

# Manual

## Inspectors

## **Eqinfo**

Revision	Description	Date	Ву
1.0	Final	09/08/2019	Gijs van Wijmen
2.0	Update	16/12/2024	Stephan Eekman

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## Introduction

This manual is intended for inspectors with rights both to inspect and modify in EQIN's Eqinfo platform.

Users with these permissions can use the platform for the following:

- Add/modify objects
- Conducting inspections
- Printing new QR labels

It should be kept in mind that the quality of the system is as good as the quality of its management. Users with rights to do inspections and modify are partly responsible for keeping the system up-to-date. So it is very important that you check necessary changes and mutations regularly and make adjustments if needed.

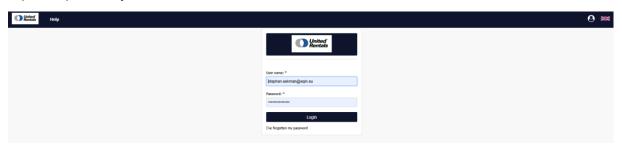
For questions about using the Eqinfo platform send an email to:

ben.intveld@eqin.eu

## Miscellaneous

#### Login

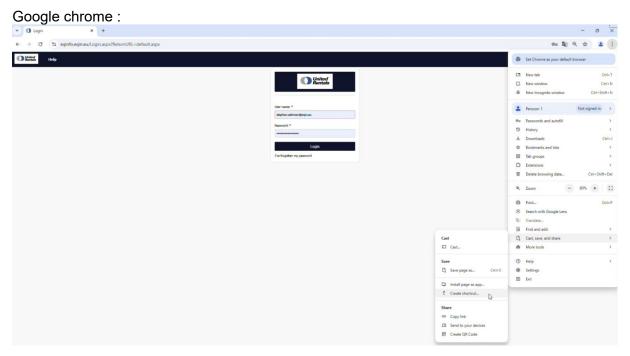
The platform can be accessed from any computer or phone with Internet by going to eqinfo.eqin.eu in your browser.



Enter your username and password to log in. You can also click on the icon in the upper right corner to log in or out.

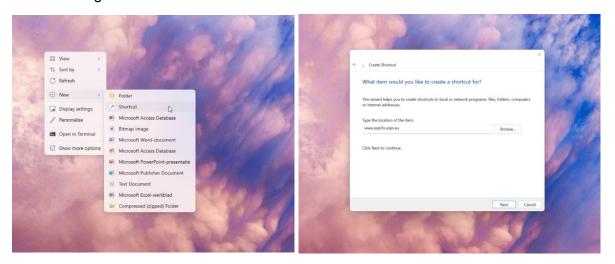
#### Work faster

#### Create a shortcut



- 1. Go to eqinfo.eqin.eu
- 2. Click on the three dots at the top right
- 3. Select " Cast, save and share "
- 4. Select "Create shortcut..."

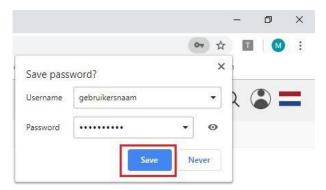
#### Microsoft Edge:



- 1. Microsoft Edge is almost always your default browser. Go to your desktop.
- 2. Click somewhere with your right mouse button.
  - a. Don't click an icon!
- 3. Select " New "
- 4. Select "Shortcut"
- 5. Enter <u>www.eqinfo.eqin.eu</u>
  - a. Or paste the link you copied

#### Remember username and password

After you have logged in, click on " Save "

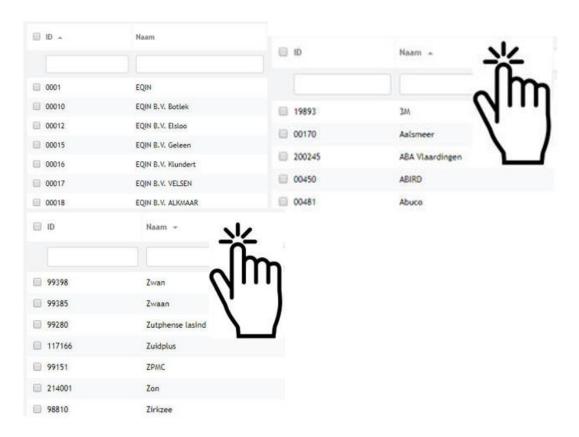


#### Customize layout

Each user can personalize the layout settings of their account to their liking. You can determine which columns you want to see and in what order. In this chapter, you will learn how.

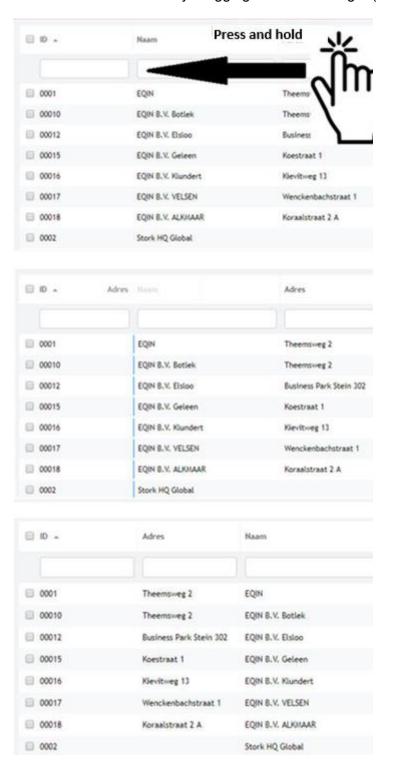
#### Sorting

You can sort on a column by clicking on it. If you want to sort from Z to A, click on the column again.



