DropDoc



Checklists

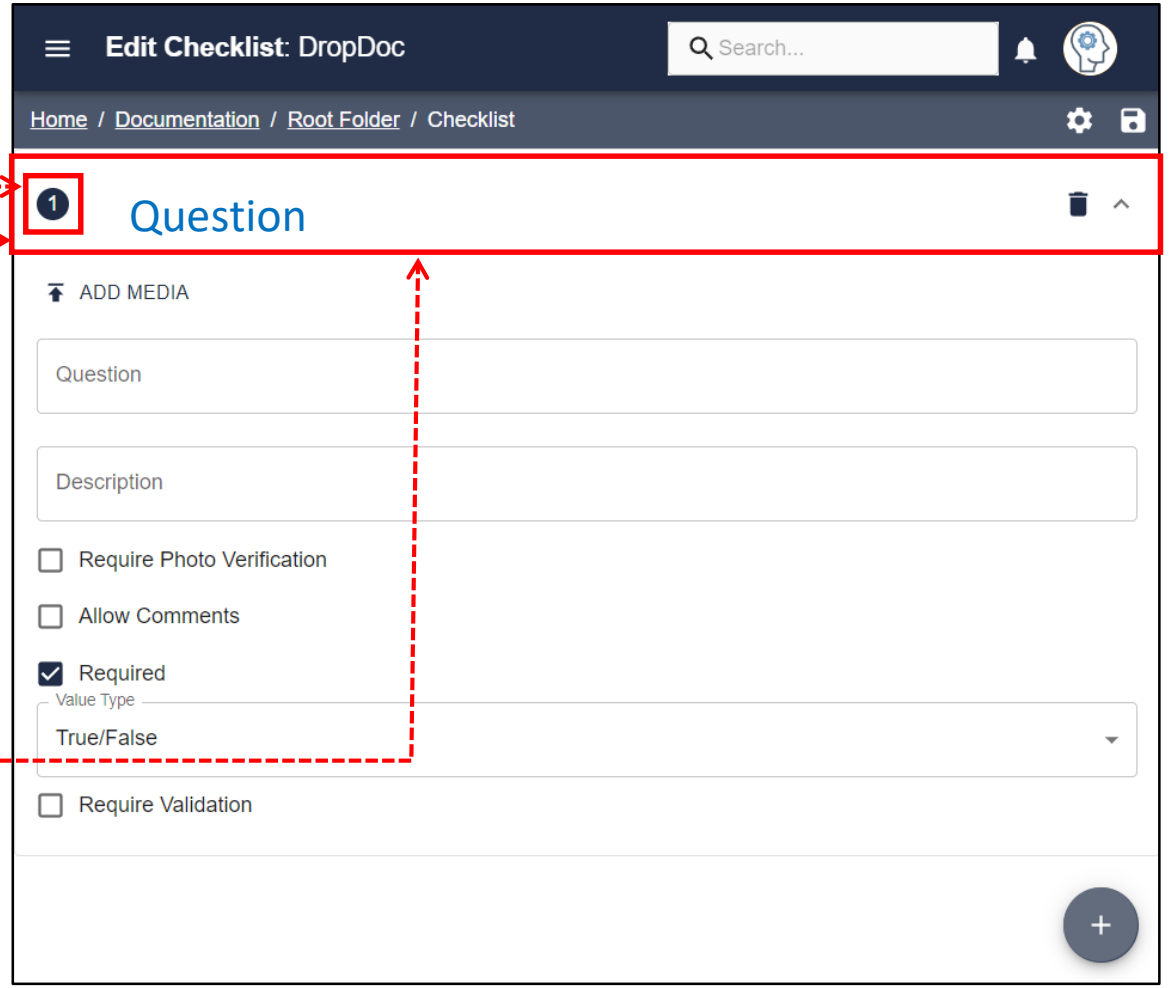
Questions, Answers & Data Collection

Checklist Document Type

- Build checklists with questions & pre-determined answers for:
  - Quality checks
  - Pre delivery inspections
  - Health & safety forms
  - Employee training & onboarding
  - Machine & equipment inspections
  - Area audits

