

# eInspect

## PPECB Inspection Module – Inspector (End User)

Version 1.0

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## Purpose

This document demonstrates a step-by-step process on how an inspector can capture inspection results on the eInspect section on eCert.

### 1. Register as a User

<https://app.ecert.co.za/Account/Register>

**Note:** If you have already registered on the following platforms then there is no need to register again:

- eCert
- PhytClean

### 2. Manage Profile

2.1 Click on the arrow next to your email address to expand the Profile section.

2.2 Click on **Manage Profile**

2.3 Enter your Inspector No in the given textbox

2.4 Click on **Update Profile**

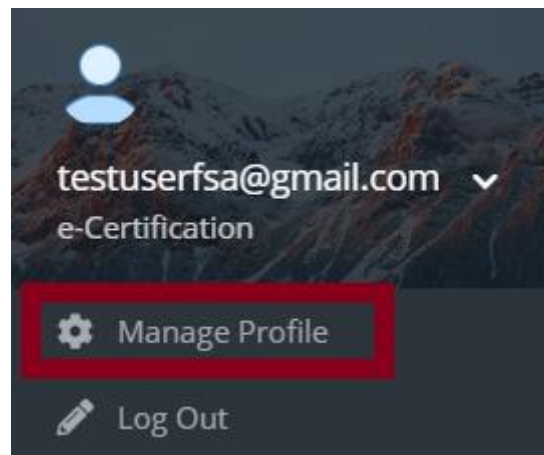


Figure 1: Manage Profile

#### Update Profile

Please note that once you are verified, you will not be able to update you first and last names as well as your ID number

First Name	<input type="text" value="PPECBUser"/>	Last Name	<input type="text" value="Test"/>
ID Number	<input type="text" value="9000120123083"/>	Company	<input type="text" value="PPECB"/>
Cell Number	<input type="text" value="0836577024"/>	Phone Number	<input type="text" value="031 123 4567"/>
InspectorNo	<input type="text" value="2020"/>	OfficeLocation	<input type="text" value="Durban"/>
ReportingTo	<input type="text"/>		

Figure 2: Inspector Number (Stamp Number)

### 3. Packhouse Pre-Verification Report

- 3.1 Click on **Packhouse Pre-Verification Report**
- 3.2 Use the dropdown arrow to select Inspection point Code/Name
- 3.3 View the report on the grid
- 3.4 Export report to Excel by clicking on **Export to Excel**

Tracking Units	PckOperatorCode	CommodityName	MarketingIndicat...	ClassCategory	Operator Code	OriginLocation	SPSSStatus	Agreementcode	PackageType	NumberofPackag...
124458389496921475	D8725	LEMONS	1	1	D5281	tnnn	1	AGM0065	CT	40
124458789496921475	D8725	LEMONS	1	1	D5281	tnnn	1	AGM0065	CT	40
124458789496921475	D8725	LEMONS	1	1	D5281	tnnn	1	AGM0065	CT	40
123456789586921852	t54321	SOFT CITRUS	1	1	t54321	35	1	AGM0014	CT	40
123456789586921894	D8725	SOFT CITRUS	1	1	t54321	35	1	AGM0014	CT	40

Figure 3: Pre-verification Report

### 4. Capture Inspection Results

#### 4.1 Select Tracking Unit Details

- 4.1.1 Click on **Capture Inspection Results**

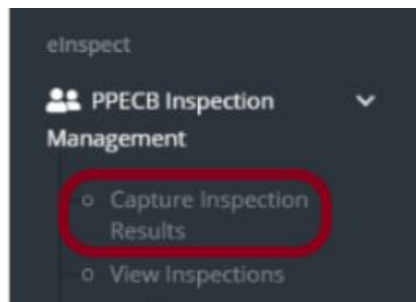


Figure 4: Capture Inspection Results

- 4.1.2 Populate required information eg. Inspection Point Code/Name, Commodity etc.
- 4.1.3 The grid displays the tracking units:
  - 4.1.3.1 that have the same properties as the entered information
  - 4.1.3.2 that have passed Packhouse Pre-Verification
  - 4.1.3.3 where Quality Inspection has not been done or it has been done and has Failed
- 4.1.4 Click checkbox/checkboxes to select required Tracking Unit details or click **Select All** to choose all the Tracking Unit details shown in the grid.
- 4.1.5 Click **Update Tracking Unit Status**

Figure 5: Tracking Unit Details

## Tracking Unit Details



Figure 6: Update Tracking Unit Status

### 4.2 Update Tracking Unit Results

- 4.2.1 On the pop-up, select either Passed /Failed/Pending/On-Hold.
- 4.2.2 Select Rejection Reason, if Tracking Unit/s Status = Failed
- 4.2.3 Click Update Status

