



Step 1: Highlight the Inspection you are interested in and click **View Matrix** in the upper right-hand corner of the screen.

Ag...	ID	Location	Occupied	Work Requested	Department	Assigned To	Inspecting Work Of	Entered by	Last Completed
▼	4461	#PG-32208	Away	HVAC INSP - MTH	Engineering	[None]	[None]	Tree, Denise	5/3/2023
▼	4477	Training Room	Away	HVAC INSP - MTH	Engineering	[None]	[None]	Tree, Denise	5/3/2023
▼	4479	Main Electrical Room	Away	HVAC INSP - MTH	Engineering	[None]	[None]	Tree, Denise	3/16/2023
▼	4470	Fire Control Room	Away	HVAC INSP - MTH	Engineering	[None]	[None]	Tree, Denise	3/16/2023
▼	4464	Boardroom & Business Center	Away	HVAC INSP - MTH	Engineering	[None]	[None]	Tree, Denise	3/25/2023

Step 2: The Matrix shows a complete status view of the highlighted PM for all locations. Check the **Show Last Completion Date** box to see the last date the Inspection was completed at each location.

Inspection Matrix - HVAC INSP - MTH			
☒ Show Last Completion Date ☐ Show Inactive (Double-click red and yellow items to view the work order.)			
#PG-32205 Last completed on 6/12/2023 Score 100.00%	#PG-32206 Last completed on 6/6/2023 Score 100.00%	#PG-32208 Last completed on 5/3/2023 Score 100.00%	#PG-3PH02 Last completed on 6/5/2023 Score 100.00%
#PG-3PH03 Last completed on 3/16/2023	#PG-3PH05 Last completed on 3/16/2023	#PG-3PH06 Last completed on 3/16/2023	#PG-3PH08 Last completed on 3/14/2023
Alluva Last completed on 2/24/2023	Amenities Last completed on 6/10/2023 Score 100.00%	Boardroom & Business Center Last completed on 3/25/2023	Evapco Cooling Tower - 2 Last completed on 6/15/2023 Score 100.00%
Fire Control Room Last completed on 3/16/2023	Fitness Center Last completed on 6/28/2023 Score 100.00%	Lobby / Back of House Last completed on 4/13/2023	Main Electrical Room Last completed on 3/16/2023
Master Building Last completed on 3/14/2023	Tower 1 Last completed on 6/15/2023 Score 85.71%	Tower 2 Last completed on 6/27/2023 Score 100.00%	Tower 3 Last completed on 6/2/2023 Score 100.00%
Tower 3, Fl 02 / Mezzanine, Gym Last completed on 2/23/2023 Score 100.00%	Training Room Last completed on 5/3/2023 Score 100.00%		

Step 3: The colors give you additional information. The **Color Key** and percentage of the completion rate are at the bottom of the page.

Inspection Matrix - HVAC INSP - MTH			
☒ Show Last Completion Date ☐ Show Inactive (Double-click red and yellow items to view the work order.)			
#PG-32205 Last completed on 6/12/2023 Score 100.00%	#PG-32206 Last completed on 6/6/2023 Score 100.00%	#PG-32208 Last completed on 5/3/2023 Score 100.00%	#PG-3PH02 Last completed on 6/5/2023 Score 100.00%
#PG-3PH03 Last completed on 3/16/2023	#PG-3PH05 Last completed on 3/16/2023	#PG-3PH06 Last completed on 3/16/2023	#PG-3PH08 Last completed on 3/14/2023
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Fire Control Room Last completed on 3/16/2023	Fitness Center Last completed on 6/28/2023 Score 100.00%	Lobby / Back of House Last completed on 4/13/2023	Main Electrical Room Last completed on 3/16/2023
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Tower 3, Fl 02 / Mezzanine, Gym Last completed on 2/23/2023 Score 100.00%	Training Room Last completed on 5/3/2023 Score 100.00%		
22 Items 9 (40.91%) Complete (Green) 0 (0.00%) Superseded (Blue) 13 (59.09%) Incomplete (Yellow and Red) 0 (0.00%) Unsuccessful and Not Planned (Orange)			

