





Inspec User Guide

ver. 2018-Apr

User Administration

Role Management

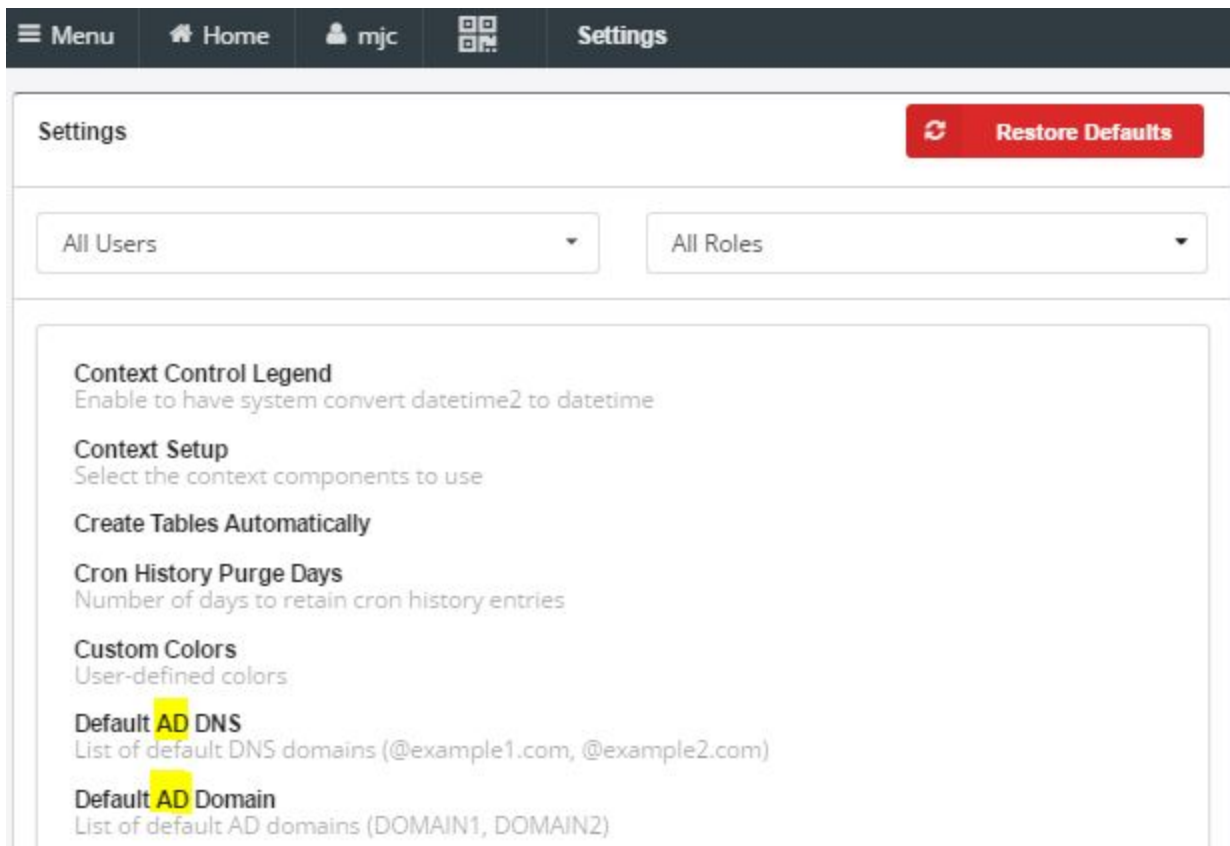
 System Roles	
Role Value	Role Name
diagnostics	Diagnostics
bindall	Binball
systemAdmin	System Administrator

 Admin Roles	
Role Value	Role Name
approvalAdmin	Approval Administrator
cardAdmin	Card Administrator
userAdmin	User Administrator

taskAdmin	Task Administrator
formAdmin	Form Administrator
menuAdmin	Menu Administrator
dataAdmin	Data Administrator
deleteAdmin	Delete Administrator

 Other Roles	
Role Value	Role Name
user (default)	User
GlobalStickyRole	Global Sticky Role
reopenFormsRole	Reopen Form Role
approvalRole	Approval Role

Windows Active Directory (A/D) User Authentication (ToDo)



Environment Settings:

- ldap_servername
- ldap_extended

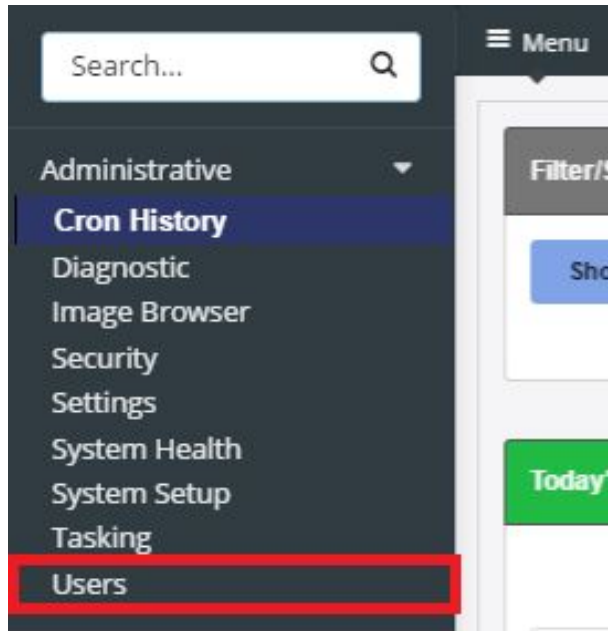
How to Add, Setup and Configure Users

Role Permissions Needed

You need to log in as a user who has been given the “Admin” role.

Once in, open the Main Menu, and select Users under the Administrative section.

Add a User from the User Maintenance



You will see the Local User Maintenance screen.

 A screenshot of the 'User Maintenance' screen in a web application. The top navigation bar includes 'Menu', 'Home', 'admin', and 'User Maintenance'. Below the navigation bar, there are tabs for 'Editing User Maintenance', 'Edit User Context Maintenance', 'Edit User Enrollment', and 'Edit Kiosks'. The main content area has a form for 'Add/Edit User' with fields for 'Username' (jDoe), 'Full Name' (John Doe), 'Email' (john.Doe@example.local), and 'Password'. A 'Save' button is next to the password field. To the right of the form is a 'Bulk' section with an 'Import New Users' button. Below the form is a table of users with columns for 'Username', 'Full Name', and 'Email'. Each row has a set of action buttons: 'Edit User', 'Remove' (in red), 'Reset Password', 'Send Enrollment Email', 'Change ContextRoles', and 'Make Kiosk'. The table lists several users including 'jsc', 'jsc2', 'rmp', 'TEST TOM', 'testenroll', and 'united7221'. At the bottom of the screen, there is a status bar showing 'Demo Foods -> Plant 538' and 'Connection Status: Connected'.

To add a User:

Enter the information about the user at the top of the screen. Fill out the username, the user's full name, email, and password, then press the Add/Edit User button.

After the user has been added, select the user in the list, and press the Modify User button. This will take you to that user's information page.

MenuHomeadminUser MaintenanceTasks

Editing User MaintenanceEditing User Context MaintenanceEdit User EnrollmentEdit Kiosks

Add/Edit User

Username

Full Name

Email

Password

TEST TOM

TEST TOM JOE

ZIPPY@ZIPPY.COM

Save

Cancel

Bulk

+ Import New Users

Show 25 rows per page

1

Username	Full Name	Email	
jsc	Jack	jsc@coolearth.com	<div>Edit UserRemoveReset PasswordSend Enrollment EmailChange ContextRolesMake Kiosk</div>
jsc2	Jack ColemanOther	jsc2@mail.com	<div>Edit UserRemoveReset PasswordSend Enrollment EmailChange ContextRolesMake Kiosk</div>
rmp	Ryan	rmp@coolearth.com	<div>Edit UserRemoveReset PasswordSend Enrollment EmailChange ContextRolesMake Kiosk</div>
TEST TOM	TEST TOM JOE	ZIPPY@ZIPPY.COM	<div>Edit UserRemoveReset PasswordSend Enrollment EmailChange ContextRolesMake Kiosk</div>
testenroll	testenroll	rmp+123@coolearth.com	<div>Edit UserRemoveReset PasswordSend Enrollment EmailChange ContextRolesMake Kiosk</div>
united7221	United Creations	it@unitedcreations.com	<div>Edit UserRemoveReset PasswordSend Enrollment EmailChange ContextRolesMake Kiosk</div>

Demo Foods → Plant 538Connection Status: Connectedr1879inspec

MenuHomeadminUser MaintenanceTasks

Edit User MaintenanceEditing User Context MaintenanceEdit User EnrollmentEdit Kiosks

Select Context To Assign

Add Users To Context

Remove Users From Context

Reset To Default

Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Select Context

Show 25 rows per page

1

Select User	User Name	Primary Context
<div>Clear</div>		
<input type="checkbox"/>	admin	Demo Foods → Plant 538
<input type="checkbox"/>	jsc	Demo Foods → HQ
<input type="checkbox"/>	jsc2	Demo Foods
<input type="checkbox"/>	rmp	Demo Foods → Plant 538
<input type="checkbox"/>	TEST TOM	Demo Foods → HQ
<input type="checkbox"/>	testenroll	Demo Foods → Plant 538
<input type="checkbox"/>	united7221	United Creations → UC1

Demo Foods → Plant 538Connection Status: Connectedr1879inspec

Menu

Home

admin

User Maintenance

Edit User Maintenance

Editing User Context Maintenance

Edit User Enrollment

Edit Kiosks

Tasks

Select Context To Assign

Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Select Context

Add Users To Context

Remove Users From Context

Reset To Default

Show 25 rows per page

1

Select User	User Name	Primary Context
<input type="checkbox"/>	admin	Demo Foods → Plant 538
<input type="checkbox"/>	jsc	Demo Foods → HQ
<input type="checkbox"/>	jsc2	Demo Foods
<input type="checkbox"/>	rmp	Demo Foods → Plant 538
<input checked="" type="checkbox"/>	TEST TOM	Demo Foods → HQ
<input type="checkbox"/>	testenroll	Demo Foods → Plant 538
<input type="checkbox"/>	united7221	United Creations → UC1

