

VERICORD IQ3

App User Manual

Create, record, and upload video, audio, list, and form inspections with the IQ3 mobile app

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Applies To	IQ3 mobile app
Platform / Device	iOS and Android devices
Audience	Inspectors and app users
Purpose	Step-by-step use of the IQ3 app

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1. LOG IN

Launch the IQ3 app on your Android or iOS smart device.

Enter your **Username** and **Password** on the login screen.

Check the **Remember Me** box to save your credentials for next time. Then tap the **Log In** button.

Tap the **Local Mode** button to log in without the internet. In Local Mode, you cannot stream, use audio, text, or conference, or upload. Completed Local Mode events can be uploaded later when internet access is available.

2. SETTINGS

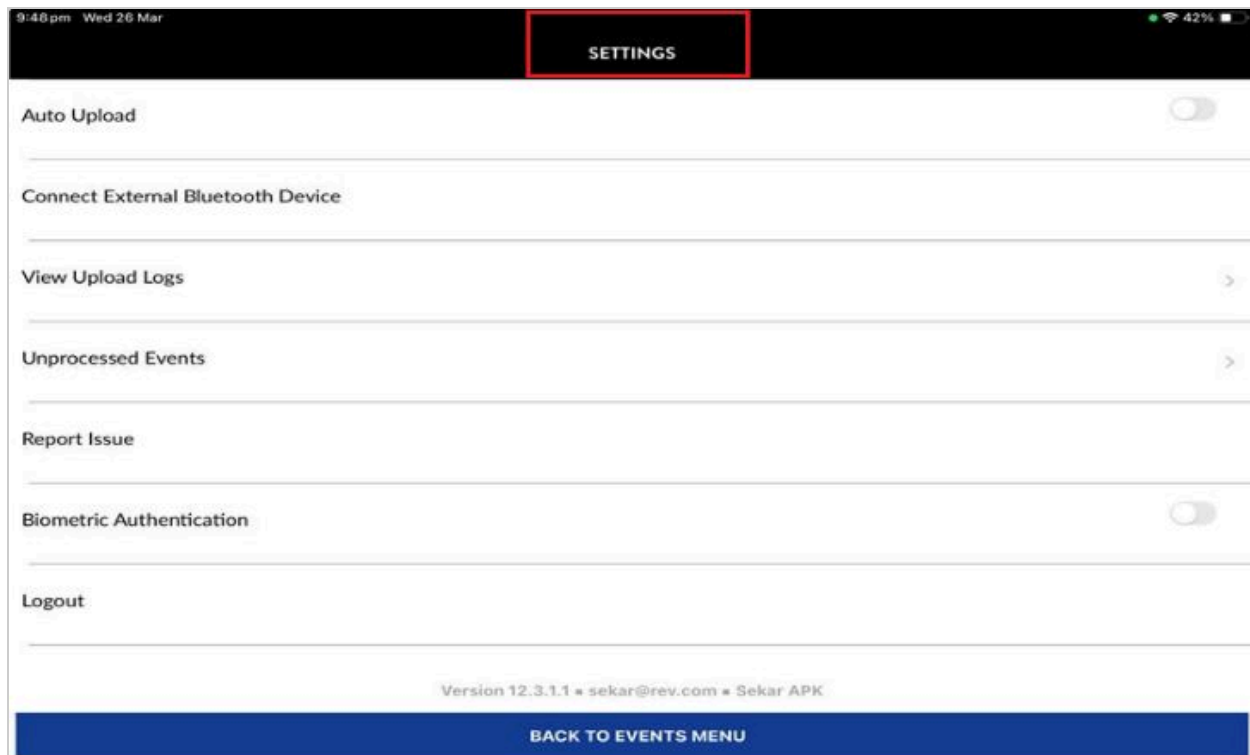


Figure 1 — Settings panel

The Settings panel gives app users control over external device connections. Users can view their uploaded event log and manage controls using the app's Auto Upload feature.

2.1 Auto Upload

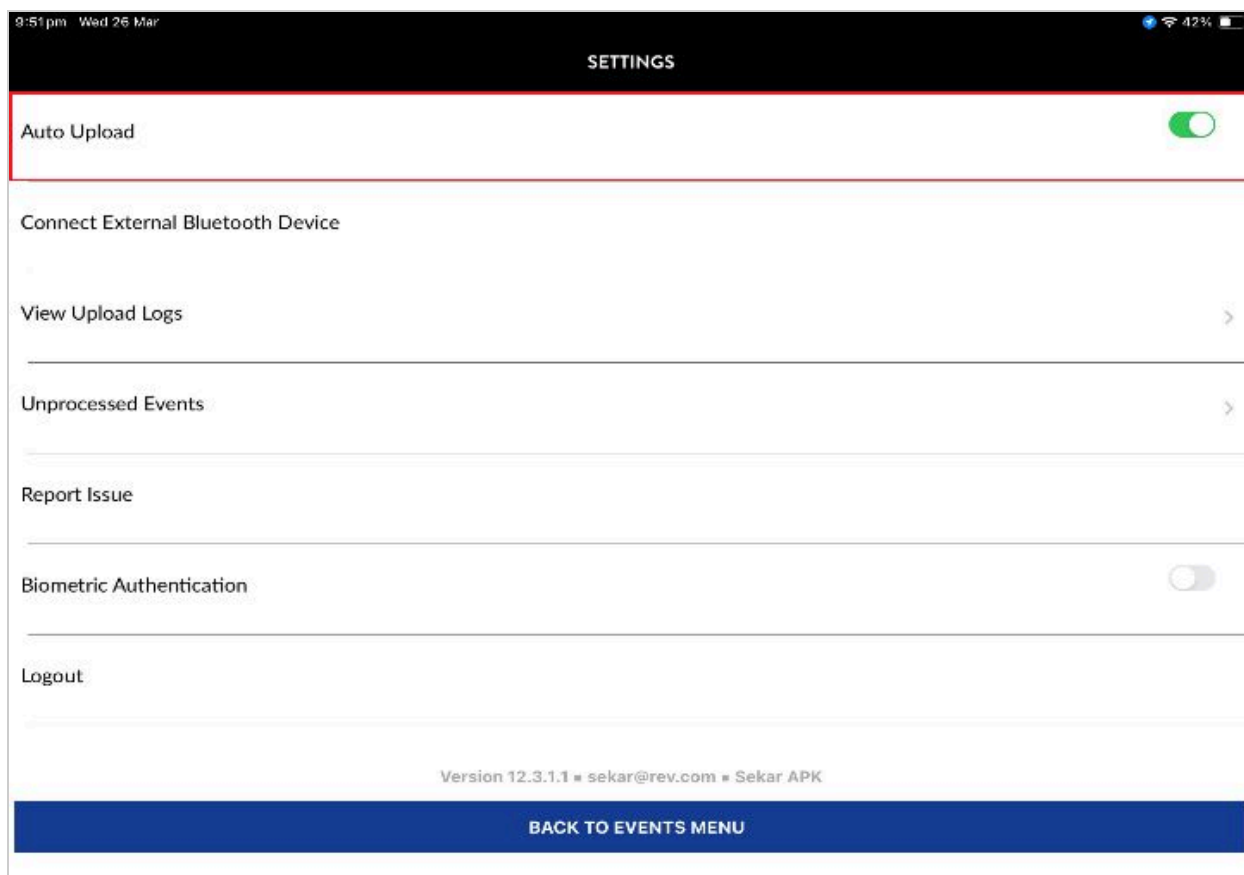


Figure 2 – Auto Upload toggle

Once the event is completed, it is automatically uploaded to the server. In this mode, you cannot use the event review feature or add additional markers or notes after the event.

2.2 Configure External Recording Device

Add an external input, such as a Bluetooth headset or speakerphone.

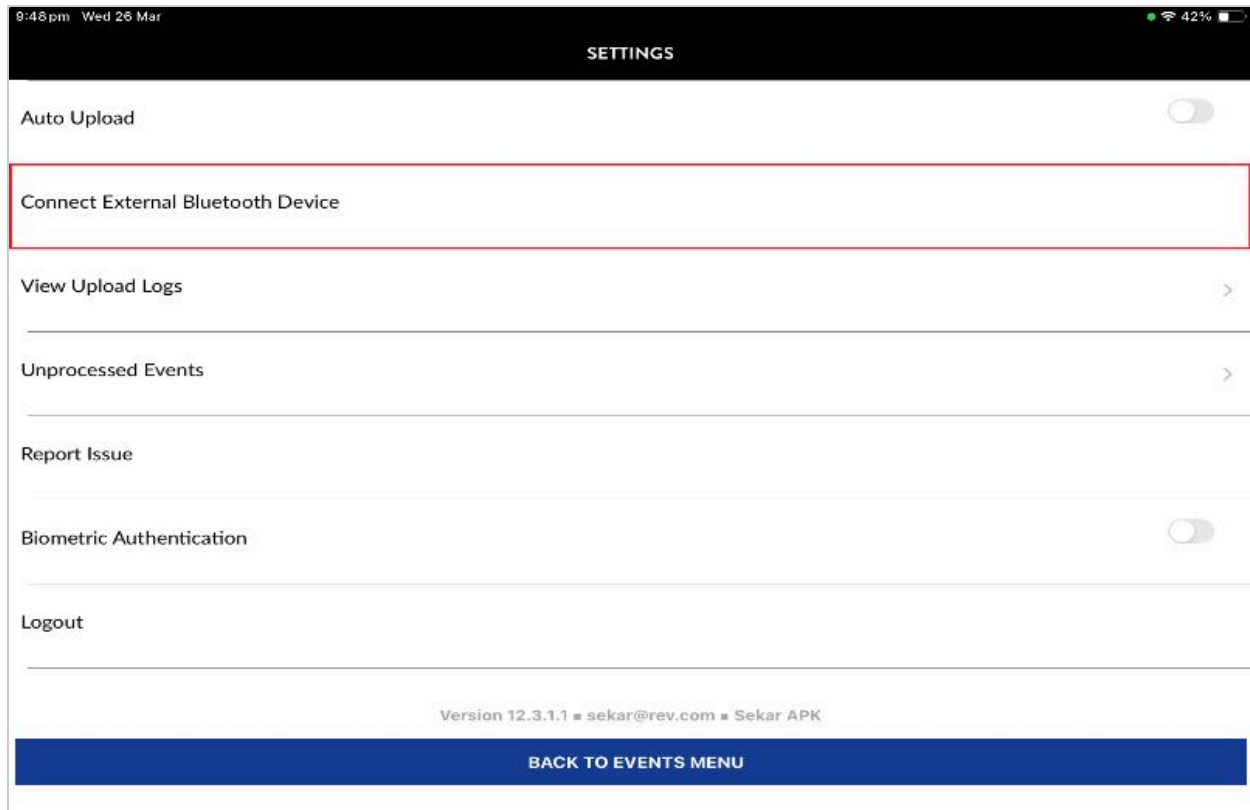


Figure 3 — Connect External Bluetooth Device

2.3 View Upload Logs

View events that have already been uploaded to the server. You can view the in-depth metadata of each event and link directly to it in the MMS.

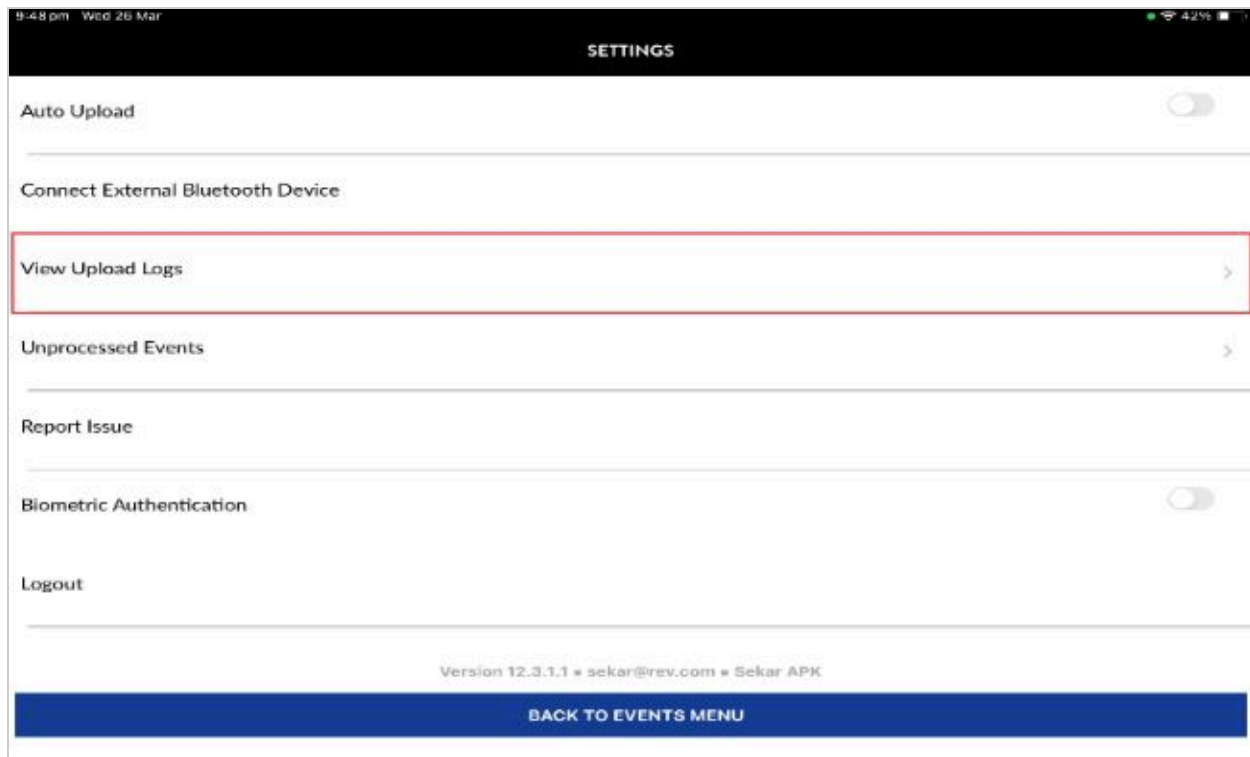


Figure 4 – View Upload Logs in Settings

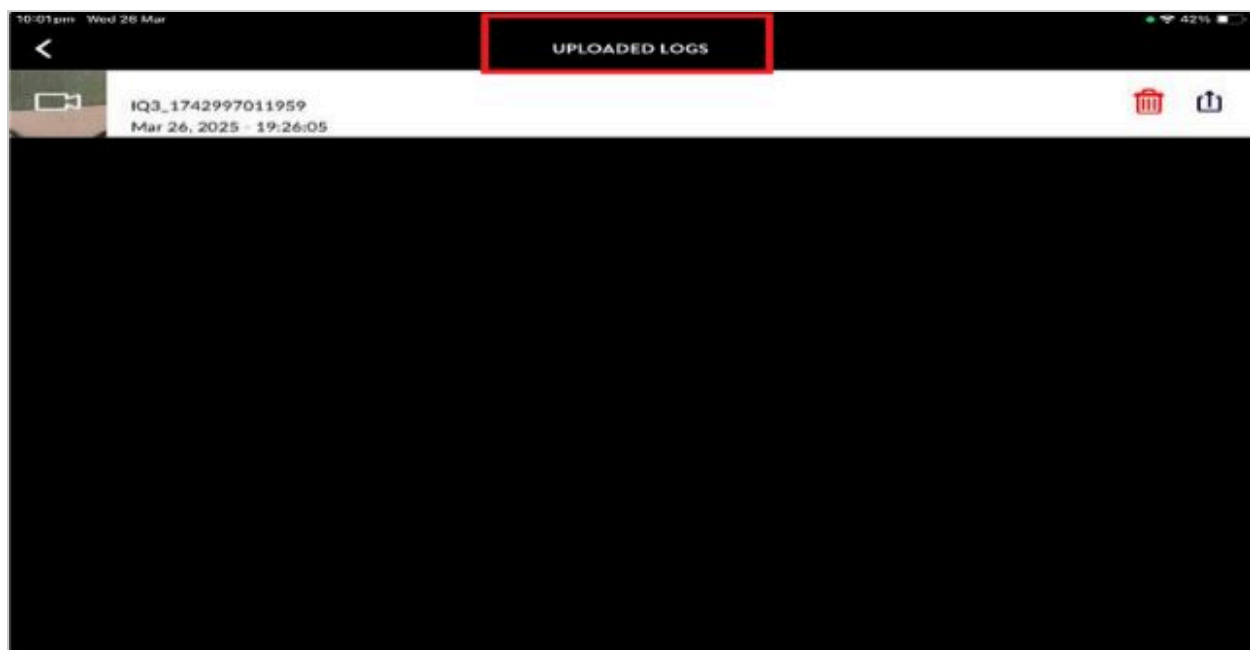


Figure 5 – Uploaded Logs screen

2.4 Unprocessed Events

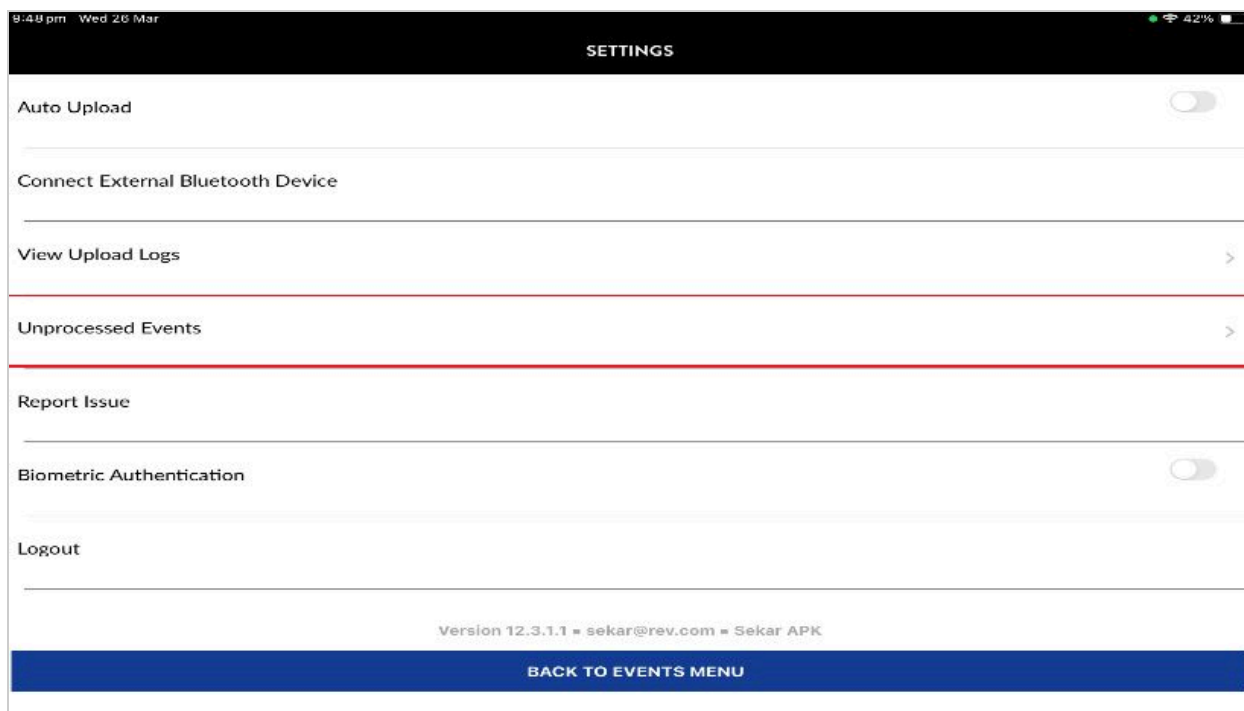


Figure 6 – Unprocessed Events in Settings

When events are not recovered or processed, the video recording of the event is not lost. You can export or share it manually to get the event video.

2.5 Report Issue

The Settings tab includes a **Report Issue** feature to capture a bug report directly from a user's device.

Tap the **Report Issue** option in the app Settings menu to share the bug report. It opens with the report attached, and the user can send it from there.

2.6 Biometric Authentication

Once logged in to the app, the user can enable the digital signature Biometric Authentication feature from the Settings screen.

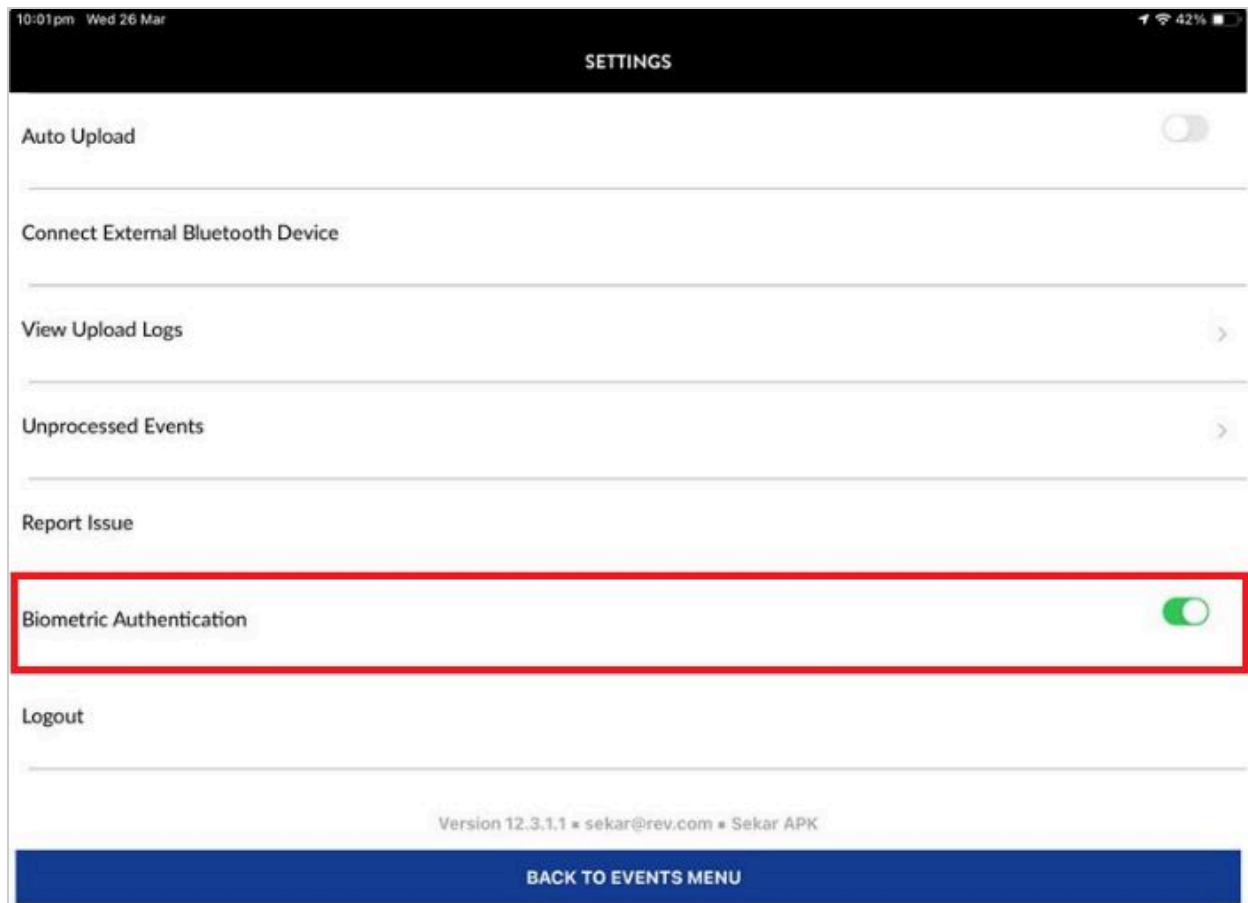


Figure 7 – Biometric Authentication toggle

Once it is enabled, the user can log in with a fingerprint at the next login. The login pop-up opens at the next login, and the user can log in by touching the fingerprint sensor.

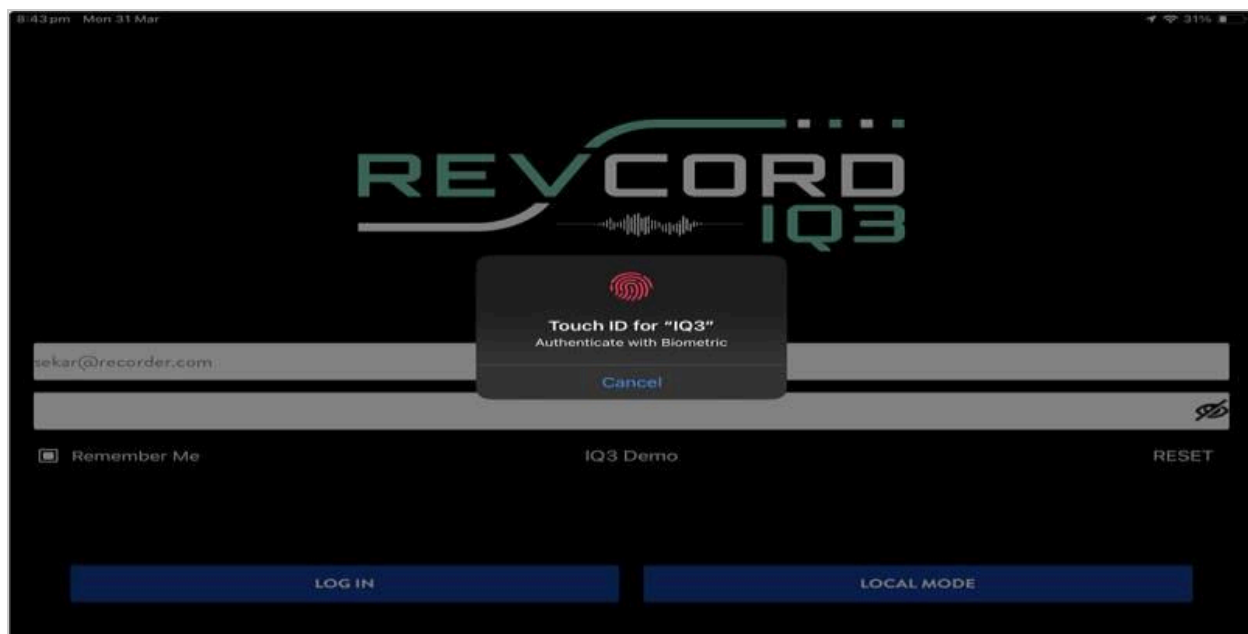


Figure 8 – Biometric login prompt

2.7 Change Keyboard Modes

On the keyboard screen, Input Options appear above the keyboard. You will see the options of a Split or Floating keyboard.

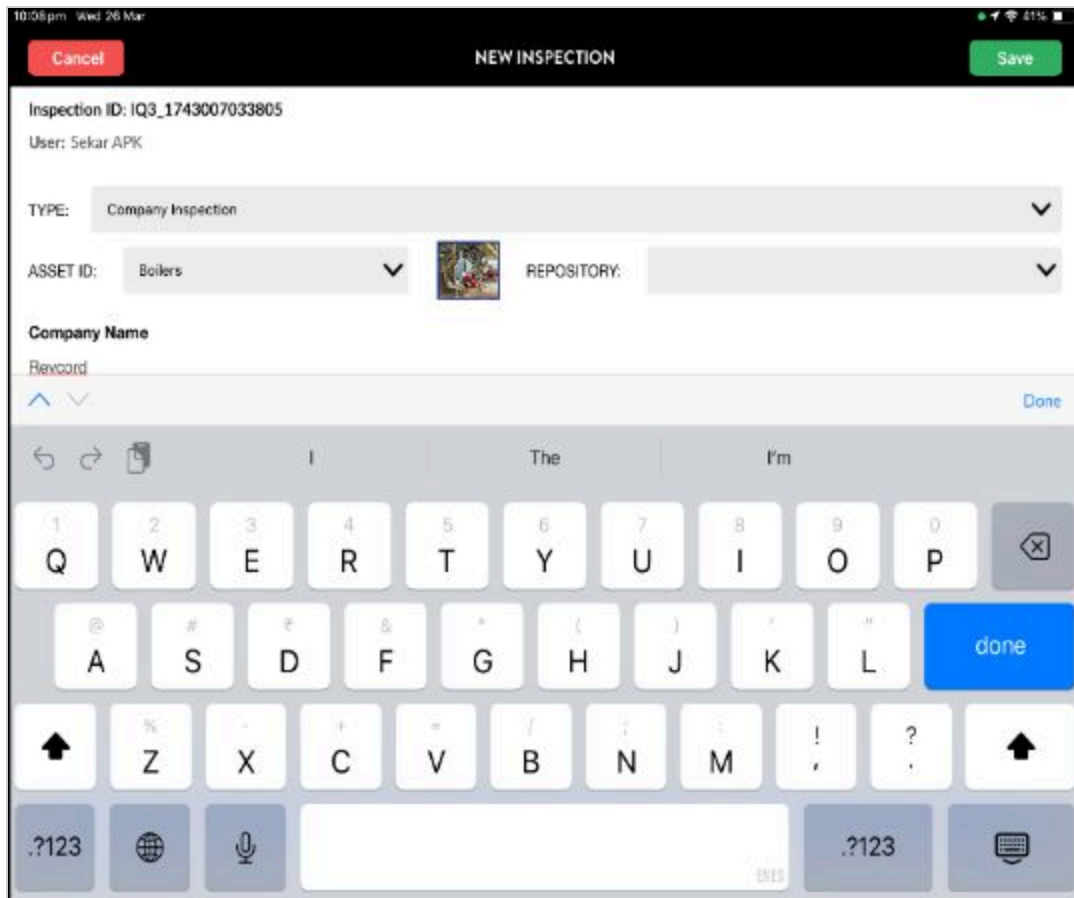


Figure 9 – Keyboard on the New Inspection screen

This is the Floating keyboard view.

The screenshot shows the 'NEW INSPECTION' screen in the Vericord IQ3 App. At the top, there is a status bar with the time '10:08 pm', date 'Wed 26 Mar', and battery level '40%'. Below the status bar, there is a black header with a red 'Cancel' button on the left, the title 'NEW INSPECTION' in the center, and a green 'Save' button on the right. The main content area is white and contains the following fields: 'Inspection ID: IQ3_1743007033805', 'User: Sekar APK', 'TYPE: Company Inspection' (with a dropdown arrow), 'ASSET ID: Boilers' (with a dropdown arrow), a small image of a person working on a boiler, and 'REPOSITORY:' (with a dropdown arrow). Below these fields is a 'Company Name' label and a text input field containing 'Reycord'. A floating keyboard is overlaid on the screen, featuring a red border and a light gray background. The keyboard has a QWERTY layout with additional function keys at the top: 'Is', 'And', and 'Has'. The bottom row includes a '123' key, a globe icon, a microphone icon, a search icon, and a 'return' key. At the bottom of the screen, there is a blue bar with three buttons: 'Video Inspection' (with a camera icon), 'List Inspection' (with a list icon), and 'Audio Inspection' (with a microphone icon). Below this bar is a light gray bar with a back arrow, a forward arrow, the text 'Enter Company Name', and a 'Done' button.

Figure 10 – Floating keyboard

3. CREATING A VIDEO IQ3 INSPECTION

1. Tap the Create New Inspection button.

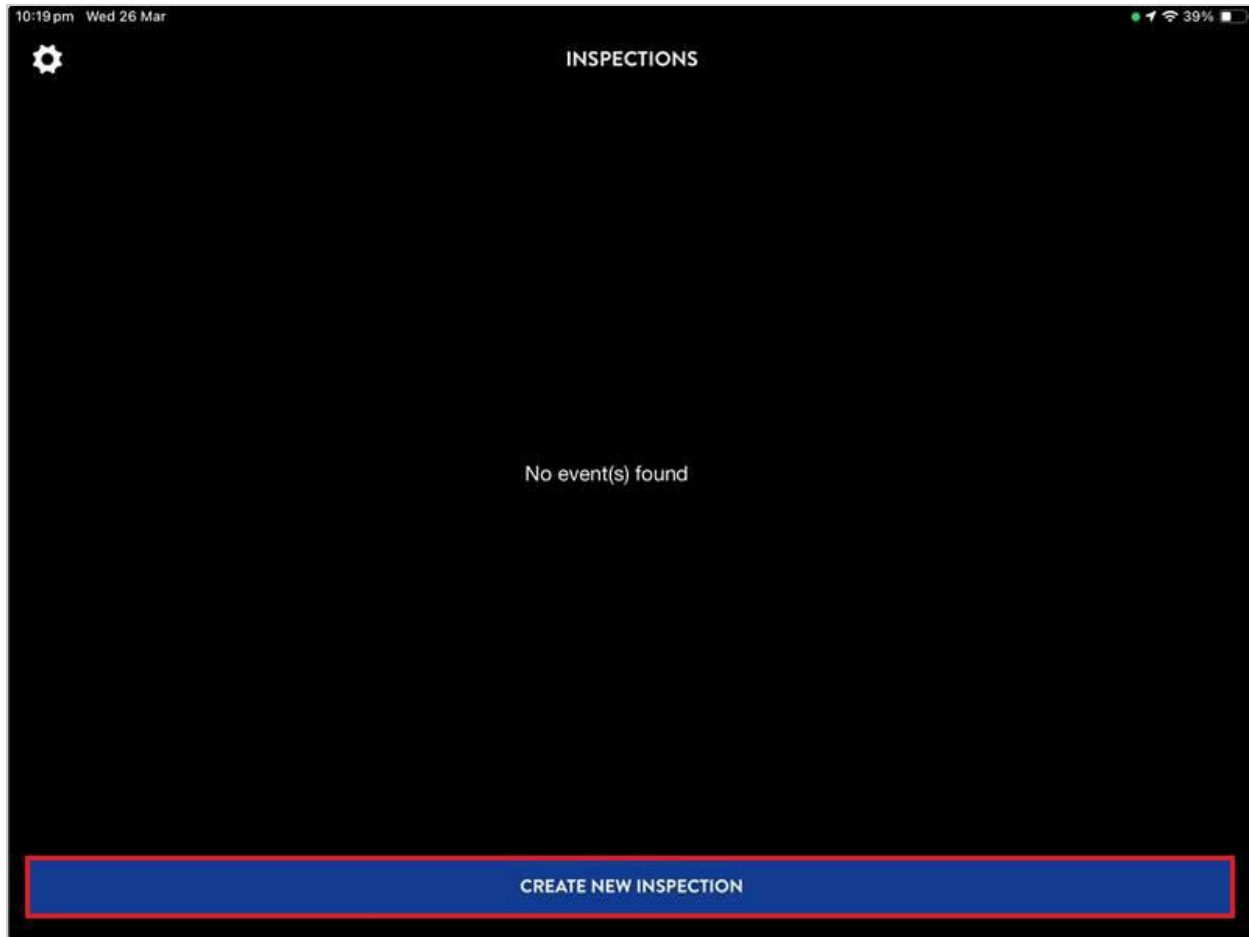


Figure 11 – Create New Inspection button

2. Select the Type (Bookmark Template), Asset ID, and Repository.
3. Enter a custom field, add notes, and select **Video Inspection**.

10:23 pm Wed 26 Mar

Cancel NEW INSPECTION Save

Inspection ID: IQ3_1743007991155

User: Sekar Rev

TYPE: MP Vessel Inspection

ASSET ID: TEST ASSET APP 1/2

BMS

REPOSITORY:

Vessel Name
Enter Vessel Name

Vessel Type
Enter Vessel Type

Date Inspected
Enter Date Inspected

Vessel Owner
Enter Vessel Owner

Charterer
Enter Charterer

50h 18m video recording time on this device

Video Inspection List Inspection Audio Inspection

Figure 12 – New Inspection screen

4. Tap **Start Recording**.



Figure 13 – Start Recording

5. Select the Live icon to begin streaming.



Figure 14 – Live icon

3.1 Preparing the Camera

IQ3 supports only landscape orientation. Tap the screen to focus on an area. If you are still having problems focusing, try focusing the lens on something else, then move it back to the desired target. Often, this allows the camera to refocus properly.

3.2 Add Bookmarks

During the event, users can tap the **Add Marker** button. The user may select as many or as few markers as they need during the event.

NOTE: If the user account does not have any Bookmark Template or custom markers, the user will not have any markers and will see that no bookmarks were defined.

Tap the **Add Marker** icon. The app displays all available marker sections. Select the desired marker category, then add the marker.

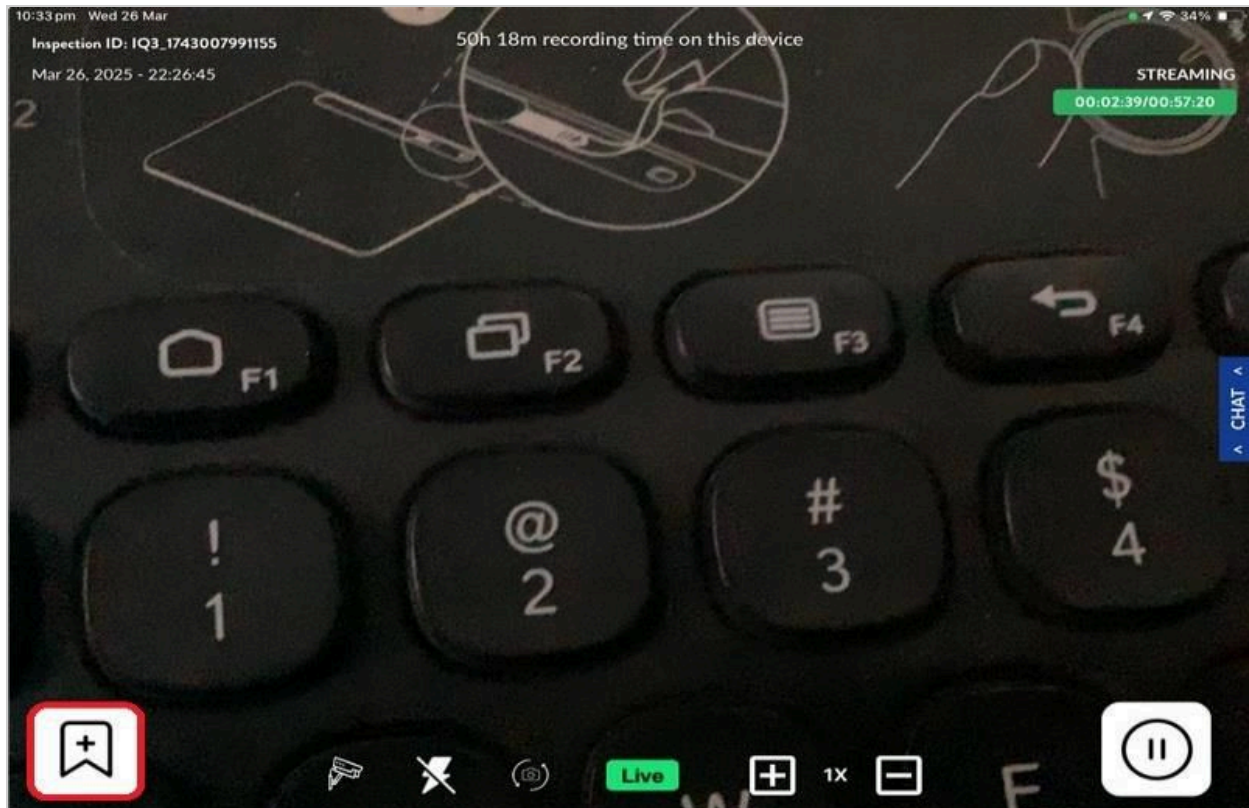


Figure 15 – Add Marker icon

After you tap a section, all marker types are displayed.



Figure 16 – Marker sections

When the user selects a bookmark marker, the marker is saved automatically. A green border appears around the marker to indicate it was saved.

