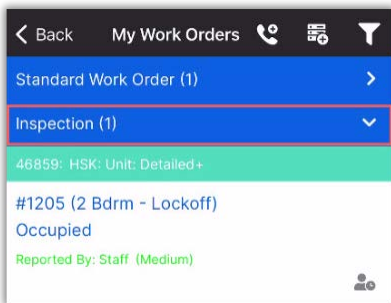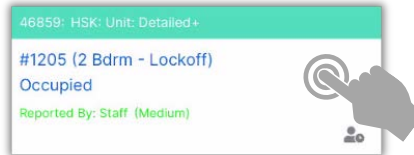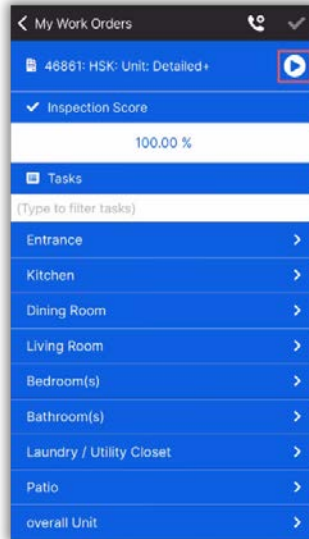**Step 1:** Tap **My Work Orders.**
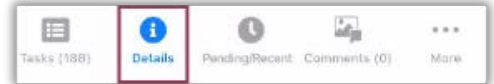
Then the **Inspection Banner.**

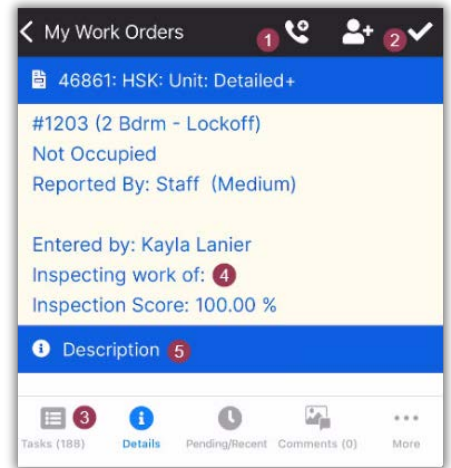**Step 2:** Open the Inspection to view the **Task List.**

Tap **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*
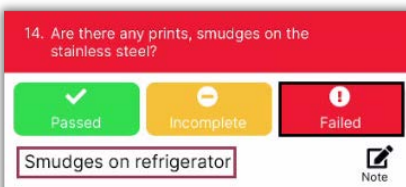4. Edit Inspected User
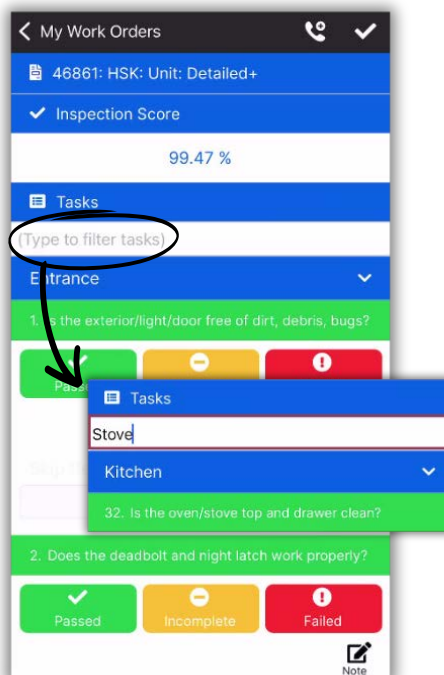5. Description

Step 4: Update Tasks.

Passed

Incomplete add skip reason.

Skip Reason
Not Applicable

Failed *always* note what failed.

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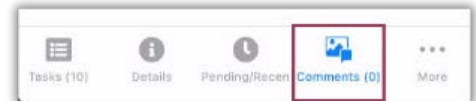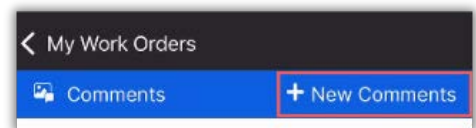
Step 5: To search for a specific task, tap **"Type to filter tasks"** below the Tasks header. Start typing the **Keyword;** the tasks below will automatically filter to match your search.
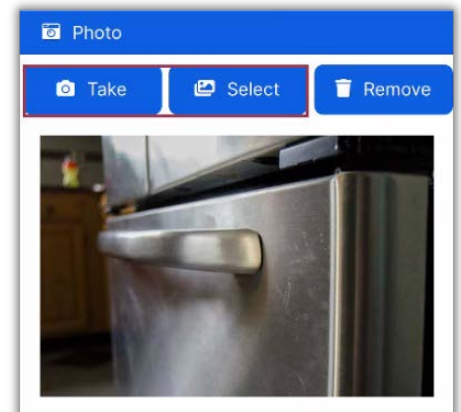
Stove

