

VERICORD IQ3

MMS User Manual

Set up inspections, monitor and schedule events, run remote video inspections, search and play back recorded events, manage repositories, and generate reports in the MMS web platform

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1. INTRODUCTION

IQ3 is an inspection and multimedia records platform. Inspectors record inspections in the IQ3 app, and the records upload to the MMS (Multimedia Management System), the web platform where administrators and users set up inspections, monitor live events, run remote video inspections, review and play back recorded events, organize them into repositories, and generate reports.

This manual covers the MMS web platform for MMS version 13.1.

1.1 Sign In

1. Open the MMS using the link provided in your Welcome Letter.
2. Enter your email and password on the login screen and click **LOGIN**.

NOTE: You can sign in only after an Administrator has assigned your permissions and group. See Section 3.

1.2 User Menu

Click your name at the top right of any page to open the user menu:

- **English › Spanish:** change the interface language.
- **Change Password**
- **Compact:** switch the compact display on or off.
- **Disclaimer, Live Chat, and Logout**

2. NAVIGATING THE MMS

The left sidebar holds the main menu. What you see depends on your permissions. Click the menu icon at the top left to collapse or expand the sidebar.

Menu	What it does
Dashboard	Summary of inspection activity, users, pass/fail results, and repositories
Monitor	View and join live IQ3 events
Search	Find, play back, and report on recorded events
Repository	Group events into repositories, review them together, and share them
Reports	Create, run, schedule, and share reports
Remote Inspection	Start and run remote video inspections (RVI)
Schedule Event	Schedule IQ3 events and invite participants
Inspection	Inspection title, templates, custom fields, and the customer asset database
Set Up	Users, groups, email accounts, bookmark flags, signature requests, automated reports, PDF report output, and search page columns (Administrators)

Links at the bottom of the sidebar open **Support Ticket**, **Privacy Policy**, and **Terms & Conditions**.

2.1 Dashboard

The Dashboard shows four summary tiles:

- **Total Inspections:** all IQ3 events
- **Inspections (Past Week):** events in the last 7 days
- **Active Users:** users active in the last 7 days out of total users
- **Pass / Fail (Last 30 Days)**

Below the tiles, **Event Summary** lists recent events with Date / Time, Inspection Type, Asset ID, Inspector, Pass / Fail, and Repository. The **Repository** panel lists each repository with its number of inspections in the last 30 days.

3. USERS AND ACCESS

Administrators manage users from **Set Up › Manage Users**. The Manage User(s) page lists every user and has these buttons: **Add New User**, **Invites**, **Recover Deleted User(s)**, **IP Camera Settings**, and **IQ3 Reports Logo**. Use **Search User** to filter the list.

The user list shows #, Login Email, Name (First/Last), Group Assigned, Simple User Rights, Recorder Name, User Type (Admin or User), Permissions, and User Settings.

3.1 Invite a User

Administrators can invite people by email. The invitee registers their own account.

1. On Manage User(s), click **Invites**. The **Pending Invites** dialog opens.
2. Click **Create Invite**.
3. Enter a valid email address and send the invitation.

The invitee receives an email and can accept or reject the invitation:

- **Accept:** click the **Click Here** link in the email. On the Invitation page, enter first name, last name, and password, confirm the password, and click **Register**. The email address is read-only and becomes the login. The Administrator then receives an email to set the new user's access.
- **Reject:** click the reject link in the email and confirm.

Pending Invites lists each invitation with User Email and Invite URL. The Action(s) icons copy the invitation link, resend the invitation, or revoke it.

3.2 Add a New User

1. On Manage User(s), click **Add New User**. The **User Form** opens.
2. Complete the fields below and click **Save**.

Field	Description
Login Email	The user's sign-in ID. It must be a valid email address.
Name (First/Last)	Name shown in event lists, reports, and monitoring
Password / Confirm Password	Must match, or the form will not save
Phone, Fax	Optional contact details
Search Time Restriction	Limits the user to searching events within a set number of hours
Silence On Demand	Yes or No
Enable 2FA	Requires a one-time code sent to the user's mobile number at sign-in
Job Title	Printed with the user's signature on sign-offs
Upload Image, Upload Signature	Profile image and signature image

Login IDs, user names, and group names cannot contain these characters: < > : " / \ | ? * or a space.

