Quick Start Guide: Permix iPad App

Melissa Serio
melissa.serio@iowadot.us

User Support
DOT.Permix@iowadot.us

The Permix iPad app is available to only Iowa DOT staff.

This Quick Start Guide has been developed for use with Version 1.1.68 of the Permix App and are current as of July 2019.

For assistance with Permix related questions, please contact us at DOT.Permix@iowadot.us .

Note: If you are performing weekly inspections, the below highlighted sections will likely be the most frequently used sections.

Contents

Permix App Settings

Before logging into and using the Permix app for the first time, check your settings.

To do this, tap the **Settings** icon from your iPad's home screen. Scroll down on the left until you can tap **IDOT Permix**. Then adjust your settings so they match those in Figure 1.

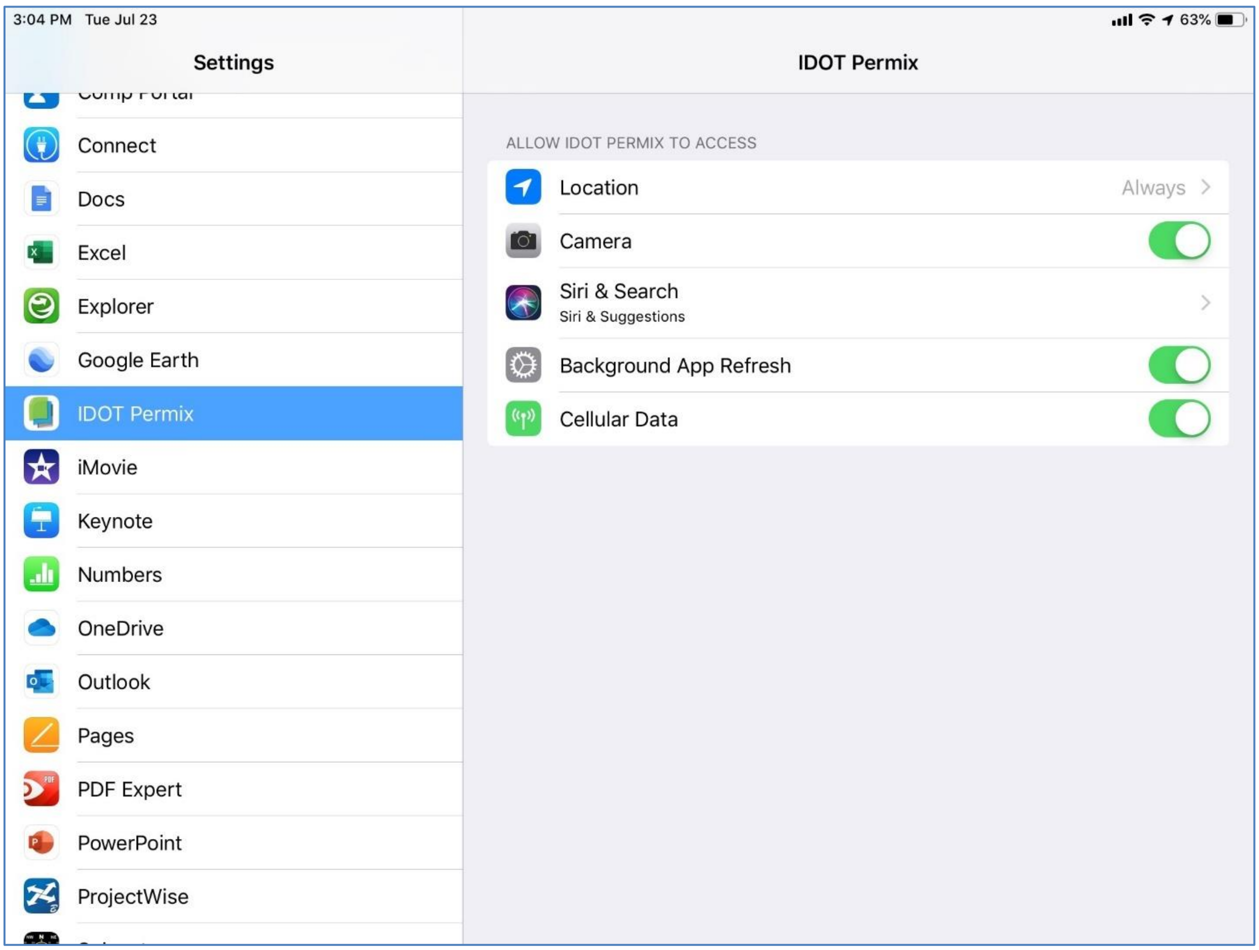

Figure 1 – Settings for IDOT Permix app

IDOT Staff Login

Tap the Permix logo on your iPad screen. After launching the app:

1. Tap **IDOT Staff Login** (see Figure 2)
2. Enter your regular IDOT account Email and tap **Next**
3. Account information is remembered for the next login, so user can tap **Account Email**
4. Tap **Use another account** if a different account email is presented
5. Enter your regular IDOT account email and password and tap **Sign In**.

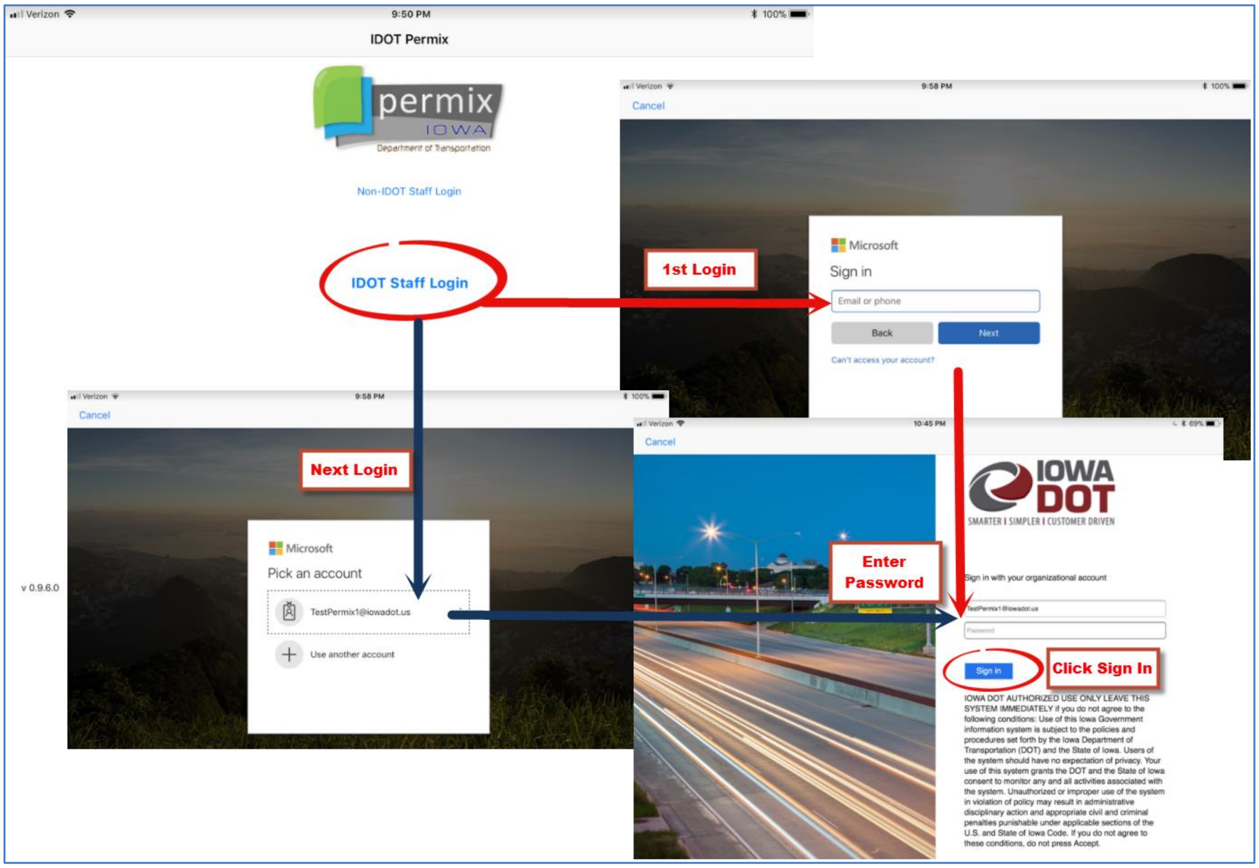

Figure 2 – Log in screens

After successful login, the project list for the user is presented on the next screen (Figure 3).

If login is unsuccessful, it may be due to the following:

- User typed the wrong password into the Iowa DOT login portal. The Iowa DOT login portal screen displays, “Incorrect user ID or password. Type the correct user ID and password, and try again.”
- The user account is not set up or does not have a matching email address in Permix. The Permix login screen appears and displays, “Invalid credentials, unable to login.” Contact Melissa Serio to create your Permix account.

Project List and General Navigation Information

A list of projects assigned to the user logged into Permix displays on the Projects list screen (Figure 3).

1. To refresh list, press and pull-down grey bar with "Contract ID#, Project Number, etc."
2. Press and drag a finger to scroll up and down the project list
3. Tap a project row one time to select the project

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Logout — **Projects**

Contract ID#	Project Number	County	Work Type	District/RCE Office	Status
16-Jan-2018	01162018 Project Test	00-Test	System Testing		Construction
16-Jan-2018	01232018 Project Test	Ames	System Testing		Construction
92-0014-050	BRF-001-4(50)--38-92	Washington	Bridge Replacement-PPCB		Construction
44-2182-142	BRF-218-2(142)--38-44	Henry	Bridge Replacement-PPCB		Construction
01-0253-029	BRFN-025-3(29)--39-01	Adair	Bridge Replacement-PPCB		Construction
78-0293-171	IM-NHS-029-3(171)48--03-78	Pottawattamie	PCC Pavement - Grade and New		Not Started
97-0297-050	IM-NHS-029-7(50)149--03-97	Woodbury	PCC Pavement - Grade and Replace		Construction

Figure 3 – Projects list

After selecting a project, the user can navigate to any of the project screens using the icons at the bottom of each screen.

Icons

The Icon tray (Figure 4) is located at the bottom of the screen. Tap each icon to navigate to that screen for the project.

1. **BMPs**: Access a list and map of all Best Management Practices (BMPs) added to the project
2. **Actions**: List of all Unresolved Actions created for the project. This is the project's to-do list.
3. **Observations**: List of all Unacknowledged Observations created for the project by the QA inspector.

4. **Inspections**: List of all completed and pending inspections created for the project.
5. **Info**: Informative details and assignments for the project.

Figure 4 – Icon tray

The active icon is blue for the screen displayed, while the other icons are grey.

Someone primarily performing weekly inspections will likely spend most of their time in the **Actions** and **Inspections** screens.

What if I don't see my projects?

- The initial sync may take 10-15 minutes. Keep the app open as this data syncs to your app.
- In some cases, the app may need to be force closed and reopened again.
- As a last resort, your Office Administrator can verify if you are assigned to the project or you may contact DOT.Permix@iowadot.us for assistance.

Erosion & Sediment Control BMPs

A list of Erosion and Sediment Control Best Management Practices (BMPs) added to the project will display on the Project BMPs List screen (Figure 5). Please note that it is not required to enter all BMPs installed on a project. Instead, the Permix system allows inspectors to focus on just the deficiency/"to-do" items by using the Actions screen (go to **Actions List** section of this user guide).

1. Press and drag a finger to scroll up and down the project list
2. Tap the **+ button** one time in the screen header to **add a New BMP** record
3. Tap a BMP row one time to navigate from the Project BMPs list screen to the **Edit BMP** screen

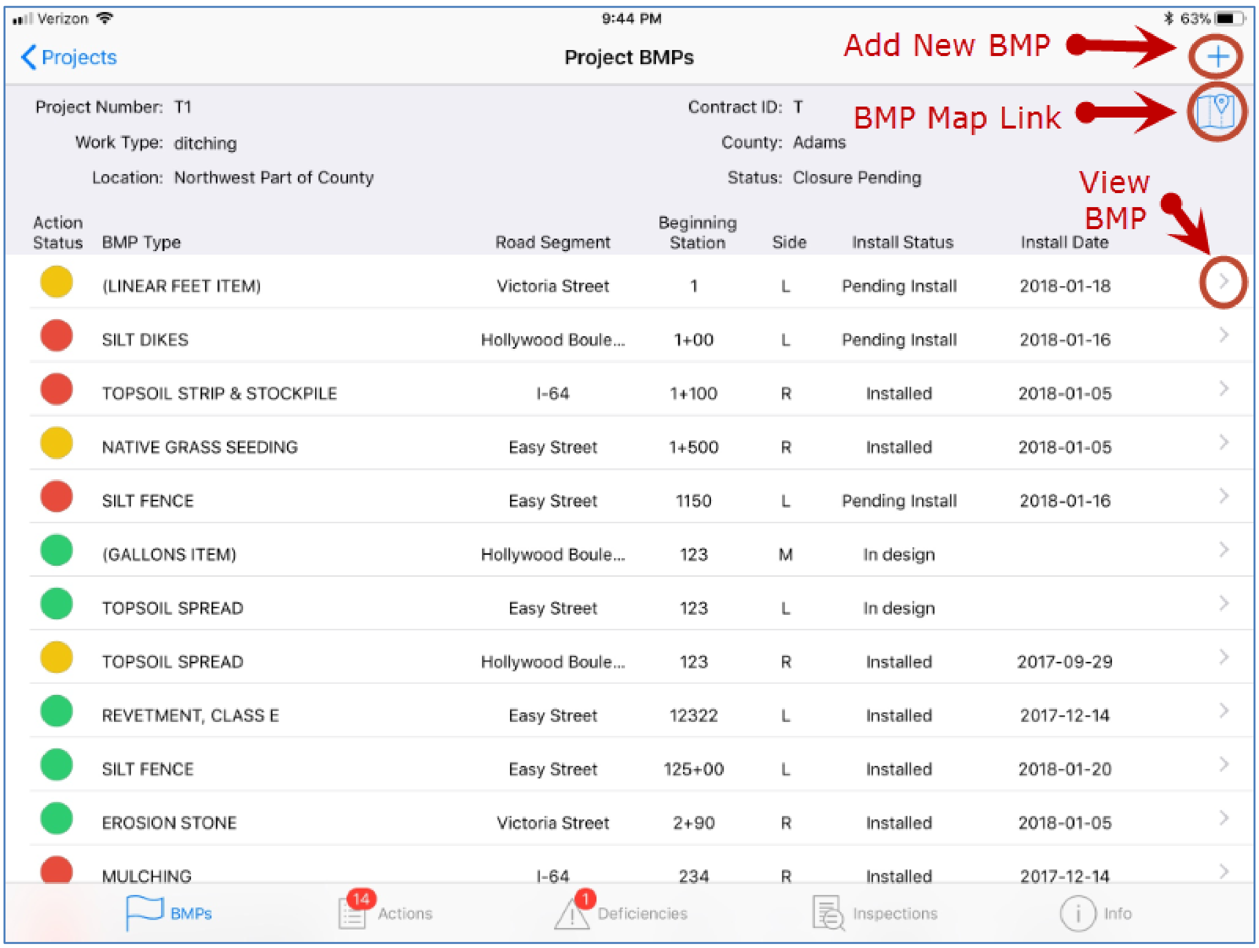


Figure 5 – BMPs screen

BMP List Columns

- **Action Status**: A simple color beacon displays if the BMP record has any pending findings and how long they have been pending.
  - Green = no findings pending.
  - Yellow = findings pending 7 days or less.
  - Red = findings pending more than 7 days.
- **Install Date**: The first installation date of the BMP at that location

