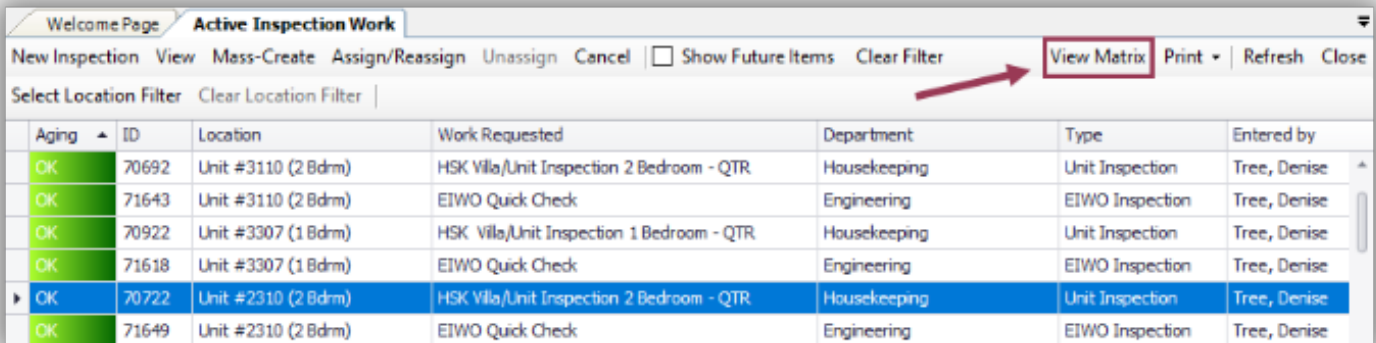
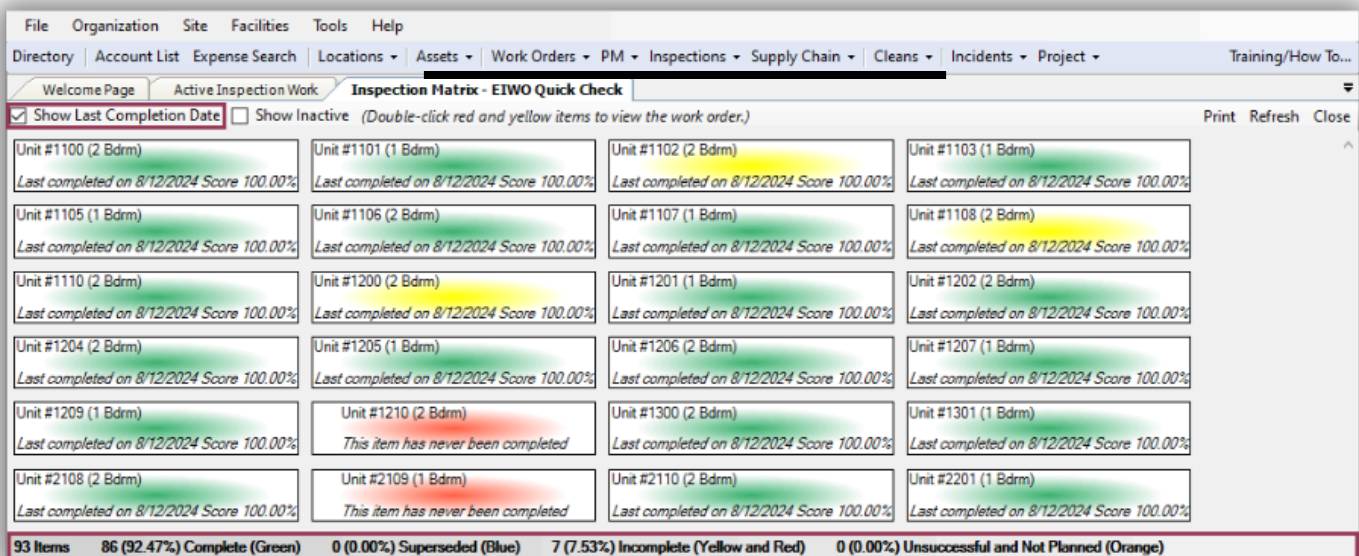


**Step 1:** Highlight an Inspection and click **View Matrix** in the upper right-hand corner of the screen.



Aging	ID	Location	Work Requested	Department	Type	Entered by
OK	70692	Unit #3110 (2 Bdrm)	HSK Villa/Unit Inspection 2 Bedroom - QTR	Housekeeping	Unit Inspection	Tree, Denise
OK	71643	Unit #3110 (2 Bdrm)	EIWO Quick Check	Engineering	EIWO Inspection	Tree, Denise
OK	70922	Unit #3307 (1 Bdrm)	HSK Villa/Unit Inspection 1 Bedroom - QTR	Housekeeping	Unit Inspection	Tree, Denise
OK	71618	Unit #3307 (1 Bdrm)	EIWO Quick Check	Engineering	EIWO Inspection	Tree, Denise
OK	70722	Unit #2310 (2 Bdrm)	HSK Villa/Unit Inspection 2 Bedroom - QTR	Housekeeping	Unit Inspection	Tree, Denise
OK	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.