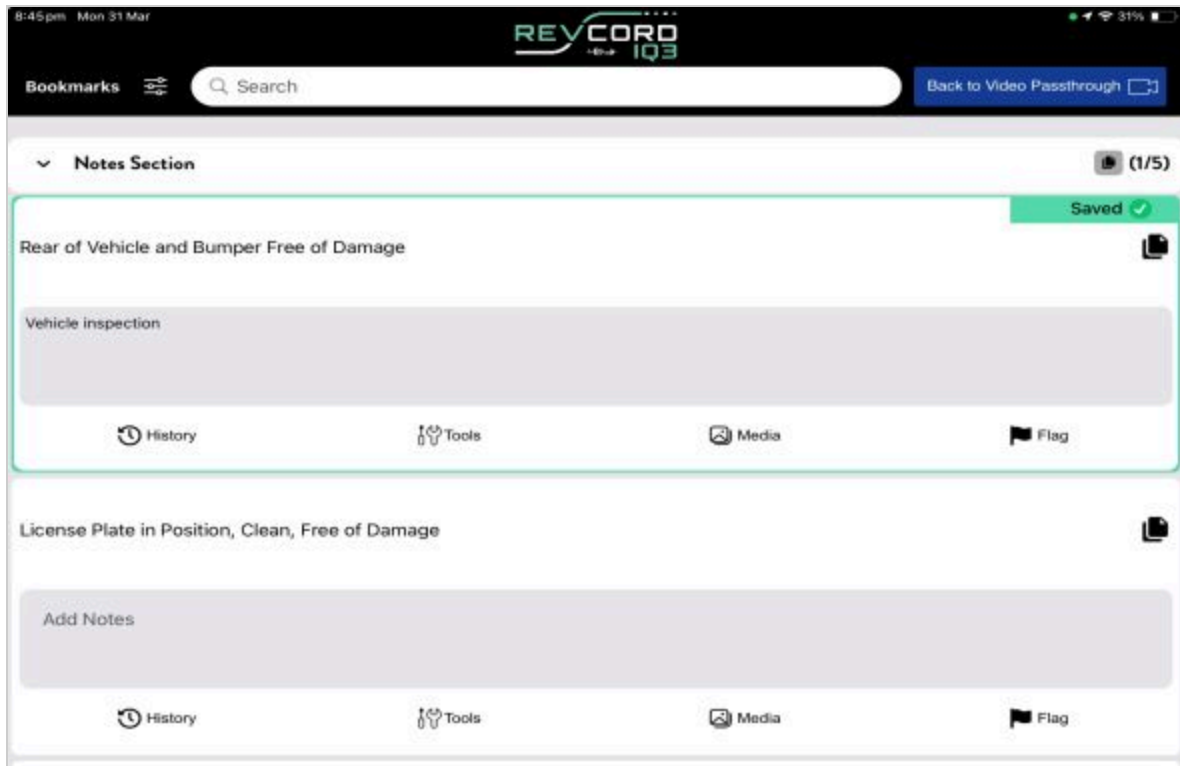


Figure 17 – Saved marker

3.3 Add Notes

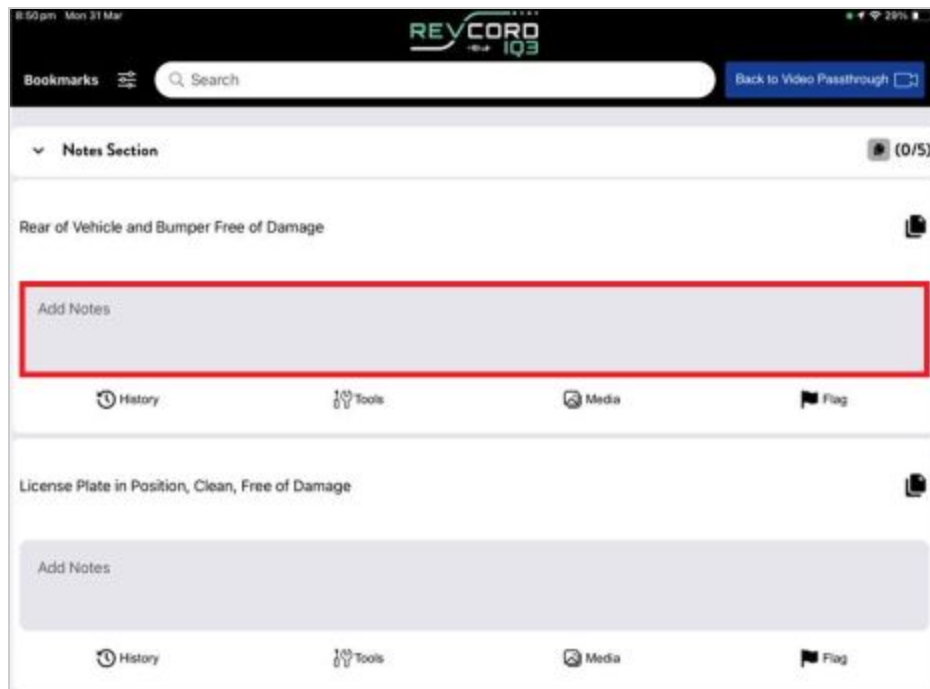


Figure 18 – Notes field

Tap the **Add Marker** option. A large text area appears for entering notes. Enter the required notes. The notes are saved automatically after entry.

3.4 Picture Bookmark

1. Users can start an event as a video inspection, capture multiple pictures during the video inspection as bookmarks, and later upload them to the server.
2. The user can take pictures by tapping the **Media** icon.

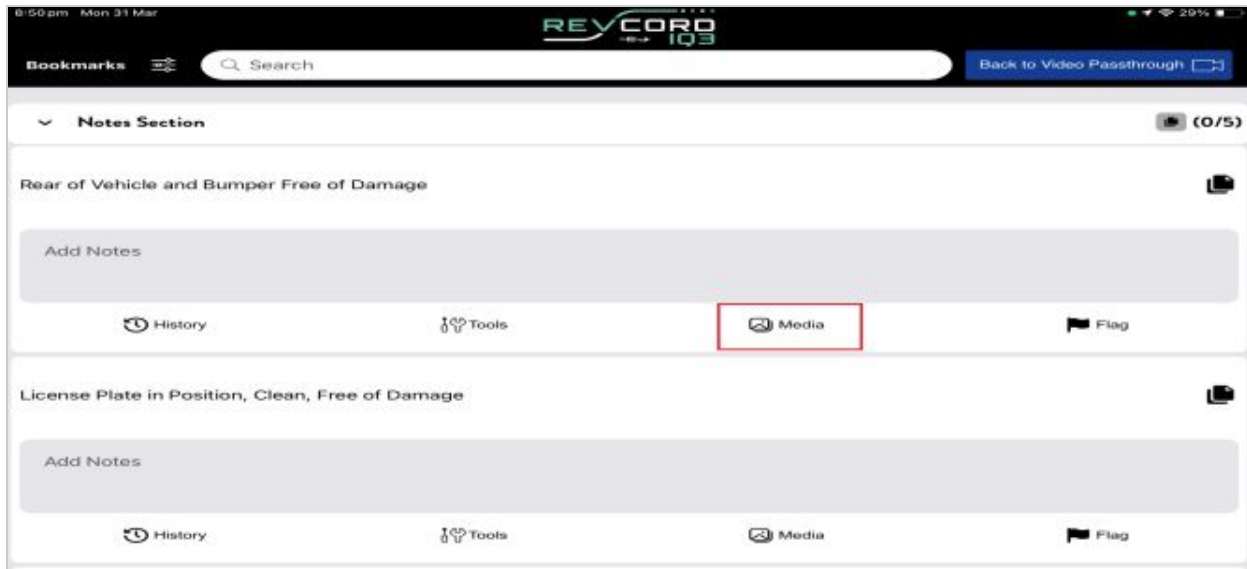


Figure 19 – Media icon

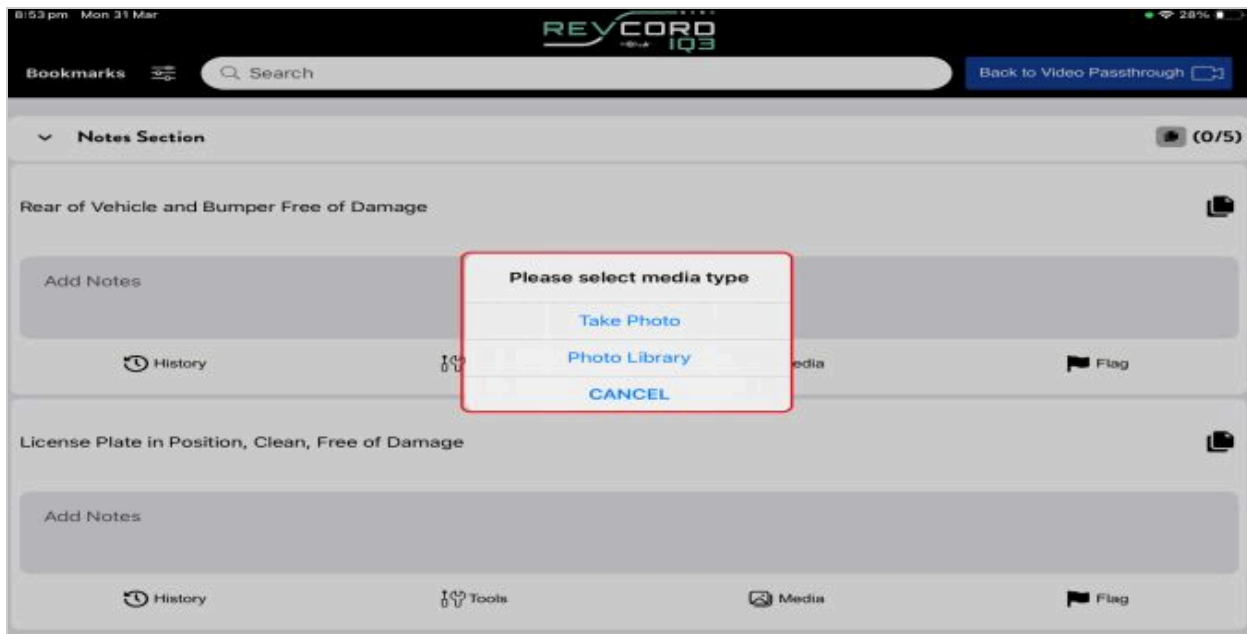


Figure 20 – Media type options

3. After starting a video inspection, the user can take multiple images by tapping the **Picture** icon. When the user taps the button, they can add a bookmark path to a specific picture. A single bookmark supports multiple pictures, up to a maximum of four (4) images per bookmark.

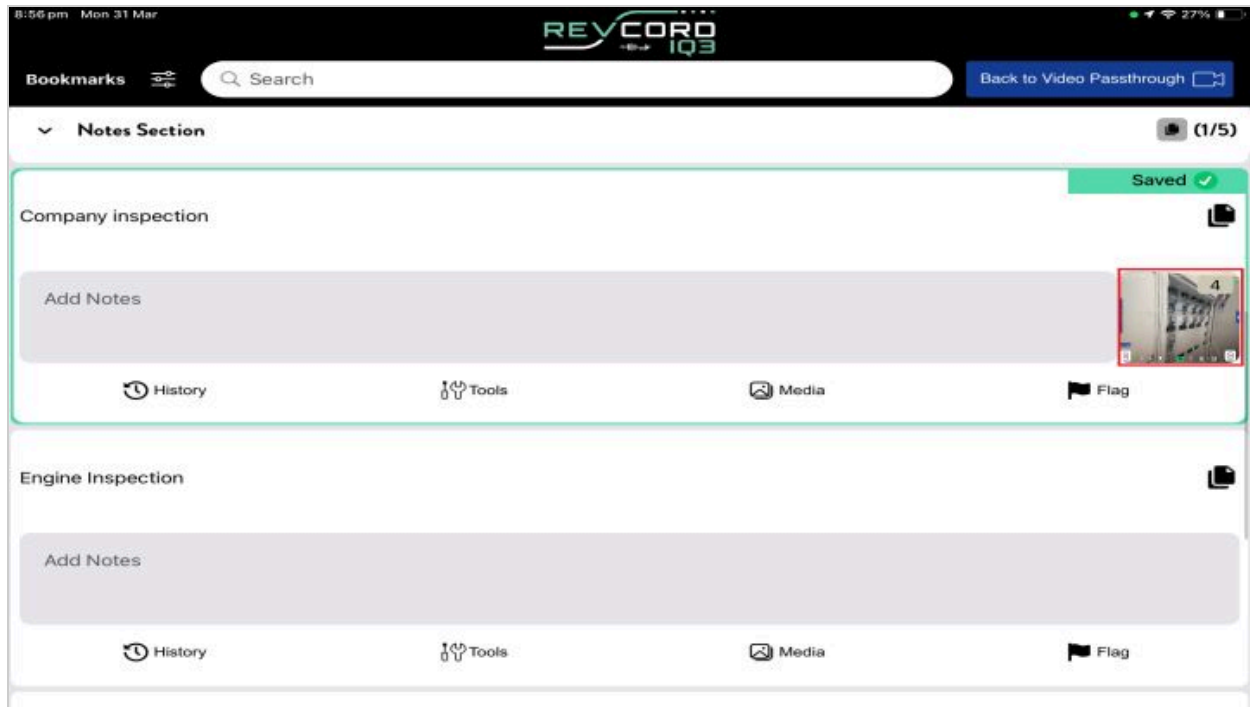


Figure 21 – Picture added to a bookmark

4. Users can add notes to a particular picture bookmark.

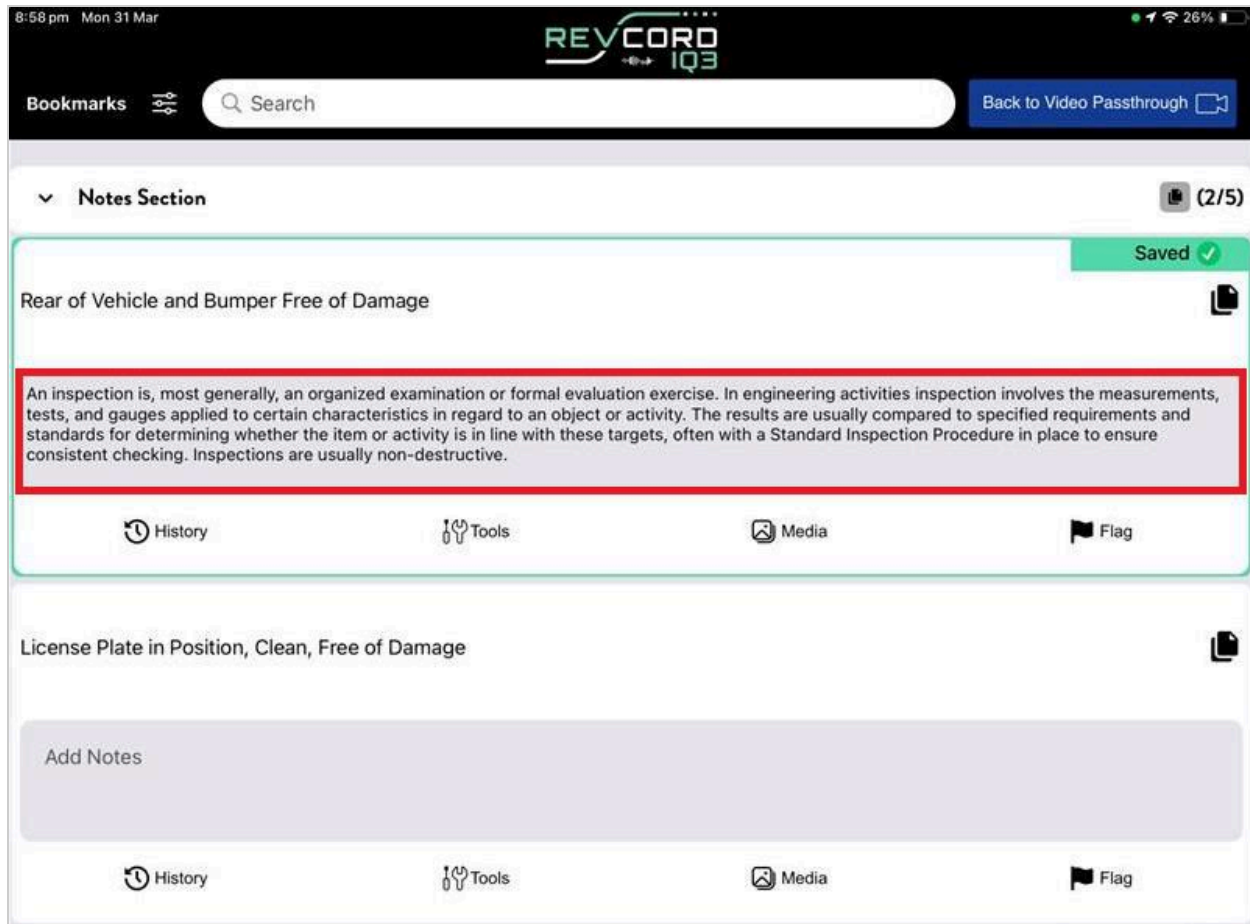


Figure 22 – Notes on a picture bookmark

3.5 Notes History

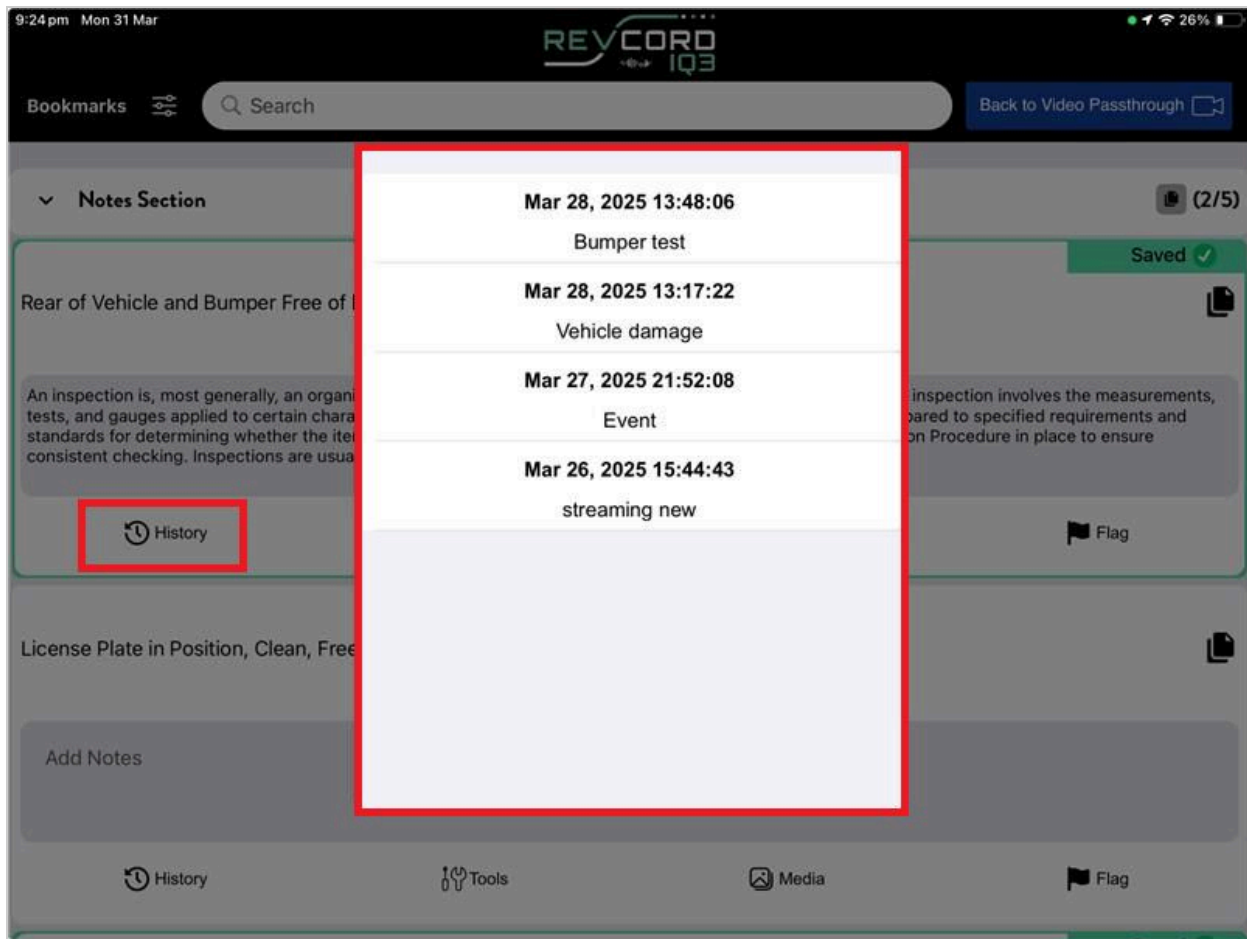


Figure 23 – Previous notes

Once a bookmark is tapped, previous notes pop up on the right side of the bookmarks under Previous Notes. The marker options remain where this text box is located.

Once a previous note is tapped, it populates the bottom notes field with whatever data is in that previous note. For example, if Previous Note D were selected, it would look like what is currently displayed. As before, this text box would be where the marker options are located.

3.6 Graphic Marker

Tap the **Add Marker** button and select **Graphic Marker**. The user sees the pre-uploaded graphic markers in the list and selects the desired marker. Once the marker is selected, it appears, and you can edit it and then submit to upload the graphic marker.

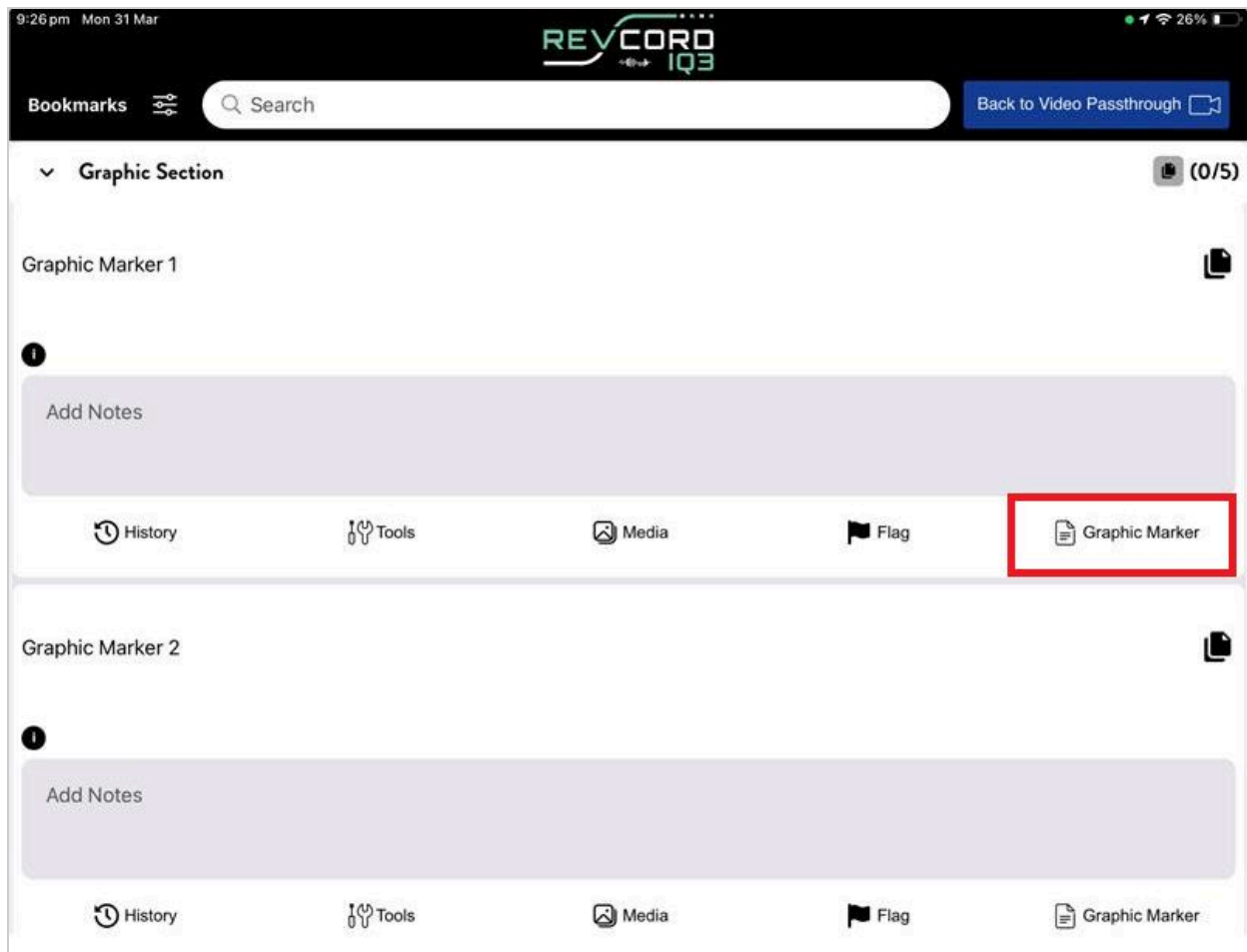


Figure 24 – Graphic Marker button

Vehicle Checkup			
Customer Name		Phone	Service Advisor
VIN Number		Mileage	RO Number
		Date	
☐ 16-POINT VEHICLE CHECKUP		☐ 23-POINT VEHICLE CHECKUP	
☐ CHECKED AND OK		☐ MAY REQUIRE FUTURE ATTENTION	
		☐ REQUIRES IMMEDIATE ATTENTION	
LF	LR		RR RF
16-POINT VEHICLE CHECKUP			
LEFT FRONT TIRE Pressure _____ lbs Wear Pattern _____ Tread Depth _____/32nds		LEFT REAR TIRE Pressure _____ lbs Wear Pattern _____ Tread Depth _____/32nds	
RIGHT REAR TIRE Pressure _____ lbs Wear Pattern _____ Tread Depth _____/32nds		RIGHT FRONT TIRE Pressure _____ lbs Wear Pattern _____ Tread Depth _____/32nds	
FLUIDS ENGINE OIL COOLANT BRAKE POWER STEERING TRANSMISSION WIPER WASHER		LEVEL Empty Full Empty Full Empty Full Empty Full Empty Full Empty Full	
BELTS•HOSES•FILTER•COOLING•WIPERS•LAMPS•BATTERY			
BELTS Serpentine _____ Power Steering _____ Other _____			
HOSES Radiator Hoses _____ Heater Hoses _____ Power Steering Hoses _____ Air Conditioning Hoses _____			
AIR FILTER _____			
COOLING SYSTEM Mixture/Leaks _____			
WINDSHIELD WIPERS & BLADES _____			
LAMPS Head Lamps _____ Tail Lamps _____ Turn Signal Lamps _____ Parking Lamps _____			
BATTERY _____			
23-POINT VEHICLE CHECKUP (INCLUDES ITEMS LISTED ABOVE)			
FRONT BRAKES Left Front _____ Right Front _____		REAR BRAKES Left Rear _____ Right Rear _____	
SHOCKS/STRUTS Front _____ Rear _____		STEERING COMPONENTS _____	
TRANSFER CASE ☐ N/A _____		U-JOINTS ☐ N/A _____	
SUSPENSION _____		SUSPENSION _____	
Cancel		Submit	

Figure 25 – Graphic marker ready to edit

3.7 Flag a Bookmark

Select the flag icon for a particular marker.

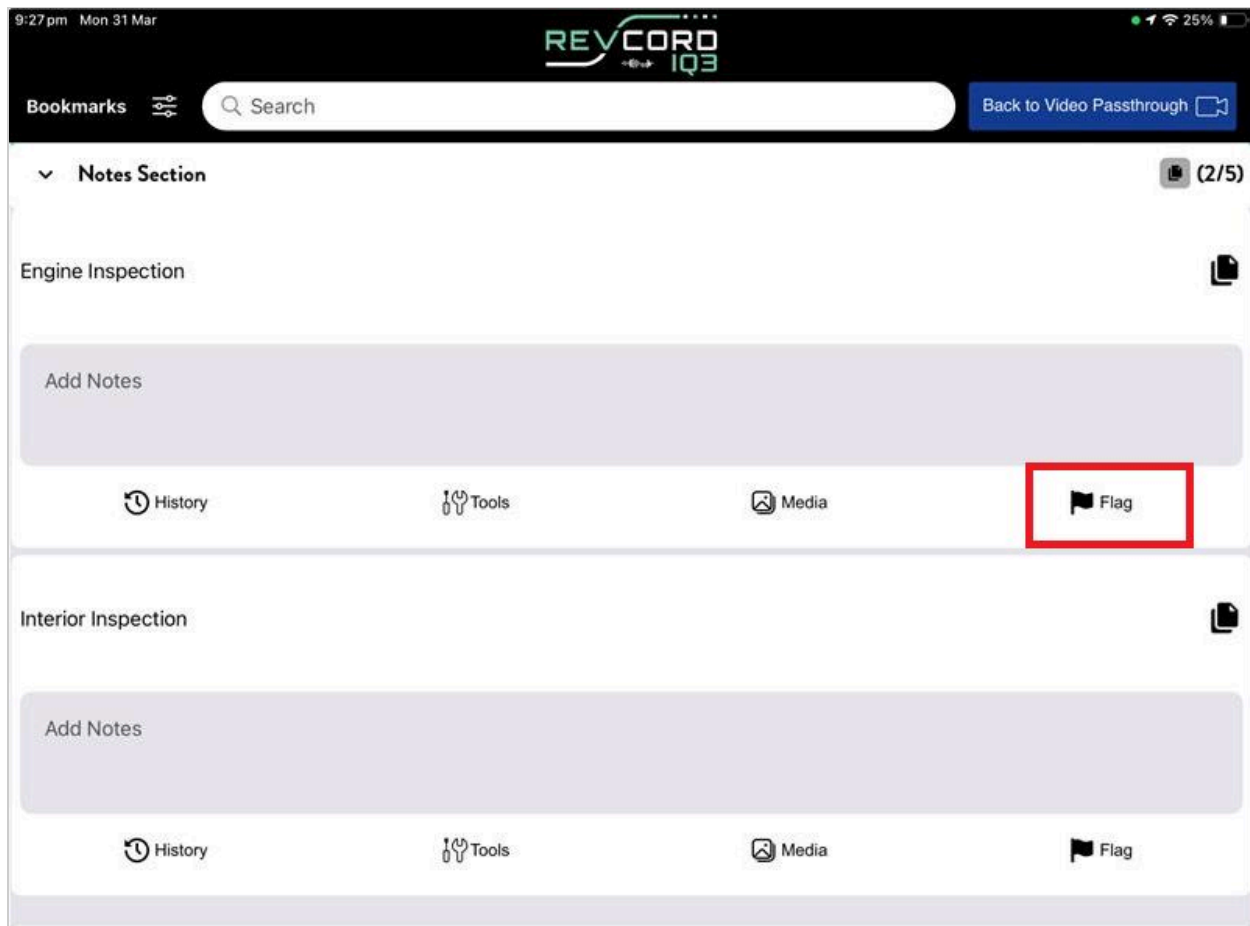


Figure 26 – Flag icon

Select one of the flags, choosing the appropriate color displayed for that marker.

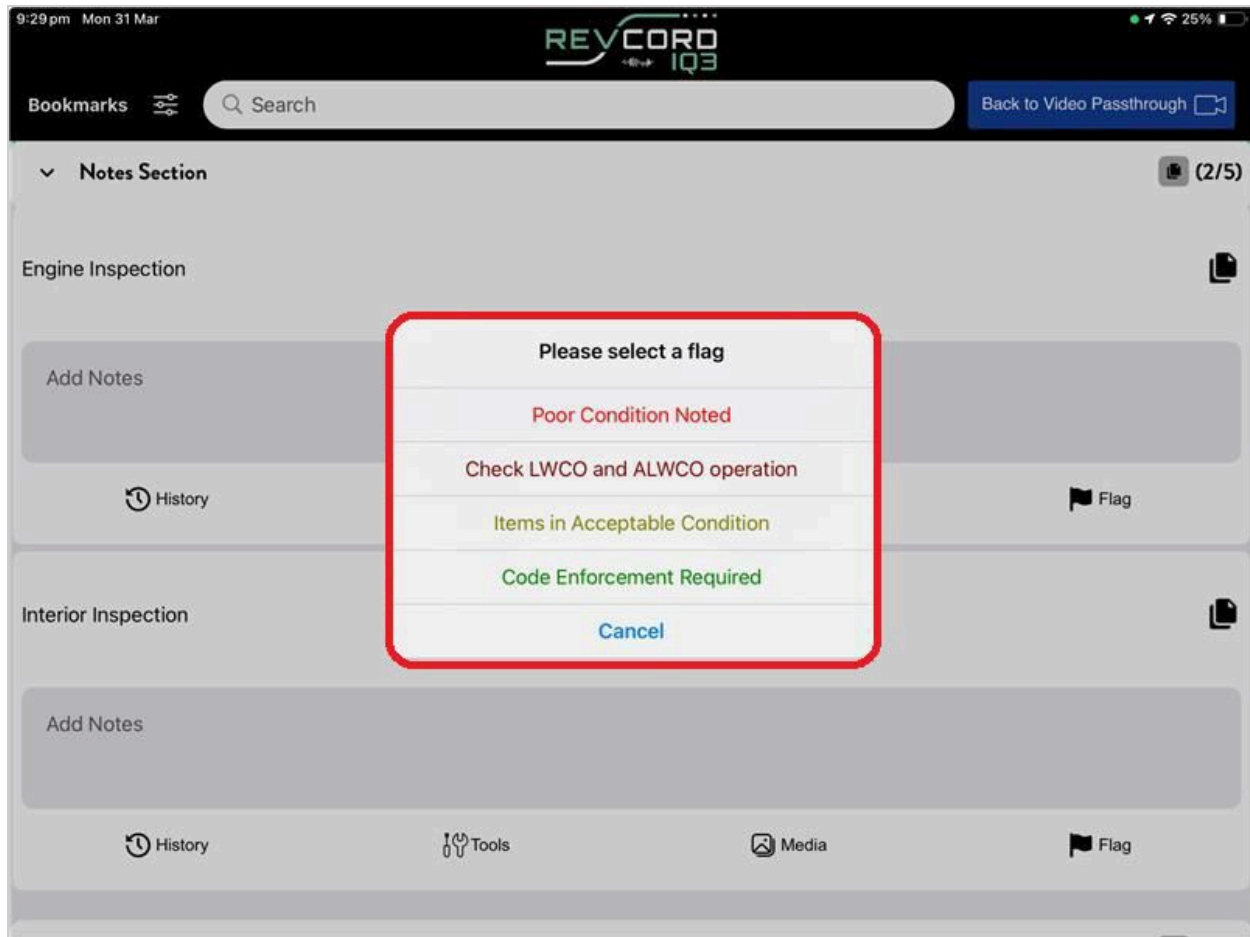


Figure 27 – Flag selection

3.8 Email/SMS Alerts Based on Flag Selection

3.9 AR Measurement

The AR Measure tool allows users to capture digital measurements on LiDAR-capable devices.

AR Measurement works as follows:

1. Tap the **Add Marker** button.



Figure 28 – Add Marker button

2. After you select the **Add Marker** button, the **Tools** icon appears in the top left.

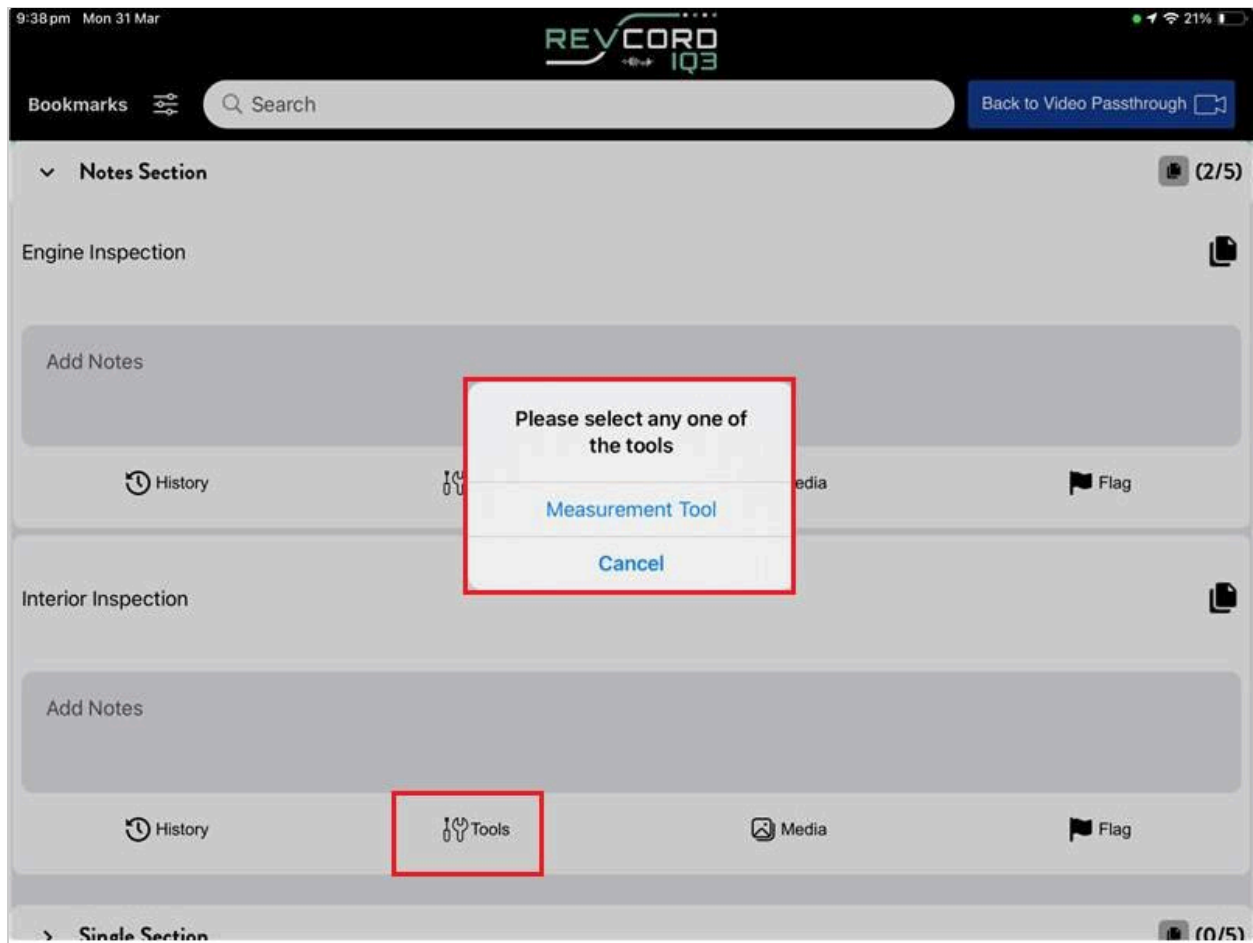


Figure 29 – Tools icon and Measurement Tool

3. The measuring points are shown after the measurement tool is selected.
4. Once ready, the measure tool displays a crosshair in the center of the screen.

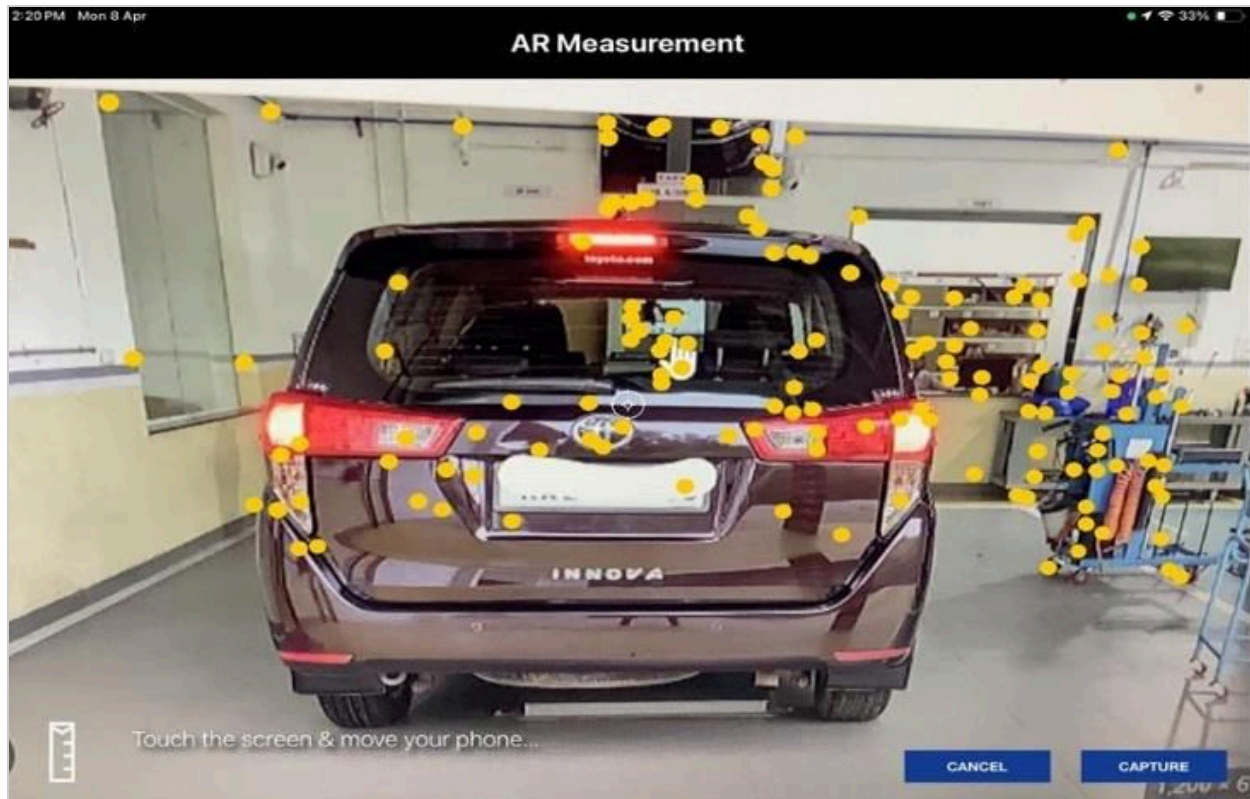


Figure 30 – Measuring points

5. Tap the screen at the starting point and drag to the end of the object you are measuring, then tap the screen again to select the measurement's endpoint.
6. Tap **Done** at the bottom right after completing the measurement.

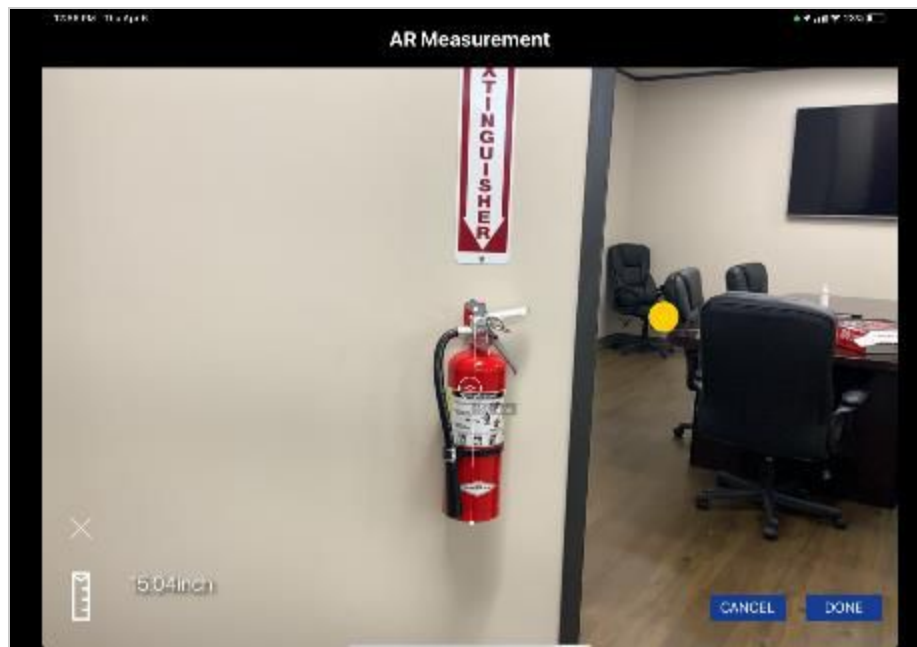


Figure 31 – Completed measurement

7. If Picture Bookmark is selected: when you select **Done** on the measure tool, you are prompted to hold the device still with the measurements in the frame. This captures a snapshot displaying the measurements on the inspection item.

