

Completing an Inspection (Housekeeping) iPhone

<p>1. Tap My Work Orders</p>	<p>2. Open the Inspection to view the Task List</p>	<p>3. Details Screen Key</p> <ol style="list-style-type: none"> 1. Create Standard WO 2. Checkmark to Complete 3. Edit Inspected User 4. Description 5. Return to Task List 	<p>4. Update Tasks</p>
<p>Then the Inspections Banner</p>	<p>Tap Play to start</p> <p>View the Work Order Details</p>		<p>Incomplete add skip reason</p> <p>Failed note what failed</p>
<p>5. Add Comments/Photos</p> <p>Tap New Comments</p> <p>Enter your Comment</p>	<p>6. Take a Photo or Select from Gallery</p> <p>Tap Save</p>	<p>7. Tap Checkmark to Review</p> <p>Review the Score and list of Failed or Incomplete Tasks</p>	<p>8. Tap Checkmark to Complete</p> <p>Success! Tap OK</p>