

Form Function Operating Manual

If need to add new Form, then click "+", if no need to add new Form, then click Edit icon directly.

OGP Home Organization Patrol **Form** Monitoring / Review Report Mobile Phone Setup

Company Form
Customer Form
Site Form
Employee (Work Form)

+ [trash] [list] [lock]

Search:

<input type="checkbox"/>	Name	fill in	Edit	QR code
<input type="checkbox"/>	HSE INSPECTION REPORT			Add
<input type="checkbox"/>	HSE Inspection Report-New			Add

Display Items 1 to 2 results , total 2 Items

1 Edit Form name first

Basic elements

- Single selection(Remarks)
- Radio group
- Multi Selection(Remarks)
- Drop Down Box(Remarks)
- Drop Down Box(Search)
- Multilevel selection

HSE Inspection Report-New

Description

Inspected By

2 Add title

The image shows a form builder interface with three main sections:

- Basic elements sidebar:** A list of form components. The 'Title' element is highlighted with a red box. A red arrow points from this element to the 'Description' field in the form preview.
- Form Preview:** A form titled 'HSE Inspection Report-New'. It contains several fields: 'Inspected By' (Ferdinand Amarille), 'Designation' (Officer - HSE | QA, HSE and Security), '*Inspection Date and Time' (To be filled in by User), 'Inspection Site' (ST.15), and '*Location/ Warehouse No:' (To be filled in by User). A red box highlights the 'Description' field at the top, and another red box highlights the 'Description Details' field at the bottom. A red arrow points from the 'Description' field to the 'Title' field in the right-hand panel.
- Field Configuration Panel:** A panel for editing the selected 'Title-23' field. It includes options for 'Title', 'Font' (Small), 'Location' (Middle), 'Color', 'Link' (Please Input), and 'Refresh this page' (checked) / 'Newly opened page' (unchecked).

3 Add Drop Down Box

The image shows a configuration interface for an 'HSE Inspection Report-New' form. On the left, a 'Basic elements' panel lists various form components. The 'Drop Down Box(Search)' option is highlighted with a red box, and a red arrow points to the 'Inspected By' dropdown in the form. The form itself has three dropdowns: 'Inspected By' (value: Ferdinand Amarille), 'Designation' (value: Officer - HSE | QA, HSE and Security), and 'Inspection Site' (value: ST.15). A second red arrow points from the 'Designation' dropdown to the configuration panel on the right. The configuration panel, titled 'Drop Down Box-31', shows the 'Title' as 'Inspected By' and a list of 'Options' with checkboxes and icons. The 'Ferdinand Amari' option is selected and highlighted with a red box. The '+' icons for adding options are also highlighted with a red box.

Basic elements	
<input checked="" type="checkbox"/> Single selection(Remarks)	<input checked="" type="checkbox"/> Radio group
<input checked="" type="checkbox"/> Multi Selection(Remarks)	<input type="checkbox"/> Drop Down Box(Remarks)
<input type="checkbox"/> Drop Down Box(Search)	<input type="checkbox"/> Multilevel selection
<input type="checkbox"/> Column text	<input type="checkbox"/> Value
<input type="checkbox"/> Take/Attach Picture	<input type="checkbox"/> Take Picture
<input type="checkbox"/> Audio	<input type="checkbox"/> Video
<input type="checkbox"/> Geo Location	<input checked="" type="checkbox"/> Remarks
<input type="checkbox"/> Signature	
<input type="checkbox"/> Table	<input type="checkbox"/> Multi row multi column
<input type="checkbox"/> Date	<input type="checkbox"/> Time
<input type="checkbox"/> Date and Time	

HSE Inspection Report-New

Description

Inspected By
Ferdinand Amarille

Designation
Officer - HSE | QA, HSE and Security

***Inspection Date and Time**
To be filled in by User

Inspection Site
ST.15

Drop Down Box-31

Title: Inspected By

Option:

- Ferdinand Amari
- Mohamed Meer:
- Mohamed Rafius:
- Prasanna Manav

4 Add Date & Time

The image shows the configuration interface for the 'Date and Time' field in the 'HSE Inspection Report' form. On the left, the 'Date and Time' option is highlighted with a red box, and a red arrow points to the field in the form. The form shows the '*Inspection Date and Time' field with the placeholder 'To be filled in by User' and the 'Inspection Site' dropdown set to 'ST.15'. A second red arrow points from the field to the configuration panel on the right. The configuration panel, titled 'Date and Time-10', shows the 'Title' as 'Inspection Date and Time' and the 'Default' set to 'Current Time', which is highlighted with a red box. The 'Other' section has 'Required' checked, also highlighted with a red box.

