Step 1: Tap **My Work Orders.**

One Valley Lodge
Delaine Fisher

DISPATCHER | MY WORK ORDERS
WORK ORDERS | LOCATION SEARCH

Then the **Inspection Banner.**

‹ Back   My Work Orders
Standard Work Order (2) ›
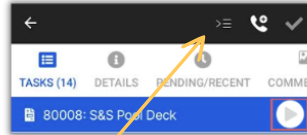Inspection (1) ⌄
80008: S&S Pool Deck
Bldg 3, Pool
Not Occupied
Reported By: Staff (Medium)
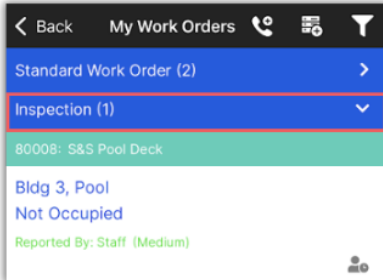
Step 2: Open the Inspection to view the **Task List.**

80008: S&S Pool Deck
Bldg 3, Pool
Not Occupied
Reported By: Staff (Medium)

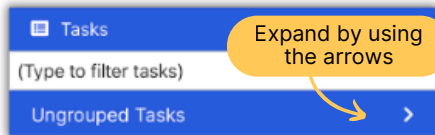Tap **Start.**

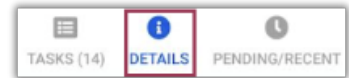TASKS (14) DETAILS PENDING/RECENT COMME
📋 80008: S&S Pool Deck ▶
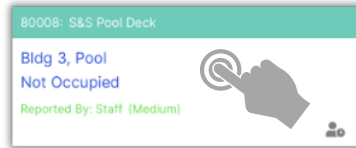
Quick Collapse: compresses sublocation banners.

Task Lists are either:
- Ungrouped (a list)
- Grouped by Sublocation

☰ Tasks
(Type to filter tasks)
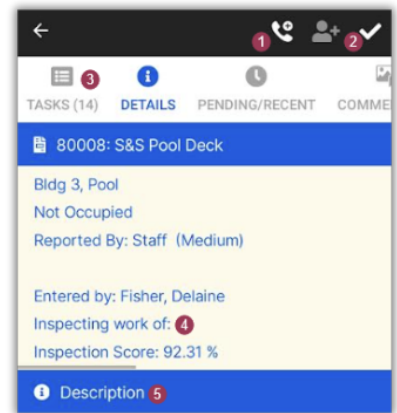Ungrouped Tasks

Expand by using the arrows

Step 3: View the work order **Details.**

TASKS (14) DETAILS PENDING/RECENT

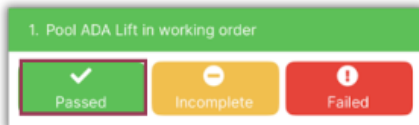### Details Screen Key:
1. Create Standard Work Order
2. Checkmark to Complete
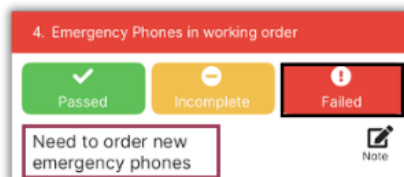3. ***Return to Task List***
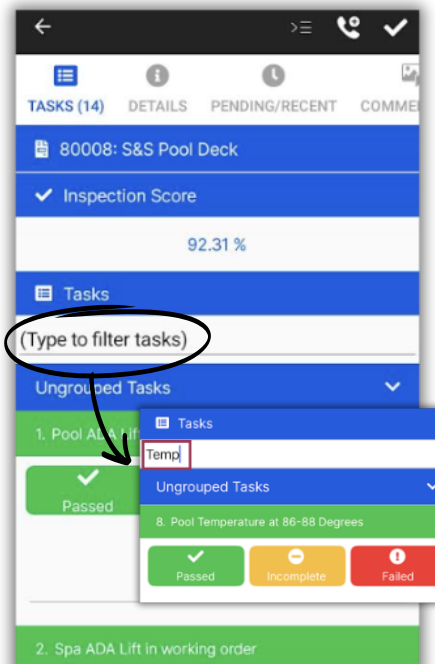4. Edit Inspected User
5. Description

TASKS (14) ❸ DETAILS PENDING/RECENT COMME
📋 80008: S&S Pool Deck
Bldg 3, Pool
Not Occupied
Reported By: Staff (Medium)
Entered by: Fisher, Delaine
Inspecting work of: ❹
Inspection Score: 92.31 %
ℹ Description ❺

Step 4: Update Tasks.

Passed

1. Pool ADA Lift in working order
✓ Passed | ⊖ Incomplete | ❗ Failed

Incomplete add skip reason.

2. Spa ADA Lift in working order
✓ Passed | ⊖ Incomplete | ❗ Failed
📝 Note
Skip Reason
N/A

Failed *always* note what failed.