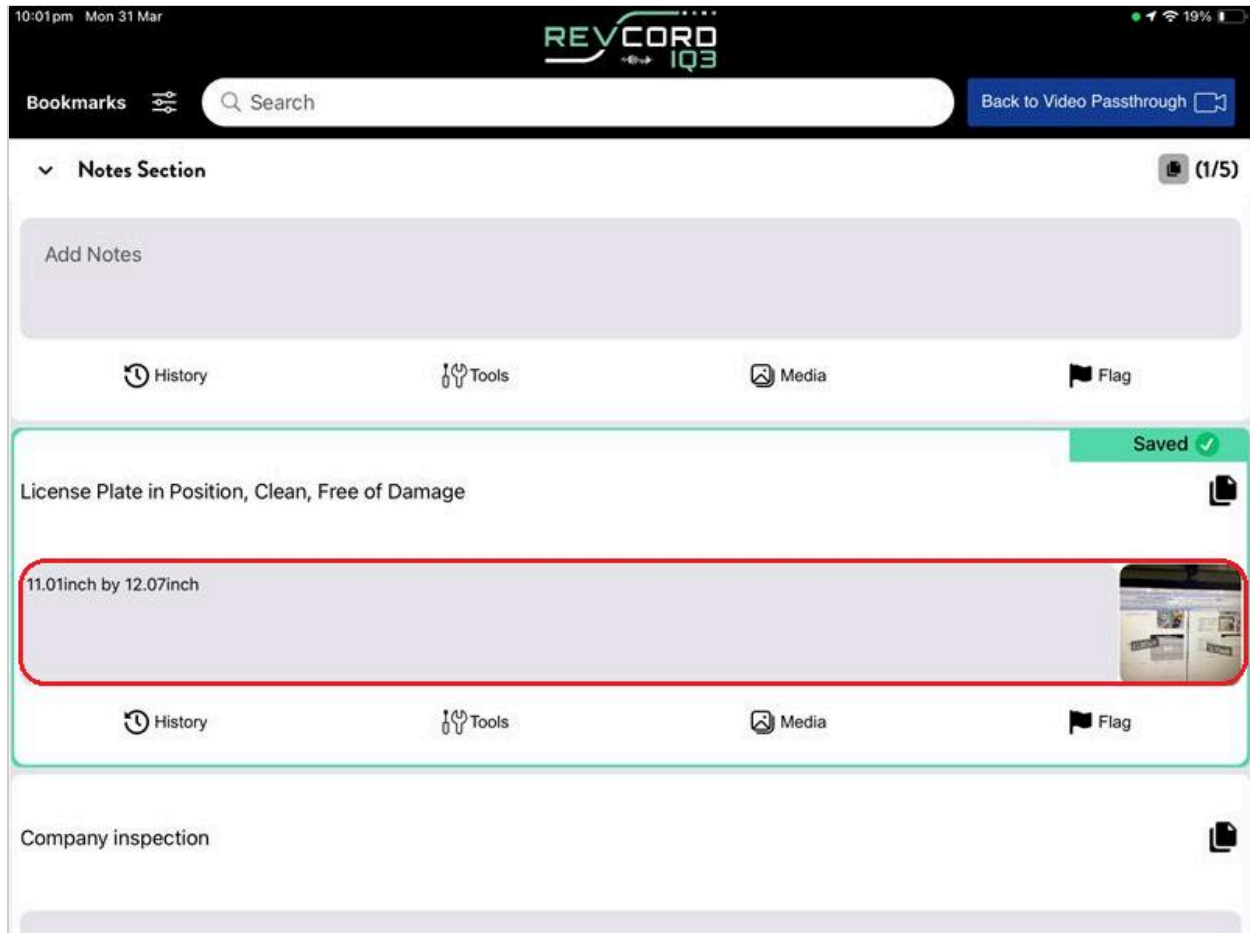


Figure 32 – Measurement saved to a bookmark

3.10 AR Measurement and Picture Viewing in MMS

AR measurements and picture bookmarks can be viewed from playback on the MMS Search page.

1. Click the **IQ3 Measurement** icon to view the AR measurement.

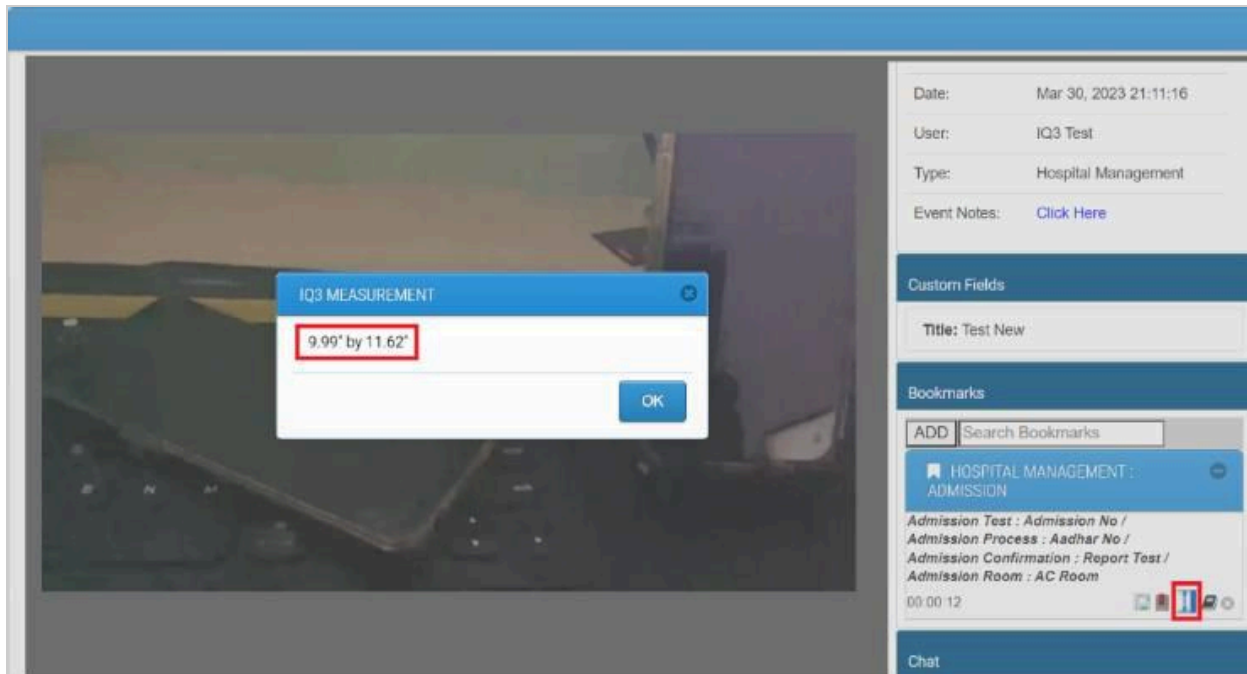


Figure 33 – AR measurement in MMS playback

2. Click the **View Picture** icon to view the IQ3 measured picture as a picture bookmark.

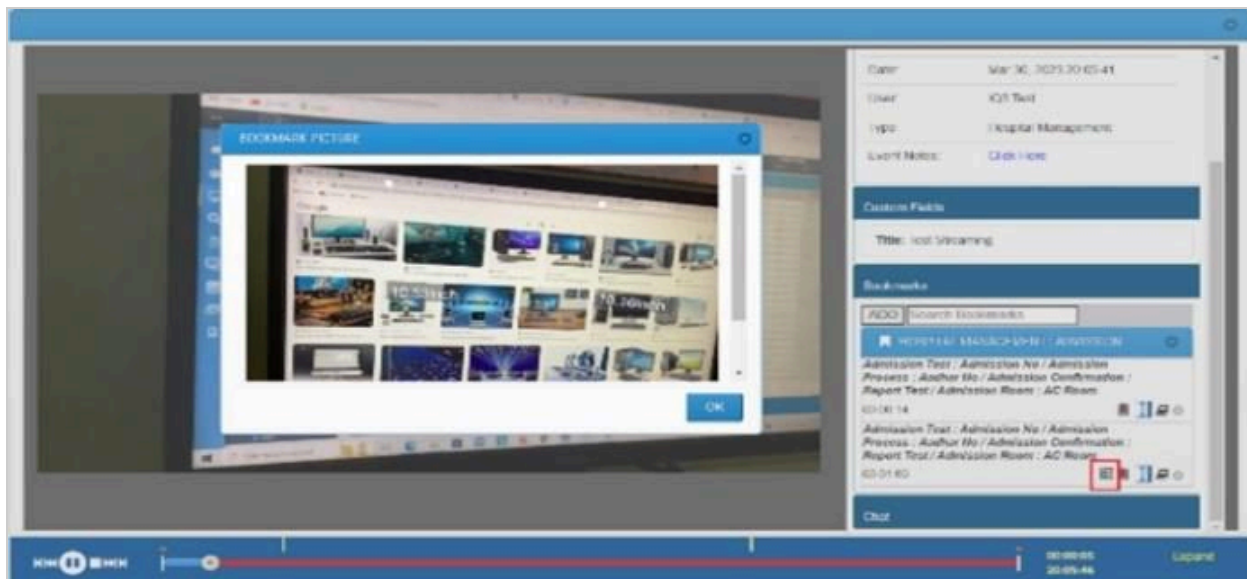


Figure 34 – Measured picture in MMS playback

3.11 Multiple Events

This feature allows the user to move between multiple active events in the IQ3 app without ending an event or losing any event progress, and to switch back and forth between them. The user can tap pause, tap the **Save as Draft** button, go back to the home screen, create another event, or resume a previous event that was saved as a draft.

3.12 Save as Draft

The **Save as Draft** button is available when the event is paused and you tap the **End Event** button.

If the user taps **Save as Draft**, the event is saved as a draft and moved to the Events screen.

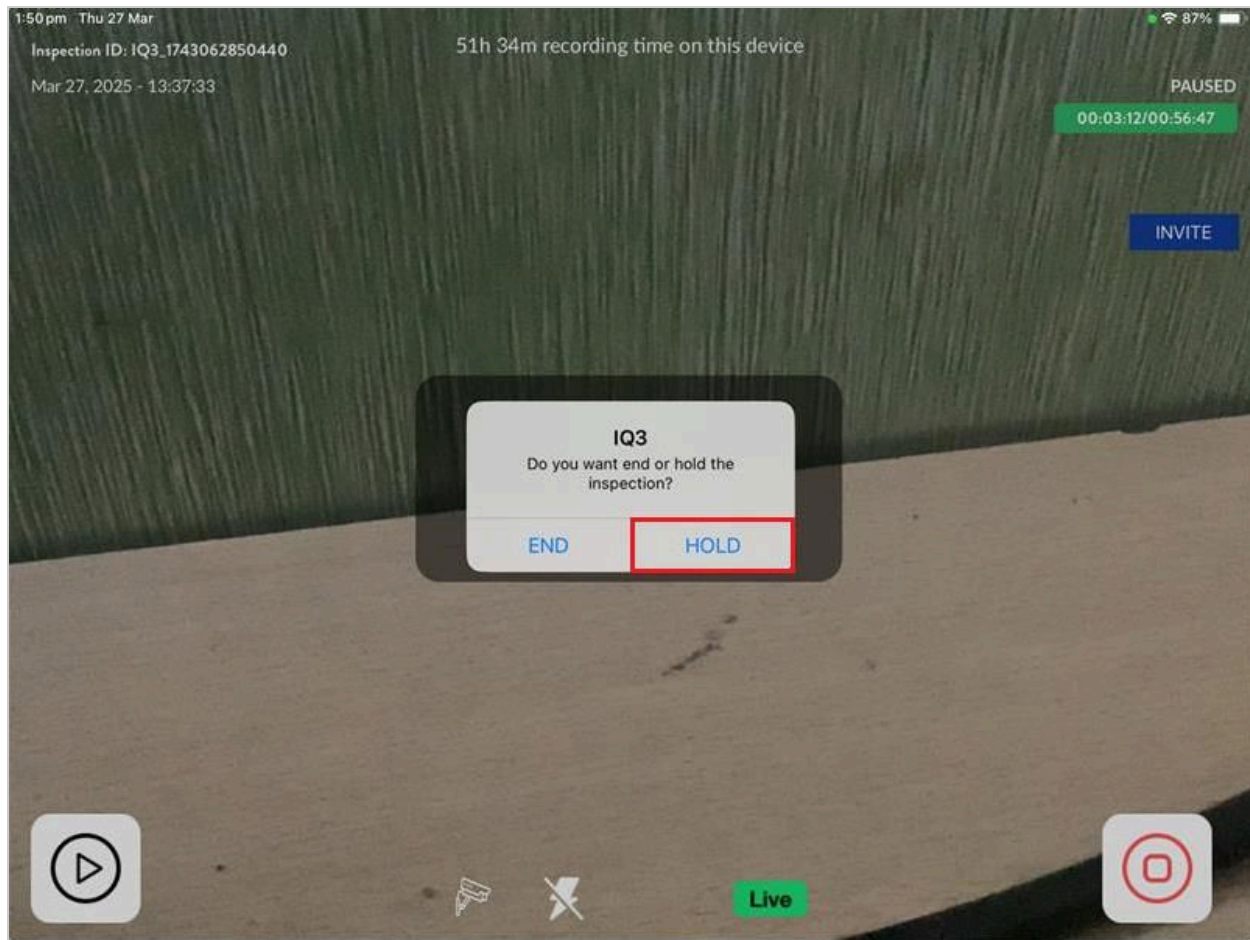


Figure 35 — End or save the inspection

Tap **Save as Draft**, and a message appears asking, "Are you sure you want to save the inspection as a draft?"

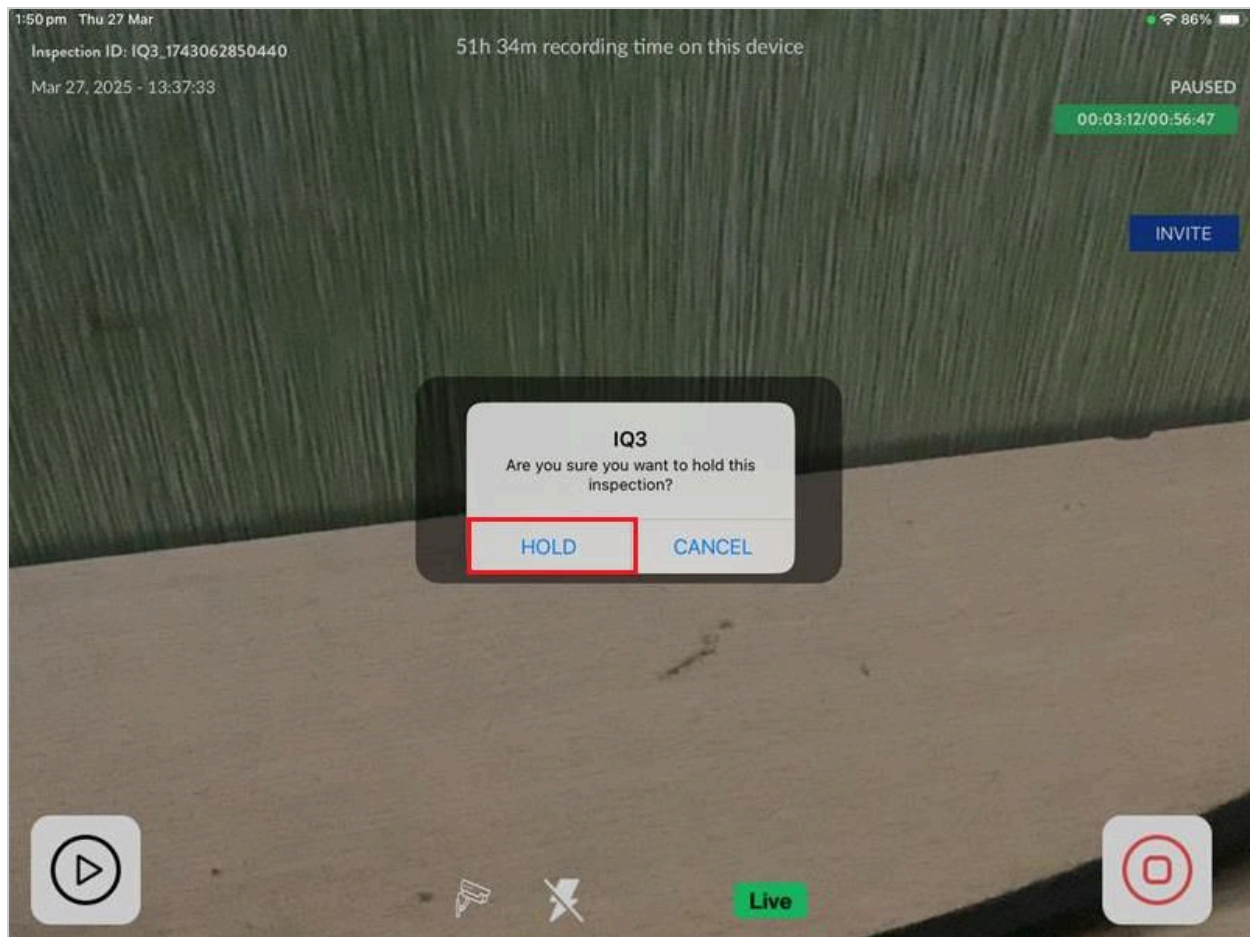


Figure 36 – Draft confirmation

The user can see all draft events on the Events screen. When the desired event is tapped again, a message pops up asking, "Would you like to resume your event?" with Yes and No options. Tap **Yes** to return to the event on the pause screen.

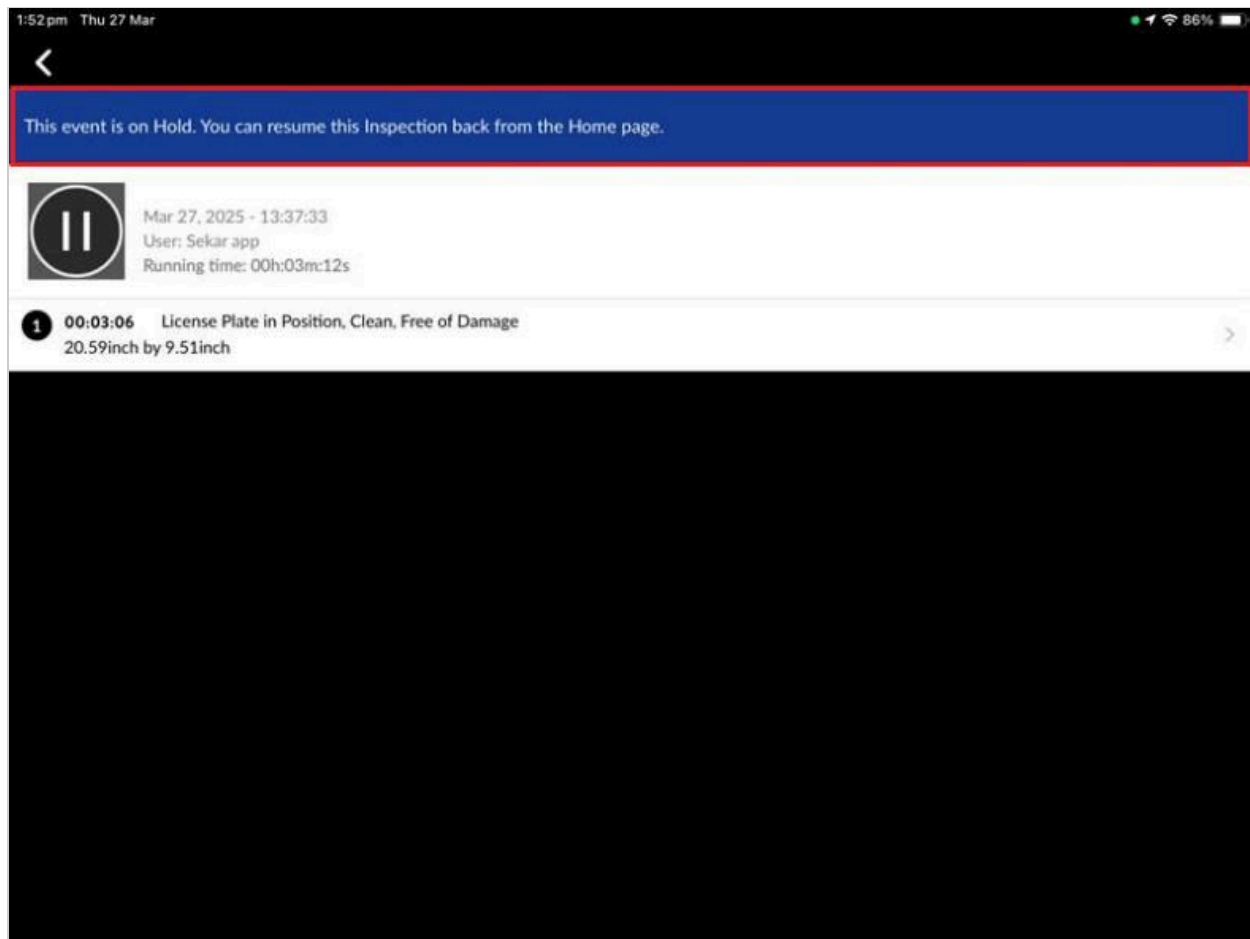


Figure 37 – Draft event

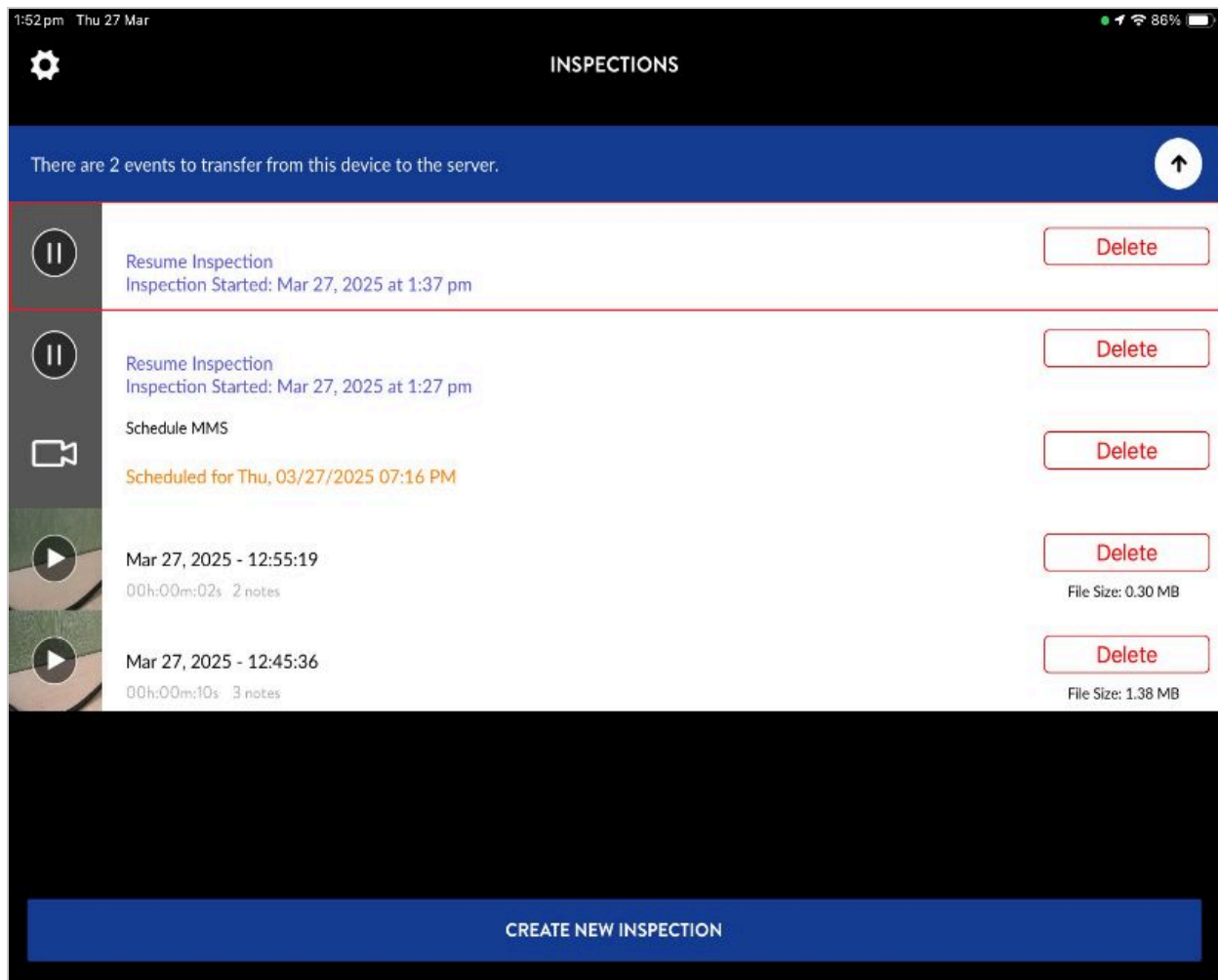


Figure 38 – Draft events on the Events screen

4. LIST INSPECTION

1. Select the Type, Asset ID, and Repository, enter a custom field, add notes, and select **List Inspection**.

2:16 pm Thu 27 Mar

Cancel NEW INSPECTION Save

Inspection ID: IQ3_1743065155033
User: Sekar app

TYPE: Cargo Container

ASSET ID: Boilers

REPOSITORY:

Instruction
Enter Instruction

Play of Survey
Enter Play of Survey

Surveyor
Enter Surveyor

Report
Enter Report

Notes

Video Inspection List Inspection Audio Inspection

51h 22m video recording time on this device

Figure 39 – List Inspection button

2. Select any marker section in the list inspection.

10:10 pm Mon 31 Mar

REVCORD IQ3

List Inspection Search Switch to Video Inspection End Inspection

> Notes Section (0/5)

> Single Section (0/5)

> Multiple Section (0/5)

> Text Section (0/5)

> Graphic Section (0/5)

Figure 40 – Marker sections

3. Add notes after tapping the template section on the left of the marker window.

The screenshot shows the REVCORO IQ3 app interface. At the top, there's a status bar with the time 10:10 pm and date Mon 31 Mar. Below the status bar is a navigation bar with the app logo, a search bar, and buttons for 'List Inspection', 'Switch to Video Inspection', and 'End Inspection'. The main content area is titled 'Single Section' and shows a list of inspection items. The first item is 'Hand tools', which has a 'Yes' radio button selected. Below this, there's a text box containing a definition of inspection: 'An inspection is, most generally, an organized examination or formal evaluation exercise. In engineering activities inspection involves the measurements, tests, and gauges applied to certain characteristics in regard to an object or activity. The results are usually compared to specified requirements and standards for determining whether the item or activity is in line with these targets, often with a Standard Inspection Procedure in place to ensure consistent checking. Inspections are usually non-destructive.' This text box is highlighted with a red border. Below the text box are four icons: 'History', 'Tools', 'Media', and 'Flag'. The second item is 'Hazardous products', which has a 'Yes' radio button selected.

Figure 41 – Notes added to a marker

4.1 Notes History

1. Once a bookmark is tapped, previous notes appear under **History** on the right side of the bookmark.
2. The marker options remain where this text box is located.

The screenshot shows the REVCORO IQ3 app interface. At the top, there's a status bar with the time 10:11 pm and date Mon 31 Mar. Below the status bar is a navigation bar with the app logo, a search bar, and buttons for 'List Inspection', 'Switch to Video Inspection', and 'End Inspection'. The main content area is titled 'Single Section' and shows a list of inspection items. The first item is 'Hazardous products', which has 'Yes' and 'No' radio buttons. Below this, there's a text box labeled 'Add Notes'. Below the text box are four icons: 'History', 'Tools', 'Media', and 'Flag'. The 'History' icon is highlighted with a red border. The second item is 'Materials handling', which has a 'Yes' radio button selected.

Figure 42 – History button



Figure 43 – Previous notes

4.2 Marker Tools

Select the marker's **Tools** icon to access:

- A. Measuring Tool
- B. Copy Marker Tool

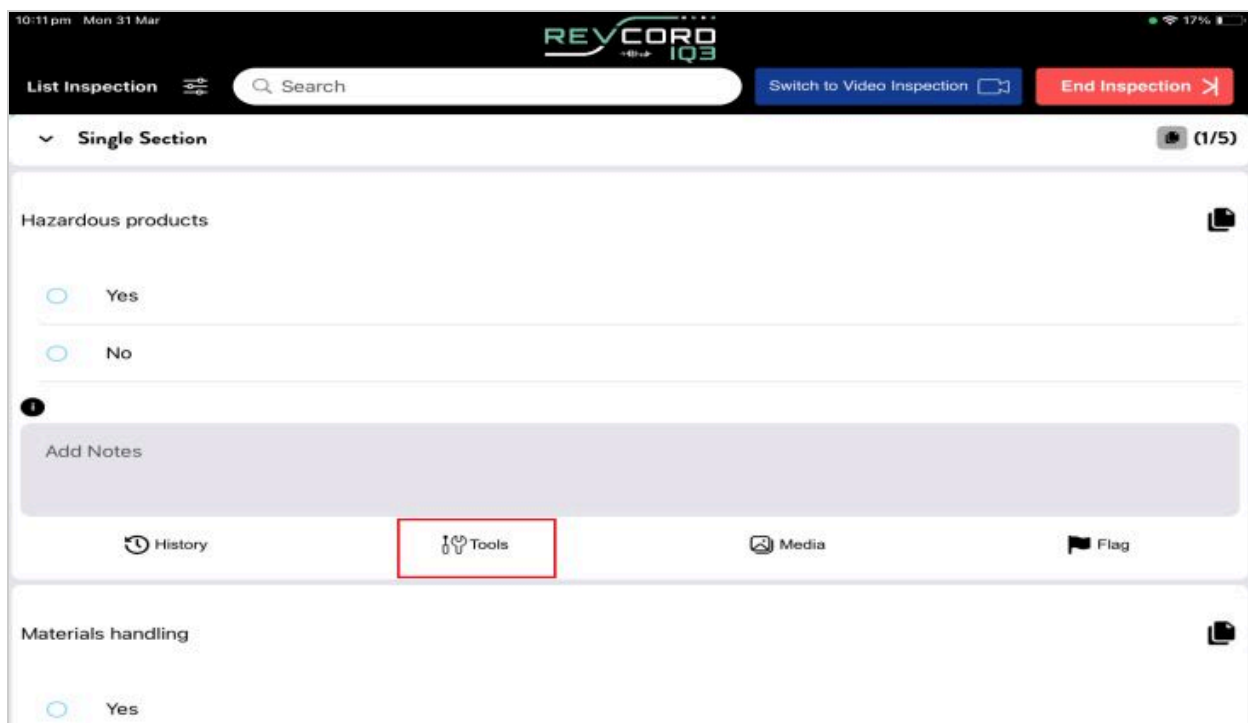


Figure 44 – Tools icon

Measuring Tool: Select the measurement tool.

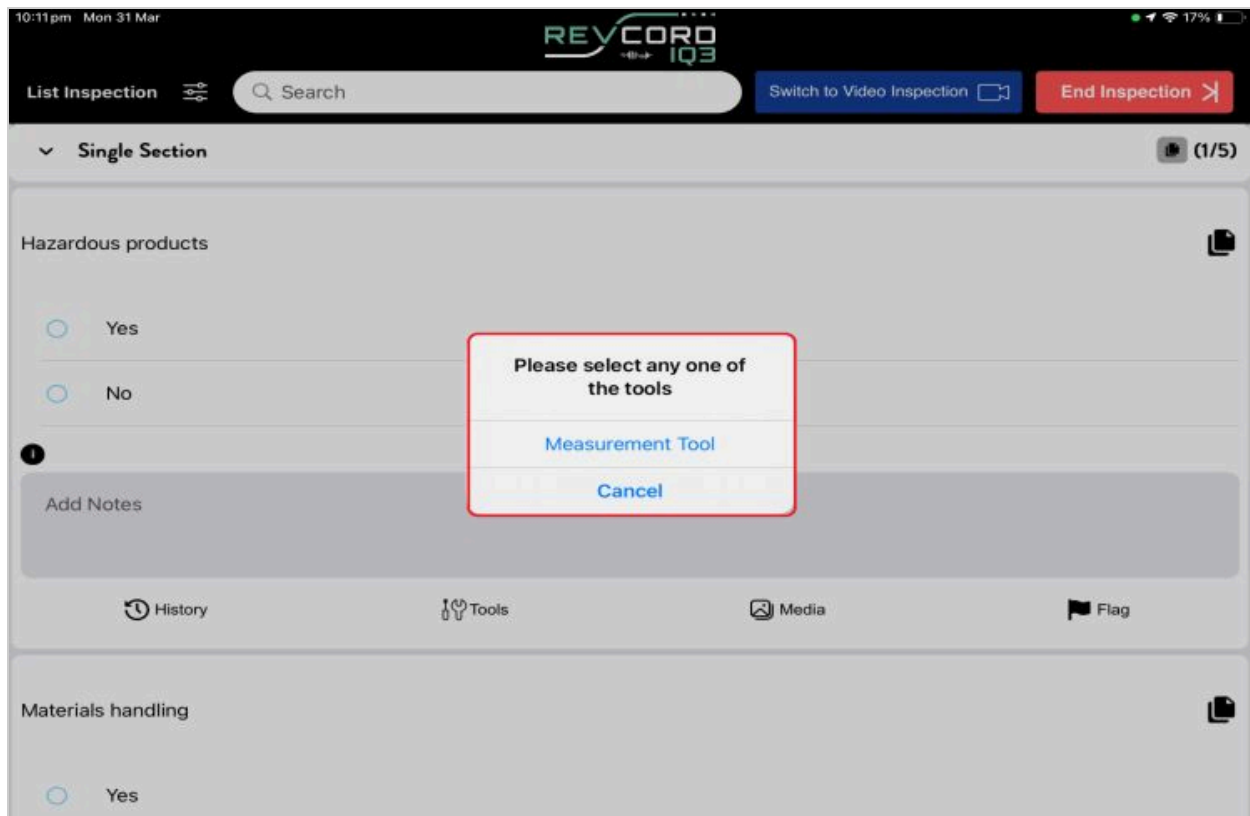


Figure 45 — Measurement Tool option

Once ready, the measure tool displays a crosshair in the center of the screen.

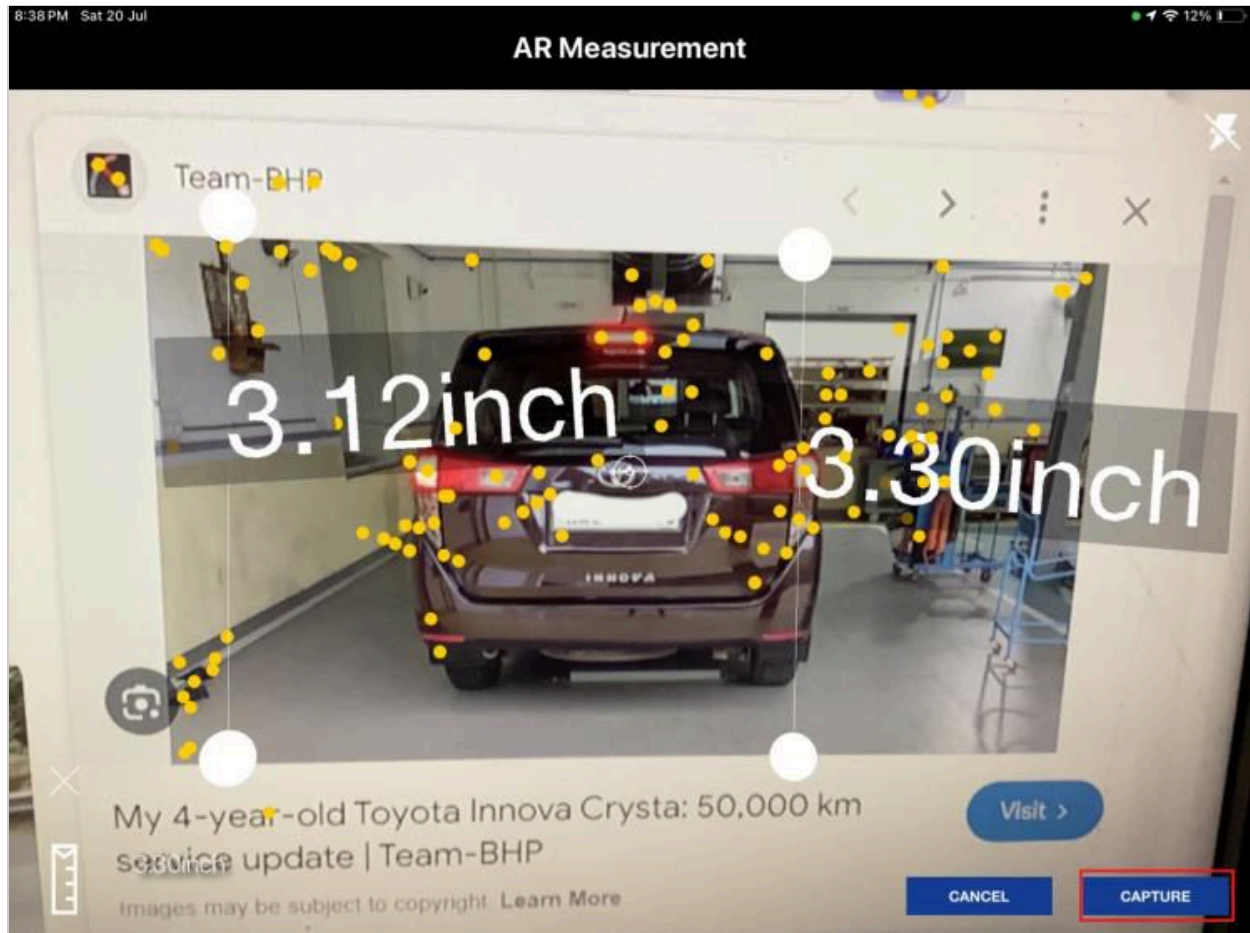


Figure 46 – AR measurement

Copy Marker Tool: Select the copy marker; the copy appears as the same marker in that section.

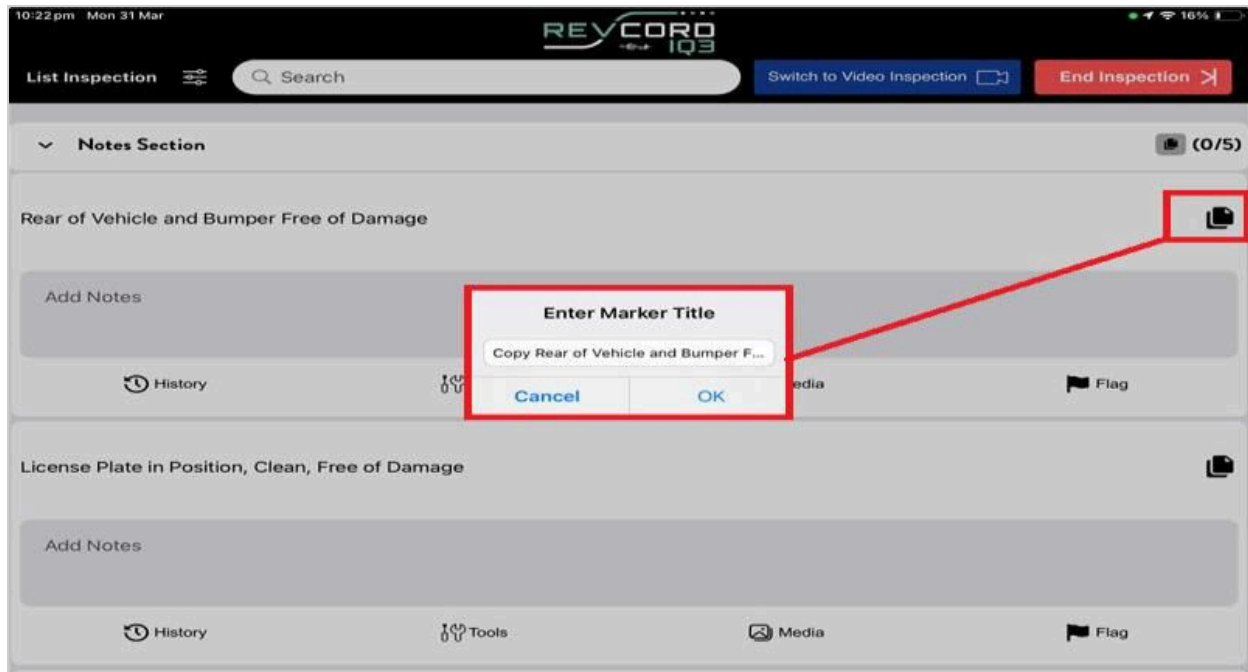


Figure 47 – Copy marker

4.3 Adding Media in Bookmarks

Tap the **Media** icon to take pictures.

