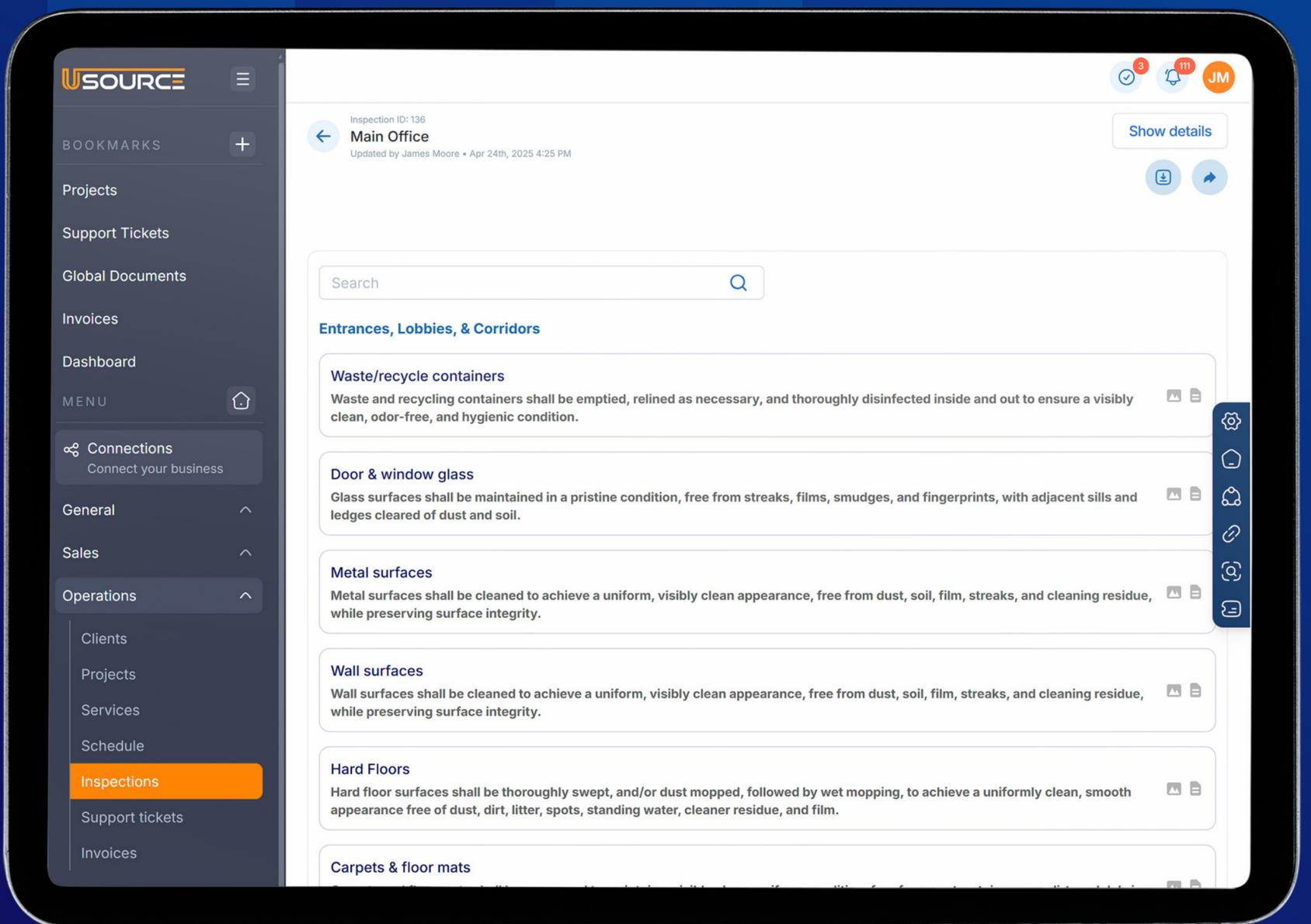


Create and Share Inspections

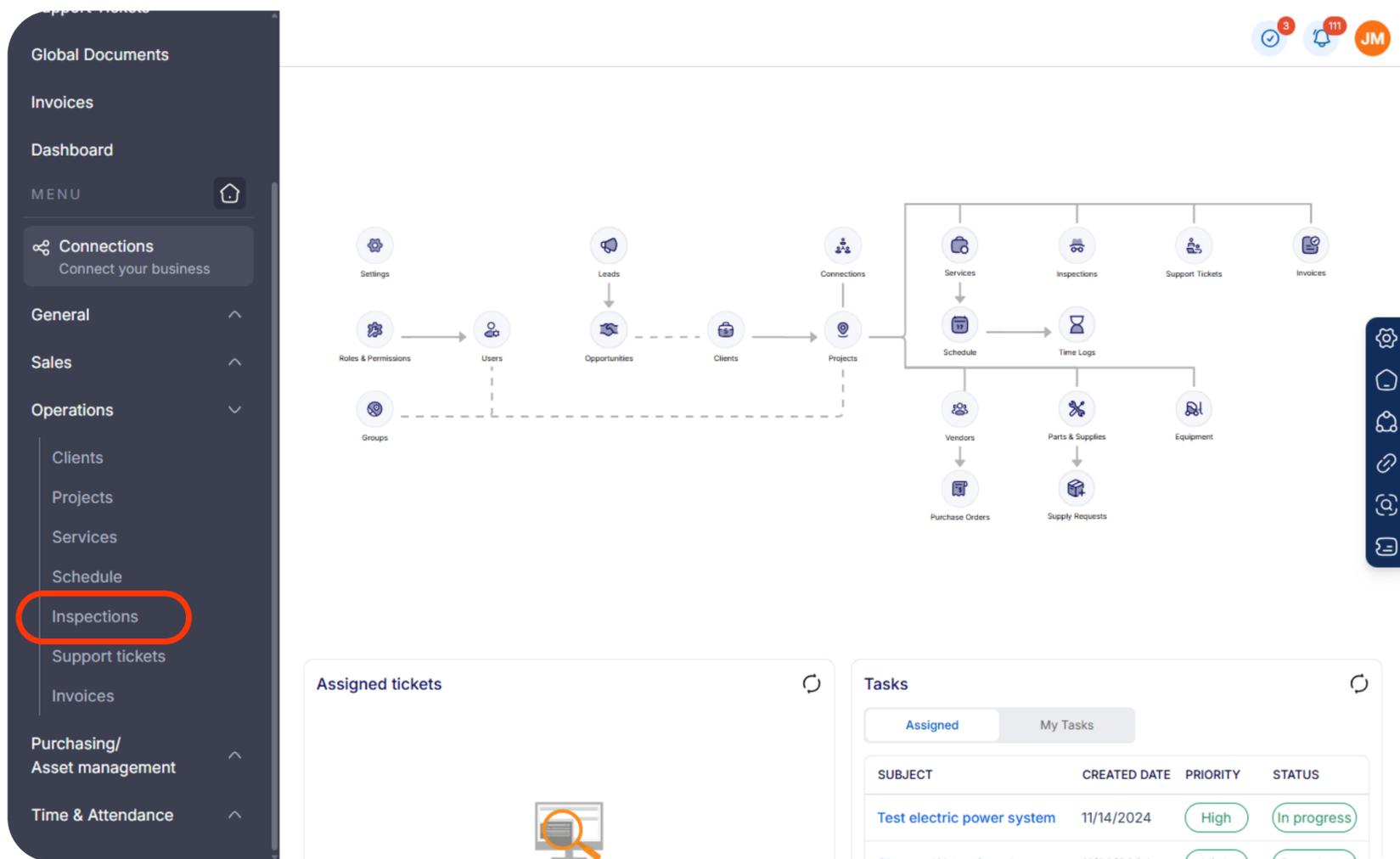


**Desktop & Mobile
User guide**

Creating New Inspections

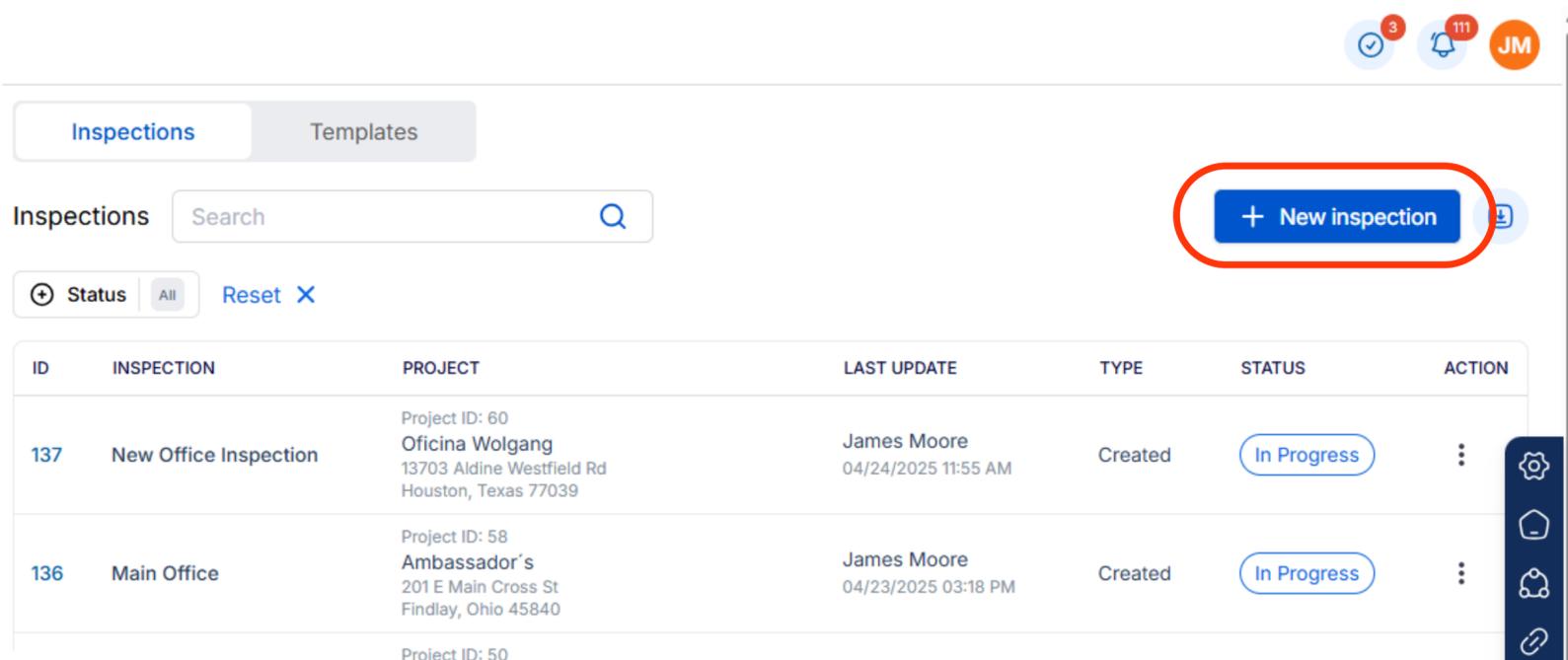
Step 1: Access the Inspections Screen

- Log in to your uSource account.
- From the main dashboard, navigate to the Inspections section.



• Step 2: Create a New Inspection

- Click on the "New Inspection" button.
- Fill in the necessary details: Inspection title, Location, Date & Time and Assigned to.



- Add a name to the inspection, and select the project to which to which you want to add the inspection.
- Select a preferred template and clicl “Start”.

• Step 3: Add Inspection Details

- Click on “Add inspection area”.

- Add a name to the “**Inspection Area**” to identify it.

- On “**Details**” you can add more information about the new Inspection Area created.

- Click on **Submit**.

- Click on “Add inspection item”.

Inspection ID: 139
Main Office
Updated by James Moore • Apr 24th, 2025 3:18 PM

Area created

Search

Add inspection area Add inspection item

Windows
Walls
Main Entrance
Restroom
Counters
Ceiling

Cancel Save

- Select a previously created **Inspection Area**.
- Create a new name for “Inspection Item” and fill the Details field.
- Click on **Submit**.

New item

Inspection area *
Walls

Inspection item *
North Wall

Details
1st Wall next to the main window.

max. 500 characters

Add more items

Cancel Submit

- Once you are finished, click on “Save”.

Inspection ID: 139
Main Office
Updated by James Moore • Apr 24th, 2025 3:18 PM

Show details

Search

Add inspection area Add inspection item

Windows
Walls
North Wall
1st Wall next to the main window. Inspect item

Main Entrance
Restroom
Counters
Ceiling

Cancel Save

Sharing an Inspection

- To share the inspection:
 - Navigate to the Projects section and click on the ID.

Projects

Search

Client Group Project type Status All Reset X

ID	PROJECT NAME	ADDRESS	SERVICES	PROJECT TYPE
60	Oficina Wolfgang	13703 Aldine Westfield Rd Houston, Texas 77039, United States	1	Office Building
58	Ambassador's	201 E Main Cross St Findlay, Ohio 45840, United States	3	Hotel
50	Presidential Plaza - Carpet Cleaning	Miami SS Miami, Florida 33131, United States	2	Offices
48	Building Office Miami	500 Brickell Key Drive Miami, Florida 33131, United States	3	Offices

- Click on the Action menu and select “Share”

Services

Inspections

Support tickets

Invoices

Users

Vendors

Parts and supplies

Equipment

Time logs

Search

+ New inspection

Status All Reset X

ID	INSPECTION	PROJECT	LAST UPDATE	TYPE	STATUS	ACTION
138	New Office Inspection	Project ID: 58 Ambassador's 201 E Main Cross St Findlay, Ohio 45840	James Moore 04/24/2025 04:25 PM	Created	Completed	⋮
136	Main Office	Project ID: 58 Ambassador's 201 E Main Cross St Findlay, Ohio 45840	James Moore 04/24/2025 04:25 PM	Created	Completed	⋮
134	entrance	Project ID: 58 Ambassador's 201 E Main Cross St Findlay, Ohio 45840	Jonathan Moore 04/10/2025 01:50 PM	Created	Completed	⋮

View

Resume inspection

Delete

Share

Download

- Select your Connection and click on “Continue” to successfully share your Inspection.

 **You have successfully shared an Inspection!**

Share Inspection

Connections

Shared by email

SELECT FROM SERVICE PROVIDERS LINKED TO THIS PROJECTS

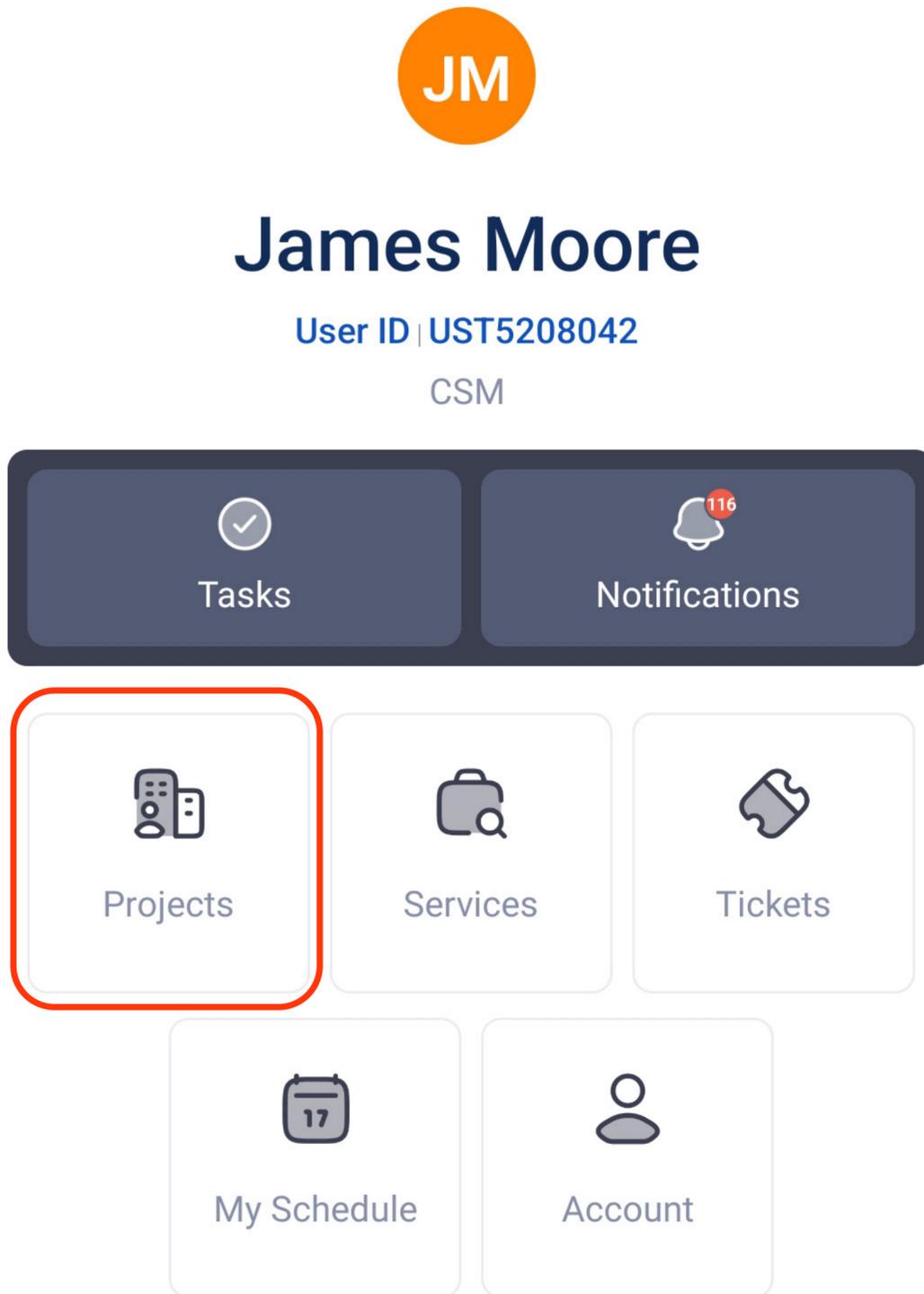
Search a service provider

SLB Managements
