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Inspection Reports

How to:

Access your inspections list

Filter by date, inspector, location, etc.

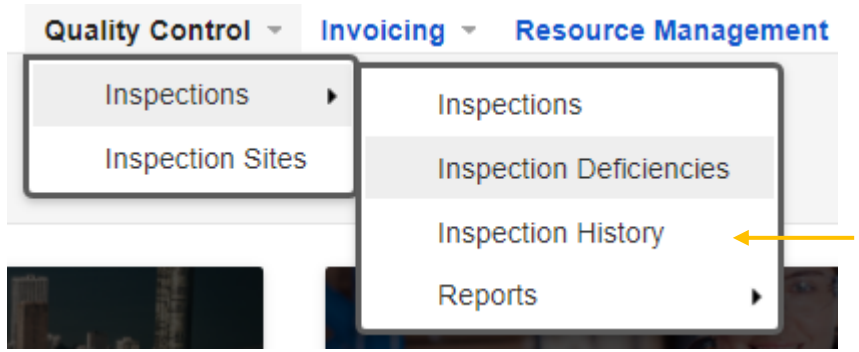
Export your data to excel or PDF

Create a Notification list for sending reports internally to managers or externally to clients

Accessing Your Inspections List

1. Hover over Quality Control

2. Hover over Inspections



3. Click on Inspection History for a full list

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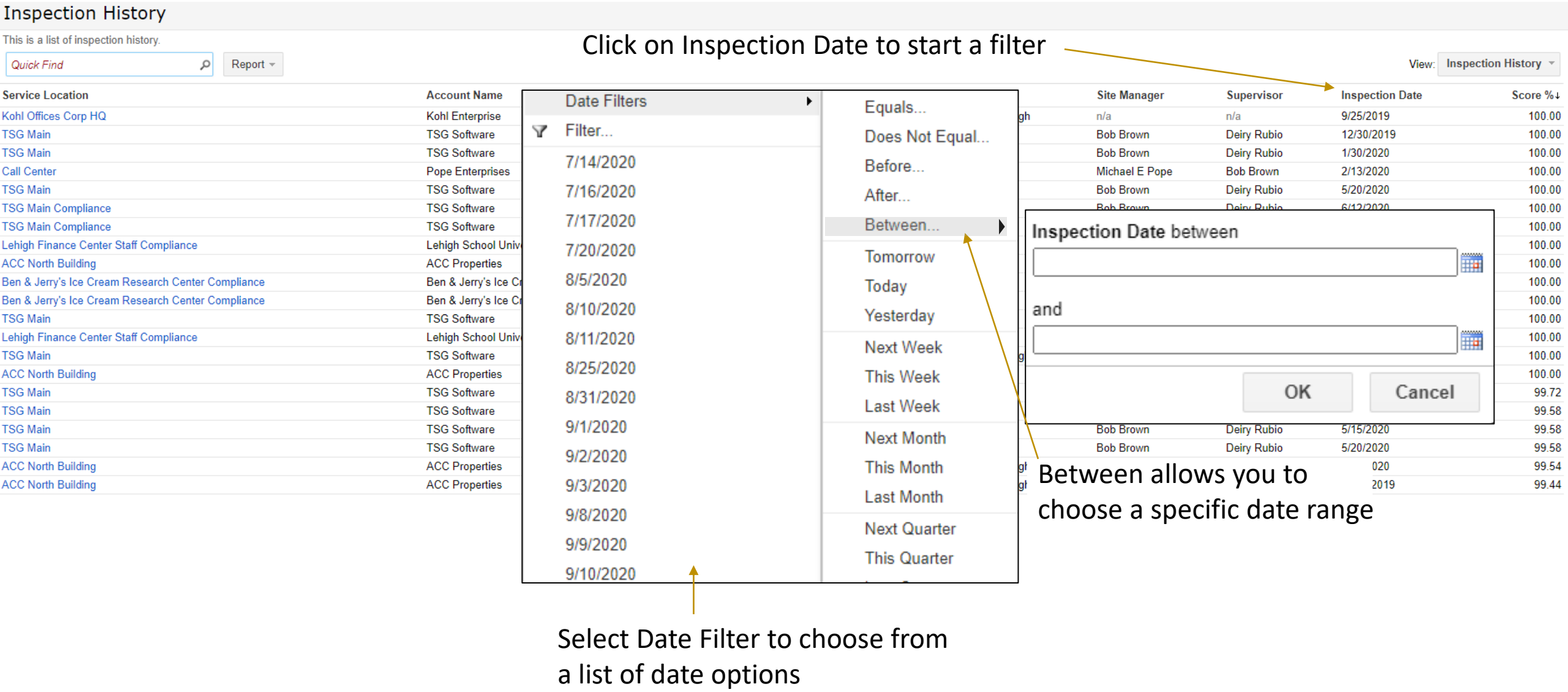
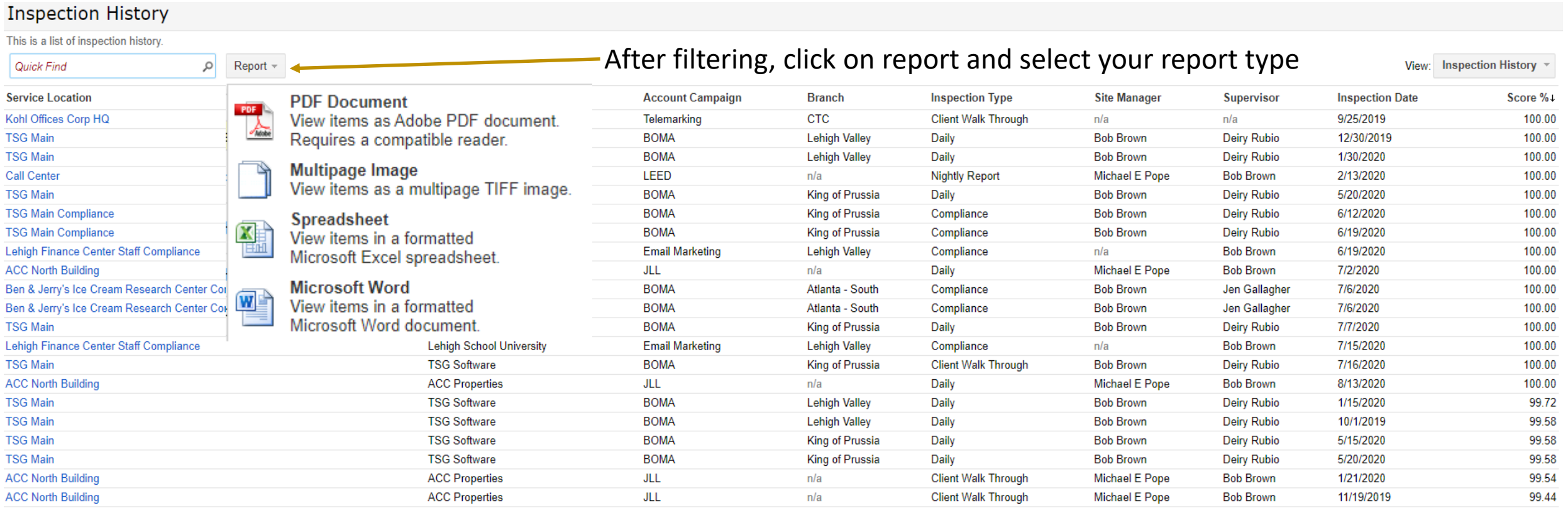
You will see a list of all Completed Inspections



To Create a Filtered Report

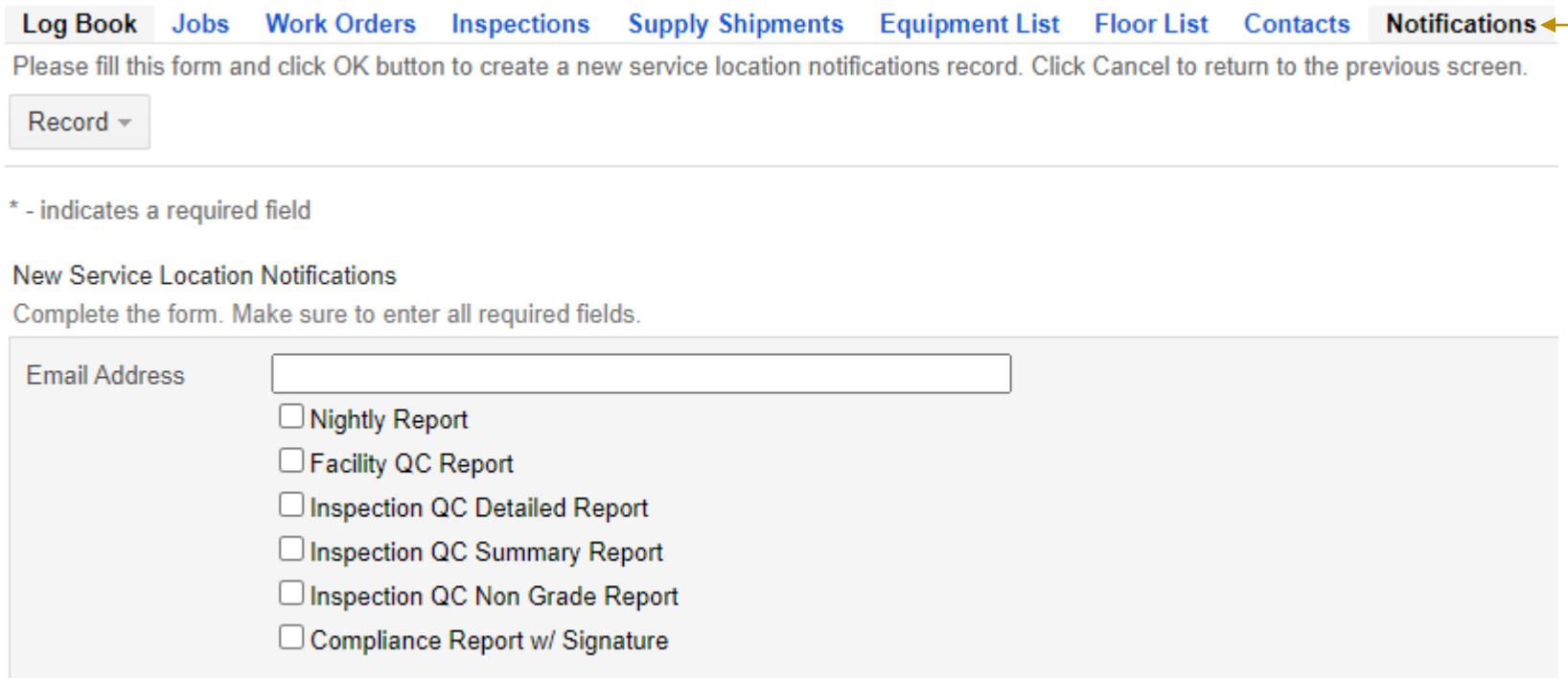


Service Location		Account Campaign	Branch	Inspection Type	Site Manager	Supervisor	Inspection Date	Score %
Kohl Offices Corp HQ		Telemarking	CTC	Client Walk Through	n/a	n/a	9/25/2019	100.00
TSG Main		BOMA	Lehigh Valley	Daily	Bob Brown	Deiry Rubio	12/30/2019	100.00
TSG Main		BOMA	Lehigh Valley	Daily	Bob Brown	Deiry Rubio	1/30/2020	100.00
Call Center		LEED	n/a	Nightly Report	Michael E Pope	Bob Brown	2/13/2020	100.00
TSG Main		BOMA	King of Prussia	Daily	Bob Brown	Deiry Rubio	5/20/2020	100.00
TSG Main Compliance		BOMA	King of Prussia	Compliance	Bob Brown	Deiry Rubio	6/12/2020	100.00
TSG Main Compliance		BOMA	King of Prussia	Compliance	Bob Brown	Deiry Rubio	6/19/2020	100.00
Lehigh Finance Center Staff Compliance		Email Marketing	Lehigh Valley	Compliance	n/a	Bob Brown	6/19/2020	100.00
ACC North Building		JLL	n/a	Daily	Michael E Pope	Bob Brown	7/2/2020	100.00
Ben & Jerry's Ice Cream Research Center Co		BOMA	Atlanta - South	Compliance	Bob Brown	Jen Gallagher	7/6/2020	100.00
Ben & Jerry's Ice Cream Research Center Co		BOMA	Atlanta - South	Compliance	Bob Brown	Jen Gallagher	7/6/2020	100.00
TSG Main		BOMA	King of Prussia	Daily	Bob Brown	Deiry Rubio	7/7/2020	100.00
Lehigh Finance Center Staff Compliance	Lehigh School University	Email Marketing	Lehigh Valley	Compliance	n/a	Bob Brown	7/15/2020	100.00
TSG Main	TSG Software	BOMA	King of Prussia	Client Walk Through	Bob Brown	Deiry Rubio	7/16/2020	100.00
ACC North Building	ACC Properties	JLL	n/a	Daily	Michael E Pope	Bob Brown	8/13/2020	100.00
TSG Main	TSG Software	BOMA	Lehigh Valley	Daily	Bob Brown	Deiry Rubio	1/15/2020	99.72
TSG Main	TSG Software	BOMA	Lehigh Valley	Daily	Bob Brown	Deiry Rubio	10/1/2019	99.58
TSG Main	TSG Software	BOMA	King of Prussia	Daily	Bob Brown	Deiry Rubio	5/15/2020	99.58
TSG Main	TSG Software	BOMA	King of Prussia	Daily	Bob Brown	Deiry Rubio	5/20/2020	99.58
ACC North Building	ACC Properties	JLL	n/a	Client Walk Through	Michael E Pope	Bob Brown	1/21/2020	99.54
ACC North Building	ACC Properties	JLL	n/a	Client Walk Through	Michael E Pope	Bob Brown	11/19/2019	99.44

Tip:

- A PDF report is non-editable
- Spreadsheet will allow you to edit and save the file after making any changes

Creating Notifications



In each Service Location, Notifications can be used to auto-send reports to unlimited contacts.

Go to Quality Control/Inspection Sites Open the Inspection Site and edit.

Simply input the email address and select which reports that contact should receive