**Inspections Training Series #1 Configuring AiM and Go for Inspections**

0:06
Good morning.

0:06
Welcome, everybody.

0:08
Thanks for joining us on this webinar.

0:10
My name is Kevin.

0:11
I'm helping facilitate this.

0:14
And as a couple housekeeping announcements, we do have everyone's line muted just for the best sound quality.

0:23
We are recording this webinar and we'll add it to our customer care portal in case you want to watch it again or share it with colleagues.

0:32
If you don't have access to the customer care portal, let me know and I have an alternate way to get you access to these recordings.

0:42
And I think, oh, questions.

0:45
If you have questions during the webinar, please feel free to use the questions option in your control panel to submit those.

0:53
You can submit them at any point, but we'll hold questions to the end.

0:58
We'll do Q&A at the end of the webinar, but feel free to submit them at any time.

1:04
And I suppose without further ado at this point, I'd like to turn things over to Randy Walsh, who will have a few words to share before turning it over to our presenter.

1:16
So Randy, it's all yours.

1:20
Great.

1:20
Thank you, Kevin.

1:22
Thank everybody for taking the time out of your busy schedules during these challenging times in our effort in trying to assist you as you as everybody tries to find their way through, you know the new normal that we're all dealing with.

1:40
You know Asset Works is committed to assisting you, our customers in every way possible.

1:47
Part of that is, is obviously we did a kind of showcase from a couple of your peers and again Many thanks to Alex Mauer from University of San Francisco and Carlos Murphy from Florida State University for sharing some of their business practices.

2:05
And as we announced last week, this is kind of that, that next step in the process of kind of giving you some training to utilize the, the, the tools that you already have.

2:15
Or if you wanted to take advantage of that temporary use license that we're offering for Go asset management, asset sync and the, the business automation script and convert into work orders.

2:27
This is that that next step in that continuous education process.

2:31
So you have the tools to to deploy those things as well.

2:34
So today we've got Shane Westinger, who's relatively new to the asset works team.

2:41
If you're not familiar with his name, he joined us in 2019.

2:45
He's one of our solution engineers, so supporting the sales organization as a as a functional and and product expert.

2:53
Shane actually comes from the owner's side of the house.

2:56
So he was with MD Anderson, so he has kind of the the boots on the ground customer perspective as well.

3:02
So without further ado, I'll turn it over to to Shane to to kind of walk you through this this training webinar.

3:12
Thank you and Shane, it's all yours.

3:15
All right, thank you, Randy.

3:17
So let's let's get kicking off here.

3:20
Hello everyone, by the way, so we're all aware of this, right?

3:25
We're all in a, in some level of crisis mode.

3:29
And you know, each of our organizations is kind of dealing with it differently.

3:31
We have different concerns around this crisis, right?

3:34
So, and it's unique for us, something we've never seen before.

3:38
It's got this, this global impact that we're witnessing, you know, and we, we see the news result, the news reports every day.

3:45
We're saying, oh, it'll be over in April, Oh, it'll be over in May.

3:47
So we don't really know when it's going to really end.

3:50
And to be honest with you, the the impacts with it probably if they're going to change our future, right, we don't really know what we need to now do to deal with this kind of a condition in the future.

4:05
So what we have definitely realized is that as FM organizations, we are essential, right?

4:12
No matter how many people are on campus or in your building or in, in the, in in your location, they still need our support.

4:21
They still need facilities management, taking care of things while they're away.

4:26
So when we look at that and then we look at this impact that this is having across the globe and toward reservation or organization, what's going to be the change that we have to deal with now as we as an opera resident FM operation, you know, are we now going to have enhanced cleaning processes that we're going to have to deal with?

4:46
Are we now changing when we do those cleaning?

4:48
Is it from a week to twice a week now or every day because of this?

4:53
And then with this kind of an impact across the globe, I am sure there's going to be new federal and local regulations around how we address this kind of a condition and how do we track it and how do we maintain these reports and, and validate that we're maintaining to the new standard.

5:10
And then of course, there's the people aspect of it, right?

