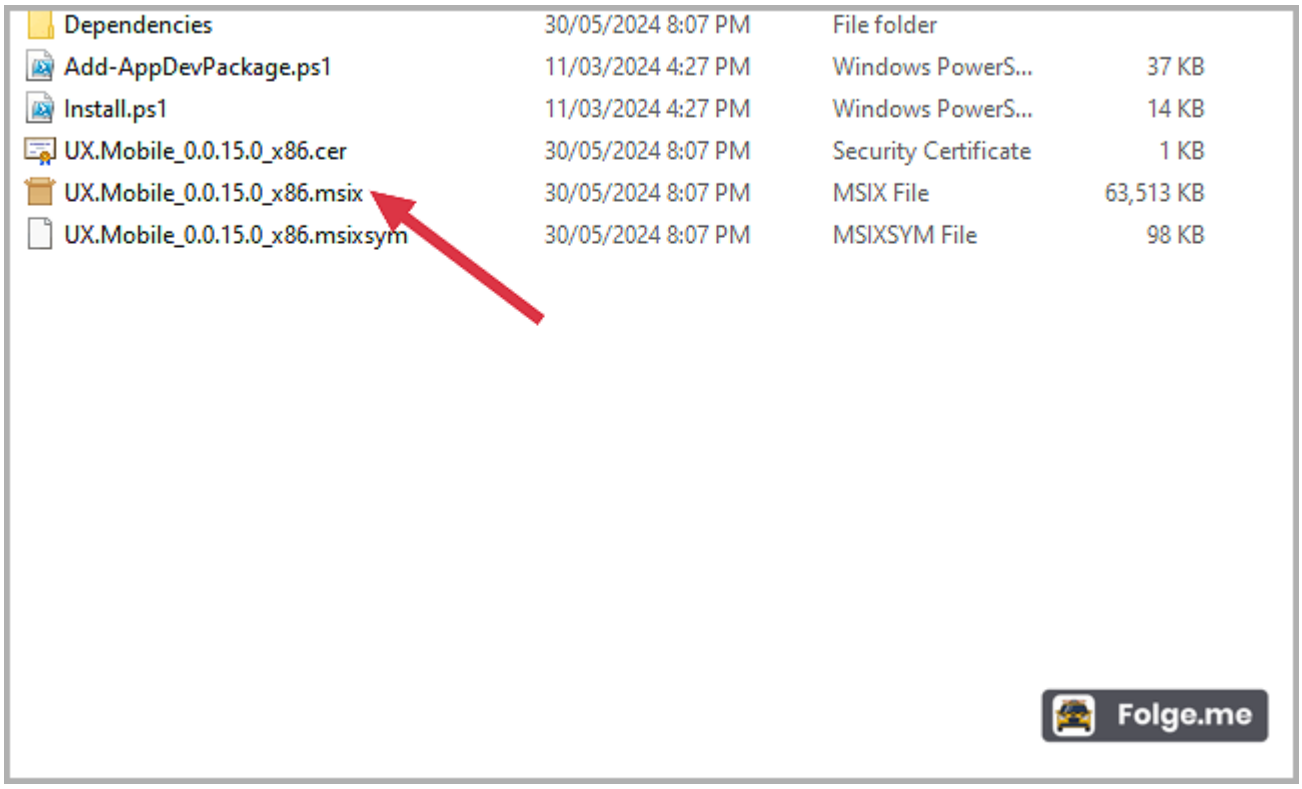
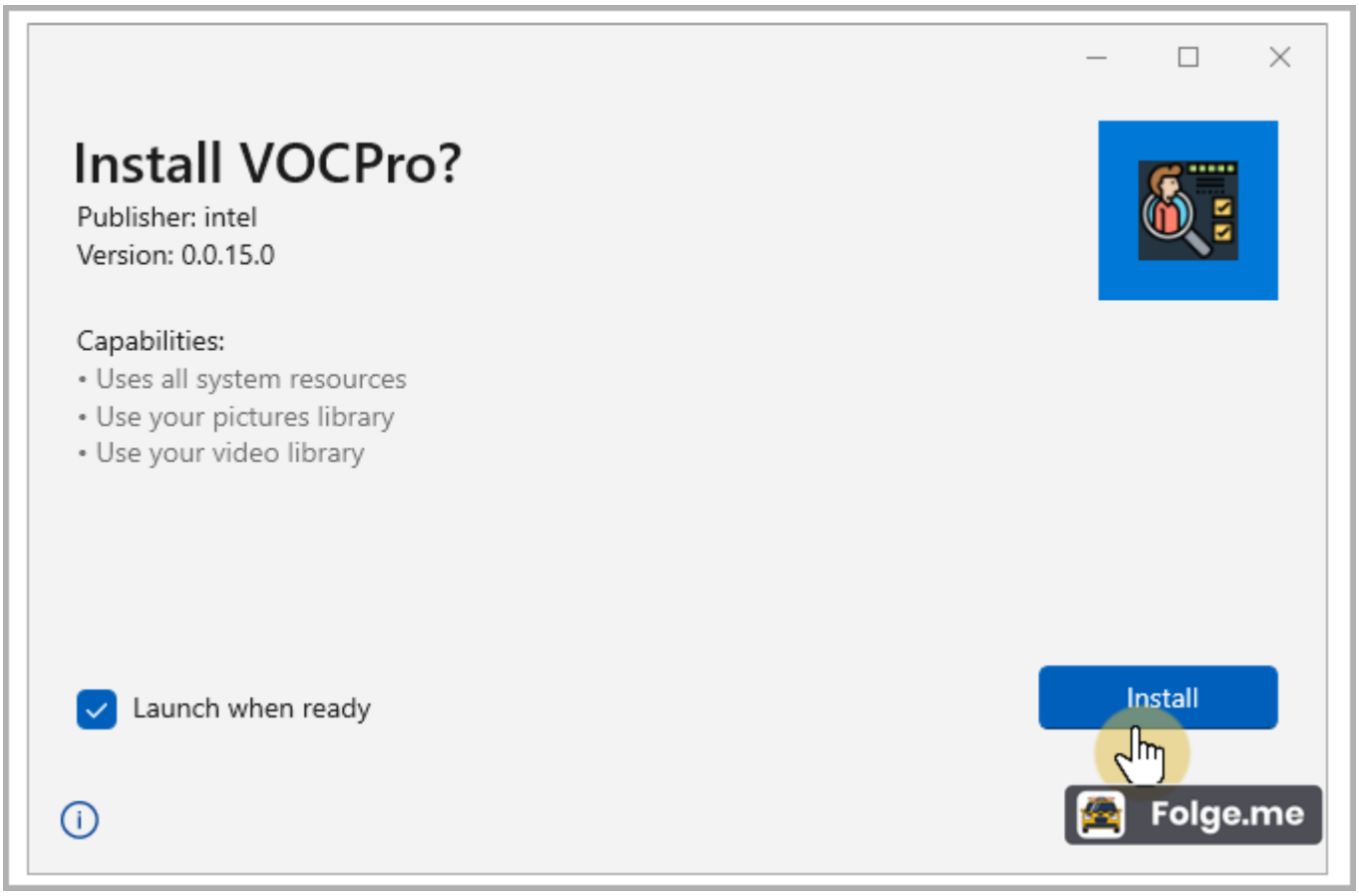
# VOCPro Desktop App Guide

# 1 Installing Tablet App

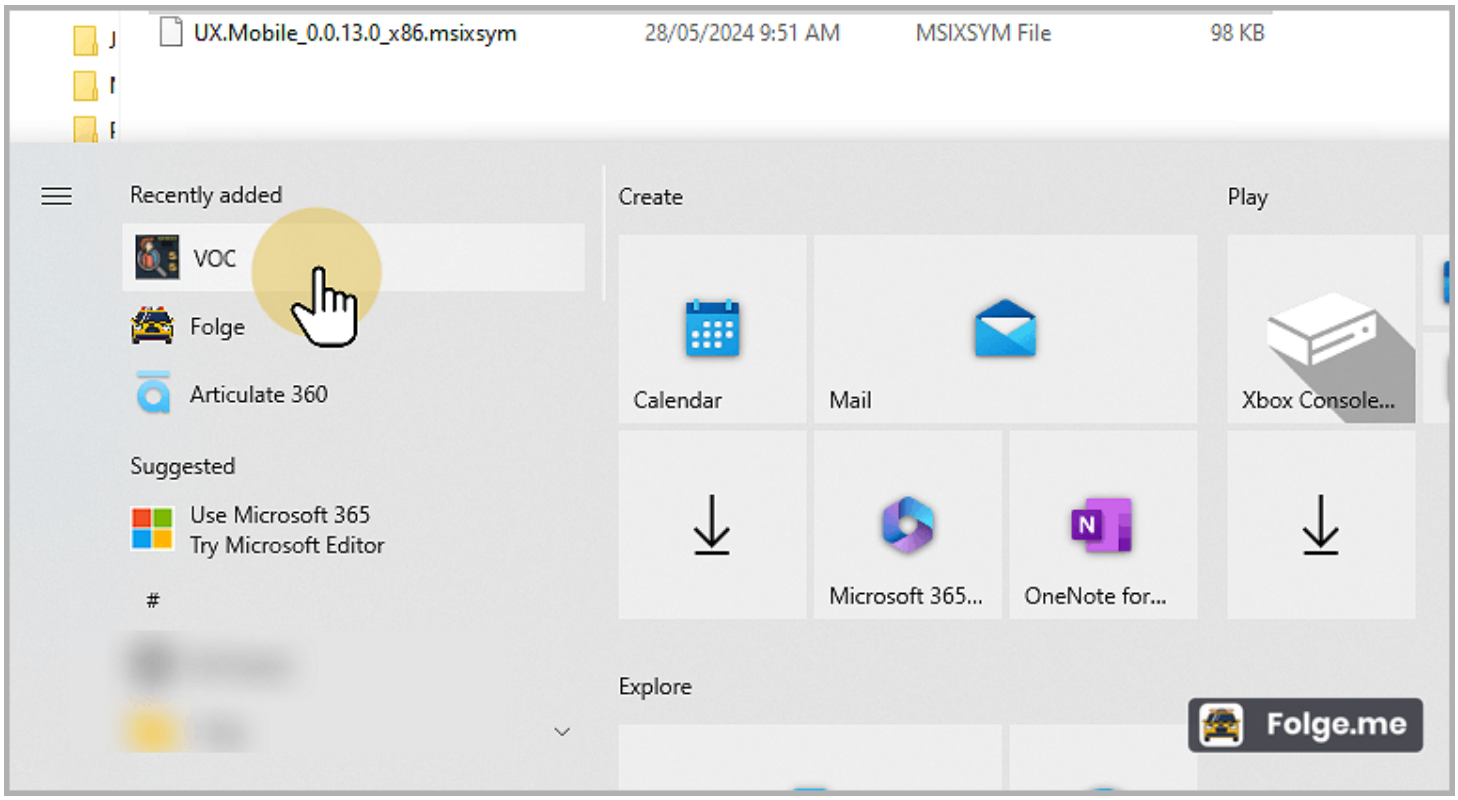



1. Download the app from https://dev2.itra.com.au/VOCPro/VOCProLatest.zip
2. Extract the contents in a folder on your computer
3. Double click the "**.msix**" file to start installation

