# Take ⊕ AIM

## Asset Inspections and Maintenance

# Section 2
# App Help

# Contents

## Manage equipment and reduce maintenance downtime.

Within this document you'll find important information which will enable you to use the TakeAIM system to its fullest capacity.

This help guide will provide information relating to the functions available when using the TakeAIM mobile app.

Please note that additional information relating to the supporting Dashboard section of the system can be found in Section 1 of this guide.

If you cannot find the answer to your query or need additional support you can email the good to go safety team at takeaim@ goodtogosafety.co.uk

# Overview

## Download the App, Set up an Account and be in Charge of your Workplace Equipment

In the ever changing world of digital technology we recognised a need to develop a digital version of Good to Go Safety's award winning tagging and checklist systems.

We still believe the paper format will remain a firm favourite with many customers (both new and existing) but the benefits that a digital version can offer meant we simply had to explore the possibilities. It hasn't been a quick or easy process but the launch of our mobile app and back-office audit software means that our equipment inspection systems are more useful and accessible than ever before.

The concept remains the same in principle – a competent person will use our checklists to carry out pre-use inspections of workplace equipment – but now it can all be done via an online app on your mobile phones (both Android and I-phone versions are available to download for free).

We have always considered the visibility of our traditional systems a vital feature – with a status tag to store the checklist and clearly display the findings and the date of inspection to remove the risk of assumption. By going digital we were keen to include the option to retain this feature and have combined the visibility of the tag with a scannable **QR Code** which also links the equipment to an asset register. A re-usable **Wipe-Clean GTG Insert** can then be used to update the display in the tag with the date and name of the inspector.

The benefits of providing an asset register when combined with the digital checklist means that findings can be updated in real-time, recorded and stored digitally. This data can then be used to schedule maintenance/inspection programmes and be analysed to identify common faults and trends – allowing companies to plan preventative maintenance based on the data analysis.
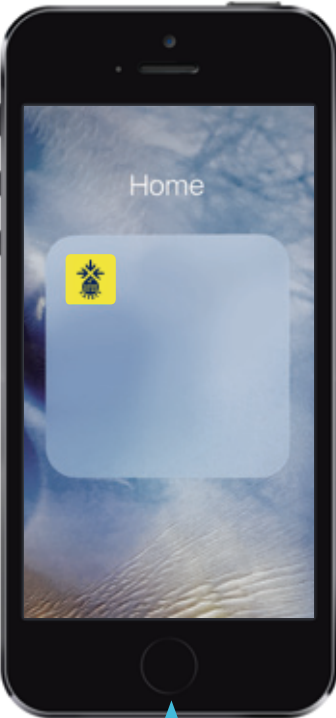
# Install

## You can find the Take**AIM** App on both the App Store and Google Play
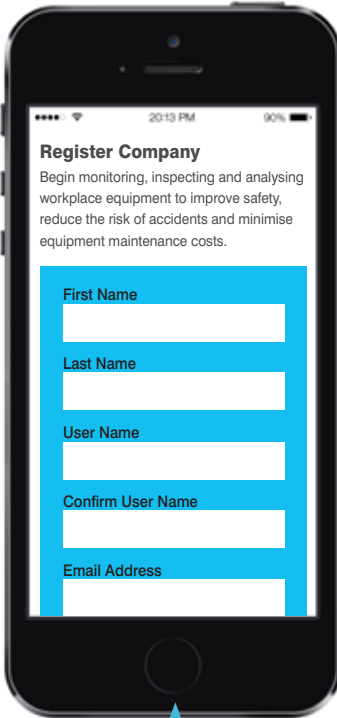
Prior to accessing the TakeAIM App dashboard you will be required to "sign up".



