

HOW TO

COMPLETE INSPECTION (CHECKLIST)

1 Within the Inspection, select the **required Checklist** and complete as required.

2 To delete a checklist, select the setting wheel then **Delete**.

e.g. If completing a pre-rainfall inspection, delete the post rainfall inspection Checklist.

3 If required, add Observations (tasks) by selecting **Observations Blue Plus**.

The screenshot shows the 'Checklists' section of the application. A blue box labeled '1' highlights the 'Checklists' dropdown menu. A blue box labeled '2' highlights the settings wheel icon. A blue box labeled '3' highlights the 'Observations Blue Plus' button.

4 Select **Report Type** to be emailed to all attendees and recipients.

Note: Report will be sent to attendees on save, unless no report selected.

5 Select **Complete Inspection**.

The screenshot shows the 'Submit Inspection' section of the application. A blue box labeled '4' highlights the 'Report type' dropdown menu. A blue box labeled '5' highlights the 'COMPLETE INSPECTION' button.