



Inspections Training

Agenda

How to get started

- Finalize your account and get the app
- Login to download your property

How to submit inspections

- Scan Smart Tag
- Input details and submit inspections

How to View Inspections

- Select specific inspection points
- Download Reports

How to do more

- Adding Users, Administrative settings
- Hands-on Demo

What's "Tap Report"?

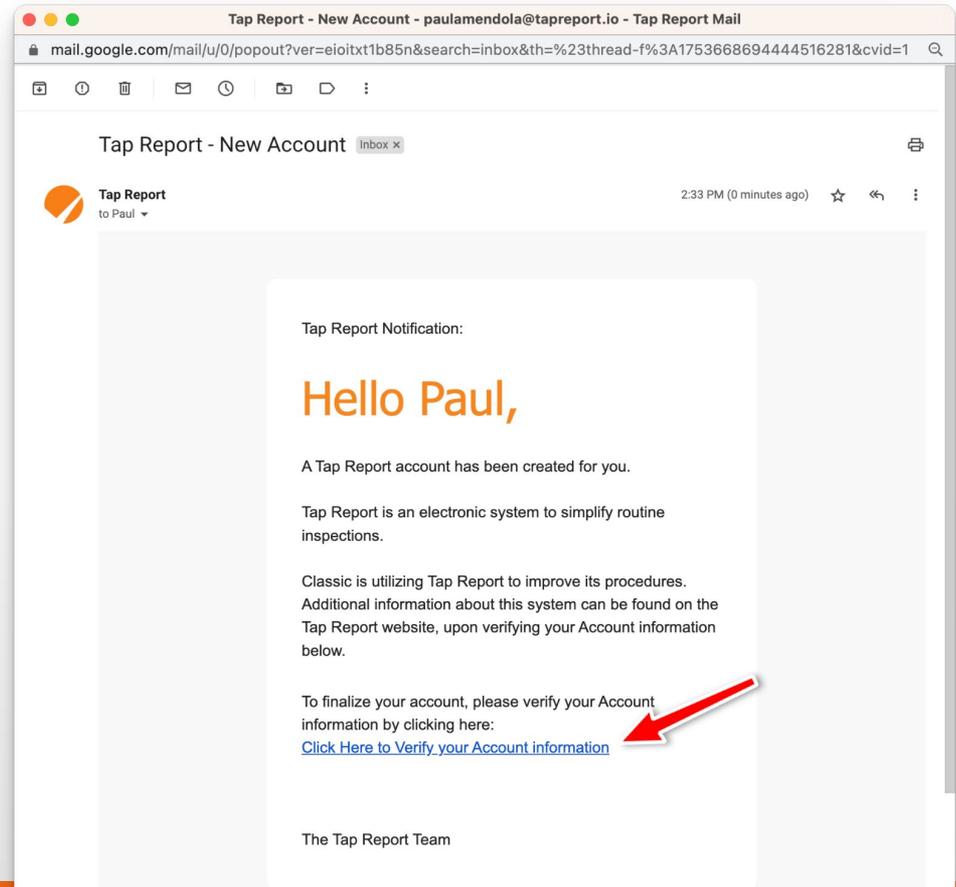
*It's a solution used to simplify
routine inspections and reports.*



Getting Started

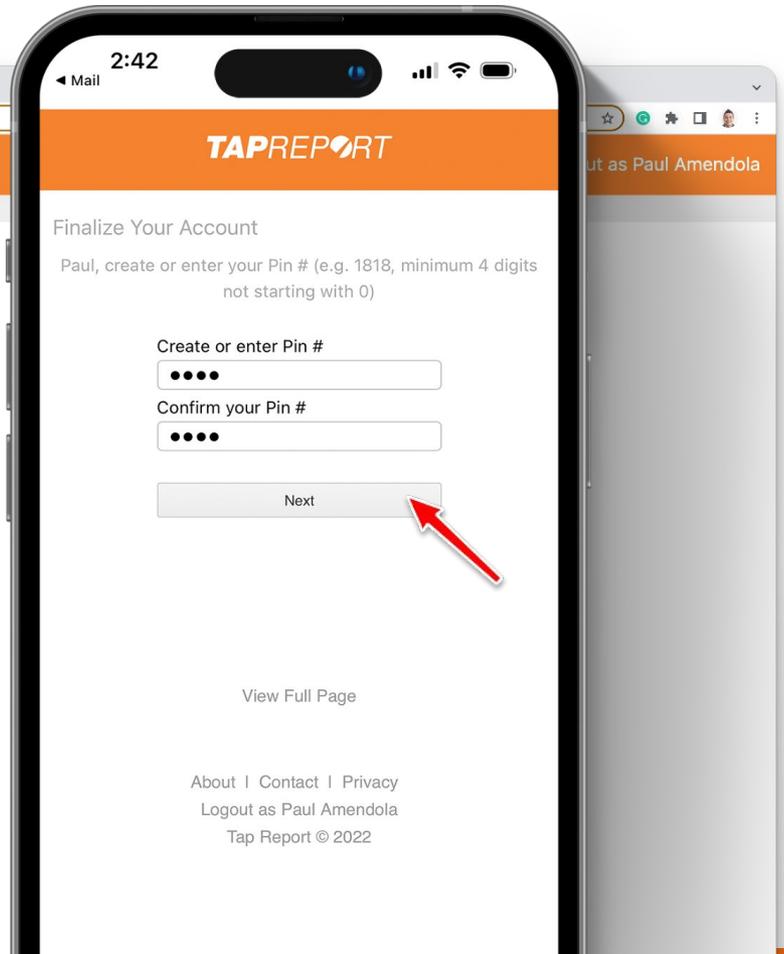
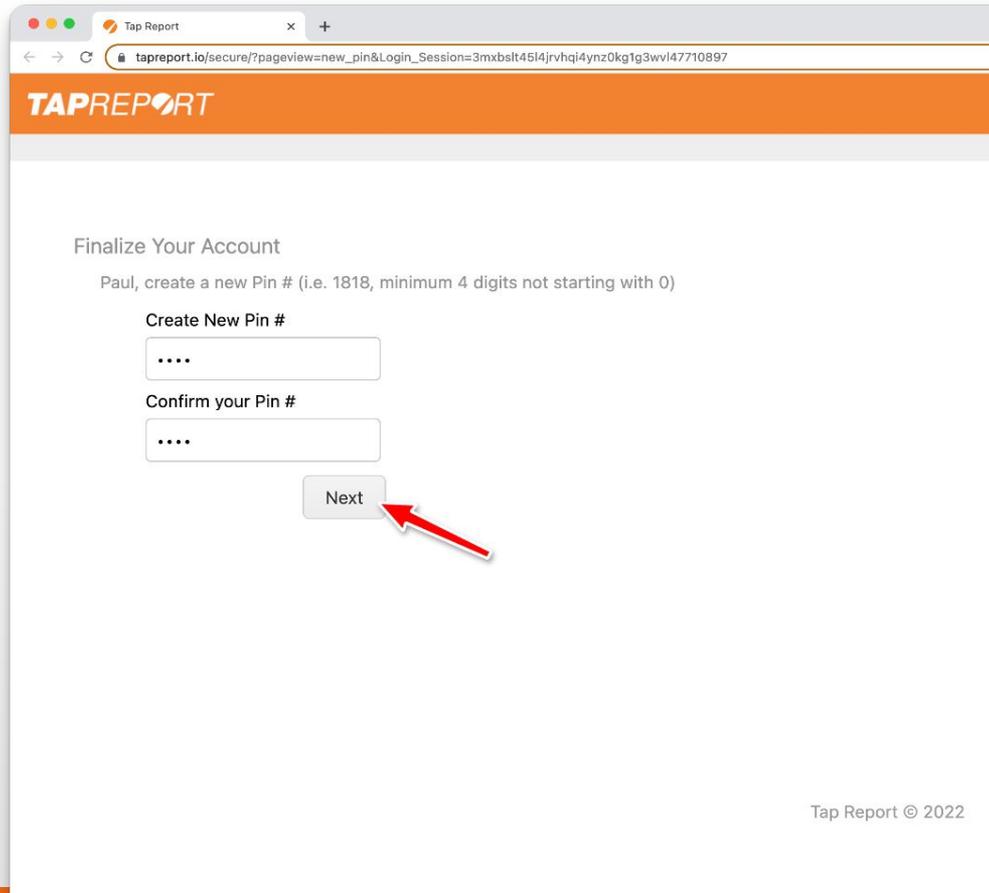
Finalize your account by finding the email with the subject line, **Tap Report New Account** then press the link.

Didn't receive the email? Check your spam folder or visit tapreport.com to create an account manually.



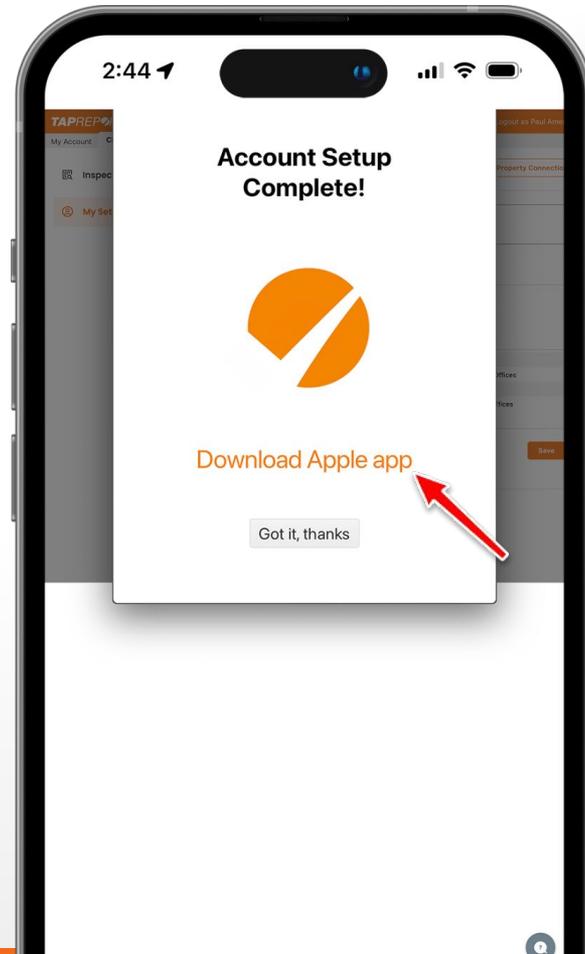
Getting Started

Create a new Pin # (minimum 4 digits not starting with 0) then press **Next**.



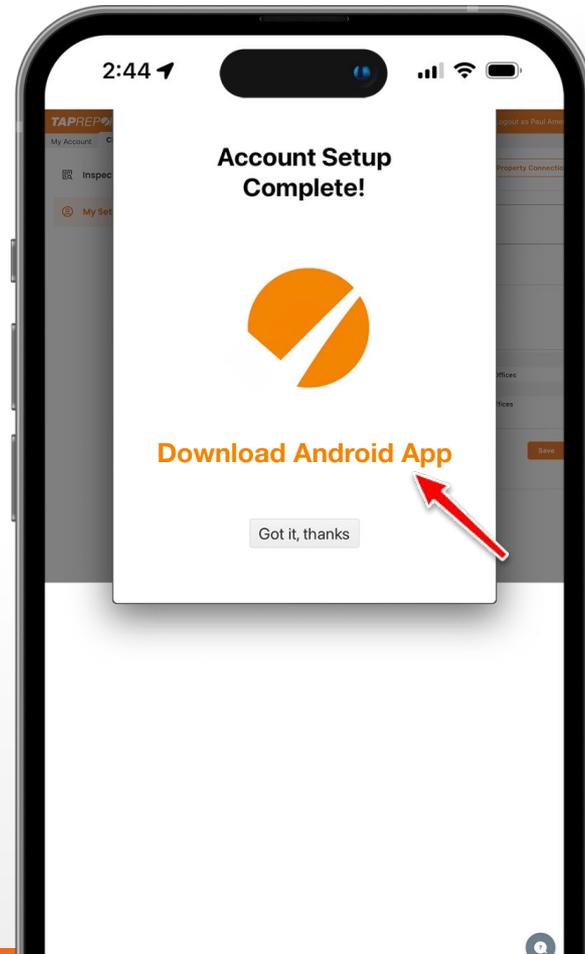
Getting Started

Press **Download Apple app** or scan this QR Code.



Getting Started

Press **Download Android app** or scan this QR Code.



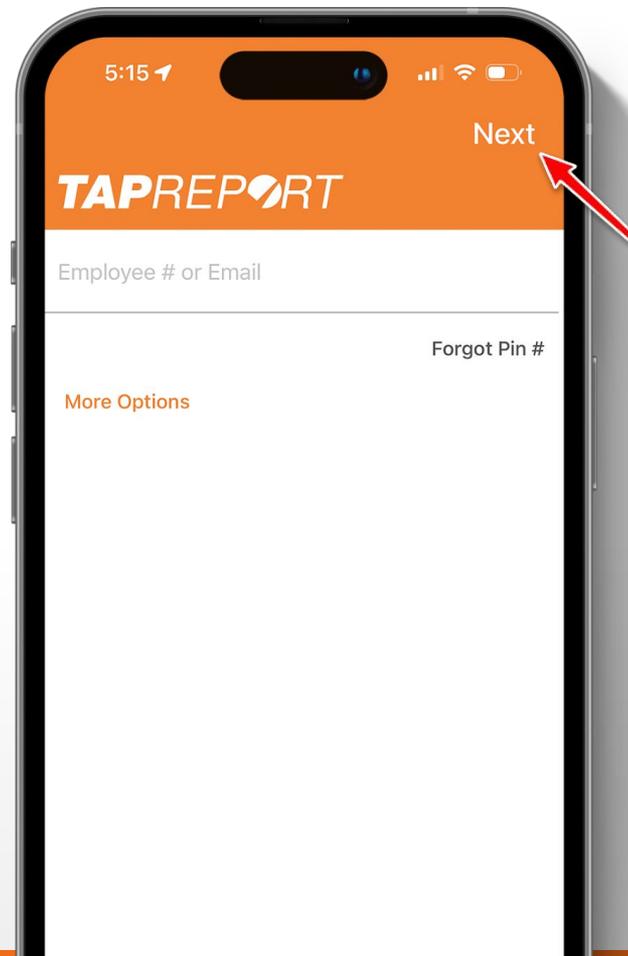
Getting Started

Launch the **Tap Report** app by pressing the icon that's orange with a checkmark.



Getting Started

Input your Email, press **Next**, input your Pin # and press **Next**.

