

COMPLETING THE CoC

- **Is one able to access the App and save single/multiple CoC's when "offline" and submit later?**

Yes, you can complete the required fields and **submit**. When "online" ensure that all CoC's are synchronised as all CoC's will then be sent to related parties.

Yes, you can complete all required fields and save the CoC and when "online" or on-site you can complete the required fields before submitting the completed CoC.

Reminder no customer signature will be saved for later submission. Once all on-/offline CoC's signed it must be submitted immediately.

- **How do I download a copy of the CoC for my own records?** The app will automatically cc your email address when submitted.
- **Can I share a CoC via WhatsApp?** Yes, you can now share PDF CoC format via any platform in use on Tablet/Smartphone and forward to the user, including "old" CoCs within the history tab.
- **How do I edit a CoC once completed and forward to the client?** It is not possible to edit the CoC once it's been submitted. New CoC to be issued on if an error was made + new preview button added on last page to preview and ensure all required fields are completed before submitting.
- **Does the App only accept photo's or can I submit video of the installation?** Only photos are acceptable, no videos. **New photo max size is be 5mb.**
- **Records** It's the Practitioner's responsibility to manage, maintain and to save all documentation generated by the SAQCC Gas CoC App which is not provided to its users as a storage application
- **CoC History** All issued CoC's have been moved to the history tab. Only pending CoC's will be displayed on main page. Short cut by searching for 6 or 12 months history. If older, complete the start and end date and select the search icon.
- **How do I search for a CoC**
Search Function - CoC #; company/ owner name or address
Download & Share of CoC Portrait and Landscape mode



SIGNATURES REQUIRED

- **How does the user sign on the tablet?** There's a space for an electronic signature. **NOTE:** user signature will not be saved for later submission.
- **The users are not always available, how and when must the user sign?** The user must sign once installation completed. You will complete all details and then the person on site can sign on behalf of user (if agreed with user). Should the receiver sign on behalf of the owner obtain permission in writing.

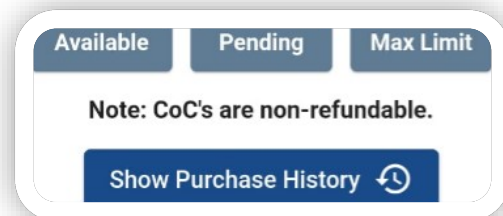
APPLIANCES / EQUIPMENT

- **Can I automatically add either the Safe Appliance or Safe Gas Equipment Scheme Permit numbers?**
Need to record permit numbers manually. Not sufficient space for permit numbers, additional space on page 4 OR record permit numbers on a page and take a photo.

WHAT'S NEW?

- **Purchase History**

Select Purchase CoC to view your Purchase History. Select icon and search by selected date if older than 12 months



- **Issue of duplicate CoC**

New copy tab option next to each CoC. Issued/Draft CoC can be copied to a new CoC, ensure necessary amendments done before submitting.

NOTE: issued CoC cannot be copied if offline.