



UPLOADING DOCUMENTS INTO INSPECTION APP

As part of the 2021 Club Health Check process, Clubs will have the ability to upload documents directly into the application. This function allows clubs to create their own repository to securely store important records and documents.

It should be noted that some documents will have already been uploaded as part of the Club Health Check conducted in previous years.

Step 1: Login to Inspection App and click on the Clubs tab.

The screenshot shows the Inspection Apps admin interface. The browser address bar displays <https://admin.inspectionapps.com/~qr/>. The page features a navigation menu with the following tabs: Jobs, Upcoming Inspections, Clubs (highlighted with a red circle), Leagues, Users, Questions, Reports, and Log Out. Below the navigation menu, there are two buttons: "Add New Job" and "Import From Excel". The main content area contains a search form with the following fields:

- Job Status: A dropdown menu with options: Unassigned, Inspection #1 In Progress, Inspection #2 In Progress, Inspection #3 In Progress, Completed, and Cancelled.
- Job #: A text input field.
- Job Type: A dropdown menu.
- Inspector: A text input field.
- Inspection Date: Two date pickers labeled "From:" and "To:".
- Club: A text input field.
- League: A text input field.
- Address: A text input field.
- Suburb: A text input field.
- Postcode Range: Two text input fields labeled "From:" and "To:".

A "Search" button is located at the bottom of the search form. The browser's taskbar at the bottom shows various application icons.



Step 2: Select the Club.

The screenshot shows the 'List Clubs' page in the Inspection Apps admin interface. The page includes a search bar with the text 'Keywords' and a 'Search' button. Below the search bar is a table of clubs. The first row, 'Abergowrie College', is circled in red. The table has columns for Club, ABN, Suburb, State, and actions (Modify, Delete). A pagination bar at the bottom of the table shows page 1 of 18.

| Club | ABN | Suburb | State | Modify | Delete |
|------------------------------------|-------------|-------------|-------|--------|--------|
| Abergowrie College | Q 95 2752 | Abergowrie | Qld | Modify | Delete |
| Across The Waves JRLFC Inc. | IA 2862 | BUNDABERG | Qld | Modify | Delete |
| Across The Waves RLEC | IA 7231 | BUNDABERG | Qld | Modify | Delete |
| Agnes Water RFLC Inc. | 39653 | AGNES WATER | Qld | Modify | Delete |
| Agnes Water Rugby League Club Inc. | | | | Modify | Delete |
| Albany Creek Crushers JRLFC Inc. | 59431534572 | BRENDALE | QLD | Modify | Delete |
| Albany Creek JRLFC | IA 09002 | BRENDALE | QLD | Modify | Delete |
| Aspley RFLC Inc | IA 11870 | ASPLEY | Qld | Modify | Delete |
| Aspley RFLC Inc. | IA11870 | ASPLEY | QLD | Modify | Delete |
| Aspley RFLC Inc. | IA 28840 | ATUCUPYVA | Qld | Modify | Delete |

Step 3: Select the Documents tab.

The screenshot shows the 'Modify Club #10617' page in the Inspection Apps admin interface. The 'Documents' tab is circled in red. The page displays a form for editing club details. The 'Business Name' is 'Across The Waves JR' and the 'Club ID' is 'Bundaberg Junior Rug'. The form includes fields for ABN, First Name, Last Name, Address, Suburb, State, Postcode, Country, Home Phone, and Work Phone.

| Field | Value | Optional |
|---------------|----------------------|------------|
| Business Name | Across The Waves JR | (optional) |
| Club ID | Bundaberg Junior Rug | (optional) |
| ABN | IA 2862 | (optional) |
| First Name | Omar | (optional) |
| Last Name | Kime | (optional) |
| Address | Across The Waves | (optional) |
| | Thabeban Rd | (optional) |
| | | (optional) |
| Suburb | BUNDABERG | (optional) |
| State | Qld | (optional) |
| Postcode | 4670 | (optional) |
| Country | Australia | (optional) |
| Home Phone | | (optional) |
| Work Phone | | (optional) |



Step 4: Select Add New Document

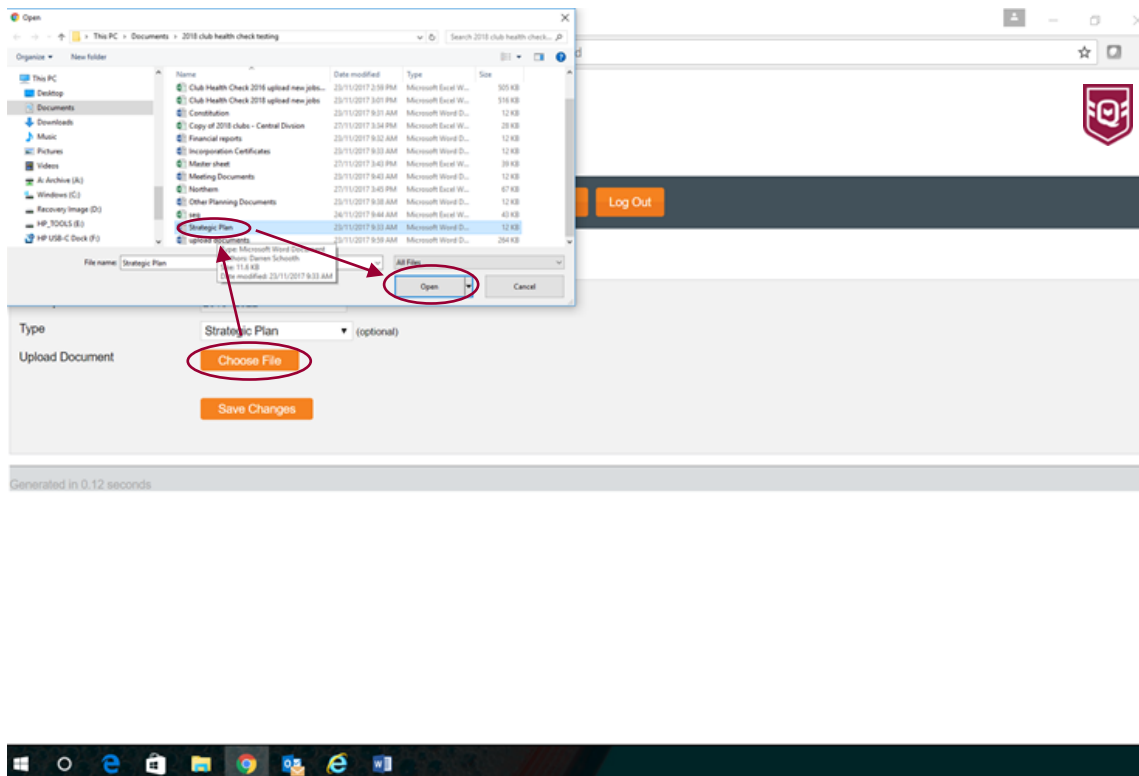
The screenshot shows a web browser window with the URL <https://admin.inspectionapps.com/~qr1/owners.10617/documents>. The page features the 'Inspection Apps' logo and a navigation menu with buttons for Jobs, Upcoming Inspections, Clubs, Leagues, Users, Questions, Reports, and Log Out. Below the menu, the 'List Documents' section has a sub-menu with 'Owner' and 'Documents' tabs. The 'Add New Document' button is highlighted with a red circle. A table below shows no documents found. The footer indicates 'Generated in 0.13 seconds'.

Step 5: Complete the description field – this is a mandatory free format field used to reference the uploaded document to make it easier to locate within the Inspection App library. Select the type of document from the drop-down box.

The screenshot shows a web browser window with the URL <https://admin.inspectionapps.com/~qr1/owners.10617/documents.add>. The page features the 'Inspection Apps' logo and the same navigation menu as the previous screenshot. The 'Add New Document' form is displayed with the following fields: 'Description' (text input with '2018-2022' entered and circled in red), 'Type' (dropdown menu with 'Strategic Plan' selected), and 'Upload Document' (with a 'Choose File' button). There are also 'Save Changes' and 'Please fill in the "Description" field.' buttons. The footer indicates 'Generated in 0.12 seconds'.



Step 6: Select Chose File, select the file to upload and select Open



Your document is now uploaded, repeat the process to upload other documents.



- Jobs
- Upcoming Inspections
- Clubs
- Leagues
- Users
- Questions
- Reports
- Log Out

List Documents

Document 2018-2022 added.

Owner Documents

Add New Document.

| Document | Filename | Size | Added | Modified | |
|-----------|---------------------|----------|--------------|--------------|---------------|
| 2018-2022 | strategic-plan.docx | 11.67 KB | Nov 29, 2017 | Nov 29, 2017 | Modify Delete |

Generated in 0.09 seconds

