



PROTEUS MMX – INSPECTIONS MODULE

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# INSPECTIONS

## STEP 1 – ADD INSPECTION FROM *INSPECTIONS* PAGE

### HOW TO ADD INSPECTION FROM INSPECTION WEB:

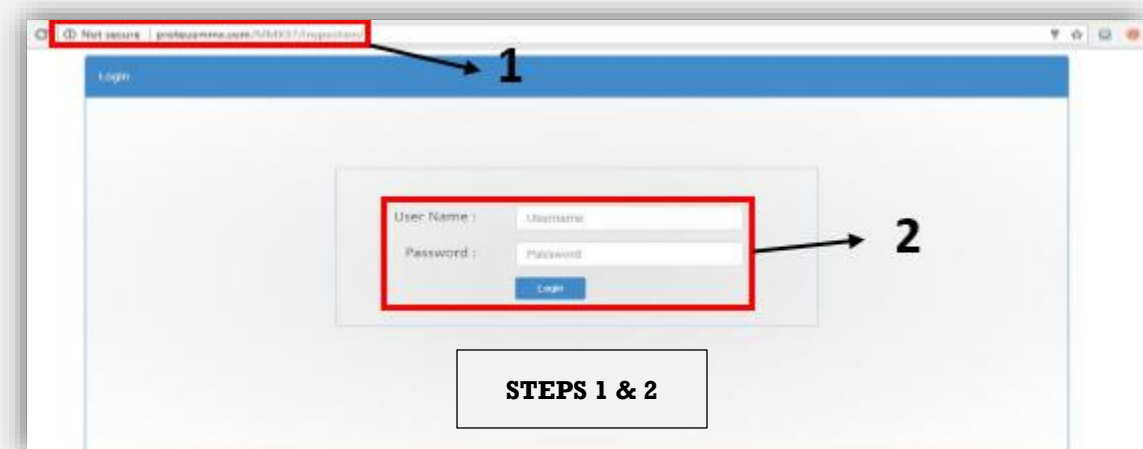
1. Enter the following URL: **proteusmmx.com/MMX37/Inspection/**
2. Log in using your Username and Password.
3. Click on **New** to create your inspection.
4. Select the **Inspection Type** (Single or Group Service).
5. After you have completed the above step, you will click the **Add** button to add inspections/questions.
6. Select a response type from the drop-down menu labeled **Response Type**.

**NOTE:** If you select **Group Service** from the **Inspection Type** drop-down menu, then you will have to fill out the **Section Name** field.

7. Click the **Finish** button after completing the inspection.

**NOTE 1:** Inspections can be deleted and modified by clicking **Delete**, **Edit** or **Edit Selection**.

**NOTE 2:** Any change in **Inspection Admin Console** will reflect only in Work Order Master. Work Order and Closed Work Order will not be changed.



ID	Item	Unit	Count	Delete	Edit Section
34	Water temperature	Generator Inspection Check List	Count	Delete	Edit Section
35	Electrical data:	Generator Inspection Check List	Items	Delete	Edit Section
36	Phase A Volts	Generator Inspection Check List	Standard Range	Delete	Edit Section
37	Phase A Amps	Generator Inspection Check List	Standard Range	Delete	Edit Section
38	Phase A Hz	Generator Inspection Check List	Standard Range	Delete	Edit Section
39	Phase B Volts	Generator Inspection Check List	Standard Range	Delete	Edit Section
40	Phase B Amps	Generator Inspection Check List	Standard Range	Delete	Edit Section
41	Phase B Hz	Generator Inspection Check List	Standard Range	Delete	Edit Section