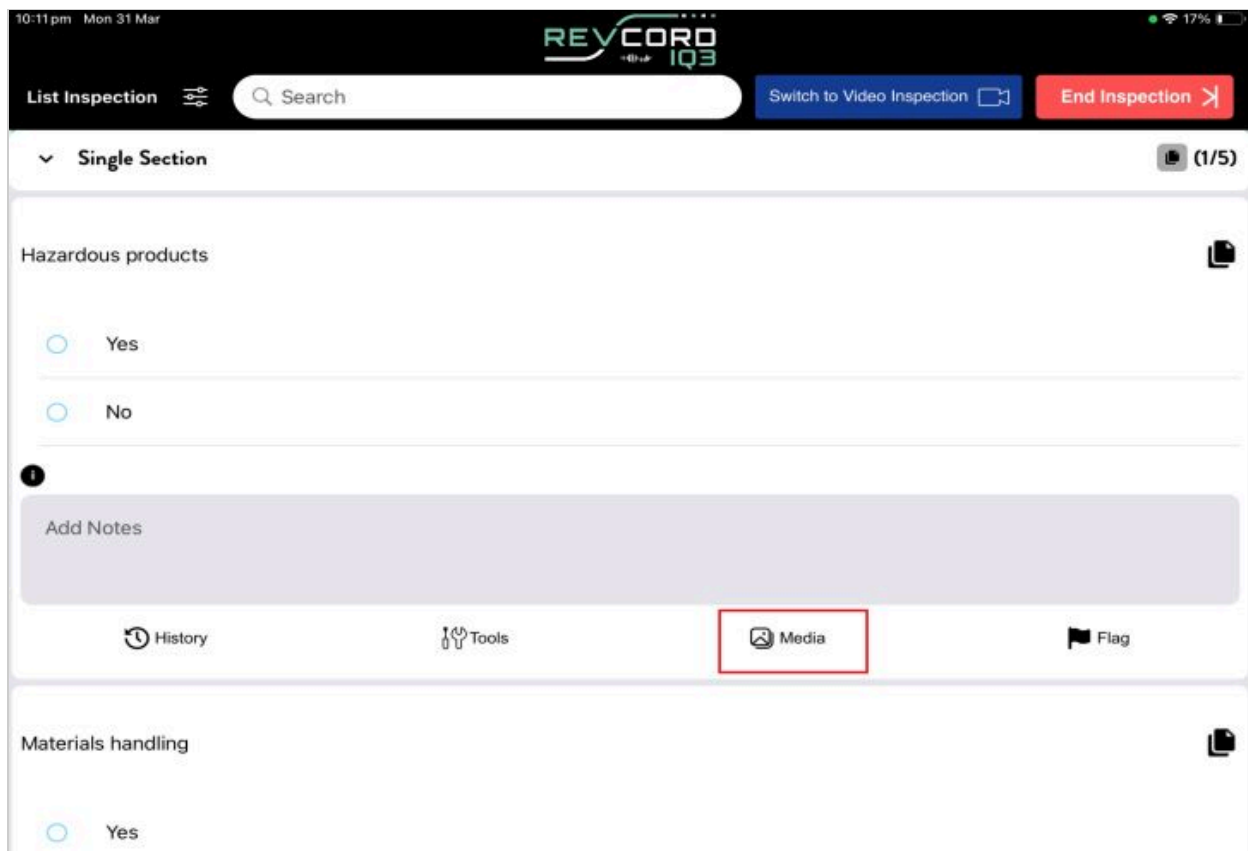


Figure 48 – Media icon

Select any media type.

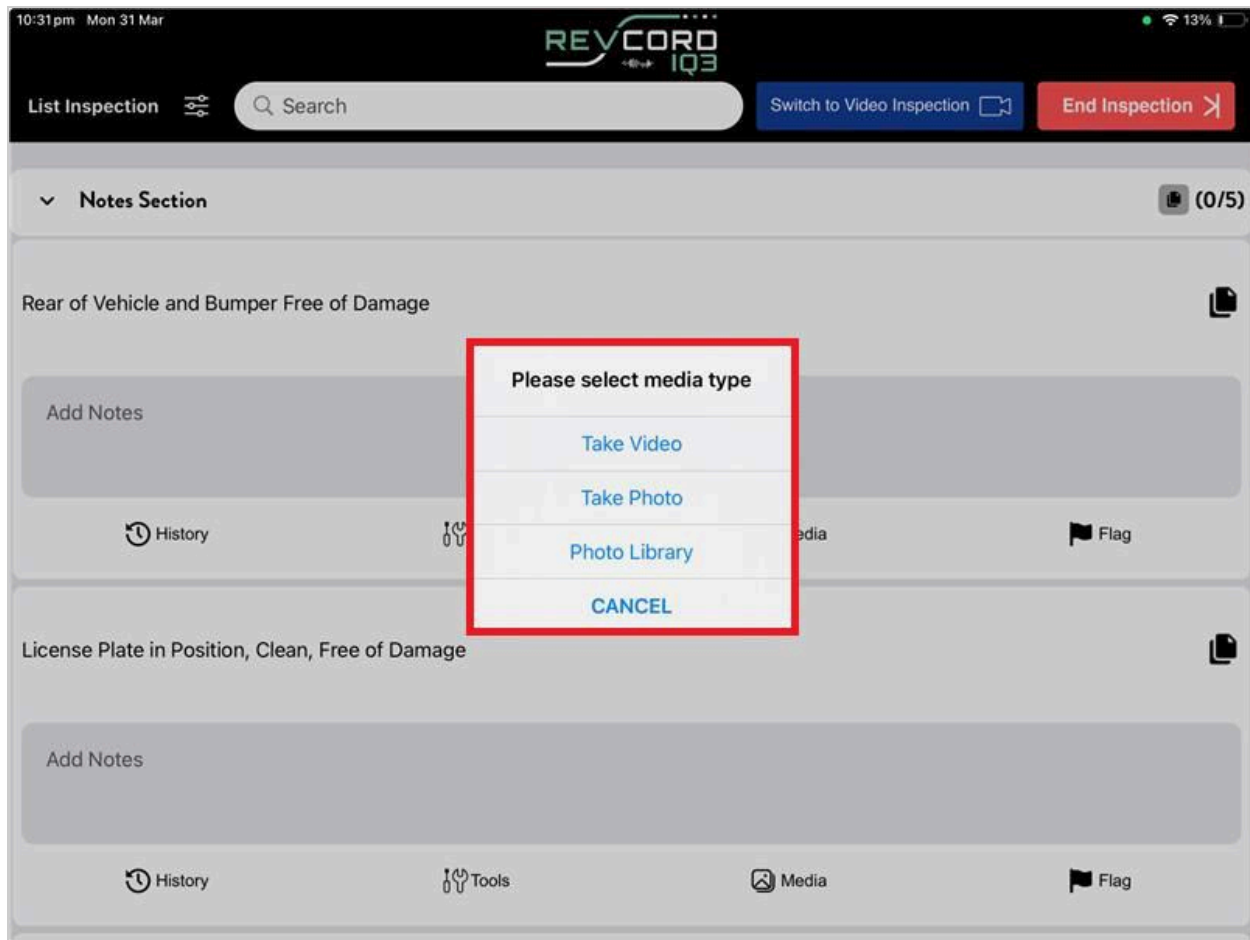


Figure 49 – Media type options

Select **Take Video** in Media Type.

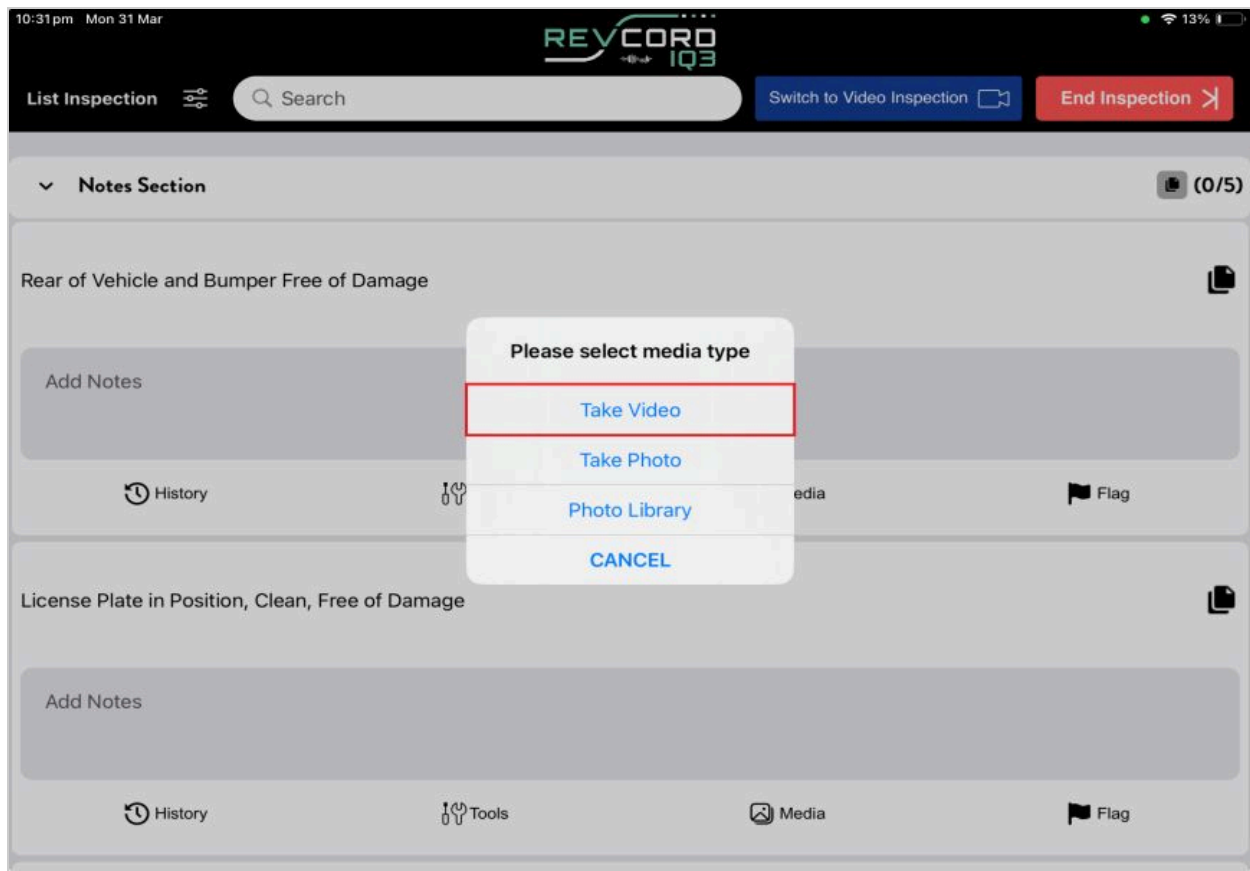


Figure 50 – Take Video

Video bookmarks are limited to 60 seconds per event.



Figure 51 – Video recording

After tapping the List Inspection filter, you have the following options: select any one of the filters to display all markers, completed and incomplete markers, flagged markers, or all flags.

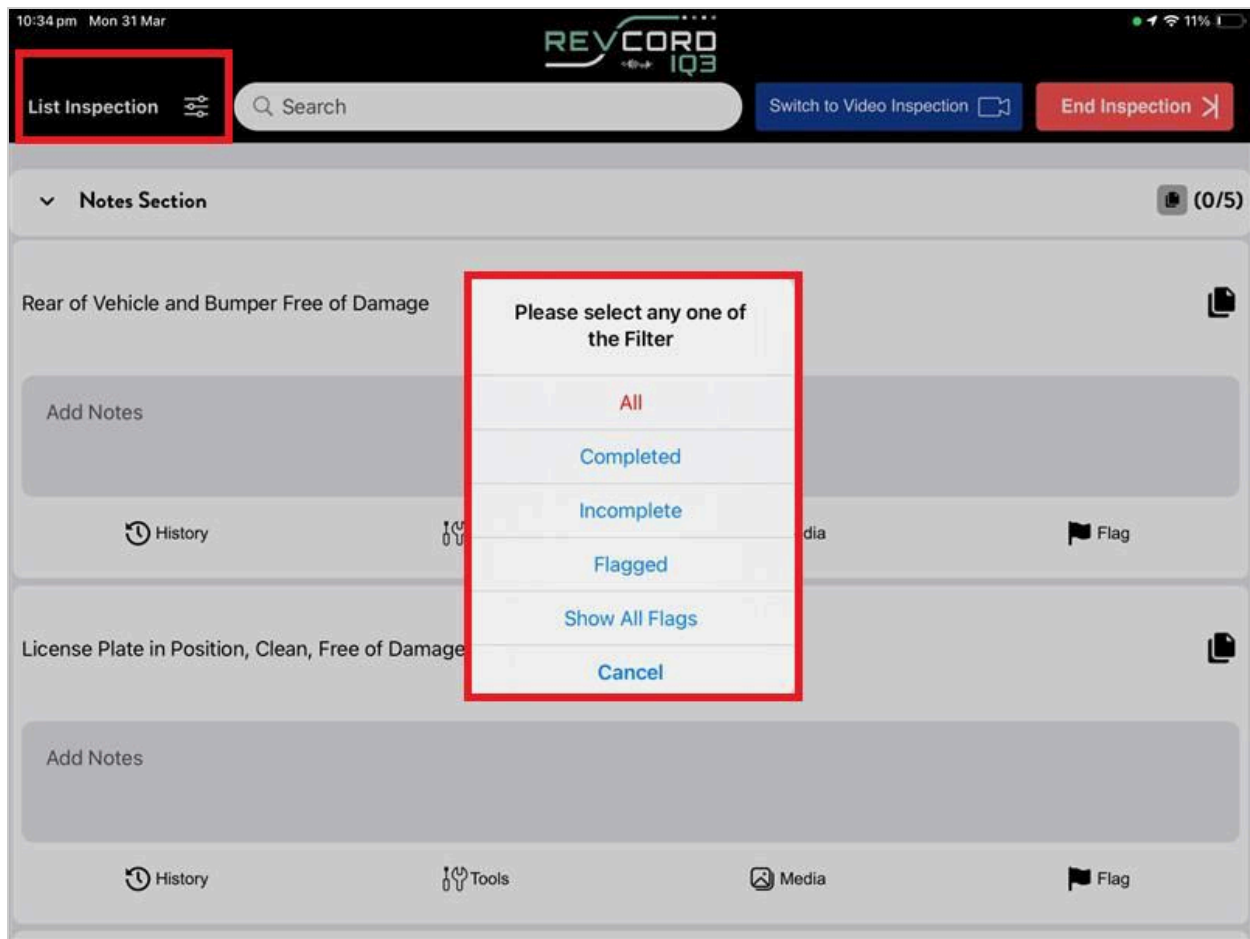


Figure 52 – List Inspection filter options

After selecting **Take Photo**, choose the desired images and capture them.

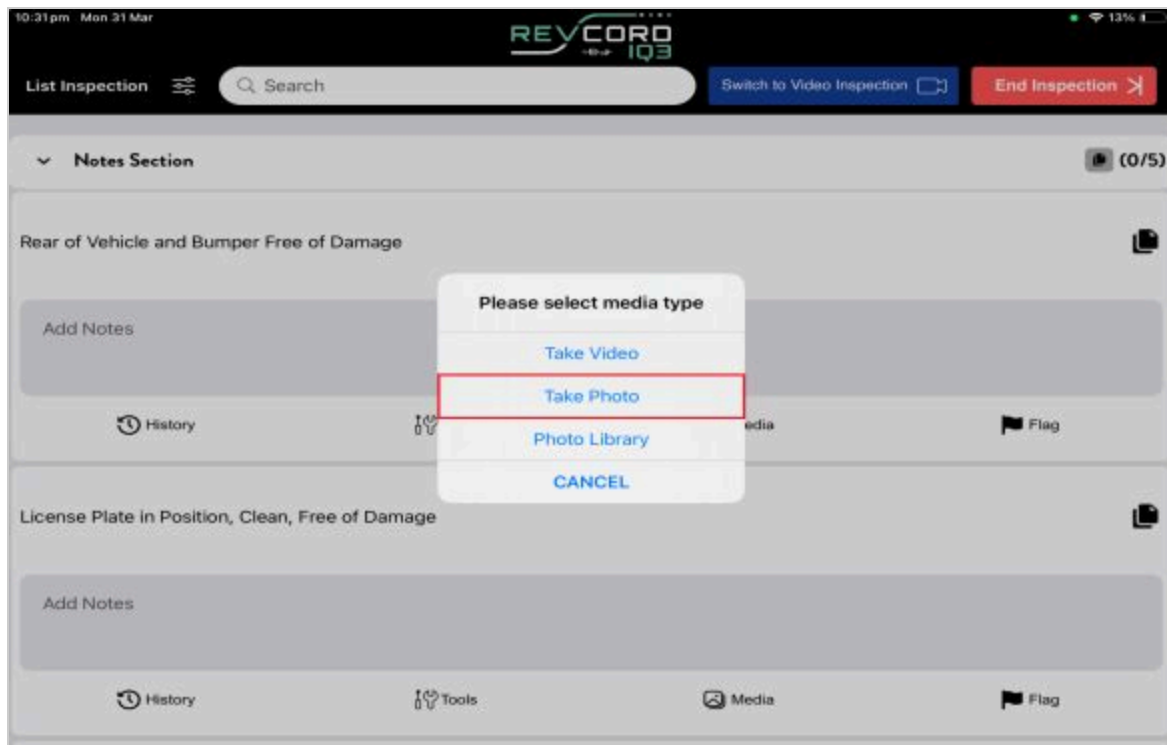


Figure 53 – Take Photo

Tap to capture the photo.



Figure 54 – Capture button

After capturing the photo, select **Use Photo**.

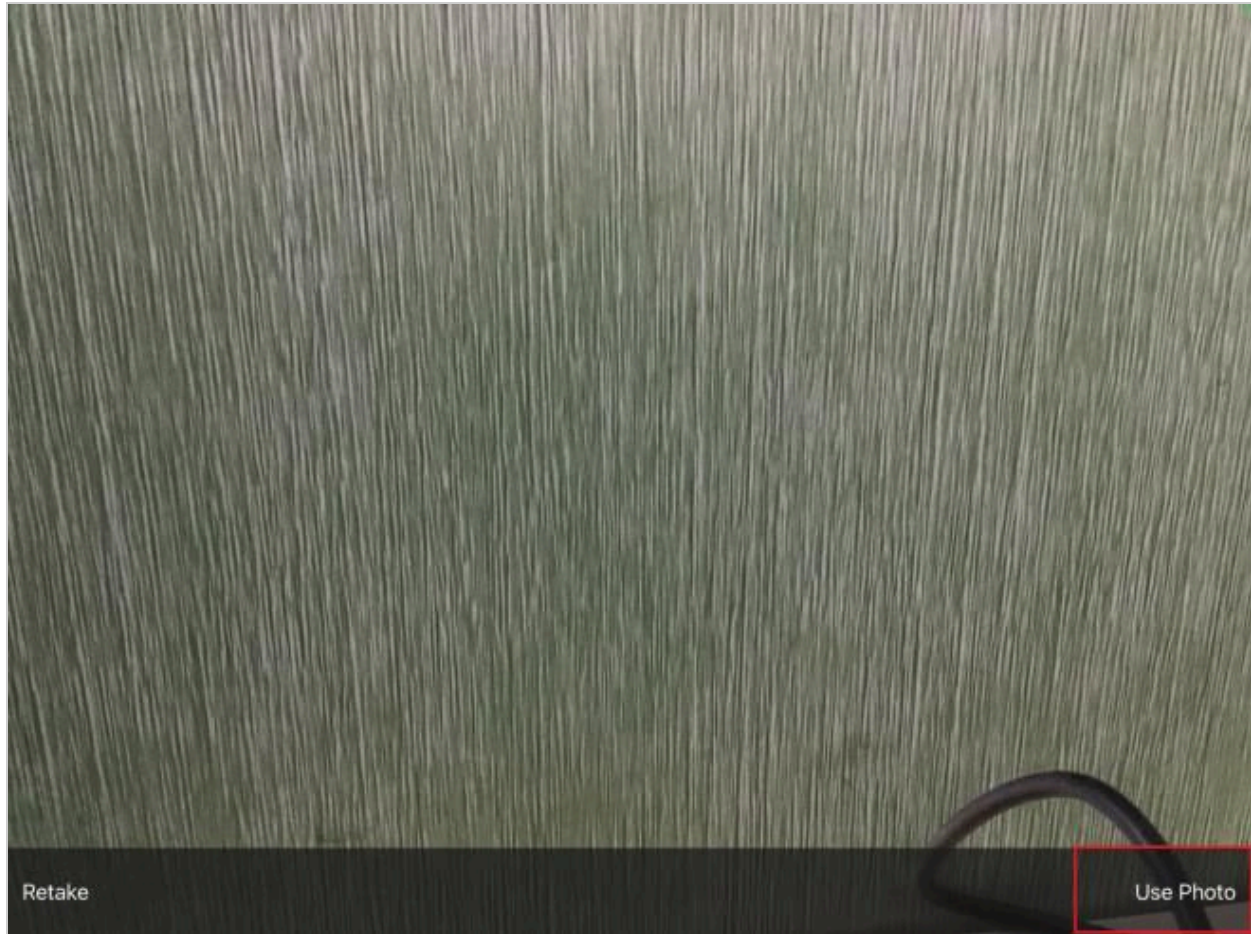


Figure 55 – Use Photo

After you select **Photo Library**, the photos window is displayed.

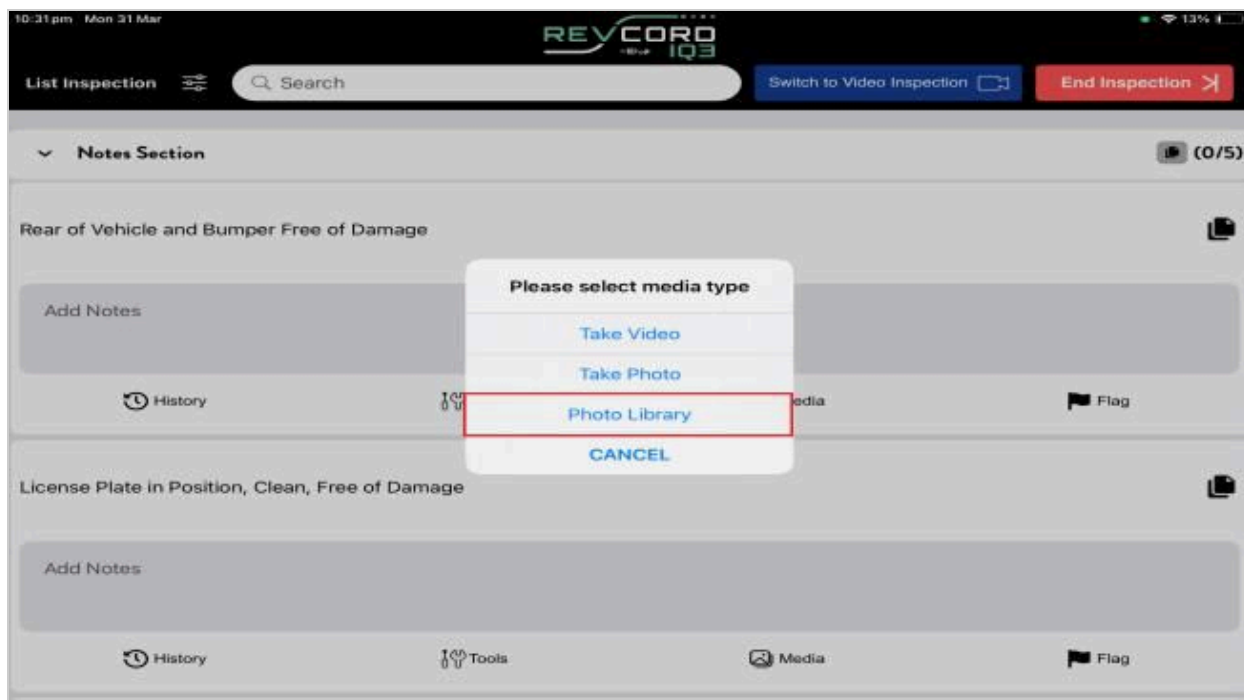


Figure 56 – Photo Library

A single bookmark supports multiple pictures, up to a maximum of twelve (12) pictures per bookmark.

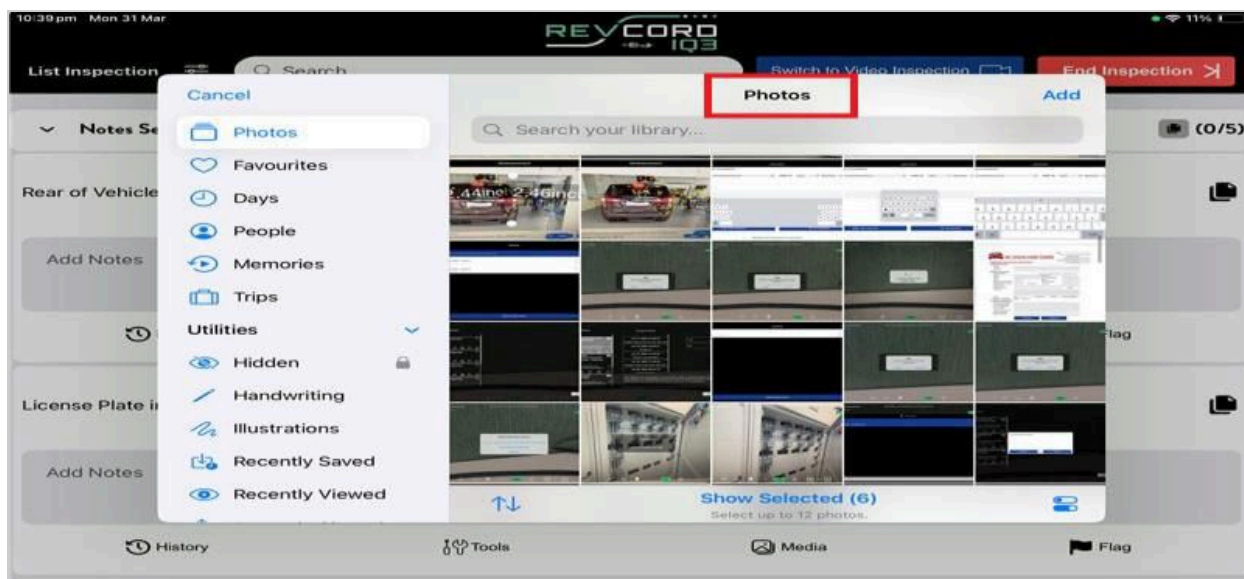


Figure 57 – Photos window

4.4 Flag Marker

Tap the **Flag** icon to select a flag for the marker.

10:11 pm Mon 31 Mar

REVCORO IQ3

List Inspection Search Switch to Video Inspection End Inspection

Single Section (1/5)

Hazardous products

☐ Yes

☐ No

Add Notes

History Tools Media Flag

Materials handling

☐ Yes

Figure 58 – Flag icon

Select one of the flags to display on that marker.

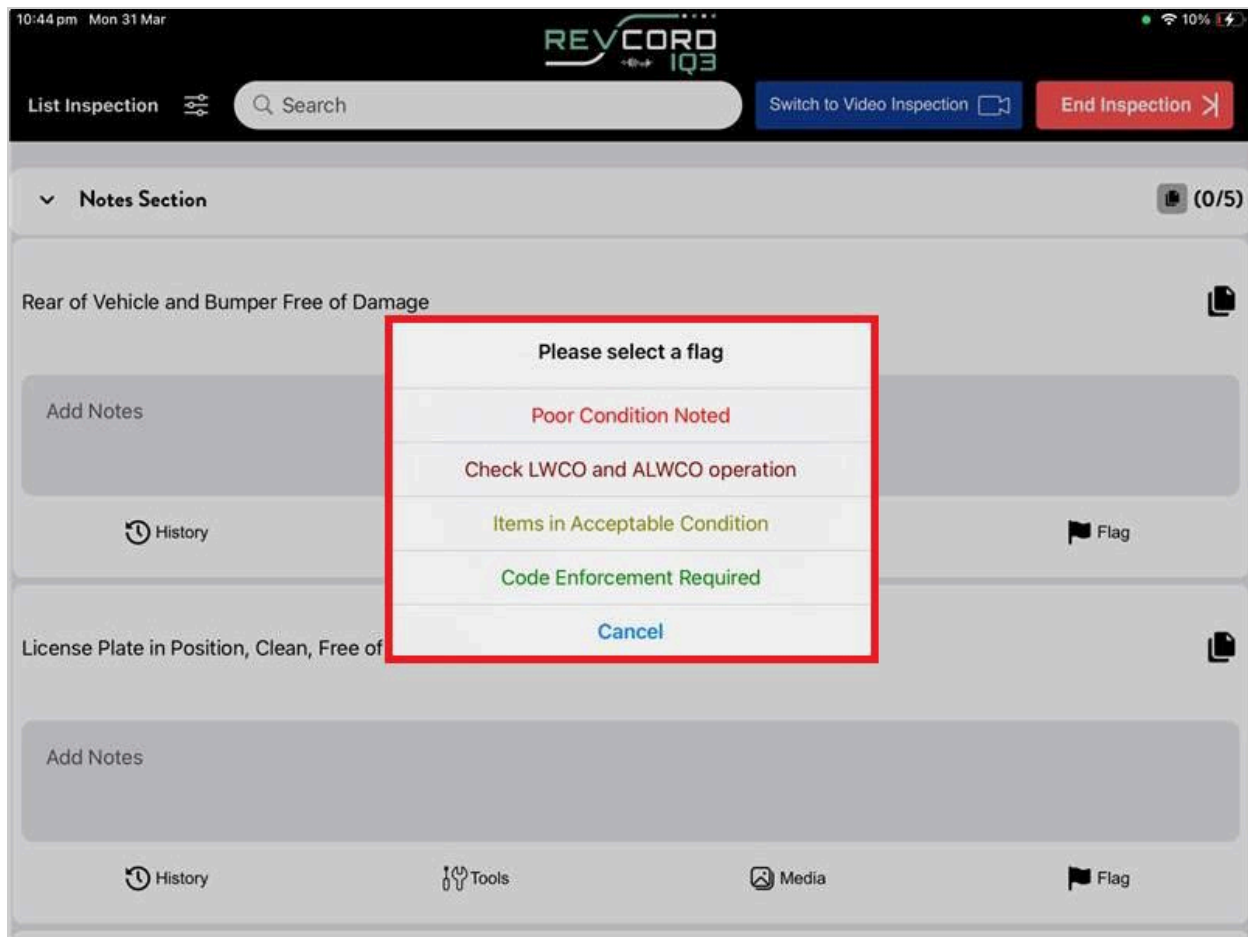


Figure 59 – Flag selection

4.5 Switch to Video Inspection

Tap **Switch to Video Inspection**, then tap the **Confirm** button. The app navigates to the Start Recording screen.

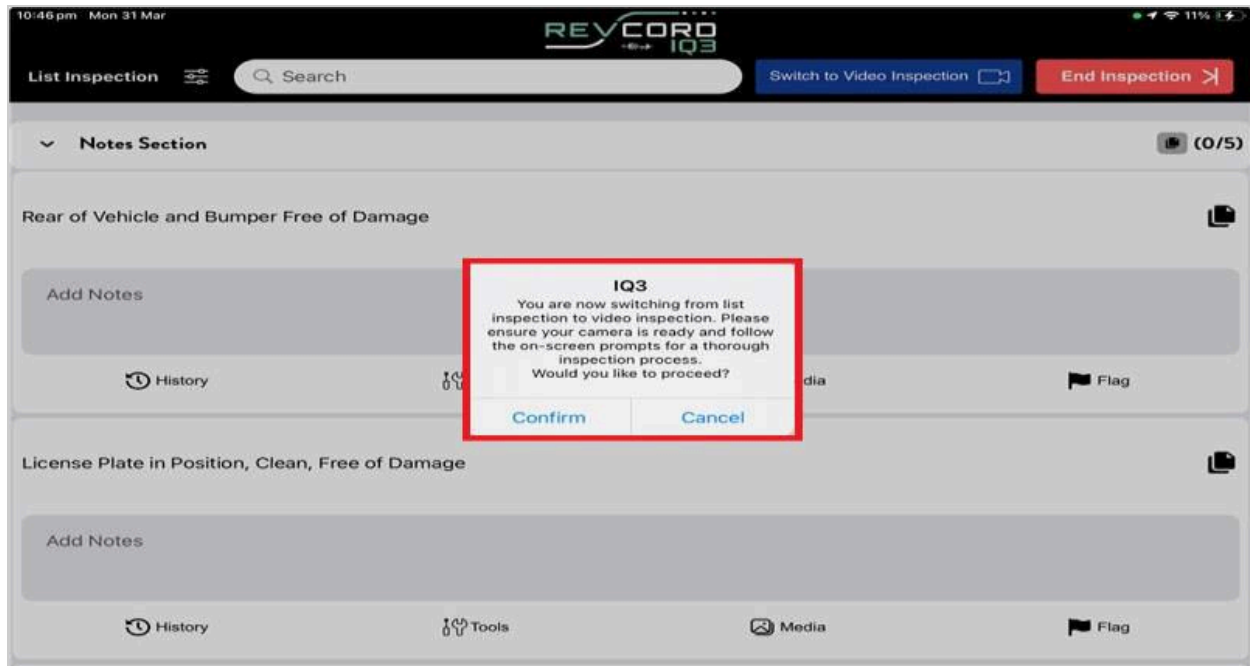


Figure 60 – Switch to Video Inspection confirmation

Then tap the **Start Recording** button. Video recording begins immediately.

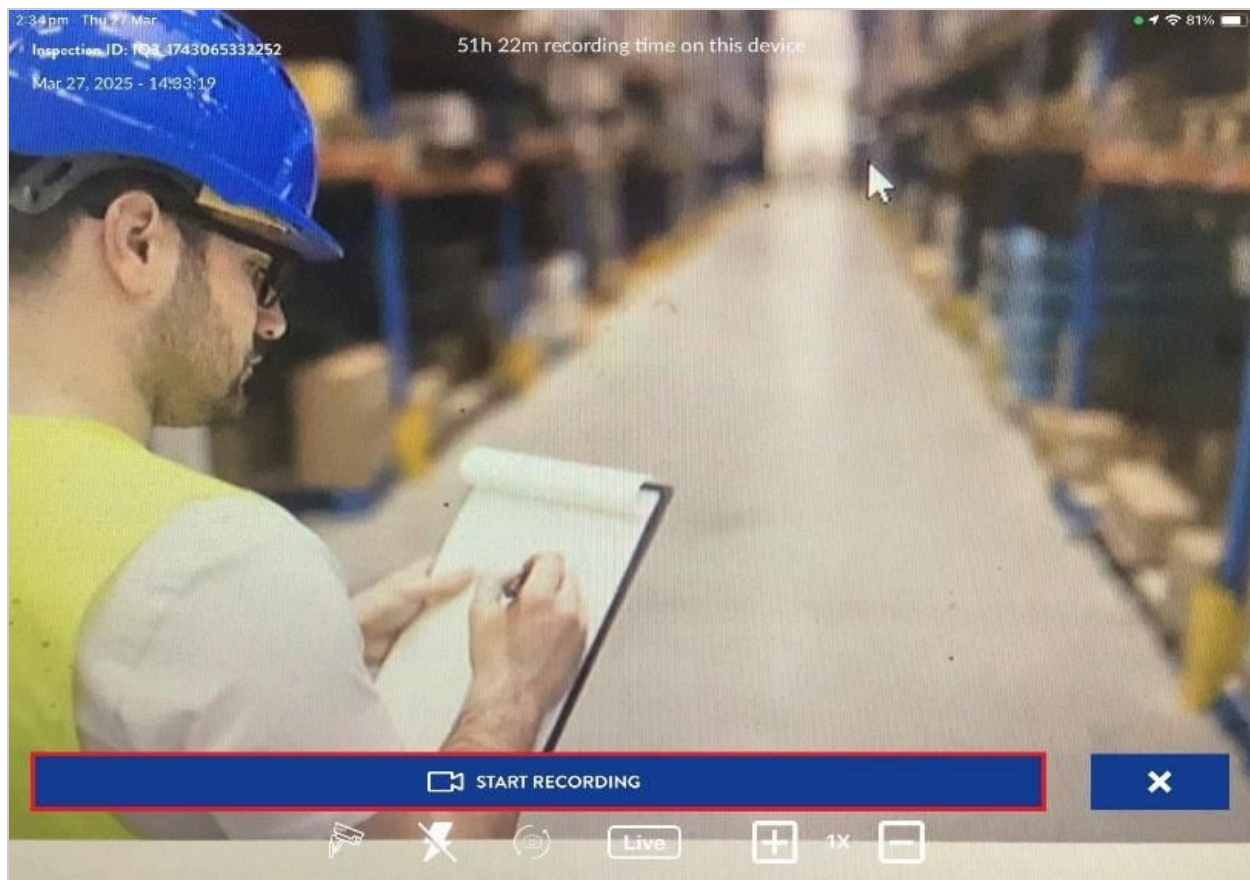


Figure 61 – Start Recording

5. CREATING AN AUDIO IQ3 INSPECTION

1. Tap the **Create New Inspection** button.



Figure 62 – Create New Inspection button

2. Select the Type (Bookmark Template), Asset ID, and Repository, enter a custom field, add notes, and select **Audio Inspection**.

10:23 pm Wed 26 Mar 37%

Cancel **NEW INSPECTION** **Save**

Inspection ID: IQ3_1743007991155
User: Sekar Rev

TYPE: MP Vessel Inspection

ASSET ID: TEST ASSET APP 1/2  **REPOSITORY:**

Vessel Name
Enter Vessel Name

Vessel Type
Enter Vessel Type

Date Inspected
Enter Date Inspected

Vessel Owner
Enter Vessel Owner

Charterer
Enter Charterer

50h 18m video recording time on this device

 Video Inspection  List Inspection  Audio Inspection

Figure 63 – Audio Inspection button

3. Select the **Live** icon to begin streaming.

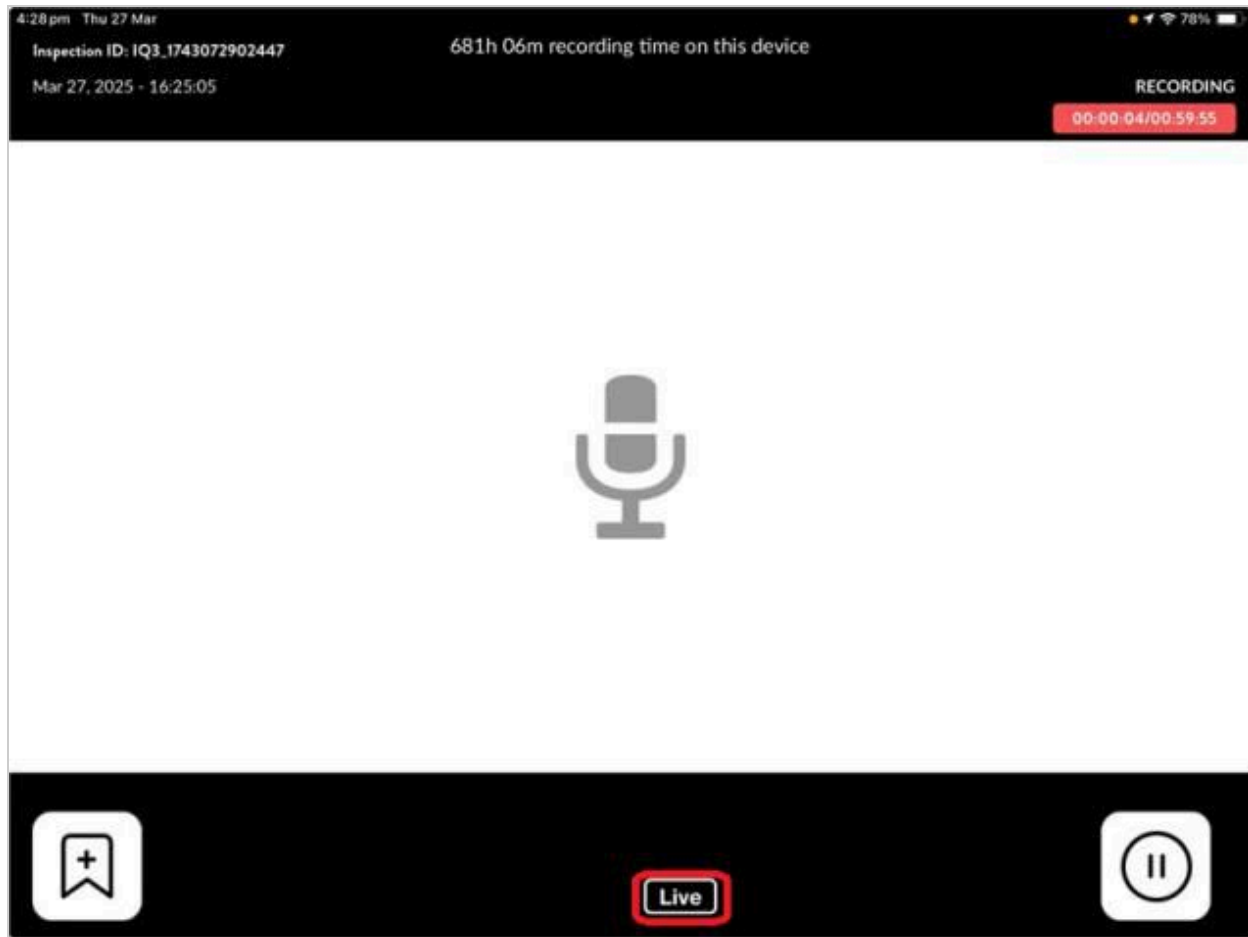


Figure 64 – Live icon

5.1 Add Bookmarks

During the event, users can tap the **Add Marker** button. You may select as many or as few markers as you like during the event.

NOTE: If the user account does not have any Bookmark Template or custom markers, the user will not have any markers and will see that no bookmarks were defined.

