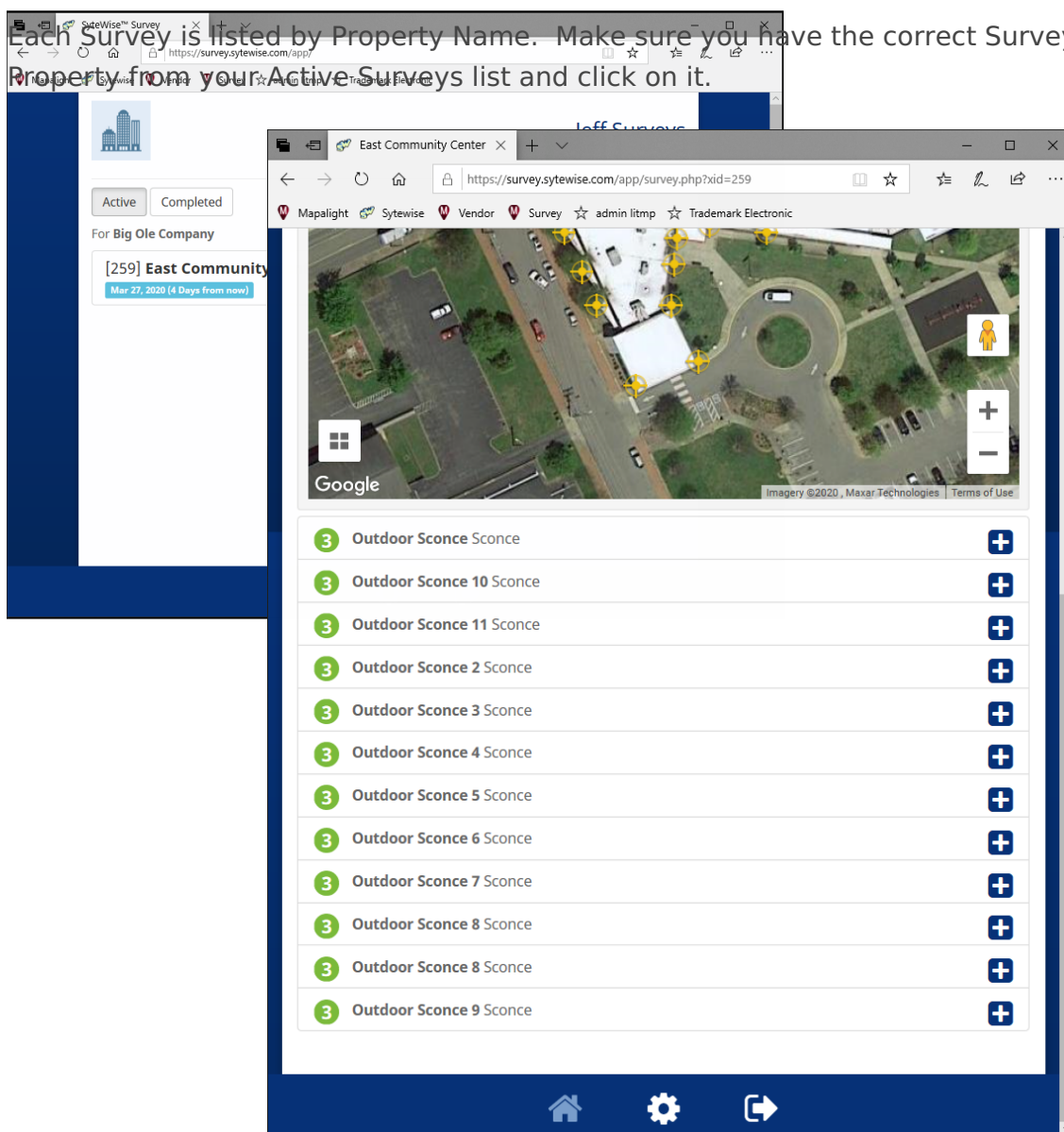


# Completing a Survey

Completing a Survey is easy in Sytewise and it starts by finding the Survey you want to complete. When you are ready to complete the Survey you can go to your Survey Portal and look through your list of Active Surveys, or click on the Survey Request email notice you received from your Company Administrator or your Customer..

Either way, Open the Survey and Start the work. In this example we'll be using a Lighting Survey. Lights are a simple survey, easy to complete, and will get you familiar with all of the components of a Sytewise Survey.

Each Survey is listed by Property Name. Make sure you have the correct Survey for the Correct Property from your Active Surveys list and click on it.



Each Fixture you are to Survey will have an Icon on the Map and be listed in the Fixture List. When you click on the Fixture Icon you will see a label with the Fixture Name. The same fixture will also be highlighted with blue in the Fixture List. This makes it easy to identify the correct fixture in

case there are multiple fixtures of the same make and model, such as a Light Fixture or HVAC unit.

Each Fixture will have several parts that can be displayed or hidden by selecting the +/- to the right. Click on the + sign and a list of the parts in the fixture will appear. Click on the - and they will be hidden. Parts can be a physical part of the Fixture such as a lamp in a Pole Light, or it can be an action, such as an Annual Test for a water Backflow device.

Each Part will have a Green/Red Switch that can be flipped to the opposite color by clicking with a mouse or touching the button on your wireless device. Green means the Part is operational. Red means the part needs service.

As you complete a Lighting Survey, every part that isn't burning needs the status button to be selected from Green to Red. The same would be true for any other type of Survey. If the part needs service.

