CleanOpsStaff-3ed Recently Added Features

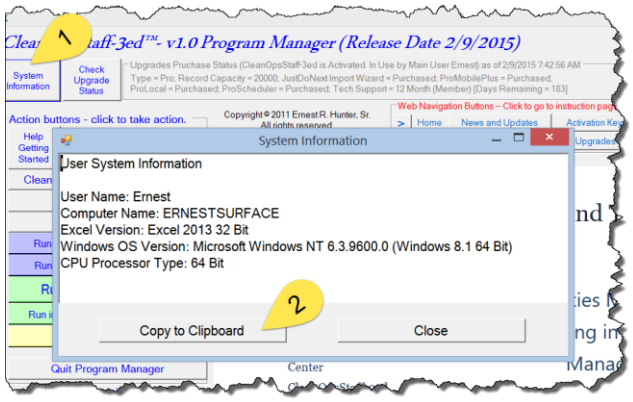
(Updated 3/24/2015)

([Click to open this document from website])

Recently Added Feature List

Send User System Information (added 2-1-2015)

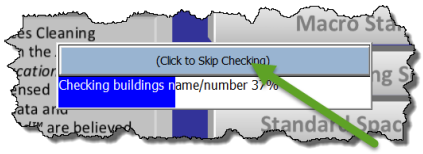
There are times when it is helpful for you to be able to immediately provide information about the computer system you are running CleanOsStaff-3ed on. Especially if you are having some local technical issue. We add the 'System Information' button to the Program Manager as shown in the screenshot to the right.



- Clicking the 'System Information' button will capture key system information into a text box
- You can then type additional text into the textbox if you wish
- You can then click the 'Copy to Clipboard' button to copy the content of the textbox
- You can then paste into an email and send to Hunter Consulting and Training or any other recipient.

Skip Integrity Check While In Progress (added 2-1-2015)

Since more users are using the *justDoNext Data Import Wizard* upgrade to import data from external spreadsheet, we enhanced the data integrity check routines to make them faster and to check for more issues. CleanOpsStaff-3ed checks for 6 data integrity issues after opening your inventory data file. For large



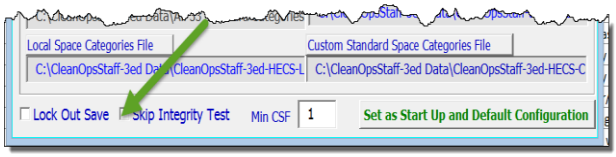
inventories, this can take just a bit more time than you might would like. You can now skip the integrity test even after it has started by clicking the *Progress Tool Title* bar. If you have been using the file for some time and have not made any recent changes to it you can consider aborting the integrity check. During the data collection and validation phase of implementing CleanOpsStaff-3ed, it is recommended that you not abort the integrity test. You can also run the Integrity Check any time you wish by click in the '*Integrity Check*' in the Functions tool.

DATA INTERGITY CHECK LIST

1. Missing Building Name/Number
2. Missing Floor Name/Number
3. Missing Space Name/Number
4. Missing or invalid CSF Entry Check
5. Missing, Invalid or Unknown Space Category
6. Missing or invalid Cleaning Level

Set Skip Integrity Check on Open (added 2-1-2015)

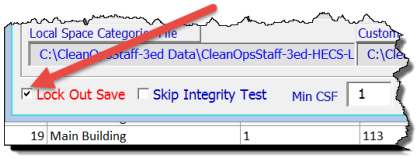
Once you become very confident about the integrity of your data you can go the *Configuration Form* and set '*Skip Integrity Check On Open*' to skip the integrity check completely after opening a file. See comments above regarding when not to skip the integrity check.



NOTE: This Skip Integrity Test applies until you exit CleanOpsStaff-3ed or until you uncheck the checkbox.

Lock Out Save (added 2-1-2015)

A checkbox has been added to the lower left corner of the Configuration form which will allow you to lock out the ability to save the file in memory during the current session. You will use this feature when you want to experiment with the data in memory and do not want to run the risk of overwriting your file on the hard drive with experimental changes you are making to the file in memory.



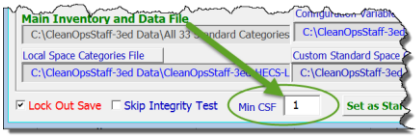
Another approach you can take to protect your master data file on the hard drive is to immediately after opening the file, use the Save As button to save the file in memory under a new file name. Any save from this point on in the session will over write the new file instead of the original file you opened.

NOTE: This Lock Out Save applies until you exit CleanOpsStaff-3ed or until you uncheck the checkbox.

Minimum CSF Check (added 2-1-2015)

A checkbox has been added to the lower left corner of the Configuration form which will allows you to set the minimum CSF for a space size to be valid during the Integrity Check.

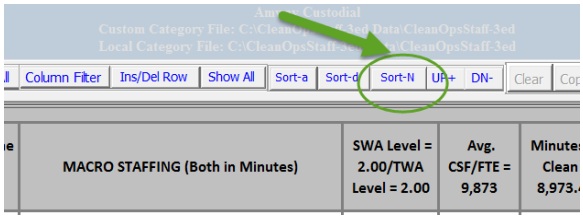
- Open the Configuration form
- Enter a number in the input box
- Run the Integrity Check
- All rows with a CSF less that the number in the input box will be listed as an issue



NOTE: This Minimum CSF check applies until you exit CleanOpsStaff-3ed or until you enter as different number.

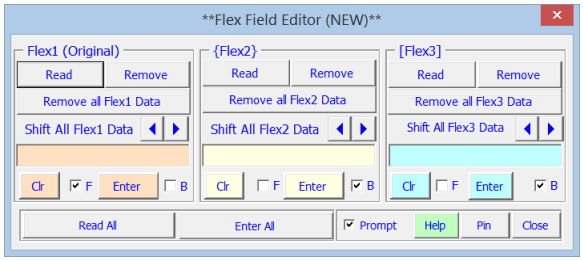
Another approach you can take to protect your master data file on the hard drive is to immediately after opening the file, use the Save As button to save the file in memory under a new file name. Any save from this point on in the session will over write the new file instead of the original file you opened.

Sort-N – Sort in Natural Order (added 2-1-2015)



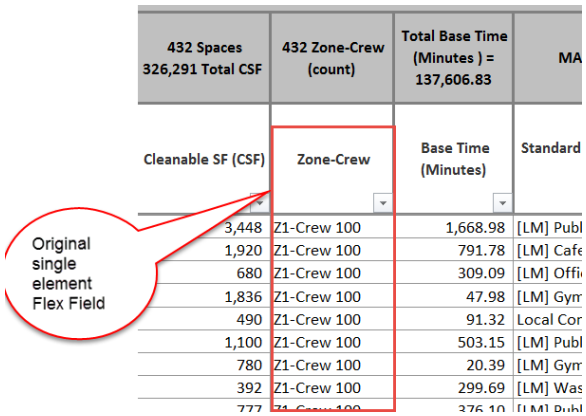
Often the most natural way to view a space inventory is with the building sorted in ascending order, the floor sorted in ascending order within the building, and lastly the rooms sorted in ascending order within the floor. You can of course achieve this row order manually by sing the Sort-a button first to sort the room/space column, then the floor column and finally the building column. The Sort-N (sort in natural order) will perform all three of these sort for with just on mouse click instead of three.

