

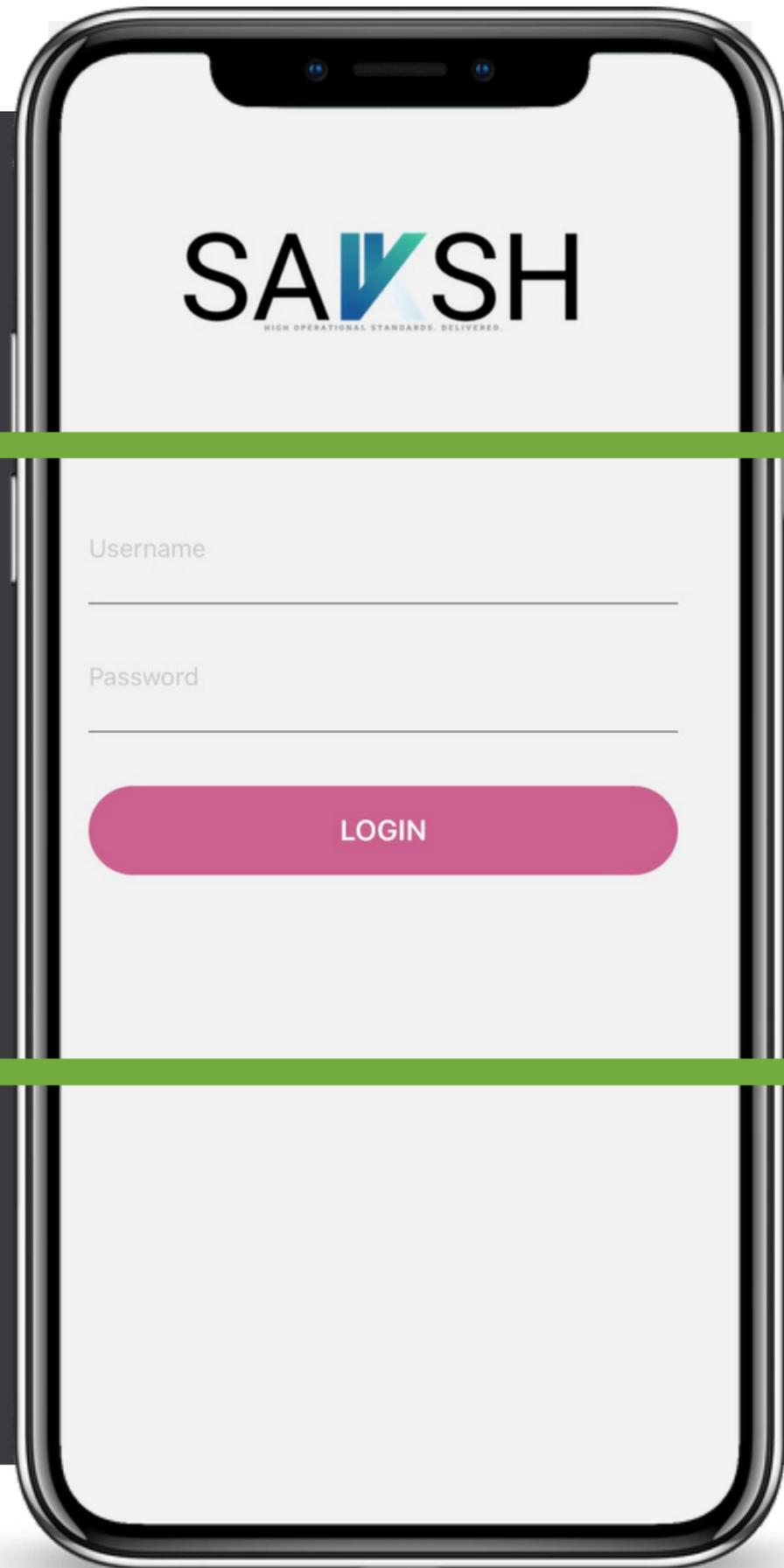


**AUDIT**

**SAKSH**  
HIGH OPERATIONAL STANDARDS. DELIVERED.

**Site  
Audits**

—  
[Connect@schoofi.com](mailto:Connect@schoofi.com)



