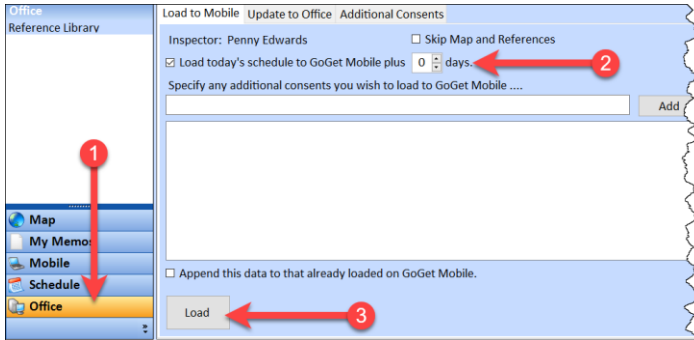


GoGet Mobile Quick Guide

Get started and load the day's schedule

- 1 Tap the **GoGet Mobile** icon
- 2 Identify yourself
- 3 Ensure you are connected
- 4 Tap the **Office** function panel (No 1)
- 5 Select any extra days you want to load (No 2)
- 6 Tap on **Load** (No 3)

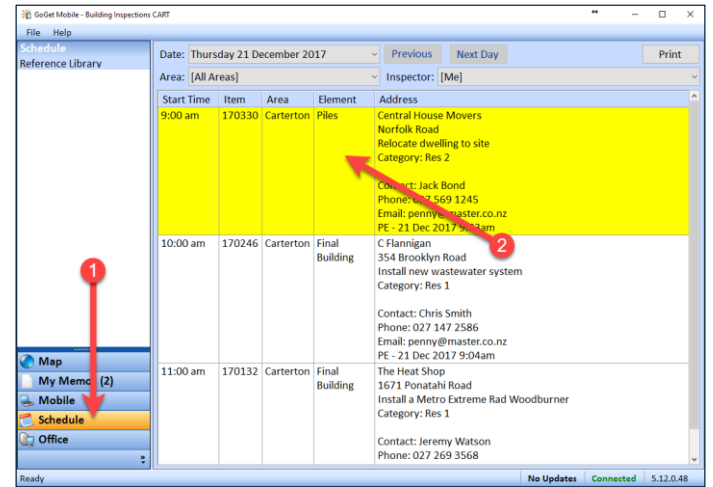


Check your schedule for the day and print if required.

- 7 Tap on the **Schedule** function panel
- 8 Tap on **Print** and print a copy of the schedule

Select consent and respond to consent memo

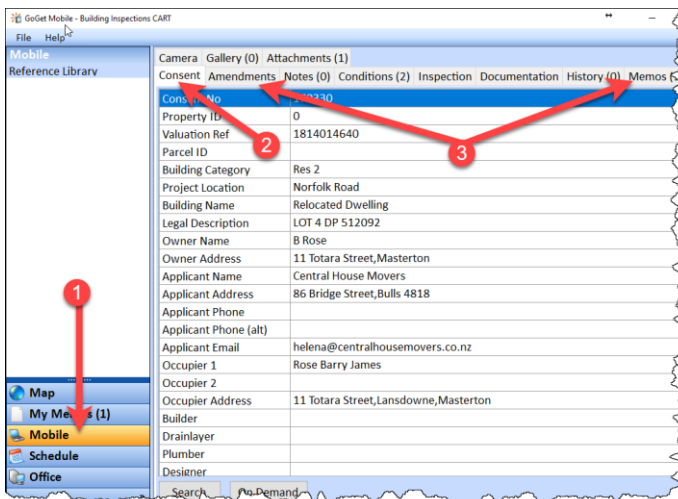
- 1 Tap the **Schedule** function panel
- 2 Double tap on the first inspection booking



If there is a memo relating to the consent, it will display.

Check the consent details

- 1 GoGet Mobile will switch automatically to the **Mobile** function panel (No 1)
- 2 Tap on the **Consent** tab (No 2)
- 3 Check all the information about the consent – look at all the tabs (No 3)

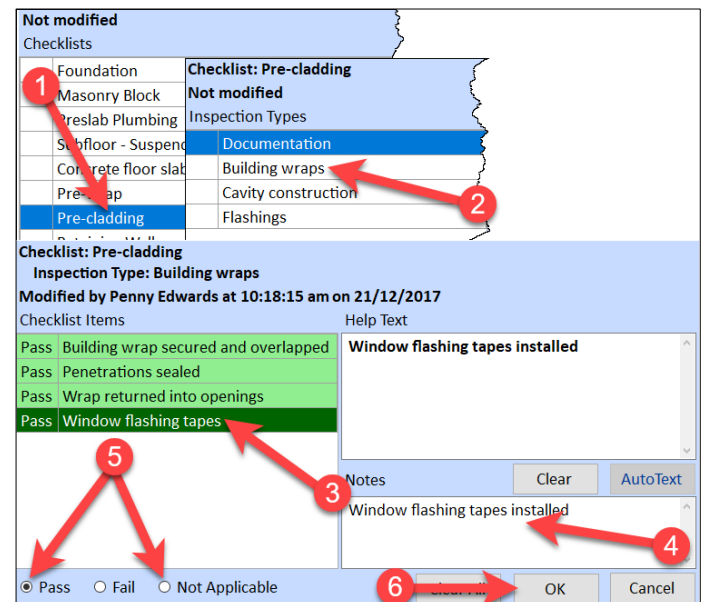


Perform an inspection

- 1 Tap on the **Inspection** tab
- 2 Double tap on the checklist you want to use (No 1)
- 3 Double tap on an inspection type (No 2)
- 4 Perform your inspection (No 3)
- 5 Record the status and any notes (Nos 4 and 5)
- 6 Take any photos required (click on the **Camera** tab)

You must complete all checklist items before the OK button will become available unless you fail an item.

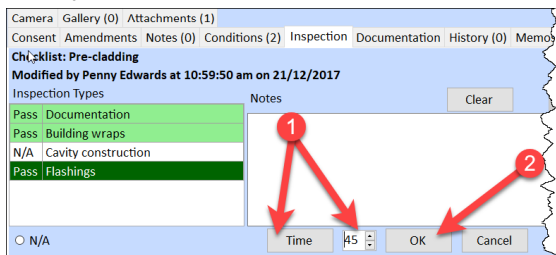
- 7 Tap on **OK** when finished (No 6)



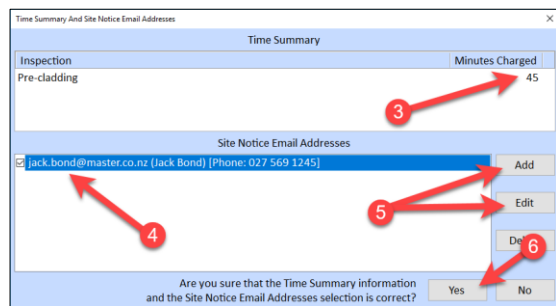
Save inspection details, record time and emails

When you have completed your inspection types—

- 1 Tap on the **Time** button or the time up arrow (No 1)
- 2 Tap on **OK** (No 2)



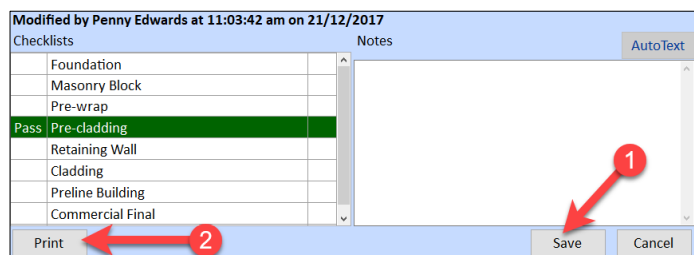
- 3 If you have finished your inspection, tap on **Save**
- 4 Review time, select email address, add or edit email addresses, tap on **Yes** (Nos 3–6)



Print a site notice

With your inspection and time recorded—

- 1 Tap on **Save** (No 1)
- 2 Tap on **Yes** if the recorded time and emails are correct
- 3 Tap on **Print** to save to Attachments (No 2)



If you have a mobile printer, print out a copy and leave on site.

An electronic copy of the site notice will be sent when you do an Update to Office.

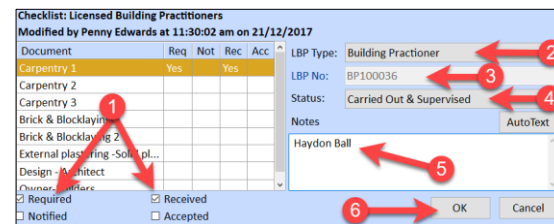
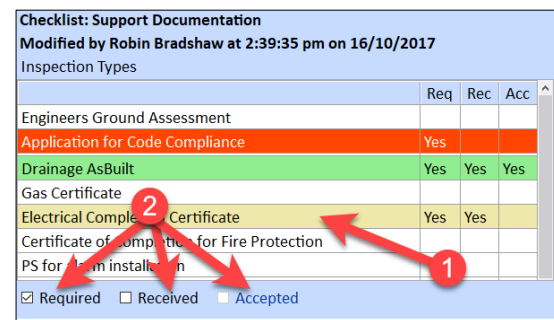
Write a memo

- 1 Tap on the **Memos** tab
- 2 Tap on the **New Memo** button (bottom right)
- 3 Select the type and the recipient
- 4 Enter the subject and memo text and tap on **Save**

Remember: You send a memo – the recipient responds to it – you sign it off.

Check documentation, LBPs

- 1 Tap on the **Documentation** tab
- 2 Double tap a checklist (No 1)
- 3 Tap on an item and mark off its status (No 2)
- 4 Tap on **OK** to save



Documentation that you need to receive and accept displays at the bottom of the site notice.

Use the map

Find your way around the map and see the locations of your inspections—



View Default Layer – Show all inspections for the day (yours and other inspectors)



Road Search – Find the road you want



Select – Select the consent you want



Pan – Move around the map



Centre – Put the current location in the middle of the map



Zoom In/Out – See more/less detail



Previous – Return to what you had before



From/To – See the area between two points



Location – Add a favourite location

Update to Office

Ensure you are connected—

- 1 Tap on the **Office** function panel
- 2 Tap on **Update to Office**
- 3 Tap on **Update**
- 4 Enter the consent numbers for any on-demand inspections and tap on **OK**