

Category A reports are now separate reports with their own Picture sections and report forms.

Files attached to the report are not limited to Photograph Type, however only Photographs can be included in the printed Category A Report.

When a report is created and prior to submitting to maintenance or engineering, photos are to be attached to the report and selected for printing in the manner described below. In addition, when work has been performed to correct a Category A defect, photos are to be attached then selected to include in the report prior to updating the status to completed. Only photos in the current workflow stage can be selected to include in the report; for reports already in the system, the user cannot go back and select photographs from a prior workflow stage.

The process to attach photos to the report during each workflow stage has not changed. The new functionality allows the user to select particular photos to be included in the printed report section. To include the attached photographs in the report section, select the checkbox labeled “Include File in Printed Report”

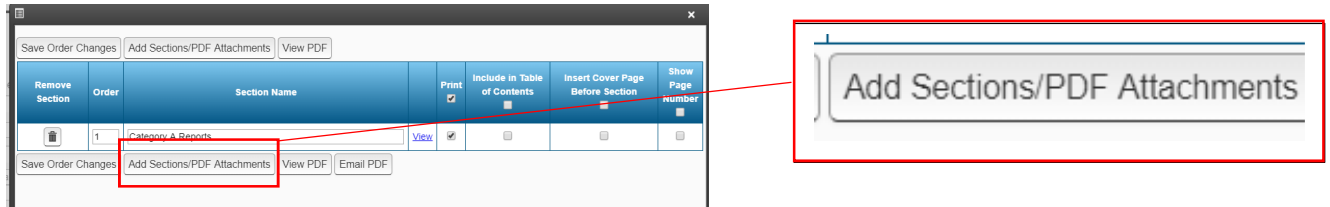
The screenshot shows a web form for a Category A report. At the top, there are fields for 'Created By', 'Updated By', 'Observed By', 'Type of Damage', 'Description', 'Created Date', 'Updated Date', and 'Date Observed'. Below these are checkboxes for 'Beyond Resources of Maintenance Department' and 'Assigned to Maintenance Department IR Contractor'. There are also sections for 'Maintenance Remarks' and 'Engineering Remarks'. At the bottom, there is a section titled 'Files attached during current workflow stage:' which contains three photographs. Each photograph has a checkbox labeled 'Include File in Printed Report'. A red box highlights the third photograph and its checkbox. A red line connects this box to a larger, magnified view of the checkbox and its label, which is also highlighted with a red border.

For any Category A reports created prior to the change in the functionality, you will need to manually add the Pictures section to the PDF as described below. For newly created Category A reports, the Pictures section will be included by default.