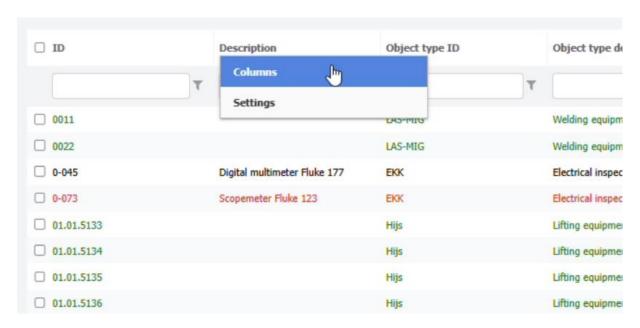
#### Moving columns

You can move a column by dragging it from left to right (or vice versa).

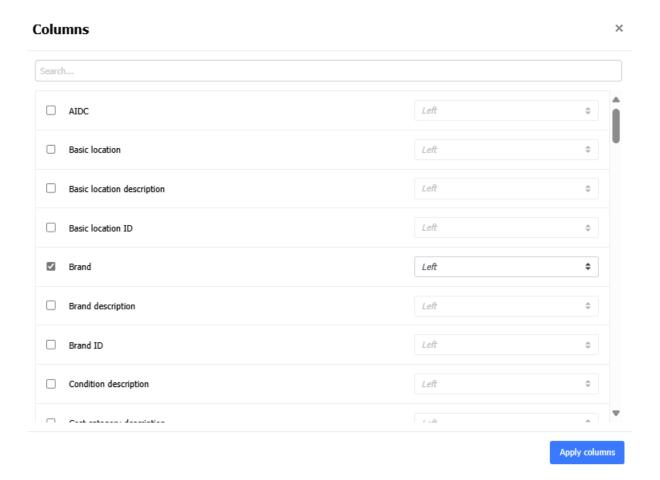


#### Adding columns

- 1. Right-click on any column.
- 2. Choose Columns.



3. Choose the column you want to add (e.g. object image), check the box and choose "Apply Columns ".

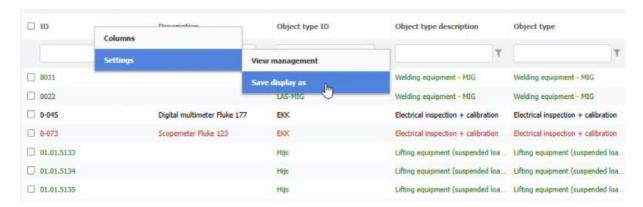


4. The column appears on the far right. You can drag it to the left (see Moving columns)

#### Saving a view

You can save the changes to the layout. This way, you will see your changes when you reload the page.

- 1. Right-click on any column
- 2. Choose Settings > Save display as



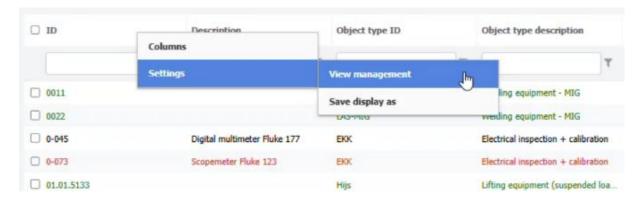
3. Choose a name for the new view and check " Set as standard view ".



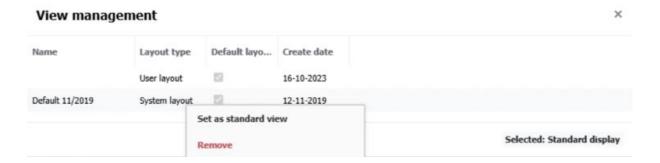
#### View Management

You can switch between different views in view management.

- 1. Right-click on any column.
- 2. Choose Settings > View Management



- 3. Left-click on a view to apply it.
- 4. Right-click on a view to set it as the default, or to remove it.

