Asgard

Inspection Management

INSPECTION MANAGEMENT TRAINING WORKBOOK SUMMER 2022

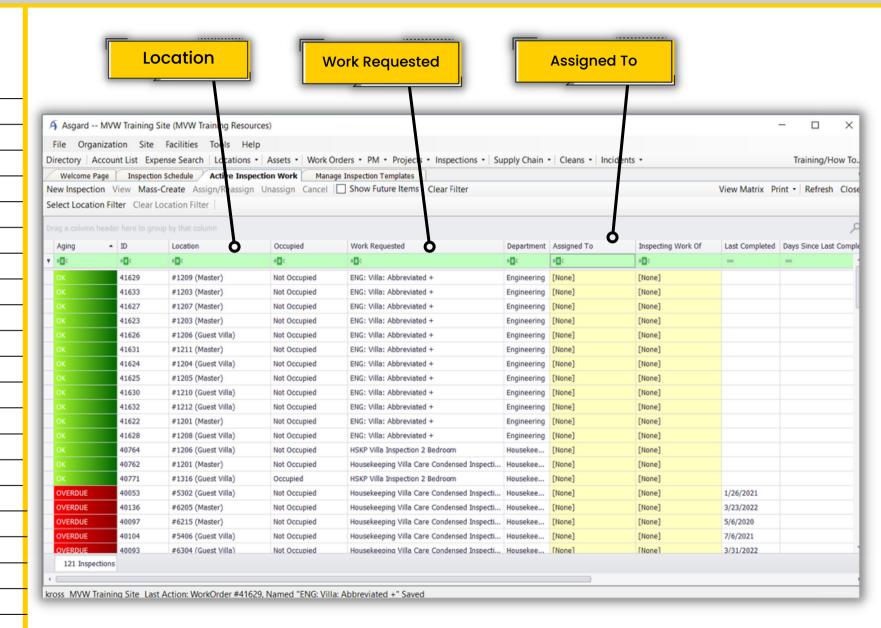


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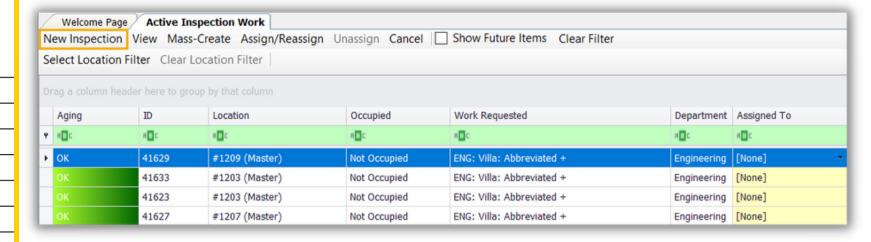
Active Inspection Work

Notes



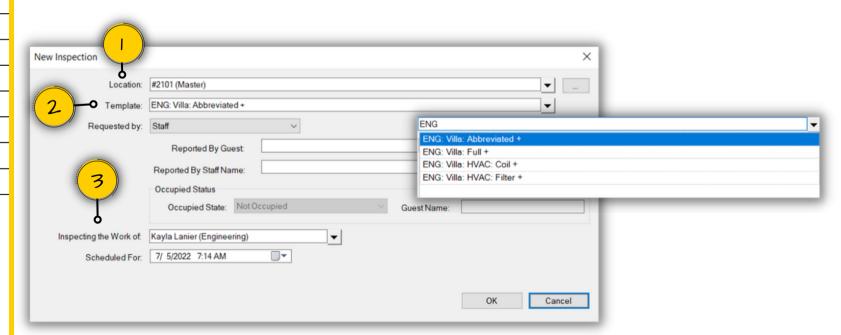
Create an Inspection

Notes



Scan QR Code for detailed instructions on creating Inspections

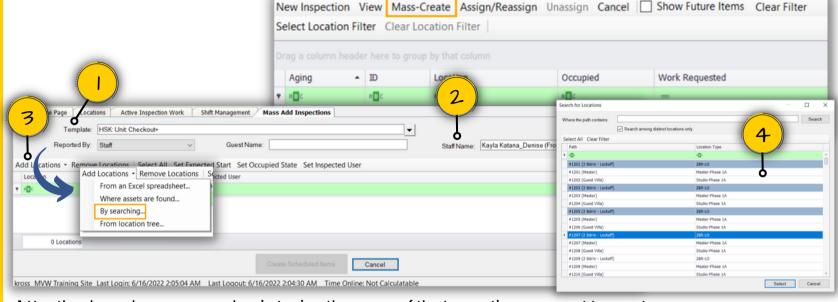




- 1. Enter the location where the inspection is being done
- 2. Use the Drop-Down to **select** the correct inspection Template
- 3. If you are inspecting the work of someone else, enter their name in the 'Inspecting Work Of' field

