

How to Manually Change the Next Inspection Date on an Inspection Record

Last Modified on 06/29/2026 3:59 pm EDT

The **Next Inspection Date** can be manually updated within the Inspection Record when needed.

The screenshot shows the 'System Inspections' window with the following details:

- Site:** Julia Roberts - Main House, 455 Pretty Woman Ave
- System:** 50845-13 Fire
- Inspection Tab:** Description: Fire Monitoring; Frequency: Quarterly; Service Problem Code: INSP-Fire-QT; Service Level: Fire Inspection; Service Company: ABC Service Provider; Last Inspection: 5/15/2026; **Next Inspection: 7/1/2026** (highlighted); Next Inspection At: Ticket Created
- Service Tech:** (empty dropdown)
- Group Number:** 0
- Estimated Hours:** 0
- High Frequency Bypass:**
- Exclude from High Frequency Check:**
- Notes:** (empty text area)
- Charges Tab:** Inspection Item: (empty dropdown); Amount: 0.00

Buttons at the bottom: Save, Terminate, Cancel

Keep in mind that the date you enter will become the basis for future inspection scheduling. The system will use that date to calculate the subsequent **Next Inspection Dates** going forward based on the inspection frequency.

System Inspections

Site: Julia Roberts - Main House
455 Pretty Woman Ave

System: 50845-13
Fire

Detail | Equipment | Inspection Items | Reports

Inspection

Description: Fire Monitoring

Frequency: Quarterly

Service Problem Code: INSP-Fire-QT

Service Level: Fire Inspection

Service Company: ABC Service Provider

Last Inspection: 5/15/2026

Next Inspection: 8/1/2026

Next Inspection At: Ticket Created

Service Tech: [Dropdown]

Group Number: 0

Estimated Hours: 0

High Frequency Bypass:

Exclude from High Frequency Check:

Notes: [Text Area]

Charges

Inspection Item: [Dropdown]

Amount: 0.00

Save | Terminate | Cancel

Therefore, it is important to ensure the date entered is accurate, as it will directly affect future inspection due dates.