Demo Foods → Plant 538

Connection Status: Connected

r1879 inspec

Menu

Home

admin

User Maintenance

Edit User Maintenance

Edit User Context Maintenance

Editing User Enrollment

Edit Kiosks

Tasks

User Enrollment

CSV E-Mail List

Example: user1@inspec.com, user2@inspec.com

Send Enrollment Emails

Show 25 rows per page

1

Username	Full Name	Email	
jsc	Jack	jsc@coolearth.com	Send Enrollment Email
jsc2	Jack ColemanOther	jsc2@mail.com	Send Enrollment Email
rmp	Ryan	rmp@coolearth.com	Send Enrollment Email
TEST TOM	TEST TOM JOE	ZIPPY@ZIPPY.COM	Send Enrollment Email
testenroll	testenroll	rmp+123@coolearth.com	Send Enrollment Email
united7221	United Creations	it@unitedcreations.com	Send Enrollment Email

Demo Foods → Plant 538

Connection Status: Connected

r1879 inspec

Menu
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Edit User Maintenance
Edit User Context Maintenance
Editing User Enrollment
Edit Kiosks

User Enrollment

CSV E-Mail List

Example: user1@inspec.com, user2@inspec.com

Send Enrollment Emails

Show 25 rows per page

Username	Full Name	Email	
jsc	Jack	jsc@coolearth.com	Send Enrollment Email
jsc2	Jack ColemanOther	jsc2@mail.com	Send Enrollment Email
rmp	Ryan	rmp@coolearth.com	Send Enrollment Email
TEST TOM	TEST TOM JOE	ZIPPY@ZIPPY.COM	Send Enrollment Email
testenroll	testenroll	rmp+123@coolearth.com	Send Enrollment Email
united7221	United Creations	it@unitedcreations.com	Send Enrollment Email

Demo Foods → Plant 538
Connection Status: Connected
r1879 inspec

Menu
Home
admin
User Maintenance
Tasks

Edit User Maintenance
Edit User Context Maintenance
Edit User Enrollment
Editing Kiosks

Logged Out Kiosks

Device ID

Device ID	IP	Last Seen	
d0db11f5-bc02-4d6a-849d-5efe2b0dbf03	172.17.0.3	27 days ago	Login In Kiosk
71ef94c6-7cf6-4d8f-9f77-e342b16b0b5d	172.17.0.3	8 days ago	Login In Kiosk

Active Kiosks & Devices

Device ID	IP	Last Seen	Kiosk User
907431aa-ee4f-49d6-bbb4-cdf288a2692c	172.17.0.3	6 days ago	(N/A)
92c13786-6c65-4952-8ae2-0dbac723a2c8	172.17.0.3	4 days ago	(N/A)
beeec9bf-7fee-4f92-98c9-38641af52444	172.17.0.3	32 minutes ago	(N/A)

Recent Authentication Requests

Device ID	Seen	Token	Kiosk Binding	User Binding
No recent requests				

Demo Foods → Plant 538
Connection Status: Connected
r1879 inspec

Add a list of Users via the Import process

Bulk

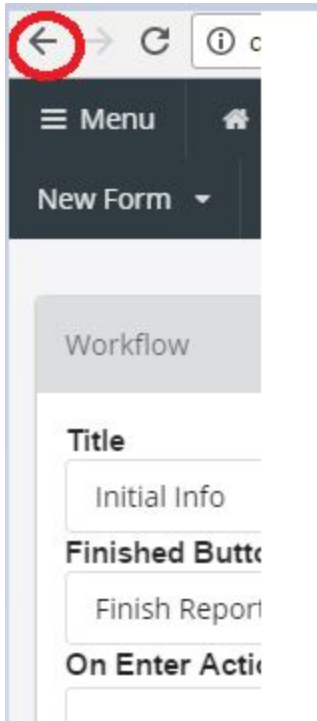
+
Import New Users

How to Configure a User

Set the user's context to be Icicle->Gordon Jensen (or whatever is valid for your user). To do this, go to the Context portion of the screen, drop-down the list, and select Gordon Jensen from the list.

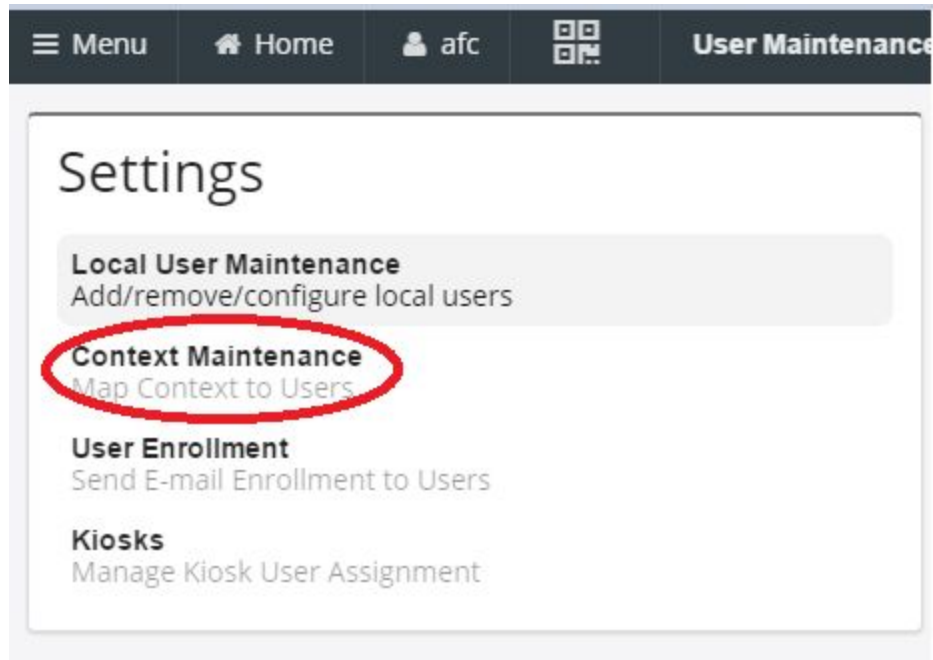
In addition, you need to set the role to be "User". In the Roles & Role Groups section, select "User" from the dropdown, or type it in and press the Add Role button.

When you are finished, return to the User Maintenance screen by pressing the back arrow (<) in the upper left hand corner of the browser window.

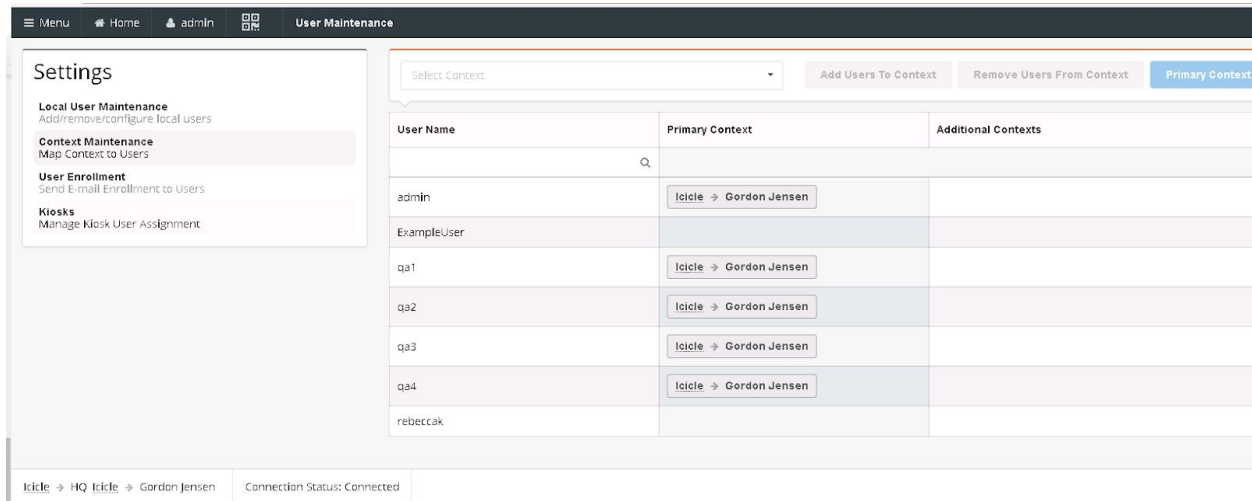


User Context Administration

If you have multiple users to add to the same context, then you can do all of them at the same time through the Context Maintenance screen.



Select all the users in the list that you want to set, select the context from the dropdown, then press the Add Users To Context button to do all of the users at once.

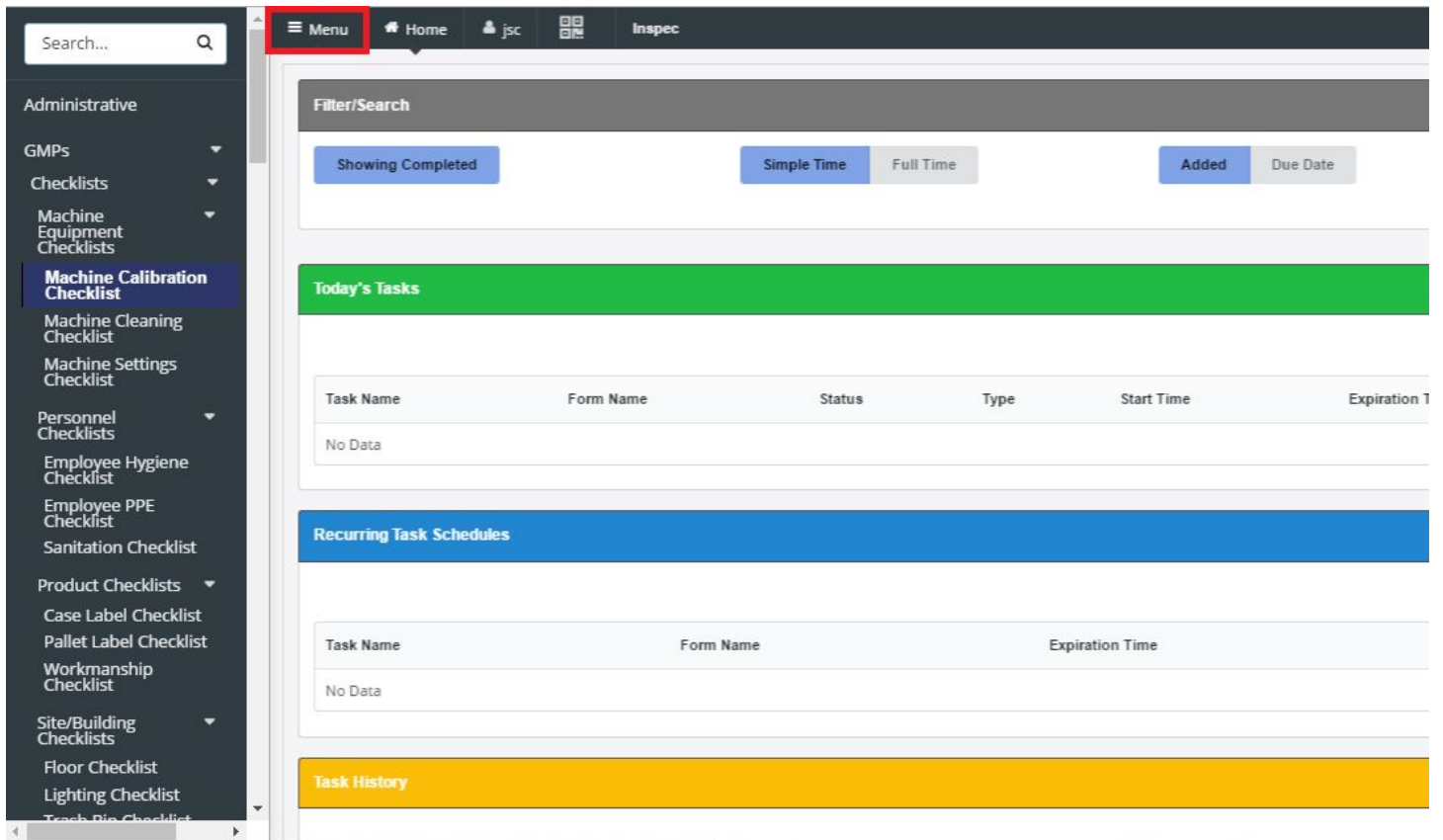


Password Resetting

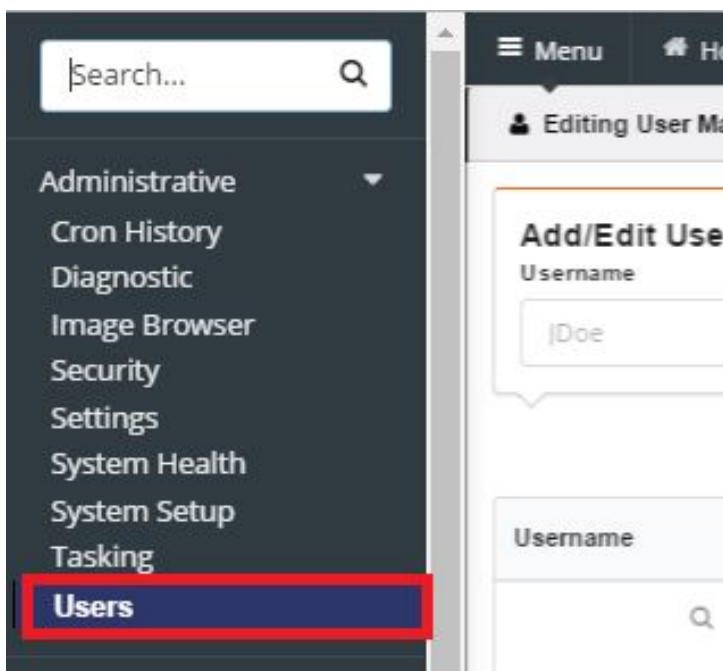
When the user wishes to reset their password they can do so as an administrator. A user can not reset a password if they do not have administrator privileges.

To reset a user's password,

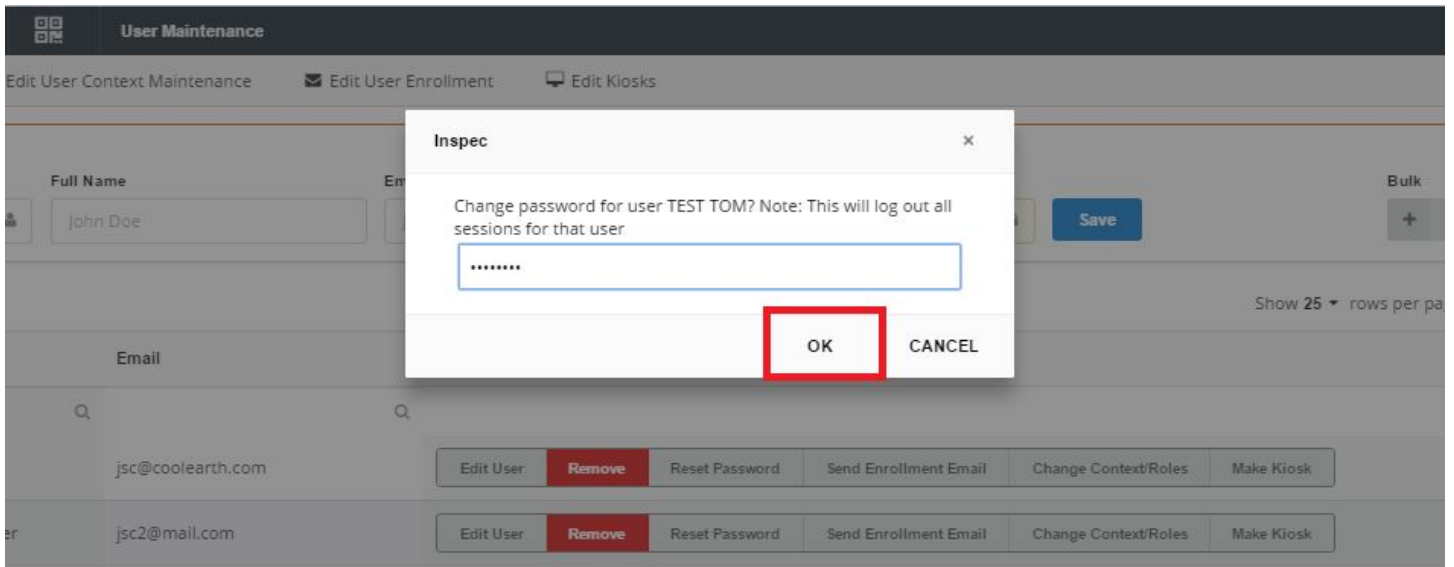
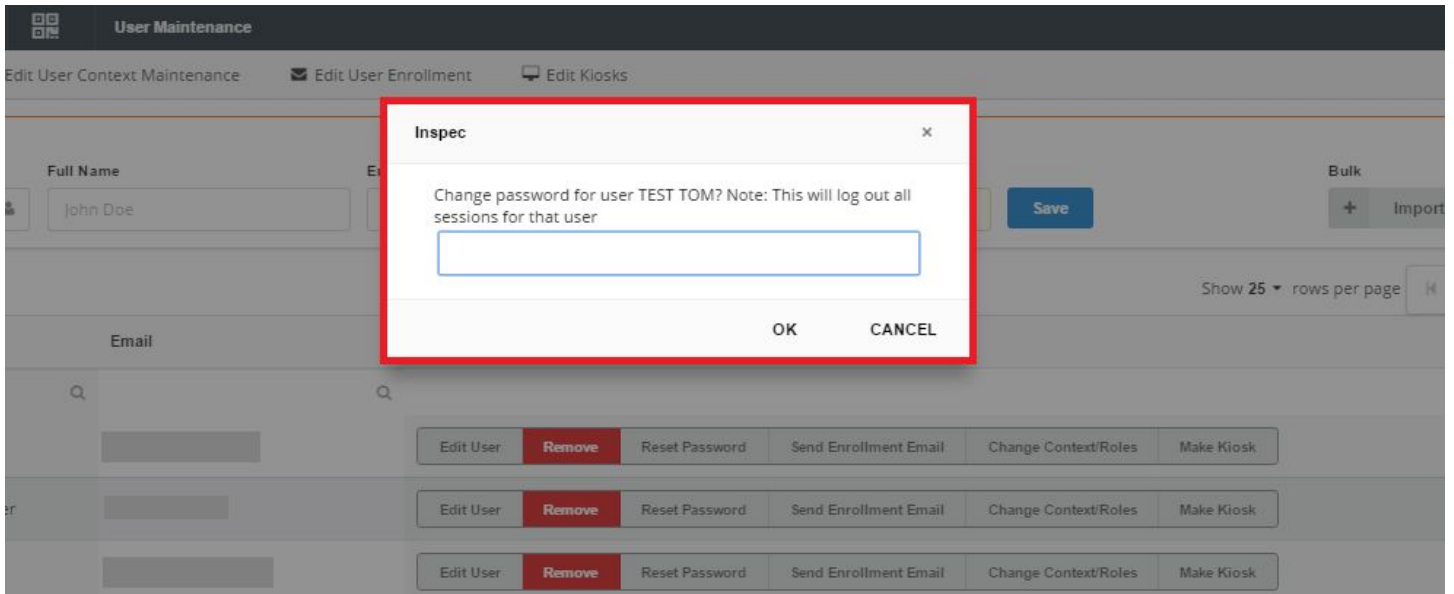
Select the <Menu> slide-out from the top menu bar.



Select the <Users> option from the administrative drop-down.




The user will see a list of all users in the specific system. From here the administrator can select the user they wish to augment. By selecting <Reset Password> a dialog box will be presented to the administrator that will prompt the administrator to input the new password and select “ok” to authorize the new password.