## 2 Click "Install"

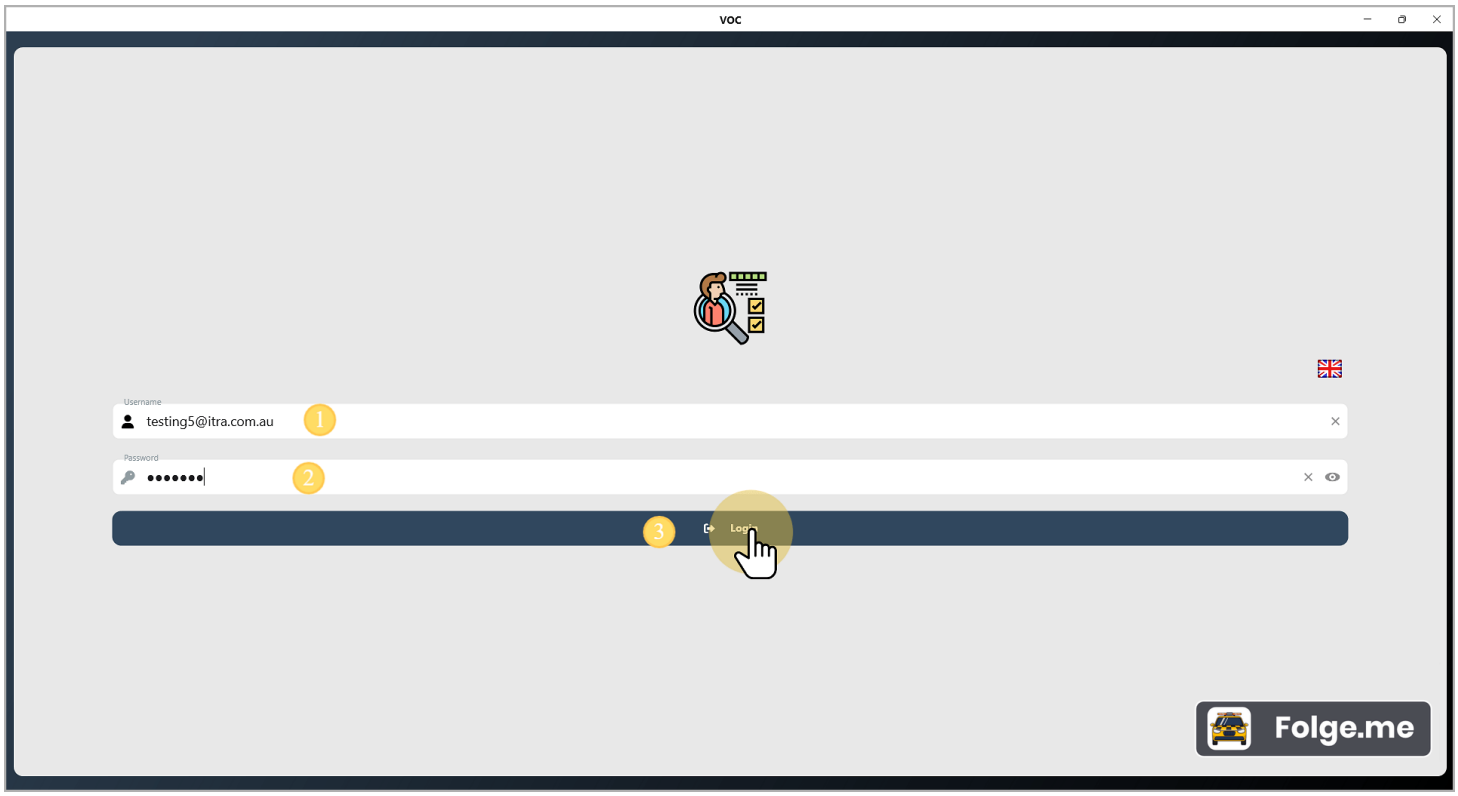


# 3 Launch the app




To launch the app, goto Start menu and click the newly installed VOC app

# 4 Initial Login



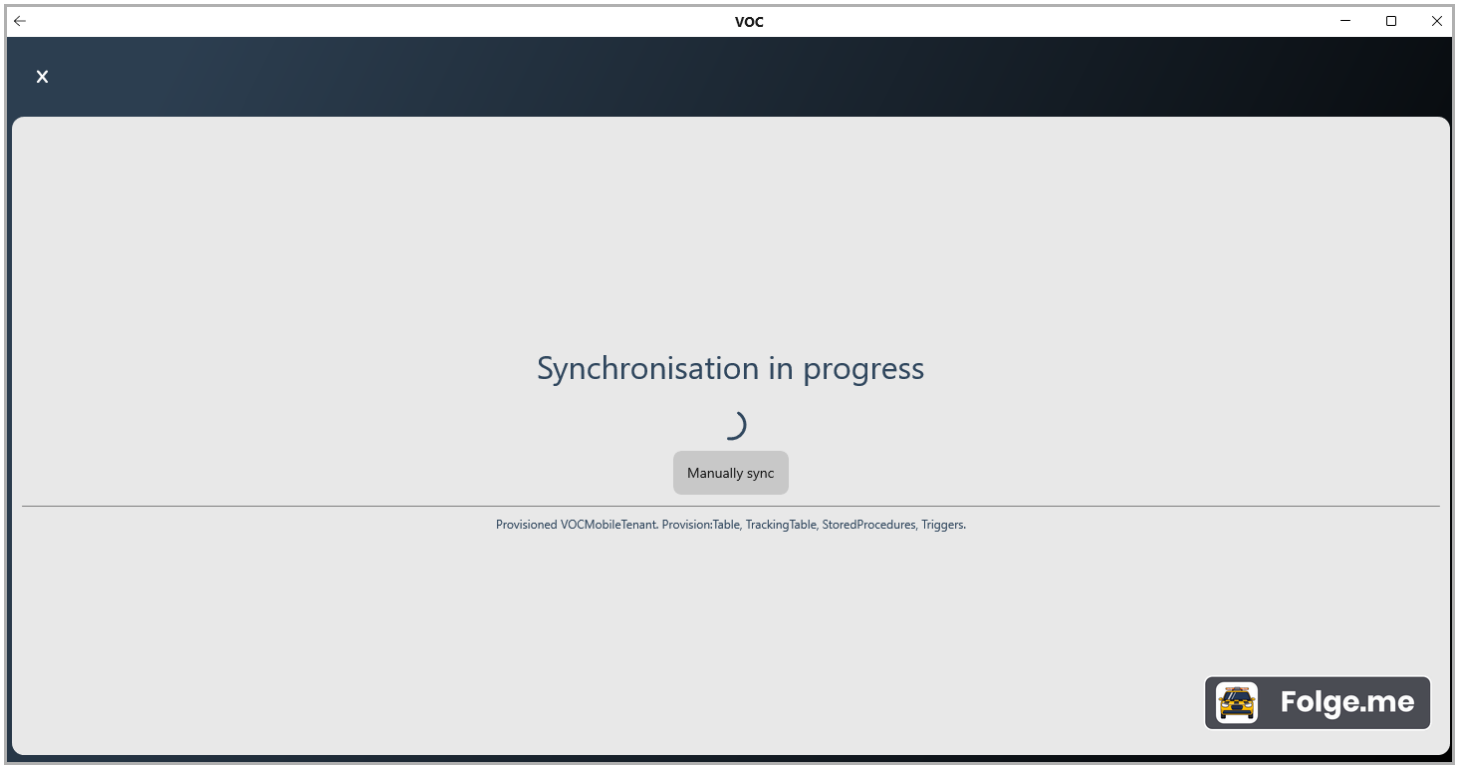

**Alert**
Make sure you have created an Assessor account using the Web Portal

Login using an **Assessor** account.

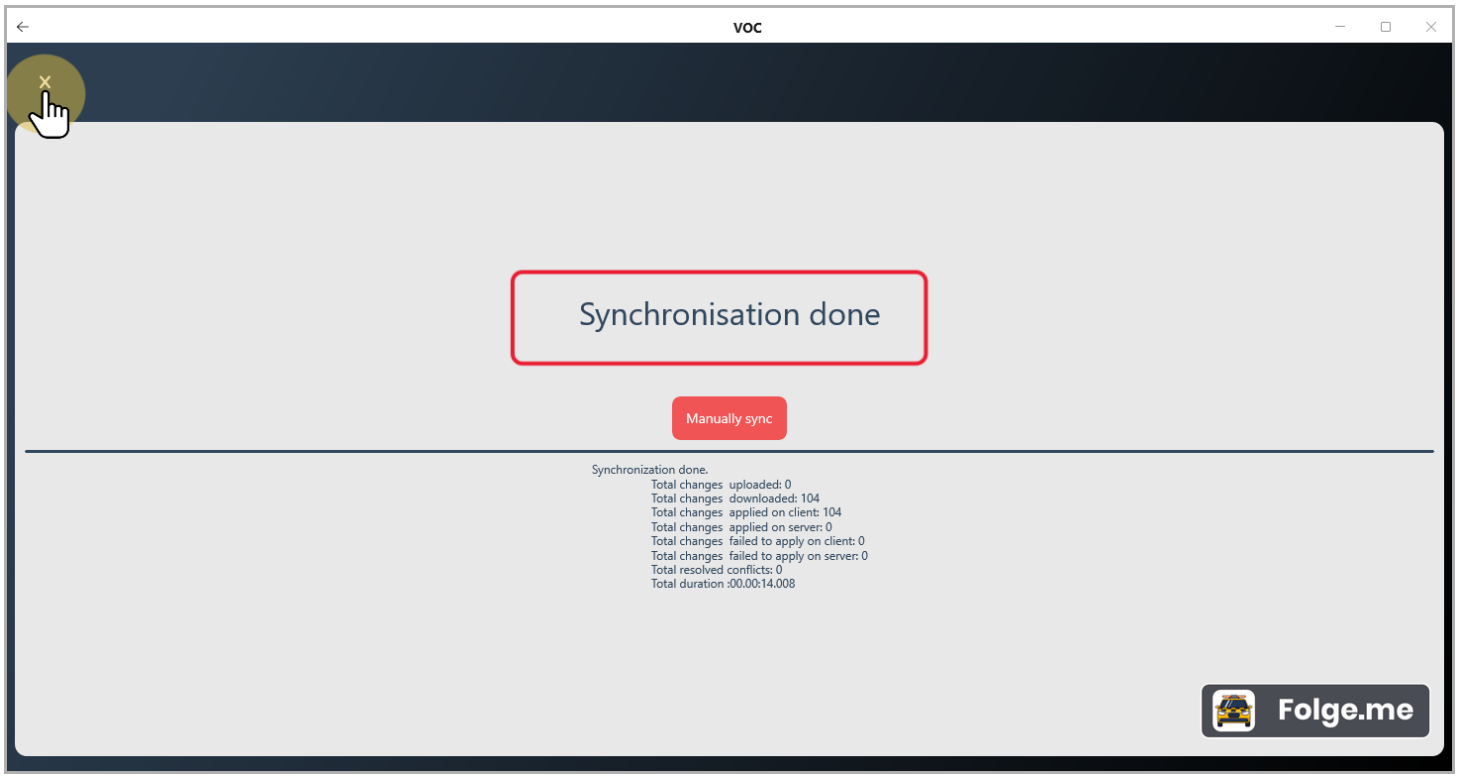
***Note:***

- *You **should be online** for the first login attempt.*
- *App will require additional time to process the credentials for the first login.*
- *Sync will run immediately after first login.*