Adding a new BMP:

1. Complete all required (*) information. Items without * are optional.
2. Tap **Save** when information is correctly entered
3. Tap **Cancel** to stop editing a new BMP and return to the Project BMPs screen

New BMP screen fields

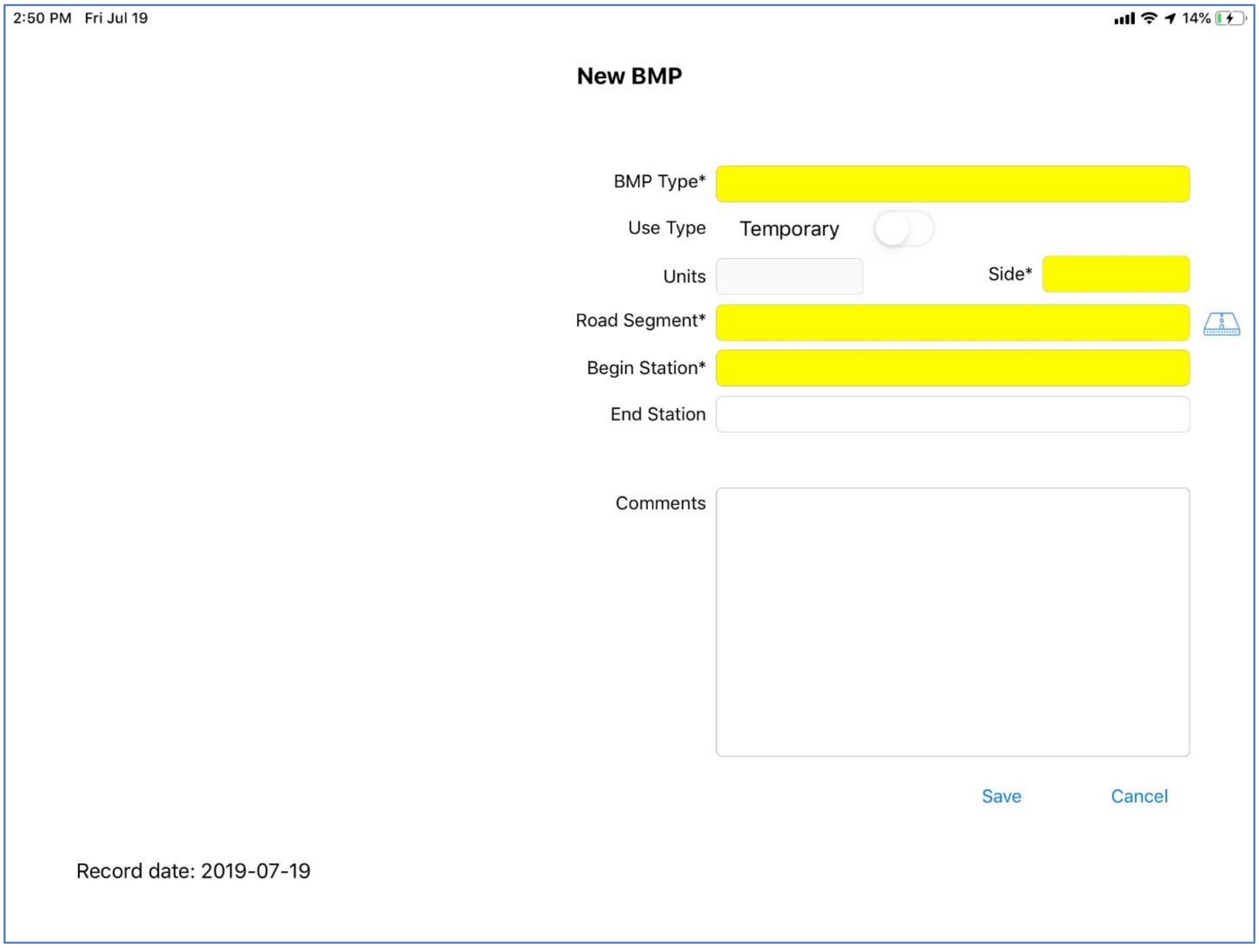


Figure 6 – Adding a New BMP screen

- **BMP Type***: *Type* any word or number to start your search and tap to select your BMP type.
- **Use Type**: *Tap* the toggle to switch from Temporary to Permanent due to how BMP will be used. Default is on "Temporary"
    - Example of Temporary = Silt Fence
    - Example of Permanent = Native Grass Seeding
- **Units**: Read only field. Displays the default units for the selected BMP
- **Side***: *Scroll* to the side of the roadway associated with the BMP location
- **Road Segment***: *Scroll* to the roadway best associated with the BMP location. If nothing is available or if the road you want to enter is not available, see "Adding Road Segment" Section in this user guide for assistance.
- **Beginning Station***: *Type* the station that best represents the beginning of a BMP installation
- **Ending Station**: *Type* the station that best represents the end of a BMP installation

- **Comments**: *Type* additional comments helpful to describe the BMP record

Adding Road Segment

Tap  icon on the right of the screen (see Figure 6). A new Road Segments screen will open (Figure 7).

Tap **Add Road Segment** and then enter the road or ramp name in the “New Road Segment” blank. After entering the new road, you will be able to tap **Save**.

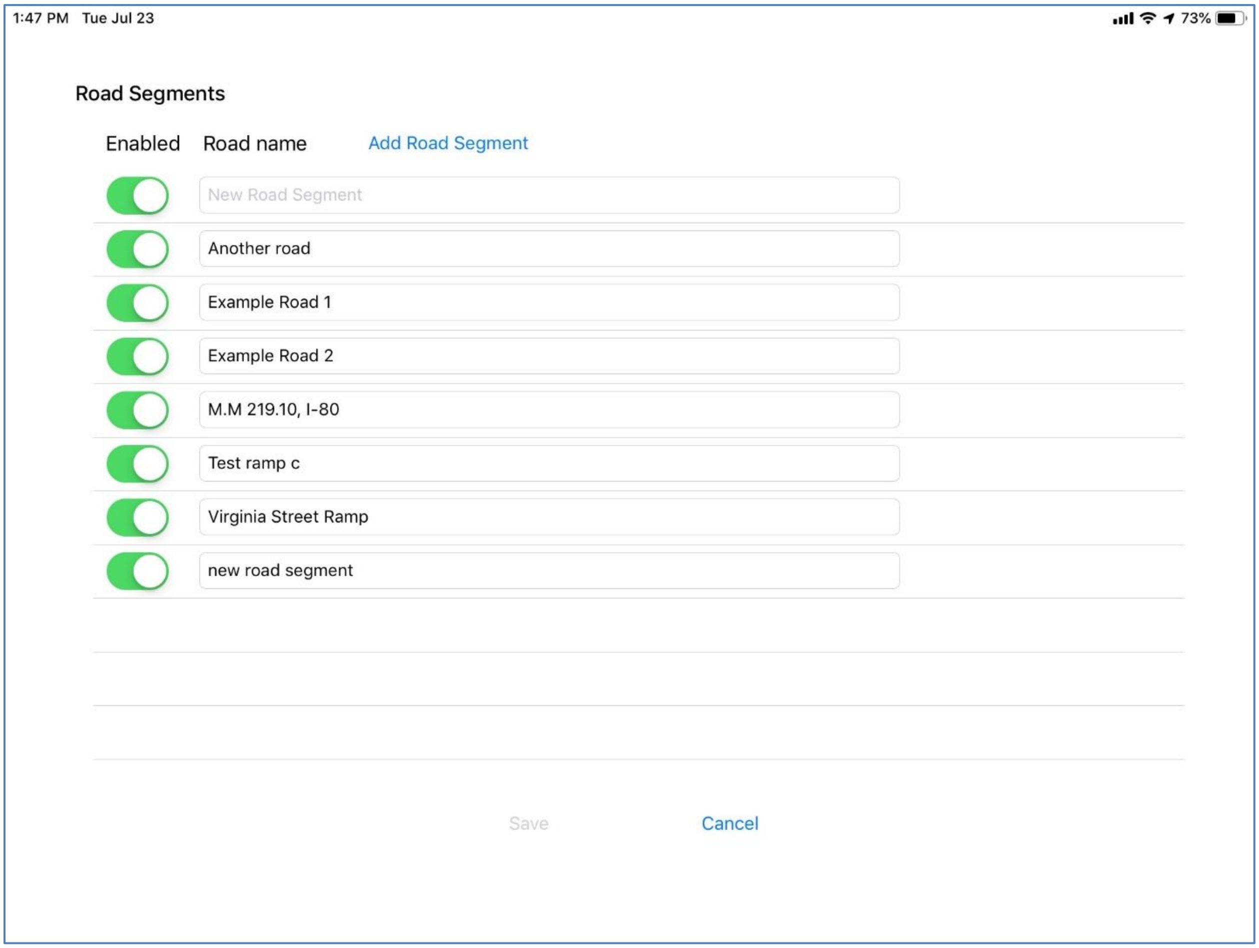


Figure 7 – Adding a new Road Segment screen

BMP Finding List Columns

After a BMP is created, all entries (also called findings) display together on the Edit BMP screen (Figure 8).

1. To see more findings, press and drag a finger to scroll up and down the findings list. Findings list is on the left.
2. To open a finding, tap a finding row one time and system will navigate from the **Edit BMP** screen to the **Edit Finding** screen

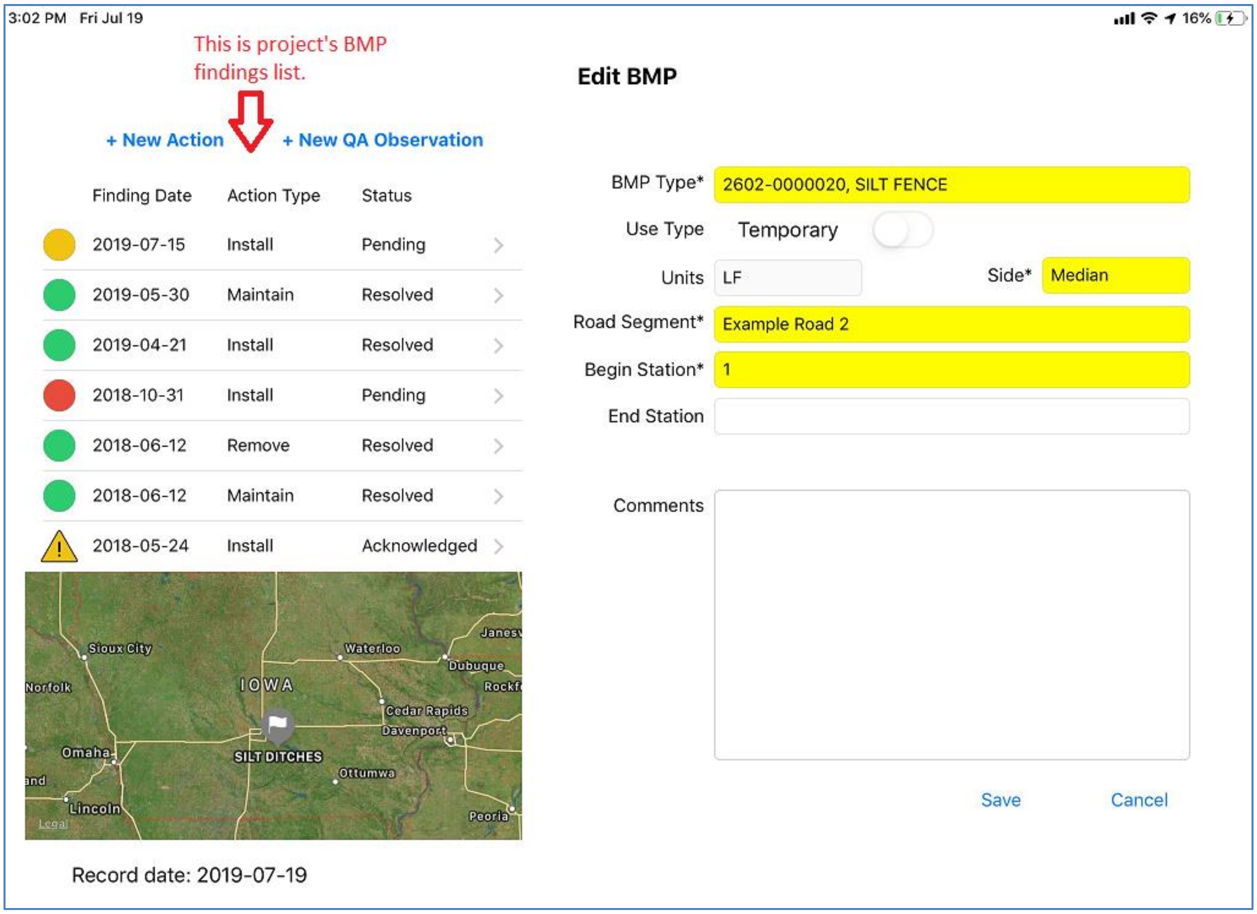


Figure 8 – BMP findings list on Edit BMP screen

- **Action Status** column: A color circle displays if the BMP record has any pending findings and how long they have been pending.
  - Green Circle = Action Item is resolved.
  - Yellow Circle = Action Item pending 7 days or less.
  - Red Circle = Action Item pending more than 7 days.
  - Yellow Triangle = QA Observation item that is pending or acknowledged.
- **Finding Date**: Date the entry was added to Permix
- **Action Type**: Install, Maintain, Remove, Document/Other
- **Status**: *Action Items* are Pending or Resolved. QA *Observations* are Pending or Acknowledged.