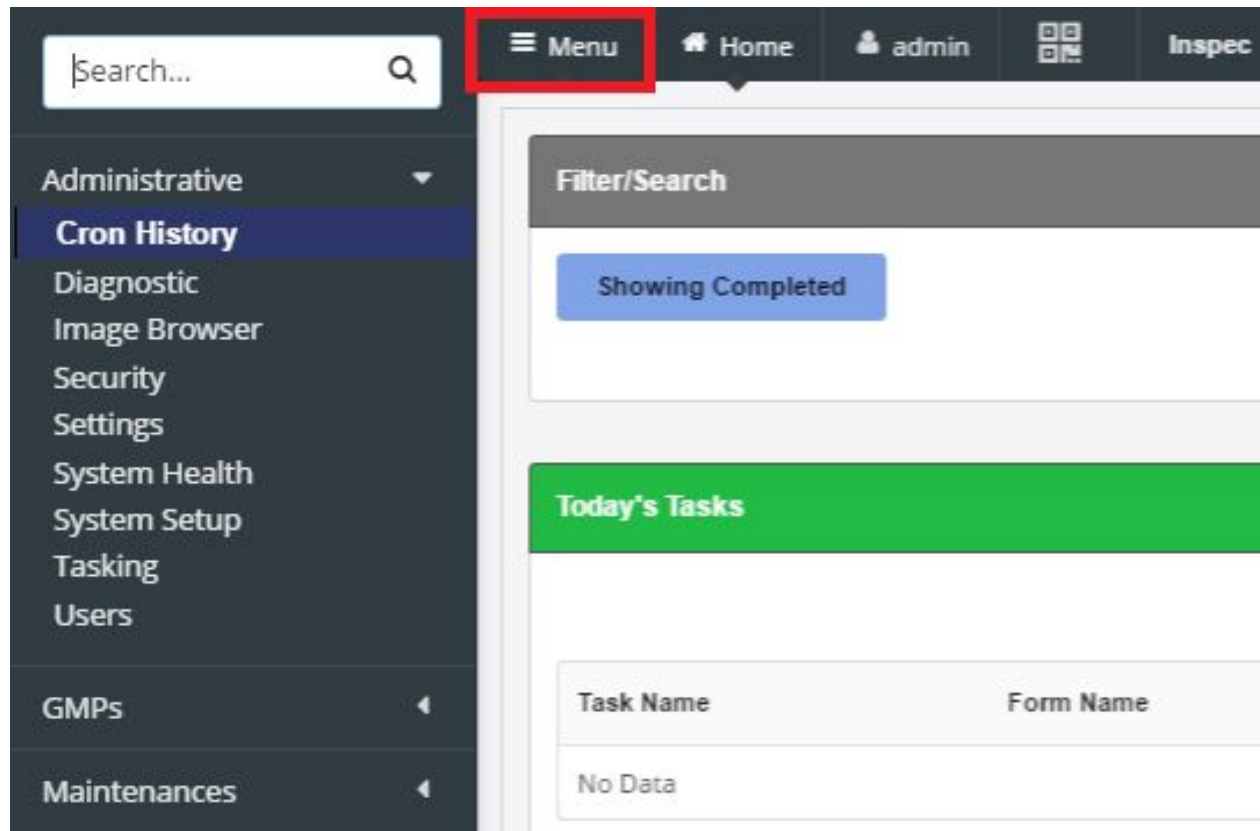
Resetting a user's password will log them out of all sessions and require them to log into new sessions.

User Context Maintenance

<div>  Role Permissions Needed </div>	
Role Value	Role Name
userAdmin	User Administrator

The user context maintenance allows a user to add, remove, reset, and assign importance to contexts.

To get to the user context maintenance select the <Menu> slide-out. Select the <Administrative> drop-down and <Users>. Next, select the <Editing User Context Maintenance> tab, from the top submenu.



Search...

Q

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Today's Tasks

Task Name	Form Name
No Data	

Search...

Q

Administrative

Cron History

Diagnostic

Image Browser

Security

Settings

System Health

System Setup

Tasking

Users

GMPs

Maintenances

QC Forms

Menu

Home

admin

Inspection

Filter/Search

Showing Completed

Today's Tasks

Task Name	Form Name
No Data	

Menu
Home
admin
User Maintenance
Tasks

Editing User Maintenance
Edit User Context Maintenance
Edit User Enrollment
Edit Kiosks

Add/Edit User

Username: jDoe
Full Name: John Doe
Email: jsc
Password:
Save
Bulk:
+ Import New Users

Show 25 rows per page

Username	Full Name	Email	
jsc	Jack	jsc@coolearth.com	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk
jsc2	Jack ColemanOther	jsc2@mail.com	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk
rmp	Ryan	rmp@coolearth.com	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk
TEST TOM	TEST TOM JOE	ZIPPY@ZIPPY.COM	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk
testenroll	testenroll	rmp+123@coolearth.com	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk
united7221	United Creations	it@unitedcreations.com	Edit User Remove Reset Password Send Enrollment Email Change Context/Roles Make Kiosk

Demo Foods → Plant 538
Connection Status: Connected
r1859 inspec

Select the user that needs contexts added or subtracted from them, with the check box.

Menu
Home
admin
User Maintenance
Tasks

Edit User Maintenance
Editing User Context Maintenance
Edit User Enrollment
Edit Kiosks

Select Context To Assign

Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Select Context

Add Users To Context
Remove Users From Context
Primary Context
Reset To Default

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc		
<input type="checkbox"/>	jsc2		
<input checked="" type="checkbox"/>	rmp	419	
<input type="checkbox"/>	TEST TOM		
<input type="checkbox"/>	testenroll		
<input type="checkbox"/>	united7221	United Creations → UC1	

Select context to assign in the drop-down submenu.

Menu Home admin User Maintenance Tasks

Edit User Maintenance Editing User Context Maintenance Edit User Enrollment Edit Kiosks

Select Context To Assign

Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context Remove Users From Context Primary Context Reset To Default

Select Context

Demo Foods

United Creations

Tuna

419

SITE

UC1

Site1

admin

Plant 538

Additional Contexts

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin		
<input type="checkbox"/>	jsc		
<input type="checkbox"/>	jsc2		
<input checked="" type="checkbox"/>	rmp	419	
<input type="checkbox"/>	TEST TOM		
<input type="checkbox"/>	testenroll		
<input type="checkbox"/>	united7221	United Creations → UC1	

next, select the function the user wishes to perform with the context. <Add Users to Context>, <Remove Users from Context>, <Primary Context>, <Reset to Default>.

<Add Users to Context> will add the selected context to the selected user(s).

<Remove Users from Context> will remove the selected context from the selected user(s).

<Primary Context> will make the selected context the primary context of the selected user(s).

<Reset to Default> will remove non-default contexts and replace them with default contexts.

Context actions.

Menu Home admin User Maintenance Tasks

Edit User Maintenance Editing User Context Maintenance Edit User Enrollment Edit Kiosks

Select Context To Assign

Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context Remove Users From Context Primary Context Reset To Default

United Creations

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc		
<input type="checkbox"/>	jsc2		
<input checked="" type="checkbox"/>	rmp	419	
<input type="checkbox"/>	TEST TOM		
<input type="checkbox"/>	testenroll		
<input type="checkbox"/>	united7221	United Creations → UC1	

Adding user(s) to a context.

Menu
Home
admin
User Maintenance
Tasks

Edit User Maintenance
Editing User Context Maintenance
Edit User Enrollment
Edit Kiosks

Select Context To Assign
Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context
Remove Users From Context
Primary Context
Reset To Default

419

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc		
<input type="checkbox"/>	jsc2		
<input checked="" type="checkbox"/>	rmp	Demo Foods → Plant 538	Demo Foods 419
<input type="checkbox"/>	TEST TOM		
<input type="checkbox"/>	testenroll		
<input type="checkbox"/>	united7221	United Creations → UC1	

Setting primary contexts.

Menu
Home
admin
User Maintenance
Tasks

Edit User Maintenance
Editing User Context Maintenance
Edit User Enrollment
Edit Kiosks

Select Context To Assign
Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context
Remove Users From Context
Primary Context
Reset To Default

419

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc		
<input type="checkbox"/>	jsc2		
<input checked="" type="checkbox"/>	rmp	419	Demo Foods → Plant 538 Demo Foods
<input type="checkbox"/>	TEST TOM		
<input type="checkbox"/>	testenroll		
<input type="checkbox"/>	united7221	United Creations → UC1	

Resetting to Default

Menu
Home
admin
User Maintenance
Tasks

Edit User Maintenance
Editing User Context Maintenance
Edit User Enrollment
Edit Kiosks

Select Context To Assign
Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context
Remove Users From Context
Primary Context
Reset To Default

Demo Foods

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc	Demo Foods → HQ	
<input type="checkbox"/>	jsc2	Demo Foods	
<input checked="" type="checkbox"/>	rmp	419	
<input type="checkbox"/>	TEST TOM	Demo Foods → HQ	
<input type="checkbox"/>	testenroll	Demo Foods → Plant 538	
<input type="checkbox"/>	united7221	United Creations → UC1	

Menu
Home
admin
User Maintenance
Tasks

Edit User Maintenance
Editing User Context Maintenance
Edit User Enrollment
Edit Kiosks

Select Context To Assign
Need to select (in any order): the context to use from the dropdown below, and one or more users by clicking on the checkbox for that user. Then press the button for the desired activity.

Add Users To Context
Remove Users From Context
Primary Context
Reset To Default

419 → black

Show 25 rows per page

Select User	User Name	Primary Context	Additional Contexts
<input type="checkbox"/>	admin	Demo Foods → Plant 538	
<input type="checkbox"/>	jsc	Demo Foods → HQ	
<input type="checkbox"/>	jsc2	Demo Foods	
<input checked="" type="checkbox"/>	rmp	Demo Foods → Plant 538	
<input type="checkbox"/>	TEST TOM	Demo Foods → HQ	
<input type="checkbox"/>	testenroll	Demo Foods → Plant 538	
<input type="checkbox"/>	united7221	United Creations → UC1	

User Enrollment Maintenance (ToDo)


<div> <div>Roles</div> <div>Role Permissions Needed</div> </div>	
Role Value	Role Name
userAdmin	User Administrator

--	--

Kiosk Management (ToDo LAST)

Group Management



<div>  Role Permissions Needed </div>	
Role Value	Role Name
cardAdmin	Card Administrator
formAdmin	Form Administrator
menuAdmin	Menu Administrator
dataAdmin	Data Administrator
deleteAdmin	Delete Administrator

Other Roles:

- User (Default)
 - reopen forms
- Global Sticky Role (Thumb-tack feature)
- Reopen Forms Role (make this a super-cede to the "reopen forms" role.)
- Approval Role (make this a super-cede to the "approver" role.)