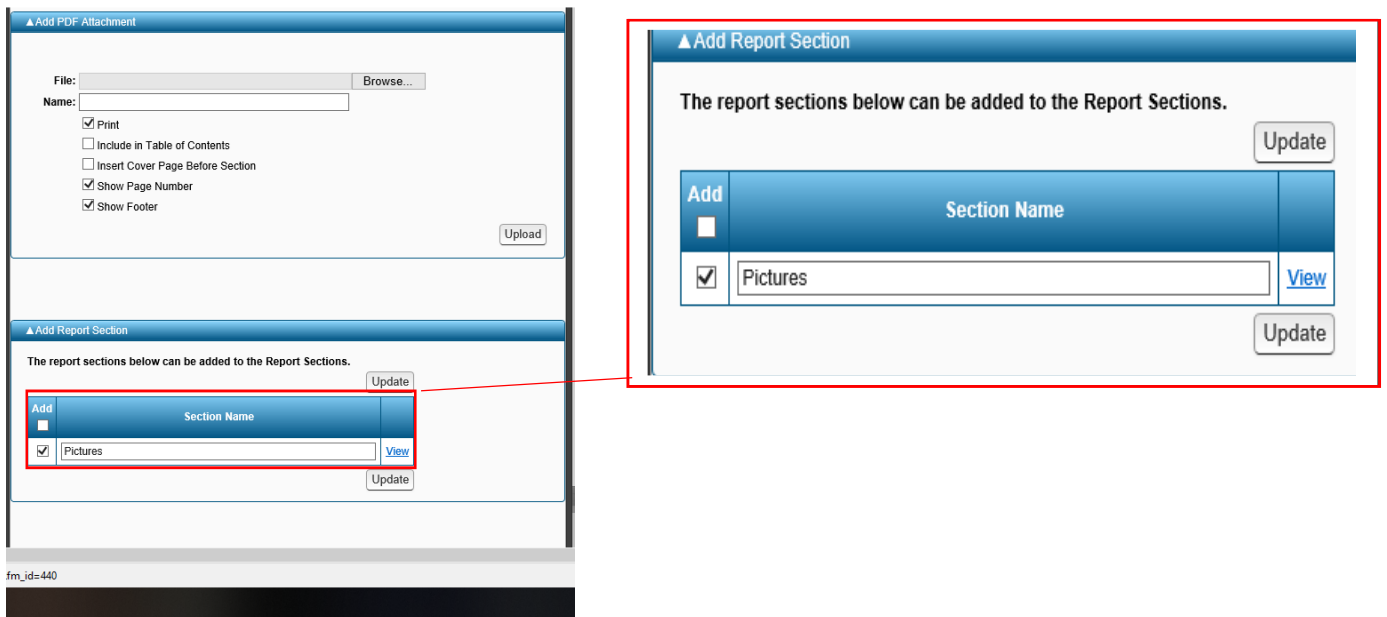
## 1. View the PDF

The screenshot shows a web form for a Category A report. At the top, there are fields for 'Created By', 'Updated By', 'Observed By', 'Type of Damage', 'Description', 'Created Date', 'Updated Date', and 'Date Observed'. Below these are checkboxes for 'Beyond Resources of Maintenance Department' and 'Assigned to Maintenance Department IR Contractor'. There are also sections for 'Maintenance Remarks' and 'Engineering Remarks'. At the bottom, there is a section titled 'Files attached during current workflow stage:' which contains three photographs. Each photograph has a checkbox labeled 'Include File in Printed Report'. A red box highlights the third photograph and its checkbox. A red line connects this box to a larger, magnified view of the checkbox and its label, which is also highlighted with a red border.

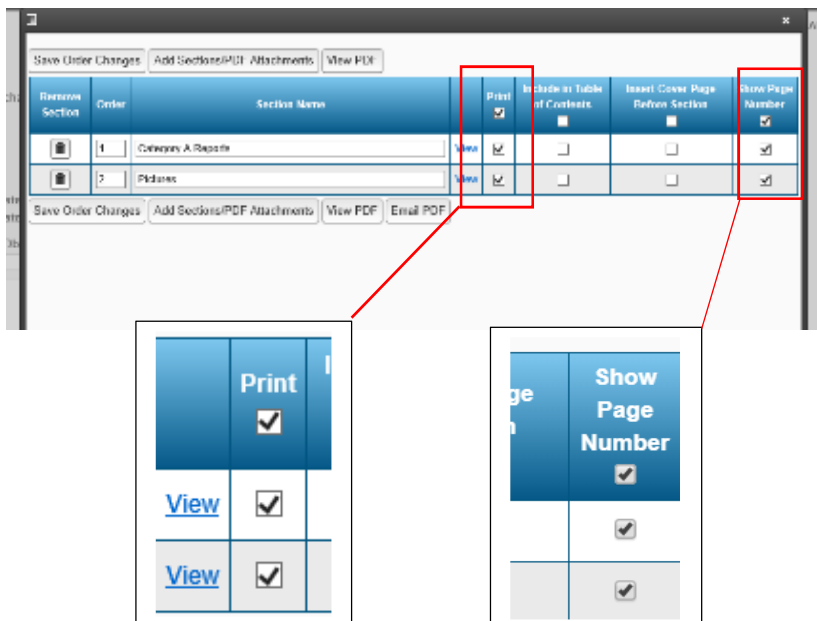
2. Select “Add Sections / PDF Attachments”



