

## Audit and Inspection

### Checklist Knowledge Check

1. If a checklist is created at the divisional level of the tree, will it be available to user to select when they are scheduling their inspections at the global level? Why or why not.
  - **No. checklists are location based. If a checklist is set at the global level, it would be available to everything below. However, if it is set at the Division level, the checklist will only be available there and below.**
2. True or False: Checklist properties validation requirements change by checklist category
  - **TRUE – depending on the category selected the checklist properties validation changes for example when creating an audit, you have the option to enable recommendations requires action or response.**
3. What are the answer types that can be used when creating a checklist?
  - i. **Text**
  - ii. **Scored**
  - iii. **Positive and negative**
4. True or False: You can only display a rollup results by percentage
  - **FALSE: the display rollup results are depended on the answer types and if the questions are weighted.**
5. What is the process of copying questions from a checklist that has already been published?
  - **Move the option over to 'copy'. Select the location of the checklist that is meant to be copied. Choose the category or the questions which you would like to copy. Click and drag them over to the new checklist.**

### Inspection Knowledge Check

1. True or False: Checklists are location based.
  - **TRUE**

2. What is the difference between the print summary and print details?
  - **Details provides a printer friendly version of everything that has been entered the observation. Includes observation information, checklist questions and answers, findings and corrective actions and provides the audit trail. Summary is a high-level summary/score of each category and audit trail.**
3. What is a blank form used for?
  - **If a user is not able to complete their inspection using a computer or mobile device, they are able to print a blank form of the inspection, complete it, and then enter the results the next time they get to a computer.**
4. How can I identify that an action or finding has been created within one of my checklist questions?
  - **Via the icons provided on the question line.**
5. True or False: You can set an inspection up as a reoccurring event.
  - **TRUE**

### Audit Knowledge Check

1. At what stage in the workflow are you able to add corrective actions to a specific question?
  - **Pending Action Plan**
2. True or False: Audit recommendations require a response.
  - **FALSE: Only if the validation is selected when creating the template.**
3. True or False: The audit leader/team can add corrective actions to their findings.
  - **FALSE – only those identified responsible for pending action plan and action plan review can edit the findings CA's**
4. What is the purpose of the pending closure stage?
  - **For review, and to ensure that all corrective actions have been closed.**
5. How can I print a summary of the audit?

- **From within the audit, select the hamburger menu. Print Summary is listed as an item there.**

### Observation Knowledge Check

1. What is the general results tab used for?
  - **Findings or action items that are not related to a specific question on the checklist.**
2. True or False: I can filter and find only unanswered questions on my checklist.
  - **TRUE: By choosing the filter options on the checklist tab**
3. True or False: You can set a risk level to an Observation question.
  - **FALSE**
4. True or False: I can schedule an Observation
  - **FALSE**
5. True or False: You can identify the name of the employee who was observed.
  - **FALSE: There is no where to add the individuals name, unless you add it to the findings or comments.**

### Walkthrough Knowledge Check

1. True or False: I can answer checklist questions when documenting walkthrough findings.
  - **False: Walkthroughs do not have checklist questions**
2. True or False: I cannot add any General Results when entering a Walkthrough.
  - **True There is no General Results tab when reporting a walkthrough**
3. True or False: I can attach photos to findings.
  - **True**