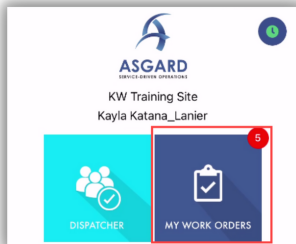
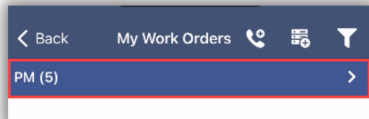




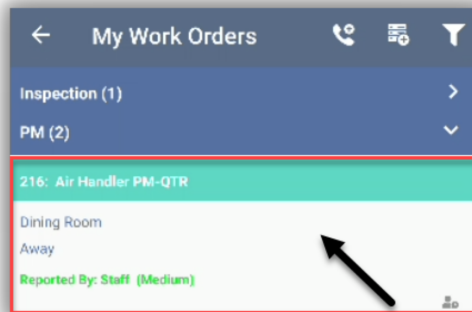
Step 1: Tap My Work Orders



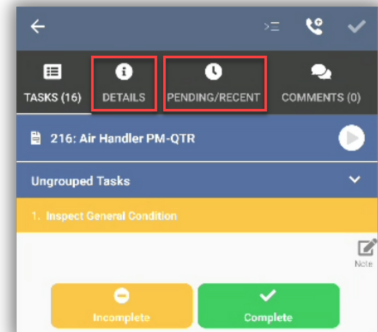
Then the PM Banner



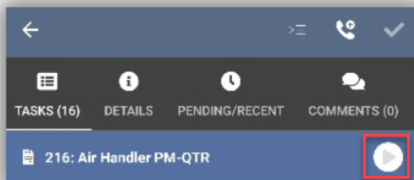
Step 2: Tap to open and view the PM Task List



Details and Pending/Recent provide more information



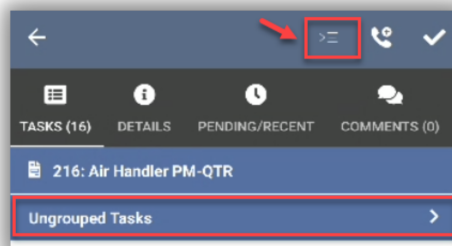
Step 3: Press Play to start the PM



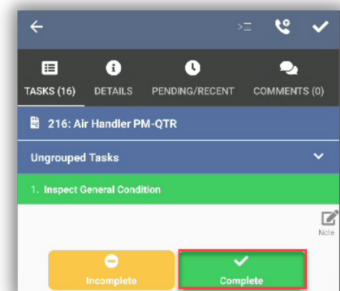
Tasks can be grouped by:

- Ungrouped List
- Grouped by Sublocation

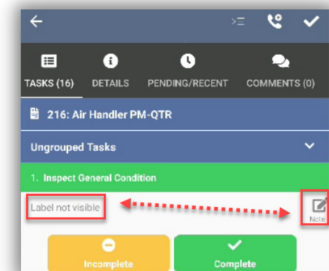
Quick Collapse: compresses sublocation banners;
Expand using the banner arrow



Step 4: When the work is done, mark each task complete



Add notes, if needed

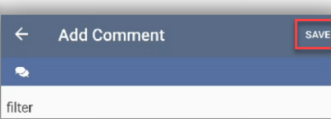
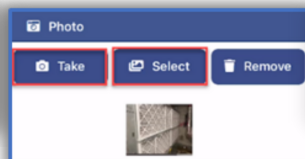
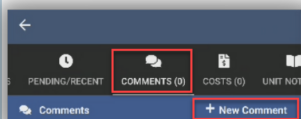


Step 5: Add Comments/Photos

Tap New Comments

Take a Photo or Select from Gallery

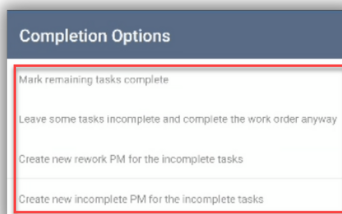
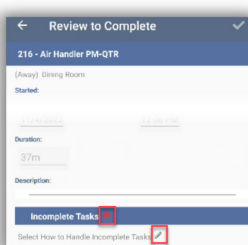
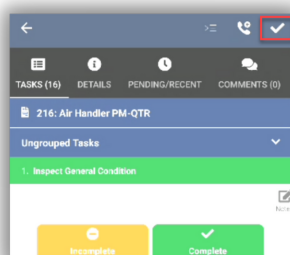
A comment is required when adding a photo



Save

Step 6: Tap Checkmark to Review

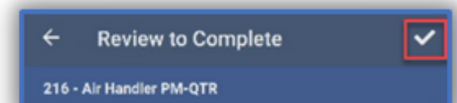
A warning will appear if any tasks are left incomplete



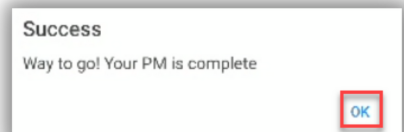
Tap the pencil icon to resolve

Select action from list

Step 7: Tap Checkmark to complete

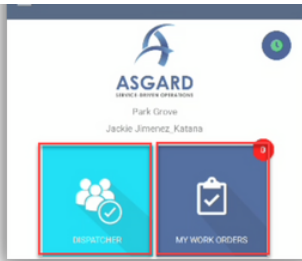


Success! Tap OK

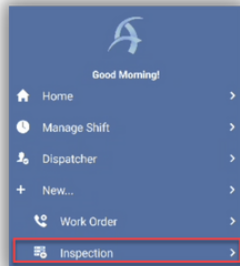




Step 1. Tap Dispatcher or My Work Orders



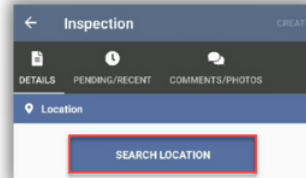
or **Hamburger menu**



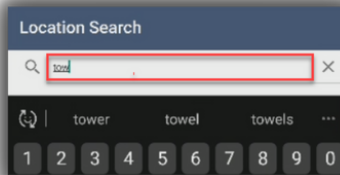
Tap **Check List + Inspection** icon



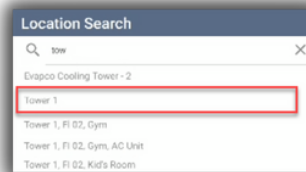
Step 2. Tap Search Location



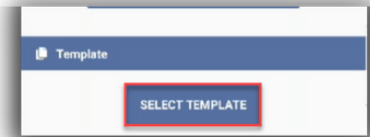
Enter at least 3 characters
Select **Search**



Tap selected **location**



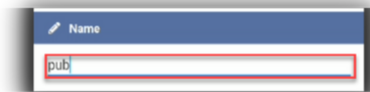
Step 3. Tap Select Template



Filter by **Department**



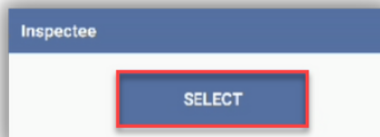
Or type the **Inspection Name**



Choose an Inspection Template



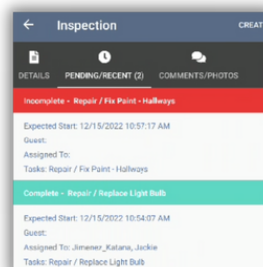
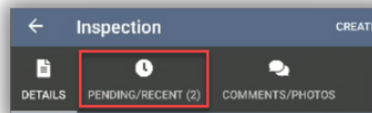
Step 4. Tap **Select** to choose an Inspectee, if needed



Choose Inspectee or
type name to filter

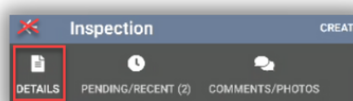


Step 5. Pending/Recent button indicates any work orders within 14 days

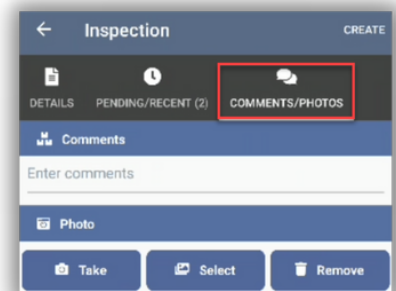


Incomplete
in **Red**
Complete
in **Green**

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

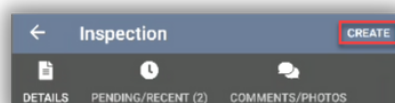


Step 6. Tap **Comments/Photos** to add a Comment and/or Photo, as needed

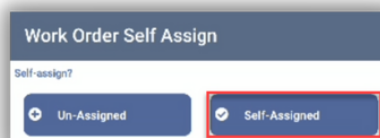


Only one comment/photo can be added at creation

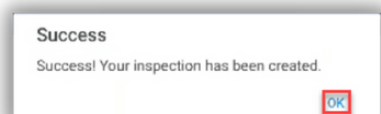
Step 7: Tap **Create**



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

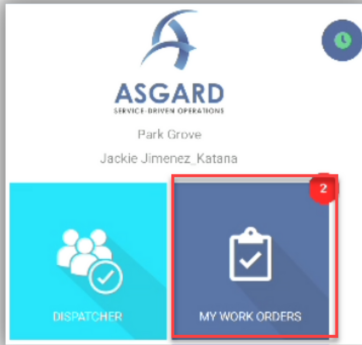


Success! Tap **OK**





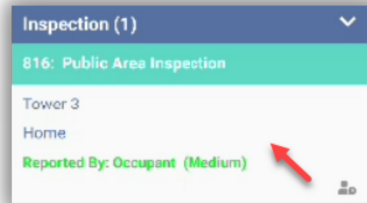
Step 1. Tap My Work Orders



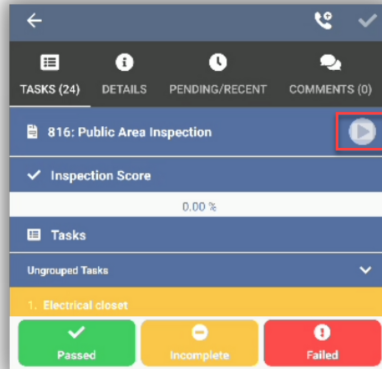
Then the **Inspection Banner**



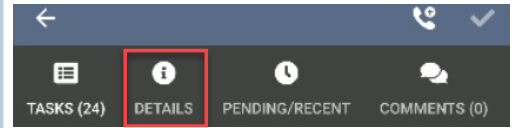
Step 2. Open the Inspection to view the Task List



