

Completing an Inspection Work Order

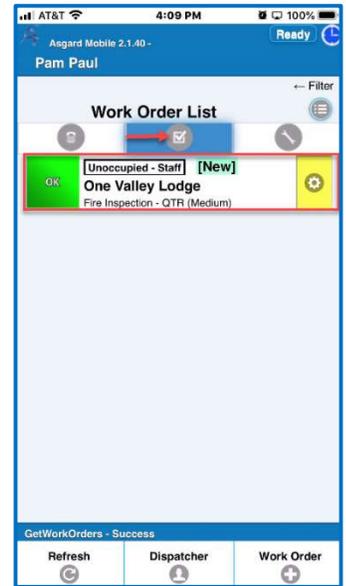
Follow the steps below to complete an inspection work order on a mobile device. For assistance with AsgardMobile or Staff On-Shift, please contact support@katanasoft.com.

Step 1: Locate the inspection in the list assigned to you.



If you have more than one work order type assigned to you, icons will appear above the list. The Phone Icon = Standard Work Orders, the Wrench Icon = PM Work Orders and the Checkbox icon = Inspection Work Orders. If no icons appear, you have only one type of work order to complete.

Access your Inspection Work Orders by tapping the **Checkbox** icon.



Step 2: Tap anywhere to the left of the yellow gear icon to view the details without starting the work



Step 3:

1. When you arrive at the unit door or work location, click **Start**.
2. The Inspected User if applicable, is in the top section of the screen.
3. The **Create Standard WO** button lets you create a work order, at any time, for any items that fail, or for follow up work another department should complete. The current Location will automatically populate.
4. You can return to the list of work orders, without Completing, by clicking the **Home** button on the toolbar.



Step 4: Begin inspecting the items included in the task list

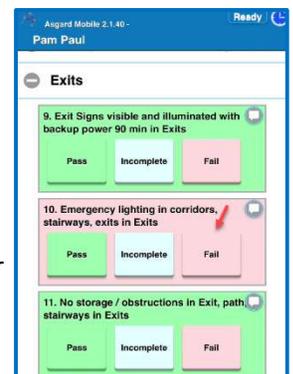
Passed – add readings if required by tapping the note icon.

Incomplete – mark a task Incomplete if a task does not apply to your site choose NA for the skip reading.

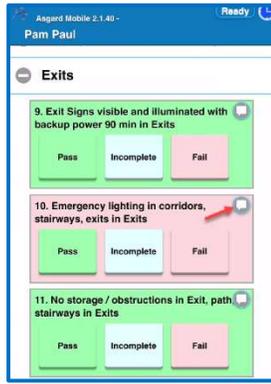


 *It is important that you **Don't Fail** tasks that don't apply remember to mark them as **Incomplete**.*

Failed - if a task fails be sure to leave a Note why it failed or any failed readings that are required by clicking the note icon adding the note and tap **Save**.



Step 5: Add a Note to the Failed task by clicking the **Talk Bubble** icon. Enter Notes about why the task failed and click **OK**.



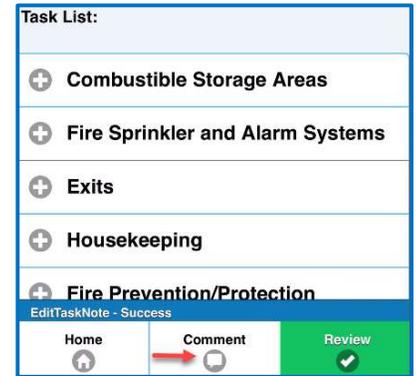
Note: It's important to add **Notes** when a task is marked Fail, so that you can monitor trends or identify training opportunities.



Step 6: To add comments and/or photos to the inspection, click the **Comment** button.



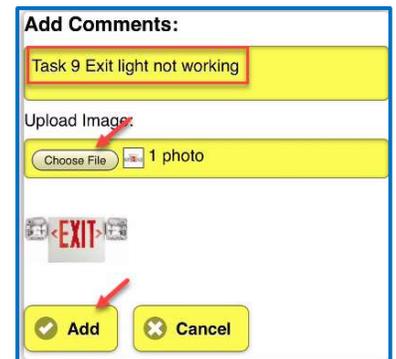
When the keyboard opens, you can tap the **Microphone** icon to launch the dictation feature. When you are done talking, tap, or release, the Microphone to stop recording. Make any auto-correct changes needed.



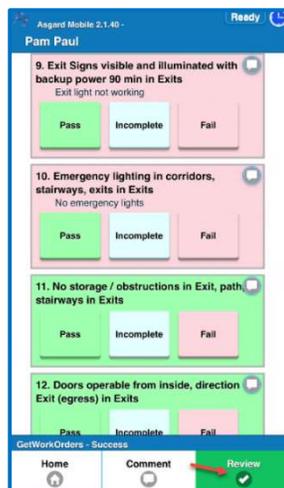
To add a photo, tap the **Choose File** button. You can Take a Photo or upload a picture from your Photo Library. When your photo(s) and comments are complete, tap **Add**.



To associate the comment/photo with a failed task, include the task # in the Comments field.



Step 7: When all items have been inspected, click the green **Review** button.



Step 8: On the Inspection Review screen, review the inspection score, and the list of failed tasks. When you are satisfied that everything is correct, tap the **Complete** button. The inspection will immediately update in the main Asgard Desktop App and disappear from your device.

