

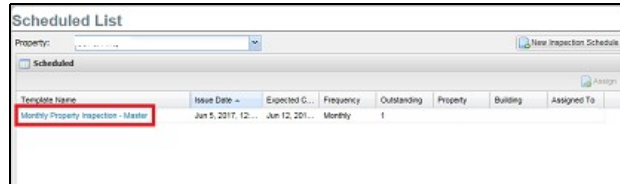




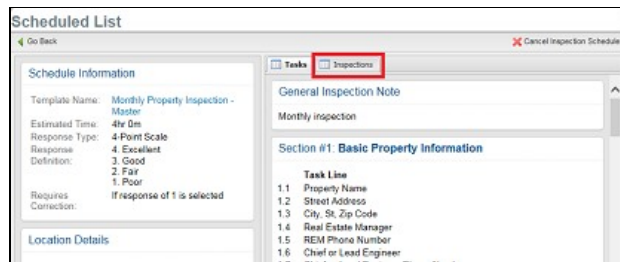
# Scheduled Inspection Details

[Control Panel](#) > [Work Order](#) > [Property Inspections](#) > [Scheduled](#)

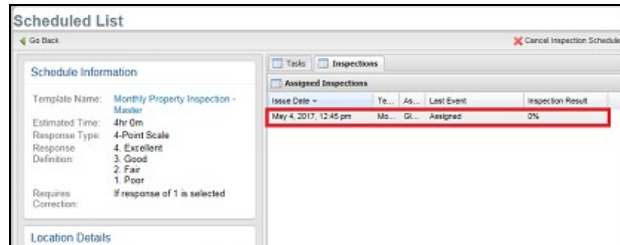
Click on the Inspection name.



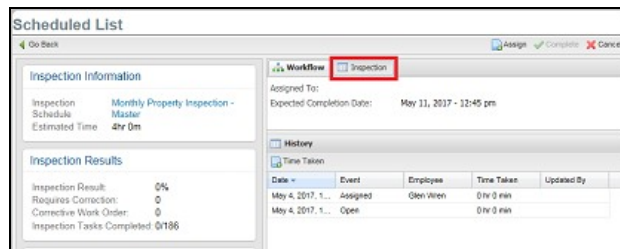
The inspection details screen will display. To review the status of an inspection and update or complete inspections tasks click on **Inspection** tab.



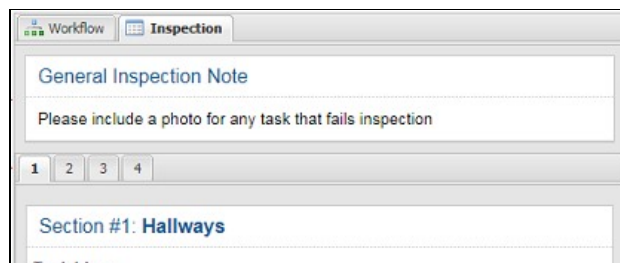
Double click on an inspection.



Go to **Inspection** tab.



If the section has already been partially filled in, tasks are colored in red or green. You can click a task to updating from a specific point in the section.



TASK LINE	
3	1.1 General cleanliness
2	1.2 Floors (carpeting)
1	1.3 Baseboard trim
	1.4 Walls

Section #2: **Utility closet**

Task Line

- The **Response** dropdown is used to mark the inspection item using the point scale.
- Enter any additional notes concerning the inspection task in the **Description** field.
- If you would like to attach a file, click on **Browse**.
- You can use **Next** and **Previous** buttons to switch between tasks in the section.
- Click **Save and Close** when you are finished making updates to the section.

Update Inspection Results

Section #1: **Hallways**

1.1 General Cleanliness

Response:

Requires Correction:  (Corrective Work Order: 10971876)

Description:

Attachment: