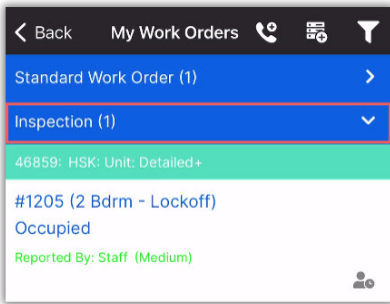


Step 1: Tap My Work Orders.



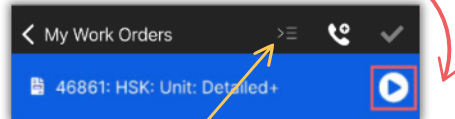
Then the **Inspection Banner**.



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



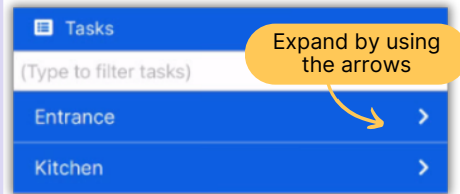
Tap **Start**.



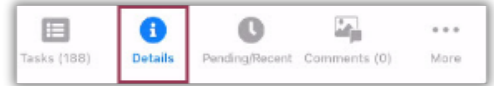
Quick Collapse: compresses sublocation banners.

Task Lists are either:

- Ungrouped (a list)
- Grouped by Sublocation

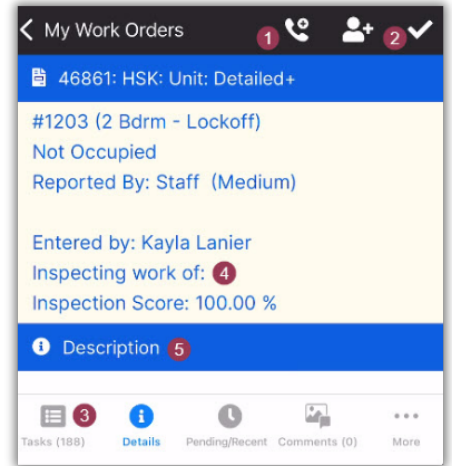


Step 3: View the work order Details.



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.

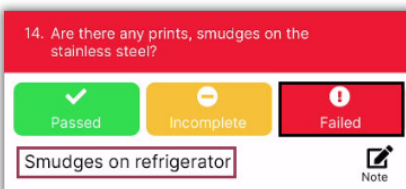
Passed



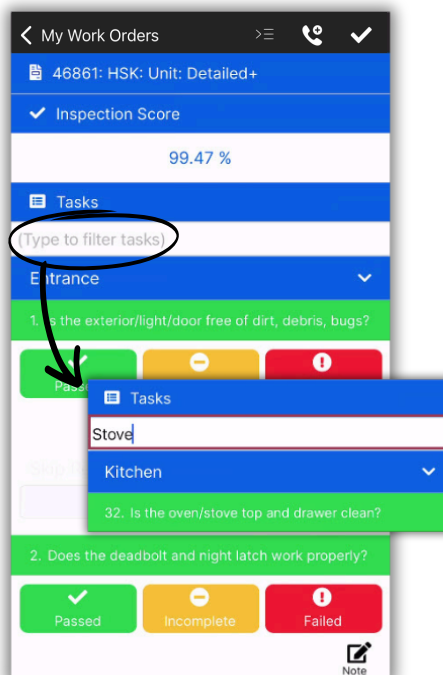
Incomplete add skip reason.



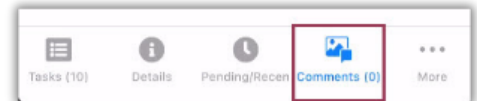
Failed always note what failed.



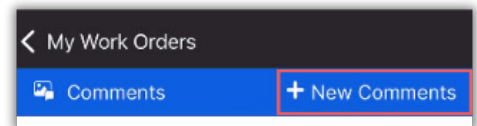
Step 5: To search for a specific task, tap "Type to filter tasks" below the Tasks header. Start typing the Keyword; the tasks below will automatically filter to match your search.



