## **Outstanding Inspections**

## Control Panel > Work Order > Property Inspections > Outstanding

The Outstanding list displays a summary of all inspections generated by schedules that have not been marked as completed.

Work Order-	Setup-	Му	Workspace 🕶	D	ocumen
Property Inspec	ction Check	lists			
Dashboard					l
Messages				~	
Tenant Reques	sts	•			
Preventive Mai	ntenance	•	ve Certificates	*	Current
Visitor Security		•			
COI		•			
Surveys		•			
Property Inspec	ctions		Scheduled		
Search		•	Outstandin	g	
			Completed		

An inspection can be assigned or reassigned by selecting it from from the list and clicking **Assign**. This will open Assign Inspection popup.

			Assign	Complete 🔀 Ca
Workflow	Inspection			
Assigned To: Expected Comp	letion Date:	May 12, 20	17 - 9:00 am	
History				
Time Taken				
Date 👻	Event	Employee	Time Taken	Updated By
May 5 2017	Assigned		0 hr 0 min	
1009 0, 2017,				

In the Assign Inspection popup, you can select an employee to assign or reassign the inspection to, and update the **Expected Completion Date**.

Assign To:	Patricia	× •			
Issued On:	May 19, 2015 at 12:42 pm				
Expected Completion Date:	05/22/2015 🖸 12 💌 42 💌 PM 💌				