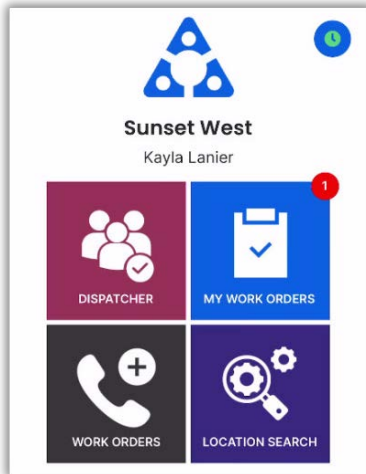
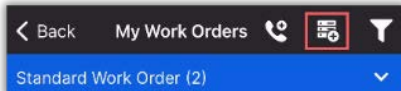


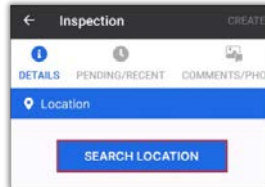
## Step 1: Tap Dispatcher or My Work Orders.



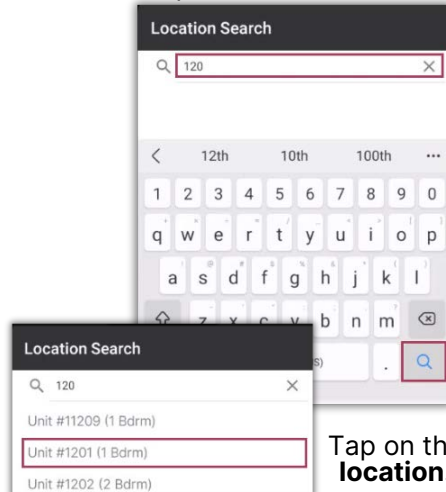
Tap the **List** icon.



## Step 2: Tap Search Location.

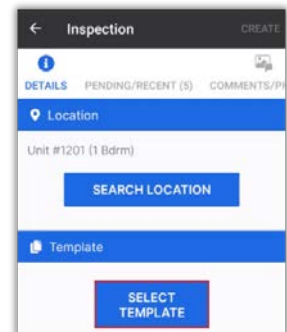


Enter at least 3 Characters.  
Tap **Search**.

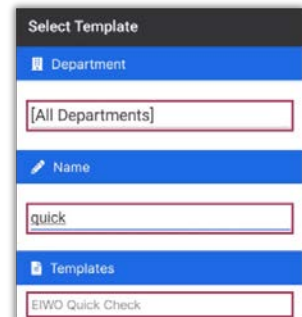


Tap on the **location**.

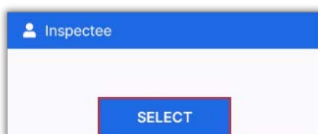
## Step 3: Tap Select Template.



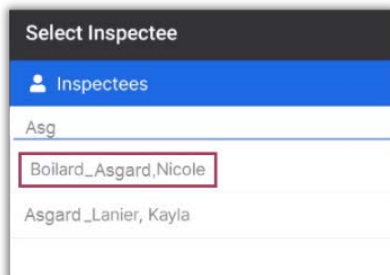
Filter by **Department** or type **Inspection Name**. Tap to select Inspection Template.



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

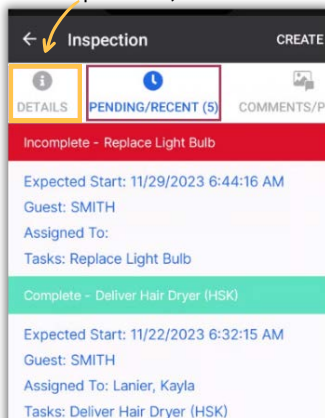


Choose an Inspectee, or type name to filter.



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

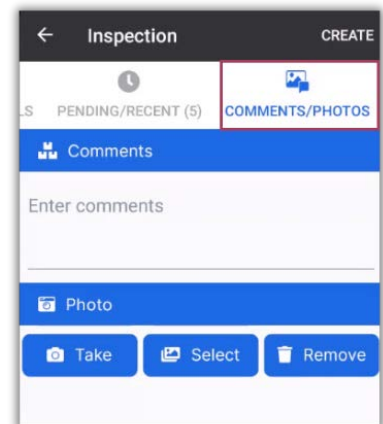
Tap **Details** to return to your inspection, not the Back arrow.



Incomplete in **Red**

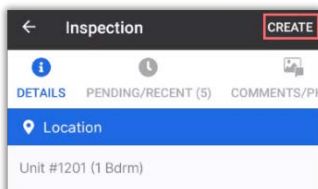
Complete in **Green**

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

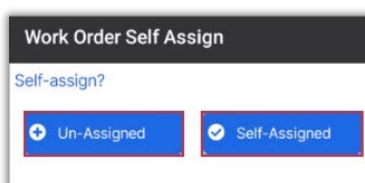


Only one comment/photo can be added at creation.

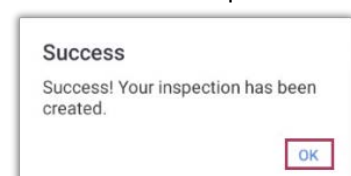
## Step 7: Tap **Create**.



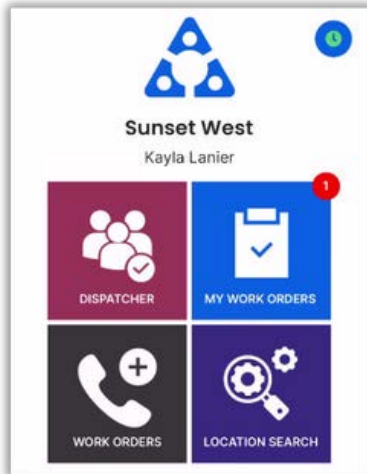
## Tap **Self-Assign** or **Unassign**.



