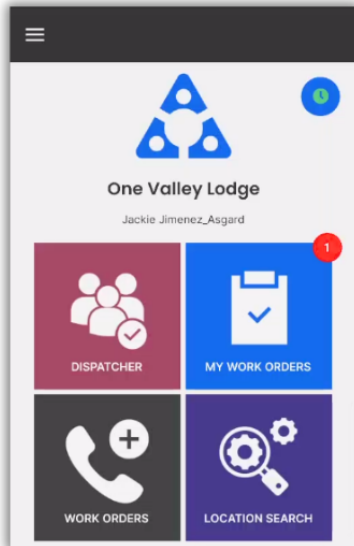
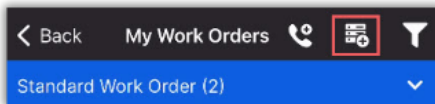


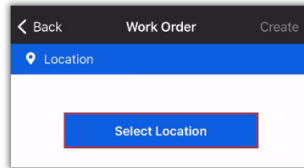
Step 1: Tap Dispatcher or My Work Orders.



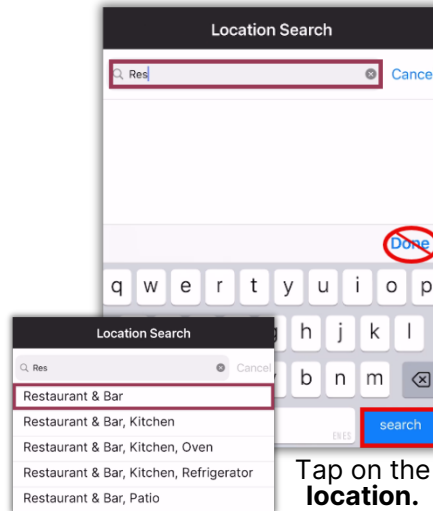
Tap the **List** icon.



Step 2: Tap Search Location.

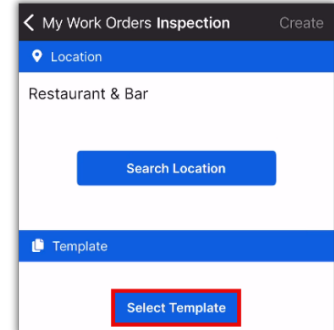


Enter at least 3 Characters.
Tap **Search**.

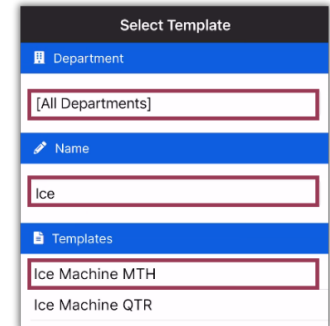


Tap on the **location**.

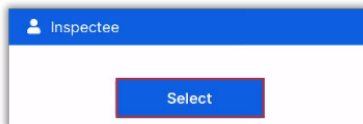
Step 3: Tap Select Template.



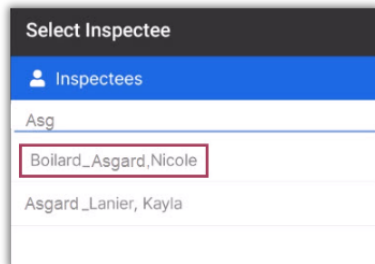
Filter by **Department** or type **Inspection Name**. Tap to select Inspection Template.



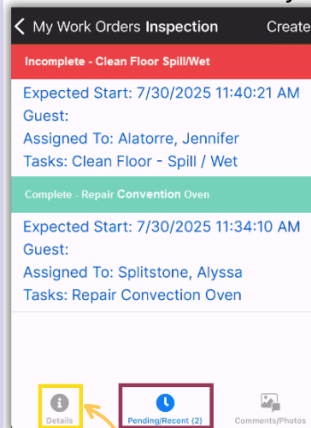
Step 4: If you are inspecting someone's work, tap **Select** to choose the **Inspectee**. If not, leave blank.



Choose an Inspectee from the list, or type name to filter.



Step 5: Pending/Recent button indicates any work orders within 14 days.

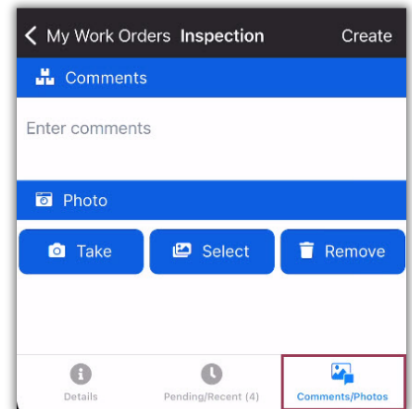


Incomplete

Complete

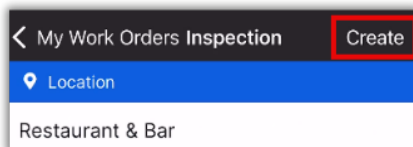
Tap **Details** to return, *not* the Back arrow.

Step 6: Add **Comments/Photos**, if needed.

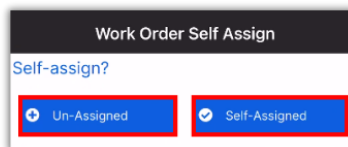


Only one comment/photo can be added at creation.

Step 7: Tap **Create**.



Tap **Self-Assign** or **Unassign**.



Success! Tap **OK**.