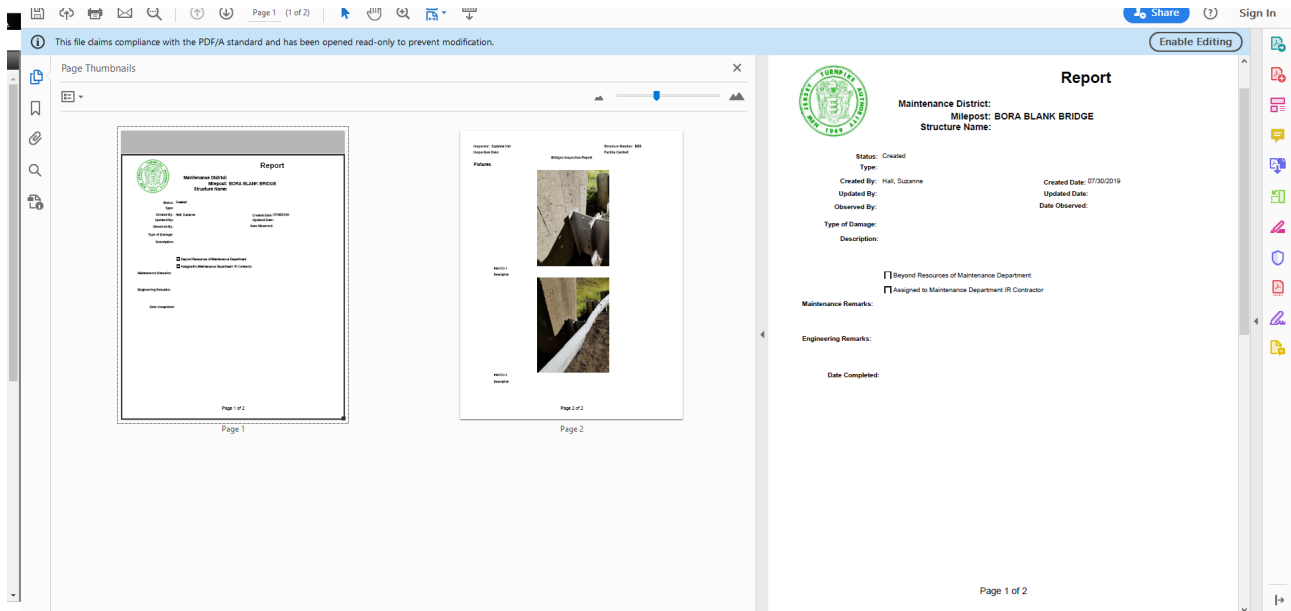
3. Under “Add Report Sections” choose “Pictures” to add photo pages to the PDF.



4. Select “Print” and “Show Page Number” for both sections.



The PDF will include the Report and Picture sections.



If you do not have the preference selected to view all Category A reports, only the open reports will be listed on the Category A screen. In order to include the completed reports in the list, you need to select “All” in the pulldown on the Category A Report form. Then you will have the ability to select which open and completed reports to include in the Category A Report Section of the Inspection Report.

**Category A**

Open

All

Completed

Category A Workflow - Closed

Category A Workflow - Created

Category A Workflow - Submitted to Engineering

Category A Workflow - Submitted to Maintenance

Category A







Open







Asset Name	Asset Code	Parent Asset	Created By	Creation Date	Submitted To	Workflow Stage	Type of Damage	Included With Current Inspection Report
BQH TEST BR ASSET TEMPLATE WINPUT	SQH TA BI	Test Assets	Suzanne Hall	07/24/2019		Created		<input checked="" type="checkbox"/>

Once all Category A reports are listed, select the reports which are to be included in the current Inspection Report under the Category A Reports section. Note: All reports created during the current inspection cycle or completed since the last inspection are to be included.

