

Where do I Create Inspection Records?

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Inspection cases are generated in the service module, but the records for these inspections are created on the customer's account.

To create an inspection record pull up the customer, expand on a site to see the Inspections option, right click on inspections and select to create a new one.

The screenshot displays a software interface for managing customer accounts and inspections. On the left is a navigation tree with categories like Customer Information, Sites, and Inspections. The main area shows details for customer 'Niki Bin' at 'New Nice House'. A summary table lists inspection types and their frequencies. Below this is a 'System Inspections' window with tabs for Detail, Equipment, Inspection Items, and Reports. The 'Inspection' tab is active, showing fields for Description, Frequency, Service Level, and Next Inspection Date. A 'Charges' section at the bottom allows adding inspection items and amounts.

Description	Frequency	Group #	System	Last Insp.	Next Insp.
Inspection-Fire-Sprinklers	Monthly	0	CCTV	Never	6/1/2017
Olive Inspection	Monthly	1	CCTV	Never	6/1/2017
MA Inspection	Annual	1	CCTV	Never	6/1/2017

System Inspections

Site: Niki Bin
New Nice House
System: 123456789
CCTV

Detail | Equipment | Inspection Items | Reports

Inspection

Description: Inspection-Fire-Sprinklers
Frequency: Monthly
Service Problem Code: Code Changes
Service Level: Fire Inspection
Service Company: J.D.E Enterprises
Last Inspection: [Empty]
Next Inspection: 6/1/2017
Next Inspection At: Ticket Created
Recurring Item Link: INSP Fire Sprinkler
Cycle Amount: 50.00

Service Tech: Mack Knife
Group Number: 0
Estimated Hours: 0
High Frequency Bypass: [Unchecked]
Exclude from High Frequency Check: [Unchecked]
Route Code: 001
Notes: have fun storming the castle

Charges

Inspection Item: [Empty]
Amount: 0.00

Save | Terminate | Cancel