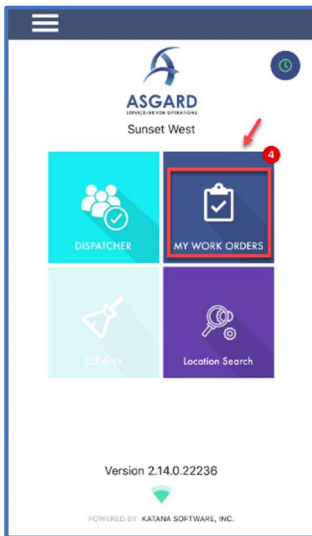


Completing a Fire & Life Safety Inspection Work Order

Follow the steps below to complete an inspection work order on a mobile device. For assistance with AsgardMobile 2.0 or Staff On-Shift, please contact support@katanasoft.com.

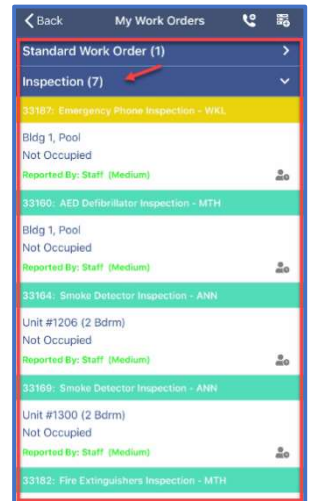
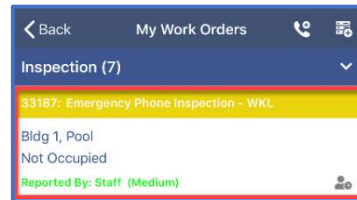


Step 1: From your **My Work Orders** List locate the inspections assigned to you.

If you have more than one work order type assigned to you, banners for each **Work Order Type (Standard, PM, Inspections)** will appear above the list. Access your Inspection Work Orders by tapping the **Inspections** Banner.

Step 2:

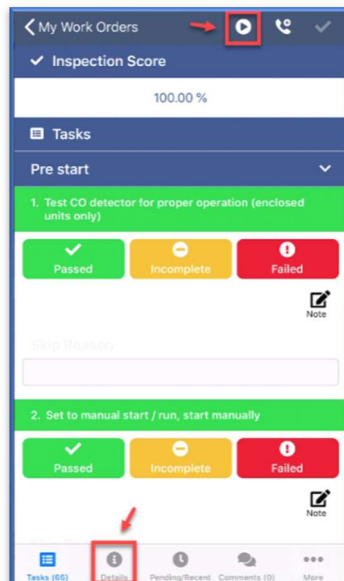
Tap the Inspection it will open to your task list.



Step 3:

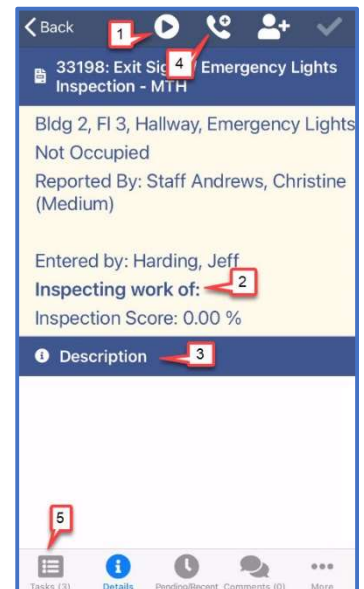
Tap the **Play** button to start the inspection.

If needed Tap the **Details** button to find the **Description** of the work to be completed.



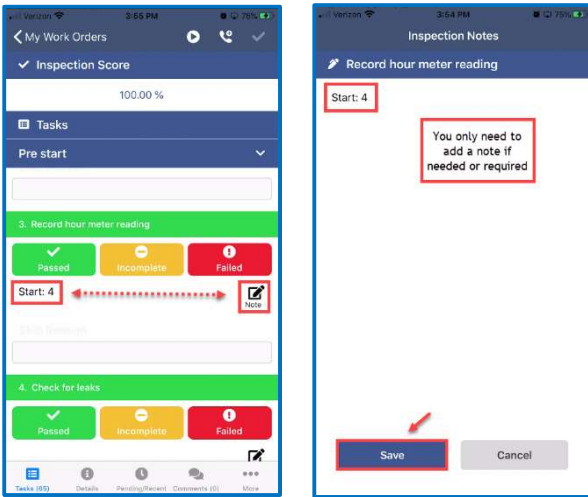
Details Screen:

1. **Start Button**
2. Update the **Inspected User** if applicable.
3. The **Description** of the work that needs to be completed.
4. The **Create Standard WO** button lets you create a work order, at any time, for any items that fail, or for follow up work another department should complete. The current Location will automatically populate.
5. Return to the **Task List** by clicking the **Tasks** button on the toolbar.



