

aQuiRe™ v2.0 Release Notes - draft

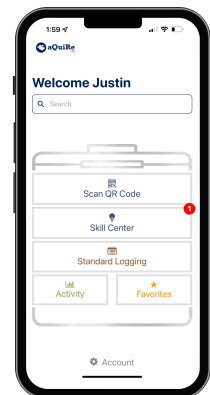
A Cleaner Look and New Survey Feature

The app is now cleaner and more action oriented. Workers see alert bubbles whenever they have an assignment, so it is easy to understand what to do next. We improved the survey process so workers can collect many types of field condition data easily.

Surveys are getting a new name and much more capability in the new release. Surveys are a great way to compliment a training program so leaders can make sure best practices are followed by the entire workforce, among many other uses. We are confident you will find many ways to use this new feature to improve your business operations and culture.

With the v2.0 Release of aQuiRe™ we have new terms to describe your main capabilities. Instead of the **Library**, we now have **Skill Center**. What was **Recurring Modules** is replaced with **Standards Logging Surveys**.

Your workers will find the app is much more intuitive and action oriented. All of the major functions are shown on the home screen. Alert bubbles show workers what assignments



The aQuiRe app version 2.0 with new toolbox look

need to be done. As shown the new toolbox home screen shows is reflective of our collective Skilled Trades roots.

Standards Logging Surveys are a new function as of this release. This means any Recurring Modules that were used to collect data repeatedly will need to be rewritten and reassigned as a Survey. If you don't know what a Recurring Module is, no worries there. Recurring Modules were a special use case used by a few clients. Now Surveys are a mainstream capability that all companies can use to manage their business efficiently.

Here are the main differences in Survey capabilities between version 1.0 and aQuiRe™ 2.0.

Current aQuiRe app	aQuiRe v2.0
Recurring Module Quizzes presented as a library training module.	Standards Logging as a separate stand alone function from the Skill Center.
Pass/Fail Quiz	Survey with either “pass/fail” or “completed” status
Two question types: Multiple Choice or True/False	<u>Dozens</u> of field data collection methods. Free text, checkbox, choose from a list, multiple choice, attach a photo or video, sign your name and more.

Here are the main differences in **Skill Center**

Current aQuiRe app	aQuiRe v2.0
Quizzes are a collection of multiple choice or true false questions that are scored or marked pass/fail.	Quizzes are always scored. If a score is >70% or higher, the result is marked as passed, if below 70 % it is marked as fail.
Worker's Skill assignments are displayed in a scrolling list	Worker's Skill assignments are easily managed in a <i>Manage Skill Assignments</i> tab.

New Survey Types

Surveys can be used by company leaders to collect, summarize and alert for many types of field conditions. Some examples:

- Machine Inspections - by replacing paper inspection reports you make the inspection process quicker and more actionable. By including photographs and videos with a report and routing any failed inspections instantly to a Team Leader or selected mechanic, the issue can be mitigated, minimizing downtime.

- **Health and Wellness polls** Many clients have Wellness initiatives but lack a way to measure the impact. Simple polls give leaders a tool to measure effectiveness and get feedback from workforce. This helps ensure efforts are relevant and make a difference in your employees lives.
- **Site Checklists** Some processes are used infrequently but are important for safety and efficiency reasons. This checklist survey allows users to follow a best practice approach to starting up a new project, without requiring workers to carry a big project book around.
- **Hazard Recognition and Reporting Form** This helps leaders stay proactive in their safety initiatives. By allowing any worker to report hazardous conditions easily, resolutions can be quickly implemented. Workers love this, as well as your insurance carrier.
- **Skill Validation** As machines get more complex and workers harder to find and train, you may need to cross-train your workers. Surveys can be used to determine who has a special skill needed on an upcoming project.
- **Your ideas** The possibilities are practically limitless. Once you start using surveys you will find many uses for them. Give us your ideas and we will create a survey for you!

New Survey Question Types and Page Layout Options

Surveys are a big deal because of the rich jobsite data you can collect in real time. Here is a list of the data types you can capture in a Survey.

- True-False. Easy and quick for quickly checking specific conditions. Used extensively on inspections to speed the process.
- Multiple Choice with multiple correct answers.
- Multiple Choice with a single correct answer
- Fill in the blank with text. Can limit the amount of text to any reasonable length.
- Dropdowns. Allows company to prepopulate the question with difficult to enter choices. For example a user can simply select from a list of VIN numbers rather than enter the same 19 digit number manually every day.

- Autocomplete (aka Typeahead). This allows users to type a few characters in a text box to fill in a value or phrase that gets entered repeatedly. Makes the forms simpler and faster to complete.
- Checkbox. When there is a list of items to choose from they may be presented as a checklist.
- Sign your name. This allows a user to use their finger to sign a document and validate they approve the contents to the survey.
- Attach a file. This allows collection of special forms or articles.
- Attach an image. Users can take a photo or video of special conditions that would otherwise be hard to describe accurately.

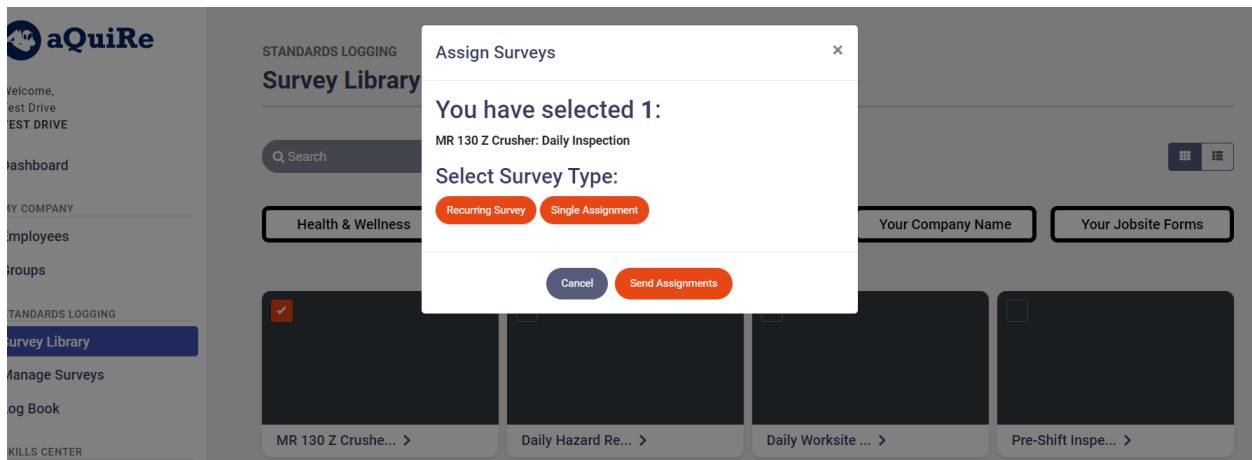
In addition to all of the question types, there are several special handling settings for any question to give structure to your survey:

- A survey can be made to “*pass or fail*” or simply “*completed*.” A pass or fail survey is helpful for machine inspections and other conditions that need to be controlled. If a question such as “is filter clean?” is answered no, then it causes the survey to fail and notify a selected Team Leader for further action. Other surveys are just gathering information that does not have a right or wrong answer. For instance a wellness survey for polling workers about sleep habits.
- Any of these question types can include a text box so users can add comments to the answer so you don’t miss important details.
- Questions can also be marked as *Required*, meaning they must be answered in order to compete and submit the survey.
- You may include descriptive text and pictures in addition to the actual question. This allows you to ask very detailed questions when required.
- Question Grouping. When you have a long survey, you may want to break it up into logical sections. Each section can have a title and a subtitle. Subtitles are good for giving more context for the questions.

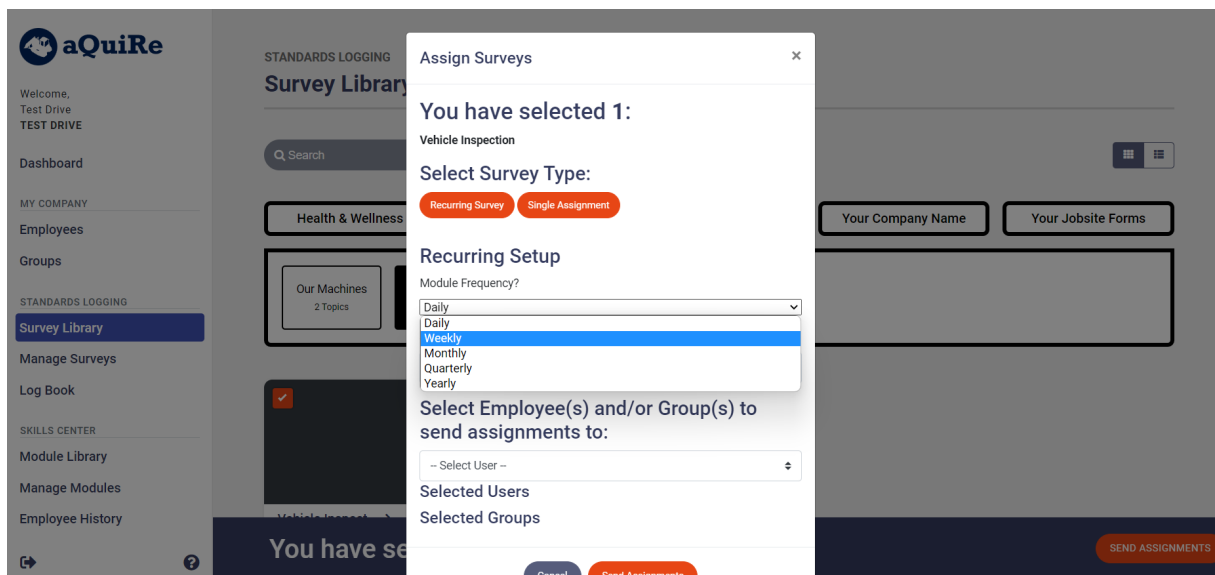
This is not an exhaustive list. With version 2.0, the aQuiRe™ platform is now very capable of collecting field data in many ways. We strive to make this a quick and easy process for users. Please let us know your ideas for a survey and we will do our best to make it happen.

Assigning a Survey

Assigning Surveys should be pretty familiar for most aQuiRei users. It is a similar process to assigning a Skill. Simply choose a specific survey from the **Survey Library** tab, then choose who you want to Assign it to. This can be done a single time, or on a recurring basis.



If a Recurring survey is assigned the Assigner can choose the Survey Recurrence Frequency. Just like in Skills Center, assignments can be made to Individuals or Groups.



Survey Assignment Management

Once an Assigner has made one or more Assignments, they will want to manage them. Sometimes workers don't complete the required survey in a timely manner and may need a reminder. Or you may Assign a poll to a Group, and you want to see if the results are complete. You can manage the Assignments in the **Manage Survey Assignments** tab.

You can locate a specific Assignment by typing a few characters of the survey title in the Search box. Or you can use the Filtering and Sorting pull downs to reorder the list of Assignments.

The screenshot shows the 'Manage Survey' page in the aQuiRe application. A sidebar on the left contains navigation links. The main area has a 'Search Box' and 'Filtering and Sorting functions' (Display By: Title, Filter By: Nonrecurring, Sort By: Name). Below these, a 'Sleep Survey' is listed with details: 'Recurring: No' and 'Total Assignment(s): 35'.

Once you locate the Assignment you want to view, click on the title to open and view the status. At this level the Assigner can see when the Assignment was made, if it was completed or not. They can also delete an assignment if the need for it have changed.

