



# **AASHTOWare Project Construction**

## **ITD Mobile Inspector User Guide**

**Version 2.0**

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## Table of Contents

1. Overview .....	2
2. Getting Started.....	2
2.1 Equipment.....	2
2.2 Operating System Requirements .....	2
2.3 Data Connection Type.....	3
2.4 Download & Install.....	3
2.5 Activate .....	4
2.6 Familiarizing Yourself with the Application Interface.....	5
3. Daily Work Reports .....	7
3.1 Add New Report.....	8
3.2 Item Postings on Report.....	10
3.3 Record Contractor Equipment on Report .....	12
3.4 Record Contractor Personnel on Report.....	14
4. Copy Report .....	16
5. Submit Report .....	17
6. Delete Report.....	18

## Table of Figures

Figure 1 - Mobile Inspector Device ID.....	4
Figure 2 - Mobile Application Homepage .....	5
Figure 3 - Contract Reports.....	6
Figure 4 - Select a Contract .....	8
Figure 5 - Add Report .....	8
Figure 6 - Details Tab.....	9
Figure 7 - Postings Tab .....	10
Figure 8 - New Item Posting.....	11
Figure 9 - Equipment Tab.....	12
Figure 10 - Equipment Details.....	13
Figure 11 - People/Personnel Tab.....	14
Figure 12 - Add Personnel.....	14
Figure 13 - Personnel Details .....	15
Figure 14 - Copy DWR .....	16
Figure 15 - Copy DWR Confirmation .....	16
Figure 16 - Submit a Report .....	17
Figure 17 - Lock Report Confirmation .....	17
Figure 18 - Delete DWR.....	18
Figure 19 - Remove Confirmation .....	18

# 1. Overview

Info Tech Mobile Inspector™ provides field inspectors the flexibility to collect data required for a daily report, whether online or offline. Used on either a tablet, a smartphone, or a laptop, the Mobile Inspector app is a convenient way to get the data ITD needs while keeping the inspectors on the field. The data is automatically transferred via a two-way SYNC Service either at the time of entry or during the next period of connectivity.

## 2. Getting Started


The Getting Started section describes what devices to use and how to install the application on those devices, as well as familiarizing yourself with the application interface.

The *Getting Started* section includes following topics:

- [Equipment](#)
- [Operating System Requirements](#)
- [Data Connection Type](#)
- [Download & Install](#)
- [Activate](#)
- [Familiarizing Yourself with the Application Interface](#)

### 2.1 Equipment

ITD approved devices (smartphone, tablet, or laptop) or any approved device your agency (Local, Consultation, or Contractor) may provide can be used to document the Daily Work Report.

 **Warning:** Please refrain from using a personal device. If there is a claim on the contract, your device could potentially be confiscated for the length of the dispute.

### 2.2 Operating System Requirements

- Android 4.0 and higher
- iOS 8.0 or later
- Windows 10 version 10240.0 or higher

## 2.3 Data Connection Type

The mobile application is capable of storing daily report data on the device in offline mode. However, in order to transfer data to AASHTOWare Project Construction, the device needs a connection to sync. The following types of connection are acceptable to sync data:


- ITD internal Wi-Fi (Intranet)
- ITD provided Cellular Data
- External Wi-Fi access via ITD approved Cradlepoint
- External Cellular Network (Mobile cellular network or hotspot)


## 2.4 Download & Install

 **Important:** The external users must have an existing ITD Network Account and access to the AASHTOWare Project application in order to gain access to the Mobile Inspector Application. If you don't have an ITD Network Account established and/or access to the AASHTOWare Project application, then please reach out to your ITD Business Sponsor to help you setup your account.

Download the app on your device from these app stores, depending on the OS platform:

- Android – Google Play Store (Smartphone and Tablet)
- iOS – Apple App Store (Smartphone and Tablet)
- Windows – Microsoft Business Store (Smartphone, Tablet, and PC)

 **Note:** If you don't have the authority to download the Mobile Inspector Application on your ITD device, please reach out to the ITD Service Desk or your District IT team for assistance. All consultants should reach out to their respective IT department for assistance.

1. Open the app store and type “Info Tech Mobile Inspector” in the search bar.
2. Locate the app in the search result with this icon: 
3. Once located, download and install the app on the device.

## 2.5 Activate

Once the app is installed, the device needs to be activated. Locate the device ID by following these steps:

1. Open the Info Tech Mobile Inspector app
2. Accept the “Terms and Conditions”
3. On the bottom of the app, select **About**
4. Locate the Device ID

