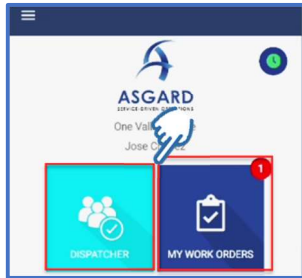


Create an Inspection (ENG) for Android

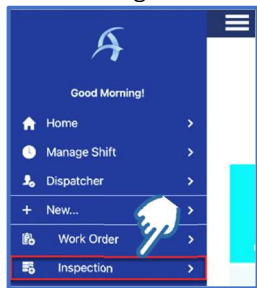
1. Tap Dispatcher or My Work Orders



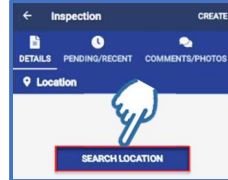
Tap the List + icon



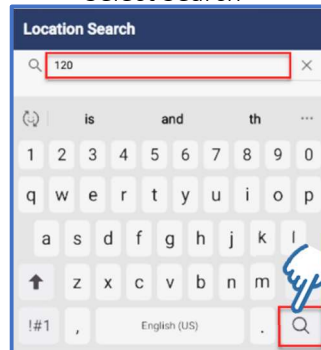
Or Hamburger menu



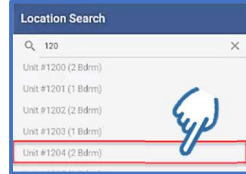
2. Tap Select Location



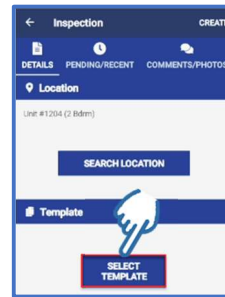
Enter at least 3 characters
Select Search



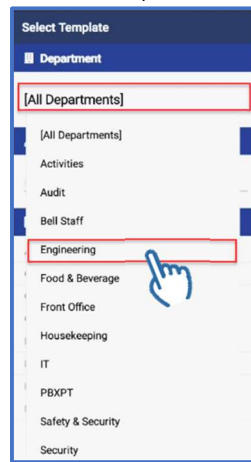
Tap selected location



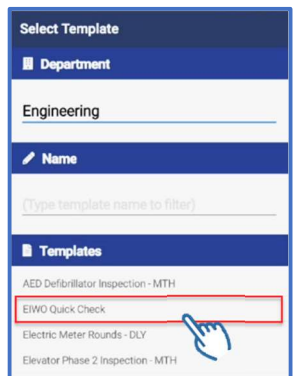
3. Tap Select Template



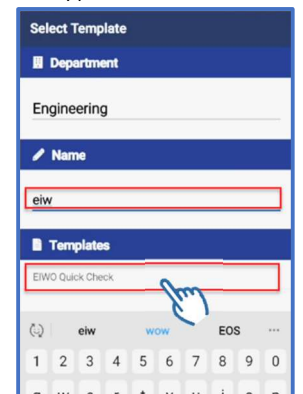
Choose Department



4. Tap on Inspection



Or type name to filter



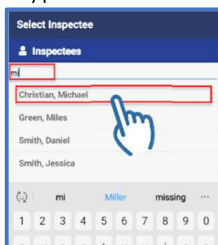
5. Tap Select to choose an Inspectee, if needed.



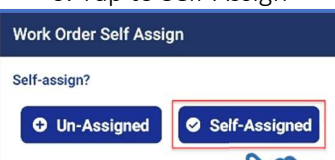
Choose Inspectee



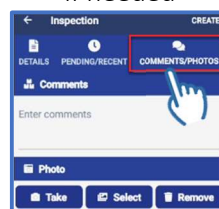
Or type name to filter



6. Tap to Self-Assign



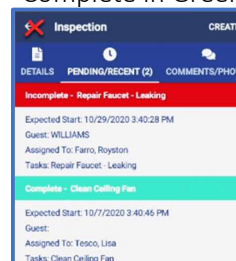
Tap Comments/Photos to
add Comments and Photos,
if needed