Category A

All

Asset Name	Asset Code	Parent Asset	Created By	Creation Date	Submitted To	Workflow Stage	Type of Damage	Included With Current Inspection Report		
SQH TEST BR ASSET TEMPLATE w/INPUT	SQH TA BI	Test Assets	Suzanne Hall	07/24/2019		Created		<input checked="" type="checkbox"/>		
SQH TEST BR ASSET TEMPLATE w/INPUT	SQH TA BI	Test Assets	Suzanne Hall	04/17/2018		Completed	Brief description of damage and location	<input checked="" type="checkbox"/>		
SQH TEST BR ASSET TEMPLATE w/INPUT	SQH TA BI	Test Assets	Suzanne Hall	04/02/2018		Completed	What is damage and location	<input type="checkbox"/>		

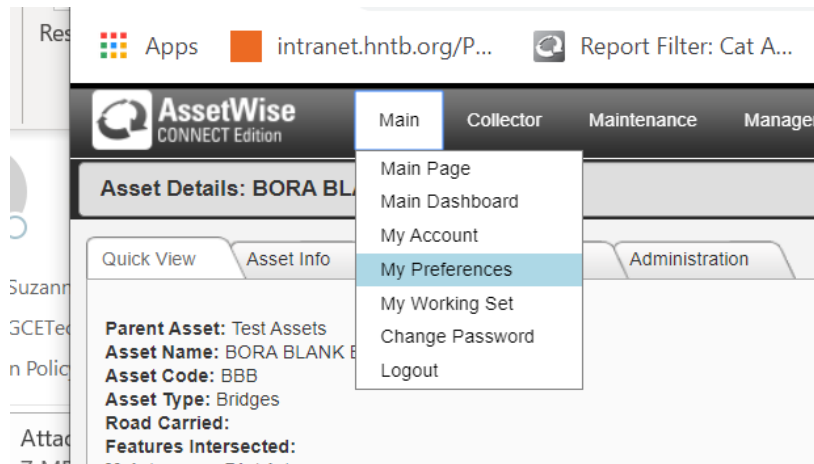
Included With Current Inspection Report			
	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		
	<input type="checkbox"/>		

Category A Report Section of the Inspection report will include all individual Category A reports selected.

[illegible]

See the following to change your preference to have all open and completed Category A reports listed on the Category A screen:

1. Go to My Preferences on the Main Page



2. Select True for “Is Default Report Maintain Dropdown Set to All”

AssetWise CONNECT Edition			
Main Collector Maintenance Manager Administration Help			
My Preferences			
Preference: All ▼			
	Preference	Value	Description
<a href="#">Edit</a>	Asset Detail - Open Edit Asset Values in new tab	True	Setting this to True will open Edit Asset Values in a new tab
<a href="#">Edit</a>	Asset Detail - Show Administration Tab	True	Setting this to false will hide the administration tab from the asset details page.
<a href="#">Edit</a>	Asset Detail - Show Asset Info Tab	True	Setting this to false will hide the asset info tab from the asset details page.
<a href="#">Edit</a>	Asset Detail - Show Files on Load	False	The default mode for the asset files/pictures being displayed on the asset details screen but can also affect performance.
<a href="#">Edit</a>	Asset Detail - Show Files Tab	True	Setting this to false will hide the files tab from the asset details page.
<a href="#">Edit</a>	Asset Detail - Show Maintenance Tab	True	Setting this to false will hide the maintenance tab from the asset details page.
<a href="#">Edit</a>	Asset Detail - Show Report Sections	True	Setting this to false will hide the Asset Values Report Sections panel on the Quick View
<a href="#">Edit</a>	Asset Detail - Show Scheduling Tab	False	Setting this to false will hide the Scheduling tab on the asset details page
<a href="#">Edit</a>	Default Home Page	Report Filter	The default home page you will see after logging into the application
<a href="#">Edit</a>	Default Multi Upload File Type	Photograph	The default File Type selected when uploading multiple files
<a href="#">Edit</a>	Default Report Toolbar Upload File Type	Photograph	The default File Type selected when uploading from the report toolbar
<a href="#">Edit</a>	Default Upload File Type	Photograph	The default File Type selected when uploading a single file
<a href="#">Edit</a>	Is Default Report Maintain Dropdown Set to All	True	Setting this to true will set dropdown for report viewer to all
<a href="#">Edit</a>	Report Summary View Set Sort By	as_code,as_name	Report Summary View Default Sort By