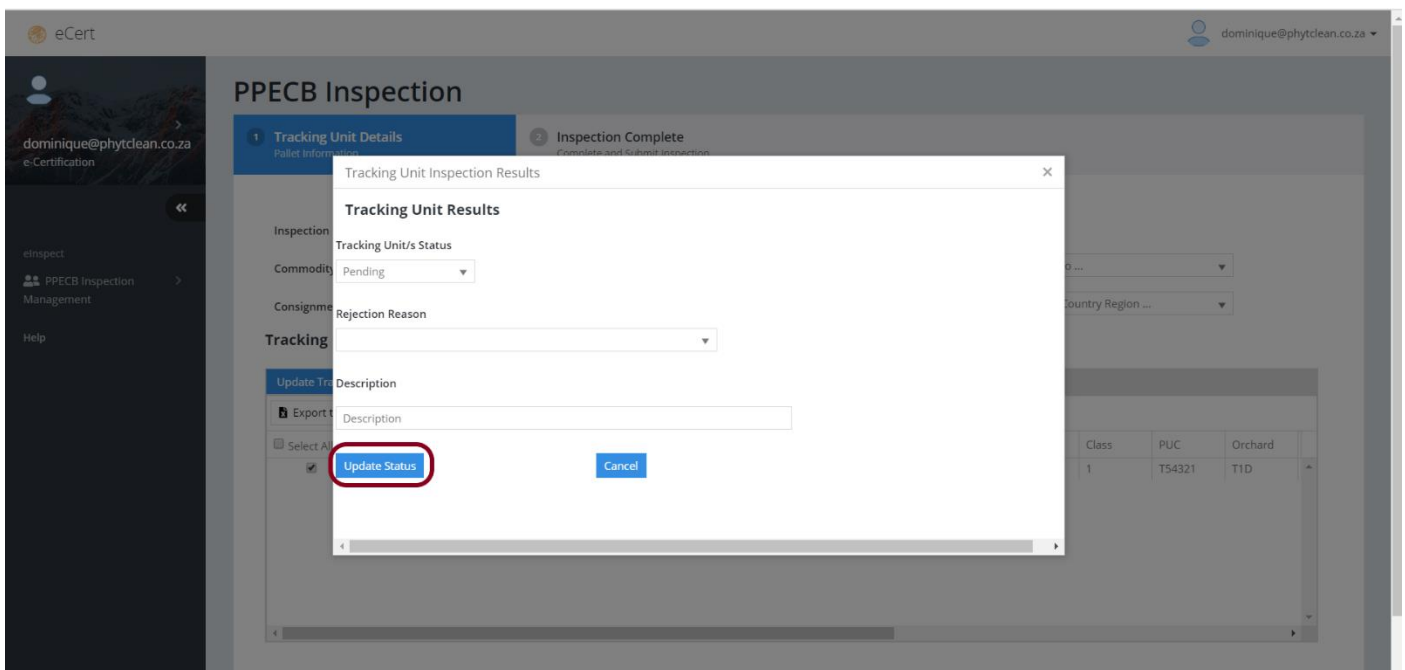


Figure 7: Tracking Unit Results

### 4.3 Tracking Unit Details Row Colouring

- 4.3.1 If the Tracking Units have 'Passed' then the row wording would change to green to indicate a 'Pass' once updated.

