

## Setting up a new Inspection

Click on Property (Left hand) click on Inspections. A list of your inspections will show

In the field Property Manager select your name. The list will now filter to just show your properties.

To easily see any inspections that have not been set up yet, Click on the Next Inspection Date Column and it will change order

Any inspection not yet set up, will show with N/A. Find the property you want and click on Create.

You can change the description if you need to  
The start date is the date you want to do the first inspection

Repetitive period and frequency go together e.g we will inspect this property every 13 weeks or 3 months.

Enter in a Charge if needed. This is exclusive of GST.  
The Ledger Account should say Inspection Fees

Group should say Inspections, Check that the Primary User is the person doing the inspections

Do not add any payment details unless the tenant is paying separate from the first tenant (See help file for more information)

Show in Portal means the Owner will see this inspection set up and due.  
Click Save and Close.