**3** → New Back

**STEP 3**

Welcome, Administrator LogOut

Home / New

Inspection Type : Select Service → **4**

Add or Remove fields : Select Service  
Single  
Group

Back Finish

**STEP 4**

Welcome, Administrator LogOut

Home / New

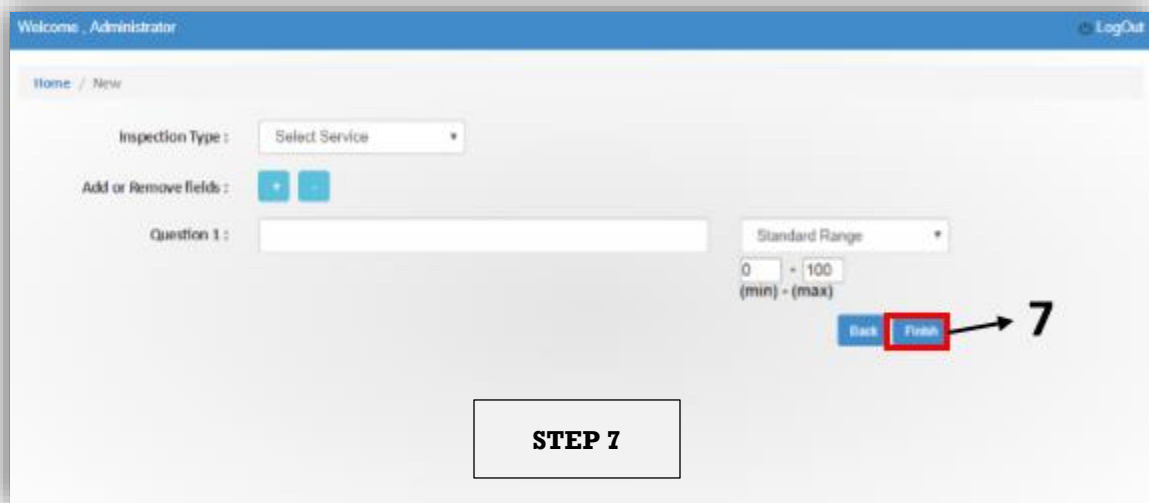
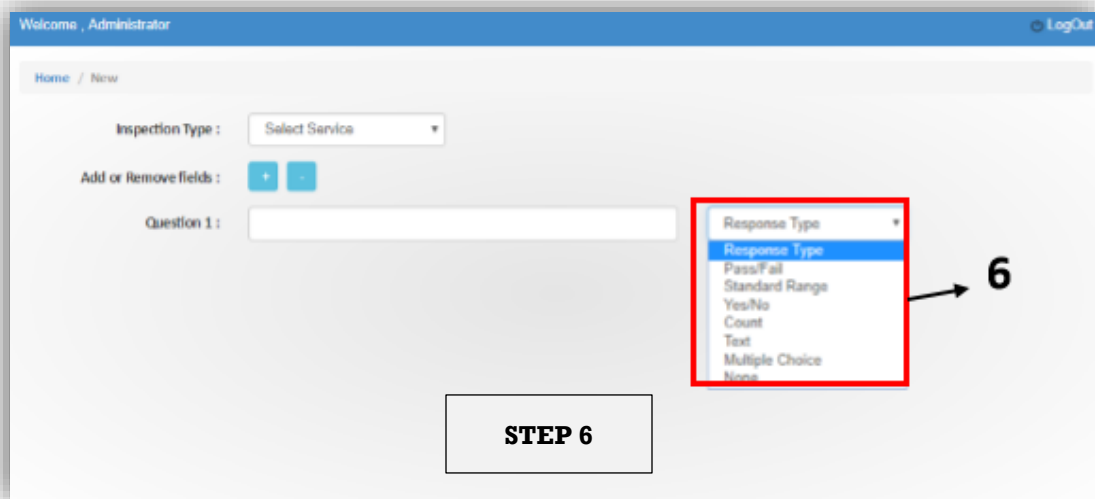
Inspection Type : Single

Add or Remove fields : + → **5**

Question 1 :  Response Type : ▼

Back Finish

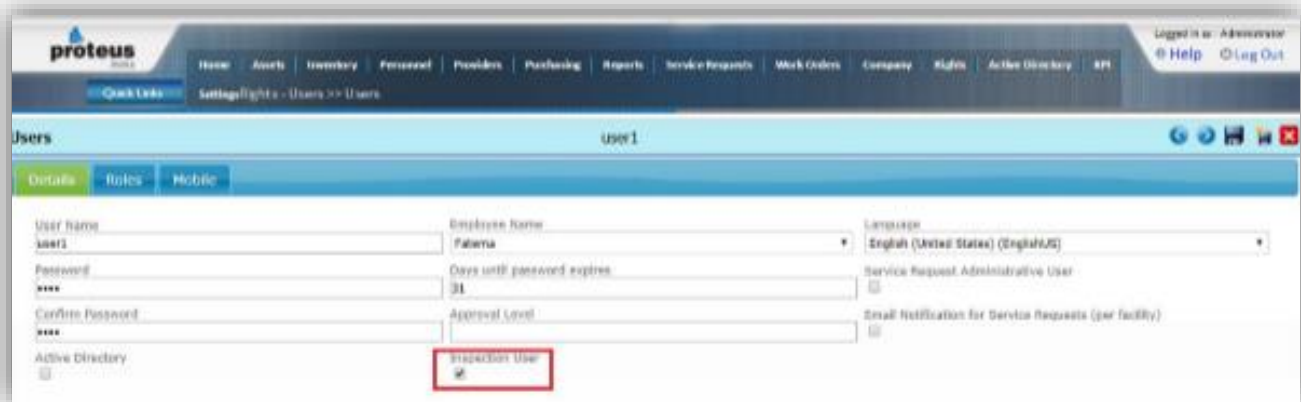
**STEP 5**



## STEP 2 – GO TO PROTEUS MMX (WEB)

Enter the following URL: <http://proteusmmx.com/mmx37>

**NOTE:** The User must have inspection user permission to access **Inspection**.



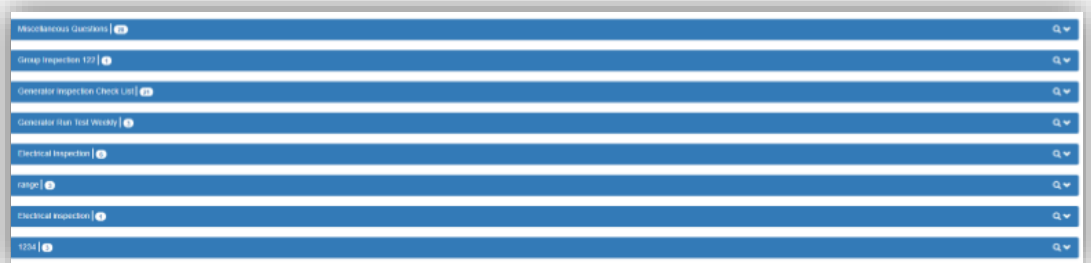
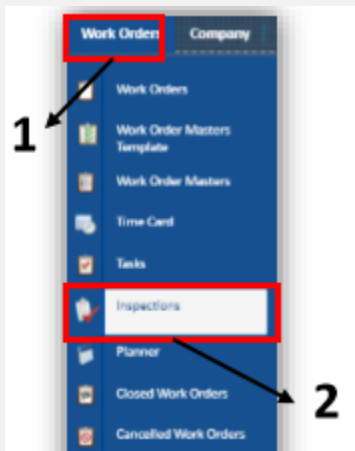
The screenshot shows the Proteus MMX web interface. The user configuration page for 'user1' is displayed. The 'Inspection User' checkbox is highlighted with a red box. The page includes fields for User Name (user1), Employee Name (Paloma), Language (English (United States) (EnglishUS)), Password (\*\*\*\*), Days until password expires (31), Confirm Password (\*\*\*\*), Approval Level, and Active Directory. There are also checkboxes for 'Service Request Administrative User' and 'Email Notification for Service Requests (per facility)'.

**NOTE:** Only the Administrator can grant inspection permission to a user.

All added inspections will be shown in the **Inspection Module**, under **Work Orders**.

### TO ACCESS THE INSPECTIONS NAVIGATOR, YOU WILL:

1. Go to the **Work Orders** module.
2. Click on **Inspections** from the drop-down menu.



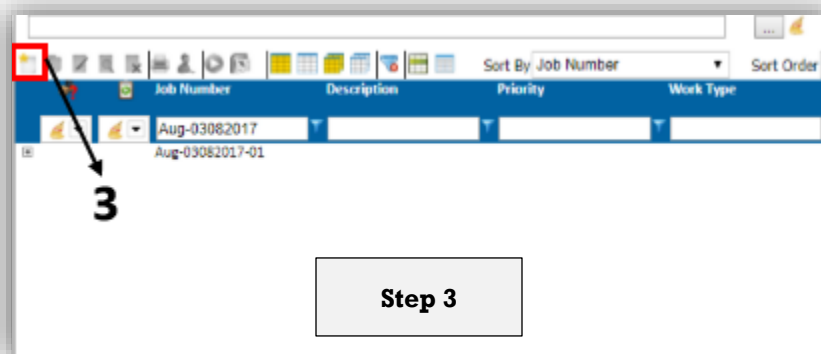
**Inspections Navigator**

## STEP 3 – INSPECTION ASSOCIATION IN WORK ORDER MASTERS

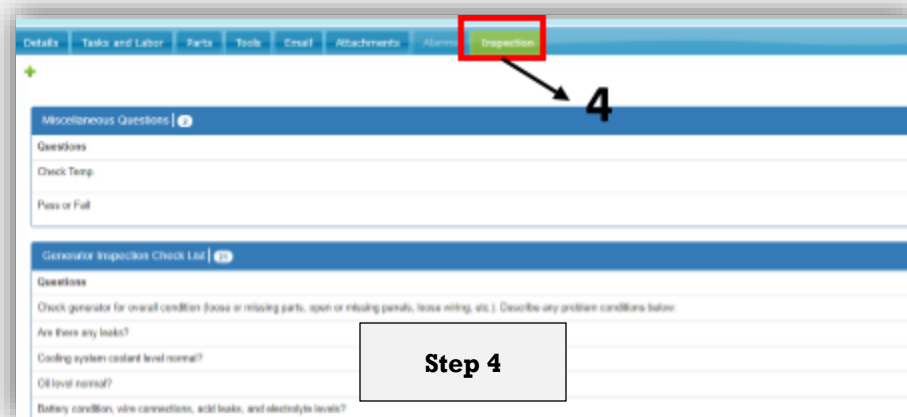
You can associate inspections in **Work Order Masters** through the **Inspection Tab** in the **Work Order Masters Module**.

