Step 1: Tap **Dispatcher** or **My Work Orders.**
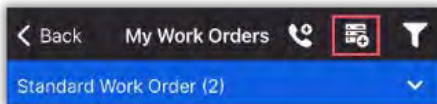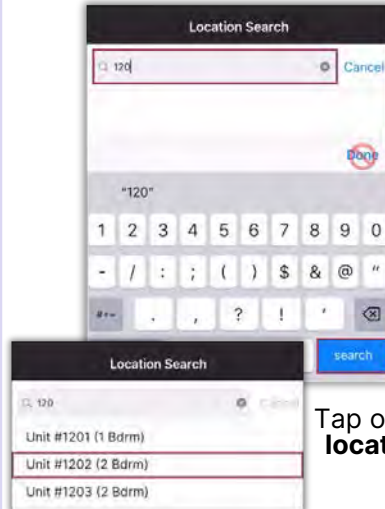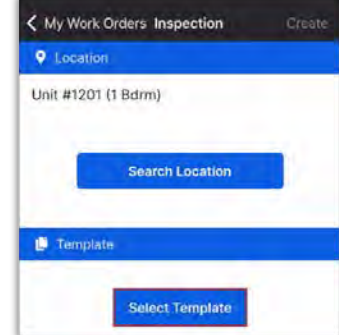
Tap the **List** icon.

Step 2: Tap **Search Location.**

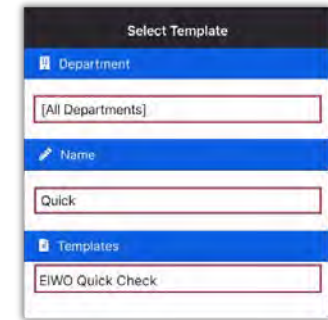Enter at least 3 Characters. Tap **Search.**
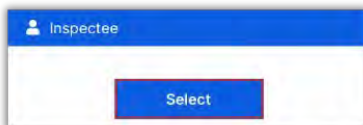
Tap on the **location.**
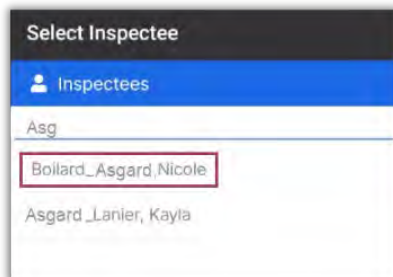
Step 3: Tap **Select Template.**

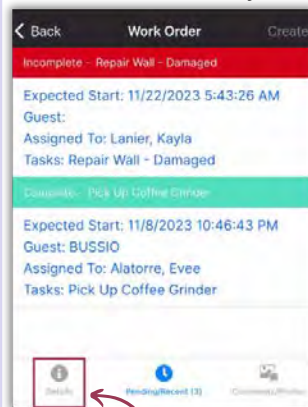Filter by **Department** or type **Inspection Name.** Tap to select Inspection Template.

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

Choose an Inspectee from the list, or type name to filter.

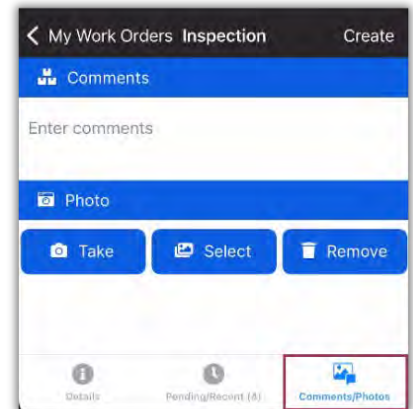**Step 5: Pending/Recent** button indicates any work orders within 14 days.

Incomplete in **Red**

Complete in **Green**

⚠ Tap **Details** to return, *not* the Back arrow.

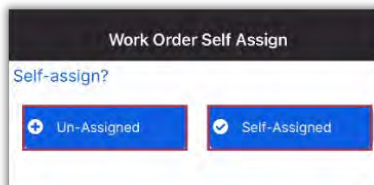**Step 6:** Add **Comments/Photos**, if needed.

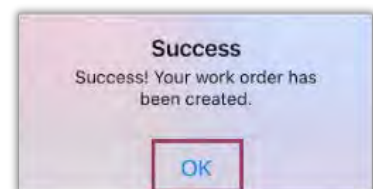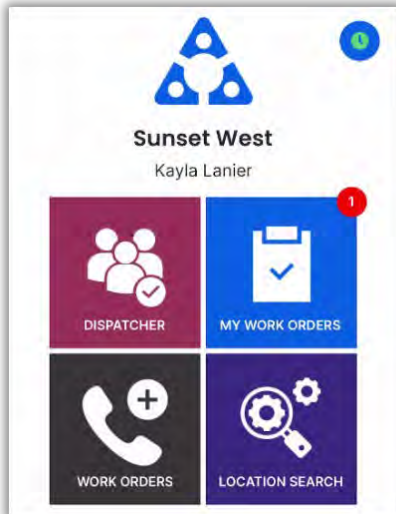Only one comment/photo can be added at creation.

Step 7: Tap **Create** .
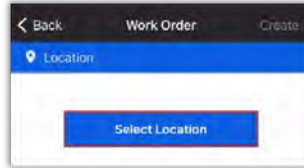
Tap **Self-Assign** or **Unassign.**

Success! Tap **OK.**

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

Sunset West
Kayla Lanier

DISPATCHER
MY WORK ORDERS
WORK ORDERS
LOCATION SEARCH

Tap the **List** icon.

< Back   My Work Orders
Standard Work Order (2)

Step 2: Tap **Search Location.**

< Back   Work Order   Create
Location
Select Location

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

Location Search
120   Cancel
Done
"120"
1 2 3 4 5 6 7 8 9 0
- / : ; ( ) $ & @ "
#+= . , ? ! '
search

Location Search
120
Unit #1201 (1 Bdrm)
Unit #1202 (2 Bdrm)
Unit #1203 (2 Bdrm)

Tap on the **location.**

Step 3: Tap **Select Template.**

< My Work Orders Inspection   Create
Location
Unit #1201 (1 Bdrm)
Search Location
Template
Select Template

Filter by **Department** or type **Inspection Name**, Tap to select Inspection Template.
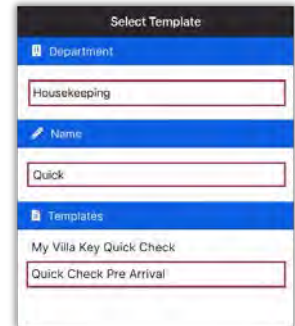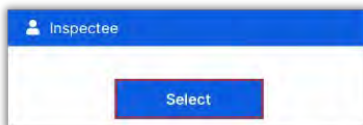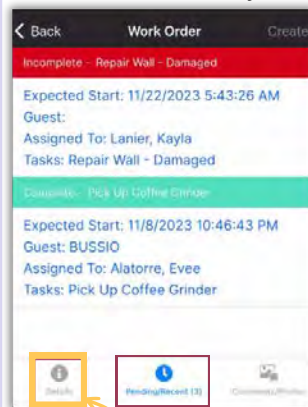
Select Template
Department
Housekeeping
Name
Quick
Templates
My Villa Key Quick Check
Quick Check Pre Arrival

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

Inspectee
Select

Choose an Inspectee, or type name to filter.

Select Inspectee
Inspectees
Asg
Boilard_Asgard,Nicole
Asgard _Lanier, Kayla

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

< Back   Work Order   Create
Incomplete - Repair Wall - Damaged
Expected Start: 11/22/2023 5:43:26 AM
Guest:
Assigned To: Lanier, Kayla
Tasks: Repair Wall - Damaged

Complete - Pick Up Coffee Grinder
Expected Start: 11/8/2023 10:46:43 PM
Guest: BUSSIO
Assigned To: Alatorre, Evee
Tasks: Pick Up Coffee Grinder

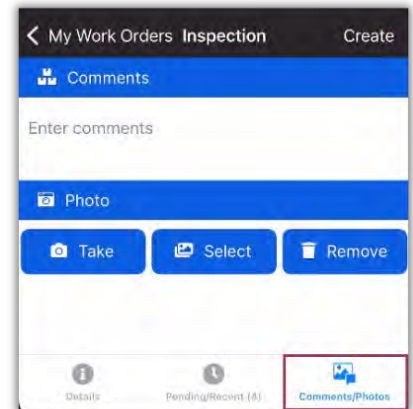Details   Pending/Recent (3)   Comments/Photos

Incomplete in **Red**

Complete in **Green**

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

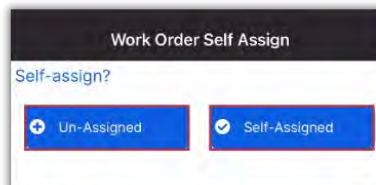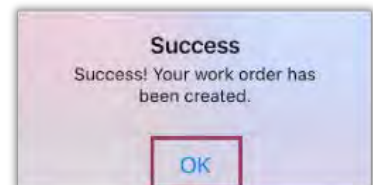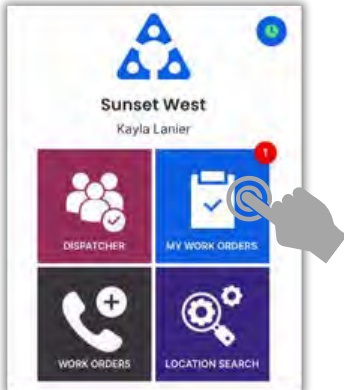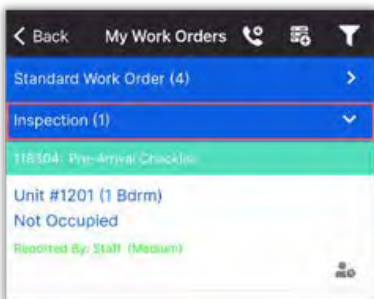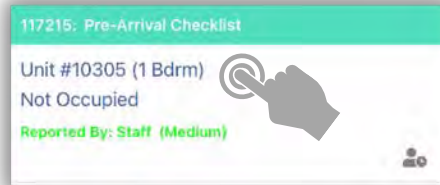**Step 6:** Add **Comments/Photos**, if needed.