You must have the correct privilege settings to view the + New Action or + New QA Observation buttons (Figure 9).

To start a new Action or QA Observation entry:

1. For weekly inspections, tap **+ New Action** to open the Action & Resolution screen
2. For QA Inspections, tap **+ New QA Observation** to open the QA Observation screen

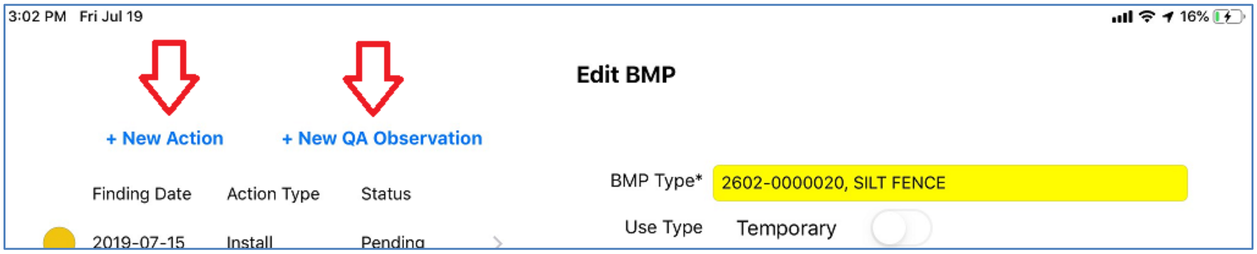


Figure 9 – New Action or New QA Observation on Edit BMP screen

For additional instructions on New Actions or New QA Observations, go to **Actions List** and **QA Observations List** sections of this user guide.

BMP Map

From the map, most projects display a project boundary defined by IDOT. If IDOT does not have project limits, the map view defaults to County of the project. Records that have been mapped display as regular text. Records that have not been mapped but have been added from list view are listed as bold text.

Map Navigation

- You can switch views between the map view and list view in top right corner just above the map. See Figure 10 for map view screen.
- Press and drag the map display to move around. Use two finger pinch/expand to zoom in/out
- Press and drag a finger to scroll up and down the list in the left panel
- Tap a record in the left panel to have the BMP Map move to that record's location.

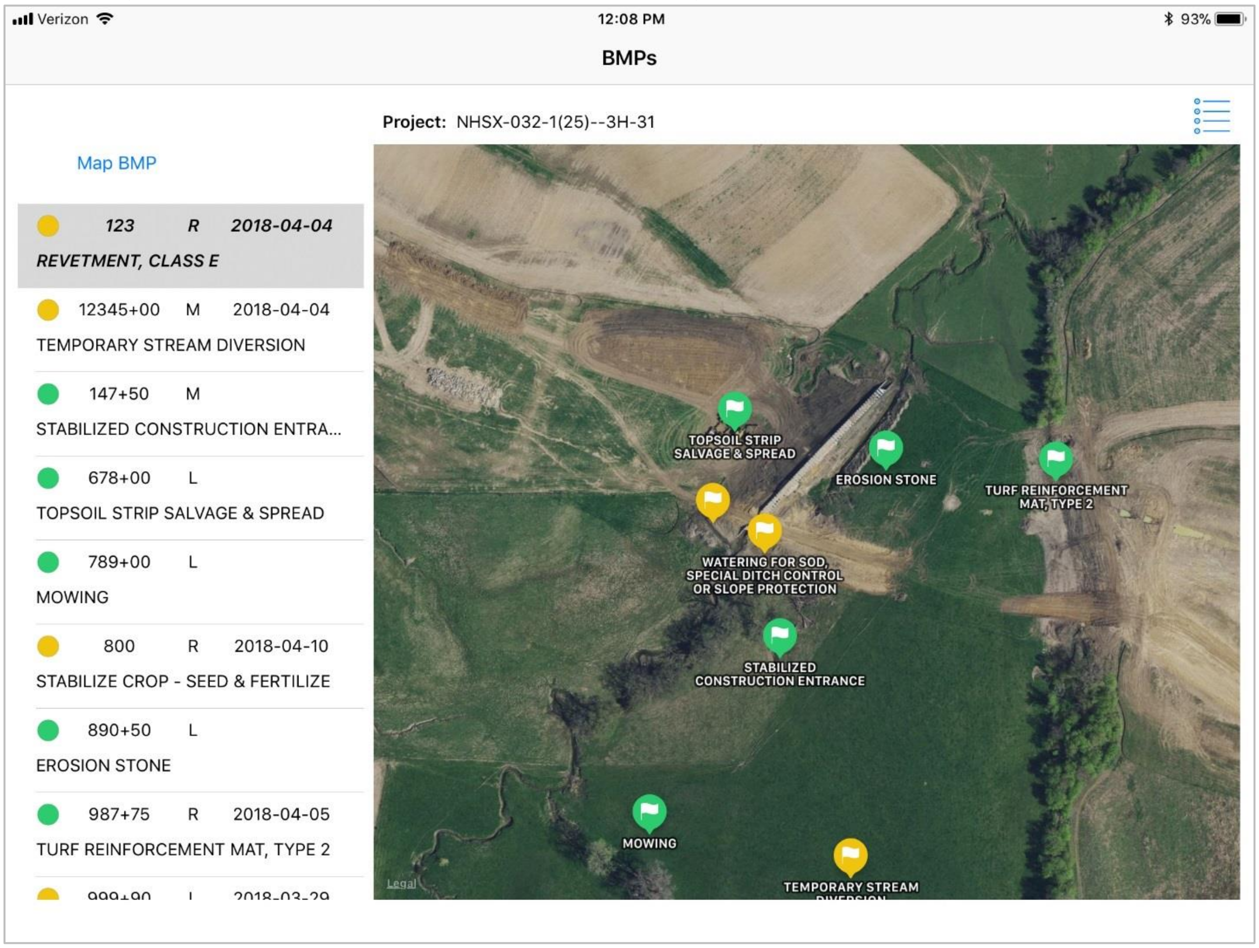


Figure 10 – BMP map view screen

Adding a new BMP to the map:

1. Tap the **+ New BMP** button (See Figure 11)
2. Tap a map location to add a new BMP record to the BMP Map.
3. The app will open the **Edit BMP** screen to provide the details of the BMP.

Note: You can move the BMP location after adding it by taping it and pressing to drag it.

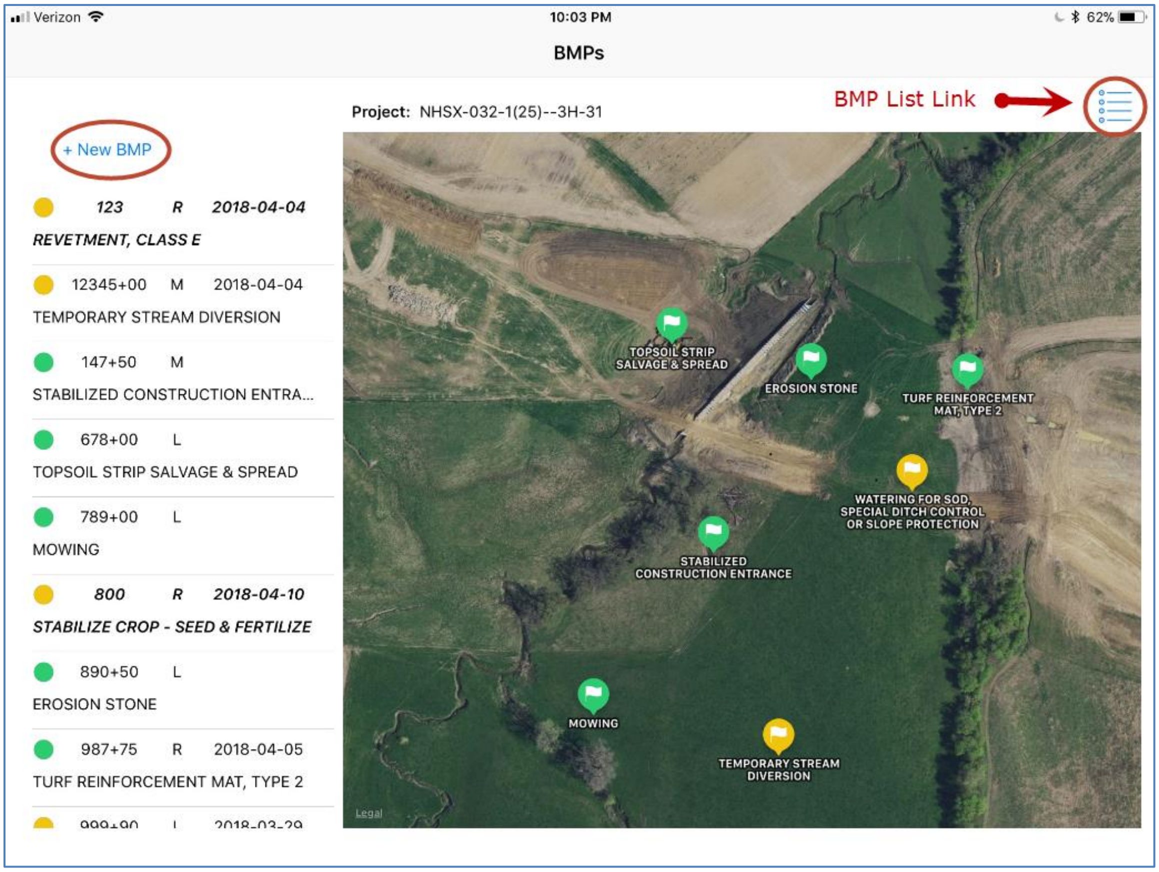
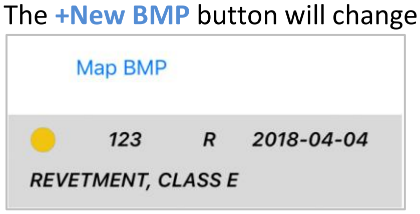


Figure 11 – Adding a New BMP to the map

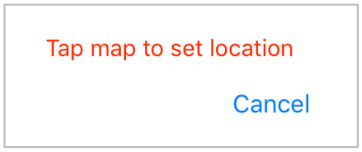
Adding an existing BMP to the Map

1. Unmapped BMPs appear as ***Bold Italic*** text as shown below
2. Tap a record in the left panel
3. The **+New BMP** button will change to **Map BMP**

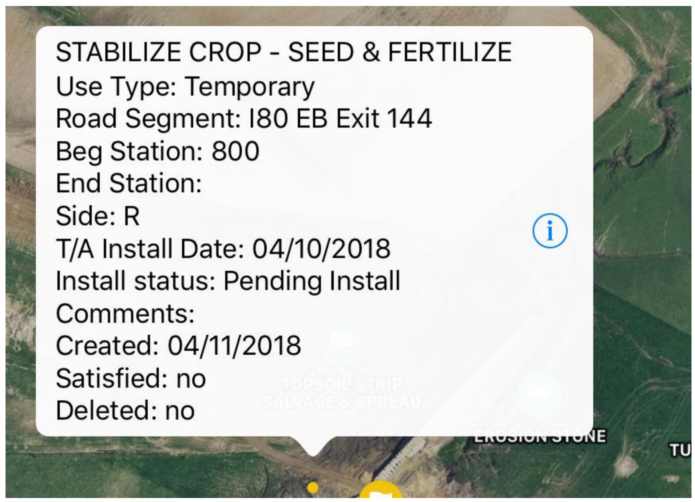


4. Tap **Map BMP** button

5. The Map BMP button will change to Tap map to set location shown below



6. Now, tap the map to set the BMP location.
7. To see BMP details, tap the flag or dot (like below screenshot) which will render the popup details.
    - Tap the information icon ⓘ to view **Edit BMP** screen.



Project BMP Map Columns

- **Action Status**: A simple color pin displays if the BMP record has any pending findings and how long they have been pending.
    - Green pin = no findings pending.
    - Yellow pin = findings pending 7 days or less.
    - Red pin = findings pending more than 7 days.
- **Beginning Station**: The targeted or actual first installation date of the BMP at that location
- **Side**: The targeted or actual first installation date of the BMP at that location

Editing a BMP from the Map.

From the Map, an existing BMP may be edited on the Edit BMP screen (Figure 12).

1. Edits are allowed on the iPad for Station, Date and Comments.
2. Tap **Save** when all information is correctly updated.
3. Tap **Cancel** to stop editing a BMP and return to the Project BMPs screen

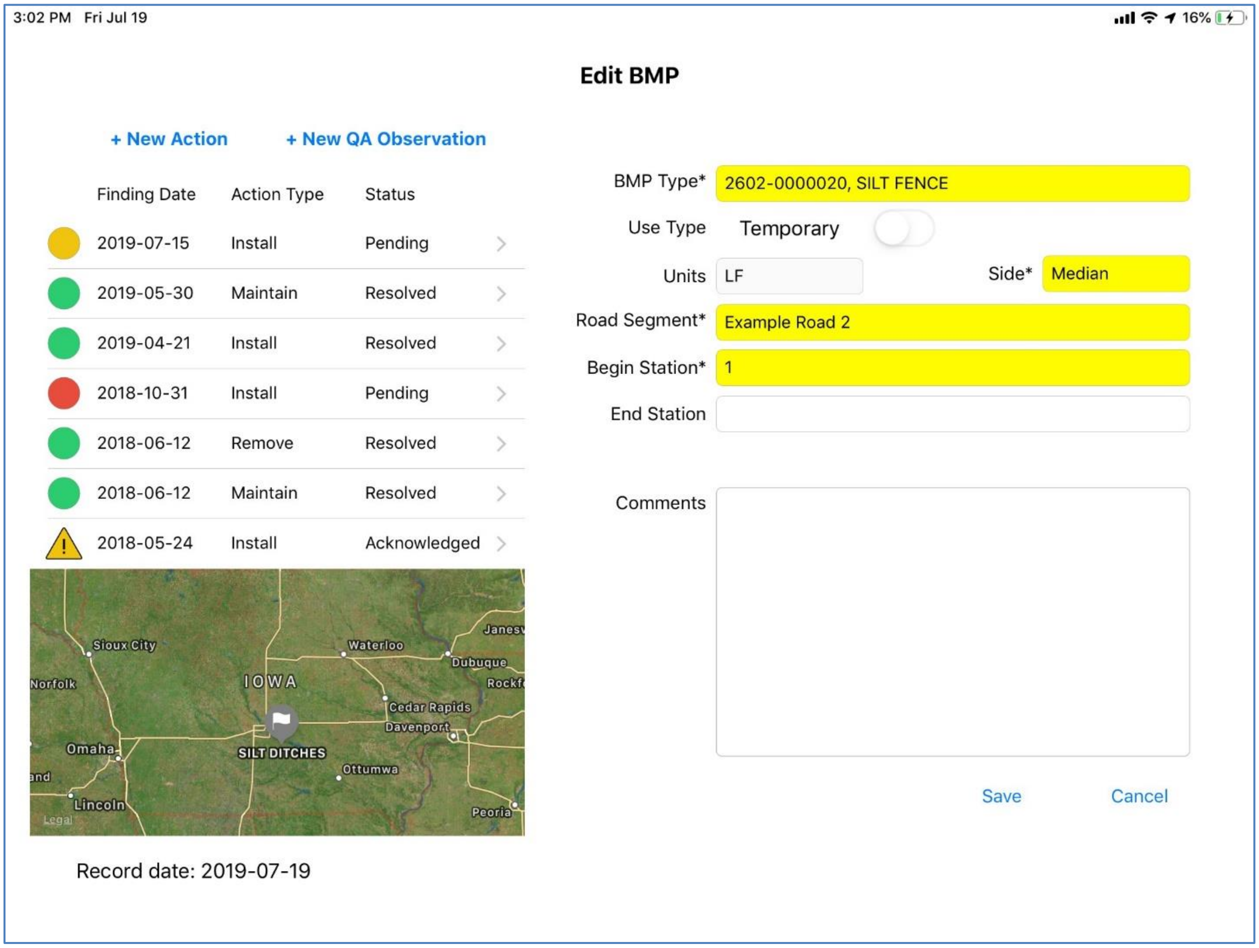


Figure 12 – Editing a BMP

Fields highlighted in yellow above can be edited on the Edit BMP screen fields after it is created. The inset map view is for **reference only**. The target BMP record will display if mapped. All other BMPs within the view display a grey map pin instead of the green/yellow/red of the target BMP. You cannot modify unmapped BMPs from this screen or adjust project location from this screen.

Actions List

After an Action Item is created, it displays on the Unresolved Actions screen (Figure 13) until it is resolved.

1. The number displayed with the Actions icon indicates how many Unresolved Actions are included in the list
2. Records with oldest due dates are presented at the top of the list
3. *Press* and hold a finger to scroll up and down the project list

On this screen, you may:

1. *Tap* **+** to create a new Action Item
2. *Tap* **Update** to perform updates on multiple Action Items at one time
3. *Tap* a row one time to navigate from the **Unresolved Actions** screen to either resolve one action at a time or to edit action information (such as due date).

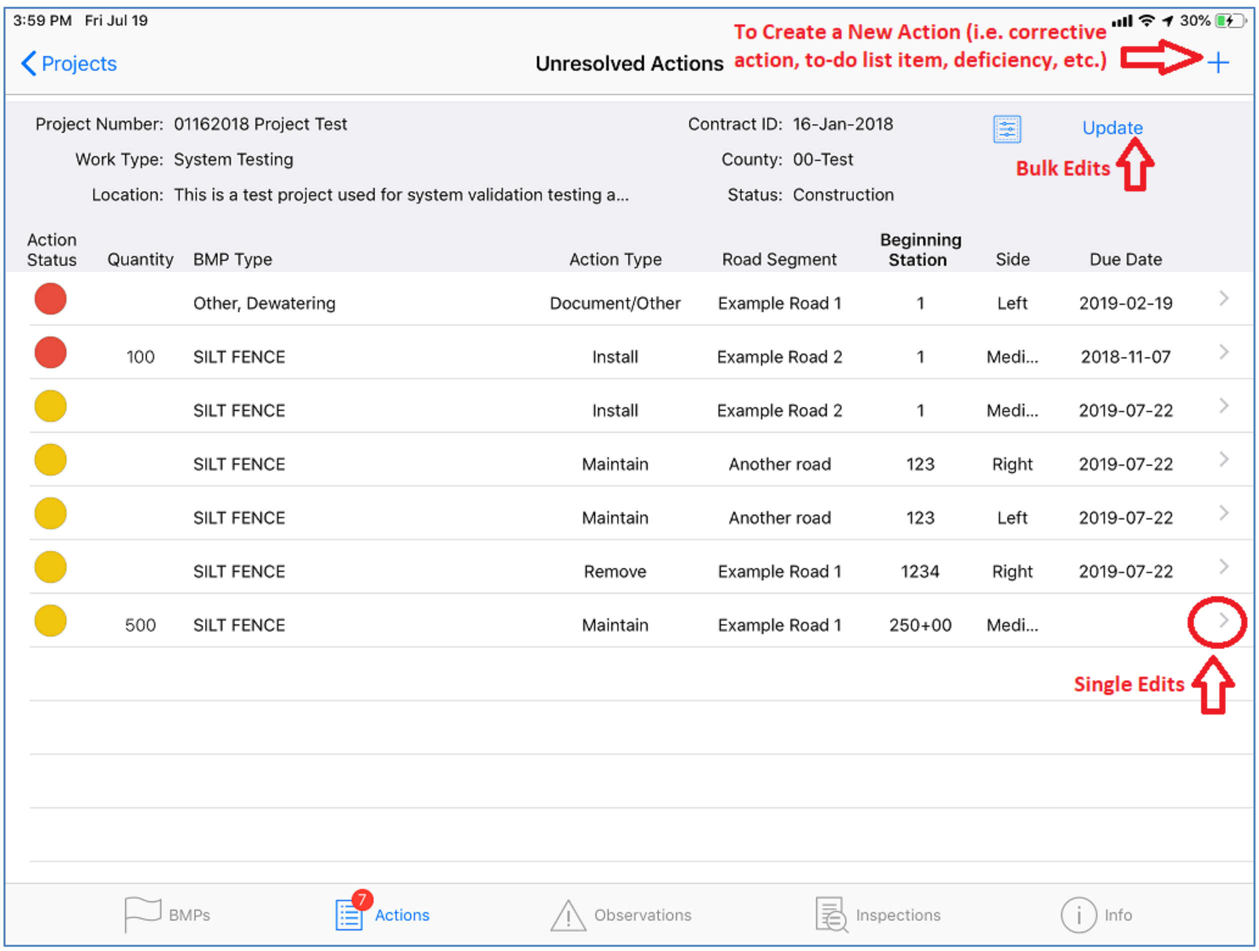


Figure 13 – Unresolved Actions screen

Unresolved Actions List Columns

- **Action Status**: A simple color and beacon displays how long Action Items have been pending
  - = Action Item pending 7 days or less.
  - = Action Item pending more than 7 days.
- **Quantity**: Optional field. The recommended quantity entered by the inspector when the Action Item was saved.
- **Action Type**: Options include Install, Maintain, Remove, Document/Other
- **Due Date**: Date the Finding record is due
  - Due date is blank until it is added to a Weekly Inspection report
  - Adjusted due dates display as Due Date, beacon color is based on original due date

Adding New Action

After tapping the **+** from the previous screen, the below screen (Figure 14) will open. Fill in the highlighted cells. If the Road Segment best associated with the BMP location is not available, see **Adding Road Segment** section in this user guide for assistance.

Then tap **+ New Action** in the upper left of the screen.

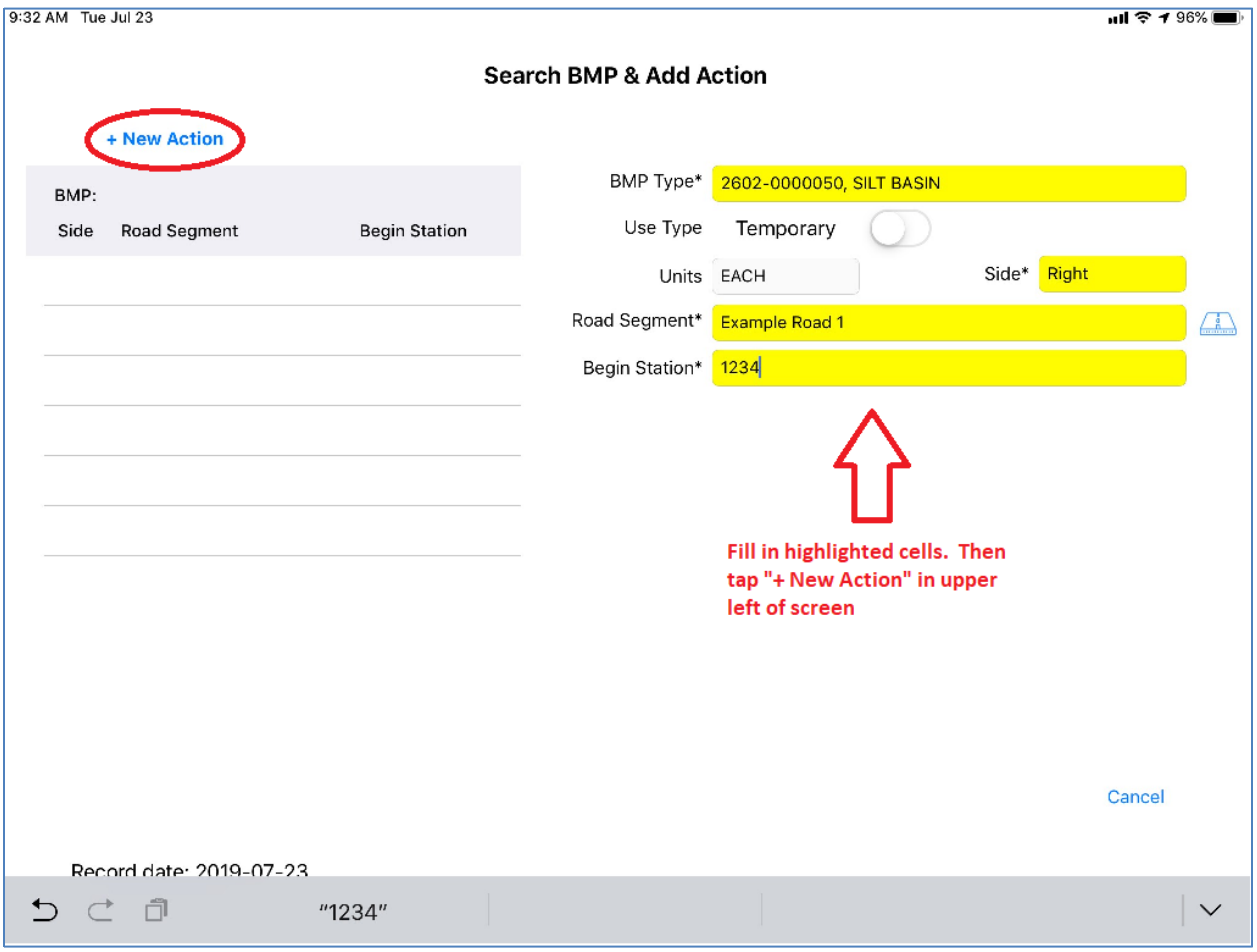


Figure 14 – Adding a New Action by entering BMP info first

The **Action & Resolution** screen (Figure 15) will open.

Fields for Action & Resolution.

1. Fill in the required highlighted items.
   - **Action Type**: Required field. *Tap* then *Scroll* to the action required. Default Action Type is Install, but may be changed to Maintain, Remove, Documentation/Other.
   - **Unit**: *Read Only* displays information related to BMP and Action
   - **Estimated Quantity**: Optional field. *Tap* then *Type* estimated quantity anticipated
     Description: Optional field. *Tap* then *Type* details useful for understanding or completing the deficiency.
   - **Camera**: Optional field. *Tap* the toggle to switch between Camera and selecting pictures from Camera roll
   - **Pictures**: Optional field. *Tap* window to add up to six images. *Tap* then *Type* captions below each image.
2. Tap **Save** when information is correctly entered
3. Tap **Cancel** to stop editing a new finding and return to the Edit BMP screen

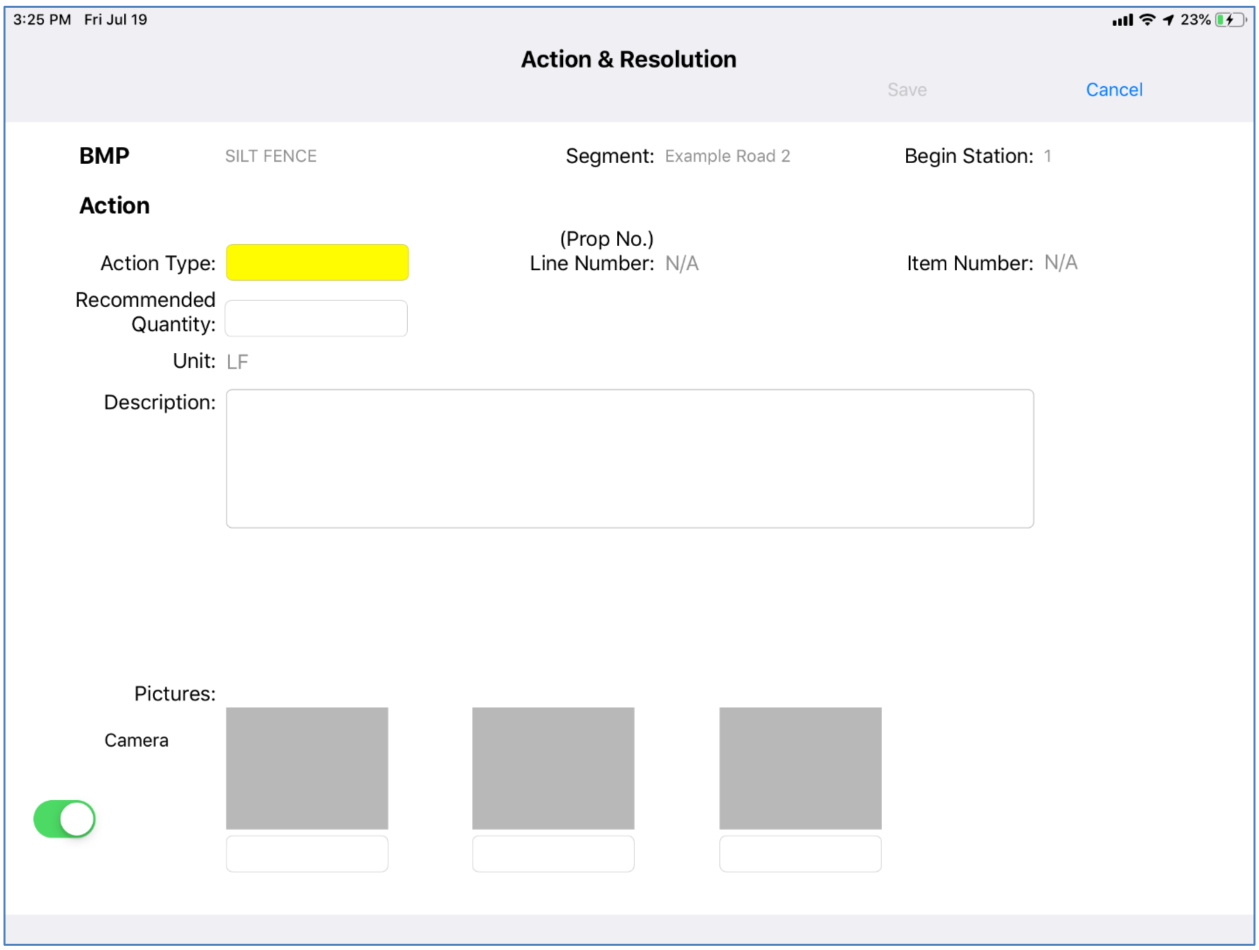


Figure 15 - Adding a New Action by entering Action Type (i.e. Install, Maintain, Remove, Other)

Editing an Action Item

An existing Action Item may be edited by updating select information on the **Action & Resolution** screen (Figure 16).