Success! Tap **OK**.



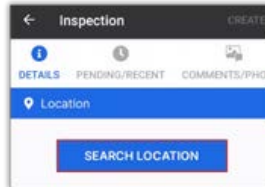
## Step 1: Tap **Dispatcher** or **My Work Orders**.



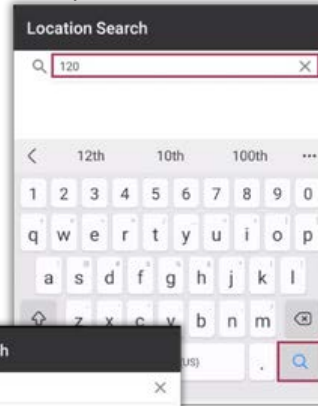
Tap the **List** icon.



## Step 2: Tap **Search Location**.

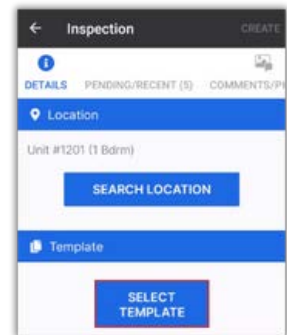


Enter at least 3 Characters.  
Tap **Search**.

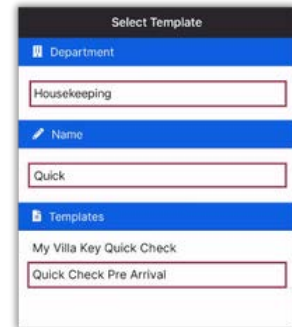


Tap on the **location**.

## Step 3: Tap **Select Template**.



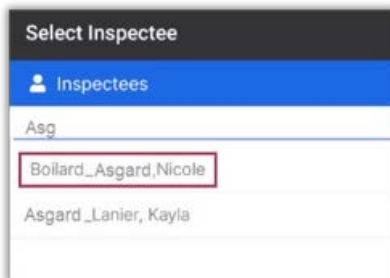
Filter by **Department** or type **Inspection Name**, Tap to select Inspection Template.



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

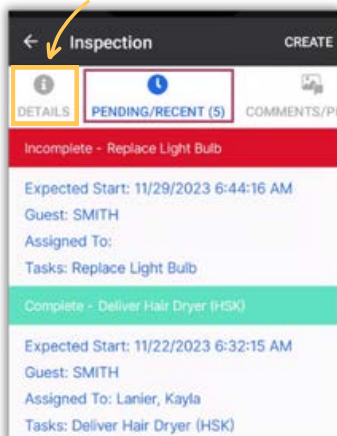


Choose an **Inspectee**, or type name to filter.



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

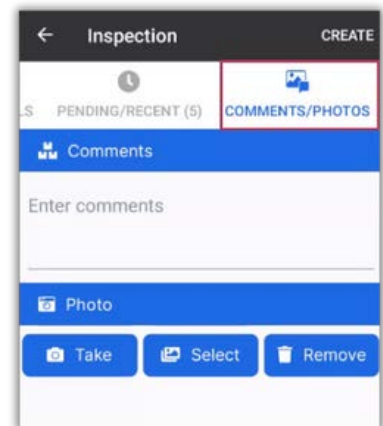
Tap **Details** to return to your inspection, not the Back arrow.



Incomplete in **Red**

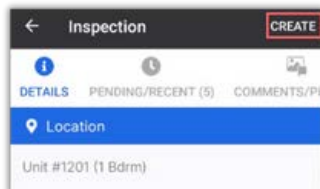
Complete in **Green**

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

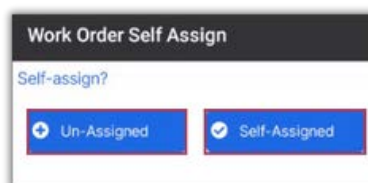


Only one comment/photo can be added at creation.

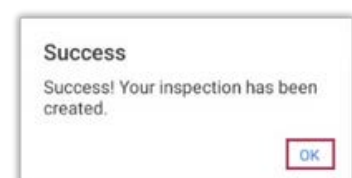
## Step 7: Tap **Create**.



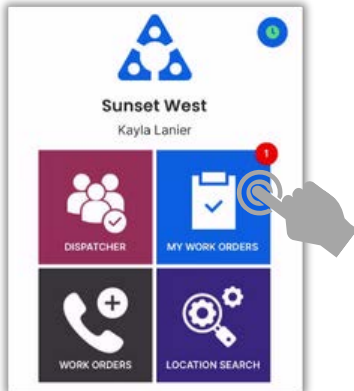
## Tap **Self-Assign** or **Unassign**.



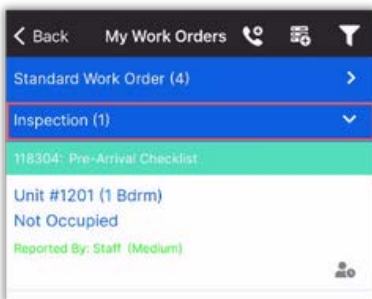
## Success! Tap **OK**.



