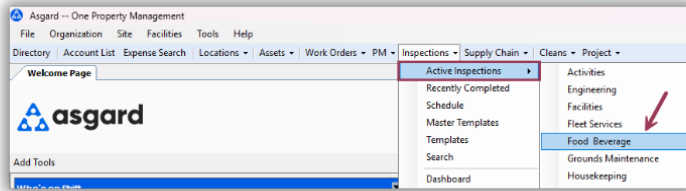
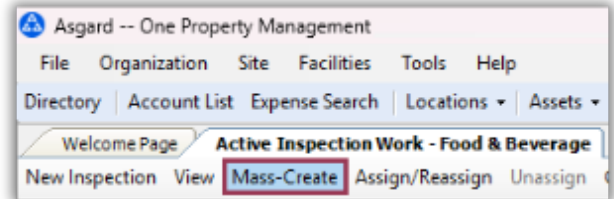


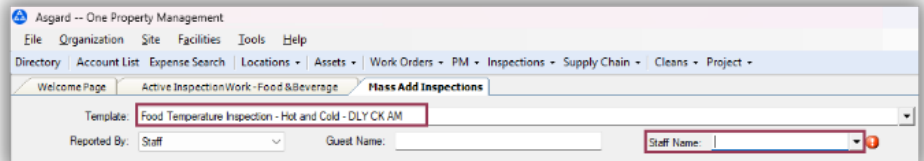
Step 1: From the Inspections dropdown menu, select **Active Inspections** for your department.



Step 2: Click **Mass-Create** to create the **same Inspection** for **more than one** location.

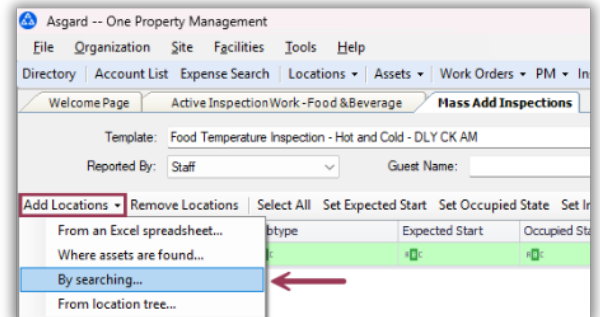


Step 3: Once the Mass Add Inspections screen opens, **select a Template** and the name of the person creating the Inspections.



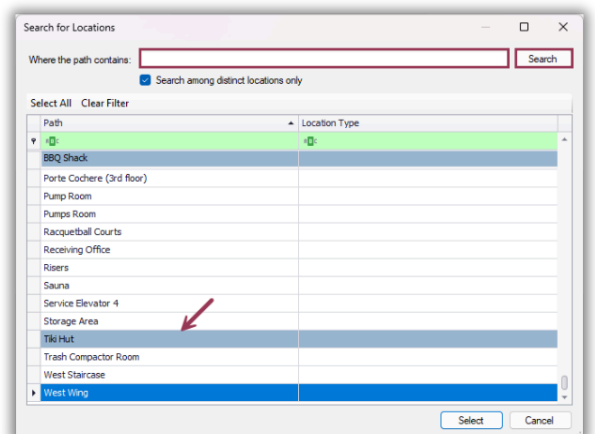
Step 4: Click the **Add Locations** button and use **By searching...** to locate and select the locations where the inspections need to be completed.

The Mass-Create function is limited to **25 work orders at a time**. If you need to create a larger number of scheduled or unscheduled inspections, please contact support@asgardsoftware.com



Step 5: To search for an area, zone, unit or location type, enter the search criteria into **Where the path contains** field. To select units only, enter the # key. To search for a specific area, enter the name and click **Search**.

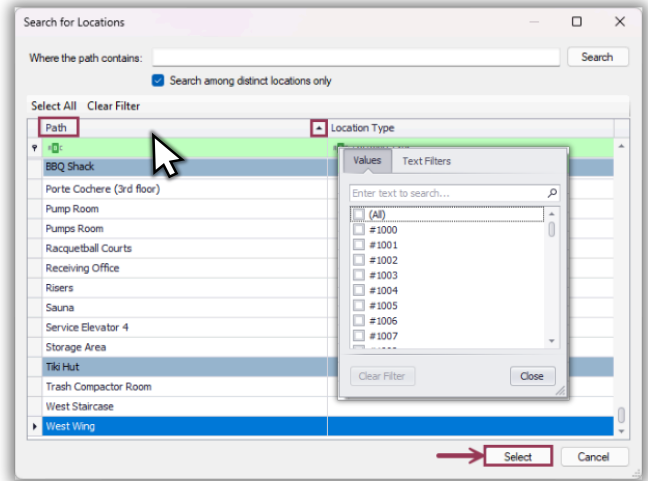
- Use **Select All** to select all locations.
- To select specific locations, hold down the **Ctrl** key while using your mouse to select the preferred locations.



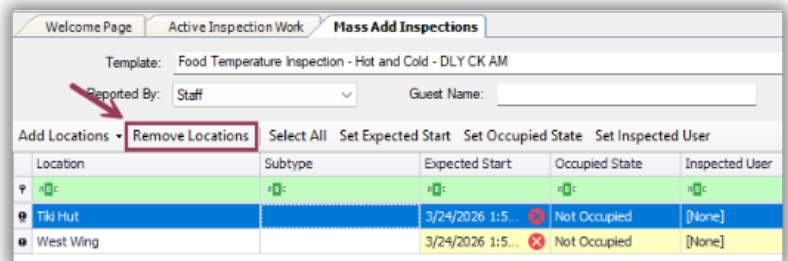
You can also sort by clicking on the Column headers. The **Path** column sorts locations numerically or alphabetically. **Location Type** sorts by grouping.

Hover over a column header for the funnel icon to appear for advanced filtering. The dialog box opens to **Values** where you can select one or more option. Open the **Text Filters** tab for more filtering options.

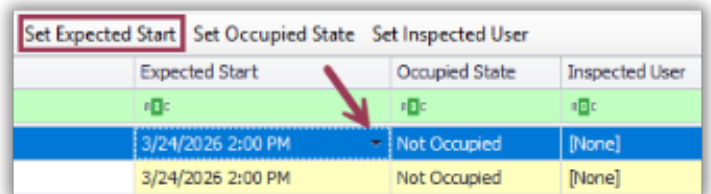
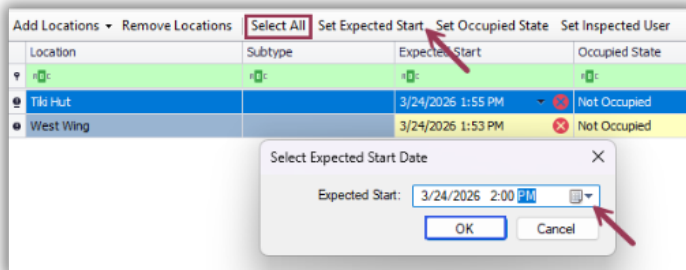
Once your location selection is complete, click **Select**.



Step 6: The locations will populate on the **Mass Add Inspections** screen. To remove a location, highlight and click the **Remove Locations** button.



Step 7: Update the **Expected Start Date** - it must be greater than the current time. Additionally, you have the option to modify the **Occupied State** and **Inspected User** for each location by mass editing or individually.



For instance, if you need all of these inspections to start tomorrow at 8:00am, click **Select All**, then **Set Expected Start**, change the date/time to tomorrow at 8:00am and click **OK**.

To change an *individual* location's Expected Start, highlight that location and click the **Set Expected Start** button or click the dropdown arrow in the Expected Start column to update the date and time for that location.

Step 8: Once you have set the expected start times, click **Create Scheduled Items**.

