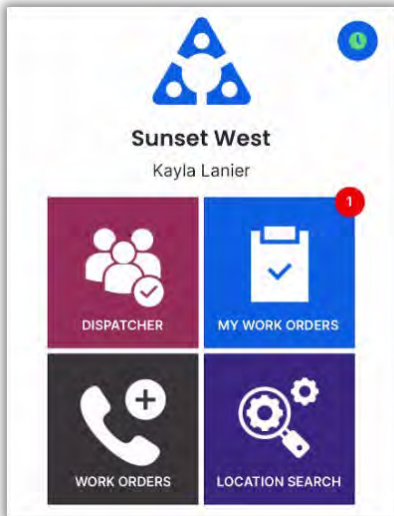
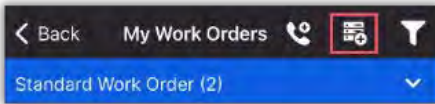


### Step 1: Tap Dispatcher or My Work Orders.



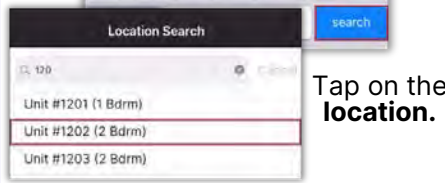
Tap the **List** icon.



### Step 2: Tap Search Location.

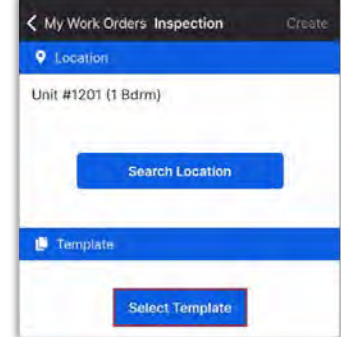


Enter at least 3 Characters. Tap **Search**.

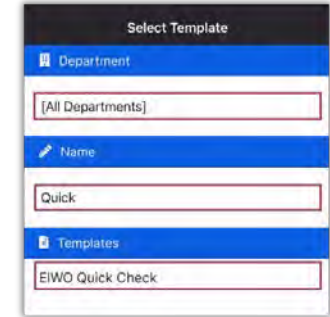


Tap on the **location**.

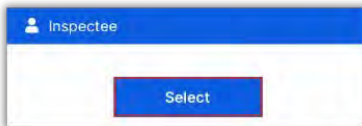
### Step 3: Tap Select Template.



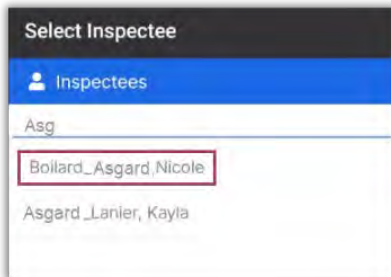
Filter by **Department** or type **Inspection Name**. Tap to select Inspection Template.



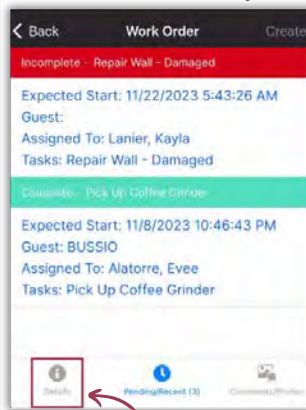
### Step 4: If you are inspecting someone's work, tap **Select** to choose the **Inspectee**.



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



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

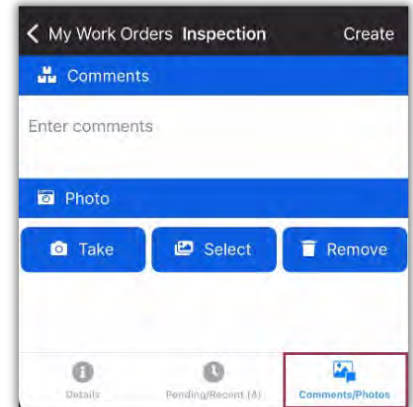


Incomplete in **Red**

Complete in **Green**

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

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

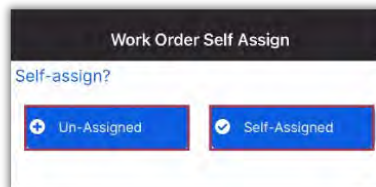


Only one comment/photo can be added at creation.

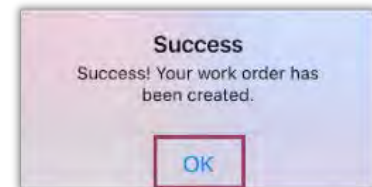
### Step 7: Tap **Create**.



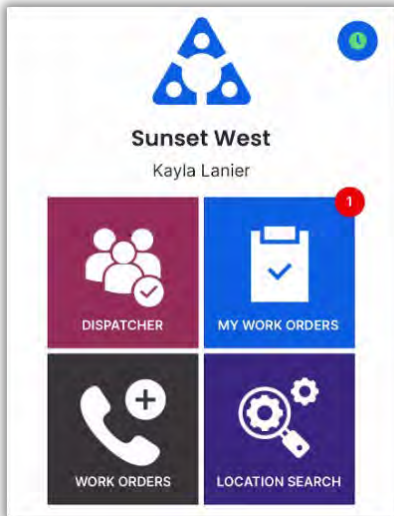
### Tap **Self-Assign** or **Unassign**.



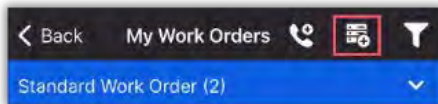
### Success! Tap **OK**.



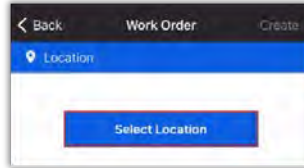
### Step 1: Tap Dispatcher or My Work Orders.



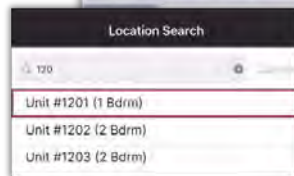
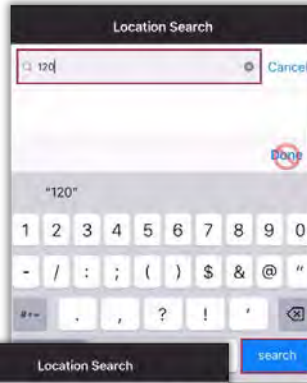
Tap the **List** icon.



### Step 2: Tap Search Location.

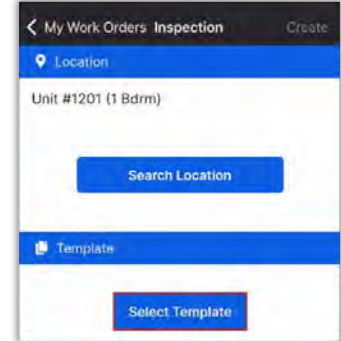


Enter at least 3 Characters.  
Tap **Search**.

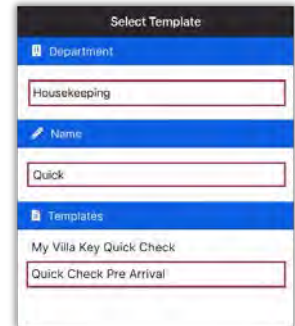


Tap on the **location**.

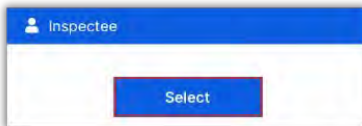
### Step 3: Tap Select Template.



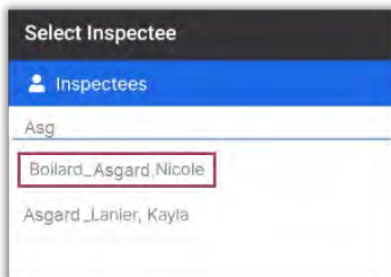
Filter by **Department** or type **Inspection Name**, Tap to select Inspection Template.



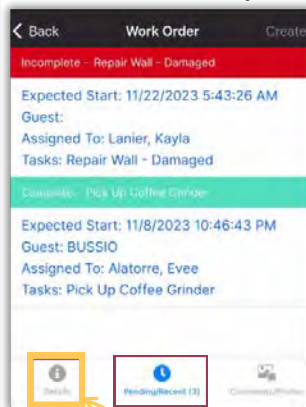
### Step 4: If you are inspecting someone's work, tap **Select** to choose the **Inspectee**.



Choose an Inspectee, or type name to filter.



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

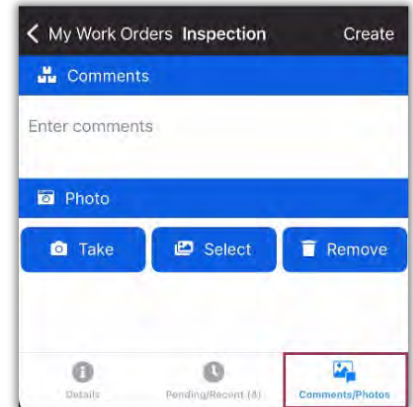


Incomplete in **Red**

Complete in **Green**

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

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

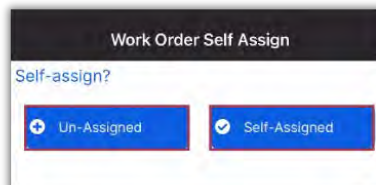


Only one comment/photo can be added at creation.

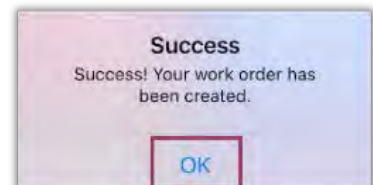
### Step 7: Tap **Create**.



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



### Success! Tap **OK**.

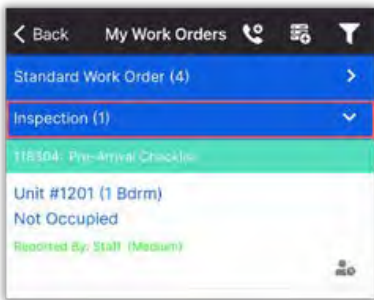




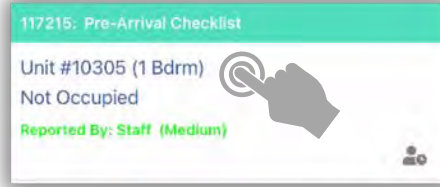
### Step 1: Tap My Work Orders.



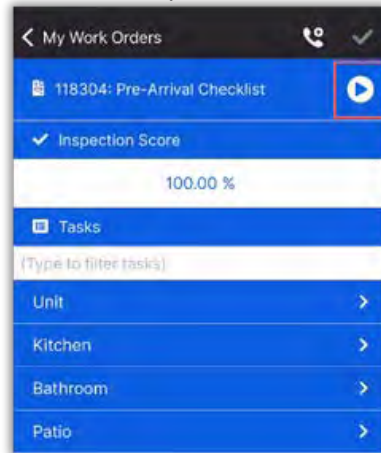
Then the **Inspection Banner**.



