Step 1: Tap **My Work Orders.**

Sunset West
Kayla Lanier

DISPATCHER · MY WORK ORDERS
WORK ORDERS · LOCATION SEARCH
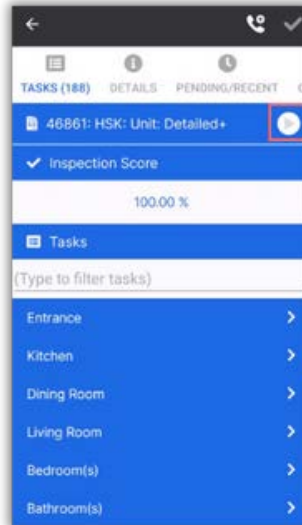
Then the **Inspection Banner.**

< Back   My Work Orders
Standard Work Order (1)
Inspection (1)
46859: HSK: Unit: Detailed+
#1205 (2 Bdrm – Lockoff)
Occupied
Reported By: Staff (Medium)

Step 2: Open the Inspection to view the **Task List.**

46859: HSK: Unit: Detailed+
#1205 (2 Bdrm – Lockoff)
Occupied
Reported By: Staff (Medium)

Tap **Start**.

46861: HSK: Unit: Detailed+
✓ Inspection Score
100.00 %
☰ Tasks
(Type to filter tasks)
Entrance
Kitchen
Dining Room
Living Room
Bedroom(s)
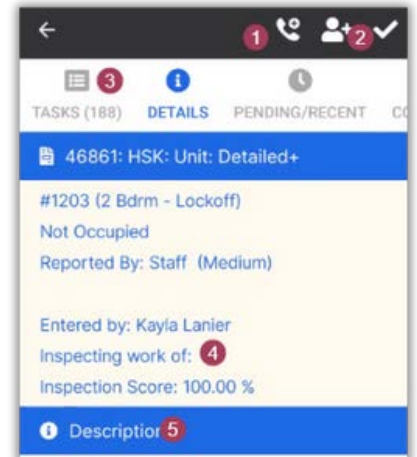Bathroom(s)

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

TASKS (188) DETAILS PENDING/RECENT

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

TASKS (188) DETAILS PENDING/RECENT
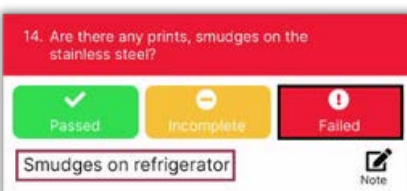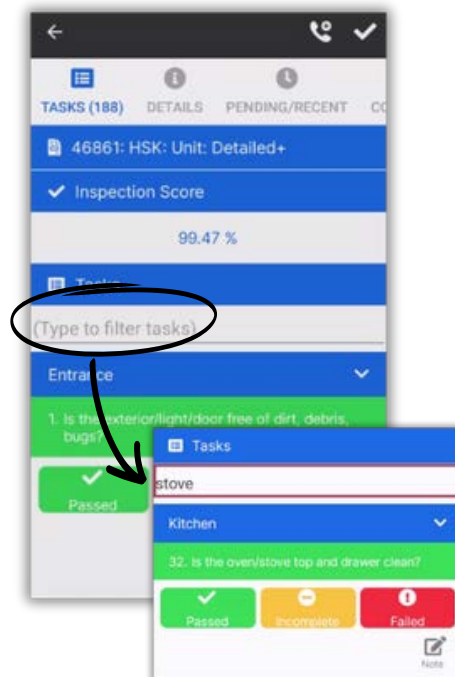46861: HSK: Unit: Detailed+
#1203 (2 Bdrm – Lockoff)
Not Occupied
Reported By: Staff (Medium)
Entered by: Kayla Lanier
Inspecting work of: 4
Inspection Score: 100.00 %
ⓘ Description 5

Step 4: Update Tasks.

Passed

1. Is the exterior/light/door free of dirt, debris, bugs?
✓ Passed | ⊖ Incomplete | ❗ Failed
📝 Note

Incomplete add skip reason.

10. Is there the proper supply of dishwasher detergent?
✓ Passed | ⊖ Incomplete | ❗ Failed
📝 Note
Skip Reason
Not Applicable

Failed *always* note what failed.