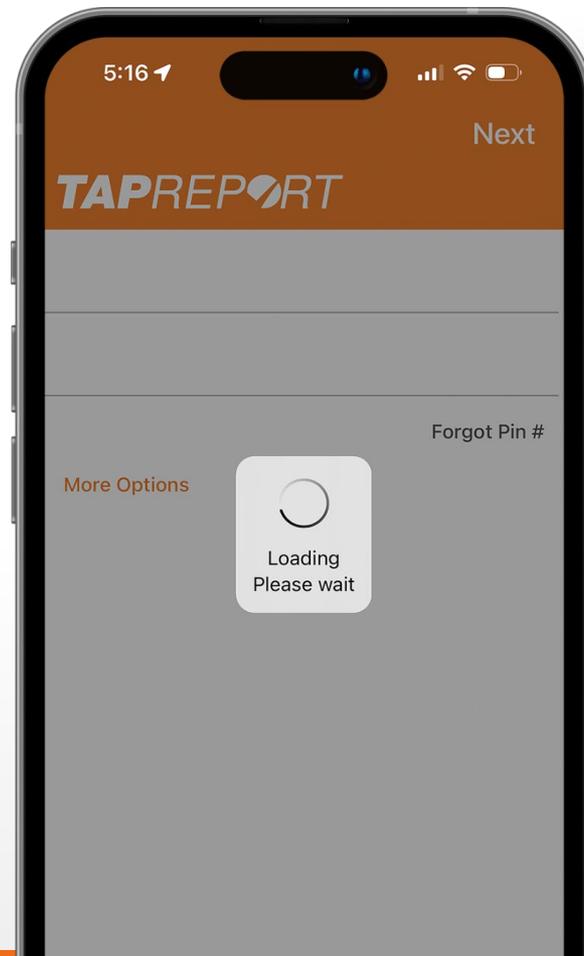


Don't have an email? You'll have to use your Manager's email to register then you can use an Employee #.

Tip: After inputting your Email, press **Save and allow Touch/Face ID**.

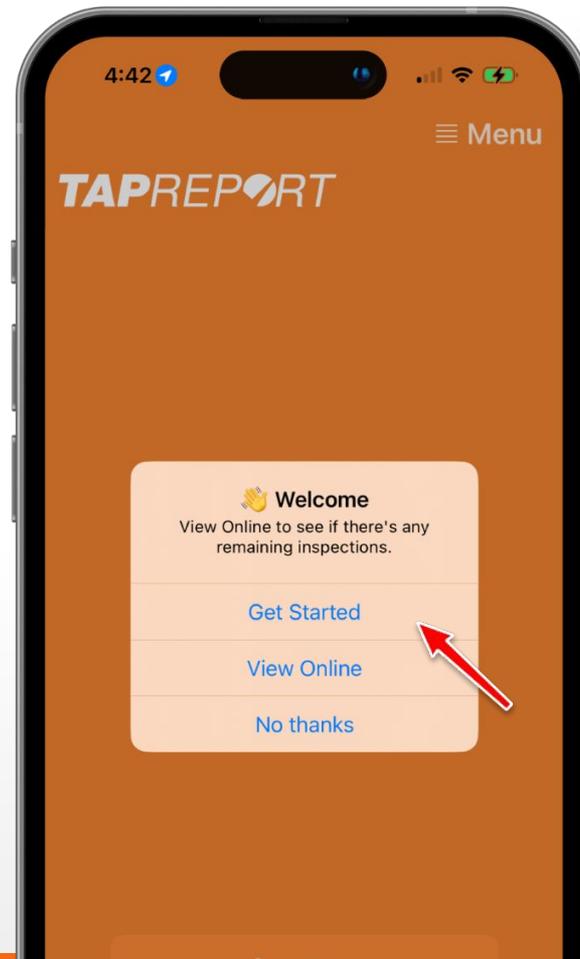
Getting Started

Upon logging in for the first time, the app will download all building specifications.



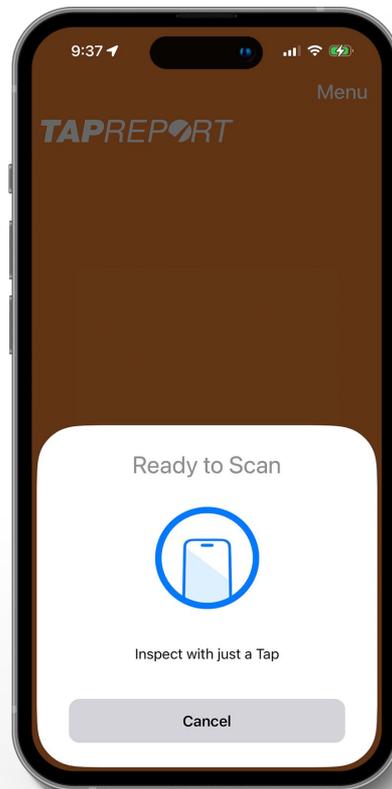
Getting Started

For training purposes go ahead and press **No thanks**.



How to submit standard inspections

Scan a Smart Tag with the back of your phone for **1-2 seconds**.



How to submit standard inspections

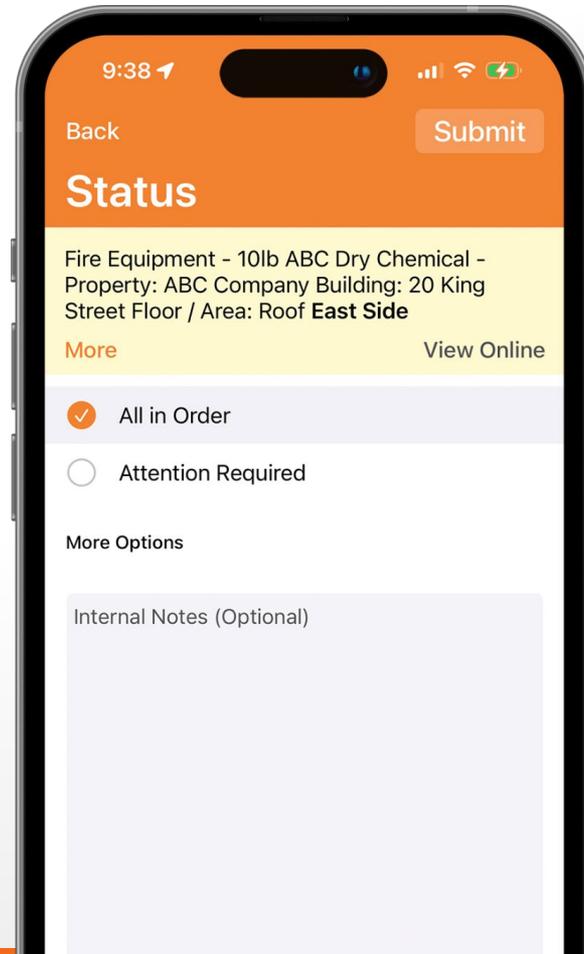
Scan a Smart Tag with the back of your phone for **1-2 seconds**.



*Common scanner locations
(may vary by phone)

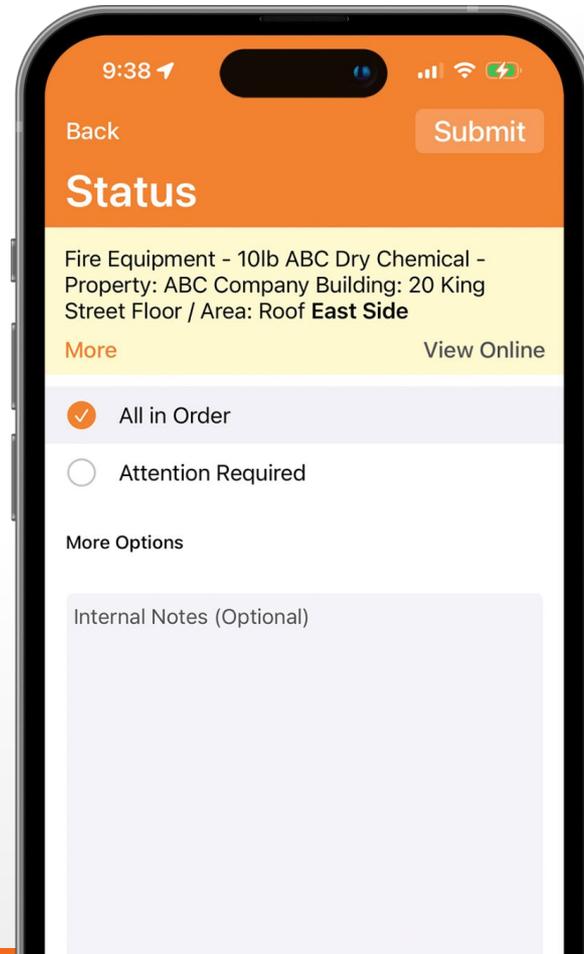
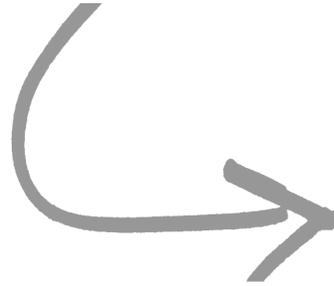
How to submit standard inspections

Upon tapping a Standard Smart Tag, the screen will change.



How to submit standard inspections

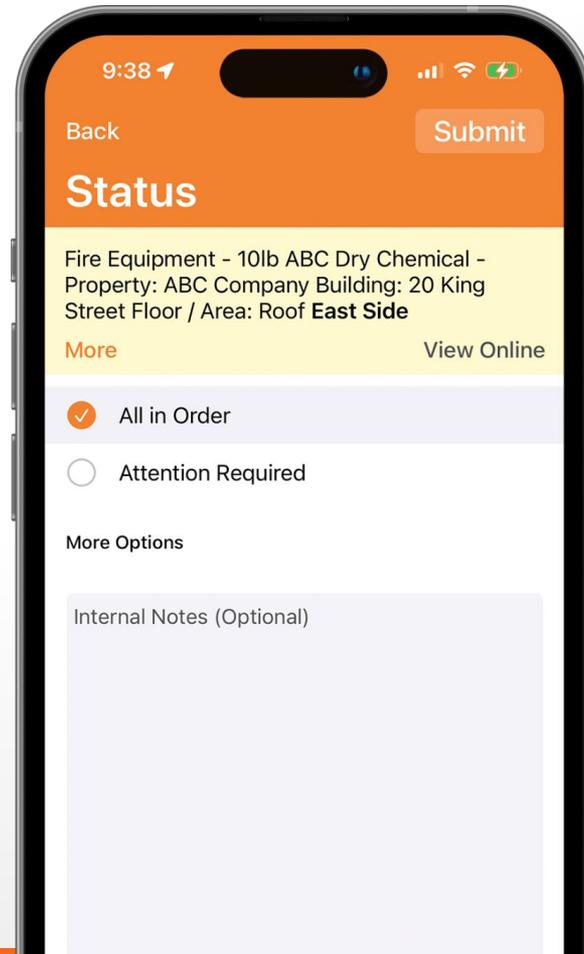
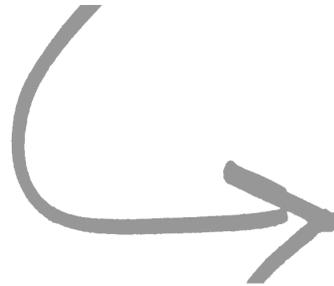
The yellow banner tells you what you're inspecting.



How to submit standard inspections

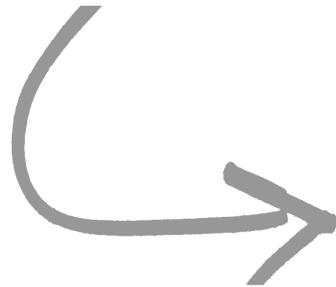
Two most common options:

- All in Order
- Attention Required



How to submit standard inspections

If there was an issue, select **Attention Required**.



9:42

Back Submit

Status

Fire Equipment - 10lb ABC Dry Chemical -
Property: ABC Company Building: 20 King
Street Floor / Area: Roof **East Side**

More View Online

All in Order

Attention Required

More Options

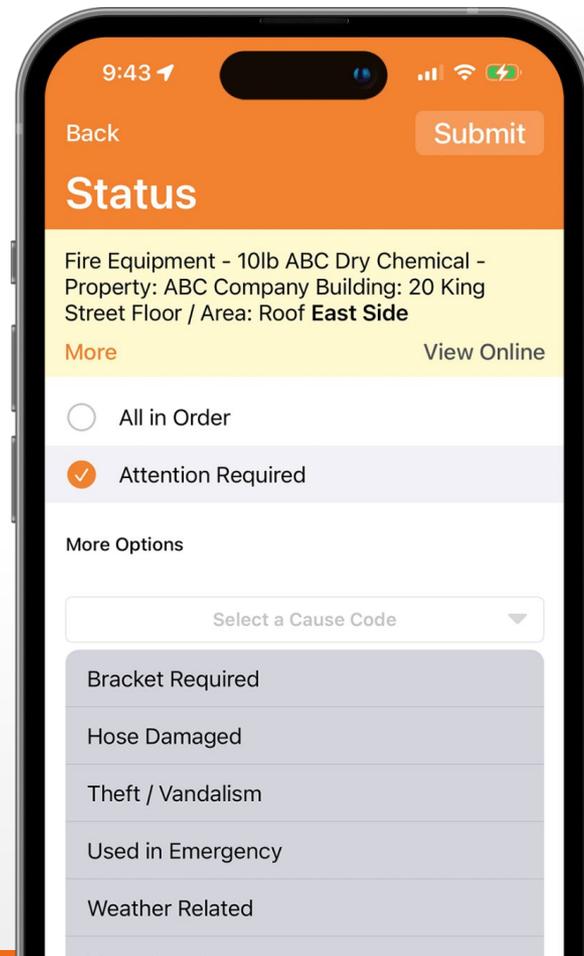
Select a Cause Code

+

Internal Notes (Optional)