3.3 User Settings

Each row in the user list has four User Settings icons:

- **Edit Profile:** open the User Form, make changes, and click **Save**.
- **Assign Group:** choose the user's group from the list of root groups and subgroups.

- **Assign Permissions:** turn feature access on or off (see 3.4).
- **Delete User:** delete the account. Deleted users can be restored (see 3.6).

3.4 Assign Permissions

New users need permissions before they can sign in.

1. In the user's row, click **Assign Permissions**.
2. Check the box for the permission you want to enable.
3. When the system asks "You are about to enable [permission], are you sure?", click **OK**.
4. Click **Close** when you are done.

CAUTION: Each permission takes effect when you click OK. There is no separate Save step, so confirm the user and the permission before you click OK.

The Assign Permissions dialog includes IQ3, Inspection Module, Remote Inspection, Schedule Event, Auto Upload, and Disable Custom Asset IDs. The Permissions column in the user list shows each user's page access as icons: Monitor, Search, Dashboard, Reports, Save and Email, IQ3, IQ3 View, and Invitation.

If an Administrator turns off a user's **Invitation** permission, that user cannot invite users or non-users to join an IQ3 event from the IQ3 app.

3.5 Signature and Job Title

When a user's profile has a signature image and job title, both are added automatically wherever that user signs off on IQ3 inspections and reports.

1. Go to **Set Up › Manage Users** and click **Edit Profile** on the user's row.
2. Click **Upload Signature** and select the signature image.
3. Enter the **Job Title** and click **Save**.

3.6 Recover a Deleted User

Restoring a deleted user brings back their login, email, permissions, and assigned group. You need Administrator rights.

1. On Manage User(s), click **Recover Deleted User(s)**.
2. Check the user you want to restore.
3. Click **Recover Users**.

3.7 IP Camera Settings

Administrators can add IP camera URLs from **IP Camera Settings** on Manage User(s). The IQ3 app downloads the list at sign-in, and app users select a camera URL from the Network Camera screen.

3.8 IQ3 Reports Logo

Click **IQ3 Reports Logo** on Manage User(s) to upload your organization's logo for inspection reports.

4. SET UP

The Set Up menu holds the administration pages. User management is covered in Section 3.

4.1 Manage Groups

Set Up › Manage Groups opens Group Management. The left panel shows the group tree, with **Add Group** and **Remove Group**. The right panel lists the users in the selected group with their user number.

4.2 Manage Email Accounts

Set Up › Manage Email Accounts lists the outgoing email accounts the MMS uses to send notifications, with UserName, From, Host, Port, SSL, Quota Exceeded, and Actions. Click **Configure SMTP Settings** to add or change an account.

4.3 Bookmark Flags

Bookmark flags are colored tags that help you identify and organize bookmarks. You can set up to 10 flags.

1. Go to **Set Up › Bookmark Flag**.
2. Click **Add New Flag**, enter a Flag Name, and choose a color.
3. Turn on **Alert Users** if users should be alerted when the flag is used.
4. Click **Save**. Use the delete icon in Actions to remove a flag.

Where flags appear:

- **Search page and multi-event playback:** the flag shows next to the bookmark, and hovering shows the flag name. Click the flag to choose a different one. You can search by flag name.
- **Repository:** flags show next to bookmarks.
- **Event share page, Monitor, and live events:** flags show next to bookmarks but cannot be changed.
- **Remote inspection:** you can add a flag when adding a bookmark.

4.4 Signature Requests

Set Up › Signature Requests lists sign-off requests with Document Title, Owner Name, Signers (**View Signers**), Signing Type (SelfSign or RemoteSign), Status (for example, Signed or Initiated), and Created Date. Settings provide **Signed Report** and **Certificate** for signed requests, and **View Report** for requests in progress.