1. Existing Action details may be edited for Description and Adjusted Due Date
2. Tap **Save** when all information is correctly updated.
3. Tap **Cancel** to stop editing an Action Item finding and return to the Edit BMP screen

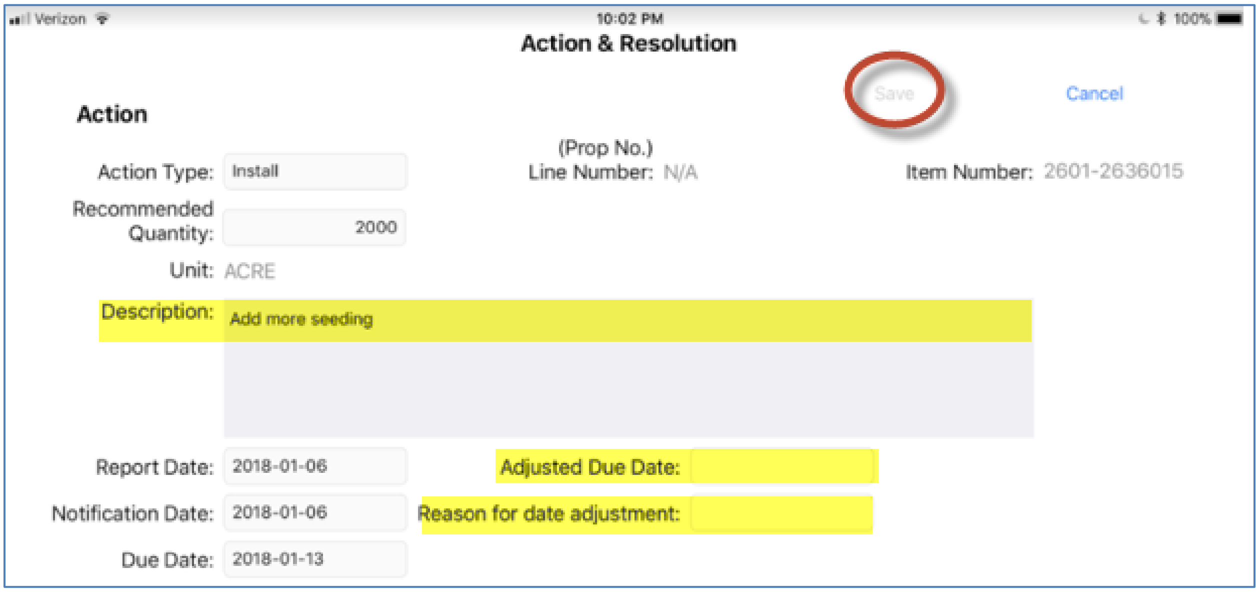


Figure 16 – Editing Action information

Edit appropriate fields highlighted in yellow in above image and click save to update the entry.

- **Action Type, Line Number, Item Number, Recommended Quantity, Units, Report Date, Notification Date & Due Date**: *Read Only*
- **Description**: *Tap* then *Type* text to amend or supplement the existing description
- **Adjusted Due Date**: *Tap* then *Select* new calendar due date for contractor to complete Action by
- **Reason for date adjustment**: *Tap* and *Scroll* to the appropriate justification for the adjustment

Resolving/Completing an Action Item – Single Edits

An existing Action Item may be resolved (i.e. completed) by updating select information on the **Action & Resolution** screen. To resolve a single action, select an action from the **Unresolved Actions** screen (Figure 13).

Complete **Resolution** Section (see Figure 17) and tap **Save** to update the entry.

- **Action Resolved (required)**: *Tap* then *Scroll* to the action taken to resolve Action Item (Install, Maintain, Remove, Documentation/Other)
- **Line Number, Item Number & Unit**: *Read Only* displays information related to Action selected
- **Steps taken to Resolve**: *Tap* and *Type* text describing steps taken to resolve Action Item
- **Date Resolved**: *Tap* then *Select* calendar date that action item was resolved or verified to be resolved (whichever is most accurate).
  - Date value populates as current date by default when Action Type is selected

  - Date may be modified to a previous date if desired; however, date may not be modified to a future date
- **Camera**: *Tap* the toggle to switch between Camera and selecting pictures from Camera roll
- **Pictures**: *Tap* the window to add up to three images. *Type* image captions below each image.

Figure 17 – Resolving Action screen

Resolving/Completing an Action Item – Bulk Updates

The **Actions** screen includes a bulk Update feature (see Figure 14) that will allow you to edit Action entries at one time.

1. The **Update** button is located on right side of the Project description header
2. Bulk updates do not allow comments about steps taken to resolve finding, comments and resolution image.
3. *Tap* **Update** to activate the bulk update function. After tapping Update, you will still be on Unresolved Actions screen, but new entry items will be available (see Figure 18).
4. *Tap* then *Scroll* to select a common **Action** taken to resolve action items, such as install, maintain, or remove.
5. *Tap* **on Date** then *Select* calendar date Action was taken or confirmed resolved then *Tap* Done
6. *Tap* each record that the Action and resolution date apply to
7. *Tap* Quantity of the Action record to provide actual quantity completed as optional information
8. *Tap* **Save** to record the bulk update for selected records
9. *Tap* **Cancel** to abort the bulk update

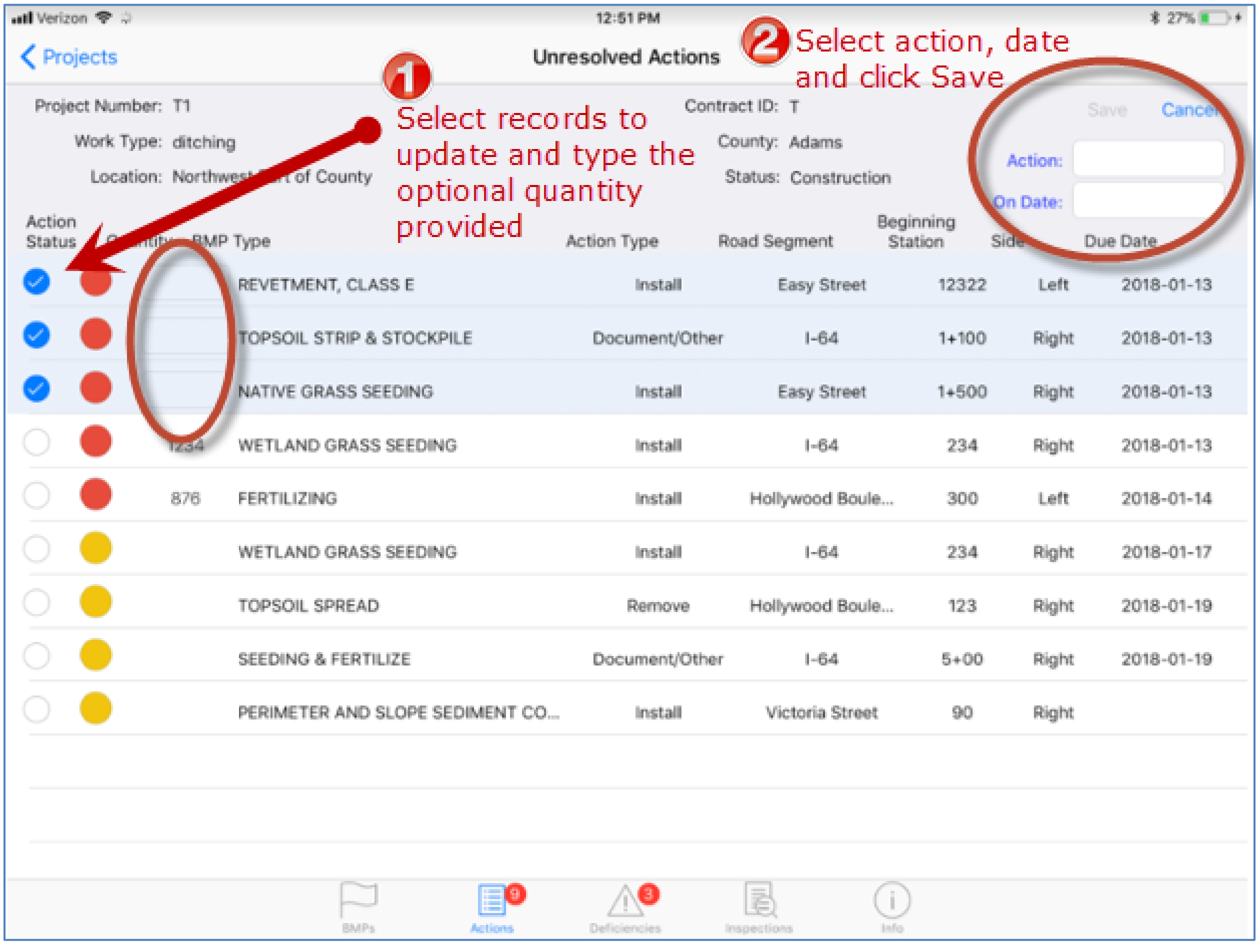


Figure 18 – Resolving multiple Actions using bulk update feature

QA Observations List

Quality Assurance (QA) observations are made by an individual performing QA inspections. After a QA Observation is created, it displays on the **Pending QA Observations** screen (Figure 19) until it is acknowledged. Acknowledgement is made by the inspector performing the weekly inspections and is discussed later in this section.

1. The number displayed with the Observations icon indicates how many pending QA Observations are included in the list
2. Records with oldest due dates are presented at the top of the list
3. *Press* and hold a finger to scroll up and down the project list

On this screen (Figure 19), you may:

1. *Tap* **+** to create a new QA Observation
2. *Tap* a row one time to navigate from the **Pending QA Observations** screen to either acknowledge one QA observation at a time.

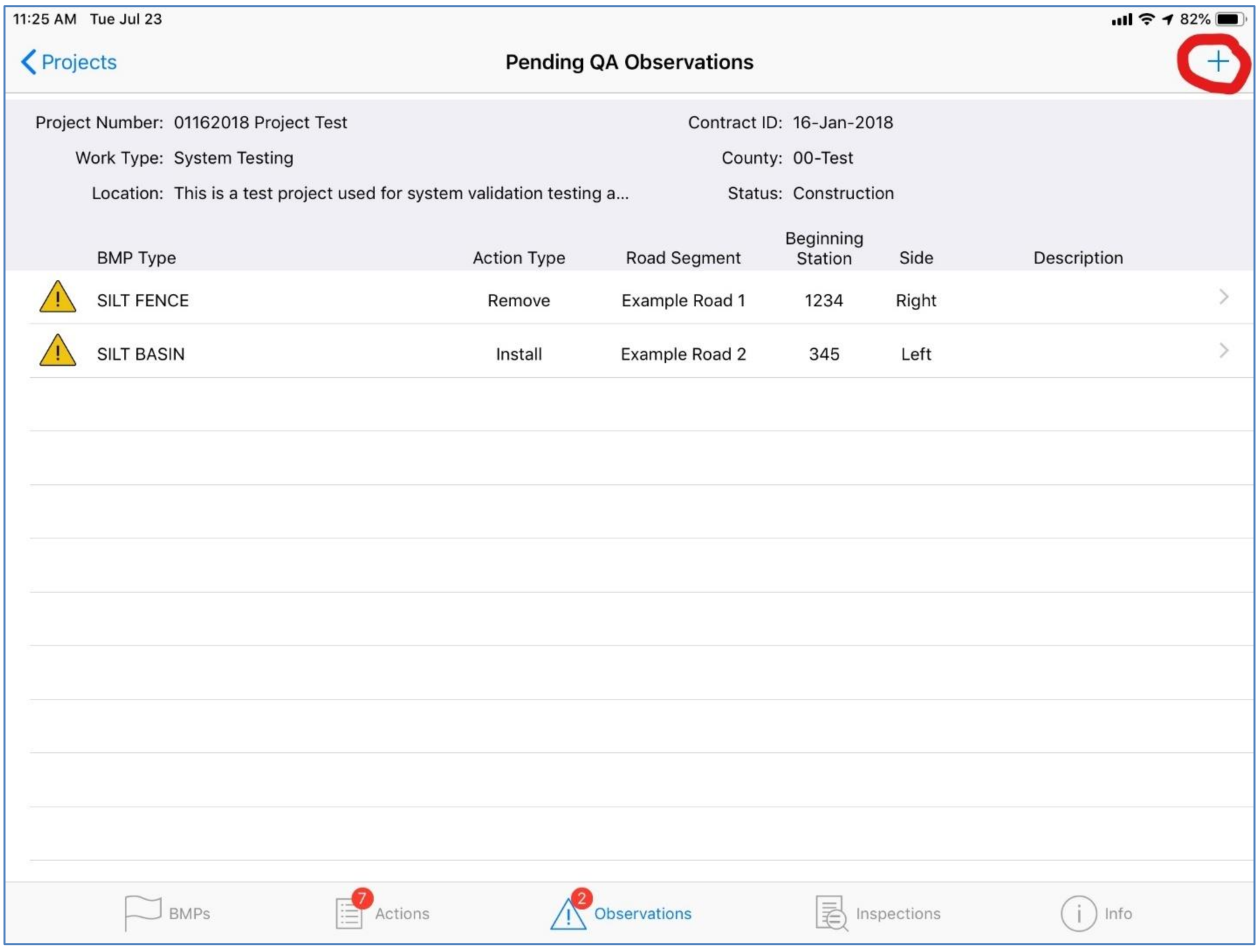


Figure 19 – Pending QA Observation screen

Pending QA Observation List Columns.