4008 Louetta Road5555 , Spring Texas 77388

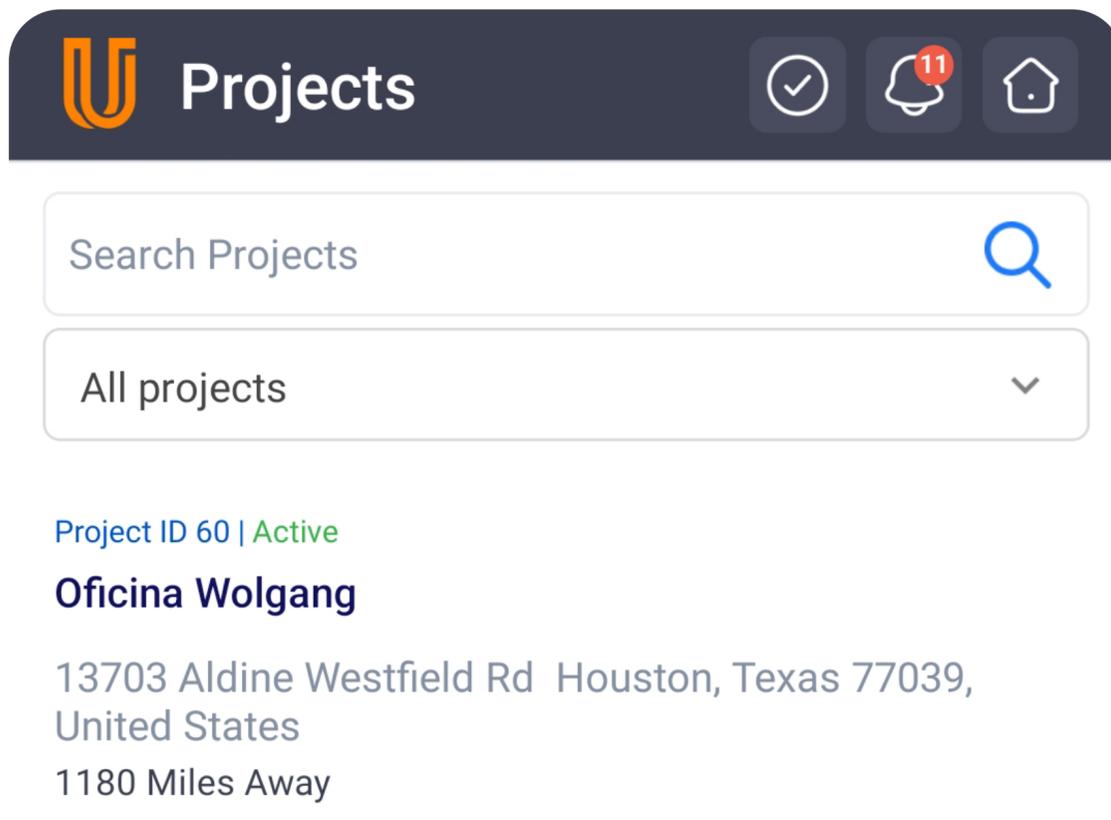
Continue

Creating an Inspection from Mobile Hub

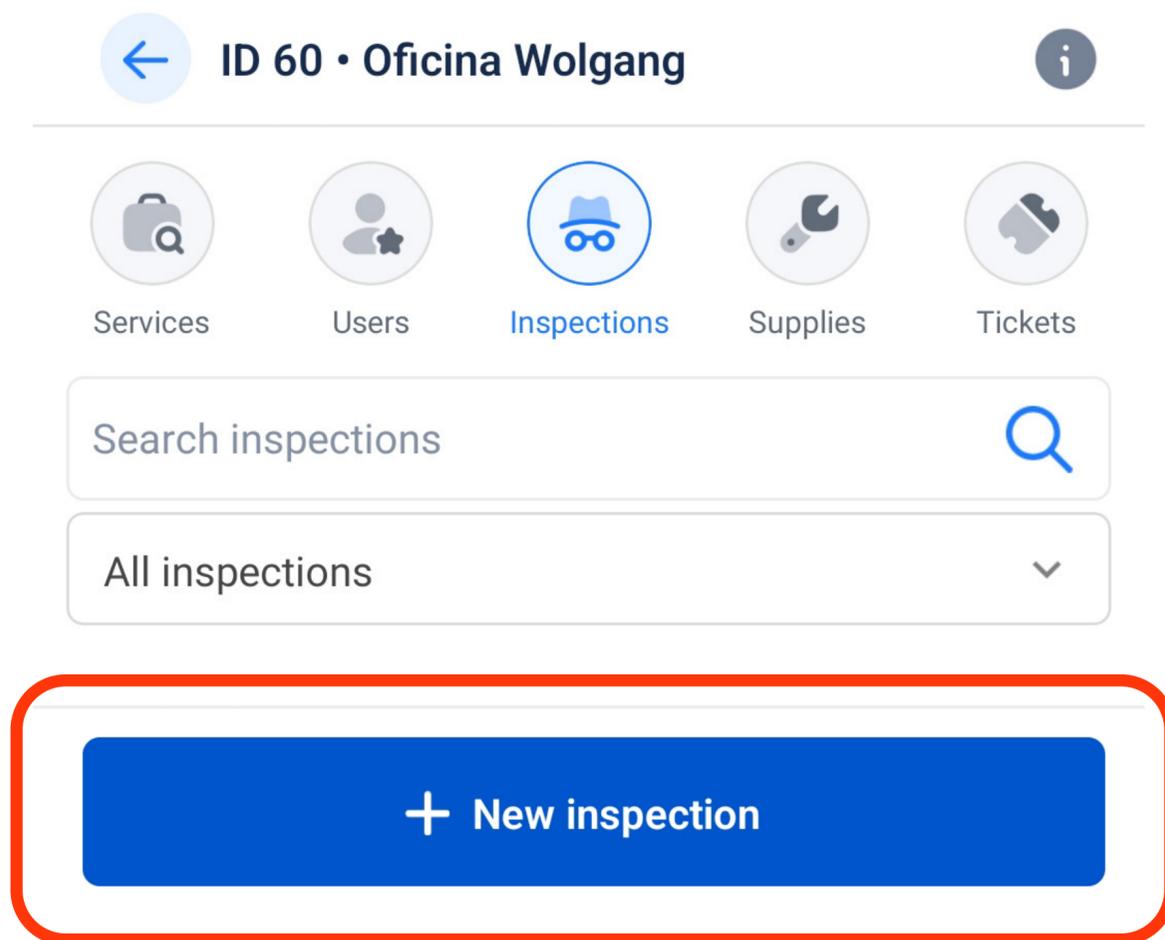
- On your Home Screen, select **“Projects”**



