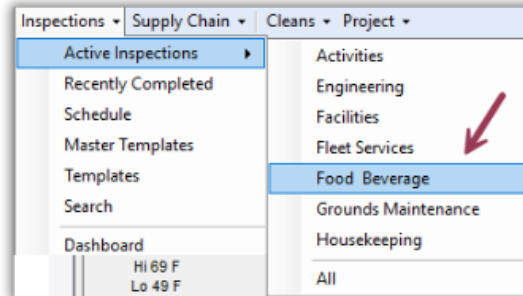
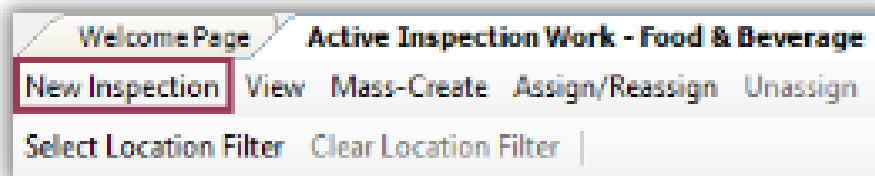


Step 1: From the Inspections dropdown menu, select **Active Inspections** for your department.

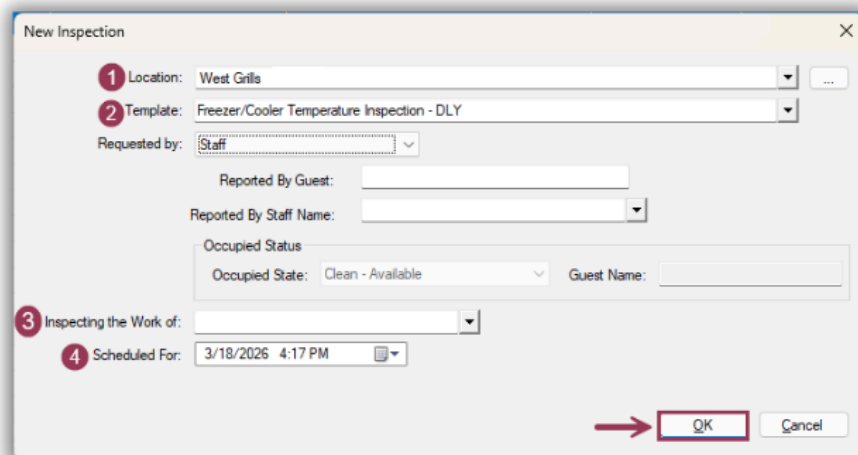


Step 2: Click **New Inspection** to create an Inspection Work Order for **ONE** location.



Step 3: When the New Inspection dialog window opens, enter the Inspection details.

! Inspection Templates automatically populate alphabetically, so be sure to select the correct template.



1: Enter the **Location** being inspected or where the Inspection is taking place.

2: Use the drop-down to select the **Inspection Template**.

3: If you are inspecting an individual's work, choose their name from the **Inspecting Work Of** drop-down.

4: **Scheduled For** - defaults to the current date and time, but can be adjusted to schedule as a future Inspection.

Then click **OK**.