5:13
So we're all experiencing this, this remote workforce effort now.

5:19
And are we now going to be now dealing on a more on demand level or is it going to be we're not really working in a shop anymore, We definitely need to be remote.

5:28
So all of these new norms that are going to come our way or something we want to be able to be prepared for and, and ready to address.

5:38
So as Randy mentioned, you know, we, we looked at, we see this happening and we're wondering how do we help out?

5:46
How can we help our customers?

5:48
How do we help with what asset works provides to address not only this current pandemic, but then position ourselves for the future?

6:00
Jeez.

6:01
So as it works family of products, we have you know the ready, the aim to go.

6:06
We have this end to end solution.

6:08
And we looked at our product line and said what what are the pieces and parts we can put together that can really address the current needs of our of our customers as we address this current crisis.

6:21
But then really puts us in a position to handle what the new norms going to be and be able to move forward with that.

6:29
So as Randy mentioned last week, you heard from a few of our peers and how they're leveraging pieces of the aim solution to address this need that they're having with inspections.

6:39
And so we wanted to leverage that and then build upon that and help, help explain how those tools can be used for you.

6:47
So we offered, we came out and said, we, we need to get this in the hands of our, of our customers.

6:52
We need to get them out there working on this, working to solve this problem.

6:56
So we gave, we're offering this 90 day temporary use.

7:01
Hopefully those of you online have jumped on that.

7:03
If not, and you're just kind of poking your head in for the first time, contact Randy.

7:07
He can fill you in on how to get involved with that.

7:11
So we've got a five part series coming up today.

7:15
We're taking on the configuration of aim and go.

7:17
But you see here the next, over the next two weeks, we run into a week to really button up the whole how do we get inspections going out the from out in the field to internal to work orders and automate that activity.

7:34
So without further ado, let's step into configuring AIM and go for inspections.

7:42
So if you haven't used inspections before in the asset module, there at the at the bottom are the, are the configuration screens that we'll be going through today.

7:51
We'll have, we'll deal with inspection line groups.

7:54
So that that provides us this tool to enable that reporting and gives us some visual organization of our inspection.

8:02
The there's an inspection status, so we'll need to apply an inspection status that we'll need to control those inspections.

8:09
There's an inspection type.

8:10
This is really what we're going to do on an inspection.

8:15
There's the Go asset management set up in there.

8:18
That's where we can either as it from an administrative perspective or from a user perspective, control the inspection that the person sees when they're on the Go app.

8:27
And then ultimately we're going to build us an inspection and walk through it.

8:33
So we start with the line groups.

8:34
These are these are something you develop yourself.

8:38
They're not driven by the aim product.

8:40
You can use whatever terminology you want to use.

8:43
The line group shows up as a kind of a header for each line item in the inspection.

8:51
And you can use it to help classify how you want to organize your your steps in the your line items in the inspection and then again use it for reporting later.

9:02
You can have multiple lines in an inspection use the same line group.

9:08
They the line groups display when you're in the Go app.

9:11
That's the kind of line one shows that as the header line.

9:15
There can be anything.

9:16
You can type in anything you want.

9:17
It's free form text numbers, special characters, and then the description when you add the description, which kind of helps if you're using codes or something for your line group, that description explains that is visible when you do the details on the inspection.

9:33
So the inspection type, this is this is where you give it the title, right.

9:37
So this is where you say if you're using codes or whatever, this is where you give that that explanation of what they're doing on the inspection line or the inspection.

9:46
These are visible when you've set up an inspection, you're available in Go asset management.

9:52
So you can create inspections off these inspection types.

9:55
And then when you use for preventive maintenance, they are available through that as well.

10:00
So if you think of the, the term that you use there, think of it kind of like the title of a play, right?

10:06
This is where this is where my title of my play is.

10:08
And as we step into it, we're going to be doing the the script of the play.

10:13
You can also relate document types to it.

10:15
So let's say we do have new cleaning standards we're going to have to deal with.

10:18
So you could associate a document to this inspection type, and then that document would be available in the inspection through Go.