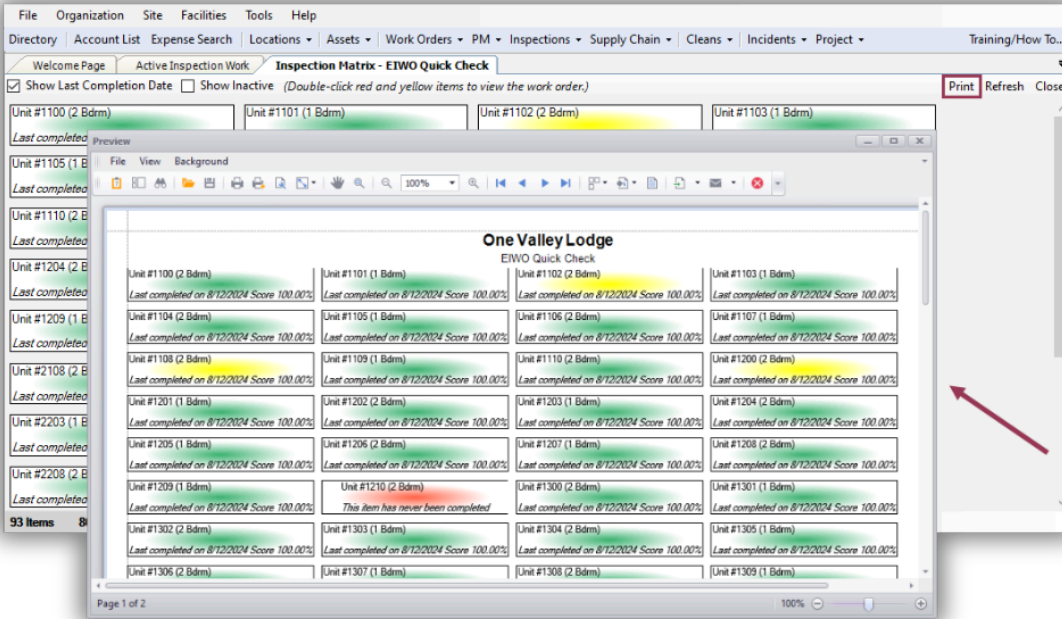
Unit #	Unit #	Unit #	Unit #
Unit #1100 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1101 (1 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1102 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1103 (1 Bdrm) Last completed on 8/12/2024 Score 100.00%
Unit #1105 (1 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1106 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1107 (1 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1108 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%
Unit #1110 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1200 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1201 (1 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1202 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%
Unit #1204 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1205 (1 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1206 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1207 (1 Bdrm) Last completed on 8/12/2024 Score 100.00%
Unit #1209 (1 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1210 (2 Bdrm) This item has never been completed	Unit #1300 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #1301 (1 Bdrm) Last completed on 8/12/2024 Score 100.00%
Unit #2108 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #2109 (1 Bdrm) This item has never been completed	Unit #2110 (2 Bdrm) Last completed on 8/12/2024 Score 100.00%	Unit #2201 (1 Bdrm) 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)

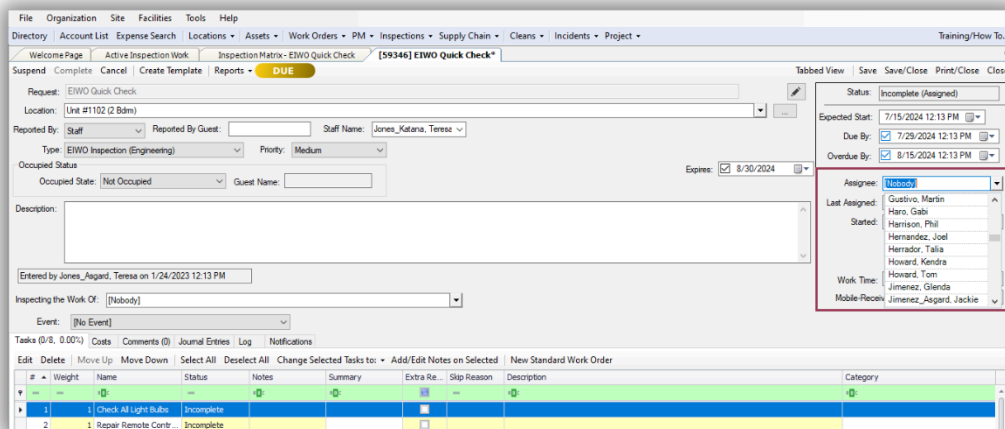
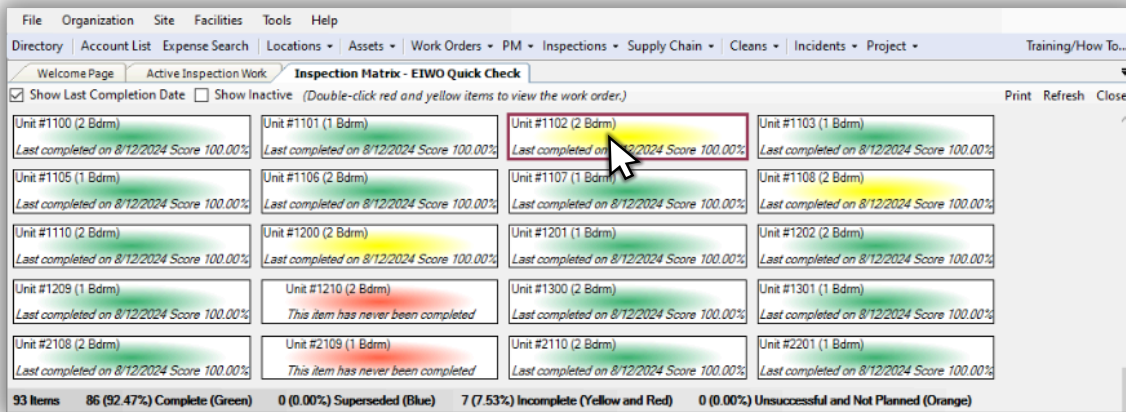
The **Color Key** and percentage of the completion rate are at the bottom of the screen.

- 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.



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



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