## Step 1: Tap My Work Orders.



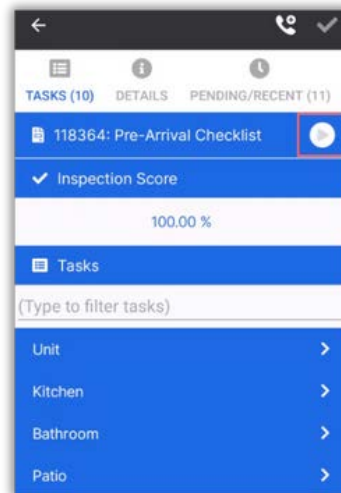
Then the **Inspection Banner**.



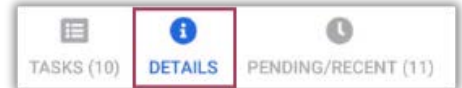
## Step 2: Open the Inspection to view the Task List.



Tap **Start**.

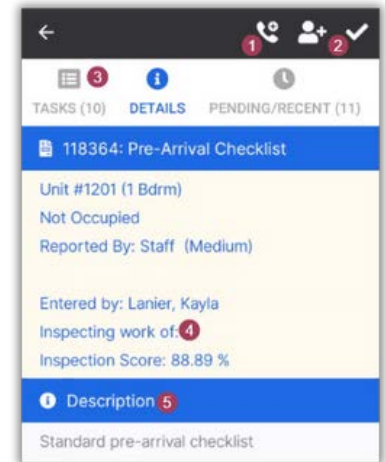


## Step 3: View the work order Details.



### 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.

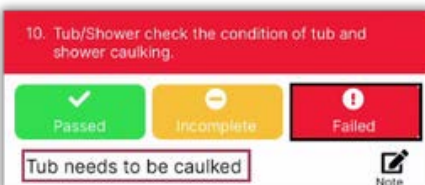
**Passed**



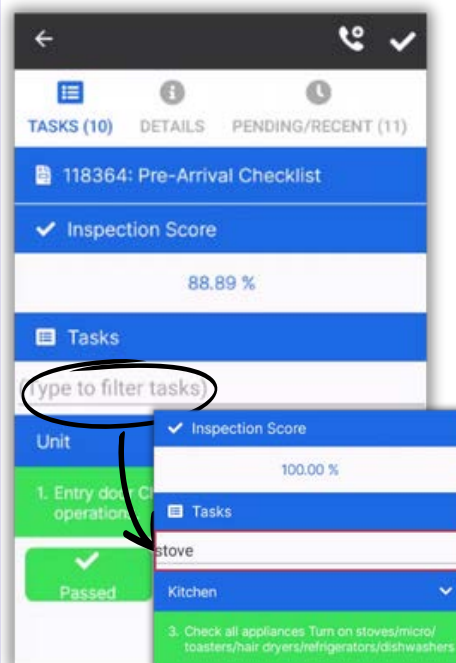
**Incomplete** add skip reason.



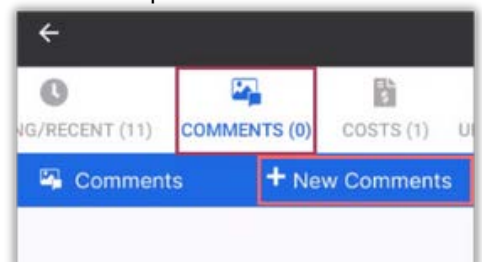
**Failed** always note what failed.



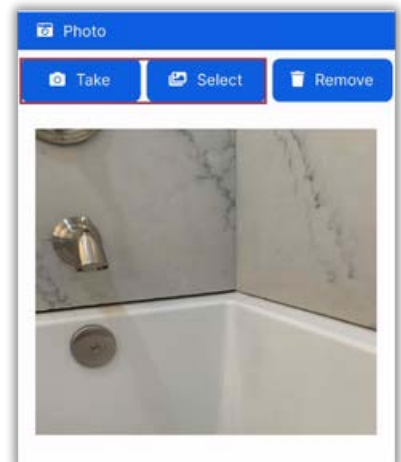
**Step 5:** To search for a specific task, tap **"Type to filter tasks"** below the Tasks header. Start typing the **Keyword**; the tasks below will automatically filter to match your search.



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



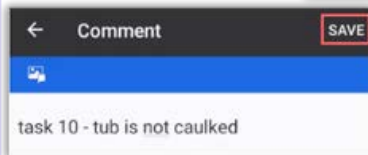
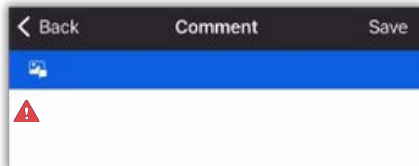
**Take a Photo or Select from Gallery.**



### Step 7: Enter Your **Comment**.



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

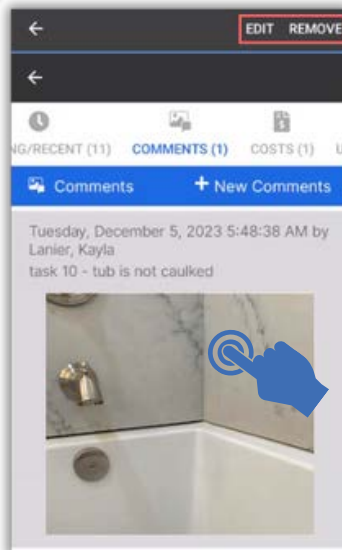


Tap **Save**.

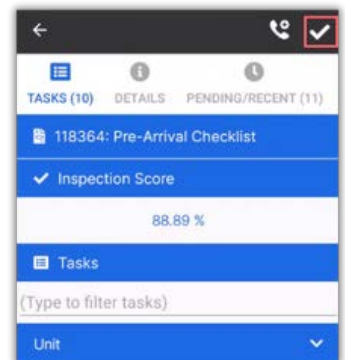
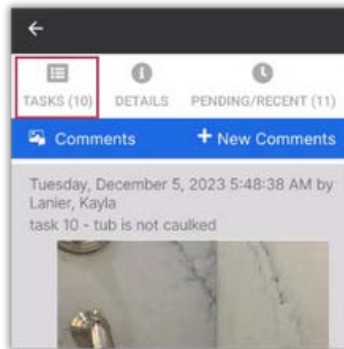


You may want to add the **task number** in the comment for added clarity.

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

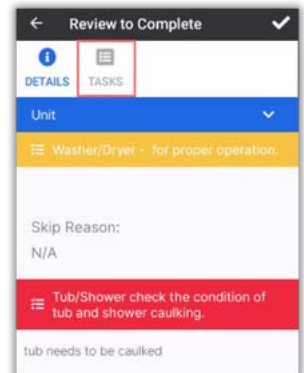
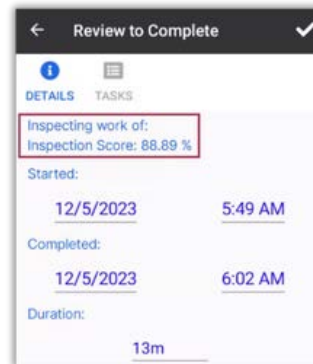


### Step 8: Tap **Tasks** to return to the Task screen, then tap the **Checkmark** to Review.

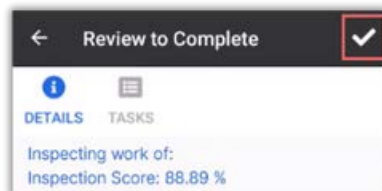


Review the **Score**.

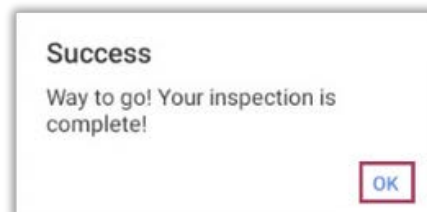
Tap **Tasks** to review the list of **Failed** or **Incomplete** Tasks.



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

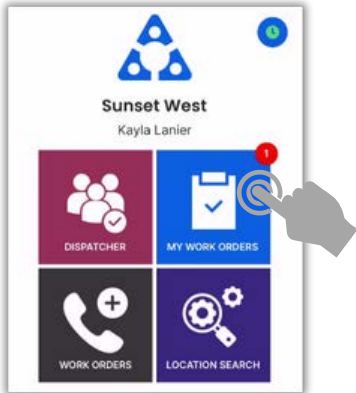


Success! Tap **OK**.

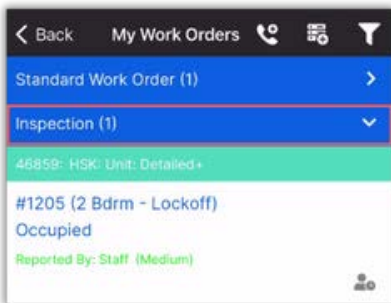




## Step 1: Tap My Work Orders.



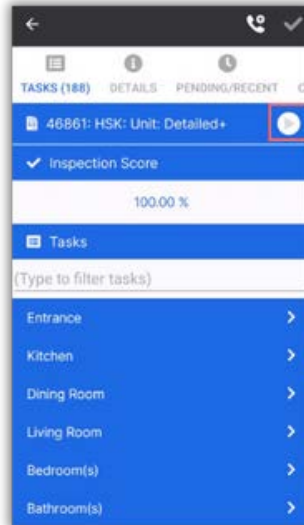
Then the **Inspection Banner**.



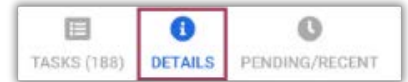
## Step 2: Open the Inspection to view the Task List.



Tap **Start**.

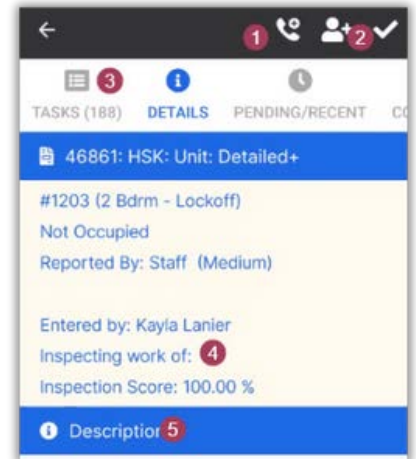


## Step 3: View the work order Details.



### 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.

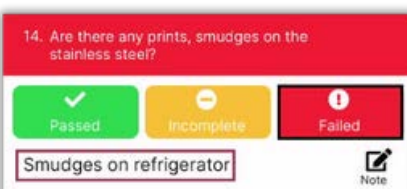
### Passed



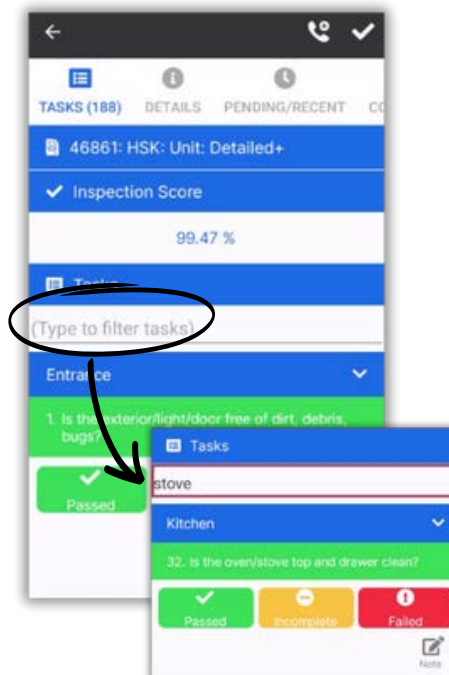
**Incomplete** add skip reason.



