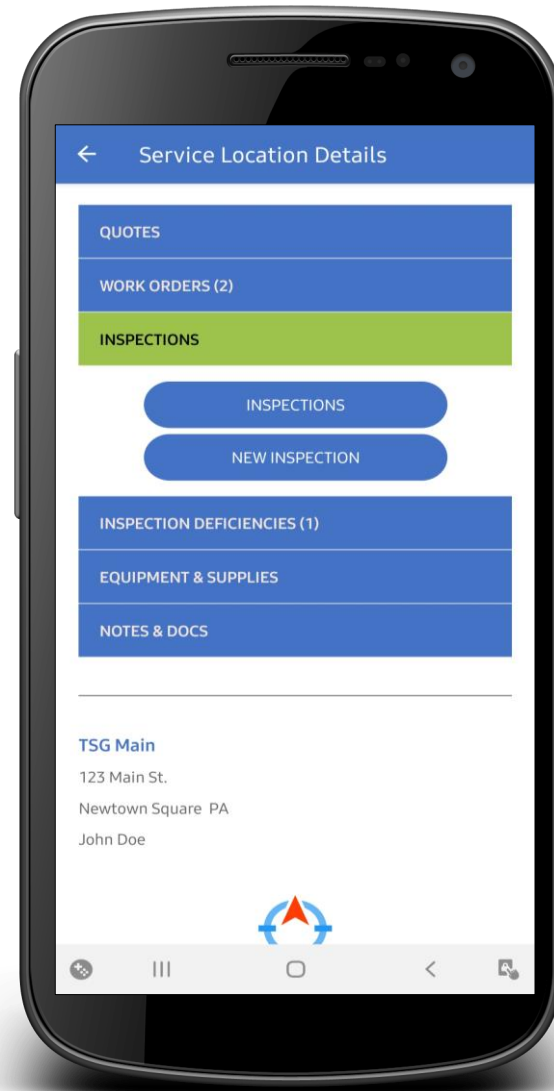


# Accord<sup>®</sup> Inspections



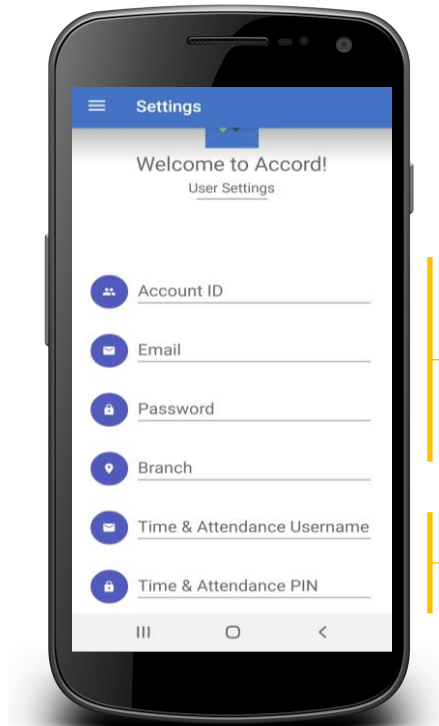
To Download Accord<sup>®</sup> search: **Accord by Accelerator**



*accelerator cc* >>

# Important to know

- ☆ Inspections can be completed without a data signal (off-line)
- ☆ A data signal is required to search for the location being inspected
- ☆ Send (complete) an inspection to the cloud requires a data signal
- ☆ Only one off-line inspection can be completed without syncing
- ☆ Complete & send your inspection before starting a new inspection



***Accord requires you to validate your credentials & set up your company information***

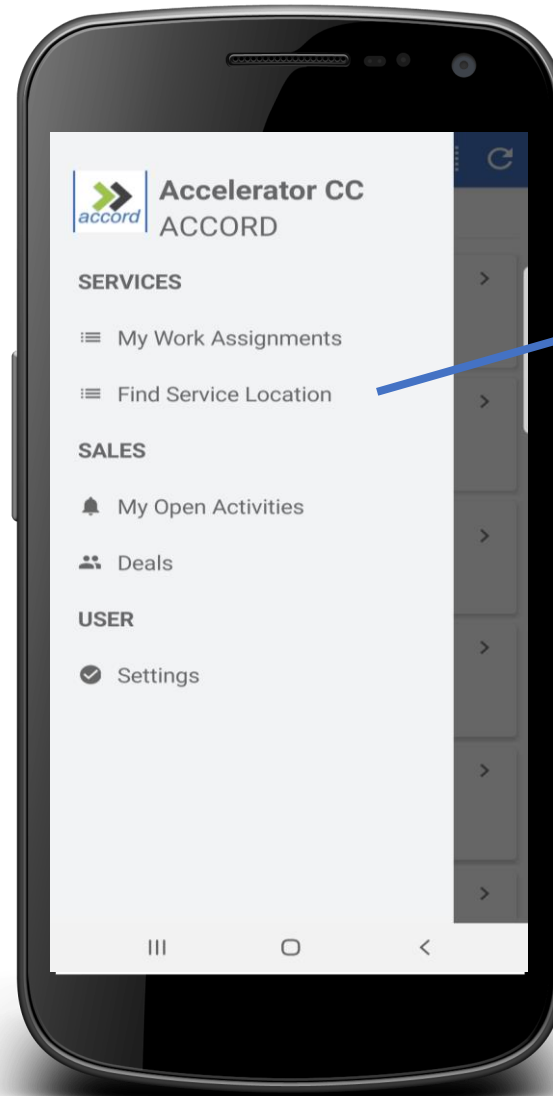
Enter your Account ID, email and password, received from the Accelerator Support team. Branch is optional

Only if you are using Mobile Punching, enter your employee assigned Time & Attendance Username and PIN

Start New  
Inspection

Find a location

From the app MENU select: Find Service Location

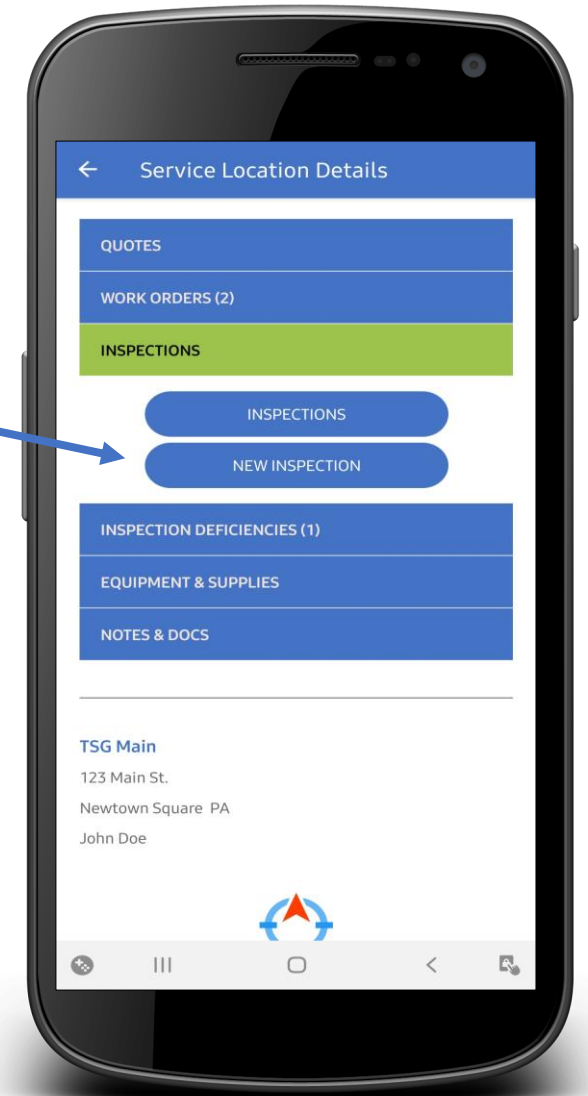
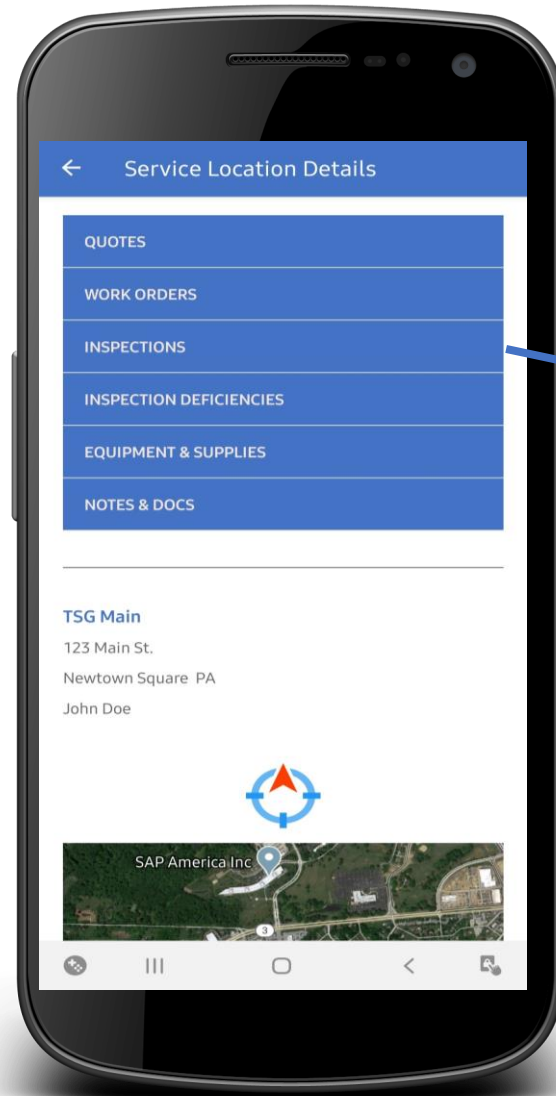


**Be sure to have a data signal to start your inspection**

# Service Location Details

## Starting a New Inspection

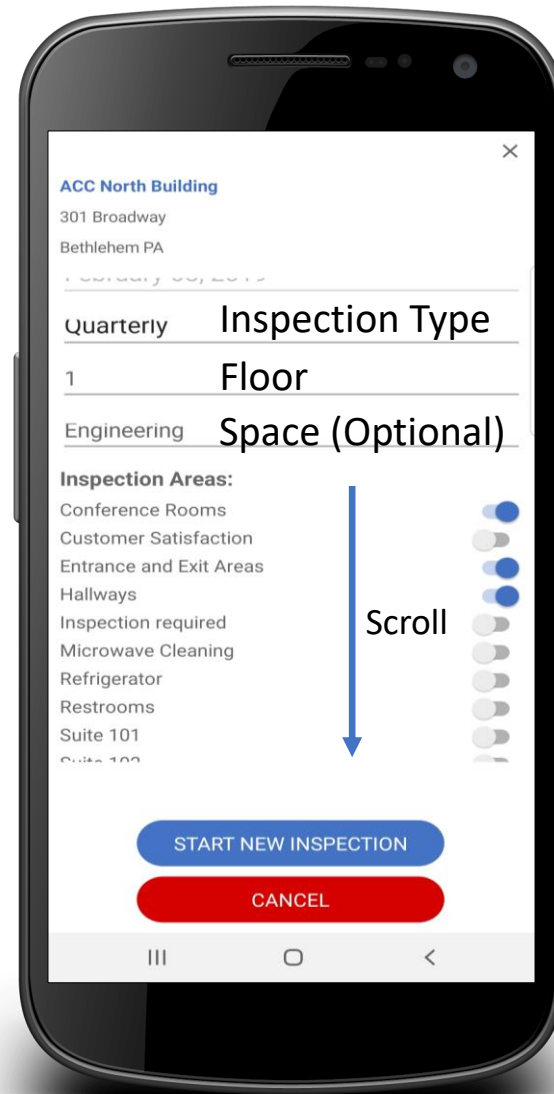
From **Service Location Details** screen tap Inspections then **NEW INSPECTION**



# Select Inspection Type & Areas to be inspected

## Select: Inspection Type, Floor, and Space (Optional)

*Accord will allow you to add additional Areas and Floors during your inspection*



