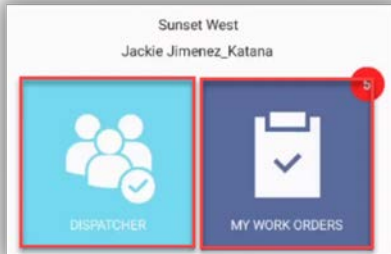
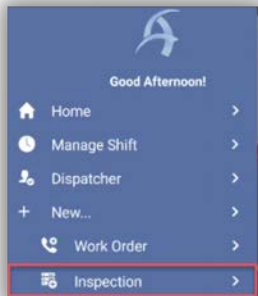




Step 1. Tap Dispatcher or My Work Orders



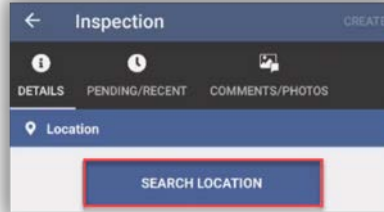
or **Hamburger menu**



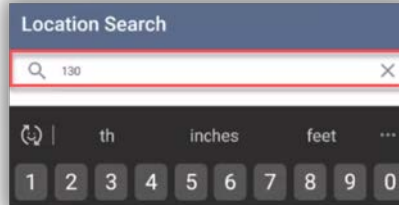
Tap **Check List + Inspection icon**



Step 2. Tap Search Location



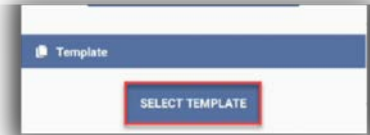
Enter at least 3 characters
Select **Search**



Tap selected **location**



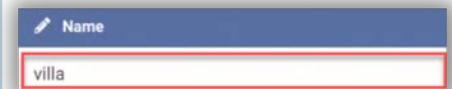
Step 3. Tap Select Template



Filter by **Department**



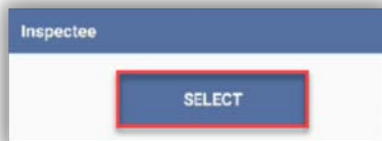
Or type the **Inspection Name**



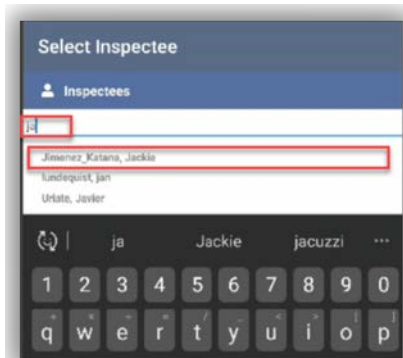
Choose an **Inspection Template**



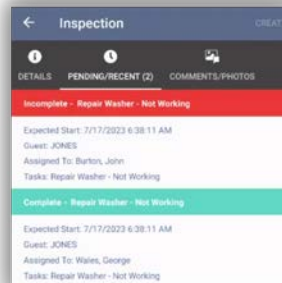
Step 4. Tap Select to choose an Inspectee, if needed



Choose **Inspectee** or type name to filter

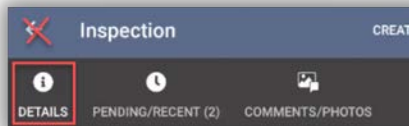


Step 5. Pending/Recent indicates any work orders for this unit for the last 14 days

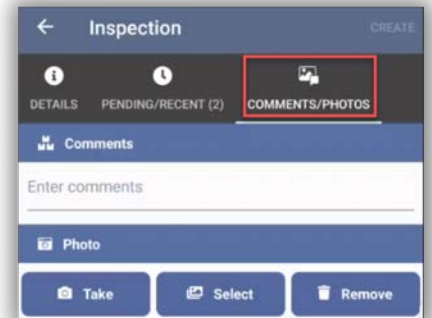


Incomplete in **Red**
Complete in **Green**

Tap **Details** to return, not the Back arrow

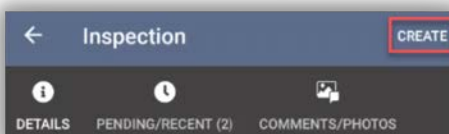


Step 6. Tap Comments/Photos to add a Comment and/or Photo, as needed



Only one comment/photo can be added at creation

Step 7: Tap Create



Tap to **Self-Assign** or **Unassign**



Success! Tap **OK**