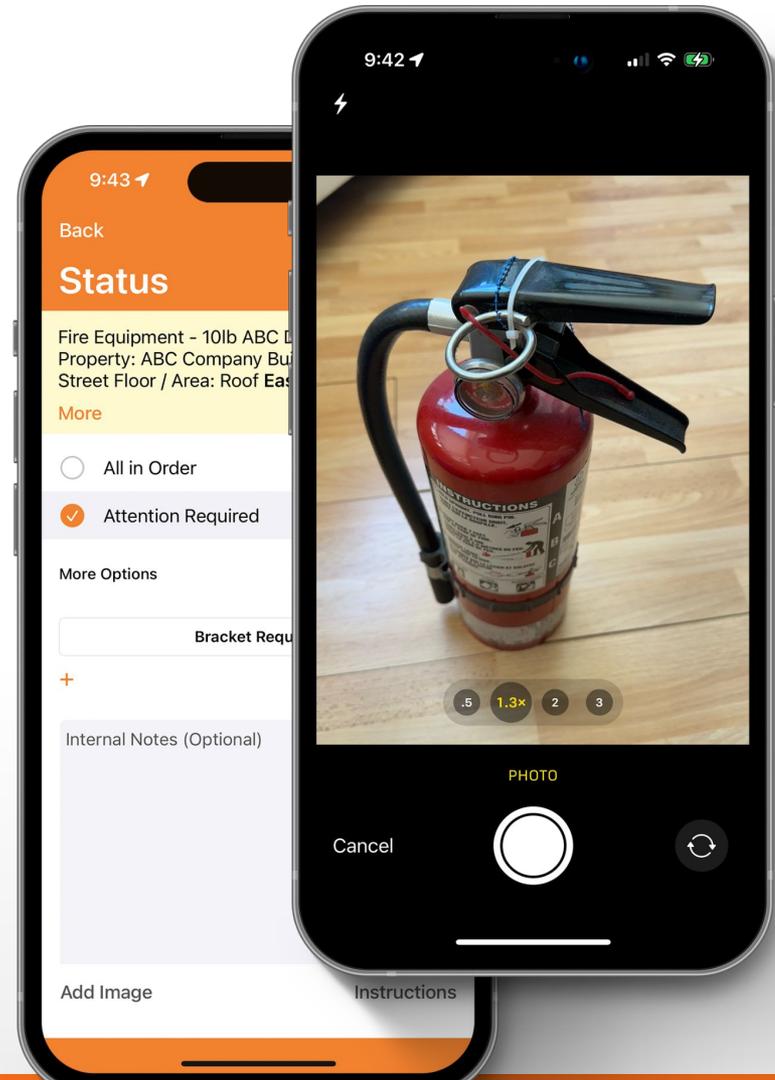
How to submit standard inspections

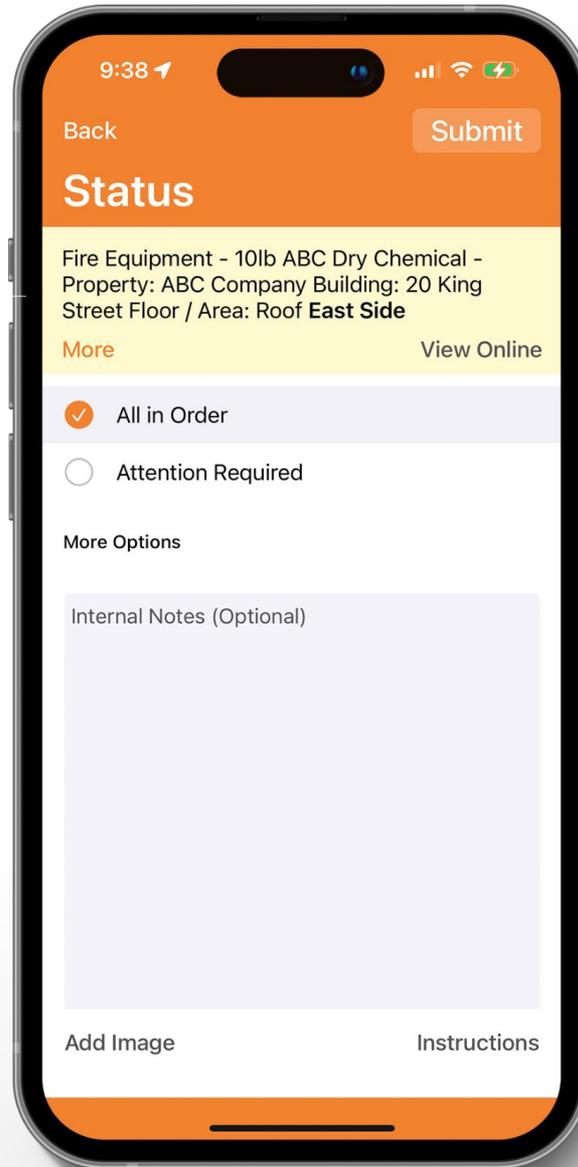
When Attention Required is Selected a list of pre-populated Cause Code options can be chosen such as **Bracket Required**.

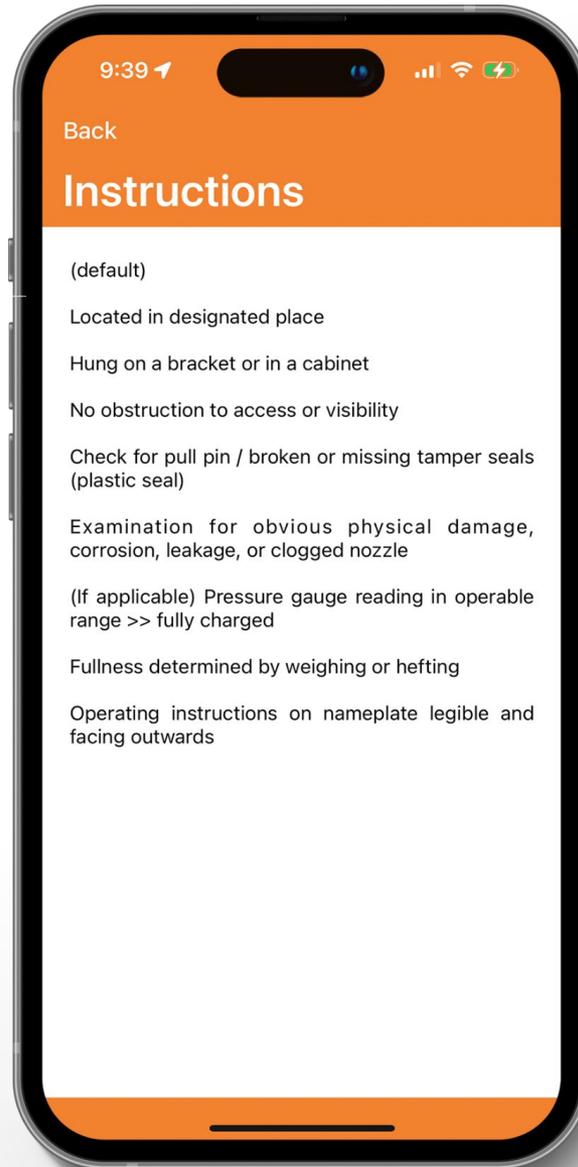


How to submit standard inspections

(Optional) Add a note or image.

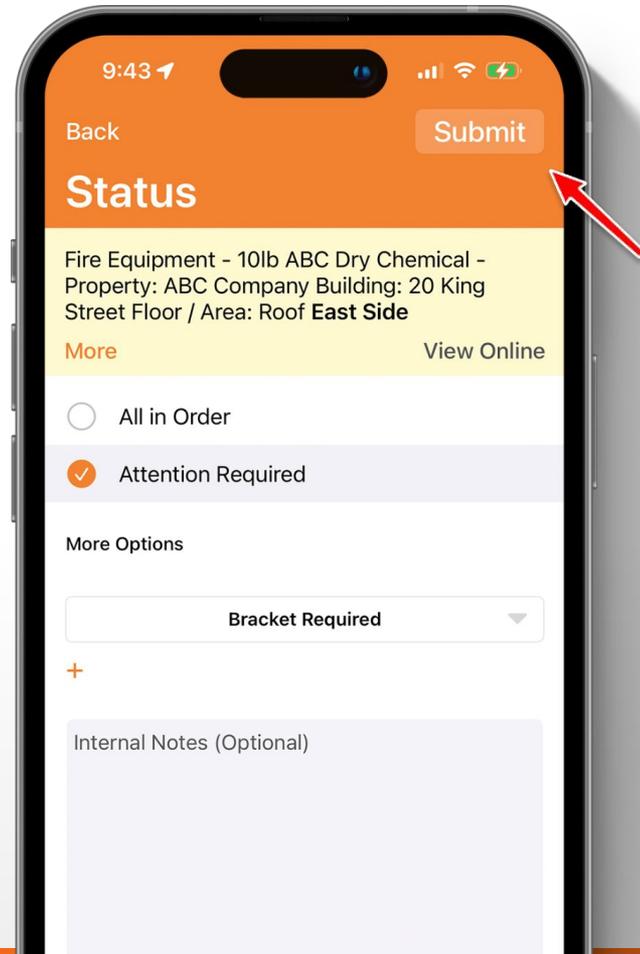


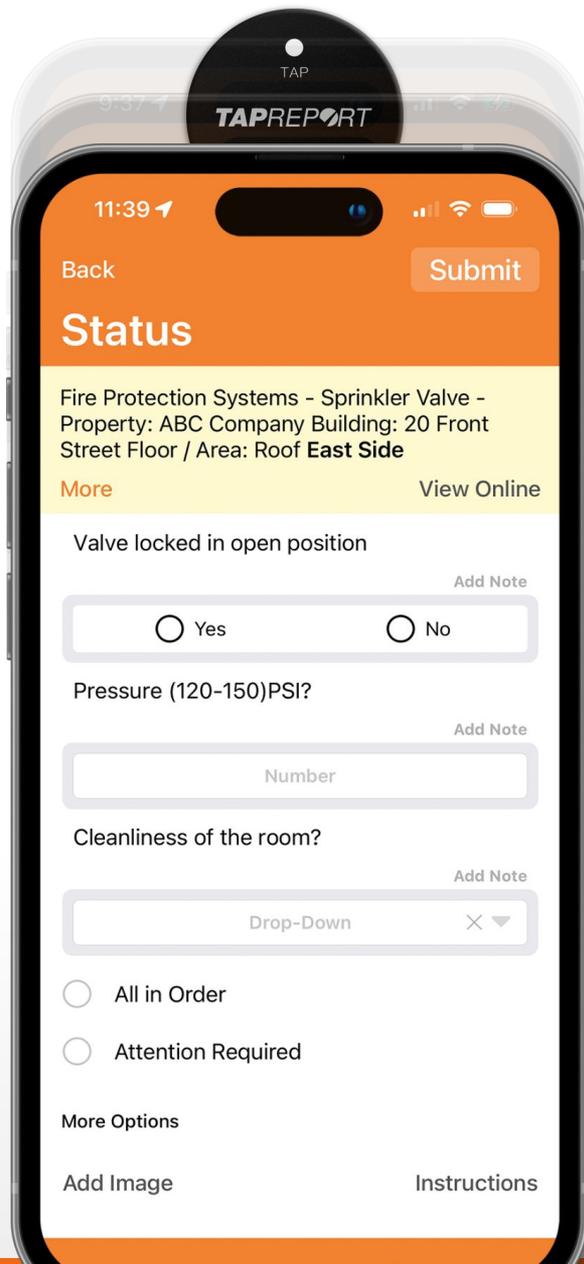




How to submit standard inspections

Then press **Submit**.





TAP

TAPREPORT

11:39

Back

Submit

Status

Fire Protection Systems - Sprinkler Valve -
Property: ABC Company Building: 20 Front
Street Floor / Area: Roof East Side

More

View Online

Valve locked in open position

Add Note

Yes

No

Pressure (120-150)PSI?

Add Note

Number

Cleanliness of the room?

Add Note

Drop-Down



All in Order

Attention Required

More Options

Add Image

Instructions

11:40    

Back Submit

Status

Fire Protection Systems - Sprinkler Valve -
Property: ABC Company Building; 20 Front
Street Floor / Area: Roof **East Side**

[More](#) [View Online](#)

Valve locked in open position [Add Note](#)

Yes No

Pressure (120-150)PSI? [Add Note](#)

Cleanliness of the room? [Add Note](#)

X ▼

All in Order

Attention Required

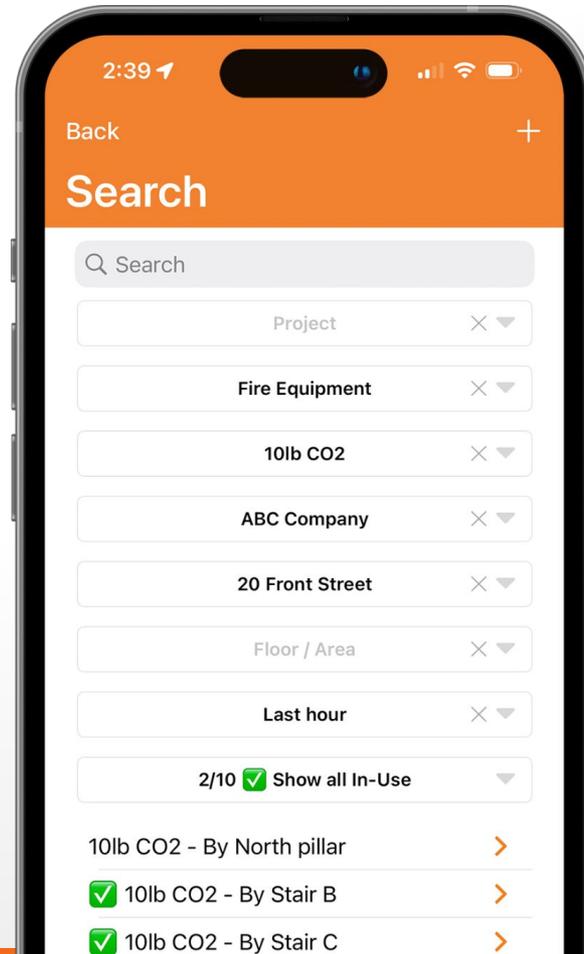
More Options

Add Image Instructions



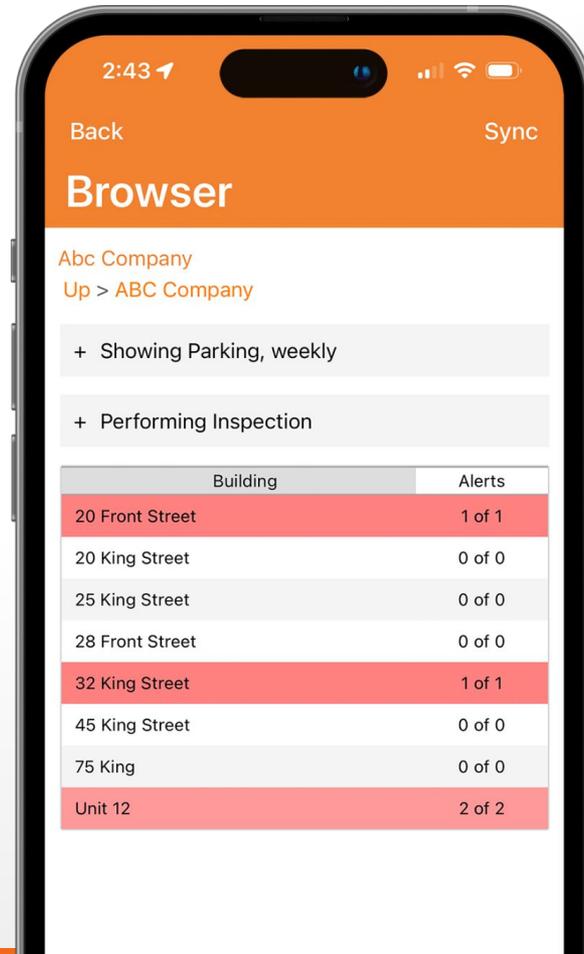
Search

Press **Search** to see which inspections were just completed.