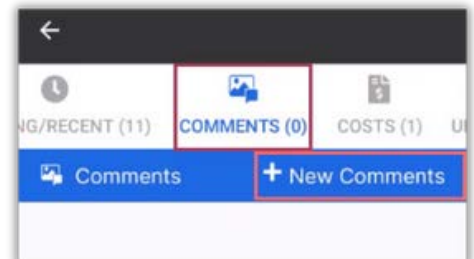
**Failed** always note what failed.



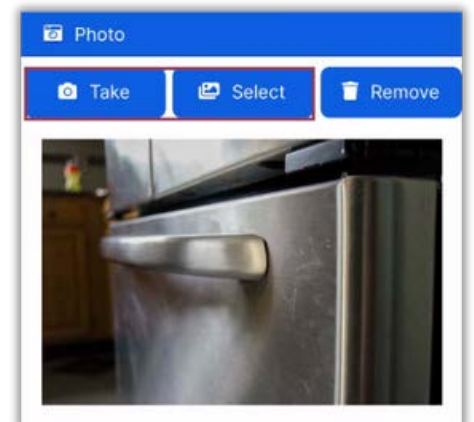
**Step 5:** To search for a specific task, tap **"Type to filter tasks"** below the Tasks header. Start typing the **Keyword**; the tasks below will automatically filter to match your search.



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



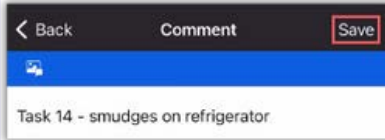
Take a Photo or **Select** from Gallery.



### Step 7: Enter Your **Comment**.



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

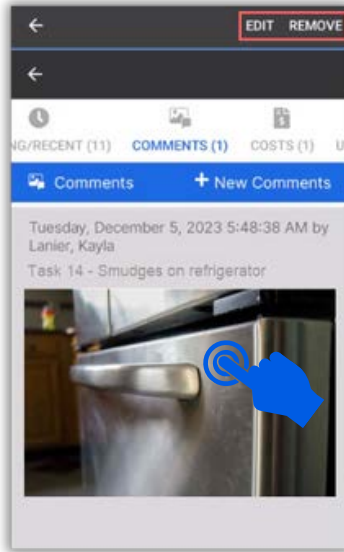


Tap **Save**.

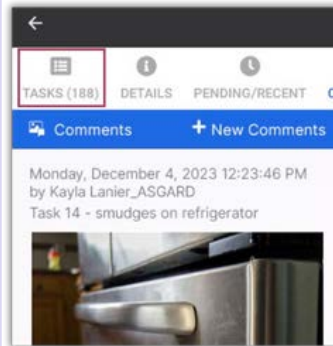


You may want to add the **task number** in the comment for added clarity.

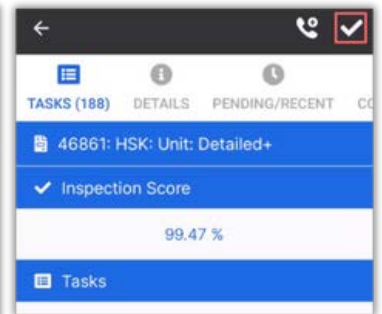
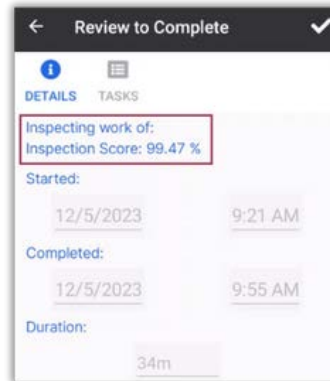
After saving your photo, you can **Edit** or **Remove** it by **pressing and holding** the saved photo/comment.



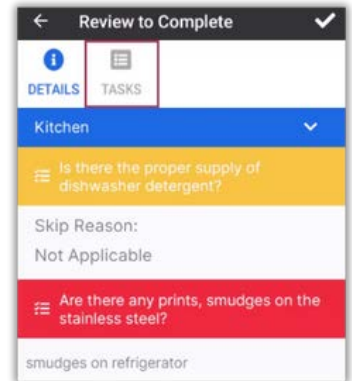
### Step 8: Tap **Tasks** to return to the Task screen, then tap the **Checkmark** to Review.



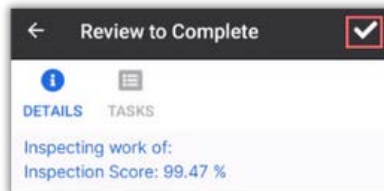
Review the **Score**.



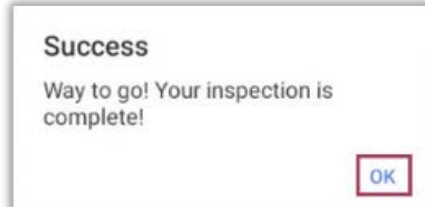
Tap **Tasks** to review list of **Failed** or **Incomplete** Tasks.