Flex Field Editor (added 2-1-2015)



Users have been asking if it is possible to add a couple of more flex fields so they can track other data items associated with their space (such as priority, Zone, Supervisor, Crews, assigned custodian, etc.). After evaluating the time and resources that would be required to actually add physical columns in the Macro Staffing Inventory worksheet, Hunter Consulting and Training decided to develop the 'Flex Field Editor' tool as a more cost effective method of achieving the same goal.
The 'Flex Field Editor' tool allows you to enter three data elements in the Flex Flied column which has the same effect as adding two additional flex fields. The original Flex Field item is referred to simply as the Flex Field-1 or 'Flex1' and it will continue to appear in the worksheet in the Flex Field column without brackets or braces. The two additional items are referred to ad Flex Field-1 or '{Flex2} 'and Flex Field-2 or '[Flex3]' and will be surround by brackets and braces respective. The Flex Field Editor tool as shown in the above screen shot is made up of three identical sections that serve as editor for each of the three Flex Fields. The three sections can be use separately and independently to editor each Flex Field data element or used together to edit two of the data element or all three of them at the same time.

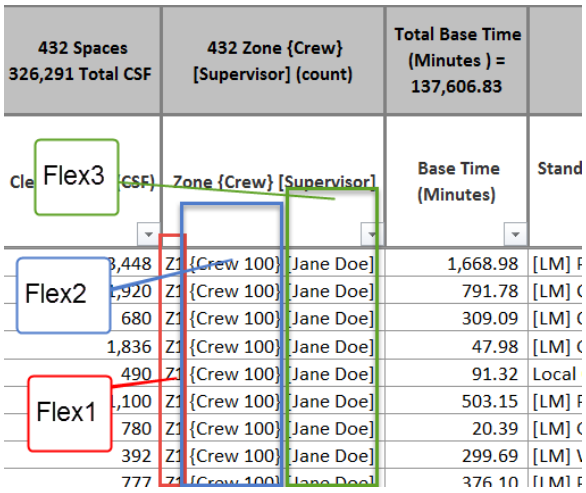
The screen shot to the right is from the file '*C:\CleanOpsStaff-3ed Data\Inventory Training File-A-HECS-Data.xls*' showing that the Flex Field column is being used to track the 'Zone' and 'Crew Number' for each space. This is a work-around which satisfies the need to track the two items, however, it is not ideal because the two data element are bounded together and cannot be changed independently. Combining the two data element also limits the flexibility in sorting the inventory based on the 'Zone' and 'Crew Number'. Keep in mind that the one of the main purposes of the Flex Field Column is provide



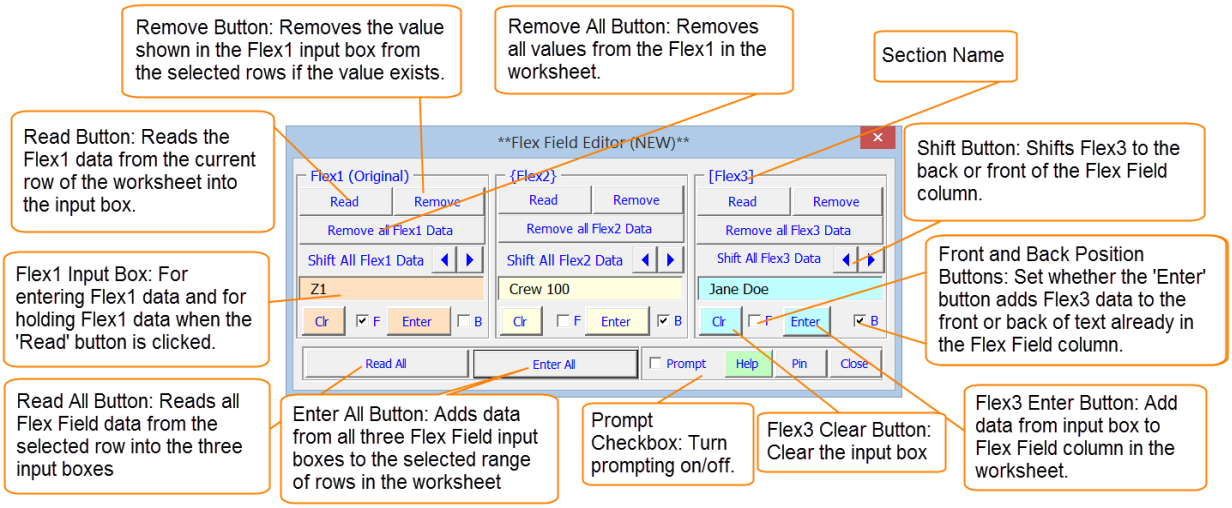
flexibility in filtering and sorting the inventory for the purpose of scheduling and report generation.

The screenshot to the right is from the same file, however, the Flex Field column now accommodates three separate data element independently ('Zone Number', 'Crew Number' and 'Supervisor Name'.

The Flex Field Editor allows you to edit the three data element independently as well as shift their position within the column providing maximum flexibility in sorting and filtering your inventory.



For example, if you wish to sort a range of rows by 'Supervisor Name', you can use the Flex Field Editor to shift 'Supervisor Name' to the front of the column and then sort on the Flex Field column.
The three sections of the Flex Field Editor work identically. The notes on the below screenshot indicate the purpose of each element of the Flex Field Editor.