- **Observation Icon**: A yellow warning triangle is used to indicate the BMP observation
- **Action Type**: Options include Install, Maintain, Remove, Document/Other

- **Description**: Comments recorded to describe the observation

Creating a QA Observation.

After tapping the **+** on Figure 19, the QA Observation screen (Figure 20) will pop-up.

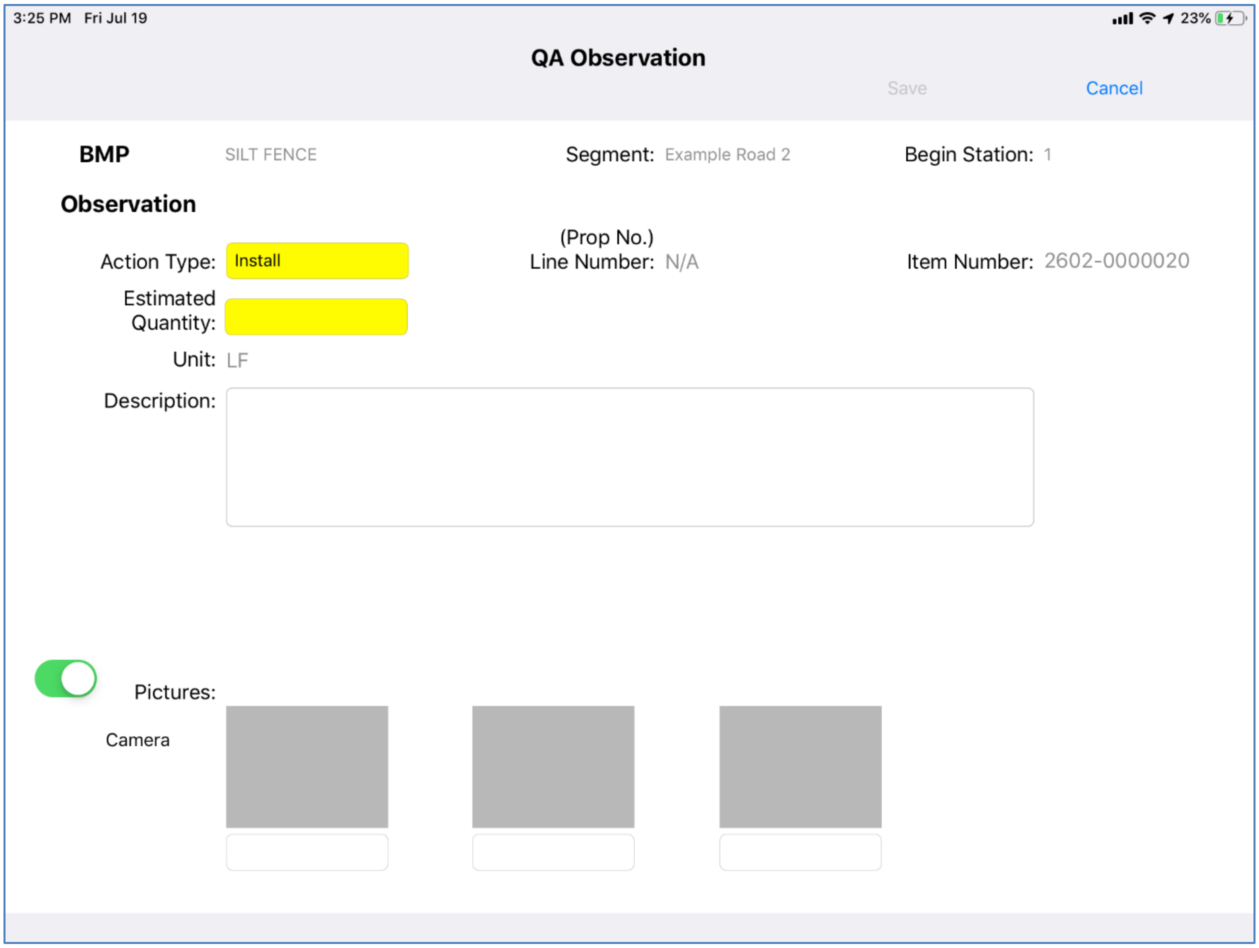


Figure 20 – QA Observation screen

- **Action Type**: Required field. *Tap* then *Scroll* to the action required (or recommended for QA Observations). Default Action Type is Install, but may be changed to Maintain, Remove, Documentation/Other.
- **Unit**: *Read Only* displays information related to BMP and Action
- **Estimated Quantity**: Optional field. *Tap* then *Type* estimated quantity anticipated
  Description: Optional field. *Tap* then *Type* details useful for understanding or completing the finding
- **Camera**: Optional field. *Tap* the toggle to switch between Camera and selecting pictures from Camera roll
- **Pictures**: Optional field. *Tap* window to add up to six images. *Tap* then *Type* captions below each image.

4. Tap **Save** when information is correctly entered
5. Tap **Cancel** to stop editing a new finding and return to the Edit BMP screen

Editing or Acknowledging a QA Observation

From the **QA Observation** screen (Figure 21), you may:

1. Update the QA Observation Description field (yellow highlighted below)
2. Add Acknowledgement details (red notes shown below)
3. When information is correctly updated, tap **Save** (it will appear blue when correctly updated)
4. Tap **Cancel** to stop editing an Observation finding and return to the **Edit BMP** screen

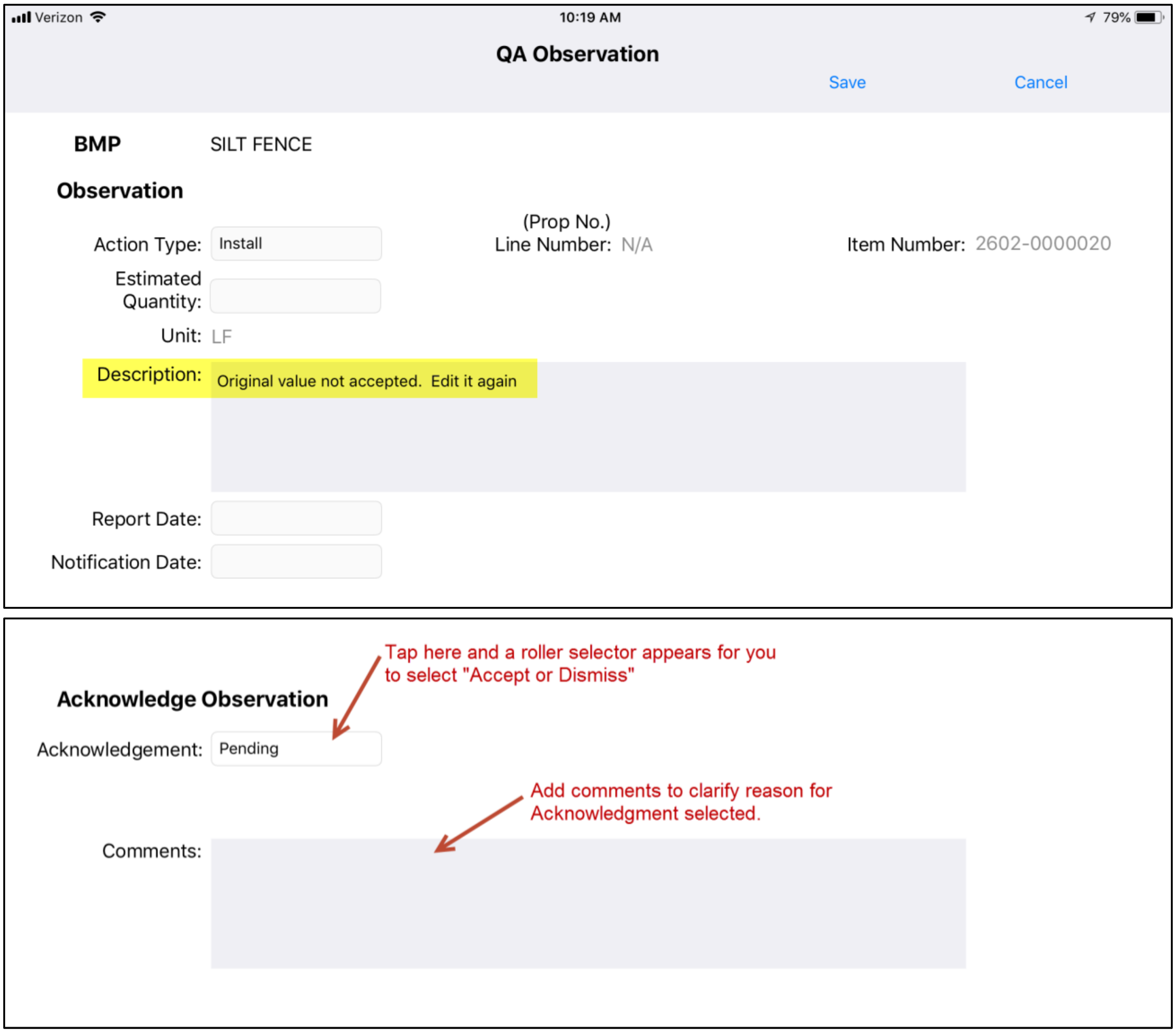


Figure 21 – Area to edit QA Observation or Acknowledge QA Observation

Fields for updating or acknowledging a QA Observation

- **Action Type, Line Number, Item Number, Estimated Quantity, Units, Report Date & Notification Date**: *Read Only* displays information related to Observation
- **Description**: *Tap* and *Type* text to amend or supplement the existing description

- **Acknowledgement**: *Tap* then *Scroll* to select the appropriate acknowledgement type (Accept or Dismiss). Pending (default) is displayed until the observation is acknowledged.
    - **If Accepted**: The QA Observation will show as acknowledged on the next QA Inspection report and Permix will generate a new Action item using the details from the QA Observation record
    - **If Dismissed**: The QA Observation will show as acknowledged on the next QA Inspection report and Permix will not generate an Action item. Reason for dismissal must be selected.
- **Comments**: *Tap* and *Type* text describing additional information that supports the decision to accept or dismiss the observation

Inspection Reports

A list of Inspections completed for the project display on the Inspections screen (Figure 22).

1. Press and hold a finger to scroll up and down the project list
2. Tap the **+** button one time in the screen header to begin a **New Inspection** record
3. Tap *Completed* inspection rows one time to navigate from the **Inspections** screen to **View Inspection** screen
4. Tap *Pending* inspection rows on one time to navigate from the **Inspections** screen to **Edit Inspection** screen

All action items should be done/updated prior to starting a weekly inspection report. This cannot be done within the inspection report. Refer to **Actions List** section of this user guide for how to resolve or complete an action item.

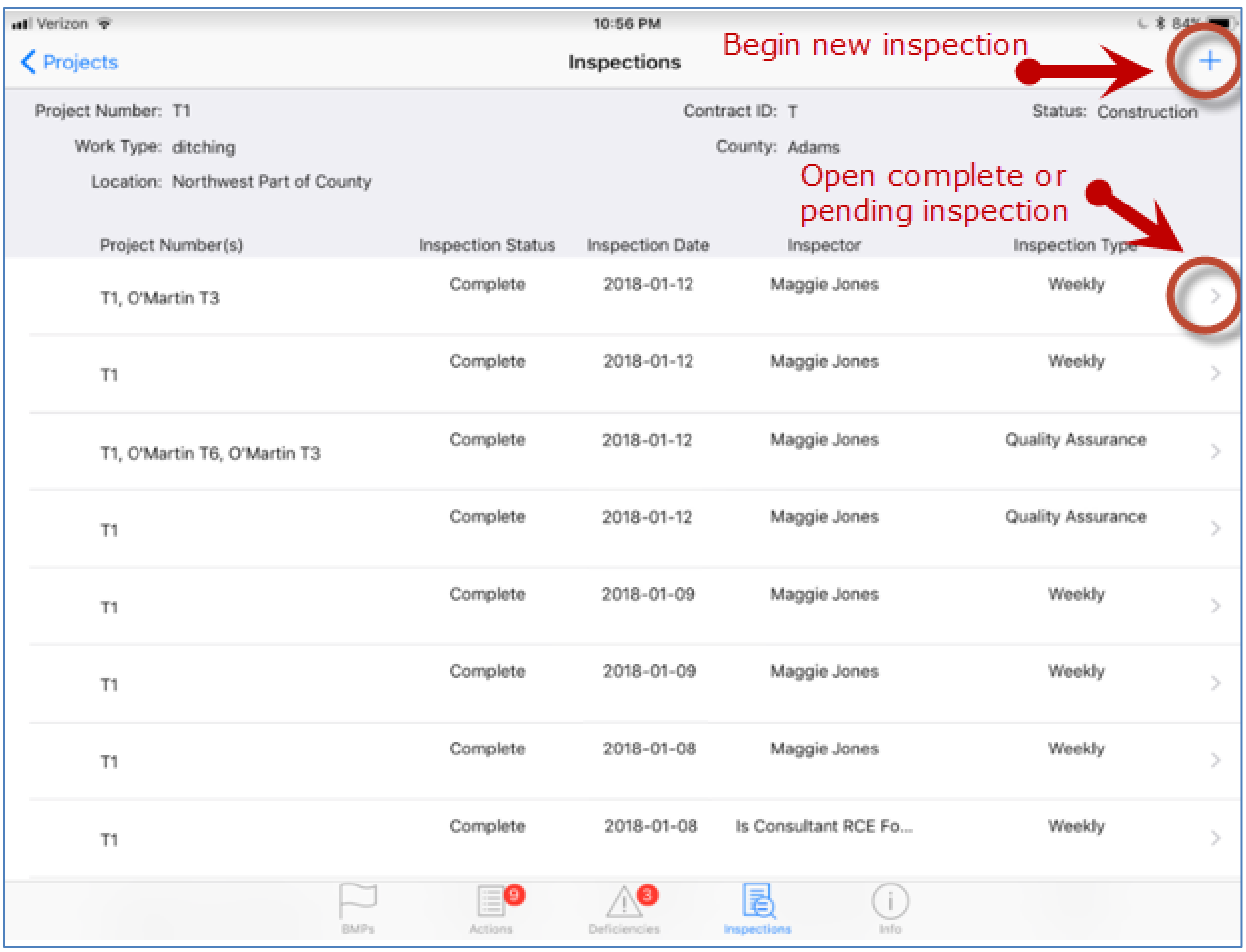


Figure 22: Inspection list screen

Inspection List Columns

- **Project Number(s)**: The project number of each project included in the inspection report
- **Inspection Status**: Complete or Pending. Pending inspections have not been filed.

