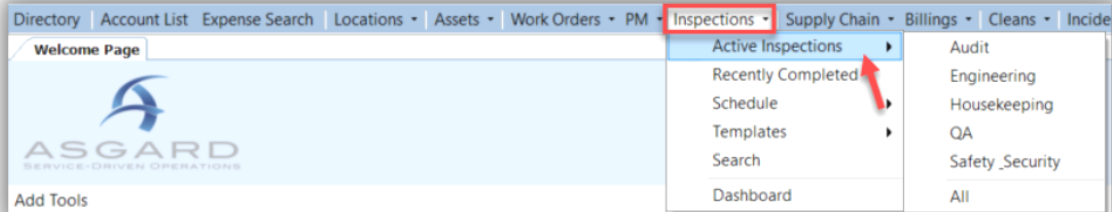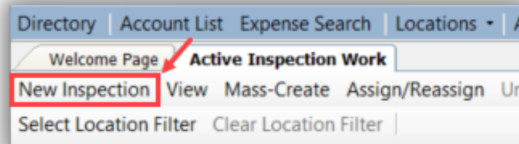**Step 1:** From the Inspections dropdown menu, select Active Inspections for your department.

Step 2: Click New Inspection to create an Inspection Work Order for **ONE** location.

Step 3: When the New Inspection dialog window opens, enter the Inspection details.

1: Enter the **Location** being inspected or where the Inspection is taking place.

2: Use the drop-down to select the **Inspection Template.**

3: If you are inspecting the work of an individual, choose their name from the **Inspecting Work Of** drop-down.

4: Scheduled For - This defaults to when you open the screen but can be adjusted for a future scheduled Inspection.

Then click **OK**