< My Work Orders Inspection   Create
Comments
Enter comments
Photo
Take   Select   Remove

Details   Pending/Recent (4)   Comments/Photos

Only one comment/photo can be added at creation.

Step 7: Tap **Create.**

< My Work Orders Inspection   Create
Location
Unit #1201 (1 Bdrm)

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

Work Order Self Assign
Self-assign?
Un-Assigned   Self-Assigned

Success! Tap **OK.**

Success
Success! Your work order has been created.
OK

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 (4)   >

Inspection (1)   ∨

118304: Pre-Arrival Checklist

Unit #1201 (1 Bdrm)
Not Occupied
Reported By: Staff (Medium)

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

117215: Pre-Arrival Checklist

Unit #10305 (1 Bdrm)
Not Occupied
Reported By: Staff (Medium)

Tap **Start**.

< My Work Orders

118304: Pre-Arrival Checklist   ▶

✓ Inspection Score

100.00 %

Tasks

(Type to filter tasks)

Unit   >

Kitchen   >

Bathroom   >

Patio   >

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

Tasks (10)   Details   PendingWork(0)   Comments (0)   More

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

< My Work Orders   ①   ②

118304: Pre-Arrival Checklist

Unit #1201 (1 Bdrm)
Not Occupied
Reported By: Staff (Medium)

Entered by: Lanier, Kayla
Inspecting work of: ④
Inspection Score: 100.00 %

ℹ Description ⑤

Standard pre-arrival checklist

③ Tasks (10)   Details   PendingWork(0)   Comments (0)   More

---

Step 4: Update Tasks.

Passed

1. Entry door Check door lock for proper operations

✓ Passed   ⊖ Incomplete   ❗ Failed

Incomplete add skip reason.

Washer/Dryer for proper operation.

✓ Passed   ⊖ Incomplete   ❗ Failed

📝 Note

Skip Reason
N/A

Failed *always* note what failed.

10. Tub/Shower check the condition of tub and shower caulking.

✓ Passed   ⊖ Incomplete   ❗ Failed

Tub needs to be caulked   📝 Note


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.

< My Work Orders

118304: Pre-Arrival Checklist

✓ Inspection Score

88.89 %

Tasks

(Type to filter tasks)

Unit   ∨

✓ Inspection Score

88.89 %

Tasks

Stove

Kitchen   ∨

3. Check all appliances Turn on stoves/micro/ toasters/hair dryers/refrigerators/dishwashers

2. Check Lighting bulbs and switches in all rooms for all fixtures

✓ Passed   ⊖ Incomplete   ❗ Failed

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

Tasks (10)   Details   PendingWork(0)   Comments (0)   More

Tap **New Comments.**

< My Work Orders

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. ⚠️

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

Tap **Save.**

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

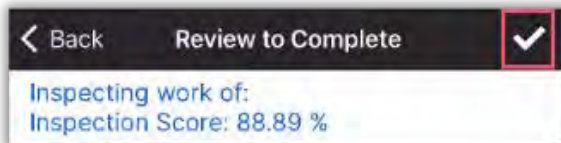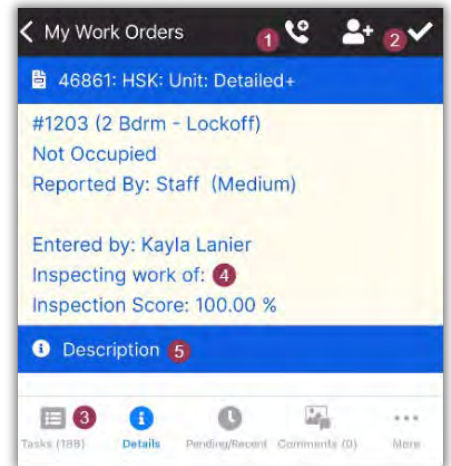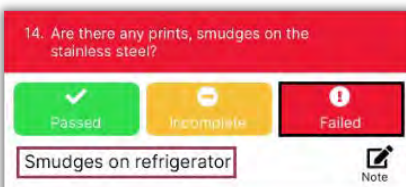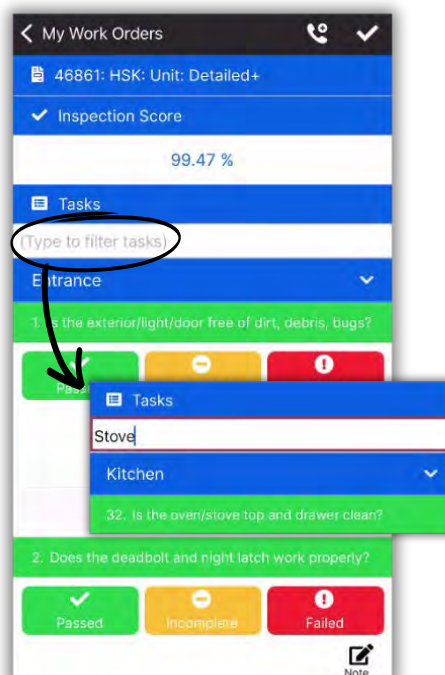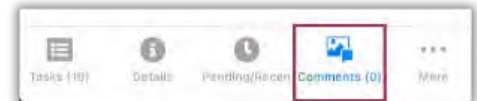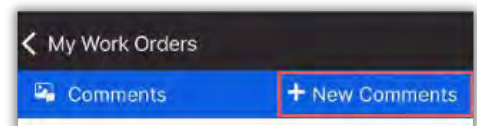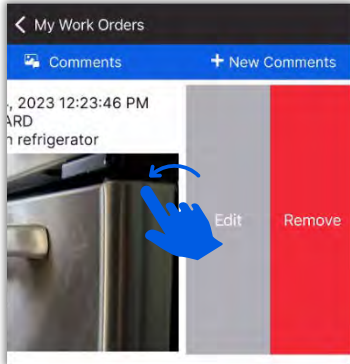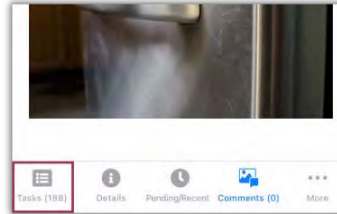**Step 8:** Tap **Tasks** to return to the Task screen, then Tap the **Checkmark** to Review.

Review the **Score.**

Inspecting work of:
Inspection Score: 88.89 %

Started:
11/30/2023   7:56 AM

Completed:
11/30/2023   8:14 AM

Duration:
17m

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

Skip Reason:
N/A

Tub/Shower check the condition of tub and shower caulking.

Tub needs to be caulked

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

Inspecting work of:
Inspection Score: 88.89 %

Success! Tap **OK.**

Success
Way to go! Your inspection is complete!

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
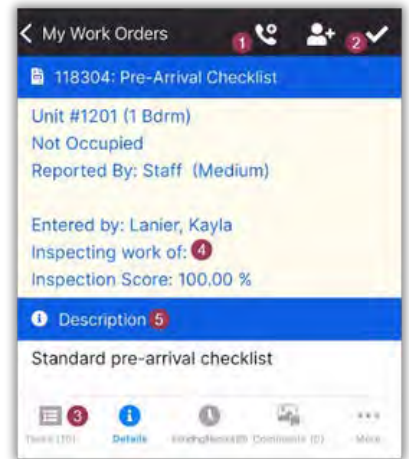
Step 4: Update Tasks.

Passed
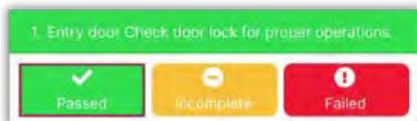
Incomplete add skip reason.

Failed *always* note what failed.
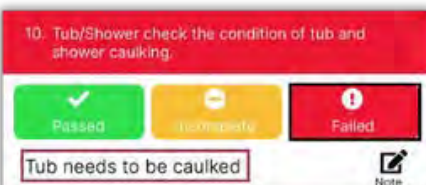
Step 5: To search for a specific task, tap **"Type to filter tasks"** below the Tasks header. Start typing the **Keyword;** the tasks below will automatically filter to match your search.
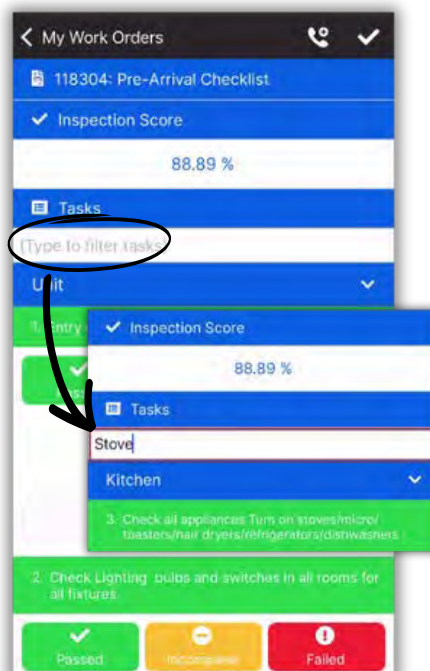
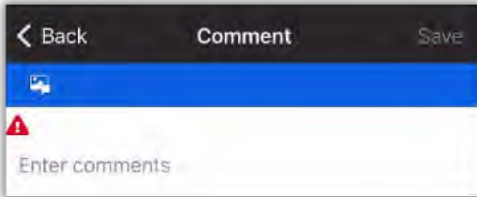**Step 6:** Add **Comments/Photos.**
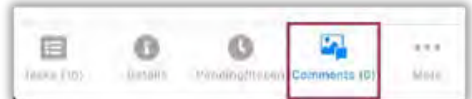
Tap **New Comments.**
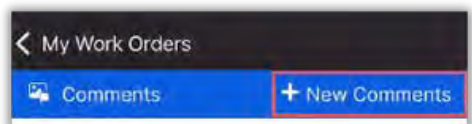
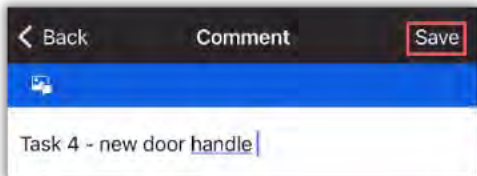**Take** a Photo or **Select** from Gallery.
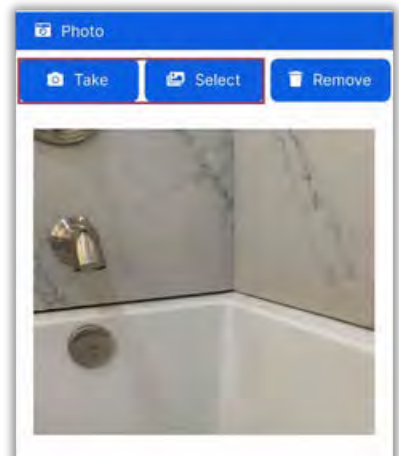
Step 7: Enter Your **Comment.**
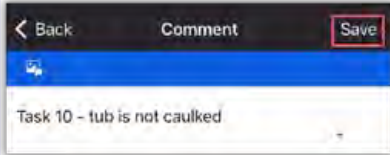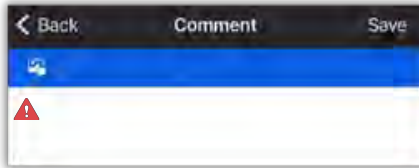
⚠️ A comment is **required** when adding a photo.

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

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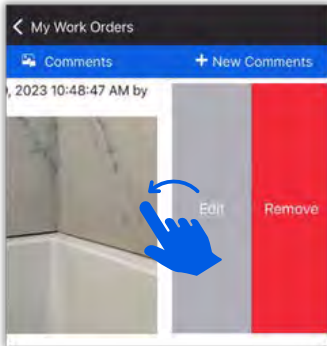
After saving your photo, you can *Edit* or *Remove* it by **swiping left** on the saved photo/comment.

Step 8: Tap **Tasks** to return to the **Task** screen, then Tap the **Checkmark** to Review.
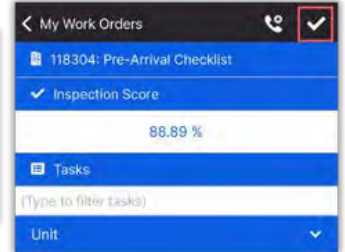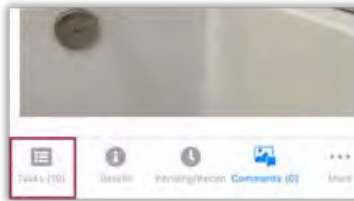
Review the **Score.**
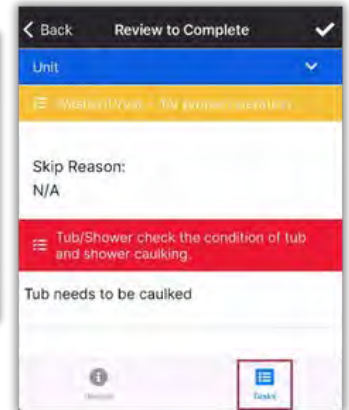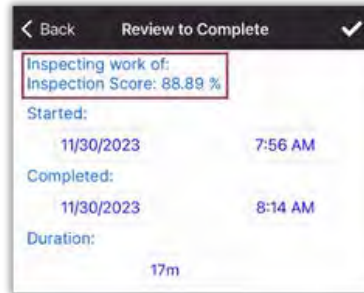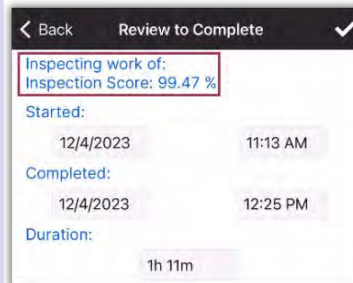
Tap **Tasks** to review the list of **Failed** or **Incomplete** Tasks.
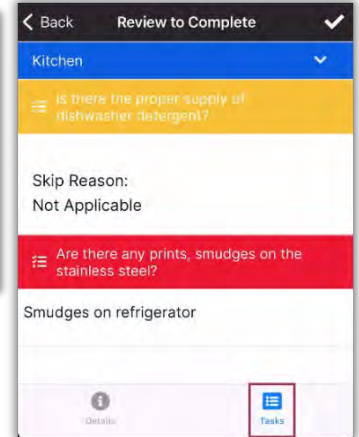
Step 9: Tap **Checkmark** to Complete.
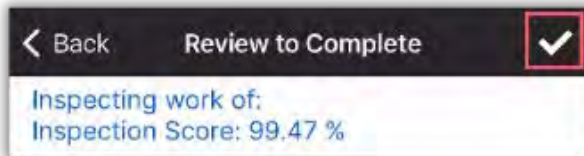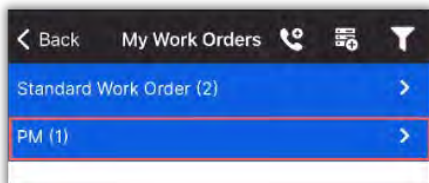
Success! Tap **OK.**

