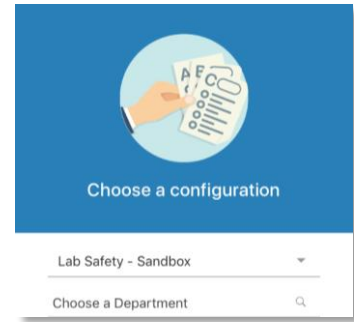


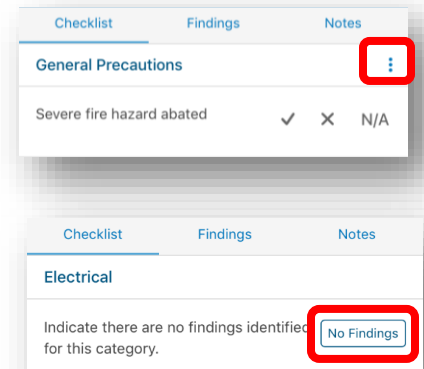
Choose a Configuration

- Select the checklist from the top dropdown
- Type ahead to find the department from the bottom dropdown
- Select **Let's Go!**



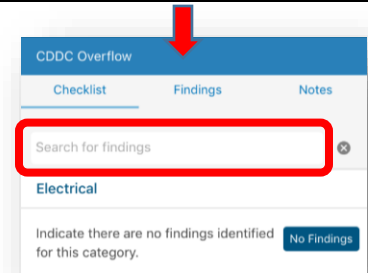
Choose a Default for a Yes/No Checklist

- Select the dots next to each checklist category
- Select desired default:
Default to Compliant
Default to NA



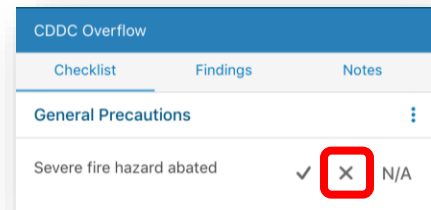
Search Questions by Key Word

- Swipe down on the blue header bar to reveal search box
- Enter key word(s)
- Scroll to identify desired question



Create a Finding

- Select the "X" for the finding



Add Comments

- Tap on the Comments section to enter comments with keyboard or talk-to-text

Add Photos

- Select the camera icon to add a photo (up to 10 per finding)

**Add Photos with Markups (iPhone iOS 10 only)**

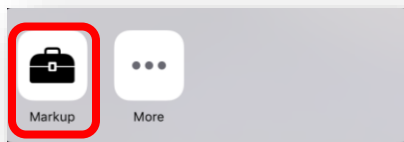
- Take photo with Camera app on device
- Open photo and select “sliding bar” icon



- Select circle with 3 dots



- Select **Markup**



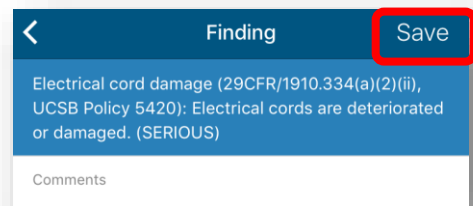
- Use the pencil tool to mark the photo
- Select **Done**
- Photos can be accessed in Inspect using the Camera Roll icon in the Finding Detail page

**Add Tags**

- Select Tags for reporting metrics
- Select desired tag(s) for finding (selection of tags varies per program)
- Select **Done**

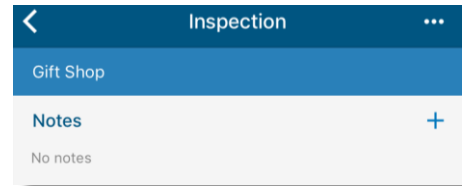
**Completing the Finding**

- Select **Save** in the upper right corner



Add Notes to an Inspection

- Select the “+” beside **Notes**
- Tap anywhere in the Comments field to open keyboard
- Add notes using the keyboard or talk-to-text
- Select **Save**

**Completing an Inspection**

- Select the dots in the upper right
- Select **Save**

**Submitting an Inspection**

- Select **Submit Inspection** button on Homepage
- Select the dots next to the inspection you want to submit
- Select “Submit as Draft” if you’d like to make edits to it on your desktop
- Select “Submit as Completed” if it is ready to be directed to responsible party
- Once submitted, the inspection is removed from the mobile device

