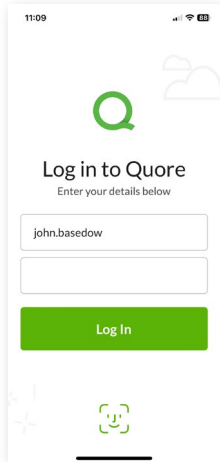


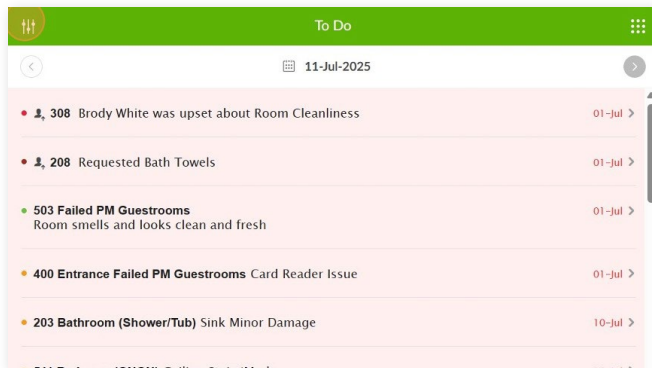
Completing an Inspection (Mobile)

Learn how to complete an inspection from the To Do List on the Quore mobile app.

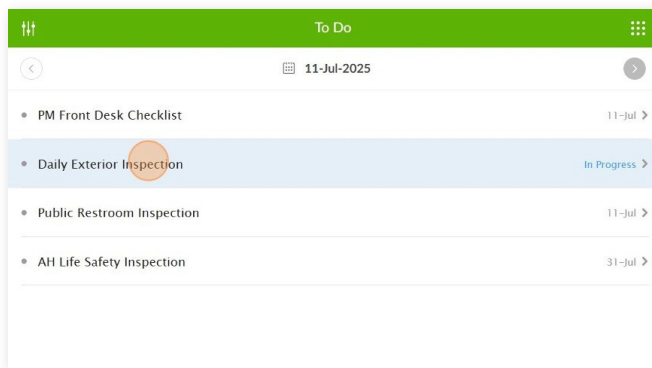
1. Log into the **Quore mobile app**.



2. Scroll to find the inspection or tap the three lines in the top left corner to filter your **To Do List** by **Inspection**.

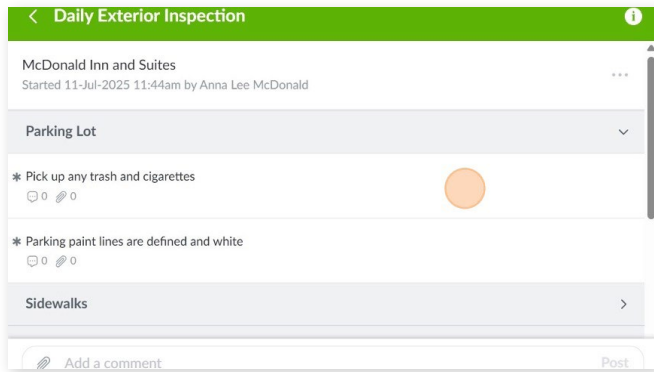


3. Tap on the inspection to start or resume it.

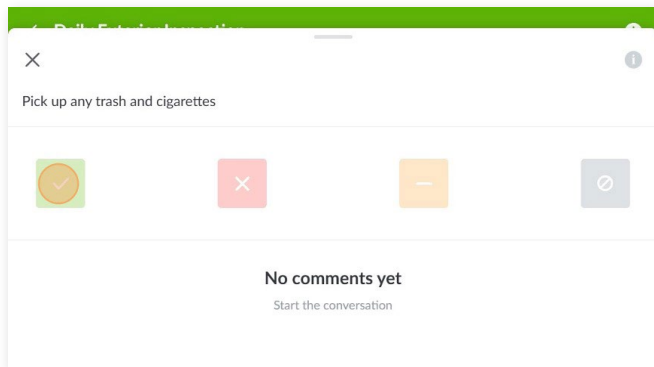


Completing an Inspection (Mobile) Continued

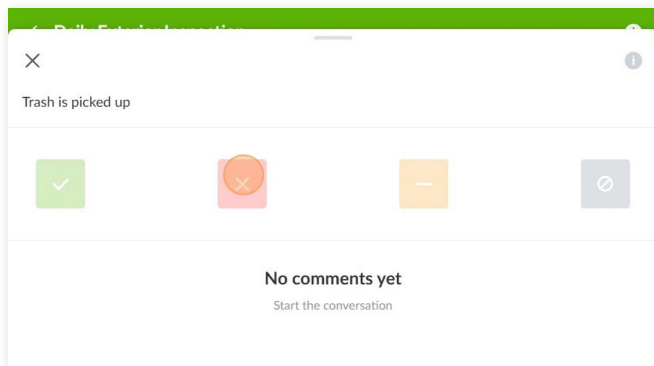
4. Swipe left on a step or tap to select an option.



5. Tap the **Check** to **Pass** the step.

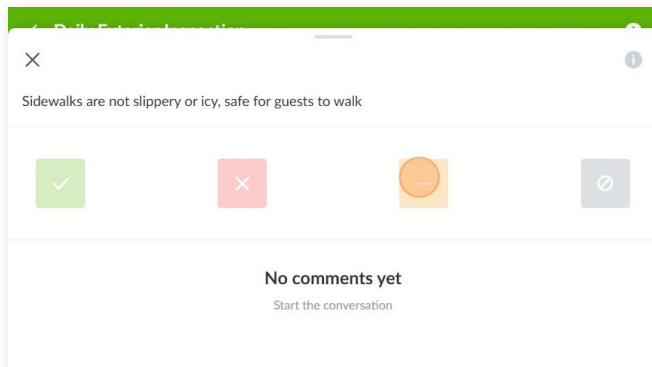


6. Tap the **X** to **Fail** the step. This will create a **Task** on the **To Do List** for the department assigned to fix that step. The department assigned to steps is configured in the inspection settings.

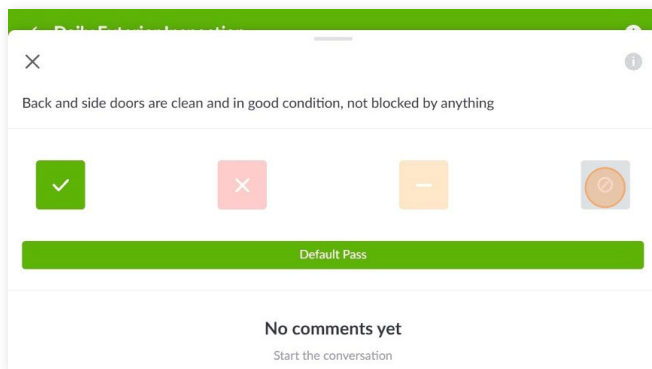


Completing an Inspection (Mobile) Continued

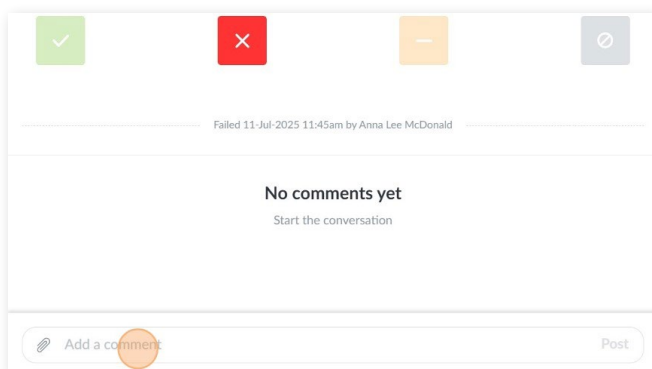
7. Tap the **Horizontal Line** to mark as a **Repair** if work was completed during the inspection.



8. Tap the **Circle with a Slash** to mark **N/A (Not Applicable)**. This is a great option if the step does not apply to your property.

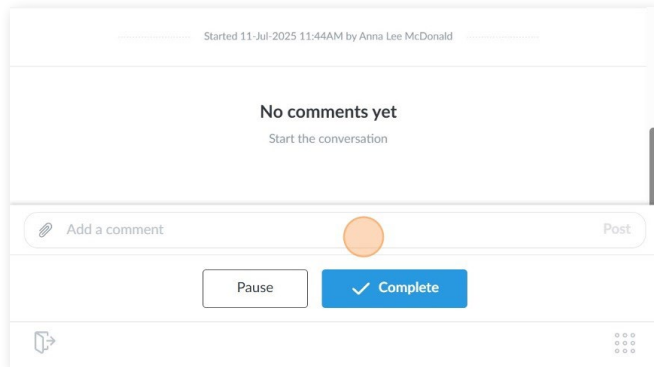


9. Tap on the step to add comments and attach photos and other files.

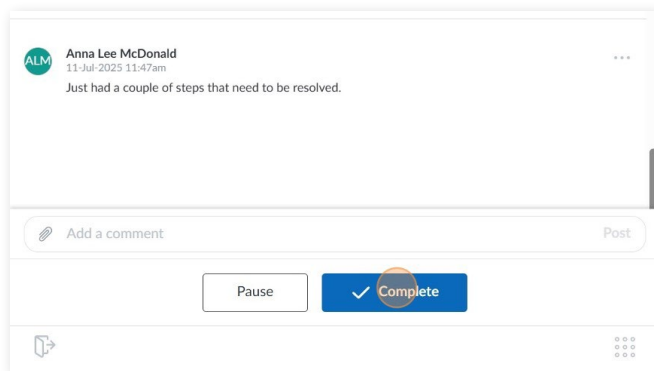


Completing an Inspection (Mobile) Continued

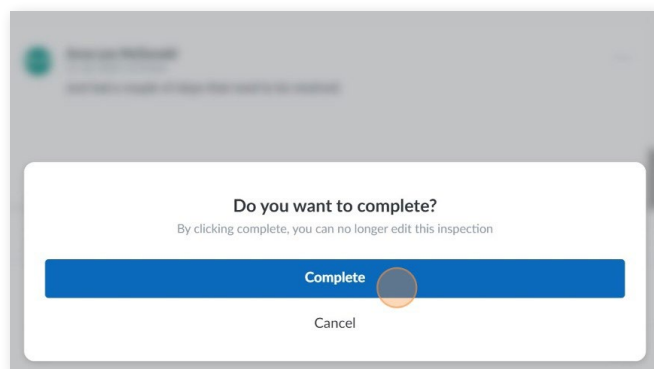
10. Post additional comments to the inspection if needed.



11. Tap the **Complete** button when finished. You can also **Pause** the inspection if needed; paused inspections will appear in blue on your **To Do List**.



12. Tap **Complete** again.



13. Completed inspections can be found in the **Closed** section of the **Inspections app** on the desktop.