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Overview Views Conversations Reacted

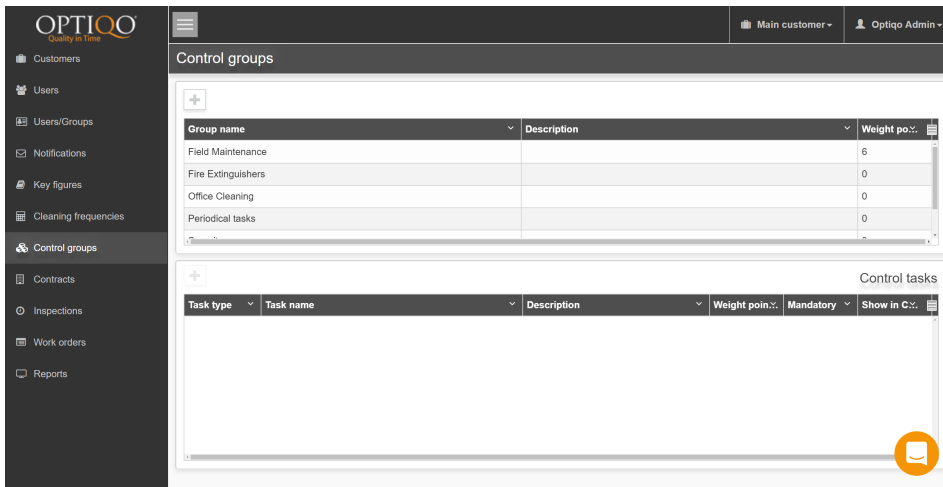
Published

https://intercom.help/optiqo/en/articles/2210458-control-groups

Control groups

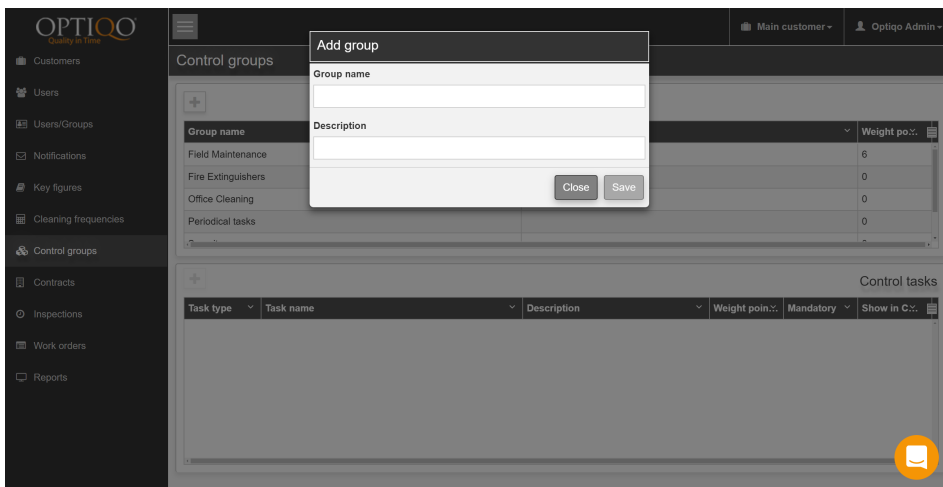
Control groups Optiqo WEB

Written by David Freland Updated over a week ago



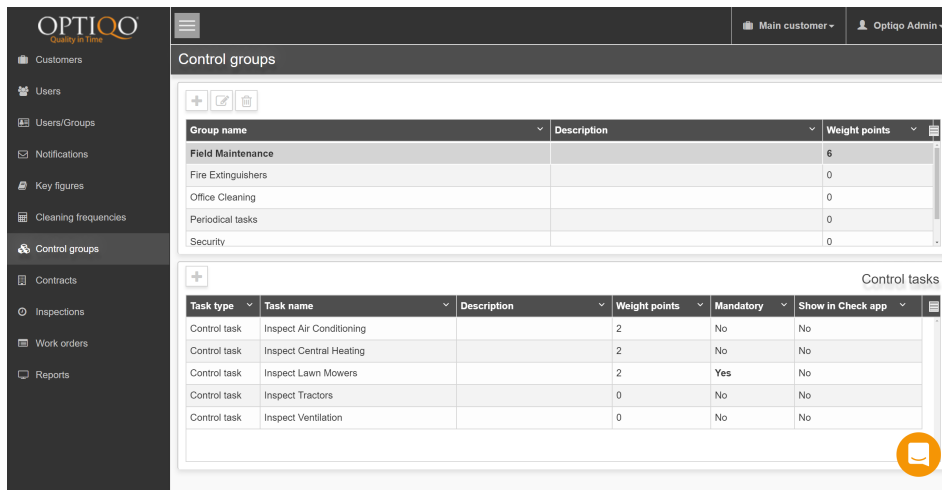
(https://downloads.intercomcdn.com/i/o/70887080/a1ff3387293d0f2781fd5ec8/controlgroups1.png)

On the this tab you can add control groups and tasks. These can be added onto inspections.



