

Step 1: Highlight an Inspection and click View Matrix in the upper right-hand corner of the screen.

_ Nr	Welcom	e Page	Active Inspection Work	Reassign Unassign Cancel I Show Future	Items Clear Filter	View Matrix Print	
Se	ect Locat	tion Filter	Clear Location Filter				nerrear crose
	Aging 🔺	ID	Location	Work Requested	Department	Туре	Entered by
	ОК	70692	Unit #3110 (2 Bdrm)	HSK Villa/Unit Inspection 2 Bedroom - QTR	Housekeeping	Unit Inspection	Tree, Denise *
	ОК	71643	Unit #3110 (2 Bdrm)	EIWO Quick Check	Engineering	EIWO Inspection	Tree, Denise
	ок	70922	Unit #3307 (1 Bdrm)	HSK Villa/Unit Inspection 1 Bedroom - QTR	Housekeeping	Unit Inspection	Tree, Denise
	ОК	71618	Unit #3307 (1 8drm)	EIWO Quick Check	Engineering	EIWO Inspection	Tree, Denise
•	ок	70722	Unit #2310 (2.8drm)	HSK Villa/Unit Inspection 2 Bedroom - QTR	Housekeeping	Unit Inspection	Tree, Denise
	ОК	71649	Unit #2310 (2 Bdrm)	EIWO Quick Check	Engineering	EIWO Inspection	Tree, Denise

**Step 2**: The Matrix shows a complete status view of the highlighted Inspection for all locations. Check the **Show Last Completion Date** box to see the last date the Inspection was completed at each location.

File Organization Site Facilities	Tools Help				
Directory Account List Expense Search   Locations + Assets +   Work Orders + PM + Inspections + Supply Chain +   Cleans +   Incidents + Project +					
Welcome Page Active Inspection Wo	rk Inspection Matrix - EIWO Quick Che	eck			Ŧ
Show Last Completion Date Show In	active (Double-click red and yellow items t	o view the work order.)		Print Refres	h Close
Unit #1100 (2 Bdrm)	Unit #1101 (1 Bdrm)	Unit #1102 (2 Bdrm)	Unit #1103 (1 Bdrm)		^
Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%		
Unit #1105 (1 Bdrm)	Unit #1106 (2 Bdrm)	Unit #1107 (1 Bdrm)	Unit #1108 (2 Bdrm)		
Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%		
Unit #1110 (2 Bdrm)	Unit #1200 (2 Bdrm)	Unit #1201 (1 Bdrm)	Unit #1202 (2 Bdrm)		
Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%		
Unit #1204 (2 Bdrm)	Unit #1205 (1 Bdrm)	Unit #1206 (2 Bdrm)	Unit #1207 (1 Bdrm)		
Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%		
Unit #1209 (1 Bdrm)	Unit #1210 (2 Bdrm)	Unit #1300 (2 Bdrm)	Unit #1301 (1 Bdrm)		
Last completed on 8/12/2024 Score 100.00%	This item has never been completed	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%		
Unit #2108 (2 Bdrm)	Unit #2109 (1 Bdrm)	Unit #2110 (2 Bdrm)	Unit #2201 (1 Bdrm)		
Last completed on 8/12/2024 Score 100.00%	This item has never been completed	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%		
93 Items 86 (92.47%) Complete (Green)	0 (0.00%) Superseded (Blue) 7 (7.53	%) Incomplete (Yellow and Red) 0 (0.00%)	Unsuccessful and Not Planned (Orange)		

The **Color Key** and percentage of the completion rate are at the bottom of the screen.

GREEN – Inspection completed this period (QTR/ANN/MTH etc.)
YELLOW – Inspection completed last period but has not yet been completed this period
RED – Inspection not completed for at least the last two periods
ORANGE – Indicates a location is out of service or unavailable

**Step 3**: To print the Matrix, click the Print button in the right-hand corner. The Print Preview will open in a new window.