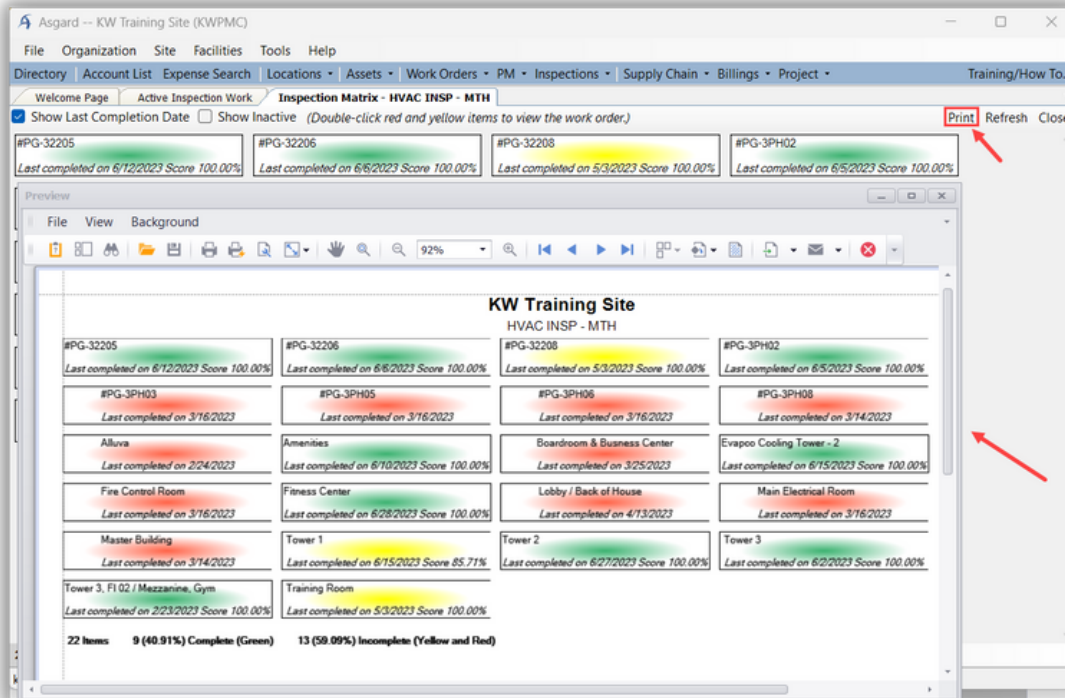
GREEN – Inspection completed this period (QTR/ANN/MTH etc.)

YELLOW – Inspection completed last period but has not yet been completed this period

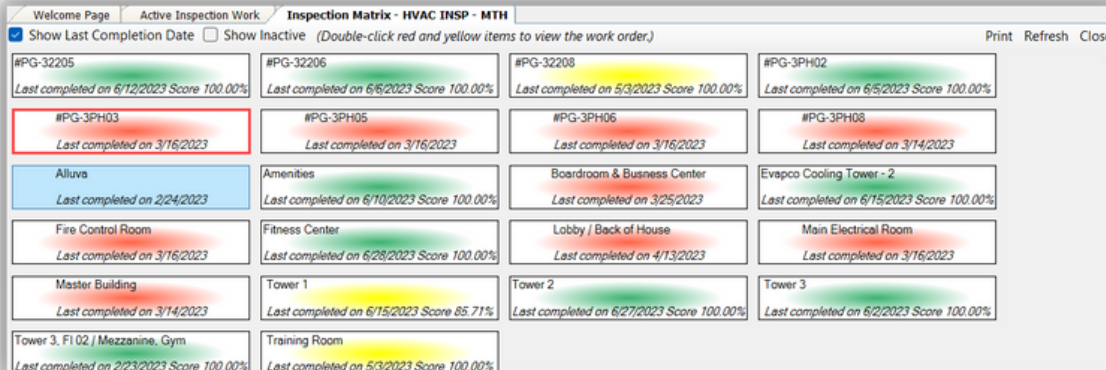
RED – Inspection not completed for at least the last two periods

ORANGE – Indicates a location is out of service or unavailable

Step 4: To print the Matrix, click the Print button in the right-hand corner. The Print Preview will open in a new window.



Step 5: You can view and assign incomplete Inspections from the Matrix. Double click on a yellow or red location to open the Inspection.



Use the Assignee field on the right-hand side of the screen to assign the Inspection.

The screenshot shows the 'Inspection Details' window for item '#PG-3PH03'. The window is titled '[4476] HVAC INSP - MTH'. It contains various fields for inspection details, including 'Request', 'Location', 'Reported By', 'Type', 'Priority', 'Occupied Status', 'Occupied State', 'Guest Name', 'Description', and 'Entered by'. A red box highlights the 'Assignee' dropdown menu on the right side of the window, which lists several potential assignees.

#	Status	Name	Notes	Skip Reason	Extra Re
1	Incomplete	TEMP SETTING			
2	Incomplete	LEAKS			
3	Incomplete	NOISE			
4	Incomplete	FILTERS CLEAN			