



Welcome aboard, Inspector!

FIQCU Inspect is your field companion for handling audits, tracking inspection progress, and submitting reports without slowing down your day.

1. Sign in

- Open the app and log in with your FIQCU email and password.
- If you run into trouble, check that your email and password are entered correctly, then try again if the app is still loading.

2. Start from Inspections

- After login, you'll land in the main workspace.
- Use the side navigation to move between Inspections, In Progress, Completed, Notifications, and Profile.

3. Pick an inspection

- Open the Inspections tab and choose a task from the list.
- You can switch between card view and list view, sort by newest or oldest, and move between Scheduled, In Progress, Pending, and Completed.

4. Capture your findings

- During an inspection, use the available capture tools to record what you need.
- Add notes, capture photos or video when required, record audio if needed, and fill in tables or structured fields as needed.

5. Review before submitting

- Before you finalise an inspection, take a moment to check that all required fields are complete.
- Confirm media uploaded correctly, your notes are clear, and the inspection status matches the work you completed.

6. Submit and confirm

- Once everything looks good, submit the inspection.
- After submission, check the completion and success screens to confirm the report went through.

Tips for a Smooth Shift

- Keep your connection stable when uploading media.
- Save your work as you go if the inspection is long.
- Check Notifications regularly for new assignments or changes.
- Use Profile to confirm your account information.

Need Help?

If something looks off, start by refreshing the app or signing in again. If the issue continues, contact your FIQCU admin or support team with the inspection name and a short description of what happened.