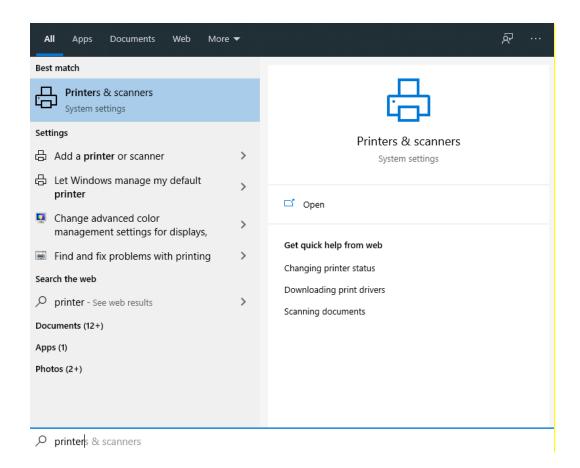


#### Label printing

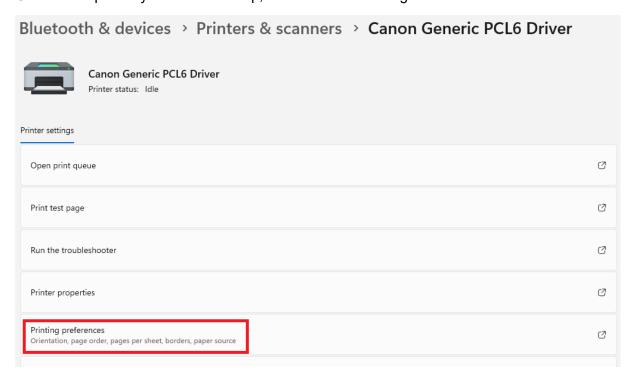
The following label printers are currently in use:

```
STPR 248 / STWNLCS017: continuous labels Botlek new fleet
STPR 249 / STWNLCS017: large label with QR code Botlek new fleet
STPR 250 / STWNLCS017: mini label with QR code Mobile Service Botlek
STPR 251 / STWNLCS017: mini label with QR code Botlek new fleet
STPR 252 / AMSPRT01: continuous labels Delfzijl
STPR 253 / AMSPRT01: large label with QR code Delfzijl
STPR 255 / AMSPRT01: mini label with QR code Elsloo
STPR 256 / AMSPRT01: large label with QR code Elsloo
STPR 257 / AMSPRT01: continuous labels Elsloo
STPR 258 / AMSPRT01: large label with QR code Antwerp
STPR 259 / AMSPRT01: mini label with QR code Antwerp
STPR 260 / AMSPRT01: continuous labels Antwerp
STPR 347 / AMSPRT01: mini label with QR code Botlek welding machines
STPR 348 / AMSPRT01: mini label with QR code Botlek welding torches
STPR 471 / STWNLCS017: mini label with QR code Botlek pneumatics
STPR 472 / STWNLCS017: mini label with QR code Botlek first line
STPR 473 / STWNLCS017: mini label with QR code Botlek cables
STPR 474 / STWNLCS017: large label with QR code Botlek distribution boxes
```

Click "Start " and type "Printer ". Click on Printers & scanners:

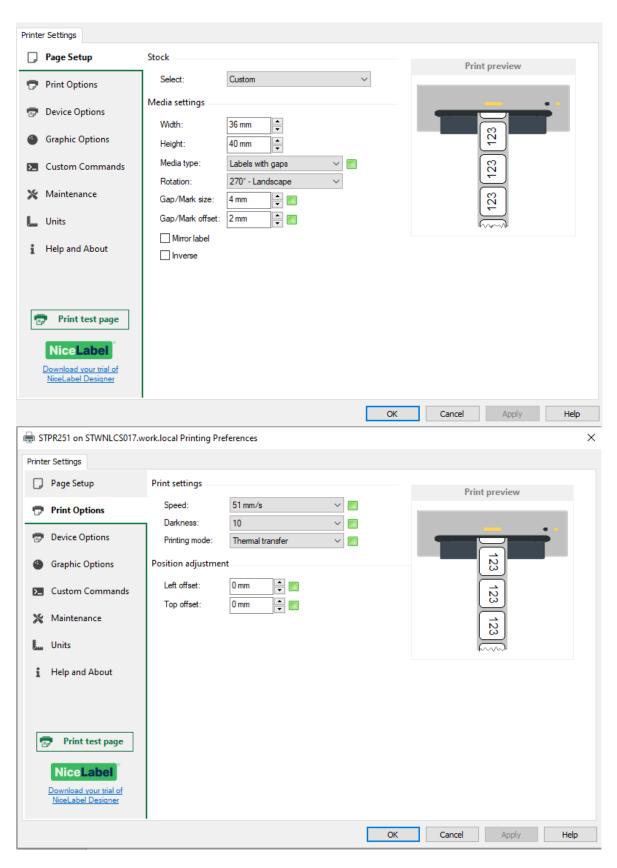


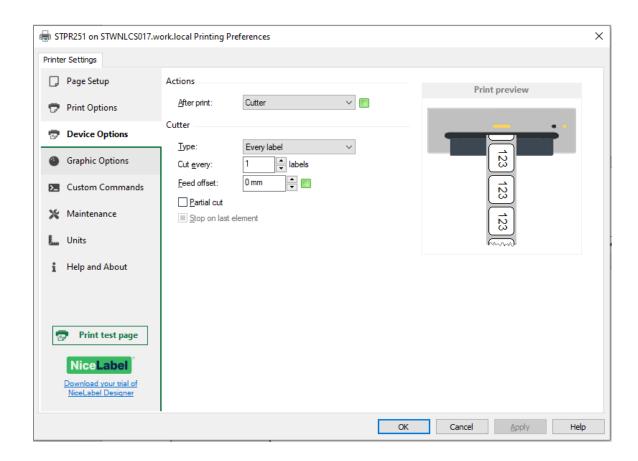
Choose the printer you want to set up, and click on "Printing Preferences"



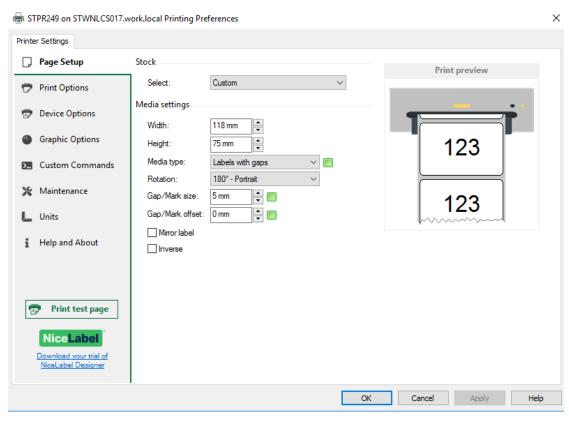
#### Desired default settings (settings-layout : Thin Client)

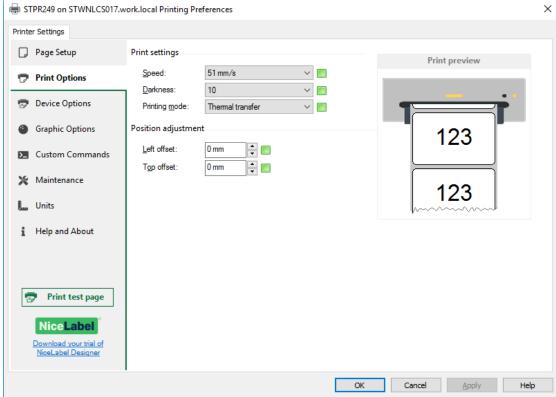
Mini label with QR code:

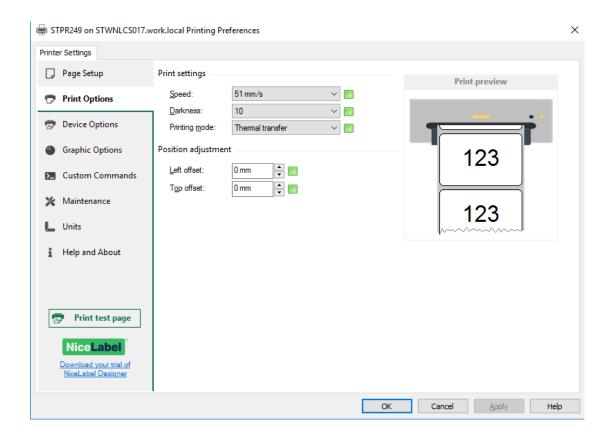




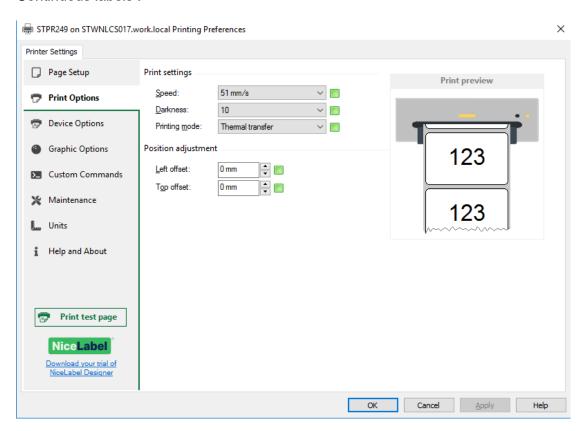
#### Large label with QR code:

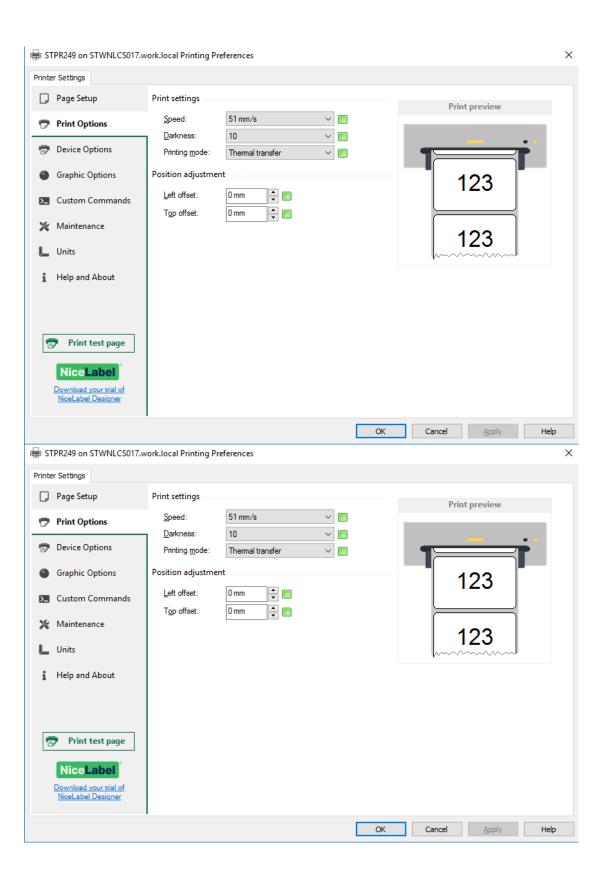






#### Continuous labels:

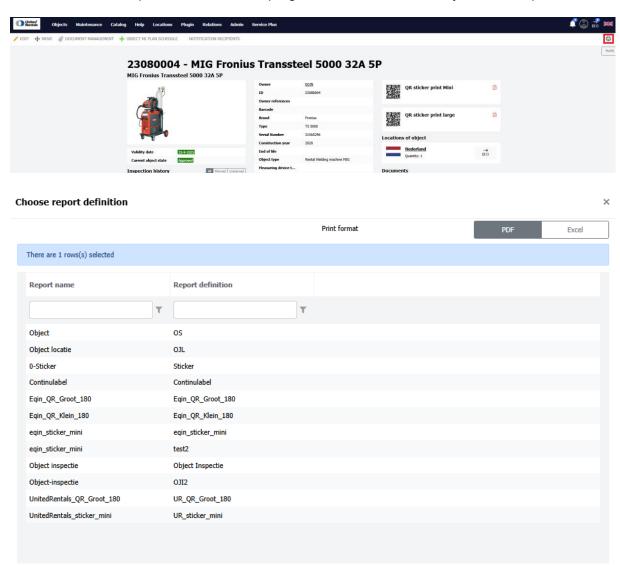




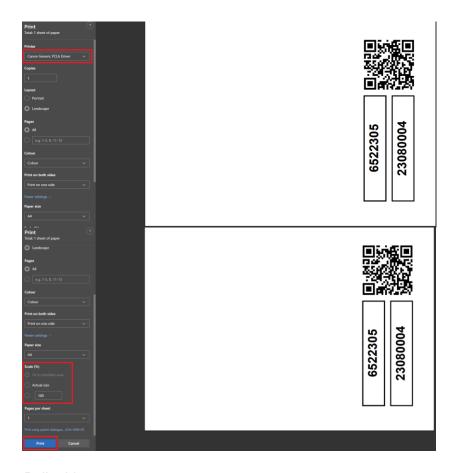
#### Printing single labels

#### Unique objects

- 1. Go to the object you want to print a label for (see find\_objects)
- 2. Click on the printer icon at the top right and choose the label you want to print.