1. Tap the **Add Marker** icon, which shows all section bookmarks.

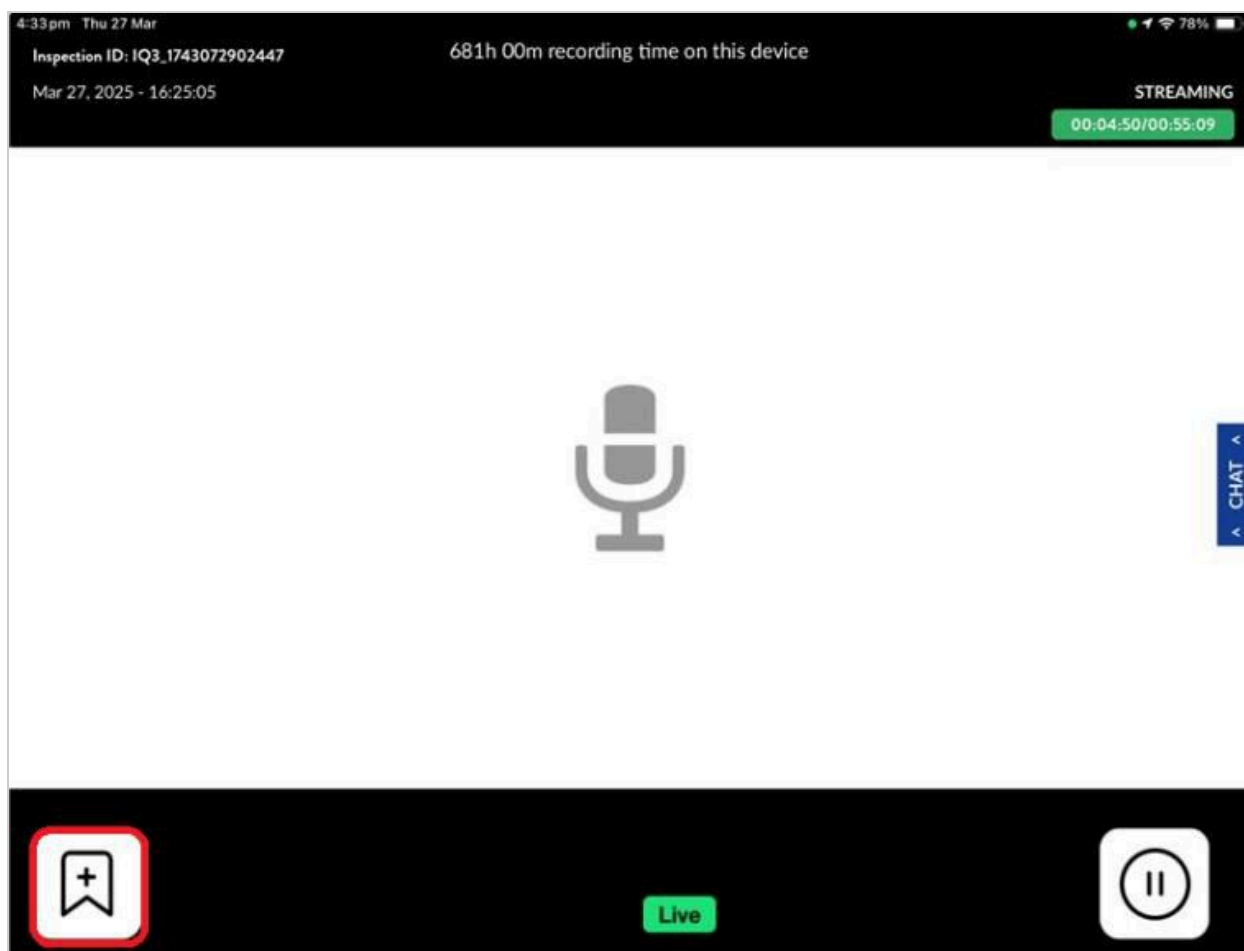


Figure 65 – Add Marker icon

2. Based on the section selected on the left, the user has bookmarks to select.

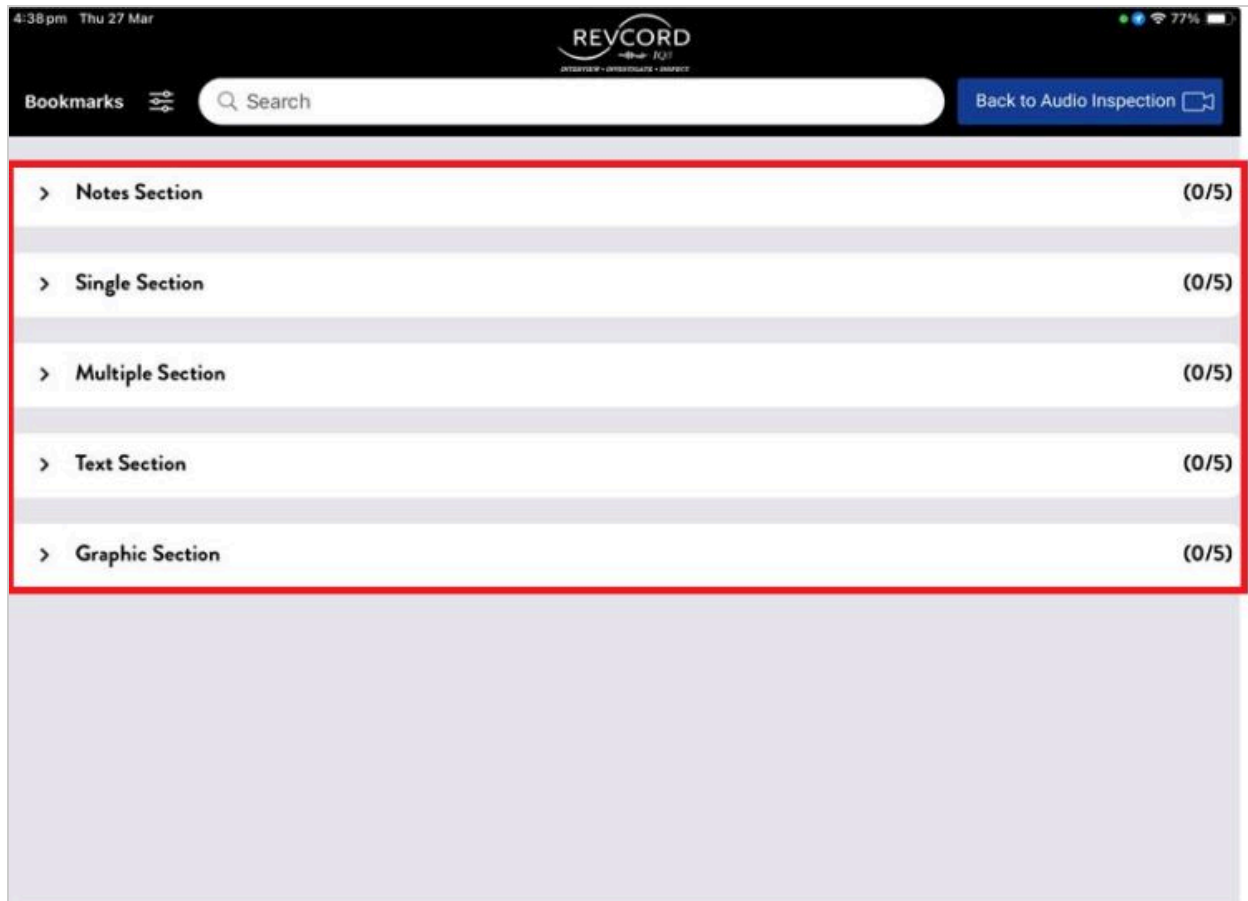


Figure 66 – Bookmark sections

3. Once the user selects bookmarks, the user can save them using the save button, or discard the bookmark.

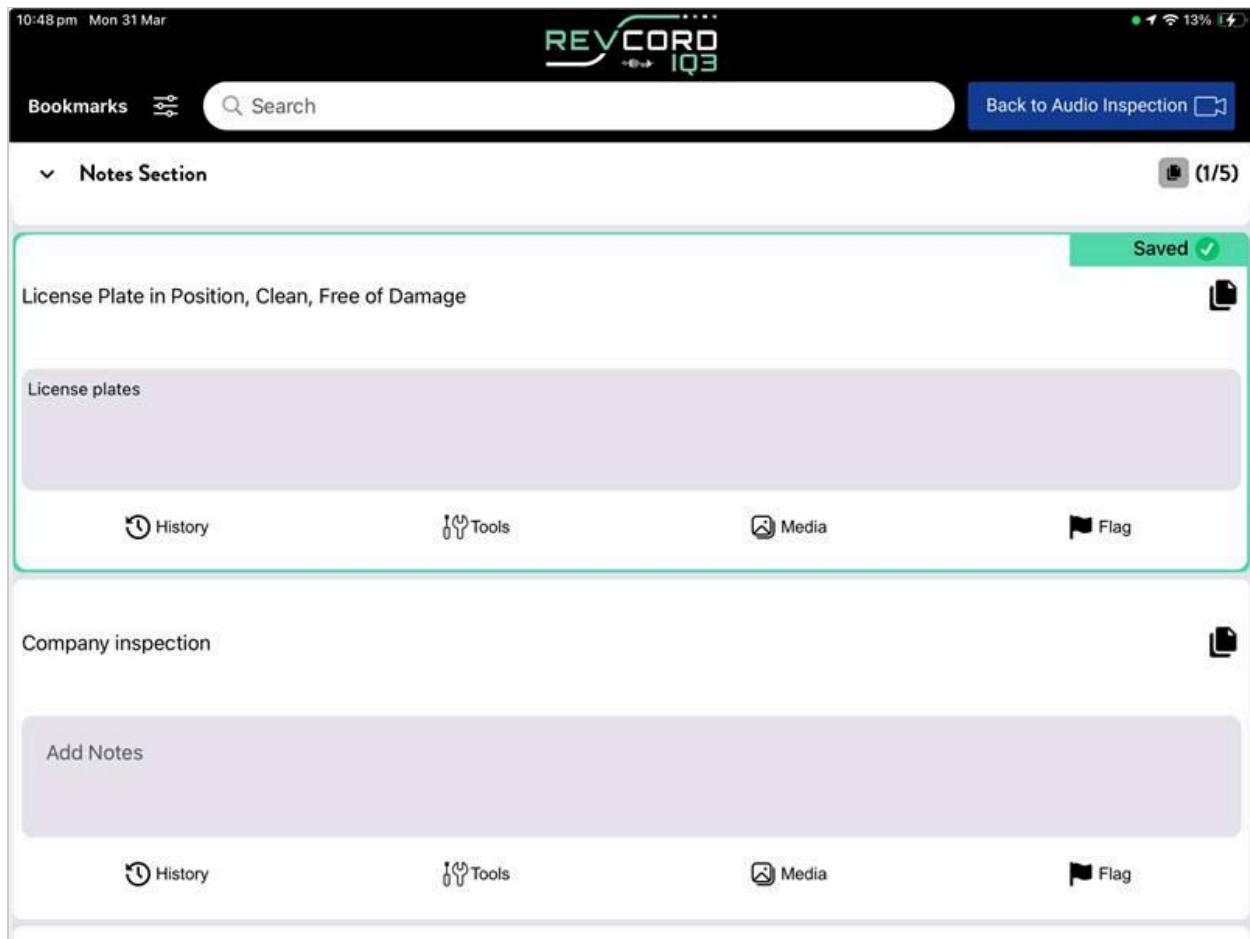


Figure 67 – Saved bookmark

5.2 Add Notes

Add notes after tapping the **Add Marker** icon on the left of the marker window.

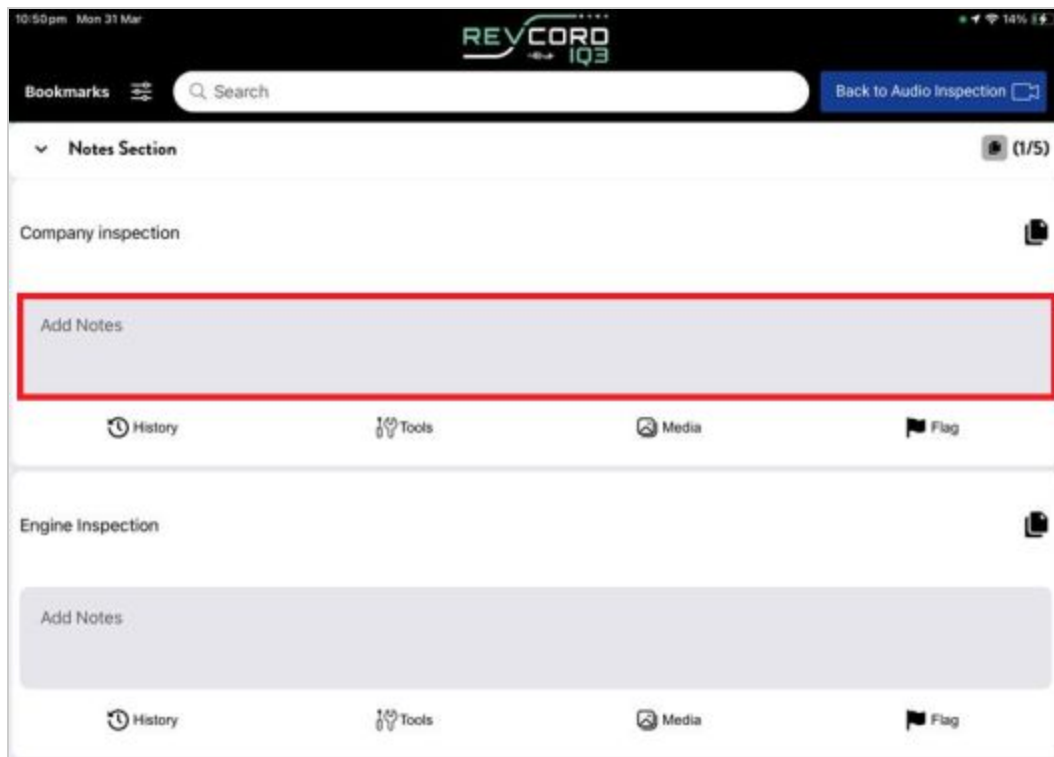


Figure 68 – Notes field

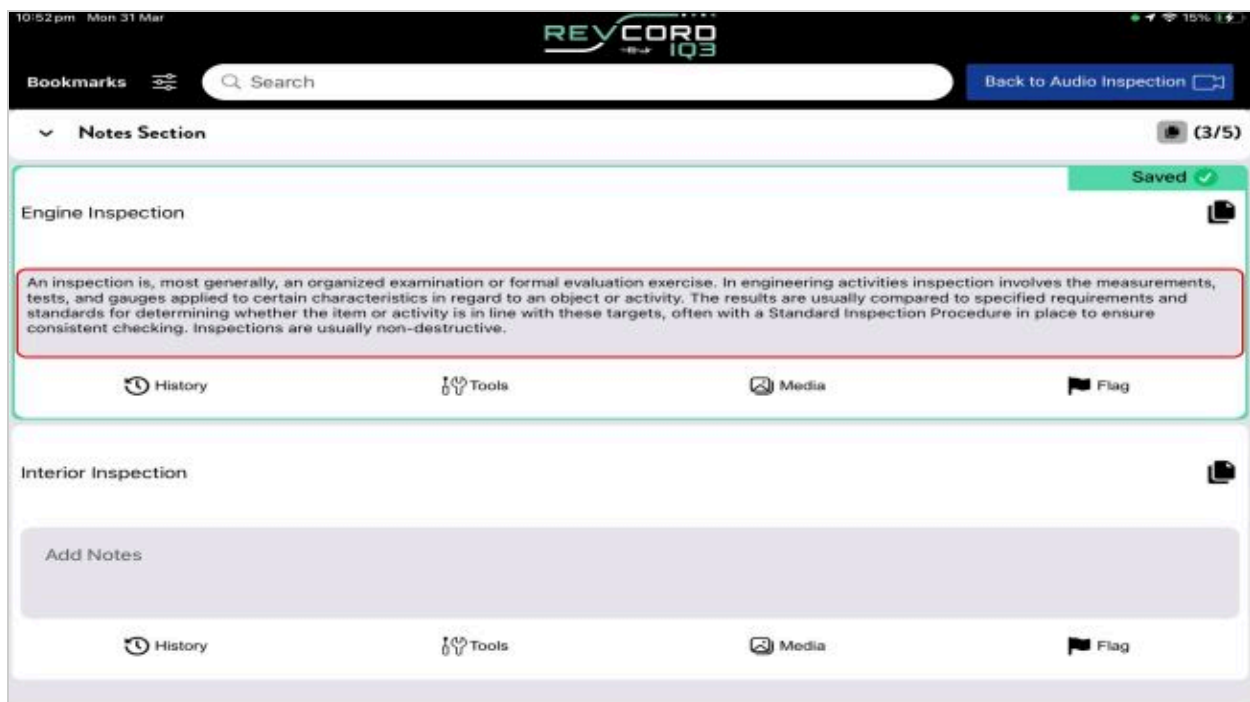


Figure 69 – Notes entered

5.3 Notes History

1. Once a bookmark is tapped, previous notes appear under **History** on the right side of the bookmark.

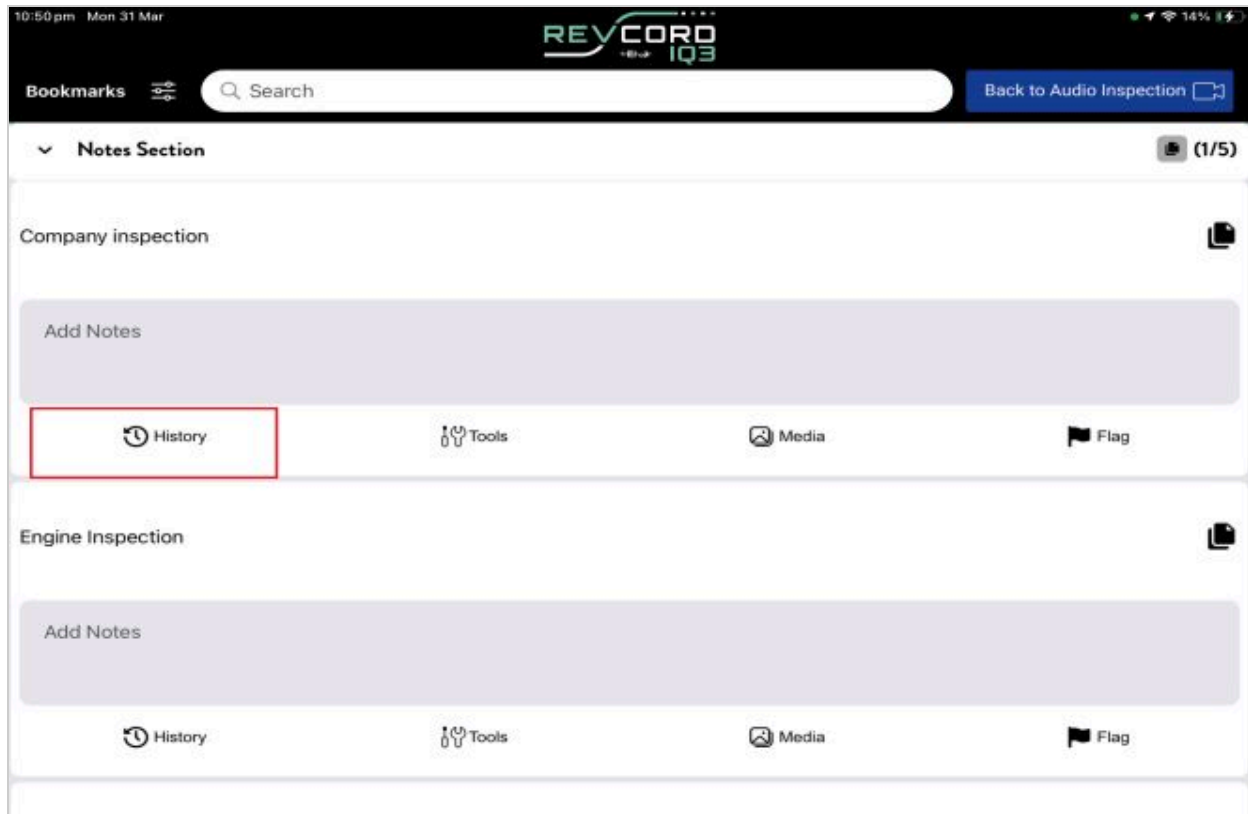


Figure 70 – History button

2. The marker options remain where this text box is located.



Figure 71 – Previous notes

5.4 Picture Bookmark

1. Users can start an event as an audio inspection, capture multiple pictures during the audio inspection as bookmarks, and later upload them to the server.

2. The user can take pictures by tapping the **Media** icon.

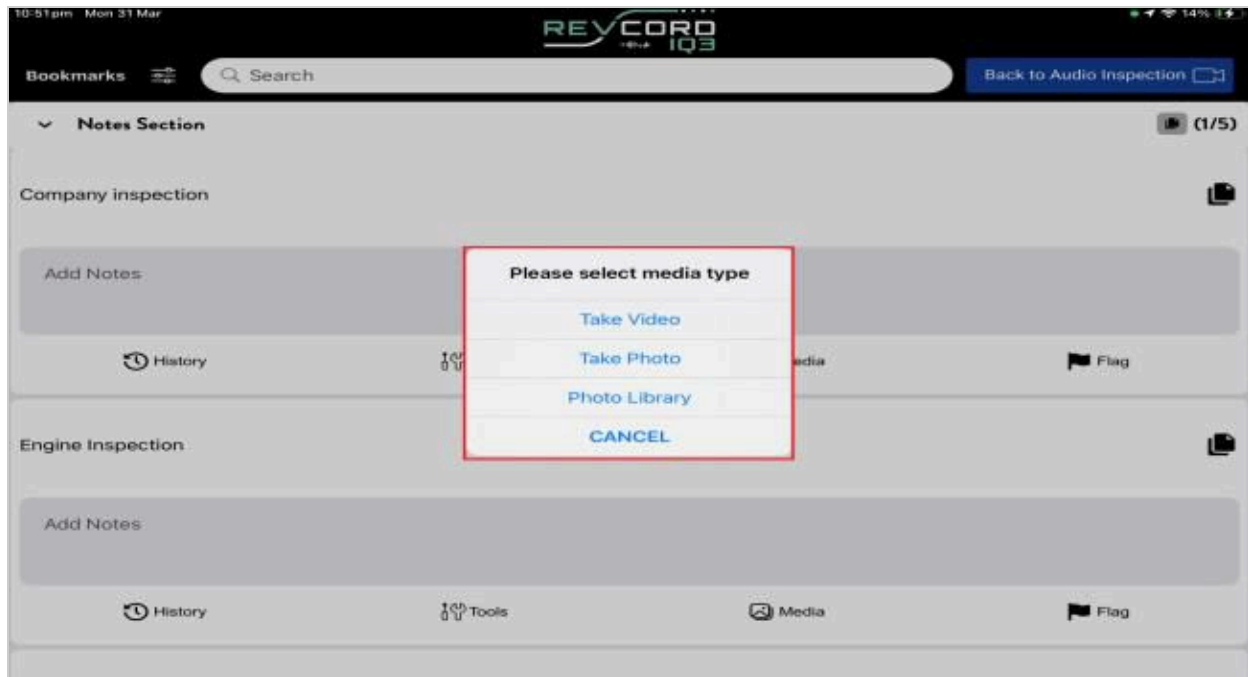


Figure 72 – Media type options

3. After starting an audio inspection, the user can take multiple images by tapping the **Picture** icon. When tapping the button, the user can add a bookmark path to a particular picture. A single bookmark supports multiple pictures, up to a maximum of twelve (12) pictures per bookmark.
4. Users can add notes to a particular picture bookmark.

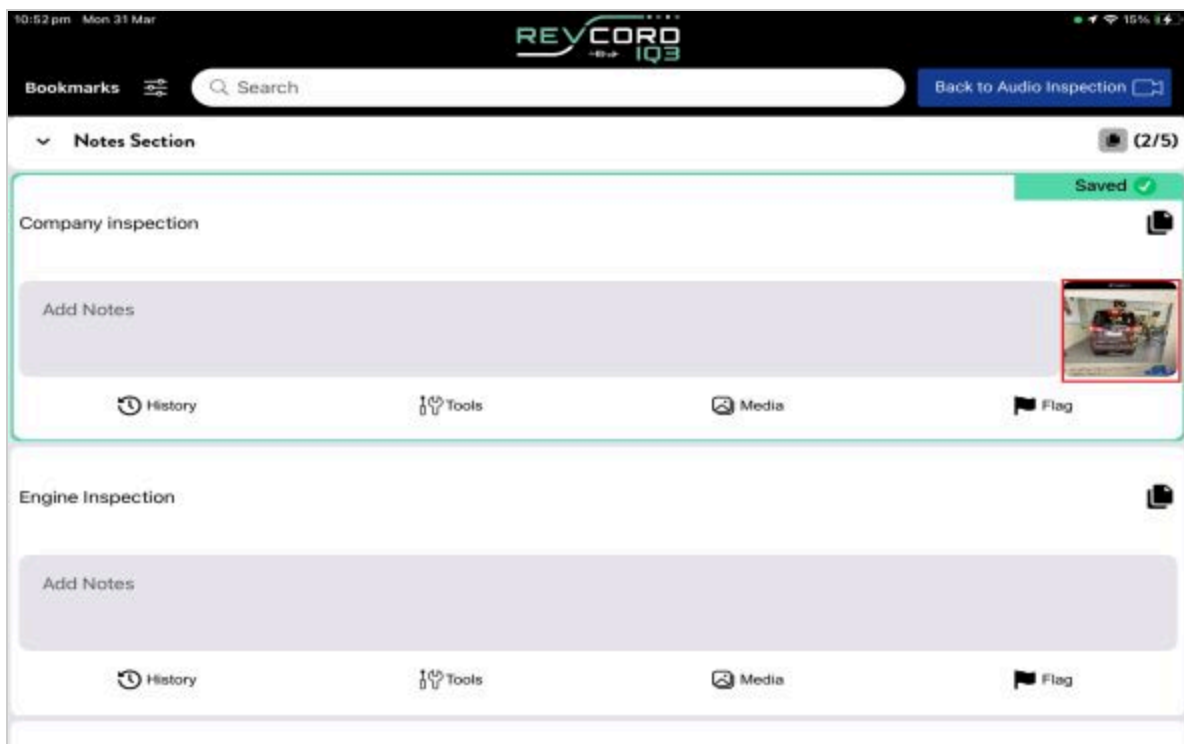


Figure 73 – Picture added to a bookmark

5.5 Graphic Marker

Tap the **Add Marker** button and select **Graphic Marker**. The user sees the pre-uploaded graphic markers in the list and selects the desired marker. Once the marker is selected, it appears, and you can edit it and then submit to upload the graphic marker.

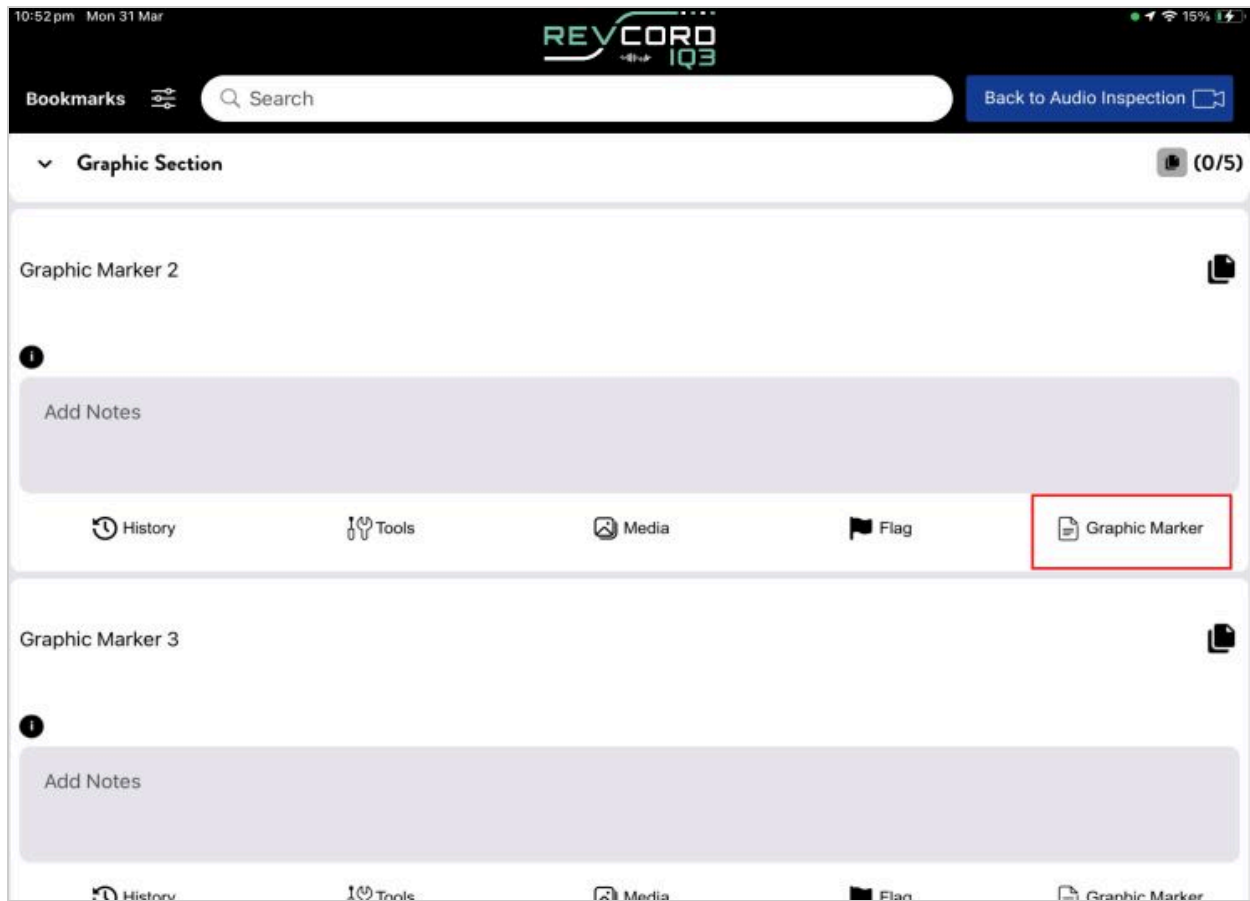


Figure 74 – Graphic Marker button

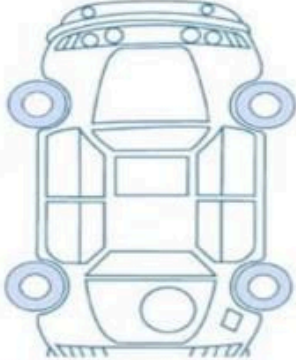
Company Details		POC / POD VEHICLE INSPECTION FORM	
Name		ENGINE OK	
Address		Levels of:- Engine Oil ☐	
Tel:		Coolant ☐	
COLLECTION:- Name		ITEMS YES NO	
Address		Spare Key ☐ ☐	
Tel:		Locking Wheel Nuts ☐ ☐	
DELIVERY:- Name		Sat. Nav. Disc ☐ ☐	
Address		FUEL & MILEAGE (only if driven)	
Tel:		 COLLECTION Mileage  DELIVERY Mileage	
VEHICLE DETAILS		BODYWORK APPRAISAL	
Make Model			
Colour Reg No			
Chassis No.			
Mileage			
DOCUMENTS YES NO			
VS Log Book ☐ ☐			
MOT ☐ ☐			
Book Pack ☐ ☐			
Service Book ☐ ☐			
INTERIOR CHECK OK Not Damaged			
Front Seats ☐ ☐			
Rear Seats ☐ ☐			
Cancel		Submit	

Figure 75 – Graphic marker ready to edit

5.6 Flag a Bookmark

Select the flag icon for a particular marker.

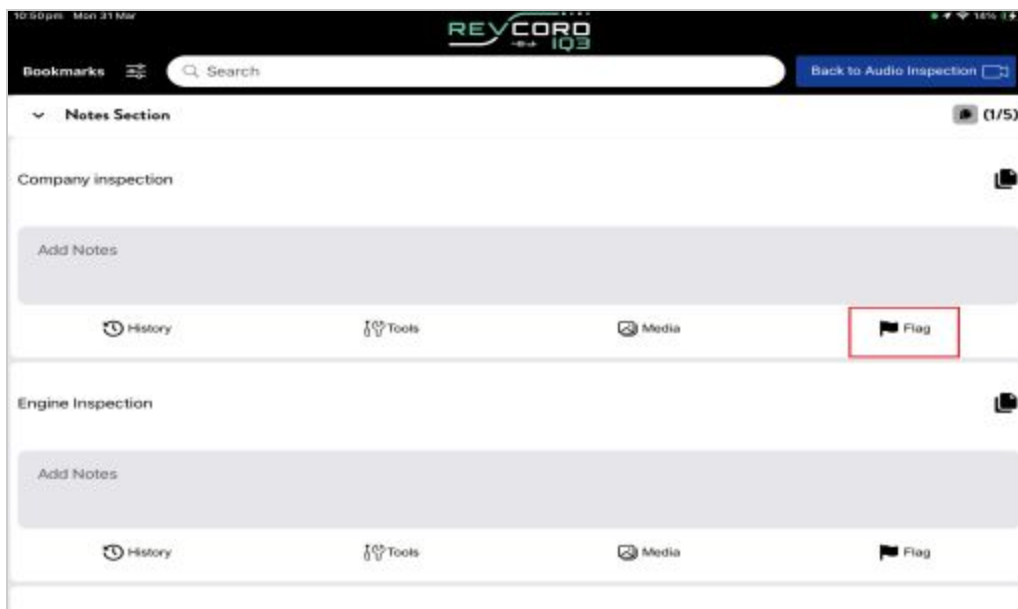


Figure 76 – Flag icon

Select one of the flags, choosing the appropriate color displayed on that marker.

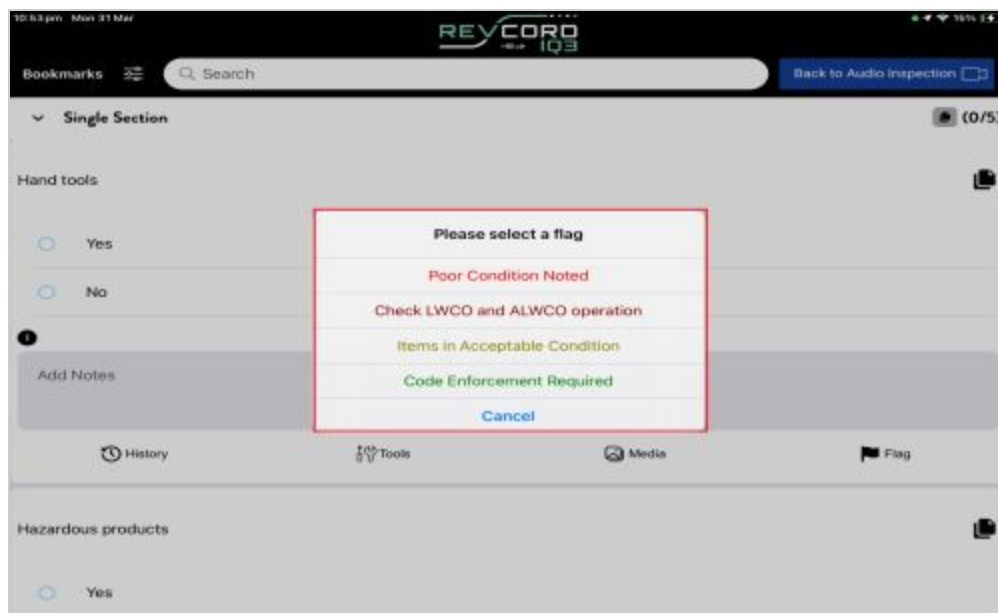


Figure 77 – Flag selection

5.7 Email/SMS Alerts Based on Flag Selection

5.8 AR Measurement

AR Measurement works as follows:

1. Tap the **Add Marker** button.
2. After you select the **Add Marker** button, the **Tools** icon appears in the top left.

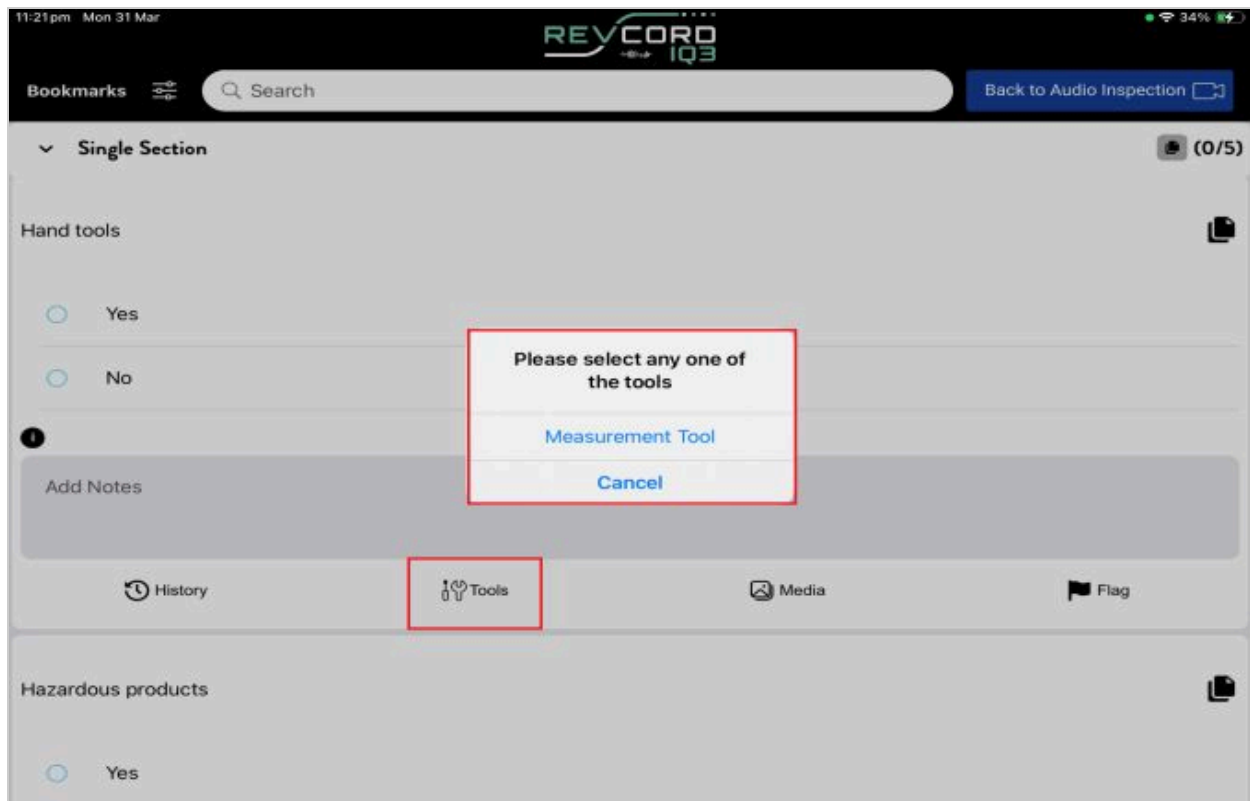


Figure 78 – Tools icon and Measurement Tool

3. The measuring points are shown after the measurement tool is selected.
4. Once ready, the measure tool displays a crosshair in the center of the screen.

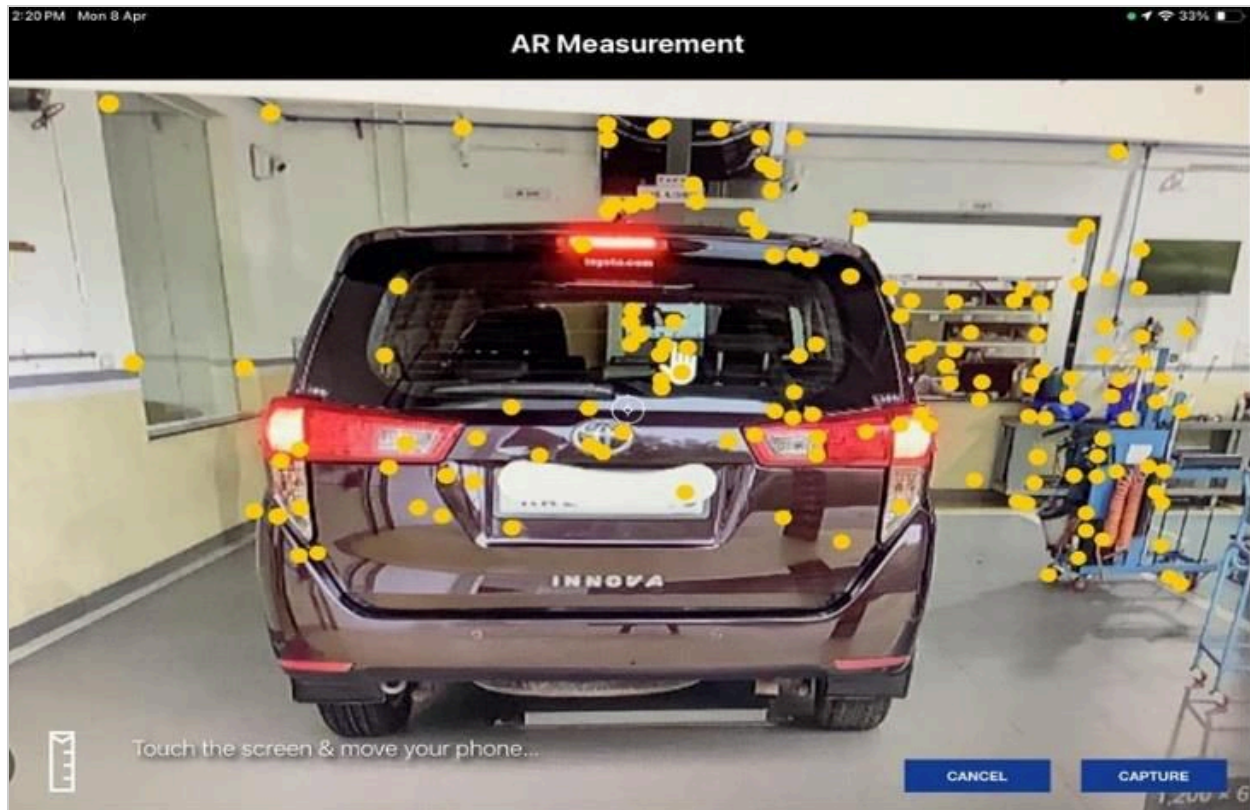


Figure 79 – Measuring points

5. Tap the screen at the starting point and drag to the end of the object you are measuring, then tap the screen again to select the measurement's endpoint.
6. Tap **Done** at the bottom right after completing the measurement.

