
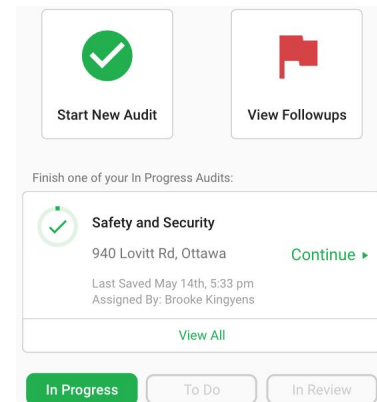


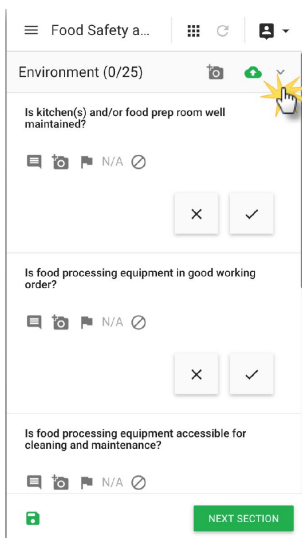
## Open an Audit

From the home page in the Check App, you can:

- **Continue** a previously started audit
- **Start** an audit from your 'To Do' list (online access only)
- **Create** a new Audit 
  - Select your location
  - Select which checklist you will perform



## Explore Audit Level Features



**Save to Cloud.** Your changes are automatically saved on your device. It's best practice to save to the cloud frequently when online.



**Auto Image Upload,** when enabled (green), ensures that your images are uploaded to the cloud as you progress through the audit and are not limiting your device's storage capabilities. It's best practice to enable this feature when online.



**Additional Information arrow** expands the section bar providing fast navigation between sections and visibility to each section's results.

Tap any section to navigate there directly.

The section bar also provides access to additional audit level features:



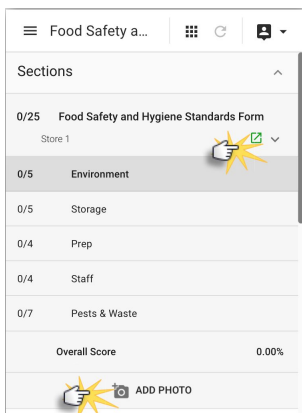
View location level attributes (additional expansion).



Get directions to the location.



Add a photo that is not associated with an individual question. **Note:** may be required for some checklists.



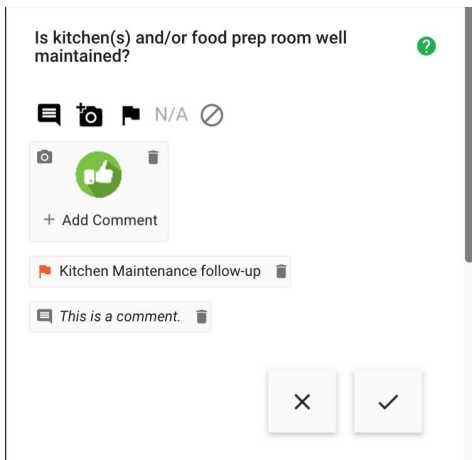
**Tip:** If you are unable to submit an audit, the section view can help identify where a question may have been missed.





## Explore Question Level Features

The Check product provides standard question types. These include: simple check, drop down, radio, checkbox, text input, number input, date selector, and time selector. When creating questions, your program administrator may choose to have questions scored or unscored.

### Context Features:

When responding to questions, take note of the context features available for each question. Depending on the question type and settings, there may be additional options or requirements.



-  View additional **contextual information** about the question. This may include example photos.
-  **Add comments** in addition to your response. *When the icon is red a comment is required.*
-  **Add photos** in addition to your response. *When the icon is red a photo is required.*
- N/A Where permitted, mark the question as **'Not Applicable'**. You will not be required to answer the question.
-  Where permitted, mark question as **'Cannot Audit'** if you are unable to audit the item.

### Create Followups:

Depending on your response to a question, there may be a need to perform a Followup action for the location relating to the question. Multiple follow-up items can be created on a single question.

**Add Followup**

Use followups to automatically notify the right people when issues are found so they can start actioning immediately. [Learn more about followups.](#)

Name \*


Is kitchen(s) and/or food prep room well maintained? 52 / 255

Description 0 / 512


Assignee ▼

Priority ▼

Due Date

 Date ▼

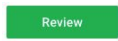
CANCEL SAVE

 **Create a Followup** action for the question (**Note:** followups may be automatically generated based on your response. Click the flag to edit the details)

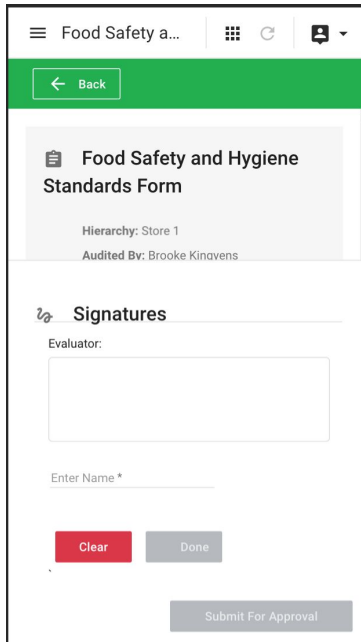
- **Name:** Defaults to question label - this can be modified. The name will appear in list views.
- **Description:** Explain the problem and the action to be taken.
- **Assignee:** Select the user who will be responsible for addressing the problem.
- **Priority:** High, medium, or low based on your organization's standards.
- **Tag:** Categorize the issue using available tags.
- **Due Date:** When should this issue be resolved?

## Submit an Audit

Before submitting an audit, all questions must be answered (or marked as 'N/A' or 'Cannot Audit') and any required photos or comments must be added. Additionally, audits can only be submitted when online.



Navigate to the final section of your audit and tap the 'Review' button in the lower right corner.



### Review:

- **Scroll** the 'review' pane to review your responses.

### Sign (optional Checklist feature):

- If enabled, **sign** in the appropriate signature boxes (Evaluator and/or Evaluatee).
- Be sure to also enter your name below the signature box(es).
- **Tap 'Done'** to confirm your signature, or clear to sign again.

### Submit:

- When complete, **tap 'Submit' or 'Submit for approval'** (depending on the checklist settings) to complete the audit.