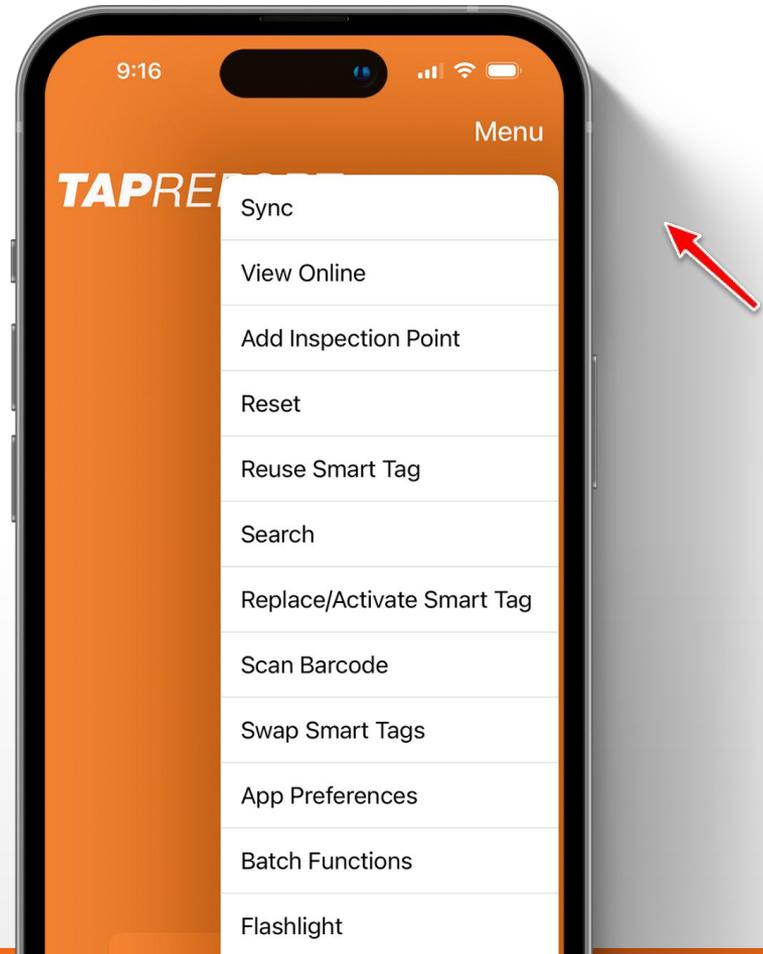
View Online

Press **Menu** > **Sync** then **View Online** to see live data.



Sync Inspections and Log Out

Upon completion, press **Menu** > **Sync** then **Menu** > **Log Out**.





Admin App Training

How to edit an inspection point

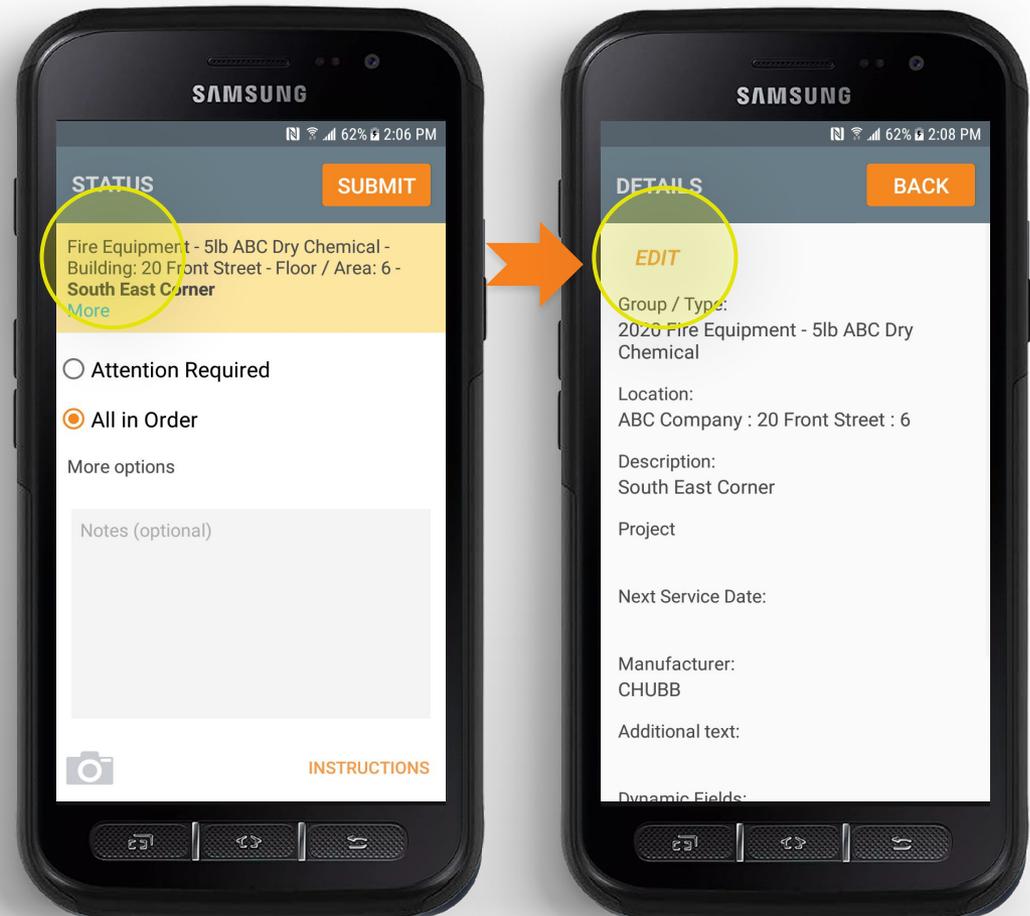
Select or scan a Smart Tag with the back of your phone for 1-2 seconds.



*Common scanner locations
(may vary by phone)

How to edit an inspection point

Press **More** in the yellow banner then Edit.



How to add an inspection point

Press **Menu** > **Add New Inspection Point** or scan a new Smart Tag with the back of your phone for 1-2 seconds.



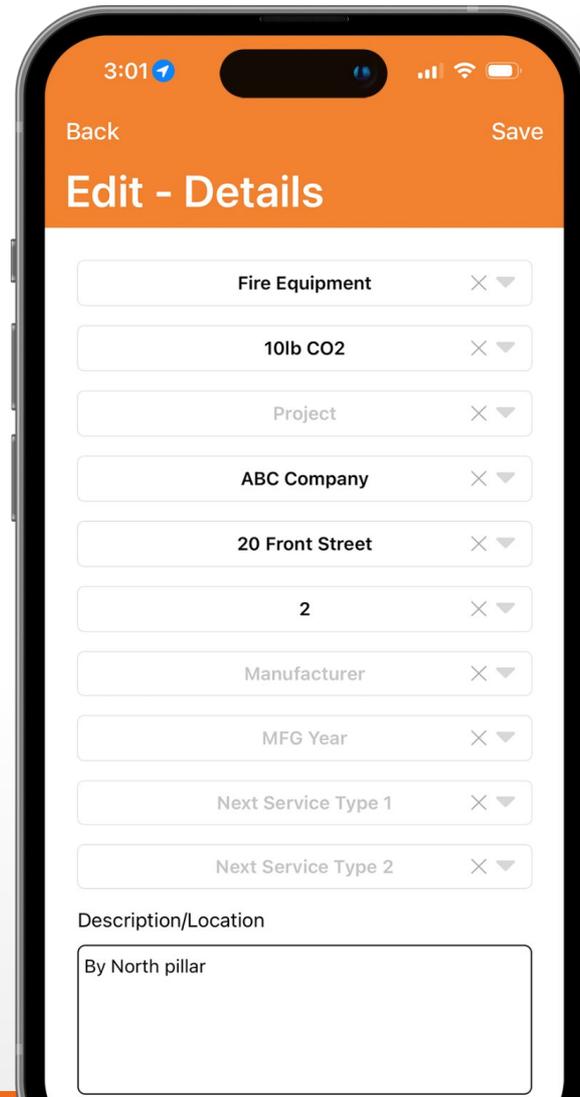
*Common scanner locations
(may vary by phone)

Inspection Point Details

Input Details

- For example
 - Group: Fire Equipment
 - Type: 10lb CO2
 - Property: ABC Company
 - Building: 20 Front Street
 - Floor: 2
 - Description: By North pillar

Then press **Save**



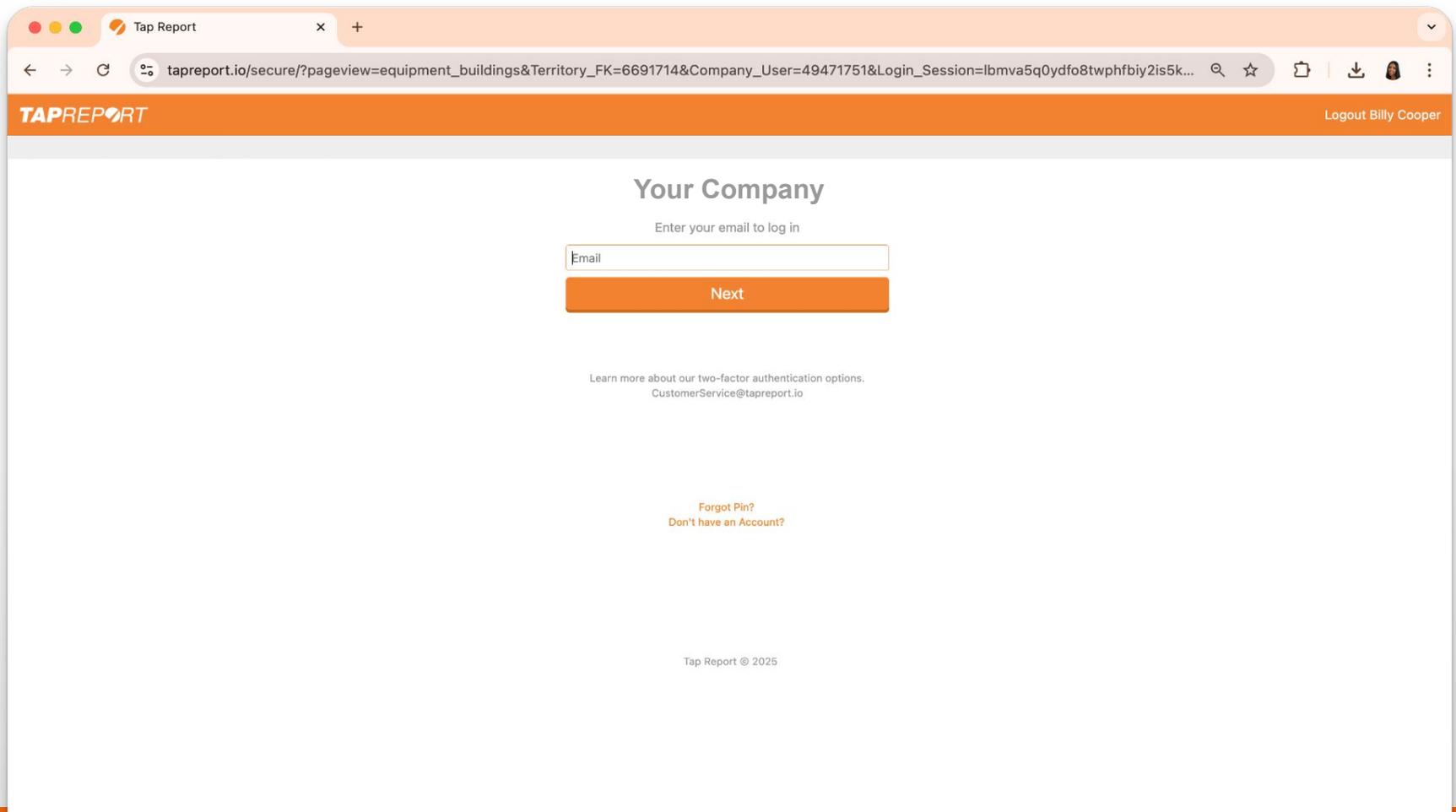
The image shows a smartphone screen displaying the 'Edit - Details' form for an inspection point. The form is titled 'Edit - Details' and has a 'Back' button on the left and a 'Save' button on the right. The form contains several input fields, each with a dropdown arrow and an 'X' icon for deletion. The fields are: 'Fire Equipment', '10lb CO2', 'Project', 'ABC Company', '20 Front Street', '2', 'Manufacturer', 'MFG Year', 'Next Service Type 1', and 'Next Service Type 2'. Below these fields is a section labeled 'Description/Location' with a text input field containing the text 'By North pillar'.



Admin on the Web Training

Log in and find your inspections

Visit www.tapreport.io/<yourcompany> and Log In.



The screenshot shows a web browser window with the Tap Report logo in the top left and a "Logout Billy Cooper" link in the top right. The main content area is titled "Your Company" and contains a login form. The form has a text input field labeled "Email" and an orange "Next" button. Below the form, there is a link for "Forgot Pin?" and another link for "Don't have an Account?". At the bottom of the page, the copyright notice "Tap Report © 2025" is visible.

Tap Report

Logout Billy Cooper

Your Company

Enter your email to log in

Next

[Forgot Pin?](#)
[Don't have an Account?](#)

Tap Report © 2025

Viewing Inspections

Grey = Good | Yellow = Near-due | Red = Over-due
Dark Red = Submitted Issue

The screenshot shows the Tap Report web application interface. The browser address bar displays the URL: `tapreport.io/secure/?pageview=equipment_buildings&Territory_FK=6691714&Company_User=49471751&Login_Session=lbmva5q0ydf08twphfbiy2is5k...`. The page header includes the Tap Report logo and a user profile for Billy Cooper. The main navigation sidebar contains: Inspections, Users, Company Settings, and My Settings. The main content area is titled 'COMPANY > ABC PROPERTY' and features a 'Download Reports' button and 'Floors'/'Map' tabs. A filter bar indicates '+ Showing all inspection points Press to filter'. A bar chart shows inspection counts for two buildings: 225 King and 227 King. Below the chart is a table of alerts.

Building	Alerts
● 225 King	4 of 119
● 227 King	2 of 2

Legend

- Submitted issue
- Over-due
- Near-due / set-due

Viewing Inspections

To view inspections, select a **Building**.

The screenshot shows the Tap Report interface for viewing inspections. The page is titled 'Inspections' and is for 'ABC Company'. The main content area shows a map with two buildings: '225 King' and '227 King'. A red arrow points to the '225 King' building. Below the map is a table showing the number of alerts for each building. A legend indicates that red dots represent 'Submitted issue', pink dots represent 'Over-due', and yellow dots represent 'Near-due / set-due'.

Building	Alerts
● 225 King	4 of 119
● 227 King	2 of 2

Legend

- Submitted issue
- Over-due
- Near-due / set-due

Viewing Inspections

To view inspections, select a **Floor/Area**.

The screenshot shows the Tap Report web application interface. The browser address bar displays the URL: `tapreport.io/secure/?pageview=equipment_floors&Territory_FK=6691714&Building_FK=51781738&Company_User=49471751&Login_Session=lbmva5q...`. The page header includes the Tap Report logo and the user name 'Logout Billy Cooper'. The navigation menu on the left includes 'My Account', 'ABC Company', 'Products', 'Inspections', 'Users', 'Company Settings', and 'My Settings'. The main content area shows the breadcrumb 'COMPANY > ABC PROPERTY > 225 KING' and a 'Download Reports' button. A search bar indicates '+ Showing all inspection points Press to filter'. A bar chart shows two bars: '225 King' (taller) and '227 King' (shorter). A table below the chart lists inspection points for '225 King'.

