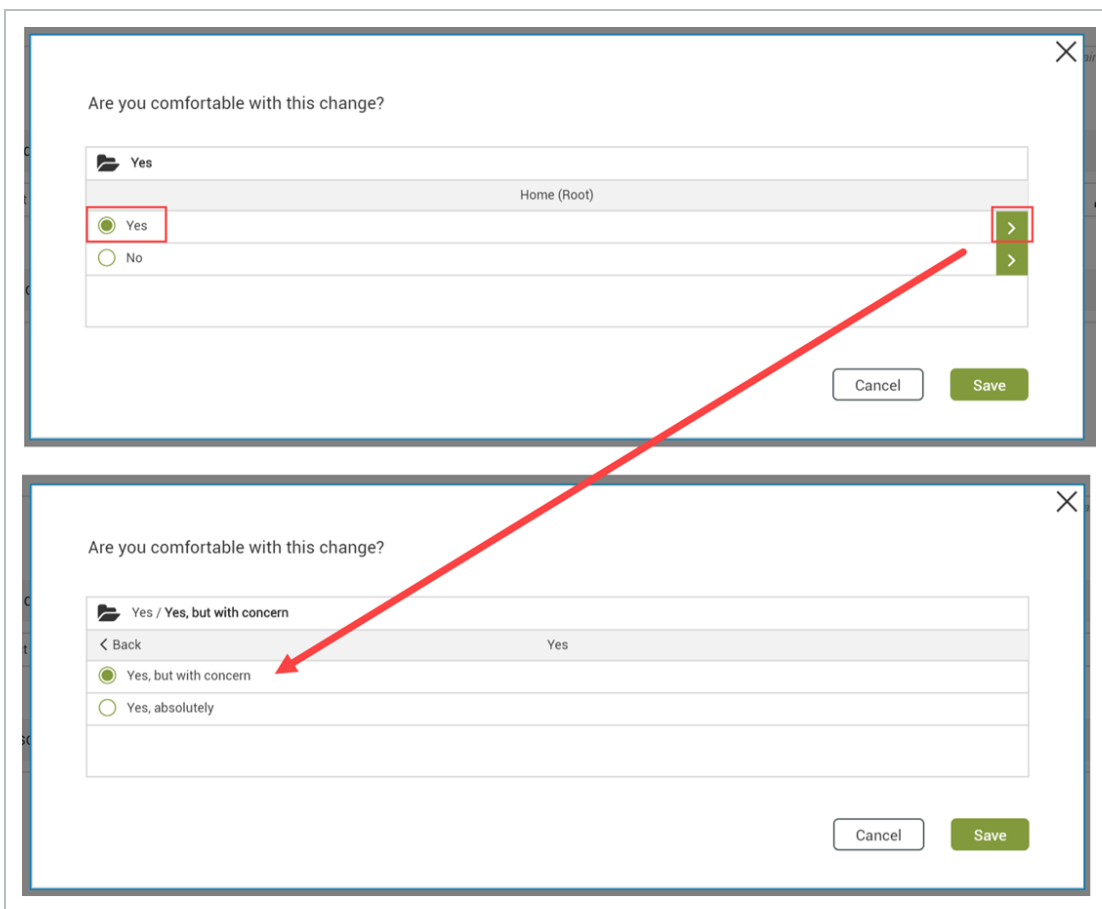
10. With the final two items, use the **Move list option in to** icon to indent them.

Your List option dialog box should look like this example:



11. Click **Save**, and then click **Publish**.

Now, when the form or task is opened, the first question can be answered, which then leads to branched options for the second question.



To create a multilevel drop-down question using the template from Excel, first download the starter template. Click the List in the Section > Manage list options > **Download multi-level list starter template**. The template has one Example sheet with instructions on how to use it. You can then fill out the Import sheet with list options for as many levels as necessary.

This step-by-step walks you through adding items through the multilevel list starter template.

4.3 Step by Step 2 — Add a multilevel list using the list starter template

1. In a form, drag the **List** question type onto the form or task.
2. In the Question text field, type in a question.
3. In the **Type** drop-down list, select the **Multi-level drop-down** option.
4. Click **Manage list options**.
5. Click **Download multi-level list starter template**.

The Excel file downloads to your configured downloads folder. When you open the file, you will see the Example and Import tab. The latter of which you use to create your multilevel branching template.

Select to Enable editing if needed.

6. Select the **Import** tab.
7. Create a Level 1 item in Column A, PMH1 in the example.
8. In Column B, create the Level 2 item, Segment 1 in the example.
9. In Column C, create the Level 3 items, or decision points, Roadway, Structure, and Walls in the example.

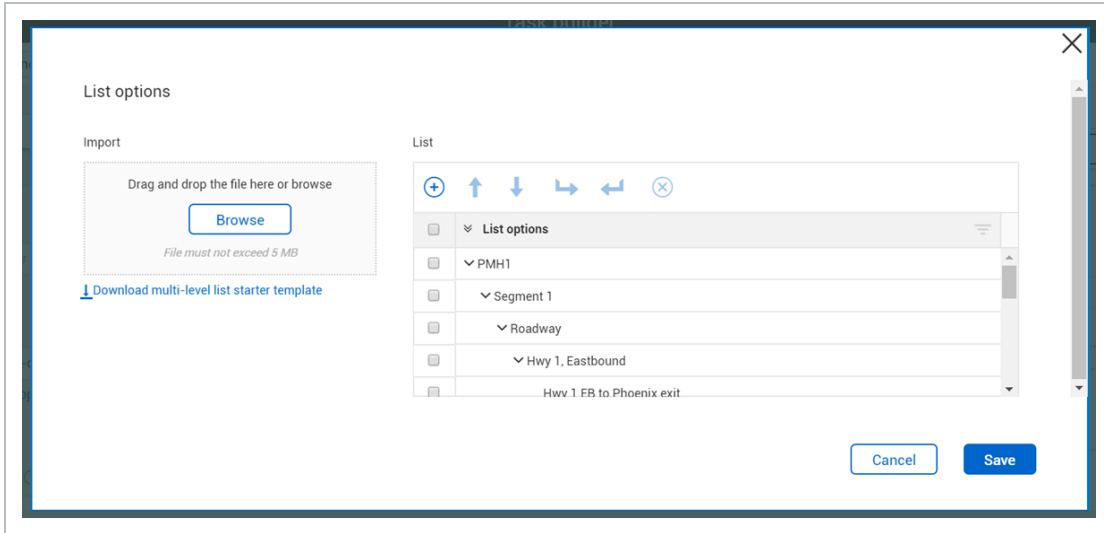
This means that when a user selects a Column B segment, they will have three additional choices from Column C in the next drop-down list

10. In column D, add Level 4 options.

In the example shown, there are only Level 5 options in Column E for Hwy 1, Eastbound and Hwy 1, Westbound.

	A	B	C	D	E
1	Level 1	Level 2	Level 3	Level 4	Level 5
2	PMH1				
3	PMH1	Segment 1			
4	PMH1	Segment 1	Roadway		
5	PMH1	Segment 1	Roadway	Hwy 1, Eastbound	
6	PMH1	Segment 1	Roadway	Hwy 1, Eastbound	Hwy 1 EB to Phoenix exit
7	PMH1	Segment 1	Roadway	Hwy 1, Eastbound	Hwy 1 EB to Central Ave
8	PMH1	Segment 1	Roadway	Hwy 1, Westbound	
9	PMH1	Segment 1	Roadway	Hwy 1, Westbound	Hwy 1 WB to 101
10	PMH1	Segment 1	Roadway	Hwy 1, Westbound	Hwy 1 WB to Scottsdale Rd
11	PMH1	Segment 1	Structure Segment 1		
12	PMH1	Segment 1	Structure Segment 1	1st Ave	
13	PMH1	Segment 1	Structure Segment 1	TUC #2 overpass	
14	PMH1	Segment 1	Structure Segment 1	101 WB overpass	
15	PMH1	Segment 1	Walls Segment 1		
16	PMH1	Segment 1	Walls Segment 1	TUC A0	
17	PMH1	Segment 1	Walls Segment 1	TUC A1	

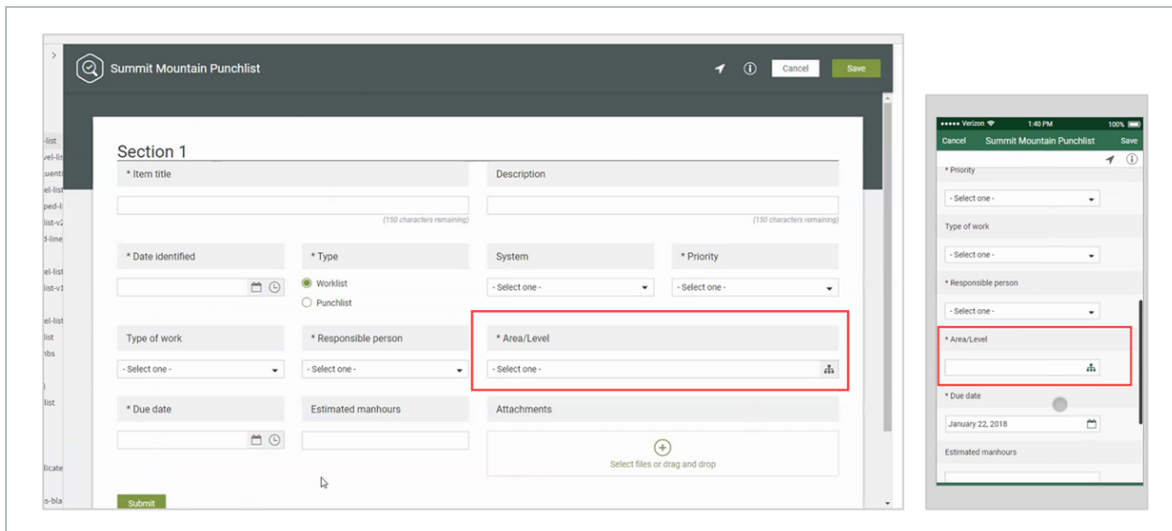
11. Save the Excel file.
12. Go to Completions, and then click **Browse**.
13. Navigate to the folder where your Excel file is located.
14. Select the file, and then click **Open**.
15. The Excel data populates. Click **Save**.

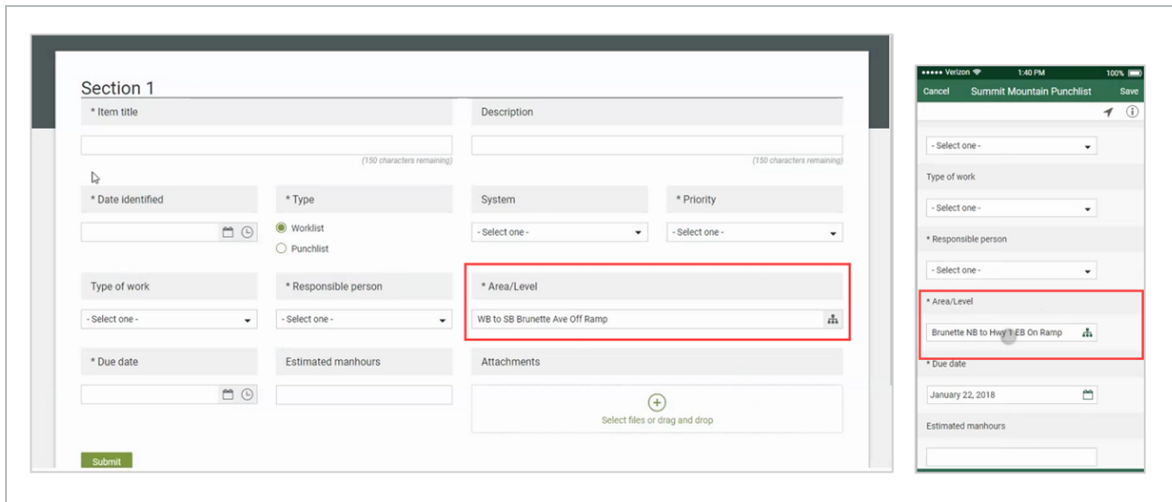
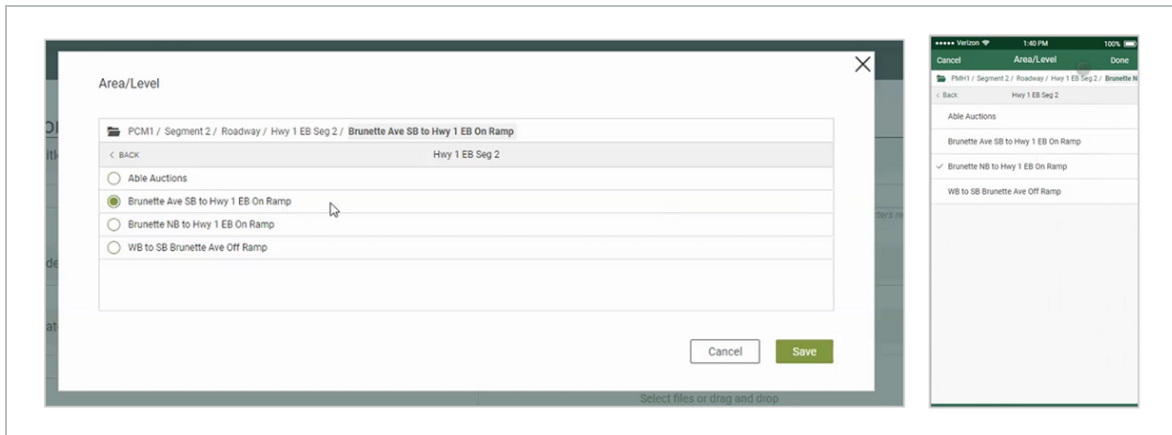


There are no limits on how many levels can be added. Having many levels down might not be the best when using the list.

- TIP** There is a maximum of 10,000 items in the complete list including all items in the levels.
- TIP** There is a maximum of 200 characters, including spaces, for each item. Items that exceed 200 characters are truncated.

In a form, a multilevel list option looks similar in both the web or mobile versions:





4.4 REFERENCED FORMS AND TASKS

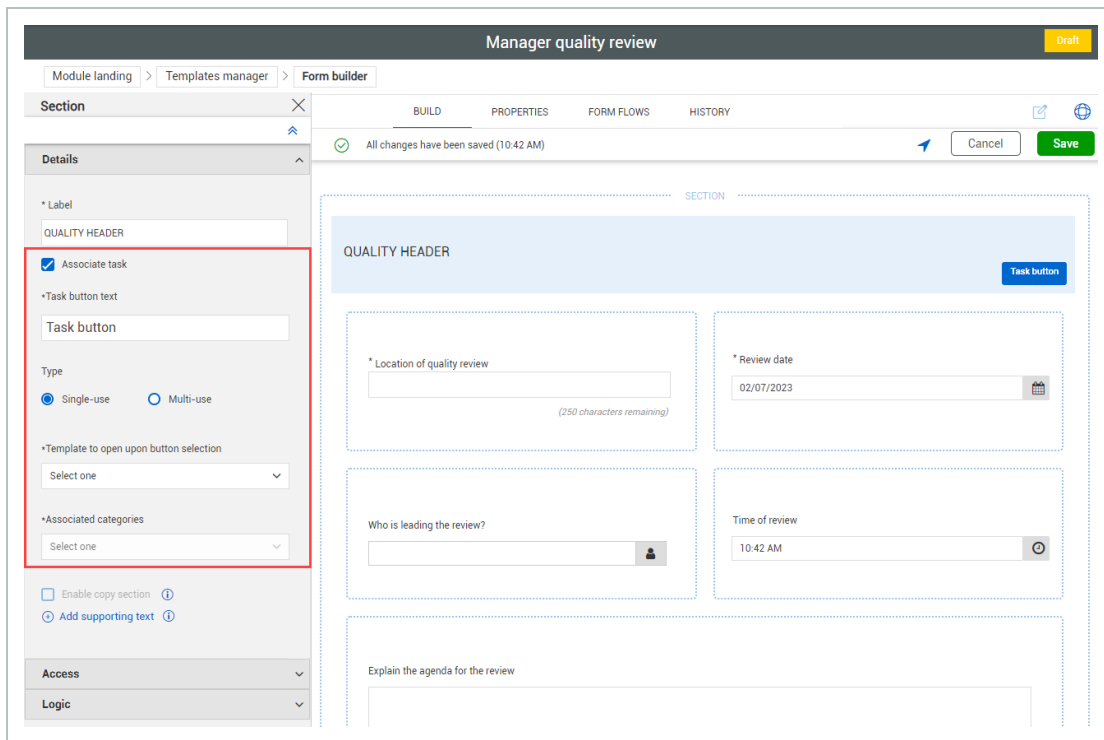
When you create a task or an event from another task or event, you see the referenced item in both associated tasks or events, letting you see which events and tasks are associated. When you create a new event, you can select the **Associate Task** check box.

The screenshot displays the 'Manager quality review' form builder interface. On the left, the 'Details' panel is open, showing the 'Associate task' checkbox selected and highlighted with a red box. Below it are options for 'Enable copy section' and 'Add supporting text'. The main canvas shows a form with a 'QUALITY HEADER' section and a text field labeled '* Location of quality review' with a character count '(250 characters remaining)'. The top navigation includes 'Module landing', 'Templates manager', and 'Form builder'. The top right has tabs for 'BUILD', 'PROPERTIES', 'FORM FLOWS', and 'HI'. A status message at the top says 'All changes have been saved (10:42 AM)'.

When you select Associate task, the Task Button is shown. In this example it is in the Section Header. The Details panel also updates and shows the following:

- The Task button text field shows up so you can modify the name of the button.
- The Type lets you choose from Single-Use or Multi-use.
- The Template to open upon button selection drop-down list requires you to select a Task Template.

- The Associated categories drop-down list requires a selection.



Select **Save** after any changes are made.

TIP You can also start a task from the Section area of an event, not just a question, which is useful for reporting purposes.

4.5 INTEGRATED LIST

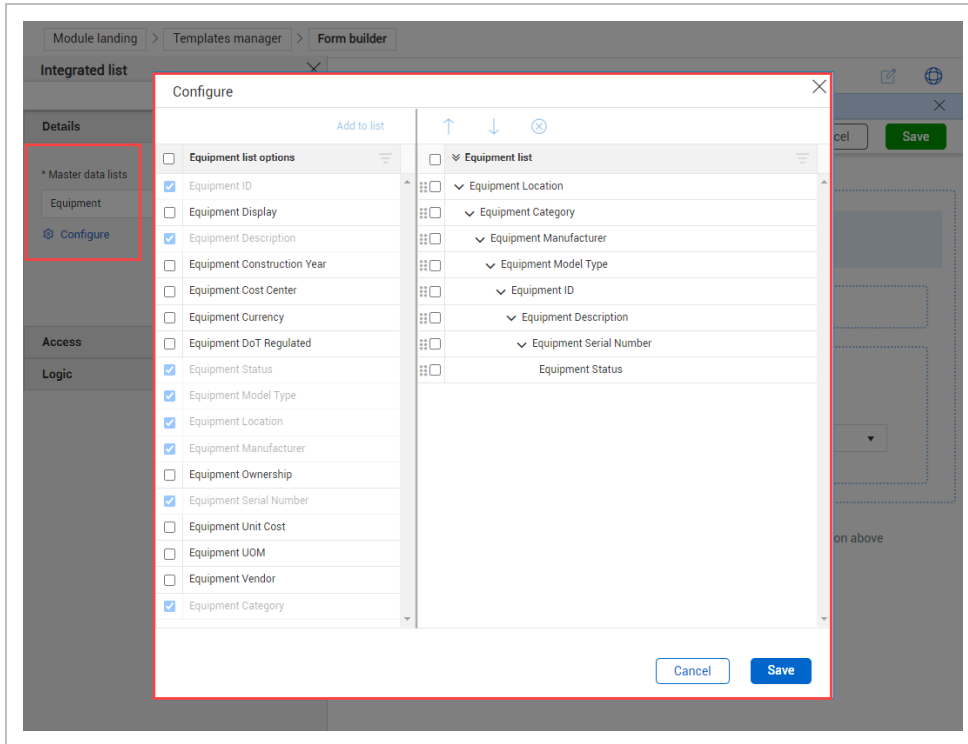
4.5.1 Summary

When building your template form, the Integrated list question lets you build lists that integrate with InEight Platform master data library. The Integrated list question lets you add resource column fields in a series of cascading questions. You can use cascading questions to narrow down the selection of a resource. For example, you can add Vendor Region, Vendor Country, and Vendor City column fields of cascading questions to narrow the selection down to a city. The list pulls data from Platform’s resources in Main menu > **Master data library**.

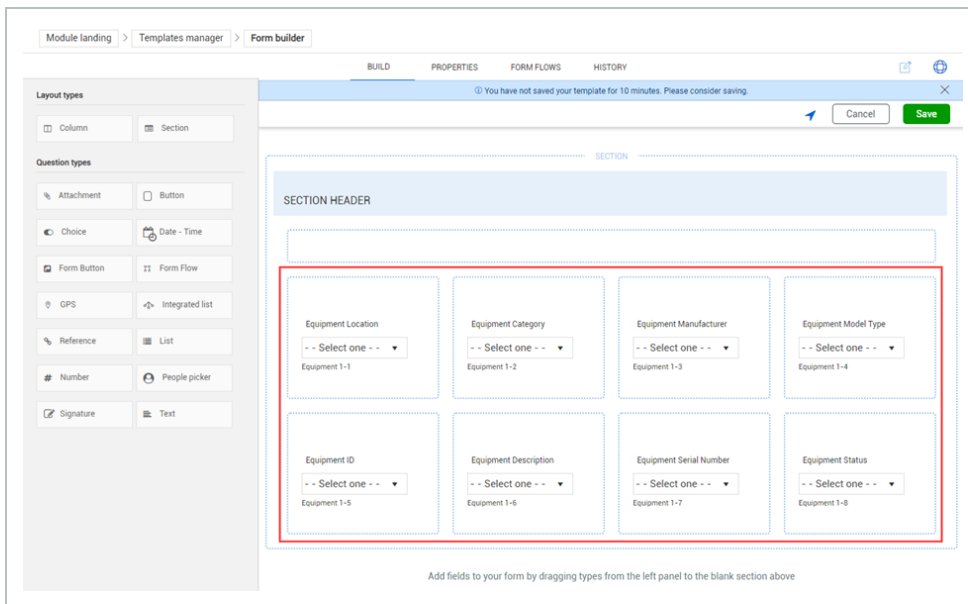
NOTE Currently, the Integrated list feature is only available for Operational resources equipment and Vendors master data.

After you add the integrated list question, select the question, and then click the **Configure** button to choose from your selected resource's column headings to add to the list.

The series of selected column headings fields show as a hierarchy and can be modified in any order.



After saving your integrated list configuration, each column heading option in the hierarchy shows as a series of cascading questions in your template form. You can add multiple series of lists to your integrated list.



4.5.2 Steps

To add and configure an integrated list:

1. In a new or unpublished form, drag the **Integrated list** question into the form.
2. Click the Integrated list question.
3. In the left slide-out panel, select from the **Master data lists** drop-down resources.
4. Click the **Configure** icon, and then select the fields to add to the list.
5. Click **Add to list**.

Each field becomes a drop-down question in the form or task template and shows in a cascading manner. You can use the **Move up** and **Move down** arrows to modify the columns in a logical order according to your business process.

6. Click **Save**.

You can reorder, add, and delete from your list by clicking on any of the list column attributes, and then clicking **Configure**.

4.5.3 Related links

InEight Platform [Master Data Libraries](#)

4.6 TEMPLATE PROPERTIES

On the correct Form builder or Task builder page, the Properties tab contains the basic information entered when the form was created (on the Create a form or Create a task dialog box). This includes a header section containing the following:

- Form or Task ID (this is automatically assigned when the form or task is created)
- Version
- Status
- Module
- Creation date
- Creation time
- Created by

Form ID	Version	Status	Module	Creation date	Creation time	Created by
126	3	Draft	Quality	02/07/2023	08:45 AM	Julio

The Properties tab also includes the following fields, which you can edit at any time with the right permissions:

- Form or Task name
- Description
- Category association with + Future Children functionality
- Organization association
- Options
- Template language settings
- Export and Import

The screenshot shows the 'Form builder' interface with the following sections:

- Form name:** Manager quality review
- Description:** To be completed by the Manager/Supervisor in charge.
- Category association:** Quality review
- Organization association:** A list of organizations including C-XYZ (RootOrg1) and C-XYZ-ND (EO-ID).
- Options:** Includes 'Available on mobile?' (checked), 'Event title' (User defined), 'Event date' (User defined), 'Add expiration date' (checked), 'Add renewal date' (unchecked), 'Available through form button only?' (unchecked), 'Integration tag' (empty), 'Add template integration' button, 'Enable print functionality' (unchecked), and 'Attach ITP header' (unchecked).
- Template language settings:** English

4.6.0.1 Task and form builder options

In Form builder, both the Event title and date fields can be System defined or User defined. Both can be used to personalize your form.

This close-up view of the 'Options' section highlights the 'Event title' and 'Event date' dropdown menus, both of which are currently set to 'User defined'. Other options visible include 'Available on mobile?' (checked), 'Add expiration date' (unchecked), 'Available through form button only?' (unchecked), 'Integration tag' (empty), 'Add template integration' button, 'Enable print functionality' (unchecked), and 'Attach ITP header' (unchecked).

Form builder: Event options

	System Default	User Defined
Event title	The event title defaults to the "name of the form event ID" and is presented on the event list as the event title	This provides a mandatory text question on the form where the user can provide a title presented on the events list.
Event date	The event date defaults to the date the form was started.	This provides a mandatory date question on the form where the user can provide a date presented on the events list.

In Task builder, both Task title and Due date can be used strategically to personalize your task.

Task builder: Task and due date options

	System Default	User Defined
Task title	The task title defaults to the "name of the task_task ID" and is presented on the task list as the task title.	This provides a mandatory text question on the template where the user can provide a title that is presented on the task list as the task title.
Due date	Not applicable	This provides a mandatory date question on the template where the user can provide a date that is presented on the task list as the due date.

4.6.0.2 Expiration date

When the Add expiration date check box is selected, the Add renewal date option is shown.

Selecting Add expiration date makes this a mandatory field on the form. If selected, the Add renewal date also provides a mandatory question on the form.

Form builder: Date options

	Definition
Add expiration date	This selection provides a mandatory date of expiration question on the form. This question and the value show on the event list as well after the form has been filled out.

Form builder: Date options (continued)

	Definition
Add renewal date	This selection provides a mandatory date of renewal question on the form. This question and the value show on the event list as well after the form has been filled out.

NOTE After the form is published, only certain fields in the properties may be changed without putting the form into a draft status.

4.6.0.3 Template availability

To hide a template from being started as a stand-alone form or task, turn on the **Available through form button only?** toggle. When hidden, these templates can be used only through association with the Form Button.

4.6.0.4 Integration tag

You can add an integration tag to a template to include the form in reporting. Specific questions in that form with the same integration tag are then reported on. This applies only to standard reports.

4.6.0.5 Template integration

Template integration is helpful when you need to use a task in InEight Change. For more information about template integration, see [Template Integration](#).

4.6.0.6 Enable print functionality

You can enable a template to be printable from the Events or Tasks page, and from the event or task detail page.

NOTE When you enable the print feature, it will not contain any permissions associated with the event or task. If you have access to the work item and can print it, you can print all questions and answers in the work item.

To enable a template to be printable, turn on **Enable print functionality**, and then select which report to run. Currently, only the Completions General Forms Integration is available.

4.6.0.7 Template language settings

Template language settings let you import translations for each question and section in a Microsoft Excel spreadsheet. For more information about how to import translations, see [Template Translation](#).

4.6.0.8 Organization association

On the Properties tab, selecting a project is as simple as selecting the check box next to the project name.

In any parent level, you can click the **Select all** or **Deselect all** option, if needed.

Projects not available to you are grayed out.

Clicking the **+ Future Children** button in a parent organization allows you to associate templates and users with that parent organization and all its children with just one click. The association can also persist through any new children (projects) that get associated after the original selection, so you do not have to manually add each project.

TIP

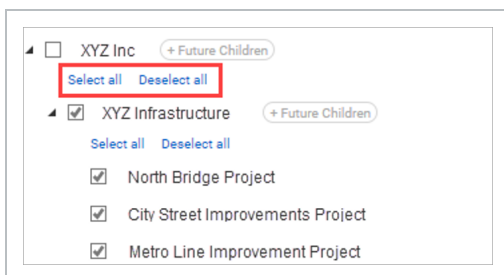
The **+ Future Children** changes color after it is selected.

Select only the parent organization

When you select a parent organization, only that organization is selected. If the parent organization has child suborganizations or projects, those children are not automatically selected when you select their parent. This change gives you the flexibility to fine-tune which children to associate.

Select or deselect all child organizations or projects

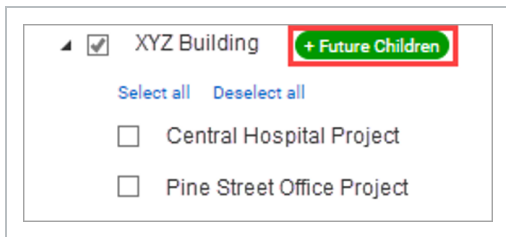
The **Select all** and **Deselect all** buttons are available for each parent organization with children. When you use these buttons, only the children are selected or deselected. The parent organization is not affected.



NOTE When you select all, only existing children are selected. New projects are not automatically selected unless you use the + Future Children option. See the next section for more information.

Persistently associate future children

The + Future Children button is available for each parent organization. If you enable this option, all new children of that parent are automatically selected. This option prevents having to constantly select each new project when you create one.



NOTE The + Future Children option works independently of the Select all option. For example, if you want to select all future new projects, but not necessarily all existing ones, you could select a few existing projects, or none, and still enable + Future Children.

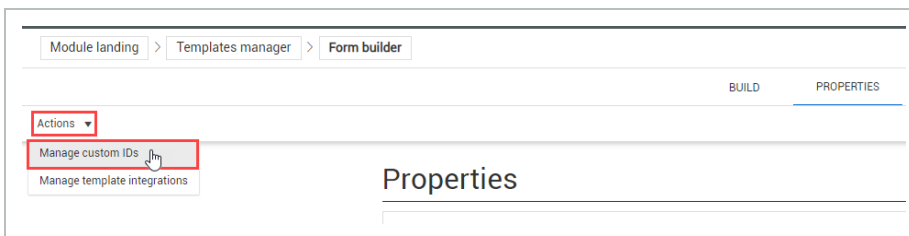
4.6.0.9 Manage custom IDs

Custom IDs let you sort and filter forms and tasks for better management of your events and tasks. You can also assign multiple custom IDs to one template and add or remove properties for existing custom IDs.

The following step by step shows you how to create a custom ID.

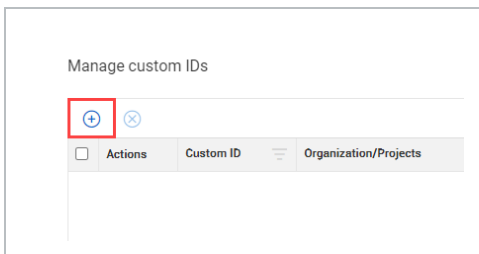
4.6 Step by Step 1 — Add a custom ID

1. Click Actions > **Manage custom IDs** in the top-left of the Form or Task builder's Properties tab.

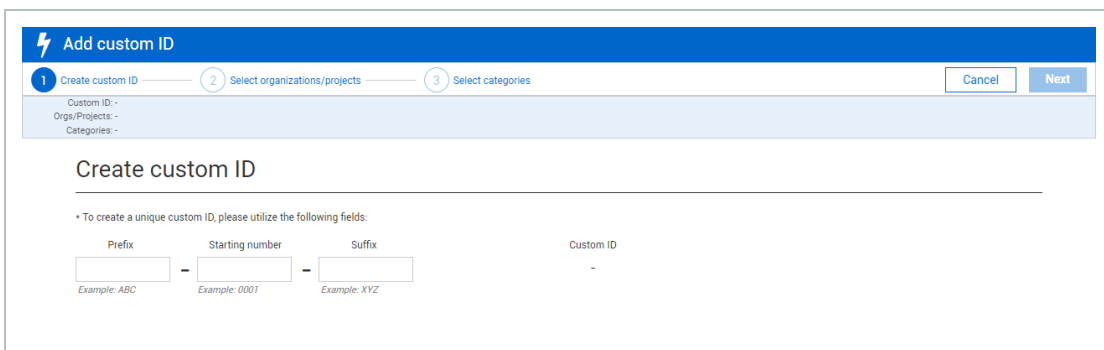


The Manage custom IDs dialog box opens.

