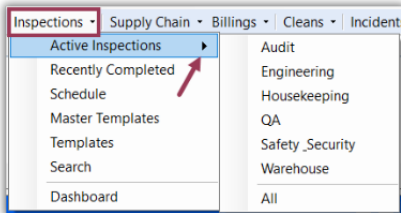
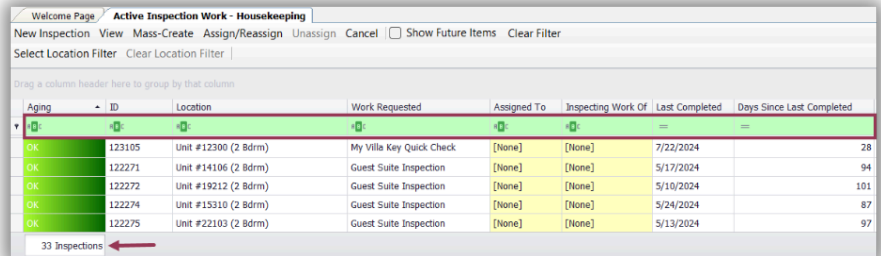


**Step 1:** Open the Inspection drop-down select **Active Inspections** then a **Department or All**.



**Step 2:** The Active Inspections screen contains all of the active inspections that have been generated for your site by the system at the beginning of the period in which they should be completed.

- The bottom left-hand corner gives you the total Inspections.
- The various columns provide information at a glance to help you efficiently manage your Inspections.
- Use the green filter bar to narrow the data by column (for example, filter for all Building Inspections that need to be completed).




**Step 3:** The two most important columns provide you with critical information that enables you to decide the best course of action when prioritizing and assigning your Inspection work.

**Last Completed** column shows the date the Inspection work order was last completed at that location.  
**Days Since Last Completed** column shows the actual number of days since the work was completed at that location.

Aging	ID	Location	Work Requested	Assigned To	Inspecting Work Of	Last Completed	Days Since Last Completed
OK	122283	Unit #22101 (2 Bdrm)	Guest Suite Inspection	[None]	[None]	6/6/2024	74
OK	122320	Unit #12100 (2 Bdrm)	Guest Suite Inspection	[None]	[None]	6/7/2024	73
OK	122311	Unit #20306 (2 Bdrm)	Guest Suite Inspection	[None]	[None]	6/10/2024	70
OK	123105	Unit #12300 (2 Bdrm)	My Villa Key Quick Check	[None]	[None]	7/22/2024	28
OK	123104	Unit #10101 (1 Bdrm)	My Villa Key Quick Check	[None]	[None]	7/23/2024	27
OK	123095	Check-in / Sales Bldg	My Villa Key Quick Check	[None]	[None]	8/7/2024	12

Click on **Days Since Last Completed** column to sort the Inspections up and down numerically, with the locations that have gone the longest without completion at the top of the list.



Last Completed	Days Since Last Completed
7/19/2024	31
7/22/2024	28
7/23/2024	27
8/7/2024	12
8/9/2024	10
8/8/2024	10
8/12/2024	7
8/13/2024	6
8/14/2024	5
8/15/2024	4

Click on the **Location** column to group the Inspections by location, allowing you to consolidate the work and efficiently assign multiple Inspections to the same technician.

Location	Work Requested
Unit #12205 (1 Bdrm)	Guest Suite Inspection
Unit #12300 (2 Bdrm)	My Villa Key Quick Check
Unit #12300 (2 Bdrm)	Guest Suite Inspection
Unit #12308 (1 Bdrm)	Guest Suite Inspection
Unit #12309 (1 Bdrm)	Guest Suite Inspection