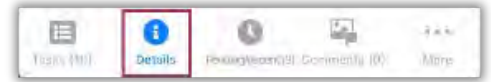
### Step 2: Open the Inspection to view the Task List.



Tap **Start**.

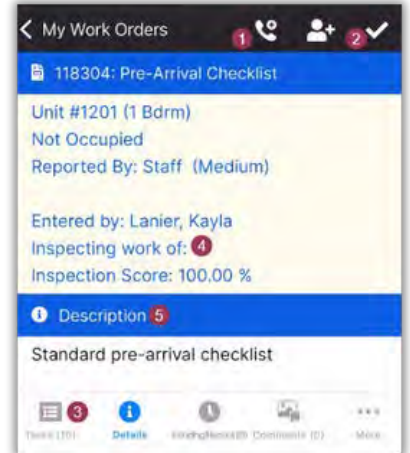


### Step 3: View the work order Details.



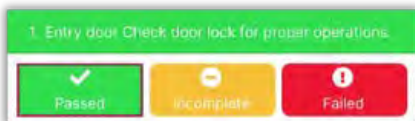
#### Details Screen Key:

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**



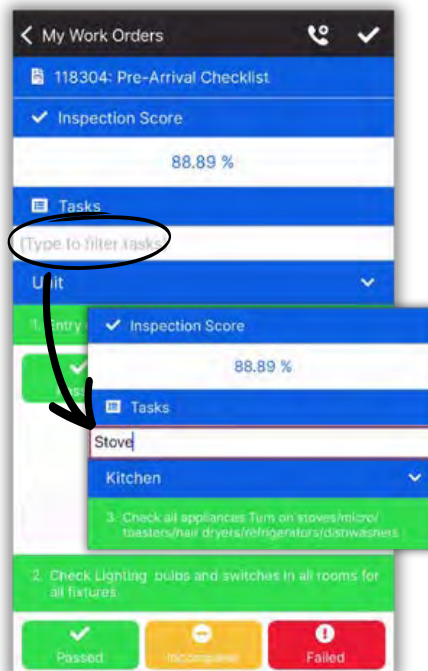
**Incomplete** add skip reason.



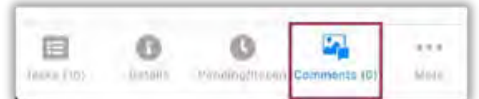
**Failed** always note what failed.



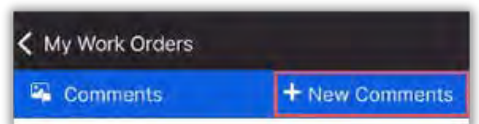
**Step 5:** To search for a specific task, tap **"Type to filter tasks"** below the Tasks header. Start typing the **Keyword**; the tasks below will automatically filter to match your search.



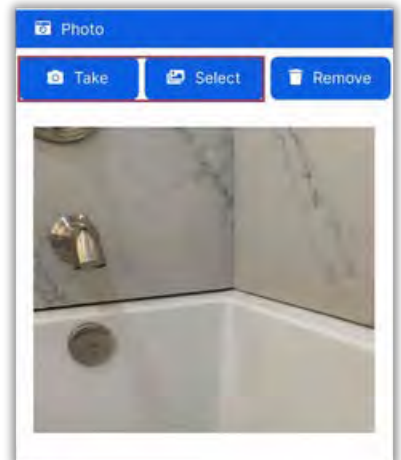
### Step 6: Add Comments/Photos.




Tap **New Comments**.

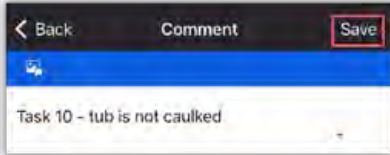
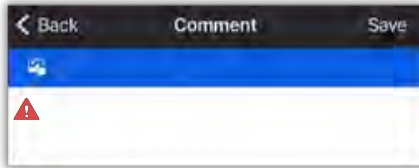



**Take** a Photo or **Select** from Gallery.



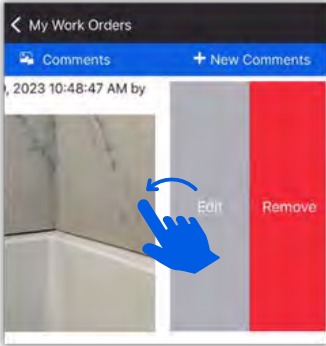
### Step 7: Enter Your Comment.

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



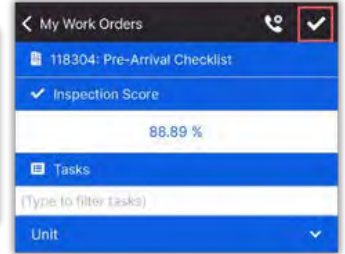
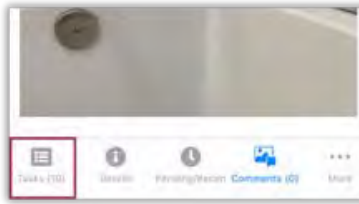
 You may want to add the **task number** in the comment for added clarity.