2. Click the **Add** icon to open the Add custom ID wizard.



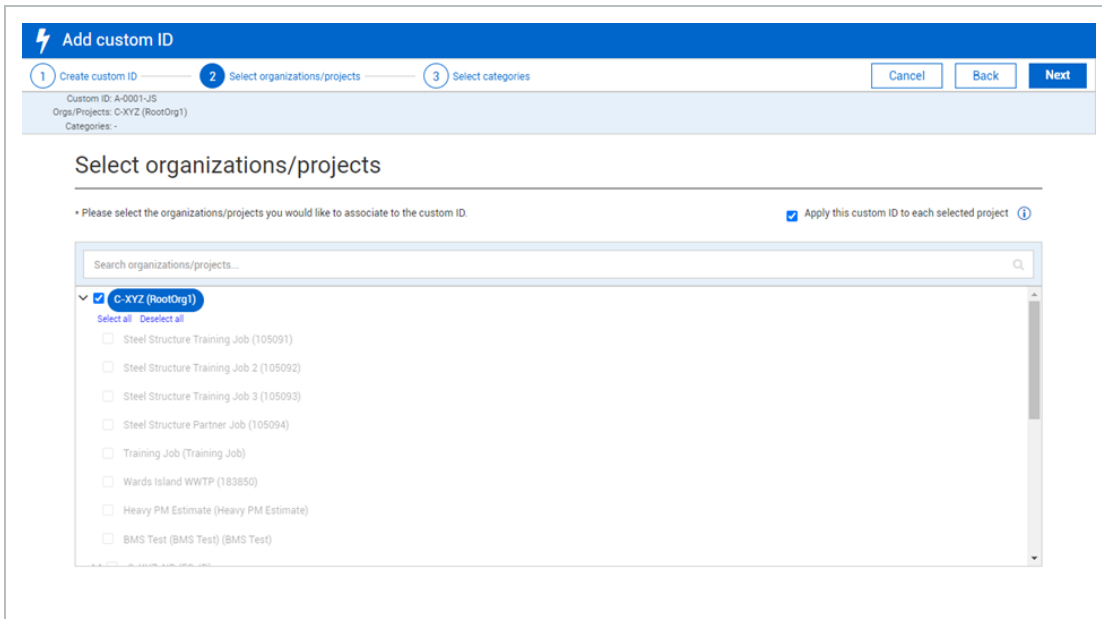
3. Enter values in the Prefix, Starting number, and Suffix fields, and then click **Next**.



NOTE You must fill out at least one of the fields, but you are not required to fill out all of them.

NOTE Each of the fields can be up to 10 characters long. Prefix and Suffix are alphanumeric, and Starting number is only numeric.

4. Select the organizations and projects you want the custom ID associated with.



5. You can select **Apply this custom ID to each selected project** if needed.

NOTE When this option is selected, the custom ID number increases independently for each project. For example, if the custom ID starts at CUS-200-ID and this option is selected, when you perform the form or task twice in Org/Project 1, the ID increases from CUS-200-ID to CUS-201-ID. If you then perform the same form or task twice in Org/Project 2, the ID also increases from CUS-200-ID to CUS-201-ID independently from the ID numbering in Org/Project 1.

6. Click **Next**.

7. Select the categories you want the custom ID associated with.

8. Click **Save & close**.

TIP

You can also click **Save & add new** to immediately add another custom ID.

4.7 TEMPLATE INTEGRATION

VIDEO | [Template Integration](#)

Template integration lets you make tasks available for use with InEight Change. For example, you might need to complete a task associated with a change issue.

NOTE

Template integration works only with Change and only for tasks.

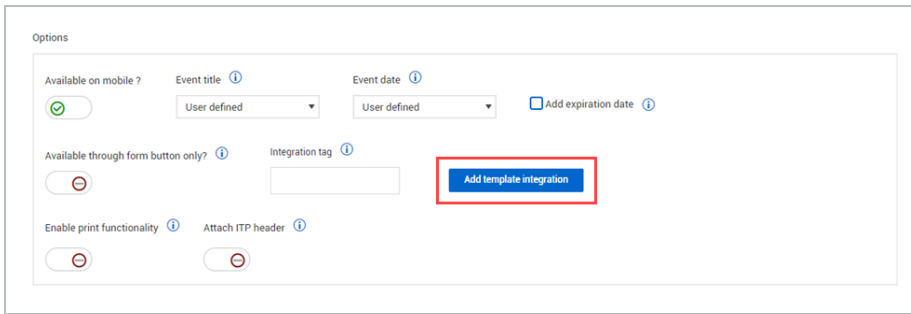
The functionality to add an integration is in the template Properties tab. To add a template integration to a template, you must have a level 3 admin role, and the template must have already been published. If you do not have a level 3 admin role, you can see the Add template integration button, but you cannot use it.

The following step-by-step shows you how to add an integration to a template.

4.7 Step by Step 1 — Add a template integration

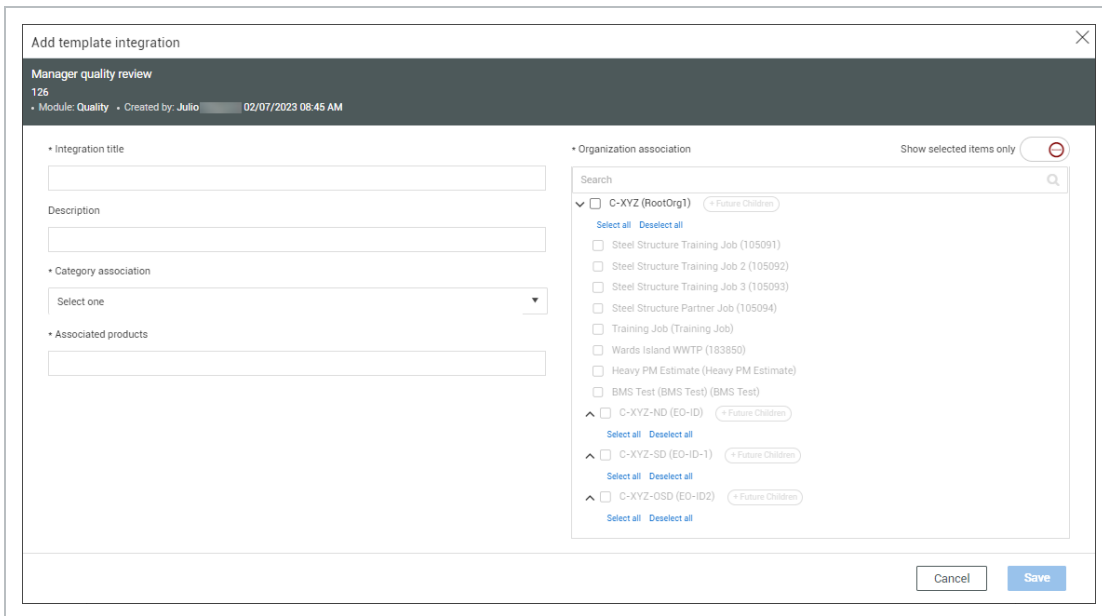
1. On the Properties tab of the task builder, under Options, click **Add template integration**.

The Add template integration dialog box opens.



2. Fill out the following required fields:

- Integration title
- Category association - One category associated with this integration. For more information about categories, see [Categories](#).
- Associated products - Text-only field that indicates which InEight application this integration is for.
- Organization association - Organizations and projects that this integration is associated with. For more information about organization association, see [Template Properties - Organization Association](#).
- You can also fill out the Description field.

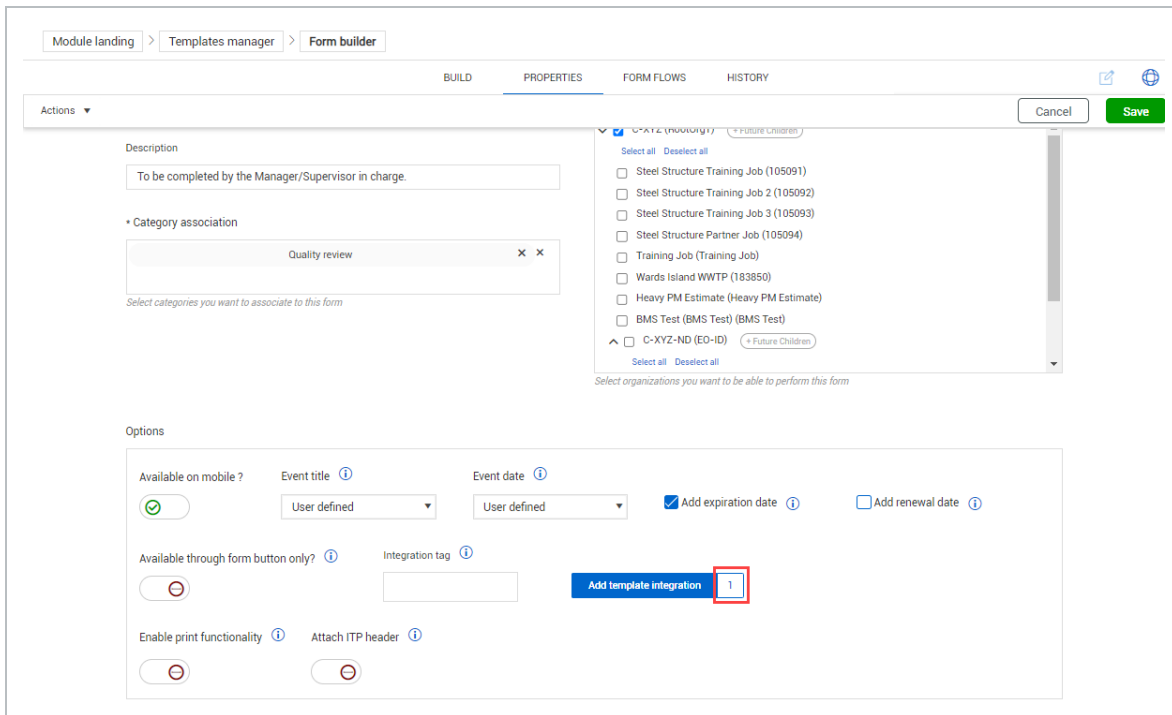


3. Click **Save**.

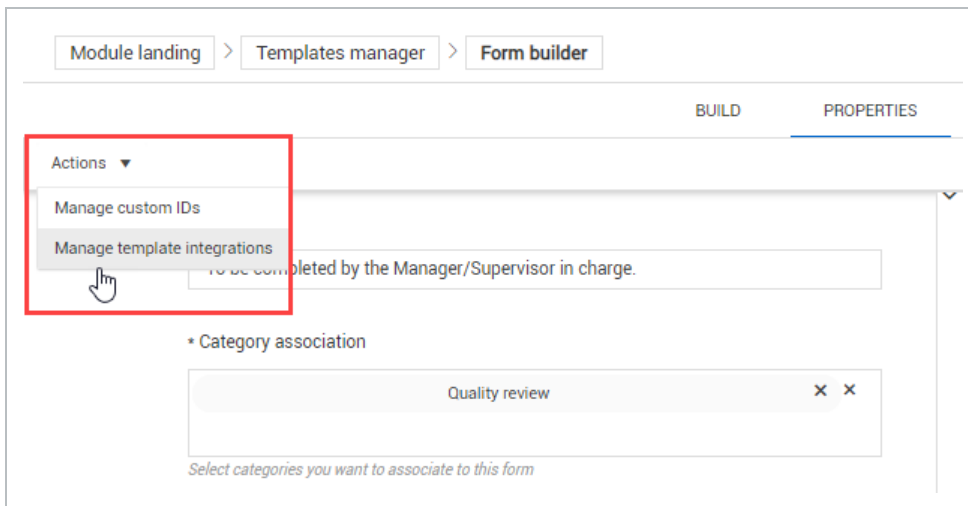
4.7.1 Manage template integrations

There are several ways to view existing integrations for a single template and for all your organization's templates

After at least one integration has been added for a template, the number of integrations is shown to the right of the Add template integration button. To view the current template's integrations, click the number next to the button. The Template integrations dialog box shows all integrations for the current template.



To view or edit all existing integrations for your organization, click the **Actions** button in the upper left of the Properties tab, and then select **Manage template integrations** in the drop-down menu.



The Template integrations page opens.

The screenshot shows the 'Template integrations' page. At the top, there are tabs for 'PRODUCT SETTINGS' and 'MODULE SETTINGS'. Below them, there is a breadcrumb trail: 'Module management > Template integrations'. The main content is a table with the following data:

	Integration title	Template name	Module	Category	Associated products
<input type="checkbox"/>	Change_Task Integration Temp...	Task for Mobile	Change	Task	Change
<input type="checkbox"/>	Change_Task Integration Temp...	Change Issue Creation KL NO...	Change	Task	Change
<input type="checkbox"/>	Quality task for Change	Manager quality review	Quality	Quality review	Change

You can manage template integrations by editing or deleting them.

You can also access the Template integrations page from the Product Settings page. For more information about product settings, see [Product Settings](#).

4.8 TEMPLATE TRANSLATION

Templates can be translated into multiple languages with a Microsoft Excel template. When a template has translations applied, users can change the language in their user profile and view events and tasks in their selected language. Translation requires language setup in Module summary settings and Excel template export and import in Template properties. The export functionality gives you a template spreadsheet file with all questions and sections to fill out and import back into the form or task template.

4.8.1 Module summary setup

To make a language available in a module, go to Main menu > Your organization > **Completions**. Click **Settings** on the left navigation menu, and then select the **Module Settings** tab. Click the **Quality** tile, and then **Language settings** under Configurations. See [Module Summary](#) for more information.

4.8.2 Template language settings

You can export and import the translations Excel file in the template Properties tab under Template language settings.

The screenshot shows the 'Manager quality review' form builder interface. The 'PROPERTIES' tab is active. The 'Template language settings' section is highlighted with a red box. It shows a list of languages: 'English', 'Español (América Latina)', and 'Norsk (Bokmål)'. There are 'Export' and 'Import' buttons next to the language list. The 'Español (América Latina)' and 'Norsk (Bokmål)' languages are marked with an 'x' icon, indicating they are selected. The 'Export' button is a blue icon with a document and arrow, and the 'Import' button is a blue icon with a document and arrow.

NOTE The template must be published to enable Template language settings.

The following step by step shows you how to import translations.

4.8 Step by Step 1 — Import template translations

1. In the Template language settings, select a language from the drop-down menu.

NOTE

If you do not see the language you want, go to Settings > Completions > Module > Module summary, and then select the language in the Module language settings section.

2. Click **Export**.

A Microsoft Excel spreadsheet file is downloaded with all the template questions and sections in rows.

NOTE

After you export the Excel template, do not edit the published template until after you import translations. If the template is edited, you must publish the new version, and then export the Excel file again. If you try to import the old version of the Excel file, it results in an error.

3. Under the column for your chosen language, enter translations for each question and section.

NOTE

See the section below for more detailed information about translation template columns.

4. Save the file.
5. In the Template language settings, click **Import**, and then select the saved spreadsheet file.

NOTE

If you make any further changes to the template, you must publish the template again, and then repeat the steps above.

4.8.3 Translation Excel template

The translation Excel file template is created from the current published version of the form or task template.

The Excel file consists of the following columns:

Column	Title	Description
A (hidden)	Object ID	Do not edit this column. These are specific IDs for form or task items. The numbers change between published versions of the form or task.
B (hidden)	Characteristic type	Do not edit this column. This is the question type and is required for the migration path of information used in the import.
C (hidden)	Object type	Do not edit this column. This is the type of form or task item and is used in the import process. The types are section, section supporting text, question, question supporting text, option, option supporting text, hyperlink text to display, and form flow title.
D	Type	Do not edit this column. This shows each type of question.
E	Info	Do not edit this column. This shows what object type and part of the template the row refers to. The object types are section, section supporting text, question, question supporting text, option, option supporting text, hyperlink text to display, and form flow title.
F	Section/Section supporting text/Question/Question supporting	This is the English version of entered text for each object type. Language code of EN indicates English. Do not change the language code for any

Column	Title	Description
	text/Option/Option supporting text/Hyperlink text to display/Form Flow Title	column.
G	Other languages	All columns after column F are for other languages. Enter your translations for each object in these columns for each language.

TIP You can apply HTML formatting such as bold, highlighted, and underlined to supporting text. HTML code is shown in column F. If you want to apply the same formatting to other language columns, you must manually enter or copy the HTML code to the other columns. If you do not enter or copy the code in the translated columns, the translation is shown as plain text.

4.9 FORM FLOWS

The Form Flows tab of the Form builder lets you manage all the form flows associated with a form template. A form flow adds workflow functionality to your form so that responsible parties can be actively engaged in an event’s process life cycle. Adding a form flow can be helpful if your business process needs to be handed off from the reporter to another individual or department. Each step of a form flow has an associated form flow button in the template that you, as a responsible party, can select to complete your part.

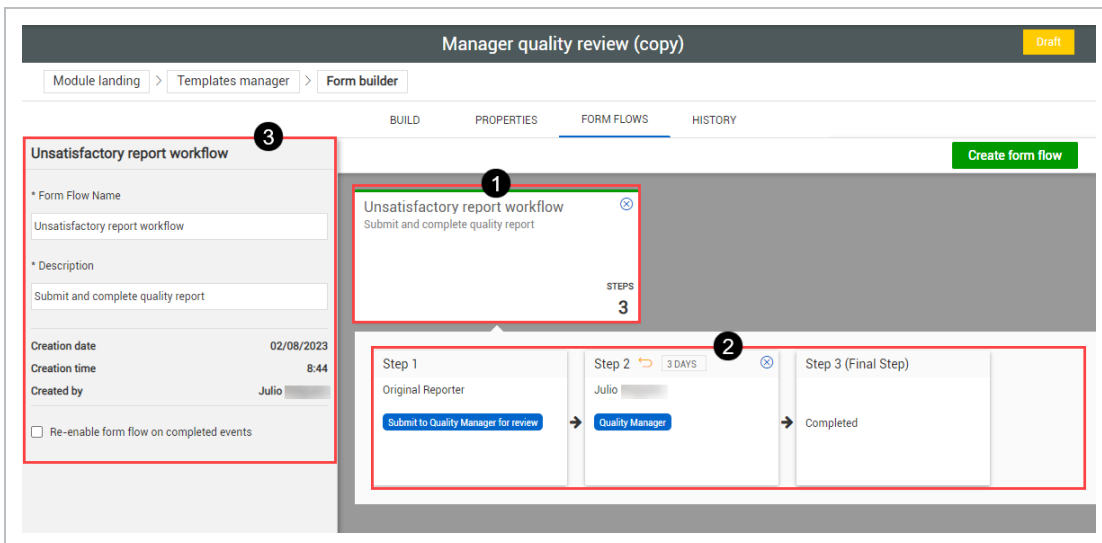
Multiple form flows can also be added to a form to suit your specific business processes. For example, when filling out a form, you might need manager approval to proceed sometimes, but not every time.

In this case, you could have one form flow for when manager approval is required, and another form flow when it is not required. Each form flow’s steps are independent of each other but contained in the same form.

The Form Flows tab is separated into the following areas:

1. Each form flow is shown as its own card with a description and number of steps.
2. When a form flow is selected, each of its steps is shown as a card with information like the associated button, the responsible party, and the number of days until the step is overdue. You can also add a new step here.

3. The side panel lets you edit fields associated with the selected form flow or step.



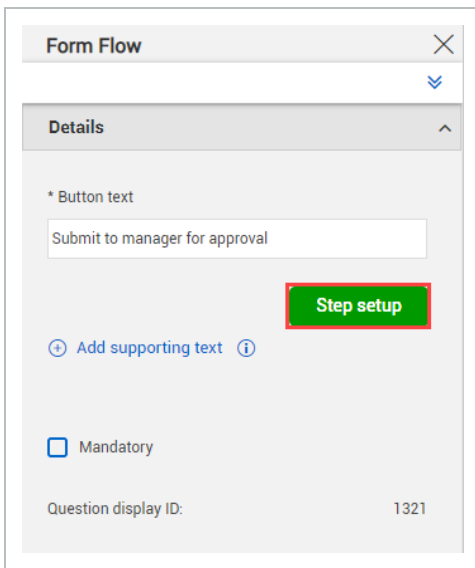
4.9.1 Create a form flow

To create a form flow, you must use both the Build and Form Flows tabs to associate form flow questions with a form flow and its steps.

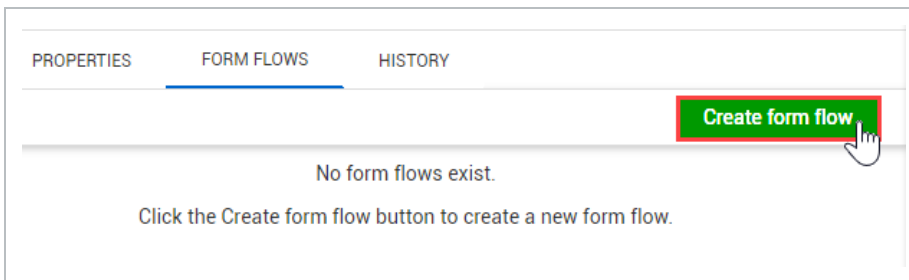
TIP To efficiently plan and create a form flow, you can build your form with all its questions before moving to the Form Flows tab to associate those questions with steps.

There are two ways to start creating a form flow:

- From the Build tab, in the Form Flow Button’s side panel under Details, click **Step setup**, and then click **Next** if you see a dialog box that says no form flows exist.



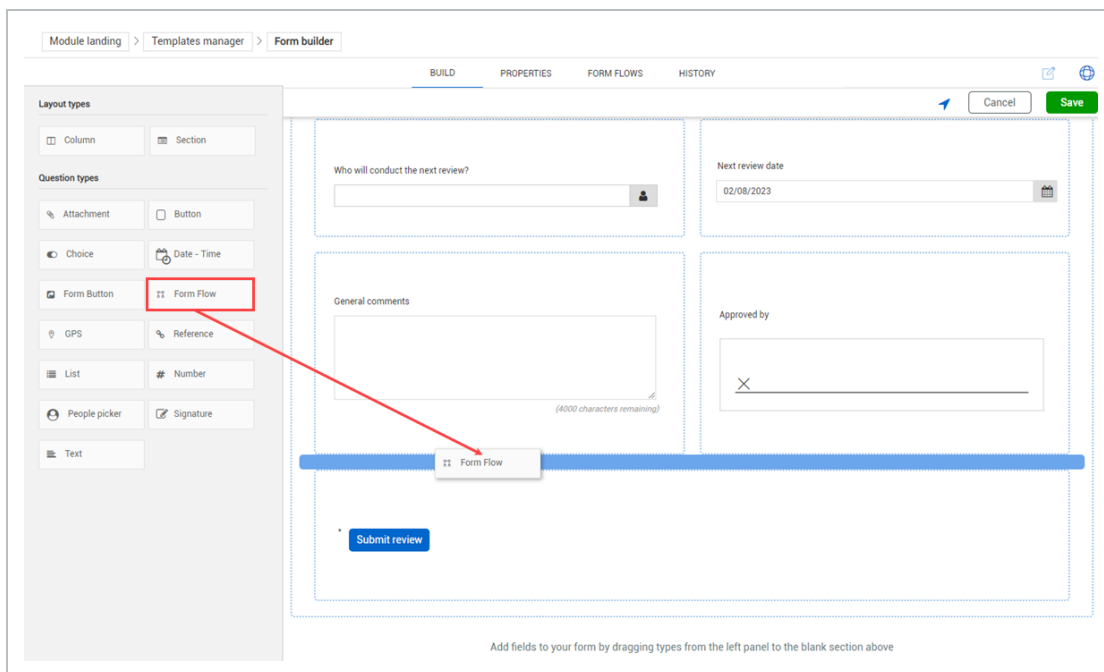
- From the Form Flows tab, click **Create form flow**.



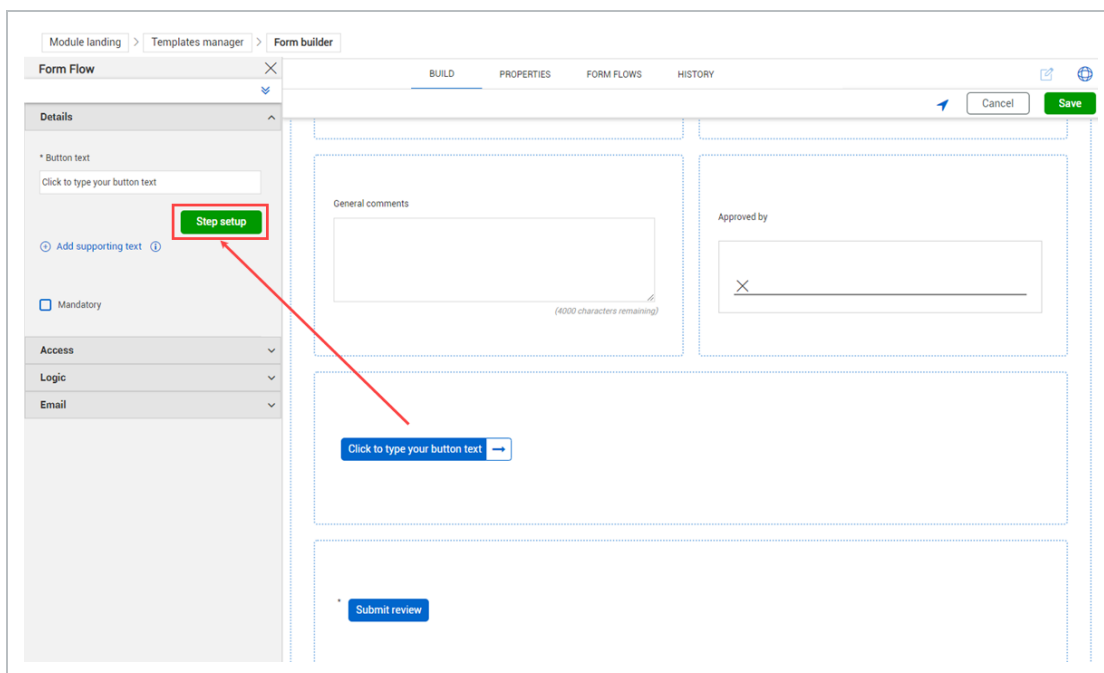
The following step-by-step walks you through the process of creating a form flow from the Build tab.

4.9 Step by Step 1 — Create a form flow

1. In the Build tab, add a form flow question.

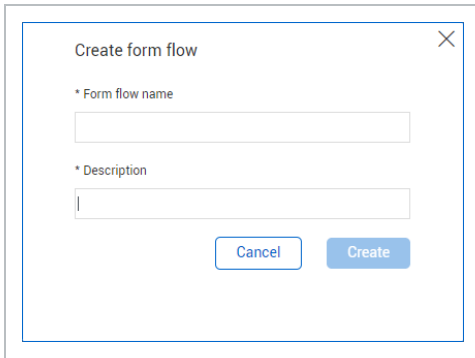


2. In the Form Flow Button's side panel under Details, click **Step setup**.

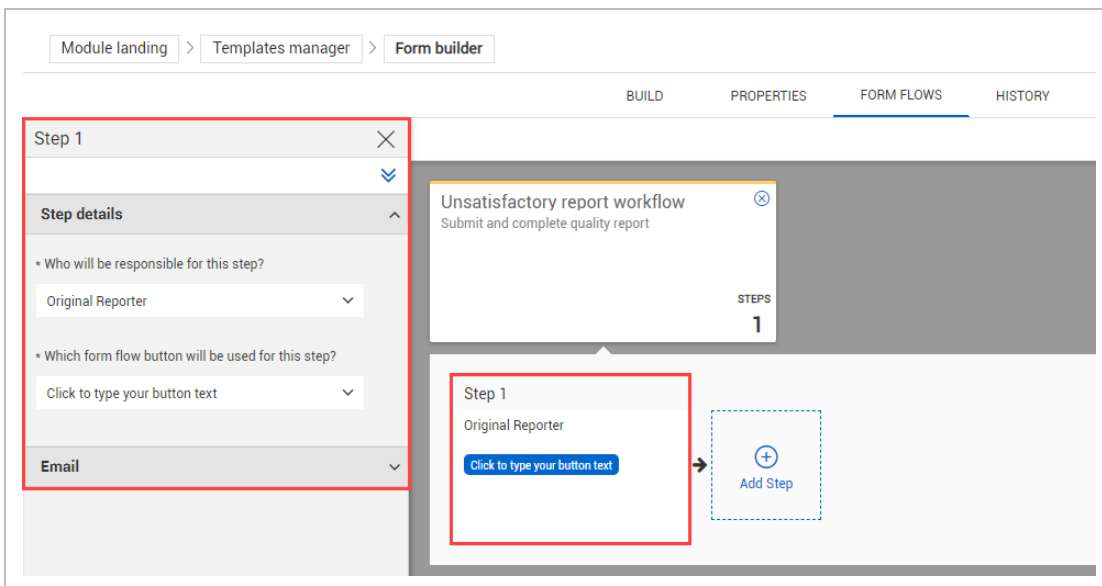


3. Click **Next** if you see a dialog box that says no form flows exist.

- In the Create form flow dialog box, fill out the form flow name and description, and then click **Create**.



- Select the **Step 1** card, and then on the left side of the page, in the Details section, select who is responsible and which form flow button to use for this step.



- Click **Add email** in the Email section and complete the dialog box if you want to send an email notification to the responsible party for this step.

NOTE The email notification indicates the start of the step after clicking its form flow button, not the step’s completion.

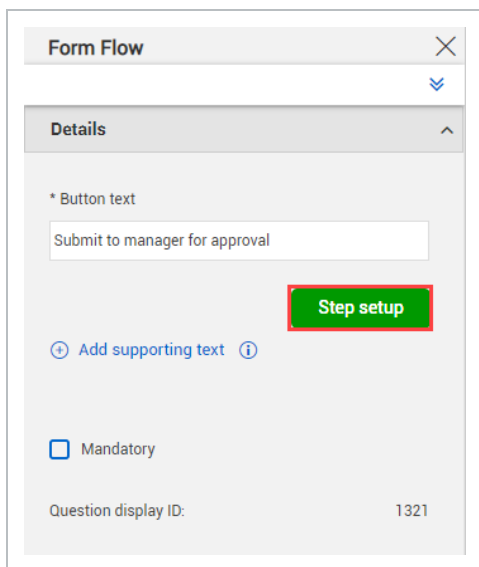
4.9.2 Set up form flow steps

You can add a new step to a form flow through the Add Step button in the Form Flows tab or the Step setup button of a form flow question in the Build tab. The Add Step wizard contains several pages of

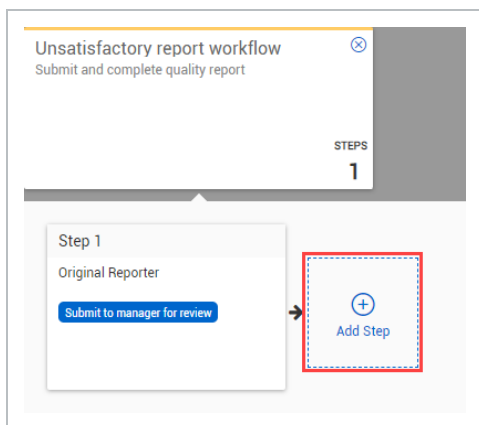
options. After you have added a step, you can edit any of this information by selecting the step card and editing the fields in the left side panel.

There are two ways to start setting up an additional form flow step:

- From the Build tab, in the Form Flow button's side panel under Details, click **Step setup**.



- From the Form Flows tab, click Add Step.



The following step by step walks you through the process of setting up additional form flow steps from the Build tab, having at least one form flow and form flow question.

4.9 Step by Step 2 — Set up an additional form flow step

1. Add a new form flow question in the Build tab.
2. In the Form Flow button's side panel under Details, click **Step setup**.

3. On the Step details page of the Add Step wizard, select the form flow button to use for this step.

NOTE

If you already started the Add Step wizard from the Build tab, this option is already filled with the form flow button you selected.

4. Select if this step can move to the next step when all responsible parties complete it or any one of them completes it.
5. Select who is responsible for this step.
 - If you select Users, you must select a specific user.
 - If you select Role, you must select which role and whether the user can choose an individual from the selected role to be responsible.

TIP

You can let the user choose an individual from the selected role if, for example, one individual with that role is off work and cannot complete the step.

6. Click **Next**.
7. On the Email page, select if you want to add an email that notifies responsible recipients each time this step is reached, and then enter the contents of the email.

NOTE

The email notification indicates the start of the step after clicking its form flow button, not the step's completion.

TIP

You can personalize the email by pressing the @ key and selecting responses to questions in the form to insert.

8. Click **Next**.
9. On the Actions page, select the status the event changes to when this step is initiated.
10. Select how many days until this step becomes overdue and whether the days are counted from the initiated date or the previous step.
11. You can select **Make this step reversible** to let users go back to a previous step. Select which step to go back to, whether to cc recipients to the email, and whether to require a comment when reversing.

NOTE

If you make a step reversible, you must go back to the Build tab after the step setup to edit the text of the new button, which is named Reversal form flow button by default.

TIP

The reverse form flow button can have leading logic applied to it independently from the button that advances to the next step.

- On the Step access page, set view or edit access by role for each form question or section when the event is in this step. Access rules are shown as a table with the ability to view and edit as columns and questions and sections as rows. When you select a cell, a slide-out panel shows options for all roles, a select role, or no roles.

Section / question	Ability to view	Ability to edit
SECTION HEADER	All roles	All roles
Expiration date	All roles	All roles
SECTION HEADER	All roles	All roles
Event title	All roles	All roles
Event date	All roles	All roles
Review section I	All roles	All roles
Any quality misses?	All roles	All roles
Who will conduct the next review?	All roles	All roles
Next review date	All roles	All roles
General comments	All roles	All roles

NOTE

The view and edit permissions you set on this page are applied to the form only when in this specific step of the form flow. Step access does not override question access given in the template. If you cannot view a question using the access given in the template, you cannot view it when step access is applied.

- On the Button details page, select what form flow button is used to advance to the next step.

NOTE

You can select **None**.

- Select whether this button completes the form flow.
- Click **Save**.

4.9.3 Re-enable form flow

You can let users re-enable a form flow of a completed event by selecting a form flow, and then selecting the **Re-enable form flow on completed events** check box in the side panel.

When you re-enable a form flow, it will move it back to the step of your choice. All step data is saved from previously completing the form flow unless the user changes an answer in a way that leads to different questions based on logic. Only the selected form flow is re-enabled, not all form flows associated with the template. If a re-enabled form flow leads to another form flow that is not re-enabled, the user cannot see the other form flow.

NOTE Users must have permission to edit completed events to re-enable a form flow.

4.10 TEMPLATE HISTORY TAB

The History tab provides a listing by date of changes made to a form or task. Not all changes made to a template are shown in the history tab.

Module landing > Templates manager > Form builder									
			BUILD	PROPERTIES	FORM FLOWS	HISTORY			
Change type	Question/Option	Section	Old value	New value	Area	Version	Change date	Changed by	
Access	Click to type your button text	SECTION HEADER		View; All Roles	Builder	3	02/08/2023 10:57 AM	Julio	
Access	Click to type your button text	SECTION HEADER		Edit; All Roles	Builder	3	02/08/2023 10:57 AM	Julio	
Question Added	Click to type your button text	SECTION HEADER		Click to type your button text	Builder	3	02/08/2023 10:57 AM	Julio	
Status	Not applicable	Not applicable	Saving	Draft	PROPERTIES	3	02/08/2023 10:57 AM	Julio	
Question Changed	Submit to manager for review	SECTION HEADER	Submit to manager for approval	Submit to manager for review	Builder	3	02/08/2023 10:48 AM	Julio	
Status	Not applicable	Not applicable	Saving	Draft	PROPERTIES	3	02/08/2023 10:48 AM	Julio	
Question Changed	Submit to manager for approval	SECTION HEADER	Click to type your button text	Submit to manager for approval	Builder	3	02/08/2023 10:47 AM	Julio	

Each time a form or task is updated and saved a new entry is created. Each change constitutes a new line item on the History tab.

As with other InEight features, data in these columns can be filtered or sorted on this tab.

The screenshot shows the 'Form builder' interface with a filter dropdown menu open. The dropdown menu lists various change types with checkboxes: Access, Associated Task, Associated Task Removed, Option Added, Option changed, Property Option, Question Added, Question Changed, Question Removed, and Section Changed. Below the list are 'Clear' and 'Filter' buttons. In the background, a table displays the change history with columns: Change type, Question/Option, Section, Old value, New value, Area, Version, Change date, and Changed by.

Change type	Question/Option	Section	Old value	New value	Area	Version	Change date	Changed by
Status	Not applicable	Not applicable	Saving	Published	PROPERTIES	3	02/08/2023 7:29 AM	Julio
Associated Task Removed	Not applicable	QUALITY HEADER	Task button		Builder	3	02/08/2023 7:29 AM	Julio
Status	Not applicable	Not applicable	Saving	Draft	PROPERTIES	3	02/08/2023 7:29 AM	Julio
Property Option	Expiration date - Expiration date	General		Expiration date	PROPERTIES	3	02/07/2023 1:03 PM	Julio
Associated Task	Not applicable	QUALITY HEADER	Task button		Builder	3	02/07/2023 11:59 AM	Julio
Status	Not applicable	Not applicable	Saving	Draft	PROPERTIES	3	02/07/2023 11:59 AM	Julio
Access	Provide photos from the review	QUALITY HEADER		View; All Roles	Builder	3	02/07/2023 10:42 AM	Julio
Access	Submit the completed review	QUALITY HEADER		Edit; All Roles	Builder	3	02/07/2023 10:42 AM	Julio
Access	Submit the completed review	QUALITY HEADER		View; All Roles	Builder	3	02/07/2023 10:42 AM	Julio
Access	Submit the completed review	QUALITY HEADER		Edit; All Roles	Builder	3	02/07/2023 10:42 AM	Julio
Question Added	Provide photos from the review	QUALITY HEADER		Provide photos from the review	Builder	3	02/07/2023 10:42 AM	Julio

For auditing purposes and to meet ISO requirements, changes to both Form and Task templates are recorded with date and version history.

The following step-by-step shows you how to view user history in templates.

4.10 Step by Step 1 – View User history in templates

1. In the module landing page, select **Templates Manager**, and then select **Forms** or **Tasks**.

In this example, select **Forms**.



2. Select a form, and then select the **History** tab.

The screenshot shows the 'Form builder' interface with the 'History' tab selected. The table displays the change history with columns: Change type, Question/Option, Section, Old value, New value, Area, Version, Change date, and Changed by.

Change type	Question/Option	Section	Old value	New value	Area	Version	Change date	Changed by
Status	Not applicable	Not applicable	Saving	Published	PROPERTIES	3	02/08/2023 7:29 AM	Julio
Associated Task Removed	Not applicable	QUALITY HEADER	Task button		Builder	3	02/08/2023 7:29 AM	Julio
Status	Not applicable	Not applicable	Saving	Draft	PROPERTIES	3	02/08/2023 7:29 AM	Julio
Property Option	Expiration date - Expiration date	General		Expiration date	PROPERTIES	3	02/07/2023 1:03 PM	Julio
Associated Task	Not applicable	QUALITY HEADER	Task button		Builder	3	02/07/2023 11:59 AM	Julio
Status	Not applicable	Not applicable	Saving	Draft	PROPERTIES	3	02/07/2023 11:59 AM	Julio
Access	Provide photos from the review	QUALITY HEADER		View; All Roles	Builder	3	02/07/2023 10:42 AM	Julio
Access	Provide photos from the review	QUALITY HEADER		Edit; All Roles	Builder	3	02/07/2023 10:42 AM	Julio
Access	Submit the completed review	QUALITY HEADER		View; All Roles	Builder	3	02/07/2023 10:42 AM	Julio
Access	Submit the completed review	QUALITY HEADER		Edit; All Roles	Builder	3	02/07/2023 10:42 AM	Julio
Question Added	Provide photos from the review	QUALITY HEADER		Provide photos from the review	Builder	3	02/07/2023 10:42 AM	Julio

INSPECTION AND TEST PLANS

4.11 INSPECTION AND TEST PLANS OVERVIEW

Inspection and Test Plans (ITP) is a feature that can be activated for templates to let you gather ITP information for a project. They can also integrate with InEight Plan. You can collect information to understand where you stand from a project perspective. At the organization level, administrators have the option to enable Inspection and Test plans for any given module.

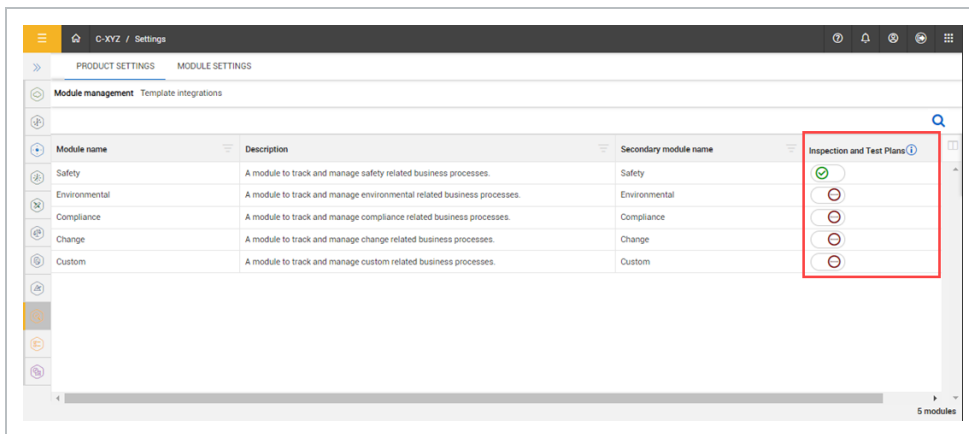
At the project level, with the applicable permissions, you can enable Inspection and Test plans on a project by project basis.

4.12 CONFIGURE ITPS AT THE ORGANIZATION LEVEL

You can enable and disable Inspection and Test plans for a given module at the organization level in Product Settings.

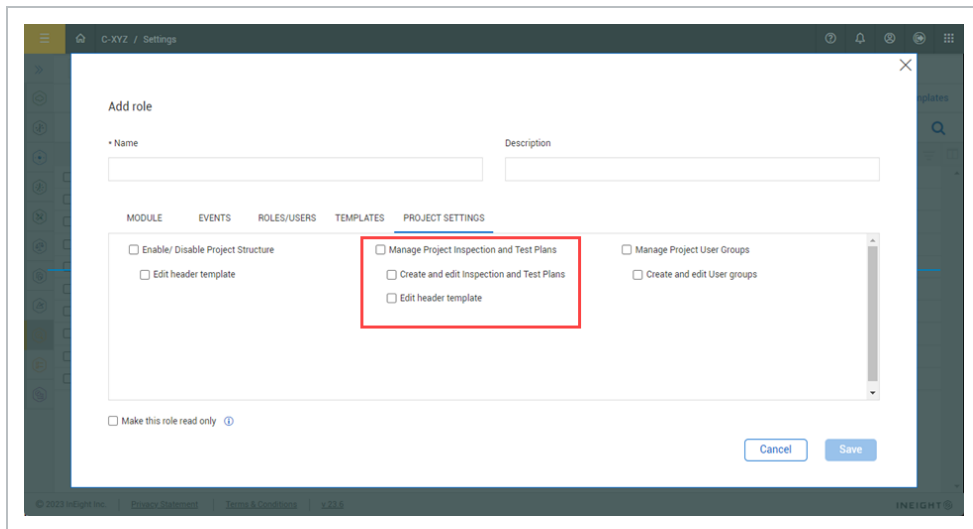
To enable and disable ITPs, in the Organizations home page, click **Settings** on the left navigation panel, and then click the **Compliance** or **Completions** icon.

Use the toggles to enable and disable ITPs for the module. When you enable ITPs, its related functions will show throughout the module. ITPs are disabled by default.



4.12.1 Configure project settings ITP permissions in Roles

When Inspection and Test Plans are enabled for a given module, you can then enable Project Settings ITP permissions in Roles.

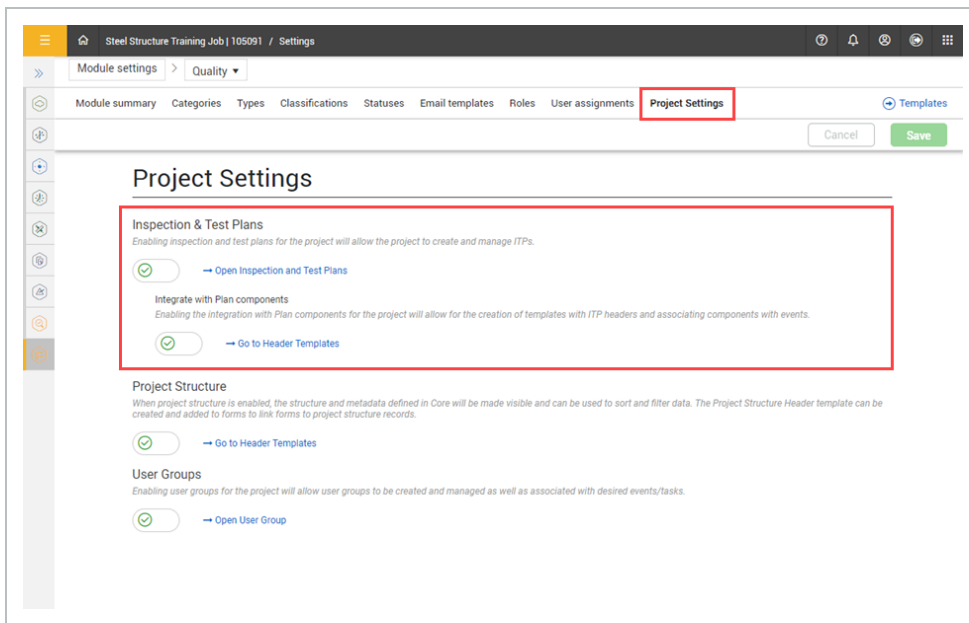


You can select the following options:

- Manage Project Inspection and Test Plans – When selected, this option includes Create and edit Inspection and Test Plans and Edit header template options.
- Create and edit Inspection and Test Plans – Lets you create and edit ITPs at the organization level.
- Edit header template – Lets you access and edit ITP header templates.

4.13 CONFIGURE ITPS AT THE PROJECT LEVEL

In the project's module settings > Project Settings tab, you can enable Inspection & Test Plans for the project to create and manage ITPs. This will also enable the **Open Inspection and Test Plans** link to open the Inspection and Test Plans page where you oversee and manage ITPs.



To integrate ITPs with InEight Plan, enable the **Integrate with Plan components** toggle. This will allow you to create templates with ITP headers and associate components with events. For more information see the Header templates topic.

4.13.1 Considerations

To integrate with Plan, you must enable **ITP mapping between Compliance and Plan** option at the project level in InEight Plan settings.

4.14 CREATE ITPS AT THE ORGANIZATION LEVEL

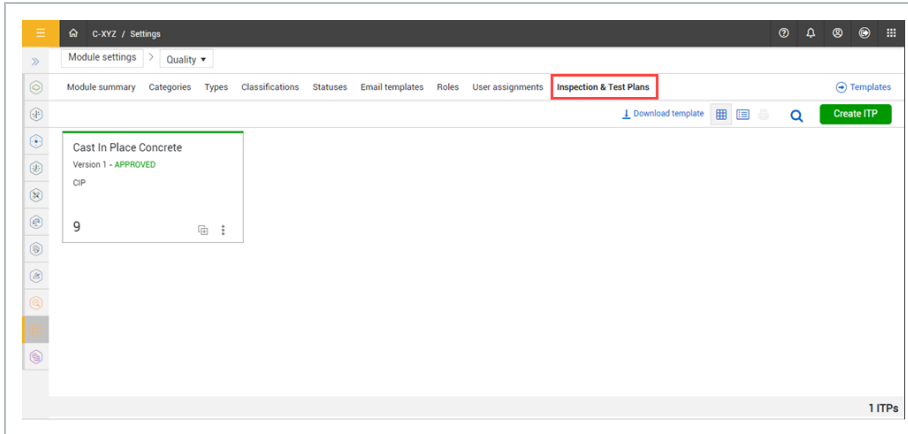
After Inspection and Test Plans have been enabled for the module, you can create and manage ITPs at the organization level. Create new ITPs manually or import them using a template. The template is available to download from the **Download template** link.

Navigate to Inspection and Test Plans at the organization level

1. From your organization home page click **Settings**, and then select **Compliance** or **Completions**. The Module management page shows the available modules under Product Settings.

NOTE The Inspection and Test Plans toggle must be enabled for the module.

2. In the Product Settings landing page select the **Module Settings** tab, and then select a module. The Module settings landing page shows.
3. Select **Inspection & Test Plans**.



Create an Inspection and Test Plan

1. Click **Create ITP**. The create ITP dialog box opens.

A screenshot of a 'Create ITP' dialog box. It has a title bar with a close button (X). The form contains the following fields:

- 'ITP name' with an empty text input field.
- 'Account code' with a text input field containing 'Assign account code...'.
- 'Discipline' with a dropdown menu showing 'Select one'.
- 'Description' with an empty text input field.

At the bottom, there are four buttons: 'Download template' (with a download icon), 'Cancel', 'Select file to Import', and 'Save'.

2. Enter the ITP information, and then click **Save**.

Import ITP

1. In the Inspection & Test Plans page, click the **Download template** link. The Inspection and Test Plan Import Template is downloaded to your downloads folder.
2. Fill in the ITP information. Included in the template are the Instruction and Example sheets.
3. Click **Create ITP**. The Create ITP dialog box shows.
4. Enter the required fields, and then click **Select file to Import**.
5. Select the ITP template, and then click **Open**. The ITPs will show in the Inspection & Test Plan page.

4.14.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

4.15 CREATE ITPS AT THE PROJECT LEVEL

At the project level, you can create new ITPs manually from scratch, copy ITPs created at the organization level, or import them using a template. The template is available to download from the Download template button.

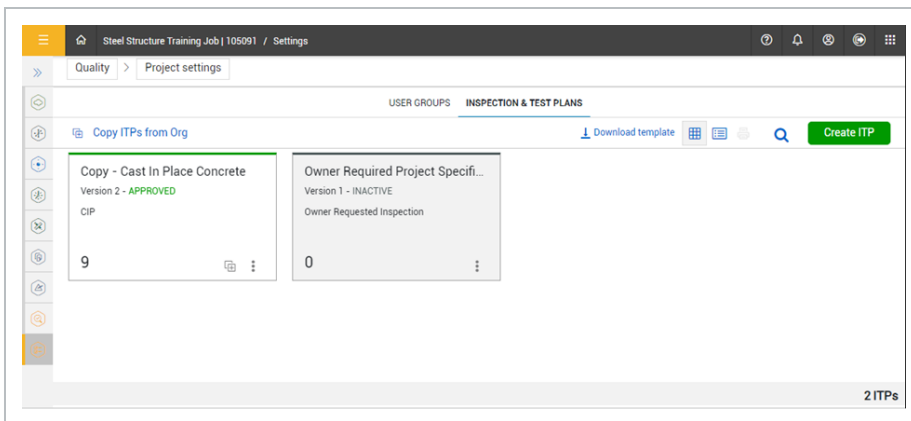
Navigate to Inspection and Test Plans at the project level

1. From your project home page click **Settings**, and then select the **Compliance** or **Completions** icon. The Module management page shows the available modules under Product Settings.

NOTE

The Inspection and Test Plans toggle must be enabled for the module.

2. In the Product Settings landing page select the **Module Settings** tab, and then select a module. The Module settings landing page shows.
3. Select the Project settings tab, and then click the **Open Inspection and Test Plans** link. The Inspection & Test Plans page opens.



Manually create a new ITP

1. In the Inspection & Test Plans page, click **Create ITP**. The Create ITP dialog box shows.
2. Enter the ITP information, and then click **Save**.

Copy ITP from organization

1. Click **Copy ITPs from Org**. The Copy ITPs from Org dialog box opens.
2. Select ITPs from the list and then click **Copy**. You can select up to 20 ITPs at a time.
3. The ITPs now show in draft mode in your projects Inspection & Test Plans page.

Import ITPs

1. In the Inspection & Test Plans page, click the **Download template** link. The Inspection and Test Plan Import Template is downloaded to the downloads folder.
2. Fill in the ITP information.

NOTE

Included in the template are the Instruction and Example sheets.

3. Click **Create ITP**. The Create ITP dialog box shows.
4. Enter the required fields, and then click **Select file to Import**.

5. Select the ITP template, and then click **Open**. The ITPs will show in the Inspection & Test Plan page.

4.15.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

HEADERS

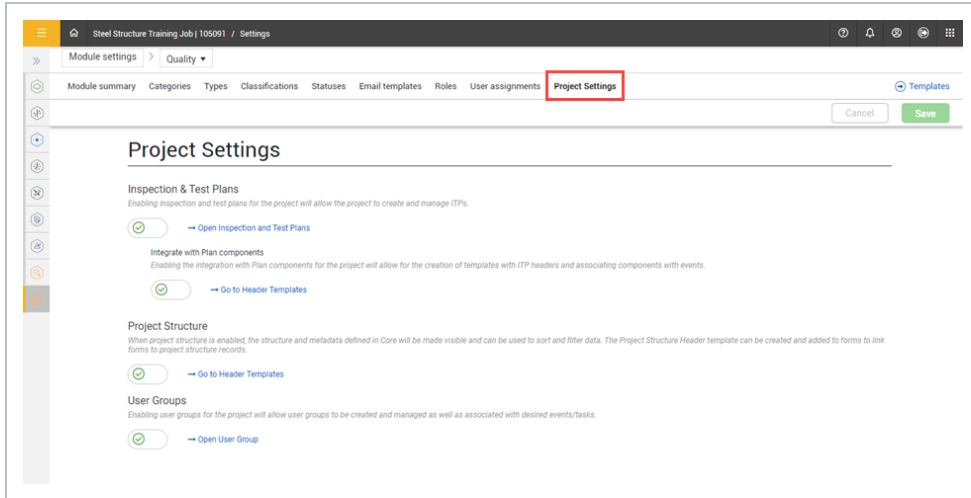
4.16 HEADERS OVERVIEW

You can create Inspection and Test Plan and Project Structure templates headers in the Headers tab. When you enable the project's header feature in Project settings, the headers are automatically created. The header templates ensures that the data captured remains consistent through the use of question types.

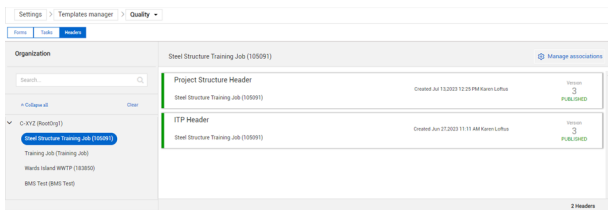
4.17 ITP HEADER TEMPLATE

When you enable Inspection & Test Plans for the project, you can also enable the ability for the form to seamlessly integrate InEight Plan components using a template header. This ensures that component data captured from Plan remains consistent through the use of question types.

To do this, enable the **Integrate with Plan components** toggle. This will enable the Go to Header Templates link to access the Headers page.

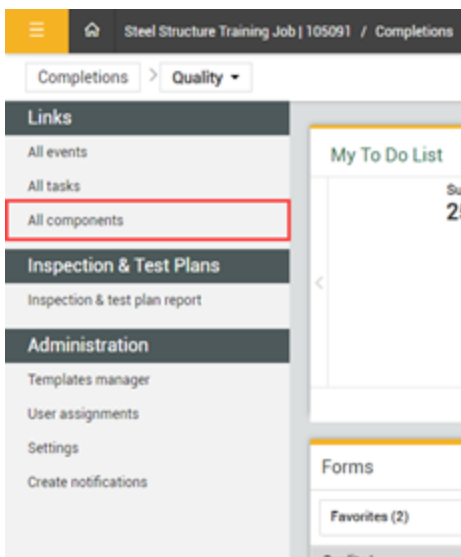


Click the **Go to Header Templates** link to open the Headers page. You can oversee and manage ITP Headers for projects.



4.17.0.1 All components grid

View all component activities and their status in the All components option. You can track the work performed against a component in the module landing page, under **Links**.



The All components option groups events by component.

Event ID	Event title	Event date	Reporter	Status	Form name	Types
20230621000	Event 333e	06/21/2023	Michael	Pending	Reporting - Shaw Testing Form	Mali 1
20230627000	K.Lofus 27.01	06/27/2023	Karen	Completed	Reporting - Shaw Testing Form	Mali 4

4.18 PROJECT STRUCTURE HEADER TEMPLATE

You can use a Project structure template header to seamlessly integrate with InEight Platform master data. The project structure configured in Platform is shown in the header template. This ensures data consistency and provides a single source for InEight Platform data.

To do this, enable the **Project Structure toggle** in Project settings. This will enable the **Go to Header Templates** link to access the Headers page. For more information, see **Project structure** under **Project level settings**.

In the Headers page, you can oversee and manage Project Structure Headers for projects.

Organization	Project Structure Header	Created	Version
Steel Structure Training Job (105091)	Project Structure Header	Created Aug 30, 2023 06:22 AM Michael Sha...	Version 2 DRAFT
Steel Structure Training Job (105091)	Project Structure Header	Created Aug 16, 2023 03:45 PM Karen Loftus	Version 1 PUBLISHED
Steel Structure Training Job (105091)	ITP Header	Created Aug 16, 2023 03:45 PM Karen Loftus	Version 1 PUBLISHED

Under Organization, you can view the list of projects that have the Project Structure processes enabled. Select a project to view the associated template headers. You can click a project structure header to open and manage it.

To use a Project structure header in a template, you must associate it to the template. Click **Manage associations** to associate the template. For more information, see [Manage associations](#).

4.18.1 Considerations

You must have Level 3 – Account Admin permissions in InEight Platform or a Compliance or Completions role with the applicable permissions.

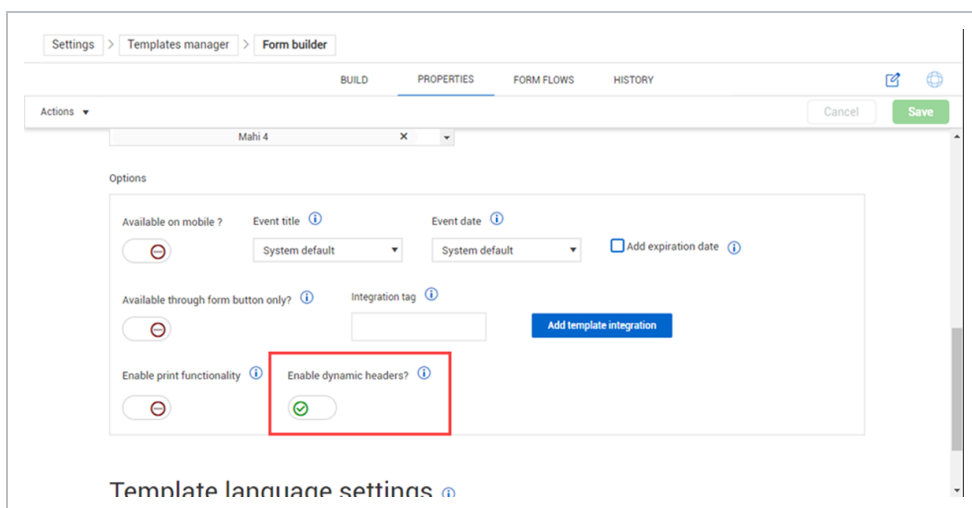
To integrate Project Structure header with Platform, all Project Structure values and definitions for your project must first be made in InEight Platform.

4.18.2 Steps

To navigate to Project settings, see steps to navigate to project level settings in [Settings overview](#), and then click the **Project settings** tab. Click the **Go to Header Templates** link.

4.19 DYNAMIC HEADERS TOGGLE

ITP and Project Structure dynamic template headers are used to enhance your template forms. You can enable and disable the use of header templates created for your project using the **Enable dynamic headers?** toggle feature in your template properties.

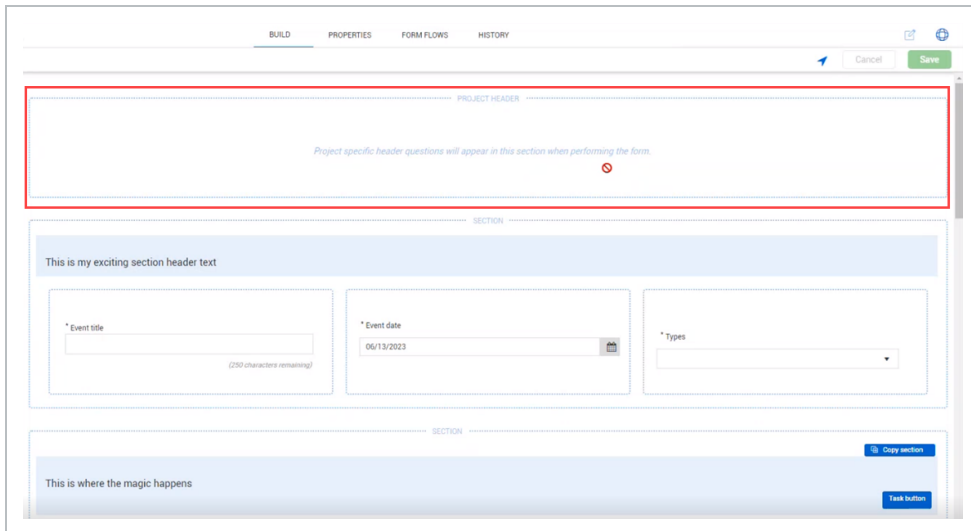


The screenshot shows the 'Form builder' interface with the 'Properties' tab selected. The 'Options' section contains several settings:

- Available on mobile?**: Toggle is off.
- Event title**: System default (dropdown).
- Event date**: System default (dropdown).
- Add expiration date**: Unchecked checkbox.
- Available through form button only?**: Toggle is off.
- Integration tag**: Empty text input field.
- Add template integration**: Blue button.
- Enable print functionality**: Toggle is off.
- Enable dynamic headers?**: Toggle is on (highlighted with a red box).

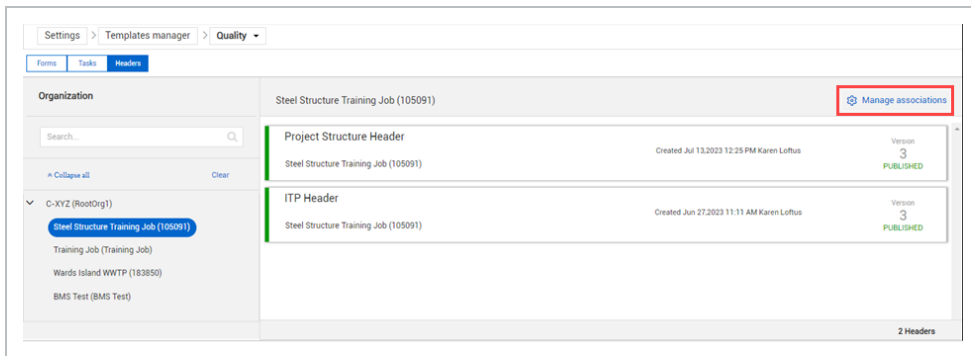
At the bottom, there is a link for **Template language settings**.

When enabled, the Project Header space will dynamically show to serve as a placeholder at the top of the form and the form will show in the Manage associations page to associate headers to your form.



4.20 MANAGE ASSOCIATIONS

You can associate published header templates with template forms in the Manage associations page. In the Headers page, click **Manage associations**.



On the Manage associations page, you can view templates with dynamic headers that meet specific conditions. In the header associations column, you can select which header templates to associate with each template. If both header templates are selected, you can choose the header template that shows when filling out the form. If the header association is not set, the header templates will not show in the form.