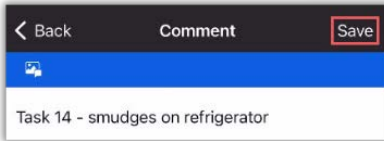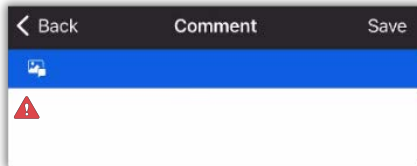**Step 6:** Add **Comments/Photos.**

Tap **New Comments.**

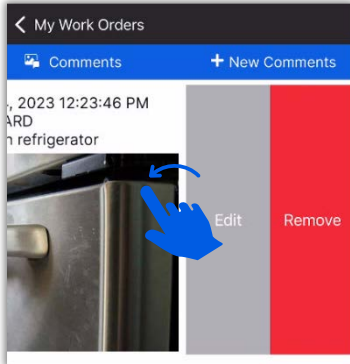**Take** a Photo or **Select** from Gallery.

Step 7: Enter Your **Comment.**
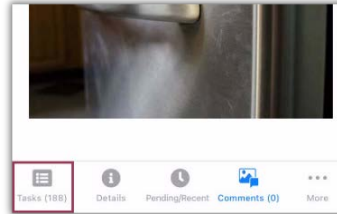
⚠️ A comment is **required** when adding a photo.

> ‹ Back · Comment · Save

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

> ‹ Back · Comment · **Save**
>
> Task 14 - smudges on refrigerator

Tap **Save.**

> ‹ My Work Orders
>
> 📷 Comments · + New Comments
>
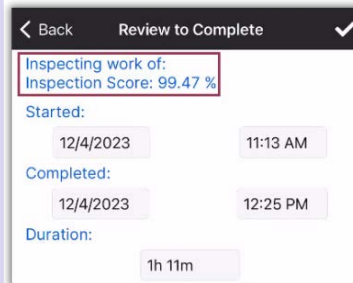> , 2023 12:23:46 PM
> ARD
> n refrigerator
>
> Edit · Remove

After saving your photo, you can *Edit* or *Remove* it by **swiping left** on the saved photo/comment.

Step 8: Tap **Tasks** to return to the **Task** screen, then Tap the **Checkmark** to Review.
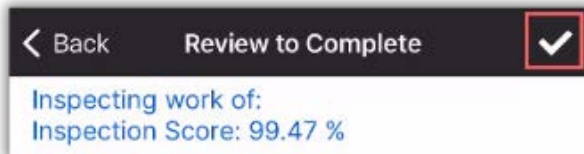
> Tasks (188) · Details · Pending/Recent · Comments (0) · More

> ‹ My Work Orders ☎ ✓
>
> 📄 46861: HSK: Unit: Detailed+
> ✓ Inspection Score
> 99.47 %
> 📋 Tasks
> (Type to filter tasks)
> Entrance ›

Review the **Score.**

> ‹ Back · Review to Complete · ✓
>
> Inspecting work of:
> Inspection Score: 99.47 %
> Started:
> 12/4/2023 · 11:13 AM
> Completed:
> 12/4/2023 · 12:25 PM
> Duration:
> 1h 11m

> ‹ Back · Review to Complete · ✓
>
> Kitchen ⌄
> Is there the proper supply of dishwasher detergent?
> Skip Reason:
> Not Applicable
> Are there any prints, smudges on the stainless steel?
> Smudges on refrigerator
> Details · Tasks

Tap **Tasks** to review the list of **Failed** or **Incomplete** Tasks.
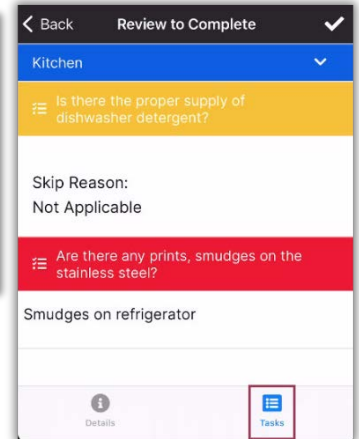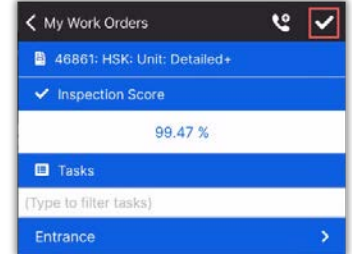
Step 9: Tap **Checkmark** to Complete.

> ‹ Back · **Review to Complete** · ✓
>
> Inspecting work of:
> Inspection Score: 99.47 %

Success! Tap **OK.**

> **Success**
> Way to go! Your inspection is complete!
> OK