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

Then the **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.

Expand by using the arrows
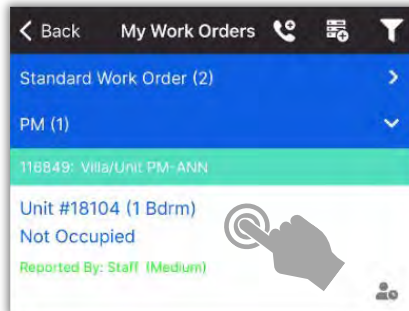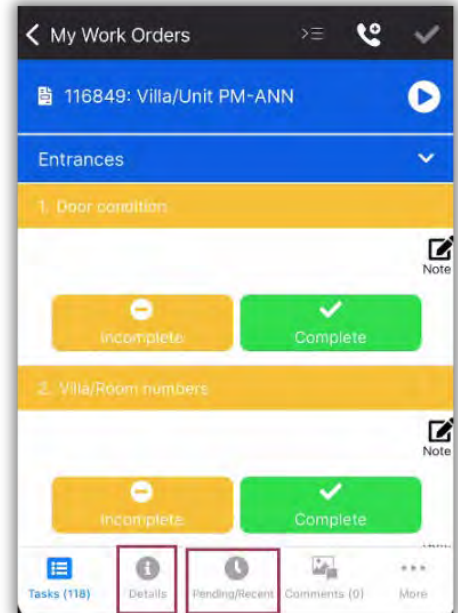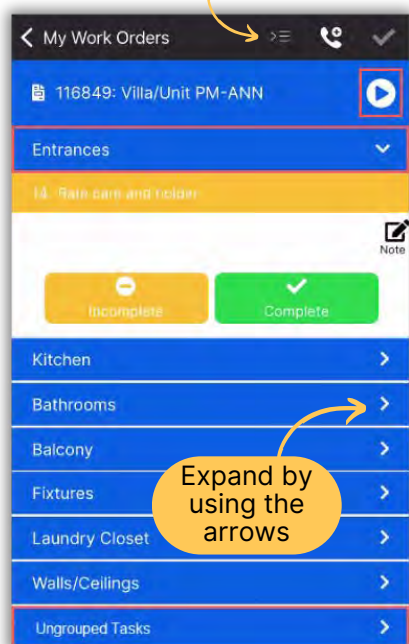
Step 4: When the work is done, mark each task **Complete.**
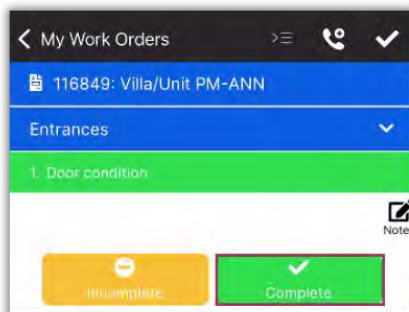
Add **Notes**, if needed.

Step 5: Add **Comments/Photos.**

Tap **New Comment.**

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

Step 6: Enter your **comment.**

After saving your photo, you can *Edit* or *Remove* by **swiping left** on the saved photo.
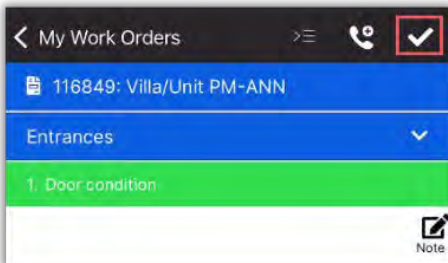
⚠️ A **Comment is** <u>required</u> when adding a Photo.