7. Pending/Recent Button Indicates any work orders within 7 days



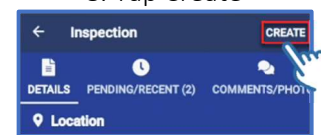
Incomplete in Red,
Complete in Green



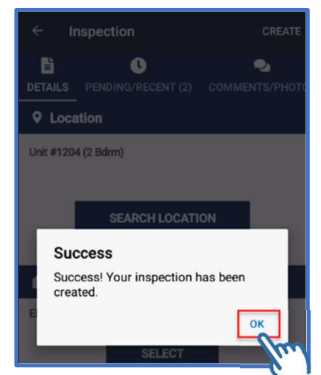
Tap Details to return, not
Back



8. Tap Create

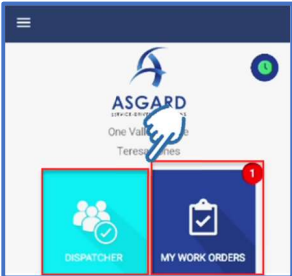


Success! Tap OK



Create an Inspection (HSPK) for Android

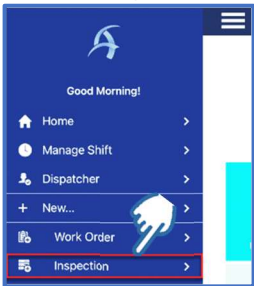
1. Tap Dispatcher or My Work Orders



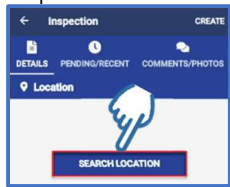
Tap the List + icon



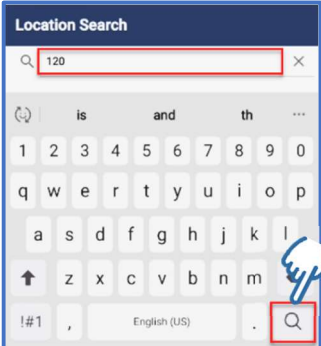
Or Hamburger menu



2. Tap Select Location



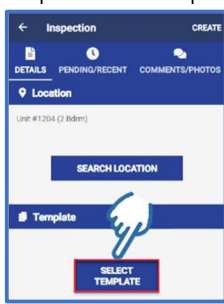
**Enter at least 3 characters
Select Search**



Tap selected location



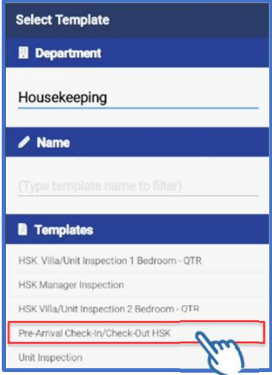
3. Tap Select Template



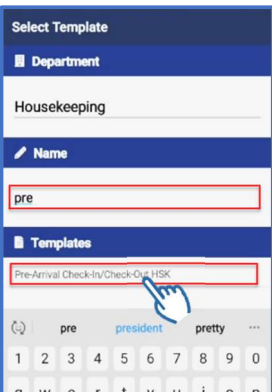
Choose Department



4. Tap on Inspection



Or type name to filter



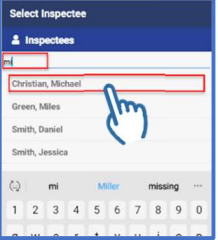
5. Tap Select to choose an Inspectee, if needed.



Choose Inspectee



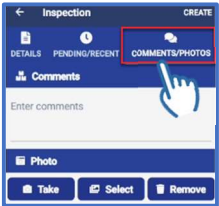
Or type name to filter



6. Tap to Self-Assign



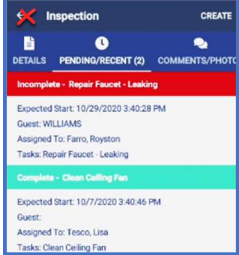
Tap Comments/Photos to add Comments and Photos, if needed



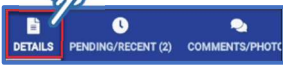
7. Pending/Recent Button Indicates any work orders within 7 days



