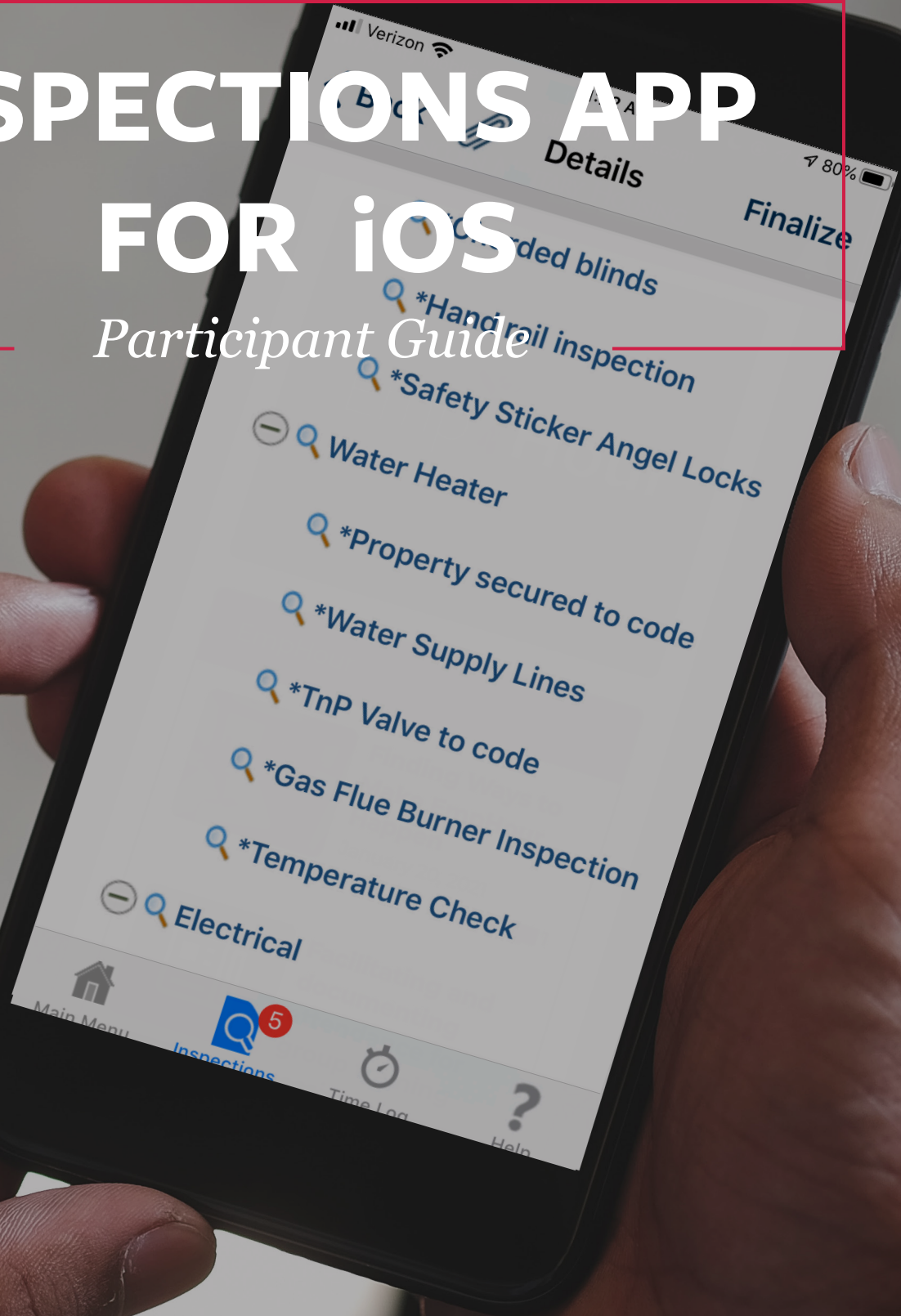


INSPECTIONS APP FOR iOS

Participant Guide



OUR MISSION

At Liberty Military Housing, our mission is to provide military families with exemplary service in a quality home environment, employees with unparalleled opportunities for personal and professional development, and military partners with quality homes and vibrant neighborhoods.

INSPECTIONS APP FOR iOS

PARTICIPANT GUIDE



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OUR CORE VALUES

WE ACCOMPLISH
OUR MISSION THROUGH:



Commitment

We passionately strive each day to deliver on our mission to serve our residents, our partners, and each other.



Balance

We all take responsibility for creating and maintaining a healthy work-life balance for ourselves and each other.



Respect

We strive to treat others as we would like to be treated.



Empowerment

Each of us is encouraged to take initiative, ownership, and make good business decisions in the best interest of those we serve.



Integrity

We are always honest and truthful, we do what is right - ALWAYS.



