

JotForm Completion Guide

This process is filled out by field and service partner technicians.

These JotForms are used to capture the work completed for Planned and Preventative Maintenance Checks.

The JotForm link will be provided in the WorkOrder instructions. You will need to copy and paste that into your internet browser.

Note: Apple and Android applications have different methods of completing this function.

Located at the top of the form are specific instructions, please review and checkmark as applicable.

Customer Information Section:

- Type in case number based on the WO you are dispatched on.
- Fill in the Site Name.
- Drop down the region and market you are working through.
 - **Note:** If you are unsure of the site name or market, please reference the WO title.

Check all equipment that you are inspecting today. (only check the items that apply according to the scope of your work).

- This will provide you with a checklist you need to complete below the Your Information section.

Your Information Section:

Type in your name, email address and the date the work is complete

Equipment Section(s):

Only checkmark the boxes for each line that apply for this site.

- **Note:** On certain equipment lists, not all items would apply.

For example; in the Aquatics list on the next page, if the customer has aquatics equipment but not a horn start, please do not check that item.

Aquatics Equipment

All Swim Equipment

- Visually inspect for damage/corrosion including: OmniSport console, On-Deck and In-Deck equipment, and horn start
- For testing procedures, refer to [DD3536111](#)

OmniSport 2000 Console

- Verify operational and thermal paper is installed in printer location
- Firmware is up to date

Horn Start

- Test horn

Touchpads

- Inspect for dents, scrapes, smudge marks, and mounting hardware
- Ensure edge protectors around the perimeter of face are secure
- Conduct dry and wet test

Relay Take-off Platform

- Visually inspect for cracks or breaks on RTOPs and gray electronics box
- Visually inspect cable strain reliefs are secured
- Test RTOP and verify red LED on the gray electronics box under the starting block is flashing

Pro Swim and Pro Dive Software

- Verify software is up to date and opens with no errors
- Verify communications between Pro software and OmniSport 2000.

--For any issues/damages you may find along the way, please document those in detail on the Notes open textbox.

--If parts or additional labor are needed, please specify those in the Follow-up recommended box.

Attach photos of the Equipment:

After completion of the checklists, prior to hitting save, take a picture of the display in an all on state and attach to the JotForm. If you have noted any damages in an open textbox above, please ensure you are attaching a photo of that damage as well.

Click Save once the form is complete. This action saves the document and submits. If no changes are needed, it has been submitted and no further action is necessary. After hitting save each time, you will receive an email with a link to that JotForm. If there are changes that need to be made at a later time, or a different date, you can open the JotForm from that link and make changes, and re-save. Each time you hit save, you will get the updated version of that JotForm sent to you (delay of about an hour).

Once the JotForm is fully completed, add a note to your Work Order "JotForm completed".