## 5 Wait for Sync to finsh

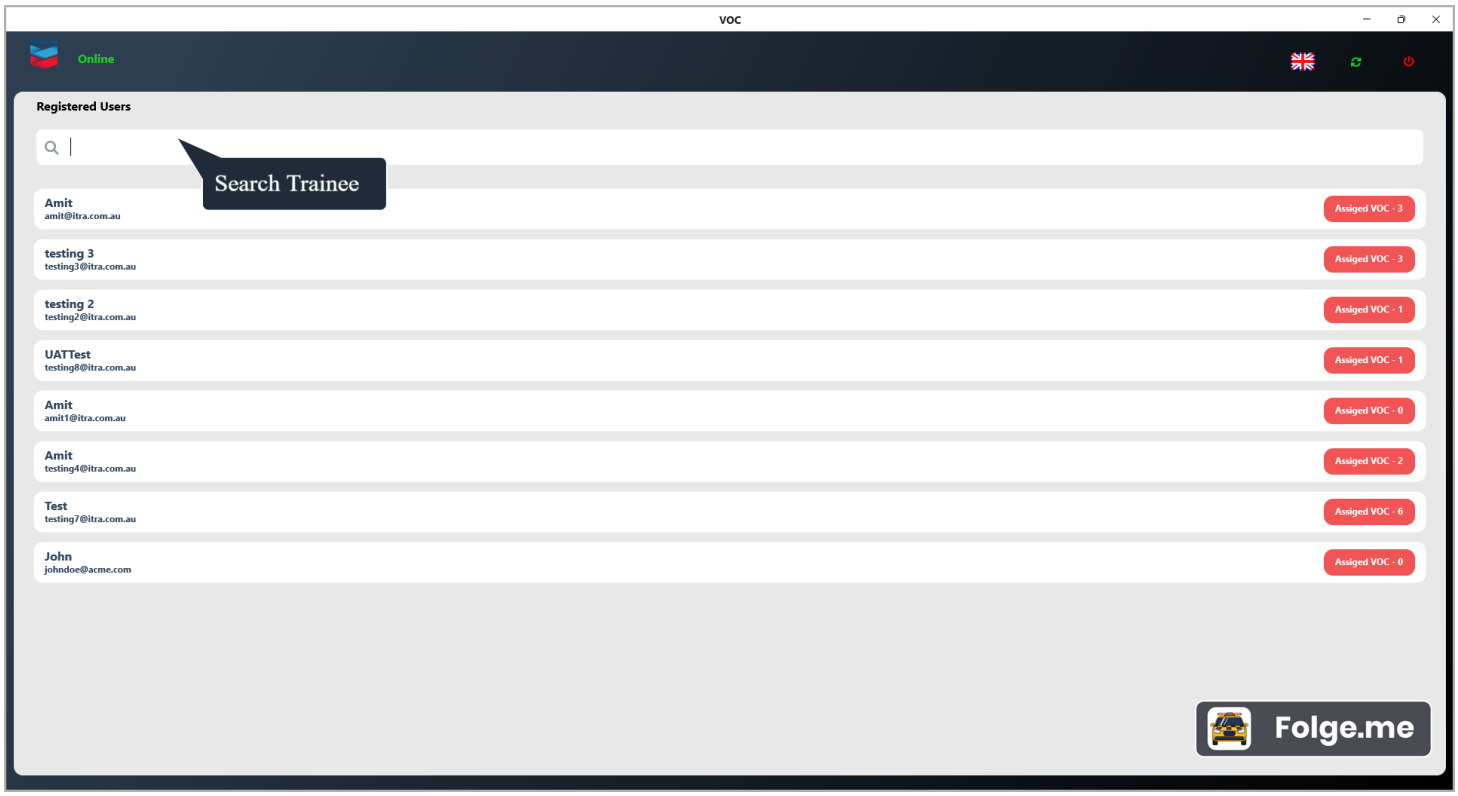


# 6 Click "X" once Sync is finshed



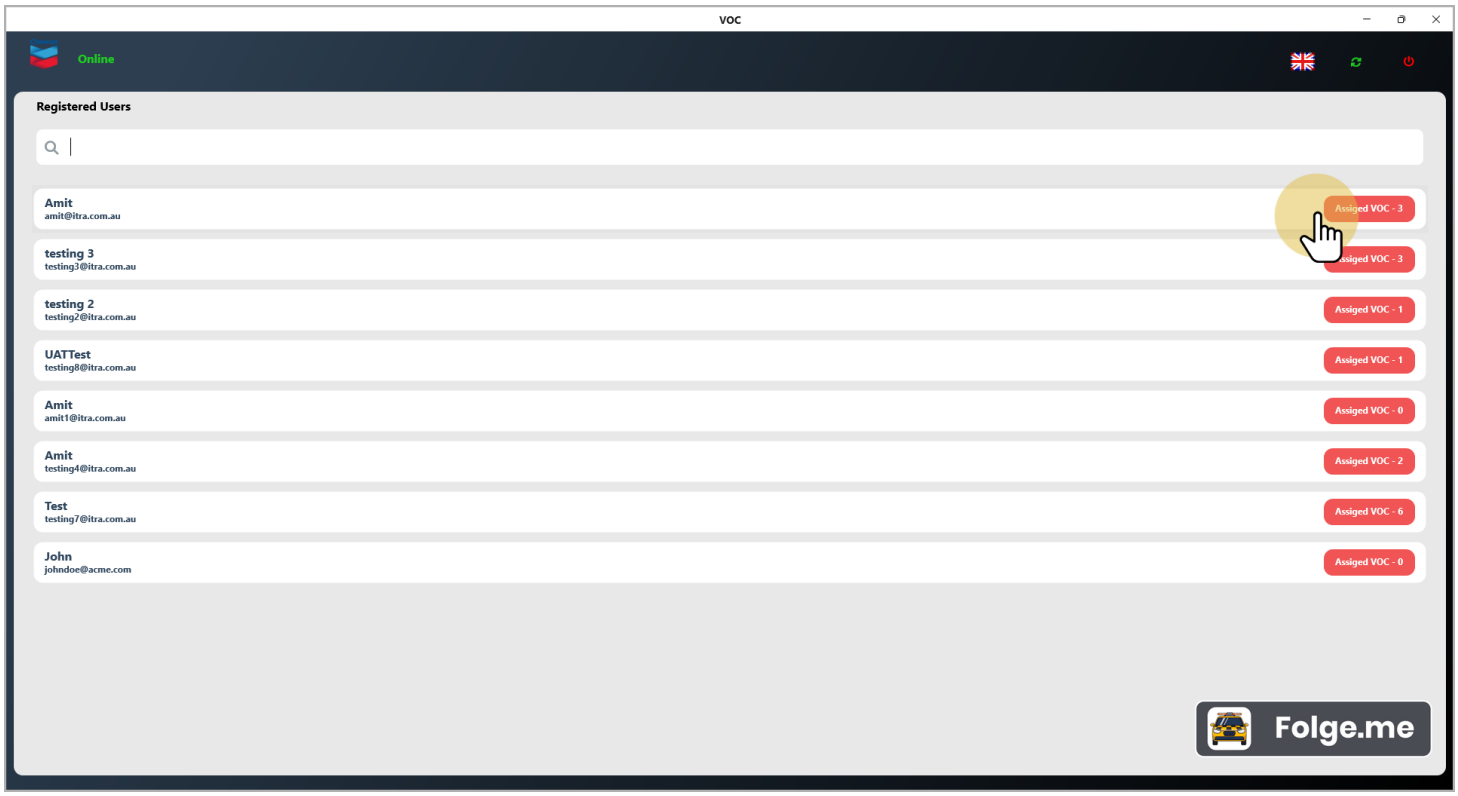

In case of any Sync issues, you can click on "Manually Sync"

# 7 Trainee List

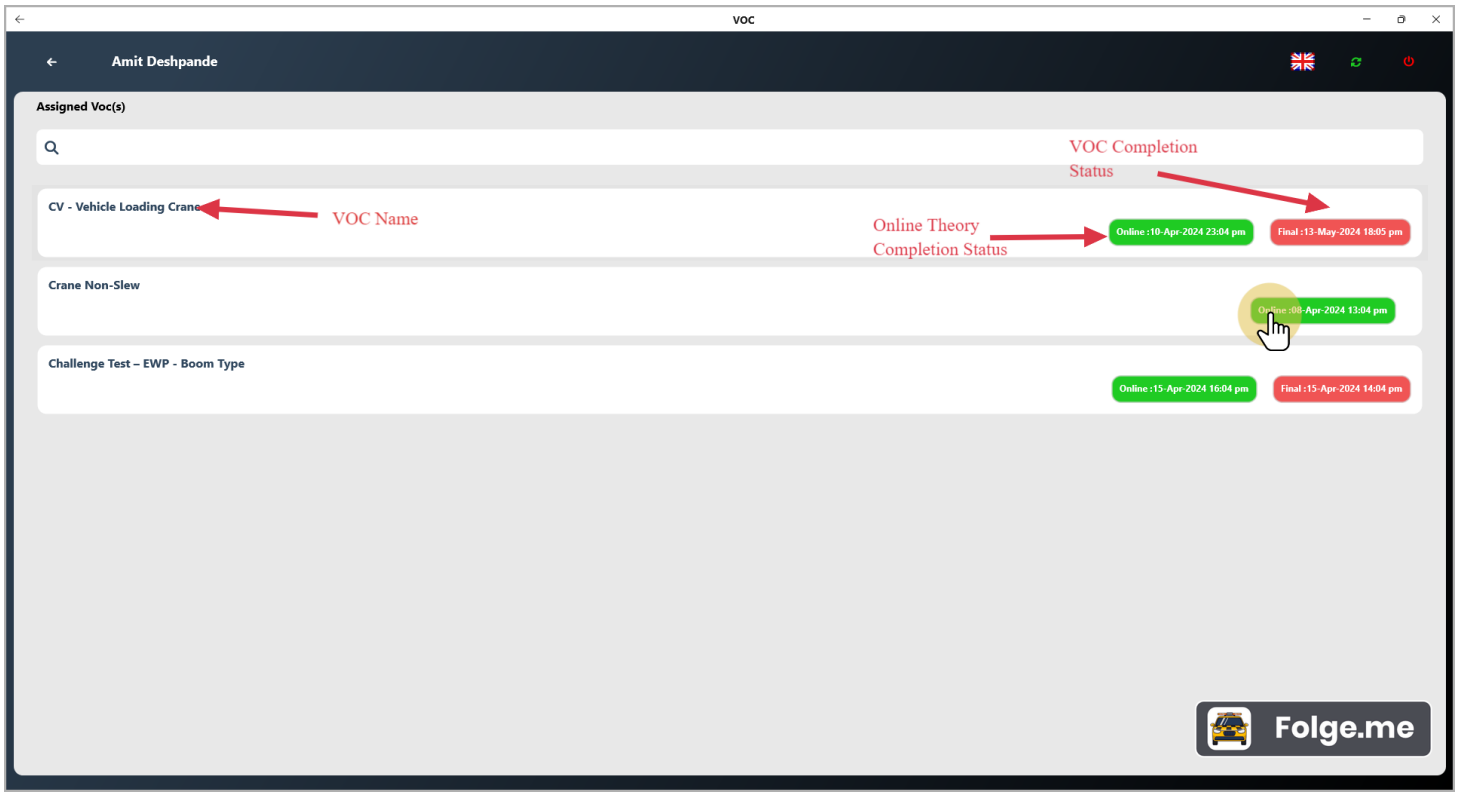



Once Sync is finished, all the trainees with assigned VOCs will be displayed

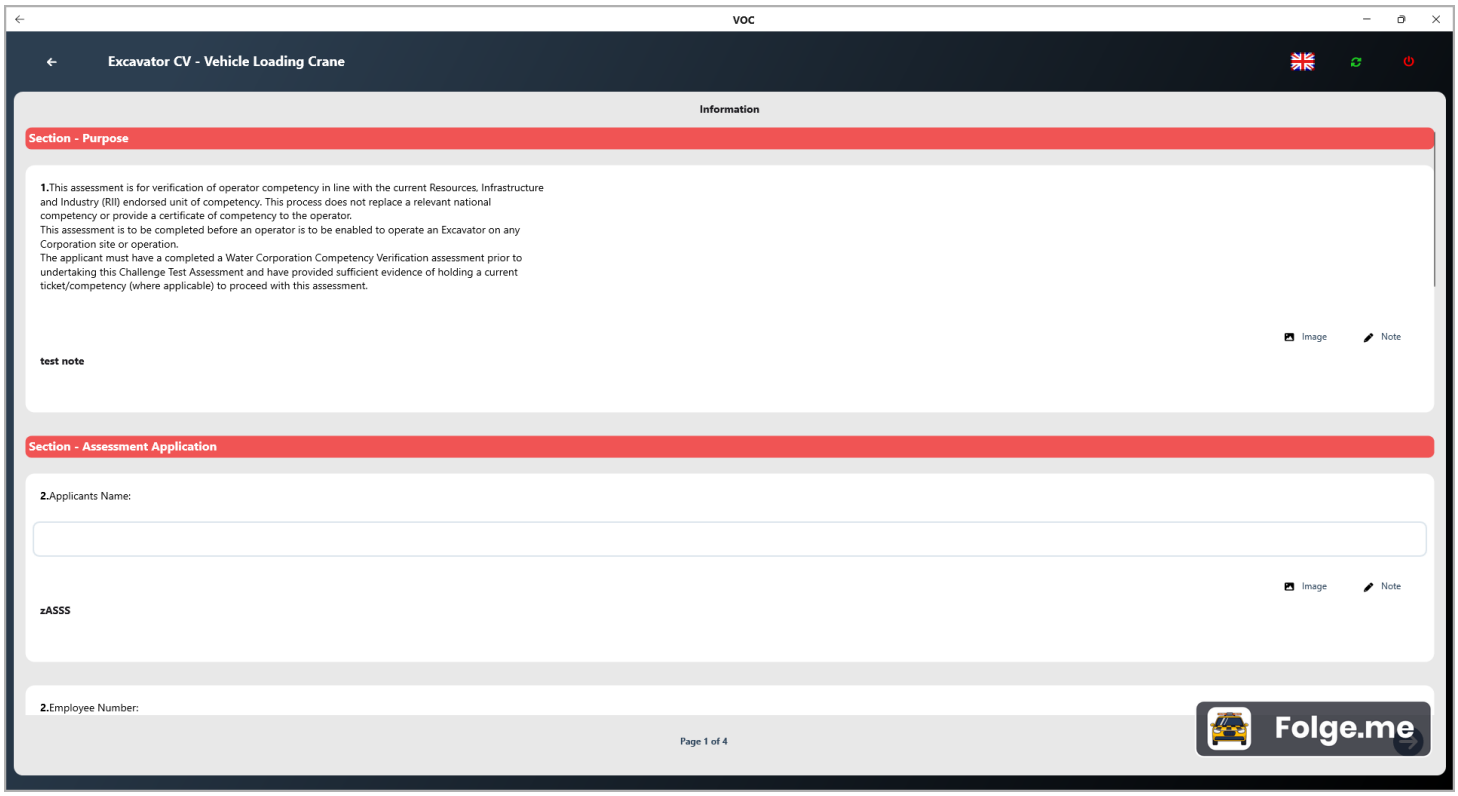
# 8 Tap on a Trainee to conduct a VOC Assessment



