



Mobile Inspector[®]

SYNC PROCESS

Mobile Inspector Application:

- Go to <https://mobileinspector.app/>

Background:

- Data is pushed and pulled between AASHTOWare Project and Mobile Inspector through a sync process. The sync process in AASHTOWare Project is scheduled to run on a 15-minute interval allowing for contract updates to be continually sent to all Mobile Inspector devices. However, Mobile Inspector users will need to intentionally sync their device when they are ready to send reports back to AASHTOWare Project.
- It is highly encouraged that users select the **SYNC DATA** button in Mobile Inspector prior to beginning a report to ensure they are working with the most up to date contract data.

Understanding Report Icons in Mobile Inspector:

Mobile Inspector Icon	This icon indicates...
 Unlocked	A draft report and the report can still be edited.
 Locked	A report that is now read-only and ready to be synced from Mobile Inspector. The report can be unlocked if changes need to be made prior to syncing.
 Synced	The report has been synced out from Mobile Inspector and is waiting to be pulled into AASHTOWare Project.
 Imported	The report has successfully been pulled into AASHTOWare Project.
 Rejected	The report has been successfully imported but rejected in AASHTOWare Project and sent back to the Inspector for revisions.
 Error	The report contains errors that need to be corrected.



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Syncing a Report to AASHTOWare Project:

1. After opening Mobile Inspector, locate the **Unlocked** icon when you are ready to sync your report to AASHTOWare Project.
2. Click the **Unlocked** icon to change the report to **Locked**, indicating the report is ready to be synced.
 - **Note:** Once a report has been locked it will be in a read-only state. You can still unlock the report if you realize further changes are required.
3. Click the **Menu** icon.
4. Click the **SYNC** tab.
5. Click the **SYNC DATA** button to sync the report from Mobile Inspector to AASHTOWare Project.
 - **Note:** Only locked reports will be synced when the **SYNC DATA** button is clicked. Draft reports (unlocked reports) will remain in draft status until the Inspector intentionally locks, and syncs, the report.
6. The report will move down to the Synced Reports section and the Synced icon will appear.
 - **Note:** The report can be withdrawn from sync using the back arrow if the inspector needs to make a last-minute change or synced the report by mistake. The report can only be withdrawn if it has not yet been imported to AASHTOWare Project.
7. The next time the user syncs their device, the successfully synced report will be removed from the synced report section. The Imported icon will be displayed next to the successfully synced report.
8. After a report is successfully synced, AASHTOWare Project takes ownership of the report, and it can no longer be edited in Mobile Inspector.
 - **Note:** SCDOT can reject the report once it is imported to AASHTOWare Project, and the report will go back to the Inspector for revision. Mobile Inspector will notify the Inspector of the rejected report when the Inspector syncs their Mobile Inspector application.



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Frequently Asked Questions:

- **Can I start a report in Mobile Inspector and finish it in AASHTOWare Project?**

Daily Work Reports that are started in Mobile Inspector, and are not synced, will not be available in AASHTOWare Project. Only reports that have been successfully synced from your device will be available to view or edit within AASHTOWare Project. If starting a DWR in Mobile Inspector and completing it in AASHTOWare Project, the report still needs to be locked and synced to AASHTOWare Project in order for it to be accessed there.

- **Can I start a DWR in AASHTOWare Project and finish it in Mobile Inspector?**

No, reports that you create in AASHTOWare Project will appear in Mobile Inspector if that contract exists within the mobile application; however, it will be in a read-only state.