The screenshot shows the 'MR 130 Z Crusher: Daily Inspection' page. It features a table titled 'Individuals Users' with the following data:

User	Assigned By	Assigned At	Completed	Action
Ant Man (antman)	test drive test_drive	Feb 9th, 2022 02:45 pm	No	
Ca-Hill Admin (testdriveadmin)	test drive test_drive	Feb 9th, 2022 10:20 pm	No	
black widow (bwidow)	test drive test_drive	Feb 7th, 2022 04:29 pm	Yes	

Survey Log Book Management

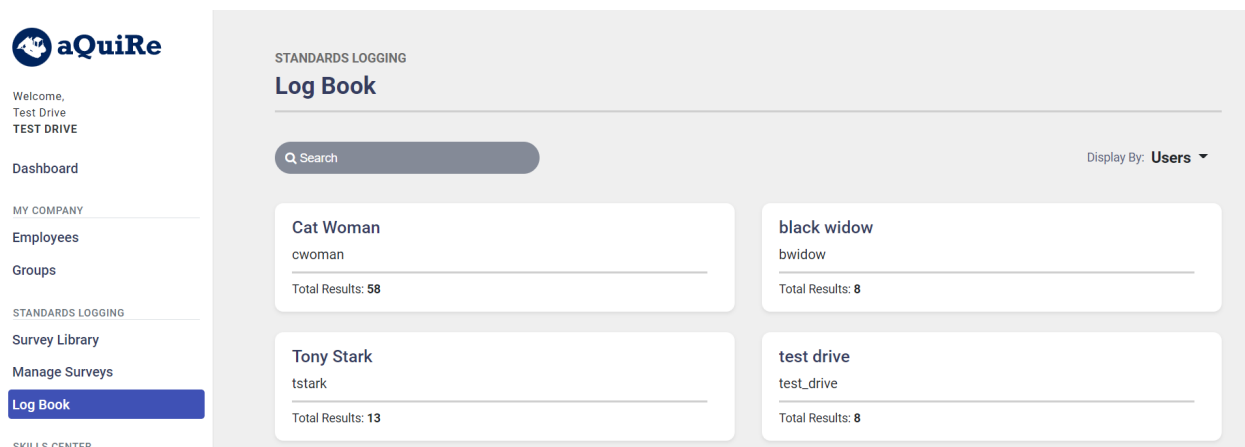
Once the data is collected via survey, the Training Champion or Team Leader (the Assigner) will want to report on the survey results (the Log) so they can take action.

Assigners can:

- locate and view specific survey Logs by Search, Sort or Filters.
- They can print or save any survey Log or group of Logs.
- They can text a survey Log to themselves in PDF format, for routing to others.

Locate, View and Print Survey Logs

Similar to locating an Assignment, Assigners can view the Logs from the **Log Book** tab, by using the Search or Filter functions



Once located, click on the title of the Log result and open it. On this screen you must choose a *Display By* option before you see any Logs. In this example we Display by User and see 4 Logs.

Log Book Details

Next you will see that the details of the logs can be viewed by clicking the download button in the upper right corner. This displays the Log in a PDF format. This PDF can be downloaded, printed or routed for further action.



Welcome,
Test Drive
TEST DRIVE

Dashboard

MY COMPANY

Employees

Groups

STANDARDS LOGGING

Survey Library

Manage Surveys

Log Book

SKILLS CENTER

Module Library

Manage Modules

Employee History

BACK

Operator's Machine Inspection

Select Date Range: 02/08/2022 - 02/10/2022

Display by: Users Groups Successful Failed

Cat Woman (cwoman)

Completed On	Status	Assigned By	Recurring	Comments
Feb 9th, 2022 10:43 pm	Passed	test drive test_drive	Yes	
Feb 10th, 2022 08:10 am	Passed	test drive test_drive	Yes	
Feb 8th, 2022 01:44 pm	Passed	test drive test_drive	Yes	
Feb 9th, 2022 09:11 am	Passed	test drive test_drive	Yes	

We trust you will love the new features and the new look and feel of the app.
Please provide feedback to us, both for accolades and suggestions.

Feel free to submit aQuiRe™ product ideas [here](#).