4.5 Automated Reports

Set Up › Set Up Automated Reports opens IQ3 Automated Report Settings, the list of people who receive automatically generated inspection reports. Click + **Add New Recipient** to add a name and email address, and use **Is Active** to turn a recipient on or off.

4.6 PDF Report Output

Set Up › PDF Report Output (Administrators) lists every inspection template with Template Title, Template Type, Owner, Template Created Date, Option Added, and Option Updated Date. Use the Action icon on a template to set its default PDF options:

- **Use Asset ID as Inspection Title:** if off, the user enters the title when generating the report.
- **Use Template Title as Inspection Type:** if off, the user enters the type when generating the report.
- **Default Photo Location**

Saved options appear on the template whenever it is edited later. Users can change these options for a single report (see 9.6), but those changes are not saved to the template.

4.7 Search Page Configuration

Set Up › Search Page Configuration opens Search Page Column Configuration, which controls the columns on the Search page. For each column you can set **Display** (on or off), **Caption**, **Width**, and **Align**, and drag the **Reorder** handle to change its position. Click **Save** to apply, or **Reset** to return to the default columns.

Administrators can manage column settings for their own account and for other users. Other users can change only their own.

5. INSPECTION SETUP

The Inspection menu has six pages: Create Inspection Title, Create Template, View Inspection Templates, Custom Fields, Manage Customer Database, and Configure Report Data.

5.1 Inspection Title

Inspection › Create Inspection Title sets the details printed in the title information of your IQ3 inspection reports: Logo (**Upload Image**), Address 1–3, City, State, ZIP Code, Country, Customer Name, and Customer Contact. Click **Save**.

5.2 Inspection Templates

Inspection › View Inspection Templates lists all templates with Title, Type, Owner, No. of Sections, No. of Markers, and Created Date. Click + **Create New Template** to start a new one. The Action(s) icons are:

Action	What it does
View	Opens a read-only summary: template number, owner, created date, sharing status, section and marker counts, the pre-inspection fields, and each section's markers by type
Edit	Opens the template in the template wizard
Share / Unshare	Shares the template with other users on your tenancy, or stops sharing it
Copy	Copies a template from another tenancy (Administrators only)
Clone	Creates an identical copy with a new template ID that you can edit without affecting the original
Delete	Deletes the template

App users have full access to their own templates and read-only access to templates shared with them.

5.3 Template Types

- **Default:** can be used for list inspections, video inspections, or both.
- **List:** a list inspection records up to 60 seconds of video, allows up to 4 pictures per bookmark, and does not allow inviting users.
- **Video:** a video inspection template.
- **Form:** uses an uploaded document as the inspection form (see 5.6).

5.4 Create a Template

Go to **Inspection › Create Template**. The Create Inspection Template wizard has four steps.

Step 1: Basic Info

1. Enter the **Title**, choose the **Template Type**, and enter a **Description**.
2. Set the options you need: **Disable Copy Marker**, **Pass / Fail Status Required**, and **Mandatory SignOff Required**.
3. Click **Save and Continue**.

When **Mandatory SignOff Required** is checked, inspectors are prompted to complete the sign-off in the IQ3 app before final submission and cannot skip it.

Step 2: Pre Inspection

Add the pre-inspection fields the inspector completes before the inspection starts, such as supplier, location, or project number.

Step 3: Markers

Add the markers (questions) for the inspection. Marker types:

Marker type	Description
Notes	Free-text notes
Single Select	A set of at least two choices. The inspector must pick one. Options: require a photo, allow the marker to repeat, and associate it with sections.
Multiple Choice	Like Single Select, but the inspector can pick more than one
Photo	The inspector must take a photo of the item
Text Field	A text entry field
Grid	A table with set columns. The inspector adds rows during the inspection.
Graphic	A form built with images, text, radio buttons, text boxes, and labels. Enter the marker name and save, then build the form in the Graphic Marker Form.

