

# TAKE OFFLINE DATA

## 3.0 TAKE OFFLINE DATA

The **TAKE OFFLINE DATA** tab helps you viewing the reports for the specific inspection dates you want.

image-1651672526165.png

When you select the respective dashboard tab you can view a list of reports corresponding to today and previous day. However, if you want to view the reports other than today and previous day, you must navigate to the **TAKE OFFLINE DATA** tab.

Do the following steps to view the reports using the **TAKE OFFLINE DATA** tab,

1. Tap **TAKE OFFLINE DATA**. See Fig 2.3.

A new window opens for selecting category and date you want.

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2. In the **Category** box, tap and select the option you want to view the reports from a drop-down list.
3. In the **Date** box, choose the period of inspection by selecting respective dates.

image-1651672563065.png

**Tip:** If you want to choose the period of inspection for more than one day, you must select from and to dates, accordingly.

4. Tap **Submit**.

A new page opens for the selected option in the **Category** box.

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