

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.

[image-1651672541152.png](#)

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.

Revision #3

Created 4 May 2022 13:54:07

Updated 10 December 2024 05:41:37 by Shybin