Mass-Create Inspections

Notes



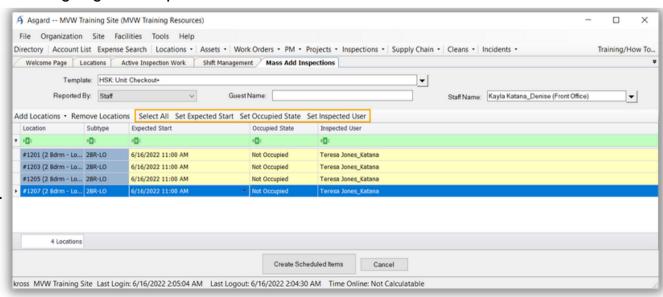
- 1.Use the drop-down menu or begin typing the name of the Inspection you want to create
- 2. 'Reported By' will default to Staff. Select your name or the staff member requesting the inspections
- 3. Click 'Add Locations' and select 'By Searching
- 4. Select the locations that are going to be inspected and click 'OK'

Scan QR Code for detailed instructions on creating Inspections



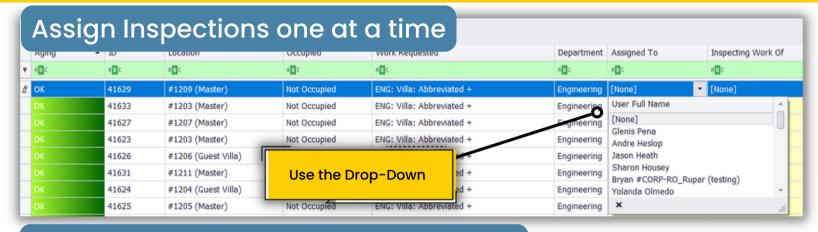
You can modify the

- Expected Start,
- Occupied State
- Inspected User for each of these locations by massediting or individually.

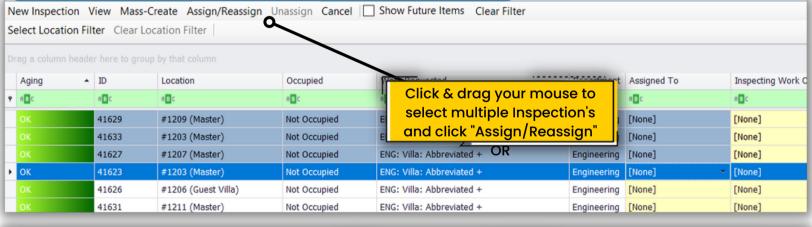


Assigning Inspections

Notes



Or assign multiple Inspections at once



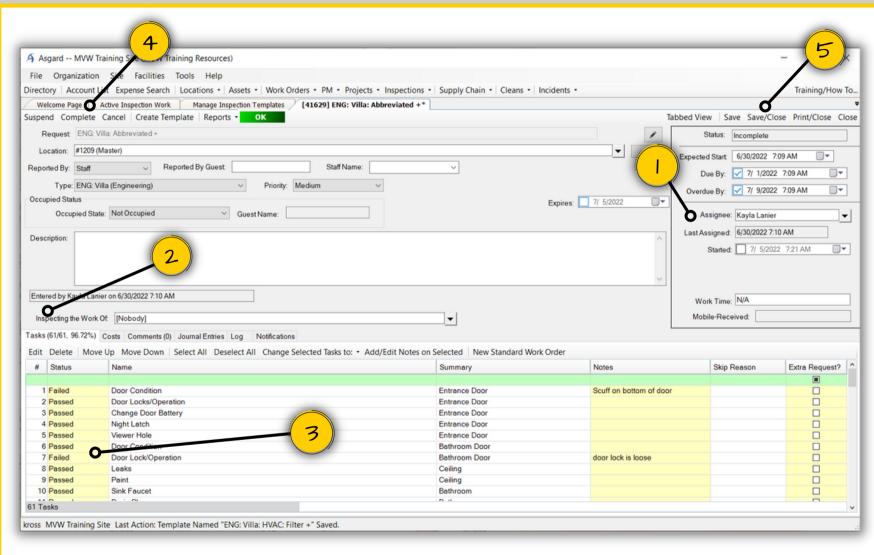
Select Location Filter Clear Location Filter Use Ctrl + your Mouse to select multiple Inspection's							,		
Aging	▲ ID	Location	Occupied	and the second	"Assign/Reassign		Inspecting Work Of	Last Completed	Days Since Last Compl
P R□C	# []C	*D:	# C	and click	Assign Reussign		п□с	-	-
ОК	41629	#1209 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering [None]		[None]		
	41633	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering [None]		[None]		
ОК	41627	#1207 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering [None]		[None]		
	41623	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering [None]		[None]		
→ OK	41626	#1206 (Guest Villa)	Not Occupied	ENG: Villa: Abbreviated +	Engineering [None]		* [None]		
ОК	41631	#1211 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering [None]		[None]		

Completing Inspections

Notes

Scan QR Code for detailed instructions on Completing Inspections





- 1. Inspections MUST be assigned in order to be completed
- 2. If needed, use the drop-down to select who's work you are inspecting
- 3. Tasks default to 'Passed', mark any that 'Failed', with any pertinent notes in the 'Notes' column
- 4. Click on 'Complete' in the top left corner to complete the Inspection
- 5. Click 'Save/Close'