10:29
So now that we've done our title of our play, let's get into the script.

10:32
And that's what the line items do.

10:34
They when you start, when you add a new one, the line item number is automatic.

10:40
So obviously you're going to get one as a line item number for the first one as you stepped into it, then you start to define other aspects of it.

10:47
One of them is a question type, and that's a it's a reactor field.

10:52
You have multiple options you can do to it.

10:54
You can have, you know, mobile choice text entry, Likert scales.

10:59
So we have some options there and we'll talk about those a little more later.

11:03
And then as you notice here on the right hand side, there's that line group that we defined.

11:10
So looking at a little more detail there.

11:11
So when a inspection is done in the field, there's every inspection line item requires a response of either pass fail or not applicable.

11:22
So regardless of what you put as a question type or anything, those every inspection require, every inspection line requires that response.

11:31
But you can use these responses that then trigger your response question that you select.

11:35
So if somebody says it's a pass and you have it in there as you don't never require it, then nobody needs to to respond any to any of your questions.

11:44
But if you have it as a value required, yes, then regardless of what the inspection line item response is, they're going to have to answer your question.

11:54
And then on fail obviously is if somebody fails it, then tell me why you're failing it, right?

11:59
Respond to my question from a generate customer request perspective.

12:05
You have a yes or no option there.

12:07
You can say no.

12:08
I don't care what you respond to on the line item.

12:12
You don't need to generate a customer request.

12:14
But if you do say yes on it, then a customer request will generate on failed line items on the inspection.

12:22
And then your questions that you apply can then help support information on that response as it goes to the customer request.

12:30
You can also assign remedial actions.

12:32
So based on that, on the response to the inspection, they'll have remedial actions that can be selected to follow up on.

12:39
And the the customer request is only generated after the inspection is completely closed.

12:45
So each line item, every time 1's failed doesn't automatically generate the response.

12:50
When the whole, when the whole inspection is completed, any of the fails that you said yes, generate a response.

12:57
Those will then generate the customer request.

13:01
And then there's the problem code.

13:02
So if you want to associate a problem code with it, then this just helps downstream when it's come comes time to do populate work order data.

13:13
All right, so they're in the inspection status.

13:14
So this is required.

13:16
Every inspection type has to have them.

13:19
There are four flags and these are these are non negotiable flags.

13:24
These are pre built in the system.

13:27
Flags are pending, open, closed and cancelled.

13:31
Now the status name and the description are yours to define.

13:35
So if you wanted to call the status of open you didn't like open, you want to use active.

13:40
You can use active as that status name.

13:42
However, the flags themselves must must follow the standard to comply to the standard.

13:52
And then there's configuring them for Go AM.

13:54
So that selection allows either you as a System Administrator to manage what a user will see and they can base it off of personal queries.

14:06
You can also base it off of the inspection type so that in the field, if you'd say they can only see this inspection type, then even though there may be 10 different inspections associated with a location, they're only going to be able to access the ones of a particular type.

14:23
And then the distance option, it utilizes the mobile function to the geolocation function.

14:29
So any inspections they have access to that are within this geolocated fence, they will then be able to see on their mobile device in Go.

14:42
All right, so then after we get that background information all put together, it's time to create an inspection.

14:48
And this is really the easy part.

14:50
When you generate an inspection, it's going to come up with its own inspection ID.

14:53
You don't, you don't control that, but you do get to put in the the descriptive information about it.

15:00
And then this shows up on the Go application as with the inspection ID in that description.

15:07
So put a description in there that'll mean something to somebody in the field.

15:11
You'll select your type of inspection.

15:13
This is where you select the type of inspection we just created.

15:15
And you want to do that first and then you put the status in there.

15:19
Now in order for somebody to be able to act on that inspection, the status needs to be in the open state.

15:28
And then finally, you add an asset to it.

15:30
In this case, we have our locations as assets in AIM.

15:34
Reason we do that is because you can utilize the barcoding or QR code reader functions within the system.

15:42
And so in this case, I'm showing you a room we just added and we'll have a training session later that'll talk about how you can get your rooms bulk loaded up into asset management as assets.