💡 You may want to add the **task number** in the comment for added clarity.
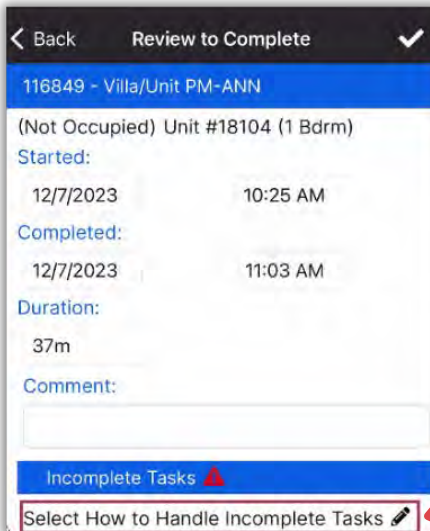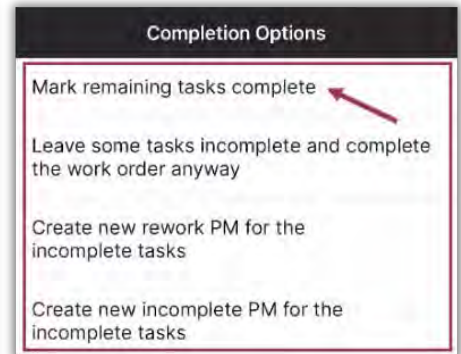
Once your comment has been added, tap **Save.**
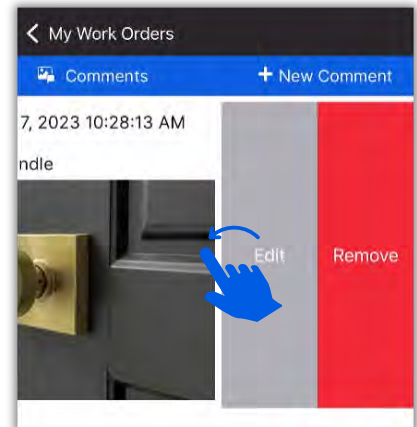
Step 7: Tap **Checkmark** to Review.

A **warning** will appear if tasks are left **Incomplete.**
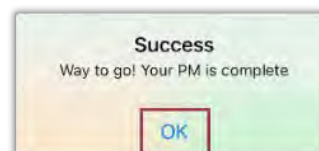
Select a **Completion Option**.

Tap the **pencil icon** to resolve.

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

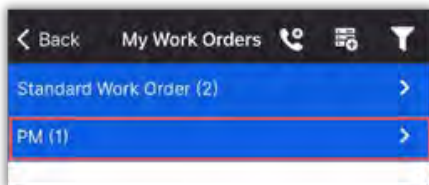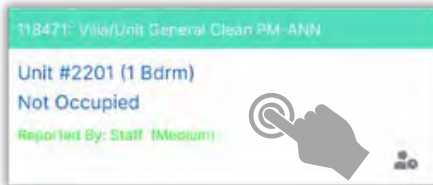**Step 8:** Tap **Checkmark** to complete.
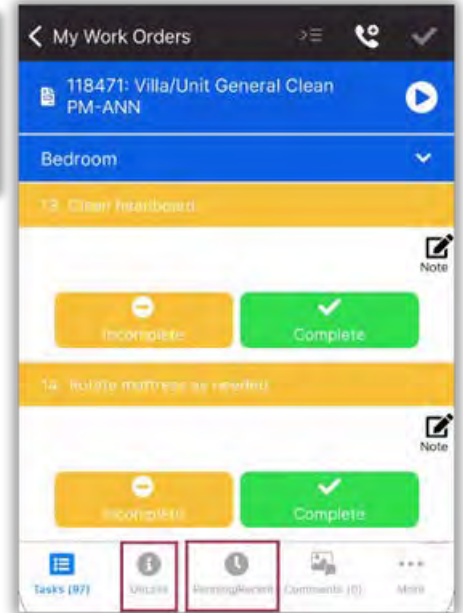
Success! Tap OK.

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

Then the **PM Banner.**

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

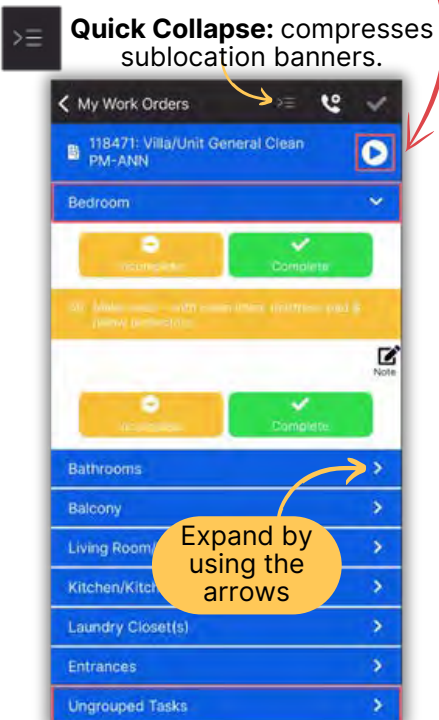**Details** and **Pending/Recent** provide more information.