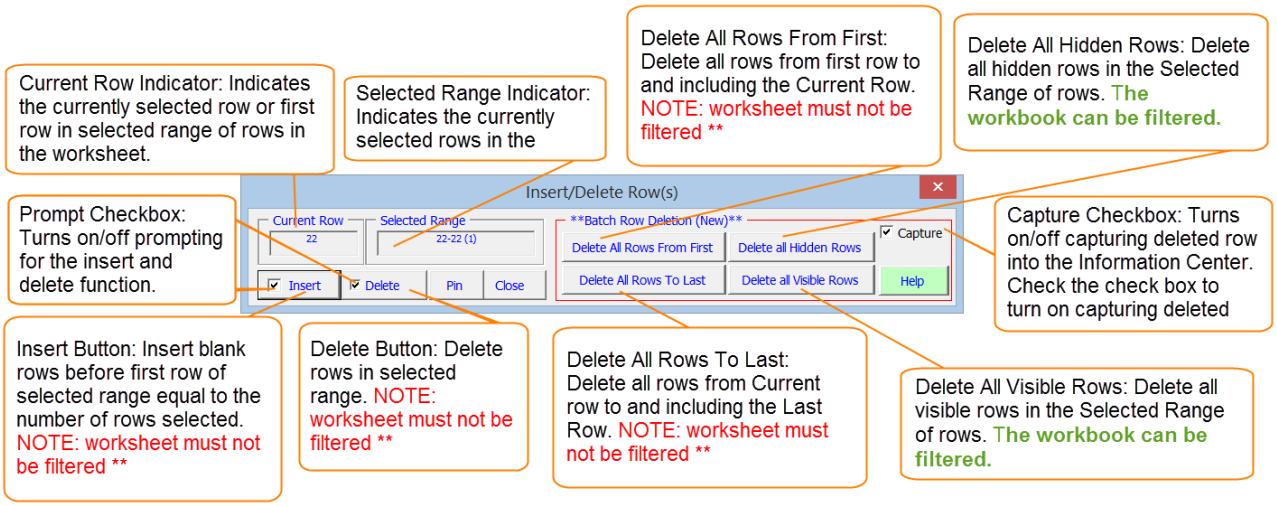


The best way to learn to use the tool is to experiment with it. Open the file '*C:\CleanOpsStaff-3ed Data\Inventory Training File-A-HECS-Data.xls*' file and immediately save as '***Temp Flex Practice***' and experiment with using the tool to add, remove, edit and shift three data elements within the Flex Field column. As you likely already know, you can change the Flex Field Column heading name by going to the 'Configuration' form. You may discard the '***Temp Flex Practice***' file when you are done. To launch the tool click 'Functions' in the MiniToolBox and then click 'Flex Field Editor' button in the 'Functions' toolbox.

Revised Insert/Delete Rows Tool with Batch Deletion (revised 2-1-2015)

As users become more experience with the use of CleanOpsStaff-3ed some have inquired about expanding the row deletion capability to allow them to quickly create subsets of their master data file for special use and for speeding up processing of reports and scheduling (the fewer rows there are in memory, the faster reports and scheduling will be). So what some user have started to do is to maintain a master file that is basically locked down and backed up in multiple places. When they need to run many reports and schedules on only a subset of the spaces in the inventory, they open the Master file and immediately save it under a different name as a working file that can be discarded later is desired. Then they delete all the spaces they are not interesting in for the session and perform their work in using a smaller more efficient file.

The 'Batch Deletion section has been added to the Insert/Delete Rows tool to accommodate this mode of operation. The notes on the below screenshot indicate the purpose of each element of the Insert/Delete Rows tool.



The best way to learn to use the tool is to experiment with it. Open the file '*C:\CleanOpsStaff-3ed Data\Inventory Training File-A-HECS-Data.xls*' file and immediately save as '***Insert Delete Practice***' and experiment with using the tool to insert and delete rows using all the buttons and checkboxes in the tool. You may discard the '***Insert Delete Practice'*** file when you are done. To launch the tool click 'Functions' in the MiniToolBox and then click 'Ins/Del Rows' in the 'Functions' toolbox. You can also simply click 'Ins/Del Row' button in the Records Navigator'.

Revised Inventory Worksheet MiniNavigator (revised 2-1-2015)

The inventory worksheet MiniNavigator has been revised to add more flexibility in selecting, excluding, and filtering rows. A screen shot of the revised tool is shown to the right. The two main additions are 'Select on Cell Content' and 'Go To Next Unique Entry'.

The 'Select on Cell Content' feature allows you to select consecutive rows that contain the same values in a selected column without filtering the worksheet. The 'Go To Next Unique Entry' feature allows you to go to the next row that contains a different value in the selected column than the value currently selected.

Below is a more detail summary of the purpose of each button in the MiniNavigator. The Excel Auto Filter is always on for the Macro Staffing and Inventory worksheet. If you are familiar with Excel's Auto Filter feature then you should think of the select and filter buttons in this tool as short cuts to Excel's auto filter features.

- **Pick** – click on a value in a cell to filter out all rows except the rows containing the selected value in the selected column. You can perform the 'Pick' on multiple columns to filter the inventory worksheet to show only the rows of current interest (for example you can click 'Pick' with the insertion point on 'Building 1d' the building column, then do the same with the insertion point on '1' in the floor column, repeat with insertion point on '[LM] Office with Carpet Floor' in the 'Standard Space Category column' and the result will be that all rows will be hidden except those containing '[LM] Office with Carpet Floor' on the first floor of Building 1d).
- **Exclude** – this feature does the opposite of the 'Pick' feature. It filters out the rows that contains the value of the selected cell while making all other row visible. You can perform the ''Exclude' on

multiple columns to filter the inventory

- **Un-Filter Col** – select a column then click 'Un-Filter Col' to clear the auto filter for the selected column.
- **Show All** – clear the auto filter for all column to make all rows in the worksheet visible.
- **Sel All** – select all visible rows in the worksheet. Hidden rows are not included in the selection for the purpose of report generation.
- **Select on Cell Content** – this feature selects without filtering the worksheet, all rows above and below the selected row that consecutively contain the same value as the currently select cell. For example, if there are ten consecutive rows containing 'Administration' in the Building Column, then selecting any one of them and then clicking the **Select on Cell Content** button will cause all 10 rows to be selected.
- **Start, End and Sel** Rows – these three buttons are used together to select a range of rows without having to drag through the rows in the worksheet. They work the same way as they do in the Records Navigator at the top of the worksheet. Below are the steps.
    - Click inside of the first row of the range of rows you wish to select and click the '**Start'** button. Observe row number will appear in the Records Navigator Start Input box.
    - Click inside of the last row of the range of rows you wish to select and click the **''End'** button. Observe row number will appear in the Records Navigator End Input box.
    - Click the '**Sel'** button and observe the cell highlighted in the worksheet and the row range indicated in the Records Navigator Sel Range input box.
- **Go To Next Unique Entry** – this feature allows you to skip through group of rows containing the same value in a selected column. For example if you have your worksheet sorted in natural order and you click inside of the building column this action will take you to the first row of each building.
- **Row Navigation Section** – the five buttons in the lower right of the MiniNavigator works the same as they do in the Records Navigator. They allow you go to rows in the worksheet without actually clicking inside the worksheet. The buttons from left to right are 'Top Row', 'Previous Row', 'Middle Row', 'Next Row', and 'Bottom Row'.

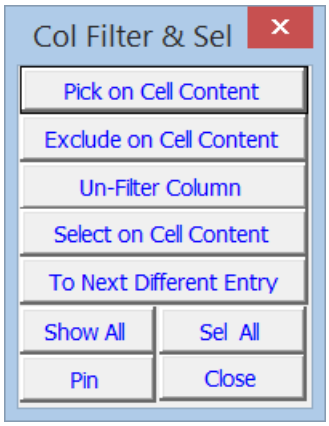
The best way to learn to use the tool is to experiment with it. Open the file '*C:\CleanOpsStaff-3ed Data\Inventory Training File-A-HECS-Data.xls*' file and immediately save as '***MiniNavigator Practice***' and experiment with using all the features of the tool. You may discard the '***MiniNavigator Practice'*** file when you are done.