lcome Page	Active Inspection Work Inspec	tion Matrix - EIWO Quick Check 📃			₹
w Last Com	pletion Date 🗌 Show Inactive (Doub	ble-click red and yellow items to view t	he work order.)		Print Refresh Close
100 (2 Bdrm	Unit #1101 (1	Bdrm) Unit #	1102 (2 Bdrm)	Unit #1103 (1 Bdrm)	⊐
mpleted pre	nuiew				
105 (1 8	File View Background				
105(12		· 🕊 @ @ 100% • @ 14	<►>> । १२+ २२ । । । । । । । । । । । । । । । । ।	a · 0 ·	
mpletea					
10 (2 B					
mpletea		One	e Valley Lodge		
04 (2 B	Linit #1100 (2 Bdrm)	EI	WO Quick Check	[103 £1103 (1 Bdrm)	
npletea	Last completed on 8/12/2024 Score 100.002	Last completed on 8/12/2024 Score 100.002	Last completed on 8/12/2024 Score 100 002	Last completed on 8/12/2024 Score 100.00%	
09.(1.8	Unit #1104 (2 Bdrm)	Unit #1105 (1.Bdrm)	Unit #1106 (2 Bdrm)	Unit #1107 (1. Bdrm)	
os (1 L	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	
npieteo	Unit #1108 (2 Bdrm)	Unit #1109 (1 Bdrm)	Unit #1110 (2 Bdrm)	Unit #1200 (2 Bdrm)	
08 (2 B	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	
mpletea	Unit #1201 (1 Bdrm)	Unit #1202 (2 Bdrm)	Unit #1203 (1 Bdrm)	Unit #1204 (2 Bdrm)	
203 (1 E	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	
mpletea	Unit #1205 (1 Bdrm)	Unit #1206 (2 Bdrm)	Unit #1207 (1 Bdrm)	Unit #1208 (2 Bdrm)	
08 (2 B	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	
an lata a	Unit #1209 (1 Bdrm)	Unit #1210 (2 Bdrm)	Unit #1300 (2 Bdrm)	Unit #1301 (1 Bdrm)	
npieleu o	Last completed on 8/12/2024 Score 100.00%	This item has never been completed	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	~
	Unit #1302 (2 Bdrm)	Unit #1303 (1 Bdrm)	Unit #1304 (2 Bdrm)	Unit #1305 (1 Bdrm)	
	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	
	Unit #1306 (2 Bdrm)	Unit #1307 (1 Bdrm)	Unit #1308 (2 Bdrm)	Unit #1309 (1 Bdrm)	*

## **Step 4**: You can view and assign incomplete Inspections from the Matrix. Double click on a yellow or red location to open the Inspection.

File Organization Site Facilities	Tools Help			_	_	
Directory Account List Expense Search	Locations • Assets • Work Orders •	PM • Inspections • Supply Chain • Clea	ns • Incidents • Project •	Tr	aining/Ho	w To
Welcome Page Active Inspection Wo	nk / Inspection Matrix - EIWO Quick Che	eck				Ŧ
Show Last Completion Date 🗌 Show Ir	nactive (Double-click red and yellow items t	o view the work order.)		Print	Refresh	Close
Unit #1100 (2 Bdrm)	Unit #1101 (1 Bdrm)	Unit #1102 (2 Bdrm)	Unit #1103 (1 Bdrm)			^
Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 2/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%			
Unit #1105 (1 Bdrm)	Unit #1106 (2 Bdrm)	Unit #1107 (1 Bdrm)	Unit #1108 (2 Bdrm)			
Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%			
Unit #1110 (2 Bdrm)	Unit #1200 (2 Bdrm)	Unit #1201 (1 Bdrm)	Unit #1202 (2 Bdrm)			
Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%			
Unit #1209 (1 Bdrm)	Unit #1210 (2 Bdrm)	Unit #1300 (2 Bdrm)	Unit #1301 (1 Bdrm)			
Last completed on 8/12/2024 Score 100.00%	This item has never been completed	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%			
Unit #2108 (2 Bdrm)	Unit #2109 (1 Bdrm)	Unit #2110 (2 Bdrm)	Unit #2201 (1 Bdrm)			
Last completed on 8/12/2024 Score 100.00%	This item has never been completed	Last completed on 8/12/2024 Score 100.00%	Last completed on 8/12/2024 Score 100.00%			
93 Items 86 (92.47%) Complete (Green)	0 (0.00%) Superseded (Blue) 7 (7.53	%) Incomplete (Yellow and Red) 0 (0.00%)	Unsuccessful and Not Planned (Orange)			

Directory Account List Expense Search Locations + Assets + Work Orders + PM + Inspections + Supply Chain + Cleans + Incidents + Project +	Training/How To
Welcome Page Active Inspection Work Inspection Matrix - ElWO Quick Check [59346] ElWO Quick Check*	
Suspend Complete Cancel   Create Template   Reports - DUE	Tabbed View Save Save/Close Print/Close Close
Request: EIWO Quick Check	Status: Incomplete (Assigned)
Location: Unit #1102 (2 Bdm)	
Reported By: Staff V Reported By Guest: Staff Name: Jones_Katana, Terese V	Due Br: 7/29/2024 12:13 PM
Type: EIWO Inspection (Engineering) V Priority: Medum V	Oversite Br: 28/15/2024 12:13 PM
Occupied Status	Expires: 18/30/2024
Occupied State: Not Occupied V Guest Name:	Assignee: [Nobody]
Destruction (	Last Assigned: Gustivo, Martin
Description:	A Haro, Gabi
	Started: Harrison, Phil
	Hernancez, Joel
Entered by Jones_Asgard, Teresa on 1/24/2023 12:13 PM	West Turner [ Howard, Tom
	Jimenez, Glenda
Inspecting the Work OF: [Nebody]	Mobile-Hecely Jimenez_Asgard, Jackie 🗸 J
Event: [No Event]	
Tasks (0/9, 0.00%) Costs Comments (0) Journal Entries Log Notifications	
Edit Delete Move Up Move Down Select All Deselect All Change Selected Tasks to: + Add/Edit Notes on Selected New Standard Work Order	
# weight Name Status Notes Summary Extra Re Skip Reason Description	Category
▼ ·0: - ·0: ·0: · · ·0:	·D:
1 1 Check Al Light Bubs Incomplete	

Use the Assignee field on the right-hand side of the screen to assign the Inspection.