You can add conditional logic so that an answer triggers an action:

- **Show/Hide Questions:** show or hide follow-up questions based on an answer.
- **Mandatory Responses:** require other questions to be answered before the inspection can be completed.
- **Change Response Options:** change the choices available in later questions.
- **Set Scoring**

Step 4: Sections

1. Click **Add New Section**, enter a Section Name, and save. Set the section as mandatory or optional.
2. Click **Add Marker** on the section. In the Add or Remove window, select markers from the unassigned list on the left and move them to the section with the right arrow.
3. Click **Save**. When every marker is assigned to a section, click **Finish**.

5.5 Edit a Template

On View Inspection Templates, click **Edit** on the template. All existing details load into the wizard. Make your changes and save each step.

5.6 Form Templates

Form templates let inspectors complete a familiar document (Excel, Word, or PDF) during the inspection.

1. Go to **Inspection > Create Template** and choose **Form** as the Template Type.
2. Enter the title and description and upload the template file (.xlsx, .docx, or .pdf).
3. Continue to Pre Inspection and confirm the fields.
4. For Excel files, make in-line edits in the editor that opens in the browser.
5. Click **Save and Continue**.

When you edit a form template, you can change its details and, for Excel, its content. The uploaded file cannot be replaced in edit mode. Completed form inspections play back with the filled form displayed, and exported reports include a link to the file.

Problem	What to do
File upload fails	Confirm the file is .xlsx, .docx, or .pdf and within the allowed size, then retry
Cannot replace the file	Files cannot be replaced in edit mode. Create a new template instead.

Problem	What to do
Missing media	Check device permissions for photos and video, then attach again
Inspection not saving	Complete all required fields and retry when the connection is stable

5.7 Custom Fields

Inspection › Custom Fields opens Manage Custom Fields, where you organize custom event fields into sets.

- Click **Add Custom Field Set** to create a set.
- In a set's row, use **+ Add Field**, **Edit**, or **Remove** to manage the set.
- Use **Edit** or **Remove** on a field to change or delete it.

5.8 Manage Customer Database

The customer database stores your asset information. Each asset has a unique Asset ID used in IQ3 reports. The database is set up from your records during onboarding; after that it is maintained here and does not sync with outside systems.

Inspection › Manage Customer Database opens Manage IQ3 Assets, which lists Asset ID, Asset Photo, Description, Created By, Created Date, Status, and Actions. Use **Search IQ3 Asset** to filter the list.

- Click **+ Add IQ3 Asset** to add an asset. Click **Add Field** if you need more fields.
- Click **View** in Actions to open an asset.
- Each asset can have one photo. Click **Upload Images** to add it. The photo is shown to the inspector to confirm the asset, and can be used on the report title page.
- Click the **Status** to switch an asset between Available and Unavailable in the IQ3 app.

5.9 Configure Report Data

Inspection › Configure Report Data opens IQ3 Asset - Report Data Configuration, where you choose which asset data appears in IQ3 reports.

- In the column list, set **Display**, **Caption**, and **Align** for each asset column, and drag **Reorder** to change the order.
- Select an asset type from the dropdown, then turn **Is Visible** on or off for each field.
- Click **Save**.

6. MONITORING LIVE EVENTS

Use **Monitor** to view IQ3 events in progress. It is a useful quality-control and training tool. You need Monitor permission to view live events.

6.1 Monitor Page

The **Library** panel on the left lists groups and users. Check the users or groups you want and click **Start Monitor**, or use **Select All**. The grid shows #, Status, User, Group Name, Duration, and Recorder. Counters at the bottom show how many users are **Active**, **Inactive**, and **Offline**.

6.2 Join a Live Event

Users with Monitor permission receive an email invitation when a live event starts.

1. Click the **Click Here** link in the email and sign in. The live video player opens.
2. On the Monitor page, the live event is highlighted. Click the event icon to view or join it.
3. Allow microphone access to join the audio conference, and webcam access to join the two-way video conference.