4. Emergency Phones in working order
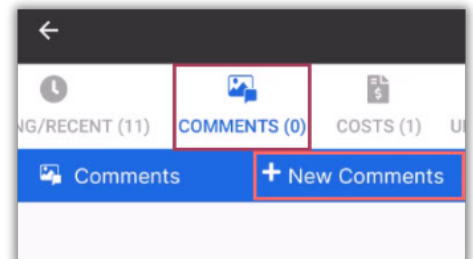✓ Passed | ⊖ Incomplete | ❗ Failed
📝 Note
Need to order new emergency phones

Step 5: To search for a specific task, tap **Type to filter tasks** below the Tasks header. Start typing the **Keyword;** the tasks below will automatically filter to match your search.

TASKS (14) DETAILS PENDING/RECENT COMME
📋 80008: S&S Pool Deck
✓ Inspection Score
92.31 %
☰ Tasks
(Type to filter tasks)
Ungrouped Tasks ⌄
1. Pool ADA Li...
✓ Passed

☰ Tasks
Temp
Ungrouped Tasks ⌄
8. Pool Temperature at 86-88 Degrees
✓ Passed | ⊖ Incomplete | ❗ Failed

2. Spa ADA Lift in working order

Step 6: To add **Comments/Photos,** tap **New Comments.**

NG/RECENT (11) COMMENTS (0) COSTS (1) U
📷 Comments   ➕ New Comments

Take a Photo or **Select** from Gallery.

📷 Photo
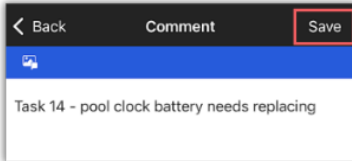📷 Take | 📷 Select | 🗑 Remove
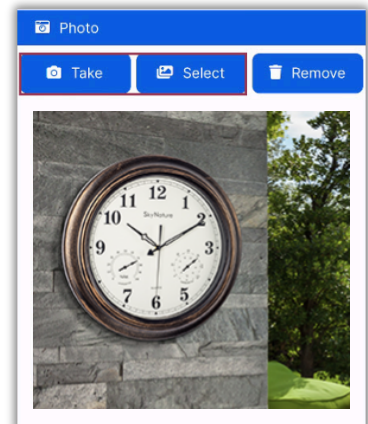
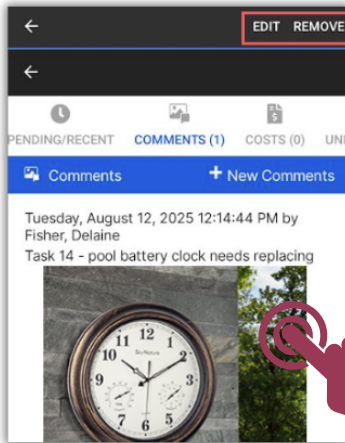**Step 7:** Enter Your **Comment.**

⚠️ A comment is **required** when adding a photo.
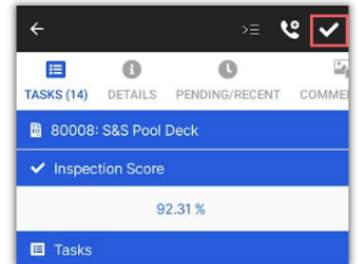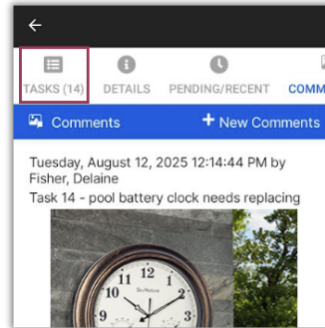

Tap **Save.**

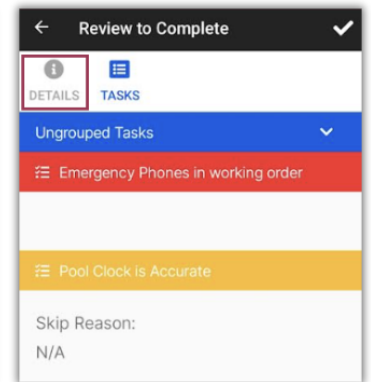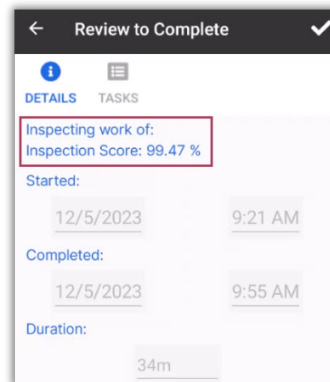💡 You might want to include the **task number** in the comment for added clarity

After saving your photo, you can *Edit* or *Remove* it by **pressing and holding** the saved photo/comment.

Step 8: Tap **Tasks** to return to the Task screen, then tap the **Checkmark** to Review.
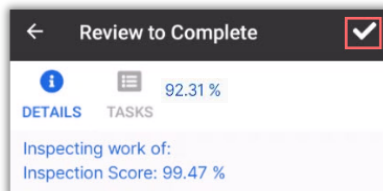

Review the **Score.**

Tap **Tasks** to review list of **Failed** or **Incomplete** Tasks.

Step 9: Tap **Checkmark** to Complete.

Success! Tap **OK.**