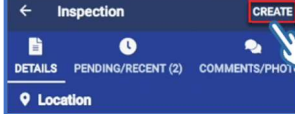
Incomplete in Red, Complete in Green



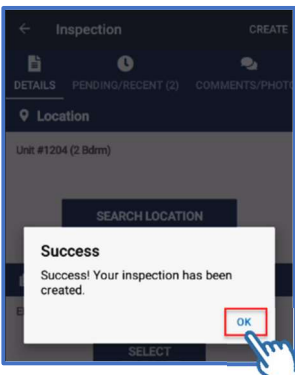
Tap Details to return, not Back



8. Tap Create

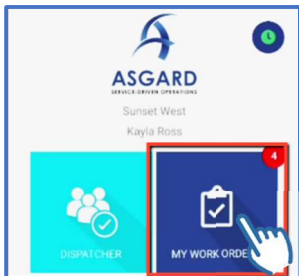


Success! Tap OK

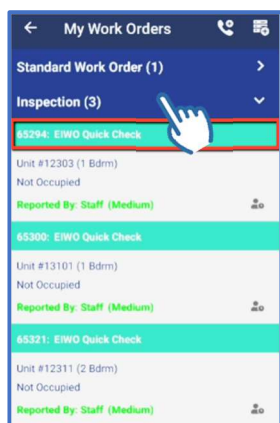


Completing an Inspection (ENG) Android

1. Tap My Work Orders



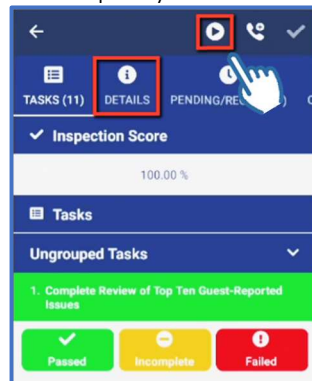
Then the Inspections Banner



2. Open the Inspection to view the Task List



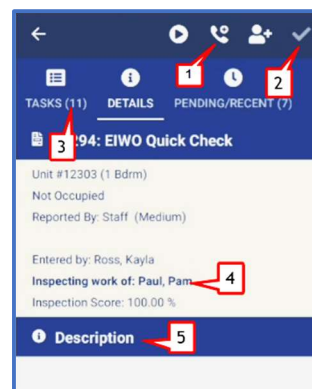
Tap Play to start



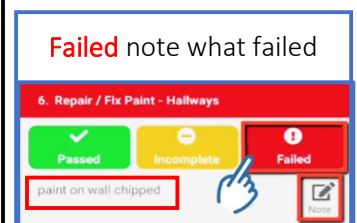
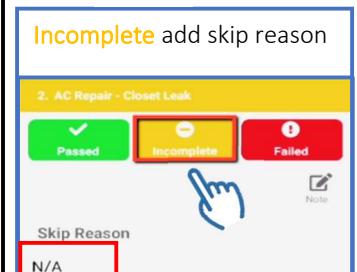
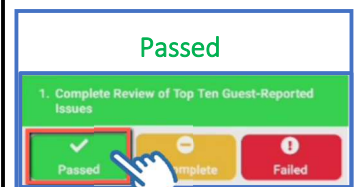
View the Work Order Details

3. Details Screen Key

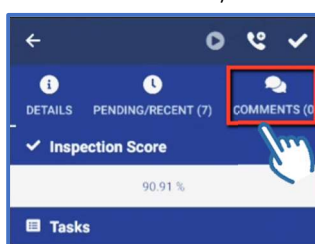
1. Create Standard WO
2. Checkmark to Complete
3. Return to Task List
4. Edit Inspected User
5. Description