Tap **Save**.

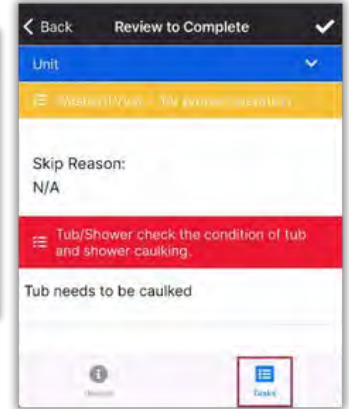
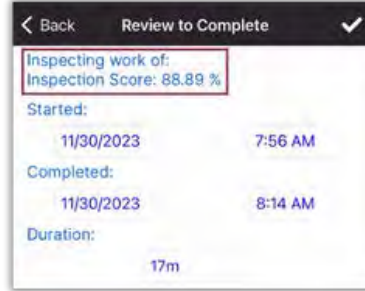


After saving your photo, you can **Edit** or **Remove** it by **swiping left** on the saved photo/comment.

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

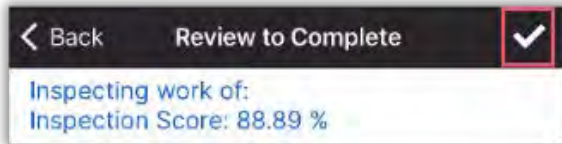


Review the **Score**.



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

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

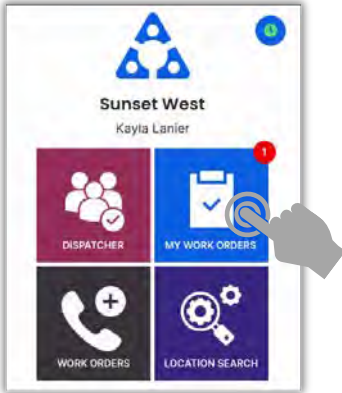


Success! Tap **OK**.

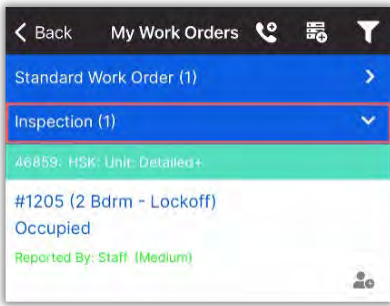




### Step 1: Tap My Work Orders.



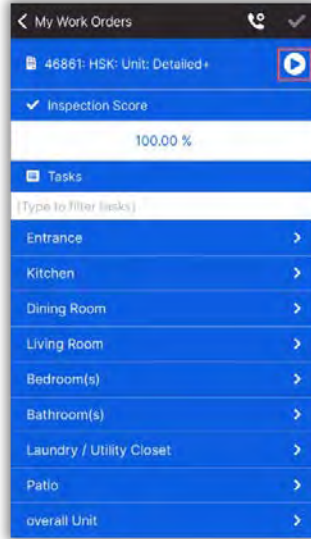
Then the **Inspection Banner**.



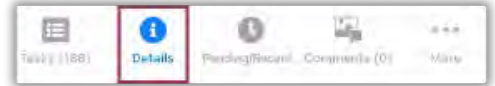
### Step 2: Open the Inspection to view the Task List.



Tap **Start**.

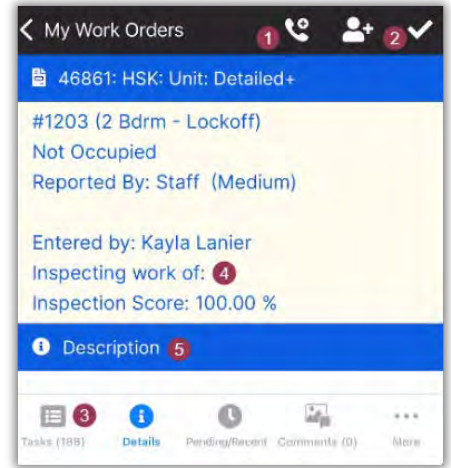


### Step 3: View the work order Details.



#### 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.

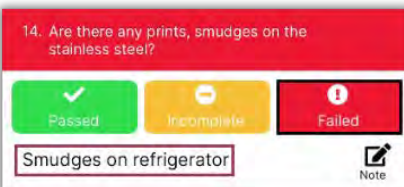
**Passed**



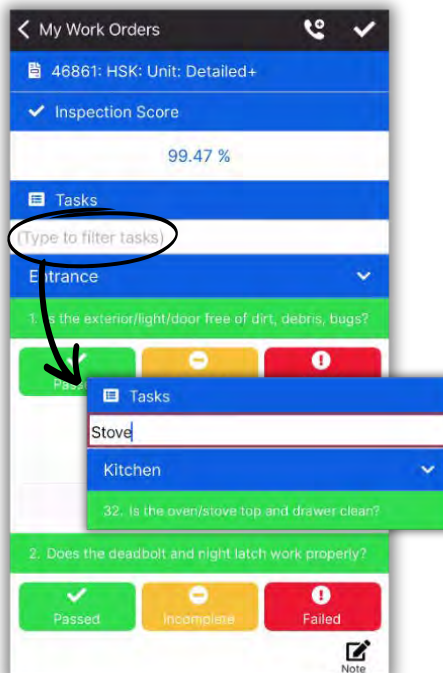
**Incomplete** add skip reason.