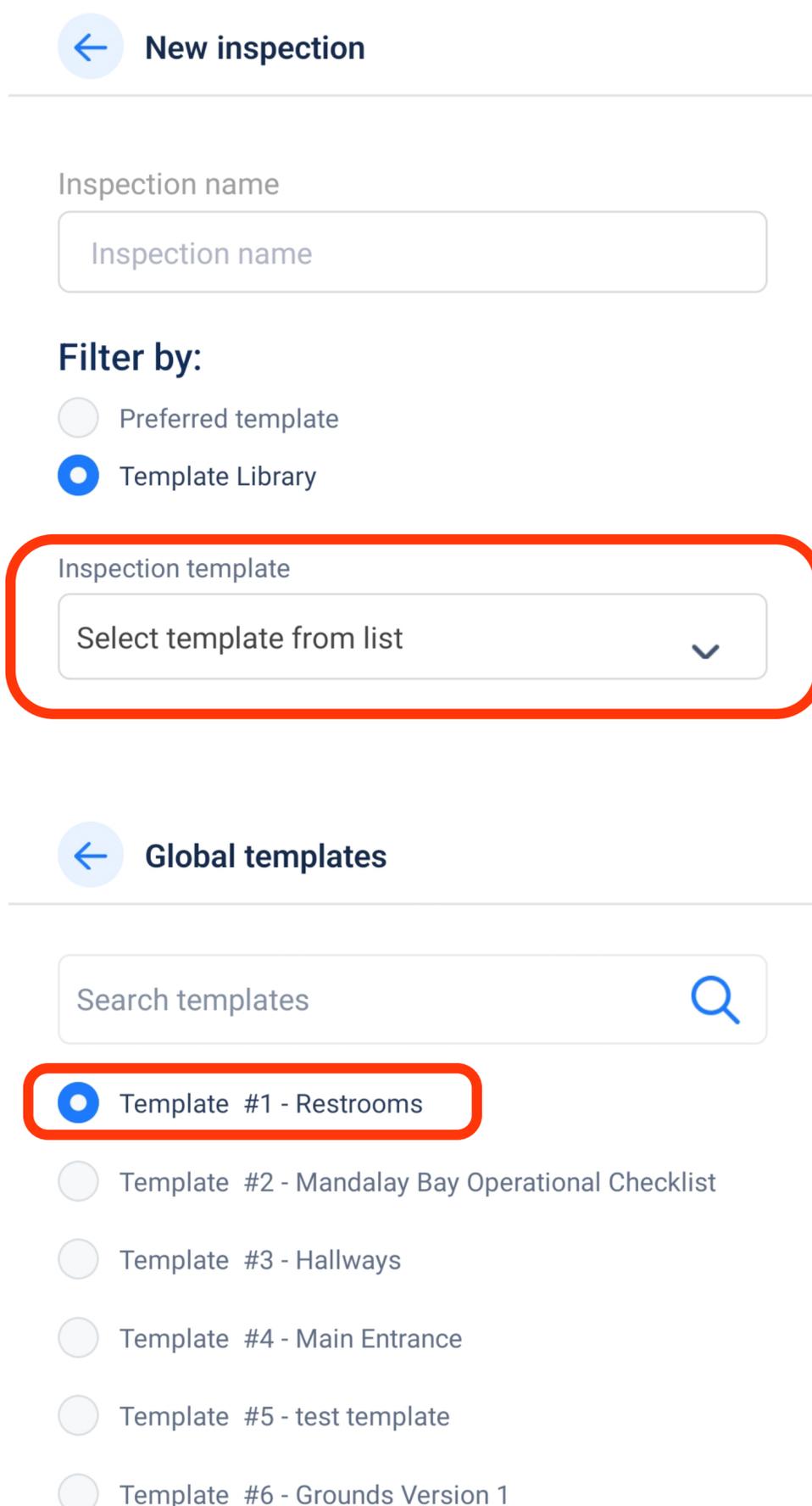
- Select the project that contains the inspection you need.



- Select **“Inspections”** and choose then click on **“New Inspection”**.



- Add an inspection name and then select a template for your new inspection.



- Once you have completed all the fields, click **“Create inspection”**.

 **New inspection**

Inspection name

Preventive Inspection Rest Rooms F2

Filter by:

Preferred template

Template Library

Inspection template

Template #1 - Restrooms

Create inspection

- Click on **“Add area”** to add a new area to be inspected.

 **Preventive Inspection Rest...** Complete
Created 05/01/2025

Add area Add item

Men's Restroom

Floors
Not inspected

Stalls
Not inspected

Fixtures
Not inspected

- Fill the fields and then click **“Submit”**.