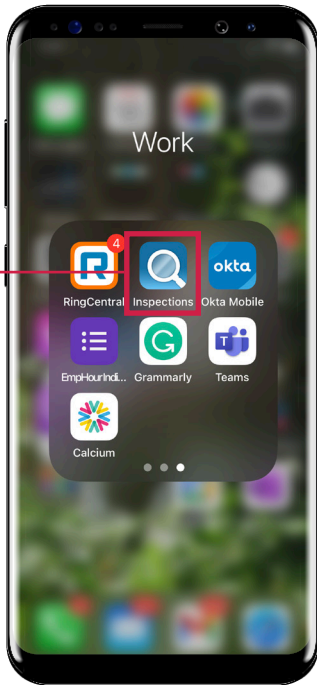
Communication

Our interactions with each other are respectful, we listen with an open mind, provide honest feedback, and we are receptive to new ideas.

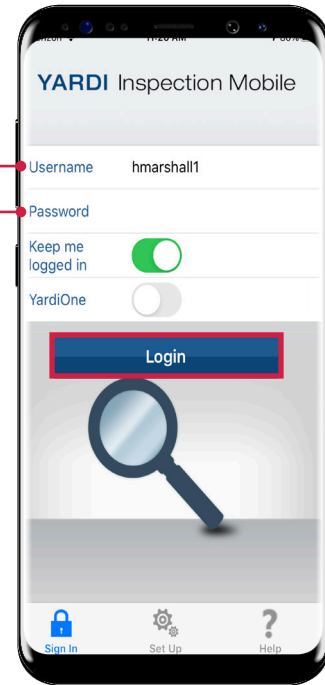
STARTING AN INSPECTIONS WORK ORDER

Follow the steps below to complete an inspection in the Inspections App.

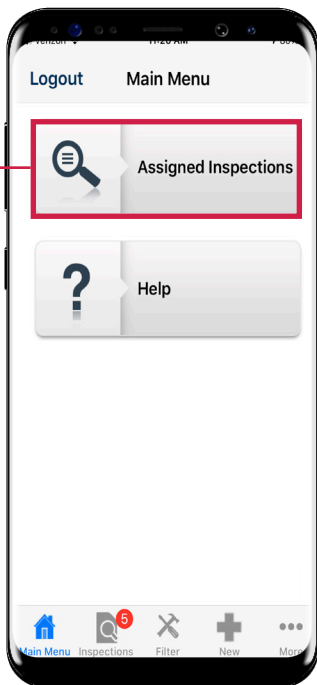
1 Tap the **Inspections App**



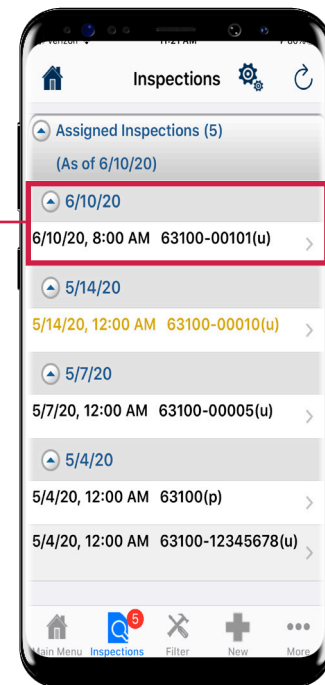
2 Enter your **username** and **password**, then tap **Login**



3 Tap **Assigned Inspections**



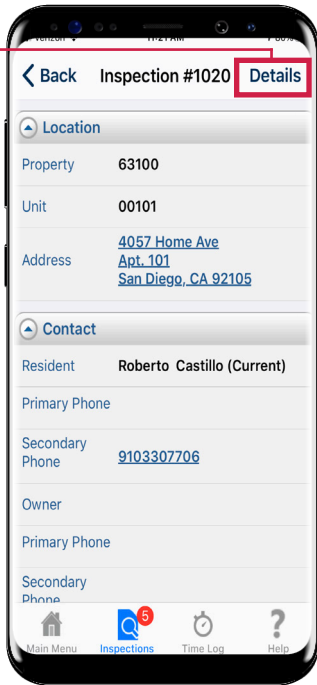
4 Tap the **Inspection** you are about to complete



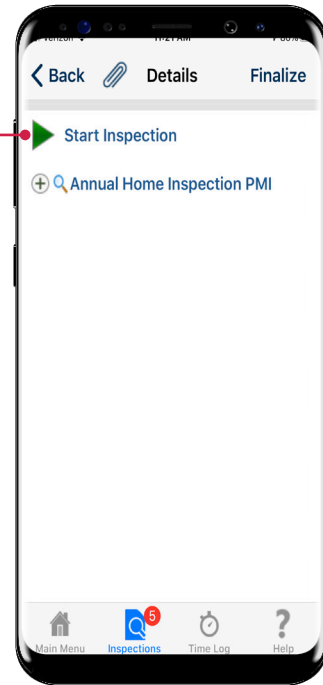
STARTING AN INSPECTIONS WORK ORDER

Follow the steps below to complete an inspection in the Inspections App.