# 9 Click on a VOC to start the assessment

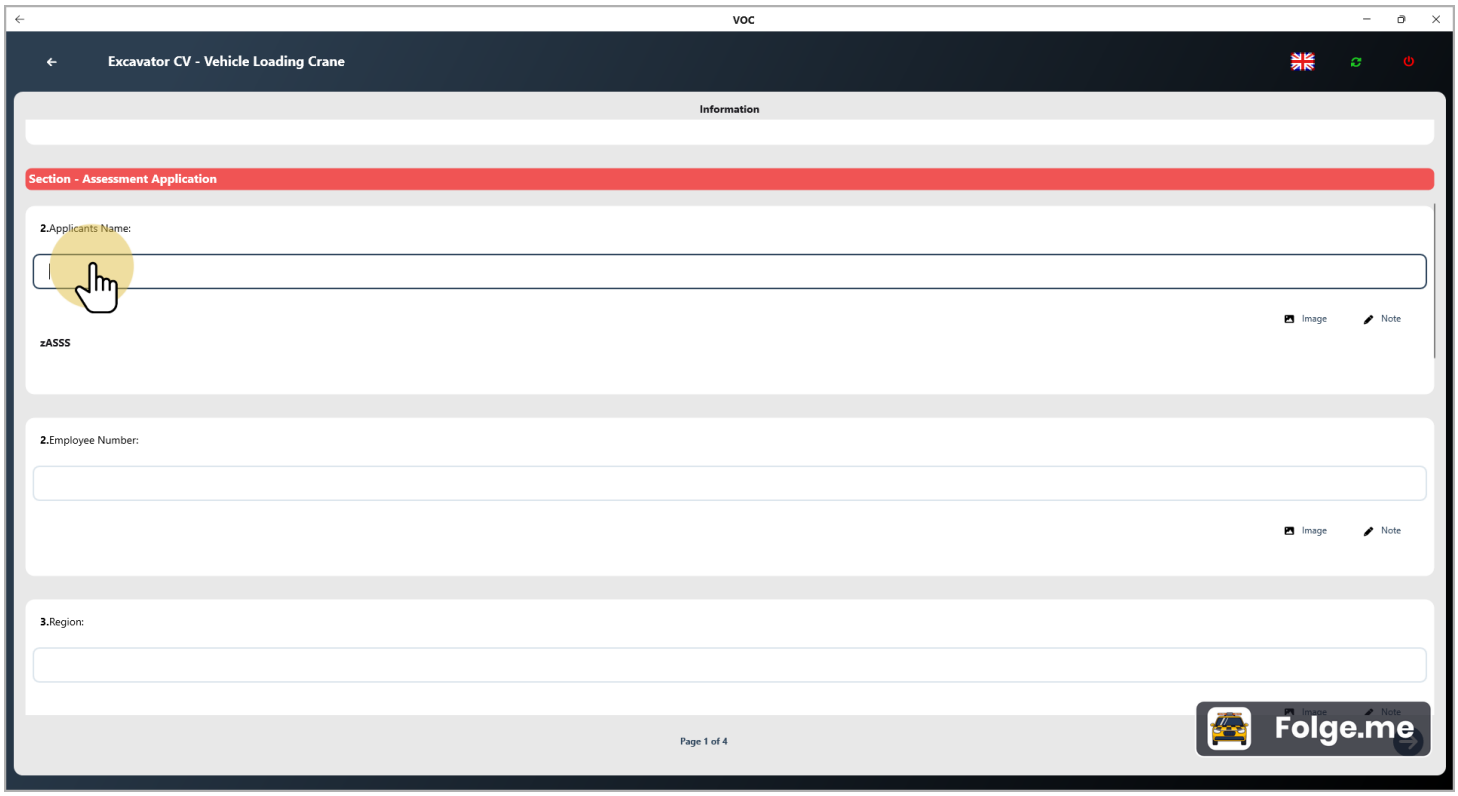


# 10 Assessment Starts

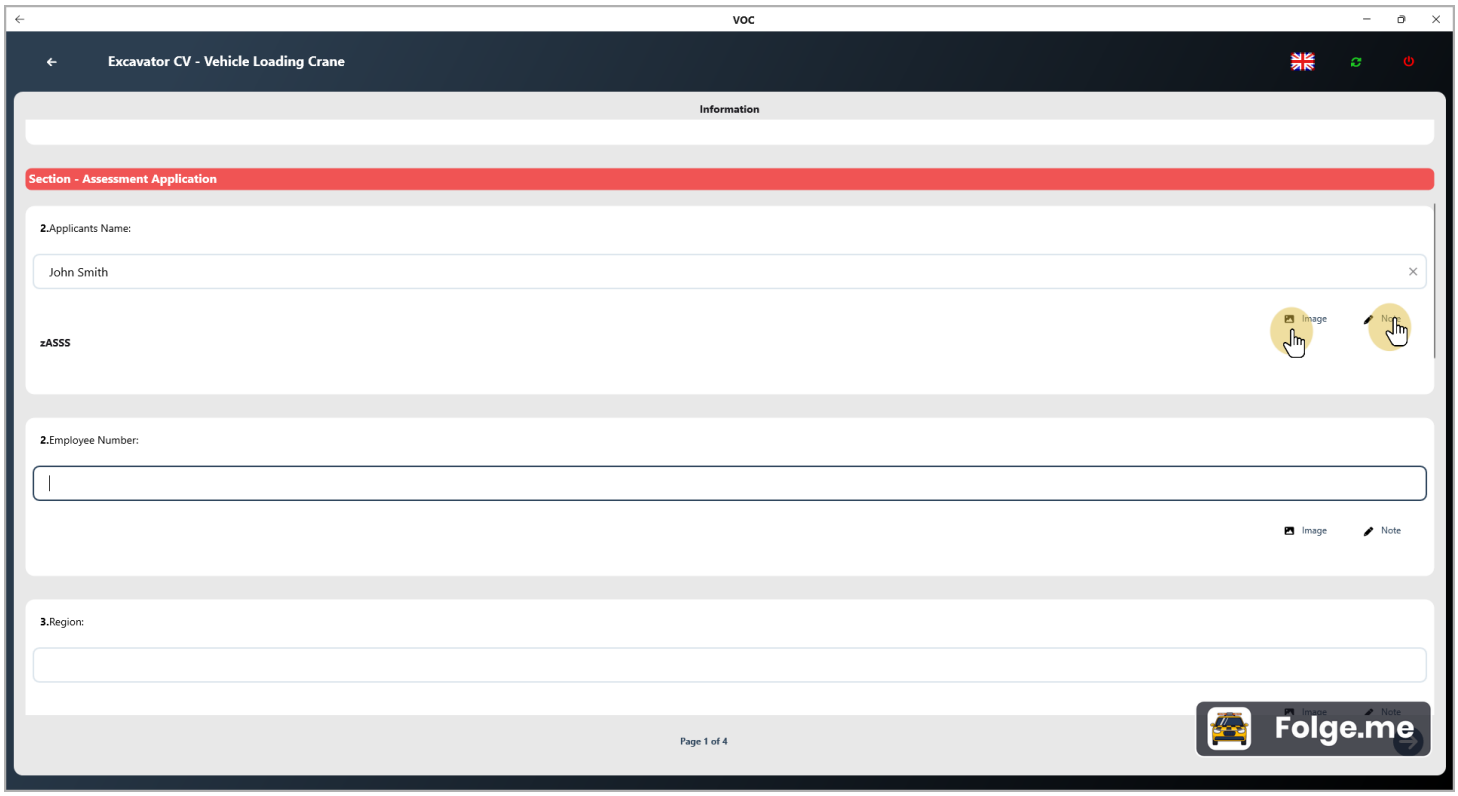



The assessment will show Pages, Sections and Questions based on how it was structured on the web portal.