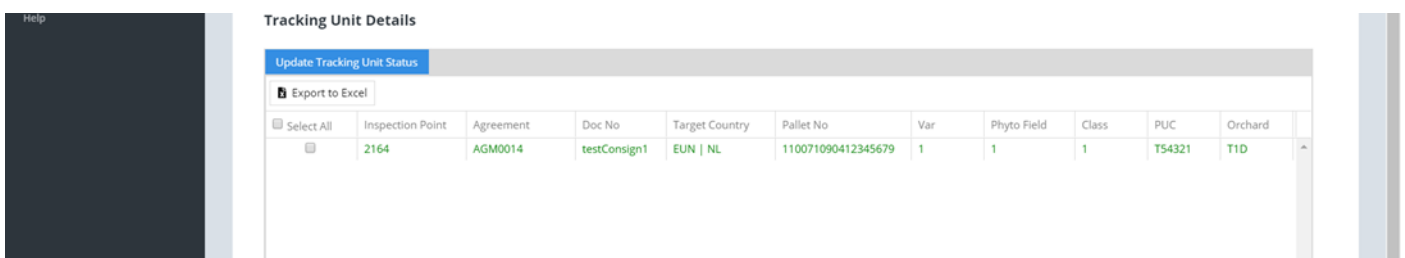
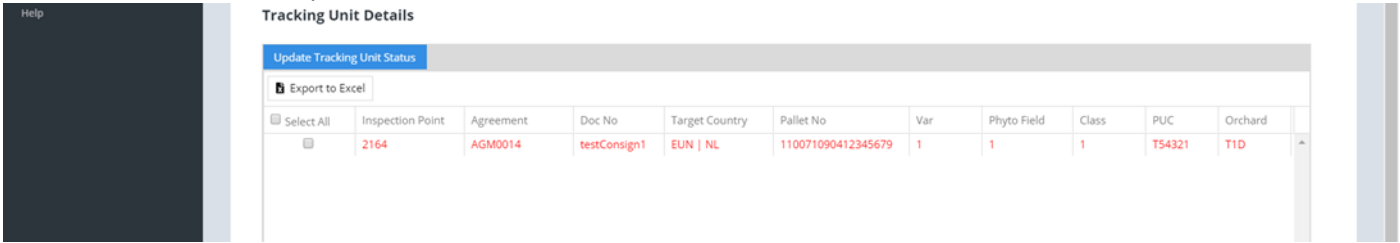


Figure 8: Tracking Unit Passed

4.3.2 If the Tracking Units have 'Failed' then the row wording would change to red to indicate a 'Fail' once updated.



The screenshot shows a 'Tracking Unit Details' interface. At the top, there is a 'Update Tracking Unit Status' button and an 'Export to Excel' button. Below these is a table with the following columns: Select All, Inspection Point, Agreement, Doc No, Target Country, Pallet No, Var, Phyto Field, Class, PUC, and Orchard. The first row of data has the following values: , 2164, AGM0014, testConsign1, EUN | NL, 110071090412345679, 1, 1, 1, T54321, and T1D. The text in this row is red, indicating a failed status.

Select All	Inspection Point	Agreement	Doc No	Target Country	Pallet No	Var	Phyto Field	Class	PUC	Orchard
<input type="checkbox"/>	2164	AGM0014	testConsign1	EUN   NL	110071090412345679	1	1	1	T54321	T1D