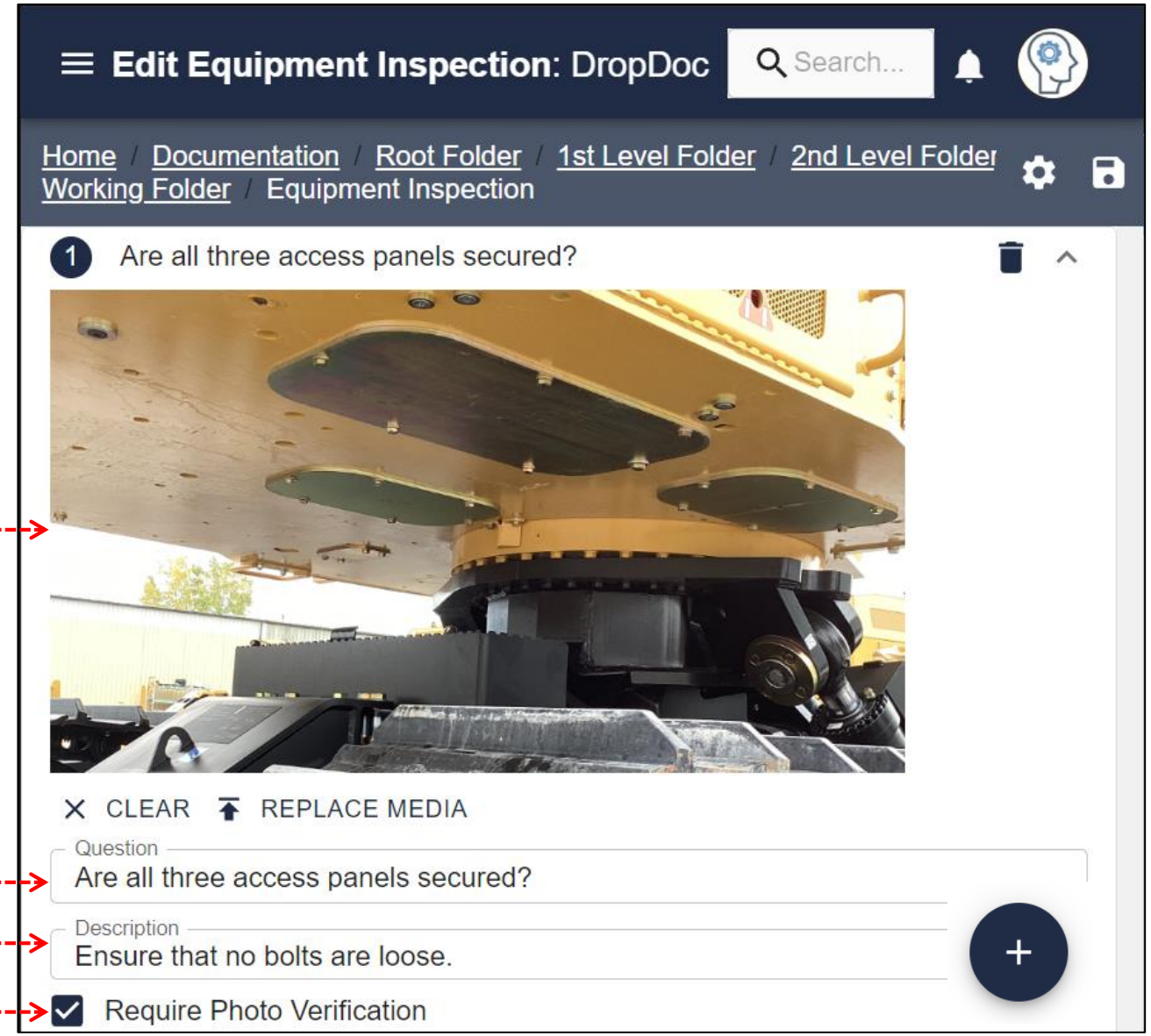
Creating Questions

- Use the plus icon to add new questions
- Questions are automatically numbered as they are created
- Tapping the top area collapses & expands question details
- Pressing and holding the top area allows dragging to change order of questions



Questions

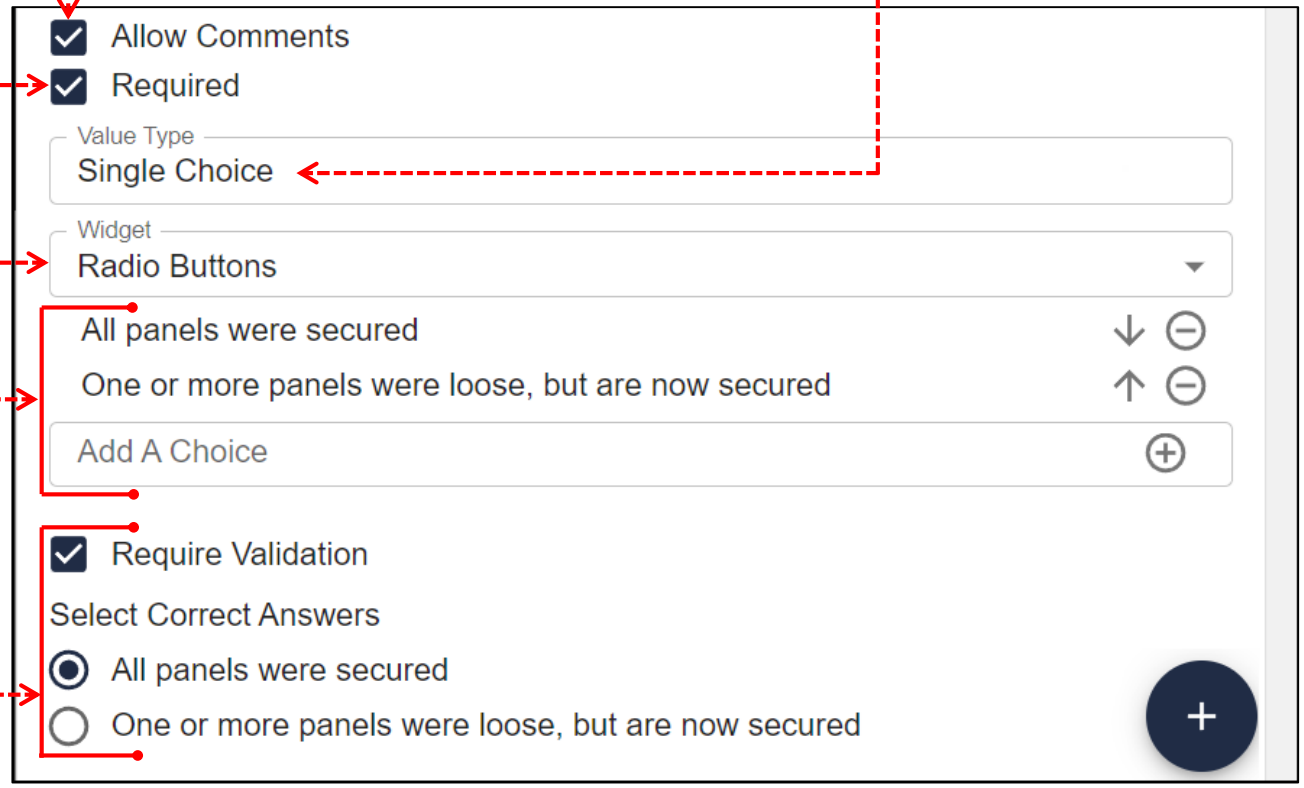
- Use the plus icon to create a new question
- A reference image or video can be added for clarity
- The question & description can be used to inquire & specify
- An image or video can also be made a requirement



