From Registers/Administrative Registers/Warehouse/Office inspection Register click **+ADD NEW**.

A. Complete in Mobile App

1. Select the Inspecation Date.
2. Select the Staff member who will be completing the inspection.
3. Choose your location that requires inspecting or click + to add a new one.
4. Pick the Template to be used.
   NOTE: only Template/Forms that have been locked and are type Warehouse/Office Inspections will appear in the list.
5. To create a reoccuring task select the Inspection Interval. Once this current task is signed off a new task will automatically be recreated.
   Note: New Intervals can be added under **Administration/Asset Management/ Service-Test Interval Type**.
   For one off tasks select NA from the menu.
6. Click 💾 **SAVE** and NO to pop up message for the task to be completed on the Mobile App (see below).

7. The Completed Date & Signed Off will populate once the task has been completed in the Mobile or Web App.
8. Corrective Actions added in the mobile app will appear here or click **+ADD** for any additional items required.
9. The form completed in the mobile or web app will populate in the Documents section.
   Click **+ADD FILE** to load any other documents.

B. Complete Inspection Checklist in Web App

1. After clicking 💾 **SAVE** select **YES** to complete the checklist in the web app.

2. On the grid list click ⊙ to complete the form in the web app.

3. Clicking **SUBMIT** will send it to the mobile app for completion.

4. **CREATE DRAFT** will leave it in the Initial status to be edited later. You can then click ⊙ to open the form again.

5. **SIGN OFF** attaches the form to the task and marks it Completed. Reopen the task to add any other documents or create **Corrective Actions Register** tasks as per above.

Complete on Web

Do you want to complete the Inspection on the Web App?

1 YES NO

3 SUBMIT **4** CREATE DRAFT **5** SIGN OFF

Home / Registers / Administrative Registers / Warehouse/Office inspection Register ⊕ ADD NEW

📊 EXCEL   📄 PDF   ▼ FILTER   ✛ GROUP   comp   ✕

Staff	Location Inspected	Inspection Date	Inspection Interval	Completed Date	Signed Off	Status		
Lea AStarwars	Compound #2	02/11/2024	12 months		☐	Assigned		✏ 🗑
Kermit Frog	Compound #2	22/12/2023	9 months		☐	Initial	**2** ⊙ ✏ 🗑
Lea AStarwars	Compound #2	27/10/2023	12 months	03/11/2023	☑	Completed		✏ 🗑

Task sent to the Mobile App are completed in Registers/Warehouse/Office Inspections.