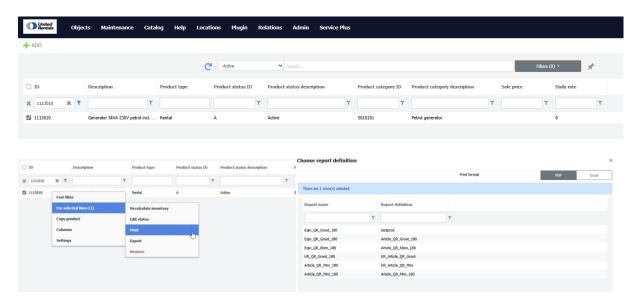


- 3. Choose one of the options
- 4. The printer settings are opened
- 5. Choose your printer
- 6. Make sure your printer prints at actual size (see image below)
- 7. Press Print



#### Bulk objects

- 1. Go to the menu " modify article " under the main menu " Admin "
- 2. Enter the object (object ID) at the top of the "ID" column and right-click on it. Choose For selected lines > Print



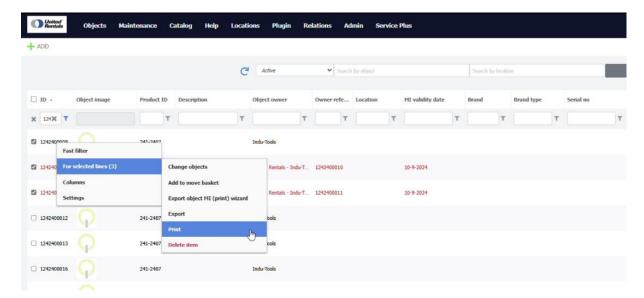
- 3. Choose one of the options
- 4. The printer settings are opened
- 5. Choose your printer
- 6. Make sure your printer prints at full size (see image below)
- 7. Click print





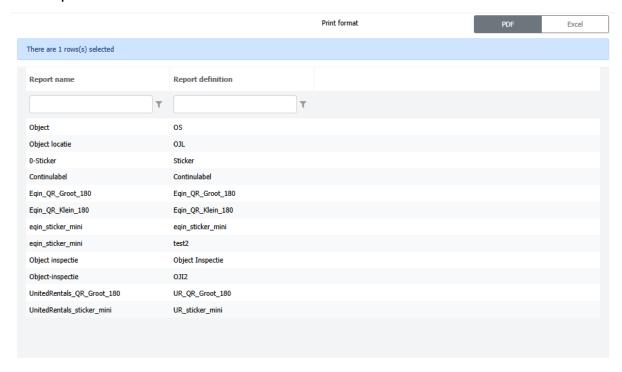
#### Printing a batch of labels

- Find the objects you want to print a label for (see <u>search objects</u>) Select the objects, right-click and choose "For selected lines" 1.
- 2.



- Choose one of the options 3.
- The printer settings are opened 4.

Choose report definition X



- 5. Choose your printer
- 6. Make sure your printer prints at full size (see image below)
- 7. Choose print

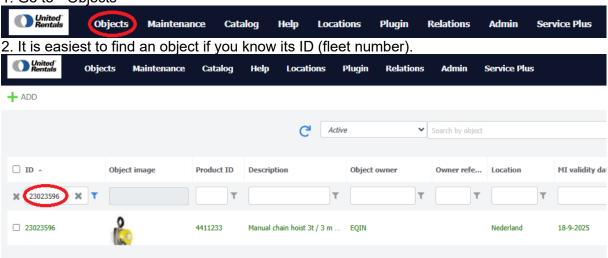


## 1. Objects

#### 1.1 Object search

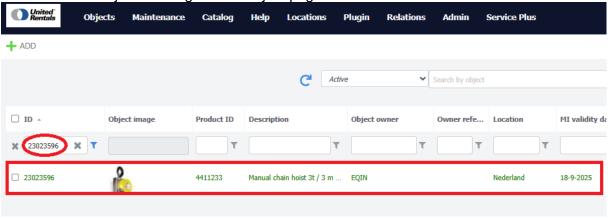
#### Filter and click

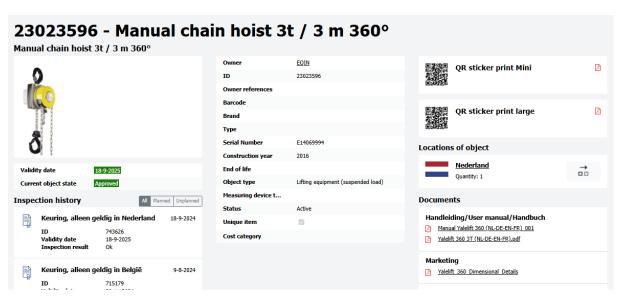
1. Go to "Objects "



3. It is also possible to search on another field, for example, the description or the product ID.

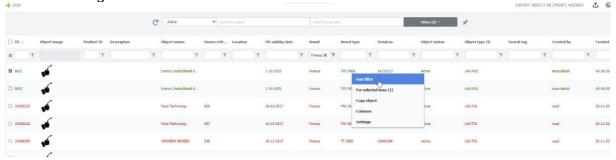
4. Click on the object line to go to the object page.





#### Fast filter

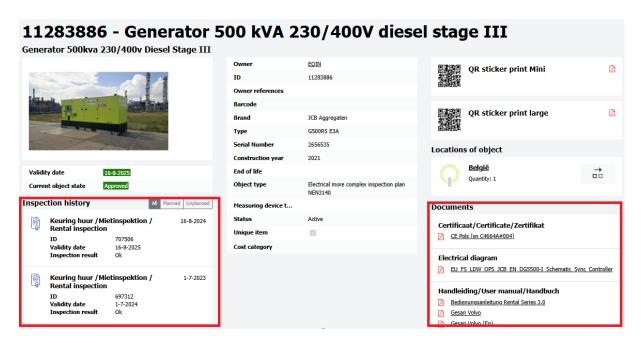
- 1. Hover your mouse over the value you want to filter on (example below: "TPS 5000")
- 2. Press the right mouse button and choose "Fast Filter".



3. Filtering is now in progress

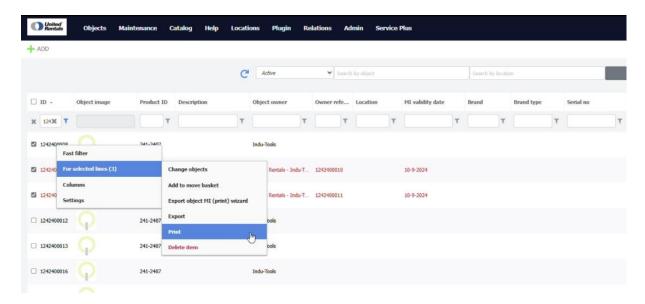
#### 1.2 Viewing object information

If you go to an object page, you will come to the page below. Under "Inspection history", you will find all inspections performed on this object. In the column to the right you will find other documentation.



#### Viewing information for selected lines

After one or more lines have been selected, a number of actions can be performed.

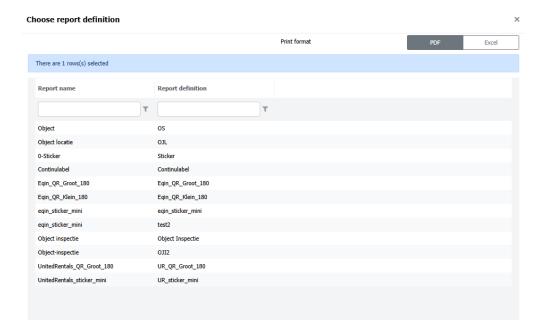


The description of the actions is fairly self-explanatory. The next section deals with " Printing "

#### Printing data

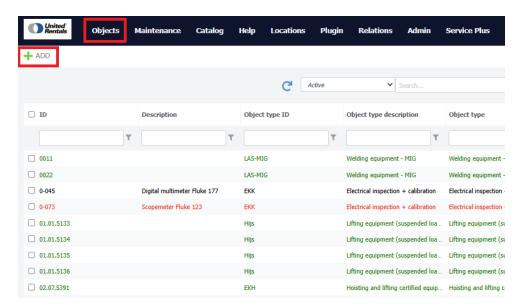
Under "Print", you can create a report of the selected lines. Various reports are available for objects, items, object inspections, locations and relationships. Among other things, this functionality can be used to:

- Print stickers for multiple objects at once
- Get multiple certificates in one PDF
- Display certain overviews of a selection

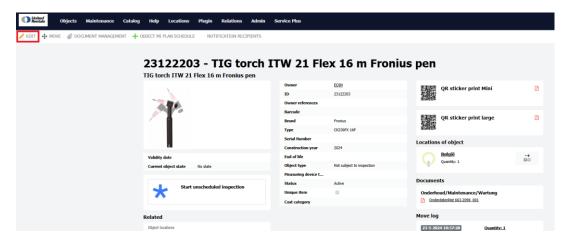


#### 1.3 Adding or editing objects

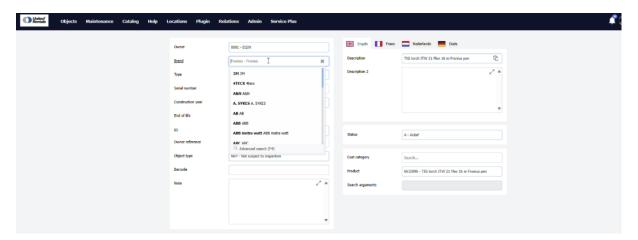
At the top of the object view is the "Add " button.



At the top of an object page is the "edit" button.



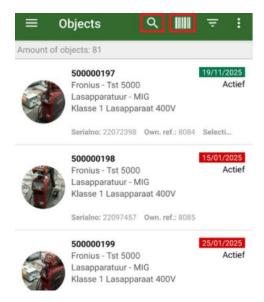
For some fields, you can only choose values from a list.



#### 1.4 Conducting an inspection

#### Inspection in the app (tablet or cell phone)

Go to Relations and choose the relation on whose site you are. Then choose Objects. Click on the magnifying glass to search by fleet number or click on the barcode to scan a QR code. Then scan the QR code or enter the fleet number.

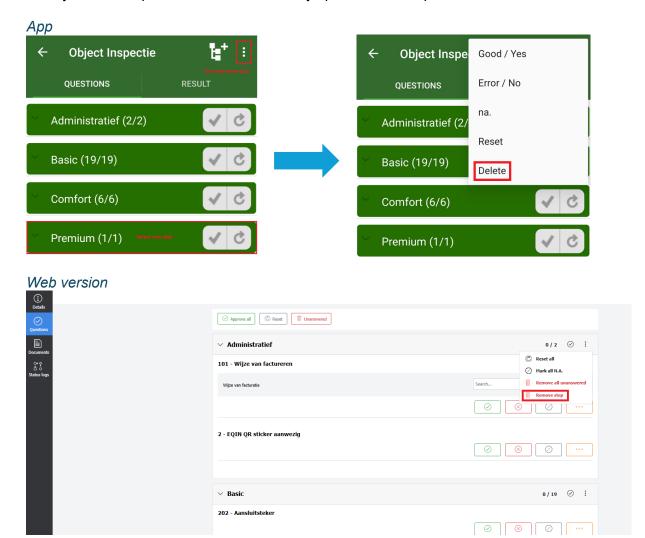


You will arrive at the object page. Scroll down and create a new inspection.



