



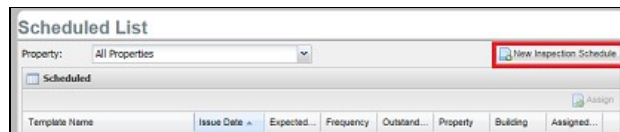
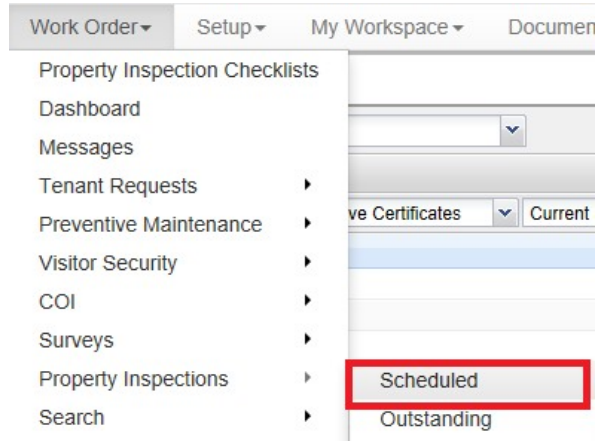


# Scheduled Inspections

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

## Scheduling an Inspection:

Completed inspection templates are used to create inspection schedules. To schedule an inspection go to **Work Order > Property Inspections > Scheduled** > click on **New Inspection Schedule**



1. Enter the following information in **Inspection Location** section:

- Use the **Property** and **Building** dropdown lists to select the property and building where the inspection is going to be conducted.
- **Note:** Selecting multiple floors will require the inspector to fill out a separate copy of the inspection for each floor. Leaving the floor selection field **empty** or selecting **a single floor** will only require the inspector to fill out the form once.
- **Location Details** can be used to provide any additional information concerning the inspection location.

2. In **Schedule Information** section, select a template name, enter a time estimate and any general notes in the fields provided.

3. Fill in **Dispatch Details** section.

- Select an employee using **Assigned To**. If left empty, the scheduled inspection will need to manually assigned from **Outstanding** List before they can be conducted.
- Use the **Frequency** dropdown to indicate how often inspection should be conducted.
- Select an **Issue Date** and time. Enter a number in the **Must Completed** in the field to indicate how many days the inspector has from the date issued to complete the inspection.

4. Click **Save**.



Building: Hillview Towers I

Floor: 1 x 2 x Select All Floors

Location Details:

**Schedule Information**

Template Name: Building Inspection - Interior

Estimated Time: 3 hr 0 min

General Inspection Note: Complete this inspection on each assigned floor. Inspection tasks marked as needing improvement should be documented with a photo.

**Dispatch Details**

Assigned To: John Smythe

Frequency: Semi-Annual

Issue Inspection On Weekends:

Issue Date: 05/13/2015 12:00 PM

Must be completed In: 3 Day(s) By **May 16, 2015, 12:00 pm**