15:58
And then here we're looking at the GO application and, and the asset that we have available.

16:01
So in this case, we scan the the QR code and that brings up my room on the left hand side, my location and notice under inspections.

16:09
I have one inspection sitting there and if you just touch that, it brings you over to the inspection by type where you didn't see the inspection type that we created.

16:19
You jump into that, you see the inspection number and the description that we added, and then you jump into that and you see the different line items with the line type defined.

16:31
So as you address these different line items in the field and do your pass fail or not applicable, the color changes on each line item to give you a visual cue that there's what my condition is of this of this inspection.

16:48
All right, so that's the basic background information of how you get an inspection put together.

16:53
So let's walk through actually putting one together one second here.

17:00
Go over into AIM.

17:08
OK.

17:09
So login to AIM.

17:12
So asset management, we'll go to the asset management screen, our asset management module.

17:18
So here, here we are.

17:19
So at the bottom of the screen are the different inspections and the go asset management items that we're going to be editing.

17:27
So first thing we're going to do, we're going to start out with an inspection line group.

17:31
So I'm going to create an inspection line group.

17:35
Again, this is all free form.

17:36
You can enter whatever you want to.

17:38
In this case, I'm going to call our inspection line group.

17:41
I'm going to call it the C 19 clean because the items that I'm going to be doing on this line are directly related to the C19 clean and I'm going to call it virus remediation.

17:58
OK.

18:00
And then you want to over on the right hand side here, you want to make sure you make it active so it's available to you.

18:06
I'm going to save that.

18:08
OK, so the next piece is it's time to get into the inspection type.

18:16
So now I'm going to go create an inspection type for this to handle this, this this cleaning we're going to be doing.

18:25
And I'm actually going to call this inspection type the deep clean C19.

18:39
So I want this inspection specific.

18:41
Oh, how about spelling clean?

18:43
Oh, we'll put a new space in there.

18:45
There we go deep clean C 19.

18:47
That's my inspection.

18:48
That's the title of my activity there.

18:51
And I'm just going to give it a.

19:04
I'm going to call it my my description, sanitize an occupancy prep.

19:09
It is an active item.

19:10
And now I'm going to add the script.

19:12
So I'm going to add my line items at this point.

19:15
So I'm going to add one note comes in #1 so I just give it a description of what my first item is going to be and it's going to be my Is my location ready to clean?

19:33
OK, here's where you just find what your question is so I can do again, multiple options on in this case, I am going to use a multiple choice, but I will only need the choice answered if this fails.

19:46
I only want this answered if somebody out in the field says I can't.

19:49
This is not ready to clean, right?

19:53
For generate a customer request.

19:54
I'm going to go ahead and say yes on this.

19:56
So if this does fail and it's not ready to clean, I want to know about it so I can act on it.

20:04
And then I'm going to add the responses to my multiple choice question.

20:08
So this is where if this is failed, I'm this, you're the person's going to be required to answer to pick one or multiple of these options.

20:18
So on this response, I'm going to give it a couple.

20:22
So this location is occupied.

20:27
That's one add another.

20:31
This one, I'm going to call it location abandoned and I'm going to add another and give this one unable to enter, right, the door is locked, I can't get in or something like that.

20:51
From a remedial action perspective, I am going to add a couple of those.

20:54
So if if this is failed, I want to be able to add some extra information.

21:00
So one of my options here, I'm going to say, hey, there's personal belongings in the space.

21:10
I'm going to need some move help.

21:16
OK.

21:17
And also I'm going to add one more that just says, you know, location unavailable.

21:30
To begin the cleaning, OK, so there's my line item number one with responses and remedial actions.

21:39
We'll go ahead and add another one and this one I'm going to call the Clean, Clean tube C19 standard.

21:53
So I have my new standard I'm cleaning to here.

21:56
In this case, though, my response, I only need to have a text.

21:59
I only, I only need you to tell me something.

22:01
If for some reason we're not cleaning this to standard.

22:05
And again, I'm going to do this on fail.