### TO ACCESS THE INSPECTION TAB, YOU WILL:

1. Go to the **Work Orders** module.
2. Click on **Work Order Masters** from the drop-down menu.
3. Click the **New** icon to create a work order master.
4. Once you have created the work order master, you will click the **Inspections** tab (located to the right of the **Alarms** tab).



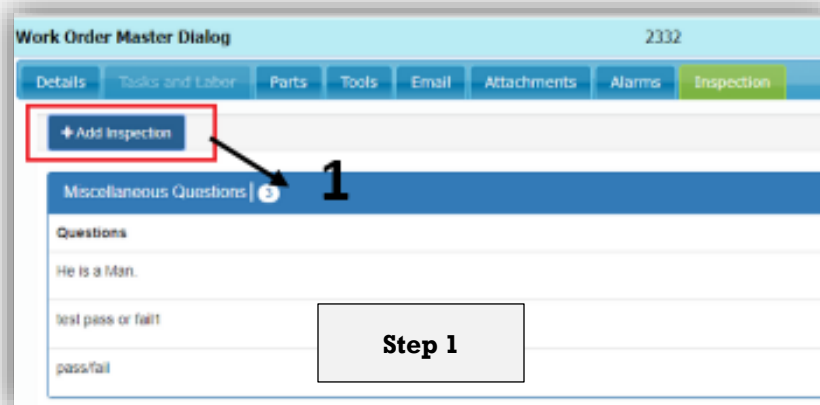


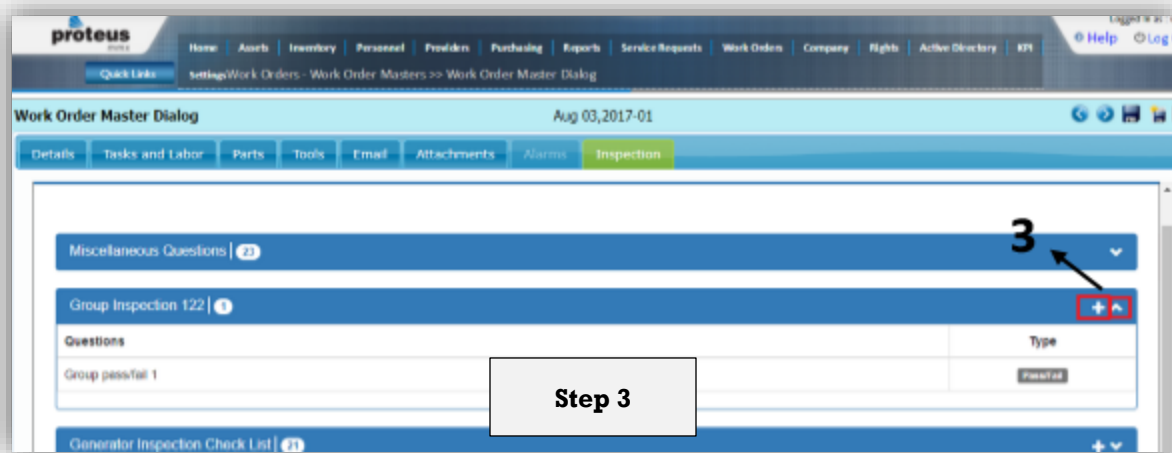
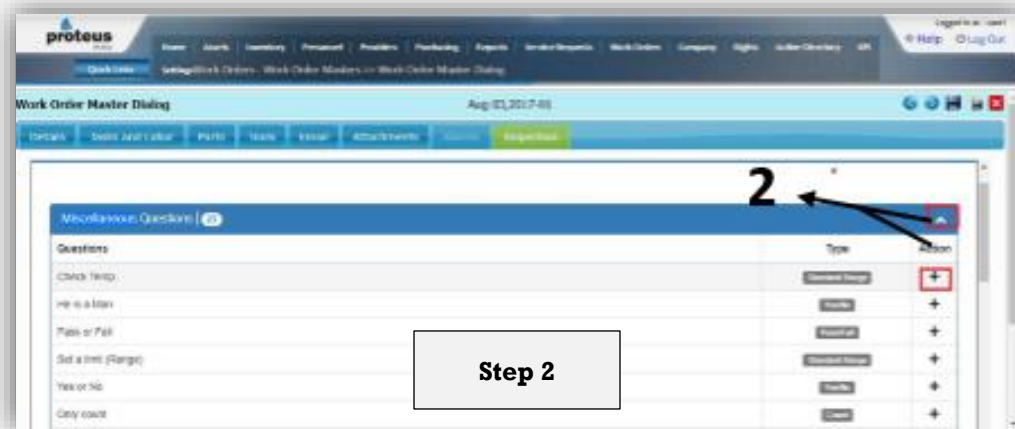



