

# Where to Create Inspection Records

09/23/2024 5:39 pm EDT

Inspection cases are generated in the service module, but the records for these inspections are created on the customer's account.

To create an inspection record pull up the customer, expand on a site to see the Inspections option, right click on inspections and select to create a new one.

The screenshot displays a software interface for managing customer accounts and inspections. On the left is a navigation tree with categories like Customer Information, Sites, and Activity Ledger. The main area shows details for a customer named 'Niki Bin' and a 'System Inspections' window.

**Customer Information:**  
Niki Bin  
New Nice House  
Canton, MI 48187  
United States

**Financial Summary:**  
Balance Due: \$0.00  
Total Active RMR :  
Total Active RAR :  
Customer Type: Residential  
Customer Since: 5/10/2017  
# of Disp Last 30 Days: 0

Description	Frequency	Group #	System	Last Insp.	Next Insp.
Inspection-Fire-Sprinklers	Monthly	0	CCTV	Never	6/1/2017
Olive Inspection	Monthly	1	CCTV	Never	6/1/2017
MA Inspection	Annual	1	CCTV	Never	6/1/2017

**System Inspections**

Site: Niki Bin  
New Nice House  
System: 123456789  
CCTV

**Inspection Form:**

Description: Inspection-Fire-Sprinklers  
Frequency: Monthly  
Service Problem Code: Code Changes  
Service Level: Fire Inspection  
Service Company: J.D.E Enterprises  
Last Inspection: [Empty]  
Next Inspection: 6/1/2017  
Next Inspection At: Ticket Created  
Recurring Item Link: INSP Fire Sprinkler  
Cycle Amount: 50.00

Service Tech: Mack Knife  
Group Number: 0  
Estimated Hours: 0  
High Frequency Bypass: [Unchecked]  
Exclude from High Frequency Check: [Unchecked]  
Route Code: 001  
Notes: have fun storming the castle

**Charges:**

Inspection Item	Amount
[Empty]	0.00

Buttons: Save, Terminate, Cancel