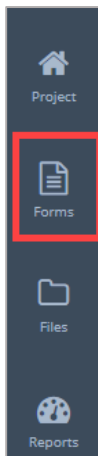


Inspections

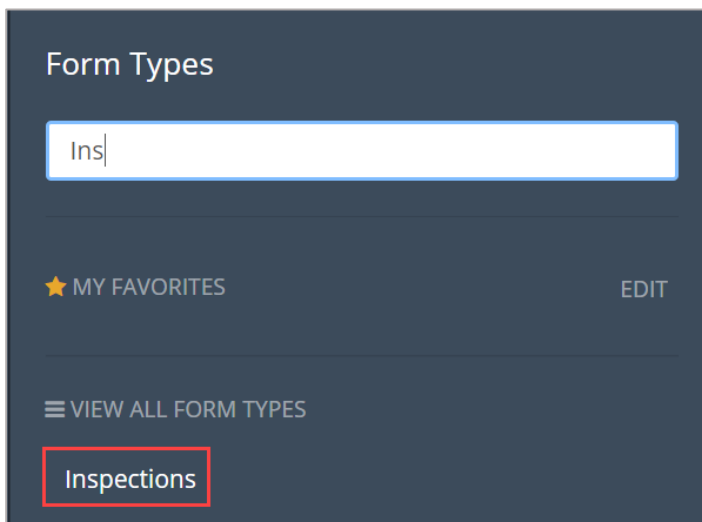
This document will capture results, comments and information from any inspections which occur on the jobsite. These documents are entered the party which performs the inspection or the vendor responsible for having the inspection performed.

Creating an Inspection document

1. Within the project, click the **Forms** icon on the left navigation pane.



2. In the search field, begin typing **Ins** and the form will appear in the forms list. Click the **form name** to open the log.



- To create an Inspection document, click the **New** button.



- Enter the title of the Inspection form in the **Subject** field.

Subject	* Required
Type the Subject	

- Enter the name of the **Inspector**.

Inspector
Type the Inspector

- Enter the name of the **Inspecting Agency or Company**.

Inspecting Agency or Company
Type the Inspecting Agency or Company

- Click inside the **Date of the Inspection** field to open the calendar utility and select the date.

Date of inspection

<	February 2020					>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
01	02	03	04	05	06	07

- If this is a **Reinspection**, click the checkbox to note this information.

Reinspection

☐

9. Click inside the **Type of Inspection** field to open the picklist and click an inspection type to select.

Type of Inspection

10. Click inside the **Inspection Result** field to select the result type.

Inspection Result

11. To add an *existing* Permit Reference, click the **Add Existing** button.

Permit Reference

↗
Add Existing
Create New

	Subject	Permit Type	Permit Number

- a. If there are multiple permits entered for the project, use the **search** box to quickly locate the title(s).

Add Permit Reference ×

🔍

	Subject	Permit Type	Permit Number
<input type="checkbox"/>	Permit #1		

Cancel
Add

- b. Click the **box beside each permit reference record** to add to the inspection document and click the **Add** button.

Add Permit Reference

Search...

