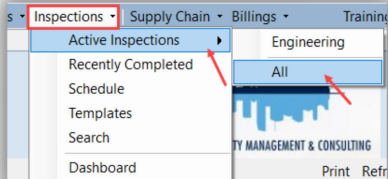


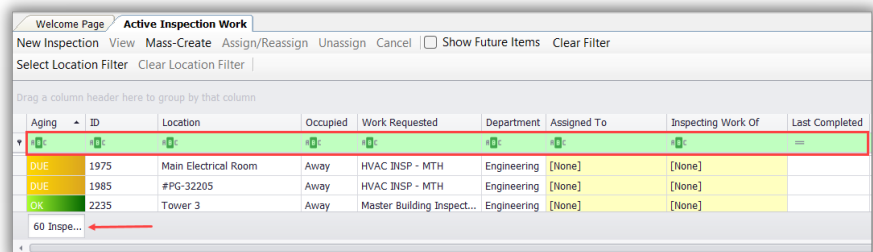


Step 1: Open the Active Inspection drop-down from the Inspection tab. Select a Department.



Step 2: The Active Inspections screen contains all of the active Inspections that have been generated for your site by the system at the beginning of the period in which they should be completed.

- The bottom left-hand corner gives you the total Inspections.
- The different columns provide information at a glance that will help you manage your Inspections.
- Use the green filter bar to narrow the data for a column (for example filter for all Building Inspections that need to be completed).



Step 3: The two most important columns provide you with critical information that enables you to decide the best course of action when prioritizing and assigning your Inspection work.

- Last Completed** column gives you the date that the Inspection work order was last completed at that location.
- Days Since Last Completed** column is the actual number of days since the work was completed at that location.

Aging	ID	Location	Work Requested	Department	Assigned To	Inspecting Work Of	Last Completed	Days Since Last Completed
DUE	1975	Main Electrical Room	Away	HVAC INSP - MTH	Engineering	[None]	[None]	
DUE	1985	#PG-32205	Away	HVAC INSP - MTH	Engineering	[None]	[None]	
OK	2235	Tower 3	Away	Master Building Inspect...	Engineering	[None]	[None]	
60 Inspe...								

Step 4: Clicking on **Days Since Last Completed** sorts the Inspections up and down numerically, listing the location with the longest time since it was last completed.

Last Completed	Days Since Last Completed
11/2/2022	116
11/3/2022	115
2/5/2023	21
2/6/2023	20
2/7/2023	19
2/7/2023	19
2/7/2023	19
2/7/2023	19

Step 5: Clicking on the **Location** column groups the locations together, allowing you to consolidate the work and assign several Inspections to be completed by the same person.

Location	Work Requested
Tower 1	Building Inspection (Weekday)- DLY
Tower 1	Master Building Inspection (Weekday) - DLY
Tower 1	HVAC INSP - MTH
Tower 1	AC Unit Annual Maintenance
Tower 1, Fl 02, Gym, AC Unit	New Property Assessment - AC Closet or Room
Tower 1, Fl 02, Kid's Room, AC Unit	New Property Assessment - AC Closet or Room