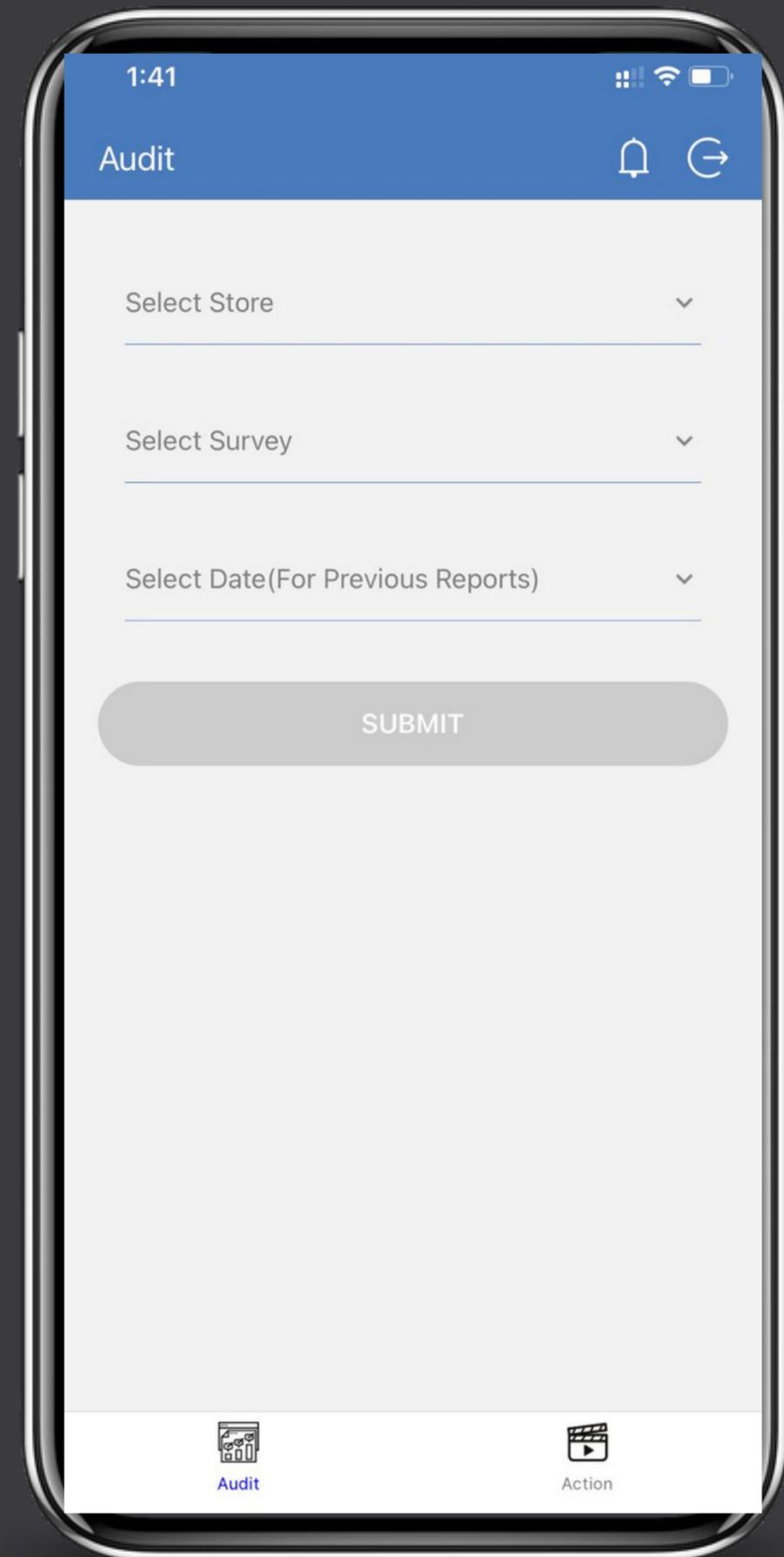
Connect@schoofi.com

# Access Details

- ▶ Available for Android and IOS
- ▶ Go to the Play Store or App Store
- ▶ Download the Sakksh App
- ▶ Login with your Registered User ID and Password.
- ▶ Click on the login button

# Audit

- **Click on the Store Option and Select the Store.**
- **Click on the Survey Option and Select the Survey.**
- **Click on the Date Option and Select the Current or Previous Date to See the Current and Previous Audit Report.**
- **Click on the Go button to see the Survey Audit Questions.**



