

Filtering the Inspection Grid

1. Click the Inspections tab and navigate to the Active feature to filter active inspections.
2. Click the filter button above the grid to open filter options. Filter the grid using the drop downs above the grid.

The screenshot shows the 'Building Engines' interface for 'Inspections'. The 'Active' tab is selected. A search bar and 'Sort by' dropdown (set to 'Due Date') are visible. A 'Filter' button is highlighted with a red box. Below the grid, the filter options are expanded, with red arrows pointing to the 'Sort by' (Due Date), 'Property Groups' (Choose Property Grp), 'Properties' (Choose Properties), 'Assigned To' (Choose Assignee), and 'Status' (1 selected) dropdown menus.

3. Navigate to the Completed feature to filter Completed inspections.
4. Click the filter button above the grid to open filter options. Filter the grid using the drop downs above the grid.

The screenshot shows the 'Building Engines' interface for 'Inspections'. The 'Completed' tab is selected. A search bar and 'Sort by' dropdown (set to 'Completed') are visible. A 'Filter' button is highlighted with a red box. Below the grid, the filter options are expanded, with red arrows pointing to the 'Sort by' (Completed), 'Property Groups' (Choose Property Grp), 'Properties' (Choose Properties), 'Assigned To' (Choose Assignee), and 'Status' (2 selected) dropdown menus.

5. Navigate to the Overdue feature to filter overdue inspections.
6. Click the filter button above the grid to open filter options. Filter the grid using the drop downs above the grid.

Inspections

Active Completed **Overdue** Scheduled Templates

Search Sort by Filter

Overdue (1)

402 Total Inspections Page 1 of 9

| ID # | Inspection | Status | Property | Progress | Assigned To | Frequency | Created At | Due Date | Completed Date | Action |
|------|------------|--------|----------|----------|-------------|-----------|------------|----------|----------------|--------|
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Inspections

Active Completed **Overdue** Scheduled Templates

Search Sort by Filter

Overdue Created Target Completion

411 Total Inspections Page 1 of 9

| ID # | Inspection | Status | Property | Progress | Assigned To | Frequency | Created At | Due Date | Completed Date | Action |
|------|------------|--------|----------|----------|-------------|-----------|------------|----------|----------------|--------|
|------|------------|--------|----------|----------|-------------|-----------|------------|----------|----------------|--------|

7. Navigate to the Scheduled feature to filter scheduled inspections.

8. Filter the scheduled inspections grid using the options above the grid.

Inspections

Active Completed Overdue **Scheduled** Templates

Search Sort by Filter

30 Total Scheduled Inspection Templates Page 1 of 1

| Inspection | Property | Type | Assignee | Frequency | Created At | Status | Start On | Action |
|------------|----------|------|----------|-----------|------------|--------|----------|--------|
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