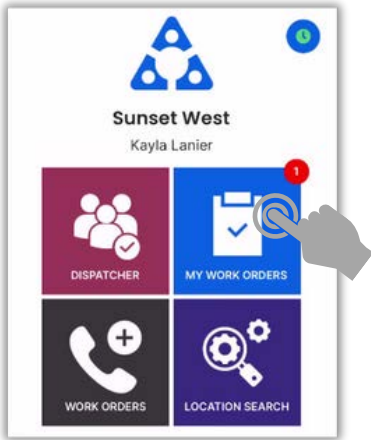
### Step 9: Tap **Checkmark** to Complete.



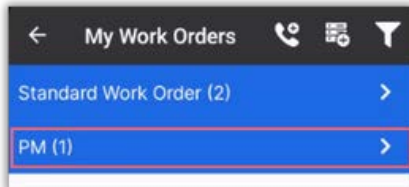
Success! Tap **OK**.



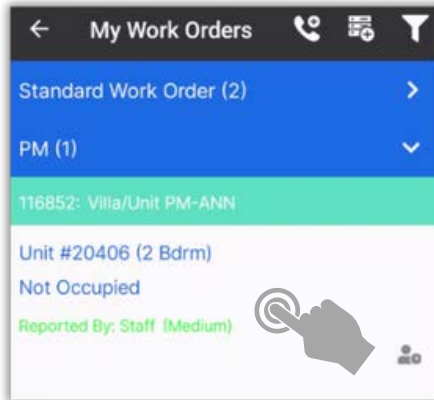
## Step 1: Tap My Work Orders.



Then the **PM Banner**.



## Step 2: Tap to open and view the PM Task List.



## Details and Pending/Recent provide more information.

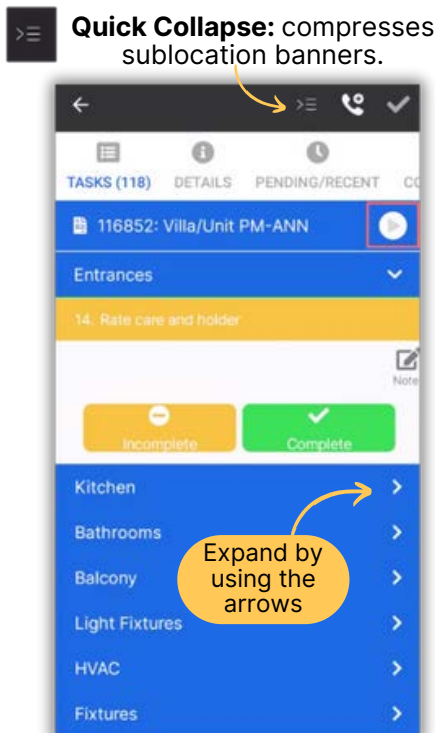


## Step 3: Tap Start.

Task Lists are either:

- Ungrouped
- Grouped by Sublocation

**Quick Collapse:** compresses sublocation banners.



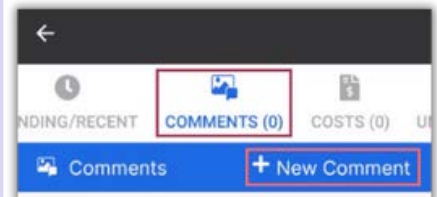
## Step 4: When the work is done, mark each task **Complete**.



Add **Notes**, if needed.

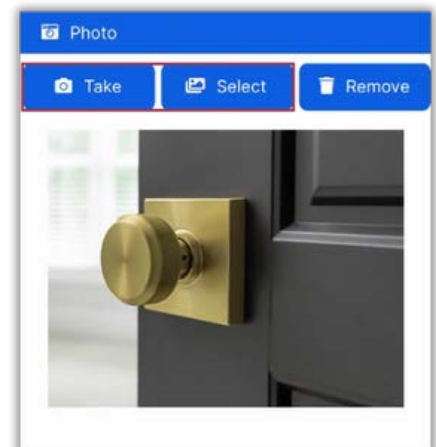


## Step 5: Add Comments/Photos.

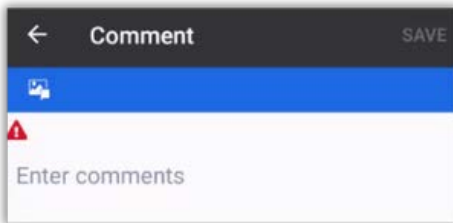


Tap **New Comment**.

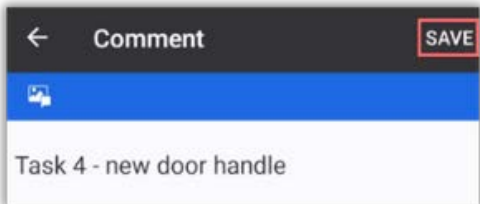
Take a **Photo** or **Select** from Gallery.




**Step 6: Enter your comment.**



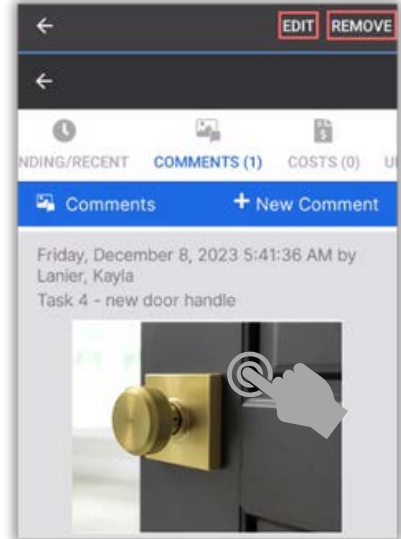
 A **Comment is required** when adding a Photo.



