

Inspection Notes added to the Inspection Record

Last Modified on 06/29/2026 3:18 pm EDT

When creating an Inspection Record, a Note may be added in the Notes field. This field is optional.

Any information entered here will be transferred to the generated Inspection Ticket and displayed as a Field Note for the technician.

The screenshot shows the 'Inspection' form with the following fields:

- Description: Annual Fire Inspection
- Frequency: Annual
- Service Problem Code: Insp-Fire-AN
- Service Level: Fire Inspection
- Service Company: ABC Service Provider
- Last Inspection: [Empty]
- Next Inspection: 7/1/2026
- Next Inspection At: Ticket Scheduled
- Service Tech: [Dropdown]
- Group Number: 1
- Estimated Hours: 0
- High Frequency Bypass: [Unchecked]
- Exclude from High Frequency Check: [Checked]
- Notes: This is the Note added in the Inspection Record. [Highlighted in red]

This information will automatically populate on the Inspection Ticket when it is generated under the Notes Tab.

The screenshot shows the 'Ticket #16035' form with the following details:

- Customer: 50832 Kathleen Kelly
- Site: Kathleen Kelly - Bookstore, 333 Kari Lane, Daphne, AL 36526, Central Time
- Created: 6/26/2026 7:42 AM
- Created By: AEB
- Status: Open
- Contact: [Dropdown]
- Phone: [Input]
- Ext: [Input]
- Notify: [Input]

Notes	Level	Resolution	Entered	By	Edited	Edited By
These are the Notes in the Inspection Record	1 - No Restriction	<input type="checkbox"/>	6/26/2026 7:42 AM	AEB	6/26/2026 7:42 AM	AEB

If you are printing the Inspection Tickets, then you need to select "Show Field Notes" on the Format Tab of the Printing Preferences.

Service Ticket Preferences

Form:

Printer:

Paper

Show Appointments

Show only the three most recent appointments

Show Field Notes with Access

Show Equipment on Site

Show Zone List

Include Extra rows for Parts used

Hide Service Charges Block

Hide Charges Message

Show AR Net Due

Show Contract Number and Date

Show Routes

Use shortened headers after first page of Service Ticket

Include page footer with company address

Hide System Comments

Number of copies:

OK Cancel

ABC Service Provider
14414 Main Rd
Canton, MI 48187

To: 50832
Kathleen Kelly - Bookstore
333 Kari Lane
Daphne, AL 36526
Kathleen@email.com

AEB
on 6/26/2026 7:54:15 AM

Field Notes:
AEB
These are the Notes in the Inspection Record

Service Performed:

<i>Inspection Ticket</i>		
Ticket Number 16036	Inspection Due Date 7/1/2026 12:00 AM	Technician
Problem Code Insp-Fire-AN	System Account 50832-7	System Type Fire
Panel Type	Panel Location	Contract #
Service Level Fire Inspection	Warranty Level Expired	Contract Date 12/30/1899
Secondary Account	Panel Phone #	2nd Panel Phone #

A service fee of \$0.00 applies, additional labor is billed in 15 minute increments after the first 0 minutes.
Frequency: Annual
Timezone: CT

Contact: _____ **Comments:** _____

6/26/2026 7:54:15 AM