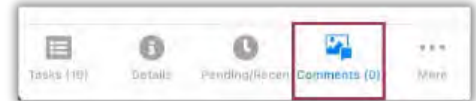
**Failed** always note what failed.



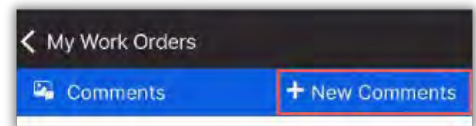
**Step 5:** To search for a specific task, tap **"Type to filter tasks"** below the Tasks header. Start typing the **Keyword**; the tasks below will automatically filter to match your search.



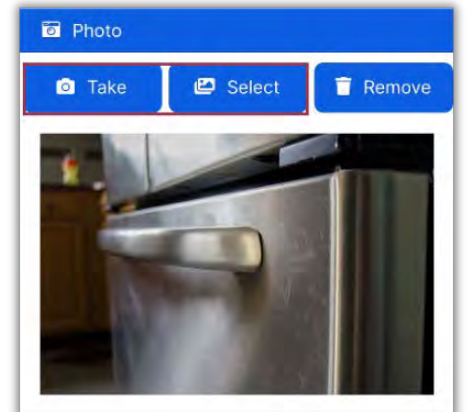
### Step 6: Add Comments/Photos.



Tap **New Comments**.



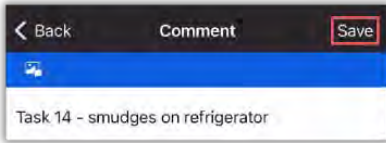
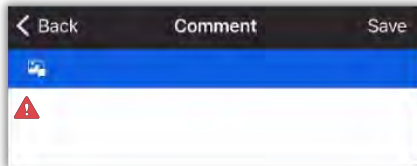
**Take a Photo or Select** from Gallery.



### Step 7: Enter Your Comment.



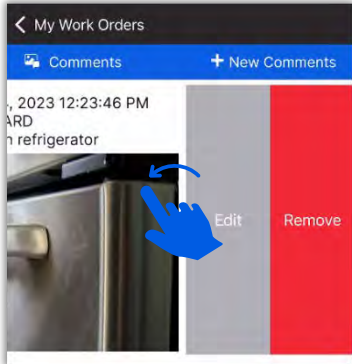
A comment is **required** when adding a photo.



Tap **Save**.

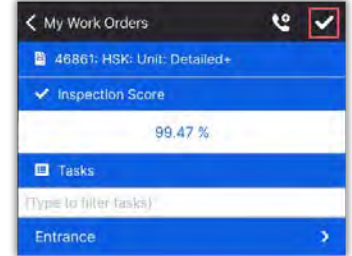
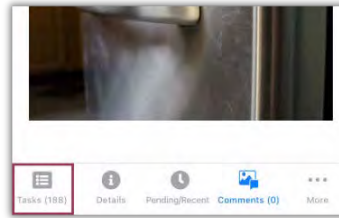


You may want to add the **task number** in the comment for added clarity.

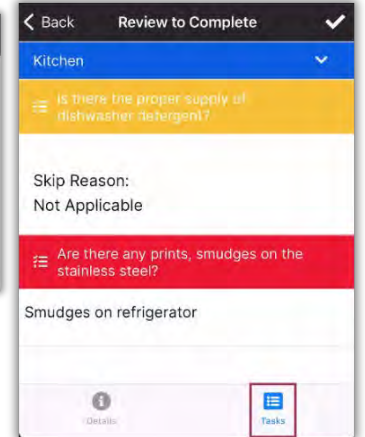
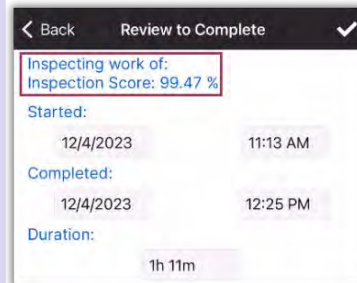


After saving your photo, you can **Edit** or **Remove** it by **swiping left** on the saved photo/comment.

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

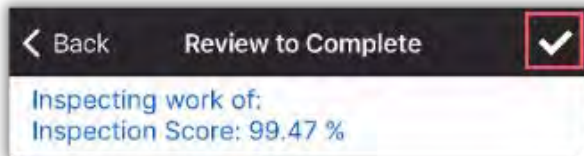


Review the **Score**.



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

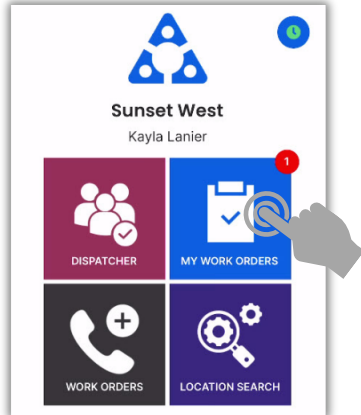
### Step 9: Tap **Checkmark** to Complete.



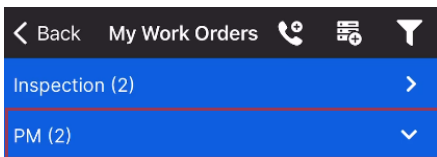
Success! Tap **OK**.



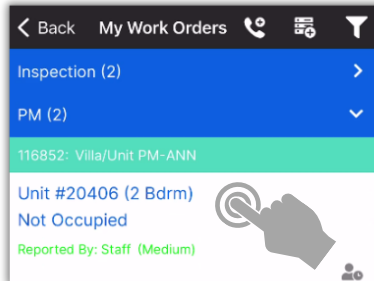
### Step 1: Tap My Work Orders.



