

How To Print Inspection Record Notes

02/08/2024 8:54 am EST

When creating or updating an Inspection Record you can add Notes which can be printed on the Inspection Tickets.

You may enter up to 256 characters in this field.

Inspection Record

Open the Inspection Record on the Customer Account that needs a Note added.

Enter the information in the “Notes” section and click “Save.”

The screenshot shows the 'System Inspections' window with the 'Inspection' tab selected. The 'Notes' field is highlighted with a red box and contains the text 'This is the Inspection Record Note'. A red arrow points from the 'Notes' field to the 'Save' button at the bottom right.

System Inspections	
Site	Amy Elizabeth Residence 14104 Woodland Ridge
System	49855-2 Intrusion
Detail Equipment Inspection Items Reports	
Inspection	
Description	Inspection Notes
Frequency	Monthly
Service Problem Code	Insp-Access
Service Level	Fire Inspection
Service Company	ABC Service Provider
Last Inspection	
Next Inspection	12/6/2023
Next Inspection At	Ticket Closed
Service Tech	
Group Number	0
Estimated Hours	0
High Frequency Bypass	☐
Exclude from High Frequency Check	☐
Notes	This is the Inspection Record Note
Charges	
Inspection Item	
Amount	0.00
Save Terminate Cancel	

After the Inspection Ticket is generated and is ready to be printed, select “Print.”

The screenshot shows a context menu with the following options: Print, Save, Delete, and Close. The 'Print' option is highlighted with a red box.

Print
Save
Delete
Close

Select the box to “Show Field Notes with Access” and select the Access Level.

Service Ticket Preferences

Form: Standard Form

Printer: Microsoft XPS Document Writer

Paper Format

☐ Show Appointments

☐ Show only the three most recent appointments

☒ Show Field Notes with Access 1 Public

☐ Show Equipment on Site 1 Public 2 Internal

☐ Show Zone List

Include Extra rows for Parts used 2

☐ Hide Service Charges Block

☐ Hide Charges Message

☐ Show AR Net Due

☒ Show Contract Number and Date

☐ Show Routes

☒ Use shortened headers after first page of Service Ticket

☒ Include page footer with company address

☐ Hide System Comments

Number of copies: 1

OK Cancel

The Inspection Record Notes will show under the Field Notes section on the Ticket.

ABC Service Provider
14414 Main Rd
Canton, MI 48187

To: 49855
Amy Elizabeth Residence
14104 Woodland Ridge
Baton Rouge, LA 70816
(251) 293-3353
aeb27318@gmail.com

ABB
on 12/6/2023 6:49:34 AM

Inspection Ticket

Ticket Number 9945	Inspection Due Date 12/6/2023 12:00 AM	Technician
Problem Code Insp-Access	System Account 49855-2	System Type Intrusion
Panel Type	Panel Location	Contract #
Service Level Fire Inspection	Warranty Level Expired	Contract Date 12/30/1899
Secondary Account	Panel Phone #	2nd Panel Phone #

A service fee of \$0.00 applies, additional labor is billed in 15 minute increments after the first 0 minutes.
Frequency: Monthly

Contact: Comments:

Field Notes:

AEB 12/6/2023 6:49:34 AM

This is the InspectionRecord Note

Parts Used:

Part	Location	Quantity	Rate	Price

Service Performed: