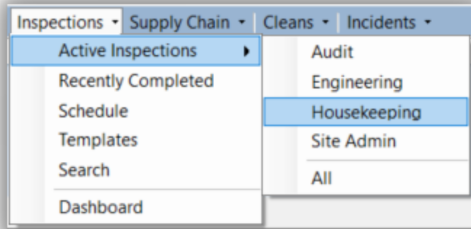
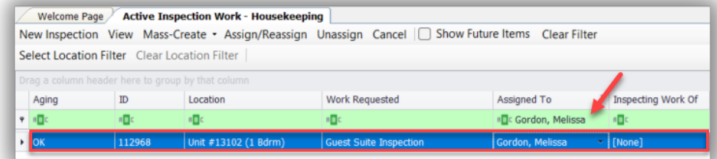


Step 1: To complete an Inspection on the Desktop. Open the Active Inspections screen for your department.



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.

#	Wei	Name	Status	Notes	Summary	Extra Request?	Skip Reason
1	1	Furniture clean, dry, spot free and in good repair.	Passed		Living Room	<input type="checkbox"/>	
2	1	All drawers clean, empty and sealed to cabinet proper.	Passed		Living Room	<input type="checkbox"/>	
3	1	Mirrors and pictures clean, shiny, smudge free.	Passed		Living Room	<input type="checkbox"/>	
4	1	Lamps and lamp shades clean and in good condition.	Incomplete	Lamp shades needs to be cleaned. Living Room	Living Room	<input type="checkbox"/>	
5	1	Privacy doorknob card readily available.	Passed		Living Room	<input type="checkbox"/>	
6	1	Closets equipped with adequate number of hangers.	Failed		Living Room	<input type="checkbox"/>	
7	1	TVs and DVD players clean and in good condition.	Passed		Living Room	<input type="checkbox"/>	
8	1	Management approved television channel listing.	Passed		Living Room	<input type="checkbox"/>	
9	1	Washer and dryer in unit clean and dust free.	Passed		Living Room	<input type="checkbox"/>	
10	1	Telephone operational, clean and with a pen.	Incomplete		Living Room	<input type="checkbox"/>	N/A
11	1	In Unit directory available, well presented.	Passed		Living Room	<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.

#	Wei	Name	Status	Summary	Extra Request?
1	1	Furniture clean, dry, spot free and in good repair.	Passed	Living Room	<input type="checkbox"/>
2	1	All drawers clean, empty and sealed to cabinet proper.	Failed	Living Room	<input type="checkbox"/>
3	1	Mirrors and pictures clean, shiny, smudge free.	Passed	Living Room	<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 tracking and reporting purposes.

Main Tasks (73/73, 100.00%) Billing Costs Associated Billings Comments (0) Journal Entries Log Notifications									
Edit Delete Move Up Move Down Select All Deselect All Change Selected Tasks to: Add/Edit Notes on Selected New Standard Work Order									
#	Wei	Name	Status	Notes	Summary	Extra Request?	Skip Reason		
1	1	Furniture clean, dry, spot free and in good repair.	Passed		Living Room	<input type="checkbox"/>			
2	1	All drawers clean, empty and sealed to cabinet proper...	Passed		Living Room	<input checked="" type="checkbox"/>			
3	1	Mirrors and pictures clean, shiny, smudge free.	Passed		Living Room	<input type="checkbox"/>			

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

The screenshot shows the 'Comments' window in GnuCash. The top menu bar includes 'Main', 'Tasks (73/73, 100.00%)', 'Billing', 'Costs', 'Associated Billings', 'Comments (1)', 'Journal Entries', 'Log', and 'Notifications'. The 'Comments (1)' menu item is highlighted. Below the menu bar, there are buttons for 'New Comment', 'Edit', and 'Delete'. A red arrow points to the 'New Comment' button. The 'New Comment' dialog box is open, showing a text area for the comment. A red callout bubble points to the text area with the message 'A comment is required.' The dialog box also includes a 'Picture' field with a 'Browse' button and 'OK' and 'Cancel' buttons at the bottom.

! Make sure that the photo is saved to your desktop. Click **Browse** to locate the photo within your files.

Step 7: Once all data has been added, click the **Complete** button.

[Welcome Page](#)
[Active Inspection Work - Housekeeping](#)
[\[112155\] Guest Suite Inspection*](#)

[Suspend](#)
[Complete](#)
[Cancel](#)
[Create Template](#)
[Reports](#)
[OVERDUE](#)

[Main](#)
[Tasks \(73/73, 100.00%\)](#)
[Billing](#)
[Costs](#)
[Associated Billings](#)
[Comments \(0\)](#)
[Journal Entries](#)
[Log](#)
[Notifications](#)

[New Comment](#)
[Edit](#)
[Delete](#)

Date	Comment
▼ 2025	📄

Step 8: 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.

Step 9: Click **OK** to complete the work order.

Complete Work Order

Actual Start and Completion:


Started: ☐ Calculate 1/30/2023 at 12 : 17 PM

Duration: ☐ Calculate Days: 0 Hours: 0 Minutes: 0

Completed: ☒ Calculate 1/30/2023 at 12 : 17 PM

☐ This work order is being backdated (set Expected Start to Actual Start)

Comment

 **OK** **Cancel**

Step 10: Click **Save/Close**.

Welcome Page
Active Inspection Work - Housekeeping
[112155] Guest Suite Inspection

Suspend
Complete
Cancel
Create Template
Reports - OVERDUE
Main
Tasks (7/73, 100.00%)
Billing
Costs
Associated Billings
Comments (0)
Journal Entries
Log
Notifications

Request: Guest Suite Inspection
Location: Unit #1200 (2 Bdm)
Reported By: Staff
Reported By Guest:
Staff Name: Lanier, Kayla
Type: Inspection Task (Housekeeping)
Priority: Medium
Occupied Status:
Occupied State: Not Occupied
Guest Name:
Description: 64 Point Inspection to prepare for guest arrival.
Entered by: Lanier, Kayla on 10/25/2022 12:10 PM
Event
No Event

Status: Complete
Expected Start: 10/25/2022 12:10 PM
Due By: 12/24/2022 12:10 PM
Overdue By: 1/24/2023 12:10 PM
Assignee: Lanier, Kayla
Last Assigned: 10/25/2022 12:10 PM
Started: 1/30/2023 12:17 PM
Completed: 1/30/2023 12:17 PM
Work Time: 4 mins
Mobile Received: 10/25/2022 12:10 PM