See the “Security Window”

To get to the user context maintenance select the <Menu> slide-out. Select the <Administrative> drop-down and select <Security>.

Search...

Menu Home admin Inspec

Administrative

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Image Browser

Security

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Filter/Search

Showing Completed

Today's Tasks

Task Name	Form Name
No Data	

Search...

Menu Home admin Inspec

Administrative

Cron History

Diagnostic

Image Browser

Security

Settings

System Health

System Setup

Tasking

Users

GMPs

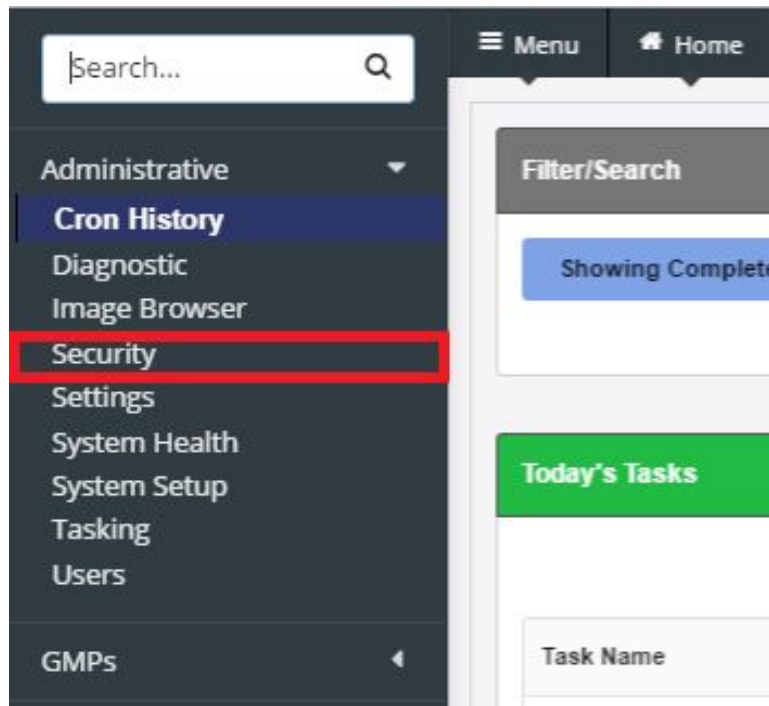
Maintenances

Filter/Search

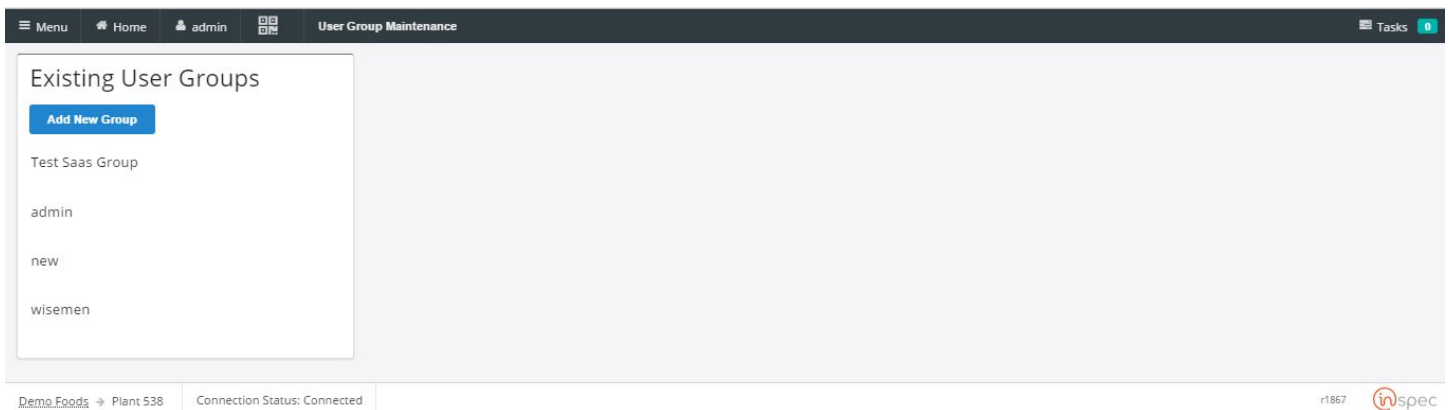
Showing Completed

Today's Tasks

Task Name	Form Name
No Data	



Once in the groups screen, the user can select an existing group or create a new group.



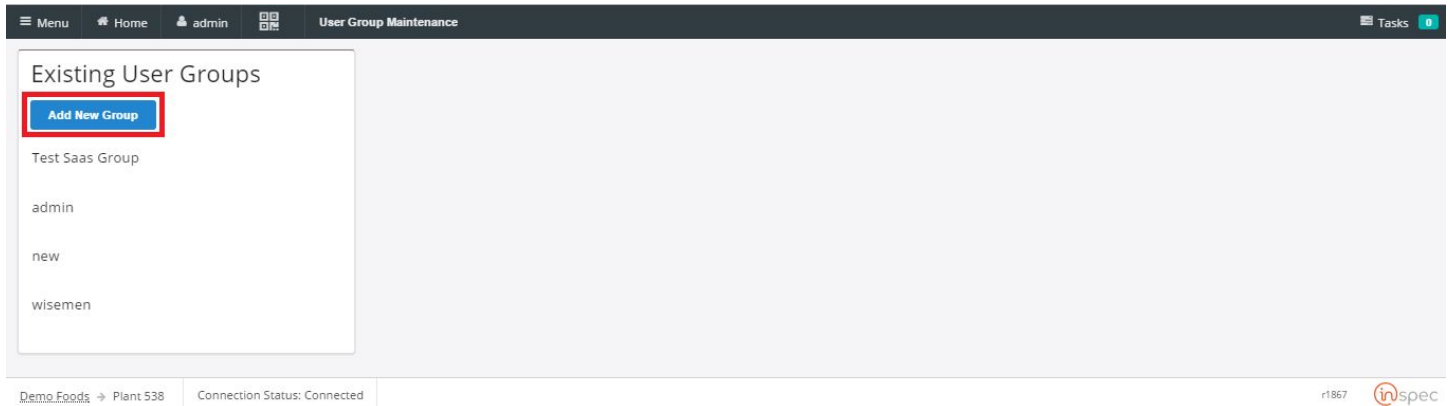
Can see and access /qc/review (Form Review) window (to be place in the Maintenance menu)
(example: <http://qcproduction.coolearth.com/qc/review>)

Group Administration

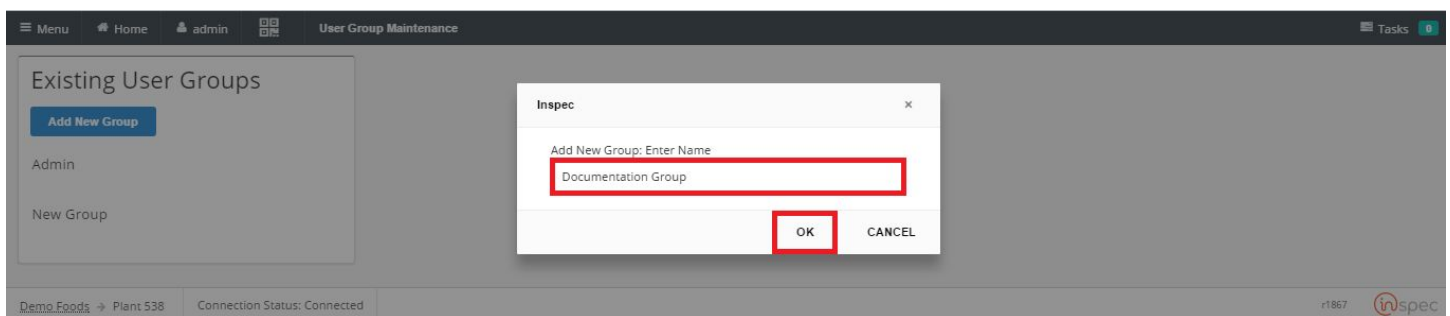
How to Add a new Group and assign Roles and Users to a Group