Revised Column Filter & Select Tool (revised 2-1-2015)

The Column Filter tool have been revised from being a stationary dropdown list to a floating movable tool and renamed Column Filter & Select tool to more accurately match the task it perform. The old '*Select on Cell Content*' use to actually filter out all except the cell content and really did not select anything. So the name have been changed to '*Pick on Cell Content*' to mean that it picks all rows with the same content as the currently selected cell an make them visible while making all other rows hidden. The new '***Select on Cell Content***' button now actually select all consecutive rows containing the cell content without hiding any other rows.

The '*Go To Next Different Entry*' button is the only brand new feature while the other buttons that have been added to the Column Filter tool also already exist on other tool. Below is a screenshot of the revised Column Filter & Select tool an details about the use of the buttons. As you can see the Column Filter & Select tool is a subset of the MiniNavigator, except it has a vertical layout while the MiniNavigator has a horizontal layout.

- ***Pick on Cell Content*** – same as '*Pick'* button in MiniNavigator above
- ***Exclude on Cell Content*** – same as '*Exclude'* button in MiniNavigator above
- ***Un-Filter Col*** – same as '*Exclude'* button in MiniNavigator above
- ***Select on Cell Content*** – same as '*Select on Cell Content* button in MiniNavigator above
- ***To Next Different Entry*** – same as '*Select on Cell Content* button in MiniNavigator above
- ***To Next Different Entry*** – same as '*Select on Cell Content* button in MiniNavigator above
- ***Show All*** – same as '*Select on Cell Content* button in MiniNavigator above
- ***Sel All*** – same as '*Select on Cell Content* button in MiniNavigator above
- ***Pin*** – pin this tool to its current screen position. The tool will always open us at this screen position until you pin it to a different screen position.



Duplicate Check Tool (added 2-1-2015)

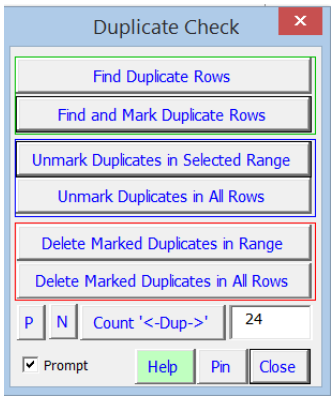
Because of the importance of ensuring that your data does not contain duplicate rows, the *Duplicate Check* feature has been totally revised and given its own tool. The process of checking your inventory for duplicates use to take up to 20 minutes for very large inventories. The process is now much faster as indicated by the table to the right. ***You can also now stop the checking process after it has started at any time by clicking the title bar of the progress tool.*** Therefore during the early stages of data collection and validation, you should check your inventory often for duplicate rows. A row is considered a duplicate if there is one or more rows above it in the worksheet with the same building, floor, and room number/name. You will sometime get duplicate rows if you accidently enter or import same data multiple times because you forgot you already entered or imported it. A screen shot of the *Duplicate Check* tool is shown below.

Rows in Inventory Worksheet	Appropriate Time to Process
5,000	12 seconds
10,000	36 seconds
15,000	1.4 minutes
20,000	3.5 minutes

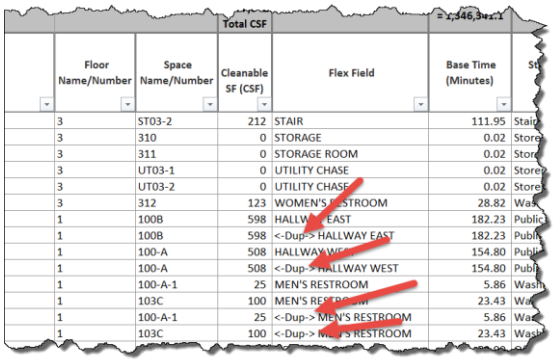
IMPORTANT NOTE: before using the Duplicate Check tool, it is more efficient to use the '*Sort-n'* button to sort your inventory in natural order (by building, by floor, by room). Prior to sorting in natural order, you can use the 'Set Default Order' button to ensure you can re-sort the rows back to their original order.

The element of the tool are listed and explained below:

- ***Find Duplicate Rows:*** click this button to check all rows in the inventory worksheet to see if they are duplicate without marking then in the worksheet as duplicates.
    - A copy of the duplicate rows will captured into the Information Center delimited by the vertical hash mark ('|')
    - You can paste the duplicate row from the information center to an external excel spreadsheet and convert the data to column using the vertical hash mark ('|') as the delimiter
    - This will allow you to investigate the duplicate and determine which of the row you should keep. While the duplicate row will have the same building, floor and room number/name other data elements such as CSF, and Description might be different.



- ***Find and Mark Duplicate Rows:*** click this button to check all rows in the inventory worksheet to see if they are duplicate and mark the duplicate rows.
    - Duplicate rows will be marked by appending *<-Dup->* to the front of the Flex Field.
    - A copy of the duplicate rows will also be captured into the Information Center delimited by the vertical hash mark ('|') available for you to paste into other applications such as an external Excel spreadsheet.



	Floor Name/Number	Space Name/Number	Total CSF / Cleanable SF (CSF)	Flex Field	Base Time (Minutes)	
	3	ST03-2	212	STAIR	111.95	Stair
	3	310	0	STORAGE	0.02	Store
	3	311	0	STORAGE ROOM	0.02	Store
	3	UT03-1	0	UTILITY CHASE	0.02	Store
	3	UT03-2	0	UTILITY CHASE	0.02	Store
	3	312	123	WOMEN'S RESTROOM	28.82	Was
	1	100B	598	HALLWAY EAST	182.23	Public
	1	100B	598	<-Dup-> HALLWAY EAST	182.23	Public
	1	100-A	508	HALLWAY WEST	154.80	Public
	1	100-A	508	<-Dup-> HALLWAY WEST	154.80	Public
	1	100-A-1	25	MEN'S RESTROOM	5.86	Wash
	1	103C	100	MEN'S RESTROOM	23.43	Was
	1	100-A-1	25	<-Dup-> MEN'S RESTROOM	5.86	Was
	1	103C	100	<-Dup-> MEN'S RESTROOM	23.43	Wash