Floor / Area	Alerts
Roof	2 of 18
Upper Penthouse	0 of 5
Penthouse	2 of 14
Loading Dock	0 of 2
16	0 of 3
15	0 of 3
14	0 of 3
12	0 of 3

Viewing Inspections

To view inspections, select the **inspection point**.

The screenshot shows the Tap Report interface. The breadcrumb trail is **COMPANY > ABC PROPERTY > 225 KING > ROOF**. The main content area displays a table of inspection points. A red arrow points to the first row, which is highlighted. The table has columns for Description, Group, Type, Inspection, Maintenance, and Inspected. There are also buttons for 'Download Reports', 'Floors', and 'Map'.

Description	Group, Type	Inspection	Maintenance	Inspected	
● By Room 54	Appliances, Dish Washer	Attention Required	Not scheduled	Feb 13, 2025	Details
● By Room 358	Exterior, Other	Attention Required	Not scheduled	Dec 7, 2024	Details
Sector 2 - B217 Pump Room	Exterior, Daily Zone	Never inspected	Not scheduled	Never	Details
Sector 2 - Elevator Machine Room	Exterior, Daily Zone	Never inspected	Not scheduled	Never	Details
Sector 3 - Elevator #10 Machine Room	Exterior, Daily Zone	Never inspected	Not scheduled	Never	Details
Sector 3 - B239 Pump Room	Exterior, Daily Zone	Never inspected	Not scheduled	Never	Details

Inspection point history

The screenshot shows a web browser window with the Tap Report application. The breadcrumb trail is 'COMPANY > ABC PROPERTY > 225 KING > ROOF > INSPECTION HISTORY'. The page features a sidebar with 'Inspections', 'Users', 'Company Settings', and 'My Settings'. A main content area shows a map with a red pin on '225 King'. Below the map, a red alert banner reads 'Appliances, Dish Washer, By Room 54' with the note 'Inspection not scheduled; Attention Required'. An 'Attachments' section contains a photo of a person. At the bottom, a table lists inspection records.

Scanned	Submitted	Inspector	Status	Notes	
●	Today	Billy Cooper	Attention Required	Broken	📄 📄 📄 Edit
●	Feb 13, 2025	Sean Findlay	Attention Required		📄 📄 📄
	Feb 13, 2025	Sean Findlay	Edited	First edit on record.	

Edit inspection point

To make changes (i.e. description, interval etc.), press **Details**.

The screenshot shows the Tap Report web application interface. The browser address bar displays the URL: `tapreport.io/secure/?pageview=equipment_entries&Equipment_FK=3822271795&Company_User=49471751&Login_Session=lbmva5q0ydf08twphfbiy2...`. The page header includes the Tap Report logo and a user profile for Billy Cooper. The main navigation menu on the left includes 'Inspections', 'Users', 'Company Settings', and 'My Settings'. The main content area shows a breadcrumb trail: 'COMPANY > ABC PROPERTY > 225 KING > ROOF > INSPECTION HISTORY'. Below this, there is a '+ Submit an Inspection' button and a 'Download Report' button. A map view shows two locations: '225 King' and '227 King'. A red bar highlights a specific inspection point: 'Appliances, Dish Washer, By Room 54' with the status 'Inspection not scheduled; Attention Required'. This bar contains 'Set Due' and 'Details' buttons. A red arrow points to the 'Details' button. Below the highlighted bar, there is an 'Attachments' section with a small image thumbnail. At the bottom, a table lists inspection records.

Scanned	Submitted	Inspector	Status	Notes	
●	Today	Billy Cooper	Attention Required	Broken	Edit
●	Feb 13, 2025	Sean Findlay	Attention Required		

Edit inspection point

Upon editing the inspection point details, press **Save All**.

The screenshot displays the Tap Report web application interface. The browser address bar shows the URL: `tapreport.io/secure/?pageview=equipment_location_edit&Territory_FK=6691714&Building_FK=51781738&Floor_FK=116271823&Equipment_FK=38222...`. The page title is "TAPREPORT" and the user is logged out as "Billy Cooper".

The main content area shows the "Inspection Point Details" form for the "ABC Company". The breadcrumb trail is: **COMPANY > ABC PROPERTY > 225 KING > ROOF > INSPECTION POINT DETAILS**. The form is updated on 2025-02-13 13:54:22 by Sean Findlay.

The form is divided into two sections: "Location" and "Details".

Location Section:

- Property: ABC Property
- Building: 225 King
- Floor / Area: Roof
- Description: By Room 54
- Project (?): ** Select Project
- Coordinates: + Show on map >

Details Section:

- ID #: 19071672252088594
- Group: Appliances
- Type: Dish Washer

At the bottom of the form, there are two buttons: "Archive Inspection Point" and "Save All". A red box highlights these buttons, and a red arrow points to the "Save All" button.

Below the form, there is a section for "Inspection Instructions" with a checkbox for "Auto-display".

Download Inspections

To download your inspections, press **Download Reports**.

The screenshot displays the Tap Report web application interface. The browser address bar shows the URL: `tapreport.io/secure/?pageview=equipment_buildings&Territory_FK=6691714&Company_User=49471751&Login_Session=lbmva5q0ydf08twphfbiy2is5k...`. The page header includes the Tap Report logo and a user profile for Billy Cooper. The main navigation menu on the left includes 'Inspections', 'Users', 'Company Settings', and 'My Settings'. The 'Inspections' section is active, showing a 'Live' status and a search bar. A red arrow points to the 'Download Reports' button in the top right corner of the main content area. Below the search bar, there are two building cards: '225 King' and '227 King'. A table below the cards shows the number of alerts for each building.

Building	Alerts
● 225 King	4 of 119
● 227 King	2 of 2

Legend

- Submitted issue
- Over-due
- Near-due / set-due

Download Inspections

Select a Group, the Type of report (i.e. History) and press **Go**.

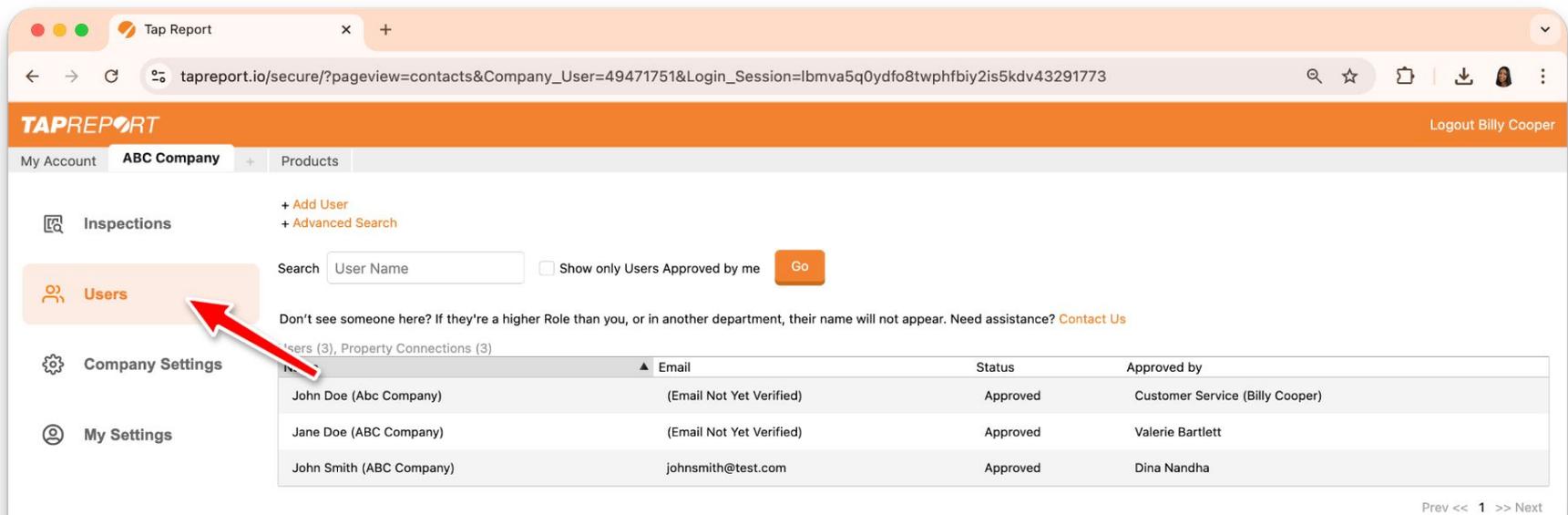
The screenshot shows the Tap Report web application interface. A modal dialog titled "Reports for this Property" is open, allowing users to generate reports. The dialog includes the following options:

- Report Type:** PDF (selected) or CSV.
- Scope:** All Projects and All Groups (both selected).
- Future:** Forecast summary of service, Forecast breakdown of service.
- Present:** Inspection points with deficiencies, Inspection points that are due for inspection, All inspection points.
- History:** This Week (selected), include photos (slower) (checkbox).
- Additional Options:** Add my signature (checkbox), Add a comment (optional)...

A red arrow points to the **Go** button at the bottom right of the dialog. A note states: "Note: Large files may take a minute to generate."

Users

Press **Users** to add, approve or deny users.



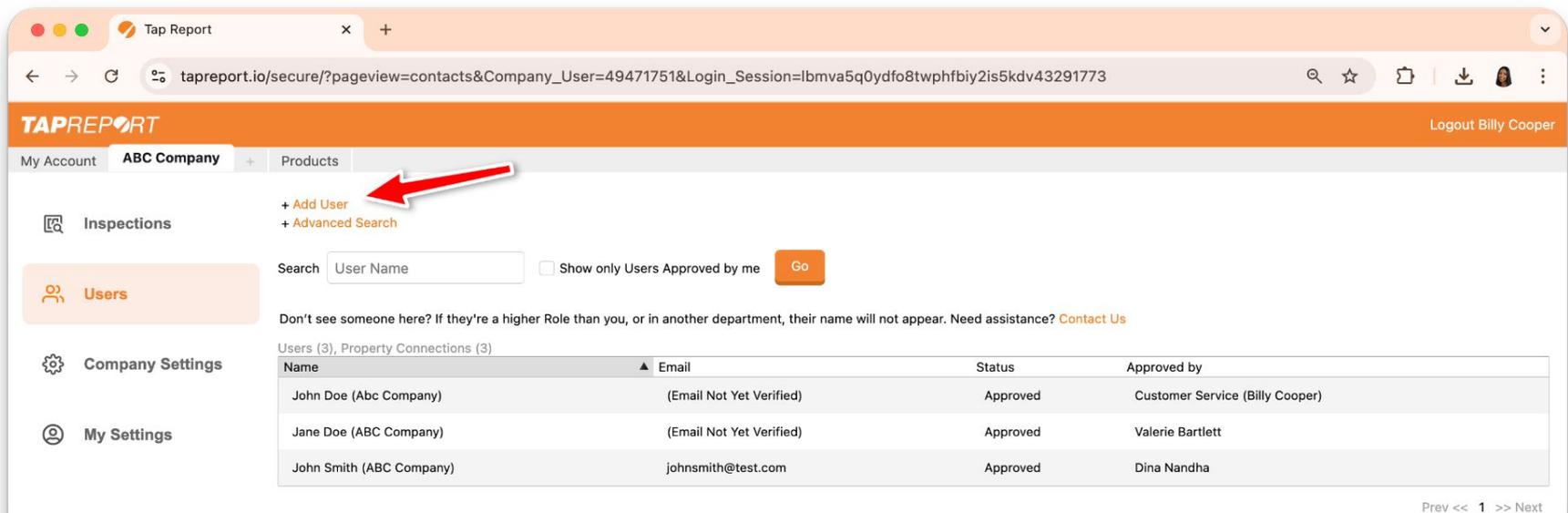
The screenshot shows the Tap Report web application interface. The browser address bar displays the URL: `tapreport.io/secure/?pageview=contacts&Company_User=49471751&Login_Session=lbmva5q0ydf08twphfbiy2is5kdv43291773`. The page header includes the Tap Report logo and a "Logout Billy Cooper" link. The main navigation sidebar on the left contains "My Account", "ABC Company", "Products", "Inspections", "Users", "Company Settings", and "My Settings". The "Users" menu item is highlighted with a red arrow. The main content area features a search bar with the text "User Name" and a "Go" button, along with a checkbox for "Show only Users Approved by me". Below the search bar, a message states: "Don't see someone here? If they're a higher Role than you, or in another department, their name will not appear. Need assistance? [Contact Us](#)". A table displays a list of users with columns for Name, Email, Status, and Approved by. The table contains three rows of data.

Name	Email	Status	Approved by
John Doe (ABC Company)	(Email Not Yet Verified)	Approved	Customer Service (Billy Cooper)
Jane Doe (ABC Company)	(Email Not Yet Verified)	Approved	Valerie Bartlett
John Smith (ABC Company)	johnsmith@test.com	Approved	Dina Nandha

Prev << 1 >> Next

Users

To add a user, press **Add User**.



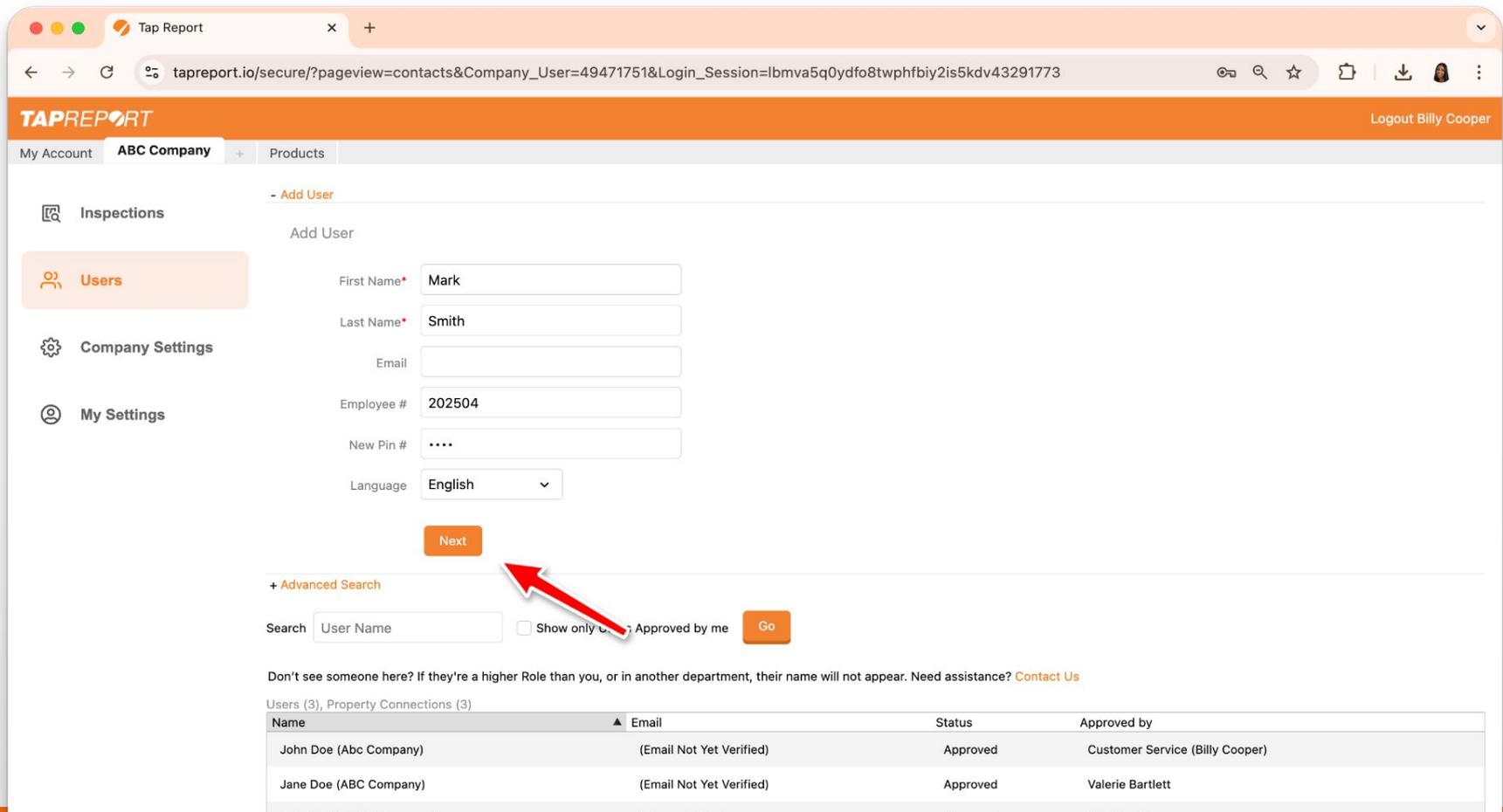
The screenshot shows the Tap Report web application interface. The browser address bar displays the URL: `tapreport.io/secure/?pageview=contacts&Company_User=49471751&Login_Session=lbmva5q0ydf08twphfbiy2is5kdv43291773`. The page header includes the Tap Report logo and a "Logout Billy Cooper" link. The navigation menu on the left includes "My Account", "ABC Company", "Products", "Inspections", "Users", "Company Settings", and "My Settings". The "Users" section is active, showing a search bar with "User Name" and a "Go" button. A red arrow points to the "+ Add User" button. Below the search bar, there is a checkbox for "Show only Users Approved by me" and a "Contact Us" link. A table displays the list of users:

Name	Email	Status	Approved by
John Doe (ABC Company)	(Email Not Yet Verified)	Approved	Customer Service (Billy Cooper)
Jane Doe (ABC Company)	(Email Not Yet Verified)	Approved	Valerie Bartlett
John Smith (ABC Company)	johnsmith@test.com	Approved	Dina Nandha

At the bottom right of the page, there is a pagination control: "Prev << 1 >> Next".

Adding Users - 1/3

Input their info. No Email? Use an Employee # and create their Pin #, then press **Next**.



The screenshot shows the 'Add User' form in the Tap Report application. The form is titled 'Add User' and is located under the 'Users' section of the 'ABC Company' account. The form fields are:

- First Name*: Mark
- Last Name*: Smith
- Email: (empty)
- Employee #: 202504
- New Pin #:
- Language: English (dropdown menu)

A red arrow points to the 'Next' button, which is located below the form fields. Below the form, there is an 'Advanced Search' section with a search input field containing 'User Name', a checkbox for 'Show only Users Approved by me', and a 'Go' button.

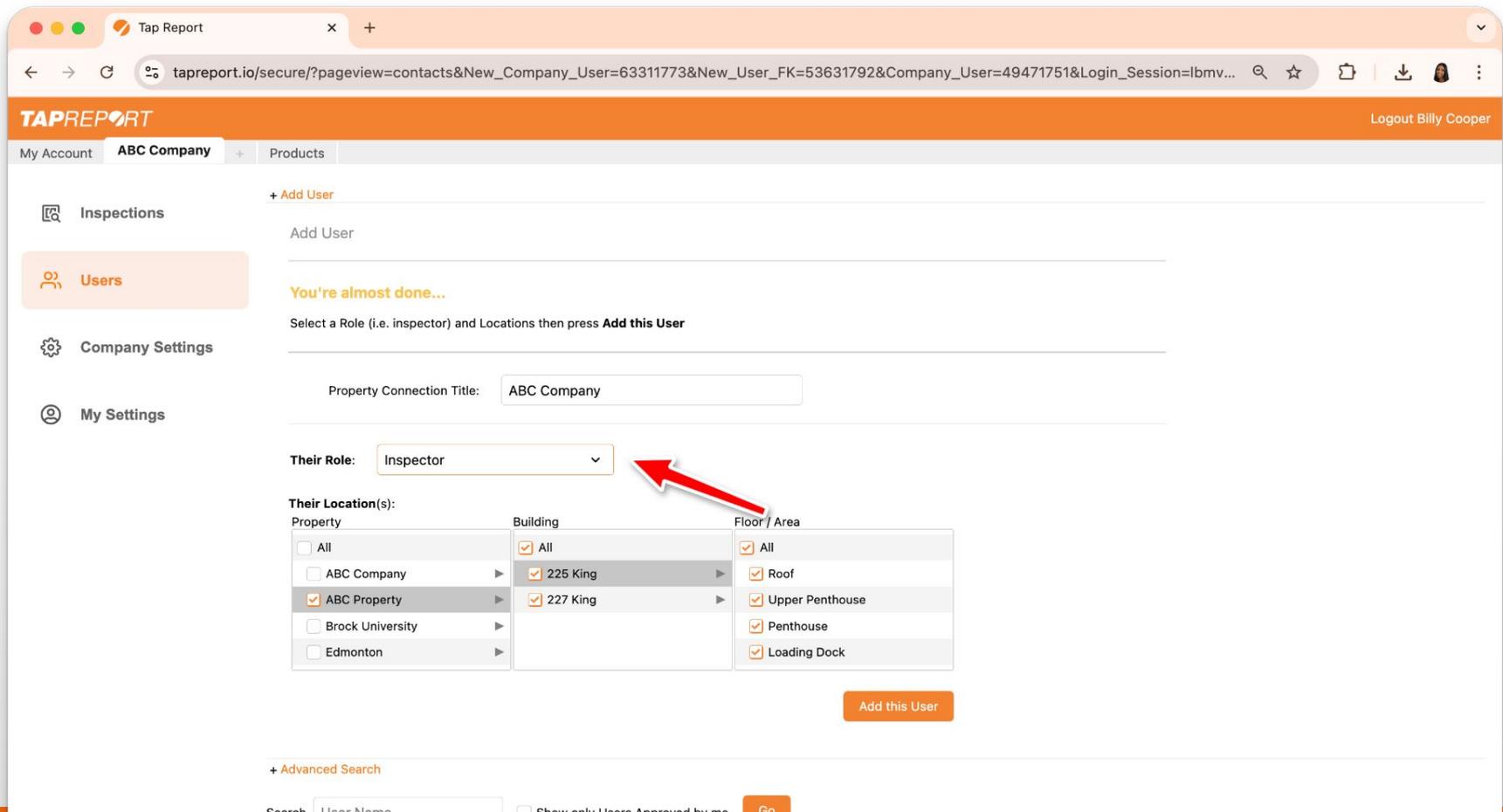
Don't see someone here? If they're a higher Role than you, or in another department, their name will not appear. Need assistance? [Contact Us](#)

Users (3), Property Connections (3)

Name	Email	Status	Approved by
John Doe (ABC Company)	(Email Not Yet Verified)	Approved	Customer Service (Billy Cooper)
Jane Doe (ABC Company)	(Email Not Yet Verified)	Approved	Valerie Bartlett

Adding Users - 2/3

Select the user's Role, i.e. **Inspector**. Everyone is an Inspector unless you'd like them to have higher permission.



The screenshot shows the 'Add User' form in the Tap Report application. The form is titled 'Add User' and includes a message: 'You're almost done... Select a Role (i.e. inspector) and Locations then press **Add this User**'. The 'Property Connection Title' is set to 'ABC Company'. The 'Their Role' dropdown is set to 'Inspector', which is highlighted by a red arrow. The 'Their Location(s)' section shows a table with checkboxes for Property, Building, and Floor/Area.

Property	Building	Floor / Area
<input type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All
<input type="checkbox"/> ABC Company	<input checked="" type="checkbox"/> 225 King	<input checked="" type="checkbox"/> Roof
<input checked="" type="checkbox"/> ABC Property	<input checked="" type="checkbox"/> 227 King	<input checked="" type="checkbox"/> Upper Penthouse
<input type="checkbox"/> Brock University		<input checked="" type="checkbox"/> Penthouse
<input type="checkbox"/> Edmonton		<input checked="" type="checkbox"/> Loading Dock

Add this User

Adding Users - 3/3

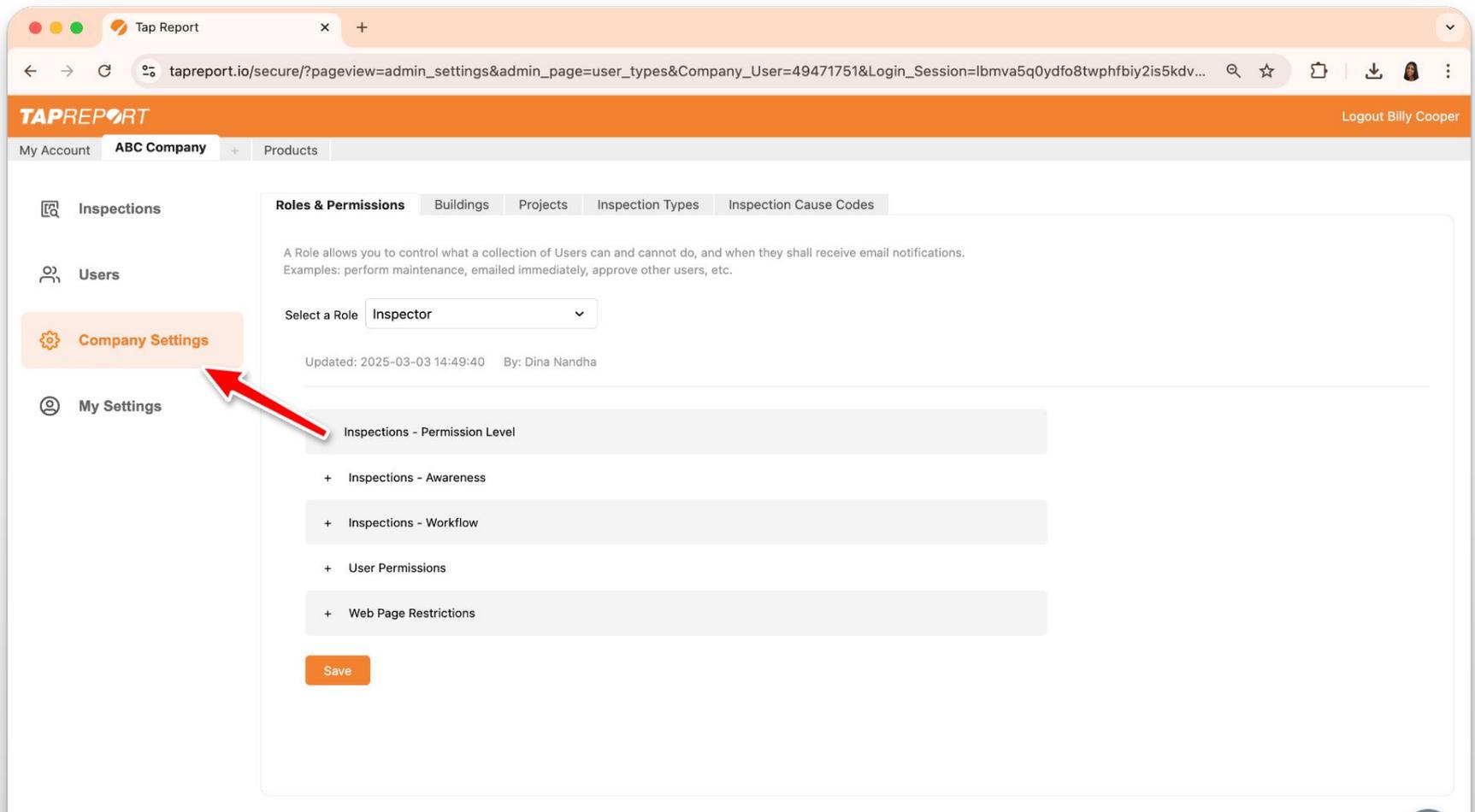
Select the Buildings or Floor / Areas they're responsible for, then press **Add this User**.

The screenshot shows the 'Add User' form in the Tap Report application. The form is for 'ABC Company' and has 'Inspector' selected as the role. Under 'Their Location(s)', 'ABC Property' is selected in the Property column, '227 King' is selected in the Building column, and 'Roof', 'Upper Penthouse', 'Penthouse', and 'Loading Dock' are selected in the Floor / Area column. A red arrow points to the 'Add this User' button.