**Download TakeAIM**
Once downloaded you'll find the Good to Go Safety Icon on your home screen.

**Sign Up**
Click on "Sign Up" on the TakeAIM Log In page.

**Register**
Fill out the form (**Note:** This form should be filled out by an authorised administrator).

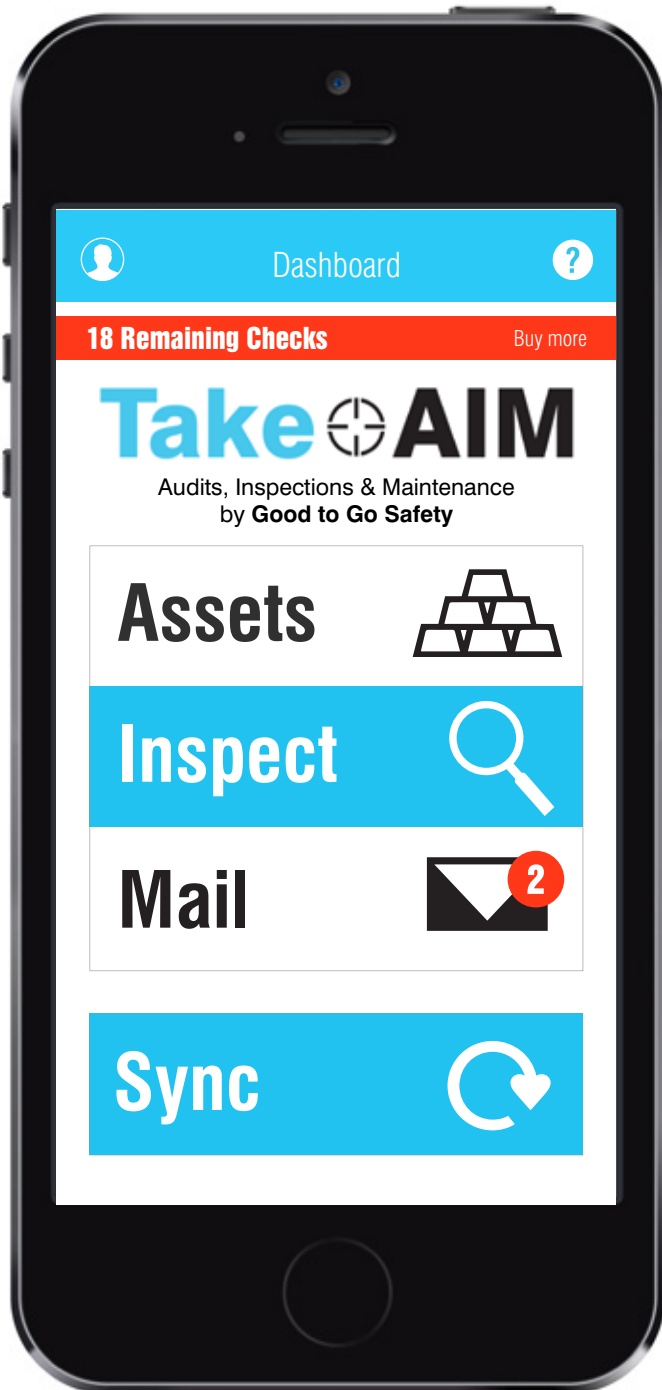The email address you use must be unique and not already used on the TakeAIM app/dashboard.

Once submitted we will review your company details and confirm authorisation via email

Once you receive the acceptance email you can then log in using the username and password you set up.

# 🏠 App Dashboard

## Welcome to the TakeAIM APP Dashboard

On the App Dashboard you'll find the main functions used to help complete inspections and keep up to date with the latest events**.**

In the top left hand corner you'll find your 👤 Profile. Within your Profile you can find details such as your Username, Company, Company ID Number etc. You can change your password within this section.

In the top right hand corner you'll find ❓ Home Help. This gives you an overview of your home page.

Below the header there's a Remaining Check countdown. This indicates how many credits you have left and reminds the user to top up when they are getting low.

Below the logo you'll find the main functions of the App.

# Assets ▰

Your assets are all your equipment which require daily, weekly, monthly or ad-hoc checks. These include Forklifts, Ladders, Pallet Trucks etc

# Inspect 🔍

Inspect enables users to run through a series of comprehensive questions regarding workplace equipment to ensure that it is safe to use

# Mail ✉

Communicate between users and administrators to ensure the status of workplace equipment is known by all.

# Sync ↻

Acting similar to a refresh button this function ensures users remain completely up to date. If Wi-Fi is unavailable you can still complete a check, then once back in range you can sync data.

At the bottom of the home screen you can Log Out.

**Dashboard** 👤 ❓

**18 Remaining Checks** Buy more

# Take ⊕ AIM

Audits, Inspections & Maintenance
by **Good to Go Safety**

## Assets ▰

## Inspect 🔍

## Mail ✉ 2

## Sync ↻

## Assets

The section allows you to view and control your company's assets

## Adding Assets

There are two methods of Asset Registration. We provided the different options because depending on the size of your the company determines which method is more suitable.

Adding them via the App is ideal for companies with multiple sites which require a number of inspectors to add assets whilst on site.

