Step by step directions for completing forms (surveys) within the Acuity Connect app on your mobile device with or without Internet connection.

STEP A — Access

1. Press **Acuity Connect** Icon
2. Type **Username/Password** (Network ID/password)
3. Press **Login**

STEP A

STEP B — Add Location

> The Locations tab will show all available locations to complete a form.

1. From Menu (☰)
2. Press **Locations**
3. Press **+** (top right corner) to add new location
4. To **search** for location
   - Complete one location field (i.e. operation number) > Click **Search New Location**
5. Press **Add New Location button** on new location
6. Data will sync with Acuity Connect

STEP B

STEP C — Complete Form

> The Forms tab shows the available forms and documents assigned to your current role.

1. From Menu (☰)
2. Press **Forms**

Optional: From Location Tab > Click Forms box within the appropriate location box.

3. Press **Form**
4. Press **Select Location** down arrow
5. Select **Location**
6. Press **Done**

STEP C

Icons –

↻ - Sync with Acuity Connect

🗑 – Delete all data from fields even if document has been saved

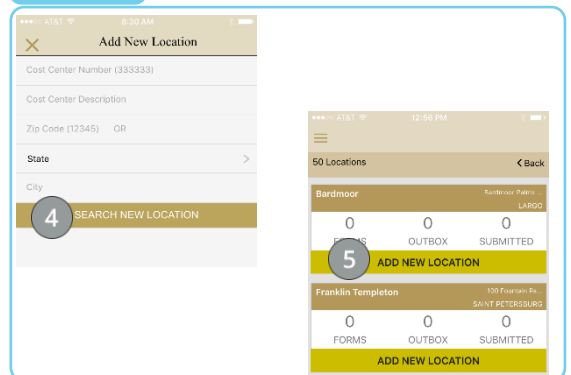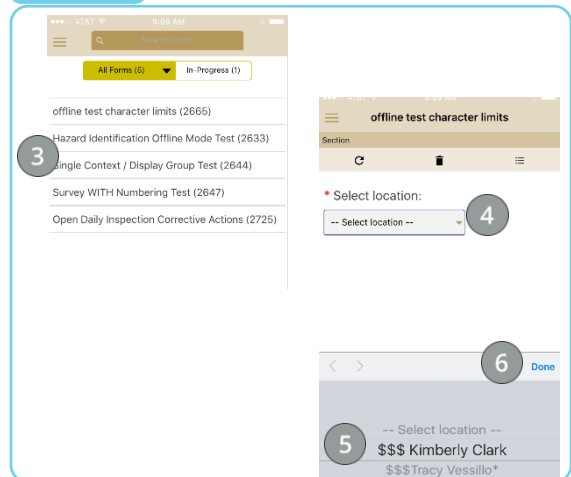☰ - The Table of Contents allows you to jump between sections and to see your current progress.

STEP C
Complete Form (cont.)

7. Complete **Form** (Survey)
8. Press **Save** button (to save information while in middle of page)
9. Press **Next** (to continue and save) when all fields are completed
10. To see current progress or jump between sections > Click **Table of Contents**
11. Last page of Form > Click **Next**
12. From Complete Form box > Click **OK** to Submit form

> **Note:** The Form cannot be modified once marked "Completed"

13. Form will be synced with Acuity Connect when Internet connection is available.

Any survey questions that are below set standards and action is needed to fix the deficiency, an assignment task will be created.
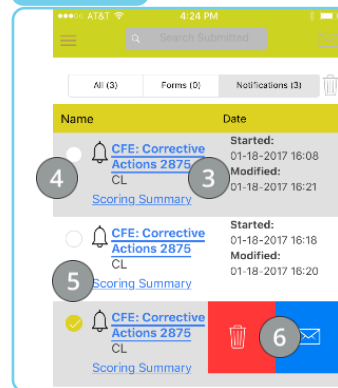
STEP D
Review Submitted Form(s)

1. From Menu (≡)
2. Press **Submitted**
3. Press desired **Form** to review results
4. Press **checkbox** to highlight Form
5. Press **Scoring Summary** link to see Scoring Summary pdf file
6. Press **delete** or **email** form (must have email set up on your device)

Hints -

- Overview of locations, progress of forms and assignments, and history of submitted work.

– Stores completed forms when Internet (or in Airplane mode) is not available. When Internet is available forms with automatically sync or you can click on the refresh button to manual sync system with Acuity Connect

- Contact Acuity Connect Support:
- Phone: 877-503-7584
- Email: acuityconnect@compassusa.freshdesk.com