# Audit Screen



**CAMERA ICON**



**MESSAGE ICON**



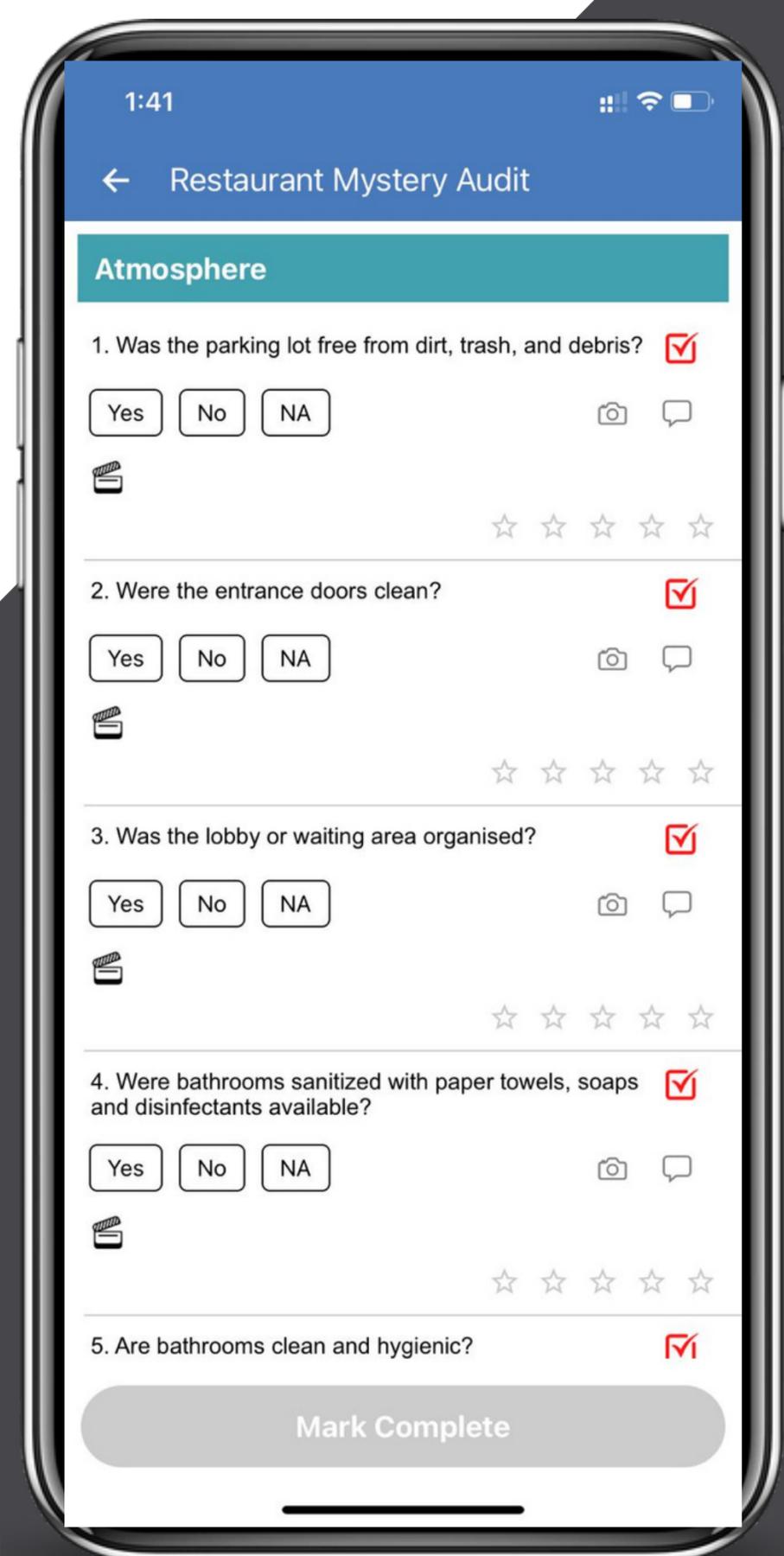
**RED CHECK ICON**



**RATING**



**ACTION ICON**



# Audit Icons Details

- ◆ **Option Selection as “Yes, No Or NA” is mandatory.**
- ◆ **Click on the Camera Icon to take pictures. Pictures are mandatory and auditor can take minimum 1 picture and maximum 4 pictures.**
- ◆ **Click on the message box icon and it will show you a pop-up where auditor can type their Observation in that comment box. It’s not mandatory.**
- ◆ **Click on the star option and give the rating between 1 star to 5 star. It’s not mandatory.**
- ◆ **Click on the “Red Check Icon” to submit the Answer. After Submitting the answer colour will change into green.**
- ◆ **Click on the Mark Complete Button to submit the survey. After submitting the survey Operation Head will received an Email and SMS.**

# Audit Questioner

- ◆ Auditor Can See the Audit Questions.
- ◆ Auditor can choose the answer as “Yes, NO or NA” as per their Survey experience.
- ◆ Photo is Mendatory, Auditor can click on the camera icon and take pictures of the store.
- ◆ Auditor can also click on the message box icon and submit his Observation.
- ◆ Auditor can share his survey experience by giving rating between 1 to 5 stars.
- ◆ Auditor can submit his answer on clicking check icon.
- ◆ Once all the Answers are submitted, Auditor can complete his survey by clicking on mark complete button.