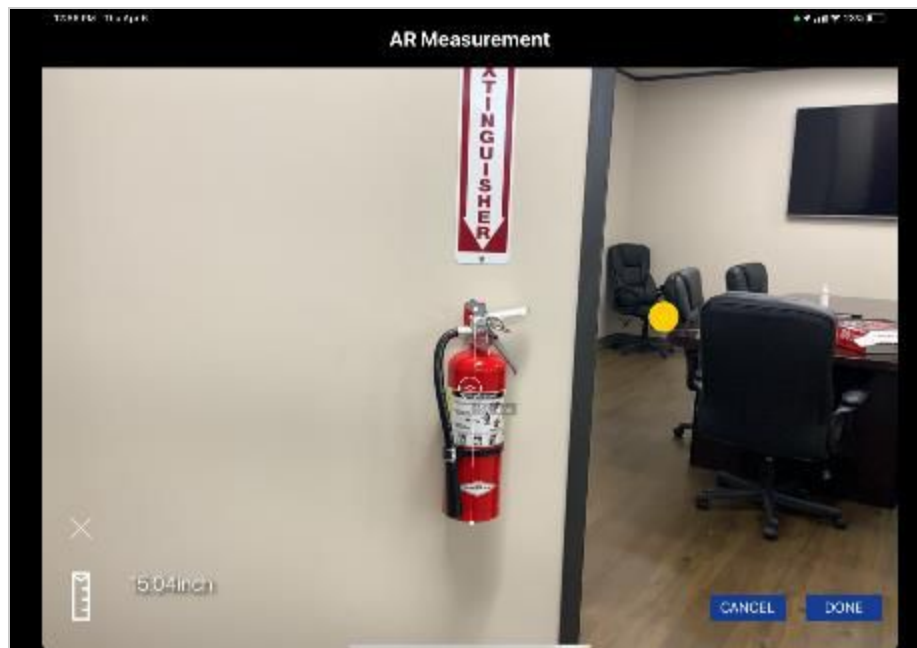


Figure 80 – Completed measurement

If Picture Bookmark is selected: when you select **Done** in the measure tool, you are prompted to hold the device still while the measurements are in the frame. This captures a snapshot displaying the measurements on the inspection item.



Figure 81 – Measurement saved to a bookmark

5.9 AR Measurement and Picture Viewing in MMS

AR measurements and picture bookmarks can be viewed from playback on the MMS Search page.

1. Click the **IQ3 Measurement** icon to view the AR measurement.

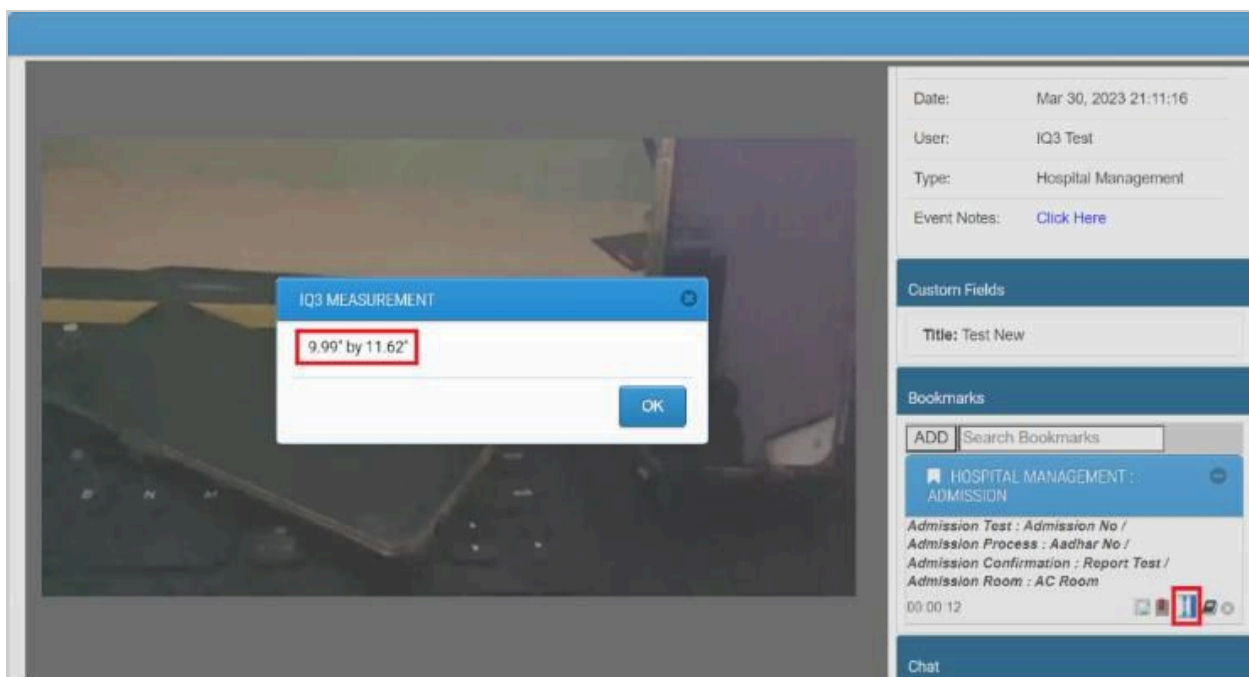


Figure 82 – AR measurement in MMS playback

2. Click the **View Picture** icon to view the IQ3 measured picture as a picture bookmark.

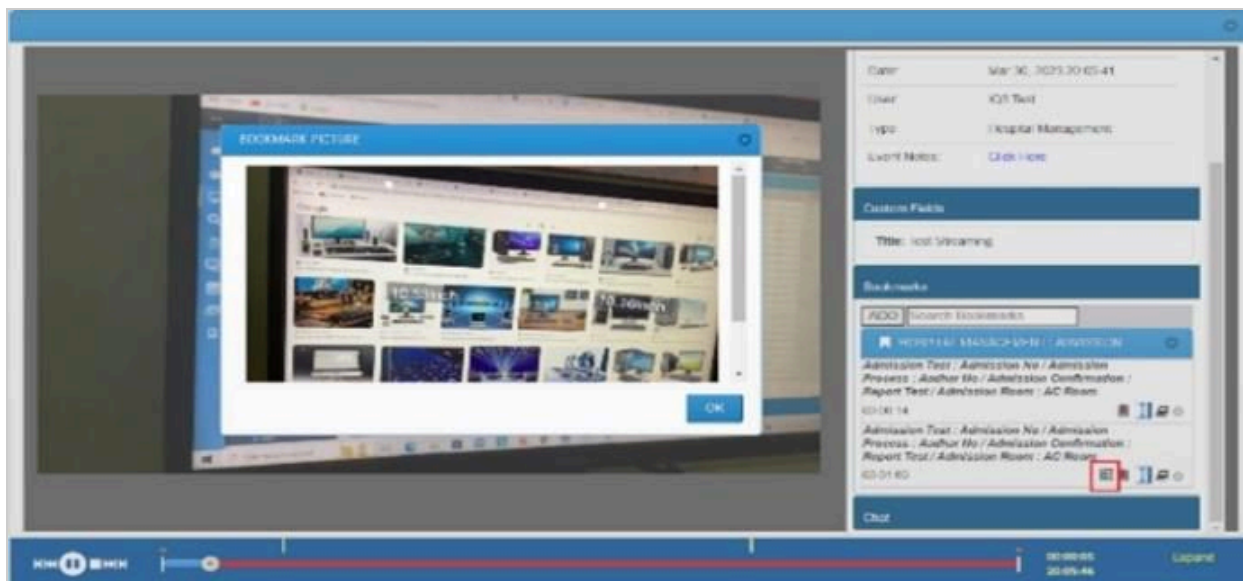


Figure 83 – Measured picture in MMS playback

5.10 Multiple Events

This feature allows the user to move between multiple active events in the IQ3 app without ending any event or losing event progress, and to switch between them. The user can tap pause, tap the **Save as Draft** button, go back to the home screen, create another event, or resume a previously paused event.

5.11 Save as Draft

The **Save as Draft** button is available when the event is paused and you tap the **End Event** button.

If the user taps **Save as Draft**, the event is saved as a draft and moved to the Events screen.

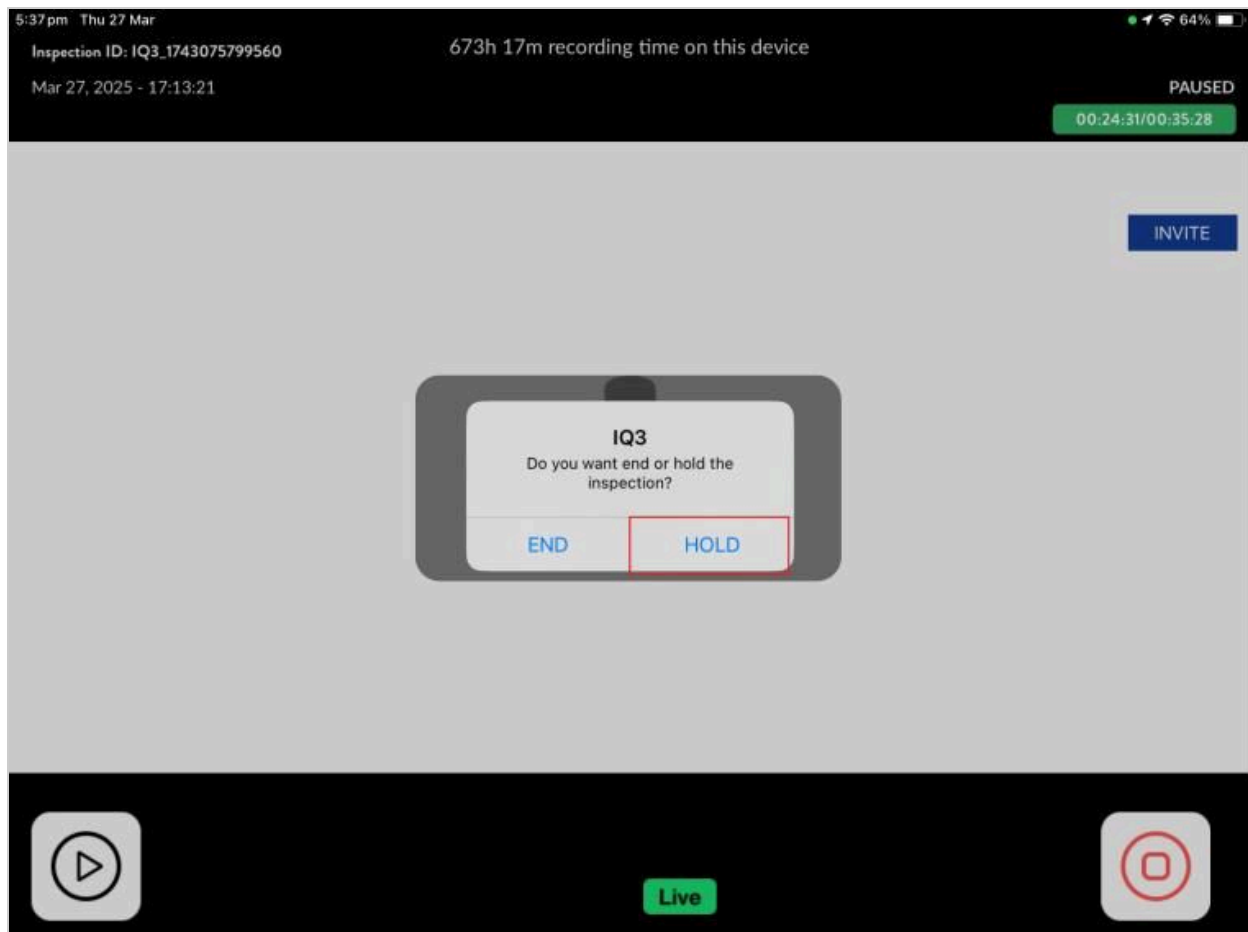


Figure 84 – End or save the inspection

Tap **Save as Draft**, and a message appears asking, "Are you sure you want to save the inspection as a draft?"

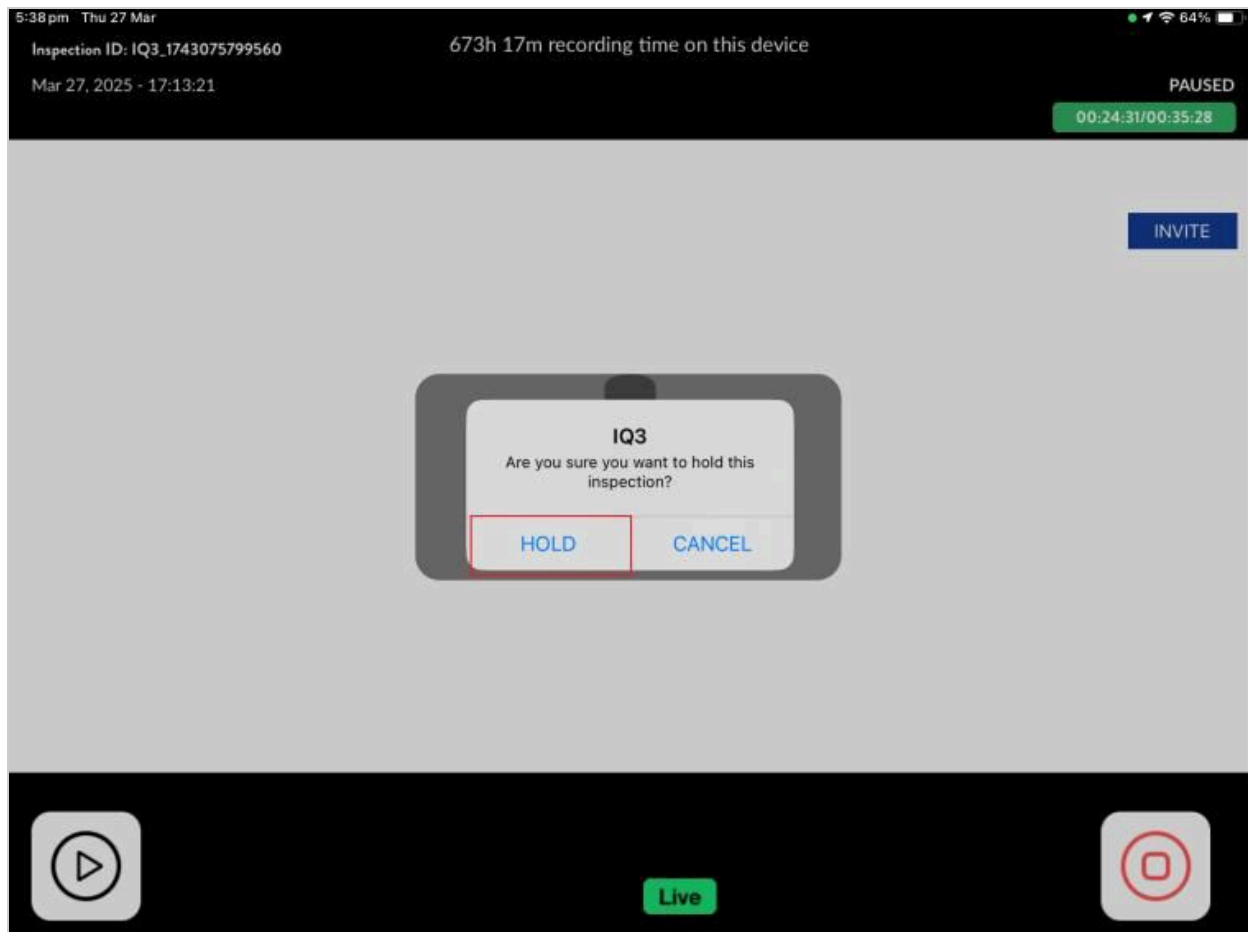


Figure 85 – Draft confirmation

The user can see all draft events on the Events screen. When the desired event is tapped again, a message pops up asking, "Would you like to resume your event?" with Yes and No options. Tap **Yes** to return to the event on the pause screen.

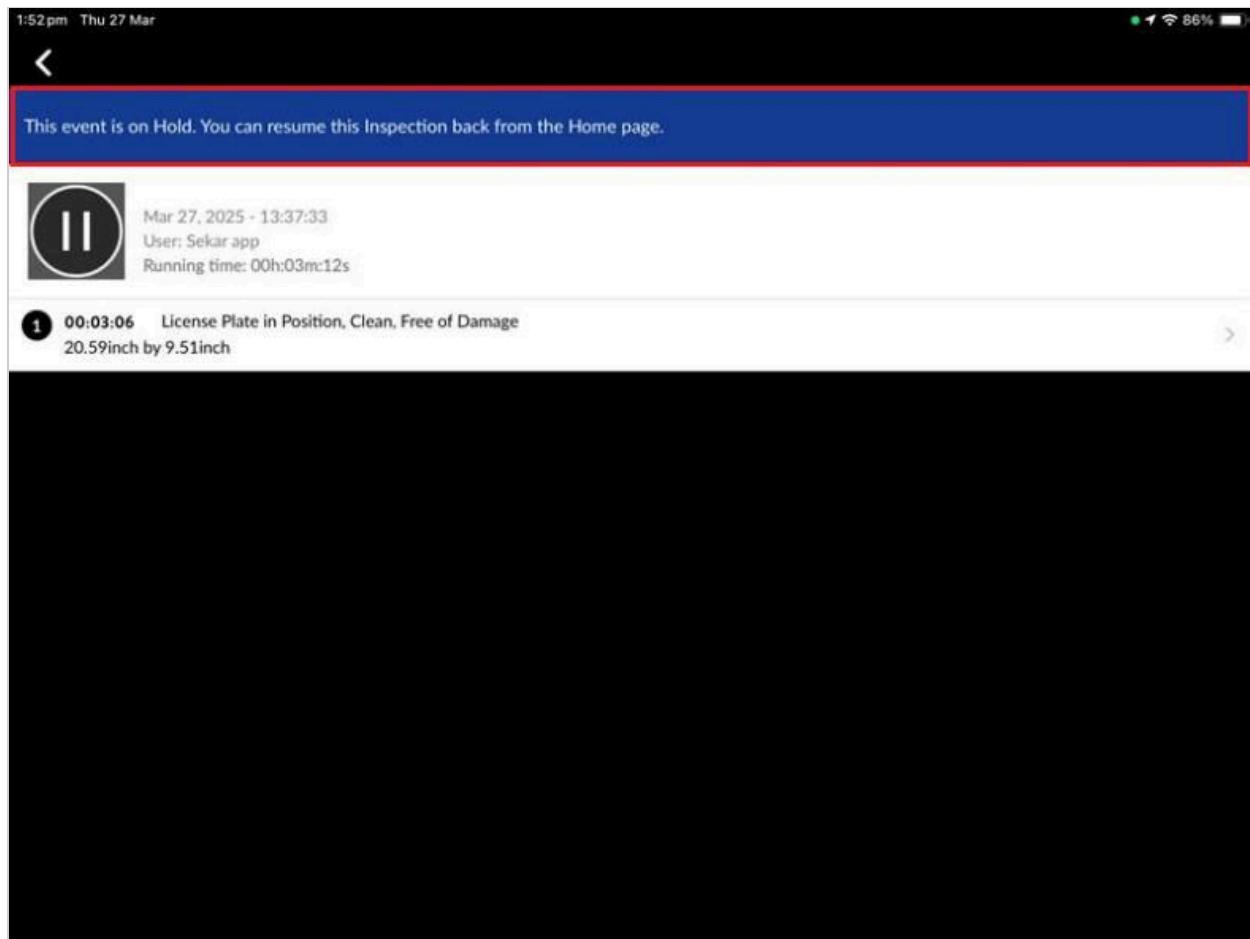


Figure 86 – Draft event

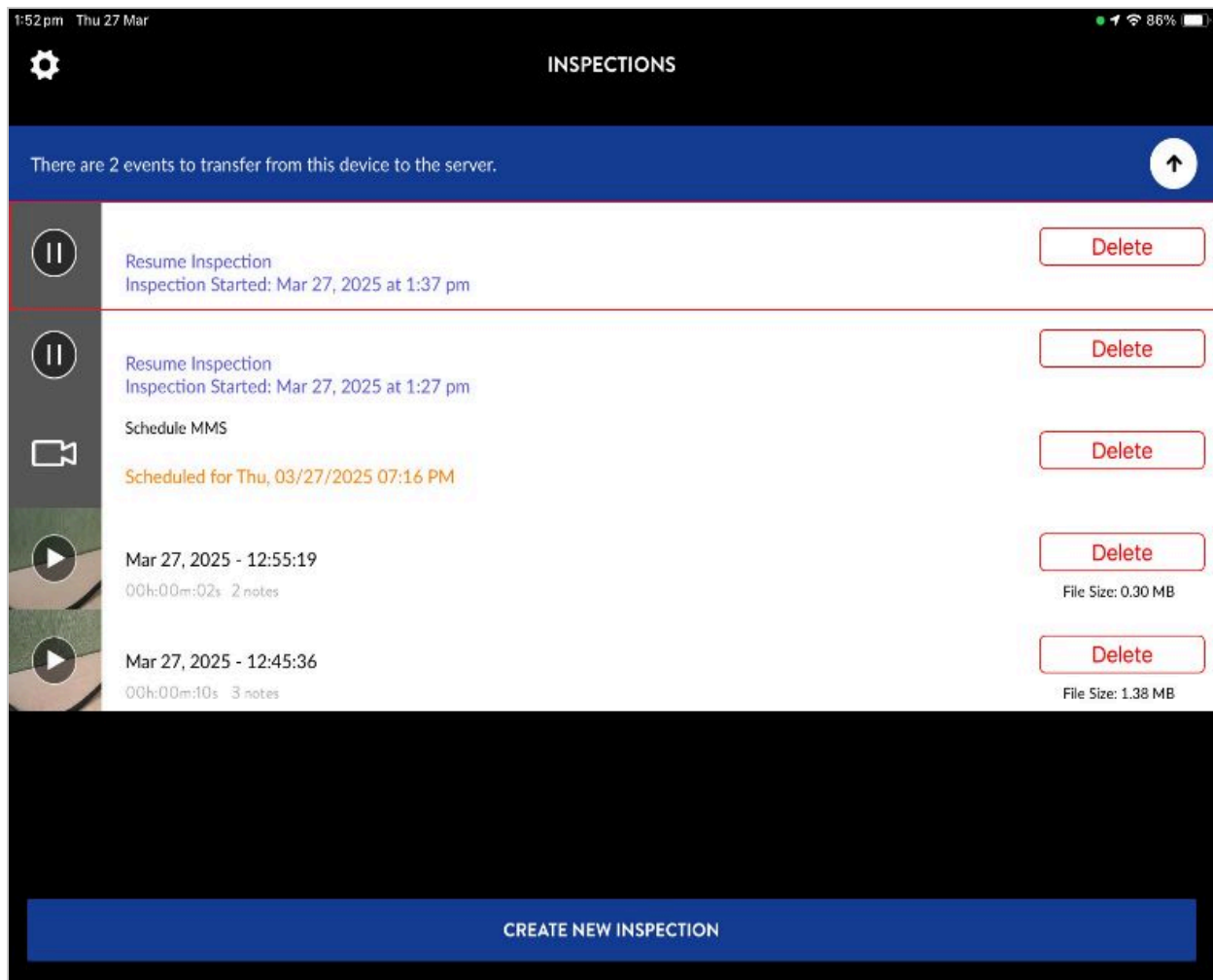


Figure 87 – Draft events on the Events screen

6. CHAT AND PAUSE/RESUME

6.1 Chat

During an event, tap the **Chat** button on the right-hand side to expand the chat window. Here, you see a list of all users watching the event. You can type a text message to them or read the text messages they sent. During an event, the **Chat** button flashes to indicate that a new participant has joined or a new message has been sent to you.

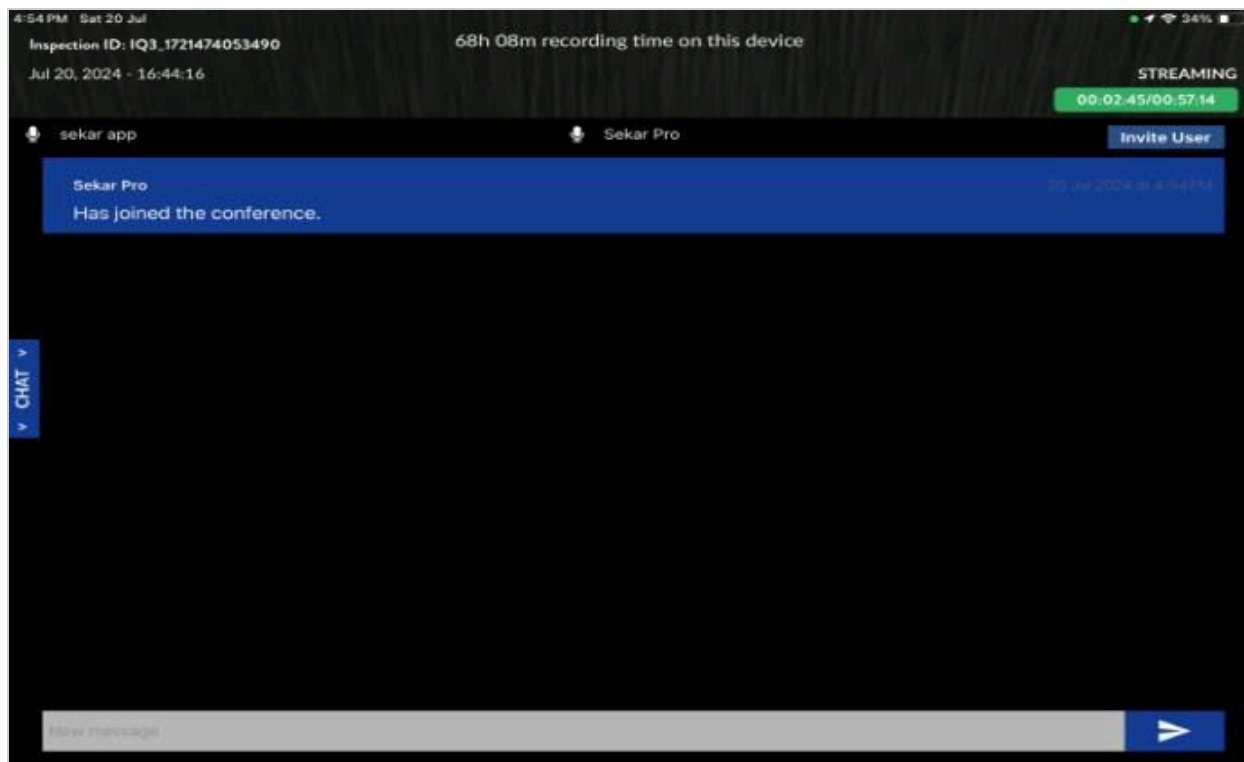


Figure 88 – Chat window

6.2 Add User

At the top right of the chat window, press **Invite User** to add MMS users by email ID. Alternatively, you can open the user list and select them directly.

You can also add a mobile number and an email ID to invite users via an SMS URL.

6.3 Pause/Resume

You may pause a streaming or non-streaming event at any time by pressing the **Pause** button. If you are doing a streaming event, your audio and text chat are also paused. When you are ready to resume the event, tap the **Resume** button.

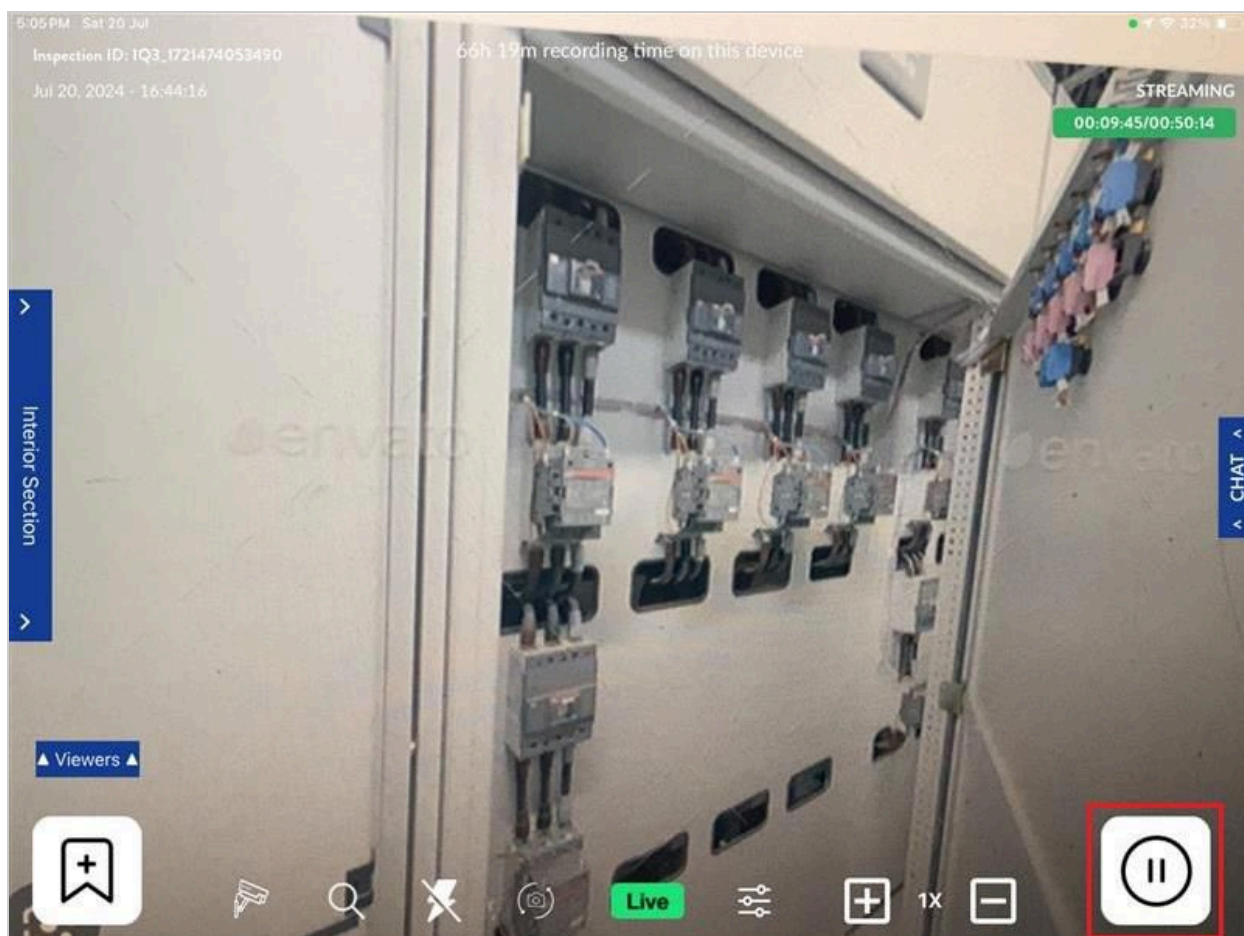


Figure 89 – Pause button

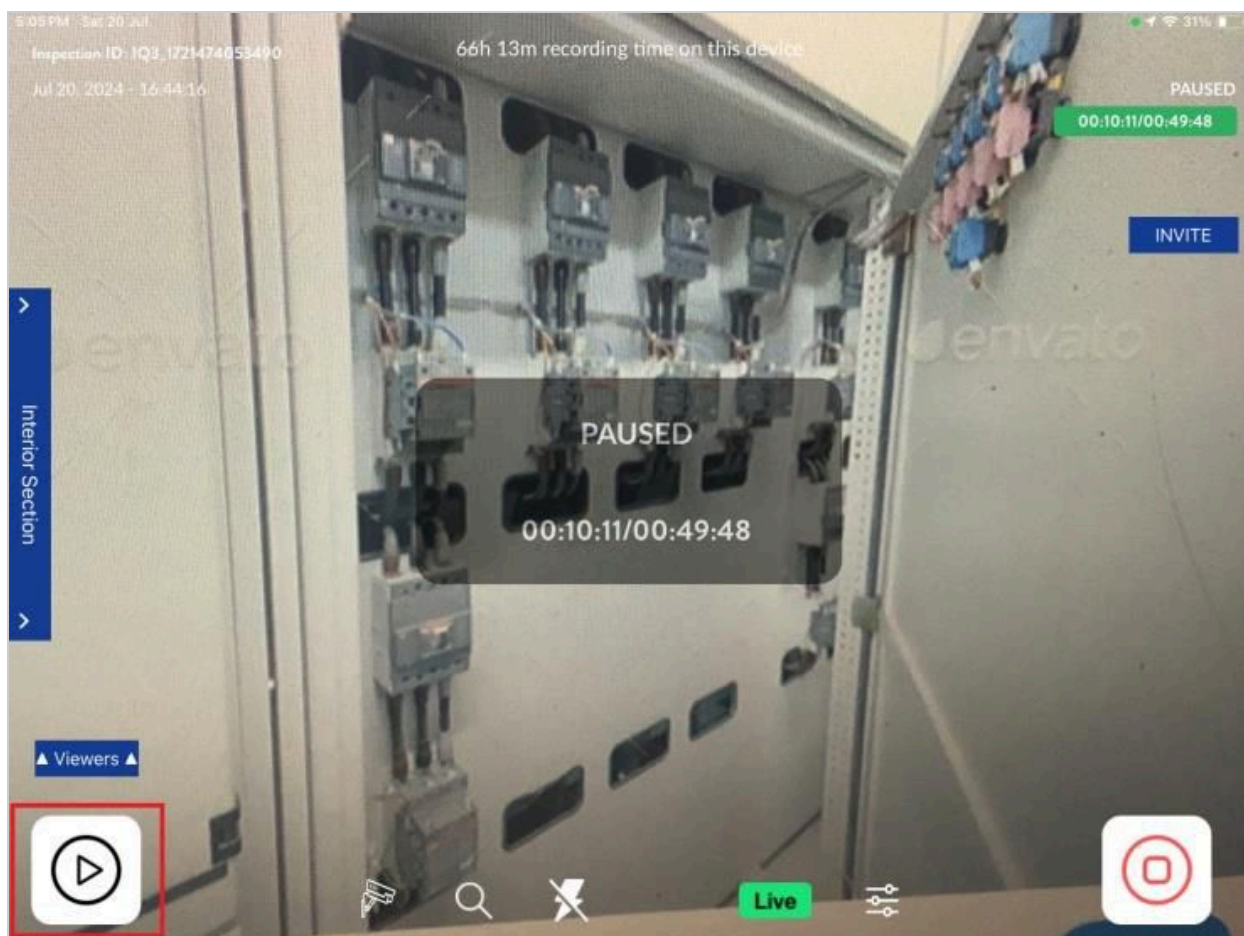


Figure 90 – Resume button

7. REPOSITORY DROPDOWN ORDERING

This feature allows IQ3 tenants to customize the sort order of repository dropdown lists in the system. When selecting repositories, the list appears organized according to a preferred order set by your organization. This helps you quickly find repositories in large lists without unnecessary scrolling or searching.

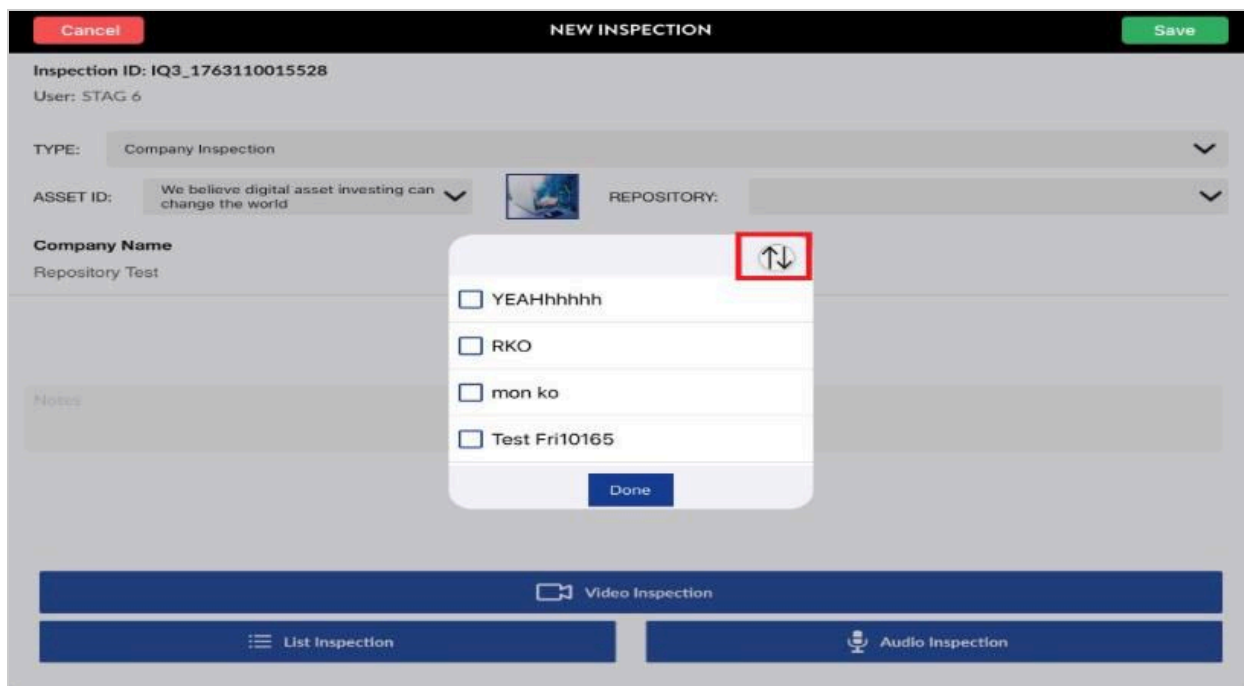


Figure 91 – Repository dropdown

7.1 Using the Repository Dropdown

- Tap the repository dropdown to view the list of repositories.
- The list appears sorted based on the configured order.
- Select the desired repository by tapping its name to proceed.
- Sort options include alphabetical order.
- You may toggle the sort order from within the dropdown using a sort button.

Cancel **NEW INSPECTION** **Save**

Inspection ID: IQ3_1763109949767
User: STAG 6

TYPE: Company Inspection

ASSET ID: We believe digital asset in...

REPOSITORY:

Company Name
Repository Test

Record test

☐ AAA
☐ AAA1
☐ AAA2
☐ AAABB

Done

Video Inspection

List Inspection Audio Inspection

Figure 92 – Repository dropdown sort button

8. CONDITIONAL LOGIC ALERTING

Conditional Logic Alerting enhances your IQ3 inspection process by allowing the system to send detailed alerts based on specific conditions set within an inspection template. These alerts include useful information such as the marker selection, marker comment, inspector full name, asset ID, and event title, making it easier to understand the alert context without opening the full inspection.

8.1 Setting Up Conditional Logic in MMS

- When creating or editing an inspection template in the MMS, you can set conditional logic rules for specific questions or bookmarks.
- Define conditions, such as specific answers triggering actions.

Example: Notes marker conditional logic:

The screenshot shows the 'Marker1: Notes Marker, Saved' configuration page. It includes fields for 'Insert Marker Here' (Car Name), 'Upload Photo' (No), 'Is Marker Required?' (Yes), and 'Does This Marker Have Multiple Sections?' (No). Below these, there are two dropdown menus: 'If answer' and 'then'. The 'If answer' dropdown is open, showing options like 'Is not empty', 'Is empty', 'Is not empty', 'Is not empty & matches', 'Less than', 'Greater than', and 'Equal to'. The 'then' dropdown is also open, showing options like '+ trigger', '+ trigger', 'Email Notify', 'SMS Notify', 'Email & SMS Notify', 'Focus Marker', 'Hide Markers', and 'Unhide Markers'. A green box highlights the 'Add logic' button, and a red box highlights the 'Save' button.

Figure 93 – Notes marker conditional logic

Example: Single marker conditional logic:

The screenshot shows the 'Marker2: Single Select Marker, Saved' configuration page. It includes fields for 'Insert Marker Here' (Engine Repair), 'Type description here...', 'Upload Photo' (No), 'Is Marker Required?' (Yes), and 'Does This Marker Have Multiple Sections?' (No). Below these, there are two dropdown menus: 'If answer' and 'then'. The 'If answer' dropdown is open, showing options like 'Is selected', 'Is selected', and 'Is not selected'. The 'then' dropdown is also open, showing options like '+ trigger', '+ trigger', 'Email Notify', 'SMS Notify', 'Email & SMS Notify', 'Focus Marker', 'Hide Markers', and 'Unhide Markers'. A green box highlights the 'Add logic' button, and a red box highlights the 'Save' button.

Figure 94 – Single marker conditional logic

8.2 Trigger Alerts with Detailed Messages (SMS and Email Alerts)

- Alerts generated by conditional logic include:
 - The marker selected.
 - Any comments added to the marker.
 - The full name of the inspector who submitted the inspection.
 - The Asset ID related to the inspection.

- The event title for context.
- Alerts provide immediate context, so recipients can quickly understand issues without opening the inspection details.



Figure 95 – Conditional logic email alert

9. LIVE EVENT CONTROLS

9.1 Flag Filter

After tapping the flag filter, you have the following options: select any one of the filters to display all markers, completed and incomplete markers, flagged markers, or all flags.

