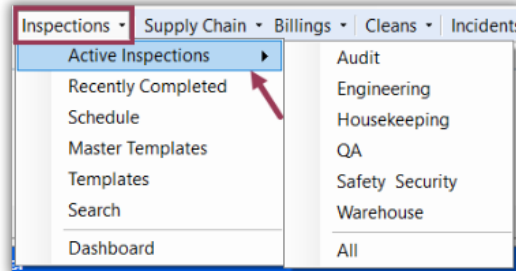
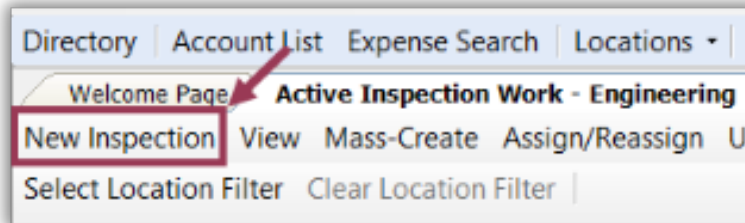


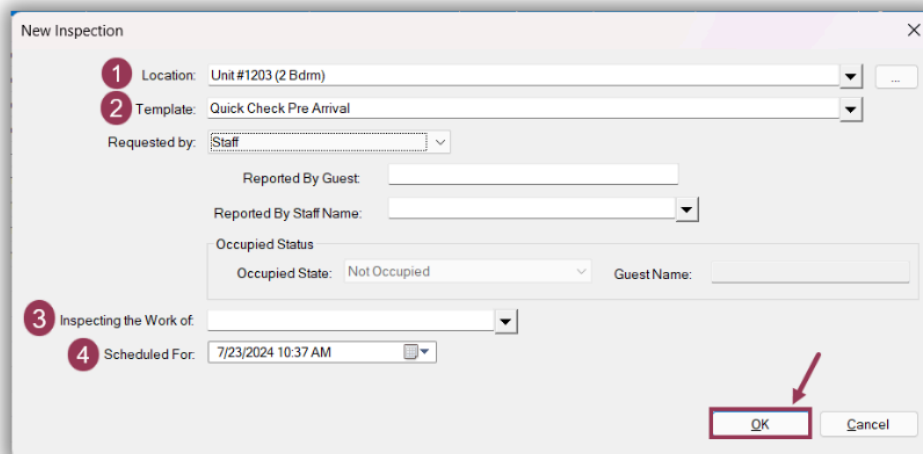
**Step 1:** From the Inspections dropdown menu, select **Active Inspections** for your department.



**Step 2:** Click **New Inspection** to create an Inspection Work Order for **ONE** location.



**Step 3:** When the New Inspection dialog window opens, enter the Inspection details.



- 1: Enter the **Location** being inspected or where the Inspection is taking place.
- 2: Use the drop-down to select the **Inspection Template**.
- 3: If you are inspecting the work of an individual, choose their name from the **Inspecting Work Of drop-down**.
- 4: **Scheduled For** - This defaults to when you open the screen but can be adjusted for a future scheduled Inspection.

Then click **OK**