1. Tap the + button in the upper-right corner and select Create Checkpoint.

2. Select the job, site (if applicable), template, and employee (optional). Tap Create Checkpoint to accept the entries and proceed.

3. Tap on the stars to apply a rating, or an item to access details. Swipe left/right to change areas. Use the camera and submit buttons on top to add a picture and/or submit when finished.

4. Depending on the checkpoint template setup, you may be required to sign and enter your name. When finished, tap Done to submit the checkpoint.