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

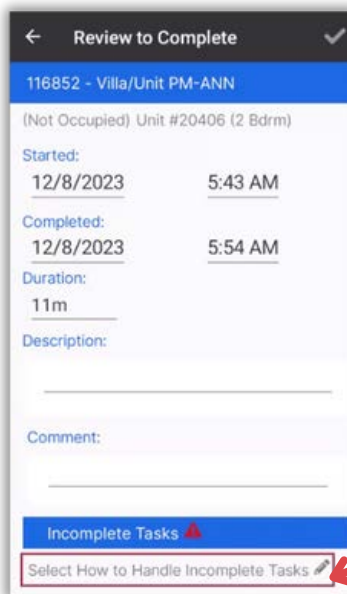
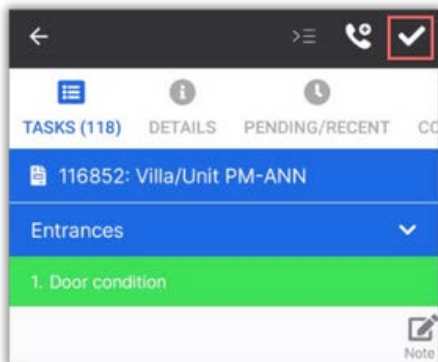
Once your comment has been added, tap **Save**.

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

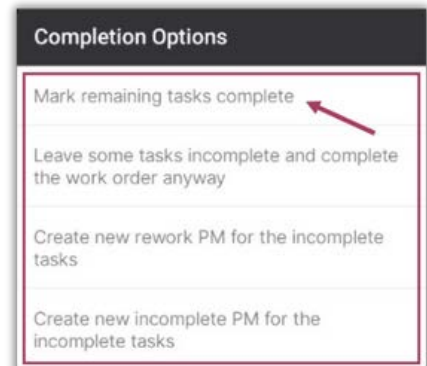


**Step 7: Tap Checkmark to Review.**


A **warning** will appear if tasks are left **Incomplete**.



Select a **Completion Option**.

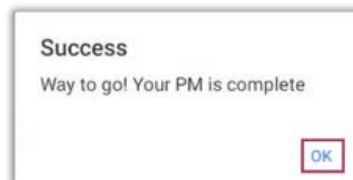
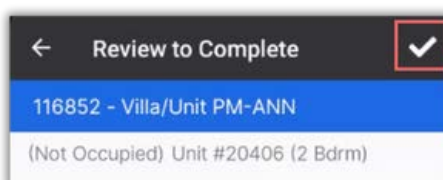


Tap the **pencil icon** to resolve.

 A PM **cannot** be completed with incomplete tasks.

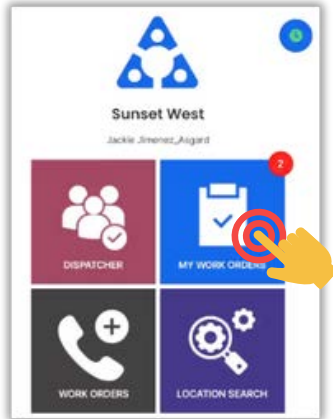
**Step 8: Tap Checkmark to complete.**

**Success! Tap OK.**

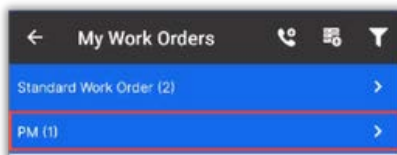




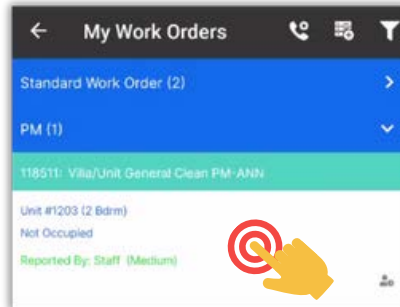
### Step 1: Tap My Work Orders.



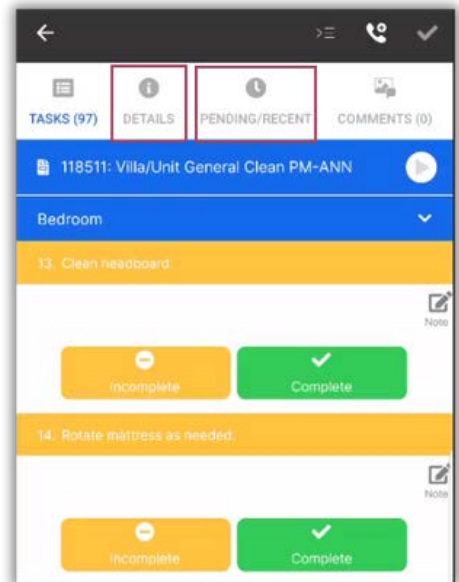
Then the **PM Banner**.



### Step 2: Tap to open and view the PM Task List.



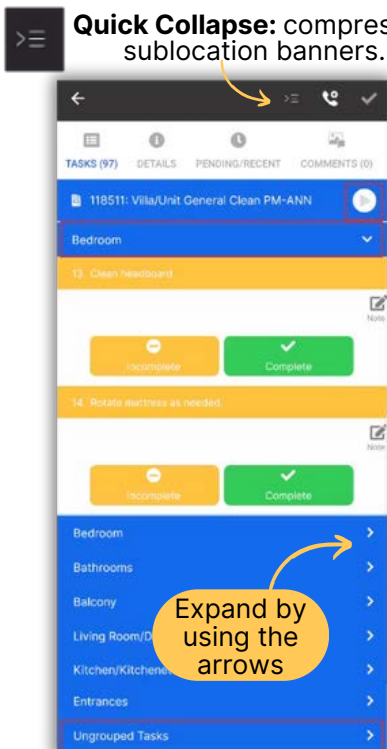
### Details and Pending/Recent provide more information.



