Maintaining your WSUD assets

iAuditor
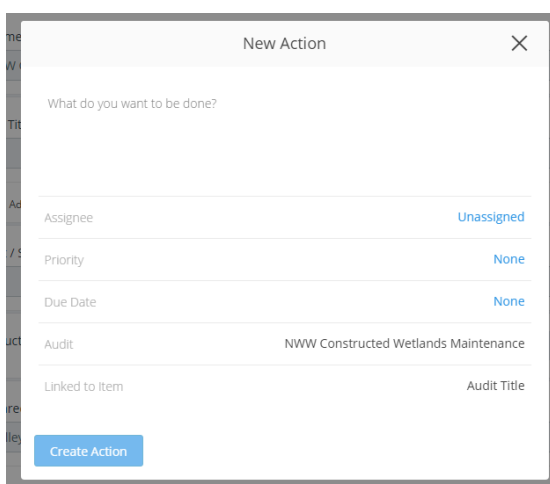
Set up

- Download **iAuditor - Audit & Checklist App for Safety & Quality inspections** from your device's App store/Google Play
- Open **iAuditor**
- You will be guided through a **Try a quick audit** section followed by a **See the audit report**.
- Once you have previewed the audit, close the screen (top right hand corner).
- Tap on **Create a free account**
- Enter
  - o Email
  - o Password
  - o Name/surname
- You will be sent an email to confirm your account before you can begin.
- Tap on **Public Library** (bottom band of home screen)
- Scroll down and select **Local Government** from the list
- Search for **_NWW_**. You will have a choice of several *NWW Maintenance* Templates. Choose from: Tree Pit/Swale/Pervious Paving/Constructed Wetlands/Biofilter)

- Scroll down and tap on the download button
- The templates are now in your template folder (bottom left of home screen)
- Select the template you want to use and tap on the **Start Audit** button.
- You are now ready to start auditing the site you are at!

Some notes:

- Begin with adding the details of the site:
  - o Title
  - o Client/Site
  - o Date (start day & time)
  - o Prepared by (your name will appear here – but can be edited)
  - o Location (allows you to drop a pin on your location to enter address and exact GPS coordinates)
  - o Personnel (other people at audit with you)
  - o Completed on (finish day & time)
- Click on **Next section** – this is where the audit elements are.
- Enter details in spaces shown – you will be given a choice of adding text, multiple choice, follow-ups etc. See below for explanations.

Department of **Planning**, Lands and Heritage
Department of **Biodiversity**, Conservation and Attractions
Department of **Water** and Environmental Regulation
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Icons and their meanings

- - **Calendar** to enter the date

- - **Camera** – to attach image/s. This will give you the option of adding images already on your device (e.g. to use in the office when editing the audit) or open your device's camera to upload images on the spot. These images will be imbedded in the report as appendixes for the audit. Take as many as you need and add/remove at completion of audit for inclusion in the final report.

- - **Multiple choice** - this is a multiple choice drop down menu. You have the option of **Yes/No/Actioned** to describe the criteria of the component you are auditing. You can select more than one option)

- - **Paperclip** – seen throughout the audit template. When you click on this the paperclip turns horizontal and adds an **Add Action** Add Action button. This allows you to add extra notes and initiate a follow up. (Need to first select **Actioned** in the multiple choice of Yes/No/Actioned.)

- In this section you can:
  - Add more details of the particular criteria ("What do you want to be done?")
    - Add notes for the assignee – as comprehensive as you like.
  - "Assignee" – you or colleague (in paid version) to do the work
    - Assign names and emails of other personnel that need to perform the follow up – this is available only if your organisation opts for a paid system (starts at $9/month)
    - For free use, make notes in space available to then email the final report to the respective department of follow up action. E.g. "rubbish removal – operations" and send the report to your ops manager who then will assign all the work marked "operations" to the team to be

New WAter Ways

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done. Priority and date for work to be done is on the report to help guide timeliness of works to be done.

- o "Priority" - Select the level of urgency/priority for a follow up
- o "Due Date" - Select a time/date the follow up needs to be completed by
- When finished, tap on **Mark as Complete**
- You will be given the option of:
  - o Preview and Exporting the Audit
    - ▪ Keep the NWW export profile checked for formatting to remain as has been set up by New WAter Ways. You can preview the report before sending, or sending immediately.
  - o Returning back to the template
    - ▪ This allows you to complete another audit using the same template, immediately. Your completed templates will be saved in the Audits section (on the bottom home screen)
  - o Saving and Closing the template.
- The **Actions** tab (bottom of home screen) is where any follow-ups actioned in an audit are listed. This allows you/staff to view at a glance what aspects of each site needs attention.

Editing format of report

These steps can help you determine the size of the media images that are presented in the report you export upon completion of the audit. Many of the formatting elements can be found at this back end section of your <u>completed</u> reports.

- Once you have completed the audit and are ready to export the report, click the **Export Audit** button
- Select **Export as** (PDF, Word, CSV …etc)
- Select **Manually edit exporting settings**
- Select **PDF   Customise>**
- Select **Media Options**
- Select **Media Resolution**
- Select **Original**
- Select **Media Quality**
- Select **Original**
- Scroll down and select **Media** (under **Pages** heading)
- Select **Media Per Row**
- Select **1**
- Click **Customise** (at top)
- Click **Customise** (at top)
- Click on **Export** (at top)
- (at this point you can click on the **+** next to **Document Type**) and choose what formats you want the information (you can choose more than one))
- Click **Send**
- Choose **Send with email**
- Enter your email address
- and voila!

Feedback & questions

We appreciate feedback. Please contact NWW on info@newwaterways.org.au with input on how we can improve, expand or build on the NWW Maintenance templates, or if you have any questions.