

Sitedoor

User Manual & Field Guide

Smart Field Inspection & Reporting App

Version 1.0.0 | July 2026

This manual explains how to use every feature of Sitedoor, the benefits of each field, and when to use them.

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1. App Overview

Sitedoor is an all-in-one field inspection application designed for engineers, technicians, and field supervisors. It enables structured data collection, photo documentation, GPS tracking, and professional report generation — all working offline.

Key Capabilities:

Offline-first: All data is stored locally on your device

Photo capture: Take photos directly or pick from gallery

GPS location: Capture exact coordinates for every observation

Multi-language: Arabic, English, Chinese, Spanish with full RTL support

Export: Generate professional PDF and Excel reports

Custom templates: Build your own inspection forms

2. Field Inspection Module

This is the core inspection module. Use it to document site conditions, issues, and observations with photos and categories.

2.1 Module Structure

Level	Name	Purpose	When to Use
Level 1	Main Site	Top-level location (e.g., a facility, building, or project area)	When you start inspecting a new location or project
Level 2	Sub Site	Specific area within a Main Site (e.g., floor, room, zone)	When you need to organize observations by specific areas
Level 3	Note	Individual observation with details	Every time you find something to document

2.2 Note Fields — Detailed Reference

Field	Type	Benefit	When to Fill
Date & Time	Auto + Manual	Provides an accurate record of when the observation was made. Essential for tracking project progress and deadlines.	Auto-filled. Adjust only if documenting a past event.
Photo/Image	Camera or Gallery	Visual evidence is critical for reporting. Photos prove conditions and help stakeholders understand issues without visiting the site.	Always. Every note should have at least one photo when possible.
Description	Text	The core of your observation. Describes what you saw, what the issue is, or what needs attention. Clear descriptions prevent miscommunication.	Always. Be specific: mention exact location, condition, and urgency.
Category	Dropdown	Helps organize and filter observations during reporting. Categories allow quick summary by issue type.	Always. Choose the most relevant category for easy filtering.
Observer Name	Text	Identifies who made the observation. Essential for accountability and follow-up questions.	Always. Use your full name or employee ID.

Status	Dropdown (Pending/In Progress/Completed)	Tracks resolution progress. Allows managers to see what still needs attention.	Set initially as Pending. Update as the issue is addressed.
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2.3 Categories Guide

Category	When to Use	Example
Safety Hazard	Any condition that poses a risk to people	Exposed wiring, wet floor, missing guardrail
Maintenance Issue	Equipment or infrastructure needing repair	Broken light, leaking pipe, damaged door
Cleanliness	Hygiene or tidiness concerns	Dust accumulation, waste not collected
Structural	Building integrity issues	Cracks in wall, ceiling damage, floor damage
Electrical	Electrical system observations	Faulty outlet, flickering lights, overloaded panel
Plumbing	Water system issues	Leaking faucet, clogged drain, low water pressure
General	Anything that doesn't fit other categories	Suggestion for improvement, general observation

3. Equipment Failure Module

Track equipment malfunctions, create work orders, and manage repairs. This module is designed for maintenance teams and facility managers.

3.1 Module Structure

Level	Name	Purpose	When to Use
Level 1	Main Site	Location where equipment is installed	When inspecting a new facility or area
Level 2	Sub Site	Specific zone or room within the site	When equipment is spread across multiple areas
Level 3	Work Order	Detailed record of an equipment failure	Every time equipment malfunctions or needs attention

3.2 Work Order Fields

Field	Type	Benefit	When to Fill
Date & Time	Auto + Manual	Records when the failure was reported for tracking repair time.	Auto-filled at time of report.
Photo	Camera or Gallery	Documents the visible damage or error. Essential for technicians to prepare before arriving.	Always photograph the faulty equipment.
Equipment Name	Text	Identifies exactly which piece of equipment failed. Prevents confusion in facilities with similar equipment.	Always. Be specific (e.g., 'AHU-03' not just 'air conditioner').
Impact	Dropdown	Helps prioritize repairs. High-impact failures get attention first.	Always assess the business impact.
Priority	Dropdown (Low/Medium/High/Critical)	Determines response urgency. Critical = immediate, Low = scheduled.	Always. Be realistic — overusing Critical dilutes its meaning.
Status	Dropdown (Pending/In Progress/Completed)	Tracks repair progress. Allows real-time visibility for management.	Set Pending. Update as work progresses.

Description	Text	Detailed explanation of symptoms, error codes, and when the failure started.	Always. Include error messages, unusual sounds, or visual signs.
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4. Water Networks Module

Specialized module for water infrastructure inspection. Supports two sub-modules: Pipe Leakages and Valve Surveys.

4.1 Pipe Leakages

Use this sub-module to report water pipe leaks across regions and cities.

Field	Benefit	When to Fill
Region/City (Main Site)	Organizes leaks by geographical area for city-wide planning.	When inspecting a new region.
Area/Neighborhood (Sub Site)	Narrows down to specific neighborhoods for targeted repair.	When you move to a new area within the city.
Photo	Visual proof of leak severity and location.	Always — photo of the leak point.
Description	Details about pipe material, leak size, water loss impact.	Always include pipe type and estimated severity.
Status	Tracks whether the leak has been reported, is being repaired, or is fixed.	Update as the repair progresses.

4.2 Valve Surveys

A comprehensive survey form for documenting the condition of water network valves. This is a detailed inspection with 15+ fields.

Field	Benefit	When to Fill
GPS Coordinates	Pinpoints exact valve location for repair crews.	Auto-captured. Verify accuracy.
Network Type	Classifies the valve (distribution, transmission, service).	Always — helps prioritize by network importance.
Valve Type	Identifies valve mechanism (gate, butterfly, ball, etc.).	Always — determines repair approach.
Valve Condition	Assesses operational status (good, fair, poor, stuck).	Always — main purpose of the survey.
Leakage Status	Documents if the valve is leaking.	Always — key finding for maintenance.
Image	Visual documentation of valve condition.	Always — photograph from multiple angles.

Notes	Additional observations (rust, accessibility issues, nearby hazards).	When there's something important not covered by other fields.
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5. Vehicle Inspections Module

Track fleet vehicles and perform regular inspections with notes and photos.

5.1 Vehicle Registration

Field	Benefit	When to Fill
Vehicle Type	Categorizes vehicles (car, truck, van, etc.) for fleet management.	When adding a new vehicle to the system.
Other (Vehicle Type)	Allows custom vehicle types not in the default list.	When the vehicle doesn't fit standard categories.
Plate Number	Unique identifier for the vehicle. Essential for tracking.	Always — this is the vehicle's identity.
Notes	Additional info (color, model year, assigned driver).	Optional — useful for fleet managers.
Date Added	Tracks when the vehicle was registered.	Auto-filled.

5.2 Inspection Record

Field	Benefit	When to Fill
Date & Time	Records exactly when the inspection occurred.	Auto-filled. Adjust if documenting a past inspection.
Note Text	Describes what was checked and what was found.	Always. Be specific about vehicle condition.
Photo	Visual evidence of vehicle condition or issues.	Always — photograph any damage or concerns.

6. Custom Templates Module

Build your own inspection forms with dynamic fields. Use this when the built-in modules don't fit your specific workflow.

6.1 Available Field Types

Field Type	Description	Best Use Case
Text	Free-form text input	Names, descriptions, comments, addresses
Number	Numeric input with optional decimals	Counts, measurements, quantities, prices
Date	Date picker	Inspection dates, deadlines, delivery dates
Dropdown	Predefined list of options	Categories, statuses, conditions — ensures consistency
Yes/No	Boolean toggle	Checklist items, pass/fail tests, approvals
Image	Photo capture or gallery selection	Evidence, before/after photos, documentation

6.2 Template Creation Tips

Keep it simple: Only add fields you'll actually use. Too many fields slow down inspections.

Use dropdowns for consistency: Instead of free text, use dropdowns when you want standardized answers.

Limit to 7 fields: The template builder supports up to 7 custom fields per template.

Test first: Create a test template and try it before deploying to your team.

7. Reports & Export

The Reports screen provides a centralized dashboard to view and export all observations across every module.

7.1 Filtering Options

Filter	Description
Date Range	Show only observations within a specific time period
Module	Filter by Field Inspection, Equipment Failure, Water Networks, or Vehicles
Status	Show only Pending, In Progress, or Completed items
Category	Filter by observation category (safety, maintenance, etc.)

7.2 Export Formats

- PDF: Professional report with formatted tables, images, and company branding. Ideal for sharing with clients and management.
- Excel: Spreadsheet format for data analysis, sorting, and custom reporting. Ideal for data teams and further processing.

8. Settings & Configuration

Setting	Description	When to Change
Language	Switch between Arabic, English, Chinese, Spanish	Based on your team's preferred language
Theme	Toggle between light and dark mode	Dark mode is recommended for night shifts
Logo	Upload your company logo for white-label branding	When first setting up the app for your organization
Company Name	Set your organization's name (appears in reports)	When first setting up the app
Company Color	Set your brand color (used in reports and UI)	When first setting up the app
Module Selection	Enable/disable specific inspection modules	When you only need certain modules for your workflow

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