To create a new group,

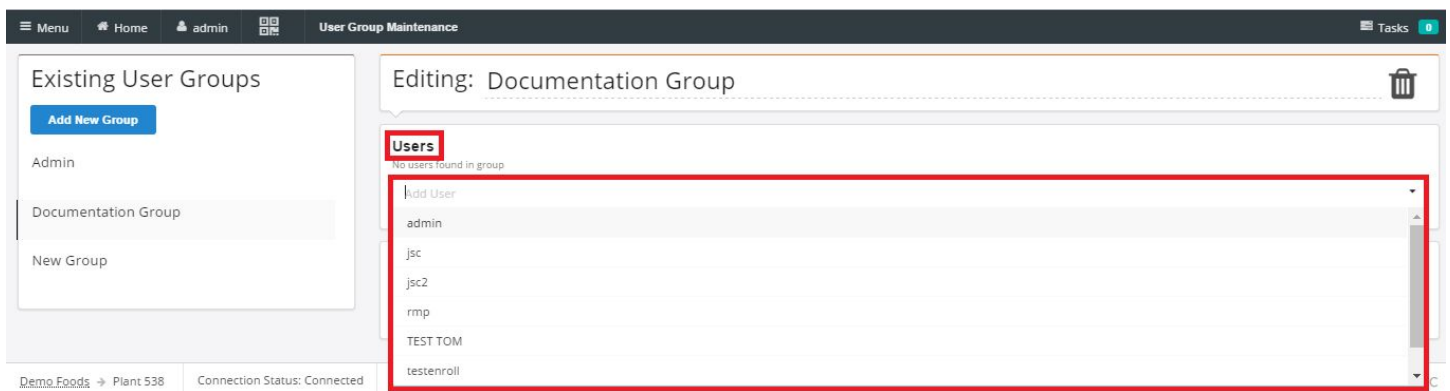
Select <Add New Group>

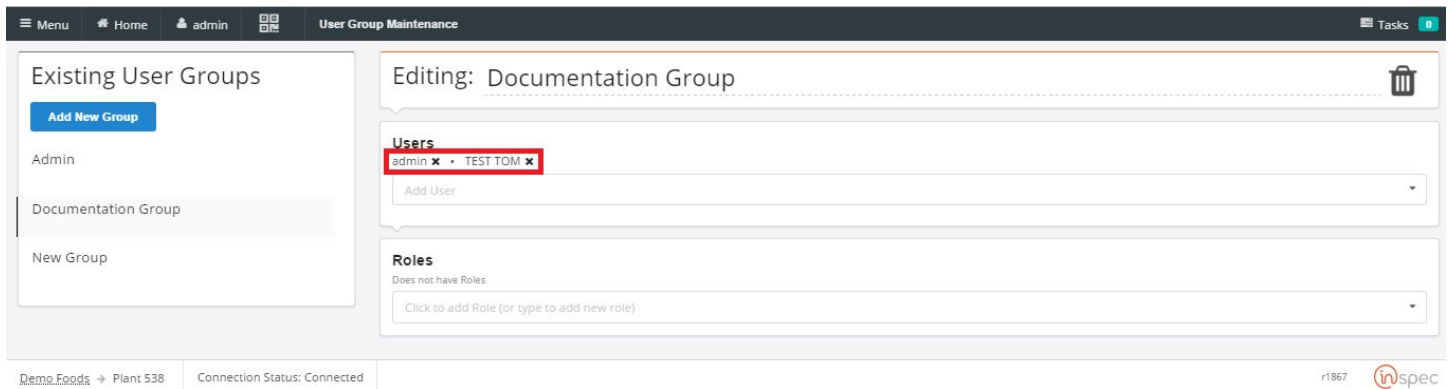


Enter a group name, and select <OK>.

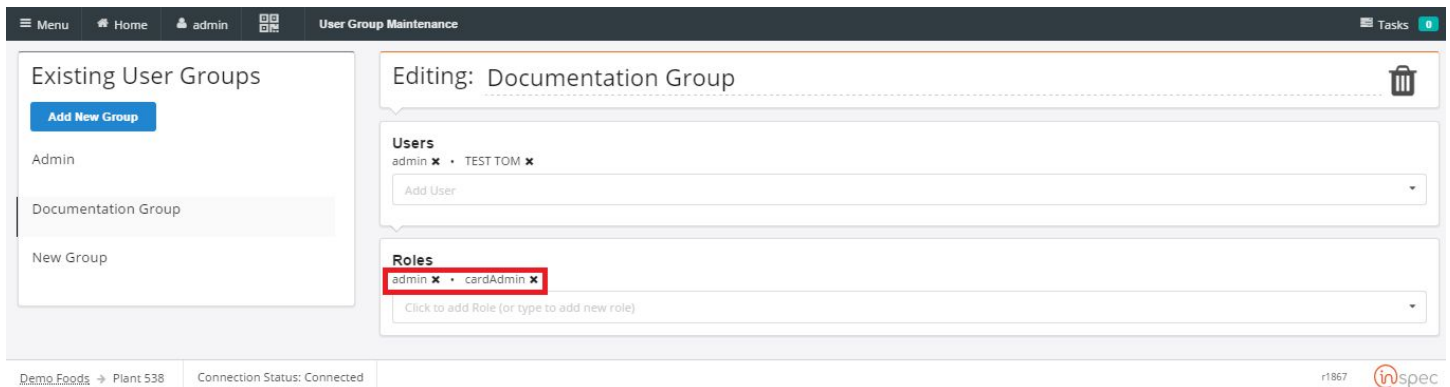
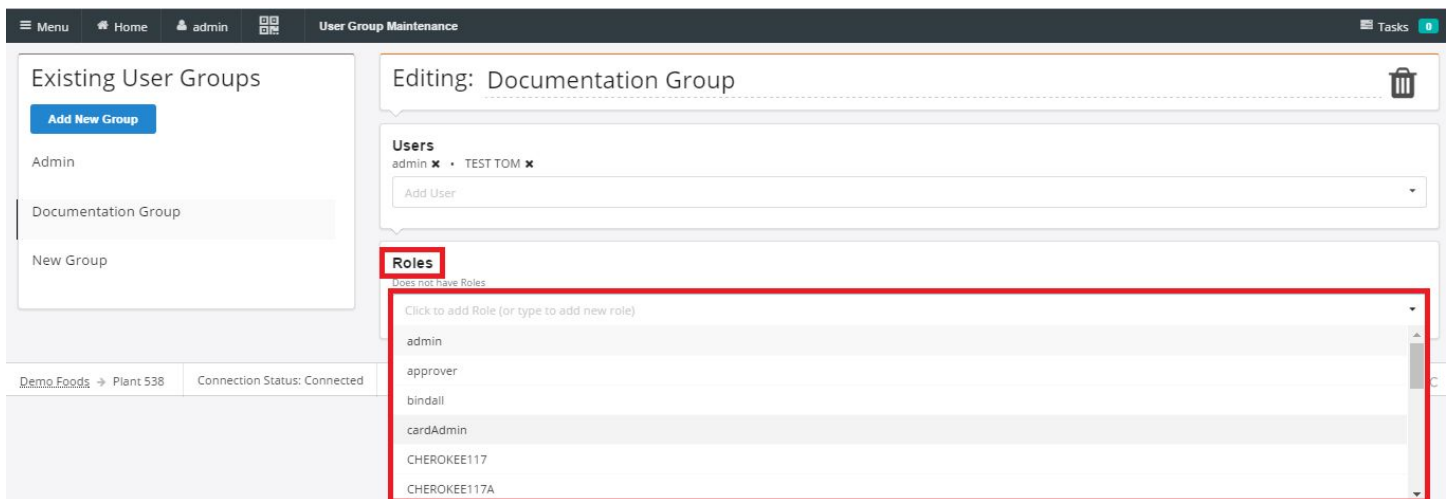


To complete the group, add users to the group via the “Users” drop-down.





Then, add roles via the “Roles” to the chosen users.



Deleting and editing existing groups can also be completed in the group management screen. To delete existing groups, perform all the step listed above to get to the group management screen and to access an existing group.

How to Edit a Group

Once in the groups screen, the user can select an existing group by selecting the name of the desired existing group.

Now the user will be brought to the group editing screen.

Menu Home admin User Group Maintenance Tasks

Existing User Groups

Add New Group

Admin

Documentation Group

New Group

Editing: Documentation Group

Users

No users found in group

Add User

Roles

Does not have Roles

Click to add Role (or type to add new role)

Demo Foods -> Plant 538 Connection Status: Connected r1867 inspec

To edit the form name, users, or roles toggle the drop-down menu or edit the group name.

The figure shows the drop-down menus that allow the user to edit the users of the group and the roles assigned to those users.

Menu Home admin User Group Maintenance Tasks

Existing User Groups

Add New Group

Admin

Documentation Group

New Group

Editing: Documentation Group

Users

admin x • TEST TOM x

Add User

Roles

admin x • cardAdmin x

Click to add Role (or type to add new role)

Demo Foods -> Plant 538 Connection Status: Connected r1867 inspec

This figure shows the field that the group's name will appear to be edited in. To edit the name, select the field, highlight the name and write over the existing name with the name desired.

Menu Home admin User Group Maintenance Tasks

Existing User Groups

Add New Group

Admin

Documentation Group

New Group

Editing: Documentation Group

Users

admin x • TEST TOM x

Add User

Roles

admin x • cardAdmin x

Click to add Role (or type to add new role)

Demo Foods -> Plant 538 Connection Status: Connected r1867 inspec

How to Delete a Group

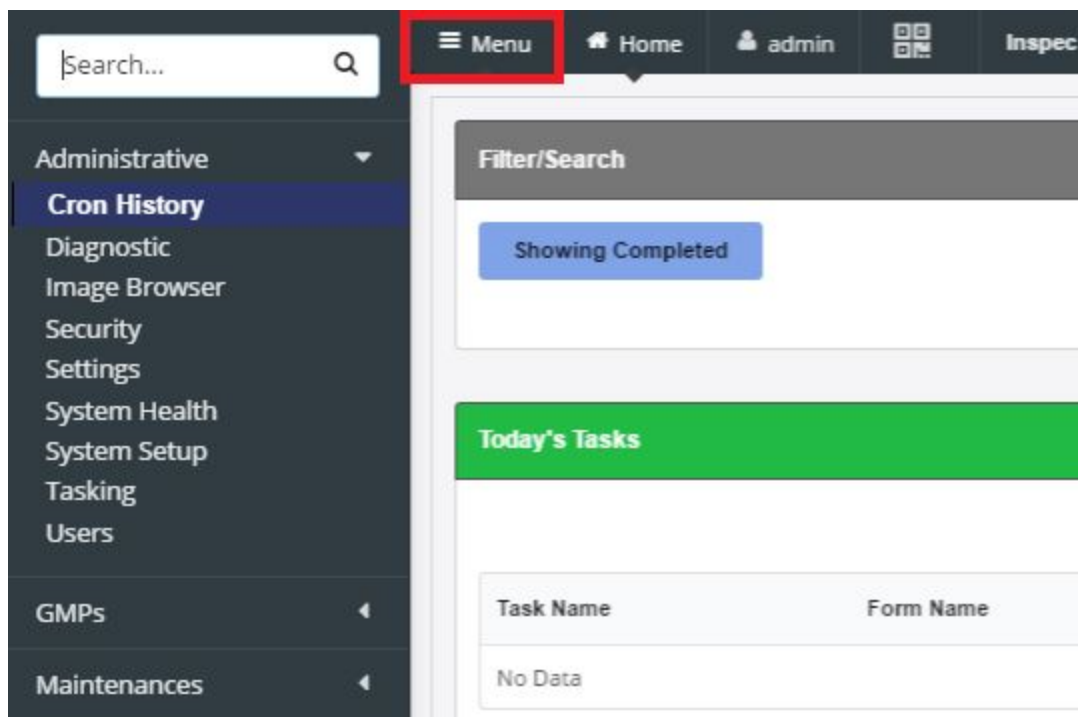
To delete the group select the trash can icon that appears in the editing screen.