Using the TakeAIM app's navigational system, go to **Assets.**

**Add an Asset** - Once created all assets will display on this page.

Select which **Equipment Type** you wish to add from the list provided..

Fill out the **Asset Register**. For information on each field see the next page.

# Field Meanings

## Name

This can be anything, so long as your inspectors can distinguish between assets - especially if you have multiples of the same equipment type / brand. The name is what will be seen on the app's list of registered assets (e.g. TA01 - Forklift)

**Top Tip:** Write your asset name inside our Status Tag with a permanent marker and secure to the asset.



## Frequency of Inspections

Select your Frequency of Inspection to remind inspectors to carry out inspections when required.
**Ad-Hoc:** Don't remind. Do checks when required. **Day:** Remind users daily at a set time(s).
**Week:** Remind users weekly on a set day(s) and time(s). **Month:** Remind users monthly on a set date(s).
**Working Week:** Automatically selects Mon-Fri and you can set time(s).

## Location

Your Asset Location enables your inspectors to ensure that assets remain in the correct warehouses, sites and/or cities.

## Brand

The brand of your asset will help your inspectors identify the asset.
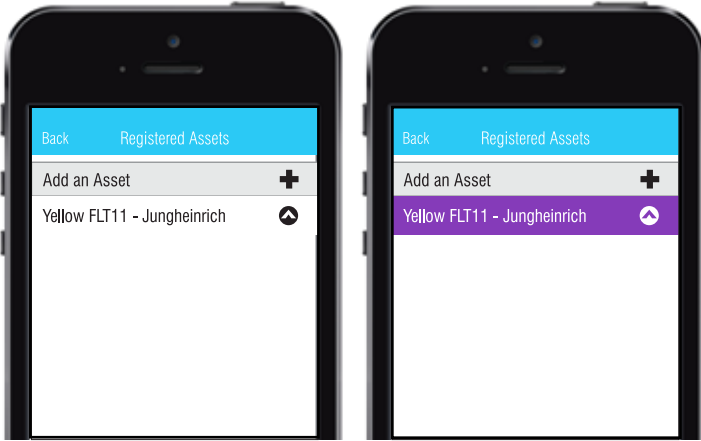
## Additional Information

Add any Additional Information your asset may have such as: An Annual Certification Number.
Details of who performed repairs. Date of annual thorough examination. The date of the last / next MOT etc.

## Inspector

Select Inspectors for the asset. This shows who is authorised to complete inspections of the asset and sends reminders to complete inspections directly to the chosen inspector.
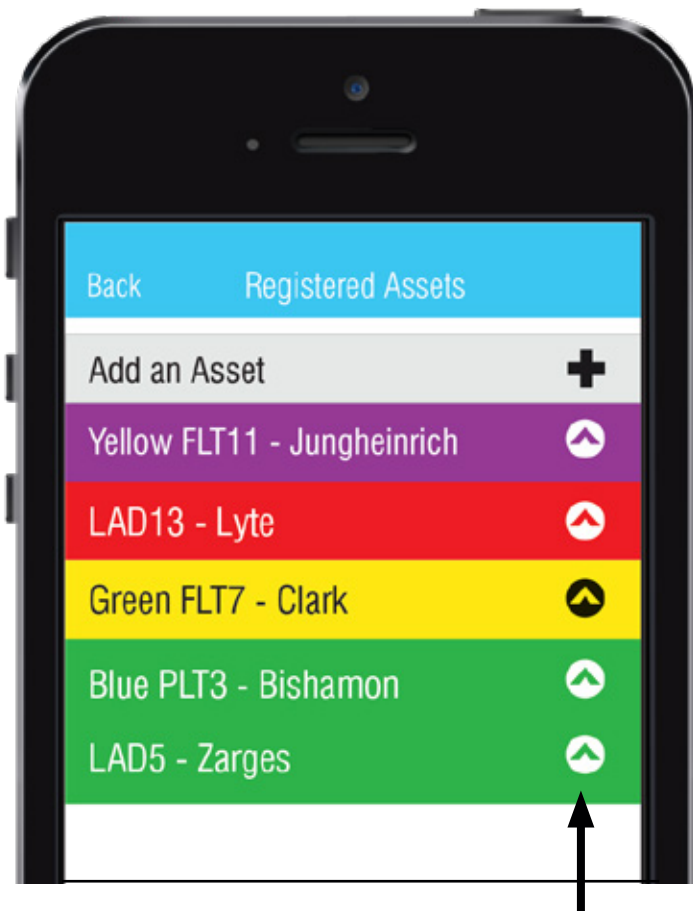
# Registered Assets

Now that you've added your first asset it will appear within your Registered Assets.