22:06
So if it fails, tell me why.

22:09
If for a remedial action, I'm going to give, I'm just going to give one because if this fails, we are working, you know, we are dealing with something that's needs to be addressed.

22:21
I'm just going to say inspect location for clean condition, but I'm going to add a problem code to this because of this.

22:35
And I, I definitely want to create a remedial action and I'm going to add a problem go to this because this is pretty critical for us, right?

22:40
So I'm going to go ahead and add a problem code of sanitize.

22:44
I've created a problem code of sanitize that we want to be acting on this and send this to the right people to go out there and take care of this.

22:53
All right, and we'll add one more.

23:01
Since we're already touching the space, let's go ahead and do some other investigation.

23:05
Is the floor covering to our standard?

23:09
All right, Is everything OK in that space?

23:12
Is, and I'm going to use what they call, I'm going to use a Likert scale here and is a value required?

23:19
I'm going to say yes.

23:19
I want to know one way or another, is this meeting our standard?

23:23
I don't need to generate a customer request out of this, but I do want to do a remedial action.

23:30
So I'm going to add a remedial action of floor needs inspection.

23:38
I'm going to add another one.

23:41
This one's going to be it is tear or missing carpet.

23:51
I'm missing an eye for missing.

23:55
And we'll add one more and this one will be there's stains or discoloration.

24:06
OK, we'll finish it up there.

24:09
So I've created this inspection, got a description for it.

24:14
I've got three line items in my play.

24:16
Three things are going to be acted on.

24:18
So I'm going to save this.

24:21
OK, so now I have a deep clean.

24:23
So now I need to go develop some status identifiers for this.

24:29
So I'm going to go to the inspection status screen, open that up, and I'm just going to use the default ones.

24:38
So I'm going to go ahead and just click open, tell it it's open.

24:43
I'm going to give it a sequence of 10.

24:45
And this way if, if in the future I need to add some other inspection status level, I've got some room in there to put my the order of my sequence, I'm going to call this open and I'm going to sign the type, which inspection type We just did the deep clean 19 type.

25:07
So that's the one I wanted associated with.

25:10
OK, I want to save that.

25:14
So now I have an open and I'm going to go ahead and create one more.

25:18
I'm going to call it closed and just call it closed again associated with my inspection type of team 19 clean.

25:29
And I'm going to give this one a status of 20 just to give me some wiggle room and put my flag in the air as closed.

25:38
OK, so this will so give me what I need to be able to process this particular inspection.

25:48
All right, so the next piece we want to look at is the Go asset management setup piece.

25:53
And and if you provide your user this access, what they can do is control what they see, what they get access to.

26:03
So if they have personal queries available, they can get in here and assign a personal query.

26:09
Or if they have particular inspections that they want access to, we can come in here and say, you know what, they only have access to deep clean 19 inspections.

26:19
OK, save that and go back.

26:26
All right, So I have now put together the background information to put to assign an inspection.

26:33
And then I even can put the controls in to say what a person can see in this inspection.

26:39
So now I'm going to go build an inspection off of this information.

26:42
So we'll go here again.

26:43
I get the next ID, whatever is up there, but this description is going to explain what the inspection is for.

26:49
So I'm going to call this one my C19 clean.

26:57
And then I'm going to leave that there for now because I'll actually want to put a room reference to it in a second.

27:04
So my type, I want to select this first.

27:06
This is my inspection type and I'm going to pick the one we created deep clean C 19 and then my status again, I'm going to go ahead and put it in to open because I want to be able to access that.

27:19
And now I want to sign the asset.

27:21
I want to assign it to the room that I want this inspection to occur on.

27:26
So I'm going to go in here and in the in the case of what we're doing here, I'm going to select the women's restroom that needs a deep clean.

27:35
So I'm going to pick that and since I now know I know I have this room number, I want to include it in my title up here just so it or my description just so it helps the person in the field see where they're at.

27:49
Co 82 dash or four.

27:54
OK, so we're good and noticed that the line items came in.

27:57
Once I signed my type, the line items automatically came in and if I had any related documents that I associated to that type, they would also have come in and been part of this inspection.

28:09
So I'm going to save it and it's good to go, right?

28:14
So now I have an inspection available.

28:15
If I had to, if I was in Go, I was out in the field.

28:18
I could scan that room number that we assigned and then I would be able to execute on that inspection.

28:26
So in this case, though, I'm just going to go grab the one we just created, and I'm going to go ahead and execute.

28:34
I'm going to go ahead and do this inspection through the aim.

28:37
So what would you do?

28:38
You go to it, hit edit, and then you step into your line items and address, address the results.

28:46
So here's my result option here is pass fail not applicable.

28:51
So these are the three that are mandatory.

28:52
I'm going to go ahead and just click fail on this one just to show you how it works.

28:58
And now I have my multiple choice options.

29:00
So here I can say the location was occupied and I'm unable to enter or it's just any one of the any combination of these that I need to do.

29:10
In this case, I want to say that this location is abandoned, meaning they left and nobody's come back.

29:17
With that, though, I have some remedial action.

29:19
So now I'm going to load my remedial action in here.

29:23
And these are those two remedial actions that I had entered, right?

29:26
So this time I want to say that there are personal belongings in that space.

29:29
We need to move.

29:30
Assistance done and this one's completed, right?

29:35
So I'm going to click done and go to the next one.

29:39
So C 19 standard.

29:40
Did we clean the standard?

29:42
I will go ahead and say what?

29:43
We passed this one, we did OK.

29:45
But if I click fail, notice that my requirement field for a text came in right?

29:51
So I said if you fail this you better tell me why.

29:55
I say too oops too dirty.

30:00
I don't know too dirty about that.

30:03
And also I have some remedial actions here to do and this one I want to make sure they come back and inspect this.

30:08
Why is it too dirty?

30:12
And then finally the third one here, I'm just going to go ahead and this one, I require a value no matter this is the liquor scale, right?

30:20
So I can pass it, but it's still I wanted to know is that floor covering meeting our standard?

30:25
I guess that sure is OK and done.

30:30
So I've completed the steps of this, the actions of this play of this inspection and now I'm completed with it.

30:39
I want to go tell it it's complete and or, or it's closed.

30:43
In this case, complete or closed.

30:44
See how you could use a different term there for status.

30:47
Now, when I do this, any of those line items that I failed will kick off a customer request.

30:54
If I told it to go ahead and kick off a customer request.

30:57
So click closed and click save and that's done.

31:02
Status is closed.

31:03
We walk through the, we walk through the inspection line items that we had and now it's it's going to be in a closed condition.

31:15
OK.

31:16
So just one thing about the, the assets, when we remember we mentioned, I mentioned that the assets that the locations are entered as assets.

31:24
So we could leverage barcoding.

31:27
If you needed to address setting up your barcoding under system administration, there's the barcode set up and it's in here that I put for asset scan the asset ID.

31:38
And in this case that room ID is the asset ID that we're using.

31:43
So those would be available to scan.

31:49
OK.

31:49
Hey, Shane, one other thing in the system administration module, maybe talk about the Go set up in user security.

31:57
Yeah, so the user security that I showed you was available that we did was in the asset manager piece and that would be based on the individual user that's logged in that would give them control over filtering.

32:10
So let's say in the in the asset management piece, this individual, this user that has access to control this, let's say they have access to two or three different buildings or different zones.

32:25
You could then they could create a, a personal query filter that would allow them to select which zone they wanted to filter to.

32:32
That way they don't have to see 500 a list of 500 inspections.

32:37
They would only see the ones for a particular zone.

32:40
But from a System Administrator perspective, underneath your user security, let me go ahead and just pull one up from here.

32:49
As a as a admin, you can control it under here and you get the same view.

32:56
So in this case, this particular user, we filtered them to a particular set of buildings based on a personal query that we had.

33:03
And we also configured it to have only a certain inspection.

33:07
So they're only going to see these buildings with this inspection assigned to them.

33:15
All right.

33:16
So I think that pretty well covers setting up an inspection and executing inspection.

33:26
Go back to the presentation here.

33:35
All right, so the next training session will do will be on Tuesday and we're going to be covering PM templates for inspections.

33:44
So we're going to look at defining, creating those, setting up the template phases or the line items, you know, and then taking the inspection type recruit we created here and assigning it to it as well as adding location assets to that PM template.

33:59
And then we'll look at generating, so bulk assigning these templates are these PMS to the different locations are the asset locations that we're going on.

34:12
Again, the opportunity here to get a hold of this of Go asset management and asset sync.

34:20
And then later and some of the later set, one of the later sessions, we'll talk about the business automation script and then this training webinar series that we're doing.

34:27
If you want to get a hold of any of that, please contact Randy, he's on the line or you can contact Keith as well.

34:36
And that about does it from a demo and training perspective.

34:40
If you guys have any questions, please feel free to ask him.

34:45
Yeah, great.

34:45
Thanks, Shane.

34:46
And again, just to reiterate, we're we're kind of stepping through this.

34:50
So this first one was just kind of setting the foundation of how to create an inspection really sticking inside of aim.

34:57
We will ultimately culminate with demonstrating and, and training on how the end user actually conducts the inspection with the Go asset management.

35:06
But we're, we're training you on how to build this, this up so you can actually deploy this if you wanted to leverage that.

35:13
So Kevin, I, I don't know if any questions have come in during the the call, but as Shane mentioned, let's go ahead and open it up for any questions for a few minutes.

35:23
Yes, and we've had a couple questions come in, but just a reminder for folks, use the questions option in your control panel.

35:30
Now would be the perfect time to submit those.

35:33
One other thing I'll mention while people have a chance to submit questions is that this training series, we sent out one invitation to register for the entire training series.

35:48
If you didn't register for the future webinars, which are next week, Tuesday, Thursday, and the following week, you can get back to a complete list of all of those webinars from our website.

36:05
So, and, and our new website, if you go to goassetworks.com and the COVID-19 Resource Center page, which there's a blue button right on our homepage to get to the COVID-19 Resource Center, we're keeping a list of all of the webinars and links to register to them on that page.

36:27
So that's how you can register for the other webinars in this series if you missed or didn't register for all of them in the initial invite.

36:37
So let's go ahead and go to questions.

36:40
And one of the ones that came in during your presentation was when is the best time to assign the line group?

36:51
You didn't add when entering the line items.

36:58
So the line group, when you create 10, let me get to asset management.

37:03
Oh, get out of there.

37:06
Is that management?

37:08
So the line group, I think the question is on the inspection itself, Shane, I think you were just running through and you neglected to fill in that field.

37:18
So it's as you're creating the inspection line item, you could be adding and associating the line group.

37:24
It was just a minor oversight.

37:27
Sorry about that.

37:27
Yeah, that's correct.

37:29
Here, put it into edit.

37:33
Oh, you're right, I didn't.

37:34
Sorry.

37:35
You're right.

37:36
I forgot to do that, but that's correct.

37:40
So when you do the line group, this is where you'd add it.

37:47
You'd add it there.

37:49
So the answer to the question is, is as you're creating the line is when you should add the line group.

37:54
But you can change or update them as necessary.

37:57
So if your business process changes over time or evolves or your nomenclature changes, you can you can change and add those as necessary.

38:06
Yeah, and I just changed this one.

38:08
So note these I'm grouping as C 19 related directly.

38:12
This one is a covering issue.

38:14
So I'm adding that's one of the custodial services.

38:16
So you can see as you add your line items, you can start to organize them with these line groups going forward.

38:28
OK.

38:29
Next question I think I can answer and that's do you plan on showing how inspections work in Go asset Management in a future webinar?

38:37
And Randy, I think you answered that already.

38:39
That is coming up later in this training series.

38:43
So, yes, another question is can we get APDF of the slide deck of today's presentation?

38:54
And I, I think as long as Randy, Shane, you guys are OK with that, I could go ahead and post it in the customer care portal right next to the recording.