<input type="checkbox"/> Geo Location	<input checked="" type="checkbox"/> Remarks
<input type="checkbox"/> Signature	
<input type="checkbox"/> Table	<input type="checkbox"/> Multi row multi column
<input type="checkbox"/> Date	<input type="checkbox"/> Time
<input type="checkbox"/> Date and Time	
<input type="checkbox"/> Title	<input type="checkbox"/> Text Description
<input type="checkbox"/> Display Picture	<input type="checkbox"/> Video
<input type="checkbox"/> Slide Show	<input checked="" type="checkbox"/> Blank
<input type="checkbox"/> Split line	

***Inspection Date and Time**
To be filled in by User

Inspection Site
ST.15

Description Details

***Location/ Warehouse No:**
To be filled in by User

Date and Time-10

Title: Inspection Date and Time

Default: None Current Time

Patrol: Please Input

Method:

Other: Required Check Item is Faulty

5 Add Column text

Column text 123 Value

Take/Attach Picture Take Picture

Audio Video

Geo Location Remarks

Signature

Table Multi row multi column

Date Time

Date and Time

Title Text Description

Display Picture Video

Slide Show Blank

Description Details

***Location/ Warehouse No:**
To be filled in by User

***Tenant Name**
To be filled in by User

Finding

Category	Findings	Risk Rating	Significant Risk	Recommendations	*Take Picture	*Closure Date
Obstruction				Remove the		

Column text-19

Title Location/ Warehouse No:

Default

Patrol Please Input

Method

Other Required Check Item is Faulty

6 Add Multi row multi column

Table Multi row multi column

Date Time

Date and Time

Title Text Description

Display Picture Video

Slide Show Blank

Split line

Importance Urgency

Customer/Site Device code

Page Form code

Finding

Category	Findings	Risk Rating	Significant Risk	Recommendations	*Take Picture	*Closure Date
Obstructions	Obstructions of Fire fighting equipment	Low	Yes	Remove the obstructions and clear the area	<input type="image"/>	To be filled in by User

Multi row multi column-36

Title Finding

Category	Drop Down B	Set	-	+
Findings	Drop Down B	Set	-	+
Risk Rating	Drop Down B	Set	-	+
Significant Risk	Drop Down B	Set	-	+
Recommendat	Drop Down B	Set	-	+
Take Picture	Take Picture	Set	-	+

6.1 Choose Drop Down Box then click [Set](#) to edit details

Multi row multi column-36

Title [?] Finding 

Category	Drop Down B 	Set		
Findings	Value	Set		
Risk Rating	Text box	Set		
Significant Risk	Take/Attach Picture	Set		
Recommendat	Take Picture	Set		
Take Picture	Video	Set		
Closure Date	Audio	Set		
	Signature	Set		
	Scan code	Set		
	Drop Down Box	Set		
	Remarks	Set		
	Date and Time	Set		
	Date	Set		
	Time	Set		

Patrol Please input

Set 

Drop Down Box

Title Category

Option

<input checked="" type="checkbox"/>	Obstructions			
<input type="checkbox"/>	Housekeeping			
<input type="checkbox"/>	Equipment			
<input type="checkbox"/>	PPE			
<input type="checkbox"/>	Facility			
<input type="checkbox"/>	Positive			
<input type="checkbox"/>	Others			

Save Close

6.2 Choose Take Picture then click [Set](#) to click “Required”, otherwise no picture also ok.

The image shows a form editor interface. On the left, a table lists various fields with their types and a 'Set' link. A dropdown menu is open over the 'Findings' field, listing options like 'Value', 'Text box', 'Take/Attach Picture', 'Take Picture', 'Video', 'Audio', 'Signature', 'Scan code', 'Drop Down Box', 'Remarks', 'Date and Time', 'Date', and 'Time'. The 'Take Picture' option is highlighted with a red box. To the right, the 'Set' configuration panel for 'Take Picture' is shown. It includes a title field with 'Take Picture' and an 'Other' section with a checked 'Required' checkbox, also highlighted with a red box. At the bottom, there are icons for API, a help icon, and a lock icon.

