

Inspection Management

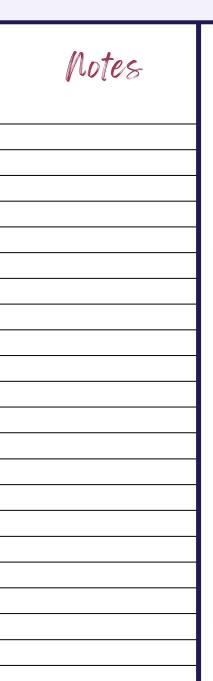
TRAINING WORKBOOK

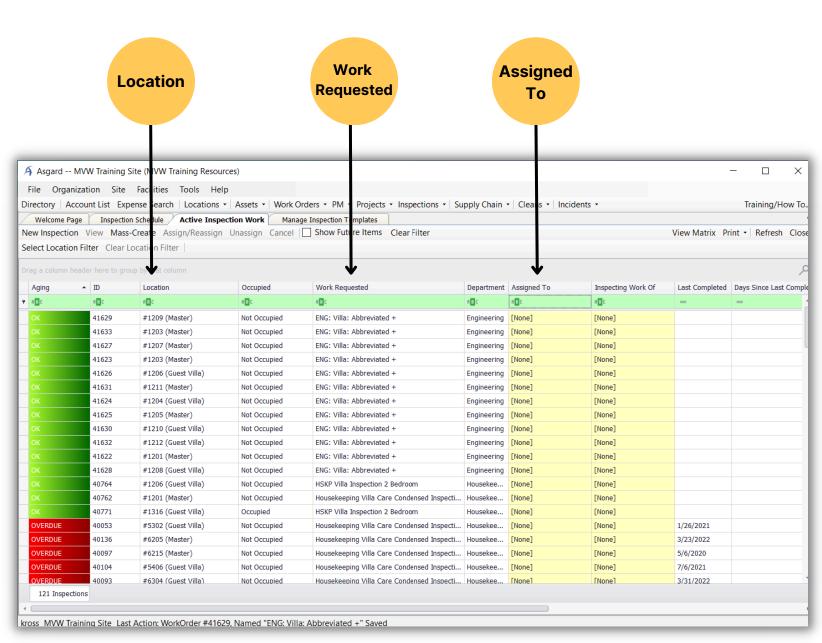


Contents

- 01 Active Inspection Work
- 02 Creating an Inspection
- 03 Mass-Create Inspections
- 04 Assigning Inspections
- 05 Completing an Inspection

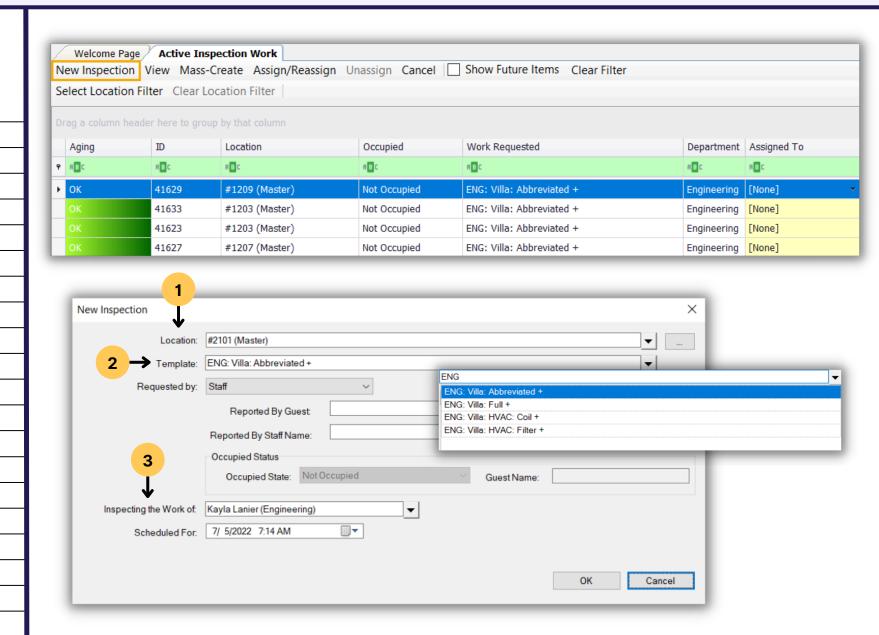
Active Inspection Work





Create an Inspection

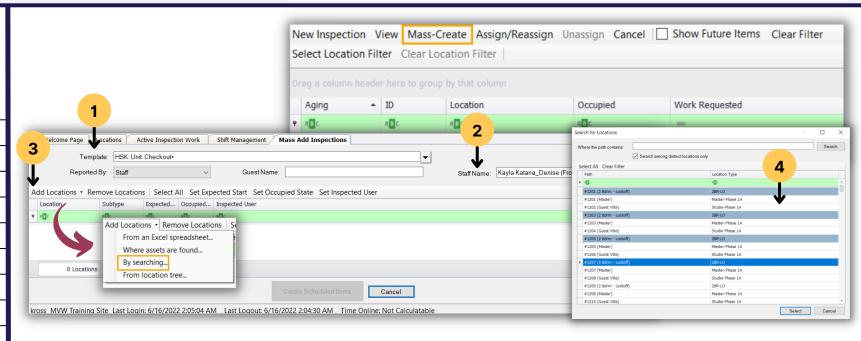




- 1. Enter the location where the inspection is being done
- 2. Use the Drop-Down to **select** the correct inspection Template
- 3. If you are inspecting the work of someone else, enter their name in the 'Inspecting Work Of' field