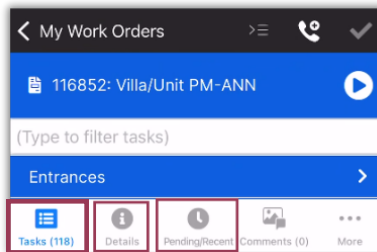
Then the **PM Banner**.



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



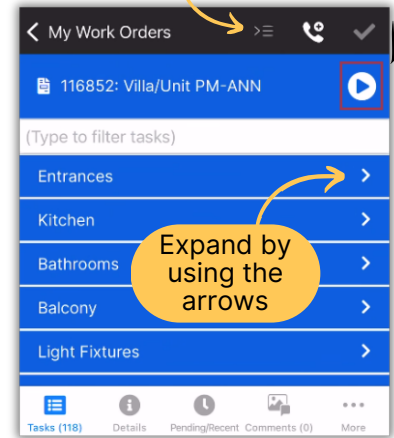
**Details and Pending/Recent** provide more information.



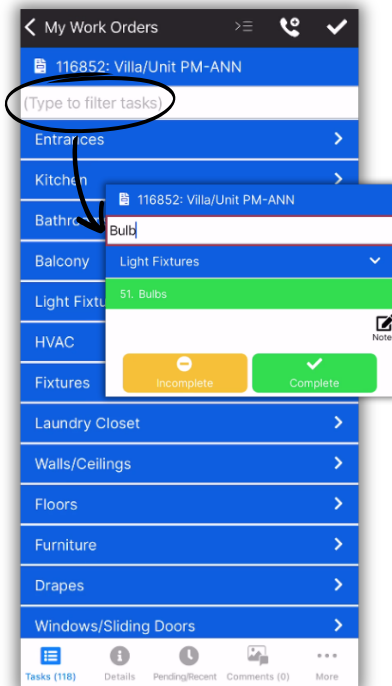
### Step 3: Tap Start.

- Task Lists are either:
- Ungrouped (a list)
  - Grouped by Sublocation

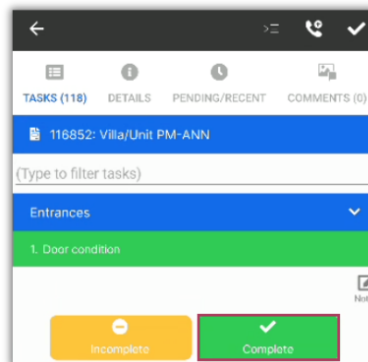
**Quick Collapse:** compresses sublocation banners.



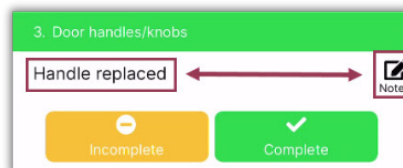
### Step 4: To search for a specific task, tap "Type to filter tasks" below the Tasks header. Start typing the Keyword; the tasks below will automatically filter to match your search.



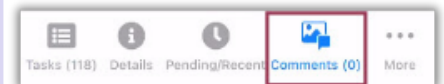
### Step 5: When the work is done, mark each task Complete.



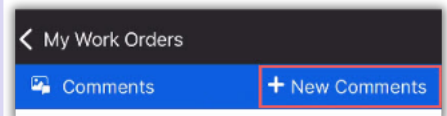
Add **Notes**, if needed.



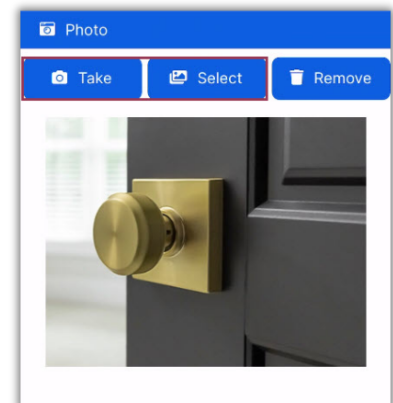
### Step 6: Add Comments/Photos.



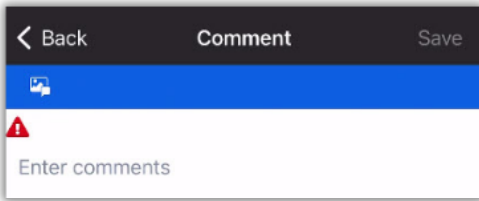
Tap **New Comment**.



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




**Step 7: Enter your comment.**



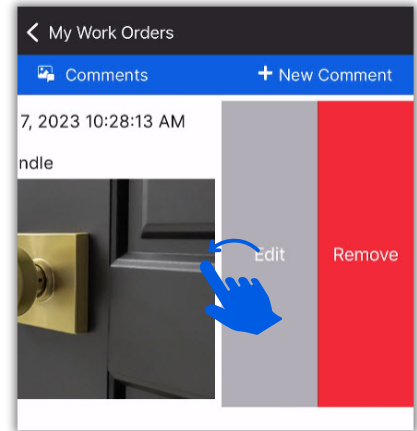
 A **Comment is required** when adding a Photo.