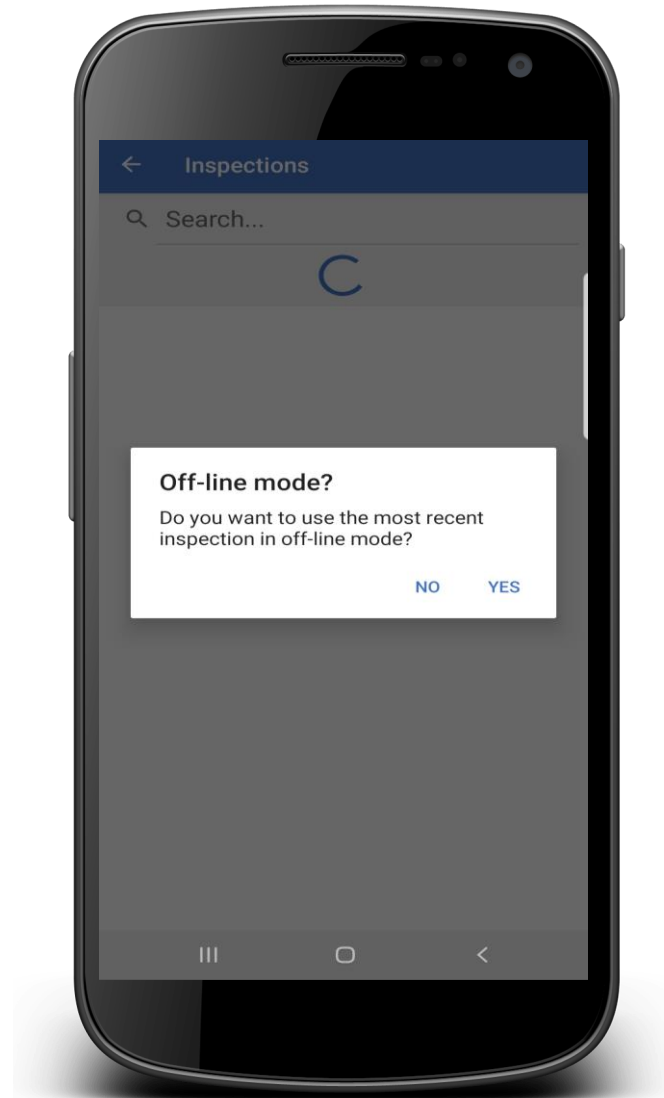
Choose the best options for this inspection

Toggle on the Areas you will inspect

*If you have many Areas in your template, you can **scroll** down to view and select*

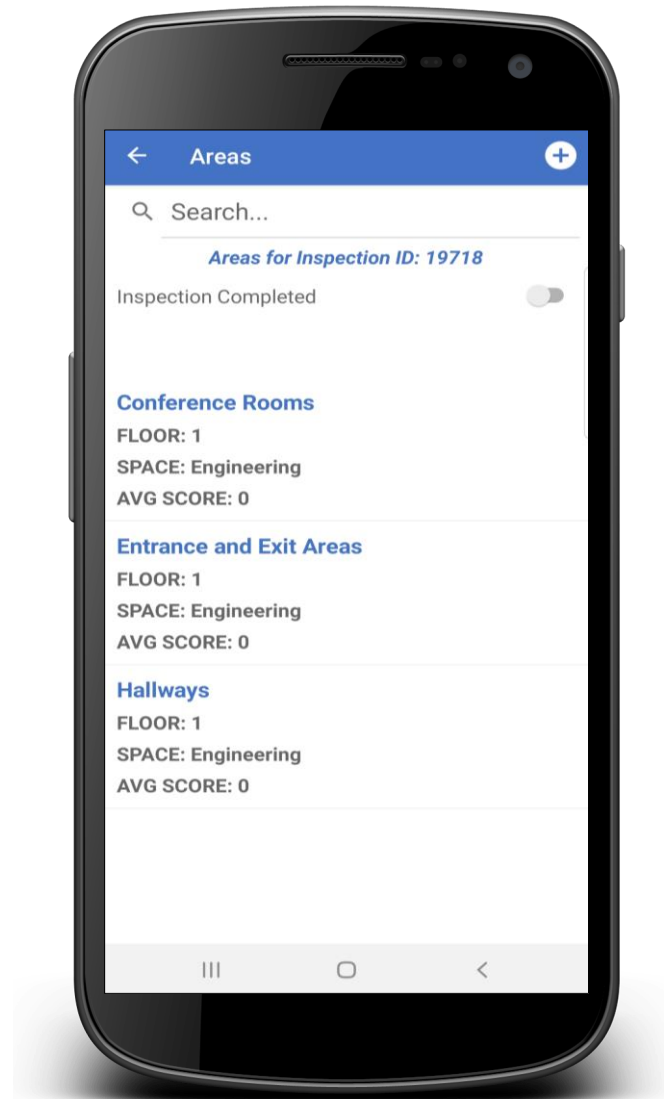
Tap **Start New Inspection** after you have selected the Areas

# Work Off-Line



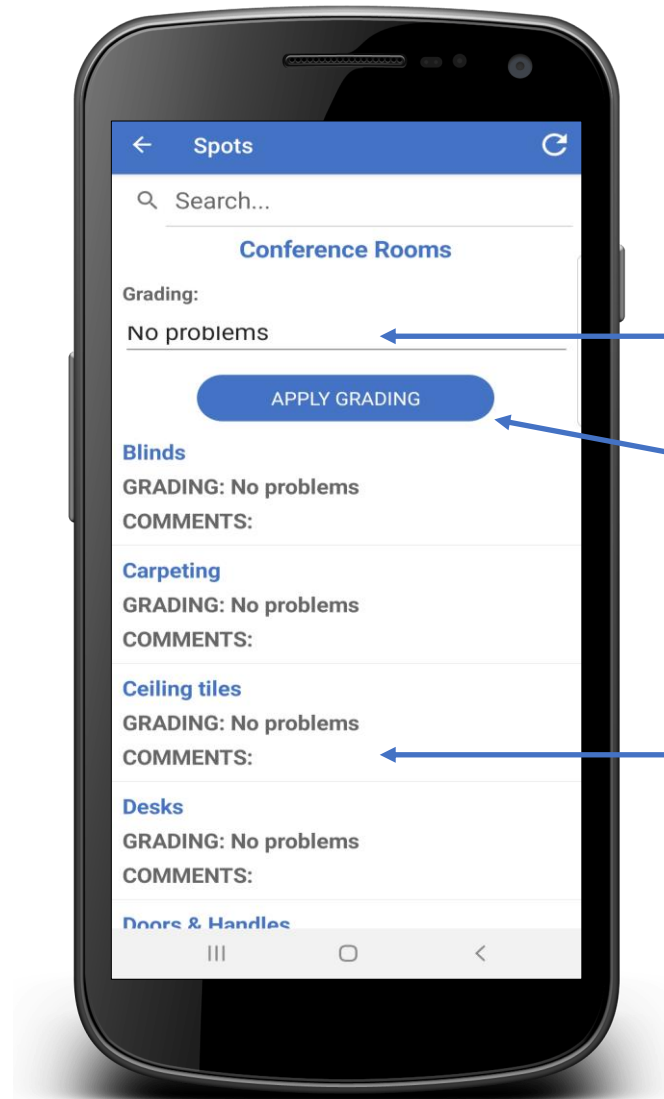
Accord will ask if you want to work in Off-line mode. Select YES and Accord will not require a data signal to perform your Inspection (Recommended)

