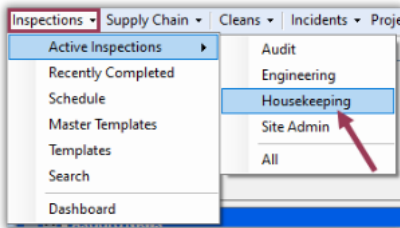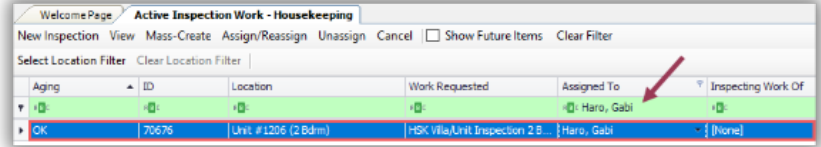**Step 1:** Open the Active Inspections screen for your department.


Step 2: Use filter bar to find the Assigned Inspection you wish to complete. Double click the inspection to open the detail screen.


Step 3: From this screen, use the convenience tools to update the results of the inspection.

Inspecting the Work Of field is where you can add the name of the person whose work you are inspecting. If you are inspecting the quality of a location, this field will show as **Nobody**.
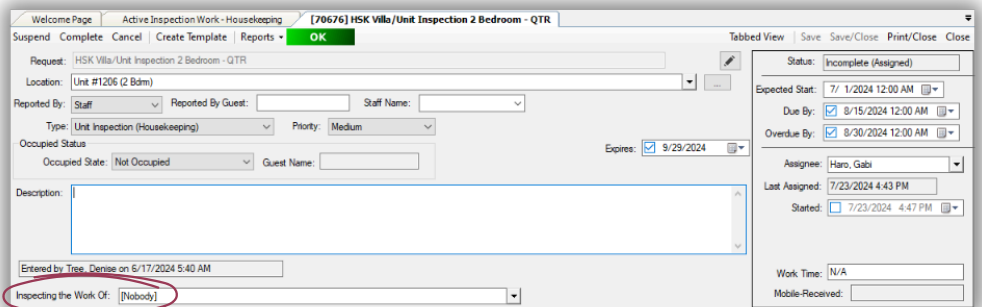

Step 4: Your organization may have chosen to default all tasks to *Passed*. To update the status of any *Incomplete* or *Failed* tasks, use the dropdown arrow in the status column.