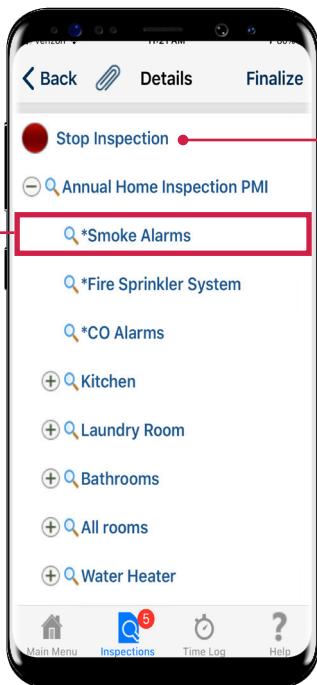
5 Tap **Details**



6 Tap ▶ to Start the Inspection



7 Tap **Smoke Alarms**

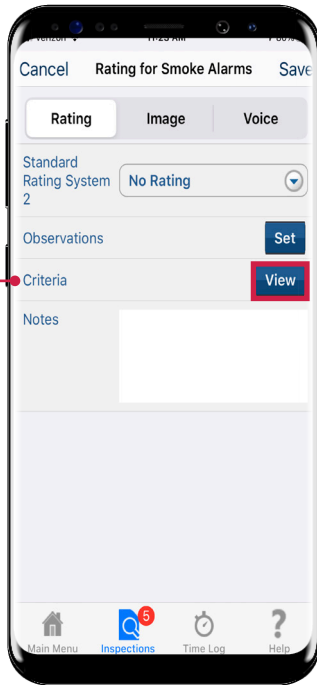


NOTE:
In the event you need to pause an inspection tap
● **Stop Inspection**

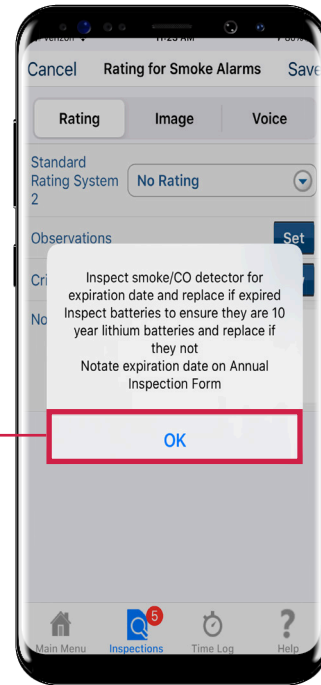
COMPLETING AN INSPECTIONS TASK

Follow the steps below to document a “Pass” Rating on an inspection in the Inspections App.

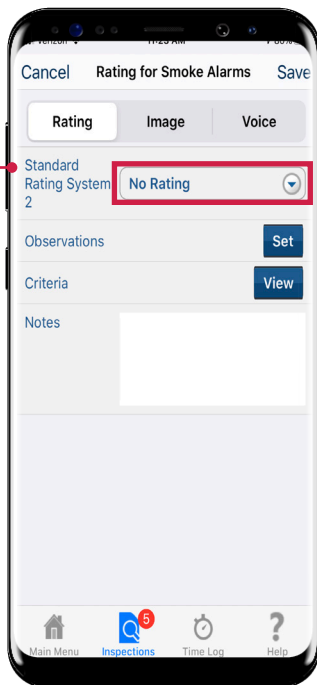
8 Under Criteria, tap **View** to see inspection requirements



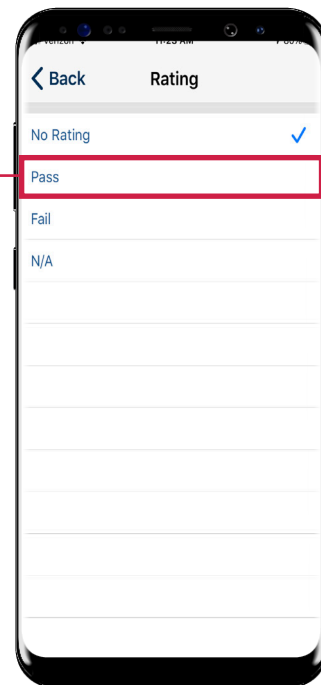
9 Review the inspection Details and tap **OK**



10 Tap **Standard Rating System**



11 Select **Pass**, if no corrective actions were found

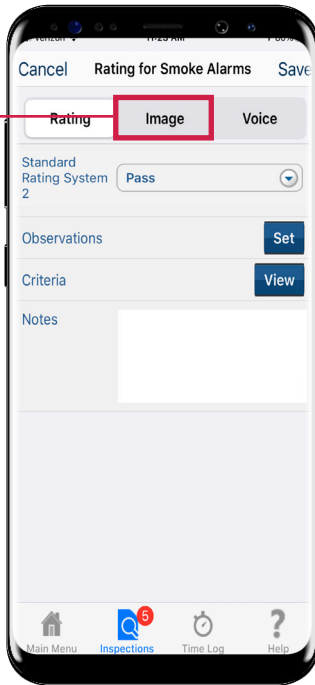


NOTE:
Pass = No Repairs Needed
Fail = Repairs, Replacement, or Cleaning Needed
N/A = Inspection item does not exist in the home

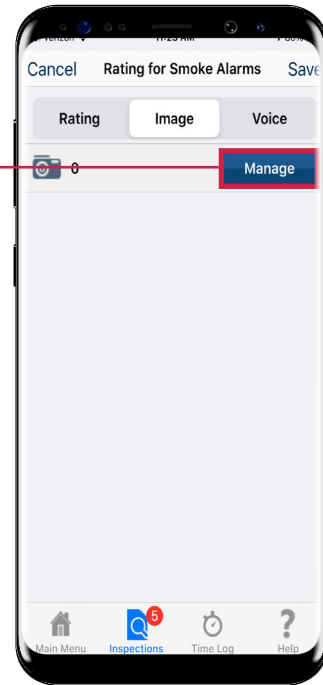
COMPLETING AN INSPECTIONS TASK

Follow the steps below to document a “Pass” Rating on an inspection in the Inspections App.

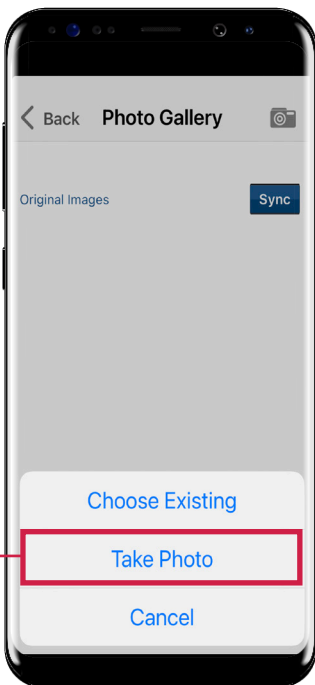
12 Tap **Image**



13 Tap the **Manage**



14 Tap **Take Photo**

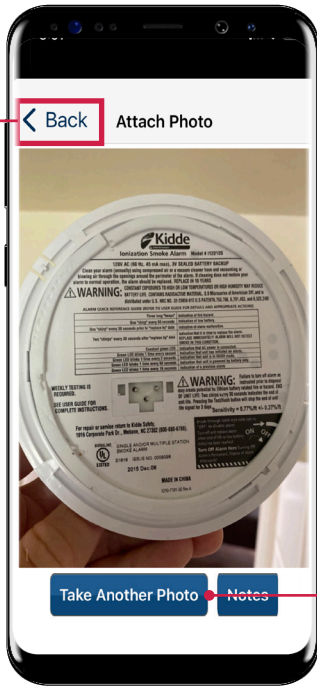


15 Tap **Use Photo**



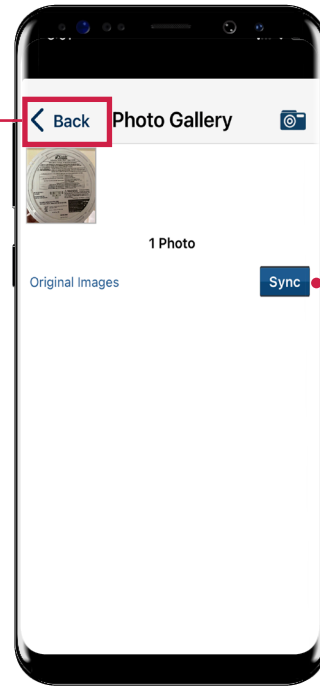
NOTE:
If your picture is blurry, tap **Retake** to capture a clearer picture.

16 Tap **Back**



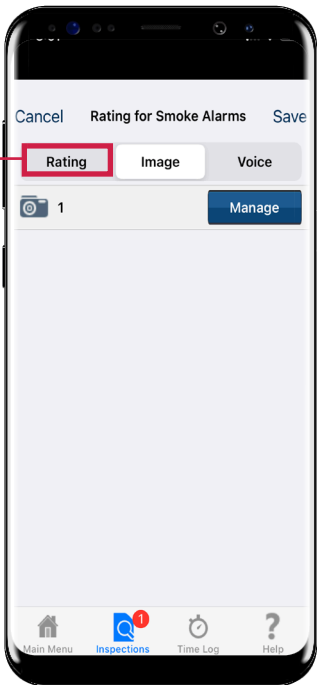
NOTE:
Tap **Take Another Photo** to take additional pictures that capture context and reference.

17 Tap **Back**

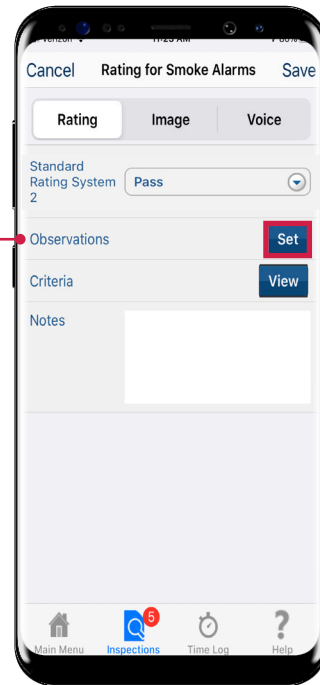


NOTE:
As a best practice, you should **Sync** your device after every picture you take.

