



Inspection Reports

How to:

Access your inspections list

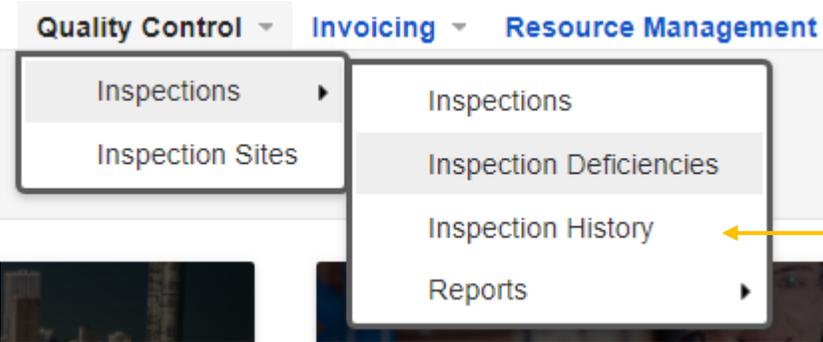
Filter by date, inspector, location, etc.

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

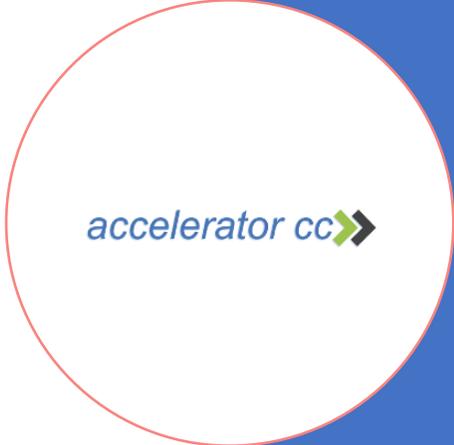
1. Hover over Quality Control



2. Hover over Inspections



3. Click on Inspection History for a full list



To Create a Filtered Report

Inspection History

This is a list of inspection history.

Quick Find

Report ▾

After filtering, click on report and select your report type

View: Inspection History ▾

Service Location
Kohl Offices Corp HQ
TSG Main
TSG Main
Call Center
TSG Main
TSG Main Compliance
TSG Main Compliance
Lehigh Finance Center Staff Compliance
ACC North Building
Ben & Jerry's Ice Cream Research Center Co
Ben & Jerry's Ice Cream Research Center Co
TSG Main
Lehigh Finance Center Staff Compliance
TSG Main
ACC North Building
TSG Main
TSG Main
TSG Main
TSG Main
ACC North Building
ACC North Building

PDF Document
View items as Adobe PDF document. Requires a compatible reader.

Multipage Image
View items as a multipage TIFF image.

Spreadsheet
View items in a formatted Microsoft Excel spreadsheet.

Microsoft Word
View items in a formatted Microsoft Word document.

Lehigh School University
TSG Software
ACC Properties
TSG Software
ACC Properties
ACC Properties

Account Campaign	Branch	Inspection Type	Site Manager	Supervisor	Inspection Date	Score % ↓
Telemarketing	CTC	Client Walk Through	n/a	n/a	9/25/2019	100.00
BOMA	Lehigh Valley	Daily	Bob Brown	Deiry Rubio	12/30/2019	100.00
BOMA	Lehigh Valley	Daily	Bob Brown	Deiry Rubio	1/30/2020	100.00
LEED	n/a	Nightly Report	Michael E Pope	Bob Brown	2/13/2020	100.00
BOMA	King of Prussia	Daily	Bob Brown	Deiry Rubio	5/20/2020	100.00
BOMA	King of Prussia	Compliance	Bob Brown	Deiry Rubio	6/12/2020	100.00
BOMA	King of Prussia	Compliance	Bob Brown	Deiry Rubio	6/19/2020	100.00
Email Marketing	Lehigh Valley	Compliance	n/a	Bob Brown	6/19/2020	100.00
JLL	n/a	Daily	Michael E Pope	Bob Brown	7/2/2020	100.00
BOMA	Atlanta - South	Compliance	Bob Brown	Jen Gallagher	7/6/2020	100.00
BOMA	Atlanta - South	Compliance	Bob Brown	Jen Gallagher	7/6/2020	100.00
BOMA	King of Prussia	Daily	Bob Brown	Deiry Rubio	7/7/2020	100.00
Email Marketing	Lehigh Valley	Compliance	n/a	Bob Brown	7/15/2020	100.00
BOMA	King of Prussia	Client Walk Through	Bob Brown	Deiry Rubio	7/16/2020	100.00
JLL	n/a	Daily	Michael E Pope	Bob Brown	8/13/2020	100.00
BOMA	Lehigh Valley	Daily	Bob Brown	Deiry Rubio	1/15/2020	99.72
BOMA	Lehigh Valley	Daily	Bob Brown	Deiry Rubio	10/1/2019	99.58
BOMA	King of Prussia	Daily	Bob Brown	Deiry Rubio	5/15/2020	99.58
BOMA	King of Prussia	Daily	Bob Brown	Deiry Rubio	5/20/2020	99.58
JLL	n/a	Client Walk Through	Michael E Pope	Bob Brown	1/21/2020	99.54
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

Log Book Jobs Work Orders Inspections Supply Shipments Equipment List Floor List Contacts **Notifications**

Please fill this form and click OK button to create a new service location notifications record. Click Cancel to return to the previous screen.

Record ▾

* - indicates a required field

New Service Location Notifications

Complete the form. Make sure to enter all required fields.

Email Address

- Nightly Report
- Facility QC Report
- Inspection QC Detailed Report
- Inspection QC Summary Report
- Inspection QC Non Grade Report
- Compliance Report w/ Signature



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

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.