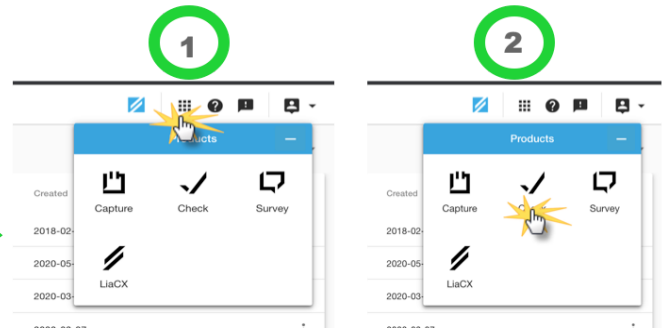


Access Check

How do I access the Check product?

- Directly via audit.check.intouchinsight.com
- From a previously created home screen tile on your mobile device
- From other Intouch products



Navigate Check

Home Page

The Home page provides easy access to the most frequently used functions.



Return 'Home' at any point by tapping the home icon.



Find the home icon in the bottom left of your screen on mobile devices and in the side navigation menu on all other devices.

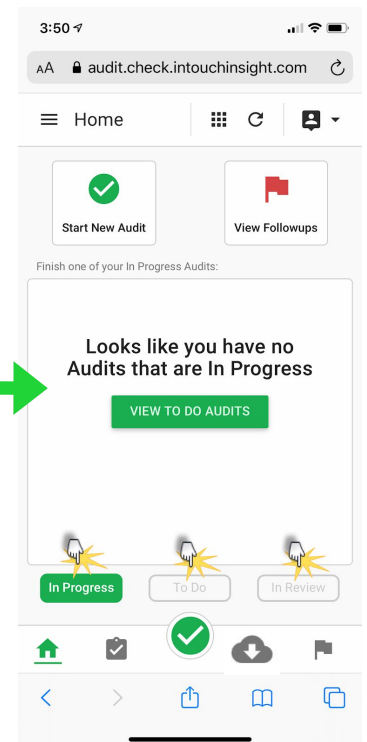
Complete Existing Audits

Identify if you have any audits that need attention within the Audit list.

- 1) **'In Progress'** are audits that you have already started. Tap 'Continue' on one of these audits to pick up where you left off.
- 2) **'To Do'** are audits that have been scheduled for your location, or have been assigned to you. Tap 'To Do' then tap 'Start' on one of these to start an audit and help clear your to-do list.
- 3) **'In Review'** are previously submitted audits that are awaiting approval (if approval is required). Tap 'In Review' then tap 'View' if you need to leave a comment for the approver on a submitted audit.



View all incomplete audits by tapping the check clipboard icon.

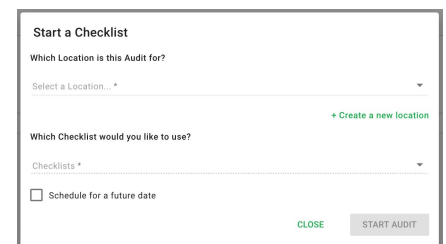


Create a New Ad-Hoc Audit



Have an audit to perform that has not been scheduled or assigned? Tap the Check icon.

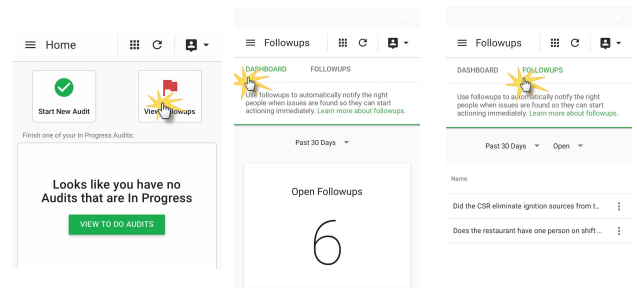
- Select your location and the checklist you wish to perform.
- If you do not wish to start the audit immediately, you can schedule for a future date.



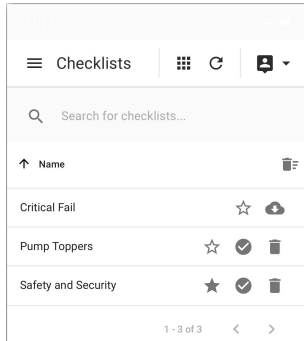
Access your Followups



Keep tabs on issues that need to be resolved. Tap on the Followup Flag to access your Followup Dashboard and Followups list.



Prepare for Offline Auditing



View your organization's checklists from the home screen.



Download each checklist that you will need when offline.



Favorite frequently used checklists so that they appear at the top of the list when performing audits.



Discard checklists if they are no longer being used to free up offline storage space.

Tips for working offline:

Log into Check while online. Do not log out of the app on your device.

Download the required checklists to your device. Only checklists you have downloaded to your device will be available in the Checklists drop-down menu.

Start 'To Do' audits while online. If you plan to complete audits from your 'To Do' list, start them while online, this will move them into your 'In Progress' queue.

Submit or save audits when you get back online. You will not be able to submit audits while you are working in offline mode. Your progress will automatically save to the device you are using, however, you should save your progress to the cloud, or submit as soon as you are able. **Avoid** keeping many 'In Progress' audits stored only on your device.

Adjust your notification preferences



Visit your profile through 'Account Settings' to adjust which default notifications you wish to receive.


Note: Your program administrators may also have 'Trigger' notifications set up to send you email or SMS notifications. To stop these notifications please contact your program administrator.

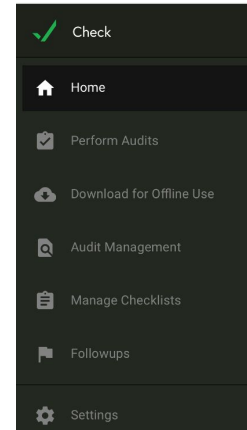
Notification Settings

- Receive all emails
 - Receive email notifications when I am assigned a new audit to complete
 - Receive email notifications when I complete an audit
 - Receive email notifications when I am assigned an audit to approve
 - Receive email notifications when an audit I submitted for approval has been rejected
 - Receive email notifications when a comment has been added to an audit I submitted


Side Menu (Additional Permissions Based Functions)

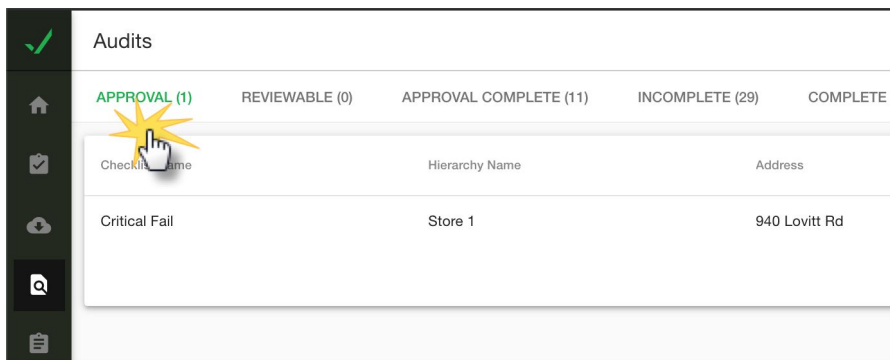
Note: The functions below are permissions-based and may not be available to all users. If you believe you should have access to the functions below and do not, please contact your program administrator.

 The side navigation panel provides access to additional permissions based functions.




View and Approve Submitted Audits

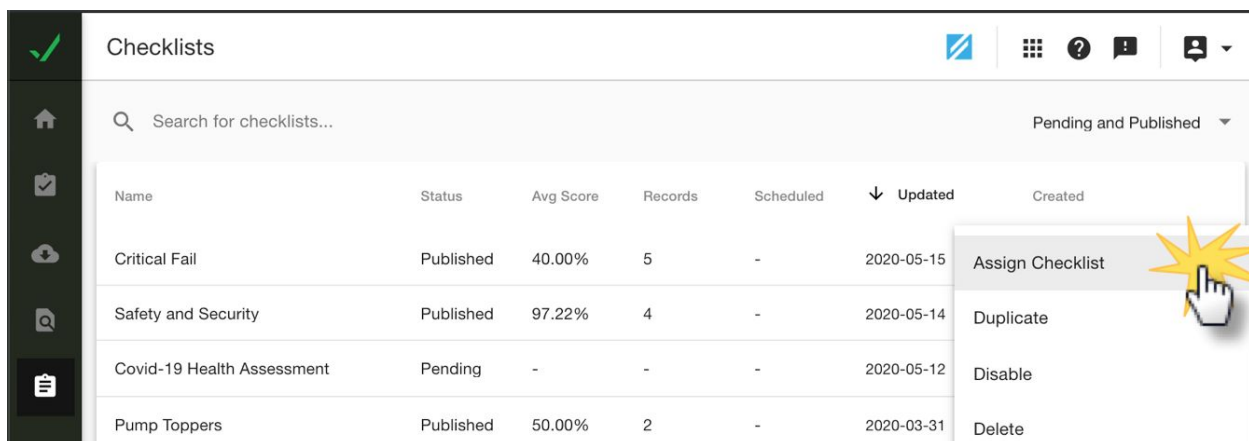
 Visit 'Audit Management' to view 'Complete' audits as well as those that are awaiting 'Approval'.



Audits				
APPROVAL (1)	REVIEWABLE (0)	APPROVAL COMPLETE (11)	INCOMPLETE (29)	COMPLETE
Checklist Name	Hierarchy Name	Address		
Critical Fail	Store 1	940 Lovitt Rd		

Assign Checklists

 Visit 'Manage Checklists' to view checklists.
Tap on the Action menu to assign a checklist to other locations/users.



Name	Status	Avg Score	Records	Scheduled	Updated	Created
Critical Fail	Published	40.00%	5	-	2020-05-15	
Safety and Security	Published	97.22%	4	-	2020-05-14	
Covid-19 Health Assessment	Pending	-	-	-	2020-05-12	
Pump Toppers	Published	50.00%	2	-	2020-03-31	