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**TO ASSOCIATE AN INSPECTION, YOU WILL:**

1. Click on the ***Add Inspection*** button.
2. For **Miscellaneous/Single** questions, you will click on the ***Expand*** icon and add any question.
3. For **Group** questions, click on ***Expand*** for all questions and ***(+)*** to associate that group inspection with that work order master.



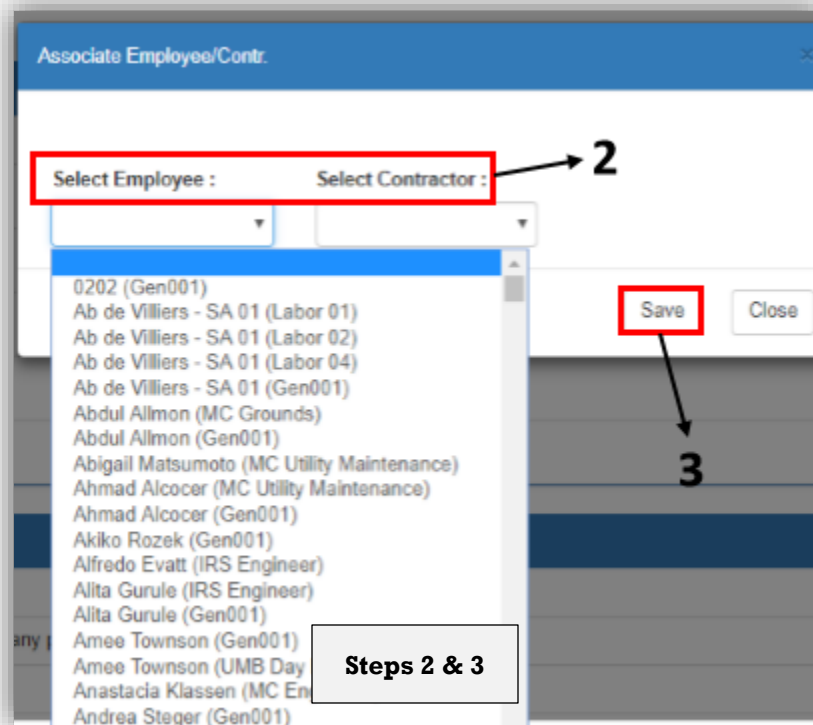
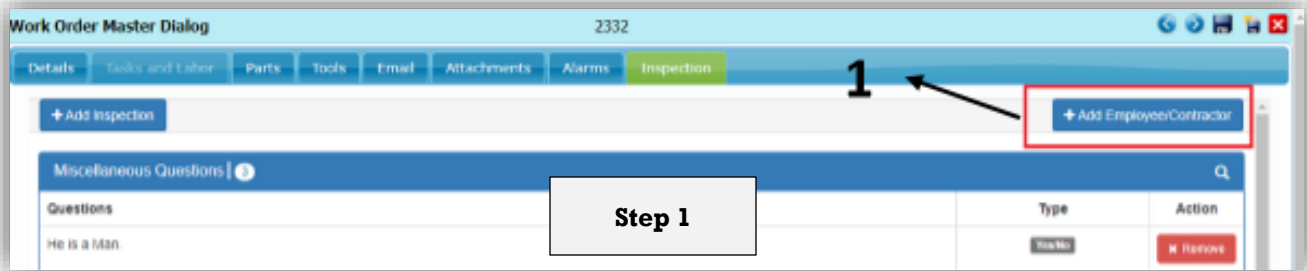