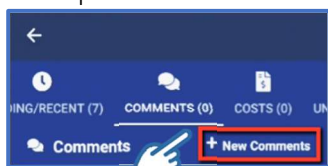
4. Update Tasks



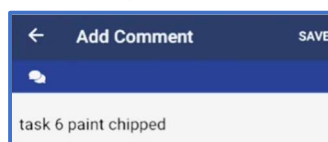
5. Add Comments/Photos



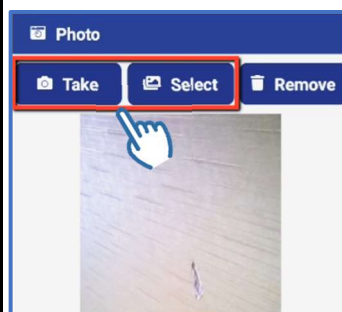
Tap New Comments



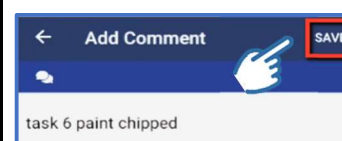
Enter your Comment



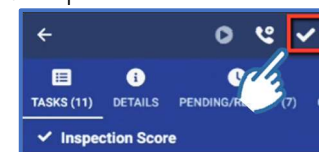
6. Take a Photo or Select from Gallery



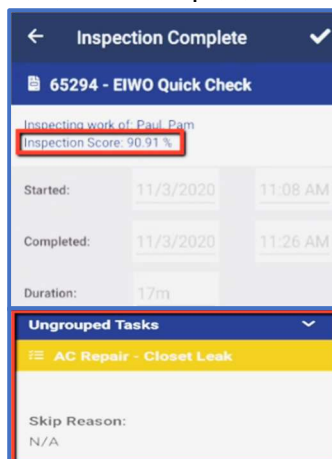
Tap Save



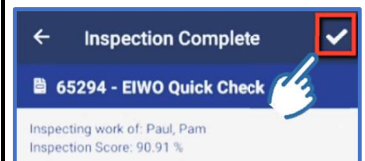
7. Tap Checkmark to Review



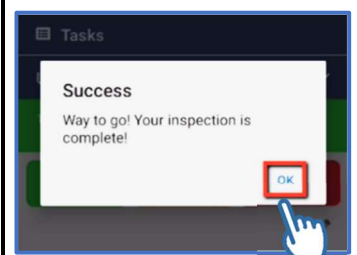
Review the Score and list of Failed or Incomplete Tasks



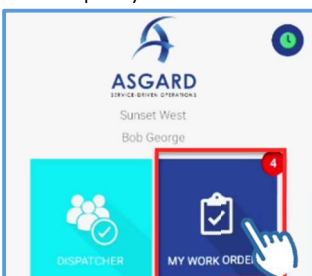
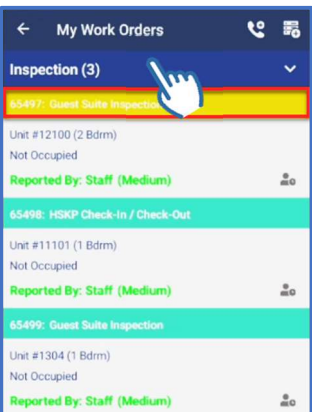
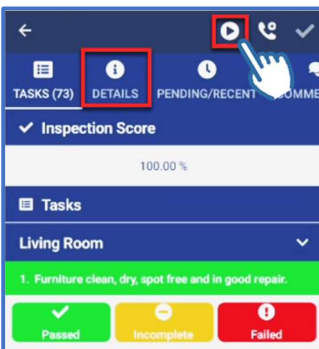
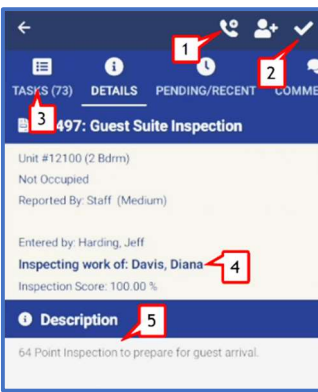
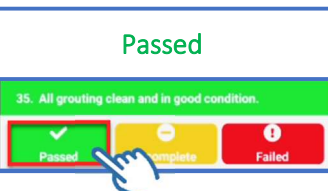
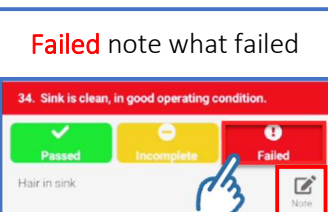
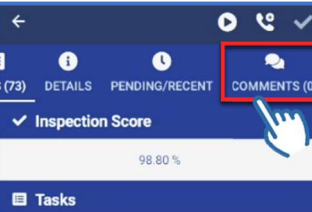
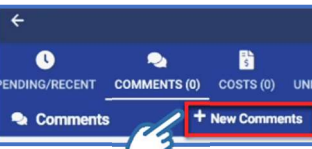
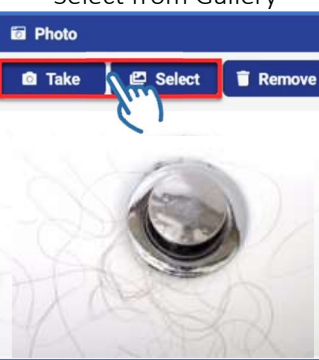
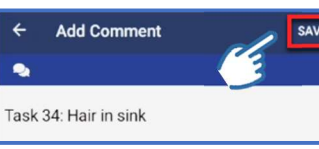
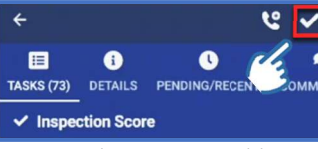
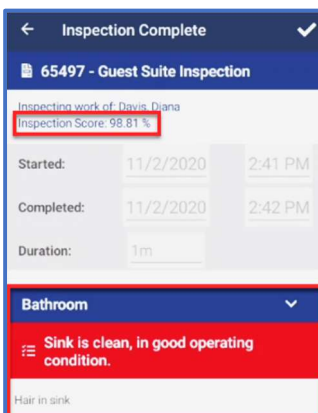
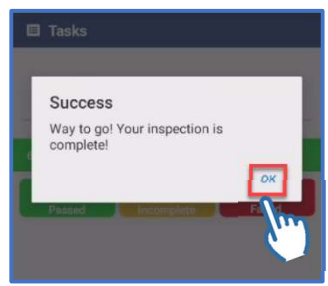
8. Tap Checkmark to Complete



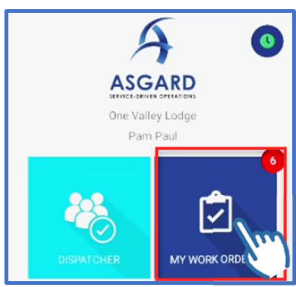
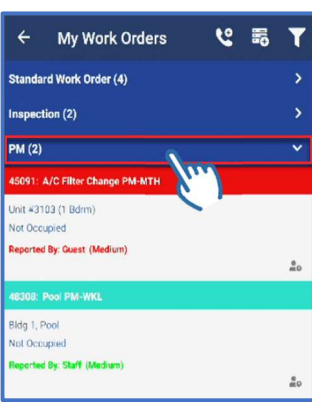
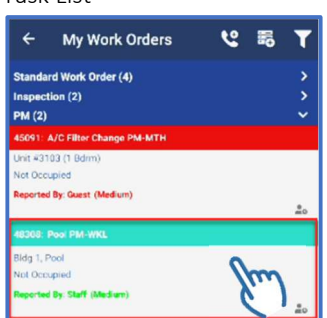
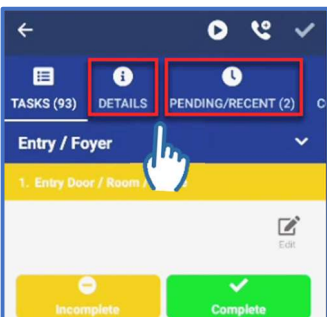
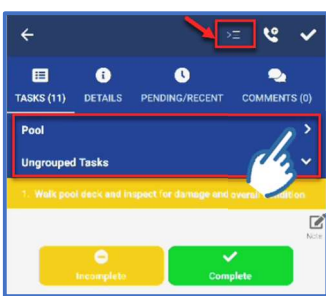
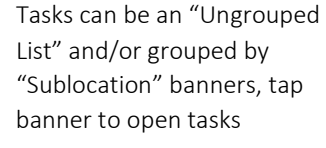
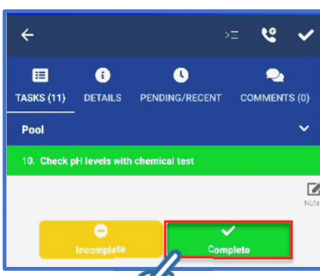
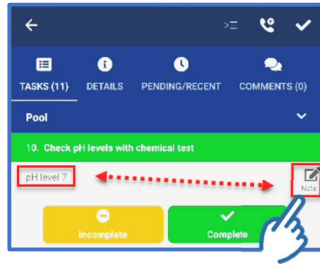
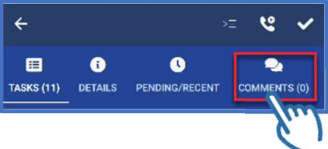
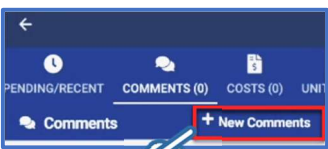
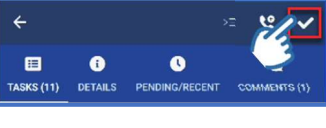
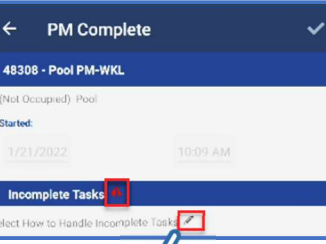
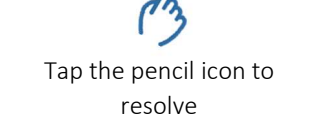
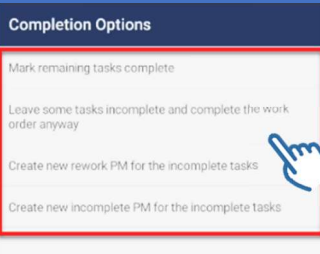
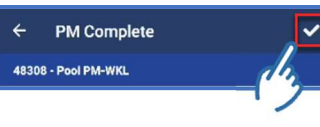
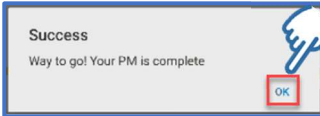
Success! Tap OK



Completing an Inspection (HSKP) Android

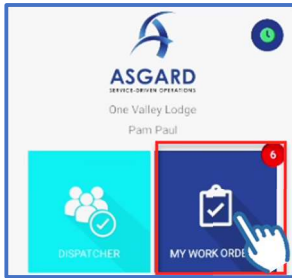
1. Tap My Work Orders  Then the Inspections Banner 	2. Open the Inspection to view the Task List  Tap Play to start  View the Work Order Details	3. Details Screen Key - Create Standard WO - Checkmark to Complete - Return to Task List - Edit Inspected User - Description 	4. Update Tasks Passed  Incomplete add skip reason  Failed note what failed 
5. Add Comments/Photos  Tap New Comments  Enter your Comment 	6. Take a Photo or Select from Gallery  Tap Save 	7. Tap Checkmark to Review  Review the Score and list of Failed or Incomplete Tasks 	8. Tap Checkmark to Complete  Success! Tap OK 

Completing a PM (ENG) for Android

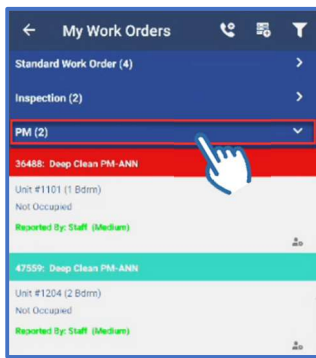
1. Tap My Work Orders  Then the PM Banner 	2. Open the PM to view the Task List  Tap Details to view PM info or Pending/Recent for work orders at this location 	3. Press Play to start the PM  Use the Quick Collapse button to compress sublocation banners; To expand use the banner arrow  Tasks can be an "Ungrouped List" and/or grouped by "Sublocation" banners, tap banner to open tasks 	4. When the work is done, mark each task complete  If needed, add notes to the task 
5. Add Comments/Photos  Tap New Comments  Enter your Comment 	6. Take a Photo or Select from Gallery  Save 	7. Tap Checkmark to Review  A warning will appear if any tasks are left incomplete  Tap the pencil icon to resolve 	8. Select action from list  Tap Checkmark to complete  Success! Tap OK 