In the player, your webcam appears in the first video panel and participants appear in the panels beside it as they join. Click the plus icon at the top right of a panel to open that video in a pop-up. Participants without a webcam show a default image. Participants can also send text messages, and members joining are announced in the app and web chat panels.

7. REMOTE VIDEO INSPECTION (RVI)

Remote Video Inspection (RVI) lets an MMS user guide someone on site through an inspection using that person's mobile device. The person on site opens a link in their mobile browser; no app is needed.

7.1 Start an RVI Event

1. Select **Remote Inspection** from the menu. The page lists events with Status, Inspector, Group Name, Duration, and Recorder.
2. Click **New Event**.
3. Enter the event details and the end user's mobile number or email. Add MMS users as participants if needed.
4. Click **Create New Event**.

The end user receives the invitation link by text message, email, or both. Opening the link starts the RVI web page, where they select **Go Live** to begin.

When the event is live, its status icon turns green. Double-click the green icon to open the event, then guide the end user through the inspection and add markers in the MMS as needed.

8. SCHEDULING EVENTS

Use **Schedule Event** to schedule IQ3 events and invite system users and people outside your organization.

8.1 Scheduled Events List

The **Schedule An IQ3 Event** page lists scheduled events with Scheduled Date, Scheduled By, Inspector, Is Virtual Inspection, End User Number, and Participants. Settings icons let you:

- **Edit** the event. All participants are emailed about the change, and existing participants keep the same event link.
- **Resend** the invitation.
- **Delete** the event. All participants are emailed that it is canceled.
- Add the event to your **Calendar**. Clicking the calendar event shows its start and end time and attendees.

8.2 Schedule a New Event

1. Click **+ Schedule New Event**.
2. Under Event Information, select the **Date** and **Time**.
3. Enter the **End User Mobile** (with country code) and **End User Email**, and any **Event Notes**.
4. Select the **Inspector** and the **Inspection Template**.
5. Under Participant Details, check system users from the list, or enter a **Participant Email** and click **+ Add Participant**.
6. Check **Is Virtual Inspection** if this is a remote video inspection.
7. Click **Schedule An IQ3 Event**.

All participants and the organizer receive an email with the event details and participant list.

9. SEARCH AND PLAYBACK

Use **Search** to find recorded events, play them back, add them to repositories, and generate reports.

9.1 Search for Events

The toolbar above the results has:

- **Date / Time Range** and **Search Fields**, with a filter button for more criteria
- **Search**, **Save Search**, and **Reset Filter**
- **User Searches**: run a search you saved
- **Add to Repository**: add selected events to a repository (see Section 10)

1. Set the date range and any other criteria.
2. Click **Search**. Matching events are listed.
3. To reuse the criteria, click **Save Search**. Click **Reset Filter** to clear them.

Your Administrator can set a default search time range (for example, the last 3 days) that fills in automatically. Reset Filter returns to that default.

9.2 Search Results Columns

The default columns are listed below. Administrators can show, hide, resize, and reorder columns in Search Page Configuration (see 4.7).

Column	Shows
Type	Video or audio event icon
Inspector	Who recorded the event
Start / End Time	When the event began and ended
Inspection Title	The event's title
Advanced Report Options	Icons for Generate Standard PDF, View Standard Report, Export Standard Report, and Signoff Request
Inspection Status	Passed (green), Failed (red), or N/A
Bookmarks	Bookmarks added during the event, with their flags. Click the bookmark icon to see the full list.
Asset Id	The asset inspected
Repository Name	Repositories that contain the event
Quick Report	Quick view and quick export of the event's PDF report
Inspection Photos	Opens the photo gallery for the inspection

If text in a cell is cut off, hover over it to see the full content.

9.3 Inspection Photos

1. Click the icon in the **Inspection Photos** column. A gallery opens with all photos from the inspection.
2. Browse the thumbnails or full-size images.
3. Click the download icon below an image to save it.

9.4 Quick Report

When PDF report output is configured for the template (see 4.6), the **Quick Report** column shows two icons: one opens the PDF report for viewing, and one downloads it. The report is created automatically when the inspection ends. If you do not see the icons, ask your Administrator to check the template's PDF report output.