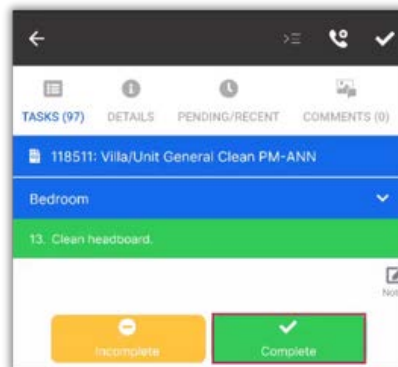
### Step 3: Tap Start.

- Task Lists are either:
- Ungrouped
- Grouped by Sublocation

**Quick Collapse:** compresses sublocation banners.



### Step 4: When the work is done, mark each task Complete.



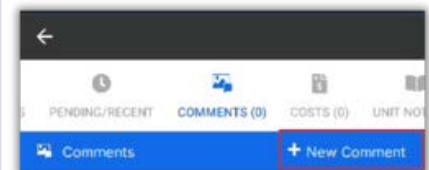
Add **Notes**, if needed.



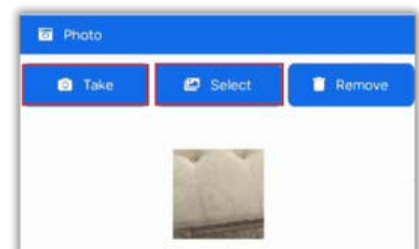
### Step 5: Add Comments/Photos.



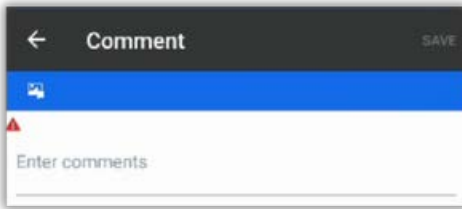
Tap **New Comment**.



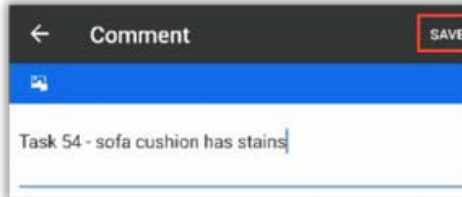
Take a **Photo** or **Select** from Gallery.




**Step 6: Enter your comment.**



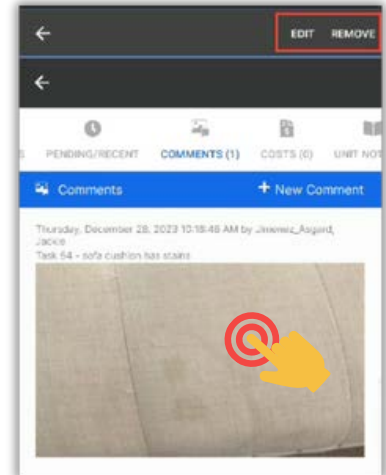
 A **Comment is required** when adding a Photo.



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

Once your comment has been added, tap **Save**.

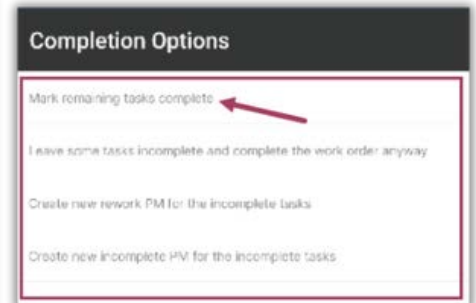
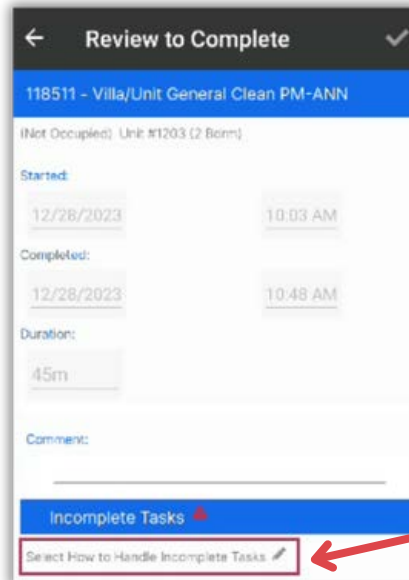
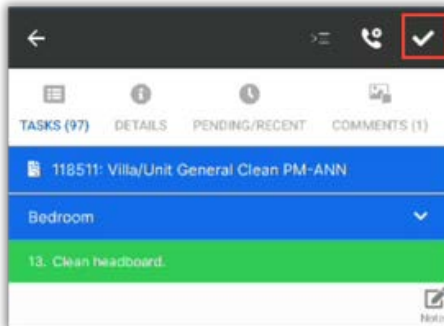
After saving your photo, you can **Edit** or **Remove** it by **pressing** on the saved photo.



**Step 7: Tap Checkmark to Review.**

A **warning** will appear if tasks are left **Incomplete**.

Select a **Completion Option**.



Tap the **pencil icon** to resolve.

 A PM **cannot** be completed with incomplete tasks.

**Step 8: Tap Checkmark to complete.**

**Success! Tap OK**

