Performing a Post-Visit Verification

Some Users may be required to perform a Verification RFI on Work Orders for their sites. This is done using the "Post-Visit Verification" button.

1. On the Job Detail screen, select the "Take" button to display the Take pop up.

2. This will display the Post-Visit Verification screen. From here, answer each of the required questions and, once they have all been completed, click the "Submit" button.

Note: Clicking the "Return to job without saving" will return to the Work Order Detail page without applying any changes.

3. Once the questions have been answered, the Work Order will then progress to a completed state.
Note: Please be aware that if the Work Order still requires other additional information, such as a Certificate or Meter Reading, it will stay at the "Job completed - Awaiting Additional Information" status until all the relevant information is provided.

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