9.5 Play Back an Event

Double-click the first column of a row to start playback. To play several events in order, check their boxes; the current event is highlighted and the next one starts when it finishes. You can play events in normal or full-screen mode. The playback slider appears only when an event is open.

The **Interview Details** panel shows the Event number, Location, Date, User, Type, and Event Notes. Click **Click Here** beside Event Notes to view or edit the notes.

9.6 Bookmarks and Markers

Playback lists the markers added while the event was recorded. After an event is uploaded, you can add, edit, or delete markers from the bookmark panel on the right.

- **Add Marker:** enter the Marker Title, Marker Answer, and Marker Notes. Turn on Upload Picture to attach a photo. Click **Save**. The new bookmark appears under Additional Bookmarks (MMS).
- **Edit Marker:** change the Marker Answer and click **Save**.
- **Delete Marker:** remove the bookmark.

9.7 Transcription on Audio Events

Audio events can include a transcription and a summary. When generating a report for an audio event, the Transcription and Summary options in Advanced Report Options control whether they are included in the report.

9.8 Upload Alerts

When an inspection is uploaded, the MMS can send an alert with the pass/fail status, comments, Asset ID, repository, and the inspector's full name. Alerts are set per template and need no setup by standard users. Check your notification preference (Email, SMS, or both) to make sure you receive them.

10. REPOSITORIES

A repository groups related events, such as all inspections for one client or project, so you can review, report on, and share them together.

10.1 Repositories List

Select **Repository** from the menu. The list shows #, Repository Name, Count, Created Date, Visibility (Public, Private, or Shared), and Settings icons: **View**, **Edit**, **Share**, and **Delete**. A repository someone has shared with you shows only **View**.

10.2 Add Events to a Repository

1. On Search, check the events you want.
2. Choose the repository from the **Add to Repository** dropdown.

You can also click the » button beside the dropdown to open the Add to Repository window, choose the repository, move events from the search results list, and click **Save**.

10.3 Edit a Repository

Click **Edit** to open Edit Repository, where you can change the name, add Repository Comments, and set **Private Visibility** or **Public Visibility**. Click **Save**.

10.4 Repository Tool

Click **View** to open the Repository Tool. It lists the repository's events with Type, Group Name, Start Time, Duration, Bookmarks, Report, Inspection Type, Asset ID, Inspector, Pass/Fail, and Form File, with a player at the bottom. The toolbar has **List View**, **Create Repository Report**, **Search Repository**, a repository selector, **Map Repository**, **Add File**, and **Export Repository**. Tabs on the right edge open **Attached Files**, **Internal Notes**, and **Shared Notes**.

The Report icons on each row generate, view, or export the event's standard report.

10.5 Share a Repository

See the KBA "Share a Repository" for step-by-step instructions.

11. REPORTS

Use **Reports** to analyze event data as tables, bar charts, pie charts, or maps. You can export reports to Excel, Word, or PDF.

11.1 Reports Page

The tabs organize reports:

Tab	Shows
All Reports	All reports saved on the system
Recent Reports	Reports you ran in the last 7 days
Reports Created by Me	Your saved reports
Scheduled Reports	Reports with a schedule
Shared Reports	Reports shared with you
Favorite Reports	Reports you marked with the star
Activity Log	User activity records

The list shows Favorite, Report Name, Report Type, Description, Last Run Date, and Actions. Click the star to add or remove a favorite. To share a report, select its row and click the share button at the top right.

11.2 Create a Report

1. Click **Create Report**. The Report Wizard opens.
2. **1. Report Type**: choose Standard, Mapped, or Activity, and click **Next**.
3. **2. Parameters**: set the report parameters (see 11.3) and click **Next**.
4. **3. User Library**: results include all users by default. To limit them, select users or groups from the tree.
5. Enter a report name and optional comments, then click **Save and Run**, **Run**, or **Save**.

