S.A. Audit

A Web Based Fully Automated Quality System
Features and Benefits

- Easy to Use
- Customizable
- Fully Automated
- Use Multiple Audit Devices (No Limit)
- Instant Feedback
- Summary and Detailed Reporting
- Corrective Action Plans
- Fast Implementation
- Paperless
- Common Data Collection
- Keeps Data Organized
- Improved Accuracy
- Real Time Audit Results
- Web Reporting
- Wireless Data Transfer
S.A. Audit Configuration

SAAudit easy as 1, 2, 3

1. **SAAudit on your PC** – A system administrator has the SA Audit program on their PC to Manage the data tables required to conduct audits

2. **iOS Auditing Devices** – Use any iOS device to conduct the audits in the field (iPhone, iPod Touch or iPad)

3. **SAAudit Web Reporting** – With a Username a Password log in to run reports from anywhere
(1) Manage Data on PC
(2) Auditing iOS Device
(3) Audit Reporting www.tclean.com

Audit Data Stored on Web Server

Wi-Fi
Even though the SAAudit data is stored on the internet it is necessary for a system administrator to have access to that data. This allows them to setup and manage the tables required to perform audits. Audit history and audit report can also be reviewed with the PC based program.
Managing Audit Data
Prompts – SAAudit has 5 type of audit prompts (Scoring, Yes and No Questions, UV Marker, Take Readings and Paragraph)

Room Types – Define the various room/area types to be audited

Schemes – Select the prompts to be audited for each room type, weight each item and set up your scoring options

Sort Fields – SAAudit has 4 user defined sort fields that can be attached to each audit area for enhanced reporting capabilities

Rooms – Enter a room number, room name and room type and you are ready to audit

Comment Categories – Set up multiple comment categories (Housekeeping, Maintenance, Safety etc.)

Comment Codes – Enter the reasons why items fail and tie them to a comment category

Questions – Enter your Yes and No questions to be tied to the Question prompts
Audit Areas/Audit Schemes

Add/Change/Delete Audit Areas

Edit Audit Scheme
Reviewing Completed Audits

Formulate allows you to select what audits to display.

The Audits Tab will display completed audits.

Audit Detail will display the detail behind each completed audit.
Audits Tab

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Room Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Only display audit for a specific room/area by selecting it from the rooms/area list.
- Only display audits for a specific room/area type by selecting it from the room type list.
- Only display audit for a specific date by selecting a date from the list of audit dates.

100 audits (max) listed with an average index of 91.04
Audit Detail Tab

The Audit Detail Tab provides detailed information about the audit, including the date and time the audit was completed, the prompts that were audited, and their scores. If a prompt failed, the reason why it failed is also provided. The table below shows the details of the audit for a specific restroom:

<table>
<thead>
<tr>
<th>Prompt</th>
<th>Name</th>
<th>Type</th>
<th>Weight</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>S0010</td>
<td>HARD FLOORS</td>
<td>S</td>
<td>8</td>
<td>Fail</td>
<td>VISIBLE DIRT</td>
</tr>
<tr>
<td>S0020</td>
<td>CEILING</td>
<td>S</td>
<td>2</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0030</td>
<td>WASTE BASKET(S)</td>
<td>S</td>
<td>8</td>
<td>Fail</td>
<td>OVERFLOW</td>
</tr>
<tr>
<td>S0040</td>
<td>WALL MOUNTED BOX(S)</td>
<td>S</td>
<td>8</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0050</td>
<td>DOOR(S) AND JAMBS</td>
<td>S</td>
<td>5</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0060</td>
<td>LEDGE AND RAILING</td>
<td>S</td>
<td>5</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0070</td>
<td>HORIZONTAL SURFACE</td>
<td>S</td>
<td>8</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0080</td>
<td>VENT OR GRILL</td>
<td>S</td>
<td>2</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0090</td>
<td>WALLS</td>
<td>S</td>
<td>5</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0100</td>
<td>LIGHTS</td>
<td>S</td>
<td>2</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0110</td>
<td>BASIN SINK(S)</td>
<td>S</td>
<td>8</td>
<td>Fail</td>
<td>VISIBLE DIRT</td>
</tr>
<tr>
<td>S0120</td>
<td>SOAP DISPENSER(S)</td>
<td>S</td>
<td>5</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0130</td>
<td>PAPER TOWEL DISPENSER(S)</td>
<td>S</td>
<td>8</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0140</td>
<td>MIRROR(S)</td>
<td>S</td>
<td>8</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>S0150</td>
<td>TOILET(S)</td>
<td>S</td>
<td>5</td>
<td>Pass</td>
<td></td>
</tr>
</tbody>
</table>

Overall comment

Descriptions for each prompt are as follows:

- **S0010** - Hard Floors: Failed due to visible dirt.
- **S0020** - Ceiling: Passed.
- **S0030** - Waste Basket(s): Failed due to overflow.
- **S0040** - Wall mounted box(s): Passed.
- **S0050** - Door(s) and Jambs: Passed.
- **S0060** - Ledge and railing: Passed.
- **S0070** - Horizontal surface: Passed.
- **S0080** - Vent or grill: Passed.
- **S0090** - Walls: Passed.
- **S0100** - Lights: Passed.
- **S0110** - Basin sink(s): Failed due to visible dirt.
- **S0120** - Soap dispenser(s): Passed.
- **S0130** - Paper towel dispenser(s): Passed.
- **S0140** - Mirror(s): Passed.
- **S0150** - Toilet(s): Passed.
To automate the auditing process we have developed an application for iOS devices. This includes the iPhone, iPad and iPod Touch. This application can be downloaded free from the Apple App Store. By utilizing any available Wi-Fi connections you can easily download audit data to the device and upload completed audit back to the web.
S.A. Audit On The App Store

Search “SAAudit”

Select the iPad or iPhone and iPod Touch to Install

SAAudit Icon on your screen
Auditing is Simple

Select a Site to audit
Select an Auditor
Select a Room to audit
Select an Item to audit
Save the Audit
Take a Picture
Score the Item

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Not only can audit results be viewed on the SAAudit PC application, but by going to www.tclean.com and entering a customer specific user name and password anyone can review audit results. The only requirement is an internet connection. Now an auditor can conduct an audit, upload the audits to the web and view the audit results without ever leaving the audit area.
S.A. Audit Website Login

Go to www.tclean.com

Enter a username and password
S.A. Audit Reports on the Web

Run Rollup, Summary, Detailed and Action Plan Reports

Use Formulate to customize reports
For more information on S.A. Audit or to request a demo version please contact us by phone 248-922-0240 or email us at sales@tclean.com