18 Tap **Rating**



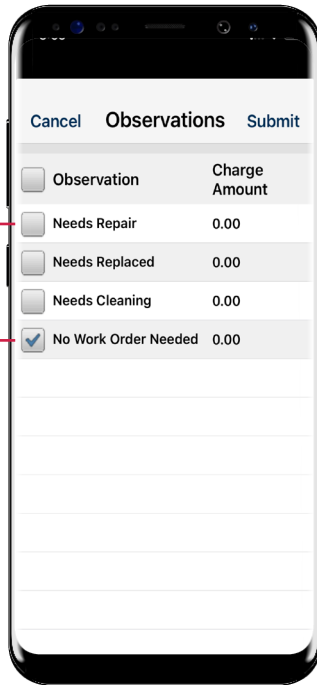
19 Under Observations, tap **Set**



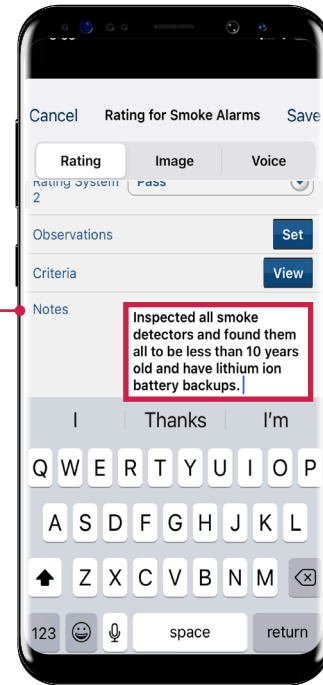
COMPLETING AN INSPECTIONS TASK

Follow the steps below to document a “Pass” Rating on an inspection in the Inspections App.

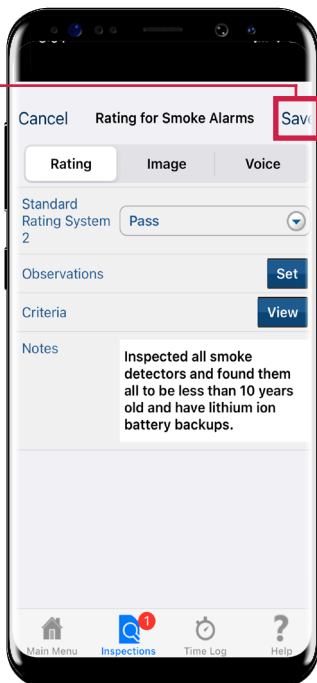
20 Select the **Repair Code** based on your inspection



21 Enter **Tech Notes** stating what was found



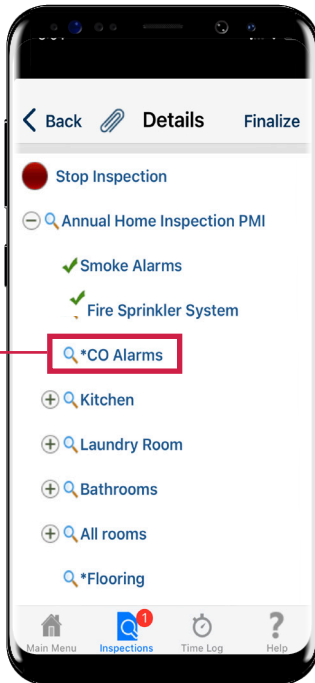
22 Tap **Save**



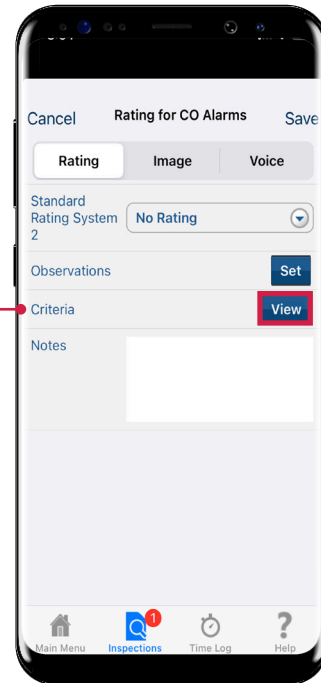
COMPLETING AN INSPECTIONS WORK ORDER

Follow the steps below to document a “Fail” Rating on an inspection in the Inspections App.

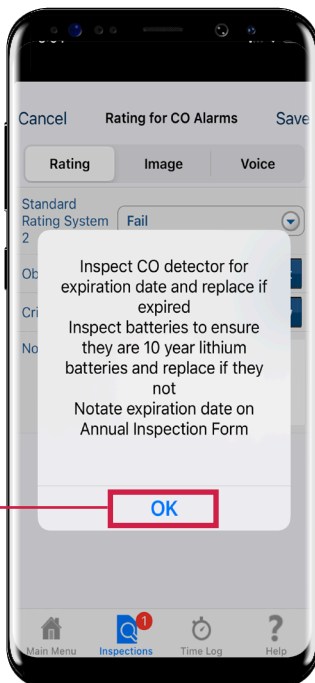
23 Continue Inspecting **Life Safety Items** listed



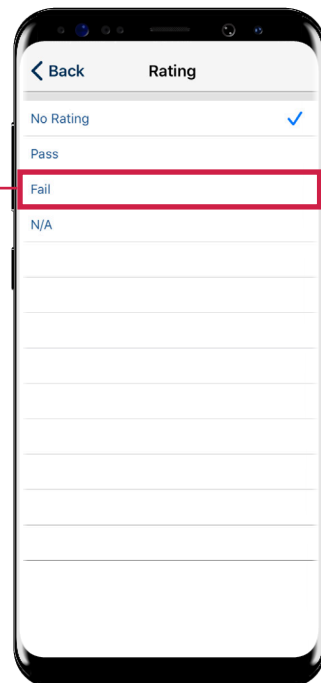
24 Under Criteria, tap **View** to see inspection requirements



25 Tap **OK**



26 Select **Fail**, if corrective actions were found

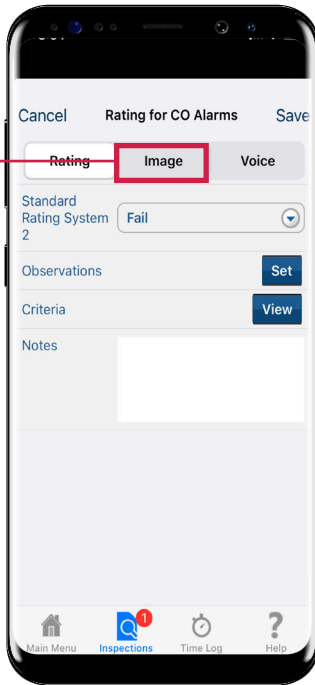


NOTE:
In this example, we will show you how to document a repair (**Fail**) needed as a result of the Preventative Maintenance Inspection.

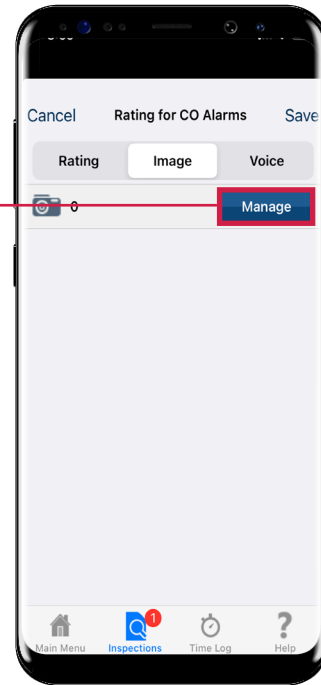
COMPLETING AN INSPECTIONS TASK

Follow the steps below to document a “Fail” Rating on an inspection in the Inspections App.