Saved reports belong to the user who saved them. Open one from Reports Created by Me. Deleting a saved report asks for confirmation.

11.3 Standard Report Parameters

Parameter	Description
Report Format	Report (Excel table), Bar Chart, or Pie Chart
X-Axis	For charts: Day, Weekday, Week, Month, or Hour
Data Item	By Username, By Group, or Total
View Type	Number of Events, Event Duration, Average Event Duration, or All in One
Date	Start and end dates
Executive Summary	One-click ranges: today, yesterday, this or last week, month, or quarter, year-to-date, and last year
Time	Start and end times. If left at 00:00:00, all times within the dates are included.
Duration	Minimum and maximum event duration

In a generated report, click **Details** to list the events with playback. For form-based events, click **View Form** to see the filled form.

11.4 Report Toolbar

- **Paging:** first, previous, next, and last page
- **Find:** search within the report
- **Export:** choose Excel, Word, or PDF from the dropdown to download
- **Refresh:** rerun with changed parameters
- **Print:** choose a printer
- **Email:** choose a format, enter an email address, and click **Email**

11.5 Scheduled Reports

After you create or load a saved report, click **Add Scheduled Report** to run and send it on a schedule. You can choose a custom recurrence. Edit or remove schedules from the Scheduled Reports tab.

11.6 Mapped Reports

Mapped reports place events on a map using the GPS data from the device that hosted the event. Enter a date, time, and duration and click **Save and Run**. Single events appear as red markers and groups of nearby events as blue clusters showing a count. Click a cluster to see its events, and click an event marker, then the player icon, to play it back.

11.7 Activity Report

User activity is logged from sign-in to sign-out. Only super admin users can run activity reports. Select the date range and user, click **Save and Run**, and click **Export to Excel** to download.

12. IQ3 INSPECTION REPORTS

IQ3 inspection reports are PDF reports generated from recorded inspections. They can be downloaded, printed, or emailed to system and non-system users.

12.1 Generate a Standard Report

1. On Search, click **Generate Standard PDF** in the event's row. The IQ3 Inspection Report dialog opens with the template, sections, inspector, event, duration, GPS, and event notes.
2. Check **Include Job / Revision Number** to add a Job / Project Number and Revision Number.
3. Confirm the inspection title and type, choose the **Photo Location**, and choose the **Document Type** (PDF or DOCX).
4. Click **Advanced Report Options** to change report settings for this report (see 12.2), then **Set Report Options**.
5. Click **Generate Report**.

Use **View Standard Report** to open the report and **Export Standard Report** to download it.

12.2 Advanced Report Options

Options default to the template's PDF report output settings. Changes here apply to this report only.

Group	Options
Report Logo	Upload a Temporary Report Logo for this report only
Photo Size	Small, medium, or large photos
Bookmark Image, Transcription, Summary	Include or exclude these items
Inspection Title	Asset Id As Inspection Title; Inspection Template Title As Inspection Type
Layout Options	Title Page, Table of Contents, Footer, Custom Fields
Inspection Options	Flagged Item Priority (flagged markers first), Flagged Items (red flag notice), Marker Notes, Time Stamps, Marker Descriptions, Marker Video Links, Event Data, Asset Data

Photo Location places photos with their marker, at the end of their section, or all at the end of the report.

12.3 Report Contents

- **Title page:** your organization's report logo, or the template's logo if one is set, plus the tenancy name and event information. The asset photo or an inspection photo can be used as the title page photo.
- **Flags area:** when markers are flagged, a section listing them by flag appears between the table of contents and the first section.
- **Section separators:** bars with section titles divide the main sections.
- **Inspection data:** inspection information, time, notes, picture bookmarks, and a frame from the video.
- **File name:** `IQ3_AssetID_Date` when an Asset ID is available, otherwise `IQ3_Date`, using your organization's date format.

These apply to Standard, RevSign, Auto-Generated, and Combined reports.

Vericord

1250 Wood Branch Park Dr., Suite 490, Houston, TX 77079 • 281.944.7420 • www.vericord.co