When an asset displays as white it is an indication that the asset is neither overdue an inspection or has ever been inspected. (White usually only displays on new assets).

When your asset is overdue an inspection (based on the "Frequency of Inspection" you selected) it will highlight as purple.

You can add as many assets as you wish. To add different Equipment Types and Checklists view the Dashboard Help PDF (pages 6-10) and log into your company dashboard at takeaim.goodtogosafety.co.uk

Once you've inspected your asset, it will turn the appropriate colour depending on the status.

**Good to Go**

No faults or concerns found. Equipment safe to use.

**Advisory**

Minor fault(s) found but the equipment is currently still safe to use.

**Do Not Use**

Major fault(s) found. Equipment not safe to use.

Overdue inspections will display at the top of this page. Secondary are assets which have been quarantined and require immediate repair to be deemed safe to use. After that comes equipment which inspectors have advised as having minor faults / will need repaired soon and finally at the end are assets which have been deemed good to go.
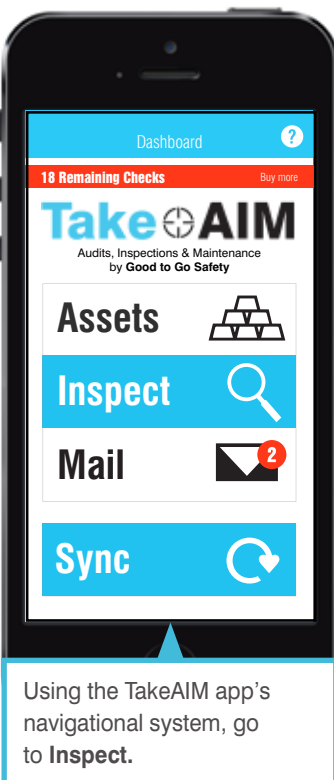
When you select the drop down arrow, it will open up details of the selected assets last inspection. If there have been issue(s) / information highlighted within the check they will display here.

# 🔍 Inspect

The section allows you to assign QR Codes and inspect equipment.

## Option 1: Using TakeAIM QR Codes

Once assets have been registered you can then assign QR codes to your equipment. Assigning QR Codes to your assets will help save any confusion and reduce inspection time. Follow the simple rules below to link assets to an assigned QR code and make the TakeAIM system even easier to use.

Using the TakeAIM app's navigational system, go to **Inspect.**

Scan a TakeAIM QR code to assign it to an asset or skip this to select asset and inspect.

### 1. Apply the TakeAIM QR Code
Stick your TakeAIM QR Code to your asset. We advise to apply it to the inside of the Good to Go Safety Status Tag to prevent damage.

### 2. Scan your TakeAIM QR Code
Once scanned you will be asked whether you'd like to assign it to an already registered asset or register a new asset. If you select to register a new asset it will take you to the "Asset Registration Form". If you select to assign it to an already registered asset it will enable you to find and select the appropriate piece of equipment.

### 3. Complete
Once saved, the QR code will then link directly to your asset. This means that the next time you scan the QR Code it will automatically take you to the appropriate inspection checklist and log the details for your asset.

## Lost or Damaged QR Codes

If a QR Code is damaged or lost, a replacement can be applied and then assigned to an existing asset. This will replace the lost QR Code but will not affect the assets history. Your users can then continue as normal. QR Codes can be purchased at www.goodtogosafety.co.uk
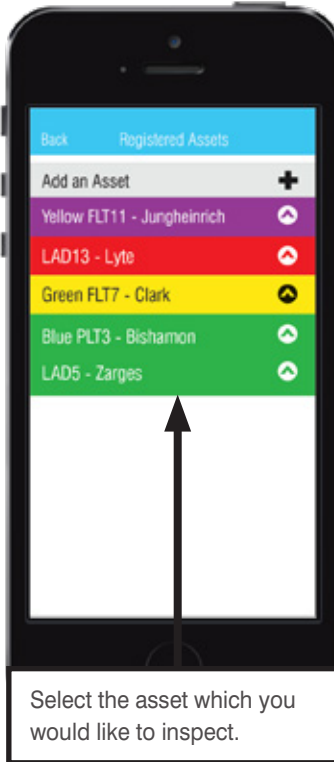
# 🔍 Inspect

## Option 2: Inspections without QR Codes



Select Inspect from the main navigational system.