Questions Continued

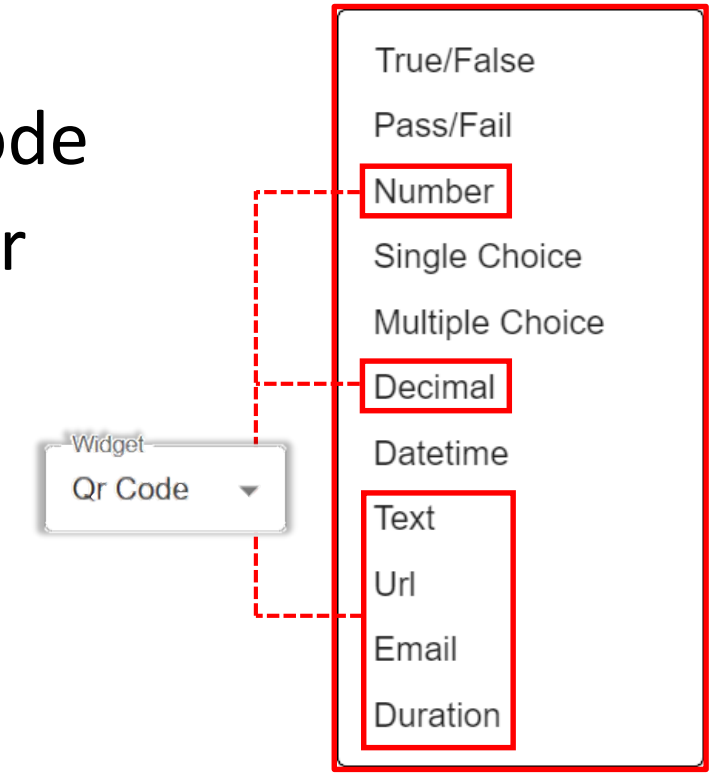
- Comments can be allowed for user to provide additional info
- In case of optional questions, the required box can be unchecked
- Radio Buttons show all available answers, and Dropdown displays an expandable list
- Answer options can be pre-set for single & multiple choice
- Validation can be used for notifications about specific answers