**TO ASSOCIATE AN EMPLOYEE/CONTRACTOR, YOU WILL:**

1. Click the **Add Employee/Contractor** button.

**NOTE:** As you click on the **Add** button, a window will populate, opting you to associate an employee/contractor.

2. Select an employee and contractor from the drop-down menus.
3. Click the **Save** button.

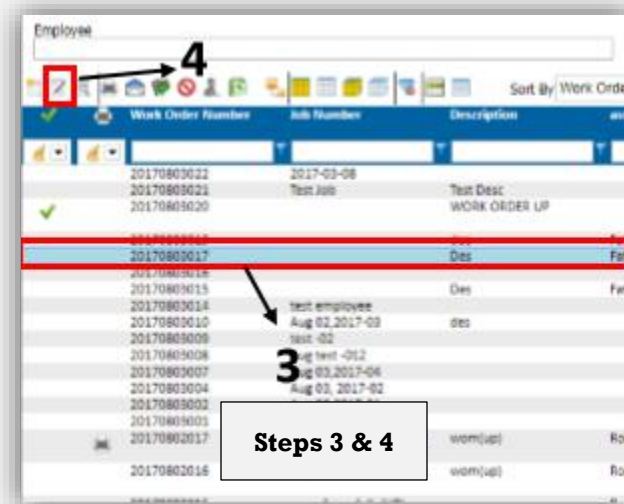
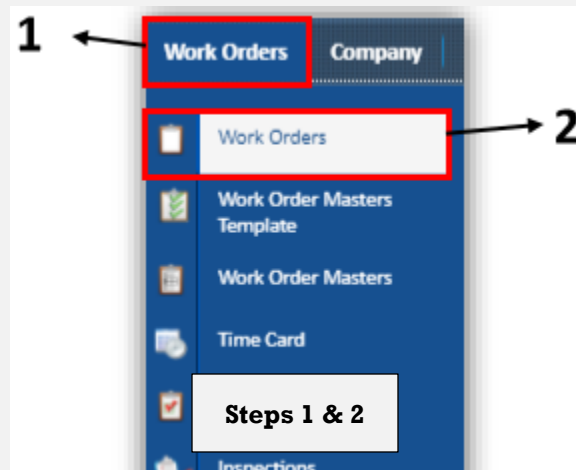


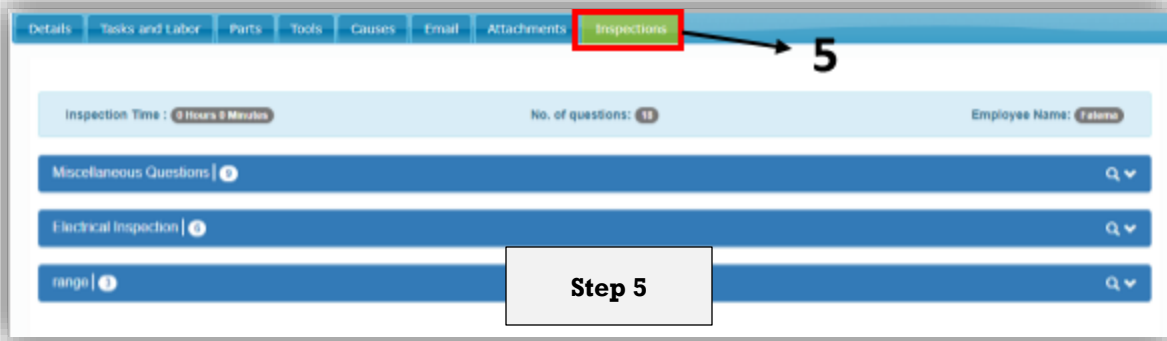
## STEP 4 – ACTIVATE WORK ORDER MASTER (THROUGH THE SCHEDULER OR MANUAL)

When the work order master is activated, the details form the **Inspection** tab will transfer to the work order and the **Inspection** tab page will be **Read-only**.

### TO VIEW THIS, YOU WILL:

1. Go to the **Work Orders** module.
2. Click on **Work Orders** from the drop-down menu.
3. Select the work order record.
4. Click the **Edit** icon.
5. Click the **Inspections** tab (located to the right of the **Attachments** tab).