Property	Building	Floor / Area
<input type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All
<input type="checkbox"/> ABC Company	<input checked="" type="checkbox"/> 225 King	<input checked="" type="checkbox"/> Roof
<input checked="" type="checkbox"/> ABC Property	<input checked="" type="checkbox"/> 227 King	<input checked="" type="checkbox"/> Upper Penthouse
<input type="checkbox"/> Brock University		<input checked="" type="checkbox"/> Penthouse
<input type="checkbox"/> Edmonton		<input checked="" type="checkbox"/> Loading Dock

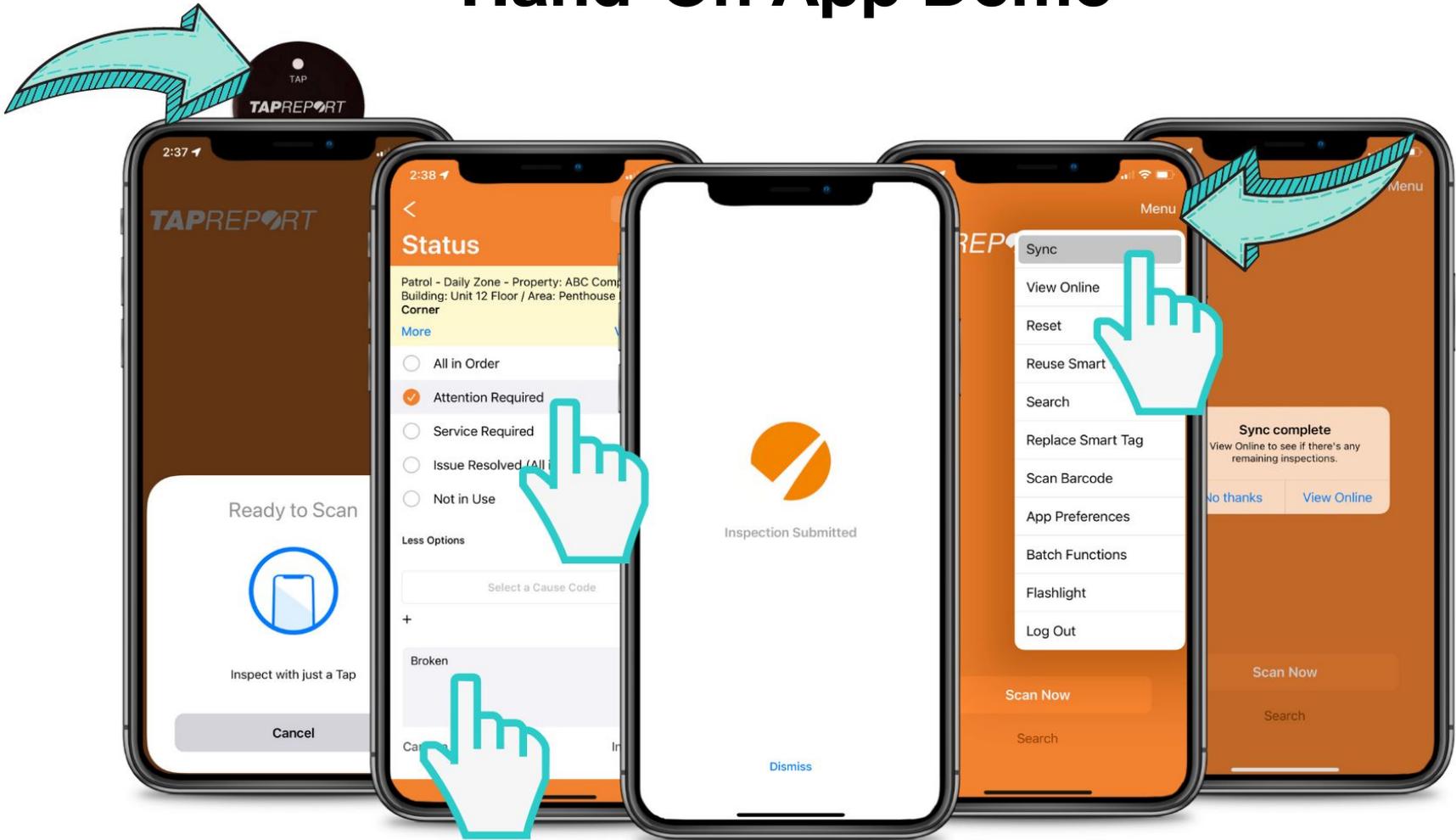
Company Settings

To customize user-role permissions, press **Company Settings**.



The screenshot displays the Tap Report web application interface. The browser address bar shows the URL: `tapreport.io/secure/?pageview=admin_settings&admin_page=user_types&Company_User=49471751&Login_Session=lbmva5q0ydf08twphfbiy2is5kdv...`. The page header includes the Tap Report logo and a "Logout Billy Cooper" link. The main navigation bar shows "My Account", "ABC Company", and "Products". The left sidebar contains menu items: "Inspections", "Users", "Company Settings" (highlighted with a red arrow), and "My Settings". The main content area is titled "Roles & Permissions" and includes sub-tabs for "Buildings", "Projects", "Inspection Types", and "Inspection Cause Codes". A descriptive text explains that a role controls user permissions and email notifications, with examples like "perform maintenance" and "approve other users". A "Select a Role" dropdown menu is set to "Inspector". Below this, it shows "Updated: 2025-03-03 14:49:40 By: Dina Nandha". A list of permission levels is shown with expandable sections: "Inspections - Permission Level", "Inspections - Awareness", "Inspections - Workflow", "User Permissions", and "Web Page Restrictions". A "Save" button is located at the bottom of the settings area.

Hand-On App Demo



Inspections

Users

Company Settings

My Settings

Live Search Analytics

COMPANY > ABC COMPANY

Download Reports

+ Showing all inspection points Press to filter

Floors Map

Visit www.tapreport.io/login

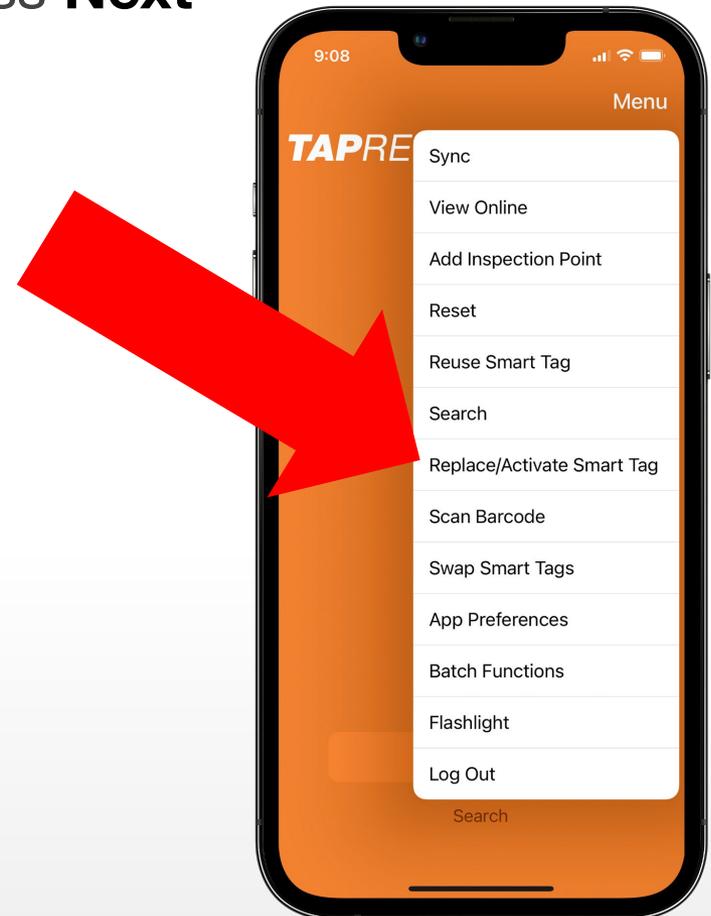


Building	Alerts
20 Front Street	0 of 199
20 King Street	1 of 293
25 King Street	0 of 361
28 Front Street	0 of 364
32 King Street	2 of 137
45 King Street	20 of 72
Unit 12	34 of 142



Replace Smart Tag

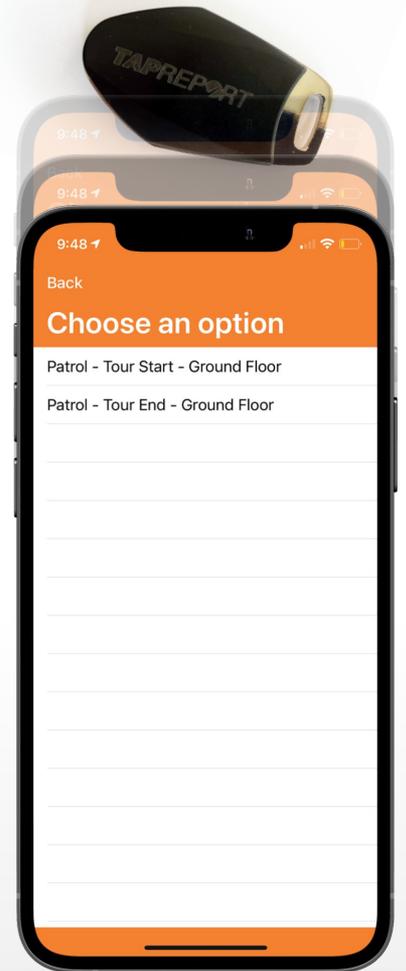
- **Menu > Replace/Activate Smart Tag**
- Find the Inspection Point then press **Next**
- Scan the new Smart Tag



Key Fobs

Key fobs are used for teams to Start & End tours

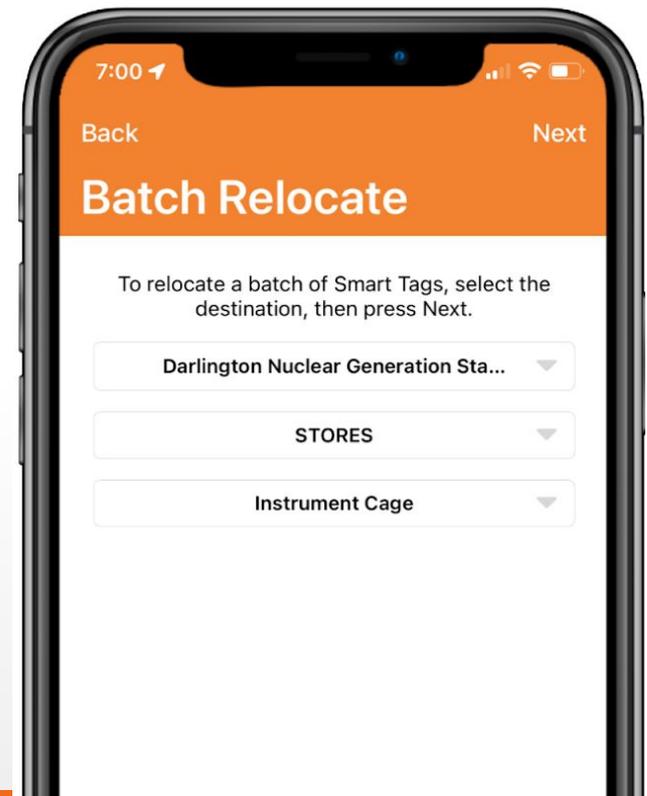
1. To Start a tour, tap the fob
 - Select the Tour - Start from the list then press **Submit**
2. Then scan all inspection points in this tour
3. To End a tour, tap the fob
 - Select the Tour - End from the list then press **Submit**



Batch Update

- **Menu > Batch Relocate**
 - For example
 - To move a batch of Instruments to STORES for calibration
- Press **Next**
- Then scan each Instrument

Note: In Android, when instruments return, input calibration dates and batch update all instruments into STORES



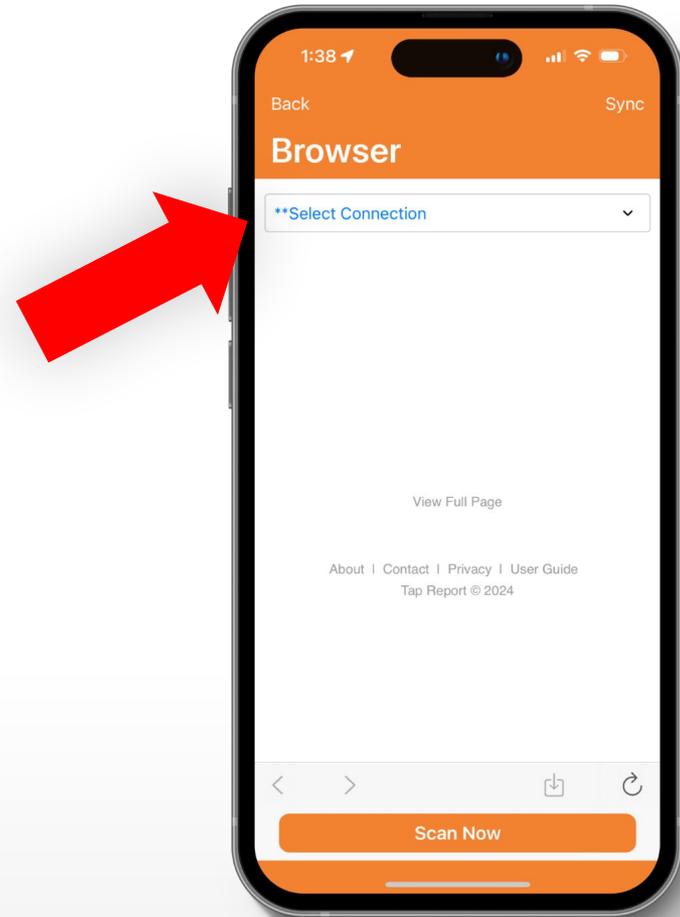
Swapping

- **Menu > Swap**
 - For example
 - Moving Instruments
 - from STORES into service



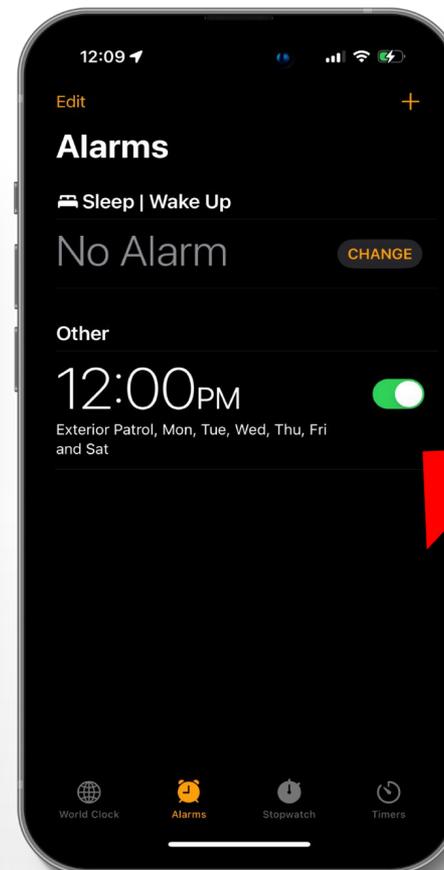
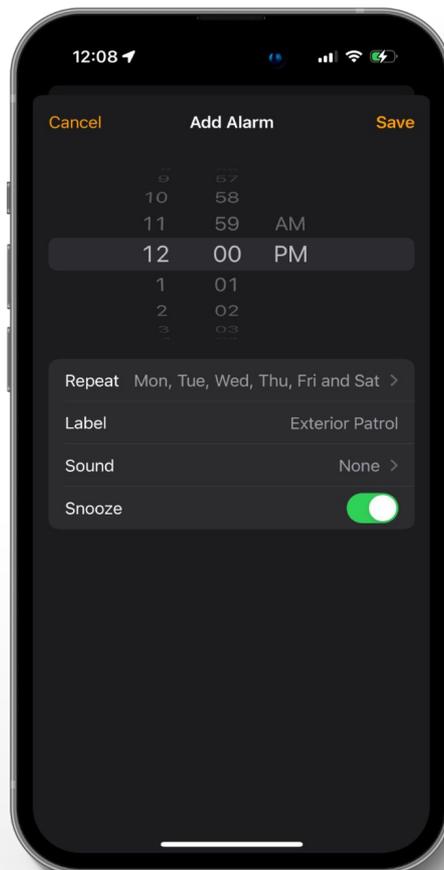
Re-Assigning Scanner

- **Menu > View Online**
- Select the property



Tip: Leverage Built-In Phone Reminders

Launch **Alarms & Timers** or **Clock** app, press **Alarms**, then press the **+** in the top right corner. Input when this Tour or inspection is typically performed such as **12:00 PM**, select the days of the week and a label such as *Exterior Patrol* then press **Save**.