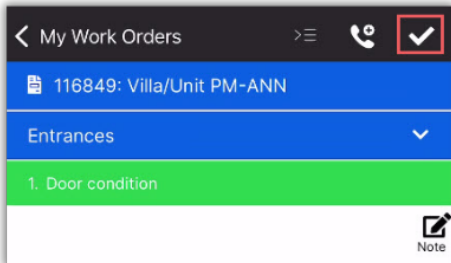
 You may want to add the **task number** in the comment for added clarity.

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

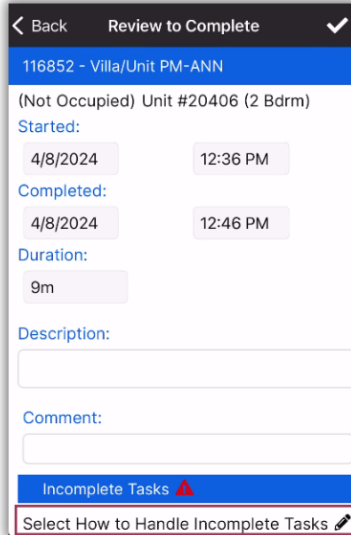
After saving your photo, you can **Edit** or **Remove** by **swiping left** on the saved photo.



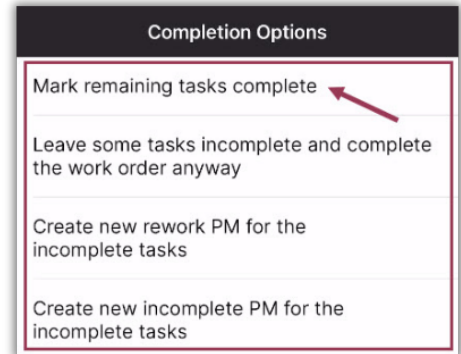
**Step 8: Tap Checkmark to Review.**




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



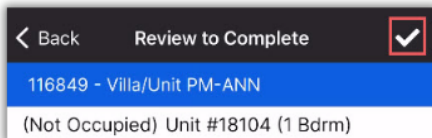
Select a **Completion Option**.



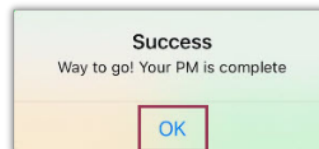
Tap the **pencil icon** to resolve.

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

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

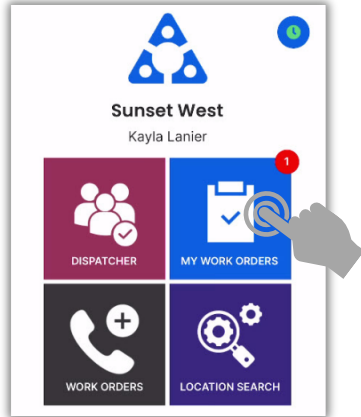


**Success! Tap OK.**

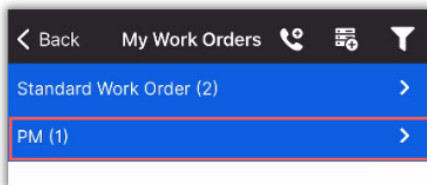




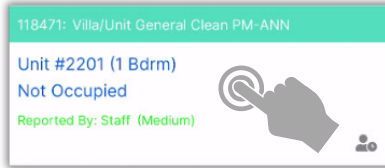
### Step 1: Tap My Work Orders.



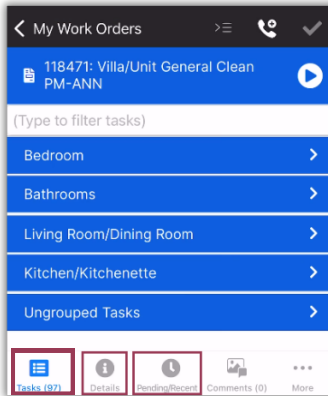
Then the **PM Banner**.



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

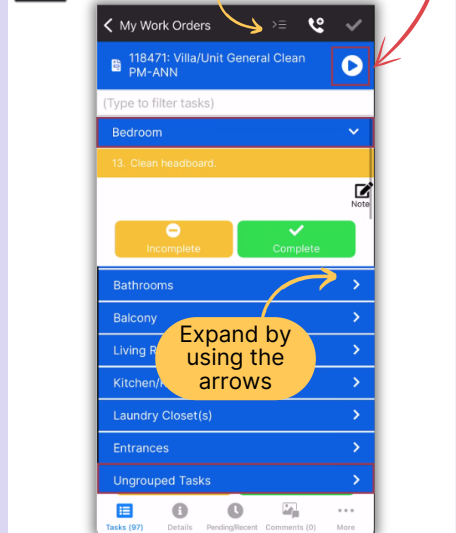


**Details and Pending/Recent** provide more information.

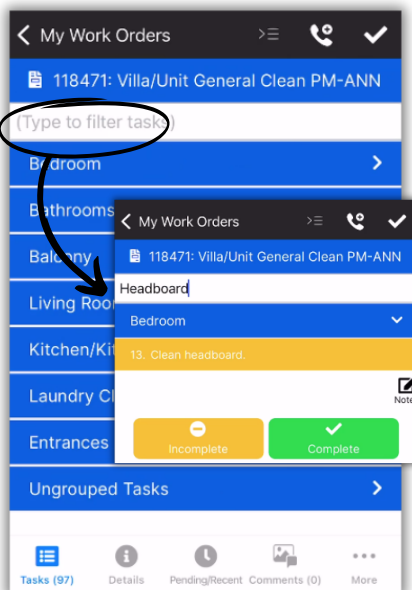


### Step 3: Tap Start.

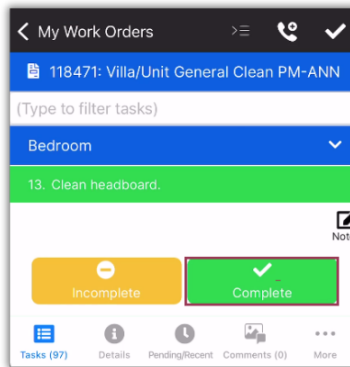
- Task Lists are either:
- Ungrouped
  - Grouped by Sublocation
- Quick Collapse:** compresses sublocation banners.