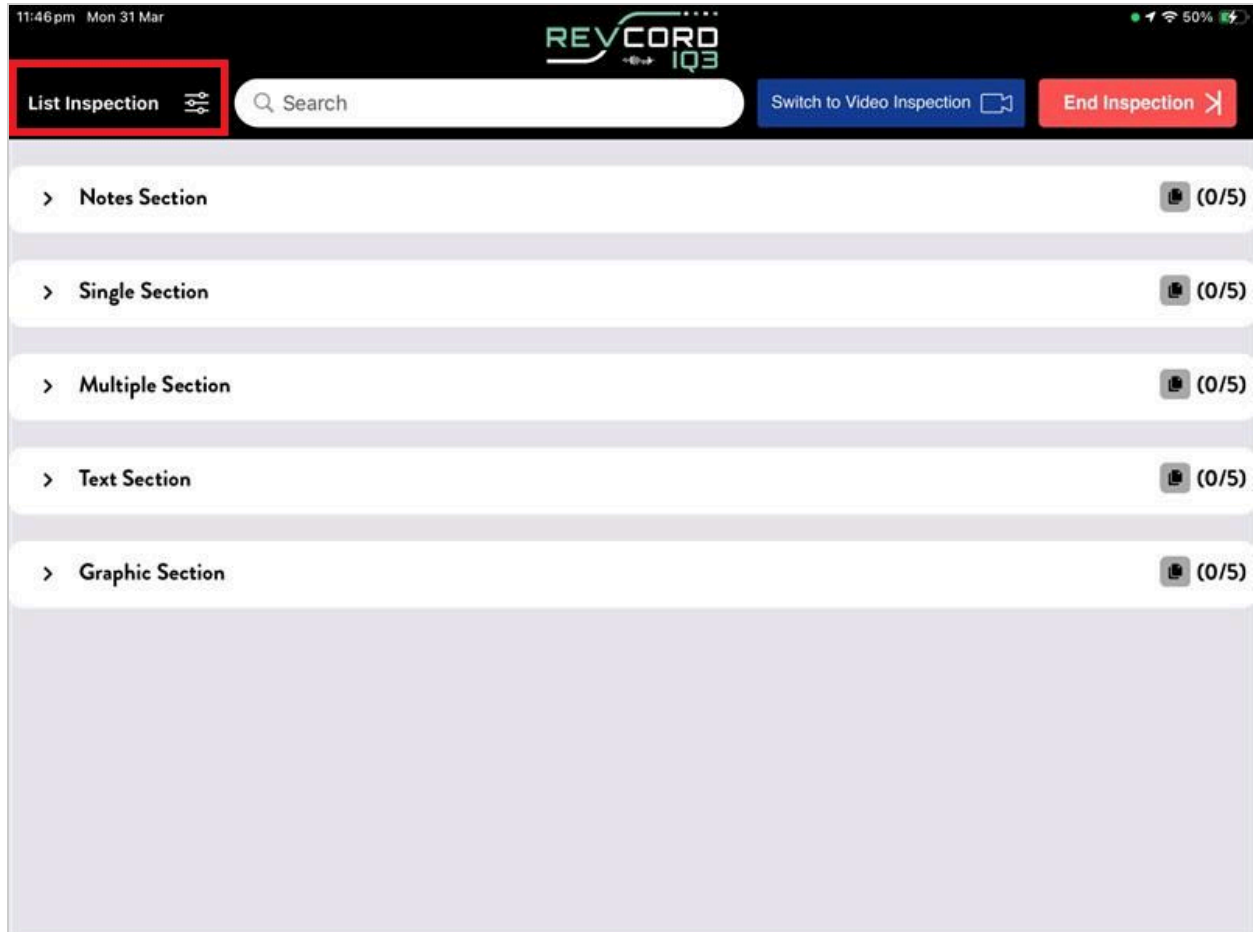


Figure 96 – Filter icon

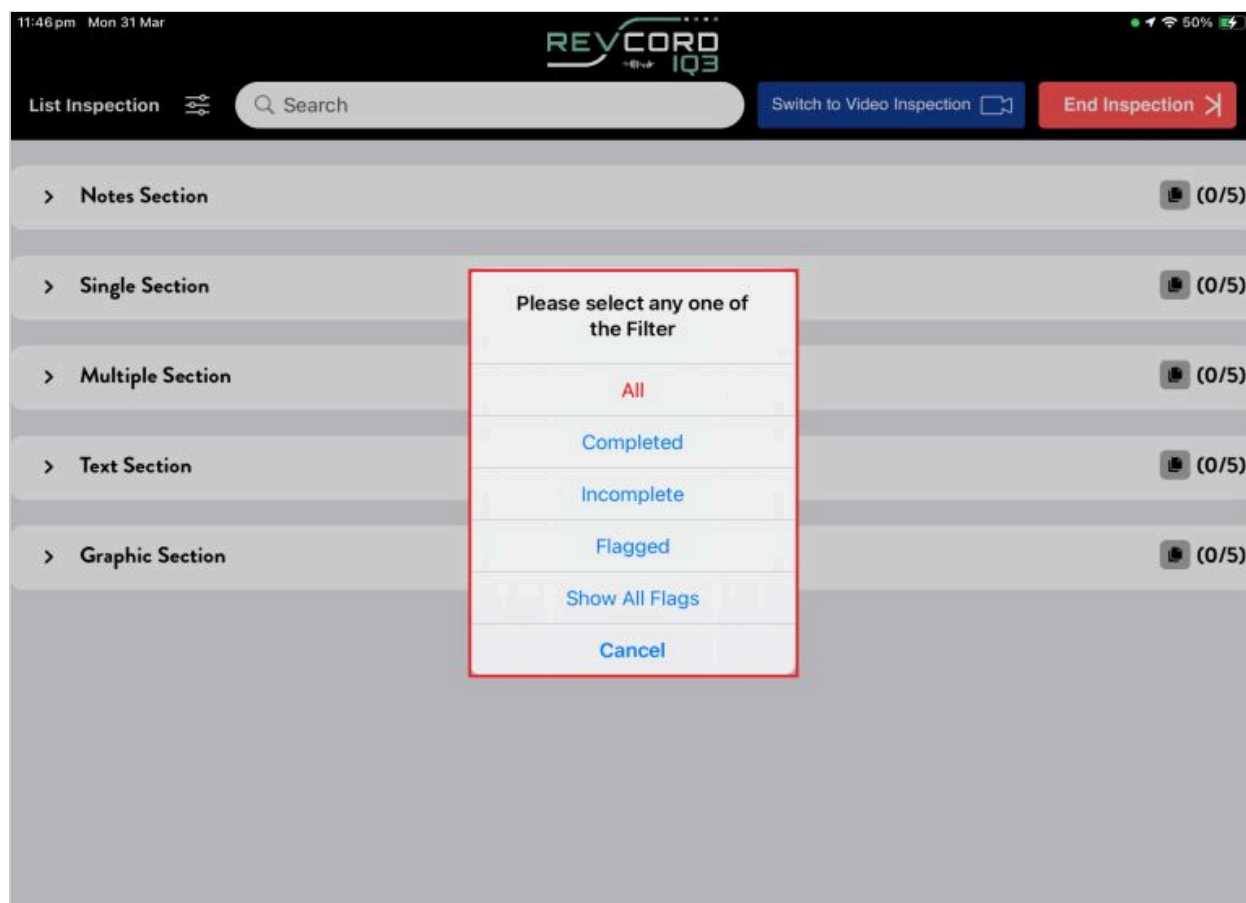


Figure 97 – Filter options

9.2 Disable/Enable Live Streaming

By pressing the green **Live Streaming** icon in the upper-right corner of the Live Event screen, users can pause video streaming to the MMS during a live event. The event is still recorded on the device. Press the icon again to enable live streaming so MMS users can view live video conferencing in the app.

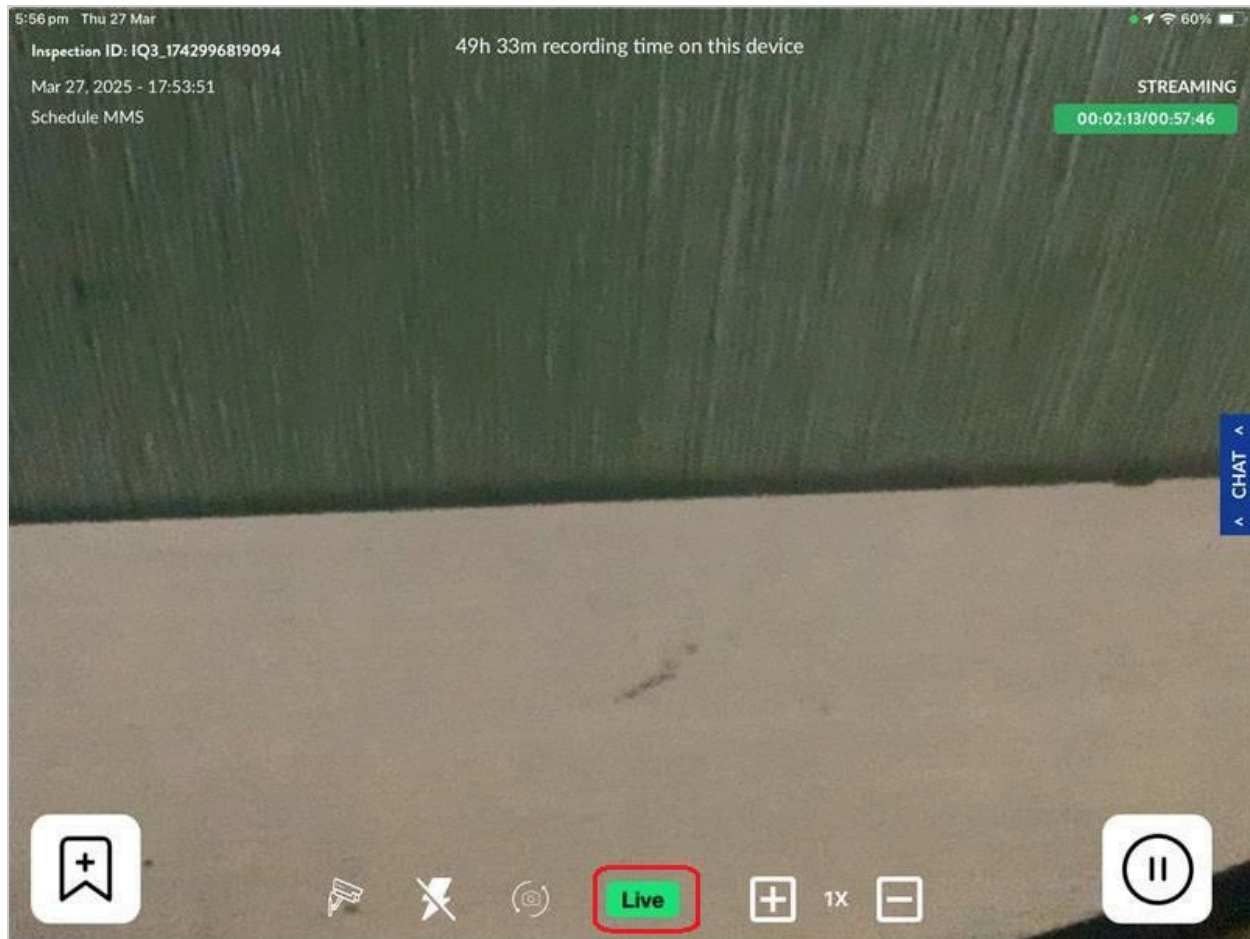


Figure 98 – Live Streaming icon

9.3 Switching Between IP Cameras During an Inspection

Tap the IP camera icon. After you tap the IP camera icon, the camera options appear.

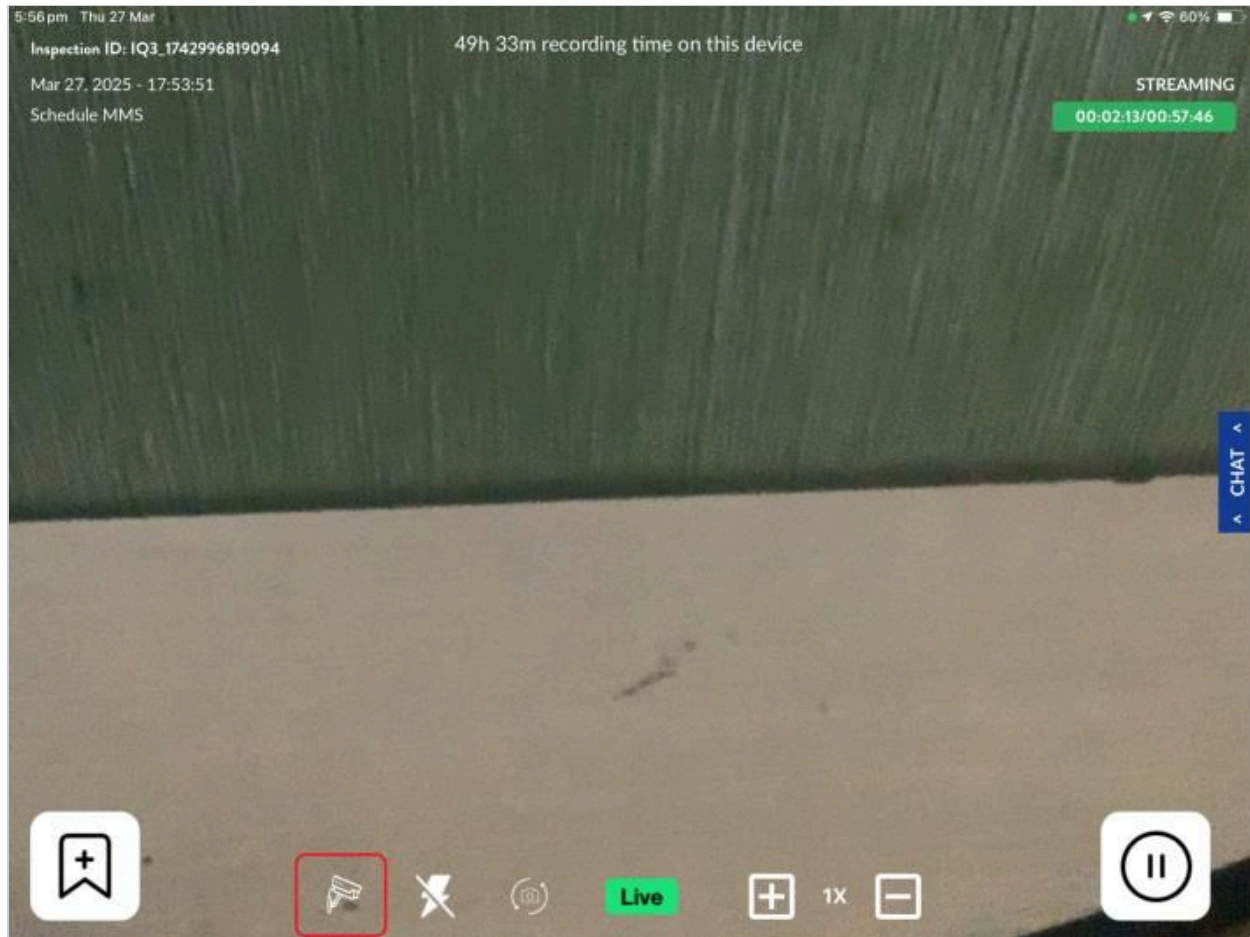


Figure 99 – IP camera icon

Select **Type Address Manually** and add the correct IP camera URL.

9.4 Changing the IP Camera or Device Camera in a Live Event

After streaming starts, switch from the standard camera to the IP camera, then back to the standard camera.

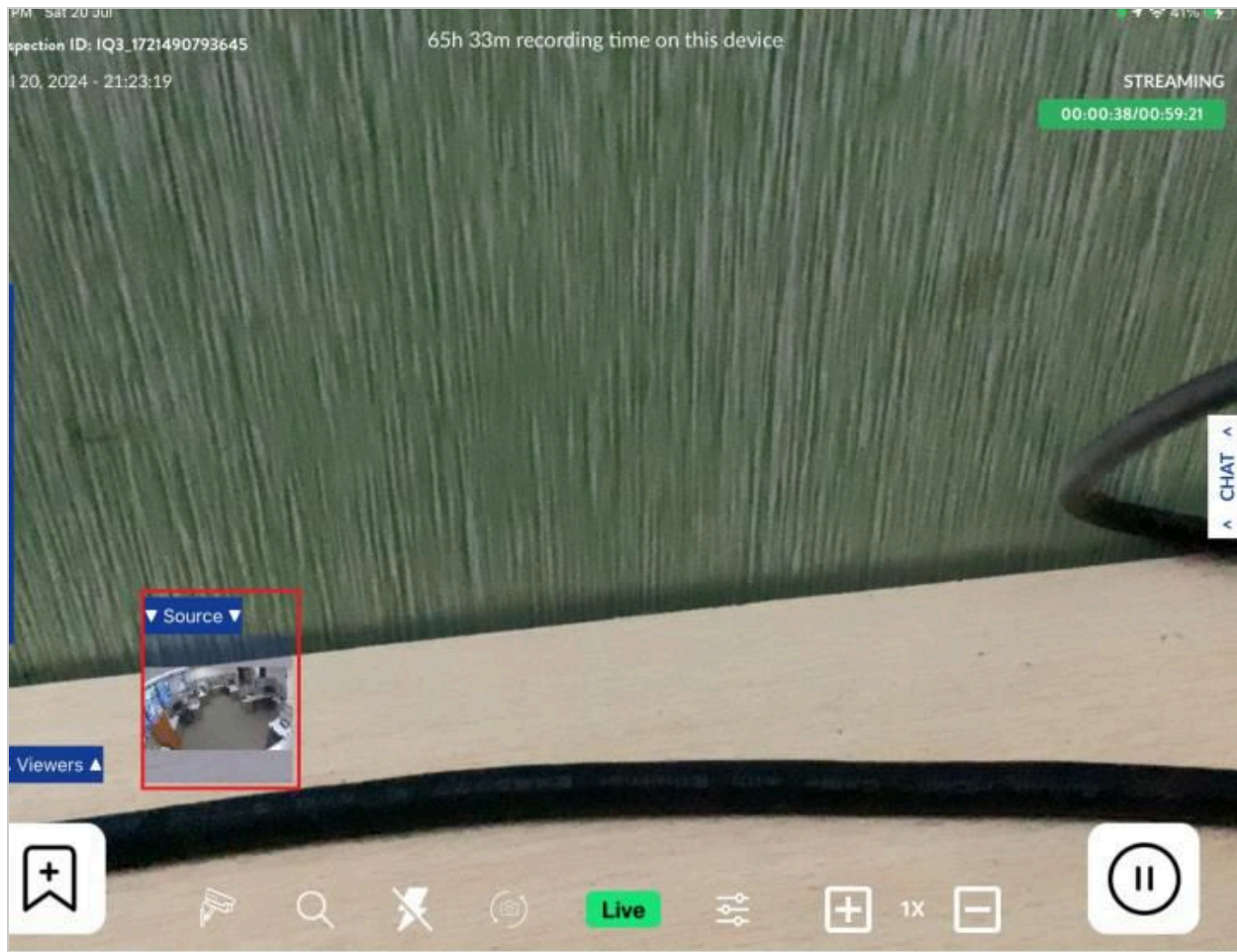


Figure 100 – Camera source selector

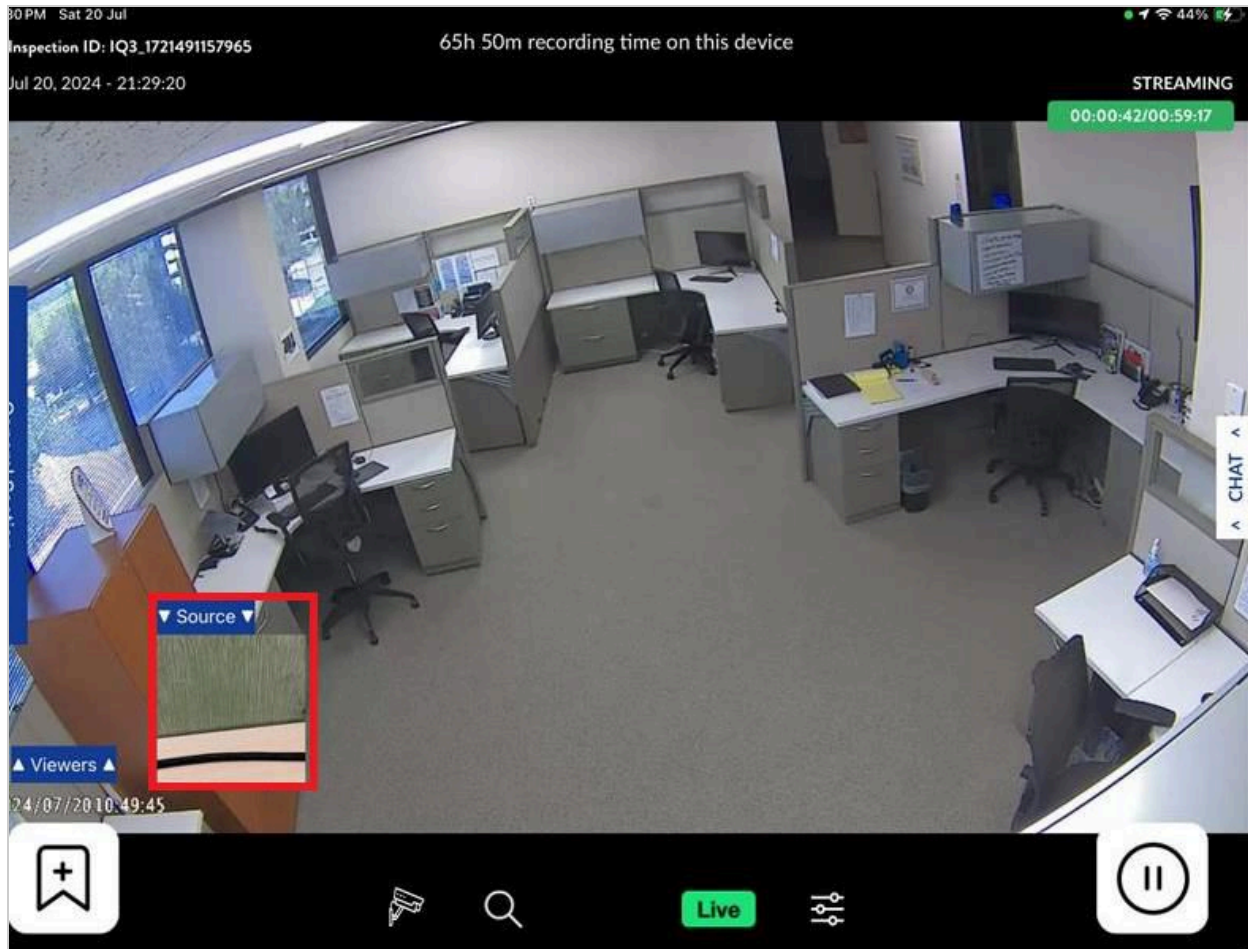


Figure 101 – IP camera view

9.5 End Event

When you are ready to end the event, tap the **Pause** button and then tap the **End Event** button.

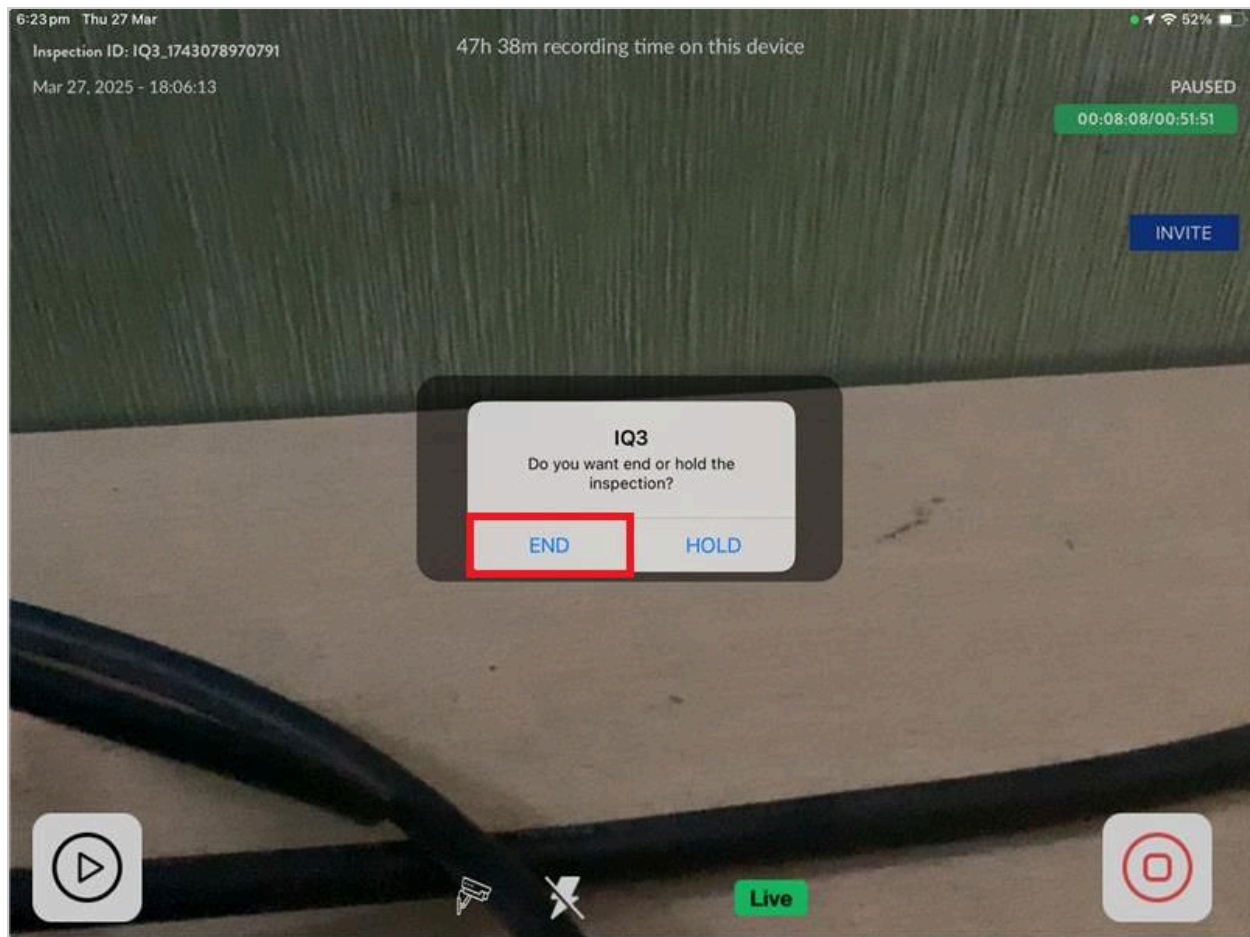


Figure 102 – End Event

10. CREATING AN IQ3 FORM-BASED INSPECTION

The IQ3 Form-Based Inspection feature enables users to conduct inspections using uploaded form documents, such as Excel, Word, or PDF files. This approach simplifies setup by allowing existing forms to be used directly within the inspection system, reducing manual template creation effort and improving adoption speed.

10.1 Log In

- Open the MMS.
- Enter your username and password.
- Click **Login** to access the system dashboard.

10.2 Navigation

- Use the main menu to access **Inspection Templates**, **Inspections**, and **Reports**.
- Form-based inspection templates appear alongside other types (Default, List, Video).
- Select an inspection template to start, or create a new inspection in the MMS.

10.3 Creating a Form-Based Inspection Template

1. Form title and type
 - a. Enter a descriptive title for your inspection template.
 - b. Select the inspection type as **Form**.
2. Upload form document
 - a. Upload one supported form file (Excel, Word, or PDF).
 - b. Maximum file size: 200 MB.
3. Pre-inspection fields
 - a. Enter any required pre-inspection fields as per existing workflows.
4. Form preview and editing
 - a. Preview your uploaded form in a web-based editor.
 - b. Make edits directly in the embedded editor; changes save automatically.
 - c. Submit the template once finalized.

10.4 Executing a Form-Based Inspection

- From the IQ3 mobile app, select the form inspection template.

Figure 103 – Form inspection template selection

- Tap the **Begin Inspection** button to open the form in the embedded web view.
- Fill out the form fields and annotate as necessary.
- Use the **Add Media** button (bottom left) to add photos or videos from the camera or gallery.
- Use the **View Media** button (bottom right) to browse attached media.
- Tap **End Inspection** (top right) to finalize and submit the inspection.

10.5 Save an IQ3 Form Event as Draft

1. The **Save as Draft** button is available when the event is paused and you tap the **End Event** button.
2. If the user taps **Save as Draft**, the event is saved as a draft and moved to the Events screen.
3. Tap **Save as Draft**, and a message appears asking, "Are you sure you want to save the inspection as a draft?"
4. The user can see all draft events on the Events screen. When the desired event is tapped again, a message pops up asking, "Would you like to resume your event?" with Yes and No options. Tap **Yes** to return to the event on the pause screen.

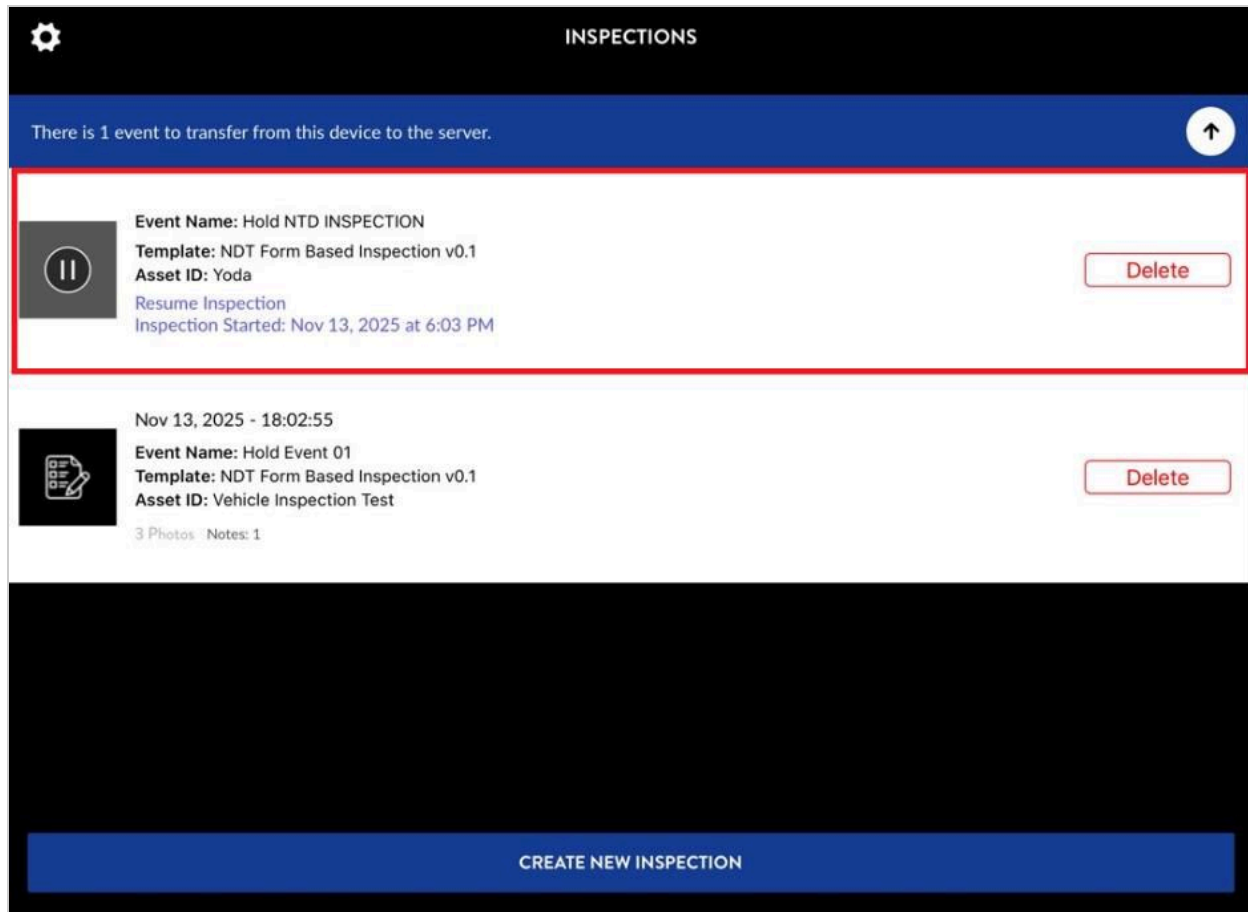


Figure 104 – Draft events on the Events screen

10.6 MMS IQ3 Form Inspection Reporting

- The system generates a PDF report after the inspection is completed.
- The report includes standard inspection data, with the uploaded form converted to PDF and appended at the end.
- Reports incorporate pre-inspection fields, media attachments, and form content.

10.7 Screen Descriptions

- Template Creation screen
 - Fields: Title, Inspection Type dropdown, File Upload control.
 - Pre-Inspection Fields section for entering context data.
 - Form preview pane with editing capabilities in the embedded editor.
- Mobile Inspection screen
 - Form displayed in a web view for interactive filling.
 - Media attachment buttons for adding photos and videos.
 - Media review slider for browsing attachments.
 - **End Inspection** button to complete the process.

10.8 Common Errors and Solutions

- File upload failure
 - Make sure the form file is Excel, Word, or PDF and less than 200 MB.

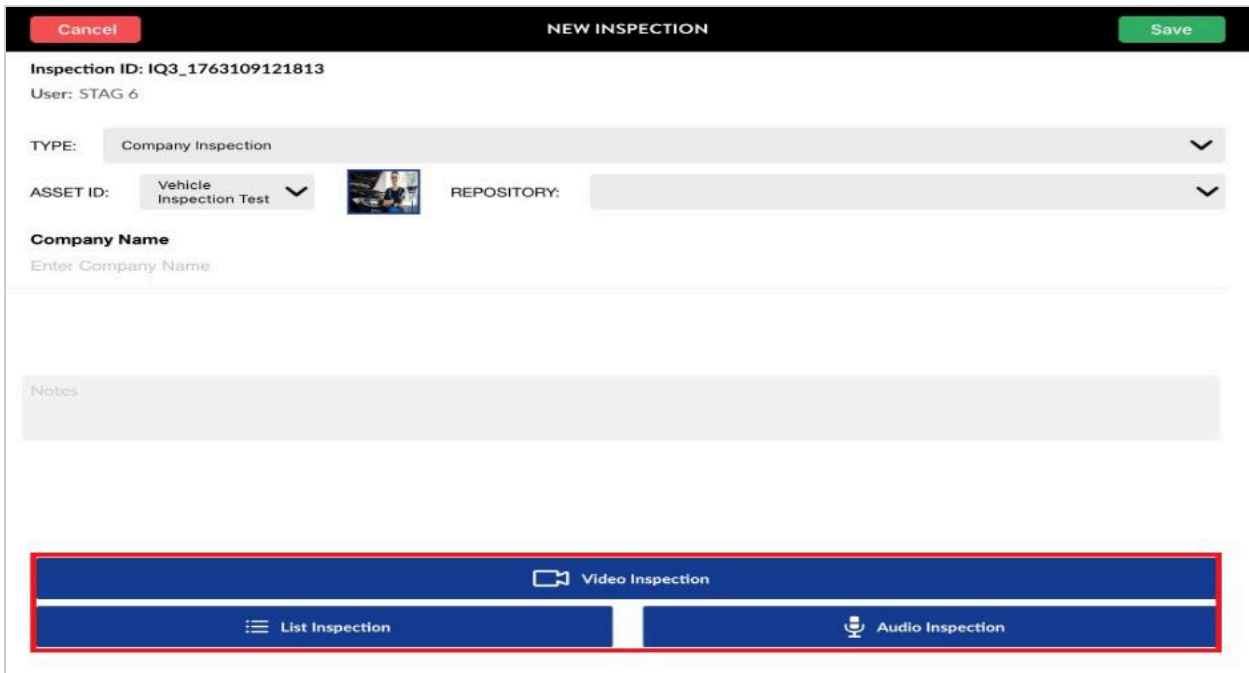
- Check your internet connection.
- Editing errors
 - If changes in the form preview are not saved, refresh the page and try again.
 - Ensure you have permission to edit the template.
- Inspection submission issues
 - Confirm all mandatory fields are filled.
 - Check that attached media files are within size limits.
 - If submission fails, retry or restart the app.

11. INSPECTION FORMATS UI

This feature optimizes your inspection workflow by showing only the inspection format options relevant to the selected template. If a template supports only one inspection format, such as Video, Audio, List, or Form inspection, the system automatically hides the other options and displays a clear **Begin Inspection** button with the icon representing the applicable format. This reduces clutter on your screen and prevents user errors.

11.1 Inspection Format Selection

- When you select an inspection template, the system evaluates the supported inspection formats.
- If multiple formats are supported, you see all applicable options displayed as buttons or icons.



The screenshot displays the 'NEW INSPECTION' interface. At the top, there are 'Cancel' and 'Save' buttons. The main form includes fields for 'Inspection ID: IQ3_1763109121813', 'User: STAG 6', 'TYPE: Company Inspection', 'ASSET ID: Vehicle Inspection Test', and 'REPOSITORY:'. Below these is a 'Company Name' field with the placeholder 'Enter Company Name'. A 'Notes' field is located below the company name. At the bottom, there is a row of three buttons: 'Video Inspection' (highlighted with a red border), 'List Inspection', and 'Audio Inspection'.

Figure 105 – Multiple inspection formats

- If only one format is supported by the template, the system:
 - Hides all other inspection format options.
 - Shows only the **Begin Inspection** button.
 - Displays the icon for the supported inspection format on the button for easy identification.
- **Begin Inspection** button: appears when only one format is supported by the template.

CancelNEW INSPECTIONSave

Inspection ID: IQ3_1763109121813
User: STAG 6

TYPE: CR TEST 11

ASSET ID: Boilers  **REPOSITORY:**

Location
Enter Location

Notes



Figure 106 – Begin Inspection button

12. MANDATORY SIGN-OFF METHOD CONFIGURATION

The Mandatory Sign-Off feature ensures that every inspection you complete through the IQ3 app is finalized with an authorized signature. This process helps maintain clear accountability and ensures that inspection records are verified and compliant. Depending on your organization's settings, you might be asked to sign in person or request a remote signature before submitting the inspection.

12.1 Performing an IQ3 Inspection

1. Follow the on-screen steps to complete each inspection section.
2. Enter all required information and attach any photos or notes if needed.
3. Once all items are filled, tap **End Event**.
4. The app automatically prompts you to complete the sign-off step based on your assigned template.

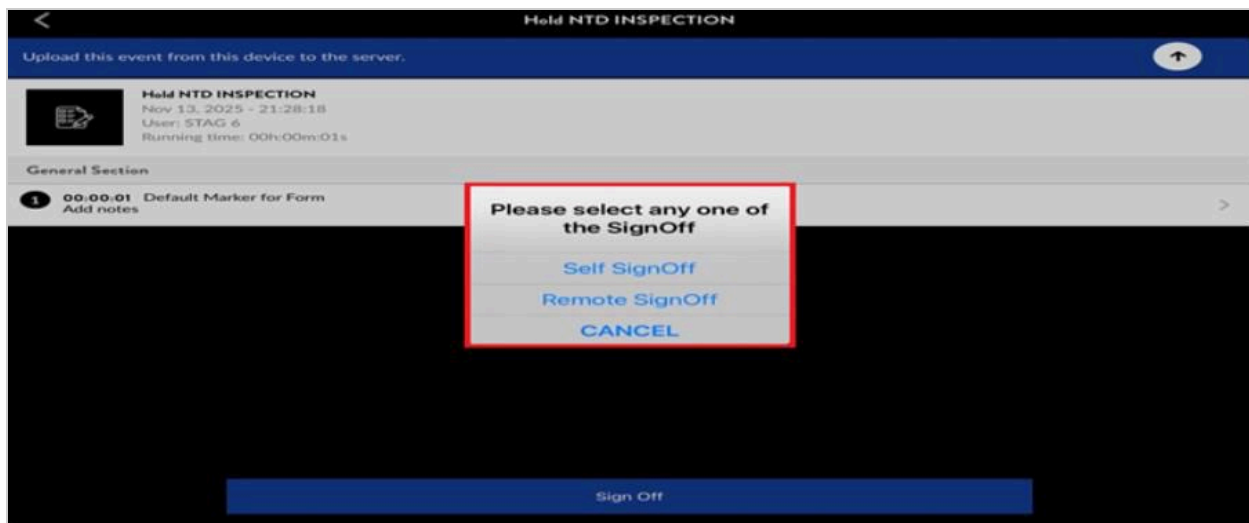


Figure 107 – Sign-off prompt

12.2 Completing the Sign-Off

Depending on the template's configuration, one of the following methods appears at the end of your inspection:

- **Self Sign:** You sign directly on your mobile device screen using a finger or stylus.
- **Remote Sign:** The system sends a digital sign-off request to a remote authorized person (for example, a supervisor).
- **No Sign:** If no signature is required, the inspection completes immediately.
- **Both:** Either self or remote sign-off is accepted, based on your workflow.

12.3 Steps for Self Sign

1. Review your inspection summary.

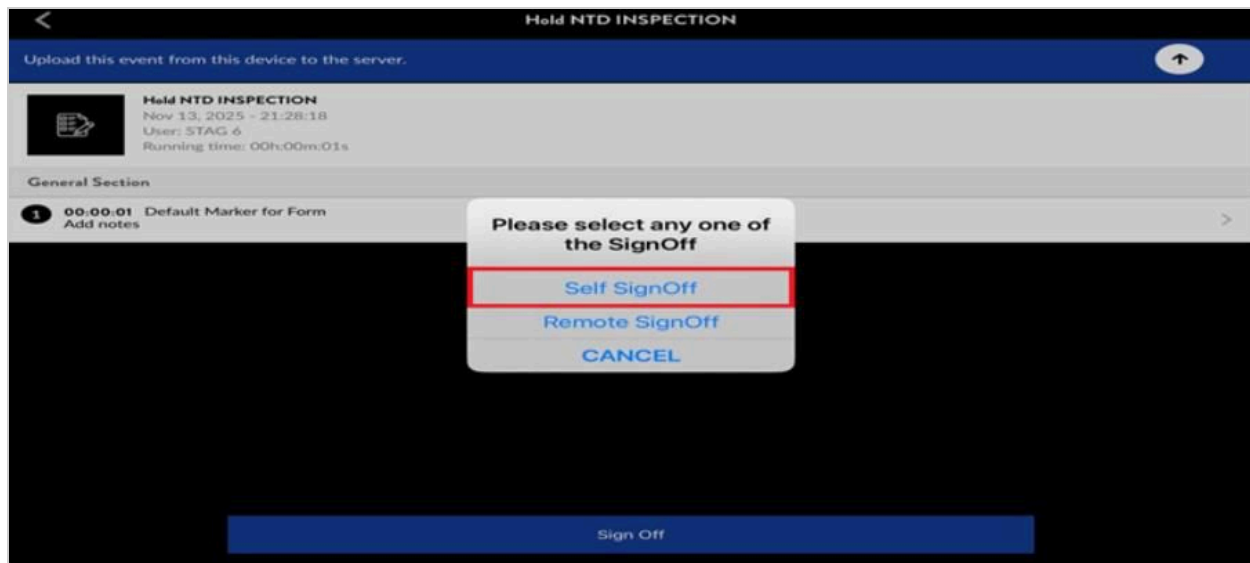


Figure 108 – Self SignOff

2. Sign the digital signature pad displayed on the device, upload the signature image from the gallery, or use the **User Signature** configured and saved in the MMS for that app user.