- **Inspection Date**: Date (selected by inspector) inspection was conducted
- **Inspector**: Permix user that completed and filed the inspection report
- **Inspection Type**: Weekly or Quality Assurance

Starting an Inspection Report

After selecting **+** on Figure 22 to start an inspection report, a new screen will open to enter Inspection Information (Figure 23).

1. An Inspection Date/Time and Inspection Type are required, and multiple projects can be included on the same inspection report
2. Tap **Create Draft** to open the Inspection Report for editing
3. Tap **Cancel** to stop creating a new Inspection Report and return to the Inspection screen

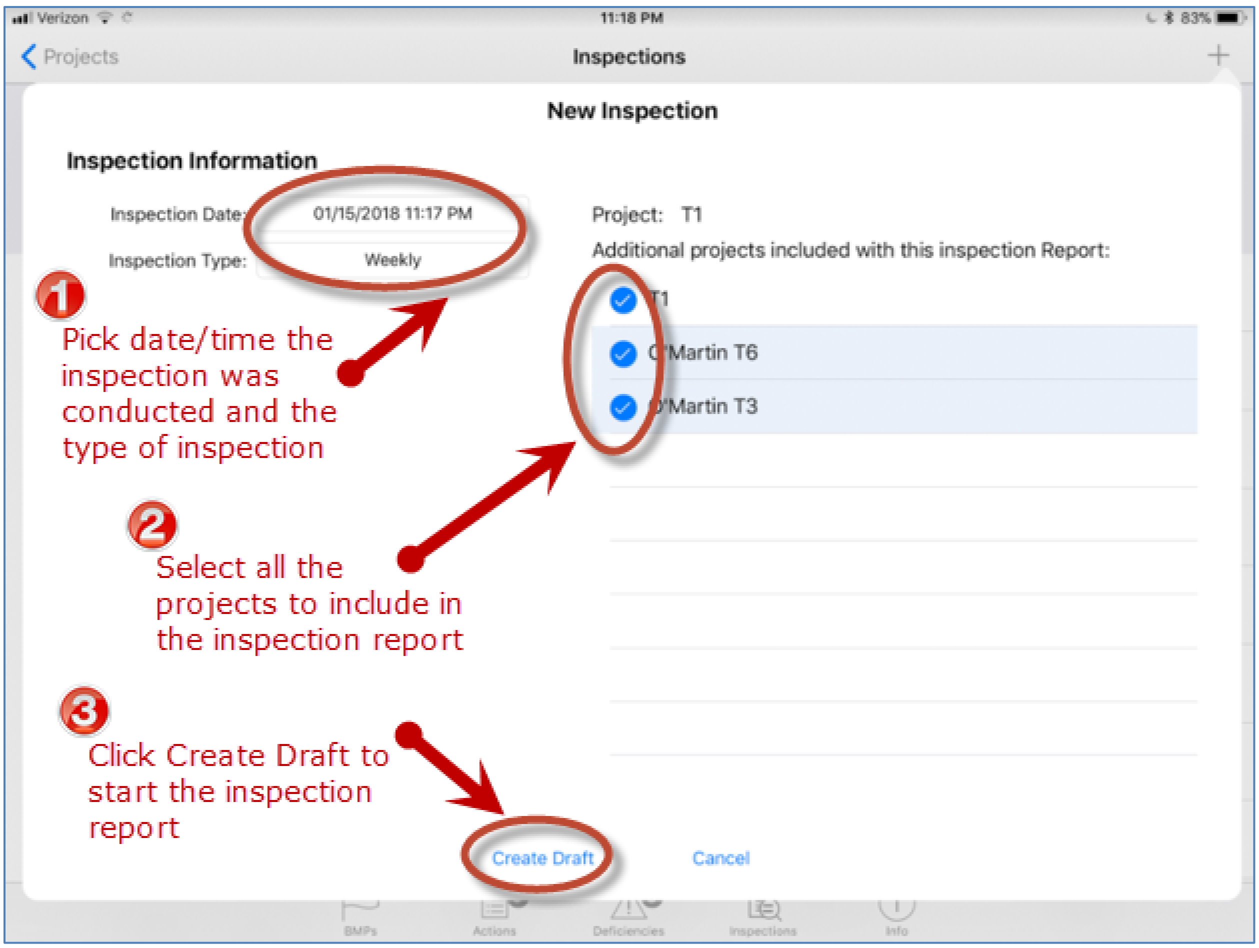


Figure 23 – New inspection information screen

- **Inspection Date**: *Tap* then *Scroll* to the select the date and time the inspection was conducted in the field
  - Defaults to date/time the New Inspection screen was accessed
  - Selected values cannot be changed after the Draft is created
- **Inspection Type**: *Tap* then *Scroll* to select Inspection type (Weekly or QA)

- **Project:** *Read Only* displays Project the user is starting the Inspection Report for
- **Additional projects included with this Inspection Report**: *Tap* all projects affiliated with the same contract to include with the Inspection Report
  - Default enables all projects on a contract for which user can conduct selected Inspection
  - User may uncheck any project except for the main project the Inspection Report is for

Completing Inspection Information

After tapping **Create Draft** as shown on Figure 23, a new screen (Figure 24) will open momentarily to add additional Inspection Information.

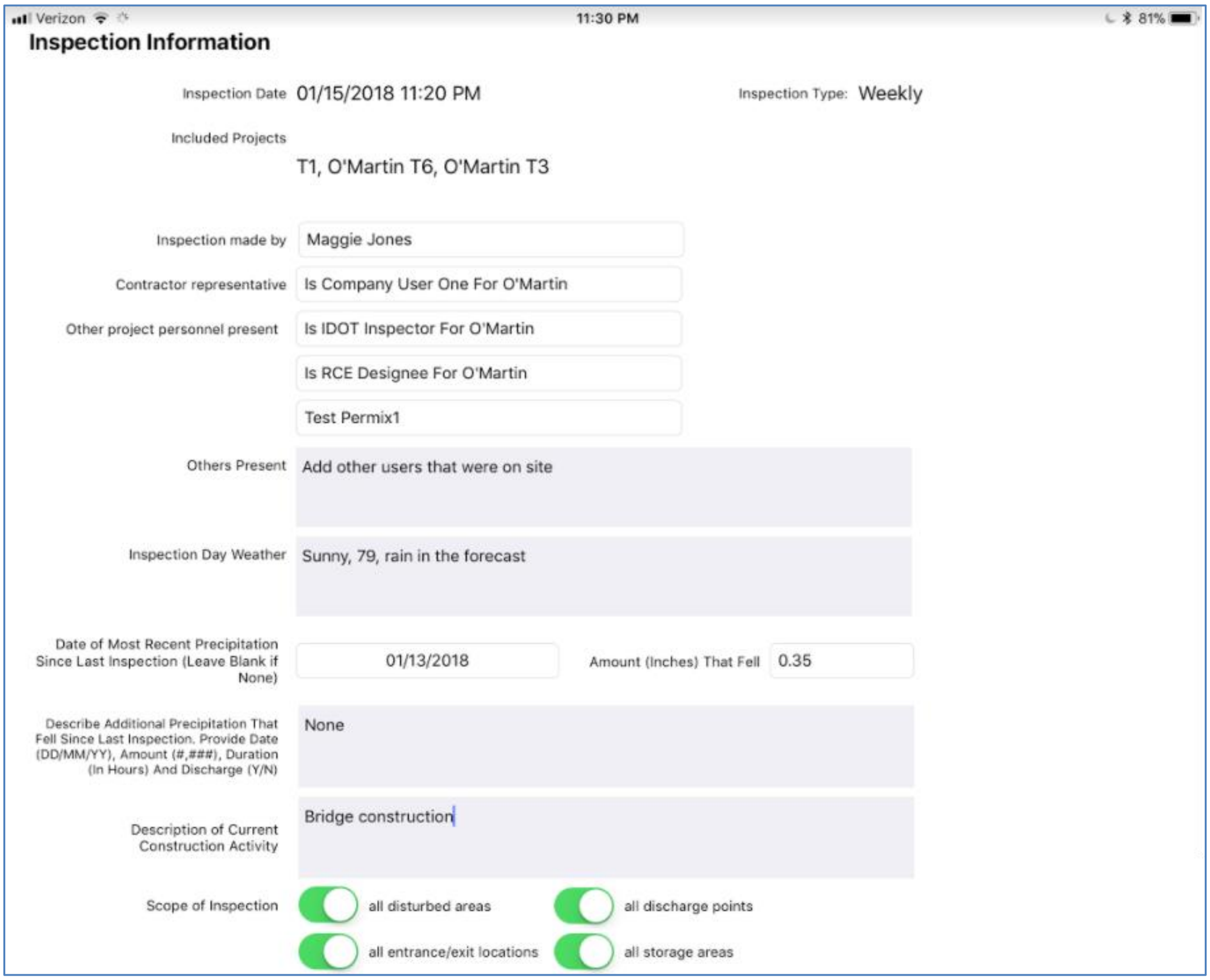


Figure 24 – Completing Inspection Information screen

- **Inspection Date, Inspection Type, Included Projects**: *Read Only* displays information related to Inspection Report
- **Inspection made by**: *Tap* then *Scroll* to select the Permix user that led the project inspection
- **Contractor representative**: *Tap* then *Scroll* to select the Permix user that participated in the inspection representing the Prime Contractor company

- **Other project personnel present**: *Tap* and *Scroll* to select up to three additional Permix Users that participated in the inspection
- **Others Present**: *Tap* then *Type* to record names of other **non**-Permix Users that were present
- **Inspection Day Weather**: *Tap* then *Type* to provide simple weather description
- **Date of Most Recent Precipitation Since Last Inspection**: *Tap* then *Select* calendar date that precipitation occurred during the period or leave blank
- **Amount**: *Tap* then *Type* to record the inches of precipitation that occurred during the period
- **Describe Additional Precipitation That Fell Since Last Inspection**: *Tap* then *Type* to describe precipitation (supplemental information is helpful during particularly raining periods and actions remain unresolved for extended time)
- **Description of Current Construction Activity**: *Tap* then *Type* to describe activity
- **Scope of Inspection**: *Tap* the toggle to include all (default) or exclude each scope option

Reviewing Unresolved Actions and Action Items Resolved

<u>All action items should be done/updated prior to starting a weekly inspection report. This cannot be done within the inspection report.</u> So, this next portion of the inspection report is read-only.

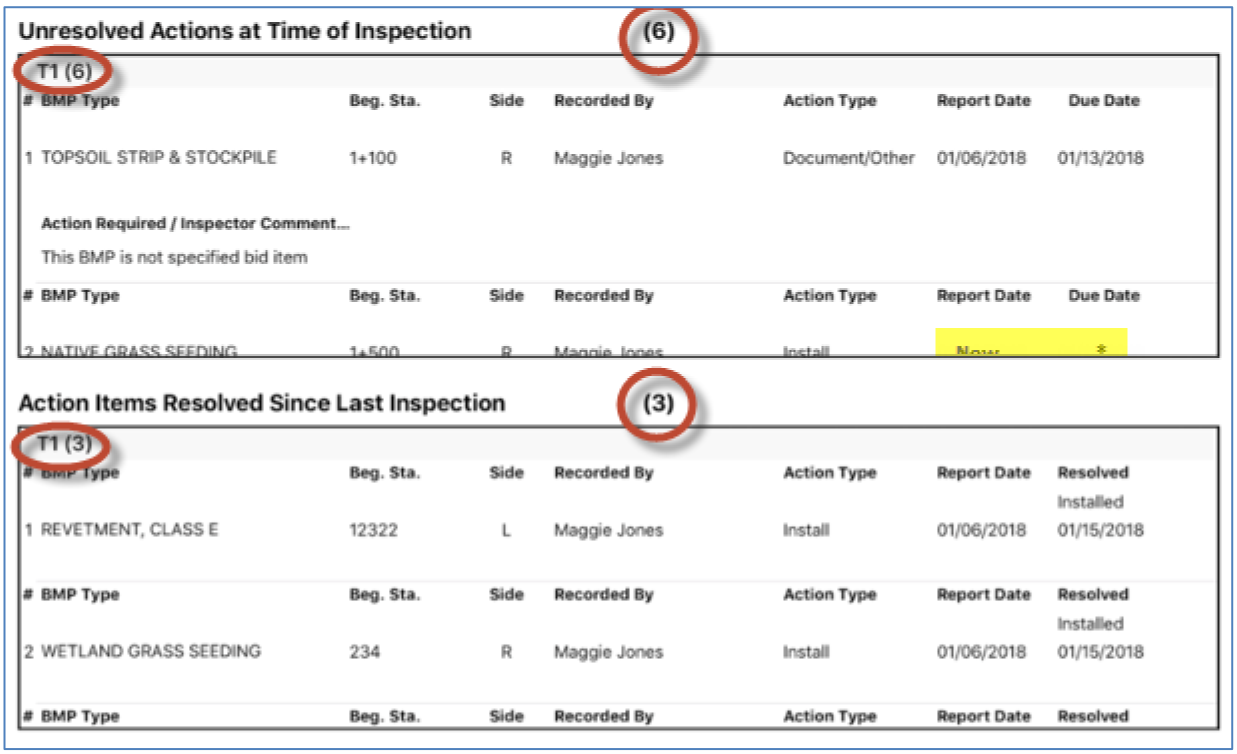


Figure 25 – Unresolved Actions and Actions Items Resolved as shown while completing an inspection

1. *Weekly Inspections* (example shown in Figure 25) display Unresolved Actions and Action Items Resolved Since Last Inspection
2. *QA Inspections* (example not shown) display Unacknowledged Observations and Observations Acknowledged Since Last Inspection

3. Information displayed in these windows <u>cannot be edited</u> from the **Edit Inspection** screen but may be edited using the Edit Findings functions on other screens
4. Total count for each section is displayed next to the section window
5. Findings are organized in each window by project and total count for each project is displayed
6. Press and hold a finger to scroll up and down the findings window
7. *Weekly Inspections* will display "New" for Report Date and * as Due Date for **new Action Items** (see fields highlighted in Figure 25) because the Inspection Report has not been filed and sent to the contractor. Actual due date is displayed in Permix after the report is filed and contractor receives notification by Permix.

Completing Summary Questions Section

As you continue scrolling down, you will see items shown in Figure 26.

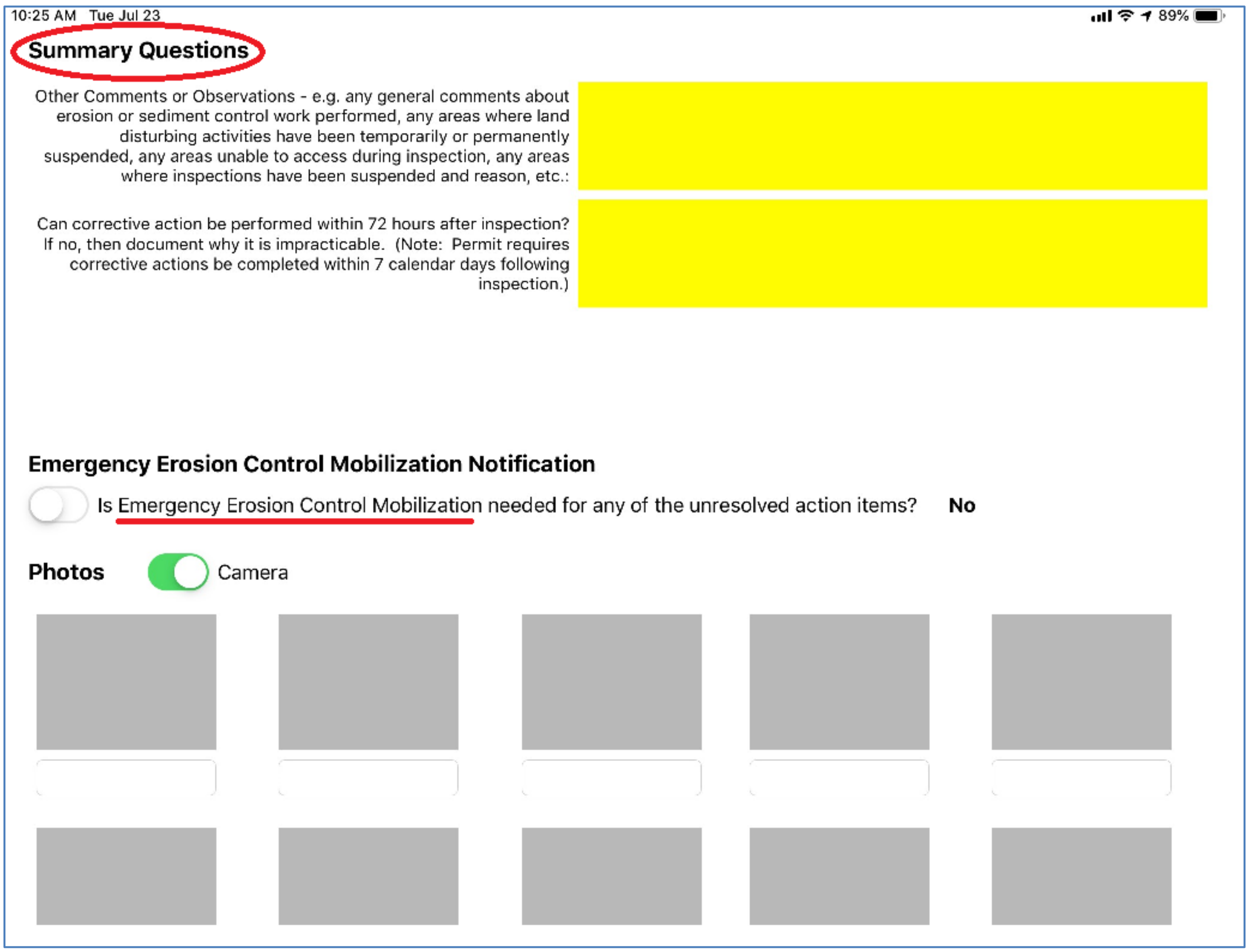


Figure 26 – Completing inspection information - continued

1. **Summary Questions**: *Tap then Type* (required) Answer summary questions. These are required.
2. **Emergency Erosion Control Mobilization Notification:** Default is set on "No". To change to yes, *tap* the toggle to switch from No to Yes. Contractor will receive notification of an emergency erosion control mobilization.

3. **Camera**: *Tap* the toggle (optional) to switch between Camera and selecting pictures from Camera roll
4. **Pictures**: *Tap* the window (optional) to add up to 20 images. *Tap* then *Type* captions below each image.

Completing Certifications and Signatures Section

At the end of the report, you will see the Certifications and Signature section (Figure 27).

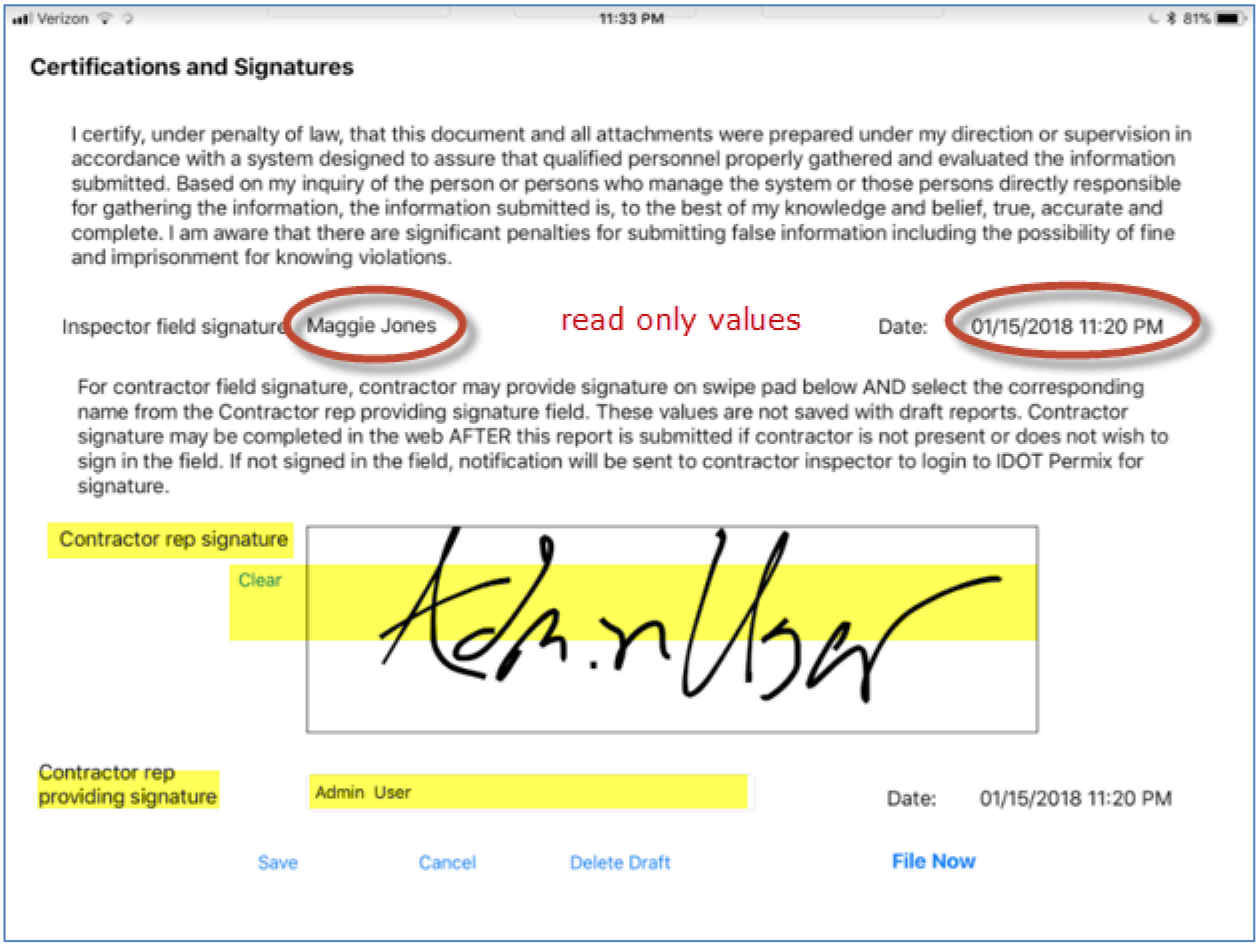


Figure 27 – Completing inspection – Signatures

1. **Inspector field signature**: *Read only* text recognizing the Permix user that is filing the Inspection Report
   - The user name and password to login to Permix represents the user's electronic signature
   - In some cases, this Permix User may be different than the "Inspection made by" field in the Inspection Information section

2. **Contractor rep signature**: *Finger Swipe* signature of contractor representative that is certified and authorized to sign the Inspection Report for the Prime Contractor
    - Signature image will be saved with the Inspection Report
    - *Tap* **Clear** to erase the signature and retry or leave blank to sign later in the web
3. **Contractor rep providing signature**: *Tap* then Scroll to select the name of the Permix User associated with the Prime Contractor company that the signature was provided for
    - If contractor does not sign the report on the iPad, Permix will send notification to review and sign the report to the contractor's assigned inspector.

Saving or Filing Inspection Report

At the bottom of Figure 27, you will see the following options:

1. Tap **Save** (bottom) to save page details and remain on the **Edit Inspection** screen
2. Tap **Cancel** (bottom) to abort changes made on the **Edit Inspection** screen and return to the **Inspection List** screen. Inspection Report will be in Pending status
3. Tap **Delete Draft** (bottom) to remove the draft Inspection Report from the app, including all data previously saved to the report
4. Tap **File Now** (bottom) to save all page details and submit the Inspection Report

Saving the report will create a draft inspection report that is only available on your iPad. This means you will only be able to view or edit the report on your iPad, and it will not exist to you or others if logged into the web version of Permix. Selecting **File Now** means the report is completed. The contractor will then receive notification of this report. The report will also be viewable to anyone having access to the project on their iPad or through the web version of Permix.

It is very important to be aware that draft reports only exist on your own iPad. This means if you ever delete or update your app, the draft reports will be deleted if they are not filed.

Project Information

Project information is available as read-only information on the iPad app. Editing the information is only available from the web version of Permix.

Project details provided are shown in Figure 28. Press and hold a finger to scroll up and down the Assignments window.

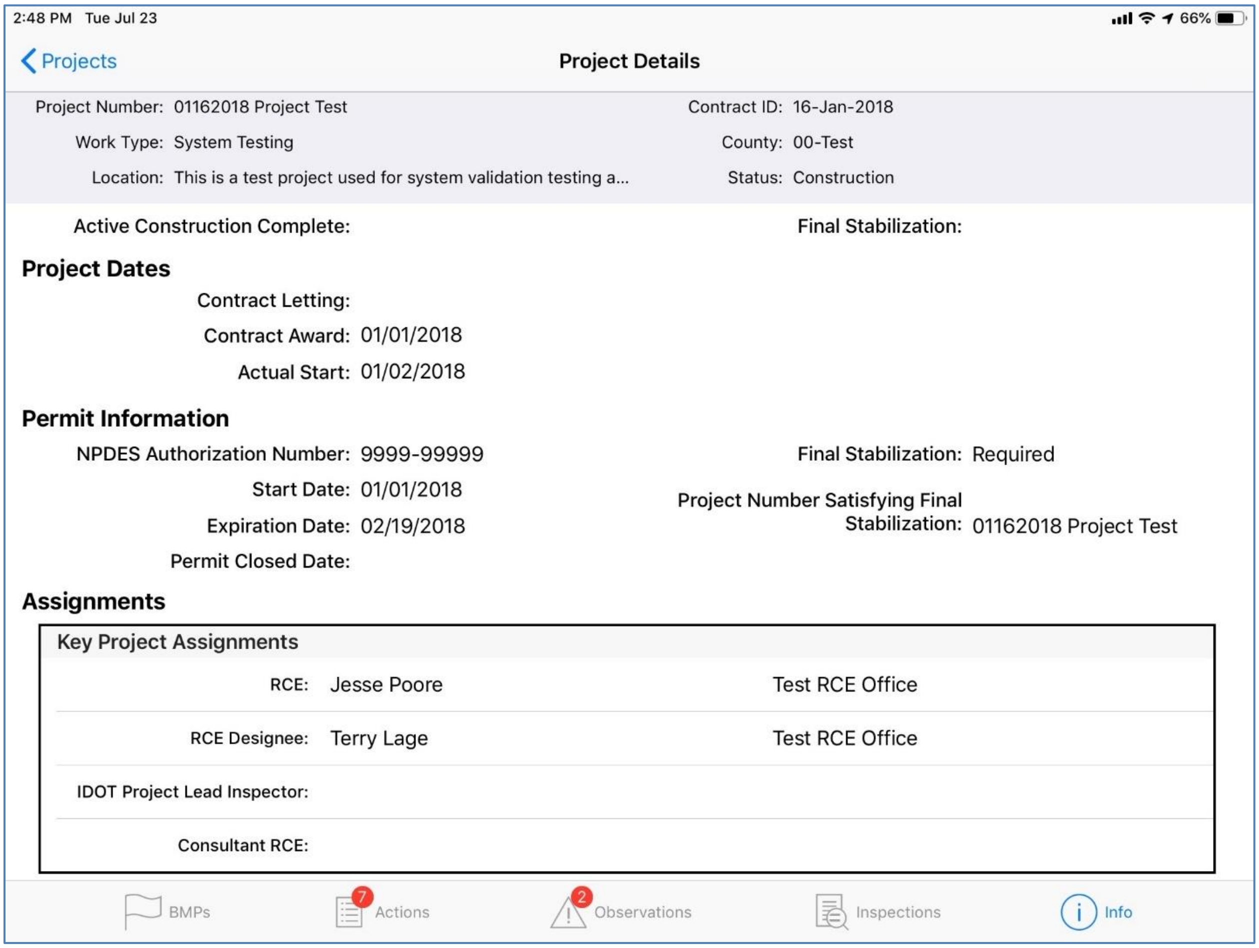


Figure 28 – Project Details screen