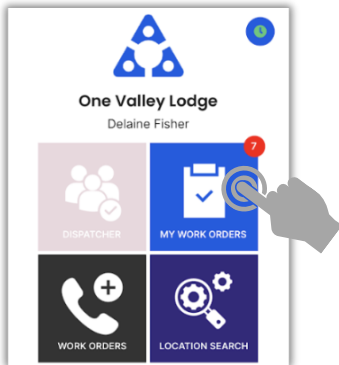
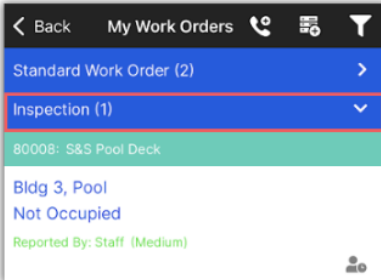


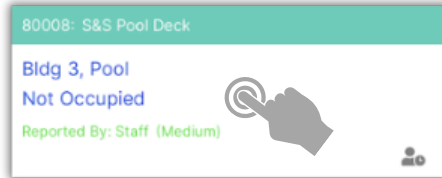
## Step 1: Tap My Work Orders.



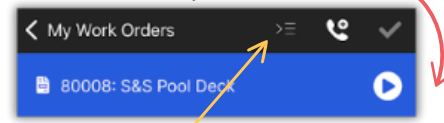
Then the **Inspection Banner**.



## Step 2: Open the Inspection to view the Task List.



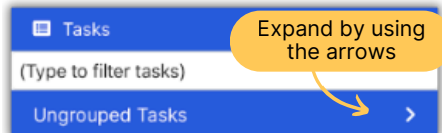
Tap **Start**.



**Quick Collapse:** compresses sublocation banners.

Task Lists are either:

- Ungrouped (a list)
- Grouped by Sublocation

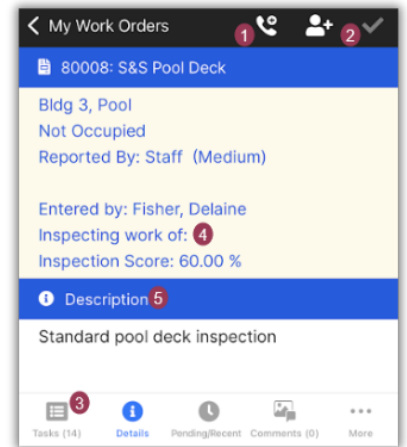


## Step 3: View the work order Details.



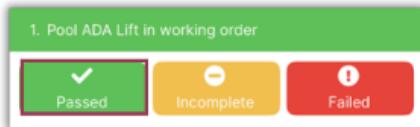
### Details Screen Key:

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



## Step 4: Update Tasks.

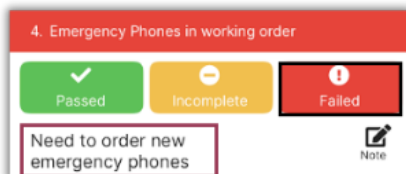
**Passed**



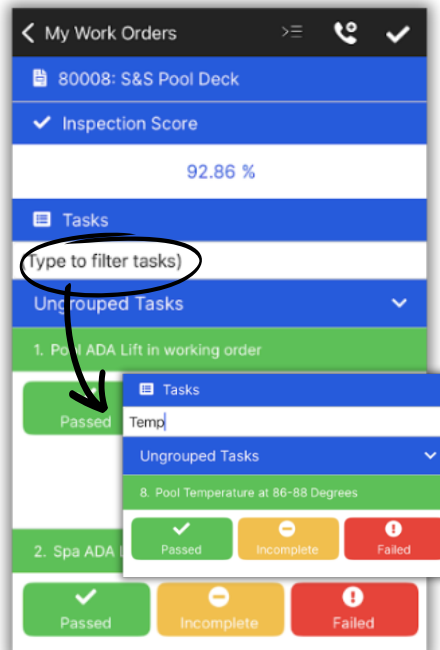
**Incomplete** add skip reason.