Field Name	Type	Action	Controls
Category			
Findings			- +
Risk Rating			- +
Significant Risk			- +
Recommendation			- +
Take Picture	Take Picture	Set	- +
Closure Date	Date	Set	- +

Set

Take Picture

Title: Take Picture

Other: Required

API ? Lock

6.3 Choose Date then click **Set** to click “Required”, otherwise no Date also ok.

Multi row multi column-36

The screenshot shows a form editor interface. On the left, a table lists various form fields with their respective data types and a 'Set' button. The 'Date' option in the dropdown menu is highlighted in blue. On the right, the 'Set' panel for the 'Date' field is shown, with the title 'Closure Date', default options 'None', 'Yesterday', and 'Today', and the 'Required' checkbox checked and highlighted with a red box.

Field	Type	Set
Title	Findir	
Category		
Findings		
Risk Rating		
Significant Risk		
Recommendat		
Take Picture		
Closure Date	Date	Set

Value
Text box
Take/Attach Picture
Take Picture
Video
Audio
Signature
Scan code
Drop Down Box
Remarks
Date and Time
Date
Time

Set

Date

Title: Closure Date

Default: None Yesterday Today

Other: Required

7 Click Save after finish editing form

The screenshot shows a form submission screen. On the left, a table lists various form fields with their respective data types and a 'Set' button. The 'Save' button is highlighted with a red box.