 **Add area**

Area name

Sink

Details

Check the quality of the plumbing

Submit

- Click on “Add area” to add a new area to be inspected.

← Preventive Inspection Rest... Complete
Created 05/01/2025

Add area **Add item**

Sink ^

Men's Restroom ^

Floors
Not inspected

Stalls
Not inspected

Fixtures
Not inspected

Countertops
Not inspected

- Select the area you have just created.

Select area ×

Sink

Men's Restroom

Women's Restrooms

- Fill the fields and then click “**Submit**”.

← Add item

Select area
Sink ▾

Item name
Vent Pipe
max. 31 characters

Details
Check Vent Pipe
max. 75 characters

Add more items

Submit

- Repeat the process until you have added all the areas and items you need.

 **Preventive Inspection Rest...** Complete
Created 05/01/2025

Add area **Add item**

Sink 

Vent Pipe
Not inspected

Men's Restroom 

Floors
Not inspected

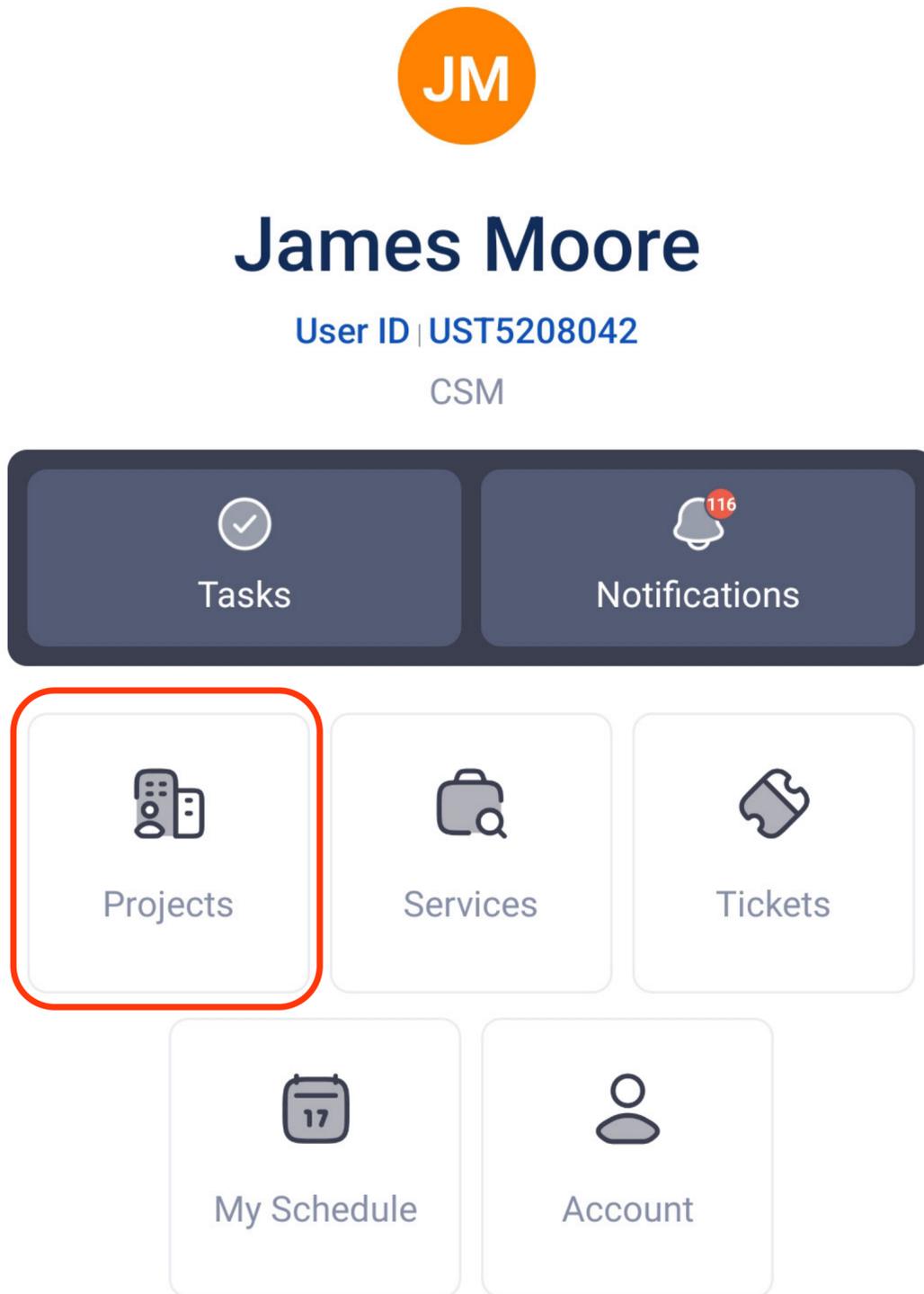
Stalls
Not inspected

Fixtures
Not inspected

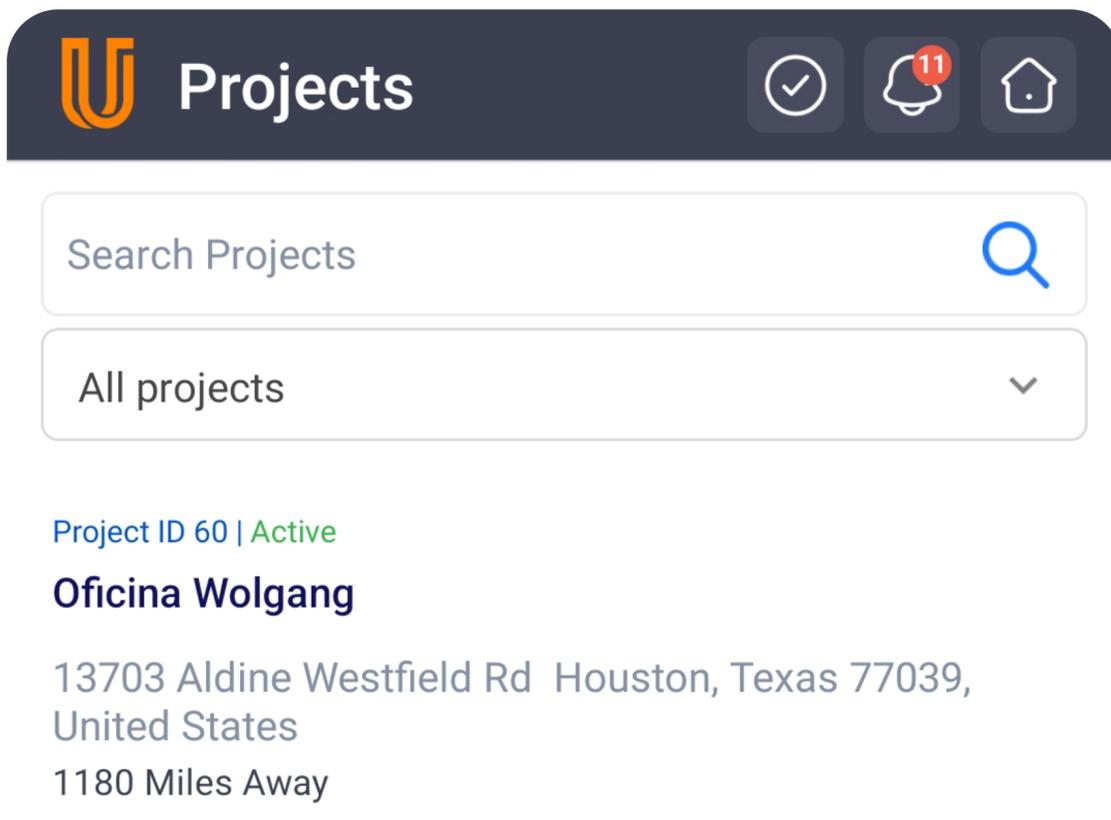
 **You have successfully created an Inspection!**

Sharing an Inspection from Mobile Hub

- On your Home Screen, select **“Projects”**



- Select the project that contains the inspection you need.



- Select **“Inspections”** and choose the inspection you need.

The screenshot shows a mobile application interface. At the top, there is a back arrow and the text 'ID 60 • Oficina Wolfgang' next to an information icon. Below this is a horizontal menu with five icons: Services (magnifying glass), Users (person), Inspections (hat and glasses, highlighted in blue), Supplies (wrench), and Tickets (ticket). Underneath the menu is a search bar labeled 'Search inspections' with a magnifying glass icon on the right. Below the search bar is a dropdown menu labeled 'All inspections' with a downward arrow. The main content area displays 'Inspection ID 137 Completed' in blue, followed by the title 'New Office Inspection' in bold, and the text 'Created | 04/24/2025' and 'Submitted by | James Moore'.

- Click on the “Share” button.

The screenshot shows the 'Share' options for a 'New Office Inspection' created on 04/24/2025. At the top, there is a back arrow, the title 'New Office Inspection', and a 'Download' button. Below this is a 'Share' button with a share icon. Underneath is a list of inspection categories with checkboxes: 'Entrances, Lobbies, & Corridors' (checked), 'Waste/recycle containers' (unchecked, with a red 'x' icon and 'Not inspected' text), and 'Door & window glass' (unchecked, with a red 'x' icon and 'Not inspected' text).

- Choose between **“Connections”** or **“Send by email”**.
 - Once you choose your contact, hit **“Submit”**.

The screenshot shows two side-by-side 'Share/Assign' screens. The left screen has two buttons: 'Connections' (highlighted with a blue border) and 'Send by email'. Below these buttons is the text 'SELECT FROM CONNECTIONS LINKED TO THIS PROJECT' and a list item: 'IBC Ambassadors' with a radio button and the address '4008 Louetta Road'. The right screen has the same two buttons, but the 'Send by email' button is highlighted with a blue border, and there is an empty text input field below it.

 **You have successfully shared an Inspection!**