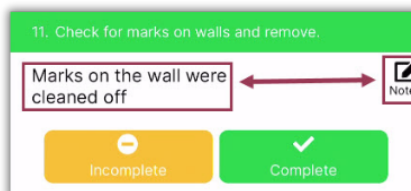
**Step 4:** To search for a specific task, tap "Type to filter tasks" below the Tasks header. Start typing the **Keyword**; the tasks below will automatically filter to match your search.



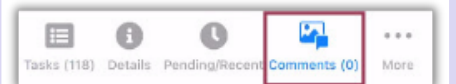
### Step 5: When the work is done, mark each task **Complete**.



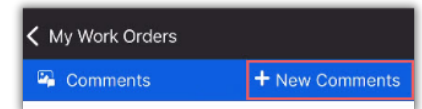
Add **Notes**, if needed.



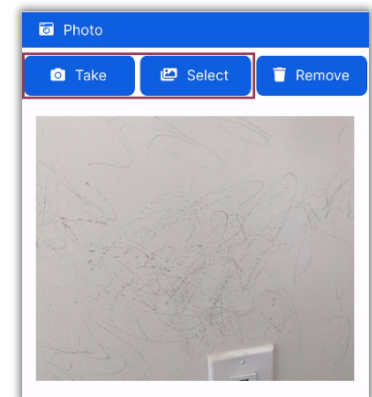
### Step 6: Add Comments/Photos.



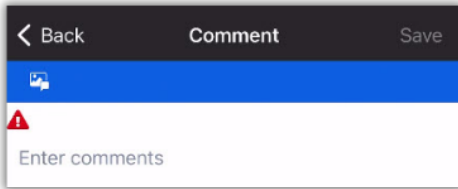
Tap **New Comment**.



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




**Step 7: Enter your comment.**



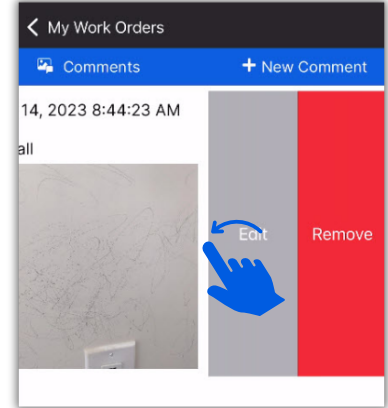
 A **Comment is required** when adding a Photo.



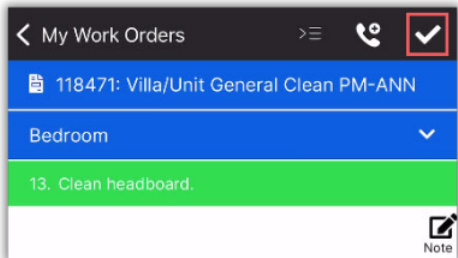
 You may want to add the **task number** in the comment for added clarity.

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

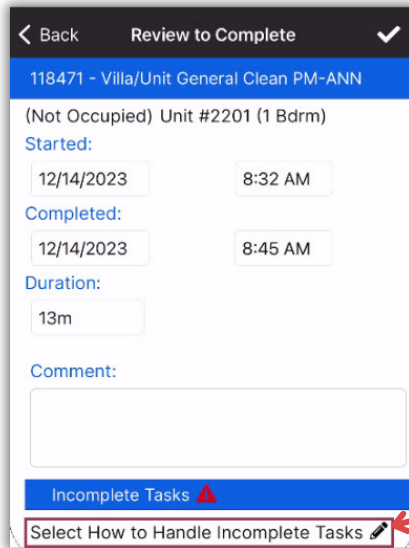
After saving your photo, you can **Edit** or **Remove** it by **swiping left** on the saved photo.



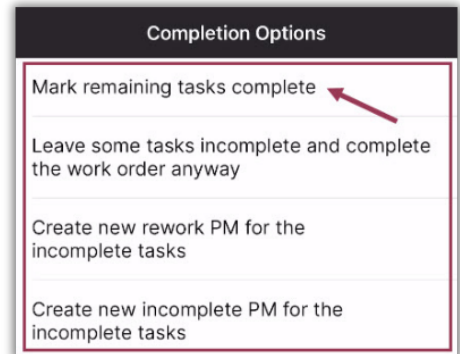
**Step 8: Tap Checkmark to Review.**




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



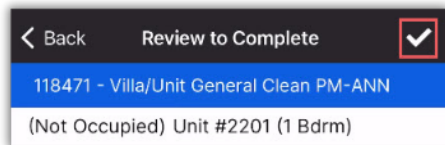
Select a **Completion Option**.



Tap the **pencil icon** to resolve.

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

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



**Success! Tap OK**