# Begin Inspection



Tap the Area you are ready to inspect

# Applying Grades



Tap Grading to apply a universal grade

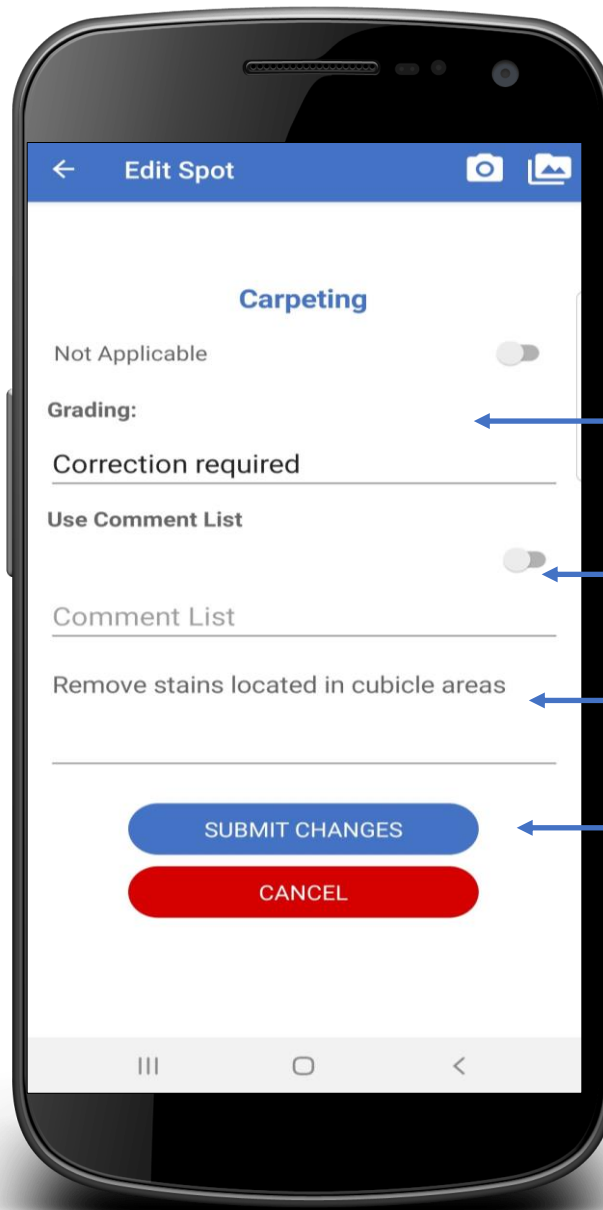
Tap Apply Grading button

*Grades are applied to ALL SPOTS to save time*

Tap on a Spot to create a deficiency




# Create Deficiency



Take a new picture or attach one from the gallery

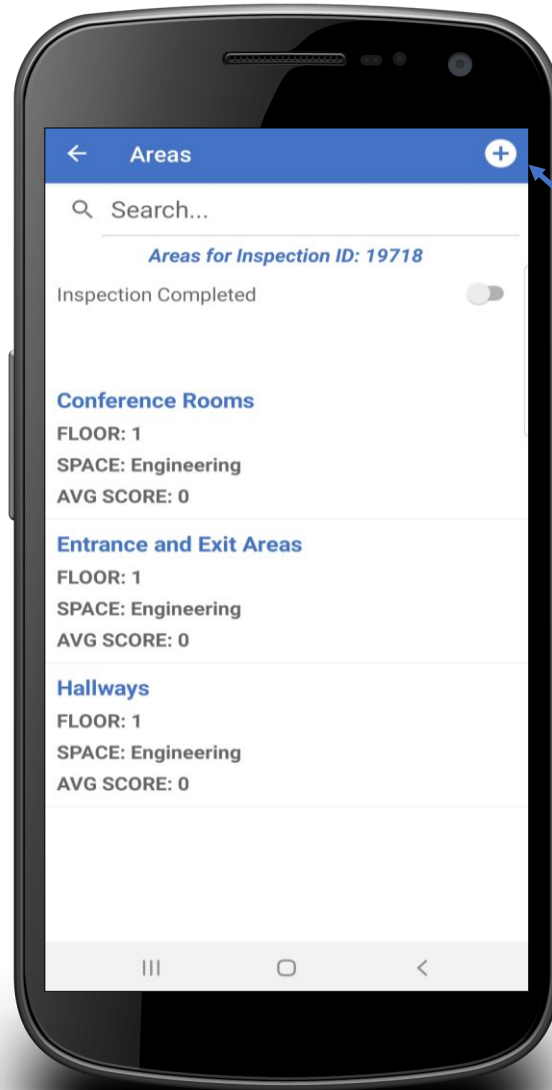
Change the grade

 *TIP: Create lists of pre-defined comments to save time from typing new comments*