    - Once this command has marked all of the duplicate rows you can use the *<-Dup->* along with CleanOpsStaff-3ed 'sort and filter' capability to sort and filter the inventory in a way that makes it easier to investigate the duplicate rows.
- ***Unmark Duplicates in All Rows:*** click this button to remove the duplicate mark (*<-Dup->*) from all the rows in the entire worksheet. This does not delete the rows, it just remove the mark.
- ***Unmark Duplicates in All Rows:*** click this button to remove the duplicate mark (*<-Dup->*) from all the rows in the entire worksheet. This does not delete the rows, it just remove the mark.
- ***Delete Marked Duplicates in Range:*** click this button to delete rows that are marked with *<-Dup->* for the range of rows currently selected in the worksheet. This actually deletes the rows from the worksheet and there is not undo feature. So you should use this command with caution.
- ***Delete Marked Duplicates in All Rows:*** click this button to delete rows that are marked with *<-Dup->* in all rows for the entire worksheet. This actually deletes the rows from the worksheet and there is not undo feature. So you should use this command with caution.
- ***Previous Marked Duplicate (P):*** click this button to find the first marked duplicate above the currently selected row in the worksheet.
- ***Next Marked Duplicate (N):*** click this button to find the first marked duplicate below the currently selected row in the worksheet.
- ***Count '<-Dup->:*** click this button to count the number of rows in the worksheet that are marked with '<-Dup-> and place the count in the ***Number of Marked Duplicate input box*** to the right of the button. You should note that the count does not change if you manually remove '<-Dup->' from the Flex Field. If you manually edit the cell to remove the '<-Dup->, then you must use the ***Count '<-Dup->:*** button to update the ***Number of Marked Duplicate input box.***
- ***Prompt***: check this box to turn on prompting to ask if you are sure before executing the requested action. Uncheck the box if you do not want to be prompted.

The best way to learn to use the tool is to experiment with it. Open the file '*C:\CleanOpsStaff-3ed Data\ Duplicate Rows Training File-HECS-Data.xls*' file and immediately save as '***Duplicate Practice***' and experiment with using all the features of the tool. You may discard the '***Duplicate Practice'*** file when you are done. This file already has 24 duplicates in it. Use the *Sort-n* button in the *Records Navigator* tool to sort the inventory in natural order. Use the tool to find the duplicates, mark them, unmark them, and delete some of the. You can introduce duplicates into the file yourself just so you get more practice of using the *Duplicate Check* tool.

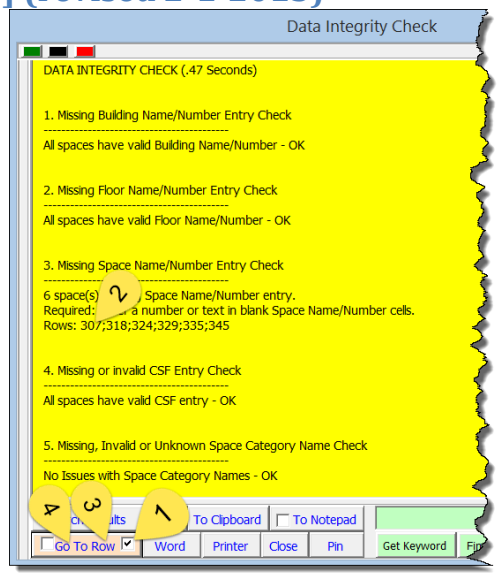
Go To Row [From Information Center] (revised 2-1-2015)

The Integrity Check and the Duplicate Check commands use the Information Center to report their results. The screenshot on the right is the result of an integrity check. The row number of found issues are included as the last line for the test result. To go directly to the row number in the inventory worksheet do the following:

1. Check the 'Advance Right' checkbox to advance the to the right after each click of the 'Go To Row' button
2. Click on the number in the textbox between its digits or immediately to the right of the number
3. Click the 'Go To Row' button to highlight the number.
4. Click the 'Go To Row' button again to go directly to the row in the inventory worksheet. (repeat this setp-4 to move through all the row number in the textbox line

You can also achieve the same result as follows:

5. Highlight the row number using the normal method for selecting text (double clicking on it, dragging through it, Shift, CRTL and Arrow keys)
6. Click the 'Go To Row' button once to go directly to the row in the inventory worksheet.

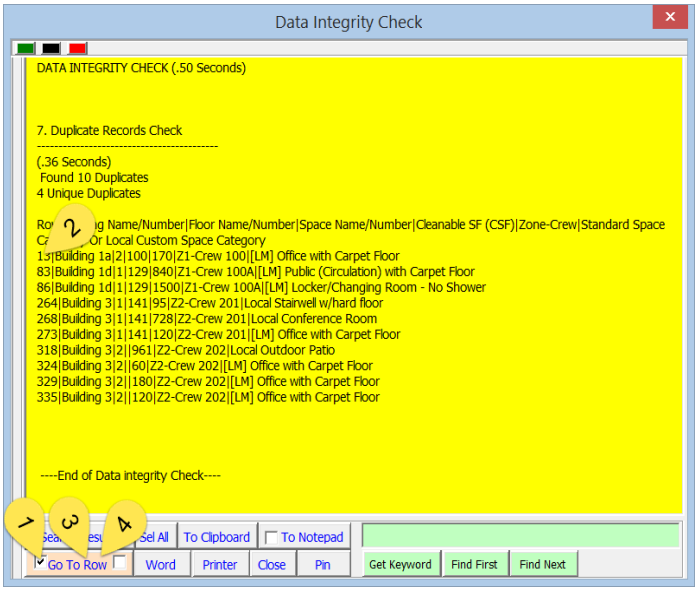


The above mouse clicks will first go to row 307 in the inventory worksheet and then to the other number in the textbox.

For practice, open the file '*C:\CleanOpsStaff-3ed Data\ Data Integrity Open Test-HECS-Data.xls*' file and immediately save as '***Data Integrity Practice***' and experiment with using all the features of the tool. You may discard '***Data Integrity Practice'*** file when done. The file already has integrity issues. Use the 'Go To Row' button and 'Advance Right checkbox to find the rows with integrity issues. Fix issues and run Integrity Check again until you have resolved all the issues.

The screenshot to the right is the results from a Duplicate Check. It captures the entire row record for all duplicate rows founds. You can use the same method described in the above section to go directly to rows in the inventory worksheet.

1. Check the 'Advance Down' checkbox to advance the selection to the next line after each click of the 'Go To Row' button
2. Click on the number in the textbox between its digits or immediately to the right of the number
3. Click the 'Go To Row' button to select and highlight the number.
4. Click the 'Go To Row' button again to go directly to the row in the inventory worksheet. (repeat this setp-4 to move through all the row number in the textbox line

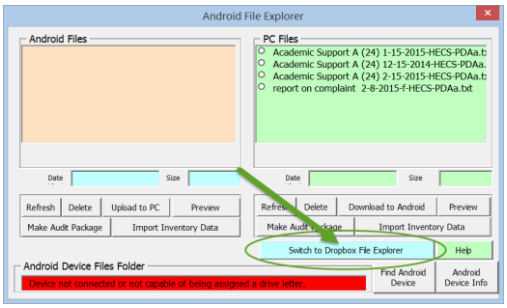


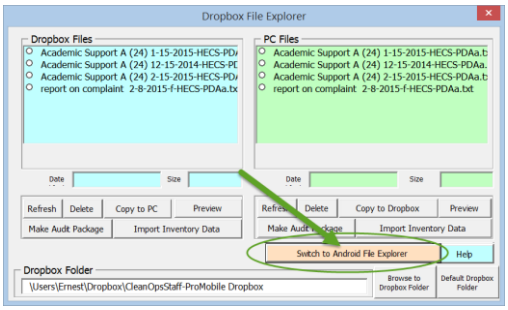
The above mouse clicks will first go to row 13 in the inventory worksheet. Additional clicks of the 'Go To Row' button with go to the other row numbers the next line of the textbox.