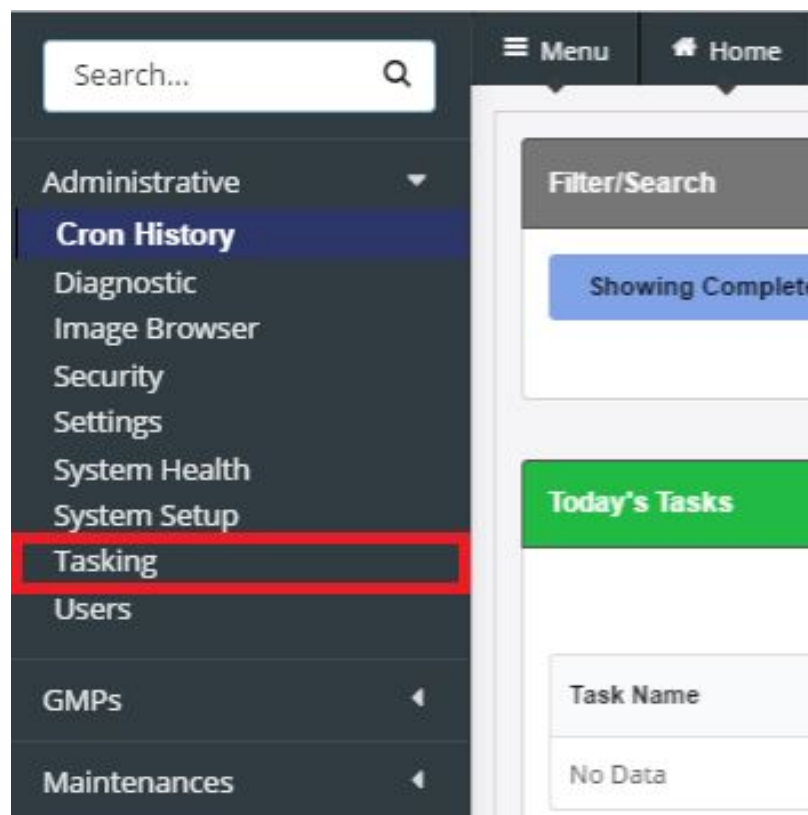
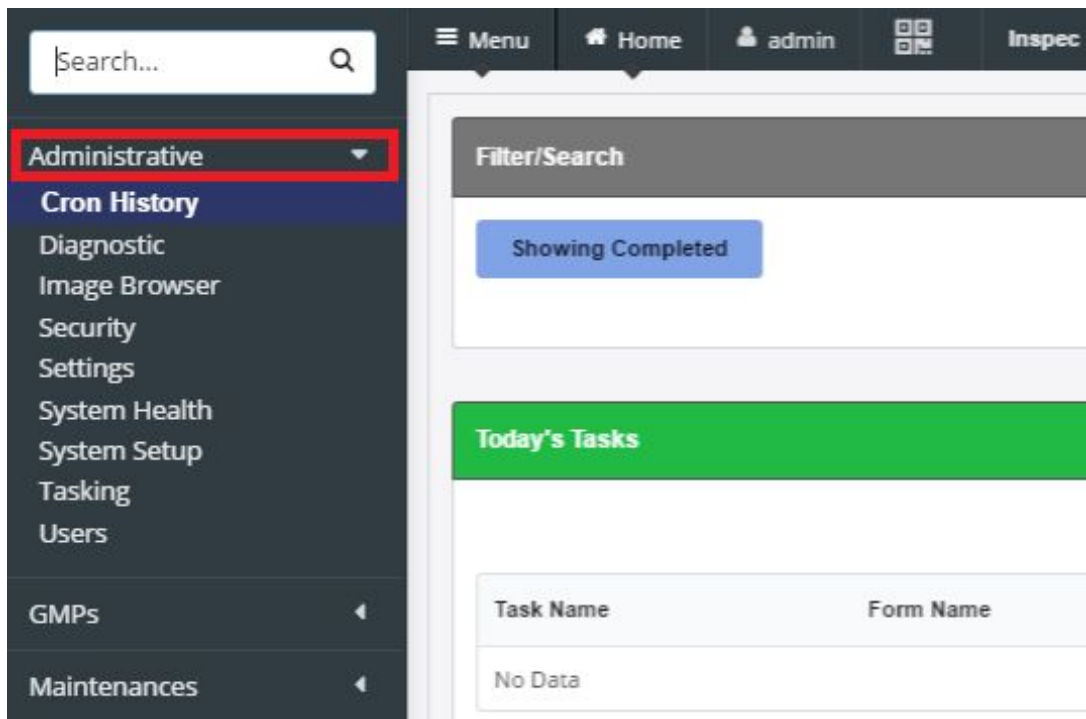
The screenshot displays the 'User Group Maintenance' interface. On the left, a sidebar titled 'Existing User Groups' contains a blue 'Add New Group' button and a list of groups: 'Admin', 'Documentation Group' (highlighted), and 'New Group'. The main area is titled 'Editing: Documentation Group' and features a trash can icon in the top right corner, which is highlighted with a red box. Below the title, there are two sections: 'Users' and 'Roles'. The 'Users' section shows 'admin x' and 'TEST TOM x' with an 'Add User' button. The 'Roles' section shows 'admin x' and 'cardAdmin x' with a 'Click to add Role (or type to add new role)' button. The bottom of the interface includes a footer with 'Demo Foods → Plant 538', 'Connection Status: Connected', 'r1867', and the 'inspec' logo.

Tasking Management

Role Permissions Needed	
Role Value	Role Name
formAdmin	Form Administrator

To get to the user context maintenance select the <Menu> slide-out. Select the <Administrative> drop-down and select <Tasking>.





Create Task

Task Type
 Recurring Single

Assign To
 Person Group

Person
 [Dropdown]

Form
 [Dropdown]

Task Name
 [Text Field]

Start Time
 2017-04-07 13:25:31

Time To Complete Form
 60 minutes

SAVE

Scheduled Tasks

Task History

Show 25 rows per page

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

Demo Foods → Plant 538 Connection Status: Connected r1872 inSpec

To create a task,

Select the task type with either <Recurring> or <Single> actions.

“Recurring” will make the task repetitive on a scale set by the user in the screen prompted after selecting “Recurring”.

Create Task

Task Type
 Recurring Single

Assign To
 Person Group

Person
 [Dropdown]

Form
 [Dropdown]

Task Name
 [Text Field]

Start Time
 2017-04-07 13:25:31

End Time
 2017-05-07 13:25:30

Frequency
 60 minutes

Time To Complete Form
 60 minutes

Scheduled Task Actions

Action Event + Add

Scheduled Task Exceptions

Exclude Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Specific Time Exceptions
 None configured

From Time To Time Day

Exception Description + Add

Scheduled Tasks

Task History

Show 25 rows per page

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

“Single” will make the task a one time only function that occurs when the user sets it to.

Create Task

Task Type
 Recurring **Single**

Assign To
 Person **Group**

Person
 [Dropdown menu]

Form
 [Dropdown menu]

Task Name
 [Text field]

Start Time
 2017-04-07 13:25:31

Time To Complete Form
 60 minutes

SAVE

Scheduled Tasks

Task History

Show 25 rows per page

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

Demo Foods → Plant 538 Connection Status: Connected r1872 inSpec

Next, Select who to assign the task to with either the <person> or <Group> actions.

Create Task

Task Type
 Recurring **Single**

Assign To
 Person **Group**

Person
 [Dropdown menu]

Form
 [Dropdown menu]

Task Name
 [Text field]

Start Time
 2017-04-07 13:25:31

Time To Complete Form
 60 minutes

SAVE

Scheduled Tasks

Task History

Show 25 rows per page

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

Demo Foods → Plant 538 Connection Status: Connected r1872 inSpec

“Person” will present a “Person” drop-down menu that will prompt the user to select the name of a user for the task to be assigned to.

Create Task

Task Type
 Recurring **Single**

Assign To
 Person **Group**

Person
 [Dropdown menu showing: admin, jsc, rmp, TEST TOM, jsc2, testenroll]

Form
 [Dropdown menu]

Task Name
 [Text field]

Start Time
 2017-04-07 13:25:31

Time To Complete Form
 60 minutes

SAVE

Scheduled Tasks

Task History

Show 25 rows per page

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

Demo Foods → Plant 538 Connection Status: Connected r1872 inSpec

“Group” will present a drop-down menu for the user to choose the group to assign the task to. Selecting “group” will also populate a “Task Copy” button-bar, with the actions of <Shared Copy> or <Per User Copy>.

The screenshot shows the 'Create Task' form in a web application. The 'Task Type' is set to 'Single'. Under 'Assign To', 'Group' is selected. In the 'Task Copy' section, 'Shared Copy' is highlighted with a red box. The 'Task Name' field is empty. 'Start Time' is set to '2017-04-07 13:25:31'. 'Time To Complete Form' is set to '60' minutes. The 'Groups' and 'Form' dropdowns are empty. A 'SAVE' button is at the bottom. To the right, the 'Scheduled Tasks' section shows a 'Task History' table with columns: Task Name, Form Name, Status, Expiration Time, and Assigned To. The table currently shows 'No Data'.

Selecting “Shared Copy” will create one task screen for every user in the group to work in.

This screenshot is identical to the previous one, but in the 'Task Copy' section, 'Per User Copy' is now highlighted with a red box, indicating it has been selected.

Selecting “Per User Copy” will distribute a copy of the task to every user in the group to work on individually.

