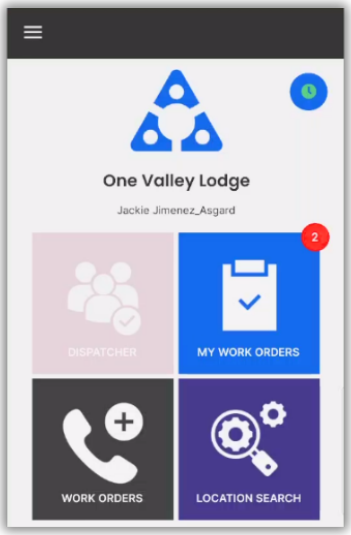
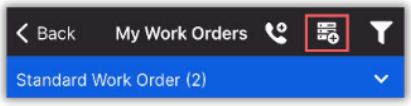
asgard Learning Portal

AsgardMobile
Create an Inspection (S&S) Android

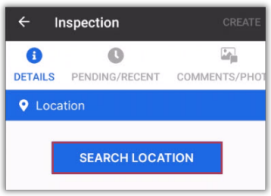
Step 1: Tap **Dispatcher** or **My Work Orders.**



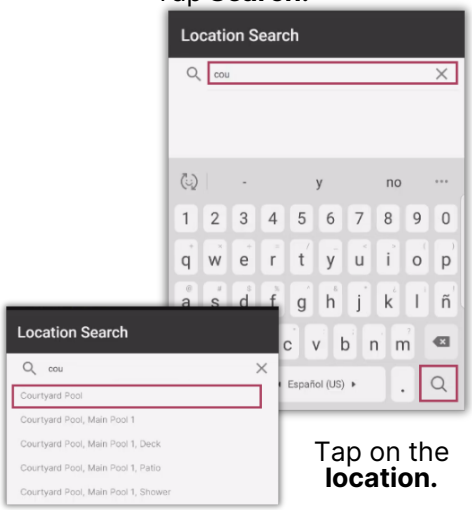
Tap the **List** icon.



Step 2: Tap **Search Location.**

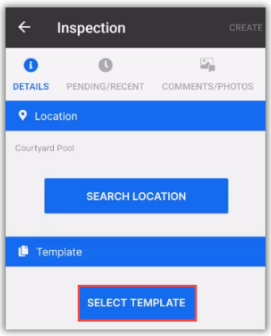


Enter at least 3 Characters. Tap **Search.**

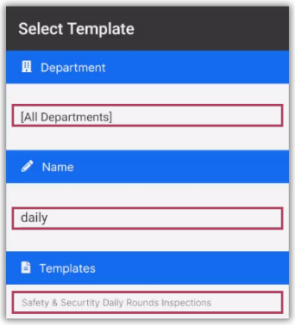


Tap on the **location.**

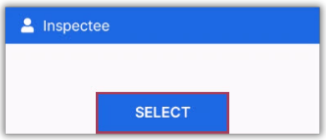
Step 3: Tap **Select Template.**



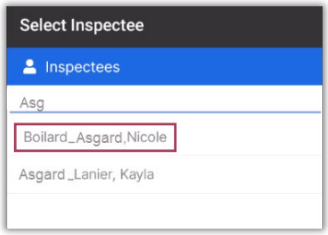
Filter by **Department** or type **Inspection Name.** Tap to select Inspection Template.



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

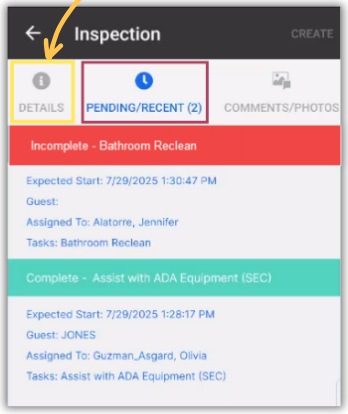


Choose an Inspectee, or type name to filter.



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

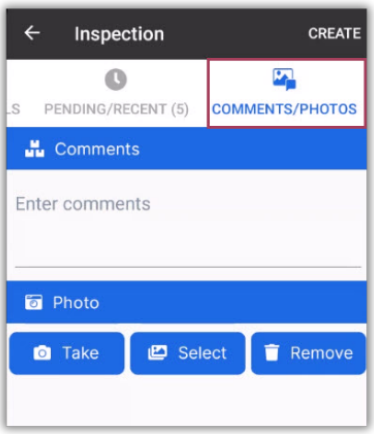
Tap **Details** to return to your inspection, not the Back arrow.



Incomplete

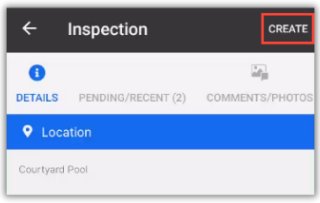
Complete

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

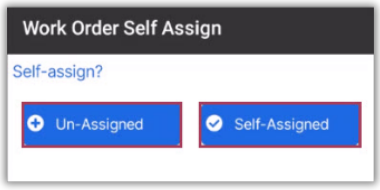
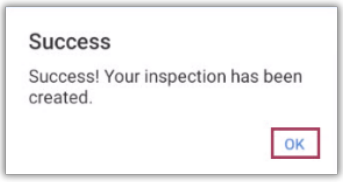


Only one comment/photo can be added at creation.

Step 7: Tap **Create.**



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



Success! Tap **OK.**