



Mtv Forms Functionality – Partial List

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In the document that follows we have used the word “Inspection” or “Form” in the same sense as Audit, Checklist, Assessment, Appraisal... Note that all forms or inspections are created from a template. Naturally a listing such as this does not convey the ease or fluidity of use that Mtv can demonstrate.

#	Area	Detail
1.	“Upstream” processing - before the inspection	<ul style="list-style-type: none">• Mtv is designed as a standalone technical know-how and inspection application. If that is the intention, the rest of this section will not concern you:• In the event that Mtv is integrated into a back-end system such as ERP, CMMS or a Work Order system then the Service Order (SO) is sent to Mtv for the inspection preparation.<ul style="list-style-type: none">○ Mtv extracts from the SO all the details: Customer, Assets, Sub-assemblies (equipment tree) where necessary and places the information into a digital Binder, an innovation of Mtv○ The Binder may contain other Binders in an hierarchical structure for highly complex inspections involving many sites, thousands of assets and many Inspectors○ Each Inspector receives the work that pertains to his/her competence, assured by access rights
2.	Safety	<ul style="list-style-type: none">• Embedded safety documents• Warning/cautionary symbols (drop in from a library)• Mandated steps – subsequent steps within an inspection are not displayed until the mandated steps have been completed and signed• Sign-off by inspection or sections within an inspection• Pre-job warnings – a user cannot open the app unless formal acknowledgement of a notice is made
3.	Know-how & help	<ul style="list-style-type: none">• Embedded documents within the form• Access to training movies, how-to slideshow, work instructions...• Automatic trapping of mistakes – popup warning for possibly faulty input (decimal place, too large or too small a value...



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4.	Advanced Know-how management	<p>Bottom up</p> <ul style="list-style-type: none"> Inspectors may capture know-how with the Mtv media tools with a view to building best practices Tools for users include signalling errors in present forms/inspections, collecting new Likes, points and comments by inspectors for new know-how <p>Top down</p> <ul style="list-style-type: none"> Crowdsourcing tools for Managers Ability to acknowledge and reward contributions Validation circuits for new know-how
5.	On-the-job complexities solved by:	<ul style="list-style-type: none"> Filtering information as per inspector (various criteria, competencies/trade) Inspection checklists can be presented by different qualification criteria (service, type of asset, region, customer requests...) Visualise inspection assets via an asset tree structure, zoom in and descend to lowest level (component, bill of materials) Previous inspection data available but inability to automatically copy the data to the present Overview of inspection sections – collapse/expand Work interruption – ability to leave the inspection to execute other tasks and return to checklist at the correct place Complete an asset checklist by no exception (all OK) or showing the exception in sub-checklist (all OK except this and this...) Unexpected or new asset – search or tap on New asset template and fill (will be automatically added to the job or work binder)
6.	Navigation, fluidity and orientation of Inspectors	<ul style="list-style-type: none"> The Mtv mobile apps are native with high response times thus eliminating the doubt and disorientation that poorly performing systems (typically HTML5) create Each planned job is organised into a Binder meaning the Inspector has a single point of access to what might be a highly complex inspection with hundreds of assets and many different inspection forms to complete Binders can be nested or arranged hierarchically meaning aggregation and promotion/prioritisation of issues at every level Binders can also be used to drill down an asset's hierarchy, from sub-assembly to sub-assembly and at each level to see the history of inspections
7.	Organisational	<ul style="list-style-type: none"> Team working and handoffs Multiple inspectors per Work Order or job Visualise the assets in a tree structure, by a map, geolocation
8.	Dealing with the unexpected	<ul style="list-style-type: none"> Asset absent – select appropriate template, automatically inject into the work binder (and job) – backend system (ERP, CMMS...) automatically flagged New asset – similar process as above After certain questions answered, values/assessments are



