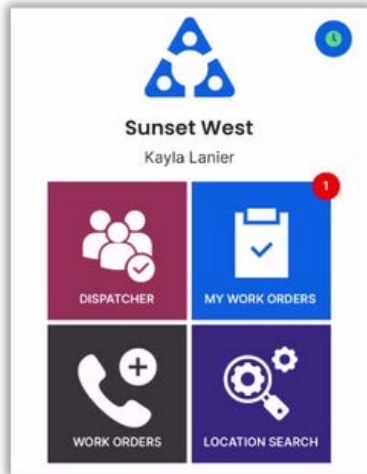


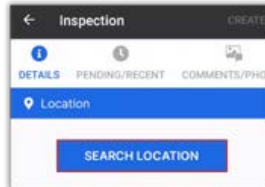
Step 1: Tap **Dispatcher** or **My Work Orders**.



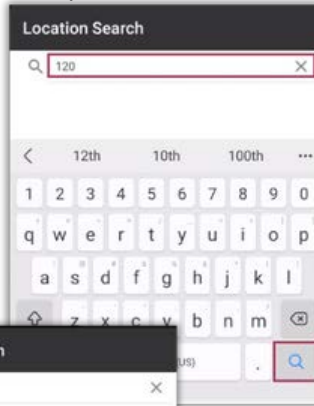
Tap the **List** icon.



Step 2: Tap **Search Location**.

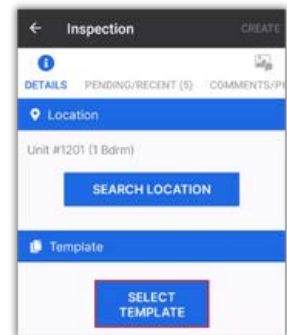


Enter at least 3 Characters.
Tap **Search**.

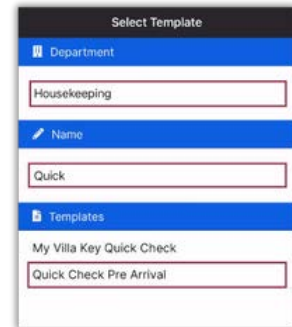


Tap on the **location**.

Step 3: Tap **Select Template**.



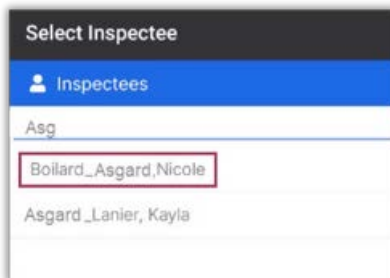
Filter by **Department** or type **Inspection Name**, Tap to select Inspection Template.



Step 4: If you are inspecting **someone's** work, tap **Select** to choose the **Inspectee**.

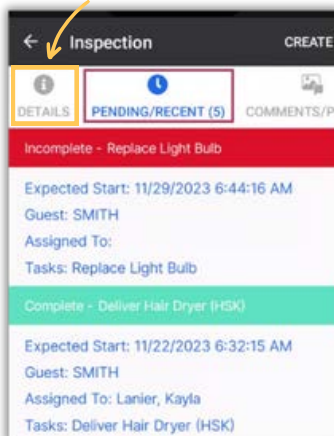


Choose an **Inspectee**, or type name to filter.



Step 5: **Pending/Recent** button indicates any work orders within 14 days.

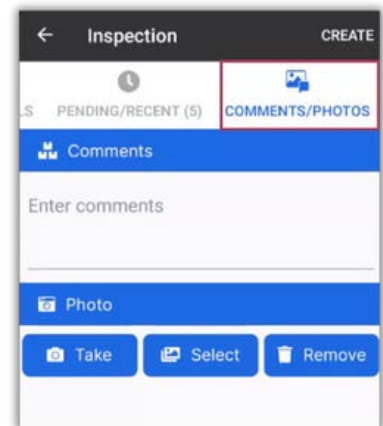
Tap **Details** to return to your inspection, not the Back arrow.



Incomplete in **Red**

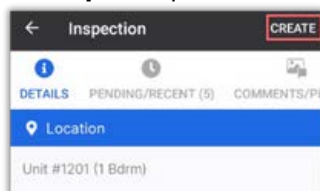
Complete in **Green**

Step 6: Add **Comments/Photos**, if needed.

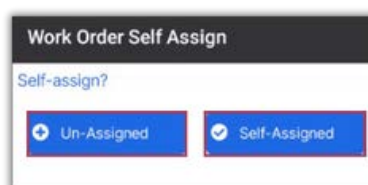


Only one comment/photo can be added at creation.

Step 7: Tap **Create**.



Tap **Self-Assign** or **Unassign**.



Success! Tap **OK**.