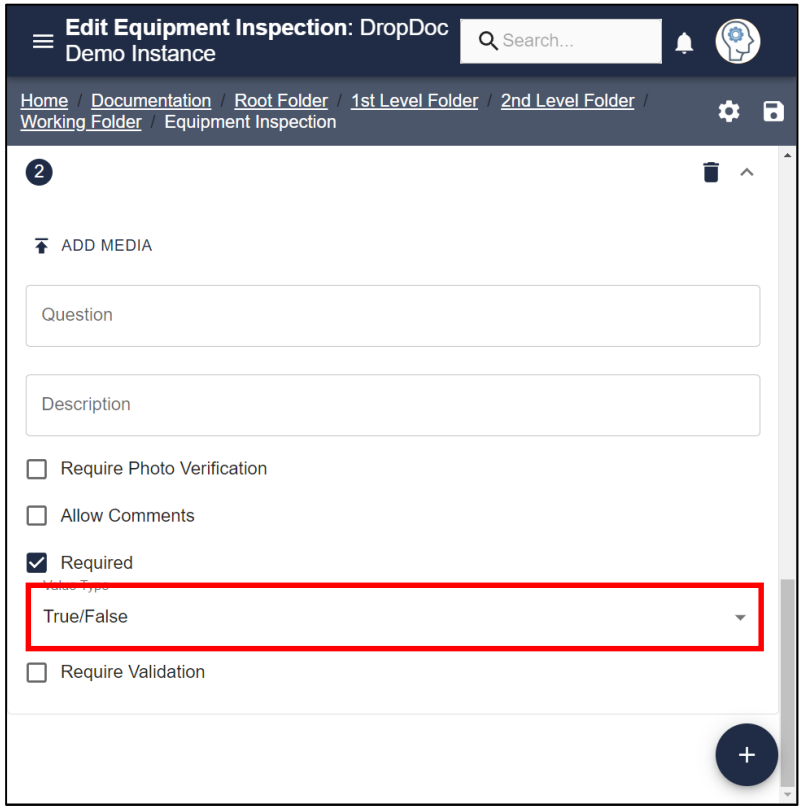
Next slide for Value Types



Questions Continued

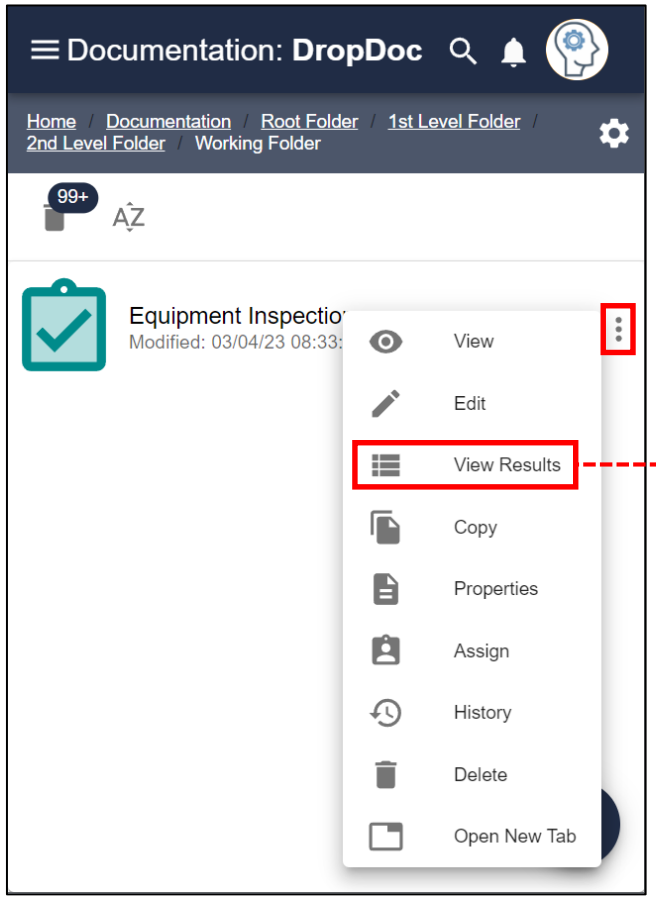
- Choose from several value types for the answer format
- Value types have QR Code scanner as an option for sensitive data entry