14. Are there any prints, smudges on the stainless steel?
✓ Passed | ⊖ Incomplete | ❗ Failed
Smudges on refrigerator
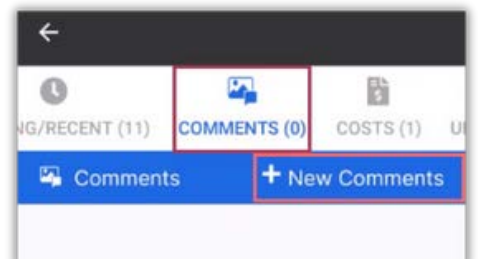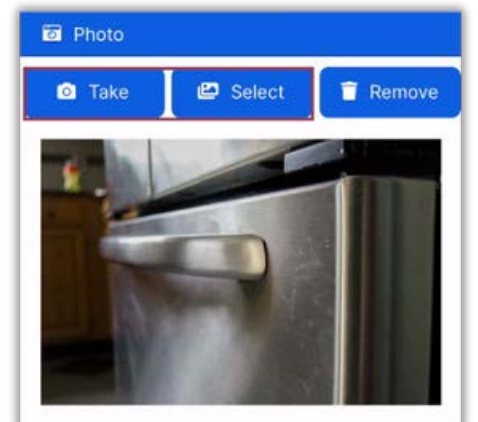📝 Note

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

46861: HSK: Unit: Detailed+
✓ Inspection Score
99.47 %
☰ Tasks
(Type to filter tasks)
Entrance
1. Is the exterior/light/door free of dirt, debris, bugs?
Passed

☰ Tasks
stove
Kitchen
32. Is the oven/stove top and drawer clean?
✓ Passed | ⊖ Incomplete | ❗ Failed
📝 Note

Step 6: To add **Comments/Photos,** tap **New Comments.**

NG/RECENT (11) COMMENTS (0) COSTS (1)
🖼 Comments   + New Comments

Take a Photo or **Select** from Gallery.

📷 Photo
📷 Take | 🖼 Select | 🗑 Remove

Step 7: Enter Your **Comment.**

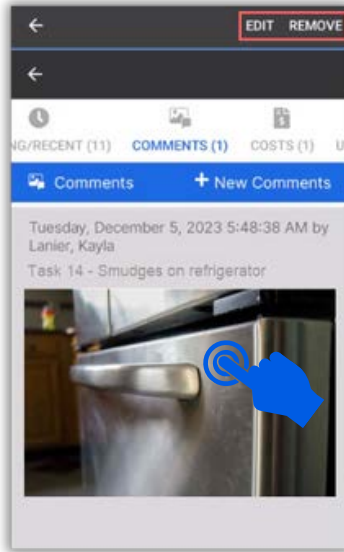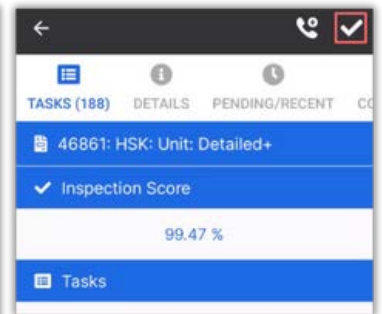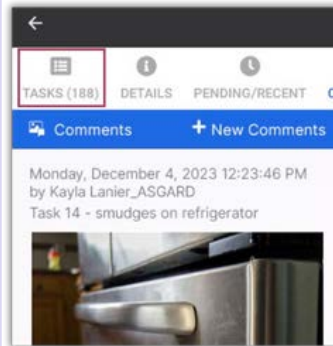⚠️ A comment is **required** when adding a photo.

Tap **Save.**

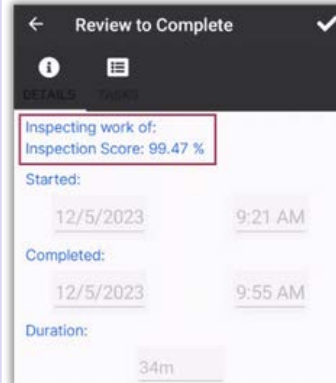💡 You may want to add the **task number** in the comment for added clarity.

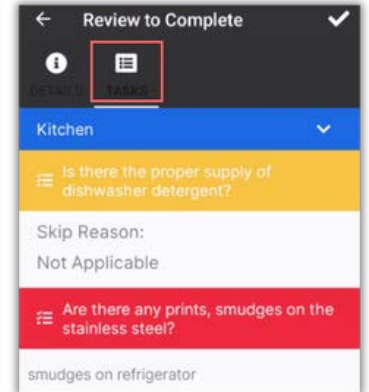After saving your photo, you can *Edit* or *Remove* it by **pressing and holding** the saved photo/comment.

Step 8: Tap **Tasks** to return to the Task screen, then tap the **Checkmark** to Review.
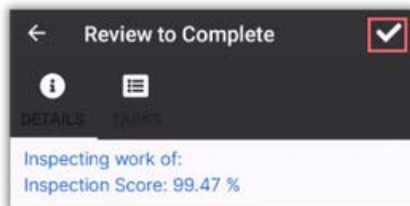

Review the **Score.**

Tap **Tasks** to review list of **Failed** or **Incomplete** Tasks.

Step 9: Tap **Checkmark** to Complete.

Success! Tap **OK.**