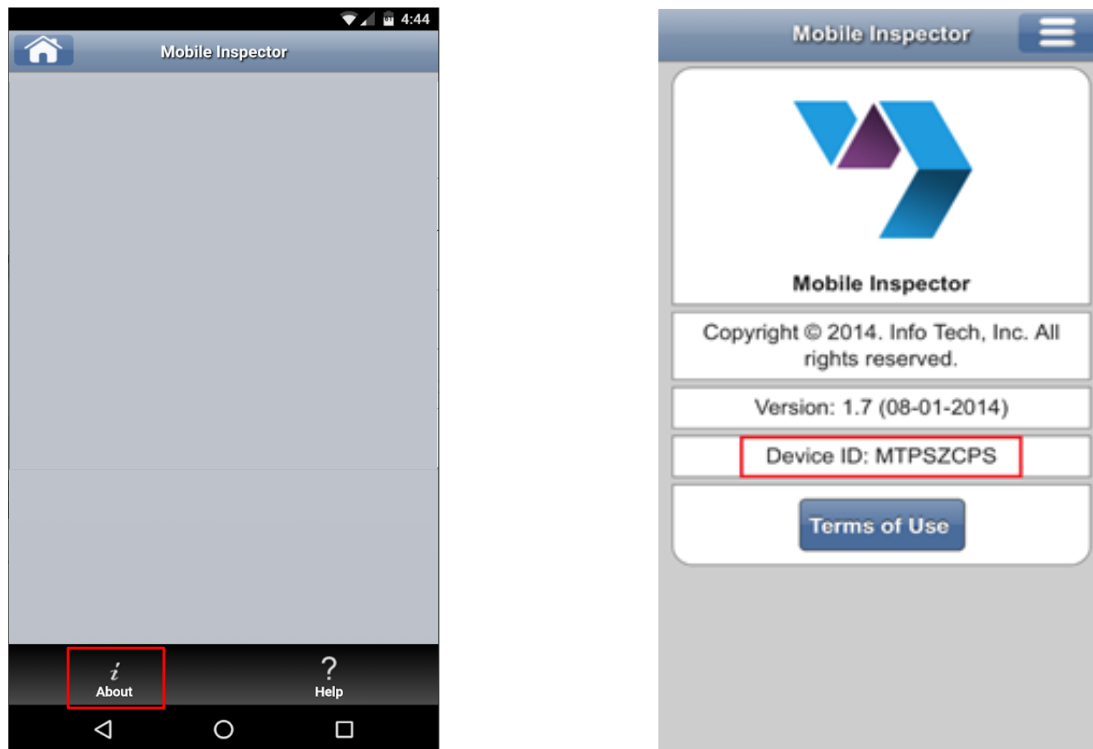



Figure 1 - Mobile Inspector Device ID

Once the device ID is located, email the following information to the ITD HQ Service Desk ([Service.Desk@itd.idaho.gov](mailto:Service.Desk@itd.idaho.gov)). For **contractors and consultants**, email the following information to the **District Super User**. The Super User will email the ITD HQ Service Desk:


- Your full name
- If internal user, then your district number and residency; if consultant, then your company full name
- Your contact info (Email and/or Phone #)
- Your Device ID
- Your AASHTOWare Project login username

The Service Desk will then create a ticket and forward the request to an AASHTOWare System Admin. Upon notification from the Service Desk, an AASHTOWare System Admin will then activate the device based on the information provided by the end user and notify them via email.

 **Note:** Please make sure that your Project Coordinator or Resident Engineer has granted you specific contract authority for those contract(s) in the AASHTOWare Project system that you wish to access in the application. If not, then you will not see any contract(s), when the device is activated.

## 2.6 Familiarizing Yourself with the Application Interface

Once the device is activated and contracts are synced, you should be able to see the contracts on the home page of the application. The application itself is intuitive so your first experience will be a breeze.

 **Note:** If you are still unable to view contract(s) in the Mobile Inspector Application after the device activation, then most likely the Project Coordinator or the Resident Engineer may have not given you the specific contract authority to the contract(s) in the AASHTOWare Project system. In this case, please contact your Project Coordinator or Resident Engineer to resolve this issue. After you have been granted access to the contract(s) in the AASHTOWare Project system, you should be able to see the contract(s) within 10 minutes in the Mobile Inspector Application.

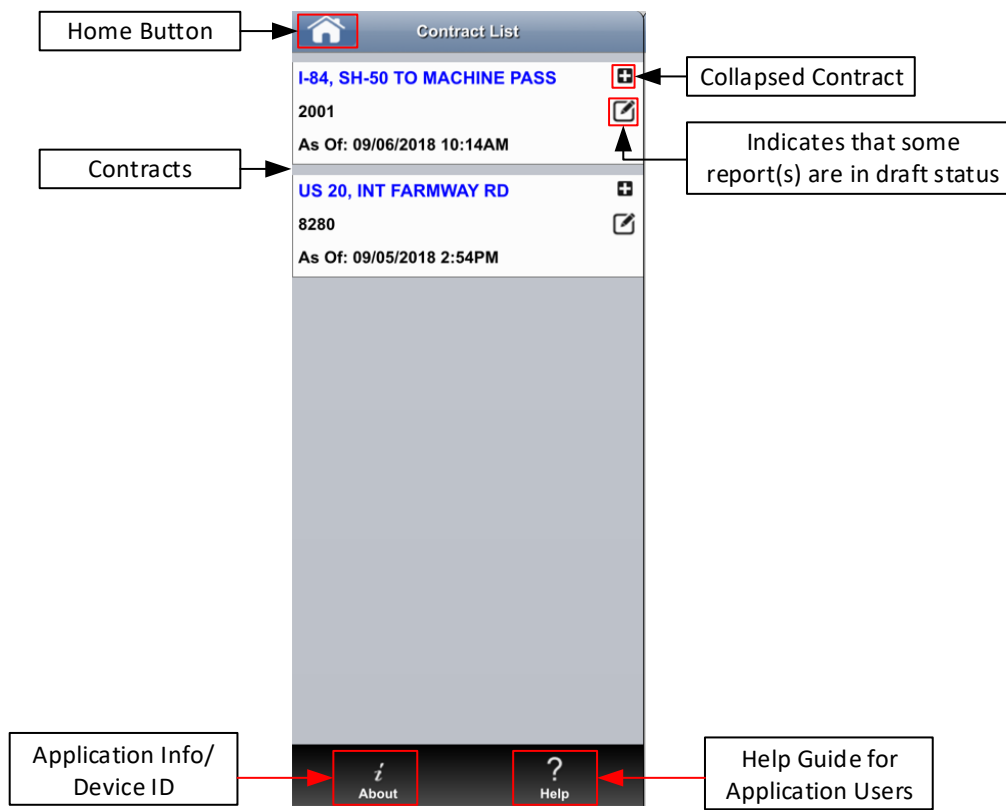


Figure 2 - Mobile Application Homepage

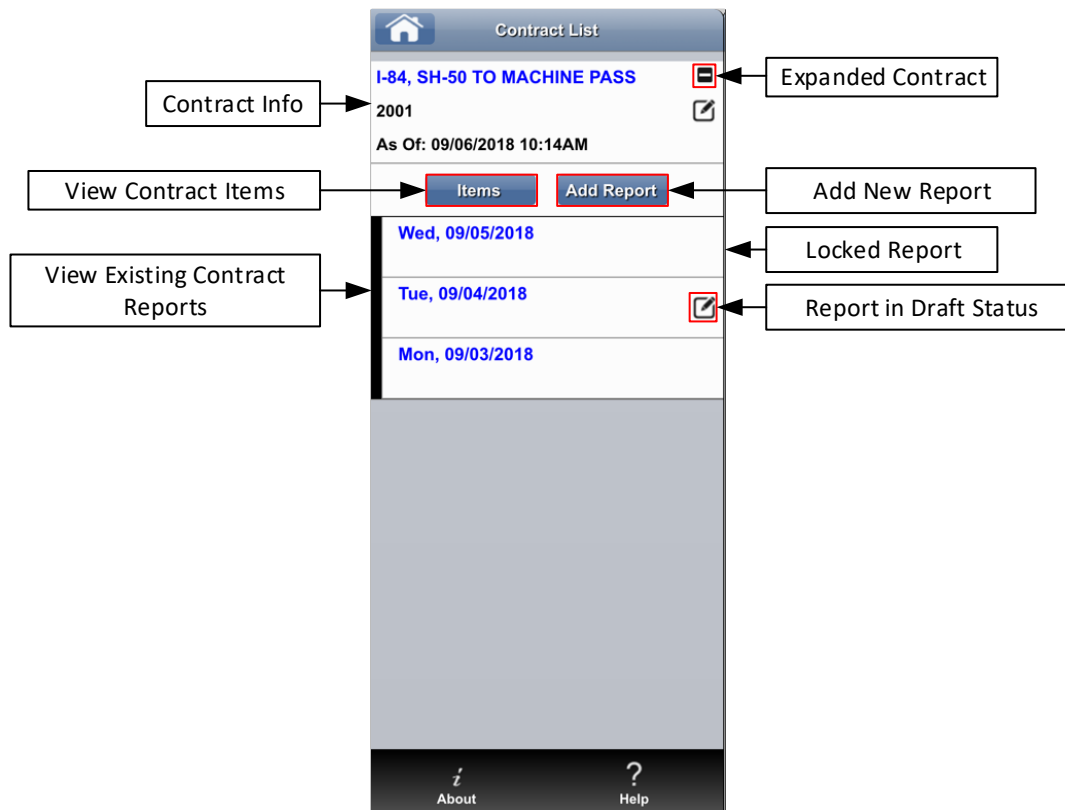


Figure 3 - Contract Reports

- **About** – Press this button to locate device ID and the latest application version.
- **Help** – Press this button to view built-in help guide for application functions.
- **Home** – Pressing the home button will take you back to the homepage where all contracts are displayed.
- **Contract List** – If there is more than one contract you are assigned to, then that list of contracts will be displayed on the homepage.
- **Expand/Collapse** – Press this icon to see the following additional contract options:
  - **Add New Report** – Press this button to add a new report to the contract.
  - **Items** – Press this button to view all the items on a contract (including non-bid items).
  - **Existing Reports** – Reports created on this contract that are either submitted for *Approval* or in *Draft* status. The reports with draft status can be modified.

 **Note:** The application interface is the same among all three operating system devices.

### 3. Daily Work Reports

A Daily Work Report (DWR) should be created daily by field inspectors to document the work performed by a contractor or subcontractor on a contract. Inspectors' record daily information about the weather, the personnel who worked at the construction site, equipment used, and item(s) posted (including non-bid items).

An Inspector or Project Coordinator can only create one DWR per day per contract.

The *Daily Work Reports* includes these topics:

- [Add New Report](#)
- [Item Postings on Report](#)
- [Record Contractor Equipment on Report](#)
- [Record Contractor Personnel on Report](#)
- [Copy Report](#)
- [Submit Report](#)
- [Delete Report](#)



## 3.1 Add New Report

To add a new report, follow these instructions:

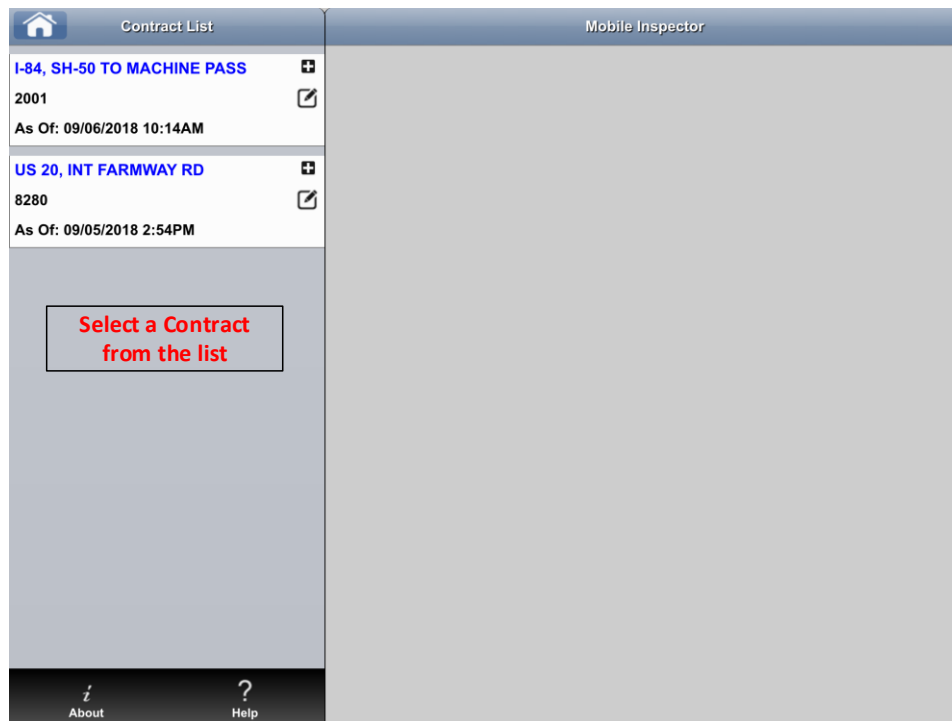


Figure 4 - Select a Contract

1. On the application homepage, select a **Contract** from the list.

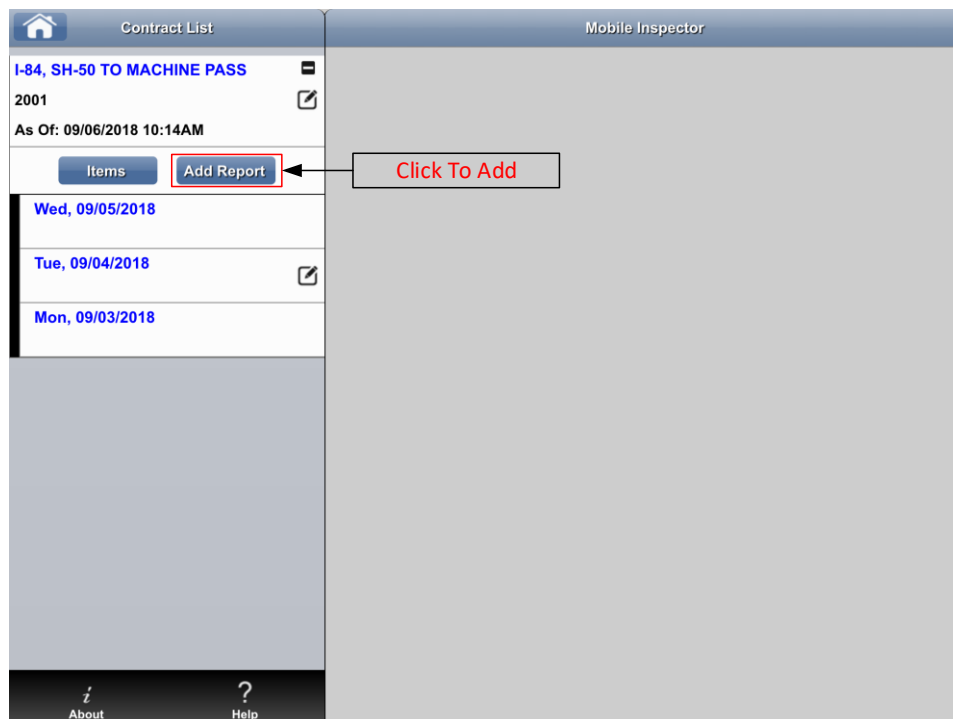



Figure 5 - Add Report


2. Press the **Add Report** button to add a report.

The screenshot shows a mobile application interface with two main panes. The left pane, titled 'Contract List', displays contract information including 'I-84, SH-50 TO MACHINE PASS' and '2001'. It also shows a list of dates: 'Mon, 09/10/2018' (highlighted), 'Wed, 09/05/2018', 'Tue, 09/04/2018', and 'Mon, 09/03/2018'. The right pane, titled 'Report Details', contains fields for 'Date' (set to 'Mon, 09/10/2018'), 'Weather' (set to 'Select'), 'Low Temp' (empty), 'High Temp' (empty), 'Attachments' (with camera and paperclip icons), and 'Remarks' (set to 'Select'). A bottom navigation bar includes icons for 'About', 'Help', 'Details' (active), 'Postings', 'Equipment', and 'People'.

Figure 6 - Details Tab

3. Select a DWR date from the **Date** dropdown menu.
4. Select the DWR weather from the **Weather** dropdown menu.
5. Enter a value in the **Low Temperature** and **High Temperature** fields.
6. To attach a new photo, select the **Camera** icon.
7. To attach an existing photo, select the **Paperclip** icon.
8. To enter remarks, first select the remark type from the **Remarks** dropdown menu, then enter remarks.

 To enter multiple remarks, just select a different remark type from the **Remarks** dropdown menu list and enter remarks.

 To **deselect** a remark, simply select the **Remarks** dropdown menu and press the **Deselect Remarks type** button to **deselect**.

## 3.2 Item Postings on Report

To post new items on items on the report, follow these steps:

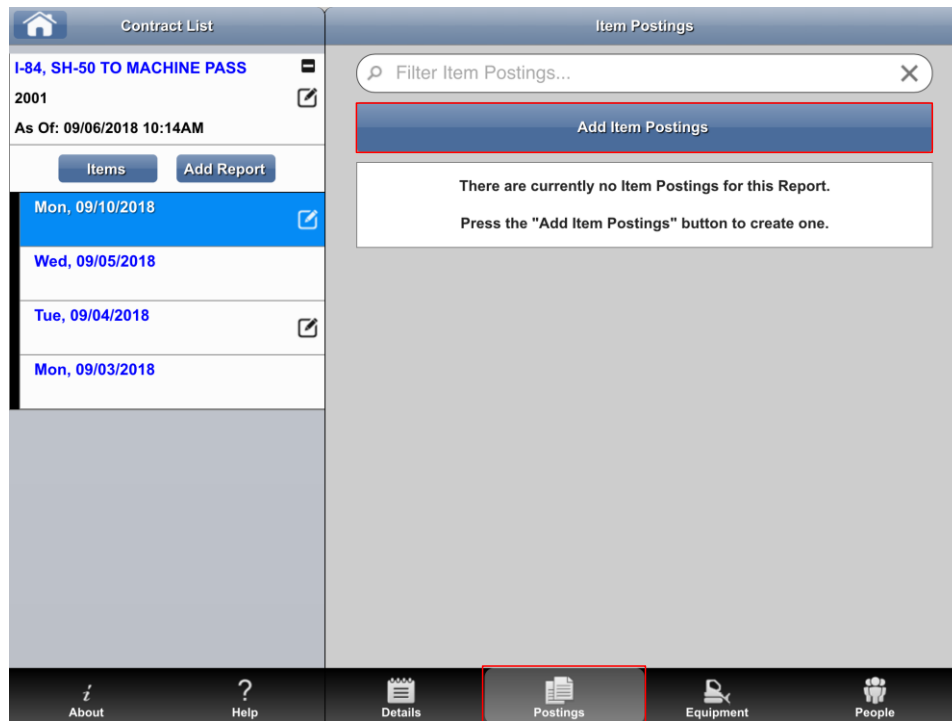



Figure 7 - Postings Tab

1. On the bottom of the screen, press the **Postings** tab.
2. Press the **Add Item Postings** button.

Figure 8 - New Item Posting

3. Select an item from the **Item** dropdown menu.
4. Select the contractor from the **Contractor** dropdown menu.
5. Enter the item quantity in the **Quantity** field. *(The quantity field only appears after you select an item)*
6. Enter the location of the item posting in the **Location** field.
7. Enter a value in the **Station From** and **Station To** fields.
8. If the item is measured, check the **Measured** box.
9. Enter comments in the **Comments** field.
10. Press the ☒ button to save the new item posting.

 To post additional items, simply save the current item and then press the **Add Item Postings** button to add new items.

 To **delete** an item posting, simply press the  button to delete the item posting.

### 3.3 Record Contractor Equipment on Report

To record contractor equipment used, follow these instructions:

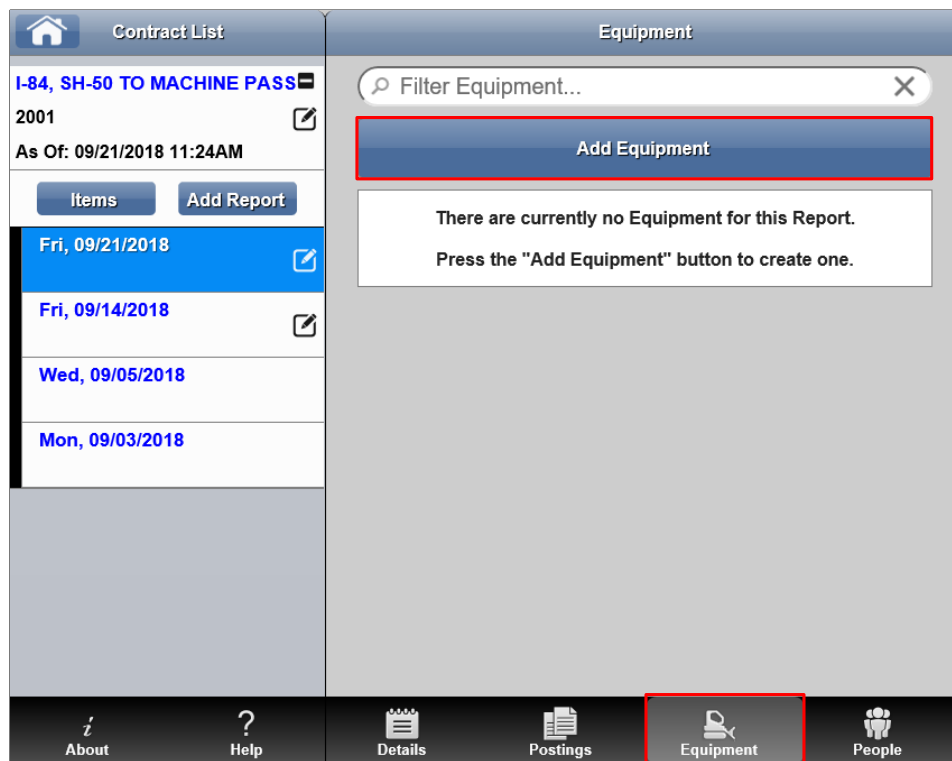



Figure 9 - Equipment Tab

1. On the bottom of the screen, select the **Equipment** tab.
2. Press the **Add Equipment** button.

Figure 10 - Equipment Details

3. Select the contractor from the **Contractor** dropdown menu.
4. Select the equipment from the **Type** dropdown menu.
5. Enter the amount of equipment used in the **Used** field.
6. Enter the amount of equipment on site in the **On Site** field.
7. Enter the number of hours the equipment was used in the **Hours Used** field.
8. Enter the number of hours the equipment was idle in the **Hours Idle** field.
9. Enter the comments in the **Comments** section, if necessary.
10. Press the ☒ button to save the equipment on the report.

 To record more than one piece of equipment, simply save the current equipment record and then press the **Add Equipment** button to record additional contractor equipment.

 To **delete** a piece of equipment, simply press the  button.

## 3.4 Record Contractor Personnel on Report

To record contractor personnel on a report, follow these steps:

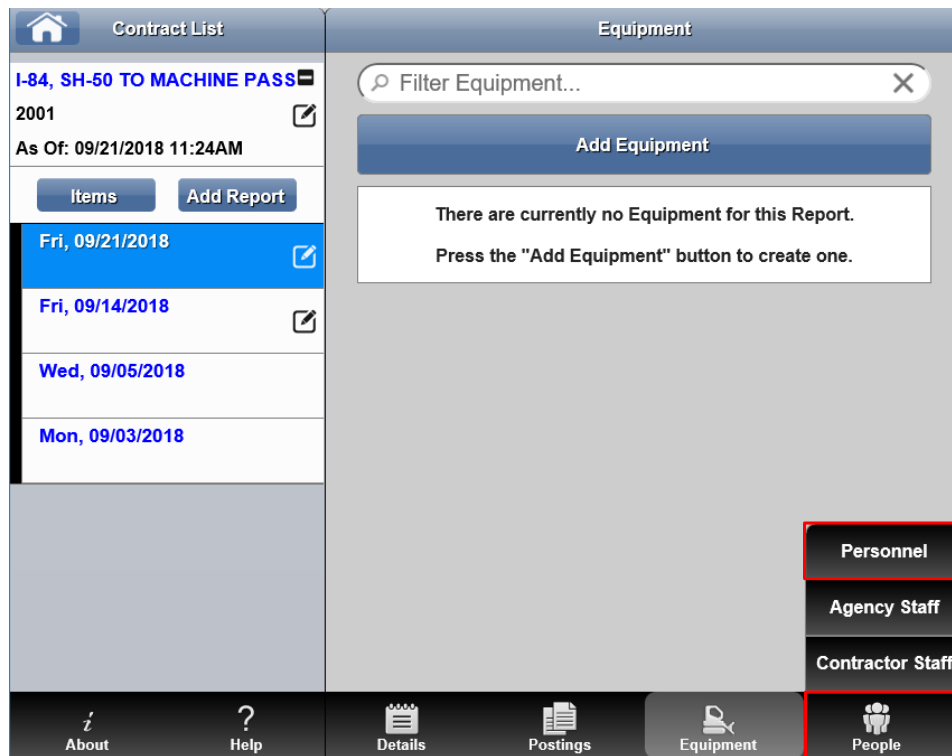


Figure 11 - People/Personnel Tab

1. First, press the **People** tab, then select the **Personnel** option.

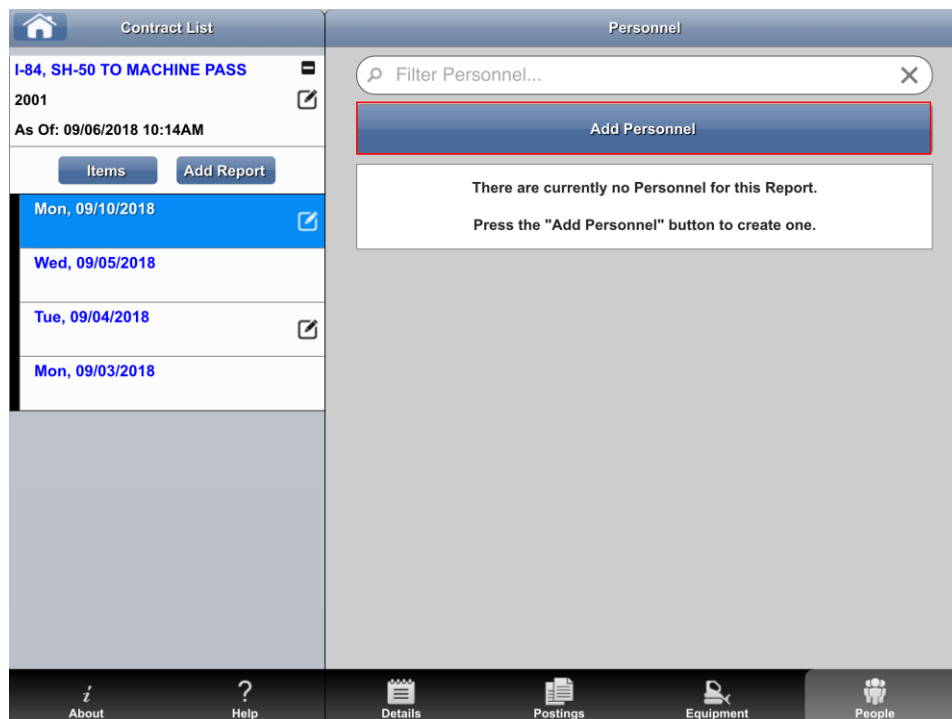


Figure 12 - Add Personnel

2. In the People tab, press the **Add Personnel** button.

The screenshot shows the 'Personnel' screen in the ITD Mobile Inspector app. On the left, a 'Contract List' sidebar is visible with a home icon at the top. It lists contract details: 'I-84, SH-50 TO MACHINE PASS', '2001', and 'As Of: 09/06/2018 10:14AM'. Below this are buttons for 'Items' and 'Add Report'. A list of dates is shown: 'Mon, 09/10/2018' (highlighted in blue), 'Wed, 09/05/2018', 'Tue, 09/04/2018', and 'Mon, 09/03/2018'. The main area on the right is titled 'Personnel' and contains a 'Filter Personnel...' search bar. Below this is a 'New Personnel' form with the following fields: 'Contractor:' (dropdown menu with 'Select'), 'Decision Class:' (dropdown menu with 'Select'), 'Number:' (text input), 'Hours:' (text input), and 'Comments:' (large text area). At the bottom of the form are two buttons: a checkmark icon and an 'X' icon. A small text '3999 remaining' is visible at the bottom right of the form. The app's bottom navigation bar includes icons for 'About', 'Help', 'Details', 'Postings', 'Equipment', and 'People' (which is currently selected).

Figure 13 - Personnel Details

3. Select the Prime Contractor or Subcontractor from the **Contractor** dropdown menu.
4. Select the type of personnel from the **Decision Class** dropdown menu.
5. Enter the number of personnel that worked in the **Number** field.
6. Enter the number of hours personnel worked in the **Hours** field.
7. Press the button to save the personnel on the report.

To record additional personnel on the report, simply press the **Add Personnel** button after saving the current personnel.

To **delete** the personnel, press the button to delete.



## 4. Copy Report

To copy an existing DWR to create a new DWR, follow these steps:

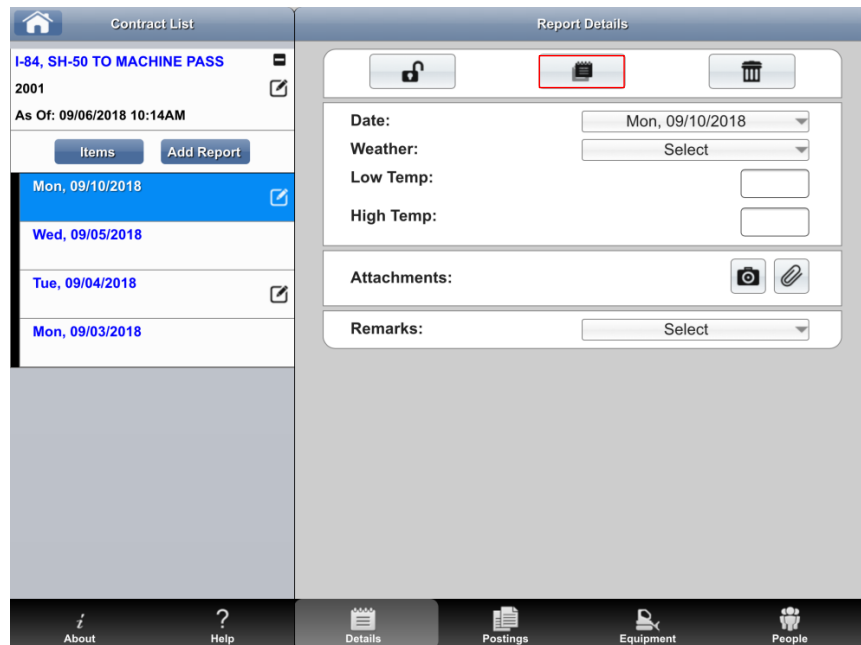



Figure 14 - Copy DWR

1. On the Report Details tab, select the  icon to copy the existing DWR.

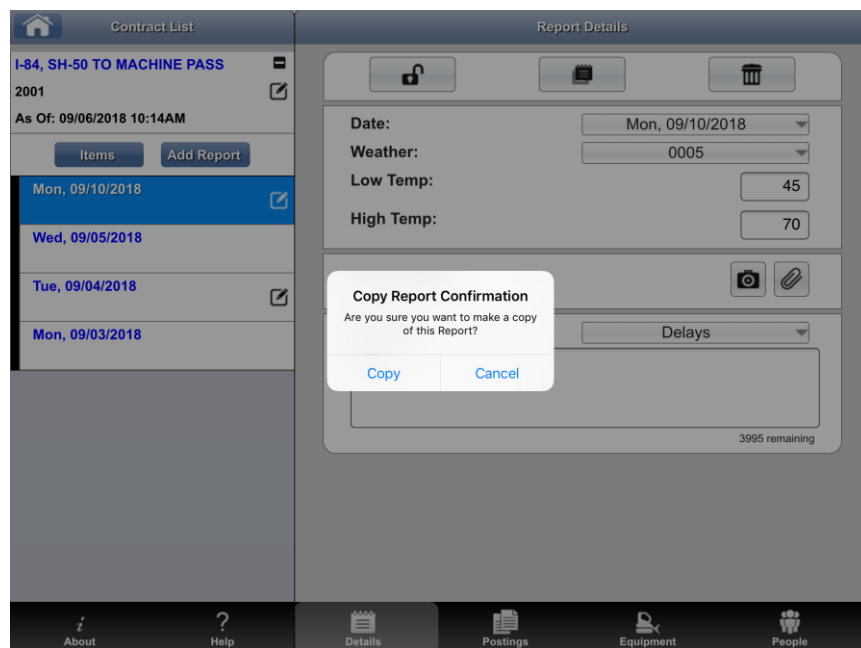


Figure 15 - Copy DWR Confirmation

2. In the pop-up dialog box, press the **Copy** button to copy DWR.

The application copies the existing Report and creates a new Report with the current date.

## 5. Submit Report

To submit a report for approval to AASHTOWare Project Construction, follow these steps:

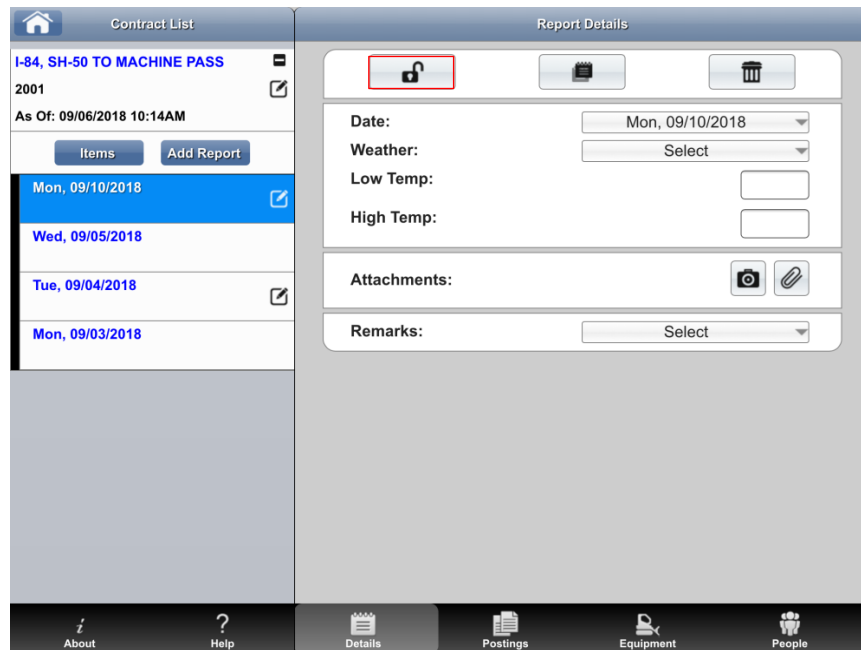


Figure 16 - Submit a Report

1. On the Report Details tab, select the  icon to lock the report.

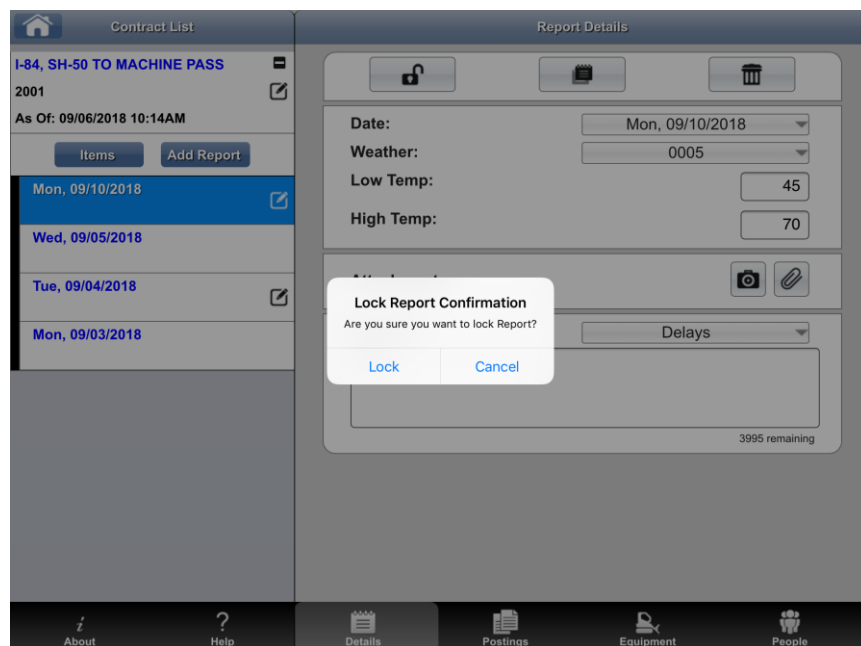


Figure 17 - Lock Report Confirmation

2. In the pop-up dialog box, press the **Lock** button to submit the report.

 **Note:** Once the report has been submitted, it cannot be modified.

## 6. Delete Report

To delete a DWR, follow these steps:

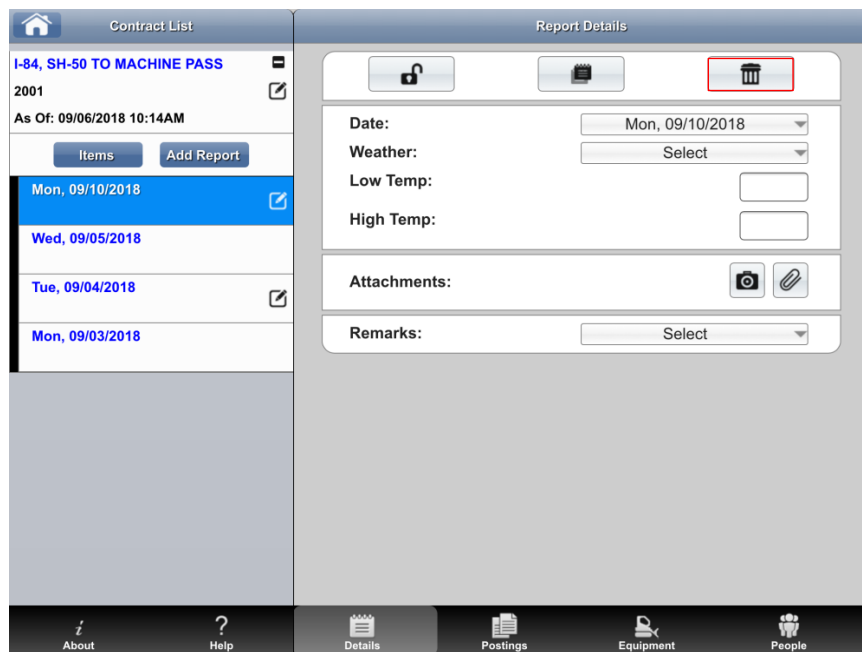


Figure 18 - Delete DWR

1. On the Report Details tab, select the  icon to delete a report.

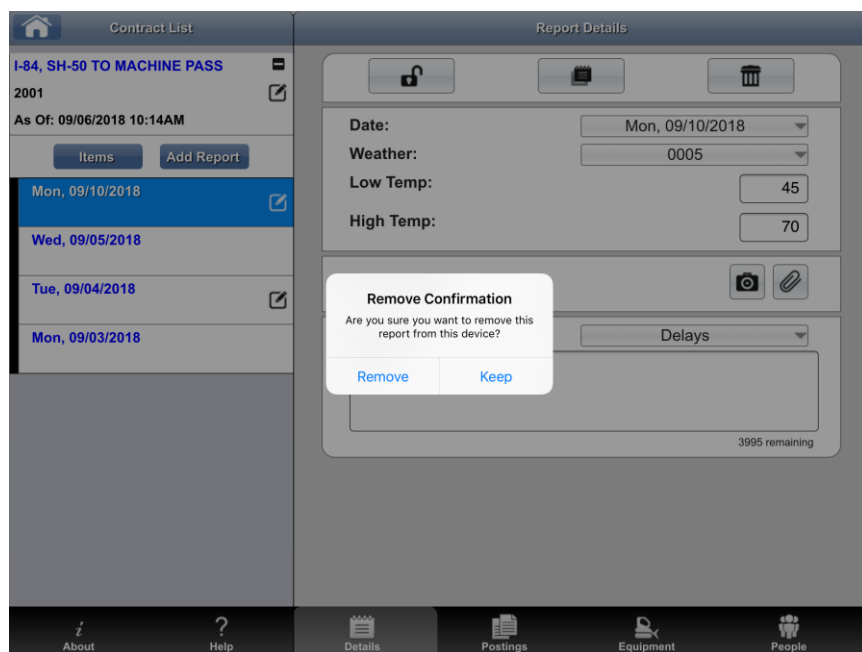


Figure 19 - Remove Confirmation

2. In the pop-up dialog box, press the **Remove** button to delete the DWR.

The application deletes the DWR from the device.