# 11 Enter details as required

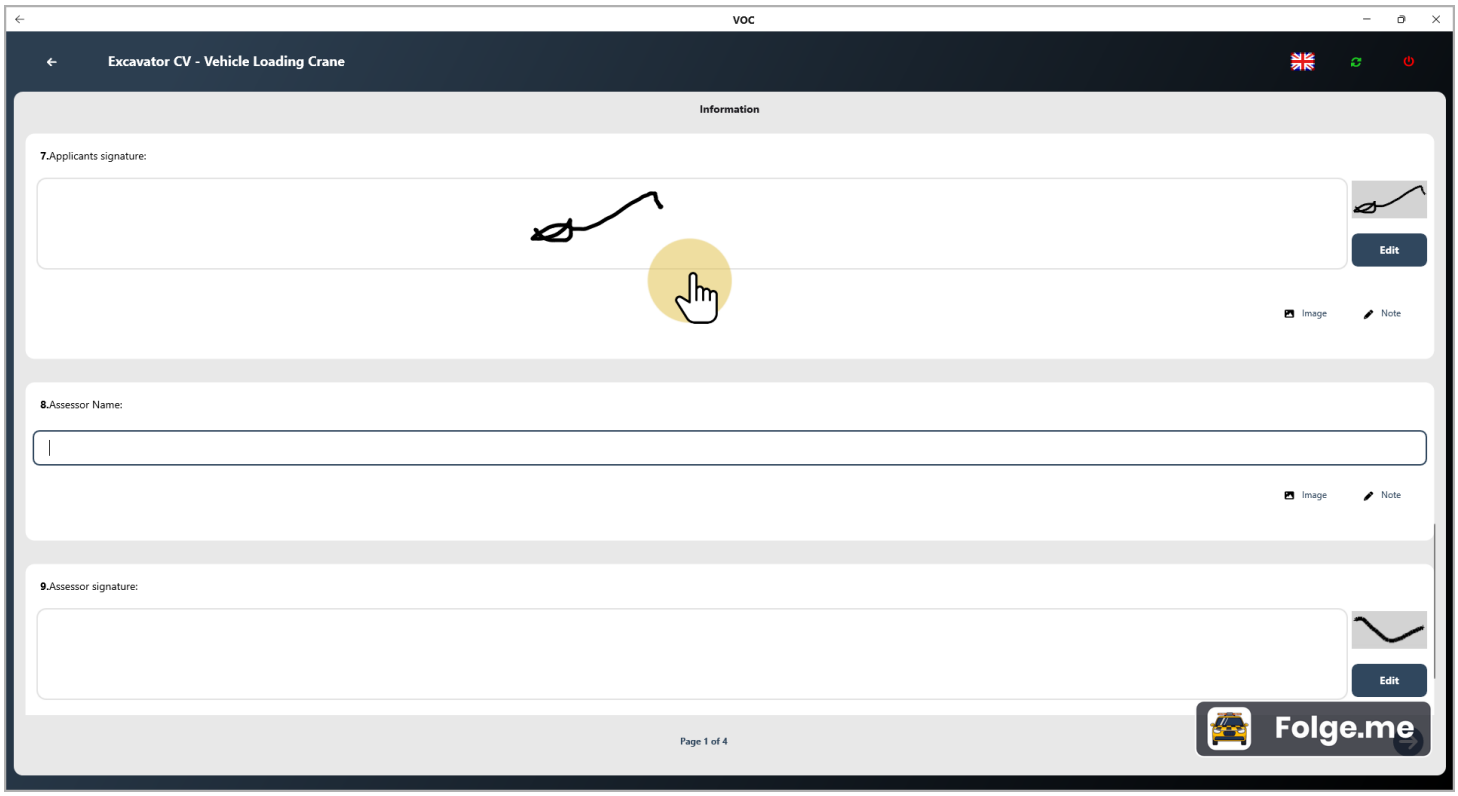


# 12 Images and Notes

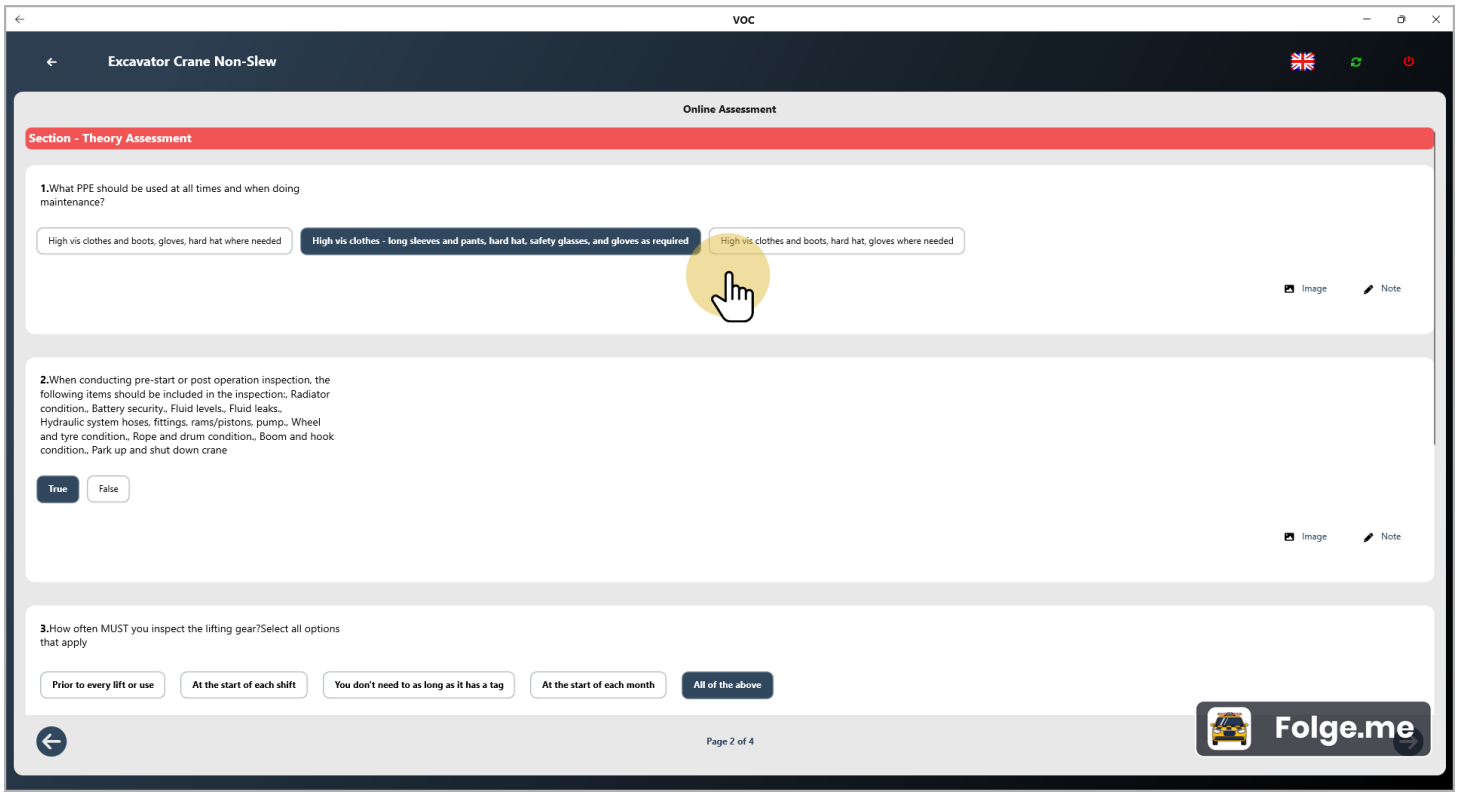



- Click on **Image** to capture a photo
- Click on **Note** to enter any notes

# 13 Signatures can be captured using mouse or stylus

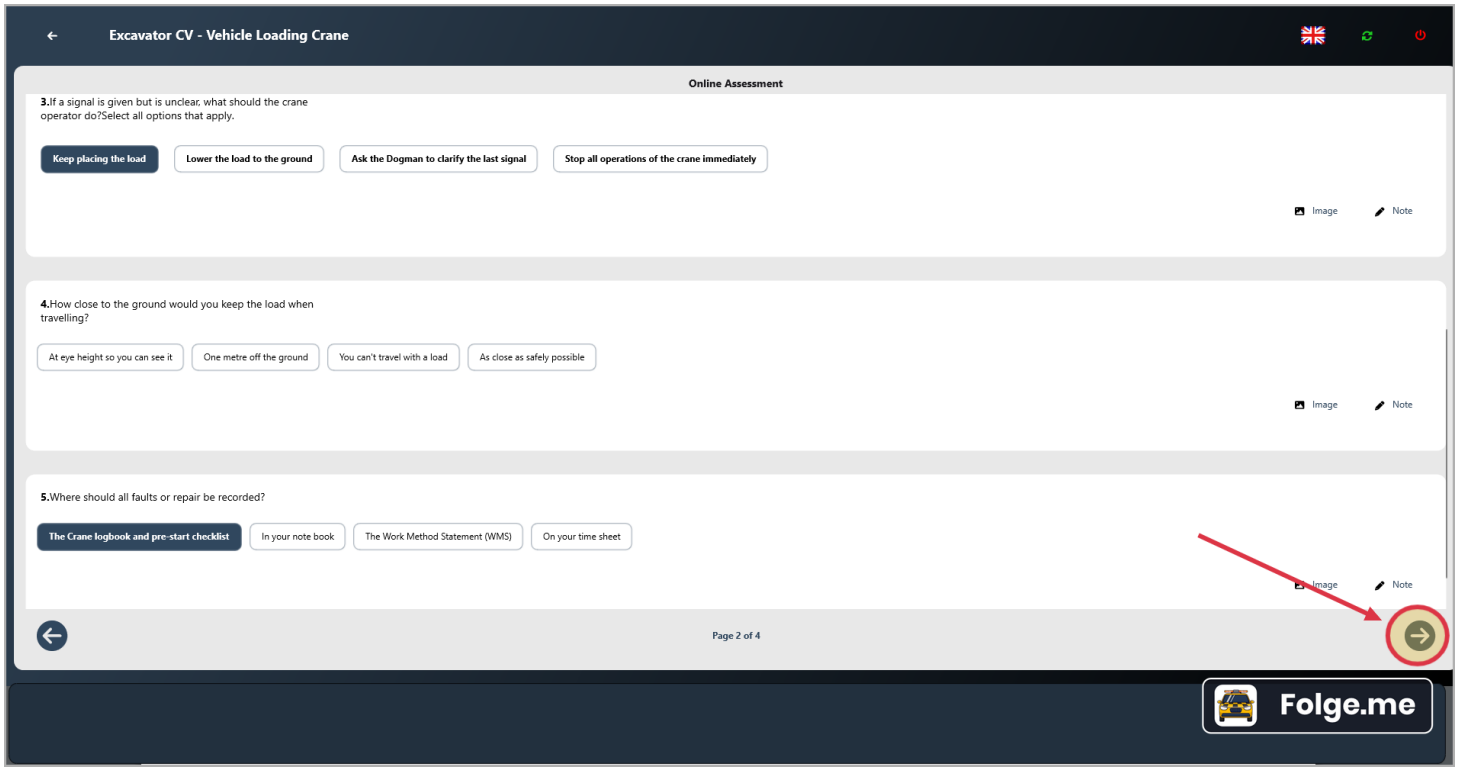


# 14 Online Theory Assessment

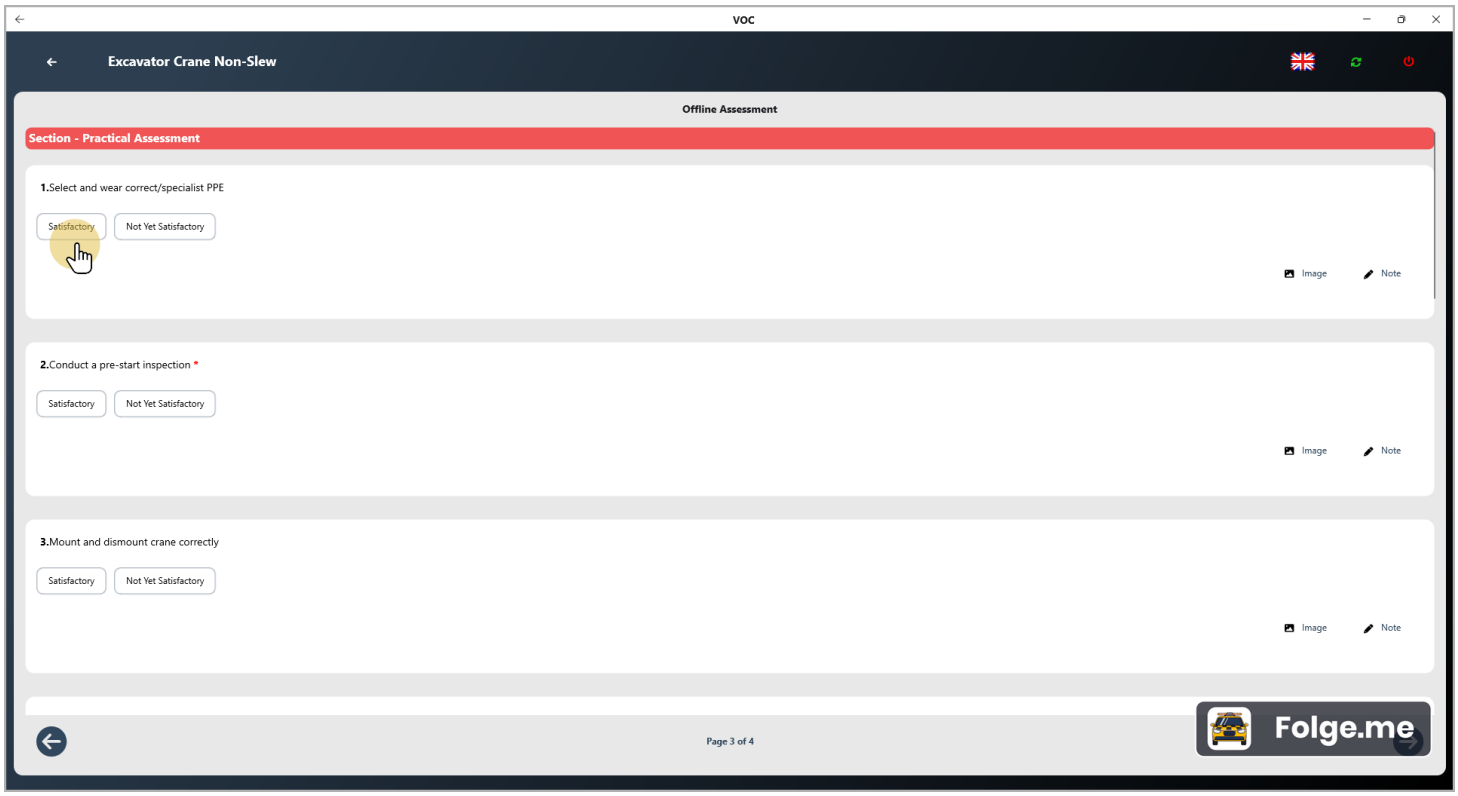



Online Theory Assessment can be reviewd and updated on the tablet app

# 15 Click "Next" to navigate to next page

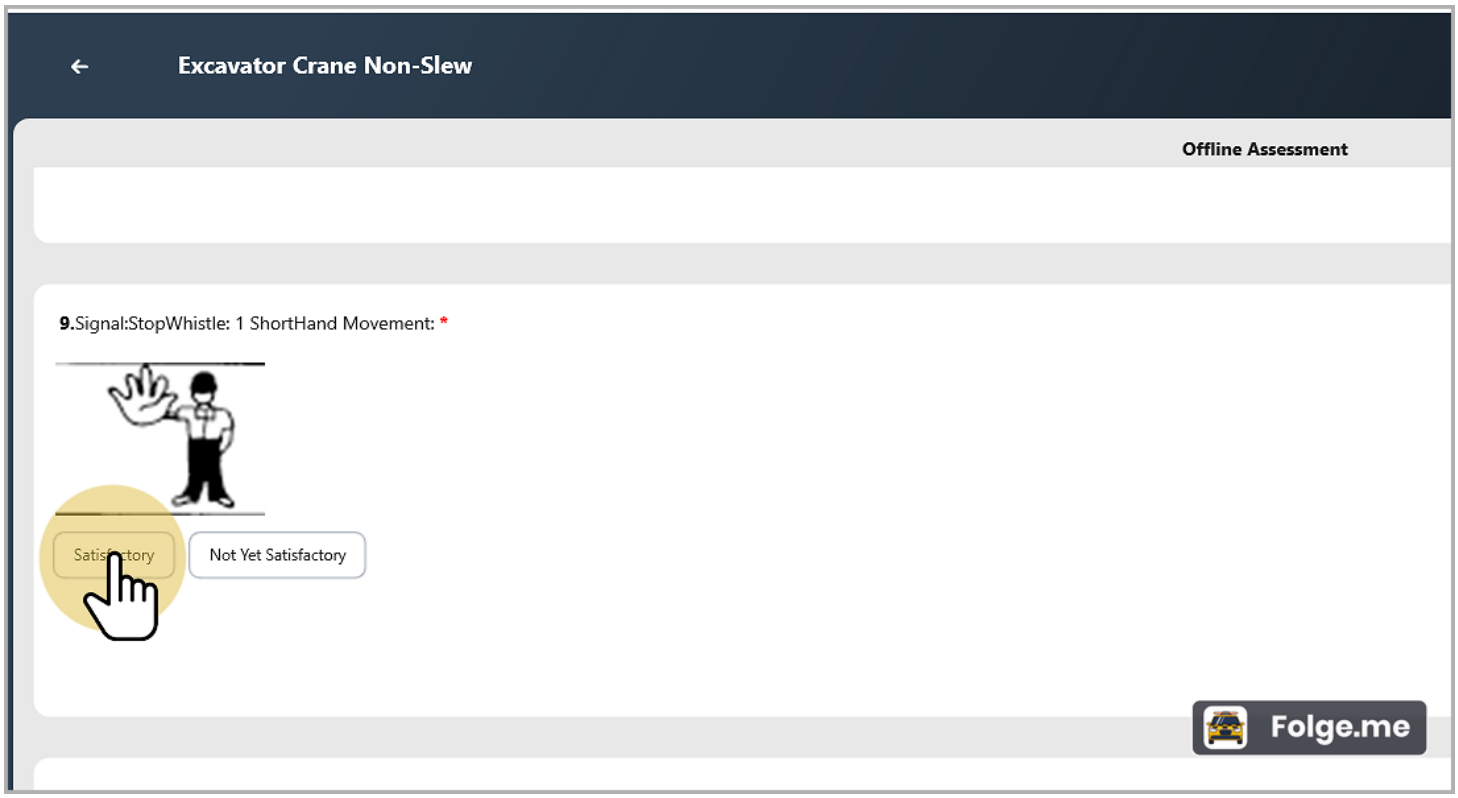


# 16 Practical Assessment



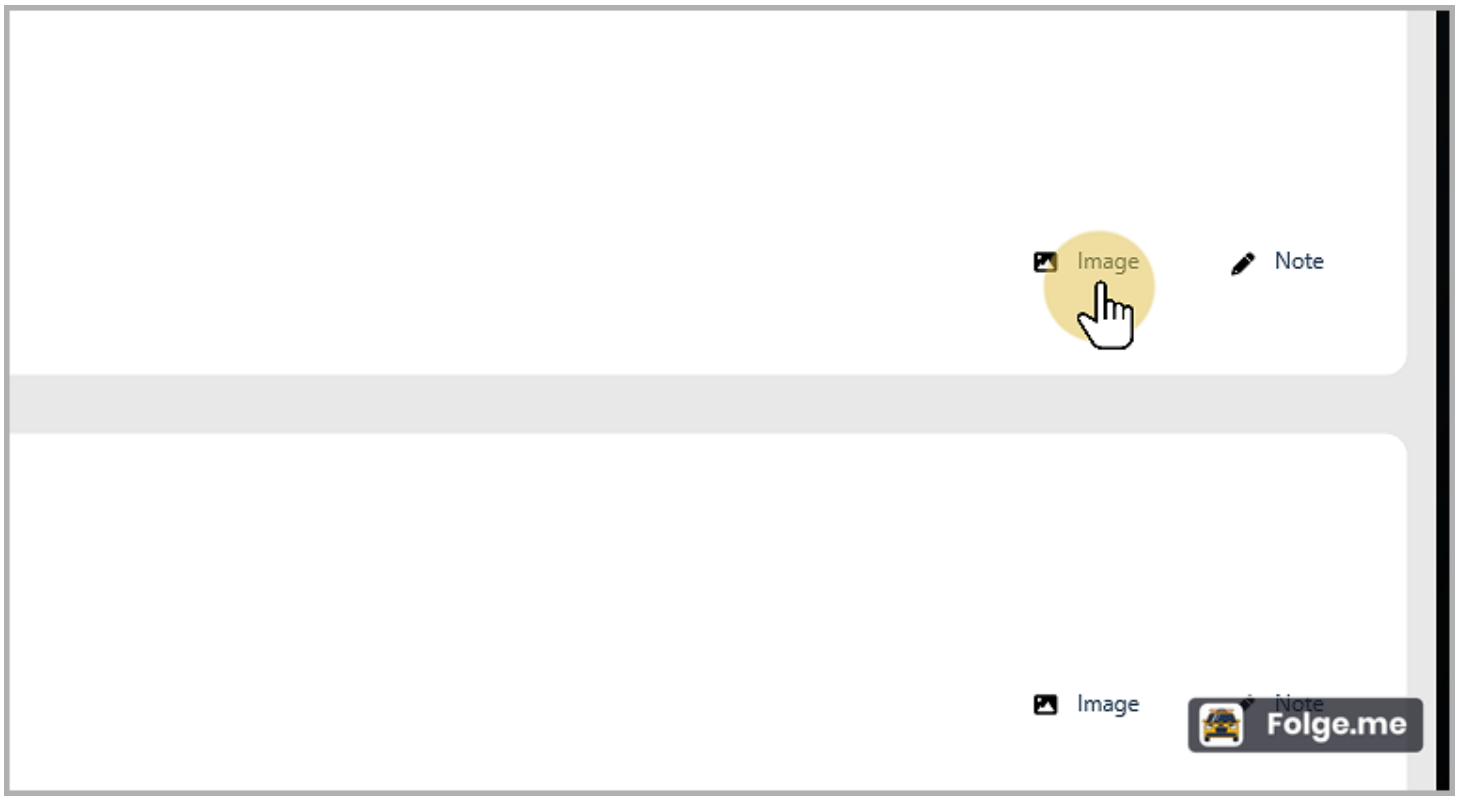