Step 3: Tap **Start.**
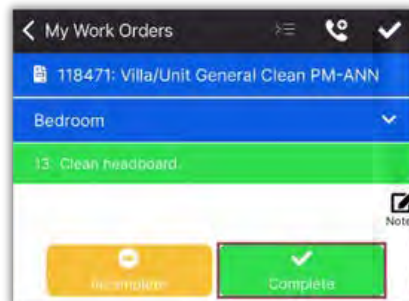
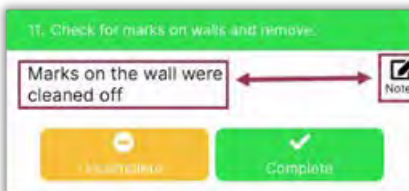Task Lists are either:
- Ungrouped
- Grouped by Sublocation
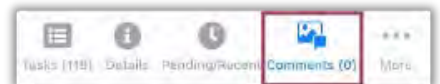
Quick Collapse: compresses sublocation banners.

Expand by using the arrows

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

Add **Notes**, if needed.

Marks on the wall were cleaned off
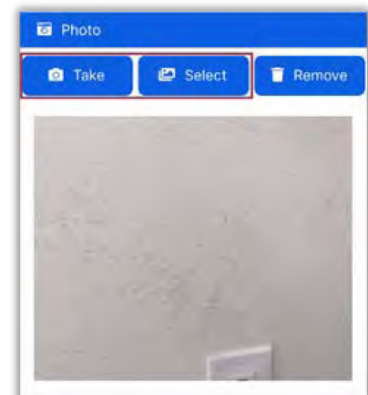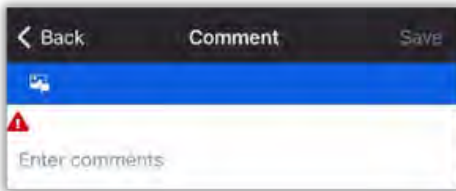
Step 5: Add **Comments/Photos.**
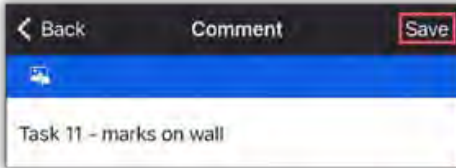
Tap **New Comment.**

Take a **Photo** or **Select** from Gallery.
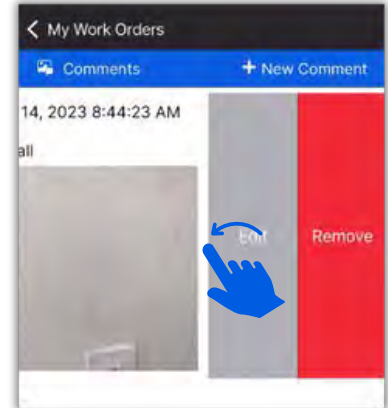
Step 6: Enter your **comment.**

⚠️ A **Comment is <u>required</u>** when adding a Photo.

💡 You may want to add the **task number** in the comment for added clarity.
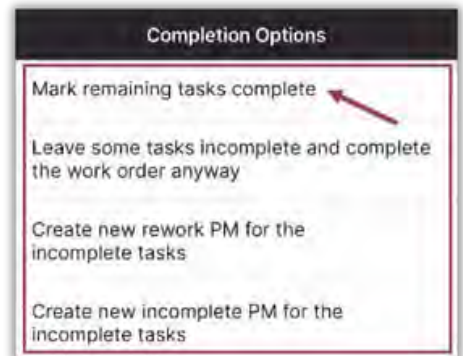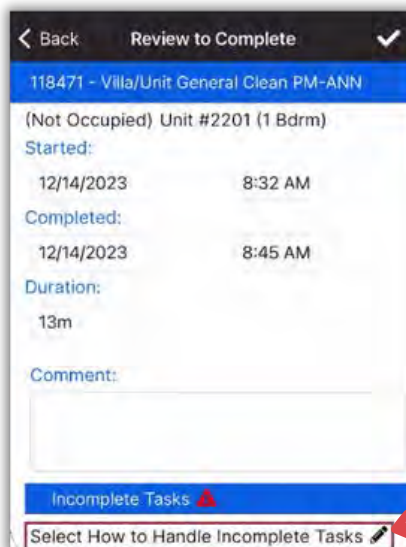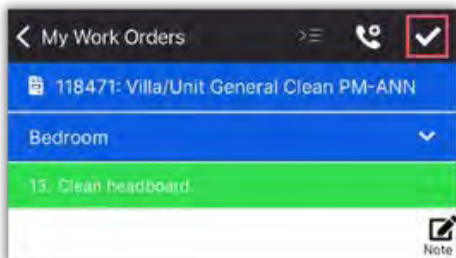
Once your comment has been added, tap **Save.**

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

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

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

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

Tap the **pencil icon** to resolve.

Select a **Completion Option**.

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

Success! Tap OK