39:05
Yeah, I think that'd be no problem for us to provide that.

39:07
OK.

39:08
So answer to that is yes as well.

39:12
Another question, when loading building locations into the asset profile, is it a good idea to use smart numbering?

39:20
In your example you used smart numbers or let aim assign random new, next available numbers.

39:31
I would definitely use a number that makes sense.

39:35
I wouldn't use the random numbers, especially for locations since they're very building and floor centric.

39:41
So you probably already have a numbering convention that you'd want to leverage for your locations.

39:46
So that would, yeah, normally we would be saying most assets we will allow the system to generate the number.

39:54
It's arbitrary in this unique situation because we're potentially leveraging this to be able to scan a location.

40:02
And you potentially have a barcode label on a door frame.

40:06
It's more about what do you potentially have on the label in the door frame to facilitate the scanning of that.

40:12
Now that being said, one of the things that then Shane poked through it pretty quickly in the barcode set up in the system administration module, you can actually scan against two different IDs, right?

40:26
So we can scan and validate against the asset tag as well as you can go in and pick other things like ACID description or replacement tag or serial number.

40:35
So there there is some flexibility associated with that depending on what your business process is.

40:42
But we're anticipating in this particular use case scenario where we're dealing with room based inspections essentially where we want to leverage barcode scanning.

40:51
That's why we're we're suggesting that this would be one of those situations where you're using potentially a building ID dash or dot, what the location ID is that that would most likely represent a label that you have stuck on a door frame essentially.

41:09
OK, excellent.

41:12
Another question is does the barcode generator create QR codes?

41:20
There is no true barcode generator inside of AIM.

41:25
So the, you know, if you're trying to create labels, you can use Bert and the Bert barcode font is still a traditional 2D3 of nine or code 39 format that we provide.

41:39
If you want to generate QR codes, you would have to use some type of third party label generator software and there's a variety of them out there that have different capabilities.

41:51
As far as that one that I've used before, and this is not a recommendation, it's just that I've used before and you successfully is a label joy and it then has the ability to communicate directly to the database and it can generate QR codes and put your labels on it and things like that.

42:09
So QR codes because it's really generating an image.

42:13
It's a little bit different animal than a, you know, the old school three of nine true type font that you can just represent text as as in a font format QR code, you're actually generating an image.

42:29
So it's a different situation.

42:31
So you do have to use specialized software to create that label.

42:38
OK, excellent.

42:40
So far that's all the questions that have come in.

42:44
So unless any come in here in the last second, I think we might be good.

42:52
Just one quick reminder for folks, do you can't.

42:57
You can find the webinar schedule, the upcoming webinar schedule on goassetworks.com and under the COVID-19 Resource Center, we will be sending announcements for other webinars.

43:10
We have several others we're working to firm up besides this training series and those announcements you'll get through e-mail and they will also be listed under the COVID-19 Resource Center.

43:23
So you'll be able to see them in two places.

43:26
And if there are any other folks within your organization that you want to make sure receive the invitations for these webinars, you can send me an e-mail.

43:36
It's kevin.rosh@assetworks.com.

43:40
You should have received the invite for this webinar from me.

43:44
So you could just reply to me and provide any other names and e-mail addresses and I'll make sure make sure they get on our list to receive the invites.

43:53
And I think at this point, we haven't had any other additional questions come in.

43:57
So Randy, Shane, any final words from you?

44:05
No, we just appreciate everybody's time.

44:07
And it's an unprecedented situation.

44:10
So we hope everybody is practicing their social distancing and staying safe and healthy.

44:16
And if there's anything that As It Works can partner with you or your institution on, don't hesitate to reach out to really any of your contacts at As It Works.

44:28
We would love to hear any ideas.

44:30
We want to share ideas as much as possible and and keep the dialogue open as we all go through this new normal that we're we're all trying to deal with.

44:43
Well said Randy.

44:44
Thank you guys for your time and expertise today and thank you all for attending and we'll see you on the next webinar.

44:52
Take care everyone.

44:54
Thank you.

44:55
Thank you.