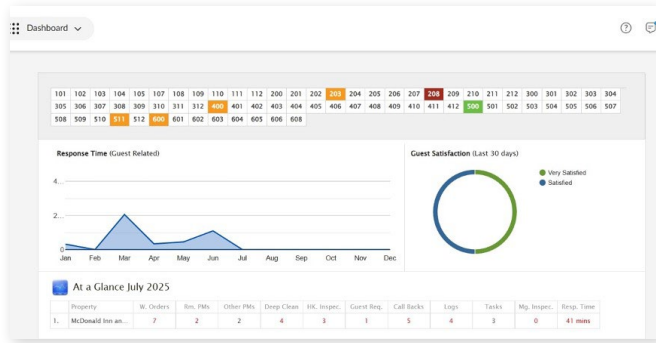


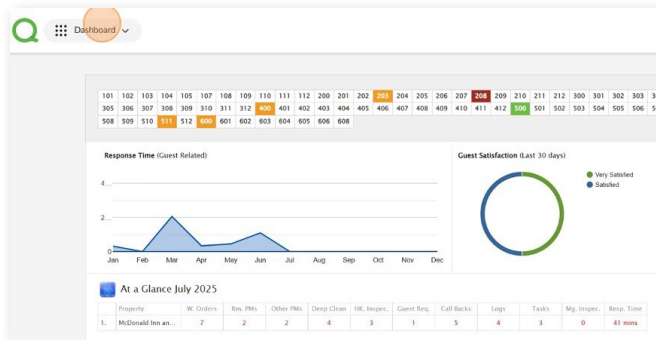
Creating an Inspection Template

Learn how to create an inspection template on the desktop.

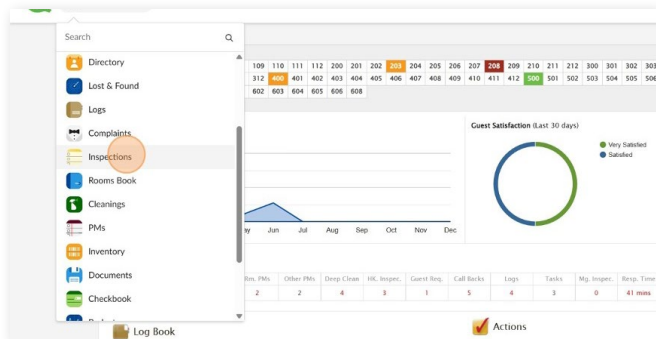
1. Log in to **Quore** on the desktop.



2. Click on the **App Switcher**.

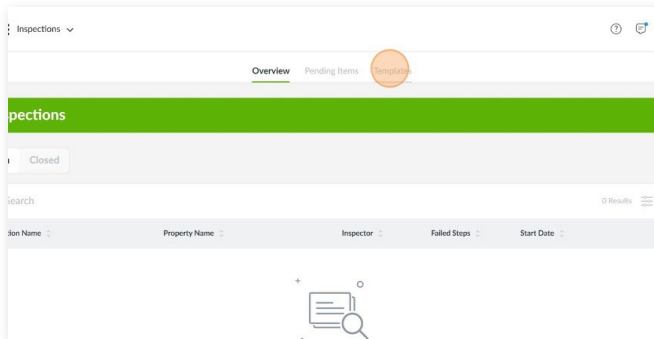


3. Select **Inspections**.

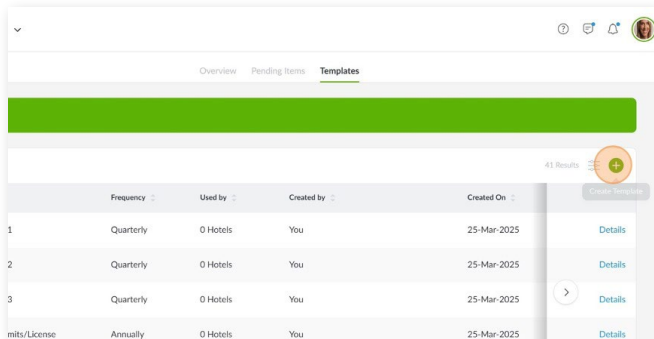


Creating an Inspection Template Continued

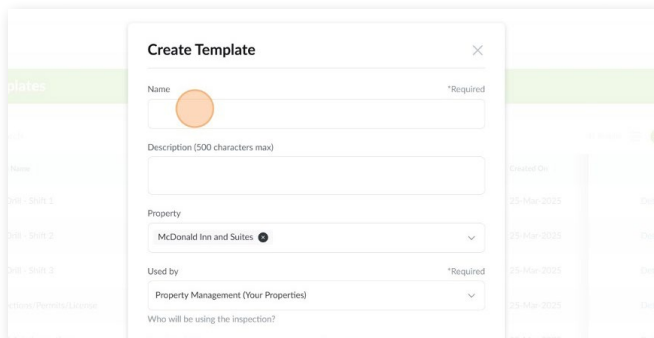
4. Click **Templates**.



5. From the **Templates** page, click the **+** icon.



6. Next, enter the template details on the **Create Template** page.



Creating an Inspection Template Continued

7. Select the department who will use this inspection in the **Used by** field.

This screenshot shows the 'Used by' dropdown menu in the inspection template creation form. The dropdown is open, displaying a list of departments: Property Management (Your Properties), Engineering, Front Desk, Housekeeping, Sales/Marketing, Food/Beverage, and Everybody. An orange circle highlights the 'Food/Beverage' option, indicating it is the selected department.

8. Select the **Frequency**.

This screenshot shows the 'Frequency' dropdown menu in the inspection template creation form. The dropdown is open, displaying a list of frequencies: Anytime, Daily, Weekly, Monthly, and Quarterly. An orange circle highlights the 'Anytime' option, indicating it is the selected frequency.

9. You can also use the **Reminder** section to receive an alert in your **To Do List** before the due date.

This screenshot shows the 'Reminder' section in the inspection template creation form. The 'Reminder' dropdown is open, displaying a list of reminder options: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 15, 30, 60, 90, 120, 180, 270, 360, 540, 720, 1080, 1440, 1800, 2160, 2520, 2880, 3240, 3600, 4320, 5040, 5760, 6480, 7200, 7920, 8640, 9360, 10080, 10800, 11520, 12240, 12960, 13680, 14400, 15120, 15840, 16560, 17280, 18000, 18720, 19440, 20160, 20880, 21600, 22320, 23040, 23760, 24480, 25200, 25920, 26640, 27360, 28080, 28800, 29520, 30240, 30960, 31680, 32400, 33120, 33840, 34560, 35280, 36000, 36720, 37440, 38160, 38880, 39600, 40320, 41040, 41760, 42480, 43200, 43920, 44640, 45360, 46080, 46800, 47520, 48240, 48960, 49680, 50400, 51120, 51840, 52560, 53280, 54000, 54720, 55440, 56160, 56880, 57600, 58320, 59040, 59760, 60480, 61200, 61920, 62640, 63360, 64080, 64800, 65520, 66240, 66960, 67680, 68400, 69120, 69840, 70560, 71280, 72000, 72720, 73440, 74160, 74880, 75600, 76320, 77040, 77760, 78480, 79200, 79920, 80640, 81360, 82080, 82800, 83520, 84240, 84960, 85680, 86400, 87120, 87840, 88560, 89280, 90000, 90720, 91440, 92160, 92880, 93600, 94320, 95040, 95760, 96480, 97200, 97920, 98640, 99360, 100080, 100800, 101520, 102240, 102960, 103680, 104400, 105120, 105840, 106560, 107280, 108000, 108720, 109440, 110160, 110880, 111600, 112320, 113040, 113760, 114480, 115200, 115920, 116640, 117360, 118080, 118800, 119520, 120240, 120960, 121680, 122400, 123120, 123840, 124560, 125280, 126000, 126720, 127440, 128160, 128880, 129600, 130320, 131040, 131760, 132480, 133200, 133920, 134640, 135360, 136080, 136800, 137520, 138240, 138960, 139680, 140400, 141120, 141840, 142560, 143280, 144000, 144720, 145440, 146160, 146880, 147600, 148320, 149040, 149760, 150480, 151200, 151920, 152640, 153360, 154080, 154800, 155520, 156240, 156960, 157680, 158400, 159120, 159840, 160560, 161280, 162000, 162720, 163440, 164160, 164880, 165600, 166320, 167040, 167760, 168480, 169200, 169920, 170640, 171360, 172080, 172800, 173520, 174240, 174960, 175680, 176400, 177120, 177840, 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Creating an Inspection Template Continued

10. Select **Yes** from the **Show Rooms** dropdown to add a rooms grid to your **Inspection** or **Checklist**.

The screenshot shows the 'Create Template' form in the Quore system. The form is for a property named 'McDonald Inn and Suites'. The 'Used by' field is set to 'Food/Beverage'. The 'Who will be using the inspection?' field is set to 'Inspection'. The 'Frequency' is set to 'Monthly'. The 'Reminder' is set to '25' days before due. The 'Show Rooms' dropdown is highlighted with an orange circle and set to 'Yes'. The 'Delay Tasks' and 'Multiple Fails' dropdowns are both set to 'No'. The 'Create Template' button is highlighted in green.

11. When you are done, click **Create Template**.

This screenshot is identical to the previous one, showing the 'Create Template' form. The 'Show Rooms' dropdown is still highlighted with an orange circle and set to 'Yes'. The 'Create Template' button is now highlighted with an orange circle, indicating it should be clicked to proceed.

12. To complete the creation process, on the next page begin to build your template by entering a step in the text box. Click anywhere to save.

The screenshot shows the 'Kitchen Deep Cleaning Inspection' template editor. The title bar is green and says 'Kitchen Deep Cleaning Inspection'. Below the title bar is a search bar. The main content area has a text box with the text 'Counters are clean and sanitized'. Below the text box are several dropdown menus: 'No category', 'Subcategory', 'Management', 'Photos', 'Required', and 'Default to Pass'. At the bottom of the form are two buttons: 'Add Category' and 'Add Step'.