The best way to learn to use the tool is to experiment with it. Open the file '*C:\CleanOpsStaff-3ed Data\ Duplicate Rows Training File-HECS-Data.xls*' file and immediately save as '***Duplicate Practice***' and experiment with using all the features of the tool. You may discard the '***Duplicate Practice'*** file when you are done. This file already has duplicates in it. Use the 'Go To Row' button and 'Advance Down' checkbox to find the duplicate rows. Fix the issues and run the Duplicate Check again until you have resolved all the issues.

Improved Interface for Dropbox, Android Devices, iPad, iPhone and iPod (revised 2-15-2015)

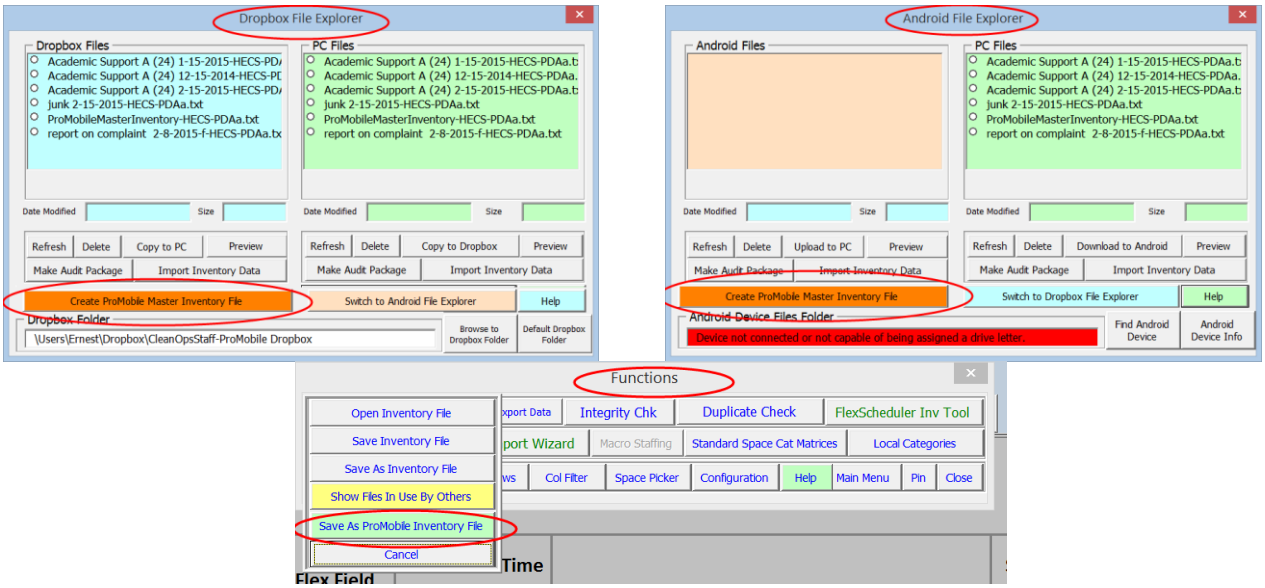
The Android File Explorer and the Dropbox File Explorers have now been integrated so that you can quickly switch from one to the other with the click of one button – see screenshot below. This will make it easier to copy audit, inspection, and inventory files to and from you PC or laptop and your hand held devices. Use the 'Switch to Dropbox File Explorer' and 'Switch to Android File Explorer' buttons. Click the 'Help' button for the full instructions on using the two tools.





Creating/Saving ProMobile Master Inventory File

The '***Create ProMobile Master Inventory File buttons***' in the below screenshots will allow you to create or save your space inventory as a ProMobile Master Inventory file. You can then send the ProMobile Master Inventory file to you iPad, iPhone, iPod or Android device. This will allow you to create field audit sheet files on the fly from you master space inventory while out in the field.



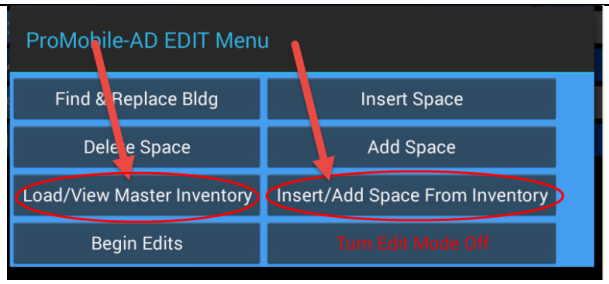
Steps For Creating/Saving and Using ProMobile Master Inventory File.

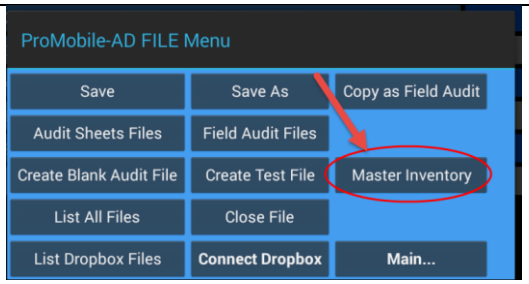
1. Click the 'Sel All' button in the Records Navigator tool at along the top of the inventory worksheet (if you do not want to include all of the rows of your inventory in the ProMobile Master Inventory file, select only the rows you want to be included using the normal row selection techniques)
2. Click the PDA button in the MiniToolBox
3. Click the 'Android Device' or 'iPhone/iPad/Dropbox' button
4. Click the 'Create ProMobile Master Inventory File' button
5. Read the prompt to see what rows will be included and click 'Yes' to confirm or 'No' to cancel
6. Click 'Yes' to overwrite existing file or click 'No' to cancel
7. Read the prompt to review what rows were included in the ProMobile Master Inventory File
8. Send the ProMobile Master Inventory File to your hand held device using the same techniques you use to send Audit Sheets Files to your device. The ProMobile Master Inventory file is treated like an Audit Sheets file for the purpose of getting a copy of it from your computer to your hand held device. On your computer the ProMobile Master Inventory file is saved to the '***CleanOpsStaff-3ed-ProMobile Data***' folder. On your hand device, it must be placed in the '***CleanOpsStaff-ProMobile Data'*** folder.