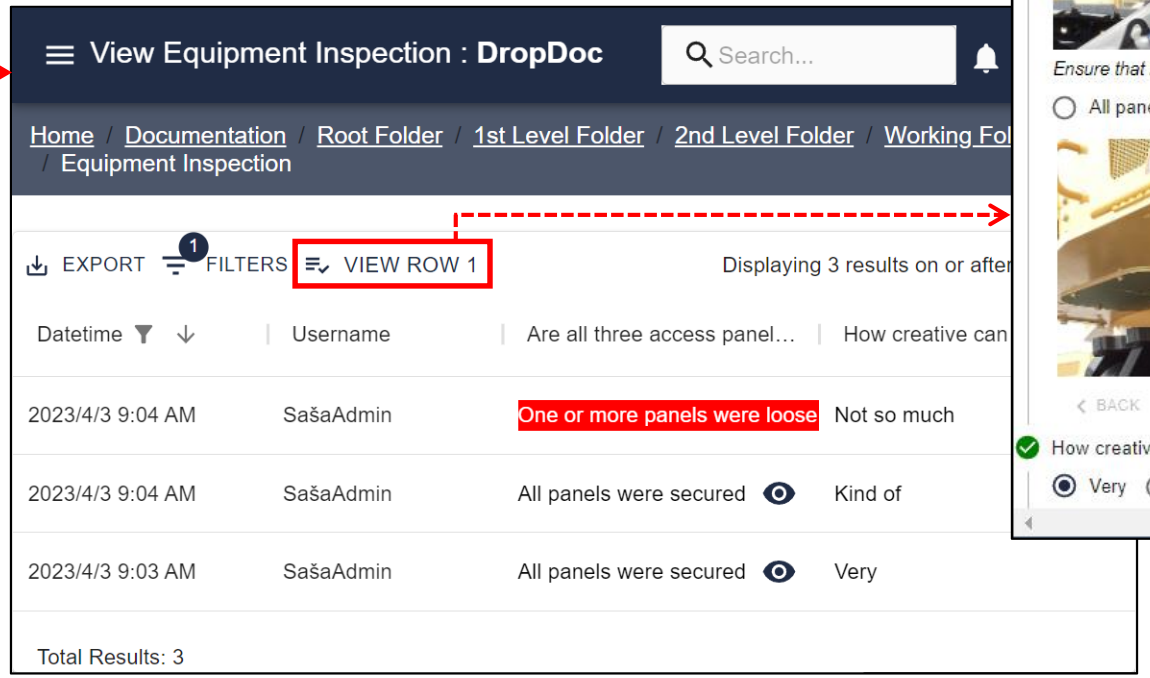


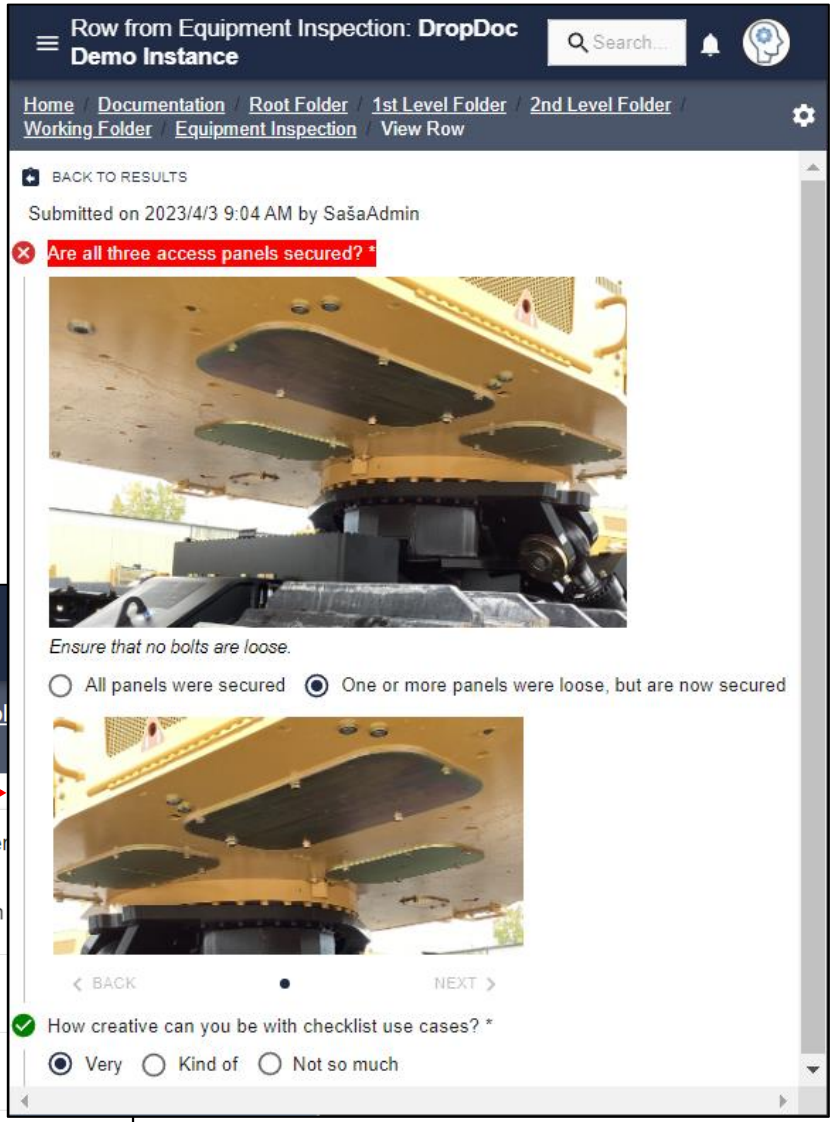


Viewing Results

- Results can be viewed using the Checklist options menu
- Data is displayed in a table and can be viewed as submitted