Creating an Inspection Template Continued

13. Choose a department for a task to go to if the step is failed.

The screenshot shows the 'Kitchen Deep Cleaning Inspection' template in the Quore system. The interface includes a search bar, a description 'Counters are clean and sanitized', and a list of categories: 'No category', 'Subcategory', 'Management', 'Points', 'Required', and 'Default to Pass'. The 'Points' field is highlighted with an orange circle, indicating it is the current step being edited.

14. Assign point values to each step in the **Points** field.

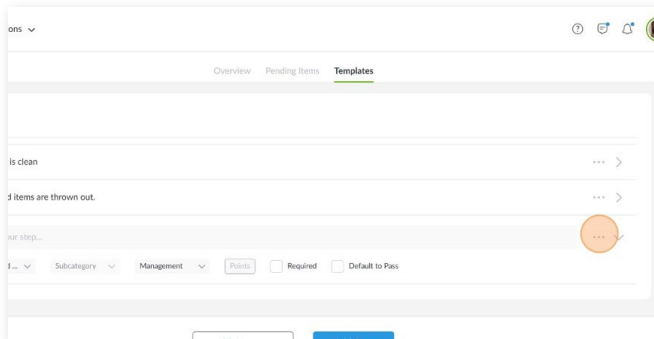
The screenshot shows the 'Kitchen Deep Cleaning Inspection' template in the Quore system. The interface includes a search bar, a description 'Counters are clean and sanitized', and a list of categories: 'No category', 'Subcategory', 'Food/Beverage', 'Points', 'Required', and 'Default to Pass'. The 'Points' field is highlighted with an orange circle, indicating it is the current step being edited.

15. Mark the step as **Required** or leave this box unchecked to make it not required. Select **Default to Pass** if you want the step to be pre-checked. **Default to Pass** steps cannot be marked as required.

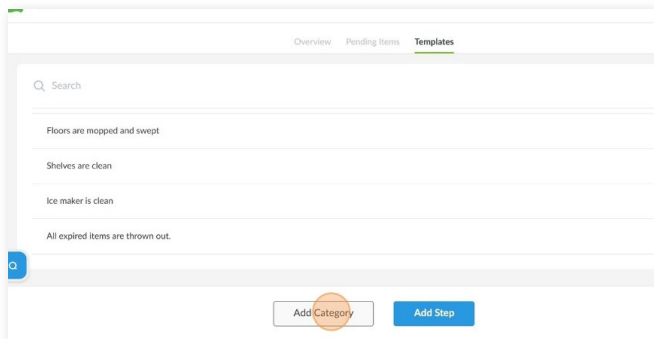
The screenshot shows the 'Kitchen Deep Cleaning Inspection' template in the Quore system. The interface includes a search bar, a description 'Counters are clean and sanitized', and a list of categories: 'No category', 'Subcategory', 'Food/Beverage', '10', 'Required', and 'Default to Pass'. The 'Required' checkbox is highlighted with an orange circle, indicating it is the current step being edited.

Creating an Inspection Template Continued

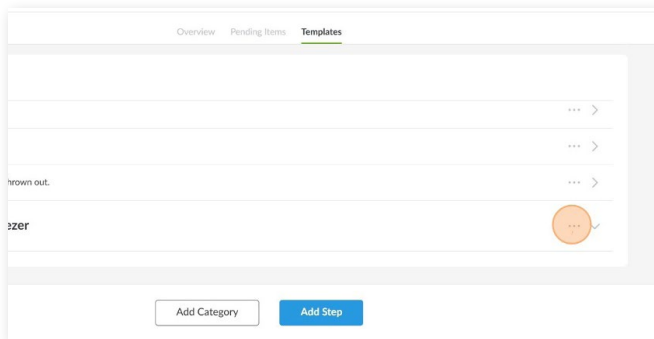
16. Click the ellipsis (three dots) beside the step to **Edit**, **Duplicate**, or **Delete** the step.



17. Click **Add Category** to create categories for your steps to go into. Type in the category name. Click anywhere to save automatically.

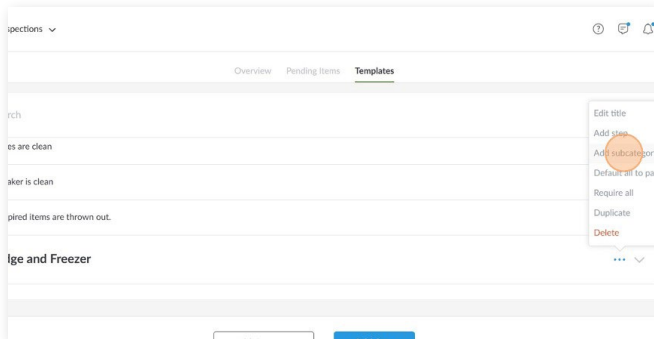


18. Click the ellipsis (three dots) beside a category to **Add a Subcategory** if desired. Click anywhere to save.



Creating an Inspection Template Continued

19. After clicking the ellipsis (three dots), you will see all options found within the category.



20. Continue adding steps until the template is complete. Navigate back to the **Templates** page in the **Inspections app** to view and edit your template.