This screenshot is identical to the previous one, but in the 'Form' dropdown menu, a specific form name is now visible and highlighted with a red box, indicating it has been selected.

Select the form the user wishes to complete with the task, using the “form” drop-down.

Create Task

Task Type
 Recurring ☐ Single ☒

Assign To
 Person ☐ Group ☒

Task Copy
 Shared Copy ☐ Per User Copy ☒

Groups

Form

 486
 500
 522
 533
 540

Task Name

Start Time
 2017-04-07 13:25:31

Time To Complete Form
 60 minutes

Scheduled Tasks

Task History

Show 25 rows per page

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

r1872 inspec

Name the task in the “task name” field.

Create Task

Task Type
 Recurring ☐ Single ☒

Assign To
 Person ☐ Group ☒

Task Copy
 Shared Copy ☐ Per User Copy ☒

Groups

Form

 486
 500
 522
 533
 540

Task Name

Start Time
 2017-04-07 13:25:31

Time To Complete Form
 60 minutes

Scheduled Tasks

Task History

Show 25 rows per page

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

SAVE

Demo Foods → Plant 538 Connection Status: Connected

r1872 inspec

Select a start time with the “date and time” field.

Create Task

Task Type
 Recurring ☐ Single ☒

Assign To
 Person ☐ Group ☒

Task Copy
 Shared Copy ☐ Per User Copy ☒

Groups

Form

 486
 500
 522
 533
 540

Task Name

Start Time
 2017-04-07 13:25:31

Time To Complete Form
 60 minutes

Scheduled Tasks

Task History

Show 25 rows per page

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

SAVE

Demo Foods → Plant 538 Connection Status: Connected

r1872 inspec

Select an amount of time you with the form to be completed in, for the users.

Create Task

Task Type: ☐ Recurring ☒ Single

Assign To: ☐ Person ☒ Group

Task Copy: ☐ Shared Copy ☒ Per User Copy

Groups:

Form:

Task Name:

Start Time: 2017-04-07 13:25:31

Time To Complete Form: 60 minutes

Scheduled Tasks

Task History

Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

Lastly, save the task to complete tasking.

Create Task

Task Type: ☐ Recurring ☒ Single

Assign To: ☐ Person ☒ Group

Task Copy: ☐ Shared Copy ☒ Per User Copy

Groups:

Form:

Task Name:

Start Time: 2017-04-07 13:25:31


Time To Complete Form: 60 minutes

Scheduled Tasks

Task History

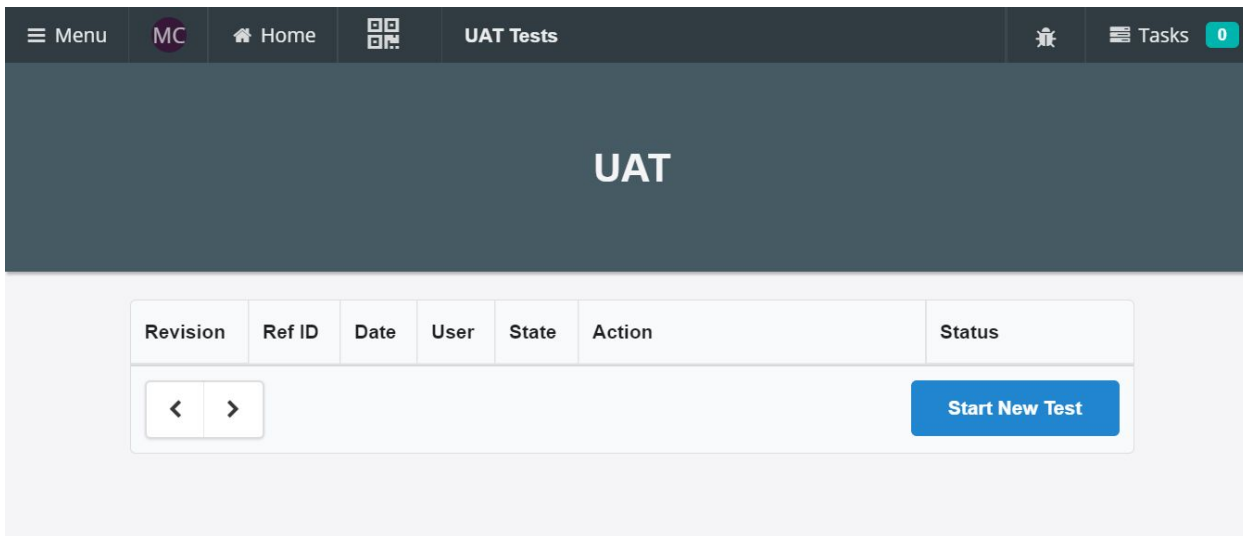
Task Name	Form Name	Status	Expiration Time	Assigned To
No Data				

UAT (User Acceptable Testing) Management

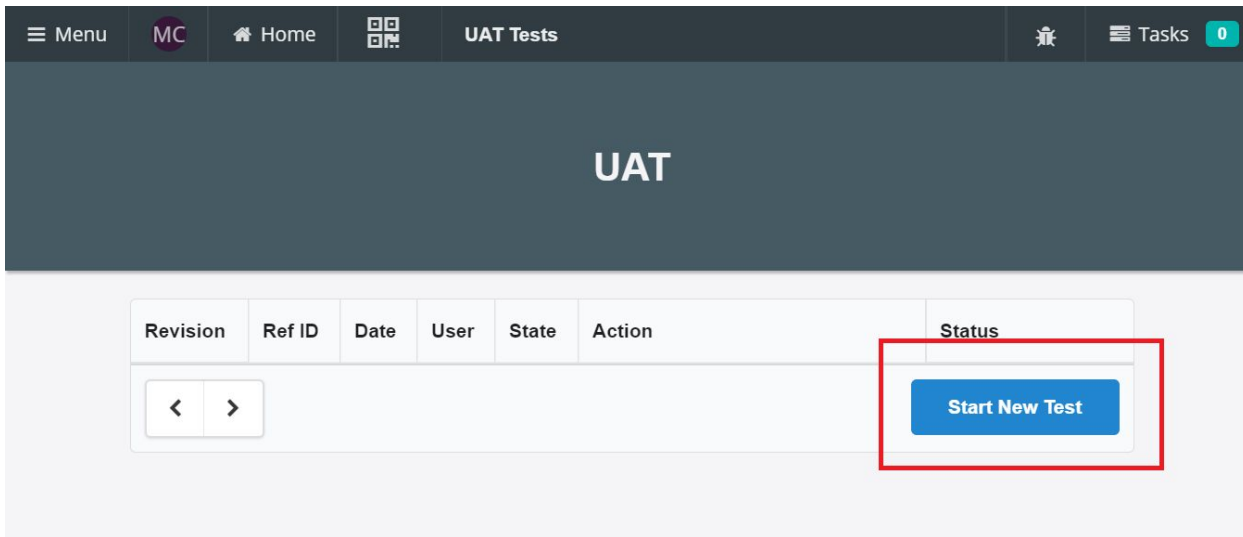
 Role Permissions Needed	
Role Value	Role Name
uatAdmin	UAT Administrator

This functionality allows for the User to test a given Inspec build for acceptable use. By testing a set of common data collection forms, the user can note any odd or unexpected behavior while simulating data collection.

To get to the UAT testing page in Inspec, select the <Menu> slide-out. Select the <Administrative> drop-down and select <UAT>. Make sure the uatAdmin permission is enabled for the user attempting to access the UAT menu.













Select the <Start New Test> button, this will populate a list of the 10 most used forms for your installation.



After the list has been presented the user can begin to test each form, by selecting <Start Test>, and work through them to determine operability of the specific Inspec build being test.

r2389 UAT Forms

 Demo Form Incomplete	View Form
 Time Sheet Incomplete	Start Test
 Test Form (From Grid/Instance) Incomplete	Start Test
 486 Incomplete	Start Test
 Group Form Test Incomplete	Start Test
 12/29/17-00A Incomplete	Start Test
 SSOP Pre-OP Inspection Form, Salame Line Incomplete	Start Test
 Shop Order Line Assign Incomplete	Start Test
 Test Plan Draft 1 Incomplete	Start Test
 Test Plan Draft 2 Incomplete	Start Test

[Go Back](#)

[Complete Test](#)

Inside each form being tested, on the bottom menu a navigation for Pass/Fail is provided. If the form is up to desired operability select <Pass>, if not select <Fail>.

Cart in working order?

Yes No N/A

Cart labeled correctly?

Yes No N/A

Cart clean and clear for use?

Yes No N/A

Dropdown


Select Dropdown

Numeric

Numeric - / +

★ Quantity

Quantity - / + °F

 Upload Image

Segment

ButtonBar

1 2 3 4

★ Long rambling text. Long rambling text.Long ramb...

Some hint

Pass/Fail

Pass Fail

Btn1 btn2

-5 0


Btn1 btn2

Very Test! super long text Very ...

Btn1 btn2

[← Previous](#)

[Originating Form](#)

[FINISH REPORT](#) 

[Go Back \(UAT\)](#)

[Pass](#) [Fail](#)

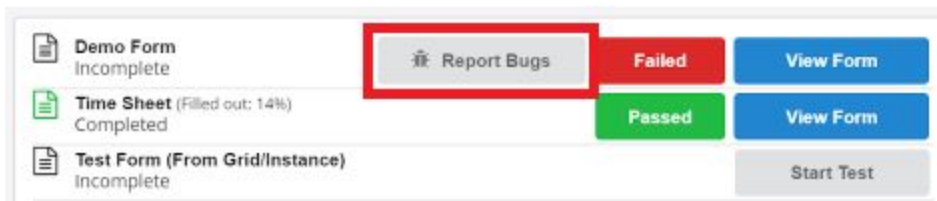
Demo Foods

Plant 538

Connection Status: Connected

Form: 909b8f79-cdea-45d6-80ef-fde87cbf8ec0

If <Fail> is selected, the UAT test list has an option to use the new Bug Reporting functionality for the failed form.



At the end of the list, the Tester can complete the UAT testing regime with the <Complete Test> button and conclude that UAT session.