**Failed** always note what failed.



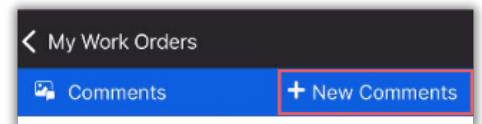
**Step 5:** To search for a specific task, tap **"Type to filter tasks"** below the Tasks header. Start typing the **Keyword**; the tasks below will automatically filter to match your search.



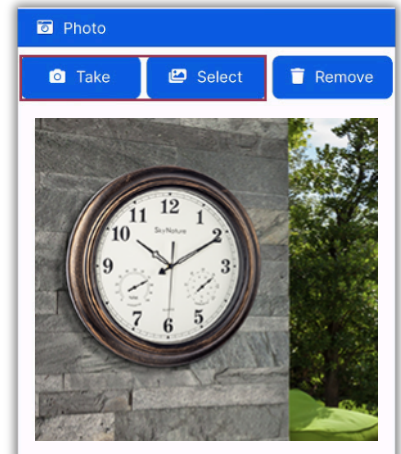
## Step 6: Add Comments/Photos.




Tap **New Comments**.

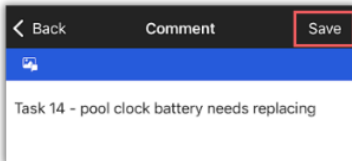
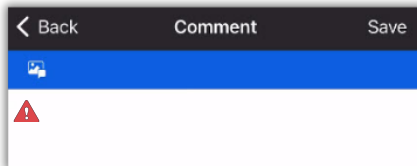


**Take** a Photo or **Select** from Gallery.



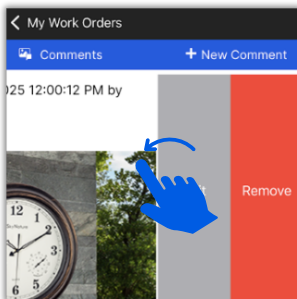
### Step 7: Enter Your **Comment**.

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



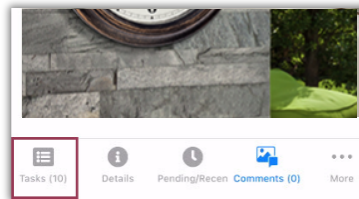
You might want to include the task number in the comment for added clarity

Tap **Save**.

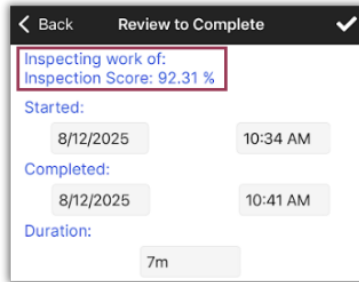


After saving your photo, you can **Edit** or **Remove** it by **swiping left** on the saved photo/comment.

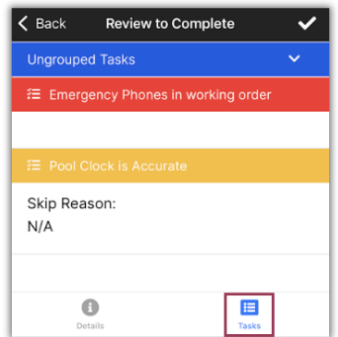
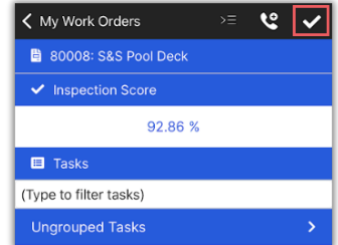
### Step 8: Tap **Tasks** to return to the Task screen, then Tap the **Checkmark** to Review.



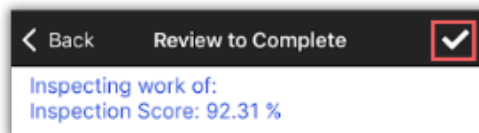
Review the **Score**.



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



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



Success! Tap **OK**.