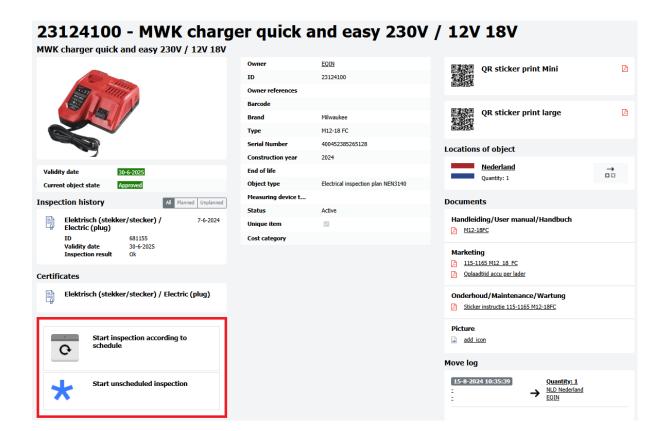
#### Remove steps (applicable for field service only)

If a client opts for, say, only a basic inspection plan, the remaining steps should be removed. You can do this using the method below. Remove all steps so that you are left with only the ones you want to perform. You should always perform the step "Administratief".



#### Conducting an inspection in the web version

Go to the object page of the object you want to inspect (under " Object search ", you will find how to get here). Then choose " Start inspection according to schedule " or " Start unscheduled inspection ".

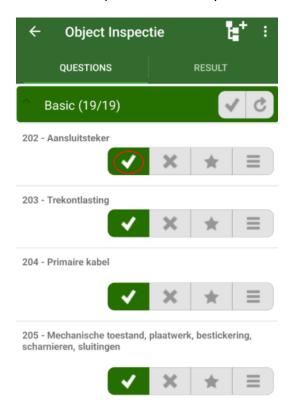


#### Remove steps (for field service only)

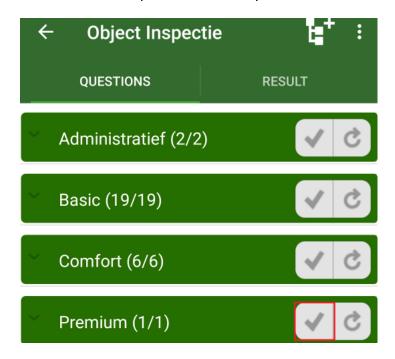
See Remove steps and scroll to the web version (Click here).

#### Answering questions

Click on a step to answer the questions one by one.

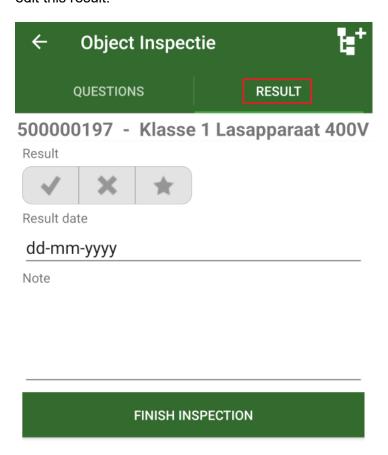


Or answer all the questions for a step at once.



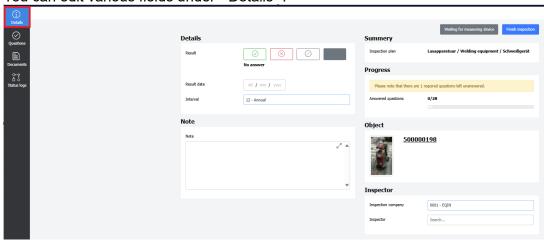
#### Result

After you answer all the questions, Eqinfo will automatically determine the result. You can edit this result.



#### Changing results manually (web version)

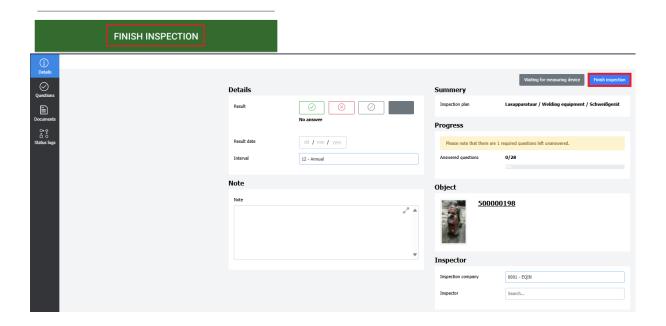
You can edit various fields under " Details ".



#### Closing an inspection

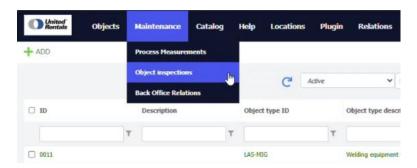
An inspection is closed when (1) all questions have been answered, (2) a result has been given and (3) measurements have been processed if needed.