**STEP 5 – FILL THE RESPONSE/ANSWER AND TIME FROM INSPECTION TAB (PROTEUS MMX – MOBILE)**

**TO FILL OUT THE RESPONSE/ANSWER AND TIME, YOU MUST:**

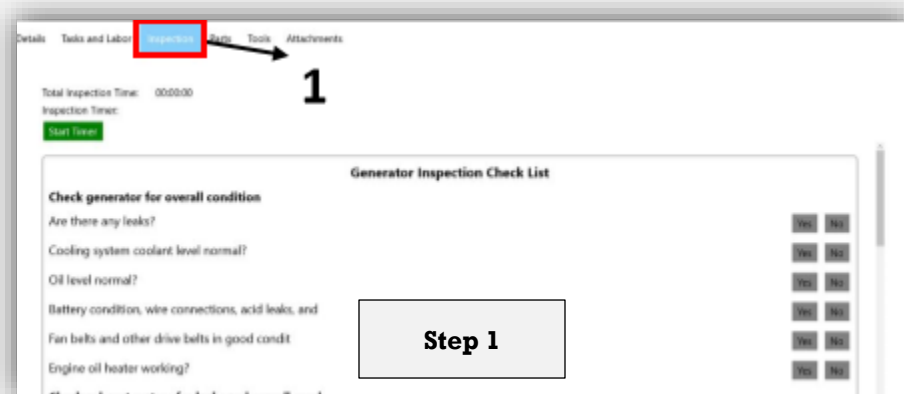
1. Go to the work order, then go to the *Inspection Tab*.

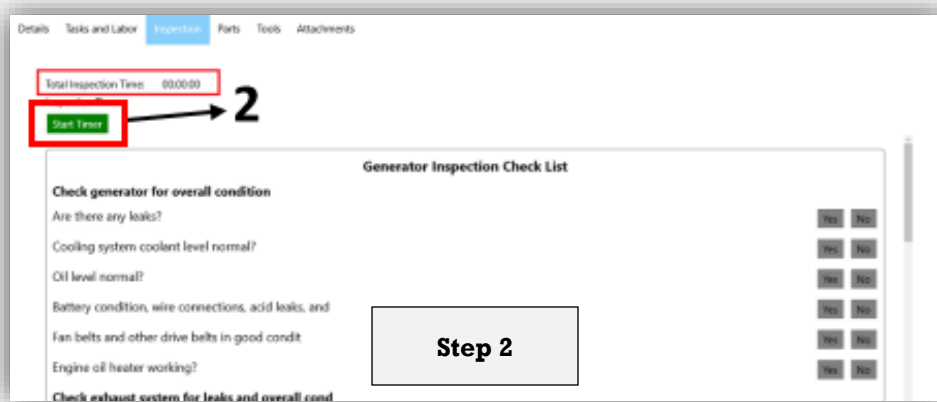
**NOTE:** As you can see, for the first time, **Total Inspection Time** is *NULL*.

2. Click on the *Start Timer* and the *Inspection Time* will start.

**NOTE:** The *Start Timer* button will change to *Stop Timer*. As the user clicks on *Save*, the timer stops automatically. The user must start the timer for the next inspection and *Save*.

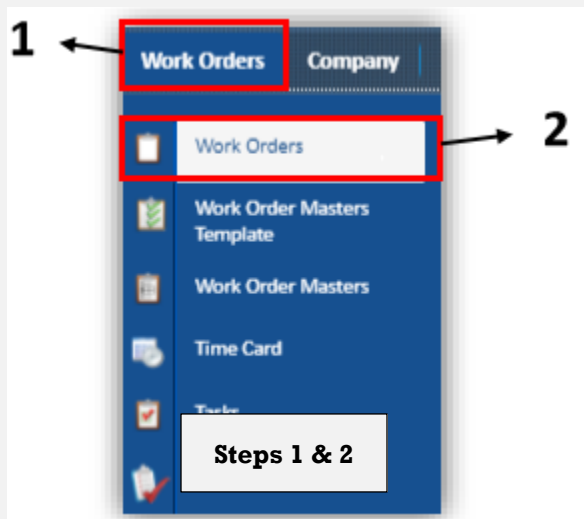
3. Click on *Save/Save Inspection*.





## STEP 6 – RESPONSE/ANSWERS IN THE INSPECTION TAB (PROTEUS MMX - WEB)

1. Go to the **Work Orders** module drop-down field.
2. Click on **Work Orders** from the drop-down field.
3. Select a work order record.
4. Click the **Edit** icon.
5. Click the **Inspections** tab (located next to the **Attachments** tab).



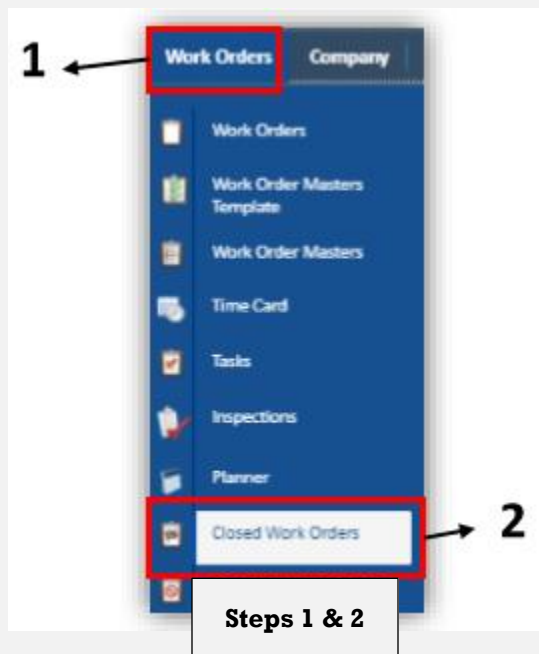


## STEP 7 – CLOSED WORK ORDERS (INSPECTION DETAIL TAB TRANSFER)

When you close a work order—either through mobile or web—the inspection detail will transfer to **Closed Work Orders**.

