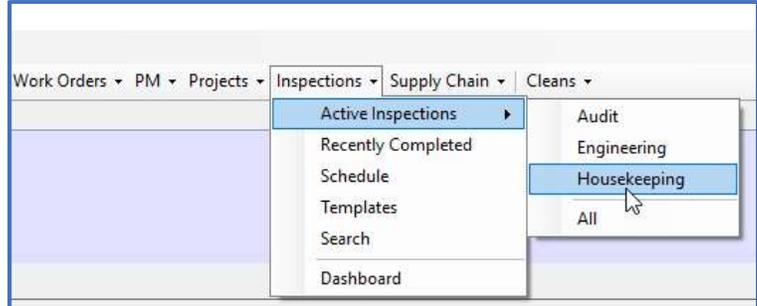
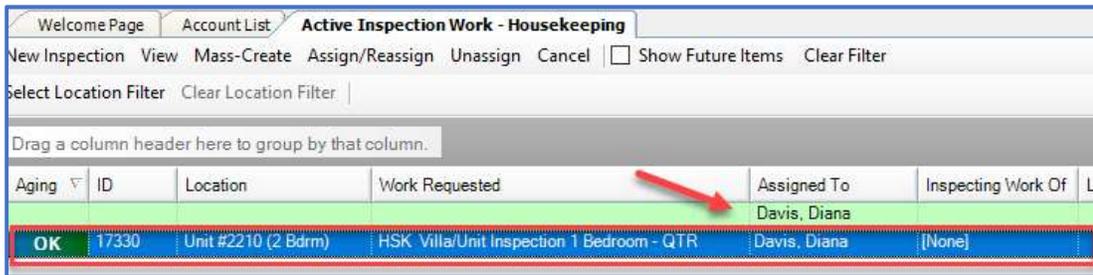


Asgard Desktop: Completing an Inspection

Step 1: To complete an Inspection work order on the Desktop. Open the Active Inspections screen for your department.

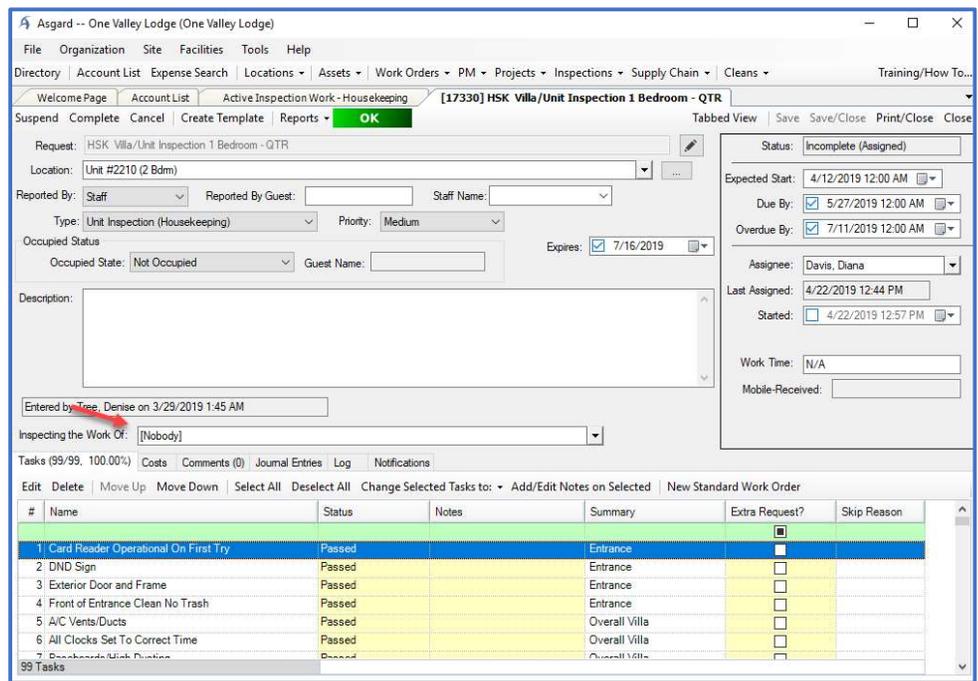


Step 2: Use filter bar to filter for the **Assigned** Inspection you wish to complete. Double-click the inspection to open the detail screen.



