

HOW TO CREATE A NEW INSPECTION

- 1 Select **Inspections** > **Start New Inspection**.
- 2 **Inspection Type** > Types include **ABC; Inspections; Checklists; Audits**
- 3 Enter **Description** and select **Employer** (subcontractor) as relevant.
- 4 Hit **Create** button.

The screenshot shows the 'Inspections / Create New' form. On the left is a dark sidebar with a menu. Item 1 points to the 'Inspections' menu item, which is expanded to show 'Start New Inspection', 'Active Inspections', and 'Completed Inspections'. Item 2 points to the 'Inspection Type' dropdown menu, which currently shows 'ABC'. Item 3 points to the 'Inspection Description' section, which includes a 'Description' text input field and an 'Additional Options' section with an 'Employer' dropdown menu set to 'Subcontractor A'. Item 4 points to the 'CREATE' button at the bottom right of the form, next to a 'CANCEL' button. The form also includes a 'Location (if Applicable)' section and a 'Submit Details' section.