

TIPS TO REDUCE MISSED INSPECTIONS

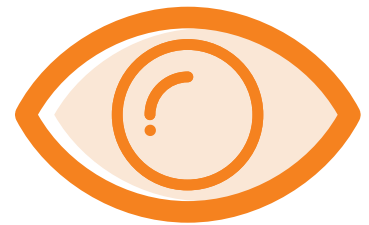


DESIGNATE AN ADMINISTRATOR

Select one person who will be responsible for dealing with missed or "Attention Required" items. This ensures items are not outstanding for too long, encouraging inspectors to continue to report issues.

TRY IT HANDS ON

After Tap Report is in place, be sure to go through the process of logging in and reporting with each inspector to get them fully comfortable. Let them try it out with you present to answer any questions they may have.



PRINT ALL LOCATIONS

Printing all locations in a hard copy for inspectors is a great way to get them comfortable with the transition to digital. To do this, log in on the web and press Print Reports > All Locations > Go.

GO FULL STEAM AHEAD

After training, have inspectors start using the system right away. The more time that goes by after training without use, the more difficult it is for inspectors to adopt the new habit.



MAKE ROOM FOR SCANNERS

If applicable, have a designated spot for the scanners for inspectors to find and put back after use. Also, have an outlet nearby for charging scanners after use.

DEBRIEF REGULARLY

Talk with your team about the importance of completing inspections on time. Be sure to highlight:

1. Locations that are regularly inspected on time
2. Team members that are doing a great job
3. Areas for improvement - inspections locations, inspection quality & accuracy, people performance



NEED HELP? CALL 1 855 727 9388 OR EMAIL US

TAPREPORT

customerservice@tapreport.io