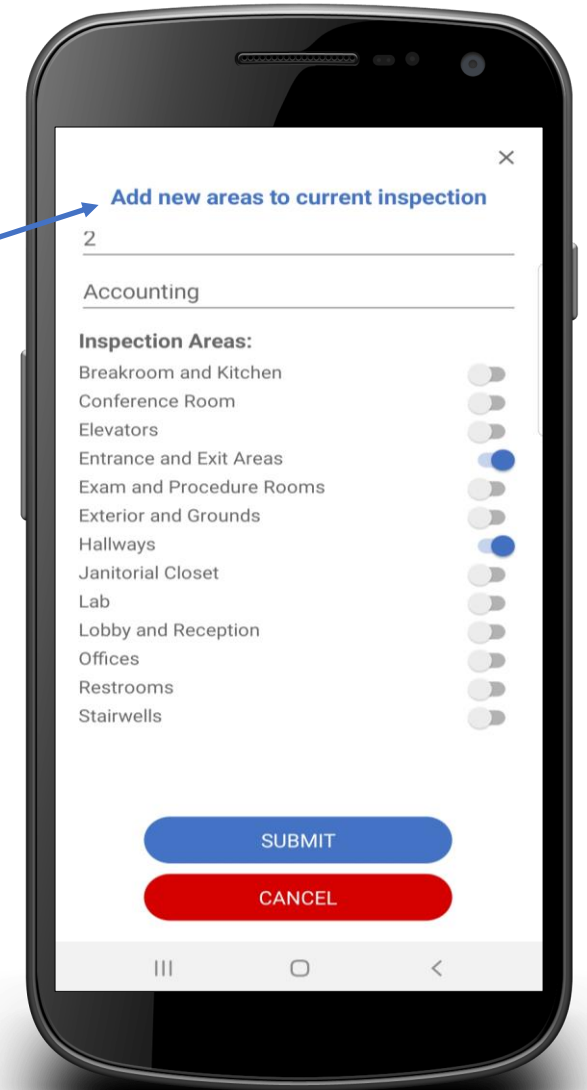
Add comments to describe the deficiency

Submit changes when completed

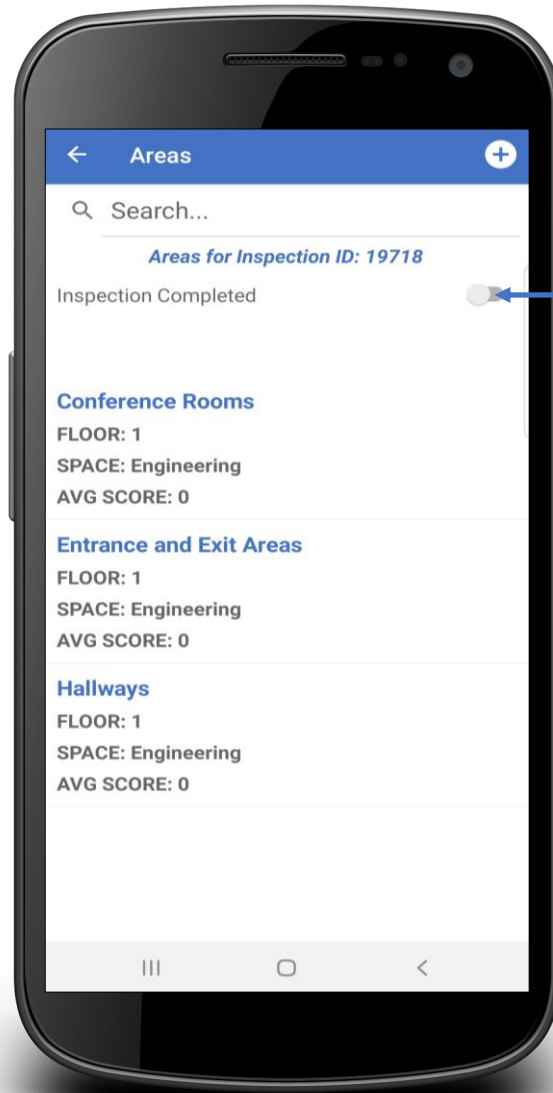
# Add new areas and floors



Add new areas or floors

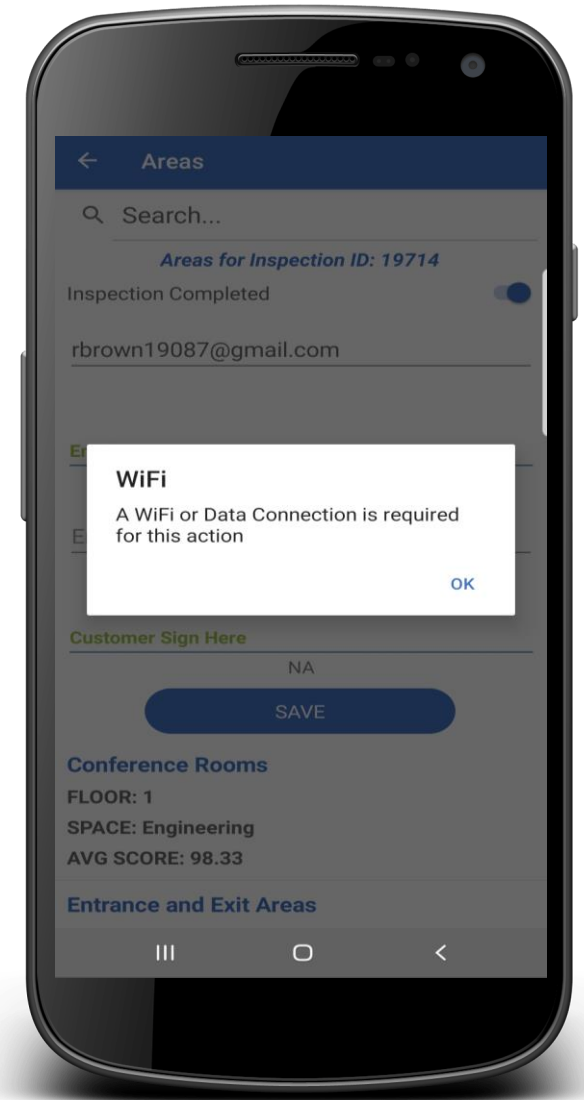


# Complete and sign inspection

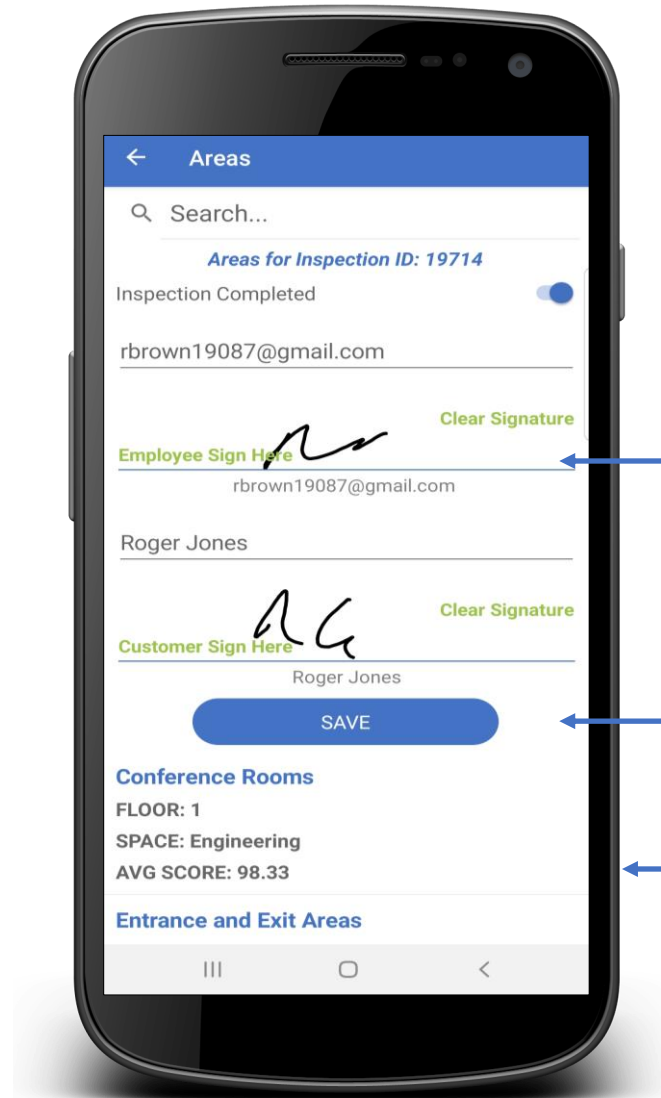


Toggle completed

A wifi signal is needed to send your inspection to the cloud



# Sign and Send to Cloud



**SIGNATURES ARE OPTIONAL**

Capture up to two signatures if desired

Tap SAVE to complete your inspection and send it to the cloud

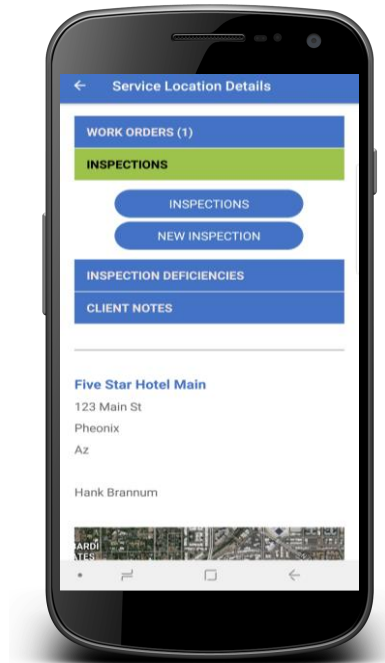
Review your Areas and Scores

# Accord® Support

Contact us for any questions or training requests

[support@acceleratorcc.com](mailto:support@acceleratorcc.com)

484.692.6330



To Download Accord® search: **Accord by Accelerator**

