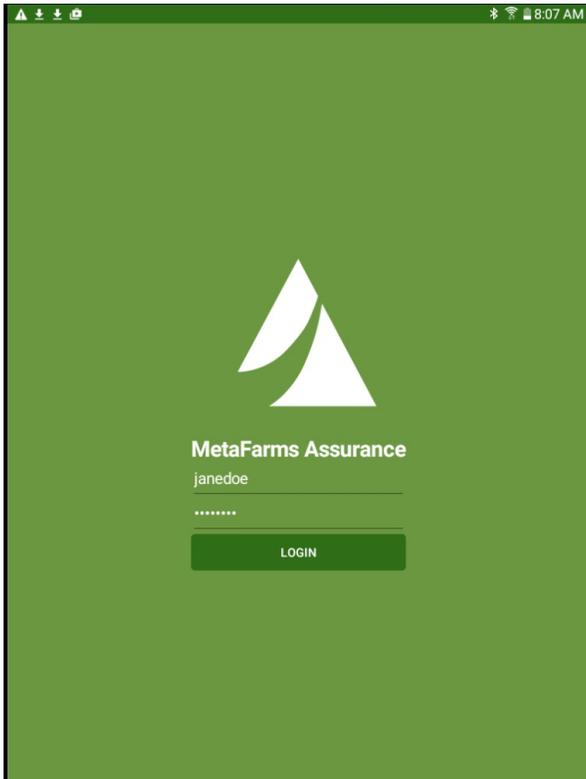
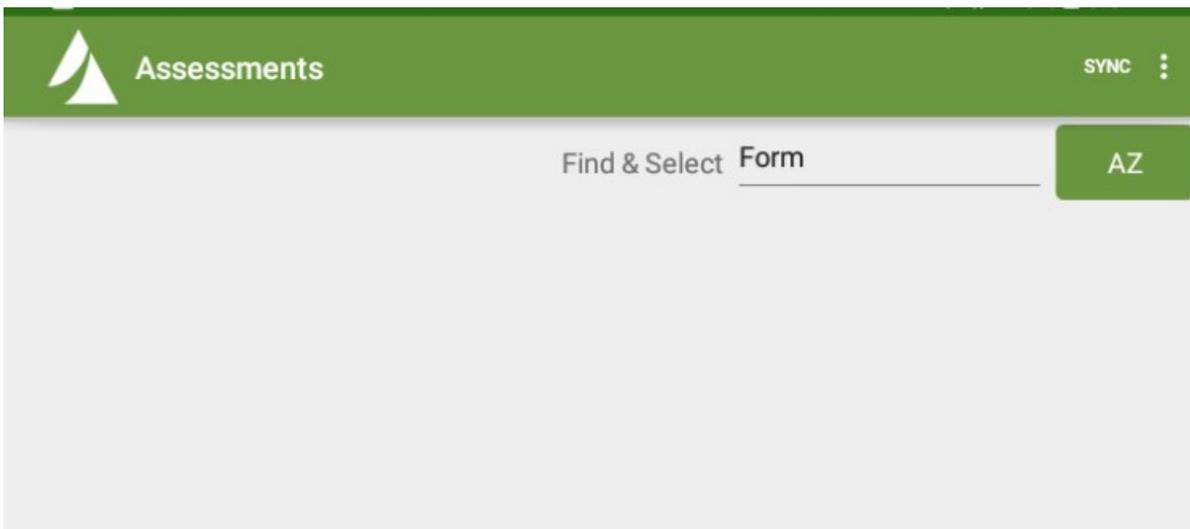


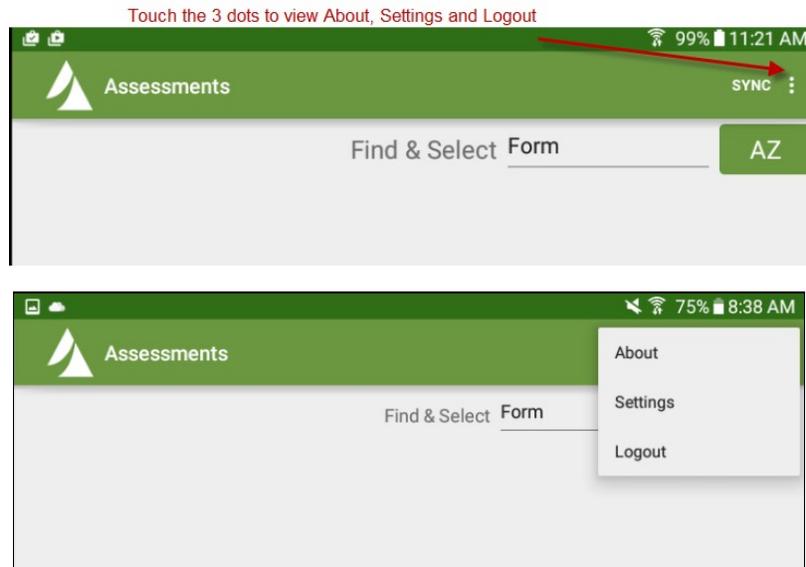
Mobile Application – Device syncing

Once you have the mobile app downloaded and installed on your device and have received your login information, you can sign in to receive and fill out assessments.

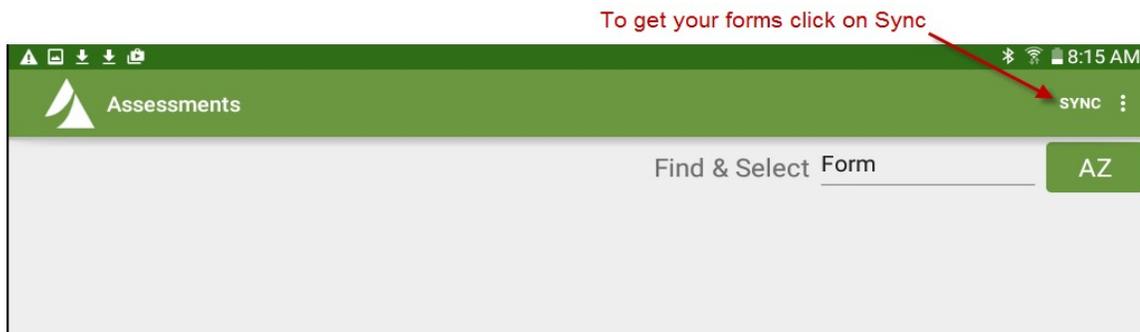


Once logged in, you will be taken to the main screen. The main screen is where you will see what forms are synced to your device. Other options available on this screen are About, Settings and Logout. Also available on this screen is the ability to Sync forms to the table.

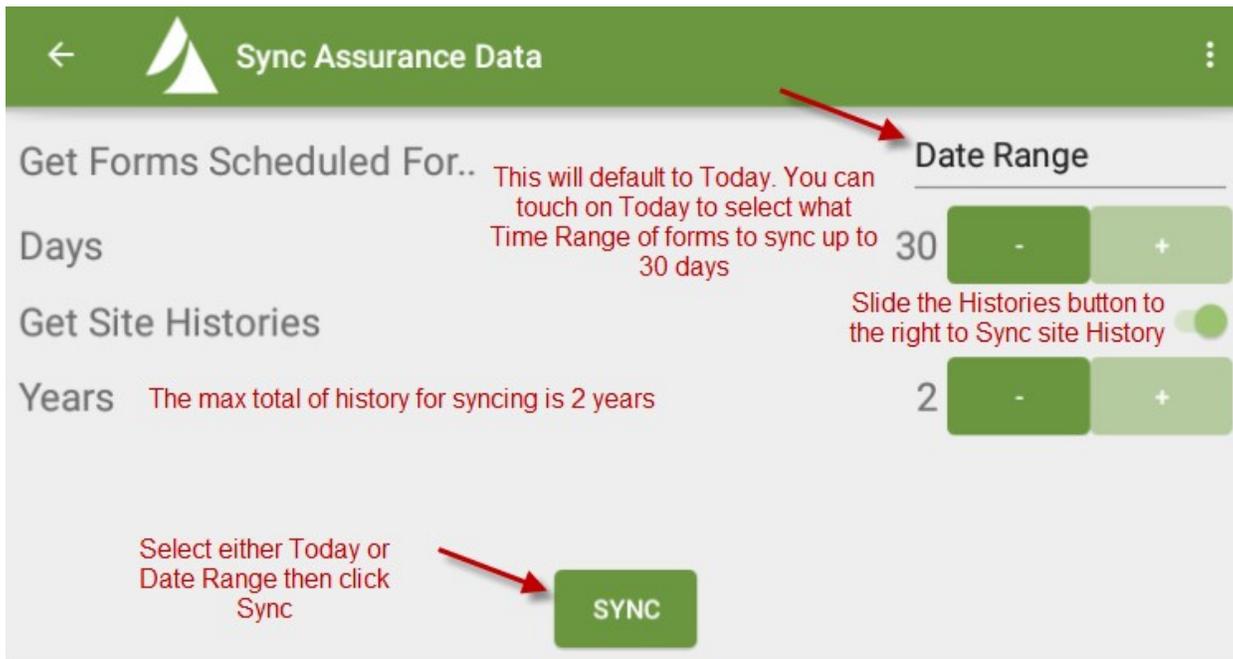




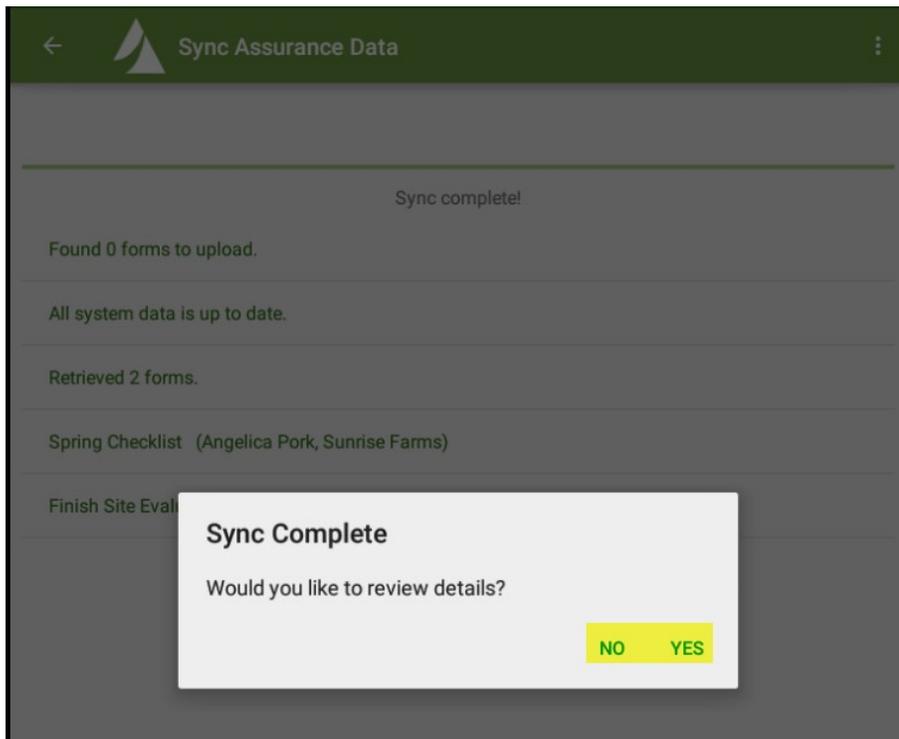
Syncing should be done while connected to the Internet using WiFi. When syncing the mobile Assurance application, you receive any assessments that have been scheduled for you as an auditor. Assessment forms that are already in process or completed within the web Assurance application will not be brought down to your mobile device. Selecting the SYNC option in the upper right hand corner of the mobile Assurance application directs you to the Sync Assurance Data form.