Select appropriate options when conducting Practical Assessment

# 17 Questions Images



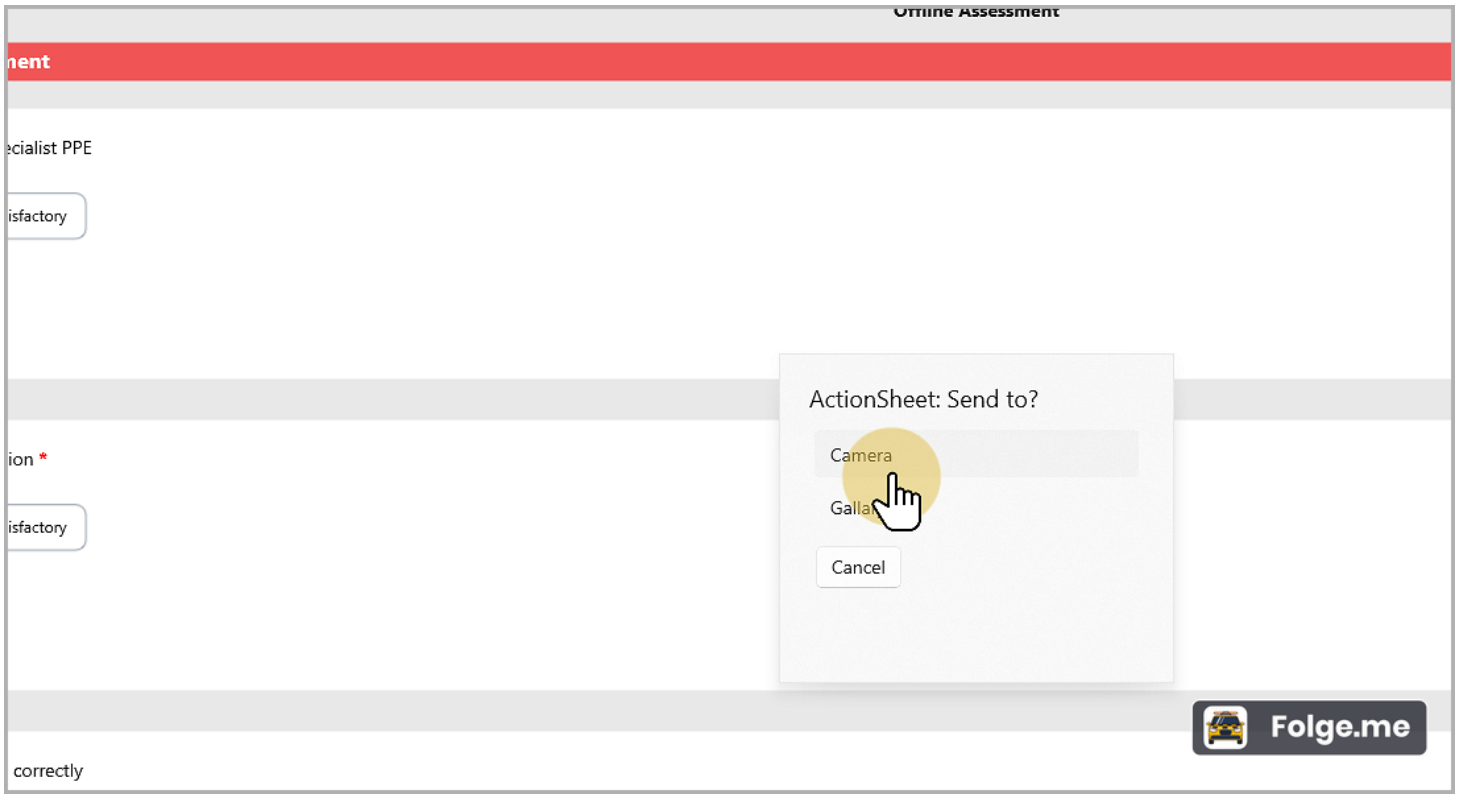

Any images uploaded while creating questions will also display on tablet app

# 18 Add Photos to Responses




Click "Image" to click photos or upload images. This is useful to capture evidence during assessment

# 19 Images



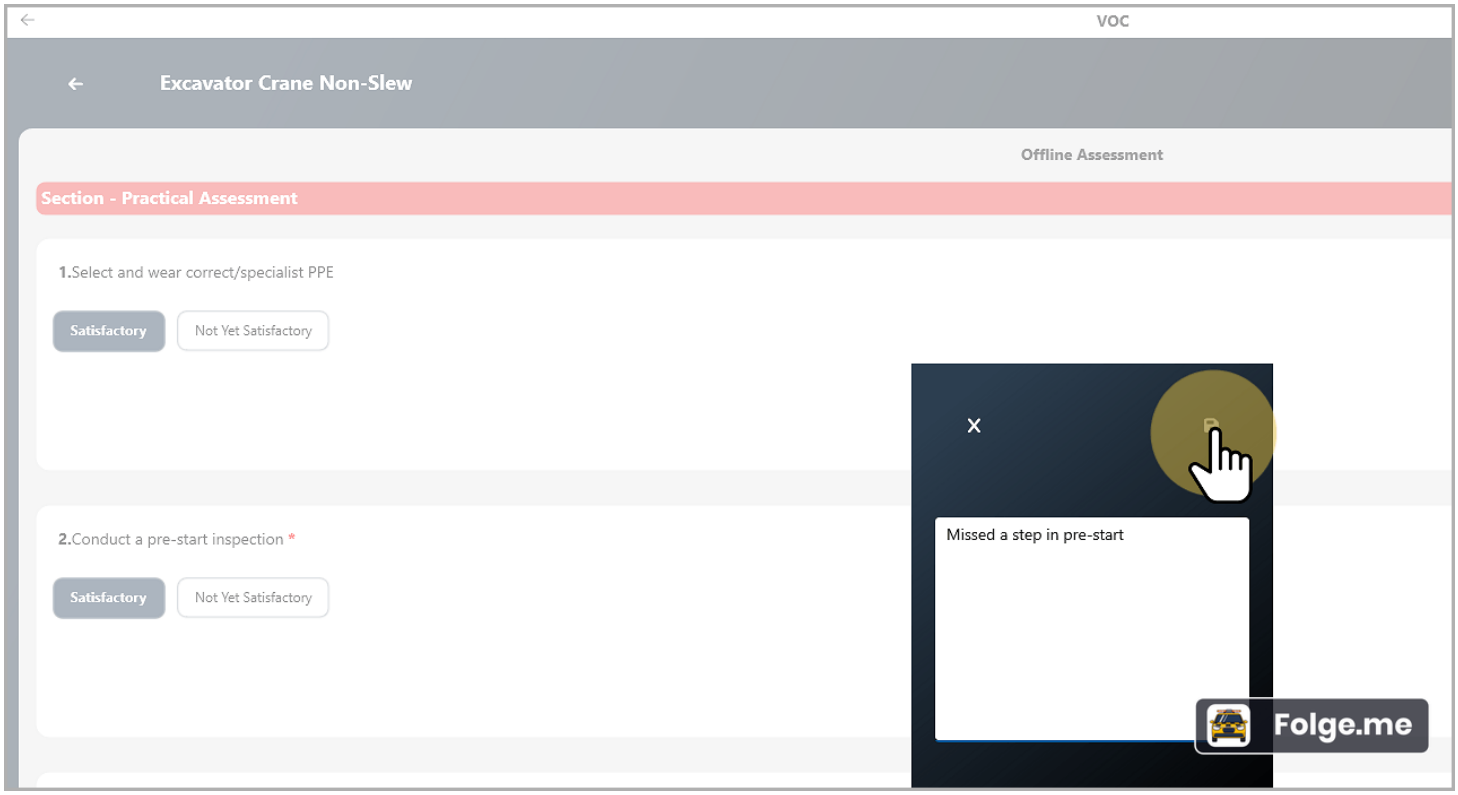

Select Camera to take a photo.
Select Gallery to upload an existing photo.

# 20 Notes

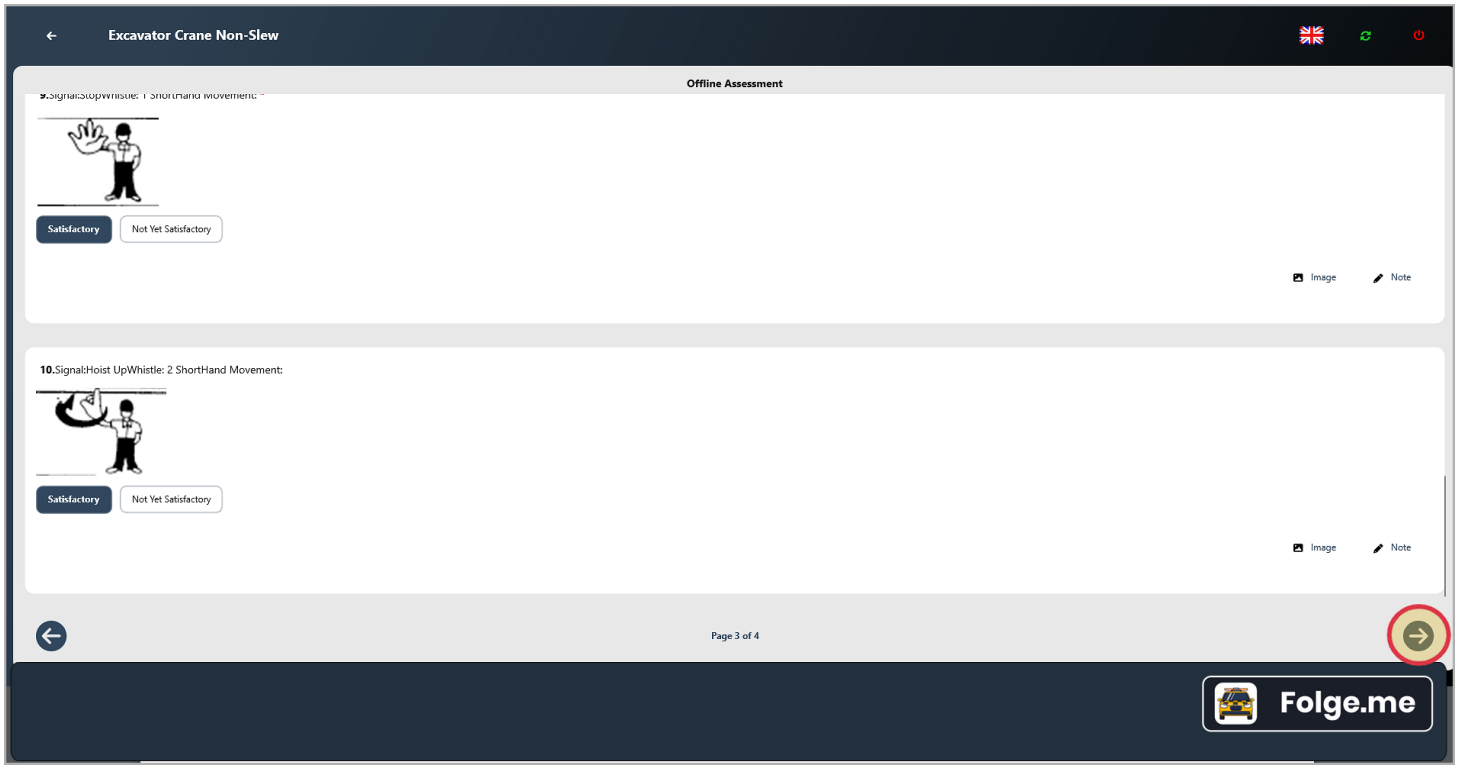



Add Notes to any question by clicking the "Note" icon.

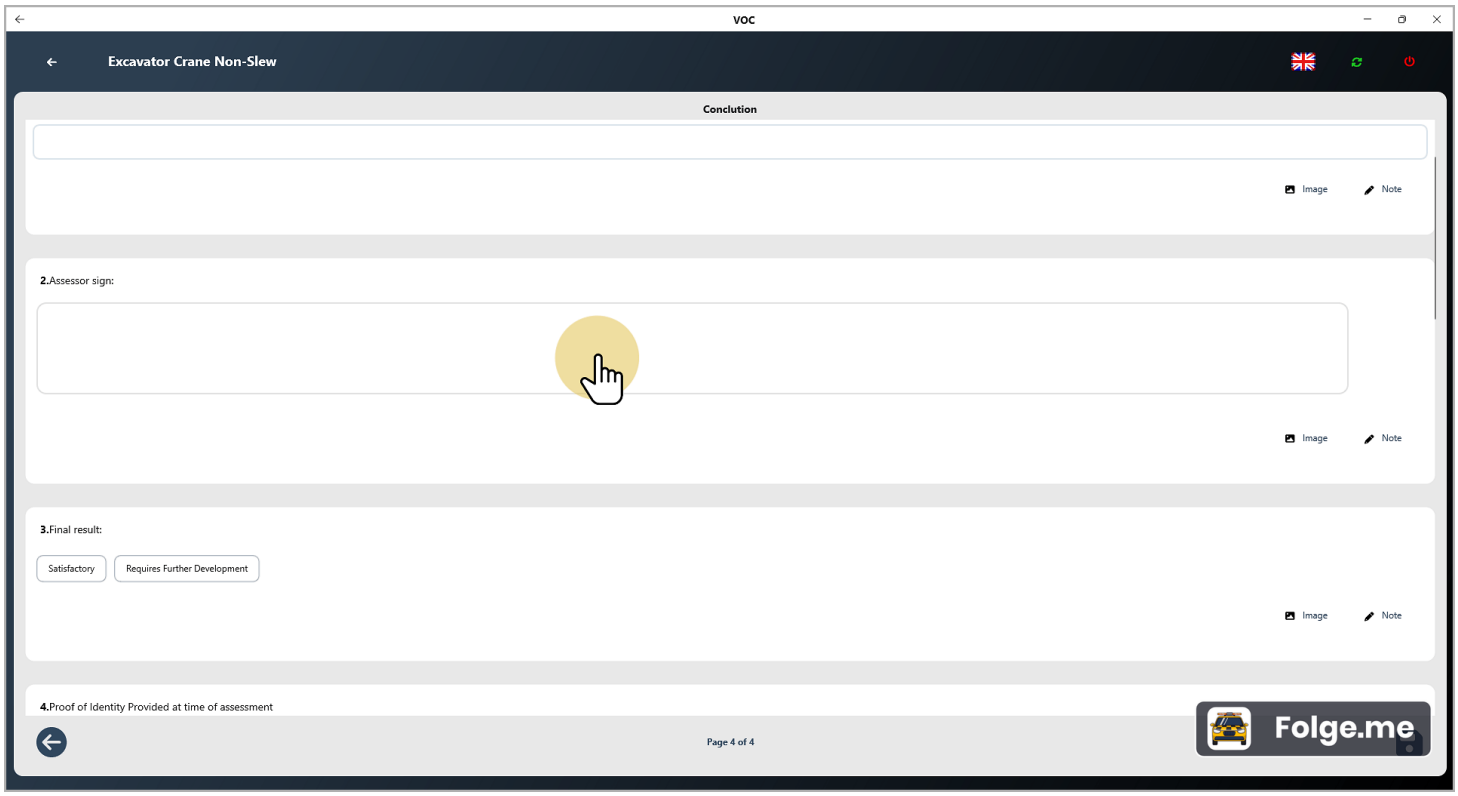
# 21 Entering Notes



# 22 Click "Next" to Navigate to next page

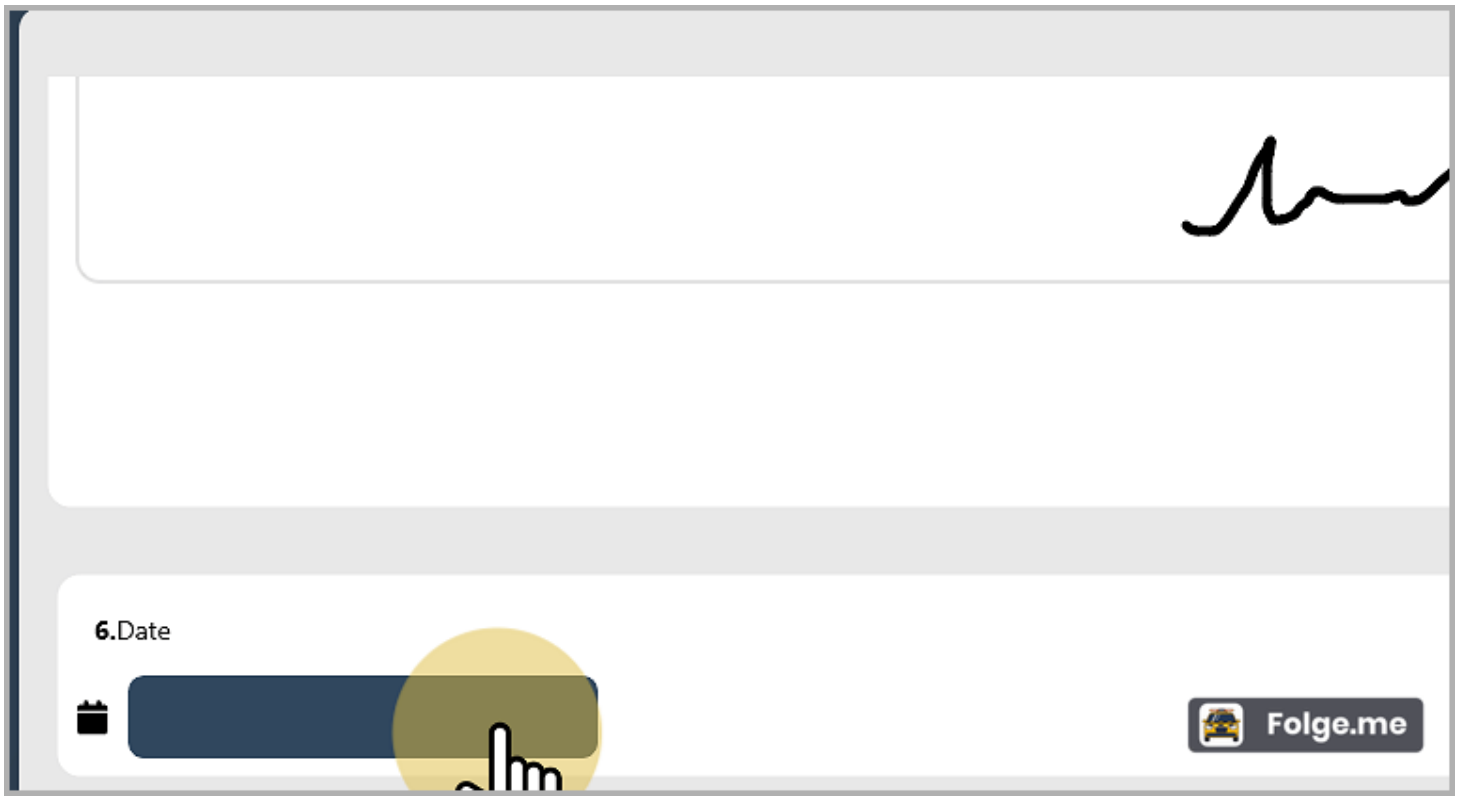


# 23 Signatures



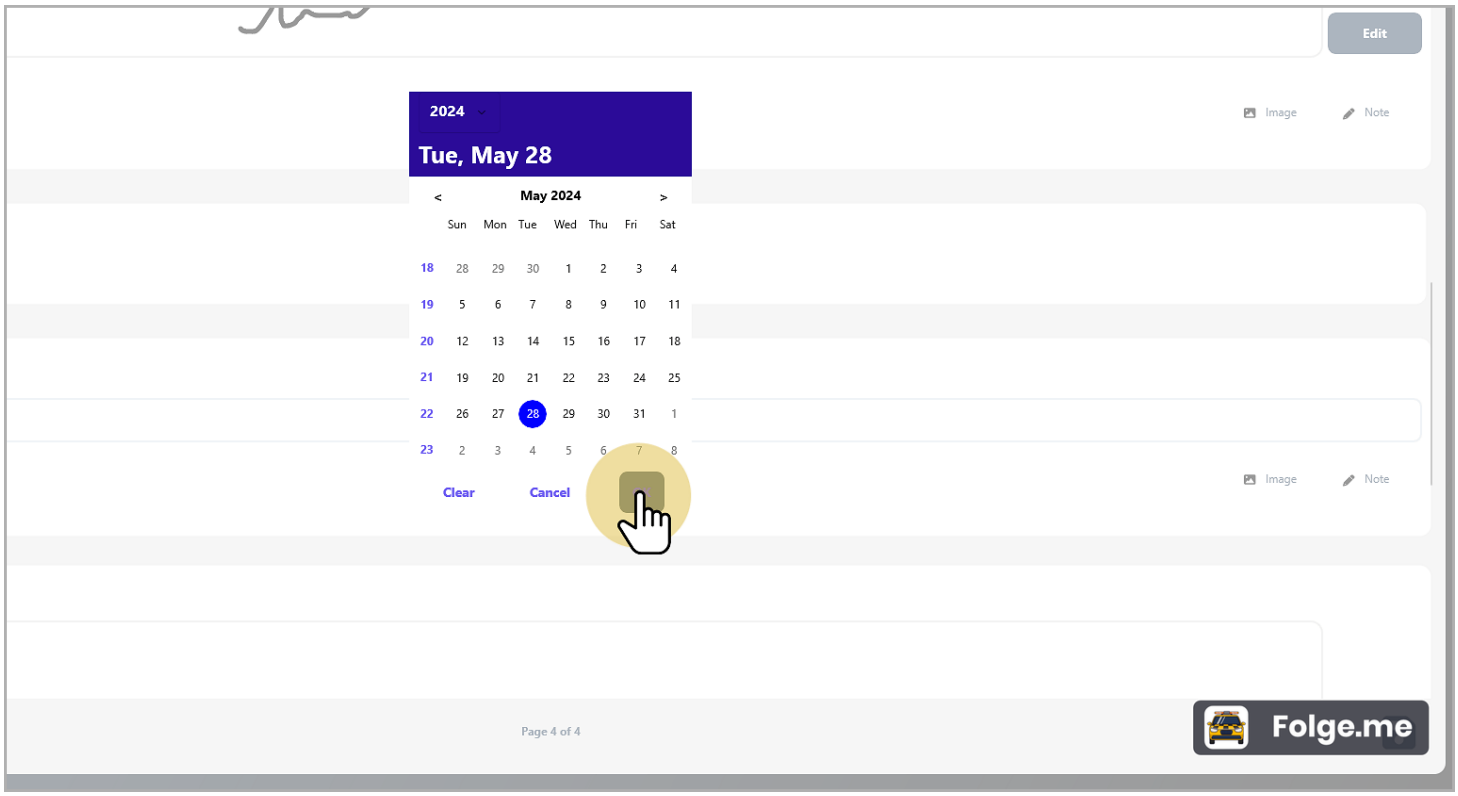

If the assessment was created with "Signature" type questions, the app will prompt to enter signatures.

# 24 Dates

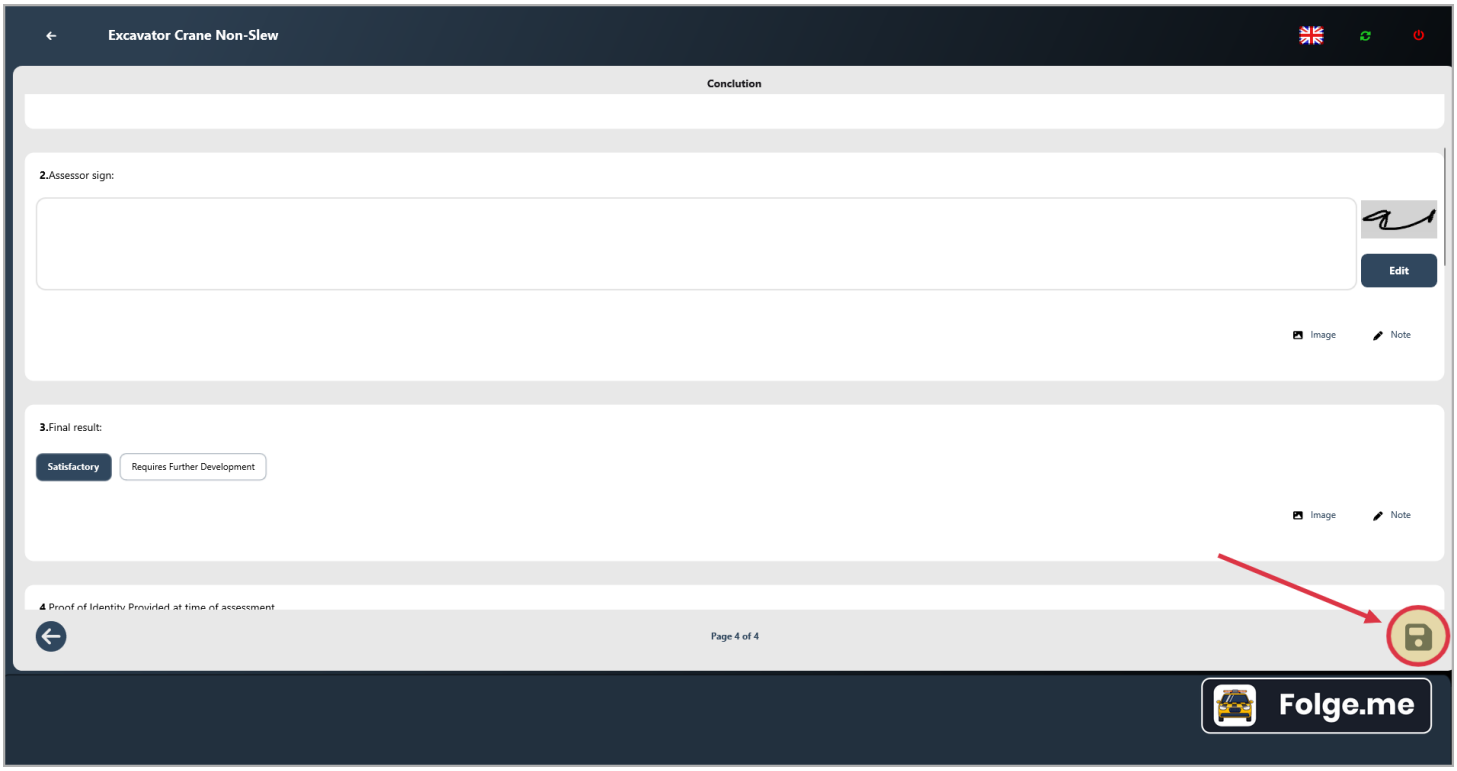



If the assessment was created with a "Date" type question, app will prompt to select date