Subject	Permit Type	Permit Number
<div><div></div></div>		Permit #1

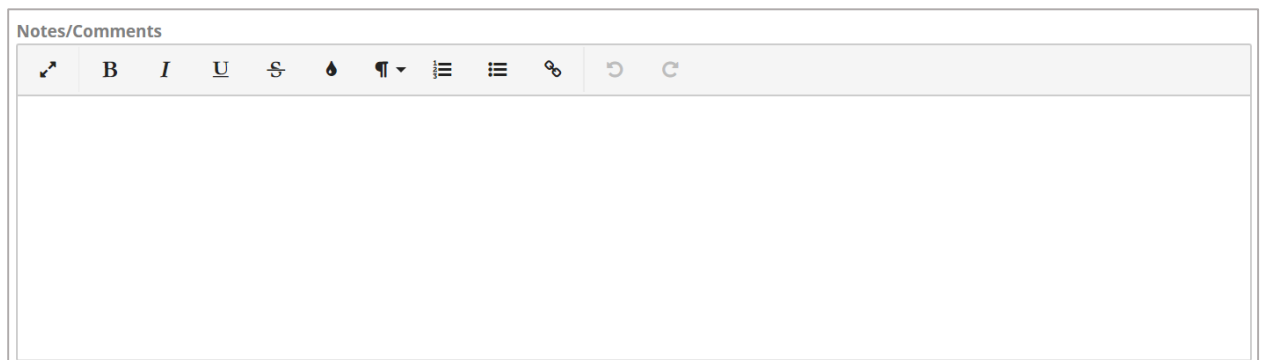
Cancel

Add

12. Enter the **Area(s) Inspected**.

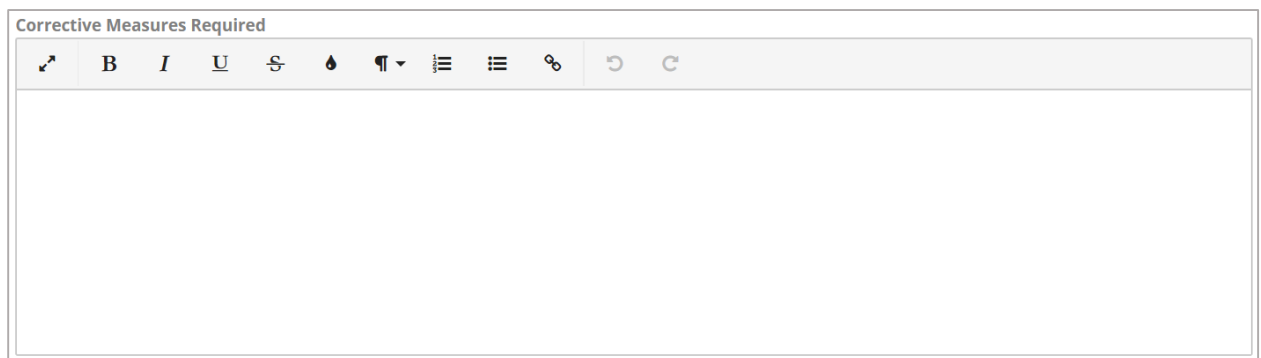
13. Enter the **Items Inspected**.

14. Enter any applicable information about the inspection in the **Notes/Comments** field.



The image shows a text editor interface titled "Notes/Comments". It features a toolbar with various icons for text formatting, including bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, link, unlink, undo, and redo. Below the toolbar is a large, empty text area for entering notes or comments.

15. Enter the **Corrective Measures Required** for the inspection.



The image shows a text editor interface titled "Corrective Measures Required". It features a toolbar with various icons for text formatting, including bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, link, unlink, undo, and redo. Below the toolbar is a large, empty text area for entering corrective measures.

16. Press the **Save & Share** button located in the top right corner and share with the proper individuals.



The image shows two buttons: a "Cancel" button with a red border and a "Save & Share" button with a green background and a red border. The "Save & Share" button has a small downward-pointing arrow on its right side.

Completing the Corrective Measure

Once the corrective measure is complete, please open the record and update the date of completion.

1. Enter the **Corrective Measures Completed** Date.

Corrective Measures Completed Date

February 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
01	02	03	04	05	06	07

2. Click the dropdown arrow next to the Save & Share button and click **Save & Share** to share with additional team members or **Save** to save the changes.

Cancel	Save & Share ▼
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Editing an Inspection Record.

1. Open the **Inspection** log and click the **title of the Inspection** record you wish to edit.

<input type="checkbox"/>	Subject	Created On	Shared
<input type="checkbox"/>	Inspection Record #1	2/23/20 1:22 PM	1

2. Click the **Edit** button in the Details section of the form.

DETAILS Edit

Subject
Inspection Record #1

Inspector

Inspecting Agency or Company

Date of inspection

Reinspection
☐

Type of Inspection

Inspection Result

3. Make the appropriate changes to the form and press the drop down arrow beside **Save & Share** to share the document or **Save** without sharing.

Cancel Save & Share ▼