

Step 1: Open the Inspection dropdown select Active Inspections then a Department or All.

Active Inspections	Audit
Recently Completed 🕇	Engineering
Schedule	Housekeeping
Master Templates	QA
Templates	Safety _Security
Search	Warehouse
Dashboard	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).

N	Welcame Page / Active Inspection Work - Housekeeping							
Se	Select Location Filter Clear Location Filter							
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	Aging 🔺	ID	Location	Work Requested	Assigned To	Inspecting Work Of	Last Completed	Days Since Last Completed
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	ОК	123105	Unit #12300 (2 Bdrm)	My Villa Key Quick Check	[None]	[None]	7/22/2024	28
	ок	122271	Unit #14106 (2 Bdrm)	Guest Suite Inspection	[None]	[None]	5/17/2024	94
	ок	122272	Unit #19212 (2 Bdrm)	Guest Suite Inspection	[None]	[None]	5/10/2024	101
		122274	Unit #15310 (2 Bdrm)	Guest Suite Inspection	[None]	[None]	5/24/2024	87
	ОК	122275	Unit #22103 (2 Bdrm)	Guest Suite Inspection	[None]	[None]	5/13/2024	97
	33 Inspections							

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.

Г	Aging	ID	Location	Work Requested	Assigned To	Inspecting Work Of	Last Completed	Days Since Last Completed	·
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L	ок	122283	Unit #22101 (2 Bdrm)	Guest Suite Inspection	[None]	[None]	6/6/2024		74
E	ок	122320	Unit #12100 (2 Bdrm)	Guest Suite Inspection	[None]	[None]	6/7/2024		73
L		122311	Unit #20306 (2 Bdrm)	Guest Suite Inspection	[None]	[None]	6/10/2024		70
L		123105	Unit #12300 (2 Bdrm)	My Villa Key Quick Check	[None]	[None]	7/22/2024		28
E	ок	123104	Unit #10101 (1 Bdrm)	My Villa Key Quick Check	[None]	[None]	7/23/2024		27
L		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
ADC .	n 🛛 c
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