# 25 Dates

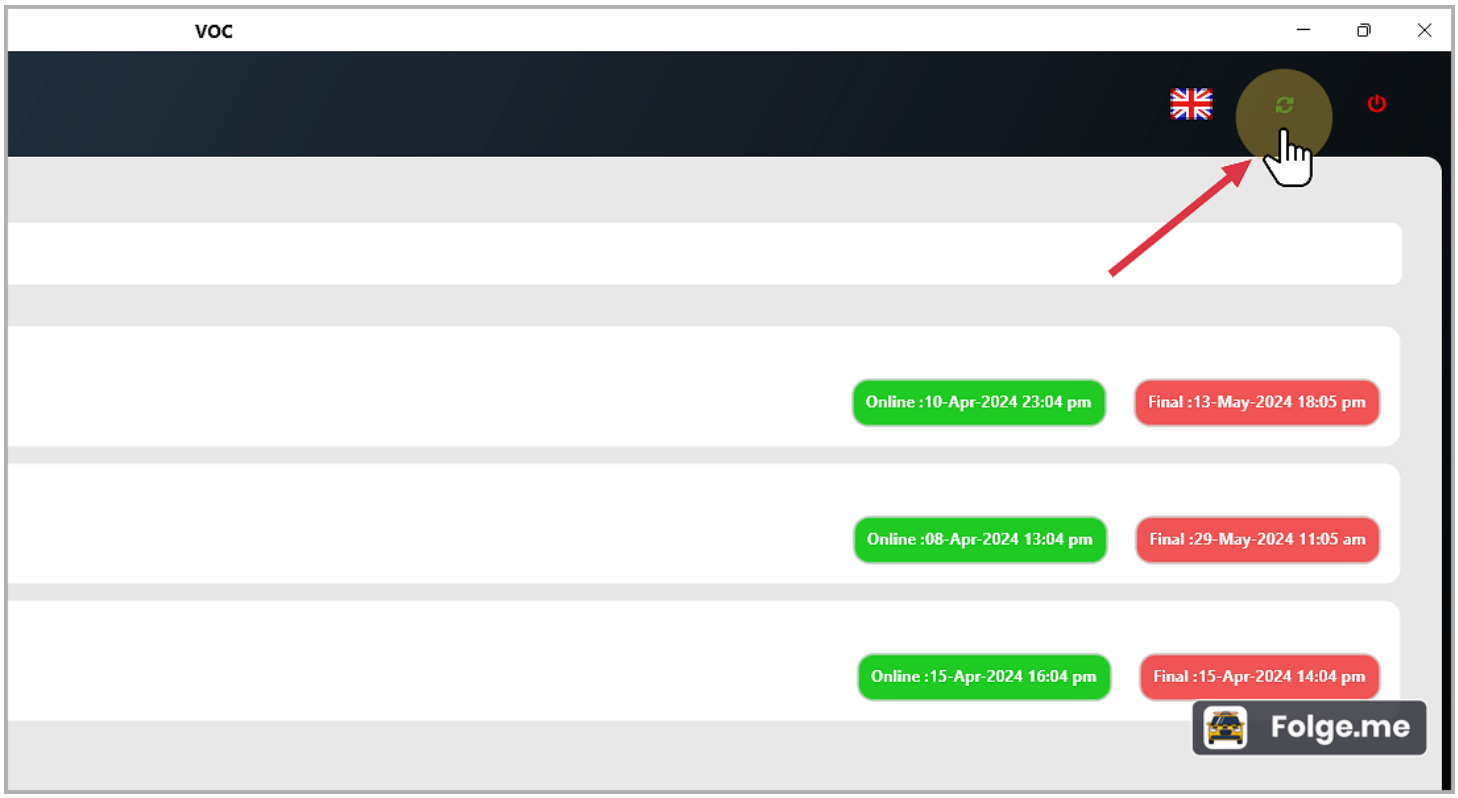

Edit
2024
Tue, May 28
May 2024
Sun Mon Tue Wed Thu Fri Sat
Clear
Cancel
Image
Note
Page 4 of 4
Folge.me

# 26 Save Assessment




Save icon will appear on the last page of the VOC.
Click on Save icon to save the VOC and return to Trainee page.

# 27 Sync

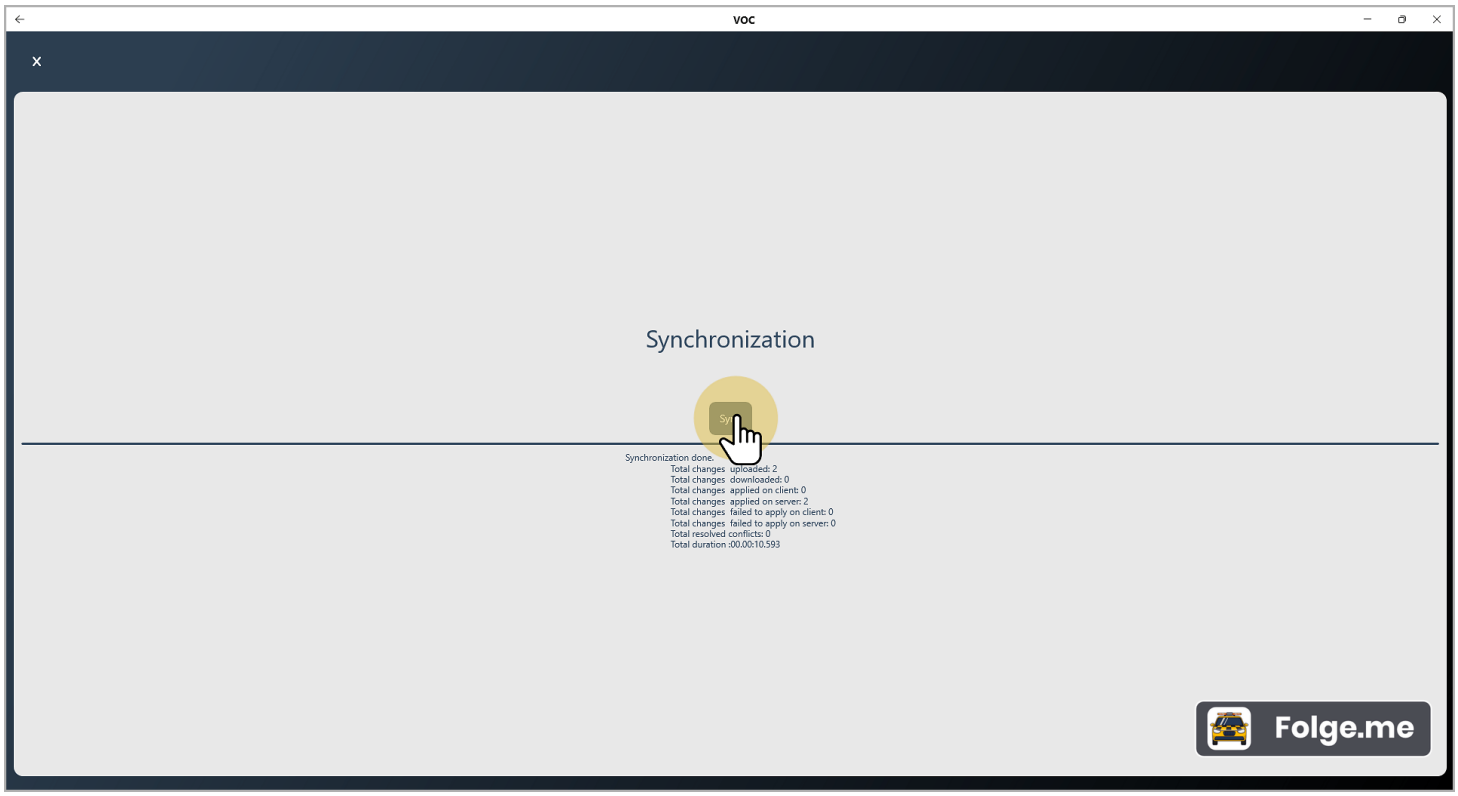



To send results to online portal click on Sync icon and wait for the sync to complete.

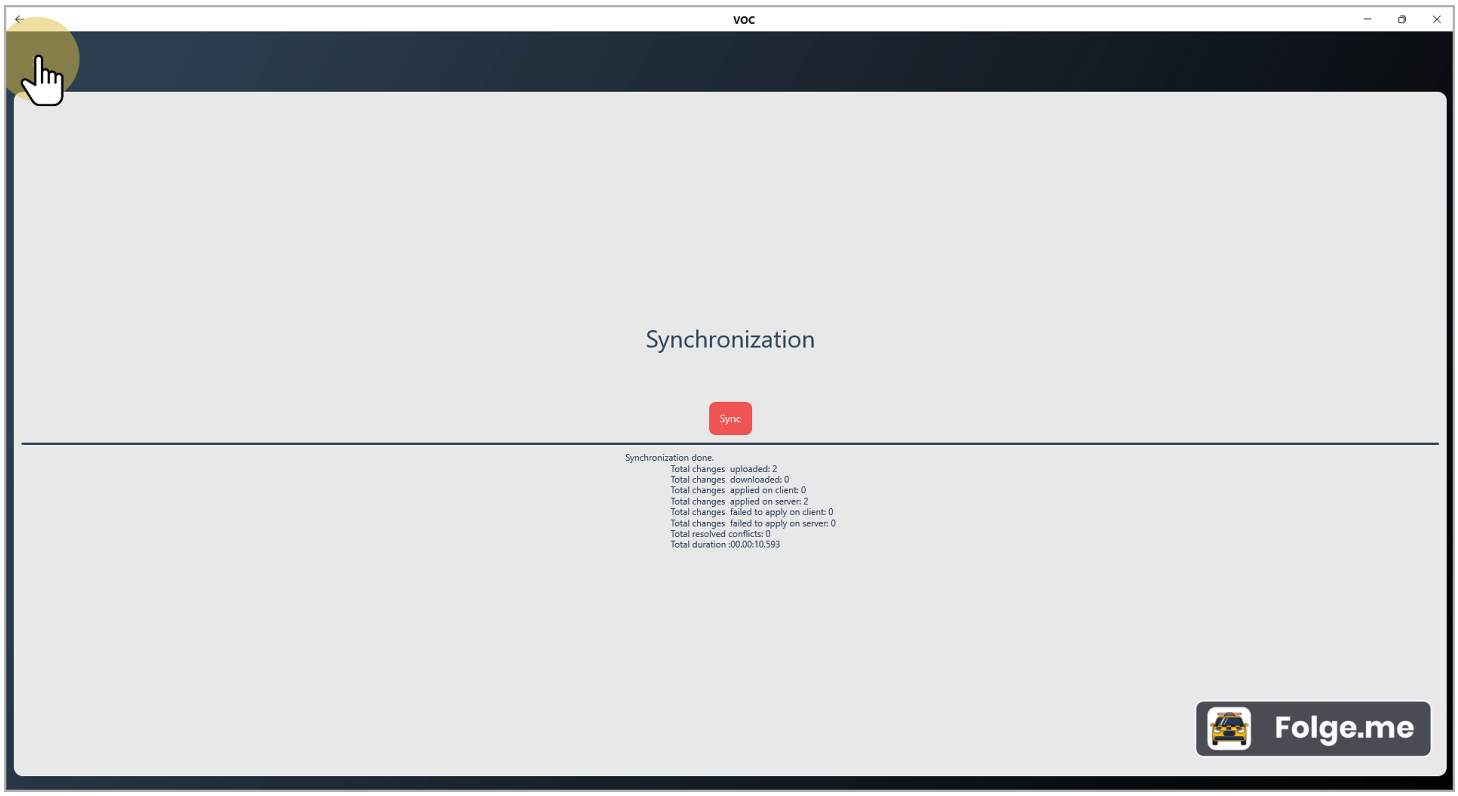
**Important**

Trainee results will not be displayed in the online portal untill sync is complete.

## 28 Click "Sync"

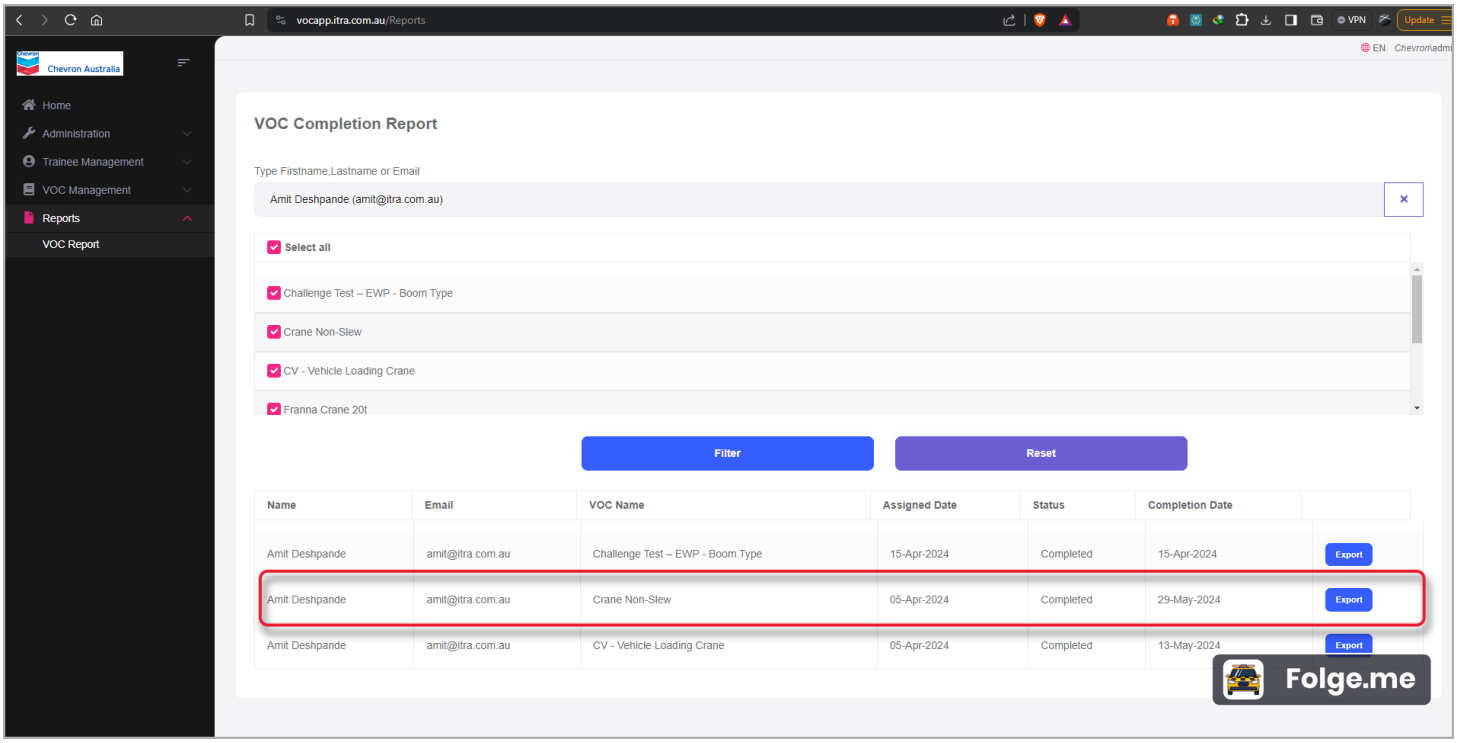


# 29 Sync Completion




After Sync is complete Click "Close" to navigate to home page

# 30 VOC Report




After Sync, VOC data will be available on the online portal and can be exported to PDF.