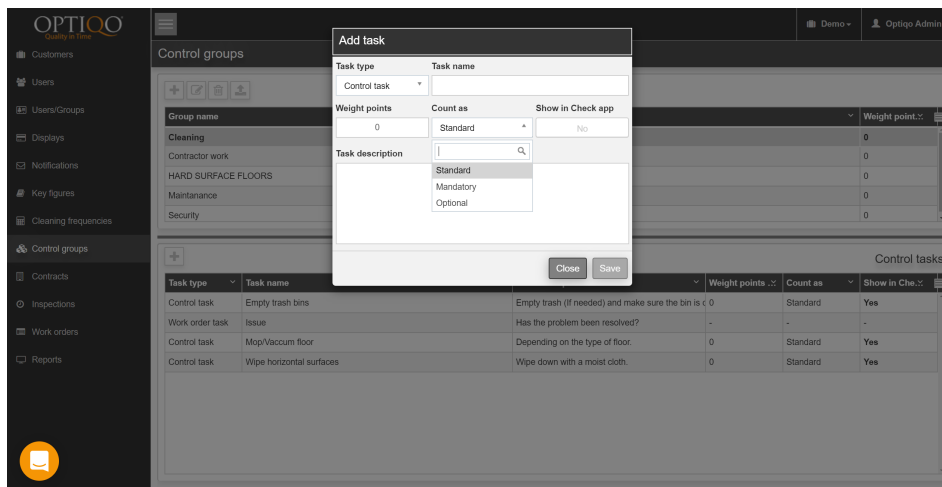
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When setting up control groups you'll start by choosing a name and description.



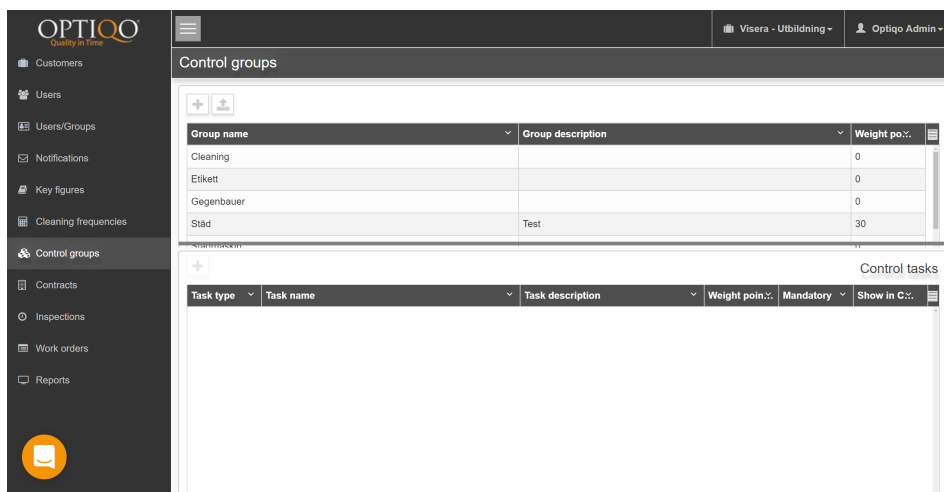
(https://downloads.intercomcdn.com/i/o/70887125/1f901ea10ce8f850410327ed/joxi_screenshot_1533624189975.png)

Press a control group and there's an option to add control tasks onto that specific control group.



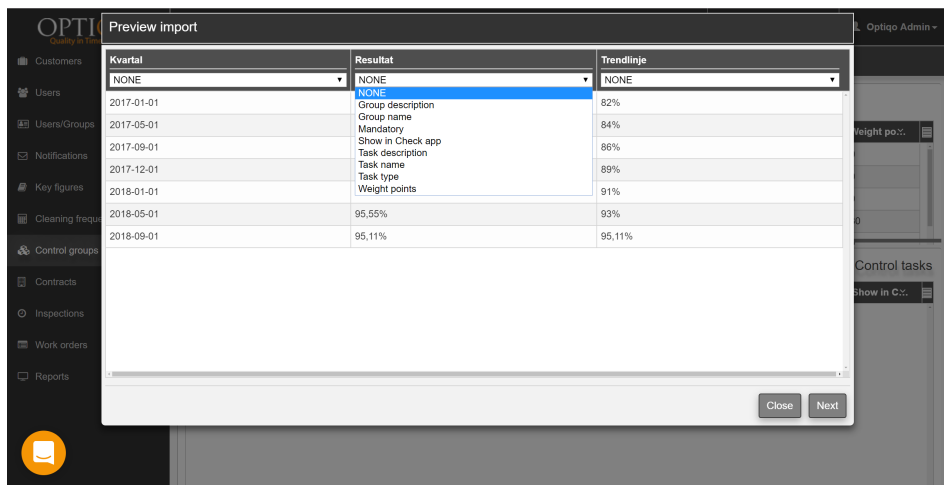
(<https://downloads.intercomcdn.com/i/o/162810619/839192f30625582db728991a/eng.png>)

When making a new task you can add weight points. The higher the weight points the more it will effect the end result of inspections. You can also make a task standard, mandatory or optional. Optional tasks wont effect the end result of inspection if not done. You can also choose if it should show in the Check app.



(https://downloads.intercomcdn.com/i/o/78655435/056eafd713048a854722e080/joxi_screenshot_1538380700667.png)

It is possible to import control groups through csv file. Press the import button to start. Then choose a file to import.



(https://downloads.intercomcdn.com/i/o/78655446/11c4d05bde1ce686db8fa724/joxi_screenshot_1538380700668.png)

Choose and match the titles with your data to import control groups. Columns need to be green for the import to work. Red columns need to be solved before importing.