1:41

← Restaurant Mystery Audit

### Atmosphere

1. Was the parking lot free from dirt, trash, and debris?

Yes No NA  

2. Were the entrance doors clean?

Yes No NA  

3. Was the lobby or waiting area organised?

Yes No NA  

4. Were bathrooms sanitized with paper towels, soaps and disinfectants available?

Yes No NA  

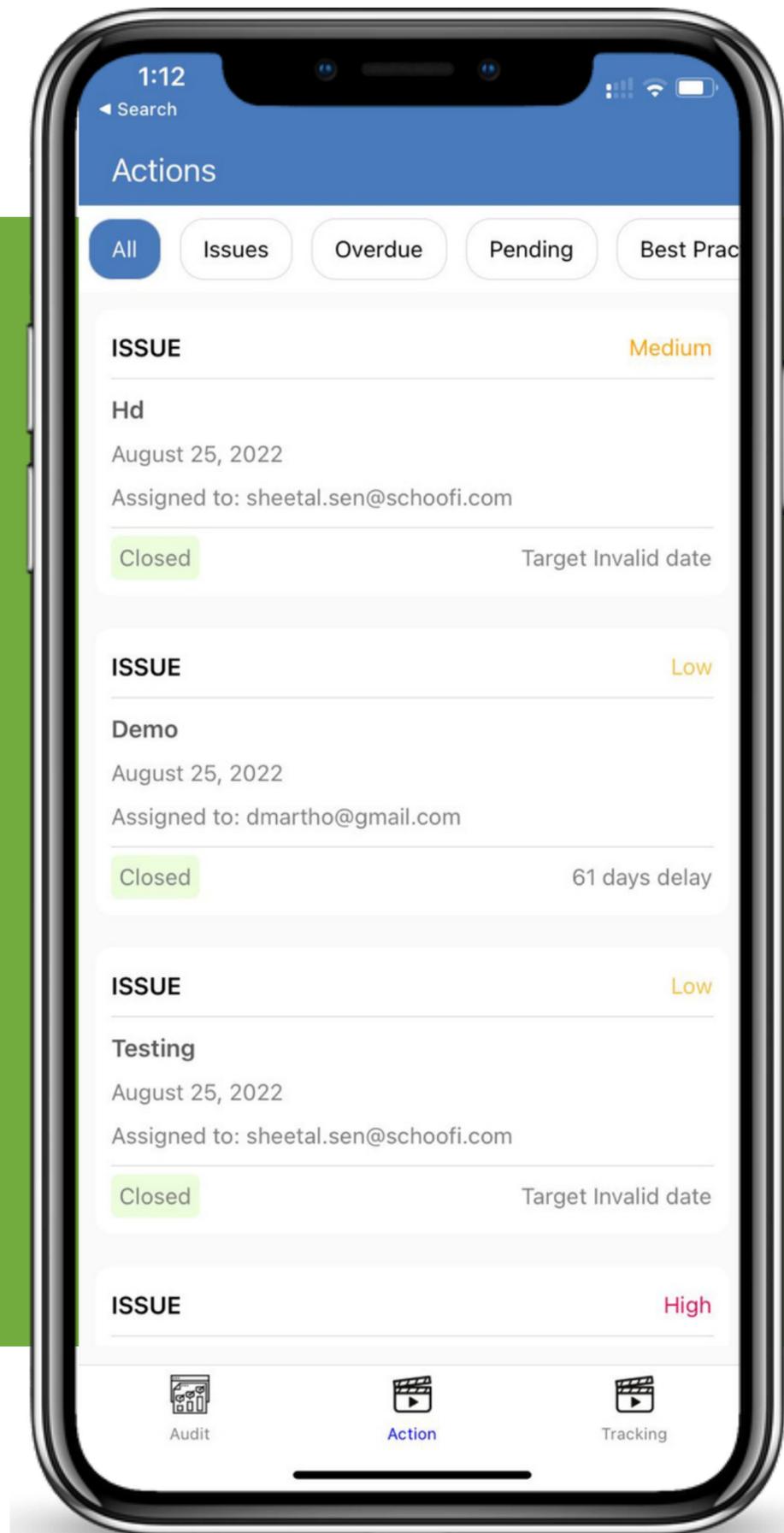
     

5. Are bathrooms clean and hygienic?

Mark Complete

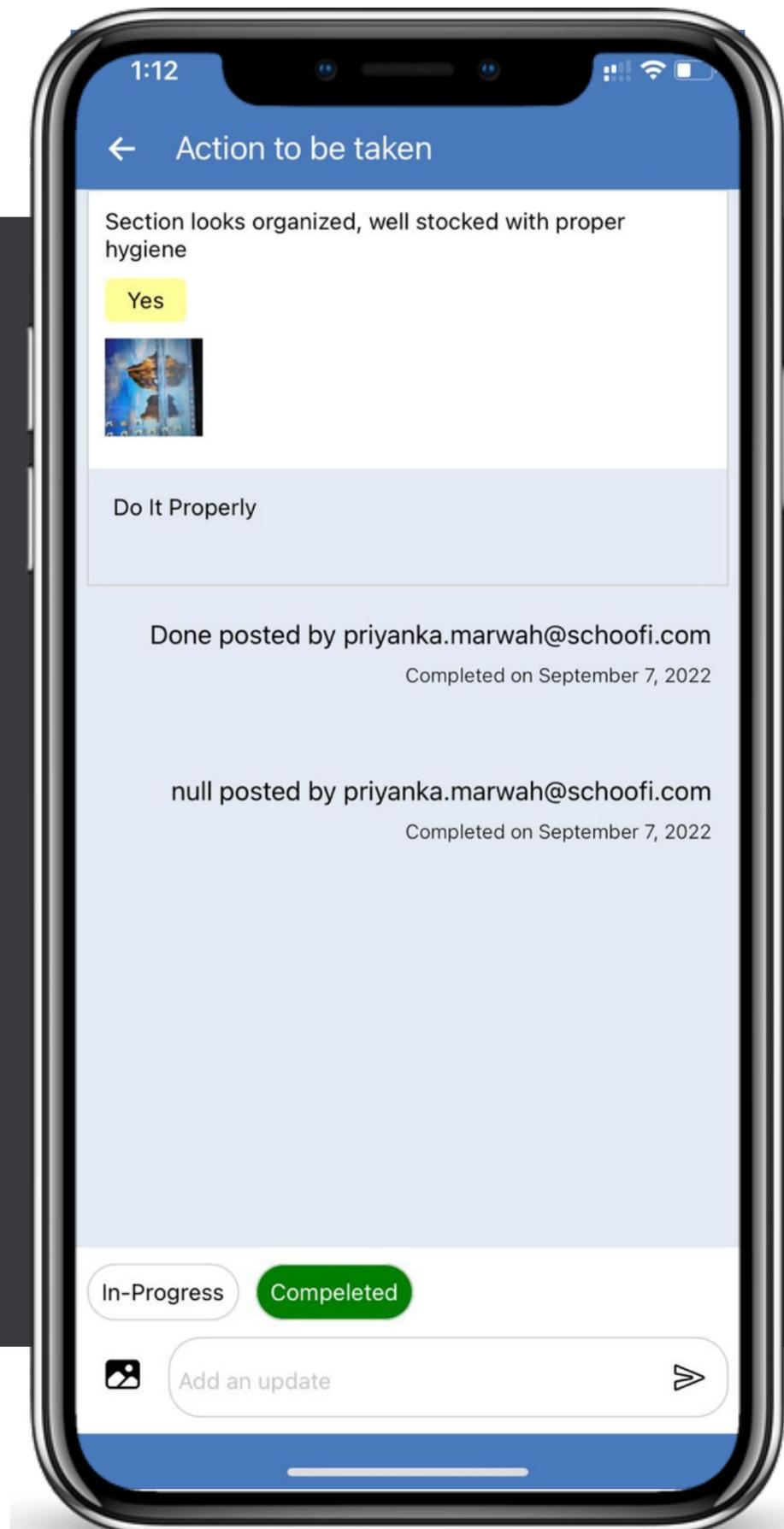
# Action Page

- Click On the Action Tab to take action or Assigned tasks.
- Find all the assigned tasks by their priority as "Issue, Overdue, Pending, Best practice, Learning and Closed".
- Auditor can see the all Assigned task here and also type his response and action status as "In-Progress or Complete".



# Action to be Taken

- Click on the Assigned task and see the task details.
- Reply on that task and select your assigned task status as In-progress or completed.





# Thanks For Your Support

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