Step 3: From this screen use the convenience tools to update the results of the inspection.

Inspecting the **Work Of Field** is where you can add the name of the person whose work you are inspecting. If you are inspecting the quality of a location it will show as "Nobody".



Step 4: Your organization may have decided to default all task to Passed. Update the status of any Incomplete or Failed tasks by using the dropdown arrow in the status column.

If a task **Fails**, add the failed reason to the Note Field.

If a task is marked **Incomplete** add the Skip Reason in the proper column.

#	Name	Status	Notes	Summary	Extra Request?	Skip Reason
1	Card Reader Operational On First Try	Passed		Entrance	<input type="checkbox"/>	
2	DND Sign	Passed		Entrance	<input type="checkbox"/>	
3	Exterior Door and Frame	Failed	Exterior Door needs to be cleaned	Entrance	<input type="checkbox"/>	
4	Front of Entrance Clean No Trash	Incomplete		Entrance	<input type="checkbox"/>	
5	A/C Vents/Ducts	Passed		Overall Villa	<input type="checkbox"/>	
6	All Clocks Set To Correct Time	Passed		Overall Villa	<input type="checkbox"/>	
7	Baseboards/High Dusting	Passed		Overall Villa	<input type="checkbox"/>	
8	Carpets/Floors/Tile/Grout	Passed		Overall Villa	<input type="checkbox"/>	
9	Ceiling Fan	Incomplete		Overall Villa	<input type="checkbox"/>	N/A
10	Chairs	Passed		Overall Villa	<input type="checkbox"/>	
11	Door Tracks	Passed		Overall Villa	<input type="checkbox"/>	
12	Doors Clean	Passed		Overall Villa	<input type="checkbox"/>	

If all tasks are defaulted to “Incomplete” use the “**Select All**” button, move two buttons to the right, click the “**Change Selected Tasks to**” button and select “Passed”. Update the status of any “Incomplete” or “Failed” tasks by using the drop-down arrow.

#	Name	Status	Summary	Extra Request?
1	Card Reader Operational On First Try	Passed	Entrance	<input type="checkbox"/>
2	DND Sign	Passed	Entrance	<input type="checkbox"/>
3	Exterior Door and Frame	Passed	Entrance	<input type="checkbox"/>

Step 5: “**New Standard Work Order**” button creates a work order with the Location and Reporter pre-populated. It also notes that the work order was created from this inspection for reporting purposes.

#	Name	Status	Summary	Extra Request?
1	Card Reader Operational On First Try	Passed	Entrance	<input type="checkbox"/>
2	DND Sign	Passed	Entrance	<input type="checkbox"/>
3	Exterior Door and Frame	Passed	Entrance	<input type="checkbox"/>

Step 6: Comments/Photos can be added on the Comments tab, by clicking the **New Comment** button

Date	Comment	By
4/24/2019 10:...		Fullmer, Pam

Step 6: Once all data has been added, click the **Complete** button

Step 7: Update the **Complete Work Order** dialog box with two of the three parameters – Start time/date, Duration, or Completed time/date. The third parameter will be calculated by the system.

The screenshot shows a software interface with a main window titled "[17330] HSK Villa/Unit Inspection 1 Bedroom - QTR". The main window has tabs for "Welcome Page" and "Active Inspection Work". The "Complete" button is highlighted with a red arrow. The "Complete Work Order" dialog box is open, showing the following fields:

- Actual Start and Completion:**
 - Started: Calculate 4/24/2019 at 3:06 PM
 - Duration: Calculate Days: 0 Hours: 0 Minutes: 0
 - Completed: Calculate 4/24/2019 at 3:06 PM
- This work order is being backdated (set Expected Start to Actual Start)
- Comment:
- Buttons: OK, Cancel

Step 7: Click **OK** to complete the work order