27 Tap **Image**



28 Tap **Manage**



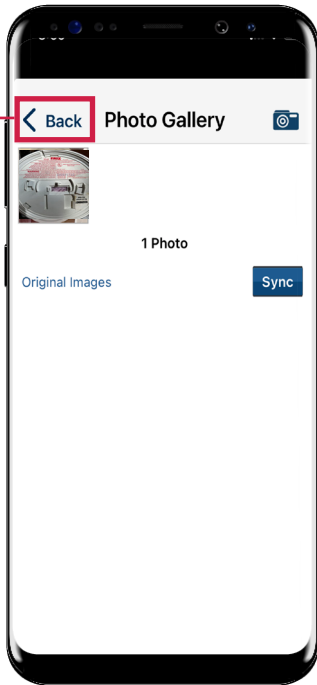
29 Tap **Use Photo**



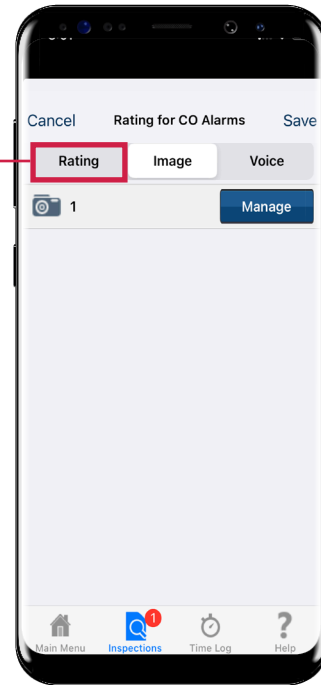
30 Tap **Back**



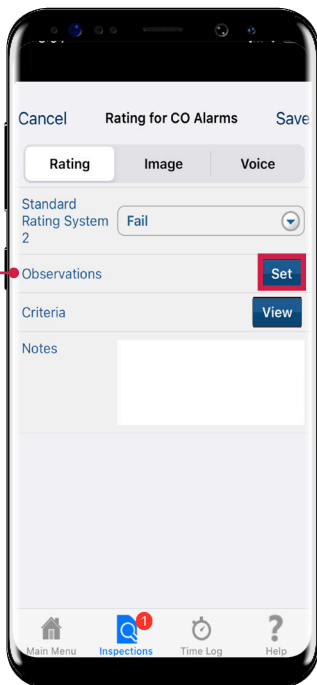
31 Tap **Back**



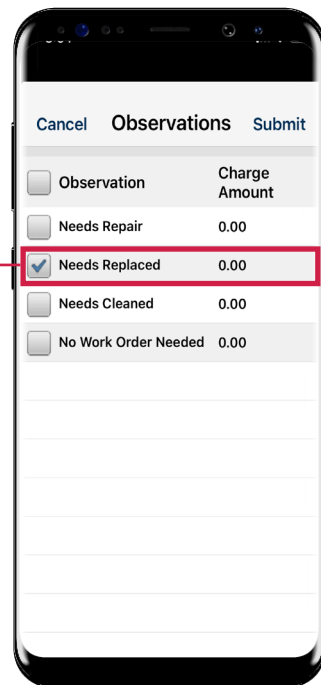
32 Tap **Rating**



33 Under Observations, tap **Set**



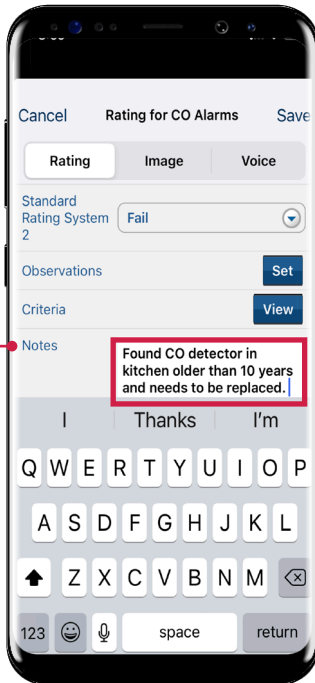
34 Tap **Needs Replaced**



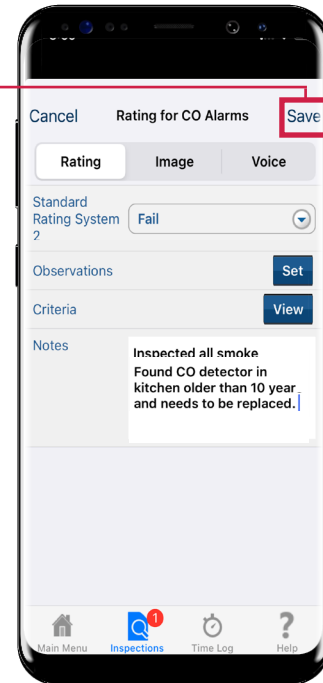
COMPLETING AN INSPECTIONS TASK

Follow the steps below to document a “Fail” Rating on an inspection in the Inspections App.

35 Enter **Tech Notes** stating what was found



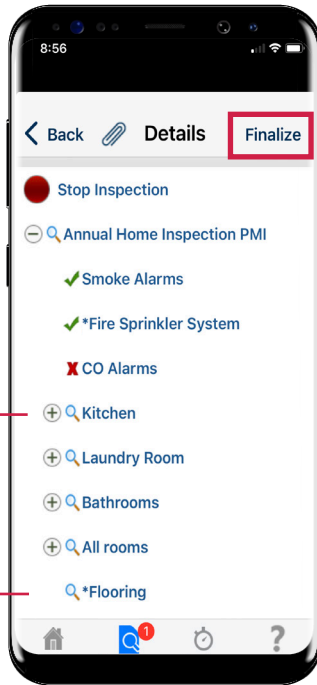
36 Tap **Save**



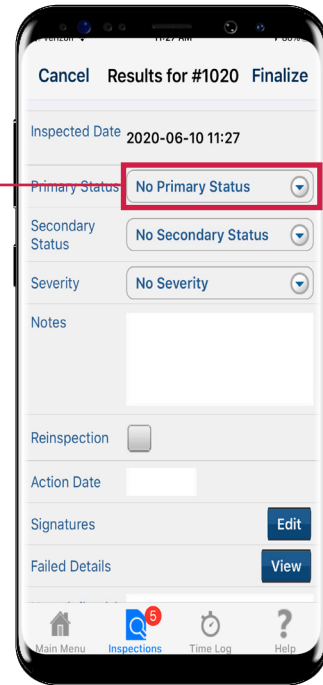
FINALIZING AN INSPECTIONS WORK ORDER

Follow the steps below to “Finalize” an inspection in the Inspections App.

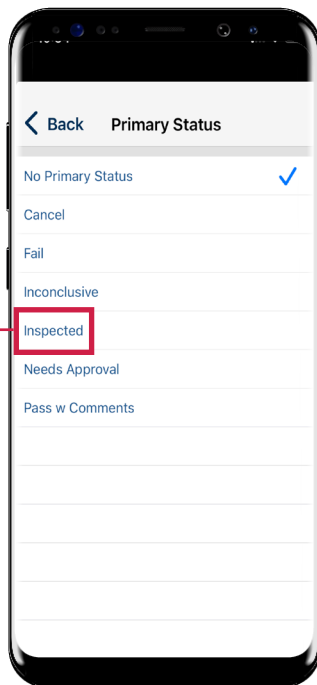
37 Continue inspecting each task, when done, tap **Finalize**