Manage associations ✕

Steel Structure Training Job (105091)

Actions ▾

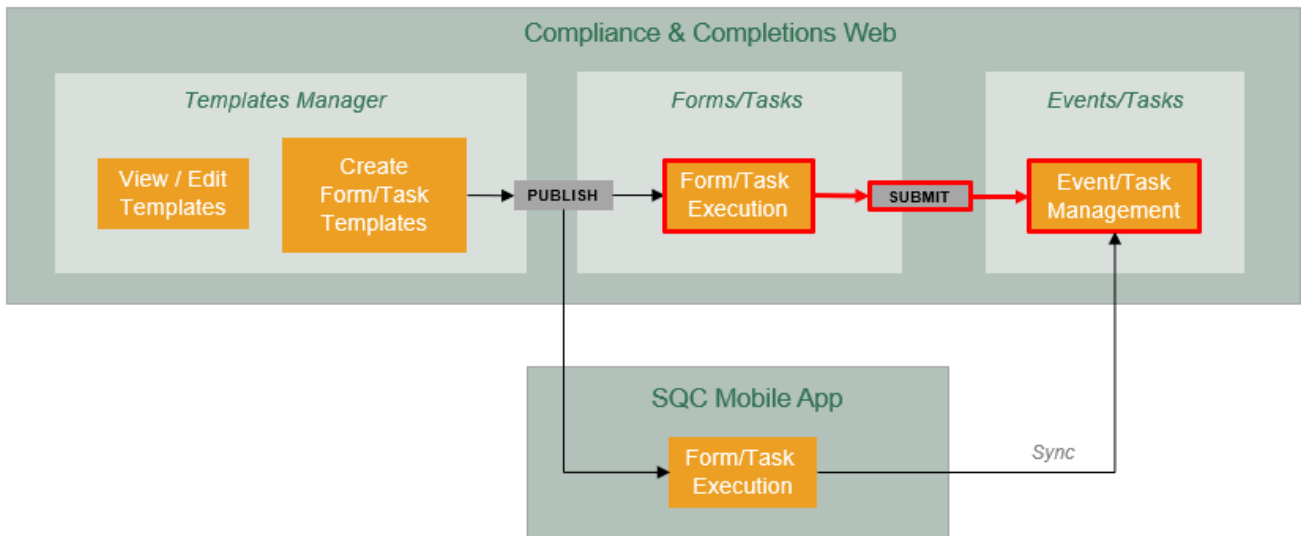
<input type="checkbox"/> Template name	Header associations	Default header
<input type="checkbox"/> Incident Form	Project structure ✕ ITP ✕	✕ ITP
<input type="checkbox"/> Quality review - Dynamic Header Enabled	Project structure ✕ ITP ✕	✕ ITP
<input type="checkbox"/> test KL Dynamic Header	Select header associations...	Not set

Cancel Save



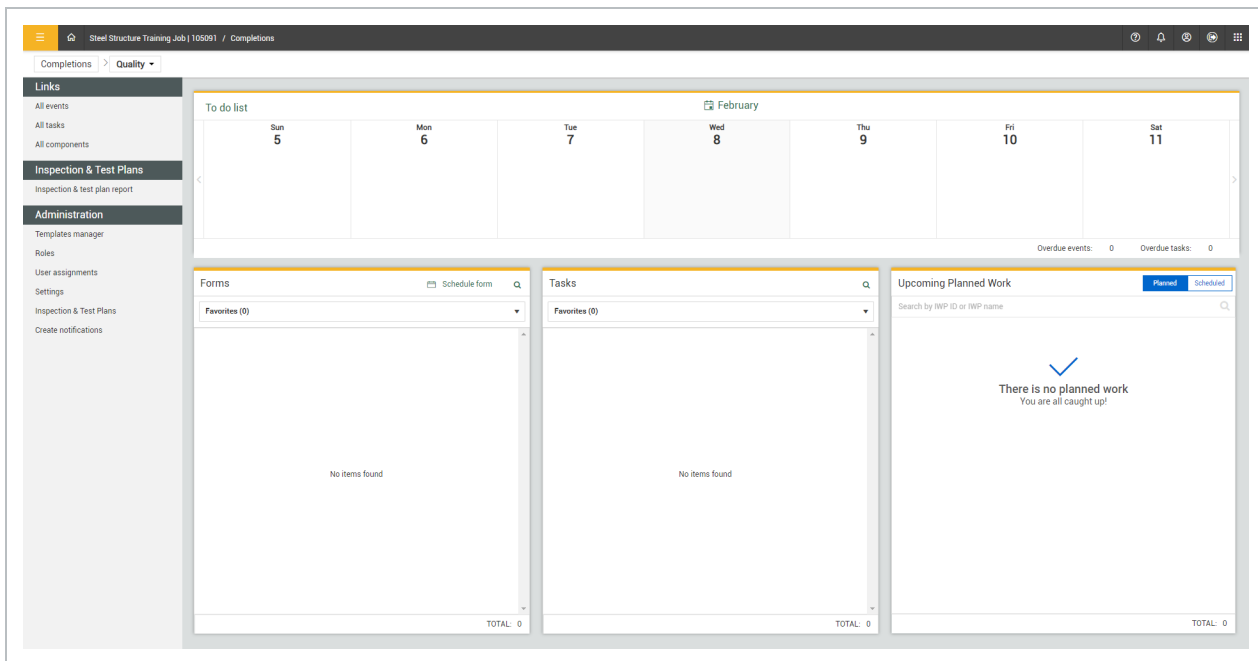
FORM AND TASK EXECUTION AND MANAGEMENT (WEB)

5.1 FORMS AND TASKS



5.1.1 Launching a form or task

You can launch a form or task by navigating to the Completions landing page, and then choosing a category in the Forms or Tasks window.



In the Completions landing page you can find the Forms and Tasks windows. Select the **Favorites** drop-down list under Forms or Tasks, and then a category associated with the module needs to be selected. A category contains the forms/tasks that are associated with Completions.

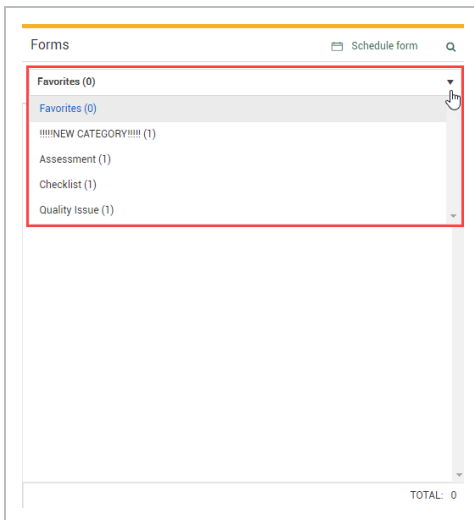
TIP If you do not see a category that applies, it means you do not have Completions assignments to that category for that project.

The following step-by-step will show you how to launch a form.

5.1 Step by Step 1 — Launch a form

1. Select the Main menu > your organization > **Completions**.
2. In the Forms window, click the **Favorites** drop-down menu.

A list of form categories is shown.



3. Select a category, and then a form in the category.

A new window opens showing the selected form.

4. You can close the form by selecting **Cancel** on the top right corner.

NOTE

Selecting Cancel results in the loss of any data you have entered since the last time you saved. The system does not autosave your work.

TIP

Launching a task follows the same process. In the Task window, select a category to launch the task.

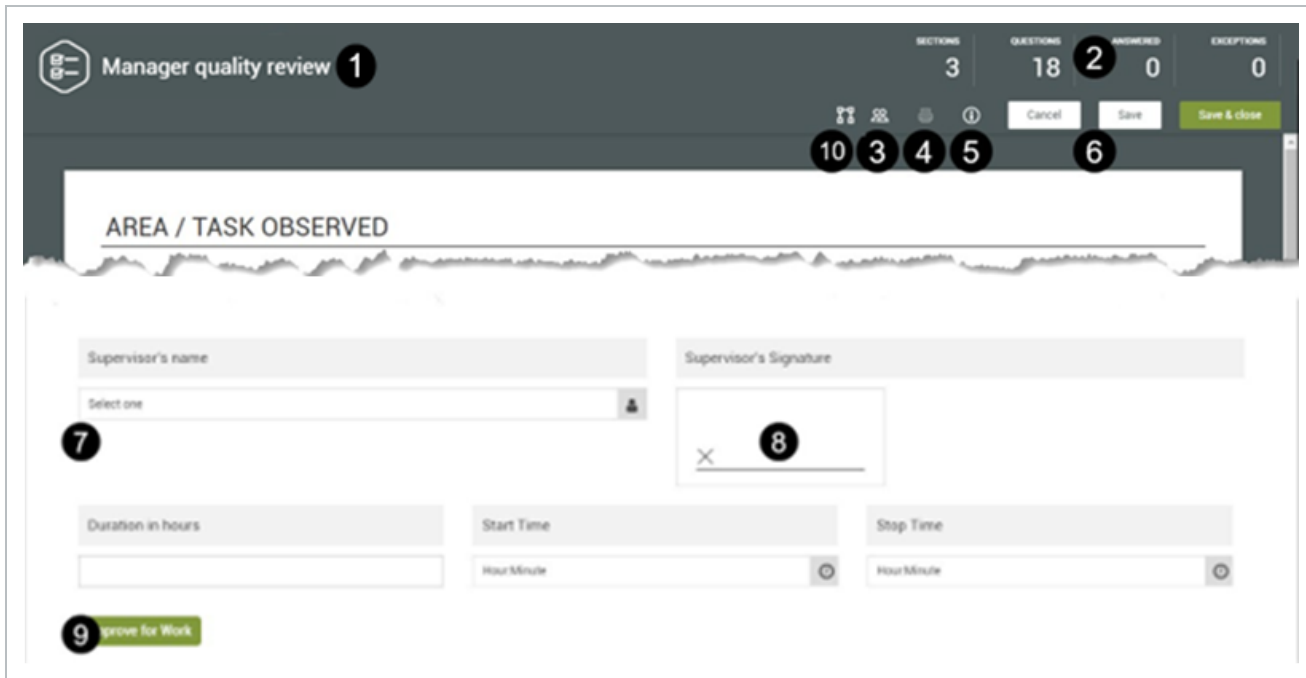
5.2 FILLING OUT A FORM AND TASK - WEB

After selecting a form, you can now fill out the form and submit it. A task might also need to be completed.

There are many types of question formats which can include different types of fields: free text fields, calendar fields, time drop-downs, and more. Short free text fields have a 250 character limit. Long free text fields have a 4000 character limit.

NOTE Form and task types can vary depending on what is required to complete prior to submitting. The overview below is only an example of what a typical form might require.

Form example:



Overview – Forms or tasks page

	Title	Description
1	Form name	Name of the template.
2	Quick info	The number of sections, questions, questions answered, and answers considered exceptions. If you click the number of sections or exceptions, a table of contents opens for easy navigation.
3	User groups	Select what user groups have access to this form or task. This button is available only at the project level.
4	Print	Print a PDF of the form or task.
5	Information	The number of questions that have been answered. It also shows you several details pertaining to the form or task.
6	Cancel/Save	Cancels the form or task. Any changes made since the last time you saved are lost.

Overview – Forms or tasks page (continued)

	Title	Description
		Saves the form or task in its current state, and you can continue to fill it out if necessary. You can also save and close to exit the form. For tasks, you can choose to save and start a new task.
7	Question types	<p>Various ways of asking questions within a form or task. Examples include:</p> <ul style="list-style-type: none"> • Attachments • Choice • Date-time • Form button • Form Flow • People picker
8	Signature block	Some forms or tasks might require a user to sign off prior to submitting it.
9	Button	The outcome of clicking on a form or task button vary depending on the button's configuration. The name of the button is defined by the administrator who created it (for example, Submit the form).
10	View active form flow	Lets you view which step and status in the form flow you are in. This only shows active after a form flow has started. If a form flow has not been started, the option is disabled.

Task example:

The screenshot shows a web-based form titled "Finalize quality review process". At the top right, there are four tabs: "SECTION 1", "SECTION 4", "SECTION 0", and "SECTION 0". Below the tabs are three buttons: "Cancel", "Save", and "Save & Close". The form itself contains several sections:

- * Due date:** A date input field with a "mm" dropdown.
- * Name of person conducting the next quality review:** A dropdown menu with "Select one" and a small user icon.
- Date of upcoming quality review:** A date input field with a "mm" dropdown.
- * Quality step:** A large text area with a "(5000 characters remaining)" indicator.
- Was any work impacted due to quality issues?:** Two radio buttons labeled "Yes" and "No".
- * Responsible party:** A dropdown menu with "Select one" and a small user icon.
- * Due date:** A date input field with a "mm" dropdown.
- Schedule:** A checkbox.

At the bottom left of the form, there is a "Assigned" label and a "Assign and start new task" button. At the bottom center, there is a small "IN EIGHT" logo.

5.2.1 Header Information

Most forms contain basic identifying information such as date, time, event location, or free text fields asking for details about the event. The header information is higher-level material needed to complete a form. Not all forms have header information, however, this is determined by the person creating the template of the form. Filling out the required information accurately is important for workflow and reporting reasons.

Tasks might also have header information such as description, responsible party, and due date. These are programmed fields.

Accident Information

Description of the accident (200 characters remaining)

* Date of incident month/day/year

Time the incident occurred hours:minutes

Specific location where the accident occurred (4000 characters remaining)

Please add any pertinent photos

5.2.2 Copy a section

Depending on how the form or task template is set up, you may be able to copy a section. If the copy option is enabled, use the Copy section button in the section header to copy the section below the current section. You can rename the copy section button, so you may see it under its updated name.

The Copy section button is shown in both the upper-right and lower-right of the header.

Evidence

Is there evidence?

Yes

No

Not Applicable

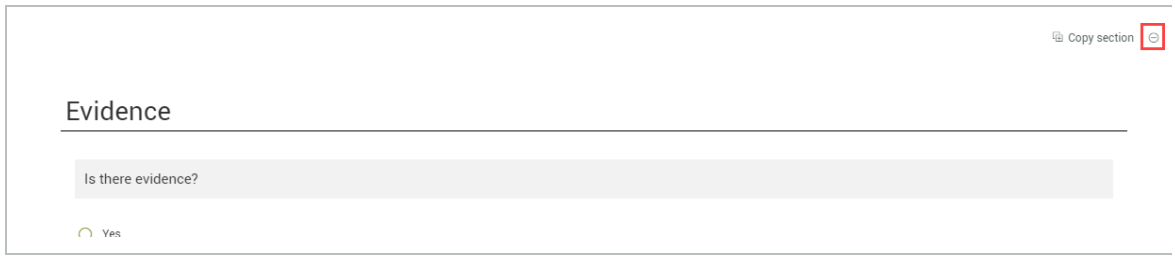
Upload documents

Select files or drag and drop

Copy section

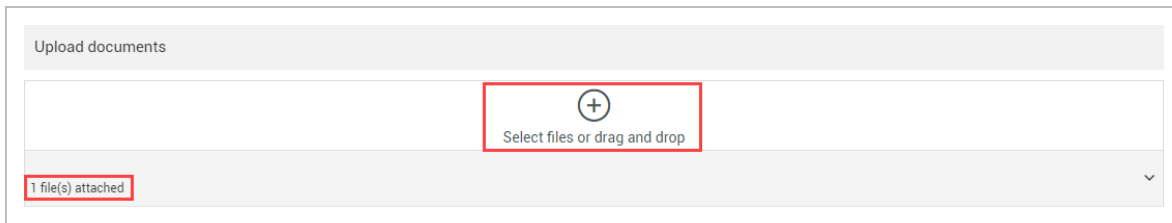
Copy section

You can also click the **Remove** icon to remove a copied section.



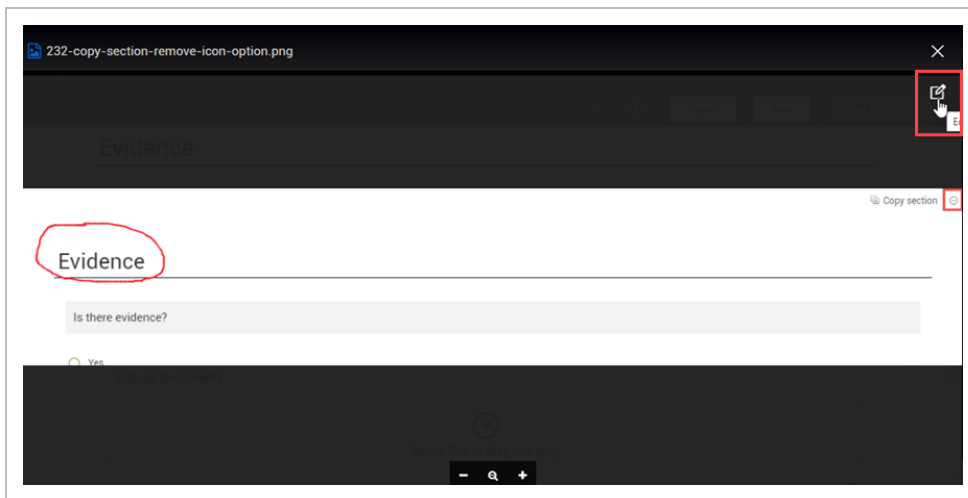
5.2.3 Attachments

Some forms or tasks might include an option to include attachments such as photos. You can also include any annotations to describe the attachment in greater detail. Annotations help clarify what the photo represents.

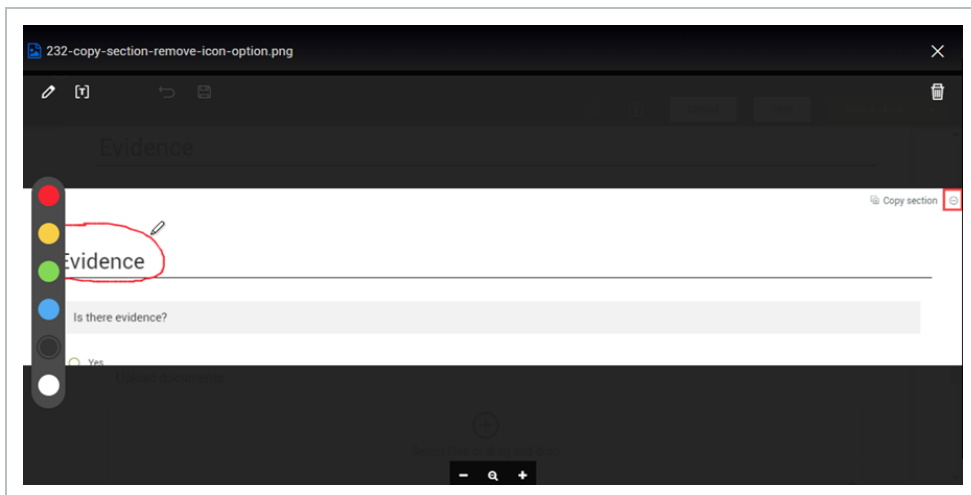


After you click **Save**, it is saved in the form or task.

You can click the **file(s) attached** button and view your attachments. You can also open the attachment and annotate them using the edit icon.

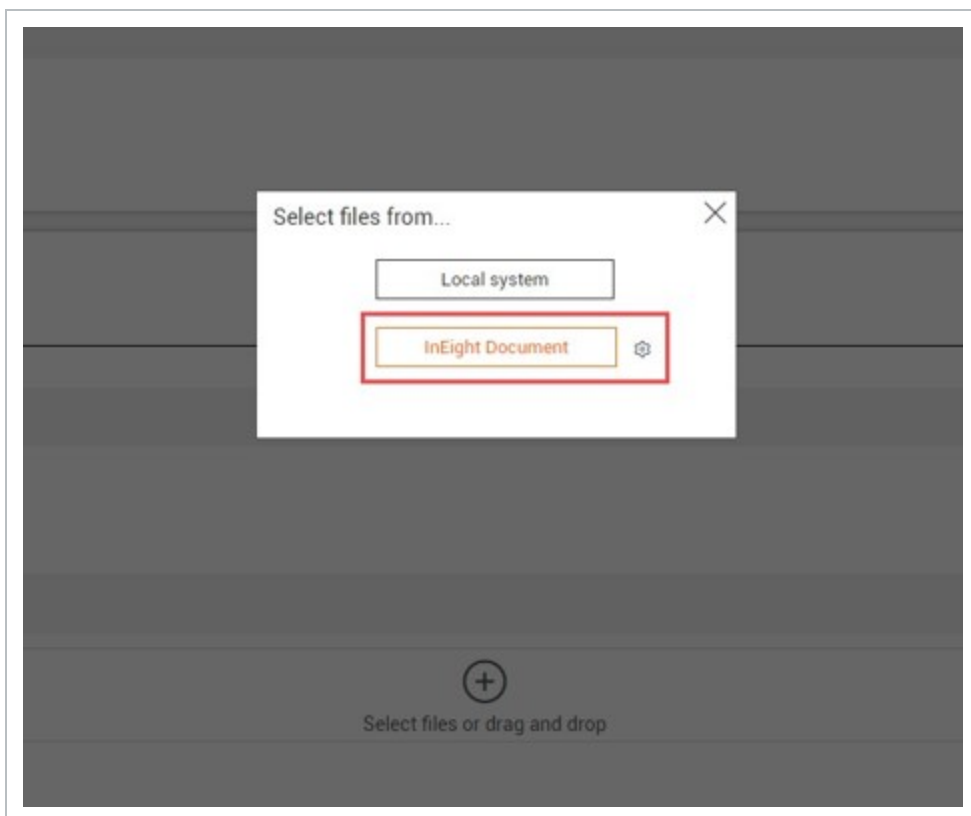


When you click the edit icon, you can annotate, edit, or use the delete icon to delete the attachment.



If integration with InEight Document is set up, you can attach supporting documents from the Document application.

Click **Select files or drag and drop**, and then click **InEight Document** in the dialog box.



A new window opens where you can sign into Document, and then enter search criteria.

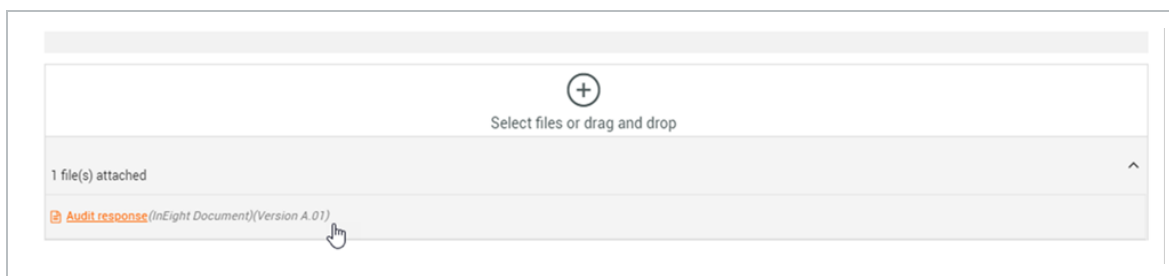
Click **Search**. Results are shown according to your Document user permissions. Select one or more documents, and then click **OK**.

Register View: -- All --
Documents that I can download
Status: -- All --
Discipline: -- All --
Type: -- All --
Document No.: Contains [] ?
Title: Contains [] ?
Category: -- All --
Date Recorded: Between [] And []
 Within the last [] days
Date Released: Between [] And []
 Within the last [] days

<input type="checkbox"/>	Document No. ^	Rev	Version	Sts	Title	Disc	Cat	PDF	DWG	DOC	OTHER
<input type="checkbox"/>	ABC-123	A	A.01	IFR	TEST_Document	ADMIN	GEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ABC-124	A	A.01	IFI	Referential removal validation	ADMIN	GEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	AUDIT-00001-ABC	A	A.01	IFI	Audit response	CP	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	COMPLIANCE_VALIDATION_Dr A	A	A.01	AB	Validation check	ADMIN	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	COMPLIANCE_VALIDATION_Dr A	A	A.02	AB	Validation check	ADMIN	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	COMPLIANCE_VALIDATION_Dr A	A	A.03	AB	Validation check	ADMIN	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DC-AUDIT-00001-ABC	A	A.01	IFI	Audit doc	CP	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DOC2AA	A	A.01	AB	Documentation check	ADMIN	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DOC2AA	A	A.02	AB	Documentation check	ADMIN	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DOC2AA	A	A.03	AB	Documentation check	ADMIN	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DOCUMENT1	A	A.01	AB	QADoc1	CIV	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DOCUMENT2	B	B.01	IFC	QADoc2	ARCH	ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	XYZ-123-ABC	-	-.01	IFI	House drawings for customer	ADMIN	GEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	XYZ-123-ABC	-	-.02	IFI	House drawings for customer	ADMIN	GEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	XYZ-123-ABC	-	-.03	IFI	House drawings for customer	ADMIN	GEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	XYZ-123-ABC	A	A.01	IFI	House drawings for customer	ADMIN	GEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page size: 100 | 16 items in 1 pages | Search OK Cancel

Document links are shown in the list of attachments in orange with the document version numbers. If you click a Document attachment, a new window opens to the Document application where you can see the details of an attached document and see it in the File Viewer.



If integration with Document is not set up, you cannot click the InEight Document button. If you are a level 3 administrator, you can click the **Set up InEight Document integration** icon. On the Application integrations page, add your InEight Document URL if it not already added. In the table, select your InEight Document URL and project ID in the same row as your project, and then click **Save**.

Suite administration / Application integrations

InEight Document URL: + ✎ ✕

Last synced on: 03/28/2022 7:30 AM | [Sync all projects](#)

Suite project ID	Suite project name	Suite organization	InEight Document URL	InEight Document project ID	InEight Document project name
			https://.com	PLANTEST	Plan Test Project

5.2.4 Form and task details

The form might require you to fill out additional details. For example, for a quality review form you may need to know who was leading the review and a detailed explanation of the agenda.

Quality process

* Location of quality review (250 characters remaining)

* Review date

Who is leading the review?

Time of review

Explain the agenda for the review (6000 characters remaining)

* Was the review acceptable?

Yes

No

Other form questions might include determining if a quality issue is a repetitive issue, severity levels, and impact in cost or future work.

TIP

Tasks might also require you to fill out additional details.

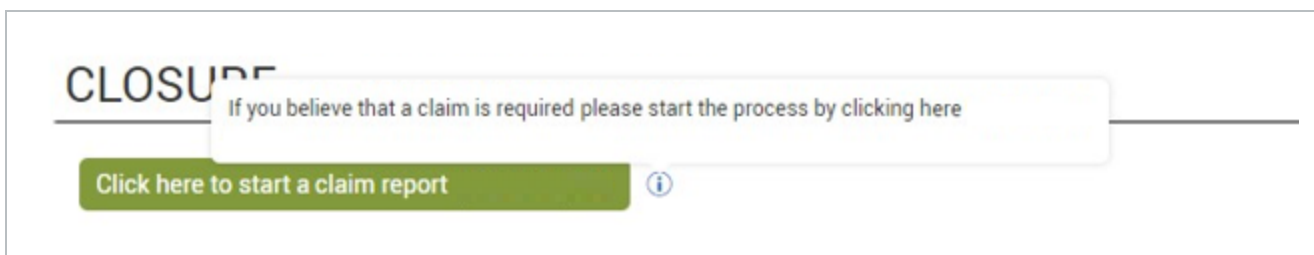
5.2.5 Smart forms and tasks

Smart forms and smart tasks generate additional questions based on how the original question was answered. For example, the below image is showing that only if the question "Was any work impacted

due to quality issues?" is answered Yes, then the following question, " Work that was impacted: explanation" is shown.

5.2.6 Form within a form or task

You may need to open a new form from within the existing form or task you are working in. For example, while working on a review form you might need to start a quality claim report.



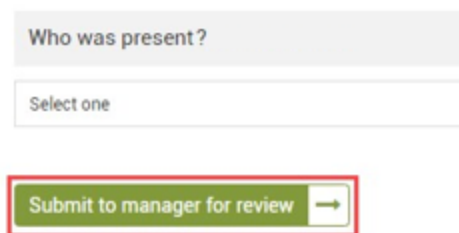
By selecting the quality claim report form button, a new form generates with steps of to fill out. After filling out the required information, you submit the form, which returns you to the original form or task you were working in.

When you click a form or task button, the status of the current form or task might change, depending on how it is set up by your administrator.

5.2.7 Form flows

When the form you are filling out has a form flow associated with it, there are special buttons to complete each step in the flow. These form flow buttons appear similar to other form buttons but have an arrow icon next to them.

Form flow buttons that move the flow to the next step have a right arrow. Form flow buttons with a left arrow revert to a previous step.



The screenshot shows a form with a text input field containing "Who was present?". Below it is a dropdown menu with "Select one" as the selected option. At the bottom, there is a green button with the text "Submit to manager for review" and a right-pointing arrow icon. The button is highlighted with a red rectangular border.

When you select a form flow button after filling out all mandatory information, the form saves and closes.

Some form flows can be re-enabled after an event is completed, depending on the form flow's setup.

Click the **Re-enable form flow** button in the upper-right of the page if it is shown. When you re-enable a form flow, you can move it back to the step of your choice. All step data is saved from previously completing the form flow unless you change an answer in a way that leads to different questions based on logic.

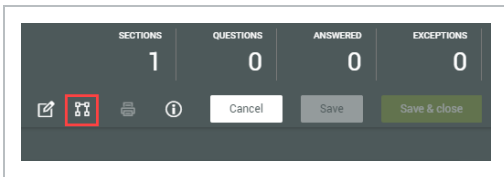
If you re-enable a form flow, only the selected form flow is re-enabled, not all form flows associated with the template. If a re-enabled form flow leads to another form flow that is not re-enabled, you cannot see the other form flow.

NOTE

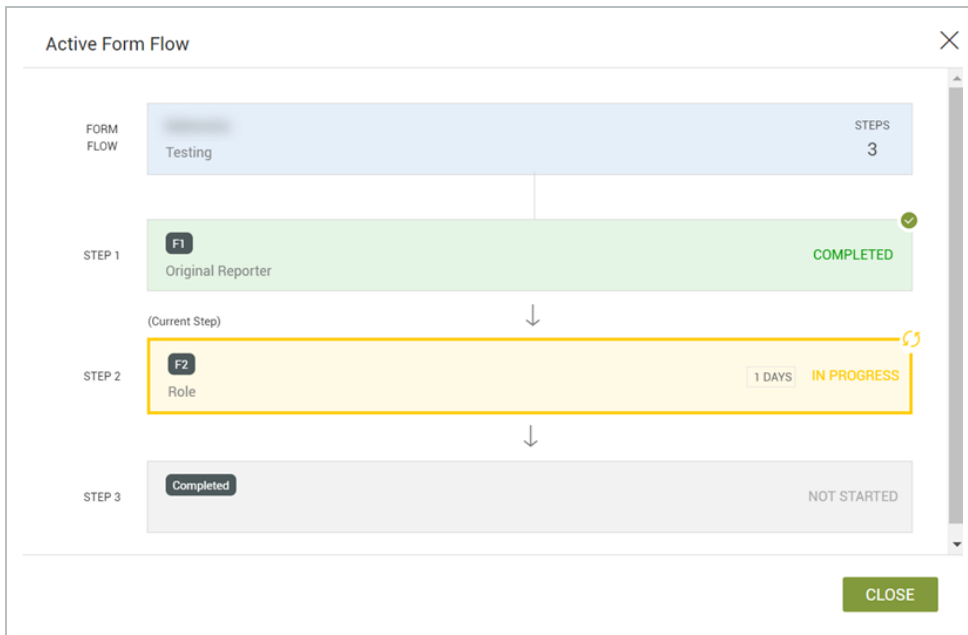
You must have permission to edit completed events to re-enable a form flow.

5.2.8 View active form flow

When you open an event from the Events page, and the event has a form flow that has been started, you can click the View active form flow icon at the top of the page. The Active Form Flow dialog box opens.



At the top of the dialog box is the name and description of the form flow and the number of steps. Below them, each step is shown with its status and responsible party.



NOTE If a form flow is not started, this option is disabled.

5.2.9 GPS questions

A GPS question lets you provide your location by clicking **GPS** or by entering your coordinates directly in the fields. You can also click **Clear GPS** to remove information if you need to enter a different location.

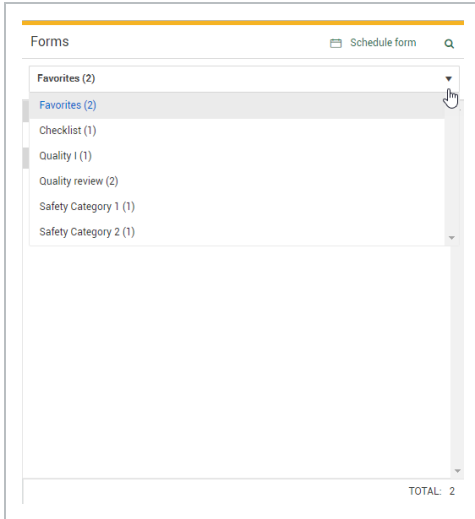
NOTE If you enter GPS coordinates automatically, you cannot manually edit the coordinates.

5.2.10 Complete a form or task

For more information on how to save and submit a form or task, see [Complete a Form or Task](#).

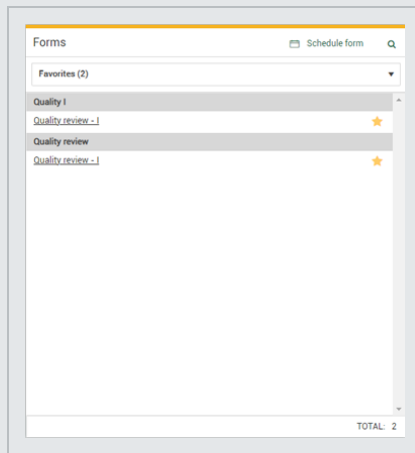
5.2 Step by Step 1 — Fill out a form

1. From the Completions landing page, in the Forms window, select a category from the Favorites drop-down menu, and then select a form.



NOTE

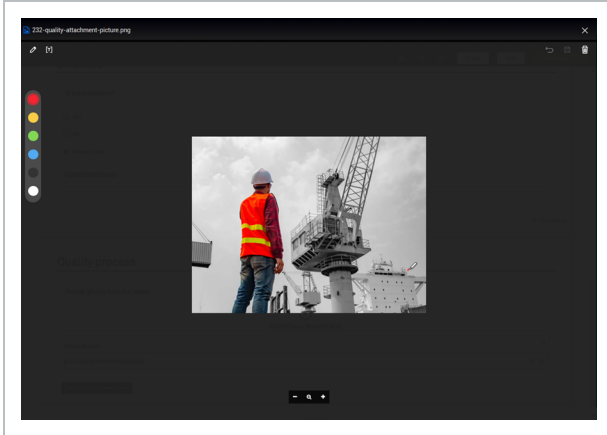
If you have forms you have selected as favorites, they will show in the form window.



2. Complete all fields in the form. Required fields are marked with an asterisk.

Some items require free-form data entry such as Location of Quality area. Others require selecting a time or date. Other question types may require attaching documents.

You can use the annotation feature to add text or drawing to an image.



Some questions require selecting from radio buttons or icon type questions.

Did the review get completed?	Select one or the other
<input type="radio"/> Yes	<input checked="" type="radio"/>
<input type="radio"/> No	<input type="radio"/>

3. To update the photograph's annotations, click the **Save** icon.
4. On the top right of the form, select the Information button to see form information.

SECTIONS 4 QUESTIONS 8 ANSWERED 8 EXCEPTIONS 0

Cancel Save Save & close

Manager quality review

To be completed by the Manager/Supervisor in ...

Event Title
Northwest area

Organization/Project
Steel Structure Training Job (105091)

Module
Quality

Category
Quality review

Event Date
02/09/2023

Start Date
02/09/2023

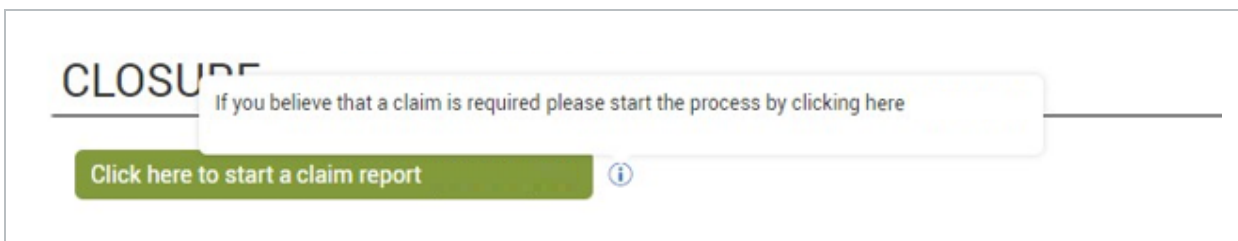
Status
Pending

Reporter
Julio

Version
5

Attachments History References

- 5. Most often forms have a button at the end to move the form to the next process. In this example, the **Click here to start a claim report** button initiates the form within a form feature, where the system branches to another form, in this case the claim report form.



NOTE The process for completing a task is very similar to filling out a form.

The process is similar whether checking the status of a form or task.

5.3 COMPLETE A FORM OR TASK ON THE WEB

There are several ways to complete a form or task. This depends on how it is set up by your administrator and what the next steps are.

5.3.1 Save a form or task

When you do not have enough time to complete a form or task in its entirety, or not all information about the event is readily available, you can save your work and continue. You can also save and close the form, and then return to the form later to complete and submit it.

NOTE

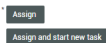
You can use the Button question type to facilitate a simple workflow outside of using the form flow feature.

If you are filling out a form and want to start a new event immediately after saving the current event, click the **Save & close** drop-down button, and then select **Save & start new event**.



5.3.2 Assign a task

As part of filling out a task, you might have to assign it to someone else to complete a portion of it. To assign a task, click the **Assign** button. If you want to start a new task immediately after assigning the current task, click **Assign and start new task**.



5.3.3 Submit a form or task

When you have completed the form or task, you are ready to submit it or send for manager review. This is the end of what you need to complete. An email notification, if configured, is typically sent to the manager, or assigned parties.

As part of closing out the form or task, a signature may be required, and the button varies depending on what type of form or task it is.

CLOSURE

Click here to start claim report i

Signature of Manager

Close and complete

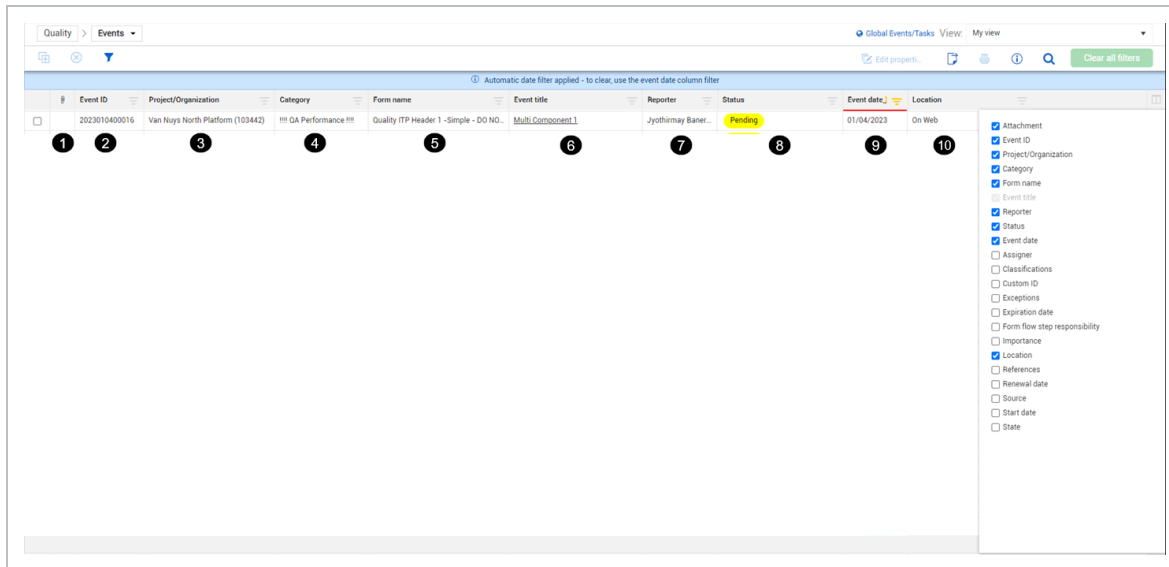
NOTE All mandatory questions on the form or task need to be answered or you will not be able to submit it.

5.4 EVENT AND TASK MANAGEMENT

A Completions event is an occurrence that has already happened; it therefore refers to forms that have already been filled out. Because events are part of a workflow, you can add more information to events, review existing data in the event, or move the event through the workflow.

The Events page shows a repository of forms in various statuses such as pending, with claims manager, manager review, and complete. The Task page is also a repository of forms that provides the same functionality as the Events.

The following are common column headings and their descriptions:



	Title	Description
1	Attachment	Indicates whether an event or task has attachments. Click the icon to see the attachments.
2	Event or Task ID	The unique value assigned to each event or task.
3	Project/Organization	The project or organization associated with the event or task.
4	Category	The category associated with the event or task. It is specific per module and defined by the organization. Allows the module to be partitioned into smaller areas and assigned permissions.
5	Form or Task name	The name of the form or task template.
6	Event or Task title	The title given to the event or task by the user or generated by the system.
7	Reporter or Responsible party	For events, the user who initially submitted the form. For tasks, the responsible individual.
8	Event date or Due date	Date the event occurred or the due date of a task.
9	Status	Four default statuses are provided, Complete, Pending, Scheduled, and Canceled. Admins can create sub statuses under each that best align with their business processes.

(continued)

	Title	Description
10	Location	Shows whether the event or task location is On web or On mobile. When an event or task is scheduled and synced to a mobile device, a lock shows next to the Task title.

You can access events or tasks by going to the module landing page, and then selecting **All events** or **All tasks**.

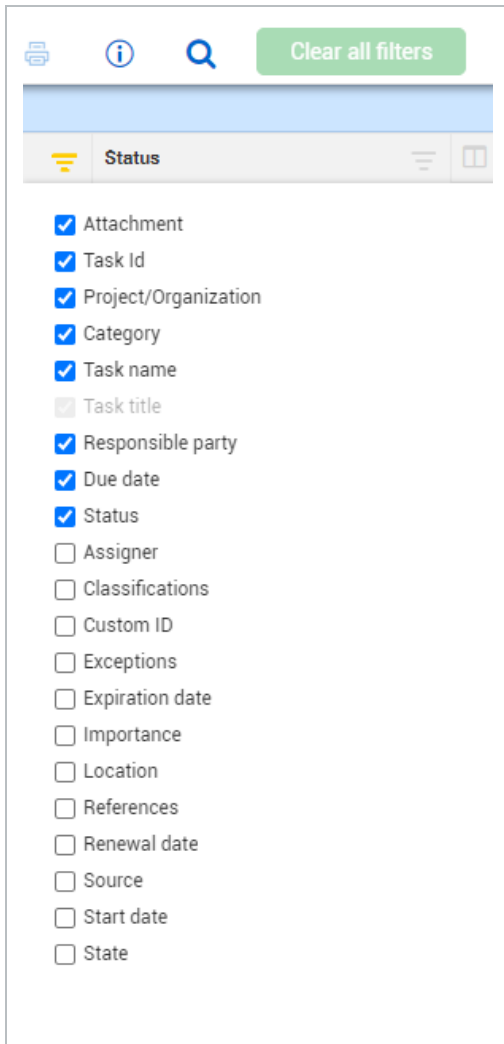
The event ID, Event title are shown on the Events page. The Event status is also shown, and changes based on the state of the event.

#	Event ID	Project/Organization	Category	Form name	Event title	Reporter	Event date	Status	Location
<input type="checkbox"/>	20230112	Platform	Category A	Quality ITP Header 2	Quality ITP Header 2	Mahesh	01/12/2023	Pending	On Web

The Tasks page also shows columns such as Task ID, Project/Organization, Category, and Status. Columns unique to the Tasks page include Task name, Responsible party, and Due date. Tasks automatically become overdue when the assigned due date expires. The tasks page shows a visual indication of overdue states. Sorting and filtering capability in the lists lets you to quickly associate tasks to individuals, categories, status, etc.

#	Task ID	Project/Organization	Category	Task name	Task title	Responsible party	Due date	Status
<input type="checkbox"/>	20230112	S10000 - PCS Inc (HoodOrg1)	Assessment	Report photo	Reference	Julie	01/25/2023	Pending
<input type="checkbox"/>	20230112	Van Naps North Platform	QA Performance	Integrated list question - Do not edit	Reference	Jyothmay	01/17/2023	Pending

In the Tasks page, like the Events page, you can update columns by clicking the Column chooser icon, and then selecting or deselecting the check boxes for columns you want to add or remove.

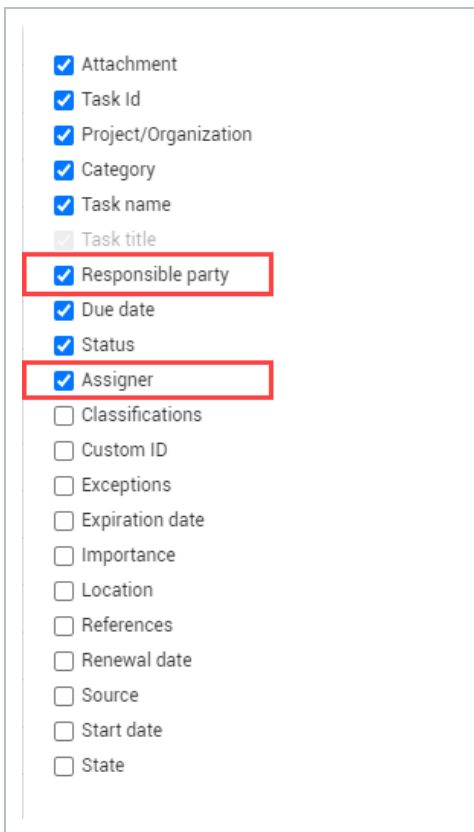


NOTE When a task is assigned, the responsible party receives an email with a link to complete the task.

NOTE Sorting or filtering by the Assigner and/or Responsible party, may be helpful.

5.4 Step by Step 1 — Add additional columns to the list of all events or all tasks

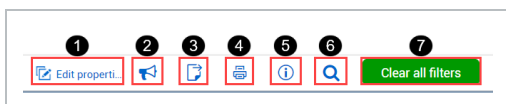
1. In the Completions landing page, click **All events** or **All tasks**.
2. Click the **Column chooser** icon.
3. Select **Assigner** and/or **Responsible party**.



You are now able to sort or filter the selected columns.

5.4.1 Additional event or task functions

You can use the following functions in the All events and All Tasks pages:



	Icon	Description
1	Edit properties	Edit properties of one or many selected events or tasks. All the selected events or tasks must be from the same template and you must have permission to edit them.
2	Notifications	Send notifications with messages to specific users, and roles for the specific project you are navigated to. This is available only at the project level.
3	Export events	Export data from the Events or Tasks list to Excel, with an email

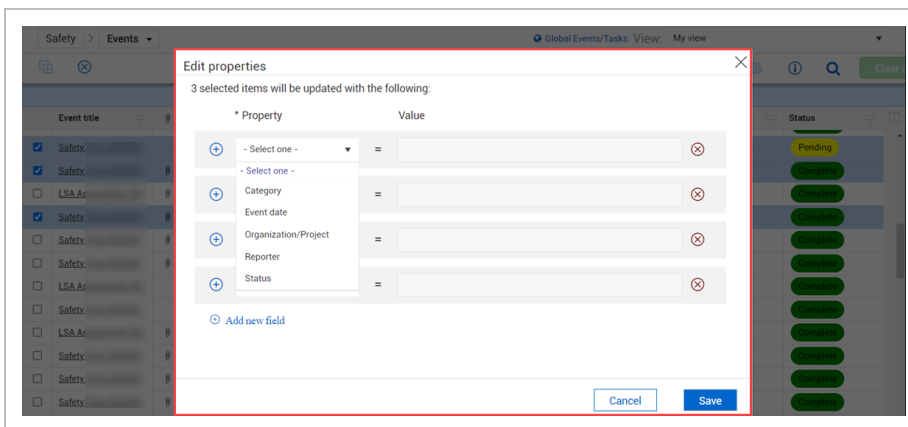
	Icon	Description
	or tasks	generated once the file export is completed.
4	Print	Print a PDF report of the selected event or task.
5	Information	Open a slide-out panel to the right that outlines data about a specific EventID or TaskID. You can also see the history of changes to the event or task.
6	Search	Open a slide-out panel to search all columns in your view for specific terms.
7	Clear all filters	Revert the listing to its unfiltered state if filters have been used.

5.4.1.1 Edit properties

5.4 Step by Step 2 — Edit an event or task properties

1. In the All events or All tasks list page, select events or tasks by clicking the check boxes.
2. Click the Edit properties button.

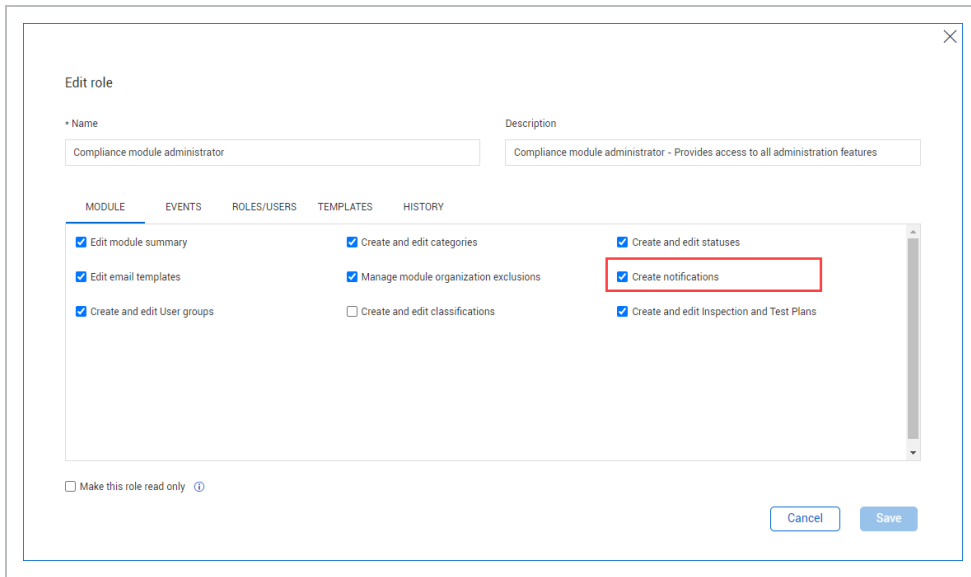
The Edit properties dialog box opens.



3. After making your changes, click **Save**.

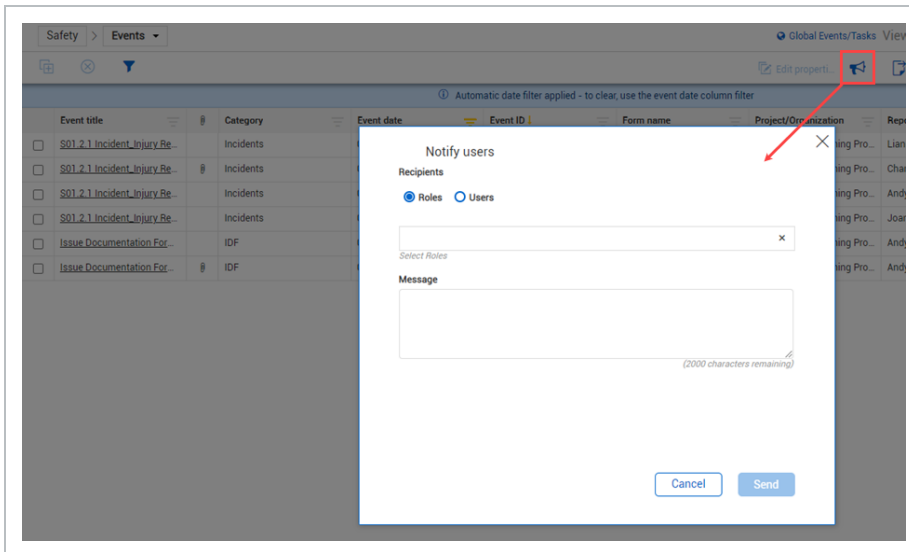
5.4.1.2 Notifications

As an administrator at the system level, you can control the ability to send notifications to roles and user in Organization home > Settings > Compliance > Module > **Roles** tab. You can also restrict users to send notifications to their assigned projects only.



5.4 Step by Step 3 — Send notifications

1. At the project level, click the **Notifications** icon.
The Notify users dialog box shows.
2. Select **Roles** or **Users** recipients, and then use the drop-down lists to select recipients.



3. Enter your message in the Message box. Messages can be up to 2000 characters.
4. Click **Send** when complete.

5.4.1.3 Export events and tasks

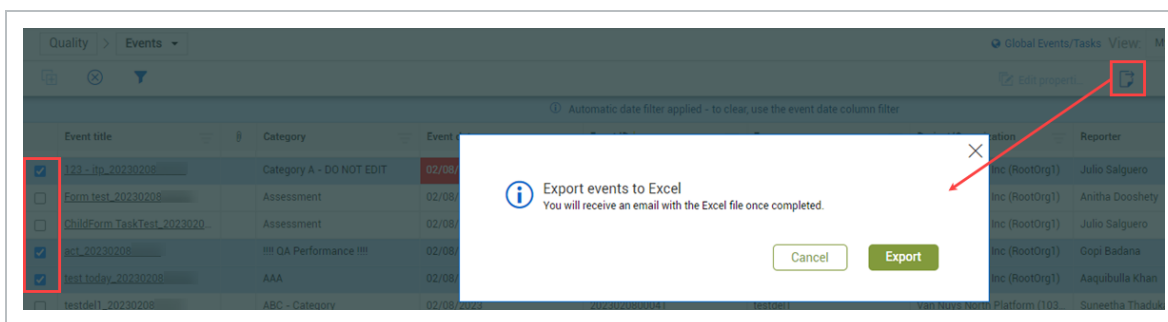
5.4 Step by Step 4 — Export events and tasks

1. In the **All events** or **All tasks** list page, click the **Export** icon.

The Export dialog box opens.

2. Select **Export** to export all items.

The export contains the filtered grid set that shows in your view. You can also export selected events or tasks by checking each item's check box, and then clicking the Export icon.

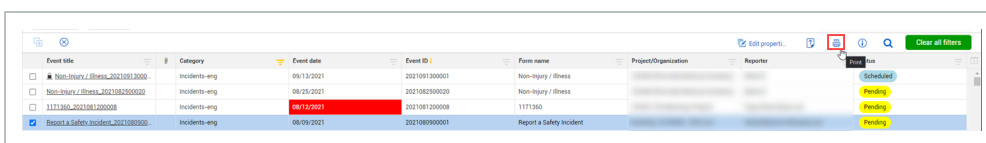


5.4.1.4 Print

You can print a report of an event or task that has been enabled to be printed. Print functionality can be enabled in the template's Properties tab. See [Template Properties](#) for more information.

5.4 Step by Step 5 — Print an event or task

1. In the **All events** or **All tasks** list page, select an event or task.
2. Click the **Print** icon to print the event or task.



A PDF of the report will open for the selected item in a new browser tab.

NOTE The Print feature only works for one event or task at a time. To print in bulk, you can use InEight Report.

5.4.1.5 Form and task information

You can view data, references, and history changes of an event or task and edit their properties in the Form information slide-out panel.

5.4 Step by Step 6 — Navigate to event or task information slide-out

1. In the **All events** or **All tasks** list page select an event or task, and then click the **Form information** icon.

The Form information slide-out opens where you can view the form data.

2. Click **Edit properties**.

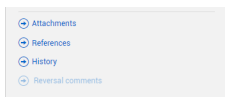
The editable fields show so you can edit them.

3. After editing any fields, click **Save**.

NOTE You must have permission to open the Form information panel.

Additional Form information panel options

You can also view attachments, references, and form history using the buttons at the bottom of the slide-out.



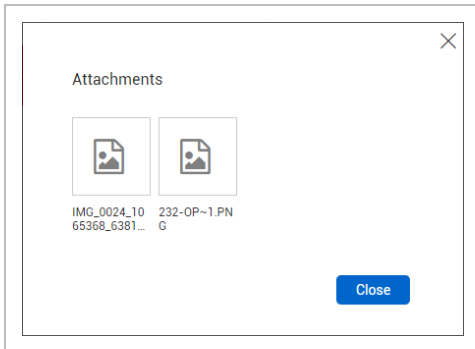
Attachments

You can view and edit attachments other events and tasks referenced in a certain event or task.

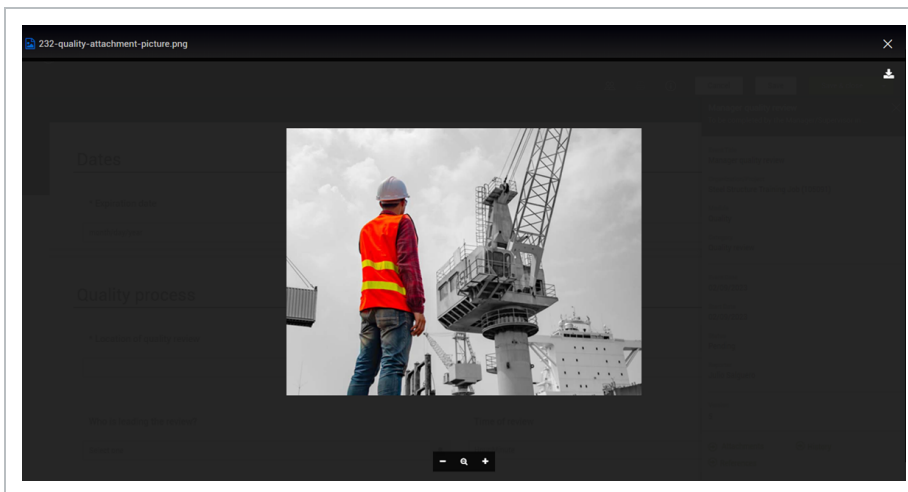
5.4 Step by Step 7 — View and download attachments

1. In the Form information slide-out, click **Attachments**.

The attachments dialog box opens.



2. Click an attachment to view.



3. You can zoom in or out using the **Zoom** icons.
4. You can click the **Download** icon in the upper right to download the attachment to your computer.
5. To close the attachment, click the **Close** icon in the upper right.
6. Click **Close** to close the Attachments dialog box.

NOTE The Attachments button is greyed out when there are no attachments in the form.

NOTE

You can also view an event or task's attachments by clicking the attachment icon in the Attachment column on the Events or Tasks pages.

References

You can view other events and tasks referenced in a certain event or task.

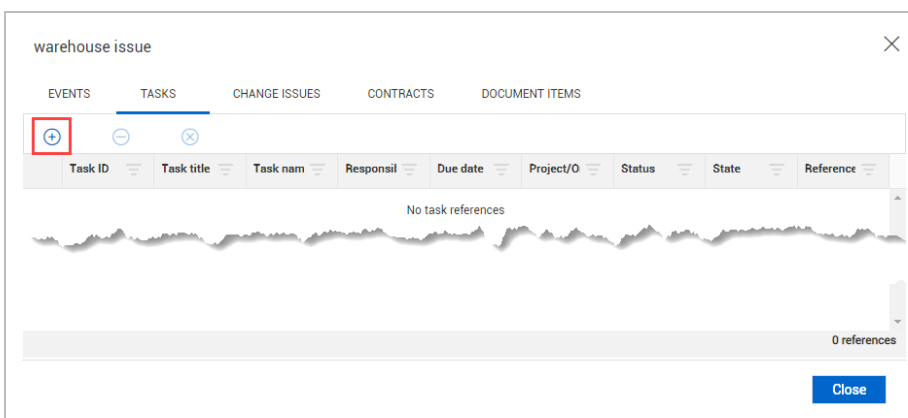
5.4 Step by Step 8 — View and edit references

1. In the Form information slide-out, click **References**.

The References dialog box opens where you can view and add references.



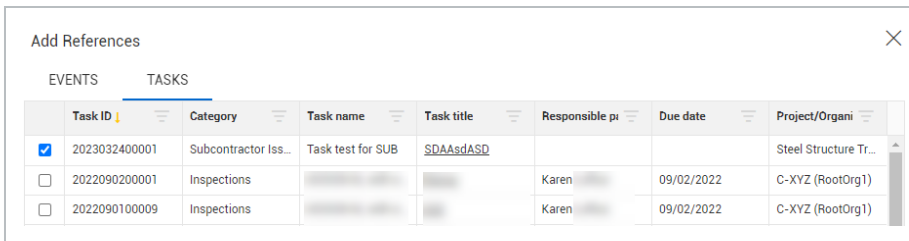
2. To add a reference, select Events, Tasks, or other available tabs, and then click the **Add References** icon.

**NOTE**

Integration is available with InEight Change, InEight Contracts, and InEight Document.

The Add References dialog box opens.

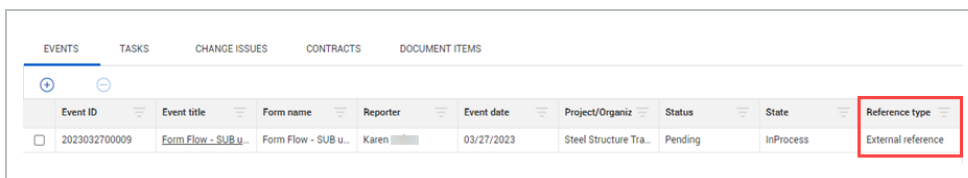
3. Select the **Events** or **Tasks** or other available tabs, and then select events or tasks to be referenced.



4. To remove references, select the reference, and then click the **Remove references** icon.
5. After editing references, select **Close**.

NOTE In Tasks, you can use the Delete task option to delete tasks.

In the References dialog box, a column named **Reference type** will show information on the reference association.



The Reference type column can have the following values:

- **Associated form** – Started from a form or task button from within the form or task.
- **Internal reference** – Associated with a reference question.
- **External reference** – Associated by using the Add References button in the reference dialog box.

History for events and tasks

You can view the history of changes for events or tasks. You can sort and filter the list view.

5.4 Step by Step 9 – View form history

1. In the Form information slide-out, click **History**.

The history page opens where you can view changes made to the event or task.

Change type	Question/Option	Section	Old value	New value	Change date	Changed by
Answer	Did the tour result in a next step?	TOUR INFORMATION		No, there is no next step needed.	03/27/2023 11:21 AM	Karen
Answer	Update	TOUR INFORMATION		Karen 27/03/2023 11:21 AM	03/27/2023 11:21 AM	Karen
Answer	Who gave the tour	TOUR INFORMATION		Karen	03/27/2023 11:21 AM	Karen
Answer	Date & Time of the tour	TOUR INFORMATION		03/27/2023 12:00 AM	03/27/2023 11:21 AM	Karen
Answer	Name(s) of non-employees on the tour.	TOUR INFORMATION		John	03/27/2023 11:21 AM	Karen
Answer	Name of Company that was given the tour.	TOUR INFORMATION		JT Company	03/27/2023 11:21 AM	Karen
Status	Not applicable	Not applicable		Manager Review	03/27/2023 11:21 AM	Karen

[Close](#)

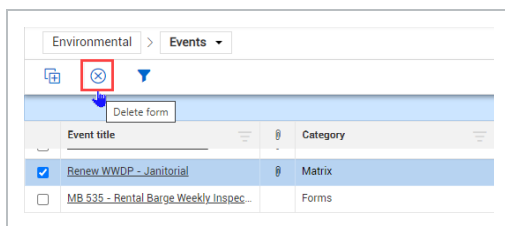
2. Click **Close** when done viewing.

NOTE

You must have permission to view the History dialog box.

5.4.1.6 Delete an event or task

To delete an event or task, select events or tasks, and then click the **Delete** icon.

**NOTE**

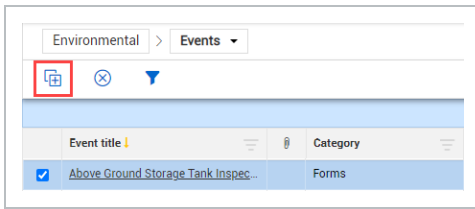
Your role must contain permission to delete.

5.4.1.7 Copy an event or task

The ability to copy a task, or an event, along with its associated tasks and attachments, is useful when you have many tasks and attachments that mimic the last event, such as an environmental permit event. You can copy one event at a time or multiple tasks at the same time.

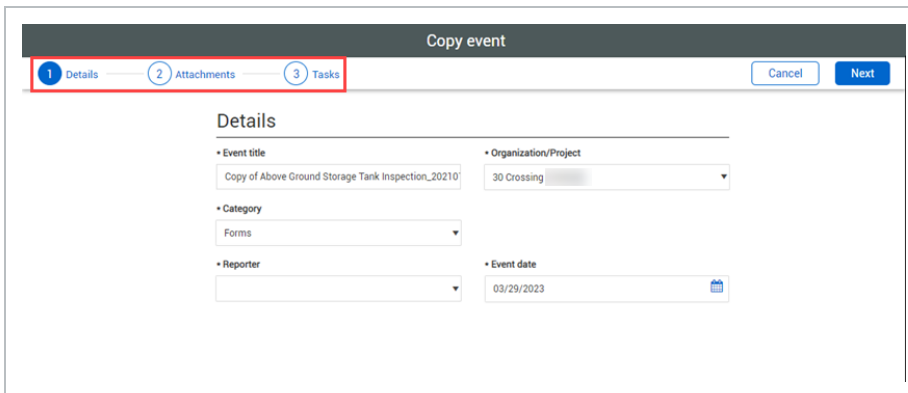
5.4 Step by Step 10 — Copy event or task

1. In the **All events** or **All tasks** list page select an event or tasks to be copied, and then click the **Copy form** icon.



When you copy one or multiple items from All tasks, the copied tasks are created with *COPY OF* in front of the task title.

When you copy an event from All events, the Copy event page opens to edit form details, attachments, and tasks.



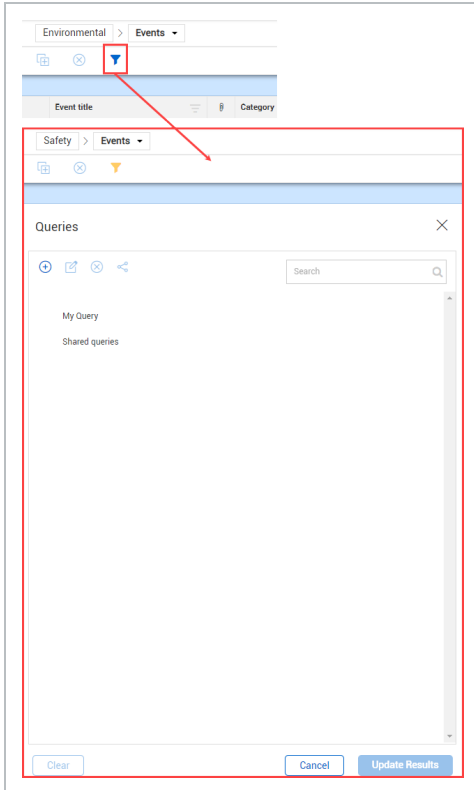
2. In the Details page, you can edit the copied event, and then click **Next**.
3. In the Attachments page, you can uncheck any existing attachments to remove them, and then click **Next**.
4. In the Tasks page, you can uncheck any existing tasks to remove them, and then click **Next**.
5. Click **Copy** to create a copy of the form.

5.4.1.8 Query builder

The Query builder feature can be used on event and task list pages. It provides a more granular filtering and querying option for events and tasks. These filtering options are an alternative to the options found in the grid page columns.

5.4 Step by Step 11 — Using the Query builder

1. Click the Query Builder icon.
The query builder dialog box shows.



In the query builder you can add, edit, delete, and share queries. Your saved queries are listed under the My Query menu, and your shared queries are listed under the Shared queries menu.

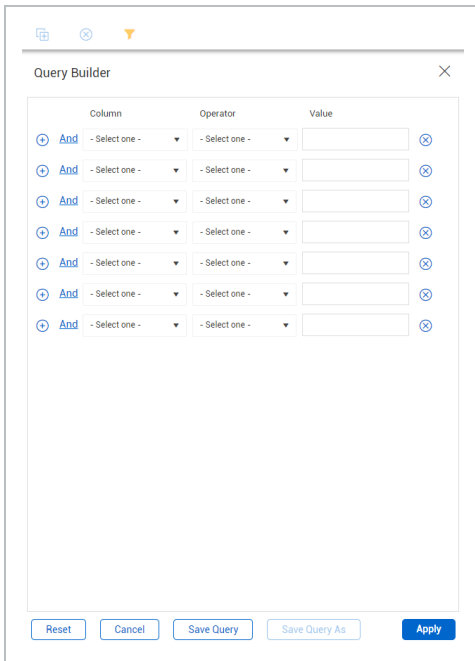
NOTE

Queries can only be shared with users in the same project.

2. Click the **Add** icon to add a new query, and then enter the conditions to your query.
3. Click **Apply**.

You can then use the Reset, Cancel, and Save Query buttons at the bottom of the query window. If you update an existing query, you can save the new query using the Save Query As button.

Query builder column condition choices are dependent on events or tasks. For example, if you select Events, you see column choices that are related to events.



NOTE You can enter up to seven conditions in a query.

5.4.1.9 Views

For more information on how to save and send views and use the Global Events or Tasks option, see [Event and Task Views](#).

5.4.2 Managing tasks and events

5.4 Step by Step 12 — Manage an event

1. From the Compliance landing page, select a **module** card.
2. Select the **All events** link.

All events and tasks links are shown under Links in the upper left side of the page.



3. On the Events page, select an event or task that requires additional review based on business process requirements. For example, an event with a pending status.

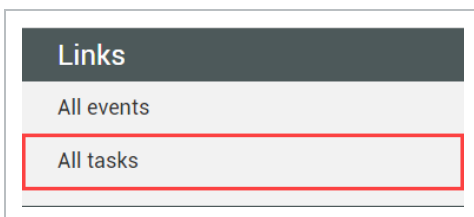
Event ID	Project/Organizati	Category	Form name	Event title	Reporter	Event date	Status
2019101100004	S100000 - PKS Inc	Incident	Project Manager	Johnson Branch facili	Karen	10/09/2019	Manager Review

4. Advance the event or task to the next form flow step, as required.
5. The status of the event will u pdate depending on how your form workflow is setup.

Managing tasks follow a very similar process, as shown below.

5.4 Step by Step 13 — Manage tasks

1. Select the **All Tasks** link on the left side of the page.



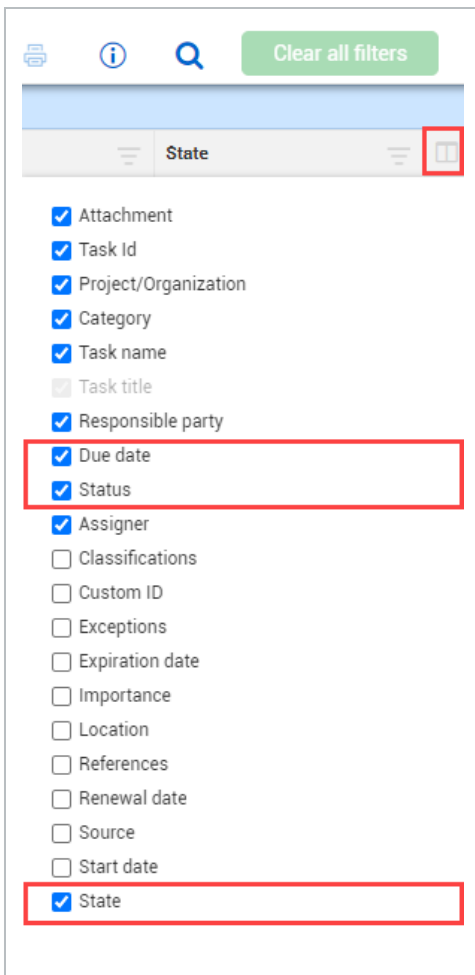
2. Select a task by clicking on a **Task title**.
3. Advance the task to the next form flow step, as required.

5.4.2.10 Monitor due dates, overdue states and statuses

You can monitor the events or tasks due dates, states, and status, and their adherence.

5.4 Step by Step 14 — View due dates, overdue states and statuses

1. From the Completions landing page, click **All tasks**.
You can also go to **All events**.
2. In the tasks page, find the Due date (or Event date for events), Status, and State columns.
Click the **Column chooser** icon to add the columns if they are not in the view.



3. Click the **Column chooser** again to close.

An overdue event or task will make the Due date and State columns turn red. An overdue email is also automatically triggered.

Due date	Status	State
02/01/2023	Scheduled	Overdue
02/23/2023	Scheduled	In Process
03/01/2023	Scheduled	In Process
02/17/2023	Scheduled	In Process
01/31/2023	Scheduled	Overdue
02/24/2023	Scheduled	In Process
02/28/2023	Scheduled	In Process
02/08/2023	Scheduled	Overdue
02/08/2023	Scheduled	Overdue
02/09/2023	Pending	Saved
03/07/2023	Scheduled	In Process
02/07/2023	Pending	Saved
01/25/2023	Pending	Saved

NOTE The State column changes to Overdue after the due date.

5.4.2.11 Monitor form flow status

When an event has an active form flow, you can click its Status column to open a dialog box with detailed information about the current status of the form flow.

The current status box has the following areas:

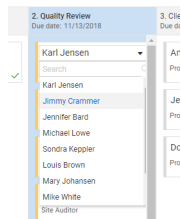
	Description
1	Current step.
2	Current status.
3	Current state.
4	Number of days until the form flow step becomes overdue.
5	Total days the form has been open.
6	Estimated form completion date.
7	All steps and their responsible parties.

For each step you will see the step name, start date, responsible parties, and their roles.

Responsible parties have colored bars according to their sign-off status for each step:

Color	Sign-off status
Green	Complete
Yellow	Pending
Red	Overdue
Grey	Step not started

You can select different users to be responsible parties, depending on how a step is set up. The ability to select different responsible parties allows for updating users who no longer participate in the project, their roles have changed, etc.

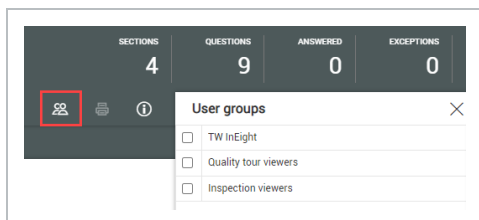


5.4.2.12 Assign user groups

At the project level, you can give user groups permission to view events or tasks. User groups must first be set up for the project. For information on setting up User Groups, see [User Groups](#).

5.4 Step by Step 15 — Assign user groups to an event or task

1. Open the event or task, and then click the User groups icon in the upper-right of the page.



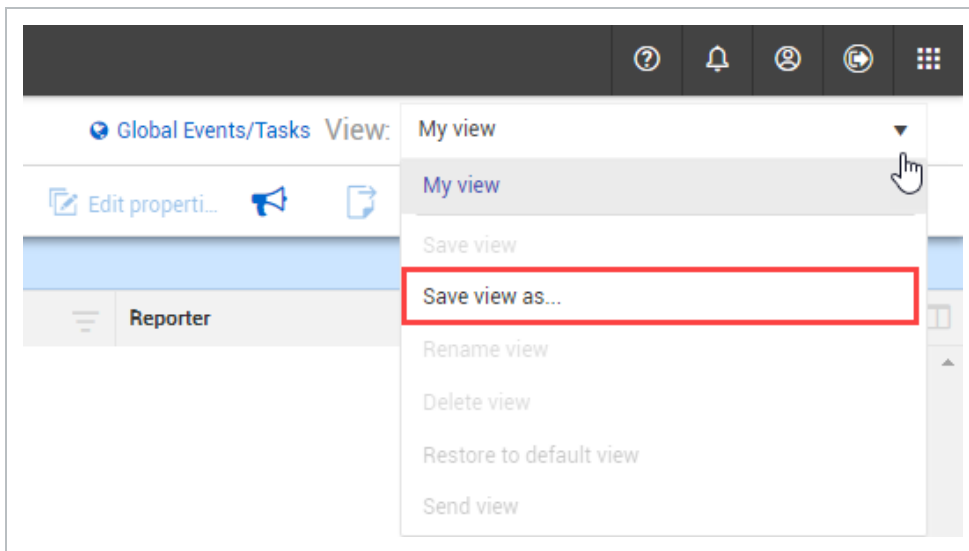
2. In the **User groups** side panel, select the groups you want to give permission to.
3. Click **Save**.

5.5 EVENT AND TASK VIEWS

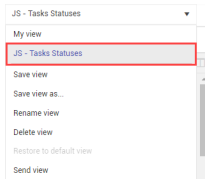
You can change the column views in the All events and tasks pages. The custom viewsets can be saved and sent so that the global events and tasks can be viewed outside your current organization and project.

5.5.1 Save a view

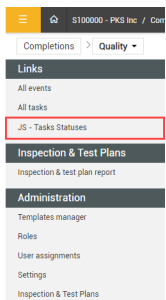
After you filter or sort the view to your preference, click the Viewset drop-down list, and then Save view as... option. You can save the views you use often.



In this example, the page is filtered to only include Incident related events.



When a saved view is created, it is also available as a link to the left of the module card.



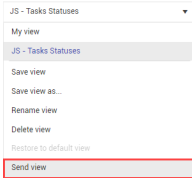
5.5.2 Send a view

You can send your saved view to others. When you send a view, you are sending the organization, project, and applied filters defined by the view, not the exact same forms and tasks that you can see.

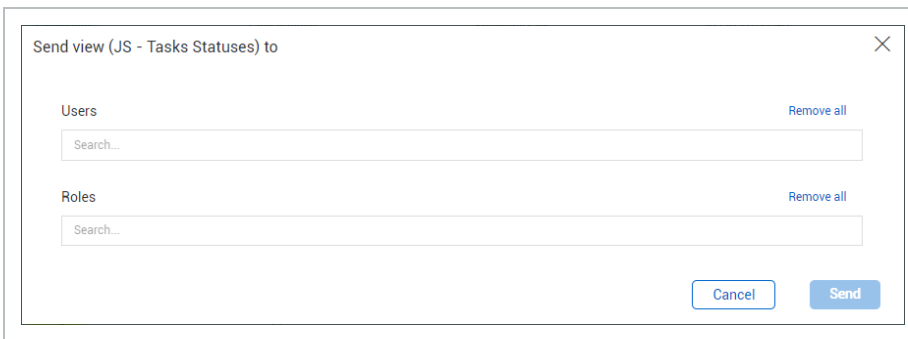
What receiving users see depends on their permissions. If they do not have permission to view all forms or tasks within the parameters, they cannot see them.

5.5 Step by Step 1 — Send a view to another user

1. Click the View drop-down menu, and then select Send view.

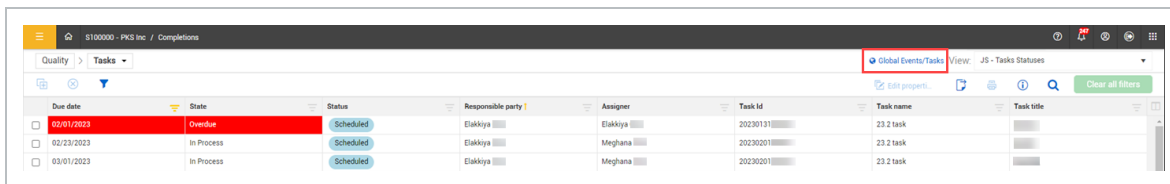


2. In the dialog box, select the users and roles to whom you want to send the view, and then click **Send**.

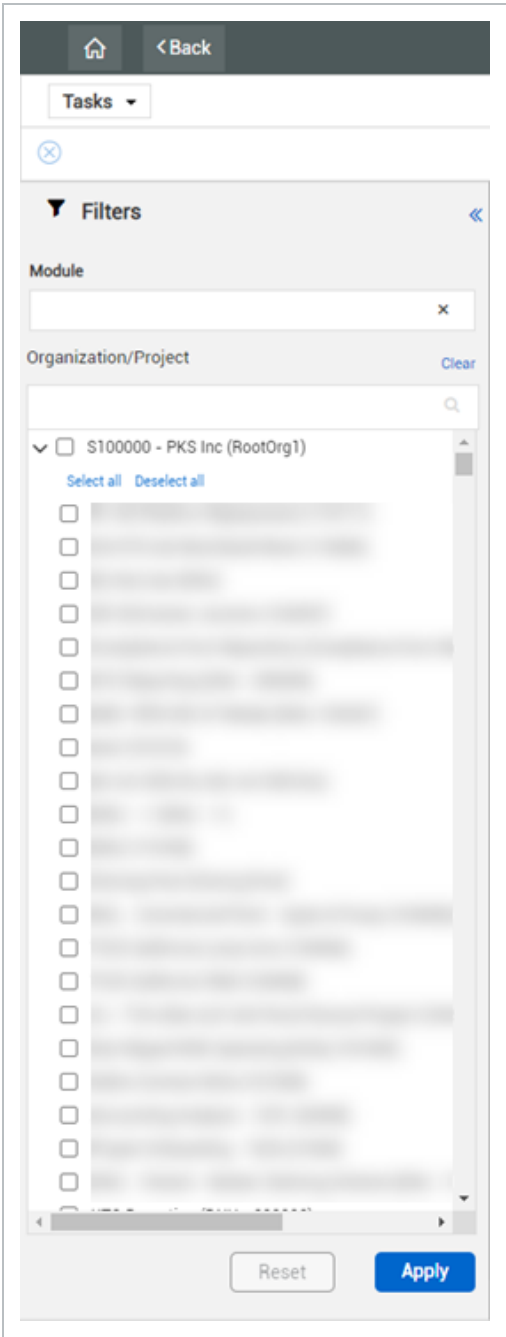


5.5.3 Global view

Global Events/Tasks view lets you see events and tasks outside of the organization or project you are currently viewing. To show the Events or Tasks page in global view, click **Global Events/Tasks** at the top-right of the page.



In the global events and tasks page, you can narrow or expand your view using the query builder in the side panel. You can narrow or expand according to module, organizations, and projects you are assigned to.

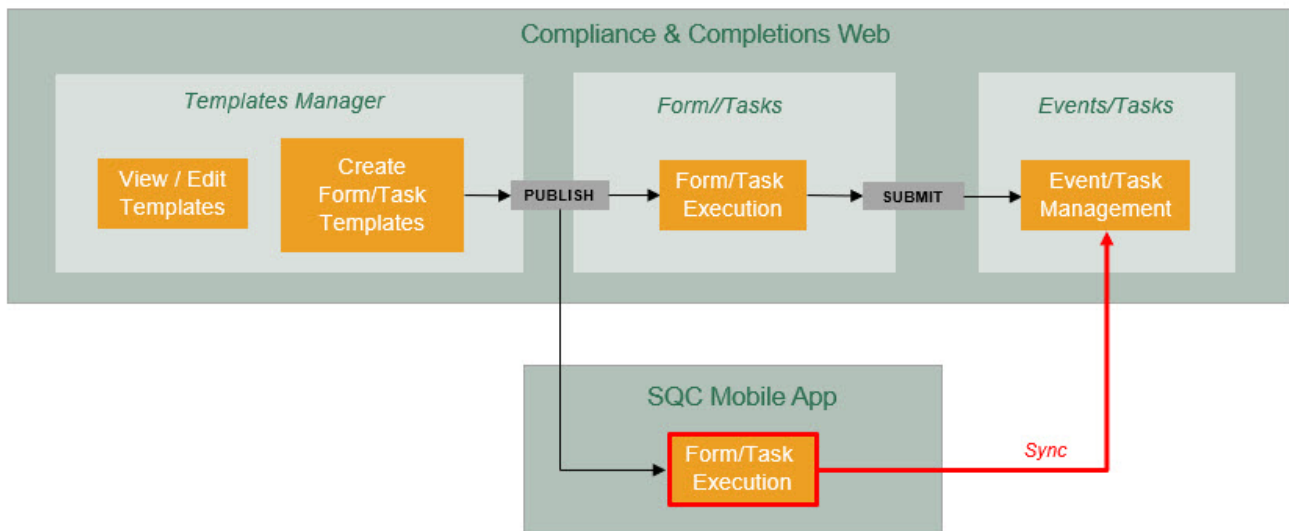


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COMPLETIONS MOBILE

6.1 COMPLETIONS MOBILE NAVIGATION

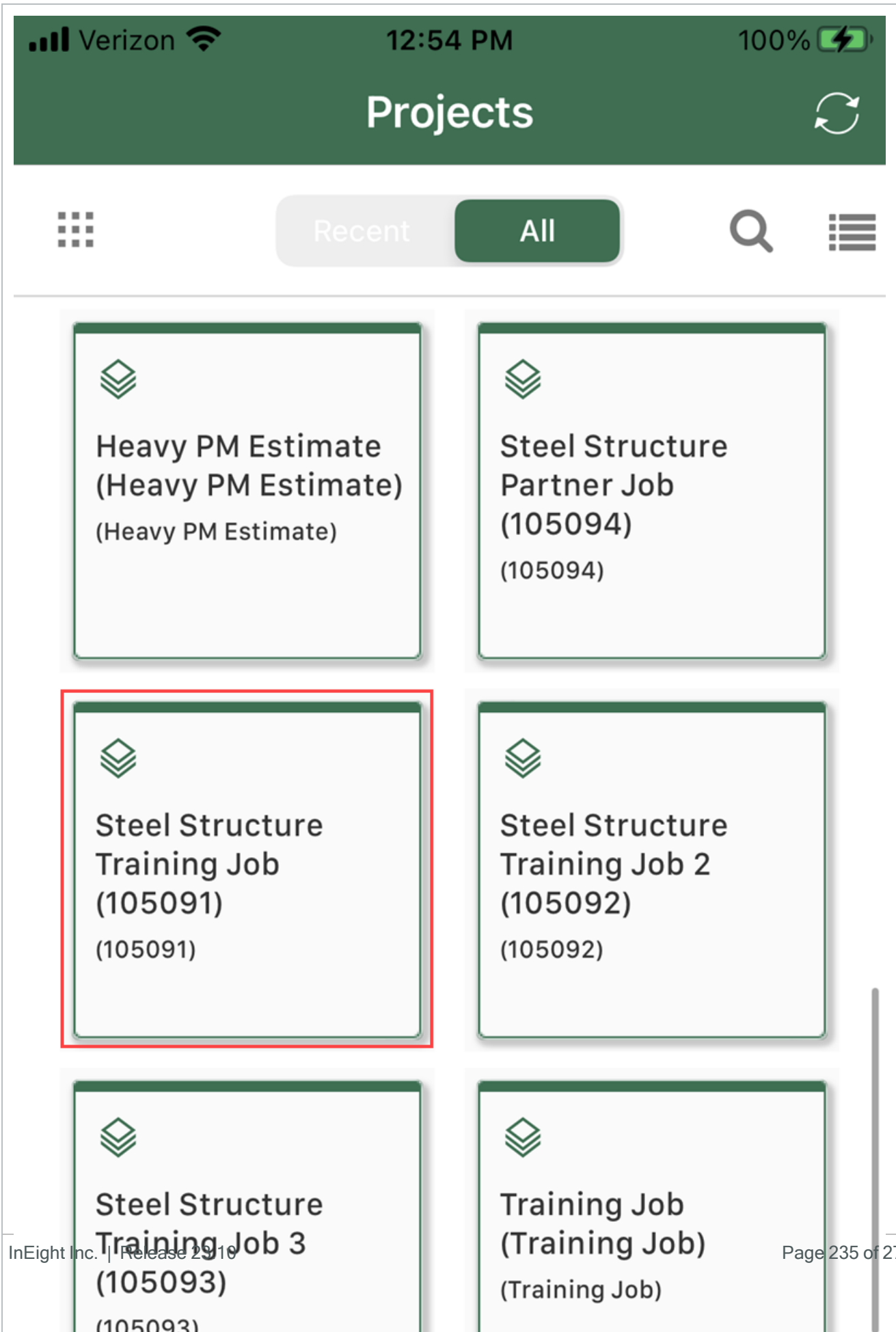


The web Completions application lets users incorporate technology when completing events and tasks, instead of the traditional method of using a paper form.

In Completions mobile, you can use forms, questionnaires, and tasks created in the web Completions. You can perform events or complete tasks using the Completions mobile application on an iOS device. You can also complete forms or tasks, online or offline, and then synchronize the results when you are connected to an applicable network.

Using your iPhone or iPad device, you can download InEight SQC mobile application. You can easily locate forms and tasks based on your project assignment.

When you first log in and launch Completions mobile, you will land on the Projects home page.



NOTE

You can select list or card view using the View icon at the top right. We will use card view for our examples.

In the Projects home page, it will show projects that you are assigned to. At the top of the screen, you will see the Recent and All buttons. When you select All, you will view all of the available projects. When Recent is selected, you will view projects that have been recently opened. You can also search for a project using the Search icon.

NOTE

You can have up to 2 recent projects. When you sync, it will only sync the recent projects information.

TIP

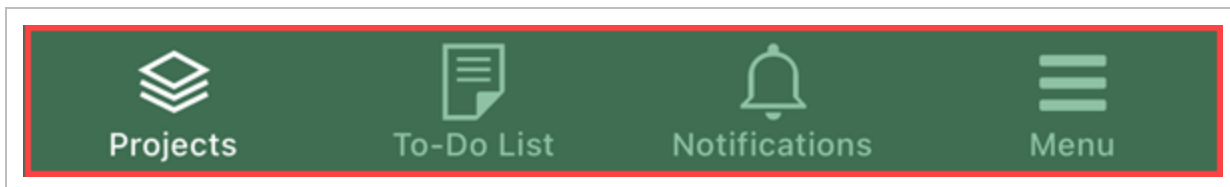
You can remove a job from the recent tab by touching and holding it until it shows an X for deletion.

Also, at the top of your screen is the Sync icon. When you tap the Sync icon, it will sync the latest information from the website if you are in a connected environment.

NOTE

You can work offline as long as you have performed a sync to download project information while online.

At the bottom of the screen are four options:



Mobile application - Bottom 4 icons

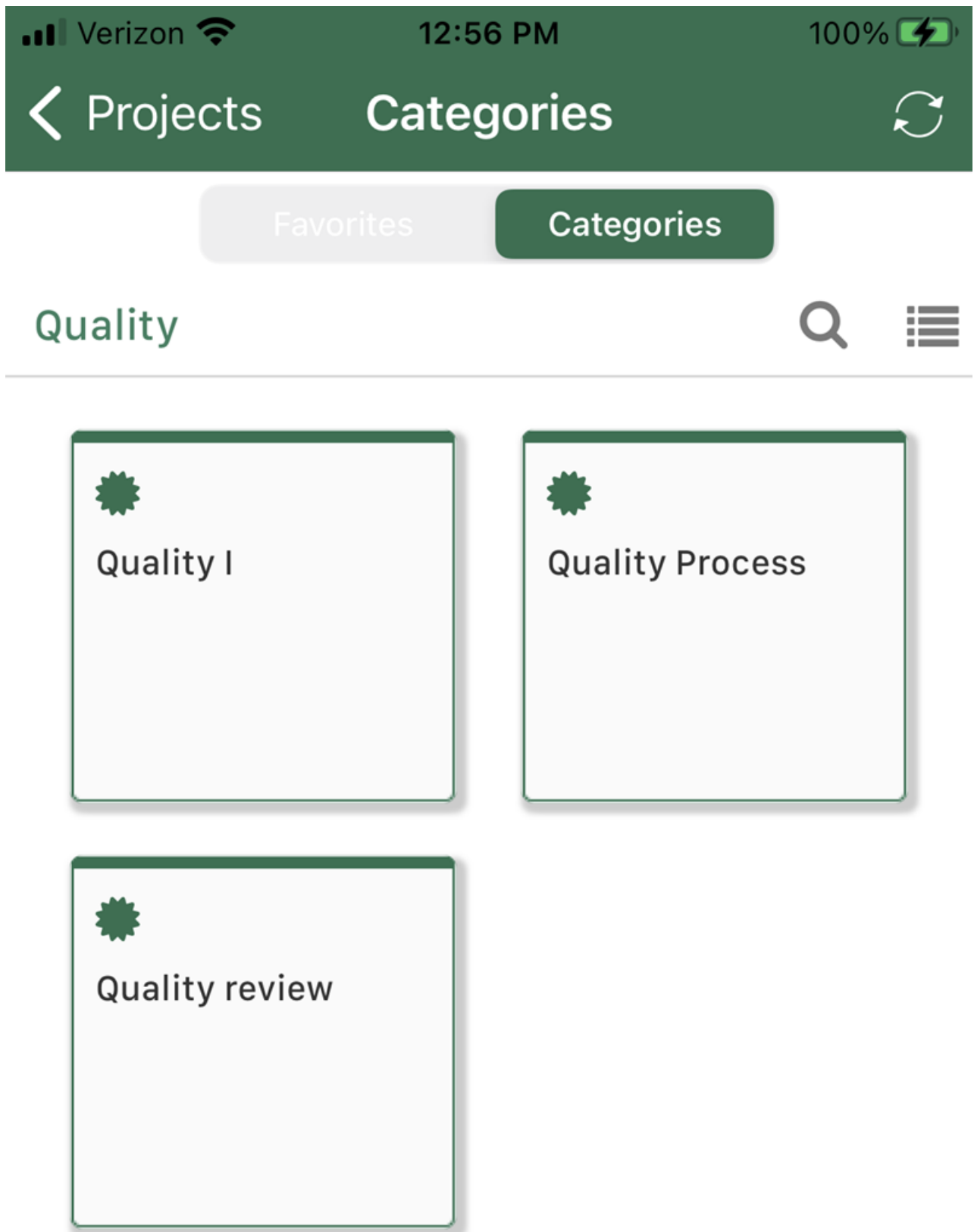
Name	Description
Projects	Lists and gives access to all the projects for which you have permissions.
To-Do List	Shows the items which need attention.
Notifications	Sends notifications with messages to specific users, roles, projects or organizations.
Menu	Enables you to view the submission history of all the items which you have completed and synced off of that device for a user for the past 30 day.

When selected, these will open other screens which will help you navigate to all your permission-based projects, give you a list of pending forms/tasks, and a menu for statuses of syncing and a history of submissions.

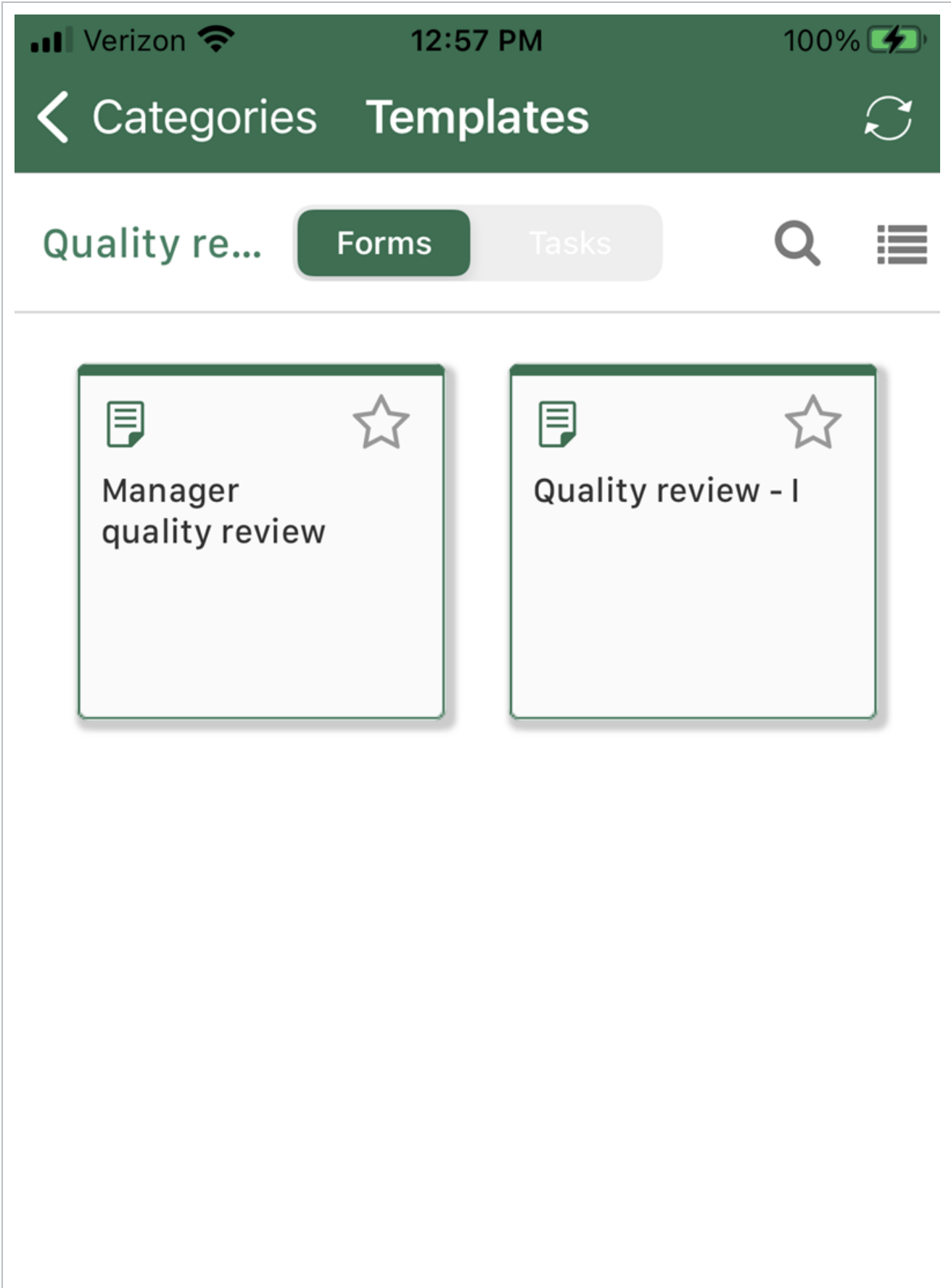
TIP

If you have been assigned a task it will show up in your To Do list under the assigned toggle.

When you tap a project from the list or tiles, it opens the templates Categories screen.



When you tap a category, the Template screen shows the available templates for the category. You can select a form from the list shown.



Tap on one of the forms or tasks to open the form. You can now fill out the form.

NOTE

You can switch from forms to tasks using the Forms and Tasks toggle at the top of the screen. You can use the same process when using Tasks.

6.1.1 Kiosk mode

Kiosk mode limits mobile functionality to filling out and submitting forms or tasks without requiring users to sign in. Kiosk mode is useful if your project has subcontractors who may not be users in your system, but who need to report information.

To start kiosk mode, go to Menu > **Kiosk mode**, and then turn on the toggle.

If you want to limit kiosk mode to a default project, module, or category, you can set those in Menu > **Settings** when kiosk mode is off. After you set defaults, and then turn on kiosk mode, you can only see forms within the default settings.

TIP

You might find it useful to create a category for only the forms and tasks you want to see in kiosk mode. You can then set this special kiosk mode category to be the default.

6.2 FILLING OUT AN EVENT OR TASK

TIP

Mobile tasks all have the same abilities as using tasks on the web with the added ease and efficiency of offline use.

When filling out a form or task, the top of the form or task shows the following information:

Verizon LTE 9:21 AM 99%

Cancel Finalize quality review... Save

Sections	Questions	Answered	Exceptions
1	3	2	0

Finalize quality review process

quality review

Julio

Date of upcoming quality review

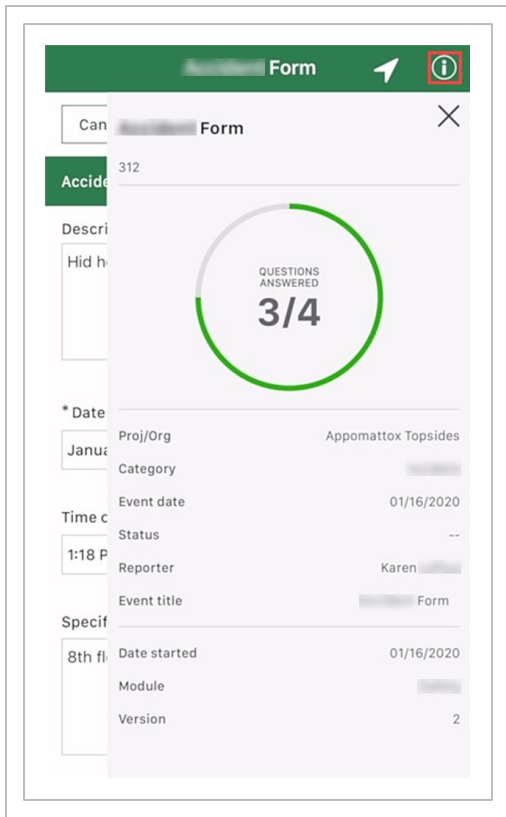
02-16-2023

* Quality step

Name	Description
Sections	The number of sections. Tap this number to open a slide-out panel of sections that you can navigate to without scrolling.
Questions	The total number of questions.
Answered	The number of questions answered.
Exceptions	The number of answers flagged as exceptions. Tap this number to open a slide-out panel of questions answered with exceptions. You can go to those questions by tapping them in the panel.

The information icon is next to the header numbers. When you tap it, a slide-out panel opens that provides more information about this event. Task functions the same way.

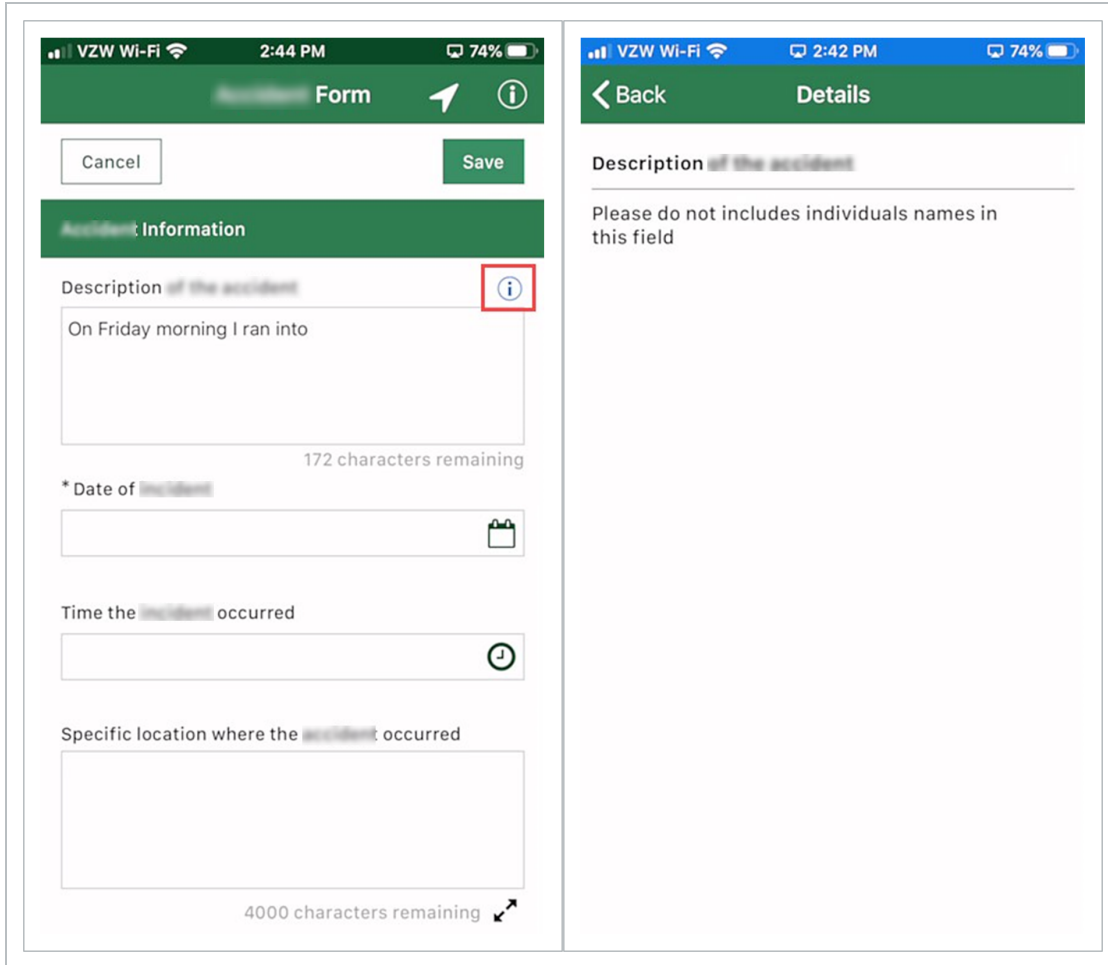
In the example below, there are four questions on this event, three of which are answered.



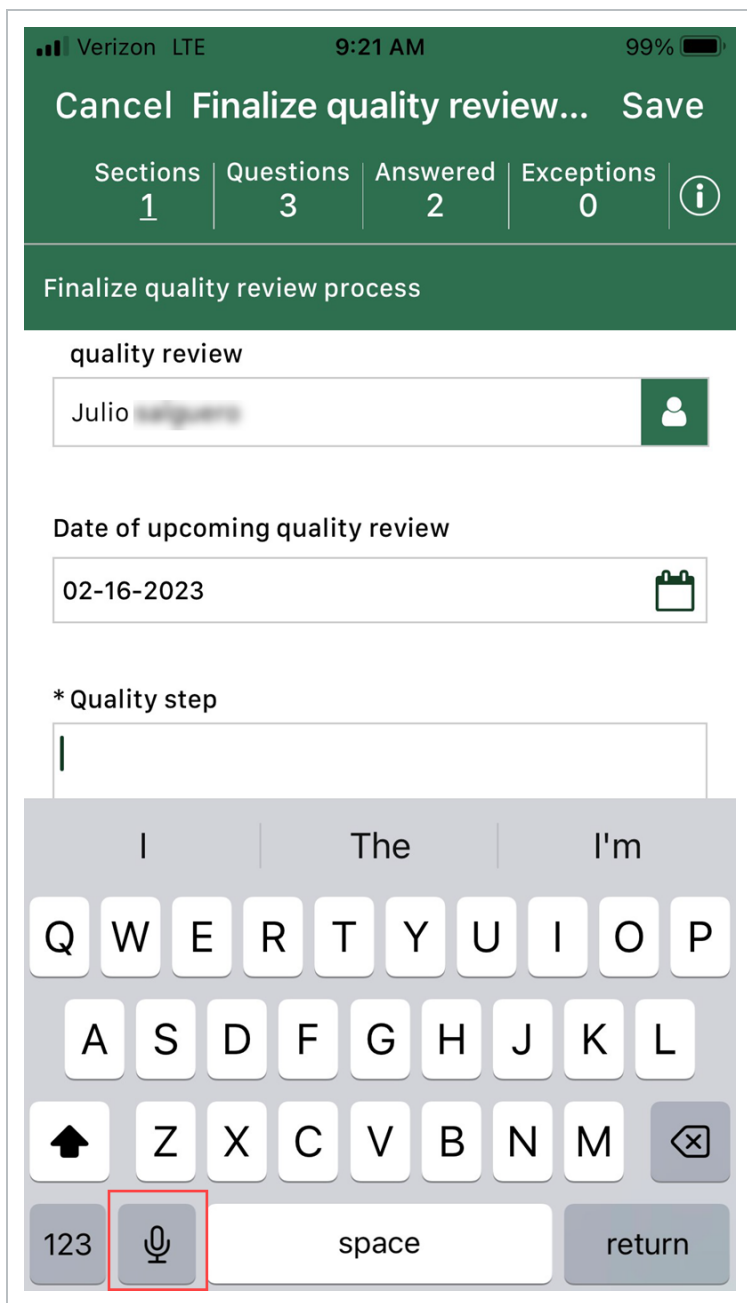
The slide-out also provides you with the project and organization information, category, event date, status, reporter, event title, start date, module, and version. To close the slide-out, tap the **Information** icon again or tap the **Close** icon at the top right of the page.

NOTE Using tasks will follow the same process.

Mandatory questions on an event or task are denoted with an asterisk (*). Sometimes the Information icon may provide more information such as cautions or general information to help you complete the event or task.



You can use voice dictation in the Completions mobile application. Tap the microphone on the keyboard and speak.



The dictation will be transferred to the area you selected, making it convenient to fill out the event or task without the keypad.

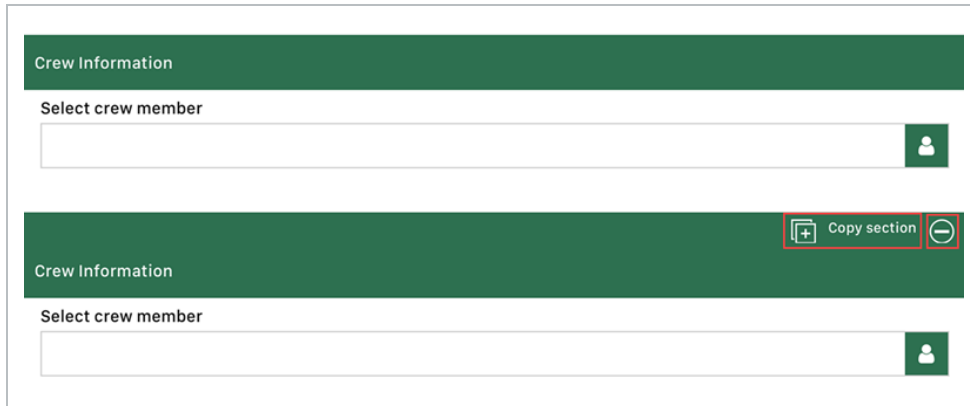
6.2.1 Copy a section

You can copy sections of a form or task when the template sections have been set up to allow it. If the copy option is enabled, you can use the Copy section button in the section header to copy the section below the current section.

NOTE

Depending on how the form or task template was set up, the Copy section button might have a different name.

You can also tap the **Remove** icon to remove a copied section.



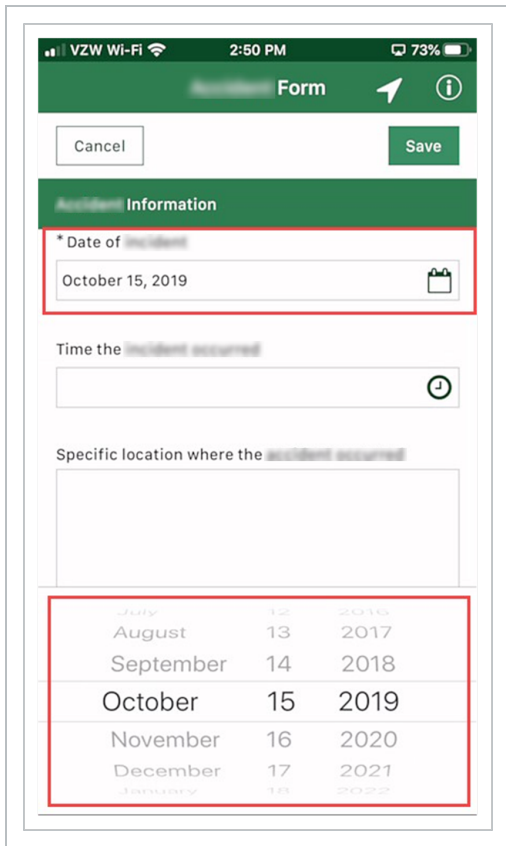
The screenshot shows a form with two identical sections. Each section has a dark green header with the text 'Crew Information' and a white input field below it with the label 'Select crew member' and a person icon. The top section is highlighted with a red box around the 'Copy section' button and a minus sign icon.

6.2.2 Question types

6.2.2.1 Date – Time

Your event or task might include a field to indicate the date and time and lets you collect the date and time together or separately.

Select a date field. Scroll to the date you want, and it is shown in the date field.



The Time question defaults to the time at your current location. Use the scroll bar to move to the time in AM or PM for your selection.

6.2.2.2 Choice

Choice questions are used for options like yes/no, pass/fail, accept/reject. These questions use a radio button or icon.

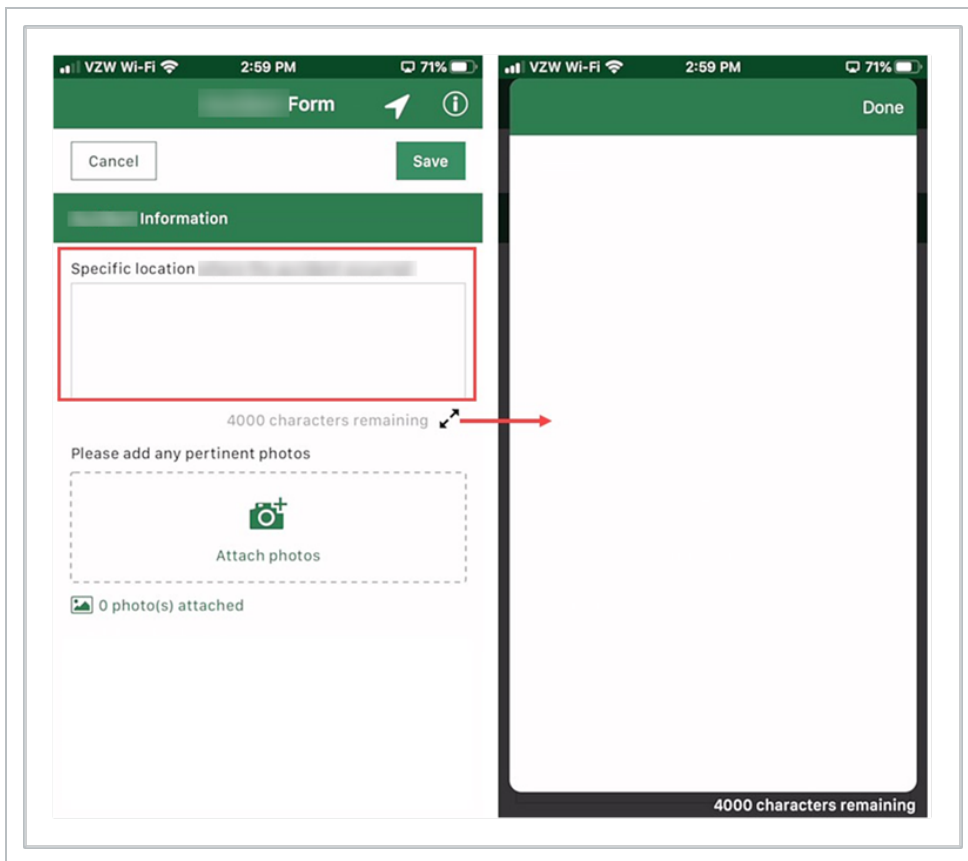
The screenshot shows a mobile application interface for a task titled "CONCRETE FOUNDATION RELEASE". At the top, there is a dark green header bar with the title, a back arrow, and an information icon. Below the header, there are "Cancel" and "Save" buttons. The main content area is a white box with a red border, containing two sections of text with corresponding status icons:

- COMPRESSIVE STRENGTH MEETS, OR WILL MEET, SPECIFIED 28 DAY STRENGTH**
 - Green checkmark icon (checked)
 - Grey 'X' icon (unchecked)
- CONCRETE SURFACE: FLATNESS; HI/LO; SLOPE; FINISH; PREPARATION FOR GROUT; CLEANLINESS**
 - Green checkmark icon (checked)
 - Red 'X' icon (unchecked)

6.2.2.3 Text

Text questions are areas in the event or task that capture free text in short (250 characters) or long form (4,000 characters). For example, this can be used for descriptions, short descriptions, explanations, names of subcontractors, and locations.

In the long text fields, you can tap the expand icon to expand the box for you to continue typing or use the microphone to dictate.



TIP On free text fields, the mobile application opens a full page for efficiency.

6.2.2.4 People picker

A people picker question is available to use to select those users that have access to the module at the organization level in which the event or task is being performed against.

To access the names, begin typing the name or select the **People Picker** icon. Depending on how the administrator sets up the question, you can select multiple users or none, and the list of users can include only users with Completions roles or all users in the project.

A new page is shown with the names of users. Select the name and it appears in the indicated field on the event or task.

Depending on how the question is set up, the selected user can receive an email notification.

Verizon LTE 9:02 AM 100%

Cancel **Quality review - I** **Save**

Sections	Questions	Answered	Exceptions	
<u>1</u>	7	4	0	



QUALITY HEADER

Location of Quality area.



SW corner of Building B

227 characters remaining

Supervisor's name

Karen  

Review date and time

02-16-2023 9:01  

Did you recognize any quality wins?

Yes

Verizon LTE 9:03 AM 100%

Back People picker

J

Jorge
Jorge @ineight.com

Julio
Julio @ineight.com

K

Karen
Karen @INEIGHT.COM

L

Lorraine
Lorraine @ineight.com

A
B
C
D
E
G
I
J
K
L
M
N
P
R
S
U
V
Z

M

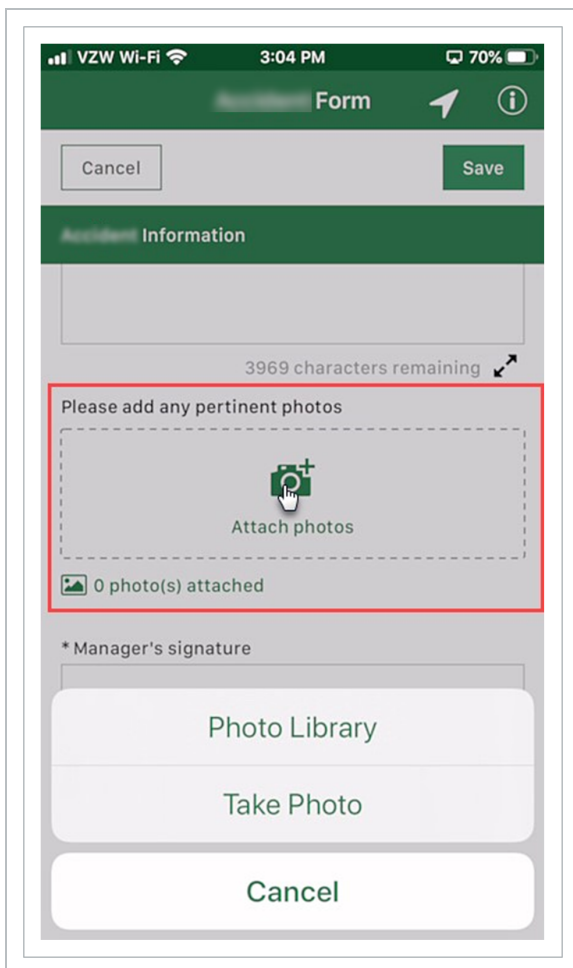
NOTE

The people who show in the list are the users who have a Completions assignment to the project for which the event or task is being filled out.

6.2.2.5 Attach photos

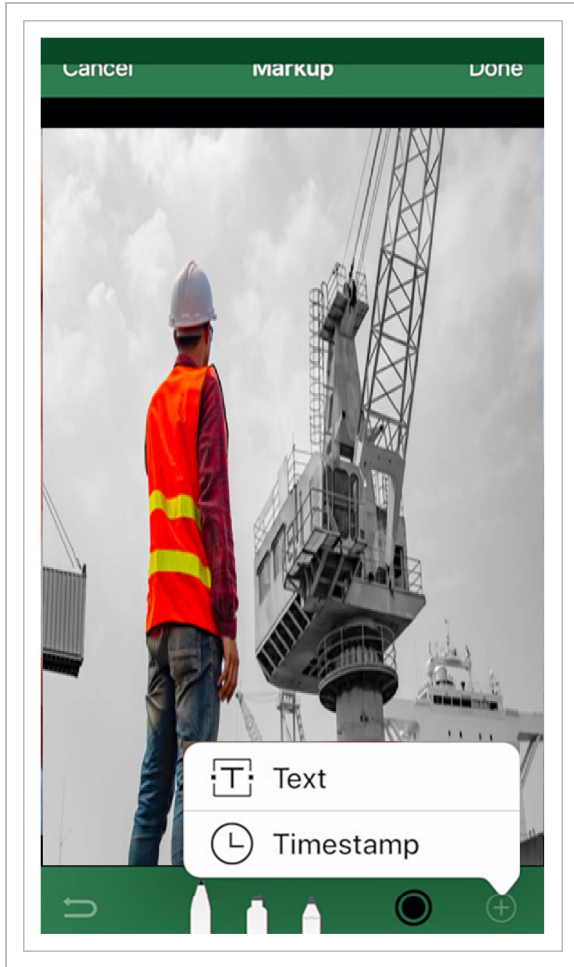
The Completions mobile application lets you take photographs and annotate the areas of focus while filling out the event or task. Select **Attach photos** to add photos to the form or task. After tapping attach photos, it will open a page from which you can select an option from the Photo Library or Take Photo using your device.

For example, you might attach location photos of buildings or objects, or a picture of a letter or certification.



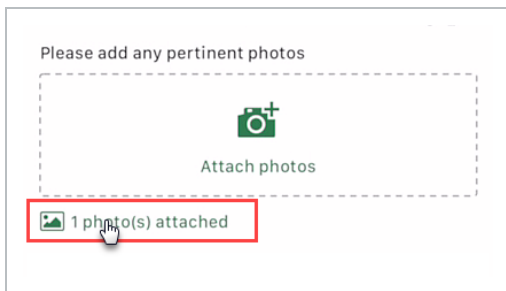
After the picture is taken, you can edit the photo by selecting the **Edit** button at the top right of the page. This opens editing and annotation options. There are colors, widths, and text options available. A time stamp is added when edits are made, and the stamp can be moved around the screen for optimal

viewing. You can also edit the name of the image file to be more meaningful than the default name given by your device.

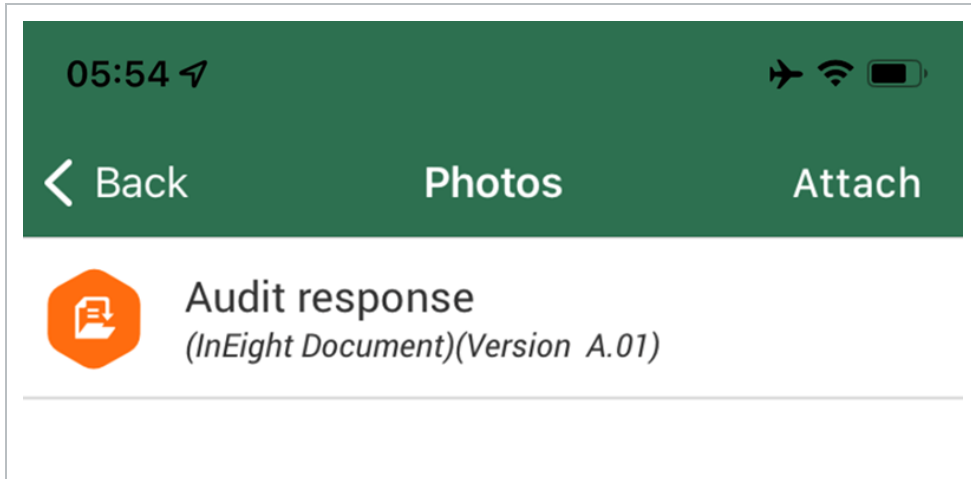


Prior to the image being saved, the Undo icon in the lower left removes edits.

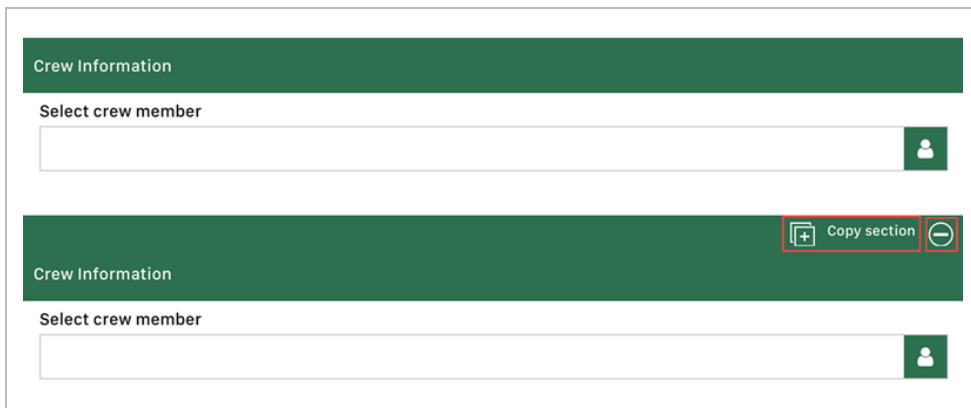
When finished, tap **Done** and return to the event or task page. You will see the included photo attachments links. If you want to view a photo, tap the attachment link to open. Alternatively, if you want to include more photos, tap **Attach photos** again.

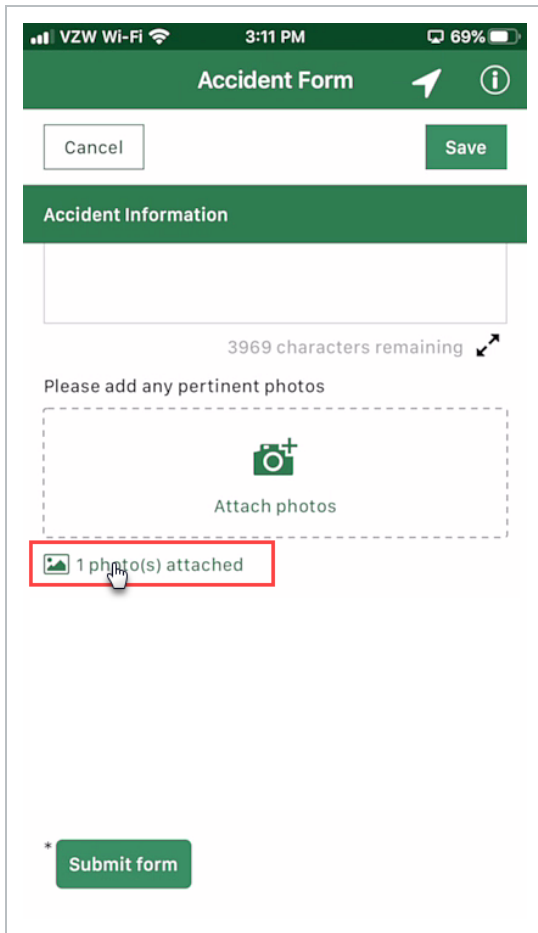


If integration with InEight Document is configured, you can also see if supporting documents from the Document application are attached when performing a form or task. Document links are shown in the list of attachments with the Document icon and document version numbers.

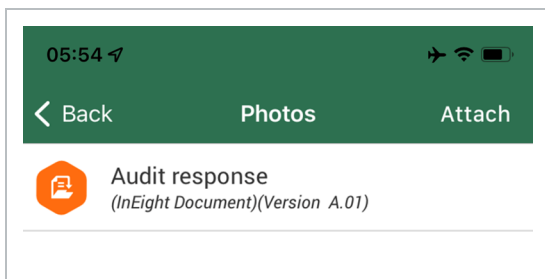


To remove an attachment, swipe left, and then tap the Remove icon.

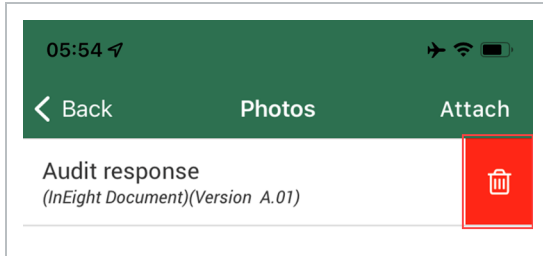




If you have set up integration with InEight Document, you can also see if supporting documents from the Document application are attached when performing a form or task. Document links are shown in the list of attachments with the Document icon and document version numbers.



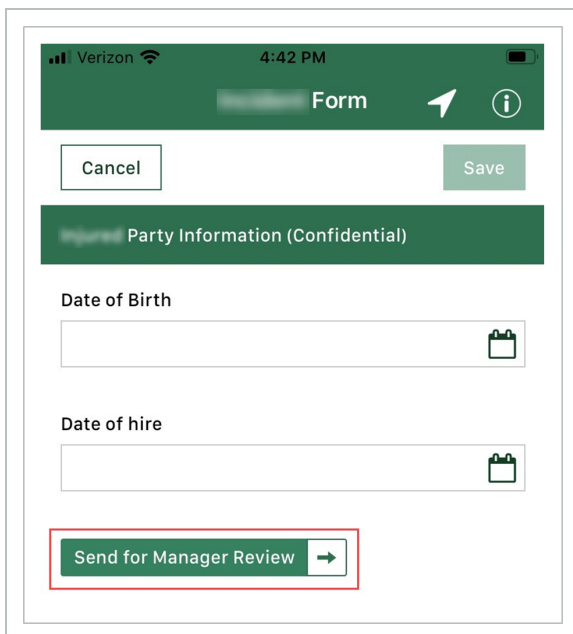
To remove an attachment, swipe left, and then tap the **Remove** icon.