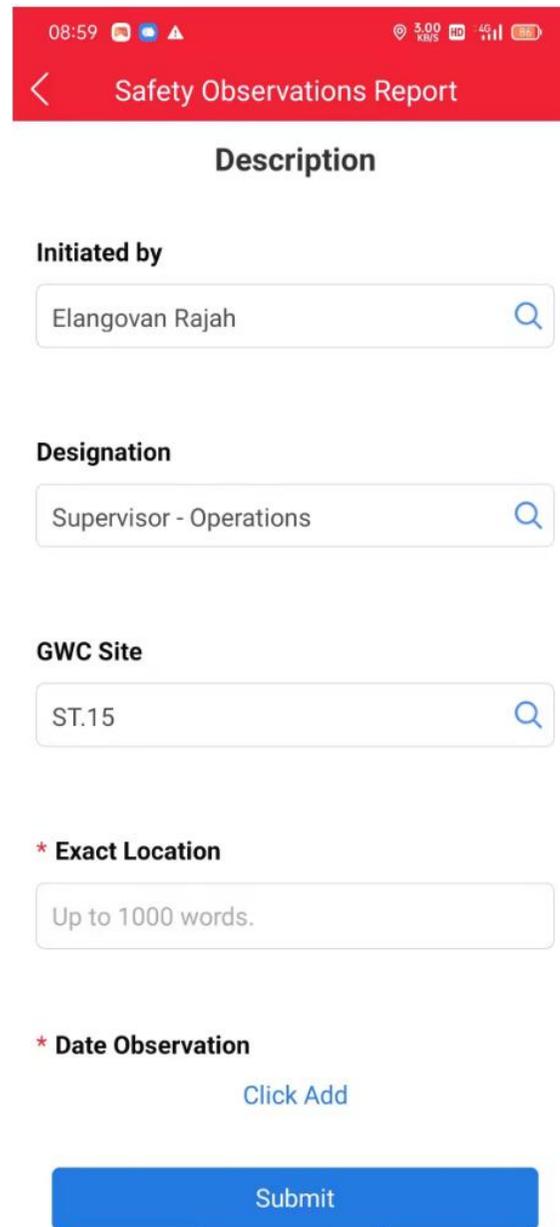
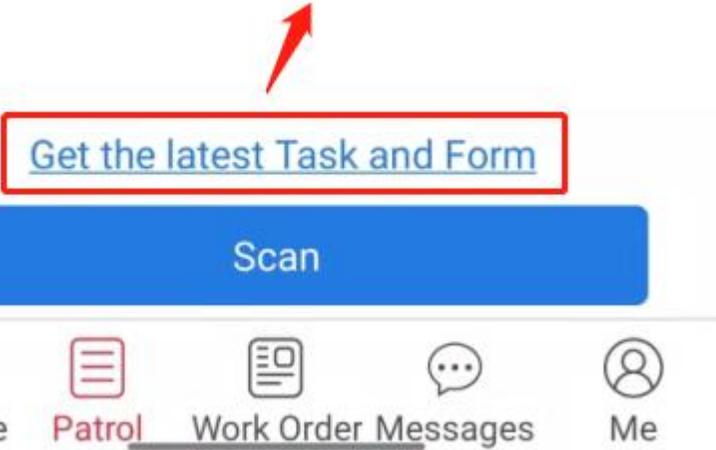
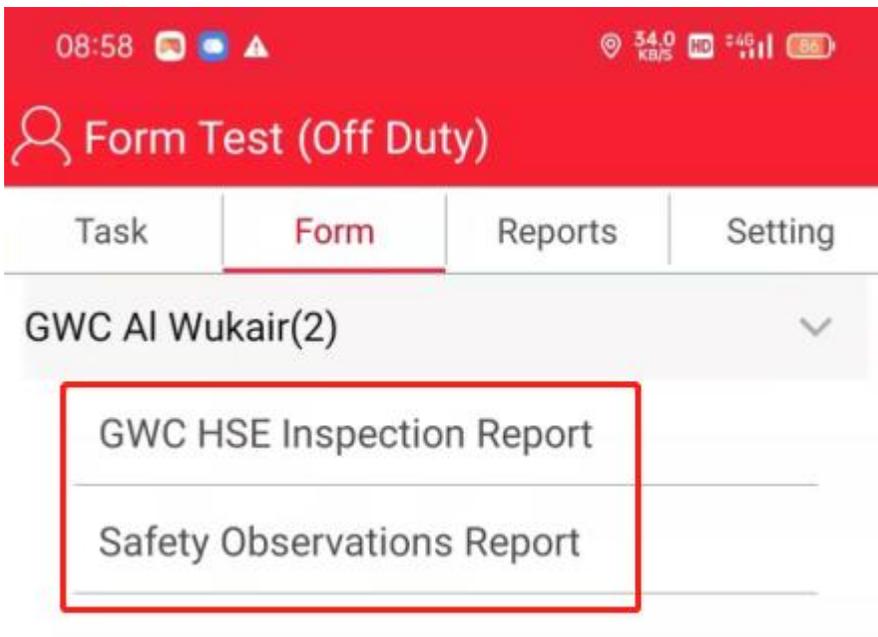
Field	Type	Set
Importance		
Urgency		
Customer/Site		
Device code		
Page		
Form code		

- The End -

submit

Save

8 Fill in Form on APP



9 Check report online

Choose Site & Time, then click Query, can download report as Excel or PDF

The screenshot shows the 'Report' section of the OGP system. The top navigation bar includes 'Home', 'Organization', 'Patrol', 'Form', 'Monitoring / Review', 'Report', 'Mobile Phone', 'Setup', 'Download', and 'Logout(GWAdmin)'. The left sidebar has 'Patrol Report', 'Form Report', 'Submitted Form', 'Exception Form Summary', and 'Customized'. The main area contains filter fields for Customer, Site, Submitter, Form Name, Check Item, and Time Period. A 'Query' button and a 'Cancel' button are present. Below the filters is a search bar and 'Excel' and 'PDF' download options. A table displays the results of the query.

Submitter	Date started	Submit	Customer	Site	Checkpoints	Form Name	State	Reviewer	Review Time
Accommodation	2023-08-03 03:23:05	2023-08-03 03:24:22		LVQ Accomodation Area		Security Safety Observation Report (SSOR)			
_High	2023-08-03 01:28:19	2023-08-03 01:29:48		High Risk WH -		Security Safety Observation Report (SSOR)			
High	2023-08-03 01:27:08	2023-08-03 01:28:09		High Risk WH -		Security Safety Observation Report (SSOR)			
High	2023-08-03 01:26:25	2023-08-03 01:27:07		High Risk WH -		Security Safety Observation Report (SSOR)			
High	2023-08-03 01:25:34	2023-08-03 01:26:16		High Risk WH -		Security Safety Observation Report (SSOR)			