Completing a PM (HSPK) for Android

1. Tap My Work Orders



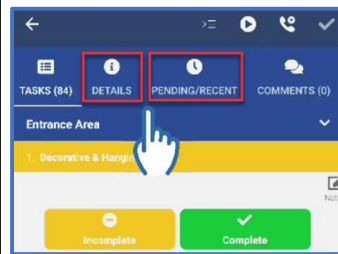
Then the PM Banner



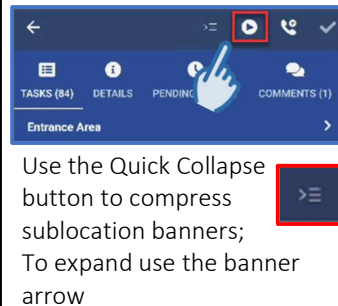
2. Open the PM to view the Task List



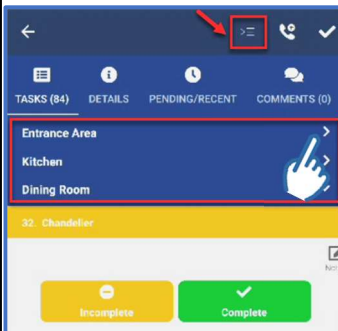
Tap Details to view PM info or Pending/Recent for work orders at this location



3. Press Play to start the PM

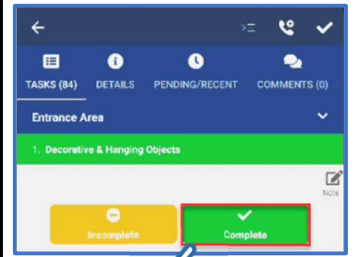


Use the Quick Collapse button to compress sublocation banners; To expand use the banner arrow

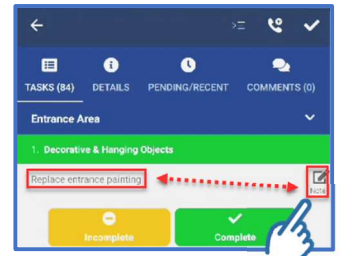


Tasks can be an "Ungrouped List" and/or grouped by "Sublocation" banners, tap banner to open tasks

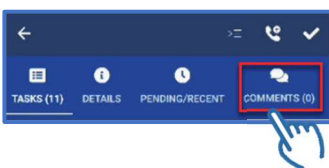
4. When the work is done, mark each task complete



If needed, add notes to the task



5. Add Comments/Photos



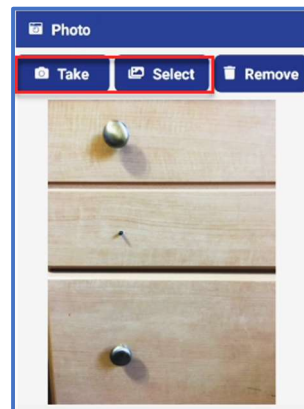
Tap New Comments



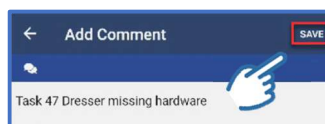
Enter your Comment



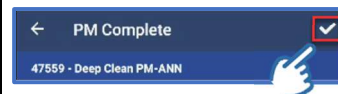
6. Take a Photo or Select from Gallery



Save



7. Tap Checkmark to Review

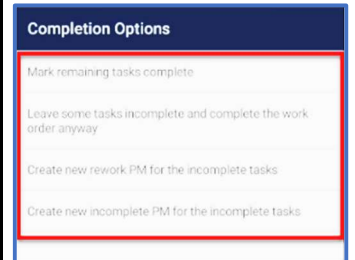


A warning will appear if any tasks are left incomplete

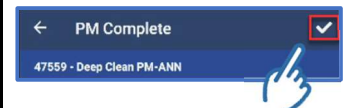


Tap the pencil icon to resolve

8. Select action from list



Tap Checkmark to complete



Success! Tap OK