9. Once the ProMobile Master Inventory file has been placed in the '***CleanOpsStaff-ProMobile Data***' folder on the hand held device, you can then add spaces to a Field Audit by tapping the '***Insert/Add Space from Inventory***' button in the ***ProMobile Edit menu***. The '***Insert/Add Space from Inventory***' will automatically load the ProMobile Master Inventory file if it is not already loaded.
10. You can manually load and review information about the ProMobile Master Inventory file by tapping ***Load/View Master Inventory*** button in the ***ProMobile-AD Edit*** menu or by tapping ***Master Inventory*** button in the ***ProMobile-AD FILE*** menu.

For instructions on using this feature on your hand held device see ProMobile-AD User Manual

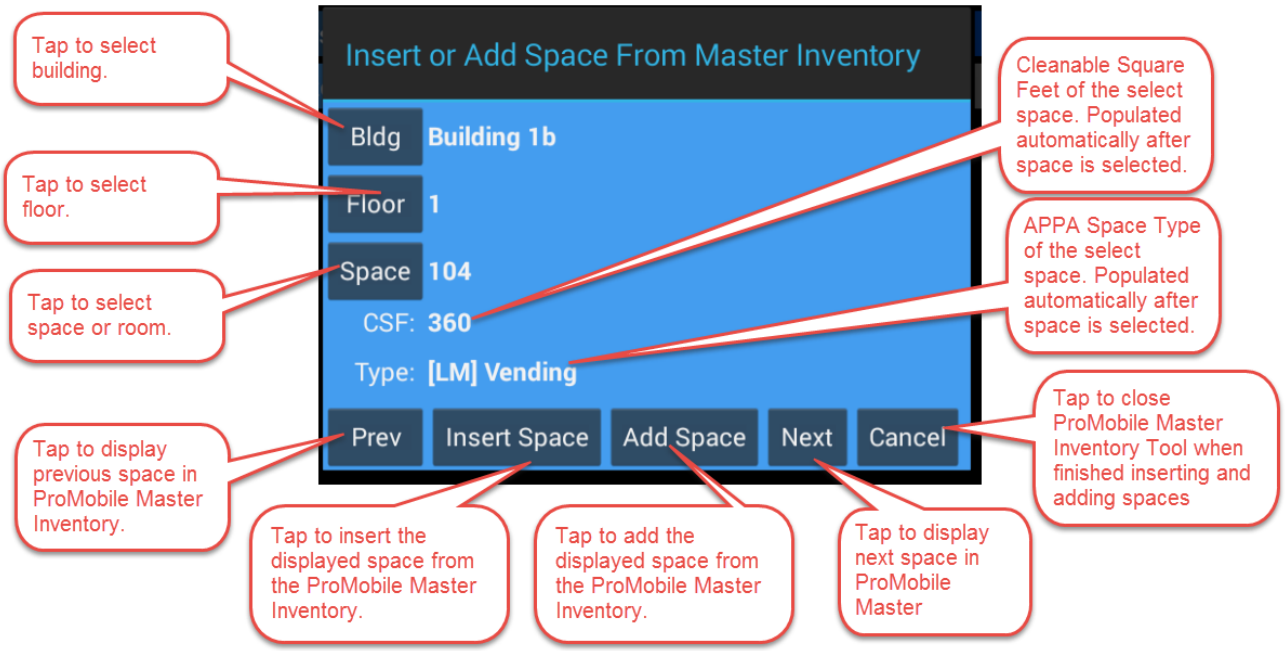
For Android Devices





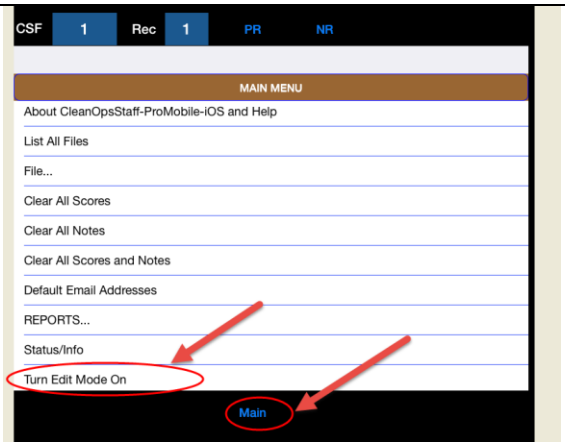
Steps For Adding Spaces From The ProMobile Master Inventory File To Your Field Audit .

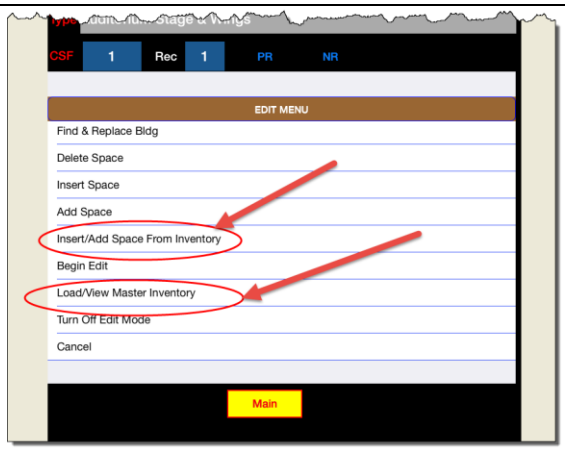
1. From the Startup screen tap 'Start' to go to the Main Screen
2. Tap 'Main' to launch Main Menu
3. Tap 'FILE...' to open File menu
4. Tap 'Create New Blank Audit File' and tap 'Yes' if prompted
5. Enter number of records in 'No of Records' box for the number of spaces you will inspect (you can add, delete, and edit spaces later during the field audit). It is best to enter the number '1' to create a file with one space when you do not know which spaces you will inspect.
6. Edit the 'File Name' input box and edit the 'Bldg. Name' input box
7. Tap 'Without Scores' radio button to create a file with no scores or tap 'With Scores' radio button to create a file with score
8. Tap the 'Field Audit File' radio button to create a file that can be edited on the fly (add, delete and edit records such as edit building name, floor name , room name and CSF)
9. Tap the 'Create Blank File' button and tap 'Yes' if prompted
10. Observe message indicating 'File Save Successfully' and Tap 'ok' again
11. You can use the Blank Field Audit file to conduct an inspection on the fly or to collect and/or verify cleanable square feet space inventory.
12. Tap 'Main' then tap 'Turn Edit Mode On'
13. You can now add and insert spaces from the ProMobile Master Inventory file by clicking the 'Insert/Add Space From Inventory' button (see above screenshot).
14. After selecting the initial building, floor, and space the ***ProMobile Master Inventory tool*** will launch as shown in the below screenshot.
15. From the ***ProMobile Master Inventory tool*** tap the 'Insert Space' and 'Add Space' buttons to insert and add spaces from the ProMobile Master Inventory.
16. You can also add and insert spaces that are not in the ProMobile Master Inventory file by tapping the 'Insert Space' and 'Add Space' button in the ***ProMobile-AD EDIT Menu***.



