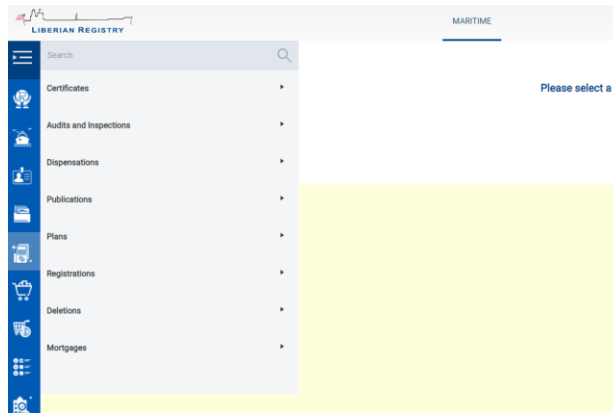**APPLICATION INSTRUCTIONS – SCHEDULE AUDIT/INSPECTION**

- Click 'Order Certificates' from the left sidebar.
  - When you start from here, the list of work orders will include all work orders available in WayPoint

In order to submit a work order all requirements as listed on the Final Review tab within the work order need to be met.

- Panels within the work order
  - **Inspection Details Panel**
    - The system will automatically choose inspections that are due to be scheduled.
    - The user can add/remove any of the inspection types and change the Certificate Type being requested.
    - Select the desired Inspection Date using the calendar picker.
    - Enter the anticipated port for the inspection.
    - Optionally, choose the inspector from the dropdown list.
    - Click on 'Next' – this will save the information in the Inspection Details panel and will open the Invoice Details panel.
  - **Invoice Details Panel**
    - The user can edit the name and address that appears on the invoice
    - Client reference numbers
      - Reference numbers will appear on the invoice; this is an optional field
    - Client PO number
      - Client provided Purchase Orders are entered here
      - Note: If your company uses purchase orders, it will not be possible to submit the work order for processing until this information has been entered.
    - Charges:
      - The invoice items for this work order will be listed
    - Click on 'Next' – this will save the information in the Invoice Details panel and will open the Additional Details panel.

- o **Additional Details Panel**
  - All of this information is optional:
    - Local Agent's name, phone and email
    - Master's name
    - Crew List (document upload)
  - Click on 'Save'

- Once all panels are completed, click on 'Submit'. This will forward the request to our Audit Department, who will review and confirm the request.