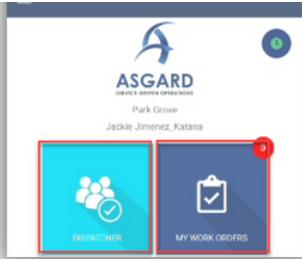
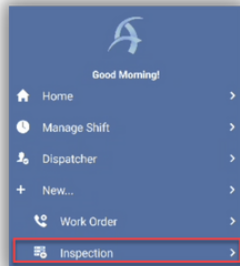




Step 1. Tap Dispatcher or My Work Orders



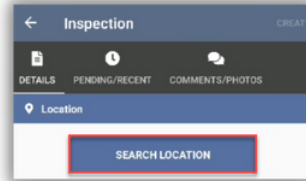
or **Hamburger menu**



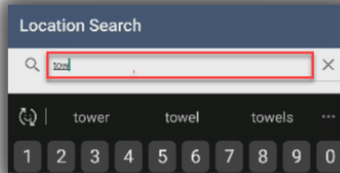
Tap **Check List + Inspection** icon



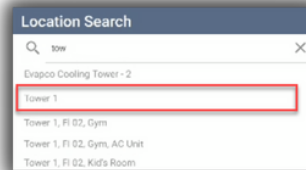
Step 2. Tap Search Location



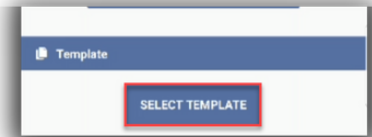
Enter at least 3 characters
Select **Search**



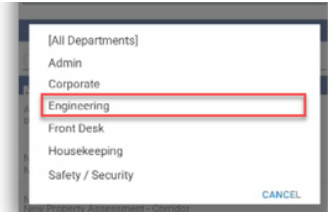
Tap selected **location**



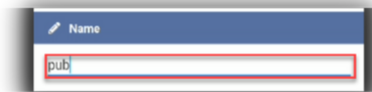
Step 3. Tap Select Template



Filter by **Department**



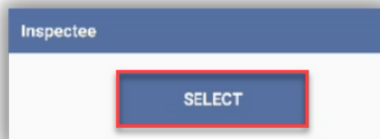
Or type the **Inspection Name**



Choose an Inspection Template



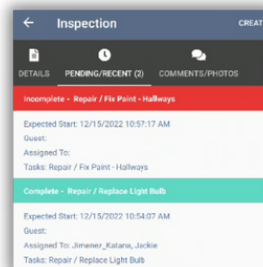
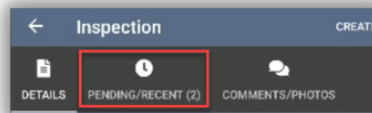
Step 4. Tap **Select** to choose an Inspectee, if needed



Choose Inspectee or
type name to filter

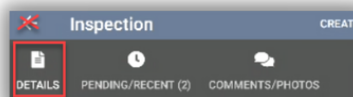


Step 5. Pending/Recent button indicates any work orders within 14 days

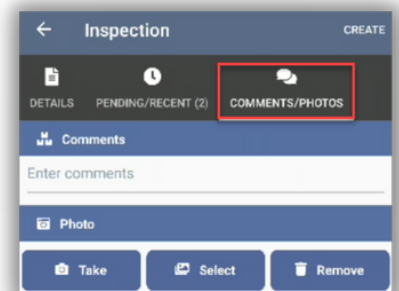


Incomplete
in **Red**
Complete
in **Green**

Tap **Details** to return, not the Back arrow

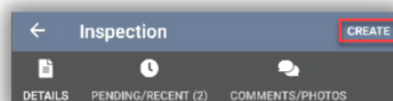


Step 6. Tap **Comments/Photos** to add a Comment and/or Photo, as needed

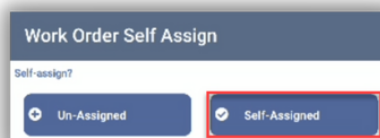


Only one comment/photo can be added at creation

Step 7: Tap **Create**



Tap to **Self-Assign** or **Unassign**



Success! Tap **OK**