Tap **Play** button to start

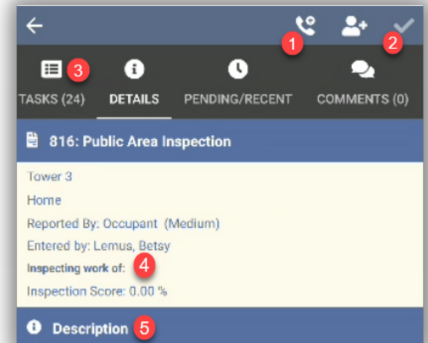


Step 3. View the work order Details

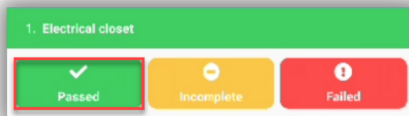


Details Screen Key:

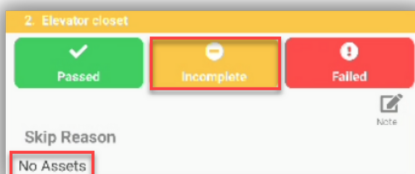
1. Create Standard WO
2. Checkmark to Complete
3. Return to Task List
4. Edit Inspected User
5. Description



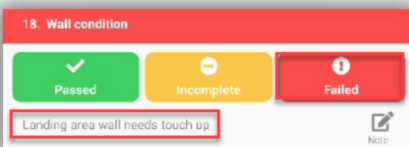
Step 4. Update Tasks Passed



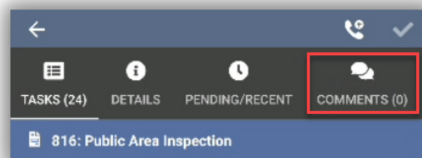
Incomplete add skip reason



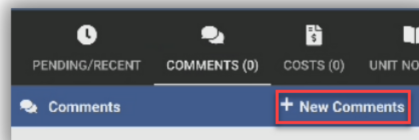
Failed always note what failed



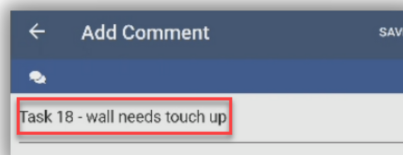
Step 5. Add Comments/Photos



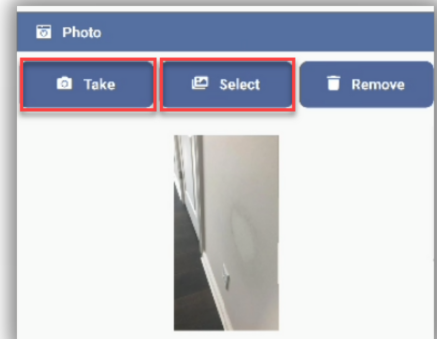
Tap **New Comments**



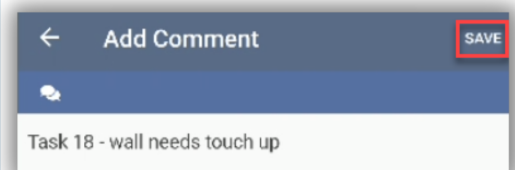
Enter Your **Comment**



Step 6. Take a Photo or Select from Gallery

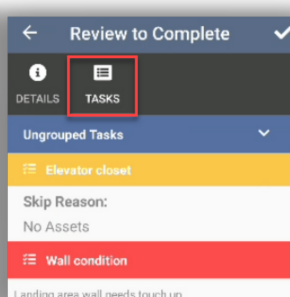
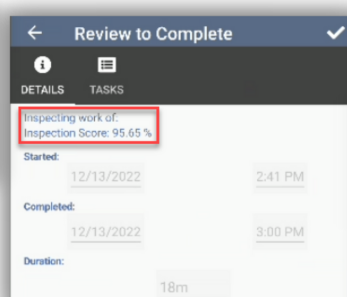
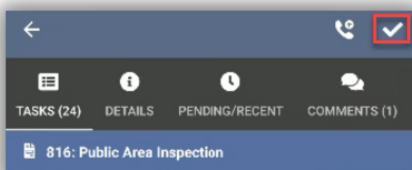


Tap **Save**

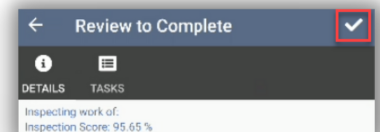


Step 7. Tap Checkmark to Review

Review the **Score** and list of **Failed** or **Incomplete** Tasks



Step 8. Tap Checkmark to Complete



Success! Tap OK