Step 4: Begin the inspection by updating the tasks:

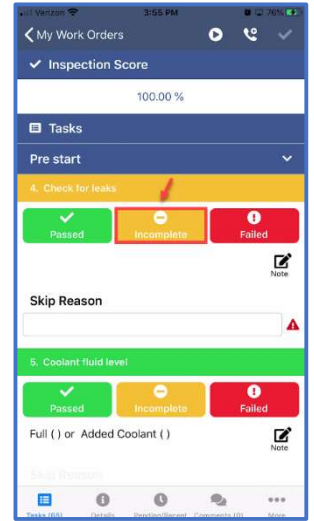
Passed – add readings if required by tapping the note icon



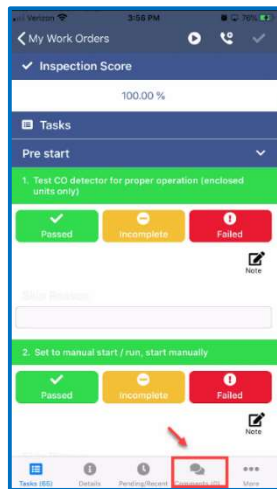
Incomplete – mark a task Incomplete if a task does not apply to your site choose NA for the skip reading.

*It is important that you **Don't Fail** tasks that don't apply remember to mark them as **Incomplete**.*

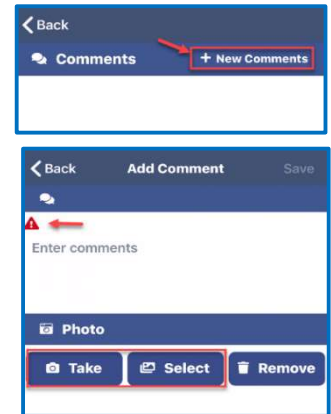
Failed - if a task fails be sure to leave a Note why it failed or any readings that are required by clicking the note icon adding the note and tap **Save**.



Step 5: To add comments/photos to the inspection, tap the **Comment** button

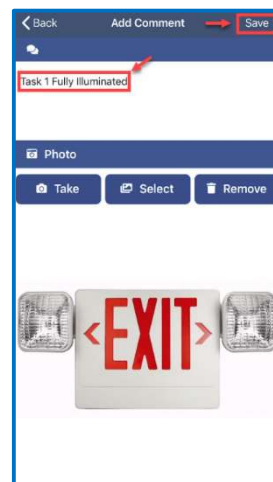


Then select the **New Comments** button.



You are **Required** to enter a comment, then choose either to **Take a Photo** or **Select** from your gallery. Then tap **Save**.

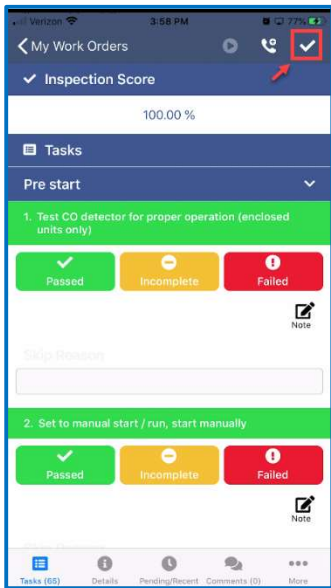
Tip! When the keyboard opens, you can tap the **Microphone** icon to launch the dictation feature. When you are done talking, tap, or release, the Microphone to stop recording. Make any auto-correct changes needed.



Tip!

To associate the comment/photo with a failed task, include the task # in the Comments field.

Step 6: When all tasks are updated tap the **Checkmark** button.



Step 7: On the Inspection Review screen, review the Inspection Score, and scroll through the list of Failed or Incomplete tasks. When you are satisfied that everything is correct, tap the **Check Mark** button to Complete. A Success dialogue box will appear. Select **OK** and the inspection will immediately update in the main Asgard Desktop App and disappear from your device.