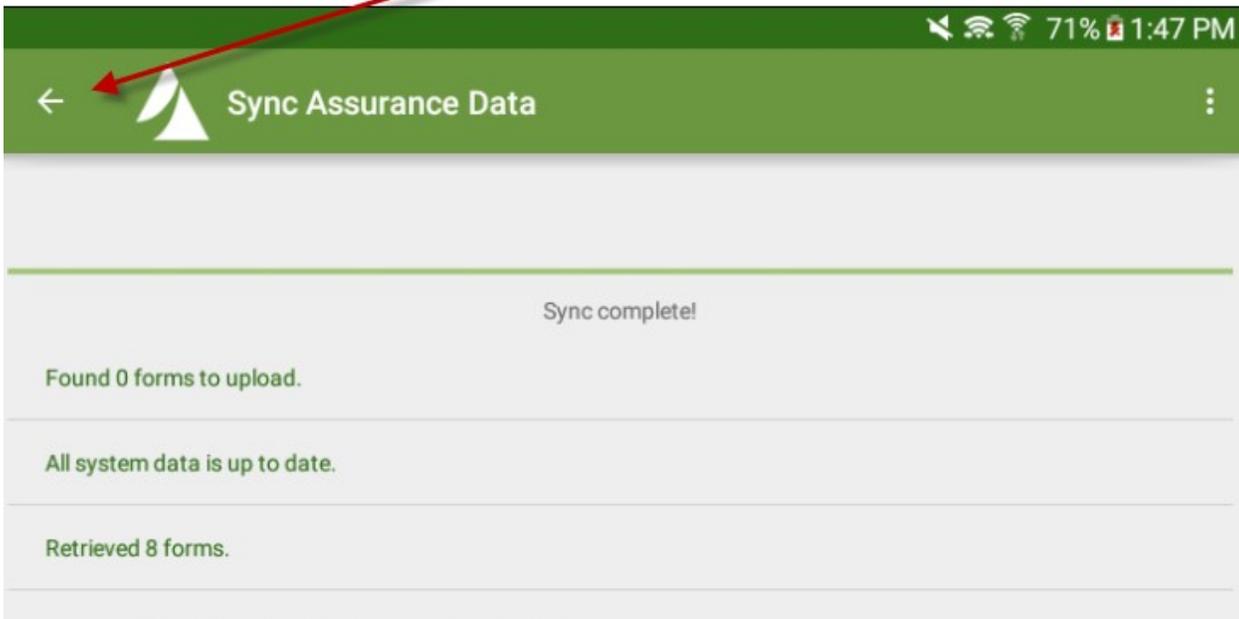
When syncing, you are given a couple options for syncing data. You can choose the time range of scheduled forms you want downloaded and if you want site histories to update to the mobile device.



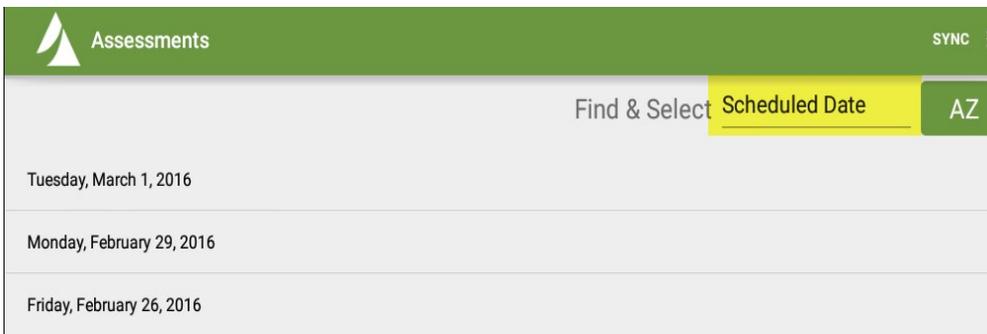
Once the sync is completed, you have the option to view the Sync results. By reviewing the results, you are able to see the number of assessment forms uploaded to the web Assurance application, a complete list of assessments downloaded to the mobile device and any completed assessments removed from the device.



By clicking Yes, you will see your details below. Touching No will bring you back to where your forms are. To get back to your forms, touch on the back arrow



On the Assessments screen, you will see all downloaded assessments based on the selected criteria in the 'Find & Select' field. Options available for viewing assessments in the 'Find & Select' field are as follows: Deadline Date, Form, Scheduled Date, Site and Status. The AZ button allows you to order the selected criteria alphabetically from A to Z or Z to A.



Find & Select Form

AZ

If you click on the find & Select, it will bring up your selection choices



Deadline Date

Form

CANCEL OK