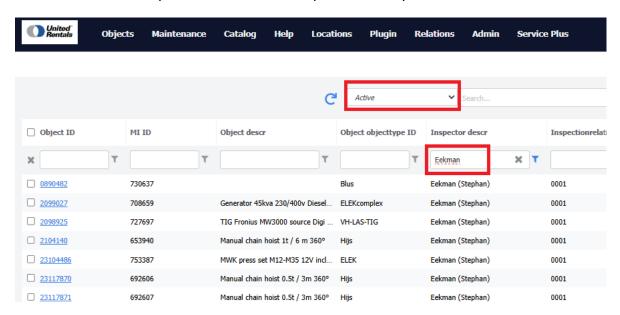


#### Verifying that an inspection has been closed

Go to "Maintenance" and choose "Object Inspections"



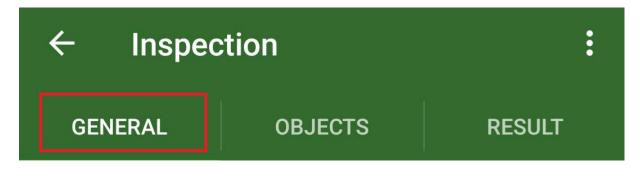
Enter your name under "Inspector Description" and select "Active" at the top of the page. If any inspections appear, they have not yet been closed correctly. Decide whether you want to close or delete the inspection. Click on the inspection to reopen it.



If you select " Wait for measurement instrument " instead of " Active ", all inspections for which measurements are yet to be processed will appear

#### Removing an inspection

Inspections mustn't be left open. Therefore, it is sometimes necessary to remove an incomplete inspection.

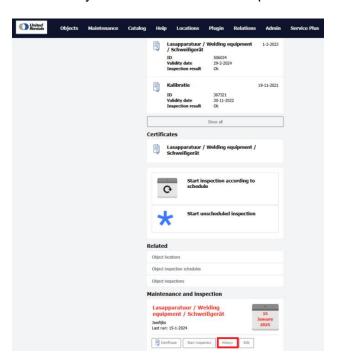


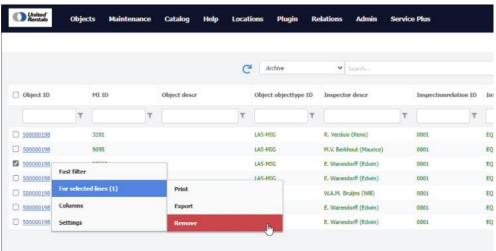


#### Deleting an inspection on the website via inspection history

Go to the page of the object for which you want to delete an inspection (see Object search). Click on the History inspection button at the bottom of the page. Then right-click on the inspection you want to delete. Choose For selected lines > Delete.

Make sure you remove the correct inspection!





### 2. Locations

#### 2.1 Finding locations



This works the same as object search (see section 1.1).

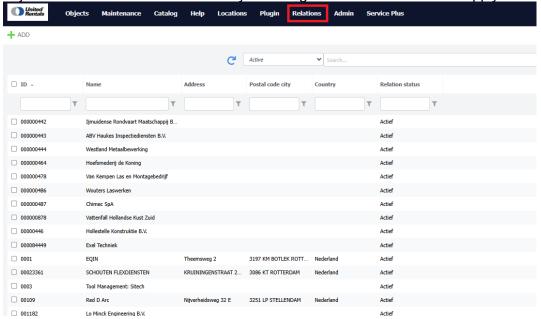
#### 2.2 Viewing location data

This works as viewing object data (see section 1.2).

### 3. Relations

#### 3.1 Finding relations

In the menu "Relations" you see an overview of the different relations to which you can attach objects and locations. Each user only has insight into the relations that apply to him or her.



This works the same as object search (see section 1.1).

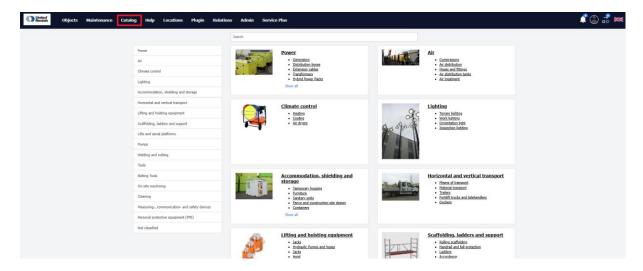
#### 3.2 Viewing relation data

This works as viewing object data (see section 1.2).

## 4. Catalog

#### 4.1 Viewing the product catalog by topic

To search products by subject in the online catalog, click on " Catalog " in the main menu. From here you can navigate to the different product groups and subgroups.



#### 4.2 Searching for items in the catalog

To search the catalog in detail, enter the product name or product number in the search bar.

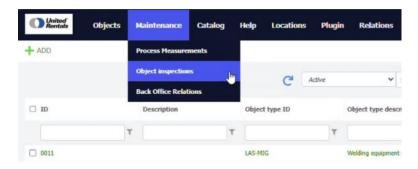


This works the same as object search (see section 1.1).

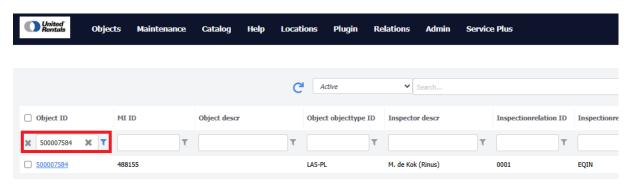
## 5. Maintenance

#### 5.1 Inspection

It is possible to inspect objects via Maintenance / Object Inspections



Enter the Object ID to inspect the object. For more information on inspecting: see <u>Conducting</u> an inspection.



#### 5.2 Open inspections

Under " Maintenance " / " Object Inspections " you will find all open inspections. See <u>Verifying that an inspection has been closed</u> for more information.