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		<p>such that the inspection is terminated prematurely and a state of emergency can be triggered, example gas leak inferred.</p> <ul style="list-style-type: none"> • Asset needs immediate shut-down – send SMS/email and complete emergency form • Discrepancies between actual situation in the field and the theoretical situation as displayed by the back-end (ERP), such as Customer information changes can be trapped in a form and sent to the back-end for updating
9.	Capturing information/ Comments on the job	<ul style="list-style-type: none"> • See also section “Rich media” • Unlimited media (pictures, video) per question, ability to edit, manipulate in multiple ways – audio or text annotations, descriptions... • Living dictionary (learns and adds new) standard phrases • Automatic metadata annotation of media: date, time, geolocation • Pre-selection of media not to be included in final report
10.	The “intelligence” within forms	<ul style="list-style-type: none"> • Dynamic forms or contextual behaviour – a value given or generated can be designed to automatically generate another form which when completed, returns the Inspector the original point of departure • Values are aggregated and automatically promoted to a team leader – through several levels • Values given within a form can trigger another form • Aggregate values for a complete form can trigger another form
11.	Rich media for reporting, illustrating infringements	<p>Multiple components can be used in building a question or group of questions in a form:</p> <ul style="list-style-type: none"> • Text (single/multiline) • Checkbox • Choice (radio, dropdown, multiple buttons or lists) • Currency • Date (date, time, date/time) • Numeric (real, integer) • Computed fields (text, numeric, date, time, date/time, checkbox, choice) • Multimedia elements • Photo • Attached file • Link (document, binder items) • Table (containing most fields, photos, text, etc. and aggregates support) • Section signature • Signature (button, graphic)
12.	Compliance, Regulatory...	<ul style="list-style-type: none"> • Relevant norm or legal requirement can be associated with an inspection or a section of an inspection • Regulatory documents associated with an inspection that need updating can be managed, alert before expiration date... • “External share” is a facility that allows any document to be



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		shared via email (all Mtv documents have a URL and therefore browser compatible)
13.	Progress of job, inspection, project ...	<ul style="list-style-type: none"> • Time elapsed per inspection, by inspection, inspector or team • Automatic output to Excel (or project management) of progress • Inspectors may see what colleagues are working on and progress • Colour-coding onscreen to visualise workload progress for Binders (=many inspections and or many inspectors) • Inspections may be divided and date & time stamped for progress reports
14.	Invoices, Payroll, Expenses and time stamping	<ul style="list-style-type: none"> • Check-in procedure that accepts pre-defined data and automatic send to Server for aggregation, analysis ... • Form-based timesheet with simple taps to indicate progress – Travelling, Awaiting Customer permission, Returning resources to store, Lunch break... etc to automatically collect times. Edits are possible • The two types of reporting can be combined • Costs – lunch, supplies etc can be likewise captured and integrated into Customer billing or diverted to Company expenses • Customer invoices can be generated onsite • Non-customer related activities or non-invoiceable activities can be created either within Mtv or can be generated externally by the back-end system (ERP, CMMS...)
15.	Elevation and prioritisation of issues	<ul style="list-style-type: none"> • Automatic accumulation of “scores” or values, for example more than 3 Not OK’s mean failure of the inspection • In a complex job, issues may be automatically elevated to higher level through the Binder
16.	After the inspection, pre-reporting	<ul style="list-style-type: none"> • Inspectors may work interchangeably on Inspections with other devices (smartphone to laptop) • Reports are automatically generated from templates but editing possible before publication
17.	Generated Reports	<ul style="list-style-type: none"> • Alerts in the field are automatically flagged and an information “object” created thus ensuring “nothing falls between the cracks”, the alert will be correctly routed to the service or person indicated and be followed-up • Inspections are associated to Reporting Templates for a generated report in the format chosen (PDF, Word, Excel...) • An inspection (any Mtv document) can be viewed and edited on any device (smartphone to desktop, rights permitting) • Reporting Templates are pre-formatted as per existing reports with customer details and the same look and feel (if required) • Automatic handling of multiple media elements per question, per report • Thumbnail pictures within reports, enlargements as Addendum



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		<ul style="list-style-type: none">• General conclusions are generated automatically, the Inspector may add other details• Colour coding of results• Filtering – for example only non conformance or infringements are shown• Protected Reports to Customer – inability to change results (note that changes to Mtv documents are logged, a new change forces a new version). Version recall and history for all Mtv documents• Any subsequent modifications of a Report are tracked via time and date stamping• Ability to filter and structure Reports according to outcome of inspection and various criteria: date, asset, location, type of infringement ...• Format of Report can be MS Office, PDF, CSV or other file services
18.	Digital Reports	<ul style="list-style-type: none">• Information can be sent to pre-existing customer portals• Or, information can be sent by "external share"• Entities – in effect a sub-database for the Customer with various tools such as access rights, account creation, and other facilities such as sorting, searching...