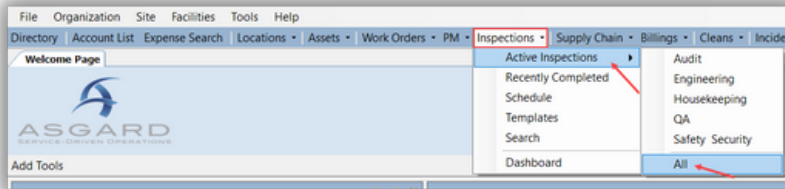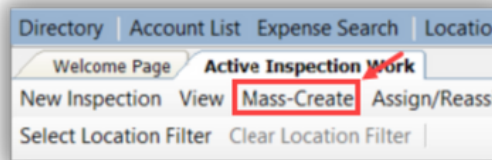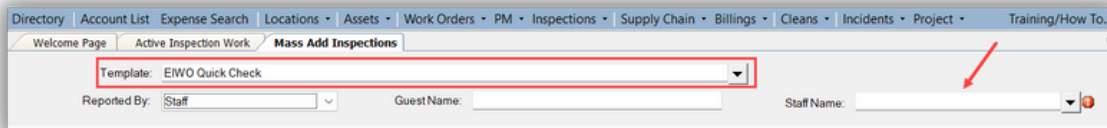**Step 1:** From the Inspections dropdown menu, select **Active Inspections** for your department.

**Step 2:** Click **Mass-Create** to create Inspection Work Orders for **MORE THAN ONE** location.

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

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@katanasoft.com**
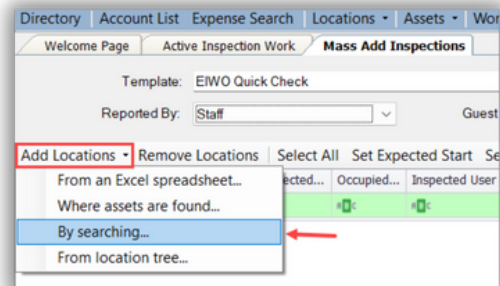
Step 5: To search for an area, zone, unit or location type, enter the search criteria into "**Where the path contains**" field.

To select all units enter #. 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 **control key** while using your mouse to select the preferred locations.
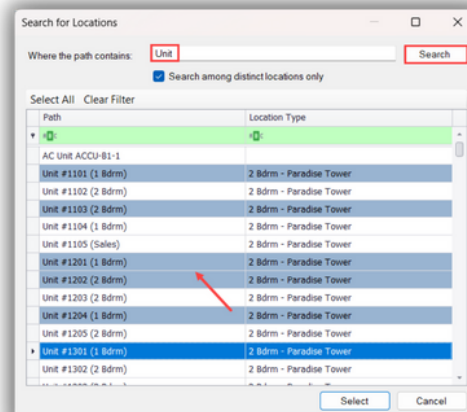
Step 6: Sort by clicking on the Column headers. **Path** column sorts locations numerically or alphabetically. **Location Type** sorts by grouping.

Notice if you hover over any column header, a little funnel appears on the right for advanced filtering. The dialog box opens to **Values,** and you can select one or more. Open the **Text Filter** tab for more filtering options.
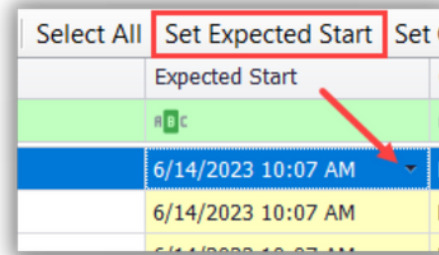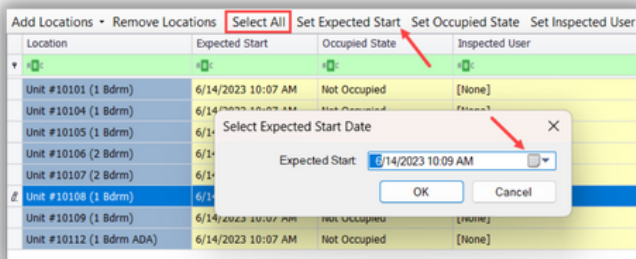
Once your location selection is complete, click "**Select".**
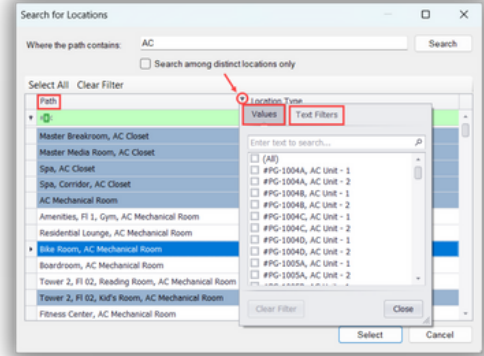
Step 7: The locations will populate on the "**Mass Add Inspections**" screen. To remove a location, highlight and click the "**Remove Locations**" button.

Step 8: You can modify the **Expected Start**, **Occupied State** and **Inspected User** for each of these locations by mass editing or individually.

For instance, if you need all 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 use 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 9: Once you have set the expected start times, click **Create Scheduled Items.**