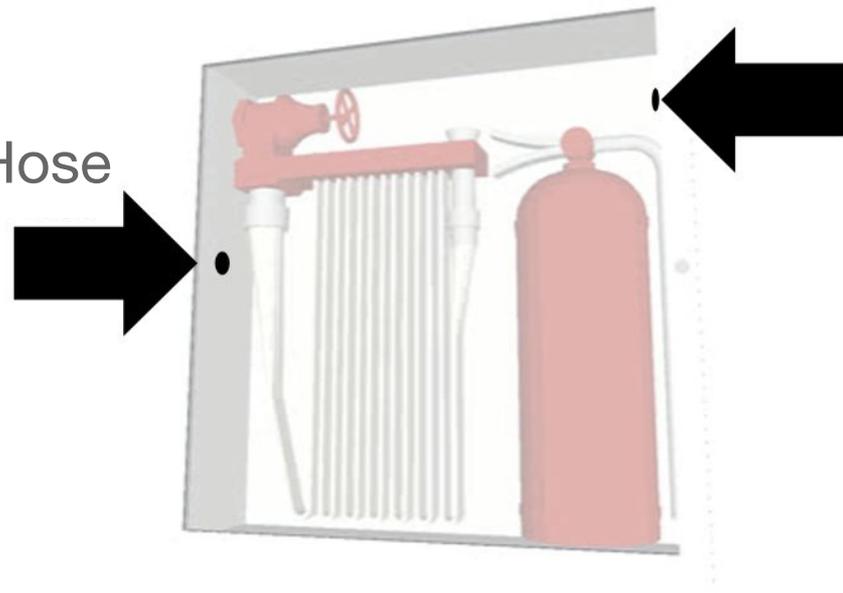
Smart Tag Installation Placement

Extinguisher



Extinguisher

Hose





Fire Watch Training

Fire Watch

To set up Fire Watch, press on **Search** then **Add Inspection Point**

The screenshot shows the Tap Report web application interface. The browser address bar displays the URL: `tapreport.io/secure/?pageview=equipment_search&Company_User=63660862&Login_Session=5c0sevuh9jj19gpv1k8a2f6lr4h6112918017#`. The page header includes the Tap Report logo and a user profile for Paul Amendola. The main navigation menu on the left includes: My Account, Copy Company, Products, Inspections (highlighted), Users, Billing, Company Settings, and My Settings. The 'Search' tab is active, showing filters for 'North Tower', 'All Buildings', 'Fire Watch', and 'All Types'. A red arrow points to the 'Search' tab. Below the filters, there is an 'Advanced Search' section with a search input field containing 'Notes & Descriptions', checkboxes for 'deficient' and 'late', and a 'Go' button. A red arrow points to the 'Add Inspection Point' button. The results section shows 'Inspection points (2)' with a 'Set Due' button and a 'Download Results' button. The table below lists the inspection points:

Floor / Area	Description	Group, Type	Inspection	Inspected
25 King Street - Ground	North East Corner	Hot Work - Welding	Due for Inspection	Apr 2, 2023 Edit
25 King Street - Ground	West Corner	Hot Work - Welding	Due for Inspection	Jun 17, 2023 Edit

Page navigation: Prev << 1 >> Next

Fire Watch

Select where the work will be performed, then select Fire Watch as the Group and input any additional details then press **Next**

The screenshot shows a web browser window with the Tap Report application. The browser address bar shows the URL: `tapreport.io/secure/?pageview=equipment_location_new&Company_User=63660862&Login_Session=5c0sevuh9jj19gpv1k8a2f6lr4h6112918017`. The application header includes the Tap Report logo and a user profile for Paul Amendola. The main navigation menu on the left includes: My Account, Copy Company, Products, Inspections (highlighted), Users, Billing, Company Settings, and My Settings. The 'ADD NEW INSPECTION POINT' form is displayed with the following fields:

Location	
Property	North Tower
Building	25 King Street
Floor / Area	Ground
Description	By Room 512
Project (?)	All Projects

Details	
Group	Fire Watch
Type	Hot Work - Welding
Additional Text	<input type="text" value="ie: serial number, model, etc."/>

Fire Watch

Then press **Download Report > Go**, print and post

The screenshot shows a web browser window with the Tap Report interface. The page title is "Inspection Tag" and the main heading is "Fire Watch, Hot Work - Welding, By Room 512". The report includes the following details:

- Generated at: **Jan 21, 2024 1:48:39 pm**
- Generated by: **Paul Amendola**
- Area: **North Tower > 25 King Street > Ground**
- Period: **December 21 2023 - January 21 2024**

A note states: "This report represents all inspections submitted for this inspection point made within the above time period."

Details:

Work Permit Number:	313111
Worker's Company:	Acme Corporation
Worker's Full Name:	John Doe

General Statistics:

Total number of inspections submitted:	0
--	---

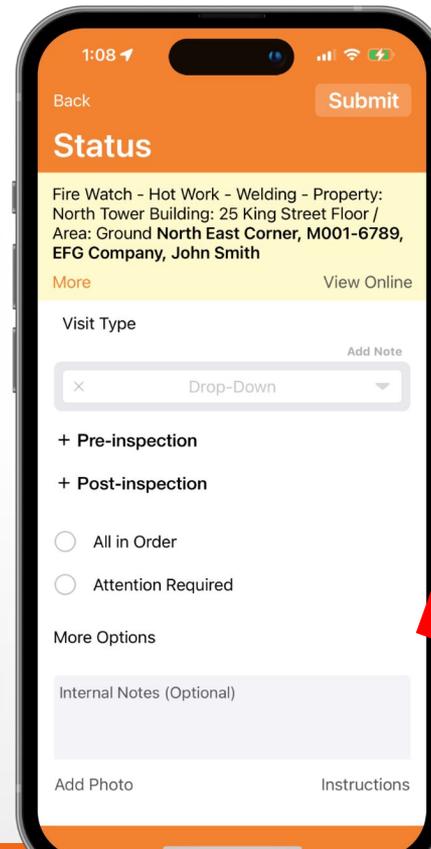
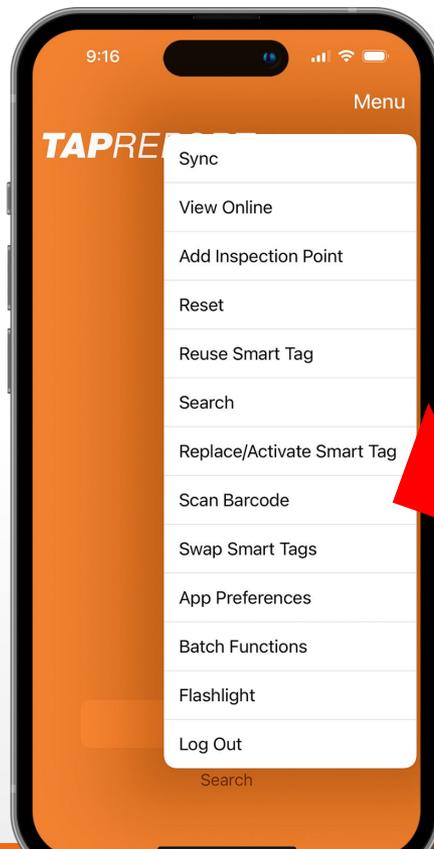
At the bottom, there is a table with the following data:

Inspected	Inspector	Status	Notes
Today 1:47 pm	Paul Amendola	(Inspection Point Edited)	First edit on record.

A red arrow in the image points to the download icon in the browser's toolbar.

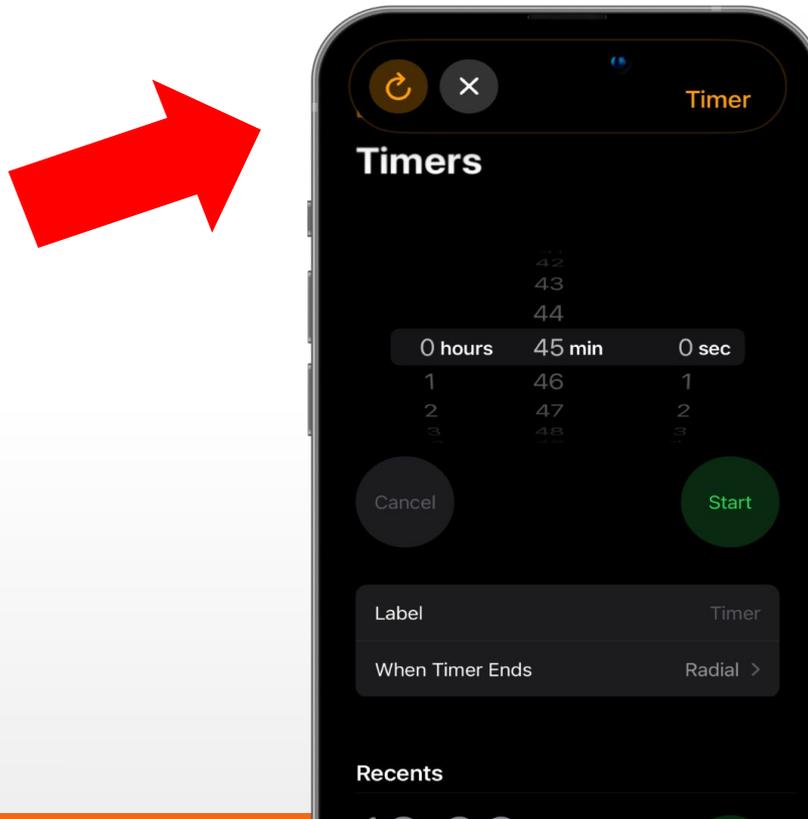
Fire Watch

Scan the barcode each hour and submit inspections. Upon completion, press **More Options** > **Not in Use**



Tip: Leverage Built-In Phone Reminders

Launch **Alarms & Timers** or **Clock** app, press **Timers**, select *45 minutes* and **Start** then let the reminders roll in! If you are in charge of multiple rounds, once the timer goes off, simply press the **repeat** icon in the top left corner.



Vacant Suite

11:41 📶 🔋

Back Submit

Status

Vacant Suite - Zone - Property: Brookfield Place Building: 181 Bay Street Floor / Area: Ground **Vacant suite 1**

[More](#) [View Online](#)

Are window blinds in the up position? If no, then immediate action is required.

Add Note

Yes X ▼

Have all the lights turned on? If no, then immediate action is required.

Add Note

Yes X ▼

Are washrooms clean and lights working? If no, then immediate action is required.

Add Note

Yes X ▼

Is the vacant space empty, (i.e., no tools, furniture, garbage, etc.) If no, then

[Add Image](#) [Instructions](#)

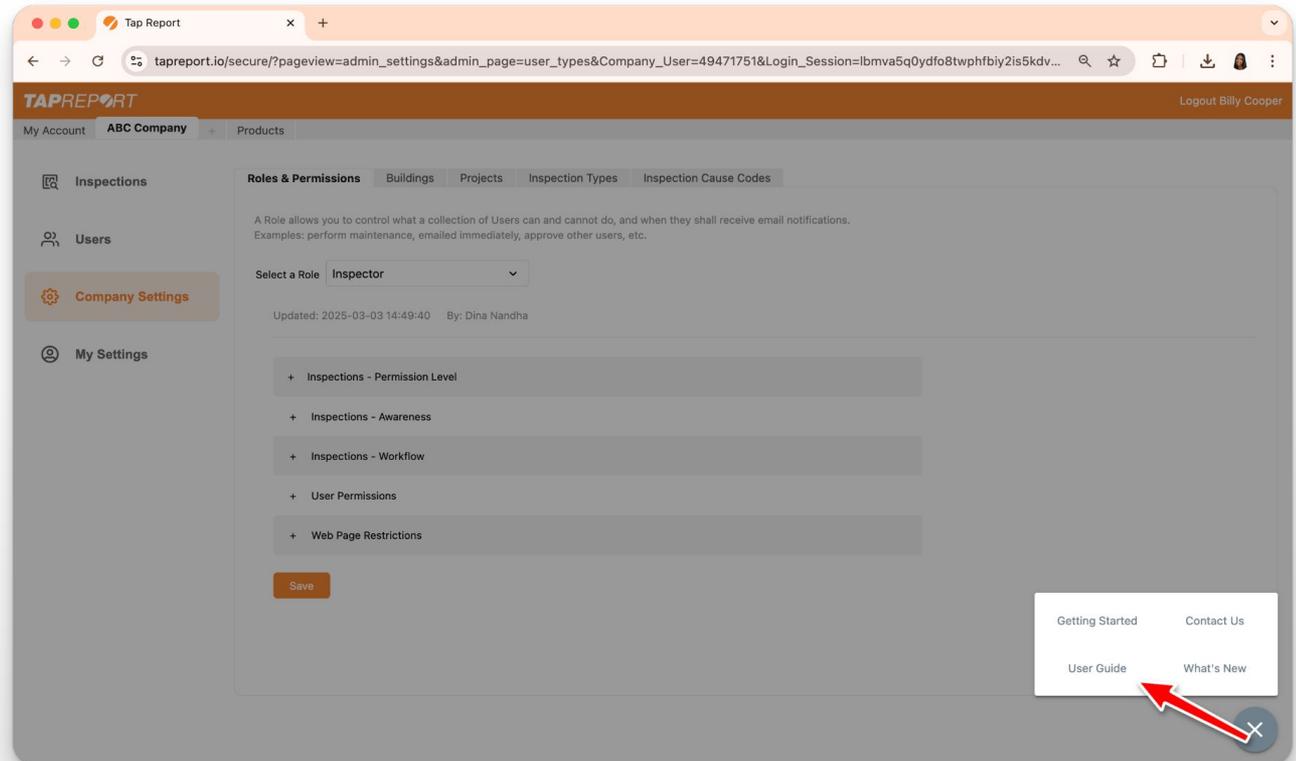


Need more support?

Log In & press  (right side)

Email us: customerservice@tapreport.io

Call us: 1-855-727-9388



Need more support?

The screenshot shows a web browser window with the URL `tapwiki.net/userguide/`. The page has a navigation bar with links for Home, Log In, What's New, Contact Us, and a prominent orange 'Get Started' button. The main heading reads 'Learn how to install, configure & use Tap Report'. A search bar is present with the placeholder text 'Have a question? Ask or enter a search term' and an orange 'Search' button. A yellow arrow points to the search bar. Below the search bar are four icons with corresponding text: a person icon for 'How to get An Account', a gear icon for 'How to get The app', an upward arrow icon for 'How to submit An Inspection', and a downward arrow icon for 'How to download A Report'. At the bottom, there are three white boxes with titles and descriptions: 'Getting Started' (Learn the basics of Tap Report.), 'General User' (Guide for the general user.), and 'Administrator' (Guide for the Administrator user.).