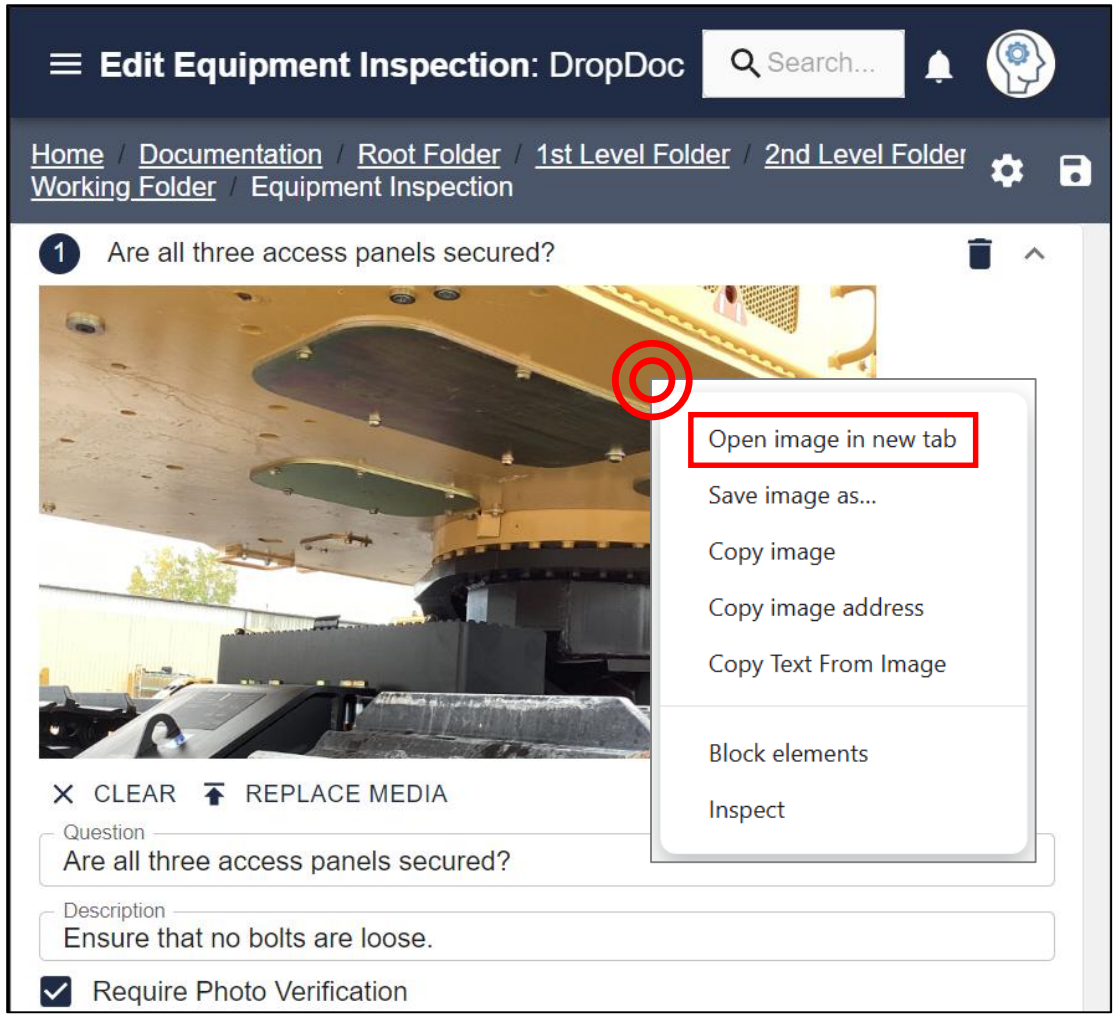




Full Sized Images

- Whether references or submitted images, they can be viewed in full size & zoomed.
  - Long press image using a mobile device,
  - or right click on image using a desktop,
  - and select the “Open image in new tab” option.

(Not available for Presentation slides, but coming soon)





Congrats on leveling up your DropDoc toolkit!