If a task *Fails*, add the failed reason to the **Note** field.
If a task is marked *Incomplete* add the **Skip Reason** in the appropriate column.
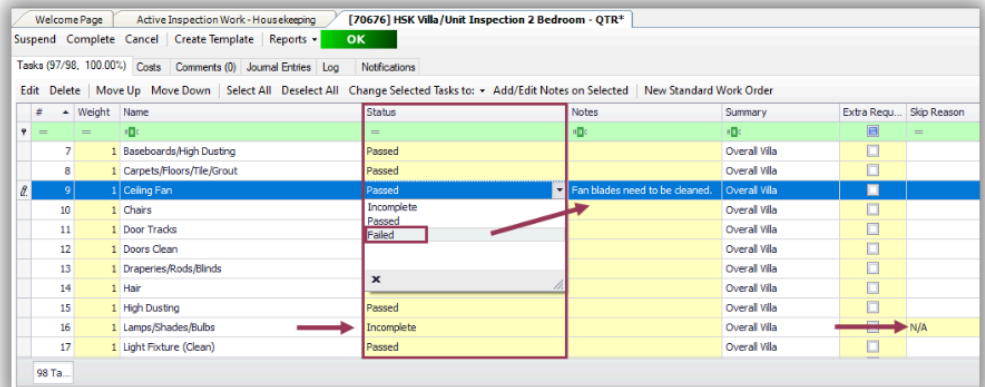
If all tasks are defaulted to *Incomplete* use the **Select All** button, move two buttons to the right, click the **Change Selected Tasks to**: button, and select **Passed**. Update the status of any *Incomplete* or *Failed* tasks by using the drop-down arrow.
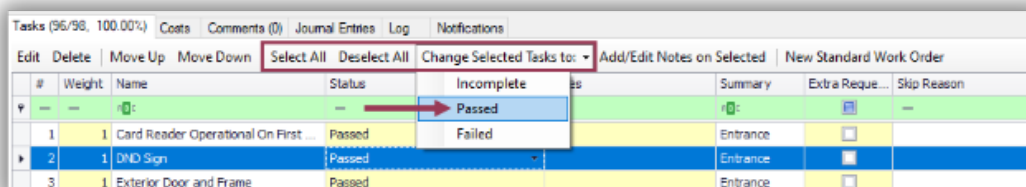
Step 5: The **New Standard Work Order** button creates a work order with the Location and Reporter fileds pre-populated. It also includes a comment indicating that the work order was generated from this inspection for tracking and reporting purposes.
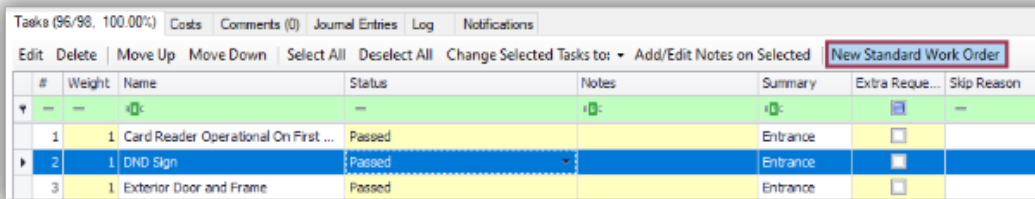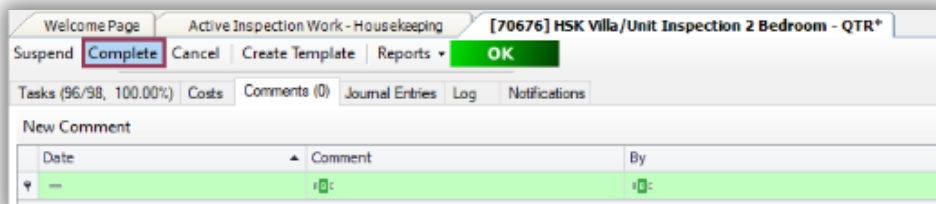

Step 6: Comments/Photos can be added on the Comments tab, by clicking the **New Comment** button.

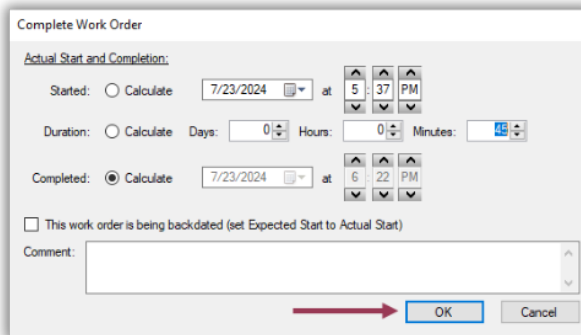Make sure that the photo is saved to your desktop. Click **Browse** to locate the photo within your files.
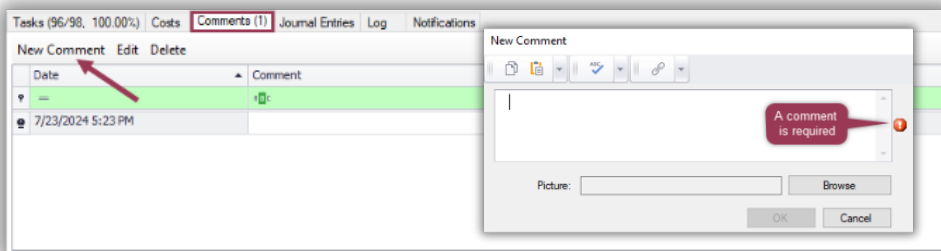
Step 7: Once all data has been added, click the **Complete** button.

Step 8: Update the **Complete Work Order** dialog box with two of the three parameters - Start time/date, Duration, or Completed time/date. The third parameter will be calculated by the system.

Step 9: Click **Ok** to complete the work order.

Step 10: Click **Save/Close**.