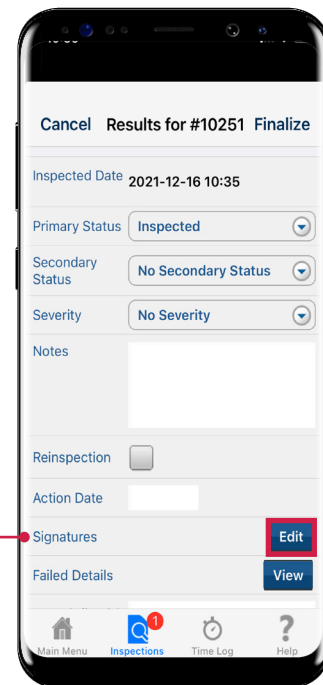
38 Tap **No Primary Status**



39 Tap **Inspected**



40 Under Signatures, tap **Edit**



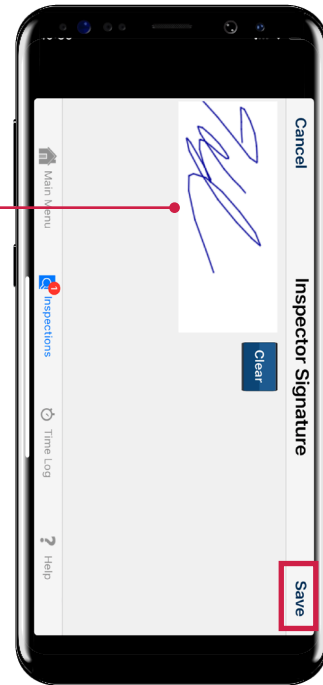
FINALIZING AN INSPECTIONS WORK ORDER

Follow the steps below to “Finalize” an inspection in the Inspections App.

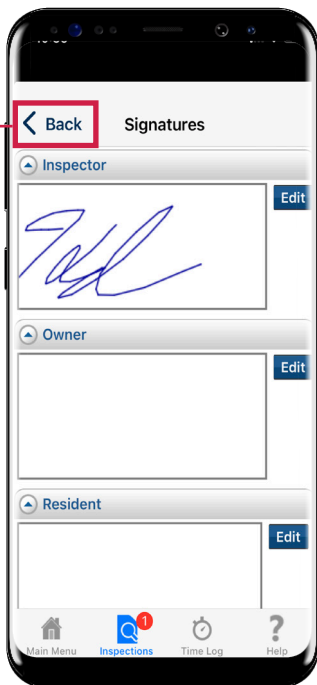
41 Under Inspector, tap **Edit**



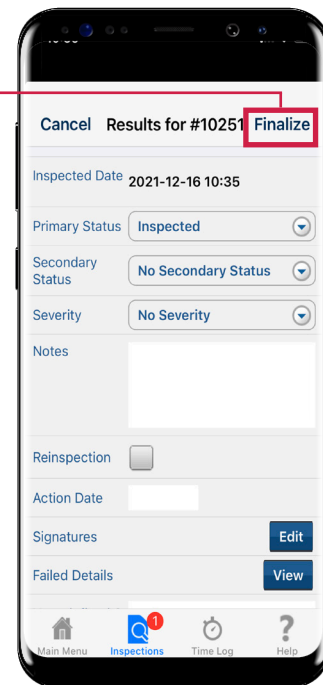
42 Sign your name, then tap **Save**



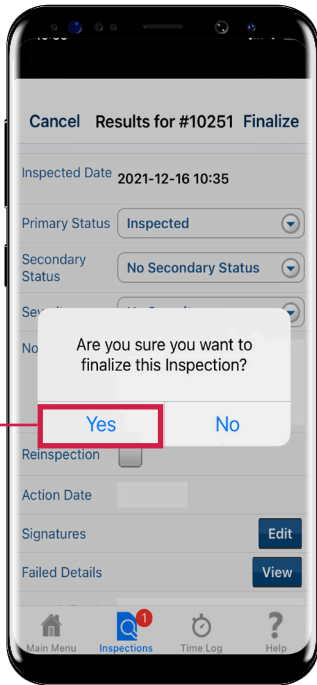
43 Tap **Back**



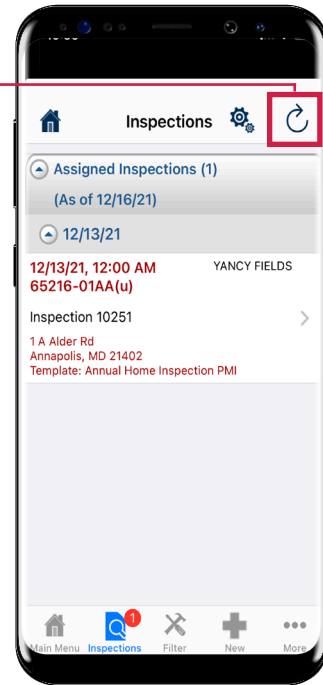
44 Tap **Finalize**



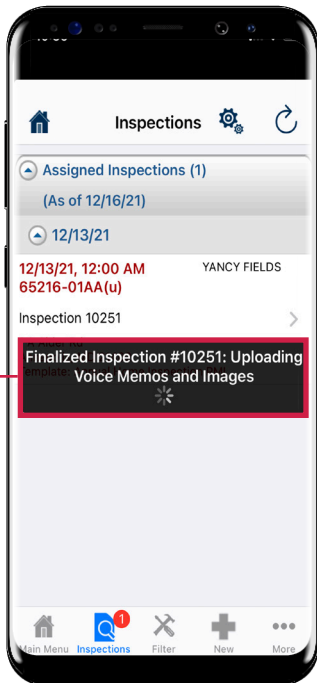
45 Tap **Yes**



46 Tap **Sync**



47 The Inspections App will then Sync with YARDI



NOTE: Any observation marked Needs Repair, Replaced, or Cleaning, will automatically have a work order generated after the inspection has been Finalized and Synced.

48 Tap **OK**