Click "Skip" in the bottom right hand corner.



Select the asset which you would like to inspect.

If you don't wish to use QR Codes you can still inspect your assets by skipping "QR Scan".

When you skip the QR Scan the App will take you to your Registered Assets Page. Select the Asset you wish to perform an inspection on.

**Please note:** If an asset has a QR Code assigned to it, you must scan the QR to complete the check.

## Completing an Inspection





Once you have scanned your QR Code or selected the asset you wish to inspect, the app will begin the inspection for the equipment type. You will be asked a series of comprehensive questions which you must answer with one of the following:

**Good to Go**

No fault / concern(s) found. Equipment is safe to use

**Advisory**
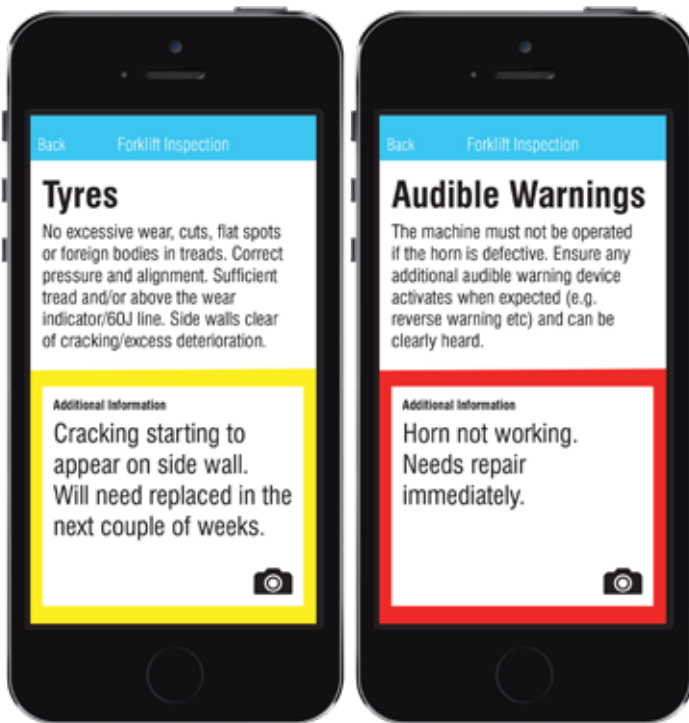
Minor fault or concern(s) identified but safe to use

**Do Not Use**

Major fault(s) found. The equipment is not safe to use

**Not Applicable**

This question is not applicable

# 🔍 Inspect

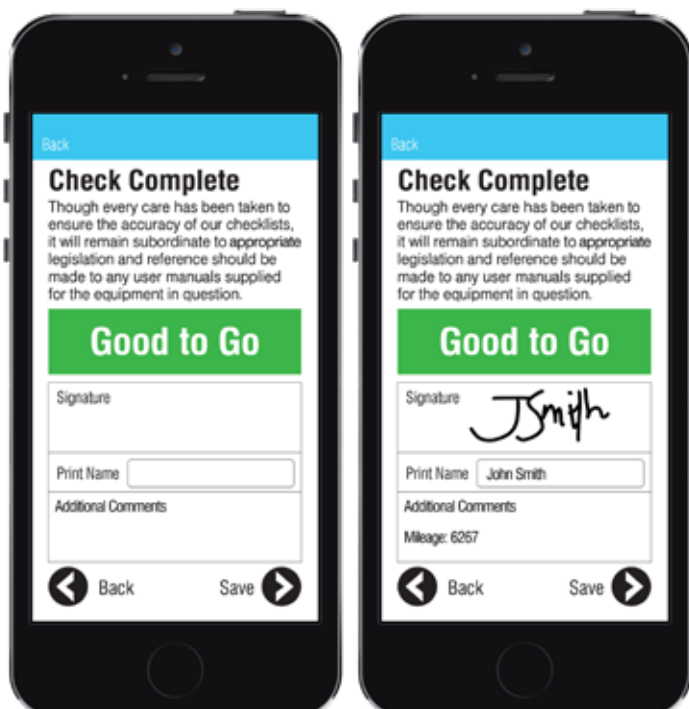## Documenting Faults within the Inspection



When you identify a fault / concern with your equipment and select either "Do Not Use" or "Advisory" the Take**AIM** app will ask for additional information / images to document within the dashboard.

If your inspector feels that the issue requires a photo they can take a photo and attach it to the inspection by using the small camera icon in the bottom right hand corner of the Additional Information box.

Additional information can be typed into the box to support their findings or recommend corrective actions.

## Inspection Complete



**Status**
At the end of the inspection, the app will show the appropriate status for the equipment type based on the inspection findings.

Once the status has been selected your inspector must then sign and print their name.

The date and time will be taken automatically from the phone's settings.

Additional comments can be added at the end of the inspection if required.

# Mail

## Communicate between users and administrators and ensure everyone is up-to-date
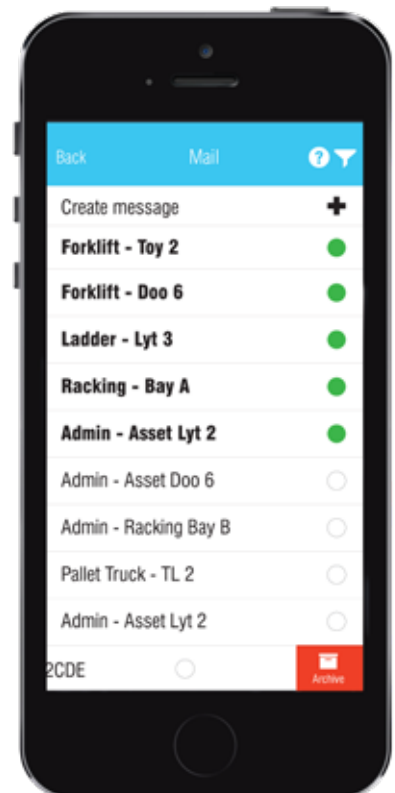
The mail feature on your app's home screen will inform you if you have unread mail. This may include messages from fellow inspectors, your admin team or from Good to Go Safety advising of important updates to upload.

When you enter mail you'll see your new in-app messages highlighted in bold. These will either be from other inspectors or the App reminding you of overdue inspections which you are responsible for.
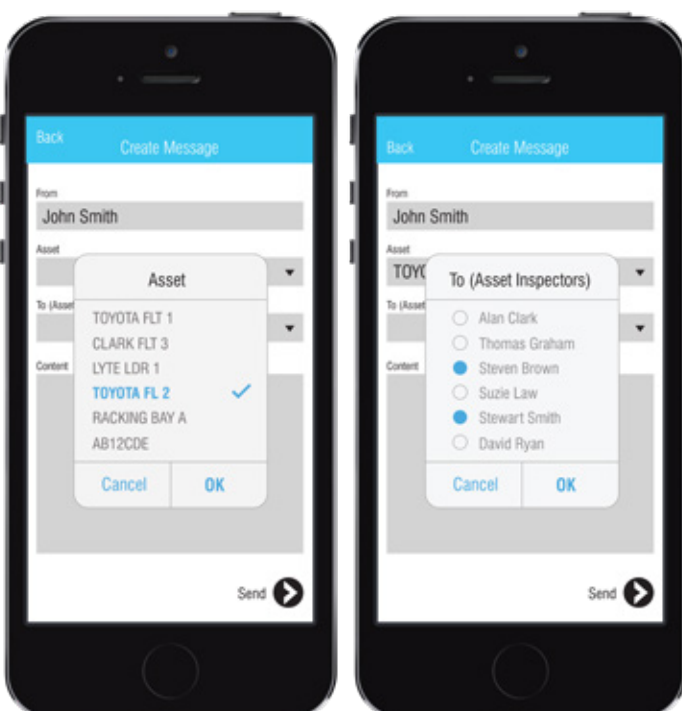
You can send messages directly to other inspectors, your administrative team or the TakeAIM team by selecting "Create Message".

To get rid of read messages, pull them to the left to archive them.

You can filter your messages by New on top, Old on top, Unread, Read, Asset Name ascending and Asset Name descending.

## Creating Message

Message inspectors and administrators directly to remind them of overdue inspections or inform of maintenance / repair times. You can also send the TakeAIM support team messages from this section to highlight issues or to recommend equipment types that we don't currently cover.

Firstly select the asset which you wish to discuss, then select the user(s) associated with the selected asset that you wish to message.

Once you've selected the correct asset and user(s) you can compose your message and send. This will then feature on the recipients home screen.