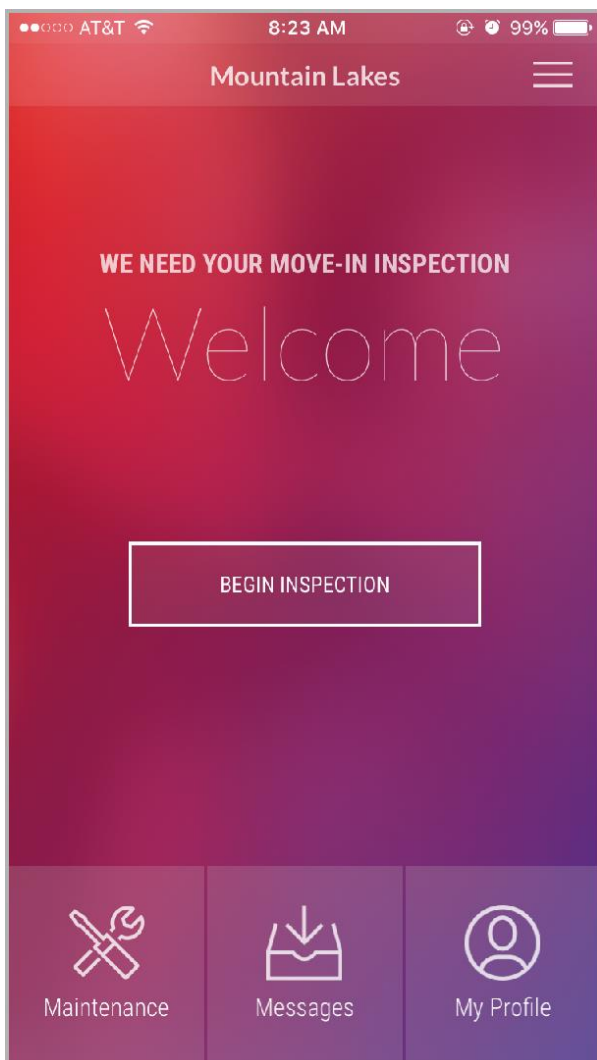


# Performing an Inspection in the ResidentPortal App

With the ResidentPortal App, your residents can perform an inspection on their mobile phone, like a move-in inspection. Upon logging in, the resident sees an alert at the top of the screen telling them that an inspection is available and needs to be completed.

Before you begin:

- An admin user must set up inspections in Entrata.
1. The resident logs in to the ResidentPortal App.
  2. On the home screen, the resident taps Begin Inspection.



Associated Products:  
ResidentPortal  
Entrata® Facilities™

- i** A future resident does not have full access to the ResidentPortal app until they move in and become a current resident.
- i** To view a previously completed inspection, the resident navigates to Menu >> Maintenance >> History and then taps the completed inspection.



The resident can also access this alert by going to Menu >> Maintenance.

3. On the inspection screen, the resident taps on a room to inspect it.
4. On the Mark the Condition screen, the resident marks whether the item is in Good or Bad condition.
5. If the resident marks any item as Bad, they add a Description of the Issue and add a photo.
6. The resident taps Save.
7. Once finished, the resident taps Signature and signs with their finger. The resident taps Save when done.
8. Once all the rooms have been inspected and a signature has been added, the resident taps Submit to submit the inspection. The resident taps Home to return to the home screen.