ProMobile Master Inventory Tool

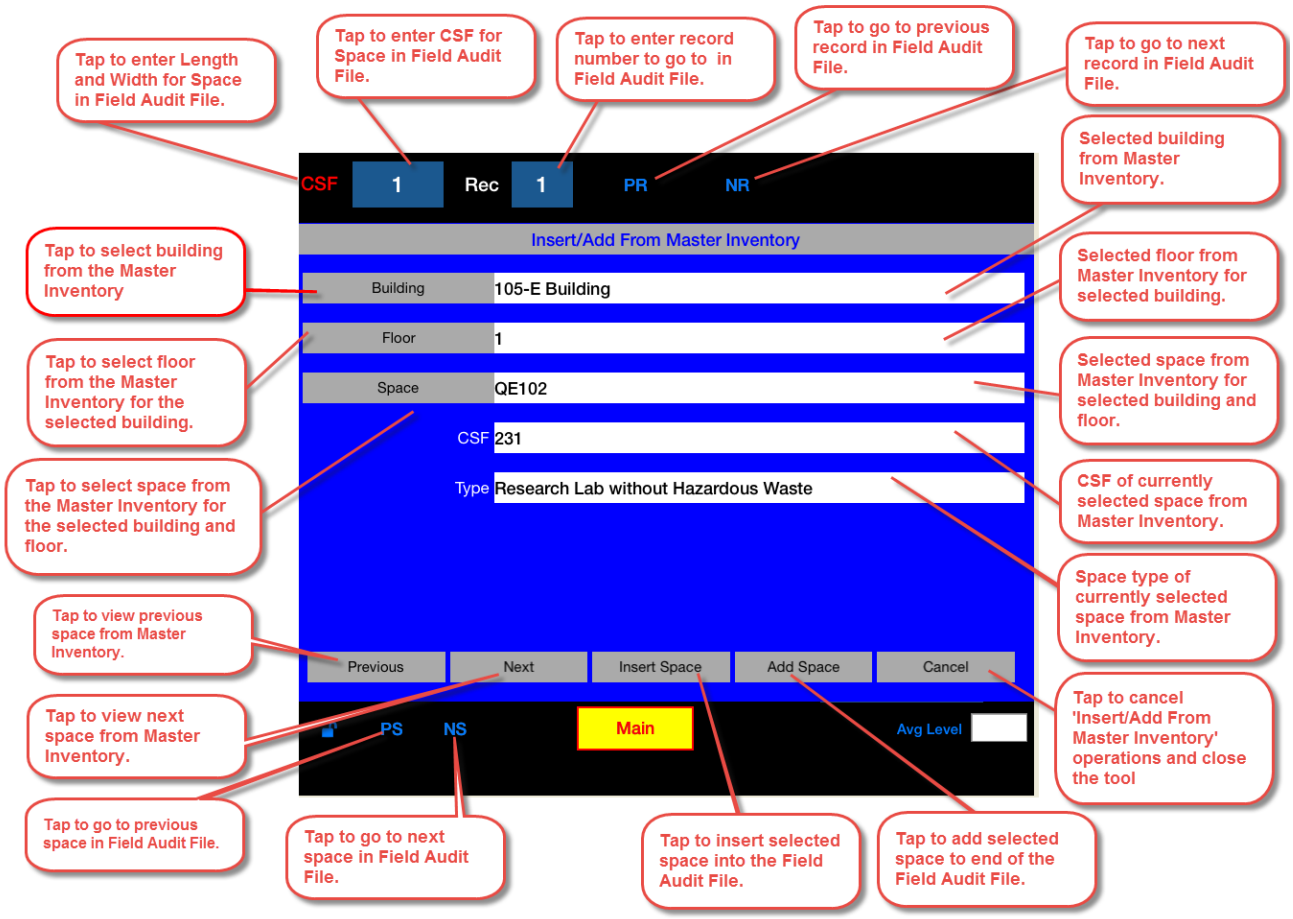
For iPad, iPhone, iPod





Steps For Adding Spaces From The ProMobile Master Inventory File To Your Field Audit .

1. From the Startup screen tap 'Start' to go to the Main Screen
2. Tap 'Main' to launch Main Menu
3. Tap 'FILE...' to open File menu
4. Tap 'Create New Blank Audit File' and tap 'Yes' if prompted
5. Enter number of records in 'No of Records' box for the number of spaces you will inspect (you can add, delete, and edit spaces later during the field audit). It is best to enter the number '1' to create a file with one space when you do not know which spaces you will inspect.
6. Edit the 'File Name' input box and edit the 'Bldg. Name' input box
7. Tap 'Without Scores' radio button to create a file with no scores or tap 'With Scores' radio button to create a file with score
8. Tap the 'Field Audit File' radio button to create a file that can be edited on the fly (add, delete and edit records such as edit building name, floor name , room name and CSF)
9. Tap the 'Create File' button and tap 'Yes' if prompted
10. Observe message indicating 'File Created Successfully' and Tap 'ok' again
11. You can use the Blank Field Audit file to conduct an inspection on the fly or to collect and/or verify cleanable square feet space inventory.
12. Tap 'Main' then tap 'Turn Edit Mode On'
13. You can now add and insert spaces from the ProMobile Master Inventory file by clicking the 'Insert/Add Space from Inventory' button (see above screenshot).
14. After selecting the initial building, floor, and space the ***ProMobile Master Inventory tool*** will launch as shown in the below screenshot.
15. From the ***ProMobile Master Inventory tool*** tap the 'Insert Space' and 'Add Space' buttons to insert and add spaces from the ProMobile Master Inventory.
16. You can also add and insert spaces that are not in the ProMobile Master Inventory file by tapping the 'Insert Space' and 'Add Space' button in the ***ProMobile-AD EDIT Menu***.


Tap to enter Length and Width for Space in Field Audit File.
Tap to enter CSF for Space in Field Audit File.
Tap to enter record number to go to in Field Audit File.
Tap to go to previous record in Field Audit File.
Tap to go to next record in Field Audit File.
CSF
1
Rec
1
PR
NR
Selected building from Master Inventory.
Insert/Add From Master Inventory
Tap to select building from the Master Inventory
Building
105-E Building
Selected floor from Master Inventory for selected building.
Floor
1
Tap to select floor from the Master Inventory for the selected building.
Space
QE102
Selected space from Master Inventory for selected building and floor.
CSF
231
Tap to select space from the Master Inventory for the selected building and floor.
Type
Research Lab without Hazardous Waste
CSF of currently selected space from Master Inventory.
Space type of currently selected space from Master Inventory.
Tap to view previous space from Master Inventory.
Previous
Next
Insert Space
Add Space
Cancel
Tap to cancel 'Insert/Add From Master Inventory' operations and close the tool
Tap to view next space from Master Inventory.
PS
NS
Main
Avg Level
Tap to go to previous space in Field Audit File.
Tap to go to next space in Field Audit File.
Tap to insert selected space into the Field Audit File.
Tap to add selected space to end of the Field Audit File.