6.2.2.6 Form flow

A form flow button can complete the first step of a form flow from the mobile application. Additional steps must be completed by responsible parties in web Completions.

Form flow buttons have a right arrow next to them.



6.2.2.7 GPS

A GPS question lets you provide your location by tapping GPS or by entering your coordinates directly in the fields. You can also tap Clear GPS to remove the information if you need to enter a different location.

Verizon LTE 9:17 AM 100%

Cancel Quality review - I Save

Sections	Questions	Answered	Exceptions
1	6	6	0

QUALITY HEADER

Did you recognize any quality wins:

Yes

No

Please provide location information


GPS

Latitude : 33.5758931154505

Longitude : -111.885464591354

Clear GPS

Supervisor's signature

x 

Select to approve

To use the GPS button on your mobile device, you must allow the Completions app to access your location when prompted.

NOTE If you enter GPS coordinates automatically, you cannot manually edit the coordinates.

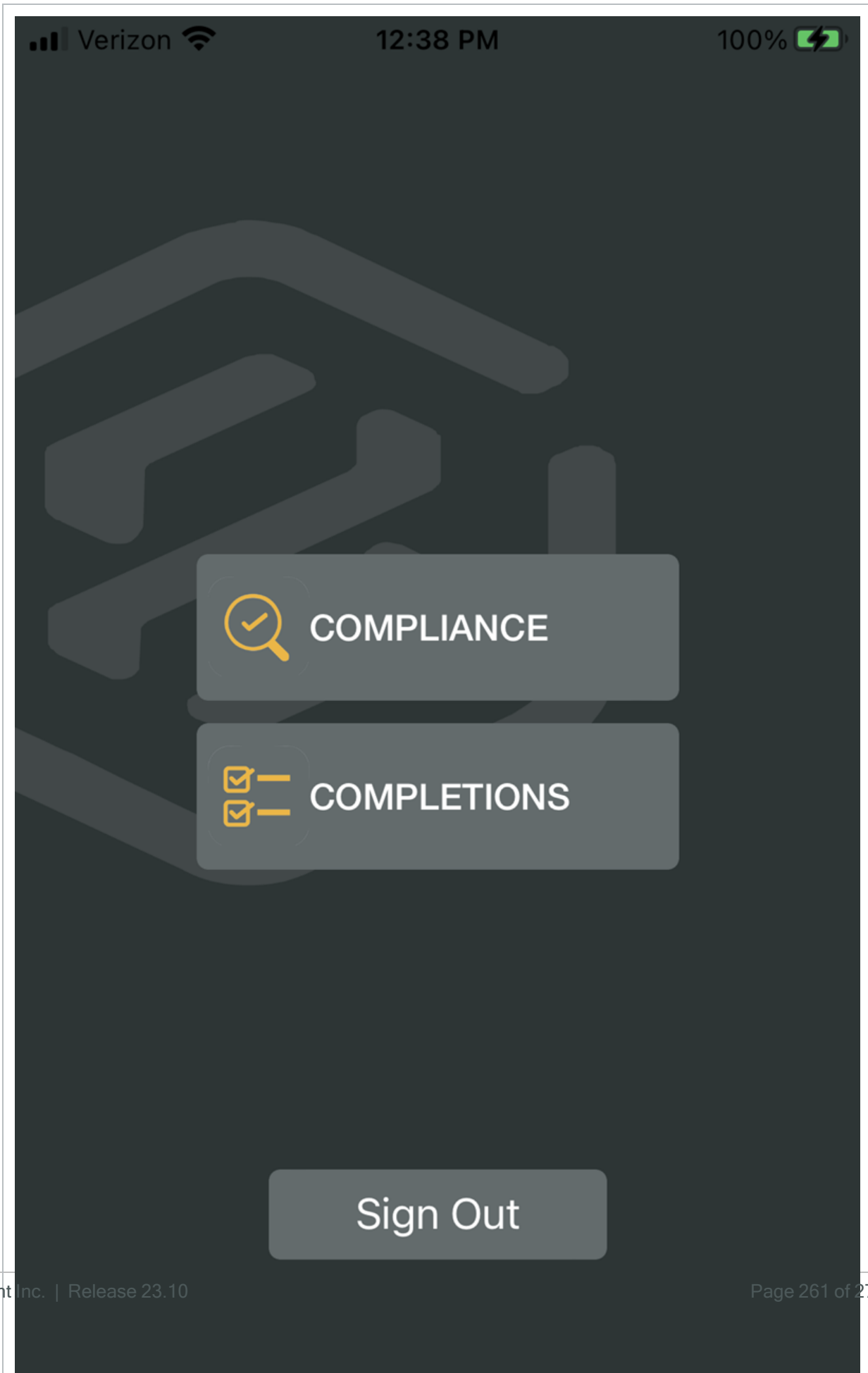
6.2.3 Complete a Form or Task

For more information on how to save and submit a form or task, see [Complete a Form or Task](#).

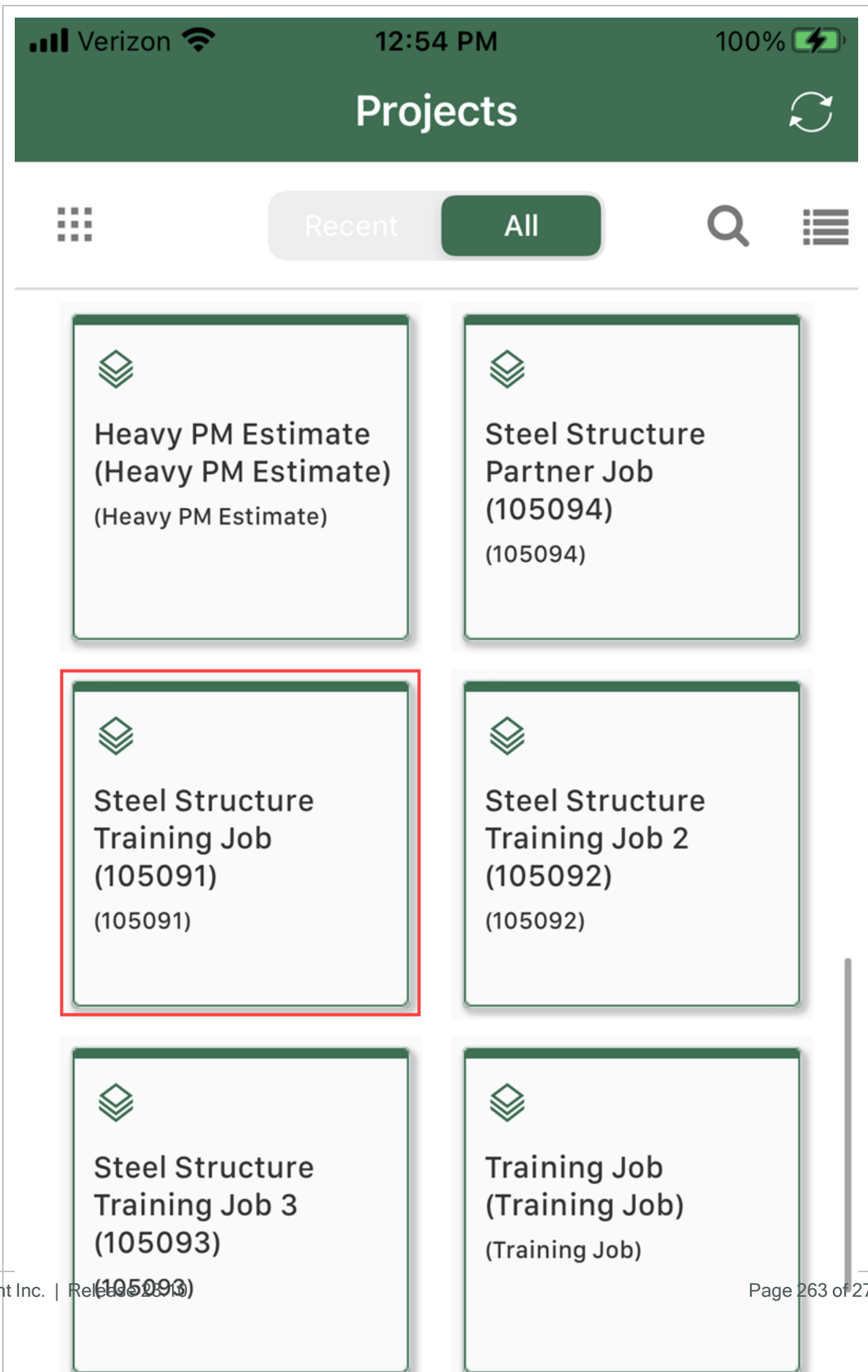
The following step-by-step walk you through performing an event on a mobile device.

6.2 Step by Step 1 — Fill out an event form

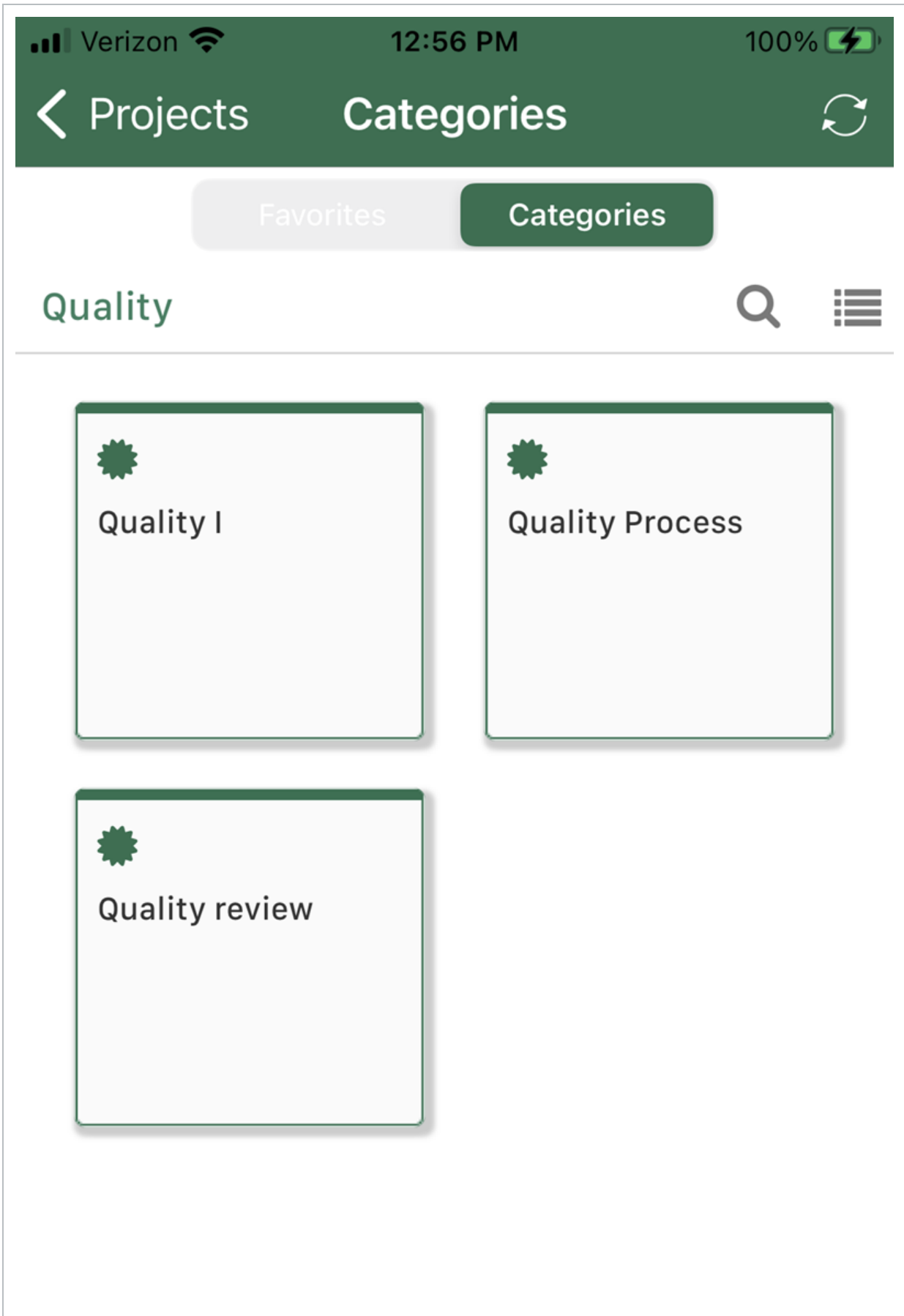
1. Open the InEight SQC mobile application and launch Completions by tapping Completions.



2. In the project landing page, open your project.



3. Select a category from the Categories screen, and then select an event from the template list.



- 4. Fill out the form and complete all required fields.

The screenshot shows a mobile application interface for a 'Quality review' form. At the top, the status bar shows 'Verizon LTE', '9:17 AM', and '100%' battery. The form header is green with 'Cancel' on the left, 'Quality review - I' in the center, and 'Save' on the right. Below the header is a progress bar with four columns: 'Sections' (1), 'Questions' (6), 'Answered' (6), and 'Exceptions' (0). An information icon is on the right. The main content area has a green header 'QUALITY HEADER' and a question: 'Did you recognize any quality wins:'. There are two radio button options: 'Yes' (unselected) and 'No' (selected). Below this is a section for location information: 'Please provide location information'. A 'GPS' button is present, followed by 'Latitude : 33.5758931154505' and 'Longitude : -111.885464591354'. A 'Clear GPS' link is below. The next section is 'Supervisor's signature', which contains a signature box with a handwritten signature and a small 'x' mark. At the bottom is a green 'Select to approve' button.

6.3 COMPLETE A FORM OR TASK

There are several ways to complete a form or task depending on how it is set up by your administrator and what the next steps are.

6.3.1 Save a form or task

If you do not have enough time to complete a form or task, or not all information about the event is readily available, you can tap **Save** to save your work. You can then continue or close the form or task, and then come back later to complete and submit it.

Verizon LTE 9:23 AM 98%

Cancel Finalize quality review... **Save**

Sections	Questions	Answered	Exceptions	
1	3	3	0	i

Finalize quality review process

3979 characters remaining ↕

Was any work impacted due to quality issues?

Yes

No

* Responsible party

* Due date

Schedule

*

6.3.2 Assign a task

As part of filling out a task, you might have to assign it to someone else to complete part of the task. To assign a task, tap the Assign button. If you want to start a new task immediately after assigning the current task, tap Assign and start new task.

6.3.3 Submit a form or task

After you complete your event or task, tap the **Submit** button to submit it. Depending on how the form or task is configured, the buttons may have other labels. In this example, the button is labeled **Select to approve**. This syncs with Completions (web) for manager approval.

Verizon LTE 9:17 AM 100%

Cancel Quality review - I Save

Sections	Questions	Answered	Exceptions	
1	6	6	0	i

QUALITY HEADER

Did you recognize any quality wins:

Yes

No

Please provide location information


GPS

Latitude : 33.5758931154505

Longitude : -111.885464591354

Clear GPS

Supervisor's signature

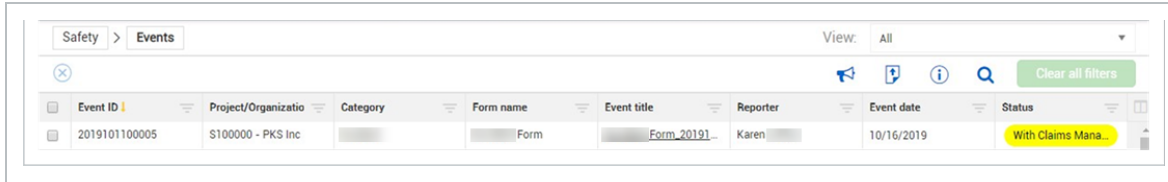
x 

Select to approve

TIP If you have not completed your event or task, you can tap **Save**, and it goes to the to-do list, where you can retrieve it when you are ready to complete it.

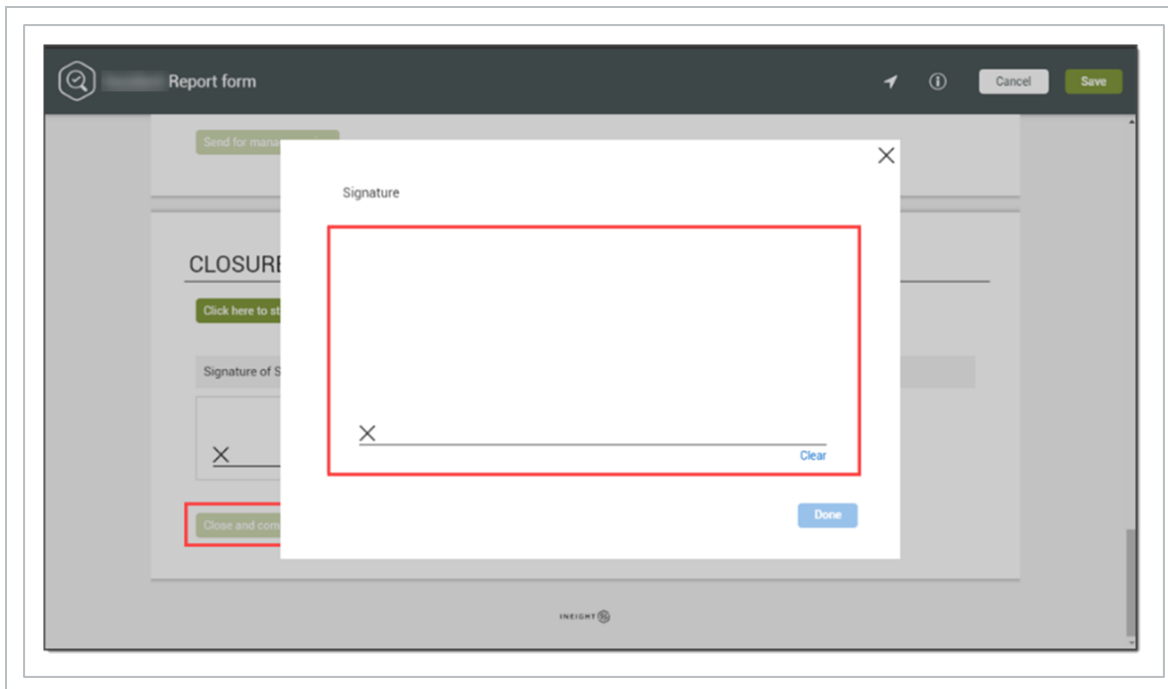
NOTE After you sync the completed event or task to the web, it is removed from your device.

In Completions (web), you can view the event to review or open it to continue filling out the form.



Event ID	Project/Organization	Category	Form name	Event title	Reporter	Event date	Status
2019101100005	S100000 - PKS Inc		Form	Form_20191	Karen	10/16/2019	With Claims Mana...

The manager can now sign off on the event in the web application. Click the event title to open the event to the closure of investigation section. This is where the manager signs and taps on the Close and complete this incident button to complete the form.



Report form

Send for mana

CLOSURE

Click here to st

Signature of S

Close and com

Signature

Clear

Done

After the event is signed and completed, its status on the Events page changes to Complete.

6.4 LOCKED EVENTS AND TASKS

When you are in the process of completing a task or event on a mobile device, a locking mechanism is in place to ensure your completion of the task or event. This means another user cannot open your task or event as long as you are synced to the mobile device and the list shows the item as locked.

Event ID	Project/Organization	Category	Form name	Event title	Reporter	Event date	Status
2019112700063	iSmart	iSmart_001	All_Questions_Oct_15	Testing now 42	Krishna	11/27/2019	Pending
2019112700060	iSmart	iSmart_001	All_Questions_Oct_15	Testing for web lock	Krishna	11/27/2019	Complete
2019112700055	iSmart	iSmart_001	All_Questions_Oct_15	Testing for checking do list	Krishna	11/27/2019	Pending
2019112700047	iSmart	iSmart_001	All_Questions_Oct_15	Testing for email associated	Pradeep	11/27/2019	Complete

If the Event title of a locked item is tapped, the event will open, but will be unavailable for editing.

All_Questions_Oct_15
30311

QUESTIONS ANSWERED
7/7

[Edit properties](#)

Proj/org: iSmart
 Category: iSmart_001
 Event date: 11/27/2019
 Status: Pending
 Reporter: Krishna
 Event title: Testing for checking do list

Date started: [blank]
 Module: Quality
 Version: 4

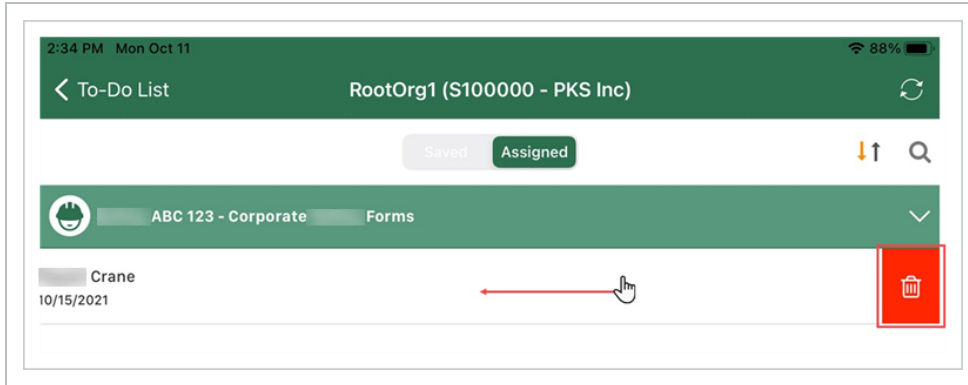
[Attachments](#)
[Forms/Tasks](#)

NOTE If the Information icon is selected, edit properties are also unavailable.

6.4.0.1 Unlock

If you prefer to complete a task on the web rather than on mobile, you can delete the task from your To-Do List.

To delete a task, go to To-Do List > **Assigned**. Swipe to the left on the task, and then tap the delete icon that is shown to the right.

**NOTE**

When you delete a task from the To-Do List, you must be online. If you delete a task when not online, the item is deleted but not unlocked on the web application. In this case, you must resync when connected, and then delete again.

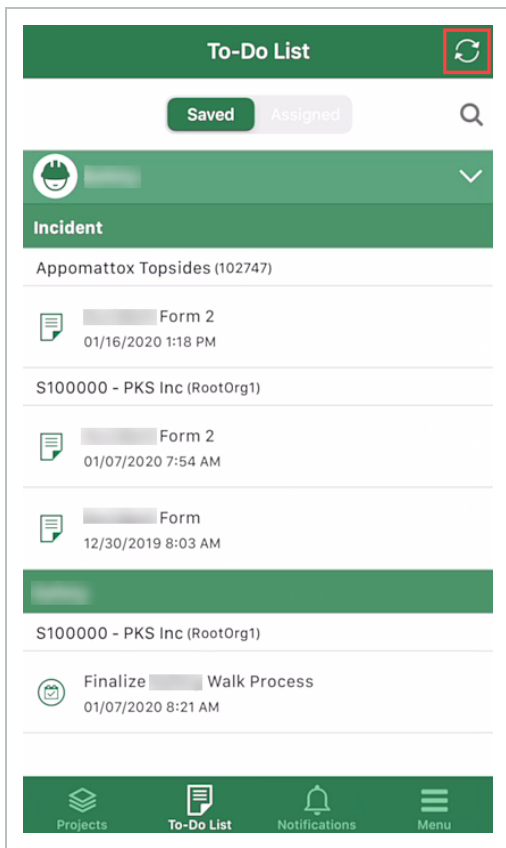
After you delete a task from the To-Do List, it is recommended that you not sync your device until the assigned task's status is changed from Scheduled to Pending in the web application. To update the status, you can start the task on the web or, if you have permission to edit properties, you can bulk update unlocked tasks.

NOTE

If the task status remains Scheduled the next time you sync, the task is locked and downloaded to your device.

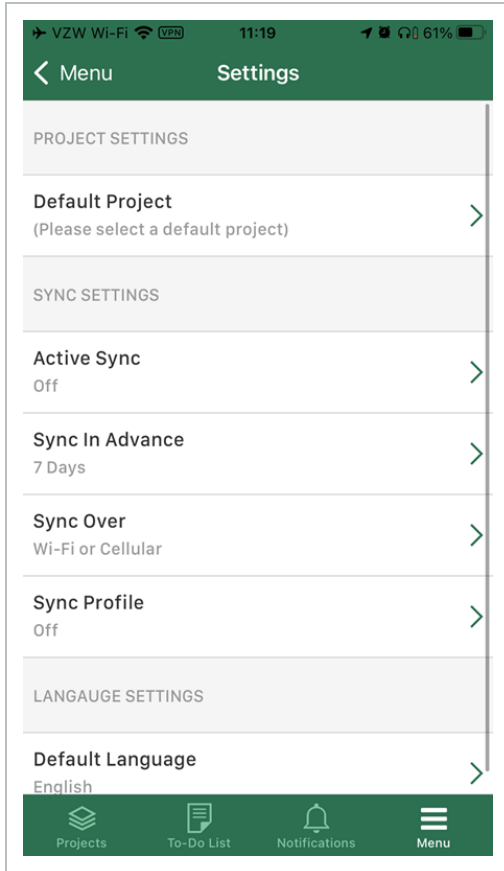
6.5 SYNC

Syncing automatically occurs when you are connected and use a form or task button. The Sync icon in the top right is used when you want to get more data from Completions (web) to your device.



6.5.1 Sync settings

Sync settings are in Menu > **Settings**.



6.5.1.1 Active sync

If you enable Active Sync, data is synced when you open the application or a project. If Active Sync is off, the application waits 24 hours after each project sync before attempting to sync again. You can manually sync at any time.

6.5.1.2 Sync in advance

As events and tasks are assigned, they need to be available on mobile device days ahead of the due date so that they can be done on time.

Sync In Advance lets you choose whether to sync items from the web to your mobile device one, two, or three weeks in the future from the current date to the due date or scheduled date.

6.5.1.3 Sync over Wi-Fi or cellular

In Settings > **Sync Over**, you can choose to allow syncing only over Wi-Fi or over Wi-Fi and cellular.

6.5.1.4 Sync Profile

The Sync Profile settings lets you choose to automatically download assigned events or tasks to your mobile device.

To enable automatic syncing, go to Settings > **Sync Profile**, and then enable the toggles for events or tasks.

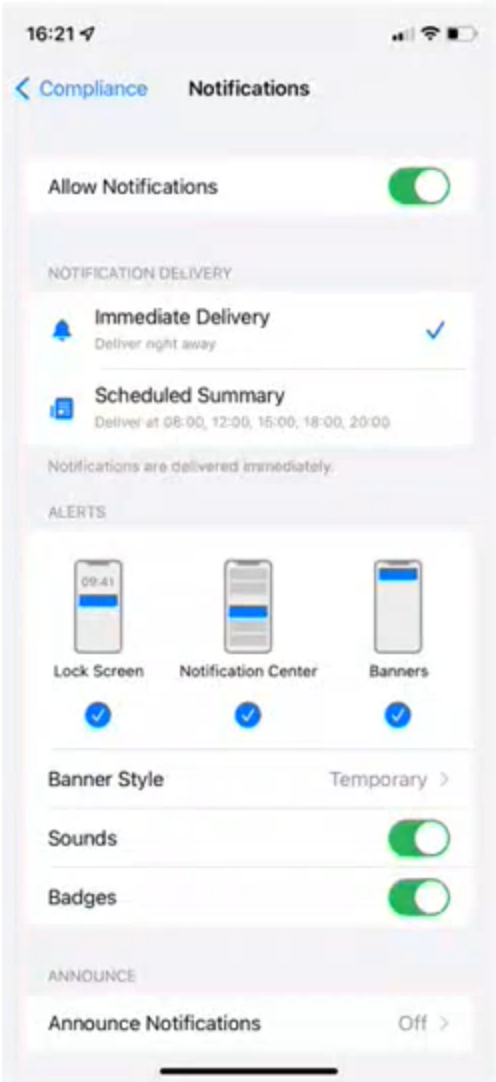
NOTE The sync profile settings are off by default.

If a sync toggle is disabled and you sync your device, work items are not downloaded to your device.

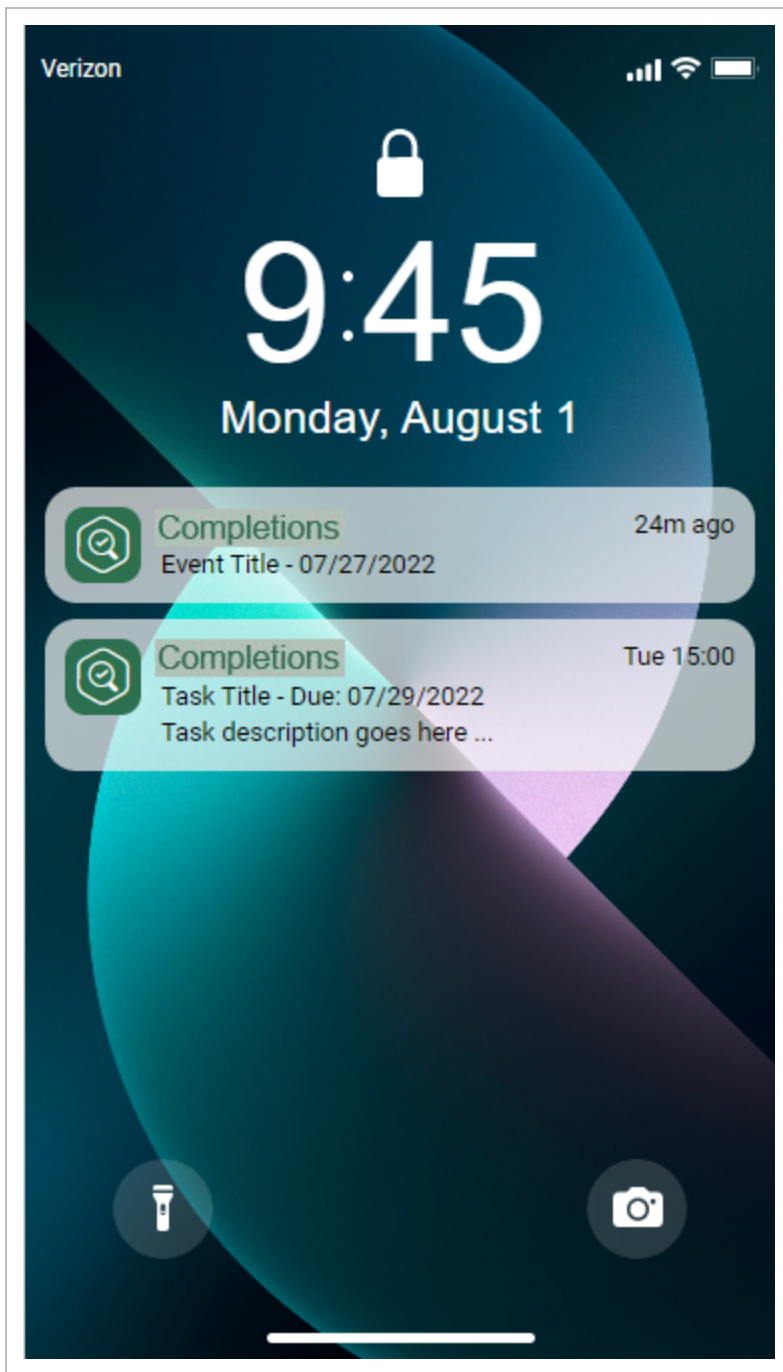
If you have assigned work items on your device and turn off one of the sync toggles, you are asked to confirm whether you want to remove the work items from your assignments and unlock them in Completions (web).

6.6 PUSH NOTIFICATIONS

You can setup push notifications on your iOS mobile device to alert you of any updates of assigned events and tasks. Use the iOS notification settings to control notification alerts.



When an assigned item is set up, you receive a notification on your mobile device.



You can tap on the notification to launch the application automatically. If you are logged in, it takes you directly to the item in the To do list. You must be logged into the application to receive notifications.