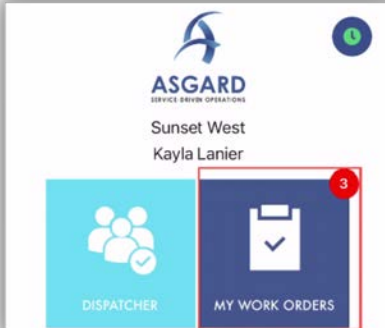
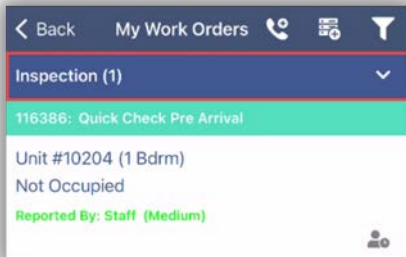




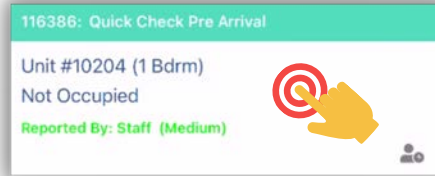
Step 1: Tap My Work Orders



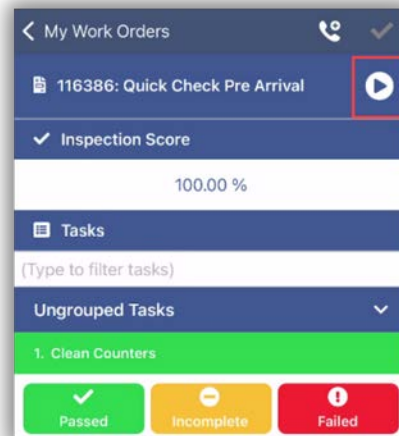
Then the **Inspection Banner**



Step 2 : Open the Inspection to view the Task List



Tap **Play button** to start

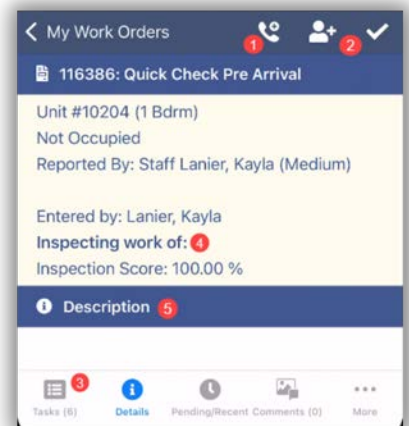


Step 3: View the work order **Details**



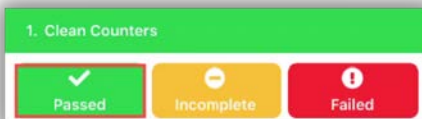
Details Screen Key:

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

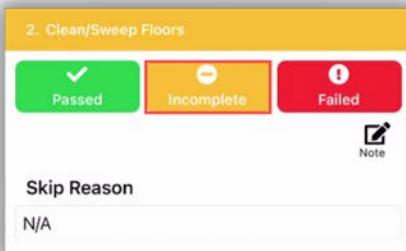


Step 4: Update Tasks

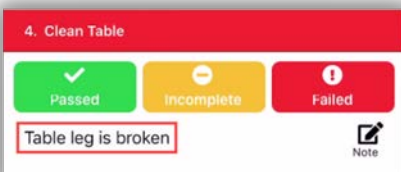
Passed



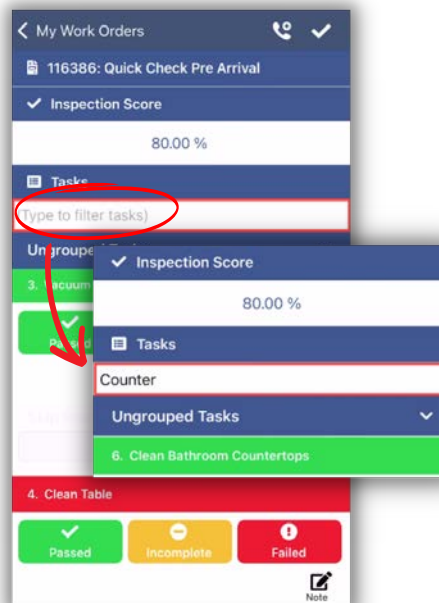
Incomplete add skip reason



Failed *always* **Note** what failed

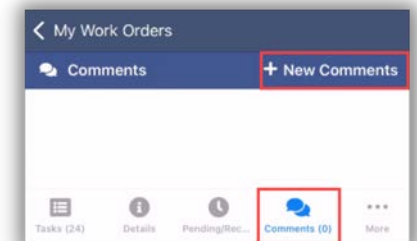


Step 5: To search for a specific task, click on "**Type to filter tasks**" located below the Tasks header. Start typing the **Keyword**, the tasks displayed below will automatically filter to match your search



Step 6: Add **Comments/Photos**

Tap **New Comments**



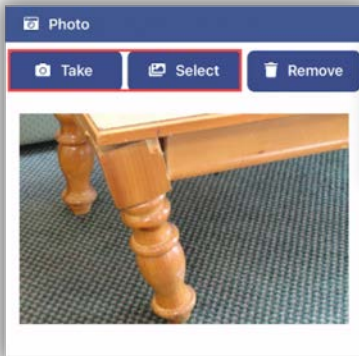
Enter Your **Comment**



You may want to add the **task number** in the comment as well

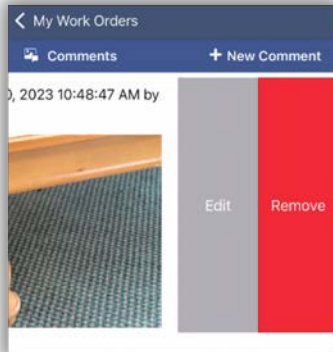
Step 7: Take a Photo or Select from Gallery

Tap **Save**

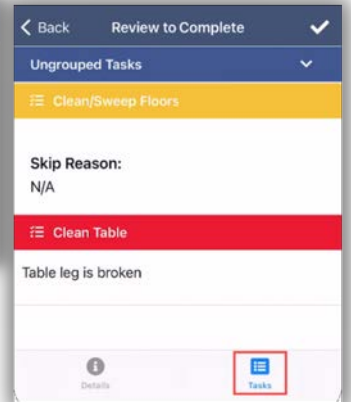
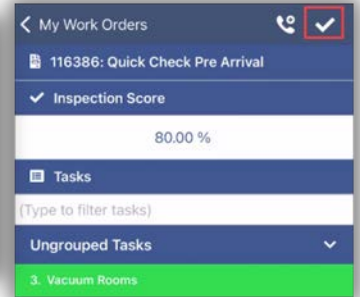
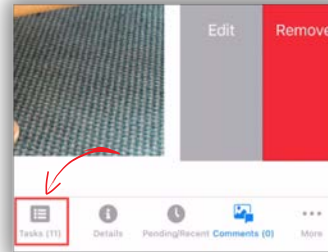


DONT FORGET

- A comment is **required** when adding a photo
- After saving your photo, you can Edit or Remove it by **swiping left** on the saved photo/comment

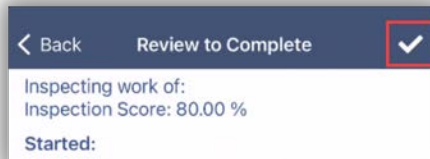


Step 8: Return to the Task screen then Tap Checkmark to Review



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

Step 9: Tap Checkmark to Complete



Success! Tap **OK**