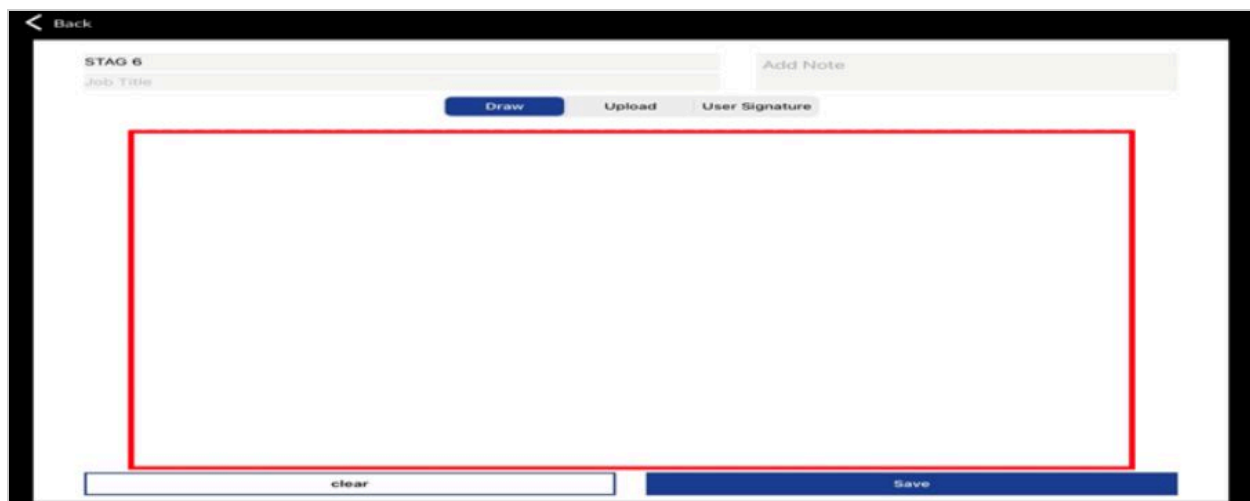


Figure 109 – Signature pad

3. Tap **Save** to finalize your inspection.



Figure 110 – Signature saved

12.4 Steps for Remote Sign

1. After completing your inspection, select **Send for Remote Sign**.

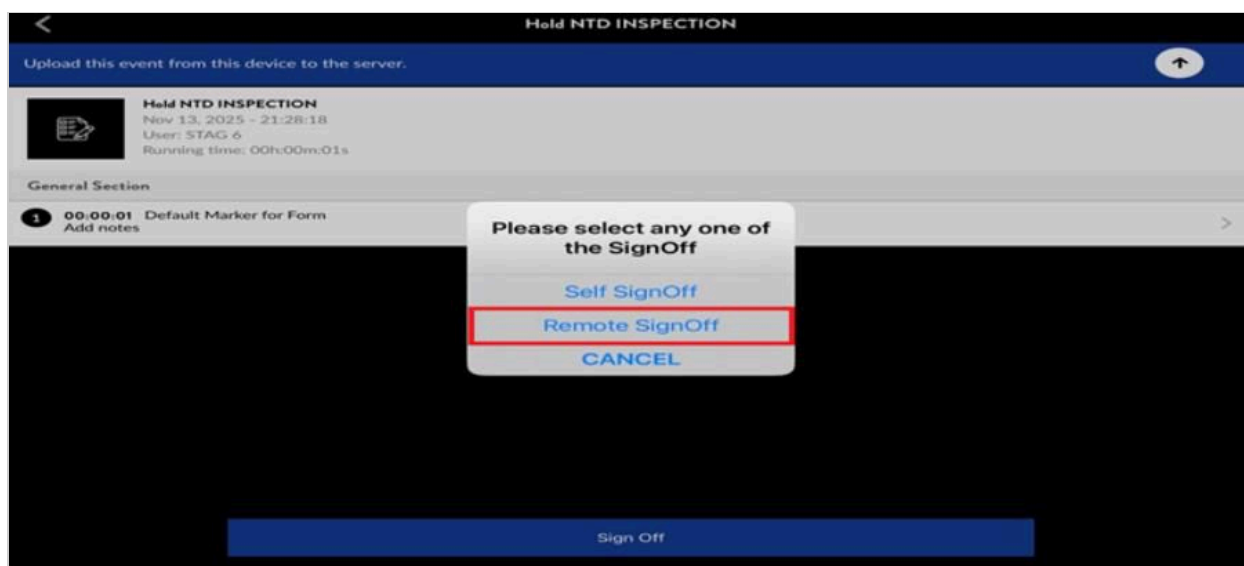


Figure 111 – Remote SignOff

2. Choose or confirm the authorized approver's details.
3. The approver receives a notification to review and sign electronically.

12.5 After Sign-Off

- Once the signature step is completed, the inspection automatically uploads to the server if uploading is enabled.

12.6 Using Templates with Mandatory Sign-Off

- When conducting an IQ3 inspection from the mobile app with a configured template, you are prompted to complete the chosen sign-off method before final submission.
- Follow the on-screen instructions to finish the sign-off process (such as adding a digital signature).
- Users cannot bypass the sign-off step; it is required for each inspection using these templates.



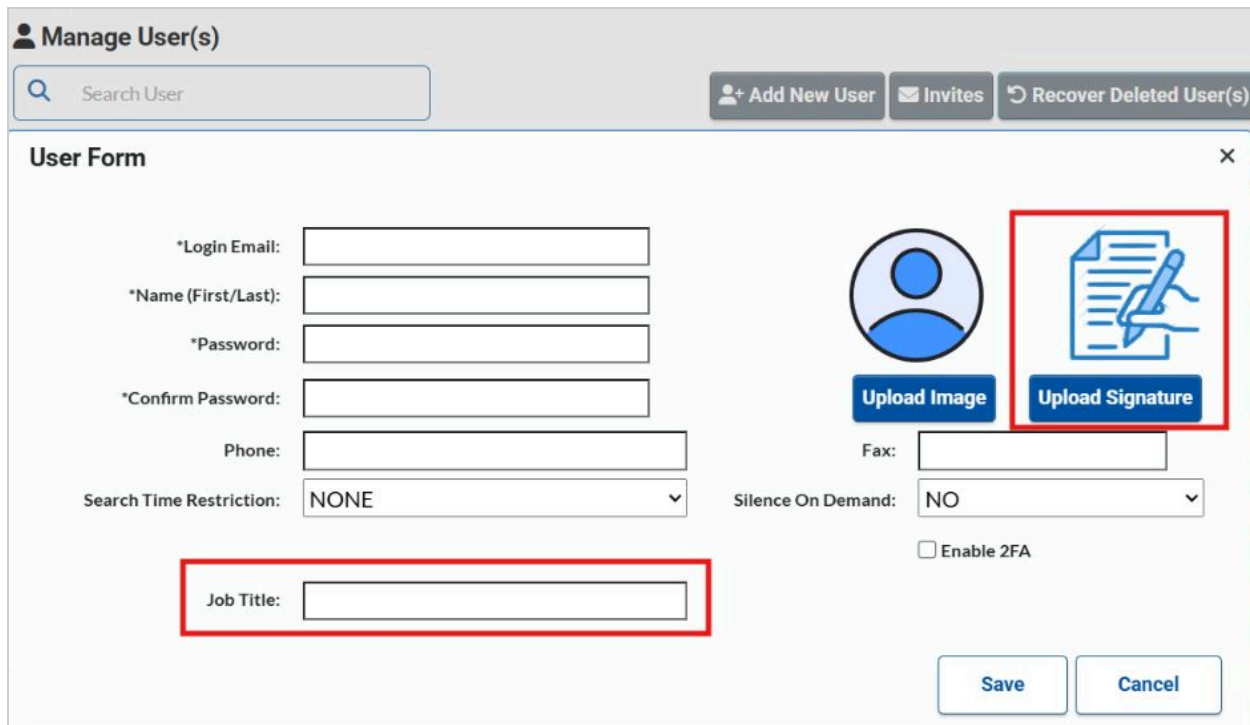
Figure 112 – Signature required before transfer

13. INSPECTOR SIGNATURE AND JOB TITLE INSERTION

The Inspector Signature and Job Title Insertion feature saves you time by automatically adding your signature image and job title to sign-offs and relevant records in the MMS. If your inspector profile is set up correctly, these details appear wherever your local sign-off is required, ensuring consistency and professionalism in reports.

13.1 Setting Up Your Signature and Job Title in MMS

- In the MMS, go to the **Setup** module and then the **Manage User** module.
- Find the area to upload your signature image. Follow the prompts to select and save your file.
- On your user profile, enter your job title and save.



The screenshot shows the 'Manage User(s)' interface. At the top, there's a search bar and buttons for 'Add New User', 'Invites', and 'Recover Deleted User(s)'. Below is the 'User Form' with various input fields. The 'Job Title' field is highlighted with a red rectangle. To the right, there are icons for 'Upload Image' and 'Upload Signature', with the latter also highlighted by a red rectangle. At the bottom right are 'Save' and 'Cancel' buttons.

Figure 113 – Manage User form

13.2 How It Works in the IQ3 App

- Once your profile is updated in the MMS, your saved signature and job title automatically populate the signature area when you sign off on IQ3 inspections and report documents.

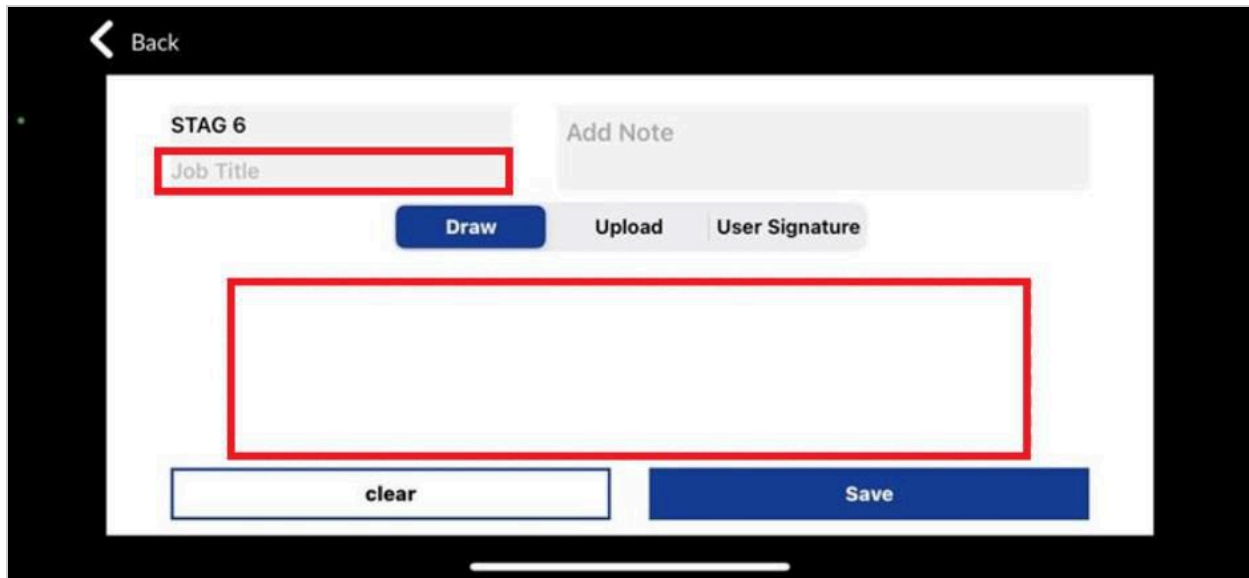


Figure 114 – Sign-off screen

- You do not need to enter details manually with each sign-off; the system fills them in for you.

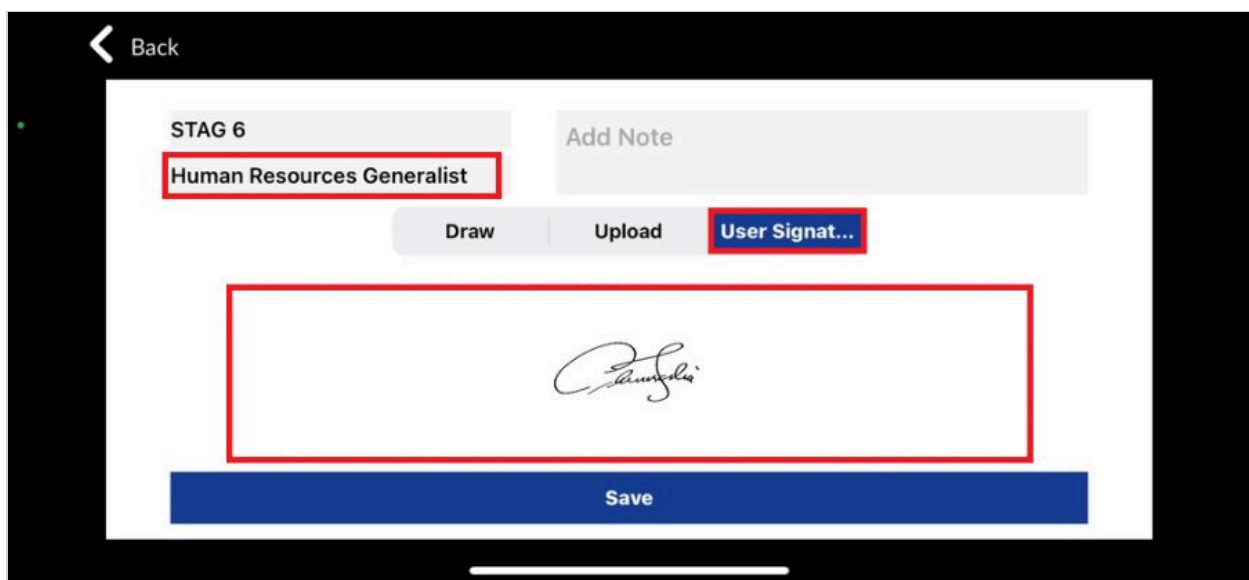


Figure 115 – Job title and signature filled in

13.3 Why This Matters

- Automated population of signatures and job titles speeds up the sign-off process.
- Ensures that all records and reports include consistent inspector information.
- Reduces the chance of errors or missing data in official documents.

14. INSPECTION RESULT ALERT

The Inspection Result Alert feature helps users record and view inspection outcomes easily. When ending an inspection, you are prompted to choose whether the inspection passed or failed. The result is displayed clearly in the MMS for quick reference.

14.1 Ending an Inspection

- When you are finished with your inspection, tap the **End Inspection** button.
- An alert window pops up, asking: "Would you like to Pass or Fail this inspection?"
- You must select one option:
 - **Pass:** Tap the **Pass** option. The inspection status is recorded as "Pass," shown in green in the MMS event details.
 - **Fail:** Tap the **Fail** option. A box appears for you to enter the reason for failing the inspection. Type the reason, then tap **Submit**. The inspection status is recorded as "Fail," shown in red in the MMS event details.

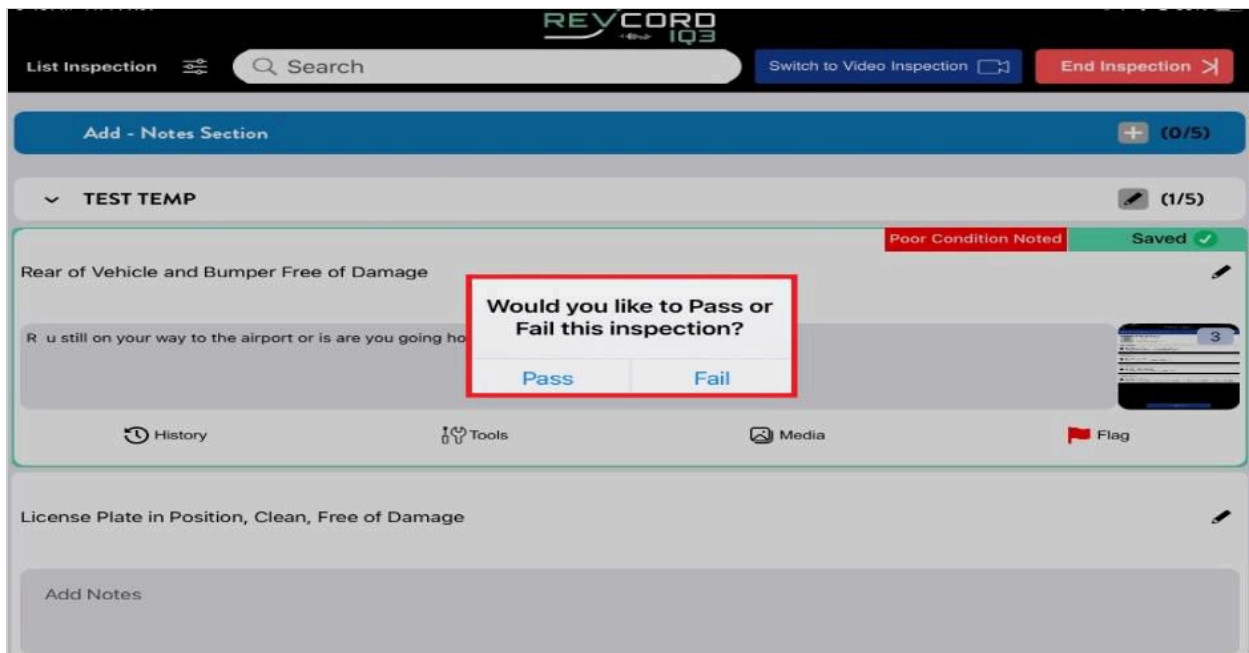


Figure 116 – Pass or Fail prompt

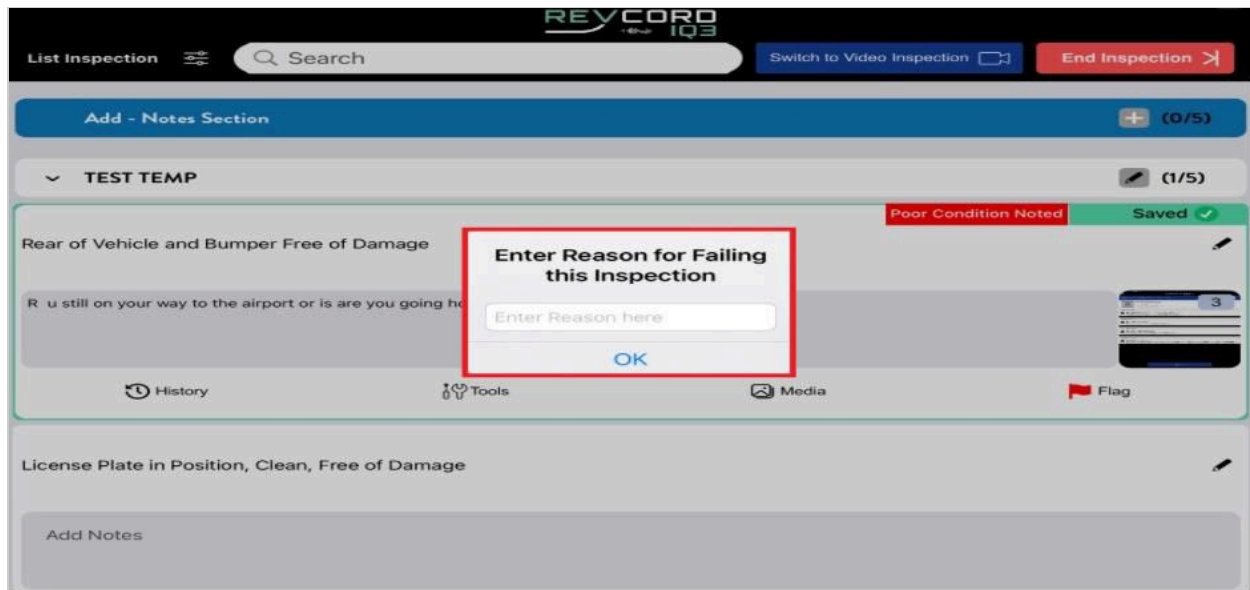


Figure 117 – Reason for failing

14.2 Viewing Results

- The inspection status (Pass or Fail) displays in the MMS playback event details.

15. IQ3 RVI EVENT

The end user selects the IQ3 Remote Video Inspection (RVI) link sent to their email or phone. This opens the browser-based IQ3 RVI screen. The user selects **Go Live**; at this point, streaming begins and the MMS user joins the event.

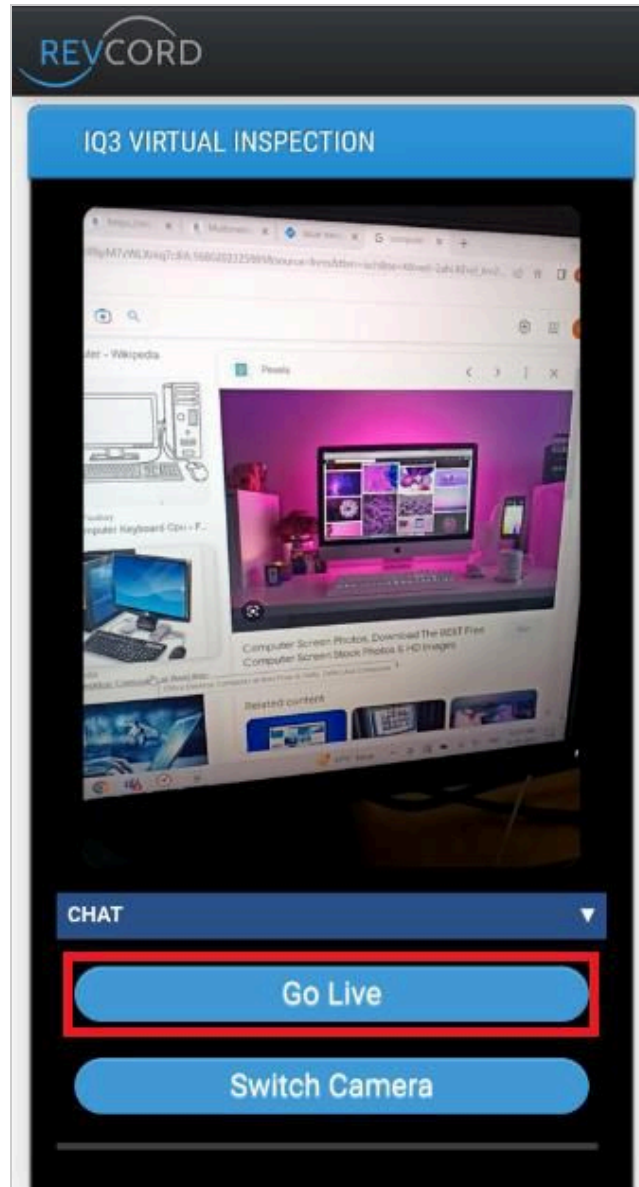


Figure 118 – Go Live

During an event, the end user can pause and resume, stop the event, switch the camera, and use the chat box. The MMS user can also add bookmarks throughout the inspection. When **Stop** is selected, streaming ends and the event is uploaded to the server.

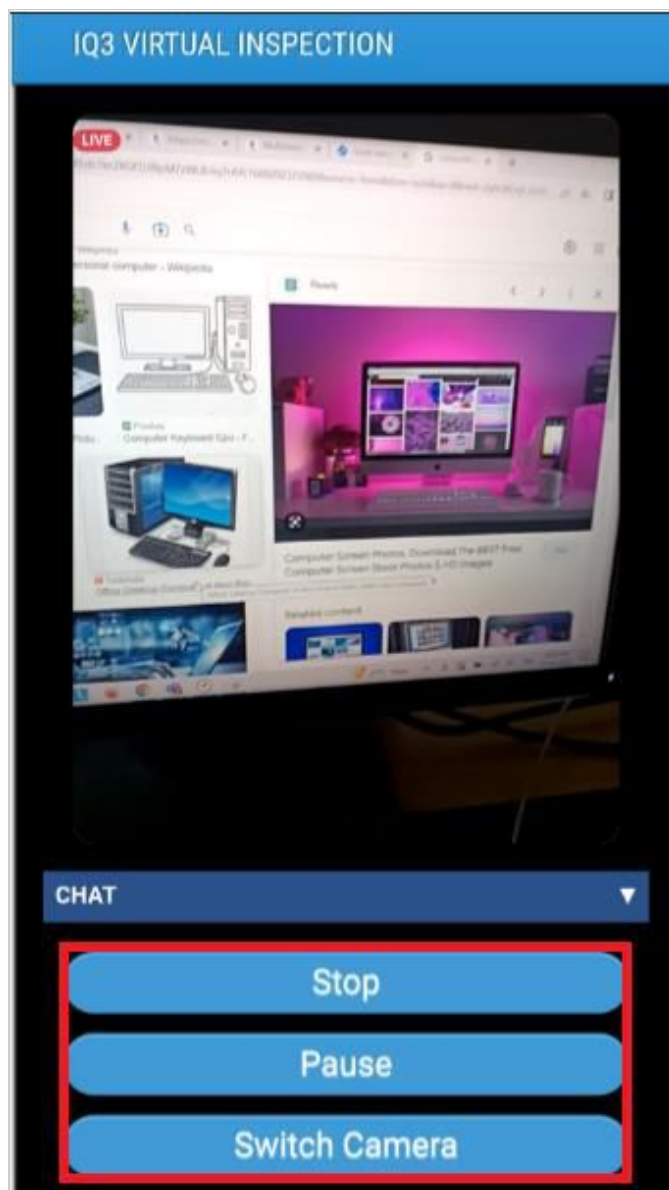


Figure 119 — Stop, Pause, and Switch Camera

16. POST-EVENT FEATURES

16.1 App Home Screen Information

The app home screen displays key inspection details to help users quickly identify inspections without unnecessary clutter. The Run Time display has been removed to keep the screen clean and relevant.

The following details are shown prominently on the home screen for each inspection:

- **Inspection Title:** Name or descriptor of the inspection.
- **Template:** The inspection template being used.
- **Asset ID:** Unique identifier for the asset being inspected.
- **Repository:** Location or repository where related documents or data are stored.

The Run Time information is no longer displayed.

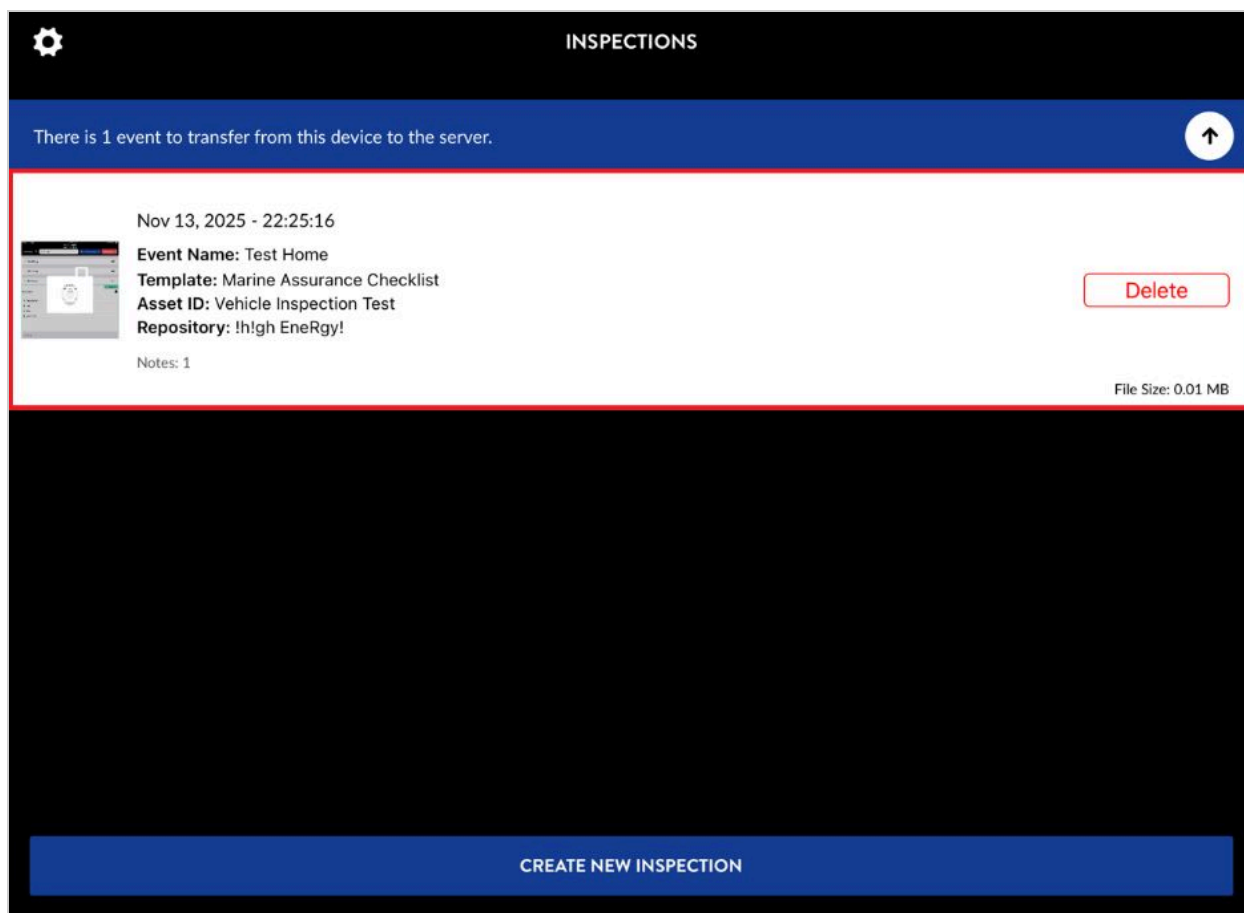


Figure 120 — Home screen inspection details

After ending an event, you return to the Events screen. Users can then review their events, add detailed notes to each bookmark, and add additional bookmarks. Tap the event you would like to edit or review.

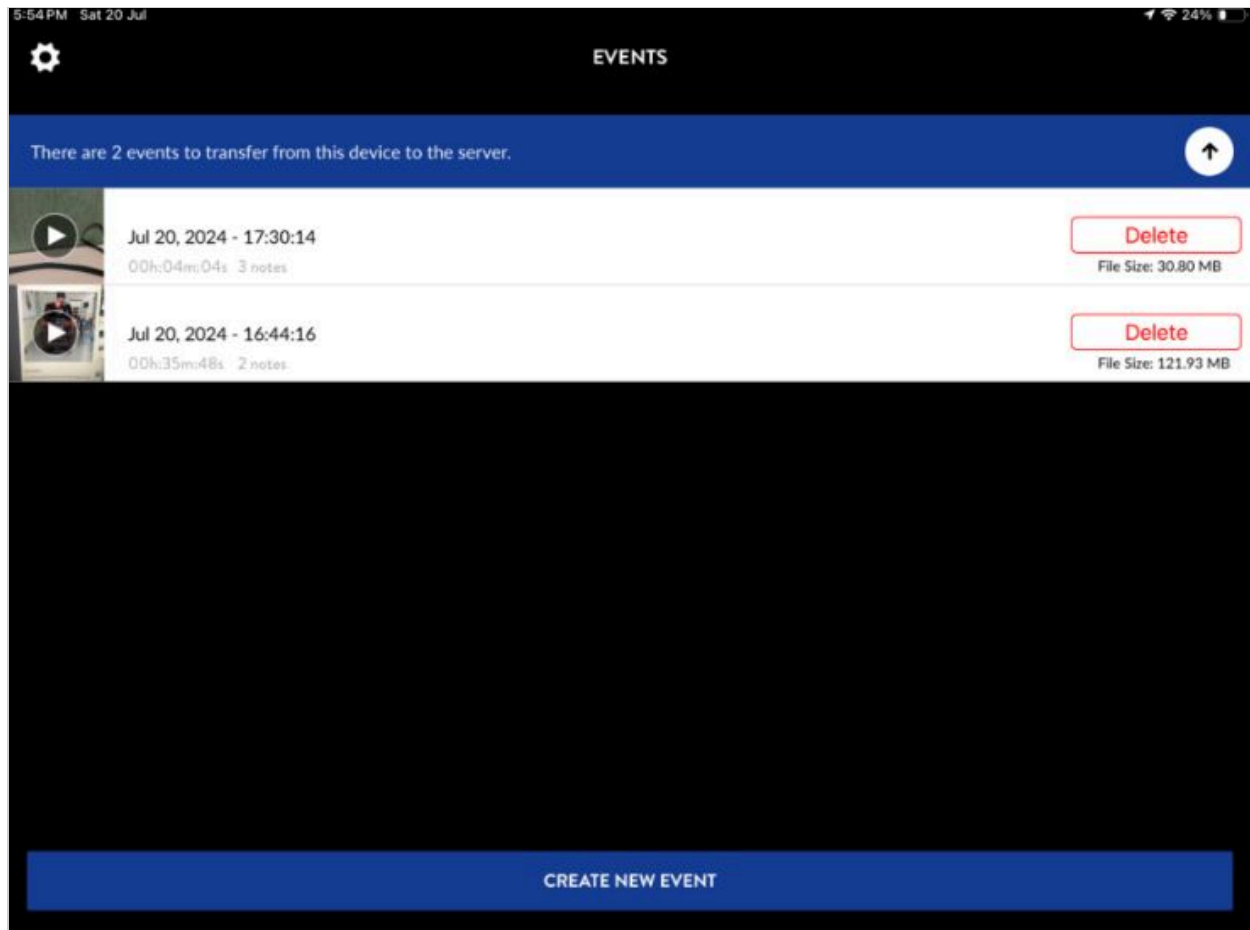


Figure 121 – Events screen

16.2 Post-Inspection Marker Display

The Post-Inspection Marker Display organizes markers by section and clearly shows the selected markers and any notes. This helps users review inspection events more clearly and efficiently.

Navigation

- Access the post-inspection review section to see markers related to completed inspections.
- The display groups markers by their inspection sections.

Viewing Post-Inspection Markers

- Markers are grouped by the section of the inspection they belong to.
- Selected markers (those flagged during the inspection) are shown prominently.
- Notes attached to markers are displayed clearly alongside the selection.

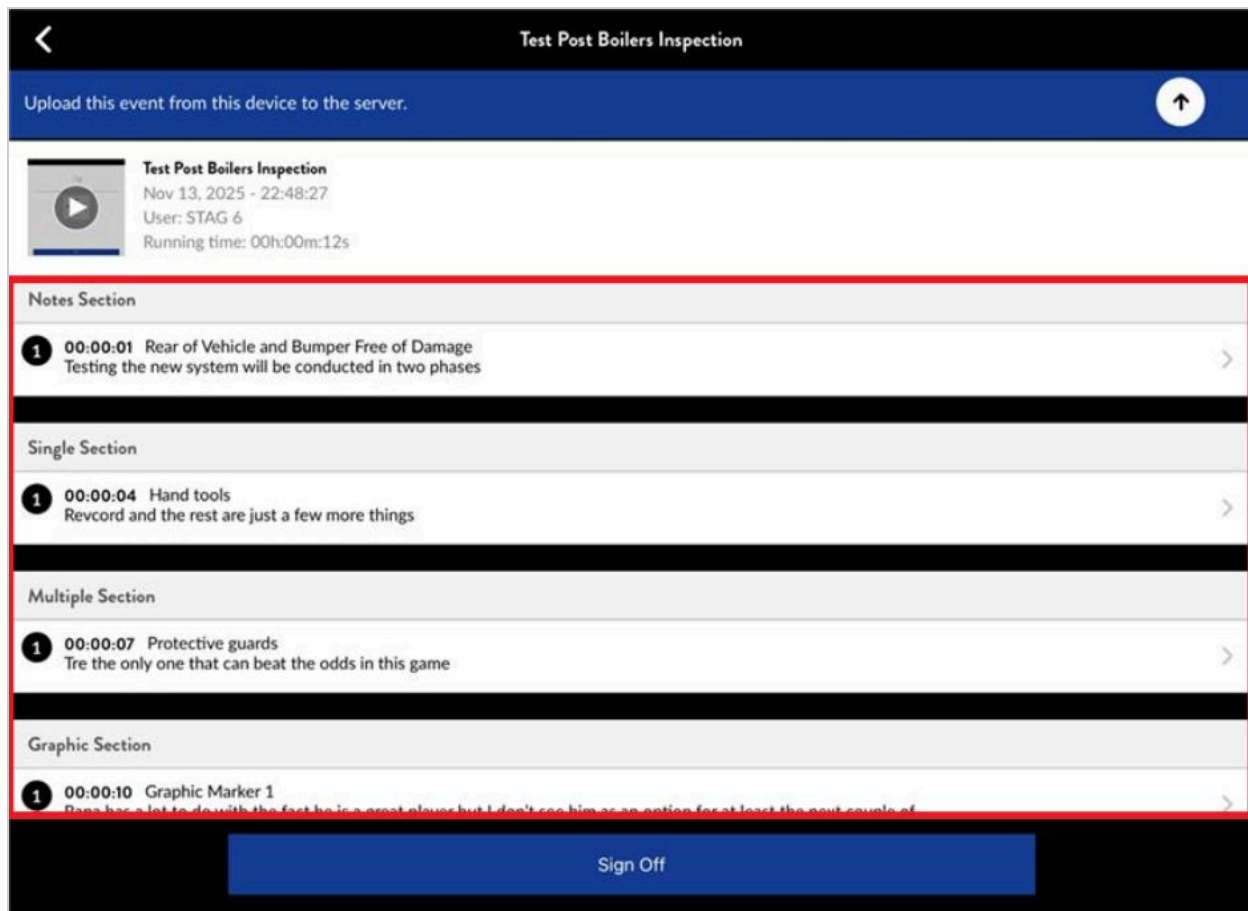


Figure 122 – Post-inspection markers by section

17. MANAGE COMPLETED EVENTS

Any events that have not been uploaded are displayed in the middle section of the Events screen.

1. **Open an event:** Tapping an event opens it in playback/edit mode.
2. **Delete an event:** Press and hold an event to bring up the option to delete it.
3. **Upload all completed events:** Press the up-arrow icon to upload all completed events from the device to the MMS.
4. **Upload an individual event:** Tap the desired event to open it, then press the up-arrow icon to start the upload.

18. LOGOUT

Log out of the session from the Settings menu and return to the app login screen.

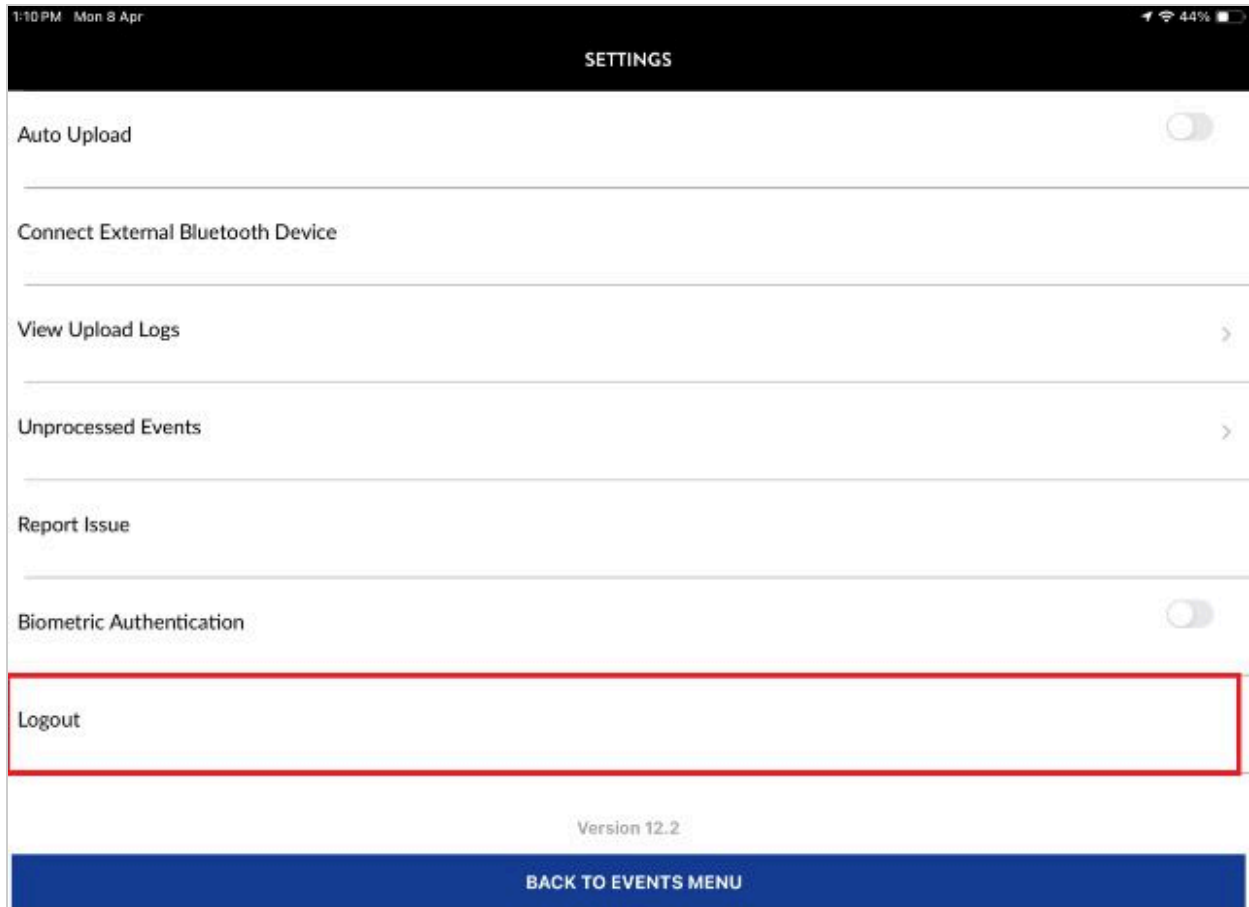


Figure 123 – Logout in Settings

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