### TO ACCESS CLOSED WORK ORDERS (PROTEUS MMX – WEB), YOU WILL:

1. Go to the **Work Orders** module drop-down field.
2. Click on **Closed Work Orders** from the drop-down menu.
3. Select a closed work order record.
4. Click the **View** icon.
5. Click on the **Inspections** tab (located next to the **Attachments** tab).





Sort By Work Order Number Sort Order Descending

Work Order Number	Job Number	Description	Work Order Type	Closed Date	Priority
20170803026	Aug-03082017-01		PreventiveMaintenance	08/03/2017	
20170803025		SR-01	DemandMaintenance	08/03/2017	
20170803024		Service Request	DemandMaintenance	08/03/2017	
20170803023			DemandMaintenance	08/03/2017	Normal
20170803012			DemandMaintenance	08/03/2017	High

Steps 3 & 4

Inspection 5

Inspection Time: 08/03/2017 No. of questions: 10

Question	Answers	Type
Check Temp		Standard Output (0, 10)
Pass or Fail		Pass/Fail

Question	Answers	Type
1		Pass/Fail
2		Pass/Fail
3		Pass/Fail

Step 5

CLOSED WORK ORDERS (PROTEUS MMX – MOBILE):

Closed Work Order Details Welcome

Details Tasks and Labor Inspection Parts Tools Attachments

Employee Name: Fatema  
Total Inspection Time(hh:mm:ss): 00:03:06

**Electrical**

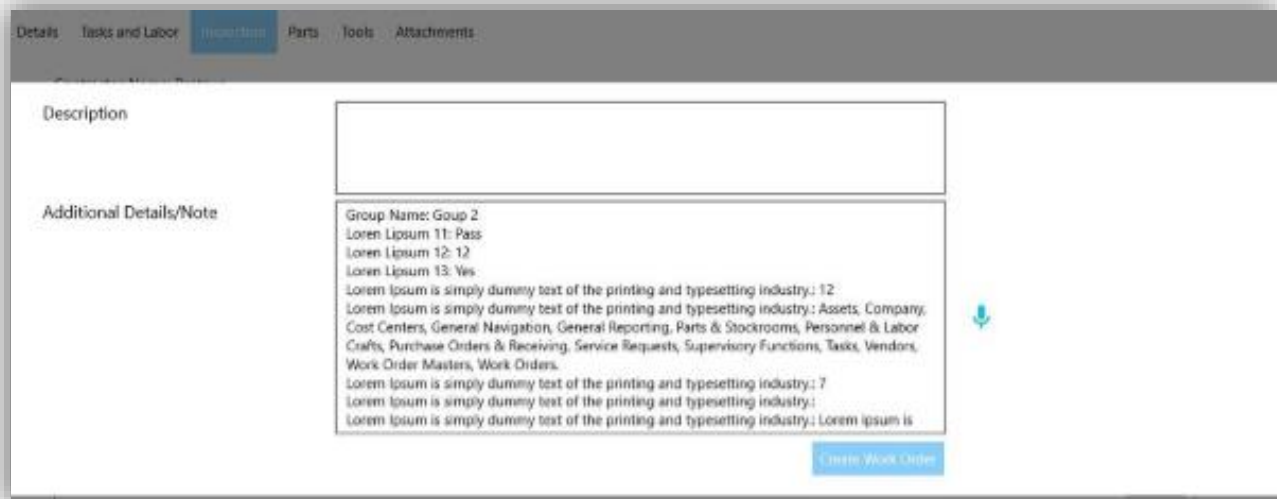
AC working	Pass
Ac temp. range	15
AC available	Yes
No. of AC's	3
AC functionality	working for now.....

## STEP 8 – CREATE WORK ORDER BUTTON DISPLAY

If there are any negative responses in inspection, then the **Create Work Order** button will be shown on top of the **Inspection** tab display.



By clicking on the **Create Work Order** button, the user can create a work order.



**Additional Details/Note displaying all inspections with responses**