Figure 9: Tracking Unit Failed

4.3 Click on the **Next**

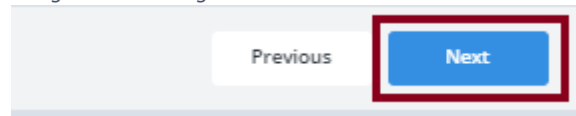


Figure 10: Next

4.5 Click **Submit**

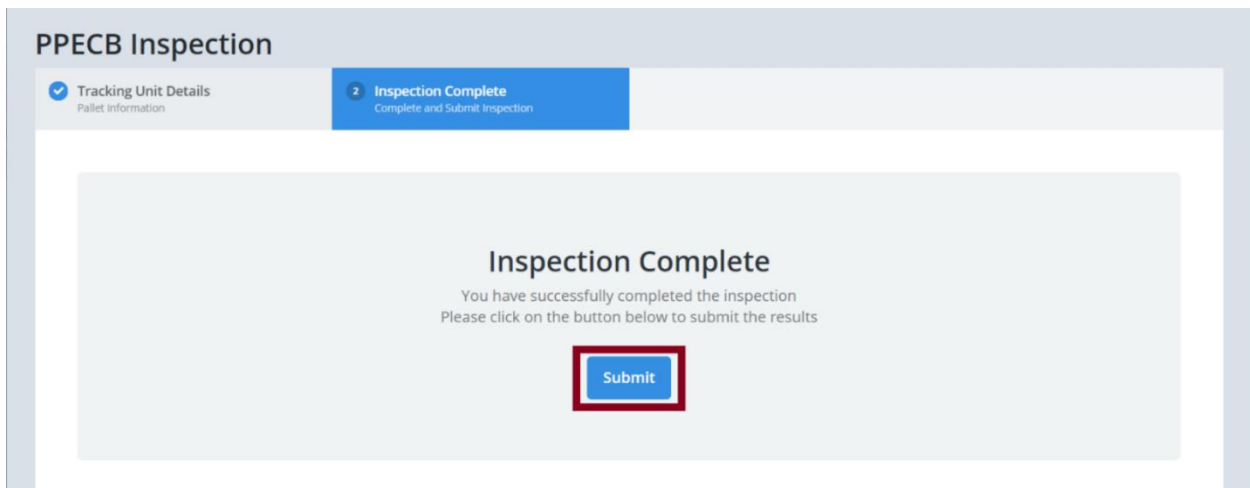


Figure 11: Submit

4.6 Click **OK**

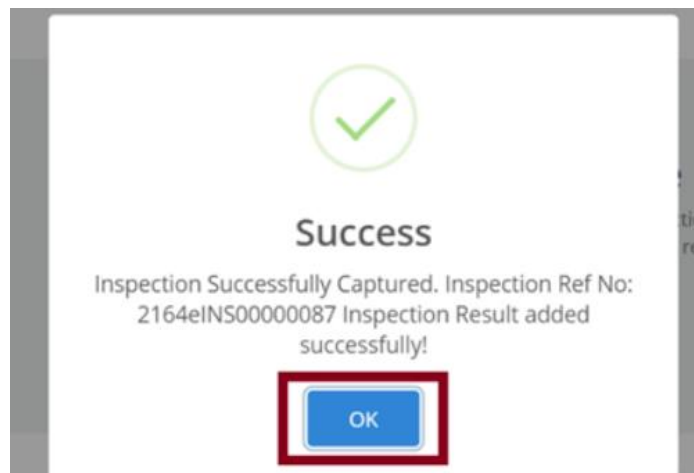



Figure 12: Prompt

## 5. View Inspections

5.1 Click on **Export to Excel** to export a list of applications to excel

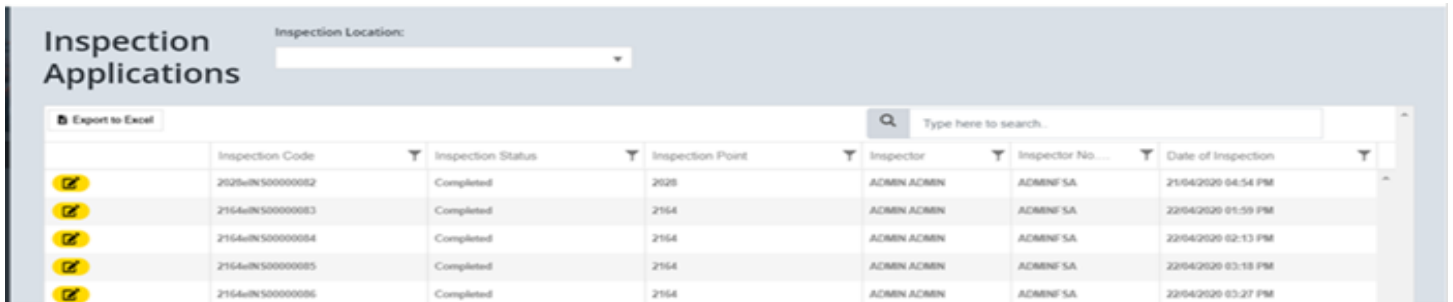
5.2 Click on Edit (  ) to modify an existing application

5.3 Applications can be sorted, filtered or searched for using the following controls:

5.3.1 Filter: Click on Filter (  ) or select required **Inspection Point**

5.3.2 Sort: Click on a column header to sort the column

5.3.3 Search: Type in the inspection reference number



The screenshot shows the 'Inspection Applications' interface. At the top left, there is a title 'Inspection Applications' and a dropdown menu for 'Inspection Location'. Below this is a search bar with the placeholder text 'Type here to search..'. To the left of the search bar is a button labeled 'Export to Excel'. The main part of the interface is a table with the following columns: 'Inspection Code', 'Inspection Status', 'Inspection Point', 'Inspector', 'Inspector No ...', and 'Date of Inspection'. Each column has a small downward arrow icon next to it, indicating it can be sorted. The table contains five rows of data, each with a yellow edit icon in the first column. The data is as follows:

Inspection Code	Inspection Status	Inspection Point	Inspector	Inspector No ...	Date of Inspection
2025u/N500000002	Completed	2025	ADMIN ADMIN	ADMIN SA	21/04/2020 04:54 PM
2164u/N500000003	Completed	2164	ADMIN ADMIN	ADMIN SA	22/04/2020 01:59 PM
2164u/N500000004	Completed	2164	ADMIN ADMIN	ADMIN SA	22/04/2020 02:13 PM
2164u/N500000005	Completed	2164	ADMIN ADMIN	ADMIN SA	22/04/2020 03:18 PM
2164u/N500000006	Completed	2164	ADMIN ADMIN	ADMIN SA	22/04/2020 03:27 PM

Figure 13: Inspection Results