Mass-Create Inspections





- 1. Use the drop-down menu or begin typing the name of the Inspection you want to create
- 2. Reported By will default to Staff. Select your name or the staff member requesting the inspections
- 3. Click Add Locations and select By Searching
- 4. Select the locations that are going to be inspected and click **OK**

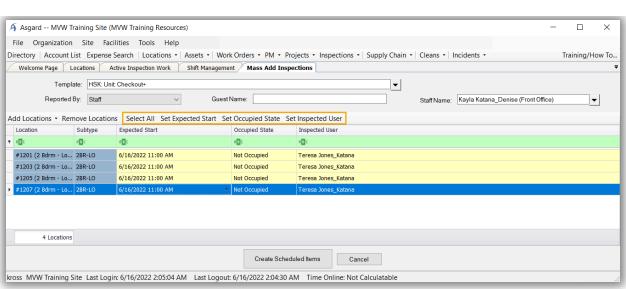
Scan QR Code for detailed instructions on Creating Inspections



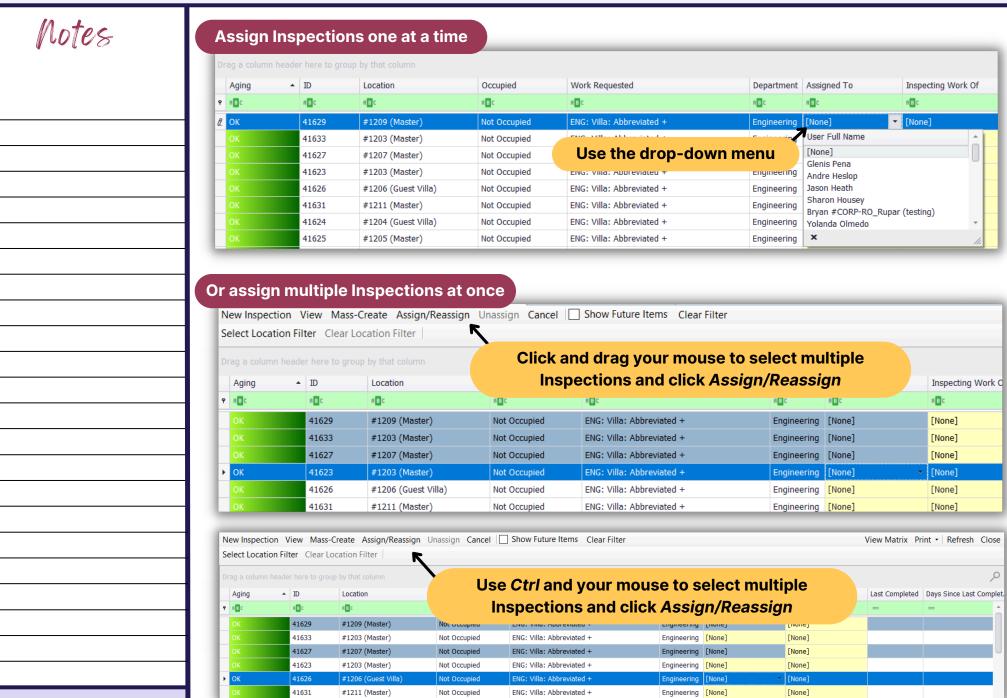
You can modify:

- Expected Start,
- Occupied State
- Inspected User

For each of these locations by mass-editing or individually.



Assigning Inspections



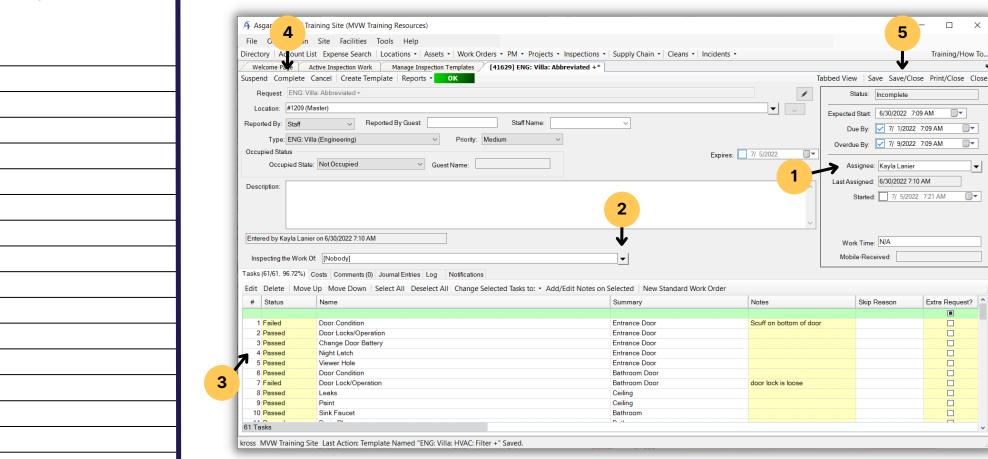
Completing Inspections

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Notes



Scan QR Code for detailed instructions on Completing Inspections



- 1. Inspections **MUST** be assigned in order to be completed
- 2. If needed, use the drop-down to select whose work you are inspecting
- 3. Tasks default to **Passed**, mark any that **Failed**, with any pertinent notes in the **Notes** column
- 4. Click on 'Complete' in the top left corner to complete the Inspection
- 5. Click Save/Close