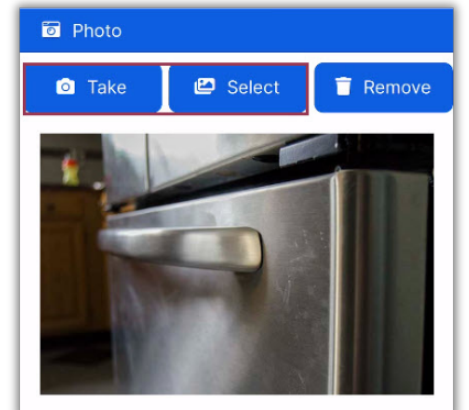
Step 6: Add Comments/Photos.



Tap **New Comments**.



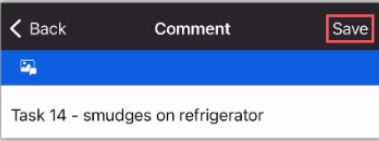
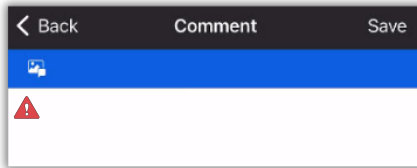
Take a Photo or **Select** from Gallery.



Step 7: Enter Your Comment.



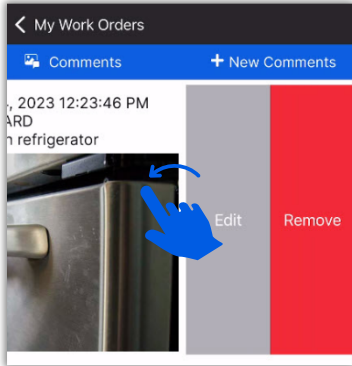
A comment is **required** when adding a photo.



Tap **Save**.

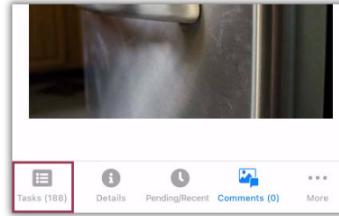


You may want to add the **task number** in the comment for added clarity.

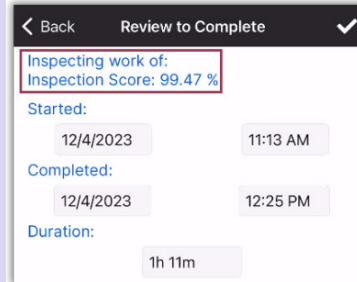


After saving your photo, you can **Edit** or **Remove** it by **swiping left** on the saved photo/comment.

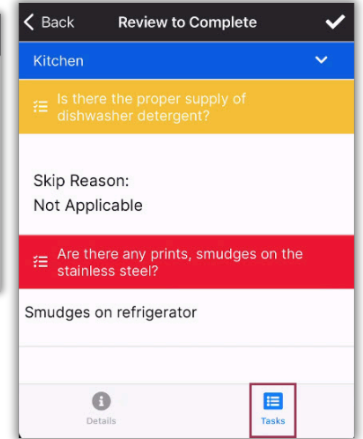
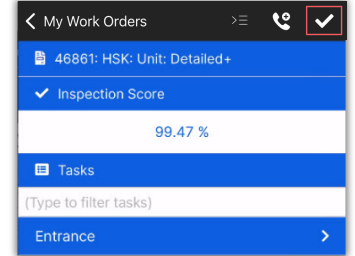
Step 8: Tap **Tasks** to return to the **Task** screen, then Tap the **Checkmark** to Review.



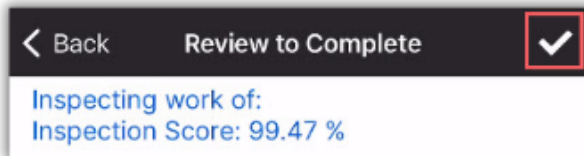
Review the **Score**.



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



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



Success! Tap **OK**.

